



# The Corporation of The Township of Uxbridge

www.town.uxbridge.on.ca

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

Tel: 905-852-9181  
Fax: 905-852-9674

Follow the  
Township Online



## Council and Committees

### Meeting Schedule for the Month of February, 2018

Monday, February 12 <sup>th</sup> 10:00 a.m.	COUNCIL
Monday, February 19 <sup>th</sup>	FAMILY DAY – NO MEETING OF THE GENERAL PURPOSE AND ADMINISTRATION COMMITTEE
Wednesday, February 21 <sup>st</sup> 7:00 p.m.	COMMITTEE OF ADJUSTMENT MEETING
Monday, February 27 <sup>th</sup> 7:00 p.m.	COUNCIL

### Proclamations for the month of February:

• February 1<sup>st</sup> to February 7<sup>th</sup>, 2018 – Eating Disorder Awareness Week

## The Corporation of the Township of Uxbridge Animal Care Attendant (1 Year Part-time contract)

Reporting to the Manager of By-law Services, this position is responsible to answer and respond to calls and inquiries from the public, Township Departments and law enforcement agencies on procedures or directing them to an alternative source for information. The successful applicant will:

- assess health and temperament of animals upon intake.
- keep daily health record for all animals in the shelter, which includes feeding, cleaning and medication administered to each.
- maintaining equipment, shelter and housing for animals.
- Keep up to date records of resident reports of lost and found pets.
- Maintain good public relations and awareness of shelter operations, adoption and promotion of shelter animals.
- Maintain a current knowledge of the Occupational Health and Safety Act and ensure that all safety procedures and policies are adhered to.

Applicants should possess a post-secondary diploma or be currently enrolled in Veterinary Assistant or Veterinary Technician or a relevant course of study. Animal care experience – preferably in a commercial/public environment would be an asset. Strong communication and interpersonal skills, basic computer software knowledge, excellent written and verbal skills are required.

The position will consist of a minimum of 1 weekday shift (Monday), weekend shifts both Saturday, Sunday and be available for call ins. Your hourly wage will begin at \$16.67/hour for a work week on average of 15 hours. Based on 2017 rates.

**Interested applicants should submit a cover letter and resume by February 23, 2018 at 4:30 p.m. marked as confidential and addressed to Andre Gratton, Manager of By-law Services, the Township of Uxbridge, PO Box 190, 51 Toronto St South, Uxbridge, Ontario L9P 1T1. E-mail agratton@town.uxbridge.on.ca**

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.

## TOWNSHIP OF UXBRIDGE Uxbridge Public Library

Job Posting - Casual

### Position Title: Library Assistant

Under the direction of the Chief Executive Officer/Chief Librarian, the Library Assistant performs daily circulation desk procedures in the Adult and Children's Departments.

A detailed job description is available at both the Uxbridge and Zephyr Public Libraries. This is a casual position.

**Qualifications:** Grade 12 required. Computer skills including word-processing and database management using a Windows operating system. Experience working with automated systems: Mandarin, etc. Library experience or related job experience preferred.

**Please submit a Cover Letter and Resume to Alexandra Hartmann, Chief Executive Officer/Chief Librarian to ahartmann@uxlib.com by Friday, February 23, 2018.**

Only those candidate selected for an interview will be contacted. Thank you for applying.

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.

## Uxbridge Public Library

### Mindful Eating with Kori

Tired of dieting?  
Join Kori Kostka, Registered Dietician and Nutrition Therapist for a presentation on eating better, feeling better and taking care of your health through mindful eating.  
TONIGHT @ 7:00pm  
FREE

### Program Registration Day

Come to the library starting on Monday, February 12 to register for the following programs,

### March Break Babysitting Course

Bonding with Baby Bundles  
Wiggles and Giggles  
Tickles and Tunes  
Cathy's Special Science Series  
First Lego League Jr.  
Reading Buddies

### Questions? Need more info?

Please check in the community guide or call Corrinne Morrison (905) 852-9747 x 203 or email corrinne.morrison@uxlib.com.

### Computer Essentials

FREE

8 part workshop series designed to give an overview of essential computer skills such as keyboarding, emailing and using Word, Excel and PowerPoint.

This program will run on Thursday afternoons at the Uxbridge Public Library starting on April 12.

The workshop will be taught by Kyle Trivett, Learning Facilitator @ Durham College.

Please see our website, www.uxlib.com or check on our Facebook page for more info.

This Employment Ontario project is funded by the Government of Ontario.



The Corporation of the  
Township of  
Uxbridge

Town Hall  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, ON L9P 1T1  
Telephone: (905) 852-9181  
Facsimile: (905) 852-9674  
Web: www.town.uxbridge.on.ca

## RECREATION COORDINATOR – MATERNITY LEAVE

Reporting to the Director of Parks, Recreation, Culture & Tourism, this position is responsible for overseeing all recreation and camp programs. This includes but is not limited to training, hiring, programming, promotion, risk management and grant reporting. The successful candidate must have strong administrative skills and promote, healthy lifestyle opportunities through inclusive recreational experiences for our community.

### Recreation Coordinator

#### ACTIVITIES:

Provides leadership to a team of recreational staff and develop and managing a diverse range of programs, services, facilities, events, partnerships, volunteer development opportunities that promote a healthy, active and balanced lifestyle for all age groups and social and cultural segments across the Township.

#### QUALIFICATIONS:

Diploma in Recreation and Leisure Studies, social studies, business administration or equivalent.

Minimum two years related experience with at least three years in a supervisory capacity.

Experience with Registration Software, Excel, Microsoft Word and cash management.

Strong communication and interpersonal skills in a fast pace work environment.

Current Standard First Aid & CPR skills.

**Position Summary:** Contract 14 month position, 35 hours per week, which may include evenings and weekend shifts.

Interested and qualified candidates are encouraged to submit a detailed resume and cover letter to Amanda Ferraro, Director of Parks, Recreation, Culture & Tourism

**Email:** aferraro@town.uxbridge.on.ca

**Mail:** 51 Toronto Street South, P.O. Box 190, Uxbridge ON, L9P 1T1.

**Drop off:** Uxpool, 1 Parkside Dr, Uxbridge ON, L9P 1K7

All resumes and covering letters must be received by **4:30 PM on Feb. 9<sup>th</sup>**

If needed and upon request, this document can be made available in an alternative format.

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.

## FROM THE TAX OFFICE...

### 2018 Interim Tax Bills

2018 Interim Tax Bills have been mailed for all properties, with exception of properties enrolled in the Monthly Pre-Authorized Payment Plan. If your property is enrolled in the Pre-Authorized Payment Plan, please refer to your 2017 Final Tax Bill, where the payment amounts for January through June 2018 are indicated.

### The FIRST Tax Installment is due on February 26, 2018

### The SECOND Tax Installment is due on April 25, 2018

Payments must be received on or before the due dates. Please pay promptly to avoid penalty.

For non-payment of the Interim tax levy on or before the respective due dates of each installment, a penalty of 1.25% shall be imposed on the first day of each calendar month and thereafter in which the default continues. Failure to receive a Tax Bill does not excuse the taxpayer from responsibility for payment of taxes nor liability for any penalty or interest due to late payments. The penalty/interest charges cannot be waived or reduced by the Tax Department or Council for any reason.

Tax payments can be made: in person by Interac, Cheque or Cash; by Mail (Post-dated cheques are accepted); Telephone & Internet banking, Drop box at Town Hall (No Cash please); or at most Banks. **Credit Cards and E-Transfers are NOT accepted for tax payments**

If you did not receive your 2018 Interim Tax Bill, please call the Tax Department at 905-852-9181 ext. 211.

**PLEASE RETAIN YOUR 2017 FINAL TAX BILL FOR INCOME TAX PURPOSES.** If a reprinted tax bill or receipt is required for any previous year's taxes, a fee of \$12.00 will be charged.

Thank You  
Tax Department

## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE



### Quote NO. Q18-02

### Fifth line Church: Re-shingle Roof,

Uxbridge Historical Centre,  
7239 Concession Rd. 6, Uxbridge L9P 1N5

Sealed Quotes will be received until **2:00 pm on Wednesday Feb. 21, 2018** by:

Debbie Leroux, Clerk  
Township of Uxbridge  
51 Toronto Street South  
P.O. Box  
Uxbridge, Ontario  
L9P 1T1

Lowest or any bid not necessarily accepted.

This Bid Document is posted on the Township of Uxbridge's website at [http://www.town.uxbridge.on.ca/bids\\_and\\_tenders](http://www.town.uxbridge.on.ca/bids_and_tenders) under **Current Bid Opportunities** and by following the registration instructions on that page. **Please ensure that when you download the document, you add your company's name to the Document Takers List in order to receive any addenda that may be issued.** For questions regarding downloading of documents, contact the Clerk's Department at 905-852-9181, Ext. 220.

## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE



### Quote NO. Q18-01

### Kydd House: Re-shingle Roof,

Uxbridge Historical Centre,  
7239 Concession Rd. 6, Uxbridge L9P 1N5

Sealed Quotes will be received until **2:00 pm on Wednesday Feb. 21, 2018** by:

Debbie Leroux, Clerk  
Township of Uxbridge  
51 Toronto Street South  
P.O. Box  
Uxbridge, Ontario  
L9P 1T1

Lowest or any bid not necessarily accepted.

This Bid Document is posted on the Township of Uxbridge's website at [http://www.town.uxbridge.on.ca/bids\\_and\\_tenders](http://www.town.uxbridge.on.ca/bids_and_tenders) under **Current Bid Opportunities** and by following the registration instructions on that page. **Please ensure that when you download the document, you add your company's name to the Document Takers List in order to receive any addenda that may be issued.** For questions regarding downloading of documents, contact the Clerk's Department at 905-852-9181, Ext. 220.



## ELECTION COMPLIANCE AUDIT COMMITTEE TOWNSHIPS OF BROCK, SCUGOG, & UXBRIDGE

The Townships of Brock, Scugog, and Uxbridge are requesting applications from interested members of the public to serve on the Compliance Audit Committee for the 2018 Municipal Election. This committee, consisting of three (3) members, will serve all three (3) municipalities for the term December 1, 2018 to November 14, 2022.

Ideally, membership on the Compliance Audit Committee shall be comprised of one (1) member of the public from each municipality to serve all three (3) municipalities.

### PURPOSE

The purpose of the Committee is to review applications which may be referred by the Clerk or submitted by qualified electors who believe, on reasonable grounds, that a municipal election candidate or registered Third Party Advertiser has contravened the provisions of the *Municipal Elections Act, 1996*, as amended, related to campaign finances. The powers of the Committee will be to:

- Review applications received and decide whether the application should be granted or rejected;
- If the application is granted, to appoint an auditor to conduct a compliance audit; and,
- Upon receipt of the report indicating a contravention, the Committee may commence legal proceedings against the candidate or Registered Third Party Advertiser; or,
- Upon receipt of the report indicating no contravention, the Committee may make a finding as to whether there were reasonable grounds for the application.

### QUALIFICATIONS

Committee members must have the ability to understand and apply the election campaign finance provisions of the *Municipal Act* and must be considered impartial with respect to their ability to fulfill their responsibilities. Preference shall be given to those Committee members with experience in accounting, law, and law enforcement.

The *Municipal Elections Act, 1996*, as amended, prohibits members of Council, a local board, staff of the respective municipalities, candidates, and Registered Third Party Advertisers from serving on this Committee.

### REMUNERATION

Members of the Committee shall be provided a retainer and remunerated for their attendance at meetings together with mileage.

### APPLICATION PROCESS

Interested persons are invited to forward a written expression of interest and resume outlining their experience and qualifications to serve on this Committee to the Clerk of one of the (3) municipalities.

### FURTHER INFORMATION

Further information, including the terms of reference may be obtained from the office of the Clerk in each municipality.

### APPLICATION DEADLINE

Applications will be received in the office of each Clerk until **4:30 p.m. on February 9, 2018.**

Mr. Thomas G. Gettinby  
CAO & Municipal Clerk  
Township of Brock  
1 Cameron Street East,  
P.O. Box 10  
Cannington, Ontario  
L0E 1E0  
tgettinby@townshipofbrock.ca

Mr. John Paul Newman  
Municipal Clerk  
Township of Scugog  
181 Perry Street  
P.O. Box 780  
Port Perry, Ontario  
L9L 1A7  
jnewman@scugog.ca

Ms. Debbie Leroux  
Municipal Clerk  
Township of Uxbridge  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, Ontario  
L9P 1T1  
dleroux@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



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/www.uxcc.ca

Uxbridge Public Library • 905-852-9747 • 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)