



MUNICIPAL MATTERS

August 3rd, 2023

Council and Committee of the Whole Meetings

The next regularly scheduled meeting of Council and Committee of the Whole will be on **Tuesday, August 15th, 2023**. Please see the Town's website at www.carletonplace.ca for start time and associated documents.

Civic Holiday Waste Collection

Due to the Civic Holiday on Monday, August 7th, 2023, garbage & recycling collection will **instead occur on Tuesday, August 8th, 2023**.

Residents are reminded to have your items at the curb by no later than 7:00 a.m. on your collection day.

Residents with inquiries can contact the following:

Waste Collection: 613-257-1195

Recycling Collection: 1-888-597-1541

For additional waste information from the Town of Carleton Place, please visit our website, www.carletonplace.ca or download the free Carleton Place Waste Solutions App from the Google Play Store or the Apple App Store to receive information & reminders about waste and recycling collection.

Employment Opportunity – School Crossing Guard

The Town of Carleton Place is seeking an individual to fill the position of **School Crossing Guard – Supply**, with the possibility of permanent seasonal employment.

Summary:

School Crossing Guards are responsible for helping school children cross busy streets in Carleton Place.

Qualification/Experience:

1. Minimum Grade 10 education.
2. An applicable experience would be considered an asset.
3. Superior customer service skills and the ability to work with minimal supervision are imperative, as the successful candidate will be working with a wide variety of individuals including children, Town residents and the public, and will need to immediately report any concerns to the Supervisor.
4. Demonstrate good judgement to be able to determine the timing for safe entry into the flow of traffic.

5. Must be dependable, shift available, physically fit, of good character, and possess an understanding of young people.
6. As a condition of employment, a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days will be required.

The 2023 pay grid for the position is \$16.53 - \$21.06 per hour.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications will be received on an ongoing basis quoting 'School Crossing Guard-Supply' by email hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.