

**COMMITTEE REPORT: FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** June 21, 2011  
**LOCATION:** Town Hall Committee Room  
**PREPARED BY:** Stephen Keast, Administrative Assistant

**A. Recommendations****C.1 The Blue Mountains Fire Department Quarterly Report – January - March 2011 and Recruitment Information Package**

THAT Council receive The Blue Mountains Fire Department Quarterly Report – January – March 2011 and Recruitment Information Package, for information purposes, **unanimously CARRIED.**

**C.2 2011 Ontario Municipal Partnership Fund Allocation, FIT.11.27**

THAT Council receive Staff Report FIT.11.27, “2011 Ontario Municipal Partnership Fund Allocation” for information purposes, **unanimously CARRIED.**

**C.3 DataFix, Municipal VoterView Services – Contract Extension 2011 to 2014, A.11.7**

THAT Council receive Administration Staff Report A.11.07, “DataFix, Municipal VoterView Services – Contract Extension 2011 to 2014”; and

THAT Council authorizes the Clerk to sign a Memorandum of Understanding with DataFix to extend the contract for list management service for the Voters List at a cost of \$1050 plus HST per year for four years, it being noted the four year contract cost would be deducted from the 2014 cost to retain DataFix for Voter List support, **unanimously CARRIED.**

**C.4 Civil Solemnization Services, A.11.08**

THAT Council receive Staff Report A.11.08, Civil Marriage Solemnization Services; and THAT Council approves the Staff recommendation to offer Civil Marriage Solemnization Services for the Town of The Blue Mountains, subject to a further Staff Report detailing costs, fees and scheduling associated with such services, **unanimously CARRIED.**

**C.5 Monthly Flash Report – May 2011**

THAT Council receive the Monthly Flash Report – May 2011, for information purposes, **unanimously CARRIED.**

**C.6 Labour Force Development Strategy, CEDC.11.13 (Addition to Agenda)**

THAT Council receive Report CEDC.11.13, “Labour Force Development Strategy” for information purposes, **unanimously CARRIED**.

**C.7 Rental of New Town Hall Space, CEDC.11.14 (Addition to Agenda)**

THAT Council receive Report CEDC.11.14 “Rental of New Town Hall Space” for information purposes; and

THAT Council approve the Interim Guide for Rental of Town Hall Space as outlined herein, **CARRIED**.

**D.1 East Grey Hunters and Anglers, “Take a Kid Fishing Bass Derby”.**

THAT Council approve support of the “Take a Kid Fishing Bass Derby” through Town website advertising, **unanimously CARRIED**.

**D.2 Centre Grey Health Services Foundation, request for financial support.**

THAT Council receive correspondence from the Centre Grey Health Services Foundation for information purposes, **CARRIED**.

**D.5 Blue Mountain Village Association, Centurion Cycling Race**

THAT further consideration of the Centurion Cycling Race be referred to Council and in the interim that the Director of Financial and Information Services investigate possible sources of funding for the event, the Committee concurring.

**D.6 Rural Ontario Medical Program, 2011 Welcome Social (Addition to Agenda)**

THAT Council support the Rural Ontario Medical Program “2011 Welcome Social” in the amount of \$400.00, **unanimously CARRIED**.

**B. Attachments**

**C.1** The Blue Mountains Fire Department Quarterly Report – January - March 2011 and Recruitment Information Package

**C.2** 2011 Ontario Municipal Partnership Fund Allocation, FIT.11.27

**C.3** DataFix, Municipal VoterView Services – Contract Extension 2011 to 2014, A.11.7

**C.4** Civil Solemnization Services, A.11.08

**C.5** Monthly Flash Report – May 2011

**C.6** Labour Force Development Strategy, CEDC.11.13 (Addition to Agenda)

**C.7** Rental of New Town Hall Space, CEDC.11.14 (Addition to Agenda)

**D.1** East Grey Hunters and Anglers, “Take a Kid Fishing Bass Derby”.

**D.2** Centre Grey Health Services Foundation, request for financial support.

**D.3** My Friend’s House, Daisy of Hope Putting Challenge

**D.4** Georgian Triangle Humane Society, “Needy Paws” Golf Tournament

**D.5** Blue Mountain Village Association, Centurion Cycling Race

**D.6** Rural Ontario Medical Program, 2011 Welcome Social (Addition to Agenda)

**C. Public Meetings/Deputations**

None

**D. New and Unfinished Business**

None

**E. Future Meeting Dates**

August 9, 2011, 2:00 p.m., Town Hall Committee Room



## THE BLUE MOUNTAINS FIRE DEPARTMENT

### 2011 1st QUARTER REPORT

#### **The Vision of the Town of The Blue Mountains Fire Department is:**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.





**REPORT TO:** Finance & Administration Committee  
**FROM:** Ron Doherty, Fire Chief  
**DATE:** June 21, 2011  
**SUBJECT:** 1st Quarter Report – 2011

## **The Blue Mountains Fire Department**

### **Quarterly Report – January – March 2011**

This quarterly report is to provide information with regards to the operation and status of The Blue Mountains Fire Department for the first quarter (January – March 2011)

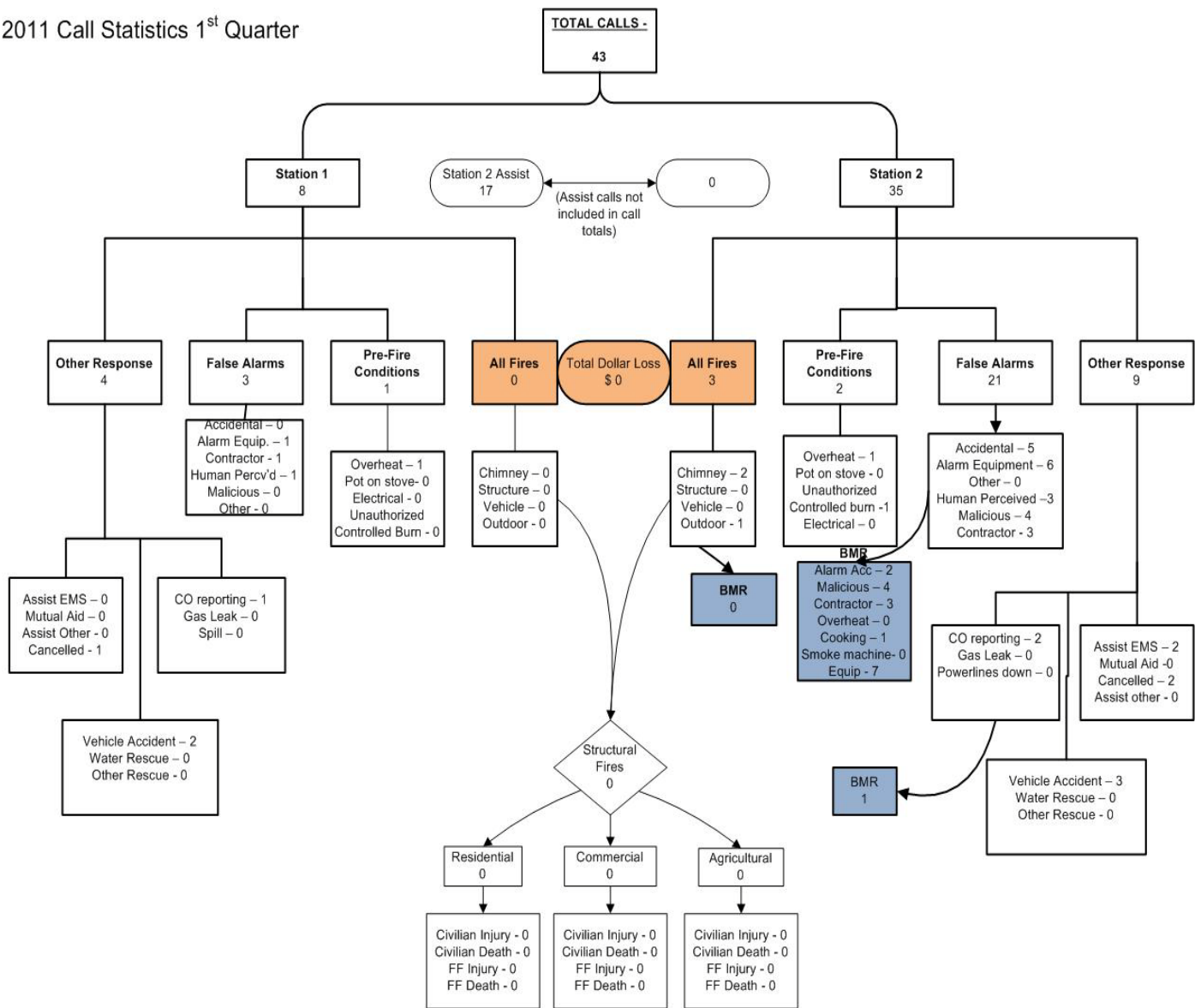
#### **Highlights of 1st Quarter:**

- The department responded to 0 structure fires, 24 false alarms, 3 pre-fire conditions and 13 other responses.
- EMS – Grey County EMS is instructing Ainley & Associates to proceed with the Final Drawings for the Site Plan at the Craigeith Station with a public meeting sometime in July.
- Recruitment – In accordance with the Fire Master Plan, the Fire Department will increase its compliment of personnel from twenty firefighters at each station to twenty four. The recruit program has been revised and advertising for recruit applications has begun. To date we have received 11 applications, 4 applications for Station 1 and 7 applications for Station 2.

Attached is a Recruitment Information Package which will be available to potential recruits electronically on line or in hard copy at the fire stations and special events. The package is a brief over view of the Blue Mountains Fire Department Recruit Training Program. The new firefighter recruit program for the Town of the Blue Mountains includes the selection, hiring and training process. The program also includes a Recruit Orientation Guide which is intended to be distributed to residents interested in becoming a volunteer firefighter. The guide will provide potential applicants with answers to frequently asked questions, general information about being a firefighter with the Town of The Blue Mountains in addition to the required application forms. The guide will be available on the Town website in addition to the fire halls and Municipal office.

- Vehicle Replacement – Preparation of tenders has begun for the acquisition of two replacement vehicles. A 3000 imperial gallon pumper tanker and a four wheel drive pick-up truck will be advertised in the second quarter.

2011 Call Statistics 1<sup>st</sup> Quarter



**YEARS OF SERVICE – HALL #1  
Volunteer Firefighters**

<b>FIREFIGHTER'S NAME</b>	<b>NUMBER OF YEARS</b>
A. J. Lake	28
Randy Osborne	25
Steve Staveley	23
Tom Watts	21
Mike Keaveney	21
Bryan Lowe	21
Chris Cole	8
Scott Marritt	6
Andrew Morris	6
Luke Sauder	6
Marijan Lucic	5
Devon McDonald	5
Timo Hotari	2
Chris Lowe	2
Michael Hutten	2
Chris Allen	2
Joseph Scott	2
David Dick	2
Michelle Lakoseljac	2
Hindle Mary	1
Rydall Duncan	1

**Summary:**

28 Years	1
25 Years	1
23 Years	1
21 Years	3
8 Years	1
6 Years	3
5 Years	2
2 Years	7
1 Year	2
<b>Total # of Firefighters</b>	<b>21</b>

**YEARS OF SERVICE – HALL #2  
Volunteer Firefighters**

<b>FIREFIGHTER'S NAME</b>	<b>NUMBER OF YEARS</b>
Steve Conn	22
Al Sawatzky	12
Scott Wright	12
Bruce Fraser	10
Tyler Spies	10
Mike Keeling	10
Elijah McCaffrey	8
Derek McKenzie	6
Sean McKenzie	5
Colin Macready	5
Darren Johnston	4
Mike Scott	4
Meghan Loney	4
Cody Zanardo	4
Ian Doherty	2

**Summary:**

22 Years	1
12 Years	2
10 Years	3
8 Years	1
6 Years	1
5 Years	2
4 Years	4
2 Years	1

Total # of Firefighters      15

**Town of The Blue Mountains Fire Department  
1st Quarterly Report  
Fire Prevention**

**Months** January – March

**Year** 2011

**Inspections**

Request	2
Complaint	2
Institutional	
Re-Inspections	27
Commercial	3
Industrial	4
Assembly	3
Residential (Smoke Alarm assist install)	1
Tents	3
Display Fireworks	2
Public Amusement Area Fireworks	2
Outdoor Public Amusement Area Approved	2
Electrical Orders Issued	0
<b>TOTAL</b>	<b>51</b>

**Fire & Life Safety Education**

<b>Focus Group</b>	<b>Topic</b>	<b># of persons</b>
Builder Association	Sprinklers-Spray foam	40
Village Management Life Safety Response	Test Mode Fire Alarm	10

**Distribution of Information**

<b>Quantity this Quarter</b>	<b>Quantity Year to Date</b>
New Material Ordered	100

**Public Service Announcements**

<b>Newspaper</b>	<b>Radio</b>
	5

## Target Group Support

Target Group	Meetings
Village Association Management	4

## Fire Safety Plans

Plans Under Review	Buildings Inspected	Plans Approved
5		

## Preplans

Plans Developed	Sites Inspected	Plans Presented to Dept.

## Smoke Alarm Program (DR Reviewing)

Dwellings Inspected	Deficiencies Identified
1	Assist installation

## Fire Code Enforcement

Smoke alarm tickets issued – Part 1	Smoke alarm Infractions Issued – Part 3	Part 3 – Fire Code Violations Registered	Results
	Prosecution prepared submitting soon	2 prosecution prepared not sent yet	

## Non- Emergency Responses

CO Alarm	Smoke Alarm	Other
1	0	2

## False Alarm By-law Letters Issued

R1	R2	R3	C1	C2	C3	C4+
5			9	3	2	2

\*\*A total of 21 letters were issued as per Bylaw No. 2008-113 Schedule D-7

## Inspection Orders

195 Tyrolean Lane	Inspection Order – 04/02/2011
195 Tyrolean Lane	Immediate Threat Posted – 03/03/2011
195 Tyrolean Lane	Appeal and submission submitted awaiting OFM reply on Order

## Fire Investigations

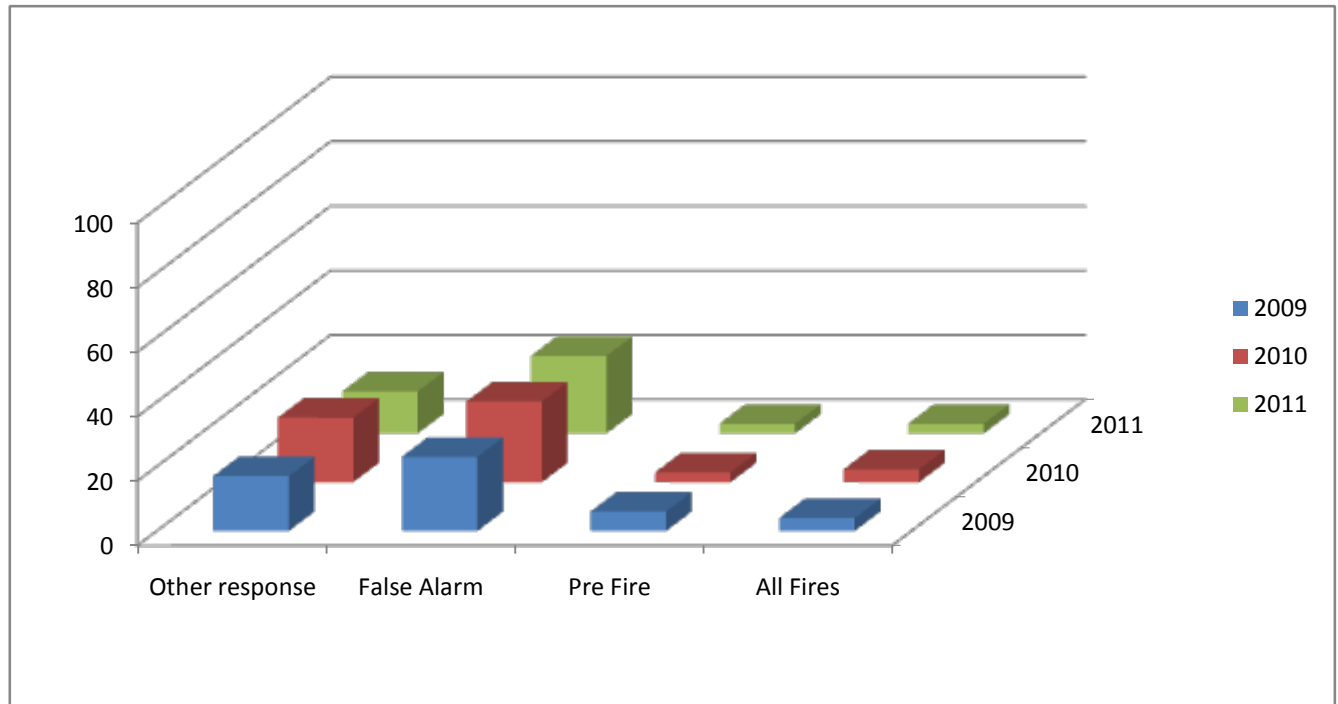
Property Type	\$ Loss	Possible Cause

## Prevention Training

- Training of fire inspectors is ongoing, focusing on customer service and punctuality
- Crisys training ongoing, fire prevention module being revamped
- Keeling / Sauder observed and took notes during Inspection order process
- Keeling / Sauder prepared statements for prosecutions
- Luke Sauder completed FPO 401 and FPO 501 during this quarter
- CFPO Duncan Rydall completed CO901 this quarter
- SOG developed and implemented for smoke alarm install
- Smoke alarms documentation package and install kit now in front line rescue trucks at station 1 & 2
- Smoke Alarm program to roll out in second quarter – Rental Condos to be target group as the revolving occupancy could exacerbate the tampering of smoke alarms

**Town of The Blue Mountains Fire Dept.  
Response Type Comparison Chart  
1<sup>st</sup> Quarter  
2011**

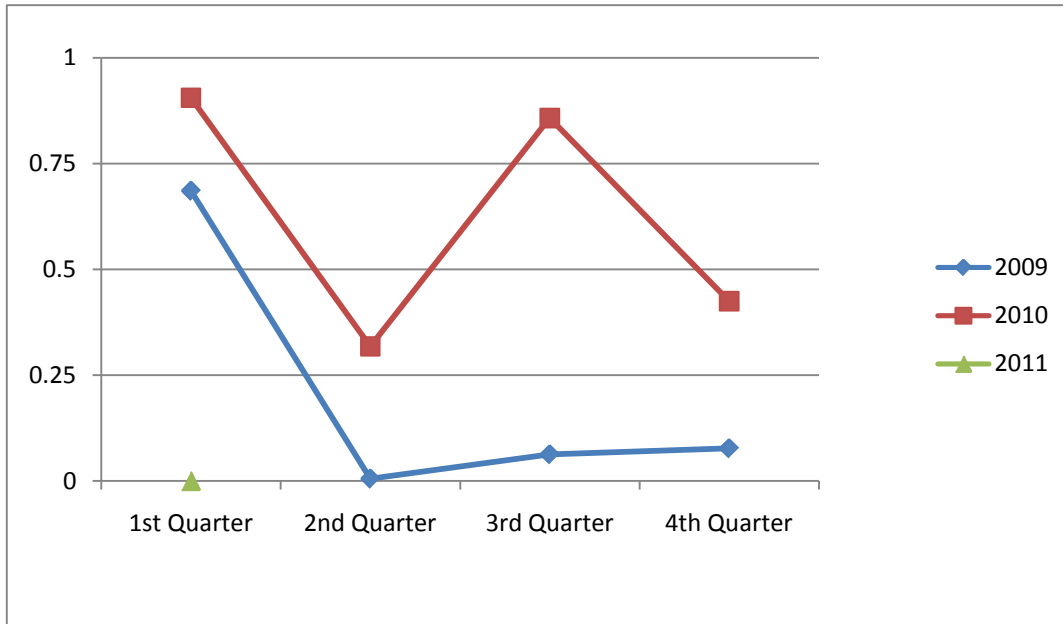
The following chart demonstrates response type, as a percentage of the overall responses during the same time periods



Blue Mountains Fire & Rescue responded to similar response types during the 1<sup>st</sup> quarters of 2009, 2010 & 2011.

## Town of The Blue Mountains Fire Department Dollar Loss Comparison Chart

The following chart demonstrates quarterly dollar loss comparisons in million dollars.



### 1<sup>st</sup> Quarter

During the first quarter of 2011, the Blue Mountains Fire & Rescue did not respond to any fires involving dollar loss.

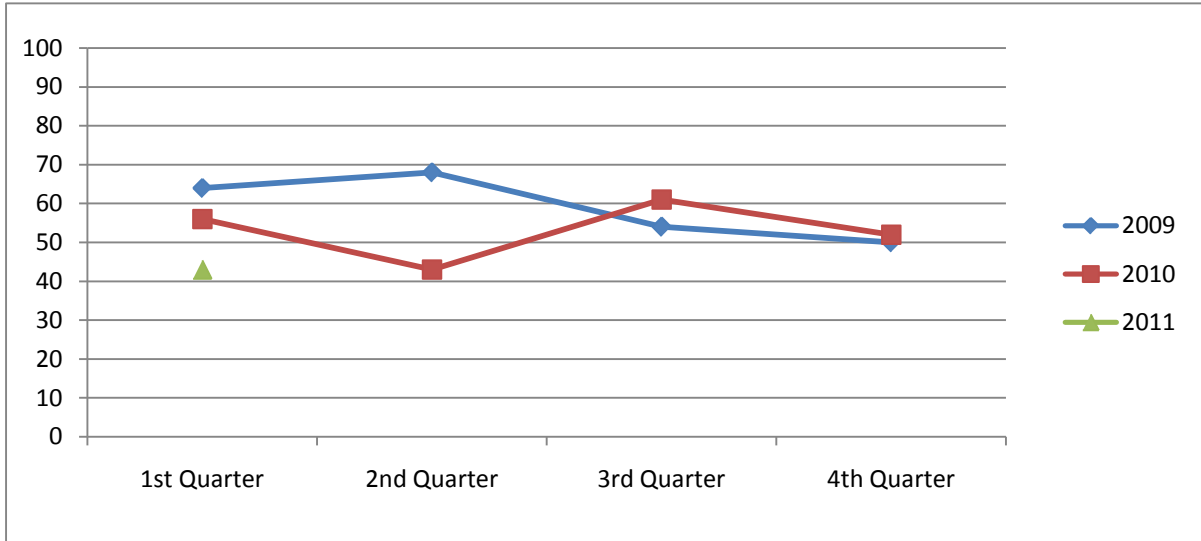
### 2<sup>nd</sup> Quarter

### 3<sup>rd</sup> Quarter

### 4<sup>th</sup> Quarter

**Town of The Blue Mountains Fire Department  
Response Volume Comparison Chart  
1<sup>st</sup> Quarter  
2011**

The following chart demonstrates total quarterly responses.



**1<sup>st</sup> Quarter**

The Blue Mountains Fire & Rescue responded to 43 calls in the first quarter of 2011 compared to 56 calls in 2010 and 64 in the first quarter of 2009.

**Town of The Blue Mountains Fire Department  
10 Minute Notification  
January - March 2011**

The following statistics indicate apparatus and personnel on scene within 10 minutes from the time of first page out.

The number of responses is based on responses to overheats, structure and outdoor fires, and alarms. This number does not include responses to ambulance assists, motor vehicle accidents etc.

	<b>Station 1</b>	<b>Station 2</b>	<b>Average</b>
<b># of responses</b>	5	24	
<b>Pump on Scene (%)</b>	1 of 5 (20%)	12 of 24 (50%)	(25%)
<b>10 in 10 (%)</b>	0 of 5 (0%)	1 of 24 (4%)	(2%)

**Ten (10) minutes**

It is expected that the average response time for a fully staffed apparatus to leave the fire station is six minutes. A four minute drive time from the station averages at approximately 3.75 kilometers.

**Station 1 Responses**

Four of the five responses were to areas 3.75 kilometers, or more than a four minute drive time from station 1.

**Station 2 Responses**

Four of the twenty four responses were to areas 3.75 kilometers, or more than a four minute drive time from station 2.

Twenty one responses were to false alarms.

**Town of The Blue Mountains Fire Department  
Quarterly Report  
Mechanical**

**Months** January – March

**Year 2011**

**Apparatus Repair Costs**

<b>Unit #</b>	<b>Routine Maintenance</b>	<b>Unexpected Repair</b>	<b>Cost</b>
172			
181		Yes	280
503		Yes	635
502		Yes	300

**Equipment Repair Costs**

<b>Unit</b>	<b>Routine Maintenance</b>	<b>Unexpected Repair</b>	<b>Cost</b>
Small Engines			
SCBA			
Gas Meters			
Communications			
Recharges/Refills	Yes		125
Hydraulics			
Ground Ladders			
Air Fill Station	yes		1900
Bunker Gear	yes		850
Tools/Chemicals			

**Fuel**

<b>Station</b>	<b>Gas</b>	<b>Diesel</b>	<b>Quarter</b>	<b>To Date</b>
<b>1</b>	732	348	1080	1080
<b>2</b>	973	693	1666	1666

**TRAINING**  
**1st Quarter Report**  
**January – March 2011**

**TRAINING STATS 1st QUARTER – 2011 (In House)**

January 2011		February 2011		March 2011	
Station # 1	Station # 2	Station # 1	Station # 2	Station # 1	Station # 2
Hours	Hours	Hours	Hours	Hours	Hours
116	88	94	66	126	86

*In House training takes place every Monday night throughout the year.*

TOPIC	NUMBER OF HOURS
Truck / SCBA / PPE	222
Firefighter Survival RIT	48
R281 Orientation	38
Ice / Water Rescue	80
Violence & Harassment Training	36
Incident Management Scenario	50
Search & Rescue / RIT Training	56
Confined Space Training	50
First Responder Scenario	24
Tanker Shuttle	32
Reading Smoke	22
Pumper Operations	36
Marine 1	30

**Ontario Fire College Courses – January 2011**

Firefighters	Ontario Fire College Course	Number of Days
1	CO345 – Advanced IMS Theory	4
1	CO701/FPO601 Principals of Adult Learning	3
1	CO601/02 Specialized Operations	5

**Ontario Fire College Courses – February 2011**

Firefighters	Ontario Fire College Course	Number of Days
1	CO901 Applied Administration	5
1	CO602 Hazardous Materials	2

## Ontario Fire College Courses – March 2011

<b>Firefighters</b>	<b>Ontario Fire College Course</b>	<b>Number of Days</b>
1	FPO 401 Fire Safety Plans	3
1	FPO 501 Advanced Fire Prevention Theory	5
1	CO 401 Pre-Incident Planning	5

## Extra Training – Mon – Fri. 8:30 – 4:30 January – March 2011

<b>Volunteer Firefighters</b>	40 Hours
<b>Full Time Staff</b>	28 hours

## Training

- Annual firefighter component certification to ensure firefighter compliance
- Develop training program for Company Officer level 1 & 2; a total of approximately 260 hours of training
- 11 Firefighters working towards Company Officer Level #1 training and certification
- Developed training program for 2011 recruitment
- Weekly Monday night practices to develop and maintain firefighter certification and competency.
- Maintain quarterly training schedules

## TRAINING PERCENTAGES

### 2011 TRAINING PERCENTAGES – 1st QUARTER – Hall # 1

#### HALL # 1 – January – March

<b>Below 50% Attendance</b>	<b>2 Firefighters</b>
<b>50% - 75%</b>	<b>11 Firefighters</b>
<b>76% - 100%</b>	<b>8 Firefighters</b>

### 2011 TRAINING PERCENTAGES – 1st QUARTER – Hall # 2

#### HALL # 2 – January – March

<b>Below 50% Attendance</b>	<b>1 Firefighters</b>
<b>50% - 75%</b>	<b>3 Firefighters</b>
<b>76% - 100%</b>	<b>10 Firefighters</b>

## RESPONSE PERCENTAGES

### 2011 RESPONSE PERCENTAGES – 1st QUARTER – Hall # 1

#### HALL # 1 – January – March

<b>Below 50% Attendance</b>	<b>10 Firefighters</b>
<b>50% - 75%</b>	<b>9 Firefighters</b>
<b>76% - 100%</b>	<b>2 Firefighters</b>

### 2011 RESPONSE PERCENTAGES – 1st QUARTER – Hall # 2

#### HALL # 2 – January – March

<b>Below 50% Attendance</b>	<b>9 Firefighters</b>
<b>50% - 75%</b>	<b>3 Firefighters</b>
<b>76% - 100%</b>	<b>2 Firefighters</b>

## **ADMINISTRATION**

Staff Meetings are held bimonthly to discuss ongoing items within the department and determine ways of dealing with issues. The meetings also allow for the flow of information from each division of the fire department as well as from Senior Management and Council.

### **District Chief / CEMC**

- District Chief Position – As per the Fire Master Plan, the District Chief Position for the Craigeleith Station has been finalized, with Steve Conn accepting the position.
- Initiating the collection of information with regards to the Fire Department Communications Plan.
- Formulating Job Hazard Analysis for each fire department position with the assistance of the fire prevention inspectors.
- Update Georgian Tri-Tel Communications (Dispatch) with new maps from GIS and communicate with staff on fire department changes.
- Updated Fire Department OH&S Policy and Annex.
- Co-ordinate OH&S relevant documentation is posted for upcoming WSIB Audit.

### **Crisys Software**

- The Fire Department Software is installed and training has been taking place throughout the first quarter. In order to save on travelling, the training has been taking place via Go To Meeting Sessions on the computer and telephone conference call. This has worked very well.
- There is specific training left to be completed with the Xpert Loader (this allows updating of addressing information to the system). This training will be completed sometime in late June or early July.
- Fire Department Staff have started keying information into the system such as Fire Responses and Fire Prevention Inspections. The further back in time we enter our past responses and inspections the more useful our search field data will be for our stats.

## **EMERGENCY MANAGEMENT**

### **1st Quarter Report**

#### **January – March 2011**

January 2011	Completed Basic Emergency Management Instructor course in Owen Sound.  ODRAP conference call with Rob Cummings
February 2011	Town workplace violence and harassment training at Beaver Valley Community Center  Attended 911 Advisory Committee Meeting in Owen Sound  Attended Grey County CEMC Meeting in Owen Sound
March 2011	Tornado Presentation to the Municipality of North Bruce Peninsula  Deputy Chief AJ Lake completed Basic Emergency Management Course in Owen Sound  Presented Memo to SMT/SAM regarding proposed Basic Emergency Management Course internally with Town Staff



**THE BLUE MOUNTAINS FIRE DEPARTMENT  
VOLUNTEER FIREFIGHTER  
RECRUIT ORIENTATION GUIDE**

**IF YOU**

**Want to help others and serve in your community  
Enjoy working as a team  
Enjoy continuous learning**

**You may be an ideal candidate for a challenging career  
as a volunteer firefighter**



## **FOREWORD**

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of The Blue Mountains Fire Department. Participation as a volunteer member of the fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member in our department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a volunteer firefighter is a serious decision. We ask that you take the time to read this booklet and get the understanding and facts of what is involved in being a member of the Fire Department.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of the Fire Department, we hope you will find you are able to make the commitment that our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipality and we hope that you are able to contribute to our public safety.

## **VISION OF THE BLUE MOUNTAINS FIRE DEPARTMENT**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.

## **THE NATURE OF OUR BUSINESS**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service, both as volunteers and career employees. Imagine having to train to prepare yourself to cope with situations, which include fires ranging from trash bins to structures, hazardous chemical spills, remote area rescues, marine rescues, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

Two basic purposes of the public fire service are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and fire code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, state of the art equipment and more training.

This type of work or job is not for everyone. You need more than just a desire to help people. You also need courage, dedication, assertiveness and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek, timid or for those who lose control of their emotions during

times of crisis. Our service is one which calls on its member to perform strenuous work in uncertain and hazardous environments as a highly efficient team.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies which will often interrupt family functions. Your employer will also be required to be accepting of your commitment as a volunteer firefighter. Factors which your employer should be aware of may include but are not limited to:

- Fatigue from emergency responses outside of work hours
- Responses during work hours
- Training that will occur from time to time during your regular work hours

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our service area. We strive to maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply to join us.

## **OVERVIEW OF THE TOWN OF THE BLUE MOUNTAINS**

The Blue Mountains is a municipality formed from the amalgamation of Collingwood Township and Thornbury in 1998. The area encompasses 300 square kilometers of varying terrain and borders on the shores of Georgian Bay. The four season recreational community is home to 6,825 full time residents and 8,000 part time residents. At peak times, the estimated number of day visitors to The Blue Mountains is 15,000, bringing the estimated day population to 30,000.

## **THE BLUE MOUNTAINS FIRE DEPARTMENT**

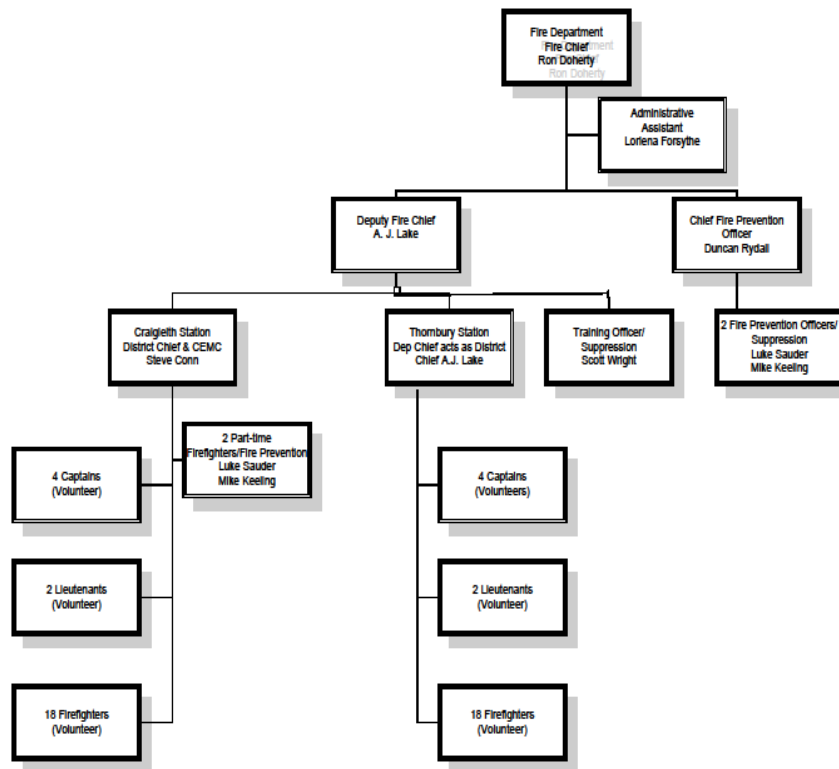
The Town of The Blue Mountains Fire Department consists of 2 fire stations and 48 volunteer firefighters. Station 1 (headquarters) is located in Thornbury and Station 2 is located in Craigeith at the base of Blue Mountain. Eight fulltime personnel staff the 2 stations during normal business hours Monday to Friday. They include, Chief, Deputy Chief, Chief Fire Prevention Officer, Community Emergency Management Coordinator, Training Officer, 2 Fire prevention Inspectors and an Administrative Assistant.

The volunteer compliment is made up of 24 volunteer firefighters at each station which includes 4 captains and 2 lieutenants.

The Fire Department responds to approximately 230 calls per year between the 2 stations, which include marine rescue, shore based ice water rescue, remote area rescue, high angle rescue, confined space rescue, fires, motor vehicle accidents and some medical emergencies. Apparatus includes 2 pumper/rescues, 2 pumpers, 3 tankers, 1 aerial, 5 support vehicles for transporting personnel and additional equipment, an all terrain vehicle for remote rescues and zodiac for near shore water rescue.

# ORGANIZATION

## TOWN OF THE BLUE MOUNTAINS FIRE DEPARTMENT



A typical Fire Department is composed of a variety of divisions and functions. Firefighters are often required to fulfill responsibilities from a number of the divisions and functions.

### ***Division of Administration:***

- Prepare, deliver and implement budgets, reports, planning and policy development.

### ***Division of Apparatus, Equipment and Communications:***

- Purchase and maintenance of apparatus, equipment and communication services.

### ***Division of Fire Suppression Or Operations:***

- Prevent, control and extinguishment of fires.
- Investigate fires.
- Perform rescue and salvage operations.
- Respond and assist at such emergencies as may be required.

### ***Division of Fire Prevention:***

- Conduct inspections.
- Enforce Ontario Fire Code
- Public education functions.

### ***Division of Training:***

- Administer training program. i.e. Ontario firefighter general level curriculum, specialty training subjects.
- Prepare and conduct examinations of members.

## **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT**

In order to achieve the goals of the fire department the following objectives have been established:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - (a) Ensure compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
  - (b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies related to the protection of life and property.
10. Interact and co operate with other departments of the Corporation respecting the aspects of fire or any given program.

## **TRAINING AND PARTICIPATION**

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

To meet the requirements of the Ontario Fire Services Standards, The Blue Mountains Fire Department trains to the Ontario Fire Service Curriculum as directed by the Ontario Fire Marshals Office. This format of training involves a great deal of reading and self-directed learning on the part of the firefighter. Firefighters must complete knowledge and performance based testing to complete the requirements of a general level firefighter within a 5-year time period. The firefighter may register and write a final examination that would certify them as a general level firefighter in accordance with the requirements of the Ontario Professional Standards Setting Body.

Training occurs every Monday night (with the exception of holidays), from 1900 to 2100 hours. A minimum of 75% attendance rate is required at regular training nights by all volunteer firefighters. Additional on-site training is also offered throughout the year which includes but is not limited to first aid, pump operations and specialized rescue operations. Firefighters are also encouraged to participate in off-site courses such as those offered by the Ontario Fire College, located in Gravenhurst.

On average, a person could expect to commit ten hours per week to the fire department. This would not include the first 1 to 2 years where a great deal more time in self directed learning will be expected.

Firefighters and probationary firefighters must attend a minimum of 50% of emergency responses. Firefighters are also required to participate in on call weekends which may include holidays. This schedule generally requires a 1 weekend in 4 commitment.

## **Remuneration**

Even though you are a volunteer firefighter, you are compensated as follows:

- Recruit Awareness Training - \$450.00 to be paid at graduation
- Recruit Operations Training - \$20.00/hour
- Firefighter Training and emergency response - \$30.00/hour

## **VOLUNTEER FIREFIGHTER RECRUIT OVERVIEW**

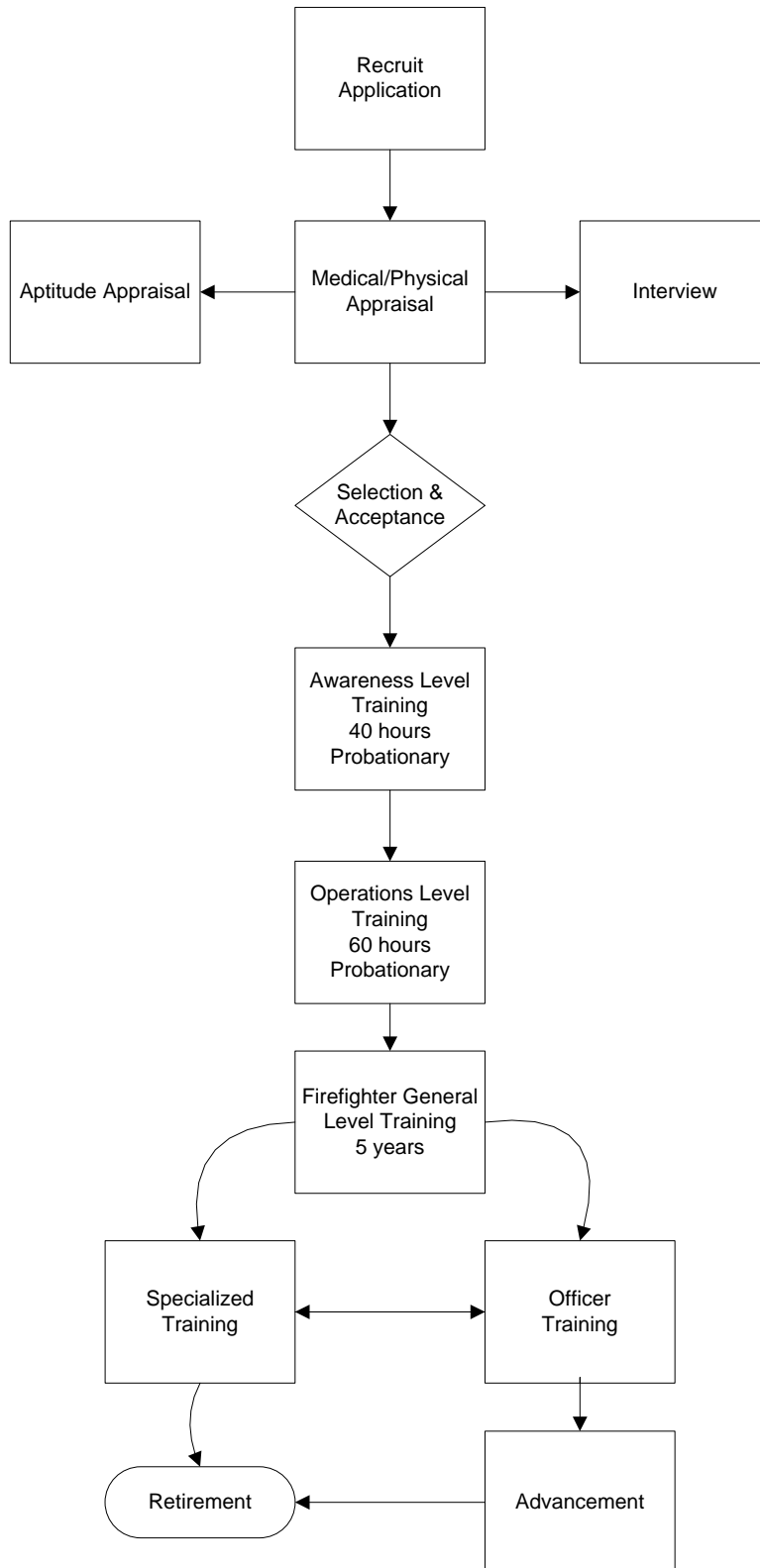
### **Minimum Requirements for Application:**

- ✓ Resident of The Town of The Blue Mountains
- ✓ Valid Driver's License and Drivers abstract
- ✓ Medical Certificate – Completed by Applicant's Doctor. All costs associated with this requirement are the sole responsibility of the applicant. Costs associated with medical certificates will be reimbursed upon successful completion of the 100 hour Recruit Program.
- ✓ Insurable, under the Corporation's fleet policy.
- ✓ Proficient in English
- ✓ Good reading, writing and record keeping skills
- ✓ No Criminal Record
- ✓ A reliable means of transportation to respond to alarms
- ✓ Employer Waiver – required to be signed by the employer at the time of application. The Memorandum of Understanding (included in this package) will demonstrate the employers' willingness to permit the applicant to respond to emergencies and training during work hours.
- ✓ Provide a certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service. This isn't required until the end of the Stage 5 interview.

### **Other Desirable Skills**

- First-Aid training
- Class D-Z or higher drivers license
- C.P.R. training
- Previous firefighting experience
- Demonstrated commitment (i.e. volunteer service)
- Bilingual (French/Other)
- Related experience (Nursing, Carpentry, Mechanics)
- Previous Pertinent Training (i.e. Workplace Hazardous Materials Information System, Ontario Health & Safety Act)

# Town of The Blue Mountains Fire Department Annual Recruitment/Retention Plan



## **Training Requirements**

### ***General***

Recruit Training is divided into 2 sections:

- 40 hour Recruit Awareness level training – do not attend emergency responses
- 60 hour Recruit Operations level training – may attend emergency responses with supervision and appropriate signoffs.

All training utilizes Ontario Fire Marshal's Office based curriculum in accordance with the Ontario Firefighter Standards.

### ***Recruit Awareness***

All volunteers entering the system complete a recruit training program taught by departmental instructors regardless of whether the individual may have previous training or experience. The training will occur on Wednesday evenings from 1900 – 2100 hours. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours. The recruit must attend 100% of the training sessions and successfully complete each component.

### ***Recruit Operations***

Volunteers successfully completing all components of the Recruit Awareness training will then move on to operations training. The training will occur on Monday evenings from 1900 – 2100 hours. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours. The recruit must attend 100% of the training sessions and successfully complete each component. This will include classroom and practical training focusing on Fire Ground Operations in accordance with modules 1 to 3 of the Ontario firefighter curriculum.

The recruit will also begin responding to fire calls to assist fully qualified firefighters, when proper supervision is provided. They must wear crescents on their helmets identifying them as a Recruit and member in training. Recruit designated fire fighters may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments.

### ***Probation***

All new members shall wear a recruit designation during the 60 hour operations training. Recruit Awareness and Operations training will also represent a probation period. Length of probation for each individual firefighter shall also be determined by their advancement through Component 1 of the Ontario Firefighter curriculum and performance based skills, but shall not be less than one year. A large portion of this training will continue to include self directed learning involving extensive reading and some practical training outside of normal training hours.

### ***Fire Fighter—General Level***

This is an ongoing provincially recognized training program from the Ontario Fire Marshal based on the Ontario Fire Service Standard. A large portion of this training is self-directed learning and requires passing grades for knowledge based tests and performance based

tests to demonstrate the firefighter can perform the job safely and effectively. This training is supplemented by additional training that is conducted within the Fire Department, the Ontario Fire College and other outside agencies. A large portion of this training will continue to include self-directed learning involving extensive reading and some practical training outside of normal training hours. All members will be enrolled in the Ontario Fire College Firefighter Curriculum General Level and are encouraged to write the final exams to become certified. General level firefighter is expected to be achieved in approximately 5 years.

***Ongoing training***

All fire fighters will be required to remain current in their level of training through annual recertification, knowledge based and performance based testing. Specialized training both in house and off site will be offered to all personnel.



## TOWN OF THE BLUE MOUNTAINS JOB DESCRIPTION

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**Position Title:** Volunteer Fire Fighter  
**Department:** Fire Services  
**Reports To:** Deputy Fire Chief – Station 1 volunteers  
District Chief – Station 2 volunteers

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### Position Summary

- Working as part of a team, under the direction of the Fire Services division, providing first response, fire suppression, rescue and specialized operations as required.

### Key Duties and Responsibilities

Participate in regularly scheduled training sessions and maintain a minimum of 75% attendance rate.

Maintain a minimum attendance rate of 50% to emergency incidents.

Performs fire ground operations within the Town of The Blue Mountains Fire Department incident management system, so that lives are protected and property loss and damage to the environment is minimized:

- Recognizes hazards to prevent injuries to patients or rescuers
- Secures water supplies
- Advances hose lines
- Operates portable pumps
- Performs search and rescue operations
- Carries positions, raises and climbs ground ladders
- Ventilates structures
- Extinguishes vehicle, structural, ground fires
- Conducts salvage operations
- Overhauls fire areas
- Performs other duties as assigned

Performs rescue operations within the Town of The Blue Mountains Fire Department incident management system so that the patient is removed from an area of danger to an area of safety while preventing injury to the rescuer or patient:

- Performs vehicle extrication
- Secures area of structural collapse
- Performs confined space rescue
- Performs industrial rescue
- Performs land based water rescue

Provides emergency patient care

- Responds to incidents as a first responder

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines

Operates fire apparatus as required by the Ontario Highway Traffic Act, Town of The Blue Mountains Fire Department Standard Operating Guidelines and within the vehicles design

Maintains equipment in accordance with Standard Operating Guidelines

Assists with fire prevention and public education programs as directed.

### **Job Details**

**Hours of Work:** Available to respond as a volunteer firefighter to emergencies 24 hours a day, 7 days a week  
Weekly training sessions Monday evenings 1900 – 2100 hours  
On call weekends and holidays approximately 1 in 5

**Direct Reports:** None

**Drivers License:** Required No \_\_\_\_\_ Yes   X   Class   DZ  

### **Education and Experience:**

- Good physical condition
- Holder of a valid Class D licence complete with Z endorsement (must obtain within 3 months after probation period)
- Possess good mechanical aptitude
- Possess good reading, writing and record keeping skills
- Possess qualities necessary to perform team tasks
- Ability to perform tasks in confined spaces
- Grade 12 education.
- Ensures personal compliance with the Occupational Health & Safety Legislation and Section 21 Guidelines.

## **RECRUIT SELECTION PROCESS**

The selection process will consist of the following components:

**Stage 1.** Application Review

**Stage 2.** Aptitude Appraisal

**Stage 3.** Medical Examination

**Stage 4.** Job Specific Physical Appraisal

**Stage 5.** Interview

### ***Stage 1: Application Submissions***

All applicants are required to submit a completed **Application for Volunteer Firefighter** form to the Fire Chief or Deputy Chief at Station 1. Applications will be accepted throughout the year. An application form is included in this package.

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Employment or residence within the municipality and/or reasonable response time to the fire station
- Current First Aid and CPR Certificates
- Valid Class DZ Driver's License with a clean abstract
- Permission to leave place of employment to respond to alarms
- No criminal record
- Employer support

A review of applications will be completed annually and selected applicants will be notified by telephone and in writing at which time they will have the opportunity to advance to Stage 2 of the selection process.

### ***Stage 2: Aptitude Appraisal (+3 weeks at Station 1 @ 7pm)***

The aptitude appraisal will be a short simple questionnaire designed to measure your:

- Ability to understand written and/or verbal information.
- Technical and mechanical skills.
- Reading, reasoning and mathematical skills.

A review of results of the aptitude appraisal will be conducted and applicants who qualify (achieve 70% or greater) will have the opportunity to advance to Stage 3 of the selection process.

### ***Stage 3: Medical Examination (Deadline to return form is + 1 week)***

Medical exam reports by a physician must be presented prior to the job specific physical appraisal. All costs associated with this requirement are the sole responsibility of the applicant.

The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. A **Volunteer Firefighter Essential Job Tasks** is included in this package; please ensure that it is forwarded to the physician at the time of your medical examination. A **Medical Examination Report** form is included in this package.

Selected applicants who provide a satisfactory Medical Examination Report will have the opportunity to advance to Stage 4 of the selection process.

***Stage 4: Job Specific Physical Appraisal (same time as stage 3, Station 1 @ 1900 hours)***

Selected applicants will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job related tasks required in the performance of firefighting duties. The purpose of this analysis is two-fold, primarily to provide you with a realistic idea of incident tasks you will be expected to perform and to provide the fire department with a base of skills pertinent to each candidate to plan future training evolutions as required.

Applicants will be required to submit a completed Consent Waiver and Release Form for participation in the job specific physical appraisal.

Sample tasks include:

- Climbing an extension ladder
- Uncouple & couple a hose connection
- Search an area to retrieve an object with a S.C.B.A. and a darkened face mask
- Lift and carry a hose roll
- Hoist & lower equipment
- Advance a hose line

A review of results of the job specific physical appraisal will be conducted and selected applicants will have the opportunity to advance to Stage 5 of the selection process.

***Stage 5: Interview (+ 1 week at Station 1 , prescheduled times)***

Interviews for the position of volunteer firefighter shall be conducted by a selection committee which will include the Fire Chief, Manager of Human Resources and any others the Fire Chief requires to attend in order to perform a fair evaluation.

**SELECTION & ACCEPTANCE (Recruitment program starts + 1 week)**

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a volunteer firefighter with the municipality. Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

Successful applicants will be required to attend and successfully complete a recruit-training program. The duration of the program will be approximately 100 hours.

***The dead line for Spring 2011 recruit applications is Monday June 6 2011 at 1630 hours.***

Applications may be dropped off at Station #1 or the Town of The Blue Mountains Municipal Office.

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***We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possesses to assist in the protection of the Community.***

**Thank You For Considering Joining  
The Town of The Blue Mountains Fire Department**

**Contact Information:**

Fire Chief  
Ron Doherty  
496916 Grey Road 2  
Thornbury, On  
N0H 2P0  
P 519-599-5411  
F 519-599-2556

Deputy Chief  
A. J. Lake  
496916 Grey Road 2  
Thornbury, On  
N0H 2P0  
P 519-599-5411  
F 519-599-2556

Town of The Blue Mountains Website - [www.thebluemountains.ca/fire-services.cfm](http://www.thebluemountains.ca/fire-services.cfm).



Town of The Blue Mountains Fire Department  
P.O. Box 548, 496916 Grey Rd 2  
Thornbury, ON N0H 2P0  
Telephone 519-599-5411

## MEDICAL EXAMINATION REPORT

### Applicant Information

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_ (Initials)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Physician Information

Name :(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone # \_\_\_\_\_

### To be completed by Physician

- Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?

Yes  No

- Is the applicant medically fit to perform the duties of a Firefighter? Yes  No

The applicant has been provided with a Volunteer Firefighter Job Specification for the assistance of the physician.

- I, the undersigned, am a legally qualified medical practitioner, licenced to practice in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Telephone 519-599-5411

**Volunteer Firefighter  
Medical Examination Report  
Essential Job Tasks**

In accordance with NFPA 1582 (Medical Program for Fire Departments) the following 13 essential job tasks will be required to meet the level of service provided to the local community by The Blue Mountains Fire Department. The job tasks are requirements of the Ontario Fire Services Standards for Firefighter. These job tasks shall be provided to the Physician at the time of the medical examination.

Performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods

Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads

Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA

Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)

Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)

Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility

Advancing water-filled hoselines up to 2<sup>1</sup>/<sub>2</sub> in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles

Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards

Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration

Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens

Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions

Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)

Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members



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Thornbury, ON N0H 2P0

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Telephone 519-599-5411

## APPLICATION FOR THE POSITION OF VOLUNTEER FIREFIGHTER

This form must be filled in completely, may also submit a resume.

DATE: \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Business Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

### **Employment Requirements**

Criminal Record Check: Attached  Received

Driving Record Check: Attached  Received

**Education** Attach additional pages of Education & Training as needed

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades

Description	Date

**Employment Experience**

Present Employer: Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Date Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Outline your duties/responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

Previous Employer: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Outline your duties/responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

**Other Related Experience:**

- Do you have previous firefighting experience?  
Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
If yes, explain \_\_\_\_\_

- 
- Do you have military or police service?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
 If yes, explain \_\_\_\_\_
- 

- Do you have previous volunteer experience?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No   
 If yes, explain \_\_\_\_\_
- 

**Related Skills**

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced amateur or post-secondary courses.
3. Certificates or professional experience.

	<u>Skill</u>	<u>Level</u>		
		1.	2.	3.
<input type="checkbox"/>	Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lineman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rescue Procedures – Canadian Red Cross OR St. John’s Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Firefighting Practices and Terminology - Ontario Fire College OR - Community College, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ice Water/Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hazardous Materials Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	First Aid Course <input type="checkbox"/> Hold current certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/>	Driver’s Licence <input type="checkbox"/> Identify Class: _____			
<input type="checkbox"/>	Have you had any experience or training in driving heavy vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/>	Have you any other special driving skills or training (e.g. accident avoidance, skid control, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Explain: \_\_\_\_\_

Do you have permission from your employer to leave your place of work immediately when the fire alarm sounds? Yes  No

Please complete and submit the attached Memorandum of Understanding

Do you have a reliable means of transportation to respond to fire alarms?

Yes  No

List two professional (employer) references other than relatives and phone numbers:

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List one character reference:

---

Please provide any additional information or skills you feel may be pertinent to this position:

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### **Conditions of Employment**

It is understood and agreed that any misrepresentation made by me in connection with this application will be sufficient cause for cancellation of the application and, if I have been employed, for separation from the Town of the Blue Mountains. I authorize the Human Resources Division to make such enquiries respecting the foregoing information as may be deemed necessary.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



Town of The Blue Mountains Fire Department  
P.O. Box 548, 496916 Grey Rd 2  
Thornbury, ON N0H 2P0  
Telephone 519-599-5411

**CONSENT WAIVER AND RELEASE FORM**

**Physical and Agility Testing**

**TO: THE CORPORATION and the FIRE DEPARTMENT.**

**WHEREAS** the Corporation and the Fire Department require that applicants for the position of Volunteer Firefighter be examined.

**AND WHEREAS** I, \_\_\_\_\_ have submitted to the Corporation and the Fire Department, my signed application for the position of Volunteer Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

**AND WHEREAS**, the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

**NOW THEREFORE**, I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of Volunteer Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation and the Fire Department that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation and the Fire Department from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

**IN WITNESS WHEREOF** I have hereunto set my hand and seal this \_\_\_ day of \_\_\_\_\_, 200\_\_.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF**

Applicant Name (Please Print or Type) \_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Witness Name (Please Print or Type) \_\_\_\_\_  
Witness Signature \_\_\_\_\_



Town of The Blue Mountains Fire Department  
P.O. Box 548, 496916 Grey Rd 2  
Thornbury, ON N0H 2P0

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### **Memorandum of Understanding and Agreement**

The Town of the Blue Mountains Fire Department, \_\_\_\_\_  
(employer), and \_\_\_\_\_ (volunteer firefighter), agree to the  
following expectations and conditions for Employer Supported Volunteerism.

#### **Time Commitment**

The Employer agrees to discharge \_\_\_\_\_ (volunteer firefighter) from  
employment duties to respond to emergency calls received by Town of The Blue Mountains Fire  
Department. This may also include training and other activities relating to fire department activities,  
from time to time.

#### **Documentation of Volunteer Time:**

The Fire Chief will provide written documentation to verify an absence for fire service duties. It will be  
the responsibility of the Employee Volunteer to provide any requested supporting documentation to  
substantiate any claim.

Modifications to this agreement will be made by mutual agreement in writing.

Either party, upon giving 14 days written notice to the other parties, may terminate this agreement.

By signing this community partnership agreement, all parties agree to be active community partners and  
abide by its terms.

_____ <b>Fire Chief (print name)</b>	_____ <b>Employee Volunteer (print name)</b>	_____ <b>Employer (print name)</b>
_____ <b>Fire Chief (print name)</b>	_____ <b>Employee Volunteer (print name)</b>	_____ <b>Employer (print name)</b>
_____ <b>Date</b>	_____ <b>Date</b>	_____ <b>Date</b>

## STAFF REPORT: Finance and IT Services



**REPORT TO:** Finance and Administration  
**MEETING DATE:** June 21, 2011  
**REPORT NO.:** FIT.11.27  
**SUBJECT:** 2011 Ontario Municipal Partnership Fund Allocation  
**PREPARED BY:** Ruth Prince, Manager of Revenue

### A. Recommendations

THAT Council receive Staff Report FIT.11.27, “2011 Ontario Municipal Partnership Fund Allocation” for information purposes.

### B. Background

The Blue Mountains annually receives a grant from the Province of Ontario called the Ontario Municipal Partnership Fund (OMPF). The OMPF is the province’s main transfer payment to municipalities and is to assist with social program costs, rural community challenges and policing costs.

The Blue Mountains 2011 OMPF funding has been confirmed in the amount of \$1,567,400 (2010 \$1,581,200). The 2011 Budget anticipated an OMPF grant of \$1,601,200, resulting in an unfavourable variance of \$33,800 for 2011 for OMPF revenue. This unfavourable variance is a result of receiving less than anticipated Police Services Grant as part of the OMPF calculation.

The Blue Mountains’ OMPF funding is based on two funding calculations: the Rural Communities Grant Component and the Police Services Grant.

**The Rural Communities Grant Component** – This grant component provides funding to municipalities based on the proportion of their population residing in rural areas or small communities.

In 2011, The Blue Mountains will receive \$1,049,900 (2010 - \$1,034,300). The Rural Communities Grant is calculated using the number of households (2011 - 6,730; 2010 - 6,630) and the maximum allowable household amount of \$156.00. The Municipal Property Assessment Corporation (MPAC) provides the household data that is used to calculate The Rural Communities Grant.

**Police Services Grant** – This grant component provides funding to rural communities to support *eligible* Policing Costs. The *eligible* Policing costs are based on information received from the Ontario Provincial Police (OPP) and include only the OPP contract. The Police Services Grant uses the *eligible* Policing costs and the number of households.

In 2011, The Blue Mountains will receive \$517,500 (2010 \$546,896). In 2011, the eligible Policing Costs used to calculate the OMPF funding allocation was 2009 actual policing contract costs of \$2,044,068 (2010 - \$2,088,293 based on 2008 actual policing contract costs).

### **C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

### **D. Environmental Impacts**

None

### **E. Financial Impact**

The unfavourable OMPF revenue variance of \$33,800 will be part of the overall 2011 surplus/deficit.

### **F. Attached**

Respectfully submitted,

---

Ruth Prince,

For more information, please contact:

Ruth Prince, Manager of Revenue  
rprince@thebluemountains.ca  
519-599-3131 x228

**STAFF REPORT: Administration**



**REPORT TO: Finance & Administration**  
**MEETING DATE: June 21, 2011**  
**REPORT NO.: A.11.07**  
**SUBJECT: DataFix, Municipal VoterView Services – Contract Extension 2011 to 2014**  
**PREPARED BY: Corrina Giles, Town Clerk**

**A. Recommendations**

THAT Council receive Administration Staff Report A.11.07, "DataFix, Municipal VoterView Services – Contract Extension 2011 to 2014"; and

THAT Council authorizes the Clerk to sign a Memorandum of Understanding with DataFix to extend the contract for list management service for the Voters List at a cost of \$1050 plus HST per year for four years, it being noted the four year contract cost would be deducted from the 2014 cost to retain DataFix for Voter List support.

**B. Background**

For the 2010 Municipal Election, the Town had a contract with DataFix to permit Staff to maintain the Voters List as supplied by MPAC. This program worked very well, allowing Staff to review the Voters List in an electronic format, correct any duplication, address and name anomalies, as well as add new voters and remove voters. Updating the Voters List takes a considerable amount of time and once complete is very valuable to the election process.

Municipal VoterView allowed Staff to provide a number of elector related reports, including voters' lists and revision lists, in both electronic and paper format.

MPAC provides regular ownership and enumeration updates to DataFix and those are incorporated into the Voters List on a quarterly basis. All additions, deletions and corrections are tracked and can be requested at any time.

The advantage to using this system is it will enable the Town to have a well-managed Voters List for the 2014 Municipal Election, as was the case in the 2010 Municipal Election. Regular updating during the next three years leading up to the Election will save time and allow Staff to focus on other aspects of the Election.

If the Contract is not extended all 2010 election data will be removed from the DataFix system and MPAC information will be the data used to establish the Voter List for the 2014 election. As earlier noted, updating the Voters List takes a considerable amount of time and once complete is very valuable to the election process.

**C. The Blue Mountains' Strategic Plan**

Providing a strong, well managed municipal government.

**D. Environmental Impacts**

None

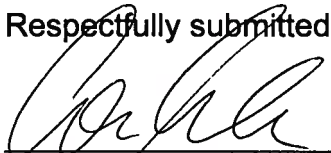
**E. Financial Impact**

\$1050.00 plus HST per year for four years to be paid through the Elections Service Agreement Account, funded through taxation. If DataFix is utilized for the 2014 municipal election the full \$4,200.00 will be credited toward further billings.

**F. Attached**

1. Memorandum of Understanding dated January 27, 2011

Respectfully submitted,



---

Corrina Giles,  
Town Clerk  
32 Mill Street East, Box 310  
Thornbury, Ontario N0H 2P0  
Tel: 519-599-3131 ext 232  
Toll Free: 1-888-258-6867  
Fax: 519-599-7723  
Email: [cgiles@thebluemountains.ca](mailto:cgiles@thebluemountains.ca)



**This Memorandum of Understanding is made in duplicate this 27<sup>th</sup> day of January 2011.**

Between:

**The Town of the Blue Mountains**

- And -

**Comprint Systems Inc., carrying on business as DataFix**

Hereinafter "DataFix"

**For Municipal VoterView (MVV) Services**

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## **1. Introduction**

Municipal VoterView is an Internet-based application designed to provide municipal elections officials with an electronic view of their electoral information including the ability to make corrections to the list, to access various voter counts needed for electoral planning, and the capability to provide an electronic copy of all changes to the Municipal Property Assessment Corporation at the end of the electoral event.

Through its Municipal VoterView (MVV) Application, DataFix is continuing to provide the highest level of service with respect to managing electoral information in support of municipal elections.

## **2. Purpose**

This Memorandum of Understanding is intended to identify and confirm the service levels and support technology requirements of the MVV Application.

## **3. Description of Services/Hosting Environment**

*The MVV Application for the Town of the Blue Mountains will consist of Web Hosting and List Management services.*

### *3.1. Web Hosting*

As a web-based application, MVV has the advantage of ubiquitous accessibility—all that is required to use MVV is an Internet connection and a recent web browser. MVV supports Microsoft Internet Explorer and Firefox. The MVV system has been optimized for a screen resolution of 1024x768 or higher, but will function properly with lower resolutions.

### *3.2. List Management*

At a high level, the MVV application simplifies the process of searching for specific voters with the ability to add, change, delete or move voters as required. In addition, the MVV application provides a number of elector related reports to support election planning and a suite of data cleansing utilities to identify potential inaccuracies on the list.

The MVV Application functions and features are as described and demonstrated as part of the on-line demo/viewing of the product. More comprehensive details of these features are contained in the On-line User Manual.

#### **4. MVV Performance**

The number and size of graphic elements in MVV is minimized to enhance performance for municipalities with low-speed or dial-up Internet connections.

##### *4.1. Stress Testing*

DataFix has conducted extensive testing of the MVV application through a pilot program including over 165 municipalities and over 3 million electors. As a result of this testing, DataFix has been able to optimize the performance of the MVV application to accommodate municipalities of all sizes.

##### *4.2. Reliability*

All hardware used to support the MVV application utilizes extensive fault tolerance features, including RAID-5 disk arrays and redundant power supplies. In addition, all servers and communications equipment are protected through the use of Uninterruptible Power Supplies (UPS).

To ensure the quality and accuracy of the MVV system itself, DataFix has built a set of rigorous and comprehensive test plans. These plans encompass application functionality, data inputs and outputs, and performance.

##### *4.3. Compatibility*

MVV can coexist and work in a complementary manner with existing municipal electoral systems.

#### **5. Description of User Environment**

As an Internet-based application, access to the MVV requires usernames and passwords. The Town of the Blue Mountains will have full control for creating and issuing usernames and passwords for members of their organization.

#### **6. Support, Monitoring and Management**

DataFix strives to ensure that all computer and telecommunications hardware and software is operational 24 hours a day, 7 days a week. The MVV system is normally available at all times except when essential maintenance to hardware or software is required. If it is necessary to interrupt service, prior notification will be given wherever possible and interruptions will be scheduled to minimize their impact on users.

DataFix's MVV support service regularly monitors all logged problems and discussions are held to analyze support trends and additional needs. Monitoring is a powerful tool for tracking trends and ensuring that appropriate staff and technology are accessible to callers.

If users encounter problems, the on-line support function provides an e-mail link to DataFix support team, where issues are resolved usually within 24 hours.

### ***6.1. Customer Service Support/Coverage***

Normal business hours for providing customer support are from 8:00AM to 5:00 PM (local time), Monday to Friday, excluding statutory holidays.

Support will be provided outside normal business hours for advance poll dates and Election Day. The response time for issues outside normal business hours is under 1 hour.

Telephone support is available by calling 416-363-8170 extension 249, or by email through the support function within the MVV application.

### ***6.2. Orientation/Training***

Training on all MVV Application functions and features will be provided through the DataFix on-line Webinar facilities at no cost.

Customized on-site training is also available; however, training fees may be applicable.

## **7. Security**

### ***7.1. Passwords***

Passwords for MVV users are secured using a one-way hash algorithm (MD5). As a result, clear-text passwords are never stored nor utilized for user authentication.

Security is also a responsibility of all users and users are especially cautioned not to share system logins and passwords.

### ***7.2. Web Pages***

All MVV web pages are secured using 128-bit SSL (secure sockets layer) encryption.

### *7.3. Web and Database Servers*

Web and database servers are protected by a firewall that performs packet-level, circuit-level, and application-level traffic screening, stateful inspection, and intrusion detection.

### *7.4. Physical Database*

A separate physical database for each municipality is maintained to ensure that municipalities can only access their own data.

### *7.5. Managed Code Environment*

The MVV application runs in a managed code environment, which provides additional security and protection from common buffer overflow attacks.

### *7.6. Audits*

DataFix audits all MVV access and security logs on a daily basis to ensure that any unusual access patterns can be quickly identified and resolved.

### *7.7. Virus Checks*

DataFix's computing environment contains the most sophisticated virus scan software and update mechanisms. Virus definition files are updated on a continual basis.

### *7.8. Backups and Restores*

DataFix has constructed a completely redundant technical infrastructure to support MVV. This infrastructure includes backup Internet connections routed through different Internet Service Providers, which provides protection from a common source of possible outages. To protect against server hardware failures in non-redundant components, DataFix has backup web and database servers available. These servers can be quickly activated to ensure minimal MVV downtime.

DataFix performs database and file-level backups of the MVV system on a daily basis, thus ensuring that minimal data is lost in a disaster recovery situation. Backups are tested on a regular basis to ensure that all aspects of the disaster recovery plan are operational. To support the increased activity around advance polling dates and Election Day, backups will be performed every sixty (60) minutes.

*7.9. Service Measure*

DataFix will perform remote monitoring of the MVV application. The system will be tested every fifteen (15) minutes and alerts are sent via e-mail or page to DataFix Support personnel as soon as a problem is identified.

*7.10. Non-Performance*

In the event DataFix is unable to provide the services as stated in this MOU, DataFix will work with the municipality to assess the impact and determine the remedial action.

**8. Confidentiality**

DataFix has been entrusted with confidential data from many government, public, and private organizations. Accordingly, all aspects of physical and network security are rigorous and continually monitored and updated. Additionally, DataFix will not disclose to anyone any elector information which forms part of the MVV application.

**9. Force Majeure**

Either party shall be excused from any delay or failure in performance caused by reason of any occurrence or contingency beyond its reasonable control, including but not limited to, acts of God, earthquake, riots, war, and governmental requirements. The obligations and rights of the party so excused shall be extended on a day-to-day basis for the period of time equal to that of the underlying cause of the delay.

## 10. Term of Agreement

This Memorandum of Understanding will become effective from the date of signing to December 31, 2014. On or before December 31, 2014, this Memorandum of Understanding can be renewed to provide ongoing elector information management services.

## 11. Fees and Payment Terms

The fee for providing MVV services is **\$4,200 plus applicable taxes** and is based on the following:

1. Web Hosting as described in section 3.1 of this MOU
2. List Management as described in section 3.2 of this MOU

### **Note:**

- a) In the event the Municipality decides to use our Vote By Mail service in 2014, the MVV fee identified above will be deducted from the final kit price.
- b) A quotation will be provided for any additional services requested.

### 11.1. Payment Terms

An invoice in the amount of \$1,050 plus applicable taxes will be forwarded as follows:

- a. On receipt of a signed MOU
- b. January 2012
- c. January 2013
- d. January 2014

**12. Cancellation/Termination**

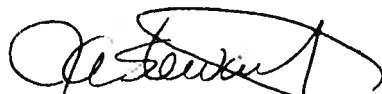
Either party may terminate this agreement at any time by giving 60 days written notice to the other party.

In the event of cancellation, all data will be returned to the municipality. Additionally, DataFix will perform a complete destruction of the elector data that is stored on DataFix servers. The data will be physically deleted and the disk partitions that held the data will be cleansed using disk wipe software to ensure that the confidential elector data cannot be undeleted or restored using drive recovery tools. Any physical media containing elector data that DataFix receives from MPAC will be shredded.

**DataFix:**

40 University Ave  
Suite 1010  
TORONTO ON M5J 1T1

Contact: Jim Stewart  
National Director,  
Election Services



\_\_\_\_\_  
DataFix Representative

James A. Stewart

\_\_\_\_\_  
Name (please print)

January 27, 2011

\_\_\_\_\_  
Date

**The Town of  
the Blue Mountains:**

26 Bridge Street  
PO Box 310  
THORNBURY ON N0H 2P0

Contact: Corrina Giles  
Town Clerk

\_\_\_\_\_  
Municipality Representative

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

**STAFF REPORT:      ADMINISTRATION**

**REPORT TO:**            Finance & Administration  
   Committee  
**MEETING DATE:**      June 21, 2011  
**REPORT NO.:**            A.11.08  
**SUBJECT:**                Civil Marriage Solemnization  
   Services  
**PREPARED BY:**        Corrina Giles, Town Clerk

**A. Recommendations**

THAT Council receive Staff Report A.11.08, Civil Marriage Solemnization Services; and

THAT Council approves the Staff recommendation to offer Civil Marriage Solemnization Services for the Town of The Blue Mountains, subject to a further Staff Report detailing costs, fees and scheduling associated with such services.

**B. Background**

In 2004 the Ministry of Consumer and Business Services, in an effort to enhance access to civil marriage services across Ontario in a timely and fiscally responsible manner, filed regulatory changes under the *Marriage Act* to provide municipal clerks the authority to perform civil marriages, as follows:

For the purposes of subsection 24 (1) of the Marriage Act, the clerk of a local municipality is authorized to solemnize marriages under the authority of a licence. O. Reg. 285/04, s. 1.

Since 2004 municipalities have had the option to offer civil marriages and to set fees to cover the cost of providing civil marriage services within the parameters outlined in the *Municipal Act, 2001*. The by-law would authorize the municipal clerk to solemnize marriages within the Province of Ontario.

While it is not incumbent upon the Town to provide this service, this initiative would be in keeping with the strategic plan and would provide an additional service to its citizens, at the same time generating additional municipal revenue.

The Blue Mountains provides many ideal picturesque settings for wedding ceremonies, including the new Town Hall and Council Chamber, along the Beaver River, Georgian Bay waterfront parks, Town owned recreational facilities, resorts and private properties. The exposure of The Blue Mountains to wedding guests would be an additional promotion that could generate a positive residual effect for the Town and its businesses.

The cost for the performance of civil marriage solemnization ranges in area municipalities from \$250 to \$350, and depends if the service is being conducted during normal business hours or if after hours.

It is proposed that if a service is conducted during normal business hours, the Town would receive the entire fee for the service. If a service is conducted outside normal business hours, it is proposed that the Town would receive \$100 of the fee to cover administrative costs for recording and process of marriage documents to the Registrar General's Office, and the Clerk would receive the balance of the fee for performing a service outside normal office hours.

The Clerk would be required to meet with the couple once or twice and is required to prepare the necessary documents, personalize ceremony details as per the couple's request, then solemnize the marriage at a location of the couple's choice.

The Clerk has recently attended the Civil Solemnization Training offered through the Association of Municipal Clerks and Treasurers and has expressed an interest in performing civil marriages on behalf of the Town.

### **C. The Blue Mountains' Strategic Plan**

Goal	Providing a strong, well managed municipal government
Action	Develop and encourage innovation and use of best practices by Council and Staff

### **D. Environmental Impacts**

None

### **E. Financial Impact**

If approved by Council, a subsequent Report will be submitted by Staff that includes further details and a proposed fees and charges by-law.

If approved, there would be municipal revenue generated through fees and through possible rental of recreational facilities.

### **F. Attached**

None

Respectfully submitted,

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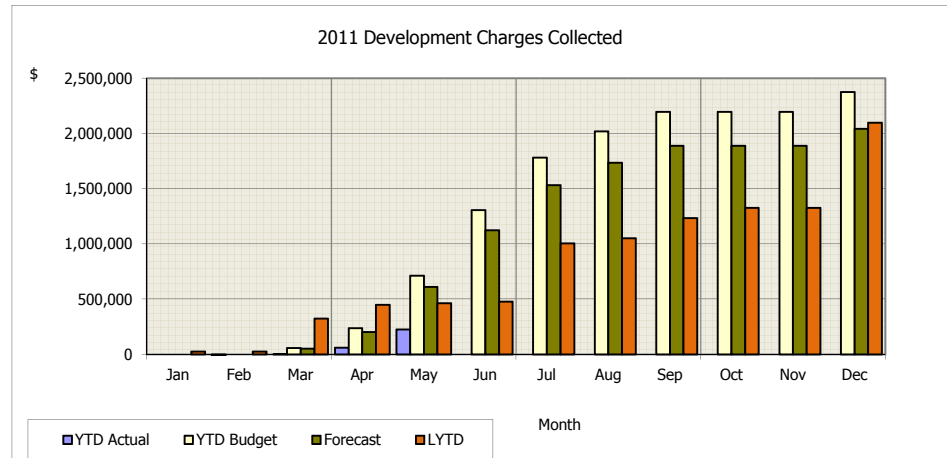
For more information, please contact:

Corrina Giles, Town Clerk  
[cgiles@thebluemountains.ca](mailto:cgiles@thebluemountains.ca)  
32 Mill Street, Box 310  
Thornbury, Ontario  
N0H 2P0  
Tel: 519-599-3131 ext 232  
Fax: 519-599-7723

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-May-11**

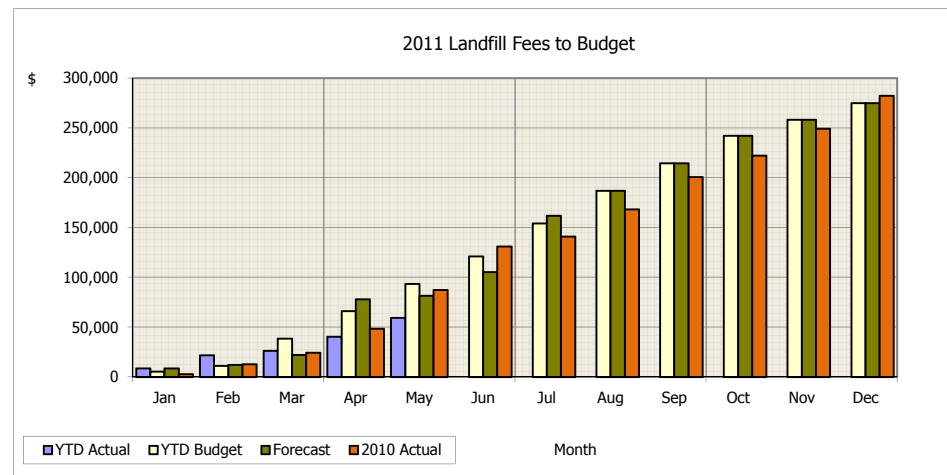
C.5

Development Charges Collected	Estimated D/C's	YTD Actual	% Collected	Forecast	Variance
	2,375,000	226,783	10%	2,042,500	2,148,217



Commentary
Development Charges collected in May were \$ 165,456
<b>Soft Services -Total \$ 54,206</b> General Government - \$ 6,515 Fire - \$ 10,615 Police - \$ 1,561 Public Works - \$ 5,805 Parks & Recreation - \$ 23,090 Library - \$ 6,620
<b>Hard Services - Total \$ 112,250</b> Roads - \$ 66,491 Water - \$ 14,131 Sewer - \$ 31,628

Landfill Site Fees	Annual Budget	YTD Actual	% of Budget	Forecast	Variance
	275,000	59,234	22%	275,000	215,766

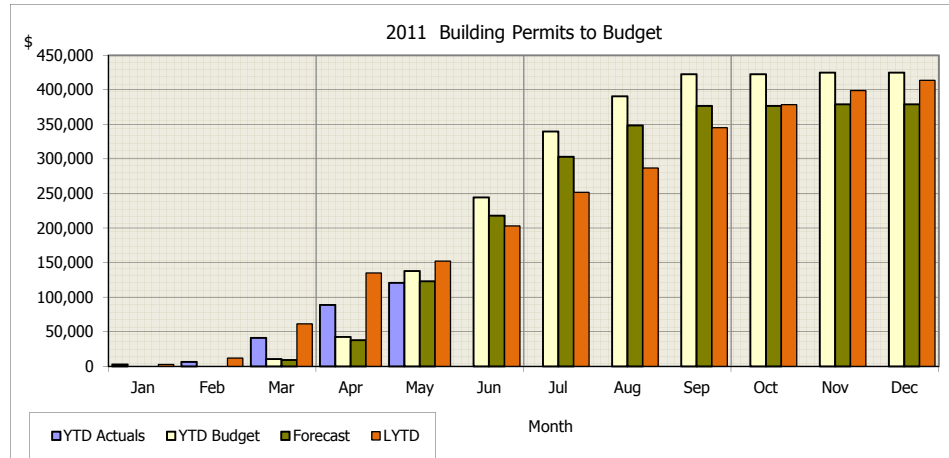


Commentary
Total landfill site fees collected for May 2011 were \$ 18,834
May 2011 is \$ 18,834 compared to \$ 38,900 for May 2010.

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-May-11**

**Building Permits**

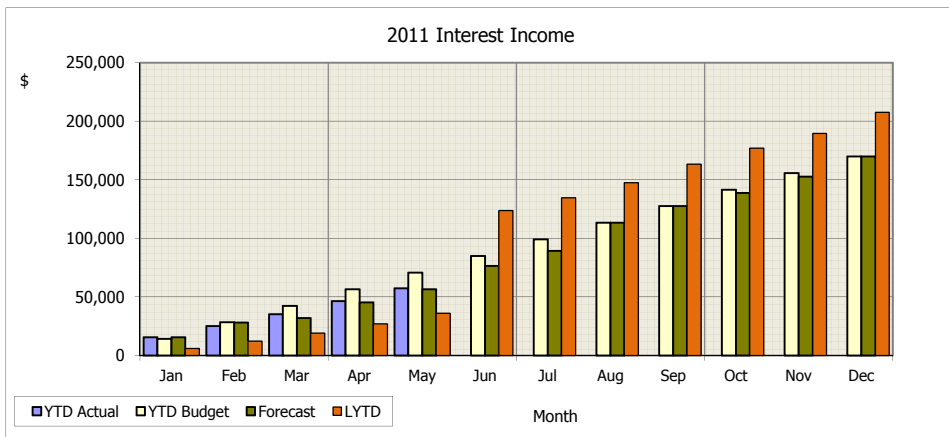
Annual Budget	YTD Actual	% of Budget	Forecast	Variance
425,000	120,738	28%	425,000	304,262



Commentary
Total building permit fees collected for May 2011 were \$ 31,894
May 2011 is \$ 31,894 compared to \$ 17,253 for May 2010.

**Interest Income**

Annual Budget	YTD Actual	% of Budget	Forecast	Variance
170,000	57,453	34%	170,000	112,547



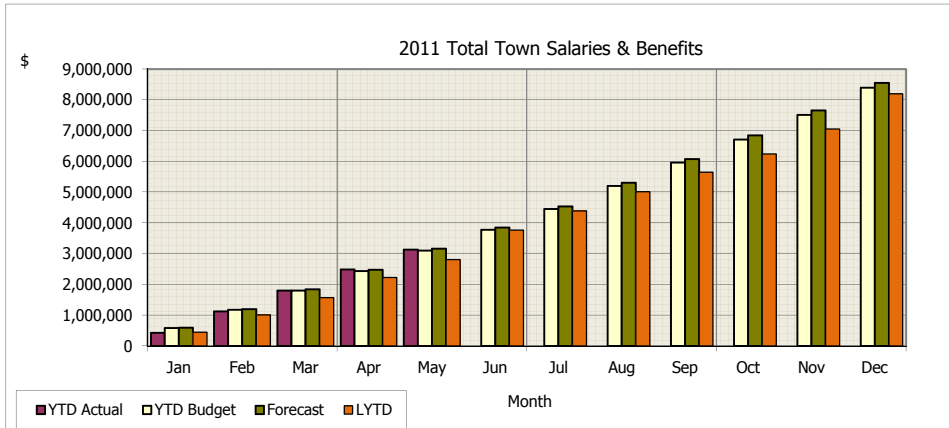
Commentary
Operating Bank Account Balance at May 31, 2011 was \$ 2,307,675
We had a Tax Due Date May 25, 2011. This has provided some growth in the operating and reserve accounts and interest earned should improve in the next month.
Forecast remains unchanged at this time.

Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-May-11**

**Total Town Salaries & Benefits**

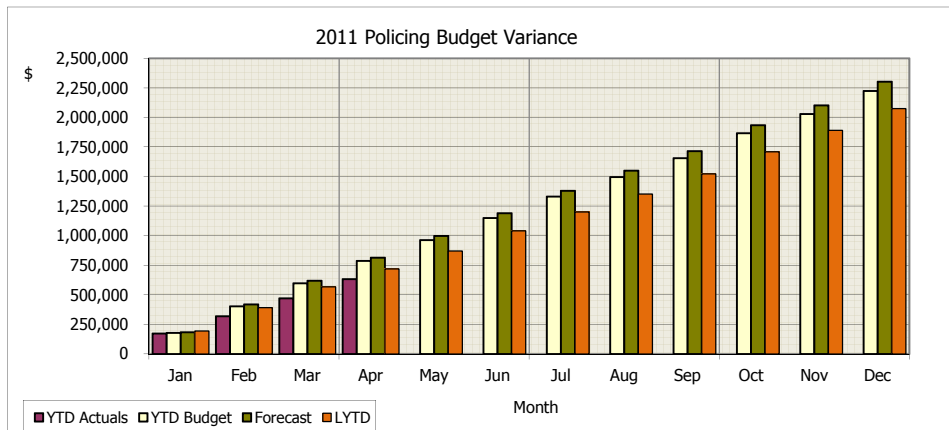
Annual Budget	YTD Actual	% of Budget	Forecast	Variance
8,827,000	3,134,508	36%	8,827,000	5,692,492



Commentary
Salaries & Benefits for the month of May 2011 was \$ 646,498. These expenses are on track.

**OPP Services**

Annual Budget	YTD Actual	% of Budget	Forecast	Variance
2,303,990	634,347	28%	2,303,990	1,669,643

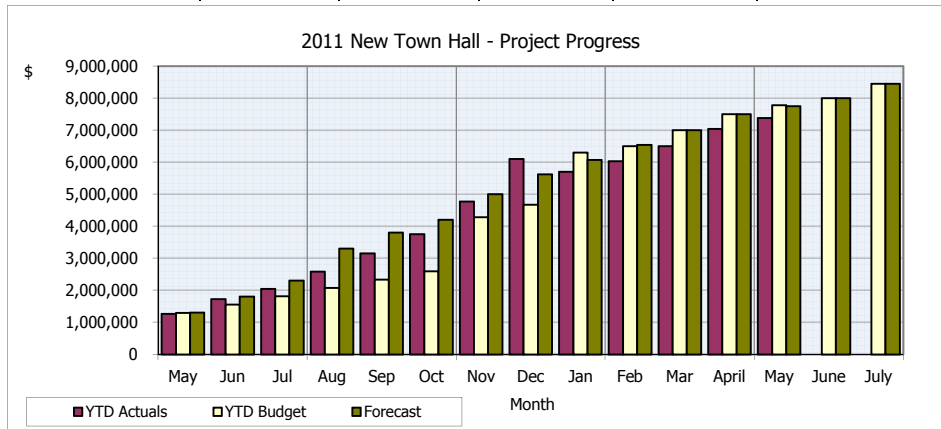


Commentary
Information from the OPP will be provided at the end of the following month in order to be able to provide accurate statistics
Total hours for the month of April 2011 were 1,920. These are trending below budget for now.

Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

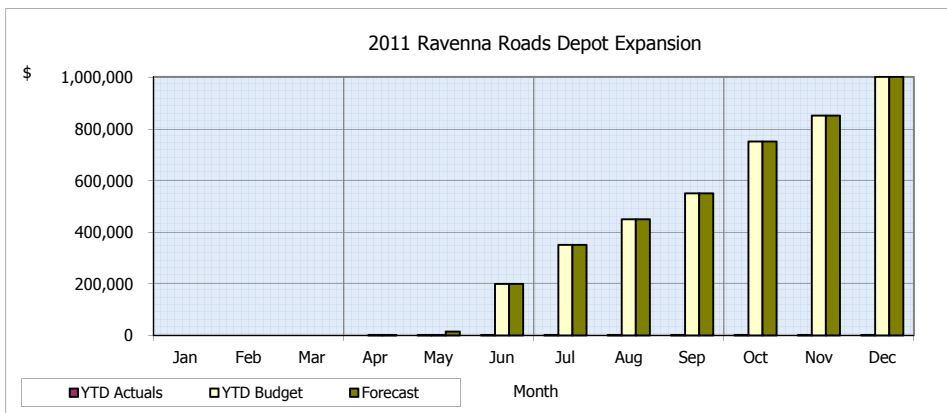
**The Blue Mountains**  
**Monthly Flash Report -- Capital**  
**31-May-11**

New Town Hall	Project Budget	Project Cost To Date			% of Project Budget
	8,448,000	7,378,632			87%



Commentary
The New Town Hall is substantially complete with landscaping and public walkways underway. Interior finishes are being completed. Occupancy was May 9/11.

Ravenna Roads Depot Expansion	Project Budget	Project Cost To Date	% Project Budget	Forecast	
	1,003,750	-	0	1,003,750	

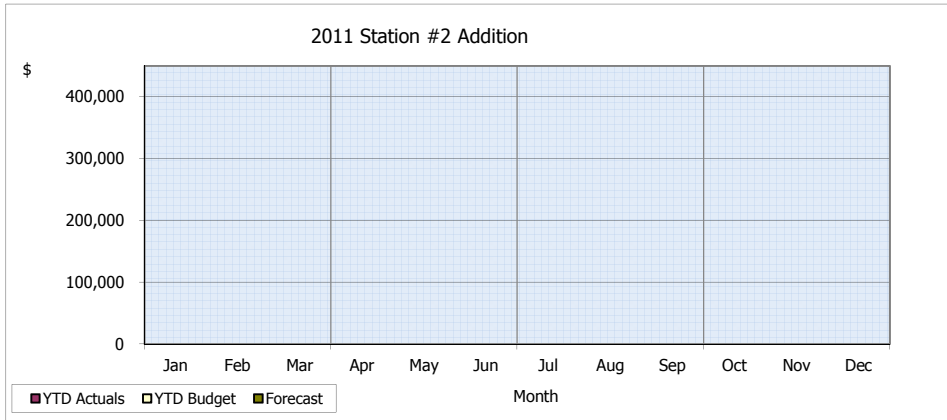


Commentary
We will be reporting on this project for 2011, there have been no expenses incurred to date.
The addition at the yard is expected to be 400 m <sup>2</sup> . Construction costs are based on \$135 per square foot.

**The Blue Mountains  
Monthly Flash Report -- Capital  
31-May-11**

**Station #2  
Addition**

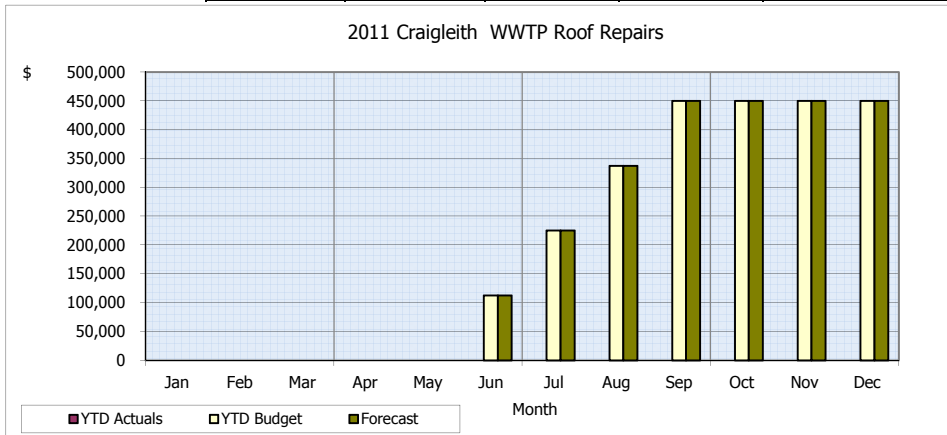
Project Budget	Project Cost To Date	% Project Budget	Forecast	Variance
483,000	-	0	483,000	



Commentary
We will be reporting on this project for 2011 once started. There have been no expenses incurred to date.
The present station is too small to accommodate all of the apparatus and equipment assigned to this location. Two additional truck bays are required to store the marine rescue boat, ATV and trailer and five fire vehicles.

**Craigleith WWTP  
Roof Repairs**

Project Budget	Project Cost To Date	% Project Budget	Forecast	Variance
450,000	-	0	450,000	



Commentary
We will be reporting on this project for 2011, no expenses incurred to date
The roof is nearly 30 years old and is a membrane roof with tar and gravel top. The roof is leaking and in order to protect the interior there is a requirement to replace the roof.
Tender is on the street this week.

**STAFF REPORT: Administration**



**REPORT TO:** Finance and Administration  
Committee  
**MEETING DATE:** June 21, 2011  
**REPORT NO.:** CEDC.11.13  
**SUBJECT:** Labour Force Development Strategy  
**PREPARED BY:** Lisa Kidd, Communications and  
Economic Development Coordinator

**A. Recommendation**

THAT Council receive Report CEDC.11.13 "Labour Force Development Strategy" for information purposes.

**B. Background**

The communities forming South Georgian Bay (Collingwood, The Blue Mountains, Wasaga Beach and Clearview) are continually seeking ways to work together on economic development issues which are regional in nature.

The Town of Collingwood has secured funding from the Simcoe Muskoka Workforce Development Board to complete a Labour Force Development Strategy for the region. This Labour Force Development Strategy will provide all municipalities in South Georgian Bay with valuable data about our labour force and the labour needs of new and existing organizations in the region.

An important and crucial piece of the strategy is the completion of an Employer Survey prepared by the consulting team retained for the project. The results of the survey will provide a clear picture of employment in the region, assist with retention and attraction of new businesses in South Georgian Bay, and provide valuable information for the South Georgian Bay Campus of Georgian College to take into consideration as they plan programming for 2012 and beyond.

The Employer Survey will be launched on July 4, 2011 with a period of two weeks for completion. Through advertisements and personal networking, all businesses in the area will be encouraged to complete this short on-line survey.

Results from the Survey will be made available to Staff and Council by the Fall of 2011.

This initiative will be one way to begin to address several of the objectives and actions outlined in "Red Hot and Blue", including:

- Retention of existing business
- Attracting new businesses and ensuring that the Town is supportive of new business initiatives – by promoting and increasing opportunities for local entrepreneurship
- Providing employment options for youth, young adults and young families
- Continuing to incubate a knowledge-based economy
- Nurturing an educated community and ensuring life-long learning (e.g. second career, professionals, literacy programs)

**C. The Blue Mountains' Strategic Plan**

6.5 Involve the community, business sector, developers, public partners and others in the ongoing work of the municipality

6.6 Implement processes for continuous improvement

**D. Environmental Impacts**

None.

**E. Financial Impact**

None.

**F. Attached**

None.

Respectfully submitted,



---

Lisa Kidd

Communications and Economic Development Coordinator  
Town of The Blue Mountains  
519-599-3131 ext 282  
lkidd@thebluemountains.ca

**STAFF REPORT: Administration**



**REPORT TO: Finance and Administration  
Committee**  
**MEETING DATE: June 21, 2011**  
**REPORT NO.: CEDC.11.14**  
**SUBJECT: Rental of New Town Hall Space**  
**PREPARED BY: Lisa Kidd, Communications and  
Economic Development Coordinator**

### **A. Recommendation**

THAT Council receive Report CEDC.11.14 "Rental of New Town Hall Space" for information purposes; and

THAT Council approve the Interim Guide for Rental of Town Hall Space as outlined herein.

### **B. Background**

During the community dialogue and visioning sessions related to the construction of the new Town Hall, it became clear that the public desired that the new Town Hall be a social gathering, multi-purpose space, accessible to all.

Since our Town Hall opened in May 2011, staff have received calls from various groups and individuals to utilize space within and adjacent to the building for meetings and events. Staff wish to have a guide, approved by Council, which may be used to address these enquiries.

To date, staff have received requests for off-hours tours and bookable space by the following groups and organizations:

- The Beaver Valley Athletic Association;
- Thornbury-Clarksburg Rotary Club;
- The Beaver Valley Agricultural Society;
- Local legal firms; and
- The National Hockey League Officials Association.

## **Proposed Interim Guide for Rental of Town Hall Space**

At this time, staff recognize the importance of offering the new Town Hall as a space for public gathering. Staff propose the following interim guide to address such requests:

- The space is available for use by not-for-profit groups, providing service to the residents and community of The Blue Mountains.
- There will be no fee charged for use of the space.
- Bookings will be accepted subject to availability.
- Town Hall space may be used between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, with the exception of statutory holidays.
- Town Hall space may also be used after hours and on weekends and statutory holidays when such use is supervised by a Town employee and such use is directly related to services/functions provided as part of the Town's core services.
- Liquor-licensed events or meetings are not permitted at this time.
- All bookings shall be received and administered by the Recreation Department, as they currently administer bookings for all other municipal facilities.

Users will be surveyed after an event to determine what worked and what did not work.

Town staff will provide on-going updates to Council related to the bookings, i.e. who is using the facility and for what purpose.

Given that the events will be directly related to the Town's core services, there are no insurance related implications with this interim arrangement. This matter will be further explored as part of our broader review of the use of Town Hall.

Staff will report back to the Finance and Administration Committee in May 2012 on the success of the rental program to date and identify ways to enhance the service, as budget permits.

Future service enhancements may include:

- extended ability to book space before or after usual office hours;
- permitted liquor licensing via Special Occasion Permits; and/or
- bookings for private functions.

During this interim process, between now and May 2012, staff will:

- research and consider other best practices;
- consider ways to ensure that this service does not directly compete with other public rental venues (e.g. Marsh Street Centre, Beaver Valley Community Centre, The L.E. Shore Memorial Library, etc.);and

- ensure that the original vision of the Town Hall as a gathering space is achieved.

Please note that the Town would not be permitted to charge a fee until such fee is included in a future Fees and Charges By-law.

### **C. The Blue Mountains' Strategic Plan**

- 6.5 Involve the community, business sector, developers, public partners and others in the ongoing work of the municipality
- 6.6 Implement processes for continuous improvement

### **D. Environmental Impacts**

None.

### **E. Financial Impact**

None.

### **F. Attached**

None.

Respectfully submitted,

---

Lisa Kidd  
Communications and Economic Development Coordinator  
Town of The Blue Mountains  
519-599-3131 ext 282  
[lkidd@thebluemountains.ca](mailto:lkidd@thebluemountains.ca)

---

**Shawn Everitt**  
Director of Recreation  
Town of The Blue Mountains  
519-599-3131 ext 281  
[severitt@thebluemountains.ca](mailto:severitt@thebluemountains.ca)

D.1



**East Grey Hunters And Anglers**  
**Alan Craig**  
**RR#2 Meaford**  
**N4L 1W6**  
**(519) 538-5676**

JUN 13 2011

May 12, 2011

Dear Council Members:

This year, the East Grey Hunters and Anglers will be holding our 28<sup>th</sup> Annual "Take a Kid Fishing Bass Derby" on June 25<sup>th</sup> and 26<sup>th</sup> with fishing taking place on the Beaver and Big Head rivers as well as the bay between Meaford and Thornbury.

This is a family weekend with people of all ages coming from a wide area to spend time fishing and enjoying all that the area has to offer. Every young person who registers goes home with a prize and some will earn trophies as a keepsake from this Derby. Our "Take a Kid Fishing" event is non-profit, with all donations going towards prizes; but to make this popular family weekend event happen, it takes many hours of volunteer help in order to organize. Even when one child dropped and broke his trophy, he was soon reassured that a new trophy would be mailed to him. So in this way we are dedicated to the true nature of this cause and wish it to be a joyful event for all involved.

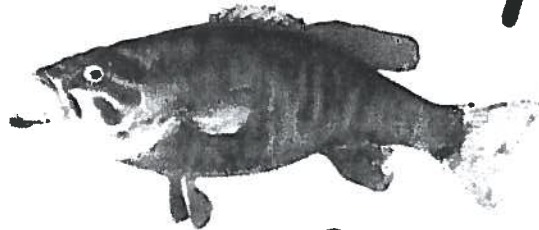
As the years go by, a Grandparent/Parent(s), family member or a close friend continue to establish this bond by sharing this time with a youngster. The memory of the day is special, and many years down the road the memory of the time shared will have become everlasting.

We realize that this one of the many requests that you receive, but if it is possible for your organization to support this event, it would be most genuinely appreciated.

Sincerely

Alan Craig  
Director of "Take a Kid Fishing" event

# 28th Annual Take a Kid Fishing Weekend Bass Derby



**June 25 & 26, 2011**

**Location: Meaford Harbour**

**Registration from Friday - 5:00 p.m.-8:00 p.m.**

**Registration Fee: \$5.00**

**Fishing: Saturday, 7:00 a.m. to 9:00 p.m.  
and Sunday, 7:00 a.m. to Noon**



**Bring your whole family out for this weekend of fun.  
Each kid aged 3 to 16 who enters a fish takes home a prize.  
There will also be ten brand new bicycles to be won.  
An extra 100 grams is added to the registered weight  
of each fish that is successfully live released  
to promote conservation.**

**Organized by East Grey Hunters & Anglers, Meaford**

**Sponsored by Local Businesses & Individuals**

**Check our ad at [www.meaford.com](http://www.meaford.com)**

**Food Booth**



**Tickets will be available at:**  
**Bulk Boy's Foods, Meaford (519-538-2210)**  
**Meaford Gas Bar, Hwy. 26 (519-538-1441)**  
**Stedman's Dept. Store, Meaford (519-538-1281)**  
**Suzie's Place, Meaford (519-538-0732)**  
**U Catch 'em Charters, Meaford (519-538-5333)**  
**Alan Craig, Meaford (519-538-5676)**  
**Or at the Weigh Station at Fisherman's Wharf  
on Friday, Saturday or Sunday**





**CENTRE GREY**  
HEALTH SERVICES  
FOUNDATION

D.2

55 Isla Street Box 406 Markdale ON N0C 1H0

Fax (519) 986-4562

Phone (519) 986-3040

Accounting - Ext #6153  
dnicholls@cghsfoundation.com

Foundation Coordinator - Ext #6178  
jedwards@cghsfoundation.com

Please visit our website at  
[cghsfoundation.com](http://cghsfoundation.com)

Town of The Blue Mountains  
PO Box 310  
Thornbury ON N0H 2P0

Dear Town of The Blue Mountains,

June 2011

We live in a wonderfully generous community. Like other members of Centre Grey Health Services Foundation, I have the privilege of seeing this generosity at work every day through the support of our many donors and volunteers. We are truly fortunate to live and work among such caring friends and neighbours.

I am writing today on behalf of the Foundation to ask for your continued financial support.

As always, our hospital's list of needs is lengthy. Over the coming months we will provide you with information about priority items for next year. Just to give you a hint, we will soon have to begin the process of bed replacement - and let me tell you, hospital beds do not come cheaply!

This year, though, I am asking you to extend your generosity and compassion a little farther than usual by helping us fund the purchase of new mammography equipment at the Owen Sound Hospital. This equipment is needed urgently in order to maintain breast cancer screening programs for residents of Grey and Bruce Counties. These programs are absolutely critical in the ongoing battle against cancer.

For me, the topic of cancer screening and care hits very close to home. During the past two years I have lost my mother, a sister, and a very close friend to cancer. I know first-hand how important early detection is to successful treatment of this frightening disease.

...Continued TURN OVER →

**DONATION FORM** - Centre Grey Health Services Foundation



**SUMMER LETTER 2011**

DONATION IS FROM: \_\_\_\_\_ RECEIPT REQUIRED:  YES  NO  
 AMOUNT OF DONATION: \$ \_\_\_\_\_ \*WHO DOES THE RECEIPT GO TO?  SAME AS ABOVE  DIFFERENT  
 ADDRESS: \_\_\_\_\_ \*PROVIDE NAME & ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ CITY: \_\_\_\_\_  
 PROV/POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

**WHERE WOULD YOU LIKE TO SEND YOUR GIFT?**

- Please direct my gift towards **CENTRE GREY HOSPITAL EQUIPMENT NEEDS** (Markdale)  
 Please direct my gift towards **DIGITAL MAMMOGRAPHY EQUIPMENT** (Owen Sound)  
 Please **ALLOCATE** my gift as follows:  
 \$ \_\_\_\_\_ : **CENTRE GREY EQUIPMENT**      \$ \_\_\_\_\_ : **MAMMOGRAPHY EQUIPMENT**

**METHOD OF PAYMENT:**

- CASH       CHEQUE       CREDIT CARD:

\_\_\_\_\_ CARD NUMBER  
 \_\_\_\_\_ / \_\_\_\_\_  
 NAME ON CARD      EXPIRY DATE MTH/YEAR  
 \_\_\_\_\_  
 CARDHOLDER SIGNATURE



CHARITABLE NUMBER 890634025RR0001

**WE VALUE YOUR PRIVACY:** Centre Grey Health Services Foundation (CGHSF) does NOT sell, trade or share our mailing lists. The information you provide will be used to keep you informed about the activities of the CGHSF, including services, special events, opportunities to give and more. If at any time you wish to be removed from any of these communications, contact us at (519) 986-3040 ext. 6178 or 6153 or via e-mail at jedwards@cghsfoundation.com. Please allow 15 business days to update our records.

...continued

I am proud to say that our Foundation, along with those of Owen Sound, Meaford, Saugeen Shores and Bruce Peninsula have agreed to work together to provide the \$1.5 million needed to fund the new digital mammography equipment. I hope that you will help our Foundation provide its share, which will be about \$150,000.

Will you please demonstrate once again your support for health care in our community? Tell us on the attached donation form how you wish your gift to be used. We will gratefully follow your directions.

Sincere thanks and very best wishes,

Donna Hutton  
 Chair  
 Centre Grey Health Services Foundation

Encl



**CENTRE GREY**  
HEALTH SERVICES  
FOUNDATION

55 ISLA STREET BOX 406 MARKDALE ON N0C 1H0

# Foundation News

June 2011 VOL 2 NO 2 [cghsfoundation.com](http://cghsfoundation.com)

## NEW HOSPITAL UPDATE

Two significant steps have been taken since the winter edition of Foundation News.

In early March local Mayors and Councillors (Grey Highlands, West Grey, Southgate and Chatsworth) met with Health Minister Deborah Matthews about the Rural Health Centre that will include the new hospital and the Southeast Grey Community Health Centre.



They impressed upon her the need to move forward on the project as soon as possible. We have been informed that the meeting was positive and constructive.

In late March the Southwest Ontario Local Health Integration Network (LHIN) officially endorsed the complete planning document for the new Rural Health Centre. The LHIN's endorsement is an extremely important step towards obtaining Ministry approval for the new Centre.



These events do not give us the green light that we are all waiting for, but be assured that the Provincial Government has been made well aware of the Rural Health Centre's importance to our community and that the new hospital proposal is very much alive.

## HOSPITAL FOUNDATIONS RAISING FUNDS FOR NEW MAMMOGRAPHY EQUIPMENT



Centre Grey Health Services Foundation is joining forces with other foundations to raise funds for new digital mammography

equipment at the Owen Sound Regional Hospital.

The existing equipment is over 17 years old and approaching the end of its useful life. As a result of recent problems with one of Hospital's two mammography machines, some types of exams can no longer be performed. The hospital has taken the necessary steps to maintain patient care in the short



## INTERESTING STATISTIC

The Owen Sound Hospital does **9,000** mammography procedures annually. Approximately **900** (10%) of these procedures are done for **residents of Centre Grey.**

term but new equipment is clearly a priority.

Hospital Foundations in Centre Grey, Owen Sound, Southampton, Bruce Peninsula and Meaford have agreed that two new digital mammography units should be put in place as quickly as possible and will work together to raise the necessary funds. The total cost will be about **\$1.5 million**. We invite you to contribute generously to this vitally important project.



The Foundation will keep our community informed about progress on the acquisition and installation of this new equipment. Please visit Centre Grey Health Services Foundation's website for updates as they become available.

Visit Centre Grey Health Services Foundation's website  
**[cghsfoundation.com](http://cghsfoundation.com)**

## NEW PORTABLE ULTRASOUND MACHINE HAS ARRIVED AT CENTRE GREY HOSPITAL

The new Portable Ultrasound Machine that is now in place at Centre Grey Hospital cost over \$50,000 and will be used in the hospital's Emergency Department.

### DID YOU KNOW?

Both staff and patients will benefit greatly by having a portable ultrasound available, particularly in emergency

The equipment purchased for use at Centre Grey Hospital will eventually be moved to the new hospital building.

situations. It can be used to quickly diagnose internal bleeding, aneurysms and many other serious medical issues. The machine can produce excellent images in real time and can provide an immediate look inside a patient's body. The machine will eventually be moved to the new hospital.

Funding was provided by the Foundation through dollars that were raised in 2010 through its Silent Auction, the November Curling Bonspiel and from general and memorial donations made to the Foundation. Thank you to everyone who helped to make this happen – this is a very important addition to the Emergency Room department!



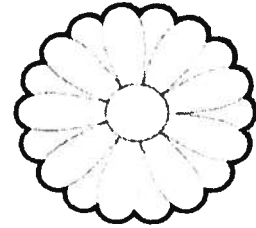
*Centre Grey Health Services Foundation's Mission is to raise, manage & disburse funds to support & enrich quality health care for residents of and visitors to our community*

Corrina Giles

**From:** Brenda Rudolf [BRudolf@myfriendshouse.ca]  
**Sent:** June 6, 2011 11:37 AM  
**To:** Brenda Rudolf  
**Subject:** FW: 8th Annual Daisy of Hope Putting Challenge E-Mail  
**Attachments:** 2011 Daisy of Hope Registration Form.doc



**MY FRIEND'S  
HOUSE**



*"Because a life without violence  
is the only life to live"*

**8TH ANNUAL DAISY OF HOPE PUTTING CHALLENGE  
THERE ARE STILL TEE TIMES AVAILABLE!**

**Date:**  
June 17, 2011

**Where:**  
Superstition Putting  
Course  
Georgian Manor

**Cost:**  
\$45/person or  
\$180/team  
(includes barbeque)

**Shot-gun Starts:**  
3:30 p.m.  
(registration 3:00 p.m.)  
7:00 p.m.  
(registration 6:30 p.m.)

**Dinner and  
Entertainment:**  
4:30 p.m. – 6:30 p.m.

Give only 90 minutes of your time! Help support of the women and their children in our community escaping domestic violence! Grab your putter, gather a team and join My Friend's House at the Georgian Manor Resort for a fun-filled afternoon/evening of putting, dinner and live entertainment by FRANALEE. Enjoy time outdoors at a beautiful eighteen-hole bent grass course professionally designed by Jason Miller.

Georgian Manor Resort is again hosting our event with all proceeds going directly to My Friend's House.

Your participation is critical to the success of this year's event. Please join us and spread the word by sharing this invitation with your family, friends, neighbours and business associates.

**TO ENTER YOU TEAM:**

**Mail registration form and payment to:**

My Friend's House  
Box 374  
Collingwood, ON L9Y 3Z7;

**Online at:** [www.myfriendshouse.ca](http://www.myfriendshouse.ca);

**Call Brenda Rudolf at:** 705-444-2586, ext 21;

OR

**Quick Links**  
[Our Website](#)  
[Donate Now](#)  
[Email Us](#)

**Email:** [BRudolf@myfriendshouse.ca](mailto:BRudolf@myfriendshouse.ca).

Together we can make a difference! Your participation in this event will help take us one step closer to a future that is free from domestic violence for all women and children in our community.

Sincerely,

Your 2011 Daisy of Hope Putting  
Challenge Committee

Remove my name from all future email correspondence

*Address postal inquiries to:*

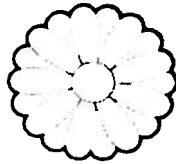
My Friend's House

Box 374

Collingwood, ON L9Y 3Z7

Powered By

 **Tapestry**  **Delivra**



## PUTTING CHALLENGE

TEAM NAME: \_\_\_\_\_

<i>Player's Name</i>	<i>Address</i>	<i>Email</i>	<i>Phone Number</i>
1.			
2.			
3.			
4.			

*Preferred Shot-Gun Start Time: (please check one)*

3:30 pm \_\_\_\_\_

7:00 pm \_\_\_\_\_

(Registration 3:00 pm)

(Registration 6:30 pm)

Barbeque Dinner served from 4:30 – 6:30 pm (included with registration)

Team Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please forward a cheque for \$45/individual or \$180/ foursome,  
payable to My Friend's House and mail it along with this  
registration form to PO Box 374, Collingwood, L9Y3Z7; or

Register online at [www.myfriendshouse.ca](http://www.myfriendshouse.ca); or

Contact Brenda at 444-2586 x21; or

email: [BRudolf@myfriendshouse.ca](mailto:BRudolf@myfriendshouse.ca)

Information collected in this form will be used to contact you regarding My Friend's House awareness and fundraising initiatives  
If you do not wish to be contacted by My Friend's House, please call 444-2586 x21.

**Krista Royal**

---

**From:** Ellen Anderson [ellenanderson@sympatico.ca]  
**Sent:** May 29, 2011 5:15 PM  
**To:** Krista Royal  
**Cc:** Corrina Giles  
**Subject:** FW: Needy Paws Golf Tournament July 11th  
**Attachments:** 2011 Needy Paws Registration & Sponsorship.pdf

**Please put this in council correspondence. Thanks**

**-----Original Message-----**

**From:** Deb Keep [mailto:debkeep@rogers.com]  
**Sent:** Sunday, May 29, 2011 10:59 AM  
**To:** Deborah Keep  
**Subject:** Needy Paws Golf Tournament July 11th

**The Needy paws Golf Tournament is set for July 11th at the wonderful Georgian Bay Club. We are very excited about the new venue and hope that you will be able to join us for a great day in support of the needy animals in the region. The entry fee is only \$175 for lunch, golf, cart and dinner not to mention the prizes and fun times.**

**I have attached a copy of the golfer registration so that you can put your team together. If you are not a full team, don't worry, we can match you up with other golfers who are excited to support the cause.**

**We are always looking for prizes and silent auction items so even if you are not available July 11th, you can lend a helping hand. Contact me for more information**

**Deb Keep  
Chair, Needy Paws golf Tournament  
705 446 1510**

**Contact me to register for the Fay Day Walk for the Paws Event June 26th starting at Montana's Restaurant in Collingwood. Great time, Great Cause.**

# Georgian Triangle Humane Society 7<sup>th</sup> Annual "Needy Paws" Golf Tournament



All profits to  
Georgian Triangle  
Humane Society  
Operational Fund

Monday, July 11<sup>th</sup>, 2011

Georgian Bay Club

Shotgun start at 1 PM

**\$175** per person includes

Golf, Carts, Lunch, Prizes, Dinner

Cash Bar available

## Team Member One:

Member One Handicap: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cash  Cheque  Visa  M/C No: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_

## Team Member Two:

Member Two Handicap: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cash  Cheque  Visa  M/C No: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_

## Team Member Three:

Member Three Handicap: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cash  Cheque  Visa  M/C No: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_

## Team Member Four:

Member Four Handicap: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cash  Cheque  Visa  M/C No: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_

Tax receipts available. All Cheques payable to Georgian Triangle Humane Society (GTHS)



**RBC  
Dominion  
Securities**



GEORGIAN BAY  
CLUB

Contact: Deb 705-446-1510 or email [needypaws@rogers.com](mailto:needypaws@rogers.com)

[www.gbanimalrescue.com](http://www.gbanimalrescue.com) | P.O. Box 492, Collingwood ON L9Y 4B2

# Georgian Triangle Humane Society 7<sup>th</sup> Annual "Needy Paws" Golf Tournament

Monday, July 11<sup>th</sup>, 2011



**RBC  
Dominion  
Securities**

*Our Corporate Event Sponsor*

## Corporate Sponsorships

All Sponsorships will be recognized in our promotional materials

- Gold Collar**
  - \$2,500
  - Signage on each golf cart
- Silver Collar**
  - \$1,000
  - Signage on practice putting green
- Bronze Collar**
  - \$500
  - Signage at post-game cocktail hour
- Hole Sponsorship**
  - \$250
  - Signs will be printed with your logo (black and white) and placed on a tee box
- Pet Sponsorship**
  - \$125
  - Signs will be placed on a tee box, options:
    - Supply name of your pet, 8 x 10 picture and a brief bio or comment
    - Sponsor an animal in our care waiting to be adopted
- I can donate a prize**
  - Silent auction and/or raffle

**Thank you for lending a paw**



GEORGIAN BAY  
CLUB



All profits to  
Georgian Triangle  
Humane Society  
Operational Fund

**Contact: Deb 705-446-1510 or email [needypaws@rogers.com](mailto:needypaws@rogers.com)**

**[www.gbanimalrescue.com](http://www.gbanimalrescue.com) | P.O. Box 492, Collingwood ON L9Y 4B2**



Mayor and Council  
Town of The Blue Mountains  
Box 310, 32 Mill Street  
Thornbury, Ontario  
N0H 2P0

June 16, 2011

Dear Mayor and Council:

This letter is to formally request support for the Centurion Cycling Event, as outlined in the June 13<sup>th</sup> deputation to Council.

Respectfully, we wish to reiterate our request as follows:

- In-kind support: staff logistics management: volunteer program (within Town boundaries), coordination of permits, policing, fire, roads, monthly meetings
- Centurion Committee representation
- \$20,000 +HST contribution to Advertising Campaign
- 3-year commitment

Benefits for The Blue Mountains:

- Sporting events of this nature are proven economic drivers for communities
- The Blue Mountains' contribution to the advertising program will provide a strong economic ROI:
  - yield over \$270,000 in media value including TSN coverage and footage of The Blue Mountains featuring our towns and agricultural assets
  - Create new marketing channels to showcase The Blue Mountains internationally through print, radio, television and internet
- The Centurion event will create tourism opportunities throughout the summer and in the shoulder seasons
- This initiative aligns with The Blue Mountains' "Red Hot and Blue", Sustainable Path as well as the Official Plan
- By participating in a sports committee The Blue Mountains will influence the future of these opportunities and ensure they align with municipal strategies

## Benefits for Residents:

- Creates a new tourism product with opportunities beyond the event weekend for area retail and hospitality businesses to leverage. (see testimonials below)
- Attracts a high profile demographic who can be investors in the area, employing residents including builders, trades and dozens of other services
- Legacy programs established
- Strengthens the largest industry in The Blue Mountains
- Supports healthy recreational programming for the community

In addition to the above information, we also enclose feedback from local area businesses with respect to the positive impact the sport of Cycling, and Centurion, has had on their commercial enterprise.

“Cycling is obviously a win-win in our community. It gets people out exercising, enjoying the area and it’s good for business. People stop and eat and buy a drink, I’m surprised at how many more bikes are out there now. If I can make a suggestion, the Town talked about a bathroom in Heathcote, that’s really important and requested all the time by cyclists.”

*Paul Linklater, owner Blackbird Pie Co. (formerly Blue Mountain Gourmet)*

“The development of cycling interest in our area has been fantastic for business! For most people the first sign of spring is a robin, for us at the Thornbury Bakery Café it is cyclists! The first one we see every spring is Gord! Gord, a senior cyclist in 80’s, rides 100 km every day along the Georgian Trail and on the Centurion course. He won the Centurion race for his age group last year! Every day we see him, along with many, many more coming into town, parking their bikes and enjoying all our little town has to offer. This number has increased drastically since the first Centurion race last summer.

As a business owner, I love to see the cyclists coming to town. I believe they are the demographic that we should be trying to attract. From my experience, they are typically middle-aged professionals who are very health conscious with disposable income and who appreciate the finer things in life. The average sale to members of this group is typically about 30% -40% higher than sales to our local customers.

The feeling the cyclists bring to town is also important. They sit on our patio, laugh, talk about their rides, the scenery and the town. If only I had a dollar for every time I was asked “Where can I go to....” or “Where can I find...” .

They love our town, they love to cycle and they are a demographic we need to attract. Personally, I think we should do everything in our power to promote cycling and all our area has to offer cyclists.”

*Sincerely,*

*Trish Smith  
Owner/Operator  
Thornbury Bakery Café  
(519) 599-3311  
www.thornburybakerycafe.com*

“We are busy with cyclists, biking is get more popular and more popular, it’s good for business. They stop for drinks and sugar and many for soup and lunch. We have a guy from Toronto who wants to pay for \$3,000 gazebo outside our store. He has a \$5,000 bike and wants to be able to lock it up to something secure. We pay \$135/month for a portapotty, not ideal but necessary for this group. This is a recreation town, the roads are great and people really enjoy it. I hear it all and there is a problem with cyclists ride 5 across and not very interested in moving to the side. Hopefully people will learn. I wish I had the time to get out and do what these people do!”

*Roy Wolf, owner/operator Ravenna General Store*

We believe that this event has solid, positive economic development impact for the community. We look forward to your consideration of this request and hope that we are able to work together in partnership on this exciting event.

*Sincerely,*



Don Braden  
President  
Blue Mountain Village Association  
796455 Grey Road #19  
Blue Mountains, ON L9Y 0N8



Rural Ontario Medical Program

**D.6**  
Addition

Lisa Kidd  
Town of The Blue Mountains  
26 Bridge Street East, Box 310  
Thornbury, Ontario  
N0H 2P0

June 17, 2011

Dear Ms. Kidd,

The Rural Ontario Medical Program in partnership with the Town of Collingwood, Clearview Township and Wasaga Beach are looking for support from Town of The Blue Mountains for the 2011 Welcome Social for our incoming McMaster Family Practice Rural Stream Residents.

The four new Family Practice Residents will begin their two year training in our region July 1<sup>st</sup>, 2011. We hope that Town of The Blue Mountains would be interested in partnering with us on this great event by way of cost sharing the Welcome Social with our program and the other participating municipalities that these residents will be training in.

The four incoming residents will be working with Dr's Langford, Wells, Holloway and Lane in their respective Collingwood, Wasaga Beach and Stayner Family Practices as well as training in Owen Sound, Meaford and our surrounding communities. We anticipate these residents will be traveling frequently between Owen Sound and will likely use the Meaford Hospital and Thornbury Medical Centre for some educational seminars as well.

The Social has been planned for Wednesday July 13, 2011 at the Beild House and Country Inn in Collingwood from 5:30pm-7:30pm.

For further information, please do not hesitate to contact me directly.

Sincerely,

**Lindsey Rideout**  
Rural Ontario Medical Program  
459 Hume Street  
Collingwood, Ontario L9Y 1W9  
P: (705)- 445- 7667  
E: [lrideout@romponline.com](mailto:lrideout@romponline.com)

Cc: Michelle Hunter  
Linda Wykes