



# 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  
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Township Online



## COUNCIL AND COMMITTEES

### MEETING SCHEDULE FOR THE MONTH OF MARCH, 2017

**Monday, COUNCIL  
March 27<sup>th</sup>  
7:00 p.m.**

**7:45 p.m. PUBLIC  
PLANNING  
MEETING – ZBA  
2017-03 PAUL  
THOMAS  
(FORMER SILOAM  
HALL)**

## Uxbridge Public Library

### How-to in 10 Festival

**WHAT?** We know people love to learn new things but never have enough time! So, we've created an annual celebration to learn new skills in an easy, fun and FREE environment!

**WHEN?** The 3<sup>rd</sup> Anniversary How-To In 10 Festival takes place at the Uxbridge Public Library on Saturday May 13<sup>th</sup> 2017 from 11:00am to 3:00pm.

**WHO?** Do you have a local business or product? The How-To In 10 Festival provides an opportunity to showcase your expertise, teach a new skill and promote your business/services to your fellow Uxbridge residents. Gain exposure to our attendees and a FREE booth where you can also distribute samples, coupons, flyers and brochures to festival attendees.

**HOW TO SUBMIT:** Go to [www.uxlib.com](http://www.uxlib.com) and email a completed application to [ahartmann@uxlib.com](mailto:ahartmann@uxlib.com)

Applications will be accepted between Mar 10<sup>th</sup>, 2017 to Apr 14<sup>th</sup>, 2017. Vendor selections will be posted at [www.howtoin10.com/Uxbridge](http://www.howtoin10.com/Uxbridge)

### New Book Club!

Plans are underway to add a new book club to the library. This book club will meet on the third Thursday of each month (except July and August) @ 1:30 pm. We are hoping to launch this group on April 18<sup>th</sup>. Please contact Corrinne Morrison @ (905) 852-9747 x 203 or by email @ [corrinne.morrison@uxlib.com](mailto:corrinne.morrison@uxlib.com) if interested. Spaces are limited.

### Is Your Data Secure?

**Practice Safe Computing presented by Ian Kershaw**  
When: Thursday, April 6<sup>th</sup> from 7:00 – 8:00 pm.

Where: Uxbridge Public Library, Lower Meeting Room  
Cost: Donation to the Library  
Please register ahead at the Uxbridge Library's Adult Department.

### Travelogue

**Romantic Danube Christmas Markets River Cruise**

Presented by Anne and Dave Phillips  
When: Wednesday, April 19<sup>th</sup> from 1:30 – 2:30 pm.  
Where: Uxbridge Public Library, Lower Meeting Room  
Cost: Free.  
No need to pre-register.



## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE REQUIRES A DEPUTY CLERK

The Township of Uxbridge, located in the Region of Durham, approximately 75 kilometers from Downtown Toronto, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 20,000, is seeking a dynamic, dedicated, results oriented self-starter to fill the full-time position of Deputy Clerk.

Reporting to the Director of Legislative Services/Clerk, the Deputy Clerk will assist in performing the statutory duties of the Clerk as set forth in the applicable provincial legislation. Specifically, the Deputy-Clerk will:

- co-ordinate and oversee preparation of Council/Committee meeting agendas and Meeting Notices;
- attend and record the proceedings of Council/Committee meetings and oversee preparation and distribution of minutes of the meetings and ensure completion of follow-up correspondence arising from the meetings;
- conduct research and analysis for report, by-law and resolution preparation;
- function as the Township's Records Manager including leadership and direction on the ongoing implementation of the Corporation's electronic records management system;
- overseeing and co-ordinating the implementation of the Accessibility for Ontarians with Disabilities Act;
- carry out the statutory notification procedures pursuant to the Planning Act;
- act as the Deputy Division Registrar to oversee the collection and recording of vital statistics, the issuance of marriage licences and performing marriage ceremonies;
- oversee the issuance of municipal licences and lottery licences;
- be responsible for assisting with the planning, organization and delivery of the Municipal Election in coordination with the Director of Legislative Services/Clerk;
- fulfill the legislated requirements of the green energy act through data tracking, reporting and analysis;
- in the absence of the Director of Legislative Services/Clerk, assume the duties of the Clerk.

The ideal candidate will have the following qualifications:

- University degree in Public Administration, Political Science or a related field;
- 5 years of relevant supervisory experience in municipal government preferably within a Clerk's Department;
- A demonstrated knowledge of Provincial legislation and regulations including the Municipal Act, Municipal Elections Act, Planning Act, AODA and MFIPPA is a must;
- Excellent organizational, public relations, supervisory/management, research, written and verbal communication, report writing and presentation skills;
- Proven expertise in a variety of software packages including MS Word applications, Geographical Information Systems (GIS)/Arcview and electronic records management systems (previous experience with Laserfiche is an asset);
- Ability to analyse, oversee and implement computer applications based on department/corporate needs in coordination with municipal consultants;
- The CMO or AMCT designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is preferred;
- The ability to work flexible hours and in a team-oriented environment is a must;
- A valid Ontario Driver's licence (Class G) with a clean abstract;
- Clear Criminal Background check.

Salary will be commensurate with experience and includes a comprehensive benefits package.

Interested candidates are invited to submit a confidential covering letter and detailed resume, outlining experience and detailing how the minimum qualifications are met, by 4:30 p.m. Friday, March 31st, 2017, to the undersigned.

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

Debbie Leroux, Director of Legislative Services/Clerk  
Township of Uxbridge  
P.O. Box 190  
51 Toronto Street South  
Uxbridge, On L9P 1T1  
email: [dleroux@town.uxbridge.on.ca](mailto:dleroux@town.uxbridge.on.ca)  
telephone: (905) 852-9181 Ext. 228

The Township of Uxbridge is an Equal Opportunity Employer.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca) or by visiting [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.



## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE QUOTE NUMBER Q17-08 TOWNSHIP PAGE

Sealed Tenders (clearly marked with Quote Number Q17-08) will be received until 2:00 p.m. local time Thursday, April 13<sup>th</sup>, 2017 by:

Debbie Leroux, Clerk/Director of Legislative Services  
Township of Uxbridge  
51 Toronto Street South  
P.O. Box 190  
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 is available 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.

## RECRUITMENT

THE TOWNSHIP OF UXBRIDGE FIRE DEPARTMENT is currently accepting applications for interested persons to join our team of Volunteer (Part -Time) firefighters.

### MINIMUM QUALIFICATIONS INCLUDE:

- 18 years of age or older and legally entitled to work in Canada.
- Ontario Secondary School Diploma (Grade 12) or academic equivalent.
- Be criminal record free unless a pardon has been granted under the Criminal Records Act (Canada) with Vulnerable Sector Screening, and has not been revoked.
- Be available to respond in a timely fashion, including weekends and holidays.
- Possess (or obtain within 12 months of hire date) a valid DZ license with satisfactory driver's abstract dated no earlier than three months prior to the application date.
- Be able to physically and mentally perform the duties of a firefighter, having regard for her or his own safety and the safety of members of the public.
- Be able to understand and communicate clearly in English, both oral and written.
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses and with normal colour vision and normal unaided hearing.
- Have a current immunization record for Mumps, Measles, Rubella, Polio, Diphtheria, Hepatitis B and Tetanus.

**Additional requirements are noted in the application package.**

**APPLICATIONS CAN BE PICKED UP AT AND RETURNED TO:**

**THE UXBRIDGE FIRE DEPARTMENT**

**17 BASCOM STREET (until February 28) or  
301 BROCK STREET WEST (from March 1)**

**OR**

**THE TOWNSHIP OF UXBRIDGE MUNICIPAL OFFICE**

**51 TORONTO STREET, SOUTH  
UXBRIDGE, ONTARIO  
L9P 1T1**

**Attention: Chief Phil Alexander**

**DEADLINE FOR APPLICATIONS: 4:30 p.m. March 30th, 2017**

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.



## TENDER U17-19 CONTRACT POSITION CUSTODIAN FOR THE SENIORS CENTRE

Caretaking services are required for Seniors Centre located at 75 Marietta Street Uxbridge.

Sealed Tenders (clearly marked with Tender Number U17-19) will be received until 2:00 p.m. local time Friday April 7<sup>th</sup>, 2017 by:

Debbie Leroux, Clerk/Director of Legislative Services  
Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1

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## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE TENDER U17-17 TREE PLANTING

Tender for tree planting in various locations in the Township of Uxbridge. Trees must be planted by June 15, 2017.

Sealed Tenders will be received until 2:00 p.m. local time Tuesday, March 28, 2017 by:

Debbie Leroux, Director of Legislative Services/ Clerk  
Township of Uxbridge  
51 Toronto Street South, P.O. Box 190  
Uxbridge, Ontario, L9P 1T1

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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

