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TOWN OF
HALTON HILLS
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EMPLOYMENT OPPORTUNITIES

SUPERVISOR OF ENFORCEMENT SERVICES
Posting No. 201207

Reporting to the Town Clerk, this full time position is responsible for administering and supervising the daily operations and staff of the Enforcement Services Section of the Corporate Services Department.

Responsibilities:

- Responsible for the administration and enforcement of regulatory municipal by-laws and certain provincial statutes.
- Supervision of the staff and coordination of the operations of Enforcement Services comprised of by-law enforcement (general), property standards, community standards, canine control, parking control, noise and weed control.
- Establish policies and practices for Enforcement Services operations, in consultation with the Town Clerk.
- Respond to enquiries from members of Council, the public, other municipal staff and external enforcement agencies regarding complaint, enforcement and prosecution issues.
- Attend site visits for serious matters and in emergency/back-up needs carry out MLEO duties.
- Implement and oversee the Administrative Monetary Penalties Program.
- Prepare prosecution briefs for court appearances.
- Respond to emerging trends and updates to legislation through the Development, review and/or updating of the Town's regulatory by-laws.
- Research and prepare reports to Council and Committees of Council making recommendations regarding a variety of enforcement and regulatory issues.
- Develop marketing strategies and programs to promote public awareness and increase voluntary compliance with various regulations, by-laws, and statutes.
- Perform other job related duties

Qualifications:

- Two year post-secondary Law Enforcement Diploma or equivalent.
- Minimum seven years related to municipal law enforcement experience.

- Minimum three years at a Supervisory Level.
- Municipal Law Enforcement Officer (MLEO) certification.
- Certified Property Standards Officer designation.
- Knowledge of the functions of Ontario Courts, rules of practice, procedure, legal concepts and terminology, and evidentiary requirements with respect to regulatory offences.
- Thorough knowledge and ability to interpret municipal by-laws and provincial statutes including the Municipal Act, Provincial Offences Act, Line Fences Act, and Building Code Act as it relates to the Property Standards Enforcement.
- Excellent project management, planning and time management skills.
- Excellent interpersonal, staff and public relations, negotiation, mediation, dispute resolution and communication skills.
- Ability to multi-task, manage conflicting priorities and deadlines.
- Excellent judgment, political sensitivity, tact and diplomacy.
- Sound judgment, analytical and decision-making skills.
- Fluency with computer software applications including AMANDA, Microsoft Office Suite – Word, Excel and Outlook.
- Valid driver's licence and use of a vehicle to perform the duties of the job.
- Some off-site and evening hours required to attend meetings or assist in investigations.

Salary Range:

the salary range for this full time, permanent position is \$72,622 to \$86,454.

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., March 14, 2012.** Please quote Posting No. 201207 on your resume.

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



Family donates \$35,000 to hospital campaign

The Investing in Care – Close to Home Campaign for Georgetown Hospital received a \$35,000 shot in the arm from the Phipps family— Frank and Barbara, and their son Dr. Nigel and his wife Shelley, as they donated to the campaign. Their donation will be recognized with the naming of an Acute Care room in the new Emergency Department that is the centrepiece of the Campaign. On hand for the presentation were (from left) Barbara Phipps, Nigel and Shelley Phipps, and their daughters Chelsea and Madison.

Photo by Ted Brown

'People are still struggling': United Way

Continued from pg. 1

Halton Family Services, Halton Child and Youth Services, Elizabeth Fry Society of Peel-Halton, Halton Trauma Centre, Light-house Program for Grieving Children, Halton Organization for PRIDE and Education, St. John Ambulance, Food for Life Canada, Acclaim Health, Nelson Youth Centres, Hope Place Centres, Support and Housing Halton and Links2Care.

Foster said the agencies are funded by the United Way on three-year timelines.

She said if the donations don't come through the United Way would have to take another look at the allocations and may have to reduce funding to some agencies.

Linda Clark, United Way of Halton Hills campaign chairperson, said one in three residents of Halton Hills uses services provided through United Way funded agencies.

Foster said traditionally about 40 per cent of donations for the United Way of Halton Hills come through workplace pledges. She

said while donations from local residents who donate through their workplaces in Toronto are up, designations are down from workplaces in Peel and Halton.

The United Way direct mail campaign is also down by about seven per cent, she added.

"It's certainly showing us the recession is not over, people are still struggling," said Foster.

"We would appreciate the local community (businesses and individuals) rallying," she said. "We appreciate there is a lot of fundraising going on in the community. Our mandate is to fund local social service programs."

She said while donations are down to the United Way, perhaps because of the lingering recession, ironically when people are going through hard times they rely more on social services.

But Foster said there's lots of good news in the campaign as well.

United Way campaigns at all three LCBOs in town held in the fall was up by nearly \$5,000 from the previous year, bringing in \$19,582.

"LCBOs are very big supporters of the United Way. It really, really makes a big difference," said Foster.

She said each year the campaign has a lot of repeat donors, and also a lot of new ones.

"I know we're close to our goal," said Clark. "The community has been so good to us in the past. We are supporting 27 programs and all of the dollars are used in Halton Hills."

Anyone interested in making a donation to the campaign is asked to do so as soon as possible by calling the United Way office at 905-877-3066, or by visiting www.unitedway.ca and choosing United Way of Halton Hills or sending a cheque to United Way of Halton Hills, P.O. Box 286, Halton Hills, L7G 4Y5. Donations can be made through the end of March, but the sooner the better.



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GLEN
WILLIAMS
Tweedle st
Mountain St

ALSO NEEDED: ADULT CARRIERS

If interested, please call CIRCULATION 905-873-0301