

# **Township of Havelock-Belmont-Methuen Regular Council Meeting Agenda**

**Date:** Tuesday, December 3, 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 \(December 3, 2024\) Zoom Invitation](#)

Meeting ID: 867 7720 3373  
Passcode: 906973

## **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 – November 19, 2024

## **Delegations and Presentations**

1. Mike Vilneff, The Loomex Group  
Re: Community Risk Assessment

## **Planning**

1. Samantha Deck, Planner  
Re: Assume Certain Lands as a Public Highway (Sandy Lake Road)

## **Staff Reports for Information**

1. Peter Lauesen, Manager of Public Works  
Re: Public Works October Department Updates

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

1. Lionel Towns, Treasurer  
Re: Update of Havelock-Belmont-Methuen's Strategic Asset Management Policy
2. Bob Angione, Chief Administrative Officer/Clerk  
Re: Emergency Management
3. Bob Angione, Chief Administrative Officer/Clerk  
Re: Environmental Grant Application
4. Bob Angione, Chief Administrative Officer/Clerk  
Re: Streetscape Concept for George Street
5. Bob Angione, Chief Administrative Officer/Clerk  
Re: Council Meeting Schedule 2025

## **Correspondence**

Action Items

None.

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 2024-081** being a by-law to assume certain lands and to dedicate Part Lot 23, Concession 4, being Part 4 on Registered Plan 45R-17752 as a Public Highway (Sandy Lake Road).
2. **By-law 2024-082** being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet Requirements under the Emergency Management and Civil Protection Act.
3. **By-law 2024-083** Being a by-law to establish dates and starting times for Regular Council Meetings in the year 2025.

## 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; and

Section 239(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

Section 239 (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

### **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 December 3, 2024.

### **Adjournment**

**Next Regular Meeting**  
**Tuesday, December 17, at 9:30 a.m.**

**Township of Havelock-Belmont-Methuen  
Regular Council Meeting  
Video Conference  
November 19, 2024  
Minutes**

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on November 19, 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  
Lionel Towns, Treasurer  
Travis Toms, Chief Building Official  
Shari Gottschalk, Economic Development Officer  
Samantha Deck, Planner  
Ray Haines, Fire Chief

**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-564-24      Moved by Councillor Clement  
                    Seconded by Deputy Mayor Webb

That the minutes of the Regular Council Meeting held on November 5, 2024 be approved and adopted as presented.

Carried.

## **Delegations and Presentations**

1. Pat Schick, Jewel Engineering Inc.  
Re: George Street, Decorative Lighting

R-565-24      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Clement

That the delegation from Pat Schick of Jewell Engineering Inc. regarding George Street decorative lighting and utility overhead lines be received for information.

Carried.

2. Laurie Inglis (Verbal)  
Re: Hospice Norwood

R-566-24      Moved by Councillor Clement  
                    Seconded by Councillor Doherty

That the delegation from Laurie Inglis regarding Norwood Hospice be received for information.

Carried.

R-567-24      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Doherty

That the Regular Council Meeting be suspended at 10:27 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. Presented by Elysia Ackroyd – Fotenn Planning + Design  
Re: Zoning By-Law Amendment – Xenia and Tod Christensen  
Part Lots 9 and 10, Concession 9, Methuen Ward  
623 Fire Route 93, ARN 1531-010-009-24200

The Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment to change the zoning of certain lands being located in Part Lot 9 & 10, Concession 9, being Parts 1 to 5 on Registered Plan 45R-14182, in the Methuen Ward. Assessment Roll No. 1531-010-009-24200.

The subject lands are currently zoned 'Seasonal Residential (SR) Zone'.

The application proposes to rezone the subject lands to 'Special District 287 (S.D. 287) Zone' introducing site-specific regulations to facilitate the creation of one new lot with a reduced frontage.

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.

Owner and applicant Xenia Christensen was in attendance.

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

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

Mayor Martin invited questions and comments from Council.

R-568-24      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Doherty

That the Zoning By-law Amendment application in the name of Xenia and Tod Christensen is hereby approved and that the requisite by-law be adopted during the Open Session Regular Council Meeting.

Carried.

2. Presented by Elysia Ackroyd – Fotenn Planning + Design  
Re: Zoning By-Law Amendment – Jason Prince  
Lot 12, Concession 5, Belmont Ward  
97 Fire Route 88, ARN 1531-010-007-70300

The Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment to change the zoning of certain lands being located in Part Lot 30, Concession 11, in the Methuen Ward. Assessment Roll No. 1531-010-007-70300.

The subject lands are currently zoned “Rural (RU) Zone”.

The application proposes to rezone the subject lands to ‘Environmental Protection (EP) Zone’ in order to protect the natural features on the subject lands from future development.

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.

The property owner, Jason Prince was in attendance.

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

Mayor Martin invited comments in favour of the application with one (1) response.

The applicant’s agent, Laura Stone from One Community Planning Inc. who attended the meeting in-person spoke in favour of the application.

Mayor Martin invited questions and comments from Council.

R-569-24      Moved by Councillor Doherty  
                    Seconded by Councillor Clement

That the Zoning By-law Amendment application in the name of Jason Price 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-570-24      Moved by Deputy Mayor Webb  
                    Seconded by Councillor Clement



That the Public Meeting held pursuant to the Planning Act, R.S.O. 1990, c.P.13. adjourn at 10:41 a.m. and the Regular Council Meeting resume.

Carried.

## By-Laws:

R-571-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Clement

That **By-law 2024-078** Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zoning of certain lands being located in Part Lots 9 and 10, Concession 9, Methuen Ward having Assessment Roll No. 1531-010-009-24200, from “Seasonal Residential (SR) Zone” to ‘Special District 287 (S.D. 287) Zone’ while also introducing site-specific regulations to facilitate the creation of one new lot with a reduced frontage. (Xenia and Tod Christensen) be adopted and be read a first, second, and third time and finally passed this 19th day of November 2024; and further

That **By-law 2024-079** Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zoning of certain lands being located in Lot 12, Concession 5, Belmont Ward. Assessment Roll No. 1531-010-007-70300 from “Rural (RU) Zone” to rezone the subject lands to ‘Environmental Protection (EP) Zone’ in order to protect the natural features on the subject lands from future development. (Jason Prince) be adopted and be read a first, second, and third time and finally passed this 19th day of November 2024.

Carried.

## Planning:

1. Samantha Deck, Planner  
Re: Request to Stop Up, Close and Convey a Municipal Road Allowance (Ken and Carol Simard)

R-572-24 Moved by Councillor Clement  
Seconded by Deputy Mayor Webb

That Council agrees, in principle, to the request from the property owner to Stop up, Close and Convey the unopened road allowance bisecting 367 FR 82D (ARN: 1531-010-009-09200) and parcel with no civic address (ARN: 1531-010-009-23200); and further

That Township Staff provide the applicants/property owners with the necessary requirements in order to fulfil the stopping up, closing and conveying of the unopened road allowance bisecting 367 FR 82D (ARN: 1531-010-009-09200) and parcel with no

civic address (ARN: 1531-010-009-23200).

Carried.

2. Samantha Deck, Planner  
Re: Recreation Park Lands and Future Uses

R-573-24 Moved by Councillor Clement  
Seconded by Deputy Mayor Webb

That staff is hereby directed to identify the lands remaining beyond the footprint of the proposed outdoor sports recreation park complex that are available for residential development; and further

That staff are to present options for future residential development that could generate the most potential revenue for the Township; and further

That staff is to provide an illustration detailing the number of potential residential building lots that could be generated if those lots contain municipal services (water/sewer); and further

That staff is to provide an illustration detailing the number of potential residential building lots that could be generated if those lots contain private well and septic systems.

Carried.

R-574-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That the meeting recess at 11:12 a.m.

Carried.

R-575-24 Moved by Councillor Clement  
Seconded by Deputy Mayor Webb

That the meeting resume at 11:26 a.m.

Carried.

### **Staff Reports for Information:**

1. Travis Toms, Chief Building Official  
Re: Building Department Activity Report – October 2024
2. Lionel Towns, Treasurer  
Re: Property Tax Credits for Selected Late Payment Charges
3. Ray Haines, Fire Chief  
Re: Incident Summary – August 2024

4. Ray Haines, Fire Chief  
Re: Incident Summary – September 2024
5. Ray Haines, Fire Chief  
Re: Incident Summary – October 2024
6. Shari Gottschalk, Economic Development Officer  
Re: Social Media Insights

R-576-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That the staff reports be received for information.  
Carried.

## **Correspondence:**

### Action Items

1. Karen Kristoff  
Re: Curbside Garbage Collection Proposal Inquiry

R-577-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That staff is hereby directed to bring a report to a future Council meeting summarizing the proposals that were received in response to the Request for Proposal - Curbside Garbage Collection that was issued in the summer of 2024; and further

That the staff report is to include the current cost for garbage services as well as the potential cost per property based on the prices provided in the proposals; and further

That the staff report is to include a cost comparison between the tendered cost and the current cost for residents in the Village of Havelock who currently receive curbside garbage collection.

Carried.

### Information Items

None.

## **Committee Liaison Reports:**

1. Jim Martin, Mayor (Verbal)  
Hart Webb, Deputy Mayor (Verbal)

Re: County Council Update

Deputy Mayor Webb made note that the draft budget from Peterborough County was presented at County Council and that the proposed increase is approximately 5% to 6%.

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

R-578-24 Moved by Councillor Clement  
Seconded by Councillor Doherty

That the County Council Update and the Councillor Activity report be received for information.

Carried.

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

None.

### **Other Business:**

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

R-579-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Flagler

That the other business report be received for information.

Carried.

### **Closed Session:**

R-580-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Flagler

That the meeting moves in to Closed Session at 11:49 a.m. under authority of Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees.

Carried.

R-581-24 Moved by Councillor Doherty  
Seconded by Councillor Clement

That the meeting rise from Closed Session at 12:00 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. A personal matter about an identifiable individual, including municipal or local board employees. (1 item).

### **Confirming By-Law:**

R-582-24 Moved by Councillor Clement  
Seconded by Deputy Mayor Webb

That By-law 2024-080, 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 19<sup>th</sup> day of November 2024, be read a first, second, and third time and finally passed this 19<sup>th</sup> day of November 2024.

Carried.

### **Adjournment:**

R-583-24 Moved by Deputy Mayor Webb  
Seconded by Councillor Doherty

That this meeting adjourn at 12:01 p.m.

Carried.

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Jim Martin, Mayor

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Robert V. Angione, Clerk



# Township of Havelock-Belmont-Methuen

## Community Risk Assessment

Final Council Presentation | December 2024



Cover image adapted from "Municipal office in Havelock" by P199.  
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## **Agenda**

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1. Project Background

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2. Key Findings

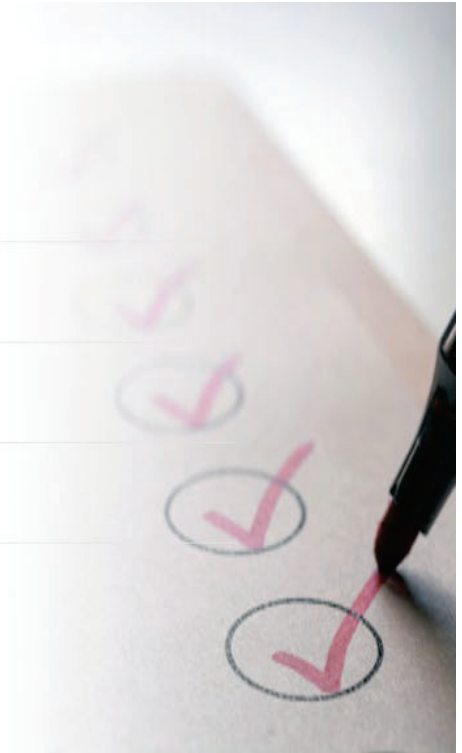
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3. Next Steps

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4. Questions or Comments

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# Project Background







## **Community Risk Assessment (“CRA”): Background**

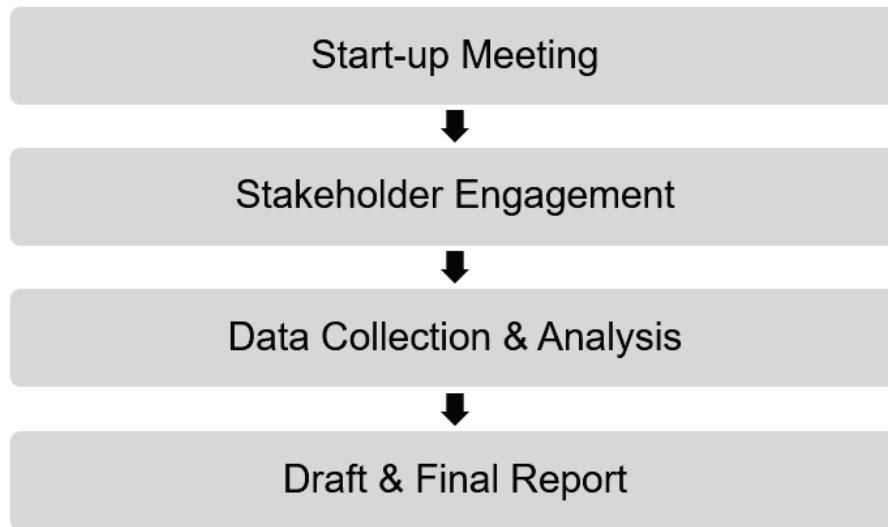
- A CRA identifies and examines which threats a community is most likely to face.
- O. Reg. 378/18 requires all municipalities to conduct a CRA every five years.
- O. Reg. 378/18 requires each CRA to examine nine community profiles.

1.	Geographic Profile
2.	Building Stock Profile
3.	Critical Infrastructure Profile
4.	Demographic Profile
5.	Hazard Profile
6.	Public Safety Response Entities Profile
7.	Community Services Profile
8.	Economic Profile
9.	Past Loss and Event History Profile



## **Approach and Methodology**

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# Key Findings





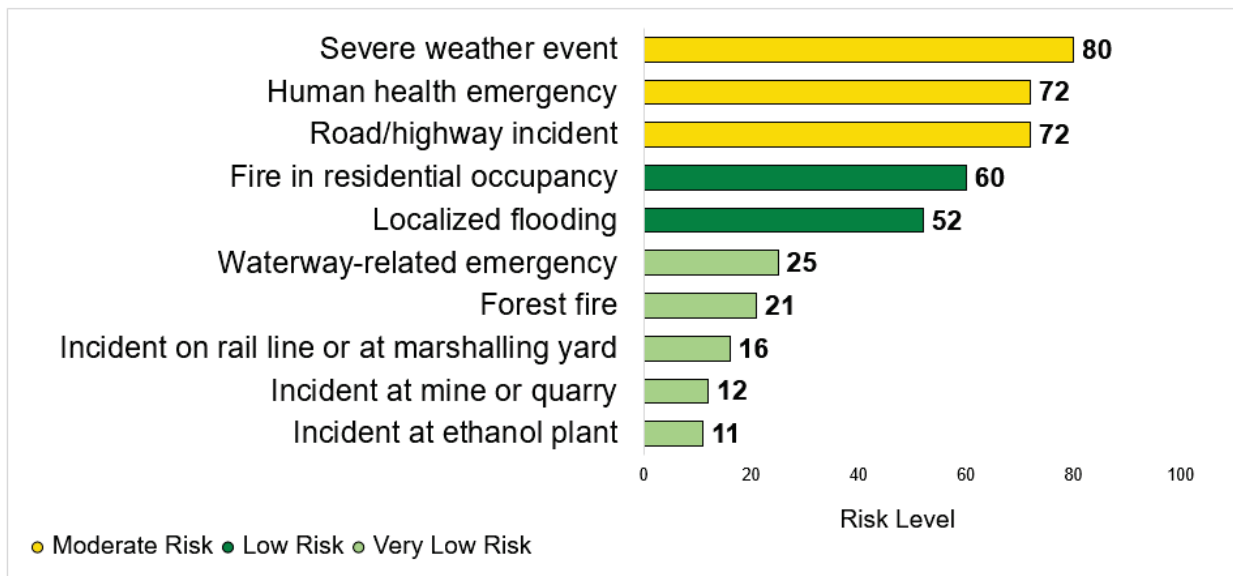
### **Determining Risk Scores**

- First: Use OFM evaluation criteria to determine the likelihood levels of each identified risk.
- Next: Use OFM evaluation criteria to determine the consequence levels of each identified risk.
- Then: Input the likelihood and consequence levels into a risk matrix to determine the severity of each identified risk.

<b>Risk Score</b>	<b>Severity</b>
0 to 30	<b>Very Low</b>
31 to 60	<b>Low</b>
61 to 90	<b>Moderate</b>
91 to 120	<b>High</b>
120 to 149	<b>Very High</b>
150 and up	<b>Extreme</b>



## Public Safety Risks Identified in Havelock-Belmont-Methuen





## Risk Treatment Plans (“RTPs”)

- The CRA includes one RTP for each public safety risk identified in Havelock-Belmont-Methuen.
- The RTPs summarize various challenges associated with the identified risks, as well as information about the community’s current risk treatment measures.
- Each RTP recommends at least one of the following risk treatment options:
  - **Avoid:** Eliminate the risk.
  - **Mitigate:** Reduce the likelihood or impact of the risk.
  - **Accept:** Take no action.
  - **Transfer:** Transfer the risk to another party.
  - **Share:** Share part of the risk with another party.

# **Top 5 Risks Identified in Havelock-Belmont-Methuen**

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## **Risk #1: Severe Weather Event**

### **Mitigate**

- Continue providing public education about the importance of emergency preparedness, including what to do before, during, and after emergencies.

### **Share**

- Work with applicable external partners to implement public education initiatives that teach residents about emergency preparedness. The initiatives should address topics such as the importance of having a 72-hour emergency kit.



## **Risk #2: Road/Highway Incident**

### **Mitigate**

- Review the roadways that are currently owned or operated by Havelock-Belmont-Methuen in order to identify high-collision areas.
- Identify the resources that will be needed for future budget deliberations.

### **Transfer**

- Peterborough County and the Ministry of Transportation should hire a traffic engineer to study local high-collision areas in order to find solutions that may help reduce the number of road/highway incidents that occur in the community.

## **Risk #3: Human Health Emergency**

### **Mitigate**

- Monitor the PPE cache in Havelock-Belmont-Methuen to ensure the township has an adequate number of supplies for its municipal staff members.
- Enroll the Department's personnel in ongoing training to reinforce their knowledge of ways to reduce the likelihood of contracting communicable diseases.
- Develop a business continuity plan for Havelock-Belmont-Methuen.

## **Risk #4: Fire in Residential Occupancy**

### **Mitigate**

- Develop a fire prevention policy for Council's approval and adoption, ensuring that the policy includes a formalized smoke/CO alarm program.
- Develop public education programs based on the concept of the three lines of defence in order to target the leading causes of residential fires in Havelock-Belmont-Methuen.

## **Risk #5: Localized Flooding**

### **Accept**

- Continue to monitor for signs of localized flooding in Havelock-Belmont-Methuen, offering applicable services as needed.

### **Mitigate**

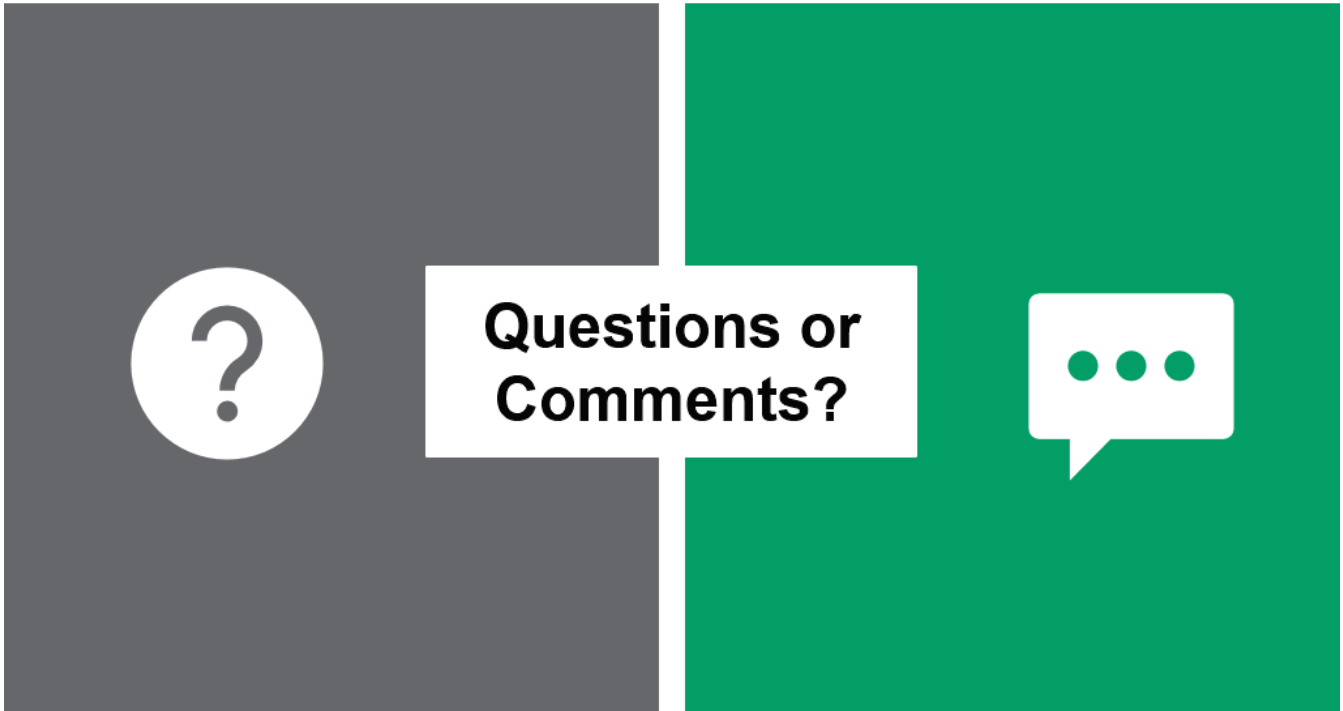
- Provide public education about localized flooding.
- Provide public education about the importance of emergency preparedness and the importance of 72-hour emergency kits.

## **Next Steps**

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- Review and update the CRA annually.
- Develop a process for collecting and maintaining the data needed to keep the CRA current.
- Use the CRA to develop future strategic planning for the fire department.





# Thank you!

Feel free to reach out to us  
if you have any questions.



**PHONE NUMBER**

705-775-5022



**EMAIL ADDRESS**

[info@loomex.ca](mailto:info@loomex.ca)



**WEBSITE**

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



# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council  
From: Samantha Deck, Planner  
Meeting Date: December 3, 2024  
Subject: Assume Certain Lands within the Township as a Public Highway – Sandy Lake Road

## **PURPOSE and EFFECT:**

**The purpose and effect of this report is to recommend the dedication and assumption of certain lands within the Township as a Public Highway, being a portion of Sandy Lake Road.**

## **RECOMMENDATION:**

- That Council enacts a By-law (see by-law section of report) to dedicate and assume certain lands as a Public Highway, specifically identified as Part Lot 23, Concession 4, being Part 4 on Registered Plan 45R-17752, being a portion of Sandy Lake Road.
- That the Municipal Solicitor be directed to register the Assumption By-law at the Registry Office and have the authority to revise the by-law so far as necessary for the purposes of registration.
- That the balance of this report be received.

## **BACKGROUND:**

Sandy Lake Road is a roadway accessed off of County Road 46, directly south of Methuen Lake. As per Schedule 'B' of By-law 2005-04, Sandy Lake Road is classified as a "Limited Winter Maintenance Road" which receives only limited maintenance by the Township of Havelock-Belmont-Methuen:

### **Limited Maintenance Roads**

These roads are roads so designated that receive only limited maintenance.

- ! Roads so designated will not receive any sand or salt at anytime.



- ! Plowing will be done after urban roads, main roads and secondary roads are done and the storm has passed. (Usually two to three working days after the storm).
- ! Plowing will be done when accumulation of snow is 15 cm. or greater.

Some portions of the roadway traverse through private property and were never dedicated as a public highway to the Township. The subject property, 1854 Sandy Lake Road, currently has a portion of Sandy Lake Road traversing through the lands and is being considered for dedication and assumption to the Township. Please see **Attachment A: Site Maps.**

Planning, Building, and Public Works Staff have reviewed the proposal and determined that as Sandy Lake Road is currently maintained, limitedly, by the Township, dedicating and assuming the lands as a public highway is appropriate.

The Township required a survey to be completed by the landowner to determine the extent of the roadway and to ensure a minimum 66' right-of-way could be maintained throughout the roadway's entirety. Please see **Attachment B: Draft Plan,** demonstrating that the 66' right-of-way can be maintained.

Township staff were satisfied with the draft plan and the plan was deposited with the Land Registry Office. The portion of Sandy Lake Road to be assumed as a Public Highway, is identified as Part 4 on Registered Plan 45R-17752. Please see **Attachment C: Deposited Reference Plan 45R-17752.**

## **PLANNING ANALYSIS:**

### *Municipal Act*

The Municipal Act establishes the municipal authority to pass by-laws and dedicate and assume roadways by by-law:

Section 27 (1) "Except as otherwise provided in this Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway"

Section 31 (2) "After January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money."

## **COMMENTS:**

### **Staff Comments:**

The request has been circulated to applicable Township staff and there are no concerns with the assumption and dedication of the portion of Sandy Lake Road. Staff attended the site on November 20, 2024 and confirmed that the property bars identified on the

reference plan have been placed and that the roadway is in a condition for assumption. Please see **Attachment D: Site Photos**.

**CONCLUSION:**

As Sandy Lake Road is currently maintained, limitedly, by the Township, it would be appropriate for Council to agree to the dedication and assumption of the portion of Sandy Lake Road, as a Public Highway.

All of which is provided to Council for consideration and direction.

**FINANCIAL IMPACT:**

Legal fees associated with the registration of the by-law at the Land Registry Office are to be expected to be incurred by the homeowner.

Respectfully submitted,

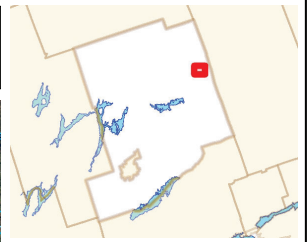
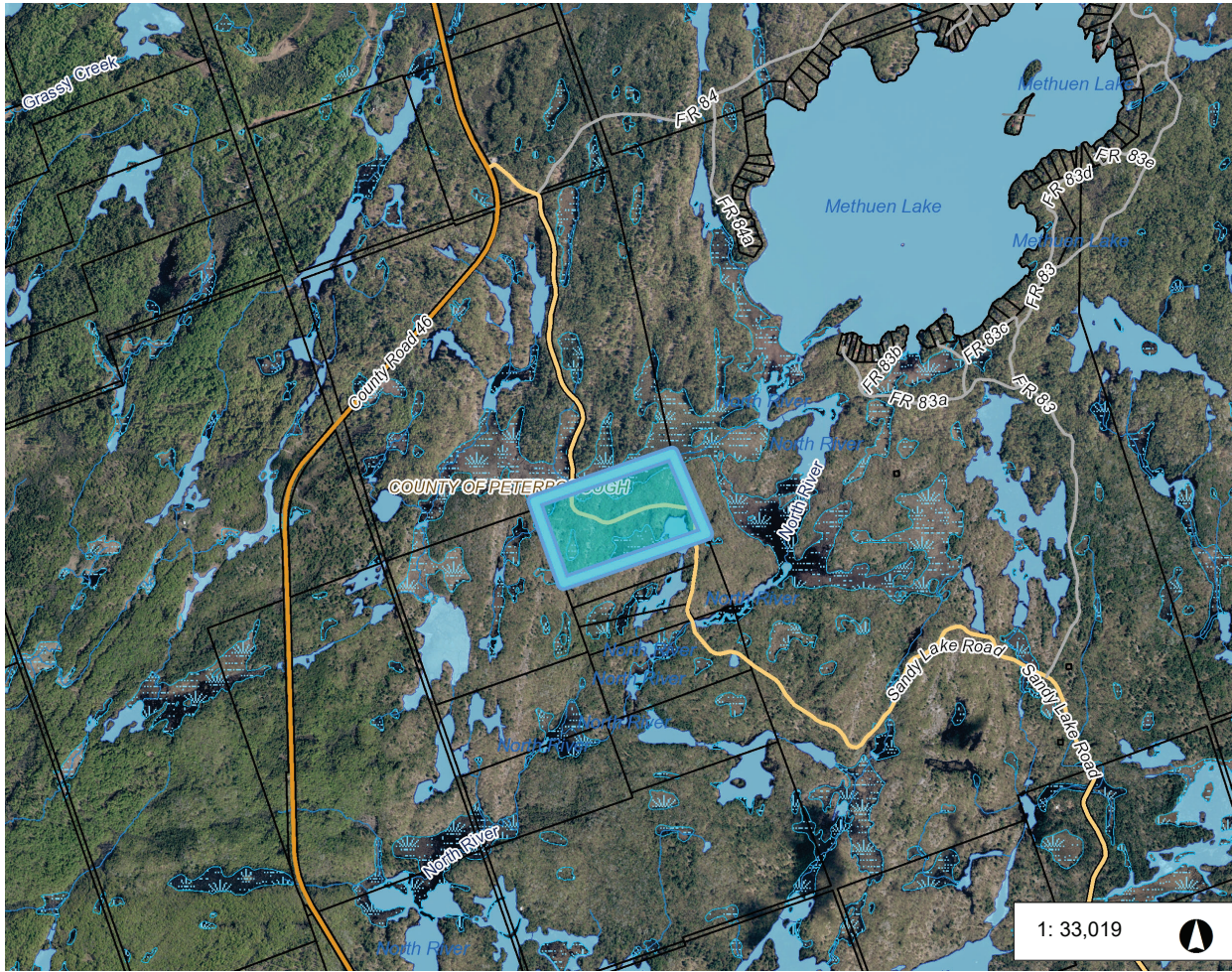
*Samantha Deck*

Samantha Deck, Planner  
Township of Havelock-Belmont-Methuen

Attachments:

- A. Site Maps
- B. Draft Plan
- C. Deposited Reference Plan 45R-17752
- D. Site Photos

# Sandy Lake Road



- Legend**
- Storm Gravity Main
  - <all other values>
  - ABS Plastic
  - Asbestos Cement
  - Asphalt
  - Brick
  - Brick Masonry
  - Cast Iron
  - Clay Tile
  - Concrete (Non-Reinforced)
  - Concrete Segments (Bolted)
  - Concrete Segments (Unbolted)
  - Copper
  - Corrugated Metal
  - Cured In Place
  - Ductile Iron
  - Earth & Geotextile
  - Earthen
  - Fiberglass Reinforced
  - Galvanized Pipe
  - Geotextile
  - Glass Reinforced Cement
  - High Density Polyethylene
  - Other
  - Pitch Fiber (Orangeburg)
  - Plastic/Steel Composite
  - Polyethylene
  - Polypropylene

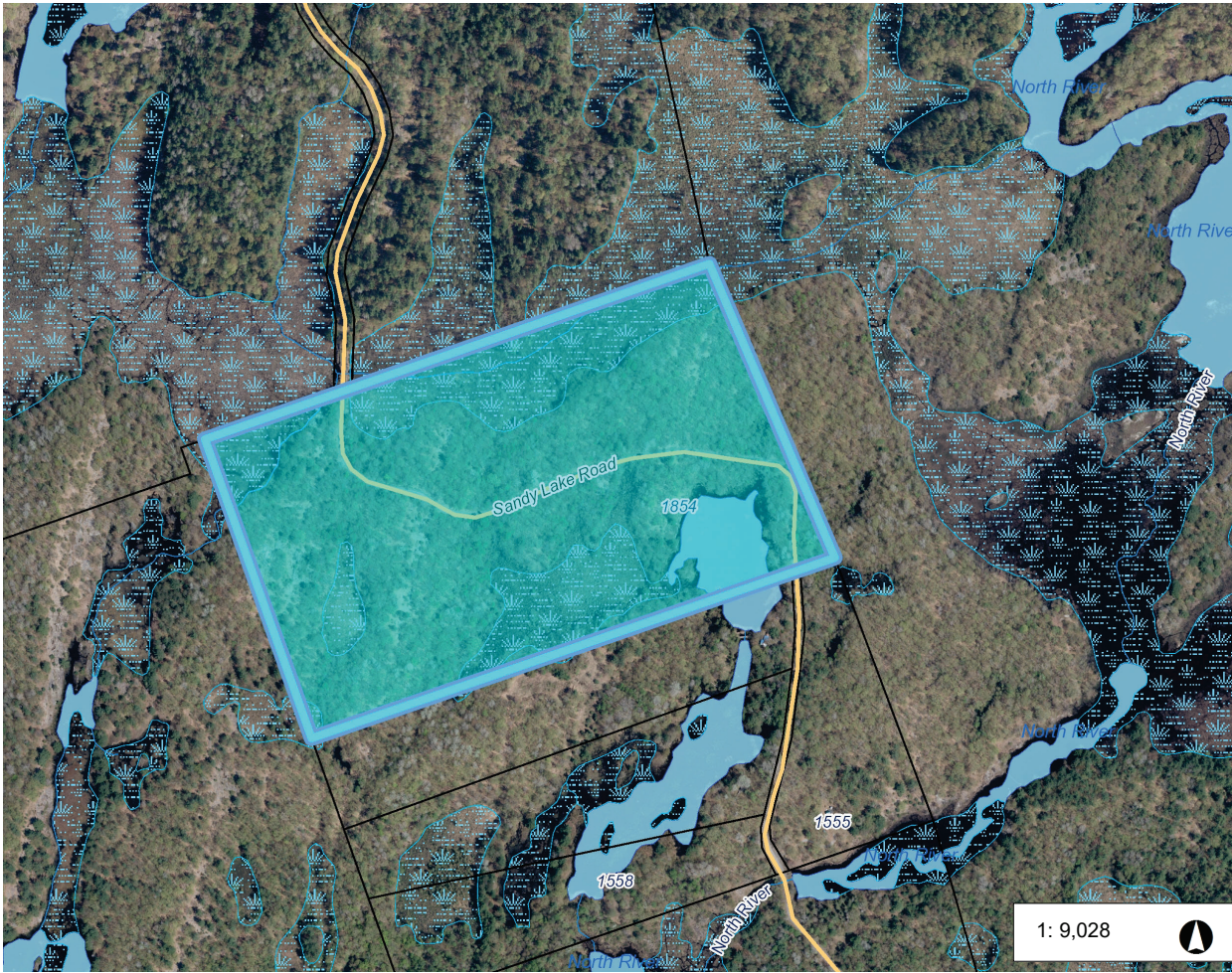
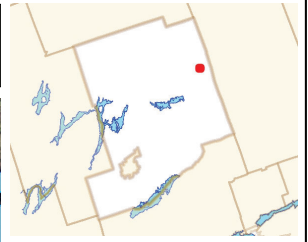
**Notes**

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© 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**

# Sandy Lake Road



**Legend**

**Storm Gravity Main**

- <all other values>
- ABS Plastic
- Asbestos Cement
- Asphalt
- Brick
- Brick Masonry
- Cast Iron
- Clay Tile
- Concrete (Non-Reinforced)
- Concrete Segments (Bolted)
- Concrete Segments (Unbolted)
- Copper
- Corrugated Metal
- Cured In Place
- Ductile Iron
- Earth & Geotextile
- Earthen
- Fiberglass Reinforced
- Galvanized Pipe
- Geotextile
- Glass Reinforced Cement
- High Density Polyethylene
- Other
- Pitch Fiber (Orangeburg)
- Plastic/Steel Composite
- Polyethylene
- Polypropylene

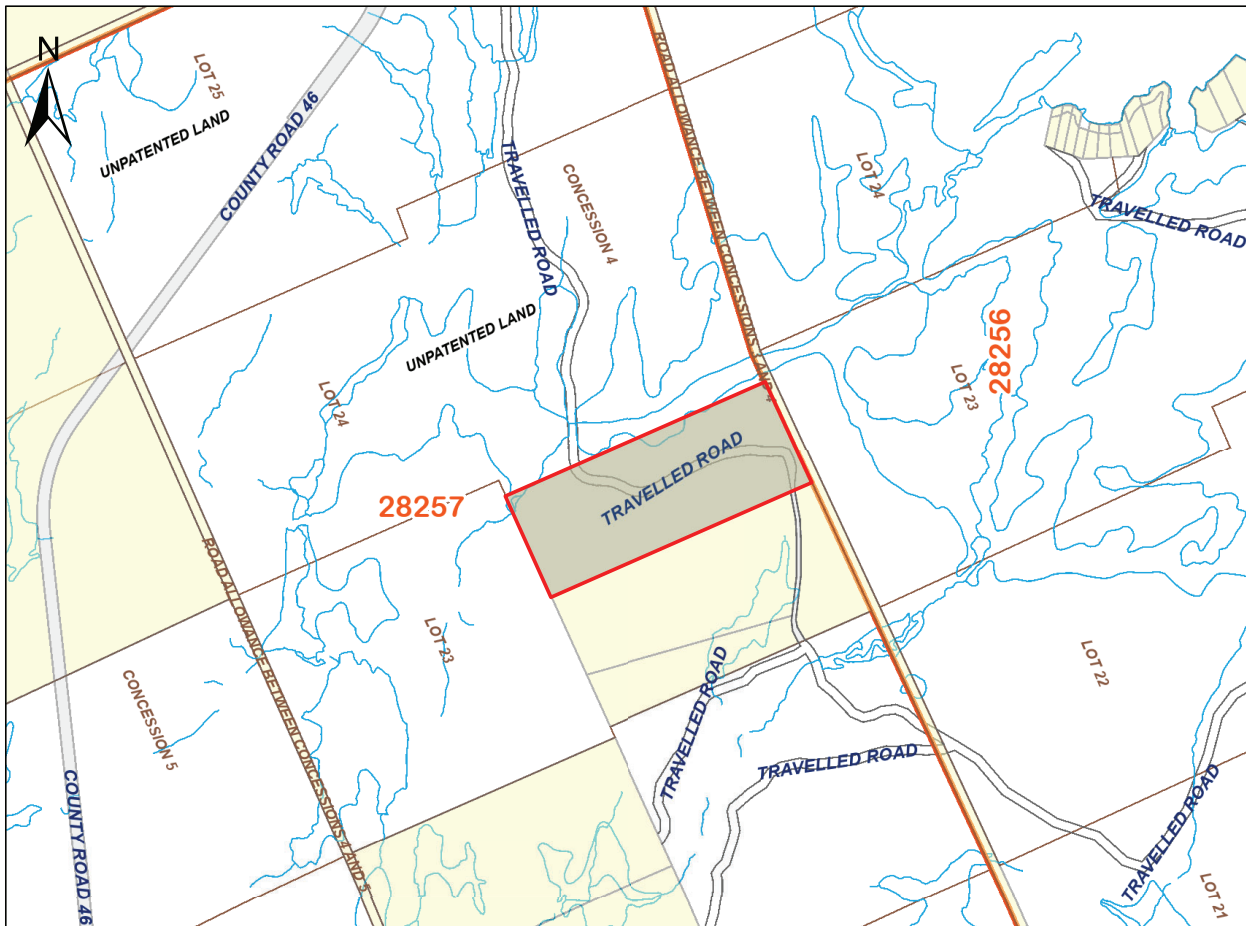
1: 9,028

**Notes**

458.6 0 229.31 458.6 Meters

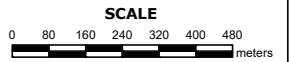
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

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**



**ServiceOntario**

PRINTED ON 20 NOV, 2024 AT 11:24:01  
FOR SAMANTHA



**PROPERTY INDEX MAP**  
PETERBOROUGH(No. 45)

**LEGEND**

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

**THIS IS NOT A PLAN OF SURVEY**

**NOTES**

**REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS**

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



© Queen's Printer for Ontario, 2024



PLAN OF SURVEY OF  
 PART OF LOT 23  
 CONCESSION 4  
 GEOGRAPHIC TOWNSHIP OF METHUEN  
 MUNICIPALITY OF HAVELOCK-  
 BELMONT-METHUEN  
 COUNTY OF PETERBOROUGH

SCALE 1 : 1500  
 KEVIN R. D. SMITH, O.L.S.  
 50m 0 10 20 30 40 50

Crown Plan showing Resurvey by  
 J. G. Plummer O.L.S. dated  
 February 25, 1950

1 REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.  
 DATE: JULY 12, 2024  
 MATTHEW B. DAVIS, SURVEY TECH.  
 REPRESENTATIVE FOR LAND REGISTRATION FOR THE LAND TITLES DIVISION OF PETERBOROUGH (45).

PLAN 45R-17752  
 RECEIVED AND DEPOSITED  
 DATE: November 8, 2024  
 REGISTERAR FOR THE LAND TITLES DIVISION OF PETERBOROUGH (45).

SCHEDULE

PART	LOT	CONCESSION	PIN	AREA
1				11.9 Hectares
2	PL 23	4	28257-0069 (LT)	0.174 Hectares
3				5.55 Hectares
4				1.35 Hectares

PARTS 1, 2, 3, 4 COMPRISE ALL OF PIN 28257-0069 (LT).

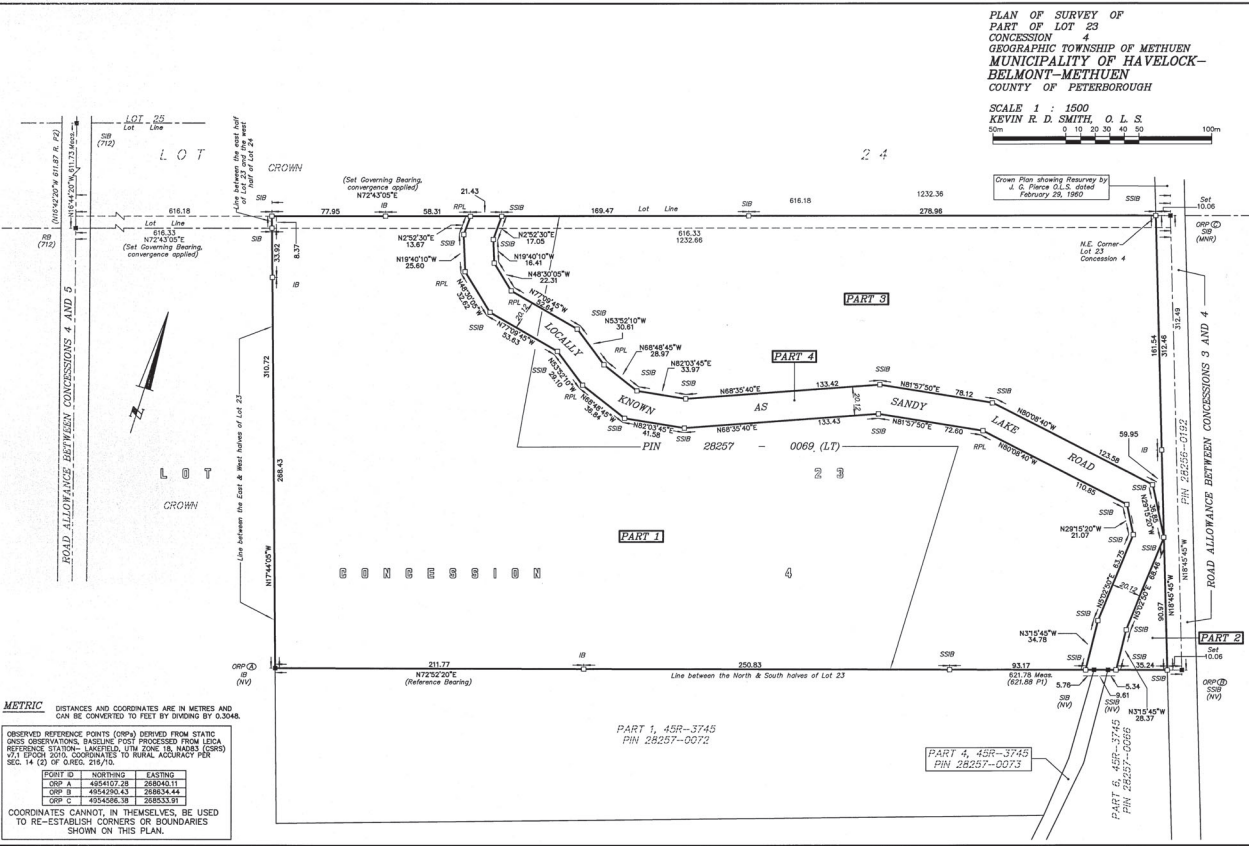
NOTES  
 BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY STATE ONIS OBSERVATIONS, SHOWN HEREON, BEARING OF N72°52'20"E, REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18 UTM WEST LONGITUDE, NAD 83 (GSD), AT EPOCH 2010, DATES FOR BEARING COMPARISONS, A ROTATION OF 2°02'00" CLOCKWISE WAS APPLIED TO BEARINGS ON PLANS 45R-558 & 45R-3745. DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.0002255. PROPERTY LINES ARE UNFENCED, UNLESS OTHERWISE NOTED. FENCES ARE LOCATED ON PROPERTY LINES, UNLESS OTHERWISE NOTED.

LEGEND  
 SYMBOL : DENOTES  
 □ SURVEY MONUMENT PLANTED  
 ● SURVEY MONUMENT FOUND  
 SSB SHORT STAINLESS STEEL BAR 25mm x 25mm x 60mm  
 SSB STANDARD IRON BAR 25mm x 25mm x 120mm  
 RB ROUND BOLT 10mm x 15mm x 60mm  
 RB ROUND BOLT 10mm x 15mm x 100mm  
 RPL ROCK PILE 150mm x 150mm x 150mm  
 MEAS. MEASURED  
 OBSERVED REFERENCE POINT  
 PI PLAN 45R-3745  
 P2 PLAN 45R-558  
 GOVERNING BEARING THE DIRECTION FOR THE FIRST RUNNING OF A TOWNSHIP LOT LINE, AS PRESCRIBED BY SECTION 28 OF THE SURVEYS ACT, (RSO 1990).

SURVEYOR'S CERTIFICATE  
 I CERTIFY THAT:  
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
 2. THIS SURVEY WAS COMPLETED ON THE 18th DAY OF NOVEMBER, 2023.

DATE: JULY 12, 2024  
 KEVIN R. D. SMITH  
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO ADSL PLAN SUBMISSION FORM NUMBER 14-09071.  
 P. A. MILLER SURVEYING LTD.  
 ONTARIO LAND SURVEYOR  
 P. O. BOX 509  
 8750 202ND STREET  
 21-10628



METRIC DISTANCES AND COORDINATES ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

OBSERVED REFERENCE POINTS (ORP) DERIVED FROM STATIC ONIS OBSERVATIONS, BASELINE POST PROCESSED FROM LEICA REFERENCE STATION - LAKFIELD, UTM ZONE 18, NAD83 (GSD) 2011 POINT DATA, COORDINATES TO NAD83 ACCURACY FOR SEC. 14 (2) OF OREG. 219/10.

POINT	NORTHING	EASTING
ORP A	4854107.29	288040.11
ORP B	4854290.43	288348.44
ORP C	4954586.38	288533.91

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

















# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Peter Lauesen, Manager of Public Works  
Meeting Date: December 3, 2024  
Subject: Public Works October Department Updates

## **Purpose:**

The purpose of this report is to provide department updates to Council for the month of October 2024.

## **Recommendation:**

That Council receive this update report as information.

## **Background:**

The Public Works October department updates include;

### Capital Projects:

- QBT Excavating started George St. construction July 15<sup>th</sup>, 2024, it is ongoing.
- RFQ #PW-2024-06 – Snowplowing Quotations for the 2024-2026 Winter Seasons were opened October 3<sup>rd</sup>, 2024.
- Staff attended Winter Patrol Training on October 22<sup>nd</sup>.
- The new Water Jug Filling Station is fully operational and officially opened to the public on October 21<sup>st</sup>.
- Devils 4 Mile, Otter Creek Bridge reconstruction was completed and reopened October 31<sup>st</sup>.

### Roads Division:

- All winter maintenance equipment has been installed and calibrated.
- Staff have upgraded the rear entrance, including new gates, at the 6<sup>th</sup> Line Transfer Station to be used as a snow dump access road.
- Road Patrol.
- All roads were graded.
- Secondary roads were also graded.
- Road patching.

Waste Management Division:

- In October the 6<sup>th</sup> Line transfer station had a total of 3,920 cars in the 21 days they were open.
  - o West Kosh, Oak Lake and Jack Lake had a total of 1,027 cars in the 10 days they were each open.

Water and Wastewater Division:

- Ontario One Call Locates were completed as received.
- Monthly meter readings were taken.
- Water disconnects were done as directed.
- Hydrant markers were put on all hydrants.
- Water Tap located on the South side of Ottawa St. is now permanently closed.

**Financial Impact:**

There is no financial impact as a result of this report.

**Respectfully submitted by:**

*Peter Lauesen*

Peter Lauesen - CRS  
Manager of Public Works







# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Lionel Towns, Treasurer  
Meeting Date: December 3, 2024  
Subject: Update of Havelock-Belmont-Methuen's Strategic Asset Management Policy

## **Purpose:**

The purpose of this report is to provide Council with an updated Strategic Asset Management Policy in accordance with the Infrastructure for Jobs and Prosperity Act, 2015 and its related O. Reg. 588/17.

## **Recommendation:**

That the attached updated Strategic Asset Management Policy be approved.

## **Background:**

Under the Infrastructure for Jobs and Prosperity Act, 2015, principles were set out by the provincial government to regulate asset management planning for municipalities. On December 27, 2017, O. Reg. 588/17 was released which regulates asset management planning for municipal infrastructure. As part of O. Reg. 588/17, all municipalities are required to adopt Strategic Asset Management (AM) policies by July 1, 2019 and update them at least every five years from that date.

## **Financial Implications:**

There are no direct financial implications to approving this updated AM policy.

Respectfully Submitted:

*Lionel Towns*

Lionel Towns, Treasurer



## Strategic Asset Management Policy

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Submission Date:	2024-12-03
Approved by:	Council of Havelock-Belmont Methuen
Approval Date:	2024-12-03
Effective Date:	2024-12-03
Policy Number:	64
Next Revision Due:	2029-12-03

---

### 1.0 Purpose:

The purpose of this policy is to ensure the development of the Municipality's asset management program, to facilitate logical and informed decision-making for the management of the Municipality's infrastructure, and to support the delivery of sustainable community services.

By using sound asset management practices, the Municipality can ensure that all infrastructure assets meet performance levels and continue to provide desired service levels in the most efficient and effective manner.

This policy demonstrates an organization-wide commitment to the good stewardship of infrastructure assets, and the adoption of best practices regarding asset management planning.

### 2.0 Background:

Asset management (AM) refers to the policies, practices and procedures that combine to make the best possible decisions regarding the building, operating, maintaining, renewing, replacing, and disposing of infrastructure assets. Furthermore, asset management is an organization-wide process that involves the coordination of activities across multiple departments. As such, it is useful to implement a structured and coordinated approach to outlining the activities, roles and responsibilities required of organizational stakeholders and the key principles that should guide all asset management decision-making.

A comprehensive and holistic approach to asset management will ensure service levels are being delivered in the most efficient and effective manner, and that due regard and process are applied to the long-term management and stewardship of the Municipality's capital infrastructure assets. In addition, it will align the Municipality with provincial and national standards and regulations enabling the organization to maintain compliance with existing funding programs and take full advantage of available grant funding opportunities.

The approval of this policy helps to integrate the Municipality's strategic mission, vision, and goals with its asset management program, and ensure that vital services and critical infrastructure are maintained and provided to the community at all times.

### **3.0 Alignment with the Municipality's Strategic Direction:**

This policy aligns with the Official Plan of the Township of Havelock-Belmont-Methuen, 2015 and the Township's Strategic Plan as approved on November 5, 2024. The following passages outline key organizational priorities listed within these documents that the development of an asset management program will support:

#### **1. Official Plan**

- a. **Guiding Principles:** Municipal Infrastructure – New public works within the Township will be guided by the policies of this Plan. Council may provide additional services through community improvement initiatives as long as the benefits, financial or otherwise, of adding services outweighs the direct cost to the Municipality.

#### **2. Strategic Planning Session:** The development of an asset management program will help HBM in achieving the identified Strategic Imperative of Client Satisfaction and accomplishing the following Departmental Deliverables:

##### **a. Public Works**

- i. Water and well expansion
- ii. Wastewater master plan and treatment plant capacity expansion
- iii. Storm water master plan
- iv. Roads needs study and reconstruction plan, and implementation

##### **b. Land Use Planning**

- i. Finalize new official plan
- ii. Overhaul of comprehensive zoning by-law

##### **c. Emergency Services**

- i. Equipment and vehicle replacement as per asset management plan

##### **d. Community Facilities and Recreation**

- i. Outdoor sports complex (softball, pickleball, tennis)
- ii. Fitness Centre addition

- iii. Westend park upgrade
- iv. Long term care facility completion
- v. Medical Centre feasibility assessment
- vi. AODA compliance

**e. Economic Development**

- i. Investment attraction and employment lands inventory development
- ii. Formalize small business advisory services
- iii. Revitalize downtown core
- iv. Update economic development and tourism strategy

**4.0 Policy Statement:**

To guide the Municipality, the following policy statements have been developed:

1. The Municipality has implemented a municipal-wide asset management program through all departments. The program will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
2. The Municipality will develop and maintain an asset inventory of all capital assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date, and estimated cost for the repair, rehabilitation or replacement.
3. The Municipality has developed an asset management plan that incorporates all infrastructure categories and assets that meets established capitalization thresholds, and it will be updated at least every five years. The Township’s Capital Asset Policy (By-law 2009-30) lists the following capitalization thresholds:

Asset Class	Asset Sub-Class	Threshold
General Capital & Infrastructure Assets	Land	zero
	Land Improvements	\$25,000
	Buildings	\$25,000
	Leasehold Improvements	\$25,000
	Machinery & Equipment	\$5,000
	Computer Hardware	\$5,000
	Computer Software	\$5,000
	Library Assets	\$2,000
	Vehicles	\$10,000
	Linear Assets	\$25,000
Capital Work in Progress		zero

4. The Municipality will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
  - i. Complete and Accurate Asset Data
  - ii. Condition Assessment Protocols
  - iii. Risk and Criticality Models
  - iv. Lifecycle Management
  - v. Financial Strategy Development
  - vi. Level of Service Framework
5. The Municipality will integrate asset management plans and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew assets based on full lifecycle costing.
6. The Municipality will develop performance metrics and reporting tools to transparently communicate and display the current state of asset management practice.
7. The Municipality will consider the risks and vulnerabilities of infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. These costs may include matters relating to operations, levels of service and lifecycle management.
8. The Municipality will ensure that all asset management planning is aligned with the following financial plans:
  - i. Financial plans related to the Municipality's water assets including any financial plans prepared under the Safe Drinking Water Act, 2002.
  - ii. Financial plans related to the Municipality's wastewater assets.
9. The Municipality will align all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*, shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.
10. The Municipality will coordinate planning between interrelated infrastructure assets with separate ownership structures by pursuing collaborative opportunities



with neighbouring municipalities and jointly owned municipal bodies wherever viable and beneficial.

11. The Municipality will provide opportunities for municipal residents and other interested parties to provide input into asset management planning wherever and whenever possible.

## **5.0 Roles and Responsibilities:**

The development and continuous support of the Municipality's asset management planning requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

### **1. Council**

- i. Approve the AM policy and direction of the AM program
- ii. Maintain adequate organizational capacity to support the core practices of the AM program
- iii. Establish and monitor levels of service

### **2. Management Team**

- i. Provide corporate oversight to goals and directions and ensure the AM program aligns with the Municipality's strategic plan
- ii. Ensure that adequate resources are available to implement and maintain core AM practices
- iii. Track, analyze and report on AM program progress and results

### **3. Executive Lead (Treasurer)**

- i. Provide organization-wide leadership in AM practices and concepts
- ii. Provide departmental staff coordination
- iii. Coordinate and track AM program implementation and progress

### **4. Departmental Managers and Supervisors**

- i. Utilize the new business processes and technology tools developed as part of the AM program
- ii. Participation in any required training for City Wide software
- iii. Updating of departmental asset records on an ongoing basis
- iv. Provide support and direction for AM practices within their department

## **6.0 Key Principles:**

The Municipality shall consider the following principles as outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*, when making decisions regarding asset management:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should take into account the needs of citizens by being mindful of, among other things, demographic and economic trends.
2. Infrastructure planning and investment should take into account any applicable budgets or fiscal plans.
3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.
4. Infrastructure planning and investment should ensure the continued provision of core public services, such as health care and education.
5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.
6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
  - i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
  - ii. information with implications for infrastructure planning should be shared between the Municipality and broader public sector entities and should factor into investment decisions respecting infrastructure.
9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality, as the case may be, the Municipality should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.
10. Infrastructure planning and investment should promote accessibility for persons with disabilities.

11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.
12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.
13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and any specific benefits identified by the community.

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Ray Haines, Fire Chief  
Meeting Date: December 3, 2024  
Subject: Emergency Management

## **Purpose:**

The purpose of this report is to present the Emergency Management Program and Emergency Response By-law for adoption at today's Open Session Council Meeting.

## **Recommendation:**

That By-law No. 2024-082 being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet Requirements under the Emergency Management and Civil Protection Act be adopted in the by-law section of this Open Session Council Meeting; and further

That Council designate the Economic Development Officer (Shari Gottschalk) as the Emergency Information Officer; and further

That Council designate the Administrative Assistant (Skylar Soady) as the Alternate Emergency Information Officer; and

Further that staff is hereby directed to complete the 2024 Compliance Submission and submit the necessary paperwork to the Office of the Fire Marshal and Emergency Management before December 31, 2024.

## **Background:**

The Township of Havelock-Belmont-Methuen passed its existing Emergency Plan on December 18, 2017. The plan is attached to By-law 2024-082 that is recommended for passage in the by-law section of today's meeting. The Township is required to submit an Annual Compliance Submission to the Office of the Fire Marshal and Emergency Management by December 31 each year. The passage of by-law 2024-082 allows the Township to successfully complete the submission for the year 2024.

The Township is required to have the Emergency Management Program Committee (EMPC) and appoint the committee Chair. By-law 2024-082 satisfies this requirement.

The members of the Municipal Emergency Control Group (MECG) must be appointed by Council. By-law 2024-082 satisfies this requirement.

The name of the Emergency Information Officer must be designated by Council. The resolution stated earlier in this report satisfies this requirement.

The Emergency Management Program Committee will review the Risk Assessments and Critical Infrastructure prior to the year-end submission.

The Emergency Control Group will attend a training and emergency exercise before year end. This session satisfies the requirement for annual training and an emergency exercise session.

Based on the above, the Township of Havelock-Belmont-Methuen will meet the requirements to be in compliance with the legislation.

**Financial Impact:**

There is no financial impact as a result of this report.

**Strategic Plan Reference:**

1.3 Governance Excellence

**Respectfully submitted by:**

*Bob Angione*

Bob Angione  
Chief Administrative Officer/Clerk

*Ray Haines*

Ray Haines  
Fire Chief

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Meeting Date: December 3, 2024  
Subject: Environmental Grant Application

## **Purpose:**

The purpose of this report is to present for the approval of Council an Environmental Grant Application from the Cordova Lake Cottage Association.

## **Recommendation:**

That the Environmental Grant Application from the Cordova Lake Cottage Association be approved up to a maximum of \$1,000.00 to fund E. coli testing.

## **Background:**

The Cordova Lake Cottage Association has submitted an application to the Environmental Grant Program. The funds will be used to fund E. coli testing.

As per the attached policy, funding is provided on a 50-50 basis. Based on the expenditure of \$780.83 a payment will be made to the Cordova Lake Cottage Association in the amount of \$390.42 as per the paid invoices submitted with the grant application.

## **Financial Impact:**

The financial impact of supporting the Cordova Lake Cottage Association grant application will be \$390.42 which represents half the \$780.83 expenditure incurred by the Association. Receipts have been provided.

## **In Consultation With:**

None.

## **Strategic Plan Reference:**

Vision: We ensure community attractiveness through environmental protection.

Collaboration: We are better together and pride ourselves in being a strong partner.

**Attachments:**

1. Cordova Lake Cottage Association grant application.
2. Environmental Grant Policy,

Respectfully Submitted:

*Bob Angione*

Bob Angione, Chief Administrative Officer/Clerk

**From:** [Elaine Epp](#)  
**To:** [Bob Angione](#)  
**Cc:** [Elaine Epp](#)  
**Subject:** CLCA - HBM Environmental Grant Program Application  
**Date:** October 31, 2024 4:23:08 PM  
**Attachments:** [2024 CLCA HBM Environmental Grant Letter.pdf](#)  
[4 Paid Invoices SGS Labs Kirkland ON.pdf](#)  
[Summary E. coli Testing Limits Results.pdf](#)  
[DIY Blue Green Algae Tests.pdf](#)

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Hi Bob,

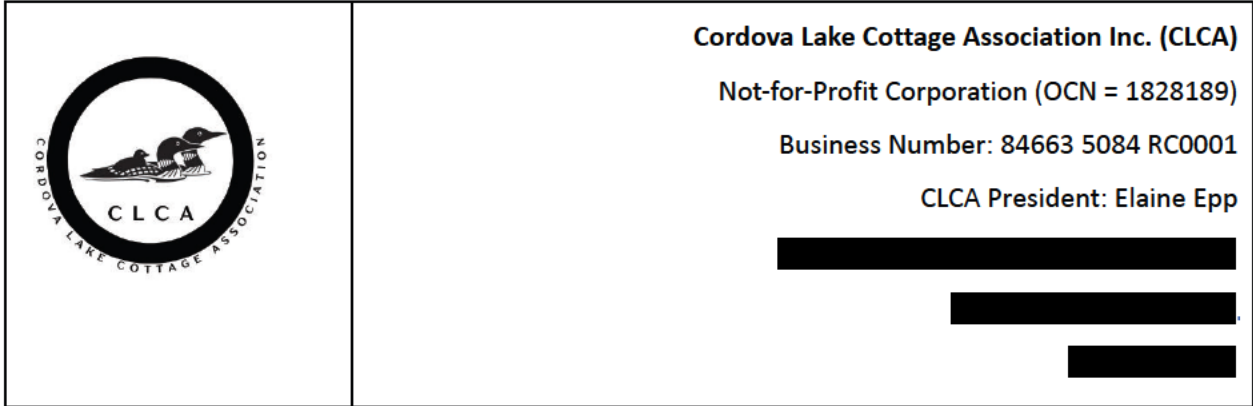
Please consider this as an application for the Cordova Lake Cottage Association (CLCA) under the Township of Havelock-Belmont-Methuen (HBM) Environmental Grant Program. To be included in one of the upcoming regular HBM Council Meetings.

1. 2024 CLCA HBM Environmental Letter.pdf
2. 4 Paid Invoices SGS Labs Kirkland ON.pdf
3. Summary E. coli Testing Limits / Results.pdf
4. DIY\_2 Blue-Green Algae Tests.pdf

If you need any more information or wish to talk to me about this application, I can be reached at   


Thanks, Elaine Epp CLCA President





October 31st, 2024

To: Bob Angione, Chief Administrative Officer and Municipal Clerk

Re: Cordova Lake Cottage Association (CLCA) Application for Environmental Grant Program

With the effects of climate change starting to be felt around the world, bodies of water are starting to warm up sooner and stay warmer for longer periods of time. As a result of this, many lake communities are starting to see algae forming earlier within the summer season.

One of the greatest environmental / health risks is if the algae turn into cyanobacteria, otherwise known as a Blue-Green Algae Blooms. We have not yet had any confirmed cases of Blue-Green Algae Blooms on Cordova Lake, however the CLCA has started to take steps to help with the early identification of the potential environmental / health risks, through the following:

1. **Testing** - Starting testing for E. coli at 6 different spots, using SGS Labs Kirkland ON, from June to September (key swimming months). Created the Summary E. coli Testing Limits / Results.pdf (included as attachment). Note, in July/24 we concentrated on the river only.
2. **Education** - Created a DIY Blue-Green Algae Tests.pdf (included as attachment).

Both of the documents mentioned above have also been included in our 2024 CLCA Fall/Winter Newsletter and posted on our CLCA Website.

The CLCA would like to apply to be compensated for this E. coli testing under the Township of HBM Environmental Grant Program. The total amount paid for E. coli testing, through SGS Labs Kirkland ON, was \$780.83 (4 Paid Invoices for SGS Labs Kirkland ON.pdf).

Thanks in advance for considering this matter.

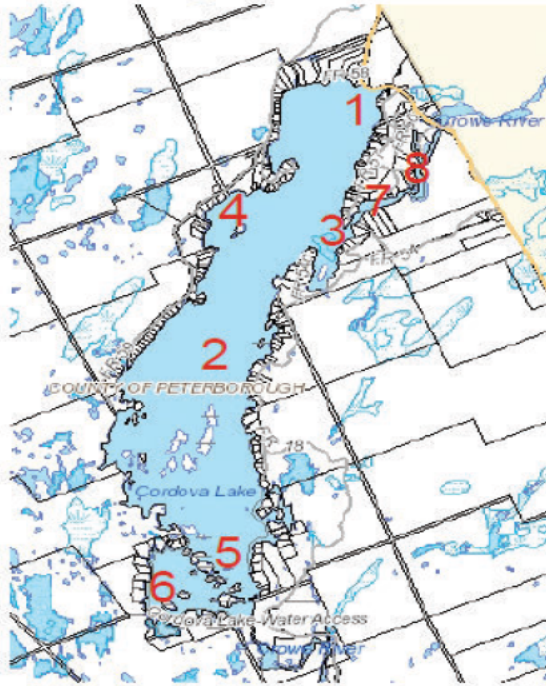
Elaine Epp, CLCA President

Attachments:

- 4 Paid Invoices for SGS Labs Kirkland ON.pdf
- Summary E. coli Testing Limits / Results.pdf
- DIY Blue-Green Algae Tests.pdf



**E. coli Testing Sites**



**E. coli Testing Limits / Results:**

In Ontario, the recreational water quality guideline is a maximum of **200 E. coli per 100 mL of water.**

The new recreational water quality standard is a geometric mean concentration (minimum of five samples) of less than 200 E. coli per 100 millilitres, and a single-sample maximum concentration of less than 400 E. coli per 100 millilitres, while the previous standard was less than 100 E. coli per millilitres as a geometric mean.

**Peterborough Public Health Site - Beach Sampling Testing Results:**

**SAFE** – Geometric Mean concentration of 5 samples with  $\leq 200$  E. coli/100mL water and/or Single-sample maximum concentration with  $\leq 400$  E. coli/100mL water

**UNSAFE** – Geometric Mean concentration of 5 samples with  $>200$  E. coli/100mL water and/or Single-sample maximum concentration with  $>400$  E. coli/100mL water

**CLOSED** – Potential adverse events such as confirmed blue-green algae bloom

**Note:** Unit of measurement in table are E. coli cfu/100ml (where cfu = colony forming units)

**Comments:**

1. We will monitor E. coli every June, July, August & September (key swimming months).
2. This document and DIY: Blue Green Algae Tests will be uploaded to the CLCA website under Environmental + Page.

Sample Date	Sample Time Range	Beach 1	Stump Bay 4	River Bridge 8	River Midway 7	River Mouth 3	Mid Lake 2	South End East 5	South End West 6
26-Jun-24	10:00 am - 10:40 am	11	3			71	4	2	2
08-Jul-24	11:15 am - 11:50 am (concentrated on river)			23	47	34			
02-Aug-24	11:10 am - 12:10 pm	5	2			45	8	3	19
11-Sep-24	11:40 am - 12:45 pm	4	1			25	1	1	1

## Do It Yourself: Visual Indicators, Stick Test, and Jar Test for Cyanobacteria (Blue-Green Algae) Bloom

### Visual Indicators:

While various cyanobacteria species can look and behave differently, there are a few common visual indicators of a cyanobacterial bloom, including:

- a resemblance to paint or pea soup
- a scum may form on the water's surface or along the shoreline
- small particles or patches are common, which are generally green or blue-green (but can be other colors)

Typically, cyanobacteria blooms are not yellow in color (that is more likely pollen) nor long stringy strands. Keep in mind that while informative, this test is not 100% accurate for all types of cyanobacteria, so you should continue to be cautious until receiving a lab confirmation that the bloom is not a toxin-producing species.

### DIY Stick Test Steps:

1. With appropriate precautions (i.e., gloves & mask).
2. Use a sturdy stick or rake/shovel handle to lift the plant/scum out of the water.
3. If the stick appears to have a coating of paint on it, it is likely cyanobacteria (Figure 1).
4. If the stick lifts out strands of material, which may resemble hair, it's more likely filamentous algae or other type of aquatic plant (Figure 2).
5. If the stick appears clean, results are inconclusive.



Figure 1



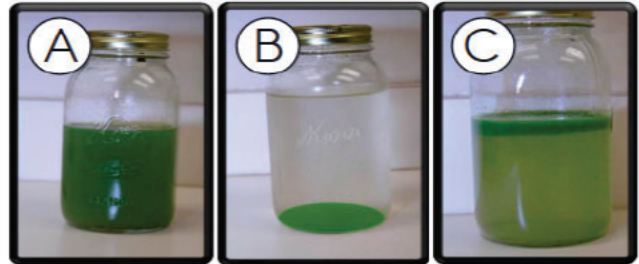
Figure 2

Figure 1 = Stick test showing cyanobacteria covering paddle.

Figure 2 = Stick test showing non-cyanobacteria aquatic plant growth.

### DIY Jar Test Steps:

1. With appropriate precautions (i.e., gloves & mask), collect a sample of the water and algae in a clear plastic or glass container (either a pickle or peanut butter jar work well). Be sure to leave some air space at the top of the bottle – only fill the container about three-quarters full. Place the cap on the container (Figure A).
2. Move the sample to a cool, dark location where it can remain undisturbed for 8-16 hours, although positive results may appear more quickly. Use either a cooler or refrigerator for sample storage. If using a refrigerator that may also contain food for human consumption, place the bottle in a clean, sealed plastic bag (e.g., Ziploc) to avoid the potential for contamination of food.
3. After the waiting period, view the sample – without moving it!
4. If the algae are settled out near the bottom of the jar, then that is likely indication that the lake does not have a lot of blue-green algae growing in it (Figure B).
5. If, instead, the algae have formed a green ring around the top of the water in the jar, it is likely cyanobacteria (Figure C).
6. If the sample remains well-mixed, it may not be cyanobacteria (Figure A).
7. After the test is complete, jar contents can be poured onto a surface outdoors, where it can soak into the ground.



Initial Water  
Sample Taken

Negative For  
Blue-Green Algae

Positive For  
Blue-Green Algae

If your lake experiences a suspected cyanobacteria bloom, limit contact with the water until it is confirmed as safe. The most accurate way to determine if a bloom is cyanobacteria or a type of algae is to submit a [report online](#), or call the [Spills Action Centre](#) 24 hours a day, 7 days a week: Toll-free: 1-866-MOE-TIPS (663-8477)



# INVOICE

Invoice Number : 11670059  
 Date : 28-JUN-24  
 Page : 1 / 1

COD SGS EHS  
 185 CONCESSION ST  
 LAKEFIELD ON K0L 2H0  
 Canada

Customer Number : 3161130  
 Currency : CAD  
 Payment Term : Due immediately  
 SGS Order No. : 1421144

Customer Reference : DSR:663569 ATTN: Elaine Ego PAYMENT: Credit card

Certificate(s) / Report(s) No(s) : CA14832-JUN24

Item	Description	Quantity	UoM	Unit Price	Net Amount	Amount
37370	Microbiological Analysis Minimum billing (2 micro samples)	1	Ea	85.00	85.00	96.05
37379	Microbiological Analysis Additional sample(s) - E.Coli	4	Ea	27.00	108.00	122.04
External Execution Location : Cordova Lake Cottage Association						
Execution Date(s) : 26 Jun 24						

HST : 25.09  
 Net Amount CAD : 193.00  
 Sum of Tax CAD : 25.09  
**Total Amount CAD : 218.09**

Contact Name: ANDERSON, ALEXIS  
 E-mail: Alexis.Anderson@sgs.com

11670059 28-JUN-24 3161130

*Water Testing for June/24*  
*16 locations*  
*EGEP / CREA President*  
 PAID JUL 05 2024  
*VSK on*

SGS Canada Inc. | Industries & Environment 185 Concession Street PO Box 4300 Lakefield, ON, K0L 2H0 Canada  
 t: (705) 652-2000 f: (705) 652-6385

SGS Tax ID GST/HST/TPS#R105082572 QST/TVQ#R1010505000 Member of the SGS Group

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# INVOICE

Invoice Number : 11673461  
 Date : 22-JUL-24  
 Page : 1 / 1

COD SGS EHS  
 185 CONCESSION ST  
 LAKEFIELD ON K0L 2H0  
 Canada

Customer Number : 3161130  
 Currency : CAD  
 Payment Term : Due immediately  
 SGS Order No. : 1424405

Customer Reference : OSR:664915 **ATTN: Elaine Epp** **PAYMENT: Credit card**

Certificate(s) / Report(s) No(s) : CA12253-JUL24

Paid by Visa ██████ Thanks July 22, 2024

Item	Description	Quantity	UoM	Unit Price	Net Amount	Amount
37379	Microbiological Analysis Minimum billing (2 micro samples)	1	Ea	85.00	85.00	96.05
37379	Microbiological Analysis Additional sample(s) - E.Coli	1	Ea	27.00	27.00	30.51
External Execution Location : Cordova Lake Cottage Association						
Execution Date(s) : 08-Jul-24						

HST : 14.56  
 Net Amount CAD : 112.00  
 Sum of Tax CAD : 14.56  
**Total Amount CAD : 126.56**

Contact Name: ANDERSON, ALEXIS  
 E-mail: Alexis.Anderson@sgs.com

11673461 22-JUL-24 3161130

*July  
 3 samples from River  
 E Epp  
 CCA President*

SGS Canada Inc. | Industries & Environment 185 Concession Street PO Box 4300 Lakefield, ON, K0L 2H0 Canada  
 t: (705) 652-2000 f: (705) 652-6365

SGS Tax ID GST/HST/TPS#R105082572 QST/TVQ#R1010505000 Member of the SGS Group



# INVOICE

Invoice Number : 11677584  
 Date : 07-AUG-24  
 Page : 1 / 1

COD SGS EHS  
 185 CONCESSION ST  
 LAKEFIELD ON K0L 2H0  
 Canada

Customer Number 3161130  
 Currency CAD  
 Payment Term Due immediately  
 Due Date 07-AUG-24  
 SGS Order No. 1428392

Customer Reference OSR-667300 ATTN: Elaine Epp PAYMENT: Credit card

Certificate(s) / Report(s) No(s) CA13172-AUG24  
 Paid by Visa [redacted] Thanks Aug 6, 2024

Item	Description	Quantity	UoM	Unit Price	Net Amount	Amount
37379	Microbiological Analysis Minimum billing (2 micro samples)	1	Ea	85.00	85.00	96.05
37379	Microbiological Analysis Additional sample(s) - E.Coli	4	Ea	27.00	108.00	122.04
External Execution Location		Cordova Lake Cottage Association				
Execution Date(s)		02-Aug-24				

HST 25.09  
 Net Amount CAD 193.00  
 Sum of Tax CAD 25.09  
**Total Amount CAD 218.09**

Contact Name: ANDERSON, ALEXIS  
 E-mail: Alexis.Anderson@sgs.com

11677584 07-AUG-24 3161130

Please Remit To:  
 SGS Canada Inc  
 WIRE TRANSFERS:  
 Citibank NA Canadian Branch - Toronto, ON  
 BANK# 328 TRANSIT# 20012  
 SWIFT: CITICATBCH ABA: 021000089  
 CAD2014113008  
 USD2014113016

PLEASE INCLUDE INVOICE NUMBER WITH PAYMENT DETAIL

FOR CHEQUE PAYMENTS:  
 PO BOX 4580  
 DEPT 5, STATION A

Toronto M5W 4W2  
 Canada

*Aug Normal to samples  
 EGPP  
 CLCA President*

SGS Canada Inc. Industries & Environment 185 Concession Street PO Box 4300 Lakefield, ON, K0L 2H0 Canada  
 t: (705) 652-2000 f: (705) 652-6365

SGS Tax ID GST/HST/TPS#R105082572 QST/TYC#R1010505000 Member of the SGS Group  
 Open Session Regular Council Meeting - December 3, 2024 70 of 165

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# INVOICE

Invoice Number : 11686142  
 Date : 17-SEP-24  
 Page : 1 / 1

COD SGS EHS  
 185 CONCESSION ST  
 LAKEFIELD ON K0L 2H0  
 Canada

Customer Number : 3161130  
 Currency : CAD  
 Payment Term : Due immediately  
 SGS Order No. : 1436270

Customer Reference : OSP:671600 ATTN: Elaine Eng PAYMENT: Credit card

Certificate(s) / Report(s) No(s): [REDACTED]

Item	Description	Quantity	UoM	Unit Price	Net Amount	Amount
37379	Microbiological Analysis Minimum billing (2 EC samples)	1	Ea	85.00	85.00	96.05
37379	Microbiological Analysis Additional sample(s) - E.Coli	1	Ea	27.00	108.00	122.04
External Execution Location		Cordova Lake Cottage Association				
Execution Date(s)		11-Sep-24				

HST : 25.09  
 Net Amount CAD : 193.00  
 Sum of Tax CAD : 25.09  
**Total Amount CAD : 218.09**

Contact Name: ANDERSON, ALEXIS  
 E-mail: Alexis.Anderson@sgs.com

11686142 17-SEP-24 3161130

*Sept Normal 6 samples*  
*Gepp CWA President*  
 PAID SEP 24 2024  
*visa am*

SGS Canada Inc. | Industries & Environment 185 Concession Street PO Box 4300 Lakefield, ON, K0L 2H0 Canada  
 t: (705) 652-2000 f: (705) 652-6365

SGS Tax ID GST/HST/TPS#R105082572 QST/TVQ#R1010505000 Member of the SGS Group

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**Policy Name:**

**Environmental Grant Program**

**Policy**

**#61**

**DEVELOPED BY:** Chief Administrative Officer  
**DEPARTMENT:** Administration  
**ADOPTED BY:** Council  
**RESOLUTION NUMBER:** R-323-22

**DATE:** June 21, 2022  
**DATE EFFECTIVE:** June 21, 2022

**Policy Statement:**

The Township of Havelock-Belmont-Methuen recognizes the importance of environmentally sustainable initiatives such as shoreline preservation that help protect and restore the natural environment.

**Purpose:**

The Environmental Grant Program has been established in order to assist with environmental sustainability initiatives such as shoreline preservation that help protect and restore the natural environment. Funding is intended to support projects that help to ensure that the natural environment within HBM remains clean and healthy.

**Policy Communication:**

The adoption of this policy will be communicated to Township residents via the Township's website and via social media and via email by request. Cottage and Lake Associations and other Township organizations are encouraged to apply and to share this policy with interested residents.

**General Guidelines:**

The provisions of the Environmental Grant Program are as outlined below:

- The total fund amount has been established at \$10,000.00 per year.
- Funding applications will be received until all funds in the grant program have been spent.
- Funding will be distributed on a first-come first serve basis.
- Funding applications will be considered in the order in which they are received.



<b>Policy Name:</b>	
<b>Environmental Grant Program</b>	<b>Policy # 61</b>

- A funding application will consist of a letter addressed to Council that outlines in very specific detail how the funding request helps protect and restore the natural environment.
- All funding applications will be considered by Council in an Open Session Council Meeting following receipt of the funding application.
- Funding will be distributed in increments up to \$1,000.00 per grant application.
- Projects will be funded up to a maximum of \$1,000.00 on a 50-50 matching basis whereby half of the project is funded by the applicant and half is funded by the Township.
- Approval of all grant applications will be in the form of a resolution passed in an Open Session Council Meeting.
- All funding decisions of Council are final as detailed in the Council resolution and cannot be appealed.
- Payment of grant funding will be dispersed on a receipt basis. Proof of payment must be provided to the Township via an original receipt following which a grant payment in the form of a cheque will be processed.
- Successful applicants are encouraged to report back to Council in an Open Session Council Meeting detailing the results of their project and how it helped to protect and restore the natural environment.

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Meeting Date: December 3, 2024  
Subject: Streetscape Concept for George Street

## **Purpose:**

The purpose of this report is to review the streetscape concept for George Street that was presented to Council at the Open Session Council Meeting held on November 19, 2024 and to determine the scope of the project in order provide clear direction to Jewel Engineering.

## **Recommendation:**

That clear direction be provided to Jewel Engineering pertaining to the streetscape concept for George Street that was presented to Council at the Open Session Council Meeting held on November 19, 2024 in order that planning for the next phase of the George Street reconstruction project can begin immediately.

## **Background:**

At the Open Session Regular Council Meeting held on November 19, 2024 Council received a delegation from Pat Schick of Jewell Engineering Inc. in which a proposed streetscape concept for George Street was presented. The presentation is attached to this report.

A preliminary cost estimate of works in the amount of \$364,000.00 for streetscaping concepts for the approximately 225 metres of roadway between Quebec Street and the Canada Post Office was presented. Council indicated a desire to choose some if not all the items on the list. The List is provided for Council's review.

A preliminary cost estimate of works in the amount of \$1,543,500.00 for the conversion of overhead utility to buried infrastructure for the approximately 225 metres of roadway between Quebec Street and the Canada Post Office was also presented. This preliminary cost estimate of works represents 50% of the total cost of the project. The remaining 50% may be funded by the utility providers. The cost list breakdown is provided for Council's review.

## **Financial Impact:**

The financial impact of proceeding with the entirety of the streetscaping concepts and the conversion of overhead utility to buried infrastructure for the approximately 225 metres of roadway between Quebec Street and the Canada Post Office is \$1,907,500.00 which assumes a 50% cost share with the utility providers for the conversion of overhead utility to buried infrastructure. The financial impact could be greater if the utility providers do not agree to the 50% cost sharing.

The streetscaping project is included in the 2025 draft budget in its entirety to be funded from the OMPF Reserve.

The conversion of overhead utility to buried infrastructure for the approximately 225 metres of roadway between Quebec Street and the Canada Post Office in the amount of \$1,543,500.00 is currently not included in the 2025 draft budget. There are currently no available sources of reserve funding to pay for this project. Other projects may have to be reviewed to fund the overhead utility project.

## **In Consultation With:**

Lionel Towns, Treasurer

## **Strategic Plan Reference:**

5.1.4 Reconstruction plan and implementation.

## **Attachments:**

1. Proposed Streetscape Concept and Cost Estimates for George Street.

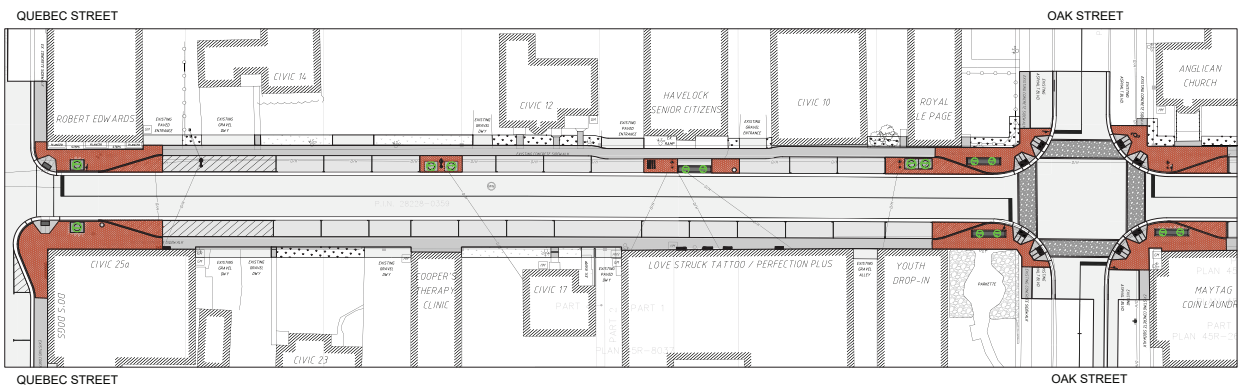
Respectfully Submitted:

*Bob Angione*

Bob Angione, Chief Administrative Officer/Clerk

P:\PROJECT FILES\2024\T-11-2024\Havelock\INDUSTRIAL\2024-11-20\04-GEORGE STREET - PROPOSED DOWNTOWN WORKS

**GEORGE STREET E.**  
SCALE: 1:250  
(SEE PW-02 FOR DETAILS)




**NOTES:**

1. ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS.
2. ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS.
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9. ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS.
10. ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS.

**REVISIONS**

NO.	DATE	DESCRIPTION	BY

  
**JEWELL ENGINEERING**

COUNTY OF PETERBOROUGH  
 TOWNSHIP OF HAVELOCK-  
 BELMONT-METHUEN  
 COUNTY RD 48 RECONSTRUCTION  
 CONTRACT No: T-11-2024

PROPOSED DOWNTOWN WORKS  
 OVERALL PLAN

DRAWN BY: <b>BND</b>	PROJECT NO: <b>220-5178</b>
DESIGNED BY: <b>BND</b>	DATE: <b>SEPTEMBER 2024</b>
CHECKED BY: <b>PS</b>	SCALE: <b>HORIZONTAL: N.T.S.</b>
APPROVED BY: <b>PS</b>	VERTICAL: N.T.S. CONTRACT NO: <b>T-11-2024</b>
	DRAWING NO: <b>PW-01</b>





**PRIVATE SERVICE INSTALLATION - UPGRADES**  
SCALE: N.T.S



**GROUND MOUNT TRANSFORMER**  
SCALE: N.T.S



**OVERHEAD WIRES**  
SCALE: N.T.S



**OVERHEAD HYDRO TRANSFORMER**  
SCALE: N.T.S

**NOTES:**  
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE PUBLIC UTILITIES COMPANY (PUC) PRIOR TO THE START OF WORK.  
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.  
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONNEL AND THE PUBLIC DURING THE CONSTRUCTION PROCESS.  
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.  
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

REVISIONS			
NO.	DATE	DESCRIPTION	BY



COUNTY OF PETERBOROUGH  
TOWNSHIP OF HAVELOCK-  
BELMONT-METHUEN  
COUNTY RD 48 RECONSTRUCTION  
CONTRACT No: T-11-2024

PROPOSED DOWNTOWN WORKS  
EXISTING WORKS

DRAWN BY: BND PROJECT NO: 220-5178  
DESIGNED BY: BND DATE: SEPTEMBER 2024  
CHECKED BY: PS SCALE: HORIZONTAL: N.T.S. VERTICAL: N.T.S.  
APPROVED BY: PS CONTRACT NO: T-11-2024 DRAWING NO: PW-03

Township of Havelock - Belmont - Methuen  
Preliminary Cost Estimate of Works  
Streetscaping Concepts  
Quebec Street to Canada Post Office (Approximately 225m Roadway)

Item #	Description of Item	Estimated Quantity (Unit)	Estimated Quantity	Unit Price	Amount
1	Decorative Streetlight Mounted to Existing Wooden Pole	each	6	\$ 7,500.00	\$ 45,000.00
2	Interlocking Concrete Sidewalks	sq.m.	450	\$ 375.00	\$ 168,750.00
3	Tree Plantings	each	14	\$ 1,000.00	\$ 14,000.00
4	Tree Protection Base Plating	each	5	\$ 1,500.00	\$ 7,500.00
5	Stone Flower Bed Rised Edging	m	50	\$ 225.00	\$ 11,250.00
6	Impressed Asphalt Pedestrian Crosswalks (Rubberized Finish)	sq.m.	100	\$ 650.00	\$ 65,000.00
7	Impressed Asphalt Pedestrian Crosswalks (Colorized Paint Finish)	sq.m.	100	\$ 350.00	\$ 35,000.00
8	Decorative Stop Signs Assembly	each	5	\$ 1,000.00	\$ 5,000.00
9	Decorative Garbage Cans	each	2	\$ 2,500.00	\$ 5,000.00
10	Concrete Benching (approx 5m x 1m)	each	1	\$ 7,500.00	\$ 7,500.00
<b>Sub-Total Construction</b>					<b>\$ 364,000.00</b>

Township of Havelock - Belmont - Methuen  
Preliminary Cost Estimate of Works  
Conversion of Overhead Utility to Buried Infrastructure  
Quebec Street to Canada Post Office (Approximately 225m Roadway)

Item #	Description of Item	Estimated Quantity (Unit)	Estimated Quantity	Unit Price	Amount
1	Removal of Overhead Infrastructure	Lump Sum	1	\$ 25,000.00	\$ 25,000.00
2	Utility Trenching	m	550	\$ 100.00	\$ 55,000.00
3	Concrete Encased Duct Bank	m	550	\$ 375.00	\$ 206,250.00
4	Ground Mount Transformer Installations	Lump Sum	1	\$ 120,000.00	\$ 120,000.00
5	Buried Hydro (Primary and Secondary Power Lines)	m	550	\$ 500.00	\$ 275,000.00
6	Buried Communication Cables	m	550	\$ 500.00	\$ 275,000.00
7	Streetlight Wire	m	250	\$ 125.00	\$ 31,250.00
8	Streetlight Poles / Luminaire	each	8	\$ 9,500.00	\$ 76,000.00
9	Private Service Upgrades	each	24	\$ 20,000.00	\$ 480,000.00
<b>Sub-Total Construction</b>					<b>\$ 1,543,500.00</b>



# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Meeting Date: December 3, 2024  
Subject: Regular Council Meeting Dates and Times 2025

## **Purpose:**

The purpose of this report is to introduce the by-law to establish dates and times for Regular Council Meetings in the year 2025.

## **Recommendation:**

That Council receive the report of the Chief Administrative Officer/Clerk regarding the establishment of dates and times for Regular Council Meetings in 2025; and

That By-law No. 2024-083 be adopted under the by-law section of this December 3, 2024 Regular Council meeting.

## **Background:**

Schedule 'A' to By-law 2024-083 lists the meeting dates and times for Regular Council Meetings in 2025. It is attached for Council's review.

The 2025 meeting schedule follows the pattern of the 2024 schedule with Regular Council Meetings being held at 9:30 a.m. on the first and third Tuesday of each month. The exceptions to this meeting pattern occur in January, July and August.

One meeting is scheduled in July and August to allow for summer vacations and to not conflict with the Association of Municipalities of Ontario (AMO) conference meeting schedule.

The 2025 calendar preschedules a budget meeting as noted on January 7.

It is important to note that all Open Session Council Meetings will continue to be video recorded and posted to the Township website via the Township's YouTube Channel. Council meetings will be held in a hybrid fashion that will allow both in-person and electronic participation. The time, location, and method of Council Meetings can be reviewed and adjusted at Council's discretion.

**Financial Impact:**

There is no financial impact associated with the 2025 Council Meeting Date Schedule.

**Strategic Plan Reference:**

Transparency: We communicate openly with those whom we serve.

- 1.3 Governance Excellence.
- 1.3.2 Internal and external communication.

**Attachments:**

- 1. Schedule of Meeting Dates and Times for 2025.

Respectfully Submitted:

*Bob Angione*

Bob Angione, Chief Administrative Officer/Clerk

## Regular Council Meeting Dates and Times for the Year 2025

Tuesday, January 7*	9:30 a.m.	Tuesday, July 8	9:30 a.m.
Tuesday, January 14	9:30 a.m.		
Tuesday, February 4	9:30 a.m.	Tuesday, August 12	9:30 a.m.
Tuesday, February 18	9:30 a.m.		
Tuesday, March 4	9:30 a.m.	Tuesday, September 2	9:30 a.m.
Tuesday, March 18	9:30 a.m.	Tuesday, September 16	9:30 a.m.
Tuesday, April 1	9:30 a.m.	Tuesday, October 7	9:30 a.m.
Tuesday, April 15	9:30 a.m.	Tuesday, October 21	9:30 a.m.
Tuesday, May 6	9:30 a.m.	Tuesday, November 4	9:30 a.m.
Tuesday, May 20	9:30 a.m.	Tuesday, November 18	9:30 a.m.
Tuesday, June 3	9:30 a.m.	Tuesday, December 2	9:30 a.m.
Tuesday, June 17	9:30 a.m.	Tuesday, December 16	9:30 a.m.
*Budget Meeting is scheduled for January 7.			

### 2025 Conference Schedule:

ROMA	January 19 – 21	(Toronto)
OGRA	March 30 – April 2	(Toronto)
AMO	August 17 – 20	(Ottawa)
OEMC	September 17 – 19	(Ottawa)

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Meeting Date: December 3, 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:

Kathy Clement, Councillor

1. Community Policing Committee - Meeting Minutes – October 9, 2024

Beverly Flagler, Councillor

1. HBM Youth Committee – Meeting Minutes – September 26, 2024
2. HBM Youth Committee – Meeting Minutes – October 16, 2024

Hart Webb, Deputy Mayor

1. Economic Development Committee – Meeting Minutes – September 23, 2024

## **Financial Impact:**

There is no financial impact associated with the summary of Council activities on this meeting's agenda.

**Strategic Plan Reference:**

Transparency: We communicate openly with those whom we serve.

- 1.0 We strive for organizational excellence with specific emphasis in internal and external communications.

Respectfully Submitted:

*Bob Angione*

Bob Angione, Chief Administrative Officer/Clerk

**"HAVELOCK-BELMONT-METHUEN  
COMMUNITY POLICING COMMITTEE"**



DATE: Wednesday, October 9<sup>th</sup>, 2024

LOCATION: Havelock OPP Sub-station

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**Present:** (alphabetically by surname)

**Sharon H. Estabrooks [*Secretary-Treasurer*]; Glenda Fudge [*Vice Chair*];  
Robert Fudge [*Chair*]; Kim Henderson; Karen Pearce [*Media Liaison*].**

**Regrets:** Kathy Clement [*"H-B-M Councillor At-Large"*]; Debbie Ottley.

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**1) Call Meeting to Order:**

Robert Fudge called our "*Meeting to Order*" at 7:00 PM.

**2) AGENDA:**

Since we had no "*Quorum*" on September 11<sup>th</sup>, 2024, that "*AGENDA*" was also amalgamated with the "*AGENDA*" for this evening's "*Meeting*" on October 9<sup>th</sup>, 2024.

**3) Minutes:**

Some highlights from the June 12<sup>th</sup>, 2024 "*Minutes*" have been intermingled with the September 11<sup>th</sup>, 2024 "*Meeting*" for the October 9<sup>th</sup>, 2024 "*Meeting*".

**4) Business from September 11<sup>th</sup>, 2024 and October 9<sup>th</sup>, 2024  
Minutes:**

**a)** Our "*Committee*" welcomed Debbie Ottley to our "*Membership*" on September 11<sup>th</sup>, 2024.

**b)** The question still remains as to whether our "*OPP Liaison*" is actually Sergeant Marc Gravelle {per note dated October 16<sup>th</sup>, 2023}.

**COMMUNITY POLICING COMMITTEE (cont'd) > October 9<sup>th</sup>, 2024**

**Business from Minutes (cont'd):**

- c) The date for the next **“Meeting”** of the **“Police Services Board Meeting”** is still not known.

It is **Hart Webb** who is responsible to inform us of this date!

- d) It is also **Hart Webb** who is responsible for updating us regarding the completion of the **“OPP Sub-Station Sign”**.

- e) A **“Quorum”** is required for **“Committee Elections”**.

- f) The **“2024 Tyler Boutilier School Bursaries”** at **“NDHS”**:

- Cheques given to **Allison McArther** for >

- a) Zoe Carnrite -- Grade 8 = \$200.00 {Cheque #028}

- b) Maycie Morgan -- Grade 8 = \$200.00 {Cheque #029}

- {A **“Thank You”** card was received from **Maycie Morgan**.}

- Cheques given to **Todd Murray** for >

- c) Marina Allen -- Grade 12 = \$500.00 {Cheque #030}

- d) Ava Rutherford -- Grade 12 = \$500.00 {Cheque #031}

- Cheque to Kim Henderson = 4 Plaques = \$58.00 {Cheque #032}

All the **“Tyler Boutilier Awards”** information was provided to **Larry Pick** for the **August 2024** edition of **“The Rail”**.

**Robert Fudge** will be speaking with **Larry Pick** in order to pick up all the information **Larry** was given by **Dianne DeLoof** regarding the **“Tyler Boutilier Memorial Fund”**, since there was **never** an elected **“Chair”** for this **“Fund”**, but has to be voted on by the **entire “Committee”**!

- There will still be the **required \$5,000 on-hand**.

**COMMUNITY POLICING COMMITTEE (cont'd) > October 9<sup>th</sup>, 2024**

**Business from Minutes (cont'd):**

- It was agreed that there is no need for further discussion regarding the amounts of the **"2025 Tyler Boutilier School Bursaries"** until after the **"2025 Celebrate Havelock"** event has taken place.

**g) "Cram the Cruiser" results for the "Havelock Food Bank" >**

Held Saturday, August 31<sup>st</sup>, 2024

- ❖ \$ 5.00 Bags X 153 = \$ 765.00
- ❖ \$10.00 Bags X 79 = \$ 790.00
- ❖ TOTAL DONATED = \$1,555.00

**5) Correspondence:**

Sharon Estabrooks reported that there was no correspondence.

**6) Financial Report:**

- Chequing Account ~ \$1,347.18
- "Boutilier Memorial Fund" Account ~ \$5,390.66
- TD Bank Balance ~ \$6,737.84
- Petty Cash ~ \$ 106.11

It was moved by **Sharon Estabrooks** and seconded by **Kim Henderson** that we accept the **"Financial Report"** as presented. Passed unanimously.

**7) New Business:**

**a) Bill Paid:**

- **Cheque #033** was written to **Karen Pearce** in the amount of **\$147.91** to cover the cost of the candy for **"Hallowe'en Night"** (**\$106.32**) and the condiments for **"Celebrate Havelock"** (**\$41.59**).

**b) "Cram the Cruiser" events have been put "ON HOLD" for a few months!!**



**COMMUNITY POLICING COMMITTEE (cont'd) > October 9<sup>th</sup>, 2024**

**New Business (cont'd):**

- c) It was agreed that **Karen Pearce** will purchase candy for the **“Christmas Parade”** for **\$125.00**.
- d) We discussed the possibility of purchasing a **\$5,000 GIC** from the **“TD CANADA TRUST”** in Havelock, Ontario.
- Most cashable **GICs** have a **short lock-in period (30-90 days)** before you can access the money without any penalty.
  - **GICs** protect what you invest so no matter what happens with the market, **you’ll never lose your initial investment**.
  - There is **no limit** to the amount you may **invest** in **“Guaranteed Investment Certificates”**.
  - The shorter the term, the **lower the interest rate**.
- 8) Our **next Meeting** is scheduled for **Wednesday, November 13<sup>th</sup>, 2024**.
- 9) Our Meeting this evening was **adjourned** at 8:15 PM.

***Respectfully Submitted,  
Sharon H. Estabrooks,  
Secretary/Treasurer.***



# HBM YOUTH COMMITTEE MEETING MINUTES

**Date:** September 26, 2024

**Time:** 7:00 p.m.

**Place:** Old Town Hall

**Attendees:** Debbie Ottley (Co-Chair), Bev Flagler (Co-Chair), Hart Webb, Kim Henderson (Treasurer), Gracie Peet-Riel, Parker Brown, Mick Riel, and Joshua McKay

**Regrets:** Shari Gottschalk (Secretary)

**Call to Order: 7:083 pm**

A motion was brought forward to bring the HBM Youth Committee to order.

Moved by Kim Henderson  
Seconded by Mick Riel  
Carried.

## COMMITTEE BUSINESS

### 1. Treasurer Report

- Kim H. provided overview of bank balance
- A motion was brought forward to accept Treasurer's report.
  - Moved by Kim Henderson
  - Seconded by Mick Riel
  - Carried.

### 2. Vulnerability letter update

- To be discussed next meeting.

### 3. Havelock Santa Claus Parade

- Float trailer will be Pat Patterson and driver Mike Gottschalk. Decorations to be discussed at next meeting.

### 4. Trivia Kahoot Night

- Gracie do questions. Lions Club to allow use of screen and projector at no charge.

### 5. New Years dance

- Debbie O. confirmed DJ Paden is booked at \$100/hr (\$300) and lions hall is free.

### 6. Intergenerational Cooking Class

- To be discussed next meeting.

## OTHER BUSINESS

### 1. Pumpkin Parade (Fri. Nov. 1, 2024)

- Debbie O. let everyone know that Shari needed help with picking up pumpkins. If they

Page 1 of 2

would like to help, they're to contact Shari.

- Debbie O. asked Gracie P. if she would carve a pumpkin for parade for Youth Committee and she agreed.

**Correspondence:** None

**Next Meeting:** Wed. Oct. 16, 2024 @ 7 pm

**Meeting Adjournment:**

A Motion was raised to adjourn the meeting.

Moved by Mick Peet-Riel  
Seconded by Gracie Peet-Riel  
Carried.

The meeting was adjourned at 7:25 p.m.

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**Co-Chair Signature**

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**Secretary Signature**



# HBM YOUTH COMMITTEE MEETING MINUTES

**Date:** October 16, 2024

**Time:** 7:00 p.m.

**Place:** Old Town Hall

**Attendees:** Debbie Ottley (Co-Chair), Bev Flagler (Co-Chair), Kim Henderson (Treasurer), Gracie Peet-Riel, Parker Brown, Laurie Bridges (Volunteer), and Shari Gottschalk (Secretary)

**Regrets:** Mick Riel, Hart Webb, 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 Kim Henderson  
Carried.

## COMMITTEE BUSINESS

### 1. Treasurer Report

- Kim H. provided overview of account transactions with an account balance of \$476.32

### 2. Vulnerability Check

- The original letter provided was not specific enough and has been updated.
- Action - Shari G. will apply online to ensure no further adjustments are needed to the CAO signed letter. With success the letter will be circulated to all members in early 2025 (following Council appointments).

### 3. Youth Events

#### A. Youth Dance (Fri. Sept. 27, 2024)

- Treasurer reported on event finances:
  - + \$190 Admission
  - + \$ 74 Canteen
  - - \$264 Paid DJ
  - \$ 64 Net
- Event was well attended with 35 attendees.
- Some confusion regarding access to the ramp, which is something we will need to address at the next Youth dance held at the Town Hall. Otherwise, there was no reported issues around the \$5/person entrance including 2 Free food or drink items.

#### B. Santa Claus Parade Float

- Havelock parade is Sat Nov. 16<sup>th</sup> @ 7pm and Cordova parade is Sat Nov. 23<sup>rd</sup> @ 11am.
- Youth Committee's theme will be Christmas Morning.
- Debbie O. shared that she has Smurfs onesies for a couple of people and Bev F. confirmed she has grandkids who could likely sit on the float too.
- Planned Action(s):

- Gracie P. will work with Joshua M. to create the fireplace with mantel, Christmas stockings.
- Debbie O. is going to make 100 goodie bags with Trivia Note promo coupon.
- Shari G. to arrange for flatbed trailer.
- On the day of the Havelock parade committee should consider taking a vote whether to participate in the Cordova Mines event.

**C. Kahoot Trivia Night (Fri. Nov. 29, 2024)**

- Shari G. confirmed Council approved in-kind use of the hall on Fri. Nov. 29<sup>th</sup> from 7 – 9 pm.
- No decorations needed. We are not expecting a lot of kids and target approx. 12 – 15 youths. In terms of volunteers, we will need 2 on the door, 1 on the canteen (alternating) and 2 chaperones.
- Planned Action(s):
  - Debbie O. will be taking care of the projector/screen and request Rolf's help to setup.
  - Gracie P. will work on the questions.

**D. New Years Dance (Fri. Dec. 27, 2024)**

- Debbie O. confirmed Lions Club has approved in-kind use of the hall on Fri. Dec. 27<sup>th</sup> @ 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. The fee will be \$10/person (2 Free snack or drinks), timing will be 7 – 10 pm, and DJ will be \$300. We will also have a Free punch (chaperones to watch this closely).
- We would like to have a Photo Back Drop for Polaroid pictures. Colour scheme is black, gold, and white.
- Planned Action(s):
  - Gracie P. will speak to Brandy P. about ropes used at Tims
  - Debbie O. will speak to Murray about red carpet use and bring 2 punch bowls.
  - Shari G. will create poster & social media design and push to HBPS, NDHS, and CDHS. Gracie will forward to TASS (media announcement).

**E. Inter-generational Cooking Class (Fri. Jan. 24, 2024)**

- Shari G. confirmed with new Havelock Seniors executive that for Fri. Jan. 24<sup>th</sup> @ 7 pm remains booked for Youth Committee.
- Planned Action(s):
  - Shari G. to connect with Seniors Program Coordinator, Katie Hayward, to figure out event details and collaborate on the communication assets (poster, social media).

**F. Kids Bingo (Fri. Mar. 28, 2024)**

- Shari G. confirmed with the new Havelock Seniors executive that booking date Fri. Mar. 28<sup>th</sup> @ 7 pm stands. The Seniors Club has the bingo cards already.

**G. Soap Box Derby (Sat. Jun. 7, 2024)**

- Soap Box Derby (Hill by the Town Hall) will be Sat. Jun. 7 @ 10am and committee wants to collaborate with Police Service Committee, Lions Club, 1<sup>st</sup> Havelock Scouts, and local sports teams.
- Outreach to these groups is slated for January 2025.

**OTHER BUSINESS**

**1. Committee Appointment Harmonization**

- HBM Township is harmonizing the Youth Committee term period with the other Committees of Council and Boards. Therefore, all current Youth Committee members were encouraged to complete the Committee Appointment online application on the township website [www.hbmtwp.ca](http://www.hbmtwp.ca).

**Correspondence:** None

**Next Meeting:** Wed. Nov. 20, 2024 @ 7 pm

**Meeting Adjournment:**

A Motion was raised to adjourn the meeting.

Moved by Gracie Peet-Riel  
 Seconded by Parker Brown  
 Carried.

The meeting was adjourned at 8:11 p.m.

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**Co-Chair Signature**

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**Secretary Signature**



## ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

**Date:** September 23, 2024

**Time:** 3:30 p.m.

**Place:** Council Chamber  
1 Ottawa St E, Havelock

**Attendees:** Deputy Mayor Hart Webb (Chair), J.J. Hudson, B.J. Hay, Dave Sharpe, Jill Hutcheon, Elmer Buchanan (Advisor), Paul Wood (Havelock Chamber), Shari Gottschalk (Economic Development Officer and Secretary)

Regrets: Councillor Beverly Flager, Richard Wood, Paul Wood (Havelock Chamber), Joe Rees (PKED)

### **Call to Order: 3:35 pm**

An open Regular Meeting of the Economic Development Committee for the Township of Havelock-Belmont-Methuen was held on September 23, 2024, and commenced at 3:35 p.m. in the Council Chamber at the municipal office. 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**

- June 24, 2024
- J.J. Hudson noted that the minutes should be adjusted to reflect Belmont Lodge is using the same photographer as J.J.'s Re/MAX firm and not J.J. personally.
- Elmer Buchanan requested an update regarding the muttmixx proposal for financial support. Hart Webb explained she presented to Council her Puppy Pitstop initiative, rough costing, and request for municipal assistance. Council explained they weren't able to provide financial assistance. Staff explained muttmixx received \$3,000 micro-grant from the Tourism Innovation Lab for the Puppy Pitstop initiative, which as per her financial projections would cover 1<sup>st</sup> year costs.

A motion was put forward to accept the committee minutes, as per above noted adjustment and update.

Moved by J.J. Hudson  
Seconded by B.J. Hay  
Carried.

### **Delegations and Presentations:**

- Downtown Revitalization, Carolyn Puterborough, OMAFRA Economic and Business Advisor who manages the Downtown Revitalization fund and RED fund for the Ontario province and would be our application coach.
- Funding is 30/70% split, where OMAFRA covers 30% up to a max of \$250K of minor capital costs. For full details, see attached PowerPoint presentation.
- B.J. Hay asked for clarification regarding RED grant objectives/desired outcomes, see attached ppt deck.

- Elmer Buchanan asked for clarification regarding the total 2024 RED fund envelope, which was confirmed to be \$5M.
- Hart Webb confirmed the in-take will be announced at the ROMA conference (Jan. 19/2025), application deadline 1-month later and Minister will likely be in May 2025. Carolyn confirmed project related expenses will be permitted as early as April 1/2024 pre-announcement.
- Staff confirmed gov't funding stacking is permitted, only Federal which is typically up to 90%, e.g. My Mainstreet, Community Activator - to be explored.
- Hart Webb asked if the Council setting aside monies as part of the 2025 budget through resolution would strengthen our application and Carolyn confirmed it would. She encouraged us to include a copy of the Resolution with our submission to demonstrate commitment and depth of planning.
- Dave Sharpe asked whether we should include the 2018 Economic Development & Tourism Strategy. Staff outlined that under the new Township Strategic Plan, one key EcDev strategic imperative is to update the EcDev & Tourism Plan. Carolyn stressed that we include that in our application and reference for the review the precise page number.
- Following the end of the delegation presentation and exit, staff explained that the 16 George St vacant property slated for downtown parking is considered a major capital expense and not eligible under the RED funding but may be under federal.
- B.J. Hay raised a concern that the reconstruction project doesn't include the removal of hydro poles and overhead wires from the downtown core and inquired if the utilities could be placed underground as part of the Spring 2025 phased road work.
- B.J. Hay noted that several of the commercial buildings need updating. Staff explained that the township is working with Community Futures Ptbo to provide financial assistance through our CIP, tax incentives, and flexible low interest loans. Staff will include a copy of the TRIP downtown design guide with minutes, see attached.
- Elmer Buchanan highlighted there may be an appetite to share costs with utilities, e.g. Bell, cable, etc. This is to be explored with Bob Angione and the Project team.

A motion was brought forward for staff to bring the issue of burying the utilities below grade between Quebec St and the Post Office before Council including impact on project scope, timing, and cost.

Moved by J.J. Hudson  
 Seconded by B.J. Hay  
 Carried

**BUSINESS:**

**1. George St Reconstruction Update**

- Hart Webb confirmed this phase of building will end at Victoria St and resume in the spring. There is a grant co-application with Ptbo County where, if successful, would allow us to potentially have Phase 2 start on the heels of completed Phase 1.
- Hart sought feedback regarding the project's progress to date. J.J. Hudson shared many people are disappointed Council didn't eat the costs of connecting sump pumps to the new drainage system. In the current economy, people don't have \$5K for sump pumps. J.J. Hudson expressed disappointment Council didn't place greater value on the EcDev Committee's earlier recommendation. Hart Webb clarified that sump pump hook-up is voluntary.



- B.J. Hay asked why Jewell Construction is based at the entrance of the Splash Pad. The proximity of workers and their tools is required. Placement of workers is a difficult problem to resolve, but the input will be raised to Bob Angione and Peter Lauesen.
- B.J. Hay hasn't had an issue with communication between the construction team and property owners. Hart Webb's understanding is the retaining wall material will be armour stone. Social media updates, as well as information shared in the Havelock RAIL has been good.

## **2. Signage Update**

- The Gateway Sign designs have been approved by Council, and logo usage permission retrieved except two (RCL Branch 389 and Masons). B.J. Hay will let his dad on the Masons know that we need sign-off. Staff will be collecting the Legions approval.
- The signage production company is standing by final approval, production will take 2-weeks, and Public Works will install signs.

## **3. Strategic Plan Update**

- Staff and Council met with Praxis and reviewed the Mission, Vision, Values, as well as Strategic Imperatives and Operational Goals based on earlier working session(s) and data collected via online survey (600+).
- The first draft was tweaked and final one-pager Strategic Map like Ptbo County's. The plan map will be presented to Council for final approval in October. Staff noted there will be a communication strategy to present the official Strategic Plan to residents and businesses, however the details around this plan are not finalized.

## **4. PKED Dissolution Update**

- Rhonda Keenan is chairing the committee and interfacing with the City and County. There's been little planning on the City's part, but County is moving progressively forward.
- The EcDev resources will report under the Planning Dept (Ian Mudd) and Tourism & Communications will line up under Strategic Initiatives. Tracie Bertrand has been selected as the Tourism & Communications GM with 2 FTE's and there will be EcDev GM with 1 – 2 FTE's.
- All critical digital assets, research data and reporting assets, in the Tourism space have been secured for County's benefit. Sheridan Graham is negotiating to safeguard and acquire all County-based InvestPtbo assets too. Hart Webb shared that staff member Shari Gottschalk sits on the Committee and is Chaired by Mayor Martin, so we have good representation.
- Elmer Buchanan shared his observations, that Tracie Bertrand has been very supportive of our Township but found agri-tourism was largely unsupported. More specifically, the smaller farming organizations were underserved and their voices unheard. Staff will bring this feedback forward to the Transition committee.

## **OTHER BUSINESS:**

### **1. New Businesses / Business Relocations / Closures**

- **Belmont Health & Wellness Centre**, 3 George St W, Maeghan Ireland-Danielis is relocating her business to the United Church basement in Cordova Mines which is not ready. In the interim, she's set up in the old General Store in Cordova and running off-sight Wellness Clinics.
- **Stemz N Gemz / Joy Esthetics**, 15 George St W, have moved into shared space, had a successful re-opening event. They are both very pleased with the location, space, and cross-training to better support one another.
- **Ang's Space, 4 George St W**, remains vacant (restaurant with no kitchen equipment), is for sale. J.J. Hudson shared their asking price is above market so it may sit on the market for some time.
- **Old Re/MAX & Floral Shop**, 6 George St W, J.J. Hudson shared that the commercial space has been converted residential. The township is unable to investigate this unless there's an online complaint or written complaint to place us legally on premise to investigate.
- **Cag One Skate Sharpening**, 14 Mary St, Ben Lovblom has sold the business and his automated sharpening tech is around the world. The unit is now available for rent. It's a large space.
- **Wildflower Bakery**, Scott Williams and Lea confirmed their business is strong but is up for sale and \$100K in kitchen equipment. The building is a separate owner and there's quite a lot of business interest. They are a fantastic draw to our downtown hub, which was confirmed by J.J.'s Re/MAX business and Amanda O'Rourke's Belmont Farmstead business through her placement of plants inside the bakery.

### **2. Criminal Element (George and Quebec Streets)**

- Hart Webb confirmed he continues to work to have Inspector Galeazza speak with the EcDev Committee about the issues local businesses and residences are experiencing.
- Hart is trying to arrange for the Inspector to our November meeting and include a few businesses that are struggling a criminal element in-town. He would like to better understand their policing strategies, and the influx of non-HBM residents that have been placed by Ptbo Housing without needed services.
- J.J. Hart highlighted, which was confirmed by staff, that many of our new business owners are female and very concerned for their safety.
- Staff informed the group the Havelock Hub (placed at 17 Smith Drive) will now have Tuesday, 9am – 3:30pm, there is Drop-in services for housing, mental health, job placement, and addiction counselling services.

### **3. Ribbon-cutting Ceremony**

- **Riverside Vaping Co.** - cancelled their planned grand opening due to Province tax excise changes. Given the promotion limitation, it's a more challenging event.
- **Page One Tattoo** - does not want to proceed with Grand Opening. He's

- **Feet Retreat Diabetic Foot Care** - is based out of the Town N Country and now operational, however Grand Opening is unplanned until site is fully completed. Elmer Buchanan expressed concern that there's a saturation of foot clinics in Havelock area. Tanesha Trunks outgrew her space at Belmont Wellness Centre and she has an established clientele with solid growth plan.

**Written Correspondence**

- Community Futures Peterborough Start Company Plus Program PowerPoint presentation. In-take is now open and being promoted by staff.

**Next Meeting:** Monday, November 25, 2023 @ 3:30 pm

**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 **5:04** p.m.

**Attachments:**

- OMAFRA – RED, Investing in the Future of Rural Ontario ppt
- Township Revitalization Improvement Report (TRIP), Façade Improvement Guidelines and Models, Stempski Kelly Associates Inc.
- Community Futures Peterborough Start Company Plus Program release.

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**Chair**

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**Secretary**

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Bob Angione, Chief Administrative Officer/Clerk  
Meeting Date: December 3, 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. Bob Angione, Chief Administrative Officer/Clerk  
Re: December Budget Meeting

## **Financial Impact:**

There is no cost to scheduling a budget meeting in December.

Respectfully Submitted:

*Bob Angione*

Bob Angione,  
Chief Administrative Officer/Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

**BY-LAW NO. 2024-081**

**BEING A BY-LAW TO ASSUME CERTAIN LANDS AND TO DEDICATE PART LOT 23, CONCESSION 4, BEING PART 4 ON REGISTERED PLAN 45R-17752 AS A PUBLIC HIGHWAY**

**WHEREAS** Section 5 of the Municipal Act, 2001, as amended, specifies that a Municipal Council shall exercise its powers by By-Law;

**AND WHEREAS** pursuant to Section 27 (1) of the *Municipal Act, S.O. 2001 c.25* as amended, the Council of a local Municipality may pass by-laws in respect of a highway only if it has jurisdiction over the Highway;

**AND WHEREAS**, Section 31(2) of the Municipal Act, 2001, as amended, provides that land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

**AND WHEREAS**, the Council of The Corporation of the Township of Havelock Belmont- Methuen deems it necessary and expedient to assume certain lands as a public highway;

**NOW THEREFORE**, the Council of the Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That those lands described as Part Lot 23, Concession 4, being Part 4 on Reference Plan 45R-17752 in the geographic Township of Havelock-Belmont-Methuen in the County of Peterborough, as shown on Schedule "A", be and are hereby dedicated and assumed as a Public Highway; and
2. That Schedule "A" attached hereto, forms part of this by-law; and
2. That this By-law shall into come into full force and effect on date of passage by the Council of the Township of Havelock-Belmont-Methuen and following registration in the appropriate Land Registry Office.

Read a **FIRST, SECOND, and THIRD TIME** and **FINALLY** passed this 3<sup>rd</sup> day of December 2024 and given By-law No. 2024-081.

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**MAYOR**

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**MUNICIPAL CLERK**



# The Corporation of the Township of Havelock-Belmont-Methuen

## By-law 2024-082

### Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet Requirements under the *Emergency Management and Civil Protection Act*

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**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

**AND WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

**AND WHEREAS** the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

**NOW THEREFORE** the Council of the Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

## **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Township's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

## **Community Emergency Management Coordinator**

6. The Fire Chief, is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.



7. The Chief Administrative Officer/Clerk is hereby appointed as the alternate CEMC to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer and Clerk (CAO)/AlternateCEMC
  - b. Fire Chief/CEMC
  - c. Treasurer
  - d. Manager of Public Works
  - e. Acting Deputy Clerk
  - f. Chief Building Official
  - g. Supervisor of Parks, Recreation and Facilities.
  - h. Head of Council (Mayor) or Deputy Mayor
9. The CAO/Alternate CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

### **Emergency Control Group**

11. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council – Mayor
  - b. Deputy Mayor
  - c. Chief Administrative Officer/Clerk (CAO)
  - d. OPP
  - e. Fire Chief
  - f. Manager of Public Works
  - g. Chief Building Official
  - h. Treasurer
  - i. Supervisor of Parks, Recreation and Facilities

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

### **Emergency Information Officer**

13. The Township's Economic Development Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 1 Ottawa Street, Havelock, ON during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

Read a first, second and third time and finally passed this 3<sup>rd</sup>, day of December, 2024.

\_\_\_\_\_  
Jim Martin, Mayor

\_\_\_\_\_  
Robert V. Angione, Clerk

## Schedule 'A' to By-law 2024-082

Being a By-law to adopt an Emergency  
Management Program and Emergency Response  
Plan and to meet Requirements under the  
Emergency Management and Civil Protection Act

The Corporation  
of  
The Township of Havelock-Belmont-Methuen



## Municipal Emergency Plan

Emergency Plan approved by Council By-law 2024-082 dated December 3, 2024.

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# **Emergency Plan**

## **Foreword**

Municipal Emergencies could be defined as situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies such as police forces, fire departments, emergency medical services.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed for the designated Municipal Control Group to utilize an Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Havelock-Belmont-Methuen, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

The Township of Havelock-Belmont-Methuen wishes to acknowledge the Township of Otonabee-South Monaghan for allowing us to utilize their plan.

## Section 1

### Purpose:

The purpose of this Emergency Plan is to:

- a) comply with the *Emergency Management and Civil Protection Act, Section 3 (1)* and *Ontario Regulation 380/04* that require a municipality to have an Emergency Plan and an Emergency Response Plan in place;
- b) establish, by By-law, a Council-approved policy document titled: "Municipal Emergency Plan". The Municipal Emergency Plan shall be used during an emergency, ("emergency": defined on page 7.) and shall include:
  - i) the approval of Incident Management System (IMS) as the response system/process to be used to provide a co-ordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. IMS can also be used prior to the declaration of an emergency and through the recovery stage of an emergency;
  - ii) the establishment of a procedure for the formal declaration and termination of an emergency within the Township;
  - iii) the establishment of a Municipal Control Group (MCG) and a Municipal Operations Centre (MOC) with a mandate to:
    - a) provide support to the emergency incident site(s),
    - b) provide for the requirements of the broader affected area, and,
    - c) provide for business continuity for the Corporation and the community;
  - iv) the provision of both an effective training program and the deployment of all resources required in an emergency situation in the Township of Havelock-Belmont-Methuen.



## Section 2

### Authority:

(Compliance with Legislation / Regulation / Policy Statements / Standards / By-law)

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

a) ***Emergency Management and Civil Protection, Act;***

Section 3 (1) states: “Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.  
2002, c. 14, s.5 (2)

#### **Declaration of emergency**

Section 4. (1) states: “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

#### **Declaration as to termination of emergency**

Section 4. (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

b) **Ontario Regulation 380 /04;**

Regulation 380 /04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

- Section 10 Emergency Management Program Co-ordinator
- Section 11 Emergency Management Program Committee
- Section 12 Municipal Emergency Control Group
- Section 13 Emergency Operations Centre
- Section 14 Emergency Information Officer
- Section 15 Emergency Response Plan (detail provided below)

#### Sections 15 (1) and 15 (2) state:

15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

- 15 (2): An emergency response plan shall,
- (a) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
  - (b) Set out the procedures for notifying the members of the municipal emergency control group of the emergency

**c) Incident Management System (IMS) for Ontario (Doctrine) December, 2008**

(Established under the authority of the Office of the Deputy Minister of Community Safety and the Office of the Sector Officer, Emergency Management Ontario, Ministry of Community Safety and Correctional Services and approved January 30, 2009.)

The Doctrine is a comprehensive document providing the following content:

- General
- The Introductory Module
- The Response Module
- The Enabling Module
- The Supporting Module (contains Annexes A through F)

Section 5 of this Emergency Plan provides additional detail on IMS as outlined in the Doctrine.

For assistance in the use of this Emergency Plan, we provide three definitions as stated in Annex D-Glossary and Acronyms of Key Terms of the Doctrine:

Definition of Emergency (Also defined in the EMCP Act):

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Definition of Incident:

An occurrence or event, natural or human-caused that requires an emergency response to protect life, property, or the environment.

An incident may be geographically confined (e.g. within a clearly delineated site or sites) or dispersed (e.g. a widespread power outage or an epidemic). Incidents may start suddenly (e.g. a chemical plant explosion) or gradually (a drought). They may be of a very short duration (a call for emergency medical assistance), or continue for months or even years. Incidents can, for example, include major disasters, terrorist attacks or threats, emergencies related to wild-land and urban fires, floods, hazardous materials spills, nuclear events, aircraft emergencies, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other emergencies.

Definition of Incident Management System (IMS):

A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

d) ***Accessibility for Ontarians with Disabilities Act / Ontario Regulation 429/11 and 191/11;***

The Act specifically identifies Standards to be set by Regulation.

**Ontario Regulation 429/07** sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Township of Havelock-Belmont-Methuen shall provide Emergency Plan information in an accessible format, upon request, in accordance with the Customer Service Policy and Procedures #2009 - 02, in compliance with the Accessibility for Ontarians with Disabilities Act.

**Ontario Regulation 191/11** clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2015.

e) ***Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56***

The Municipal Emergency Plan is a public document, excluding the appendices, which are deemed confidential.

As stated in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,*

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

- (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1); A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) the Government of Canada;
- (b) the Government of Ontario or the government of a province or territory in Canada;
- (c) the government of a foreign country or state;
- (d) an agency of a government referred to in clause (a), (b) or (c); or
- (e) an international organization of states or a body of such an organization.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;

Section 13; A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

f) **Canadian Standards Association ( CSA ) Canadian Emergency Management** and Business Continuity Program Standard ( CSA Z1600 );

Business Continuity Program Standard CSA Z1600, establish a common set of criteria for disaster management, emergency management, and business continuity programs. This Standard was published in 2008.

While CSA Z1600 is non-binding, the IMS doctrine is designed to be consistent with it.

Below is an extract from the CSA Z1600 Standard:

### **6.5 Incident management**

#### **6.5.1\***

The entity shall establish an incident management system to direct, control, and coordinate operations during and after an emergency.

#### **6.5.2**

The incident management system shall assign specific organizational roles, titles, and responsibilities for each incident management function.

#### **6.5.3**

The entity shall establish procedures for coordinating response, continuity, and recovery activities.

**g) By-law # 2017 -116 passed by the Council of the Corporation of the Township of Havelock-Belmont-Methuen**

By-law No 2017-116 of the Township of Havelock-Belmont-Methuen as certified by the Clerk of the Township documents Council's official approval of this Municipal Emergency Plan.

This Plan and By-law have been filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

## **Section 3**

### **Application:**

All elected or appointed municipal officials of the Township have an obligation to be fully aware of the contents of this Emergency Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

## **Section 4**

### **Confidentiality of Plan**

The Township of Havelock-Belmont-Methuen Municipal Emergency Plan is a public document, excluding the appendices, which are deemed confidential.

As defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, the Head of an institution may refuse under that Act to disclose a record:

- a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk assessment and Infrastructure Identification;
- b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly;
- c) If its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.
- d) If the record contains personal information.

## Section 5

### Incident Management Systems (IMS)

#### a) IMS Overview:

The designated Municipal Control Group (MCG) for the Corporation of the Township of Havelock-Belmont-Methuen has adopted the Province of Ontario Incident Management System (IMS) as the tools and process to assist them in managing an emergency incident should it occur. In doing so, it will allow them to be efficient and effective in taking action in the best interest of the residents and citizens they serve.

The IMS applies a functional approach to emergency management. In doing so, allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the Township. It is however important to note that some functional requirements in the Municipal Operations Centre (MOC) are best suited by individuals who possess the required training, competency, and professional skills to fulfill the functional responsibilities.

The five functions of the Incident Management System as listed in the following chart (Sec 5 b) are the responsibility of the Municipal Operations Centre (MOC) Commander. The first arriving Municipal Control Group (MCG) member will assume the function of the MOC Commander. The MOC Command function may be transferred as other members of the MCG arrive. The MOC Commander has the authority to delegate functions as required (tool box approach) and in doing so may establish each level as the need arises. The general practice is the more complex the incident; the larger the command structure in order to effectively and efficiently manage the incident.

It is important to note the MOC Commander is responsible for ensuring all functions of the IMS are completed regardless if he/she chooses to delegate the function or not.

**b) IMS Key Functions:**

The five key functions of IMS are; Command, Operations, Planning, Logistics, and Finance/ Administration. Refer to the following chart for an IMS Functions Guide. Municipal Control Group members assuming the primary functions of IMS should have previously achieved the required training to do so.

Note: Detailed responsibilities for each of the IMS Functions are found in Sections 7 to 15.

**Key IMS Functions & Responsibilities**

Function	General Responsibilities
MOC Commander	Responsible for the overall management of the MOC facility and assigned resources within the MOC, and the provision of support to Site Incident Command.
Safety Officer <i>Command Staff</i>	Monitors safety conditions and develops safety measures related to the <u>overall</u> health and safety of <u>all</u> incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. (usually not delegated, remains as the I/C responsibility)
Emergency Information Officer <i>Command Staff</i>	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases.
Liaison Officer <i>Command Staff</i>	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Municipal Operations Centre Action Plan (MOC AP), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the MOC AP for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related Section of the MOC AP, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.



### c) IMS Principles

It is important to note that the five (5) key Functions of the Incident Management System are consistent throughout the Planning, Emergency Response, Mitigation, and the Recovery stages of an Emergency.

The following seventeen (17) standard principles provide guidance to implementation of the key functions:

1. Standard Terminology
2. Applicability
3. Management by Objectives
4. Simplicity & Flexibility
5. Standardization
6. Interoperability
7. Unity of Command
8. Span of Control
9. Consolidated Incident Action Plan
10. Integrated communications
11. Sustainability
12. Modular & Scalable Organization
13. Information Management
14. Inter-Organizational Collaboration
15. Comprehensive Resource Management
16. Designated Incident Facilities
17. Accountability

### d) Municipal Hierarchy

Unlike other emergency services the Municipal Corporation has no official designated ranking structure as found in the chain of command of emergency services, i.e. from Recruit to Section Chief. The corporate structure does however have a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the Havelock-Belmont-Methuen Municipal Control Group (MCG) for the purpose of implementing the Incident Management System. (Listed in descending order)




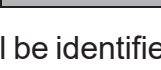

- Head of Council (Mayor)
- Chief Administrative Officer/Clerk (CAO)
- Treasurer
- Manager of Public Works
- Fire Chief
- Chief Building Official
- Supervisor of Parks, Recreation and Facilities
- Administrative Staff

**Note:** The Head of Council (Mayor), and in his/her absence the Deputy Mayor, are designated officials by legislation. Under this IMS structure they, and as needed other members of Council, form the “**Policy Group**”. This is a designated separate entity, yet an intricate part of the Incident Management System.

**e) MOC Standard Colours and Identification**

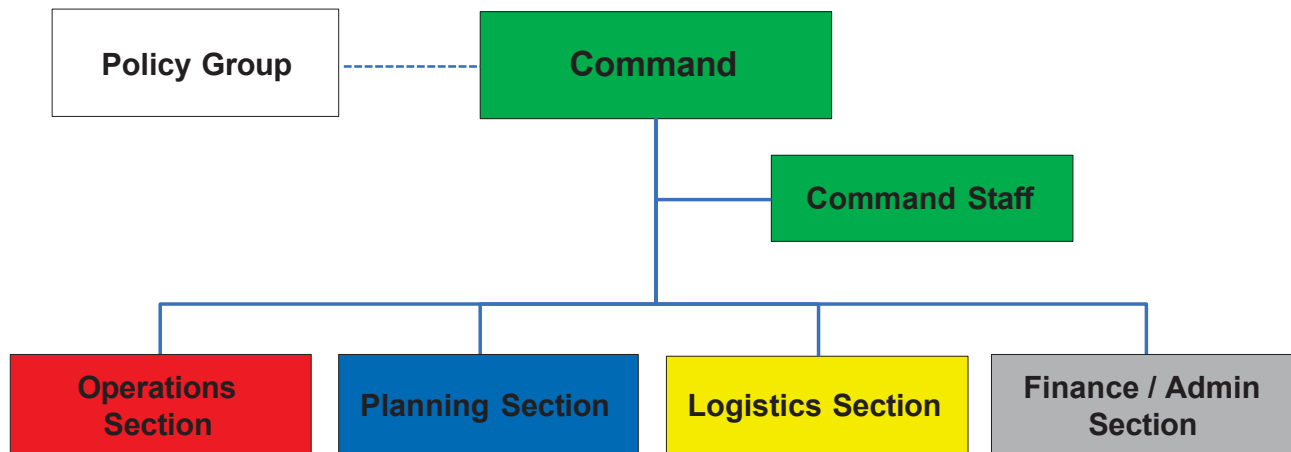
The Township of Havelock-Belmont-Methuen Municipal Operations Centre (MOC) adopts the Colour identification system set out in the Province of Ontario IMS Doctrine.

- MOC Commander, Command Staff, and General Staff will wear a “Coloured Vest” with Function I.D. name on the back.

Function I.D.	Colour	
MOC Commander & Command Staff		Green
Operations Section Chief		Red
Planning Section Chief		Blue
Logistics Section Chief		Yellow
Finance / Admin. Section Chief		Grey

- All other management, subordinates, and staff will be identified by lanyards with a Coloured Tag and Function I.D. Name

**f) IMS Functional Structure**



**Note: See example HBM Organizational Charts (Sec 5 I).**

**g) MOC Functional Process**

The following list outlines a typical functional cycle within the MOC. The IMS is reliant upon an approved MOC Action Plan (Sec 5 j) with specific objectives and operational period of time.

- i. Establish Command Function
- ii. Set up MOC
- iii. Begin information gathering process (size up) (Incident Briefing)
- iv. Perform Planning Function (expand as required)

- v. Determine Primary Objectives & Strategy
- vi. Develop MOC Action Plan & Operational Period (acquire approval)
- vii. Perform Logistics Function (expand as required)
- viii. Perform Operations Function (expand as required) (Operations Briefing)
- ix. Perform Finance Administration Function (expand as required)
- x. Evaluate, Adjust, and Re-Evaluate

Once established the functions remain ongoing until the demobilization of the IMS structure and Command is terminated.

#### **h) Establishing Command**

The “function” of MOC Command will be assumed by the first arriving MCG member based on the above noted hierarchy (Sec 5 d). The MCG member shall remain as the MOC Commander until relieved by the arrival of a senior or higher ranking MCG member or when a shift change is necessary.

The CAO has the authority to assume and/or delegate MOC Command as he/she determines the emergency situation requires.

#### **i) Transfer of Command**

MOC Command, Command Staff, and General Command level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new MOC Commander, Command Staff, and General Command.

#### **j) MOC Action Plan**

The MOC Commander is responsible for the development of the MOC Action Plan (MOC AP), either personally or by delegation with the assignment of a Planning Section Chief. The MOC AP will identify the strategy and objectives of the MCG for a specified operational period. The MOC AP requires final approval of the MOC Commander prior to implementation.

#### **k) Operating Period**

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period in order to achieve the objectives of the MOC AP.

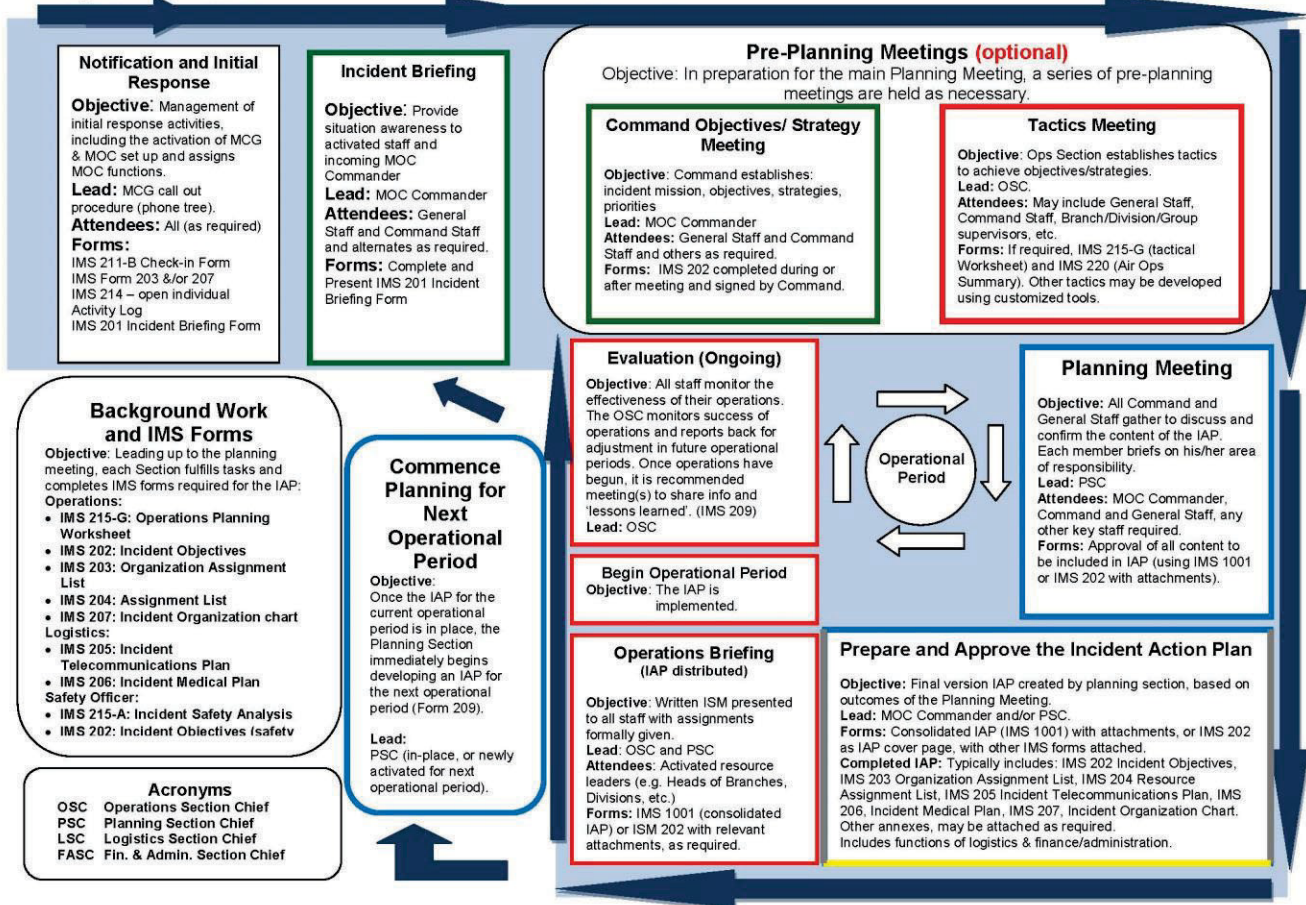
The MOC Commander will establish the frequency of briefings/meetings based on the MOC AP and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

Under the direction of the MOC Commander and/or the Planning Section Chief, the Documentation Registration Officer (DRO) will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

Example: MOC Action Plan and Operational Period Development

- █ Command
- █ Operations
- █ Logistics
- █ Planning
- █ Finance /Admin

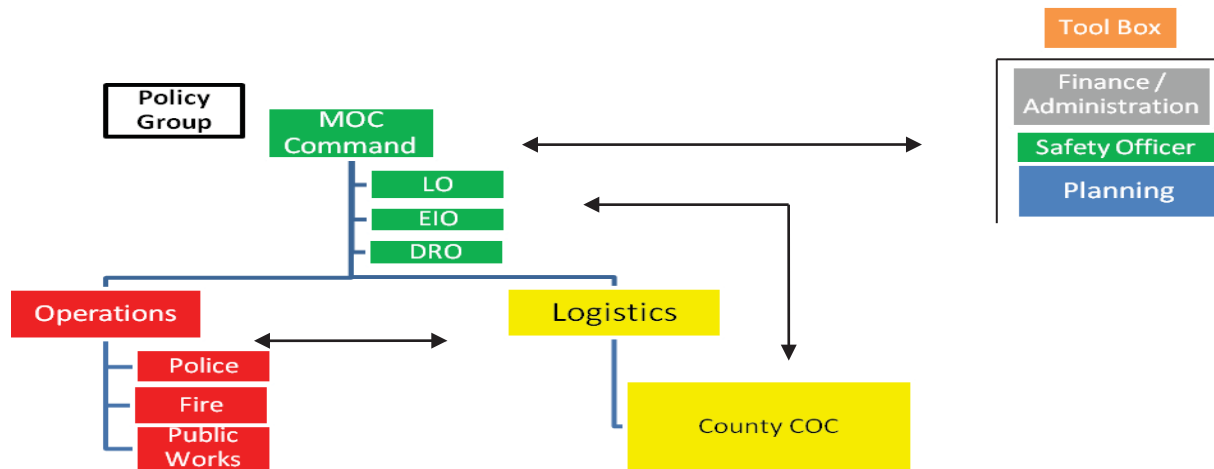
# IMS Planning Cycle - General



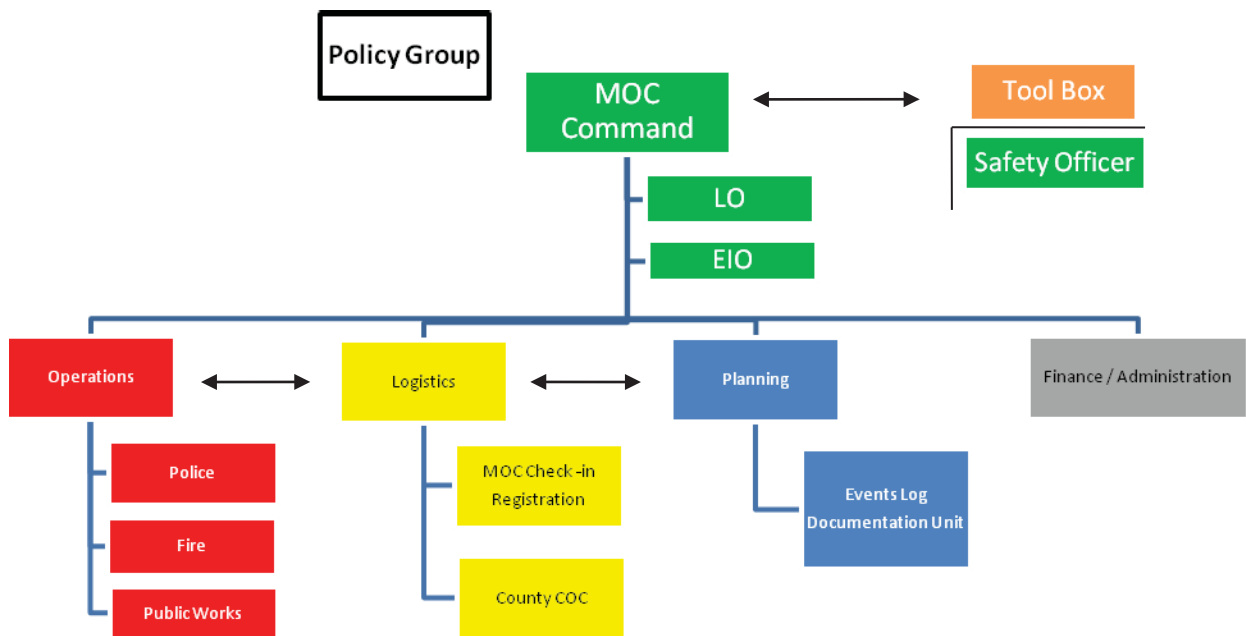
## I) Expansion of the MCG & IMS

The MOC Commander shall be responsible to assign and delegate the primary functions of the IMS. In many instances the Base Model (Level 1) may be all that is required for a Township the size of Havelock-Belmont-Methuen. However, as the incident grows more assistance may be required in all or some of the functional areas. This process is governed by the “span of control” and modular organization. For example; the addition of branches, divisions and/or sectors may be required.

Twp. of Havelock-Belmont-Methuen MOC/IMS Base Model (Sample Level 1)



Twp. of Havelock-Belmont-Methuen Expanded Model (Sample Level 2)



The IMS Structure may be expanded or contracted as required based on the span of control as needed.

Note: CEMC is to be present in the EOC to liaise with the PEOC/EMO until responsibility transferred.

## Section 6

### Municipal Control Group (MCG) / Municipal Operations Centre (MOC)

#### a) Municipal Control Group (MCG) Responsibilities:

The general responsibilities of the MCG during an emergency are:

##### 1. Providing support to the incident site, including:

- Setting priorities and strategic direction,
- Information collection, collation, evaluation and dissemination,
- The management of resources,
- Finance and Administration approvals.

##### 2. Providing for the Corporation and the Community at Large:

- Ensuring that business continuity and essential services are maintained and/or restored Corporately, and for the Community at large, including where possible, the areas impacted by the emergency

##### 3. Under specific circumstances, the MCG may also exercise the following functions.

- Performing an Area Command role for multiple Incident Sites
- Performing an Incident Command role.

---

#### Additional Responsibilities:

In addition the members of the Municipal Control Group (MCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Municipal Control Group are appropriate;
- Establishing direct continuous communications with the Policy Group and the Incident Site.
- Advising the Head of Council (Mayor) as to whether the declaration of an emergency is recommended;
- Advising the Head of Council (Mayor) on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Incident Commander (I/C) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;

- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies and non-governmental organizations (NGO) i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.
- Notifying the County Control Group as required.

#### **b) Municipal Operations Centre (MOC)**

Upon notification, the Municipal Control Group shall report to the primary Municipal Operations Centre, in the event this operation centre cannot be used, the alternate MOC shall be activated. The primary and secondary MOC locations are identified in Appendix "A" being the Notification and Recall of the Municipal Control Group.

The MOC is a facility that the Municipal Control Group (MCG) has strategically predetermined as its location and equipped to facilitate executive decision-making and coordination. The MOC is equipped with technological communication devices and equipment that is readily available to the members of the Municipal Control Group to assist them in carrying out their assigned functions and duties.

### c) Municipal Control Group (MCG)

The emergency response will be directed and controlled by members of the Municipal Control Group (MCG) performing the functions of IMS. They are responsible for coordinating the provision of management and resources necessary to minimize the effects of an emergency on the community. (See appendix A)

The MCG may consist of the following positions:

- i. Head of Council (Mayor)
- ii. Deputy Mayor
- iii. Chief Administrative Officer/Clerk
- iv. OPP
- v. Fire Chief
- vi. Public Works
- vii. Chief Building Official
- viii. Treasurer
- ix. Supervisor of Parks, Recreation and Facilities
- x. Municipal Staff
- xi. Designated Public Volunteers

The MCG may function with only a limited number of persons depending upon the emergency. While the MCG may not require the presence of all the people listed as members of the MCG, all members of the MCG shall be notified when activation occurs.

When an emergency exists but has not yet been declared to exist, MCG members may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Havelock-Belmont-Methuen.

The following chart identifies the suggested assigned responsibilities for primary and alternate MCG members. It is recognized that any member of the MCG may be required to carry out one or more of the five functions of the IMS or be assigned to perform a supporting role.

	<b>Primary</b>	<b>Alternate</b>
<b>Policy Group</b>	Head of Council (Mayor)	Deputy Mayor
<b>MOC Commander</b>	CAO/Clerk or designate	CBO or designate
<b>Safety Officer</b>	MOC Commander	MOC Commander
<b>Liaison</b>	Municipal Staff	Municipal Staff
<b>Doc. Reg. Officer (DRO)</b>	Deputy Clerk	
<b>Emergency Information Officer</b>	Economic Development Officer	Deputy Clerk
<b>Operations</b>	Police, Fire, Public Works,	Police, Fire DC, Public Works,
<b>Planning</b>	Parks & Rec.	Parks & Rec.
<b>Logistics</b>		
<b>Administration</b>	CAO/Clerk	CBO
<b>Finance</b>	Treasurer	Deputy Treasurer



#### **d) Notification Procedure of the Municipal Control Group (MCG)**

The Township of Havelock-Belmont-Methuen Municipal Plan and the Municipal Control Group (MCG) are notified via the municipal emergency phone tree notification system.

The Municipal Emergency Plan and the Municipal Operations Centre may be activated in response to a variety of problems and any one of the members of the Municipal Control Group (MCG) may call and/or initiate activation.

#### **Notification Purpose:**

The purpose of the Notification Procedure is to alert members of the MCG of the emergency and to relay that information to the rest of the Municipal Control Group in a timely manner.

Refer to Appendix "A", Emergency Notification Procedure and backup procedure.

The "Notification of Emergency Alert" form is attached as Appendix "B-1". The Emergency Notification "Fan Out" Contact List, including contact numbers for requesting assistance, is attached as Appendix "B-2"

#### **e) Requests for Assistance**

Assistance may be requested from Peterborough County at any time by contacting the County Control Group as per Appendix "H", Peterborough County (COC) activation. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario through the Provincial Operations Centre or the OPP Duty Officer.

Assistance may be requested from other Municipalities who are participating in the Municipal Mutual Assistance Agreement as per Appendix "Q".

Assistance may be requested from other Municipalities who are participating in the Peterborough County Fire Services Emergency Plan, commonly referred to as Mutual Aid.

#### **f) Declared State of Emergency (Notification)**

The Head of Council (Mayor), or in his/her absence the Deputy Mayor, of the Township of Havelock-Belmont-Methuen, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group. Upon declaring or terminating an emergency, the Head of Council (Mayor) will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);

A municipal emergency may be terminated at any time by:

- Head of Council (Mayor) or in his/her absence the Deputy Mayor; or
- Council; or
- Premier of Ontario.

## Section 7

### Policy Group

#### Policy Group Members:

The Head of Council (Mayor) or designate, CAO/Clerk

The Head of Council (Mayor) and/or his/her designate are members of the policy group in order to fulfill legislative duties, and shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

#### Policy Group Function:

The Policy Group is an intricate and required part of the IMS Structure during a Municipal State of Emergency. The purpose of the Policy Group is provide a structure to allow a functional avenue for advice and assistance, as required, to the MOC Command Team in order to make the best informed decisions regarding the emergency situation.

The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Head of Council (Mayor) to seek and request assistance as required.

#### Responsibilities:

1. The Head of Council (Mayor) and/or his/her designate as head of the Municipal Council of the Township of Havelock-Belmont-Methuen has designated authority under legislation when a potential or real state of emergency exists within the Township.
2. The Head of Council (Mayor and/or his/her designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the MOC Commander throughout the emergency.
3. The Head of Council (Mayor) and/or his/her designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor) and/or his/her designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor) and/or his/her designate shall provide information to the Municipal Council and other levels of government with regards to impacts of an emergency, as required.
6. The Head of Council (Mayor) and/or his/her designate will provide information necessary to keep the media and public informed in concert with the MOC Command.

#### Activation Phase:

##### Common MOC check-in activities:

- Sign in on the MOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist,
- Establish/maintain a Position Log.

- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, Review of Position Log, etc.

**Specific functional activities:**

- Determine appropriate level of activation based on available situation information, in consultation with MOC Commander.
- Consult with MOC Commander to determine what other Council Members, Municipalities and levels of Government have been notified.

**Operational Phase:**

- Declaration of the state of emergency in consultation with the MOC Command, as required.
- Monitor MOC activities and advise MOC Commander of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Attend periodic MCG briefings to share status and situational information.
- In conjunction with the MOC Commander and Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve allocation priorities for critical resource requests, as required.
- Brief incoming Policy Group members at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Advise and consult with MOC Command regarding MOC demobilization strategies.
- Conclude emergency response and transition to recovery phase in consultation with Policy/Executive Group.

**Demobilization Phase:**

- Declare termination of the state of emergency in consultation with the MOC Command.
- Deactivate your assigned position after all other MOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

## Section 8

### MOC Commander

**Reports to:** Policy Group

**Responsibilities:**

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the MOC.
2. Determine MOC priorities and objectives in consultation with MCG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the MOC are established and maintained to support organizational effectiveness.
5. Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
6. Maintain communication link with Policy Group.

**Activation Phase:**

**Common MOC check-in activities:**

- Sign in on the MOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist, as well as checklists of other positions you are responsible for.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports. Review of Position Log, etc.

**Specific functional activities:**

- Determine appropriate level of activation based on available situation information.
- Determine/assess which Sections or functions are needed and ensure appropriate personnel are mobilized for the initial activation of the MOC.
- Assign MOC Command Staff and General Command Staff personnel as required
- Ensure the MOC IMS organizational staffing chart showing assigned positions is posted.
- Establish initial priorities for the MOC based on current status and information from Incident Commander(s), and communicate to all involved parties.
- Schedule MOC Action Planning meeting, and as needed appoint and have the Planning Section Chief prepare the agenda.
- Consult with Liaison Officer and the MCG to determine what representation is needed at the MOC from other organizations or assisting agencies.

### **Operational Phase:**

- Monitor MOC activities and advise the MCG of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Conduct periodic MCG briefings to share status and situational information.
- Identify higher level Management priorities, in coordination with the Policy Group for inclusion in the initial MOC Action Planning meeting.
- Convene the initial MOC Action Planning meeting; ensure objectives, strategy, and operational periods are established and appropriate planning procedures are followed.
- Review, approve, and authorize implementation of MOC Action Plan objectives and strategy once completed by the Planning Section.
- Consult periodically with the MCG to ensure MOC AP priorities for the operational period remain current and appropriate.
- Ensure the Liaison Officer establishes contact with Peterborough County COC, adjacent jurisdictions/agencies and other levels of site support as appropriate, and that contact is maintained.
- Ensure that the Liaison Officer establishes and maintains effective inter-agency coordination with cooperating agencies and other stakeholders.
- In conjunction with the Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve MOC Situation Reports, prior to distribution.
- Approve allocation priorities for critical resource requests, as required.
- Conduct periodic briefings for the Policy Group.
- Ensure the Policy Group and MCG are informed and/or involved with any emergency declarations or senior policy directives, as applicable.
- Supervise the MCG personnel.
- Brief incoming MOC Commander at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Ensure a Demobilization Plan is developed prior to the demobilization phase.
- Advise and consult with Policy Group regarding MOC demobilization strategies.
- Authorize demobilization in whole or in part of the IMS structure when they are no longer required.
- Conclude emergency response and transition to recovery phase in consultation with Policy Group.

### **Demobilization Phase:**

- Deactivate MOC when emergency event no longer requires the MOC activated, and ensure all other facilities are notified of deactivation.
- Deactivate your assigned position after all other MOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Be prepared to contribute to an MOC Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by your organization.

## Section 9

### Safety Officer “SO”– (Command Staff)

**Reports to:** MOC Commander

**Responsibilities:**

1. Ensure that good risk management practices are applied throughout the MOC and that every function contributes to the management of risk.
2. Protect the interests of all MOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
4. Provide advice on safety issues.
5. Ensure the implementation of appropriate safety measures and worker care practices in the MOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the MOC Action Plan, and notify the MOC Commander of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the MOC facility and documentation.

**Activation Phase:**

**Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Perform a risk identification and analysis of the MOC and activities.
- Request the assistance of a safety specialist, if you are not familiar with all aspects of safety and relevant legislation.
- Monitor set-up procedures for the MOC to ensure that proper safety regulations are adhered to.
- Ensure that security protocols are implemented; including checkpoints at all MOC entrances to allow only authorized personnel access to the MOC, as well as staff sign-in and identification procedures.
- Coordinate health, safety and worker care information for staff orientation briefings.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Brief the incoming MOC Safety Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Review and assess reports of damage and loss. If assigned, work with the Situation Unit in Planning and the Compensation and Claims function in Finance.
- Identify and document risk and liability issues, and ensure that the MOC Commander is advised.
- Gather and organize evidence that may assist MOC organizations in future legal defense.
- Assist the MOC Commander in reviewing news releases, public alerts and warnings, and public information materials from a risk management perspective.
- Evaluate situations for risk exposure and advise the MOC Commander of any conditions and actions that might result in liability (e.g. oversights, improper response actions, etc.).
- Conduct interviews and take statements to investigate major risk management issues.
- Identify potential claimants and the scope of their needs and concerns.
- Advise personnel regarding strategies for risk management and loss reduction.
- Assist the MOC Commander in deactivation activities, including collection of all relevant paper and electronic records, and any materials necessary for after-action reporting procedures, and organizing records for final audit.
- Monitor and evaluate MOC activities to ensure applicable occupational health and safety standards are implemented and adhered to.
- Coordinate with Finance on any MOC personnel injury claims or records preparation, as necessary for proper case evaluation and closure.
- Coordinate with Logistics Personnel Unit to ensure that appropriate worker care measures are implemented, and all MOC personnel are aware of their responsibilities in this regard.
- Monitor security checkpoints and MOC facility access.
- Address security issues with MOC Command, recommending improvements where necessary.

### **Demobilization Phase:**

- Deactivate your assigned position when authorized by the MOC Commander.
- Assist with the deactivation of the MOC at designated time, as appropriate.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Coordinate critical incident stress and other debriefings, as necessary.
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.



## Section 10

### Liaison Officer “LO”– (Command Staff)

**Reports to:** MOC Commander

**Responsibilities:**

1. In consultation with the MCG, ensure procedures are in place for working and communicating with the Peterborough County Operations Centre (COC) and other government and Non-Government Organization (NGO) agency representatives.
2. Request agency representatives for the MOC, as required by the MCG, to ensure all necessary roles and responsibilities are addressed, enabling the MOC to function effectively and efficiently.
3. Maintain a point of contact, and interact with representatives from other agencies arriving at the MOC.
4. Liaise with relevant operation/coordination centres or agencies/departments not represented in the MOC.
5. Assist and advise the MOC Commander and the MCG as needed, and provide information and guidance related to external agencies and organizations.
6. In coordination with the Emergency Information Officer, assist the MOC Commander in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the MOC facility.
7. Liaise with local authorities, other MOCs and Provincial and Federal organizations and share information in accordance with MOC and organizational policies.

**Activation Phase:**

**Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request any necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Assist the MOC Commander in identifying appropriate personnel to staff the MOC, if required.
- Provide assistance and information to the MCG regarding external assisting organizations.
- Establish contact with external agencies, and confirm that contact information for agency representatives (e.g. telephone, radio, internet) is current and functioning.
- Ensure registration and sign-in procedures are established for external assisting agencies working within the MOC.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the MOC Commander and the MCG, participate in developing overall MOC priorities and action planning process.
- Provide status reports and situation information from non-represented cooperating agencies to the MOC Commander and in the MCG briefings, as appropriate.
- Provide general advice and guidance to agencies and MOC staff, as required.
- Ensure that all notifications (e.g. emergency declarations) are made to agencies not represented in the MOC.
- Ensure that communications with appropriate external non-represented agencies (such as: public utilities and transportation, volunteer organizations, private sector, etc.) are established and maintained.
- Assist the MOC Commander in preparing for and conducting briefings with the MCG members, elected officials, and other stakeholders.
- Assist external non-represented cooperating agencies with completing of status and situation reports where necessary, and forward to the Planning Section.
- Advise the MOC Commander of critical information and requests contained within agency situation reports.
- Forward approved MOC Situation Reports to non-represented agencies, as requested.
- Assist the MOC Commander in establishing and maintaining an inter-agency coordination group comprised of external cooperating agency representatives and executives not assigned to specific Sections within the MOC and other stakeholders, as required.
- In consultation with the Emergency Information Officer, conduct tours of MOC facility as requested.
- Brief the incoming MOC Liaison Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Assist with the deactivation of the MOC at the designated time, as appropriate.
- Notify external non-represented agencies in the MOC of the planned demobilization, as appropriate.
- Assist the MOC Commander with the transition to recovery phase.

### **Demobilization Phase:**

- Deactivate your assigned position when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

## Section 11

### Emergency Information Officer “EIO” – (Command Staff)

**Reports to:** MOC Commander

**Responsibilities:**

1. Serve as the coordination point for all public information, media relations and internal information sources for the MOC.
2. Ensure that the public within the affected area received complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.
3. Coordinate media releases with officials representing other affected municipalities, county and emergency response agencies and other levels of authority.
4. Develop the format for news conferences and briefings in conjunction with the MOC Commander.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.
6. In consultation with MOC Commander and Liaison Officer, coordinate VIP and visitor tours of the MOC facility.
7. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centres and with external agencies.
8. As directed, activate the Public Inquiry Center, in accordance with Appendix I2.
9. As directed, activate the Public Information Plan, in accordance with Appendix I1.

**Activation Phase:**

**Common MOC check-in activities:**

- Sign-in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Determine staffing requirements for the Information function.
- Assess information skill areas required in the MOC such as: writing, issues management, media relations, event planning, etc. and assign appropriate personnel.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Obtain policy guidance and approval from the MOC Commander with regard to all information to be released to the media and public.
- Refer to the Emergency Public Information Plan of the organization, as well as sample forms, templates and other information materials.
- Coordinate with the Planning Sector and identify methods for obtaining and verifying significant information as it develops.
- Implement and maintain an overall information release program, and establish appropriate distribution lists.
- Monitor all media, using information to develop follow-up news releases and rumour control.
- Keep the MOC Commander advised of all incoming media releases, unusual requests for information, and all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations.
- Develop and publish a media briefing schedule to include location, format, and preparation and distribution of handout materials.
- At the request of the MOC Commander, prepare media briefing notes for elected officials and/or Policy/Executive Group members and provide other assistance as necessary.
- Establish a media information centre, as required.
- Maintain up-to-date status boards and other references at the media information centre.
- Provide adequate staff to answer questions from members of the media.
- Establish Public Information Service and/or call centre, to handle public/stakeholder inquiries and provide emergency support information by activating the City of Peterborough Public Information Centre.
- Develop public information message statements for MOC Staff and call takers.
- Interact with other MOCs to obtain information relative to public information initiatives.
- In coordination with the MCG and as approved by the MOC Commander, issue timely and consistent advisories/instructions for life safety, health, and assistance to the public.
- Liaise with MOC Risk Management to check for any potential liability or health safety concerns.
- In coordination with Operations Section, ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.
- Ensure that file copies are maintained of all information released.
- Supervise Information personnel, if any.
- Brief the incoming MOC Information Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Assist with the deactivation of the MOC at designated time, as appropriate.
- Deactivate your assigned position when authorized by the MOC Commander.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.

- Follow MOC check-out procedures.
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

## Section 12

### Documentation Registration Officer “DRO” – (Command Staff)

**Reports to:** MOC Commander

**Note:** If/when the Functions of Logistics and/or Planning have been assigned the DRO will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/information to Planning.

**Further;** to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the MOC Commander should give consideration to splitting the responsibilities of this position between two persons.

#### **General Responsibility:**

The Documentation Registration Officer (DRO) supports the efficient functioning of the Municipal Operations Centre and IMS Structure.

#### **Responsibilities:**

1. Perform Check-in/ Check-out registration functions for the MOC, and record the arrival and departure of the MCG members.
2. Keep a sequential events time log/documentation of information on the main events status board and other required forms.
3. Ensure log supplies, forms and office supplies are of adequate supply for the MOC.
4. Ensure MCG members individual Position Logs are being completed and collected at the end of each shift.
5. Establishes a shift change schedule for the MCG members and alternates.

#### **Activation Phase:**

##### **Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

##### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the MOC Commander and the MCG, participate in developing overall MOC priorities and action planning process.
- Perform Check-in/ Check-out registration functions for the MOC, and record the arrival and departure of the MCG members on an ongoing basis.

- Notify Police of issues with non-MCG members attempting to enter the MOC.
- Record and keep a current sequential events and time log/documentation of information on the main events status board and other required forms.
- Ensure log supplies, forms and office supplies are of adequate supply for the MOC.
- Ensure MCG members individual Position Logs are being completed and collected at the end of each shift.
- Establishes a shift change schedule for the MCG members and alternates.
- Provide general advice and guidance to agencies and MOC staff, as required.
- Advise the MOC Commander of critical information and requests identified through the event log recording and documentation function.
- In consultation with the Emergency Information Officer, conduct tours of MOC facility as requested.
- Brief the incoming MOC Documentation Registration Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Assist with the deactivation of the MOC at the designated time, as appropriate.
- Assist the MOC Commander with the transition to recovery phase.
- Collect and organize completed forms from MCG members.

#### **Demobilization Phase:**

- Deactivate your assigned position when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.
- Collect and organize completed forms from MCG members.

## Section 13

### Operations Section Chief

**Reports to:** MOC Commander

**Responsibilities:**

1. Exercise overall responsibility for coordination and supervision of all required functions within the MOC Operations Section.
2. Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
3. Ensure that Section objectives and assignments identified in MOC Action Plans are carried out effectively.
4. Maintain a communications link between Incident Commanders (sites) and the MOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to MOC Commander, and as assigned Planning Section.
6. Keep the MOC Commander informed of significant issues relating to the Section.
7. Conduct periodic briefings for the MOC Commander and the MCG.
8. Supervise Operations Section personnel.

**Activation Phase:**

**Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, page/cell phone, stationary, and necessary reference documents.
- Review your Position Checklists, as well as checklists of any other positions for which you are responsible, and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to the MOC Commander to obtain current situation status, priorities, and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Section Chief or other MOC Management Staff, as appropriate.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- Activate appropriate branches based on functions or geographical assignments within the Section and designate Branch Directors as necessary.
- Establish radio or cell-phone communications with the COC, other MOCs, and/or other levels of response operating in the region and coordinate accordingly.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the MOC.



- Consult with Logistics to ensure that there are adequate communications equipment and frequencies available for the Operations Section.
- Meet with the Finance/Admin Section Chief and determine level of purchasing authority for the Section.
- Coordinate with the MOC Commander and Planning Section Chief regarding strategies for accurate and timely flow of information.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Operations staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Based on the situation known or forecasted, anticipate potential challenges and future needs of the Operations Section.
- Provide a Situation Report to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, is provided to Planning Section on a regular/urgent basis.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Authorize resource requests from the incident site(s) and forward extraordinary and/or critical resource requests to the MOC Commander for approval.
- Ensure all expenditures and financial claims are coordinated through the Finance/Admin Section.
- Brief the MOC Commander and the MCG on all major incidents.
- Deactivate Section branches and any organizational elements, when no longer required.
- Ensure that all paperwork is complete and logs are closed and sent to Documentation Unit, and any open actions are reassigned to appropriate jurisdictional and/or MOC staff.
- Brief the incoming MOC Operations Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).

- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

## Section 14

### Planning Section Chief

**Reports to:** MOC Commander

**Responsibilities:**

1. Exercise overall responsibility for coordination of all required functions within the MOC Planning Section.
2. Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in MOC Action Plans are carried out effectively.
4. Ensure the MOC Commander is informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that Situation Reports are submitted to Planning Section and used as the basis for the MOC Action Plans.
6. Supervise Planning Section personnel.

**Activation Phase:**

**Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible, and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation, priorities, and specific job responsibilities.
- At the request of the MOC Commander, provide a preliminary situation briefing to other the MCG personnel, as required.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activate appropriate units based on functions required within the Section and designate Unit Coordinators, as necessary.
- Meet with Operations Section Chief to obtain and review any major incident reports and coordinate for accurate and timely information sharing.

**Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.

- Monitor Section staffing level and request additional personnel, as necessary, to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among planning staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Ensure that the Situation Unit is maintaining current information for the MOC Situation Report.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, as completed by the Operations Section, are accessible by the Planning Section.
- Ensure that an MOC Situation Report is produced, approved and distributed to MOC Sections and other relevant operation/coordination centres, prior to the end of each operational period.
- Ensure that all status boards/displays are kept current.
- Ensure that Emergency Information Officer has immediate unlimited access to all situational information.
- Develop a Situation Report prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Chair the MOC Action Planning meetings.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Planning Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the MOC Action Plan is completed, approved, and distributed prior to the start of the next operational period.
- Develop and distribute, as needed, reports which highlight forecasted events and/or conditions likely to occur beyond the forthcoming operational period.
- Ensure that files are maintained on all MOC activities and provide reproduction and archiving services for the MOC, as required.
- Provide technical services, such as environmental advisors and other technical specialists, to all MOC Sections, as required.
- Ensure all expenditures and financial claims are coordinated through the Finance Section.
- Ensure a Demobilization Plan is developed, approved and distributed to all Sections.
- Brief the incoming MOC Planning Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow MOC check-out procedures.
- Be prepared to provide input and assist in preparation of the Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by your organization.
- Access critical incident stress management support, as needed.

## Section 15

### Logistics Section Chief

**Reports to:** MOC Commander

**Responsibilities:**

1. Exercise overall responsibility for coordination of all required functions within the MOC Logistics Section.
2. Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
3. Ensure Section objectives/assignments in the MOC Action Plans are carried out.
4. Keep the MOC Commander informed of significant issues relating to the Logistics Section.
5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for MOC and site personnel.
8. Supervise Logistics Section personnel.

**Activation Phase:**

**Common MOC Check-In Activities**

- Set up and/or assign the MOC Check-In/Check-Out Log to be set up.
- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever resources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resources.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Advise Units within the Section to coordinate with the Operations Section to prioritize and validate resource requests from Incident Commanders at sites.
- Meet with the MOC Commander and the MCG to identify immediate resource needs.
- Meet with the Finance/Admin Section Chief and determine level of purchasing authority for the Section.

- Assist logistics personnel in developing objectives for Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the MOC Action Plan.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Provide a Situational Report to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Logistics Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources obtained through mutual aid.
- Ensure all expenditures and financial claims have been coordinated through the Finance / Administrative Section.
- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Ensure that all paperwork is complete and logs are closed and sent to Finance/Admin, and any open actions are reassigned to appropriate jurisdictional and/or MOC staff.
- Brief the incoming MOC Logistics Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet complete at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other material, etc).
- Be prepared to provide input to the Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

## Section 16

### Finance/Administration Section Chief

**Reports to:** MOC Commander

**Responsibilities:**

1. Exercise overall responsibility for coordination of all required functions within the MOC Finance/Administration Section.
2. Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in the MOC Action Plans are carried out effectively.
4. Keep the MOC Commander informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

**Activation Phase:**

**Common MOC Check-In Activities:**

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for the first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

**Specific Functional Activities:**

- Report to MOC Commander to obtain current situation status and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Section Chief or other MOC Management Staff, as appropriate.
- Ensure that the Finance/Admin Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Consult with MOC Commander for spending limits.
- Consult with the Policy Group as necessary.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements/procedures; determine the level of purchasing authority to be delegated to each.
- In conjunction with Unit Coordinators, determine the initial Finance Action Planning objectives for the first operational period.

### **Operational Phase:**

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Finance/Admin Section personnel maintain position logs and other paperwork, as required.
- Supervise Finance/Admin Section personnel.
- Monitor Finance/Admin Section staffing levels and request additional personnel, as necessary, to cover all required shifts.
- Provide Finance/Admin Section staff with information updates via Section briefings, as required.
- Ensure that displays associated with the Finance/Admin Section are current, and that information is posted in a legible and concise manner.
- Participate in all action Planning meetings.
- Provide a Situational Report, including cost estimates, to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Finance Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Keep the MOC Commander and the MCG informed of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that financial records are maintained throughout the event of disaster.
- Ensure that the personnel records and all staff time are tracked and recorded.
- In coordination with the Logistics and Operations Sections, ensure that purchasing processes, purchase orders and contract development are conducted in a timely manner.
- Ensure that the compensation claims, resulting from the disaster, are properly recorded and reported in a reasonable timeframe, given the nature of the situation.
- Ensure that time sheets and travel expense claims are processed promptly.
- Ensure that all cost and claim documentation is accurately maintained during the response.
- Brief the incoming Finance Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure that all expenditures and financial claims have been processed and documented.
- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign- out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.



## Section 17

### Municipal Services/Resources

The following subsections identify/assign responsibilities for the provision of inherent Municipal Services and Resources in support of the Incident Management System and MOC Command in the event of the MOC activation. Municipal managers, staff and other agencies are to provide the following as needed:

#### a) Chief Administrative Officer “CAO”

##### **The Services of the CAO continue to be:**

The CAO oversees the management of the Municipal Corporation, the individual departments within the corporation, and all staff. The CAO is responsible for maintaining the Business Continuity of the Municipal Corporation and the Municipal Community during an emergency incident, as well as providing support and participating in the IMS.

##### **The responsibilities of the Chief Administrative Officer are, but not limited to, maintaining and providing the following:**

- Arrange and provide for Mutual Assistance as required.
- Maintain and provide contact lists and directories for Administrative Level government and agencies.
- Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.
- Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group and IMS Structure.
- Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.
- Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
- Ensure the Municipal Corporate Business Continuity Plan is maintained and available.
- Perform and provide other such CAO Functions as required.

#### b) Police Services “OPP”

##### **The Services of the Police continue to be:**

The Protection of life and property through, Preservation of the Peace, Prevention of Crime, Crowd and traffic control, and Investigation of Crime.

##### **The responsibilities of the Police are, but not limited to, maintaining and providing the following:**

- The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
- Control and disperse crowds within the Emergency Area.
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.

- Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
- Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the Municipal Control Group.
- Prevent unauthorized entry into the Emergency Area and maintain law and order, and prevent looting within the Emergency Area.
- Maintain order in any evacuation centre.
- Provide notification of fatalities to the coroner.
- Provide assistance to the coroner in the location and operation of a temporary morgue.
- Provide communications between the MOC and Police Command.

### **c) Fire and Emergency Services**

#### **The Services of the Fire Department continue to be:**

The Protection of Life, Property, and the Natural Environment, through Fire Prevention, Public Education, Code Enforcement, and Emergency Fire and Rescue Response.

#### **The responsibilities of the Fire Service are, but not limited to, maintaining and providing the following:**

- Provide for the activation of Mutual Aid as required.
- Provide operations connected with the fighting of fires.
- Provide rescue and extrication operations.
- Provide Medical Aid in concert with EMS and the Departments Level of Training.
- Provide a list of personnel, equipment and apparatus for the Fire and Emergency Services.
- Provide equipment and manpower to assist in pumping operations, conditions permitting.
- Activate the Peterborough County Emergency Fire Services Plan (Mutual Aid), as required.
- Provide interpretation, advice and assistance on the Transportation of Hazardous Materials through CANUTEC, the M.O.E. Spills Action Centre and the Emergency Response Guide.
- Provide Building information through departmental pre-plans and inspection records.
- Activate Provincial HUSAR Response Team, as required.
- Activate Provincial HAZMAT Response Team, as required.
- Provide Hydro related updates as required through usage of protected contact numbers.

#### **d) Public Works**

The Services of Public Works include those areas of operation associated with general construction, maintenance and repair of roadways, physical infrastructure, urban and rural forestry, solid waste collection and disposal, landfill sites, street lighting, and municipal water supply systems.

**The responsibilities of Public Works are, but not limited to, maintaining and providing the following:**

- Provide an inventory of equipment and personnel available to assist in the response to an emergency.
- Ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.
- Ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.
- Ensure that all vehicles, equipment and personnel are available for assistance.
- Provide barriers and flashers for control for the Emergency Area.
- Clear debris, snow or other obstructions in and around the Emergency Area.
- Arrange delivery of emergency water supplies for human consumption.
- Conduct emergency pumping operations, sandbagging and other flood and water control measures.
- Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.
- Provide supplies of fuel and oil for emergency services vehicles.
- Arrange for the provision of portable washrooms and other sanitary facilities and provide essential waste disposal.
- Maintain essential streets and access routes for pedestrian and vehicular access.
- Arrange and provide transportation for evacuation, as required.
- Provide equipment and personnel to assist in the clearing of trees and property.
- The Superintendent of Public Works shall in concert with the Municipal contracted water supply and maintenance professional, provide the Municipal Control Group with information as to the operations, capabilities, and safety of Municipal Supply Systems.

## Section 18

### Allied Agencies

#### a) Emergency Social Services

##### Activation

The City of Peterborough Emergency Social Services (ESS) Team may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Emergency Operations Centre. When an ESS Team representative is required to attend the County of Peterborough Emergency Operations Centre, they will be assigned to the Logistics sector.

##### General

The responsibilities of the Emergency Social Services Team include those areas of operation associated with:

- a. Provision of Reception/Evacuation centre services, including registration and inquiry, emergency feeding, emergency clothing, emergency lodging and personal services.
- b. Co-ordination of supply and demand of ESS human resources, both volunteer and compensated.

##### Resources

The City of Peterborough Community Emergency Management Coordinator will maintain a list of equipment and ESS personnel available to assist in the response to an emergency, including volunteer and community partner agencies

##### Evacuation Centres

The City of Peterborough Community Emergency Management Coordinator will maintain a list of City of Peterborough facilities that have been identified as suitable Reception/Evacuation Centre sites. The County of Peterborough and Township Community Emergency Management Coordinators' will identify and provide details of sites in the County of Peterborough, which are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

##### Responsibilities

The responsibilities of Emergency Social Services staff in the City Emergency Operations Centre shall be:

- Establish Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required ESS functions and necessary human resources.
- Work with the impacted Township to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
- Work with the United Way of Peterborough and District to select the most appropriate site(s) for registration of human resources.
- Maintain records of human resources/administrative details, evacuee details and costs associated with the provision of emergency social services, and arrange for the provision of such details to the responsible Township(s) for cost recovery purposes. When applicable, provide such details to the Ministry of Municipal Affairs and Housing for consideration under the Ontario Disaster Relief Assistance Program (ODRAP).

- Coordinate transportation for ESS Team human resources, as required.
- Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services.
- Maintain a log of all actions taken.

## **b) Medical Officer of Health**

### **Activation**

The Medical Officer of Health may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Emergency Operations Centre. When a representative is required to attend the MOC they will be assigned to the appropriate IMS Sector by the MOC Commander.

### **General**

The responsibilities of the Medical Officer of Health include those areas of operation associated with:

- Communicable Diseases
- Health Inspection Services
- Advice on Medical Services
- Public Health Advisory

### **Responsibilities of the Medical Officer of Health**

The office of the Medical Officer of Health shall:

- Provide information and instructions to the County Control Group (C.C.G.) and the population on matters concerning public health.
- Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- Continue delivery of established programs to ensure continuity of care and general health protection.
- Activation and direction of the Pandemic Influenza Contingency Plan “Appendix K-1”
- Activation and direction of the Extreme Heat Response Plan “Appendix K-2”
- Activation and direction of the Extreme Cold Response Plan “Appendix K-3”
- Maintain a log of all actions taken

## **c) Emergency Medical Services (EMS)**

### **General Responsibilities:**

The general responsibilities of Emergency Medical Services include those areas of operation associated with:

- Ensuring provision of emergency medical services at the site of the emergency
- Ensuring continuity of emergency medical services coverage is maintained throughout the remainder of the community/county.
- Liaise with the Peterborough Regional Health Centre to help facilitate medical services at the hospital.

### **Responsibilities of the Emergency Medical Services:**

Emergency Medical Services shall ensure the following:

- Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
- Obtain EMS from other Municipalities for support, if required.
- Ensuring sufficient resources are available and assigned in order to perform triage treatment and transportation for the emergency.
- Advising the CCG if other means of transportation is required for a large-scale response.
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
- Assist other health institutions to deliver emergency services to victims of the emergency.
- Ensure liaison with the receiving hospitals.
- Ensure liaison with the Medical Officer of Health, as required.
- Ensure distribution of casualties in an appropriate and effective way.
- Maintain a log of all actions taken.

## Section 19

### Non Government Organization(s) (NGO)

#### a) Canadian Red Cross (CRC)

##### Activation

The Township of Havelock-Belmont-Methuen and the Canadian Red Cross have entered into a services agreement attached as Appendix O.

The Canadian Red Cross may be activated as directed by the MOC Commander, via the MCG Liaison Officer by following the activation directions found in the Red Cross agreement.

##### General

- To provide registration and inquiry services at evacuation/reception centres in support of the emergency response.
- To provide staff and resources to perform the emergency lodging requirements at designated reception/evacuation centres.
- To provide other such services as described within the agreement.

##### Responsibilities of the Canadian Red Cross (CRC)

Upon receiving notification by the MOC Commander, the Red Cross shall:

- Activate the local Red Cross Emergency Response Plan.
- Establish and maintain contact with the Municipal Control Group in the Municipal Operations Centre.
- Provide staffing and management of reception and information centres.
- Provide an emergency lodging service that organizes safe, temporary lodging to persons in need.
- Maintain a record of all actions taken.

#### b) Salvation Army

##### Activation

The Salvation Army may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Operations Centre. When a representative is required to attend the MOC they will be assigned to the Logistics sector.

##### General

- To provide immediate food, drink and clothing to persons in need, due to the emergency.

##### Responsibilities of the Salvation Army:

Upon receiving notification from the Municipal Control Group, the Salvation Army shall:

- Activate the local Salvation Army's emergency response system.
- Establish and maintain contact with the MOC or COC Commander.

- At the request of the MCG or CCG, provide food and clothing at the reception and evacuation centres.
- Mobilize and co-ordinate the response of Salvation Army personnel from outside the Peterborough area, if required.
- Maintain a log of all actions taken.

### **c) St. John Ambulance**

#### **Activation**

The St John Ambulance Service may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Operations Centre. When a representative is required to attend the MOC they will be assigned to the Logistics sector.

#### **Responsibilities of the St. John Ambulance**

St John Ambulance shall:

- Upon receiving notification, activate the organization.
- Provide assistance as required in the delivery of triage, first aid and casualty handling, at the Reception Centres and/or Evacuation Centres.
- Maintain a log of all actions taken.

### **d) Amateur Radio (ARES)**

#### **Activation**

The Amateur Radio Emergency Services may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Operations Centre. When a representative is required to attend the MOC they will be assigned to the Logistics sector.

#### **Responsibilities of the Amateur Radio Emergency Service**

Under the direction of the Logistics Officer, the Amateur Radio Emergency Service shall:

- Provide radio communication where needed, in support of the municipal emergency response.
- Designate operators to report to the Municipal Operations Centre.
- Activate all ARES members to monitor the appropriate frequency and to remain on stand-by.
- Maintain a record of all activity and IN/OUT@ message register.



## Section 20

### Incident Commander “I/C” - (Site)

**Reports to:** MOC Commander

**Activation:**

The first arriving agency, officer or senior personnel will establish Incident Command. The Incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

**Transfer of Command:**

The transfer of command will take place as per agency protocols; normally the arrival of higher ranking officers will initiate the transfer of command. The transfer of command will take place with a detailed face to face briefing.

**Incident Command**

There is one Incident Commander per Incident/Site. In the event there is more than one Incident location/site there will be an Incident Commander (I/C) established for each location/site.

Area Command may be established in the event of multiple sites.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (IMS).

**Responsibilities of the Incident Commander**

The I/C shall:

- Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
- Implement the IMS and direct, control and coordinate the on-site emergency response.
- Establish and provide for Planning, Logistics, Administration and Operations, as required.
- Establish an Incident Command Post (ICP).
- Establish and maintain emergency response communications.
- Establish and maintain communications with the Municipal Operations Centre.
- Provide Situational Reports to on-site personnel and agencies.
- Provide Situational Reports to the Municipal Control Group.
- Conduct size-up and develop an Incident Action Plan and set the Operational Period.
- Conduct the necessary briefings as required.
- Seek approval from MOC on financial limits for procurement of resources.
- Provide for site visits and tours of Municipal and other Government Officials, as required.
- Take such action as deemed necessary to minimize the effects of the emergency or disaster.
- Maintain a log of all actions taken.

## Section 21

### Community Emergency Management Coordinator (CEMC)

#### Responsibilities of the Community Emergency Management Coordinator (CEMC) include:

- Successfully complete all training, as required by Emergency Management Ontario, and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a Community Emergency Management Program Committee.
- Conduct the community's Hazard Identification and Risk Assessment process.
- Prepare community emergency response plan and submit changes to EMO.
- Ensure the designation and development of an appropriate community Municipal Operations Centre.
- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability, and identify and attempt to address additional needs.
- Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) to act as community emergency information staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.
- Provide emergency management expertise and administrative support to the Municipal control group during an emergency.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the sector EMO Community Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.
- Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others too, in the preparation of funding requests to be submitted on the community's behalf.
- Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- Ensure that equipment and supplies are available in the designated (MOC) municipal operations centre.
- Compile a final report on the emergency.
- Complete form C-1 and submit to EMO on an annual basis.

# The Corporation of the Township of Havelock-Belmont-Methuen

## By-law No. 2024 - 083

Being a by-law to establish dates and starting times for Regular Council Meetings in the year 2025

**WHEREAS** Section 11(2) (1) of the Municipal Act, 2001, S.O. 2001, c.25 provides that a lower-tier municipality may pass by-laws respecting the governance structure of the municipality;

**AND WHEREAS** Section 11(2) (2) of the Municipal Act, 2001, S.O. 2001, c.25 provides that a lower-tier municipality may pass by-laws respecting the accountability and transparency of the municipality and its operations and of its local boards and their operations;

**NOW THEREFORE** the Council of The Corporation of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That the Regular Meetings of Council shall be held in accordance with the meeting schedule as outlined in Schedule 'A' attached hereto and forming part of this by-law.
2. That this by-law shall take effect upon final passing.

Read a first, second and third time and finally passed in Open Council on the 3rd day of December, 2024.

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Jim Martin, Mayor

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Robert V. Angione, Clerk

Schedule 'A' to By-law 2024-083

**Regular Council Meeting Dates and Times for the Year 2025**

Tuesday, January 7*	9:30 a.m.	Tuesday, July 8	9:30 a.m.
Tuesday, January 14	9:30 a.m.		
Tuesday, February 4	9:30 a.m.	Tuesday, August 12	9:30 a.m.
Tuesday, February 18	9:30 a.m.		
Tuesday, March 4	9:30 a.m.	Tuesday, September 2	9:30 a.m.
Tuesday, March 18	9:30 a.m.	Tuesday, September 16	9:30 a.m.
Tuesday, April 1	9:30 a.m.	Tuesday, October 7	9:30 a.m.
Tuesday, April 15	9:30 a.m.	Tuesday, October 21	9:30 a.m.
Tuesday, May 6	9:30 a.m.	Tuesday, November 4	9:30 a.m.
Tuesday, May 20	9:30 a.m.	Tuesday, November 18	9:30 a.m.
Tuesday, June 3	9:30 a.m.	Tuesday, December 2	9:30 a.m.
Tuesday, June 17	9:30 a.m.	Tuesday, December 16	9:30 a.m.
*Budget Meeting is scheduled for January 7.			

**2025 Conference Schedule:**

ROMA	January 19 – 21	(Toronto)
OGRA	March 30 – April 2	(Toronto)
AMO	August 17 – 20	(Ottawa)
OEMC	September 17 – 19	(Ottawa)

**Corporation of the  
Township of Havelock-Belmont- Methuen**

**By-law Number 2024 – 084**

Being a by-law to confirm the proceedings of the Regular Meeting of the Council of the Township of Havelock-Belmont-Methuen held on December 3, 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 third day of December, 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 3rd day of December, 2024.

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Jim Martin, Mayor

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Robert V. Angione, Clerk