

Township of Havelock-Belmont-Methuen Regular Council Meeting Agenda

Date: Tuesday, October 1, 2024

Place: Havelock-Belmont-Methuen Council Chamber
1 Ottawa Street East
Havelock ON K0L 1Z0 (Limited Seating)

and

Video Conference
Various Remote Locations
Township of Havelock-Belmont-Methuen

Note: Meeting will be recorded and uploaded to YouTube

Time: 9:30 a.m.

Zoom Link: [Open Session Council Meeting \(October 1, 2024\) Zoom Invitation](#)

Meeting ID: 857 1076 5336
Passcode: 907263

Call to Order

Mayor Martin will call the meeting to order.

Land Acknowledgement

Cell Phones

Everyone in the meeting is asked to turn off their cell phone or place it on vibrate mode.

Declaration of Pecuniary Interest and General Nature Thereof

No written Declarations of Pecuniary Interest were received prior to publication of the agenda.

Minutes of Council Meetings

1. Regular Council Meeting – September 17, 2024

Public Meeting

Committee of Adjustment (Minor Variance Applications)

1. Presented by Elysia Ackroyd – Fotenn Planning + Design (**Updated Report**)
Re: Brian and Shannon Tomlinson
105 Fire Route 75N
Part Lot 11, Concession 7, ARN 1531-010-009-02500

Regular Meeting Resumes

Delegations and Presentations

1. Daniel Segal
Re: Municipal Housing Development

Staff Reports for Information

1. Ray Haines, Fire Chief
Re: Incident Summary – May
2. Ray Haines, Fire Chief
Re: Incident Summary – June
3. Ray Haines, Fire Chief
Re: Incident Summary – July

Staff Reports for Follow-up Action

1. Lionel Towns, Treasurer
Re: Funding Option for a Test Well, Pumping Test and Water Quality Testing
2. Josh Storey, Supervisor of Parks, Recreation & Facilities
Re: Event to be held on Municipal Property – Havelock Pumpkin Parade
(Updated Report)
3. Josh Storey, Supervisor of Parks, Recreation & Facilities
Re: In-kind Facility Rental Request – Apple Day
4. Josh Storey, Supervisor of Parks, Recreation & Facilities
Re: Event to be held on Municipal Property – Havelock Fire & Ice

5. Shari Gottschalk, Economic Development Officer
Re: Proposed Wireless Communication Site C8643, 7891 County Road #46
6. Peter Lauesen, Manager of Public Works
Re: Winter Maintenance Agreement Connecting Link
7. Bob Angione, Chief Administrative Officer
Re: Deposit Return Program Partnership Agreement
8. Bob Angione, Chief Administrative Officer
Re: Committee Appointments 2025-2026

Correspondence

Action Items

1. Royal Canadian Legion Ontario Command
Re: Military Service Recognition Book - Business Card Advertisement
2. Ray Abrams, Rural Lynx
Re: Peninsula Road Internet Tower Survey Relief

Information Items

None.

Committee Liaison Reports

1. Jim Martin, Mayor (Verbal)
Hart Webb, Deputy Mayor (Verbal)
Re: County Council Update
2. Bob Angione, Chief Administrative Officer/Clerk
Re: Councillor Activity Report

Written or Oral Notice of Motion or Discussion

None.

Other Business

1. Bob Angione, Chief Administrative Officer/Clerk
Re: Other Business

By-Laws

1. **By-Law 2024-071** Being a by-law to authorize the Mayor and Clerk to enter into a Winter Maintenance Services Agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link.

Closed Session

This Closed Session Council Meeting is held under authority of Section 239(2) (b) for personal matters about an identifiable individual, including municipal or local board employees.

Confirming By-law

A By-law to confirm the proceedings of the Regular Meeting of the Council of the Township of Havelock-Belmont-Methuen held on October 1, 2024.

Adjournment

Next Regular Meeting
Tuesday, October 15, at 9:30 a.m.

**Township of Havelock-Belmont-Methuen
Regular Council Meeting
Video Conference
September 17, 2024
Minutes**

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on September 17, 2024 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
Leah Hutton, Acting Deputy Clerk
Peter Lauesen, Manager of Public Works
Travis Toms, Chief Building Official
Lionel Towns, Treasurer
Josh Storey, Supervisor of Parks, Recreation and Facilities
Shari Gottschalk, Economic Development Officer

Regrets:

Bianca Boyington, Deputy Clerk

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-460-24 Moved by Deputy Mayor Webb
 Seconded by Councillor Clement

That the minutes of the Regular Council Meeting held on September 3, 2024 be approved and adopted as presented.

Carried.

R-461-24 Moved by Councillor Clement
 Seconded by Councillor Doherty

That the Regular Council Meeting be suspended at 9:32 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:

1. Arya Hejazi, Planning Assistant (9:35 – 9:45)
Presented by Elysia Ackroyd – Fotenn Planning + Design
Re: Zoning By-Law Amendment – Cousins
Part Lot 23, Concession 8
56 Fire Route 85R – Methuen Ward. ARN: 1531-010-007-35100

The Planning Consultant, Elysia Ackroyd provided an overview regarding the application and advised that this Public Meeting was held under Section 34 of the Planning Act. A notice of the public meeting was given by prepaid first-class mail to every owner of land within 120 metres of the area to which the application applies. A notice was also clearly posted on the property to which the application applies. Notice was also provided to the prescribed ministries and agencies and posted on the Township website.

Notice was circulated to prescribed agencies for review. No comments have been received thus far.

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

Mayor Martin invited comments in favour of the application with no response. The owner/applicant, Ronald Cousins, attended the meeting in-person.

Mayor Martin invited questions and comments from Council.

R-462-24 Moved by Deputy Mayor Webb
 Seconded by Councillor Clement

That the Zoning By-law Amendment application in the name of Ronald and Betty-Ann Cousins is hereby approved and that the requisite by-law be adopted during the Open Session Regular Council Meeting.

Carried.

Resumption of Regular Council Meeting:

R-463-24 Moved by Councillor Doherty
 Seconded by Deputy Mayor Webb

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.

Public Meeting for Committee of Adjustment:

R-464-24 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 9:46 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:

1. Presented by Elysia Ackroyd – Fotenn Planning + Design
Re: Shannon Cummins
421 Fire Route 25
Part Lot 15, Concession 5, ARN 1531-010-003-32403

The Township's Planning Consultant explained that all required reliefs in this application are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended.

It was explained that the purpose of this Minor Variance application is to:

1. Seek relief from Section 4.37 having the following effect(s):
 - i. Reducing the High Water Mark setback from 30 metres (100 feet) to 21.6 metres (71 feet).

The above relief(s) is to permit the following changes on the subject property:

1. Screening the westerly portion of an existing lake-side uncovered porch.

The Planning Consultant Elysia Ackroyd provided details regarding the application. The subject property does fall within the watershed jurisdiction of the CVCA. This subject application has been circulated to both the conservation authority and Peterborough Public Health (PPH) for their input and commentary. The conservation authority has confirmed that a permit will be required from their office prior to development.

Deputy Mayor Webb asked if the applicant or agent was present for the meeting. The owner Shannon Cummins attended the meeting virtually.

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

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

Deputy Mayor Webb invited questions and comments from Council.

R-465-24 Moved by Mayor Martin
 Seconded by Councillor Clement

That Minor Variance Application A-13-24 in the name of Shannon Cummins be approved with the following conditions:

That approval be obtained from the Crowe Valley Conservation Authority prior to a building permit being issued and;

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.

2. Presented by Elysia Ackroyd – Fotenn Planning + Design (9:55 – 10:05)
Re: Gaye McDonald & Rod Macivor
812 – Island 27 Jack Lake
Island 4 Jack Lake, Concession 8, ARN 1531-010-007-72300

The Township's Planning Consultant explained that all required reliefs in this application are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended.

It was explained that the purpose of this Minor Variance application is to:

1. Seek relief from Sections 11.2.1 (c) and (g) having the following effect(s):
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 8.1 metres (26.6 feet);
 - ii. Increasing the maximum required Lot Coverage from 4% to 5.27%
2. Seek relief from Section 4.37 having the following effect(s):
 - i. Reducing the High Water Mark setback from 30 metres (100 feet) to 8.1 metres (26.6 feet).
3. Seek relief from Section 4.10 B(a)(ii) having the following effect(s):
 - i. Permitting an increase in a deficiency as it relates to the height of the existing recreational dwelling unit.

The above relief is to permit the following changes on the subject property:

1. A southerly addition to the existing recreational dwelling unit having the effect of maintaining the existing deficient High Water Mark setback.

The Planning Consultant Elysia Ackroyd provided details regarding the application. The subject property falls outside the watershed jurisdiction of the CVCA. The application has been circulated to the Ministry of Natural Resources as well as Peterborough Public Health (PPH) for their input and commentary. No comments have yet been received from any of these agencies.

Deputy Mayor Webb asked if the applicant or agent was present for the meeting. The owner Gaye McDonald & Rod Macivor attended the meeting in-person.

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

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

Deputy Mayor Webb invited questions and comments from Council.

R-466-24 Moved by Councillor Clement
 Seconded by Councillor Flagler

That Minor Variance Application A-11-24 in the name of Gaye McDonald & Rod Macivor be approved with the following conditions:

- That a 20-day appeal period lapse prior to the issuance of a building permit;
- That no portion of the proposed addition be taller than the roof line of the existing recreational dwelling unit;
- 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.

3. Presented by Elysia Ackroyd – Fotenn Planning + Design (10:05 – 10:15)
Re: Brian and Shannon Tomlinson
105 Fire Route 75N
Part Lot 11, Concession 7, ARN 1531-010-009-02500

The Township's Planning Consultant explained that all required reliefs in this application are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended.

It was explained that the purpose of this Minor Variance application is to:

1. Seek relief from Sections 10.2.1 (c), (d), (e), and (g) having the following effect(s):
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 0 metres (0 feet);
 - ii. Reducing the minimum required Side Yard setback from 6 metres (20 feet) to 4.6 metres (15.23 feet);
 - iii. Reducing the minimum required Rear Yard setback from 7.5 metres (25 feet) to 6.7 metres (22 feet);
 - iv. Increasing the maximum required Lot Coverage from 15% to 22%
2. Seek relief from Section 4.37 having the following effect(s):

- i. Reducing the High Water Mark setback from 30 metres (100 feet) to 29 metres (95 feet)

The above relief is to permit the following changes on the subject property:

1. Redevelopment of a seasonal recreational dwelling unit to a larger footprint, mainly confined to the existing foundation of the current dwelling, and increasing the High Water Mark setback from the shoreline of Kasshabog Lake. The redeveloped seasonal recreational dwelling unit will be accompanied by a new private sewage system.

The Planning Consultant Elysia Ackroyd provided details regarding the application. The subject property does fall within the watershed jurisdiction of the Crowe Valley Conservation Authority (CVCA). The application has been circulated to Crowe Valley Conservation Authority as well as Peterborough Public Health (PPH) for their input and commentary.

As per the report of the Planning Consultant, received following publication of the meeting agenda, CVCA staff contacted Township staff on September 11, 2024 to provide comment on the subject application. CVCA staff informed Township staff that conflicting information regarding the regulatory flood plain elevation for Kasshabog Lake needs to be internally addressed within the CVCA. The CVCA has requested that they defer their comments on this application until after the CVCA Board of Directors meeting on September 19th, 2024, during which time approval for a revised elevation level that would directly impact the CVCA's comments on this application will be discussed and decided upon. The Planning Consultant explained that in order to ensure that her recommendation appropriately addresses risks related to natural hazards and flooding, it is recommended that this application be **deferred** until the October 15th, 2024 Committee of Adjustment meeting, at which time the necessary information from the CVCA will be available.

Deputy Mayor Webb asked if the applicant or agent was present for the meeting. The owner's agent Kirk Figueira attended the meeting in-person.

Mr. Figueira explained that they were waiting to hear back from the CVCA regarding the irregular floodplain. He noted that he was not in favour of deferring the application and delaying the process further.

Deputy Mayor Webb invited questions and comments from Council.

R-467-24 Moved by Mayor Martin
 Seconded by Councillor Doherty

That Minor Variance application A-10-24 be **deferred** until the October 1, 2024 council meeting to obtain confirmation from the Crowe Valley Conservation Authority (CVCA) regarding the location of the floodplain on this property.

4. Presented by Elysia Ackroyd – Fotenn Planning + Design
Re: Michael Walther
247 Kasshabog Lake Water Access Only (WAO)
Part Lot 9, Concession 8, ARN 1531-010-009-11200

The Township's Planning Consultant explained that all required reliefs in this application are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended.

It was explained that the purpose of this Minor Variance application is to:

1. Seek relief from Sections 4.1 (c) having the following effect(s):
 - i. Increasing the maximum required height of an accessory structure from 4.5 metres (15 feet) to 4.6 metres (15.3 feet)
2. Seek relief from Section 4.37 having the following effect(s):
 - i. Reducing the High Water Mark setback from 30 metres (100 feet) to 6.3 metres (20.9 feet).
3. Seek relief from Sections 10.2.1 (c) having the following effect(s):
 - i. Reducing the Front Yard setback from 21.3 metres (100 feet) to 6.3 metres (20.9 feet).

The above relief is to permit the following changes on the subject property:

1. A new detached accessory structure in the form of a frame shed, with added space above for storage.

The Planning Consultant Elysia Ackroyd provided details regarding the application. The subject property does fall within the watershed jurisdiction of the CVCA. The application has been circulated to Peterborough Public Health (PPH) for their input and commentary. The CVCA has confirmed that they have no objections to the variance as proposed however a permit would be required from their agency.

Deputy Mayor Webb asked if the applicant or agent was present for the meeting, the owner Michael Walther attended the meeting virtually.

Deputy Mayor Webb invited comments in opposition of the application. Staff received, via email, (1) one written letter in opposition of the application from Mr. MacLaren. The letter had been circulated to members of the Committee of Adjustment and to the Planning Consultant via email prior to the meeting. Deputy Mayor Webb noted that the planning consultant had spoken to the comments received.

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

Deputy Mayor Webb invited questions and comments from Council.

R-468-24 Moved by Councillor Clement
 Seconded by Councillor Flagler

That Minor Variance Application A-12-24 in the name of Michael Walther be approved with the following conditions:

- That a building permit be issued in accordance with the Site Plan submitted;
- 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.

5. Presented by Elysia Ackroyd – Fotenn Planning + Design (10:25 – 10:35)
Re: Kirk Thomas
9351 County Road 30
Part Lot 3, Concession 9, ARN 1531-010-001-02100

The Township's Planning Consultant explained that all required reliefs in this application are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning Bylaw 1995-42, as amended.

It was explained that the purpose of this Minor Variance application is to:

1. Seek relief from Section 4.27(a) having the following effect(s):
 - i. Reducing the minimum required number of parking spaces from 72 parking spaces to 2 parking spaces.

The above relief is to permit the following changes on the subject property:

1. The provision of a self-storage facility in the rear of the existing property.

The Planning Consultant Elysia Ackroyd provided details regarding the application. The application has been circulated to Peterborough County for their input and commentary.

Deputy Mayor Webb asked if the applicant or agent was present for the meeting with no response.

Deputy Mayor Webb invited comments in opposition of the application. The following comments were received;

Yvonne Prouty had questions concerning when the self storage units were approved. She was also concerned about the number of accidents that have occurred on the road in front of the subject property as well as theft within the area. Ms. Prouty questioned if there would be any public discussion or input on the fencing and monitoring of the storage facility.

Craig Basaraba owns the neighbouring property. Mr. Basaraba had questions regarding the number of units and the size of the units. He also expressed concerns related to the privacy of his property. Mr. Basaraba was interested in knowing what kind of perimeter would be around the property. He expressed concerns regarding the number of people accessing the units as well as access to and potential theft on his property.

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

Deputy Mayor Webb invited questions and comments from Council.

R-469-24 Moved by Councillor Clement
Seconded by Councillor Flagler

That Minor Variance Application A-11-24 in the name of Kirk Thomas be deferred to a future council meeting.

Carried.

R-372-24 Moved by Mayor Martin
Seconded by Councillor Flagler

That the Committee of Adjustment meeting adjourn at 10:44 a.m. and the Regular Council Meeting resume with Mayor Martin presiding.

Carried.

Planning Reports

1. Arya Hejazi, Planning Assistant
Presented by Elysia Ackroyd – Fotenn Planning + Design
Re: Creation of New Lot – Application B-67-24 (Steven and Timothy Rye)

R-470-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That Council advise Peterborough County Land Division that the Township **endorses** an application for consent to create one (1) new residential building lot, being referenced as

B-67-24 and having Assessment Roll Number (ARN) 1531- 010-009-21700, as submitted by property owners, Steven and Timothy Rye, with the following conditions:

- That \$1000.00 Cash-in-lieu of Parkland be paid to the Municipality for each of the new lots being created by granting of provisional consent for applications B-67-24;
- That a zoning by-law amendment (rezoning) be required for the severed lot, to the satisfaction of the Municipality;
- That an environmental mitigation measures agreement between the applicant and the Township be entered into and registered on title.

Carried.

2. Travis Toms, Chief Building Official

Re: Purchase of Unopened Road Allowance (Justyna Wrebel and Ryan Sherratt)

R-471-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That Council receive this report and agree, in principle, to the request from the property owners to Stop up, Close and Convey that portion of unopened road allowance adjacent to Part Lot 19, Concession 4 with ARN: 1531-010-006-57600;

- That Township Staff provide the property owners with the necessary requirements in order to fulfil the stopping up, closing and conveying of the unopened road allowance adjacent to Part Lot 19, Concession 4 with ARN: 1531-010-006-57600.

Carried.

3. Arya Hejazi, Planning Assistant

Re: Information: Planning Commentary in response to Ambrose Moran delegation

R-472-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That staff are to send a copy to Mr. Moran, of the Planning Commentary report in response to Ambrose Moran's delegation from the Regular Council Meeting held on August 15, 2024.

Carried.

Delegations and Presentations

1. Amber Coupland, Brad Robinson, Jordan Easton – Ontario Clean Water Agency
Kyle Horner, Stew Dolstra – Cambium Inc.
Re: Well #3 Update – Feasibility Study Proposal

R-473-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That staff are to bring back a report to the next council meeting to discuss funding options to install a test well as a pumping test and water quality testing.

Carried.

2. Diane Mack
Re: Belmont-Methuen and Havelock Historical Society

R-474-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the delegation from Al Mack of the Belmont-Methuen and Havelock Historical Society be received for information; and further

That a meeting be scheduled with the Belmont-Methuen and Havelock Historical Society.
Carried.

3. Pat Patterson
Re: HBM Community Centre Expansion Project

Mr. Patterson was not in attendance for the meeting.

Staff Reports for Information

1. Josh Storey, Supervisor of Parks, Recreation & Facilities
Re: Departmental Updates – June
2. Peter Lauesen, Manager of Public Works
Re: Departmental Updates – June
3. Travis Toms, Chief Building Official
Re: Departmental Updates – June

R-475-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the staff reports be received for information.
Carried.

Staff Reports for Follow-up Action

1. Travis Toms, Chief Building Official
Re: Appointment of Building Inspector – Kathleen Shepherd

R-476-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

Whereas Council approves the appointment of Kathleen Shepherd as Building Inspector for the Township of Havelock-Belmont-Methuen;

Be it resolved that the necessary By-law be passed under the By-law section of this meeting.
Carried.

2. Travis Toms, Chief Building Official
Re: Building By-law Amendment

R-477-24 Moved by Councillor Doherty
Seconded by Councillor Clement

That Council approve the Building By-law as attached to the staff report and that By-Law 2023-017 be rescinded with the implementation of By-Law 2024-069 and that this By-law come into effect on September 17, 2024.

Carried.

3. Lionel Towns, Treasurer
Re: Employee Group Benefit Plan – Renewal November 1, 2024

R-478-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That this report (Employee Group Benefit Plan – Renewal November 1, 2024), be received for information; and

That the continuation of employee benefit services by Manulife Life Insurance Company and AIG Insurance, through Mosey and Mosey, for the period of November 1, 2024, to October 31, 2025, with an overall premium rate decrease for the plan of 10.7%, be approved.

Carried.

4. Shari Gottschalk, Economic Development Officer
Re: Gateway Community Club Roadway Signs

R-479-24 Moved by Deputy Mayor Webb
Seconded by Councillor Clement

That Council approve the replacement gateway road sign designs as presented in the staff report.

Carried.

Correspondence

Action Items

1. Peterborough County Plowmen's Association
Re: Request for Donation

R-480-24 Moved by Deputy Mayor Webb
Seconded by Councillor Clement

That council approve donation to the Peterborough County Plowmen's Association in the amount of \$200.00.

Carried.

Information Items

1. Ministry of Infrastructure
Re: Fish Hatchery Road (Fire Route 18)
2. Ministry of Municipal Affairs and Housing
Re: Provincial Planning Statement

That the correspondence information reports be received for information.

Carried.

Committee Liaison Reports:

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

Deputy Mayor Webb provided an update on County Council.

2. Bob Angione, Chief Administrative Officer/Clerk
Re: Councillor Activity Report

That By-law 2024-068 Being A By-law to appoint inspectors under the building code act be adopted and be read a first, second, and third time and finally passed this 17th day of September 2024.

Carried.

R-484-24 Moved by Councillor Flagler
Seconded by Councillor Doherty

That By-law 2024-069 Being A By-law to Provide for the Administration and Enforcement of the Building Code Act, 1992, within the Township of Havelock-Belmont-Methuen and to repeal By-law 2023-017 (Building By-law) be adopted and be read a first, second, and third time and finally passed this 17th day of September 2024.

Carried.

Closed Session:

R-485-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the meeting moves in to Closed Session at 12:14 p.m. under authority of Section 239(2) (b) for personal matters about an identifiable individual, including municipal or local board employees.

Carried

That the meeting rise from Closed Session at 1:45 p.m. and resume in open session.

Business Arising from Closed Session:

The following items were dealt with in the Closed Session Council Meeting.

1. The minutes of the Closed Session Council Meeting held on September 3, 2024 were approved and adopted as presented.
2. A personal matter about an identifiable individual, including municipal or local board employees. (6 items).

R-486-24 Moved by Councillor Flagler
Seconded by Councillor Clement

That the position of Administrative Assistant - Public Works, Parks Recreation & Facilities and Fire be confirmed as a full-time permanent position.

Carried.

Confirming By-Law:

R-487-24 Moved by Councillor Clement
Seconded by Councillor Flagler

That By-law 2024-070, 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 September 2024, be read a first, second, and third time and finally passed this 17th day of September 2024.

Carried.

Adjournment:

R-488-24 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That this meeting adjourn at 1:50 p.m.

Carried.

Jim Martin, Mayor

Robert V. Angione, Clerk

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment
Prepared By: Elysia Ackroyd, MCIP RPP, Township Planning Consultant
Meeting Date: October 1st, 2024 (Updated Report)
Subject: **Minor Variance Application A-10-24**

Subject Property

Property Owner(s): Brian and Shannon Tomlinson
Agent: Kirk Figueira
Municipal Address: 105 Fire Route 75N
Roll Number: 1531-010-009-02500
Lot(s): Part Lot 11
Concession(s): 7
Area: 0.3 Hectares (0.88 Acres)
Zoning: Seasonal Residential (SR)
Official Plan: Shoreline
Ward: Methuen

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 Sections 10.2.1 (c), (d), (e), and (g) having the following effect(s):**
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 0 metres (0 feet);**
 - ii. Reducing the minimum required Side Yard setback from 6 metres (20 feet) to 4.6 metres (15.23 feet);**

iii. Reducing the minimum required Rear Yard setback from 7.5 metres (25 feet) to 6.7 metres (22 feet);

iv. Increasing the maximum required Lot Coverage from 15% to 22%

2. Seek relief from Section 4.37 having the following effect(s):

i. Reducing the High Water Mark setback from 30 metres (100 feet) to 29 metres (95 feet)

RECOMMENDATION:

- That Minor Variance application A-10-24 be **approved**; and,
- That the balance of the information in this addendum to the planning report be received.

ANALYSIS:

On September 11th, 2024, CVCA staff contacted Township staff to provide comment on the subject application. CVCA staff informed Township staff that conflicting information regarding the regulatory flood plain elevation for Kasshabog Lake needs to be internally addressed within the CVCA. The CVCA had requested that they defer their comments on this application until after the CVCA Board of Directors meeting on September 19th, 2024, during which time approval for a revised elevation level that would directly impact the CVCA's comments on this application was to be discussed and decided upon.

On September 17th, Township staff brought forward a recommendation to the Committee of Adjustment to defer the decision on this application until the regular October 15th, 2024 Committee of Adjustment meeting. During the Committee of Adjustment meeting, discussion regarding the implications of approving, denying, and deferring the application took place between the Committee of Adjustment, staff, and the applicants' agent. Following this discussion, the Committee of Adjustment voted to defer the application to October 1st, 2024, during which a Committee of Adjustment meeting could be held. During the time of this decision, it was understood that the CVCA Board of Directors would have made a decision on the flood elevation pertaining to this site by the October 1st date.

On September 19th, Township staff were informed that the CVCA Board's vote on this matter was deferred until November 21st, 2024. Following the decision to defer, the applicant's agent was informed of the CVCA Board's deferral, and that Township staff would also be recommending deferral of the minor variance application unless information which confirmed that no flooding or erosion concerns were associated with the proposed development in the meantime. At the time of writing the planning report, no updates had been provided by the CVCA regarding the flood elevation on the subject site.

On Friday September 27, 2024 Township staff received confirmation from CVCA staff that there are no flooding or erosion hazards on the property as a result of the proposed development. Township staff are of the opinion that the policies of the PPS and Official Plan have now been addressed, and concerns regarding flooding and erosion hazards have been quashed. All planning analysis that was included in the original report to the Committee of Adjustment meeting which took place on September 17th, 2024 can now be accepted. Now that this confirmation has been provided by CVCA staff, Township staff are making the recommendation to **approve** the decision on this application.

COMMENTS

Commentary provided by the CVCA on September 27, 2024 is copied as an Appendix to this report. No further comments have been received at the time of writing this addendum.

FINANCIAL IMPACT

A decision respecting the application is appealable to the Ontario Land Tribunal; for which any costs incurred by the Municipality may be recoverable from the applicant.

Respectfully submitted,



Elysia Ackroyd, MCIP RPP
Planning Consultant to the Township of Havelock-Belmont-Methuen

Appendix A – MV Application
Appendix B – Property Survey
Appendix C – Site Plan
Appendix D – GIS Mapping
Appendix E – Pre-Consultation
Appendix F – Original Planning Report
Appendix G – Addendum to the Planning Report, dated September 13th, 2024
Appendix H – Correspondence from CVCA staff

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment
Prepared By: Elysia Ackroyd, MCIP RPP, Township Planning Consultant
Meeting Date: October 1st, 2024
Subject: **Minor Variance Application A-10-24**

Subject Property

Property Owner(s): Brian and Shannon Tomlinson
Agent: Kirk Figueira
Municipal Address: 105 Fire Route 75N
Roll Number: 1531-010-009-02500
Lot(s): Part Lot 11
Concession(s): 7
Area: 0.3 Hectares (0.88 Acres)
Zoning: Seasonal Residential (SR)
Official Plan: Shoreline
Ward: Methuen

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 Sections 10.2.1 (c), (d), (e), and (g) having the following effect(s):**
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 0 metres (0 feet);**
 - ii. Reducing the minimum required Side Yard setback from 6 metres (20 feet) to 4.6 metres (15.23 feet);**

iii. Reducing the minimum required Rear Yard setback from 7.5 metres (25 feet) to 6.7 metres (22 feet);

iv. Increasing the maximum required Lot Coverage from 15% to 22%

2. Seek relief from Section 4.37 having the following effect(s):

i. Reducing the High Water Mark setback from 30 metres (100 feet) to 29 metres (95 feet)

RECOMMENDATION:

That Minor Variance application A-10-24 be *deferred* until confirmation from the Crowe Valley Conservation Authority (CVCA) regarding the location of the floodplain on this property is received.

- The balance of the information in this report be received.

ANALYSIS:

On September 11th, 2024, CVCA staff contacted Township staff to provide comment on the subject application. CVCA staff informed Township staff that conflicting information regarding the regulatory flood plain elevation for Kasshabog Lake needs to be internally addressed within the CVCA. The CVCA had requested that they defer their comments on this application until after the CVCA Board of Directors meeting on September 19th, 2024, during which time approval for a revised elevation level that would directly impact the CVCA's comments on this application was to be discussed and decided upon.

On September 17th, Township staff brought forward a recommendation to the Committee of Adjustment to defer the decision on this application until the regular October 15th, 2024 Committee of Adjustment meeting. During the Committee of Adjustment meeting, discussion regarding the implications of approving, denying, and deferring the application took place between the Committee of Adjustment, staff, and the applicants' agent. Following this discussion, the Committee of Adjustment voted to defer the application to October 1st, 2024, during which a Committee of Adjustment meeting could be held. During the time of this decision, it was understood that the CVCA Board of Directors would have made a decision on the flood elevation pertaining to this site by the October 1st date.

On September 19th, staff were informed that the CVCA Board's vote on this matter was deferred until November 21st, 2024. Following the decision to defer, the applicant's agent was informed of the CVCA Board's deferral, and that Township staff would also be recommending deferral of the minor variance application in light of this delay. At the time of writing this report, no updates have been provided by the CVCA regarding the flood elevation on the subject site. However, Township staff understand that CVCA staff are meeting the applicants at the subject site on Friday September 27, 2024 to review the flood elevation onsite. Township staff and CVCA staff are in communication, and

Township staff understands that the CVCA staff will provide them with updated information as soon as possible.

Until such time, however, Township staff are making the recommendation to **defer** the decision on this application to a December 3rd, 2024 Committee of Adjustment meeting, to ensure that our recommendation appropriately addresses risks related to natural hazards and flooding.

The minor variance application was submitted on July 31, 2024, which means the application must be consistent with the 2020 Provincial Policy Statement (PPS, 2020). Section 3 of the PPS, 2020 states:

Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

Mitigating potential risk to public health or safety or of property damage from natural hazards, including the risks that may be associated with the impacts of a changing climate, will require the Province, planning authorities, and conservation authorities to work together.

Accordingly:

3.1 Natural Hazards

*3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:
b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards;*

The 2024 Provincial Planning Statement (PPS, 2024) comes into effect on October 20th, 2024. Section 5 of the PPS, 2024 includes the following:

5.1 General Policies for Natural and Human-Made Hazards

1. Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

5.2 Natural Hazards

1. Planning authorities shall, in collaboration with conservation authorities where they exist, identify hazardous lands and hazardous sites and manage development in these areas, in accordance with provincial guidance.

*2. Development shall generally be directed to areas outside of:
b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards;*

The policy direction from the PPS, 2024 referenced herein is not dissimilar to that of the PPS, 2020 with respect to planning for development outside of hazard areas. Township staff are providing this recommendation for deferral in the spirit of collaboration with the CVCA, and to align municipal planning recommendations with current and future applicable provincial policy direction.

If pertinent information related to the flood elevation can be provided by the CVCA prior to the October 1st, 2024 Committee of Adjustment meeting that adequately addresses flooding and erosion hazard concerns, then Township staff will endeavour to provide an addendum to this report to provide the Committee of Adjustment with more information, and a revised recommendation, if warranted.

COMMENTS

All commentary provided by the CVCA thus far is discussed in the Analysis section of this report, and is copied as an Appendix to this report. No further comments have been received at the time of writing this report.

FINANCIAL IMPACT

A decision respecting the application is appealable to the Ontario Land Tribunal; for which any costs incurred by the Municipality may be recoverable from the applicant.

Respectfully submitted,



Elysia Ackroyd, MCIP RPP
Planning Consultant to the Township of Havelock-Belmont-Methuen

Appendix A – MV Application
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Appendix H – Correspondence from CVCA staff



Date Received: _____
Fee Received: _____
Roll No.: _____

**Township of Havelock-Belmont-Methuen
Application for**

**Minor Variance – s. 45(1)
Permission – s. 45(2)**

1. Applicant/Agent Information:

1.1 Name of Owner(s): Brian and Shannon Tomlinson

Address: 105 FR 75N Havelock Ont. K0L 1Z0

Postal Code K0L 1Z0

Telephone Number: [REDACTED] Fax Number: (____) ____ - ____

E-Mail Address: [REDACTED]

(An owner's authorization is required in Section 10.1 if the applicant is not the owner.)

1.2 Name of Applicant/Agent: Kirk Figueira
(if different from owner)

Address: [REDACTED]

Postal Code [REDACTED]

Telephone Number: ([REDACTED]) [REDACTED] - [REDACTED] Fax Number: (____) ____ - ____

E-Mail Address: [REDACTED]

1.3 Communication should be sent to: Owner Applicant or to the following:

Address: _____

Postal Code _____

Telephone Number: (____) ____ - ____ Fax Number: (____) ____ - ____

E-Mail Address: _____

2. LOCATION OF THE SUBJECT LAND: (Complete applicable lines)

2.1 Geographic Municipality/Township or Village: Havelock Belmont Methuen TSP of Methuen

Concession Number(s) 7 Lot Number(s): 11

Registered Plan
Number: 28250-0217 (LT) Lot(s)/Block(s): _____

Reference Plan
Number: 45R11967 Part Number(s): #1

Road/Street Number and Name: FR 105 75N

Attach Survey Plan, if available.

2.2 Are there any easements or restrictive covenants affecting the subject land?
Yes No

If yes, describe the easement or covenant and its effect:

3. Planning Review Information:

3.1 Official Plan Designation

3.2 Zoning By-law
SR

4. PURPOSE OF APPLICATION:

4.1 Nature and extent of relief from the zoning by-law
front yard set back relief to high water

4.2 REASON: *(Purpose of the proposed amendment – why proposed use is unable to comply with the zoning by-law provisions)*

replacing existing Cottage built 30 years ago with bew cottage in same location.

5. Description of Subject Land:

5.1 Dimensions of Land:

Frontage: 62.2 M m/ft. Depth: 51.8m and 58.81mm/ft.

Area: 3307 m2 sq.m/sq. ft. _____ ha/ac

Existing Use(s) of the subject land: seasonal Cottage

Length of Time the existing uses of the subject land have continued:
26 + years

5.2 Date subject land was acquired by current owner: 30 years ago

5.3 Existing Buildings and Structures: Please identify each existing building on the sketch and provide information for each building. (If more than one building, attach a separate sheet to this application.)

Building 1

Type Lindwood Custom Home Cottage Date Constructed dec 1998

Existing Use Seasonal dwewlling

Date Existing Use Commenced 1996

Ground Floor Area* 1141 sq.ft Gross Floor Area ** 1438 sq.ft

Front lot line setback 104 ft Rear lot line setback 123 ft

Side lot line setback 63 ft Side lot line setback 64 ft

Building Height 18.8 ft Dimensions 42 ft x 32 ft

Building 2

Type Garage Date Constructed DEc 1998

Existing Use garage and storage

Date Existing Use Commenced 1998

Ground Floor Area* 1169 sq.ft Gross Floor Area ** 1500 sq.ft.

Front lot line setback 242 +/- ft Rear lot line setback 26 ft.

Side lot line setback 137 ft Side lot line setback 35 ft

Building Height 23ft Dimensions 24'6" x 36' 6"

Building 3

Type _____ Date Constructed _____
 Existing Use _____
 Date Existing Use Commenced _____
 Ground Floor Area* _____ Gross Floor Area ** _____
 Front lot line setback _____ Rear lot line setback _____
 Side lot line setback _____ Side lot line setback _____
 Building Height _____ Dimensions _____

5.4 Nature of Proposed Development: Please provide the information for each proposed building (If more than one building, attach a separate sheet to this application. If a proposed plan showing location of proposed buildings is available, please attach.)

Proposed Use(s) of the subject land: Single Detached Dwelling seasonal use

Building 1

Type Seasonal dwewlling
 Ground Floor Area* 2874 sq.ft Gross Floor Area ** 2261 sq.ft.
 Front lot line setback 115 ft. Rear lot line setback 73 ft
 Side lot line setback 49 ft Side lot line setback 55 ft
 Building Height 25 ft 7" Dimensions 91' x 84'

Building 2

Type Attached Garage
 Ground Floor Area* 784 sq.ft. Gross Floor Area ** _____
 Front lot line setback 170 ft Rear lot line setback 74 fr.
 Side lot line setback 51 ft Side lot line setback 55 ft
 Building Height 22 ft Dimensions 26' x 26'

* Ground Floor Area means the area that the building occupies on the ground.

** Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

6. Services:

6.1 Access is/will be provided to the subject land by: *(check appropriate space)*

		<u>Maintenance</u>	
Provincial Highway	<input type="checkbox"/>	Public	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>
Private Road	<input checked="" type="checkbox"/>	Year Round	<input type="checkbox"/>
Right of Way	<input type="checkbox"/>	Seasonal	<input type="checkbox"/>
Unopened Road Allowance	<input type="checkbox"/>	Unmaintained	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>		
(Specify) _____			
Water Access	<input type="checkbox"/>		

Mainland Access – where access to the subject land is only by water:

Docking Facilities (specify) _____

Parking Facilities (specify) _____

Distance from Subject Land _____

Distance from Nearest Public Road _____

6.2 Water Supply is provided to the subject land by: *(check appropriate space)*

Publicly-owned/operated piped water system	<input type="checkbox"/>
Privately-owned/operated individual well	<input checked="" type="checkbox"/>
Privately-owned/operated communal well	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>
Other means (specify) _____	<input type="checkbox"/>

6.3 Sewage Disposal is provided to the subject land by: *(check appropriate space)*

Publicly-owned/operated sanitary sewage system	<input type="checkbox"/>
Private individual septic tank	<input checked="" type="checkbox"/>
Public-owned/operated communal sewage system	<input type="checkbox"/>
Private communal sewage system	<input type="checkbox"/>
Privy	<input type="checkbox"/>
Other means (specify) _____	<input type="checkbox"/>

6.4 Storm Drainage is provided to the subject land by: *(check appropriate space)*

Sewers	<input type="checkbox"/>
Ditches	<input type="checkbox"/>
Swales	<input type="checkbox"/>
Other means (specify) <u>none</u> _____	<input type="checkbox"/>

6.5 Other (Check if service is available)

<input checked="" type="checkbox"/> Electricity	<input type="checkbox"/> School bussing
<input checked="" type="checkbox"/> Telephone	<input type="checkbox"/> Garbage Collection
<input type="checkbox"/> Cable	<input type="checkbox"/> Recycling Collection

6.6 Notice to Applicants:

Should the location of the property which is the subject of this application be within the Wellhead Protection Area for the Havelock Municipal Well System then you are required to include a Section 59 Notice; in order to have your application deemed 'complete' in accordance with the Planning Act. Please Contact:
 Terri Cox, Otonabee Region Conservation Authority
 Email: tcx@otonabeeconservation.com
 Tel: 705-745-5791 Ext 219

7. Other Applications (If known, indicate whether the subject land is a subject of application under the Act in any of the following):

7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?

Yes # _____, Status _____ No Unknown

7.2 Is the subject land currently the subject of a zoning by-law amendment, Minister's zoning order amendment, consent or approval of plan of subdivision?

Yes # _____, Status _____ No Unknown

7.3 Has the subject land been the subject of a previous minor variance application?

Yes # _____, Status _____ No Unknown

8.0 History of Subject Land

8.1 If this is a re-submission of a minor variance application, explain how the proposal has changed.

NA

8.2 Has there ever been an industrial or commercial use on the subject land or adjacent land? Yes No Unknown

If YES, please specify the use. _____

8.3 Has the grading of the subject land ever been changed by adding earth or other material? Yes No Unknown

8.4 Has a gas station ever been located on the subject property or adjacent land? Yes No Unknown

8.5 Has there been gasoline or other fuel stored on the subject land or adjacent land? Yes No Unknown

8.6 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes No Unknown

11. SKETCH PLAN:

The application must be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land; indicating the distance of the buildings or structures from the front, rear and side lot lines;
- the boundaries and dimensions of land that abuts the subject property, or any land owned by the owner of the subject land and that abuts the subject land;
- the location, size and type of all existing and proposed buildings and structures on abutting lands, indicating the distance of the buildings or structures from the front, rear and side lot lines;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, abandoned or active railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks and tile beds;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easement affecting the subject land;
- all present entrances onto the subject property;
- if there are agricultural buildings capable of housing animals within 500 metres of the proposed lot, then the location of these buildings must be shown on the sketch.

Measurements on the sketch **SHALL** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some instances, it may be necessary for a locational survey to be submitted with the application in order to accurately determine property and building dimensions, setbacks, etc. A locational survey may be required in situations where existing/proposed building or structures are in proximity to property line(s) and/or shoreline.

FOR OFFICE USE ONLY

1. Is application deemed complete? **Yes** **No**

Date: _____

Site Visit Date: _____

2. What is the current Official Plan designation(s) of the subject lands?

3. What is the current Zoning of the subject lands?

4. Does application conform to both the County and Township Official Plan?

Yes **No**

If no, describe nature of non-conformity.

5. Is the application consistent with the Provincial Policy Statement?

Yes **No**

6. Is the proposed Minor Variance compatible with adjacent/surrounding land uses?

Yes **No**

If no, describe nature of incompatibility.


7. Is this considered suitable for the intended use (physical characteristics such as topography, drainage, soils and wet areas)

Yes **No**

If no, describe nature of issues.

10.2 Consent of Owner(s) to Enter Upon Lands

I/We, Brian and Shannon Tomlinson, hereby authorize the Township of Havelock-Belmont-Methuen Council and/or their agents/representative(s) to attend upon the lands subject of this application.



Signature of Applicant



Signature of Witness

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

10.3 Payment/Acknowledgement

Any complete application submission must be accompanied by a deposit fee in the amount of \$1000.00 in cash, debit, online payment or cheque made payable to the Township of Havelock-Belmont-Methuen.

By virtue of signature(s) hereon, I/We as the owner(s) further agree to pay any further costs incurred by the Township associated with the processing of my/our application; including, but not restricted to Municipal costs, Professional Planning Fees, Engineering and Legal Fees.

July 29th 2024

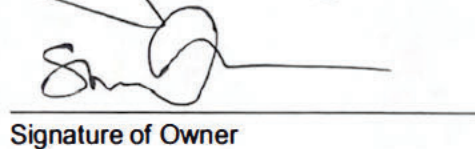
Date



Signature of Owner

July 29th 2024

Date



Signature of Owner

9. Affidavit or Sworn Declaration

I, Kirk Figueira of the [REDACTED]
(owner or applicant) (Township, City, Village)
of [REDACTED] in the Ontario Canada
(County, Province)
of _____ make oath and say (or
solemnly declare) that the information contained in this application is true and that the
information contained in the documents that accompany this application in respect of
the application is true.

Declared before me at the _____ of _____
in the _____ of _____
this _____ day of _____, 20____.

Commissioner of Oaths

Applicant

Applicant

10. AUTHORIZATIONS

10.1 Consent of the Owner(s) to make Application

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

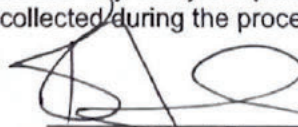
I/We, Brian and Shannon Tomlinson
am/are the owner(s) of the land that is the subject of this application and I/We
authorize Kirk Figueira to make this
application on my/our behalf and to provide any of my/our personal information that
will be included in this application or collected during the processing of the
application.

July 29 2024

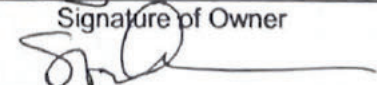
Date

July 29 2024

Date

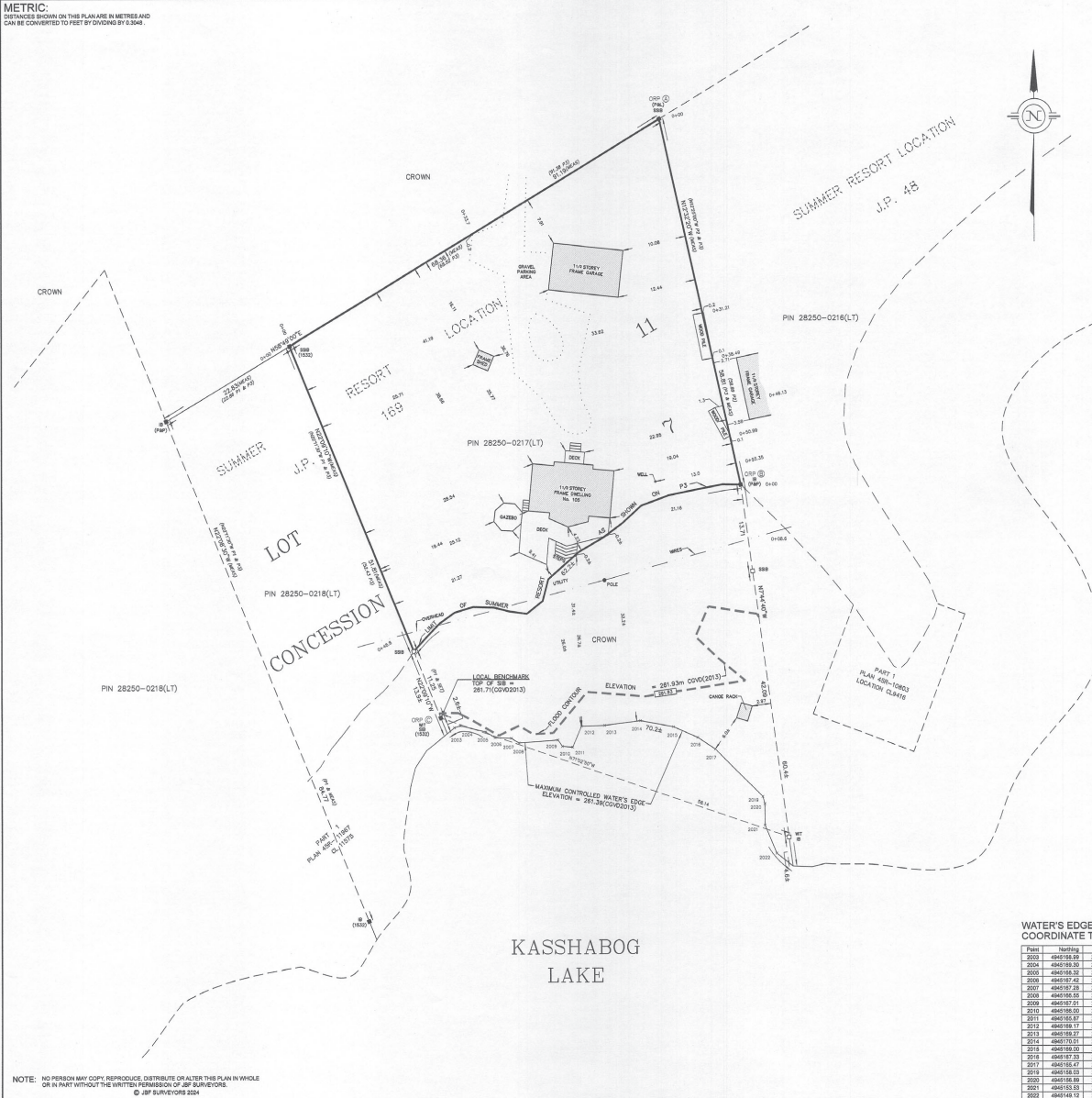


Signature of Owner



Signature of Owner

METRIC:
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVING BY 0.3048



SURVEYOR'S REAL PROPERTY REPORT
PLAN OF SURVEY OF
PART OF LOT 11
CONCESSION 7
GEOGRAPHIC TOWNSHIP OF METHUEN
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
COUNTY OF PETERBOROUGH

SCALE: 1:300

PART 2 - REPORT SUMMARY
THIS PLAN HAS BEEN PREPARED FOR THE USE OF:
REGISTERED EASEMENTS AND/OR RIGHTS OF WAY:
NONE
NOTABLE FEATURES:
PORTION OF DECK AND BEARINGS LOCATED ON CROWN LAND
COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS:
NOT CERTIFIED BY THIS REPORT

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1) THIS SURVEY AND PLAN ARE CORRECT AND ARE IN ACCORDANCE WITH THE SURVEYACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2) THE SURVEY WAS COMPLETED ON 16 APRIL, 2024

SIGNED AT LAKELAND, ONTARIO
THIS 26th DAY OF APRIL, 2024

INTEGRATION DATA

POINT	UTM EASTING	UTM NORTHING
CRP 1	484254.37	28663.87
CRP 2	484254.37	28663.87
CRP 3	484254.37	28663.87
CRP 4	484254.37	28663.87
CRP 5	484254.37	28663.87

CAUTION: COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK WITH OBSERVATIONS ON DATUM AND LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18 (75° WEST LONGITUDE) AND IS GRS80 EPOCH 1989.
FOR BEARINGS COMPARISONS, A ROTATION OF 2°20'00" CLOCKWISE HAS APPLIED TO BEARINGS SHOWN ON PLANS P1, P2 & P3.
DISTANCES SHOWN HEREON ARE GRID AND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.000099.

WATER NOTE
THE ELEVATION OF KASHABOG LAKE IS ARTIFICIALLY REGULATED BY THE CROWNE VALLEY CONSERVATION AUTHORITY (CVA) AT THEIR CONTROL DAM IN LOT 5, CONCESSION 8, TWP. OF METHUEN. ELEVATIONS ON THIS PLAN ARE GEODETIC AND ARE REFERRED TO THE CANADIAN GEODETIC VERTICAL DATUM 2013 (CGVD2013).
ELEVATIONS SHOWN HEREON ARE RELATED TO THE TOP OF THE DECK OF THE CONTROL DAM WHICH HAS A TRADITIONAL ASSUMED ELEVATION OF 21.96M.
ACCORDING TO CVA RECORDS, THE TOP DECK OF THE CONTROL DAM HAS BEEN ASSIGNED AN ELEVATION OF 20.83M (HEREIN REFERRED TO AS (CVA LOCAL DATUM)).
THE TOP DECK OF THIS CONTROL DAM HAS A MEASURED ELEVATION OF 20.28M (CGVD2013).
ELEVATIONS PREVIOUSLY REFERRED TO THE TRADITIONAL DATUM HAVE BEEN CONVERTED TO CGVD2013 BY SUBTRACTING 0.77.
ELEVATIONS PREVIOUSLY REFERRED TO THE CVA LOCAL DATUM HAVE BEEN CONVERTED TO CGVD2013 BY ADDING 21.31.
THE MAXIMUM CONTROLLED ELEVATION OF KASHABOG LAKE HAS HAD A TRADITIONAL ELEVATION OF 20.39M (TRADITIONAL ASSUMED DATUM) OR 1.47M BELOW THE TOP DECK OF THE DAM.
ACCORDING TO CVA RECORDS, THE MAXIMUM CONTROLLED ELEVATION OF KASHABOG LAKE IS 20.18M (CVA LOCAL DATUM) OR 1.47M BELOW THE TOP DECK OF THE DAM.
THE MAXIMUM CONTROLLED ELEVATION OF KASHABOG LAKE HAS BEEN ESTABLISHED BY MEASURING THE ELEVATION OF 20.18M (CGVD2013) OR 1.47M BELOW THE TOP DECK OF THE DAM.
THE WATERS EDGE AND ELEVATION 20.18M (CGVD2013) WERE CONCURRENT AT THE TIME OF SURVEY.

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT PLANTED
- DENOTES WITNESS
- DENOTES ROBERT T. HARRIS, O.L.S.
- DENOTES PIERCE & PIERCE, O.L.S.
- DENOTES PIERCE & PIERCE, O.L.S.
- DENOTES PLAN 48R-11907
- DENOTES PLAN 48R-10023
- DENOTES PLAN OF SUMMER RESORT
- DENOTES PLAN OF SUMMER RESORT
- LOCATION DATED 24 FEBRUARY, 1999 BY JOHN V. PIERCE, O.L.S.
- DENOTES CANADIAN GEODETIC VERTICAL DATUM OF 2013

WATERS EDGE COORDINATE TABLE

Point	Northing	Easting
2003	484158.89	28621.22
2004	484159.32	28622.64
2005	484159.32	28623.27
2006	484157.42	28623.77
2007	484157.28	28624.32
2008	484158.55	28624.71
2009	484157.51	28624.78
2010	484158.55	28624.82
2011	484155.87	28625.01
2012	484158.17	28625.38
2013	484155.37	28625.07
2014	484170.01	28625.77
2015	484155.05	28625.84
2016	484157.33	28626.71
2017	484154.47	28627.23
2018	484155.03	28628.03
2019	484155.89	28628.25
2020	484153.53	28628.38
2021	484153.53	28628.38
2022	484154.12	28628.23

NOTE: NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF JBF SURVEYORS.
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JBF SURVEYORS
3177 LAKEFIELD ROAD, BOX 70
LAKEFIELD, ON K0L 2H0
PHONE: 705-852-6198
INFO@JBF.SURVEYORS.COM
WWW.JBF.SURVEYORS.COM

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
v-62286

THIS PLAN IS NOT VALID UNLESS IT IS APPROVED AND ISSUED BY THE SURVEYOR IN ACCORDANCE WITH THE SURVEYACT.

PROJ. # 9125



REAR PERSPECTIVE



FRONT PERSPECTIVE

This Drawing is the property of Discovery Dream Homes. It is not to be reproduced, or used to produce products or services, unless written consent is first obtained from Discovery Dream Homes.

**PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION**

FLOOR AREAS (sq. ft.)

BASEMENT	
BASEMENT FLOOR	2,874
	2,874 ft²
LIVING AREAS	
MAIN FLOOR	2,261
	2,261 ft²
OTHER	
GARAGE	784
	784 ft²
PORCHES & DECKS	
ENTRY PORCH	132
OPEN DECK	1,053
SCREENED PORCH	480
	1,665 ft²
	7,584 ft²



Project:
Modified Sunset Ridge

Client:
Brian & Shannon Tomlinson

Drawn By:	Sales Rep.:	Project No.:	Revision:
JCK	KF/SS	23-073	F

Date:
Thursday, May 30, 2024

Ground Snow Load:	Pg No.:
3.1 kPa	1 of 6

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**PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION**

FLOOR AREAS (sq. ft.)

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	2,874 ft²
LIVING AREAS	
MAIN FLOOR	2,261
	2,261 ft²
OTHER	
GARAGE	784
	784 ft²
PORCHES & DECKS	
ENTRY PORCH	132
OPEN DECK	1,053
SCREENED PORCH	480
	1,665 ft²
	7,584 ft²



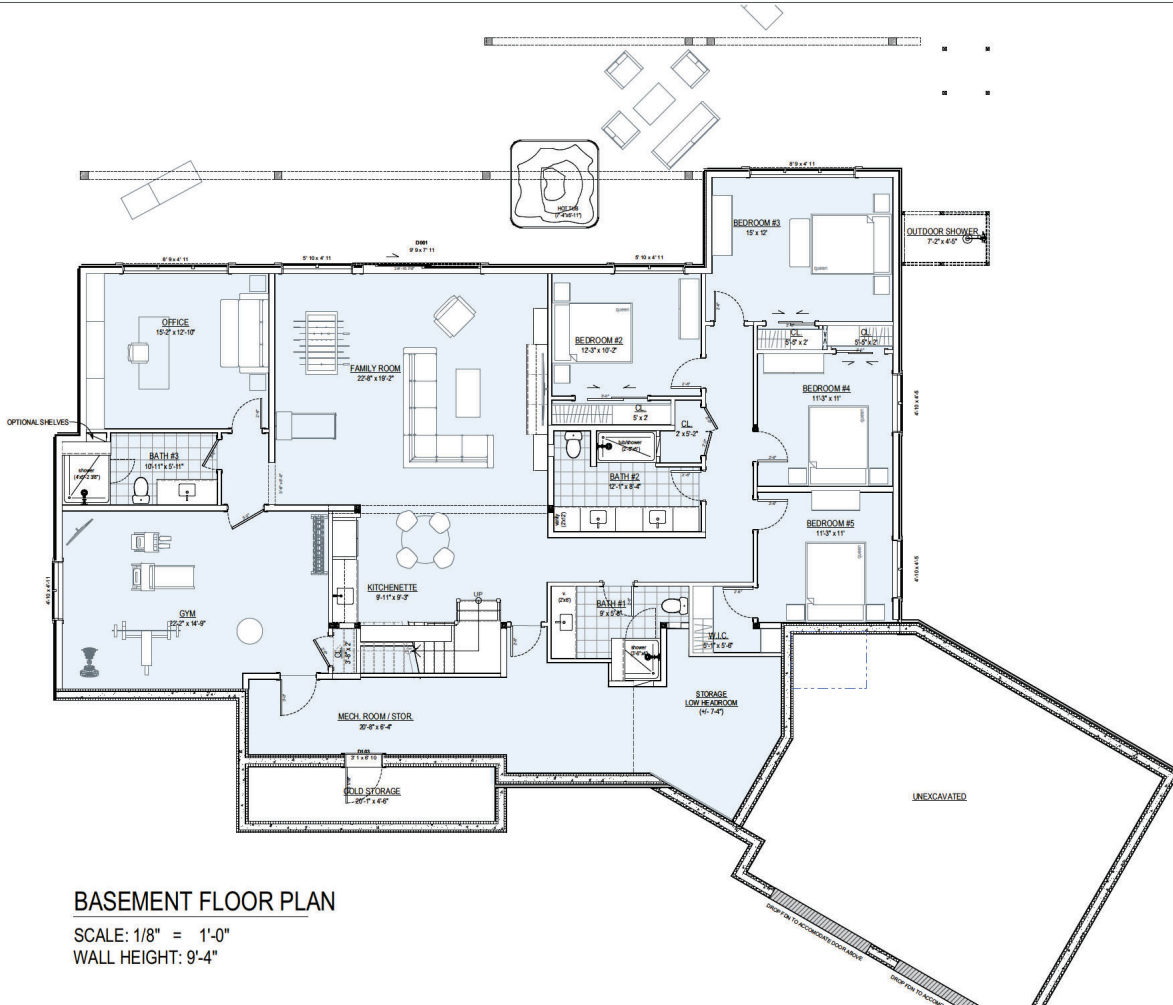
Project: **Modified Sunset Ridge**

Client: **Brian & Shannon Tomlinson**

Drawn By: JCK | Sales Rep: KF/SS | Project No: 23-073 | Revision: F

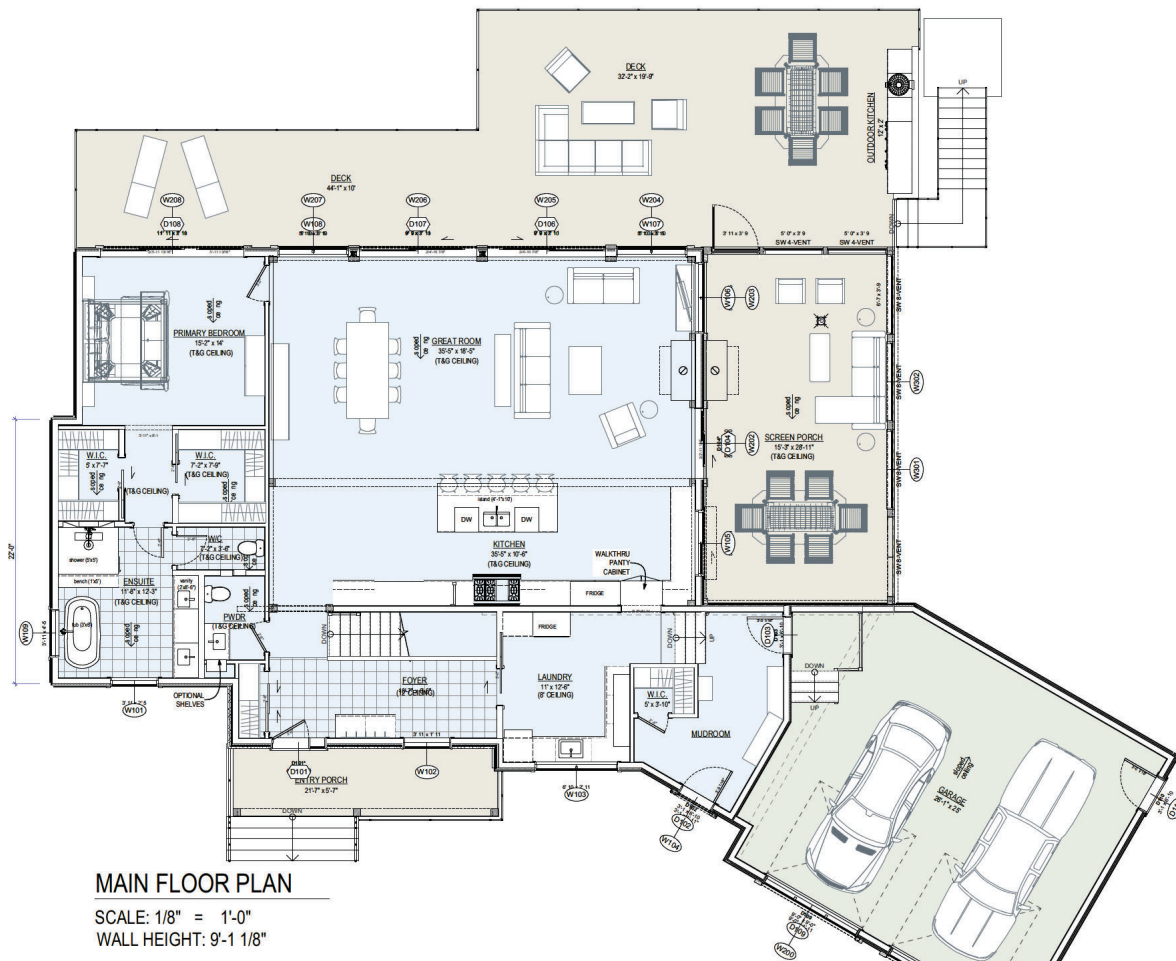
Date: Thursday, May 30, 2024

Ground Snow Load: 3.1 kPa | Pg No: 2 of 6



BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"
WALL HEIGHT: 9'-4"



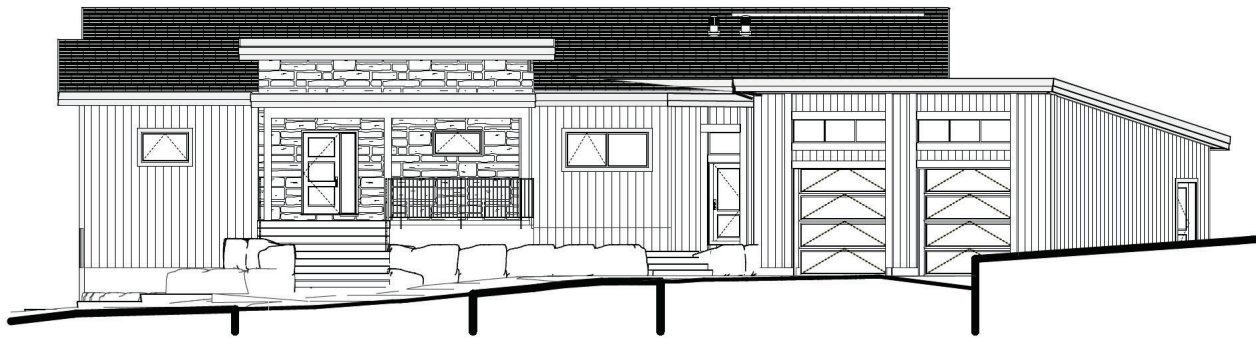
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**PRELIMINARY DRAWINGS
 NOT FOR CONSTRUCTION**

FLOOR AREAS (sq. ft.)	
BASEMENT	
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	1,665 ft²
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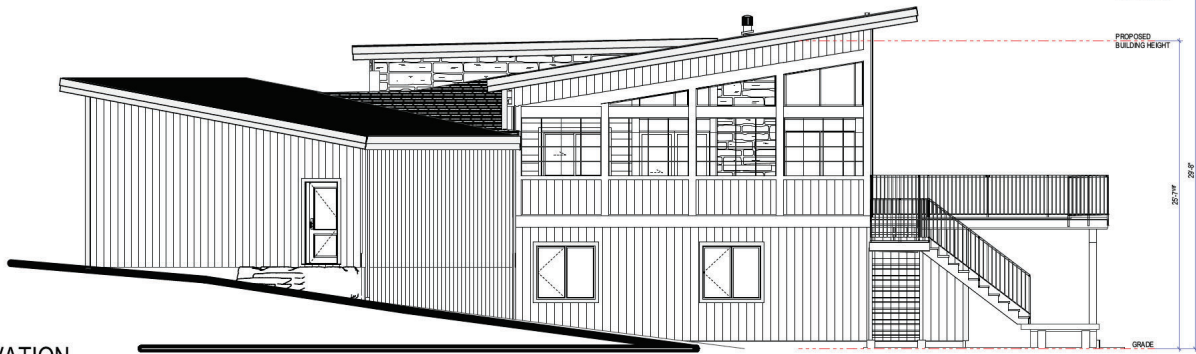


Project:			
Modified Sunset Ridge			
Client:			
Brian & Shannon Tomlinson			
Drawn By:	Sales Rep.:	Project No.:	Revision:
JCK	KF/SS	23-073	F
Date:			
Thursday, May 30, 2024			
Ground Snow Load:		Pg No.:	
3.1 kPa		3 of 6	



FRONT ELEVATION

SCALE: 1/8" = 1'-0"



RGT ELEVATION

SCALE: 1/8" = 1'-0"

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**PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION**

FLOOR AREAS (sq. ft.)

BASEMENT	
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	2,874 ft²
LIVING AREAS	
MAIN FLOOR	2,261
	2,261 ft²
OTHER	
GARAGE	784
	784 ft²
PORCHES & DECKS	
ENTRY PORCH	132
OPEN DECK	1,053
SCREENED PORCH	480
	1,665 ft²
	7,584 ft²

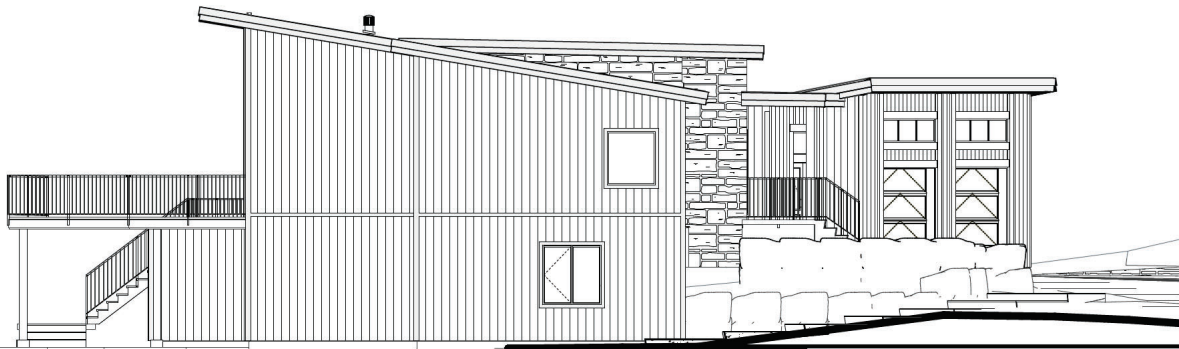


Project:			
Modified Sunset Ridge			
Client:			
Brian & Shannon Tomlinson			
Drawn By:	Sales Rep:	Project No:	Revision:
JCK	KF/SS	23-073	F
Date:			
Thursday, May 30, 2024			
Ground Snow Load:		Pg No:	
3.1 kPa		4 of 6	



REAR ELEVATION

SCALE: 1/8" = 1'-0"



LEFT ELEVATION

SCALE: 1/8" = 1'-0"

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**PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION**

FLOOR AREAS (sq. ft.)

BASEMENT	
BASEMENT FLOOR	2,874
	2,874 ft²
LIVING AREAS	
MAIN FLOOR	2,261
	2,261 ft²
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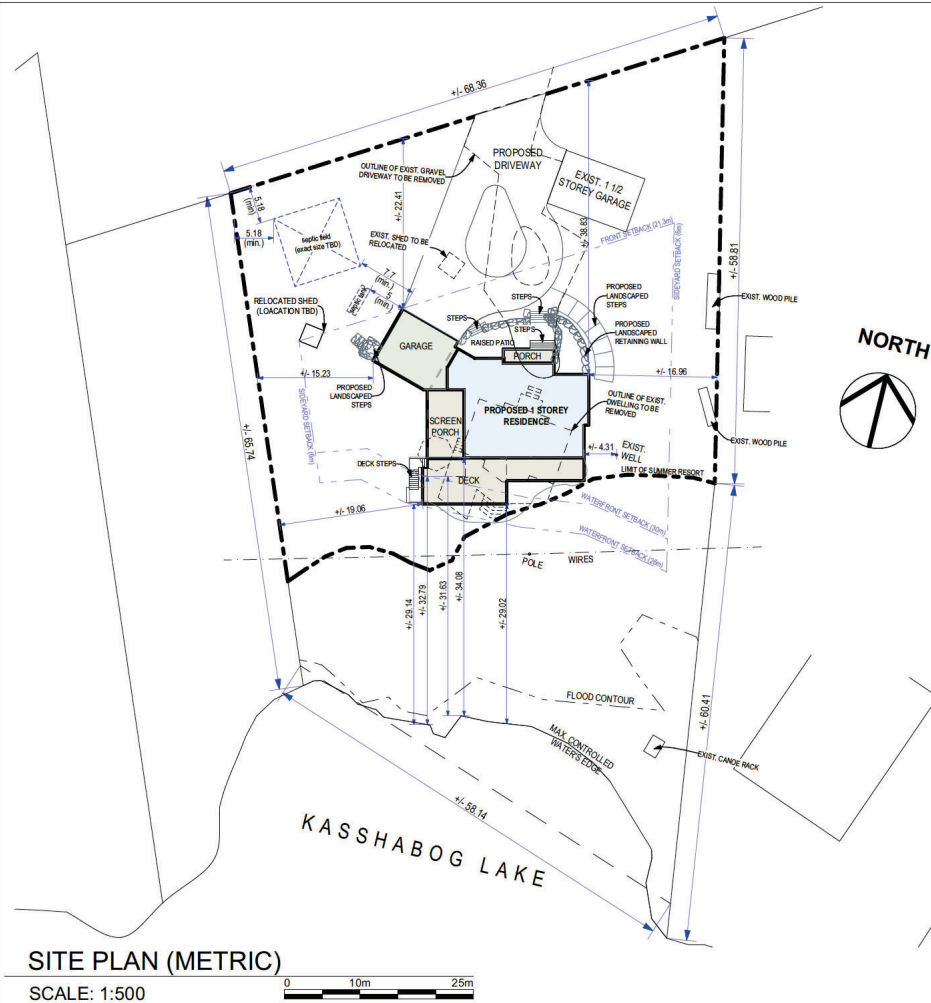
Project: **Modified Sunset Ridge**

Client: **Brian & Shannon Tomlinson**

Drawn By:	Sales Rep:	Project No:	Revision:
JCK	KF/SS	23-073	F

Date: **Thursday, May 30, 2024**

Ground Snow Load:	Pg No:
3.1 kPa	5 of 6



SITE INFORMATION

SITE: 105 FR 75N, HAVELOCK ON K0L 120
 WATER BODY: KASHABOG LAKE
 ZONING: SEASONAL RESIDENTIAL ZONE (SR)

SETBACKS	REQ'D	PROPOSED
FRONT YARD:	20m	20m
REAR YARD:	7.5m	<>
SIDE YARD:	6m	+/- 9.92m
MAX. HEIGHT:	9m	7.8m

This Drawing is the property of Discovery Dream Homes. It is not to be reproduced, or used to produce products or services, unless written consent is first obtained from Discovery Dream Homes.

**PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION**

FLOOR AREAS (sq.ft.)

AREA	AREA (sq.ft.)
BASEMENT	
BASEMENT FLOOR	2,874
TOTAL BASEMENT	2,874 ft²
LIVING AREAS	
MAIN FLOOR	2,261
TOTAL LIVING AREAS	2,261 ft²
OTHER	
GARAGE	784
TOTAL OTHER	784 ft²
PORCHES & DECKS	
ENTRY PORCH	132
OPEN DECK	1,053
SCREENED PORCH	480
TOTAL PORCHES & DECKS	1,665 ft²
TOTAL FLOOR AREAS	7,584 ft²



Project: **Modified Sunset Ridge**

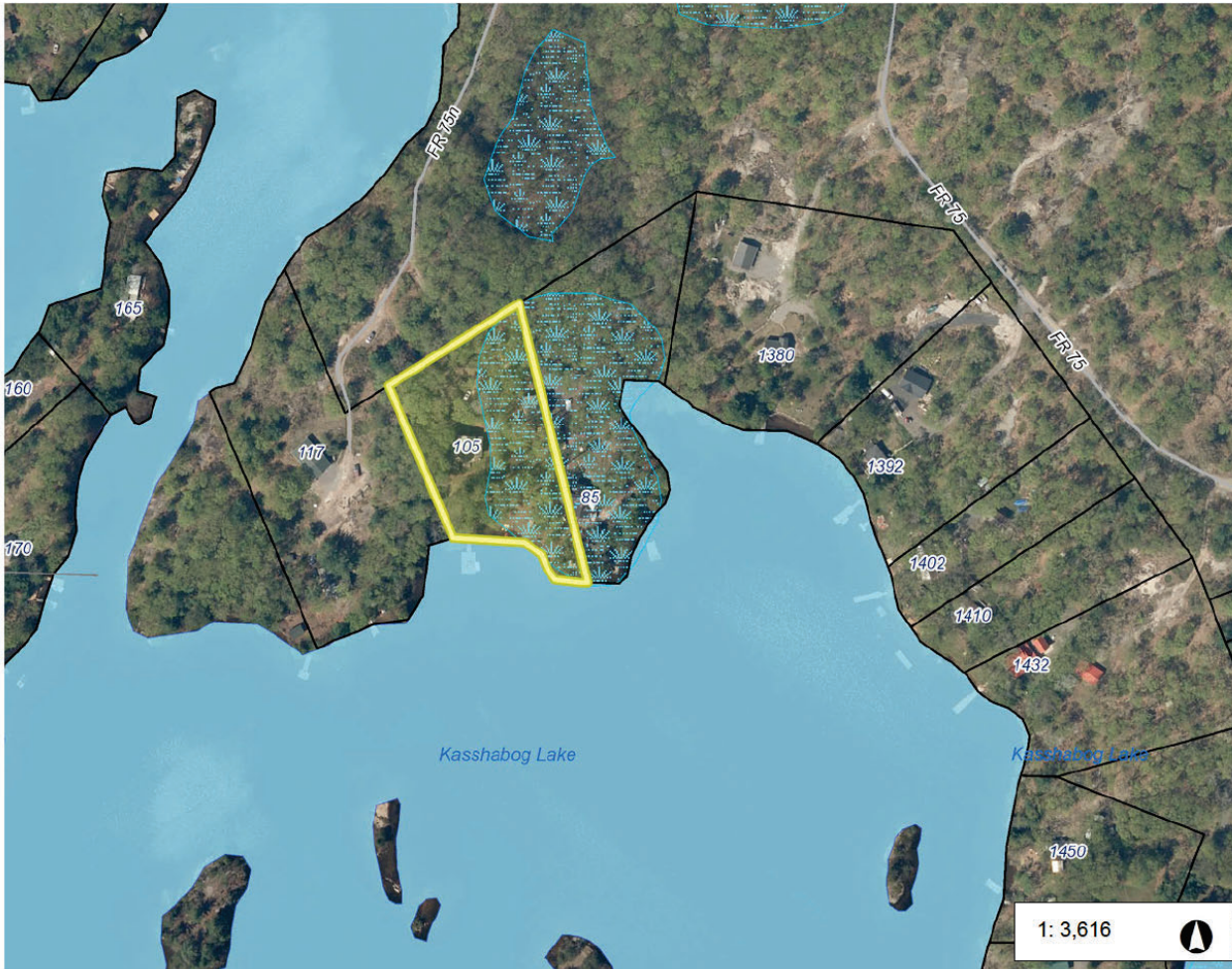
Client: **Brian & Shannon Tomlinson**

Drawn By: JCK	Sales Rep: KF/SS	Project No: 23-073	Revision: F
---------------	------------------	--------------------	-------------

Date: Thursday, May 30, 2024

Ground Snow Load: 3.1 kPa	Pg No: 6 of 6
---------------------------	---------------

105 FR 75N



Legend

- Roads < 50,000
 - PRIV : Private; PRIV
 - City Arterial
 - City Collector and Local
 - City Owned Unclassified
 - Provincial
 - County
 - Township
 - Water Access Only
- Outside Roads < 50,000
 - Major Roads
 - Local Roads
- Peterborough Proposed Bypass
- First Nations
- Civic Address
- Parcel Fabric
- Parcel First Nations - Canada I
- Rivers
 - Intermittent
 - Permanent
- Clean Water Act Policies Apply
- Provincially Significant Wetlands
- Locally Significant Wetlands
- Non-evaluated Wetlands
- Lakes - Local Scale
- Municipal Boundary - Upper Ti
 - <all other values>
 - COUNTY OF PETERBOROUGH

1: 3,616

183.7 0 91.86 183.7 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

General Notes:

Property Owners:	Brian and Shannon Tomlinson
Property Address:	105 FR 75N
Assessment Roll Number (ARN)	153101000902500
Current Uses:	Seasonal Residential
Proposed Development:	New Seasonal Dwelling
Consultation with Authorities:	Not. This minor variance application will be circulated to them.
Type of Planning Approval:	MV
Zone:	Season Residential (SR) Zone
OP Designation:	Shoreline
County OP Designation:	Shoreland and the Waterfront
Verification of structures via building permits:	No permits. All structures are assessed based on a 1956 built year; predating the Townships ZBL.

Development

New Cottage and Attached Garage

Relevant Zoning Regulations

4.37 HWM

11 Seasonal Residential (SR) Zone

Section 11 Regulations

Regulation under Section 11	Proposed	Proposed Conform?	Type of Relief
(a) Lot Area	1.4 acres	Yes	Nothing
(b) Lot Frontage	NA	NA	Nothing
(c) Front Yard	0	No	Vary
(d) Side Yard	15.23 feet	No	Vary
(e) Rear Yard	22 feet	No	Vary
(f) Height	Less than 30 ft	Yes	Nothing
(g) Lot Coverage	22%	No	Vary
(h) Floor Area	Well above	Yes	Nothing
(i) # of Dwellings	1	Yes	Nothing

4.37 Regulations

High Water Mark Requirement	Proposed High Water Mark	Meet High Water Mark Setback	Minor in Nature?	Type of Relief Required
30 m	29.02 m	No	Yes	Vary
Conclusion: Variance Required.				

Planning Opinion

Minor Variance. They are pushing the cottage back. Cottage is entirely outside HWM setback.

Additional Notes

Add a condition that no portion of the dwelling unit be located within the shoreline crown reserve.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment
Prepared By: Arya Hejazi M.PL., Planning Assistant HBM Township
Meeting Date: September 17th, 2024
Subject: **Minor Variance Application A-10-24**

Subject Property

Property Owner(s): Brian and Shannon Tomlinson
Agent: Kirk Figueira
Municipal Address: 105 Fire Route 75N
Roll Number: 1531-010-009-02500
Lot(s): Part Lot 11
Concession(s): 7
Area: 0.3 Hectares (0.88 Acres)
Zoning: Seasonal Residential (SR)
Official Plan: Shoreline
Ward: Methuen

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 Sections 10.2.1 (c), (d), (e), and (g) having the following effect(s):**
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 0 metres (0 feet);**
 - ii. Reducing the minimum required Side Yard setback from 6 metres (20 feet) to 4.6 metres (15.23 feet);**

iii. Reducing the minimum required Rear Yard setback from 7.5 metres (25 feet) to 6.7 metres (22 feet);

iv. Increasing the maximum required Lot Coverage from 15% to 22%

2. Seek relief from Section 4.37 having the following effect(s):

i. Reducing the High Water Mark setback from 30 metres (100 feet) to 29 metres (95 feet)

The above relief is to permit the following changes on the subject property:

1. Redevelopment of a seasonal recreational dwelling unit to a larger footprint, mainly confined to the existing foundation of the current dwelling, and increasing the High Water Mark setback from the shoreline of Kasshabog Lake. The redeveloped seasonal recreational dwelling unit will be accompanied by a new private sewage system.

RECCOMENDATION:

That Minor Variance application A-10-24 be **approved** with the following conditions:

- That a 20-day appeal period lapse prior to the issuance of a building permit;
- That no portion of the proposed dwelling unit be situated within the shoreline crown reserve currently owned by the Ministry of Natural Resources and Forestry (MNR), unless permission is granted from the Ministry;
- 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; and that
- The balance of the information in this report be received.

ANALYSIS:

There is currently an existing seasonal recreational dwelling unit situated on the subject lot with approximately 106 square metres (1141 square feet) of habitable space. An assortment of accessory structures, inclusive of a detached garage and a frame shed, are also present on the subject parcel. According to Township records, the existing dwelling unit was constructed in 1999, while the detached garage was constructed in 2008. Both structures were subject to building permits issued by the Township of Havelock-Belmont-Methuen.

Currently, the only structure that is marginally within the 30 metre (100 foot) setback of Kasshabog lake is the existing recreational dwelling unit. Based on survey data submitted by the applicant/agent, only the lake-side uncovered deck encroaches into the High Water Mark setback to a total of 26 metres (85 feet). The approval of this

application will not serve to reduce this existing setback. In fact, the proposed development will be further pushed back from the shoreline of Kasshabog Lake.

As per the subject application, the property owners intend on demolishing and redeveloping the existing recreational dwelling unit to a larger footprint, with an assortment of decks and porches. The new recreational dwelling unit, despite its larger footprint, is being proposed beyond the 30 metre High Water Mark setback of Kasshabog Lake. The property owner also intends on constructing a new attached garage, alongside a new private sewage system to service the redeveloped recreational dwelling unit. The proposed dwelling unit, attached garage, and sewage system are proposed outside the 30 metre High Water Mark setback of Kasshabog Lake.

Consultation with Crowe Valley Conservation Authority (CVCA) has not commenced, yet. In any event, the subject application has been circulated to both CVCA and Peterborough Public Health (PPH) for further commentary.

It should be noted that the subject property contains an existing shoreline crown reserve that is currently under the ownership of the Ministry of Natural Resources and Forestry (MNR). The Township has received written confirmation from MNR that the owners have initiated the process to purchase the shoreline crown reserve.

The property is located on Kasshabog Lake with the surrounding uses:

Direction	Land Use
North	Rural and FR 75N
South	Kasshabog Lake
East	Seasonal Recreational
West	Seasonal Recreational

This application is subject to the four tests of a Minor Variance, as outlined in the Planning Act. The tests are as follow:

1. Is this application “minor” in nature?

The proposed application intends on redeveloping an existing recreational dwelling unit to larger footprint, alongside a new private sewage system and attached garage. All the above changes are taking place outside the 30 metre High Water Mark setback of Kasshabog Lake, with the exception of the lake-side uncovered deck (which will be further set back from the High Water Mark in relation to the existing uncovered deck). Aside from the reliefs being sought as a result of the approval of this application, the entirety of the development meets the regulations and intent of the Zoning By-law, as well as the Official Plan.

Therefore, this application is considered minor in nature.

2. Is the application desirable and appropriate?

Seasonal recreational uses are permitted within both the Zone of the subject property (*Seasonal Residential – SR Zone*) and the Official Plan Designation (*Shoreline*). Furthermore, while the existing recreational dwelling unit is currently outside the 30 metre setback of Kasshabog Lake, no form of setback reduction is being proposed as a result of the approval of this application. It is intended that the proposed dwelling unit, attached garage, and individual sewage system be situated entirely outside the 30 metre setback of Kasshabog Lake. The only exception to this is the lake-side uncovered deck, which is proposed to be pushed further back from the shoreline than the existing lake-side uncovered deck.

Finally, the approval of this application will serve to increase the enjoyment and utility of an existing lot of record, that is intended on being used for seasonal recreational purposes.

Therefore, this application is desirable and appropriate for the site.

3. Does this application conform to the Intent of the Official Plan?

The Township Official Plan designation for the subject property is **Shoreline**. Under Section 3.3.3 – Shoreline Development, residential uses of both a permanent and recreational (cottage) nature are both permitted uses within the Shoreline Designation.

Additionally, under Section 3.3.4.1 – Development Policies – Development Considerations (a), indication is made that all new development should produce minimal visual, environmental, and navigational impacts to any abutting lake shorelines. Customarily, and in conformity with the Official Plan Shoreline Designation policies, new development is encouraged to take place outside the minimum high-water mark setback of all inland lakes across the Township. As the majority of the proposed development is taking place outside the 30 metre High Water Mark setback, with the exception of the lake-side uncovered deck, no reductions in setback standards are being proposed.

It is the planning opinion of the Township that the subject application conforms to the intent of the Township's Official Plan.

4. Does this application conform to the Intent of the Zoning Bylaw?

The subject property is currently zoned as Seasonal Residential (SR). The SR Zone permits single detached recreational/vacation dwellings, inclusive of

accessory structures, subject to the provisions and regulations under both Sections 10 and 4.1.

All of the provisions of the By-law are being adhered to, with the exception of the items requiring relief stated in the *Purpose and Effect* section of this report. The regulation variances that are being sought are relatively minor and reflective of the current setback standards existing on the subject lot.

The Township is proposing a 0 metre setback for the Front Yard due to the fact that the owners currently do not own the shoreline crown reserve. Therefore, technically, the Front Lot Line boundary begins where the shoreline crown reserve is currently situated. Since the proposed development is entirely outside this crown reserve, a 0 metre setback would be appropriate to recognize the deficient Front Yard. Once the shoreline crown reserve has been purchased, the Front Yard setback would revert to the original lot configuration in accordance with the shoreline of Kasshabog Lake.

This application, as proposed, therefore maintains the spirit and intent of the Township's Zoning By-law.

This application satisfies the four tests of the minor variance. Additionally, this application must satisfy the Provincial Policy Statement (PPS) and the Growth Plan for the Greater Golden Horseshoe. The following policies are applicable:

Provincial Policy Statement

Section 1 of the PPS provides direction for the creation of strong, healthy and vibrant communities. The efficient use of land is supported through sustainable development patterns which consider the needs of communities, the environment, public health, safety, and economic growth. This section will address those policies which are relevant to the proposed development.

Section 1.1.1 – Healthy, liveable and safe communities are sustained by

- (a) Promoting efficient development and land use patterns which sustain the financial well-being of the province and municipalities over long term
- (c) Avoiding development and land use patterns which may cause environmental or public health and safety concerns

Section 1.1.4.1 – Healthy, integrated and viable rural areas should be supported by:

- (a) Building upon rural character, and leveraging rural amenities and assets

The subject property is considered to be part of a rural use in the PPS, and a residential property is consistent with the policies for rural areas. The purpose of this application is

to further enjoy the rural character and assets of the said property. This application conforms to the intent of the PPS.

Growth Plan for the Greater Golden Horseshoe

Growth Plan for the Greater Golden Horseshoe:

Section 2.2.1 – Managing Growth

(d) Directing development to settlement areas, except where necessary for development related to the management or use of resources, resource-based recreational activities and rural lands that cannot be located in settlement areas.

Section 2.2.9 – Rural Areas

2. Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:

c) other rural land uses that are not appropriate in settlement areas provided they:

i. are compatible with the rural landscape and surrounding local land uses;

ii. will be sustained by rural service levels; and

iii. will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations

This property is a rural residential property, which is considered development related to the use of a resource-based activity and as such cannot be located in the settlement area.

This application conforms to the intent of the Growth Plan for the Greater Golden Horseshoe.

At the time of writing this report, no comments have been made from rate payers. As previously mentioned in this report, the subject property falls within the watershed jurisdiction of the Crowe Valley Conservation Authority (CVCA). A permit from their office is not anticipated as part of the development process. However, this subject application has been circulated to both CVCA and Peterborough Public Health (PPH) for their input and commentary.

As this application meets the four tests of a Minor Variance and conforms to the PPS and the Growth Plan, it is the recommendation of this report that this application be **approved**.

COMMENTS

None received at the time of report preparation.

FINANCIAL IMPACT

A decision respecting the application is appealable to the Ontario Land Tribunal; for which any costs incurred by the Municipality may be recoverable from the applicant.

Respectfully submitted,

Arya Hejazi

Arya Hejazi
Planning Assistant
Township of Havelock-Belmont-Methuen

Appendix A – MV Application
Appendix B – Property Survey
Appendix C – Site Plan
Appendix D – GIS Mapping
Appendix E – Pre-Consultation

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment
Prepared By: Elysia Ackroyd, MCIP RPP, Township Planning Consultant
Meeting Date: September 17th, 2024
Subject: **Minor Variance Application A-10-24**

Subject Property

Property Owner(s): Brian and Shannon Tomlinson
Agent: Kirk Figueira
Municipal Address: 105 Fire Route 75N
Roll Number: 1531-010-009-02500
Lot(s): Part Lot 11
Concession(s): 7
Area: 0.3 Hectares (0.88 Acres)
Zoning: Seasonal Residential (SR)
Official Plan: Shoreline
Ward: Methuen

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 Sections 10.2.1 (c), (d), (e), and (g) having the following effect(s):**
 - i. Reducing the minimum required Front Yard setback from 21.3 metres (70 feet) to 0 metres (0 feet);**
 - ii. Reducing the minimum required Side Yard setback from 6 metres (20 feet) to 4.6 metres (15.23 feet);**

iii. Reducing the minimum required Rear Yard setback from 7.5 metres (25 feet) to 6.7 metres (22 feet);

iv. Increasing the maximum required Lot Coverage from 15% to 22%

2. Seek relief from Section 4.37 having the following effect(s):

i. Reducing the High Water Mark setback from 30 metres (100 feet) to 29 metres (95 feet)

RECOMMENDATION:

That Minor Variance application A-10-24 be **deferred** until confirmation from the Crowe Valley Conservation Authority (CVCA) regarding the location of the floodplain on this property is received.

- The balance of the information in this addendum to the planning report be received.

ANALYSIS:

On September 11th, 2024, CVCA staff contacted Township staff to provide comment on the subject application. CVCA staff informed Township staff that conflicting information regarding the regulatory flood plain elevation for Kasshabog Lake needs to be internally addressed within the CVCA. The CVCA has requested that they defer their comments on this application until after the CVCA Board of Directors meeting on September 19th, 2024, during which time approval for a revised elevation level that would directly impact the CVCA's comments on this application will be discussed and decided upon. To ensure that our recommendation appropriately addresses risks related to natural hazards and flooding, it is the recommendation of this addendum to the planning report that this application be **deferred** until the October 15th, 2024 Committee of Adjustment meeting, at which time we will have the necessary information from the CVCA.

COMMENTS

All commentary provided by the CVCA thus far is discussed in the Analysis section of this addendum, and is copied as an Appendix to this addendum. No further comments have been received at the time of writing this addendum.

FINANCIAL IMPACT

A decision respecting the application is appealable to the Ontario Land Tribunal; for which any costs incurred by the Municipality may be recoverable from the applicant.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'E. Ackroyd', written in a cursive style.

Elysia Ackroyd, MCIP RPP

Planning Consultant to the Township of Havelock-Belmont-Methuen

Appendix A – Correspondence from CVCA staff

Appendix A

Sent: Wednesday, September 11, 2024 11:38 AM

To: Sonia Aaltonen <SAaltonen@hbmtp.ca>

Subject: HBM - Minor Variance A-10-24 (our file MV016/24) at 105 Fire Route 75N

Good morning Sonia,

Thank you for your time yesterday morning regarding your recent planning files submitted to the CVCA.

After reviewing the Minor Variance A-10-24 (our file MV016/24) application at 105 Fire Route 75N, we do have an conflicting issue regarding the regulatory flood plain elevation for Kasshabog Lake which needs to be internally addressed. The solution of this issue hinges primarily on obtaining CVCA Board of Directors approval for a revised elevation level. This report will be submitted to the Board at our meeting on the 19th of September 2024. Depending on the decision rendered by the Board, it will determine what our comments will be for this MV A-10-24 application.

Therefore, the CVCA would appreciate if we can defer our planning comments for this planning application until the decision is rendered at our September meeting and then I will provide comments for this file as soon as possible. I know and understand there could be some frustration on part of the applicant, however I hope the deferral is not going to cause too much of an inconvenience.

If you have any questions or concerns, I am more than willing to discuss this request with you at a time and day suitable for you.

Thanks,



Kelsey Davidson
Regulations Officer

Crowe Valley Conservation
70 Hughes Lane P.O. Box 416 Mamora, ON K0K 2M0
Tel: 613-472-3137 Fax: 613-472-5516
www.CroweValley.com

Council Delegation Information

If you would like to be a delegation at an upcoming Council meeting please complete the following questions.

A delegation at a council meeting will allow a person/group/organization to speak on a topic for a maximum time of ten (10) minutes.

Please note if the agenda is already full, the Clerk or Deputy Clerk may contact you to arrange a different meeting date that works for you.

Indicate the Council meeting you would like to attend. *

Tuesday, October 1 @ 9:30 am

First name *

Daniel

Last name *

Segal

Address *

Email address *

Please identify topic of discussion *

Municipal Housing Development

Details of discussion *

Segal Construction has drafted a resolution for your consideration, proposing municipal residential development of attainable housing funded through a mix of municipal bonds and federal/provincial funding.

Please upload presentation materials and/or additional documentation, if applicable, to be included in the public agenda package

File Name



Draft Resolution.docx

32.9 KB

Draft Resolution - Authorization of Municipal Housing Development

Housing is a problem everywhere. How many houses are for sale in Township of Havelock-Belmont-Methuen compared to the number of people looking for a place to live? How can Township of Havelock-Belmont-Methuen attract talent and industry with limited housing options? With developers facing interest rates of 12-15%, private sector solutions are unlikely for at least 3-4 years, especially as real estate prices fall across Ontario.

Immediate action is needed. Segal Construction has drafted a resolution for your consideration, proposing municipal residential development of attainable housing funded through a mix of municipal bonds and federal/provincial funding. This approach leverages the municipality's low cost of capital to create attainable housing.

We recommend that the Council determines specific housing needs and exit strategies as the project progresses, ensuring alignment with local requirements. Upon completion, the Council can choose to sell the units on the open market, manage them directly, or transfer them to affordable housing providers. Working with a Tarion-certified builder like Segal Construction offers unique flexibility, including the option to sell the units, which is not typically available in municipal projects.

These options not only address immediate housing shortages but also create long-term strategies for sustainable growth. Segal Construction is eager to collaborate with the Council on this initiative, believing it can significantly enhance Township of Havelock-Belmont-Methuen's attractiveness to residents and businesses.

Please find the first draft of the resolution attached. We look forward to discussing this further and working together to develop attainable housing solutions for Township of Havelock-Belmont-Methuen.

Thank you for your time and consideration.

Sincerely,

Daniel Segal
Segal Construction

[REDACTED]
[REDACTED]

Draft Resolution Permitting Municipal Housing Development

Whereas Township of Havelock-Belmont-Methuen faces a significant need for attainable housing to address the housing crisis and ensure that new and existing residents have access to quality housing options;

Whereas higher interest rates since 2022 have severely curtailed private development of new residential housing, making it imperative for the municipality to leverage available funding, including but not limited to federal and provincial funding, and to consider the issuance of municipal bonds in the capital markets to finance housing projects with a positive net present value;

Whereas municipalities have a very low cost of capital relative to private builders, allowing them to undertake such projects more efficiently and at a lower financial burden;

Be it further resolved that the Council gives staff permission to look into municipal housing development options, and a second motion be required to allow municipal housing development to proceed;

Be it further resolved that the municipal housing corporation be authorized to issue debt in the capital markets, leveraging municipal bond offerings or other financing mechanisms, provided that such debt issuance remains separate from the municipality's operating and capital accounts;

Be it further resolved that Township of Havelock-Belmont-Methuen advocates for the use of Minister's Zoning Orders (MZOs) under Section 47 of the Planning Act, where necessary, to expedite the development of attainable housing and ensure that these projects can proceed without undue delays; and that municipal housing development activities be managed by a municipal housing corporation to ensure that these activities are kept off the balance sheet of the municipality, do not interfere with operating and capital accounts, and do not impact existing debt ceilings;

Be it further resolved that following the completion of housing developments, Township of Havelock-Belmont-Methuen will have the following options for managing the properties:

- The municipality may transfer the development to a local non-profit organization or other entities focused on providing affordable housing;
- The municipality may issue a tender to a property management company to manage and operate the housing units;

- The municipal government may sell the housing units publicly on the Multiple Listing Service (MLS) to recoup costs and reinvest in future housing projects;

Be it further resolved that this resolution be forwarded to the following entities for consideration and action:

- The provincial Ministry of Municipal Affairs and Housing
- The provincial Ministry of Economic Development, Job Creation and Trade
- The provincial Ministry of Infrastructure

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Ray Haines, Fire Chief
Meeting Date: October 1, 2024
Subject: Incident Summary – May 2024

PURPOSE:

To provide information regarding the Fire and Emergency incident summary response from May 1, 2024, to May 31, 2024.

RECOMMENDATION:

That Council receives this report for information.

BACKGROUND:

There were forty one (41) emergency incidents that the Havelock-Belmont-Methuen Fire and Emergency Services responded to in the month of May.

Incident Summary:

Type of Call	Number
Havelock-Belmont-Methuen	
Medical	24
MVC	4
Fire (2 grass)	2
Burn Complaint	1
Alarm (2 CO, 1 fire)	3
Other (lift assist – 3, assisting other agency – 1, incident not found - 1)	5
Fire Protection and Auto Aid Agreements	
HBM FD for Trent Hills FD (MVC & medical)	2
Total Calls	41

Training:

May 1st – Officers Meeting

May 8th – Pump Operations

May 22nd – Portable pump, porta tank operations

Information:

May 12th – Fire Department participated in Celebrate Havelock with a both and Fire Prevention

FINANCIAL IMPACT:

No further financial impact beyond 2024 budget figures.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Ray Haines', is written over a light blue rectangular background.

Ray Haines
Fire Chief

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council

From: Ray Haines, Fire Chief

Meeting Date: October 1, 2024

Subject: Incident Summary – June 2024

PURPOSE:

To provide information regarding the Fire and Emergency incident summary response from June 1, 2024, to June 30, 2024.

RECOMMENDATION:

That Council receives this report for information.

BACKGROUND:

There were forty two (42) emergency incidents that the Havelock-Belmont-Methuen Fire and Emergency Services responded to in the month of June.

Incident Summary:

Type of Call	Number
Havelock-Belmont-Methuen	
Medical	23
MVC	7
Fire (1 grass, 1 structure, 1 lawn tractor)	3
Burn Complaint	2
Alarm (CO)	1
Other (2 lift assist)	2
Fire Protection and Auto Aid Agreements	
HBM FD for Trent Hills FD (fire & medical)	2
North Kawartha FD for HBM (medical)	1
HBM FD for Marmora & Lake (hydro lines)	1
Total Calls	42

Training:

June 5th – Officers Meeting Cancelled – Due to Attendance

June 12th – Station & Equipment maintenance

June 26th – Medical/AED/Oxygen administration

Information:

June 16th – Pancake Breakfast at Station 2, Cordova

FINANCIAL IMPACT:

No further financial impact beyond 2024 budget figures.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Ray Haines', is written over a light blue rectangular background.

Ray Haines
Fire Chief

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Ray Haines, Fire Chief
Meeting Date: October 1, 2024
Subject: Incident Summary – July 2024

PURPOSE:

To provide information regarding the Fire and Emergency incident summary response from July 1, 2024, to July 31, 2024.

RECOMMENDATION:

That Council receives this report for information.

BACKGROUND:

There were forty five (45) emergency incidents that the Havelock-Belmont-Methuen Fire and Emergency Services responded to in the month of July.

Incident Summary:

Type of Call	Number
Havelock-Belmont-Methuen	
Medical	34
MVC	4
Fire (1 bush/Island)	1
Burn Complaint	1
Alarm (fire)	1
Fire Protection and Auto Aid Agreements	
HBM FD for Trent Hills FD (medical)	2
North Kawartha FD for HBM (vehicle fire, MVC)	2
Total Calls	45

Training:

July 3rd – Officers Meeting Cancelled

July 10th – Station & Truck cleanup

Only one (1) regular training session for July and August for the summer.

Information:

July 14th – Station 1 Pancake Breakfast, Havelock

FINANCIAL IMPACT:

No further financial impact beyond 2024 budget figures.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Ray Haines', written over a light blue rectangular background.

Ray Haines
Fire Chief

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Lionel Towns, Treasurer
Meeting Date: October 1, 2024
Subject: Funding Option For a Test Well, Pumping Test and Water Quality Testing

Purpose:

The purpose of this report is to provide Council with a funding option to install a test well, including a pumping test and water quality testing.

Recommendation:

That the installation of a test well, including a pumping test and water quality testing, be funded from the \$50,000 approved in the 2024 Water Capital Budget for a “New Production Well.”

Background:

During Council’s deliberations regarding HBM’s 2024 Capital Budget, \$98,209 was approved for the Ontario Clean Water Agency (OCWA) capital and maintenance program. \$50,000 of this amount was identified for a “New Production Well.” During the September 17th, 2024 Council meeting, direction was provided for staff to bring back a report to the next council meeting to discuss funding options to install a test well as well as a pumping test and water quality testing. Following discussions with HBM staff, it is estimated that the cost of these activities would be less than, or approximately equal to, the amount approved for the new production well.

Financial Implications:

The source of funding identified through this report was approved as part of the 2024 Capital budget; there are no additional financial implications to utilizing this source of funding.

Respectfully Submitted:

Lionel Towns

Lionel Towns, Treasurer

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: October 1, 2024 (Updated Report)
Subject: Event to be held on Municipal Property – Havelock Pumpkin Parade

Purpose:

The purpose of this report is to obtain Council's approval regarding the request from the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Havelock Community Centre grounds.

Recommendation:

That Council provide approval for the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Havelock Community Centre grounds and;

That the Havelock Pumpkin Parade will be held on November 1, 2024 from 5:00pm to 7:00pm. And staff will be required on site prior to the event for 3 hours and after the event for 3 hours.

Background:

On September 18, 2024 staff received a request from the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Community Centre grounds. Staff would recommend council approve the event to be held on municipal property.

Financial Impact:

In-kind donation of 3 hours of staff wages.

Attachment(s):

Request from the HBM Pumpkin Parade Committee for their 3rd Annual Pumpkin Parade.

Respectfully submitted by:

Josh Storey

Josh Storey
Supervisor of Parks, Recreation and Facilities

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: October 1, 2024
Subject: Event to be held on Municipal Property – Havelock Pumpkin Parade

Purpose:

The purpose of this report is to obtain Council's approval regarding the request from the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Havelock Community Centre grounds.

Recommendation:

That Council provide approval for the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Havelock Community Centre grounds and;

That the Havelock Pumpkin Parade will be held on November 11, 2024 from 5:00 pm to 7:00 pm. And staff will be required on site prior to the event for 3 hours and after the event for 3 hours.

Background:

On September 18, 2024 staff received a request from the HBM Pumpkin Parade Committee to hold their 3rd Annual Pumpkin Parade at the Community Centre grounds. Staff would recommend council approve the event to be held on municipal property.

Financial Impact:

In-kind donation of 3 hours of staff wages.

Attachment(s):

Request from the HBM Pumpkin Parade Committee for their 3rd Annual Pumpkin Parade.

Respectfully submitted by:

Josh Storey

Josh Storey
Supervisor of Parks, Recreation and Facilities

Request for approval of event to be held on Municipal Property

This form is to be submitted if you would like to host an event which will be located on Municipal property.

The request for an event(s) to be held on Municipal Property should be submitted no later than 30 days prior to the event date. The request will be directly submitted to the Supervisor of Parks, Recreation and Facilities for review and approval from Council will be required prior to the event date.

Contact Information

Organization/Group Name (if applicable)

HBM Pumpkin Parade Committee (Township event)

First Name *

Shari

Last Name *

Gottschalk

Phone Number *

705-778-2308, ext. 123

Email Address *

ecdev@hbmtwp.ca

Event Details

Name of event: *

Havelock Pumpkin Parade (3rd Annual)

Location of Event *

- Arena (inside)
- Arena grounds (park and/or ball diamond area)
- Rotary Park
- Kasshabog Beach

Select the length of your event *

- One Day Event
- Multiple Day Event

Please select the date of your event *

11/1/2024



Please indicate the start time of the event *

05:00 PM



Please select if any of the following Municipal services will be required *

- Municipal Staff on site for event
- Municipal Staff services prior to event
- Municipal Staff services after the event
- Municipal services are not required

Please indicate the end time of the event *

07:00 PM



How many hours will you require Municipal staff services, please provide details of services required *

I'm not certain of the total hours requirement. We would greatly appreciate the following assistance:

1. Move the large rocks to the side to allow for a truck access to the trails (place pumpkins & pickup pumpkins). Or, leave the rocks and we'll drive around whichever way the Township would prefer.
2. Retrieve and place the large Chiminea and 2 fire pits, plus 2 white picnic tables (stored in fenced in area at Midtown). Can we borrow enough chain to attach the chiminea, firepits & tables together just overnight?
3. We will need 4 tables (no chairs) and we're trying to figure out how best to have lighting on the trail, as well as in the parking lot. We're thinking a quiet generator for the parking lot and LED lighting (battery powered) on the trail.
3. Assistance to return the equipment to Midtown.

Note: We'll have volunteers on hand to place the pumpkins the day of and next day to collect them. The day after, the volunteers will place the collected at the trail entrance for the 2 farmers to pick-up. Otherwise, we would appreciate it if Parks, Rec and Facilities would toss them into the conservation area as they did last year.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: October 1, 2024
Subject: In-Kind Facility Rental Request – Apple Day

Purpose:

The purpose of this report is to obtain Council’s approval regarding the request from the 1st Havelock Scouting to hold their Apple Day event at the Town Hall.

Recommendation:

That Council provide approval for the 1st Havelock Scouting to hold their Apple Day event at the Town Hall.

Background:

On September 3, 2024 staff received a request from the 1st Havelock Scouting to hold their Apple Day event at the Town Hall.

1st Havelock Scouting requested 2 hours of Town Hall rental October 4, 2024 from 7:00pm – 9:00pm as well as October 5, 2024 from 8:00am – 2:00pm.

Staff would recommend council approve the in-kind facility rental request.

Financial Impact:

In-kind donation of 8 hours of Town Hall rental.

Attachment(s):

Request from the 1st Havelock Scouting for their Apple Day event.

Respectfully submitted by:

Josh Storey

Josh Storey
Supervisor of Parks, Recreation and Facilities

In-Kind Facility Rental Request Form

The request for a in-kind facility rental request should be submitted no later that 30 days prior to the requested date of the facility rental.

The request will be directly submitted to the Supervisor of Parks, Recreation and Facilities for review and approval from Council will be required prior to the requested rental date.

Group/Organization Name:

1st Havelock Scouting

Event Name (if applicable):

Apple day

Contact Information:

First Name *

Debbie

Last Name *

Ottley

Phone Number *

Email Address *

Rental Information

Location of In-Kind Rental Request *

- Arena (Ice/Floor)
- Arena (use of park area or ball diamond)
- Rotary Park
- Town Hall

Please provide dates and times for your request, if you have multiple dates, please list all dates for this request *

Friday Oct 4 7 to 9 pm to polish apples and
Saturday Oct 5 from 8 am to 2 pm.

Please provide details regarding your in-kind request? *

Scouts would like to go back to having Apple Day. We are going to sell in front of stores and have a meeting place where we will have a bbq afterwards to say thank you to the Scouting Group

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: October 1, 2024
Subject: Event to be held on Municipal Property – Havelock Fire & Ice Festival

Purpose:

The purpose of this report is to obtain Council's approval regarding the request from the Havelock Fire & Ice Festival Committee to hold their Fire & Ice Festival at the Havelock Community Centre.

Recommendation:

That Council provide approval for the Havelock Fire & Ice Festival Committee to hold their Fire & Ice Festival at the Havelock Community Centre and;

That the Fire & Ice Festival will be held on February 8, 2024 from 11:00am to 6:00pm. And staff will be required on site prior, during and after the event for a total of 12 hours.

Background:

On September 18, 2024 staff received a request from the Havelock Fire & Ice Festival Committee to hold their Fire & Ice festival at the Community Centre.

Staff would recommend council approve the event to be held on municipal property.

Financial Impact:

In-kind donation of 12 hours of staff wages.

Attachment(s):

Request from the Havelock Fire & Ice Festival Committee for their Fire & Ice Festival.

Respectfully submitted by:

Josh Storey

Josh Storey
Supervisor of Parks, Recreation and Facilities

Request for approval of event to be held on Municipal Property

This form is to be submitted if you would like to host an event which will be located on Municipal property.

The request for an event(s) to be held on Municipal Property should be submitted no later than 30 days prior to the event date. The request will be directly submitted to the Supervisor of Parks, Recreation and Facilities for review and approval from Council will be required prior to the event date.

Contact Information

Organization/Group Name (if applicable)

Havelock Fire & Ice Festival Committee (Township Sponsored Event)

First Name *

Shari

Last Name *

Gottschalk

Phone Number *

705-778-2308, ext. 123

Email Address *

ecdev@hbmtwp.ca

Event Details

Name of event: *

Havelock Fire & Ice Festival

Location of Event *

- Arena (inside)
- Arena grounds (park and/or ball diamond area)
- Rotary Park
- Kassarabog Beach

Select the length of your event *

- One Day Event
- Multiple Day Event

Please select the date of your event *

1/11/2025



Please indicate the start time of the event *

11:00 AM



Please indicate the end time of the event *

06:00 PM



Please select if any of the following Municipal services will be required *

- Municipal Staff on site for event
- Municipal Staff services prior to event
- Municipal Staff services after the event
- Municipal services are not required

How many hours will you require Municipal staff services, please provide details of services required *

We will provide a detailed Action Listing, however here are the high level details:

1. The day before the ICE will be delivered (mid-day typically).
2. The day before we will need assistance to have the large chiminea, firepots, all picnic tables, and handicap parking signs dropped to the arena.
3. The day before (or a couple of days before depending on snow), we will need Phil's assistance to create a winding path through the trees.
4. The HBMProud outdoor rink has not been confirmed, but let's assume we will need to assist them.
5. We will need to borrow 10 tables and chairs for outside.
6. We will also book the Lions Club upstairs and basement for the volunteers (Ken P.).
7. We would like to use the arena ice surface for Hockey Skills, Figure Skating, and free skating
8. We will need at least 2 dedicated change rooms (for performers)
9. The day of the volunteers will be on site to place firepits, move the ice to the carving positions AND on hand for outdoor clean up.
10. We will budget to have someone clean up the Lions Club upstairs.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Shari Gottschalk, Economic Development Officer
Meeting Date: October 1, 2024
Subject: Proposed Wireless Communication Site C8643, 7891 County Road #46

PURPOSE:

The purpose of this report is to present to Council information concerning proposed wireless telecommunication tower C8643 to be located at 7891 County Road 46. In addition, it is to confirm the proposed tower complies with the Township's Communication Tower Installation Policy #2024-03-19, and to issue a Letter of Concurrence to Saja Elshaikh, Land Use Planning Project Manager, acting on behalf of Rogers Communications Inc (Rogers).

RECOMMENDATION:

That Council receive this Report as information; and

That Council concurs the required public consultation pertaining to proposed Rogers Communications Inc. tower site C8643 has been completed and that all reasonable and relevant concerns pertaining to the proposal have been addressed; and

That proposed tower site C8643 complies with land use requirements; and

That Rogers has fulfilled Innovation, Science and Economic Development Canada (ISED) Default Protocol CPC-2-0-03 as they relate to proposed site C8643; and

To authorize the C.A.O. and Clerk to sign the Letter of Concurrence to permit Rogers to move forward with the installation of proposed wireless communications site C8643.

BACKGROUND:

Ms. Saja Elshaikh, acting on behalf of Rogers Communications Inc., has applied to construct a new 60-metre self-supported telecommunications tower near the intersection of County Road 46 and Clare Newhams Road having coordinates Latitude (NAD83) N 44° 42' 56.6" and Longitude (NAD 83) W 77° 53' 57.8" as part of the Eastern Ontario Regional Network (EORN) Cell Gap Project.

The Self Support Tower design has been used throughout Southern Ontario and is appropriate for rural areas such as the northeast portion of Township of Havelock-Belmont-Methuen. The design, construction, and installation of the facility will be consistent with required engineering practices including structural adequacy.

The proposed site location is on a treed property with an approximate area of +/- 70.1 hectares. There are no existing dwellings located surrounding the proposed installation within the 180-metre notice radius, as outlined in Figure 5 of Attachment#1 - C8643 Site Selection Report. The closest residential dwelling to the proposed installation is 200 metres away. The installation will have no impact on the watershed or the wells, water quality or any water systems. No chemicals, pesticides or herbicides that could potentially have an adverse effect on the water systems will be contained on our structure or the associated walk-in radio equipment cabinet. Once site is in-service, there will be no noise associated with the daily operation of the installation.

Rogers's installation as proposed will not affect the existing drainage patterns servicing the property's current use. Access to the installation during construction and for maintenance purposes will be via an existing entrance and new access road from County Road 46 to proposed small compound approximately 100 meters in length. The site would occupy a compound area of approximately 72.2 sq. meters, which will include both tower and equipment cabinet location as outlined on the site plan provided. The compound will also contain a walk-in equipment cabinet (WIC) containing radio equipment, backup battery power, maintenance tools, manuals and a first aid kit.

The Township of Havelock-Belmont-Methuen is the applicable Land Use Authority (LUA) for the application, whereas the Federal Government is the approval authority for telecommunication towers. The Township of Havelock-Belmont-Methuen Official Plan designates the location of the proposed facility as Rural. In accordance with Schedule A2 of the Township of Havelock-Belmont-Methuen's Comprehensive Zoning By-law 1995-42, as amended, the subject property is currently zoned Rural (RU) and Environmental Protection (EP). The portion of the property that will house the facility is in the Rural (RU) Zone.

Public Notice of intent to construct the tower was circulated by the agent in the Havelock RAIL August 2024 edition, with the public consultation period ending on September 2, 2024. All properties located within the circulation radius (180 metres) were notified by July 31, 2024. No comments were received from property owners within the 180-metre radius or public with respect to the proposed tower.

Given the foregoing, Staff are of the opinion that proposed telecommunications tower C8643 complies with all land use requirements and Rogers has completed appropriate public consultation and therefore recommends that the Letter of Concurrence be issued. The draft proposed Letter of Concurrence has been included with this report as Attachment #3.

FINANCIAL IMPACT:

Communication tower application permit fee, in the amount of \$2,500.00.

In consultation with:

- Bob Angione, CAO and Clerk
- Travis Toms, CBO
- Arya Hejazi, Planning Assistant

Attachments:

- Attachment #1 – Proposed Tower C8643 - Site Selection and Justification Report
- Attachment #2 – Proposed Tower C8643 – Site Survey
- Attachment #3 – Draft Letter of Concurrence
- Attachment #4 – Summary of Comments Letter from Rogers

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Shari Gottschalk". The signature is written in a cursive style with a large initial "S".

Shari Gottschalk
Economic Development Officer
Township of Havelock-Belmont-Methuen



Site Selection Report – Wireless Communications Site

Rogers Site Name: C8643

Proposed Location: 7891 County Road 46, Havelock, Ontario, K0L 1Z0

1/6/2024

Wireless Communications Site

Introduction

The on-going increase in the use of personal cellular phones and other wireless devices such as Blackberry, I-Phone and broadband internet for personal, business and emergency purposes requires the development of new wireless communication infrastructure including new antennas and their support structures to meet the demands of increased capacity and broadening services areas. Canadians currently use more than 27.6 million wireless devices on a daily basis. More importantly, each year Canadians place more than 6 million calls to 911 or other emergency numbers from their mobile phones.

Rogers Communications Inc. "Rogers" constantly strives to improve coverage and network quality for the sake of their clients. In the recent past, due to subscriber feedback, our Network Planning and Engineering departments have become aware of coverage deficiencies within the general area of the north portion in the area of Township of Havelock-Belmont-Methuen, near the intersection of County Road 46 and Clare Newhams Road.

This document outlines the site selection process in accordance with the requirements of Innovation, Science and Economic Development Canada's Spectrum Management and Telecommunications Policy, CPC-2-0-03, Issue 6 (July 2022) and provides a description of the system associated with the proposed wireless communication installation on property known as 7891 County Road 46, Havelock, Ontario K0L 1Z0.

Background & Coverage Requirement

The selection of a wireless communications site works similarly to fitting a piece into a puzzle. In this case, the puzzle is a complex radio network, situated in a rural setting. Client demand, radio frequency engineering principles, local topography and land use opportunities working in concert with one another to direct the geography of our sites.

In order to achieve a reliable wireless network, carriers must provide a seamless transmission signal to alleviate any gaps in coverage. Gaps in coverage are responsible for dropped calls, and unavailable service to clients. Rogers Communications Inc. would utilize the following proposed site location in order to provide high quality network signal for its high-speed wireless voice and data network.

Wireless communication carriers constantly strive to improve coverage and network quality for the sake of their clients. Our current coverage in the northern portion of the Township of Havelock-Belmont-Methuen, in the area of County Road 46 and Clare Newhams Road is well below our acceptable standards and we need to respond to our customers' requests for improved coverage in these areas.

The site as proposed will achieve the necessary engineering coverage objectives for our network. The proposed location will enhance much relied upon communication services in the area such as EMS Response, Police and Fire; will significantly improve our wireless signal quality for the local residents; those traveling along the major roads as well provide local subscribers with Rogers' 4G wireless network coverage and capacity for products and services such as BlackBerry, iPhone, cellular phone and wireless internet through the Rogers Rocket Stick technology in the surrounding area.

Rogers Site: C8643

Proposed Site Location

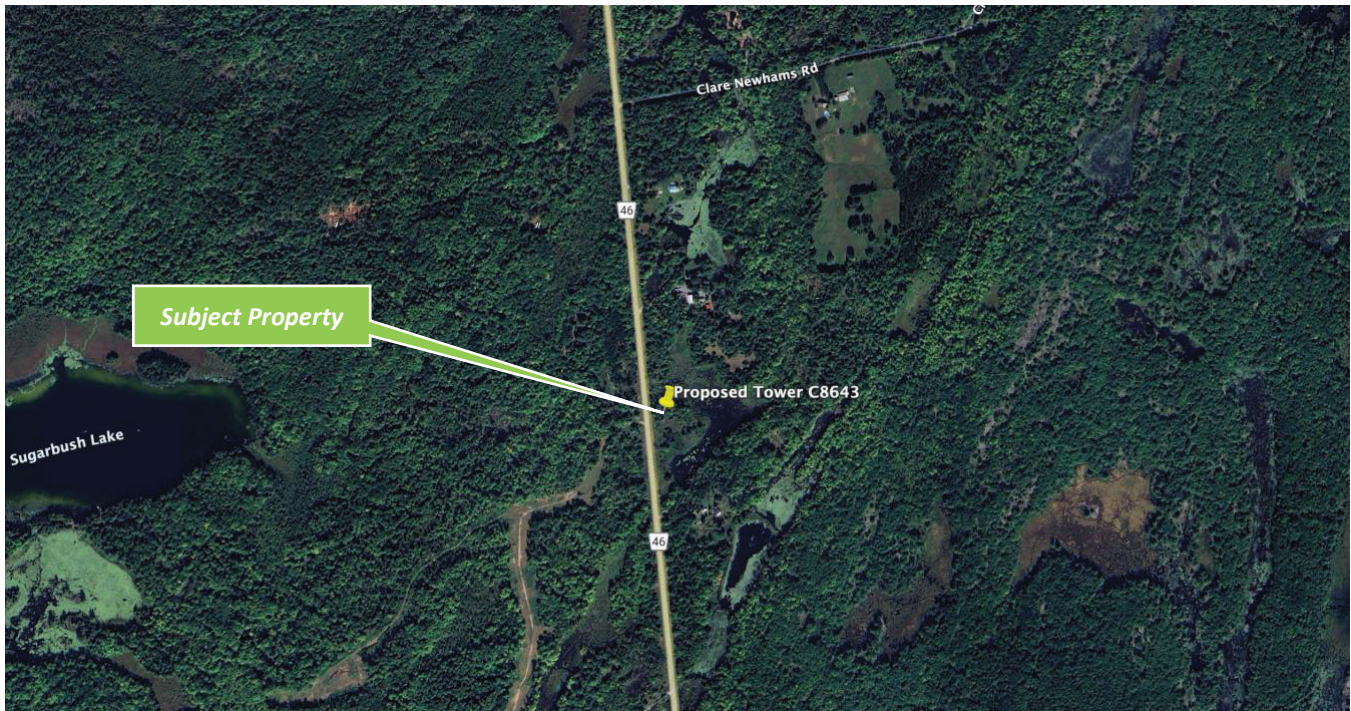
The Subject Property, with an approximate area of +/- 70.1 hectares is known as 7891 County Road 46, Havelock, Ontario K0L 1Z0.

The geographic coordinates for the site are as follows:

Latitude (NAD83) N 44° 42' 56.6"
Longitude (NAD 83) W 77° 53' 57.8"
Roll Number: 153101000716100

Figure 1 - Location Map

As shown on Figure 1, the Subject Property is located on a forested lot.



Proposed Facility Location

The proposed wireless communication installation will be located on a property known as 7891 County Road 46, Havelock, Ontario K0L 1Z0 on a rural forested property.

A copy of Rogers' surveyed site plan has been attached for your reference and information.

Figure 2 – Proposed tower location on subject property is shown with yellow circle in aerial photo below.



Description of Proposed System

As determined by Rogers' radio frequency engineers, Rogers is proposing to construct a 60 metres (approximately 295 feet) Self Support Tower, which will be able to meet our network requirements.

This particular site will be a 3 sectored with 3 Main Sectors: LTE 600 RRU, 700 RRU, 2100 RRU and 5G 600 MHz, for the initial provision of services using (9) antennas, allowing for loading of future LTE and other technologies.

The Self Support Tower design has been used throughout Southern Ontario and is appropriate for rural areas such as the west portion of Township of Havelock-Belmont-Methuen, near the intersection of County Road 46 and Clare Newhams Road. The design, construction and installation of the facility will be consistent with required engineering practices including structural adequacy.

We have included, for your consideration, photo simulations at the end of this report which illustrate the proposed installation from nearby locations and along major roads.

Rogers's installation as proposed will not affect the existing drainage patterns servicing the property's current use.

Access to the installation during construction and for maintenance purposes will be via an existing entrance and new access road from County Road 46 to proposed small compound approximately 100 meters in length. The site would occupy a compound area of approximately 72.2 sq. meters, which will include both tower and equipment cabinet location as outlined on the site plan provided. The compound will also contain a walk-in equipment cabinet (WIC) containing radio equipment, backup battery power, maintenance tools, manuals and a first aid kit.

The installation would provide an opportunity to accommodate future technology services as well as potential co-location with other licensed carriers helping reduce the number of future structures in the area, which is encouraged by the Township of Havelock-Belmont-Methuen and Innovation, Science and Economic Development Canada.

Co-location Assessment

Rogers Communications Inc. makes every effort to locate cellular sites where they will be the least visually obtrusive and always makes an initial effort to co-locate on existing structures. Apart from being encouraged by Innovation, Science and Economic Development Canada, co-location is one of the cornerstones of Rogers' site development philosophy.

Other potential site locations were evaluated and opportunities to co-locate onto existing structures were investigated. However, the wireless communication structures in the surrounding area that were evaluated are all beyond the distance or below the height required in order to address the coverage deficiencies in the area; are not suitable for our network needs and would not improve our existing signal coverage to the expected quality levels.

As part of our initial site evaluation process Rogers looked for an existing structure in the area, which would be suitable to install antennas. Unfortunately, there are none.

Rogers Site: C8643

Since there were no suitable structures readily available for co-location to accommodate our network coverage requirements, Rogers Communications Inc. had to consider the construction of its own installation.

A survey of installations in the surrounding area in relation to our proposed site location are illustrated on an aerial shown below - (Figure 3).

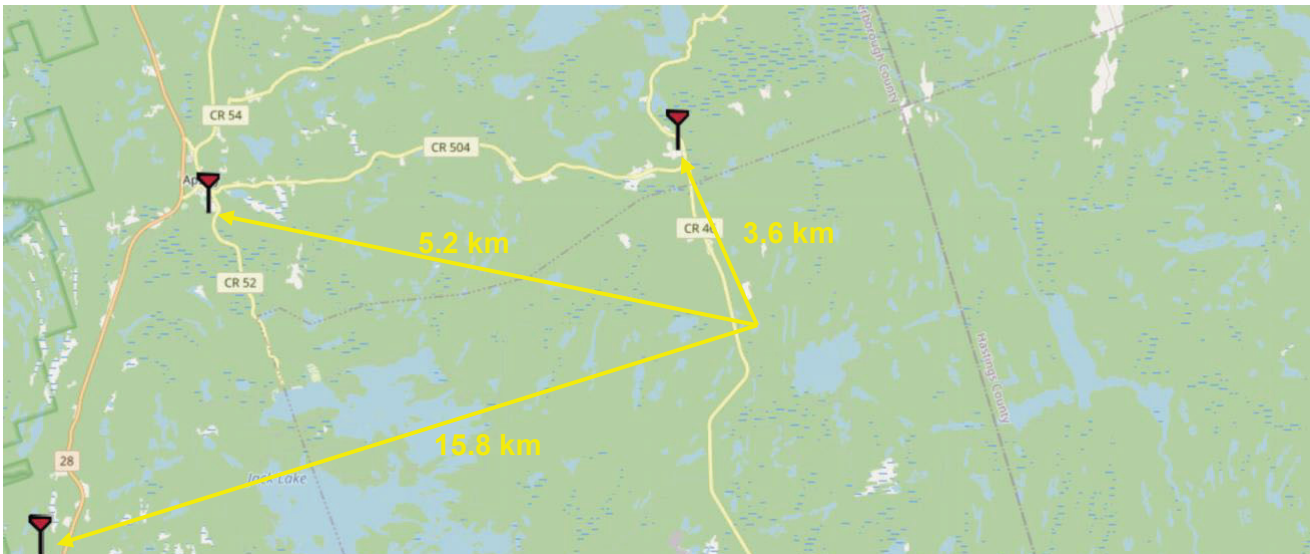


Figure 3 – Co-location Map

LEGEND:

Red pin – Rogers Mobility Structures

- The existing Rogers Mobility towers (Red pins) are the closest towers to the proposed tower location and are too far from necessary coverage and capacity objectives.

Rogers Site: C8643

Please refer below for a sample of the installation for your reference (Figure 4). An additional package of viewscales is attached to this report. It simulates the view of the proposed installation from major visible intersections. The process of simulating the proposed facility into the existing conditions of each viewscape was done by superimposing an image of the proposed structure on a photograph taken for each viewscape.

Figure 4 – Sample image of proposed installation



Municipal and Public Consultation Process

Rogers Communications Inc. is regulated and licensed by Innovation, Science and Economic Development Canada to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by Innovation Science and Economic Development Canada (ISED) to consult with land-use authorities in siting antenna locations.

The consultation process established under Innovation, Science and Economic Development Canada's authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government's exclusive jurisdiction in the siting and operation of wireless voice and data systems.

As the provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings, wireless communication facilities are not required to obtain municipal permits of any kind. Rogers is however required to follow established and documented wireless protocols or processes set forth by land-use authorities.

In fulfillment of The Township of Havelock-Belmont-Methuen requirements for public notification, Rogers will provide an information package to all those property owners located within a radius of 180 meters from the tower base. Concurrent to the mailing of this information package Rogers will place a notice in the local community newspaper.

Location of Surrounding Residential Uses

There are no existing dwellings located surrounding the proposed installation within the notice radius, as shown in Figure 5. The closest residential dwelling to the proposed installation is 200 metres away.

Please refer to the following page providing an aerial which displays the surrounding residential dwellings. (Figure 5)

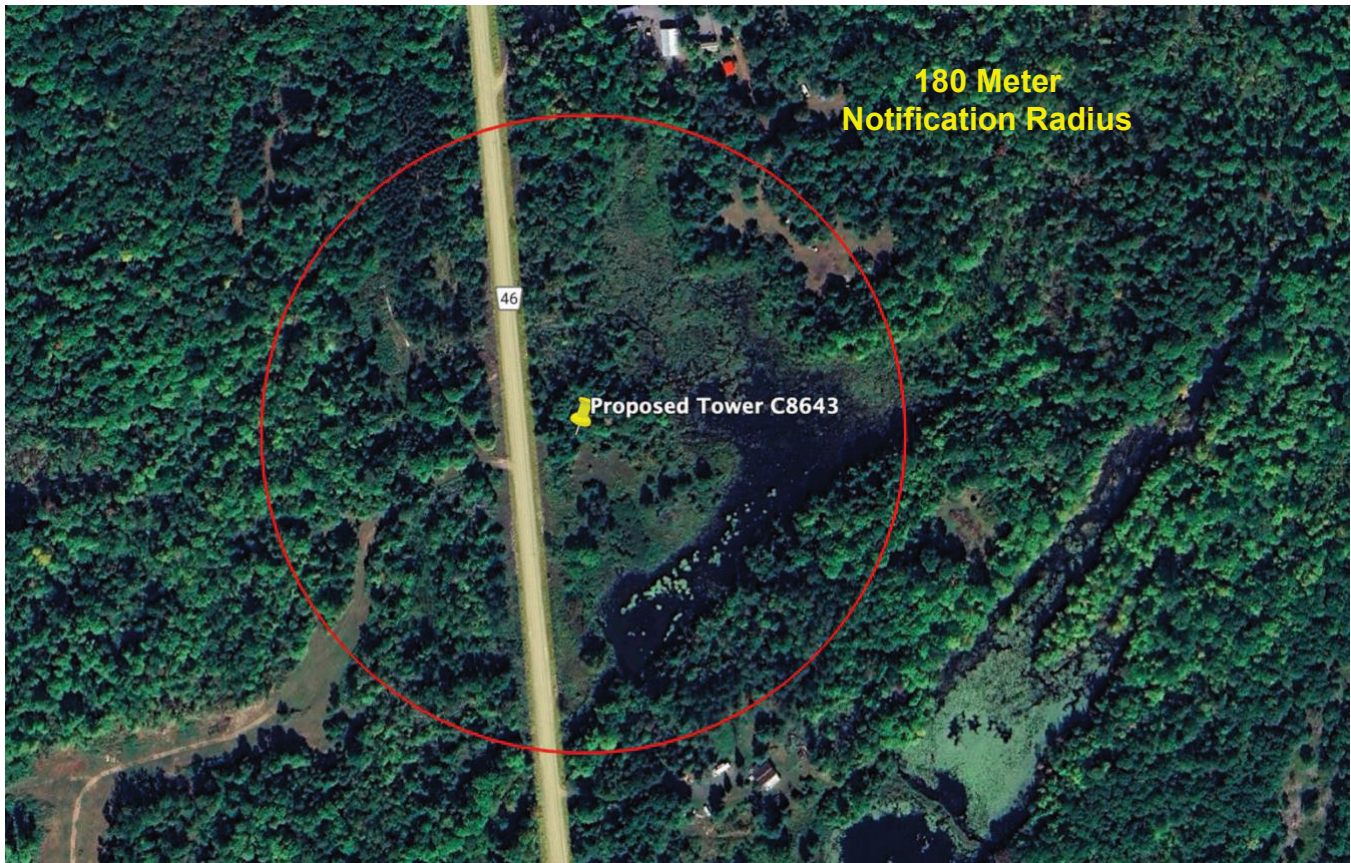


Figure 5 – Surrounding residential dwellings.

Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Rogers must also fulfill other important obligations including the following:

Canadian Environmental Assessment Act

Innovation, Science and Economic Development Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Canadian Environmental Assessment Act, 2012 (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012 or is located on federal lands.

Rogers attests that the radio antenna system as proposed for this site is not located within federal lands or forms part of or incidental to projects that are designated by the Regulations Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment. In accordance with the Canadian Environmental Assessment Act, 2012, this installation is excluded from assessment.

For additional detailed information, please consult the Canadian Environmental Assessment Act at: <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/>

Engineering Practices

Rogers attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association, and respect good engineering practices including structural adequacy.

Transport Canada's Aeronautical Obstruction Marking Requirements

Rogers anticipates that the proposed installation will require markings or lighting and will submit the necessary applications to the appropriate parties to obtain required approvals.

In the instance where our structure requires lighting/markings, these requirements would be in compliance with CAR 621 Standards Obstruction Markings. The aforementioned standards provide for:

A combination of a medium intensity flashing white light during the day and steady burning aviation red light and/or flashing aviation red beacons at night

For additional detailed information, please consult Transport Canada's ^[1] ~~SEP~~ at: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

Health Canada's Safety Code 6 Compliance

Health Canada is responsible for research and investigation to determine and promulgate the health protection limits for Exposure to the RF electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled "Limits of Human Exposure to Radiofrequency Electromagnetic Field in the Frequency Range from 3kHz to 300 GHz – Safety Code 6". The exposure limits specified in Safety Code 6 were established from the results of hundreds of studies over the past several decades where the effects of RF energy on biological organisms were examined.

Radio communication, including technical aspects related to broadcasting, is under responsibility of the Ministry of Industry (Innovation, Science and Economic Development Canada), which has the power to establish standards, rules, policies and procedures. Innovation, Science and Economic Development Canada, under this authority, has adopted Safety Code 6 for the protection of the general public. As such, Innovation, Science and Economic Development Canada requires all proponents and operators to ensure that their installations and apparatus comply with the Safety Code 6 at all times.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will at all times comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment. In fact, emissions levels of Roger's wireless communication installations are far below the limits outlined in Safety Code 6.

More information in the area of RF exposure and health is available at the following web site: *Safety Code 6*: http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php and <http://www.hc-sc.gc.ca/ewh-semt/radiation/cons/stations/index-eng.php>

Innovation, Science and Economic Development Canada's Spectrum Management

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada. For more information on Innovation, Science and Economic Development Canada's public consultation guidelines including CPC-2-0-03 Issue 6 contact (<http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html>) or the local Innovation, Science and Economic Development Canada office at spectrum.toronto@ic.gc.ca:

Toronto District Office
Eastern and Northern Ontario District Office
2 Queen Street East
Sault Ste. Marie ON P6A 1Y3
Telephone: 1- 855- 465-6307
Fax: 705- 941- 4607
Email: spectrumenod-spectredeno@ised-isde.gc.ca

General information relating to antenna systems is available on Innovation, Science and Economic Development Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home>)

Public consultation obligations

Rogers Communications Inc. is committed to effective public consultation. The public will be invited to provide comments to Rogers about this proposal by mail, electronic mail, phone or fax.

Innovation, Science and Economic Development Canada's rules contain requirements for timely response to your questions, comments or concerns. We will acknowledge receipt of all communication within **14 days** and will provide a formal response to the Municipality and those members of the public who communicate to Rogers, within **60 days**. The members of the public who communicated with Rogers will then have **21 days** to review and reply to Rogers a final response.

Conclusion

Access to reliable wireless communications services is of great importance to residents' and travelers' safety and well-being in today's society. Wireless technology has fast become the preferred method of conducting business and personal communications among a large part of the population.

The trend of future telecom is to become truly "wireless", that is the delivery of the voice and data communications via conventional telephone lines, such as telephone poles along streets and roads, will be virtually obsolete. The current wireless infrastructure will be able to meet this trend and still provide a reliable system.

Rogers feels that the proposed site is well located to provide and improve wireless voice and data services in the targeted area. The proposed site is also situated and designed to have minimal impact on surrounding land uses.

Rogers looks forward to working with Township of Havelock-Belmont-Methuen in providing improved wireless services to the community.

Rogers Communications Inc.
Network Implementation

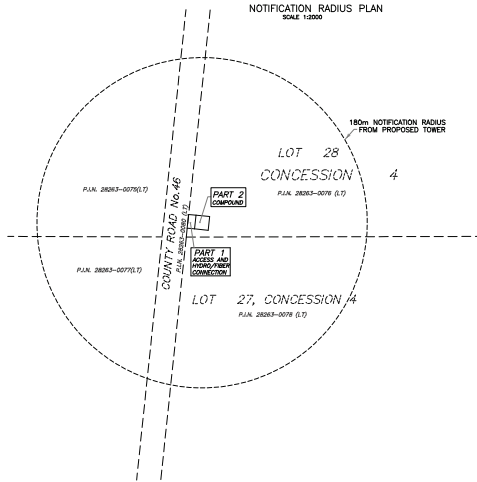
Proponent's Contact Information - Rogers Communications Inc.

Saja Elshaikh
Phone: (647) 447-8548
saja@spectrapoint.ca

302 – 1090 Don Mills Road
Toronto, ON
M3C 3R6



SITE DATA	EXISTING	PROPOSED
PROPERTY AREA	11.4ha	
AREA LEASED		
ACCESS AND HYDRO/FIBER CONNECTION (PART 1)		120 sq.m.
COMPOUND (PART 2)		225 sq.m.
TOTAL		345 sq.m.
UNITS		1 PROPOSED RADIO EQUIPMENT SHELTER 1 PROPOSED STEEL SELF SUPPORT TOWER
HEIGHT OF TOWER		40m
SETBACKS		
PROPOSED STEEL SELF SUPPORT TOWER		
FRONT (COUNTY ROAD No.46)		815 m
SIDE (COUNTY)		816 m
PROPOSED RADIO EQUIPMENT SHELTER		
FRONT (COUNTY ROAD No.46)		819m
SIDE (COUNTY)		819 m



SITE PLAN
 PROPOSED TELECOMMUNICATION INSTALLATION
 7891 COUNTY ROAD 46
 PART OF LOT 28, CONCESSION 4
 (FORMERLY TOWNSHIP OF METHUEN)
 TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
 COUNTY OF PETERBOROUGH
 SCALE 1 : 200
 ALEX MARTON LTD.
 ONTARIO LAND SURVEYORS
 METRIC
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SCHEDULE

PART	LOT	CONCESSION	P.L.N.	AREA sq.m.
1	PART OF 28	4	2863-0076 (L1)	120
2				225

INTEGRATION NOTE
 BOUNDARIES SHOWN ARE SHOWN AS SHOWN AND ARE DERIVED FROM OBSERVED REFERENCE POINTS (ORP'S) (1 AND 2) BY REAL TIME NETWORK OPERATIONAL, UTM ZONE 18, NAD 83 (CSRS) (19972 57005).
 DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.00239982.

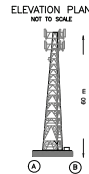
INTEGRATION DATA

POINT ID	EASTING	NORTHING
ORP 1	488284.643	267541.82
ORP 2	488287.737	267556.820

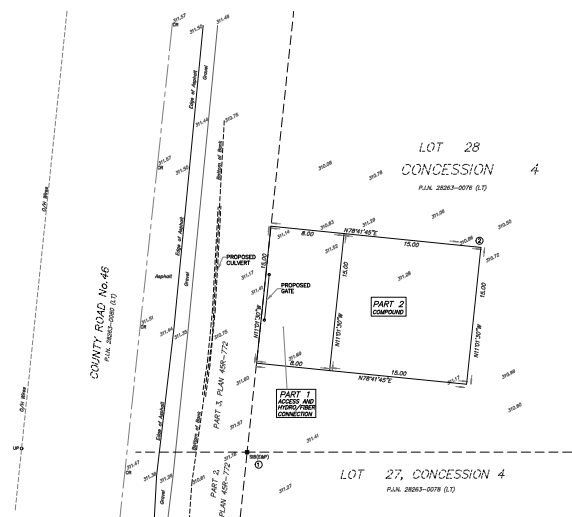
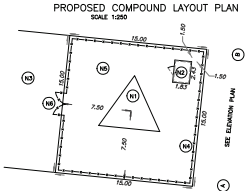
COORDINATES CANNOT BE TRUSTED; BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ELEVATION NOTE
 ELEVATIONS SHOWN HEREON ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK OPERATIONS.

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THE SURVEY WAS COMPLETED ON THE 26TH DAY OF JANUARY, 2024.
 DATE: FEBRUARY 14, 2024
 A. MARTON
 ONTARIO LAND SURVEYOR



- NOTES**
- (M) PROPOSED STEEL SELF SUPPORT TOWER. PART COLOUR SUBJECT TO ANY CHANGES REQUIREMENTS. ANTENNA NUMBER AND LOCATION TO BE DETERMINED. TOWER SHALL BE BUILT TO THE SPECIFICATIONS OF THE MANUFACTURER.
 - (N) PROPOSED WALK IN RADIO EQUIPMENT CABINET ON REINFORCED CONCRETE SLAB.
 - (O) PROPOSED ACCESS WAY AND HYDRO/FIBER OPTIC CONNECTION.
 - (P) PROPOSED 2.4 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING THE COMPOUND.
 - (Q) REMOVE EXISTING TERRAZZO, ROOF SHALL BE REMOVED AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MINIMUM 100 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM PROPOSED STRUCTURES AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
 - (R) PROPOSED CHAIN LINK GATE.



- LEGEND**
- IN DENOTES SURVEY MONUMENT FOUND
 - OB DENOTES OBSTACLE
 - EMP DENOTES ELECTRIC POWER LINE, O.L.S.
 - CP DENOTES CEMENT/CONCRETE PIER NUMBER
 - CP DENOTES UTILITY POLE
 - O/H DENOTES OVERHEAD

AMENDMENTS

No.	DESCRIPTION	DATE
1	COMPOUND AND ACCESS WAY REVISED PROPOSED SITE AREA:	14.02.2024

LATITUDE: N44°43'38.97"
 LONGITUDE: W77°56'07.37"
 ELEVATION: 311.4

SITE: C8643

ALEX MARTON LIMITED
 ONTARIO LAND SURVEYORS
 100 BRIMLEY AVENUE, SUITE 8,
 SCARBOROUGH, ONTARIO, CANADA M1S 5T6
 PHONE: 416-291-7777 FAX: 416-291-9778
 E-MAIL: alex@martonland.com
 WEBSITE: WWW.MARTONLAND.COM

PARTY CHIEF: J.C.P. FILE NAME: 2024-03-C8643-000
 DRAWN: J.L. PLOT SCALE: 1:200
 CHECKED: J.A.M. PROJECT: NLS-2024-008



September 17, 2024

Rogers Communications Inc.
Saja Elshaikh
Land Use Planning Project Manager
302 - 1090 Don Mills Road
Toronto, ON M3C 3R6
saja@spectrapoint.ca

Via Email

Dear Ms. Elshaikh:

**Re: Proposed Wireless Communication Tower – Site C8643
7891 County Road 46, Township of Havelock-Belmont-Methuen**

The Township of Havelock-Belmont-Methuen accepts Rogers Communications Inc. (Rogers) submission to construct a 60-metre wireless communication tower and radio equipment cabinet, within an enclosed compound near the intersection of County Road 46 and Clare Newhams Road, to be constructed in accordance with the survey/site plan submitted to the Township on June 21, 2024.

The Council of the Corporation of the Township of Havelock-Belmont-Methuen concurs that the required public consultation has been completed and that the proposal by Rogers for tower site C8643 complies with all land use requirements.

As the “Designated Official” for the Township of Havelock-Belmont-Methuen and the official authorized and responsible for administering municipal matters related to Innovation, Science and Economic Development Canada (ISED) CPC-2-0-03, your proposal is fully compliant in the opinion of the Township.

Accordingly, this notice serves as the Township’s formal Letter of Concurrence concerning the proposed wireless communications tower C8643 to be located near the intersection of County Road 46 and Clare Newhams Road.

Sincerely,

Bob Angione
Bob Angione, M.P.A., B. Admin.
Chief Administrative Officer/Clerk



302 – 1090 Don Mills Road
Toronto, ON
M3C 3R6

Saja Elshaikh
T: 647-447-8548
email: saja@spectrapoint.ca

September 3rd, 2024

Attention: Shari Gottschalk, Economic Development Officer
Township of Havelock-Belmont-Methuen
1 Ottawa St E. PO Box 10
Havelock, ON K0L 1Z0

**RE: Proposed Rogers Communications Inc Tower C8643 at 7891 County Road 46, Havelock,
Ontario, K0L 1Z0**

Summary of Public Consultation

We are pleased to provide the following summary of public consultation for Rogers proposed 60-meter self-support tower at 7891 County Road 46, Havelock, Ontario, K0L 1Z0. Public consultation began August 1st, 2024, when an ad was placed in the Havelock Rail. Information packages were also mailed to all property owners within 180 meters of the tower base. We did not receive any inquiries from the public regarding the proposed tower. Public Consultation was closed on September 2nd, 2024.

Request for Concurrence

At this time, we respectfully request the Township of Havelock-Belmont-Methuen to endorse this application and provide letter of concurrence for the proposed tower installation to Innovation Science and Economic Development Canada (ISED). The letter of concurrence should confirm the applicant has completed township consultation, public consultation and address all relevant concerns to the satisfaction of the Township. We look forward to receiving a copy of the staff report for this application. We look forward to having our application considered for endorsement at the upcoming Council meeting on September 17th, 2024. It has been a pleasure working with the Township of Havelock-Belmont-Methuen staff to complete consultation for the Rogers new tower installation.

Best Regards,

Saja Elshaikh

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Peter Lauesen, Manager of Public Works
Meeting Date: October 1, 2024
Subject: Winter Maintenance Agreement - Connecting Link

Purpose:

The purpose of this report is to seek Council's approval to enter a contract with Emcon Services Inc. for winter maintenance of the Connecting Link for the 2024-2025 winter season.

Recommendation:

That Council approve entering a contract with Emcon Services Inc. for the winter maintenance of the Connecting Link for the 2024-2025 winter season for a total contract price of \$30,240.36.

And further that the necessary by-law to authorize the Mayor and Clerk to enter into an agreement be passed under the by-law section of the agenda.

Background:

In previous years the Township has entered into an agreement with Emcon Services Inc. for the winter maintenance of the Connecting Link (Highway 7). In the agreement it states that the term of the agreement may be extended upon the mutual agreement of the parties.

The new term for this agreement states Emcon shall perform services commencing November 1, 2024, and ending April 30, 2025.

Emcon Services Inc. has submitted an updated agreement to be approved by Council for the winter maintenance of 1.9 km of the Connecting Link (Highway 7) in Havelock.

Financial Impact:

Year	Contract Amount	Price Increase
2021-2022	\$26,343.02	
2022-2023	\$28,476.80	\$2,133.78
2023-2024	\$29,359.58	\$882.78
2024-2025	\$30,240.36	\$880.78

The values of this year’s contract have been increased per CPI of 3%. Therefore, there is a total price increase of \$880.78 for the 2024-2025 winter season.

The financial impact of this contract is \$30,240.36 which will come from the Sanding and Salting account 01-3221-5366 and Snowplowing and Removal account 01-3220-5366.

Attachment(s):

2024-2025 Winter Maintenance Services Agreement – Emcon Services Inc.

Respectfully submitted by:

Peter Lauesen

Peter Lauesen - CRS
Manager of Public Works

**WINTER MAINTENANCE SERVICES AGREEMENT
TOWNSHIP of HAVELOCK-BELMONT-METHUEN
1.9 km of HIGHWAY 7**

THIS AGREEMENT is made as of the 30th day of July 2023

BETWEEN:

TOWNSHIP of HAVELOCK-BELMONT-METHUEN, a Township incorporated under the laws of Ontario, located at 1 Ottawa Street East, PO Box 10, Havelock, Ontario K0L 1Z0, (hereinafter referred to as the "**Township**")

- and -

EMCON SERVICES INC., a corporation amalgamated under the laws of Ontario, located at 1121 McFarlane Way, Unit #105 Merritt, British Columbia, V1K 1B9 (hereinafter referred to as "**Emcon**")

(each, a "**Party**" and collectively, the "**Parties**")

WHEREAS:

- A. Carillion has entered into Area Maintenance Contract 2012-16 dated May 1, 2013 (the "**AMC**") with the Ontario Ministry of Transportation ("**MTO**") which AMC includes providing routine winter maintenance services on Provincial Highway 7.
- B. The Township wishes to have Emcon perform certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link in the Township of Havelock, Ontario on the terms and conditions set forth herein.

IN CONSIDERATION for the performance of the obligations set forth herein and such other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

- 1. **Services.** Emcon shall perform the winter plowing and sanding/salting maintenance services as set out in Schedule "A" attached hereto (the "**Services**"). The Township agrees and acknowledges that the Services performed by Emcon will be undertaken as an agent of the Township.
- 2. **Term.** Emcon shall perform the Services commencing November 1st, 2024 and ending April 30, 2025 (the "**Term**"). The Term of this agreement may be extended upon the mutual agreement of the Parties.
- 3. **Termination.** Emcon may terminate this Agreement effective immediately at any time if the Township fails to observe or perform any of its covenants or obligations hereunder. Emcon may also terminate this Agreement upon sixty (60) days prior written notice. In any event, this Agreement shall terminate automatically on the termination of the AMC.

4. **Indemnification.**

- (a) The Township shall indemnify and hold harmless and defend Emcon and its directors, officers, agents and employees from and against all Losses suffered or incurred by Emcon arising with respect to or which relates to a Claim **provided, however that the Township shall not be liable for any claims, demands, losses, costs, charges and expenses caused solely by the gross negligence of Emcon, its employees or agents.**
- (b) The Township agrees and acknowledges that the indemnification in Section 4(a) shall include Losses suffered or incurred by Emcon arising in respect of Claims of negligence arising from the Services performed by Emcon for which the Township and/or the MTO would be liable pursuant to Section 33 of the *Public Transportation and Highway Improvement Act*, Ontario, as amended, if the Township or the MTO was performing the Services.
- (c) **"Claim"** means all actions, causes of action, suits, proceedings, debts, dues, accounts, bonds, covenants, contracts, rights, costs, expenses, claims, liabilities, damages, grievances, executions, judgments, right and demands of any kind whatsoever, both in law and in equity, whether implied or express which has arisen as a result of, in connection with or which relates to,
 - (i) any failure by the Township to observe and perform its obligations and covenants under this Agreement; or
 - (ii) any injuries to individuals or damage to property which results from or relates to the performance of the Services by Emcon.
- (d) **"Loss"** means any and all loss, liability, damage, cost, expense, charge, fine, penalty or assessment (including loss of profit but excluding any of the foregoing which are indirect, incidental, exemplary or consequential) resulting from, relating to, or arising out of or in connection with any Claim, including the costs and expenses of any action, suit, proceeding, demand, assessment, judgment, settlement or compromise relating thereto and all interest, punitive damages, fines and penalties and reasonable legal fees and expenses incurred in connection therewith.
- (e) The Parties agree that Emcon shall have no liability for any Losses which may be incurred or suffered by the Township, its agents, employees, representatives, Township of Havelock personnel or other persons and/or entities having business with the Township while performing the Services, or for any damage to any vehicles or equipment or for any personal injury or death caused by Emcon in the performance of the Services.
- (f) The indemnification set out in this Section 4 shall survive the expiration or termination of this Agreement.

5. **Insurance.** The Township shall maintain and obtain during the Term of this Agreement commercial general liability insurance (in form satisfactory to Emcon) naming Emcon and the MTO as additional insured in respect of the Services performed by Emcon. Such insurance shall provide coverage of not less than Five

Million Dollars (\$5,000,000) inclusive per occurrence for bodily injury, personal injury, death and damage to property including loss of use thereof with property damage deductible of not more than Ten Thousand (\$10,000) and including non-owned automobile coverage with blanket contractual liability endorsement. In addition, the policy of liability insurance must contain a cross-liability clause endorsement.

6. **Payment.** The Township shall pay Emcon the following sums for the performance of the Services: (a) **\$9,676.92 on December 31, 2024** (b) **\$9,676.92 on February 28, 2025** and **\$10,886.52 on May 31, 2025.**

7. **General.**

(a) This Agreement shall be governed by the laws of Ontario and the federal laws of Canada applicable therein.

(b) No Amendment of this Agreement shall be effective unless made in writing and signed by the Parties.

(c) This Agreement constitutes the entire agreement between the Parties. There are no conditions, representations, warranties, obligations or other agreements between the Parties in connection with the subject matter of this Agreement (whether oral or written, express or implied, statutory or otherwise) except as explicitly set out in this Agreement.

(d) This Agreement shall ensure to the benefit of the parties hereto and their respective successors and permitted assigns. Emcon may assign or transfer this Agreement without the prior consent of the Township.

(e) This Agreement may be executed in counterparts, including by PDF or facsimile counterpart.

8. **Notices.** Any notice, demand or other communication required to be given or made hereunder shall be in writing and shall be given or made if:

(a) delivered in person during normal business hours of the recipient on a Business Day at the applicable address set forth below; or

(b) sent by any electronic means of sending messages, including facsimile transmission, which produces a paper record during normal business hours on a normal Business Day charges prepaid and confirmed by prepaid first class mail. "Business Day" means any day except Saturday, Sunday or any day on which banks are generally not open for business in the Municipality of Havelock, Ontario.

Notices shall be provided as follows:

If to Emcon: Emcon Services Inc.
 6670 Edwards Blvd
 Mississauga, Ontario, L5T 2V7

Attention: James Stracey, Vice President
Fax No.: 905-670-3716

If to the Township:

Township of Havelock-Belmont-Methuen
1 Ottawa Street East
P.O. Box 10
Havelock, Ontario, K0L 1Z0

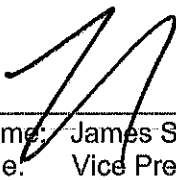
Attention: Director of Public Works
Fax No.: 705-778-5248

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first above written.

TOWNSHIP of HAVELOCK-BELMONT-METHUEN

Per: _____
Name:
Title:

EMCON SERVICES INC.

Per:  _____
Name: James Stracey
Title: Vice President, Ontario Division

SCHEDULE A SERVICES

A. Emcon shall provide the following services (the “**Services**”):

- Salting or sanding to be provided in conjunction with plowing operations, if required. Salting applications will be in accordance with Provincial Highway Standards.
- Plowing and salting/sanding will be performed as part of Emcon’s plowing and spreading routes as set out in Schedule B attached hereto, and not as an independent plowing and spreading operation. Plowing and spreading operations independent of similar operations carried out by Emcon on plow and spreading Route 24 will not be carried out as part of this Agreement,
- **Route/Location** - The Services will be performed on the Havelock Highway 7 Connecting Link for a distance of 1.9 km, which road connects Highway 7 through the Municipality’s Connecting Link (as set out in Schedule B attached hereto). The Services will be provided on the Havelock Connecting Link on Lane 1 (east and west bound lanes adjacent to the crown of the highway) and material placed on the crown of the two lane connecting Link. Curb lane(s) will only be plowed if more than one trip is required to be undertaken on Emcon’s designated Highway 7 Plow/Spreader Route provided lanes are clear and no vehicles interfere with plowing and/or spreading operations.

Unless expressly set out in Section A above, Emcon shall not be responsible for any other services. For greater certainty, Emcon shall not be responsible for:

- clean up winter maintenance services within the Highway 7 Connecting Link. The Township will be responsible for any clean up operations including snow removal;
- clearing/cleaning of drainage facilities within the Highway 7 Connecting Link (storm sewers, curbs, spill ways, etc.);
- snow clearing and/or haulage from/within the Highway 7 Connecting Link
- responses to accidents and/or clean-ups within the Highway 7 Connecting Link
- spring clean ups including but not limited to sweeping, catch basin cleaning within the Highway 7 Connecting Link; and
- high winging operations required to lower snow banks including at intersections within the Highway 7 Connecting Link.

SCHEDULE B
SERVICES ROUTE MAP

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 1, 2024
Subject: Deposit Return Program Partnership Agreement

Purpose:

The purpose of this report is for Council to select the Havelock Belmont Public School as the community partner for the operation of the Deposit Return Program located at the 6th Line Transfer Station.

Recommendation:

That Council select the Havelock Belmont Public School as the community partner for the operation of the Deposit Return Program located at the 6th Line Transfer Station.

Background:

On May 2, 2023 Council awarded the Deposit Return Program to Havelock Minor Hockey. The term of the agreement was July 1, 2023 to June 30, 2024. Havelock Minor Hockey had a very successful fundraising effort having raised a total of \$5,326.20 through the Deposit Return Program.

The program was advertised on social media and the Township website seeking a community partner for the 2024/2025 season. Advertisements were placed on July 30, August 16, and September 2, 2024. The submission deadline was September 15, 2024. One submission has been received that being from the Havelock Belmont Public School – School Council. Staff recommends proceeding with the agreement having the Havelock Belmont Public School – School Council as the community partner for 2024/2025.

Public Works staff has been collecting returnable cans and bottles following the expiration of the previous agreement. As of the writing of this report, a total of \$1,628.30 has been collected during the advertisement period. These funds will be provided to the Havelock Belmont Public School – School Council upon commencement of their fundraising effort.

Staff will assist the chosen community partner in raising funds by encouraging donations to the Deposit Return Program via the social media and the Highway 7 electronic message board.

Financial Impact:

There is no financial impact to awarding the 2024/2025 Deposit Return Program to Havelock Belmont Public School – School Council. A total of \$1,628.30 will be provided to the Havelock Belmont Public School – School Council upon commencement of their fundraising effort.

Attachments:

1. Havelock Belmont Public School – School Council Submission.
2. Havelock Minor Hockey Deposit Return Total.

In Consultation With:

1. Leah Hutton, Acting Deputy Clerk
2. Skylar Soady, Administrative Assistant

Respectfully Submitted:

Bob Angione

Bob Angione
Chief Administrative Officer/Clerk

Deposit Return Program - Community Partner

2024/2025 Deposit Return Program - Community Partner

The Township of Havelock-Belmont-Methuen is interested in improving resident access and participation in deposit return systems in order to reduce these containers from entering the Blue Box system. The Township of Havelock-Belmont-Methuen is interested in partnering with local organizations to provide a "depot" site at the 6th Line Transfer Station.

The outcomes of this partnership are to:

- Build community relationships
- Increase residential access to appropriate provincial deposit return recycling systems
- Improve the awareness of recycling within the County of Peterborough
- Provide funding for community partner

Application's are to be submitted by: September 15, 2024 at 4:00 pm

Organization Information:

Organization Name: •

Havelock Belmont Public School - School Council

Organization Contact (First and Last Name) •

Kat Kinzinger

Contact Phone Number: *

[REDACTED]

Contact Email Address: •

[REDACTED]

Please provide information for the Township to provide to the public on where the funds from the deposit return program are to be utilized within the community and how will this expenditure benefit the community•

Funds acquired would go directly back into the school community for our students. Enabling opportunities for all of HBPS students to feel a sense of belonging and connection, as a result of direct experiences provided. This money would be dispersed between different school programs including, but not limited to, new sporting equipment, jerseys, various special needs equipment, field trips, family engagement opportunities and classroom nutrition bins, etc.. This would allow us as a school council to assist in filling gaps where school budgets do not allow. Preventing the vulnerable student population from having any feelings of stress or inadequacy as a result of various situations out of their control.

Tenn

The term of the agreement will be from July 1, 2024 to June 30, 2025.

The Partnership

Partner Roles and Responsibilities

The Owner will:

1. Promote the deposit return collection location to residents within the Township of Havelock•Belmont-Methuen.
2. Provide signage of the collection location at the Transfer Station.
3. Amalgamate information from the Community Partner to provide overall program input to County waste management system.
4. Provide a collection location for deposit return beverage containers at the following Transfer Station:
 - a. 6 th Line Transfer Station
 - Summer Hours:
Monday, Tuesday, Friday and Saturday 9:00 a.m. - 5:00 p.m.
Sunday 9:00 a.m. - 7:00 p.m.
Wednesday & Thursday CLOSED
 - Winter Hours:
Friday to Tuesday 9:00 a.m. - 5:00 p.m.
Wednesday & Thursday CLOSED
 - b. Other collection locations throughout the Township will be evaluated and considered as they are identified.
5. Ensure no scavenging/salvaging of deposit return beverage containers by any non.authorized persons.
6. Provide a collection unit with enough capacity to accept deposit return containers from users of the waste facility.
7. Provide necessary resources for the ongoing maintenance and operations of the collection unit.

The Community Partner will:

1. Collect deposit return beverage containers from the transfer station and acquire money from the return of these containers for organizational fundraising for community partners.
2. Ensure no scavenging/salvaging of deposit return beverage containers by any non-authorized persons.
3. Provide the Owner with an accounting report of all funds received from the deposit returns.
4. Provide ongoing feedback and communication to the Owner regarding the maintenance and operations of the collection location.
5. Bring experience in organizing activities and events similar in nature.
6. Provide information for the Township to provide to the public on where the funds from the deposit return beverage containers is being utilized in the community.
7. Provide a contact for communications between both parties.

The contact will be:

Name: Phone: Mobile: Email:

8. Quarterly report to Coucil in open session re: funds received and expended.
9. Report to be presented no later than 30 days following the end of the quarter.
10. Final report to be provided to Council in open session one month following the end of the term of the agreement.

Proof of Liability Insurance

The Community Partner must provide the Owner with proof of Liability Insurance on or before the signing of the Partnership Agreement. Termination Either party may terminate the agreement with thirty (30) days' notice.

Thank You for your 2024/2025 Bottle Return Program - Community Partner application submission

2023-2024 Minor Hockey Can & Bottle Counts

Date	Cans	Total\$	0.10 Bottles	0.20 Bottles	Total\$
July 7, 2023	1,350	\$135.00	78	43	\$16.40
July 18, 2023	1,827	\$182.70	188	289	\$76.60
July 24, 2023	1,950	\$195.00	132	263	\$65.80
July 31, 2023	1,908	\$190.80	91	282	\$65.50
August 8, 2023	1,132	\$113.20	143	261	\$66.50
August 14, 2023	1,950	\$195.00	200	318	\$83.60
August 21, 2023	2,144	\$214.40	266	229	\$72.40
August 28, 2023	1,352	\$135.20	220	136	\$49.20
September 5, 2023	1,800	\$180.00	179	256	\$69.10
September 11, 2023	2,100	\$210.00	149	220	\$58.90
September 23, 2023	1,376	\$137.60	104	324	\$75.20
October 4, 2023	1,570	\$157.00	48	276	\$60.00
October 17, 2024	1,628	\$162.80	122	400	\$92.20
October 30, 2023	0	\$0.00	144	211	\$56.60
November 10, 2023	450	\$45.00	84	373	\$83.00
November 13, 2023	119	\$11.90	192	67	\$32.60
November 24, 2023	1,425	\$142.50	126	164	\$45.40
December 10, 2023	900	\$90.00	171	414	\$99.90
December 29, 2023	1,183	\$118.30	198	386	\$97.00
May 31, 2024	48	\$4.80	865	481	\$182.70
June 7, 2024	4,567	\$456.70			
June 18, 2024	350	\$35.00	294	284	\$86.20
July 3, 2024	1,060	\$106.00	693	273	\$123.90
July 15, 2024	2,650	\$265.00	262	150	\$56.20
July 19, 2024	1,274	\$127.40			
Total	36,113	\$3,611.30	4,949	6,100	\$1,714.90

Total	\$5,326.201
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TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 1, 2024
Subject: Committee Appointments 2025-2026

Purpose:

The purpose of this report is to provide an overview regarding the recruitment of committee and board volunteers.

Recommendation:

That staff is hereby authorized to proceed with an advertisement in order to recruit volunteers for three Committees of Council and the Cemetery Board.

Background:

Further to By-law 2024-059 as attached to this report, Committee Volunteer appointments expire on December 31, 2024 for all committees with the exception of the Library Board and the Peterborough County OPP Detachment Board whose members were appointed for the term of Council. An advertisement seeking committee and board members will be placed on the Township website, on social media, and will appear in the November edition of the Havelock Rail. Current committee members are being directly contacted. Appointments will expire with the term of Council on November 14, 2026.

There are currently three Committees of Council that require members;

- Economic Development Committee
- Mathison Property Committee
- Youth Committee

At the Mathison Committee Meeting held on September 4, 2024 a discussion took place regarding the possibility of broadening the scope of the committee. It is recommended that the committee be rebranded as the Mathison Property and Parks Committee. This

will permit committee recommendations to come forward for matters pertaining to parks as well as the Mathison Property.

Advertisements for each Committee of Council and for the Cemetery Board will contain a brief description of the mandate of the committee or board being applied for as follows:

Economic Development

The Economic Development Committee is a Committee of Council that was formed to advise and make recommendations to the Council of the Township of Havelock-Belmont-Methuen on matters associated with the ongoing economic well-being and prosperity of the community.

Appointments will consist of two village ward businesses owners or employees and two Township ward businesses owners or employees.

The committee will meet once every two months.

Mathison Property and Parks Committee

The Mathison Property and Parks Committee is a Committee of Council that was formed to advise and make recommendations to the Council of the Township of Havelock-Belmont-Methuen on matters and events associated with the Mathison Conservation Area and the parks located throughout the community.

Appointments will consist of four members of the community.

The committee will meet quarterly.

Youth Committee

The Youth Committee is a Committee of Council that was formed to advise and make recommendations to the Council of the Township of Havelock-Belmont-Methuen on matters and events associated with youth in the community aged 9 to 15 years of age.

Appointments will consist of two adult members of the community (aged 16 or older) and two youth members of the community (aged 9 to 15).

The committee will meet once per month.

Cemetery Board

The Cemetery Board manages and oversees the operation of all cemeteries within the Township of Havelock-Belmont-Methuen.

Appointments will consist of five members of the community.

The committee will meet quarterly.

Community volunteers will have until November 15, 2024 to submit their interest in serving on a community committee or board. Final selections will be considered by Council in Closed Session at the Regular Council Meeting on December 3, 2024 and confirmed via resolution and the appointing by-law in Open Session at the Regular Council Meeting on December 17, 2024.

Financial Impact:

The cost of advertising in the Havelock Rail is estimated to be \$800.00 assuming that the Havelock Happenings space is filled.

Attachments:

1. By-law 2024-059
2. Terms of Reference – Economic Development Committee
3. Terms of Reference – Mathison Property and Parks Committee
4. Terms of Reference – Youth Committee
5. Terms of Reference – Cemetery Board (Draft)

Respectfully Submitted:

Bob Angione

Bob Angione, Chief Administrative Officer/Clerk

The Corporation of the Township of Havelock-Belmont-Methuen

By-law Number 2024 – 059

Being a By-law to appoint persons to various Boards and Committees representing the Corporation of the Township of Havelock-Belmont-Methuen for the years 2023 and 2024.

Whereas *Section 11 the Municipal Act, S.O. 2001, c.25, as amended*, provides that a lower-tier municipality and an upper tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4) of the *Act*; and

Whereas *Section 283 (1) of the Municipal Act, S.O. 2001, c.25, as amended* provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality; and

Whereas the Council of the Corporation of the Township of Havelock-Belmont-Methuen deems it expedient to appoint members of Council and persons from the community to various Boards and Committees for 2023 and 2024; and

Whereas Section 10(3) of the Public Libraries Act provides that a Library Board member shall hold office for a term concurrent with the term of the appointing Council;

Now therefore the Council of the Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That the following persons are hereby named and appointed to various Boards and Committees until the end of the year 2024, with the exception of the Library Board and the Peterborough County OPP Detachment Board whose members were appointed for the term of Council:

Cemetery Board

Jim Martin – Mayor
Jerry Doherty – Councillor (Alternate)
Larry Pick
Mary Ellen Meyers
Rae McCutcheon
Rhonda Dabronic
Ron Gerow

Chamber of Commerce

Beverly Flagler - Councillor
Hart Webb – Deputy Mayor (alternate)

Community Policing

Kathy Clement – Councillor
Jerry Doherty – Councillor (alternate)

Crowe Valley Conservation Authority

Jim Martin – Mayor

Eastern Ontario Trails Alliance

Beverly Flagler – Councillor

Economic Development

Hart Webb – Deputy Mayor
Beverly Flagler – Councillor
Bill (BJ) Hay
Dave Sharpe
J.J. Hudson
Jill Hutcheon
Richard Wood

Fence Viewers

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

Library Board

Kathy Clement – Councillor
Jerry Doherty – Councillor (alternate)
Carolyn Knowles
Connie Whitmore
Joy Brickell
Robbie Beatty

Lower Trent Source Protection Authority

Kathy Clement – Councillor

Mathison Property

Hart Webb – Deputy Mayor
Beverly Flagler - Councillor
John Nurse
Joshua Vettor
Michael Czerewko
Paul Wood

Otonabee-Peterborough Source Protection Authority

Kathy Clement – Councillor

Peterborough County OPP Detachment Board

Hart Webb – Deputy Mayor

School Council

Jim Martin – Mayor

Beverly Flagler – Councillor (alternate)

Remuneration of Committee Members

1. The remuneration paid per meeting to the Cemetery Board and the Library Board would be established by the respective Boards with the recommendation from Council that it be set at \$60.00 per meeting attended, plus mileage in circumstances deemed appropriate. Remuneration is paid only to non-elected officials appointed to the committee.
2. Remuneration for the Peterborough County OPP Detachment Board Municipal Representative is paid only to non-elected officials appointed to the committee.
3. The remuneration paid for the Fence Viewers is established at \$75.00 plus mileage from the municipal office for each claim. Remuneration is paid only to non-elected officials appointed to the committee.
4. Subsection 5(2) of the Line Fences Act permits viewings to be banned during the winter months where snow conditions make it impractical for a viewing to be held. The Council of Havelock-Belmont-Methuen directs through this by-law, as authorized by the Line Fences Act, that no fence viewing (or other proceeding) is to be held between the 1st day of November and the 31st of March of the following year.
5. The remuneration paid per meeting for the Eastern Ontario Trails Alliance (EOTA) Board appointment is established at \$60.00 plus mileage from the municipal office per meeting. Remuneration is paid only to non-elected officials appointed to the committee.
6. The Terms of Reference for the Mathison Property Committee provide that members of the committee shall participate voluntarily and as such, receive no compensation or remuneration.
7. The Terms of Reference for the Economic Development Committee provide that members of the committee shall participate voluntarily and as such, receive no compensation or remuneration.

8. That the appointments made in this by-law will continue until new appointments are made by Council at the end of 2024.
9. That this by-law shall take effect upon the final passing thereof and is in effect from the start of 2023 with regards to remuneration paid.
10. That By-law number 2023-001 and all previous bylaws pertaining to the Appointment of citizens to Boards and Committees are hereby repealed in their entirety.

Read a first, second, and third time and finally passed in open Council this 15th day of August, 2024.

Jim Martin, Mayor

Robert V. Angione, Clerk



The Corporation of the Township of Havelock-Belmont-Methuen

ECONOMIC DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. GOAL

To advise and assist Council and the citizens of the Township of Havelock-Belmont-Methuen on matters associated with the ongoing economic well-being and prosperity of the community.

2. PRINCIPLES

Principles that guide the work of the Economic Development Committee include:

- ◆ A commitment to enhancing the quality of life for all residents;
- ◆ A commitment to responsible and sustainable growth;
- ◆ A commitment to ensuring opportunity for future generations of Havelock-Belmont-Methuen residents;
- ◆ A commitment to collaboration and partnership to achieve common objectives.

The Economic Development Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and the Committee recommendations are non-binding and intended to be advisory in nature. Participation in the committee is voluntary.

3. MANDATE

The mandate of the Economic Development Committee of Havelock-Belmont-Methuen is to provide advice on a range of economic development activities including:

- ◆ Promotion of sustainable community economic development activities within the Township of Havelock-Belmont-Methuen including marketing of the community;
- ◆ Marketing and promotion of the Township of Havelock-Belmont-Methuen as an eastern Ontario destination;
- ◆ Supporting and enhancing growth opportunities for existing economic sectors within the community;

- ◆ Identifying new and emerging economic sectors and assessing growth potential;
- ◆ Identifying funding and partnership opportunities that would support a vibrant business community and downtown;
- ◆ Ensuring broad consultation with community stakeholders on economic development issues and opportunities;
- ◆ Working with other economic development organizations to enhance prosperity throughout the region;
- ◆ Communicating, and collaborating where appropriate, with the Chamber of Commerce and other community organizations;
- ◆ Providing input into the Economic Development Strategy and Community Improvement Plan of the Township of Havelock-Belmont-Methuen.

4. MEMBERSHIP

The Committee shall consist of no more than ten (10) members appointed by the Township Council who meet the criteria as outlined in these Terms of Reference.:

- ◆ Two (2) members of Council;
- ◆ Four (4) volunteers from the Business Community (two (2) village ward business representatives and two (2) township ward business representatives);
- ◆ One (1) representative from the Havelock Chamber of Commerce;
- ◆ One (1) advisor from Peterborough and the Kawarthas Economic Development agency.

Members will be selected from the business community at large on the basis of their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.

Members will be generally a Township of Havelock-Belmont-Methuen business license holder or employed by a Township of Havelock-Belmont-Methuen licensed business. Others may be considered where they have professional experience and other required qualifications not represented on the committee. Areas of expertise that may be sought include:

- ◆ Manufacturing
- ◆ Retail and Restaurant
- ◆ Tourism
- ◆ Agriculture
- ◆ Professional Services (i.e., Accounting, Legal, Health Care, Technology, etc.)
- ◆ Land Development (i.e., Developer, Construction, or Real Estate)

The business community and public are welcome to attend meetings and share opinions, but all decisions will be the responsibility of the appointed committee.

5. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

6. COMMITTEE CHAIR

A Member of Council shall function as Chairperson of the Committee.

7. MEETING SCHEDULES AND LOCATION

Meetings shall be open to the public and shall be conducted on a bi-monthly basis.

Meetings shall be held at the Municipal Office, 1 Ottawa Street East, Havelock, or at a mutually agreed upon accessible location within the municipality, if the Municipal Office is not available.

The Chairperson may call a “Special Meeting” to deal with issues of importance, which are time sensitive or urgent in nature. Notice to Committee Members and the public shall be provided at least 48 hours in advance of meeting.

The accidental omission to give 48 hours notice of any meeting of the Committee to its Members or the non-receipt of any notice by any Member or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any Member of the Committee may at any time waive notice of any meeting.

Quorum for meetings shall consist of a majority of the Members of the Committee. If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall be adjourned.

8. RESOURCES/STAFF SUPPORT

The CAO and Economic Development Officer shall provide advisory support, as needed, including such services as coordination of meetings.

The Economic Development Officer will act as the Committee Clerk and is responsible for preparing the meeting agendas and minutes.

The Committee may call upon the assistance of other Township Departments (e.g., Planning, Treasurer etc.), if needed.

9. REMUNERATION

Members of the Committee shall participate voluntarily, and as such, receive no compensation or remuneration.

10. REPORTING

It is not necessary for the Committee to submit reports to Council following each meeting. However, meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township).

The Committee may make recommendations to Council by way of a resolution in the minutes and these recommendations will be accompanied by a report from the CAO or Economic Development Officer providing the pertinent background information to the recommendation for Council's evaluation.

11. BUDGET

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

Any requests for funding that are outside the annual budget process must be submitted to Council for consideration and/or approval.

12. CLOSED MEETINGS

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of appointed Advisors and any Township Staff, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what subsection of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Clerk and absent

himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations by a report to Council for the removal of any member in accordance with the adopted policy.

15. INSURANCE

The Economic Development Committee is insured for office meeting work through the Township's Policy as it applies to these terms of reference.

16. DISSOLUTION

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

17. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, disrupting the work of the Committee or other legal issues. The process for expulsion of a member is as follows:

- ◆ If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties, or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- ◆ A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

18. VACANCIES

Council retains the right to appoint a new Committee member to fill a vacancy for the remainder of the unexpired term should a vacancy occur, for reasons of expulsion, or in the event of the death or disability of a member.

June 2023



The Corporation of the Township of Havelock-Belmont-Methuen
MATHISON PROPERTY AND PARKS COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Mathison Property and Parks Committee is a Committee of Council established for the purpose of advising Council of recommended options for enhancing the Township owned green space properties as a means to encourage residents and visitors to use the Mathison Property and Township parks for recreational (i.e. walking, biking, bird watching etc.) and educational purposes.

2. MANDATE

The Mandate of the Committee is to:

- ◆ Research issues associated with the development of the Mathison Property and Township parks in order to make recommendations to Council on various options for levels of activity.
- ◆ Review and make recommendations to Council on fundraising opportunities to assist with the capital and operating costs associated with this development.

3. MEMBERSHIP

The Committee shall consist of:

- Two (2) members of Council with one acting as the Chair and one acting as an Alternate.
- Four (4) volunteers from the Community.

The public are welcome to attend meetings to observe the proceedings.

4. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

5. COMMITTEE CHAIR

A Member of Council shall function as Chairperson of the Committee.

6. MEETING SCHEDULES AND LOCATION

Meetings shall be open to the public and shall be conducted on a quarterly basis.

Meetings shall be held at the Municipal Office, 1 Ottawa Street East, Havelock, or at a mutually agreed upon accessible location within the municipality, if the Municipal Office is not available.

The Chairperson may call a “Special Meeting” to deal with issues of importance which are time sensitive or urgent in nature. Notice to Committee Members, Advisors and public shall be provided at least 48 hours in advance of meeting.

Quorum for meetings shall consist of a majority of the Members of the Committee.

7. DUTIES AND FUNCTIONS

- ◆ Review Documents currently available.
- ◆ Establish criteria for property development.
- ◆ Prepare Minutes or regular reports on recommendations for Council per section # 10.
- ◆ Plan, organize and coordinate approved activities associated with the Mathison Property and Parks Fundraising.
- ◆ Assist Township Staff with the design and development of the Mathison Property and other Township parks.

8. RESOURCES/STAFF SUPPORT

Township staff shall provide advisory support, as needed, including such services as coordination of meetings. Parks Department staff along with Public Works staff may provide technical advice as required.

The Committee may call upon the assistance of other Township Departments (e.g. Treasurer) if needed.

9. REMUNERATION

Members of the Committee and Advisors shall participate voluntarily and as such, receive no compensation or remuneration.

10. REPORTING

The Committee Chair shall report to Council following each meeting. Meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township) and placed on the agenda of the next Open Session Council Meeting following a meeting of the Mathison Property and Parks Committee.

A report on the Committee's recommendations is to be submitted through the Committee Chair to Council as required.

11. BUDGET

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

12. CLOSED MEETINGS

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of any Township Staff and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what sub- section of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any Member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations via a report to Council for the removal of any member in accordance with adopted policy.

15. INSURANCE

The Mathison Property and Parks Committee is insured for Committee work through the Township's Policy as it applies to these terms of reference.

16. DISSOLUTION

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

17. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, disrupting the work of the Committee or other legal issues. The process for expulsion of a member is as follows:

- ◆ If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties, or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- ◆ A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

Revised: September 24, 2024



The Corporation of the Township of Havelock-Belmont-Methuen

YOUTH COMMITTEE

TERMS OF REFERENCE

1. GOAL

To advise Council, advocate for, and organize youth related activities and events for youths ages 9 – 15 residing within the Township of Havelock-Belmont-Methuen (HBM).

2. PRINCIPLES

Principles that guide the work of the Youth Committee include:

- A commitment to enhance the quality of life for residents ages 9 – 15.
- A commitment to being inclusive, welcoming, and accepting of all youths.
- A commitment to seeking out input from youth on important matters affecting them and recreational activities that interest them.
- A commitment to positively advocate for the youth of HBM.

Decisions of the Youth Committee are advisory and are not binding on the Township. Comments or decisions of the Committee must be in a form of a recommendation and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

3. MANDATE

The mandate of the Youth Committee of Havelock-Belmont-Methuen (HBM) is to:

- Engage youth within the Township of Havelock-Belmont-Methuen through the organization and execution of youth-based events and activities.
- Support and provide youth leadership opportunities.
- Ensure broad consultation with the youth community on youth related issues and opportunities.
- Communicate and collaborate, where appropriate, with other community organizations to engage youth throughout the township.
- Advocate in the best interests of the youth of HBM.

- Based on the stated mandate and purpose, the Youth Committee will establish its priorities at the beginning of each new term and develop a plan to focus the Committee's attention and actions.

4. MEMBERSHIP

The Committee shall consist of no more than ten (10) members appointed by the Township Council who meet the criteria as outlined in these Terms of Reference.:

- Two (2) members of Council with one acting as the Co-Chair
- One (1) staff member acting as the Secretary.
- Four (4) volunteers from the Community; two (2) adults (with one acting as the Co-chair) and two (2) youth representatives.
- No more than three (3) Committee advisors (non-voting)

Committee members will be selected from the community at large based on their demonstrated interest and participation in youth-based matters; volunteerism experience; availability; knowledge and applicable expertise.

Youth Committee meetings are open, the public are welcome to attend and share opinions, but all decisions will be the responsibility of the appointed committee.

5. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

6. COMMITTEE CO-CHAIR

One (1) member of Council shall function as a Co-chairperson of the Committee in conjunction with one (1) adult Co-chairperson member.

7. MEETING SCHEDULES AND LOCATION

Meetings shall be open to the public and shall be conducted monthly. Meeting dates, agendas, and minutes will be published on the township website www.hbmtwp.ca.

Meetings shall be held at the Town Hall, 1 Mathison St W, Havelock, or at a mutually agreed upon accessible location within the municipality.

The Co-chairperson(s) may call a “Special Meeting” to deal with issues of importance, which are time sensitive or urgent in nature. Notice to Committee Members and the public shall be provided at least 48 hours in advance of a meeting.

The accidental omission to give 48 hours notice of any meeting of the Committee to its Members or the non-receipt of any notice by any Member or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any Member of the Committee may at any time waive notice of any meeting.

The Quorum for meetings shall consist of a majority of the Members of the Committee (4 voting members). If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall be adjourned. Meeting minutes shall reflect this.

8. RESOURCES/STAFF SUPPORT

The CAO and/or assigned staff member shall provide advisory support, as needed, including such services as coordination of meetings.

The staff member will act as the Committee Clerk and will be responsible for preparing the meeting agendas and minutes.

The Committee may call upon the assistance of other Township Departments (e.g., Planning, Treasurer etc.), if needed.

9. REMUNERATION

Members of the Committee shall participate voluntarily, and as such, receive no compensation or remuneration.

10. REPORTING

It is not necessary for the Committee to submit reports to Council following each meeting. However, meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township).

The Committee may make recommendations to Council by way of a resolution in the minutes and these recommendations will be accompanied by a report from the CAO or Committee Clerk providing the pertinent background information to the recommendation for Council’s evaluation.

11. BUDGET

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

Any requests for funding that are outside the annual budget process must be submitted to Council for consideration and/or approval.

12. CLOSED MEETINGS

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of appointed Advisors and any Township Staff, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what sub- section of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Clerk and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations in a report to Council for the removal of any member in accordance with the adopted policy.

15. INSURANCE

The Youth Committee is insured for office meeting work through the Township's Policy as it applies to these terms of reference.

16. DISSOLUTION

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

17. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, disrupting the work of the Committee or other legal issues. The process for expulsion of a member is as follows:

- If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

18. VACANCIES

Council retains the right to appoint a new Committee member to fill a vacancy for the remainder of the unexpired term should a vacancy occur, for reasons of expulsion, or in the event of the death or disability of a member.

19. AMENDMENTS TO TERMS OF REFERENCE

The Terms of Reference of the Youth Committee should be reviewed at the end of each term. The Committee may recommend revisions to the Terms of Reference to Council for consideration.

January 2024



The Corporation of the Township of Havelock-Belmont-Methuen
CEMETERY BOARD

TERMS OF REFERENCE

1. PURPOSE

The Township of Havelock-Belmont-Methuen Cemetery Board is governed by the Funeral, Burial and Cremation Services Act, 2002, as amended, and as administered by the Bereavement Authority of Ontario.

The Township of Havelock-Belmont-Methuen Cemetery Board shall manage and oversee the operation of all cemeteries within the Township of Havelock-Belmont-Methuen.

2. MANDATE

The Mandate of The Township of Havelock-Belmont-Methuen Cemetery Board is to:

- a) Ensure the effective operation, maintenance and beautification of the cemeteries within the Township of Havelock-Belmont-Methuen;
- b) To supervise and manage the business and administrative matters of the cemeteries within the Township of Havelock-Belmont-Methuen; and
- c) Ensure that all operations and proceedings of the cemeteries within the Township of Havelock-Belmont-Methuen comply with the Funeral, Burial and Cremation Services Act, 2002, as amended.

3. MEMBERSHIP

The Committee shall consist of:

- Two (2) members of Council with one acting as the Council Representative and one acting as an Alternate.
- Five (5) volunteers from the Community as appointed by Council.

4. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

5. COMMITTEE CHAIR & SECRETARY TREASURER

At the first meeting following Board appointments, Members of the Board shall choose a member who shall function as Chairperson of the Committee.

At the first meeting following Board appointments, Members of the Board shall choose a member who shall function as the Secretary/Treasurer of the Board.

6. MEETING SCHEDULE

Meetings shall be open to the public for observation and shall be conducted on a quarterly basis.

An agenda shall be prepared and submitted to all Board members no later than three (3) days prior to the meeting by the Chair of the Board. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the Board. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for consideration and comment following each Board meeting.

The Chairperson may call a “Special Meeting” to deal with issues of importance which are time sensitive or urgent in nature. Notice to Committee Members, Advisors and the public shall be provided at least 48 hours in advance of the meeting.

Quorum for meetings shall consist of a majority of the Members of the Board.

7. DUTIES AND FUNCTIONS

7.1 The Secretary/Treasurer will provide administrative support that shall include:

- a) Preparation and distribution of meeting agendas;
- b) Attendance at meetings;
- c) Record and circulate minutes;
- d) Facilitate Board communication;
- e) Attend to administrative duties including banking requirements, correspondence, accounts payable, accounts receivable;
- f) Maintain key cemetery documents and records including burial permits, interment rights certificates, contracts and calculating and filing of HST returns;
- g) Creating and managing financial reports, annual operating budget and grant applications; and,
- h) Preparing year end reconciliation and completion of schedules and working papers for the audit and financial statements.

8. RESOURCES/STAFF SUPPORT

8.1 The Board has the authority to set the compensation and job descriptions for Board members and hired staff.

The Board may call upon the assistance of Township Departments (e.g. Treasurer) if needed.

9. REMUNERATION

The Board has the authority to set the compensation and job descriptions for Board members and hired staff. A stipend for Board members may be recommended by Council via the appointment by-law.

10. REPORTING

The Board Chair shall report to Council following each meeting. Meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township) and placed on the agenda of the next Open Session Council Meeting following a meeting of the Cemetery Board.

A report on the Board's recommendations is to be submitted through the Board Chair to Council as required.

11. FINANCIAL MANAGEMENT

11.1 Income generated through the operations of the Township of Havelock-Belmont-Methuen cemeteries shall be managed by the Cemetery Board.

11.2 The Township of Havelock-Belmont-Methuen Cemetery Board shall disperse funds in a manner deemed necessary by the Board.

11.3 In accordance with the Funeral, Burial and Cremation Services Act, 2002, as amended, the Township of Havelock-Belmont-Methuen may act as trustee and hold care and maintenance funds in trust for the Township of Havelock-Belmont-Methuen Cemetery Board if requested by the Cemetery Board and if agreed to by Township Council. Only the income from the fund may be used for the ongoing care and maintenance of the cemetery and its monuments.

11.4 The accounts and transactions of the Board shall be audited by the Municipal Auditor in the same manner as the accounts and transactions of the Township, and all minutes, books, records, documents, transactions, accounts and vouchers of the Board shall be open to the Municipal Auditor for inspection at all times.

12. CLOSED MEETINGS

The Board may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of any Township Staff and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what sub- section of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any Member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations via a report to Council for the removal of any member in accordance with adopted policy.

15. CONDUCT OF BOARD MEMBERS

All Board members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

16. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*; disrupting the work of the Board or other legal issues. The process for expulsion of a member is as follows:

- ◆ If a member of the Board ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties, or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- ◆ A proposed recommendation to Council to terminate the appointment of a member of the Board, shall be approved by Council resolution.

17. RISK MANAGEMENT

It shall be the responsibility of the Cemetery Board to obtain general liability insurance for Board Members and employees of the Board and it shall be the responsibility of the Cemetery Board to obtain Errors and Omissions coverage for all Board Members and employees of the Board.

Revised: September 24, 2024

From: [John Richards](#)
To: [Bob Angione](#)
Subject: The Royal Canadian Legion Ontario Command- 12th Annual Military Service Recognition Book
Date: September 23, 2024 11:01:08 AM
Attachments: [image.png](#)
[Rates.pdf](#)

Hello Bob & Council,

I just called and left you a message as a heads up I would email you. I was hoping you could bring this to the next week's meeting for review.

I would like to thank the Mayor & Council for supporting every single year with our Military Service Recognition Book, we really appreciate it.

Please find the attached information outlining the Command Legion's important remembrance project this year on behalf of our Veterans.

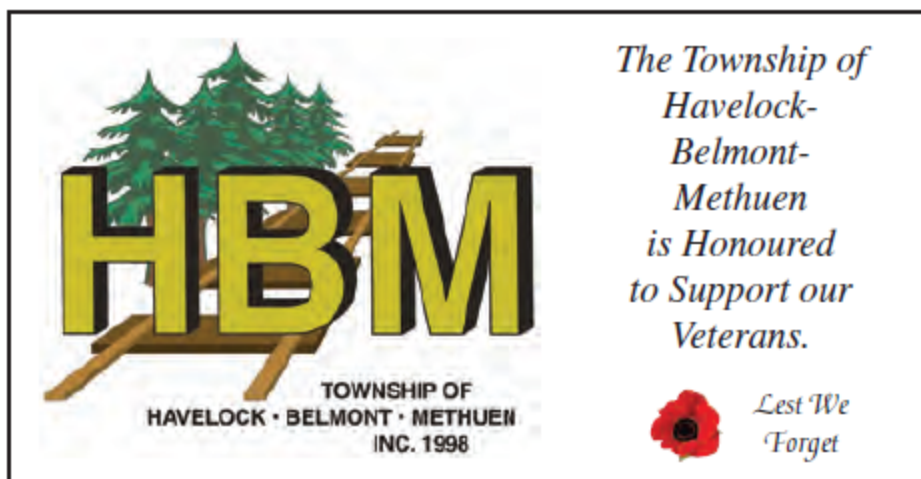
This unique remembrance publication includes past and present-day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **October 2025**, in advance of our Annual Remembrance Day Ceremonies.

Proceeds raised from this annual project are used to support the **Veterans Transition Programs** that help Veterans who suffer from PTSD, Mental Illness and other such challenges. These programs assist them in transitioning from military life to civilian life.

It is available for all to see at local legion branches and online at the Ontario Command Legion's website: <http://www.on.legion.ca/remembrance/military-service-recognition-book>. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

We would be honoured to count on **TOWNSHIP OF HAVELOCK-BELMONT-METHUEN** to support and show appreciation for our Veterans by purchasing the **BUSINESS CARD COLOR AD FOR \$395 AGAIN** in our next edition.

Here is a copy of your business card color from the very last book to review.



If you require any additional information, please reply to this email or phone me at our toll-free number below.

Sincerely,

John Richards

**Advertising Rep / Publication Office
The Royal Canadian Legion Ontario Command
Campaign Office
(1-855-241-6967)
oncl@fenety.com**



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www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be once again printing over **10,000 copies** of our **12TH annual “Military Service Recognition Book”**, scheduled for release by October 2025. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada’s largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion’s continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

**Derek Moore
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>HST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2,579.65	+	\$335.35	=	\$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,243.36	+	\$291.64	=	\$2,535.00
2 Page Spread (Full Colour)	\$3,588.50	+	\$466.50	=	\$4,055.00
Full Page (Full Colour) 7" X 9.735"	\$1,765.49	+	\$229.51	=	\$1,995.00
½ Page (Full Colour) 7" X 4.735"	\$969.03	+	\$125.97	=	\$1,095.00
¼ Page (Full Colour) 3.375" X 4.735"	\$575.22	+	\$74.78	=	\$650.00
1/10 Page (Full Colour b/card) 3.375" X 1.735"	\$349.56	+	\$45.44	=	\$395.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:
The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6





THE ROYAL CANADIAN LEGION *ONTARIO COMMAND*

DEAR VALUED SUPPORTER

Thank you for your pledge to the “Military Service Recognition Book”, a project of The Royal Canadian Legion, Ontario Command.

This annual publication helps identify and recognize many of the Veterans of Ontario who served their country. As “Keepers of Remembrance”, The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The Military Service Recognition Book serves as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

Our organization is Canada’s largest Veterans organization dedicated to serving them through advocacy, emergency assistance and providing free of charge assistance with pension applications. We are not affiliated with any level of government, nor do we receive funding from any level of government. Branches rely on membership dues, fundraising activities and donations. In Ontario we have over 390 branches with over 200 Ladies’ Auxiliaries made up of over 91,000 men and women. Together they support their communities through countless hours of volunteer work to support sponsorships of youth activities such as track and field, soccer, hockey, Cadets, Boy Scouts and Girl Guides. Branches award over \$815,000 each year in grants from poppy funds to ex-service and still serving personnel and/or their dependents.

With the support of our Branches and Ladies’ Auxiliaries our Command disburses over \$620,000 each year through our Charitable Foundation to Hospitals, Long Term Care Homes and Volunteer Fire Services for much needed medical equipment and over \$200,000 in bursary awards to deserving students.

Your support for this project helps support Veteran Transition Programs of the Royal Canadian Legion, Ontario Command.

Please Note: The Royal Canadian Legion Ontario Command is a non-profit association, but not a registered charitable organization, therefore a tax receipt will not be issued.

There will be over 10,000 hard copies of this book printed and distributed free of charge in our communities throughout Ontario. Copies will be given by branches to public schools and libraries which can be used as a teaching tool. An electronic version of our publication will also be posted on our website www.on.legion.ca.

Again thank you for your sponsorship and support of this very worthwhile project.

Yours sincerely,

Derek Moore
President
Ontario Command



High Speed Wireless Internet "Connecting Communities To The World"

805 County Road 46 Havelock, Ontario, K0L 1Z0
833-875-5553 info@rurallynx.com www.rurallynx.com

Peninsula Road Internet Tower Location

RuralLynx would like to ask of Mayor Jim Martin and Council Members to give financial relief to RuralLynx in acquiring a second survey for the location of the Internet tower at Lots 15 & 16 Concession 6 Havelock Belmont Methuen Township, GPS Coordinates: 44.651280, -77.933946 .

RuralLynx has already paid for the original survey stating the location of the tower on HBM township land (see invoice included with proposal). The township is now requesting a second survey be done with drawings to visually show the location of the tower (see estimate included with proposal).

RuralLynx has financially contributed the sum of \$2062.25 for the original survey and would need to pay out another \$5500.00 for the second survey. This would substantially affect the financial sustainability of the tower to provide internet to the residence on Kasshabog Lake.

RuralLynx internet towers are smaller towers which only provide service to a limited number of customers, unlike large cell towers which produce large revenues for large service providers. I would appreciate your understanding in this matter.

Thank you for your time,

Ray Abrams, Owner/Operator
RuralLynx High Speed Internet
ray.abrams@rurallynx.com



3177 LAKEFIELD ROAD, BOX 70,
LAKEFIELD, ONTARIO K0L 2H0
TEL. 705-652-6198
Email: info@jbfsurveyors.com
www.jbfsurveyors.com

26 June 2023

Township of Havelock-Belmont-Methuen
1 Ottawa St East
Havelock, ON
K0L 1Z0

Attention: Sonia Aaltonen
Building/Planning Administrative Assistant

Re: Location of Internet Tower
Road Allowance Between Lots 15 & 16, Concession 6
Geographic Village of Methuen
Township of Havelock-Belmont-Methuen
(Between #508 & 544 Peninsula Road)

Our Project #9038

Dear Ms. Aaltonen:

We are pleased to report that we have now completed the survey at the above noted site.

On 14 June 2023, a field crew from this office re-established the limits of the unopened municipal Road Allowance Between Lots 15 & 16 in Concession 6 (herein after referred to as Road Allowance). The purpose of the survey was to locate the position of the recently constructed internet tower.

From the results of this survey, I hereby certify that the tower and adjacent metal clad building are located entirely within the limits of the municipal Road Allowance.

The tower and building are located 5.2 and 4.3 metres (respectively) south of the northerly limit of (or within) the Road Allowance. The tower and building are located 13.8 and 14.5 metres (respectively) north of the southerly limit of (or within) the Road Allowance.

We trust you will find all in order, but if you should have any questions, please do not hesitate to call.

Yours truly,



Christopher E. Musclow
Ontario Land Surveyor

From: [Chris Musclow](#)
To: ray.abrams@rurallynx.com
Cc: [JBF Surveyors](#)
Subject: Re[3]: Internet Tower Location
Date: Tuesday, April 16, 2024 12:38:35 PM

Greetings Ray.

I spoke with Travis Toms on Friday regarding the needs for the Internet Tower.

Because the tower is on the unopened municipal Road Allowance, a License of Occupation (LO) will be required. The LO will be deposited on title and the type of survey plan that is required is called a Reference Plan (R-Plan). The R-Plan will define the legal limits of the LO. This will be something that you'll need to come to an agreement (if you haven't already) with the Township.

Once we have a clear definition of what those dimensions are, we will return to the site to plant survey posts to identify the area.

Travis advised that you will need to consider the area that will be used for maintenance of the tower - such as: Access to the site, Parking, fencing or other features. All of this will need to be incorporated within the boundaries of the "LO" R-Plan. He also mentioned hydro service to the tower as well.

The Township has asked for a Site Plan showing these specific details. We would be happy to prepare a Site Plan showing the same, but will need some guidance from you to do so.

Costs:

The cost to prepare and deposit the R-Plan will not exceed \$4,250 (plus HST). This cost reflects the savings that are realized from using our extensive prior work.

The cost to prepare a Site Plan showing the proposed site features would fall between the range of \$750 and \$1,250. The range is dependent on the number of iterations are required for the Site Plan. If it's fairly simple and not a lot of changes, then it would be at the bottom range.

Total project costs would not exceed \$5,500 (plus HST).

As far as timing goes, we would be able to commence your survey within 8 weeks from the date of your authorization to proceed. This wait time is due to existing clients (who are already in waiting queue) as well as construction project commitments that I must honour. The resulting plan would be ready for you approximately 6 to 8 weeks after the field date.

If you are agreeable to the above, kindly reply to info@jbfsurveyors.com and provide Sara (cc'd) with your contact/ mailing information. Once we receive this information, she can set up your project.

Should you have any further questions, feel free to contact me.

Best regards,

INVOICE

Township Of Havelock-Belmont-Methuen
1 Ottawa St E P.O. Box 10
Havelock, ON K0L 1Z0

Customer Number

0003009038

General Receivables

Invoice Number: 0078442

Billing Date: JUN 7, 2023

Due Date: JUN 30, 2023

Amount Due: 2,062.25

Amount Enclosed \$ _____

RURALLYNX
C/O RAY ABRAMS
805 COUNTY RD 46
HAVELOCK, ON K0L 1Z0

0003009038

Please detach and return this portion with your payment.

Description	Unit Charge	Qty	Amount
Invoice: 0078442 Survey Reimbursement			
A/R MISC	1,650.0000	1.00000	1,650.00
HARMONIZED SALES TAX	214.5000	1.00000	214.50
		Billing Amount:	1,864.50
SURVEY REIMBURSEMENT-KOSH LAKE			

0003009038
RURALLYNX
C/O RAY ABRAMS
805 COUNTY RD 46
HAVELOCK, ON K0L 1Z0

Prev. Balance	197.75
Invoice Charges	<u>1,864.50</u>
Balance Due	2,062.25

A finance charge of 1.25 % per month is added to balances not paid before due date.

Township Of Havelock-Belmont-Methuen
Telephone - (705) 778-2308 or (877) 767-2795
Open Session Regular Council Meeting - October 1, 2024

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Travis Toms, Chief Building Official
Meeting Date: December 5, 2023
Subject: License of Occupation - Unopened Road Allowance
Peninsula Road – Internet Tower

PURPOSE:

The purpose of this report is to inform Council of the request from Ray Abrams of Rural Lynx, to enter into a license of occupation, for the existing internet tower located within an unopened municipal road allowance.

RECOMMENDATION:

- That Council authorize staff to proceed with the preparation of a Licence of Occupation between the Township and Ray Abrams owner of Rural Lynx, to allow the existing internet tower as placed. The agreement would be presented to Council with a report at a subsequent Council meeting;
- Be it resolved that the balance of this report be received.

BACKGROUND:

In May of 2023, Township staff received a complaint that an internet tower had been placed on land Crown land. Subsequent to the complaint, JBF Surveyors were hired to confirm the location of the internet tower. Rural Lynx had been in communication with a neighbouring property owner prior to the installation of the tower, and it was their understanding that the road allowance was actually part of their property at 531 Peninsula Road. Confirmation by JBF Surveyors, is that the tower was located on the Township unopened road allowance, adjacent to the Crown land.

FINANCIAL IMPACT:

No costs associated with this request at the present time.

ATTACHMENTS:

1. Letter of request from Ray Abram, of Rural Lynx.
2. JBF Surveyor letter and mapping approximate location.
3. GIS mapping.

Respectfully submitted by:

Travis Toms

Travis Toms
Chief Building Official/By-Law Enforcement Officer

Previous Council Report



High Speed Wireless Internet “Connecting Communities To The World”

805 County Road 46 Havelock, Ontario, K0L 1Z0
705-875-5553 info@rurallynx.com www.rurallynx.com

Dear Mayor and Members of Council,

I am Ray Abrams the owner of RuralLynx High Speed Internet. We supply internet to rural areas in the region of HBM. I have built an internet tower at the address of 530 Pennisula Road Havelock Ontario on Kosh Lake. Over the past year and a half, it has service people on the lake that couldn't get reliable, and affordable internet.

It has now come to my attention that the portion of land the tower was built on does not belong to the owners at 530 Pennisula Road but is on a portion of HBM township land.

I would like to propose to Council that they consider granting RuralLynx a land use permit or an encroachment agreement, so as RuralLynx can continue to service Kosh Lake residence with internet.

I have included a letter from HBM selected surveyors stating the tower location.

Thankyou for your time

Sincerely , Ray Abrams



3177 LAKEFIELD ROAD, BOX 70,
LAKEFIELD, ONTARIO K0L 2H0
TEL. 705-652-6198
Email: info@jbfsurveyors.com
www.jbfsurveyors.com

26 June 2023

Township of Havelock-Belmont-Methuen
1 Ottawa St East
Havelock, ON
K0L 1Z0

Attention: Sonia Aaltonen
Building/Planning Administrative Assistant

Re: Location of Internet Tower
Road Allowance Between Lots 15 & 16, Concession 6
Geographic Village of Methuen
Township of Havelock-Belmont-Methuen
(Between #508 & 544 Peninsula Road)

Our Project #9038

Dear Ms. Aaltonen:

We are pleased to report that we have now completed the survey at the above noted site.

On 14 June 2023, a field crew from this office re-established the limits of the unopened municipal Road Allowance Between Lots 15 & 16 in Concession 6 (herein after referred to as Road Allowance). The purpose of the survey was to locate the position of the recently constructed internet tower.

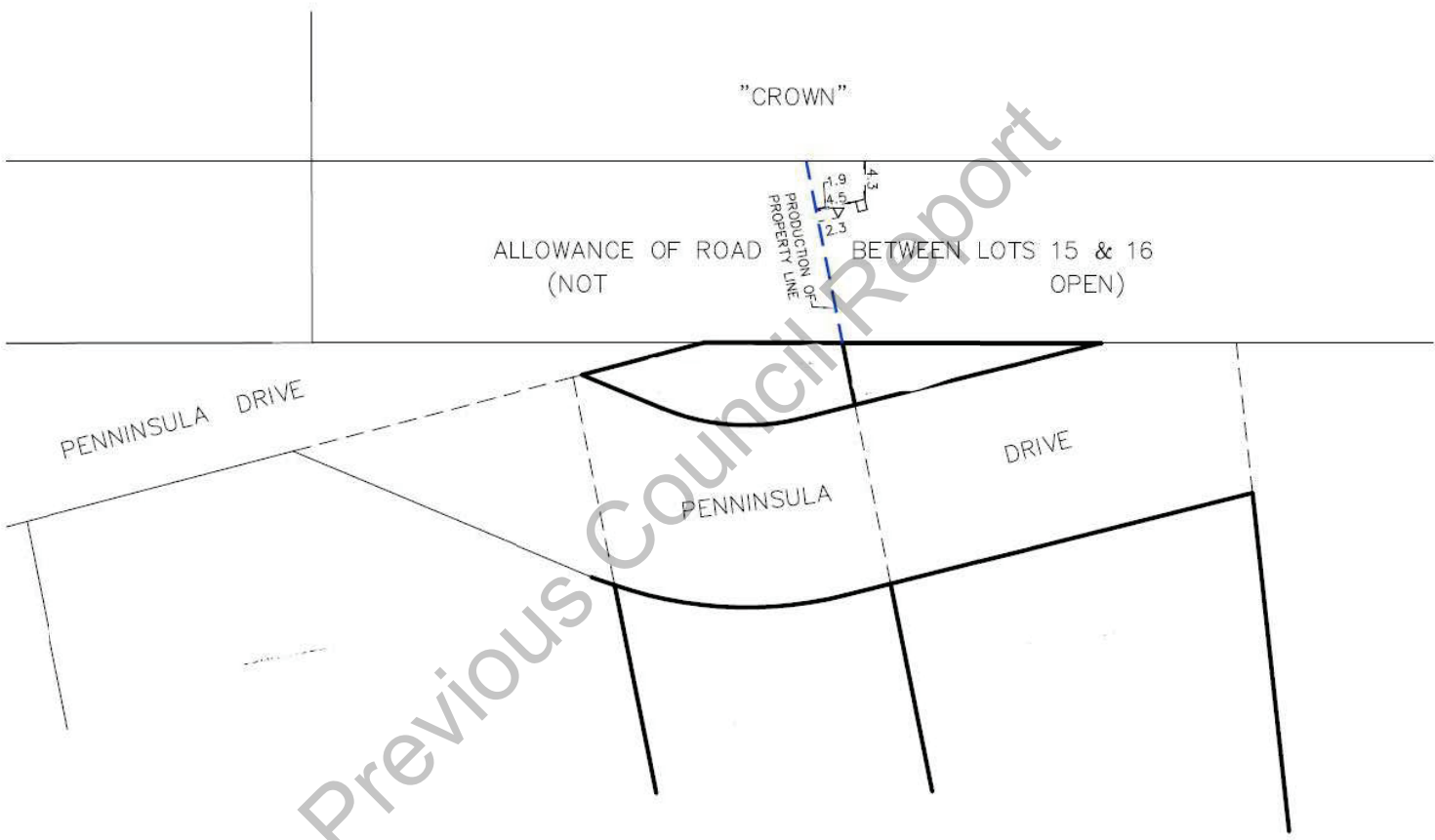
From the results of this survey, I hereby certify that the tower and adjacent metal clad building are located entirely within the limits of the municipal Road Allowance.

The tower and building are located 5.2 and 4.3 metres (respectively) south of the northerly limit of (or within) the Road Allowance. The tower and building are located 13.8 and 14.5 metres (respectively) north of the southerly limit of (or within) the Road Allowance.

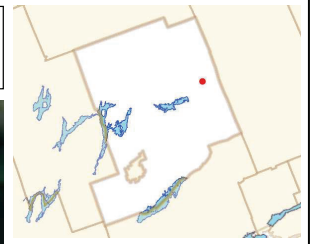
We trust you will find all in order, but if you should have any questions, please do not hesitate to call.

Yours truly,


Christopher E. Musclow
Ontario Land Surveyor



Previous Council Report



- Legend**
- Roads < 50,000**
 - PRIV : Private; PRIV
 - City Arterial
 - City Collector and Local
 - City Owned Unclassified
 - Provincial
 - County
 - Township
 - Water Access Only
 - Outside Roads < 50,000**
 - Major Roads
 - Local Roads
 - Peterborough Proposed Bypass**
 - Civic Address**
 - Parcel Fabric**
 - Parcel First Nations - Canada I**
 - Rivers**
 - Intermittent
 - Permanent
 - Clean Water Act Policies Apply**
 - Provincially Significant Wetland**
 - Locally Significant Wetlands**
 - Non-evaluated Wetlands**
 - Lakes - Local Scale**
 - Municipal Boundary - Upper Ti**
 - <all other values>
 - COUNTY OF PETERBOROUGH

Notes

10.7 0 5.34 10.7 Meters

NAD83_CSRS98_UTM_zone_17N
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 1, 2024
Subject: Councillor Activity Report

Purpose:

The purpose of this report is to provide a summary of Council Member activities including Committee Liaison meetings.

Recommendation:

That the report of the Chief Administrative Officer/Clerk providing a summary of Council Member activities including Committee Liaison meetings be received for information.

Background:

The summary of Council activities including Committee Liaison meetings is as follows and reflects submissions received:

Beverly Flagler

1. Eastern Ontario Trails Alliance (EOTA) – June 12, 2024 (Minutes)
2. HBM Youth Committee – May 23, 2024 and August 21, 2024 (Minutes)

Kathy Clement

1. Agricultural Tour 2024 – September 19, 2024
2. Association of Ontario Road Supervisors (AORS) – September 24, 2024

Hart Webb

1. Economic Development Committee – May 27, 2024 and June 24, 2024 (Minutes)

Financial Impact:

There is no financial impact associated with the summary of Council activities on this meeting's agenda.

Respectfully Submitted:

Bob Angione

Bob Angione, Chief Administrative Officer/Clerk

Eastern Ontario Trails Alliance
Board Meeting Minutes – Tweed Municipal Office and Zoom
Wednesday, June 12, 2024 at 10:00 AM

In Attendance: Cindy Cassidy – EOTA, Loyde Blackburn – Hastings County, Roger Davis – Hastings Highlands, Fred Fowler – North Frontenac, Bill Cox – Addington Highlands, Dennis Savery-Mun of Trent Hills, Nicki Gowdy-Central Frontenac, Kelly Way-EOTA, Eric Daoust- Mun. Marmora and Lake, Robert Sararas-Mun of Centre Hastings, George Eastman – Town of Bancroft , Jeremy Solmes-Stirling-Rawdon

Regrets: Cam McKenzie, Beverley Flagler

Vice-Chair Loyde Blackburn chaired the meeting. He asked for any pecuniary interest. None was noted.

Vice-Chair Blackburn welcomed everyone.

Motion

To put the minutes on the floor made by board member Eric Daoust, seconded by board member Dennis Savery.

Board member Robert Sararas pointed out an error on page 4. It was amended.

Motion

To accept the minutes as corrected by board member Eric Daoust, seconded by George Eastman. Carried.

Financials

We have \$173,893.00. in the bank. We received \$60,374.00 from ICIP. We received \$1,250.00 from Trans Canada trail for spring clean up. We received \$10,000.00 from Central Frontenac, \$500.00 from Addington Highlands and \$15,000.00 from Quinte West.

We sold \$68,340.00 in pass sales for the month of May. At the end of May 2023 we had sold \$104,543.50 and at the end of May 2024 we sold \$120,420.00.

\$155,456.00 was our income for May. This gives us \$408,934.00 in actual income to date. Our expenses for May were \$23,159.00. The trail rehabilitation and renovation is at \$28,229.00.

We have one more payment for insurance of \$3,125.00. Our total expenses for the month are \$86,769.00 and are \$239,031.00 to date.

Motion

To accept the financials made by board member Fred Fowler, seconded by board member Bill Cox. Carried.

EOTA Board Meeting Minutes
Wednesday, June 12, 2024
Page 2

Correspondence

We have received the Resolution from Hastings County to support the One Pass. It is similar to the one from Frontenac County but directed to the year round trail riding and share-use as well as dirt bikes. We have sent the resolution to Havelock-Belmont-Methuen and Addington Highlands.

We received a nice email from Paul Carr from the city of Belleville, congratulating EOTA on our 25 years maintaining the trails.

We have confirmed with Bob Angione, the Clerk at HBM, said that they do in fact receive our minutes and have been receiving them.

25th Anniversary Celebration

Cindy said that the celebration was a success. About 90 people attended. The food was delicious. Thank you to everyone for coming out. We received certificates from the County of Hastings, the Government of Canada and the municipality of Tweed. Board member Bill Cox would like to thank Cindy for the party that she, Kelly and Jenn put on. Board member Dennis Savery said it was a first class event. He is very proud to be a director of this group. He also said that violets mean forget-me-not. Fred Fowler asked if we were sending the minutes to North Frontenac. Kelly responded that yes we are.

Destination Ontario

Cindy has been working with Claude Aumont of Destination Ontario. They are working on an event for June 21, 2025 with Ride for Dads. Ride for Dad in support of Prostate Cancer Fight Foundation Dad for Dads. The event will be held at Stoco Lake Lodge in Tweed. The province has said they will kick in \$30,000.00. There could be up to 1000 bikes on the trail and everyone will need a day pass.

2024 Work Plan and Cindy's Report

EOTA needs the Bancroft bridge drawings. The town has not found them so far, so they will ask the Public Works Department. Board member George Eastman is hoping that this request will be on their agenda tomorrow.

We received an estimate for grading and gravel for the Havelock area. We will need to get a permit from the conservation authority because a culvert needs to be changed.

We have started grading and are down to Barker Road.

EOTA Board Meeting Minutes

Wednesday, June 12, 2024

Page 3

2024 Work Plan and Cindy's Report (Cont'd)

Marmora mines trail is greatly improved and we have been getting positive feedback. Board member Eric Daoust wants to thank EOTA for the vast improvements. This trail is a major route into town for people to access food, fuel and accommodation. Cindy said the cost was about \$10,000.00 but well worth it. Board member Daoust said that Marmora and Lake are working through the Economic Development Advisory committee about signage.

Motion

To receive Cindy's Work plan and report made by board member Dennis Savery, seconded by board member Roger Davis. Carried.

Questions for OFATV

Vice Chair Blackburn reminded everyone that they were asked to come up with questions for OFATV. Board member Fowler said we need to ensure that the same information is on all trail passes, and that they will all be multi-use because OFATV has ATV only passes. Cindy is hoping that the different resolutions being passed and that are being sent to the Minister include dirt bikes and dual sport motorcycles.

Board member Nicki Gowdy would like a definition of trail maintenance and management. When she posed the question to Shari Black at the Frontenac County presentation about whether they do engineering and replacement of structures, do they do gravel and grading. Shari Black said that no they don't do that kind of work but in their literature they say they do. Her other question is where can we find their financials. Board member Bill Cox wants to know how their administration operates. Who do they report to? He just wants to know that OFATV operates in a clean manner like EOTA.

Board member Daoust says that some of OFATV's trails are not wide enough for side by sides. How would that be addressed. How would snowmobile use work? What would trail mapping look like for clubs that don't have year round access versus winter access? What is their direction to the OPP for enforcement? What authority do they give their wardens for self-policing? He would like information on how their insurance packages work, as they are promoting them as the best around. How do they allocate funds to their clubs? Who is responsible for what? Ultimately where is the liability and where does the responsibility lie? Cindy said that EOTA's insurance company, a while ago, advised them not to have wardens. Cindy would like clarification on OFATV's claim to have 8500 kilometres of trail. How much are on roads? They also claim to be self-sustaining.

Vice-Chair Blackburn said he did get a copy of their presentation and for him it is very apparent that they are back to playing the old game of who is going to be king of the hill. Their

Questions to OFATV (Cont'd)

presentation clearly indicates that they want full control. His question to OFATV is if we are all in this together for recreational and tourism development, are you going to be able to get on the same page. EOTA has done their presentation to the ministers and we never said to them that we wanted to be king of the hill. Are we in this for the same reason? His second question is OFATV going to have the ability and foresight to go multi-use? We do not want a single trail pass across Ontario for ATVs only.

Cindy said that we will compile a list of questions and then see if OFATV want to meet at the end of June.

Other

Kawartha ATV wanted to meet with EOTA and since then Cindy and Carolyn Richards have met. Carolyn also represents Haliburton and Quad Niagara. She is also affiliated with Ontario Federation of Trail Riders. They are very supportive of coming together. Cindy has asked Carolyn to go back and review the One Pass proposal and the EOTA/OFATV partnership proposal. They can use it as a template between EOTA and her organizations. Cindy said let's all gather our 2023 financials and come up with a plan. Board member Bill Cox asked if we had a meeting date yet. Cindy said no.

Chair Solmes wanted to thank the staff and Cindy for organizing the 25th Anniversary Celebration . It was a great success.

Motion

To adjourn made by board member Fred Fowler, seconded by Dennis Savery. Carried.



HBM YOUTH COMMITTEE MEETING MINUTES

Date: May 23, 2024

Time: 7:00 p.m.

Place: Town Hall
1 Mathison St W

Attendees: Debbie Ottley (Co-Chair), Gracie Peet-Riel, Noah George, Joshua McKay, and Shari Gottschalk (Secretary)

Regrets: Bev Flagler (Co-Chair), Hart Webb, Mick Riel

Call to Order: 7:06 pm

An open Regular Meeting of the HBM Youth Committee for the Township of Havelock-Belmont-Methuen took place on May 24, 2024, and commenced at 7:06 p.m. and was held at 1 Mathison St W, Havelock.

Minutes of Economic Development Committee Meetings

- A motion was put forward to accept the minutes from the May 24, 2024, committee meeting.
Moved by Debbie Ottley
Seconded by Gracie Peet Riel
Carried

Delegations and Presentations:

None

COMMITTEE BUSINESS:

1. Movie Night

- Tentative Date – considering July 27, 2024. Shari G. to find out if the Town Hall is free that day, and if so, book it tentatively. Shari to submit 'in-kind' use request letter to the Council.
- Theme – we're going to capitalize on the excitement around the Barbie movie. For ages 9-12 years we'll show the 'older' Barbie movie as a matinee and for 13-15 years will show the 'New' Barbie movie at 7pm. Debbie is going to get the Lions screen and Shari is going to use her projector. Gracie offered to use her laptop to connect to the projector.

2. Bike Rodeo

- Tentative Date – it will be likely scheduled in September 2024. Debbie is waiting to hear from Jason Huffman (HBPS). Debbie highlighted she's already spoken with Kim Henderson of the Police Services Committee, and they will partner with us to run the event. Kim will coordinate with the Auxiliary OPP in terms of getting their assistance and support.
- Bikes – Debbie shared that Kathy Clement knows a person who can offer up 3-4 bikes to use.
- Poster – Shari will create the poster and social media graphic for the event.

- Location – it will be held at the Havelock-Belmont Public School. Shari will have to create a Youth Committee profile on the HBPS Event Rental webpage so that we have it (takes 2 weeks to set up).

3. Kids Bingo

- Tentative Date – targeting Friday, October 25, 2024. Shari G. to find out if the Town Hall is free that day, and if so, book it tentatively. Shari is to submit an ‘in-kind’ use request letter to the Council.
- Location – Debbie to confirm with Gerald Brunton that we can still use the Seniors Club for Bingo.

4. Over-age Young People’s Dance

- Tentative Date – targeting Friday, Nov. 29, 2024. Shari G. to find out if the Town Hall is free that day, and if so, book tentatively. Shari is to submit an ‘in-kind’ use request letter to the Council.
- Location – Noah is going to reach out to Jamie Sole to see if we can book that event, it's well set up for a dance event.

5. Kahoot Trivia

- Tentative Date – targeting Friday, October 25, 2024. Shari G. to find out if the Town Hall is free that day, and if so, book it tentatively. Shari is to submit an ‘in-kind’ use request letter to the Council.

6. Christmas Drama Event

- Drama Day-camp – targeting Saturday, December 14, 2024. It will be a full day-long event ending in a dramatic Show for parents/friends. The lead organizers will be Gracie & Joshua.
- Location – Town Hall

7. Soap Box Derby

- Derby Cars –Debbie is going to reach out to Andy Sharpe and Ken Pierce to check out the derby cars stored in the Town Hall garage to make sure they are fully operational.
- Tentative Date – the committee is considering Aug. 24, 2024, from 10am - 2pm. Shari G. to find out if the Town Hall is free that day, and if so, book it tentative. Shari is to submit an ‘in-kind’ use request letter to the Council.
- Location Date – the committee is considering launching them down Mathison St towards Victoria St, different from earlier races, but doable. Shari will need to include a Report to the Council, also we will need to include a Traffic Plan approved by Peter Lauesen. Also, we will need to petition the street and get approval from all street residents.
- Poster – Shari will create the poster and social media graphic for the event.

8. Youth Olympics (HBPS)

- Tentative Date – targeting June 22, 2024, and Gracie to confirm this date works with Mick before we reach out to HBPS.
- Events – soccer, basketball, obstacle course, track-n-field, and we can likely have temporary tattoos available for participants and visitors.

9. Youth Dance

- Tentative Date – we should do another Youth Dance in September. Date to be confirmed next meeting.

OTHER BUSINESS

1. Vulnerable Sector Check

- Letter Template – letter updated but needs to be signed by Bob Angione, CAO. Debbie signed the template and will stop by to have it signed by Bob. Shari will bring copies of the signed letter to the next Committee meeting to be completed by each person 18 years and older.

2. Canada Day Float

- Theme – Barbie and beach theme with Palm trees, and beach balls. Debbie will speak with Sue Thompson of the Lions to register our float for the parade.
- Trailer – Debbie will reach out to Phil Higgins to see if we can borrow his trailer.

3. Financial Update

- Debbie reported we have raised \$665.22. She is going to spend some of the money on a HBM Youth Committee banner to be used for the Canada Day float, but also to post at our events.

Next Meeting: Wednesday, June 29, 2024 @ 7 pm

Meeting Adjournment

A Motion was raised to adjourn the meeting.

Moved by Gracie Peet Riel
Seconded by Noah George
Carried.

The meeting was adjourned at 8:35 p.m.

Attachments: None

Chair

Secretary



HBM YOUTH COMMITTEE MEETING MINUTES

Date: August 21, 2024

Time: 7:00 p.m.

Place: Old Town Hall

Attendees: Debbie Ottley (Co-Chair), Kim Henderson (Treasurer), Gracie Peet-Riel, Parker Brown, and Shari Gottschalk (Secretary)

Regrets: Mick Riel, Bev Flagler, Hart Webb, Noah George, Joshua McKay

Call to Order: 7:07 pm

A motion was brought forward to bring the HBM Youth Committee to order.

Moved by Gracie Peet-Riel
Seconded by Gracie Peet-Riel
Carried.

COMMITTEE BUSINESS

1. Treasurer Report

- Kim H. has encountered issues setting up the TD Bank Account for the committee.
- Shari will reach out to the Havelock TD branch contact to reschedule the new account set-up appointment for Kim H. and Debbie O. The general info shared in the original invitation was confusing and seemed inappropriate.

2. Youth Dance

- Confirmed the date is Friday, September 27 @ 7pm
- \$5.00 admission includes 2 FREE snack or drink items. All additional snack/drink items will be \$1/each.
- Debbie O. confirmed DJ Paden will be the DJ. Shari G. to send online 'In-kind Usage' request to Parks, Recreation and Facilities.
- Theme will be "Back to the Future" tying in to Back to School.
- Shari G. to create a poster and social media graphic/messaging. Shari G. to print a bunch of posters and bring them to the next meeting.
- Debbie O. will be exploring sponsorship and donor opportunities.
- **Rules for the door:**
 - the group discussed that children 12 years or older can come and go.
 - all children 9-11 years must be accompanied by accompanied by someone 12 years of age or signed in by a parent and not to leave early.
 - Shari G. will create a YOUTH DANCE RULES sign for the door and 2 (laminated) for the railings. We will also need a sign-in sheet for the door volunteers to administer.
- Debbie O. will purchase the refreshments and stacks.

3. Santa Claus Parade Float

- Havelock parade is Sat Nov. 16th @ 7pm and Cordova parade is Sat Nov. 23rd @ 11am.
- Theme will be Christmas Morning and Gracie P. will work with Joshua M. to create the fireplace with mantel, Christmas stockings.
- Debbie O. will order the large Candy Canes and will replicate the handout candies with event promo inside the bag.
- Shari G. will ask her dad to borrow the tandem trailer for the float and Mike G. to drive it.
- A motion was brought forward to participate in both community parades adopting the 'Christmas Morning' theme for both.

Moved by Debbie Ottley
Seconded by Kim Henderson
Carried

4. Kahoot Trivia Night

- Shari G. confirmed with have Council's permission for in-kind use of the hall on Fri. Nov. 29th.
- Debbie O. will be taking care of the projector and screen.

5. New Years Dance

- Debbie O. confirmed Lions Club has approved in-kind use of the hall on Fri. Dec. 27th @ 7 – 10 pm (no charge). Age group will be 15 to 18 years old
- The theme will be black tie and old Hollywood. Gracie P. suggested we have a red carpet with ropes. Gracie P. will figure out the roping system and Debbie O. will contact Murray regarding the red carpets.
- Would like to have a Photo Back Drop for Poloroid pictures.
- Dance Rules & Code of Conduct:
 - i. Coats will be taken
 - ii. Attendees will have to consent to a purse check
 - iii. No in and out (you come, and you stay in until the end)

6. Inter-generational Cooking Class

- A motion was brought forward to schedule the Cooking Class at the Seniors Club early in 2025.

Moved by Parker Brown
Seconded by Gracie Peet-Riel
Carried.

- Shari to confirm with Gerald Brunton of the Havelock Seniors for Fri. Jan. 24th @ 7 pm.

7. Kids Bingo

- A motion was brought forward to schedule the Kids Bingo in late March after the break.

Moved by Kim Henderson
Seconded by Parker Brown
Carried

- Shari to confirm with Gerald Brunton of the Havelock Seniors for Fri. Mar. 28th @ 7 pm.

8. Soap Box Derby

- August'2024 event was cancelled largely due to a lack of volunteer support re: soap box cars. Debbie O. issued cancellation messaging on social media.
- The committee wants to hold the event Saturday, June 7, 2025, at the corner of Mathison/Oak streets. Shari G. will submit a online 'In-kind Request form for use of the Town Hall.
- Debbie O. will request Scouts permission to have Cub Cars set up in the Town Hall during the event.
- Would like All of the local community groups to participate and sponsor a Soap Box Car; Scouts (Jacob's car), Lions, Havelock Express, Havelock Heat, Minor Hockey, CMHA, Havelock Seniors, and OPP Policing Committee
- Would love the Havelock Fire Dept to participate with a Fire Truck Pull on George S (if its not under construction) or on Mathison St
- Shari G. to prepare a letter to the community groups including the Fire Dept for Debbie O. to sign.

OTHER BUSINESS

1. Meeting Absence Notification

- Debbie O. urges all members to provide as much advance notification when they are not be able to attend a regularly scheduled committee meeting. That way if we know there isn't quorum, we can reschedule the meeting for another date/time.
- Shari G. to set up a Youth Committee text group.

2. Event Promotion

- Shari G. can share posts to the Youth Committee FB page but doesn't have administrative authority. Debbie O. to resend the admin sharing link.
- Goal is to set-up an Instagram account. Shari G. will do this once she has admin controls.
- TikTok is very popular amongst our age group. Gracie G. will set up our committee's TikTok account. We need to be careful to curate content and only committee members can post content.

Next Meeting: Wed. Sept. 4th @ 7 pm

Meeting Adjournment:

A Motion was raised to adjourn the meeting.

Moved by Kim Henderson
Seconded by Gracie Peet-Riel
Carried.

The meeting was adjourned at 8:15 p.m.

Co-Chair Signature

Secretary Signature

Agricultural Tour 2024

Thursday September 19th

The tour consisted of two farms. A beef farm and a vegetable farm. During lunch at the Bridgenorth Library, we had 4 guest speakers. The one speaker talked about what happens to a community if your largest employer closes and moves out. The ripple effect that it has on the township and the community. Very though provoking as most municipalities quite often have only one large employer.

AORS -Association of Ontario Road Supervisors

Tuesday September 24

Douro Community Centre

I attended the rodeo with our manager Peter Lausen and I'm very glad that I did. It is quite powerful to see the snowplows work their way through the course. It makes us realize just how important training is to operate these very expensive machines.



ECONOMIC DEVELOPMENT COMMITTEE MEETING

MINUTES

Date: May 27, 2024

Time: 3:30 p.m.

Place: RE/MAX Office
10 Oak St, Havelock

Attendees: Deputy Mayor Hart Webb (Chair), Richard Wood, B.J. Hay, Dave Sharpe, Jill Hutcheon, Councillor Beverly Flager, Joe Rees (PKED), Elmer Buchanan, Paul Wood (Havelock Chamber), Shari Gottschalk (Economic Development Officer and Secretary)

Regrets: Joe Rees (PKED)

Call to Order: 3:32 pm

An open Regular Meeting of the Economic Development Committee for the Township of Havelock-Belmont-Methuen was held on May 27, 2024, and commenced at 3:32 p.m. at the RE/MAX Office. Council Chamber. Committee Chair Hart Webb requested members declare any pecuniary interest if, and when, it should arise. No written Declarations of Pecuniary Interest were received prior to the publication of the agenda.

Meeting Minutes Acceptance

- April 22, 2024

A motion was put forward to accept the minutes from the April 22, 2024, committee meeting.

Moved by Elmer Buchanan
Seconded by Paul Wood
Carried.

Delegations and Presentations:

None

BUSINESS:

1. Community Improvement Plan (CIP)

A. CIP Project Expansion Area – expansion of CIP project area to include all HBM Township recommendation is governed under the Planning Act. The committee's recommendation will be presented to Council in a Report to Council by Arya Hejazi, our Planning Assistant as part of the June 18th planning meeting.

A. Pipeline Update

- **3 and 5 George St W, Belmont Wellness Centre** - waiting on business owner's paperwork
- **4 George St W, Angie's Place** – waiting on business owner's paperwork
- Kawartha Adventure Resort, Stoney Point Marina, and High Spring Trading Post remain interesting pending expanded CIP project area.

B. CIP Maximum or Threshold

- Local businesses are not utilizing CIP micro grants available to them. Staff has received feedback that the \$5,000 threshold per business is too low and little can be accomplished at that level.
- Jill H. inquired if 50% matching criteria could be waved. Along the same lines, Dave S. wondered if the matching % could be changed to 75% Twp/25% Business. Staff was directed to research the option with Arya Hejazi our Planner as the CIP is governed by the Planning Act and perhaps discussed earlier with Fotenn our CIP consulting partner.
- A motion was put forward for staff to bring a Report to Council requesting Planning Department move forward with Official Plan Amendment to expand CIP project area to full township AND increase threshold limit from \$5,000 to \$8,000.
 - Moved by Elmer Buchanan
 - Seconded by Richard Wood
 - Carried

2. HBM Shop Local Contest

- The Shop Local program officially launched at the Celebrate Havelock event. All participating businesses received promotional materials contest rules. The first two winners were drawn on May 21st by Councillor Doherty: Sue Mackenzie and Joy Brickell.
- Entries have been largely Foodland, local restaurants, gas stations, and home building supplies. More promotion is needed, which will be a focus this week e.g. email blast to businesses, as well as social media.
- Committee members were reminded contests are drawn every 1st and 3rd Tuesday in sync with Council. Prize winners receive a local \$50 gift care/certificate.

3. George Street Reconstruction

- The phase 1 start location has shifted from Quebec St to 39 George St E (entrance to HBM Community Centre) due to the late-stage changes to Drainage Master Plan.
- Paul W. found motorist speed on King St increased following the roadway improvements. He suggested George St should include traffic calming elements, e.g. median that has added streetscape appeal.
- Staff was directed to inquire of Jewell Engineering if there will be speed deterrents incorporated into the road design.

4. Gateway Signs & Wayfinding Signage

A. Gateway Signs

- Updated quotation for the three x 3ft x 6ft and one 6ft x 6ft Gateway signs. It is a .083 aluminum signs, vinyl covered, non-glare printing on white. A Report to Council will be included in the June 4th Council meeting, the 2024 Sign Capital item was budgeted for.
- B.J. H highlighted Jamboree sign is still attached to the eastern Township boundary sign, Councillor Flagler confirmed there is also the same Jamboree sign affixed to the hwy#7 Western boundary sign. Staff will connect with Peter Lauesen to get the right MTO contact to deal with.

B. Wayfinding Signs

- Staff had an internal meeting to discuss Wayfinding within the Village with priority given to (1) municipal and civic properties, (2) POI, and (3) Churches/Community centres. There is a big project, requires Ptbo County & MTO input and has 2025 budget implications.

5. Strategic Plan Update

- Council and staff met with Praxis Wed May 22nd for a series of working sessions. Praxis will come back to us with succinct Mission, Vision, and Value statements and a 2024 – 2027 Strategy Map complete with Strategic Imperatives and drilled down priorities by dept.
- As per Committee directive, staff has a Report to Council on the June 4th Council Agenda, noting the committee's recommendation for Council to issue a resolution to follow 'Best Practice' and review Strategic Plan annually.
- Next Steps – Praxis will come back to the Strategic Planning Committee with 1st draft of plan, to the Strategic Plan Committee. Assuming there will be tweaks, the document will then be presented to Council as part of a Special Council meeting open to the public, date TBD.

OTHER BUSINESS:

1. New Business Opening

- **Riverside Vaping Supply**, 5 George St W, James Dolf and opening was estimated to be early June.
- **PAGE 1 Tattoo**, 9 George St W, Brian Page and opening has not been scheduled.

2. Criminal Element (George and Quebec Streets)

- Richard W. confirmed his restaurant has been broken into three times within 3 years. The last instance was three break-ins in a row starting in Marmora, then Sam's Place in Cordova Mines, and lastly Woody Burger.
- Deputy Mayor Webb shared that 2 George St E (Joy Esthetics and Stenz N Gemz) has faced harassment from unsavory people, often aggressive and threatening. The two owners no longer feel safe working in their commercial spaces. Stenz N Gemz have had multiple shop lifters with one being caught by the police.
- The owner of Belmont Wellness Centre has also expressed the same safety concerns and there's been vomit and feces at her entrance. The street's first impression is terrible.
- Deputy Mayor Webb shared that the Police Service Board is considering a Special Constable (Auxiliary with no firearm) that could be a community-based policing presence within the village. Councillor Flagler wondered if OPP officers only police in HBM during daytime hours and weekdays. Deputy Mayor Webb is going to pose that question to Inspector Galeazzi & Community Liaison and reiterate the need for after 6pm and weekend coverage.
- B.J. H. suggests visible cameras should be placed on key posts and intersections to act as a deterrent and provide video footage to aid investigations. Deputy Mayor Webb shared he chairs the Police Services Board, and this issue will be raised.

3. Local Event Update

- **Fishing Derby** held on Sat May 25th, 85 youth registrants, roughly 175 – 200 parents, family and friends. It is a Township run event that is growing in popularity.
- **Canada Day, Parade & Celebration** typically draws 400 – 600 participants, FREE event co-sponsored by Township and Lions with partial funding from Heritage Canada.
- **Summerfest**, Sat. Aug. 3rd draws an est. 500 – 600 participants, its run only 2-years and has potential for much greater growth. Lions run and EcDev staff playing a supporting role.
- Jill H. suggested staff make it a practice to email upcoming event flyers and notices to the committee members so that they are more aware and plan to attend.

4. Metre-based Water on George St

- Committee discussed need to have all sump-pump users on George St impacted by the Reconstruction connected to the street's drainage system. Jill H. enquired how many residents are implicated and an exact number was unknown.
- Deputy Mayor Webb confirmed there's a By-law on the books that prescribes all Village-based residents to connect their sump pumps to the Towns storm drain system. It's difficult to know the best course of action given the immediacy of the project (i) Township to pay for the connection costs, (ii) split the connection costs, or (iii) enforce the by-law and make the residents pay.
- It may be that the cost of connections vs. benefits of reduced spikes in Wastewater Treatment plant capacity. J.J. H. wonders if the improved wastewater treatment capacity would allow for staged expansion and more immediate housing development.
- A motion put forward to have Deputy Mayor Webb to report to Council the value in having Township & County staff perform cost vs benefit analysis as soon as possible.

Moved by Dave Sharpe
Seconded by Elmer Buchanan
Carried

5. Disposition of 37 George St

- Discussed the future of the burnt 20-unit Ptbo Public Housing (PPH) building, the likelihood it will be demolished and the possibility PPH will not rebuild any time soon or ever given their financial challenges.
- Staff highlighted this may be an opportunity that should be explored. Dave S. shared that view in that perhaps Township could convince PPH to sell the land back to the municipality and then partner with a Retirement Co. to build a 20-unit facility.
- B.J. H. also suggested that HBM or Havelock residents should have precedent (maybe a 70 or 80% target). J.J. H. reinforced that there's many houses in Havelock with only one senior living in them, they are property poor and would like to move into a new, clean, and safe facility in their hometown. The added benefit will be 10 – 20 houses free up in local housing inventory.
- A motion was put forward for Deputy Mayor Webb to raise the potential opportunity at a future Council meeting and request Council approval for staff to investigate intentions further.

Moved by J.J. Hudson
Seconded by B.J. Hay
Carried

- Similarly, the Smith Drive PPH-owned property has services installed and it is unclear what PPH's intentions to build out the 4 planned units.
- A motion was put forward for Deputy Mayor Webb to include the Smith Street property in his verbal report to Council seeking approval for staff to investigate opportunity and PPH intentions.

Moved by J.J. Hudson
Seconded by B.J. Hay
Carried

6. Talent Attraction

- Jill H. raised concern that 128 AON Station Place will be coming online relatively soon and whether there is enough effort being taken to fill the 120 – 150 jobs? Also, the committee discussed the fact that Campbellford has approval for a 128-bed LTC facility and Norwood LTC facility. She has a great deal of experience working to attract MDs and health professionals and stressed the need to start recruiting as soon as possible.
- Staff confirmed Township has met with AON HR department, there is an AON Career Expo scheduled for June 27th at the Havelock Centre (30 George St). Posters are going and social media campaign has started. Staff is to connect with Cheryl Filiatrault to ensure they are receiving support from Campbellford Career Edge, Ptbo EPC, Fleming Placement and TrentU Placement services.

Next Meeting: Committee voted to schedule the next meeting on Monday, June 24, 2024 @ 3:30 pm to be held at RE/MAX Office, which J.J. Hudson agreed to.

Meeting Adjournment

A Motion was raised to adjourn the meeting.

Moved by J.J. Hudson
Seconded by Dave Sharpe
Carried.

The meeting was adjourned at 4:50 p.m.

Attachments:

None

Chair

Secretary



ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Date: June 24, 2024

Time: 3:30 p.m.

Place: RE/MAX Office
10 Oak St, Havelock

Attendees: Deputy Mayor Hart Webb (Chair), J.J. Hudson, Jill Hutcheon, Shari Gottschalk (Economic Development Officer and Secretary), and Elmer Buchanan (Agricultural Advisor)

Regrets: B.J. Hay, Bev Flagler, Dave Sharpe, Joe Rees (PKED), Paul Wood (Havelock Chamber)

Call to Order: TIME 3:35 pm

An open Regular Meeting of the Economic Development Committee for the Township of Havelock-Belmont-Methuen took place on June 24, 2024, and commenced at 3:35 p.m. and was held at 10 Oak St, Havelock.

Declaration of Pecuniary Interest and General Nature Thereof

No written Declarations of Pecuniary Interest were received prior to the publication of the agenda.

Minutes of Economic Development Committee Meetings

- May 27, 2024
- A motion was put forward to accept the minutes from the April 22, 2024, committee meeting.
Moved by Elmer Buchanan
Seconded by J.J. Hudson
Carried.

Delegations and Presentations:

None

BUSINESS:

1. Community Improvement Plan (CIP)

- **CIP Project Expansion Area** – expansion of CIP project area to include all HBM Township is governed under the Assistant Planner, Arya Hejazi.
- **Increase Grant Threshold to \$8,000** – this does not require Official Plan Amendment, request Council's approval by way of resolution.
- **Pipeline Update**
 - i. *3 and 5 George St W, Belmont Wellness Centre* - waiting on business owner's paperwork, as well as Council's approval of \$8K increase.
 - ii. *4 George St W, Angie's Place* – waiting on business owner's paperwork.

2. HBM Shop Local Contest

- 43 entries in the June 18th draw, with each draw increasing 15 – 20%. Paul Wood won the \$50 Petro Can gift car for June 18th, and the Jul. 8th prize is a \$50 Woody Burger gift certificate.

- Foodland remains to be top entry source with Home Hardware is 2nd, and local restaurants third.

3. Signage Update

- **Jamboree signs** - Jamboree Signs on the Eastern and Western township boundaries along Highway 7 were removed by MTO and they dropped the 2 signs to the Township office. They will be stored with the 8ft x 12in sign that was previous hung under our main Havelock 'Welcome' sign until we have a Heritage site/museum to display them.
- **Service Org signs** - are with our printer and Public Works has confirmed they will install them for us.
- **Wayfinding signs** – there wasn't a progress update for this one. This is a major undertaking and will require extensive planning and 2025 budget consideration.
 - o Stationary Sign below E-sign – consideration is being given to creating a stationary sign within the 6'x6' metal posts of the E-sign. The notion being that we could have as many as 8 (2'x3') business signs that swap in and out and directional signage towards George Street business area. Elmer suggested we consider investing in another E-sign that has the business names/locations scrolling through, however staff noted that a recent E-Sign costing was \$36K.
 - o Signage by Visitor Centre – the old PKED sign is very outdated, and you can't see through the yellowed plexiglass. Elmer suggested we could replace the large mapping with the Town and pinpoint businesses with perhaps an area for brothers or better have business name and QR code.

4. Strategic Plan Update

- Waiting for the consultant Praxis to come back to the Strategic Planning Committee with 1st draft of plan, as well as Strategic Planning Map. Assuming there will be tweaks; the document will then be presented to Council likely in August.
- Hart confirmed that the EcDev Committee's recommendation to review Strategic Plan annually was adopted. The group discussed the importance for monthly reporting and perhaps simple and easy to update Performance Informatics would work well for Council and residents.

5. PKED Dissolution & Transition Plan

- The City of Peterborough and Peterborough County intend to change the delivery models of economic development and tourism and will not renew the tri-party Memorandum of Understanding (MOU) between the City, County, and PKED, which expires on December 31st, 2024.
- PKED must begin the comprehensive process of winding down operations, which will be a significant undertaking given the organization's 25+ year history. As the lead Regional Economic Development Agency and Official Destination Marketing Organization, PKED has obligations to a wide range of partners, stakeholders, and service providers that will be impacted. As such, the impending dissolution has set forth a series of actions, including the delivery of termination notices to staff and providing notice to vacate PKED's offices and the regional Peterborough & the Kawarthas Tourism Visitor Centre located in the Venture North business hub in downtown Peterborough effective at the end of this year.
- Ptbo County has taken a proactive approach and formed a Ptbo County-wide (8 twps, 2 first nations) committee to plan for County-based Economic Development. Mayor Jim Martin is the Chair of the committee and Shari sits on it as the HBM EcDev Officer.

OTHER BUSINESS:

1. George St E – Reconstruction

- Hart shared that Phase 1 start date moved the start date to mid-July, starting from the 39 George St (Community Centre) entrance and working west. It is likely that phase 1 may finish at Oak St with the Oak St to Quebec St in the spring.
- Hart shared that water metres has been brought up to Council and staff will be performing an Analysis Report and introduced to Council in the fall.
- Hart also noted there are 55 sump pump owning residents along George St and all 55 need to connect to the storm water system. There's an existing By-law requiring residents to do it. The CAO will bring a report to Council about issuing a letter re: by-law and potential 'relief' or shared funding.

2. Muttmixx Puppy Pitstop

- Meg Kynock of muttmixx has done an excellent job tapping into micro grants and secured a \$3k microgrant through PKED/Ptbo Community Futures promoting a Putty Pitstop as a tourism asset. Pet owners are an underserved market and studies have shown there's a real need for motorists to stop, provide their pets with some relief and rest.
- In June, Council was unwilling to provide additional funding to Meg because it would be precedent setting. They encouraged her to connect with the EcDev Committee. Shari and Hart have spoken with Meg, and it would seem her costs will be covered by the \$3K micro grant. There isn't a fund available to stack on top of the micro grant. Also, Meg will have a stronger business case next year and use this year's experience as 'proof of concept'.

3. Create Ontario – Film Fund Opportunity

- Members of the Ptbo County EcDev Committee discussed the Film industry opportunities enjoyed by certain townships, e.g. Cavan/Millbrook will have a total of 4 film projects/2024.
- There is an upfront investment of time establishing policies, protocols (largely around roads, fire, EMS), as well as putting together and photo inventory of potential venues, e.g. Havelock, Cordova, Blairton, lakes, rivers, etc.
- The group discussed whether local colleges (Fleming & Loyalist) have films school and if so, perhaps we could work with the school to create a 'project internship' to help us to create this inventory and share the costs. Staff will research and provide an update.

4. Jamboree Grounds Disposition

- It is thought to be sold, as the MLS number isn't showing but time will tell. There was discussion that perhaps they will lease out the Jamboree stages and space during the years leading up to development.

5. Re-writing the Federal Electoral Limits

- Elmer inquired to see if there had been any updates in terms of the Federal Gov't re-writing HBM's electoral limits. As of 2022, HBM was to become part of proposed Hastings-Lennox and Addington-Tyendinaga riding. Staff will check with CAO to see if there is an update.

6. Chris Galeazza, OPP Inspector & Community Liaison

- As per June 24th meeting, there was a fair degree of concern about the growing criminal element in Havelock in particular George, Oak, and Quebec streets.

- There wasn't time to arrange for Chris Galeazza to meet with the EcDev Committee, however Hart confirmed the issues of HBM are being raised to the Police Services Board. Staff will see if Chris Galeazza is available to meet with the committee in the fall.

7. Carpet Bagger Landlords

- There was a robust discussion about the number of landlords (multi-unit) that live in the GTA and are not caring for their properties or the needs of their tenants. Its impacting the 1st impression of visitors and its making it difficult to attract people to the area.
- Staff highlighted that Council approved an (i) AMP (Administrative Municipal Penalty) system, (ii) Property Standards by-law, and (iii) updated Clean Yards by-law. While it is still complaints driven, it does allow the By-law Enforcement staff to apply penalties to property owners not meeting the Township's standards. If the landlord doesn't remedy the situation, then after the notice period, the Township will contract the work and apply the costs and penalties to the landlord's taxes. This should go a long way to raising current standards.

8. Baily Baptie School of Dance

- Council will be participating in a Grand Opening & Ribbon-cutting ceremony at the new Baily Baptie School of Dance on Sat. July 13th @ 10am-1pm. The dance studio is located in the Town N' Country Plaza and Baily Baptie has been providing dance training in the general area for 10 years. This will be her 2nd location, and her 1st is in Lakefield.

9. Belmont Lake Lodge, Austin Merrick

- J.J. shared that the lodge and cabins are for the most part finished. He used his drone to take arial photos and it's impressive. They offer 4 four-season brand-new cottages for rent. Rentals available for Individual Cottages or Whole Property. They are located at 117 Fire Route 31F, Havelock, ON, Canada, K0L1Z0.
- Staff has let Austin know Council is happy to participate in a Grand Opening and ribbon-cutting event. J.J. mentioned that Austin's still working on a few elements so maybe not right now. Staff is to follow-up later in the summer.

Next Meeting: Monday, July 22, 2024 @ 3:30 pm [Rescheduled to Monday, August 19, 2024]

Meeting Adjournment

A Motion was raised to adjourn the meeting.

Moved by Elmer Buchanan

Seconded by Jill Hutcheon

Carried.

The meeting was adjourned at 5:16 p.m.

Attachments:

Chair

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 1, 2024
Subject: Other Business Items

Purpose:

The purpose of this report is to provide a summary of Other Business items identified by Members of Council and not listed earlier on this meeting's agenda.

Recommendation:

That the report of the Chief Administrative Officer/Clerk providing a summary of Other Business items identified by Members of Council be received for information; and further

That any items requiring follow-up action be considered through an appropriate resolution of Council.

Background:

1. Shari Gottschalk, Economic Development Officer
Re: Shop Local Contest Draw.

Financial Impact:

There is no financial impact associated with the Summary of Other Business Items on this meeting's agenda.

Respectfully Submitted:

Bob Angione

Bob Angione,
Chief Administrative Officer/Clerk

**Corporation of the
Township of Havelock-Belmont- Methuen**

By-law Number 2024 – 071

Being a by-law to authorize the Mayor and Clerk to enter into a Winter Maintenance Services Agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link

WHEREAS pursuant to Section 11 (1) of the *Municipal Act, 2001, S.O. 2001, c.25*, provides broad authority to a lower tier municipality to provide any service or thing that a municipality considers necessary or desirable for the public;

AND WHEREAS pursuant to Section 11 (2)(6) of the *Municipal Act, 2001, S.O. 2001, c.25*, provides that a lower tier municipality may pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS the Council of the Township of Havelock-Belmont-Methuen deems it expedient to enter into an agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link;

NOW THEREFORE the Council of the Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That the Mayor and Clerk are authorized to sign the agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link;
2. That the agreement is hereby attached as Schedule 'A' to this by-law and forms part of this by-law.
3. That this by-law shall take effect upon third reading thereof.

Read a first, second and third time and finally passed in open Council this 1st day of October, 2024.

Jim Martin, Mayor

Robert V. Angione, Clerk

Schedule 'A' to By-law 2024-071

Being a by-law to authorize the Mayor and Clerk to enter into a Winter Maintenance Services Agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link.

**WINTER MAINTENANCE SERVICES AGREEMENT
TOWNSHIP of HAVELOCK-BELMONT-METHUEN
1.9 km of HIGHWAY 7**

THIS AGREEMENT is made as of the 30th day of July 2023

BETWEEN:

TOWNSHIP of HAVELOCK-BELMONT-METHUEN, a Township incorporated under the laws of Ontario, located at 1 Ottawa Street East, PO Box 10, Havelock, Ontario K0L 1Z0, (hereinafter referred to as the "**Township**")

- and -

EMCON SERVICES INC., a corporation amalgamated under the laws of Ontario, located at 1121 McFarlane Way, Unit #105 Merritt, British Columbia, V1K 1B9 (hereinafter referred to as "**Emcon**")

(each, a "**Party**" and collectively, the "**Parties**")

WHEREAS:

- A. Carillion has entered into Area Maintenance Contract 2012-16 dated May 1, 2013 (the "**AMC**") with the Ontario Ministry of Transportation ("**MTO**") which AMC includes providing routine winter maintenance services on Provincial Highway 7.
- B. The Township wishes to have Emcon perform certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link in the Township of Havelock, Ontario on the terms and conditions set forth herein.

IN CONSIDERATION for the performance of the obligations set forth herein and such other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

- 1. **Services.** Emcon shall perform the winter plowing and sanding/salting maintenance services as set out in Schedule "A" attached hereto (the "**Services**"). The Township agrees and acknowledges that the Services performed by Emcon will be undertaken as an agent of the Township.
- 2. **Term.** Emcon shall perform the Services commencing November 1st, 2024 and ending April 30, 2025 (the "**Term**"). The Term of this agreement may be extended upon the mutual agreement of the Parties.
- 3. **Termination.** Emcon may terminate this Agreement effective immediately at any time if the Township fails to observe or perform any of its covenants or obligations hereunder. Emcon may also terminate this Agreement upon sixty (60) days prior written notice. In any event, this Agreement shall terminate automatically on the termination of the AMC.

4. **Indemnification.**

- (a) The Township shall indemnify and hold harmless and defend Emcon and its directors, officers, agents and employees from and against all Losses suffered or incurred by Emcon arising with respect to or which relates to a Claim **provided, however that the Township shall not be liable for any claims, demands, losses, costs, charges and expenses caused solely by the gross negligence of Emcon, its employees or agents.**
- (b) The Township agrees and acknowledges that the indemnification in Section 4(a) shall include Losses suffered or incurred by Emcon arising in respect of Claims of negligence arising from the Services performed by Emcon for which the Township and/or the MTO would be liable pursuant to Section 33 of the *Public Transportation and Highway Improvement Act*, Ontario, as amended, if the Township or the MTO was performing the Services.
- (c) **"Claim"** means all actions, causes of action, suits, proceedings, debts, dues, accounts, bonds, covenants, contracts, rights, costs, expenses, claims, liabilities, damages, grievances, executions, judgments, right and demands of any kind whatsoever, both in law and in equity, whether implied or express which has arisen as a result of, in connection with or which relates to,
 - (i) any failure by the Township to observe and perform its obligations and covenants under this Agreement; or
 - (ii) any injuries to individuals or damage to property which results from or relates to the performance of the Services by Emcon.
- (d) **"Loss"** means any and all loss, liability, damage, cost, expense, charge, fine, penalty or assessment (including loss of profit but excluding any of the foregoing which are indirect, incidental, exemplary or consequential) resulting from, relating to, or arising out of or in connection with any Claim, including the costs and expenses of any action, suit, proceeding, demand, assessment, judgment, settlement or compromise relating thereto and all interest, punitive damages, fines and penalties and reasonable legal fees and expenses incurred in connection therewith.
- (e) The Parties agree that Emcon shall have no liability for any Losses which may be incurred or suffered by the Township, its agents, employees, representatives, Township of Havelock personnel or other persons and/or entities having business with the Township while performing the Services, or for any damage to any vehicles or equipment or for any personal injury or death caused by Emcon in the performance of the Services.
- (f) The Indemnification set out in this Section 4 shall survive the expiration or termination of this Agreement.

5. **Insurance.** The Township shall maintain and obtain during the Term of this Agreement commercial general liability insurance (in form satisfactory to Emcon) naming Emcon and the MTO as additional insured in respect of the Services performed by Emcon. Such insurance shall provide coverage of not less than Five

Million Dollars (\$5,000,000) inclusive per occurrence for bodily injury, personal injury, death and damage to property including loss of use thereof with property damage deductible of not more than Ten Thousand (\$10,000) and including non-owned automobile coverage with blanket contractual liability endorsement. In addition, the policy of liability insurance must contain a cross-liability clause endorsement.

6. **Payment.** The Township shall pay Emcon the following sums for the performance of the Services: (a) **\$9,676.92 on December 31, 2024** (b) **\$9,676.92 on February 28, 2025** and **\$10,886.52 on May 31, 2025.**

7. **General.**

(a) This Agreement shall be governed by the laws of Ontario and the federal laws of Canada applicable therein.

(b) No Amendment of this Agreement shall be effective unless made in writing and signed by the Parties.

(c) This Agreement constitutes the entire agreement between the Parties. There are no conditions, representations, warranties, obligations or other agreements between the Parties in connection with the subject matter of this Agreement (whether oral or written, express or implied, statutory or otherwise) except as explicitly set out in this Agreement.

(d) This Agreement shall ensure to the benefit of the parties hereto and their respective successors and permitted assigns. Emcon may assign or transfer this Agreement without the prior consent of the Township.

(e) This Agreement may be executed in counterparts, including by PDF or facsimile counterpart.

8. **Notices.** Any notice, demand or other communication required to be given or made hereunder shall be in writing and shall be given or made if:

(a) delivered in person during normal business hours of the recipient on a Business Day at the applicable address set forth below; or

(b) sent by any electronic means of sending messages, including facsimile transmission, which produces a paper record during normal business hours on a normal Business Day charges prepaid and confirmed by prepaid first class mail. "Business Day" means any day except Saturday, Sunday or any day on which banks are generally not open for business in the Municipality of Havelock, Ontario.

Notices shall be provided as follows:

If to Emcon: Emcon Services Inc.
6670 Edwards Blvd
Mississauga, Ontario, L5T 2V7

Attention: James Stracey, Vice President
Fax No.: 905-670-3716

If to the Township:

Township of Havelock-Belmont-Methuen
1 Ottawa Street East
P.O. Box 10
Havelock, Ontario, K0L 1Z0

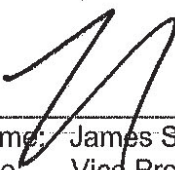
Attention: Director of Public Works
Fax No.: 705-778-5248

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first above written.

TOWNSHIP of HAVELOCK-BELMONT-METHUEN

Per: _____
Name:
Title:

EMCON SERVICES INC.

Per:  _____
Name: James Stracey
Title: Vice President, Ontario Division

SCHEDULE A SERVICES

A. Emcon shall provide the following services (the "**Services**"):

- Salting or sanding to be provided in conjunction with plowing operations, if required. Salting applications will be in accordance with Provincial Highway Standards.
- Plowing and salting/sanding will be performed as part of Emcon's plowing and spreading routes as set out in Schedule B attached hereto, and not as an independent plowing and spreading operation. Plowing and spreading operations independent of similar operations carried out by Emcon on plow and spreading Route 24 will not be carried out as part of this Agreement,
- **Route/Location** - The Services will be performed on the Havelock Highway 7 Connecting Link for a distance of 1.9 km, which road connects Highway 7 through the Municipality's Connecting Link (as set out in Schedule B attached hereto). The Services will be provided on the Havelock Connecting Link on Lane 1 (east and west bound lanes adjacent to the crown of the highway) and material placed on the crown of the two lane connecting Link. Curb lane(s) will only be plowed if more than one trip is required to be undertaken on Emcon's designated Highway 7 Plow/Spreader Route provided lanes are clear and no vehicles interfere with plowing and/or spreading operations.

Unless expressly set out in Section A above, Emcon shall not be responsible for any other services. For greater certainty, Emcon shall not be responsible for:

- clean up winter maintenance services within the Highway 7 Connecting Link. The Township will be responsible for any clean up operations including snow removal;
- clearing/cleaning of drainage facilities within the Highway 7 Connecting Link (storm sewers, curbs, spill ways, etc.);
- snow clearing and/or haulage from/within the Highway 7 Connecting Link
- responses to accidents and/or clean-ups within the Highway 7 Connecting Link
- spring clean ups including but not limited to sweeping, catch basin cleaning within the Highway 7 Connecting Link; and
- high winging operations required to lower snow banks including at intersections within the Highway 7 Connecting Link.

SCHEDULE B

HAVELOCK-BELMONT-METHUEN CONNECTING LINK 1.9 KM



Legend

➔ ➜ **Connecting Link**

**Corporation of the
Township of Havelock-Belmont- Methuen**

By-law Number 2024 – 072

Being a by-law to confirm the proceedings of the Regular Meeting of the Council of the Township of Havelock-Belmont-Methuen held on October 1, 2024.

WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25 as amended, Section 238 (2), provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

NOW THEREFORE, the Council of the Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That the actions of the Council at its meeting held on the first day of October, 2024 A.D. in respect to each recommendation and action by the Council at its said meeting, except where prior approval of the Ontario Municipal Board or other statutory authority is required, is hereby adopted, ratified and confirmed.
2. That the Mayor and the Clerk of the Township of Havelock-Belmont-Methuen are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Read a first, second, and third time and finally passed in Open Council this 1st day of October, 2024.

Jim Martin, Mayor

Robert V. Angione, Clerk