

Hand in Hand gives friendly cancer support

Hand in Hand Cancer Support Group is for those newly diagnosed and those who are survivors.

"We are not a miserable group; we have lots of fun but are there for anyone who needs to talk and compare notes". The group meets monthly and the place and time is flexible. Info: Cathie, 905-877-9291 or Joanna, 905-877-9680.



EMPLOYMENT OPPORTUNITIES

PLANNER – DEVELOPMENT REVIEW CONTRACT POSITION (APPROXIMATELY 2 YEARS)

Posting No. 201031

Reporting to the Manager of Development Review, this contract position is responsible for a broad range of development projects and providing specialized land use planning advice to Town Council, Committee of Adjustment, the Niagara Escarpment Commission and other related boards and committees.

Responsibilities:

- Responsible as project manager for coordinating all development processes of assigned development projects from the time of pre-consultation to the point preceding application for a building permit, establishing deadlines and monitoring progress of projects targeting delivery of decisions and outcomes as required by the Town policy, Bylaws, Provincial legislation and policies.
- Facilitates resolution of conflict, identifies and pursues the resolution of key issues emerging through the course of a development project.
- Works with consulting staff retained by the Town to provide specialized advice on development projects.
- Communicates with public and private customers in an effective and efficient manner in response to phone, e-mail and front counter inquiries.
- Provides professional planning advice on matters related to various development projects to customers, other Departments, agencies, Senior Management, Town Council and associated boards and committees
- Holds and facilitates meetings as necessary involving Planning, other Town staff and customers and provides general counsel on the development approvals process in order to advance development projects through the approvals to agreement and construction stages.
- Formulates, negotiates and/or articulates the Town's position on matters related to the implementation of development projects as well as assists project proponents in advancing development projects through approval stages with regard to Provincial planning legislation, regulations and policy statements, other Provincial legislation and plans, Regional planning policies and Town policies, processes and by-laws.
- Prepares detailed planning reports to General Committee and Council on development review matters, and attends General Committee/Council meetings to present/explain these reports including formal presentations.
- Manages public and agency notification and meeting processes and holds/facilitates special meetings as required to engage the public on development applications of particular interest or complexity.
- Provides comment and recommendations on the urban design quality of projects to Council, senior management, related boards and committees and participates in the development of urban design policy and regulations.
- Prepares and negotiates conditions of approval and implements legal instruments including development agreements, site plans, and bylaws.
- Conducts site inspections in evaluating conditions of specific development proposals.
- Attends on-site, off-site and evening meetings

with customers, the public, other agencies and fulfills an advisory role to Committees and Town Council both with regard to specific applications and various elements of the development approvals process.

- Attends on behalf of the Town Ontario Municipal Board hearings and other hearings conducted under Provincial legislation and provides oral and written evidence and defends the same under cross-examination.
- Performs other job related duties as required

Qualifications:

- Four-year University degree in Urban and Regional Planning or a related field.
- Eight (8) years of planning experience, preferably in a municipal environment.
- Membership in the Canadian Institute of Planners and O.P.P.I as a Registered Professional Planner (RPP).
- Thorough knowledge of Provincial planning legislation, regulations and policy statements, other provincial legislation and plans, Regional planning policies and Town policies and by-laws.
- Project management experience.
- Effective time management and organizational skills to prioritize competing tasks, conflicting due dates and meet legislated and corporate time lines.
- Excellent interpersonal, written and oral communication skills including presentation skills and ability to present evidence at the Ontario Municipal Board.
- Mediation/negotiation and conflict resolutions skills to resolve disputes resulting from controversial development applications and to ensure Corporate policies are achieved through development approvals.
- Ability to think creatively and use ingenuity to resolve unique problems pertaining to land development matters.
- Excellent researching skills.
- Ability to utilize computer software as necessary, including Amanda, MS word, Excel, Access and Power Point

Salary Range:

The salary range for this full time contract position (35 hours per week) is \$35.19 - \$41.89 per hour.

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., Friday, December 10, 2010**. Please quote Posting No. 201031 on your resume. 130

ADMINISTRATIVE ASSISTANT – DEVELOPMENT REVIEW CONTRACT POSITION (APPROXIMATELY 2 YEARS)

Posting No. 201032

Reporting to the Manager of Development Review, this contract position provides administrative support for those Planning staff directly involved in the processing of development applications.

Responsibilities:

- Provides administrative functions to the Manager of Development Review and assists with the interdepartmental coordination of all development applications meetings and hearings.
- Provides "first response" customer service including telephone, front counter and electronic mail inquiries.
- Assists Project Planners and Secretary of the Committee of Adjustment in the processing of development applications.

- Circulates applications to internal departments and external agencies
- Circulates statutory notice of Council approvals and public meetings, confirms that the Town has satisfied its delegated legal responsibilities for providing notification and tracks the Town's performance relative to statutory notification and appeal periods
- Forwards appeals to the Ontario Municipal Board along with appropriate documentation.
- Proofreads and formats documents, prepares draft letters, memos and other development correspondence when necessary to support Planning Staff in the development approvals process.
- Uploads reports and advances material electronically and in hardcopy as required to facilitate the processing of development projects as contained in AMANDA related processes.
- Date stamps and sorts development applications, studies and plans as required and maintains development filing in accordance with the Town's filing and archiving programs.
- Tracks and logs development activity in AMANDA and extracts information from that database to provide status and year end reports on various measures of the Department's activity and performance.
- Serves as back-up for Development and Policy Administrative Assistants.
- Performs other job related duties as required.

Qualifications:

- 2 year post secondary diploma in a business related field or equivalent education and experience.
- Minimum of four (4) years experience in a municipal environment.
- Proficiency in Windows 2000, Word and Excel is essential.
- Working knowledge of database management software (Vailtek) and GIS software is an asset. Prior knowledge of enterprise software such as AMANDA is preferable.
- Proven quality customer service skill with both internal and external customers.
- Superior communication skills and strong organizational and conflict management skills.
- Displays an aptitude for figures for data inputting, spreadsheets and invoices.
- Possesses excellent proofreading skills, including written, verbal and strong listening skills.

Salary Range:

The salary for this contract position (35 hours weekly) is \$23.00-\$27.38 per hour.

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., Monday, December 6, 2010**. Please quote Posting No. 201032 on your resume. 131

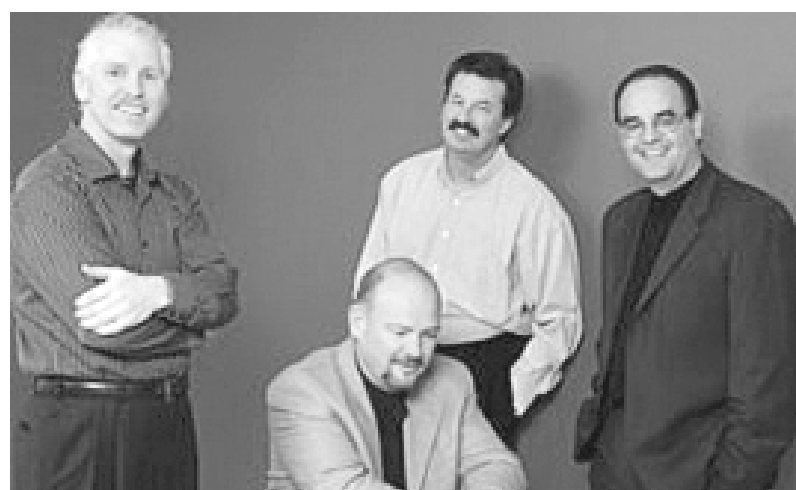
Ms. Jacqueline Kerr
Manager of Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
Email: humanresources@haltonhills.ca
Fax: (905) 873-1431

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

AN EQUAL OPPORTUNITY EMPLOYER

1 Halton Hills Dr., Halton Hills ON L7G 5G2
Tel.: 905-873-2600 • Fax: 905-873-2347



Masters Four performs free Christmas music concert

Georgetown Alliance Church is pleased to present the male quartet, The Masters Four, who will perform a concert of Christmas-themed music on Friday, Nov. 26, at 7:30 p.m.

This talented quartet has been together for over 20 years and is recognized as one of Canada's leading gospel quartets. Their fourth CD recording was selected as the 2005 Cana-

dian southern Gospel album of the year.

There is no admission charge to attend the concert and no offering will be taken.

The Georgetown Alliance Church is located at 290 Main St. S.

For more information, please call Doug Kelley, 905-873-0249 or by e-mail at: admin@togetheratgac.com

Fire safety seminar set for Tuesday

It a sad topic but true none the less, as the Christmas decorations come out the potential for a home fire increases.

If there was a sudden fire in your home or apartment do you what to do? Do you have an escape plan in place? If the fire alarm sounded in your apartment building do you know how to determine whether you should stay in your room or exit?

These are only a few of the questions that will be addressed at the *Preparing for Christmas — A Seminar on Fire Safety* on Tuesday, Nov. 30, 2

p.m. at Georgetown Alliance Church, 290 Main St. S.

Guest presenter will be Halton Hills Fire Department Captain Doug Andrews.

As a free bonus attendees can have important personal identification and credit card information photocopied and be provided with a check list of what to do if these items are lost or destroyed.

Related resource materials will also be available. There is no charge to attend.

To register, call Doug Kelley, 905-873-0249 or email admin@togetheratgac.com



Sensory art at the Roxy

Unique sensory art is featured at the Roxy Acton, at 6 Mill Street East in Acton, as part of the Sensory Exploration Arts (SEA) program, which promotes artistic and creative expression in a visual arts program for individuals with sensory impairments. SEA program manager Erin Barr (left) was joined by program and show co-coordinators Alyssa Light (centre) and Corene Jonat, as they admired some of the art on display. The show and sale, featuring 17 pieces, runs until the end of November. All proceeds go to the artists.

Photo by Ted Brown