

## MEETINGS OF COUNCIL

There will be a special meeting of Council on

**Tuesday, August 16 at 7:00 p.m.**

## EMERGENCY NUMBERS

Police · Fire · Ambulance 911 Emergency Only  
Public Works Emergency Number 24/7 613-257-2253  
[info@carletonplace.ca](mailto:info@carletonplace.ca)  
175 Bridge Street Carleton Place, ON K7C 2V8  
613-257-6200 [www.carletonplace.ca](http://www.carletonplace.ca)

## PUBLIC NOTICE

### NOTICE TO CANADIAN ARMED FORCES MEMBERS WHO HAVE SERVED IN UN/NATO PEACEKEEPING MISSIONS

The Town of Carleton Place is seeking residents of the municipality who are current or former members of our Canadian Armed Forces, Civilian Police, Firefighters or other qualified civilians who have served in an operational theatre in one of the recognized United Nations or NATO Peacekeeping/Military Missions since 1953 in which Canada participated.

The Council of the Town of Carleton Place has approved a new Honour Roll which is now in the Council Chambers of the Town Hall. This Roll honours members of our municipality who have served in any of the above-noted operations. The Town is now seeking names of additional individuals to be added to this new Honour Roll.

This undertaking is a pilot project in co-operation with the Royal Canadian Legion.

If you have served in one of the recognized missions since 1953, or if a member of your family has, an application form may be obtained from the undersigned.

D.H. Rogers, C.M.O.  
Clerk  
The Town of Carleton Place  
175 Bridge Street  
Carleton Place, Ontario  
K7C 2V8  
613-257-6211  
[drogers@carletonplace.ca](mailto:drogers@carletonplace.ca)

## TAX NOTICE

**Tax is due August 25th, 2016**

**Telephone/Online Banking** – pay by phone or internet, contact your Financial Institution for this service.

**In Person** – The Town Hall is open for collection of taxes and water payments from 8:30 am to 4:30 pm Monday through Thursday and Friday 8:30 am to 4 pm, accepted forms of payment are Cash, Cheque or Debit. Payments made after hours may be deposited in the payment box at the entrance to the police station.

**Payment by Mail** – Remove the stub from your tax billing, attach it to your cheque and mail it to the Town of Carleton Place, 175 Bridge Street, Carleton Place, Ontario, K2C 2V8  
If payment is made by mail or after the office hours, and you require a receipt, please include the complete bill with your cheque. The bill will be receipted and returned to you by mail.

**Pre-Authorized Payments** – account must be current in order to enroll in this option, payment is directly taken from your account on the due date.

Payments are accepted at most financial institutions.

For more information or questions, call Jennifer Muoka, Tax & Water Revenue Clerk at 613-257-6218

## EMPLOYMENT OPPORTUNITIES

The Town of Carleton Place Recreation and Culture department is currently accepting resumes for Seasonal Concession Attendants and a Facilities Attendant. Detailed job descriptions can be found on the website on the Employment opportunities page.

### Seasonal Concession Attendant

Summary: The concession attendant participates in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory and counting cash receipts.

Qualifications/Experience:

1. Must be 15 years of age to work due to working with fryer.
2. Excellent verbal communication skills, effective customer relation skills.

3. Basic mathematical skills.
4. Accurate recording of data, cash receipts, and bank deposits.
5. Work is primarily manual or clerical.
6. Trustworthy and dependable.
7. Experience operating calculators and cash registers an asset.
8. Experience in food service an asset.

### Facilities Attendant

Summary: Reporting directly to the Manager of Recreation and Culture, the Facilities Attendant will provide operational support to the Facilities Operators on duty by assisting with maintenance of the facility, related equipment, and ice surfaces. The responsibilities will include manual labour support for special events, hockey games, tournaments, and public skating events.

Qualifications/Experience:

1. Minimum age of 14 per E.S.A. regulations.
2. Ability to perform maintenance, janitorial, parks and other facility operational duties.
3. Must be able to work independently as well as part of a team.
4. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
5. Physically capable to perform general labour and maintenance duties as well as skating for public skating monitoring.
6. First Aid and CPR-AED certification an asset.
7. Vulnerable Sector Check, and
8. Must be able to handle multiple tasks at one time.

Interested applicants are invited to submit an application in confidence by 2 pm on August 12, 2016 quoting either "Concession Attendant" or "Facilities Attendant":

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8  
**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613-257-8170