

**MEETINGS OF COUNCIL:**

Tuesday, December 13<sup>th</sup>, 2016 - 7pm • Council followed by Policy Review Committee

**EMPLOYMENT OPPORTUNITY**

The Corporation of the Town of Carleton Place invites applications for the position of **On Call School Crossing Guard.**

The Town of Carleton Place requires On Call School Crossing Guards to assist school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation policies. We are seeking an effective individual with excellent managerial, organizational and communication skills.

The successful applicant(s):

- Superior customer service skills and the ability to work with minimal supervision,
- Demonstrate a good sense of judgement to be able to determine timing for safe entry into the flow of traffic,
- Be dependable, shift available, physically fit, of good character and possess an understanding of young people,
- Be willing to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet, and wind and be capable of working under all types of road conditions, exposure to traffic noise and exhaust from vehicles, and
- Must supply a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days as a condition of employment.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 2:30 PM on December 12, 2016 quoting "On Call School Crossing Guard" attention Human Resources by

**Mail:** Town of Carleton Place, 175 Bridge Street, Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca) • **Facsimile:** 613-257-8170

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.

**WINTER OPERATIONS NOTICE**

Snow Removal Operations

Residents are to be advised that the Town of Carleton Place will **NOT** be responsible for damages to personal property within the municipal right of way during snow removal operations. Snow removal operations includes plowing activities and occasionally staff will use a large blower to remove snowbanks where necessary. Residents should remove items like sports equipment, planters, and other lawn decorations from the municipal right of way before objects become frozen to the ground. Residents may wish to trim any branches from shrubs and trees that originate from your property to prevent any damage. Residents with rocks and other permanent landscaping features may wish to mark them with a reflector that will be visible above the snow. Should you have any questions, please contact the Public Works office (613) 257-2253.

Winter Parking Restrictions

In accordance with the Town of Carleton Place by-law 2011-050 when Environment Canada forecasts a snowfall of more than 7cm or more for Ottawa and the surrounding area the municipality will issue an on street parking ban. During a parking ban no vehicles shall be parked on municipal streets or parking lots within the Town of Carleton Place between 11pm until 7am. By-law Officers actively enforce winter parking by-laws within the Town of Carleton Place. Vehicle owners will be fined \$65.00 and the vehicle could be towed if interfering with snow removal operations when a ban is in effect or at times when signs are posted for secondary snow bank removal. Should you have any questions, please contact our By-law Department (613) 257-5688 or [bylaw@carletonplace.ca](mailto:bylaw@carletonplace.ca).

Parking Ban Notification

If you would like to be notified by email when a parking ban is in effect, please visit the Town's website <http://carletonplace.ca/winter-parking-p1619.php> to submit your email address.

By working together, we can ensure we're all better prepared for whatever this winter may bring.

**EMPLOYMENT OPPORTUNITY**

The Town of Carleton Place is seeking an individual to fill the full-time position of **Public Works Superintendent.**

Summary: Responsible for the maintenance and operation of the Town's infrastructure including roads, storm sewers, sanitary sewers and water distribution system.

Qualification/Experience:

- Minimum High School Graduation Diploma along with either/or post-secondary education in a related field or a combination of experience and training in the relevant field. Certified Road Superintendent (CRS) and/or OACETT designations will be considered an asset;
- 5-10 years of experience in municipal or construction environment, including 3-5 years of supervisory experience;
- Act as ORO (Overall Responsible Operator) for the Town's Water Distribution System (Level I) and Wastewater Collection System (Level II);
- Certification by the Ministry of the Environment as a Class I Operator of Water Distribution and Class II Operator of Wastewater Collection Systems;
- A thorough knowledge of legislation and regulations that may impact the operation of a Municipal Public Works operation such as, but not limited to, the Highway Traffic Act, Occupational Health and Safety Act, Safe Drinking Water Act, Minimum Maintenance Standards for Municipal Highways and Town By-laws and policies;
- Class G Ontario Drivers Licence (will be required to provide abstract and provide on-going confirmation of appropriate licence). DZ licence will be considered an asset;
- Possess knowledge of the methods, materials, tools and equipment used in the maintenance, construction and repair of roadways sidewalks, bridges, culverts, storm and sanitary sewers, water systems and associated features including safety precautions.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 3:30 PM December 21<sup>st</sup> quoting "Public Works Superintendent" Attention Human Resources by:

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

**Mail:** Town of Carleton Place, Attn: Human Resources  
 175 Bridge Street, Carleton Place, ON K7C 2V8

**Facsimile:** 613-257-8170

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**CAROLING AT CARAMBECK**

Saturday December 10<sup>th</sup>, 2016  
 12:30pm – 3:30pm

Join us for an afternoon of family fun!

The CP Town Singers will be leading the caroling (lyrics provided, join in the singing), as well as a puppet show, crafts, snacks, and a Family Photo Booth!

Admission is free of charge, however donations to the Lanark County Food Bank would be greatly appreciated.

This event is proudly sponsored by the Town of Carleton Place Recreation and Culture Department, the CP Town Singers,

Harvest Community Church and Calvary Pentecostal Church.

For more information please call Jessica Smith (613)257-1704