

MEETINGS OF COUNCIL

Tuesday, March 27th, 2018

7:00p.m Council

Followed by: Policy Review Committee

EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time position of Executive Assistant to the CAO, Mayor and Council.

The 2018 salary range is \$44,084 - \$51,865 based on a 36.25 hour work week. 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 Wednesday, April 11, 2018 quoting "Executive Assistant to the CAO, Mayor and Council" Attention Human Resources by:

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

Email: 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.

VOTERLOOKUP.CA

Are you on the list to vote for the upcoming municipal election?

If you are an Ontario resident over the age of 18 you can visit voterlookup.ca to confirm or update your information in a few easy steps. You can also change your school support for electoral purposes and add names to your property address.

Updating this information will help to ensure that municipal Voters' Lists are accurate and up-to-date in preparation for municipal and school board elections occurring this October.

WASTE COLLECTION GOOD FRIDAY & EASTER MONDAY

Due to Good Friday being a holiday, garbage & recycling collection will occur on Monday April 2, 2018. There will be no change in the collection schedule for Easter Monday, April 2, 2018. Garbage and recycling will be collected as usual.

For more information about garbage & recycling collection in 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.