



# HCM June Newsletter

The United Townships of Head, Clara & Maria

May 30, 2013

## Municipal Hazardous Waste Collection Day

Come out on Saturday to the Kenny Road Disposal Site from 10:00 a.m. to 2:00 p.m. to discard your hazardous household waste. Acceptable Materials include:

- ◆ Latex or oil based paints and coatings
- ◆ Automobile and household batteries
- ◆ Solvents or turpentine
- ◆ Oven & Window cleaners
- ◆ Used oil filters
- ◆ Lubricating oil & containers
- ◆ Antifreeze and containers
- ◆ BBQ lighter fluids
- ◆ Propane cylinders
- ◆ Aerosol containers
- ◆ Florescent bulbs/tubes
- ◆ Gasoline and Waste Oil
- ◆ Mercury switches/thermometers
- ◆ Needles & Syringes
- ◆ Pharmaceuticals
- ◆ Fire Extinguishers
- ◆ Fertilizers & Pesticides
- ◆ Insecticides & Herbicides
- ◆ Disinfectants Rat & Mouse Poisons
- ◆ Pool Chemicals

Also remember our other Waste programs including:

1. Composter rebate program—Council will reimburse you 75% of the cost of your composter or materials to build one up to \$50.
2. Waste electronics recycling.
3. Rechargeable Battery recycling—at the Township Office.
4. Used eye glass recycling—at the Township Office.
5. Blue Box recycling—at the disposal sites and collected at your door.
6. Bulk item recycling—contact our contractor Andre at 613-586-2215 for details.

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*Do not forget small kindnesses and do not remember small faults.*

*Chinese Proverb*

### Municipal Councillor Guide

Strategic Planning continued...

“Measuring performance in key program areas is another excellent way that council can better understand and make improvements to the way your municipality delivers services to residents. Under section 299 of the Municipal Act, 2001, the Minister of Municipal Affairs and Housing has established the Municipal Performance Measurement Program (MPMP), which collects and reports information from all Ontario municipalities on the efficiency and effectiveness of municipal services.

#### ***The Municipal Councillor and the Strategic Plan***

A strategic plan can be considered an essential part of municipal governance. It is a document that looks to the future, clearly setting out the municipality’s vision and priorities. Becoming familiar with your municipality’s strategic plan is an effective way of understanding both the organization and the broader environment in which you will be working. Your municipality’s administrative, financial and planning decisions should reflect and support the strategic plan.

Decisions, both popular and unpopular, are more easily made when seen in the context of your municipality’s broader, long-term strategy. The plan is a framework that encourages consistency in municipal decision-making among both councillors and staff. When developed with public input, the plan represents a shared view of the municipality’s future and encourages public commitment to achieving it.

Not all municipalities have a strategic plan. If yours does not, you should consider all the ways that having a strategic plan in place would benefit your community, and encourage your council colleagues, municipal staff,

and the public to work together to develop and implement one.

If your municipality does have a strategic plan, you may want to find out when it was developed and determine if the time has come to review the plan, and perhaps update it.

### **Role of Staff**

A key feature of effective and efficient councils is a well-developed understanding of council-staff relations, more specifically the role of each party. Just as section 224 of the Municipal Act, 2001 outlines the role of council, section 227 sets out the role of staff:

“227. It is the role of the officers and employees of the municipality,

- (a) to implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions;
- (b) to undertake research and provide advice to council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any act and other duties assigned by the municipality.”

There are also some specific provisions about the duties of some officers of the municipality, such as the clerk and the treasurer.

Many municipalities realize the importance of council-staff relations. Some councils have established programs that require employee input into operational policies and procedures. Programs like this recognize the experience and expertise of staff. They also encourage communication between management staff and council. (MMAH)

[www.gov.on.ca/AssetFactory.aspx?did=4965](http://www.gov.on.ca/AssetFactory.aspx?did=4965)

# HCM Procedure By-Law 2012-14

## BY-LAW NUMBER 2012-14 MINUTES of PREVIOUS MEETINGS Deputations Cont'd.

A limit of 5 minutes per Council Member, including the question and the response is to be allowed.

If the delegate has written materials to support any presentation, even if the presentation is verbal, a copy shall be provided to Council and to staff for official record.

Any matter put before Council by a delegate shall be referred to staff for a report prior to any decision being made by Council.

The subject matter of the deputation must fall within municipal jurisdiction.

No delegate shall speak to any subject other than that for which they have received prior approval to address Council. Straying from that issue (those issues) may result in the deputation being terminated.

All content, debate or presentation material shall be germane to the issue or subject of the presentation, must be courteous and respectful and no one may impugn the motives of another.

Delegates are to be respectful of everyone in attendance including Council, the Public and Staff and are not to use offensive words or gestures, unparliamentary language, disobey the rules of civil procedure or any decision or direction of Council.

No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.

Deputations to Council from declared candidates for elected office shall not be permitted.

A delegation is an opportunity to make a presentation to or request of Council. Delegates are to address Council only and not staff or the gallery without express permission of the majority of Council and should stand facing Council during their entire presentation.

Except as required by law, any person appearing before Council who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.

Failure to comply with the above rules or abuse of the process may result in the deputation being terminated and/or the privilege being denied to the individual in the future at the discretion of Council.

### COMMENTS AND PRESENTATION BECOMES PART OF THE PUBLIC RECORD

Written comments together with the personal information of the delegate will become part of the public record.

If written comments on an item are submitted prior to the agenda being published, they will be reproduced in the printed version of the agenda.

If written comments are received after the printed agenda has been distributed, the correspondence will be copied and distributed to all Members of Council and relevant Municipal staff.

To Be Continued.

## "Gospel Sounds" in the Townships

On the evening of March 22<sup>nd</sup> the Head, Clara and Maria Township Hall resounded with joyful music, laughter and fellowship. The Gospel Sounds event has been a dream of Carl Lentz of Bissett



Creek and could not have happened, as he admits, without the efforts of his wife Laurel.

Close to 60 toe-tapping people were in attendance at the hall. Musicians and friends of Carl and Laurel ventured to our hall on a snowy evening from as far as Kingston, Eganville, Maynooth, Deep River and Mattawa. Of course HCM was well represented with residents from Mackey, Stonecliffe, Bissett Creek and Deux Rivieres.

Many beautiful rousing gospel and country songs were enjoyed. Laurel shared her love of music with a sing-a-long of our most beloved children's hymns that were remembered from Sunday school days. After considerable coaxing and a brief song practice in the ladies restroom, Laurel and her granddaughter

Sarah Verch sang together to the delight of an enthusiastic crowd.

Thanks to many thoughtful volunteers, a sumptuous luncheon topped off a wonderful evening. Carl and Laurel hope to host another evening of song in the future. Be sure to join in, you won't be disappointed.

The next time you see Carl be sure to ask him about the "Baptist dog"! DG

## Gospel Sounds Night 2

Please come and enjoy another evening filled with gospel, friendship, music and refreshments. Carl and Laurel are hosting a second evening **this coming Saturday, June 1, 2013 at the Stonecliffe Community Centre starting at 7:00 p.m.**

Light refreshments will be available.

### FREE TO A GOOD HOME

Local residents are looking to give away an Xplornet dish, receiver, cables, router etc. - all equipment required for internet service except for the computer itself and a contract with Xplornet.

They have contracted with a different internet supplier and are looking to give this equipment away for free. If you are interested, please call Jim or Diane at 586-2711. Reduce, Reuse, Recycle...

### EXERCISE MORNINGS

A group of women in the community continue to meet regularly now Monday, Wednesday and Friday mornings from 9:00 until 10:00 to participate in a low impact exercise session led by a qualified instructor via DVD and projector.

All you need to begin is comfortable clothes and shoes, a bottle of water and a towel. Everyone is welcome.

### Ontario Family Fishing Event Fish Licence-Free July 6-14, 2013

This year marks the 20th year of licence-free fishing. Plan to take advantage of this “free” summer period and go back to an old hobby, teach someone you know to fish or just hit the water with your family or on your own.

Boat safe, fish safe but enjoy this free fishing “week”.

During all other times, Canadian residents between the ages of 18 and 64 require an OUTDOORS card and a fishing license to legally fish in Ontario.

Sponsored in part by the OFAH, Fisheries and Oceans Canada and the Ontario government.

### MISSING LINK SNOWMOBILE CLUB COMING EVENT

### 3RD ANNUAL MLSC BALL TOURNAMENT

*Sat. June 15th at the Stonecliffe ball field opposite the township hall.*

*Bring your lawn chairs and come out and cheer for your favourite team.*

*The games start at 9:00 a.m.*

*Lunch and refreshments available.*

### UPSTANDING

Show your support for Bullying Awareness and on the **last Wednesday of each month**, wear a **PINK SHIRT**. If people notice and ask why, explain how you support standing up for others and not being a bystander. Focus on the positive. Bullying is prevalent in our workplaces, schools and our communities. Please join in to affect positive change in our wider community.

# Council Meeting Schedule

## STAFF AND COUNCIL NEWS

### JUNE

Thursday—13—  
7:00 p.m.

**From Bob Labre, CBO and Community Fire Safety Officer....** Come on out to the Municipal Hall on Saturday, June 8, 2013 at 9:00 to learn about residential sprinklers. Council is considering making them mandatory in new builds and we are presenting with representatives from the insurance industry to learn and share the facts....

The public meeting will also be your opportunity to discuss many other issues with Council. Plan to come out.

### JULY

Thursday—18—  
7:00 p.m.

**Great Suggestion from Mr. Walker of Bissett...** In order to speed up the rate of decomposition of household waste in your garbage, if you do not compost, is to wrap food and other kitchen waste (paper towels etc.) in layers of newspaper instead of dumping them in a plastic bag. This will allow the material to decompose faster (without the plastic) and reduce the volume of waste in the cells.

### AUGUST

Thursday—15—  
7:00 p.m.

We recognize our challenge with collecting this material but perhaps residents could consider compostable bags for this material? Do you have a solution to a waste management or other problem?... please share.

### SEPTEMBER

Thursday—12—  
7:00 p.m.  
Friday—27—2:00  
p.m.

**A reminder from Councillor Antler...** Councillor Antler has reminded staff of a previous Council decision to accept material at the disposal sites during the spring for FREE if it has been collected from the roadside or river. If you are interested in cleaning up our municipality by collecting waste from road or river side, just let Bill know the origin of the material when you bring it to the sites. There will be no tipping fees and Thank you for your efforts. Always remember—recyclable materials are Free as well.

### OCTOBER

Thursday—10—  
7:00 p.m.  
Friday—25—2:00  
p.m.

**From Your Treasurer...** Please note that tax bills will be mailed in early July. First installments will be due July 31 and the second October 31. These will be the last two installments for 2013 and are based on 2013 assessment values and tax rates less the installment paid in March (which was 50% of 2012 taxes). As a reminder, we still do not have Point of Sale or credit card payment options in the municipality. Council has considered these options and the costs were prohibitive. In order to provide some flexibility and convenience to ratepayers, we have an agreement with Scotiabank to take payments for us. Just bring your tax bill in to any Scotiabank to make a payment. (MR)

### NOVEMBER

Friday—8—2:00  
p.m.  
Friday—22—2:00  
p.m.

### DECEMBER

Friday—13—2:00  
p.m.

# In the Community—Public Library

Community News May  
2013



## What's New at the Library?

Check out the following links to view newly catalogued items;

<http://www.hcmpubliclibrary.ca/>  
and check out the on-line catalogue, or

<http://olsn.ent.sirsiidynix.net/client/headcm> will take you right to the Enterprise page with the book covers displayed for your viewing pleasure.

The Book Bingo Challenge continues with patrons trying to complete their bingo sheet. With summer coming our way and for those not yet started there is lots of time to complete the sheets before December 2013. What a lovely way to pass some lazy summer days we are all looking forward to.

Unfortunately we do not have a coffee morning announcement to post in this publication but watch for posters and announcements as we work on a presentation for June.

Once again our April Card Party and May Madness were

## **REMEMBER YOUR VALU- MART SLIPS**

a great success and we thank all our volunteers for their help as well as those who booked tables in support of our library.

Our library now has a piece of equipment called a Daisy Reader and 50 books on CDs. This reader is designed for sight challenged members to listen to books without worry of stressing the eyes. If you know of anyone that would like to try the Daisy Reader please contact Gayle Watters who will be very happy to set you up. All you need to do is join the library!

As everyone knows the library sells a lot of plants at our May Madness event and to help with that project we are looking for clean 28 ounce cans. These would be the crushed tomato or habitant soup size tins. The tins can be left at the library or dropped off to Betty Condie, but please make sure to wash them first.

Of course the library is still collecting Valu Mart receipts so save them up and drop them off to the library or to any board member for delivery. This is an important Fundraiser for the Library.

For your community networking and a chance to escape the humdrums of life we continue to encourage you to visit the library; read a magazine, check your emails or just visit with friends and staff.

Wishing you some happy summer reading! GW

# Fire, Police and Emergency Service Reminders

Over the years you may have heard any number of versions of who will respond to various types of emergencies within our municipality. Some of you are new to our Municipality and require some direction. This article aims to clear the air and state the facts as they relate to emergency response and assistance within our community. It is our intent to distribute our newsletter widely, as such, some of this information will seem to be “common knowledge” to some of you however; if you are new to the area or if you only visit seasonally, this information may save your life. Our goal is to clarify some misconceptions and, more importantly, inform people who may assume that resources are as where they come from, not realizing the special challenges within a smaller community.

## POLICE

The United Townships of Head, Clara & Maria does not have its own police force. We contract our services from the Ontario Provincial Police (OPP) through the Upper Ottawa Valley Detachment stationed in Pembroke. For emergency call 911. For all other purposes call 613-735-0188.

## AMBULANCE

The County of Renfrew Paramedic Service will respond to all 911 calls within our area. The

County service works within an Ontario wide system that shifts jurisdictions to fill in gaps created by specific situations so that all of Ontario has coverage at all times. Every unit in Ontario is available at any time and will be dispatched to specific areas to ensure coverage as needed.

Because of our sparse population and expanse along highway 17, it may take some time before a dispatched team may reach you. That team may come from Mattawa or Petawawa or as close as Deep River, depending on who is available. Make sure that you have sufficient first aid supplies and know basic lifesaving skills to protect yourself, your friends

**Know who to call.  
Police, Accident or  
Paramedic Services—  
call 911.  
Fire—the MNR at  
310-FIRE (310-3473)  
or Pembroke Fire at  
613-732-5541.**

and your family until help can arrive.

## FIRE

Fire services within the municipi-

ality are provided by the Ministry of Natural Resources (MNR) through a Municipal Forest Fire Management Agreement. The MNR will engage grass, brush and forest fires only. **They are not trained, equipped or mandated to engage structure or vehicle fires.** Please make sure that your property insurer is aware that there is no coverage for structure fires within the municipality or you may find your insurance coverage void in the event of a claim.

## MOTOR VEHICLE - ACCIDENTS

For the present, we have an automatic aid agreement with the Town of Deep River and the Town of Laurentian Hills for auto-extrication purposes only. That means that should we have an auto accident where the “jaws-of-life” are required to extricate an individual, these departments will respond. They will not come into the municipality to engage fires of any type. Recent changes to County wide auto-aid agreements may soon result in the loss of this service for us and many other smaller municipalities. As this is a responsibility of the province, we do not know how service will be provided in the future.

**So when there is an emergency, who will respond?**

For house/structure fires – no one;

For forest fires – the MNR ;

Auto Accident – the OPP, the Renfrew County Paramedic Service, and for the present - the auto-ex unit from Deep River and Laurentian Hills.

**Know who to call.** Know what assistance is available to you and plan accordingly. We are an isolated community and cannot expect quick response times. In a number

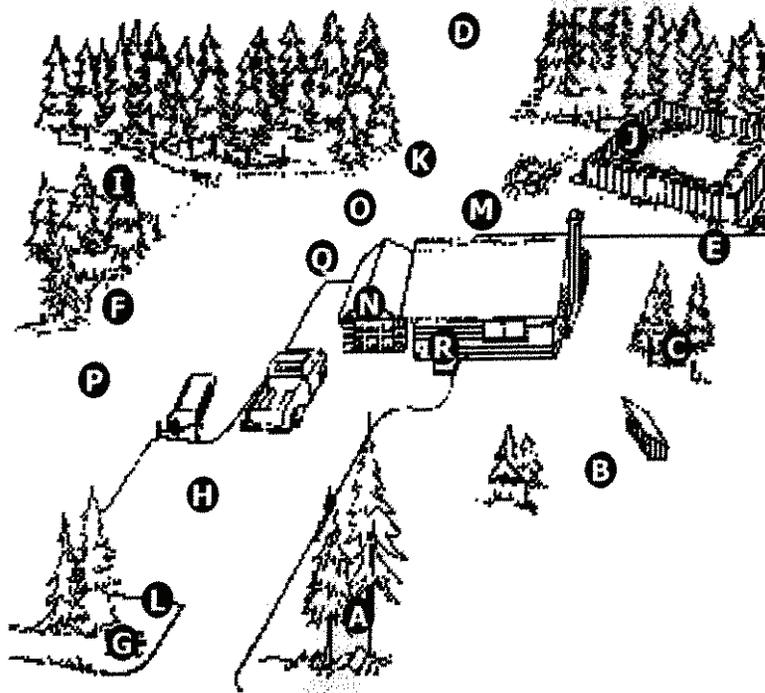


of cases response might be as much as 1 hour or more. Learn to protect and provide for yourself in the best way that you can – until help arrives.

## FIRE PERMITS

Reminder that Fire Burn Permits are required until October 31, 2013 and are available by contacting the Municipal Office or our Road Super for burning of brush etc. except for campfires. Outside of Municipal Fire Bans, campfires are allowed on private property without permits provided that care is taken to monitor and keep the fire controlled. Be Fire Safe. (MR)

## A well thought out FireSmart protection plan



- A** Prune tree branches to a height of 1 or 2 metres
- B** Store fire wood well away from the house
- C** Remove evergreen trees within 10 metres of house
- D** Trees thinned (crowns don't touch) for at least 30 metres from the house
- E** Branches are clear of power lines (if possible bury power service)
- F** Remove brush, mow and water lawn
- G** Your name and lot number clearly visible for quick identification
- H** Driveway is wide enough to accommodate emergency vehicles
- I** Provide additional emergency exit
- J** Pond or cistern with emergency water supply
- K** A FireSmart ash pit or burning barrel
- L** Driveway clear of trees to a distance of at least 3 or 4 metres
- M** Chimney installed to code complete with spark arrestor screens
- N** All soffit vents and gutters should be screened
- O** Porches and balconies screened, crawl spaces enclosed
- P** Position propane tank with valve pointing away from house
- Q** Fire resistant exterior roof and walls
- R** Protective drapes and or shutters on windows to protect interior from radiant heat

**RECYCLING COLLECTION DATES FOR 2013—**

Mackey and Stonecliffe—JUNE 10, 24; JULY 8, 22;  
AUG. 6—Tue., 19; SEPT. 3—Tue., 16, 30; OCT. 15—  
Tue., 28; NOV. 11, 25; DEC. 9, 23

Bissett Creek and Deux Rivieres—Tuesdays with garbage.

**Deux Rivieres and Bissett Creek Collection**

Tuesday 10:00 a.m. - 12:00 noon

**Stonecliffe and Mackey Collection**

Thursday 9:00 - 12:00 noon

**DISPOSAL SITE HOURS APRIL-DECEMBER**

**Bissett Creek Road Site**

Tuesday 12:30 pm - 3:30 pm

Saturday 12:45pm - 3:45pm

**Stonecliffe Site – Kenny Road**

Thursday 12:45pm - 4:15 pm

Saturday 8:30 am to 12:00 noon

**CONTACT Council or Staff**

15 Township Hall Road  
Stonecliffe, Ontario  
K0J 2K0

Phone: 613- 586-2526

Fax: 613- 586-2596

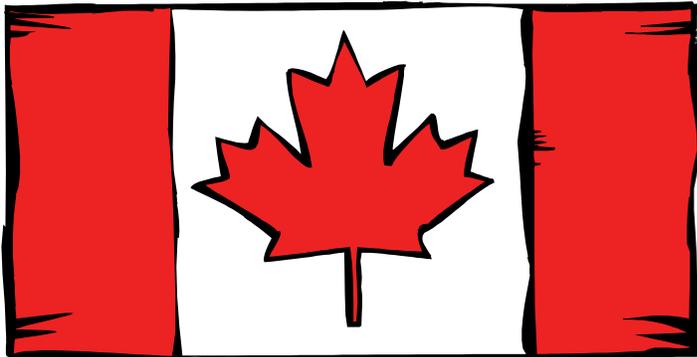
Email: [twpshcm@xplornet.com](mailto:twpshcm@xplornet.com)

CBO/Fire Safety Officer : 613-586-  
1950 or 613-401-6955

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

**EMAIL LIST** If you would like to be on our community email list please contact the Municipal Office. It is the intent of staff to keep email addresses secure by using BCC however; we can not guarantee confidentiality.

**CANADA DAY CELEBRATION AT**



**OLD MACKAY PARK**

MONDAY, JULY 1

BRING YOUR LAWN CHAIR - JOIN US FOR A  
BBQ LUNCH, CAKE, FLAG RAISING, CHILDREN'S  
ACTIVITIES, HISTORIC DISPLAYS,  
GAMES, MUSIC, SOCIALIZING and much more.  
WATCH FOR POSTERS WITH MORE DETAILS  
TO COME.

**COUNCIL CONTACTS**

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