

# Public Participation During Electronic Joint Accessibility Advisory Committee Meeting

The upcoming electronic Equity, Diversity and Inclusion Committee meeting is scheduled for **Friday, May 6, 2022 at 10 a.m.** and the agenda will be posted online at <u>calendar.orangeville.ca/meetings</u> by Monday, May 2, 2022.

Due to efforts to contain the spread of COVID-19, the Joint Accessibility Advisory Committee will be meeting electronically until further notice.

#### **Written Comments**

Prior to be meeting, written comments may be sent to the Secretary of the Joint Accessibility Advisory Committee by email at <a href="mailto:liraftis@orangeville.ca">liraftis@orangeville.ca</a>. Such written comments will become part of the public record.

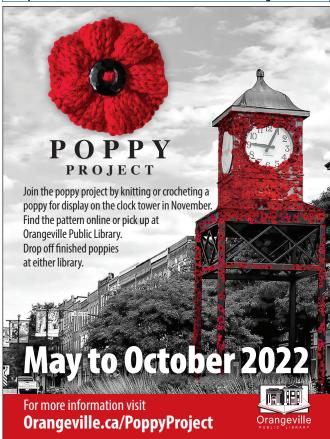
## **Public Participation**

Members of the public may access the meeting on the abovenoted date and time by telephone at:

Telephone: +1 289-801-5774

Conference ID: 545 469 587#

Please note that your full name and comments will be part of the public record and will be included in the meeting minutes.



# Public Participation During Electronic Official Plan Steering Committee Meeting

The upcoming electronic Equity, Diversity and Inclusion Committee meeting is scheduled for **Thursday, May 12, 2022** at **7 p.m.** and the agenda will be posted online at <u>calendar.orangeville.ca/meetings</u> by Monday, May 5, 2022.

Due to efforts to contain the spread of COVID-19, the Official Plan Steering Committee will be meeting electronically until further notice.

## Written Comments

Prior to be meeting, written comments may be sent to the Secretary of the Official Plan Steering Committee by email at <a href="mailto:bcarmount@orangeville.ca">bcarmount@orangeville.ca</a>. Such written comments will become part of the public record.

## **Public Participation**

Members of the public may access the meeting on the abovenoted date and time by telephone at:

Telephone: +1 289-801-5774

Conference ID: 374 388 071#

Please note that your full name and comments will be part of the public record and will be included in the meeting minutes.



Stay in touch with the Town

# **WE'RE HIRING!**

# Manager, Communications (Full-time position, 35 hours per week)

Due to an upcoming retirement, the Town of Orangeville has an opportunity for the position of Manager, Communications. This role will provide leadership through offering professional communication services, strategic communications direction and technical advice to the Corporation. The Manager of Communications will develop, assess, and oversee multiple communication channels and media strategies to assist the Town in building positive relations with the public as well as to address communication matters arising from initiatives, programs, and Council decisions.

## Partial Requirements:

- Post-secondary degree in public relations, marketing, communications or related field. Equivalent education and/or experience will be considered.
- Minimum of seven (7) years related communications experience and a minimum of three (3) years related supervisory/management experience.
- An understanding of municipal government.
- Extensive knowledge of good communication principles and practices, particularly as they relate to strategic corporate communications, digital channels and service experience, issues management and media relations.
- Ability to develop pro-active communication strategies.

**Salary Range: \$110,019.00 to \$128,710.40**, Band 13 on the Town's 2022 Pay Grid, plus a comprehensive benefits package.

Application Deadline: No later than 4 p.m. on Tuesday, May 17, 2022. See "Application Process" below for details.

# Co-ordinator, Communications (Full-time position, 35 hours per week)

The Co-ordinator, Communications will provide communications expertise and support to the Communications Division and Manager, Communications. Overall responsibilities include the development and implementation of internal and external communication strategies, including media relations, communication product content development and production, co-ordination of website content and design, and social media channels, public relations and marketing.

#### **Partial Qualifications:**

- A post-secondary degree or diploma in Communications, Marketing, Public Relations, or a closely related discipline. Equivalent education and/or experience will be considered.
- Minimum of five (5) years of current work experience in a marketing or communications role, with a sound working knowledge of professional communication techniques and practices, and knowledge in developing, researching, writing and editing communication materials, including web content management and social media platforms or equivalent.
- Basic photography skills and experience with Adobe Creative Suite and/or other relevant design/desktop publishing
- An understanding of municipal government is an asset
- Strong working knowledge of the AODA and the Ontarians with Disabilities Act (ODA), and related legislation, particularly in relation to accessible documents and accessible web content; working knowledge of World Wide Web Consortium Web Content Accessibility Guidelines (WCAG); Experience creating accessible documents

**Salary Range:** \$64,919.40 to \$75,948.60, Band 8 on the Town's 2022 Pay Grid, plus a comprehensive benefits package.

Application Deadline: No later than 4 p.m. on Tuesday, May 17, 2022. See "Application Process" below for details.

## Human Resources Student (Temporary Contract: May - September 2022)

The Town has a student job opportunity available, for the position of Human Resources Student. This position provides administrative support for all functions of the Human Resources Division. This is a contract position for a student in a post-secondary education program in Human Resources. The position shall start as soon as possible and will end in September. This position is thirty-five (35) hours per week.

## Partial Requirements:

- Must be working towards a post-secondary diploma or degree in Human Resources.
- Experience in an office environment, with previous administrative experience, would be an asset.
- Knowledge of employment and Health and Safety legislation, Human Resources theory, practices, principles, and terminology.

**Hourly Rate: \$21.88**, Grade 4 on the 2022 Summer Student Pay Grid

Application Deadline: No later than 4 p.m. on Monday, May 9, 2022. See "Application Process" below for details.

# **Application Process**

All job descriptions available at orangeville.applicantstack.com/x/openings

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant, by the deadline listed in the job posting description. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions.

All Town of Orangeville employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the Town of Orangeville. The full details of these requirements are indicated in the job posting qualifications.



**Public Participation During** 

**Electronic Council Meetings** 

The next Council – Public Meeting is scheduled for **Monday, May 9, 2022** and the agenda will be posted online at <u>calendar.orangeville.ca/meetings</u> by May 5, 2022.

Due to efforts to contain the spread of COVID-19, the Council Chambers at Town Hall will not be open to the public to attend Council meetings until further notice.

All persons interested in observing this Council – Public meeting are invited to do so through the Town's live broadcast of this meeting online at <a href="https://www.youtube.com/c/OrangevilleCouncil">https://www.youtube.com/c/OrangevilleCouncil</a>.

#### Matters on the Agenda

Members of the public who have an interest in a matter listed on the agenda may, up until 10:00 a.m. on the day of a scheduled Council meeting:

 Email <u>councilagenda@orangeville.ca</u> indicating your request to speak to a matter listed on the agenda. A phone number and conference ID code will be provided to you so that you may join the virtual meeting and provide your comments to Council.

### **Public Question Period**

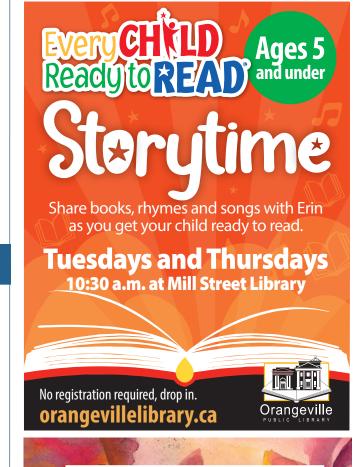
Members of the public wishing to raise a question or voice comments may beginning at 7:00 p.m. on the evening of the Council - Public meeting:

Call +1 289-801-5774

## Conference ID: 461 085 195#

Callers will be invited to provide their questions or comments following the conclusion of the meeting presentations.

Please remember that the Council meeting is streamed live and that your name and comments are part of the public record and will be part of the live broadcast and included in the minutes of the meeting.





Legacy Leaves by Wendy Reid