



# Town of WHITCHURCH-STOUFFVILLE

37 Sandiford Drive, 4th Floor  
Stouffville, Ontario L4A 7X5  
905-640-1900 or 905-895-2423  
[www.townofws.com](http://www.townofws.com)

Lebovic Leisure Centre 905-642-PLAY(7529) • Public Library 905-642-READ(7323) • Museum 905-727-8954 OR 1-888-290-0337

## NOTICE OF COUNCIL MEETINGS

Council Chamber • 37 Sandiford Drive, 4th Floor  
**TUESDAY FEBRUARY 15<sup>TH</sup>**  
COUNCIL COMMENCING AT 3:00 p.m.  
PUBLIC HEARING COMMENCING AT 7:00 p.m.

- 1) 14003 KENNEDY ROAD ZBA10.007
- 2) GERANIUM HOMES (NINTH LINE LTD.)  
ZBA10.015 & 19T(W)-10.001
- 3) 2036737 ONTARIO INC. &  
2022988 ONTARIO INC. OPA11.001

**TUESDAY FEBRUARY 22<sup>ND</sup> 9:00 a.m.**  
BUDGET & AUDIT COMMITTEE/COUNCIL

**WEDNESDAY FEBRUARY 23<sup>RD</sup> &  
THURSDAY FEBRUARY 24<sup>TH</sup>**  
BUDGET & AUDIT COMMITTEE/COUNCIL  
(if necessary – time to be determined)

## PUBLIC NOTICES

Council will consider at the meeting scheduled for February 15th, a report clarifying the notice requirements. A copy of the report will be available Thursday, February 10, 2011 from the Clerk's Department or on the Town website [www.townofws.com](http://www.townofws.com)

### BUDGET & AUDIT COMMITTEE MEETING

Review of 2011 Operating and Capital Budgets and the Ten Year Forecast – February 22, 2011 at 9 a.m. Note February 23rd and 24th have also been assigned as additional Budget & Audit Committee Meeting, if necessary. Copies of the 2011 Draft Budget are available on the Town's website at [www.townofws.com](http://www.townofws.com) under Town Hall/Financial section

### GRANTS & DONATIONS

As part of the Budget and Audit Committee meeting scheduled for Tuesday, February 22nd, 2011, consideration will be given to all grant/donation applications at approximately 4:00 p.m.

Any comments and/or questions regarding the Budget and Audit Committee meeting can be forwarded to

Marc J. Pourvahidi, Director of Finance/Treasurer 905-640-1910 or 905-895-5299 ext. 245 or e-mail [marc.pourvahidi@townofws.ca](mailto:marc.pourvahidi@townofws.ca)

## COUNCIL HIGHLIGHTS – FEBRUARY 2, 2011

### GRANT OPPORTUNITY FOR YOUTH PROGRAMMING

Council authorized Staff to file a grant application with the Province for Healthy Communities Fund (HCF) and pre-approved \$4,000 from the 2011 Operating Budget as the Town's 15% contribution to this program. The HCF would allow the municipality to address the current need for additional youth programming with community partners to work towards establishing a strong foundation of programs to meet the demands of a growing youth population.

### CENSUS & NATIONAL HOUSEHOLD SURVEY (NHS) MAY 2011

Council supported Statistics Canada's request for the Town to raise awareness for the upcoming Census and NHS this May. Census population information is used to allocate both Federal and Provincial transfer payments providing the municipality with resources to plan, develop and evaluate municipal programs and services.

For more information, staff reports can be reviewed by visiting the Town website [www.townofws.com](http://www.townofws.com) and selecting "Council Agendas, Minutes & By-Laws"



## NOTICES

### 2011 INTERIM PROPERTY TAX BILLS 1st Installment Due - February 18, 2011 2nd Installment Due - April 15, 2011

**RESIDENTIAL & COMMERCIAL INTERIM TAX** bills have now been mailed. Ratepayers who have not received their bills should contact the Municipal Tax Department as soon as possible. Failure to receive a tax bill does not eliminate the responsibility for payment of taxes or the penalty charges for late payment.

**TAX PAYMENTS** may be made by mail, or in person at the Town Office, 37 Sandiford Drive, 4th Floor, and at most Financial Institutions through tellers, banking machines and by telephone and Internet banking. Banking fees may apply. After hours, tax payments may be made in the drop box at the front west entrance door at 37 Sandiford Drive.

**APPEALING THE CURRENT MARKET VALUE ASSESSMENT** on your property must be done before the deadline of **March 31, 2011**. Please direct questions regarding assessments to the Municipal Property Assessment Corporation (MPAC) at 1-866-296-6722. Appeal forms are available at the Town offices.

**VACANCY REBATE APPLICATIONS** are available at the Town offices during business hours, for any commercial or industrial properties that have been vacant for 90 consecutive days. The deadline for submitting the application for the 2010 taxation year is **February 28, 2011**.

For those ratepayers who have not yet received their supplementary tax bill for their new residence, please note that you may pay 'on account' to ease the tax burden before these bills are issued. These payments **MUST** be made at the Town office.

Ruth Armstrong, AMCT, CMTF  
Tax Collector & Revenue Supervisor

### LIBRARY BOARD MEETING

The February meeting of the Whitchurch-Stouffville Public Library Board will take place on **Thursday, February 10<sup>th</sup>** at 7:00 pm.

## RECRUITMENT

### SPRING/ SUMMER 2011

The Town is now accepting applications for various positions within its 2011 Spring / Summer operation. Hours of work per week may vary.

- Summer Youth Program Supervisor
- Summer Youth Program Assistant
- Day Camp Counselor
- Day Camp Supervisor
- Day Camp Special Needs Counselor
- Volunteer Opportunities available with Day Camp and Aquatics
- Aquatics Instructor / Lifeguard
- Deck Attendant/ Cashier
- Curatorial and Programming Assistant – Whitchurch-Stouffville Museum
  - Exhibit and Programming Assistant – Whitchurch-Stouffville Museum
- Parks Labourer (seasonal contract 8 months)
- Parks Labourer (part time summer)
- Facility Labourer

For further information on these positions, please see our website at [www.townofws.com/jobs.asp](http://www.townofws.com/jobs.asp) or email [leisure.services@townofws.ca](mailto:leisure.services@townofws.ca). Please forward your resume in confidence, identifying position applied for, by February 11 to

Executive Assistant, Human Resources Services,  
Town of Whitchurch-Stouffville,  
37 Sandiford Dr., 4th Floor • Stouffville, Ontario, L4A 7X5  
Fax: 905-640-9259  
or Email: [chris.paule@townofws.com](mailto:chris.paule@townofws.com)

## RECRUITMENT

### EXECUTIVE ASSISTANT TO THE MAYOR

Never a dull moment in this 4 year contract, coinciding with Term of Council! In this high profile position you'll provide a wide variety of executive secretarial, administrative and public relations services to the Mayor. Key responsibilities include

- Serving as first point of contact on behalf of the Mayor's Office
- Organizing and attending receptions/events and public functions; responding to invitations and preparing briefing notes and presentation materials for the Mayor, liaising with other Members of Council and elected officials
- Coordinating meetings, scheduling appointments, and taking meeting minutes/notes
- Monitoring community events/issues and communications requiring the Mayor's attention
- Maintaining an inquiry system and overseeing records management for the Mayor's Office, ensuring information security, relating to confidential matters
- Creating and/or editing correspondence, bulletins, etc.
- Assisting in researching information and summarizing results as directed
- Participating on project teams and acting as a resource for committees, task forces
- Liaising with the Executive Assistant to the Chief Administrative Officer
- Providing administrative assistance to the Town Clerk

#### Qualifications

- Significant municipal experience in an executive secretarial/administrative capacity, including experience working with elected officials
- Community College Diploma in Executive Secretarial/Administrative Science, or equivalent training/experience
- Thorough knowledge of executive administrative processes, records management practices, research resources, governance structures and legislative framework
- Advanced communication and interpersonal skills, ability to interact effectively with elected officials, municipal staff, residents, businesses, dignitaries, other governments, and the media, ability to build collaborative working and community relationships
- Superior customer service orientation
- Excellent organizational/coordinating, research and problem-solving skills
- Computer savvy with word processing, spreadsheet, presentation, scheduling and database software; experience with email, the Internet and emerging social media
- Class G Drivers license in good standing
- Availability to attend evening meetings/special events as required

We offer a welcoming workplace, a busy "hands on" role with lots of scope and diversity, and salary range of \$51,368 - \$59,540. Explore our Town and this exciting opportunity at [www.townofws.com](http://www.townofws.com)

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or Email: [chris.paule@townofws.com](mailto:chris.paule@townofws.com)

We thank all applicants who apply for this position, but advise that only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used for purpose of candidate selection.



## NO OVERNIGHT PARKING – DECEMBER 1ST TO MARCH 31ST (inclusive) from 2:00am and 6:00am

Vehicles parked on the street during this period will receive a \$50.00 fine.

Residents are reminded that parking on Town streets is prohibited overnight to accommodate traffic flow, emergency vehicles and snowplows. Vehicles parked on Town streets that have not yet been serviced, or parked overhanging onto the roadway or sidewalk may also be subject to a fine.