

HOLIDAY CLOSURE

LABOUR DAY – SEPT. 3, 2012

CIVIC CENTRE - 905-873-2600

The Civic Centre will be closed on Monday September 3, 2012.

ACTIVAN - 905-873-2601 ext. 2617

ActiVan service will be available on Monday September 3, 2012 on an after-hours basis. The booking office will be closed.

CANINE CONTROL - 905-877-6235

FIRE DEPARTMENT HEADQUARTERS

14007 10 Sideroad 905-877-1133
Halton Hills Fire Department Administration will be closed on Monday September 3, 2012.

INFRASTRUCTURE SERVICES

- PUBLIC WORKS

Public Works will be closed on Monday September 3, 2012.

Public Works After-Hours Contact

905-873-2600 – press 2 to connect to the Public Works After-Hours Line and follow the prompts.

PUBLIC LIBRARIES

Acton Branch 519-853-0301

Georgetown Branch 905-873-2681

The Acton and Georgetown branches of the Halton Hills Public Library will be closed September 1, September 2 and September 3, 2012. Both branches will re-open on Tuesday September 4, 2012 at 9:30 a.m.

RECREATION & PARKS DEPARTMENT

Gellert Community Centre

Closed September 3-16 for Maintenance. Customer Service Desk remains open September 4-16.

Acton Indoor Pool & Georgetown Indoor Pool

Closed September 3

Acton Arena & Community Centre, Mold-Masters SportsPlex & Memorial Arena

Closed September 3

Georgetown Seniors Centre & Acton Seniors Centre

Closed September 3

John Elliott Theatre

Closed for renovations

FOR EMERGENCIES

- FIRE/POLICE/AMBULANCE: DIAL 911 101

EMPLOYMENT OPPORTUNITIES

ADMINISTRATIVE ASSISTANT – INFRASTRUCTURE SERVICES Two Year Contract Position Posting No. 201229

Reporting to the Supervisor of Administration and Customer Service, this two (2) year contract position will provide administrative support for the staff and customers of the Infrastructure Services Department in a multi-faceted and varied front-line position.

Responsibilities:

- Manage and coordinate all customer service inquiries via telephone, counter and electronic format.
- Prepare correspondence, Council Reports, tenders and other various documents for the Infrastructure Services team.
- Schedule and assist in coordinating corporate meetings and Public Information Centre

- sessions and take accurate minutes when required.
- Maintain and monitor the Infrastructure Services library, technical records and the department's Management Archiving Program in accordance with the Town's by-law.
- Maintain database records and print corresponding financial reports regarding revenue and spreadsheets.
- Utilize financial software to track, monitor and print accounts for Operating Budget.
- Maintain and monitor department's petty cash, visa reconciliation, journal entries, cheque requests, invoices and requisitions on request.
- Balance and verify debit machine for departmental incoming revenue and prepare deposit report.
- Maintain and process Zoning, Signs, Pools, Fences and Two-Unit Dwelling complaints in compliance with applicable corresponding by-laws.
- Obtain and process Request for Information (Record Search) for INF Services Building Section in conjunction with the Town's Freedom of Information regulations.
- Process advertisements, notifications and various publications for the Department.
- Update the contents of the intranet and coordinate updating of Website to establish accurate departmental information and/or services.
- Other duties as assigned.

Qualifications:

- A 2-year post secondary diploma in a business related field, or equivalent education and experience.
- Minimum of 4 years experience in a municipal customer service environment.
- Proficiency in Microsoft Office suite package.
- Working knowledge of Amanda, Mpower 2002 and FMW software applications preferred.
- Display an aptitude for figures to consolidate various spreadsheets.
- Strong interpersonal and communication skills both verbal and written.
- Effective public relations skills with sound judgment in prioritizing assignments, multi-tasking and organizing research deadlines in a professional office environment.
- Cooperate well with others and demonstrate the ability to function efficiently under significant time and workload pressures.
- Excellent proofreading skills
- Possess a high level of confidentiality and professionalism.

Salary:

The salary range for this full time, permanent position is \$43,547 - \$51,842 per annum.

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., Friday, September 7, 2012**. Please quote Posting No. 201229 on your resume. 100

Planners – Development Review 2 POSITIONS AVAILABLE FULL TIME - Posting No. 201227 CONTRACT POSITION (APPROXIMATELY 1 YEAR) Posting No. 201228

Reporting to the Manager of Development Review, this 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:

Full time salary range:
\$66,626 - \$79,316 per annum.
Contract hourly rate (35 hours per week):
\$36.61 - \$43.58

Qualified candidates may submit a detailed resume in confidence to the undersigned by **4:30 p.m., September 14, 2012**. Please indicate on your application if you would be willing to consider both the full time and contract position or only one (indicate which one). 99

Human Resources

Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON, L7G 5G2
Fax: (905) 873-1431
Email: humanresources@haltonhills.ca

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

NOTICE OF A PUBLIC MEETING

WARDS 1 and 2

Concerning Applications to Amend the Town of Halton Hills Official Plan & Zoning By-law (2010-0050)

For lands legally described as Lots 19, 20, 21, 22, 24, Concession 3 and Lots 20, 21, 22, Concession 4, former Township of Esqueving, Town of Halton Hills

Town of Halton Hills File: D09OPA09.001 & D14ZBA09.004 DUFFERIN AGGREGATES – PROPOSED ACTON QUARRY EXPANSION

General Committee for the Town of Halton Hills will conduct a Public Meeting on proposed applications to amend the Town of Halton Hills Official Plan and Zoning By-law 2050-0050, as amended. The proposed application applies to the lands legally described as Lots 19, 20, 21, 22, 24, Concession 3 and Lots 20, 21, 22, Concession 4, former Township of Esqueving, Town of Halton Hills.

The purpose and effect of these amendments are to facilitate the expansion of the existing Dufferin Aggregates Acton Quarry operation. The proposed expansion consists of four phases referred to as Phases 4, Phase 5/6 East, Phases 5/6 West and Phase 7. The area proposed to be licensed under the Aggregate Resources Act would be 90.6 hectares and the extraction area would be 66.5 hectares.

Attached is a map showing the location of the lands to which the proposed Official Plan and Zoning By-law amendments would generally

apply. The Zoning By-law Amendment only applies to lands that are outside of the Niagara Escarpment Development Control Area.

If you wish to be notified of the decision of the Town of Halton Hills in respect of the Official Plan and Zoning By-law amendment applications, you must make a written request to the Town of Halton Hills – PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT at 1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2.

NOTES:

1. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Halton Hills before the proposed Official Plan and/or Zoning By-law amendments are adopted/ passed, the person or public body is not entitled to appeal the decision of the Town of Halton Hills to the Ontario Municipal Board.
2. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Halton Hills before the proposed Official Plan and/or Zoning By-law amendments are adopted/ passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.
3. Any written comment/objection submitted to the Town of Halton Hills regarding this application(s) which is being processed under the Planning Act 1990, may be made public as part of the application process.

The proposed expansion of the Acton Quarry also requires Amendments to the Niagara Escarpment Plan and the Region of Halton Official Plan. Staff from the Niagara Escarpment Commission will be in attendance to explain the details associated with the proposed Niagara Escarpment Plan Amendment and related Development Permit application.

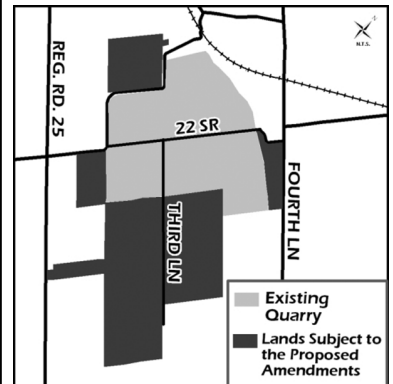
Further information is available in the Planning, Development & Sustainability Department, Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, ON, L7G 5G2, or contact the Planner assigned to the file, Mark H. Kluge at 905-873-2601, ext. 2299. A copy of the related Staff Report will be available on Friday, September 21, 2012, on the Town's website at <http://www.haltonhills.ca/calendars>.

ALL INTERESTED CITIZENS ARE WELCOME.

DATE/TIME: Monday, September 24, 2012 at 7:00PM

LOCATION: Council Chambers, Civic Centre

FILE NOS: D09OPA09.001 & D14ZBA09.004



Dated at the Town of Halton Hills this 30th day of August, 2012. 98