

**THE HALTON ROMAN CATHOLIC SCHOOL BOARD** has two positions available

### Bilingual Recording Secretary (English/French)

Reporting to the Executive Assistant to the Director of Education, this position will be responsible for the preparation of Board agendas; attends all Board meetings; prepares minutes for approval; distributes minutes; maintains Board motion tracking system; prepares Board highlights; maintains Board minute records.

The successful candidate for this position will be bilingual in English and French and be available for night meetings.

### Minutes Clerk

Reporting to the Executive Assistant to the Director of Education, this position will provide secretarial/clerical support in the Director's office; act as a back-up for Recording Secretary; assist in the preparation of agendas and minutes; maintain an updated filing system; provide receptionist duties to the Director's office; could be called upon for night meetings in the absence of the Recording Secretary.

These positions require a minimum Secondary School level of Education combined with appropriate course work; competent with shorthand, and or speed writing; working knowledge of Wordperfect 5.1; excellent communication skills; and excellent organizational skills.

These positions are full-time, twelve month, thirty-five hours per week. The salaries, benefits, and vacation packages are as established by the Board.

Qualified candidates are invited to submit resumes, not later than January 15, 1993, to:

**The Halton Roman Catholic School Board**  
S.V. Balogh, Senior Administrator, Personnel Services  
802 Drury Lane, Burlington, Ontario L7R 3Y2

I. McCauley  
Chair of the Board



C.G. Byrnes  
Director of Education

## 165 Hosp. Medical, Dental etc.

### PHYSIOTHERAPIST



Due to expansion of the Therapy Department in Hamilton/Burlington area Para Med Health Services Inc. has immediately available positions for new graduates and experienced Therapists, part-time and full-time.

**Qualifications**  
- Must be licensed with the Board of Directors of Physiotherapy of Ontario  
- Ability to work independently to provide assessment and treatment to children and/or adults in a variety of community settings.

Para Med, the Home Care Division of Extencare, offers flexible working hours to meet individual/family/career needs. Mileage reimbursement.

Please submit resume to the attention of:

**Susan Anderson**  
Para Med Health Services  
Suite 212, 350 King St. E.  
Hamilton, Ontario. L8N 3Y3  
416-529-6386

## 265 Tenders

### PREQUALIFICATION OF SUBCONTRACTORS PROPOSED NEW HIGH SCHOOL IROQUOIS RIDGE AREA OAKVILLE, ONTARIO

The Halton Board of Education intends to receive tenders from invited General Contractors for a new high school to be completed by August 1, 1994. General Contractors submitting tenders, will be required to identify on their tender their proposed contractors for sections of this work. The following sections of the work will be pre-qualified, and General Contractors will not be permitted to name subcontractors other than those prequalified. Interested subcontractors are requested to register their interest in WRITING ONLY no later than 2:00 p.m. Tuesday, January 12, 1993. Companies responding to this advertisement are requested to complete CCA Document No. 11 and include same when applying in writing.

Information on the capacity, skill and experience of the following sections of the work is required.

Aluminum Windows and Skylights  
Architectural Precast Concrete  
Concrete Finishing  
Electrical  
Food Service Equipment  
Laboratory Equipment  
Landscaping  
Masonry  
Mechanical  
Membrane Roofing  
Metal Cladding and Roofing  
Millwork  
Painting  
Resilient Flooring and Carpeting  
Structural Steel Erection

Upon the Architect's recommendation and subject to the Board's approval, the specifications for general tender will include lists of approved contractors for the work of that specific specification section. The general tender is expected to commence on or about January 25, 1993.

Questions regarding the nature of the work, conditions and requirements and submissions are to be directed and delivered to the Architect:

Mekinda Snyder Partnership Incorporated, Architects and Planners  
128 Lakeshore Road East  
Oakville, Ontario. L6J 1H4  
Telephone: (416) 842-3375 Fax: (416) 842-3016

## 175 Domestic

**WANTED** Live-in Companion required for senior lady. Cooking and light housekeeping duties. Room and board plus salary. References required. Call 416-848-0746, ask for Helen.

## 210 Personal

D.P.

Merry Christmas to one who cares enough to find a card each year that reflects my thoughts and confirms our Special Bond.

S.B.

**IS DRINKING causing you problems?** Alcoholics Anonymous meet Tuesday nights at Grace Anglican Church, Main Street at 8.30 p.m.

**PREGNANT AND NEED A FRIEND?** Free pregnancy test and confidential service, call BIRTHRIGHT, 875-1245.

**ABORTION?** Learn the facts; video's, pamphlets and speakers available. Call North Halton ProLife. 854-2318.

## 265 Tenders

## 210 Personal

**ABUSED and afraid?** For help call 878-8555, a 24-hour crisis line for abused women. Halton Women's Place is an emergency shelter available for abused women and their children in Halton Region. All calls are confidential.

**ARE YOU BEING affected by someone else's drinking?** Al - Anon Family Group meets each Monday night 8 p.m. at St. Paul's United Church, back door (parking lot entrance.)

## 230 Vehicles for Sale

1989 GRAND PRIX SE, lots of toys, 86,000 km. \$11,500. 875-0338.

1986 PONTIAC PARISIENNE BROUGHAM, 4 door, automatic, fully equipped, rear wheel drive, immaculate condition, certified. 519-853-2696 or 416-720-7692.

1985 HONDA CIVIC HATCHBACK, 5 speed, 177,000 Hwy. kms., good condition. Certified, \$2,000. 854-0554.

1984 MUSTANG, hatchback, 4 cylinder, automatic, tinted windows, sunroof, stereo, good condition. \$1,500 after 4.00. 1-519-833-9861.

1983 HONDA PRELUDE, 2 door, automatic, power steering, power brakes, air, AM/FM, power sunroof, excellent condition. \$3,000 certified. 519-853-2696 or 416-720-7692.

## GORRUD LTD. USED CARS

410 STEELES AVE.  
MILTON

**OVER 75 CARS & TRUCKS  
WE BUY CARS PRIVATELY AND  
WILL CONSIDER CONSIGNMENTS**

875-2277

Make it

**RICHARDSON  
CHEV - OLDS - GEO**

For Your  
Next Car Or  
Truck Purchase

## 280 Wanted to Rent

**HAVING TROUBLE SELLING YOUR HOME** In this poor economy! Why not consider renting for two years. Give the economy time to recover and still have money coming in. We are looking for a large 4 bedroom home, double garage, finished basement and large private yard. \$1,300 per month and we would like the option to buy at the end of the lease. Phone 878-9447.

**WANTED** 1 Bedroom Furnished Flat with kitchen facilities. \$600/month. Phone 854-9836.

## 285 For Rent

MILTON 3 Bedroom fenced yard, double drive, air. \$1,080 plus utilities; no pets. 878-3559.

## 285 For Rent

MILTON 3 Bedroom Townhouse, 2 bathrooms, livingroom, diningroom, 4 appliances, air conditioning, new carpets and paint, garage, walk to school & shopping. \$1,025/month. First and last. References. Call 416-824-1957 leave message.

RENOVATED, Stone Farm House, 2 bedrooms, north Campbellville, 5 minutes from Campbellville, 5 minutes from 401. Available January 1. \$1,000 plus utilities. 854-0554.

TOWNHOUSE in Milton. 3 Bedrooms, finished rec room, garage. Available January, 1993. \$900/month. Call 878-1362.

UPPER 3 Bedroom Bungalow, 2 bathrooms, fridge & stove included. Available February 1. Country atmosphere on edge of Milton. Call 876-1281.

## 290 Apartments For Rent

2 BEDROOM APARTMENT, Downtown Milton, \$775 per month plus hydro, fridge and stove included. Available December 15. Phone 878-9501.

2 BEDROOM APARTMENT in Campbellville. Available December 15, 1992. \$875/month. includes all utilities. First and last month's rent. References required. Call 878-2662, Monday to Friday, 9 a.m. - 5 p.m.

2 BEDROOM APARTMENT in Milton, available December 15th, 1992. Includes heat, fridge and stove. \$650 a month plus hydro, first and last months rent. 878-7200.

## 295 Shared Accommodation

COUNTRY LIVING in Brookville. Large room available in spacious 2 bedroom home next to store. Reasonable rent, smoker's pet negotiable. Available immediately. Call 854-9853.

PERSON TO SHARE NEWER HOUSE, non-smoker preferred. 878-6177.

## 300 Rooms Available

ATTENTION - Rooms, bachelor and new 1 bedroom apartments with all furnishings (T.V., bed, and sofa), utilities and linen. \$100/week and up. For good people. 877-8866.

ROOM FOR RENT in country home, full house privileges, \$100 per week. 878-3451.

ROOM FOR RENT, By the week, working gent preferred. Leave message. 878-8727.

ROOM FOR RENT, \$350/month. Available immediately. Full house privileges. Please leave message at 875-0317.

## 315 Commercial & Indust. Prop.

INDUSTRIAL UNIT for rent in Milton. 2,500 square feet including office. 2 overhead doors 14' x 10'. Call 875-0042.

REASONABLE INDUSTRIAL UNITS for rent. 1,050 to 3,200 sq. ft. Secretarial Services on premises. 875-1200 or 1-416-275-6834.

TAKE OVER MORTGAGE - Milton, 10,000 sq. ft. Free Standing Building on 1.2 acres. Call for further information, 875-1466.

## 320 Office & Business Space

OFFICE SPACE FOR RENT, Milton, ideal location with exposure, Main Street. Suitable for professional offices, etc. Call 878-6793.

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**JINGLE BELLS  
CHRISTMAS**

Enjoy this festive season,  
Celebrate the day,  
May your holiday ring out  
With joy in every way.  
With resounding good cheer we  
wish all our friends and customers  
a very merry Christmas.

**CLASSIFIEDDEPARTMENT**