

Township of Havelock-Belmont-Methuen Regular Council Meeting Agenda

Date: Tuesday, March 4, 2025

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 Zoom Invitation Link](#)

Meeting ID: 847 4475 5161
Passcode: 999149

Call to Order

Mayor Martin will call the meeting to order.

Land Acknowledgement

Moment of Silent Reflection

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 – February 4, 2025

2. Special Council Meeting (budget) – February 6, 2025
3. Regular Council Meeting – February 11, 2025

Delegations and Presentations – 11:00 a.m.

1. Gustavo Arvizu, Senior Project Manager - CIMA
Sabrina Chang, EIT/Infrastructure – Water Engineering - CIMA
Re: Wastewater Treatment Plant – Funding Opportunities

Planning

1. Samatha Deck, Planner
Re: Merger Agreement – Petherick (B-37-24)

Staff Reports for Information

1. Peter Lauesen, Manager of Public Works
Re: Public Works January 2025 Department Updates
2. Josh Storey, Supervisor of Parks, Recreation & Facilities
Re: Parks, Recreation and Facilities January and February Department Updates
3. Shari Gottschalk, Economic Development Officer
Re: Volunteer Fair 2025

Staff Reports for Follow-up Action

1. Bob Angione, Chief Administrative Officer
Re: Outdoor Sports Complex Development
2. Bob Angione, Chief Administrative Officer
Re: Repairs to Old Town Hall (1 Mathison Street West)

Correspondence

Action Items

1. Pat Patterson
Re: Town Hall Balcony Repairs Donation

Information Items

1. Peterborough Housing Corporation
Re: Communication Release – Reconstruction of 37 George Street, Havelock

2. Watersheds Canada
Re: Watersheds Canada to partner with Crowe Valley Conservation Authority to restore Ontario shorelines in 2024-2026

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 2025-014 Being a By-law to authorize the Mayor and the Clerk to execute a Merger Agreement between The Corporation of the Township of Havelock-Belmont-Methuen and property owners Ken & Sheelagh Petherick Rentals Ltd and Stephen Andrew Petherick, for the lands located at 933 County Road 46 and 1053 County Road 46, legally described as Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-17801, and Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-8229 in the Township of Havelock-Belmont-Methuen.

Closed Session

This Closed Session Council Meeting is held under authority of Section 239 (2)(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 March 4, 2025.

Adjournment

Next Regular Meeting
Tuesday, March 18, at 9:30 a.m.

**Township of Havelock-Belmont-Methuen
Regular Council Meeting
Video Conference
February 4, 2025
Minutes**

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on February 4, 2025 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
Shari Gottschalk, Economic Development Officer
Ray Haines, Fire Chief
Peter Lauesen, Manager of Public Works

Regrets:

Bianca Boyington, Deputy Clerk

Call to Order

Mayor Martin called the Regular meeting to order.

Land Acknowledgement

Mayor Martin read the Land Acknowledgement.

Moment of Silent Reflection

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-046-25 Moved by Councillor Clement
 Seconded by Deputy Mayor Webb

That the minutes of the Special Council Meeting held on January 7, 2025 and the Regular Council Meeting on January 14, 2025 be approved and adopted as presented.

Carried.

Delegations and Presentations

1. Pat Patterson
Re: Support for Volunteer Organizations

Pat Patterson's delegation was moved to 9:43 a.m., after staff reports for information.

2. Anna Schmidt
Re: Havelock Knit Club

Anna Schmidt cancelled her delegation prior to the meeting.

Staff Reports for Information

1. Peter Lauesen, Manager of Public Works
Re: Public Works December Departmental Update
2. Lionel Towns, Treasurer
Re: ONE Investment Update (Q3 2024)
3. Ray Haines, Fire Chief
Re: Incident Summary – November 2024
4. Ray Haines, Fire Chief
Re: Incident Summary – December 2024

5. Bob Angione, Chief Administrative Officer/Clerk
Re: Conference - Rural Ontario Municipal Association (ROMA)

Delegations and Presentations

1. Pat Patterson
Re: Support for Volunteer Organizations

R-047-25 Moved by Councillor Clement
Seconded by Councillor Doherty

That the delegation from Pat Patterson be received for information.
Carried.

Staff Reports for Follow-up Action

1. Shari Gottschalk, Economic Development Officer
Re: The Local Advantage – Peterborough County

R-048-25 Moved by Deputy Mayor Webb
Seconded by Councillor Clement

That Council are aware of the launch date of *The Local Advantage* – Peterborough County program within Havelock-Belmont-Methuen Township; and further

That Council approves the in-kind facility rental request (once per month) for use of the Old Town Hall building from March 24, 2025, to November 24, 2025 for the purposes of hosting *The Local Advantage* – Peterborough County program within the Township of Havelock-Belmont-Methuen; and further

That these program meetings switch from a frequency of monthly meetings to quarterly meetings within six months.

Carried.

Recorded Vote

A recorded vote was requested by Councillor Doherty.

The results of the recorded vote were as follows:

Councillor Clement	Yes
Deputy Mayor Webb	Yes
Mayor Martin	Yes
Councillor Flagler	Yes
Councillor Doherty	No

The motion was carried 4 votes to 1.

2. Bob Angione, Chief Administrative Officer/Clerk
Re: Norwood Medical Centre

R-049-25 Moved by Councillor Clement
Seconded by Councillor Doherty

Whereas 78% of respondents to the most recent budget survey expressed that it is either “Important” or “Very Important” to use municipal taxation funds to support doctor recruitment; and

Whereas the Township of Havelock-Belmont-Methuen aims to establish a Medical Centre with full-time doctors stationed in HBM; and

Whereas the proceeds from the sale of the previous medical centre in the amount of \$535,391.00 have been set aside to assist with doctor recruitment and the establishment of a medical centre in HBM; and

Whereas the Norwood Medical Centre proposal presents, as an interim step to establishing a medical centre in HBM, an opportunity to roster HBM residents who currently do not have a doctor; and

Whereas the most recent total of un-rostered residents in HBM is 721 as per the presentation of the Healthcare Advancement Coordinator received at the Open Session Council Meeting of August 15, 2024; and

Be It Resolved That formal negotiations commence with representatives of the Township of Asphodel-Norwood to explore the possibility of rostering HBM residents with doctors at The Asphodel-Norwood Medical Centre.

Carried.

Correspondence:

Action Items

None.

Information Items

Committee Liaison Reports:

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

Deputy Mayor Webb noted that he would provide an update of County Council at the next Regular Council Meeting.

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

Councillor Flagler noted that there were 22 children in attendance for the Paint Night that was held by the HBM Youth Committee.

R-050-25 Moved by Councillor Clement
Seconded by Deputy Mayor Webb

That the Councillor Activity Report be received for information.
Carried.

Written or Oral Notice of Motion or Discussion:

None.

Other Business:

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

Councillor Clement made a request for an alarm to be installed in the lower level of the Havelock Library where the Historical Society artifacts and memorabilia are currently located.

R-051-25 Moved by Deputy Mayor Webb
Seconded by Councillor Flagler

That staff are hereby directed to provide a report at a future Open Session Council Meeting regarding the installation of an alarm in the lower level of the Havelock Library, including details on where the cost of the alarm in the amount of \$593.25 (including taxes) will be funded from.

Carried.

By-Laws

None.

Closed Session:

R-052-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the meeting moves in to Closed Session at 10:35 a.m. under authority of Section 239 (3.1) for educating or training members of the council, local board or committee; and

Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees; and

Section 239 (2)(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

Section 239 (2)(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.

That the meeting rise from Closed Session at 10:50 a.m. and resume in open session.

Business Arising from Closed Session:

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

1. Section 239 (3.1) for educating or training members of the council, local board or committee (1 item).
2. Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees (3 items).
3. Section 239 (2)(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (1 item).

R-053-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That the matter pertaining to the Havelock Library be referred to the Library Board for consideration.

Carried.

R-054-25 Moved by Councillor Clement
 Seconded by Councillor Flagler

That a staff report regarding committee appointments be presented at the next Open Session Council Meeting.

Carried.

Confirming By-Law:

R-055-25 Moved by Councillor Clement
 Seconded by Councillor Flagler

That By-law 2025-006, 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 4th day of February 2025, be read a first, second, and third time and finally passed this 4th day of February 2025.

Carried.

Adjournment:

R-056-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That this meeting adjourn at 3:27 p.m.

Carried.

Jim Martin, Mayor

Robert V. Angione, Clerk

**Township of Havelock-Belmont-Methuen
Special Council Meeting
February 6, 2025
Minutes**

The Council of the Corporation of the Township of Havelock-Belmont-Methuen held a Special Open Session Meeting on February 6, 2025 at 9:30 a.m. with Mayor Martin presiding. This meeting was held via video conference and in-person in the Council Chamber located at 1 Ottawa Street East in Havelock Ontario.

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
Peter Lauesen, Manager of Public Works
Josh Storey, Supervisor of Parks, Recreation and Facilities
Ray Haines, Fire Chief
Shari Gottschalk, Economic Development Officer

Regrets:

Bianca Boyington, Deputy Clerk

Call to Order

Mayor Martin called the Regular meeting to order.

Land Acknowledgement

Mayor Martin read the Land Acknowledgement.

Moment of Silent Reflection

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.

Business:

1. Lionel Towns, Treasurer
Re: 2025 Budget – Additional Information

Staff presented additional information to Council regarding the 2025 Budget Deliberations.

R-057-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That \$25,000.00 originally allocated for a coverall building in the previous year's budget be transferred from the Administration Reserve to the Facilities Reserve; and further

That the expense for the coverall building be deleted as a carry-forward item from the previous budget.

Carried.

R-058-25 Moved by Councillor Doherty
 Seconded by Councillor Clement

That the tax ratio for the new aggregate extraction class be set to 1.255712 on Page 146 of the draft budget book as per a change by the Municipal Property Assessment Corporation (MPAC).

Carried.

R-059-25 Moved by Councillor Clement
 Seconded by Councillor Doherty

That departmental insurance costs be decreased to the actual amount billed for 2025, resulting in a decrease of \$9,084 to HBM's net tax levy.

Carried.

R-060-25 Moved by Councillor Doherty
 Seconded by Councillor Clement

That the assessment of Village properties be adjusted to the returned roll for 2025 and that the transfer to the Village Road Reserve be increased by \$537 to keep the Village Area tax rate as presented in the 2025 Budget Review Book on Page 150.

Carried.

R-061-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the Administration Materials and Supplies Budget be increased by \$2,250 to account for the addition of shredding boxes to replace the currently used, aged, high-capacity shredder on Page 19 of the draft budget book.

Carried.

R-062-25 Moved by Councillor Clement
 Seconded by Deputy Mayor Webb

That the additional 2025 budget information report from the treasurer be received for information.
Carried.

2. Shari Gottschalk, Economic Development Officer
 Re: George Street Streetscaping Initiative

R-063-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Clement

That the budget for streetscaping be increased to \$201,000 as outlined in the draft budget book on Page 101; and further

That staff is hereby directed to provide detailed streetscaping options at a future Council Meeting to align with the approved budget for Council's consideration.
Carried.

3. Travis Toms, Chief Building Official
 Re: Sewage System Maintenance Inspection Program

R-064-25 Moved by Councillor Clement
 Seconded by Deputy Mayor Webb

That staff are directed to provide educational information to residents regarding the maintenance of safe septic systems in the newsletter insert to be mailed out with the final tax bill.
Carried.

4. Travis Toms, Chief Building Official
 Re: Source Water Protection Area Mandatory Sewage System Maintenance Inspections

R-065-25 Moved by Councillor Clement
 Seconded by Deputy Mayor Webb

That \$1,500.00 be added to the 2025 Source Water Protection Budget to cover the costs of the mandatory sewage system maintenance program.
Carried.

R-066-25 Moved by Councillor Clement
 Seconded by Councillor Doherty

That the meeting recess at 10:58 a.m.

R-067-25 Moved by Councillor Clement
 Seconded by Deputy Mayor Webb

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

5. Ray Haines, Fire Chief
 Re: Fire Capital Overview

R-068-25 Moved by Deputy Mayor Webb
Seconded by Councillor Clement

That the Rescue UTV budget be increased from \$15,000 to \$35,000 as indicated on Page 112 of the budget book; and further

That it be noted that the budgeted amount of \$35,000 includes a Rescue UTV and a trailer.
Carried.

6. Peter Lauesen, Manager of Public Works
Re: Public Works: Roads Capital Overview

R-069-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the Spray Foam Insulation for the Public Works building located 116 Concession Street in the amount of \$5,876.00 be removed from the budget as noted on Page 124 of the draft budget book.

Carried.

R-070-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the gravel haul budget be increased from \$113,000 to \$150,000 as noted on Page 122 of the draft budget book with the additional amount of \$37,000.00 to be added from the Ontario Municipal Partnership Fund (OMPF).

Carried.

Closed Session:

R-071-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the meeting moves into 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; and

Section 239 (2)(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; and

Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried.

That the meeting rise from Closed Session at 1:07 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. Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees (4 items)

2. Section 239 (2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried out by or on behalf of the municipality or local board (1 item).
3. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (1 item).

Confirming By-Law:

R-072-25 Moved by Councillor Clement
 Seconded by Councillor Flagler

That By-law 2025-007, 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 6th day of February, 2025, be read a first, second, and third time and finally passed this 6th day of February 2025.

Carried.

Adjournment:

R-073-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That this meeting adjourn at 1:08 p.m.

Carried.

Jim Martin, Mayor

Robert V. Angione, CAO/Clerk

**Township of Havelock-Belmont-Methuen
Regular Council Meeting
Video Conference
February 11, 2025
Minutes**

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on February 11, 2025 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
Shari Gottschalk, Economic Development Officer
Samantha Deck, Planner
Peter Lauesen, Manager of Public Works
Josh Storey, Supervisor of Parks, Recreation & Facilities

Regrets:

Bianca Boyington, Deputy Clerk

Call to Order

Mayor Martin called the Regular meeting to order.

Land Acknowledgement

Mayor Martin read the Land Acknowledgement.

That the Regular Council Meeting be suspended at 10:39 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. Samantha Deck, Planner
Re: Zoning By-law Amendment - Zoey Fiksel & Jeff Grenville
Part Lot 30, Concession 9
12 Fire Route 87A, ARN: 1531-010-007-57400

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

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

The application as proposed will rezone the subject lands to 'Special District 289 Holding (S.D. 289-H) Zone' introducing site-specific regulations to facilitate the construction of a new seasonal recreational dwelling. A Holding Provision (H) has been affixed to the zoning to ensure the recommendations from the Scoped EIS are registered on title.

The subject lands comprise approximately 0.28 hectares (0.71 acres), with approximately 83 metres (273 feet) of shoreline frontage maintained along the northern portion of Jack Lake. Vehicular access to the property is provided via 14.94 metres (49 feet) of frontage on Fire Route 87A.

The subject property is designated Shoreline in the Township of Havelock-Belmont-Methuen. The subject property is currently zoned 'Seasonal Residential (SR) Zone' within the Township of Havelock-Belmont-Methuen Zoning By-law.

The Township's planner 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.

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

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

Mayor Martin invited questions and comments from Council.

R-077-25 Moved by Councillor Clement
Seconded by Councillor Doherty

That the Zoning By-law Amendment application in the name of Zoey Fiksel & Jeff Grenville is hereby approved and that the requisite by-law be adopted during the Open Session Regular Council Meeting.

Carried.

2. Samantha Deck, Planner
Re: Natures Point on Round Lake c/o Chris Sarellas and Peter Sarellas
Part Lots 19 and 20, Concession 8
414 Anderson Road, ARN: 1531-010-004-35100

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

The subject lands comprise approximately 243 acres (98 hectares) with approximately 1000 metres of frontage on Anderson Road, a municipally maintained road, and shoreline frontage on Round Lake.

The subject property is designated Rural and Shoreline in the Township of Havelock-Belmont-Methuen. The subject property is currently zoned 'Rural (RU) Zone', 'Seasonal Residential (SR) Zone', and 'Environmental Protection (EP) Zone' within the Township of Havelock-Belmont-Methuen Zoning By-law.

A portion of the subject lands are currently zoned 'Rural (RU) Zone'.

The application proposes to rezone the subject lands to "Special District 290 (S.D. 290) Zone' to capture the existing use of the barn and to outline that the existing barn is to be used for dry storage only and not for the housing of livestock.

The Township's planner 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.

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

Mayor Martin invited comments in favour to the application. The owner's agent Kevin Duguay spoke in favour of the application.

Mayor Martin invited questions and comments from Council.

R-078-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the Zoning By-law Amendment application in the name of Natures Point on Round Lake c/o Chris Sarellas and Peter Sarellas 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-079-25 Moved by Councillor Clement
 Seconded by Councillor Doherty

That the Public Meeting held under Section 34 of the Planning Act adjourn at 10:49 a.m. and the Regular Council Meeting resume with Mayor Martin presiding.
Carried.

Planning:

1. Samatha Deck, Planner
Re: Environmental Mitigation Agreement (Betty-Anne Cousins)
Part Lot 23, Concession 8, having municipal address of 56 Fire Route 85R
ARN: 1531-010-007-35100

R-080-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Clement

That Council enters into an Environmental Impact Mitigation Measures Agreement recognizing the recommendations of the Scoped Environmental Impact Study, by Oakridge Environmental Ltd., dated June 2024; and further

That Council enact By-law 2025-010 authorizing the Mayor and Clerk to sign the Environmental Impact Mitigation Measures Agreement; and further

That Council authorize the Municipal Solicitor to make any necessary revisions to the agreement including legal descriptions, names, or undertakings as may be necessary.
Carried.

2. Samantha Deck, Planner
Re: Creation of New Lots – Applications B-60-23 & B-61-23 (Frank and Cinzia DeFrancesco)

R-081-25 Moved by Councillor Clement
Seconded by Councillor Doherty

That staff is hereby authorized to advise Peterborough County Land Division that the Township endorses the applications for consent to create two (2) new residential building lots, being referenced as B-60-23 and B-61-23 and having Assessment Roll Number (ARN) 1531-010-006-57700, as submitted by property owners, Frank and Cinzia DeFranseco, subject to the following conditions:

That \$1000.00 Cash-in-lieu of Parkland be paid to the Municipality for the new lots being created by granting of provisional consent for application B-60-23 and B-61-23; and

That the applicant shall survey and transfer to the Township of Havelock-Belmont-Methuen a strip of land measuring 10 metres from the centerline of Preston Road in front of the severed parcel, free and clear of all encumbrances, for road widening purposes, to the satisfaction of the Manager of Public Works; and further

That all costs associated with this conveyance shall be borne by the Applicant and will be facilitated through the offices of the Townships solicitor; and

That a Scoped Environmental Impact Study is completed to the satisfaction of the Township and peer reviewed; and

That a site plan for the severed lots is completed to indicate that suitable building envelopes can be demonstrated; and

That an environmental mitigation measures agreement between the applicant and the Township be entered into and registered on title for both the severed and retained lots to implement the recommendations from the study; and

That Entrance Permits be obtained for both the severed parcels; and

That a Preliminary Septic Review is completed for the severed parcels.

Carried.

R-082-25 Moved by Councillor Flagler
Seconded by Councillor Doherty

That the meeting recess at 10:54 a.m.

R-083-25 Moved by Councillor Doherty
Seconded by Deputy Mayor Webb

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

Staff Reports for Information:

1. Peter Lauesen, Manager of Public Works
Re: Jug Fill & Water Supply Station Update
2. Shari Gottschalk, Economic Development Officer
Re: Peterborough Petes Practice
3. Shari Gottschalk, Economic Development Officer
Re: January 2025 Social Media Insights

R-084-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the staff reports for information be received.
Carried.

Staff Reports for Follow-up Action

1. Lionel Towns, Treasurer
Re: Tax Billing Dates for the 2025 Year

R-085-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That By-law No. 2025-011, being a By-law to establish installment dates for Interim and Final Taxes in the year 2025, be adopted in the by-law section of this Open Session Regular Council Meeting; and further

That a newsletter be mailed with the interim tax bill; and further

That a copy of the newsletter be presented at the March 4, 2025 Council Meeting for consideration by Council.

Carried.

2. Josh Storey, Supervisor of Parks, Recreation and Facilities
Re: In-Kind Facility Rental Request – Peterborough Petes Practice

R-086-25 Moved by Councillor Flagler

Seconded by Councillor Clement

That the HBM Arena ice rental fee be waived for 1.5 hours between 3:30 p.m. and 5:00 p.m. on February 24, 2025 to accommodate the Peterborough Petes practice.

Carried.

3. Bob Angione, Chief Administrative Officer/Clerk
Re: Committee Appointments (Mathison and Youth Committee)

R-087-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That Karen Locklin and Ian Mackenzie are hereby appointed to the Mathison Property and Parks Committee; and further

That Gracie Peet-Riel and Maggie Templeton are hereby appointed to the HBM Youth Committee; and further

That these appointments expire with the term of Council; and further

That By-law Number 2025-012 being a by-law to appoint persons to various Boards and Committees representing the Corporation of the Township of Havelock-Belmont-Methuen for the years 2025 and 2026 be adopted in the by-law portion of today's Council meeting.

Carried.

4. Bob Angione, Chief Administrative Officer/Clerk
Re: Tender – Havelock Arena Roof Project

R-088-25 Moved by Deputy Mayor Webb
Seconded by Councillor Clement

Whereas Tender HBM-2025-01 for the supply and installation of a new metal roof including a 30-year leak free warranty as per the performance specifications for the Havelock-Belmont-Methuen Community Centre was issued on January 7, 2025 and closed on January 30, 2025; and

Whereas Danval Construction Company was the lowest of five bids received;

Be It Resolved That Tender HBM-2025-01 for the supply and installation of a new metal roof including a 30-year leak free warranty as per the performance specifications for the Havelock-Belmont-Methuen Community Centre is hereby awarded to Danval Construction Company in the amount of \$1,231,015.00 as the lowest, compliant tender submission further to the recommendation of Mortlock Construction Inc. and the checking of references by Garland Canada.

Carried.

5. Bob Angione, Chief Administrative Officer/Clerk
Re: The Municipal Housing Infrastructure Program (MHIP), Health and Safety Water Stream Grant Opportunity

R-089-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That staff are to invite CIMA to the March 4, 2025, Council Meeting to discuss details of the Municipal Housing Infrastructure Program (MHIP) and Health and Safety Water Stream Grant opportunities; and further

That CIMA be requested to clarify, during their presentation on March 4, the number of units that would be created by completing Phase 1, Phase 2, or a combination of both phases pertaining to the wastewater treatment plant expansion.

Carried.

6. Bob Angione, Chief Administrative Officer/Clerk
Re: Peterborough Housing Corporation update for the undeveloped land located on the Smith Drive property

R-090-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That the response to the Smith Drive Development Inquiry from Peterborough Housing Corporation be received for information; and further

That staff are to request that representatives of Peterborough Housing Corporation (PHC) attend an upcoming Council Meeting to discuss the best course of action for the undeveloped parcel of PHC land located at 17 Smith Drive.

Carried.

Correspondence:

Action Items

None.

Committee Liaison Reports:

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

Deputy Mayor Webb informed Council of the expansion/widening of Ward Street in Peterborough.

Deputy Mayor Webb explained that a motion was passed at County Council directing that the Premier of Ontario be contacted in order to encourage all provinces to work cooperatively in order to reduce interprovincial trade barriers as a response to the threat of increased tariffs by the United States.

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

Deputy Mayor Webb informed Council that the Black Cat radar signs will be returned to each Township's Roads Departments over the next couple months and that staff will be trained on the set-up and operation of the signs.

An inquiry was made relating to the \$700 monthly stipend fee noted in the Peterborough County OPP Detachment Board Meeting Minutes of December 2, 2024 regarding a Police Service Board Administrator. Deputy Mayor Webb noted that he will clarify the monthly stipend amount of \$700 being paid to the board administrative support staff person.

R-091-25 Moved by Councillor Doherty
Seconded by Councillor Clement

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:

None.

By-Laws

R-092-25 Moved by Councillor Doherty
Seconded by Councillor Clement

That By-law 2025-008 Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zone category of certain lands located on Part Lot 30, Concession 9 having municipal address of 212 Fire Route 87A, Assessment Roll No. 1531-010-007-57400 in the Township of Havelock-Belmont-Methuen from 'Seasonal Residential' to 'Special District 289 Holding (S.D. 289-H) Zone' introducing site-specific regulations to facilitate the construction of a new seasonal recreational dwelling. A Holding Provision (H) has been affixed to the zoning to ensure the recommendations from the Scoped EIS are registered on title (Zoey Fiksel & Jeff Grenville) be adopted and be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

R-093-25 Moved by Councillor Doherty
 Seconded by Councillor Clement

That By-law 2025-009 Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zone category of certain lands located on Part Lots 19 and 20, Concession 8, having municipal address of 414 Anderson Road, Assessment Roll No. 1531-010-004-35100 in the Township of Havelock-Belmont-Methuen from 'Rural (RU) Zone' to "Special District 290 (S.D. 290) Zone' to capture the existing use of the barn and to outline that the existing barn is to be used for dry storage only and not for the housing of livestock (Natures Point on Round Lake c/o Chris Sarellas and Peter Sarellas) be adopted and be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

R-094-25 Moved by Councillor Doherty
 Seconded by Deputy Mayor Webb

That By-law 2025-010 Being a By-law to authorize the Mayor and the Clerk to execute an Environmental Impact Mitigation Measures Agreement between the corporation of the Township of Havelock-Belmont-Methuen and property owners Ronald Douglas Cousins and Betty-Anne Cousins, for the lands located at 56 Fire Route 85R, legally described as Part Lot 23, Concession 8, in the Township of Havelock-Belmont-Methuen be adopted and be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

R-095-25 Moved by Councillor Doherty
 Seconded by Councillor Clement

That By-law 2025-011 Being a By-law to Establish Installment Dates for Interim and Final Taxes in 2025 be adopted and be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

R-096-25 Moved by Councillor Doherty
Seconded by Councillor Clement

That By-law 2025-012 Being a By-law to appoint persons to various Boards and Committees representing the Corporation of the Township of Havelock-Belmont-Methuen for the years 2025 and 2026 be adopted and be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

Closed Session:

R-097-24 Moved by Councillor Doherty
Seconded by Deputy Mayor Webb

That the meeting moves in to Closed Session at 11:56 a.m. under authority of Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees; and

Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried.

That the meeting rise from Closed Session at 2:46 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. Section 239(2)(b) for personal matters about an identifiable individual, including municipal or local board employees (1 item).
2. Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (1 item).

Confirming By-Law:

R-098-25 Moved by Councillor Clement
Seconded by Deputy Mayor Webb

That By-law 2025-012, 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

11th day of February 2025, be read a first, second, and third time and finally passed this 11th day of February 2025.

Carried.

Adjournment:

R-099-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Clement

That this meeting adjourn at 2:46 p.m.

Carried.

Jim Martin, Mayor

Robert V. Angione, Clerk

Havelock WWTP Phase 1 Upgrades

Presentation of Funding Opportunities



Engineering
for people



Agenda

1

Wastewater Plant Upgrades Overview

1. Project Status Update
2. Recommendations from Class EA
3. Remaining Capacity at the WWTP

2

Funding Opportunities

1. Canadian Housing Infrastructure Fund
2. Municipal Housing Infrastructure Plan
3. Next Steps

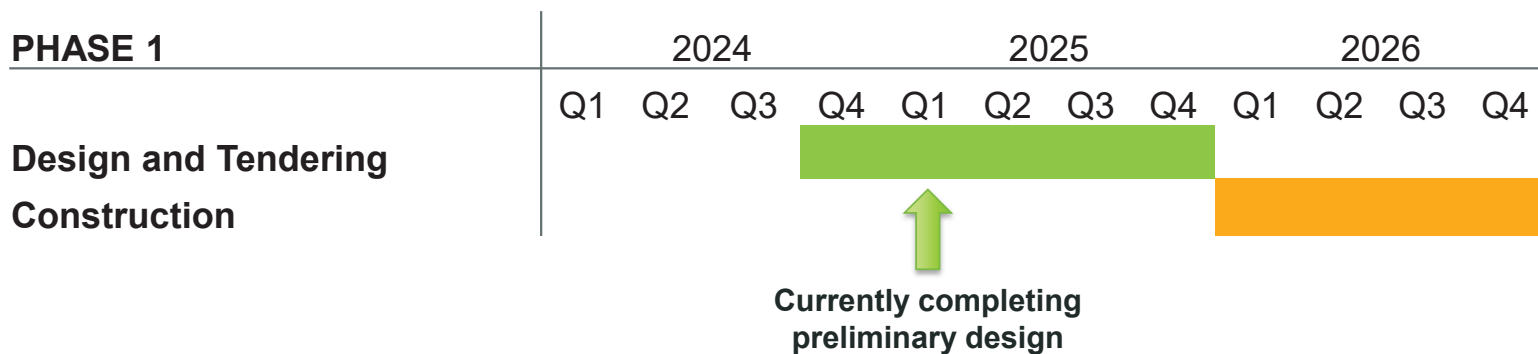
3

Q&A



Project Status Update

Phase 1 Schedule



Completed Project Tasks to Date:

- Topographical survey
- SUE field investigation
- Stage 1 archeological assessment
- Natural environment report – reptile survey investigation

Wastewater Treatment Plant Class EA Findings

1

**GROWTH IN TOWNSHIP
REQUIRES INCREASED
WWTP CAPACITY**

2

**WWTP UNABLE TO
HANDLE WET WEATHER
FLOWS**

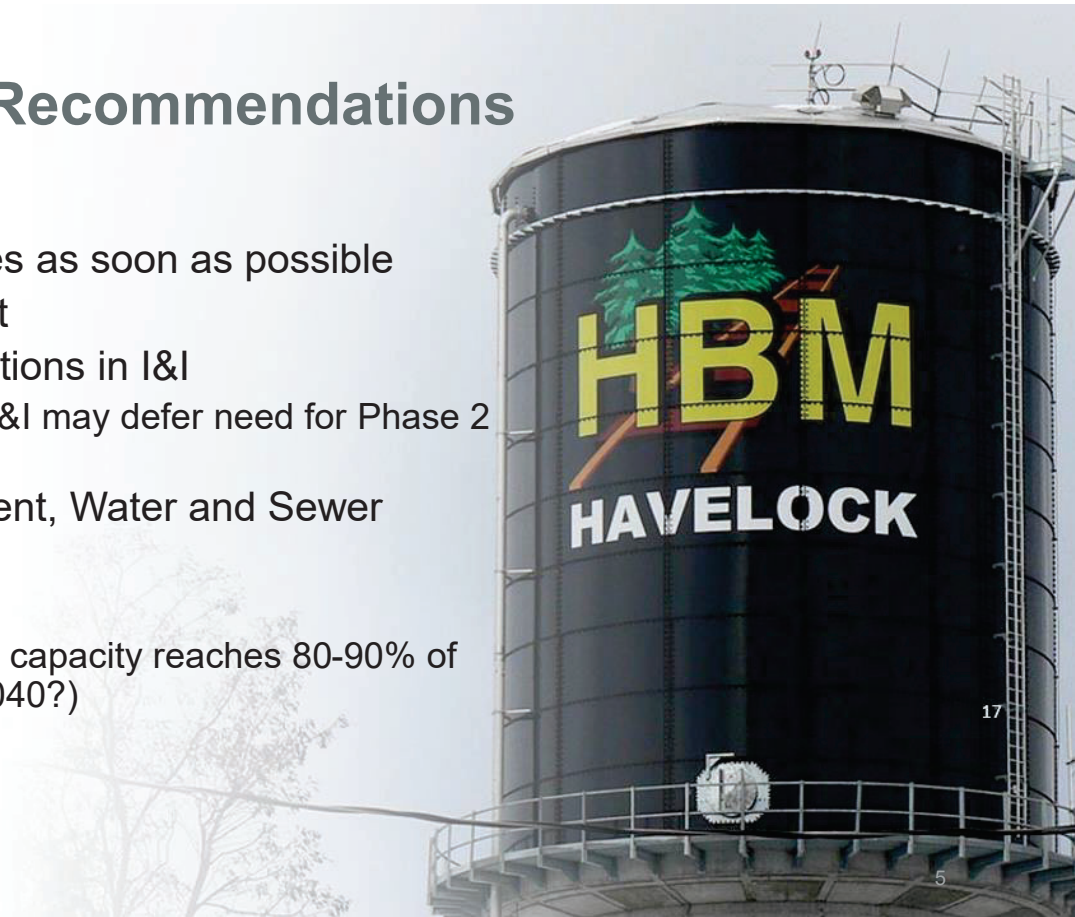
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**WWTP IS UNABLE TO
TREAT SEPTAGE**

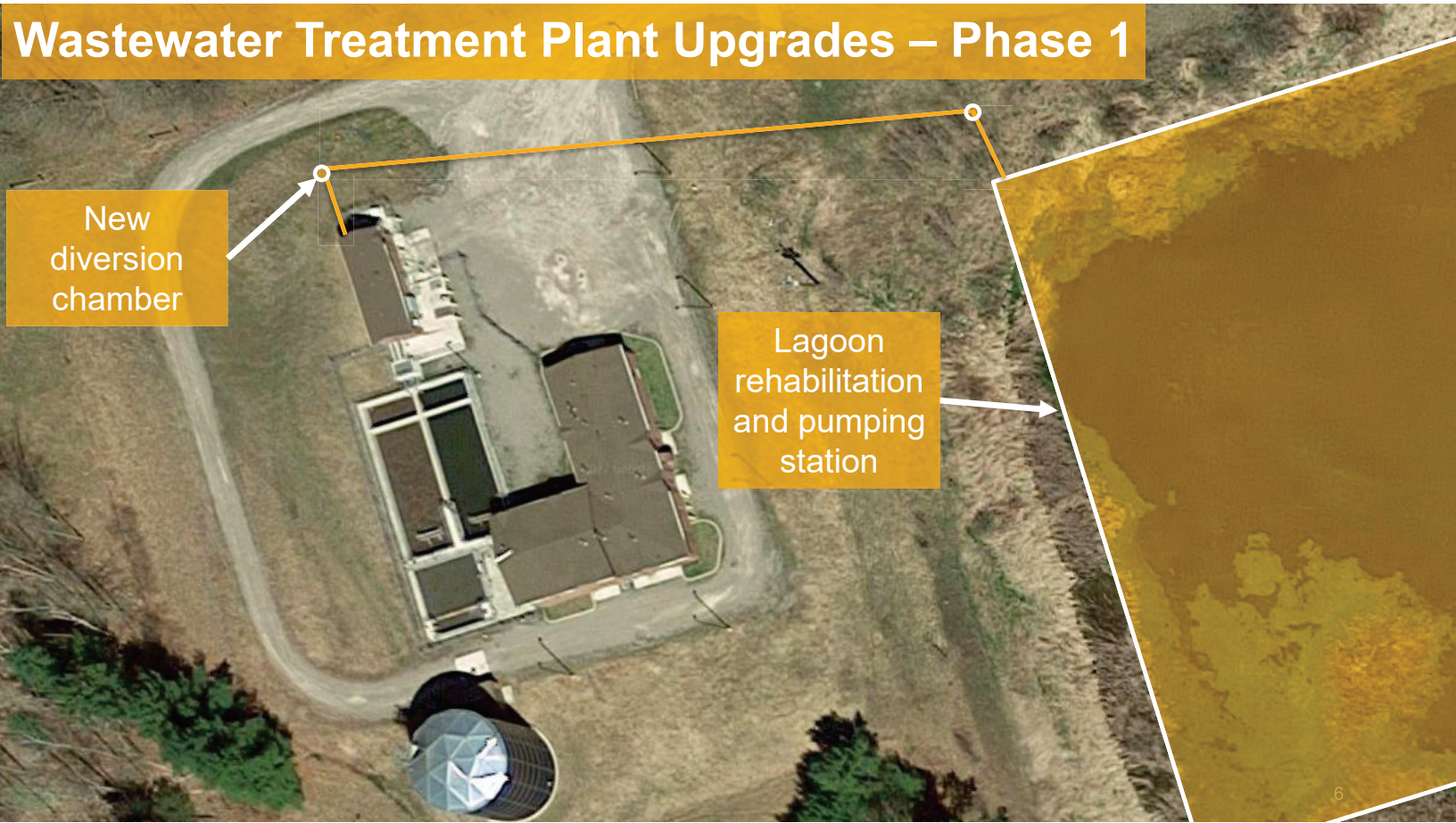
The Havelock WWTP Schedule C EA was completed in July 2023 by CIMA.

WWTP Class EA Recommendations

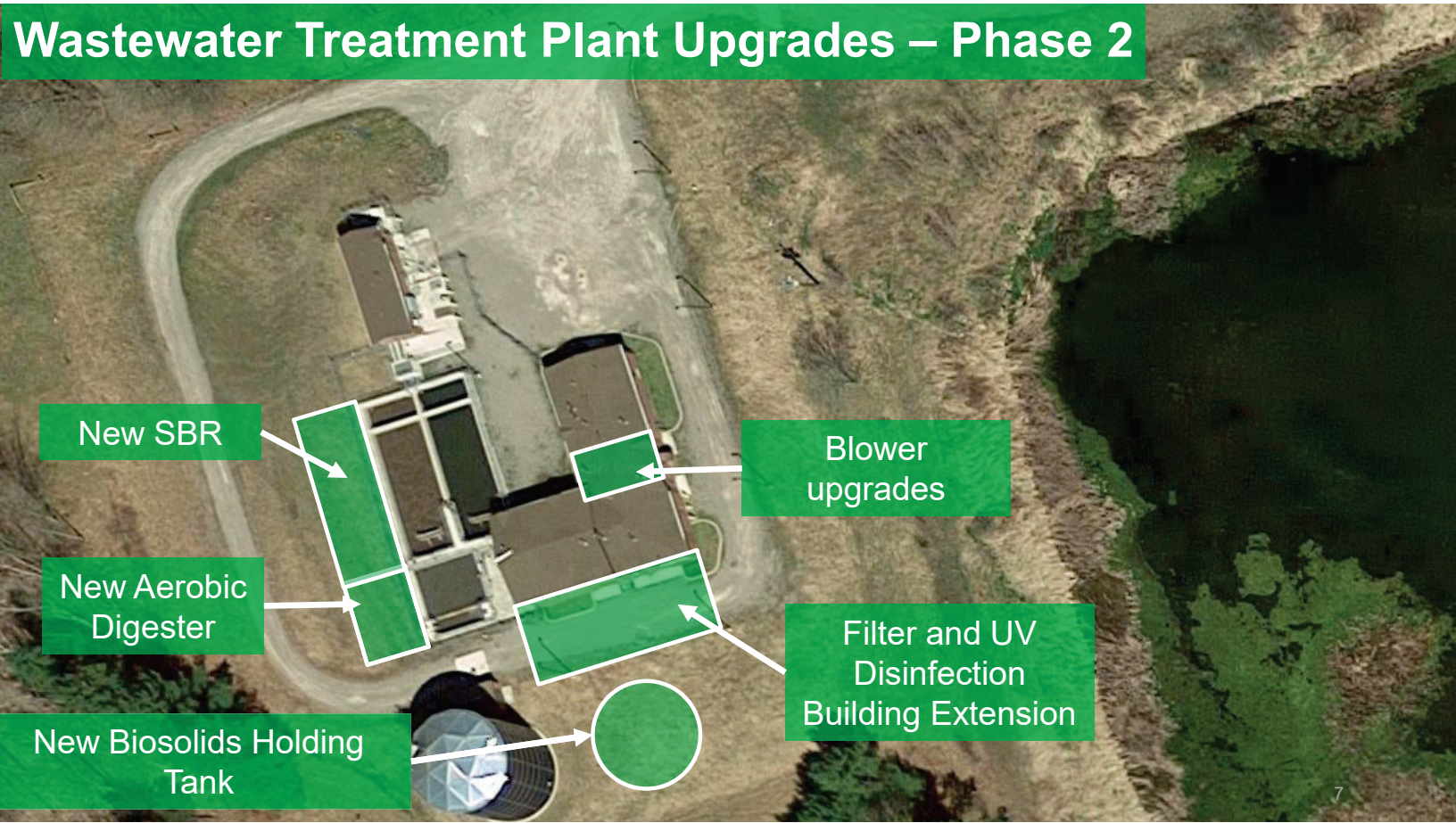
1. Initiate Phase 1 Upgrades as soon as possible
2. Monitor flows to the plant
3. Continue pursuing reductions in I&I
 - Significant reductions in I&I may defer need for Phase 2 Upgrades
4. Update Asset Management, Water and Sewer Rates and DCs
5. Phase 2 Upgrades
 - Triggered when allocated capacity reaches 80-90% of current rated capacity (2040?)



Wastewater Treatment Plant Upgrades – Phase 1



Wastewater Treatment Plant Upgrades – Phase 2



Phase 1 Cost Estimate (2023 dollars)

Item	Cost
Lagoon Rehabilitation	\$770,000
Earth Works	\$600,000
Pump Station	\$400,000
Yard Piping	\$500,000
Other – Building Mechanical, Controls, Electrical	\$800,000
Subtotal	\$3,070,000
Engineering (20%)	\$614,000
Contingency (30%)	\$921,000
General Contractor's Overhead & Profit, Mob., Bonding (20%)	\$614,000
Total (rounded to nearest thousand)	\$5,219,000

~ \$5,500,000 (\$2025)¹

¹Cost estimate presented is for Phase 1 works

Phase 2 Cost Estimate (2023 Dollars)

Item	Cost
Phase 2 Subtotal	\$8,233,000
Engineering (20%)	\$1,646,600
Contingency (30%)	\$2,469,900
General Contractor's Overhead & Profit, Mob., Bonding (20%)	\$1,646,600
Total (rounded to nearest thousand)	\$13,996,000

~ \$14,850,000 (\$2025)¹

¹Cost estimate presented is for Phase 2 works

Wastewater Treatment Plant Upgrades

Other Questions

Q: Why are Phase 1 Upgrades required now?

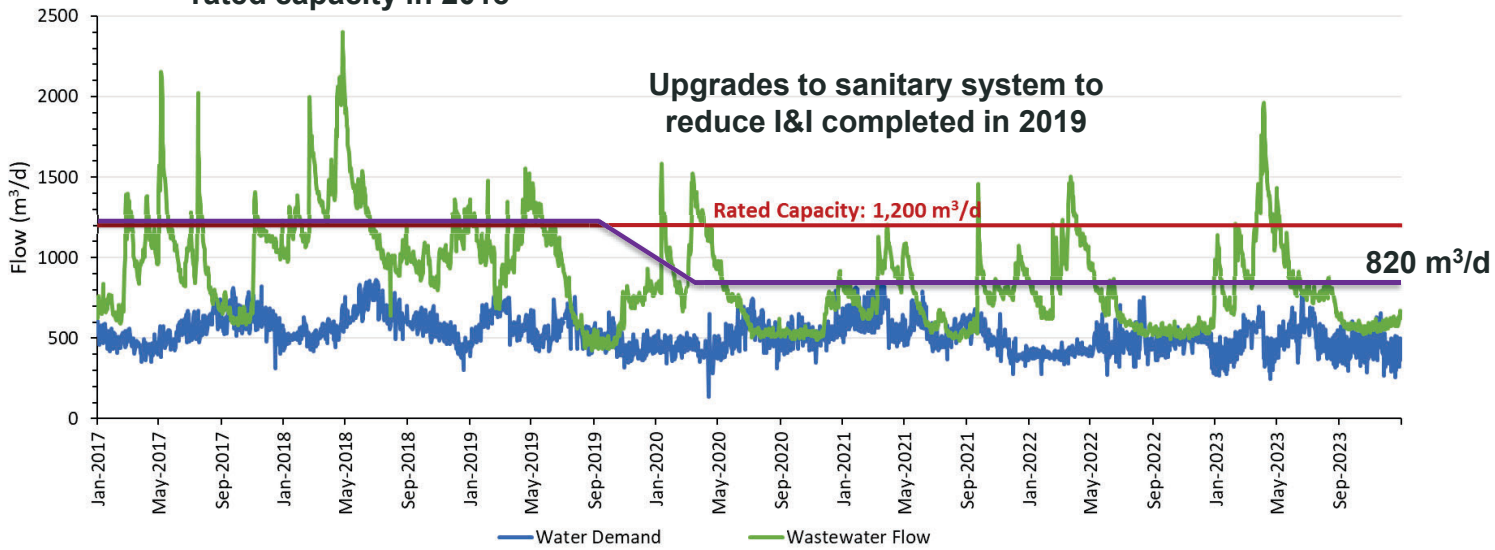
A: Phase 1 gives the WWTP capacity to handle wet weather flows (peaks) caused by excessive I&I.

There are significant I&I issues...

Reductions provided additional capacity for growth ~200 units

Average flows exceeded rated capacity in 2018

Upgrades to sanitary system to reduce I&I completed in 2019



Wastewater Treatment Plant Upgrades Servicing Strategy – Class EA Recommendations

What	When	How Many Units	How Much
Phase 1 WWTP Upgrades – Lagoon Retrofits	ASAP	136	~ \$5,500,000 ~ \$40,400/unit
Gradual Replacement of Sanitary Collection System – 12.7km + 584 Service Connections	2025-2050	226-303	~ \$14,000,000* ~ \$46,400-61,900/unit
Phase 2 WWTP Upgrades – Expansion to 1,580 m ³ /d	When flows reach 90% of WWTP Capacity	217	~ \$14,850,000 ~ \$68,400/unit

*If only sewers and laterals are replaced. Cost is significantly greater if all underground infrastructure and roads are replaced.

Funding Opportunities

- Two funding opportunities are available:
 1. Canadian Housing Infrastructure Fund (CHIF)
 2. Municipal Housing Infrastructure Plan (MHIP)

Funding Opportunity #1

Canadian Housing Infrastructure Fund

- Funding Level:
 - Federal - Delivery of \$1 billion over 8 years
- Applicable Eligibility Criteria:
 - Project is for **expansion of wastewater infrastructure** for public use or benefit.
 - Increase capacity or efficiency to **enable increased housing supply** or to address a housing need.
 - Total eligible cost is between \$1M to \$100M dollars.
 - Costs can include planning, design and construction costs.
- Funding Available:
 - Maximum federal funding of **up to 50%** for municipal or regional governments with a population of 30,000 and under.
 - Project completion is required by September 30, 2031
- Application deadline: March 31, 2025

Funding Opportunity #1

Canadian Housing Infrastructure Fund

Q: How much funding could be received?

	Apply for Phase 1 Only	Apply for Phase 1 & 2
Additional Housing Units Enabled from Upgrades	~136	~336
Project Cost (Capital Cost + Engineering Cost)	\$5,500,000	\$20,350,000
Possible Federal Funding (Up to 50%)	\$2,250,000	\$10,175,000
Minimum Township Funding Required	\$2,250,000	\$10,175,000
Municipal Funding Required By	Tender: Q4 2025	Q2 2026

Funding Opportunity #2

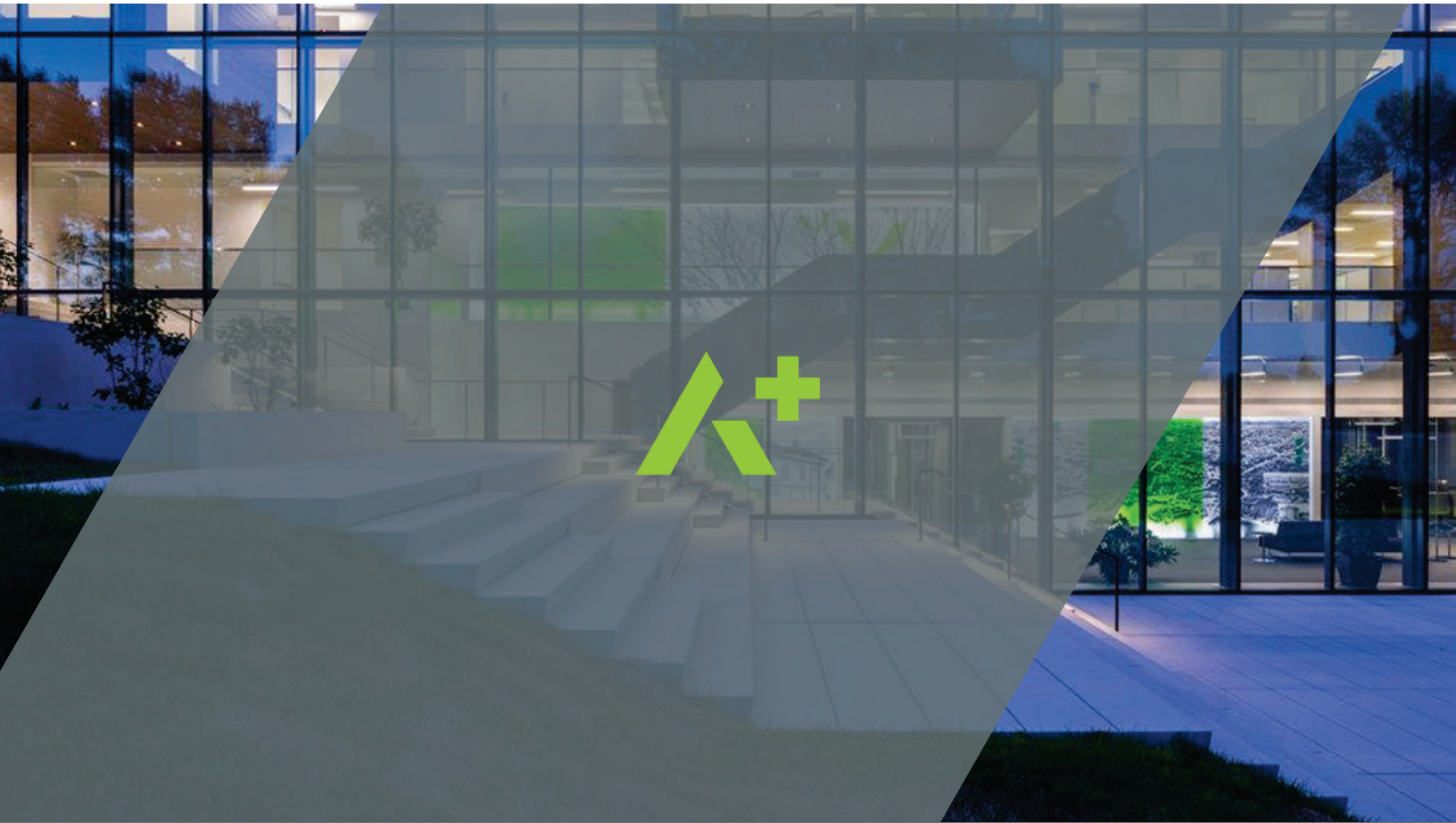
Municipal Housing Infrastructure Plan

- Funding Level:
 - Provincial - \$175 million in funding
- Applicable Eligibility Criteria:
 - Infrastructure upgrades to protect or maintain housing units that are otherwise compromised by health and safety risks.
 - Demonstrate that they will create climate resiliency and adaptation.
 - Start no later than September 30, 2025 and be completed by March 31, 2029.
- Funding Available:
 - Maximum municipal funding of **up to 73%** of eligible projects.
- Application deadline: TBD – awaiting further application details

Funding Opportunities

Next Steps

1. Confirm whether to apply for the Canadian Housing Infrastructure Fund.
 - a) If yes, confirm whether to apply for Phase 1 only (municipal contribution of \$2.25M) or Phase 1 & 2 (municipal contribution of \$10.2M).
2. Confirm whether to apply for the Municipal Housing Infrastructure Plan.



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council
Prepared By: Samantha Deck, Planner
Meeting Date: March 4th, 2025
Subject: **Merger Agreement – Petherick (B-37-24)**

PURPOSE & EFFECT:

The purpose and effect of this report is present for the consideration and requisite approval of Council to seek the execution of signatures from both the Clerk and Mayor in relation to a Merger Agreement as identified as a Condition of Consent to Sever for Application B-34-24 (Lot Addition).

RECOMMENDATION:

- That Council enter into a Merger Agreement with the applicants of Consent Application B-34-24 to merge the severed parcel with the abutting benefitting lands;
- That Council enact a by-law (see by-law section of agenda) authorizing the Mayor and Clerk to sign the Merger Agreement;
- That Council authorize the Municipal Solicitor to make any necessary revisions to the agreement including legal descriptions, names, or undertakings as may be necessary;
- That the balance of this report be received.

BACKGROUND:

Consent Application B-37-24 was recommended for approval by Council on June 18, 2024 to facilitate a lot addition application. The consent application had the effect of severing approximately 12.7 hectares (31 acres) of land located at 933 County Road 46, owned by Ken and Sheelagh Petherick, and adding it to the benefitting lands located at 1053 County Road 46, owned by Stephen Petherick.

The Peterborough County Land Division Committee issued the attached Notice of Decision on August 27, 2024 in which severance was granted with Condition 4 stipulating the requirement of a Merger Agreement. Please see **Attachment A: Notice of Decision**.

A Merger Agreement has been drafted and requires Township signatures, included as part of the by-law (see by-law section of agenda).

CONCLUSION:

Council approved the Consent Application B-37-24 with the recommendation that a Merger Agreement is enter into between the Township and the owners of the severed and benefitting lands. After the agreement is signed and subsequently registered on title, and the remaining conditions are fulfilled, the Consent Application can be finalized.

All of which is respectfully submitted for Council direction.

FINANCIAL IMPACT:

There are no financial impacts related to approval for the Merger Agreement. All costs associated with this agreement are the responsibility of the applicant.

STRATEGIC PLAN ALIGNMENT:

- Customer Service

Respectfully submitted,

Samantha Deck

Samantha Deck, Planner
Township of Havelock-Belmont-Methuen

ATTACHMENTS:

Attachment A – Notice of Decision B-37-24

Planning Act
Provisional Consent

Date: August 27, 2024

B-37-24 – Ken & Sheelagh Petherick Rentals c/o Steve Petherick – Belmont – Lot 14 – Con 9

The County of Peterborough has granted **Approval** to this application subject to the fulfillment of the following conditions:

Conditions to Decision:

1. The Secretary-Treasurer will receive the following when all other conditions are met: two (2) copies each of the following documents: (i) Signed Acknowledgement and Direction, (ii) the "Transfer in Preparation", (iii) the Planning Act Certificate Schedule.
2. Further required: One (1) printed copies of the deposited Plan of Survey or a legal description acceptable to the Registrar of Deeds illustrating the severed lands.
3. Further to the printed Plan of Survey: A closed polygon vector file of the Part boundaries shown on the Reference Plan is to be provided in Autodesk DWG Windows-readable format to the satisfaction of the County. It is recommended that the applicant's Ontario Land Surveyor consult with the County of Peterborough GIS Section to confirm acceptable standards and formatting. The Surveyor should contact the Secretary-Treasurer or the County Website for instructions on how to submit this document.
4. A Merger Agreement is to be entered into between the Transferor, Transferee and Municipality, pursuant to Section 51(26) and Section 53(12) of the Planning Act, R.S.O. 1990, and registered on title to merge the severed parcel with the abutting (or separated) land identified by property roll # 1531-010-003-39306, such that these 2 parcels shall be considered as one lot and shall not be dealt with separately OR The solicitor for the applicant is to provide an undertaking, whereby he informs the Committee, in writing, that the lands are being conveyed to an abutting property owner and a merger of title shall take place.
5. That the applicant shall survey and transfer to the County of Peterborough a strip of land measuring 15 meters from the centerline of County Road 46 in front of the severed parcel, free and clear of all encumbrances, for road widening purposes. All costs associated with this conveyance shall be borne by the Applicant and will be facilitated through the offices of the County solicitor.
6. Subsection 3 or 5 of Section 50 of the Planning Act R.S.O. 1990, shall apply to any subsequent conveyance or transaction involving the severed land.

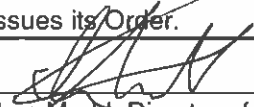
Reason: This application conforms to the County and Municipal Official Plans and Zoning By-law.

All written and oral submissions relating to this application were given due consideration, allowing the approval authority to make an informed decision.

The applicant and any prospective owners are advised that endangered threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with their local Ministry of Natural Resources district office if they have questions about the Endangered Species Act. Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local MNR Species at Risk Biologist.

It is the responsibility of the applicant to complete the above-mentioned conditions. **A letter is required by the Secretary-Treasurer, from the agency or department that requested a condition**, confirming condition is met in order to clear that condition. If applicable, please refer to the attached report(s). There is also a **\$450.00** fee for stamping a deed or issuing a Certificate by the Secretary-Treasurer when the transfer documents and R-plans or legal descriptions are presented. **The two (2) year expiry date for this file to have all conditions met is: August 27, 2026**

Note: Pursuant to Section 53(41) - "If conditions have been imposed and the applicant has not, within a period of two year after notice was given under subsection (17) or (24), whichever is later, fulfilled the conditions, the application for consent shall be deemed to be refused". If this decision is appealed, the expiry date will be 2 years from the date that the Ontario Land Tribunal issues its Order.

Approved by 
Iain Muir, Director of Planning

Date: Aug 27 / 24

Certified a true copy of the Decision of the County of Peterborough in respect to Application **B-37-24**.


Ann Hamilton, Secretary-Treasurer

Last date for filing an appeal under Section 53 of the Planning Act is **September 16, 2024 at 4:30 pm**.

If you require this information in a Open Session Regular Council Meeting - March 4, 2025 accessible format, please contact Ann Hamilton at ahamilton@ptbocounty.ca 705-743-0380 extension 2406

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Peter Lauesen, Manager of Public Works
Meeting Date: March 4, 2025
Subject: Public Works January 2025 Department Updates

Purpose:

The purpose of this report is to provide department updates to Council for the month of January 2025.

Recommendation:

That Council receive this update report as information.

Background:

The Public Works January 2025 department updates include,

Roads Division:

- Plowing and Sanding all Township maintained roads.
- Snow removal in the village.
- Road Patrol.
- Filled the Sand Shed.
- Plowed Limited Maintenance Roads.
- Ice Bladed Limited Maintenance Roads.
- Washed all trucks and tandems.
- Assisted with Fire & Ice Festival location preparations.

Waste Management Division:

- In January the 6th Line transfer station had a total of 2,290 cars in the 21 days they were open.
 - o West Kosh, Oak Lake and Jack Lake had a total of 419 cars in the 9 days they were each open.
- 2024 Cambium Annual Reports were submitted January 21st

Water and Wastewater Division:

- Ontario One Call Locates were completed as received.
- Monthly meter readings were taken.
- Water disconnects were done as directed.

Financial Impact:

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

Strategic Plan:

Deliverables: Section 5.1

Customers: Section 4.1

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: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: March 4, 2025
Subject: Parks, Recreation and Facilities January and February Department Updates

Purpose:

The purpose of this report is to provide department updates to Council for the month of January and February 2025.

Recommendation:

That Council receive this update report as information.

Background:

The month of January and February department updates included;

- Arena rental hours totaled 162 for the month of December 2024. Arena rental hours totaled 189.5 for the month of January 2025.
- Staff have installed new plexiglass on the municipal office information bulletin board and also the updated website.
- Fire & Ice Banners were installed along Highway 7 on January 13th.
- Staff completed mirror repairs at the Cordova Rec Hall including relocating the phone for emergency purposes.
- Fire and Ice Festival took place February 8th and was a huge success!
- Elections Ontario were at the Lions Hall and the Stone Hall February 26th & 27th.
- ESA inspections were completed in all township buildings.
- Holiday lights and banners have been removed, and the replacement banners have been installed.

Financial Impact:

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

Strategic Plan:

Deliverables: Section 5.1

Customers: Section 4.1

Respectfully submitted by:

Josh Storey

Josh Storey
Supervisor of Parks, Recreation and Facilities

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Shari Gottschalk, Economic Development Officer
Meeting Date: March 4, 2025
Subject: **Volunteer Fair 2025**

PURPOSE:

The purpose of this report is to provide Council with information regarding an upcoming Volunteer Fair to bolster volunteerism within Havelock-Belmont-Methuen and a valuable forum to promote the bi-annual HBM Community Recognition Awards.

RECOMMENDATION:

That Council receive this report for information and take notice of the scheduled Volunteer Fair date and time.

BACKGROUND:

The 2025 Volunteer Fair is scheduled to take place on Wednesday, April 2, 2025, from 3:30 pm to 7:00 pm. It will be held in the Lions Hall at the HBM Community Centre. The Havelock Lions Club have waived the facility rental fee in support of this event. Twelve (12) of the available fifteen (15) tables will occupy local community volunteer organizations appealing to a broad demographic and individual interests. Three (3) tables will accommodate larger national organizations, e.g. Habitat for Humanity, Red Cross, Cancer Society.

HBM Township is the event organizer, with promotional support provided by Peterborough County Economic Development department. As well, Volunteer Peterborough will be on hand to introduce their "Meet Your Match" online application to our local community groups and interested volunteer base. It is our intention to use this forum to promote the upcoming Havelock-Belmont-Methuen Community Recognition Awards with promotional materials available at the HBM Township table.

It is important to point out, Community economic development (CED) is a vital part of Economic Development having significant positive impact on both community and individuals, such as:

Economic Impact: While volunteer work is unpaid, it can have significant economic benefits. Volunteers often help complete projects or provide services that would otherwise require costly paid labor. This can free up resources for other community initiatives.

Building Social Capital: Volunteerism helps strengthen relationships and networks within a community. When people volunteer, they build trust, cooperation, and a sense of shared responsibility, which are essential for a healthy, thriving community.

Skill Development: Volunteering offers individuals opportunities to gain new skills, experience, and knowledge, which can enhance employability and personal growth. This is particularly important in areas where access to training or education may be limited.

Community Resilience: When residents are actively involved in shaping their community, it can foster a sense of ownership and pride. Volunteers play a key role in problem-solving and supporting local businesses, nonprofits, and other organizations, contributing to the overall resilience of the community.

Increased Civic Engagement: Volunteerism encourages people to become more engaged in civic matters. This often leads to stronger political participation, which can influence local policies and priorities that affect the economic development of the area.

Fostering Inclusion: Volunteer programs often provide opportunities for marginalized groups to get involved and make a difference. This can help create more inclusive communities by ensuring that diverse voices are heard and valued.

FINANCIAL IMPACT:

There will be a \$150 hall cleaning fee and approximately \$100 for snacks and refreshments that has been allocated for as part of the 2025 Economic Development budget.

IN CONSULTATION WITH:

- Bob Angione, CAO and Clerk
- Beverly Flagler, Councillor
- Kathy Clement, Councillor

STRATEGIC PLAN ALIGNMENT:

- To bolster community attractiveness, promote community volunteer organizations, community-based events and activities marketing HBM Township as a vibrant, naturally beautiful, welcoming community with a high quality of life.
- Promote volunteerism and encouraging residents to be involved in shaping their community fostering a sense of ownership and pride while contributing to the overall resilience of the community.

Respectfully submitted by:



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

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: March 4, 2025
Subject: Outdoor Sports Complex Development

Purpose:

The purpose of this report is to obtain Council direction regarding the community sports complex development in the event that the Township's grant application is unsuccessful.

Recommendation:

That Council choose from the following options:

Option 1

If the Township is unsuccessful in obtaining funds through the Community Sport and Recreation Infrastructure Fund grant application, the development of the Sports Complex be deferred until a future grant opportunity arises.

Option 2

If the Township is unsuccessful in obtaining funds through the Community Sport and Recreation Infrastructure Fund grant application, the development of the Sports Complex proceed with a reduced scope of work; and further

That the reduced scope of work be clearly defined by Council, referencing the costs as presented in the delegation by Unity Design in Open Session to Council on August 15, 2024; and further

That funding for this project be confirmed at a future Open Session Meeting of Council.

Background:

At the Open Session Council meeting held on September 3, 2024 the following motion was passed:

R-445-24 Moved by Deputy Mayor Webb
Seconded by Councillor Flagler

That staff is hereby authorized to apply to The Community Sport and Recreation Infrastructure Fund (CSRIF), to support the construction of all phases of the proposed recreation park including: a new softball diamond (phase 1); a second softball diamond and associated auxiliary service buildings (phase 2); and two tennis courts, four pickleball courts and a dog park (phase 3); and further

That consideration of the approval of the associated capital project be deferred until it is known if HBM has been successful in the CSRIF funding application.

Carried.

This report is presented as an update for Council.

Further to Resolution Number R-445-24, staff completed and submitted the Community Sport and Recreation Infrastructure Fund (CSRIF) grant application to the province. As of the writing of this report, the Township has not received notification of the result of the CSRIF grant application. It is unknown when a decision regarding the grant application will be received.

Any construction activity occurring at the site prior to the funding decision announcement will jeopardize any funding that may be received. As a result, no construction activity has been planned or tendered. Staff have proceeded with the land-use planning requirements associated with this development including the Environmental Impact Study, Hydrogeological Study, Geotechnical Study, and the Archeological Study. These studies are still in process. The Land Use Compatibility Study was recently completed and is attached to this report. It is important to note that no development can occur at the subject property until all of these studies have been completed. Details regarding the required amendment to the Zoning By-law for the subject property is scheduled to be brought forward to an Open Session Council Meeting in April.

This report is presented in the event that Council wishes to prepare for a negative outcome to CSRIF grant application. Costing for the development of the Outdoor Recreation Park Sports Complex was presented to Council at the Open Session Council Meeting held on August 15, 2024. The presentation, as attached to this report, outlines a reduced scope of work (one ball diamond) and cost estimates. Based on the attached total project cost estimate of \$3,054,096.00 with a range of plus or minus 20 percent, the cost for this reduced-scope project will range from \$2,443,276.80 to \$3,664,915.20 in total.

Financial Impact:

The financial impact will depend upon the scope of work outlined by Council to be completed should the CSRIF grant application not be successful.

In Consultation With:

Josh Storey, Supervisor of Parks, Recreation and Facilities
Travis Toms, Chief Building Official
Lionel Towns, Treasurer

Strategic Plan Alignment:

- 5.0 We meet our mission by accomplishing the following for those we serve.
- 5.4.1 Outdoor Sports Complex (softball, pickleball, tennis).

Attachment(s):

- 1. Unity Design presentation to Council dated August 15, 2024.
- 2. Land Use Compatibility Assessment

Respectfully Submitted:

Bob Angione

Bob Angione
Chief Administrative Officer/Clerk

Recreation Park | Project Update

Township of Havelock-Belmont-Methuen



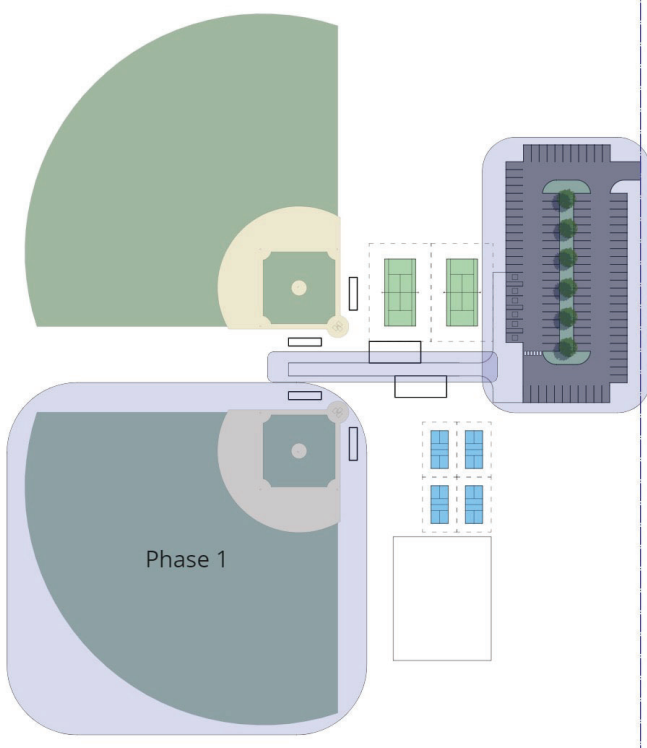
Agenda

1. Recreation Park Phase One
2. Community Centre

Unity



Proposed Phase One Approach



Phase 1:

1. One baseball diamond
2. Infrastructure for the Park
 1. Parking
 2. Storm-Water Management
 3. Hardscaping

Order-of-Magnitude Cost

Phase 1 (May 2024):

1. One baseball diamond = ~\$1.1M
 2. Infrastructure for the Park and Future Phases = ~\$1.5M
- Total Construction Cost = ~\$2.6M
- Total Project Cost = ~\$2.9M (+/- 20%)

Order-of-Magnitude Cost

General					
Site Preparation / Early Works	LS	1	\$250,000	\$250,000	
Well	LS	1	\$50,000	\$50,000	
Septic	LS	1	\$50,000	\$50,000	
Electrical transformer and panel	LS	1	\$150,000	\$150,000	
Service building (10 x10)	LS	1	\$75,000	\$75,000	
Gravel Parking Lot	m2	3500	\$80	\$280,000	
Gravel Walkways	m2	1500	\$60	\$90,000	
Allowance for retaining walls	LS	1	\$50,000	\$50,000	
Topsoil	m2	6000	\$15	\$90,000	
Sodding	m2	6000	\$15	\$90,000	
Sub-total					\$1,175,000

Order-of-Magnitude Cost

Baseball Diamond (single)				
Mar-Co Clay (infield)	m2	2,075	\$45	\$93,375
Mar-Co Clay (warning track)	m2	502	\$45	\$22,590
Amended Topsoil (200mm depth)	m2	7,080	\$30	\$212,400
Sodding	m2	7,080	\$15	\$106,200
Backstop Fencing	LS	1	\$120,000	\$120,000
Foul Line & Outfield Chain-link Fencing c/w plastic sleeve	m	370	\$150	\$55,500
Foul Line Posts	ea.	2	\$2,500	\$5,000
Dugouts	LS	2	\$10,000	\$20,000
Player's Benches	ea.	4	\$2,100	\$8,400
Main Bleacher (with aisle)	ea.	1	\$10,500	\$10,500
Sideline Bleachers	ea.	2	\$6,000	\$12,000
Irrigation	LS	1	\$55,000	\$55,000
Lighting	LS	1	\$350,000	\$350,000
Batting Cage	LS	1	\$30,000	\$30,000
Sub-total				\$1,100,965

Order-of-Magnitude Cost

Sub-total Construction Cost				\$2,275,965
Design & Construction Contingency		15%		\$341,395
Total Construction Cost				\$2,617,360
Consulting Fees		10%		\$261,736
Studies and Reports	LS	\$65,000	1	\$65,000
Equipment	LS	\$50,000	1	\$50,000
Legal	LS	\$10,000	1	\$10,000
Permits	LS	\$50,000	1	\$50,000
Total Soft Cost				\$436,736
TOTAL PROJECT COST				\$3,054,096

Havelock Belmont Methune Recreation Park, Phase One
Order of Magnitude Class D Cost Estimate

Unity Design Studio

August 1/24

Construction Costs

General

Site Preparation / Early Works	LS	1	\$250,000	\$250,000
Well	LS	1	\$50,000	\$50,000
Septic	LS	1	\$50,000	\$50,000
Electrical transformer and panel	LS	1	\$150,000	\$150,000
Service building (10 x10)	LS	1	\$75,000	\$75,000
Gravel Parking Lot	m2	3500	\$80	\$280,000
Gravel Walkways	m2	1500	\$60	\$90,000
Allowance for retaining walls	LS	1	\$50,000	\$50,000
Topsoil	m2	6000	\$15	\$90,000
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Sub-total				\$1,175,000

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Sub-total				\$1,100,965

Sub-total Construction Cost				\$2,275,965
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Soft Costs

Consulting Fees		10%		\$261,736
Studies and Reports	LS	\$65,000	1	\$65,000
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Legal	LS	\$10,000	1	\$10,000
Permits	LS	\$50,000	1	\$50,000

Total Soft Cost				\$436,736
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TOTAL PROJECT COST \$3,054,096

Unity Design Studio strongly recommends the owner review the cost estimate report including line item descriptions, unit prices, allowances, assumptions, exclusions, and contingencies to ensure the appropriate design intent has been accurately captured within the report. Unity Design Studio does not guarantee that tenders or actual construction costs will not vary from this estimate. Adverse market conditions, proprietary and/or sole source specifications, single sourcing of materials and equipment or reduced competition among contractors may cause bids to vary from reasonable estimates based on assumed current market conditions.



| Questions?

○ Unity

Community Centre | Project Update

Township of Havelock-Belmont-Methuen



August 15th, 2024

Unity

Community Centre

1. The fees have been established and contract signed.
2. Construction Management RFP to be issued shortly.
3. Phasing and construction strategy to be established in early Fall.
4. Construction start in the Spring.



| Questions?

○ Unity

Havelock-Belmont-Methuen Land Use Compatibility Assessment

Proposed Sports Complex, Belmont Township Concession 8

Prepared for

**Township of Havelock-Belmont-Methuen
1 Ottawa St. East
Havelock, Ontario, K0L 1Z0**

Prepared by

*Geosyntec Consultants International, Inc.
221 Queen Street
Kingston, Ontario, K7K 1B4*

Project Number TR1261B

February 7, 2025

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1.	Introduction	1
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1. INTRODUCTION

The Township of Havelock-Belmont-Methuen (the Township) retained Geosyntec Consultants International Inc. (Geosyntec) to perform a land use compatibility study to support rezoning rural lands to recreational parkland in the Town of Havelock, Ontario. The proposed recreational parklands (the Proposed Development) are planned for a lot adjacent to the Township's Wastewater Treatment Plant (WWTP). The Township requested this study to evaluate whether the Proposed Development would impact the WWTP's ability to operate based on odour complaints.

This report summarizes the land use compatibility study completed by Geosyntec.

2. PROPOSED DEVELOPMENT

The Proposed Development is planned to include two baseball diamonds, two tennis courts, four pickleball courts, and associated structures and parking. The complex is to be located at Concession 9, Part Lot 5 (Site), with an entrance to the complex off of Belmont Township Concession 8. **Figure 1** shows the conceptual site plan of the Proposed Development. The two holding ponds from the WWTP can be seen in **Figure 1** to the southwest of the Proposed Development. During a Site visit, described in **Section 4**, it was observed that the eastern holding pond has become naturalized, and the Township has confirmed that the pond is not being used and there are no plans to use this holding pond to support future operations.

The lands surrounding the Proposed Development are a mix of residential, crops, and undeveloped rural land, as well as the WWTP. The residential lands in the surrounding area are considered to be existing sensitive receptors with respect to the WWTP operations. The presence of existing receptors can help understand the potential for nuisance impacts from an existing source. **Figure 2** shows the location of the Proposed Development and the surrounding context.

Under the Provincial land use compatibility assessment framework, described in **Section 3**, sports fields are considered sensitive receptors for nuisance impacts. This assessment has been performed to evaluate the potential for nuisance impacts (odours) from the WWTP at the Proposed Development.

3. ASSESSMENT FRAMEWORK

Land use compatibility within Ontario is assessed with consideration of multiple Acts, Policies, Regulations, and Guidelines. The assessment of land use compatibility is typically at the discretion of the relevant planning authority providing approval for any proposed land use change.

Land use compatibility is most often assessed at the land designation stage, either during Official Plan updates or during zoning bylaw amendments. Assessing land use compatibility during land designation processes provides planning authorities with the greatest degree of oversight and control over potential adverse outcomes.

The framework under which land use compatibility is legislated and assessed is described in the remainder of this section.

3.1 Environmental Protection Act

Provincially, the *Environmental Protection Act* (EPA) is the overarching law with respect to environmental contaminants. With respect to land use compatibility, there are two main sections within the EPA that must be considered. Section 9 of the EPA prohibits the release of contaminants into the environment without formal approval.

9 (1) No person shall, except under and in accordance with an environmental compliance approval,

- (a) use, operate, construct, alter, extend or replace any plant, structure, equipment, apparatus, mechanism or thing that may discharge or from which may be discharged a contaminant into any part of the natural environment other than water; or*
- (b) alter a process or rate of production with the result that a contaminant may be discharged into any part of the natural environment other than water or the rate or manner of discharge of a contaminant into any part of the natural environment other than water may be altered. R.S.O. 1990, c. E.19, s. 9 (1); 2010, c. 16, Sched. 7, s. 2 (4).*

Section 14 of the EPA has broader reach than Section 9 and prohibits the discharge of contaminants into the environment where an adverse effect may occur, with some exceptions.

14 (1) Subject to subsection (2) but despite any other provision of this Act or the regulations, a person shall not discharge a contaminant or cause or permit the discharge of a contaminant into the natural environment, if the discharge causes or may cause an adverse effect. 2005, c. 12, s. 1 (5).

The EPA defines an adverse effect as follows:

“adverse effect” means one or more of,

- (a) impairment of the quality of the natural environment for any use that can be made of it,*
- (b) injury or damage to property or to plant or animal life,*
- (c) harm or material discomfort to any person,*
- (d) an adverse effect on the health of any person,*
- (e) impairment of the safety of any person,*
- (f) rendering any property or plant or animal life unfit for human use,*
- (g) loss of enjoyment of normal use of property, and*
- (h) interference with the normal conduct of business;*

From a land use compatibility perspective, there are two aspects of the EPA that must be considered: the encroachment of a sensitive use on an existing industry which may impact that industry’s ability to demonstrate compliance under Section 9, and the potential for adverse effects such as loss of enjoyment of normal use of property under Section 14. Planning authorities may consider the EPA when evaluating the introduction of new land uses into an area, to protect both industrial and sensitive uses.

3.2 Provincial Policy Statement

The Provincial Policy Statement (PPS) is the overarching planning document in Ontario that provides direction to planning authorities in line with Provincial strategy. The PPS provides guidance to planning authorities on the consideration of land use compatibility in section 1.2.6.

1.2.6 Land Use Compatibility

1.2.6.1 *Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.*

1.2.6.2 *Where avoidance is not possible in accordance with policy 1.2.6.1, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are demonstrated in accordance with provincial guidelines, standards and procedures:*

- a) *there is an identified need for the proposed use;*
- b) *alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;*
- c) *adverse effects to the proposed sensitive land use are minimized and mitigated; and*
- d) *potential impacts to industrial, manufacturing or other uses are minimized and mitigated.*

The PPS provides flexibility to planning authorities to promote land use compatibility through mitigation and minimization, which is a more relaxed criteria than those set out in the EPA. While the PPS does not take precedent over the EPA, the concepts of minimization with respect to land use compatibility are typically considered in the planning process to promote a balanced approach to competing interests. In practice, this can mean that some planning authorities may accept proposals that include a low level of impact, especially in non-pristine environments such as dense urban centers. This approach recognizes that nuisance-free environments are not always possible and can provide balance between industrial and sensitive uses.

3.3 Ontario Regulation 419/05: Air Pollution – Local Air Quality

Ontario Regulation 419/05 (O.Reg. 419) is enacted under the EPA. O.Reg. 419 describes the methods and requirements that must be followed to obtain approval under Section 9 of the EPA. From a land use compatibility perspective, O.Reg. 419 and the associated Ministry of the Environment, Conservation and Parks' (MECP) guidelines that accompany the regulation provide the following key considerations:

- Industrial facilities are required to meet prescribed air quality standards at all locations at and beyond the facility's property line. This means that the introduction of a sensitive use at previously unused or industrial lands will usually not require an assessment for regulated contaminants as all facilities are required to be in compliance at all locations regardless of use.

- The exception to the above is the introduction of elevated receptors. When existing zoning does not allow for elevated structures (typically considered to be anything greater than three stories), an industrial facility is only required to meet at ground-level for regulated contaminants. The introduction of elevated receptors can impact a facility's compliance, especially as many facilities use chimneys or stacks to promote contaminant dispersion in the atmosphere.
- Facilities are not required to meet nuisance contaminant standards for odours, fugitive dust, or environmental noise at locations that do not contain, or are not zoned to allow for, a sensitive receptor. The introduction of a sensitive land use in proximity to an industrial facility represents a new receptor location for these nuisance contaminants and may result in that facility being out of compliance with their existing approval.

It is important that planning authorities consider the potential impact of a proposed planning change on existing or zoned industrial lands, which both helps protect an industry's ability to operate, and promotes a suitable environment for the proposed sensitive uses.

3.4 D-Series of Guidelines

The MECP has published a series of guidelines related to land use compatibility which provide an overview of the considerations and methodologies that are recommended in performing an assessment. The individual guidelines are broken down by subject, and are as follows:

- D-1 Land Use Compatibility
- D-2 Compatibility between Sewage Treatment and Sensitive Land Use
- D-4 Land Use on or Near Landfills and Dumps
- D-5 Planning for Sewage and Water Services
- D-6 Compatibility between Industrial Facilities

Technical assessments performed under the D-Series of guidelines are based on the concept of a Recommended Minimum Separation Distance (RMSD), that is the shortest distance between two conflicting uses where compatibility can typically be achieved. The guidelines provide flexibility to use a shorter distance provided that technical assessments are performed to demonstrate that the uses are compatible. The guidelines also define Potential Influence Areas (PIA) for industrial uses, that are larger than the RMSD and represent the proximity to an industrial facility within which adverse effects may occur. It is recommended that when a sensitive use is planned within the PIA of an industry that justification or technical studies be performed to demonstrate that compatibility can be achieved.

As it pertains to this assessment, the most relevant guideline is *D-2 Compatibility between Sewage Treatment and Sensitive Land Use* which provides a distance-based method to assess compatibility between WWTPs and sensitive uses. Guideline D-2 recommends the following separation distances between wastewater treatment plants and sensitive uses:

- Small Plants with a capacity less than 500 cubic metres (m³)/day: 100 metres.
- Medium plants with a capacity between 500 m³/day and 25,000 m³/day: 150 metres.
- Large plants with a capacity greater than 25,000 m³/day: greater than 150 metres.

Smaller separation distances may be used provided a technical study is performed to evaluate the potential for impacts at the proposed sensitive receptors.

4. LAND USE COMPATIBILITY ASSESSMENT

This section describes the methods and findings of the land use compatibility assessment for the Proposed Development.

4.1 Site Visit

A Geosyntec staff member, Hamish Corbett-Hains, conducted a Site visit on June 20th, 2024. During the Site visit access was also provided to the WWTP by the Township. Geosyntec staff performed an odour screening around the north boundary of the holding ponds, which represents the location closest to the Proposed Development. Weak and infrequent odours were detected to the north of the WWTP buildings; no odours were detected at any measured point to the north of the holding ponds. Note that at the time of the site visit both lagoons were not in use. Any odours which were detected were therefore most likely attributable to operations at the WWTP.

Geosyntec observed the area within approximately 1 km of the Proposed Development from points on public roads to identify receptor locations and other industrial facilities which may represent a compatibility concern under the MECP's Guideline D-6. Our limited inspection revealed no industrial facilities in the area surrounding the Proposed Development.

4.2 Guideline D-2 Screening

Guideline D-2 provides minimum recommended separation distances between sensitive uses and wastewater treatment plants, within which nuisance impacts would be expected. It is Geosyntec's understanding that the Havelock WWTP falls in the middle category under Guideline D-2, with a capacity greater than 500 m³/day and less than 25,000 m³/day. Accordingly, Guideline D-2 recommends a separation distance of at least 150 metres (m) between any sources of odour at the WWTP and any sensitive receptor. The Township has confirmed that the eastern holding pond is not currently being used by the WWTP. Based on current operations, the separation distance between the western holding pond and the nearest point at the Proposed Development is approximately 350 m, more than twice the recommended distance under Guideline D-2.

Geosyntec understands that the eastern holding pond may be required to support future expansions at the WWTP. In this case, the separation distance would be approximately 190 m which still meets the recommended separation distance under Guideline D-2. Should the eastern lagoon be re-commissioned and the WWTP capacity be increased above the 25,000 m³/day capacity, the separation distance may not be suitable and compatibility should be studied in greater detail.

4.3 Air Dispersion Modelling Assessment

In addition to the Guideline D-2 review, Geosyntec performed a screening-level air dispersion modelling assessment to evaluate the potential for odours at the Proposed Development.

Air dispersion modelling is a computational tool that predicts how air contaminants will travel in the atmosphere based on emission parameters, meteorological conditions, local topography, and building downwash. Dispersion models are capable of predicting contaminant concentrations at individual receptor locations and can also be used as a tool to compare between receptor locations.

To evaluate potential odours at the Proposed Development, a comparative model was developed that considers the existing residential receptors surrounding the WWTP. O.Reg. 419 and the EPA require that all industrial facilities meet regulated standards for contaminants and odours at all existing sensitive receptors, which would include these residential uses. In this type of modelling assessment, it is assumed that the WWTP is operating in compliance with Provincial requirements, and therefore the concentration of odours at the existing receptors meet the regulatory requirements. Therefore, if the Proposed Development is predicted to have odour concentrations which are the same as or less than the existing receptors, compatibility has been demonstrated. This type of modelling can be useful when exact source strength, such as the odour emission rate from the WWTP, are unknown.

Geosyntec performed air dispersion modelling using the United States Environmental Protection Agency’s (US EPA) AERMOD dispersion model (v. 22112). Meteorological and topographic data were obtained from the MECP’s online portal. The MECP’s pre-processed “crops” meteorological set from the Ottawa International Airport was selected in accordance with Provincial guidance. The dispersion model was set up following guidance from the MECP’s *Guideline A-11: Air Dispersion Modelling Guideline for Ontario*. The western holding pond of the WWTP was chosen as the dominant odour source in the modelling as this is the closest source which may operate under the current facility scenario to the Proposed Development and represents a conservative approach.

Odours are typically assessed both for magnitude and frequency. In Ontario, regulated odour emitters are allowed to exceed the regulatory threshold on a 0.5% basis, which equates to 44 hours per year. The comparative modelling considered the maximum odour concentration at existing and proposed receptors as well as the 99.5th percentile concentrations, which represents the concentration that would be exceeded 0.5% of the time. The dispersion modelling results, expressed as a percentage of the maximum predicted concentration, are shown in **Table 1**.

Table 1: Dispersion Modelling Assessment Results

	Existing Residential Receptors	Proposed Development
Maximum Concentration	100%	80%
99.5 th Percentile Concentration	100%	88%

The results of the dispersion modelling assessment show that on both a frequency and magnitude basis, the Proposed Development is expected to experience odours which are less than those currently occurring at existing residential locations.

5. RESULTS AND CONCLUSIONS

Geosyntec was retained by the Township to evaluate the potential for odour impacts at a proposed sports complex east of the Havelock WWTP. Geosyntec conducted a Site visit on June 20th, 2024, and performed a technical assessment in line with the MECP’s D-Series Guidelines for land use compatibility. Based on the Guideline D-2 screening and the air dispersion modelling assessment, it is likely that the Proposed Development is compatible with the nearby WWTP based on present operations. It is possible that odours from the WWTP may be detected at the Proposed Development under certain meteorological conditions or specific WWTP operations, however these odours are expected to be lower than what would be experienced at existing residential locations. It is Geosyntec’s opinion that the Proposed Development meets the assessed odour requirements from a land use compatibility perspective.

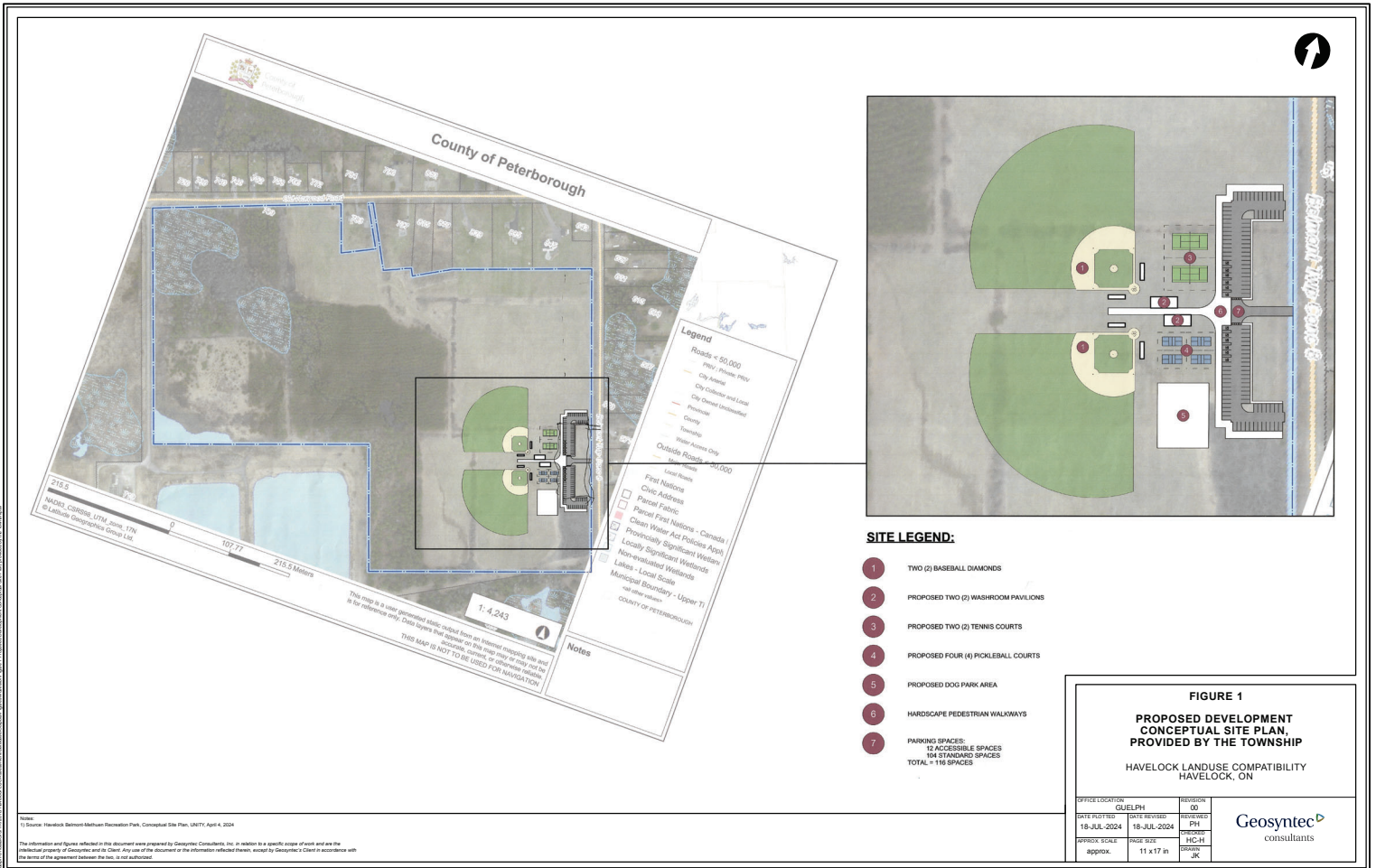
Geosyntec notes that future expansions at the WWTP, such as re-commissioning the eastern holding pond or increasing the facility throughput may change the intensity and frequency of odours in the area, at both the proposed sports fields and the existing residential uses in the area. Geosyntec therefore recommends that the potential for odour impacts be studied by the Township prior to making changes at the WWTP.

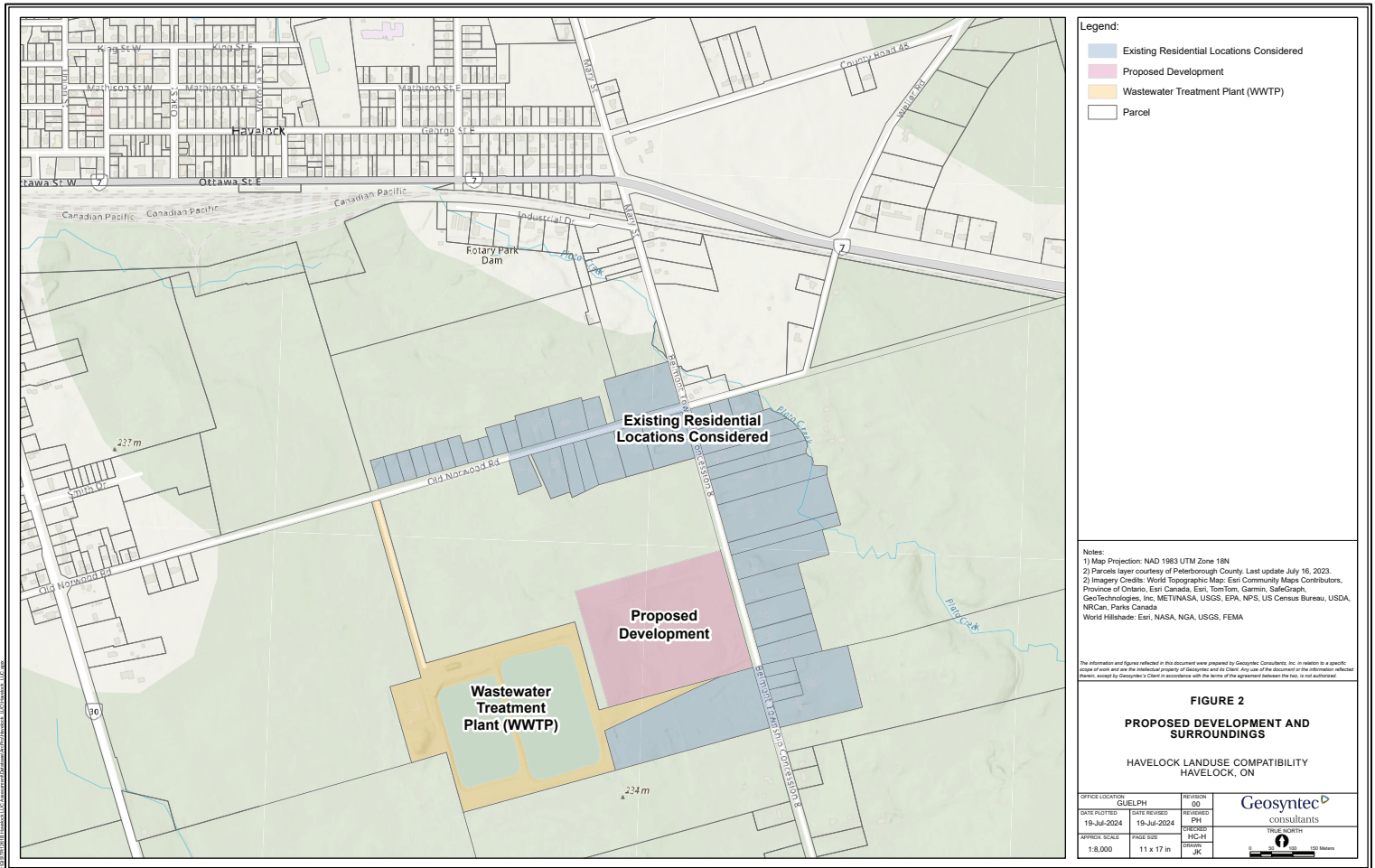
This assessment was performed by Hamish Corbett-Hains, M.A.Sc., P.Eng., a registered engineer in the Province of Ontario. Hamish has extensive experience performing land use compatibility assessments in Ontario and is qualified to perform this work.



Hamish Corbett-Hains, M.A.Sc., P.Eng.
Principal

Figures





- Legend:**
- Existing Residential Locations Considered
 - Proposed Development
 - Wastewater Treatment Plant (WWTP)
 - Parcel

Notes:
 1) Map Projection: NAD 1983 UTM Zone 18N
 2) Parcels layer courtesy of Peterborough County. Last update July 16, 2023.
 3) Imagery Credits: World Topographic Map: Esri Community Maps Contributors, Province of Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METINASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCan, Parks Canada
 World Hillshade: Esri, NASA, NGA, USGS, FEMA

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FIGURE 2
PROPOSED DEVELOPMENT AND SURROUNDINGS
 HAVELOCK LANDUSE COMPATIBILITY
 HAVELOCK, ON

OFFICE LOCATION	GUELPH	REVISION	00	Geosyntec consultants
DATE PLOTTED	19-JUL-2024	REVISION	PH	
DATE REVISED	19-JUL-2024	CHECKED	HCH	
APPROX SCALE	1:8,000	PAGE SIZE	11 x 17 in	

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: March 4, 2025
Subject: Repairs to Old Town Hall (1 Mathison Street West)

Purpose:

The purpose of this report is to obtain Council direction regarding next steps pertaining to repairs for the Old Town Hall building located at 1 Mathison Street West.

Recommendation:

Whereas Council passed Resolution Number R-446-24 at the Open Session Council held on September 3, 2024 that authorized a building assessment of Old Town Hall to be undertaken; and

Whereas the building assessment was completed and is summarized in the report from Accent Building Sciences dated February 18, 2025; and

Whereas as noted on page 5 of the Building Envelope Condition Assessment Report authored by Accent Building Sciences all building envelope and structural assessments were conducted through visual observations; and

Whereas the Structural Engineer onboarded by Accent Building Sciences, Canadian Sound Structures Inc., highly recommends further investigation and inspections take place to ascertain remediation directives to meet current regulations; and

Whereas a costing of \$80,000.00 has been estimated to complete further investigation and inspections in order to ascertain remediation directives to meet current regulations;

Be It Resolved That \$80,000.00 be pre-approved for the 2025 budget to be sourced from the Administration Reserve, in order for further investigation and inspections to take place to ascertain remediation directives to meet current regulations; and further

That a total budget be developed for the recommended accessibility upgrades.

Background:

At the Open Session Council meeting held on September 3, 2024 the following motion was passed:

1. Lionel Towns, Treasurer
Re: Funding Options for Old Town Hall Study

R-446-24 Moved by Councillor Clement
Seconded by Councillor Flagler

That a building assessment of Old Town Hall be undertaken at a total cost of \$29,002 (including non-recoverable HST) consisting of the following components:

Accent Building Science

Building envelope study \$6,360

Roof condition assessment \$2,798

Structural review \$8,650

Designated Substances Study (DSS) \$6,869

Unity Design

Accessibility Audit \$4,325

and further;

That the studies for the building assessment be funded from the 2023 Capital Budget for the Engineered Architect Feasibility Study (\$20,000), and a draw from HBM's Facilities Reserve (\$9,002).

Carried.

Further to Resolution Number R-446-24, studies have now been completed. A summary of findings is listed in the message below dated January 27, 2025 from Unity Design:

We have completed our review of the Old Town Hall reports and have summarized the recommendations below from these reports. The major item we see reflect the structural engineer's recommendation towards the stone foundation walls, the exterior brick veneer, the roof rafters, and sheathing themselves. The Structural Engineer onboarded by Accent Building Sciences, Canadian Sound Structures Inc., highly recommends further investigation and inspections take place of these areas to ascertain remediation directives to meet current regulations.

Summary of Old Town Hall site reports:

1. Roofing Concerns and Recommendations

- a. The Town does not want to include the asphalt shingle removal and repair within this report as they were completed 2-3 years ago.
- b. Repairs and replacement of metal flashings at all roofs and eaves.
- c. All eavestroughs and downspouts to be removed and replaced.
- d. Any damaged wooden fascia and soffits to be removed, repaired, and repainted.
- e. Metal roof cladding and wood decking to be removed and replaced completely.

2. Exterior Walls and Joint Sealants Concerns and Recommendations

- a. Future investigation is recommended to verify the impact of below grade waterproofing or damp-proofing to the foundation walls, if installed.
- b. New waterproofing of stone foundation on the North side to ensure long-term structural integrity of the building.
- c. It is strongly recommended that a comprehensive exterior wall restoration be completed of the entire brick veneer system.
- d. Replace deteriorated concrete masonry blocks.
- e. All exterior wood siding panels be cleaned, remove any existing paint, and repainted with exterior-grade paint.
- f. All exterior sealants need full replacement.
- g. The Metal Clad wall on the South elevation for the garage structure is in good condition.

3. Windows and Doors Concerns and Recommendations

- a. All existing wood framed windows are recommended to be replaced.
- b. All existing exterior wood doors to be removed and replaced with suitable exterior grade doors and frames.
- c. Existing front entrance to be replaced completely.
- d. Existing aluminum storefront window for OPP office is in good condition.

4. Structural Engineer Concerns and Recommendations

- a. Recommendation is to perform comprehensive masonry repairs to address the failed mortar, seal all openings, and restore the stone foundation walls across all elevations.
- b. To complete a detailed structural analysis inspection of the roof structure beyond this structural review in order to ascertain next steps for the structure to meet current regulations and standards.
- c. That the brick facades, interior and exterior faces of the foundation stone walls, entrance concrete stairs, and slabs on grade be remediated as soon as possible. Additionally, repairs to the roof are strongly advised.
- d. That a destructive structural inspection of the roof sheathing be completed to verify its integrity due to visual water staining.

5. Designated Substance Investigations

- a. Asbestos, lead based paints, silica concrete and masonry, mercury from existing light fixtures, and mould were identified within the entire building.
- b. It is highly recommended for removal of all these materials and for a Contractor to review and price this report and site investigate the building to ascertain a definitive cost.

6. Accessibility Major Concerns and Recommendations

- a. Parking and Sidewalks:
 - i. There are no dedicated accessible parking spot(s) on the street
 - ii. Street parking is flush with pedestrian sidewalk. Parking and roadways should have a grade separation with a curb and be provided with tactile warning indicators.
 - iii. The front entrance stair ways walk onto a parking space.
- b. Entrances and Guards:
 - i. Exterior and interior handrails do not meet current Ontario Building Code regulations for height.
 - ii. Exterior entrances require accessible thresholds and at least one public entrance to have accessible push button, ideally the door with the new exterior ramp.
 - iii. It is recommended that all exterior man-doors have new handles and hardware to suit exiting requirements.
 - iv. All interior doors and hardware to meet current accessible door width and clearance.
- c. General Interior Space:
 - i. The Ground Floor stage does not have accessible access. If future program requires it, the report provides suggestions to do so.
 - ii. Basement corridor is too narrow to accommodate accessibility. They can remain as is, but accessible amenities cannot be placed in this area.
 - iii. Universal washroom is recommended to be constructed
 - iv. All washrooms and kitchens to be reconfigured to meet accessible needs.
 - v. Interior finishes to be colour contrasted if renovations take place.
 - vi. It is recommended that the lighting levels be further reviewed to meet current standards.
- d. Emergency and Life Safety:
 - i. It is recommended that visual fire alarms be provided throughout the space for the hard-of-hearing.
 - ii. Exit signs do not meet current regulations.

7. High-Level Cost

- a. As indicated in Accent Building Science report, their cost estimates show the Low end = \$960,839 and the High end = \$1,213,789.50, including HST.
- b. ****Please note that this does not include any Consulting or Engineering fees over and above what the Town has approved to date, nor does this include any Accessibility improvements noted within that report.**

In conclusion, we have completed the requested scope of the Old Town Hall and provided the Town reports and summary of major items above, as well as high-level cost estimates for items 1 through 5 only. Lastly, if the Township requires cost for the Accessibility improvements, we recommend that a Contractor conduct a full review of the building based on these reports to provide a cost estimate for all the recommendations for the Township's use.

Financial Impact:

The financial impact will depend on the scope of work outlined by Council pertaining to future investigations of the Old Town Hall building. It is important to note that the cost estimates provided are high-level estimates only and do require further detailed analysis.

In Consultation With:

Josh Storey, Supervisor of Parks, Recreation and Facilities
Travis Toms, Chief Building Official
Lionel Towns, Treasurer

Strategic Plan Alignment:

5.0 We meet our mission by accomplishing the following for those we serve.
5.4.6 Accessibility for Ontarians with Disabilities Act (AODA) compliance.

Attachment(s):

1. Building Envelope Condition Assessment dated February 18, 2025.
2. Accessibility Report for Old Town Hall with Costing Included.

Respectfully Submitted:

Bob Angione

Bob Angione
Chief Administrative Officer/Clerk

Building Envelope Condition Assessment (BECA) Report



(Image Created with Advanced High-Precision 3D Modeling Technology)

for
Old Town Hall
1 Mathison Street West, Havelock ON

Prepared for: Unity Design Studios
138 Simcoe Street, Peterborough
ON, K9H 2H5

February 18th, 2025
(Issue for Final Report – Rev 01)

February 18th, 2025
Matthew Z. Philip, Senior Project Lead
Unity Design Studios
138 Simcoe Street, Peterborough, ON, K9H 2H5

RE: Building Envelope & Roof Condition Assessment for Old Town Hall, 1 Mathison Street West, Havelock ON

Dear Mr. Philip,

We are pleased to submit this Building Envelope & Roof Condition Assessment report for Old Town Hall, 1 Mathison Street West, Havelock ON. This report is the result of our comprehensive condition survey of the existing envelope of this facility.

Our consulting team carried out visual survey on November 12th, 2024, with Mr. Bob T. Marashi, P. Eng., BSS, Mr. Ardalan Danesh present on site. The assessment was conducted under sunny skies with temperatures ranging from 5 °C to 8 °C.

Additionally, we retained the services of Canadian Sound Structures Inc. (CSS) and Reveal Environmental Inc. to perform structural and environmental consultancy services, respectively.

This report includes findings of the present envelope conditions, and digital photographs of various details and observed deficiencies.

We trust this report meets your requirement. If you require additional information, please feel free to contact our office at 905-474-9569.

Sincerely,

Marashi

Bob T. Marashi, P. Eng., BSS, Principal
Accent Building Sciences Inc. (ABSI)

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1.0 INTRODUCTION

Accent Building Sciences Inc. (ABSI) was retained by Unity Design Studios to perform the following services at the Old Town Hall:

1. Building Envelope Study
2. Roof Condition Assessment
3. Structural Review
4. Designated Substances Survey

1.1 Scope of Investigation

- 1.1.1 Carryout site visits for data collection and visual survey of building envelope elements including roofs, exterior walls, fenestrations, sealant, and other related envelope elements;
- 1.1.2 Retain the services of a professional structural engineer to carryout a structural review of the facility;
- 1.1.3 Retain the services of an environmental consultant and perform designated substances assessment of the facility;
- 1.1.4 Determine the condition of the existing structure, building envelope elements and identify deficiencies;
- 1.1.5 Provide technical and engineering reports identifying all findings, defects, condition of materials, photographs of deficiencies, and make recommendations on remedial repairs and/or replacement areas as required, and provisional estimated budgets.

Digital photos were taken during all phases of our investigation. Our consulting team enhanced the building envelope condition survey with visual aid of Remotely Piloted Aircraft System (RPAS) commonly known as drone. Images of envelope deficiencies, drone footage, and general views have been arranged along with complete description and are presented in Appendix A – Photo Gallery below.

2.0 INVESTIGATION & FINDINGS

2.1 Building Statistics

Address:	1 Mathison Street West, Havelock ON
Age of Facility:	Original main building built in 1892, with south garage addition
Height of Building:	1-Storey, plus lower level
Exterior Walls:	Masonry bricks on the main level, supported on lower-level natural stone foundation
Building Roofing:	Slope asphalt shingles and metal roofs
Exterior Windows & Doors:	Wooden & Metal

2.2 Methodology:

Our team performed visual assessment of all building elevations. In addition, we retain the services of Canadian Sound Structures Inc. (CSS) and Reveal Environmental Inc. to perform structural and environmental assessments, respectively. During our site review, all building envelope and structural assessments were conducted through visual observations, while our environmental consultant collected samples for detailed laboratory analysis.

2.3 Existing Building Envelope Systems:

The following building envelope systems were reviewed:

- 2.3.1 Roofing
- 2.3.2 Exterior Walls
- 2.3.3 Fenestrations
- 2.3.4 Sealant

2.4 Visual Review & Observations

2.4.1 Roofing

Main Building & South Addition Garage:

- Steep-slope laminated asphalt shingle roofing system over the main building.
- Exposed nails and fasteners were observed at all flashings for turbine vents, gravity air vents, soil vent stacks and at ridge caps.
- Main Building: Narrow sections of uneven roof were noted at the top of the south rake of the gable end.
- South Addition Garage: the underside of the roof plywood sheathing was found to have water stains from what appeared to be due to past roof leaks.
- South Addition Garage: the metal step counter flashings along the masonry wall were noted to be lifting some of the asphalt shingles creating uneven roof surface where moisture can enter the roofing assembly. Furthermore, existing metal step flashings lack metal counter flashing along the entire length of the masonry wall.

North Front Entry:

- Corrosion was noted on the entire surface of the standing seam metal roof panels.

Northeast Lower-Level Entry Enclosure:

- Corrosion was noted on the surface of the metal roof panels.

Eavestroughs and Downpipes:

- Minor damages were encountered on eavestroughs located at the east side of the South Addition Garage and west side of the Main Building.
- Minor damages were noted on the bottom of downpipes of the Main Building located on the west side.
- A section of downpipe was found to be missing at the northwest corner of the Main Building.

Fascias & Soffits:

- Metal Fascia: minor surface damaged and peeling paint was noted on metal fascias.
- Wooden Fascia: in general, all wooden fascias were found to be in poor condition with deterioration of wood members and faded/peeling/missing paint finish.
- Wooden Soffits: similarly to wooden fascias, the wooden soffits were also found to be in poor condition with paint peeling and various areas of deteriorated wood.

2.4.2 Exterior Walls

Stone Foundation Walls:

- Lower-level foundation walls are constructed with natural stone.
- On the exterior, walls were observed to be in overall poor condition. Significant deterioration and failure of mortar were noted across all elevations, with many areas exhibiting severe damage that has resulted in openings within the stone foundation walls. Additionally, previously repaired sections of the wall were found to be deteriorating once again.
- On the interior, walls are only exposed at several locations within the lower-level (referred by building staff as the basement). Evidence of water migration from the exterior was noted at exposed areas on the interior side of the foundation walls.
- Deteriorated and cracked mortar was observed on the interior side of the stone foundation walls.

Masonry Brick Walls:

- The upper sections of the exterior walls consist of masonry brick, which are supported by the lower natural stone foundation walls.
- The masonry brick walls were found to be in generally poor condition, with numerous defects observed, including damaged, spalled, missing and cracked bricks, step cracks, and failed mortar. These issues were common across all building elevations and appear to result primarily from the building's age and a prolonged lack of quality restorative maintenance to exterior wall.
- During the exterior visual assessment, it was observed that previous repairs, including tuckpointing, had been carried out on the exterior walls. However, some of the tuckpointing was improperly executed, with poor-quality sealants used in place of compatible mortar.

Concrete Masonry Unit (CMU) Block Walls:

- Concrete block walls of the South Addition Garage structure were noted to be in good to fair condition. No visual deficiencies were encountered with these walls.
- Concrete blocks have been used to fill-in exterior wall openings at several locations around the building. Surface deterioration of blocks was noted at few sections.

Wood Siding Walls:

- Wood siding is used on the exterior walls of the Northeast Lower-Level Entry Enclosure. Paint finish coat of the siding boards was found to be deteriorated, peeling and in poor condition. However, the siding board appeared to be in good general condition.

Matal Clad Walls:

- Metal clad wall panels of the upper wall portion of the South Addition Garage structure appeared to be in good condition.

2.4.3 Fenestrations

Wood Framed Window:

- Existing punched wooden windows are vertical single hung type with plain and stained single pane glass. All window frames and sashes are constructed with wood. There are total of thirteen (13) arched windows on the upper level on the east, north and west elevations of the building. The remaining two (2) wooden windows on the lower east elevation are rectangular punched windows. Windows are covered with exterior aluminum storm covers, consisting of clear single pane glass. One arched window was found to be fully boarded with plywood on the north elevation wall, and another halfway closed off permanently with masonry bricks on the west side. Moreover, one rectangular window opening was also boarded on the upper north elevation wall, located above the front entrance door.
- The existing exterior wooden windows were observed to be aged and currently in poor condition, exhibiting extensive deterioration throughout. Damaged and rotting window frames, fixed, and operable components were encountered at numerous locations on all exterior windows.

Metal Framed Windows:

- Storefront aluminum combination windows and door located on the east elevation of the building at the OPP office. The existing assembly consists of fixed Insulated Glass Unit (IGU) and aluminum spandrel panels, and a single glass door.
- The overall condition of the assembly was found to be fair.

Exterior Doors

- Front Entrance Door: The existing aluminum-framed door with sidelights and arched fixed glass, located on the north side of the building, was observed to be in poor condition. The aluminum assembly appears to have been installed as an insert into the original wooden frame, which remains in place. Additionally, the wooden sill was found

to be significantly deteriorated and in poor condition, further compromising the integrity of the entrance.

- Metal Doors: Three (3) metal doors; two located on the east, and one on the west side of the building. In general, all metal doors appeared to be in fair condition. Minor damage was noted on the door jamb metal trim of the west side door located at the top of the wooden accessible ramp.
- Wooden Doors: One existing wooden door on the east side of the building was found to be in poor condition, especially on the exterior side of the door.
- Overhead Door: Garage overhead door appeared to be in fair operating condition.

2.4.4 Sealants

- Existing exterior sealants around all windows, doors, wall joints, and other exterior wall features and penetrations were noted to be in extremely poor condition. Sealants are aged, cracked and have failed.
- Lack of sealant around exterior metal doorframe on the west side of the building.
- Existing sealants at the top of the metal counter flashings of all roofs were found to be in poor condition, deteriorated and cracked.

Photos of encountered deficiencies are presented in Appendix A - Photo Gallery below with complete description of findings.

3.0 CONCLUSIONS & RECOMMENDATIONS

3.1 Roofing

Asphalt shingles Roofing:

- Laminated asphalt shingle roofing on the Main Building and the South Addition Garage were found to be in good and acceptable condition. Roofs appeared to have been replaced in past and approximately 2 to 3 years old.
- Carryout repairs to the South Addition Garage roof along the masonry wall to ensure all asphalt shingle tabs are sealed on surface of the roof and install new 24-gauge prefinished metal counter flashing over the existing metal step flashings.
- Black water stains were observed on the underside of the wood deck sheathing boards in the South Addition Garage structure. These stains appear to be the result of prolonged exposure to roof leaks associated with the previous roofing system, which has since been replaced. It is our recommendation to test the integrity of the roof sheathing system by means of destructive structural inspection.

Metal Roofing:

- Metal roofs over the North Front Entry, and the Northeast Lower-Level Entry Enclosure were found to be in poor condition. Surface corrosion was noted along with poor flashings.
- Slope metal roofs are in need of complete replacement at this time.
- Additionally, the wood deck board supporting the metal roof were noted to show sign of deterioration and water damage. It is recommended that all damaged wood decking be replaced during reroofing project.

Eavestroughs and Downpipes:

- Replace damaged eavestrough & downpipes were existing is damaged around the building.
- Install new downpipe where existing is missing at the northwest corner of the Main Building.

Fascias & Soffits:

- Wooden fascia and soffits are in poor condition. It is our recommendation to replace damaged sections and paint all exterior wooden fascias and soffits around the building.

3.2 Exterior Walls

Stone Foundation Walls:

- The ground surrounding the building slopes from north to south, with the floor slab at the south end level with the street elevation, while the north end is partially below grade.
- The overall condition of the stone foundation walls is poor. Severely deteriorated and poor mortars were noted on the natural stone foundation walls around the lower-level of the building. In addition, evidence of water leakage was encountered on the interior side of the foundation walls at locations where stone walls were exposed. We recommend performing comprehensive masonry repairs to address the failed mortar, seal all openings, and restore the stone foundation walls across all elevations.
- We recommend conducting further testing to assess the presence and condition of any waterproofing or damp-proofing on the exterior side of the foundation wall at the north end

of the building. This can be achieved through hand excavation along the wall to a depth of 5 to 6 feet below the exterior grade. Additionally, we strongly recommend full waterproofing of the stone foundation wall on the north side to safeguard the wall assembly against potential future leaks and to ensure the long-term structural integrity of the building.

Masonry Brick Walls:

- The overall condition of the exterior masonry walls was determined to be poor, with widespread signs of deterioration observed throughout all elevations. Numerous sections of the walls exhibited damaged, cracked, spalled, and missing bricks, with vertical and step cracks visible in many areas. These noted deficiencies compromise the structural integrity and the wall's ability to withstand weather element. Moreover, the existing mortar joints were found to be in very poor condition at various locations on all walls, contributing to the continuing degradation of the masonry.
- Widespread exterior wall defects and failures appear to have resulted from a combination of the building's age and a lack of regular maintenance or restorative work over its lifespan. Note must be taken that without timely repairs, these conditions will likely worsen, leading to further structural instability and also water infiltration issues into the building from masonry walls.
- We strongly recommend a comprehensive exterior wall restoration. This process should include repairing all damaged masonry bricks, repointing or replacing deteriorated mortar joints, and sealing any cracks or openings. Restoration work should be carried out across all elevations to ensure the long-term stability, durability, and aesthetic appeal of the masonry walls.

Concrete Masonry Unit (CMU) Block Walls:

- Concrete blocks have been used to fill exterior wall openings at various locations around the building. Surface deterioration was observed in several sections, requiring localized replacement. We recommend replacing these deteriorated blocks as part of the proposed comprehensive exterior wall restoration project.

Wood Siding Walls:

- The paint finish on the wood siding walls of the Northeast Lower-Level Entry Enclosure is deteriorated and in poor condition. We recommend thoroughly cleaning of the walls and applying a high-quality, exterior-grade paint to all wood boards, trims, and associated elements.

Matal Clad Walls:

- Metal clad wall assembly of the south elevation of the South Addition Garage structure was found to be in good general condition, no measures are required at this time.

3.3 Fenestrations

Wood Framed Window:

- The existing exterior windows are significantly deteriorated and in very poor condition. It appears that the windows have failed due to age and no longer serve their intended purpose.

- We recommend replacing the existing exterior windows with new wooden or vinyl type that match the facility's characteristics. The new windows should be thermally broken and feature Insulated Glass Units (IGU) to enhance the overall thermal efficiency of the building envelope.

Metal Framed Windows

- The existing storefront aluminum combination windows and door located on the east elevation of the building at the OPP office are in fair condition, no measure are required at this time.

Exterior Doors:

- Replacement of the poor front entrance aluminum door assembly, including frame and door sill is recommended.
- Replace damaged metal trim at the door jamb of the west side door locate at the top of the wooden accessible ramp.
- Replace one wooden door and doorframe on the east side of the building.

3.4 Sealant

- All sealants are in very poor condition and in need of full replacement. The replacement of sealants at all joints shall include the replacement of foam backer rods.

3.5 Structural Report & Additional Recommended Structural Investigations

- Our sub-consultant, Canadian Sound Structures Inc. (CSS) revised structural engineering report, and their email communication, dated February 4th, 2025, presented in Appendix B of this report clarifies that “a detailed structural assessment is not required as long as the client does not proceed with retrofits, updates, or upgrades to the building”, provided that the required repairs as recommended by CSS take place as soon as possible. Refer to CSS revised report for recommendations on required repairs.
- Note must be taken that additional detailed structural assessments will be required to the existing roof components, including rafters, trusses, beams, joists, gusset plate connections, and wood sheathing boards, and other elements noted in the revised structural engineering report, dated February 4th, 2025 if client intends to pursue any retrofits, updates, or upgrades to the building. These additional assessments will be essential to evaluate the condition and structural integrity of the identified defective and deficient elements within the existing structural systems if retrofits, updates, or upgrades to the building are being considered. We further recommend performing destructive testing of the existing roof wood sheathing and other structural members as required and deemed necessary by the structural engineer during the additional structural assessment.
- In general, access to the existing structural rafters, trusses, beams, and their connections is limited due to the small attic space located above the main community hall. The structural integrity of the attic ceiling joists is unknown, raising concerns about safe access. As a result, specialized equipment and/or partial removal and reinstatement of the community hall ceiling may be required to facilitate access.
- Refer to Appendix – B for details of all structural findings, discussions and recommendations.

3.6 Additional Recommendations by Environmental Consultant

- Our sub-consultant, Reveal Environmental Inc. provided a Designated Substances Assessment report presented in Appendix – C of this report identifies the presence of asbestos and lead containing paint within building envelope systems. Asbestos is present in exterior tar and caulking around windows, and lead containing paint at various locations.
- Refer to Appendix – C for details of all designated substances findings, test results, and recommendations.

3.7 Other Site Improvements:

- Our sub-consultant, Canadian Sound Structures Inc. (CSS) structural engineering report recommends repairs to the existing concrete stairs located on the north side of the building by the main front entrance door. Additionally, the report highlights the poor and sub-standard conditions of the existing metal handrails for the concrete stairs at this location. The recommended repairs may escalate to full replacement of the overall concrete stairs and handrails if significant structural deficiency and unsound areas of concrete is uncovered during the construction, or if below grade waterproofing is deemed required for the northside stone foundation walls. The cost allowance outlined in this report accounts for the possibility of a complete replacement to address these potential issues.
- Canadian Sound Structures Inc. (CSS) structural engineering report recommends concrete repairs to slab-on-grade side walks, curbs and improvements to site drainage as required.

4.0 ESTIMATED PROJECT BUDGETS & COST ANALYSIS

Following cost estimates presented in Budget Table – 1 below are based on our recommendations for exterior building envelope repairs, replacement, restoration and structural upgrades as outlined in this report.

Budget Table – 1 Estimated Construction Budget in 2025			
Item	Description	Low Estimated Amount (2025 Value)	High Estimated Amount (2025 Value)
1.1	Approximate allowance for mobilization, site setup & demobilization for the general contractor.	\$25,000.00	\$30,000.00
1.2	Replacement of slope metal roofing systems on the North Front Entry, and the Northeast Lower-Level Entry Enclosure.	\$15,000.00	\$20,000.00
1.3	Minor roof repairs to South Addition Garage asphalt shingle roof and the installation of new 24-gauge prefinished metal counter flashings.	\$1,000.00	\$1,500.00
1.4	Upgrade to eavestroughs and downpipes around the building.	\$2,000.00	\$3,000.00
1.5	Replace damaged sections and paint all exterior wooden fascias and soffits around the building.	\$20,000.00	\$25,000.00
1.6	Foundation wall masonry repairs.	\$100,000.00	\$125,000.00
1.7	Foundation wall testing and allowance for application of waterproofing at the north side of the building.	\$75,000.00	\$100,000.00
1.8	Exterior masonry brick wall restoration	\$250,000.00	\$300,000.00
1.9	Cleanup and painting of the wood siding of the Northeast Lower-Level Entry Enclosure.	\$5,000.00	\$7,000.00
1.10	Replacement of the existing wooden exterior windows	\$120,000.00	\$140,000.00
1.11	Replace front entrance aluminum door assembly, and one wooden door on the east side of the building. Replace damaged metal trim at the door jamb of the west side door locate at the top of the wooden accessible ramp	\$20,000.00	\$25,000.00
1.12	Replace all exterior sealants around all windows, doors, wall joints, and other exterior wall features and penetrations.	\$15,000.00	\$20,000.00
1.13	Allowance for replacement of the existing concrete stairs and associated handrails at the north side of the building at the front entrance door.	\$30,000.00	\$40,000.00
1.14	Allowance for upgrades to existing slab-on-grade side walks and curbs.	\$15,000.00	\$20,000.00

Budget Table – 1 (Cont.) Estimated Construction Budget in 2025			
1.15	Allowance for further detailed structural assessment if client intends in pursuing retrofits, updates, or upgrades to the building.	\$50,000.00	\$70,000.00
1.16	Allowance for abatement of designated substances related to building envelope during exterior building restoration and or repairs/replacement to exterior windows and doors.	\$30,000.00	\$50,000.00
1.17	10% Contract Contingency Allowance	\$77,300.00	\$97,650.00
1.18	Sub-total (Excluding HST)	\$850,300.00	\$1,074,150.00
1.19	13% HST	\$110,539.00	\$139,639.50
1.20	Grand Total (Including taxes)	\$960,839.00	\$1,213,789.50

*Exclusions: No consulting and/or engineering fees have been allocated in presented cost estimates and budgets.

Trusting the foregoing adequately addresses your requirements. Please feel free to contact the undersigned for further information as you may need. We would like to thank you for the opportunity to present this report.

Sincerely,

Marashi

Bob T. Marashi, P. Eng., BSS
 Principal, CEO

Accent Building Sciences Inc. (ABSI)

5.0 LIMITATIONS & EXCLUSIONS

5.1 Limitations

This report and information within are prepared only for the client & facility named herein, and may not be used elsewhere, for other facilities, and/or clients. Material presented in this report are based on ABSI's opinion during visual assessment. No destructive and/or non-destructive testing has been performed/used for the preparation of this report. This report does not provide guarantee for quality of material(s), nor provides opinion on conformance with any specifications, drawings, codes, regulations, and laws. Any third-party interpretation of information provided in this report is not the responsibility of Accent Building Sciences Inc. (ABSI).

ABSI received/gathered information and data as became available and presented by the client, and/or contractor(s) and/or other parties from their past involvement in this project. ABSI does not warrant the accuracy of these documents and material. All information provided to ABSI have been used and assumed to be correct and true. Any errors, miss-information, omissions, mistakes, inadequate information, etc. are not the responsibility of ABSI.

No design services have been performed for the preparation of this report.

Limitations presented by ABSI's affiliate, sub-consultants, and stated in any past report are extended to these limitations.

Budgetary cost estimates are solely the opinion of ABSI current market values and past project experiences. Estimates may change based on change in scope, new findings, and market fluctuations.

This assignment and worked performed by ABSI have been completed in order to present sufficient information. This report excludes any/all uncovered existing conditions. The likelihood of change in scope and/or budgetary information presented in this report exists due to uncovered building conditions that will affect the recommendations herein.

5.2 Exclusions

Scope of this investigation and review was limited to visual assessment of existing building envelope and structural systems.

No leak investigations were performed as part of these services.

This study excludes review of any related safety measures required under codes and regulations. Moreover, no structural engineering integrity, code review, or code compliance services have been performed as part of our services for the preparation of this report.

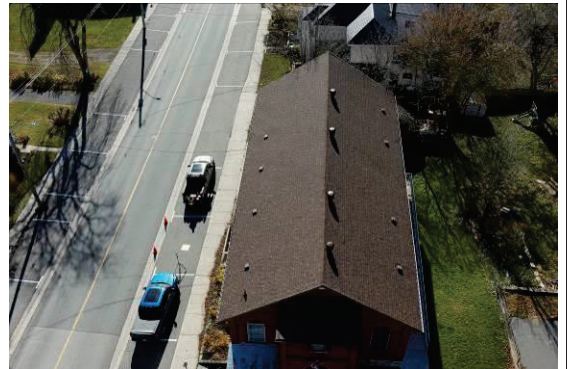
Our observations and review exclude sub-surface conditions behind existing wall and other concealed components or assemblies.

Appendix A – PHOTO GALLERY

Following are our findings during our assessment on site:

Roofing

Description:
General view of the slope asphalt shingle roof on the Main Building.



Description:
General view of the slope asphalt shingle roof on the South Addition.



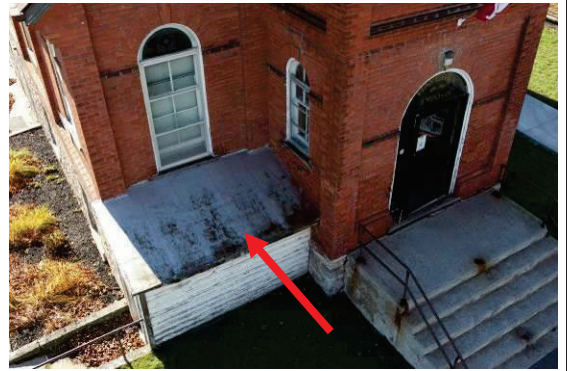
Description:
General view of the slope metal roof on the North Front Entry.



Description:
Closeup view of corroded standing seam metal roof panels.



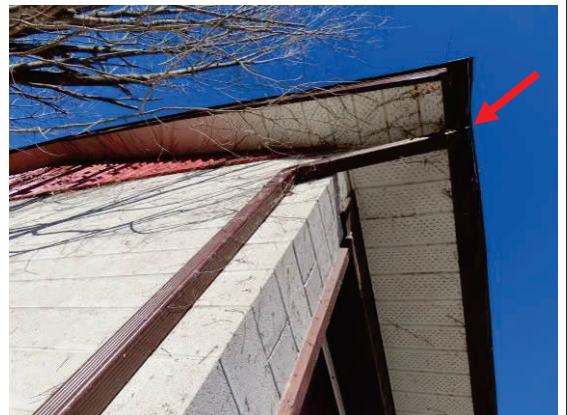
Description:
General view of the slope metal roof on the North Front Entry.



Description:
Closeup view of surface corrosion on metal roof.



Description:
View of damaged eavestrough on the west side of the Main Building.



Description:
View of missing downpipe on the Main Building, located on the northwest corner.



Description:

View of poor condition of the wooden fascia. Note that a section of the top fascia trim is missing.



Description:

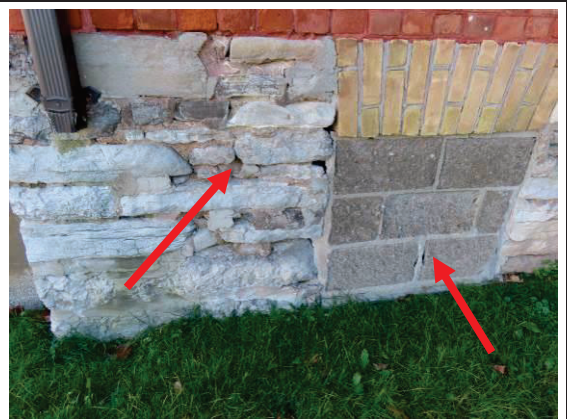
View of missing wooden fascia board.



Exterior Walls

Description:

View of typical poor mortar joints on the stone foundation wall.
Additionally, the concrete block in-fill was also noted to be deteriorated.



Description:

Typical hole encountered on the stone foundation wall.



Description:
Vertical crack on the stone foundation wall. Additionally, the general condition of the mortar between stone units were found to be in poor condition.



Description:
View of typical poor condition of stone foundation wall at grade level.



Description:
View of opening into the stone wall at exterior window.



Description:
View of the interior side of foundation walls within the lower level basement. Past and/or active leakage from stone foundation wall is evident.



Description:

View of damaged plaster finish at the bottom of the interior side of foundation walls within the lower level basement. Damage appeared to be the result of leaks from stone foundation walls.



Description:

View of typical poor and failed mortar between masonry brick units at the bottom of a typical exterior window.

Note that poorly applied caulking has been incorrectly applied to failed mortar of masonry brick wall.



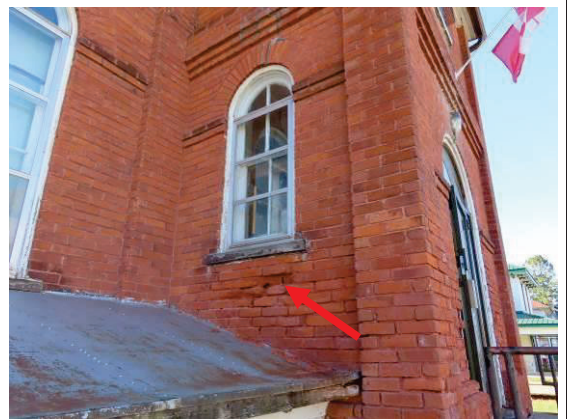
Description:

Closeup view of severely deteriorated and missing mortar between masonry brick units at an outside exterior wall corner. This defect is suspected to be the result of water leakage from a past leaking roof eavestrough and/or downpipe at this location.



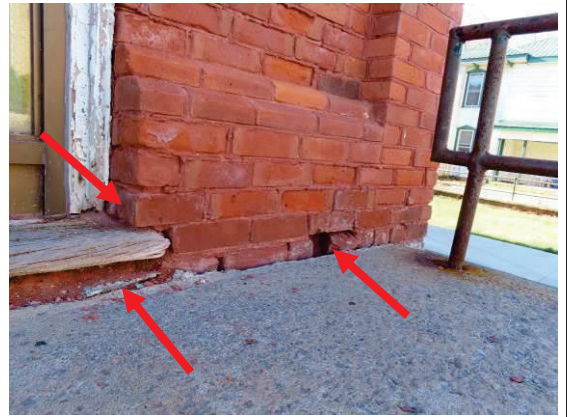
Description:

The existing masonry bricks at the base of the exterior window were found to be severely deteriorated, extensively damaged, and partially missing.

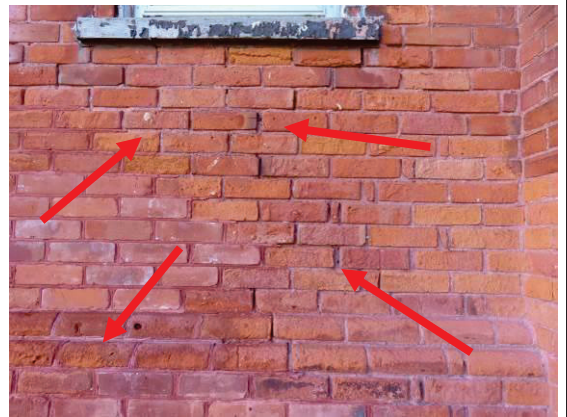


Description:
The existing masonry bricks at the base of the exterior front entrance door were found to be severely deteriorated, extensively damaged, and partially missing.

This defect is suspected to be the result of prolonged exposure to salt applied on the concrete landing in this area.



Description:
A typical view of a large, damaged section of the exterior masonry brick wall, featuring spalled bricks and deteriorated mortar located beneath an exterior window.



Description:
Closeup view of severely deteriorated mortar joints.

Note that poorly applied caulking has been incorrectly applied to failed mortar of masonry brick wall.



Description:
View of severely deteriorated outside wall corner with failed mortar joints.

Note that poorly applied caulking has been incorrectly applied to failed mortar of masonry brick wall.



Description:
Damaged bricks and failed mortar were observed at the tops of all masonry arch lintels above the exterior windows.

Note that poorly applied caulking has been incorrectly applied to failed mortar of masonry brick wall.



Description:
View of a poor repair performed at the masonry wall above the exterior window.



Description:
View of the existing Concrete Masonry Unit (CMU) Block walls of the South Addition Garage in good condition.



Description:
General view of the Northeast Lower-Level Entry Enclosure with wood siding wall board. The paint finish of the wall is deteriorated and in poor condition.

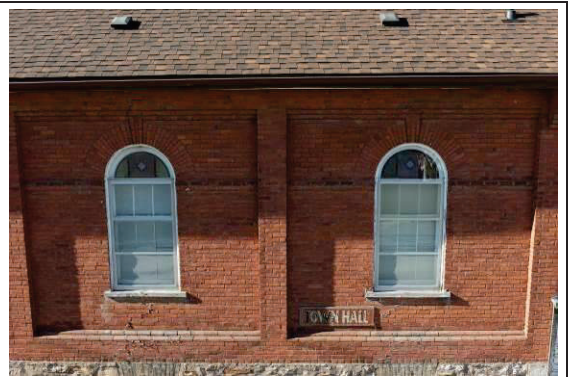


Description:
View of the existing metal clad wall assembly on the south elevation in good condition.

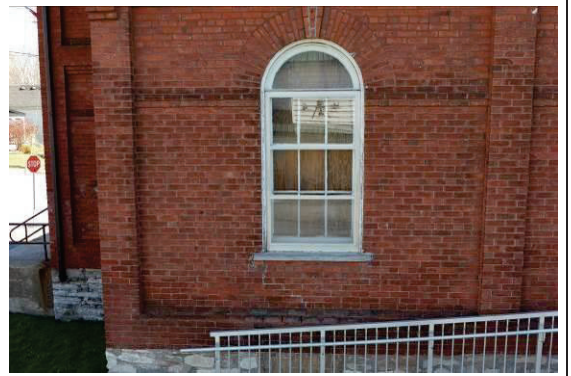


Fenestrations

Description:
General typical view of exterior wooden windows on the east elevation of the building.



Description:
General view of a typical exterior wooden windows on the west elevation wall.



Description:
Closeup view of deteriorated wooden frames around a typical arched window.



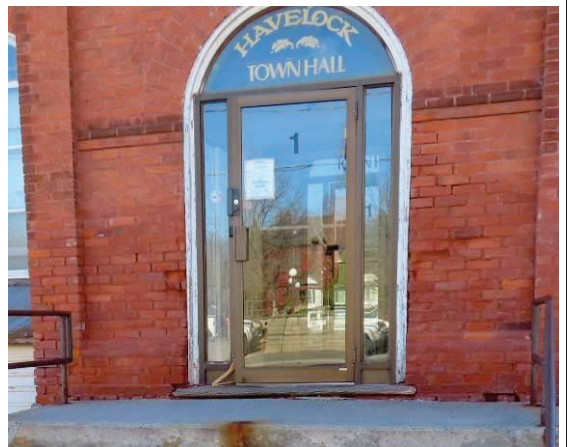
Description:
Rotted and damaged window frame.



Description:
View of storefront aluminum combination windows and door located on the east elevation of the building at the OPP office in fair condition.



Description:
View of front entrance aluminum door assembly in poor condition.



Description:
View of poor condition of the exterior wooden door located on the west side of the building.



Description:
View of the metal door located on the west side of the building, top of the accessible wooden ramp.



Sealants

Description:
Typical view of severely deteriorated sealant around exterior window



Description:
Lack of sealant around exterior metal doorframe on the west side of the building



Description:



Typical view of severely deteriorated sealant around exterior windows and door.



Appendix B – Canadian Sound Structures Inc. (CSS) Structural Engineering Report (Revised)

& Email Communication



**REPORT OF THE
STRUCTURAL CONDITION ASSESSMENT OF
1 MATHISON STREE WEST
HAVELOCK, ONTARIO**

**PREPARED FOR
ACCENT BUILDING SCIENCES**

BY

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FILE NO. 2024-27

FEB 4TH, 2025

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Appendix 'A'	Photographs
Attachments	Floor Plans Sketches

Introduction:

Following email authorization from Mr. Bob T. Marashi, P. Eng., BSS, Principal and CEO of Accent Building Sciences Inc., Canadian Sound Structures Inc. conducted a visual assessment of the structural condition of the Town Hall building at 1 Mathison Boulevard, located at the southwest corner of Mathison St. W and Oak St. in Havelock-Belmont-Methuen, Ontario.

General:

The building is a single-story structure with a stone masonry foundation wall below the ground floor level and masonry brick bearing walls above the ground level. The main floor features a town hall open area with a performance stage located on the south side. A mezzanine level, which serves as a viewing balcony, is situated above the ground floor washrooms and kitchen.

The roof structure consists of gabled rafters with wood trusses, reinforced by tension cables. These trusses are supported by the exterior brick walls, with local brick columns located under the trusses and at each corner of the building, providing additional structural stability.

An added garage is located on the south side of the building, constructed with concrete block walls and a gabled roof supported by wood trusses. Along the west side of the building, a wooden access ramp has been added to improve accessibility. The main ground floor is accessed via concrete stairs.

The building is situated on a heavily sloped site, with the grade sloping downwards to the south. This results in the basement being partially below grade on the north side and fully exposed to street level on the south side. Modifications to the basement access have been made, including the addition of a door and sloped wooden roof at the north-side access point.

This historical structure demonstrates a blend of traditional masonry and modern modifications, serving as a functional and multi-use facility (See photographs #1 to #4 & SKS-1 to SKS-5)

Methodology:

The writer conducted a site visit alongside Mr. Majd Alhalabi from our office to visually review using non-invasive techniques and photograph the exterior conditions, basement, ground floor, mezzanine level, attic area, garage, and ramp. Following the site visit, we reviewed the previous building condition assessment Excel spreadsheet, titled "OldTownhall_BCA," as well as a total of 47 photographs prepared by Accent Building Sciences as part of their pre-condition survey.

We then compared our photographs with the corresponding photographs presented in the previous report to identify any differences between the current conditions and those documented in the earlier assessment.

Observations:

On the morning of November 12, 2024, after brief introductions, we conducted a site visit with Ms. Bob T. Marashi, Jeff Lainsbury (President of Reveal Environment), and another representative specializing in drone photography. A ladder, provided by Mr. Bob, was used to access the attic. The roof framing system was observed through two openings in the basement ceilings: one located on the northwest side of the building and the other in the storage area (formerly jail compartments) situated in the middle of the building.

Our visual observations began in the attic, proceeding down to the bleacher area and the adjacent mechanical room. From there, we continued to the ground floor, followed by the basement. We then moved south to inspect the garage and concluded with an exterior inspection of the building. The exterior observations were conducted systematically, starting with the west elevation and progressing to the north, east, and finally, the south elevation of the property.

1- Roof:

The roof structure consists of four distinct parts:

Flat roof over the building entrance corridor.

Gabled roof over the main building which had been inspected from the attic. The wood for this portion consists of wood boards, roof rafters, and wood trusses (total of five trusses). Both the rafters and trusses are supported by the east and west masonry brick walls and columns.

Gabled roof over the garage which was added to cover the garage built on the south side of the building. The roof framing consists of wood trusses spanning east to west, and supported by the garage block walls.

Sloped roof over the basement north access way. The roof covers the basement access door, concrete stairs to the basement.

Photograph #14 shows the flat roof over the building entrance, as well as a portion of the gabled roof over the main building. Photograph #15 highlights the sloped roof over the basement access way. Photograph #16 displays the gabled roof over the garage.

2- Attic and Roofing Rafters and Trusses

Photograph #5 provides a general view of the attic, showing the roof framing as seen from the north side, looking south. The image reveals extensive debris scattered across the attic floor, including broken wooden elements and deteriorated roofing materials. The structural members, such as rafters and floor elements, appear aged and may show signs of wear, including potential deficiencies in bracing and stability.

Photograph #6: Depicts the attic structure in the northwest corner.

Photograph #7: Shows the attic structure in the northeast corner.

Photograph #8: Highlights the north load-bearing brick wall that supports the roof structure.

Photograph #9: Shows roof joists and wooden boards, highlighting the aged and deteriorated condition of the materials.

Photograph #10: Displays a roof ventilation opening, illustrating poor workmanship and potential for moisture ingress, which can accelerate deterioration of the wooden elements.

Photograph #11: Highlights the connection between the roof and the northwestern wall. Visible gaps, misalignments, and improper fitment are apparent.

Photograph #12: Offers a closer view of the roof structure, showing makeshift and irregular wood bracing with little evidence of proper load distribution or reinforcement.

Photograph #13: Shows a truss tie-up detail, with inadequate connections and potential failure points under lateral loads.

Wooden rafters and framing elements show significant signs of damage, including cracks, missing sections, and decay.

Structural connections and anchorage points, critical for resisting lateral loads (e.g., storm winds and seismic forces), are not visible. It is likely these were either poorly implemented or entirely omitted, reflecting a lack of expertise and insufficient construction regulations at the time of the building's erection.

The cumulative issues highlighted by these photographs indicate structural integrity concerns.

Address deficiencies in connections and bracing to meet modern standards.

Reinforce or replace deteriorated wooden elements to ensure stability.

Evaluate the brick-wall connections for proper anchoring to withstand lateral forces.

3- Mezzanine Floor (Bleacher area or interior viewing balcony):

The bleacher area on the mezzanine level is characterized by long wooden benches arranged in rows, providing seating for spectators or attendees see Photograph #17 & 18. The flooring consists of painted wood. The ceiling features a wood-paneled finish contributing to the architectural design.

No visible indications of structural issues, stresses, misalignments, or movements were observed in the bleacher/ balcony area.

During our inspection, we observed that the staircase leading from the corridor to the mezzanine was closed. The reason for this closure was not provided to us. It's important to note that the live load—the weight exerted by occupants—on bleacher area is much higher than the dead load, which is the weight of the structure itself. This uncertainty suggests potential safety concerns during such gatherings that may not be immediately apparent.

Photograph #19 shows a narrow corridor to the mechanical room, located on the north side of the bleacher area. The walls are the exterior building of exposed brick, and the ceiling. The corridor is cluttered with various items. The space appears to be a storage area rather than an actively used mechanical passage.

Photograph #20 shows the mechanical room with exposed exterior brick walls, a dusty metal duct, and visible cobwebs. The space contains a green mechanical unit with a pulley system, indicating ventilation or other machinery. The area appears to be poorly maintained and cluttered.

Photographs #21 & 22 depict a poorly maintained mechanical room with exposed brick walls showing scratches and poorly cemented joints. A metal duct is mounted on the brick bearing wall, which displays signs of wear and inadequate upkeep. The floor is cluttered with debris and discarded materials. No structural critical defects were observed in the mechanical room walls, roof, or floor.

Photographs #23 & 24 show the wood staircase from the bleacher area leads down to the ground floor. The staircase appears functional, with no signs of structural movement, misalignment, or defects.

Photo #25 and Photo #26 provide detailed views of the Town Hall interior from the bleacher viewing area, highlighting a wooden vaulted ceiling supported by a wood structural system of roof trusses spaced approximately 4000 mm center-to-center.

4- Ground Floor:

Main Entrance door (Photographs #27) is a glass-paneled, metal-framed unit set within the original arched brick masonry opening, supported structurally by the surrounding load-bearing brick wall.

Second entrance door (Photograph #28) is located in the middle of the entrance corridor. It consists of a glass-paneled, metal-framed door providing access to the interior spaces. The door is supported by the surrounding load-bearing walls.

East closet at entrance (Photograph #29) features sliding white paneled doors framed within the corridor wall. West closet at entrance (Photograph #30) includes a hanging rack for storage beneath a large window.

Stairs to the Bleacher (Photograph #31) located at the west side of the building entrance, were found to be closed off with a plywood sheet secured with screws upon our arrival for inspection. We opened the stairs, allowing access to the bleacher and attic areas. After completing the inspection, the plywood was returned to its original position.

During the inspection to the bleacher area, no structural irregularities, significant movement, or misalignment were observed. However, the reason behind the stair closure remains unknown. The stairs appear structurally good and suitable for access.

The corridor connects the Town hall to the building's entrance and is characterized by wooden flooring and paneled walls (see photograph #32). The structural layout appears consistent, with no visible irregularities.

Photograph #33 shows the washroom area east of the corridor, looking northeast. The structural wooden column supporting the bleacher with a beam above. All are in fair condition, with no visible structural cracks or irregularities. The capital at the top of the column is present, but it is unclear whether it serves a structural function or is purely ornamental.

Photograph #34 shows both the south elevation for the kitchen and the washroom areas looking north. The structural wooden column supporting the bleacher in the kitchen wall is not clearly defined under the timber beam. The column can be within the kitchen partition wall, or this wall is a bearing wall. The beam and the wall are in good condition, with no visible structural cracks or irregularities.

Photographs #35, #36, & #37 feature a spacious floor area supported by exterior foundation masonry stone walls. The floor timber structural system consists of joists, beams, and columns.

The timber ground floor structure is partially visible in the basement, where two timber columns are observed alongside three floor joists visible through ceiling openings.

The flooring is constructed of hardwood and appears supported by a robust subflooring system.

The roof system, including the rafters and the upper portions of the trusses, is hidden above the wooden ceiling.

The hall is illuminated by ceiling-mounted lights, with additional natural light provided by four windows (three on the east wall and one on the west wall).

Two doors provide access to the hall from outside the building.

An upper balcony is located on the north side, appearing to offer additional seating or a viewing area overlooking the main floor.

The wooden finishes and traditional design elements highlight the historical character of the building.

Upon our inspection, no cracks, misalignments, movements, or distress were observed anywhere in the structure of the floor, walls, or roof.

Photographs #37, #38, #39, & #40 show a raised wooden stage area that occupies the south end of the hall, designed for performances, presentations, or other community activities. The stage features a polished wooden floor in good condition, showing visible signs of historical use. A six-step wooden staircase with aluminum railings is located on the east side, providing easy access to the stage. Both the staircase and railings are in good condition.

A double decorative wooden arch frames the stage area. It is our opinion that the stage area was enlarged toward the north to provide more space for performers. The original stage arch is directly below the roof truss. The added arch mirrored the shape and style of the original one. The ceiling above the stage features exposed timber finishes. The stage and surrounding area appear to serve multiple purposes, from cultural performances to storage for tables and chairs, piano, supporting the building's role as a versatile community hub. The stage floor is a polished timber construction and appears to be well-supported, with no visible sagging, movement, or unevenness.

The south bearing masonry brick wall is constructed with a painted, finished surface, and no visible cracks, misalignments, or signs of structural distress were observed.

The wall supports the roof's sloped ceiling and the roof framing. The connections between the roof framing and the wall are not visible, and their condition is unknown.

Across our investigation and as seen on all images, there were no cracks, misalignments, or evidence of structural movements in the walls, flooring, or roof components. This confirms that the structural elements for the ground floor are in good condition and free from signs of distress or failure.

5- Basement:

The basement has multiple access doors located on the east side of the building foundation wall. The basement north access door and its roof structure as shown on the Photographs #41, #42 & #43 appear to be later additions to the original building design, as they are not seamlessly integrated with the main structure. The materials and design of the additions contrast with the older masonry and finish of the original building. The wooden framing and siding around the door show significant weathering, peeling paint, and possible decay. The roof covering this entrance shows signs of deterioration, particularly the boards, which display peeling paint and potential water damage. The overall structure seems functional but may require repair or replacement in the near future to ensure safety and durability. The concrete stairs (4-steps+ Landing + 5-steps) leading to the basement appear in fair conditions but with minor discoloration, likely due to moisture and lack of regular cleaning. The interior brick walls near the basement access appear painted but exhibit signs of water stains or efflorescence, suggesting moisture infiltration. This could be a concern for long-term durability if not addressed.

Handrails are present on one side of the stairwell, but its design and placement might not fully comply with building code or safety standards.

Overall, while functional, this access point displays visible signs of age, wear, and later modification. Maintenance and updates may be necessary to ensure it remains safe and structurally sound.

The photograph #44 & #45 show the basement north exit / access door with the stairs leading to the ground floor above. The wooden staircase shows visible signs of wear and tear, including scuffed and worn treads. This indicates frequent use over time without significant maintenance or refinishing. There appear to be no obvious structural issues, such as cracking or splitting in the wood, but the surface condition suggests the need for sanding and repainting or sealing.

The handrail and balustrade are present and functional but show wear, including chipped paint and surface scratches. These should be refinished to improve aesthetics and protect the wood.

The design might not meet modern building code requirements for handrail height or spacing between balusters, which could be a safety concern if the staircase is to be updated for compliance.

The walls along the staircase are covered in wood paneling, which appears aged and stained in some areas. Some panels show signs of detachment or unevenness, indicating that they may require reattachment or replacement. The paneling has peeling or missing adhesive residue, suggesting past repairs or alterations.

The ceiling above the staircase shows discoloration and possible water stains, especially around the joint where the stairwell meets the ceiling. This might indicate a past or ongoing moisture issue that needs investigation. Exposed piping above the stairs suggests that this area serves a dual purpose for utility access, which could limit aesthetic improvements without relocating or concealing the pipes.

Overall, the staircase remains functional but would benefit from maintenance, including refinishing the wood, addressing potential moisture issues, and considering safety upgrades to align with modern building codes.

Photographs #46 & 47 show the storage room located below the north basement stairs. The north and east walls are constructed with masonry stone and have finishing layers consisting of wood framing a cementitious grout or plaster applied over lath. Portions of the interior finish are deteriorated, exposing the wooden lath beneath. Significant wear is visible in the interior finishes, particularly along the lower portions of the wall. This includes cracked and missing plaster, exposing the underlying wood lath and parts of the stone masonry. The floor consists

of unfinished boards with scattered debris, including loose wood pieces, small tools, and fabric materials. These appear disorganized, contributing to a cluttered and neglected space.

Photograph #48 shows an overhead ceiling opening through which the ground floor joists can be locally observed. The joists are visible through the ceiling opening, and their dimensions are approximately 75mm x 250mm. They are spaced at 400mm center-to-center.

The joists appear to be made of wood and seem structurally intact with no visible signs of cracking, splitting, deterioration, deflection or sagging in the image provided.

The opening in the ceiling exposes both the joists and part of the floor structure above. It appears to be an unfinished or makeshift access point for inspection or repair work. Two large black plastic pipes, likely part of the plumbing system, run across the ceiling area near the opening. The pipes are well-supported by metal straps, which appear secure.

The size and configuration of the pipes suggest they are part of the building's drainage or venting system, possibly for the kitchen or bathroom above.

Photograph #49 shows the basement's east foundation wall from the inside, looking west.

The east foundation wall is finished with wood paneling. The paneling appears dated and shows signs of wear and discoloration in some areas.

The windows on the wall appear to have been sealed or closed off, likely as part of an older renovation or modification. The sealed windows suggest reduced the natural lights, ventilation in the space, which could contribute to humidity-related issues, such as the deterioration of finishes and potential mold growth.

The flooring consists of wood sheeting covered with polyethylene finishes.

The ceiling features panel tiles, which show discoloration and staining, particularly in some areas. This discoloration could indicate previous water leaks or moisture issues. The ceiling has exposed piping and surface-mounted conduits. The space is being used as storage, with various items, including food supplies, clothing, and miscellaneous materials, stacked on tables and bins along the wall.

Photographs #50, & #51 show the food bank area in the basement, with a structural column and overhead beam, looking southwest: The column appears to be constructed of wood and is painted gray. It includes a capital-like detail at the top where it meets the overhead beam. The column shows no visible signs of damage, cracking, or instability. The overhead beam is hidden in the ceiling finishes and spans horizontally north- south and appears to be made either of steel or wood. It is well-integrated with the column and other structural elements, supporting the ground floor structure above. The ceiling consists of acoustic tiles, which display discoloration and staining in certain areas, possibly indicating previous water damage or leaks. A portion of the ceiling near the beam appears uneven or slightly sagging, warranting further inspection to ensure it is secure and supported properly.

The walls are finished with wood paneling, similar to other areas in the basement. They appear aged but in stable condition, with minor surface imperfections and discoloration.

The floor is covered with painted or finished wood sheeting, which appears relatively intact but shows signs of wear and aging, such as scratches and scuffs.

Sanitary black pipe and wide HVAC duct run overhead, parallel to the beam. They are securely fastened to the ceiling or the ground floor framing. There are no visible signs of leaks or damage.

Photograph #52 shows the Mechanical Room (Looking West) where the overhead ductwork and equipment are properly supported. The concrete slab on grade appears to be in generally fair condition, with no visible signs of significant cracking, settlement, or heaving. Minor surface wear and staining is present, but it does not appear to compromise the slab's structural integrity.

The walls on the left side appear to be drywall, used as partitions to the police office, while the right side shows wood lath and damaged plaster for the probably bearing masonry interior foundation wall.

Photographs #53 & #54 show the slab-on-grade and part of the east foundation wall of the building. Surface cracks and discoloration suggest potential settlement or moisture issues. Local damage to the slab-on-grade has been observed and should be repaired promptly. The stone masonry foundation wall shows signs of mortar joint erosion and surface degradation, which may reduce its lateral support capacity and resistance to hydrostatic pressure. Repointing and sealing the joints are recommended to enhance stability and durability.

Photograph #55 shows part of the east foundation wall with utility penetrations. Cracking and gaps around utility pipe penetrations compromise the wall's load-bearing capacity and water resistance. Sealing these areas with appropriate materials is necessary to maintain structural stability. Waterproofing and drainage improvements are essential.

Photograph #56 shows the door to the stairs leading to the stage area on ground floor. The interior layer of the foundation wall on the right side of the photo appears to consist of lath and plaster, which is an older interior finish technique. This layer has experienced surface wear and degradation, likely due to age, environmental conditions, or moisture infiltration. Replacing this layer or transitioning to a modern finish such as drywall should be considered.

Photographs #57, #58 & #59 show the stairs and a part of the east foundation wall. The stairs are made of wood and exhibit visible wear, including surface damage and discoloration. These conditions suggest aging and frequent use. We do not know the reason behind closing this stair.

The interior finishing of the east foundation stone masonry wall under the stairs shows some deterioration, with missing mortar and signs of spalling.

A former window opening in the foundation wall has been filled with poorly fitted concrete blocks, showing gaps and cracks that may allow moisture infiltration. The window opening appears sealed but not adequately finished, leaving potential for air and moisture leaks.

The peeling paint and deteriorating surfaces in the area highlight the need for the cosmetic restoration.

Photograph #60 shows the corridor at the carpentry shop with a carpet-covered floor over the basement. The right side displays structural defects at the bottom of the east stone masonry foundation wall, while the left side exhibits similar issues at the bottom of the interior foundation bearing wall. Repairing and patching these defected areas is required to reinstate the wall structural integrity.

Photograph #61 shows the Carpentry Shop, Looking North from the Entrance Door

This Photograph highlights the carpentry shop with a visible structural column in the room. No structural irregularities were observed in the column. Other parts of the ground floor supporting structure are concealed behind wall and ceiling finishes. The basement floor is covered with polyethylene tiles, with no visible signs of distress or irregularities in the observed areas.

Photograph #62 shows the carpentry shop with structural wood column is visible in the space. No structural irregularities or signs of distress were observed.

Photograph #63 is a general view of the corridor in front of the two storage rooms, which were likely used as jail compartments. An HVAC opening in the ceiling is missing its cover. The interior foundation wall is approximately 600 mm thick and appears to be bearing wall, providing vertical and lateral support for the structure above. There is no evidence of any structural cracks, deformations or irregularities.

Photograph #64 is a closer view of one of the storage rooms. A visible solid metal-bar gate is securely installed within the masonry wall. The gate appears intact and functional, indicating that it was originally designed to withstand high loads and resist tampering.

The room retains structural features consistent with its previous use as a secure compartment, now repurposed for storage. There are no visible cracks, deflection, or structural irregularities in the area. The floor, which is covered by carpet, shows no signs of settlement.

6- Garage addition:

Photograph #65 shows the general view of the garage addition to the main town hall building looking from the garage door to the west.

Photograph #66 shows a general view of the south townhall building wall. The lower section (below ground level) of the wall features masonry stones and the upper section transitions to brick wall. The masonry of the stone and brickwork show signs of weathering and potential mortar joint degradation in certain areas. There are no structural cracks visible, though some surface inconsistencies, such as minor separations, suggest wear over time.

Concrete blocks had been used to close the original door and window in this wall.

Despite signs of aging and minor wear, the wall appears to remain structurally sound with no visible deflection or major damage.

Photograph #67 shows the south wall of the garage is constructed from concrete blocks, showing no significant cracks or bulging that would indicate structural distress.

The wall is effectively supporting the roof structure above, with no visible deformation in the alignment of the blocks.

Photograph #68 shows the roof structure of the garage. The plywood roof sheathing shows dark staining, which is indicative of prolonged moisture exposure. This may lead to degradation of the material over time if not addressed. No significant sagging of the sheathing or trusses is evident, suggesting that the structure is still performing its intended function.

The wood trusses appear to be properly spaced and braced. The gusset plates at the joints appear intact.

7- Wooden Access Ramp addition:

Photograph #69 shows the access ramp addition on the west side of the building. It features a concrete portion with wooden deck and steel railings installed on both sides. The construction appears to meet accessibility requirements, with no visible signs of structural defects or wear.

Photograph #70 shows the underside of the access ramp structure on the west side of the building. The ramp is supported by a series of treated wood boards, joists, beams and posts. The diagonal bracing installed for lateral stability. The posts are securely anchored to concrete footings, and the gravel base beneath ensures proper drainage and minimizes moisture accumulation. The structure appears to be in good condition.

8- Exterior:

NORTH: Starting from the north elevation, we observed the stairs and found, as shown in photograph #71, that the concrete appears to have signs of spalling, particularly near the bottom edges and along the connection to the retaining wall on the left side. Discoloration is also present, likely due to water penetration or freeze-thaw cycles. The steel handrail appears corroded and not to the building code requirement. The stairs are likely poured in place and added to the original building at later and not integrated into the adjacent building wall.

Some signs of differential settlement or wear may be evident where the stairs meet the wall. The area beneath the entrance threshold as shown on photograph #72 exhibits signs of settlement, with visible gaps and crumbling materials. The wooden threshold is weathered and misaligned, suggesting water infiltration or differential movement. This condition could lead to further structural and water damage if not addressed. The brick wall near the stair entrance shows deterioration, with visible gaps, crumbling mortar as shown on photograph #73. The brick near the door entrance displays significant cracking and material displacement, particularly around the edges of the frame as shown on photograph #74, # 75, #76 & #77 whereas seen the brick shows cracks, separation from the door frame, and gaps in the mortar joints. The paint on the frame is peeling, indicating prolonged exposure to moisture and weathering. This may lead to further structural instability and water infiltration if not repaired. The brick above the door displays cracks in the decorative crown molding and gaps between the brick joints. The area around the light fixture shows signs of poor sealing as seen on photograph #78. The buildup of dirt and cobwebs suggests neglect and further highlights the need for cleaning and repairs to prevent long-term structural or material degradation.

WEST: The west elevation of the building, looking southeast in photograph #79 and looking northeast in photograph #80 shows a general view of the historical brick wall with arched windows in good condition. The brickwork appears well-maintained, and the structural integrity of the wall is visually satisfactory. The newly added accessibility ramp is visible in the foreground, supported by timber posts. The west elevation window in photograph #81 shows a deteriorated wooden sill and cracking in the adjacent brickwork. Cracks in the masonry suggest potential structural settlement or material degradation in this area. Repairs are needed to address these issues and prevent further deterioration.

Photographs #82 & #83 show the window crown where cracks and gaps have been poorly sealed with sealant or mortar that does not match the original color. Discolored bricks are also visible in the brick masonry, indicating potential water damage or material degradation.

Photograph #84 shows the west elevation access door at the top of the access ramp, featuring a the original decorative crown with an apparent patch repair that is poorly executed and inconsistent with the surrounding brickwork. The door opening was created by enlarging a previous window, achieved by cutting the lower portion of the original opening. The sides of the door exhibit brick repairs made with grout that does not match the original color.

Photograph #85 shows the west elevation brick masonry with visible holes and areas of localized deterioration. Photograph #86 shows the west elevation with a bricked-in window where the original window opening has been closed using bricks and grout that do not match the original color or texture of the surrounding masonry. The infill brickwork appears inconsistent, with visible gaps and discoloration in the mortar joints, indicating poor workmanship. The original wooden sill has been left in place, showing signs of weathering and deterioration.

Photograph#87 shows one of the basement windows that all in this elevation have been infilled with concrete blocks. The foundation wall is constructed of masonry stone with cementitious grout. The infill is visually inconsistent with the surrounding stone and brickwork. Cracks are visible in the concrete block and joints. The grout joints in the stone foundation show signs of aging and wear, suggesting the need for maintenance and repair to preserve the integrity of the structure.

EAST: Photograph #88 shows the east elevation of the building, looking northwest. The elevation comprises brick masonry on the upper section and stone masonry on the lower section. The brickwork shows signs of cracking and inconsistent mortar repairs, indicating potential structural movement or aging materials. The wooden door at the basement level, likely for the carpentry shop, appears weathered and deteriorated. Additionally, the retaining concrete curbs and the slab-on-grade are in poor condition and require repairs to address water infiltration and prevent further deterioration.

Photograph #89 shows the south section of the east elevation, looking southwest. The foundation wall at the police office has been partially demolished to accommodate a door with a metal façade. The original window

has been modified, with a new reinforced concrete lintel introduced to support the altered opening. Additionally, a new opening in the stone foundation wall is visible, fitted with a wooden cover and protruding PVC pipes. These renovations may have compromised the structural integrity of the facade, as indicated by the cracks observed at the top and bottom of the ground-level windows. The concrete slab adjacent to the sidewalk consists of two sections: one in front of the police office, which appears to be in good condition, and the northern section, which shows significant deterioration, including cracks, uneven surfaces, and signs of water infiltration likely caused by inadequate drainage. The upper brick masonry remains stable but displays minor discoloration and weathering. Repairs are necessary to address these issues, mitigate further damage, and preserve the structural and aesthetic integrity of the building.

Cracks and settlement at east elevation windows are observed in the brick masonry located between the upper arched window and the basement-level window see photograph#90 & #91. The cracks suggest structural settlement or movement. The wooden sills of the upper windows show weathering.

The photograph #92 shows the east elevation basement wall and window conditions. The basement wall is constructed of stone masonry with signs of weathering and inconsistent mortar repairs. The window frame exhibits peeling paint and deterioration, while the wooden sill is weathered and splitting. The overall condition suggests a need for maintenance to address aging materials and prevent further structural or water damage. The photograph #93 shows the east elevation at the carpentry shop entrance, with a weathered wooden door and a stone masonry wall exhibiting inconsistent mortar repairs. The adjacent concrete curb and the slab on grade are in poor condition, displaying cracks, uneven surfaces, and accumulated debris. Repairs are necessary to restore the functionality and aesthetic of the area.

The garage door on the east elevation is shown on the photograph #94. It set within a concrete block wall and appears functional. The adjacent concrete slab on grade shows visible cracks, uneven surfaces, and signs of deterioration, indicating inadequate drainage and potential water infiltration. Repairs are recommended to improve durability and restore the structural integrity of the slab.

SOUTH: The south elevation of the building, showcasing the upper masonry brick wall and the lower concrete block wall at the garage. The brick wall appears to be in good condition but shows minor signs of weathering. The concrete block wall of the garage is structurally intact but contrasts visually with the original brick masonry, lacking integration with the historical aesthetic of the building as shown on the photograph #95.

Discussion:

Based on visual observations only, it appears that the maintenance of the structural and architectural elements of the buildings has not been as meticulous as it could have been. Nevertheless, conditions appear to be much the same as those shown on the provided photographs in the previous building condition assessment BCA by Accent Building Sciences.

We have reviewed photographs from the previous, above-mentioned building condition assessment and find little in the way of significant structural change. The deficiencies and anomalies that have been previously reported, for the most part, have not been addressed, and therefore still existed at the time of our visual inspections. What we found to be encouraging is that, the magnitude, of the defects, does not appear to have been significantly exacerbated with the passage of time, since November 2021(we guess). The degree of remediation required now is generally the same as was required back in 2021.

For the exterior of the buildings on the east elevation on Oak Street, and the north elevation on Mathison Street West, and the west elevation, the local repairs are required. The cracks, lost and damaged bricks in the exterior stone, brick and concrete block walls should be repaired to maintain the stability of the structure.

Evidence of moisture infiltration is observed in the roof wood sheathing/boards in both the building and the

garage, which may compromise their long-term durability if not addressed.

The prefabricated wood trusses and their connections appear intact.

Accent Building Sciences has conducted the inspection of the asphalt shingles, flashing, and other roof elements, particularly on the inaccessible upper roofs of the building and garage.

Implement regular inspections and maintenance to address potential wear, particularly in areas exposed to moisture.

No visible settlement or displacement was observed in the foundation and walls, which are functioning adequately as load-bearing components.

Concrete repairs are necessary for the exterior entrance stairs. Patching or resurfacing the spalling concrete using an appropriate structural repair mortar is recommended. Adding a waterproof sealant is advised to mitigate future water penetration.

Replacing or refurbishing the handrails to meet current building codes is also required, with galvanized steel or powder-coated finishes recommended to resist future corrosion.

If significant structural deficiencies are identified, replacing the entire staircase and redesigning it for enhanced durability and compliance with current codes should be considered. This would ensure both safety and long-term performance.

Concrete repairs are needed for the curbs and slab on grades on the east side of the building.

Fill the gaps and replace the missing bricks, ensuring the new bricks match the original in color and texture. Consult with a building envelope engineer for options to apply a water-resistant sealant to the exposed masonry stone and brick masonry surfaces to minimize future moisture-related deterioration and extend the lifespan of the structure.

Additionally, inspect and improve the drainage system around the base of the wall to prevent water accumulation and reduce the risk of water infiltration, which could compromise the structural integrity over time.

Repoint the mortar joints, particularly in the east, north and west walls at areas with visible degradation, to restore the structural bond between masonry units and improve the overall stability and appearance of the wall. This observation indicates that the exterior walls are currently performing adequately as a load-bearing structure. However, ongoing maintenance is necessary to ensure their long-term durability. If further concerns or issues arise, a detailed structural analysis or additional testing should be conducted to address potential underlying problems.

For the basement, consider repairing mortar joints in the masonry foundation walls to restore structural integrity.

Monitor and seal cracks in the slab on grade at the mechanical room to prevent further moisture-related damage. Address moisture management through improved drainage, waterproofing, and ventilation.

Inspect the discolored ceiling tiles to determine the cause of the staining and address any underlying moisture issues.

Replace the flooring finish to improve durability and appearance.

Consider organizing storage off the floor to prevent potential damage and lower the fire load and allow for better cleaning and maintenance.

Investigate the cause of the ceiling discoloration to rule out ongoing leaks or moisture issues.

Replace the deteriorated polyethylene floor finish with a more durable and moisture-resistant material.

Consider reopening or ventilating the sealed windows to improve air circulation.

Reorganize and declutter the storage to allow for better access to the walls and flooring for inspection and maintenance.

For the ground floor and town hall, the structure appears to be in good condition, with no visible structural cracks, misalignments, or irregularities observed during the inspection.

For the bleacher area/viewing balcony on the mezzanine level, the structure is also in good condition, with no visible structural cracks, misalignments, or irregularities.

Summary:

Based on our visual observations and review of previous reports, we conclude that the conditions have not changed significantly over the past three years. However, some structural wood roof members, particularly those over the building — including rafters, trusses, beams, joists, boards, and vertical and horizontal braces — appear aged, displaced, cut, or modified and show signs of wear. Given the age of the building, expected deterioration of the structural elements has occurred. It is our opinion that the structure has performed adequately well to date, and that there is no indication that it will not continue to perform well into the future, provided the required repairs are made

We recommend that the brick facades, interior and exterior faces of the foundation stone walls, entrance concrete stairs, and slabs on grade be remediated as soon as possible. Additionally, repairs to the roof are strongly advised.

Finally, clutter such as unused furniture, surplus wood pallets, and other materials should be removed to reduce the fire load within the building.

Disclaimer:

This report was prepared for the account of Accent Building Sciences by Canadian Sound Structures Inc. The material in it reflects Canadian Sound Structures Inc. best judgment in light of the information available to it at the time of preparation.

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Accent Building Sciences expressly agrees that it has engaged Canadian Sound Structures Inc. both on its own behalf and as an agent on behalf of its principals and employees. Accent Building Sciences expressly agrees that Canadian Sound Structures Inc. principal and employees shall have no personal liability to Accent Building Sciences with respect to a claim, whether in contract, or in tort and/or any other cause of legal action. Accent Building Sciences, accordingly, expressly agrees that it will bring no legal proceedings and take no legal action against any of the principals or employees, of Canadian Sound Structures Inc. in their personal capacity.

Respectfully Resubmitted,

Ghassan Bachir, P.Eng.
Whitby, Ontario
February 4th, 2025



APENDIX A

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Photo #1
General View of the North Elevation



Photo #2
General View of the East Elevation



Photo #3
General View of the South Elevation



Photo #4
General View of the West-North Elevations



Photo #5

General View of the Attic Looking South – Scattered Debris, Deteriorated Materials, and Aged Rafters with Inadequate Bracing



Photo #6

Northwest Attic Corner Looking Northwest – Deteriorating Wooden Rafters with Visible Damage, Including Missing Sections, Signs of Decay, and Inadequate Load Transfer Mechanisms



Photo #7

Northeast Attic Corner Looking Northeast – Deteriorating Wooden Rafters with Visible Damage, Including Missing Sections, Signs of Decay, and Inadequate Load Transfer Mechanisms



Photo #8

North Side Wall in the Attic Looking North – Irregular Bracing, Deteriorated Wood, Cavities in the Brick Wall, and Irregular Anchoring Requiring Further Detailed Assessment



Photo #9

Close View of Ventilation Opening – Deteriorated Wood, Cut Bracing, and Cavities in Roof Boards.



Photo #10

Close view at other a poorly executed ventilation opening with uneven cuts, indicating potential for moisture ingress and further structural concerns.



Photo #11

Close View of Roof-to-Wall Connection in Northwest Corner – Highlighting Misaligned Masonry, Deteriorated Wooden Elements, and Inadequate Anchoring.



Photo #12

Close View of Roof Structure – Deteriorated Wooden Rafters and Bracing, with Roofing Boards of Varying Sizes and Conditions Indicating Past Renovations.



Photo #13

Close View of Attic Ceiling Supporting Structure – Steel Tension Tie/Hang-Up Rod (~35mm Diameter) for Wooden Roof Truss, with Joists Lacking Proper Connections. Visible Attic Floor Debris and Insulation Indicate Potential Hazards. Extra Safety Measures Are Required for Attic Access, as the Structural System Supporting the Ceiling May Be Unsafe for Walking or Inspection.



Photo #14

View of Flat Roof Over the North Portion of the Building and Gabled Roof Over the Main Portion of the Building Looking Southeast



Photo #15

View Highlighting the Sloped Roof Over the Basement Access Door, Looking West West



Photo #16

View of Gabled Roofs Over the Garage Addition and the Main Building – Highlighting Eaves and Supporting Structure, Looking Northwest

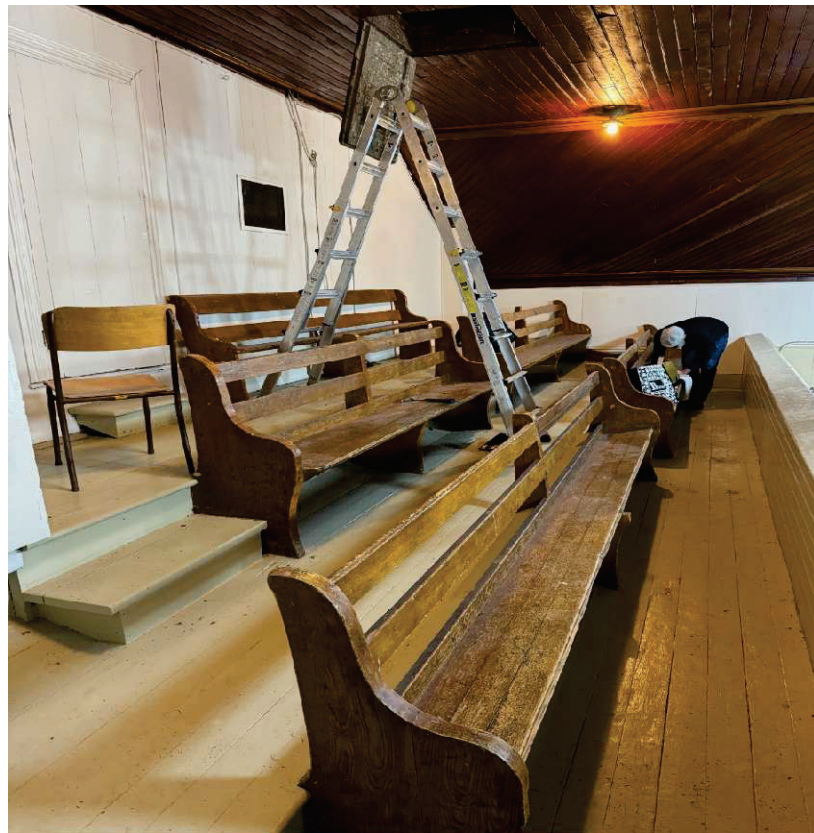


Photo #17

View of Bleacher/Viewing Balcony on Mezzanine Level – No Signs of Distress, Deflection, or Misalignments Observed in Walls, Floor, or Over Door to Mechanical Room. Attic Access Opening Shown in Ceiling Overhead with Ladder Used for Attic Entry, Looking East.



Photo #18

View of Bleacher/Viewing Balcony on Mezzanine Level.
Looking West – No Signs of Distress, Deflection, or Misalignments Observed in Walls, Floor, or Over Door to Mechanical Room. Visible Features Include the Tilted Steel Tension Tie Supporting the Wooden Roof Truss Beneath the Wood Ceiling, the Wooden Railing for the Stairs, the Ventilation Opening in the North Wall, and the Door to the Mechanical Room.

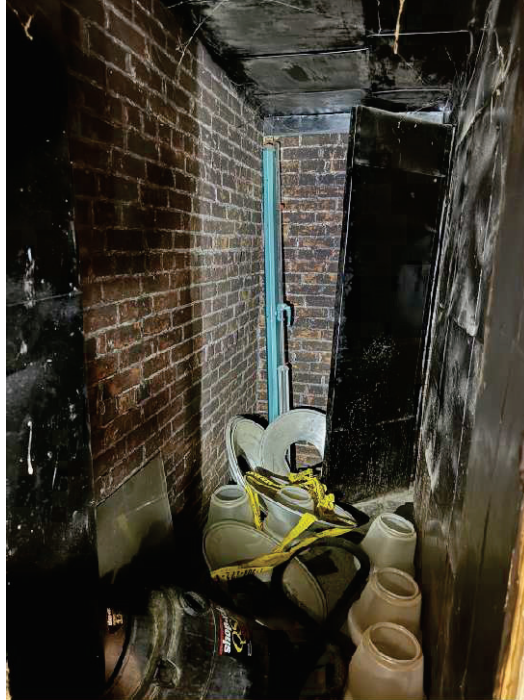


Photo #19

Narrow Mechanical Room Corridor Near the Bleacher – Featuring Exposed Exterior Brick Walls, a Black-Painted Ceiling, and Cluttered Storage Items, Including a Vacuum, Duct Connectors, and Caution Tape. Looking North.



Photo #20

View of Mechanical Room – Featuring a Mechanical Duct, Black-Colored Brick Walls, and a Black-Painted Ceiling. Looking East.



Photo #21

Mechanical Bleacher Room – Featuring Exposed Brick Walls with Worn Joints, a Black-Painted Ceiling, Cobwebs, a Mounted Metal Duct, and Scattered Debris, Indicating Poor Maintenance. Looking Southeast.



Photo #22

Mechanical Bleacher Room – Featuring Exposed Brick Walls with Worn Joints, a Metallic, Black-Painted Ceiling, Cobwebs, Scattered Debris, and Signs of Poor Maintenance. Looking Southeast.



Photo #23

Wooden Staircase from Bleacher to Landing –
Featuring a Railing on One Side, Viewed from the Top.



Photo #24

Wooden Staircase from the Landing to the Bleacher
Area – No Railing Present. No Structural Irregularities
Such as Cracks, Deflections, or Movements Observed.
Looking South.



Photo #25

View of the Town Hall from Bleacher – Featuring a Wooden Vaulted Ceiling with Visible Wood Roof Trusses and Steel (~35mm Diameter) Tension Ties/Cables Connecting the Top of Supporting Brick Walls/Columns to the Truss Center. The Photo Also Shows the Performance Stage, Stairs to the Stage, and the Main Hall Below. Looking Southwest.



Photo #26

View of the Town Hall from Bleacher Looking Southeast – Featuring a Wooden Vaulted Ceiling with Visible Wood Roof Trusses and Steel (~35mm Diameter) Tension Ties/Cables. The Two Sloped Steel Tension Cables/Ties Are Connected to the Main Tension Tie/Cable/Hang-Up Shown in Attic Photo #13, Providing Structural Support Against Thrust Forces Generated by the Roof Rafters. The Photo Also Shows the Performance Stage, Stairs to the Stage, Windows with Stained Glass, and the Main Hall Below.

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Photo #27

Main Entrance Door – View Looking North from Inside the Building.



Photo #28

Second Interior Entrance Door – View Looking South Towards the Town Hall Entrance Door.



Photo #29

East Closet in Entrance Corridor – View Looking Southeast.



Photo #30

West Closet in Entrance Corridor – View Looking Southwest.



Photo #31

Stairs to the Bleacher – View Looking West. These Stairs Were Previously Closed Before the Inspection. No Signs of Structural Irregularities Were Observed During the Inspection.

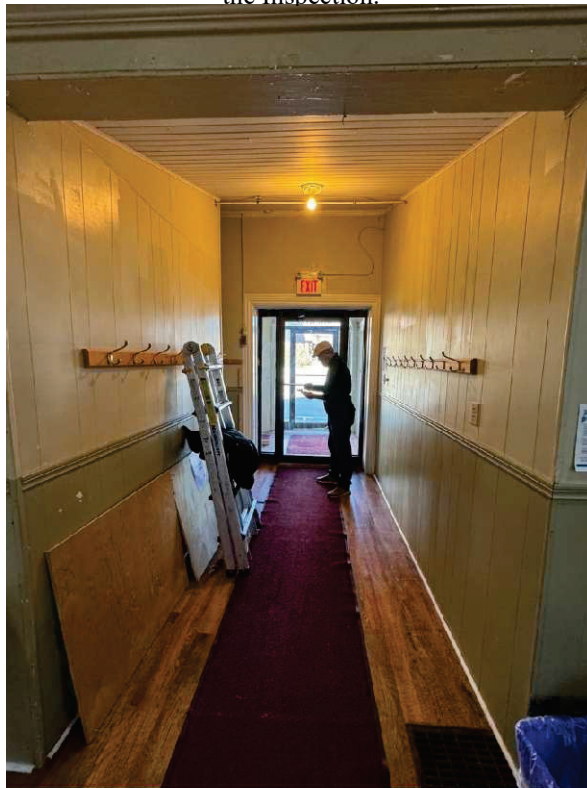


Photo #32

Corridor Leading to the Town/ Banquet Hall
View Looking North



Photo #33

Washroom Area – Featuring a Structural Column with a Capital. No Signs of Structural Irregularities Were Observed During the Inspection of Any Structural Member.



Photo #34

Interior View of Hall with Bleacher/Mezzanine Support System Showing Kitchen (West) and Washrooms (East), Supported by Brick Walls, Structural Columns, and Beams with No Visible Defects



Photo #35

Interior View of Town Hall Looking North, Showing Roof Structure, Walls, and Mezzanine with No Visible Signs of Distress, Misalignment, Deflection, or Structural Irregularities



Photo #36

Interior View of Town Hall Capturing South-West-North Sides, Including Stage Area, Roof Structure, and Walls with No Visible Signs of Distress, Misalignment, Deflection, or Structural Irregularities



Photo #37

Stage Area, Looking East, Highlighting Structural Integrity of the Supporting Architectural Arch below the Roof Truss, Walls, and Roof with No Visible Signs of Distress, Misalignment, or Structural Defects



Photo #38

Stage Area, Looking South, Showing the South Building Bearing Brick Wall Finished with Drywall and Paint, with a Brick Column in the Middle Supporting the Roof Structure



Photo #39

Ceiling View at the Stage Area, Highlighting Architectural Arches and Roof Trusses; Possible Hidden Tension Cables within the Arch or Structural Function of the Arch Unconfirmed; No Visible Signs of Structural Irregularities



Photo #40

Double Arches at the Stage Area, Looking North, Highlighting Ceiling and Roof Truss Details; No Visible Signs of Structural Irregularities or Defects



Photo #41

Basement North Access Doors with Concrete Stairs and Landings, featuring a Single Metal Railing on the North Side; No Visible Structural Defects, Misalignment, or Distress in the Stairs, Landings, or Surrounding Masonry



Photo #42

Basement North Access Doors and Concrete Stairs, Looking East; The Wall is Composed of Two Portions. No Visible Structural Defects, Misalignment, or Deterioration Observed in the Stairs, Landings, or

Surrounding Wall Structure.



Photo #43

View from Inside Looking East at the Basement Access on the North Side of the Building, Showing the Covering Structure Including the Wall Above the Original Stone Foundation Wall, Roof, and Access Door. The Roof of the Added Structure is in Fair Condition and May Require Replacement. No Visible Structural Defects or Deterioration Observed in the Surrounding Components.



Photo #44
Basement North Exit/Access and North Stairs Leading to Ground Floor, Looking West

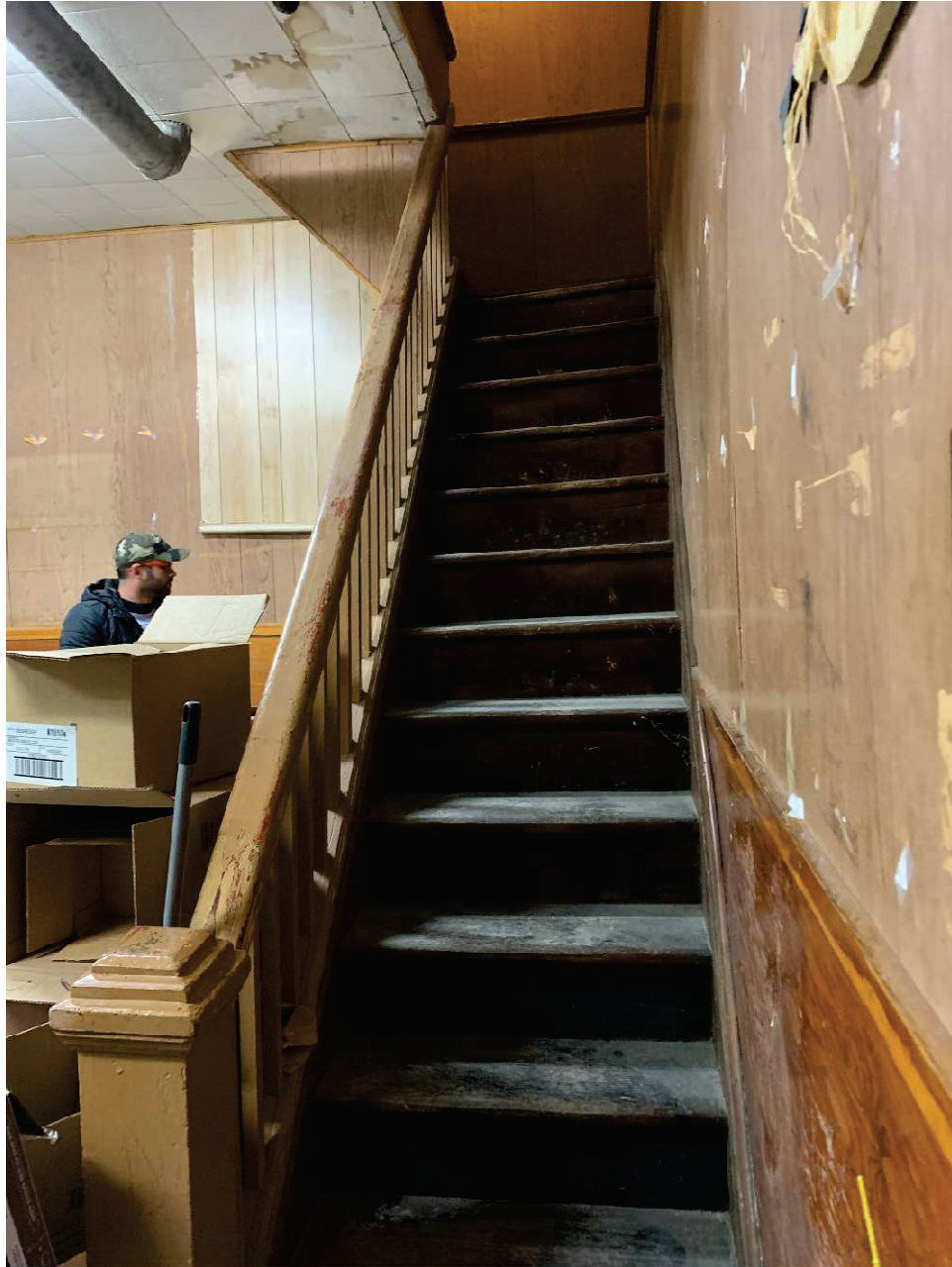


Photo #45
View of Basement North Stairs Leading to Ground Floor, Looking West



Photo #46

Storage Room Below North Basement Stairs at Northeast Corner, Looking North. Interior wall finishes are deteriorated, exposing the wooden lath beneath.



Photo #47

View of Storage Room Located Below North Basement Stairs, Facing East.
Interior wall finishes are deteriorated, exposing the wooden lath beneath.



Photo #48

Overhead ceiling opening revealing the ground floor joists.



Photo #49
Basement east wall, looking west.



Photo #50

Food bank area with a structural column with capital and overhead beam, looking southwest.



Photo #51

Food bank area with a structural column and overhead beam, looking southeast.

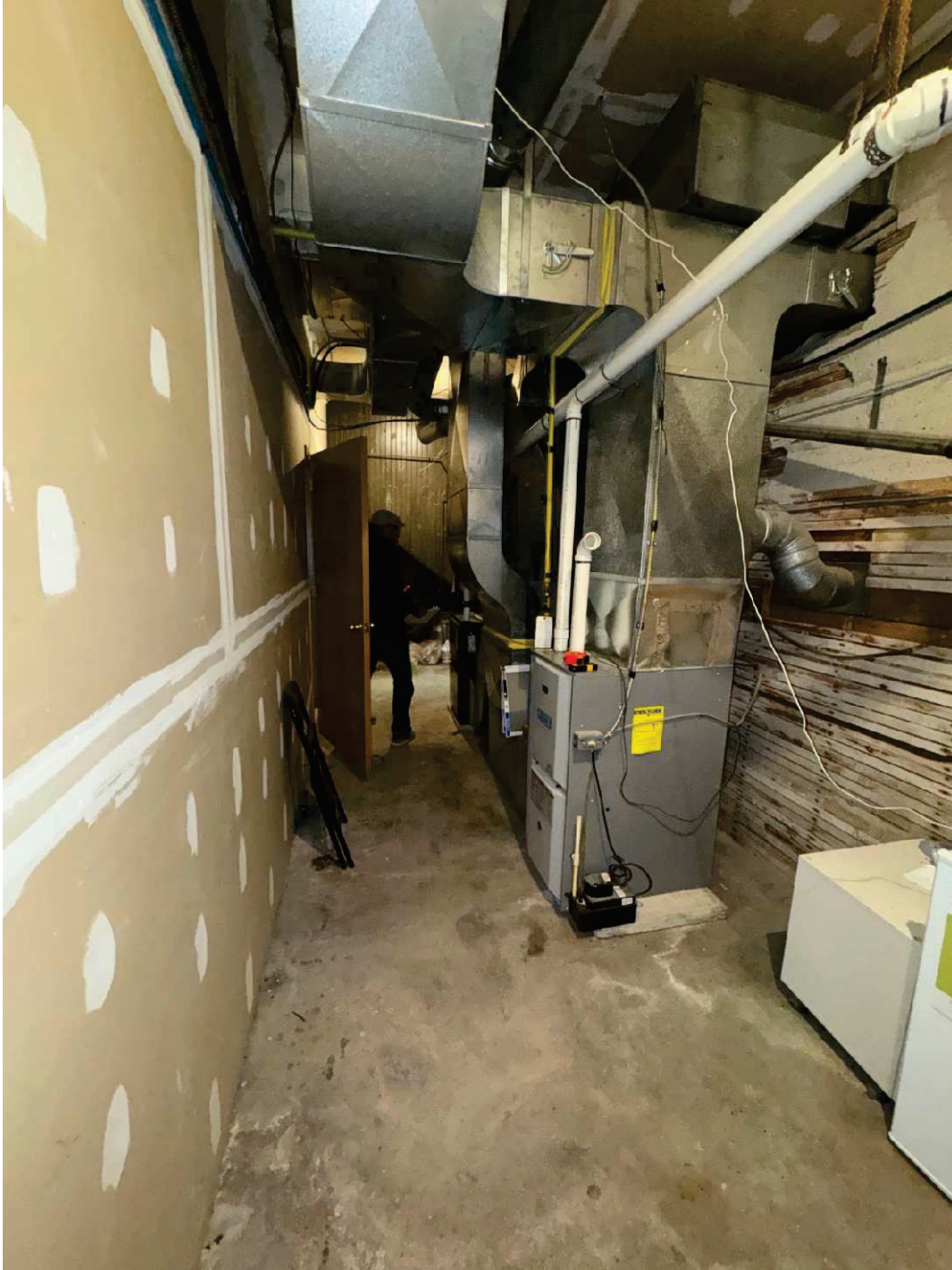


Photo #52

Basement mechanical room, looking west. The south side features a new partition to the police office. The concrete slab on grade appears to be in generally fair condition, with no visible signs of significant cracking, settlement, or heaving



Photo #53

Basement mechanical room slab on grade and the east foundation wall below the south stairs. Local damage to the slab-on-grade has been observed and should be repaired promptly. The stone masonry foundation wall shows signs of mortar joint erosion and surface degradation, which may reduce its lateral support capacity and resistance to hydrostatic pressure. Repointing and sealing the joints are recommended to enhance stability and durability.



Photo #54

Closer view of the east foundation wall below the stairs, looking east. Local damage to the slab-on-grade has been observed and should be repaired promptly. The stone masonry foundation wall shows signs of mortar joint erosion and surface degradation, which may reduce its lateral support capacity and resistance to hydrostatic pressure. Repointing and sealing the joints are recommended to enhance stability and durability.



Photo #55

Basement mechanical room, part of the east building foundation wall, looking east. Cracking and gaps around utility pipe penetrations compromise the wall's load-bearing capacity and water resistance.



Photo #56

Door to the stairs leading to the stage area.
The interior layer of the east foundation wall on the right side of the photo appears to consist of lath and plaster. This layer has experienced surface wear and degradation.



Photo #57

Wooden stairs leading to the stage area, closed off at the top during the inspection for an unknown reason. The stairs exhibit visible wear, including surface damage and discoloration.

The interior finishing of the east foundation stone masonry wall under the stairs shows some deterioration, with missing mortar and signs of spalling.



Photo #58

Closer view of the east foundation wall and a poorly closed window infilled with concrete blocks, looking south. The peeling paint and deteriorating surfaces in the area highlight the need for the cosmetic restoration.



Photo #59

Closer view of the east foundation wall and a closed window infilled with concrete blocks, looking northwest.

The window opening appears sealed but not adequately finished. The peeling paint and deteriorating surfaces in the area highlight the need for the cosmetic restoration.



Photo #60

Entrance Corridor to the Carpentry Shop (Looking North): The grout finishing on the east foundation wall (right side of the photo) is peeling and spalling, as is the west interior foundation wall at the bottom.



Photo #61

General view of the carpentry shop, looking north.
A structural wood column is visible in the space.



Photo #62

General View of the Carpentry Shop, Looking Southwest
A structural wood column is visible in the space.
No structural irregularities or signs of distress were observed.



Photo #63

General View of the Storage Room Corridor (Looking West)
A missed HVAC opening cover in the ceiling. The interior foundation wall is approximately 600 mm thick and appears to be bearing wall, providing vertical and lateral support for the structure above. There is no evidence of any structural cracks, deformations or irregularities.

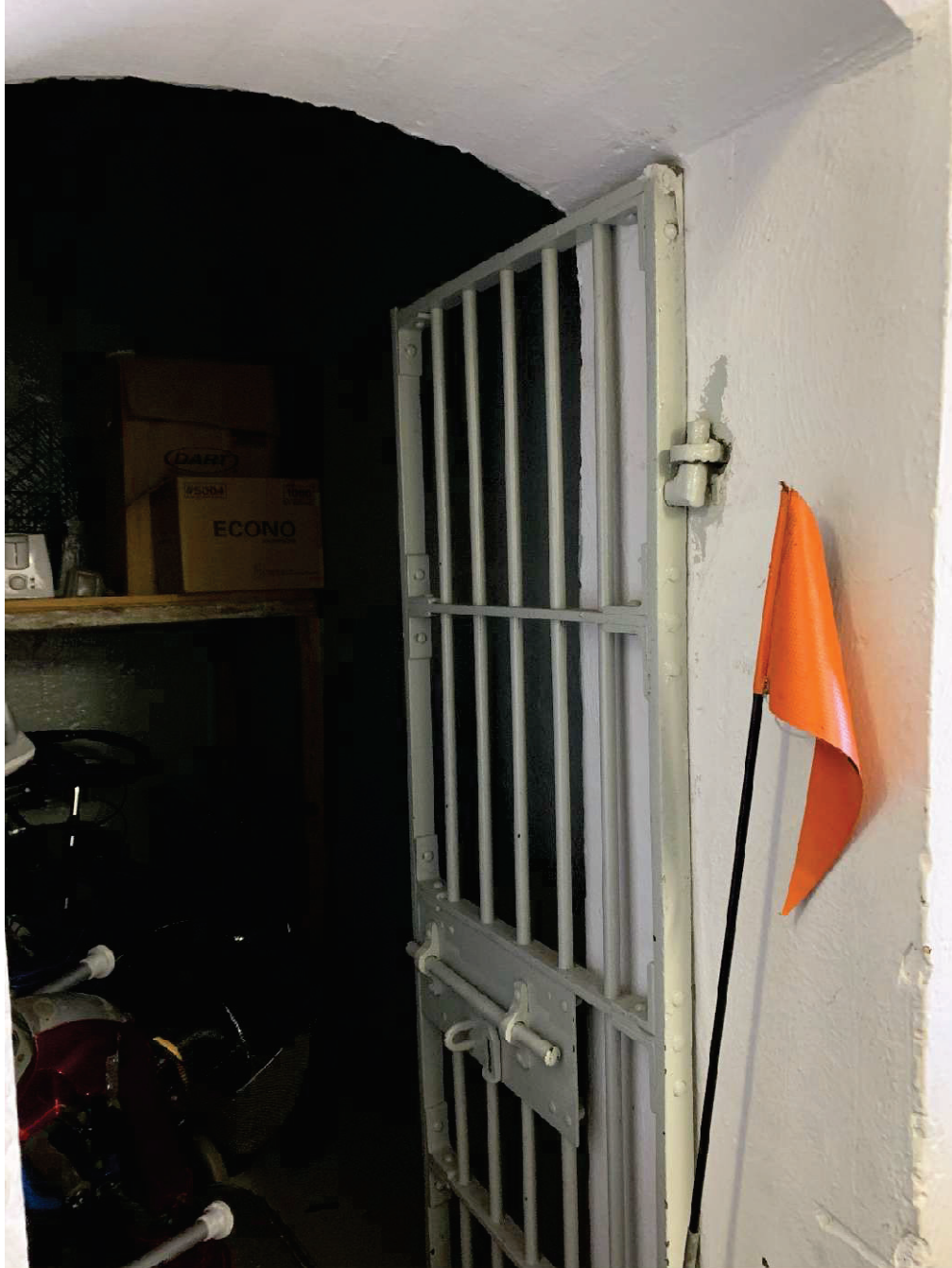


Photo #64

General View of One of the Two Storage Rooms (Former Jail Compartments, Looking North)

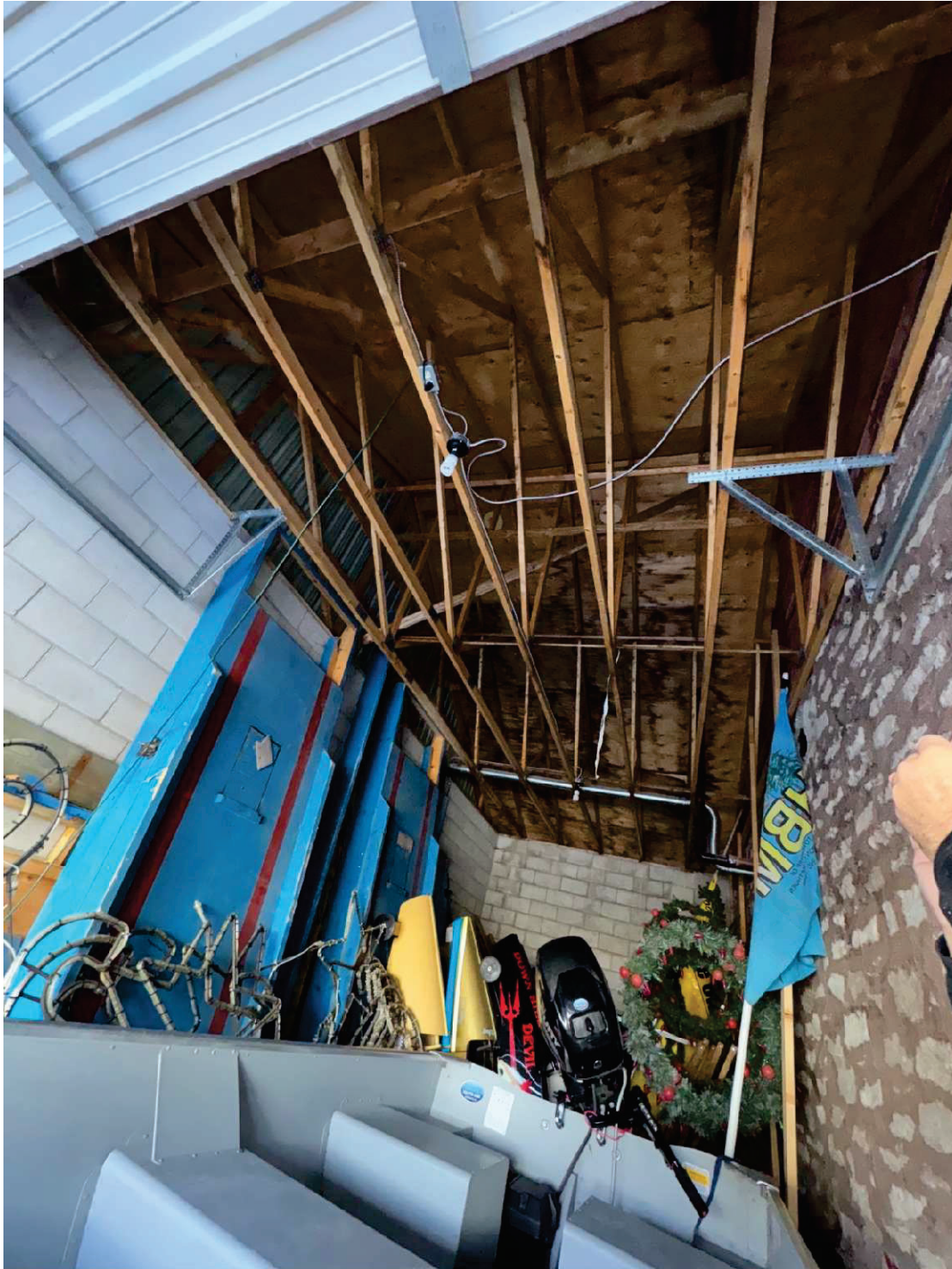


Photo #65
General View of the Garage Interior, Looking West

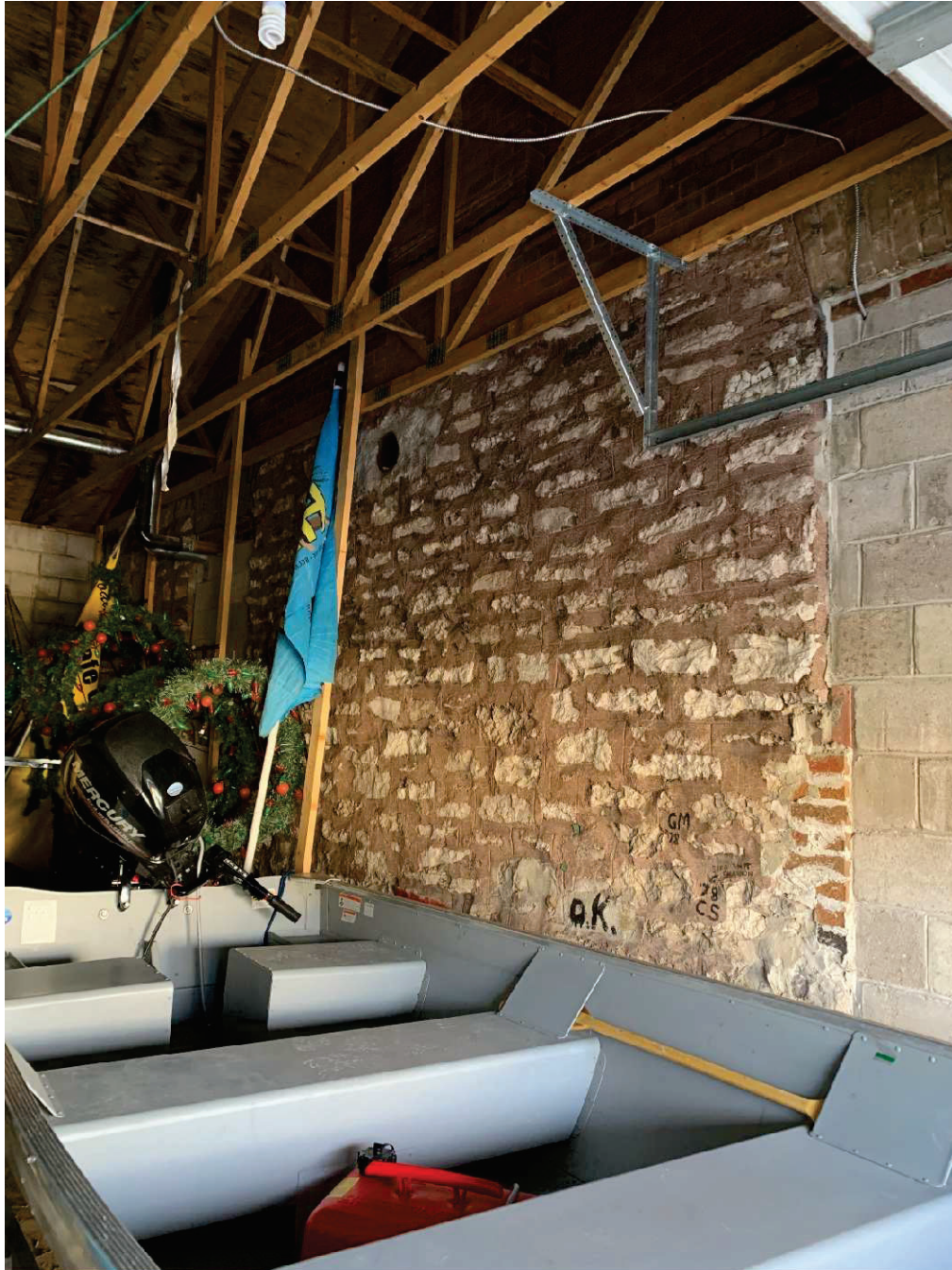


Photo #66

South Foundation Wall of the Building: Door and Window Openings Closed Using Concrete Blocks, Looking Northeast
The masonry of the stone and brickwork show signs of weathering and potential mortar joint degradation in certain areas. There are no structural cracks visible, though some surface inconsistencies, such as minor separations, suggest wear over time.



Photo #68

Roof Structure of the Garage.

The plywood roof sheathing shows dark staining. No significant sagging of the sheathing or trusses is evident. The wood trusses appear to be properly spaced and braced. The gusset plates at the joints appear intact.



Photo #69

The access ramp addition on the west side of the building is in good condition. The ramp features a wooden deck and concrete landings, with steel railings installed on both sides for safety and support. The construction appears to meet accessibility requirements, with no visible signs of structural defects or wear.



Photo #70

This photograph shows the underside of the access ramp structure on the west side of the building. The ramp is supported by a series of treated wood beams and posts, with diagonal bracing installed for lateral stability. The posts are securely anchored to concrete footings, and the gravel base beneath ensures proper drainage and minimizes moisture accumulation. The structure appears to be in good condition.



Photo #71
Town Hall Entrance Concrete Stairs.
The concrete exhibit signs of spalling, potential water damage, and corrosion on the handrails.



Photo #72
Entrance door threshold exhibits signs of settlement, with visible gaps and crumbling materials. The wooden threshold is weathered and misaligned.

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Photo #73

The brick wall near the stair entrance shows deterioration, with visible gaps, crumbling mortar



Photo #74

North brick wall near the stair entrance shows deterioration, with visible gaps, crumbling mortar, and brick damages

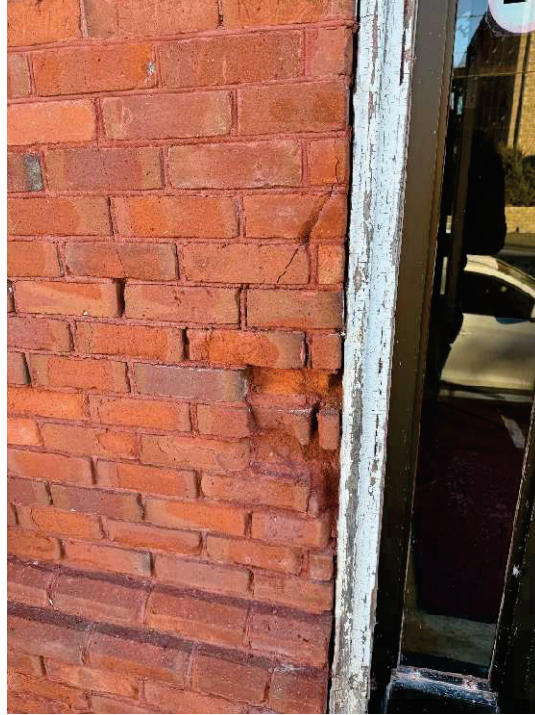


Photo #75

North Bick Wall near to the entrance door exhibits severe localized deterioration, including spalling, cracking, and material loss, with some bricks entirely damaged.

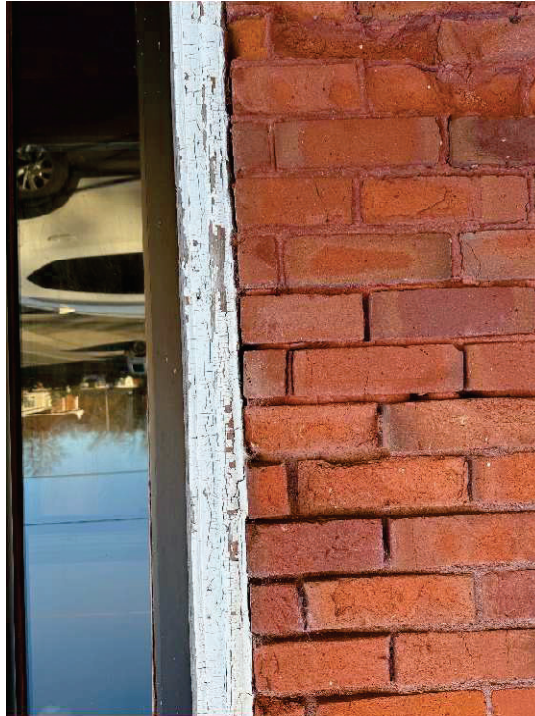


Photo #76

The north brick wall adjacent to the door entrance shows cracks, separation from the door frame, and gaps in the mortar joints. The paint on the frame is peeling.



Photo #77

The north brick wall adjacent to the door entrance shows cracks, separation from the door frame, and gaps in the mortar joints. The paint on the frame is peeling.



Photo #78

The brick above the entrance door around the light fixture shows signs of poor sealing and potential water infiltration. The buildup of dirt and cobwebs.



Photo #79

The west building elevation looking southeast. Show general view of historical brick wall with arched windows in good conditions.

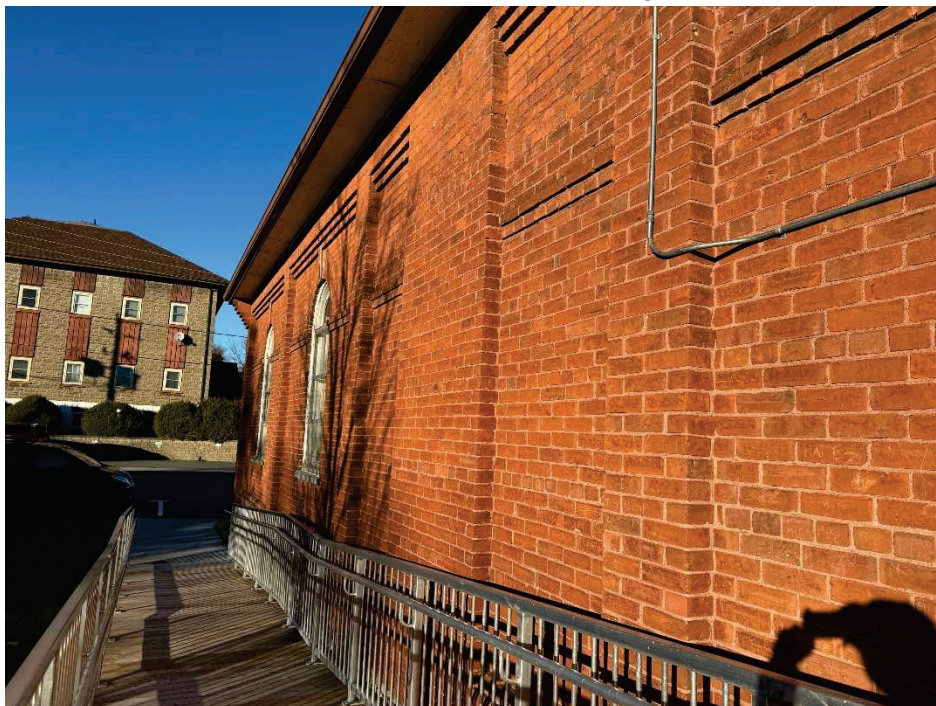


Photo #80

The west building elevation looking northwest. Show general view of historical brick wall with arched windows in good conditions.

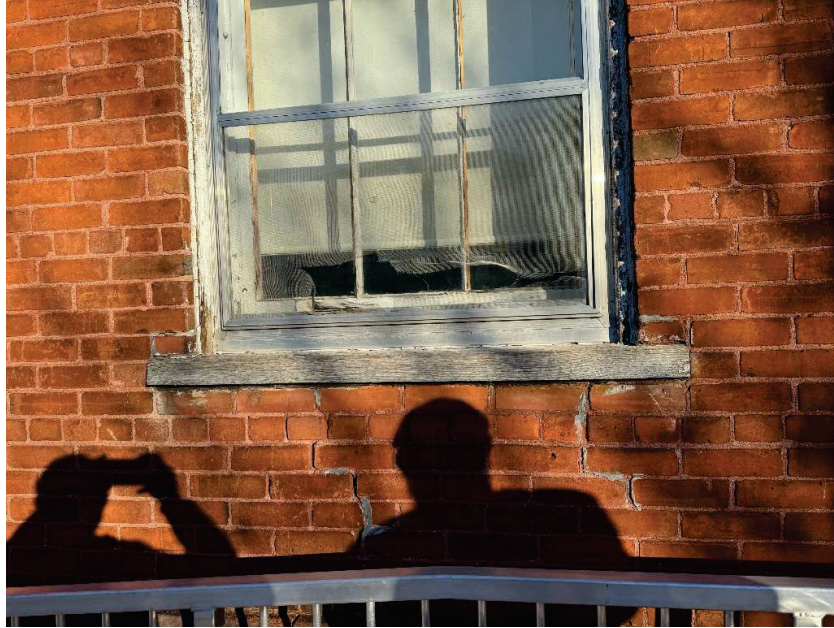


Photo #81

The west elevation window shows a deteriorated wooden sill and cracking in the adjacent brickwork. Cracks in the masonry suggest minor potential structural settlement or material. Repairs are needed to address these issues and prevent further deterioration.

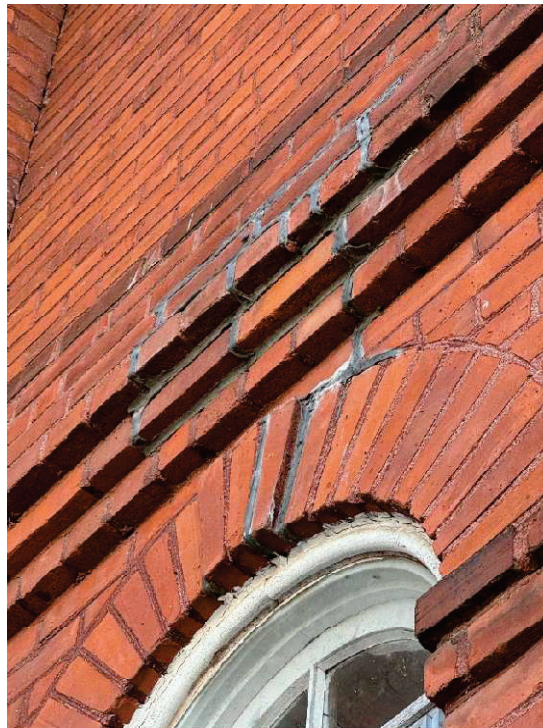


Photo #82

The window crown at the north elevation where cracks and gaps have been poorly sealed with sealant or mortar that does not match the original color. Discolored bricks are also visible in the brick masonry, indicating potential water damage or material degradation.

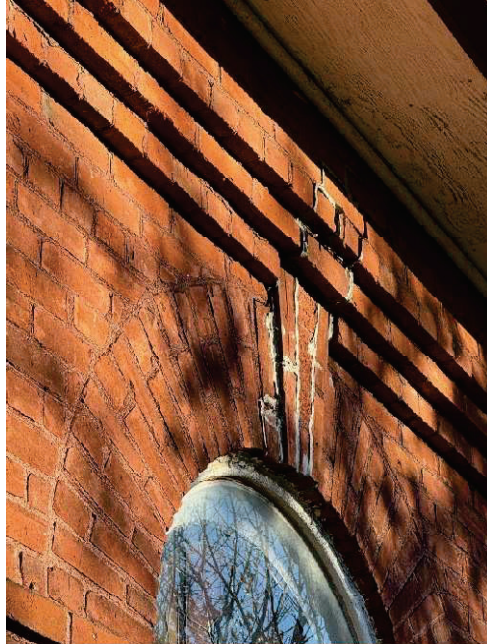


Photo #83

The window crown at the north elevation where cracks and gaps have been poorly sealed with sealant or mortar that does not match the original color. Discolored bricks are also visible in the brick masonry, indicating potential water damage or material degradation.



Photo #84

The window crown at the north elevation where cracks and gaps have been poorly sealed with sealant or mortar that does not match the original color. Discolored bricks are also visible in the brick masonry, indicating potential water damage or material degradation.

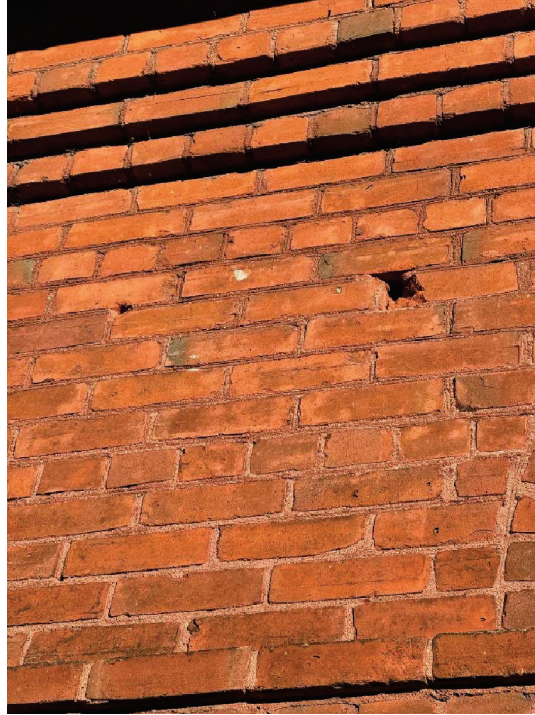


Photo #85

West elevation brick masonry with visible holes and areas of localized deterioration.

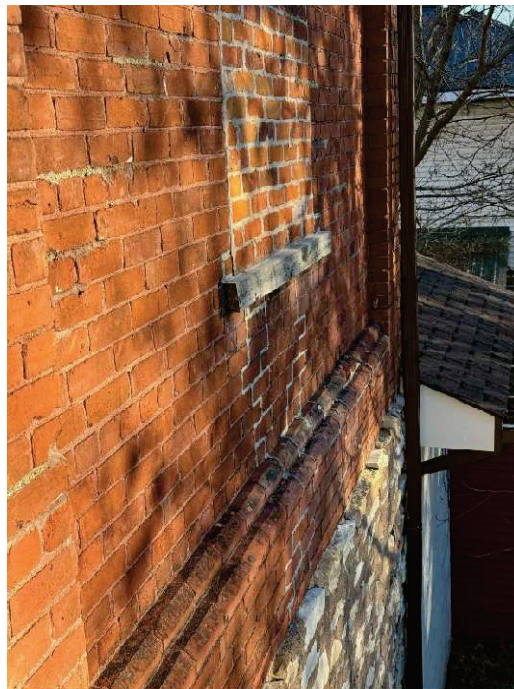


Photo #86

Original window opening has been closed using bricks and grout that do not match the original color or texture of the surrounding masonry. The original wooden sill has been left in place, showing signs of weathering and deterioration.



Photo #87

West Elevation Window Infilled with Concrete Blocks
The infill is visually inconsistent with the surrounding masonry. Cracks are visible in the concrete blocks and joints, while the grout joints in the stone foundation show signs of aging and wear.



Photo #88

Est elevation looking Northwest. The brickwork shows signs of cracking and inconsistent mortar repairs. The wooden door at the basement level (for the carpentry shop) appears weathered and deteriorated. The retaining concrete curbs and the slab-on-grade are in poor condition.



Photo #89

East Elevation South Section Renovations and Structural Concerns. Renovations, including a new door with a metal façade, reinforced concrete lintel, and an opening with PVC pipes. The concrete slab adjacent to the sidewalk shows mixed conditions, with one portion deteriorated due to water infiltration and poor drainage.



Photo #90

Cracks at east elevation windows are observed in the brick masonry located between the upper arched window and the basement-level window. The wooden sills of the upper windows show weathering.



Photo #91

Cracks at east elevation windows are observed in the brick masonry located between the upper arched window and the basement-level window. The wooden sills of the upper windows show weathering



Photo #92

East elevation and basement wall and window condition. Stone masonry with signs of weathering and inconsistent mortar repairs. Window frame exhibits peeling paint and deterioration, while the wooden sill is weathered and splitting. A need for maintenance.

~ 75



Photo #93

East elevation at the carpentry shop entrance, with a weathered wooden door and a stone masonry wall exhibiting inconsistent mortar repairs. The adjacent concrete curb and the slab on grade are in poor condition, displaying cracks, uneven surfaces.

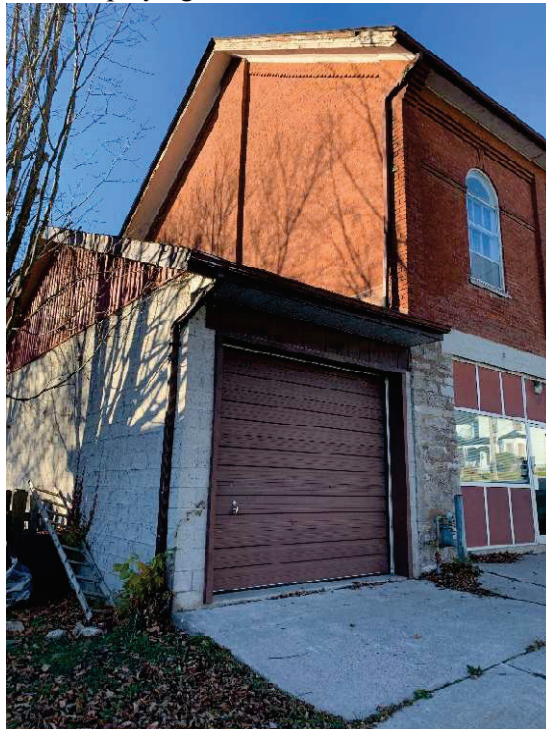


Photo #94

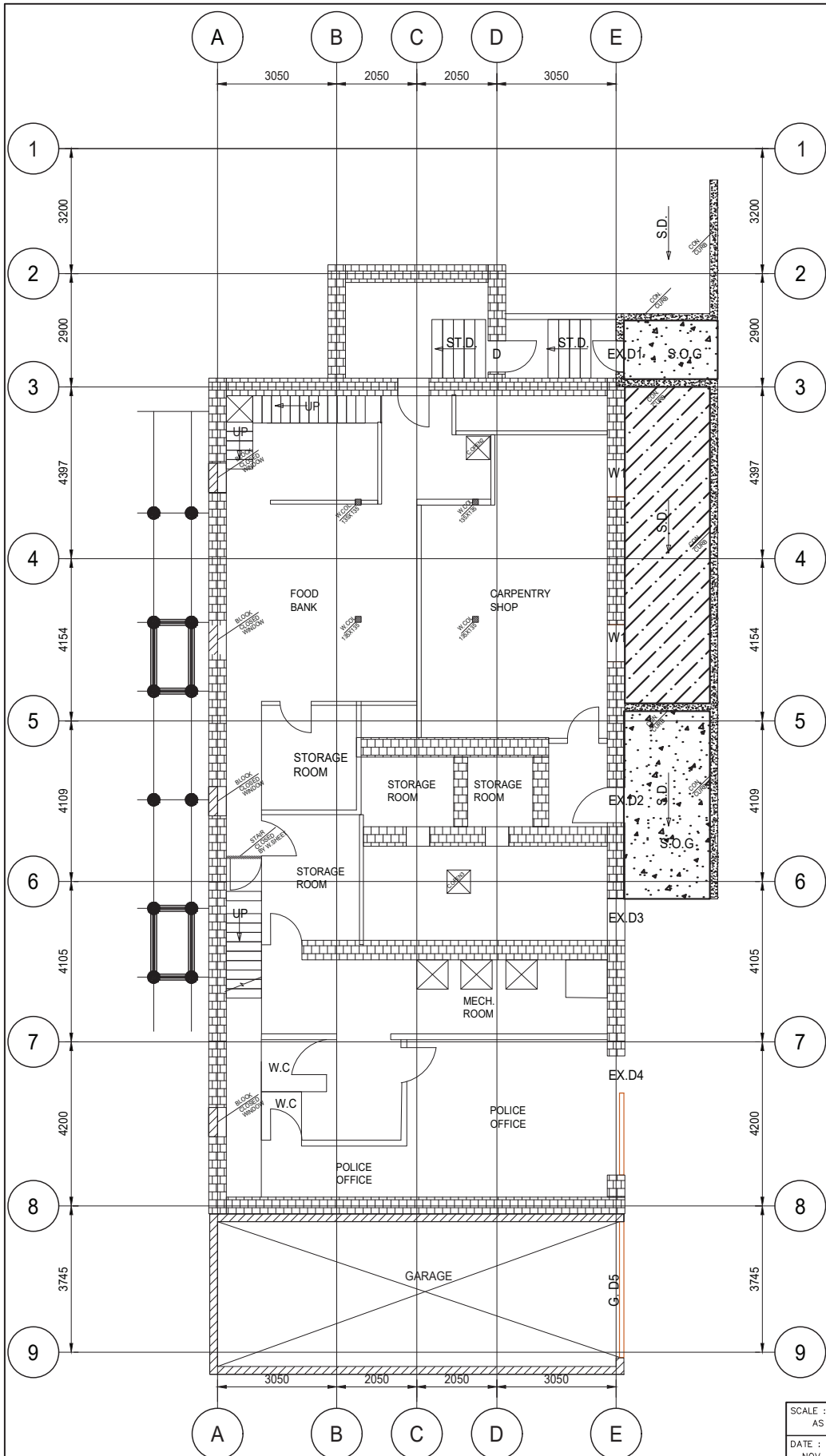
East Elevation Garage Door and Concrete Slab Condition
The garage door appears functional. The adjacent concrete slab on grade shows visible cracks, uneven surfaces, and signs of deterioration



Photo #95

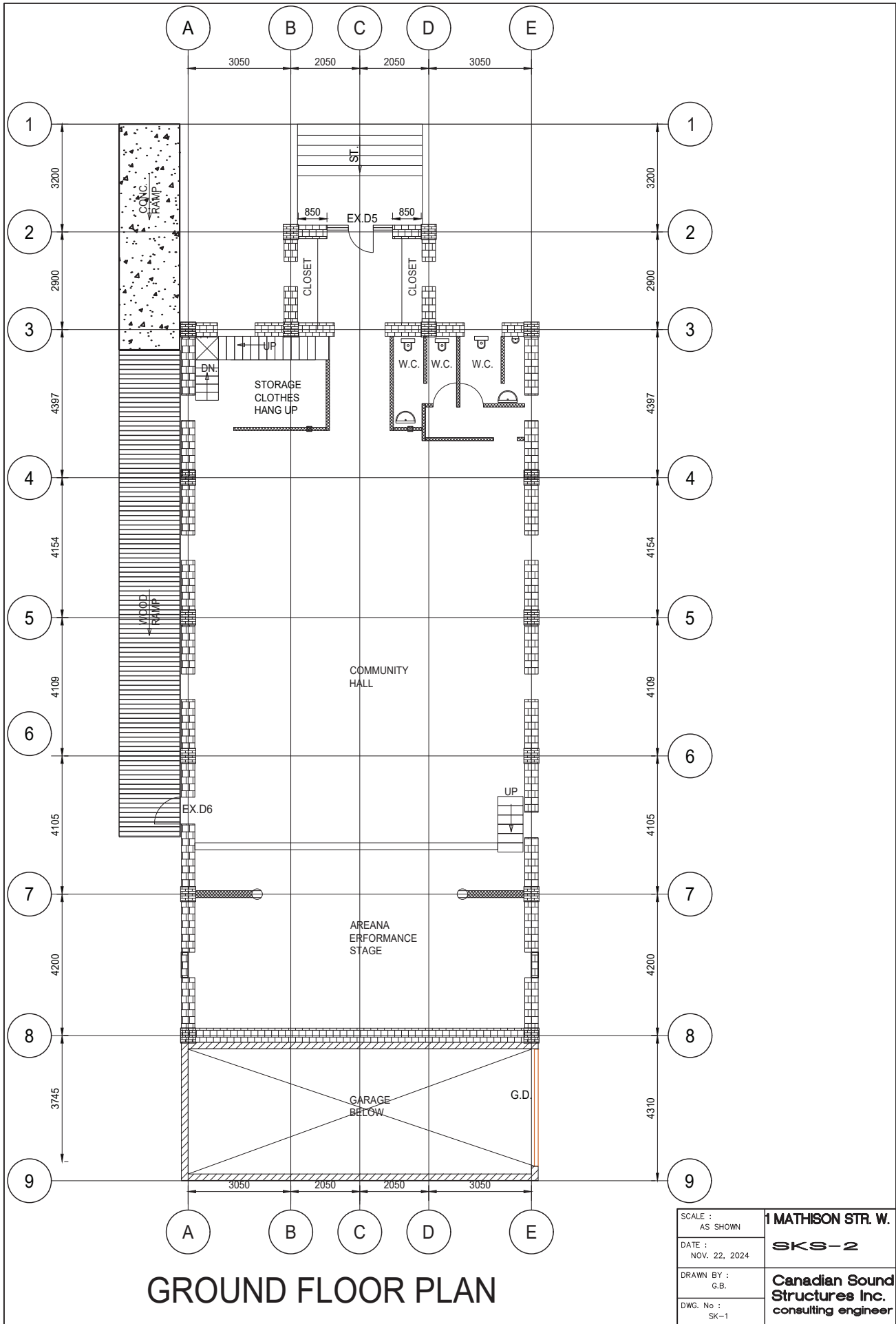
South Elevation Building brick wall and Garage concrete bloc wall de
shows visible cracks, uneven surfaces, and signs of deterioration

ATTACHMENTS



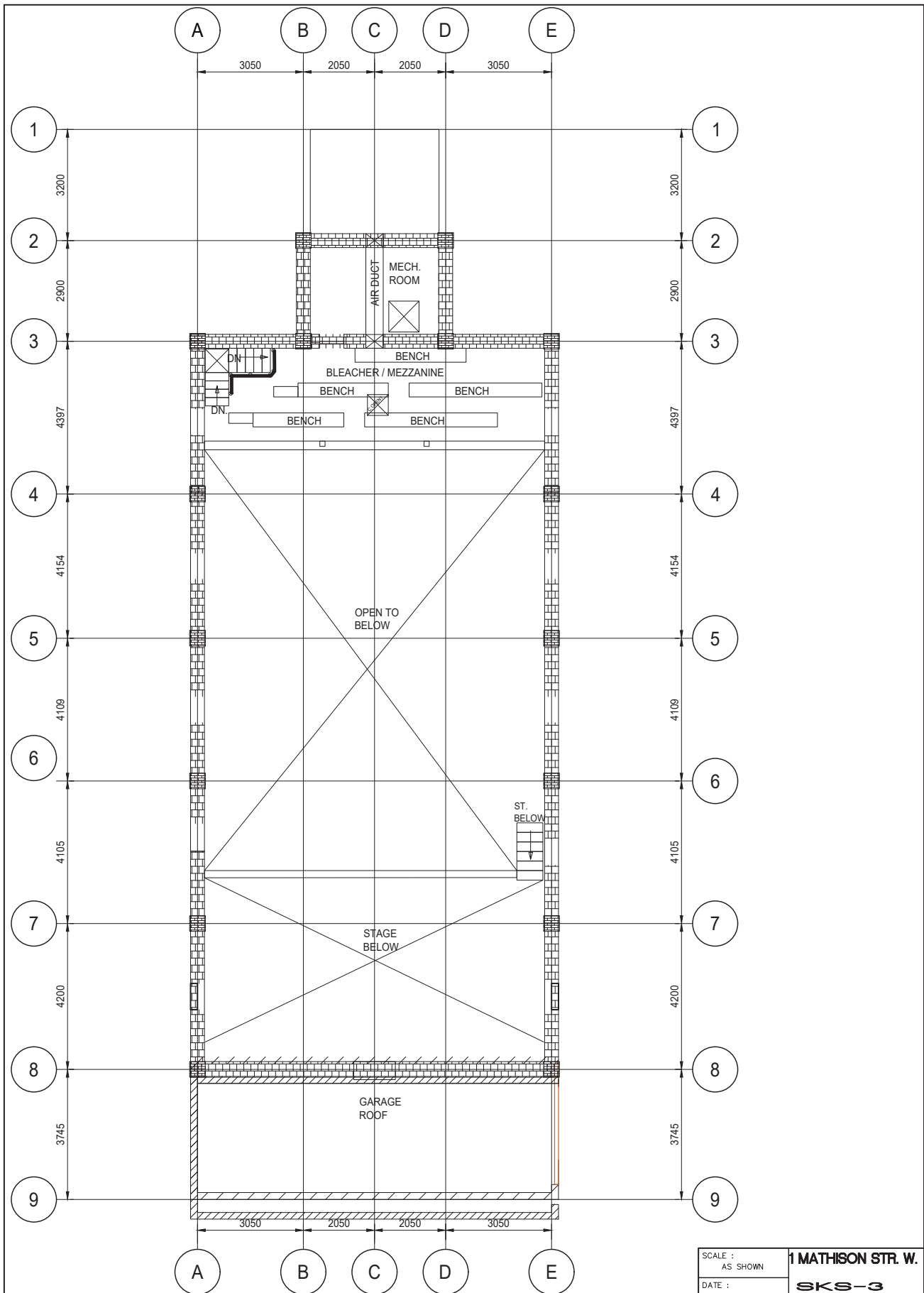
BASEMENT FLOOR PLAN

SCALE : AS SHOWN	1 MATHISON STR. W.
DATE : NOV. 22, 2024	SKS-1
DRAWN BY : G.B.	Canadian Sound Structures Inc.
DWG. No : SK-1	consulting engineer



GROUND FLOOR PLAN

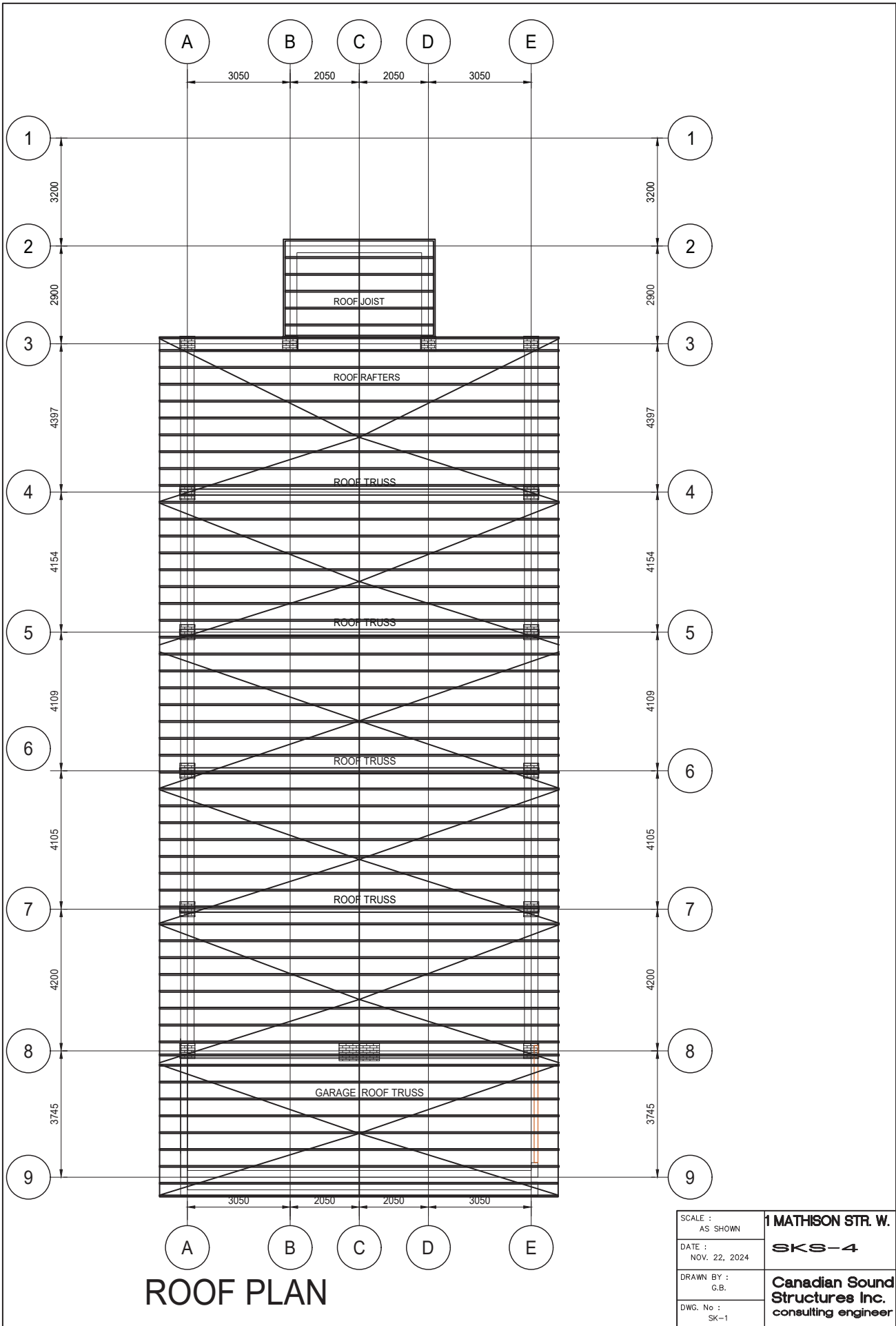
SCALE : AS SHOWN	1 MATHISON STR. W.
DATE : NOV. 22, 2024	SKS-2
DRAWN BY : G.B.	Canadian Sound Structures Inc.
DWG. No : SK-1	consulting engineer



MEZZANINE FLOOR PLAN

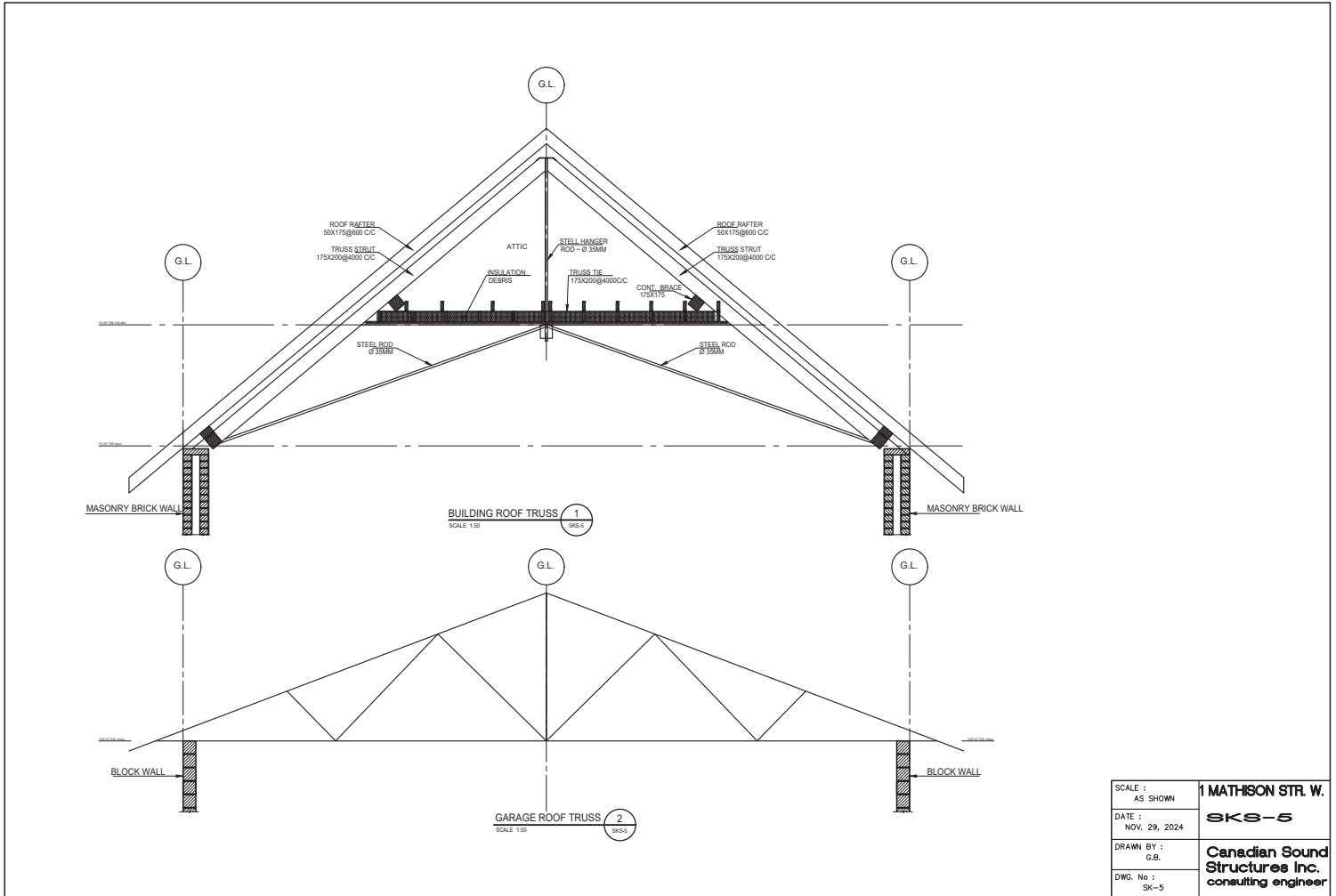
Open Session Regular Council Meeting - March 4, 2025

SCALE : AS SHOWN	1 MATHISON STR. W.
DATE : NOV. 22, 2024	SKS-3
DRAWN BY : G.B.	Canadian Sound Structures Inc.
DWG. No : SK-1	consulting engineer



ROOF PLAN

SCALE : AS SHOWN	1 MATHISON STR. W.
DATE : NOV. 22, 2024	SKS-4
DRAWN BY : G.B.	Canadian Sound Structures Inc.
DWG. No : SK-1	consulting engineer



SCALE :	AS SHOWN	1 MATHISON STR. W.
DATE :	NOV. 29, 2024	
DRAWN BY :	G.B.	Canadian Sound Structures Inc. consulting engineer
DWG. No :	SK-5	

From: admin@gbachir.ca <admin@gbachir.ca>
Sent: February 4, 2025 8:53 AM
To: Bob Marashi <bob@absi.ca>
Cc: Naji Hassan <naji@absi.ca>; Zack Salman <zack@absi.ca>
Subject: RE: HBM | Old Town Hall Assessment | Structural Concerns

Good morning Bob,

Thank you for your feedback.

To clarify, a **detailed structural assessment is not required** as long as the client does not proceed with retrofits, updates, or upgrades to the building.

Our initial recommendation for further investigation was based on the assumption that such modifications might be undertaken.

However, based on our current understanding, if the client intends to maintain the building **as-is**, additional investigations are unnecessary.

Please let me know if you have any concerns or require further clarification.

Best regards,

Ghassan Bachir Ph.D, P.Eng.

President/ Structural Consultant

Cell: 647-528-1637

admin@gbachir.ca

<https://gbachir.ca>



CANADIAN SOUND
STRUCTURES INC.(CSS)
STRUCTURAL CONSULTANTS.
DESIGN FOR COMMUNITY
99 WETHERBURN DRIVE,
WHITBY, ON, L1P 1N5

Appendix C – Reveal Environmental Inc. Designated Substances Assessment Report

Designated Substances Assessment

1 Mathison St., West, Havelock

Prepared for:

Accent Building Sciences

2800 14th Avenue
Unit 13
Markham, Ontario, L3R 04E

Attention: Bob Marashi
Principal, CEO

December 3, 2024

Reveal Project Number: 935





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APPENDICES

- APPENDIX I Asbestos Analytical Certificates
- APPENDIX II Lead Analytical Certificates

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY OF FINDINGS & RECOMMENDATIONS

The following table provides a summary of the hazardous materials that have been identified within the Assessed Area only. For information regarding description, location, and condition please refer to Section 3.0, Findings:

Table 1 - Executive Summary

Floors:	Lead, Silica, Mercury, & Mould	<ul style="list-style-type: none"> No presumed or confirmed lead, silica, mercury, or mould are present on floor surfaces.
	Asbestos:	<ul style="list-style-type: none"> Asbestos-containing 9"x 9" and 12"x 12" vinyl tiles in the Basement. Asbestos-containing backing paper is present on vinyl sheet flooring in the Basement.
Ceilings:	Asbestos, Lead, Silica, & Mould:	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, or mould are present on ceilings within the Assessed Area.
	Mercury	<ul style="list-style-type: none"> Mercury vapour is present in lamps of florescent fixtures.
Walls:	Mould & Mercury	<ul style="list-style-type: none"> No presumed or confirmed mould or mercury are present on walls within the Assessed Area.
	Asbestos:	<ul style="list-style-type: none"> Asbestos-containing exterior black tar around windows with window caulking.
	Lead:	<ul style="list-style-type: none"> The following paint was found to contain elevated levels of lead <ul style="list-style-type: none"> Dark green paint on interior wood walls White paint on interior windowsills Green paint on plaster wall in basement stairwell to stage White exterior paint on window frames.
	Crystalline Silica:	<ul style="list-style-type: none"> Silica is present in all masonry, concrete, tiles, and mortars
Structure:	Asbestos, Lead, Silica, Mould & Mercury	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, mould or mercury are present on structure within the Assessed Area.
Pipe:	Asbestos, Lead, Silica,	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, mould or mercury are present on pipe within the Assessed Area.

	Mould & Mercury	
Duct:	Asbestos, Lead, Silica, Mould & Mercury	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, mould or mercury are present on duct systems within the Assessed Area.
Mechanical:	Asbestos, Lead, Silica, Mould & Mercury	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, mould or mercury are present on mechanical equipment within the Assessed Area.
Other:	Asbestos, Lead, Silica, Mould & Mercury	<ul style="list-style-type: none"> No presumed or confirmed asbestos, lead, silica, mould or mercury are present on other materials within the Assessed Area.

SUMMARY OF RECOMMENDATIONS

The following is a summary of recommendations; refer to the body of the report for detailed recommendations.

1. Provide this report to all contractors and sub-contractors prior to bidding or commencing Project Work.
2. Remove all asbestos-containing materials which may be disturbed during demolition or renovation work.
3. Prepare asbestos abatement specifications and/or a scope of work for all asbestos abatement.
4. Lead based paints are present throughout the building interior and exterior. Lead paint can be re-painted or encapsulated. If lead paint must be removed prepare abatement specifications and/or a scope of work for all lead abatement.
5. Use wet methods when saw cutting or pulverizing concrete, masonry or mortar products as prescribed in the Ministry of Labour Guideline, [Silica on Construction Sites](#) (Ontario Ministry of Labour, 2011).
6. Recycle all florescent light fixtures prior to any demolition or renovation work. Do not break lamps

Note: This Executive Summary is to be read in conjunction with the entire report and should not be separated from the report. This Executive Summary does not represent all Findings and Recommendations reported

1.0 INTRODUCTION

Accent Building Sciences (Client) have retained Reveal Environmental Inc. (Reveal) to prepare a Designated Substances Survey at the Havelock Town Hall, 1 Mathison St., West in Havelock, Ontario. The assessment included the entire building.

Jeff Lainsbury performed the field work (survey) November 12, 2024. A representative from the Town of Havelock provided access to the building. The building was unoccupied during the assessment.

1.1 REGULATORY REQUIREMENTS

Prior to starting this project, [Section 30 of the Occupational Health and Safety Act](#) requires that the Owner prepare a list of Designated Substances present at the Project site (Ontario Ministry of Labour, 2016). In addition, [Section 10 of Ontario Regulation 278/05](#) requires that the Owner prepare a report of asbestos-containing materials present at the Project Site (Ministry of Labour, 2005). This report has been prepared to meet and exceed the requirements of Section 30 of the Occupational Health and Safety Act, and Section 10 of Ontario Regulation 278/05. The information contained in this report must be provided to all contractors and sub-contractors bidding on work for this project.

1.2 DESIGNATED SUBSTANCES & OTHER HAZARDOUS MATERIALS INCLUDED

The following Designated Substances are included in the assessment:

- Asbestos
- Lead
- Silica
- Mercury

Mould is not a Designated Substance but has been included in this assessment because it can have a significant impact on construction cost and schedule when found during construction or renovation work. The presence of mould in a building can cause adverse health affects for building occupants and renovation/demolition workers. These adverse affects can be amplified during construction disturbance of mould impacted building materials. Building occupants, renovation workers and bystanders adjacent to the construction disturbance can all experience adverse health effects such as:

- Eye, nose, and throat irritation
- Cough or congestion

- Aggravation of asthma
- Fatigue
- Headaches
- Difficulty concentrating

[According to the Canadian Centre for Occupational Health and Safety \(CCOHS\)](#), “moulds can also exacerbate ... the symptoms of allergies including wheezing, chest tightness, shortness of breath as well as nasal congestion and eye irritation. People who are immuno-suppressed or recovering from surgery are usually more susceptible to health problems from moulds.”

The following Designated Substances have been excluded because they are not usually present in building materials:

- Arsenic
- Acrylonitrile
- Benzene
- Coke oven emissions
- Ethylene oxide
- Isocyanates
- Vinyl chloride monomer

2.0 ASSESSMENT AREA CONSTRUCTION

1 Mathis on St. West is a community building consisting of a theatre with stage on the Ground Floor and with storage and workshops on the basement level. Office space has been added to the back of the building, and a Garage has been added beside the office. In general, construction is as follows:

Table 2- Assessment Area Construction

System	Construction
Floors	Vinyl Tile, Vinyl Sheet, Wood
Ceilings	Drywall, plaster, acoustic tile
Walls	Drywall, plaster, wood,
Structure	Wood, steel, concrete
HVAC	Hot water with some electric baseboard heating
Exterior	Stucco and aluminum siding

2.1 ASSESSMENT METHODOLOGY

The Reveal Assessor entered every space within the Assessment Area. Observations were made above ceilings by lifting acoustic tiles or opening existing access panels. Crawl spaces, mechanical shafts and other service areas were accessed by opening existing access panels. No demolition was performed to access concealed locations. Representative sampling of building materials suspected to contain hazardous materials was performed for confirmation. Some items such as asbestos cement were visually identified and are known to contain hazardous materials, and therefore, not sampled. Sampling was only performed on building materials. Owner or occupant items present within the Assessment Area may contain hazardous materials but are not included. No sampling was performed on building exterior finishes or materials that would compromise the building envelope. No sampling was performed on materials that would result in injury to the Reveal assessor, such as live electrical wires. Inaccessible materials are building materials that are visible, but not accessible from a 6'-0" ladder and were not sampled.

Information was collected on building materials suspected to contain hazardous materials including location, condition and quantity. This information combined with the extent of renovation work was used to formulate recommendations for the handling of hazardous materials on this project.

3.0 FINDINGS

3.1 FLOORS

3.1.1 *Asbestos*

12"x 12" beige floor tile located in the basement storage area was sampled (Sample 2-1 to 2-3) and found to contain chrysotile asbestos. This non-friable material is cracked and chipped in some locations but is still considered to be in good condition from a health and safety perspective. There are approximately 75 square feet.

Figure 1: Asbestos-containing 12"x 12" vinyl tile from Basement



Grey vinyl sheet flooring is present in the Carpentry Shop. This material was sampled (Sample 8-1 to 8-3) and found to contain chrysotile asbestos. Vinyl sheet flooring is a non-friable material and is in good condition.

Figure 2: Asbestos-containing vinyl sheet flooring from Carpentry Shop

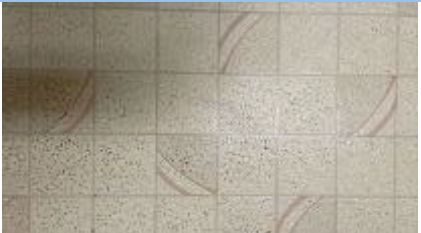


9"x 9" grey floor tile with beige fleck is present in the Carpentry Shop. This material was sampled (Sample 9-1 to 9-3) and found to contain chrysotile asbestos. Vinyl floor tile is a non-friable material and is in good condition. There are approximately 150 square feet present.

Figure 3: Asbestos-containing grey 9"x 9" vinyl tile from Carpentry Shop



Confirmed **non-asbestos** flooring materials include:

Material	Description	Sample #	Photo
Vinyl Sheet Flooring	Grey sheet flooring from Ground Floor Washroom	7-1 to 7-3	

No other suspect asbestos-containing material were noted on floor finishes.

3.1.2 Other Hazardous Materials


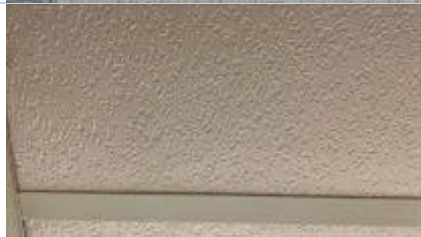
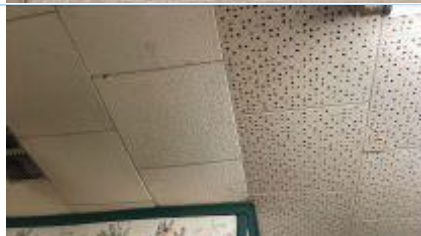
No suspect lead, mercury, silica or mould is present on flooring systems within the assessed area.

3.2 CEILINGS

3.2.1 Asbestos

No confirmed or presumed asbestos-containing materials are present on ceiling surfaces.

Confirmed **non-asbestos** ceiling materials include:

Material	Description	Sample #	Photo
Lay-in Acoustic Tile	White 2'x 5' acoustic tile from OPP office	4-1 to 4-3	
Lay-in Acoustic Tile	White fibreglass tile from Ground Floor Washrooms	Not Sampled	
Acoustic Tile	White wood fibre tile from Basement	Not Sampled	

No other suspect asbestos-containing materials were noted on ceiling surfaces.

3.2.2 Mercury

Small amounts of mercury vapour are present in the lamps of florescent fixtures.

3.2.3 Other Hazardous Materials

No suspect lead, silica or mould is present in ceiling materials.

3.3 WALLS

3.3.1 Asbestos

Caulking was sampled from doors and windows on the exterior of the building (Sample 6-1 to 6-3). Laboratory analysis revealed a different number of phases in each sample. In sample 6-2 and 6-3 Phase b contained black tar which was found to contain chrysotile asbestos. No black tar phase was found in sample 6-1. Tar is a non-friable material. Assume any black tar found around exterior windows to be asbestos-containing.

Confirmed **non-asbestos** wall materials include:

Material	Description	Sample #	Photo
Drywall Joint Compound	White compound from OPP office walls and Ground Floor Washrooms	5-1 to 5-5	N/A

No other suspect asbestos-containing materials were noted on wall surfaces.

3.3.2 Lead

The EACC guideline defines a lead-based paint as any paint containing greater than 0.1%. (EACC, 2014)

- Dark green paint was sampled from wood walls on the Ground Floor (Sample L001) and found to contain 2.6% lead.
- White paint from interior windows was sampled (Sample L002) and found to contain 7.5% Lead.
- Green paint on plaster wall in the Basement Stairwell (up to the stage – closed off) was sampled (Sample L003) and found to contain 6.4% lead.
- White paint from an exterior window frame was sampled (Sample L004) and found to contain 13% lead.

3.3.3 Silica

Crystalline silica is present in all concrete products including exterior brick, block and mortar products.

3.3.4 Other Hazardous Materials


No suspect mercury or mould is present in wall materials.

3.4 STRUCTURE

3.4.1 Asbestos

No confirmed or presumed asbestos-containing materials were identified in the attic or structural assembly.

Confirmed **non-asbestos** structural materials include:

Material	Description	Sample #	Photo
Thermal Attic Insulation	Beige granular material.	1-1 to 1-3	

No other suspect asbestos-containing materials were noted on structural assembly.

3.4.2 Other Hazardous Materials

No suspect lead, mercury, silica or mould is present on structural systems within the assessed area.

3.5 PIPES

3.5.1 Asbestos

No confirmed or presumed asbestos-containing materials were identified on pipes.

3.5.2 Other Hazardous Materials

No suspect lead, mercury, silica or mould is present on pipe systems within the assessed area.

3.6 DUCTS

3.6.1 Asbestos

No confirmed or presumed asbestos-containing materials were identified on ducts. All ducts are uninsulated.

3.6.2 Other Hazardous Materials

No suspect lead, mercury, silica or mould is present on duct systems within the assessed area.

3.7 MECHANICAL

3.7.1 Asbestos

No confirmed or presumed asbestos-containing materials were identified on mechanical equipment.

3.8 OTHER

3.8.1 Asbestos

No other confirmed or presumed asbestos-containing materials were identified in the building.

3.8.2 Other Hazardous Materials

No other suspect lead, mercury, silica, or mould were noted during this assessment.

4.0 RECOMMENDATIONS

4.1 GENERAL

1. Provide this report to all contractors and sub-contractors prior to bidding or commencing Project Work.

4.2 BUILDING DEMOLITION OR RENOVATION WORK

4.2.1 *Asbestos*

1. Remove all asbestos-containing materials which may be disturbed during demolition or renovation work.
2. Prepare asbestos abatement specifications and/or a scope of work for all asbestos abatement.

4.2.2 *Lead*

1. Lead based paints are present throughout the building interior and exterior. Lead paint can be re-painted or encapsulated. If lead paint must be removed prepare abatement specifications and/or a scope of work for all lead abatement.

4.2.3 *Silica*

1. Use wet methods when saw cutting or pulverizing concrete, masonry or mortar products as prescribed in the Ministry of Labour Guideline, [Silica on Construction Sites](#) (Ontario Ministry of Labour, 2011).

4.2.4 *Mercury*

1. Recycle all florescent light fixtures prior to any demolition or renovation work

4.2.5 *Mould*

1. Removal all mouldy materials following EACO mould abatement guidelines

5.0 Closure

Should you have any questions or concerns regarding this report, please do not hesitate to contact the author.

Prepared by:

Reveal Environmental Inc
Jeff Lainsbury
jlainsbury@RevealENV.com
416.300.6327

6.0 Limitations

Reveal Environmental Inc. (Reveal) prepared this report to describe Reveal's findings during a client requested environmental survey. The findings are limited to the specific areas and materials of concern identified by the Client and outlined in Reveal's proposal of work. The findings are limited to Reveal's observations on the date of the survey. Reveal performed all work in accordance with the locally accepted engineering and scientific practices at the time the work occurred. Reveal neither expresses nor implies any warranty by sharing written reports and findings. The Client accepts that uninspected areas, such as subsurface and concealed areas and materials may differ from the observations of areas and materials which were part of the scope of work in this report. The Client accepts that uninspected areas are not within Reveal's scope of work and the results presented in this report do not apply to uninspected areas.

Regulatory statutes are subject to interpretation and generally accepted interpretations may change as time passes. In this report, Reveal reflects the generally accepted understanding of regulatory compliance at the time the work occurred. Reveal makes no claim concerning the legal significance of its findings or to any other legal matters addressed in the report, including but not limited to property ownership or the application of any law to the facts set out in the report. Reveal does not accept any responsibility for financial implications on property values, transactions, or follow-up actions and costs.

Reveal will only be liable for damages caused by Reveal's negligence. Reveal will not be responsible for any consequential or indirect damages. If the Client has failed to begin legal proceedings against Reveal within two years of the date of the discovery of the claim (Claim Period), Reveal will not be responsible for any losses or damage unless the laws of the jurisdiction governing the Claim Period exceeds two years and cannot be abridged by the Client and Reveal, in which case, the Claim Period may be extended by the shortest additional period resulting in this provision being legally enforceable. The liability of Reveal or its shareholders, officers, staff or directors will be limited to the lesser of Client fees paid to Reveal or actual Client damages incurred.

All information Reveal provides is intended for Client use only. No warranties are implied or expressed. Reveal will disclose results or information to other parties only if the law requires Reveal to disclose the information. If a third party uses, relies on or makes decisions based on information, findings, documents or reports Reveal generates, the third party accepts sole responsibility for the use of Reveal's

work or information. Reveal will accept no responsibility for damages incurred by any party because of third party or Client decisions or actions.

7.0 References

EACO. (2014). *EACO Lead Guideline for Construction, Renovation, Maintenance or Repair*. Toronto: EACO.

Ministry of Labour. (2005). *Ontario Regulation 278/05 Designated Substance - Asbestos on Construction Projects and in Buildings and Repair Operations*. Toronto: Ministry of Labour.

Ontario Ministry of Labour. (2011, April). *Silica on Construction Projects*. Retrieved from Ontario Ministry of Labour: <https://www.labour.gov.on.ca/english/hs/pubs/silica/>

Ontario Ministry of Labour. (2016, December 8). *Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1*. Retrieved from Ontario.ca: <https://www.ontario.ca/laws/statute/90o01>

APPENDIX I

ASBESTOS ANALYTICAL CERTIFICATES

Laboratory Analysis Report

To:

Jeff Lainsbury
 Reveal Environmental Inc.
 218 Indian Grove
 Toronto, Ontario
 M6P 2H2

EMC LAB REPORT NUMBER: A111888

Job/Project Name: 1 Mathison

Analysis Method: Polarized Light Microscopy – EPA 600

Date Received: Nov 15/24

Date Analyzed: Nov 25,26/24

Analyst: Elizabeth Mierzynski

Reviewed By: Chengming Li

Job No: 935

Number of Samples: 29

Date Reported: Nov 26/24

Chi

Client's Sample ID	Lab Sample No.	Description/Location	Sample Appearance	SAMPLE COMPONENTS (%)		
				Asbestos Fibres	Non-asbestos Fibres	Non-fibrous Material
1-1	A111888-1	Bulk insulation from attic	Brown and grey, fibrous material	ND	60	40
1-2	A111888-2	Bulk insulation from attic	Brown and grey, fibrous material	ND	60	40
1-3	A111888-3	Bulk insulation from attic	Brown and grey, fibrous material	ND	60	40
2-1	A111888-4	12"x12" vinyl floor tile beige with brown fleck from basement	Beige, vinyl floor tile	Chrysotile 1		99
2-2	A111888-5	12"x12" vinyl floor tile beige with brown fleck from basement	NA	NA		
2-3	A111888-6	12"x12" vinyl floor tile beige with brown fleck from basement	NA	NA		
3-1	A111888-7	Plaster from wall in basement – stairwell	2 Phases: a) White, textured plaster b) Grey, plaster	ND ND	2	100 98
3-2	A111888-8	Plaster from wall in basement – furnace room	Grey, plaster	ND	1	99
3-3	A111888-9	Plaster from wall in basement – furnace room	Grey, plaster	ND	1	99
4-1	A111888-10	White 2'x5' acoustic tile from OPP office	Grey, ceiling tile	ND	75	25
4-2	A111888-11	White 2'x5' acoustic tile from OPP office	Grey, ceiling tile	ND	75	25
4-3	A111888-12	White 2'x5' acoustic tile from OPP office	Grey, ceiling tile	ND	75	25

EMC LAB REPORT NUMBER: A111888

Client's Job/Project Name/No.: 935

Analyst: Elizabeth Mierzynski

Client's Sample ID	Lab Sample No.	Description/Location	Sample Appearance	SAMPLE COMPONENTS (%)		
				Asbestos Fibres	Non-asbestos Fibres	Non-fibrous Material
5-1	A111888-13	DJC from wall in OPP office	White, joint compound	ND		100
5-2	A111888-14	DJC from wall in OPP office	White, joint compound	ND		100
5-3	A111888-15	DJC from wall in OPP office	White, joint compound	ND		100
5-4	A111888-16	DJC from ground floor washroom walls	White, joint compound	ND		100
5-5	A111888-17	DJC from ground floor washroom walls	White, joint compound	ND		100
6-1	A111888-18	Caulking from east side basement window	White, caulking	ND		100
6-2	A111888-19	Caulking from west side ground floor window	2 Phases: a) Green, caulking b) Black, tar	ND Chrysotile	2	100 98
6-3	A111888-20	Caulking from front door	3 Phases: a) Green, caulking b) NA c) Beige, cementitious material	ND NA ND		100 100
7-1	A111888-21	VSF from ground floor washroom	Grey, vinyl sheet backing	ND	60	40
7-2	A111888-22	VSF from ground floor washroom	Grey, vinyl sheet backing	ND	60	40
7-3	A111888-23	VSF from ground floor washroom	Grey, vinyl sheet backing	ND	60	40
8-1	A111888-24	VSF from basement carpentry shop	2 Phases: a) Grey, vinyl sheet backing b) White, cementitious material	Chrysotile ND	50	10 40 100

EMC LAB REPORT NUMBER: A111888

Client's Job/Project Name/No.: 935

Analyst: Elizabeth Mierzynski

Client's Sample ID	Lab Sample No.	Description/Location	Sample Appearance	SAMPLE COMPONENTS (%)			
				Asbestos Fibres		Non-asbestos Fibres	Non-fibrous Material
8-2	A111888-25	VSF from basement carpentry shop	NA	NA			
8-3	A111888-26	VSF from basement carpentry shop	NA	NA			
9-1	A111888-27 ⁵	9"x9" vinyl tile, grey with beige fleck from carpentry shop	2 Phases: a) Beige, vinyl floor tile b) Black, mastic	Chrysotile Chrysotile	1 1	2	99 97
9-2	A111888-28	9"x9" vinyl tile, grey with beige fleck from carpentry shop	NA	NA			
9-3	A111888-29	9"x9" vinyl tile, grey with beige fleck from carpentry shop	NA	NA			

Note:

1. Bulk samples are analyzed using Polarized Light Microscopy (PLM) and dispersion staining techniques. The analytical procedures are in accordance with EPA 600/R-93/116 method.
2. The results are only related to the samples analyzed. **ND** = None Detected (no asbestos fibres were observed), **NA** = Not Analyzed (analysis stopped due to a previous positive result).
3. This report may not be reproduced, except in full without the written approval of EMC Scientific Inc. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. Government.
4. The Ontario Regulatory Threshold for asbestos is 0.5%. The limit of quantification (LOQ) is 0.5%.
5. Phase b) is small in size.

APPENDIX II

LEAD ANALYTICAL CERTIFICATES



EMSL Canada Inc.

2756 Slough Street, Mississauga, ON L4T 1G3
Phone/Fax: (289) 997-4602 / (289) 997-4607
<http://www.EMSL.com> torontolab@emsl.com

EMSL Canada Or 552418625
CustomerID: 55RVEV42
CustomerPO:
ProjectID:

Attn: **Jeff Lainsbury, MBA**
Reveal Environmental Inc.
218 Indian Grove
Toronto, ON M6P 2H2

Phone: (416) 300-6327
Fax:
Received: 11/15/2024 10:31 AM
Collected: 11/12/2024

Project: **1 Mathison / 935**

Test Report: Lead in Paint Chips by Flame AAS (SW 846 3050B/7000B)*

<i>Client SampleDescription</i>	<i>Collected</i>	<i>Analyzed</i>	<i>Weight</i>	<i>RDL</i>	<i>Lead Concentration</i>
L001 552418625-0001	11/12/2024	11/18/2024	0.2512 g	0.080 % wt	2.6 % wt
	Site: Dark green paint on wood walls				
L002 552418625-0002	11/12/2024	11/18/2024	0.2554 g	0.40 % wt	7.5 % wt
	Site: White paint from window sills				
L003 552418625-0003	11/12/2024	11/18/2024	0.2509 g	0.40 % wt	6.4 % wt
	Site: Green paint on plaster wall in basement stairwell				
L004 552418625-0004	11/12/2024	11/18/2024	0.2430 g	0.82 % wt	13 % wt
	Site: White exterior paint on windowframe				

Rowena Fanto, Lead Supervisor
or other approved signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted.
* Analysis following Lead in Paint by EMSL SOP/Determination of Environmental Lead by FLAA. Reporting limit is 0.008% wt based on the minimum sample weight per our SOP. "<" (less than) result signifies the analyte was not detected at or above the reporting limit. Measurement of uncertainty is available upon request. Definitions of modifications are available upon request.
Samples analyzed by EMSL Canada Inc. Mississauga, ON AIHA LAP, LLC-ELLAP Accredited #196142

Initial report from 11/22/2024 09:17:53

Date: December 17, 2024	Accessibility Report for Havelock Old Town Hall	Prepared By: Amanda Motyer
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Unity Design Studio was commissioned by the Township of Havelock-Belmont-Methuen to review the accessibility of the Old Town Hall at 1 Mathison Street West, in Havelock, Ontario.

The benefits of a built environment that is as inclusive as possible are supported by the demographics: as of 2017, 22% of Canadians over the age of 15 had self-identified as having at least one disability, and seniors account for 38% of that number. 1000 people turn 65 every day in Canada, and the growth rate for seniors is four times faster than the population at large. When one considers family members of people with disabilities, an aging population, and temporary or situational disabilities, it is clear that disability affects most if not all of us in some way, at some point during our lives. This is reflected in public opinion on accessibility: 93% of Canadians believe that accessibility is a basic human right, and 91% believe that accessibility should be a priority.

The Town Hall includes a community hall, basement, and an OPP office and old jail. Access was restricted to some areas and there were access points between the community hall and the basement that were closed off. As a result, the balcony in the community hall was not reviewed, nor were the stairs at the closed-off access points.

The community hall and basement were reviewed as two separate spaces, and as long as the intent is to continue to use them separately and there is an accessible entrance and amenities provided to each separate area, an elevator is not required.




The purpose of this report is to comment on what needs to be done to make the Old Town Hall building accessible. While this report will provide design recommendations, it does not include any drawings. A detailed design exercise will need to be undertaken to determine how the space can be laid out based on these recommendations.


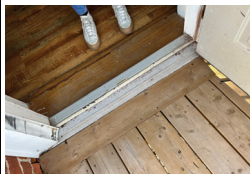
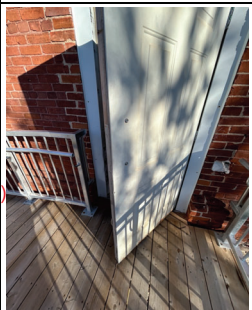
The Ontario Building Code and Accessibility for Ontarians with Disabilities Act contain the minimum legal requirements for accessibility in Ontario. The building code update process moves slowly, and as a result, designs that only meet the barrier-free requirements of the building code will not provide the level of accessibility that is required to ensure meaningful access to our built environment. Building codes are also not very inclusive of the spectrum of disability experience: they remain very focused on mobility disabilities and to a much lesser extent sensory disabilities.



The CSA B651 Accessible Design for the Built Environment standard is a national standard that in most cases provides an increased level of accessibility over the Ontario Building Code. The AODA, CSA B651, principles of Universal Design, and the Ontario Building Code were all used as references in the preparation of this report.


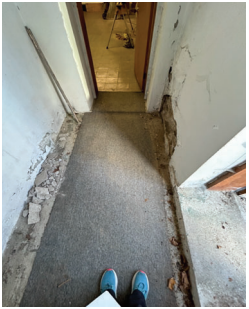
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Exterior Environment					
Exterior environment concerns parking and vehicular access to a site, the pedestrian approach to the building entrances, and the accessibility of the entrances themselves. It will also include exterior areas such as decks, patios, and picnic areas, where present.					
Exterior	Parking	Large on-street parking spaces are available, however there are no designated accessible spaces.	Designate some of the on-street parking spaces as accessible parking spaces. Accessible parking spaces should be level, with slopes of no more than 2% in any direction.	CSA B651	Unquantifiable




- Notes:
- Any element that is lacking the information that would allow me to provide a cost will be labeled as "unquantifiable."
 - I have provided you with rough budgets for several elements based on the historical data of our past projects for a few of the unquantifiable elements.
 - For elements that do not have dimensions or quantities I have provided unit costs where possible.
 - Any element that is not relevant to the services that we provide will be labeled "out of scope."


Exterior	Parking/Pedestrian Pathways	There is a flush transition between the sidewalk and the parking spaces, however there are no Tactile Attention Indicators (TAIs) identifying the entry into the vehicular area.	Provide Tactile Attention Indicators identifying the entry into the vehicular area. OBC requires barrier-free paths of travel from entrances to exterior parking areas, where exterior parking is provided. AODA also requires TAIs at depressed curbs. Unit Price for TAI: \$544.50 ea (Supply/install)	OBC/AODA/ CSA B651	
Exterior in front of Community Hall	Pedestrian Pathways	In front of the community hall, there is no sidewalk. The bottom landing for the stair is an asphalt parking space. This is a safety issue, as pedestrian and vehicular areas should be kept separate and clearly defined to avoid collisions. The risk to people with low vision or blindness is particularly concerning.	Provide a sidewalk in front of the building, sized so that a landing is available at the bottom of the stairs. Unit Price for Sidewalks: 755.71m²	OBC/CSA B651	
Exterior of Community Hall	Exterior Stair	The stair at the main entrance of the community hall has numerous accessibility issues. The stair is experiencing deterioration of the concrete as well as rusting of the handrails. The handrails are too low and do not meet current OBC requirements. The depth of the top landing is a bit shallow. There are no TAIs at the top of the stairs, or colour-contrasted and slip-resistant nosing strips on the treads.	<ul style="list-style-type: none"> • Guardrails and handrails of the proper height and configuration should be provided for stairs. Handrails should be cane detectable. • Colour-contrasted slip-resistant nosing strips should be provided on stair treads and risers, to make the edge of treads visible when travelling either up or down the stairs. • Tactile Attention Indicators (TAIs) are required at the top of stairs to warn people with blindness or low vision of the hazard. They should have colour contrast with the adjacent floor surface and be 600 mm deep Handrails: budget \$3630.00 Nosing strips/risers: unquantifiable (spec/dimensions required) Unit Price for TAI: as above	OBC/AODA/ CSA B651	



Exterior entrances to basement, OPP office, and old jail from Oak Street	Exterior Entrances	Exterior entrances have a step up from sidewalk to door	Spaces need an accessible entrance, with the interior floor at the same level as the exterior surface. In most cases, the steps at the entrances along Oak Street can likely be mitigated by repouring the concrete slabs or adjusting the door thresholds if there is a corresponding step down on the interior. The OPP entrance may require a ramp if sloping up to the entrance cannot be achieved with a slope less than 5%. Unit Price for Demo/New Slab: \$1118.00/m²	OBC/CSA B651	
Exterior entrances to basement, OPP office, and old jail from Oak Street	Exterior Entrances	Thresholds at entrances, including the entrance at the top of the ramp, are not accessible. The high, vertical lip of the door frame would prevent someone in a wheeled mobility device from being able to move through these doorways independently, even where the interior and exterior surfaces are flush with each other.	Provide accessible thresholds at entrances. Maximum height of thresholds is 13mm, and should be bevelled. Unit price for threshold replacement: \$310.00	OBC/CSA B651	
Community Hall Accessible Entrance	Exterior Entrances	No handle on exterior of accessible entrance door.	Provide a handle on the door. Typically a building's main entrance is expected to be accessible, but in situations like this where there is an alternative accessible entrance, it should be possible to use the accessible entrance independently, just like you can with a regular entrance. Buttons should be mounted on the pull side of the door. Unit cost for accessible door hardware (per standard man door): (Panic/lever/closer/swing clear hinges/cylinder - keying by others) \$3860.62 per door Unit cost for just a lever handle: \$363.43 (no door prep included)	OBC	
Exterior entrances to Community Hall, basement, OPP office	Exterior Entrances	Exterior entrances do not have power door operators.	Provide power door operators at entrances. Recommend long bar push buttons as these are more accessible than the square or round push buttons. Budget for power door operator package: \$4961.00 (electrical not included - unquantifiable)	OBC	
Community Hall Entrance	Exterior Entrances	Some exterior doors on closers are very heavy. The main entrance doors to the community hall were measured as requiring 14 lbs of force to open. This could be challenging for seniors or others with limited upper body strength.	Adjust exterior doors on closers so that they require no more than 8 lbs of force to open. Interior doors should not require more than 5 lbs of force to open Unit price for closer adjustment: \$169.40 (cost will go down depending on quantity)	CSA B651	




Community Hall and OPP Office Entrance Doors	Exterior Entrances	No vision strips are provided on glass doors.	Provide vision strips on glass doors. OBC requires one min. 50mm wide strip between 1350-1500mm above the finished floor. Best practice is to provide two strips per CSA B651, with the second one at around 900mm, to be visible to children and other people of short stature. Cost for vision strips on both doors and sidelites: \$629.20	OBC/CSA B651	
Exterior entrances to Community Hall, Basement, OPP Office, and Old Jail	Exterior Entrances	Doors do not meet current accessible clear width requirements, nor is their hardware or operation accessible.	Consider increasing entrance door sizes to 965mm. Under new OBC coming into effect in January 2025, 914mm doors will be acceptable, however this is widely recognized as a regression in accessibility. We would still recommend putting 914mm doors on swing-clear hinges to achieve a clear width of 860mm. Door hardware should be operable with a closed fist: D-pulls or levers.	OBC/CSA B651	HM Option: \$4527.82 door and hardware package (installed). This is excluding any building modifications as we do not know the existing conditions. Aluminum Budget: \$11,600.00 ea
Exterior of Community Hall	Exterior Ramp	Exterior ramp providing access to community hall is newer and in excellent condition. 1:12 slope. Note that width of ramp would not permit someone to use it by pulling themselves up using handrails. Slip resistance of wood planks in winter or when wet could be a concern.	Colour contrast strips identifying the changes in level should be provided on the flat surface of landings. Add slip-resistant strips to ramp to aid traction in wet or icy weather. Unit Cost for Contrasting Grip Strips: \$629.20 per 8' installed	OBC/AODA/CSA B651	



Exterior along Oak St	Pedestrian Pathways	Accumulated leaves on the sidewalk present an accessibility issue to people with blindness or vision loss and people using wheeled mobility devices.	Keep sidewalks and entranceways clear of leaves, snow, or other accumulated debris. Out of scope	Better Practice Recommendation	
Exterior	Pedestrian Pathways	A large bin of rock salt was noted at main entrance. Note that rock salt can itself present a slip hazard due to the large size of the granules and salt in general is an issue for service animals.	Use a dog-safe de-icer with smaller granules. Out of scope	Better Practice Recommendation	
Exterior	Pedestrian Pathways	No designated service dog relief area.	In less urban settings where it is easy to find a patch of grass near the building for relieving a service dog, the area does not need to be specifically designated. However, we recommend placing a waste receptacle nearby for disposal of dog waste.	Better Practice Recommendation	Out of scope
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Interior Circulation					
Interior circulation concerns corridors and paths of travel, doors and doorways, ramps and stairs, and vertical transportation.					
Basement and Old Jail	Entrance	There is a small step down immediately at one of the entrances to the basement and the old jail entrance from the exterior. The other exterior door to the basement has multiple steps to reach it. This currently makes the basement inaccessible to people using wheeled mobility devices.	Create flush transition between interior and exterior of the entrances to the workshop and old jail. Concrete threshold at door can be removed, or a sloped floor transition can be created, leading up to a level area on the inside of the door from the exterior to the workshop. Sloping should be kept to less than 5%, or must be designed as a ramp. Remove inner door and frame to widen door opening between vestibule and workshop. Budget: \$2650.00 for sloping/door frame removal	OBC	

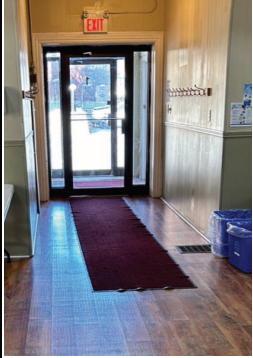

Basement	Stair to exterior door	Interior concrete stairs are close to OBC rise and run requirements, lack TAIs, colour-contrasted nosing strips, and adequate handrails.	<ul style="list-style-type: none"> • Guardrails and handrails of the proper height and configuration should be provided for stairs. • Colour-contrasted slip-resistant nosing strips should be provided on stair treads and risers, to make the edge of treads visible when travelling either up or down the stairs. • Tactile Attention Indicators (TAIs) are required at the top of stairs to warn people with blindness or low vision of the hazard. They should have colour contrast with the adjacent floor surface and be 600 mm deep <p>Railings: \$3630.00 Anti-slip contrasting treads/nosings: \$372.68/step Riser Painting: \$3.00 ft² Unit cost for TAI's: \$726.00 ea</p>	OBC/CSA B651	
Community Hall	Stair to stage	<p>The stage is currently accessed by one narrow side stair with a door immediately at the top. There are no TAIs at the top of the stair and no colour-contrasted stair nosings. Having a door with a stair directly in front and no landing is problematic from a safety perspective. There is no wheelchair access to the stage.</p> <p>Door removal \$105.00 Railings: \$3630.00 Anti-slip contrasting treads/nosings: \$372.68/step Riser Painting: \$3.00 ft² (if already on site) Unit cost for TAI's: \$726.00 ea Wheelchair lift budget: \$12k to \$30k depending on spec</p>	<ul style="list-style-type: none"> • Provide a landing at the top of the stair, or remove the door • Guardrails and handrails of the proper height and configuration should be provided for stairs. • Colour-contrasted slip-resistant nosing strips should be provided on stair treads and risers, to make the edge of treads visible when travelling either up or down the stairs. • Tactile Attention Indicators (TAIs) are required at the top of stairs to warn people with blindness or low vision of the hazard. They should have colour contrast with the adjacent floor surface and be 600 mm deep • Wheelchair access to the stage could only be achieved with an accessible lift and relocation of the existing stair, which may not be feasible. There is not enough space to feasibly accommodate a ramp. 	OBC/CSA B651	
Community Hall	Stage	The stage has a gap at the front for outlets/lights. There is a bit of an edge before the gap which would be cane detectable, but no colour contrast.	<p>Paint or apply tape to the edge before the gap, in a colour that contrasts with the stage. Yellow is preferred.</p> <p>Paint a yellow visual strip: \$223.85 (if already on site)</p>	CSA B651	


Community Hall, Basement, OPP Office, Old Jail	Interior Doors	Interior doors do not meet current accessible clear width requirements and do not always have accessible clearances on the pull or push side of the door.	<ul style="list-style-type: none"> • Accessible clear width for a doorway is 860mm. To provide this, doors need to be a minimum of 965 mm wide or a 914mm door using swing-clear hinges. Generally, existing doors may remain, but where possible it is recommended to increase the door size. • Clearances of 600mm from the latch edge on the pull side and 300mm on the push side should be provided, as well as clear space on both sides of doors for maneuvering 	OBC/CSA B651	<p>Cost for new swing clear hinges (installed): \$423.50/door</p> <p>Clearances and clear space needs to be assessed on site and can't be quantified.</p>
Community Hall, Basement, OPP Office, Old Jail	Interior Doors	Most doors have knob hardware, which cannot be operated with a closed fist as it requires a grasping and twisting motion.	<p>Where panic bars are not required, hardware should be U-shaped lever-style handles.</p> <p>Unit cost (installed) for lever style handle: \$490.48/door (will be less if there are multiple)</p>	OBC/CSA B651	
Basement	Corridor	Corridor between basement area and the unused washroom/photocopy area is too narrow for access by wheeled mobility devices.	Corridors and hallways should be at least 1200mm wide to meet the CSA B651 standard; 1100mm to meet Ontario Building Code. Existing narrower corridors may remain, but understand that these corridors are not accessible, and any necessary amenities such as washrooms should be provided in accessible areas.	OBC/CSA B651	Out of scope
OPP Office/Basement	Copy Room	There is a step down between the OPP Office and the room that houses the furnace, janitorial supplies, and the photocopier. Service rooms are not required to have a barrier-free path of travel, but if the room is being used as a print room it should be accessible.	Relocate the photocopier and designate this room as a building service/janitorial room only.	Better Practice Recommendation	Out of scope




Old Jail	Overall	The old jail is accessed from outside and is currently being used as storage. As such, it was not possible to access any areas within the space. The greatest impediments to accessibility appear to be access into the space from the exterior, and the clear width of doorways.	Given the thickness of the walls and sizes of openings into the cells, it seems unlikely that conversion of the cells to another occupied use such as offices would be feasible. If left as a storage space, no accessibility upgrades are required. Out of scope		
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Interior Areas					
Interior areas are the rooms and spaces inside a building, other than sanitary facilities, that are not solely for circulation.					
Community Hall	Kitchenette	Kitchenette presents many accessibility issues. Getting into the kitchen would likely be impossible for a mobility device user. Countertops are lower than standard height but still above accessible height. No knee space provided. Fridge cannot be opened with a closed fist. Bar height is inaccessible. Budget based on past projects: \$20k to \$30k.	<ul style="list-style-type: none"> • Recommend reconfiguring access to the kitchenette so that there is an accessible door off of the main space. If the stair access to the basement is going to be permanently abandoned, this could provide some additional space for the kitchenette. • Cabinetry should be replaced and knee space incorporated under the sink and one area of the work surface. Provide drawers for undercounter storage. Bar counter should be lowered. • Hardware for cabinets and appliances should be operable with a closed fist. • Sinks should have single-lever faucets with soap and paper towels within reach. • Microwave needs to be mounted on countertop with clear space adjacent to the latch side of the microwave door for placing hot items. • Provide undercounter task lighting 	CSA B651	

OPP Office	Kitchenette	Kitchenette is not accessible due to space constraints, lack of knee space, sink controls, and mostly cupboard storage. The fridge being placed on the counter would also present a challenge to some users.	<ul style="list-style-type: none"> • Consider relocating the OPP office kitchenette and consolidating it with a coffee station, in a location that is more accessible and has enough space for a sink, microwave, and undercounter fridge. • Ideally knee space should be provided under the sink. • Hardware for cabinets and appliances should be operable with a closed fist. • Sinks should have single-lever faucets with soap and paper towels within reach. • Microwave needs to be mounted on countertop with clear space adjacent to the latch side of the microwave door for placing hot items. <p>Budget based on past projects (small kitchenette): \$10K to \$15k</p>	CSA B651	
OPP Office	Kitchenette	Coffee station has adequate clear space, but countertop is very shallow and cluttered. No knee space, and no space adjacent to latch side of microwave to put down hot items.	Consider consolidating coffee station with kitchenette Incorporated in kitchenette budget.		
General	Offices	No existing offices in Community Hall; OPP office space is quite small and could be difficult for someone in a wheeled mobility device to access.	Ensure offices are sized and laid out appropriately to allow for maneuvering and access to workstations and equipment Out of scope	CSA B651	

OPP Office	Furniture	Furniture is not accessible – desks do not have adequate knee clearance.	Workstations should be large enough to accommodate expected usage and ideally be height adjustable. Chairs should also be adjustable.	CSA B651	Out of scope
OPP Office/Basement	Copy Room	Path of travel and clear space in front of the photocopier is adequate.	<ul style="list-style-type: none"> • Recommend relocating the photocopier as the room it is located in has a step down and is not accessible. • Supporting spaces are sized and laid out appropriately to allow for maneuvering and access to equipment such as printers and photocopiers. <p>Out of scope</p>	CSA B651	
Community Hall, Basement, OPP Office, Old Jail	Overall	Some waste receptacles create obstructions.	Locations for various waste receptacles should be planned out so that they don't become afterthoughts that get placed in locations where they obstruct clear space or access to amenities or equipment.	Better Practice Recommendation	Out of scope
Community Hall	Main Room	There are display cabinets on the walls of the Community Hall which project more than 100mm and would present a collision hazard for people who are blind as they are not cane detectable. During the site visit, there were tables below the display cases, which are cane detectable and would prevent collisions, but the tables are movable and presumably not always located in these spots. The bar for the kitchen also appears to project more than 100mm.	<p>Make sure any items projecting more than 100mm out from walls are made cane detectable by providing an element between 0 to 685mm above the finish floor. This can be done by lowering the item, or providing legs or other build-out beneath the item.</p> <p>Typically this only applies within paths of travel, but given the open nature of the Community Hall and circulation through it, we recommend making projections in this space cane-detectable to avoid injuries due to collisions.</p> <p>Cost to lower cabinets: \$533.00 (if already site this will cost less)</p>	OBC/CSA B651	
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Interior Environment					
Interior environment includes lighting, acoustics, finishes, and building controls.					

Community Hall	Acoustics	Lots of hard finishes in the space results in poor acoustics.	Add sound absorbing acoustic panels to main room to help with the acoustics in that space.	Better Practice Recommendation	Unquantifiable
Community Hall	Lighting	Lighting levels did not seem to exceed 50 lx in the main room, which is a bit on the dim side.	<ul style="list-style-type: none"> • CSA B651 provides guidance on lighting levels for different types of spaces. It is important that lighting levels are controllable, especially in individual spaces like offices, as the recommended light levels are needed by some people but may be overwhelmingly bright for others. Flexibility and the ability to customize the environment provides the most accessible solution. • LED light fixtures with dimmer control mechanisms could be provided 	CSA B651	Budget for new LED fixtures: \$500.00/fixture
Community Hall	Flooring	Flooring has more of a satin sheen, but there is glare in some spots. Windows do have sunscreens which offer the ability to control direct sunlight and glare.			Out of scope
Community Hall	Flooring	Floor entrance mats may present a trip hazard.	<p>Ensure edges of mats lay flat. Replace mats that have lifted edges.</p> <p>Out of scope</p>	Better Practice Recommendation	
Community Hall, Basement, OPP Office, Old Jail	Flooring	<p>Flooring was in poor condition in many areas. Floor surfaces should be firm, level, and slip resistant.</p> <p>Budget numbers for each type of floor (including removals): Resilient: \$12.00 ft² Ceramic/Porcelain: 24.00 ft² Carpet tile: \$10.00 ft²</p>	<ul style="list-style-type: none"> • Provide new flooring in basement, washrooms of community hall, at least some areas of OPP office, and the old jail. Resilient flooring, tile, and carpet are all acceptable types of flooring from an accessibility standpoint, as long as the carpet is low pile. • Strongly patterned or busy flooring should be avoided, and flooring with a linear pattern or layout that is used in areas with a defined path of travel should be laid parallel to the direction of travel. 		

Community Hall, Basement, OPP Office, Old Jail	Building Controls	Accessibility of controls and equipment varies. Light switches, hand sanitizer dispensers, and thermostats were often mounted outside of accessible reach. Adequate clear space was not always provided.	<ul style="list-style-type: none"> • Building controls such as light switches, electrical outlets, thermostats, and card readers should be installed at accessible heights and locations. • Accessible height is between 400-1200mm above floor finish (OBC Requirement), however, better practice is to install between 460-1100mm. Required clear space in front of these items is 820mm x 1390mm. • Avoid placing new/renovated controls too close to corners of walls, or obstructing the clear space with items such as waste receptacles will prevent people using wheeled mobility devices from being able to use them 	OBC/CSA B651	Unquantifiable. (Would need to complete a site visit to see existing conditions.)
Community Hall and Basement	Colours and Finishes	Colour contrast between walls and floors, doors and walls, and furnishings/millwork and surroundings could be improved.	<p>Contrast can be helpful for wayfinding. When selecting colours and finishes, provide contrast between floors and walls, doors and walls, and furnishings or cabinetry and their surroundings.</p> <p>Painting budget: \$2.75 ft²</p>	Better Practice Recommendation	
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Sanitary Facilities					
Sanitary facilities include washrooms and showers.					
Community Hall	Washrooms	The community hall has 2 gendered washrooms, with two stalls in the women's washroom and 1 stall and 1 urinal in the men's washroom. There is no accessible washroom that could accommodate people with wheeled mobility devices.	A universal washroom needs to be provided for the community hall. The women's washroom could be reconfigured into a universal washroom, and the men's washroom into a single-occupant washroom. As this will reduce the overall washroom count, there may be implications for the number of occupants permitted in the space.	OBC	Budget based on past projects: \$30k to \$50k

Community Hall	Washrooms	<p>Washroom stalls were outfitted with L-shaped side and horizontal rear grab bars. This could provide some stability to ambulatory users of the space. Grab bars were not provided for the urinal. Some of the hardware and washroom accessories, such as the type of slide lock on the stalls, would present challenges to some people with disabilities.</p> <p>Cost for slide locks/grab bars/toilet seat/toilet paper dispenser/faucet: \$1882.00</p>	<p>Recommendation is for substantial renovation/reconfiguration of the washrooms per above. Depending on timelines, some improvements could be made to the existing stalls in the interim:</p> <ul style="list-style-type: none"> • replace current locks with slide locks that can operated with a closed fist • Add addition L-shaped grab bar to the opposite side of the stall to create an "ambulatory washroom" – having grab bars on both sides allows people to pull themselves up with both hands, which is helpful in particular for seniors • make sure toilets are the comfort height type, like what is currently installed in the men's washroom • provide open roll toilet paper dispensers • replace faucets with ones that have lever-style control • washroom accessories should be mounted at accessible height and operable with a closed fist that doesn't require pinching or twisting motions 	OBC/CSA B651/Better Practice Recommendation	
Basement	Washroom	<p>No usable washroom is available in the basement – only washroom is used as a passageway/storage space.</p> <p>Budget based on past projects: \$30K to \$50k</p>	<p>A universal washroom should also be provided in the basement, as there are currently no usable washrooms in the basement and this space has been separated from the upper level. The unusable washroom is down an inaccessible corridor and therefore not suitable to being reconfigured as an accessible washroom.</p>	OBC	
OPP Office	Washroom	<p>Washroom is not wheelchair accessible, and could be improved for ambulatory users as well.</p> <p>Cost for a larger mirror (36"x48")/toilet paper dispenser: \$815.66</p>	<ul style="list-style-type: none"> • The OPP washroom may not be required to be upgraded as renovations to that space would likely not be considered "major" under the OBC. However, the space will not be truly accessible without one. If the kitchenette is relocated, that space can be used to expand the footprint of the washroom. • At a minimum, the space should be improved for ambulatory users by providing fixtures and accessories that contrast with their surroundings, a longer mirror, and toilet paper dispenser within reach of the toilet. 	Better Practice Recommendation	
Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
Wayfinding & Signage					

Signage is helpful in navigating a building, particularly buildings that are accessed by the public, who may not have the same familiarity with the layout as those who occupy the building on a regular basis.


Community Hall, Basement, OPP Office, Old Jail	Signage	There is very little to no signage currently provided.	<ul style="list-style-type: none"> •Provide exterior building signage for the entrances to various spaces •Provide signage leading to accessible entrance •The signage strategy should be comprehensive and consistent •Signage should be high contrast, and incorporate tactile signage that includes Braille, raised characters and raised symbols or pictograms. •Tactile signage needs to be mounted in the correct location in accordance with the Ontario Building Code, and the surfaces of signs should be matte so they do not cause reflections or glare, which make them difficult to read. 	OBC/CSA B651	Unquantifiable
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Location	Element	Existing Condition	Proposed Upgrade	Standard	Photo
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Emergency Systems

Proper provision of emergency systems and strategies is crucial to ensure the safety of building occupants. It is ultimately the building owner's responsibility to have a fire safety plan in place to ensure that all occupants can be evacuated from the building in the case of an emergency.

Community Hall		No fire alarms or visual fire alarms appear to be present in the space.	<p>The Ontario Building Code is inadequate when it comes to the provision of visual fire alarms. It would require them to be provided in an event space as it is an assembly area, however, it would not require them in offices.</p> <p>Given that it is a safety issue for people who are deaf and hard-of-hearing, it is strongly recommended that visual fire alarms be provided throughout the space, particularly in areas where people are more likely to be alone.</p>		Unquantifiable
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Community Hall, Basement, OPP Office, Old Jail		Fire extinguishers were sometimes mounted within accessible reach. Adequate clear space was not always provided.	<ul style="list-style-type: none"> • Accessible height for emergency and first aid equipment – including fire alarm pulls, fire extinguishers, first aid kits, and debrillators – is between 400-1200mm above floor finish, however, better practice is to install between 460-1100mm. Required clear space in front of this equipment is 820mm x 1390mm. • Placing them too close to corners of walls, or obstructing the clear space with items such as waste receptacles will prevent people using wheeled mobility devices from being able to use them. •Recycling/waste bins blocking access to fire extinguisher in Community Hall should be relocated. <p>Out of scope</p>		
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Community Hall, Basement, OPP Office, Old Jail		Exit signs are all of an older design, sometimes in poor condition.	<p>Replace existing exit signs with new green running man signs, which are pictorial and don't require an ability to read English.</p> <p>Unit cost to replace existing exit sign with new green running man sign: \$726.00 ea</p>	
Community Hall		There is a very old (unlit) exit sign above door to basement. This door has been screwed shut and should not be labelled as an exit.	<p>Remove exit sign from above door to basement so as to not confuse occupants.</p> <p>Cost to remove exit sign (if already on site and it is not powered): \$52.50</p>	

H.B.M. Council: Feb 12/2025

If this invoice is approved and
I hope it will.

Would it be donated to
go toward the repairs of the
Town Hall Balcony in the name
of the Midweek Jammers.

The Jammers have lost 5
Secretaries who don't come
since it has been closed?

Thanks in Advance.

E. Hatten

Patterson Small
Repairs

DATE Feb 12/2025

12/2025

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ADDRESS
ADRESSE

Hawlock Belmont Methuen
#7 Idgew & Oak St.

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February 7, 2025

Communication Release - Reconstruction of 37 George Street, Havelock

Peterborough Housing Corporation (PHC) is excited to share that reconstruction work has commenced at 37 George Street in Havelock, following the serious fire that damaged the building and displaced residents in April 2024.

Through a competitive bidding process, PHC has engaged with a local construction company to complete the reconstruction of 37 George Street. Work to rebuild 37 George Street began in January 2025 and is expected to be completed by the end of this year.

PHC is using the reconstruction as an opportunity to update the building, modernize amenities, and improve the functionality and security features of the property.

All former residents of 37 George Street that were displaced by the fire will be given the right of first refusal to return once the reconstruction is complete. PHC is in the process of engaging with the displaced residents who would like to return to the property to develop an individualized re-entry plan. Residents may also decide to remain at the property they moved to after the fire.

PHC will provide further updates to stakeholders, community members, and displaced residents as the reconstruction progresses.



Richard Grotsch
Director of Operations
Peterborough Housing Corporation
(705)742-0439
www.ptbohousingcorp.ca

Watersheds Canada to partner with Crowe Valley Conservation Authority to restore Ontario shorelines in 2024-2026

Watersheds Canada is bringing its flagship shoreline restoration and re-naturalize program, The Natural Edge, to the Crowe Valley Watershed in Ontario in 2024-2026. This program expansion is possible thanks to a new partnership with the Crowe Valley Conservation Authority and local community lake associations, and funding by Canada Water Agency through the Government of Canada's EcoAction Community Funding Program.

Vegetated shorelines of at least 20-30 meters wide are shown to remove up to 90% of nutrients and pollutants by increasing soil porosity and physically reducing the speed of surface runoff before it can enter nearby waterbodies. Almost all species of fish and wildlife actively seek naturalized shorelands at some point in their lifetime as their preferred habitat compared to developed shorelines. These natural shoreline areas provide critical areas for food and water, shelter, and reproducing.

The Natural Edge is a shoreline naturalization program available to landowners, community groups, and municipalities that have properties that border a lake, river, tributary, creek, wetland, or other waterbody. Program participants are involved in every step of their restoration process, creating a custom plan on-site alongside a trained staff member. Restoration decisions are made based on the landowner's personal preferences and their property's conditions, such as sunlight availability and soil type. This real-time restoration plan creation is possible by using Watersheds Canada's custom iOS App which uses property photos and overlays them with selected plants so landowners can see what their restored shoreline will look like before planting actually takes place.

The two year project will regenerate and restore degraded shorelines through planting native species, while also providing meaningful opportunities for individuals living in and near the Crowe Valley Watershed to improve their community's resilience to climate change impacts and to safeguard wildlife habitat. This comes at a time when shorelines in Ontario are under considerable threat from climate change and increased development pressures and unsustainable land-use. Healthy shorelines are a vital part of the community in the Crowe Valley Watershed, and this project will ensure these areas are protected for generations of people and wildlife to come.

The Natural Edge is a program that eliminates identified barriers for people to restore their shorelines using nature-based solutions. While 98% of property owners were very concerned about their impacts on the natural environment before participating in the program, only 26% felt confident to carry-out restoration efforts on their own. Each landowner that participates in The Natural Edge receives full support, including an in-person site visit. To start, a site visit is booked to discuss questions and concerns, assess planting conditions, and get

recommendations. During the site visit, a personalized planting plan is created, including photos of selected planting areas and ideal plant species based on height and aesthetic preferences. Once planting takes place, property owners receive resources to ensure that the newly planted vegetation thrives in the first few years of establishment and growth.

Interested waterfront property owners, community groups, and municipalities located in or near the Crowe Valley Watershed should contact Watersheds Canada by emailing [naturaledge \(at\) watersheds.ca](mailto:naturaledge@watersheds.ca) to book a site visit. Please check [this map](#) to see if you are located in or near the Crowe Valley Watershed. Spots in the program are limited and are given on a first come, first serve basis. Plantings will take place in spring 2025 and fall 2025.

About Watersheds Canada

Watersheds Canada is a registered Canadian charity committed to providing programs to communities across the country to engage and help individuals enhance and protect the health of their lakes and rivers. Since 2002, they have delivered freshwater stewardship programming, shoreline naturalizations and assessments, and in-water habitat restorations. To learn more, visit Watersheds.ca

-30-

Media contact:

Chantal Lefevre
Natural Edge Regional Coordinator
Watersheds Canada
[naturaledge \(at\) watersheds.ca](mailto:naturaledge@watersheds.ca)

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: March 4, 2025
Subject: Councillor Activity Report

Purpose:

The purpose of this report is to provide a summary of Council Member activities including Committee Liaison meetings.

Recommendation:

That the report of the Chief Administrative Officer/Clerk providing a summary of Council Member activities including Committee Liaison meetings be received for information.

Background:

The summary of Council activities including Committee Liaison meetings is as follows and reflects submissions received:

Beverly Flagler, Councillor

1. HBM Youth Committee Minutes – December 18, 2024
2. HBM Youth Committee Minutes – January 15, 2025

Kathy Clement, Councillor

1. Library Board Meeting Agenda – January 16, 2025
2. Library Board Meeting Agenda – February 20, 2025

Hart Webb, Deputy Mayor

1. OPP Peterborough County Detachment Board Meeting Agenda – February 24, 2025

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



HBM YOUTH COMMITTEE MEETING MINUTES

Date: December 18, 2024

Time: 7:00 p.m.

Place: Old Town Hall

Attendees: Debbie Ottley (Co-Chair), Bev Flagler (Co-Chair), Kim Henderson (Treasurer), Joshua McKay, and Shari Gottschalk (Economic Development Officer and Secretary)

Regrets: Hart Webb (Councillor), Mick Riel, Gracie Peet-Riel

Call to Order: 7:03 pm

An open Regular Meeting of the HBM Youth Committee for the Township of Havelock-Belmont-Methuen was held on December 18, 2024, and commenced at 7:03 p.m. within the Town Hall.

Meeting Minutes Acceptance:

– November 20, 2024

COMMITTEE BUSINESS

A. Treasurer's Report

- Kim reported the Committee has \$472.42 in the bank with no outstanding cheques or payments.
- A motion was put forward to accept the treasurer's report.

Moved by Debbie Ottley
Seconded by Joshua McKay
Carried.

B. Event Planning – Dec. 27, 2024 from 7 – 10 pm

1) New Year's Eve Dance – Dec. 27, 2024 from 7 – 10 pm

- Debbie has purchased all decorations including the ballon arch, which can be used again. She also will be picking up baked good and punch supplies. Debbie and Shari to bring their 2-punch bowls.
- Joshua will speak with Holly from Amazing Dollar Store about craft and decorating supplies and 8 white plastic tablecloths.
- Decorating committee will meet early Friday to decorate, which will be Kim, Joshua, Gracie, Bev, Debbie, and Shari.
- Dance chaperones and volunteers will be Mick, Debbie, Shari, Bev, Kim, and Joshua.
- Debbie will contact Murray to arrange for red carpet and drop off to Township office (\$20 rental).
- DJ Paden has confirmed he will DJ for 3-hours (3x\$100).

- Moved by Debbie Ottley
 - Seconded by Joshua McKay
- Carried.

2) **Joshua's Art Class** – Fri. Jan. 31, 2025 @ 6 - 7pm

- Targeting 9 – 15 years and capped at 22 youths.
- Joshua will purchase all the supplies needed and the Committee will reimburse.
- Debbie will make the poster and social media post. Please keep an eye out and share to your FB/IG pages.
- Shari will submit an online Municipal In-kind Facility Rental form, which Parks & Rec department will then bring a Report to Council for approval targeting Jan. 7th Regular Council meeting.

3) **Youth Cooking Class** – Fri. Feb. 21, 2025 @ 4 – 6pm

- Limited to 6 kids (registration) and 3 seniors to help. RSVP will be first come, first served.
- Menu will be Lasagna, Caesar salad, garlic bread, and apple crumble (Marie will be teaching).
- Joshua M. will speak with Holly from Amazing Dollar Store about craft and decorating supplies and 8 white plastic tablecloths.

4) **Soap Box Derby** – Date to be confirmed.

- Debbie has spoken with Phil Higgins, Andy Sharpe, Ken Pierce, and Jim Martin about supporting the event and in particular soap box car and ramp maintenance. They seem supportive, but more discussion is needed.
- Shari created a resident permission sign-off form, which will need to be updated and circulated well in advance so a Report can be brought to Council.
- Shari to support Debbie by drafting letters soliciting local community groups to participate; Havelock Lions, Policing Committee, Scouts/Beavers, Minor Hockey, Express Softball, Heat Soccer, and Cordova Mines Rec Assn.
- We recommend each group raises \$250 each to help with promotion and soap box decorations, etc.
- Debbie is going to speak with the Scouts/Beavers about setting out the Cub Cars in the Town Hall the same day.
- There will be a BBQ and we will see if we can partner with the Lions. We will have music playing and if timing allows have a local band (high school band from Summerfest?).

C. **Other Business**

1) **Meeting Schedule**

- Discussed keeping the 3rd Wednesday of the month or resuming the 4th Thursday. The change was imposed in the spring to accommodate Bev and Mick’s soccer schedule.
- A motion was put forward to maintain the 3rd Wednesday of the month going forward.
 Moved by Debbie Ottley
 Seconded by Joshua McKay
 Carried.

2) **Mayor’s Levee** – Sat. Jan. 4, 2025 @ 12:30 – 2:30 pm

- Everyone is invited to attend this FREE event, and Council would be pleased to see members from the Youth Committee attending.

Correspondence:

None

Attachments:

- None

Next Meeting: Wed Jan. 15, 2025

Meeting Adjournment:

A Motion was raised to adjourn the meeting.

 Moved by Joshua McKay
 Seconded by Kim Henderson
 Carried.

The meeting was adjourned at 8:05 p.m.

Co-Chair Signature

Secretary Signature



HBM YOUTH COMMITTEE MEETING MINUTES

Date: January 15, 2025

Time: 7:00 p.m.

Place: Old Town Hall

Attendees: Debbie Ottley (Co-Chair), Kim Henderson (Treasurer), Joshua McKay, Gracie Peet-Riel, and Shari Gottschalk (Economic Development Officer and Secretary)

Regrets: Bev Flagler (Co-Chair), Hart Webb (Councillor), Mick Riel

Call to Order: 7:02 pm

An open Regular Meeting of the HBM Youth Committee for the Township of Havelock-Belmont-Methuen was held on January 15, 2025, and commenced at 7:02 p.m. within the Town Hall.

Meeting Minutes Acceptance:

- November 20, 2024
- December 18, 2024
- A motion was put forward to accept the November 20, 2024, meeting minutes and table the December 18, 2024, minutes to February 19, 2025.

Moved by Debbie Ottley
Seconded by Joshua McKay
Carried.

COMMITTEE BUSINESS

A. Treasurer's Report

- Kim reported the Committee has \$286.25 in the bank with no outstanding cheques or payments from NYE dance or otherwise.
- A motion was put forward to accept the treasurer's report.

Moved by Debbie Ottley
Seconded by Gracie Peet-Riel
Carried.

B. Event Planning – Dec. 27, 2024 from 7 – 10 pm

1) New Year's Eve Dance – Post Event Review

- The event was well organized, beautifully decorated, and promoted broadly across FB and IG.
- Timing wasn't ideal and age group 15 – 18 years was a first for the committee and we need to look at other communication platforms like TikTok, and Snap Chat.

- In the future, we will partner with other youth organizations to ensure higher participation numbers.
 - DJ Paden reduced his fee to \$100.
- 2) **Joshua's Art Class** – Fri. Jan. 31, 2025 @ 6 - 7pm
- Targeting 9 – 15 years and capped at 22 youths.
 - Joshua will purchase all the supplies needed and the Committee will reimburse.
 - Debbie made the poster and we're sharing across social media post. Please keep an eye out and share to your FB/IG pages.
 - Council approved the municipal In-kind Facility Rental at the Jan. 7th Regular Council meeting.
- 3) **Youth Cooking Class** – Fri. Feb. 21, 2025 @ 4 – 6pm
- Limited to 6 kids (registration) and 3 seniors to help. RSVP will be first come, first served.
 - Menu will be Lasagna, Caesar salad, garlic bread, and apple crumble (Marie will be teaching).
 - Shari will work on a Waiver for the cooking class.
- 4) **Kids Bingo** – Fri. Mar. 28th @ 7 – 8pm
- Seniors have the Bingo cards and will sponsor snacks & refreshments, as well as dabbers.
 - Participants are to bring a Food Bank donation in lieu of admission fee.
- 5) **Bike Rodeo** – Date to be determined.
- Kim will speak with the OPP and Policing Committee to confirm dates and details.
- 6) **Soap Box Derby** – Date to be confirmed.
- Debbie has spoken with Phil Higgins, Andy Sharpe, Ken Pierce, and Jim Martin about supporting the event and in particular soap box car and ramp maintenance. They seem supportive, but more discussion is needed.
 - Shari created a resident permission sign-off form, which will need to be updated and circulated well in advance so a Report can be brought to Council.
 - Shari to support Debbie by drafting letters soliciting local community groups to participate; Havelock Lions, Policing Committee, Scouts/Beavers, Minor Hockey, Express Softball, Heat Soccer, and Cordova Mines Rec Assn.
 - Joshua is going to speak with Cindy McCreedy about a youth band to perform.
 - Debbie is going to speak with the Scouts/Beavers about setting out the Cub Cars in the Town Hall the same day.

- There will be a BBQ and we will see if we can partner with the Lions. We will have music playing and if timing allows have a local band (high school band from Summerfest?).

C. Other Business

1) Creative Youthful Street Lights

- Debbie showed the committee really fun creative decorative lights that could be mounted to the poles in the George St park & slash pad area. She's going to do more research to confirm costs are \$150/ea, which will be based on local youth's design.

Correspondence:

None

Attachments:

- None


Next Meeting: Wed Feb. 19, 2025

Meeting Adjournment:

A Motion was raised to adjourn the meeting.

Moved by Gracie-Peet Riel
Seconded by Joshua McKay
Carried.

The meeting was adjourned at 7:50 p.m.



Co-Chair Signature



Secretary Signature

**TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
LIBRARY BOARD MEETING
AGENDA**

Thursday January 16th, 2025 2pm
Havelock Library
Amended

Call to Order:

Conflict of Interest Disclosure:

Minutes: Thursday November 21st, 2024

Treasurer's Report:

Librarian's Report:

Correspondence:

Other Business:

Committee of the Whole in Camera:

For Your Information:

Adjournment:

LIBRARY BOARD MEETING

A meeting of the Havelock-Belmont-Methuen Library Board was held Thursday November 21st, 2024 at the Havelock Library

Members Present: Robbie Beatty, Carolyn Knowles, Connie Whitmore, Joy Brickell and Mayor Jim Martin

Absent: Kathy Clement

Staff Present: CEO Sandy Harris, Branch Head Nancy Law and CAO Bob Angione

Chairperson Robbie Beatty called the meeting to order at 2:01p.m. and reminded the Board members of the conflict of interest disclosure.

Minutes:

Motion that the minutes from October 17th, 2024 be approved and adopted as circulated

L-42-24

Moved by Connie Whitmore

Seconded by Carolyn Knowles

Carried

Mayor Martin and CAO Bob Angione discussed with the Library Board about the letter that had been sent by the Historical Society about the shared space in the basement. The Library Board stated that they would agree to six weeks for them to use the basement and the Library would try to accommodate the two hugely popular programmes that the library delivers every month. The Library Board invited the Mayor and CAO to view the actual space and how little room was actually used by these groups showing that there was more than adequate space for the historical society to do their inventory. The Library Board would defer any other programmes that they would like to offer until after the six weeks and try to attempt to schedule the Town Hall.

Treasurer's Report

There was no Treasurer Report

Librarians Report

CEO Sandra Harris gave her Librarians Report. She told the Board about a new request for space with another Home School programme. The Board has deferred this decision at this point in time. There was a discussion about the summer student and possibly different sharing ideas for the student. It was agreed that the student should start in June. Christmas hours for both branches were discussed.

Motion for both libraries to be closed from Tuesday December 24 reopening on Saturday December 28 then being closed again until Friday January 3

L-43-24

Moved by Joy Brickell

Seconded by Connie Whitmore

Carried

Motion to accept Librarians Report

L-44-24

Moved by Carolyn Knowles

Seconded by Connie Whitmore

Carried

Correspondence

None

Other Business

The Board went In Camera

Next meeting Thursday January 16th, 2025 at the Havelock Library at 2 pm

Adjournment:

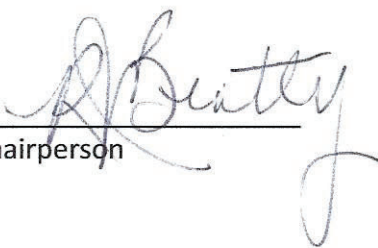
Motion that the meeting be adjourned at 4:44 p.m.

L-45-24

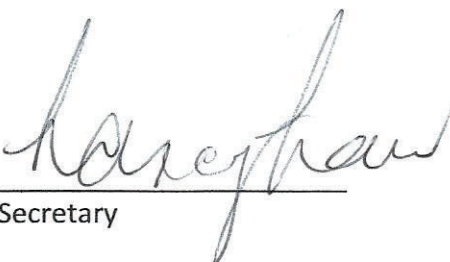
Moved by Carolyn Knowles

Seconded by Joy Brickell

Carried



Chairperson



Secretary

LIBRARY REPORT JANUARY 2025

1. The Public Library Operating Grant (PLOG) was deposited in the Library account December, 2024. An application for internet connectivity funding for the Cordova Branch was submitted January 2, 2025.
2. Our annual statistical report has been submitted to the Office of the Information and Privacy Commissioner of Ontario.
3. We have received a contract to renew from MicroAge for technical computer services. I have discussed our requirements with our technician and expressed that monthly visits may not be required as we can do the routine updates ourselves. We would require visits for new hardware installations and problems that are beyond our scope to deal with.
4. We have arranged to have a volunteer move the Havelock Citizen newspapers left at the Havelock Branch to the basement for the Belmont-Methuen-Havelock Historical Society's archives. We do not have the room to store them or the time to scan relevant articles. We will need room for our craft supplies, etc. as we are anticipating being asked to give up any storage that we have in the basement presently and, also, not being allowed access to the basement.
5. We are to have our order for the TD Summer Reading Club materials submitted before January 17th.
6. We are offering a genealogy program at the Havelock Branch on Thursdays, 1:00 p.m.-3:00p.m. for the month of February.

Library - Havelock Branch

From: Bob Angione <BAngione@hbmtwp.ca>
Sent: Wednesday, January 15, 2025 12:48 PM
To: [REDACTED] Robbie Beatty; Sandy Harris
Cc: Kathy Clement
Subject: Use of Library Basement

Hi Robbie and Sandy:

I am writing to inform you that Council approved, at yesterday's Council meeting, exclusive use of the library basement level by the Belmont-Methuen and Havelock Historical Society for a period of six months to allow for the cataloguing of historical artifacts. This period will commence today and conclude on July 15, 2025.

Staff has been directed to draft a written agreement for the sharing of space between the historical society and the library board for the time following July 15. Input will be sought from both groups, as well as Council, before a final draft is presented to Council for approval.

If the Library Board would like to use the Old Town Hall to accommodate library programming during the sixth month period, I suggest that a written request be submitted for Council's approval. The In-Kind Facility Rental Request Form can be located at the following link on the Township website:

<https://onlineforms.hbmtwp.ca/Facility-Rental-Request>

Do not hesitate to contact me if I can be of further assistance.

Regards,
Bob

*Bob Angione, M.P.A., B.Admin.
Chief Administrative Officer and Municipal Clerk
Township of Havelock-Belmont-Methuen
1 Ottawa Street East, P.O. Box 10
Havelock ON K0L 1Z0
Tel: 705-778-2308 or 1-877-767-2795
Fax: 705-778-5248*



*Please consider the environment before printing this email

Confidentiality Note: This email message and any attachments are intended only for the named recipient(s) above and may contain information that is privileged, confidential and/or exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If you have received this message in error, please notify the sender immediately and delete this e-mail message from your computer. Thank you.

Please note that any personal information contained within correspondence or other communication directed to Council or Staff may become part of the public record and made available to the community at large.

**TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
LIBRARY BOARD MEETING
AGENDA**

**Thursday February 20th 2025 3pm
Havelock Library**

Call to Order:

Conflict of Interest Disclosure:

Minutes: Thursday January 16, 2025

Treasurer's Report:

Librarian's Report:

Correspondence:

Other Business:

Committee of the Whole in Camera:

For Your Information:

Adjournment:

LIBRARY BOARD MEETING

A meeting of the Havelock-Belmont-Methuen Library Board was held Thursday January 16, 2025 at the Havelock Library

Members Present: Robbie Beatty, Carolyn Knowles, Connie Whitmore and Kathy Clement

Via phone: Joy Brickell

Staff Present: CEO Sandy Harris and Branch Head Nancy

Chairperson Robbie Beatty called the meeting to order at 2:05 p.m. and reminded the Board members of the conflict of interest disclosure.

Minutes:

Motion that the minutes from November 21, 2024 be approved and adopted as circulated with amendment

L-01-25

Moved by Carolyn Knowles

Seconded by Joy Brickell

Carried

Treasurer's Report

There was no Treasurer Report

Librarians Report

CEO Sandra Harris gave her Librarians Report. She told the Board about the PLOG had been deposited in the Library Board's bank account and a new contract with Micro-Age that is solely with the Library. She also stated that she had a volunteer who would move the issues of the Havelock Citizen newspaper to the Historical Society. She will check with Diane Mack when it will be convenient to do this. Branch Head Nancy Law reported to the Board that the knitting club donated \$308.00 to the Havelock Food Bank from their Christmas sale and also donated knitted items to various other groups in the area.

Motion to accept Librarians Report

L-02-25

Moved by Carolyn Knowles

Seconded by Joy Brickell

Carried

Correspondence

Email received from CAO Bob Angione which was discussed in Other Business

Other Business

In response to the email from Council, the Library Board was disappointed, but the programmes will look forward to returning downstairs in 6 months. There was a discussion about using the basement at the Havelock United Church for these programmes, and if there is a cost.

Next meeting Thursday February 20th, 2025 at the Havelock Library at 3 pm

Adjournment:

Motion that the meeting be adjourned at 4:03 p.m.

L-03-25

Moved by Joy Brickell

Seconded by Carolyn Knowles

Carried


Chairperson


Secretary

LIBRARY REPORT
FEBRUARY 2025

1. The Annual Survey is open now with a deadline of April 30th _
2. The Book Club and Knitting Club are holding their meetings at the United Church (\$10.00 per usage). We are truly appreciative of their accommodating manner, letting us store knitting supplies and our kitchen supplies there.
3. A young local author, Ellie Hoppers, has donated a copy of her delightful book "Pop and Pup" to the Havelock Branch.
4. February is Black History Month and Lynn Young has allowed us to display her Story of the Underground Railway quilt in the library. An explanation of the meaning of the individual blocks is also on display.
5. Weeding is underway at both branches. Our books for sale in the basement have been boxed up by the BM HHS and I suggest that the non-fiction be taken to the Peterborough Library for their upcoming book sale. The question is to how to dispose of the weeded materials as according to the information provided by the Township is that books (hard and soft cover) are not accepted in the blue box. Is this different if we take the books to the Township Transfer Station?
6. I suggest that book and DVD sales be held weekly at the Havelock Branch beginning on the May long weekend and monthly at the Farmer's Market or at the Tourist Information location
7. We have not been invited as yet to Celebrate Havelock.
8. It is time again for the Large Print Pool rotation, one of the services staff members are volunteering to do, along with the Book Club, Knitting Club and Genealogy Program.
9. The BMHHS have refused the Havelock Citizen papers (1970-2005) that were left at the library when publication ended.
10. The Youth Committee would like to meet with the Board to see if the two groups could plan events together.

2024 HBM BUDGET

HBM LIBRARY EXPENSE GROUPINGS

LIBRARY				
HBM LIBRARY(S) TRANSFER TO RESERVE				
ACCOUNT#	ACCOUNT NAME	2024 BUDGET	2024ACTUAL	2025 BUDGET
03-1103-3110	TO RESERVE	\$0.00	\$0.00	\$0.00

[Expense Grouping]

HAVELOCK LIBRARY OPERATING BUDGET				
ACCOUNT#	ACCOUNT NAME	2024 BUDGET	2024ACTUAL	2025 BUDGET
WAGES & BENEFITS				
03-1103-5103	Wages-PT	\$63,860.00	\$63,860.00	\$63,860.00
03-1103-5105	Boards 6 x \$60 x 10 meetings each	\$3,240.00	\$3,240.00	\$3,240.00
03-1103-5111	CPP/EI	\$4,200.00	\$4,200.00	\$4,200.00
03-1103-5112	EHT	\$1,300.00	\$1,300.00	\$1,300.00
03-1103-5113	WSIB	\$1,900.00	\$1,900.00	\$1,900.00
03-1103-5116	OMERS	\$2,000.00	\$2,000.00	\$2,000.00
03-1103-5200	Mileage	\$500.00	\$500.00	\$500.00
03-1103-5210	Edu/Tmg/Program	\$1,000.00	\$864.00	\$1,000.00
	TOTAL WAGES & BENEFITS	\$78,000.00	\$77,864.00	\$78,000.00
MEMBERSHIPS				
03-1103-5240	Nancy/Summer Program	\$3,600.00	\$3,469.00	\$3,600.00
	TOTAL MEMBERSHIPS	\$3,600.00	\$3,469.00	\$3,600.00
MATERIALS & SUPPLIES				
03-1103-5301	Material & Supplies	\$200.00	\$200.00	\$200.00
03-1103-5302	Office Supplies	\$1,500.00	\$1,500.00	\$1,500.00
	TOTAL MATERIALS & SUPPLIES	\$1,700.00	\$1,700.00	\$1,700.00
ADVERTISING				
03-1103-5305	Advertising	\$150.00	\$150.00	\$150.00

Personnel

Personnel

Personnel

Personnel

Personnel

Personnel

Memberships, Training and Education

Memberships, Training and Education

Memberships, Training and Education

Materials & Supplies

Materials & Supplies

Advertising and Communication

HBM LIBRARY EXPENSE GROUPINGS

2024 HBM BUDGET

HBM LIBRARY EXPENSE GROUPINGS

		TOTAL ADVERTISING	\$150.00	\$150.00	\$150.00
POSTAGE/ COURIER					
03-1103-5306	Postage/Courier		\$100.00	\$100.00	\$100.00
		TOTAL POSTAGE/ COURIER	\$100.00	\$100.00	\$100.00
BOOKS & VIDEOS					
03-1103-5332	Books & Videos		\$16,000.00	\$16,000.00	\$16,000.00
		TOTAL BOOKS & VIDEOS	\$16,000.00	\$16,000.00	\$16,000.00
COMMUNICATIONS					
03-1103-5347	778-2621		\$4,800.00	\$4,800.00	\$4,800.00
	930-7297				
	Eastlink				
		TOTAL COMMUNICATIONS	\$4,800.00	\$4,800.00	\$4,800.00
COMPUTER & SOFTWARE					
03-1103-5800	Computer Mat & Supp		\$1,500.00	\$1,500.00	\$1,500.00
03-1103-5802	Computer Software & Support		\$8,000.00	\$8,000.00	\$9,000.00
		TOTAL COMPUTER & SOFTWARE	\$9,500.00	\$9,500.00	\$10,500.00
AUDIT, INSURANCE, MISCELLANEOUS					
03-1103-5362	Audit		\$530.00	\$530.00	\$530.00
03-1103-5370	Insurance		\$5,600.00	\$5,950.00	\$7,021.00
03-1103-5601	Miscellaneous		\$600.00	\$500.00	\$100.00
03-1103-5831	Security System		\$264.00	\$264.00	\$264.00
		TOTAL AUDIT, INSURANCE, MISC	\$6,994.00	\$7,244.00	\$7,915.00
		TOTAL HAVELOCK OPERATING BUDGET	\$120,844.00	\$120,827.00	\$122,765.00

Materials & Supplies

Advertising and Communication
Advertising and Communication
Advertising and Communication

Information Technology

Information Technology

Professional Services and Contracts

Insurance

Professional Services and Contracts
Professional Services and Contracts

CORDOVA LIBRARY OPERATING BUDGET				
ACCOUNT#	ACCOUNT NAME	2024 BUDGET	2024ACTUAL	2025 BUDGET
03-1104-5104	Wages Internal	\$0.00	\$0.00	\$0.00

Personnel

HBM LIBRARY EXPENSE GROUPINGS

2024 HBM BUDGET

HBM LIBRARY EXPENSE GROUPINGS

03-1104-5301	Materials & Supplies	\$500.00	\$500.00	\$500.00
03-1104-5347	Communications	\$2,400.00	\$2,400.00	\$2,400.00
TOTAL CORDOVA OPERATING BUDGET		\$2,900.00	\$2,900.00	\$2,900.00

Materials & Supplies
Advertising and
Communication

HAVELOCK LIBRARY CAPITAL BUDGET				
03-1103-5999	Shelving	\$0.00	\$0.00	\$0.00
	Computer Hardware	\$6,000.00	\$2,400.00	\$6,000.00
TOTAL HAVELOCK CAPITAL BUDGET		\$6,000.00	\$2,400.00	\$6,000.00

	2024 BUDGET	2024 ACTUAL	2025 BUDGET
TOTAL REVENUES	-\$27,373.00	-\$24,023.00	-\$27,373.00
TRANSFER TO RESERVE	\$0.00	\$0.00	\$0.00
TOTAL HAVELOCK OPERATING BUDGET	\$120,844.00	\$120,827.00	\$122,765.00
TOTAL CORDOVA OPERATING BUDGET	\$2,900.00	\$2,900.00	\$2,900.00
TOTAL LIBRARY OPERATING BUDGET	\$123,744.00	\$123,727.00	\$125,665.00
TOTAL LIBRARY CAPITAL BUDGET	\$6,000.00	\$2,400.00	\$6,000.00
BUDGET REQUIREMENT	\$102,371.00	\$102,104.00	\$104,292.00
% INCREASE/ (DECREASE)			1.88%

HBM LIBRARY EXPENSE GROUPINGS

Agenda

Peterborough County OPP Detachment Board Meeting

1:00 PM - Monday, February 24, 2025

Hybrid Peterborough County Committee Room and Electronic

This meeting can also be observed by using the following link:

<https://us02web.zoom.us/j/82747384895?pwd=Odeb3OROITuE3I0ap75WValkvdeyPd.1>

Call Toll Free: 855-703-8985

Meeting ID: 827 4738 4895

Accessible formats and communication supports are available upon request. Please contact clerksoffice@ptbocounty.ca if you have an accessible accommodation request.

Page

1. Opening Ceremonies

1.1. Call to Order

1.2. Roll Call

1.3. Land Acknowledgement and Moment of Reflection

1.4. Member Recognition

2. Disclosure of a Conflict of Interest

3. Approval of Agenda

Recommendation: That the agenda be approved as printed.

**Peterborough County OPP Detachment Board Meeting
Agenda
Monday, February 24, 2025**

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4. Adoption of Minutes

- 4.1** Peterborough OPP Detachment Board Minutes of January 27, 2025
[Draft Minutes - 27 Jan 2025 - Peterborough County OPP Detachment Board Meeting](#)

Recommendation: That the minutes of the January 27, 2025 Peterborough County OPP Detachment Board meeting be approved.

5. Business Arising Out of a Previous Meeting

- 5.1.** Meeting Protocol Refresher Training
Kari Stevenson, Director of Legislative Services/Clerk, Peterborough County

Recommendation: That the Board receive the presentation from Kari Stevenson, Director of Legislative Services/Clerk, Peterborough County regarding Meeting Protocol Training.

5 - 15

- 5.2.** Peterborough Situation Table Background Report
Inspector Chris Galeazza, Detachment Commander, Peterborough County OPP
[OPP - Board Report - Situation Table](#)

Recommendation: That the Board receive the report from Inspector Chris Galeazza, Detachment Commander, Peterborough County OPP, regarding the Peterborough Situation Table.

16 - 22

- 5.3.** Peterborough OPP Community Engagement Background Report
Inspector Chris Galeazza, Detachment Commander, Peterborough County OPP
[OPP Budgetary Request - Community Engagement](#)

Recommendation: That the Board receive the report from Inspector Chris Galeazza, Detachment Commander, Peterborough County OPP, regarding the OPP Community Engagement Budgetary Request.

**Peterborough County OPP Detachment Board Meeting
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Monday, February 24, 2025**

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6. Delegations and Presentations

7. Reports/Correspondence

23 - 27

- 7.1.** OPP Board Draft Budget
Jennifer Stover, CFO/CIO/Deputy CAO, Peterborough County
[CTY2025-02 - OPP Board Budget Report](#)

Recommendation: That the Board receive the report from Peterborough County's CFO/CIO/Deputy CAO regarding the OPP Board Draft Budget for information;

That a stabilization reserve be established with annual surpluses contributing to the reserve, and deficits being drawn from the reserve;

That the reserve balance not exceed 10% of the annual budget;

That any amounts in excess of the reserve balance be returned to the member municipalities to offset the following year contribution; and

That the draft budget be brought back to the next meeting for approval.

28 - 43

- 7.2.** Peterborough County OPP Detachment January 2025 Report
Inspector Chris Galeazza, Detachment Commander, Peterborough County OPP Detachment
[January 2025 PSB Report](#)

Recommendation: That the Board receive the OPP January 2025 Report for information.

8. By-laws

44 - 64

- 8.1.** By-Law 2025-01 being "Procedural By-Law" (The Board moved to approve the changes recommended to the current Procedural By-Law 2024-01 at the January 25, 2025 Meeting).
[Procedural By-Law](#)

**Peterborough County OPP Detachment Board Meeting
Agenda
Monday, February 24, 2025**

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Recommendation: That the Board adopt By-Law 2025-01, "Procedural By-Law" and Repeal By-Law 2024-01 being, "Procedural By-Law".

9. Notice of Motion

10. Information Items

11. Closed Meeting

Under the authority of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, S.44(2) to consider:

(k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record

Recommendation: That the Board move into Closed Session under Section 44(2) of the Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. 1, S.44(2) to consider; (k) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record.

12. Business Arising from Closed Session

13. Adjournment

13.1. The next meeting is scheduled for March 24, 2025

13.2. Adjournment

Recommendation: That the Board meeting adjourn at _____ p.m.



Tuesday February 11, 2025

Meeting Date: Monday February 24, 2025

To: Peterborough County OPP Detachment Board Member Report

Title: Peterborough Risk Driven Situation Table

Author: Inspector Chris Galeazza, Detachment Commander

Recommendation

The Peterborough Risk Driven Situation Table is a proven, cost-effective, and impactful initiative that directly aligns with the goals of the Peterborough CSWB Plan and OPP's community safety objectives. With the expiration of current grant funding in March 2025, it is imperative to secure ongoing financial support.

The Peterborough County OPP Detachment Board should strongly consider:

- Providing full or partial funding to maintain, and expand, the Table's capacity.
- Exploring collaborative funding models with the City and Cavan-Monaghan to ensure sustainability.
- Advocating for long-term, stable funding from provincial sources.

By investing in proactive, collaborative approaches to community safety, the Board will:

- Reduce emergency service costs.
- Strengthen community safety, well-being, and engagement.
- Improve long-term safety and well-being outcomes for Peterborough County residents.

This funding is not just an expenditure—it is an investment in a safer, healthier, and more resilient community.

Background

The Peterborough Risk Driven Situation Table is a weekly meeting of human service providers in Peterborough (City and County), to discuss and plan how to help people and families at risk. The table

is a collaboration between local organizations to reduce harm and victimization. The Table has been operational since May 2016.

Participating Agencies:

1. Adult Probation and Parole,
2. City of Peterborough Social Services,
3. Canadian Mental Health Association – Haliburton Kawartha Pine Ridge,
4. Four Counties Addiction Services Team,
5. John Howard Society,
6. Kawartha Haliburton Children’s Aid,
7. Kawartha Pine Ridge District School Board,
8. Kinark Child and Family Services,
9. Nogojiwanong Friendship Centre,
10. Ontario Provincial Police,
11. Peterborough Police,
12. Peterborough County City Paramedics,
13. Peterborough Family Health Team,
14. Peterborough Regional Health Centre,
15. Peterborough Youth Services,
16. Peterborough Victoria Northumberland Clarington Catholic School Board,
17. YWCA Peterborough Haliburton

There are two main components to the operation and management/oversight of the table. The Operations Table is the weekly meeting to discuss incidents acutely elevated risk. The Operations Table is Chaired by Lora Keitel, Four CAST. The oversight of the table is managed by the Steering Committee. The Steering Committee is Co-Chaired by Emily Jones, Peterborough Police and Chris Galeazza, OPP.

Funding

All the agencies provide in-kind funding, supplying meeting space and salary dollars for members attending the operational and steering committee meetings. Peterborough Police Service are current holders of the Community Safety and Policing Grant, set to expire March 31, 2025. Approximately \$43,000 per year is transferred to the Peterborough Drug Strategy to provide administrative support to the Board.

Statistics

Stats January 2022 - December 2024

- 19 discussions were held. 11 of those met the threshold of acutely elevated risk.
- To note, the voting threshold was changed in September/October 2024, and since then, the two cases have been brought forward (one in 2024 and one in 2025). Each have passed to filter four.
- 9 of the discussions were about a person, while 1 was addressing a family.
- It is a 50/50 split breakdown in gender.
- 33.3% of cases involved someone between the ages of 25-29, 22.2% of cases involved someone between the ages of 12-17, 11.1% of cases involved people between the ages of 18-14. The same percentage applies to the ages 30-39, 40-49 & 50-59.

2022 - 6 discussions were opened - 5 passed to filter four - 6 were closed.

2023 - 8 discussions were opened - 4 passed to filter four - 8 were closed.

2024 - 5 discussions were opened - 2 passed to filter four - 5 were closed.

2025 - 1 discussion has been opened so far - 1 passed to filter four.

Analysis

Key Priority Areas of the CSWB Plan Supported by the Situation Table:

Healthcare & Mental Health

The Table provides early intervention for individuals experiencing mental health crises, reducing the burden on police, emergency departments, and social services.

It aligns with the CSWB's goal of enhancing timely access to mental health supports.

Substance Use & Addictions

Many cases brought to the Table involve substance use and addictions. The collaborative approach ensures that individuals receive the right support, including harm reduction strategies, addiction counseling, and rehabilitation services.

Supports the CSWB's goal to strengthen harm reduction initiatives and ensure access to the right services.

Poverty & Income Security

Many individuals at risk face housing insecurity, unemployment, and financial instability.

The Table connects them with the appropriate social services, advancing the CSWB's goal to coordinate inclusive and user-focused access to human services.

Housing & Homelessness

By facilitating inter-agency collaboration, the Table supports efforts to stabilize individuals experiencing homelessness and connect them with long-term housing solutions.

Aligns with the CSWB's Housing First approach, which emphasizes housing as a fundamental right.

Community Supports & Safety

The Table reduces police involvement in non-criminal matters by diverting individuals toward social services.

Aligns with CSWB strategies to improve access to community support services and programs.

The CSWB Plan strongly emphasizes prevention and risk intervention, making the Situation Table an essential component of its strategy. Without adequate funding, the Table's ability to function effectively would be compromised, undermining the objectives of the CSWB Plan.

Attachments

Appendix A – Situation Table – Guidance on Information Sharing in Multi Sectoral Risk Intervention Models.

Guidance on Information Sharing in Multi-Sectoral Risk Intervention Models

This guidance document was developed by the Ministry of Community Safety and Correctional Services (Ministry), in consultation with its inter-ministerial, policing and community partners and the Office of the Information and Privacy Commissioner of Ontario (IPC).

Please note that not all aspects of the information sharing principles and Four Filter Approach outlined in this document are prescribed in legislation and many may not be mandatory for your specific agency or organization. Together, they form a framework intended to guide professionals (e.g., police officers, educators from the school boards, mental health service providers, etc.) that are engaged in multi-sectoral risk intervention models (e.g., Situation Tables) that involve sharing information.

The sharing of personal information and personal health information (“personal information”) requires compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), and/or other pieces of legislation by which professionals are bound (e.g., the Youth Criminal Justice Act). With that, before engaging in a multi-sectoral risk intervention model, all professionals should familiarize themselves with the applicable legislation, non-disclosure and information sharing agreements and professional codes of conduct or policies that apply to their respective agency or organization.

Considerations should also be made for undergoing a Privacy Impact Assessment (PIA) and entering into a confidentiality agreement. Conducting a PIA and entering into information sharing agreements is recommended to ensure that adequate standards for the protection of personal information are followed.

For information on PIAs, refer to the “Planning for Success: Privacy Impact Assessment Guide” and “Privacy Impact Assessment Guidelines for the Ontario Personal Health Information Protection Act” which are available online at www.ipc.on.ca.

Once the decision has been made to participate in a multi-sectoral risk intervention model, such as a Situation Table, agencies/organizations should also ensure transparency by making information about their participation publicly available, including the contact information of an individual who can provide further information or receive a complaint about the agency/organization’s involvement.

**Note: Information contained in this document should not be construed as legal advice.*



Information Sharing Principles for Multi-Sectoral Risk Intervention Models

Information sharing is critical to the success of collaborative, multi-sectoral risk intervention models and partnerships that aim to mitigate risk and enhance the safety and well-being of Ontario communities. Professionals from a wide range of sectors, agencies and organizations are involved in the delivery of services that address risks faced by vulnerable individuals and groups. These professionals are well-placed to notice when an individual(s) is at an acutely elevated risk (see definition outlined on page three) of harm, and collaboration among these professionals is vital to harm reduction.

Recognizing that a holistic, client-centered approach to service delivery is likely to have the most effective and sustainable impact on improving and saving lives, professionals involved in this approach, who are from different sectors and governed by different privacy legislation and policy, should consider the following common set of principles. It is important to note that definitive rules for the collection, use and disclosure of information are identified in legislation, and the following principles highlight the need for professional judgment and situational responses to apply relevant legislation and policy for the greatest benefit of individual(s) at risk.

Consent

Whenever possible, the ideal way to share personal information about an individual is by first obtaining that individual's consent. While this consent may be conveyed by the individual verbally or in writing, professionals should document the consent, including with respect to the date of the consent, what information will be shared, with which organizations, for what purpose(s), and whether the consent comes with any restrictions or exceptions.

When a professional is engaged with an individual(s) that they believe is at an acutely elevated risk of harm, and would benefit from the services of other agencies/ organizations, they may have the opportunity to ask that individual(s) for consent to share their personal information. However, in some serious, time-sensitive situations, there may not be an opportunity to obtain consent. In these instances, professionals should refer to pieces of legislation, including privacy legislation, which may allow for the sharing of personal information absent consent.

With or without consent, professionals may only collect, use or disclose information in a manner that is consistent with legislation (i.e., *FIPPA*, *MFIPPA*, *PHIPA* and/or other applicable legislation to which the agency/organization is bound), and they must always respect applicable legal and policy provisions.

Professional Codes of Conduct

It is the responsibility of all professionals to consider and adhere to their relevant professional codes of conduct and standards of practice. As in all aspects of

professional work, any decision to share information must be executed under appropriate professional discipline. This presumes the highest standards of care, ethics, and professional practice (e.g., adherence to the policies and procedures upheld by the profession) will be applied if and when personal information is shared. Decisions about disclosing personal information must also consider the professional, ethical and moral integrity of the individuals and agencies/organizations that will receive the information. The decision to share information must only be made if the professional is first satisfied that the recipient of the information will also protect and act upon that information in accordance with established professional and community standards and legal requirements. As this relates to collaborative community safety and well-being practices, this principle reinforces the need to establish solid planning frameworks and carefully structured processes.

Do No Harm

First and foremost, this principle requires that professionals operate to the best of their ability in ways that will more positively than negatively impact those who may be at an acutely elevated risk of harm. Decisions to share information in support of an intervention must always be made by weighing out the benefits that can be achieved for the well-being of the individual(s) in question against any reasonably foreseeable negative impact associated with the disclosure of personal information. This principle highlights what professionals contemplate about the disclosure of information about an individual(s) in order to mitigate an evident, imminent risk of harm or victimization. This principle ensures that the interests of the individual(s) will remain a priority consideration at all times for all involved.

Duty of Care

Public officials across the spectrum of human services assume within their roles a high degree of professional responsibility – a duty of care – to protect individuals, families and communities from harm. For example, the first principle behind legislated child protection provisions across Canada is the duty to report, collaborate, and share information as necessary to ensure the protection of children. Professionals who assume a duty of care are encouraged to be mindful of this responsibility when considering whether or not to share information.

Due Diligence and Evolving Responsible Practice

The IPC is available and willing to provide general privacy guidance to assist institutions and health information custodians in understanding their obligations under *FIPPA*, *MFIPPA* and *PHIPA*. These professionals are encouraged to first seek any clarifications they may require from within their respective organizations, as well as to document, evaluate and share their information sharing-related decisions in a de-identified manner, with a view to building a stronger and broader base of privacy compliant practices, as well as evidence of the impact and effectiveness of information sharing. The IPC may be contacted by email at info@ipc.on.ca, or by telephone

(Toronto Area: 416-326-3333, Long Distance: 1-800-387-0073 (within Ontario), TDD/TTY: 416-325-7539). Note that *FIPPA*, *MFIPPA* and *PHIPA* provide civil immunity for any decision to disclose or not to disclose made reasonably in the circumstances and in good faith.

Acutely Elevated Risk

For the purposes of the following Four Filter Approach, “acutely elevated risk” refers to any situation negatively affecting the health or safety of an individual, family, or specific group of people, where professionals are permitted in legislation to share personal information in order to eliminate or reduce imminent harm to an individual or others.

For example, under section 41(1)(h) of *FIPPA*, section 32(h) of *MFIPPA* and section 40(1) of *PHIPA*, the following permissions are available.

Section 42(1)(h) of *FIPPA* and section 32(h) of *MFIPPA* read:

An institution shall not disclose personal information in its custody or under its control except,

in compelling circumstances affecting the health or safety of an individual if upon disclosure notification is mailed to the last known address of the individual to whom the information relates.

*Note: written notification may be made through methods other than mail to the last known address. The individual should be provided with a card or document listing the names and contact information of the agencies/organizations to whom their personal information was disclosed at filters three and four, at or shortly after the time they are provided information on the proposed intervention.

Section 40(1) of *PHIPA* reads:

A health information custodian may disclose personal health information about an individual if the custodian believes on reasonable grounds that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.

“Significant risk of serious bodily harm” includes a significant risk of both serious physical as well as serious psychological harm. Like other provisions of *PHIPA*, section 40(1) is subject to the mandatory data minimization requirements set out in section 30 of *PHIPA*.

Four Filter Approach to Information Sharing

In many multi-sectoral risk intervention models, such as Situation Tables, the discussions may include sharing limited personal information about an individual(s) such that their identity is revealed. For that reason, the Ministry encourages professionals to obtain express consent of the individual(s) before the collection, use and disclosure of personal information. If express consent is obtained to disclose

personal information to specific agencies/organizations involved in a multi-sectoral risk intervention model for the purpose of harm reduction, the disclosing professional may only rely on consent to disclose personal information and collaborate with the specific agencies/organizations and only for that purpose.

If it is not possible to obtain express consent and it is still believed that disclosure is required, professionals in collaborative, multi-sectoral risk intervention models are encouraged to comply with the Four Filter Approach outlined below.

Under the Four Filter Approach, the disclosing agency/organization must have the authority to disclose and each recipient agency/organization must have the authority to collect the information. The question of whether an agency/organization “needs-to-know” depends on the circumstances of each individual case.

Filter One: Initial Agency/Organization Screening

The first filter is the screening process by the professional that is considering engaging partners in a multi-sectoral intervention. Professionals must only bring forward situations where they believe that the subject individual(s) is at an acutely elevated risk of harm as defined above. The professional must be unable to eliminate or reduce the risk without bringing the situation forward to the group. This means that each situation must involve risk factors beyond the agency/organization’s own scope or usual practice, and thus represents a situation that could only be effectively addressed in a multi-sectoral manner. Professionals must therefore examine each situation carefully and determine whether the risks posed require the involvement of multi-sectoral partners. Criteria that should be taken into account at this stage include:

- The intensity of the presenting risk factors, as in: Is the presenting risk of such concern that the individual’s privacy intrusion may be justified by bringing the situation forward for multi-sectoral discussion?
- Is there a significant and imminent risk of serious bodily harm if nothing is done?
- Would that harm constitute substantial interference with the health or well-being of a person and not mere inconvenience to the individual or a service provider?
- Did the agency/organization do all it could to mitigate the risks before bringing forward the situation?
- Do the risks presented in this situation apply to the mandates of multiple agencies/organizations?
- Do multiple agencies/organizations have the mandate to intervene or assist in this situation?
- Is it reasonable to believe that disclosure to multi-sectoral partners will help eliminate or reduce the anticipated harm?

Before bringing a case forward, professionals should identify in advance the relevant agencies or organizations that are reasonably likely to have a role to play in the development and implementation of the harm reduction strategy.

Filter Two: De-identified Discussion with Partner Agencies/Organizations

At this stage, it must be reasonable for the professional to believe that disclosing information to other agencies/organizations will eliminate or reduce the risk posed to, or by, the individual(s). The professional then presents the situation to the group in a de-identified format, disclosing only descriptive information that is reasonably necessary. Caution should be exercised even when disclosing de-identified information about the risks facing an individual(s), to ensure that later identification of the individual(s) will not inadvertently result in disclosure beyond that which is necessary at filter three. This disclosure should focus on the information necessary to determine whether the situation as presented appears to meet, by consensus of the table, both the threshold of acutely elevated risk, outlined above, and the need for or benefit from a multi-agency intervention, before any identifying personal information is disclosed.

The wide range of sectors included in the discussion is the ideal setting for making a decision as to whether acutely elevated risk factors across a range of professionals are indeed present. If the circumstances do not meet this threshold, no personal information may be disclosed and no further discussion of the situation should occur. However, if at this point the presenting agency/organization decides that, based on the input and consensus of the table, disclosing limited personal information (e.g., the individual's name and address) to the group is necessary to help eliminate or reduce an acutely elevated risk of harm to an individual(s), the parties may agree to limited disclosure of such information to those agencies/organizations at filter three.

Filter Three: Limited Identifiable Information Shared

If the group concludes that the threshold of acutely elevated risk is met, they should determine which agencies/organizations are reasonably necessary to plan and implement the intervention. Additionally, the presenting agency should inform the table of whether the individual has consented to the disclosure of his or her personal information to any specific agencies/organizations. All those agencies/organizations that have not been identified as reasonably necessary to planning and implementing the intervention must then leave the discussion until dialogue about the situation is complete. The only agencies/organizations that should remain are those to whom the individual has expressly consented to the disclosure of his or her personal information, as well as those that the presenting agency reasonably believes require the information in order to eliminate or reduce the acutely elevated risk(s) of harm at issue.

Identifying information may then be shared with the agencies/organizations that have been identified as reasonably necessary to plan and implement the intervention at filter four.

Any notes captured by any professionals that will not be involved in filter four must be deleted. Consistency with respect to this "need-to-know" approach should be supported in advance by way of an information sharing agreement that binds all the involved agencies/organizations.

*Note: It is important that the agencies/organizations involved in multi-sectoral risk intervention models be reviewed on a regular basis. Agencies/organizations that are rarely involved in interventions should be removed from the table and contacted only when it is determined that their services are required.

Filter Four: Full Discussion Among Intervening Agencies/Organizations Only

At this final filter, only agencies/organizations that have been identified as having a direct role to play in an intervention will meet separately to discuss limited personal information required in order to inform planning for the intervention. Disclosure of personal information in such discussions shall remain limited to the personal information that is deemed necessary to assess the situation and to determine appropriate actions. Sharing of information at this level should only happen to enhance care.

After that group is assembled, if it becomes clear that a further agency/organization should be involved, then professionals could involve that party bearing in mind the necessary authorities for the collection, use and disclosure of the relevant personal information.

If at any point in the above sequence it becomes evident that resources are already being provided as required in the circumstances, and the professionals involved are confident that elevated risk is already being mitigated, there shall be no further discussion by the professionals other than among those already engaged in mitigating the risk.

The Intervention

Following the completion of filter four, an intervention should take place to address the needs of the individual, family, or specific group of people and to eliminate or mitigate their risk of harm. In many multi-sectoral risk intervention models, the intervention may involve a “door knock” where the individual is informed about or directly connected to a service(s) in their community. In all cases, if consent was not already provided prior to the case being brought forward (e.g., to a Situation Table), obtaining consent to permit any further sharing of personal information in support of providing services must be a priority of the combined agencies/organizations responding to the situation. If upon mounting the intervention, the individual(s) being offered the services declines, no further action (including further information sharing) will be taken.

It is important to note that institutions such as school boards, municipalities, hospitals, and police services are required to provide written notice to individuals following the disclosure of their personal information under section 42(1)(h) of *FIPPA* and section 32(h) of *MFIPPA* (see note on page three). Even where this practice is not required, we recommend that all individuals be provided with written notice of the disclosure of their personal information. This should generally be done when the intervention is being conducted. In the context of multi-sectoral risk intervention models, such written notices

should indicate the names and contact information of all agencies to whom the personal information was disclosed at filters three and four, whether verbally or in writing.

Report Back

This “report back” phase involves professionals receiving express consent from the individual(s) to provide an update regarding their intervention to the group, including to those who did not participate in the intervention. This may involve reporting back, in a de-identified manner, on pertinent information about the risk factors, protective factors and agency/ organization roles that transpired through the intervention. In the absence of express consent of the individual(s), the report back must be limited to the date of closure and an indication that the file can be closed or whether the intervening agencies need to discuss further action. If the file is being closed, limited information may be shared regarding the reason for closure (e.g., connected to service).



Tuesday February 11, 2025

Meeting Date: Monday February 24, 2025

To: Peterborough County OPP Detachment Board Member Report

Title: Budget Request – Community Engagement

Author: Inspector Chris Galeazza, Detachment Commander

Recommendation

The Peterborough County OPP Detachment Board allocate dedicated funding for community engagement events and establish an expense account for the Detachment Commander. This funding will support vital community policing initiatives and enhance public trust in law enforcement while ensuring transparency and accountability in expenditures.

Background

The Ontario Provincial Police (OPP) play a critical role in community safety and engagement within Peterborough County. A key part of the OPP Strategic Plan and the Detachment Action Plan is fostering strong relationships with residents through community events, educational initiatives, and public outreach. These efforts contribute to crime prevention, youth engagement, and overall public satisfaction and confidence in policing.

Annually, the Peterborough County OPP successfully conduct various engagement events, including:

- **School Programs** (e.g., OPP KIDS, Swim to Survive)
- **Public Safety Initiatives** (e.g., Community Presentations, Bicycle Rodeos)
- **Local Festivals & Fairs** (e.g., Polar Fest, Fire & Ice, Pumpkin Fest, Rock the Locks, the Norwood and Kinmount Fairs)
- **Youth & Family Activities** (e.g., Fishing Derbies, Charity Hockey Games, School Sporting Events, Cops for Cancer)

Historically, officers have made do without guaranteed funding. While commendable, this practice is unsustainable and does not align with best practices for operational funding.

Additionally, the absence of a formal expense account for the Detachment Commander limits flexibility in responding to unplanned engagement opportunities. Many other OPP detachments, such as

Nottawasaga, have dedicated funds for community initiatives and leadership expenses, demonstrating the flexibility and necessity of this funding model.

Financial Impact

Expenses are in addition to the costs for OPP policing billed directly to the municipalities.

Funding can be sources from revenue transfers related to:

- Criminal record checks
- Occurrence reports
- Sale of seized property and court orders
- Municipal funding contributions

Beginning in 2025, the revenue allocation for criminal record checks with be reduced by 25%, until completely phased out in 2028.

Statistics

All community engagement activities within detachment:

DAR ODC (Obligated Duty Code)	Total %
167: Patrol – Foot	1.62%
937: Community Mobilization – Activity	1.40%
9001: Media Relations	1.0%
834: KIDS Program	0.52%
935: Community Mobilization – Planning	0.41%
936: Community Mobilization – Meeting	0.40%
168: Patrol – School	0.14%
940: Community Mobilization - Presentations	0.07%
286: Community Policing Office Administration	0.01%

Peterborough County Detachment’s overall engagement activities equate to 5.6% of all operational activities for 2024, up from 5.0% for 2023.

Policy

Acceptance of a donation may impact the public perception of the OPP. Therefore, an offer of donation requires careful investigation and review. Donations may only be accepted in accordance with Police Orders (Policy), Professionalism, Code of Conduct, OPP Strategic Plan. It is mandated that consideration should be given to involving a Detachment Board in the process of the acceptance of donations. For obvious reasons, donations shall not be solicited from a member of the public or a corporation except as authorized by the Commissioner.

Proposed Allocation

1. **Community Engagement Funds:** \$5000-\$7500
2. **Detachment Commander Expense Account:** \$2000-\$3000

Attachments

- Appendix A – 2023 Detachment Revenue Transfers to Municipalities
- Appendix B – Nottawasaga Detachment OPP Board Draft Budget.

APPENDIX A

2023 January to March Detachment Revenues

Customer	Region	Detachment	C/NC	Security Checks 423140 841.06	RCMP Fingerprint LIVESCAN 230510 626.00	NSF 422980 \$35.80 Deposited by MOF	Duplicate security checks 423160 88.73	Occurrence & MVA Reports 422225 652.21	Technical Traffic Collision Reports / Reconstruct 423225 \$1878.76 or \$3188.73	Accident Photos & Videos 441760 \$38.97	Finger Prints OPP 423760 \$87.82	Unclaimed Property Sales 440810	other taxable	Court Ordered Restoration 473730	Beer Bottle Returns 479060	OTHER Non-Taxable	HST (13%) 210150	2023 Jan-Mar Total	2023 Jan-Mar Total (less Livescan & HST)	MOF/DIRECT	2023 Jan- Mar Revenues to be issued to Mun	
Asphodel-A Central	Peterborough Contract			1,353.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,353.00	1,353.00	MOF	1,353.00	
Douro-Dunn Central	Peterborough Contract			3,280.00	250.00	0.00	0.00	52.21	0.00	0.00	575.20	0.00	0.00	0.00	0.00	0.00	0.00	81.59	4,239.00	3,907.41	MOF	3,907.41
Hawkeby-B Central	Peterborough Contract			2,805.00	100.00	0.00	0.00	0.00	0.00	0.00	230.08	0.00	0.00	0.00	0.00	0.00	0.00	26.92	2,969.00	2,239.08	MOF	2,239.08
North Kawia Central	Peterborough Contract			615.00	50.00	0.00	0.00	0.00	0.00	0.00	115.04	0.00	0.00	0.00	0.00	0.00	0.00	14.96	795.00	730.04	MOF	730.04
Otonabee-C Central	Peterborough Contract			2,009.00	125.00	0.00	0.00	0.00	0.00	0.00	287.60	0.00	0.00	0.00	0.00	0.00	0.00	37.40	2,459.00	2,296.60	MOF	2,296.60
Selwyn Tp Central	Peterborough Contract			4,920.00	100.00	0.00	0.00	0.00	0.00	0.00	230.08	0.00	0.00	0.00	0.00	0.00	0.00	29.92	5,280.00	5,150.08	MOF	5,150.08
Trent Lakes Central	Peterborough Contract			1,189.00	25.00	0.00	0.00	0.00	0.00	0.00	115.04	0.00	0.00	0.00	0.00	0.00	0.00	14.96	1,344.00	1,304.04	MOF	1,304.04

2023 April to June Detachment Revenues

Customer Name	Region	Detachment/NC	Security Checks 42744 \$41.00	RCMP Fingerprint LIVESCAN 33819 \$25.00	NSP 42208 Organized to MOP	Duplicate security checks 42216 \$9.73	Occurrences & BYA Reports 42223 \$52.21	Residential Traffic Collisions Reports / Releases 42225 \$1879.74 or \$3189.73	Accident Photos & Videos 44170 \$39.97	Finger Prints QPP 42214 \$57.32	Unclaimed Property Sales 44010	other leasable	Court Ordered Restoration 47573	Bear Bait Returns 47200	OTHER Non-Taxable	HST (13%) 21010	2023 Jan-Mar Total	2023 Jan-Mar Total (less Livescan & HST)	MOF/DIRECT	OPRCU - Blank Mun Adjustments (Sep/23- Mar/23)	2023 Jan- Mar Revenues to be Issued to Mun
Asphodel Norwood Tp	Central	Peterboros, Contract	1,861.00	150.00	0.00	0.00	32.21	0.00	0.00	345.12	0.00	0.00	0.00	0.00	0.00	51.67	2,280.00	2,078.33	MOF	287.00	2,365.33
Doune-Dunmore Tp	Central	Peterboros, Contract	2,706.00	100.00	0.00	0.00	0.00	0.00	0.00	230.08	0.00	0.00	0.00	0.00	0.00	29.92	3,066.00	2,936.08	MOF	426.52	3,362.60
Havelock-Bermont-Methu	Central	Peterboros, Contract	1,312.00	25.00	0.00	0.00	0.00	0.00	0.00	57.52	0.00	0.00	0.00	0.00	0.00	7.48	1,402.00	1,369.52	MOF	82.00	1,451.52
North Kawartha Tp	Central	Peterboros, Contract	328.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328.00	328.00	MOF	82.00	410.00
Chonabee-South Monaghan	Central	Peterboros, Contract	2,706.00	75.00	0.00	0.00	0.00	0.00	0.00	172.56	0.00	0.00	0.00	0.00	0.00	22.44	2,976.00	2,878.56	MOF	287.00	3,165.56
Selwyn Tp	Central	Peterboros, Contract	5,617.00	150.00	0.00	0.00	0.00	0.00	0.00	402.64	0.00	0.00	0.00	0.00	0.00	52.36	6,222.00	6,019.64	MOF	493.00	6,511.64
Trent Lakes M	Central	Peterboros, Contract	1,722.00	25.00	0.00	0.00	0.00	0.00	0.00	172.56	0.00	0.00	0.00	0.00	0.00	22.44	1,942.00	1,894.56	MOF	41.00	1,935.56

2023 July to September Detachment Revenues

Customer	Region	Detachment/C/NC	Security Checks 423740 54.00	RCMP Fingerprints LIVESCAN 422590 320.00	NSF Deposited by MOF 423740 93.71	Duplicate security checks 423740 93.71	Occurrence & WVA Reports 422226 52.21	Technical Traffic Collision Reports / Reconstruct 422228 \$1973.45 or \$1973.17	Accident Photos & Values 441730 138.97	Finger Prints OPI 423740 57.52	Unclaimed Property Sales 440510	Other Incidents	Court Orders 417730	Beer Bottle Returns 470000	OTHER Non-Taxable	HST (15%) 210150	2023 Jul-Sep Total	2023 Jul-Sep Total (less LiveScan & HST)	MOF/DIRECT	OPRCU - Blank Mun Adjustments (Jan-Jun/23)	2023 Jul- Sep Revenues By No. Insect to Mun
Asphodel-I Central	Peterborough, Contract		1,763.00	75.00	0.00	0.00	0.00	3,637.17	0.00	172.56	0.00	0.00	0.00	0.00	0.00	495.27	6,143.00	5,572.73	MOF	41.00	5,613.73
Douro-Dun Central	Peterborough, Contract		1,681.00	100.00	0.00	0.00	0.00	0.00	0.00	230.08	0.00	0.00	0.00	0.00	0.00	29.92	2,041.00	1,911.08	MOF	0.00	1,911.08
Havelock-8 Central	Peterborough, Contract		1,927.00	50.00	0.00	0.00	0.00	0.00	0.00	115.04	0.00	0.00	0.00	0.00	0.00	14.96	2,107.00	2,042.04	MOF	0.00	2,042.04
North Kaw Central	Peterborough, Contract		779.00	75.00	0.00	0.00	0.00	0.00	0.00	172.56	0.00	0.00	0.00	0.00	0.00	22.44	1,049.00	951.56	MOF	0.00	951.56
Otonabee- Central	Peterborough, Contract		2,419.00	25.00	0.00	0.00	0.00	0.00	0.00	115.04	0.00	0.00	0.00	0.00	0.00	14.96	2,574.00	2,534.04	MOF	82.00	2,616.04
Selwyn Tp. Central	Peterborough, Contract		4,469.00	100.00	0.00	0.00	0.00	0.00	20.97	230.08	0.00	0.00	0.00	0.00	0.00	23.95	4,864.00	4,730.05	MOF	0.00	4,730.05
Trent Lake Central	Peterborough, Contract		1,927.00	25.00	0.00	0.00	52.21	0.00	0.00	57.52	0.00	0.00	0.00	0.00	0.00	14.27	2,076.00	2,036.73	MOF	57.52	2,094.25

2023 October to December Detachment Revenues

Customer/Region	Detachment/NC	Security Checks 423746	RCMP Fingerprint LIVESCAN 335816	NSP 422008 Reported to MCF	Duplicate security checks 422164	Occurrences & MVA Reports 422222	Technical Traffic Collisions Reports/ Revisions 422325	Accident Photos & Videos 441760	Finger Prints CPP 423705	Unclaimed Property Sales 448916	Court Ordered Restitution other taxable 479738	Bear Bottle Returns 479096	OTHER Non-Taxable	HST (13%) 216105	2023 Oct-Dec Total	2023 Oct-Dec Total (plus LiveScan & HST)	MCF/DIRECT	OPACU - Blank Main Adjustments (Jan-Sep 2023)	Revenue Adjustments	2023 Oct- Dec Revenues to be Revised to Main
Ashfield # Central	Peterborough Contract	1,895.00	75.00	0.00	0.00	0.00	0.00	0.00	172.56	0.00	0.00	0.00	0.00	22.44	2,115.00	2,017.56	MCF	0.00	0.00	2,017.56
Douie-Dou Central	Peterborough Contract	1,722.00	100.00	0.00	0.00	0.00	0.00	0.00	287.60	0.00	0.00	0.00	0.00	37.40	2,115.00	2,009.60	MCF	0.00	0.00	2,009.60
Havelock # Central	Peterborough Contract	1,384.00	0.00	0.00	0.00	1,973.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.55	3,624.00	3,367.45	MCF	41.00	0.00	3,408.45
North Kaw Central	Peterborough Contract	902.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	902.00	902.00	MCF	0.00	0.00	902.00
Chonabee- Central	Peterborough Contract	1,927.00	50.00	0.00	0.00	12.21	0.00	0.00	172.56	0.00	0.00	0.00	0.00	29.23	2,231.00	2,151.77	MCF	0.00	0.00	2,151.77
Selwyn Tp Central	Peterborough Contract	4,223.00	75.00	0.00	0.00	0.00	0.00	0.00	172.56	0.00	0.00	0.00	0.00	22.44	4,493.00	4,395.56	MCF	0.00	0.00	4,395.56
Trent Lake Central	Peterborough Contract	1,476.00	0.00	0.00	0.00	0.00	0.00	0.00	115.04	0.00	0.00	0.00	0.00	14.96	1,606.00	1,591.04	MCF	0.00	0.00	1,591.04

APPENDIX B

NOTTAWABAGA POLICE SERVICES BOARD																			
BUDGET COMPARISON REPORT																			
Description	2024 Budget	FISCAL YEAR												YTD Variance	Dec 31 Estimate	Mar 15 Variance	2023 Budget		
		January	February	March	April	May	June	July	August	September	October	November	December						
Revenues																			
Transfer from Revenue	\$ 1,000.00														\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	
Other Fund Revenues	\$ 45,111.00	\$ (25,000.00)		\$ 21,425.57	\$ -	\$ -	\$ 17,883.57	\$ -	\$ -	\$ 17,883.52					\$ 31,112.29	\$ (21,000.74)	\$ 48,000.00	\$ (17,111.00)	\$ 48,750.00
Total Revenues	\$ 46,111.00	\$ (25,000.00)		\$ 21,425.57	\$ -	\$ -	\$ 17,883.57	\$ -	\$ -	\$ 17,883.52					\$ 32,124.29	\$ (20,000.74)	\$ 49,000.00	\$ (16,111.00)	\$ 49,750.00
Expenses																			
Registration Grant Members	\$ 600.00														\$ -	\$ 600.00	\$ -	\$ 600.00	\$ 600.00
Continuance-PWB	\$ 500.00				\$ 514.00	\$ 440.00									\$ -	\$ 1,024.00	\$ 1,024.00	\$ 1,024.00	\$ 500.00
Members PWB	\$ 600.00														\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Members PWB	\$ 600.00														\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Subscription/Membership	\$ 3,000.00	\$ 3,420.00													\$ 3,420.00	\$ 6,420.00	\$ 3,420.00	\$ 48.00	\$ 3,000.00
Advertising Annual Newsletter	\$ 7,500.00				\$ 648.18	\$ 116.34									\$ 764.52	\$ 8,264.52	\$ 7,744.52	\$ 4,706.48	\$ 2,500.00
Other Admin Charges & Supplies Charge	\$ 25,000.00				\$ 5,700.00	\$ -	\$ -	\$ 5,700.00							\$ 11,400.00	\$ 5,700.00	\$ 25,000.00	\$ -	\$ 25,000.00
Police Sub/Membership Training, Seminars & Appointments/Training SWS	\$ (2,000.00)	\$ 420.01	\$ 362.43	\$ 1,254.27	\$ 228.23	\$ 407.67	\$ 258.22	\$ -	\$ 124.19	\$ 124.71					\$ 3,273.10	\$ 1,736.00	\$ 5,000.00	\$ -	\$ 5,000.00
Donations	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 1,000.00
Special Equipment																			
Laser for Laptop	\$ 2,000.00														\$ 1,100.00	\$ 1,100.00	\$ 2,000.00	\$ 1,100.00	\$ 1,200.00
Police Radio Unit	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Laser (Laser Traffic Enforcement)	\$ 1,000.00														\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Traffic Enforcement	\$ 500.00														\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Supplies & Material Supp	\$ 1,500.00				\$ 1,207.88										\$ 1,207.88	\$ 2,707.88	\$ 1,207.88	\$ 242.12	\$ 1,500.00
Equipment Maintenance	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Uniform Shop w/Clip	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Printing	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
TRAINING	\$ 2,000.00														\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,000.00
Maintenance Fund	\$ 2,000.00														\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Police Academy Fund/Training/Training	\$ 2,000.00				\$ 712.32	\$ 365.69									\$ 1,078.01	\$ 1,771.01	\$ 3,000.00	\$ -	\$ 3,000.00
Confidence High School Officers	\$ 1,500.00				\$ 1,459.00										\$ 1,459.00	\$ (40.00)	\$ 1,500.00	\$ (40.00)	\$ 2,000.00
Police Academy	\$ 1,500.00														\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
Police Academy Fund	\$ 5,000.00														\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Police Academy Fund	\$ -														\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenditures	\$ 79,800.00	\$ 3,883.00	\$ 3,222.00	\$ 7,284.27	\$ 1,386.00	\$ 3,207.69	\$ 6,483.64	\$ -	\$ 124.19	\$ 7,168.28	\$ -	\$ -	\$ -	\$ -	\$ 31,652.29	\$ 48,445.00	\$ 79,844.11	\$ 8,281.07	\$ 72,875.00
Board Members																			
Richard Johnson (New Testament)	\$ 1,200.00				\$ 100.00										\$ 100.00	\$ 1,300.00	\$ 1,200.00	\$ -	\$ 1,200.00
Paul W. Moore (Provision)	\$ 1,077.00				\$ 101.45										\$ 101.45	\$ 1,178.45	\$ 1,077.00	\$ -	\$ 1,077.00
James Macdonald (Board)	\$ 1,077.00				\$ 101.45										\$ 101.45	\$ 1,178.45	\$ 1,077.00	\$ -	\$ 1,077.00
David Anderson (A-E) (New Testament)	\$ 1,077.00				\$ 101.45										\$ 101.45	\$ 1,178.45	\$ 1,077.00	\$ -	\$ 1,077.00
Community Member	\$ -														\$ -	\$ -	\$ 1,077.00	\$ (1,077.00)	\$ 1,077.00
Total Board Members	\$ 4,371.00	\$ -	\$ -	\$ 403.85	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 303.45	\$ -	\$ -	\$ -	\$ -	\$ 403.90	\$ 1,684.90	\$ 5,000.00	\$ (1,077.00)	\$ 5,000.00
Total Expenditures	\$ 84,171.00	\$ 3,883.00	\$ 3,222.00	\$ 7,688.12	\$ 1,386.00	\$ 3,207.69	\$ 6,483.64	\$ -	\$ 124.19	\$ 7,168.28	\$ 303.45	\$ -	\$ -	\$ -	\$ 32,056.19	\$ 49,949.90	\$ 84,844.11	\$ 7,204.07	\$ 77,875.00
Net Variance	\$ -	\$ (28,940.00)	\$ (2,322.00)	\$ 14,613.45	\$ (1,386.00)	\$ (3,207.69)	\$ 11,987.79	\$ -	\$ (124.19)	\$ 8,715.24	\$ 303.45	\$ -	\$ -	\$ -	\$ 1,472.00	\$ (1,384.90)	\$ -	\$ -	\$ -
Balance Balance	\$ 252,532.00																		

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Report to Peterborough County OPP Detachment Board

To: Chair & Members
From: Jennifer Stover, CFO/CIO/Deputy CAO, Peterborough County
Date: February 24, 2025
Report # CTY2025-02
Re: OPP Board Draft Budget

Recommendation:

That the Board receive the report from Peterborough County's CFO/CIO/Deputy CAO regarding the OPP Board Draft Budget for information; and

That a stabilization reserve be established with annual surpluses contributing to the reserve, and deficits being drawn from the reserve; and

That the reserve balance not exceed 10% of the annual budget; and

That any amounts in excess of the reserve balance be returned to the member municipalities to offset the following year contribution; and

That the draft budget be brought back to the next meeting for approval.

Financial Implications:

Appendix A is a proposed budget for discussion purposes only. Staff will adjust the budget accordingly based on input from the Board. Each line item of the expense budget is detailed below with the assumptions used in developing the draft budget or options for the Board to consider.

Peterborough County Purchase of Services

Peterborough County has agreed to provide administrative support to the Board at a cost of \$700 per month for a total of \$8,400.

OAPSB Membership

Cost of membership is 0.21 per household, plus tax. In accordance with the terms of reference, it is assumed that this cost would be allocated equally amongst the member municipalities.

As there has been discussion about allocating the cost such that each member municipality only pays for their respective households, the chart below shows the impact of doing so.

Municipality	# of Households	Total Cost using Households	Total Equal Allocation Cost	Difference
Asphodel Norwood	2,103	\$499.04	\$1,106.02	\$606.98
Douro-Dummer	3,793	\$900.08	\$1,106.02	\$205.94
Havelock-Belmont-Methuen	4,520	\$1,072.60	\$1,106.02	\$33.43
North Kawartha	4,060	\$963.44	\$1,106.02	\$142.58
Otonabee-South Monaghan	3,381	\$802.31	\$1,106.02	\$303.71
Selwyn	7,671	\$1,820.33	\$1,106.02	(\$714.31)
Trent Lakes	<u>7,098</u>	<u>\$1,684.36</u>	<u>\$1,106.02</u>	<u>(\$578.33)</u>
Total	32,626	\$7,742.15	\$7,742.15	\$0

It is important to note that O/Reg 135/24, section 3, requires costs to be shared equally unless the municipalities agree unanimously to allocate the costs differently.

Insurance

Current cost of insurance is \$4,068. The draft budget assumes a 5% increase when the insurance is renewed in October.

Mileage

The budget for mileage has been established using the following assumptions:

- The CRA rate will be used to establish the per km rate
- Township Council members will be reimbursed by the respective municipality
- Public and Provincial appointees will be eligible for reimbursement of mileage to attend meetings
- There will be a maximum of six (6) meetings per year (4 quarterly meetings, and 2 special meetings), and that no eligible Board member will be travelling more than 100km to attend

Per Diem

Similar to mileage, the per diem budget assumes that the Township Council members will be reimbursed by their respective municipalities.

It also assumes a total of six (6) meetings per year, and a stipend of \$100 per meeting will be paid for appointees. This rate is consistent with the per diem rate paid to County Council members for appointments on Boards. This budget also includes a one-time payment of \$300 for the 2024 Provincial appointee.

OAPSB Conference

The Ontario Association of Police Services Board conference is occurring June 3-5 in London, Ontario. The draft budget assumes that two (2) Board members would attend the conference at an estimated cost of \$2,200 per member to cover registration, hotel, food and travel.

CAPG Conference

The Canadian Association of Police Governance conference is occurring August 14-16 in Victoria, BC. No budget has been assumed for this conference.

Zone 3 OAPSB Expenses

A budget of \$500 has been assumed to cover the cost of the Chair attending these meetings.

Meeting Refreshments

The draft budget assumes that there will be no refreshments provided at meetings.

Public Engagement/Advertising

This budget typically would be considered to support the cost of advertising for community applicants, conducting surveys etc.. The draft budget assumes zero, with the understanding that Peterborough County could provide these types of services in-kind with existing resources.

Community Engagement for Local OPP Events

It is understood that there may be monies required to support OPP events in the various communities. It is assumed that the individual Township would pay for such events.

Community Safety and Wellbeing Table Funding

This is traditionally covered through Provincial grants. The budget assumes that if grant funding is not available, that the program would either not continue, or special funding would be considered through each municipality's budget.

Special Projects / Contingency

It is assumed that all Board members will provide their own technology (phone, computer etc) and that there will not be a requirement to purchase any. Peterborough County will provide Board members with access, in kind, to SharePoint for agendas, minutes and document management.

It is recommended that a small contingency budget (included as \$3,000) be allocated for the development of such items as strategic plans, annual reports, other consulting services or unforeseen expenses that the Board may wish to consider.

Revenues

In accordance with the Terms of Reference, the total expenses will be shared equally among the seven member municipalities. Based on the draft budget, that would equate to \$4,995 each.

Surplus or Deficit

At the end of any given fiscal year, the Board will either be in a surplus (spent less than budget) or deficit (spent more than budget) position.

It is recommended that a reserve be established such that the surplus amounts can be used to grow the reserve, and deficit amounts can be funded by drawing from the reserve. Additionally, should there be a year where the Board wishes to fund a one-time special initiative, the reserve may be used.

It is further recommended that the reserve balance not exceed 10% of the total budget. Should the circumstance arise where the reserve exceeds this limit, the excess funds will be returned, in equal amounts, to the member municipalities to offset their contribution in the next fiscal year.

Budget Requires Member Municipality Approval

As stated in the recommendations, the draft budget, and any amendments, will be brought back to the next Board meeting for approval. Following that, the budget will be provided to each member municipality for their respective Council's to approve in accordance with section 50 of the Community Safety and Policing Act.

Appendices:

Appendix A: Draft 2025 Budget

Submitted by:

Jennifer Stover, CFO/CIO/Deputy CAO
Peterborough County

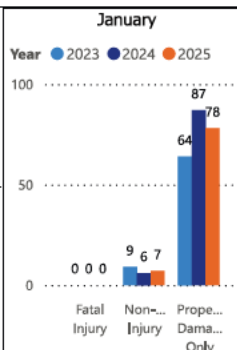
**Peterborough OPP Detachment Board
2025 Draft Budget**

Revenue	
Municipal Contributions	\$ 34,965
Total Revenue	<u>\$ 34,965</u>
Expenditures	
Peterborough County Purchase of Services	\$ 8,400
OAPSB Membership	\$ 7,750
Insurance	\$ 4,275
Mileage	\$ 2,740
Per Diem	\$ 3,900
OAPSB Conference	\$ 4,400
CAPG Conference	\$ -
Zone 3 OAPSB Meetings	\$ 500
Meeting Refreshments	\$ -
Public Engagement/Advertising	\$ -
Community Engagement for Local OPP Events	\$ -
Community Safety and Wellbeing Table Funding	\$ -
Special Projects / Contingency	\$ 3,000
Total Expenditures	<u>\$ 34,965</u>
Cost per member municipality	<u>\$ 4,995</u>

**OPP Detachment Board Report
Collision Reporting System
January 2025**

Motor Vehicle Collisions by Type						
January						
Year	2023		2024		2025	
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change
Fatal Injury	0	--	0	--	0	--
Non-Fatal Injury	9	12.5%	6	-33.3%	7	16.7%
Property Damage Only	64	-14.7%	87	35.9%	78	-10.3%
Total	73	-12.0%	93	27.4%	85	-8.6%

YTD						
Year	2023		2024		2025	
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change
Fatal Injury	0	--	0	--	0	--
Non-Fatal Injury	9	12.5%	6	-33.3%	7	16.7%
Property Damage Only	64	-14.7%	87	35.9%	78	-10.3%
Total	73	-12.0%	93	27.4%	85	-8.6%



Data source (Collision Reporting System) date:
10-Feb-2025

Detachment: 11 - PETERBOROUGH COUNTY
Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

Area(s): ALL
Data source date:
10-Feb-2025

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**OPP Detachment Board Report
Collision Reporting System
January 2025**

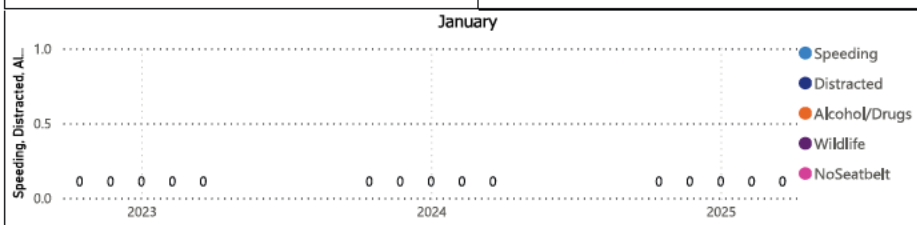
Fatalities in Detachment Area - Incidents									
January									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	0	--	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--
2025	0	0	--	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2023	0	0	--	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--
2025	0	0	--	0	0	--	0	0	--

Fatalities in Detachment Area - Persons Killed						
January						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	0	--	0	--	0	--
2024	0	--	0	--	0	--
2025	0	--	0	--	0	--

YTD						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2023	0	--	0	--	0	--
2024	0	--	0	--	0	--
2025	0	--	0	--	0	--

Primary Causal Factors in Fatal Motor Vehicle Collisions						
	January			YTD		
	2023	2024	2025	2023	2024	2025
Speeding	0	0	0	0	0	0
Speeding % Change	--	--	--	--	--	--
Distracted	0	0	0	0	0	0
Distracted % Change	--	--	--	--	--	--
Alcohol/Drugs	0	0	0	0	0	0
Alcohol/Drugs % Change	--	--	--	--	--	--
Wildlife	0	0	0	0	0	0
Wildlife % Change	--	--	--	--	--	--
NoSeatbelt	0	0	0	0	0	0
NoSeatbelt YTD YoY%	--	--	--	--	--	--



Data source (Collision Reporting System) date:
10-Feb-2025

Detachment: 11 - PETERBOROUGH COUNTY
Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

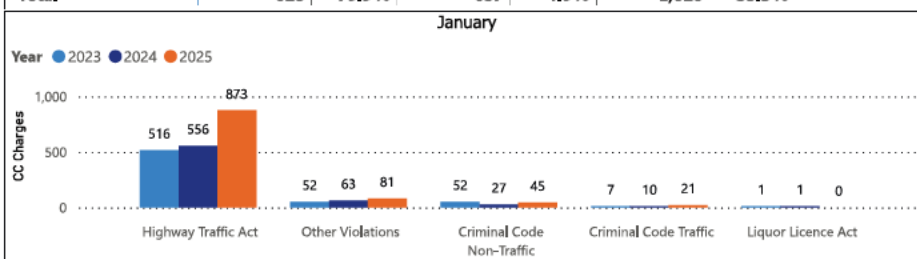
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10-Feb-2025

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**OPP Detachment Board Report
Records Management System
January 2025**

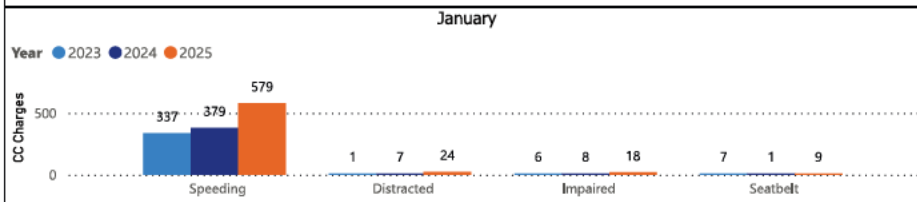
Criminal Code and Provincial Statute Charges Laid						
January						
Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	52	2.0%	27	-48.1%	45	66.7%
Criminal Code Traffic	7	-41.7%	10	42.9%	21	110.0%
Highway Traffic Act	516	92.5%	556	7.8%	873	57.0%
Liquor Licence Act	1	--	1	0.0%	0	-100.0%
Other Violations	52	188.9%	63	21.2%	81	28.6%
Total	628	79.9%	657	4.6%	1,020	55.3%

YTD						
Year	2023		2024		2025	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Criminal Code Non-Traffic	52	2.0%	27	-48.1%	45	66.7%
Criminal Code Traffic	7	-41.7%	10	42.9%	21	110.0%
Highway Traffic Act	516	92.5%	556	7.8%	873	57.0%
Liquor Licence Act	1	--	1	0.0%	0	-100.0%
Other Violations	52	188.9%	63	21.2%	81	28.6%
Total	628	79.9%	657	4.6%	1,020	55.3%



Traffic Related Charges						
January						
Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	337	58.2%	379	12.5%	579	52.8%
Seatbelt	7	250.0%	1	-85.7%	9	800.0%
Impaired	6	-40.0%	8	33.3%	18	125.0%
Distracted	1	--	7	600.0%	24	242.9%

YTD						
Year	2023		2024		2025	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	337	58.2%	379	12.5%	579	52.8%
Seatbelt	7	250.0%	1	-85.7%	9	800.0%
Impaired	6	-40.0%	8	33.3%	18	125.0%
Distracted	1	--	7	600.0%	24	242.9%

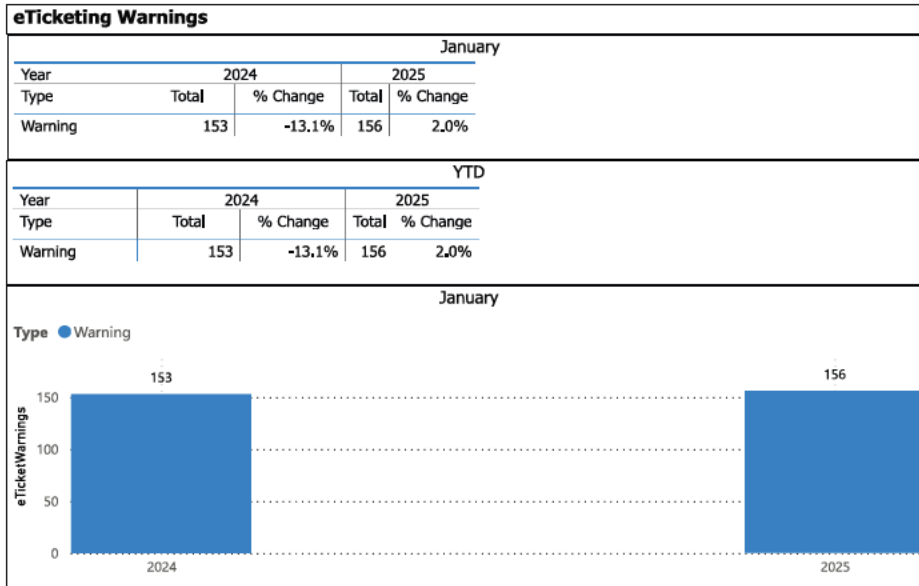


Detachment 11 - PETERBOROUGH COUNTY
Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

Area(s): ALL
Data source date:
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**OPP Detachment Board Report
Records Management System
January 2025**



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

Detachment: 11 - PETERBOROUGH COUNTY

Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

Area(s): ALL

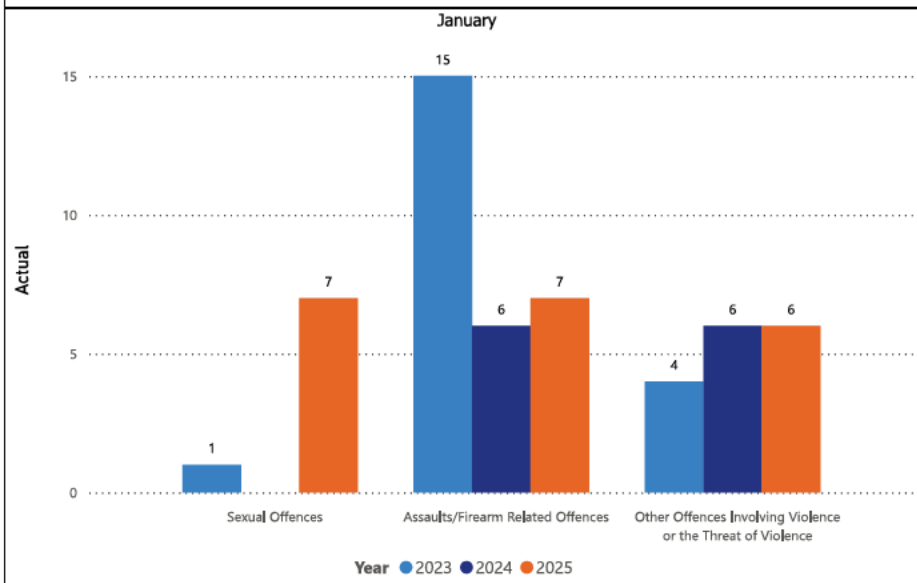
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10-Feb-25

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13-Feb-2025 8:00:48 AM

**OPP Detachment Board Report
Records Management System
January 2025**

Violent Crime						
January						
Year	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
ViolationsGrp						
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	1	-50.0%	0	-100.0%	7	--
Assaults/Firearm Related Offences	15	36.4%	6	-60.0%	7	16.7%
Offences Resulting in the Deprivation of Freedom	0	--	0	--	0	--
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	4	-20.0%	6	50.0%	6	0.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	20	11.1%	12	-40.0%	20	66.7%

YTD						
Year	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
ViolationsGrp						
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	1	-50.0%	0	-100.0%	7	--
Assaults/Firearm Related Offences	15	36.4%	6	-60.0%	7	16.7%
Offences Resulting in the Deprivation of Freedom	0	--	0	--	0	--
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	4	-20.0%	6	50.0%	6	0.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	20	11.1%	12	-40.0%	20	66.7%



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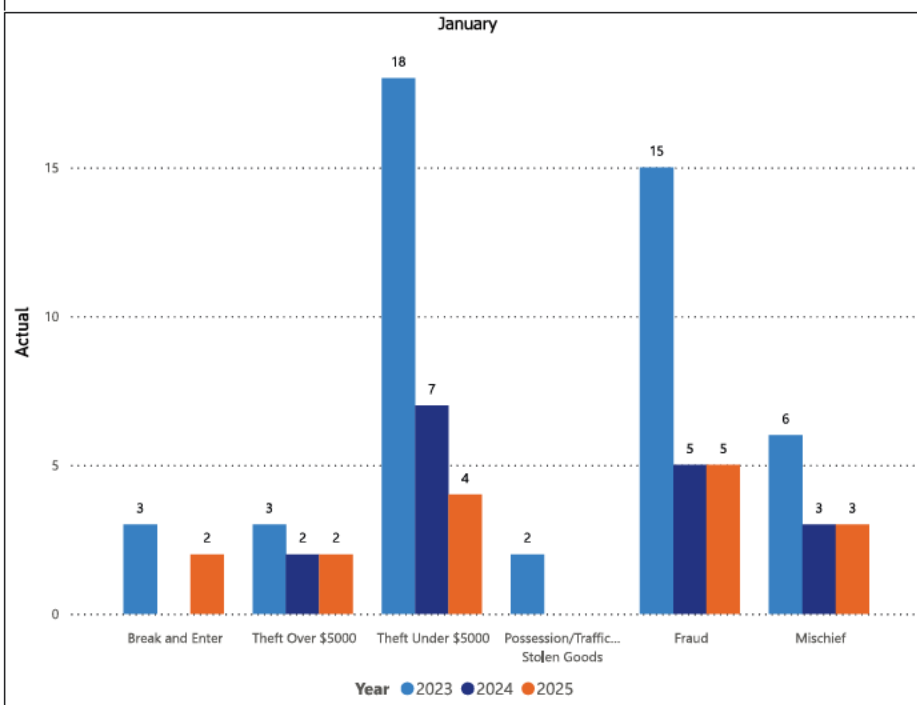
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Data source date:
10-Feb-2025

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**OPP Detachment Board Report
Records Management System
January 2025**

Property Crime						
January						
Year	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	3	50.0%	0	-100.0%	2	--
Theft Over \$5000	3	50.0%	2	-33.3%	2	0.0%
Theft Under \$5000	18	-5.3%	7	-61.1%	4	-42.9%
Possession/Trafficking Stolen Goods	2	100.0%	0	-100.0%	0	--
Fraud	15	114.3%	5	-66.7%	5	0.0%
Mischief	6	50.0%	3	-50.0%	3	0.0%
Total	47	34.3%	17	-63.8%	16	-5.9%

YTD						
Year	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	3	50.0%	0	-100.0%	2	--
Theft Over \$5000	3	50.0%	2	-33.3%	2	0.0%
Theft Under \$5000	18	-5.3%	7	-61.1%	4	-42.9%
Possession/Trafficking Stolen Goods	2	100.0%	0	-100.0%	0	--
Fraud	15	114.3%	5	-66.7%	5	0.0%
Mischief	6	50.0%	3	-50.0%	3	0.0%
Total	47	34.3%	17	-63.8%	16	-5.9%



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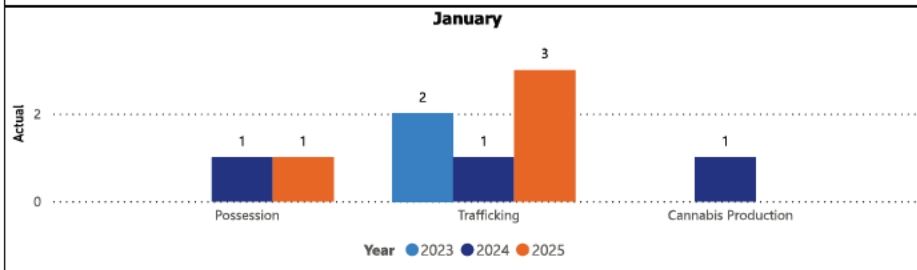
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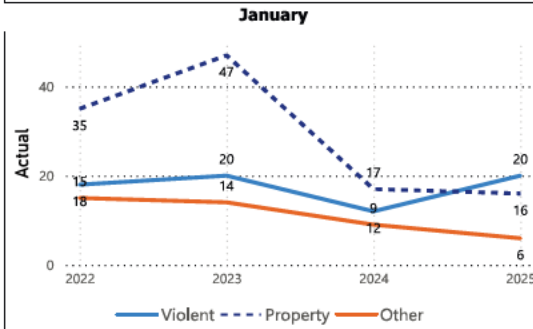
**OPP Detachment Board Report
Records Management System
January 2025**

Drug Crime						
January						
Year ViolationGrp	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
Possession	0	--	1	--	1	0.0%
Trafficking	2	--	1	-50.0%	3	200.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	1	--	0	-100.0%
Other Cannabis Violations	0	--	0	--	0	--
Total	2	--	3	50.0%	4	33.3%

YTD						
Year ViolationGrp	2023		2024		2025	
	Actual	% Change	Actual	% Change	Actual	% Change
Possession	0	--	1	--	1	0.0%
Trafficking	2	--	1	-50.0%	3	200.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	1	--	0	-100.0%
Other Cannabis Violations	0	--	0	--	0	--
Total	2	--	3	50.0%	4	33.3%



Top 3 Violation Types



Top 5 Violation Groups

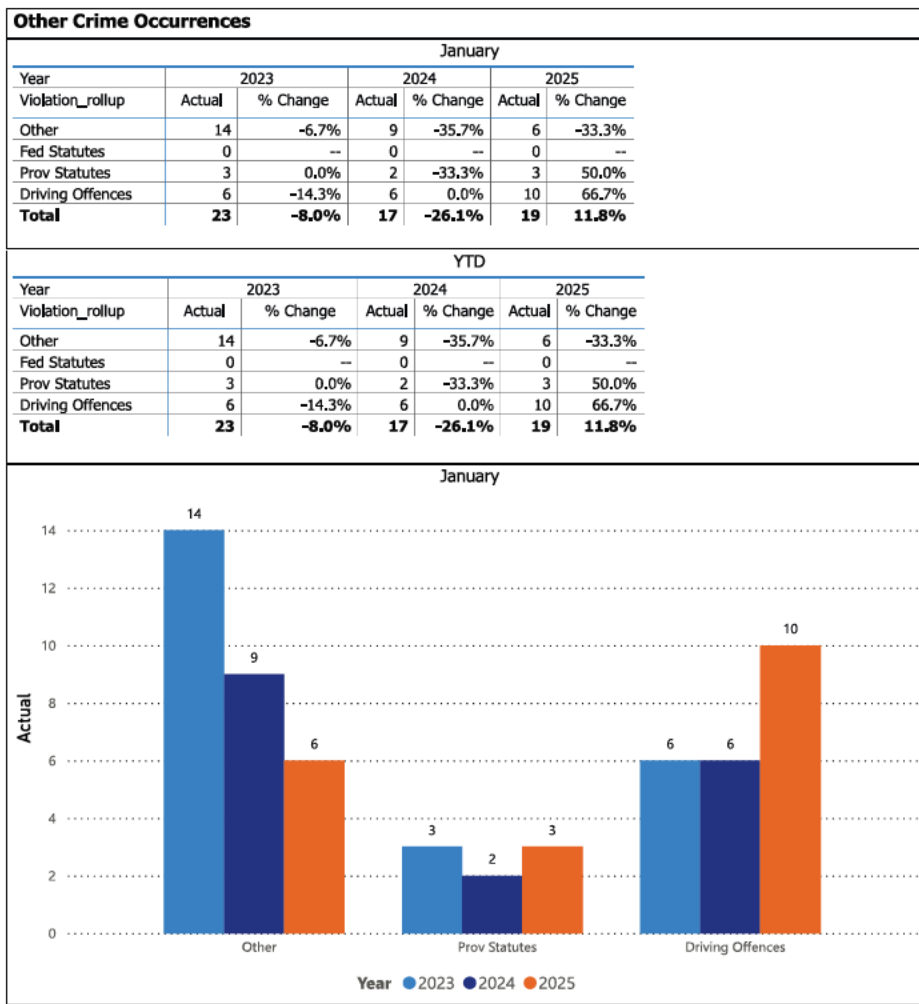
ViolationGrp	January				Total
	2022	2023	2024	2025	
Theft Under \$5000	19	18	7	4	48
Assaults/Firearm Related Offences	11	15	6	7	39
Fraud	7	15	5	5	32
Failure to Comply	11	11	4	5	31
Operation while Impaired / Low Blood Drug Concentration Violations	6	5	5	8	24

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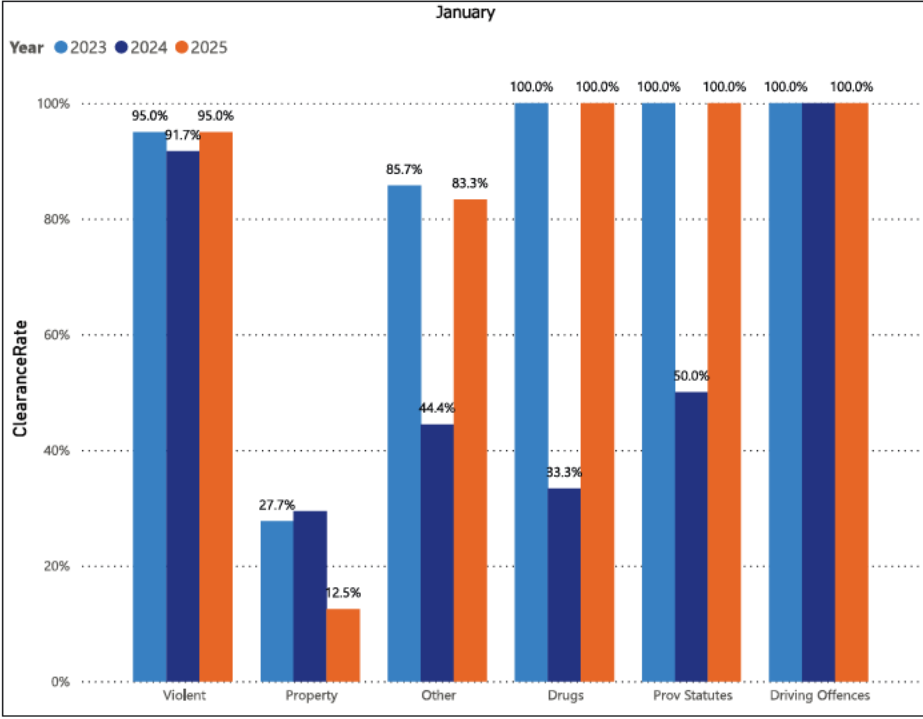
Area(s): ALL
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 10-Feb-2025

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**OPP Detachment Board Report
Records Management System
January 2025**

Clearance Rate						
January						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violent	95.0%	22.1%	91.7%	-3.5%	95.0%	3.6%
Property	27.7%	38.3%	29.4%	6.3%	12.5%	-57.5%
Other	85.7%	28.6%	44.4%	-48.1%	83.3%	87.5%
Drugs	100.0%	--	33.3%	-66.7%	100.0%	200.0%
Fed Statutes						
Prov Statutes	100.0%	0.0%	50.0%	-50.0%	100.0%	100.0%
Driving Offences	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%

YTD						
Year	2023		2024		2025	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	95.0%	22.1%	91.7%	-3.5%	95.0%	3.6%
Property	27.7%	38.3%	29.4%	6.3%	12.5%	-57.5%
Other	85.7%	28.6%	44.4%	-48.1%	83.3%	87.5%
Drugs	100.0%	--	33.3%	-66.7%	100.0%	200.0%
Fed Statutes						
Prov Statutes	100.0%	0.0%	50.0%	-50.0%	100.0%	100.0%
Driving Offences	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%

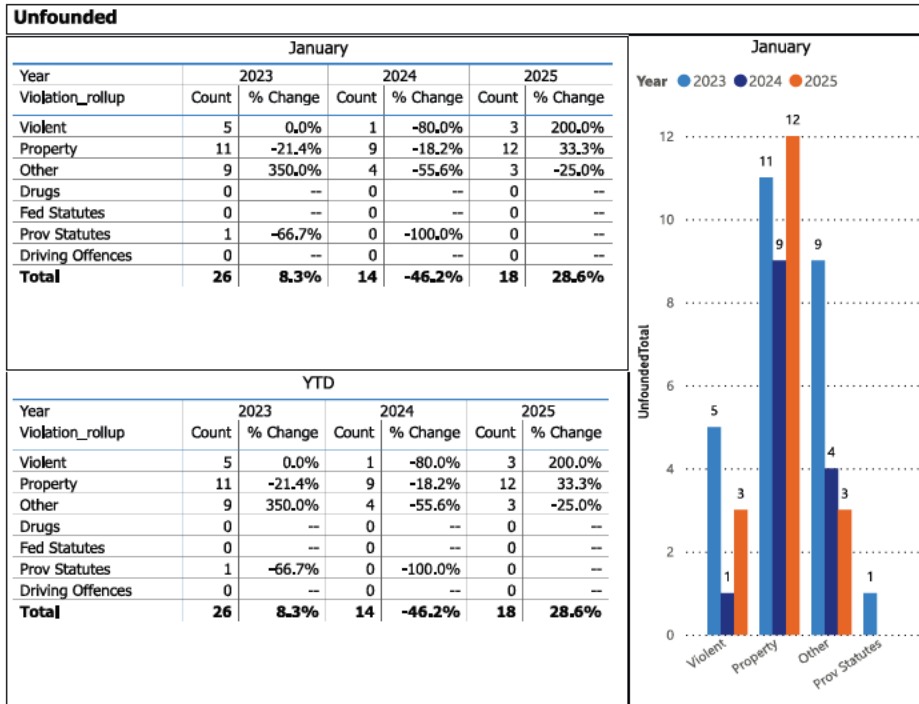


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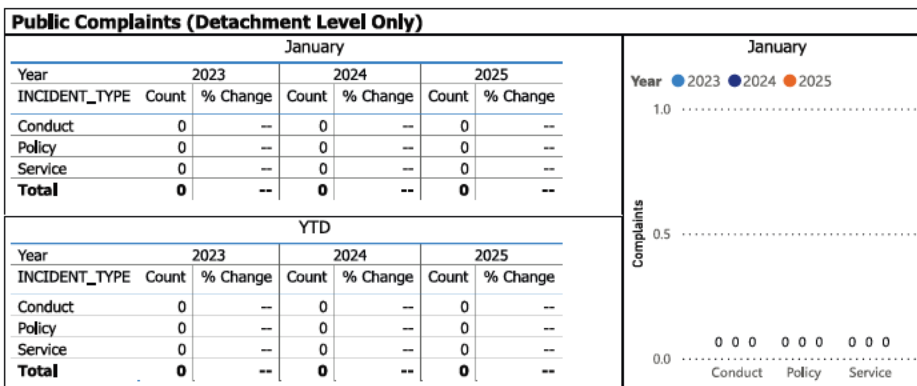


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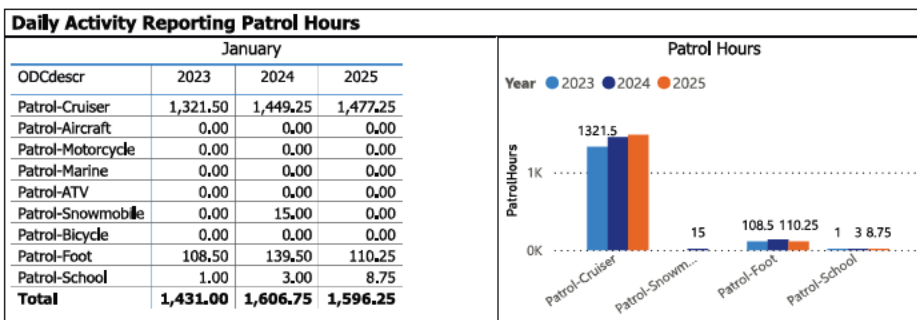
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**OPP Detachment Board Report
Records Management System
January 2025**



Data source: RMS Data Feed
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System
Data source date:
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Daily Activity Reporting



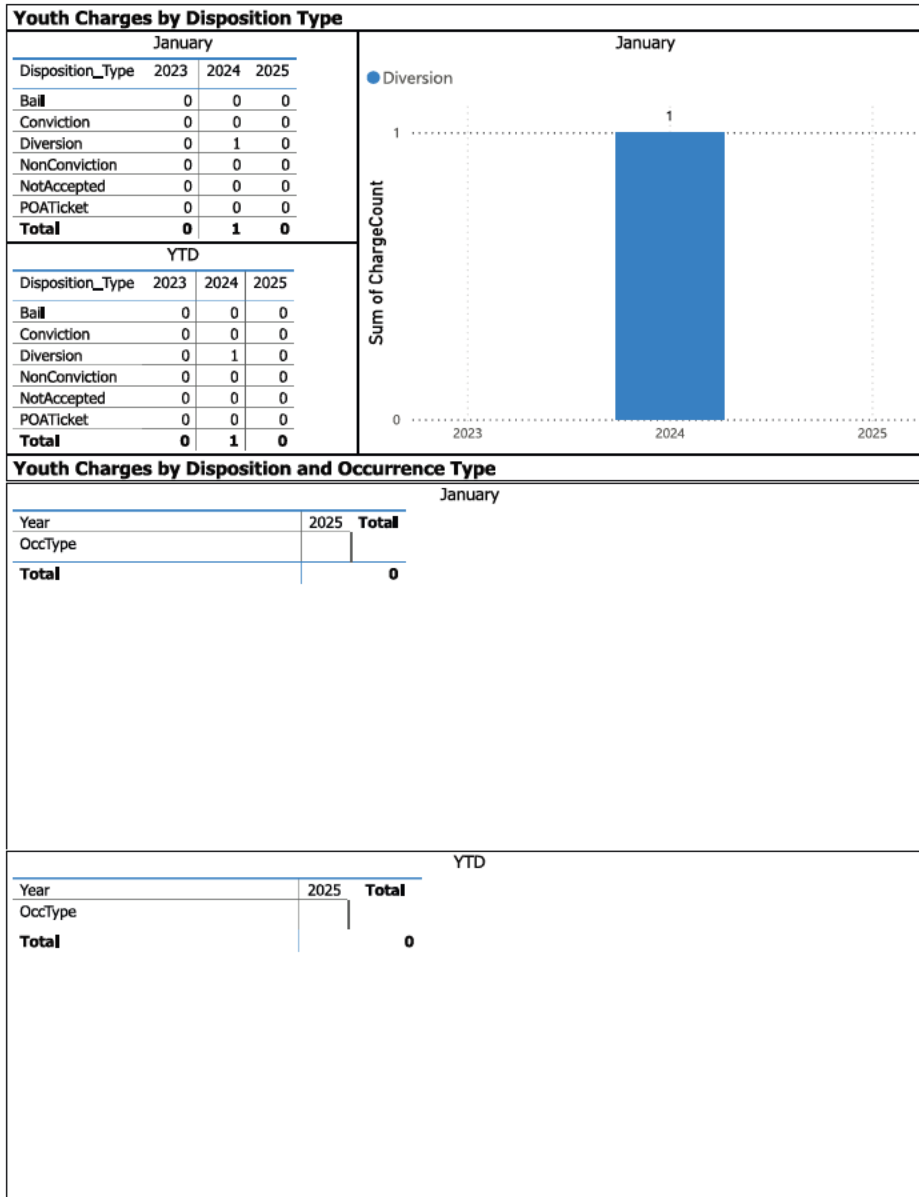
Data source (Daily Activity Reporting System) date:
10-Feb-2025

Detachment: 11 - PETERBOROUGH COUNTY
Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

Data source date:
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Report Generated on:
13-Feb-2025 7:58:34 AM

**OPP Detachment Board Report
Records Management System
January 2025**



The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 11 - PETERBOROUGH COUNTY
Location code(s): 1100 - PETERBOROUGH COUNTY, 1170 - CURVE LAKE FN, 1171 - HIAWATHA FN

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13-Feb-2025 8:19:01 AM

**OPP Detachment Board Report
Records Management System
January 2025**

Mental Health Act Occurrences																																																	
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Area(s): ALL

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**OPP Detachment Board Report
Records Management System
January 2025**

Overdose Occurrences			
January			
Fatal	2023	2024	2025
<input checked="" type="checkbox"/> Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
<input checked="" type="checkbox"/> non-Fatal	1	0	0
non-opioid overdose	0	0	0
opioid overdose	1	0	0
Total	1	0	0

YTD			
Fatal	2023	2024	2025
<input checked="" type="checkbox"/> Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
<input checked="" type="checkbox"/> non-Fatal	1	0	0
non-opioid overdose	0	0	0
opioid overdose	1	0	0
Total	1	0	0

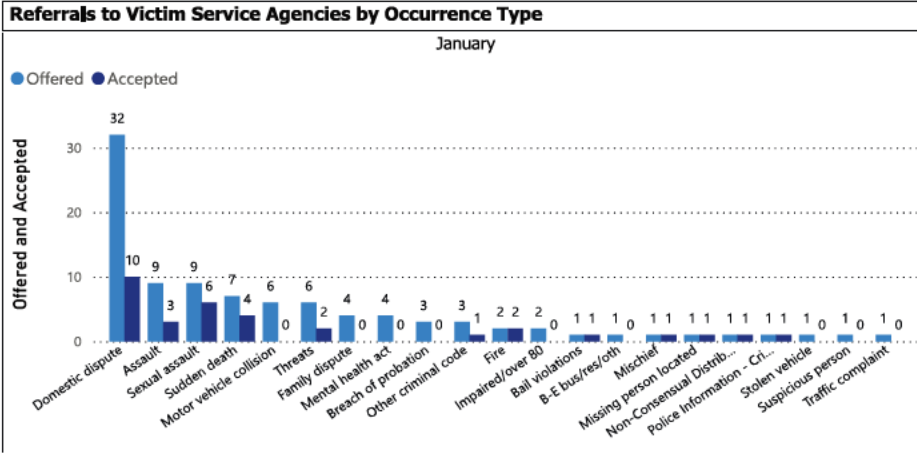
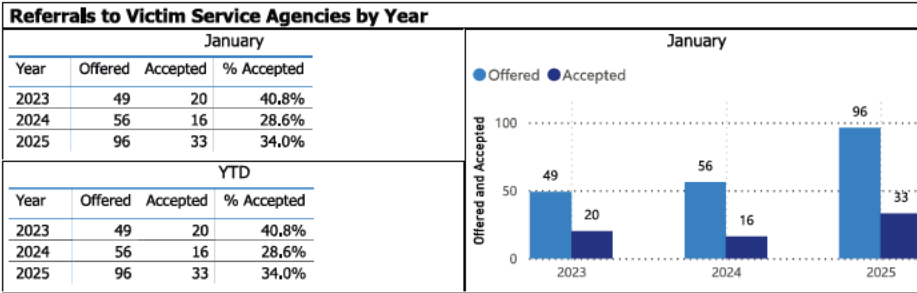
Fatal Overdose Occurrences		Non-Fatal Overdose Occurrences	
January		January	

Detachment: 11 - PETERBOROUGH COUNTY
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**OPP Detachment Board Report
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January 2025**



Referrals Accepted (%) by Age Group

January			
PersonAgeRange	2023	2024	2025
	9.4%	7.1%	
11 - 16			0.0%
17 - 25	100.0%	100.0%	0.0%
26 - 45	100.0%	100.0%	36.2%
46 - 65	100.0%	75.0%	47.8%
6 - 10			100.0%
Over 65		100.0%	27.3%
Under 6			0.0%

Referrals Accepted (%) by Age Group

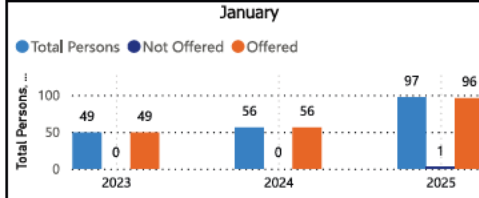
YTD			
PersonAgeRange	2023	2024	2025
	9.4%	7.1%	
11 - 16			0.0%
17 - 25	100.0%	100.0%	0.0%
26 - 45	100.0%	100.0%	36.2%
46 - 65	100.0%	75.0%	47.8%
6 - 10			100.0%
Over 65		100.0%	27.3%
Under 6			0.0%

Referrals Not Offered

January			
ServicesNotOfferedReason	2023	2024	2025
	0	0	0
Victim deceased or unable to respond	0	0	0
Victim resides outside Ontario	0	0	1

Referrals Not Offered

YTD			
ServicesNotOfferedReason	2023	2024	2025
	0	0	0
Victim deceased or unable to respond	0	0	0
Victim resides outside Ontario	0	0	1



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OPP Detachment Board Report
Report Information Page

Report Data Source Information:

Data Sources Utilized

- Niche RMS – CTSB Data Feed
- Collision Reporting System (eCRS)
- POJB File Manager
- Daily Activity Reporting System

Niche RMS

RMS data presented in this report is dynamic in nature and any numbers may change over time as the OPP continue to investigate and solve crime.

The following report tabs acquire their data from the OPP Niche RMS – CTSB Data Feed

- Complaints (Public Complaints Section Only)
- Charges
- Warnings
- Violent Crime
- Property Crime
- Drug Crime
- Clearance Rate
- Unfounded
- Other Crime
- Youth Charges
- MHA – Mental Health Act
- Overdose
- Victim Services

Collision Reporting System (eCRS)

Traffic related data for Collisions and Fatalities are collected from the OPP eCRS application.

The following report tabs acquire their data from the OPP eCRS (Collision Reporting System)

- Collisions
- Fatalities

DAR (Daily Activity Reporting)

Patrol hours are collected from the OPP DAR application.

The following report tabs acquire their data from the OPP DAR (Daily Activity Reporting)

- Complaints (Patrol Hours Section Only)

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Peterborough County OPP Detachment Board

By-law No. 2025-01

~~A by-law to govern the calling, place and proceedings of meetings, otherwise known as the "Procedure By-law"~~

Whereas Section 67 (6) of the *Community Safety and Policing Act, 2019*, S.O. 2019, C.1, Sched. 1 (*Community Safety and Policing Act, 2019*) states that the following provisions apply to OPP detachment boards, with necessary modifications, as if they were police service boards and include Section 46 (Rules and procedures);

And Whereas Section 46 (1) of the *Community Safety and Policing Act, 2019*, provides that a police service board shall establish its own rules and procedures in performing its duties under the Act and the regulations;

And Whereas the Peterborough County OPP Detachment Board deems it advisable to enact a by-law to govern the calling, place and proceedings of meetings of the Board and statutory requirements in accordance with the Act;

Now Therefore the Peterborough County OPP Detachment Board enacts as follows:

Definitions

1. Definitions

- 1.1 **Act** means the *Community Safety and Policing Act, 2019*, S.O. 2019, C.1, Sched. 1, as amended or replaced from time to time.
- 1.2 **Board** means the Peterborough County OPP Detachment Board.
- 1.3 **Board Administrator** means the Board Administrator or designate appointed by the Board.
- 1.4 **Chair** means the member who presides at the Board or Committee meeting.
- 1.5 **Closed Meeting** means any Meeting, or part of a meeting, of Board or a Committee which is closed to the public and held in accordance with the Section 44 of the Act.
- 1.6 **Committee** means any special purpose advisory Committee created by the Board with approved Terms of Reference to provide recommendations to the Board.
- 1.7 **Conflict of Interest** means a pecuniary interest as defined in Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 1.8 **Delegate** means any person, group of persons, firm or organization who is neither a Member of the Board, a Committee, or an appointed official of the Board and who is addressing the Board on a specific matter upon request to the Board Administrator, either in person or electronically.
- 1.9 **Electronic Participation** means a member of the Board who participates remotely in any open or closed Board or Committee meeting via electronic means whereby the Member is able to fully participate in the meeting despite not being physically present. The Member(s) participating electronically shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall be included as being present in determining Quorum.
- 1.10 **Majority** means more than half.
- 1.11 **Meeting** means any regular, special, or other meeting of the Board or a Committee, where a quorum is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the Board or Committee.

- 1.12 **Member** means a member of the Peterborough County OPP Detachment Board or any member of a Committee, including the Chair, to which this by-law applies.
- 1.13 **Motion** means a proposal brought forward by a member for consideration by the Board or Committee that is moved and seconded by another member.
- 1.14 **Open Meeting** means a meeting which is open to the public.
- 1.15 **Point of Order** means a member believes that the rules of the assembly are being violated thereby calling upon the Chair for a ruling and an enforcement of the rules.
- 1.16 **Point of Privilege** means a concern about the honour, dignity, character or rights of professionalism of the Chair, member of Board or member of staff.
- 1.17 **Presenter** means any person, group of persons, firm or organization, which may include a consultant or other individual invited by the Board, wishing to address the Board or Committee on a specific matter at the request of the Board/Committee or Board Administrator.
- 1.18 **Quorum** means a majority of members of the Board or Committee.
- 1.19 **Recorded Vote** means the recording of the name and vote of every Member on any matter of question, subject to Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 1.20 **Vice-Chair** means the Member of the Board who is responsible for chairing a meeting if the regular Chair is absent or otherwise unavailable.

General Provisions

2. General

- 2.1 The Rules of Procedure contained in this by-law shall be observed in all proceedings of the Board and Committees and shall be the rules and regulations for the order and dispatch of business in the Board and Committees.
- 2.2 In any case for which provision is not made in these rules and regulations, the procedure to be followed, as far as reasonably practicable, is Parliamentary Law as contained in the most recent edition of Robert's Rules of Order.
- 2.3 In all matters and under all circumstances, the Members shall be guided by and shall have regard for their responsibilities under Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members.
- 2.4 If it appears that inclement weather or a like occurrence which may be reasonably expected to prevent Members that would constitute a Quorum from attending a meeting, the Board Administrator, in consultation with the Chair, may postpone that Meeting by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting.
- 2.5 The Board Administrator, with the approval of the Chair, may cancel a Meeting when, in their opinion, there is sufficient cause to do so.

3. Proxy Voting

- 3.1 The use of a proxy shall not be permitted.

4. Notice of Meetings

- 4.1 Notice shall not be required to be given of regular Meetings, unless the day of the meeting is other than provided by subsection 8.2 or 10.2 of this By-law. The Board Administrator shall ensure that the agenda for regular Meetings is sent electronically

to each Member, so as to be received no later than 4:30 p.m. seven (7) calendar days prior to the Meeting, in accordance with Section 43 (6) of the Act. Agenda packages shall also be posted on the internet no later than 4:30 p.m. seven (7) calendar days prior to the Meeting.

- 4.2 Should the agenda for a regular Meeting require an amendment, the amendment will be posted no later than 4:30 p.m. two (2) business days prior to the Meeting. Any additional changes or additions will be through subsection 19.4 or 19.5.
- 4.3 The Board Administrator shall deliver notice of each special meeting, called in accordance with subsection 9.1 of this By-law, electronically to each Member to be received at least 24 hours before the hour appointed for the Special Meeting. The agenda shall also be posted on the internet at least 24 hours prior to the Meeting, wherever possible. The agenda shall be considered notice.
- 4.4 It shall be the responsibility of the Board Administrator to circulate and post all notices and agendas for Meetings.
- 4.5 Lack of receipt of the notice shall not affect the validity of holding the Meeting nor any action taken at the meeting.

5. Audio and Video Recording

- 5.1 Audio and video recording of proceedings by the public at Meetings of the Board and Committees shall not be permitted unless approved by the Board or Committee.

6. Order and Quorum

- 6.1 The Chair will preside over all Meetings.
- 6.2 The Chair shall call the Meeting to order at the time appointed for the Meeting or as soon after when a Quorum is present.
- 6.3 In case the Chair does not attend within twenty (20) minutes after the time appointed, the Vice-Chair shall call the Members to order and, if a Quorum is present, shall preside during the Meeting or until the arrival of the Chair. While presiding, the Vice-Chair shall have all the powers of the Chair and shall be entitled to vote as a Member. In the absence of the Chair and Vice-Chair, the Board Administrator shall call the meeting to order and, if a Quorum is present, the Board shall elect an Acting Chair from the Members present who are able to participate to preside as Chair during the Meeting or until the arrival of the Chair or Vice-Chair.
- 6.4 If there is no Quorum within twenty (20) minutes after the time appointed for the Meeting, the Board Administrator shall call the roll and record the names of the Members present and the Meeting shall stand adjourned until the next regular Meeting or until a special Meeting is called.
- 6.5 Where the number of Members who are unable to participate in a Meeting by reason of the provisions of Ontario Regulation 409/23 Code of Conduct for OPP Detachment Board Members is such that, at that Meeting the remaining Members are insufficient to constitute a Quorum then, despite any other general or special act, the remaining number of Members shall be deemed to constitute Quorum provided such number is not less than two (2). When the remaining number of Members is two (2), the concurrent votes of both are necessary to carry any Resolution, by-law or other measure.
- 6.6 The Chair (except when disqualified from voting by reason of interest or otherwise) shall vote with the Members on all questions and all Members shall indicate their vote.

- 6.7 The Chair may take part in any debate without leaving the Chair. If the Chair desires to introduce a Motion, they shall leave the Chair for that purpose and shall call on the Vice-Chair to fill their place until they resume the Chair.
- 6.8 The Chair shall preserve order and decorum and decide questions of order or privilege, subject to an appeal by any Member.
- 6.9 If, during the course of a Meeting, the Quorum is lost, the Meeting shall stand recessed and shall reconvene when a Quorum is regained as determined by the Chair. In the event that the Quorum is not regained within twenty (20) minutes, then the Board Administrator shall record in the minutes the names of those present and the Meeting shall be ended without a formal adjournment.
- 6.10 The minutes of the Meeting which ended because a Quorum was lost, shall note that the Quorum was lost and shall include the names of the Members present at the time Quorum was lost.

Meetings

7. Inaugural Board Meeting

- 7.1 The Inaugural Meeting of the Board shall be held on the fourth Monday of January of the new term following the Regular Municipal Election.
- 7.2 The Inaugural Meeting shall be ceremonial in nature for the purposes of the Members of the Board taking their Oath or Affirmation of Office.
- 7.3 No business shall be conducted at the Inaugural Meeting until the Oaths or Affirmations of Office have been taken.

8. Regular Board Meeting

- 8.1 All Meetings of the Board shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in section 44 of the Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.
- 8.2 Regular Board Meetings will be generally held in the Peterborough County Committee Room located at 470 Water Street, Peterborough ON, K9H 3M3 on the fourth Monday of each month commencing at 1:00 p.m. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. The Board Administrator shall prepare a report for the Board in the fourth quarter of each calendar year identifying the following year's Meeting dates. These Meeting dates shall be adopted by a Board Resolution and posted on the internet.
- 8.3 Regular Board Meetings shall be limited to a maximum of three (3) hours. Unfinished business of a Regular Board Meeting shall be adjourned to the next Regular Board Meeting.

9. Special Board Meeting

- 9.1 The Chair may, at any time, summon a special Meeting of the Board, or upon receipt of a petition of the Majority of the Members of the Board, the Board Administrator shall call a special Meeting for the purpose and at the time and place set out in the petition.
- 9.2 The only business to be transacted at a Special Board Meeting is that which is listed in the notice of Meeting or agenda, except with Majority consent of all Members present at such Meeting.

9.3 All Special Board Meetings shall be held in the Peterborough County Committee Room, unless an alternate location is specified in the notice of Meeting or agenda.

9.4 Special Board Meetings shall be limited to a maximum of three (3) hours.

10. Committee Meetings

10.1 The Board shall determine if it requires Committees in order to conduct its business. All Committee Meetings shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in Section 44 of the Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, Committee shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.

10.2 **Regular Committee Meetings** - Regular Committee Meetings will be held in the Peterborough County Committee Room located at 470 Water Street, Peterborough ON, K9H 3M3. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. The Board Administrator shall prepare a report for Committee in the fourth quarter of each calendar year identifying the following year's Meeting dates for each Committee. These Meeting dates shall be adopted by a resolution of Committee and posted on the internet.

10.3 Regular Committee Meetings shall be limited to a maximum of two (2) hours. Unfinished business of a Regular Committee Meeting shall be adjourned to the next Regular Committee Meeting.

10.4 **Special Committee Meetings** – The Chair may, at any time, summon a Special Meeting of Committee, or upon receipt of a petition of the majority of the Members, the Board Administrator shall call a Special Meeting for the purpose and at the time and place set out in the petition.

10.5 The only business to be transacted at a Special Committee Meeting is that which is listed in the notice of Meeting or agenda, except with majority consent of all Members present at such Meeting.

10.6 All Special Committee Meetings shall be held in the Board Chambers, unless an alternate location is specified in the notice of Meeting or agenda.

11. Closed Meeting

11.1 All or parts of Meetings may be closed to the public in accordance with the Act.

11.2 A Meeting or part of a meeting may be closed to the public if the subject matter being considered is in accordance with section 44 of the Act, attached hereto as Schedule A.

11.3 The Board Administrator shall record the general nature for going into a Closed Meeting and shall note the time. When in a Closed Meeting, minutes shall be kept in accordance with the Act.

11.4 Members are to keep confidential discussions and information received in Closed Meetings confidential, with the exception of the provisions outlined in Section 44 (4) of the Act. Any documents provided in Closed Meetings are to be returned to the Board Administrator at the adjournment of the Closed Meeting to be destroyed.

Term of Office and Nominations for Chair and Vice Chair

12. Term of Office for Chair/Vice Chair

12.1 The Board shall elect a Chair and Vice Chair at the Board's first meeting in each

year. Upon the resignation of the Chair, the Vice Chair shall assume the role of Chair until the next election of the Chair.

- 12.2 The term of the Chair shall begin at the first Meeting in each calendar year and continue until the election of the Chair at the first Meeting in the subsequent calendar year.
- 12.3 In a municipal election year, the term of the Chair shall begin at the first meeting in the calendar year and continue until the end of the term of the Board. In a municipal election year, the Board shall appoint a Chair at the Inaugural Meeting and continue until the election of the Chair at the first Meeting in the subsequent calendar year.

13. Nomination Process for Chair/Vice Chair

- 13.1 At the first Meeting in each calendar year or, in a municipal election year, the Inaugural Meeting, the Board Administrator shall ask for a mover and seconder for nominations for the position of Chair/Vice Chair. The Board Administrator shall call three times for nominations.
- 13.2 The Board Administrator will ask each candidate for the position of Chair/Vice Chair to confirm they wish to accept the nomination.

14. Election of Chair/Vice Chair

- 14.1 If only one Member is nominated for the position of Chair/Vice Chair, that Member will be declared Chair/Vice Chair by acclamation.
- 14.2 If more than one Member is nominated for the position of Chair/Vice Chair, the Board Administrator shall distribute ballots to all Members, present and voting, and request that they write the name of the person they wish to vote for as Chair/Vice Chair.
- 14.3 Each Member shall have one (1) vote only.
- 14.4 To be elected as Chair/Vice Chair, a candidate must receive a number of votes greater than 50% of the total votes of the Members present and voting.
- 14.5 If one candidate receives more than 50% of the votes, the Board Administrator shall declare the candidate Chair/Vice Chair.
- 14.6 Should there be no candidate receiving the required number of votes to be declared elected, the Board Administrator shall advise the Board of such and shall further advise that the candidate who has received the fewest votes shall be removed as a candidate and the vote shall be retaken with the remaining candidates.
- 14.7 If there is a tie among candidates receiving the fewest number of votes, those candidates shall be removed as candidates.
- 14.8 Should the removal of tied names result in only one candidate remaining, the Board Administrator shall conduct a lottery by placing the names of the candidates so tied on paper of equal size and place them in a box. The Board Administrator shall then draw a name from the box. The name of the person drawn from the box shall be removed as a candidate.
- 14.9 The Board Administrator shall proceed to conduct elections using the procedure set out above until such time as one candidate receives more than 50% of the votes of the entire Board.
- 14.10 Should there be only two candidates remaining and each has received the same number of votes, the Board Administrator shall conduct a lottery by placing the names of the two candidates on paper of equal size and place them in a box. The Board Administrator shall then draw a name from the box. The name of the person drawn from the box shall be declared Chair/Vice Chair.

Duties, Roles and Conduct

15. Duties of the Chair

15.1 It shall be the duty of the Chair:

- a. To review, confirm and understand the Agenda in consultation with the Board Administrator;
- b. To represent Board initiatives and decisions to the public, where appropriate;
- c. To preside at all Meetings;
- d. To open Meetings by taking the Chair and calling the Members to order;
- e. To ensure that quorum is established and maintained throughout the meeting;
- f. To announce the business before the Board or Committee in the order in which it is to be acted upon;
- g. To designate the person who has the floor when two or more persons wish to speak;
- h. To receive and submit to a vote, in the proper manner, all Motions which do not contravene the rules of procedure and to announce the result;
- i. To decline to put to a vote Motions which infringe upon the rules of procedure;
- j. To restrain the Members, within the rules of procedure, when engaged in a debate;
- k. To enforce on all occasions the observance of order and decorum among the Members;
- l. To expel any person from improper conduct at a Meeting, it being understood that such action shall be at the sole discretion of the Chair;
- m. To authenticate, by signature when necessary, all by-laws, resolutions and minutes;
- n. To inform the Members on any Point of Order or Privilege; and
- o. To adjourn or postpone the Meeting without the question being put for a time to be named if considered necessary because of grave disorder arising.

16. Conduct of Members

16.1 No Member shall:

- a. Speak disrespectfully of any person;
- b. Speak disrespectfully of the Reigning Sovereign or of any of the Royal Family, or of the Governor General, the Lieutenant-Governor of any Province, or any person administering the Government of Canada, or the Province of Ontario;
- c. Use offensive words, language or gestures;
- d. Come unprepared to any Meeting. Members shall have read all the material supplied, including the agenda and staff reports, to facilitate discussion and the determination of action at the Meeting. Members are encouraged to make inquiries of staff regarding the materials supplied with the agenda in advance of the Meeting;

- e. Speak on any subject other than the subject under debate;
- f. Interrupt a person speaking, except a Member raising a Point of Order or Privilege;
- g. Criticize any decision except for the purpose of moving a Motion to rescind or reconsider;
- h. Disobey the rules of procedure or decisions on questions of order or privilege. Where a Member persists in any such disobedience after having been called to order, the Chair may order that such Member leave the Meeting. If the Member apologizes, the Member may be permitted to remain at the Meeting;
- i. Individually direct staff members to carry out specific tasks or functions;
- j. Insult or call into question the integrity of a Member, staff person, or Board/Committee as a whole; and
- k. Violate the confidentiality of any matter considered in Closed Meeting, except for the provisions outlined in the Act.

17. Conduct for Public Attendees

- 17.1 No persons attending a Meeting, whether or not they are Delegations or Presenters, shall:
- a. Approach the floor unless invited by the Chair.
 - b. Shout, cheer, boo, foot-stomp or any other unprofessional or un-businesslike conduct intended to disrupt the debate, discussion and/or general proceedings.
 - c. Display signs, banners, emblems or flags, carried or otherwise.
 - d. Use offensive words, language or gestures.

18. Conduct during Electronic Meetings

- 18.1 Electronic participation shall be allowed at any regular Meetings and may be allowed at special or Closed Meetings, however, Members shall participate in-person whenever possible.
- 18.2 Electronic participation shall mean participation by teleconference or video conference.
- 18.3 Any Meetings that occur when it is not in the best interest of the health and safety of the public to hold the Meetings in the Peterborough County Committee Room located at 470 Water Street, Peterborough, may be conducted fully electronically by allowing the public access to the teleconference or video conference.
- 18.4 A Member who is participating electronically may be counted in determining whether or not a Quorum is present.
- 18.5 A Member participating electronically shall notify the Board Administrator as soon as possible after receiving notice of the Meeting to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation. Notification of a Member participating electronically shall not be received later than one (1) business day prior to the Meeting.
- 18.6 The Chair of the meeting shall be present in person whenever possible.
- 18.7 The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating

in person.

- 18.8 Members shall be permitted to vote when participating electronically and votes cast by Members electronically shall be counted towards the overall decision of Board or Committee.
- 18.9 Members participating electronically may be required to state verbally whether they are for or against a motion, rather than by a show of hands, as required by subsection 34.1 at the request of the Chair.
- 18.10 In the event of a technical failure during the Meeting, Board or Committee may take a recess of not more than twenty (20) minutes to allow staff to reinstate the electronic participation. If a Member can no longer participate by electronic means, provided a Quorum still exists, it will not affect the validity of the Meeting or decisions made.

Order of Procedure

19. Agenda and Order of Business

- 19.1 Agendas for regular Board Meetings shall be generally formatted by the Board Administrator under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:
 - 1. Opening Ceremonies
 - 2. Disclosure of a Conflict of Interest
 - 3. Approval of Agenda
 - 4. Adoption of Minutes
 - 5. Presentations/Delegations
 - 6. Business Arising out of a Previous Meeting
 - 7. Reports/Correspondence
 - 8. By-laws
 - 9. Notice of Motion
 - 10. Information Items
 - 11. Closed Meeting
 - 12. Business Arising from Closed Meeting
 - 13. Adjournment
- 19.2 Agendas for Regular Committee Meetings shall be generally formatted by the Board Administrator under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:
 - 1. Opening Ceremonies
 - 2. Disclosure of a Conflict of Interest
 - 3. Approval of Agenda
 - 4. Adoption of Minutes
 - 5. Presentations/Delegations
 - 6. Business Arising from a Previous Meeting
 - 7. Reports/Correspondence
 - 8. Information Items
 - 9. Adjournment
- 19.3 All material to be included in the agenda shall be delivered to the Board Administrator no later than 4:30 p.m. eleven (11) calendar days prior to the Meeting date.
- 19.4 The business of each Meeting shall be taken up in the order in which it stands in the agenda unless otherwise decided by a Majority vote under section 19.1.3.
- 19.5 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under section 19.1.3 and shall be time sensitive and/or urgent matters.

20. Opening Ceremonies

- 20.1 Upon confirming that a Quorum of Members are present and after the hour fixed for the holding of the Meeting, the Chair shall call the Meeting to order.
- 20.2 The Meeting may commence with a land acknowledgement, moment of silent reflection, and a roll call.

21. Disclosure of a Conflict of Interest

- 21.1 Members shall disclose any conflict of interest as defined in Ontario Regulation 409/23: Code of Conduct for OPP Detachment Board Members to the Chair of the Board or, if the conflict of interest involves the Chair, to the Inspector General.
- 21.2 After the conflict of interest has been disclosed in accordance with Ontario Regulation 409/23: Code of Conduct for OPP Detachment Board Members, the Member shall disclose the conflict of interest at the next meeting of the Detachment Board.
- 21.3 Every disclosure of a conflict of interest made by a Member shall be recorded in the minutes of the Meeting by the Board Administrator.

22. Approval of Agenda

- 22.1 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under section 19.1.3 and shall be time sensitive and/or urgent matters.

23. Adoption of Minutes

- 23.1 The Board Administrator shall record in the minutes:
 - a. The date, time and location of a Meeting;
 - b. The Members attending the Meeting;
 - c. The adoption and correction (if any) of minutes of prior Meetings; and
 - d. All other proceedings of the Meeting without note or comment.
- 23.2 The Board Administrator shall ensure that the minutes of the last regular Meeting and all special Meetings held prior to a regular Meeting are included in the next regularly scheduled agenda, where practicable.
- 23.3 The minutes are a legal record of what action was taken and are open for errors and omissions.
- 23.4 The minutes may be adopted without being read by the Board Administrator.
- 23.5 After the minutes of each Meeting of the Board have been approved by the Board, the minutes shall be signed by the Chair and Board Administrator.
- 23.6 The approved minutes that are authored by the Board Administrator shall be the official record of all Meetings.

24. Presentations/Delegations

- 24.1 Any Presenter or Delegation wishing or requesting to speak at a Meeting shall submit any written material for inclusion on the agenda to the Board Administrator by 4:30 pm eleven (11) calendar days preceding the Meeting.
- 24.2 Notwithstanding Section 24.1, a person(s) may request to be a Delegate regarding a specific item on a posted agenda, except for an item listed under section 19.1.9, by submitting their request in writing to the Board Administrator by 12:00 noon three (3)

business days prior to the Meeting.

- 24.3 Submission requests shall follow the same timelines as detailed in subsection 24.1.
- 24.4 Delegation(s) must identify the reason for their request and are encouraged to provide some background detail to be included on the agenda. This matter will be the only matter permitted to be addressed by the Delegation.
- 24.5 Presenters will be asked to keep their presentation to a maximum of twenty (20) minutes but, due to the nature of the information they are presenting, may request additional time from the Board Administrator. The length of the agenda shall be considered by the Board Administrator when approving requests for additional time. The presentation time may be extended at the discretion of Board/Committee.
- 24.6 Delegations shall not exceed ten (10) minutes except when answering questions posed by Members for clarification and shall confine their remarks to the stated business. The delegation time may be extended at the discretion of Board/Committee.
- 24.7 Presentations and Delegations shall be listed on the agenda in the order set by the Board Administrator and the length of the agenda shall be considered by the Board Administrator when approving the number of presentations at each meeting.
- 24.8 Electronic presentations and delegations will be permitted, wherever possible. Presenters and delegations who wish to participate electronically will be required to provide notice of such to the Board Administrator to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.
- 24.9 All delegations shall have not more than two (2) persons to speak on behalf of the Delegation.
- 24.10 Once a Delegation has addressed Board/Committee on a matter, they shall not address Board/Committee on the same matter within a six (6) month period, unless in the opinion of the Board Administrator there is new information that is pertinent to the matter.
- 24.11 The Board Administrator, in consultation with the Chair, may refuse to hear Delegations or Presentations, or to receive communications when, in their opinion, the subject of the material is beyond the jurisdiction of the Board, is providing unsolicited promotion of products and services or where it contains obscene or defamatory content.
- 24.12 Presenters and delegations shall obey Section 17.

25. Business Arising out of a Previous Meeting

- 25.1 Any unfinished business of a previous Meeting that was adjourned to the next Meeting shall be listed under Business Arising out of a Previous Meeting. Additional items may be added under this section at the discretion of the Board Administrator.

26. Reports/Correspondence

- 26.1 Any staff report presented to Board for its consideration shall be listed on the agenda.
- 26.2 For Committee Meetings, reports may also include items for discussion without an associated report.
- 26.3 Correspondence to be presented to Board/Committee shall be legible and shall not contain any improper matter or language and shall be submitted to the Board Administrator prior to 4:30 p.m. eleven (11) calendar days preceding the Board

meeting. No anonymous correspondence will be accepted or provided to Board.

27. By-laws

- 27.1 Every by-law shall be given three readings and passed at the same Meeting, unless otherwise directed by Board or legislation. All three readings may occur through a single Resolution.
- 27.2 Every by-law passed by Board shall be numbered, dated, and signed by the Chair and the Board Administrator and shall be deposited by the Board Administrator in the place appointed for safekeeping.

28. Notice of Motion

- 28.1 Notices of Motion shall not be permitted at Committee Meetings.
- 28.2 A Board Member who wishes to place a Motion on a Regular Meeting shall deliver a written copy of the Motion to the Board Administrator by 4:30 p.m. eleven (11) calendar days preceding a regular Meeting. The Board Administrator, upon receipt of the notice of Motion, shall print the Motion in full on the agenda.
- 28.3 A notice of Motion shall be considered or otherwise disposed of at the regular Meeting which it is included in the agenda as set out in subsection 28.2.
- 28.4 A Member who wishes to introduce a new Motion at a regular Meeting regarding a matter that would not otherwise be considered at such Meeting, shall provide the Motion in writing to the Board Administrator under the notice of Motion section on the agenda. The notice of Motion shall be read aloud and not be considered or debated until the next regular Meeting which the Member who moved the Motion is in attendance.

29. Information Items

- 29.1 Members may make a public announcement on matters of public or community interest once recognized by the Chair. The information items shall not require future action by staff and no Motions are permitted.

30. Closed Meeting

- 30.1 Board may hold a Closed Meeting pursuant to Section 11 of this By-law.
- 30.2 The Board Administrator shall ensure that the minutes of all Closed Meetings held prior to the regular Meeting are included in the next regularly scheduled Closed Meeting agenda, where practicable.
- 30.3 The minutes are a legal record of what action was taken and are open for errors and omissions.

31. Business Arising from Closed Meeting

- 31.1 At the conclusion of the Closed Meeting, any Closed Meeting minutes will be adopted as presented or amended.
- 31.2 The minutes shall be adopted without being read by the Board Administrator.
- 31.3 After the minutes of each Meeting of the Board have been approved by the Board, the minutes shall be signed by the Chair and Board Administrator.

32. Adjournment

- 32.1 All Meetings shall be adjourned within the maximum time permitted for the Meeting.

Debate and Voting Procedures

33. Rules of Debate

- 33.1 Every Member, prior to speaking, must be recognized first by the Chair by raising

their hand or identifying themselves if participating electronically.

- 33.2 When two or more Members request to speak, the Chair shall designate the Member who has the floor first.
- 33.3 All Motions shall be seconded before being debated or put to a vote. When a Motion has been seconded, it may, upon request, be read or stated by the Chair or Board Administrator at any time during the debate, but not so as to interrupt a speaker.
- 33.4 A Member may second a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion.
- 33.5 When a Member is speaking, no other Member shall interrupt them except to raise a Point of Order or Privilege.
- 33.6 No Member shall speak for longer than five (5) minutes on a question without the Chair's permission.
- 33.7 A Board Member shall not speak more than twice to the same question without the Chair's permission, except the Board Member who made the Motion shall be allowed to reply for a maximum of five (5) minutes. The number of time a Committee Member may speak on a Motion shall not be limited.
- 33.8 A Member may ask a question only for obtaining facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated succinctly and should not be used as a means of making statements or assertions.
- 33.9 Every Motion or amendment stated by the Chair shall be deemed to be in the possession of the Board/Committee and can only be withdrawn pursuant to Section 44.
- 33.10 When the Chair calls a Member to order, that Member shall cease speaking until the Point of Order is dealt with and that Member shall not speak again to the matter under discussion without the permission of the Chair unless to appeal the ruling of the Chair.
- 33.11 A Member may request that the Chair provide information regarding the rules of procedure. The Chair shall provide the information requested.

34. Voting

- 34.1 Unless disqualified by statute, every Member present at a Meeting shall indicate their support by raising their hands when the Chair calls for the vote on a question or Motion. Until the result of the vote has been declared by the Chair, no Member shall speak to any other Member or make any noise or disturbance.
- 34.2 When a Member present requests a Recorded Vote, all Members present at the meeting must vote unless disqualified by statute. A request for a Recorded Vote can be made before or immediately after the taking of a vote on any Motion. When such a request has been made, the Board Administrator shall ask each Member to indicate verbally their vote in the affirmative or negative to the Motion. The Board Administrator shall record the name and vote of every Member and shall report the result of the vote to the Chair. The calling of the votes will commence with the Member who requested the Recorded Vote and continue alphabetically by surname from the mover of the motion.
- 34.3 Every Member present who is required to vote on a question, but in fact does not vote therein, shall be deemed to be voting in the negative.
- 34.4 Any Motion that receives a tie vote shall be deemed to have been decided in the

negative.

- 34.5 The order of voting on Motions relating to an item under consideration shall be voted on in the following order:
- a. Motion to suspend the rules of procedure.
 - b. Motion to adjourn.
 - c. Motion to recess.
 - d. Motion to call the question.
 - e. Motion to defer.
 - f. Motion to refer.
 - g. Motion to amend.
 - h. Main motion.

Motions

35. Motion to Suspend the Rules of Procedure

- 35.1 A Motion to suspend the rules of procedure allows Members to temporarily set aside the rules of procedure contained in this By-law or in Robert's Rules of Order, to take some action contrary to the rules.
- 35.2 A Motion to suspend the rules of procedure cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended.
- 35.3 When stating a Motion to suspend the rules of procedure, the Member need not specify the rule being suspended, only the action they wish to be taken. When the actions have been taken, Board/Committee will return to its regular rules of order.
- 35.4 Only rules of order may be suspended. Matters such as voting requirements, Quorum rules, rules specifying notice requirements and fundamental rights of a Member cannot be set aside or suspended.
- 35.5 A Motion to suspend the rules of procedure cannot interrupt a speaker, requires a second, is not debatable, is not amendable and requires a two-thirds (2/3) vote of the Members present and voting.

36. Motion to Adjourn

- 36.1 A Motion to adjourn allows the conclusion of the Meeting.
- 36.2 A Motion to adjourn requires a second, is debatable only when moved with no business pending, may only be amended with respect to setting the time for a continued meeting, and requires a Majority vote of the Members present and voting.
- 36.3 Notwithstanding the above, a Motion to adjourn should not be allowed if a Member has already indicated the wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the Motion to call the question has been adopted.
- 36.4 Upon the vote being taken on the Motion to adjourn, the Meeting is not concluded until the Chair announces the adjournment. The Chair shall ensure no important business has been overlooked that should be taken care of before adjournment.

37. Motion to Recess

- 37.1 A Motion to recess allows an interruption in the Meeting's proceedings which does not close a Meeting and after which the business will be resumed at exactly the point where it was stopped.
- 37.2 A Motion to recess requires a second, is not debatable, shall specify the length of the recess, may only be amended with respect to the length of the recess and requires a Majority vote of the Members present and voting.
- 37.3 Notwithstanding the above, the Chair may also call a recess for no more than twenty (20) minutes without requiring a Motion.

38. Motion to Call the Question

- 38.1 A Motion to call the question allows debate to close on an immediately pending Motion or on a series of consecutive pending Motions.
- 38.2 A Motion to call the question requires a second, is not debatable, is not amendable, and requires a two-thirds (2/3) vote of the Members present and voting.
- 38.3 When a Motion to call the question has been adopted, the Chair should immediately take the vote on the affected Motion or Motions.
- 38.4 When a Motion to call the question has been adopted, amendments on the affected Motions are not permitted.

39. Motion to Defer

- 39.1 A Motion to defer delays the consideration of a main motion to a certain time or date.
- 39.2 A Motion to defer requires a second, may only be debated with respect to the time or date, is amendable and requires a Majority vote of the Members present and voting.

40. Motion to Refer

- 40.1 A Motion to refer allows an item of business to be sent to a Committee or person, where the item will receive additional, in-depth consideration. A Motion to refer shall include the Committee or person to whom it is being referred, the reason for the referral and the time at which it is to be returned.
- 40.2 A Motion to refer requires a second, is debatable, is amendable and requires a Majority vote of the Members present and voting.

41. Motion to Amend

- 41.1 A Motion to amend allows the wording of the main Motion to be changed. A Motion to amend may be used to insert new wording; strike out wording; or strike out and insert other wording.
- 41.2 A Motion to amend must be germane (relevant) to the subject matter under discussion.
- 41.3 Only one amendment at a time can be presented to the main Motion and, when an amendment has been decided, another may be introduced. The amendment shall be voted on and, once carried, the main Motion as amended shall be put to a vote.
- 41.4 A Motion to amend cannot interrupt a speaker, requires a second, is debatable, is not amendable and requires a Majority vote of the Members present and voting.
- 41.5 Friendly amendments may be permitted by the Chair for an uncontroversial amendment put forward by a Member that is accepted by the mover and seconder of the Motion as a change that can be incorporated in the Motion as if that wording was part of the Motion that was initially put on the floor for consideration. If the friendly amendment is not accepted, it must follow the Motion to amend provisions.

42. Motion to Reconsider

- 42.1 A Motion to reconsider allows a main Motion to be brought back for additional discussion and a new vote.
- 42.2 A Motion to reconsider shall only be moved by a Member who voted in the Majority on the original Motion. A Member who was absent at the time a vote was taken on a Motion shall be deemed, for the purpose of reconsideration, to have voted with the Majority. A Motion to reconsider may be seconded by any Member who voted on the original Motion.
- 42.3 A Motion to reconsider cannot interrupt a speaker, requires a second, may only be debated with respect to the reasons for or against reconsideration, is not amendable and requires a Majority vote of the Members present and voting.
- 42.4 A Motion to reconsider shall not be permitted for Motions passed by previous Boards/Committees.
- 42.5 No Motion shall be reconsidered more than once in any Board/Committee term, nor shall a vote to reconsider be reconsidered within the same Board/Committee term.
- 42.6 When a Motion for reconsideration is made at a Meeting subsequent to that at which the question to be reconsidered was dealt with, the Motion for reconsideration shall be initiated by a notice of Motion and shall follow that procedure, as outlined in Section 28.
- 42.7 A Motion to reconsider suspends action on the Motion to which it applies until it has been decided.
- 42.8 A Motion to reconsider is not in order when the original Motion has been implemented resulting in a legally binding commitment that is in place on the date that a Motion to reconsider is to be debated.

43. Motion to Rescind

- 43.1 A Motion to rescind allows a main Motion adopted at a previous meeting to be cancelled, nullified or voided.
- 43.2 A Motion to rescind only affects the present and future and shall not be retroactive.
- 43.3 A Motion to rescind a defeated main Motion is not in order.
- 43.4 Notice is required to rescind if notice was required for the adoption of the main Motion.
- 43.5 A Motion to rescind is only in order when no business is pending, requires a second, is debatable, is not amendable and requires the same vote as was required to adopt the original main Motion.

44. Motion to Withdraw

- 44.1 After a motion is read or stated by the Chair, it shall be deemed to be in possession of Board/Committee. The mover of the motion may request to withdraw it and, on hearing no objections, the motion shall be considered withdrawn without the necessity of consent from the seconder of the Motion. However, if a member objects to the motion being withdrawn, the Motion shall be voted on accordingly.
- 44.2 A Motion to withdraw does not require a second, is not debatable, is not amendable and requires a Majority vote of the Members present and voting.

45. Point of Order or Point of Privilege

- 45.1 The Chair shall preserve order and decide questions of order and privilege.
- 45.2 When a member raises a Point of Order or Privilege, they shall state the Point of

Order or Privilege to the Chair who shall then decide upon the Point of Order or Privilege and advise the Members of the decision.

45.3 Unless a Member immediately appeals the Chair's decision to the Board/Committee, the decision of the Chair shall be final.

45.4 If a Member appeals to the Board/Committee on a Point of Order or Privilege, the question to sustain the ruling of the Chair shall be put immediately, without debate, and its result shall be final.

Administration and Approval

46. Administrative Authority of the Board Administrator

46.1 The Board Administrator shall be authorized to make minor corrections to any by-law, minutes or other Board/Committee document to eliminate technical or typographical errors.

46.2 The Board Administrator shall be authorized to make any changes to the schedules of this by-law to align with legislative amendments.

47. Severability

47.1 Each and every one of the provisions of this by-law is severable and if any provision of this by-law should, for any reason, be declared invalid by any Court, it is the intention and desire of Board that each and every one of the remaining provisions hereof shall remain in full force and effect.

48. Short Title

48.1 This by-law may be referred to as the "Procedure By-law".

49. Approval and Effective Date

49.1 That By-law No. 2024-001 be repealed on the passage of this by-law.

49.2 This by-law shall come into force on the date it is passed.

Read and passed this day of , 2025.

John Braybrook, Chair

Emmanuel Pinto, Board Administrator

Schedule A – Closed Meetings

Community Safety and Policing Act, 2019 S. 44

When meetings may be closed to public Consideration

- 44 (1) Before holding a meeting, a police service board, or a committee of the board, shall,
- (a) consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed in subsections (2) and (3); and
 - (b) if the board or committee decides to close the meeting or part of the meeting, state by resolution,
 - (i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
 - (ii) in the case of a meeting under subsection (6), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

Subject matter

(2) The meeting or part of the meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
- (f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- (j) 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 board;
- (k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
- (l) an ongoing investigation respecting the police service board.

When meetings must be closed to the public

(3) A meeting or part of a meeting of a police service board, or of a committee of the board, shall be closed to the public if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

Duty of confidentiality

(4) The members of the board or committee shall keep any matter considered in a meeting closed under subsection (2) or (3) confidential, including by keeping

confidential any information obtained for the purpose of considering the confidential matter, except,

- (a) for the purpose of complying with an inspector exercising their powers or duties under this Act;
- (b) as may otherwise be required in connection with the administration of this Act, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- (c) as may be required for a law enforcement purpose; or
- (d) where disclosure is otherwise required by law.

Disclosure by resolution

(5) Despite subsection (4), a police service board may, by resolution, disclose or authorize a board member to disclose any matter considered in a meeting closed under subsection (2) or (3), which may include disclosing information obtained for the purpose of considering the confidential matter.

Educational or training sessions

(6) A meeting of a police service board, or of a committee of the board, may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members of the board or of the committee.
2. At the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the board.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: March 4, 2025
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: Next Budget Meeting to be Scheduled

Financial Impact:

None.

Strategic Plan Reference:

Transparency: We communicate openly with those whom we serve.

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

Respectfully Submitted:

Bob Angione

Bob Angione,
Chief Administrative Officer/Clerk

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

BY-LAW NO. 2025-014

Being a By-law to authorize the Mayor and the Clerk to execute a Merger Agreement between The Corporation of the Township of Havelock-Belmont-Methuen and property owners Ken & Sheelagh Petherick Rentals Ltd and Stephen Andrew Petherick, for the lands located at 933 County Road 46 and 1053 County Road 46, legally described as Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-17801, and Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-8229 in the Township of Havelock-Belmont-Methuen.

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

WHEREAS Section 9 of the Municipal Act 2001, as amended, provides that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act; and

WHEREAS Section 11 of the Municipal Act, 2001, as amended, specifies the Spheres of Jurisdiction in which the Municipality may pass By-Laws; and

WHEREAS the Council of the Township of Havelock-Belmont-Methuen deems it expedient to enter into an agreement with the landowners pertaining to the Consent Application B-37-24 approved on August 27, 2024;

Now Therefore the Council of The Corporation of the Township of Havelock-Belmont-Methuen enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute a Merger Agreement between the Corporation of the Township of Havelock-Belmont-Methuen and property owners Ken & Sheelagh Petherick Rentals Ltd and Stephen Andrew Petherick, pertaining to those lands described and shown in Schedules "A" and "B" of the Merger Agreement forming part of this by-law in the geographic Township of Havelock-Belmont-Methuen, County of Peterborough, described as Part Lot 14, Concession 9, Being Part 1 On Registered Plan 45R-17801, and Part Lot 14, Concession 9, Being Part 1 On Registered Plan 45R-8229 further to the approval of the Consent Application B-37-24.
2. That the Merger Agreement is attached hereto as Schedule '1' and forms part of this by-law.
3. That this By-law and Agreement shall be registered on title.
4. That this By-law shall come into force and effect on the date of passage by the Council of the Corporation of the Township of Havelock-Belmont-Methuen.

Read a first, second and third time and finally passed in open Council this 4th day of March, 2025.

Jim Martin, Mayor

Robert V. Angione, Clerk

Schedule '1' to By-law 2025-014

Being a By-law to authorize the Mayor and the Clerk to execute a Merger Agreement between The Corporation of the Township of Havelock-Belmont-Methuen and property owners Ken & Sheelagh Petherick Rentals Ltd and Stephen Andrew Petherick, for the lands located at 933 County Road 46 and 1053 County Road 46, legally described as Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-17801, and Part Lot 14, Concession 9, being Part 1 on Registered Plan 45r-8229 in the Township of Havelock-Belmont-Methuen.

MERGER AGREEMENT

THIS AGREEMENT made in duplicate this 4 day of March, 2025

BETWEEN:

KEN & SHEELAGH PETHERICK RENTALS LTD.
"Owner/Transferor"

OF THE FIRST PART

AND

STEPHEN ANDREW PETHERICK
"Applicant/Purchaser"

OF THE SECOND PART

AND

CORPORATION OF THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
"Municipality"

OF THE THIRD PART

WHEREAS the owners have applied to the Peterborough County Land Division Office for Consent to Sever part of Lot 14 Concession 9 in the Geographic Ward of Belmont in the County of Peterborough, being described on Schedule "A" attached hereto.

AND WHEREAS the Consent File No. is B-37-24.

AND WHEREAS the said Peterborough County Land Division Committee or the Director of Planning has imposed a condition of the granting of a consent to convey the lands in the said application that the two parcels of land described in Schedules "A" and "B" shall merge in title and become one parcel for the purposes of the Planning Act and the "Owner/Transferor" and the "Applicant/Purchaser" enter into an agreement with the "Municipality" agreeing to abide by the said condition imposed by the Committee or Planning Director and that such agreement shall be registered on title prior to the granting of the Certificate of Consent.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants, provisos and conditions herein contained and pursuant to the condition imposed by the Committee or the Director of Planning, the "Owner/Transferor", the "Applicant/Purchaser" covenant and agree with the "Municipality" both personally and on behalf of their respective heirs, executors, administrators, successors and assigns as follows:

1. That the lands described in Schedules "A" and "B" hereto shall merge together in one title and shall be dealt with as one parcel of land in accordance with the Planning Act of Ontario and in accordance with the land use by-law in force in the Municipality from time to time.

2. That no conveyance, transfer, mortgage, charge, partition, device or other disposition of any kind whatsoever shall be executed, delivered or registered which purports to deal with only one of the said parcels of land described in Schedules "A" and "B" or any parts thereof, save and except for the initial conveyance containing consent to sever from Ken & Sheelagh Petherick Rentals Ltd. to Stephen Andrew Petherick.
3. That the lands described in Schedules "A" and "B" shall be conveyed, encumbered, dealt with and disposed of together and deemed for the purposes of the Planning Act to be one lot or parcel of land.
4. That the terms of this agreement may be enforced in a court of law by the "Municipality" against the "Applicant/Purchaser" and his respective heirs, executors, administrators, successors and assigns.
5. The Applicant/Purchaser covenants and agrees to register the within agreement on title at the Land Registry Office at his sole expense prior to the registration or delivery of any other document and prior to the issuance of Certificate of Consent to Sever and in default thereof the Consent to Sever shall be deemed to have been refused.

IN WITNESS WHEREOF, the "Owner/Transferor", the "Applicant/Purchaser" have affixed their respective hands and seals and the "Municipality" has affixed its corporate seal under the hands of it's Mayor and Clerk.

SIGNED, SEALED AND DELIVERED)
in the presence of)

Ken & Sheelagh Petherick Rentals Ltd., per:

Stephen Petherick, President
I have authority to bind the Corporation.
"Owner/Transferor"

Stephen Andrew Petherick –
"Applicant/Purchaser"

Corporation of the Township of Havelock-
Belmont-Methuen, per:

Jim Martin, ~~Reeve~~ Mayor

Robert V. Angione, ~~Clerk~~ Chief Administrative Officer/
We have authority to bind the Corporation. Clerk

SCHEDULE "A"

Description of Severed Parcel:

**Pt Lt 14 Con 9 Belmont Pt 1, 45R17801; Havelock-Belmont-Methuen; County of
Peterborough**
Part of PIN 28233-0051

SCHEDULE "B"

Description of Parcel being Merged with Severed Parcel:

**Pt Lt 14 Con 9 Belmont Pt 1, 45R8226; Havelock-Belmont-Methuen; County of
Peterborough**
PIN 28233-0052

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

By-law Number 2025 - 015

Being a by-law to confirm the proceedings of the Regular Meeting of the Council of the Township of Havelock-Belmont-Methuen held on March 4, 2025.

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 fourth day of March, 2025 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 4th day of March, 2025.

Jim Martin, Mayor

Robert V. Angione, Clerk