



## TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

### SPECIAL COUNCIL MEETING AGENDA

**Date:** Friday, March 7, 2025

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

and

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

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

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

Meeting ID: 824 9415 4461  
Passcode: 891840

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

The purpose of this Special Meeting is for Council to continue 2025 budget deliberations. This meeting is open to the public to observe the proceedings of Council.

#### **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.

## Business

1. Lionel Towns, Treasurer  
Re: 2025 Budget – Additional Information (March 7, 2025 Council Meeting)
2. Bob Angione, Chief Administrative Officer/Clerk  
Lionel Towns, Treasurer  
Shari Gottschalk, Economic Development Officer  
Re: Administration Department Overview (Pages 17-21)  
Re: Administration Capital Overview (Pages 99-101 )  
Re: Economic Development – Operating Overview (Page 21)  
Re: Economic Development – Capital Overview (Page 101)  
Re: Council Overview (Pages 22-24)  
Re: Cemetery Overview (Pages 32-34)  
Re: Conservation Authorities Overview (Pages 35-37)  
Re: Library Operating Overview (Pages 52-54)  
Re: Library Capital Overview (Page 114)  
Re: Police Overview (Pages 65-67)  
Re: Source Water Overview (Pages 87-88)
3. Travis Toms, Chief Building Official  
Re: Animal Control Overview (Pages 25-27)  
Re: Building Department Operating Overview (Pages 28-29)  
Re: Building Department Capital Overview (Pages 102-103)  
Re: By-Law Department Overview (Pages 30-31)  
Re: Planning Department Overview (Pages 62-64)
4. Josh Storey, Supervisor of Parks, Recreation and Facilities  
Re: Facilities Administration Overview (Pages 38-39)  
Re: Facilities Operations Overview (Pages 40-48)  
Re: Facilities Capital Overview (Pages 104-111)  
Re: Parks and Recreation Department Overview (Pages 55-56)  
Re: Parks Operating Overview (Pages 57-61)  
Re: Parks Capital Overview (Pages 115-121)
5. Ray Haines, Fire Chief  
Re: Fire Services Overview (Pages 49-51)  
Re: Fire Capital Overview (Pages 112-113)
6. Peter Lauesen, Manager of Public Works  
Re: Public Works Administration Overview (Pages 68-69)  
Re: Public Works: Operations Overview (Pages 70-72)  
Re: Public Works: Roads Capital Overview (Pages 122-137)  
Re: Sewer Operating Overview (Pages 73-75)  
Re: Sewer Capital Overview (Pages 138-139)  
Re: Waste Administration Overview (Pages 76-77)  
Re: Waste Transfer Stations Overview (Pages 78-83)  
Re: Water Operating Overview (Pages 84-86)  
Re: Water Capital Overview (Pages 140-141)

## **Confirmatory By-law**

A By-law to confirm the proceedings of the Special Meeting of Council held on March 7, 2025 if required.

## **Adjournment**

# TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council  
From: Lionel Towns, Treasurer  
Meeting Date: March 7, 2025  
Subject: 2025 Budget – Additional Information (March 7, 2025 Council Meeting)

## **Purpose:**

The purpose of this report is to provide updated information regarding the changes that have been made, to date, by Council, to the draft 2025 Budget.

## **Recommendation:**

That this report be received for information; and

That any items requiring follow-up action be considered through an appropriate resolution of Council.

## **Background:**

During Council's budget review sessions, on January 7, 2025, and February 6, 2025, several motions were approved to effect changes to the draft 2025 Operating and Capital budgets as presented by staff. Details on those adjustments are included in this Report.

## **Financial Impact:**

There is no financial impact associated with the receiving of the information in this Report. If follow up action is considered, in the form of a resolution of Council, after receiving the information, these resolutions may affect the 2025 municipal tax rates, or the content of the Capital Budget, for HBM.

## Changes Made to Operating Budget (Net Tax Levy)

Ref	Description	Page in Budget Book	Amount	Affect on Residential Tax Rate
1	Administration (Economic Development) – Movement of Rebranding Project from Operating Budget to Capital Budget	21	-33,000	-0.4%
2	Police – Decreased Professional Services and Contracts by \$203,196 (Provincial support of increases to municipal policing costs announced on December 19, 2024)	66	-203,196	-2.6%
3	Police – Added \$100,000 to the Transfer to Police Reserve (Provincial support will not be permanent)	66	+100,000	+1.2%
4	Building – Added \$1,158 to Advertising and Communication for monthly radio charges	29	+1,158	+0.0%
5	Tax Ratio – Adjusted the tax ratio for the new Aggregate Extraction class to 1.255712 from 1.000000	146	nil	-0.1%
6	Insurance – Decrease of \$9,084 to insurance costs for various departments	various	-9,084	-0.1%
7	Village Area Rate – final assessment for Village Area properties entered. \$547 increase to Transfer to Village Road Reserve results in Village Area rate remaining the same as 2024	150	nil	nil
8	Administration – Increased Administration Materials and Supplies by \$2,250 for the rental of shredding bins	19	+2,250	-0.0%
9	Source Water – Added \$1,500 for mandatory sewage system maintenance program	88	+1,500	-0.0%

With above noted changes, the 2025 Residential Tax Rate increase is 4.0%.

## Changes Made to Capital Budget

Ref	Description	Page in Budget Book	Amount	Reserve
1	Administration (Economic Development) – Movement of Rebranding Project from Operating Budget to Capital Budget	99	+33,000	Administration Reserve
2	Administration (Economic Development) – Deletion of interlocking bricks and tree planting from Downtown Revitalization project	99	-182,750	OMPF Reserve
3	Parks and Recreation – Deletion of Widening Road (Arena) project	115	-200,000	OMPF Reserve
4	Parks and Recreation – Addition of 50% of the cost of baseball field lights (\$80,000) and new ½ Ton Truck (\$80,000)	115	+80,000	Parks Reserve
5	Public Works – Decrease the proposed 2025 budget for Unimin Road to \$200,000 (Roads Reserve)	122	-300,000 -250,000 -400,000 -85,665	Roads Reserve General Capital Reserve OMPF Reserve Administration Reserve
6	Increase of Removal of Parking Spot – Old Town Hall project by \$4,000	124	+4,000	Roads Reserve
7	Public Works – Coverall Building project, approved in prior year’s budget, deleted		-25,000	Administration Reserve
8	Movement of \$25,000 from Administration Reserve to Facilities Reserve	93-94	nil	Administration Reserve and Facilities Reserve
9	Administration (Economic Development) – Addition of \$9,250 to Downtown Revitalization capital project	99	+9,250	OMPF Reserve
10	Fire – Increase the budget for Rescue UTV by \$20,000	112	+20,000	Fire Reserve
11	Public Works – Deleted Public Works Building Spray Foam project	124	-5,876	Reserve – Roads Equipment
12	Public Works – Added \$37,000 to Gravel Haul project	122	+37,000	OMPF Reserve

## Reserve Contributions

The following chart sets out the effect on HBM’s 2025 Net Tax Levy for various scenarios for increasing our contributions to reserves. It does not include the contributions to Council Reserves (as these are “top up” amounts based on expenses in the prior year), or contributions to Water or Sewer Reserves (as these are based on the net expenses for these Divisions balancing to revenues with current rates assumed).

<b>HBM Draft 2025 Budget</b>						
<b>Contributions to Reserves</b>						
<b>Net Tax Levy Impact of Increase Scenarios</b>						
Ref		Per Budget Review Book	Increase Scenario 1:	Increase Scenario 2:	Increase Scenario 3:	Increase Scenario 4:
			1%	5%	10%	20%
1	Transfer to General Capital Reserve	240,000	2,400	12,000	24,000	48,000
2	Transfer to Facilities Reserve	40,000	400	2,000	4,000	8,000
3	Transfer to Fire Reserve	202,000	2,020	10,100	20,200	40,400
4	Transfer to Parks and Recreation Reserve	127,000	1,270	6,350	12,700	25,400
5	Transfer to Roads Reserve	285,000	2,850	14,250	28,500	57,000
6	Transfer to Waste Reserve	40,000	400	2,000	4,000	8,000
		<b>934,000</b>	<b>9,340</b>	<b>46,700</b>	<b>93,400</b>	<b>186,800</b>
	<b>Impact on Tax Rate Increase</b>		<b>0.12%</b>	<b>0.59%</b>	<b>1.18%</b>	<b>2.36%</b>

Respectfully Submitted:

Lionel Towns  
Treasurer

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

**By-law Number 2025 - 016**

Being a by-law to confirm the proceedings of the Special Meeting of the Council of the Township of Havelock-Belmont-Methuen held on March 7, 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 seventh 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 7th day of March, 2025.

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Jim Martin, Mayor

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Robert V. Angione, Clerk