MESSAGE FROM COUNCIL

2014 – 2018 COUNCIL

Mayor
John McKean

Deputy Mayor:
Gail Ardiel

Councillor:
Joe Halos

Councillor:
John McGee

Councillor:
Michael Martin

Councillor:
R.J. (Bob) Gamble

Councillor:
Rob Potter

2018 – 2022 COUNCIL

Mayor
Alar Soever

Deputy Mayor
Odette Bartnicki

Councillor
Peter Bordignon

Councillor
Andrea Matrososv

Councillor
Rob Potter

Councillor
Rob Sampson

Councillor
Jim Uram

2014 – 2018 COUNCIL

MESSAGE FROM COUNCIL

MA YOR JOHN MCKEAN

On behalf of Council, I am excited to introduce the first Community Guide for The Blue Mountains. We are pleased to bring this publication as we continue to enhance communication with our residents and visitors. The Community Guide is a hard copy supplement to more detailed information available on the new Town website www.thebluemountains.ca launched in June 2018. As you browse through this Guide, we are confident it will become a handy reference tool to assist in providing information and answers to questions you might have about the many services our municipality has to offer.

The Town is a lower-tier municipality within Grey County. To serve our residents, The Blue Mountains is governed by seven Members of Council consisting of a Mayor, Deputy Mayor and 5 Councillors. Each Member of Council was elected to represent the entire Town and you can contact any member concerning any matter of interest. Please visit our Correspondence & Deputations page www.thebluemountains.ca/correspondence-deputations.cfm for information about how to bring an issue before Council.

For more information about how to become more involved with the Town, please visit our Public Engagement page at www.thebluemountains.ca/public-engagement.cfm or Subscribe to News Updates on the Town’s website at www.thebluemountains.ca/subscribe-for-updates.cfm The current term of Council began on December 1, 2014 and will end on November 30, 2018. The inauguration of the new Council for the 2018-2022 term will take place on December 3, 2018. For information about the Municipal Elections and for links to Provincial and Federal Election information, please visit our Elections page on the Town Website at www.thebluemountains.ca/election.cfm.
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HOW DO I SIGN UP TO RECEIVE TOWN/COMMUNITY/COUNCIL/BUSINESS UPDATES?

The Town's new website offers an easy subscription option for residents and visitors wishing to sign up for updates and news alerts. If you would like to subscribe, hover over the “News & Alerts” button at the bottom of the homepage. A popup will appear and the option to Subscribe for Updates is located under the middle column titled, “The Newsroom”.

*Please note, subscribers will receive an email asking them to validate the subscription by clicking on the link contained in the email. The subscription will not be finalized until the link is clicked.
GREETINGS FROM

SHAWN EVERITT, INTERIM CAO

The Town of The Blue Mountains is very excited to present the first Community Guide produced by the Town. The intention is to produce two guides per year, a fall/winter edition and a spring/summer edition.

Over the past several months, staff has had a number of opportunities to reach out to our community members to listen to ideas, gather important information to help staff understand what streams of communication work best for getting our messaging out, and what that messaging needs to include.

In June of this year, the Town released a redeveloped website. The project included staff reaching out to our stakeholder groups and local residents in a range of age groups, to learn what needed to be included on the website, how the website needed to look and how we could make it easier to navigate. The website now includes easy to use topic buttons like News & Alerts, Have Your Say, Hot Topics, I’d Like To, and Events.

In addition, the Town continues to provide information through weekly e-blasts and a Committee of the Whole Agenda Highlight document that is released prior to the meetings to provide an overview of the reports that are on the agenda. The staff report template has been revised to make it easier to understand the report.

This Community Guide focuses on our Town Departments including information in response to questions received within the past year.

The 2018/19 Fall and Winter Guide provides important information that we, as Staff, often take for granted such as how we determine when your road is to be plowed during a snow fall, how to apply for a Marriage Licence, how to purchase a Niche at the Columbarium at the Thornbury Clarksburg Union Cemetery, wanting to know if you can operate a Short Term Accommodation, or generally wanting to know where your tax dollar goes.

We are interested in getting your feedback on what you think of our Community Guide. Is there something we need to include in the future? Is the Guide easy to understand? Would you like to see more local business information? What do you think about including business advertisements in future editions?

To provide suggestions, visit www.thebluemountains.ca/take-a-survey.cfm from November 1 through to January 30, 2019 to complete a survey. Alternatively, you may also submit your comments by emailing cao@thebluemountains.ca.
MEET THE TOWN’S SENIOR MANAGEMENT TEAM

Ruth Prince  
Town Treasurer  
Director of Finance and IT Services  
519-599-3131 ext. 228

Rob Collins  
Fire Chief  
Director of Fire and Enforcement Services  
519-599-3131 ext. 103

Jennifer Moreau  
Director of Human Resources  
519-599-3131 ext. 244

Reg Russwurm  
Director of Infrastructure and Public Works  
519-599-3131 ext. 260

Nathan Westendorp  
Director of Planning and Development Services  
519-599-3131 ext. 246

Ryan Gibbons  
Acting Director of Community Services  
519-599-3131 ext. 281
VISION, MISSION AND VALUES

THE VISION STATEMENT DESCRIBES A PICTURE FOR THE FUTURE: A SENSE OF WHAT MAKES THE TOWN OF THE BLUE MOUNTAINS SPECIAL AND UNIQUE.

It represents a significant challenge and will require the Town to make a focused and direct effort to achieve. The Vision should stimulate the leadership activity, commitment and participation beyond the Town’s current leadership. The Town of The Blue Mountains - Encompassing the best of Ontario experiences. A complete community designed to last, where opportunities abound.

MISSION

A Mission Statement is an informal statement that defines the purpose of an organization. It defines an organization’s reason for existing. The Town of The Blue Mountains will support our diverse community by managing change through innovative leadership, fiscal responsibility and commitment to excellence.

VALUES

Values are the governing principles that guide our organization on a daily basis. The Town’s values have been developed through collaboration with Council and Staff to work toward the common goal of striving to be the best local government for the residents it serves. At the Town of The Blue Mountains, we believe in:

- **People** – growing and working together
- **Trust** – provide open and clear communication to the public
- **Respect** – for every voice
- **Excellence** – providing great service to our community
- **Integrity** – honest and fair in all we do
- **Accountability** – committed and accountable to our community
- **Stewardship** – caring for the present, committed to the future

We are committed to doing our best and doing the right things for our community. We are constantly looking to improve our services and to enhance our practices of striving towards municipal service excellence.

Visit the Mission, Vision and Values page [www.thebluemountains.ca/vision-mission-values.cfm](http://www.thebluemountains.ca/vision-mission-values.cfm)
ORGANIZATIONS WISHING TO REMAIN AT THE FOREFRONT OF INNOVATION MUST CONTINUALLY LOOK FOR OPPORTUNITIES TO BETTER DELIVER SERVICES BY BEING MORE EFFICIENT AND MORE EFFECTIVE.

We must remain in step with the needs of our community members. Thinking strategically and making a commitment to continuous improvement is essential to our long-term success. This Corporate Strategic Plan is about:

- Managing change
- Taking our service to the next level
- Making certain we retain our unique community character
- Capitalizing on the opportunities that will allow the Town to achieve success – long-term sustainable success

The Plan has been developed with the input of our community members and partners. It is a reflection of the collective priorities of Council and, to this end, articulates clearly where council and staff will place their efforts over the current term of Council. Having a Corporate Strategic Plan in place for the Town provides a roadmap for Council Members over their term of office and a guidebook for staff that summarizes strategic actions to assist in aligning resources. Visit the Strategic Plan on the Town Website at https://www.thebluemountains.ca/vision-mission-values.cfm
GOAL 1: CREATE OPPORTUNITIES FOR SUSTAINABILITY

a) Retain existing business
b) Attract new business
c) Promote a diversified economy
d) Support value-added agriculture and culinary tourism
e) Improved visibility and local identity

GOAL 2: ENGAGE OUR COMMUNITY AND PARTNERS

a) Improve external communication with our constituents
b) Use technology to advance engagement
c) Strengthen partnerships

GOAL 3: SUPPORT HEALTHY LIFESTYLES

a) Promote the town as a healthy community
b) Increase the range of housing choice and promote housing affordability
c) Manage growth and promote smart growth
d) Commit to sustainability

GOAL 4: PROMOTE A CULTURE OF ORGANIZATIONAL AND OPERATIONAL EXCELLENCE

a) To be an employer of choice
b) Improve internal communications across our organization
c) To consistently deliver excellent customer service
d) To be a financially responsible organization
e) Constantly identify opportunities to improve efficiencies and effectiveness

GOAL 5: ENSURE OUR INFRASTRUCTURE IS SUSTAINABLE

a) Develop a long-term asset management plan for the maintenance, renewal, and replacement of existing infrastructure
b) Avoid unexpected infrastructure failure and associated costs and liability
c) Implement best practices in sustainable infrastructure
d) Ensure that infrastructure is available to support development
NEW TO BLUE

WELCOME! WHETHER YOU HAVE MADE THE MOVE PERMANENTLY, OR ARE ENJOYING THE TOWN SEASONALLY, WE IMAGINE YOU HAVE A NUMBER OF QUESTIONS.

We hope the following information will be helpful as you settle in to your new home.

TOWN HALL
Located at 32 Mill Street in Thornbury, open Monday to Friday from 8:30 a.m. to 4:30 p.m.
32 Mill Street
PO Box 310
Thornbury, ON N0H 2P0
519-599-3131

GENERAL GOVERNMENT INFORMATION
The Town of The Blue Mountains is a lower-tier municipality located in the County of Grey. We have one Mayor, one Deputy Mayor, and five Councillors. Our Town is not separated by wards.

For more information on the Town’s Members of Council, visit page 2.

Who is my Member of Provincial Parliament?
Jim Wilson, M.P. Simcoe-Grey
50 Hume Street
Collingwood, ON L9Y 1V2

Who is my Member of Federal Parliament?
Dr. Kellie Leitch, M.P. Simcoe-Grey
501 Hume Street
Collingwood, ON L9Y 4H8

GARBAGE, RECYCLING, ORGANICS & LANDFILL
Download the Town’s Waste Resource App (available for Apple and Android devices) for all the information you need, including collection day reminders.

Check out our Waste Resource Guide on page 73 for details on curbside collection.

The Landfill Site, located at 788090 Grey Road 13, Clarksburg is open Tuesdays and Thursdays, 8:00 a.m. to 4:00 p.m., and Saturdays 8:00 a.m. to 12:00 p.m.
519-599-6760

PROPERTY TAXES
Property Tax Bills are mailed twice a year (March and August), with four billing due dates throughout the year. For more information contact tax@thebluemountains.ca, 519-599-3131 ext. 221.
THE BLUE MOUNTAINS PUBLIC LIBRARY
& CRAIGLEITH HERITAGE DEPOT

L.E. Shore Memorial Library
173 Bruce Street South
Thornbury, ON N0H 2P0
519-599-3681 ext. 2

The Blue Mountains Public Library operates out of the L.E. Shore Memorial Library building.

Craigleith Heritage Depot
113 Lakeshore Road East
Craigleith, ON L9Y 0N1
519-599-3681 ext. 3

The Craigleith Heritage Depot is a branch of the Blue Mountains Public Library.

SCHOOLS & CHILDCARE

Public Schools
The Blue Mountains is located within the Bluewater District School Board, www.bwdsb.on.ca

Catholic Schools
The Blue Mountains is located within the Bruce-Grey Catholic District School Board, http://www.bgcdsb.org/

Child Care
OneList Grey County is an online application for parents applying for licensed child care, https://onehsn.com/grey

PLACES OF WORSHIP

St. George’s Anglican Church
166 Russell Street East, PO Box 9
Clarksburg, Ontario, N0H 1J0
Phone: 519-599-3047

Blue Mountains Community Church
219 Bruce Street
Thornbury, ON N0H 2P0
Phone: 519-599-5570

St. Paul’s Presbyterian Church
20 Russell Street East, PO Box 1056
Thornbury, Ontario N0H 2P0
Phone: 519-599-6645

Grace United Church
140 Bruce Street
Thornbury, ON N0H 2P0
Phone: 519-599-2438

POLICE & FIRE SERVICES

IF YOU HAVE AN EMERGENCY, CALL 9-1-1.

Blue Mountains O.P.P.
Administration Building
364 Clark Street
Clarksburg, ON N0H 1J0

Monday to Friday:
8:00 a.m. to 4:00 p.m.
519-599-6644 ext. 2

Fire Services
The Blue Mountains is serviced by The Blue Mountains Fire Department.

Fire Station 1
496916 Grey Road 2, P.O. Box 548,
Thornbury ON N0H 2P0
519-599-3131 ext. 104

Fire Station 2
796338 Grey Road 19,
Blue Mountains ON L9Y 0P3
519-599-3131 ext. 120
First Baptist Church
72 Bruce Street South, PO Box 218
Thornbury, ON N0H 2P0
Phone: 519-599-6247

St. Vincent’s Catholic Church
70 Collingwood Street West
Meaford, ON N4L 1H1
Phone: 519-376-0778

Hospitals & Healthcare

Hospitals
Collingwood General and Marine Hospital
459 Hume Street
Collingwood, ON
Phone: 705-445-2550

Markdale Hospital
55 Isla Street
Markdale, ON
Phone: 519-986-3040

Meaford General Hospital
229 Nelson Street West
Meaford, ON
Phone: 519-538-1311

Owen Sound Hospital
1800 8th Street East
Owen Sound, ON
Phone: 519-376-2121

Health Centres

The Blue Mountains Community Health Centre
78 King Street East (Highway 26)
Thornbury, ON
Phone: 226-662-1105

Clarksburg Medical Group
186 Marsh Street, PO Box 179
Clarksburg, ON
Phone: 519-599-5775

Same Day Health Care Clinics

Collingwood Health Centre
186 Erie Street
Collingwood, ON L9Y 4T3
Phone: 705-445-0333
Monday to Friday: 10:00 a.m. to 4:30 p.m.
Weekends and holidays: 9:00 a.m. to 12:00 p.m.
By appointment only.

Mail Delivery

Canada Post Clarksburg
207 Marsh Street
Clarksburg, ON N0H 1J0
Phone: 519-599-2260

Canada Post Thornbury
4 Arthur Street West
Thornbury, ON N0H 2P0
Phone: 519-599-2212

For additional information, including Utility, Internet, Phone and Cable contact details, visit the New to The Blue Mountains webpage on the Town’s website, www.thebluemountains.ca. From the homepage, hover over “Live Here” and select “New to The Blue Mountains” to be directed to the New to Blue webpage.
PUBLIC ENGAGEMENT OPPORTUNITIES

PUBLIC ENGAGEMENT HELPS THE TOWN DO A BETTER JOB OF SERVING OUR RESIDENTS AND OUR COMMUNITY AND IS KEY TO AN OPEN AND TRANSPARENT GOVERNMENT.

SUBSCRIBE FOR UPDATES

Interested individuals can subscribe to receive Town updates, including business news, community updates, Council/Committee updates, media and news releases, municipal updates, public notices, roads updates and service disruption notifications.

To subscribe, click on the “News & Alerts” button on the Town’s homepage, and select “Subscribe for Updates”. You can manage your notifications by only selecting the types of news you wish to receive. Please be advised that once signed up, subscribers will receive an email with a subscription validation link. Once the link has been clicked, subscription is activated.

If you require assistance subscribing for updates, contact the Website Committee, websitecommittee@thebluemountains.ca, 519-599-3131 ext. 254.

PARTICIPATE IN COUNCIL & COMMITTEE MEETINGS

Members of the Public can address Council by speaking at Council, either through a Deputation or participating in the Public Comment period, writing to Council, or attending a Public Meeting. If you wish to speak at Council or provide correspondence to be received at a Council meeting, please contact the Clerks’ Office, townclerk@thebluemountains.ca, 519-599-3131 ext. 232.

Council and Committee meetings are webcast live on the Town’s website at https://www.thebluemountains.ca/council-meeting-live-stream.cfm Council and Committee agendas, minutes and reports are available online at https://www.thebluemountains.ca/agendas-minutes-reports.cfm

Tweet Us
@Town_Blue_Mtns
INFRASTRUCTURE & DEVELOPMENT PROJECTS

Keep up to date with the various infrastructure projects taking place in your community, such as road reconstructions, water and wastewater extensions or replacements. Visit https://www.thebluemountains.ca/municipal-infrastructure-projects.cfm

For information related to the various development projects taking place in the Town, visit www.thebluemountains.ca/development-projects.cfm

SUBMIT A COMPLIMENT OR A SERVICE REQUEST

Contact Town Staff directly to submit a compliment or a request for service.

VOLUNTEER IN YOUR COMMUNITY

For a list of volunteer opportunities, visit www.thebluemountains.ca/volunteering.cfm or contact Community Services at 519-599-3131 ext. 254.

COUNCIL MEETING LIVE STREAM

Council Meetings are webcast live on the Town website. You may access the live stream during a meeting by clicking on the “Have Your Say” button on the homepage and selecting “Watch Meetings Online”.

Archived meetings are posted to the website following the meeting and can be accessed by selecting “Council” from the “Town Hall” tab.
RECEIVE A LETTER OR CERTIFICATE

The Mayor, on behalf of Council, offers letters of congratulations to residents celebrating milestone birthdays and wedding anniversaries.

If you would like the Mayor to provide a congratulatory letter, please contact the Clerk’s office by emailing townclerk@thebluemountains.ca or by calling 519-599-3131 ext. 237 or complete the Form – Receive a Letter or Certificate from the Mayor on the Town Website at https://www.thebluemountains.ca/office-of-the-mayor-.cfm

CELEBRATE A BUSINESS MILESTONE

The Mayor, on behalf of Council, offers letters of congratulations to businesses celebrating milestones in the community.

If you would like the Mayor to provide a congratulatory letter, please contact the Clerk’s office by emailing townclerk@thebluemountains.ca or by calling 519-599-3131 ext. 237.

You may also complete and submit the form online by visiting https://www.thebluemountains.ca/office-of-the-mayor-.cfm

HOW DO I ADDRESS OR CONTACT MEMBERS OF COUNCIL?

Town of The Blue Mountains does not operate under a ward system. Residents may contact any Member of Council in a variety of ways to express any matter of interest.

Residents can attend or speak at a public meeting, make a deputation, submit written comments, or email Council directly. Speaking at Council is arranged through the Clerks and Administration Department, townclerk@thebluemountains.ca, 519-599-3131 ext. 232.

To email all members of Council, contact council@thebluemountains.ca.
# 2018/19 Committee of the Whole & Council Meeting Schedule

The chart below contains information on the regularly scheduled Council and Committee of the Whole meetings for the remainder of 2018 up to July 2019.

Additional meetings may be called by the chair as required.

For the most current information, visit the Council Calendar on the Town's website, www.thebluemountains.ca, and hover over "Town Hall". From there, select "Council". From that page, you will be able to access the Council Calendar and access the meeting details and materials once posted, https://www.thebluemountains.ca/council-calendar.cfm

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<th>Meeting</th>
<th>Location</th>
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<tr>
<td>Monday, October 1, 2018</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Tuesday, October 9, 2018</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, November 5, 2018</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, November 19, 2018</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, December 10, 2018</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, December 17, 2018</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td><strong>2019 Meetings</strong></td>
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<tr>
<td>Monday, January 14, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, January 28, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, February 4, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Wednesday, February 20, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, February 25, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, March 11, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, March 18, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, April 1, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, April 8, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Wednesday, April 24, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Monday, April 29, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
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<tr>
<td>Monday, May 13, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Wednesday, May 22, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Monday, June 3, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Monday, June 24, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Wednesday, July 3, 2019</td>
<td>Committee of the Whole</td>
<td>Council Chambers, 32 Mill Street</td>
</tr>
<tr>
<td>Monday, July 15, 2019</td>
<td>Council</td>
<td>Council Chambers, 32 Mill Street</td>
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</tbody>
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ATTAINABLE HOUSING

The Town of the Blue Mountains has established a not-for-profit Attainable Housing Corporation to augment the supply of healthy and sustainable ownership housing units in the Blue Mountains. It is a program to foster attainable housing in the Blue Mountains.

The Attainable Housing Corporation assists potential home owners by offering a Down Payment Assistance Program to first time home purchasers, and a Secondary Suites Grant Program.

Additional information is available by visiting the Town’s website, www.thebluemountains.ca. Hover over the “Town Hall” icon, and select “Attainable Housing” to be directed to the webpage.

CONTACT THE BLUE MOUNTAINS ATTAINABLE HOUSING CORPORATION

The Blue Mountains Attainable Housing Corporation
Town Hall
32 Mill Street
P.O. Box 310
Thornbury ON N0H 2P0
info@thebluemountainshousing.ca

HOW DO I APPLY FOR A SHORT TERM ACCOMMODATION LICENCE?

For information about the application process please see the Short Term Accommodation Licensing Guide contained within this Community Guide. For more information please contact the STA Coordinator, 519-599-3131 ext. 249, stalicences@thebluemountains.ca, or visit www.thebluemountains.ca/short-term-accommodations.cfm.
COMMITTEES OF COUNCIL

AFTER EACH MUNICIPAL ELECTION, COUNCIL MAKES APPOINTMENTS TO VARIOUS BOARDS AND COMMITTEES THAT WILL MAKE DECISIONS OR RECOMMENDATIONS ON A VARIETY OF MATTERS. THESE APPOINTMENTS GIVE THE PUBLIC AN OPPORTUNITY TO VOLUNTEER THEIR SKILLS TO HELP THEIR COMMUNITY.

The term of the appointment is four years (concurrent with the term of Council). Most committees meet monthly and each committee determines the schedule of meetings for the new term. Please visit the Committees of Council page on the Town Website for information and the names of those currently serving on each committee at www.thebluemountains.ca/committees-boards.cfm

COMMITTEE OF ADJUSTMENT

The Committee of Adjustment is an independent body appointed by Council, under authority granted by the Province of Ontario. The Committee of Adjustment composition is three members of the public. Section 44 of the Planning Act provides legislation that permits the council of the municipality to appoint a Committee of Adjustment for the municipality composed of at least three persons, as Council considers advisable. Presently, the Committee of Adjustment considers applications for Minor Variances to the Town’s Zoning By-laws, and it is Council that considers applications for consent to sever lands. Following the 2018 Municipal Election, the role of the Committee of Adjustment will be expanded to include the consideration of Minor Variance Applications, Consent Applications and Applications for Variances to the Town’s Sign By-law. Visit the Committee of Adjustment page on the Town Website at www.thebluemountains.ca/committee-of-adjustment.cfm

ABANDONED ORCHARD ADVISORY COMMITTEE

The Town has the authority to designate an orchard abandoned and declare it as noxious weeds. The authority is provided under the Weed Control Act. Members of the Committee provide their expert opinion to the Municipal Weed Inspector Staff person as to whether the abandoned orchard is indeed infected with pests. The Committee composition is one member of Council and three members of the public. For more information, visit the Abandoned Orchard Advisory Committee page on the Town Website at www.thebluemountains.ca/abandoned-orchard-advisory-committee.cfm

AGRICULTURAL ADVISORY COMMITTEE

The Agricultural Advisory Committee is responsible for providing input to the Town regarding agricultural activities. The Committee composition is currently six members of the public. For more information, please visit the Agricultural Advisory Committee page on the Town Website at https://www.thebluemountains.ca/agricultural-advisory-committee.cfm

COMMUNICATIONS ADVISORY COMMITTEE

Following the 2018 Municipal Election, a Communications Advisory Committee will be created. The Committee composition will include four members of the public, one member of Council, Town CAO, and the Communications and Economic Development Coordinator.
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The role of the Economic Development Advisory Committee is to provide feedback and recommendations to Town Council to address priority Economic Development issues and opportunities in the Town’s business community. The current Committee composition is two members of Council, two Town Staff and a number of members representing community associations. For more information, visit the Economic Development Advisory Committee page on the Town Website at www.thebluemountains.ca/economic-development-advisory-committee-1.cfm

FENCE VIEWER COMMITTEE

Upon receipt of a request for a fence viewing, three Fence Viewers are required to respond. The Ontario Line Fence Act at http://www.mah.gov.on.ca/Page176.aspx is the authority. The current Committee composition is two members of Council and three members of the public. Following the 2018 Municipal Election, the composition will be five members of the public, with the provision that should insufficient public applications be received, that members of Council be appointed to ensure the Town has access to five Fence Viewers. For more information visit the Fence View Committee page on the Town website at www.thebluemountains.ca/fence-viewers-committee.cfm

MUSEUM ADVISORY COMMITTEE

This Museum Advisory Committee is no longer a committee of Council and is now a committee of the Library Board. The Craigleith Heritage Depot museum is a branch of the Blue Mountains Public Library. Committee composition includes one member of Council. For more information, visit The Blue Mountains Public Library website at www.thebluemountainslibrary.ca/.

POLICE SERVICES BOARD

Police Services Board govern the municipal police forces and in the case of O.P.P. contract locations serve as advisory bodies. The composition of the Police Services Board is one member of Council (Mayor), one member of the Public (appointed by Council) and one Provincial appointment. For more information visit the Police Services Board Committee page on the Town Website at https://www.thebluemountains.ca/police-services-board.cfm
PROPERTY STANDARDS COMMITTEE
The current composition of the Property Standards Committee is three members of Council. For more information, visit the Property Standards Committee page on the Town Website at https://www.thebluemountains.ca/property-standards-committee.cfm.

THE BLUE MOUNTAINS ATTAINABLE HOUSING CORPORATION
The purpose of The Blue Mountains Attainable Housing Corporation is to augment the supply of healthy and sustainable ownership and rental housing units in The Blue Mountains which are affordable to a larger portion of the population. For more information, visit the Attainable Housing Special Projects page on the Town Website at www.thebluemountains.ca/attainable-housing.cfm.

THE BLUE MOUNTAINS PUBLIC LIBRARY BOARD
The Blue Mountains Public Library Board is appointed by Council. Following the 2018 Municipal Election, the composition of the Library Board will be no less than five and no more than seven members, one of which will be a member of Council. For more information, please visit The Blue Mountains Public Library website at www.thebluemountainslibrary.ca/.

THORNBURY BUSINESS IMPROVEMENT AREA BOARD
The Thornbury Business Improvement Area Board’s (BIA) current composition is eight members of the Thornbury BIA and one member of Council. For more information, please visit the Thornbury BIA page on the Town Website at https://www.thebluemountains.ca/thornbury-business-improvement-area-board.cfm.

OTHER BOARDS & COMMITTEES
One member of Council provides representation on the following external committees:

BLUE MOUNTAIN VILLAGE ASSOCIATION
For more information visit the Blue Mountain Village Association website at http://bluemountainvillage.ca/.

COLLINGWOOD GENERAL AND MARINE HOSPITAL BOARD
For more information, please visit the Collingwood General and Marine Hospital Board website at www.cgmh.on.ca/team/board-of-trustees.

GEORGIAN TRIANGLE TOURIST ASSOCIATION
For more information, visit the Georgian Triangle Tourist Association website at www.visitsouthgeorgianbay.ca.

GREY SAUBLE CONSERVATION AUTHORITY
For more information visit the Grey Sauble Conservation Authority website at www.greysauble.on.ca.

NORTH EAST GREY HEALTH CLINICS INC.
For more information, please visit the North East Grey Health Clinics Inc. website at www.greyhealthclinics.ca.

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY
For more information, please visit the Nottawasaga Valley Conservation Authority website at www.nvca.on.ca.

BLUE MOUNTAINS AND DISTRICT CHAMBER OF COMMERCE
For more information, please visit the Blue Mountains and District Chamber of Commerce website at www.bluemountainschamber.ca.

Visit the Other Boards & Committees page on the Town Website at www.thebluemountains.ca/other-boards-committees.cfm.
CLERK’S OFFICE

THE CLERK’S OFFICE PROVIDES A VARIETY OF SERVICES FOR THE PUBLIC AND IS AN IMPORTANT POINT OF CONTACT FOR COUNCIL.

The Clerk is responsible for preparing Agendas Minutes & Reports. Visit the Agendas, Minutes & Reports page on the Town Website at www.thebluemountains.ca/agendas-minutes-reports.cfm for Agendas, Minutes & Reports that are discussed at Council Meetings or contact the Clerk’s office by emailing townclerk@thebluemountains.ca or by calling 519-599-3131 ext. 232. In addition, the Clerk’s Office also provides the following services:

BY-LAWS

Provides information about Town By-laws and Enforcement. If a copy of the specific By-law you are searching for is not available here, please contact the Clerk’s office by emailing townclerk@thebluemountains.ca or by calling 519-599-3131 ext. 232 to obtain a copy. For enforcement information, please visit our By-law Enforcement page on the Town Website at www.thebluemountains.ca/by-law-enforcement.cfm or by calling 519-599-3131 ext. 249.

COMMISSIONERS OF Oaths

The Town Clerk and Deputy Clerk are Commissioners of Oaths offering Commissioner of Oaths services for documents such as affidavits and statutory declarations. Office hours are Monday to Friday (excluding holidays) 8:30 a.m. to 4:30 p.m. at the Town Hall, 32 Mill Street, Thornbury, ON. There is no charge for this service.

The person swearing that the contents of the document are true must:

• Present an original valid piece of government issued photo identification (i.e. valid driver’s licence, passport, etc.)
• Copies of photo identification are not accepted.
• Sign the document in the presence of the Commissioner

The Town cannot guarantee that we can commission documents until we see them. The Town reserves the right to refuse commissioning services of any document.

A Commissioner of Oaths is not the same as a Notary Public. If your document requires the signature of a Notary Public, you will need to contact a lawyer or a Notary Public. The Province of Ontario at www.ontario.ca/page/find-notary-public-or-commissioner oaths-taking-ffidavits provides additional information and assistance in finding a notary public in Ontario.
ELECTIONS

The Town's municipal elections are facilitated by the Clerk's Office. Contact the Town Clerk at 519-599-3131 ext. 232 for information about who can vote, how to vote or running as an election candidate. This information is also available by visiting the Town Website.

MUNICIPAL FREEDOM OF INFORMATION

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) www.ontario.ca/laws/statute/90m56 provides a right to access records held by the Town. The right to access records is subject to limited and specific exemptions. The right to access records includes both general records and any records that may contain your personal information. Also, the Act governs how the Town may collect, retain, use, disclose and dispose of personal information which may be found within Town records. Contact the Clerk's office or visit Freedom of Information page on the Town Website at https://www.thebluemountains.ca/mfippa.cfm

LICENSES

The Clerk's Office provides information and assistance with applying for marriage and lottery licenses. For a complete listing of all other Town licences and permits, please visit our Permits, Applications and Licences page on the Town Website at www.thebluemountains.ca/permits-applications-licences.cfm

Lottery Licences

The Town issues lottery licences to not-for-profit and charitable organizations on behalf of the Alcohol & Gaming Commission of Ontario (AGCO) https://www.agco.ca/. The AGCO requires groups to obtain a lottery licence where there is a chance to win a prize for a fee including:
- 50-50 draws
- Raffles
- Sale of Nevada tickets

To apply for a lottery licence:
- Complete an application www.agco.ca/sites/default/files/6004_g.pdf
- Mail or hand deliver the application to the Clerk's Office at Town Hall
- Pay the licence fee (3% of the value of the prize) up to a maximum fee of $100
- Allow for five working days for licence processing

After the lottery is over:
- All monies earned must be deposited into a lottery trust bank account
- Submit a Lottery Licence Report to the Town

*Please note that the signed original Lottery License Report must be submitted thirty (30) days after the date of the event to the Clerk’s Office.

For an overview of lottery requirements, please visit the AGCO website or contact the Clerk’s Office by email at townclerk@thebluemountains.ca or by calling 519-599-3131 ext. 232.

HOW DO I APPLY FOR A MARRIAGE LICENSE OR A LOTTERY LICENSE?

More information on marriage and lottery license applications can be obtained by contacting the Clerk’s Office, 519-599-3131 ext. 237, townclerk@thebluemountains.ca.
Marriage Licences and Application
The Town can issue marriage licences on behalf of the Office of the Registrar General.

Couples wishing to be married in Ontario are required to complete the Marriage Licence Application commissioned by the Town, which must be signed by both individuals getting married. You can apply for a Marriage Licence within 90 days before getting married. The licence expires 90 days after the date of issue. The fee for a marriage licence is $125.00 which includes HST. Methods of payment include Cheque, Cash or Debit.

To apply for a Marriage Licence or to set up an appointment, please contact the Clerk's Office by email at townclerk@thebluemountains.ca, by calling 519-599-3131 ext. 232 or visit our Licences page on the Town Website at www.thebluemountains.ca/licences.cfm. For more information on getting married in Ontario and to apply for a Marriage Certificate after your marriage, visit the Provincial website at www.ontario.ca/page/getting-married.

Marriages at Town Hall
The Town Clerk can perform civil marriages in the Province of Ontario. The Clerk is available to perform marriages either during or after regular business hours. There are a number of marriage ceremonies that can be tailored to meet your needs. See details below or visit Marriages at Town Hall Page on the Town Website at www.thebluemountains.ca/getting-married-at-town-hall-.cfm

Fees:
Town Hall (32 Mill Street, Thornbury) $200.00
Private Facility, Residence or Outdoors $350.00
Rehearsal Fee: $50.00

Weddings outside of The Blue Mountains municipal limits, require a $30.00 Travel Fee.

The above fees do not include the cost of a Marriage Licence. Marriage rehearsals are optional and can be scheduled with the Clerk’s Office. Please contact the Clerk’s Office for more information and for availability.

Venues
There are a number of stunning indoor and outdoor marriage venues in The Blue Mountains. For more information please visit our Business Directory at www.thebluemountains.ca/business-directory.cfm on the Town Website. If you are interested in getting married in the Beaver Valley Community Centre or a Town Park, please visit our Facilities page at www.thebluemountains.ca/facilities.cfm, or contact our Community Services Department at csadmin@thebluemountains.ca, 519-599-3131 ext. 254. For information about Special Occasion Permits from the AGCO for licenced events, please visit the Town’s Alcohol & Gaming Commission of Ontario AGCO page on the Town Website at https://www.thebluemountains.ca/alcohol-gaming-commission-of-ontario-agco.cfm

HOW DO I CHANGE MY MAILING ADDRESS FOR MY TAX OR WATER/WASTEWATER BILL?

If you would like to change the address where your tax and/or your water and wastewater bill goes, we need your request in writing. Please send an email to tax@thebluemountains.ca that includes your roll number, water/wastewater account number (if applicable), your current mailing address and the new address you would like your mail to go, along with the date this change becomes effective.

A change of mailing address form can also be found on our website at www.thebluemountains.ca/assessment-taxation.cfm or at the Finance Front Desk at Town Hall.

You can change your tax and water/wastewater address on file with the same form.
BUSINESS RESOURCES

WE HAVE BROUGHT TOGETHER ALL OF THE RESOURCES AVAILABLE TO SUPPORT YOUR BUSINESS AND HELP YOU START, SUSTAIN AND GROW!

South Georgian Bay Small Business Enterprise Centre
The South Georgian Bay Small Business Enterprise Centre should be your first stop when thinking about starting a business for the first time. A partnership between the province and 4 local communities, this organization provides start-up advice, training and other support.

How they can help:

• Free Business Consulting
• Seminars and Workshops for Entrepreneurs
• Youth Entrepreneurship Programs and Funding

Tim Newton, Enterprise Centre Manager
105 Hurontario Street, Collingwood, ON
705-446-3355
sbec@collingwood.ca
www.enterprisecentre.ca

The Centre for Business
How they can help:

• Business counseling
• Business mentoring
• Loan programs

Gillian Fairley, General Manager
105 Hurontario Street, Collingwood, ON
705-445-8410 or 1-877-876-7908
gfairley@centreforbusiness.ca
www.centreforbusiness.ca
Grey County Economic Development
How they can help:
- Economic Development Specialists in manufacturing, tourism and agri-food
- Site selection
Savanna Myers, Manager of Economic Development
595 9th Avenue East, Owen Sound, ON N4K 3E3
519-372-0219 ext. 1261
Savanna.Myers@grey.ca
www.grey.ca/economic-development
www.madeingrey.ca

South Georgian Bay Tourism
How they can help:
- Visitor Services and Tourism Office
- Marketing and Promotion Support (via brochure distribution network, tourism website, printed visitor guides and maps)
- Research and reporting of visitor stats, trends, market opportunities
Melissa Twist, Regional Tourism Manager
45 St Paul St, Collingwood, ON L9Y 3P1
705-445-7722
info@visitsouthgeorgianbay.ca
www.visitsouthgeorgianbay.ca

Georgian College, South Georgian Bay Campus
How they can help Entrepreneurs:
- Entrepreneurship Learning Channel
- Henry Bernick Entrepreneurship Centre (HBEC)
- Food Entrepreneurship
- Centre for Social Entrepreneurship (CSE)

How they can help Businesses and Employers:
- Centre for Applied Research and Innovation (CARI)
- Professional Development and Certification
- Essential Skills Upgrading
- Experiential Learning Partnerships
- Conference and Event Services

Lynn Hynd, Campus Manager
John Di Poce South Georgian Bay Campus, Collingwood
705-445-2961 ext. 2910
southgeorgianbay@georgiancollege.ca
www.georgiancollege.ca/about-georgian/campuses/south-georgian-bay-campus/
www.georgiancollege.ca/community-alumni/entrepreneurship-centre/

Regional Tourism Organization 7
RTO7 is one of 13 RTOs – independent, not-for-profit corporations - to which the Ontario government provides millions in annual funding to lead tourism planning, marketing and development in their respective regions.

How they can help businesses:
- Partnership funding for tourism development. Programs change from year to year, but support digital marketing, image development, product/experience development, feasibility studies and media support.
- Free access to research reports, photo database for marketing efforts (http://www.rto7data.ca)
- Tourism promotion to visitors through BruceGreySimcoe (free listings available to tourism business operators)

HOW DO I SIGN-UP FOR PRE-AUTHORIZED PAYMENTS FOR MY TAX OR WATER/WASTEWATER BILL?

You can sign-up for either plan by completing the pre-authorized payment plan forms that are available on our website, https://www.thebluemountains.ca/assessment-taxation.cfm for taxes and https://www.thebluemountains.ca/water-and-wastewater-billing.cfm for water/wastewater) or at the Finance Front Desk at Town Hall. Please note that we will require a copy of a void cheque. You will need to fill out a separate form for each tax bill and water/wastewater bill that you would like on the pre-authorized plans.
• Online service excellence training (free for Region 7 businesses providing service to tourists) to ensure your staff are at their best

Regional Tourism Organization 7 (Bruce-Grey-Simcoe)
705-888-8728
info@rto7.ca
info@brucegreysimcoe.com
http://www.brucegreysimcoe.com/

The Blue Mountains Chamber of Commerce
Town of The Blue Mountains has a thriving local Chamber of Commerce that can help introduce you to our community, network to build partnerships and provide some great discount benefits.

How they can help:
• Medical & Dental Insurance for Business
• Discounted Merchant Rates for Visa/Mastercard
• Business Community Networking

Emily Dean, Administrative Coordinator
Blue Mountains Chamber of Commerce
519-599-1200
info@bluemountainschamber.ca
https://bluemountainschamber.ca/

The Blue Mountains Public Library
The Blue Mountains Public Library has a collection of business books on many topics related to starting, running and marketing a business. If the Library doesn’t have a resource you need, they will order it from another library.

Wi-fi and computer access are free to the public, and the library technology collection (laptops, iPads, digital projectors, DSLR cameras, and more) are available for loan at no cost to members of the library.

Browse the library’s business resources at: http://www.thebluemountainslibrary.ca/business.cfm

How they can help:
• Work space
• Technology, including printing
• Books on starting and running a business
• “Print from anywhere” service at http://www.printeront.net/bmpl/leshore

L.E. Shore Memorial Library
173 Bruce St S, Thornbury, ON N0H 2P0
519-599-3681
libraryinfo@thebluemountains.ca
www.thebluemountainslibrary.ca/

Craigleith Heritage Depot Branch
113 Lakeshore Road East
519-599-3681 ext. 3
depot@thebluemountains.ca

YMCA
While many people know how the “Y” supports job seekers, few know that they can also help employers. Grants for hiring, matching employees with your organization, training and other supports are available. If you plan on hiring, take a moment to visit the “Y” to talk about your business needs.

How they can help:
• Job Seeker Supports
• Employer Supports
• Skill Building Workshops and Tutorials

1450 1st Avenue West, Suite 4A, Owen Sound
519-371-9222 ext. 263 or 1-800-265-3711
mhill@ymcaowensound.on.ca
www.ymcaowensound.on.ca

CAN I RECEIVE MY TAX OR WATER/WASTEWATER BILL ELECTRONICALLY?
You can receive your water/wastewater bill via email by signing up for wireless eBilling on our website at www.thebluemountains.ca/utility-ebilling-signup.cfm. If you have more than one water/wastewater account, you will have to sign up separately for each account. Please ensure that you know your account number before signing up.

Unfortunately, at this time we are unable to send tax bills electronically. But this will hopefully change in the future.
TRACKS
Tracks delivers employment services at no charge, to individuals of all ages, newcomers to Canada, persons with disabilities, adults, students and youth. TRACKS Employment Services is a one-stop centre for Employment Ontario Services, Canada Ontario Job Grant, Apprenticeship, Health & Safety Resources and Workshops, Education and Training.

How they can help:
• Employer Support Services
• Canada Ontario Job Grant
• Education and Training
• Apprenticeship
• Health & Safety Training and Resources
• Employment programs and workshops for Job Seekers

Employer Contact:
Brenda Hewgill, CHRL, CCS
Business and Training Consultant
50 Hume St., Collingwood, ON L9Y 1V2
brenda@tracks.on.ca
705-444-1580
http://www.tracks.on.ca/

Ontario Ministry of Agriculture, Food and Rural Affairs
OMAFRA provides a wide array of supports to agri-food and rural businesses who wish to start and grow. Consulting, research, funding programs and resources are available to support rural businesses.

How they can help:
• Provide support through local offices for agri-food and rural businesses wishing to start and grow

• Online resources for agri-food and rural businesses
• Funding Programs (subject to availability)

Cheryl Brine
Agriculture and Rural Economic Development Advisor
Regional Economic Development Branch
Ontario Ministry of Agriculture, Food and Rural Affairs
1450 7th Avenue East, Owen Sound, ON N4K 2Z1
519-371-4717
E-mail: cheryl.brine@ontario.ca
http://www.omafra.gov.on.ca/english/
Agricultural Information Contact Centre:
1-877-424-1300

Incubator North
Incubator North is a for-profit incubator located centrally in the main downtown area in the town of Thornbury. Established for the purpose of developing a technology hub in The Blue Mountains, this location offers advice, co-working space and networking opportunities.

How they can help businesses:
• Through the development of innovative technology
• Acting as a central location for the ideation and creation of new and exciting software solutions
• Offering a unique co-working space with desk rentals and meeting space

James Palmer
8 Bruce St S #2, Thornbury, ON N0H 2P0
905-769-0458
admin@palmerandersen.com
http://incubatornorth.com/

HOW CAN I PAY MY TAX OR WATER/WASTEWATER BILL?
There are multiple ways to pay your tax and water/wastewater bills, including cheque (payable to “The Blue Mountains”), in person with cash, cheque, or debit, or online through your bank. You can also sign up-for pre-authorized payment plans. The Town does not accept credit cards for tax or water/wastewater bill payments.

Our mailing address is 32 Mill Street, PO Box 310, Thornbury, ON N0H 2P0.

For a complete list of options for paying your tax and water/wastewater bills, please visit the Town’s website at www.thebluemountains.ca/finance-information-technology.cfm
PUBLIC TRANSIT

The Town of The Blue Mountains partners with the Town of Collingwood to provide public transit services to the Craigleith area, including Blue Mountain Resort.

FARES

Single Fares: $2.00 (bus drivers cannot make change)

Transit Link Monthly Passes are $40.00 per month and are available from Blue Mountain Resort at “Activity Central”, Grand Central Lodge or from Collingwood Town Hall.

Buses are accessible, and skis may be brought on board to get you to and from Blue Mountain Resort.

ROUTES

The transit route that includes pickups in the Craigleith area is called the Collingwood/Blue Mountains Transit Link.

Route maps and detailed transit schedule information is available on the Town of Collingwood’s Public Transit website at www.collingwood.ca/transit
BUSINESS ASSOCIATIONS

BLUE MOUNTAINS & DISTRICT CHAMBER OF COMMERCE

The Blue Mountains Chamber of Commerce strives “to be the recognized voice of Business working together to advance the Commercial, Social and Economic interest of the Community.”

The Chamber works to:

• act as a Catalyst for Community Initiatives
• be a Resource Centre for New Business
• collectively represent Business in our Community

3 Grey Street
PO Box 477
Thornbury, ON N0H 2P0
info@bluemountainschamber.ca
https://bluemountainschamber.ca

THE THORNBURY BUSINESS IMPROVEMENT AREA BOARD

The Thornbury Business Improvement Area Board (BIA) operates as a Committee of Council with the goal to have The Blue Mountains recognized as a destination of choice and the jewel of Georgian Bay!

The Thornbury BIA website, www.thornbury.ca, offers a Business Directory for businesses within the BIA’s jurisdiction, in addition to providing resources for residents and visitors who wish to participate in local BIA-driven events including the Apple Harvest Festival and Thornbury’s annual Olde Fashioned Christmas.

For more information on the Apple Harvest Festival or Olde Fashioned Christmas, go to page 36.

BIA Contact Details
PO Box 662
Thornbury, ON N0H 2P0
info@thornbury.ca
https://thornbury.ca

HOW DO I APPLY FOR A JOB POSTING?

When on the homepage of the website, hold your mouse over Town Hall, then click on Employment Opportunities. There is an “Apply Now” button at the bottom of the job posting which can be used to upload your resume and cover letter.

For additional information, contact Human Resources, 519-599-3131 ext. 265, hr@thebluemountains.ca.
HUMAN RESOURCES - EMPLOYMENT OPPORTUNITIES

THE TOWN IS A PROUD MUNICIPAL EMPLOYER LOCATED IN GREY COUNTY. WE SERVICE OVER 7,000 RESIDENTS AND THE TOWN EMPLOYS APPROXIMATELY 125 EMPLOYEES.

The Town is committed to our employees. We maintain a dynamic, fun and challenging work environment as well as offer a wide range of professional and development opportunities.

We are looking for people who share a commitment to building a sustainable community, who share our values of integrity, trust, loyalty, accountability and social responsibility for the well-being of our residents. Consider joining our organization if you want to be part of:

• A safe and healthy workplace
• An organization committed to teaching, developing and enhancing employee skills
• A high performing team

The Town is an equal opportunity employer that is committed to an inclusive and barrier-free recruitment and selection process. If your application requires accommodation please contact Human Resources at www.thebluemountains.ca/human-resources.cfm or by calling 519-599-3131 ext. 265. Come work where quality of life matters. Friendly people with passion will thrive in our organization.

EMPLOYMENT FAQS - FREQUENTLY ASKED QUESTIONS

Where is Human Resources Located?
The Human Resources Department is located at Town Hall, 32 Mill Street, Thornbury, Ontario, NOH 2P0. For any employment related inquiries, please contact Human Resources directly at 519-599-3131 ext. 265 or from the Human Resources page on the Town Website at www.thebluemountains.ca/human-resources.cfm

What are the business hours for Human Resources?
Monday to Friday from 8:30 a.m. to 4:30 p.m. We are closed Saturdays, Sundays and Statutory Holidays.
Where can you find job opportunities on the website?
All current employment opportunities are located on our Employment Opportunities page on the Town Website www.thebluemountains.ca/employment-opportunities.cfm

How do you submit your resume?
The Town accepts job applications preferably electronically. Applicants may apply through our website under the Employment Opportunities page at https://www.thebluemountains.ca/employment-opportunities.cfm.

Please explain the Recruitment Process?
• Employment Opportunities are posted on our website and any other external job boards that relate to the position
• Late applications will not be considered
• Applications are reviewed, assessed and screened
• Only the candidates that are selected for the next step in the recruitment phase will be contacted
• Interviews consist of behavioural and technical questions
• Depending on the position, there may be multiple rounds of interviews and/or job-based tests, including hands-on practical testing
• Pre-employment screenings are conducted based on the position. This may include (but is not limited to) the following:
  - Criminal Record Searches
  - Financial Credit Inquiries
  - Educational and Credential Verification
  - Driver’s Abstracts
  - Employment References
• Offers are presented to successful candidates

Who can you contact at the Town regarding a job posting?
Due to the number of applications received, only individuals selected to move forward to the next step in the recruitment process will be contacted.

Does the Town accept applications for summer students?
Yes, we do accept job applications for summer students. Check the Employment Opportunities page at www.thebluemountains.ca/employment-opportunities.cfm.

Steps to Apply electronically
1. Visit the Employment Opportunities page on the Town Website.
2. Scroll down to find Current Career Opportunities.
3. Click on the + sign to read the Job Posting and Job Description.
4. Scroll down to the bottom on the Job Posting, where you will see the Job Description attached, and right below you will see Apply Now.
5. When you click on Apply Now, you will be taken to a new page, where you will fill out the form and attach your Resume and Cover Letter.
6. Click Submit Employment Form to submit your application.
7. You will receive this message stating “Thank you for applying for a job at The Blue Mountains”, notifying you that your application has been sent.

IS MY PROPERTY ZONED TO ALLOW FOR LICENCED STA OPERATION?
To confirm the appropriate zoning please see ‘Schedule A-1’ in the Short Term Accommodation Licensing By-law number 2013-50, which is available to download at www.thebluemountains.ca/short-term-accommodations.cfm. Alternatively please contact the STA Coordinator, 519-599-3131 ext. 249, stalicences@thebluemountains.ca
COMMUNITY SERVICES

SKATING, HOCKEY & CURLING

Public Skating Programs

Adult Skating
$3.00 per person
Mondays, Wednesdays and Fridays
10:00 a.m. to 12:00 p.m.
Skater must be at least 16 years of age

Community Skating Free
Sundays 12:00 p.m. to 2:00 p.m.

Parents & Tots Free
Wednesdays
1:00 p.m. to 2:00 p.m.

Public Skating Sponsorships are available at a rate of $152.55 per hour.
To Sponsor, please email bvcc@thebluemountains.ca or call 519-599-3131 ext. 340.
www.thebluemountains.ca/public-skating.cfm

HOCKEY, FIGURE SKATING & POWER SKATING

Minor hockey at the arena is offered by Georgian Shores https://georgianshoreshockey.ca.

Figure skating and power skating programs are available at the Arena and operated by the Beaver Valley Athletic Association (BVAA). Visit the BVAA website for more information www.bvaa.ca.

CURLING

The Blue Mountains Curling Centre will be hosting curling at the Arena on Fridays and Saturdays (for a total of 30 days) starting in mid October. Visit the Blue Mountains Curling Centre website for more information https://bluemountainscurling.ca.
Beaver Valley Community Centre & Arena
58 Alfred Street West, Thornbury
The Beaver Valley Community Centre is a licensable venue that offers a large hall, small hall, bar service area, and certified kitchen. The Arena offers a 195’ long x 90’ wide ice surface that operates from mid September to late March.

Hours of Operation
Monday to Sunday 6:30 a.m. - 1:00 a.m. 
Facility is closed on Christmas Day, Boxing Day and New Year’s Day

Hall Rentals
Large and small hall rentals can be rented in a variety of time increments and can be rented with or without tables and chairs.

For facility availability and bookings please email: bvcc@thebluemountains.ca or call 519-599-3131 ext.350.

Ice Time Rental Fees

<table>
<thead>
<tr>
<th></th>
<th>Prime Time Ice</th>
<th>Non-Prime Ice</th>
<th>Last Minute Ice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Sunday</td>
<td>$152.55</td>
<td>$78.54</td>
<td>$67.80</td>
</tr>
<tr>
<td>4:00 p.m. - 12:00 a.m.</td>
<td></td>
<td>7:00 a.m. - 4:00 p.m.</td>
<td>First available ice time</td>
</tr>
</tbody>
</table>

Prices are for 50 minute ice rentals and include HST
Prime Time Ice pricing applies to holidays (Christmas and March Break)

Party Packages

<table>
<thead>
<tr>
<th>Party Package A</th>
<th>Party Package B</th>
<th>Party Package C</th>
</tr>
</thead>
<tbody>
<tr>
<td>$113.00</td>
<td>$226.00</td>
<td>$113.00</td>
</tr>
<tr>
<td>50 Minute Ice</td>
<td>50 Minute Ice</td>
<td>1 Hour Arena Floor</td>
</tr>
<tr>
<td>4 Hours Small Hall</td>
<td>4 Hours Small + Large Halls</td>
<td>4 Hours Large Hall</td>
</tr>
<tr>
<td>Max 50 People</td>
<td>Max 100 People</td>
<td>Max 100 People</td>
</tr>
</tbody>
</table>

Prices include HST and Party Packages only apply to unlicensed events

Craigleith Community Centre
132 Lakeshore Road East, Blue Mountains
The Craigleith Community Centre is a historical building that was once used as a school house. This facility is only available for unlicensed events and has a maximum capacity of 30 people. Although the building is wheelchair accessible, the washroom facilities are not.

Weekday Rate (Monday - Friday) $67.80
Weekend Rate (Saturday - Sunday) $141.25

Prices include HST and are per day rates

Ravenna Hall
628299 Grey Road 119, Ravenna
The Ravenna Hall is a historical building that has been used as a community centre for the local area for many years. This facility is only available for unlicensed events and has a maximum standing capacity of 43 people. Both the facility entrance and the washrooms are wheelchair accessible. The facility is not on municipal water service and has a tendency to run out of water during the summer months.

Weekday Rate (Monday - Friday) $39.55
Weekend Rate (Saturday - Sunday) $96.05

Prices include HST and are per day rates

For facility availability and bookings please email: smallhalls@thebluemountains.ca or call 519-599-3131 ext.254.
Thornbury Clarkburg Union Cemetery
44 Russell Street West, Thornbury
The cemetery is non-denominational and offers the public a variety of year-round interment options including standard and cremation burials.

Purchasing Plots or Niches
We offer customers standard plots, cremation plots and columbarium niches. Each option can accommodate multiple burials. A single standard plot can accommodate up to two casket burials and four cremation burials.

It is our preference to meet with customers at the cemetery to discuss these various options and select a desired location. We also take this opportunity to discuss monument considerations for the various plot options, which can impact the decision.

Burials & Cremations
We offer customers with year-round standard casket and cremation burials as well as niche interments. Prices include HST and do not increase for winter burials.

<table>
<thead>
<tr>
<th>Burial Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Burial</td>
<td>$988.75</td>
</tr>
<tr>
<td>Cremation Burial</td>
<td>$494.94</td>
</tr>
<tr>
<td>Niche Interment</td>
<td>$253.12</td>
</tr>
</tbody>
</table>

For more information or to purchase plots, niches or cemetery services, please email: cemetery@thebluemountains.ca or call 519-599-3131 ext.254.

www.thebluemountains.ca/thornbury-clarksburg-union-cemetery.cfm

SPECIAL EVENTS

Community Events
A list of community events is available on the Town’s website at www.thebluemountains.ca/community-events-calendar.cfm

Are you hosting an event? If it meets the requirements, you can post it on the Town’s Community Events Calendar. Visit www.thebluemountains.ca/add-community-event.cfm to add your event or you can call 519-599-3131 ext. 254 or email your event to communityservices@thebluemountains.ca and we will add it for you!

www.thebluemountains.ca/special-events.cfm
Apple Harvest Festival Event  
**October 12, 13 and 14, 2019**  
There’s no better way to enjoy Thanksgiving Weekend and no better place to explore the countryside, harbour towns and fall colours! Free activities throughout the Blue Mountains area from the Blue Mountain Village to Thornbury and Clarksburg. Live Music, The Apple Pie Trail, street performers, hiking, biking, trails, gallery tours and much, much more!  

For more information, visit http://appleharvestfestival.ca/  

Blue Mountain Village Events  
Nestled between the foot of the Niagara Escarpment’s scenic Blue Mountains and the rugged shores and crystal clear waters of Georgian Bay, the picturesque Blue Mountain Village plays host to year-round award-winning festivals and events that the entire family will enjoy.  

For more information, visit http://bluemountainvillage.ca/events  

Olde Fashioned Christmas Event  
**December 8, 2018**  
Come to downtown Thornbury and enjoy a winter wonderland filled with delights for all ages that include holiday music, twinkling lights and decorations, fun filled activities and tantalizing treats! Strolling throughout the town you’ll find beautifully decorated windows and shop interiors, a warm welcome and our special charm. Mark it in your calendar now and join us for something special!  

For more information, visit http://thornbury.ca/event/thornbury-olde-fashioned-christmas/  

RECREATIONAL PROGRAMS  
There are a variety of programs operating out of Town facilities. Some of these programs are offered by third parties. If you are interested in participating, please contact the program organizers directly.  

Beaver Valley Community Centre Programs – 58 Alfred Street, Thornbury  
**Pickleball**  
Pickleball is a combination of tennis, badminton and table tennis and is played on a badminton size court with a waiffe ball and a solid smooth surface, short handled paddle. It is easy to learn and you do not have to be a great athlete to play.  

**HOW DO I OBTAIN A DOG LICENCE?**  
Dog licences may be purchased at Town Hall or by submitting a completed application form with applicable documents and payment by mail to 32 Mill Street, PO Box 310, Thornbury, ON N0H 2P0. Application forms are available at Town Hall or online at www.thebluemountains.ca/animal-control.cfm.
There are a number of independent Pickleball groups offering programs in the Large Hall at 58 Alfred Street, Thornbury. For more information, visit www.pickleballthornbury.com

**Seniors Card Games**
This program is offered by a third party group. The program runs on Wednesdays and Thursdays from 1:00 p.m. to 4:00 p.m. in the Small Hall or Arena Lobby. For more information, please call our Facility Manager at 519-599-3131 ext.340.

**Taosit Tai Chi**
These programs are offered in the Large and Small Halls. For more information about schedules and registration visit www.taoist.org/locations/thornbury/.

**Walking Group**
This program is offered by the Town with no preregistration or fee requirements. Interested participants simply attend the Large Hall on Mondays and Thursdays from 9:00 a.m. to 11:00 a.m. and walk in a climate controlled setting.

**Craigleith Community Centre Programs – 132 Lakeshore Road East, Blue Mountains**

**Alcohol Anonymous (AA) Meetings**
This program is offered by a third party group. The program runs on Fridays at 5:30 p.m. with a 20 minute speaker followed by a discussion period.

**Art Programs**
Art programs and summer camps are offered by The Bay School of Art. For more information about schedules and registration visit http://thebayschoolofart.ca/.

**Music Programs**
Music programs and summer camps are offered by Brenda Beattie Music. For more information about schedules and registration visit https://brendabeattiemusic.ca/.

**Ravenna Hall Programs – 628299 Grey Road 119, Ravenna**

**Yoga**
Yoga Programs are offered by the Blue Yoga Collective. For more information about schedules and registration visit http://www.blueyoga.ca/

For more information, visit https://www.thebluemountains.ca/recreational-programs.cfm
INSTRUCTIONS FOR BUSINESSES & COMMUNITY GROUPS FOR ADVERTISING EVENTS

The Town’s website, www.thebluemountains.ca provides an opportunity for businesses and community groups to advertise their events.

ADDING BUSINESS EVENTS

To add your Business Event to the Business Calendar, hover over “Business & Development” on the Town’s homepage and select “Business Events”. Along the sidebar there is an option to “Add Business Event”.

ADDING COMMUNITY GROUP EVENTS

To add your Community Event to the Community Calendar, hover over the “Events” button on the Town’s homepage and select “Add Your Event”.

All events submitted by a member of the public will be reviewed by Town staff to ensure that, in the sole opinion and discretion of the Town, the event meets or is in keeping with the intent of the Posting Criteria, including:

- Events must be held in the Town, or hosted by a Town-based organization
- Postings cannot be entered more than 12 months in advance
- Postings must include at least one contact source (phone number, email address, website URL). Anonymous postings will not be published
- Events must be open to all members of the public
- Both free and ticketed events are eligible; however, if there is a fee, the amount must be included in the posting
- If there are age restrictions associated with a posting, they are to be included in the details

For additional information visit the Events Calendar, accessible through the “Events” button.
SOCIAL SERVICES

Ontario 211
Call 2-1-1
Toll-free: 1-877-330-3213
https://211ontario.ca/

Beaver Valley Outreach
54 King Street East, Box 599
Thornbury, ON N0H 2P0
519-599-2577
info@bvo.ca
www.bvo.ca

Attainable Housing Corporation
The Blue Mountains Attainable Housing Corporation
Town Hall
32 Mill Street
P.O. Box 310
Thornbury ON N0H 2P0
info@thebluemountainshousing.ca
http://thebluemountainshousing.ca/

Events for Life
67547 33rd Sideroad, Thornbury, ON N0H 2P0
519-270-1538
info@eventsfor.life
https://eventsfor.life/

My Friend’s House
PO Box 374 Collingwood, ON L9Y 3Z7
Phone: 705-444-2511
Toll-free: 1-800-265-2511
Office: 705-444-2586
inquiries@myfriendshouse.ca
https://www.myfriendshouse.ca/

Grey County
595 9th Ave East
Owen Sound Ontario N4K 3E3
Phone: 1-800-567-4739
Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.
https://www.grey.ca/

YMCA
648 2nd Ave East
Owen Sound, ON N4K 2G8
519-371-9230
housing@osgb.ymca.ca
http://www.ymcaowensound.on.ca/
The Blue Mountains Public Library

L.E. Shore Memorial Library
173 Bruce St S, Thornbury
Hours:
Monday, Wednesday, Friday, Saturday
10:00 a.m. – 5:00 p.m.
Tuesday, Thursday 10:00 a.m. – 8:00 p.m.
Sunday 12:00 p.m. – 4:00 p.m.

Craigleith Heritage Depot
113 Lakeshore Road East, Blue Mountains
Hours:
Tuesday, Thursday, Friday, Sunday 12:00 p.m. – 5:00 p.m.
Wednesday 3:00 p.m. – 8:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.

519-599-3681
www.thebluemountainslibrary.ca
libraryinfo@thebluemountains.ca
Facebook @TheBlueMountainsLibrary
Twitter @le_shore

Services
The Library offers access to free Wi-Fi and public computers.

Collections
Books, magazines, audiobooks, large print, movies, puzzles, DAISY readers and materials for the print disabled through Centre for Equitable Library Access (CELA), in-library use PC laptops, kids’ iPads, and Chromebooks, iPad Air tablets, digital projectors, DSLR cameras, and more.

Digital Collections

Virtual Branch
Apply to join the library, download eBooks, request books from other libraries through interlibrary loan, place a hold on library materials, get research help, book the library board room or gallery, mobile printing. Simply visit our website at www.thebluemountainslibrary.ca.

Business Services
The library has a collection of business books on many topics related to starting, running and marketing a business. If the library doesn’t have a resource you need, we will order it from another library. The library technology collection is available for loan at no cost to members of the library. The library has space to work and meet, including Gallery and board room rentals. Scanning, colour printing and fax services are also available on-site. Print from any location to the library through the Mobile Print Service.
LIBRARY PROGRAMS

October is Family History Month, Canadian Library Month, and Ontario Public Library Week!

Ontario Public Library Week Author Talk
Saturday, October 20, 2018, 2:00 p.m. - 4:00 p.m.
The Gallery at L.E. Shore Memorial Library
Kick off Ontario Public Library Week with an Author Talk featuring bestselling authors K.A. Tucker, Joanne Goodman, Ruth Marshall, and Marissa Stapley. Join a panel of 4 bestselling authors and hear their tales about writing, life, and beyond. Tickets are $2/person and can be purchased at the L.E. Shore Library or at the Craigleith Heritage Depot. Coffee will be served.

Superstorms with David T. Chapman
Friday, November 16, 2018, 11:00 a.m. - 12:00 p.m.
L.E. Shore Memorial Library
Local photographer and stormchaser, David T. Chapman, will be giving a presentation on Superstorms of Ontario. Learn about solar storms (northern lights), wind storms, ice storms, snow storms, winter and supercell thunderstorms, which are the most dangerous type, which has some very dramatic footage. As for the northern lights segment, it has some fantastic displays from the local area, including one right from the harbour over the ice.

Senior’s Exercise
Every Monday and Wednesday, 10:30 a.m. - 11:30 a.m.
L.E. Shore Memorial Library
Sitting or standing, no matter your ability. Improve your fitness and balance. Cost is $2/person.
Family Friday Story Time
Every Friday, 10:45 a.m. - 11:30 a.m.
L.E. Shore Memorial Library Story Tower
A great way to start your weekend is with stories, crafts, games, sensory play and fun! Ages 0-5 years.

Yoga for Kids!
Every Wednesday, starting in September 2018, 3:30 p.m. - 4:15 p.m.
The Gallery at L.E. Shore Memorial Library
Join local instructor, Kara, for a fun yoga class. Ages 6 and up. Cost is by donation. Registration opens September 12th, 2018. Limited Space. Please register online.

After School Kids Club
Tuesdays and Thursdays, 3:30 p.m. - 4:30 p.m.
This program runs throughout the school year. For ages 8 and up. Featuring games, crafts, STEAM, literacy and more! Register for either Tuesdays or Thursdays or both! Online registration will open September 11, 2018 and the first session begins the week of September 17, 2018. For more information, call 519-599-3681 or email libraryprograms@thebluemountains.ca.

Additional programming such as Library Observation Nights, March Break Programs and Art Workshops will be offered at the library. Check our online Events Calendar often at www.thebluemountainslibrary.ca/events.cfm.
THE GALLERY

The Gallery is located within the L.E. Shore branch of The Blue Mountains Public Library, and is open during library hours. The Gallery actively seeks and promotes established and developing artists for its monthly art exhibits and cultural events. All items are available for purchase. A portion of sales supports future Gallery initiatives and programs. For more information email thegallery@thebluemountains.ca

Fall/Winter Exhibitions

**September**: Blue Mountain Foundation for the Arts [Mixed Media] Opening: September 8

**October**: Treasures from the Beaver Valley Outreach [Mixed Media] Opening: October 6

**November**: Diane Timperley/Maureen White [Paintings] Opening: November 3

**December**: Arts and Crafts Invitational [Mixed Media] Opening: December 1

**January**: Coming Together – New Gallery Artists [Mixed Media] Opening: January 5

**February**: Red Hot in February [Mixed Media] Opening: February 2

**March**: Joyce Seagram [Quilts] Opening: March 2

**April**: Janet Read [Abstract Paintings] Opening: March 30
CRAIGLEITH HERITAGE DEPOT

Hours:
Tuesday, Thursday, Friday and Sunday 12:00 p.m. – 5:00 p.m.
Wednesday 3:00 p.m. – 8:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.

113 Lakeshore Road East, Blue Mountains
519-599-3681 depot@thebluemountains.ca
Follow us on Facebook and Twitter @CraigleithDepot
www.thebluemountainslibrary.ca

Museum admission by donation.

The Blue Mountains Public Library oversees the operation of the Craigleith Heritage Depot.

The historic Craigleith Railway Station on Nottawasaga Bay continues to serve our community as a museum, archives, and branch library. Now called the Craigleith Heritage Depot, this building was constructed about 1880 and operated as a railway station until 1960 when it was sold for use as a cottage.

Ken and Sureya Knapman bought the station in 1966 and on October 26, 1968 they opened the Depot Fine Dining restaurant. John Turner, former Prime Minister, was known to bring his family to enjoy the ambience of this unique restaurant along with many visitors from near and far. The restaurant closed in 2001 after 32 years of service.

The building was then purchased by the Town of The Blue Mountains with the support of the Craigleith Heritage Committee and local citizens. After renovations and an added extension to the building, it opened as a museum on September 21, 2008. In 2016, the Museum became part of The Blue Mountains Public Library, and added library services to its mandate.

The Museum focuses on the natural and cultural history of The Blue Mountains and features our ancient fossil record to present day history. You are welcome to sit in the turret room and imagine a steam engine slowing into the station to drop off mail or bring visitors from away. The station continues to be a place for travellers of all kinds as the exhibits, archives, and books take you back in time.
MUSEUM SERVICES

Archives and Research
Are you seeking out Blue Mountains descendants? Do you wonder about a local landmark? You can make an appointment to check out our research resources. We have microfiche newspapers, family histories, photographs, maps, reference materials and more!

Online Access
Check out our online exhibits and digital collections at www.thebluemountainslibrary.ca.

Picnic and Rest Stop
The Museum is located right on the Georgian Trail, with picnic tables and a deck overlooking the bay. It is a perfect spot to start or end your bike or hike. The site also features a Bike Repair Station. Discover more about the local history with a visit inside the building at the beginning or end of your journey.

Gift Shop and Refreshments
The Museum hosts a small gift shop with history books, local art cards, fossils, toys and games as unique as the building itself. Hot drinks are available if you need a warm refreshment break along the trail.

Programs
Ongoing programs, exhibits, activities, and group meetings are held throughout the year. Check our online Events Calendar often at http://www.thebluemountainslibrary.ca/events.cfm.

Tourist Information
Drop in to get maps, guides and information on our local area for yourself or for visitors to the area. We know all the special spots that make the Blue Mountains such an amazing place.

Library Services
Are you a local resident? If so, you can get all the perks of a library membership at this branch of The Blue Mountains Public Library. Guest Passes also available. Check out our own films REEL History which you can borrow with your library card or buy in the gift shop and enjoy free WiFi as you visit.
FALL FIRE PREVENTION TIPS

TIME CHANGES MEAN BATTERY CHANGES

GET IN THE HABIT OF CHANGING THE BATTERIES IN YOUR SMOKE ALARMS AND CARBON MONOXIDE (CO) ALARMS EVERY FALL AND SPRING WHEN CHANGING THE CLOCKS FOR DAYLIGHT SAVINGS TIME. CHECK THE EXPIRY DATE ON YOUR SMOKE AND CO ALARMS, IF THERE IS NO DATE ON THEM THEY PROBABLY REQUIRE REPLACING.

HOME HEATING TIPS

No matter what type of device you use to heat your home, making sure your heating devices and/or systems are in good working order is an important part of learning some fall fire safety tips. Many things can go wrong with heating equipment during the spring and summer months. Verify that everything you need to keep your home warm throughout fall and winter is in good working order before you experience the first cold snap of the season.
Central Heating System Safety Tips
- Get your central heating system cleaned, inspected and serviced by a certified HVAC (heating, venting and air conditioning) contractor every year before using it.
- If you have a gas heater, make sure that you have a sufficient quantity of fully functioning carbon monoxide alarms installed in your home.

Space Heater Safety Tips
- Make sure that any space heaters are surrounded by at least three feet of empty space.
- Never place clothing or any other objects on a space heater to dry.
- Do not place space heaters near furniture or drapery.
- Turn space heaters off when you leave the house or go to bed.
- Avoid storing any combustible items near heaters.

Fireplace Safety Tips
- Get your chimney inspected each year by a WETT certified inspector.
- Hire a chimney sweep to clean out your chimney every fall.
- Repair any cracks in fireplaces.
- Use fireplace screens to keep sparks and fire debris inside the fireplace.
- Never leave a fire unattended.
- Make sure that combustible materials are not stored within three feet of your fireplace.
- For natural gas fireplaces, get all connections and lines inspected before use each season.
- Remember that outdoor fireplaces can be just as dangerous as indoor units, and observe all safety precautions when using them.

Fire Safety Tips for Holiday Decorations
- Do not use candles in Halloween jack-o-lanterns. Flashlights are much safer.
- Make sure that children’s costumes are made with fire retardant materials.
- Use only fire-retardant holiday decorations.
- Verify that all holiday lights and extension cords have been tested by an organization such as CSA or ULC.
FIRE PREVENTION

“LOOK, LISTEN, LEARN”

OPEN HOUSE

Don’t miss the Fire Department’s Open House, which takes place annually in early October.

Featuring:

• A live burn to show the effectiveness of automatic fire sprinklers.
• Build your own Smoke Alarm Cookies for the kids!
• Fire trucks on display
• BBQ
• Cake to celebrate Sparky the Fire Dog’s birthday!

Fire Prevention Officers will be available to answer any technical questions regarding smoke and Carbon Monoxide alarms.

Check out our Fire Services webpage for additional event details as the date draws nearer, www.thebluemountains.ca/fire-services.cfm

FIRE SAFETY TIPS

To learn more about Fire Safety Tips and Prevention, visit www.thebluemountains.ca/fire-safety-tips.cfm

Want To Book Fire Station Tours or Fire Safety Training?

Contact the Town’s Chief Fire Prevention Officer at 519-599-3131 ext. 105 or fireprevention@thebluemountains.ca

WHAT ARE THE INITIAL FEES ASSOCIATED WITH AN STA APPLICATION?

Initial licensing fees vary depending on the type of premises, and are as follows:

• Chalets $ 2,500.00 (includes HST)
• Condos $ 1,500.00 (includes HST)
• Fire Safety Inspection – all properties $75.00 (includes HST)
EMERGENCY PREPAREDNESS KIT

HAVE YOU THOUGHT OF CREATING A 72-HOUR EMERGENCY PREPAREDNESS KIT? HERE’S WHAT YOU’LL NEED:

- Flashlight and batteries
- Radio and batteries or crank radio
- Spare batteries (for radio and flashlight)
- First-aid kit
- Candles and matches/lighter
- Extra car keys and cash
- Copies of identification (driver’s licence/health card)
- Food and bottled water
- Clothing and footwear
- Blankets or sleeping bags
- Toilet paper and other personal items
- Medications
- Backpack or duffel bag (to hold all of the emergency kit items)
- Playing cards or something to pass the time

Ensure you have a three day supply of consumables per person and keep your kit in an easy to carry bag.

For more information on how you can be prepared for an emergency in our community, please visit www.grey.ca/emergency-preparedness

WINTER STORM TIPS

- Stay indoors and keep your pets inside
- Run a trickle of water to prevent pipes from freezing
- If you are outside, dress appropriately for the weather and check for frostbite regularly

POWER OUTAGE TIPS

- Use a battery powered or crank radio to listen for updates
- Use glow sticks or flashlights to see
- Keep your refrigerator and freezer doors closed as much as possible
- If you are outdoors, never go near or touch a fallen power line
NOISE CONTROL

“Noise” is any unwanted sound that is clearly audible and of such a volume that it would be likely to disturb anyone, at any time of the day, such as construction noise or persistent dog barking.

Regulated hours of construction are weekdays between 7:00 a.m. and 7:00 p.m., and Saturdays between 8:00 a.m. and 1:00 p.m.

PARKING ENFORCEMENT

The Town enforces its parking by-laws by issuing tickets to illegally parked vehicles on both public and private property. This type of enforcement is required to maintain legal parking, regulate traffic movement, and ensure public safety.

Parking tickets can be paid in person at Town Hall’s By-law Department, by mail to 32 Mill Street, Box 310, Thornbury ON N0H 2P0, or online at https://www.paytickets.ca/start.

Residents of The Blue Mountains are reminded that the Parking By-law prohibits parking on any street between the hours of 2:00 a.m. and 7:00 a.m. from November 1st until April 1st.

WHAT CAN I DO IF I DISAGREE WITH MY PROPERTY ASSESSMENT ON MY TAX BILL?

Property Assessment is conducted by the Municipal Property Assessment Corporation (MPAC), who are accountable to the Province. There are several property assessment classes such as residential, farm, multi-residential, commercial, and industrial.

Assessment is based on current value, meaning, assessment is determined based on sale prices of properties of comparable value.

Changes to your assessment may occur if you make an addition or improvement to your property or if you have received a reduction in your assessed value through an MPAC Request for Reconsideration decision (RfR) or through the Provincial Assessment Review Board (ARB).

If you have questions regarding your assessment, would like to file for a Request for Reconsideration, or wish to contact MPAC, please call 1-866-296-6722 or visit www.mpac.ca.
SHORT TERM ACCOMMODATIONS

The Town’s Short Term Accommodation (STA) Licensing By-law provides for a system of licensing of STA premises (premises rented on a basis of 30 consecutive days or less) with the objective of ensuring safe, sanitary, and responsibly operated accommodations. There are specific areas of the Town that are zoned to allow for licenced Short Term Accommodation use.

Applications are subject to a review process and must be accompanied by supporting documentation such as floor plans, a copy of the Liability Insurance, and a property management plan, as well as payment for initial licensing fees. Subsequent review and additional fees apply upon renewal (every two years from the date of issuance).

For information or to submit an application contact the STA Coordinator at 519-599-3131 ext. 249 or stalicences@thebluemountains.ca.

SHORT TERM ACCOMMODATION LICENCE APPLICATION GUIDE

STA Licensing
519-599-3131 ext. 249
STALicences@thebluemountains.ca

The prerequisites to obtain a licence are:

- Completed Pre-Screening Application
- Payment of the Licensing Fee
- Site and Floor Plans of the STA Premise
- Copy of the Transfer/Deed proving evidence of ownership
- Copy of the Liability Insurance of not less than $2 million per occurrence for property damage
- Parking Management Plan
- Property Management Plan
- Responsible Person Consent Form
- Renter’s Code
- Fire Safety Plan
- Approved Fire Safety and Property Standards Inspection
General Licence Information

- A licence is valid for a period of 2 years from date of issuance and is non-transferable.
- The Manager may revoke a licence if it was issued based on mistaken, false or incorrect information.

STA Application Approval Process

- Any person who contravenes any provision of By-law 2013-50 pursuant to section 11.1, upon the issuance of a penalty notice shall be liable to pay the Town and administrative penalty in the amount $250.
- Any person who contravenes any provision of By-law 2013-50 is guilty of an offence and upon conviction, is subject to a fine as provided in the Municipal Act, 2001 or the Provincial Offenses Act.
**FLOOR PLANS**

The reviewed Floor Plan issued with the STA Licence must be permanently displayed next to the STA Licence within the STA Premises.

**Criteria:**
- Proposed use of each room (Bedroom, Recreation Room, Living Room, Kitchen, etc.) Please note proposed bedroom occupancy.
- Location of all smoke alarms and early warning devices
- Location of all fire extinguishers
- Location of all exits and windows
- Room dimensions

**Note:** The maximum number of occupants within a new STA shall not exceed a total number of 8 Occupants (By-law 2009-03)

**Definition of a Bedroom:** means a room or area used, designed, equipped or intended for sleeping.

**SITE PLANS**

**Criteria:**

The site plan will need to clearly indicate the following:

- Parking
- Landscaping
- Snow storage area
- Other buildings and structures on the property
- Garbage storage location
- Existing private on-site sewage system (if applicable)

**PROPERTY MANAGEMENT PLANS**

Identifies those measures the Owner will implement to ensure compliance with the Town’s Property Standards By-law 2002-18, Waste Collection By-law 16/03 and any other by-law related to property maintenance and/or property management.

**Property Standards By-law 2002-18**
- Maintaining and keeping the property clean
- Removing litter, debris, undesirable materials, etc.
- Snow clearing, salting or sanding for ice and slippery winter conditions
- Indicate who is responsible
- Indicate how often the property will be inspected

**Long Grass & Noxious Weeds By-law 2003-25**
- Long grass means that which exceeds a length, on average, of 250mm (10 inches) in height
- Noxious weeds means any weed identified on Schedule ‘B’ or any weed designated by the Town’s Chief Weed Inspector and for the Province of Ontario
- Indicate who is responsible
- Indicate your cutting standards and frequency to comply with the Long Grass By-law

**Waste Collection By-law 16/03**
- Garbage and Recycling Containers: placing to and from the curbside
- Indicate who is responsible
- Indicate how you advise of the Town’s Waste Collection Standards and process for collection

**Noise By-law 2002-9**
- Noise that is likely to disturb the peace, quiet and comfort or having quiet enjoyment
- Examples: Sound or music, yelling, shouting, singing, etc.
- Indicate who is responsible for managing noise complaints from occupants
- Indicate how you advise of the Town’s Noise By-law provisions
PARKING MANAGEMENT PLANS

Indicate the following:

• Reference the applicable Zoning By-law
• To scale drawing detailing the size and location of all parking spaces, along with driveways and drive aisles, intended for parking on the premises and distances from the property line
• Indicate the location of the parking areas and maximum number of parking spots
• Indicate property line locations, existing structures and existing or proposed vegetation
• Indicate location and of existing driveway approaches and length and width of the existing driveway/parking area(s)
• Indicate the radius of the existing driveway (if applicable)
• Indicate the type of surface of the driveway approach, driveway and parking lot
• Location of utility poles, fire hydrants, trees or other structures
• Indicate the arrangement of parking spaces utilizing the minimum size criteria noted below
• Indicate how parking areas will be maintained
• Indicate the location of the driveway

The minimum size of each parking space in an approved parking area, or on a driveway shall have a width of not less than 2.75 metres (9’) and a length of not less than 5.5 metres (18’).

RENTER CODE OF CONDUCT

Shall include the following:

• Objectives of this Code
• Residential Area
• Guiding Principles
• Maximum number of Renters and Guests
• Noise and Residential Amenity
• Access and Parking
• Recycling and Garbage

HOW DO I PAY A PARKING TICKET?

Parking ticket payments can be made at the By-law Enforcement counter at Town Hall, by mail to 32 Mill Street, PO Box 310, Thornbury, ON N0H 2P0, or online at Paytickets.ca. For unpaid tickets that have surpassed their payment due date please contact Service Ontario or the Owen Sound Provincial Offences Court.
PROPERTY ASSESSMENT

Questions About Your Property Assessment?

Your property assessment is conducted by the Municipal Property Assessment Corporation (MPAC), which is accountable to the Provincial Government.

For residential properties, there are five major factors that generally account for 85% of your property value:

- location
- living area
- age of property
- lot dimensions
- quality of construction

There are several property assessment classes such as residential farm, multi-residential, commercial and industrial. Assessment is based on current value, meaning it’s determined based on sale prices of properties of comparable value.

Changes to your assessment may occur if you make an addition or improvement to your property or if you have received a reduction in your assessed value through an MPAC Request for Reconsideration decision (RfR) or through the Provincial Assessment Review Board (ARB).

Questions? Contact MPAC:
P.O Box 9808
Toronto, ON M1S 5T9
1-866-296-6722
fax 1-866-296-6703
enquiry@mpac.ca
www.mpac.ca

Tax Staff
519-599-3131 ext. 227
finance@thebluemountains.ca
32 Mill Street, Thornbury, ON
FINANCIAL SERVICES

FINANCE STAFF
519-599-3131 ext. 227
finance@thebluemountains.ca
32 Mill Street, Thornbury, ON

HAVE SOMETHING TO SAY ABOUT THE 2019 BUDGET?

There are various ways to be involved in the budget process including attending Committee of the Whole Meetings, Public Information Sessions, and Public Meetings.

Stay informed with more information regarding the Budget process at our website www.thebluemountains.ca/budget.cfm. You can also contact Budget Staff using the contact details above.

HOW YOUR TAX DOLLAR IS SPENT

All nine municipalities within the County of Grey contribute to the County tax levy. The Blue Mountains contributes 26% of the County’s total levy.

Wonder where your taxes go? Of every residential dollar that is collected by the Town, $0.39 goes to the County and $0.19 goes to education. The $0.42 that is left is broken up the following way:
UTILITY BILLING

Paperless eBilling
Your water and wastewater account can now be sent to you by e-mail.

Water and Wastewater eBilling offers a convenient, timely and environmentally friendly way to receive your bill.

The utility bill will look the same as your current paper copy and your billing and due dates will remain the same.

If you want to enroll, visit the Town’s website at www.thebluemountains.ca/utility-ebilling-signup.cfm

Utilities Staff
519-599-3131 ext. 223
utilities@thebluemountains.ca
32 Mill Street, Thornbury, ON

GRANTS & DONATIONS

The Town offers an annual Grants and Donations Program that allows Community Groups and Organizations to apply for funding or subsidies for any Town-owned facilities.

For more information regarding the Town’s Grants and Donations Program, please contact Finance Staff. Additional information can also be found at www.thebluemountains.ca/grants-donations-program.cfm
DOG LICENCES & ANIMAL CONTROL

All dogs are required to be licenced annually, with new dog tags to be purchased each year by March 15th. Registration applications must include a Certificate of Rabies Vaccination, and proof that the dog has been neutered or spayed (otherwise non-neutered/non-spayed licence fees apply).

A dog’s license is their ticket home; please ensure your contact information is up to date.

All dogs must be leashed when not on their owner’s property. The only exception is Moreau Dog Park at 76 Victoria Street South – Our enclosed dog park includes a staging area and a 150’ wide by 180’ long open green space for dogs and their owners to run and play.

DOGS AND FIREWORKS

Many dogs experience some level of distress when they hear fireworks; to help calm your dog and prevent firework anxiety consider keeping them home in a safe place where they feel comfortable.

Lost or found dogs can be reported to Animal Control at 519-599-3131 ext. 249
SIGN BY-LAW

The Sign By-law regulates sign specifications such as size, shape, material and maintenance. In most cases a permit application, drawings, and payment of a permit fee is required prior to the installation of a sign.

For information or to submit an application contact By-law Services at 519-599-3131 ext. 249 or bylawinfo@thebluemountains.ca.

SECURITY ALARM REGISTRATIONS

Security alarm systems within the Town must be registered with the municipality.

The purpose of the registration is to establish a procedure that will result in the reduction of OPP false alarm dispatches related to security alarms in The Blue Mountains. A system of warnings, fees and possible suspension of Police response are implemented in the instances of false dispatches.

Current Registration Fees:

Residential Registration - Three Year Period – $25.00 (includes HST)
Commercial Registration - Three Year Period – $50.00 (includes HST)

For information contact By-law Administration at 519-599-3131 ext.249 or bylawadmin@thebluemountains.ca.
The Planning Services Division administers the Town’s Official Plan, Zoning By-law and the Development Approvals Process, and is responsible for the distribution of information to agencies, the development industry, and the general public with respect to community growth and development.

Staff in the Planning Services Division work closely with staff in Building Services, Engineering Services, and Economic Development to ensure timely processing of applications and response to enquiries.

Town of The Blue Mountains
Development Application Review and Approval Process for Planning Applications
July 11, 2016

Pre-Application Stage
Steps 1 and 2
(1 month)

Informal Concept / Idea Discussed

STEP 1
Pre-consultation Package Received and Circulated

Pre-consultation Meeting

Proposal Refined by Applicant

STEP 2
Formal Application Received, Circulated for Internal Review/Comments

14 days

Application Refinement
Steps 3 through 7
(1—3 months)

Committee Report Preparation

STEP 7
Planning Act Open House / Public Meeting

Major issues / concerns

STEP 6
Technical Review (ongoing during Planning review)

STEP 5
Application Circulated for External Comment

STEP 4
Council Information Report / Major Issues Approvals

YES

NO

180 Days max to Planning Application Decision

Application Approval
Step 8 and After Planning Approvals

STEP B
Decision Appealed?

NO

YES

Technical/ Engineering Approval

Agreements

Registration

Building permit Approval

STEP 8
Planning Application Decision (Draft Plan Conditions) (Site Plan Conditions)

STEP 3
Application Complete?

YES

NO

OMB Hearing
BUILDING PERMITS

BUILDING PERMITS GIVE LEGAL PERMISSION TO CONSTRUCT, DEMOLISH OR RENOVATE ON A PROPERTY. FAILURE TO OBTAIN A BUILDING PERMIT CAN RESULT IN CONSTRUCTION DELAYS, LEGAL ACTION AND THE REMOVAL OF WORK COMPLETED.

BUILDING SERVICES
519-599-3131 ext. 239
build@thebluemountains.ca

PROJECTS THAT REQUIRE A BUILDING PERMIT

Under the Ontario Building Code Act, a building permit is required for the construction of a new building, an addition, or alteration of any building or structure with a building area of over 10 square metres (approximately 108 square feet).

Examples include livestock buildings, adding or removing interior walls and demolitions.

To check if your project requires a building permit, visit www.thebluemountains.ca/building-services.cfm or contact Building Services.

PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT

- Replacing or installing asphalt shingles on a roof
- Minor roof sheathing repairs
- Repointing brick veneer
- Damp proofing of a basement
- Replacing siding on a house
- Replacing a window or a door (if same size or smaller opening)
- Kitchen or bathroom cabinets
- New flooring
- Installing air conditioning units
- Replacing an existing furnace
- Fences (not enclosing a pool) See TBM Pool Fence By-law 2002-8
- Pool heaters
- Painting or decorating
- Landscaping (TBM Municipal - Works or Entrance Permit may be required).
HOW TO APPLY

All applications, forms, drawings and related documents shall be submitted electronically in PDF format by email to: build@thebluemountains.ca

ELECTRONIC DOCUMENTS:

SUBMISSION REQUIREMENTS

- All building permit applications and related documents shall be submitted in a “Portable Document Format”, also known as Adobe Acrobat or PDF (version 7 or higher).
- All documents within the entire building permit application package must open without a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided; and be accessible for the visually impaired.
- All Building Services forms are available on the Permits page of the Town’s website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Permit application submissions are not accepted by fax, USB drive, flash media or third-party file sharing services. Building Services provides a secure sharefile system. Please only submit appropriately labelled documentation through this system.
- Commercial projects shall have Mechanical (HVAC & Plumbing), Electrical/Emergency lighting/fire alarm, sprinkler and other fire safety systems to be submitted as part of the building permit set.
- Shoring and Foundation and other structural plans/drawings set to be also included as part of the building set.
- Fire Schematic Layout including floor plans and cross section(s) including all fire resistance rating and fire separations as required by the Ontario Building Code shall be included with the building set.

BUILDING APPLICATION PROCESS

Once a complete application including supporting documentation is received our Staff will review and communicate with the applicant per the following Ontario Building Code Act mandated timelines:

10 business days for a residential building permit application;
15 business days for a small commercial building permit application; and
30 business days for a large commercial building permit application.

BUILDING STATISTICS & REPORTS

The Town posts information regarding Building Permit statistics and activities. To access this information, hover over “Town Hall” on the homepage, www.thebluemountains.ca. Select “Department Directory” and then “Planning and Development Services”. From there, click on “Building Statistics & Reports”, www.thebluemountains.ca/building-statistics-reports.cfm.
SECONDARY SUITES
GRANT PROGRAM

THE BLUE MOUNTAINS ATTAINABLE HOUSING CORPORATION HAS ESTABLISHED A GRANT PROGRAM WHERE 10% OF THE COST UP TO $5000 CAN BE AVAILABLE TO OFFSET THE COSTS TO CREATE AN ACCESSORY APARTMENT IN TOWN OF THE BLUE MOUNTAINS.

ACCESSORY APARTMENT UNITS

We have created a guide, developed to assist applicants in obtaining a building permit to allow the development of an Accessory Apartment Unit within The Town of The Blue Mountains.

This guide should not be relied on in place of professional expertise. If you are unfamiliar with building construction procedures, the assistance of a qualified building contractor or architect can save you both time and money.

This guide provides a summary of information related to application preparation and the issuance of a building permit. If there is a difference between this reference document and the formal regulations and by-laws, the formal regulations will apply.

A building permit is required in The Town of The Blue Mountains for creating a new accessory apartment unit in an existing dwelling, or in a detached accessory structure. This guide explains the requirements for submitting a building permit application for a new accessory apartment unit in greater detail. If you are new to the process or are uncertain of The Town of The Blue Mountains permit application process /requirements contact the Planning and Development Services Department Building Division at 519-599-3131 ext. 290 or build@thebluemountains.ca. Contact us for a copy of the guide.

Further information can be found here: http://thebluemountainshousing.ca/grant-information.cfm
OUTSIDE AGENCY CONTACT INFORMATION

GREY SAUBLE CONSERVATION AUTHORITY (GSCA)

Grey Sauble Conservation
237897 Inglis Falls Road, RR 4
Owen Sound, Ontario, N4K 5N6
Tel.: 519-376-3076 Fax.: 519-371-0437
http://www.greysauble.on.ca/

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY (NVCA)

John Hix Conservation Administration Centre
8195 8th Line
Utopia, ON, LOM 1TO
Phone: 705-424-1479
Fax: 705-424-2115
Email: admin@nvca.on.ca
https://www.nvca.on.ca/

NIAGARA ESCARPMENT COMMISSION (NEC)

99 King Street East, P.O. Box 308
Thornbury, ON N0H 2P0
Phone: 519-599-3340
Fax: 519-599-6326
necthornbury@ontario.ca
https://www.escarpment.org/

MINISTRY OF TRANSPORTATION (MTO)

77 Wellesley Street West
Ferguson Block, 3rd Floor
Toronto, Ontario
M7A 1Z8
Phone: 416-235-4686
Toll-free: 1-800-268-4686
https://www.ontario.ca/page/ministry-transportation

MINISTRY OF NATURAL RESOURCES AND FORESTRY (MNRF)

Natural Resources Information and Support Centre (NRISC)
300 Water Street
Peterborough, Ontario K9J 8M5
Phone: 1-800-667-1940
https://www.ontario.ca/page/ministry-natural-resources-and-forestry

MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS

733 Exeter Rd, London, ON N6E 1L3
Phone: 519-873-5000
Toll Free: 1-800-265-7672
Fax: 519-873-5020
https://www.ontario.ca/page/ministry-environment-conservation-parks
MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS (OMAFR)

1 Stone Road West
Guelph, ON N1G 4Y2
Phone: 519-826-3100
toll free: 1-888-466-2372
about.omafra@ontario.ca
http://www.omafra.gov.on.ca/english/

GREY COUNTY

595 9th Ave East
Owen Sound Ontario N4K 3E3
Phone: 1-800-567-4739
https://www.grey.ca/

DEPARTMENT OF FISHERIES AND OCEANS (DFO)

520 Exmouth St
Sarnia ON N7T 8B1
Phone: 519-383-1809
Toll-free: 1-866-290-3731
Fax: 519-464-5128
Email: info@dfo-mpo.gc.ca
http://www.dfo-mpo.gc.ca/index-eng.htm

GREY BRUCE HEALTH UNIT (GBHU)

101 17th Street East
Owen Sound Ontario N4K 0A5
Phone: 519-376-9420 or 1-800-263-3456
Email: publichealth@publichealthgreybruce.on.ca
https://www.publichealthgreybruce.on.ca/

LAND REGISTRY OFFICE – GREY COUNTY

Suites 1 and 2
1555 16th Street East
Owen Sound, Ontario
N4K 5N3
Phone: 519-376-1637
Fax: 519-376 1639
https://www.ontario.ca/page/land-registry-offices-Iro

MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC)

PO Box 9808
Toronto ON M1S 5T9
Toll Free 1 866 296-6722
https://www.mpac.ca/

TRANSPORT CANADA

330 Sparks Canada
Ottawa, ON K1A 0N5
Phone: 613-990-2309
Toll Free: 1-866-955-9737
Fax: 613-954-4731
www.tc.gc.ca/eng/contact-us.htm

CANADIAN COAST GUARD

Phone: 613-993-0999
Fax: 613-990-1866
info@dfo-mpo.gc.ca
www.ccg-gcc.gc.ca/eng/CCG/Home

HOW DO I GET THE ZONING OF MY PROPERTY?

Zoning enquiries can be made through a “Request for Information (RFI)” form which can be found at www.thebluemountains.ca/zoning-information.cfm

HOW DO I GET A SURVEY OF MY PROPERTY?

The Town does not keep copies of public surveys on file. They can be acquired either through the Land Registry Office in Owen Sound or through an Ontario Land Surveyor.
ROADS AND DRAINAGE DIVISION

PERMITS

Are you:

• Making an excavation or performing works on Town Lands?
• Getting a Building Permit?
• Moving heavy vehicles on municipal highways in excess of dimensional limits of weights prescribed?
• Installing a private stationary garbage bin at the end of your driveway for the purpose of waste collection?
• Installing a rural mail box?
• Are you moving an entrance or paving your driveway?

If you answer YES to any of the questions listed above, then you need a permit!

For more information on Permits and Permit Applications, contact the Infrastructure and Public Works Department:

32 Mill Street
Second Floor, Town Hall
Thornbury, ON
519-599-3131 ext. 276
ipwinfo@thebluemountains.ca

Or you can visit the Towns Permits, Applications & Licences webpage: https://www.thebluemountains.ca/permits-applications-licences.cfm

SNOW REMOVAL ACTIVITIES

The Town’s Roads Division is responsible for winter road maintenance on roads assumed by the Town which includes plowing, sanding and salting operations.

The Roads Division works diligently to clear snow and ice quickly from the roadways.

To stay up to date on the latest winter road maintenance conditions, visit the Newsroom on the Towns website and sign up to receive news updates on winter road maintenance via email. Subscribe today!
WINTER MAINTENANCE - PLOWING AND SPREADING TIMES

The following tables are guidelines for The Blue Mountains Winter Operations. Once it has been determined by the Roads and Drainage Division Staff that conditions warrant spreading materials and/or snow clearing efforts, the following timelines will be followed based on the road classification as laid out in O.Reg 239/02. The Town roads are Class 3 - 6 as illustrated on page 68 and 69.

Snow Plowing:

<table>
<thead>
<tr>
<th>Class of Highway</th>
<th>Snow Accumulation</th>
<th>Plowing Time</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8cm</td>
<td>12 hours</td>
<td>Both sides of the road plowed one time within 12 hours after it has been determined that there is 8 cm of snow accumulated on the road surface.</td>
</tr>
<tr>
<td>4</td>
<td>8cm</td>
<td>16 hours</td>
<td>Both sides of the road plowed one time within 16 hours after it has been determined that there is 8 cm of snow accumulated on the road surface.</td>
</tr>
<tr>
<td>5</td>
<td>10 cm</td>
<td>24 hours</td>
<td>One lane 5m in width plowed one time within 24 hours after it has been determined that there is 10 cm of snow accumulated on the road surface.</td>
</tr>
<tr>
<td>6</td>
<td>10 cm</td>
<td>24 hours</td>
<td>One lane 5m in width plowed one time within 24 hours after it has been determined that there is 10 cm of snow accumulated on the road surface.</td>
</tr>
<tr>
<td>Seasonal 6</td>
<td>NA</td>
<td>NA</td>
<td>No winter maintenance.</td>
</tr>
</tbody>
</table>

Spreading Materials:

<table>
<thead>
<tr>
<th>Class of Highway</th>
<th>Spreading Time</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8 hours</td>
<td>Have materials spread within 8 hours after becoming aware that such treatment is required.</td>
</tr>
<tr>
<td>4</td>
<td>12 hours</td>
<td>Have materials spread within 12 hours after becoming aware that such treatment is required.</td>
</tr>
<tr>
<td>5</td>
<td>16 Hours</td>
<td>Have materials spread within 16 hours after becoming aware that such treatment is required. Bituminous roads in the category should not be bared after the storm by applying salt.</td>
</tr>
<tr>
<td>6</td>
<td>24 Hours</td>
<td>Have materials spread within 24 hours after becoming aware that such treatment is required.</td>
</tr>
<tr>
<td>Seasonal 6</td>
<td>NA</td>
<td>No winter maintenance.</td>
</tr>
</tbody>
</table>

WINTER ROAD UPDATES

Keep up to date with current road conditions by visiting https://www.thebluemountains.ca/newsroom.cfm or subscribe to receive regular Roads Updates via email at www.thebluemountains.ca/subscribe-for-updates.cfm. Grey County Road conditions are available at https://roads.grey.ca.
Classification of Highways have been determined according to the Municipal Act, 2001, S.O. 2001, c. 25, O. Reg. 366/18 as of May 2, 2018 and the Annual Average Daily Traffic (AADT) data from the 2009 - 2013 Road Needs Study. The Town’s Winter Minimum Maintenance Standards policy is intended to provide a guideline for winter minimum maintenance standards and level of service which may be subject to change in extreme conditions.
This Level of Service Policy:
1) a. Only applies to one through lane in each direction and does not apply to auxiliary lanes such as parking, passing or turning lanes, and
   b. Only applies to a municipality during the season when the municipality performs winter highway maintenance.
2) In this section, “snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:
   a. New fallen snow
   b. Wind-blown snow
   c. Slush

The objective of The Blue Mountains Roads and Drainage Division will be to provide winter maintenance given the resources available for winter control purposes and given the weather conditions. It is also recognized that conditions do occur that will preclude the defined Winter Level of Service from being achieved. The Blue Mountains will make best efforts to monitor road conditions and weather information.

For more information on Road Classification and Winter Maintenance, please visit the Town’s Website www.thebluemountains.ca, and sign up for the Roads Update in the Newsroom!

Winter Maintenance – Sidewalks

The Corporation of the Town of The Blue Mountains has an obligation to maintain its sidewalk network to a safe level of service.

The Town’s practice is to clear priority sidewalks which include Highway 26 sidewalks, Bruce Street and Marsh Street sidewalks from Thornbury to Clarksburg, the business section, schools and nursing home areas. Also included are the commercial areas of the Blue Mountain village.

Priority Routes:
Following a winter storm event, plow equipment will be dispatched to priority routes upon the accumulation of five (5) centimeters of new snow within sixteen (16) hours of being dispatched.

All Other Sidewalks (Secondary Routes):
Plow equipment will be dispatched to secondary routes after the priority routes are completed and upon the accumulation of five (5) centimeters of new snow within twenty four (24) hours of being dispatched.

Sidewalks not included in the defined areas will not be maintained from November 1 in any given year to April 15 in the following year and are considered closed during this period.

Snow Plowing Restrictions
Town By-law No. 2014-65 indicates that no person shall deposit snow or ice on a roadway, including those portions of the highway commonly referred to as the shoulder, sidewalk, walkway, pathway, boulevard or ditch.

Winter Parking Restrictions
Town By-law No. 2003-11 prohibits overnight parking on Town streets from November 1st to April 1st from 2:00 a.m. to 7:00 a.m.

Street Light Not Working?
If you see a Street Light that is:
- Not turning on at night
- Staying on during the day
- Broken or damaged
- Continually turning on or off

Please let us know!
Contact the Infrastructure and Public Works Department to Report it:
32 Mill Street
Second Floor, Town Hall
Thornbury, ON
519-599-3131 ext. 276
ipwinfo@thebluemountains.ca

Please note that the Town will require the location of the light (closest property address).

Please allow two to three weeks for repair.
SOLID WASTE DIVISION

SOLID WASTE SERVICES

Solid Waste Disposal Site
Located at 788090 Grey Road 13, Clarksburg, ON.
Open to waste generated in The Blue Mountains only.

The Solid Waste Disposal Site will accept most waste, even many items not acceptable for curbside pickup. For information on waste acceptance and sorting see attendant on duty.

Phone:
519-599-6760

Hours:
• Tuesdays and Thursdays 8:00 a.m. to 4:00 p.m.
• Saturdays 8:00 a.m. to 12:00 p.m.

2018 Tipping Fees (paid by cash, cheque or interact):
Minimum site use $6.00
Sorted waste $130/tonne
Unsorted waste $260/tonne
Clean wood, metals, commercial brush, concrete $65/tonne
Freon items $15/unit

No Charge:
Recyclables, e-waste, tires, residential yard waste, household hazardous waste

CURBSIDE COLLECTION INFORMATION

2018 Holiday Collection
Christmas Day, Tuesday, December 25, 2018 and New Year’s Day, Tuesday, January 1, 2019 waste collection will not occur and collection will be delayed by one day for the remainder of the week. All other holiday and statutory days will be collected on the regular day of collection.

2019 Curbside Christmas Tree Collection
No plastic bags
No decorations
January 7 to 10, 2019 on your day of waste collection

2018 Curbside Yard Waste Collection (Spring and Fall)
Maximum 10 containers or bags per week.
May 7 to May 31 and November 5 to November 29, 2018 on your regular day of collection
Paper bags and container size limited to 89cm x 41cm. No plastic bags.

Garbage Bag Limits
Two Bag Limit – Tag Second Bag
Tags are $2.00 and can be purchased at Foodland, Hindles Hardware, Home Hardware, Circle K in Craigleith, Macs in Thornbury, Ravenna Country Market, Tasty Market, Town Hall and the Waste Disposal Site.
Bags and Cans are limited to 18 kilograms.
Cans must have side handles and is limited to 84 centimeters in height by 56 centimeters in diameter. Bags are limited to 76 centimetres by 97 centimeters in size.
Oversized and bulky construction and demolition debris will not be collected.
MISSED COLLECTION

For general waste related inquiries, or to report missed collection, please contact the Infrastructure and Public Works Department:

32 Mill Street
Second Floor, Town Hall
Thornbury, ON
519-599-3131 ext. 276
ipwinfo@thebluemountains.ca

WASTE RESOURCE APP

The Town’s Waste Resource Web App is a tool that residents can use to confirm collection day and holiday collection information. It can also be used to determine what types of materials or waste are accepted curbside or at the Landfill Site.

App: TBM Waste Resource
Web: www.thebluemountains.ca/solid-waste.cfm

WASTE COLLECTION SCHEDULE

The map provided indicates your garbage, recycling and green bin collection days.
**Blue (Containers)**
- Condo: Blue containers.
- Curbside: Blue containers.

**Grey (Paper)**
- Condo: Grey containers.
- Curbside: Grey containers.

**Green (Organics)**
- Condo and Curbside: Green bins.

**Garbage**
- Two Bag Limit - Tag Second Bag
- First bag/can is free, second bag/can is not allowed.
- Bag/can limited to 18 kg.
- Can must have side handles and is limited to 84 cm in height by 56 cm in diameter. Bag limited to 76 cm x 97 cm in size.

**Oversized, bulky construction and demolition debris are not collected.**

**Put Waste in its Place**
- Collection starts at 7:00AM
- Flatten into bundles no larger than: 61 cm x 46 cm x 15 cm.
- Remove contents and trash Styrofoam.
- Use clear bags for the two streams. Clear bags can be placed in stationary waste boxes too.

**Not in the Bin!**
- Diapers and personal hygiene products, glass, metal, Styrofoam, cigarette butts and ashes, soil, rocks, bricks, plastic bags, elastics, textiles, waxed paper, other non-compostable waste, pet waste and yard waste.

**Tag Locations**
- (S2 fee subject to change)
- Food Land, Hindle’s Hardware, Home Hardware, Mac Craigleith and Thornbury, Ravenna Country Market, Tasty Market, Town Hall and Waste Disposal Site.

**Curbside Yard Waste Collection (Spring and Fall)**
- Maximum 10 containers or bags per week.
- May 7 to 31, and November 5 to November 29, 2018 on your regular day of collection.
- Sizes: 41 cm and 84 cm.

**Curbside Christmas Tree Collection**
- January 7 to 10, 2019 on your day of waste collection.

**Battery Collection**
- For curbside, place batteries in battery bag on top of blue box from September 3 to 27, 2018.
- For condos, place batteries in battery bag and place inside designated pail in central waste area from September 3 to 28, 2018.

**No Plastic Bags**
- No Plastic Bags.
HOUSEHOLD HAZARDOUS WASTE DEPOT

The Depot is open seasonally and will accept most household hazardous waste such as: paint, used oil, cleaners, solvents, batteries, CFL bulbs, pesticides and more

2018 Hours:
May 1 to September 29, 2018 Tuesday and Thursday 8:00 a.m. to 4:00 p.m. Saturday 8:00 a.m. to 12:00 p.m.
Free of Charge

Items NOT accepted include:
Explosives
Flares
Ammunition
Unidentified waste
Infectious waste
Industrial, commercial or agricultural waste

Accepted items at the Hazardous Waste Depot

The following residentially generated materials are accepted at the Hazardous Waste Depot.

Aerosol Cans
Glues and Adhesives
Pesticides, Insecticides, and Herbicides
Anti-freeze (do not mix with oil)
Hair Colour and Hair Spray
Pool Chemicals
Ballasts for Fluorescent Lights
Fluorescent Tubes, and Bulbs
Propane Cylinders
Batteries
Hydrogen Peroxide
Scouring Powder
Bleach
Isopropyl Alcohol
Solvents
Brake Fluid
Mildew Remover
Syringes
Cosmetics
Mothballs
Turpentine

Detergents
Motor Oil
Waxes
Disinfectants
Motor Vehicle Batteries
Mercury Thermostats
Windshield Washer Fluid
Fertilizers
Oil Filters
Fire Extinguishers
Nail Polish & Remover
Gasoline, and Other Fuels
Paints
Paint Thinner, and Varnish Remover

Isopropyl Alcohol
Solvents
Brake Fluid
Mildew Remover
Syringes
Cosmetics
Mothballs
Turpentine
ELECTRONIC WASTE RECYCLING

Recycle your used and unwanted electronics for free!

Most home electronic devices qualify for recycling – bring out your dead (or done) computers, televisions, stereos, VCRs, phones, printers, etc. to the landfill and we’ll recycle them.

The landfill accepts all refrigerators, freezers, air conditioners and dehumidifiers for a charge of $15.00 each during regular hours of operation.

TAB PROGRAM & STATIONARY BOXES

If you have a stationary curbside garbage box you need to use the Waste TAB indicator!

These TABs are installed on your stationary curbside garbage box and are available for pick up at Town Hall (32 Mill Street Thornbury) or the Landfill Site.

TAB indicators are available for a cost of $2.00 each.

Ensure that prior to placing a Stationary Curbside Garbage Box a Permit is applied for by contacting the Infrastructure and Public Works Department by phone at 519-599-3131 ext. 276 or by ipwinfo@thebluemountains.ca to obtain your permit.

This ensures that the location of the box will not interfere with Town maintenance activities.

ENVIRONMENTAL SUSTAINABLE FUND

The Blue Mountains Sustainability Fund

The Blue Mountains Sustainability Fund was created with the goal to advance sustainability in the Town. Funds are awarded to improve the Community’s environmental performance, foster sustainability literacy and community engagement, advance climate change adaptation and migration, and demonstrate the visibility of sustainability technologies.

Proposed projects must support the goals and objectives outlined in the Sustainable Path and must be consistent with the major planning documents of the Town including the Strategic Plan. The fund accepts small or large project proposals from charity and non-profit groups from or doing work within the Town.

Approximately $5,000 will be available for each application intake to be allocated amongst successful proposals, and there will be one intake each year.

APPLICATION PROCESS

The application process consists of a proposal and a selection stage. Applications will be accepted once yearly.

For more information, please visit our website: www.thebluemountains.ca/our-sustainable-path.cfm

Or contact the Manager, Solid Waste & Special Projects: managersolidwaste@thebluemountains.ca or call 519-599-3131 ext. 238.
AFFORDABILITY POLICY

The Town of The Blue Mountains passed an Affordability Policy for Water and Wastewater Service Extensions in 2017. This Policy established affordability criteria for Water and Wastewater Service extensions in order to determine whether to proceed with a water and/or wastewater service extension. For more information, please visit the Town website at www.thebluemountains.ca/affordability-policy.cfm

WHAT NOT TO FLUSH

Household items such as dental floss, rags, plastic bags and feminine products should not be flushed down the toilet. These items can block wastewater collection lines and clog pumps, causing damage that can be expensive to repair.

Grease, fat and cooking oils should not be poured down drains as these can result in blockages in the wastewater collection system. These blockages can lead to messy and expensive wastewater back-ups into basements, yards and roadways.

To avoid these problems, scrape all grease, fats and cooking oils into a rigid container, allow the materials to solidify and dispose of them in your regular garbage collection or in your curbside organics bin. Sink baskets and strainers should also be used to prevent food residues from entering your drains.

Do not pour any household hazardous chemicals or toxic materials down drains, as these materials can be difficult to treat and end up entering the natural environment.
SAFE DRINKING WATER

Our drinking water is very, very safe. The Blue Mountains’ water consistently meets all Ontario Drinking Water Standards which focuses on treating and testing drinking water and mandates public access to information and notification of adverse results.

To learn more about our drinking water sampling program, please visit the Town Hall at 32 Mill Street to view our public access binder. The binder is located outside of the Infrastructure & Public Works Department on the second floor of the Town Office and can be reviewed during regular business hours from 8:30 a.m. and 4:30 p.m., Monday to Friday.

If you would like to learn more about your drinking water or would like to have your drinking water tested by one of our licensed Operators, please contact Water Services at 519-599-3131 ext. 285 for more information.

BACKFLOW PREVENTION & CROSS CONNECTION CONTROL PROGRAM

The Town is taking a proactive approach to protect the safety of the drinking water provided to its customers by implementing a premise isolation backflow prevention program. The Town’s Backflow Prevention and Cross Connection Control Program will minimize the potential for contamination of the Town’s drinking water supply. The program involves identifying cross connections between potable and non-potable sources and ensuring that these connections are removed or that protective devices are installed to prevent the contamination of the Town’s drinking water supply.

All Industrial, Commercial, Institutional (ICI) and Multi-Unit Residential properties connected to the Town’s municipal water system are required to participate.

For additional information regarding the program, including the associated fee schedule, please visit the town website at www.thebluemountains.ca/water-services.cfm or contact the Backflow Prevention Co-ordinator at 519-599-3131 ext 286.

HOW DO I APPLY FOR A SEVERANCE, MINOR VARIANCE, SECONDARY SUITE, ZONING BY-LAW AMENDMENT AND THE LENGTH OF TIME INVOLVED?

Applications can be requested through planning@thebluemountains.ca. For a severance and a re-zoning by-law it is typically a three month process, provided that all of the information required is complete and no unknown circumstances arise, wherein a minor variance application is typically a two month process. All three applications, should they be approved, are dependent on an appeal period prior to coming into full force and effect. With regard to the secondary suite it is suggested that dialogue is had with Town staff prior to submitting.
HYDRANT MAINTENANCE

Every Spring and Fall, Water Operators flush Town fire hydrants and watermains to ensure proper fire hydrant operation and water quality throughout the water distribution system. Minor water discoloration may occur periodically and can be rectified by letting faucets run until clear. Lower pressure due to hydrant flushing may be experienced in some areas.

Please ensure that all fire hydrants located in front of your residence are clearly visible and unobstructed. In accordance with the Fire Code Section 6.6.4.3 hydrants shall be readily available and unobstructed for use at all times.

WINTERIZING YOUR WATER SERVICE

Outside Faucets
Ensure that you’ve properly drained all outside water pipes/hose faucets using shut off valves to bleed out water remaining in the line.

Insulate Pipes
Look for areas in your home where your water lines may be vulnerable to freezing due to a lack of insulation or heating, i.e. basements, attics, garages and crawl spaces, or areas adjacent to an outside wall. As an economical option, homeowners can wrap towels around the pipes to provide insulation; there are also several products on the market that can be used to help avoid the freezing of pipes, which should be handled by a plumbing professional to ensure efficiency and safety.

Consider Leaving Your Water Running
In order to prevent freezing, you can also run your fixtures at a very slight trickle as the temperature of the constantly running trickle is above freezing. You may also consider flushing your taps for three – four minutes several times a day instead of leaving the water running continuously. This will help prevent pipes from freezing in extreme cold temperatures. However, please note that the Town will not credit this type of water use, which could result in significant water usage fees.
Be Prepared When Travelling
Leaving during winter? Keep your thermostat set at 15 degrees or higher, and have someone check your house every second day.

Find Your Water Shut Off Valve
Determine where your water shut-off valve is in your house and learn how to use it. For most homes the shut-off valve is located near the water meter at the point where the water line comes into your home, which is usually in your basement. If your water service does freeze, immediately notify a licensed plumber and, if required, the Town’s Water Section by calling the 24 hour Emergency Water Pager number, 705-446-5853.

TOILET REBATE PROGRAM
Looking to replace your old, 13 litre toilet with a new efficient toilet, save money on your utility bill and preserve the environment? The Town is offering a $50.00 rebate for the purchase of a low flow toilet. The program is available exclusively to residents of The Blue Mountains who are connected to the Municipal water system and who reside in homes built before 1996. Additionally, toilets must replace existing toilets that are larger than six litres per flush. To obtain a copy of the Toilet Rebate Application form, please contact the Compliance & Efficiency Co-ordinator at 519-599-3131 ext. 285.

The Town will provide a maximum of two rebates per residence. There are a limited number of rebates available, and will be on a first come, first serve basis.

WATER & WASTEWATER UTILITY LOCATES
If you require a water or a wastewater locate contact Ontario One Call online, www.on1call.com or by phone, 1-800-400-2255. Please note that the Town does not perform utility locates on private property.

WATER SHUT OFFS
Water Service Shut-Offs for anything other than an emergency will incur a $50.00 charge. To have your water service shut off contact the Administrative Assistant for Water and Wastewater Services at 519-599-3131 ext. 284.
We want to know what you think of the Community Guide!

To provide your feedback, visit www.thebluemountains.ca/take-a-survey.cfm after November 1 and click on the “Community Guide Survey” button.

Comments can also be submitted by email at cao@thebluemountains.ca.