



HCM April Newsletter

The United Townships of Head, Clara & Maria

MAY 2013

Success with Hall Expansion Grant

We are extremely excited to officially share that the municipality has been successful in obtaining funding through the Federal government's Community Infrastructure Investment Fund for an expansion to the Municipal Hall.



Councillors Antler, Gibson, Grills and Reid were available to accept the cheque from our Federal

Member of Parliament Cheryl Gallant during the March Break.

We are now looking for volunteers to assist with certain aspects of the project. Details need to be worked out with our contractor (who has yet to be hired) however it is anticipated that we will be able to locate someone willing to put to use some experienced volunteer hands.

It must be understood that due to health and safety, WSIB and insurance rules that Personal Protective Equipment will be required (varies depending on project/task) and all volunteers will defer to the contractor and follow all instructions.

Council is also looking for a few "senior" volunteers to assist in planning the upgrades to ensure that senior needs are being met. Our first meeting is scheduled this Friday, April 5th. As always, feel free to send your comments to Council for consideration.

If you are interested in helping out or sharing your ideas for planning, please contact the office at 613-586-2526 or your member of council and let someone know of your interest, experience and/or job/task preferences.

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"When faced with a challenge, look for a way, not a way out."

*David
Weatherford*

MMAH Councillor Guide

“STEWARDSHIP ROLE CONTINUED...

Specific legal standards may be set out in legislation. For example, section 19 of the Safe Drinking Water Act, 2002 states that owners of municipal drinking water systems shall exercise “the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation.”

This statutory standard of care is expected to come into force on January 1, 2013, and would carry potential penalties for those who fail to carry out their duty.

To be effective in this stewardship role, council should be satisfied that policies are in place on staff reporting requirements and processes to help ensure that:

- Policies adopted by council are being implemented.
- Staff are administering services and programs as council intended.
- Rules and regulations are being applied correctly and consistently, and everyone is being treated equally.
- Funds are being spent only as authorized, and the municipality’s resources (financial and otherwise) are being used as efficiently as possible.

There is a fine line between council’s overall stewardship of the municipality and the administration’s management of day-to-day activities. Council monitors the implementation of its approved policies and programs, but the practical aspects of its implementation and administration are a staff responsibility.

Several things should be done before council can monitor and measure the municipality’s administrative effectiveness and efficiency.

With input from municipal staff, council may wish to:

- Define corporate objectives and set goals and priorities.
- Establish clear administrative practices.
- Provide specific guidelines and directions to staff on the applications of those policies.
- Delegate appropriate responsibilities to staff to the extent such delegation is permitted under municipal legislation.
- Establish a personnel management policy that emphasizes the recruitment, hiring, evaluation, training and development of staff.
- Ensure that policies with respect to most operations of the municipality are in place, with special note to mandatory policies required by the Municipal Act, 2001.
- Establish a policy and procedure for staff to report to council on administrative activities.
- Develop protocols for the flow of information between council and staff.
- Consider establishing a protocol for sharing approaches with other local governments and Aboriginal communities that share a common interest in community health, culture and economy.

Establishing and following such policies and guidelines enables council to leave the day-to-day details for the staff to manage. Council is then more free to:

- Deal with exceptional situations.
- Concentrate on ensuring that policies are current.
- Listen to issues raised by the public and represent the broader community interest.”

To Be Continued...

(MMAH)

HCM Procedure By-Law 2012-14

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

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special and committee meetings held more than five (5) business days prior to a regular meeting, together with the agenda and related materials are made available to each member not less than forty-eight (48) hours before the hour appointed for the holding of such regular meeting.

Reports and minutes from Committees shall include information and action items and deal solely with matters previously delegated to them or that fall within their jurisdiction.

All reports/minutes from committees shall be information or request for decision reports only and all decisions will be ultimately made by Council.

All reports/minutes from committees, aside from those administrative in nature, shall be adopted by Council to ratify committee recommendations.

The Clerk shall make such minor clerical, typographical or grammatical corrections, additions, deletions or other changes to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring the correct and complete implementation of the actions of Council.

DEPUTATIONS

Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.

Written documentation of the contents of the deputation shall be provided to the Clerk in order to allow staff time to prepare a report to Council.

Notwithstanding Section 12.1, delegations not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council however; any decision shall be deferred on the matter in question until a staff report can be prepared for further consideration by Council or Committee.

Deputation requests are screened by the Municipal Clerk, in consultation with the Head of Council. The Clerk will contact the requester by telephone or email to confirm or deny the request. The Clerk will inform Council of requests not granted through the Clerk's report.

Persons wishing to present information verbally on matters of fact or to make a request of Council shall be limited in speaking to not more than ten (10) minutes excluding points of clarification or questioning.

Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking not more than ten (10) minutes.

Modifications to these limits shall be at the discretion of the majority of members of Council.

During or following a deputation Council members may ask the delegate questions relating to the presentation for the purpose of clarification without statement or comment.

...To Be Continued.

From “Algonquins of Ontario Land Claim Fact Sheet”

ontario.ca/algonquinlandclaim

March 2013 **Quick Facts**

Lands

- Less than 4 per cent of the Crown land in the claim area is proposed for transfer.
- The vast majority of the Crown land base would remain open to all existing uses.
- Land would not be taken from private owners.
- No one would lose access to cottages or private property.
- No one would lose access to navigable waterways.
- No new First Nation reserves would be created.
- After transfer, Algonquin lands would be subject to the same land use planning and development approvals and authorities as other private lands.
- All identified lands would be in the area of the 10 Algonquin communities represented in the negotiations, close to where their members live. These land selections would: Restore historically significant sites to the Algonquins,
- Contribute to the social and cultural objectives of Algonquin communities,
- Provide a foundation for economic development.

Harvesting

- Existing hunt camps would continue. Agreements would be negotiated with the Algonquins of Ontario.
- Ontario would facilitate these negotiations.
- Algonquin harvesting rights would be subject to provincial and federal laws necessary for conservation, public health and public safety.
- The Algonquins would continue to develop harvesting plans with Ontario. For example, the Algonquins have voluntarily limited their moose harvest for the last 20 years. This arrangement with Ontario would continue

Parks

- Algonquin Park would be preserved for the enjoyment of all.
- Ontario would continue managing all parks. The Algonquins would have a greater planning role.
- Three non-operating parks and parts of four non-operating parks are proposed for transfer.
- A new 30,000 acre provincial park is being recommended.
- For every acre of park land proposed for transfer, six acres would be added.

For more information visit ontario.ca/algonquinlandclaim or contact the negotiation teams.

Ontario:

E-mail alcinfo@ontario.ca

Phone 613-732-8081 or 1-855-690-7070 (toll free)

Algonquins of Ontario:

E-mail algonquins@nrtco.net

Phone 613-735-3759 or 1-855-735-3759 (toll free)

Canada:

E-mail Revendication-Algonquins-OntarioClaim@aadnc-aandc.gc.ca

Phone 1-800-567-9604 (toll free) or 1-866-553-0554 (TTY toll free)

***YOGA** for all ages and abilities...*

Thursdays: 10 – 11:15 am. with a certified instructor Hilary Veen.

Cost: \$60 for 6 sessions;

\$15 for drop-in session.

Bring mat and comfortable clothes. Extra mats available.

Play area for kids.



Call Cathy: 586-2634, or email: ballaboudreaudc@hotmail.com.

In the Community

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.

VESEY'S BULB FUNDRAISER

The Spring Catalogue has arrived. You can pick up a copy at the office, library or Township hall. It is also available on line on our "What's New" page. For each dollar you spend, HCM keeps .50 to use towards funding and grant opportunities for public space improvements. The focus this year is a slide for Old Mackey Park.

Please contact your local Vesey's rep with your order by April 22nd.

Deux Rivieres: Wanda Baril (705-747-0079)

Bissett Creek: Merridith Line (613-586-2594)

Stonecliffe: Yates General Store and the Municipal Hall

Mackey: Cathy Balla-Boudreau (586-2634)

Check out Mel's sunflowers planted from Vesey's last summer!



Thank you for your continued support.

MISSING LINK

SNOWMOBILE CLUB

COMING EVENT

4th Annual ATV "Geocache" Poker Run

Saturday May 4th, 2013

Registration: \$20 per entry

10:00 a.m. – 12:00 Noon

Morning Mist Resort, Stonecliffe

*For more information, please call
613-586-1900*



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.

Council Meeting Schedule

APRIL

- Friday—12—2:00 p.m.
- Friday—26—2:00 p.m.

MAY

- Friday—10—2:00 p.m.
- Friday—31—2:00 p.m.

JUNE

- Thursday—13—7:00 p.m.

JULY

- Thursday—18—7:00 p.m.

AUGUST

- Thursday—15—7:00 p.m.

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

- Friday—13—2:00 p.m.

Volunteers for Old Mackey Park Project Canada Goose

Council has authorized a project to attempt to deter the Canada Goose population at Old Mackey Park. The costs of materials for this project are low however the required manpower is relatively high. For this reason Council has authorized staff to attempt to organize volunteers to work together to “scare” the geese from the park. The challenge is that in order to be effective the work should occur at dawn and dusk. For this reason we are calling on concerned residents to volunteer to assist.

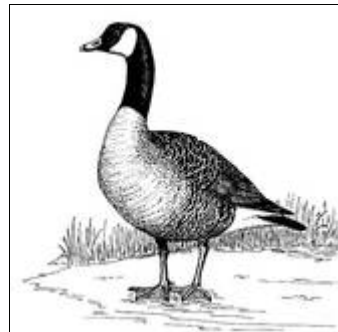
We need interested individuals to begin “work” soon to visit the nesting sites along the shore to deter the geese from establishing nests. If we can keep them away during the nesting period, they will relocate. What we are looking for is people to visit the park early in the morning and late in the evening to make noise, using various methods to deter the geese. If

people we can so no one individual has any bulk of time.

Staff will work and other “scare” structures to help will move them

to time. The following links describe in detail effective methods of non-lethal deterrents. <http://www.canadageese.org/goosereport.pdf> and <http://www.canadageese.org/nlcontrol.html>. We are open to suggestions.

The geese are already arriving so we do need to begin soon. We have received some offers of support but require others to be able to make a workable schedule. If you are interested, please contact the office with your name as soon as possible so we can make plans to save our park. Township Office—613-586-2526



we have enough make a schedule individual has any

at erecting fencing crow” like structures with the work and around from time

In the Community—Public Library

I've said it before and I will say it again, there are exciting happenings at the Head, Clara and Maria Public Library.

We would like to remind everyone of the upcoming **Spring Card Party** being held on April 18, 2013. Plans are well underway and tables are being booked up. Tickets are \$12.00 each and are sold in groups of 4. The luncheon planned is felt to be delicious and no one will be disappointed. There will be 6 tickets available for non-card players but book quickly by calling Marlene Gibson at 613-586-2761 and arrange a table.

With April arriving May is just around the corner and with it comes the **May Madness event**. We have chosen **May 11, 2013** right before Mother's day so mark your calendar. Tables will be rented again for those interested in bringing their craft or wares to sell. As ever we will have our plant sale, book sale, flea market and food for the parched. Tables will be available for a fee

and we welcome clean donations to the library sale.

The **Book Bingo Challenge** which is currently running seems to be doing well as people are reading a variety of books. This challenge will offer you the opportunity to read books of different topics and at the end of the year it is

REMEMBER YOUR VALU- MART SLIPS

possible you may win a prize. The challenge runs from Jan. 2013 to the final board meeting in Dec. of 2013. You will find details displayed at the library.

A nice group enjoyed the presentation by Cecilia Buelow from MPAC and much was learned. The next **coffee morning** is still in the infant stages as everyone is busy planning the card party and gearing up for May Madness.

Participants have been in to pick up the painted eggs today...they were a bright sight for sure. A lovely job was

done by all and we offer a **thank you Anne Mykolyszyn** for all your patience and instructions. It was a great evening out.

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.

The latest DVDs are coming in for your viewing pleasure and include; Beasts of the Southern Wild, Argo, Anna Karenina, which are available now; available later this month - Les Miserables, Life of Pi, Zero Dark Thirty and to be ordered when they are released - Lincoln, Silver Lining Playbook, Django Unchained. How wonderful is that?

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

Fire Season—April 1—October 31

Fire permits are required and available from the office or from our Road Super for all fires other than those for warmth or cooking. Campfires are permitted on private property for social purposes so long as they follow the municipal Open Air Burning by-law as follows.

A person who has obtained a fire permit, or who is burning outside of fire season shall:

- ⇒ Not permit more than three (3) cubic meters 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.



The material to be burned shall be limited to wood, wood by-products or grass and shall **not include** kitchen garbage or construction materials.

Open air fires may be set when such burning consists of small confined fires, supervised at all times, which are used to cook food on a grill or barbeque, or are used for personal warmth; except during fire ban periods.

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 meters in length.

All persons setting an open air fire shall, even with a permit:

- ⇒ Be responsible for any damage to prop-

erty or injury to persons occasioned by the said fire;

- ⇒ Be liable for the costs incurred by the MNR fire fighters (including personnel and equipment) which are called in to extinguish a fire.

No open fire shall be maintained when the wind is in such direction or intensity so as to cause any or all of the following:

- ⇒ A decrease in visibility on any highway or roadway;
- ⇒ A rapid spread of fire through grass or a brush area.

Fire Hazard Risk Assessment

Do your own home and site hazard assessment by assigning your property points for each assessment area in the chart.

The fewer points you get, the more prepared your property is to successfully survive a wildfire.

For information on how to address the problem areas refer to the FireSmart Home Owners Manual or contact your Ministry of Natural Resources fire management office.

For more information visit the following websites:

http://www.mnr.gov.on.ca/en/Business/AFFM/2ColumnSubPage/STEL02_165412.html;
www.mcscs.jus.gov.on.ca/english/FireMarshal/OFMLanding/OFM_main.html; and
www.firesmartcanada.ca/;

Based on your responses from the accompanying chart...the Wildfire Hazard Value for your home is:

Low <21 Points

Moderate 21—29 Points

High 30—35 Points

Extreme >35 Points

What kind of roofing material do you have?	Asphalt, metal, tile, ULC rated shakes	0
	Unrated wood shakes	30
How clean is your roof?	No needles, leaves or other combustibile materials	0
	Scattering of needles and leaves	2
	Clogged gutters and extensive leaf and needle litter	3
What is the exterior of your home built out of?	Non combustibile material, stucco, brick, metal siding	0
	Logs or heavy timbers	1
	Wood, vinyl siding or wood shakes	6
Are your eaves and vents closed up and screened?	Closed eaves and vents with 3mm wire mesh	0
	Closed eaves and vents with no mesh	1
	Open eaves, open vents	6
Have you screened in your balcony, deck or porch?	All deck, balconies and porches are screened or sheathed in fire resistant material	0
	All decks, balconies and porches are screened or sheathed with non combustibile material	2
	Decks, balconies and porches are not screened or sheathed in	6
How fire resistant are your windows and doors?	Tempered glass in all doors /windows	0
	Double pane glass: (Small/Medium) or (Large)	1 or 2
	Singel pane glass: (Small/Medium) or (Large)	2 or 4
Where is your woodpile located?	More than 10 metres from any building	0
	Between 3 and 10 metres from any building	3
	Less than 3 metres from any building	6
Is your home set back from the edge of a slope	Building located on the bottom portion of a hill	0
	Located on the mid to upper portion or crest of a hill	6
What type of forest surrounds your home, and how far away is it? Must complete 10m and 10-30m	Deciduous trees (poplar, birch) within 10 metres	0
	Deciduous trees 10-30 metres from any building	0
	Mixed wood (poplar, birch, spruce, pine) within 10 metres	30
	Mixed wood 10-30 metres from buildings	3
	Conifers (spruce, pine) within 10 metres of building separated or abundant	30
	Conifers within 10-30m of buildings separated or abundant	10 or 30
What kind of vegetation grows in the zone around your buildings? Must complete 10m and 10-30m	Well watered lawn or non combustibile landscaping material	0
	Uncut wild grass or shrubs witin (10m) or within (10-30m) of building	30 or 3
	Dead and down woody debris within 10 metres of buildings scattered or abundant	30
	Dead and down woody material within 10-30 metres of buildings (scattered) or (abundant)	3 or 30
Are there abundant underbrush and ladder fuels in the surrounding forest?	None within 10 metres or within 10-30 metres of buildings	0
	Scattered within 10 metres or within 10-30 metres of buildings	4 or 3
	Abundant within 10 metres or within 10-30 metres of buildings	10 or 7

World Autism Awareness Day in HCM!

Tuesday April 2nd was World Autism Awareness Day and for the first time an official day of recognition in Canada. The United Townships of Head, Clara and Maria was one of more than 300 municipalities in Ontario that raised a flag for this cause.



An estimated one in 88 Canadians – as many as 100,000 in Ontario – has Autism Spectrum Disorder or ASD, a lifelong developmental disability that affects social interaction and communication skills. Although treatment and therapy can ease the symptoms, there is no cure.

At this time Ontario's ombudsman is investigating the lack of services for adults with developmental disabilities, and the Auditor General is also reviewing children's autism services after the media exposed numerous deficiencies in our province.

A day of awareness opens the lines of communication for us to speak about this issue and be part of creating a more inclusive society for all people with developmental differences. (DG)

Beatitudes for Families & Friends of People with ASD

Blessed are you who take the time to listen to difficult speech,

If I persevere, I can be understood.

Blessed are you who never bid me to "hurry up"
Or take my tasks from me and do them for me.

For I often need time, rather than help.

Blessed are you who stand beside me as I enter
new and untried ventures,

I may surprise myself and you.

Blessed are you who ask for my help.

For my greatest need is to be needed.

Blessed are you who, with a smile encourage me
to try once more.

Blessed are you who never remind me

That today I asked the same question
twice.

Blessed are you who respect me and love me
just as I am.

Anonymous

Hey Grandparents...!



Tyson Wensley of Thunder Bay, ON presented a cheque to Treasurer Noella LeBreton for the HCM Mackey Park slide fund. Tyson made this presentation on behalf of his sister Thea and

his cousins Ethan and Noah Grills of Ucluelet, BC. They all hope to be sliding at the park very soon. (DG)

Donations over \$10 will generate a charitable donation income tax receipt. Thank you for your support.

Community Meet 'n Greet

Meet Hope Ezerins and her husband, Darin!

You've probably seen Hope walking with the kids along the highway in Stonecliffe on their daily outing, which also includes treks with the dog through the back acreage - Hope's favourite pastime.

Hope grew up in the Riverdale area of Ottawa until age 12 when her mum and dad split up. Her mum moved to Vancouver and her dad and the kids to the south end of Ottawa. The teen years were challenging, and Hope spent time between Ottawa and British Columbia. In Vancouver, Hope was introduced to a weekend training for message therapy, and this eventually led to her certification in Ottawa from the International Academy of Message Therapy. Lucky for us, Hope intends to re-certify and practice once more - a great opportunity for us aging citizens!



In 2004, Hope and her 2 pit bulls moved to her grandmother's house in Deep River when her grandmother moved to Marionhill. Her aunt and uncle,

Ann and Paul Unrau, were extremely supportive. Their acceptance of Hope helped her to gain confidence and enabled her to get on her feet. She had many more challenges yet to meet, including the death of her sister, but Darin entered her life, and he became Hope's rock. They are raising 3 beautiful children: Ainsley, age 7, Brynn age 5, and Seven, age 3, and are living in an idyllic place for the family to play, work and be together.

Darin grew up in Swisha until the age of 3 at which time his home burned, and in 1970 the Ezerins built the house in Stonecliffe where he and Hope now live. Theresa, Darin's mum, exchanged places with Darin and his family as the property was becoming too diffi-

cult for her to manage alone. As a child Darin attended school in Deep River, and after college at Algonquin, he became an instrumentation and design technician at AECL. He loves to be back in Stonecliffe where he enjoys spending time with his family -fishing, partridge hunting, chopping wood, fixing/building, and all the other benefits and responsibilities of living in the bush.

Hope remembers Liz Foote coming over when she became her new neighbour, extending her support whenever she needed it. Leanne and Richie are her "borrowed" parents, and she enjoys the community of women at Yoga and the library, and horseback riding with Cindy. Hope loves the peace of the bush, of the kids playing in the wide outdoors, of spending time together. She developed a love of sailing from both her parents, and she's discovered wind-surfing as a wonderful alternative. She loves gardening and is learning as much as she can about medicinal plants and organic growing.

Hope lives her philosophy:

Life is a journey. The people along the way and the challenges you face make you who you are. If you stay the same because you are afraid, you will not have the opportunity to grow.

With respect to other people:

Love forgoes judgement. Love is an unconditional acceptance of who you are and where you are on your unique path. Everyone is exactly where he or she is supposed to be....

Thank you, Darin, for bringing such a lovely breath of fresh air to our Townships. We wish each of you all the best as you continue to develop your lives here and truly make this home. (CBB)

Senior Award Nominations

Council is looking for nominations for The Ontario Senior of the Year and the Senior Achievement Award for our township.

1. The **Ontario Senior of the Year Award** gives each municipality in Ontario the opportunity to honour one outstanding local Ontarian who after the age of 65 has enriched the social, cultural or civic life of his or her community.

Who is Eligible? Recipients must be at least 65 years of age and have made their community a better place to live.

Seniors who qualify for this award may have contributed in many different fields, such as the arts, literature, community service, voluntarism, education, fitness and sport or humanitarian activities.

Only municipalities can nominate seniors for this award. Information about the award is sent out in March of each year.

2. The **Ontario Senior Achievement Award** will highlight the significant voluntary and professional achievements made by individuals after they have reached the age of 65.

Who is Eligible? Seniors over 65 who qualify for this award may have contributed in many different fields including arts, literature, community service, voluntarism, education, environment, fitness and humanitarian.

An independent selection committee reviews all the nominations and selects the recipients. Members of the selection committee are from the seniors' community and are appointed by the Minister Responsible for Seniors.

Up to 20 seniors are selected each year.

If you would like to suggest a senior from our community for either of these awards, please contact the township office at 613-586-2526 or any HCM councillor ASAP.

Deadline for submission for the Senior of the Year award is April 30th.

The deadline for the Senior Achievement Award is June 15.

For additional information please review the ministry webpage at <http://www.citizenship.gov.on.ca/english/citizenship/honoursandawards.shtml>.

BUILDING PUBLICATIONS AVAILABLE IN THE MUNICIPAL OFFICE OR ON-LINE

These publications provide information some in general and some specific to our Municipality. They detail which types of plans and drawings are required with permit applications and any other information specific to the topic. Drop by to request a copy if the topic applies to your project.

- When is a Building Permit Required (and how to complete the application)
- MMAH Guide to Building Permits
- Copies of sections of the Ontario Building Code as they relate to Occupancy permits and final inspections.
- Homeowner's Guide to Porches and Decks
- Homeowner's Guide to Sewage Systems
- Keeping Your Well Water Safe to Drink

Building Permits Required!

Although the warmth is slow in coming, it is spring and for many time for some home improvements, renovations or decks. More frequently upon sale of a residence or cottage both insurers and mortgage companies are looking for evidence of “occupancy permits” or building permits signed off by the Building Official prior to approving insurance and/or mortgages. In order to have your certificates when you need them, make sure you contact our CBO **prior to** beginning any project.

In general, a building permit is required to erect, install, extend, alter or repair a building. The following are examples of projects that require building permits but is not all inclusive:

- Construction of a new building;
- Addition of a carport, garage, porch or room (s) to an existing building.
- Construction or finishing of rooms in a basement or attic;
- Any structural work, including alterations to interior partitions or the installation of new skylights, windows or doors;
- Addition of dormer(s); • Enclosing a porch or deck; • Addition of a deck to an existing home;
- Raising or excavating under a house to provide a basement or foundation;
- Constructing or installing detached accessory buildings such as a garage, shed or playhouse larger than 100 square feet (10 square metres);
- Installation of a fireplace and other heating appliances including the replacement of furnaces, ductwork and chimneys;
- Installation of central air conditioning;
- Installation of siding, brick or other exterior wall coverings;
- Installation or re-installation of insulation, air/vapour barrier and/or drywall;
- Replacing or installing plumbing, including re-



pair or installation of an on-site sewage system.

- Damp proofing or waterproofing foundation walls including installation of weeping tile;
- Installing a ramp or elevating device;
- Change of use to provide for occupancy of an existing building;
- Repairs or renovations;
- Replacement of exterior doors or windows;
- Re-shingling a roof.

If this list does not include specifics of your project or you are not sure if a permit will be required, please review the details of the work with our CBO, prior to construction, during your planning stage.

Although a building permit may not be required, you must still comply with the requirements of the Municipal Zoning by-law and the County Official Plan which include such things as water, side, front and rear lot set backs to name a few.

A **demolition permit** is required if you are tearing down a building or a part of a building.

Projects That Do Not normally require a Building Permit!

The following are samples of projects which do not require a permit: however they may still be subject to zoning requirements.

- Pool heaters;
- Landscaping;
- Eaves troughs;
- Small sheds under 10 square metres (100 square feet);
- Kitchen or bathroom cupboards without plumbing;
- Free-standing satellite dishes.
- Painting and decorating;
- Fencing;
- Minor repairs to masonry;

TO BE SAFE, CALL BOB AT 613-586-1950, LEAVE A MESSAGE AND HE WILL GET BACK TO YOU TO ARRANGE AN APPOINTMENT.

RECYCLING COLLECTION DATES FOR 2013—

Mackey and Stonecliffe

APRIL 1, 15, 29

MAY 13, 27

JUNE 10, 24

JULY 8, 22

AUG. 6—Tue., 19

SEPT. 3—Tue., 16, 30

OCT. 15—Tue., 28

NOV. 11, 25

DECEMBER 9, 23

Bissett Creek and Deux Rivieres—each Tuesday with garbage collection.

A STORAGE BIN IS LOCATED BESIDE THE MUNICIPAL GARAGE FOR YOUR RECYCLABLES.

GARBAGE COLLECTION DATES FOR 2013

Deux Rivieres

Tuesday 10:00 a.m. - 11:00 a.m.

Bissett Creek

Tuesday 11:30 a.m. - 12:00 noon

Stonecliffe

Thursday 11:00 - 12:00 noon

Mackey

Thursday 9:00 a.m. - 11:00 a.m.

*Times are approximate, please be sure you have your material out on time. If you have any challenges with your collection service, speak to our attendant or call the office.

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

Municipal Hazardous & Special Waste Collec-

tion Day is set for Saturday, June 1, 2013 in the morning.

Specifics will be provided in the near future but materials and procedures are listed on our webpage. Please plan to bring your hazardous materials out for proper disposal.

CONTACT Council or Staff

15 Township Hall Road

Stonecliffe, Ontario

K0J 2K0

Phone: 613- 586-2526

Fax: 613- 586-2596

Email: twpshcm@xplornet.com

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

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.

COUNCIL CONTACTS

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