

It's best to know the town's bylaws

Bylaws are like a patchwork quilt. They cover the town and there are little bits of everything thrown in.

Since winter seems to be upon us, I guess I should mention the snow removal bylaw. It is an offence to leave your vehicle parked on any street between the hours of 2 a.m. and 7 a.m. from November 15 to April 15. That is to allow the snow plows to plow the streets properly.

Still on the cold weather theme, it is an offence to leave keys in an unlocked, unattended vehicle. In other words, don't leave your car running when you run into your local coffee shop or variety store. If you want to warm your car up in the morning, lock it and have a second set of keys handy. If your car is stolen because you chose to ignore this bylaw, it may cost you \$55.

If you are a dog owner you probably already know that it is an offence to allow your dog to run loose. I'm sure that you know about the poop and scoop bylaw, too. If you or your canine friend contravenes either of those two bylaws it could cost you \$100!

In order to protect pedestrians from injury and mishap there is a bylaw prohibiting cyclists from riding on the sidewalk. If you feel that the road is too busy to ride a bike, perhaps a different route is in order, or you may have to walk the bike.

It is very difficult to hear a bicycle coming up from behind, and being run over by a bicycle is painful. Some jurisdictions allow bicycles of certain wheel sizes to be on the sidewalk, but in Halton Hills there are no exceptions. Common sense is required when a young child is learning

911/
411



Const. Laurel Barnett

to ride a bike. If someone chooses to ignore this bylaw, it may cost them \$55.

Littering is expensive at \$100. It is also unattractive and damaging to the environment.

Snowmobile enthusiasts must know where they can legally ride. It is an offence to ride on the highway, sidewalk, median, boulevard, or in a park. Riders must also know when they can ride. In this jurisdiction snowmobiling is only permitted from 7 a.m. to 11 p.m. Monday to Saturday, and 9 a.m. to 11 p.m. on Sunday, and you must have an antennae with a flag for visibility. It is a bargain however, with a fine of \$30.

These are just a few of the most commonly broken bylaws in our area. If you have any questions about the bylaws in Halton Hills, contact the bylaw office at the Town of Halton Hills, or the Halton Regional Police.

If you have any questions about this or any other police matter contact me at 905-878-5511 ext. 2120 or laurel.barnett@hrps.on.ca

—Const. Laurel Barnett is the community support officer for 1 Division



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EMPLOYMENT OPPORTUNITIES

Halton Hills' new aquatic facility (Gellert Community Centre), scheduled to open in 2004, is the latest addition to a family of great facilities, programs and services offered by the Recreation and Parks Department. Supported by our continuous quality assurance management process, we are committed to providing the best possible programs and services for our community. If you are a dynamic, motivated team player who shares our passion for exceptional quality service in the management of recreation programs and environments, we invite you to submit your application for the following:

MAINTENANCE CO-ORDINATOR

This hands-on position will see you plan, budget, co-ordinate and implement facility maintenance and repair activities. Your mechanical aptitude includes a working knowledge of HVAC and pool operating systems, and basic carpentry, electrical and plumbing skills. With at least 3 years of experience in institutional, industrial or facility maintenance and janitorial operations, you have knowledge of all aspects of building, physical plant maintenance and energy conservation. You are a strong swimmer, hold CPR, First Aid and pool operator's certifications, and have WHMIS training, proficiency in MS Office Suite 2000, a valid driver's licence and access to a reliable vehicle. A high-school diploma is a must; related post-secondary education is preferred. This position requires working flexible hours, shifts and some evenings and weekends, and providing on-call support. The annual salary range for this position is \$41,685 to \$49,625.

AQUATIC CO-ORDINATOR

In this role, you will be responsible for the supervision, safety, development, co-ordination and administration of a comprehensive aquatic program (excluding the new Gellert Community Centre). You are a Lifesaving Society and Red Cross Water Safety Instructor, and a Lifesaving Society Examiner who has attained a National Lifeguard Service Award and standard First Aid and CPR certifications. Your Recreation degree (or equivalent) is complemented by at least 3 years of experience in co-ordinating aquatics programs in a municipal setting, including staff and volunteer management, and working with community groups and the media. Proficiency in MS Office Suite 2000, a valid driver's licence and access to a reliable vehicle are required. You will be required to work flexible hours and shifts. The annual salary range for this position is \$41,685 to \$49,625.

ACTIVE LIVING CO-ORDINATOR

In this role, you will be responsible for the supervision, safety, development, co-ordination and administration of a comprehensive range of community recreation programs. Your Recreation degree (or equivalent) are complemented by at least 3 years of experience co-ordinating recreation programs in a municipal setting, including staff and volunteer management, and work with community groups and the media. Parks and Recreation High Five certification is preferred. Proficiency in MS Office Suite 2000, a valid driver's licence, access to a reliable vehicle, and the ability to work flexible hours are required. The annual salary range for this position is \$41,685 to \$49,625.

MARKETING CO-ORDINATOR

Your primary focus in this entrepreneurial position will be to develop and manage all aspects of marketing and promotional activities at the new community centre to maximize revenue generation and foster a positive presence in the community. Your degree in Marketing, Communications or equivalent is complemented by at least 3 years of experience in developing promotional and marketing materials within the recreation field, including copywriting, design and production, contract development and negotiation. Proficiency in MS Office Suite, Publisher and graphic software is essential. You are a creative, critical thinker and researcher, with

proven success in planning and implementing special events, and facilitating community needs assessments. A valid driver's licence and access to a reliable vehicle are required. This position involves working 910 hours per year (an average of 17.5 hours per week) at an hourly wage of \$27.27.

Please send a resumé, including references and a cover letter, by 4:30 pm, Mon., Dec. 8, 2003, to the undersigned. 211

The Corporation of the Town of Halton Hills Finance Department is currently accepting applications for a permanent full time

TAX ANALYST

This position is required to design, manage, monitor, review, and analyze tax-related accounts for various specialized programs (capping/clawback, phase-in, payments in lieu, charity rebates, and vacancy rebates) as well as perform the reconciliation between the tax system software and the general ledger in the corporate financial system software.

RESPONSIBILITIES:

- Design, create, maintain, and administer policies and procedures related to various capping, clawback, phase-in, charity, and vacancy rebate programs
- Review annual capping/clawback amounts to identify and correct any possible errors
- Calculate re-assessment phase-in adjustments to be applied to interim and final tax bills
- Develop rate for final billings
- Maintain/track capping, clawback, phase-in, charity rebate, and vacancy rebate data in electronic format
- Track new growth, expansion to existing development, and/or (re)development of existing properties
- Track and monitor all payment-in-lieu properties and their related payment activity
- Monitor assessment appeals, supplementary assessments, assessment write-offs
- Forward new/changed data OPTA
- Prepare numerous financial reports
- Liaise with external government agencies

QUALIFICATIONS:

- Strong accounting and bookkeeping skills
- Extensive knowledge of assessment - and taxation-related legislation and regulations
- High degree of proficiency in office productivity software (particularly in word processing and spreadsheet applications, proficiency in database management systems also desirable)
- Good oral, written, and graphic communication skills
- Post secondary education with an accounting background
- Minimum of five years related experience
- Proven proficiency with office productivity products (word processors and spreadsheets required, databases desirable)
- Completion of the Municipal Tax Administration Program

The salary range for this position is \$47,104 to \$56,076 per annum.

Qualified candidates may submit a resume, together with a cover letter and references, no later than 4:30 pm, Wednesday, December 10, 2003, to the undersigned:

Ms. Jackie Bowles,
Manager of Human Resources,
1 Halton Hills Drive,
Halton Hills, ON L7G 5G2
E-mail: humanresources@haltonhills.ca
Fax: (905) 873-1431

We thank all candidates for their interest, however only those individuals chosen for interviews will be contacted. The Town of Halton Hills is an equal opportunity employer. 209

We are an Equal Opportunity Employer.



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