

MEETINGS OF COUNCIL Town Council Summer Break Notice

Please Note: There will be no weekly meetings of Council during the months of July and August, with the exception of August 7, 2018. On August 7th, Policy Review Committee will meet at 7:00p.m followed by Council.

Regularly scheduled weekly meetings will resume September 4th, 2018.

LAWN WATERING RESTRICTIONS

Public Works and By-law Enforcement Departments are kindly requesting that residents reduce outdoor water consumption until further notice. The lack of precipitation has resulted in a substantial increase on demand for water from our water treatment plant (double the usual amount). It is vital that residents strictly adhere to the Lawn Watering By-law (By-law 19-2002) to ensure that the water tower has enough reserve for normal operations and to provide fire protection services for the community.

Should the current water use levels remain, the Town will have to consider further restrictions.

The By-law Department will be increasing enforcement on those who are in violation. The fine for violating the by-law is \$55.00.

By-law 19-2002 regulates the consumption and use of water from May 1st to September 30th. The following regulations apply:

- No person using the Town of Carleton Place water supply system shall water from more than one connection
- Residents occupying an even-numbered address may water on even-numbered calendar days only
- Residents occupying an odd-numbered address may water on odd-numbered calendar days only
- Watering is allowed only between the hours of 5:00 a.m. and 9:00 a.m., and between the hours of 7:00 p.m. and 11 p.m.

Should you have any questions regarding the Lawn Watering By-law please contact the By-law Department at 613-257-5688.

EMPLOYMENT OPPORTUNITY

Building Inspector/Plans Examiner – Casual/On Call

The Town of Carleton Place is seeking an individual for Building Inspector/Plans Examiner – Casual/On Call.

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

Interested applicants are invited to submit an application in confidence by 11:00 AM Friday, August 10, 2018 quoting "Building Inspector/Plans Examiner – Casual/On Call", Attention Human Resources by:

Mail: Town of Carleton Place **Email:** hr@carletonplace.ca

Attn: Human Resources **Facsimile:** 613 257 8170

175 Bridge Street
Carleton Place, ON K7C 2V8

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 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.

EMPLOYMENT OPPORTUNITY

Receptionist – Accounting Assistant

The Town of Carleton Place is seeking an individual to fill the full-time permanent position of Receptionist – Accounting Assistant.

Summary: Provides administrative and clerical support and is responsible for reception duties, receiving and processing payments, general office duties and processing accounts receivable.

Qualification/Experience:

1. Post-secondary diploma with an emphasis in office administration, accounting or a related field;
2. Three to six months of customer service experience

including the ability to respond to and calm difficult customers;

3. Experience with Microsoft Office programs particularly Word, Excel and Outlook;
4. Experience using Diamond/Great Plains financial software would be considered an asset
5. Demonstrated ability to maintain a professional demeanor and confidentiality when handling public enquiries, multiple demands and complaints;
6. Demonstrated exceptional communication skills (both written and verbal);
7. Understanding of basic cash handling and general accounting principles and practices; and
8. Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines.

The 2018 salary range is \$38,888 - \$45,750 based on a 36.25 hour work week. A detailed job description, for this position, can be accessed at www.carletonplace.ca

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