

MEETINGS OF COUNCIL

Tuesday, March 6th, 2018

7:00p.m Physical Environment Committee
Followed by: Planning and Protection Committee

CARLETON PLACE PUBLIC LIBRARY

Looking for a family-friendly event during the March Break? The Carleton Place Public Library is pleased to bring "Eccentric Adam" to the Carleton Place Town Hall Auditorium on Thursday, March 15 at 10am. Comedy, magic and more! Tickets on sale now at the library for \$3 each, or \$4 at the door. Call 257-2702 for more information.

2017 ANNUAL REVIEW

The Corporation of the Town of Carleton Place has released the 2017 Annual Review. Each department gives an overview of some of the projects/initiatives undertaken in 2017, significant projects planned for 2018 and a budget summary for 2018 per household.

It can be viewed on the Town's website at www.carletonplace.ca

SUMMER STUDENT EMPLOYMENT OPPORTUNITY

Town of Carleton Place - Public Works Dept.

Carleton Place Public Works Department is currently accepting resumes for summer student positions. Applicants must be minimum 16 years of age. Applicants must also be returning to school in September.

Detailed job descriptions can be accessed at www.carletonplace.ca/employmentopportunities

Submit your cover letter (indicating availability) and resume by email to Human Resources (hr@carletonplace.ca). Submissions can be emailed or dropped off in a sealed envelope at 175 Bridge Street before March 7, 2018 at noon.

Public Works Student Labourer(s)

Duties Include:

1. Perform maintenance of the road system including sidewalks and parking lots under the direction of municipal staff members;
2. Perform maintenance of the roadside and other town owned property including signage, leaf collection, tree trimming & removals, debris collection, and grass cutting;
3. Assist staff as necessary on Public Works activities;
4. Assist with required maintenance of Public Works equipment;
5. Maintain a clean work environment including the Public Works Maintenance Facility and common spaces;
6. Abide by all safety regulations and legislation; and
7. Complete daily timesheets.

Required Skills:

- Must be returning to school;
- Must attend mandatory safety training
- Excellent interpersonal skills to effectively work with coworkers and interact with the Public;
- Consideration will be given to those who possess a valid G2 driver's license.

When emailing your application, please ensure your cover letter and résumé are submitted in a Microsoft Word (.doc or .docx) or Adobe (.pdf) file format. Email subject line should include your name and job title for the position which you are applying for.

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.