



# 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

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Township Online



## 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**

## FROM THE TAX OFFICE... 2018 Interim Tax Bills 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.**

2018 Interim Tax Bills were mailed in January 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 payment amounts for January through June 2018 are indicated. 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, receipt or Statement of Account is required for any previous year's taxes, a fee of \$12.00 will apply.

If you wish to enroll in the Pre-Authorized Payment Plan to begin July 1st, your completed application must be submitted by April 30th, 2018. Conditions apply. PAP Forms are available at [www.town.uxbridge.on.ca/treasury](http://www.town.uxbridge.on.ca/treasury).

Thank You  
Tax Department

### Collections Associate

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a post-secondary student for the rewarding and stimulating position of Collections Associate. The student will gain valuable professional experience in collections management and museum standards, specifically: inventory, documentation and assessment of artifacts related to the history of the community; exhibit preparation and interpretation; and, inputting and updating artifact records into the museum's collections management database.

The student will acquire an understanding of the practices and procedures pertaining to museum objects, storage and exhibit preparation while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

#### Collections Associate Responsibilities:

- Inventory and identify the collection of stored artifacts
- Conduct research into select artifacts using archival documents and first-person interviews
- Assist with reorganizing artifact storage areas, condition assessments and exhibition planning
- Update the collections database through data entry and editing
- Participate in the planning and implementation of public programs, tours and all aspects of visitor services
- Review and understand Museum collections management policies and procedures, Health and Safety, and other appropriate policies and procedures

For a complete job description and application details, please visit: [http://town.uxbridge.on.ca/employment\\_opportunities](http://town.uxbridge.on.ca/employment_opportunities)

**Application deadline: April 13, 2018**

*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*



## THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE

### Prime Time Ice Rentals Available

The Uxbridge Arena has Prime Time Ice available for rent for the months of March and April. These times rarely come available, so take advantage of our weekday night time ice and weekend ice. Great opportunities for birthday parties, family skates, extra ice to get ready for tryouts. Contact the Uxbridge Arena at 905-852-6761 for available times and rates.

### Community Outreach and Programming Associate

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a Community Outreach and Programming Associate to support the development, promotion and delivery of public programs, special events and community partnerships. The student will participate in marketing, outreach and social media activities that expand the Museum's profile in the community and engage local audiences.

The student will gain valuable experience in developing and maintaining community partnerships while promoting the unique identity and relevance of a local heritage resource. As a key member of the Museum staff, the Community Outreach and Programming Associate will actively participate in all aspects of visitor services and volunteer engagement.

#### Community Outreach and Programming Associate Responsibilities:

- Deliver high-quality programs and activities related to the unique history of the community that engage local audiences
- Promote Museum activities and market special events, programs and exhibitions using social media and other tools
- Create weekly posts promoting the Museum's collection on social media sites to expand the reach of the Museum
- Work with local community organizations and other partners to generate interest in the heritage attributes of the local community and maximize visitors
- Engage Museum visitors by providing informative, accessible, relevant interpretation of current exhibitions
- Participate in the planning and implementation of public programs, tours and all aspects of visitor services
- Review and understand Museum standards, Health and Safety, and other appropriate policies and procedures

For a complete job description and application details, please visit: [http://town.uxbridge.on.ca/employment\\_opportunities](http://town.uxbridge.on.ca/employment_opportunities)

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### 2018 Municipal Election Info Session

Are you thinking of running for local office in October 2018? Do you want to learn about the up-coming municipal election? With the recent changes to the Municipal Elections Act attend either of these information sessions to learn about the roles and responsibilities of elected officials, the new nomination process, campaign rules and more!

**When:** Tuesday April 24, 2018

7 to 8:30 p.m.  
Whitby Centennial Building (416 Centre St. S.)  
Town of Whitby

**When:** Thursday, April 26, 2018

6 to 8:00 p.m.  
Uxbridge Town Hall (51 Toronto St. S.)  
Township of Uxbridge

**Who should attend:** People in Durham Region who are considering running for municipal council or a school board, campaign managers, and those planning to register as a third party advertiser.

**For more information,** contact the Uxbridge Election Office at 905-852-9181 or [election@town.uxbridge.on.ca](mailto:election@town.uxbridge.on.ca)

[uxbridge.ca/elections](http://uxbridge.ca/elections)

### 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



### MPAC Voter LookUp Tool

Are you recorded as an eligible elector for the upcoming municipal election? [voterlookup.ca](http://voterlookup.ca) is an easy and efficient way for electors to confirm they are on the list to vote for the upcoming municipal and school board elections.

Visit [voterlookup.ca](http://voterlookup.ca) to confirm or update your information. Find out ahead of time if you are eligible to vote!

**For more information,** contact the Uxbridge Election Office at 905-851-9181 [election@town.uxbridge.on.ca](mailto:election@town.uxbridge.on.ca) or the Municipal Property Assessment Corporation (MPAC) 1 866 296-6722.

[uxbridge.ca/elections](http://uxbridge.ca/elections)

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

