


BUSINESS RESOURCE GUIDE

Welcome to the Blue Mountains Chamber of Commerce Business Resource Guide. Whether you are an existing business looking to expand, or a new business wanting to start up, this document provides a list of resources, with links, to help you on your way. It is designed to help you navigate through municipal, provincial, and federal government programs, services and regulations that may apply to individuals interested in starting their own business. Although many of your questions will be answered in this document, the list of resources given here is not exhaustive.

Starting a business can be overwhelming for first time entrepreneurs. If you have a great business idea and are ready to work hard to build it from the ground up, then you may wish to start your own business. On the other hand, you can avoid some of the common start-up pitfalls, by purchasing an existing business or a successful franchise.

If you are considering buying an existing business, these documents will tell you what you need to watch out for and help guide you through the process:

- Buying a business – canadabusiness.ca
What you need to know before purchasing an existing business.
- Franchising – canadabusiness.ca/eng/guide/2014/
Learn more about buying a franchise as an option for starting a business.
- Visit the website – www.cfa.ca Canadian Franchise Association
- The Province of Ontario provides a website to access convenient tools to help you start or grow your business. Click here: 

Many types of businesses require licensing from the federal, provincial, and/or municipal government. These requirements could include an operating permit, special permission to operate in your chosen location or specific qualifications for you and/or your employees. The Blue Mountains, as of the date of this document, **does not require a municipal business license.** To assist you in your dealings with various governmental authorities and agencies, this list of commonly asked and important questions will help give you the answers you need to prepare for your business venture.

TOP 5 QUESTIONS YOU SHOULD ASK:

1. What licences and permits do I need?
2. Do I have to pay any special (extra) levies or taxes?
3. What are the restrictions and regulations governing the use of the business property?
4. Is my building suitable for the business – will it need renovations?
5. Where can I get help?

The Blue Mountains – Community & Economic Profile

The most recent Community & Economic Profile for The Blue Mountains can be found by visiting the Statistics Canada website

[Click Here for Profile](#)

Plan for Economic Prosperity in the Blue Mountains

The Blue Mountains, Red Hot & Blue

[Click Here for RHB](#)

There are 2 main business resource centres servicing The Blue Mountains. The first is the Federally funded Community Futures Development Corporation (CFDC), which focuses on consulting and lending to rural businesses in Ontario. The second is the Province of Ontario funded Small Business Enterprise Centre (SBEC), which offers free consulting and advice, seminars and events, and referrals to other resources, local experts, and other government agencies as required. The SBEC in Owen Sound also offers the EI-related Self-Employment Benefits Program. The SBECs also offer extensive programs for youth summer start-up, and new youth (under 29) businesses. Both organizations work with

Here, by geography, are the resources that are here to work with you on your business plan, on plans to expand your business, and even help you address challenges you might face in your business.

Collingwood – centreforbusiness.ca

Owen Sound – owensound.ca

Another website that provides information concerning permits and licenses is **BizPaL** at bizpal.ca

If you are 18 to 39, there is advice, financing and mentoring available through the Canada Youth Business Foundation (CYBF).

Check it out at <http://www.cybf.ca>

The Blue Mountains – Municipal Contacts

Communications & Economic Development Coordinator

519-599-3131 Ext. 282, E-mail: economicdevelopment@thebluemountains.ca

Planning Department – The Planning Department is responsible for the distribution of information to Council, landowners, the general public and to the development industry with respect to land use planning. This department administers the Town’s Official Plan, Zoning By-law, Sign By-law and the development process. The Planning Department also manages change in the community through involvement in built heritage preservation, enhancement, urban design, economic development, and preservation and enhancement of the natural environment.

[Official Plan](#)

[Zoning](#)

[Development Review](#)

[Economic Development Sustainability Plan](#)

[Planning Fees By-law](#)

[Business Improvement Area](#)

[Home Based Businesses](#)

[Consolidated Sign By-law](#)

[Sign Permit Application](#)

[Fence By-law](#) [Call Municipal Law Enforcement at Ext. 243 or 256](#)

[Planning Department Services](#) → 519.599.3131 Ext. 263, E-mail: planning@thebluemountains.ca

Building Department – Under the direction of the Chief Building Official, the Building Department issues building permits, including building, plumbing, demolition, pool enclosure and change of use, to construct, renovate and/or alter existing or new buildings or structures, and conducts building and plumbing inspections.

[Building Code Information](#) [Call Building Inspectors at Ext. 239](#)

[Permits Webpage](#) [Permits Webpage](#)

[Building Permits By-law](#) [Building Permits By-law](#)

[Sewer Connection Permits](#) [Call Ext. 239](#)

[Water Connection Permits](#) [Call Ext. 239](#)

[Tent Permit Checklist](#) [Tent Permit Checklist](#)

[Tent Permit Requirements](#) [Tent Permit Requirements](#)

[Building Department Services](#) → 519.599.3131 Ext. 239, E-mail: build@thebluemountains.ca

By-law Enforcement – Municipal Law Enforcement is provided by the Planning and Building Services Department. The goal is to serve, protect and provide a desired quality of life for residents and visitors of the Blue Mountains. Security alarm systems within The Blue Mountains are required to be registered with the municipality.

[Security Alarm System Registration](#) [Security Alarm System Registration](#)

[Security Alarm Coordinator/By-law Clerk](#) → 519.599.3131 Ext. 249 E-mail: alarmregistrations@thebluemountains.ca

Engineering and Public Works Services – The Engineering and Public Works Services, under the direction of the Director of Engineering and Public Works, operates and maintains the municipality’s transportation and infrastructure network; roads and drainage, water and waste water services and solid waste.

Entrance Permits	Call Engineering and Public Works Services at Ext. 276
Tree Preservation By-law	Tree Preservation By-law
Call for Locates (Water & Sewer)	Call Ext. 284
Landfill Enquiries	Call Ext. 276
Municipal Works Permit	Call Ext. 276
Engineering and Public Works Services → 519.599.3131 Ext. 276, E-mail: engineeringinfo@thebluemountains.ca	

Administrative Services – Under the direction of the Chief Administrative Officer and in conjunction with the Town Clerk, the Administrative Services department is responsible for the statutory duties of the Municipal Clerk, provide administrative and legislative support to Council and Committees, and to act as corporate record managers. The Clerk and the Deputy Clerk are designated as Commissioners of Oaths.

Town Issued Licenses	Town Issued Licenses
Social Gaming Event License Application	Social Gaming Event License Application
Special Occasion Permits	Click HERE for the Special Occasion Permits, Public Events Brochure
Administrative Services → 519.599.3131 Ext. 232, E-mail: townclerk@thebluemountains.ca	

Fire Services – The Fire Department enforces the Ontario Fire Code in accordance with Section 28 of the Fire Protection and Prevention Act and conducts annual inspections of all commercial occupancies to ensure requirements of the Ontario Fire Code are met. Semi-annual inspections of occupancies having special extinguishing systems (i.e. commercial cooking, etc.) are also done. All commercial occupancies must have a portable fire extinguisher (Min. 3A10BC) installed and maintained. All businesses requiring a Fire Safety Plan in accordance with 2.8 of the Ontario Fire Code, must have it approved prior to occupancy.

Burning Guidelines	Burning Guidelines
Fire Services → 519.599.5411, Chief Fire Prevention Officer, Email: chieffireprevention@thebluemountains.ca	

Finance and IT Services – Under the direction of the Director of Finance and IT Services, the Department oversees budget services, taxation and revenue, procurement and risk management, and information technology services. The Department is responsible for the accounting, financial records, and computer systems for the Municipality. Information regarding property taxes and dates, specifically commercial/industrial taxation, tax refund applications for vacant businesses (a.k.a. Vacancy Rebate), and annual BIA levy amounts for businesses within the Thornbury BIA can be obtained from the Tax Collector.

Development Charges By-law Pamphlet	Development Charges By-law Pamphlet
Assessment and Taxation	Assessment and Taxation
Thornbury BIA Levy By-law	Click HERE to go to By-law No. 2012-43
Thornbury BIA Website	Thornbury BIA
Section 357 Application	Section 357 Application
Bid Opportunities	Bid Opportunities
Finance & IT Services → 519.599.3131 Ext. 221 E-mail: fitinquiries@thebluemountains.ca Tax Collector: Ext. 225 E-mail: tax@thebluemountains.ca	

External Contacts

Electrical Permits	Electrical Safety Authority	1.800.ESA.SAFE
Entrance Permit (County)	Grey County Transportation	519.376.7337
Entrance Permit (Province) Hwy. #26	Ministry of Transportation	519.376.7350
Health Unit	Grey-Bruce Health Unit	1.800.263.3456
Locates (COLLUS)	COLLUS	705.445.1800 Ext. 2233
Utilities Locates	Ontario 1 Call	1.800.400.2255
Ministry of Transportation, Sign Permit Application	<u>MTO Sign Permit Application</u>	
Niagara Escarpment Com.	NEC, Thornbury Office	519.599.3340
Water Quality	Ministry of the Environment	1.800.265.3783
WSIB	Workplace Safety & Insurance Board	1.800.387.0750

Government Funding Programs and Grant Opportunities

<u>Government of Canada Economic Action Plan</u>
<u>Government Grants & Loans: Fundraising</u>
<u>Industry Canada</u>
Export Access
<u>Canada Business Network Financing</u>
<u>Invest in Ontario</u>
<u>Provincial Grants</u>
<u>Small Business Grants</u>

Helpful Internet Sites

Federal Development Agency For Ontario	
Industry Canada	
Canada Customs and Revenue Agency	
Ontario Ministry of Consumer Services	
Business Development Bank of Canada	www.bdc.ca
Canadian Youth Business Foundation	www.cybf.ca
Canadian Venture Capital Association	www.cvca.ca
<i>Marketing – Guerilla Marketing</i>	www.gmarketing.com
Canadian Chamber of Commerce	www.chamber.ca
Canadian Marketing Association	www.the-cma.org
Better Business Bureau	www.bbb.org
Canadian Advanced Technology Assoc.	www.cata.ca
Standards Council of Canada	www.scc.ca
Canadian Standards Association	www.csa-international.org
Canadian Technology Network	www.rcti-ticn.ca/en
Canadian Innovation Centre, Waterloo	www.innovationcentre.ca
National Research Council	http://www.nrc-cnrc.gc.ca/eng/about/
Canadian Intellectual Property Office	www.cipo.gc.ca
Canadian Commercial Corp.	www.ccc.ca
The Business Place	www.thebusinessplace.com
Industry Information	www.esourcecanada.com
Cyber Business Services	www.icbs.com

Databases, Directories and Journals

Thomas Register	www.thomasregister.com
Canadian Trade Index	www.ctidirectory.com
Canada Yellow Pages	www.yellowpages.ca
Money Sense Magazine	www.moneysense.ca
Trade Show Locator	http://www.tsnn.com/toplists-cdn
Profit Guide	www.profitguide.com
Canada One	www.canadaone.com
Entrepreneur Magazine	www.entrepreneur.com
Business to Business On-Line Magazine	www.btobonline.com
Young Entrepreneur Magazine	www.entrepreneur.com/topic/young-entrepreneurs

DISCLAIMER

Information contained in this document is of a general nature only and is not intended to constitute advice for any specific situation. Users concerned about the reliability of the information should consult directly with the source, or seek legal counsel. Some of the hypertext links lead to sites which are not subject to the Official Languages Act. The Blue Mountains Chamber of Commerce endeavours to update the contents of this document on a regular basis; however, it cannot guarantee the accuracy of the hypertext links and website addresses.

Updated: October 2015