



## TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

### SPECIAL COUNCIL MEETING AGENDA

**Date:** Monday, December 16, 2024

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

and

Video Conference  
Various Remote Locations (To be recorded)  
Township of Havelock-Belmont-Methuen

**Time:** 9:30 a.m.

**Zoom Link:** [Open Session Council Meeting Zoom Invitation Link](#)

Meeting ID: 860 0620 9692

Passcode: 204370

#### **Call to Order**

Mayor Martin to call meeting to order at 9:30 a.m.

#### **Land Acknowledgement**

#### **Cell Phones**

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

#### **Purpose of the Meeting**

The purpose of this Special Meeting is for Council to undertake 2025 budget deliberations.

This meeting is open to the public to observe the proceedings of Council.

#### **Declaration of Pecuniary Interest and General Nature Thereof**

No written declarations of pecuniary interest were received prior to publication of the agenda.

## **Business**

1. Lionel Towns, Treasurer  
Re: 2025 Budget Introductory Presentation

## **Confirmatory By-law**


A By-law to confirm the proceedings of the Special Meeting of Council held on December 16, 2024 if required.

## **Adjournment**

TOWNSHIP OF

# HAVELOCK-BELMONT-METHUEN

**Cenotaph Restoration Project**



Funded by Veterans Affairs Canada | **Canada**  
Financé par Anciens Combattants Canada

## 2025 Operating and Capital Budget Review Book - Introduction



## 2025 Havelock-Belmont-Methuen Budget- At a Glance

- 6.0% increase in Residential tax rate (four-year \$31.61 more per \$100,000 in assessment)
- What has changed?
  - *OPP billing amended*
  - *Insurance billing less than forecasted*
- Residential taxpayer, with an assessment of \$200,000 would pay \$1,114.18 in municipal taxes
- 1.6% real assessment growth



## Provincial and Federal Funding Highlights

- Ontario Municipal Partnership Fund Grant (OMPF) - \$1,411,900 (increase of \$172,400 from 2024, or 14%)
- Ontario Community Infrastructure Fund (OCIF) –\$160,000 (decrease of \$21,124 from 2024, or 11%)
- Canada Community Building Fund (formerly Federal Gas Tax) – HBM will receive \$166,469 in 2025 (increase of \$6,659 from 2024, or 4%)



## What does 1% mean?

- For 2025, a 1.0% change in the municipal tax rate equates to approximately \$78,500 in tax supported expenditures
- To lower the 2025 tax rate by 1.0%, \$78,500 in net tax levy funded expenditures would need to be eliminated
- Conversely, if \$78,500 in spending is added to the budget, without any offsetting revenues (or decreases in spending in another area), Residential tax rates would increase by 1%



## What a Property Owners Pays For

- Page 14 shows what a Residential taxpayer funds, by division, for each \$100,000 of assessment
- A property owner with a \$250,000 Residential assessment would pay \$144.85 for Fire Services in a year ( $\$250,000$  divided by  $100,000$  times  $\$57.94$ )
- If the property was assessed as Commercial Taxable, the amount paid for Fire Services would be \$159.13 (amount paid by Residential taxpayer with the same assessment times the Commercial tax ratio of 1.0986)



## Part I – Departmental Operating Budgets

- First section of review book contains the Departmental Operating Budgets
- The first page contains a high-level overview of each department's gross operating budget, total revenues, transfers from reserves, transfers to reserves and net tax levy
- Detailed revenue and expense information
- Brief narrative for Departmental purpose and budget highlights





<b>Department</b>	Administration
<b>Functions</b>	CAO, Clerk, Finance, Information Technology, Human Resources

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2025	\$1,499,064	-\$2,109,019	-\$40,000	\$1,978,369	\$1,328,414
2024	1,377,555	-1,731,960	-61,143	1,597,310	1,181,762
	<b>\$121,509</b>	<b>-\$377,059</b>	<b>\$21,143</b>	<b>\$381,059</b>	<b>\$146,652</b>

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2025	\$398,200	-\$398,200			
2024	204,700	-204,700			
	<b>\$193,500</b>	<b>-\$193,500</b>			



**DEPARTMENT: ADMINISTRATION****STATEMENT OF PURPOSE:**

This activity reflects expenditures and revenues to support the Clerk's Office functions including: agenda preparation and distribution, and meeting minute taking, for all meetings of Council and standing committees of Council and some local boards and advisory committees; municipal elections; marriage licenses and ceremonies; lottery licenses; freedom of information requests; records management, and road closure applications To fulfill the statutory duties of the Treasurer; provide financial advice to Council and other departments; provide accounting, payroll, purchasing, accounts payable, accounts receivable and collections services to all departments; and administer the property taxation revenue function and operating and capital budget.

Specific areas of operations include:

- Taxation
- Investments
- Marriage, lottery and other various Licenses
- Grant applications and reporting
- Reporting to Provincial and Federal Governments
- Computer systems

**2025 HIGHLIGHTS:**

The Ontario Municipal Partnership Fund – Grant (OMPF) for 2025 has been confirmed and will be \$1,411,900 (an increase of \$172,400 from 2024, or 13.9%). Havelock-Belmont-Methuen will receive \$160,000 from the OCIF program in 2025, which is a decrease of \$20,124 from the 2024 amount.

The Administration consulting budget was increased by \$15,000 to reflect the use of SHRP for Human Resources services which eliminates the need to hire an employee to perform the same tasks.

The budget for education was increased by \$2,500 due to the need for continuous education and to ensure that staff are informed regarding best practices in all the departments mentioned above.

Computer/Information Technology costs increased by \$15,000 due to the addition of a yearly cyber-security audit.

An Economic Development capital project has been included in the Administration budget for a proposed Downtown Revitalization. A rationale form has been included in the capital budget section of this document.

## Part II – Departmental Capital Budgets

- The Capital Budget Review section is organized in the same way for each Department
- The first page contains a summary of each Department's capital projects including:
  - Project description
  - Total cost
  - Applicable grants
  - Reserve funding
  - Tax levy support



## Administration Capital

HBM 2025 Capital Budget - Administration								
Project Description	Total Project Budget	Approved Prior to 2025	Amount	REVENUE				
				Grants	Reserve	Other	Notes	Taxation
Downtown Revitalization	374,500		374,500		-374,500		OMPF Reserve	
Mailing/Postage Meter Lease	5,800		5,800		-5,800		Admin Reserve	
Mail Folder/Inserter Lease	2,900		2,900		-2,900		Admin Reserve	
Computer Hardware Replacement	15,000		15,000		-15,000		Admin Reserve	
<b>Total Administration Capital Budget</b>			<b>\$398,200</b>		<b>-\$398,200</b>			



**2025 CAPITAL BUDGET**

CAP Form 1

**DEPARTMENT: ADMINISTRATION  
PROJECT NAME AND DESCRIPTION:**

2025 Administration Capital Expenditures

**PROJECT DETAILS:**

Computer Hardware Replacement – HBM must plan for the cyclical updating of desktop computers, laptops, servers and operating systems (ie. Windows). Risks to a municipality, from using older hardware can include cyber vulnerability and lower transaction processing efficiency and safety (municipalities process thousands of transactions each year involving confidential information).

Other capital projects planned for 2025 include:

1. Mailing/Postage Machine Lease - \$5,800
2. Mail Inserter/Folder/Sealer Lease - \$2,900



## Reserves and Reserve Funds

- Reserve balances, if the 2025 Operating and Capital budgets are approved as presented, would have an estimated balance of \$12,446,920 at the end of 2025
- Total Reserve Fund balances would be \$1,440,786
- Asset Management Plan, finalized in 2024, puts future capital needs into sharp focus



## Capital Needs Identified

- Roads Network - \$29.9M
- Recreation Grant (Canada Sport and Recreation Infrastructure Fund - \$3.5M
- Fire Vehicles - \$1.27M
- Roads Equipment and Vehicles - \$1.3M
- Facilities (Libraries, Municipal Building, Stone Hall, Town Hall, etc) - \$7.5M
- Sanitary Sewer Network - \$5.5M
- Water Network - \$665,000



## Reserves and Reserve Funds

- Funding operating expenses through reserve withdrawals, to limit tax rate increases, creates a “base budget problem” (current issue with many municipalities)
- HBM would need to take the same amount out, year after year, to keep the net tax levy constant, while draining the applicable reserve
- Many future unknowns present budget risk to HBM
- Like other municipalities with an ageing infrastructure, HBM must keep the enormous costs of growth in mind when planning the level of reserves needed in the future





## Debt Financing

- Each year the province calculates HBM's Annual Debt Repayment Limit
- The province stipulates that a municipality may not commit more than 25% of its total own-purpose revenues (Net Revenues) to service debt and other long-term obligations without obtaining prior approval from the Ontario Land Tribunal
- HBM's annual debt repayment limit is approximately \$2.2M
- Interest rate forecast and effects of American monetary policy
- Our municipality is not utilizing any debt currently, leaving the entire limit as "available"



## Part III – Tax Rate Calculations

- Taxable assessment growth is estimated to be 1.6% (pg 144)
- Tax ratios for each property class (pg 146)
- Total current value assessment (CVA) and weighted CVA (pages 144 and 147)
- Fourth year in four-year County of Peterborough plan to lower Multi-Residential tax ratio to 1.0 (pg 150)
- Village special area rate (pg 150)
- Education taxes held at 2024 levels (pg 152)



## Supplementary Budget Review Book

- Supplementary information is in a separate document to provide additional information when reviewing the budget book
- Appendix I - Council and Public budget priorities
- Appendix II - Capital projects approved in prior years
- Appendix III – Salaries and Benefits by Department
- Appendix IV – Glossary of Budget terms
- Appendix V – Line by Line Departmental budgets



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

**By-law Number 2024 – 085**

Being a by-law to confirm the proceedings of the Special Meeting of the Council of the Township of Havelock-Belmont-Methuen held on December 16, 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 sixteenth 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 16th day of December, 2024.

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Jim Martin, Mayor

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Robert V. Angione, Clerk