

## MEETINGS OF COUNCIL

Council will resume their regular meeting schedule on  
**Tuesday, September 6, 2016.**

## EMERGENCY NUMBERS

Police · Fire · Ambulance 911 Emergency Only  
Public Works Emergency Number 24/7 613-257-2253 info@carletonplace.ca  
175 Bridge Street Carleton Place, ON K7C 2V8  
613-257-6200 [www.carletonplace.ca](http://www.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 8:30am to 4pm, 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 P.M. 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

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.

## WASTE COLLECTION TIPS

To ensure your garbage is collected without incident, please follow these simple tips:

- Large items such as dishwasher, stove, washer, dryer, mattress, or couch etc. **requires 4 stickers.**
- Items must be at the curb by 7am.
- Any extra garbage bags must be tagged.
- Please note the following items are not recyclable:
  - o Children's Toys
  - o Laundry Baskets
  - o Wax Covered Cardboard
  - o Non food grade glass
  - o Gardening Containers

Any questions regarding waste collection, please visit our website [www.carletonplace.ca](http://www.carletonplace.ca)

## 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 4:00pm.

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.