



# Chatham-Kent MATTERS

CHATHAM-KENT'S GUIDE TO PUBLIC INFORMATION AND NOTICES

www.chatham-kent.ca

| MUNICIPAL CENTRES |          |
|-------------------|----------|
| Blenheim          | 676-5405 |
| Chatham           | 360-1998 |
| Dresden           | 683-4306 |
| Ridgetown         | 674-5583 |
| Tilbury           | 682-2583 |
| Wallaceburg       | 627-1603 |

| INFORMATION DESKS |          |
|-------------------|----------|
| Bothwell          | 695-2844 |
| Highgate          | 678-3313 |
| Merlin            | 689-4944 |
| Thamesville       | 692-4251 |
| Wheatley          | 825-7131 |

Access to the internet is available at our Municipal Centres. Information Desks & Libraries in Blenheim, Bothwell, Chatham, Dresden, Highgate, Merlin, Ridgetown, Thamesville, Tilbury, Wallaceburg & Wheatley

## INFORMATION SESSION ON ENVIRONMENTAL ISSUES & INITIATIVES IN RONDEAU BAY

Come out to learn about environmental issues affecting Rondeau Bay and local aquatic species at risk, as well as initiatives to improve the Bay.

Session to be held at Glad Tidings Church, South Blenheim, January 27, 2010.

Doors open at 6:30 pm. Presentations by federal, provincial and municipal agencies begin at 7:00 pm followed by discussion period. Refreshments provided.

For more information check the Highlights section at [www.chatham-kent.ca](http://www.chatham-kent.ca) or call Mia King at (519) 451-2800 ext. 233.

## TENDERS AND QUOTATIONS

The following tender(s) are available from the Purchasing Officer, Municipality of Chatham-Kent, First Floor, Civic Centre, 315 King St. W., Chatham.

| CONTRACT NUMBER | NAME & DESCRIPTION  | TENDER AVAILABLE (dd/mm/yy) | TENDER CLOSED (dd/mm/yy) |
|-----------------|---|-----------------------------|--------------------------|
| T09-238         | Sixth Line Bridge over Raleigh Plains Drain   | 14/12/09                    | 21/01/10                 |
| R10-150         | Revitalization of Three Chatham-Kent Pool Facilities-Architect to Act as Prime Consultant | 08/01/10                    | 03/02/10                 |

Tenders will be received on the specified TENDER CLOSE date at 1330 h (local time) by the Purchasing Officer and will be opened on the same day at 1400 h and read publicly in the Council Chambers, Second Floor at the above address. For complete tender details please visit the Chatham-Kent web site.

## EMPLOYMENT OPPORTUNITIES

The Municipality of Chatham-Kent has new external job registry postings on our web site. To be considered for the following positions, you must apply between January 1, 2010 and March 31, 2010 with a Career Profile (found in each job ad) and resume.

- Arena Facility Operator (seasonal) (Job # RF 10-1)
- Canteen Attendant (seasonal) (Job # RF 10-2)
- Public Skate Cruiser (seasonal) (Job # RF 10-3)

To be considered for the following positions, you must apply between January 1, 2010 and June 30, 2010 with a Career Profile (found in each job ad) and resume.

- Equipment Operator (temporary and permanent) (Job # PW 10-1)
- Adjuvant (casual call-in) (Riverview Gardens) (Job # SS ADJ 10-1)
- Cook (casual call-in) (Riverview Gardens) (Job # SS CK 10-2)
- Dietary Aide (casual call-in) (Riverview Gardens) (Job # SS DA 10-3)
- Personal Care Giver (casual call-in) (Riverview Gardens) (Job # SS PCG 10-4)
- Registered Nurse (casual call-in) (Riverview Gardens) (Job # SS RN 10-5)
- Registered Practical Nurse (casual call-in) (Riverview Gardens) (Job # SS RPN 10-6)
- Early Childhood Educator (casual call-in) (Chatham and Wallaceburg) (Job # CHS 10-1)
- Aquatic Lifeguard (part-time and call-in) (Blenheim and Wallaceburg) (Job # RP 10-1)

To be considered for the following position, you must apply between January 1, 2010 and November 30, 2010 with a Career Profile (found in the job ad) and resume.

- Water & Wastewater Operator (CK PUC) (temporary and permanent) (Job # PUC 10-1)

For more detailed information regarding the above positions and how to apply, please visit Jobs on the municipal web site.

## EMPLOYMENT OPPORTUNITIES

The Municipality of Chatham-Kent has an opening for the following positions. Note: these positions require a Career Profile application form and resume. You can find the Career Profile application form in each job ad on our web site.

- Branch Assistant/Clerk, Library Services (permanent casual call-in) (Job # LIBS 09-18)
- Manager, Long Term Care, Seniors Services (permanent full-time) (Riverview Gardens) (Job # SS 09-20)

For more detailed information regarding the above position and how to apply, please visit Jobs on the municipal web site

## APPLYING TO JOBS WITH THE MUNICIPALITY OF CHATHAM-KENT

The Municipality of Chatham-Kent requires a Career Profile and resume for each position posted on our web site.

Instructions for completing a Career Profile and preparing your resume:

- The Career Profile can be found under the 'applying' section of each job ad; the profile is in MS Word and Adobe
- Save the Career Profile on your computer using either the MS Word or Adobe version; if you do not have the MS Word software program, please use the Adobe version
- If you are unable to access the Career Profile from your home computer, please visit your local Ontario Works Resource Centre (Chatham or Wallaceburg), your local library, or your local Chatham-Kent Municipal Centre for assistance
- Do not write additional information on the Career Profile
- Answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- When a question asks for the number of years of experience, please only include a number; please do not include +, >, or < signs, or enter an approximate number of years
- When submitting a hard copy, attach your Career Profile to the front of your resume; please do not include a cover letter
- Your resume should be based on your skills, experience and qualifications compared to those listed in the job ad for each position you are applying to
- You should include detailed information in your resume for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include job titles, dates you were in each position, and a summary of your experience for each position
- Include your name on each page of your resume (and reference page where applicable)
- Do not include copies of transcripts, licenses, certificates, etc.

If submitting your Career Profile and resume electronically (via e-mail to [Ckresume@chatham-kent.ca](mailto:Ckresume@chatham-kent.ca)), please include the following in your e-mail:

- The municipal job title and municipal job number in your subject line
- Your name and phone number in the body of your e-mail
- Do not paste the career profile into the body of your e-mail (the career profile must be received in the correct format in a Word or Adobe attachment only)

## 2010 BUDGET PROCESS

The tabling of the budget on January 12, 2010 marks the beginning of a four week political review process that will include several opportunities for public consultation. Members of Council and administration will be at open house sessions as follows:

- **Community open house sessions**  
Tuesday, January 19, 2010  
4pm – 7pm  
Blenheim Fire Hall, Blenheim  
Wallaceburg Municipal Centre, 2nd Floor Board Room

Thursday, January 21, 2010

4pm – 7pm

Active Lifestyle Centre, 20 Merritt Ave., Chatham

- **Budget Committee deliberations**

January 26, 27, 28 and February 2, 3, 4, 2010

(February 9, 10, 11, 2010 if required)

6:15 pm – 10pm

Council Chambers, 2nd floor, Chatham-Kent Civic Centre

Written and verbal presentations of up to 5 minutes are welcome at the end of the evening – please sign up at the door

If you are unable to attend any of the sessions, input is also available through our website, [www.chatham-kent.ca](http://www.chatham-kent.ca) or by mail to Municipality of Chatham-Kent, 315 King St. W, P.O. Box 640, Chatham, Ontario, N7M 5K8.

For more information, visit [www.chatham-kent.ca](http://www.chatham-kent.ca) or telephone 519-360-1998.