

Tuesday, February 4, 2020
7:00 p.m. Council
Followed by: Committee
of the Whole

SKATING LEVEE – THANK YOU

The Recreation and Culture Department, along with the Mayor and Council, would like to thank the following organizations and individuals for making our Mayor & Council Skating Levee a great success!

- Scott & Lisa Moore from Tim Hortons
- Brent Stevens, Beth Hollihan & Bob Hawn from OPP
- Terri Cumming & Andrea Lannin
- Dave Kleiboer from Waterfall Catering
- Dave Grant
- Rental Village

EMPLOYMENT OPPORTUNITY – DIRECTOR OF DEVELOPMENT SERVICES

\$94,985 - \$117,605 (2020 Rates)

The Town of Carleton Place is located in Eastern Ontario in Lanark County, approximately 46 kilometres west of downtown Ottawa. It is situated at the crossroads of Highway 15 and Highway 7.

SUMMARY OF DUTIES:

1. Manages and coordinates all planning and development activities within the Town including engineering, planning, building and heritage;
2. Develops long term policies and procedures for the Department;
3. Prepares / monitors Departmental and functional area capital and operating budgets;
4. Provides advice and technical guidance to Council and the CAO with respect to the orderly growth and development of the municipality;
5. Administers and enforces the Official Plan, Development Permit By-law, Agreements, and other development related by-laws

QUALIFICATIONS / EXPERIENCE:

- A university degree in Land Use Planning or related field or equivalent experience as recognized by the Ontario Professional Planning Institute;
- Member of CIP/OPPI
- RPP designation
- Minimum 5 years' related experience;
- In depth knowledge of legislation, and regulations pertaining to development;
- Excellent computer skills including knowledge of MS Office, GIS, etc.

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 2:00 PM Friday, February 21, 2020 quoting "Director of Development Services" Attention Human Resources by:

Mail: Town of Carleton Place
Email: hr@carletonplace.ca
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
Facsimile: 613 257 8170

EMPLOYMENT OPPORTUNITY – INSTRUCTOR

The Town of Carleton Place is seeking individuals to fill the part-time positions of Instructor.

Position Summary: Under the direction of the Pool Supervisor, Instructors are responsible for planning, organizing and implementing a high-quality program that is engaging and enjoyable for all participants. Responsible for the safety and wellbeing of registered participants at all times.

A detailed job description for this position is attached. The 2020 rate of pay is \$14.57 - \$16.72 per hour.

A detailed job description can be found at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by Thursday, February 27, 2020 at 2:00 PM quoting "Instructor", Attention Human Resources by:

Mail: Town of Carleton Place
Email: hr@carletonplace.ca
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
Facsimile: 613 257 8170

EMPLOYMENT OPPORTUNITY – LIFEGUARD

The Town of Carleton Place is seeking individuals to fill the part-time positions of Lifeguard.

Position Summary: Responsible for monitoring recreational swimming activities, including patrolling the pool deck and scanning the water, as well as monitoring patrons to ensure a safe swim environment.

A detailed job description for this position is attached. The 2020 rate of pay is \$14.57 - \$16.72 per hour.

A detailed job description can be found at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by Thursday, February 27, 2020 at 2:00 PM quoting "Lifeguard, Attention Human Resources by:

Mail: Town of Carleton Place
Email: hr@carletonplace.ca
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
Facsimile: 613 257 8170

EMPLOYMENT OPPORTUNITY – ASSISTANT CHIEF OF FIRE PREVENTION

\$71,347.25 - \$88,368.80 (2020 Rates)
The Town of Carleton Place is seeking an individual to fill the full-time position of Assistant Chief of Fire Prevention.

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 2:00 PM Friday, February 14, 2020 quoting "Assistant Chief of Fire Prevention", Attention Human Resources by:

Mail: Town of Carleton Place
Email: hr@carletonplace.ca
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
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 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.

EMPLOYMENT OPPORTUNITY – ADMINISTRATIVE ASSISTANT/CEMC

\$48,746.10 - \$60,357.70 (2020 Rates)

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

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 2:00 PM Friday, February 21, 2020 quoting "Administrative Assistant/CEMC", Attention Human Resources by:

Mail: Town of Carleton Place
Email: hr@carletonplace.ca
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8
Amanda Charania, Communications
Coordinator
Town of Carleton Place
613-257-6222
Facsimile: 613 257 8170