

Public school board office getting \$561,000 facelift

By DENNIS SMITH

Special to The Champion

Trustees have opted for a facelift instead of a shift of location to accommodate Halton District School Board employees.

The board recently approved a \$561,000 renovation project for its administration building on Guelph Line near Upper Middle Road in Burlington.

Improvements to the building (known as the J.W. Singleton Education Centre) will be financed over four years starting September 1.

Alterations to the main board meeting room and the Halton Room are key aspects of the project.

"The meeting room's use has been limited, but we can maximize the space and still deliver a board room there," said Gerry Cullen, superintendent of facility services.

"We can do the work within the structure of the existing building and we can put in an addition for anticipated growth."

His report suggested the Halton Room, which has also accommodated meetings, can be converted to an office for information technology.

An allowance for an addition to the west was also proposed by the

"We can do the work within the structure of the existing building and we can put in an addition for anticipated growth."

GERRY CULLEN

superintendent.

Mr. Cullen said the main meeting room has a more universal style.

"It can be subdivided into multiple meeting areas. It can be modified so there's still room to allow a public gallery."

The superintendent said that room will likely be converted by early fall. "We'd like to do as much work over the summer as we can, because that's the least disruptive time."

When asked if an elevator would be installed, Mr. Cullen said main-floor washroom renovations are being considered instead. "We could have our meetings on the ground floor and make them accessible."

An elevator would be included,

however, if an addition is built in future.

The capital strategic plan had proposed moving administrative staff and the board's regional programs into General Brock High School.

But a relocation of regional programs is no longer needed.

Mr. Cullen noted if only board staff were moved to Brock, the Province likely wouldn't remove the high school from the board's surplus pupil capacity totals (known as derating).

And reduced class sizes have removed Central and Elgin high schools from closure consideration.

"In the immediate future, there are no secondary schools for the board to move to," noted Mr. Cullen.

Board chair Ethel Gardiner noted the trustees' lounge was designed when the board was much larger.

"It's a huge waste of space," she said. "We just need a little space for coats and other items."

Education Director Dusty Papke told her the space would be remodelled into a trustee meeting and work room.

The renovation plans were unanimously approved by the board.

"Staff is pretty much packed to the gunnels and renovations will alleviate this," noted Burlington Trustee David Bird.



Have your
2 & 4
wheel
alignment
checked by
our
licensed
technicians.

**Before You Pay
For Your Next Brake Job
For Safety's Sake**

**Have Our
Licensed Technicians
Evaluate Your Brakes**

Brian's

Auto Repairs & Tire Centre
For all Your Auto Needs!

390 Ontario St. N. Unit #1, Milton
HOURS: Mon. - Fri. 7-6, Sat. 8-12 except long weekends

875-1522



Accredited Test
& Repair Facility



THE CORPORATION OF THE TOWN OF MILTON

TTY: 878-1657

878-7211

**MILTON
ON-LINE**
<http://www.town.milton.on.ca>

EMPLOYMENT OPPORTUNITY COMMUNITY SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT -SENIORS' ACTIVITY CENTRE-

Position Summary

Reporting to the Coordinator, Community Development, the successful candidate will be responsible for the daily administrative functions of the Centre.

Job Responsibilities

- process Centre memberships, and manage a membership data base
- compile statistics on Centre activities.
- register participants into Centre programs, book facilities and collect program and activity fees.
- Assist with the preparation of a bi-monthly newsletter for printing, and help with distribution.
- process facility rental requests including issuing permits through computerized scheduling and collecting payments.
- prepare publicity signs for Centre activities as requested.
- assist with recruiting, scheduling, training and supervising volunteer receptionists.
- general office duties as required including answering telephones, typing, filing, correspondence, and photocopying.
- daily opening and closing of the facility.
- assist trip coordinator and special event teams with the sale of tickets for upcoming activities
- assist members as needed.

Qualifications

- ability to function in an Older Adults environment.
- experience in front line reception
- positive customer service and public relations training
- working knowledge of word, excel, and publisher computer software.
- effective communication, organization, and interpersonal skills an asset.

Salary Range

\$29,668 - \$34,903

Qualified applicants are invited to submit a resume by July 28, 2000 to:

The Town of Milton
43 Brown Street
Milton, ON
L9T 5H2

Attention: Gloria Day, Coordinator, Human Resources

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We would like to thank all applicants and advise that only the applications chosen for the hiring competition will be contacted.

EMPLOYMENT OPPORTUNITY COMMUNITY SERVICES DEPARTMENT ADMINISTRATIVE ASSISTANT -COMMUNITY SERVICES

Position Summary

The Community Services Department requires an individual to fill the position of Administrative Assistant. This position will be responsible for providing support to the Town Engineer and Coordinators of Community Services, providing service in a timely and accurate manner to internal and external customers, and providing administrative support for the Town's Transit function.

Job Responsibilities

- Provide Administrative support to the Town Engineer and Coordinators within the Department
- File and retrieval of public mylars (legal originals of plans) and plans filing system corresponding with records
- responsible for the maintenance and coordination of the recently amalgamated filing system (Leisure and Public Works) which includes opening new files and entering onto computer index, ongoing filing of existing material, and logging of files removed from dead storage.
- Track/log and circulate correspondence/material in a "bring forward" system in order to provide excellent customer service.
- Open, date, stamp and distribute all incoming mail, faxes, internal and external and process outgoing mail
- Responsible for ordering all department supplies, tracking budget expenditures of department supplies and presenting yearly budget requirements for department supplies
- Develop and maintain close liaison with Transit Service Provider and Disabled Transit Service Provider
- Provide backup service to the Customer Service Representative

Education and Experience

Applicants must be a High School Graduate with preferred post secondary courses in administration and/or business. The successful applicant should have at least 2 years experience. Applicants must be proficient in windows based software including Word and Excel and should have excellent verbal and written skills.

Salary Range

\$29,668 - \$34,903

Qualified applicants are invited to submit a resume by July 28, 2000 to:

The Town of Milton
43 Brown Street
Milton, ON
L9T 5H2

Attention: Gloria Day, Coordinator, Human Resources

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We would like to thank all applicants and advise that only the applications chosen for the hiring competition will be contacted.

Groups get \$200,000 in grant cash

More than \$200,000 in Ontario Trillium Foundation grants were recently awarded to organizations that benefit Milton residents.

The following organizations received money:

- The Coalition for Persons with Disabilities will receive \$85,000 over the next two years to support services and training of service providers.
- The Coalition for the Niagara Escarpment (CONE) will receive more than \$24,000 this year to support educational activities including guided hikes, presentations to school children, youth and community groups.
- The Milton Choristers will receive \$23,300 over the next two years to support the choir's revitalization thrust to increase memberships and expand the audience base.
- The North Halton Cultural Awareness Council will receive more than \$72,000 over the next three years to support a range of educational and cultural activities to promote understanding and cooperation across multi-cultural groups in north Halton.

The grants were recommended by local volunteers.

The Trillium Foundation, an agency of the Ontario Ministry of Citizenship, Culture and Recreation, distributes about \$100 million a year to charitable and not-for-profit organizations to assist in promoting the arts, culture, sports, recreation, environment and social services.