

**Township of Havelock-Belmont-Methuen  
Regular Council Meeting  
Video Conference  
October 17, 2023  
Minutes**

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on October 17, 2023 at 9:30 a.m. with Mayor Martin presiding. This meeting was held in a hybrid format that allowed for both in-person and virtual attendance.

**Members in Attendance**

**Council:**

Jim Martin, Mayor  
Hart Webb, Deputy Mayor  
Kathy Clement, Councillor  
Jerry Doherty, Councillor  
Beverly Flagler, Councillor

**Staff:**

Bob Angione, Chief Administrative Officer/Clerk  
Bianca Boyington, Deputy Clerk  
Lionel Towns, Treasurer  
Arya Hejazi, Planning Assistant  
Ryan Bennett, Public Works Foreman  
Josh Storey, Supervisor of Parks, Recreation and Facilities  
Ray Haines, Fire Chief  
Shari Gottschalk, Economic Development Officer

**Call to Order**

Mayor Martin called the Regular meeting to order.

**Land Acknowledgement**

Mayor Martin read the Land Acknowledgement.

**Cell Phones**

Mayor Martin asked everyone to turn off their cell phone or place it on vibrate mode.

**Disclosure of Pecuniary Interest**

Mayor Martin reminded Council of the requirement to disclose any pecuniary interest and the general nature thereof if the occasion arises.

## Minutes

R-525-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That the minutes of the Special Council Meeting held on October 3, 2023 be approved and adopted as presented.

Carried

R-526-23 Moved by Councillor Clement  
Seconded by Councillor Doherty

That the Regular Council Meeting be suspended at 9:31 a.m. in favour of a Public Meeting held under Section 34 of the Planning Act with Mayor Martin presiding.

Carried

## Public Meeting for Zoning By-law Amendments:

**Zoning By-law Amendment – Matthew and Carrie Davis  
(Lot 23, Concession 4, known as 1854 Sandy Lake Road) (Methuen Ward)  
(Presented by Arya Hejazi, Planning Assistant)**

The Township of Havelock-Belmont-Methuen is in receipt of an application to amend Comprehensive Zoning By-law No. 1995-42 (as amended).

The subject lands are currently zoned “Open Space (OS) Zone” and “Environmental Protection (EP) Zone”. The subject application, as proposed, would change the zone category of the subject lands to “Rural (RU) Zone” and “Environmental Protection (EP) Zone”, in order to permit the uses outlined under the RU Zone.

The effect of this category change will permit the uses as outlined under the Rural (RU) Zone to be eligible for future building permits. Currently, there is no form of new development being proposed as a result of the approval of this application; as the lands are currently vacant.

It was brought to the attention of Township staff that the portion of Sandy Lake Road that traverses the subject lot, is legally pinned to the property, as opposed to the Township. This indicates that Sandy Lake Road, technically, is under the legal ownership of the subject owners. The property survey, as indicated by Appendix C in the planning report, was forwarded to the Township’s solicitor for further commentary in relation to the entitlements as it relates to Sandy Lake Road traversing the subject lot.

The lot consists of developable lands which are currently zoned as ‘Open Space (OS)’ and localized wetlands, some of which are currently zoned as ‘Environmental Protection (EP)’. The intent of this application is to change the zone category of the developable lands from the ‘Open Space (OS) Zone’ to ‘Rural (RU) Zone’ in order to render the



That the Public Meeting held pursuant to the Planning Act, R.S.O. 1990, c.P.13. adjourn at 9:46 a.m. and the Regular Council Meeting resume.

Carried

Council directed that the Zoning By-law Amendment reviewed at the Public Meeting held pursuant to the Planning Act, R.S.O. 1990, c.P.13. be considered for adoption at this time.

R-529-23      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Flagler

That By-law 2023-070, being a By-law to change the zoning of certain lands being located in Lot 23, Concession 4, in the Methuen Ward from “Open Space (OS) Zone” and “Environmental Protection (EP) Zone” to ‘Rural (RU) Zone’ and ‘Environmental Protection (EP) Zone’ in order to permit the uses outlined under the RU Zone; be read a first, second, and third time, and finally passed in Open Council this 17th day of October, 2023. (Davis)

Carried

### **Public Meeting for Committee of Adjustment:**

R-530-23      Moved by Councillor Doherty  
                    Seconded by Councillor Clement

That the Regular Council Meeting be suspended in favour of a public meeting of the Committee of Adjustment at 9:47 a.m. with Deputy Mayor Webb in the Chair.

Carried

Deputy Mayor Webb reminded members of the Committee of the requirement to disclose any pecuniary interest and the general nature thereof if the occasion arises.

### **Minor Variance Applications:**

**A-20-23, Minor Variance**, Mike Berardi and Laurie Manley, Part Lot 19, Concession 7, having a municipal address of 177 Fire Route 49 (Belmont Ward)  
(Presented by Arya Hejazi, Planning Assistant)

### **PURPOSE AND EFFECT:**

The purpose of this Minor Variance application is as follows (all required reliefs are to the Township of Havelock-Belmont-Methuen’s Comprehensive Zoning By-law 1995-42, as amended):

1. Seek relief from Section 4.37 and 11.2.1 (c) and (d) having the following effects:

- i. Reducing the minimum required High Water Mark setback from 30 metres (100 feet) as per Section 4.37 to 2.6 metres (8.5 feet).
  - ii. Reducing the minimum required front yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 2.6 metres (8.5 feet)
  - iii. Reducing the minimum required Side Yard setback as per Section 11.2.1 (d) from 6 metres (20 feet) to 4.9 metres (16.2 feet)
2. Seek relief from Section 4.10 B (a) having the following effects:
- i. Permitting the increase of a deficiency as it relates to the height of the existing recreational dwelling unit.

The above reliefs are to permit the following changes on the subject property:

1. Reconstruction of an existing screened porch intended to be converted into habitable living space;
2. Increase the height of the reconstructed screened porch to match the roof line of the existing dwelling unit, with no second storey being added;
3. Construction of a single storey addition to the easterly portion of the existing dwelling unit, intended to be used as a mudroom and back entrance.

There is currently an existing recreational dwelling unit situated on the subject lot with approximately 73.39 square metres (790 square feet) of habitable space. Attached to the existing dwelling unit is a lake-side screened porch that is intended to be reconstructed and converted into further habitable living space. The proposed screened porch will have an increase in height to match the roof line of the existing recreational dwelling unit. The height of this portion will be no taller than 4.27 metres (14 feet), as per the information provided in the Minor Variance application. The proposed development is to take place on the existing footprint of the existing structures. Therefore, no setback standards are being further reduced as a result of the approval of this application. Further, the applicants are also proposing to construct a single storey addition on the easterly portion of the existing dwelling unit, intended to serve as a future mudroom and back entrance. None of the existing accessory structures, as indicated on the attached site plan, are proposed to be altered as a result of the approval of this application.

The Planning Assistant, Arya Hejazi presented the Planning Report to the meeting.

The applicants and their agent were present at the meeting.

Deputy Mayor Webb invited comments in opposition to the application with no response.

Deputy Mayor Webb invited comments in favour of the application with no response.

Deputy Mayor Webb invited questions and comments from Council.

R-531-23      Moved by Mayor Martin  
                    Seconded by Councillor Doherty

That Minor Variance application A-20-23 be approved with the following conditions:

That the development be completed in accordance with the site plan submitted (dated September 22nd, 2023 submitted by the applicant, Brendan Curry); and

That a 20-day appeal period lapse prior to the issuance of a building permit; and further

That a building permit be issued within 18 months of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official.

Carried.

**A-25-23, Minor Variance**, Tracy and Michael Worswick, Part Lot 13, Concession 8, having a municipal address of 20 Fire Route 96 (Methuen Ward)  
(Presented by Arya Hejazi, Planning Assistant)

**PURPOSE AND EFFECT:**

The purpose of this Minor Variance application is to seek relief from Sections 4.37 and 11.2.1 (d) of the Township of Havelock-Belmont-Methuen’s Comprehensive Zoning Bylaw 1995-42, as amended, to permit the development a single storey addition and a new covered porch towards the rear of an existing recreational dwelling unit. This application will have the following effects:

1. Reducing the High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 23.5 metres (77.1 feet);
2. Reducing the minimum required Side Yard setback as per Section 11.2.1 (d) from 6 metres (20 feet) to 4.7 metres (15.4 feet);

The proposed development will be taking place towards the rear yard, with no further height extension beyond the existing recreational dwelling unit. Furthermore, the approval of this application will serve to maintain the existing high water mark and front yard setbacks. Therefore, no form of deficiency is being further increased as a result of the approval of this application.

As the proposed development is taking place towards the rear yard, no unsightly exposures, nor visual disturbances, are anticipated to result from the approval of this application.

The applicants have consulted Peterborough Public Health (PPH) regarding the

proposed development in relation to any existing individual sewage system (i.e., septic) on the subject property. PPH has indicated that they do *not* object to the proposed addition and covered porch, as the existing sewage system size and location will not be impacted by the development.

It is unclear if the applicants have consulted the Crowe Valley Conservation Authority (CVCA) regarding the proposed development. In any event, this application has been circulated to CVCA for their commentary, and their office will be notified of the proposed development. A permit from CVCA is anticipated as part of the building permit process.

The Planning Assistant, Arya Hejazi presented the Planning Report to the meeting.

The applicant's agent was present at the meeting.

Deputy Mayor Webb invited comments in opposition to the application with no response.

Deputy Mayor Webb invited comments in favour of the application with no response.

Deputy Mayor Webb invited questions and comments from Council.

R-532-23      Moved by Councillor Doherty  
                    Seconded by Councillor Clement

That Minor Variance Application A-25-23 be approved with the following conditions:

That the development be completed in accordance with the site plan submitted; and

That a 20-day appeal period lapse prior to the issuance of a building permit; and

That the development meet all setback standards pertaining to hydro easements and sewage systems; and

That the proposed development meet the minimum setback of 1.5 metres (5 feet) from any existing accessory structure located on the same lot; and further

That a building permit be issued within 18 months of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official.

Carried.

**A-26-23, Minor Variance**, William Reid, Part Lot 25, Concession 3, having a municipal address of 41 Fire Route 84 (Methuen Ward)  
(Presented by Arya Hejazi, Planning Assistant)

**PURPOSE AND EFFECT:**

The purpose of this Minor Variance application is to seek relief from Sections 4.10 B(a),

4.37, and 11.2.1 (c) of the Township of Havelock-Belmont-Methuen's Comprehensive Zoning By-law 1995-42, as amended, to permit the extension of an existing lake-side uncovered deck, as well as the development of a singly storey addition to an existing recreational dwelling unit. This application will have the following effects:

#### Uncovered Deck Extension

1. Reducing the minimum required High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 14.43 metres (47.4 feet);
2. Reducing the minimum required Front Yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 14.3 metres (47.4 feet);

#### Single Storey Addition

1. Reducing the minimum required High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 17.5 metres (57.5 feet);
2. Reducing the minimum required Front Yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 17.5 metres (57.4 feet);
3. Permitting the increase of a deficiency as it relates to the provisions outlined in Section 4.10 B(a) to allow the single storey addition to match the existing roof line, with no second storey being added.

The total square metric of the existing recreational dwelling unit is roughly 91.7 square metres (987 square feet). The proposed addition will add roughly 48.5 square metres (523 square feet) of habitable space to the existing dwelling unit. The addition will be strictly limited to a singly storey extension, with no height being proposed that would have the effect of lengthening the existing roof line beyond the existing standards on the subject property. Furthermore, the attached lake-side uncovered deck is proposed to be reconstructed to its existing foundation with roughly 14.8 square metres (160 square feet) of additional space being added. As previously mentioned, the High Water Mark and Front Yard setbacks are not being reduced beyond the existing standards on the subject property. A small covered porch (maximum 2.2 square metres and 24 square feet) will also be added towards the rear of the new addition to accommodate a proposed ingress (entrance).

The applicant has consulted Crowe Valley Conservation Authority (CVCA) in relation to the proposed development, as indicated by CVCA Permit No. 165/23. This application will be circulated to both the Conservation Authority and Peterborough Public Health (PPH) and approvals from both agencies is anticipated as part of the building permit process.

It is important to note that the shoreline crown reserve on the subject property is considered unpatented crown land under the ownership of the Ministry of Natural



Resources and Forestry (MNR). However, as indicated by Appendix F in the planning report, the applicant is currently in the process of purchasing the shoreline crown reserve from the Ministry, pending its registration by the Land Registry Office (LRO).

The applicant was present at the meeting.

The applicant noted that he has obtained email confirmation that Peterborough Public Health (PPH) has approved his application. The applicant has also obtained a permit from the Crowe Valley Conservation Authority (CVCA). The applicant has successfully purchased the shoreline crown reserve and has received the registered deed.

Deputy Mayor Webb invited comments in opposition to the application with no response.

Deputy Mayor Webb invited comments in favour of the application with no response.

Deputy Mayor Webb invited questions and comments from Council.

R-533-23      Moved by Councillor Clement  
                    Seconded by Councillor Doherty

That Minor Variance Application A-26-23 be approved with the following conditions:

That the development be completed in accordance with the site plan submitted; and

That a 20-day appeal period lapse prior to the issuance of a building permit; and

That the development meet all setback standards pertaining to hydro easements and sewage systems; and further

That a building permit be issued within 18 months of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official.

Carried.

**A-27-23, Minor Variance**, Christopher Wiggins, Part Lot 15, Concession 3, having a municipal address of 77 Fire Route 8A (Belmont Ward)  
(Presented by Arya Hejazi, Planning Assistant)

## **PURPOSE AND EFFECT:**

The purpose of this Minor Variance application is to seek relief from Sections 4.37 and 11.2.1 (c) of the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended, to permit the extension of an existing lake-side uncovered deck, as well as the development of a single storey addition to an existing recreational dwelling unit. This application will have the following effects:

### Uncovered Deck Extension

1. Reducing the minimum required High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 10.70 metres (35.1 feet);
2. Reducing the minimum required Front Yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 10.70 metres (35.1 feet);

#### Single Storey Addition

1. Reducing the minimum required High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 15.94 metres (52.3 feet);
2. Reducing the minimum required Front Yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 15.94 metres (52.3 feet);

The purpose of this Minor Variance application is to permit two forms of development on the subject parcel, both taking place towards the westerly portion of the existing single detached recreational dwelling unit. The first is an extension to an existing uncovered lake-side deck and the second is a single storey addition to the existing dwelling unit. No part of any development, as proposed by the subject application, is further reducing the currently deficient High Water Mark and Front Yard setbacks beyond existing standards on the subject parcel.

The total square metric of the existing recreational dwelling unit is roughly 68.7 square metres (740 square feet). The proposed single storey addition will add roughly 46.2 square metres (497 square feet) of habitable space to the existing dwelling unit. The addition will be strictly limited to a singly storey extension, with no height being proposed that would have the effect of lengthening the existing roof line beyond the existing standards on the subject property. Furthermore, the existing lake-side attached uncovered deck will remain unaltered. The proposed extension of the uncovered deck will add roughly 21.6 square metres (232 square feet) of space. As previously mentioned, the High Water Mark and Front Yard setbacks are not being reduced beyond the existing standards on the subject property.

It is unclear if the applicants have consulted Crowe Valley Conservation Authority (CVCA) in relation to the proposed development. Considering conservation authority's role involves conformity with the Provincial Policy Statement (PPS), a condition will be placed on this application that all requisite approvals be obtained from the local conservation authority (CVCA) prior to any new construction and/or site alteration. This application will be circulated to both the CVCA and Peterborough Public Health (PPH) and approvals from both agencies is anticipated as part of the building permit process.

The applicant was present at the meeting.

Deputy Mayor Webb invited comments in opposition to the application with no response.

Deputy Mayor Webb invited comments in favour of the application with no response.

Deputy Mayor Webb invited questions and comments from Council.

R-534-23      Moved by Mayor Martin  
                    Seconded by Councillor Flagler

That Minor Variance Application A-27-23 be approved with the following conditions:

That the development be completed in accordance with the site plan submitted (dated: 01-09-2023); and

That a 20-day appeal period lapse prior to the issuance of a building permit; and

That the development meet all setback standards pertaining to hydro easements and sewage systems; and

That the requisite approvals be obtained from Crowe Valley Conservation Authority (CVCA) prior to any new construction or site alteration; and further

That a building permit be issued within 18 months of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official.

Carried.

**A-28-23, Minor Variance**, Neil Murray, Part Lot 28, Concession 8, having a municipal address of 65 Fire Route 85G (previously 1415 Jack Lake Water Access Only (WAO)) (Methuen Ward) (Presented by Arya Hejazi, Planning Assistant)

#### **PURPOSE AND EFFECT:**

The purpose of this Minor Variance application is to seek relief from Sections 4.37, 11.2.1 (c), and 11.2.2.1 of the Township of Havelock-Belmont-Methuen's Comprehensive Zoning By-law 1995-42, as amended, to permit the development of a detached accessory structure, in the form of a wood-frame sauna, with an abutting covered porch. This application will have the following effects:

1. Reducing the minimum required High Water Mark setback as per Section 4.37 from 30 metres (100 feet) to 13.70 metres (45 feet);
2. Reducing the minimum required Front Yard setback as per Section 11.2.1 (c) from 21.3 metres (70 feet) to 13.70 metres (45 feet);
3. Increasing the maximum total floor area of all accessory buildings or structures from 75% of the total floor area of the main building on a lot in the Seasonal Residential (SR) Zone to 108%.

The purpose of this Minor Variance application is to permit the development of a detached accessory structure/building, in the form of a wood-frame sauna, with an abutting covered porch (no larger than 50 square feet). The subject lot is currently developed with an existing recreational dwelling unit, inclusive of uncovered and screened decks/porches, as well as an existing detached garage and sleeping cabin. The recreational dwelling unit is currently serviced by an individual sewage system (i.e. septic), as well as lake water.

Based on data provided by the Municipal Property Assessment Corporation (MPAC) the total ground floor area of the existing recreational dwelling unit is presently 95 square metres (1030 square feet). The detached garage has a ground floor area of approximately 54 square metres (585 square feet), while the sleeping cabin has a ground floor area of approximately 10 square metres (112 square feet). The subject property also contains a marine facility in the form of a boathouse with a total floor area of approximately 26.7 square metres (288 square feet). None of the accessory structures, aside from the sleeping cabin are currently being used for human habitation.

The development of the sauna will take place in the Side Yard, in accordance with the regulations governing accessory structure in the Township's Zoning By-law. The applicant has noted that the location of the proposed structure will be in an area of the property free and clear of natural vegetation and adequately buffered by a lining of trees reducing its exposure from the shoreline of Jack Lake. The property falls well outside 300 metres of Sharpe's Bay (location of Jack Lake that is considered "at capacity").

As the development is taking place on Jack Lake, outside Crowe Valley Conservation Authority (CVCA) watershed jurisdiction, the application was circulated to the Ministry of Natural Resources and Forestry (MNR); as well as Peterborough Public Health (PPH).

The applicant was present at the meeting.

Deputy Mayor Webb invited comments in opposition to the application with no response.

Deputy Mayor Webb invited comments in favour of the application with no response.

Deputy Mayor Webb invited questions and comments from Council.

R-535-23      Moved by Councillor Doherty  
                    Seconded by Councillor Clement

That Minor Variance Application A-28-23 be approved with the following conditions:

That the development be completed in accordance with the site plan submitted (dated: September-21-2023); and

That a 20-day appeal period lapse prior to the issuance of a building permit; and

That the development meet all setback standards pertaining to hydro easements

and sewage systems; and further

That a building permit be issued within 18 months of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official.

Carried.

R-536-23      Moved by Councillor Doherty  
                  Seconded by Councillor Clement

That the Committee of Adjustment meeting adjourn at 10:15 a.m. and the Regular Council Meeting resume with Mayor Martin presiding.

Carried

## **Planning Reports**

1. Arya Hejazi, Planning Assistant  
Re: Creation of a New Lot – Application B-118-17 A2 (Nature’s Point on Round Lake) AMENDMENT TO APPLICATION B-118-17

R-537-23      Moved by Deputy Mayor Webb  
                  Seconded by Councillor Flagler

That staff is hereby directed to advise Peterborough County Land Division that the Township endorses the amended Consent application B-118 A2 having Assessment Roll Number (ARN) 1531-010-004-35100, as submitted by the property owners of Nature’s Point on Round Lake Road, with the following conditions:

That a \$1000.00 Cash-in-lieu of Parkland be paid to the Municipality for the new lot being created by granting of provisional Consent for B-118-17 A2; and

That an entrance permit be successfully obtained by the Township Public Works Department for the severed lot; and

That a rezoning of the retained and severed parcels be obtained to the satisfaction of the municipality; and further

That a recalculation of the Minimum Distance Separation (MDS) be provided in conformity with the Provincial Policy Statement (PPS).

Carried

2. Arya Hejazi, Planning Assistant  
Re: Certificate of Validation – Application V-1-23 (Bynoe)

R-538-23      Moved by Councillor Doherty  
                  Seconded by Councillor Clement

That Council advise Peterborough County Land Division that the Township expresses no objections to the subject application for certificate of validation, being referenced as V-1-23; provided the following:

That the approval of the application is examined and supported by the Director of Planning at the County of Peterborough.

Carried

3. Arya Hejazi, Planning Assistant  
Re: Creation of a New Lot – Applications B-48-23 (Dean Fisher)

R-539-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Clement

That Council advise Peterborough County Land Division that the Township endorses applications to create one new building lot, being referenced as B-48-23 and having the Assessment Roll Number (ARN) 1531-010-004-36601, as submitted by Kevin M. Duguay (KDM Planning) on behalf of property owner, Dean Fisher, with the following conditions;

That a 1000.00 Cash-in-lieu of Parkland be paid to the Municipality for the new lot being created by granting of provisional consent for application B-48-23; and

That an entrance permit be successfully obtained to the satisfaction of the approval authority governing the abutting road network; and further

That the County of Peterborough Planning Department ensure that the proposed new lot being created conforms with Minimum Distance Separation (MDS) guidelines.

Carried

4. Arya Hejazi, Planning Assistant  
Re: Request from Victoria Fudge, Methuen Concession 7, Part Lot 9 with Municipal Address of 123 Kasshabog Lake – Water Access

R-540-23 Moved by Councillor Doherty  
Seconded by Deputy Mayor Webb

That Council direct staff to advise the property owner and the Ministry of Natural Resources and Forestry (MNR) that the Township has no concerns with or objections to the proposed acquisition of the abutting shoreline crown reserve (as indicated in the attached mapping to the report from the Planning Assistant), presently under the ownership of MNR.

Carried

R-541-23 Moved by Councillor Doherty  
Seconded by Councillor Clement

That the meeting recess at 10:32 a.m.

Carried

R-542-23 Moved by Councillor Clement  
Seconded by Councillor Doherty

That the meeting resume at 10:47 a.m.

Carried

## **Delegations and Presentations**

1. Bill Lett, Managing Principal  
Lett Architects Inc.  
Re: Capital Projects Update

R-543-23 Moved by Councillor Doherty  
Seconded by Councillor Clement

That the delegation from Bill Lett, Managing Principal of Lett Architects Inc. regarding a capital projects update be received for information.

Carried.

2. Darren Waters, P. Eng., Area Manager Highway Engineering  
Rumen Aigbogun, P. Eng., Project Engineer  
Lori Brake, Traffic Supervisor  
Michael Somuah, Engineering Intern  
Ministry of Transportation (MTO)  
Re: Highway 7/Ottawa Street Operational Performance Review at Mary Street Intersection  
Re: Highway 7 Left Turn Lanes at Belmont 6<sup>th</sup> Line and Belmont 2<sup>nd</sup> Line/Sama Park Road

R-544-23 Moved by Councillor Doherty  
Seconded by Deputy Mayor Webb

That Council hereby requests that the Ministry of Transportation (MTO) provide an Order of Magnitude for the costs involved for a left turning lane adjustment at the Highway 7/Ottawa Street at Mary Street intersection.

Carried.

R-545-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That the delegation from the Ministry of Transportation (MTO) regarding Highway 7 left turn lanes at Belmont 6<sup>th</sup> Line and Belmont 2<sup>nd</sup> Line/Sama Park Road be received for information.

Carried.

## **Staff Reports for Information**

1. Travis Toms, Chief Building Official  
Re: Building Department Activity Report – September 2023
2. Shari Gottschalk, Economic Development Officer  
Re: Financial and In-Kind Contribution to the 2023 Canada Day Event
3. Shari Gottschalk, Economic Development Officer  
Re: Financial and In-Kind Contribution to the 2023 Summerfest Event

R-546-23      Moved by Councillor Clement  
                    Seconded by Deputy Mayor Webb

That the staff reports for information as listed on the agenda be received for information.  
Carried.

## **Staff Reports for Follow-up Action**

1. Peter Lauesen, Manager of Public Works  
Re: Award – Request for Quotation - #PW-2023-07 Snow Plowing Quotations for  
the Winter Season 2023-2024

This report was presented by the Public Works Foreman in the absence of the Manager  
of Public Works.

R-547-23      Moved by Councillor Doherty  
                    Seconded by Councillor Flagler

That staff is hereby directed to award the contract for Job #1 to Complete Property Care  
for snowplowing at the two Churches, Fire Hall & Parking Lot and Library at Cordova  
Mines (including Cordova Mines Library sidewalks, stairs and accessibility ramp) at a cost  
of 10,000.00 + HST; and

That staff is hereby directed to award the contract for Job #2 to Reline Pavement Marking  
for snowplowing One Mile of Road at Clare Newham's Road and 250 meters of Sandy  
Lake Road and the parking lot at County Road 46 at a cost of \$4,770.00 + HST; and  
further

That staff is hereby directed to award the contract for Job #3 to Reline Pavement Marking  
for snowplowing at the Jack Lake Transfer Station, 96 Shady Lane, Apsley at a cost of  
\$5,300.00 + HST.

Carried.



2. Shari Gottschalk, Economic Development Officer  
Re: Community Recognition Awards

R-548-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Flagler

Whereas the Township has traditionally held Community Recognition Awards every two-years to recognize and celebrate the success and achievements of Township of Havelock-Belmont-Methuen community members by nominating a deserving individual, business, organization, or group who have contributed to making the Township a great place to live, work, and conduct business; and

Whereas due to the Covid-19 Pandemic, there were no Township Community Recognition Awards nominated or issued in 2021;

Be It Resolved That Council hereby approves the recommended 2023 Community Recognition Awards eligibility criteria, nomination categories and process, as well as nomination approval process that is outlined in the staff report; and

That Council shall hereby receive applications for the 2023 Community Recognition Awards until November 10, 2023; and

That Council shall present the 2023 Community Recognition Awards at a Special Council Meeting held on Thursday, November 30, 2023 starting at 7:00 pm; and

That the Treasurer is hereby authorized to transfer funds from General Ledger # 01-0200-2409 (Council Initiatives within the Administration Reserve) with an upset limit of \$1,875.00 in order to fund this event.

Carried.

3. Bob Angione, Chief Administrative Officer/Clerk  
Re: Cenotaph Refurbishment

R-549-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

Whereas the Township applied for a grant for the cleaning and re-highlighting of all lettering and design areas on tablets and the base of the Cenotaph; and

Whereas the grant was successful but not for the full amount applied for; and

Whereas based on the funding criteria, the specific results of the grant cannot be released in writing at this time; and

Whereas as a result, it is recommended that an amount, to an upset limit of \$4,000.00 be allocated from the Council Initiatives budget account in order for this work to be completed;

Be It Resolved That staff is hereby authorized to proceed with the cleaning and highlighting work proposed for the Cenotaph and that this work be funded to an upset limit of \$4,000.00 from the Council Initiatives Budget Account.

Carried.

R-550-23 Moved by Councillor Doherty  
Seconded by Councillor Clement

That the rules of procedure are suspended and curfew is extended beyond 12:30 p.m. in order to permit the completion of business as noted on the agenda.

Carried

## Correspondence

### Action Items

1. Lorne Benjamin, 1<sup>st</sup> Havelock Scouting Leader  
Re: Municipal Town Hall Usage Request

R-551-23 Moved by Councillor Flagler  
Seconded by Councillor Clement

That Council hereby approves the request from Lorne Benjamin on behalf of 1<sup>st</sup> Havelock Scouting to use the Town Hall on a regular basis through 2023 – 2024 free of charge.

Carried.

2. Debbie Ottley, 1<sup>st</sup> Havelock Scouting Leader  
Re: In-Kind Municipal Town Hall Usage request

R-552-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Flagler

That Council hereby approves the request from Debbie Ottley on behalf of 1<sup>st</sup> Havelock Scouting to use the Town Hall on Saturday, October 28 and Sunday, October 29, 2023 for a 2-day Creepy Sleep Over event free of charge.

Carried.

3. Debbie Ottley  
HBM Youth Committee  
Re: In-Kind Municipal Town Hall Usage Request

R-553-23 Moved by Councillor Flagler  
Seconded by Deputy Mayor Webb

That Council hereby approves the request from Debbie Ottley on behalf of the HBM Youth Committee to use the Town Hall on a regular basis through 2023 – 2024 free of charge.

Carried.

4. Jamie Sole  
Havelock Centre  
Re: HBM Community Grant Program Application

R-554-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Clement

That Council hereby approves the HBM Community Grant application to a maximum of \$1,000.00 from Jamie Sole on behalf of the Havelock Centre to complete the project of painting the exterior of their building.

Carried.

5. Diane Mack, President  
Belmont Methuen and Havelock Historical Society  
Re: In-Kind Municipal Town Hall Usage Request

R-555-23 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That Council hereby approves the request from Diane Mack on behalf of the Historical Society to use the Town Hall on Friday, November 3 and Saturday, November 4, 2023 for a 2-day Heritage Art Show event free of charge.

Carried.

Information Items

None.

### **Committee Liaison Reports:**

1. Jim Martin, Mayor (Verbal)  
Hart Webb, Deputy Mayor (Verbal)  
Re: County Council Update

The Mayor and Deputy Mayor provided an update regarding recent County Council activities.

2. Bob Angione, Chief Administrative Officer/Clerk  
Re: Summary of Council Activities Submitted for this Council Meeting

R-556-23 Moved by Councillor Flagler  
Seconded by Deputy Mayor Webb

The minutes of the Community Policing Committee meeting held on June 14, 2023 be received for information.

Carried.

### **Written or Oral Notice of Motion or Discussion:**

None.

### **Other Business:**

1. Bob Angione, Clerk  
Re: Summary of Other Business Items Submitted for this Council Meeting

The following items were discussed under Other Business:

1. Helmets at Arena for Havelock-Belmont Public School Expired.

R-557-23      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Flagler

That staff is hereby directed to advertise on the Township's social media seeking financial and/or non-expired helmet donations for the Havelock-Belmont Public School.

Carried.

### **By-Laws:**

One (1) Zoning By-law Amendment application was approved earlier in the meeting; therefore, Council did not address the corresponding By-law in the By-law section of this Regular Council Meeting.

1. A By-law to Authorize the Mayor and Clerk to enter into a Memorandum of Understanding (MOU) with Crowe Valley Conservation Authority (CVCA) and the Township of Havelock-Belmont-Methuen for the Surface Water Quality Monitoring Program.

R-558-23      Moved by Councillor Clement  
                    Seconded by Deputy Mayor Webb

That By-law 2023-071, A By-law to Authorize the Mayor and Clerk to enter into a Memorandum of Understanding (MOU) with Crowe Valley Conservation Authority (CVCA) and the Township of Havelock-Belmont-Methuen for the Surface Water Quality Monitoring Program.; be read a first, second, and third time and finally passed this 17th day of October 2023.

Carried.

**Closed Session:**

None.

**Confirming By-Law:**

R-559-23      Moved by Councillor Doherty  
                    Seconded by Councillor Flagler

That By-law 2023-072 being a By-law to confirm the proceedings of the meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen held on the 17th day of October, 2023, be read a first, second, and third time and finally passed this 17th day of October 2023.

Carried.

**Adjournment:**

R-560-23      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Clement

That this meeting adjourn at 1:03 p.m.

Carried.

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Jim Martin, Mayor

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Bob Angione, Clerk