



MUNICIPAL MATTERS

May 25th, 2023

Council and Committee of the Whole Meetings

The next regularly scheduled meeting following the Christmas break will be on **Tuesday, June 6th, 2023**. Please see the Town's website at www.carletonplace.ca for start time and associated documents.

Employment Opportunity

The Town of Carleton Place is currently accepting resumes for the seasonal position of **Information Technology Summer Student**.

Summary: Under the direction of the IT/Business Analyst, the IT Summer Student will provide support to our team in maintaining, troubleshooting, and improving our existing systems. This role will provide the candidate with a comprehensive understanding of how IT contributes to the functionality and efficiency of a municipal government organization.

Qualifications/Experience:

1. Education – Currently enrolled in a Computer Science, Information Technology, or a related field.
2. Experience - Previous experience or knowledge of Microsoft 365 and cloud computing is highly desirable
3. Possesses and maintains a valid Ontario Class G Driver's Licence
4. Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work 36.25 hours per week but due to workload, overtime may be required from time to time and due to the nature of the work, evening or weekend work may be required.

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 an option to join the pension plan that has a 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 **12:00 p.m. on Wednesday, May 31st, 2023**, quoting "IT Summer Student" 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.

Compost Yard Opening Dates

Residents who wish to deliver their leaf and yard waste to the Compost Yard located at 128 Patterson Crescent can do so on the following days:

- Saturdays - Starting May 6th, 2023 – 8:00 a.m. to 3:00 p.m. (extended hours)
- Wednesdays – Starting May 10th, 2023 – 3:00 p.m. to 8:00 p.m.

The Public Works Department would like to remind residents that dropping materials at the gates of the Compost Yard when the facility is closed constitutes illegal dumping and is not permitted.

Household Hazardous Waste Depot – Opening Saturday, May 20th

The Household Hazardous Waste (HHW) Depot will be open each Saturday from 8:00 a.m. to 12 noon starting May 20th, 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