

## MEETINGS OF COUNCIL

Council will resume their regular meeting schedule on

**Tuesday, September 6, 2016.**

## TAX NOTICE

**Tax is due August 25<sup>th</sup>, 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

## HOUSEHOLD HAZARDOUS WASTE FACILITY CLOSING

**The HHW facility will be closing on Saturday, September 3<sup>rd</sup> at noon.**

HHW is open each Saturday until September 3<sup>rd</sup> from 8 am to noon, residents can bring their household hazardous waste products to our drop off facility located at 128 Patterson Crescent. Items will not be accepted after September 3, 2016.

**HHW will reopen in May 2017.**

Should you have any questions, please contact Public Works at 613-257-2253.

## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time contract position of Administrative Assistant Mayor/Council.

Summary: Provides clerical and secretarial services for the Mayor's office and Members of Council.

Qualification/Experience:

- Community college diploma or equivalent.
- 1 year of office experience.
- 50 wpm typing capacity.
- Advanced knowledge of Word, Excel, Microsoft Outlook, PowerPoint and other software as needed.
- Excellent interpersonal skills.
- Superior written, oral and visual communication skills.
- The ability to relate to elected officials, peers, managers, superiors and the general public in a tactful and professional manner while being cognizant and respectful of the confidentiality aspects of the job.

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 3:00 pm August 24, 2016 quoting "Administrative Assistant Mayor/Council-Contract" Attention Human Resources by:

**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

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.

## NOTICE OF OPEN HOUSE AND PUBLIC MEETING UNDER SECTIONS 34 AND 70.2 OF THE PLANNING ACT

**DEVELOPMENT PERMIT ADMENDMENT TO ADD REQUIREMENTS FOR CONSTRUCTION OF MODEL HOMES WITHIN A DRAFT PLAN OF SUBDIVISION.**

**TAKE NOTICE THAT** the Committee of Council for Public Meetings (the Planning and Development Committee) will hold a public open house on Tuesday, August 30, 2016 at 5:30 pm to 6:30 pm in the Auditorium, 175 Bridge Street. Section 3.0, General Provisions, will be amended to add a new section that will outline specific requirements to construct model homes within a draft plan of subdivision.

**TAKE NOTICE THAT** the Committee of Council for Public Meetings (the Planning and Development Committee) will hold a public meeting on Tuesday, September 6, 2016 at 8:00 pm in the Council Chambers of Town Hall located at 175 Bridge Street. In consideration are the proposed revisions within Section 3, General Provisions, of the Carleton Place Development Permit By-law 15-2015. The added provisions will outline special requirements for the construction of model homes within an approved draft plan of subdivision.

**THE SUBJECT LANDS** are described as all the lands within the boundaries of the Corporation of the Town of Carleton Place.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed policies in the Development Permit Amendment.

If a person or public body does not make oral submissions at the public meeting, or make written submissions to the Town of Carleton Place before the Development Permit By-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Ontario Municipal Board.

## 2<sup>ND</sup> INTAKE FOR COMMUNITY ENRICHMENT GRANT PROGRAM NOW OPEN

Interested organizations are welcome to submit their Community Enrichment Applications up until Friday, August 26<sup>th</sup> at 4:00 pm.

To obtain a copy of the application please visit [www.carletonplace.ca](http://www.carletonplace.ca) or email [jsmith@carletonplace.ca](mailto:jsmith@carletonplace.ca) to have one sent to you