



# MUNICIPAL MATTERS

**June 1<sup>st</sup>, 2023**

## Council and Committee of the Whole Meetings

The next regularly scheduled meeting following the Christmas break will be on **Tuesday, June 6<sup>th</sup>, 2023**. Please see the Town's website at [www.carletonplace.ca](http://www.carletonplace.ca) for start time and associated documents.

## Employment Opportunity – Building Permit Clerk

The Development Services Department of the Town of Carleton Place is currently accepting resumes for the position of Building Permit Clerk on a permanent full-time basis.

**Summary:** Under the direction of the Chief Building Official, the Building Permit Clerk is the primary point of contact for clients seeking information from the Building Department. Assists Building Officials with routine processing of building permit applications, building permits files, and coordinating building inspection requests.

### Qualifications/Experience:

1. Post-secondary education in business or office administration, building sciences program or another applicable program.
2. A minimum of two (2) years' municipal, administrative, construction or equivalent experience.
3. The ability to read and interpret construction drawings would be considered an asset.
4. Familiarity with Ontario Building Code Act, Ontario Building Code and municipal zoning by-laws would be considered an asset.
5. Working knowledge of the construction of buildings required.
6. Strong computer skills, including Microsoft Office software, AutoCAD and other building-related software packages with a strong sense of uses/opportunities for technology in a municipal environment. Experience with Fire Pro or CGIS software would be considered an asset.
7. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract
8. Criminal Reference Check (valid to 6 months of employment).

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2023 rate of pay is \$24.06 - \$30.89 per hour plus a comprehensive benefit package, 100% employer paid, and 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 to the closing date. Applications must be received no later than 1:30 p.m. on Wednesday, June 7<sup>th</sup>, 2023, quoting "Building Permit Clerk" by email at [hr@carletonplace.ca](mailto: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.

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## FoodCycler Units Now Available for Purchase!

The Town of Carleton Place has partnered with Food Cycle Science to implement a waste diversion Pilot Program by offering a FoodCycler™ at a reduced rate to interested residents.

The FoodCycler™ is an electric appliance that offers in-home, countertop processing of food waste that is comparable in CO2e emissions to central composting (minus transportation costs and emissions) and backyard composting (if done correctly). Regular use of the appliance should not cost more than \$4 per month in electricity and offers a >95% reduction in CO2e emissions compared to sending food waste to landfill.

The Town is offering 450 Carleton Place households the opportunity to participate in a 12-week Pilot Program by providing the household with one (1) FoodCycler™ unit (one (1) per household) at a reduced rate as a partnership with Food Cycle Science, the Federal Government, and the County of Lanark. This year, the Town will be offering a limited number of two (2) different model options. The FC-30 model (225 units) and the Eco 5 model (225 units). There is a [chart on our website](#) which can help you decide which model would be better for your household. **The cost to the resident for the FC-30 model is \$150 plus HST and the cost for the Eco 5 model is \$255.56 plus HST.**

If you would like to purchase a FoodCycler as part of the Town's Pilot Program, please visit [www.carletonplace.ca/foodcycler](http://www.carletonplace.ca/foodcycler) and [submit the application form](#). Once your registration has been received, the Program Administrator will contact you via email to arrange for payment and pickup of your unit. The units will be allocated on a first come, first served basis.

Please note, after the 12-week pilot period, a mandatory survey, which includes a usage report, is required to be completed by participants.

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## Lawn Watering Schedule – May 1st to September 30th

Residents are permitted to water their lawns and landscaping on the following days:

- Odd Calendar Days – Odd Numbered Homes
- Even Calendar Days – Even Numbered Homes

Residents are permitted to water their lawns at the following times during the months of May, June, August, and September:

- Morning: 5:00 a.m. to 9:00 a.m.
- Evening: 7:00 p.m. to 11:00 p.m.

During the month of July, residents are only permitted to water their lawns during the designated hours:

- Evening: 7:00 p.m. to 11:00 p.m.

Residents with a significant amount of new landscaping or sod are permitted to water their lawn

during designated times as identified above for 21 consecutive days but must register with the Town's By-law Department in advance.

If you have any questions regarding the lawn watering schedule, please contact the Carleton Place By-law Department at 613) 257-5688 or by email [bylaw@carletonplace.ca](mailto:bylaw@carletonplace.ca).

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### **Household Hazardous Waste Depot – Opening Saturday, May 20<sup>th</sup>**

The Household Hazardous Waste (HHW) Depot will be open each Saturday from 8:00 a.m. to 12 noon starting May 20<sup>th</sup>, 2023. Please note the HHW facility is limited to the residents of Carleton Place, Beckwith, Drummond North Elmsley, Montague, Mississippi Mills, Smiths Falls, and Perth. Please note, residents will be required to provide proof of residency.

A list of accepted materials can be found on the Town's website at [www.carletonplace.ca/wastecollection](http://www.carletonplace.ca/wastecollection)