



MUNICIPAL MATTERS

February 2nd, 2023

Council and Committee of the Whole Meetings

The next regularly scheduled meeting following the Christmas break will be on **Tuesday, February 7th, 2023**. Please see the Town's website at www.carletonplace.ca for start time and associated documents.

At the February 7th meeting, Treasurer Trisa McConkey will be presenting the draft 2023 budget to the public for comment prior to final approval.

Please be advised that the Council of the Town of Carleton Place will consider a by-law at their meeting on February 21st, 2023, to amend Procedural By-law 117-2018 to permit a new start time of 6:00 p.m. for Council and/or Committee of the Whole meetings, an "extend curfew" time of 9:00 p.m. and a maximum adjournment time of 10:00 p.m. for either Council and/or Committee of the Whole meetings. This By-law shall come into effect at the next meeting after its passing.

Town of Carleton Place - Public Works Department

Request for Proposal

Professional Services for the Detailed Design and Tendering of the Water and Wastewater Treatment Plant Expansions

RFP #2023-WWW

Sealed proposals, clearly marked as to their contents, will be received by Guy Bourgon, Director of Public Works, Carleton Place Town Hall, 175 Bridge Street, Carleton Place, ON K7C 2V8 until: **Thursday March 2nd, 2023 at 1:30 pm (local time)**

Request for Proposal packages can be received by fax or electronically by calling 613-257-6208 or by e-mailing Sharyl-Anne Andrews at sandrews@carletonplace.ca.

Employment Opportunity – Facilities Labourer/Operator 2

Carleton Place Recreation and Culture Department is currently accepting resumes for the position of Facilities Labourer/Operator 2 on a permanent full-time basis.

Summary:

Reporting directly to the Parks and Recreation Team Lead, the Facilities Labourer/Operator II will provide operational support to the Recreation & Culture Department by assisting with the maintenance of municipal facilities, equipment, parks and grounds. The responsibilities include general labour duties as required to clean, maintain, and keep safe municipal recreation facilities and equipment.

Qualifications/Experience:

1. Secondary School Graduation Diploma
2. A minimum of two (2) years experience working in a recreation environment
3. First Aid and CPR-AED certification an asset
4. Certified through Smart Serve Ontario
5. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract
6. Vulnerable Sector Criminal Reference Check (valid to six (6) months of employment).

This position requires a flexible rotating schedule which includes early mornings, days, evenings, overnight, weekends and statutory holidays. Based on an averaging agreement, the position is scheduled 80 hours bi-weekly.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$20.11 - \$25.61 per hour with a comprehensive benefit package, 100% employer paid, plus a pension plan with matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than 1:00 p.m. on Thursday, February 9th, 2023, quoting "Facilities Labourer/Operator 2" by email at hr@carletonplace.ca

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.