



# Spring Newsletter

The United Townships of Head, Clara & Maria

April 2010

## It's Spring, Time to Enjoy the Outdoors, Please do so safely and legally

### Municipal Authority Regarding Off-Road Vehicles

"As of July 2003, municipalities were given the authority to determine whether or not off-road vehicles (ORVs) should be allowed access to highways under their authority. Municipalities must put a by-law in place for ORVs to be allowed access to their highways. " In the Highway Traffic Act the term highway is defined as "a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof."

The United Townships of Head, Clara & Maria does not have an ORV by-law. This

means that ORVs do not have access to any municipal road. So in this municipality section 191.8 of the Highway Traffic Act governs ORVs and our roads as enforced by the OPP. 191.8 "No person shall drive an off-road vehicle on a highway except in accordance with the regulations and any applicable municipal by-laws."

The regulation allows for driving directly across a "highway". Additional information (including equipment and licensing requirements) may be found on line at <http://www.mto.gov.on.ca/english/dandv/orv.shtml>.

### Enjoy and Drive Safely!

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## Community Volunteer Income Tax Program

New this year for Head, Clara & Maria is participation as a drop off location for the Carefor volunteer income tax program until April 23.

This program is a service of the Canada Revenue Agency and will help most low-income Canadians with simple tax situations complete their tax returns. Carefor Health and Community Services have specially trained

volunteers to assist you in completing your income tax returns. This service is free. Drop of points include our municipal office, open from 8:30–4:00, Monday to Friday; the Municipal Office in Point Alexander; Chalk River and the North Renfrew Long Term Care in Deep River. For more information please feel free to call Jim at 613-589-2788.

## Special Recycling Collection

Since we started our recycling program we have been holding both spring and fall large item collections. Based on the lack of response this past fall, council has decided that to hold another collection this spring is not a good use of funds. For that reason, we will not be having a large item collection until fall. You do however; have the option of dropping any large items or reusable items at our disposal sites. Often, the contractor will pick these items up on regular collection days. Just call and advise Andre at 613-586-2215.

# 2010 OPERATING BUDGET

On Friday, March 5, 2010 the Council of the United Townships of Head, Clara and Maria formally adopted its budget for the 2010 calendar year. This budget chart shows all sources of revenue (your taxes are in the “Current Taxes Receivable” section) and expenses for this year.

## REVENUE

Previous Year Surplus	\$5,000
Taxation Revenue	\$342,625
Transfer from Reserves	\$130,247
Total Grants in Lieu	\$134,381
Total Grants	\$285,126
Other Income	\$66,705
<b>Total Revenues</b>	<b>\$964,084</b>

## EXPENSES

Council Total	\$35,000
Total General Government	\$212,850
Emergency Management	\$4,300
Total Fire	\$8,000
Health & Safety	\$1,500
Fire Safety Expenses	\$1,250
Total Building Inspection	\$10,600
Parks & Recreation	\$171,362
Roads	\$236,800
Total Waste Management	\$126,250
Total Library	\$39,972
Cemetery	\$500
Promotions	\$400
Transfer to Reserves	\$50,400
Economic Development	\$4,000
Tourist Info Centre	\$1,000
Policing Costs	\$55,000
Auto Ex Agreement	\$800
Physician Recruitment	\$3,600
County Consult Fees	\$500
<b>Funds Expended in Period</b>	<b>\$964,084</b>

	2006	2007	2008	2009	2010
Revenue	\$672,215	\$769,150	\$849,896	\$950,718	\$964,084
Expenses	\$672,215	\$769,150	\$849,896	\$950,718	\$964,084
Taxation	\$152,000	\$173,627	\$218,346	\$266,884	\$342,625

As was true in the past 2 years, our total operating budget has increased slightly. This is due to provincial and federal funding made available for specific projects. We cannot use the special grants to reduce regular operating costs but must initiate projects that would not otherwise have been started. For 2010 this amounted to over \$181,000: \$30,000 for lighting and insulation for the hall & garage \$54,000 to accessibility modifications, which will result in new washrooms & automatic doors; \$40,000 towards a pavilion and play equipment for Old Mackey park (if we are successful in our application); \$17,000 to water system upgrades & well repairs from the Gas Tax Funding and \$40,000 towards garage upgrades to doors & heating system. Without these grants our total operating budget would only be \$784,084 very close to 2007s total. Despite funding cuts from the province resulting in an increase in our tax rate for 2010, your Council and staff are working to keep expenses in line.

# BUILDING PERMITS REQUIRED

It's spring again, and building time. In order to comply with the Ontario Building Code, enacted to ensure your safety and that of any future occupant of your home, a large number of activities require inspections and permits. Increasingly, lawyers, mortgage lenders and real estate agents are requiring Occupancy Permits prior to refinancing mortgages or selling properties. In order to have an Occupancy Permit issued, our building inspector needs to be satisfied that any construction completed was up to code. This requires a building permit and regular inspections. If you are planning **any** building activity, please call Robert (Bob) Labre at 613-586-1950 and leave a message.

Bob only works for us one day a week but will get back to you to arrange a mutually convenient time for consultation and inspection.



For a complete list of zoning, planning and building requirements as well as Homeowners guides for specific projects, please see the "Building, Zoning & Planning" page on our web site, the 2007 Building Newsletter on our web site or drop by the Municipal Office for a copy.

As a quick guide, the following activities may require a permit—please call **before you begin**.

- New building;
- Garage, porch, deck, addition;
- Rooms in basement or attic;
- Enclosing a porch or deck;

- Raising or excavating to add a basement;
- Shed larger than 100 ft<sup>2</sup>;

**To make sure!  
Call Bob first at  
613-586-1950!**

- Fireplace or central air;
- Siding, roofing, re-shingling;
- Drywall, vapour barrier, insulation;
- Replacement of doors or windows;
- Demolition;
- Septic systems.

**Otherwise you may have to redo or undo work already completed—and at your expense.**

## New for 2010

In December of 2009 the *Building Code Act* and Building Code was changed slightly. Of main concern to the general public is the limitation period for the prosecution of offences under the Act.

The *Building Code Act* amendments change the commencement of the limitation period for the prosecution of offences under the BCA to one year after the offence is discovered from the current limitation period of one year after the time when the subject-matter of the proceedings arose.

Historically, if you built a project without a permit, inspectors had one year from the time the building was constructed to commence proceedings. That has changed and now an inspector has up to one year from the date that he/

she learns about the construction, which may be years after the work was completed. Make sure you have a permit and call for your inspections.

## Permit Fees

Also, on advice of our CBO and with a goal of fairness, Council has agreed to amend our building permit fees slightly. The new changes, approved after a public meeting in October, include an increase in commercial fees to reflect the costs in neighbouring municipalities. All other changes were reductions to reflect the actual time required to approve plans and perform inspections. The changes are as follows:

- the rates for commercial building, renovations, alterations etc. be increased from .20/square foot to .30/square foot;
- the Septic system fees be separated to show Class 2 and 3 system permits being reduced from \$300 to \$150 with Class 4 permits remaining at \$300;
- a new category for Class 1 Septic System be set as a no fee permit, simply to advise the CBO for approval of location;
- a new category called Re-roofing be set at \$30, resulting in lower cost permits for roofing; and
- a new category called Minor alterations, repairs, and renovations set at \$15.

These changes were suggested by our Chief Building Official after a review of actual times vs. estimates resulting in reduced costs for you.

## INFRASTRUCTURE STIMULUS FUNDING

In 2009 our municipality was successful in having its applications approved for various funding projects. It began in 2008 when the provincial government through its Municipal Eco Challenge Fund provided funding of ap-

**Thank you to the Federal and Provincial governments who under “Canada’s Economic Action Plan” and “Ontario’s Creating Jobs. Building Ontario.” Infrastructure program have funded important infrastructure projects throughout our municipality.**

proximately \$10,000 to complete energy audits for both the municipal hall and garage. Upon completion we received a detailed report from Jp2g Consulting in Pembroke recommending certain projects that would improve the energy efficiency of both buildings.

In 2009 the Federal and Provincial governments jointly provided an opportunity for grant funding under the Infrastructure Stimulus Funding initiative. These projects required a 1/3 contribution from the municipality. Based on the audit report completed the year previously grant applications were submitted to:

1. Install additional insulation over the hall/office/kitchen; complete the insulation around the new roof in the garage;
2. Install new lighting in the hall and office replacing the old inefficient fixtures with others more strategically located resulting in increased energy efficiency and improved lighting conditions in both buildings; and
3. Replace the old, non-insulated

garage bay doors with insulated versions, remove the oil furnace and tank and replace with a propane fired infrared heating system which will heat the contents and not the air.

Each of these projects were approved and project management has commenced. The insulation project is 95% completed and the other two contracts will be awarded next week with work to commence ASAP.

Thank you to the Government of Canada and the Province of Ontario for their part in funding these important projects for our municipality.

### HRSDC ENABLING ACCESSIBILITY

A separate project was funded by the Human Resource and Skills Development Branch of the Federal Government under the Enabling Accessibility funding project. Under this proposal we were successful in our application and have received \$44,260 for renovations to our washrooms to make them accessible and to install automatic doors to make access to the entire facility easier for all. Once again, thank you to the Federal Government of Canada through HRSDC for this funding allowing us to make our community more accessibility to everyone.

## PROVINCIAL & FEDERAL INFRASTRUCTURE SPENDING

New roads vehicle? New lights in the hall and garage? New doors and heating in the garage? New washrooms in the hall? Where is all the money coming from?

If you have been hearing rumours about or noticing work being completed and are wondering where all the money is coming to pay for all of this, even while your taxes are going up?

The answer is special grants from both the federal and provincial levels of government. Once again this year, the economic stimulus packages of both levels of government have provided municipalities with funds to perform specific projects to improve infrastructure or to increase accessibility. Our Council has decided to take advantage of this funding and apply for grants to have work completed in the hall and the garage. Yes the municipality does have to contribute towards some of these projects but the costs will be recovered in time due to reduced energy bills.

Any questions or concerns, call your Municipal office or your local Member of Council. Let us know what you think requires attention.

## Reminder—Fire Season & Burn Permits

Same as years previous...Fire season is upon us and so is the requirement for burn permits. (April 1—October 31) Daily Fire Permits are required for burning within fire season **ASIDE FROM SMALL CAMP TYPE FIRES USED FOR HEAT OR**



**COOKING.** Permits are available at the main office or through our By-law Enforcement Officer, Wilfred Lamure, during normal business hours @ \$2 per permit per day. (613-401-0372)

### Conditions of a Daily Permit

All persons setting an open fire in Head, Clara & Maria shall first obtain a fire permit from the municipality. The material to be burned shall be limited to wood, wood by-product or grass. A person who has obtained a fire permit shall:

- Not permit more than 3 cubic metres of material to be burned at any one time;

- Ensure that the means of extinguishing the fire are available at the site at all times during the fire;

- Ensure that no person shall set any fire out of doors except in the presence of a competent adult person, and this person shall be in constant attendance at any burning operation;

-No person shall burn grass unless the area to be burned is less than .1 hectare (1/4 acre) in size and the

flaming edge is less than 10 metres in length;

-No open air fire shall be maintained when the wind is in such direction or intensity so as to cause: a decrease in visibility on any highway or roadway or a rapid spread of fire through grass or a brush area;

-No fire shall be set or allowed to burn between the hours of two hours

For information about our Campfire Designation Program and numbers to call please see our webpage entitled

**Wildfire Reporting  
& by-law 2006-09**

after sunrise and two hours before sunset during the fire season.

All persons setting an open air fire shall:

- be responsible for any damage to property or injury to persons occasioned by said fire;

-be liable for the costs incurred by the MNR fire fighters (including personnel and equipment) who may be called in to extinguish a fire. Our By-law Enforcement Officer will enforce this by-law.

As the MNR have signed an agreement with us to provide our sole source of municipal fire protection, they will be in our area more often this year and are able to lay charges.

**Open burning during day  
time hours is not permitted.  
You will be fined.**

**Reminder: we have no municipal  
fire service or agreement with  
Laurentian Hills. Call the MNR.**

## REPORTING FIRES

**CALL The Ontario  
Ministry of Natural  
Resources**

**613-732-5541**

**1-888-863-3473 or**

**1-800-853-4937**

### Reminder of the Province wide Pesticide Ban

The ban was initiated in 2009. About 250 pesticide products are banned for sale and more than 80 pesticide ingredients are banned for cosmetic uses. Starting April 22, 2009, consumers will be able to purchase pesticides only for public health or safety reasons such as fighting West Nile Virus, killing stinging insects like wasps, or to control poi-

**This comprehensive pesticide  
ban eliminates most of the  
chemicals that the do-it-  
yourself homeowner has used  
in the past to curb weed  
growth and control insect**

son ivy and other plants poisonous to the touch. Biopesticides and lower-risk pesticides to control weeds and pests will be available.

Get some tips on caring for lawns and gardens using greener alternatives at

<http://www.ene.gov.on.ca/en/land/pesticides/healthy.php> or the

Ministry of the Environment's additup website at

<http://additupontario.ca/en/index.php>.

## Disposal Site, Garbage & Recycling Hours

Disposal site times changed in the fall of 2009. The Bissett site on Bissett Creek Road is open Tuesdays from 12:30–3:30 and Saturday from 12:45–3:45. The Stonecliffe site on Kenny Road is open Thursdays from 12:45–4:15 and Saturday from 8:30–12:00.

Please take note that the disposal sites **will not** be open on any statutory holiday. Should garbage pickup be scheduled for any of these days, it will take place on the next regular business day.

### Pickup times remain the same:

Deux Rivieres—Tuesday-10:00–11:00 am;

Bissett Creek—Tuesday 11:30–12:00;

Stonecliffe—Thursday—11:00 -12:00;

Mackey—Thursday 9:00–11:00



### Recycling Collection:

Deux Rivieres & Bissett—every Tuesday with your garbage.

Mackey & Stonecliffe—every second Monday (or Tuesday if Monday is a holiday) Please have material out by 8:30 a.m. for collection.

### Household Hazardous Waste Collection Day:

To be scheduled for fall—likely August this year. Please don't landfill these items—save them to drop at the depot to be held at the Township Garage at Stonecliffe. More info on line.

## 2009 Recycling and Garbage Statistics

2009 was the third year of your municipal recycling program. Although our stats are not compiled as of the date of printing we do know that there is still significant material being diverted. There was poor attendance at the fall Municipal Hazardous and Special Waste Collection (MHSW) with only 6 people coming out. Please do not landfill this material.

Based on previously reported data, from the annual costs of the 2007 recycling program of \$19,817 we received \$7,939.40 from Stewardship Ontario

**“Let's all do our part to reduce, reuse and recycle!”**

reducing the final costs of our recycling program.

Reporting is not yet finalized for 2009 however, WDO will soon announce the 2008 allocations.

Although we are confident that the amount of material being diverted is significant residents and visitors both need to continue to take steps to reduce the amount of waste going to the landfill sites.

Failure to extend the life of our landfill will likely result in our having to increase taxes, implement bag limits and tags or other cost cutting measures to offset disposal site costs. This may occur as early as 2010.

Please take steps to reduce the amount of material going to landfill. Recycle, make use of the annual MHSW collection. Composting of kitchen, yard and garden waste will reduce landfill. It is possible to compost and not attract bears. You could have a chain link container, an electric fence surrounding your compost or you could compost only yard and plant materials and not the kitchen scraps.

Visit <http://www.greenontario.org> to

see what more you can do to divert material from our landfill and other ways to conserve.

Again this year, we need to recognize that some people recycle aluminum and other materials on their own; some return material to the Beer Store for refund. WDO and Stewardship Ontario uses a formula based on population to account for those items when distributing compensation. We appreciate and encourage those efforts as well.

Also, we now have a container at the Stonecliffe site to assist in recycling and to store materials for reuse. If you have material to dispose of that someone else might get use out of please use this resource.

### Home Based Business Trade Fair Returns

The Area Economic Development Committee (AEDC), the Chamber of Commerce and the local Women in Business Group are presenting the second annual Home Based Business (HBB) Trade Fair. The idea is to highlight many of the small home based businesses in the area and to give these businesses some public profile that might otherwise not be readily available. Last year the AEDC became aware that there was a whole new group of home based businesses in the area looking for ways to promote themselves. This fair was created to promote those businesses. Input from 2009 participants was very positive, but also included a number of ways to make this event even better. These suggestions have been implemented for 2010. **The Home Based Business Trade Fair will take place on Saturday May 1st at the Deep River Town Hall from 10 am to 2 pm.** There will be a small fee for table space to help offset some of the promotional costs. HBB operators are encouraged to contact John Walden at 613-584-2000 ext. 123 or Claire Lachance at ext. 124. Applications are available at the HCM Township office.

# RECYCLING PROGRAM

**PLASTIC BAGS** - All plastic bags except chip and cereal bags; **ALUMINUM FOIL/PLATES; METAL and ALUMINUM CANS** - **SOUP, POP, BEER, JUICE, etc....** clean; **CARDBOARD** - All types of boxes and boxboard broken down and flattened; **MILK AND JUICE BOXES/CARTONS** - please rinse thoroughly; **ALL PLASTIC CONTAINERS** - Very important to rinse the food containers. - Ketchup-mustard margarine/yogurt tubs etc. must be clean; **PLASTIC BOTTLES** - All plastic water, pop, liquor and juice bottles;

**STYROFOAM** - Very important to clean food from Styrofoam; **PAPER PRODUCTS** - Newspapers, Egg Cartons, Magazines, Catalogues, Telephone Books, Office Paper, Household Junk Mail, Envelopes; **BROWN PAPER** - potato bags, flour bags, sugar bags; **GLASS CONTAINERS, BOTTLES, JARS** - All colours of glass and glass containers. PLEASE rinse all food and beverage containers; **Please Put Any Broken Glass in a Separate, Sealed Container to Prevent Injuries.** **SMALL APPLIANCES** -We will collect small appliances, computers and other electronics (toasters, VCRs, DVDs, fans, etc.)

Our contractors request that all materials be cleaned and placed in clear (transparent) plastic bags for collection to prevent material from absorbing water, making them more difficult to collect and process. There are a few simple rules to ensure that the materials collected end up recycled and not in our landfill. All containers must be rinsed so that no food particles remain in or on the container or bag. It's not necessary to remove paper from cans however; it is advisable to push the lids inside cans to prevent injuries during handling. Separate paper from material that has been washed. Unclean and damaged (wet) material will end up in our landfill.

Cottagers - please make your best efforts to join in our program. You may be able to place your recyclables out along with full time residents at designated locations or, you may place them in bins located beside the Township garage in Stonecliffe or at the Stonecliffe Disposal Site. Please do your part to keep our Township green. For more information please visit our Recycling page on our web site.

## HOUSEHOLD HAZARDOUS WASTE

The following materials are considered Hazardous Waste and are not allowed to be disposed of in landfill. In order to provide an opportunity for disposal for our residents, Council has sponsored a HHW collection event in the past and will continue to do so. The date is to be confirmed but will be in the fall and well advertised. Please watch for notices at post offices, our webpage and the Township office. As there are costs involved with this collection, based on the volume of materials collected, HHW disposal is only available to residents and for materials that originated within the municipality. A staff member will be on site with the contractor to ensure that only residents make use of this service.

The materials to be collected will include: Paints and stains and their containers; Solvent such as thinners for paint, lacquer and contact cement, paint strippers and degreasers, and their containers; Used oil filters; Oil containers of 30 litres or less for a wide range of oil products such as engine and marine oils, and hydraulic, power steering and transmission fluids; Single use, dry cell batteries such as alkaline-manganese, zinc-carbon, lithium and button cell batteries (non-rechargeable ) Automotive antifreeze (engine coolant and related containers; Pressurized containers such as propane tanks and cylinders; Fertilizers, for example, plant food or plant nutrients containing nitrogen, phosphorous, potassium (N-P-K); Fungicides, herbicides, insecticides and pesticides and their containers; Aerosols; Acids; Cleaners; Fluorescents; and gasoline.

The following materials will not be collected: explosives and munitions, radioactive waste, pathological wastes, containers over 22 L and commercial wastes. There will also be no transferring of waste out of containers— so expect that the container that you transport the materials in will be disposed of as well. Please watch for posters with additional information closer to HHW Collection day.

## NOTICE TO RECYCLERS

Our contract for recycling has been taken over by Andre Bergeron the new owner of B.A.G. Recyclage, of Rapides des Joachims. You can contact Andre at 613-586-2215 for any questions or concerns you may have. Andre speaks both English and French.

Andre has advised that recycling has been good in the 6-8 months that he has been involved (previously with Yvan) but has some suggestions for improvement. **Please make sure that any paper or cardboard products that you place for recycling are separated and covered.** Any of this material that gets wet—goes to the landfill. Please do your part to ensure that this material is actually recycled and stays out of our landfill. Keep up the good work.

## **LIBRARY—MAY MADNESS**

SATURDAY, MAY 15, 2010 from 9:00-1:00

**The day will once again include; Book sale, Flea market, Plant sale, Bake Sale, Silent Auction, including consignment items. Tables will be rented at \$10.00 each. Food will be available as will free coffee.**

Call Ruth or Tracy at 613-586-2526 or Gayle at 613-586-2691

COME OUT AND SUPPORT YOUR LIBRARY!

For more Library Information see their webpage at

<http://hcmpubliclibrary.ca/>

## **TAXES AND PAYMENT OPTIONS**

Although somewhat late for your first installment, we would like to inform you that you now have the opportunity to pay your taxes at any Ontario branch of Scotiabank.

You need to ensure that you have your tax bill with you. Although we do not have the volume to accept credit cards or interac at the office, we are attempting to find cost-effective ways for you to pay your bills. Also, as we're sure you've noticed, we have new bills for 2010. We know that there are some small errors and they will be corrected before the next billing.

### **CONTACT US**

15 Township Hall Road  
Stonecliffe, Ontario  
K0J 2K0

Phone: 613- 586-2526

Fax: 613- 586-2596

Email: [twpshcm@xplornet.com](mailto:twpshcm@xplornet.com)

CBO: 613-586-1950

We're on the web!

[www.townshipsofheadclaramaria.ca](http://www.townshipsofheadclaramaria.ca)

## **New for 2010**

*Our Community Fire Safety Officer and Chief Building Official will provide a demonstration trailer borrowed from the Ontario Fire Marshal's Office. This trailer will demonstrate the benefits of residential sprinkler systems. This is not currently law however; in new builds, they can reduce the amount of insurance that you might pay—up to 10% for 100% coverage or 5% for partial coverage. Come out & See it!*

## **REPORTING WILD- FIRES**

**MNR**

**613-732-5541**

**1-888-863-3473 or**

**1-800-853-4937**

When calling, please be able to report the exact location, the size of the fire, the type of fuel and the fire condition. If the fire is a result of limbs or trees on hydro wires, please call HydroOne at 1-800-434-1235 as well. MNR - [www.mnr.gov.on.ca](http://www.mnr.gov.on.ca) or HydroOne's—[www.hydroonenetworks.com](http://www.hydroonenetworks.com) for more Information.

**IF YOU  
ENCOUNTER A  
NUISANCE BEAR—  
CALL THE MNR  
BEAR HOTLINE  
24/7**

**1-866-514-2327**

Calls will be recorded or monitored and will be prioritized and responded to as resources allow.

**Be safe, be careful  
with waste.**

## **Petawawa Showcase 2010**

**LOOKING FOR A WAY TO  
PROMOTE YOUR BUSINESS?**

The Area Economic Development Committee (AEDC) of which HCM is a part has taken a booth at the Petawawa Showcase on April 16, 17 and 18 at the Petawawa Civic Centre. This is a well attended event with thousands of people visiting from all over the Ottawa Valley. Any businesses that wish to have promotional materials handed out at the area development booth can drop their materials off at the Deep River town hall (attention John Walden); at the HCM Municipal Office (we will forward to John) or email John at [jwalden@deeriver.ca](mailto:jwalden@deeriver.ca).

Please visit the AEDC website at <http://www.deeriverareabusines.ca> and let us know what you would like to see added.