

**HOLIDAY CLOSURE**

**VICTORIA DAY – MAY 20, 2013**

**CIVIC CENTRE - 905-873-2600**

The Civic Centre will be closed on Monday, May 20, 2013.

**ACTIVAN - 905-873-2601 ext. 2617**

ActiVan service will be available on Monday, May 20, 2013 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 May 20, 2013.

**INFRASTRUCTURE SERVICES**

**- PUBLIC WORKS**

Public Works office will be closed on Monday, May 20, 2013.

**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**

**Acton Branch:**

Closed Saturday, May 18 - Monday, May 20

**Georgetown Branch:**

Saturday, May 18: 9:30 am - 5:00 pm

Sunday, May 19: 1:00 pm - 5:00 pm

Monday, May 20: Closed

Both Branches will re-open on Tuesday, May 21 at 9:30 am

**RECREATION & PARKS DEPARTMENT**

The following Facilities will be closed on Monday, May 20, 2013:

Gellert Community Centre and

Acton Arena & Community Centre

Acton Indoor Pool & Georgetown Indoor Pool

Mold-Masters SportsPlex & Memorial Arena

Georgetown Seniors Centre and

Acton Seniors Centre

John Elliott Theatre

**FOR EMERGENCIES**

- FIRE/POLICE/AMBULANCE: DIAL 911 53

**EMPLOYMENT OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT – INFRASTRUCTURE SERVICES POSTING 201314**

Reporting to the Supervisor of Customer Relations, this full time 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 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 departments Management Archiving Program in accordance with the Towns by-law.
- Maintain database records and print corresponding financial reports.
- Maintain and monitor departments petty cash, VISA reconciliation, journal entries, cheque requests, invoices and requisitions on request.
- Balance and verify debit machine for departmental incoming revenue, prepare deposit report.
- Backup assistance with payroll information for all departmental staff.
- 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 departmental Website to establish accurate information and/or services.
- Other duties as assigned.

**Qualifications:**

- Minimum of 4 year's experience in a municipal customer service environment.
- A 2 year post-secondary diploma in a business related field, or equivalent education and experience.
- Proficiency in Microsoft Office suite package.
- Working knowledge base of Amanda System (preferred), Microsoft Dynamics - Great Plains and FMW software applications.
- Demonstrate an aptitude for figures to consolidate various spreadsheets.
- Strong inter-personal skills both verbal and written.
- Effective public relations skills with sound judgment in prioritizing assignments, multi-tasking and organizing research deadlines
- Cooperate well with others and demonstrate the ability to function effectively under significant time and workload demands.
- Excellent proofreading skills.
- Possess a high level of confidentiality and professionalism.

**SALARY RANGE:** \$44,418 - \$52,879 per annum

Qualified candidates may submit a detailed resume in confidence to the undersigned by 4:30 p.m., May 23rd, 2013. **Please quote Posting No. 201314 on your resume.**

Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON, L7G 5G2

Fax: (905) 873-1431  
Email: [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca)

*We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

*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.*

*Lindsay Downey*  
**Town welcomes newest doctor**

The Halton Hills Physician Recruitment program has helped to attract a new family doctor to town.

Dr. Lindsay Downey has started her family practice with the Halton Hills Family Health Team located at 199 Princess Anne, Dr., Georgetown.

The program was initiated in 2009 to bring new family doctors to the community. It provides a \$5,000 grant and a \$10,000 interest-free loan repayable over five years. The money can be used to purchase equipment or set up an office. The doctor must agree to maintain an active family practice for a minimum of five years.

Downey graduated from the University of Western Ontario medical school and completed her residency at McMaster University.

"I am looking forward to establishing my medical career in Halton Hills and as a new resident to Georgetown look forward to providing health care for my patients for many years to come," said Downey.

"Halton Hills is a great place to live and work and having local medical care is very



Dr. Lindsay Downey accepted a cheque Thursday from Halton Hills Mayor Rick Bonnette and Economic Development Officer Doug Penrice.

*Photo by Ted Brown*

important to maintain our high quality of life," said Mayor Rick Bonnette. "The Town continues to invest wisely to attract new doctors and with our recent financial support of the Georgetown Hospital we know that our residents will continue to receive quality healthcare."

The Town of Halton Hills works closely with the Region of Halton to attract and retain family physicians to the community. For more information about the Physician Recruitment Program contact the Town at 905-873-2601 x2343.



**Georgetown Denture Clinic**  
Alexander Trenton, DD, F.C.A.D. (A) Dentist

**TOOTH CHATTER - georgetowndentureclinic.ca**

**CLEANING YOUR DENTURES**

Keeping your dentures clean is the most important patient responsibility in good oral health. Dentures, like natural teeth, attract plaque, become stained and collect food particles that can cause bad breath. The two best methods of cleaning dentures are brushing and soaking.

**SOAKING**

Soaking your dentures every night with an effervescent tablet will effectively cleanse away food particles from crevices and spaces between the teeth. It will remove plaque and odour-causing film, and eliminate virtually all micro-organisms.

**BRUSHING**

The most effective cleansing method is brushing with a special

denture brush and paste. Use a special denture paste, or regular toothpaste. Brushing daily will maintain the bright natural appearance, as well as leaving your mouth feeling fresh. Brushing is recommended for removal of plaque. The best cleaning method is to combine both brushing and soaking.

We can clean your denture professionally for stubborn stains and build up. Also, "Nova-Dent Denture Cleanser" is available through our office, and is the next best thing to Professional denture cleaning.

You do not need a referral, simply call our office direct.

**Creating confident smiles since 1982.**

**18 Church Street, Georgetown 905-877-2359**



By Cory Soal  
R.H.A.D.

**... Lend Me Your Ears**

**GETTING USED TO NEW HEARING INSTRUMENTS! PART 2**

\* If you are having difficulty with the hearing instruments, or do not like the sound quality, discuss it with your Hearing Practitioner. Chances are there are adjustments that can be made to the instruments to accommodate your complaint.

\* Remember that you are not alone. There are millions of people with hearing loss, and as the Baby Boomers age, the numbers grow. It is nothing to be ashamed of, and there are many treatment options available to you in these modern times.

For more information please call...

The Georgetown   
**HEARING CLINIC**  
*We care about your hearing!*  
Professional Arts Building  
99 Sinclair Ave., Suite 210, Georgetown  
**905-873-6642**  
Serving the community of Halton Hills and surrounding areas since 1992