



# The Corporation of The Township of Uxbridge

[www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

51 Toronto Street South  
P.O. Box 190, Uxbridge L9P 1T1

Tel: 905-852-9181

Fax: 905-852-9674

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Township Online



## Notice of a Public Meeting Concerning Adoption of a new Election Sign By-law

**TAKE NOTICE** that the Administration Committee of the Corporation of the Township of Uxbridge will hold a public meeting on the 16th day of April 2018 at 10:00 a.m., at Town Hall, 51 Toronto Street South, Uxbridge, to consider the adoption of a new by-law to regulate the placement of signage for municipal elections.

The meeting will consist of a presentation by staff to be followed by input from members of the Committee then comments from the public in attendance. If you are unable to attend this meeting written submissions will be received for the consideration of the Committee via email at [dlerox@town.uxbridge.on.ca](mailto:dlerox@town.uxbridge.on.ca).

### Purpose of Amendment

- Recognize the registration of Third Party Advertisers in municipal election campaigns and prescribe content which must be included in signage posted by Third Party Advertisers;
- Provide enabling provisions for the placement of election signage by tenants and condominium owners on their private property;
- Establish revised timing for the placement of election signage in advance of the election; and,
- Increase the deposit and penalty fees for the removal of signage in contravention.

A copy of the draft Election Sign by-law can be accessed online and is also available for inspection in the Clerk's Department during regular office hours Monday – Friday 8:30 a.m. - 4:30 p.m.

Dated at the Township of Uxbridge, this 29<sup>th</sup> day of March, 2018

Debbie Leroux  
Director of Legislative Services/Clerk

## Summer Student Employment Opportunity

### Project Assistant - Leaskdale Manse -

#### National Historic Site

A summer student is needed for June, July, and August to work at the Leaskdale Manse National Historic site and the Historic Leaskdale Church, both in Leaskdale. Duties include being a receptionist, providing guided tours, organizing of office files, recording artifacts, and assisting the Lucy Maud Montgomery Society of Ontario with its various summer time projects.

Candidate must have completed at least one year of university or college. An interest in literature, history, and museums would be an asset.

**Applicants should submit a cover letter together with a detailed resume in a sealed envelope clearly identifying the position being applied for to the attention of:**

Main Reception  
**Attention: Tess Dempster**  
Township of Uxbridge  
51 Toronto St. S., P.O. Box 190  
Uxbridge, ON L9P 1T1

Applicants may also submit their cover letter and resume by email to; [info@town.uxbridge.on.ca](mailto:info@town.uxbridge.on.ca)

**Applications must be submitted no later than  
Tuesday, May 1st, 2018 at 4:30p.m.**

We thank those who apply. However, only those applicants selected for an interview will be contacted.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

## Receptionist/Administrative Assistant (Part Time)

### 1 Year Contract

The Township of Uxbridge is seeking dynamic and qualified candidates for the Receptionist /Administrative Assistant position at the Township Municipal Office. Reporting to the Deputy Clerk, the position will be part-time for a maximum length of one year, with the possibility of extension. Duties of the position are as follows:

- Provides reception for the Township, administers the switchboard for the Township Office and provides Administrative/Clerical support functions for the Clerk's Department, other Departments as required and Council.
- Acts as the initial contact with those visiting the Township office, or contacting the Township by phone; use of professional and courteous manner is necessary to portray a positive image of the Township.
- Administers Lottery Licenses for execution by the Director of Legislative Services/Clerk.
- Administers the Township website under the supervision of the Director of Legislative Services/Clerk.
- Manages preparation of Township Page for newspaper publication.
- Books all Meeting Rooms via outlook
- Logs and distributes mail and is responsible for courier preparation distribution and pickup
- Oversees content management on municipal website
- Works closely with Communications Officer to coordinate information for website, Township Page and media releases

The successful candidate will have the following qualifications;

- Graduate of a recognized two [2] year college diploma in business or office administration or equivalent;
- Two [2] years of responsible related experience, preferably in a municipal setting
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability, flexibility and adaptability
- Computer literacy and proficiency utilizing MS Office software applications

The above description and qualifications are based on a 21 hour work week. Interested and qualified candidates are encouraged to submit a detailed resume and cover letter to Catalina Blumenberg, Deputy Clerk, at; [cblumenberg@town.uxbridge.on.ca](mailto:cblumenberg@town.uxbridge.on.ca)

Resumes will also be accepted in person and by mail at 51 Toronto Street South, P.O. Box 190, Uxbridge ON, L9P 1T1.

All resumes and covering letters must be received by **4:30 p.m. on April 16, 2018**



**TOWNSHIP OF UXBRIDGE  
PUBLIC LIBRARY**  
P.O. Box 279, 9 Toronto Street South  
Uxbridge, Ontario, L9P 1P7  
Tel: 905-852-9747 • Fax: 905-852-9849

## Summer Employment at the Library

**Position:** Children's Summer Programs Coordinator

**Hours:** 35 hours per week from June 4, 2018 to August 31, 2018

**Job Summary:** To provide exciting, enjoyable, educational programs for school age children at the Uxbridge Public Library. Coordinate and conduct all children's programming. This includes teaching, creation of activities, creating materials, maintaining all records, a budget, marketing and promotion strategy, and evaluation of the program

**SEE FULL Job Description at [www.uxlib.com](http://www.uxlib.com) for details.** Only students selected for an interview will be contacted.

**DEADLINE:** April 27, 2018

**Please forward a Cover Letter/Letter of Interest and a Resume to:**

Alexandra Hartmann  
CEO/Chief Librarian  
Email: [ahartmann@uxlib.com](mailto:ahartmann@uxlib.com)

The Uxbridge Public Library is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Uxbridge Public Library will provide accommodations throughout the recruitment and selection process to applicants with disabilities and/or needs related to the OHRC.



**Uxbridge Fire Department**

## Residents Reminded to Obtain Permits Before Lighting a Fire

The Uxbridge Fire Department is asking all residents to obtain a fire permit and follow all burning requirements before lighting an outdoor fire this spring. There are several types of permits available depending on the needs and the size of the property. It is also important to know that the use of clay, ceramic, or metal burning pots are prohibited in the urban, residential and populated areas of the Township of Uxbridge.

"We like to make sure everyone is aware of the rules for burning, and are taking all of the necessary precautions to prevent problems" says Fire Chief Phil Alexander. "Part of the process is calling the Fire Department prior to lighting your fire to learn if there are any burning restrictions at the time you are planning to burn. Unfortunately if homeowners are not observing our fire by-laws and we respond, it can result in fees for service to the homeowners who aren't in compliance."

Fees for burning permits as well as fees for service are outlined in **By-Law 2007-209** which can be viewed on the Township Web Site <http://town.uxbridge.on.ca/fire>

### Where to obtain permits:

Permits can be obtained from the Municipal Office at 51 Toronto St. S. or the Fire Station at 301 Brock St. W. during regular business hours, Monday to Friday 8:30 am-4:30 pm. Prior to burning, call **905-852-9038**



## Hike the Town Trails and Help Keep Your Trails Beautiful at the Same Time! Earth Day Trails Clean-up – Sunday, April 22, 2018

**Date: Sunday, April 22, 2018**

**Time: 10:00 am to 12:00 Noon; Rain or shine.**

Earth Day has been celebrated for over 45 years in North America. It's a chance to do something to symbolize we care for our environment and the planet.

In Canada most school children are involved in an Earth Day program, and Scouts have annually planted trees across Canada.

Here in Uxbridge, Trail Captains are hosting a Trails Clean-up day on Sunday, April 22nd. Please join us at either the Trestle Bridge (John McCutcheon Way) off Main St. North, or at the Countryside Preserve on Wellwood Drive (behind Walmart) at 10:00 am.

Alternatively, you can also clean up your favourite town trail. Just sign in at the Township office reception area between April 18th and 20th. Garbage bags and hygienic gloves will be available at signup. When complete, filled garbage and recycle bags are to be left at the trail entrance for pick-up by Township staff.

### Do your part and let's make Uxbridge the Clean Trail Capital on Earth Day!

For more information contact Trail Coordinator - Don Cook 905-852-9181 ext. 232

Or email [dcook@town.uxbridge.on.ca](mailto:dcook@town.uxbridge.on.ca) or [uxbridgetrails@town.uxbridge.on.ca](mailto:uxbridgetrails@town.uxbridge.on.ca)

Uxpool / Summer Camps..... 905-852-7831  
Arena..... 905-852-3081  
Historical Centre..... 905-852-5854  
Animal Shelter..... 905-985-9547  
Chamber of Commerce..... [info@uxcc.ca](mailto:info@uxcc.ca)/[www.uxcc.ca](http://www.uxcc.ca)

## Uxbridge Public Library • 905-852-9747 • [uxlib.com](http://uxlib.com)

HOURS: Mon., Wed., Fri., Sat. 10 am - 5 pm, Tues., Thurs. 10 am - 9 pm  
Open Sundays, 1 pm - 5 pm, November through April, Closed Sundays, May through October

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca)

## Zephyr Public Library • 905-473-2375

HOURS: Tues., Thurs. 3 pm - 8 pm • Sat. 10 am - 3 pm

Uxbridge BIA  
905-852-9181 ext. 406

