



From Jayne Jagelewski ~ Manager of Recreation and Culture

With the dog days of summer now behind us, the Department of Community Services is focusing its energy to a number of exciting projects that we anticipate our residents will embrace.

On December 28 our municipality will be graced with the presence of the Olympic torch as it arrives at 5:00 PM in Port Elgin and travels down Goderich Street. Immediately after it will be shuttled to Southampton and make its way along highway 21. A Torch Relay Committee has been formed and is encouraging groups to host lead up events during the next several months that will promote community pride as we anticipate its arrival.

Phase III of the Next Wave Pool Build is well underway. Monteith Brown Planning Consultants will guide us through community meetings and discussions with municipal staff as they prepare a business plan that will assist council in making informed decisions regarding the future of aquatics in Saugeen Shores.

Visitors to Southampton Fairy Lake will start to see a transition in the esthetics of this park and pond area. A new retaining wall will be installed along the pond to correct an area that has been undermined as well as an additional fountain to assist with water circulation. For future phases we are

anticipating community flower gardens and revitalization to the amphitheatre area.

The Department of Community Services in cooperation with the Accessibility Advisory Committee has commenced a fundraising campaign to transform Jubilee Park in Southampton (next to the water tower) to a fully accessible playground. The committee is seeking donations as well as individuals who are interested in sitting on this worth while committee. If you are interested in learning more about this project or any other project please call myself at 519-832-2008 Ext 126.

Saugeen Shores Municipal Department Heads 1-866-832-2008 • 519-832-2008

CAO ~ Lawrence AllisonExt 103
 Clerk ~ Linda WhiteExt 104
 Treasurer ~ Lori SweigerExt 109
 Chief Building Official ~ Jim Bell.....Ext 116

Director of Public Works ~ Bill JonesExt 119
 Director of Engineering Services ~ Dave Burnside .Ext 123
 Director of Community Services ~ Mike MyattExt 124
 Small Business Consultant ~ Jill Roote..... 832-2082



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1233 MacKenzie Rd., Port Elgin

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BRUCE COUNTY Physiotherapy and Sports Injuries Clinic

Ron Moss P.T.
Tim Salmon P.T. • Sasha Banks P.T.
Rhonda Jarmuth R.M.T.
Amy Buckley R.M.T.

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Saugeen Shores Fire Department Fire Safety Notice For Homes, Apartments and Businesses



Warning/Caution

While the electricity is off, take care when using alternative lighting, cooking and heating equipment. Review the following information and take precautions to make sure everyone stays safe.

Smoke and Carbon Monoxide Alarms

These alarms are essential for your family's safety. Smoke and carbon monoxide alarms electrically connected to your home's power supply will not work when the electricity is off, unless they have battery back-ups. Test your smoke alarms to find out if they work. Make sure your home has a battery-operated smoke alarm on every level and a battery-operated carbon monoxide alarm. You are responsible for notifying your landlord that the dwelling is without electricity.

Home Escape Planning and Emergency Communication

Inform everyone in your home about the fire safety rules they must follow. Conduct regular safety checks of each room and keep a watchful eye on children and older adults. Make sure everyone knows they must leave the building immediately in event of fire. Practice your escape plan. Have at least one telephone (not cordless) that works during a power failure.

Heating and Cooking

Make sure electric stove elements, ovens, kettles, frying pans, clothes irons, hair-dryers, etc., are OFF or unplugged to prevent fires from starting when the electricity is restored. Think carefully before you bring a fuel-burning appliance into your home. Any device that burns fuel requires oxygen to burn properly and ventilation to remove the deadly products of combustion. Carbon monoxide is produced by any device fuelled by natural gas, propane, heating oil, kerosene, coal, charcoal, gasoline or wood. It is a colourless, odourless and tasteless gas that can be deadly.

Alternative Lighting

- Use flashlights or chemical light

sticks instead of candles or lanterns to reduce fire risks.

Matches and Lighters

- Keep all matches and lighters out of sight and reach of children, preferably locked away.

Candles

- Place in secure candleholders, protected by a glass chimney.
- Keep candles away from all combustible materials, such as draperies, paper, etc.
- Place them out of reach of children and pets.
- Avoid walking with a lit candle or taking it into a closet or similar area to look for things.
- Extinguish candles when you leave the room or go to sleep.
- Never leave them unattended.

Lanterns and Oil Lamps

- Place lamps and lanterns in a secure place where they cannot be knocked over by children or pets.
- Keep them away from combustibles and windy areas.
- Refill lamps and lanterns outdoors away from combustibles and other people.
- Before going to sleep, make sure that all lamps are out.

Portable Space Heaters

- Use only portable space heaters that have been designed for indoor, and where applicable residential use.
- Before using one, review the manufacturer's recommendations for usage and follow the instructions carefully. Only use the fuel for which the appliance is designed.
- Provide adequate ventilation by opening a window slightly, when the heater is in use.
- Before refueling, turn off the heater, wait for it to cool and take the heater outside to refill.
- Keep all heaters at least 1 m (3 feet) away from combustible materials including drapes, carpeting and furniture.
- Turn portable space heaters off when

you are not in the room and before going to sleep.

Woodstoves and Fireplaces

- If you have not used the fireplace or woodstove for a long time, have it checked by a professional technician before using it. The chimney may be blocked or damaged, which could cause a fire or a build-up of carbon monoxide inside the building.
- Always empty ashes into a covered metal container and store them outside, away from combustibles. Propane and charcoal barbecues should be used outside only. **Do not bring them inside the building.**

Loss of Heat

When a building's heating system is inoperative, water supplies, sanitary systems, fire sprinklers, standpipe hose systems and portable fire extinguishers, amongst other things, may freeze. Freezing can make this equipment inoperative and cause damage. Precautions must be taken to prevent this from happening.

Portable Generators

- Portable generators should be used outdoors only. They should be carefully placed outside to ensure that fumes do not enter the building.
- Generators and hot gases should be kept away from combustibles.
- Store fuel for the generator outside in an approved container a safe distance away from the building and generator.
- Refuel only after shutting it down and letting it cool. Follow manufacturer's recommendations regarding use.
- Hire a licensed electrical contractor or electrician to install the unit. Have the installation inspected by the Electrical Safety Authority.

Phil Eagleson – Fire Chief, CEMC
Station 60 612 Emma St., Port Elgin
519-389-6120 shores.fire@bmts.com

Jeff Dahms – Fire Prevention Officer
Station 60 612 Emma St., Port Elgin
519-389-6120 shores.fpo@bmts.com

Building and Planning in Saugeen Shores

A Homeowner's Guide To Building Permits

The primary role of the Building Department is to promote and assist development in compliance with Federal, Provincial, County and local regulations. By enforcing building codes and assisting builders, the Municipality ensures that the structures are safe, not only for today but for many years to come.

A building permit is your formal permission to begin construction or demolition. It means that the Town of Saugeen Shores has approved plans for any new structure,

addition or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations. Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each the homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures. Permits help ensure that any structural change is safe, legal and sound.

You need a building permit if you plan to:

- Construct a new building
- Renovate, repair or add to a building
 - ~ Finishing a basement
 - ~ Additions to existing buildings
 - ~ Dormers or finishing of attic space
 - ~ Insulating of exterior walls
- Demolish a portion of a building
- Change a building's use
- Install, change or remove partitions and load-bearing walls
 - ~ Adding or removing most walls (i.e. creating difference room sizes and/or uses)
- ~ Install new or make structural alterations to windows or doors
- Build a garage, balcony or deck
 - ~ Attached or detached garages, sheds
 - ~ Carports
 - ~ Decks more than 23.5 inches above grade
 - ~ Porches
 - ~ Solariums
 - ~ Sunrooms
- Excavate a basement or construct a foundation
- Install or modify heating, plumbing, air conditioning systems or fireplaces
 - ~ New fireplaces
 - ~ Completion of roughed-in fireplaces
 - ~ Installation of wood-burning stoves
 - ~ Installation of cleanouts
- Reconstruct a chimney
 - ~ Replacement of masonry chimney below roofline
- Installation, repair of storm, sanitary and water service
- Conversion from septic sewers
 - ~ Plumbing and/or drains

You DO NOT need a building permit to:

- Replace existing, same-size doors and windows, subject to distance from property lines
- Install siding on small residential buildings, subject to distance from property lines
- Build a roofless deck less than 23.5 inches above grade
- Build a utility shed under 108 square feet (10 square metres)
- Erect a fence (except for swimming pools – outside pools require permits)
- Re-shingle a roof, provided there is no structural work
- Install eavestroughs, provided that drainage is contained on your property
- Replace or increase insulation, dry-wall or plaster
- Damp-proof basements
- Replace existing forced air furnace, provided there are no structural changes
- Air conditioning units or heat pumps added to existing forced air systems
- Electrical work (the Electrical Safety Authority 1-877-372-7233, however must inspect electrical installations.)
- Paint or decorate
- Install kitchen or bathroom cupboards without plumbing
- Pool heaters
- Landscaping
- Replace a plumbing fixture only

Contact Saugeen Shores Municipal Office, 519-832-2008 if you are not sure you need a permit for your project. "Even though your project may not require a building permit, you must still comply with the requirements of the Zoning By-law and Building Code." It is the homeowner's responsibility to ensure that a building permit is obtained when required. You may authorize your contractor or designer to apply for a permit, but the owner should ensure that they have the permit prior to any work starting.



CALL BEFORE YOU DIG:

ON 1 CALL (Union Gas)

1-800-400-2255

Hydro 1

1-888-664-9376

Westario Power

1-866-978-2746

EastLink (Cable)

1-866-737-7662

Bruce Telecom

611

Ontario Clean Water Agency

1-866-214-6987

Town of Saugeen Shores Water/Sewer

519-832-2008

Treasury

The Treasury Department is responsible for providing financial services to all municipal departments

including coordinating the budgeting process and monthly monitoring of revenue and expenditure accounts.

The following is a list of specific responsibilities:

- Co-ordination of the budget process
- Tax billing and collection and maintaining property tax records
- Water and Sewer billing and collection and maintenance of water and sewer accounts
- Accounts receivable billing and collection for all departments of the municipality

- Processing of accounts payable invoices
- Processing payroll
- Management of the municipal benefit program
- Human Resource issues, including contract administration
- Co-ordination of bulk purchasing and central purchasing
- Computer maintenance and up-grading and network support
- Maintaining the municipality's web page
- Administering the Municipal Insurance Program
- Co-ordination of the annual audit process and preparation of the Financial Information Return and the Financial Statements

Property Tax Information

Tax Due Dates

Property Taxes are due on the third Thursday of February, May, August and November of each year.

Tax Payments

The following payment options are available:

Mail:

Mail your cheque or post-dated cheques along with your tax stubs to the Town of Saugeen Shores, P.O.Box 820, Port Elgin, ON, N0H 2C0.

Telephone Banking:

Use telephone banking or internet banking services offered by your bank.

At your Canadian Bank Branch:

Make your payment for taxes at most major Canadian banks. Take your bill to your bank branch to make your payment.

At Municipal Office:

Tax payment can be made at the Saugeen Shores Municipal Office, 600 Tomlinson Drive Port Elgin between the hours of 8:30 am to 4:30 pm Mon. to Fri. Cheque, cash and debit card payments are accepted at the Municipal Office. An after hours envelope drop slot is also available at the Municipal Office.

Pre-authorized Payment:

We are pleased to offer you the convenience of a Pre-authorized Payment Plan. This voluntary plan offers you an easy, time-saving way to have tax payments automatically deducted from your bank account. This payment method is free of charge.

It means eliminating the chore of writing cheques and ensuring your payment reaches us by the due date. There are no service charges or fees for enrolling in the plan. All that's required is completing and submitting the Authorization & Agreement Form for the plan, along with a void cheque. The form is available at the Municipal Office and on the municipal website www.saugeenshores.ca. The completed form and voided cheque may be dropped off at the Municipal Office, faxed (fax#:519-832-2140) or

mailed:

Town of Saugeen Shores
P.O. Box 820

Port Elgin, ON N0H 2C0

Two payment schedules are available under the Pre-authorized Payment Plan:

Monthly Budget Pre-authorized Plan

Tax accounts must be paid in full by December 10th of each year.

Accounts will be reviewed each year by tax department staff to determine monthly payments required. (To calculate the approximate monthly debit amount required for the current year tax payments, divide your previous year's total taxes by 12 months and add a budgetary increase of 3%.) Tax billings will continue to be issued and mailed to you.

Pre-authorized payments will be deducted monthly on the 10th of each month.

Late or missed payments will result in a 1.25% penalty, which will be added to your account. After two missed payments the customer forfeits the right to continue on this budget plan and the balance owing must be paid in full.

Anyone who wishes to participate in this plan should apply by December 1st of the preceding tax year, however,

mid year enrollments can be accommodated.

Due Date

Pre-authorized Plan

Taxes will be paid by debit from your bank account in the amount stated on your tax bill, on the due date specified by your tax bill as established by municipal by-law.

Late or missed payments will result in a 1.25% penalty, which will be added to your account.

Anyone who wishes to participate in this plan should apply 2 weeks before the next tax due date.

Tax department staff will verify your application and eligibility for participation. If you require assistance or would like further information about the Pre-Authorized Payment Plan, please feel free to contact the Tax Department at 519-832-2008.

If your bank account information changes, or you want to cancel your Pre-Authorized Payment Plan, simply notify the Tax Office of the change, in writing. Please provide at least 14 days notice before the next payment date.

For more information on our Treasury Department go to our web site at www.saugeenshores.ca



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Sunday
9 am - 6 pm

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