

Township of Havelock-Belmont-Methuen Regular Council Meeting Agenda

Date: Tuesday, October 21, 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: 890 7991 9826
Passcode: 982319

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 – October 7, 2025

Delegations and Presentations

None.

Public Meeting for Zoning By-law Amendment

[Note to Virtual Guests: Please keep your video off and microphone muted during the meeting until the Chair invites comments regarding a planning matter.](#)

1. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Zoning By-law Amendment - Venema
Part Lot 27 and 28, Concession 2 - 524 FR 54
ARN: 1531-010-006-28901
2. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Zoning By-law Amendment – Sampson
Part Lot 10, Concession 9 – 431 FR 93
ARN: 1531-010-009-25800
3. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Zoning By-law Amendment – Rye
Part Lot 14, Concession 8 – 65 FR 94
ARN: 1531-010-009-21600

Public Meeting for Committee of Adjustment (Minor Variance Applications)

1. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Chris Lobbezoo – 196 FR 87A – Jack Lake
Part Lot 29, Concession 9, Application A-05-25
ARN: 1531-010-007-57100
2. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Ryan Crook – 417 Blairton Road – Crowe Lake
Part Lot 9, Concession 1, Application A-06-25
ARN: 1531-010-003-01001

Regular Meeting Resumes

Planning

1. Presented by Elysia Ackroyd, Senior Planner – Fotenn Planning + Design
Re: Proposed Lot Addition – Application B-77-25 – John and Laurie Deshane
2. Travis Toms, Chief Building Official
Re: Notice of Purchase of Municipal Road Allowance in North Kawartha adjacent to Part 2 and 3, RP45R17827 Township of Havelock-Belmont-Methuen

Staff Reports for Information

1. Travis Toms, Chief Building Official
Re: Building Department Activity Report – September 2025
2. Josh Storey, Supervisor of Parks, Recreation and Facilities
Re: September Departmental Updates
3. Shari Gottschalk, Economic Development Officer
Re: September 2025 Social Media Insights

Staff Reports for Follow-up Action

1. Shari Gottschalk, Economic Development Officer
Re: Community Grant Application
2. Peter Lauesen, Manager of Public Works
Re: Connecting Link – Winter Maintenance Agreement
3. Bob Angione, Chief Administrative Officer/Clerk
Re: Budget Priorities

Correspondence

Action Items

1. Brittany Thompson and Jude Thompson
Re: Little Book Library

Information Items

1. Minister of the Environment, Conservation and Parks
Re: Producer Responsibility Organizations - Blue Box Regulation

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 2025-073** Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zoning of certain lands being located in Part Lot 27 and 28, Concession 2, having municipal address of 524 Fire Route 54, Assessment Roll No. 1531-010-006-28901. The subject lands are currently zoned 'Seasonal Residential (SR) Zone'. The application proposes to rezone the subject lands to 'Special District 301 (S.D. 301) Zone' introducing site-specific definitions and regulations to facilitate the construction of a new dwelling unit. (Venema)
2. **By-law 2025-074** Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zoning of certain lands being located in Part Lot 10, Concession 9, having municipal address of 431 Fire Route 93, Assessment Roll No. 1531-010-009-25800. The subject lands are currently zoned 'Seasonal Residential (SR) Zone'. The application proposes to rezone portions of the subject lands to 'Special District 302 (S.D. 302) Zone' introducing site-specific regulations to permit presence of an accessory structure in the absence of a primary use.
3. **By-law 2025-075** Being a By-law to amend The Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law in order to change the zoning of certain lands being located in Part Lot 14, Concession 8, having municipal address of 65 Fire Route 94, Assessment Roll No. 1531-010-009-21600. The subject lands are currently zoned 'Seasonal Residential (SR) Zone'. The application proposes to rezone the subject lands to 'Special District 303 (S.D. 303) Zone' introducing site-specific definitions and regulations to facilitate the construction of a new dwelling unit.

4. **By-law 2025-076** Being a By-law to authorize the Mayor and Clerk to enter into a Winter Maintenance Services Agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link.

Closed Session

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

Confirming By-law

A By-law to confirm the proceedings of the Regular Meeting of the Council of the Township of Havelock-Belmont-Methuen held on October 21, 2025.

Adjournment

Next Regular Meeting
Tuesday, November 4, at 9:30 a.m.

Township of Havelock-Belmont-Methuen
Regular Council Meeting
Video Conference
October 7, 2025
Minutes

A Regular Meeting of the Council of the Corporation of the Township of Havelock-Belmont-Methuen was held on October 7, 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
Jerry Doherty, Councillor
Beverly Flagler, Councillor

Regrets:

Kathy Clement, Councillor

Staff:

Bob Angione, Chief Administrative Officer/Clerk
Leah Hutton, Acting Deputy Clerk
Lionel Towns, Treasurer
Samantha Deck, Planner
Ray Haines, Fire chief
Peter Lauesen, Manager of Public Works
Josh Storey, Supervisor of Parks, Recreation & Facilities
Shari Gottschalk, Economic Development Officer

Regrets:

Bianca Boyington, Deputy Clerk

Call to Order

Mayor Martin called the Regular meeting to order.

Land Acknowledgement

Mayor Martin read the Land Acknowledgement.

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-431-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the minutes of the Regular Council Meeting held on September 16, 2025 and Special Council Meeting held on September 25, 2025 (Community Recognition Awards) be approved and adopted as presented.

Carried.

Delegations and Presentations

1. Barry Lane, Knox Presbyterian Church Havelock
Re: Request re: Pine Grove Cemetery
Re: Pine Grove Cemetery Financial Statement 2024

R-432-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That the delegation from Barry Lane from the Knox Presbyterian Church Havelock regarding the Pine Grove Cemetery be received for information; and further

That Council supports the transfer of the Pine Grove Cemetery to the Cemetery Board.
Carried.

2. Richard Steiginga, Partner – Baker Tilly
Re: Comparative Analysis
Re: Consolidated Financial Statements – December 31, 2024

R-433-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the presentation from Richard Steingra from Baker Tilly KDN LLP regarding the Township's 2024 financial audit be received for information; and further

That the December 31, 2024 consolidated financial statements are hereby approved as presented.

Carried.

3. George Derrett (verbal)
 Re: Request for Driveway Repair

R-434-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That the delegation from George Derrett requesting a repair to the slope of his driveway be received; and further

That the matter be referred to the County of Peterborough for an official written response from the County to Mr. Derrett regarding Mr. Derrett's request for repairs to his driveway located on County Road 44.

Carried.

Staff Reports for Information:

None.

Staff Reports for Follow-up Action

1. Josh Storey, Supervisor of Parks, Recreation and Facilities
 Re: Request for Tender #PRF-2025-05 - The Stone Hall - Window Replacement

R-435-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That Tender #PRF-2025-05 for Window Replacement at the Stone Hall is hereby awarded to Maimaar Construction Inc. in the amount of \$29,510.40 (including non-refundable HST); and further

That this project be funded from Facilities Capital Reserve.

Carried.

2. Josh Storey, Supervisor of Parks, Recreation and Facilities
 Re: Request for Tender #PRF-2025-4 – HBM Community Centre – Provide and

Install a Concrete Pad and Generator

R-436-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That Tender #PRF-2025-04 for the provision and installation of a concrete pad and generator at the HBM Community Centre is hereby awarded to 3949001 Canada Inc. (Geco Industries), in the amount of \$99,266.11 (including non-refundable HST); and

That staff is hereby authorized to proceed with the installation of the concrete pad, natural gas line and electrical work upon award of the tender; and further

That staff is hereby authorized to proceed with a grant application for the purchase and installation of a generator under the Community Emergency Preparedness Grant Program through the Ministry of Emergency Preparedness and Response up to maximum amount of \$50,000.00; and further

That staff is hereby authorized to proceed with the purchase and installation of the generator after the grant funding decision is confirmed in February 2026 in order to not jeopardize the possible receipt of grant funds; and further

That the project be funded from the Parks Reserve General Ledger Account in the full amount of \$99,266.11 (including non-refundable HST) should the grant application not be successful; and further

That the project be funded from the Parks Reserve General Ledger Account in the amount of \$49,266.11 (including non-refundable HST) should the grant application of \$50,000.00 be successful.

Carried.

3. Lionel Towns, Treasurer
 Re: 2026 Insurance Policy Renewal

R-437-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the Insurance and Risk Management Renewal premium quote from Marsh Canada Ltd., in the amount of \$212,329, which includes non-recoverable provincial sales tax, (16%, or \$40,748, decrease from 2025) is hereby approved; and further

That the Tax Rate Stabilization Reserve (\$150,000) and the Strategic and Legislated Initiatives Reserve (\$100,000) be amalgamated into a new Insurance Reserve; and further

That the \$40,748 decrease in 2026 premiums be allocated to the new Insurance Reserve, creating an initial balance of \$290,748.

Carried.

4. Shari Gottschalk, Economic Development Officer
Re: 2025 Volunteer Fair Follow Up Report

R-438-25 Moved by Deputy Mayor Webb
Seconded by Councillor Flagler

That the 2026 Volunteer Fair event is hereby approved to be held on Wednesday, April 8, 2026 with a location to be determined.

Carried.

5. Peter Lauesen, Manager of Public Works
Re: Updated Curbside and Depot Fees

R-439-25 Moved by Councillor Doherty
Seconded by Councillor Flagler

That the updated Waste Management Fees be deferred to 2026 budget deliberations.

Carried.

6. Ray Haines, Fire Chief
Re: Fire Ban & Rating Criteria

R-440-25 Moved by Deputy Mayor Webb
Seconded by Councillor Doherty

That a discussion regarding the criteria for establishing a Fire Ban and reviewing the Fire Rating Criteria be discussed at a future Closed Session Council Meeting; and further

That the report of the Fire Chief regarding Fire Ban & Fire Rating Criteria be received for information.

Carried.

7. Bob Angione, Chief Administrative Officer/Clerk
Re: Community Grant Application

R-441-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the application to the Community Grant Program received from the School Council of the Havelock Belmont Public School is hereby approved for expenses associated with the Year-End School Fun Fair.

Carried.

8. Bob Angione, Chief Administrative Officer/Clerk
 Re: Licence Agreement – Historical Society

R-442-25 Moved by Councillor Doherty
 Seconded by Councillor Flagler

That the Licence Agreement with the Belmont-Methuen and Havelock Historical Society pertaining to the use of space in the lower level of the Havelock Library located at 13 Quebec Street is hereby approved.

Carried.

9. Bob Angione, Chief Administrative Officer/Clerk
 Re: Repairs to Old Town Hall (1 Mathison Street West)

R-443-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That the preliminary cost estimate and timeline for repairs to the Old Town Hall building located at 1 Mathison Street West as presented by Unity Design be referred to the 2026 budget deliberations.

Carried.

Closed Session:

R-444-24 Moved by Deputy Mayor Webb
 Seconded by Councillor Doherty

That the meeting move in to Closed Session at 11:04 a.m. under authority of Section 239 (2)(b) 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.

The meeting rose from Closed Session at 12:20 p.m. and resumed in open session.

Business Arising from Closed Session:

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

Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees (4 items).

Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (1 item).

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

That the recommendation from the municipal solicitor regarding the legal matter discussed under Section 239 (2)(e) for litigation or potential litigation is hereby approved.

Carried.

Correspondence

Action Items

None.

Information Items

None.

Committee Liaison Reports:

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

Deputy Mayor Webb provided an update from County Council regarding the following items;

- A presentation from United Way regarding their fundraising goals

- Blue Box update
- Peterborough Paramedics regarding their response time plan for ambulances
- Review of Insurance Plan
- The development of a roads department Depot Master Plan

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

R-446-25 Moved by Councillor Doherty
 Seconded by Deputy Mayor Webb

That the committee liaison reports 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

Highway 7 and Concession Street – Left turn signal

The Public Works Manager informed Council that CP Rail has updated their railway lights which in turn has caused a compliance issue for the Township. Staff have been working with CP Rail and the Ministry of Transportation staff to rectify the issue.

R-447-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That staff write a letter to MP Emma Harrison, MPP Dave Smith, Ministry of Transportation and CP Rail to address the issues regarding the intersection lights at Highway 7 and Concession Street.

Carried.

Medical Centre

Council discussed the possibility of establishing a Medical Centre in HBM. It was decided that the scope of the project (e.g. medical services to be provided) must be determined before a location can be confirmed.

R-448-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That further discussions relating to a Medical Centre be brought forward at the November 4, 2025 Regular Council Meeting.

Carried.

A draw was held for the Shop Local Contest.

Staff noted that there were 80 entries submitted for the Shop Local contest.

The winner of the Shop Local contest was Tom Finlay.

By-Laws

By-law 2025-071 Being a By-law to establish Waste Management Fees is deferred.

The Waste Management Fees were discussed earlier in the meeting through a staff report – Updated Curbside and Depot Fees. The report was deferred to the 2026 budget deliberations.

Confirming By-Law:

R-449-25 Moved by Councillor Flagler
 Seconded by Deputy Mayor Webb

That By-law 2025-072, 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 7th day of October 2025, be read a first, second, and third time and finally passed this 7th day of October 2025.

Carried.

Adjournment:

R-450-25 Moved by Deputy Mayor Webb
 Seconded by Councillor Flagler

That this meeting adjourn at 12:39 p.m.

Carried.

Jim Martin, Mayor

Robert V. Angione, Clerk

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council

Prepared By: Elysia Ackroyd, MCIP RPP, Township Planning Consultant

Presented By: Elysia Ackroyd, MCIP RPP, Township Planning Consultant

Meeting Date: October 21st, 2025

Subject: **Application to Amend** Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law, 1995-42 (AS AMENDED). Property owner Henry and Pam Venema. Part Lot 27 and 28, Concession 2, having municipal address of 524 Fire Route 54. ARN: 1531-010-006-28901.

File No: Z-13-25

PURPOSE and EFFECT:

The purpose and effect of this report is to present for the consideration and requisite approval of Council, an application to amend Comprehensive Zoning By-law No. 1995-42 (as amended) in order to permit the redevelopment of a single detached recreational dwelling unit; while also introducing certain site-specific regulations.

RECOMMENDATION:

- That Zoning By-Law amendment application Z-13-25 be **deferred** until an elevation survey, completed by an Ontario Land Surveyor, has been completed plotting the extent of the flood hazard of Cordova Lake on the subject property.
- The balance of the information in this addendum to the planning report be received.

BACKGROUND:

The proposed redevelopment of the subject property will consist of a complete tear down and demolition of the existing seasonal recreational dwelling to construct a new seasonal recreational dwelling. Currently, the property is developed with an existing recreational dwelling unit comprising a total gross floor area of 16.2 square metres (174 square feet). The subject property contains the existing seasonal residential dwelling, sheds, gazebo, outhouse, and a pump house.

Owner/Applicants:	Henry and Pam Venema
Agent:	Taylor Lauzon, Greer Galloway Group & Jp2g Consultants
Property Description:	Part Lot 27 and 28, Concession 2
Municipal Address:	524 Fire Route 54
Roll Number:	1531-010-006-28901
Lot Area:	2144.83 square metres (0.53 acres)
Zoning:	Seasonal Residential (SR)
Official Plan:	Shoreline
Ward:	Belmont
Type of Planning Approval:	Planning Act, Section 34

PROPOSED REDEVELOPMENT

The applicant is requesting approval to demolish the existing seasonal recreational dwelling and construct a new seasonal recreational dwelling in the general location of the existing dwelling.

The new seasonal recreational dwelling will not be located any closer to the shoreline than the existing dwelling. The current dwelling has a setback of 15.2 metres (49.87 feet) from the high water mark of Cordova Lake. The new dwelling is proposed maintain that existing setback and be relocated slightly north of the existing dwelling.

The Zoning By-law Amendment application requests relief from the high water setback, front yard setback, and rear yard setback. The Zoning By-law Amendment Application is requesting to recognize the reduced high water mark setback from the existing dwelling, being approximately 15.2 metres (49.87 feet), and to permit a reduction of the 30 metre high water setback to 15.2 metres (49.87 feet) for the new seasonal residential dwelling. The Zoning By-law Amendment Application is requesting to permit a reduced front lot line setback of 15.2 metres (49.87 feet) where 21.3 metres (70 feet) is currently permitted. The Zoning By-law Amendment Application is requesting to permit a reduced rear lot line setback of 3.16 metres (10.37 feet), where 7.5 metres (25 feet) is currently permitted.

PLANNING DISCUSSION:

Provincial Planning Statement (PPS)

Chapter 5 of the Provincial Planning Statement (PPS) provides policy direction for managing Natural and Human-Made Hazards. The PPS establishes that development shall be directed away from areas of natural or human-made hazards where there is an

unacceptable risk to public health or safety, or potential for property damage, and that new development should not create or aggravate existing hazards.

Section 5.2 of the PPS provides policy direction pertaining to natural hazards. It states that planning authorities, in collaboration with conservation authorities, are responsible for identifying hazardous lands and sites and managing development in these areas in accordance with provincial guidance.

More specifically, Section 5.2.2 directs that development be located outside of hazardous lands adjacent to small inland lakes that are subject to flooding hazards. Furthermore, Section 5.2.3 establishes that development shall not be permitted in areas that would be rendered inaccessible to people and vehicles during times of flooding unless it can be demonstrated that the site will have safe access appropriate to the nature of the development and the associated hazard.

County of Peterborough Official Plan

Section 4.1.3.2 of the County of Peterborough Official Plan provides policy direction for development within and adjacent to flood plains. It states that where a property abuts a shoreline and detailed floodplain hazard mapping does not exist, the appropriate Conservation Authority is responsible for establishing the flooding and erosion hazard limits.

Development, including the construction of buildings, is not permitted in areas identified as flooding hazard except in approved Special Policy Areas. Development adjacent to these areas may also be subject to setbacks determined by the local municipality or Conservation Authority.

The Crowe Valley Conservation Authority (CVCA) was circulated on the application and, in correspondence dated October 9, 2025, expressed concerns regarding the extent of flooding hazards on the property. CVCA staff have requested that the application be deferred until an elevation survey is completed by an Ontario Land Surveyor to accurately determine the extent of the flooding hazard associated with Cordova Lake.

Township of Havelock-Belmont-Methuen Official Plan

Section 2.1 of the Township of Havelock-Belmont-Methuen Official Plan outlines the Township's general development policies. Section 2.1.10 further establishes that new development must be protected from flooding and other environmental hazards.

Section 3.7.7 outlines policy direction for floodplain management. It is the intent of the Official Plan that no development or site alteration be permitted within a flooding hazard. Development proposed on lands susceptible to flooding should be directed outside of hazardous lands affected by flooding hazards.

In this context, and consistent with the intent of the Official Plan, the CVCA's request for a detailed elevation survey to confirm the extent of the flood hazard is appropriate to ensure that future development is directed away from areas at risk of flooding.

ANALYSIS:

On October 9th, 2025, staff from the Crowe Valley Conservation Authority (CVCA) submitted an email and formal comment letter to the Township of Havelock-Belmont-Methuen regarding the subject application.

Through a Memorandum of Understanding between Conservation Ontario, the Ministry of Natural Resources and Forestry, and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing provincial interests in planning matters related to natural hazards (Section 5.2, Natural Hazards, PPS).

CVCA staff noted that the applicant submitted a site plan illustrating the flood hazard contours of Cordova Lake based on the regulatory flood event standard, representing the elevation to which water would rise during a 1:100-year flood event. The 1:100-year flood elevation for Cordova Lake is 217.46 metres above sea level (CGVD 2013). While this elevation was reflected in the submitted site plan, CVCA staff identified a significant discrepancy between the flood contour and hazard extent shown on the site plan and the CVCA's own hazard mapping.

As a result, portions of the proposed development may be located within the flood hazard limit of Cordova Lake, which would not be consistent with the policies of Section 5.2 of the PPS requiring that new development be protected from natural hazards.

To address this discrepancy, CVCA staff have requested that the application be deferred until an elevation survey, prepared by an Ontario Land Surveyor, is completed to accurately plot the 1:100-year flood elevation of Cordova Lake and confirm the extent of the flood hazard on the property.

It is notable that development of the property is subject to a future permit to be issued by the CVCA. As such, the Township anticipates that an updated survey will be required to proceed with redevelopment of the site.

Accordingly, to ensure the Township's recommendation appropriately addresses potential risks related to natural hazards and flooding, it is recommended that the application be **deferred** until such time as the elevation survey has been completed and reviewed by the CVCA.

COMMENTS

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

FINANCIAL IMPACT

There are no financial impacts unless Council's consideration respecting the approval, refusal, or deferral of the requested amendment is appealed to the Ontario Land Tribunal (OLT). In the event of an appeal, there could be costs, some of which may be recovered from the applicant.

Respectfully submitted,

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

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

ATTACHMENTS:

Appendix A – Correspondence from CVCA staff
Appendix B – CVCA Mapping
Appendix C – Site Plan

09 October 2025

Bob Angione
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0



Crowe Valley
C o n s e r v a t i o n

P.O Box 416, 70 Hughes Lane Phone: 613-472-3137
Marmora, ON Fax: 613-472-5516
K0K 2M0 www.crowevalley.com

Dear Mr. Angione,

RE: Application for a Zoning Bylaw Amendment (Our File No. ZBA 034/25)
524 Fire Route 54
Part of Lots 27 & 28, Concession 2
Township of Havelock-Belmont-Methuen
ARN: 1531 010 006 28901

Sent via email

The above application for Zoning Bylaw Amendment has been reviewed with regards to the applicability of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act* and the Provincial Planning Statement (PPS). Through a memorandum of understanding between Conservation Ontario, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing Provincial interest in planning matters as they relate to natural hazards (Section 5.2 Natural Hazards, PPS).

Please be advised that this recommendation is based on the best available information, including: GIS data, aerial imagery, LiDAR elevation data and the information submitted to this office by the Township of Havelock-Belmont-Methuen regarding *Application for a Zoning Bylaw Amendment*. A site visit has not been conducted to verify or refute this information. **Please note: the actual regulated area is based on the written description in Ontario Regulation 41/24 pursuant to the *Conservation Authorities Act*. If there is a discrepancy between the mapped regulated features and the written description in Ontario Regulation 41/24 the written description prevails.**

Our understanding of this proposed Zoning By-law Amendment Application is to rezone the subject lands from the 'Seasonal Residential (SR) zone' to the 'Special District 301 (S.D. 301) Zone in order to permit the redevelopment of the lot with a new seasonal residential dwelling.

RECOMMENDATION

In summary, the Crowe Valley Conservation Authority **has concerns** with this application for zoning bylaw amendment and **recommend that the application be deferred** until an elevation survey, completed by an Ontario Land Surveyor, has been completed plotting the extent of the flood hazard of Cordova Lake. Additionally, it must be demonstrated that the construction will not create a new or aggravate an existing natural hazard. Development should be proposed in the area of least risk.

A [CVCA Permit Application](#) will be required for the proposed development activity. Any development within the flood hazard will be subject to size limitations and any development within 15 metres of the flood hazard will require flood proofing as per [CVCA Policy Appendix C – Floodproofing Guidelines](#).

SECTION 5.2 NATURAL HAZARDS, PROVINCIAL PLANNING STATEMENT

With regard to Section 5.2 Natural Hazards of the PPS, the CVCA has reviewed the application with respect to flooding, erosion, and hazards associated with unstable soil and bedrock. Along river, stream and small inland lake systems, hazardous lands are defined by the furthest landward extent of the flooding hazard or erosion hazard limits.

Flooding Hazard

A flooding hazard means the inundation of areas adjacent to a shoreline of a river or stream system and not ordinarily

covered by water. The flood hazard limit is based on a regulatory flood event standard and is represented by an elevation to which water would rise under the conditions of a 100-year flood event. That is, conditions that have a 1% chance in taking place any given year. The 1:100-year flood elevation of Cordova Lake is 217.46 metres above sea level (CGVD 2013).

The proposed development may be within the flood hazard of Cordova Lake. An elevation survey, completed by an Ontario Land Surveyor, will be required plotting the 1:100-year flood elevation of Cordova Lake to determine the extent of the hazard.

Erosion Hazard

The Provincial Planning Statement (2024) defines the erosion hazard as: *The erosion hazard means the loss of land, due to human or natural processes, that pose a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one-hundred-year time span), an allowance for slope stability, and an erosion access allowance.*

The Provincial Technical Guide on the Erosion Hazard Limit recommends 6 metres for the erosion access allowance.

The subject lands do not appear to be susceptible to an erosion hazard.

Other Hazards

No unstable soils or karst bedrock have been identified on the lot.

Crowe Valley Source Protection Area – Trent Source Protection Plan

The subject property is within the Crowe Valley Source Protection Area, one of five Source Protection Areas in the Trent Conservation Coalition Source Protection Region. Proposed development that requires a municipal building permit or approval under the Planning Act is subject to review under the Clean Water Act. This review confirms whether the subject property is located within a vulnerable area where land-based activities can be significant threats to municipal sources of drinking water.

This review has determined that the subject property is not located within a vulnerable area where significant threats can occur. **This means that Trent Source Protection Plan policies do not apply and a Restricted Land Use Notice issued under section 59 of the Clean Water Act is not required.**

O.REG 41/24 Prohibited Activities, Exemptions and Permits

In regard to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act*, portions of the subject lands appear to be within the CVCA's regulated area due to the shoreline and flood hazard associated with Cordova Lake. A [CVCA Permit Application](#) will be required for the proposed development activity. As part of a complete permit application the CVCA will require elevation survey, prepared by an Ontario Land Surveyor, plotting the 1:100-year floodplain of Cordova Lake. The 1:100-year flood elevation of Cordova Lake is 217.46 metres above sea level (CGVD 2013). Any development within the flood hazard will be subject to size limitations and any development within 15 metres of the flood hazard will require flood proofing as per [CVCA Policy Appendix C – Floodproofing Guidelines](#). Development will not be permitted to encroach into the flood hazard or further into the setback than the existing development.

Should any of the details of this proposal change please notify our office and we will amend our comments as necessary. We respectfully request a copy of the decision made on this application. Should you have any questions please do not hesitate to contact me.

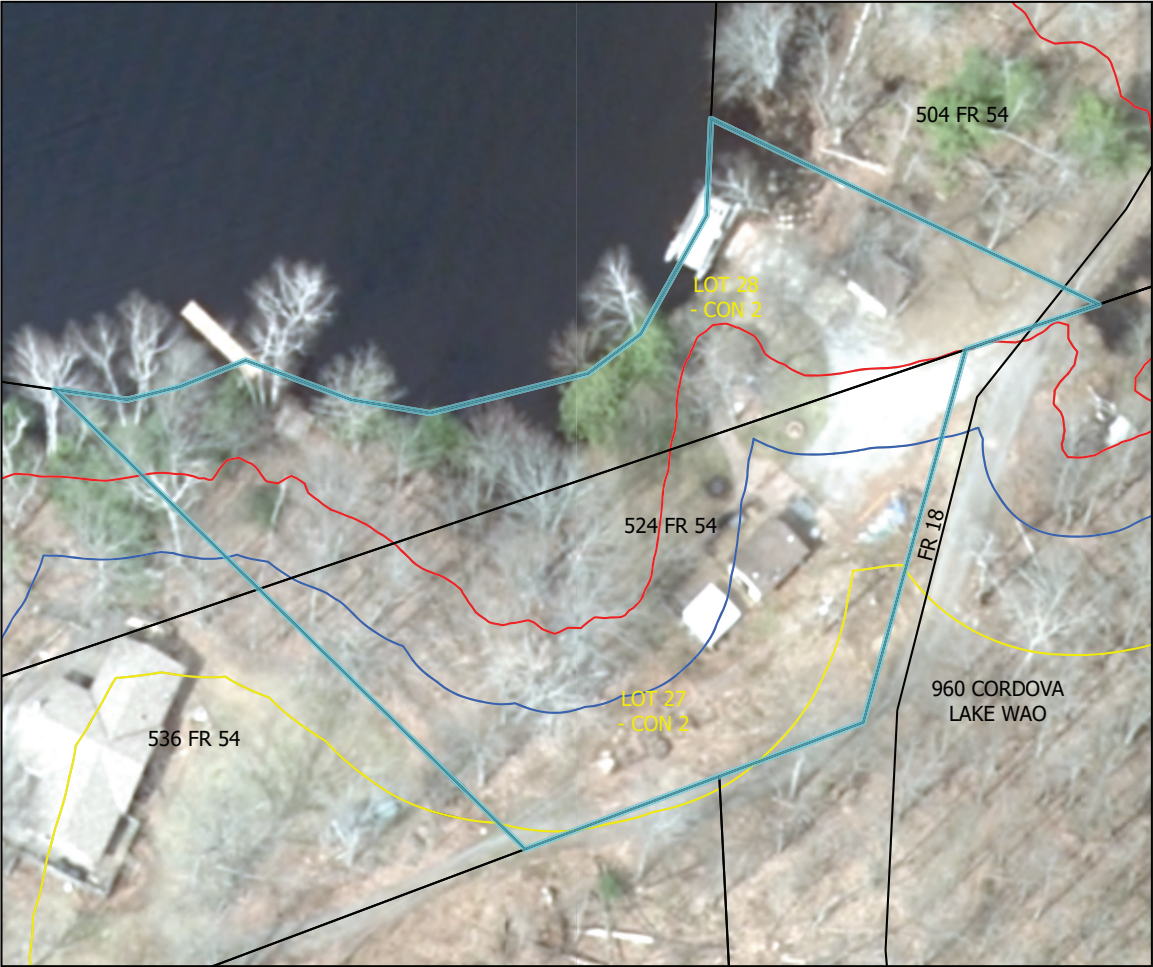
Best regards,



Beth Lowe
Regulations Officer
Crowe Valley Conservation Authority

VENEMA, Henry & Pam
524 Fire Route 54, Township of Havelock-Belmont-Methuen
Part of Lots 27 & 28, Concession 2
ARN: 1531 010 006 28901

CROWE VALLEY CONSERVATION AUTHORITY
ZBA 034/25



- LEGEND**
- Subject Property
 - APPROX 1:100year floodplain
 - Flood Hazard Setback
 - CVCA Regulated Area

07 October 2025
Produced by Crowe Valley Conservation Authority with data supplied under license by Ontario Geospatial Data Exchange and local County data. For demonstrative purposes only - not to be used as an official source of data.

0 5 10 20 Metres

0 30 60 120 Feet



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council

Prepared By: Samantha Deck, Planner

Presented By: Elysia Ackroyd, Township Planning Consultant

Meeting Date: September 16th, 2025

Subject: **Application to Amend** Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law, 1995-42 (AS AMENDED). Property owner Jami and Ken Sampson. Part Lot 10, Concession 9, having municipal address of 431 Fire Route 93. ARN: 1531-010-009-25800.

PURPOSE and EFFECT:

The purpose and effect of this report is to present for the consideration and requisite approval of Council, an application to amend Comprehensive Zoning By-law No. 1995-42 (as amended) in order to permit the presence of an accessory structure on the subject lands in the absence of a primary use.

RECOMMENDATION:

- That Council enacts a by-law (see by-law section of agenda) to rezone the severed lands created through Consent Application B-69-22 from the 'Seasonal Residential (SR) Zone' to the 'Special District 302 (S.D. 302) Zone'.
- That the balance of this report be received.

BACKGROUND:

Consent Application B-69-22 was filed with Peterborough County Land Division in June of 2022. Submission for the consent proposal was the subject of a Preliminary Severance

Review (PSR) completed by Peterborough County Planning Department in September of 2021.

On August 9, 2022, Township Council endorsed the application and a Municipal Appraisal Form (MAF) was sent to the secretary treasurer of the County of Peterborough in order to provide Township commentary regarding the application to the Land Division Committee. An amended MAF was sent on November 22, 2022. The decision issuing provisional consent approval from the County of Peterborough was issued on August 27, 2024.

Consent Application B-69-22 was provisionally approved to create one (1) new vacant residential building lot comprising approximately 0.47 hectares (1.16 acres) of lot area with approximately 50 metres (164 feet) of frontage on Kasshabog Lake and Fire Route 93. The retained lands would be approximately 1.15 acres in lot area, and would be compromised of the existing dwelling and septic system. The severed lands are currently developed with a boathouse. A Condition of Consent was outlined in the County of Peterborough decision to rezone the severed lands to allow for the presence of an accessory structure in the absence of a primary use. Therefore, to fulfill the condition of consent, the rezoning application was required.

Owner/Applicants: Jami and Ken Sampson

Property Description: Part Lot 10, Concession 9

Municipal Address: 431 Fire Route 93

Roll Number: 1531-010-009-25800

Lot Area: 9348 square metres (2.31 acres)

Type of Planning Approval: Planning Act, Section 34

Description of Property and Surrounding Lands:

The subject lands comprise approximately 9348 square metres (2.31 acres), with approximately 104 metres (341 feet) of shoreline frontage maintained along Kasshabog Lake. Vehicular access to the property is provided via 104.24 metres (342 feet) of frontage on Fire Route 93.

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.

Proposed Redevelopment

The subject property is currently developed with an existing seasonal residential dwelling, accessory structure, boathouse, septic system, and a well. The severed lands, provisionally approved on August 27, 2024, would be compromised of the boathouse and would not have a primary use. Therefore, the Zoning By-law Amendment application is required.

The Zoning By-law Amendment Application is requesting rezone the subject lands from the 'Seasonal Residential (SR) Zone' to the 'Special District 302 (S.D. 302) Zone' which would permit the boathouse to be used on the severed lands in the absence of a primary use. The severed lot will be intended for a seasonal residential dwelling in the future; however, no further development is being proposed on the severed lands at this time.

History of Use

The current owners had purchased the property in 2021.

PLANNING DISCUSSION:

Provincial Planning Statement (PPS)

The Zoning By-law Amendment application is consistent with the Provincial Planning Statement (PPS, 2024) by supporting residential development within Rural Areas while ensuring significant natural heritage features are protected. Section 2.6 of the PPS indicates that residential development is a permitted uses on rural lands, provided that development can be sustained by rural service levels. Section 4.2 of the PPS outlines the development shall be restricted in or near sensitive water features and ensuring that their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches. Section 5.2 of the PPS indicates that development shall not be permitted within erosion hazards.

The subject property is considered to be rural lands, and a residential property is consistent with the policies for rural areas. The subject lands are in a rural area where the

PPS permits rural land uses provided the uses are compatible with the rural landscape and can be sustained by rural service levels.

Marine facilities, including a boathouse, are consistent with the policies for rural lands in the PPS. No development is being proposed as part of the subject application.

On this basis, the proposed Zoning By-law Amendment application is consistent with the Provincial Planning Statement.

County of Peterborough Official Plan

According to the County of Peterborough Official Plan, the site is designated as “Shoreland Areas and the Waterfront”. The shoreland area designation permits residential land uses and accessory uses while promoting the protection and restoration of natural heritage features.

The County Official Plan indicates that development and built form along the shoreline should complement, rather than dominate, the natural landscape and encourage the provision of access to the waterfront for public and private users where appropriate. The proposed development aligns with the shoreline character and scale of surrounding residential uses.

The existing boathouse aligns with the Shoreland Areas and the Waterfront designation within the County Official Plan. Any new development in the future will be required to conform to the policies of the County Official Plan.

It is the Township’s planning opinion that the application conforms to the policies of the County’s Official Plan.

Township of Havelock-Belmont-Methuen Official Plan

According to the Township of Havelock-Belmont-Methuen Official Plan, the subject property is designated ‘Shoreline’. The ‘Shoreline’ designation permits both seasonal and permanent residential uses in the Official Plan.

The Official Plan policies direct development within the shoreline designation to have minimal visual, environmental, and navigational impact. The Plan also promotes low density shoreline development, enhanced setbacks from the high-water mark, and the maintenance of existing vegetation/tree coverage. Section 3.3.2.2. of the Official Plan

states that the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.

The Plan directs that the shoreline area and its unique physical and environmental attributes are to be protected; while also recognizing the contribution of the shoreline area to leisure and recreation, as well as economic benefits resulting from tourism and recreational property development.

Section 2.1.24 of the Township Official Plan stipulates that whenever the Plan permits uses, buildings, or structures, it is intended that accessory uses, buildings and structures also be permitted that are normally incidental or subordinate to the principal uses, buildings, and structure on the same lot. As per the application, the boathouse will be the sole structure on the severed lands of the subject property as there is currently no principle dwelling.

It is intended that the subject property will be developed in the future with a seasonal residential dwelling. Limited residential uses, alongside accessory uses/structures, are permitted in the Shoreline designation, as well as any expansion/enlargement, as per permissions under the Zoning By-law.

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

Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law No. 1995-42 (as amended)

According to Schedule 'A1' of the Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law No. 1995-42, as amended, the subject property is currently zoned 'Seasonal Residential (SR)'. If approved, the application will serve to rezone the subject lot to 'Special District 302 (S.D. 302) Zone' and introduce certain site-specific regulations.

Section 4.1 (f) indicates that "No building permit shall be issued for an accessory building or structure until such time that a permit is issued to establish the principal use."

The Zoning By-law Amendment application is requesting to rezone the severed lands from Consent Application B-69-22 from the 'Seasonal Residential (SR) Zone' to the 'Special District 302 (S.D. 302) Zone' to request relief from Section 4.1 (f) in order to

permit the presence of an accessory structure on the severed lands in the absence of a primary use.

Following our review and assessment of this application within the context of relevant land use planning policies, it is the Township's planning opinion that the subject application conforms to the County of Peterborough's Official Plan, the Township of Havelock-Belmont-Methuen's Official Plan, the Township's Zoning By-law 1995-42, as amended, and is consistent with the Provincial Planning Statement.

COMMENTS:

Staff Comments:

None received at the time of report preparation.

Agency Comments:

Notice was circulated to a number of prescribed agencies for review. CVCA has indicated no issues with the subject application.

Should any additional comments be received prior to the October 21st meeting of Council they will be brought forward at that time.

Public Comments:

Due to the Canada Post strike, notice was provided on our Municipal Website and a Property Sign was posted. No comments have been received at the time of report preparation. Should any comments be received prior to the October 21st meeting of Council they will be brought forward at that time.

FINANCIAL IMPACT:

There are no financial impacts unless Council's consideration respecting the approval or refusal of the requested amendment is appealed to the Ontario Land Tribunal (OLT). In the event of an appeal, there could be costs, some of which may be recovered from the applicant.

STRATEGIC PLAN ALIGNMENT:

- Customer Service
- Environment and Sustainability

Respectfully submitted,

Samantha Deck

Samantha Deck, Planner

Township of Havelock-Belmont-Methuen

ATTACHMENTS:

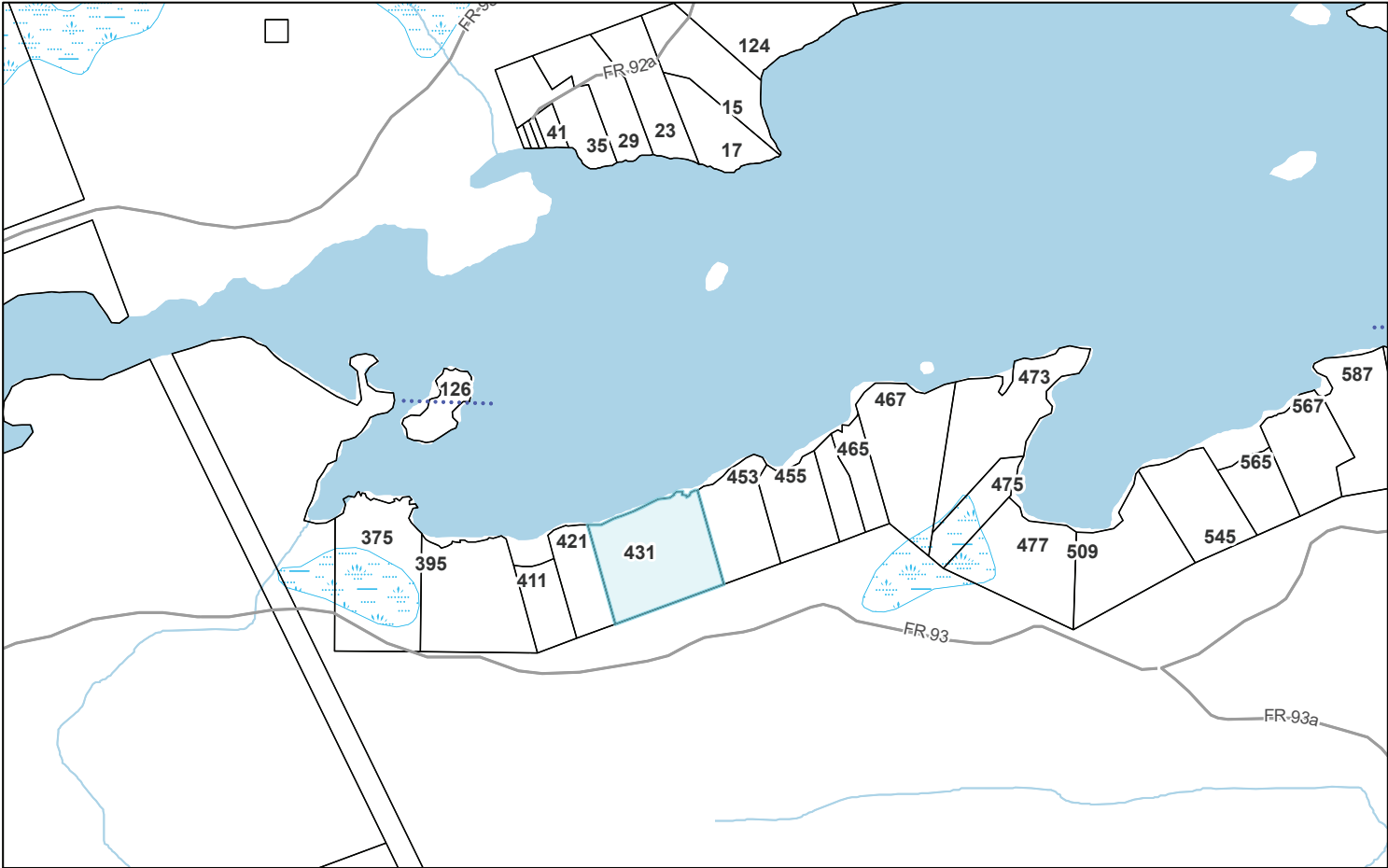
Appendix A – GIS Mapping

Appendix B – Property Survey

Appendix C – CVCA Comments

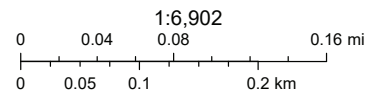
Appendix D - Public Meeting Notice – 431 FR 93

431 FR 93



2025-09-24, 11:35:44 a.m.

- Roads
- Private Road
 - Parcel Fabric
 - Wetland
 - Water Access Only
 - Non-Evaluated
 - Waterbody
 - Municipal Boundary - Single Tier
 - Peterborough County Boundary

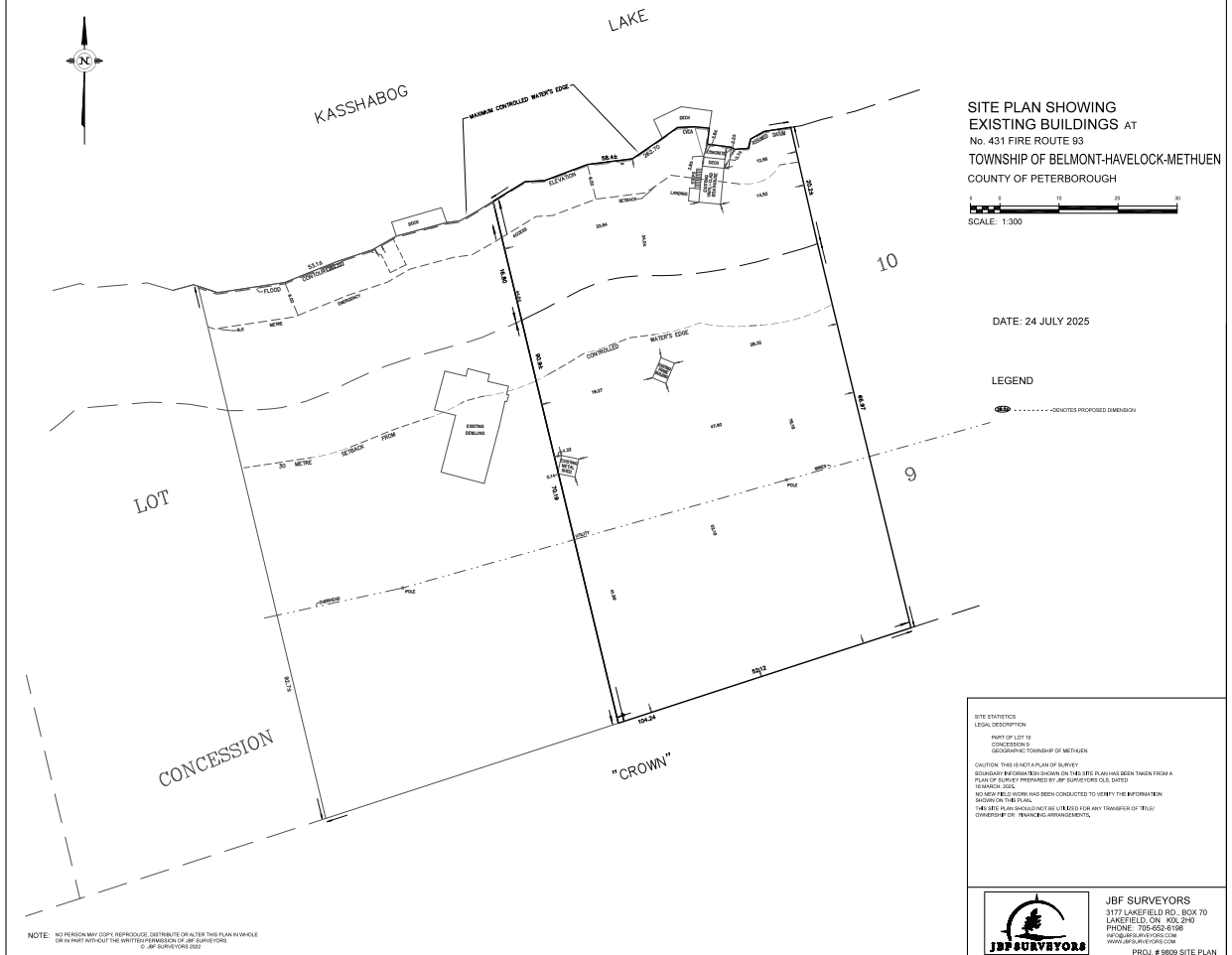


Peterborough County GIS Viewer

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

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

CAUTION: THIS IS NOT A PLAN OF SURVEY



09 October 2025

Bob Angione
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0



Crowe Valley
C o n s e r v a t i o n

P.O Box 416, 70 Hughes Lane Phone: 613-472-3137
Marmora, ON Fax: 613-472-5516
K0K 2M0 www.crowevalley.com

Dear Mr. Angione,

RE: Application for a Zoning Bylaw Amendment (Our File No. ZBA 033/25)
431 Fire Route 93
Part of Lot 10, Concession 9
Township of Havelock-Belmont-Methuen
ARN: 1531 010 009 25800

Sent via email

The above application for Zoning Bylaw Amendment has been reviewed with regards to the applicability of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act* and the Provincial Planning Statement (PPS). Through a memorandum of understanding between Conservation Ontario, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing Provincial interest in planning matters as they relate to natural hazards (Section 5.2 Natural Hazards, PPS).

Please be advised that this recommendation is based on the best available information, including: GIS data, aerial imagery, LiDAR elevation data and the information submitted to this office by the Township of Havelock-Belmont-Methuen regarding *Application for a Zoning Bylaw Amendment*. A site visit has not been conducted to verify or refute this information. **Please note: the actual regulated area is based on the written description in Ontario Regulation 41/24 pursuant to the *Conservation Authorities Act*. If there is a discrepancy between the mapped regulated features and the written description in Ontario Regulation 41/24 the written description prevails.**

Our understanding of this proposed Zoning By-law Amendment Application is to rezone the severed lands from the 'Seasonal Residential (SR) Zone' to the 'Special District 302 (S.D. 302) Zone' as a condition of consent (Peterborough County File no. B-69-22, CVCA file no PC 012/22). The severed lands are developed with a boathouse but are otherwise vacant.

RECOMMENDATION

In summary, the Crowe Valley Conservation Authority **does not object** to this application for a Zoning By-Law Amendment from a Natural Hazards perspective. At this time, the application is believed to be consistent with Section 5.2 Natural Hazards of the PPS.

A [CVCA Permit Application](#) will likely be required prior to any development (construction/filling/grading/excavating), taking place on the subject lands. The CVCA would need to review the exact location and specific project details of any proposed development on the subject lands to determine if a permit from this office is required.

SECTION 5.2 NATURAL HAZARDS, PROVINCIAL PLANNING STATEMENT

With regard to Section 5.2 Natural Hazards of the PPS, the CVCA has reviewed the application with respect to flooding, erosion, and hazards associated with unstable soil and bedrock. Along river, stream and small inland lake systems, hazardous lands are defined by the furthest landward extent of the flooding hazard or erosion hazard limits.

Flooding Hazard

A flooding hazard means the inundation of areas adjacent to a shoreline of a river or stream system and not ordinarily covered by water. The flood hazard limit is based on a regulatory flood event standard and is represented by an elevation

to which water would rise under the conditions of a 100-year flood event. That is, conditions that have a 1% chance in taking place any given year. The 1:100-year flood elevation of Kasshabog Lake is 262.58 metres above sea level (CGVD 2013).

The subject lands do not appear to be susceptible to a flood hazard.

Erosion Hazard

The Provincial Planning Statement (2024) defines the erosion hazard as: *The erosion hazard means the loss of land, due to human or natural processes, that pose a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one-hundred-year time span), an allowance for slope stability, and an erosion access allowance.*

The Provincial Technical Guide on the Erosion Hazard Limit recommends 6 metres for the erosion access allowance. There appears to be room on the subject lands for future development to take place outside of the erosion hazard. All future development will be required to be setback 43metres (22metres to achieve a stable 3H:1V slope + 15metres to account for toe erosion + 6meter emergency access setback) from the shoreline of Kasshabog Lake unless other wise determined with a site visit or geotechnical assessment.

Other Hazards

No unstable soils or karst bedrock have been identified on the lot.

Crowe Valley Source Protection Area – Trent Source Protection Plan

The subject property is within the Crowe Valley Source Protection Area, one of five Source Protection Areas in the Trent Conservation Coalition Source Protection Region. Proposed development that requires a municipal building permit or approval under the Planning Act is subject to review under the Clean Water Act. This review confirms whether the subject property is located within a vulnerable area where land-based activities can be significant threats to municipal sources of drinking water.

This review has determined that the subject property is not located within a vulnerable area where significant threats can occur. **This means that Trent Source Protection Plan policies do not apply and a Restricted Land Use Notice issued under section 59 of the Clean Water Act is not required.**

O.REG 41/24 Prohibited Activities, Exemptions and Permits

In regard to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act*, the subject lands appear to be within the CVCA's regulated area due to the shoreline and flood and erosion hazards associated with Kasshabog Lake as well as the apparent valley system of Kasshabog Lake. A [CVCA Permit Application](#) will likely be required prior to any development taking place on the subject lands. **The CVCA would need to review the exact location and specific project details of any proposed development on the subject lands to determine if a permit from this office is required.** Due to the erosion hazard associated with Kasshabog Lake all future development will be required to be setback 43metres (22metres to achieve a stable 3H:1V slope + 15metres to account for toe erosion + 6meter emergency access setback) from the shoreline of Kasshabog Lake unless other wise determined with a site visit or geotechnical assessment.

Should any of the details of this proposal change please notify our office and we will amend our comments as necessary. We respectfully request a copy of the decision made on this application. Should you have any questions please do not hesitate to contact me.

Best regards,



Beth Lowe
Regulations Officer
Crowe Valley Conservation Authority



**Notice Of Complete Application and A Public Meeting
Concerning A Zoning By-Law Amendment**

Take Notice that the Corporation of the Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment for certain lands located in Part Lot 10, Concession 9 with municipal address of 431 Fire Route 93; bearing the Assessment Roll Number (ARN) 1531-010-009-25800.

As required under subsection 34 (10.4) and 34 (10.7) of the *Planning Act*, R.S.O. 1990, as amended, Council of the Township of Havelock-Belmont-Methuen has deemed this application to be "Complete".

Take Further Notice that the Council of the Corporation of the Township of Havelock-Belmont-Methuen will hold a public meeting on **October 21st, 2025 at 9:30 a.m.** to consider a proposed Zoning By-law Amendment under Section 34 of the *Planning Act*, R.S.O., 1990, as amended. **The Public Meeting will be held in hybrid fashion (in-person and electronically).**

Take Further Notice that the lands are subject to Consent Application B-69-22, granted provisional consent on August 27, 2024.

If you wish to participate in the meeting in real time, please contact the Clerk, Bob Angione, by email at BAngione@hbmtwp.ca **no later than 12:00 p.m. (noon) on the day prior to the scheduled meeting** and you will be provided with an invitation to join the meeting using your computer or phone.

The Municipality is using Zoom for electronic meetings. The application can be downloaded to either a computer or cell phone. It is recommended that you test the program in advance of the meeting. Meetings will also be recorded and made available on YouTube for public viewing as soon as possible following the meeting.

We would encourage you to communicate with Council by forwarding written comments in support or opposition of the application to BAngione@hbmtwp.ca or to P.O. Box 10, 1 Ottawa Street East, Havelock, ON K0L 1Z0.

Purpose and Effect:

The purpose of the Zoning By-law Amendment Application for 431 Fire Route 93 is to rezone the severed lands from the 'Seasonal Residential (SR) Zone' to the 'Special District 302 (S.D. 302) Zone'.

The lands proposed to be rezoned to 'Special District 302 (S.D. 302) Zone' are the entirety of the severed lands as part of application B-69-22, granted provisional consent approval on August 27, 2024. The severed lands are currently developed with a boathouse and the primary use of the parcel has not been established. Therefore, the Zoning By-law Amendment application is required to allow for the presence of an accessory structure in the absence of a primary use. The retained lands will remain as 'Seasonal Residential (SR) Zone'.

A key map showing the lands to which this application applies is provided with this notice.

Any person may attend the public meeting and/or make verbal or written representation either in support of or in opposition to the proposed Zoning By-law Amendment. Written submissions in respect of the proposed Amendment should be directed to the Clerk of the Township of Havelock-Belmont-Methuen.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Township of Havelock-Belmont-Methuen to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Havelock-Belmont-Methuen before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make an oral submission at the public meeting or make written submissions to the Township of Havelock-Belmont-Methuen before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Notification:

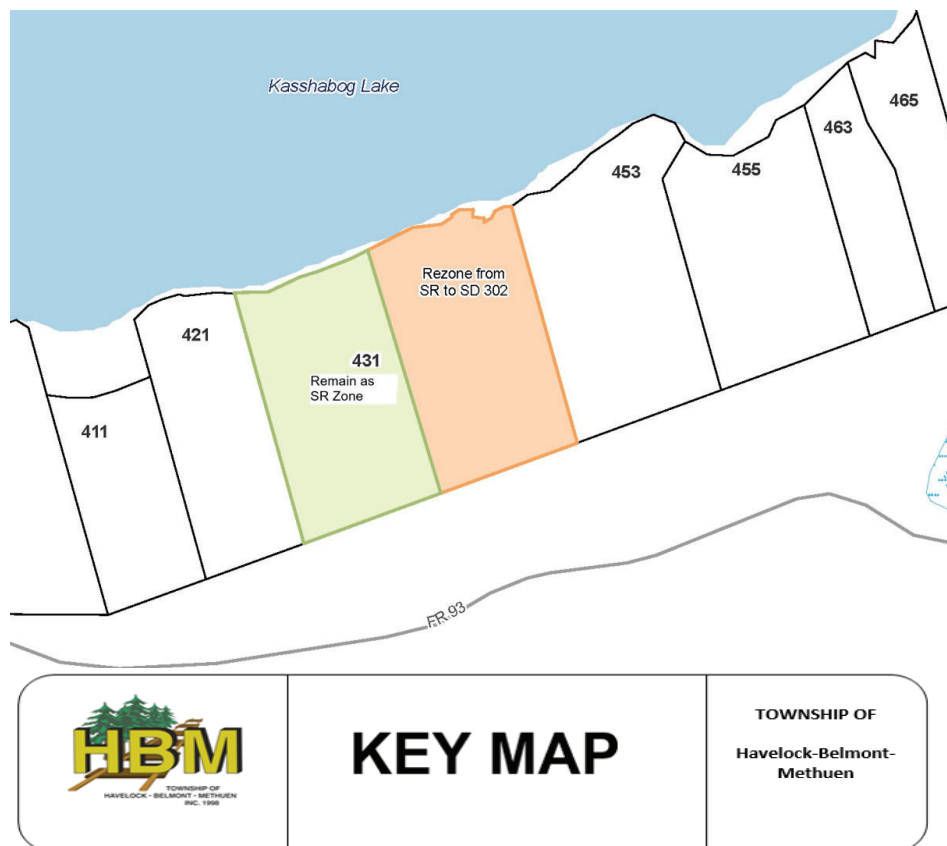
If you wish to be notified of the decision of the Council of the Township of Havelock-Belmont-Methuen on the proposed zoning by-law amendment, you must make a written request to the Clerk of the Township of Havelock-Belmont-Methuen at the address below.

Additional Information:

Additional information and material related to the proposed by-law will be available for public inspection on the Township website as of the date of the posting of this notice. Anyone wishing to obtain additional information with respect to this application is requested to direct enquiries to Samantha Deck, Planner, at 705-778-2308 or planning@hbmtpw.ca.

Dated at the Township of Havelock-Belmont-Methuen this 30th day of September 2025.

Mr. Robert Angione, M.P.A., B. Admin,
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0
(705) 778-2308 (705) 778-5248 (fax)



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council

Prepared By: Samantha Deck, Planner

Presented By: Elysia Ackroyd, Township Planning Consultant

Meeting Date: October 21st, 2025

Subject: **Application to Amend** Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law, 1995-42 (AS AMENDED). Property owner Steven Rye. Part Lot 14, Concession 8, having municipal address of 65 Fire Route 94. ARN: 1531-010-009-21600.

PURPOSE and EFFECT:

The purpose and effect of this report is to present for the consideration and requisite approval of Council, an application to amend Comprehensive Zoning By-law No. 1995-42 (as amended) in order to permit the redevelopment of a single detached recreational dwelling unit; while also introducing certain site-specific regulations.

RECOMMENDATION:

- That Council enacts a by-law (see by-law section of agenda) to rezone 65 Fire Route 94 from the 'Seasonal Residential (SR) Zone' to the 'Special District 303 (S.D. 303) Zone'.
- That the balance of this report be received.

BACKGROUND:

As proposed, redevelopment of the subject property will consist of a complete tear down and demolition of the existing seasonal recreational dwelling to construct a new seasonal recreational dwelling. Currently, the property is developed with an existing recreational

dwelling unit comprising a total gross floor area of 59 square metres (640 square feet). The subject property contains the existing seasonal residential dwelling and frame shed.

Owner/Applicants: Steven Rye

Agent: Adam Barton, Bear Creek Carpentry

Property Description: Part 14, Concession 8

Municipal Address: 65 Fire Route 94

Roll Number: 1531-010-009-21600

Lot Area: 4370 square metres (1.08 acres)

Type of Planning Approval: Planning Act, Section 34

Description of Property and Surrounding Lands:

The subject lands comprise approximately 4370 square metres (1.08 acres) in lot area, with approximately 39 metres (127 feet) of shoreline frontage maintained along Kasshabog Lake. Vehicular access to the property is provided via 27.19 metres (89 feet) of frontage on Fire Route 94.

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.

Proposed Redevelopment

The applicant is requesting approval to demolish the existing seasonal recreational dwelling and construct a new seasonal recreational dwelling in the general location of the existing dwelling. The new seasonal recreational dwelling will not be located any closer to the shoreline than the existing dwelling. The proposed dwelling will have a ground floor area of approximately 126.25 square metres (1359 square feet). A new sewage system is proposed as part of the subject application.

The current dwelling has a setback of 13.7 metres (45 feet) from the high water mark. The current deck has a setback of 11.32 metres (37.2 feet) The new dwelling is proposed

to be slightly further away from the high water mark and be relocated slightly north of the existing dwelling.

The proposed dwelling will exceed the minimum rear yard setback. The Zoning By-law Amendment application does request relief from the high water setback, front yard setback, and interior side yard setback.

The Zoning By-law Amendment Application is requesting to recognize the reduced high water mark setback from the existing dwelling, being approximately 13.7 metres (45 feet), and to permit a reduction of the 30 metre high water setback to 14.5 metres (47.5 feet) for the new seasonal residential dwelling and 13 metres (42.83 feet) to the new deck. The Zoning By-law Amendment Application is requesting to permit a reduced front lot line setback of 14.5 metres (47.5 feet) for the dwelling and 13 metres (42.83 feet) for the new deck where 21.3 metres (70 feet) is currently permitted. The Zoning By-law Amendment Application is requesting to permit a reduced interior side line setback of 2.3 metres (7.58 feet), where 6 metres (20 feet) is currently permitted.

The subject property is currently zoned 'Seasonal Residential (SR) Zone'. The proposed dwelling faces constraints in terms of its redevelopment potential due to the granite ridge immediately behind the dwelling, hydro corridor, and location of existing septic system.

The overall pattern of development within the surrounding area is linear, corresponding with the waterfront. Recreational dwelling units located on adjacent and nearby properties are typically located within the 30 metre High Water Mark setback of Kasshabog Lake due to many lots being undersized or facing further development constraints.

History of Use

The current owners had purchased the property in 2023.

Furthermore, data provided from the Municipal Property Assessment Corporation (MPAC) suggests that the existing seasonal recreational dwelling unit was constructed in 1958, predating the Township's 1974 Zoning By-law.

PLANNING DISCUSSION:

Provincial Planning Statement (PPS)

The Zoning By-law Amendment application is consistent with the Provincial Planning Statement (PPS, 2024) by supporting residential development within Rural Areas while ensuring significant natural heritage features are protected. Section 2.6 of the PPS indicates that residential development is a permitted uses on rural lands, provided that development can be sustained by rural service levels. Section 4.2 of the PPS outlines the development shall be restricted in or near sensitive water features and ensuring that their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.

The proposed redevelopment of the dwelling will commence slightly north of the existing building footprint, and will maintain the existing setback to the shoreline. Although the development is proposed within the 30 metre high water mark setback, the redevelopment of the new dwelling will not be located any closer to the shoreline.

As development is proposed within the 30 metre setback from the high water mark and adjacent to the hydrologic feature of Kasshabog Lake, a Scoped Environmental Impact Statement (sEIS) was completed. The sEIS concluded that the proposed works are not anticipated to impact the natural features on the subject site provided the recommended measures are applied.

On this basis, the proposed development is consistent with the Provincial Planning Statement.

County of Peterborough Official Plan

According to the County of Peterborough Official Plan, the site is designated as “Shoreland Areas and the Waterfront”. The shoreland area designation permits residential land uses while promoting the protection and restoration of natural heritage features.

The County Official Plan indicates that development and built form along the shoreline should complement, rather than dominate, the natural landscape and encourage the provision of access to the waterfront for public and private users where appropriate. The proposed development aligns with the shoreline character and scale of surrounding residential uses.

The proposed new development is located in the same general location from the shoreline than the existing dwelling, with a slight improvement to the setback to the high water mark. To mitigate the impact of the proposed development on the shoreline, the Scoped EIS recommends a small number of measures in place to ensure that the integrity of the

hydrologic feature of Kasshabog Lake is not compromised by the proposed development. Some of these measures include erosion-sedimentation control measures prior to any work commencing, silt fence installation, and directing roof leaders. Crowe Valley Conservation Area was circulated on the application, and CVCA does not have objection to the Zoning By-law Amendment application. A permit from CVCA will be required.

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

Township of Havelock-Belmont-Methuen Official Plan

According to the Township of Havelock-Belmont-Methuen Official Plan, the subject property is designated 'Shoreline'. The 'Shoreline' designation permits both seasonal and permanent residential uses in the Official Plan.

The Official Plan policies direct development within the shoreline designation to have minimal visual, environmental, and navigational impact. The Plan also promotes low density shoreline development, enhanced setbacks from the high-water mark, and the maintenance of existing vegetation/tree coverage. Section 3.3.2.2. of the Official Plan states that the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.

The Plan directs that the shoreline area and its unique physical and environmental attributes are to be protected; while also recognizing the contribution of the shoreline area to leisure and recreation, as well as economic benefits resulting from tourism and recreational property development.

Section 3.3.4.1(b)(ii) and (iii) of the Township's Official Plan states that minor variances and zoning changes to accommodate proposed expansions of a structurally permanent nature to existing structures that further reduce any applicable minimum water setback shall not be permitted unless it is a matter of public health. Furthermore, on existing lots of record, where it is not possible to achieve the 30 metre setback, new buildings shall be set back as far as possible from the high water mark. An EIS may be required in these situations to determine the appropriateness of the reduced setback. The subject lands have development constraints due to the reduced lot size and irregular lot fabric. Although the development is proposed within the 30 metre high water mark setback, no further encroachment into the 30 metre high water setback is being proposed.

As previously identified, an EIS was completed as part of a complete application and determined that potential negative impacts to the ecological function of the features associated with the proposed development are expected to be minimal, provided that the recommendations from the EIS are adhered to.

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

Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law No. 1995-42 (as amended)

According to Schedule 'A1' of the Township of Havelock-Belmont-Methuen Comprehensive Zoning By-law No. 1995-42, as amended, the subject property is currently zoned 'Seasonal Residential (SR). If approved, the application will serve to rezone the subject lot to 'Special District 303 (S.D. 303) Zone' and introduce certain site-specific regulations.

Accordingly, the proposed zoning by-law amendment being submitted for Council's consideration includes site specific setbacks and other provisions intended to legally recognize reduced setbacks for the redevelopment of the existing recreational dwelling unit.

The Zoning By-law Amendment Application is requesting to recognize the reduced high water mark setback from the existing dwelling, being approximately 13.7 metres (45 feet), and to permit a reduction of the 30 metre high water setback to 14.5 metres (47.5 feet) for the new seasonal residential dwelling and 13 metres (42.83 feet) to the new deck. The Zoning By-law Amendment Application is requesting to permit a reduced front lot line setback of 14.5 metres (47.5 feet) for the dwelling and 13 metres (42.83 feet) for the new deck where 21.3 metres (70 feet) is currently permitted. The Zoning By-law Amendment Application is requesting to permit a reduced interior side line setback of 2.3 metres (7.58 feet), where 6 metres (20 feet) is currently permitted.

Section 4.1.1 of the Zoning By-law states that a lot must have frontage on an improved public street or navigable waterway order to support the development of any building or structure, unless the lot is zoned as 'Seasonal Residential (SR) Zone'. The site is in the 'Seasonal Residential (SR) Zone' and has frontage on Fire Route 94 – a private lane – and on a navigable portion of the shoreline of Kasshabog Lake. It is not anticipated that access to the site via Fire Route 94 will impact the functionality of the proposed development.

Following our review and assessment of this application within the context of relevant land use planning policies, it is the Township's planning opinion that the subject application conforms to the County of Peterborough's Official Plan, the Township of Havelock-Belmont-Methuen's Official Plan, the Township's Zoning By-law 1995-42, as amended, and is consistent with the Provincial Planning Statement.

COMMENTS:

Staff Comments:

None received at the time of report preparation.

Agency Comments:

Notice was circulated to a number of prescribed agencies for review. CVCA has indicated no issues with the subject application.

Should any additional comments be received prior to the October 21st meeting of Council they will be brought forward at that time.

Public Comments:

Due to the Canada Post strike, notice was provided on our Municipal Website, and a Property Sign was posted. No comments have been received at the time of report preparation. Should any comments be received prior to the October 21st meeting of Council they will be brought forward at that time.

FINANCIAL IMPACT:

There are no financial impacts unless Council's consideration respecting the approval or refusal of the requested amendment is appealed to the Ontario Land Tribunal (OLT). In the event of an appeal, there could be costs, some of which may be recovered from the applicant.

STRATEGIC PLAN ALIGNMENT:

- Customer Service
- Environment and Sustainability

Respectfully submitted,

Samantha Deck

Samantha Deck, Planner
Township of Havelock-Belmont-Methuen

ATTACHMENTS:

Appendix A – GIS Mapping

Appendix B – Site Plan

Appendix C – CVCA Comments

Appendix D – Pre-Con. Meeting Minutes

Appendix E – Scoped Environmental Impact Statement

Appendix F – Public Meeting Notice – 65 FR 94

65 Fire Route 94



2025-09-30, 1:39:22 p.m.

Roads

Private Road

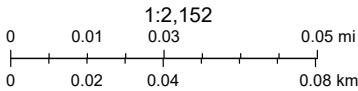
Building Footprint

Parcel Fabric

Municipal Boundary - Single Tier

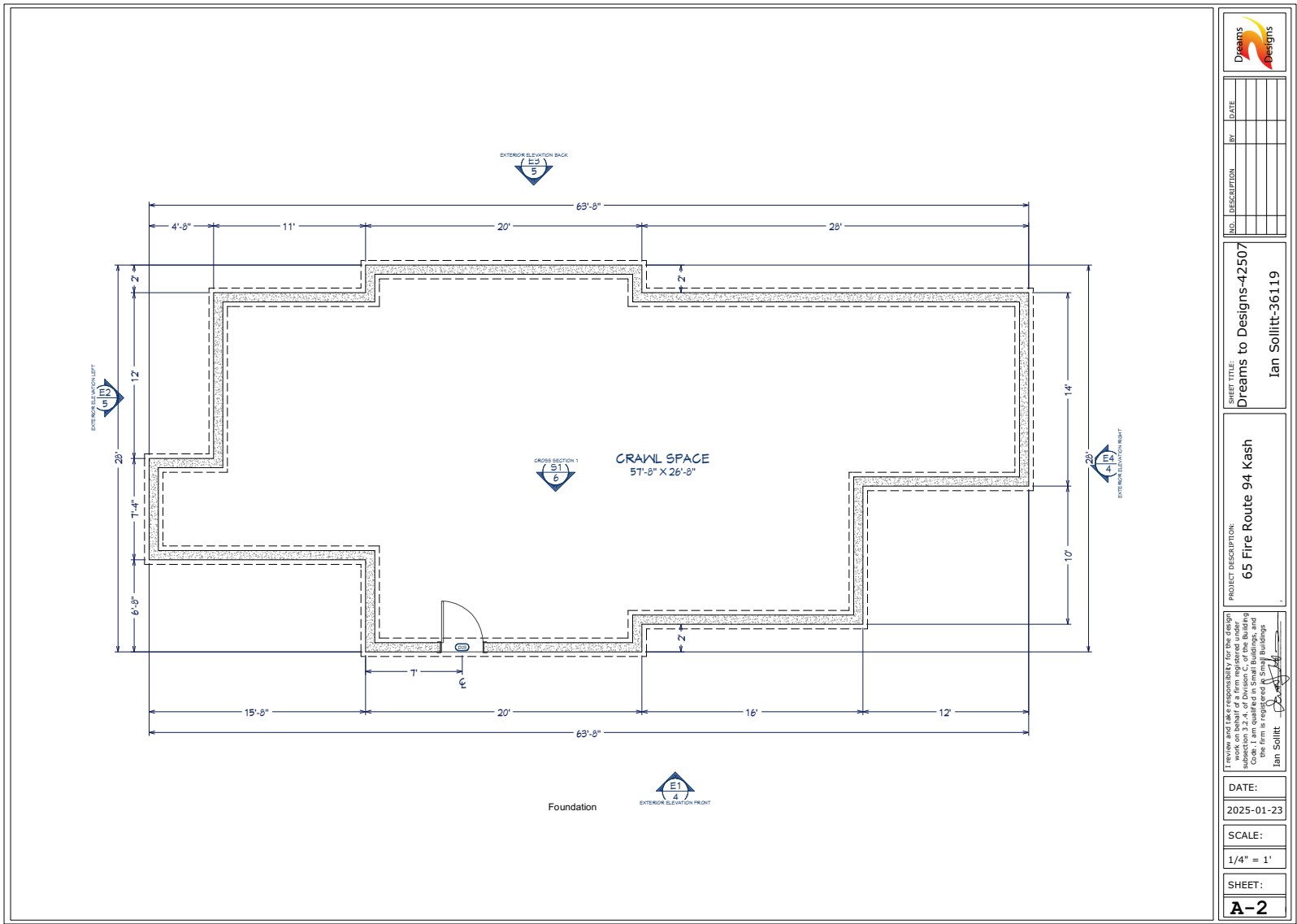
Peterborough County Boundary

Waterbody



Peterborough County GIS Viewer

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



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:

Dreams to Designs-42507

PROJECT DESCRIPTION:

65 Fire Route 94 Kash

DESIGNER:

Ian Solitt-36119

I review and take responsibility for the design of this project. I am a registered Professional Engineer in the State of North Carolina, License No. 3244, and I am qualified in Small Buildings, and the firm is registered in Small Buildings.

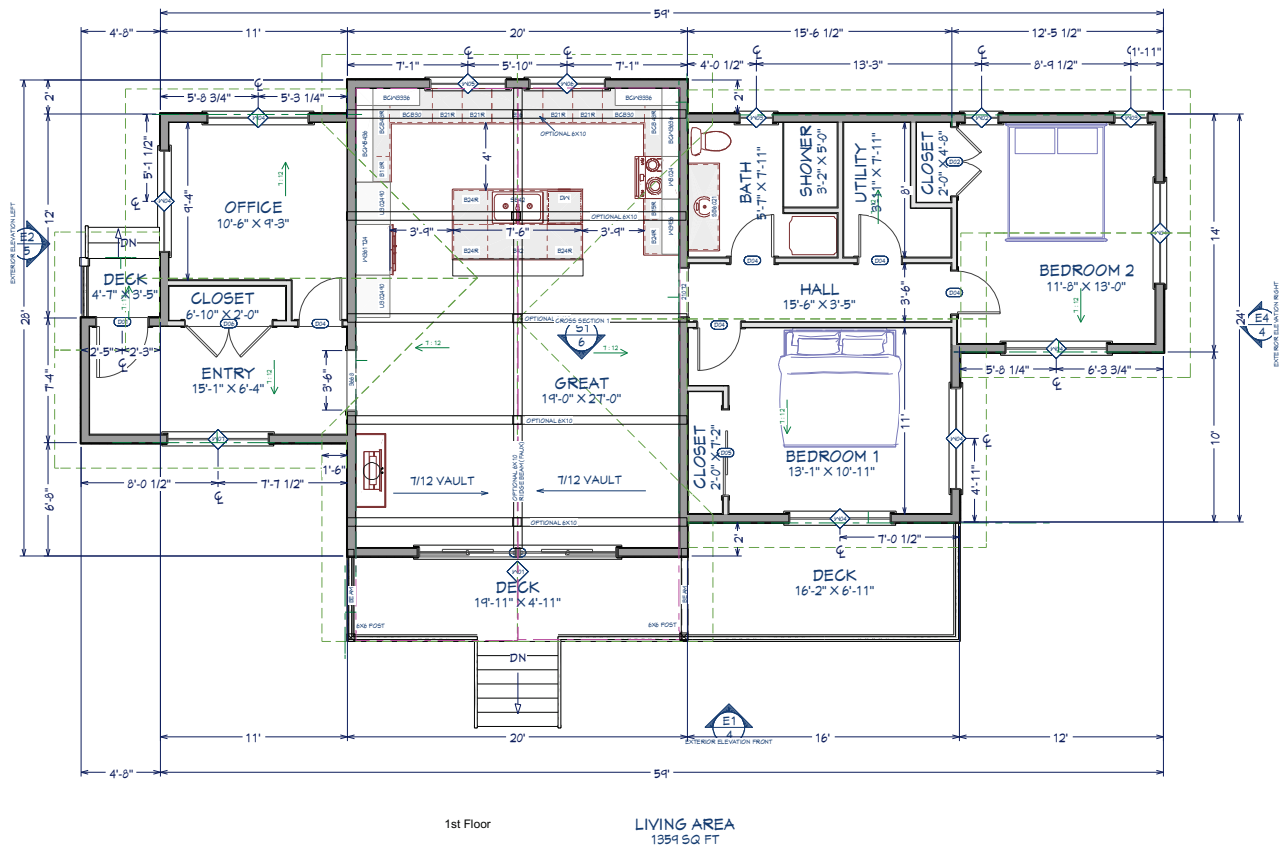
DESIGNER:

Ian Solitt

DATE:	2025-01-23
SCALE:	1/4" = 1'
SHEET:	A-2

WINDOW SCHEDULE					
NUMBER	LABEL	QTY	FLOOR	WIDTH	HEIGHT
JN01	11860MU	1	1	140"	72"
JN02	2040SC	1	1	24"	48"
JN03	2040SC	2	1	24"	48"
JN04	6040DC	6	1	72"	48"
JN05	4642DC	1	1	54"	50"
JN06	4642DC	1	1	54"	50"
JN07	6034DC	1	1	72"	40"
TOTALS:				824"	644"

DOOR SCHEDULE					
NUMBER	LABEL	QTY	FLOOR	WIDTH	HEIGHT
D01	3068	1	1	36"	80"
D02	4068	1	1	48"	80"
D03	30310	1	0	36"	46"
D04	2668	5	1	30"	80"
D05	5068	1	1	60"	80"
D06	5168	1	1	61"	80"
D12	11868	1	1	140"	80"
TOTALS:				531"	846"



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
Dreams to Designs-42507

PROJECT DESCRIPTION:
65 Fire Route 94 Kash

I review and take responsibility for the design of this project. I am qualified in Small Buildings, and the firm is registered in Small Buildings.
Ian Solitt

DATE:
2025-01-23

SCALE:
1/4" = 1'

SHEET:
A-3



Exterior Elevation Front



Exterior Elevation Right



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
Dreams to Designs-42507
 Ian Solitt-36119

PROJECT DESCRIPTION:
65 Fire Route 94 Kash

I review and take responsibility for the design of this project and certify that it complies with the applicable provisions of the Building Code. I am qualified in Small Buildings, and the firm is registered in Small Buildings.
 Ian Solitt

DATE:

2025-01-23

SCALE:

1/4" = 1'

SHEET:

A-4



Exterior Elevation Back



Exterior Elevation Left



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
Dreams to Designs-42507
 Ian Solitt-36119

PROJECT DESCRIPTION:
65 Fire Route 94 Kash

I review and take responsibility for the design of this project. I am qualified in Small Buildings, and the firm is registered in Small Buildings.
 Ian Solitt

DATE:

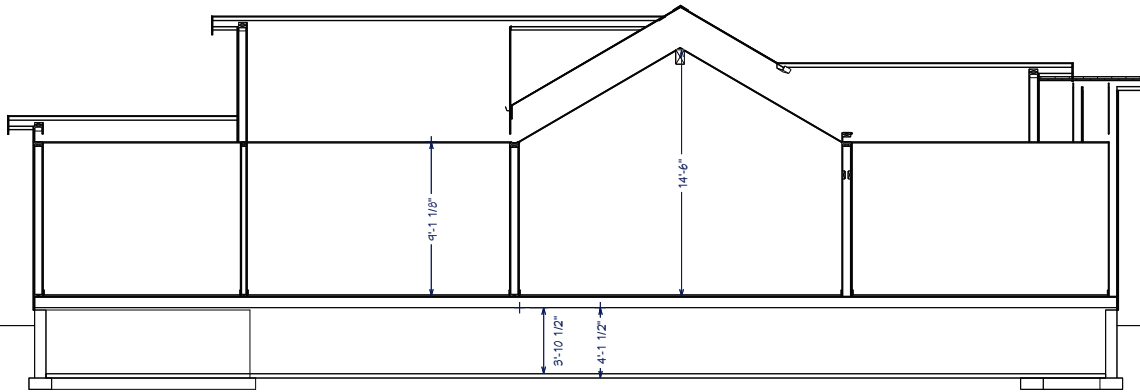
2025-01-23

SCALE:

1/4" = 1'

SHEET:

A-5



Cross Section 1



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
Dreams to Designs-42507
 Ian Solitt-36119

PROJECT DESCRIPTION:
65 Fire Route 94 Kash

I review and take responsibility for the design of this project. I am a registered Professional Engineer, Code 1, am qualified in Small Buildings, and the firm is registered in Small Buildings.
 Ian Solitt

DATE:

2025-01-23

SCALE:

1/4" = 1'

SHEET:

A-6

06 October 2025

Bob Angione
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0



Crowe Valley
C o n s e r v a t i o n

P.O Box 416, 70 Hughes Lane Phone: 613-472-3137
Marmora, ON Fax: 613-472-5516
K0K 2M0 www.crowevalley.com

Dear Mr. Angione,

RE: Application for a Zoning Bylaw Amendment (Our File No. ZBA 032/25)
65 Fire Route 94
Part of Lot 14, Concession 8
Township of Havelock-Belmont-Methuen
ARN: 1531 010 009 21600

Sent via email

The above application for Zoning Bylaw Amendment has been reviewed with regards to the applicability of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act* and the Provincial Planning Statement (PPS). Through a memorandum of understanding between Conservation Ontario, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing Provincial interest in planning matters as they relate to natural hazards (Section 5.2 Natural Hazards, PPS).

Please be advised that this recommendation is based on the best available information, including: GIS data, aerial imagery, LiDAR elevation data and the information submitted to this office by the Township of Havelock-Belmont-Methuen regarding *Application for a Zoning Bylaw Amendment* (our file ZBA 032/25). A site visit was conducted on 30 April 2025.

Our understanding of this proposed Zoning By-law Amendment Application is to rezone a portion of the subject lands from the 'Seasonal Residential (SR) Zone' to the 'Special District 303 (S.D. 303) Zone' to permit the redevelopment of the lot with a new seasonal residential dwelling being 14.5 metres (47.5 feet) from the high water mark and 13 metres (42.83 feet) to the new deck from the ordinary high water mark of Kasshabog Lake.

RECOMMENDATION

In summary, the Crowe Valley Conservation Authority **does not object** to this application for a Zoning By-Law Amendment from a Natural Hazards perspective. At this time, the application is believed to be consistent with Section 5.2 Natural Hazards of the PPS.

It would appear that a [CVCA Permit Application](#) is required for the proposed development activity. Development within 15 metres of the flood hazard will require flood proofing as per [CVCA Policy Appendix C – Floodproofing Guidelines](#).

SECTION 5.2 NATURAL HAZARDS, PROVINCIAL PLANNING STATEMENT

With regard to Section 5.2 Natural Hazards of the PPS, the CVCA has reviewed the application with respect to flooding, erosion, and hazards associated with unstable soil and bedrock. Along river, stream and small inland lake systems, hazardous lands are defined by the furthest landward extent of the flooding hazard or erosion hazard limits.

Flooding Hazard

A flooding hazard means the inundation of areas adjacent to a shoreline of a river or stream system and not ordinarily covered by water. The flood hazard limit is based on a regulatory flood event standard and is represented by an elevation to which water would rise under the conditions of a 100-year flood event. That is, conditions that have a 1% chance in

taking place any given year. The 1:100-year flood elevation of Kasshabog Lake is 262.58 metres above sea level (CGVD 2013).

It does not appear that the proposed development is susceptible to a flood hazard.

Erosion Hazard

The Provincial Planning Statement (2024) defines the erosion hazard as: *The erosion hazard means the loss of land, due to human or natural processes, that pose a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one-hundred-year time span), an allowance for slope stability, and an erosion access allowance.*

The Provincial Technical Guide on the Erosion Hazard Limit recommends 6 metres for the erosion access allowance.

The subject lands do not appear to be susceptible to an erosion hazard.

Other Hazards

No unstable soils or karst bedrock have been identified on the lot.

Crowe Valley Source Protection Area – Trent Source Protection Plan

The subject property is within the Crowe Valley Source Protection Area, one of five Source Protection Areas in the Trent Conservation Coalition Source Protection Region.

Proposed development that requires a municipal building permit or approval under the Planning Act is subject to review under the Clean Water Act. This review confirms whether the subject property is located within a vulnerable area where land-based activities can be significant threats to municipal sources of drinking water.

This review has determined that the subject property is not located within a vulnerable area where significant threats can occur. **This means that Trent Source Protection Plan policies do not apply and a Restricted Land Use Notice issued under section 59 of the Clean Water Act is not required.**

O.REG 41/24 Prohibited Activities, Exemptions and Permits

In regard to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act*, portions of the subject lands appear to be within the CVCA's regulated area due to the shoreline and flood hazard associated with Kasshabog Lake. It would appear that a [CVCA Permit Application](#) is required for the proposed development activity. The CVCA will require to see a site plan showing the distance of the proposed development from the flood hazard associated with Kasshabog Lake. The CVCA regulates 15 metres from all hazards including the flood hazard and will apply a 6-metre development (construction/ filling/grading/excavating) setback.

Development within 15 metres of the flood hazard will require flood proofing as per [CVCA Policy Appendix C – Floodproofing Guidelines](#).

The CVCA concurs with the mitigation measures, best management practices and opportunities for restoration and enhancement provided in the Scoped Environmental Impact Study (sEIS) prepared by Oakridge Environmental Ltd. (Dated July 2025, ORE file # 25-3572).

Should any of the details of this proposal change please notify our office and we will amend our comments as necessary. We respectfully request a copy of the decision made on this application. Should you have any questions please do not hesitate to contact me.

Best regards,



Beth Lowe
Regulations Officer
Crowe Valley Conservation Authority

Pre-Consultation Notes

Property Owner(s):	Steven and Jennifer Rye
Subject Property:	65 Fire Route 94
ARN:	1531-010-009-21600
Zoning/OP Des.	Seasonal Residential (SR) Zone & Rural (RU) Zone – Shoreline Designation
Meeting Date:	04-15-2025 / 2:00 PM
Recorder:	Samantha Deck, Planner (Township of HBM)

Attendees

Name	Title	Company
<i>Samantha Deck</i>	<i>Township Planner</i>	<i>HBM</i>
<i>Adam Barton</i>	<i>Agent</i>	<i>Bear Creek Carpentry</i>
<i>Beth Lowe</i>	<i>Regulations Officer</i>	<i>CVCA</i>

Proposal

Tear down and rebuild existing seasonal residential dwellings and decks.

To permit the redevelopment of the existing cottage and decks to a greater footprint

Background Information

The subject property is located on Kasshabog Lake, accessed from Fire Route 94. The subject property consists of a seasonal residential dwelling and a frame shed.

As the subject property is not located on a public street and the seasonal residential dwelling is located within the 100' setback from the water, the subject property, and the location of the dwelling and structures are currently legal non-complying as they do not meet the required setbacks of the SR zone.

The proposal would constitute an enlargement of a legal non-complying use. Therefore, a Zoning By-law Amendment application will be required to facilitate the tear down and rebuild and to recognize the reduced setbacks.

Discussion

Planning staff acknowledged that the site has steep topography and is narrow in size. Planning staff and the applicant discussed the possibility of improving the setbacks of the dwelling from the high water mark and side yard lot line. The agent did outline that the homeowner owns the adjacent property and a lot line adjustment could be explored.

The Township asked for clarification regarding the current and proposed setbacks from the dwelling and deck to the high water mark. The agent indicated that the proposed dwelling will not be encroaching

further into the current setback from the high water mark. The Township identified that throughout the review, previous versions of the site plan indicated a smaller dwelling unit pushed further into the slope of the site. The agent outlined that the subject lands contain a large granite hill that prevents the proposed dwelling unit from being relocated further from the shoreline, which is why the proposed dwelling location has changed from previous versions.

The Township and CVCA requested a more legible version of the site plans to reflect the existing and proposed conditions. The proposed site plan should outline the intended driveway adjustments and indicate that the frame shed is to be removed. The site plan should indicate if the setbacks are from the property line or the high water mark.

Township staff indicated that a septic review would be beneficial to outline if there are any improvements required to the current system to support the construction of the new recreational dwelling unit. It was noted in the pre-consultation submission that the applicants may intend on using the new dwelling as their primary residence; however, the agent clarified that this will not be the homeowner's primary residence and will remain as a seasonal recreational dwelling unit.

There are concerns related to the proximity of the dwelling to the shoreline of Kasshabog Lake. A Scoped EIS would be required to ensure the impact of the development will not affect the shoreline and to ensure any mitigation measures are in place. Section 3.7.4 of the Township Official Plan has been attached to the pre-con notes to outline the requirements of the Scoped EIS.

A site visit with Township staff and CVCA has been scheduled for Tuesday April 29th at 2pm.

CVCA Comments:

It would appear that the proposed development is not within the flood hazard associated with Kasshabog Lake and appears to be at least 6 metres from the flood hazard but we will require the site plan/elevation survey to confirm this. If any portion of the proposed development is within the flood hazard size restrictions will be applied. Additionally, if feasible all development will be required to be at least 6 metres from the flood hazard.

The CVCA will require the following:

- The site plan to be cleaned up to only show the existing and proposed development inclusive of all decks, dwelling, grading, etc.
 - o The trees are making the contour lines very difficult to follow
- Plot the extent of the 1:100-year floodplain of Kasshabog Lake across the entire property.
 - o This will be required to be completed by an OLS
 - o I do not believe that the flood contour shown on the site plan provided is accurate due to its very irregular shape.
 - o The 1:100-year flood elevation of Kasshabog Lake is 262.58 metres above sea level (CGVD 2013)
- Show the distances from the floodplain to the proposed development
- If the proposed development is within 15 metres of the floodplain the structure will be required to be floodproofed:

The minimum standards for floodproofing are based on the Regulatory Flood elevation. The following table depicts the minimum elevations for various features and structures.

Opening into structures	Regulatory flood elevation +0.3m or wave uprush elevation (whichever is greater)
Basement Floor	Regulatory flood elevation -1.0m
Fill places around buildings and structures	Regulatory flood elevation
Electrical and Heating circuits	Regulatory flood elevation +0.3m or wave uprush elevation (whichever is greater)
1 st floor (main) on raised buildings and structures	Regulatory flood elevation +0.3m or wave uprush elevation (whichever is greater)
Access roads, parking areas	Regulatory flood elevation -0.3m
Pedestrian Access	Regulatory flood elevation -0.8m

Preliminary Planning Review

Seasonal Residential (SR) Zone			
11.2.1 Regulations for Uses Permitted		Proposed	Relief Required
a) Minimum Lot Area	3000 sq m. (0.74 acres)	1.08 acres	No, existing
b) Minimum Frontage	46 m	Unknown	No, existing
c) Minimum Front yard	21.3 m	13.33	Yes
d) Minimum Side Yard	6 m	6 m and 2.3 m	Yes
e) Minimum Rear Yard	7.5 m	--	No
f) Maximum Height	9 m	Unknown	No
g) Maximum Lot Coverage	15 %	3%	No
h) Minimum Floor Area	74 sq m	126.52	No
i) Maximum Number of Dwellings per Lot	1 + bunkie	1	No

Township Requirements for Complete Application **

1. Completed Zoning By-law Amendment Application and applicable fees;
2. Written Justification – Explaining why the cottage cannot be pushed outside of the 30m high water mark setback and cannot meet side yard setbacks (ie. Site constraints such as topography, removal of trees, hydro, etc.);
3. Completed Existing Septic Review – Please complete an Existing Septic Systems Review through the Township Building Department. Further information can be found [here](#);

4. Scoped Environmental Impact Assessment - A scoped EIS is required to provide a review of the proposed development within the required setback to the high water mark. Township staff require an expert opinion on the impact of the development in such close proximity to the shoreline, and to determine if there are any recommended mitigation measures to facilitate the development;
5. Detailed Site Plan - showing the location and size of all existing and proposed structures on the subject property and setbacks to lot line boundaries, well, septic, etc.
 - a. Preferably overlayed on property survey
 - b. Topographic Site Plan is recommended;

** Comments and complete application requirements may be subject to change after a site visit is conducted with CVCA.

Policy 2.1.5 of the 2005 Provincial Policy Statement, as amended.

Development and site alteration shall not be permitted within 30 metres of identified spawning areas unless an Environmental Impact Study (EIS) has been completed which demonstrates that there will be no negative impacts on the natural features or on their ecological functions as outlined in Policy 2.1.6 of the 2005 Provincial Policy Statement, as amended.

3.7.3.4 Areas of Natural and Scientific Interest (ANSI)

ANSI's are identified on Schedules 'B1' and 'B2'. Development or site alteration may be permitted in or within 50 metres (164 feet) (adjacent lands) of significant Areas of Natural Scientific Interest (ANSI's) - Earth Science, or within 50 metres (164 feet) (adjacent lands) of significant Areas of Natural Scientific Interest (ANSI's) Life Science as shown on Schedules 'B1' and 'B2' and determined by the Ministry of Natural Resources in consultations with the Township and Conservation Authority if it has been determined that there will be no negative impacts to the feature or its ecological function via an Environmental Impact Study (EIS) completed in accordance with Section 3.7.4 of this Plan.

The implementing zoning by-law may establish permitted uses and appropriate setbacks from significant areas of natural and scientific interest based on the results of the EIS.

Notwithstanding the above, on adjacent lands established agricultural activities are permitted without an Environmental Impact Study (EIS).

3.7.4 Environmental Impact Study

An Environmental Impact Study (EIS) will be completed to determine if proposed development will have a negative impact on significant features and functions of the Environmental Protection lands, and options for potential mitigation of these impacts. These include significant wetlands, significant habitat of endangered and threatened species, significant woodlands, significant valleylands, significant wildlife habitat and significant ANSI's.

The terms of reference and guidelines for Environmental Impact Study (EIS) will be determined by Council in consultation with the appropriate government agency.

A full site EIS must be prepared by a qualified professional with expertise in environmental science. The statement will:

- be conducted at the appropriate time of the year;
- include a description of existing on-site and adjacent condition and land uses (including Official Plan designations and zoning); define the nature and

the boundaries (including Mapping of any significant features and ecological functions on or adjacent to the site including the identification of vegetation communities using the Ecological Land Classification (ELC) system. A description of wooded areas if present should also be included, and the role of these wooded areas with respect to wildlife; include species list(species at risk, plants, birds, mammals, reptiles, amphibians, other wildlife, fish habitat etc..This requires a level of inventory throughout the growing season (spring to late summer);

- identify if suitable habitat exists on the property for know species at risk, as well as suitable habitat for any species at risk that may be observed during the preparation of the EIS; provide mapping of special features on the site including general location information regarding species at risk occurrences, important life and earth science features;
- describe the location, extent, and detailed description of development;
- describe the relationship of adjacent lands to any significant features or ecological functions;
- describe the relationship of these features and functions to the proposed development and adjacent lands;
- demonstrate how and where development can proceed without negative impact on the natural values which make the area significant, and if so, provide details regarding appropriate methods and locations for development;
- identify all land uses or activities that may negatively impact on the natural heritage features or their ecological functions;
- provide a description of stormwater management associated with the development proposal; and
- describe any mitigation or compensation proposals designed to alleviate or eliminate impacts.

The Township may consider reducing the scope of an Environmental Impact Study to Environmental Impact Statement if the proposal is:

- a) Minor in nature (impact equivalent to a single severance);
- b) Located along the edge of a feature;
- c) Located in a previously disturbed area; or
- d) Located in an area where previous studies are sufficient to provide the necessary technical information to assess a proposal.

A scoped statement will involve a checklist that can be completed by the applicant in consultation with the Township or other appropriate approval authority.

If the scoped statement indicates that there may be some potential impacts that warrant a more complete review, a full site Environmental Impact Study shall be prepared.

Where a full site Environmental Impact Study is not required, the Environmental Impact Statement must be prepared by a qualified professional with expertise in environmental science. The statement will:

- a) Define the nature and the boundaries of any significant features and ecological functions on or adjacent to the site;
- b) Describe the location, extent, and nature of development;
- c) Describe the relationship of adjacent lands to any significant features or ecological functions;
- d) Describe the relationship of these features and functions to the proposed development and adjacent lands;
- e) Demonstrate how and where development can proceed without negative impact on the natural values which make the area significant;
- f) Describe any mitigation or compensation proposals designed to alleviate or eliminate impacts.

Where land identified as Environmental Protection is under private ownership, there is no implication that the land is open to the general public or that it will be acquired by any public agency.

3.7.5 Other Natural Heritage Areas

Nothing within this Section would preclude lands that have been deemed by the provincial government and/or the Municipality to have significant ecological functions or features that have or have not been designated on Schedules 'B1' and 'B2' from being recognized in the implementing Zoning By-law. These lands may include significant woodlands and valleylands, and significant wildlife habitat. Development in or within 120 metres (394 feet) (adjacent land) of these features may be permitted if it has been determined that there will be no negative impacts to the features or its ecological function via an Environmental Impact Study prepared in accordance with Section 3.7.4.

In addition, Township Council recognizes the considerable extent of unevaluated wetland areas located throughout the Municipality which are not shown on Schedules 'B1' and 'B2'; and their importance to the Township in both enhancing and protecting the natural environment and as an economic resource. When a development application includes or partially includes an unevaluated wetland

**Scoped Environmental Impact Study (sEIS)
Proposed Seasonal Residential Redevelopment
65 Fire Route 94, Kasshabog Lake
Part Lot 14, Concession 8 (Methuen)
Township of Havelock-Belmont-Methuen,
County of Peterborough**

Prepared For:

Adam Barton, President
Bear Creek Carpentry
310 Bear Creek Road
Lakehurst, Ontario
K0L 1J0

ORE File No. #25-3572

July 2025



ORE
Oakridge Environmental Ltd.
Environmental and Hydrogeological Services

Open Session - Regular Council Meeting - Tuesday, October 21, 2025

Page 62 of 225

July 17th, 2025

Bear Creek Carpentry
310 Bear Creek Road
Lakehurst, Ontario
K0L 1J0

Attention: **Adam Barton, President**

Re: *Scoped* Environmental Impact Study (sEIS)
Proposed Seasonal Residential Redevelopment
65 Fire Route 94, Kasshabog Lake
Part Lot 14, Concession 8 (Methuen)
Township of Havelock-Belmont-Methuen, County of Peterborough
ORE File No. 25-3572

We are pleased to provide this *scoped* Environmental Impact Study (sEIS) for the above referenced property. Our report has been completed in support of your Zoning By-law Amendment application to allow a seasonal residential redevelopment on Kasshabog Lake.

Based on our review of the site conditions, Kasshabog Lake appears to be the main environmental receptor, which is proximal to the proposed redevelopment. Provided the recommendations outlined in this report are adhered to, any potential adverse impacts to this feature should be mitigated.

We trust that this report will be sufficient for any agency reviews. Should you have any questions or require clarification, please do not hesitate to contact our office.

Yours truly,

Oakridge Environmental Ltd.



Rob West, HBSoc.
Senior Ecologist

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***Scoped* Environmental Impact Study (sEIS)**
Proposed Seasonal Residential Redevelopment
65 Fire Route 94, Kasshabog Lake
Part Lot 14, Concession 8 (Methuen)
Township of Havelock-Belmont-Methuen,
County of Peterborough

1.0 Introduction

Oakridge Environmental Ltd. is pleased to present this *Scoped* Environmental Impact Study (sEIS) in support of your Zoning By-law Amendment application to allow redevelopment of a single seasonal residence on the subject property directly adjacent to Kasshabog Lake.

To support the redevelopment application, the Township of Havelock-Belmont-Methuen has identified the need for a *scoped* study to demonstrate that the redevelopment will not result in any impacts to Kasshabog Lake, including fish and fish habitat.

The following sections outline our data sources, methodologies, findings and recommendations.

2.0 Site Locations and Description

The subject site is located north of Nephton, and has an area of approximately 1.2 acres (0.5 ha), with shoreline on Kasshabog Lake on the site's east boundary. The site is located at 65 Fire Route 94, within Part of Lot 14, Concession 8 (Methuen), Township of Havelock-Belmont-Methuen (Figures 1 and 2). The lot is an elongated/narrow parcel possessing steep topography.

The property is accessed directly from Fire Route 94, from County Road 6 by turning east onto West Kosh Road, north onto Holdcroft Road, then north again onto Fire Route 94.

The property currently contains an existing cottage that has an attached deck and accessory shed in the eastern portion, proximal to the shoreline. There is also a pond located within the western portion of the property that is well outside the area of influence from the proposed redevelopment. There are a series of existing residences located on the surrounding adjacent lands.

3.0 Proposed Development/Site Alteration

The property owner is proposing to tear down the existing cottage and shed, and redevelop the cottage in the same location, however, with a larger footprint.

Unfortunately, the new larger dwelling cannot be situated further west away from the shoreline of Kasshabog Lake due to a steep granite hillside. That being said, the proposed redevelopment will not encroach further toward the shoreline than the existing development.

The site plan and drawings are included in Appendix A.

4.0 Policy

4.1 Township of Havelock-Belmont-Methuen

According to the Pre-Consultation Notes of April 15, 2025, prepared by the Township of Havelock-Belmont-Methuen, the existing seasonal residential dwelling is located within the 100 ft (30 m) setback from the lake. As a result, the structure is considered a legal non-complying use as it does not meet the required setback of the Seasonal Residential (SR) zoning. Therefore, the proposed redevelopment constitutes an enlargement of a legal non-complying use and a Zoning By-law Amendment application is required to facilitate the tear down and redevelopment, and to recognize the reduced setback distance.

An sEIS was identified as a requirement to support the application, due to the proximity of the redevelopment to Kasshabog Lake. The proponent was referred to Section 3.7.4 of the Township's Official Plan for the study requirements. The notes state that the sEIS is required to provide

“a review of the proposed development with the required setback to the high water mark. Township staff require an expert opinion on the impact of the development in such close proximity to the shoreline, and to determine if there are any recommended mitigation measures to facilitate the development.”

Upon further discussion with the Township, it was provided that a review for Species at Risk (SAR) was not required, however, fish habitat should be reviewed as part of the study, to facilitate the Official Plan requirement in that regard.

This study has been prepared to meet the requirements of the Township.

4.2 Crowe Valley Conservation Authority (CVCA)

According to the Pre-Consultation Notes mentioned above, CVCA states that the proposed development appears to be located outside the flood hazard (and its 6 m setback) associated with Kasshabog Lake. Nevertheless, the proponent is required to provide CVCA with a site plan illustrating the existing and proposed redevelopment, and the extent of the 1:100-year floodplain of Kasshabog Lake. It is understood that

the site plan will be prepared by an Ontario Land Surveyor (OLS), and that the OLS will demarcate the floodplain elevation and 6 m setback at the site, to verify the location of this constraint and comply with CVCA requirements. The location of the 100 Year Floodplain boundary is provided on the Site Plan, in Appendix A.

The Pre-Consultation Notes do not mention any other specific requirements that need to be addressed in the sEIS. As such, it is assumed that the study will not be reviewed by CVCA and the Site Plan will be sufficient to address CVCA's regulation.

5.0 Topography and Drainage

The subject site occurs on the southern base of a narrow peninsula ridge that extends into the eastern part of Kasshabog Lake (Figure 2). The peninsula ridge is a bedrock controlled feature that has a maximum relief of approximately 7 m. The subject site occurs on the eastern flank of the ridge, overlooking the main body of the Lake, straddling Fire Route 94.

Other than Kasshabog Lake, there are no mapped watercourses on the subject site. South of the ridge feature, a small unevaluated wetland/pond occurs, with a short connecting channel that conveys flows eastward, to the lake. According to the published mapping, no wetlands are connected to the subject site.

The peninsula ridge represents a local drainage divide, splitting runoff flows into westward and eastward runoff regimes, although ultimately, all runoff flows to the lake.

6.0 Geological Setting

As illustrated by Figure 3, the subject site occurs within an area of Precambrian bedrock outcroppings and subcroppings, mapped as having minimal soil cover, generally referred to as "Precambrian bedrock-drift complex". These soils tend to consist of a silty sand, shield-derived till (with minor gravel) that discontinuously mantle the rock. As such, their composition will reflect the composition of the bedrock in the upgradient (i.e., "up-ice") direction from which the glacial ice advanced. In this instance, the general ice direction is expected to have been from the north-northeast, as is typical in this part of the Shield. As such, the shield-derived till soil will reflect the granitic gneiss and carbonate (marble) rock composition that occurs widely in the site area. While some regolithic soils could be derived from the weathered marble, any such accumulations would be very thin.

Although not illustrated by the mapping, there are also deposits of organic soils (muck) in the lower-lying areas, generally associated with bedrock valleys that contain wetlands. These wetlands are often underlain by coarse textured glaciolacustrine soils.

Given the elevated conditions associated with the ridge feature, a shallow water table condition is not expected, other than along the margin (near the lakeshore).

The thin overburden conditions are reflected in local well records from Ministry of the Environment, Conservation and Parks' database. For example, the log of nearby well No. 7300303 indicates the presence of 0.9 m of sand overlying the granitic bedrock. In contrast, the adjacent well (No. 7242851) indicates the absence of soil cover above the bedrock, illustrating the local variability.

7.0 Inspection Methodologies

Vegetation and Waterways

The site has been characterized using the methodologies included in the *Ecological Land Classification (ELC) - First Approximation and It's Applications* (1998). The 1998 Ecological Land Classification - First Approximation is a guide used by Ecologists to standardize the classification of vegetation community types across Ontario. The classification system enables identification of vegetation communities based on the species present, soil materials and moisture regimes.

There have been a number of updates to the ELC scheme to further refine the classification of Ecosites throughout Ontario. As a result, the 2008 *Draft ELC Guide* provides a further breakdown of the 1998 ELC Guide communities. The 2008 guide also provides a cross-reference to the 1998 guide communities. This report uses a combination of the 1998 ELC communities (which are considered the primary vegetation communities) and the 2008 Draft ELC to supplement the vegetation community lists.

Prior to conducting the site inspection, aerial photography of the subject site was analysed to roughly delineate communities based on recognizable vegetation differences. Each identified community was subsequently inspected. Dominant vegetation types were recorded and boundaries of the various communities were mapped on a geo-referenced air photo or by utilizing a GPS unit.

In addition to identifying and mapping the ELC communities, ORE staff assessed each vegetation community from the perspective of whether they are hydrologically sensitive. The vegetation survey included examination of the redevelopment footprint

and immediate surrounding areas.

Shoreline Fisheries

The field inspection included a review of the shoreline from land and water (by kayak). The conditions were reviewed to determine if suitable fish habitat conditions were present, and observations were recorded through field notes and photos (substrate type, type of vegetation present, natural/disturbed shoreline, evidence of erosion, etc.). Any fish species noted during the inspection were recorded. Photos were taken of the lake bottom with an underwater camera. Photos of the site conditions have been included in this report.

8.0 Background Data

The following databases (specific to fish and fish habitat) were reviewed for information related to the subject property and adjacent lands:

- Natural Heritage Information Centre;
- Fish ON-Line;
- iNaturalist, and
- Department of Fisheries and Oceans (DFO) Aquatic Species At Risk.

The data revealed that only common/non SAR fish species have been identified in Kasshabog Lake (Appendix B). However, the Fish-ON-Line and iNaturalist data identify Walleye and Muskellunge as occurring within Kasshabog Lake. Both are considered sensitive spawning species. According to the Township of Havelock-Belmont-Methuen Environmental Schedule, the embayment to the north that receives overflow drainage from Big Mountain Lake, is a “Spawning Area”.

9.0 Site Inspection Data

9.1 Site Inspections

ORE staff attended the site on the following date:

<u>Date of Inspection</u>	<u>Temp. °C</u>	<u>Beaufort (Wind) Scale</u>	<u>Conditions</u> <u>Reason for Inspections</u>
May 28 th , 2025 6 PM to 9 PM	19 Water Temp. 11	4 - Moderate Breeze	35% Cloud cover. Relatively warm day, calm onshore but offshore breeze present while kayaking the waterfront. Observed vegetation/existing site conditions, ELC mapping, species list, habitat review.

Appendix C contains the list of species identified on the property during our inspection.

9.2 Ecological Land Classification (ELC)

Based on our site observations, we have determined there are three (3) upland communities/habitats located on-site, and two (2) aquatic communities associated with Kasshabog Lake.

Figure 4 illustrates the distribution of the on-site vegetation communities, and the off-site wetland community. Representative photos of these communities are provided on Figures 5 and 6.

These habitats and their associated vegetation and environmental sensitivities are characterized below.

Upland Community:

1. Rural Property (CVR_4)

There is no description in the ELC regarding the Residential-type community.

This community comprises the area within the property where anthropogenic disturbances occur on a regular basis and natural growth is hindered. This community also includes the area where the proposed redevelopment is to be situated, which includes the associated maintained lawn space and treed areas directly surrounding the existing cottage.

2. Dry - Fresh Deciduous Forest (FOD4)

The ELC describes a Dry - Fresh Deciduous Forest (FOD4) ecosite as having greater

than 60% tree cover, 75% of which must be deciduous species. Soils have moderately dry (0) to fresh (1, 2, 3) moisture regimes and occur on upper to middle slopes.

This community is situated on the bedrock-related slope abutting the upland pine/conifer woodland (discussed in the following section) and the Rural Property redevelopment footprint.

The predominant deciduous species are Sugar Maple (*Acer saccharum*), Red Oak (*Quercus rubra*), White Ash (*Fraxinus americana*), and minor amounts of American Hop Hornbeam (*Ostrya virginiana*). There are some minor amounts of White Pine (*Pinus strobus*), Eastern White Cedar (*Thuja occidentalis*) and Eastern Hemlock (*Tsuga canadensis*) within the FOD4 habitat. The FOD4 transitions to a more conifer dominated woodland along the lakeshore, which is further discussed in the next ELC type below.

3. Dry - Fresh White Pine Coniferous Woodland (WOCM1-3)

The ELC describes the WOCM1-3 community as having 35% < tree cover < 60%; semi-closed treed communities. It consists of natural areas typically having unique floras that exhibit a cultural legacy and which are typically dominated by more invasive herbaceous, shrub, and tree species. The overall setting is one of a more closed/shaded vegetated cover.

The soils are a mineral base type and typically are >15 cm deep, accumulating in bedrock crevasses and continuous areas of soil materials/leaf-needle litter. The woodland type has experienced intermediate levels of natural and cultural disturbances (e.g. fire, drought), and/or harvesting of trees in the area of the lakeshore.

The White Pine Coniferous woodland occurs as a rim along the lakeshore, occupying the area between the base of the bedrock dominated slope and the lakeshore. ORE staff observed very little in the form of groundcovers in this area due to the needle litter, other than some upland fern species such as Bracken Fern (*Pteridium aquilinum*), which typically occurs within wooded areas that are disturbed on a relatively frequent basis.

Aquatic Community:

4. Open Aquatic (OAO)

The ELC (2008) describes OAO as an environment containing no macrophyte vegetation and no tree or shrub cover. This ecosite tends to be dominated by plankton and has a

lake trophic status.

This ecosite represents the open water of Kasshabog Lake, which is located along the eastern extent of the subject property. The lake bottom substrate along the east shoreline is comprised of predominantly clean bedrock dominated ridges and shelves that contain fine-grained sand and cobbles that have settled in the depressions.

5. Pondweed Submerged Shallow Aquatic (SAS1-1) and Water Stargrass Submerged Shallow Aquatic (SAS1-7)

According to the ELC, Submerged Shallow Aquatic communities are dominated by submerged macrophytes (greater than 25%). SAS1-1 is dominated by Pondweeds (primarily *Potamogeton Spp.*), whereas the deeper sections possess Water Stargrass (SAS1-7).

According to the ELC, Submerged Shallow Aquatic communities are dominated (>25%) by aquatic submerged macrophytes. Water typically varies in depth up to 2 m and standing water is always present.

ORE combined these two (2) ecosites as they appear to co-mingle within the shallow to deeper bedrock depressions and are dominated by minor showings of Stargrass. The shoreline contains bedrock shelf that sometimes possesses thin lenses of organic matter within the bedrock dominated depressions. There were no muck deposits in the shallow aquatic/sunlit penetrated areas of the off-shore environment. It is presumed that more mucky deposits occur within the deeper parts of Kasshabog Lake. The highly mineralic sediment-laden depressions in the littoral zone support the above-mentioned aquatic vegetation.

9.3 Fish Habitat and Fish Observations

Fish Habitat

According to the MNRF and Freshwater Fishes of Canada, W.B. Scott, E.J. Crossman. - *"Some walleye populations spawn on shoals of lakes larger than 100 ha. Typical spawning sites include gravel-rubble shoals or rocky, wave-washed lake shallows."*

Walleye spawning is considered one of the most important habitats in lakes and rivers, due to it being highly sought-after by anglers.

The subject property occurs within a parcel that abuts/overlooks Kasshabog Lake, however, it does not occur near, or at, any inflows from waterways that enter into the

lake. There is an embayment to the north that corresponds to the inflows from Bog Mountain Lake that may possess suitable spawning areas where the flows discharge into Kasshabog Lake in the spring season. However, the discharge location would be on the order of approximately 250 m to the north, via the shoreline.

This continual flow of water in the early spring period would make this small bay and outlet to the north of the subject property attractive to fish species (such as Walleye) for spawning purposes, provided the gravelly/sandy beds are present in the near shore environment. It would also attract other sportfish species such as Muskellunge, Smallmouth and Largemouth Bass.

The near shore habitat along the subject property's shoreline is predominantly hardened and would likely only attract Smallmouth and Largemouth Bass, including the Centrarchid species. The shoreline of the subject property is not suitable for Walleye or Muskellunge.

The near shore gravelly/cobbly beds in the underwater hollows on-site can contain this type of habitat for the above-mentioned spawning species. The aquatic vegetation on the lakeside is sparse and it appears to lack the cover and aquatic vegetation/gravelly material surfaces for Muskellunge to adhere their egg masses to.

There is potential for impact to the riparian (upland shoreline vegetation directly upgradient of lake interface) and the near shore environment, if either is modified as a consequence of redevelopment.

Although the subject site is not included in the embayment to the north with respect to spawning areas for significant fish habitat, it does possess spawning for Centrarchid species which has some value.

Photos of the lake conditions are provided in Figures 5 & 6.

Fish Observations

The following fish species were observed during our inspection:

- Walleye (*Sander vitreus*) = 0;
- Yellow Perch (*Perca flavescens*) = 6;
- Smallmouth Bass (*Micropterus dolomieu*) = 5;
- Largemouth Bass (*Micropterus nigricans*) = 1
- Rock Bass (*Ambloplites rupestris*) = 7, and
- Pumpkinseed (*Lepomis gibbosus*) = 9.

According to the background data, Kasshabog Lake does not contain any Species at Risk fish (for instance Lake Sturgeon - *Acipenser fulvescens*).

The total of twenty-eight (28) fish were observed during the three (3) hour inspection does not equate to any significant spawning area. It is most likely that the outlet/overflow between Big Mountain Lake and Kasshabog Lake to the north is the primary spring spawning area which is ~250 m from the subject property. ORE staff observed Walleye in this bay as part of another study that occurred to the north of the subject parcel.

10.0 Impact Assessment

10.1 General Considerations

Based on our assessment, it is our opinion that potential impacts related to redeveloping the site could include the following.

- 1) Potential degradation/alteration of the upland vegetation communities to accommodate the larger dwelling footprint that could impact the near shore and/or riparian shoreline areas directly upgradient of Kasshabog Lake, and/or Kasshabog Lake itself, resulting in warmer exposed lake conditions.
- 2) Potential impacts from vegetation removal/machinery disturbances exposing on-shore soil materials and eroding/transportation of those unconsolidated materials towards the lake during storm events, resulting in water quality deterioration of Kasshabog Lake.
- 3) Potential impacts related to post-construction occupation, for instance:
 - Destabilizing of bare or disturbed/altered surficial soils;
 - Further removal of vegetation for views/vistas of the new larger dwelling;
 - Importing of sand fill to the site to grade/level the building envelope of the proposed redevelopment area that could impact shoreline and fish habitat if the imported material were not properly contained.

These general impact considerations are further discussed in the following sections.

10.2 Development Envelope

Our field investigations have confirmed that the main concern with respect to the proposed redevelopment is the location of any site alterations relative to the lakeshore (as illustrated on Figure 7). The construction of the structure could result in a relatively large area of bare soils being exposed adjacent to the lakeshore. ORE staff also anticipate that excavations and possibly blasting may be necessary in this area to construct the new foundation.

Overall, the gradient down to the shoreline is somewhat abrupt at the lakeshore. However, the gradient is more gentle in the redevelopment area due to the existing grades and the area being on somewhat of a bedrock-dominated plateau. As such, runoff can be slowed within the redevelopment area, making containment of soils/sediments more manageable during the construction and post-construction phase.

Recommendations are provided in a following section for mitigation of impacts on Kasshabog Lake.

10.3 Construction Related Impacts

The main potential impacts associated with construction activities could include the following:

- loss of vegetation within the proposed redevelopment area resulting from expansion of the building envelope into an area that requires tree and shrub removal, potentially impacting the site's buffering capacity with regard to anthropogenic derived nutrients and abnormal warming of runoff in the redevelopment area, thereby impacting lake water quality;
- erosion and sediment generated by exposed and/or disturbed soils during excavation and grading activities that could be transported via precipitation events to the shore area of the lake;
- operation of equipment that disturbs/destabilizes existing stable ground surfaces in the riparian zone;
- presence of construction debris and waste materials that could infiltrate the lake;
- the need for permanent containment controls to stabilize the construction area in the post-construction era to prevent erosion/sedimentation impacts once the construction is complete; and

- sensitivity of the site with respect to imported fill materials needed to achieve the final grades during construction and stockpiling of these materials prior to them being distributed on-site.

Recommendations are provided below to ensure that the potential for impacts relating to redeveloping the site are minimized.

11.0 Conclusions and Recommendations

11.1 Redevelopment Envelope and Constraints

- The subject site is an existing lot of record. Redevelopment (proposed dwelling to replace the existing 1.5 storey cottage) should be permitted to occur within the residential zoned area on the subject parcel. However, as the lake and lake bottom represent a somewhat sensitive fish habitat for Centrarchid species, these must not be impacted by the redevelopment.

According to the zoning/planning requirements, no buildings or site alterations are allowed to occur within the shoreline/lake area, nor should they occur within the flood limit, without specific consent from the Conservation Authority and Township of Havelock-Belmont-Methuen.

ORE staff attended the site to confirm that no unmapped hydrological features are present on the subject property. A series of recommendations are provided to ensure Kasshabog Lake will not be impacted by the proposed redevelopment.

- The site includes a portion of Kasshabog Lake which is the only watercourse constraint on the subject property. The agencies require any/all watercourses to continue functioning without impact by any proposed new developments/redevelopments.
- The proposed dwelling represents an upgrade/enlargement in comparison to the existing seasonal residence. Figure 7 includes a generalized footprint of the proposed dwelling as per the Site Plan included in Appendix A. It is within these general areas where any runoff would be directed towards Kasshabog Lake. Therefore, any/all interim or permanent Erosion-Sedimentation Control (ESC) measures should be installed prior to construction commencing, to prevent eroded soil materials in the alteration areas from entering Kasshabog Lake.

- A flood plain restriction has been identified on the subject property whereby the area occurring in the northeast corner of the property is considered to be in the 100 year flood plain. Therefore, site alterations shall not occur within that area.

A six (6) metre setback is also illustrated on Figure 7, whereby the all of the proposed redevelopment can be situated outside the 6 m setback. The property owner and contractor should contact the Crowe Valley Conservation Authority (CVCA) to verify whether a permit is required under their Regulation.

As a means of ensuring that no site alterations will impact the flood plain, ORE recommends installing a light-duty silt fence directly along the 15 m setback boundary on Figure 7, to ensure no site alterations occur beyond this limit. The silt fence should be installed along the 15 m boundary once the existing cottage structure and existing deck are removed. The silt fence at the 15 m setback boundary will protect the floodplain area and is greater than the 6 m CVCA requirement.

If some minor grading has to occur within the 15 m setback to accommodate the new structure, the fence can be located along the fill/grading limit to allow for the final grades to be achieved. The final grades should be kept relatively tight to the new build and not expand beyond the eastern edge of the new dwelling.

- Provided the authorities are in agreement with the proposal, the proposed redevelopment can proceed with very little new disturbed areas proximal to the lake. If allowed to proceed, the new dwelling will occur further back from Kasshabog Lake than the existing cottage (if the existing deck is included as part of the structure). ORE staff do not anticipate the proponent or their contractor having to remove any of the mature trees within 15 m of the waterfront, thereby avoiding both the riparian vegetation and the flood limit that are influential when it comes to fish habitat.

Provided the existing trees/vegetation along the waterfront are retained, a suitable stable vegetated buffer will be maintained between the redevelopment components and Kasshabog Lake.

- ORE staff did not detect any seepage nor springs on the subject property. Therefore, the proposed redevelopment would not impact any groundwater sensitive areas that drain to Kasshabog Lake, which would contribute to off-shore fish habitat.

- With respect to machinery, the majority of the expected site alterations (including excavating-grading work) can be expanded around part of the existing building's envelope. The expansion areas consist mainly of lawn/existing openings and some mature trees. By implementing the mitigation measures outlined herein, disturbance should be limited to only the area necessary for the proposed dwelling to be constructed, with no expansion of the footprint toward the lakefront and associated fish habitat/spawning areas.
- As mentioned above, the property owner/contractor shall install light-duty silt fence (Appendix D) along the 15 m setback boundary (with minor modifications to allow for grading, etc.). This will contain any/all disturbed soil materials that could potentially be eroded from the building site, towards Kasshabog Lake that could impact both the lake and fish habitat. The recommended location of the silt fence is provided on Figure 7, which is situated to protect the riparian vegetation and flood plain and increase the distance to the fish habitat associated with the waterfront.

The light-duty silt fence has two (2) roles in this instance; the primary role is to serve as a prevention measure/control with respect to erosion and secondly as a turtle exclusion fence. Heavy-duty silt fence is listed as an exclusion fence by the Ministry of Natural Resources and Forestry (MNR) to prevent turtles from migrating. However, light-duty fence can be just as effective provided it is properly installed/secured. During the evening hours, the light-duty silt fence should be closed-off to prevent turtles from entering the work area when construction is finished at the end of the day.

The silt fence also serves as a catch-all for any construction debris/waste materials. However, someone on the construction team or the property owner should periodically inspect and remove any debris/waste materials and place them in the trash on a routine basis. The light-duty silt fence is also a noticeable barrier/limit and will prevent machinery from unnecessarily increasing the overall disturbance area towards the lake.

Construction equipment and materials should unload and load directly off the existing driveway in order to reduce the overall disturbance area on-site. An additional length of light-duty silt fence should be installed around the construction staging area where equipment is unloaded. The silt fence should be situated to contain any disturbed soils in the staging area to prevent eroded materials from entering the lake.

- Any soil materials tracked onto Fire Route 94 should be removed/cleaned-up so as not to track loose unconsolidated materials to other neighbouring properties. The road should be inspected on a regular basis, especially when any equipment is loading for transport. Loose/unconsolidated materials on the driveway and Fire Route 94 could migrate via ditches to the lakeshore which is another potential route for eroded materials to impact Kasshabog Lake.
- Construction-related vehicles and machinery should also be cleaned prior to arriving at the site according to the provincial protocols to prevent transportation of invasive/exotic species to and from the subject property¹. This will prevent non-native, highly invasive species from being transported to the site and similarly off-site once the work is complete. Any imported fill materials should be screened to remove invasive species from the materials prior to being located on-site.
- Grass seed and/or sod should also be applied to any exposed/bare soils resulting from site preparation and construction activities. ORE staff suggests planting native trees and or shrubs in addition to the grass seeding and/or sodding at this stage. This will in-fill the opening and allow it to return to a more natural landscape rather than allow non-native species to invade the disturbed area.

11.2 General Design Considerations

- The design/layout plan for the proposed redevelopment should demonstrate that the work can be completed outside the limit defined by the light-duty silt fence as illustrated on Figure 7.
- All recommended erosion controls should be installed prior to commencing any work on the property to ensure the lake hydrological feature is not impacted. Vegetation/seed/sod must be established on any/all bare soil areas at the end of the construction. The works cannot be considered complete until all surfaces are stable. The Site Plan should illustrate how all surfaces/grades will be stabilized/finished and include any additional Erosion-Sediment Controls (ESC) in the Site Plan/Grading Plan.

¹ Clean Equipment Protocol for Industry - Inspecting and cleaning equipment for the purposes of invasive species prevention

- Passive stormwater management controls should be incorporated into the design of the proposed dwelling's new roof area. Examples include roof leaders being directed to an area where the flows will not gouge or destabilize soils over time. The warm flows from the roof leaders should be infiltrated into the ground (if feasible), so as to reduce thermal impacts to Kasshabog Lake and the near-shore fish habitat when it finally discharges to this feature. Presumably, the building envelope associated with the existing 1.5 storey cottage possesses permeable fill materials, whereby, the roof leaders could be drained/discharged to this surface.

11.3 Construction Mitigation

- Construction should not continue during heavy precipitation events. After such events, the silt fence should be checked to ensure its effectiveness.
- A dedicated person (whether it be someone on the construction crew or the property owner) should check that there are no turtles nor other fauna abutting the fence perimeter the following morning prior to construction commencing each day.

If a turtle is observed along the fence, it should be monitored and work should not commence until the turtle is clear of the fence and not in a position/location where the equipment could potentially harm it. Once the turtle has either moved off-site or back toward the lakefront, the construction can commence again. If the turtle decides to nest near the fence, the operations should cease until the turtle has laid its eggs and relocated to the waterfront. The nesting site should be demarcated and this area avoided altogether. Either the property owner or the contractor should photograph the species and forward the photo to ORE staff for identification purposes.

- Only clean fill should be imported to the site. The fill should not contain organic materials such as plant debris or topsoil that may contain exotic or invasive species that could out-compete native species along the lakeshore. If imported topsoil is required, screened topsoil should be the only material applied to top-dress the fill. Any imported materials that are stockpiled on-site should be surrounded by heavy-duty silt fence until the materials are applied.

11.4 Closing Remarks

It is our opinion that the applicant should be granted a Building Permit for the purpose of constructing the proposed dwelling in its proposed location, provided the mitigation measures recommended herein are adhered to.

The proponent should recognize that this *scoped* Environmental Impact Study provides recommendations pertaining only to natural environmental issues. Other issues related to Land Use Planning, CVCA regulatory requirements, servicing and/or Engineering may also need to be addressed with respect to any future application(s) and/or redevelopment plans.

The proponent should obtain all required permits from the agencies prior to commencing any construction on-site. Failure to do so may result in delays and/or other liabilities.

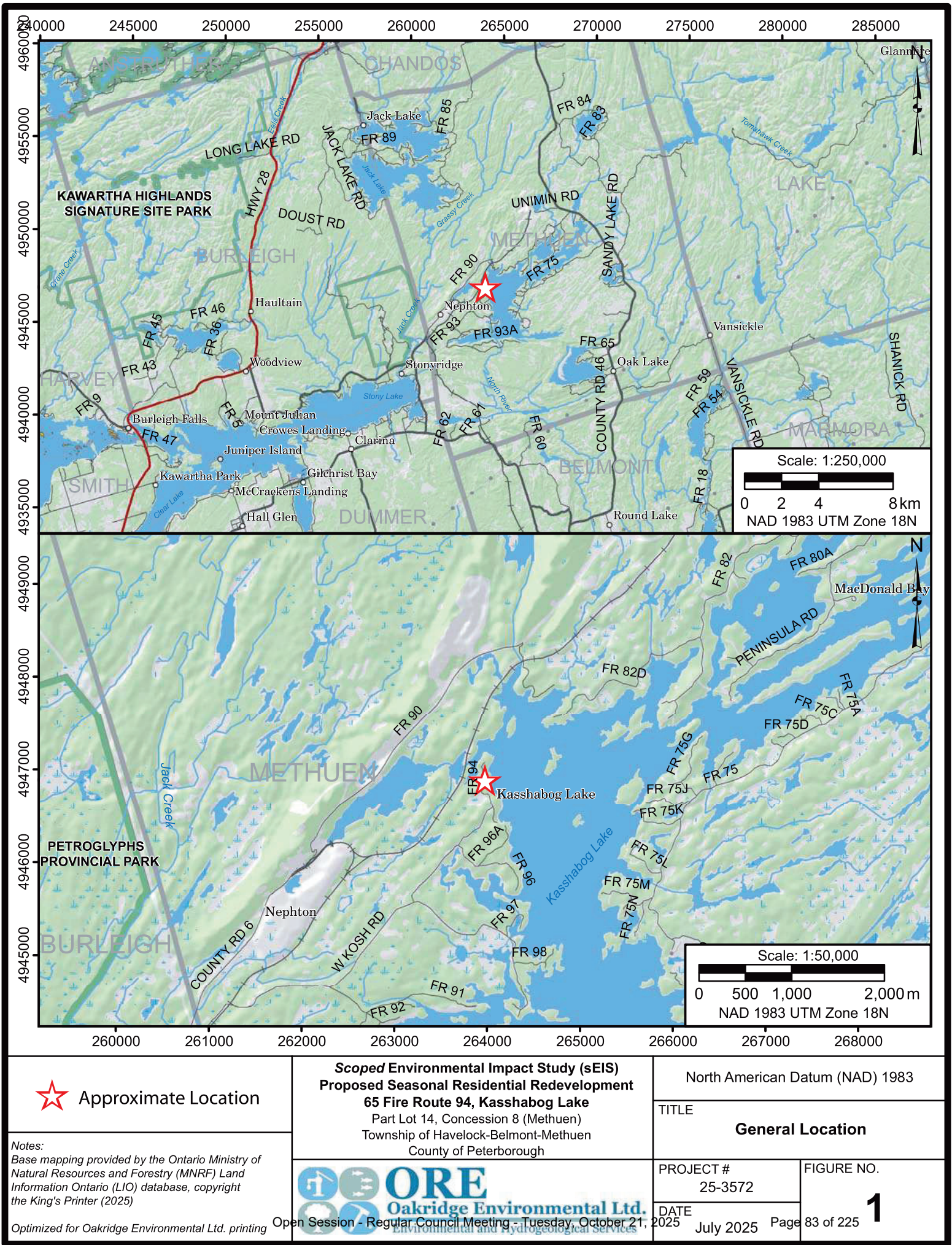
****End of *Scoped* EIS Report****

Yours truly,
Oakridge Environmental Limited



Rob West, HBSoc.
Senior Ecologist

Figures



Approximate Location

Scoped Environmental Impact Study (sEIS)
Proposed Seasonal Residential Redevelopment
65 Fire Route 94, Kasshabog Lake
Part Lot 14, Concession 8 (Methuen)
Township of Havelock-Belmont-Methuen
County of Peterborough

North American Datum (NAD) 1983

TITLE

General Location

Notes:
Base mapping provided by the Ontario Ministry of
Natural Resources and Forestry (MNR) Land
Information Ontario (LIO) database, copyright
the King's Printer (2025)



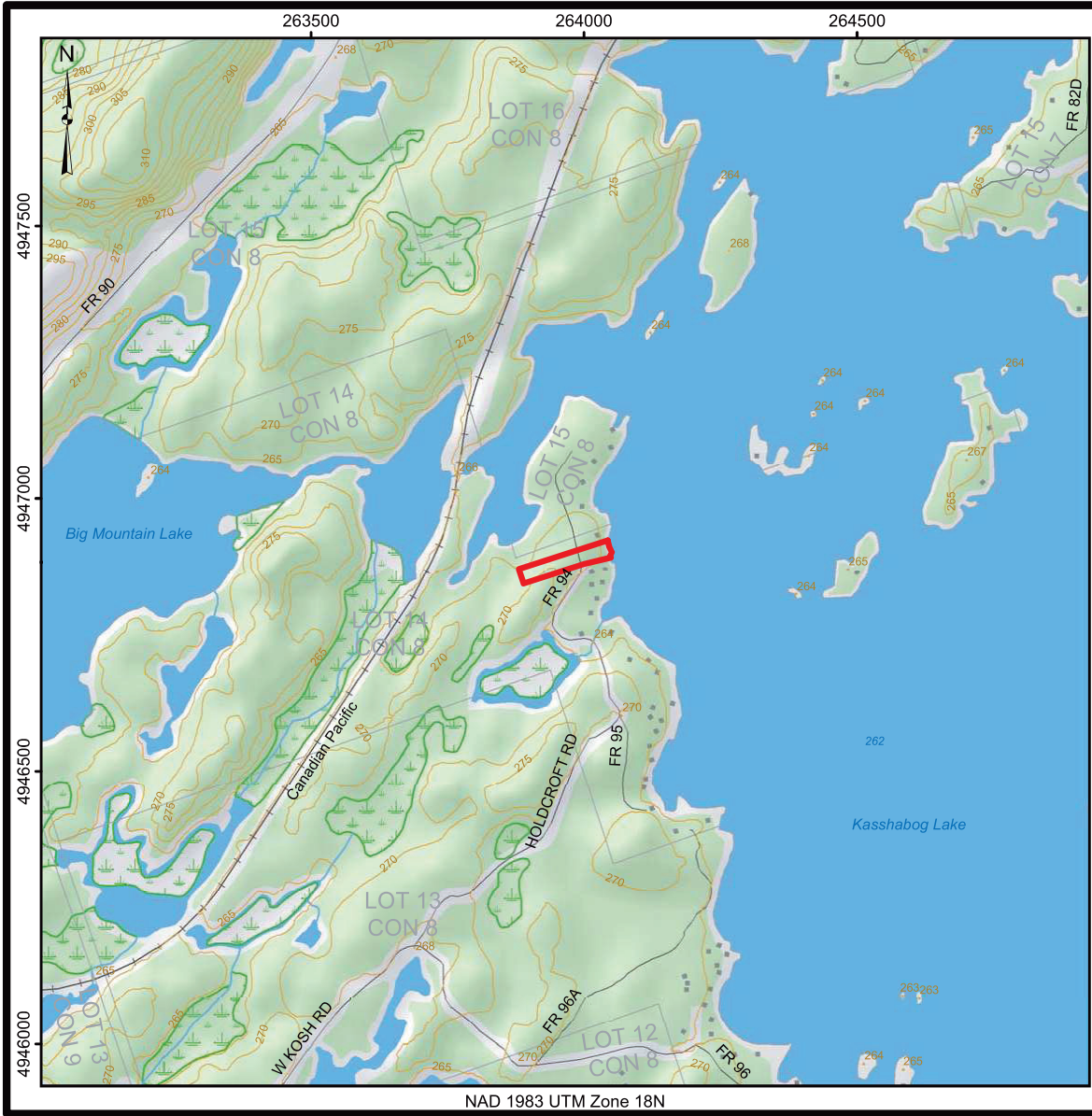
PROJECT #
25-3572

FIGURE NO.

DATE
2025 July 2025

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1



Scoped Environmental Impact Study (sEIS)
Proposed Seasonal Residential Redevelopment
65 Fire Route 94, Kashiabog Lake
 Part Lot 14, Concession 8 (Methuen)
 Township of Havelock-Belmont-Methuen
 County of Peterborough

- Approximate Property Boundary (VuMAP, 2025)
- Wetland (Unevaluated)
- Waterbody
- Wooded Area
- Geographic Lot Fabric
- Watercourse
- Road
- Contour (5m Intervals)
- Building (symbol)
- Spot Height (m asl)
- Railway



Notes:
 Base mapping provided by the Ontario Ministry of Natural Resources and Forestry (MNRF) Land Information Ontario (LIO) database, copyright the King's Printer (2025)

Optimized for Oakridge Environmental Ltd. printing

TITLE
Topography and Drainage

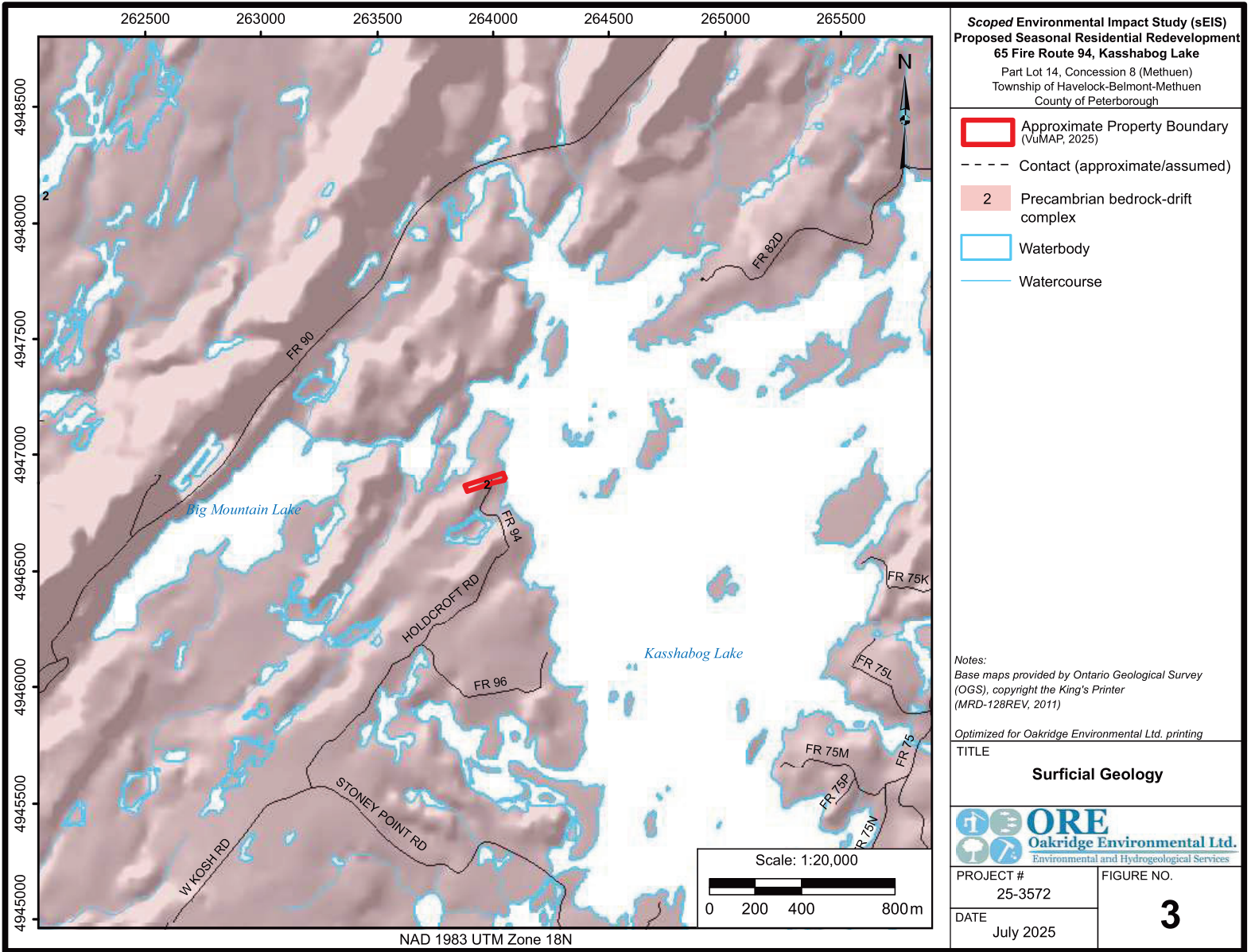


PROJECT #
 25-3572

DATE
 July 2025

FIGURE NO.

2



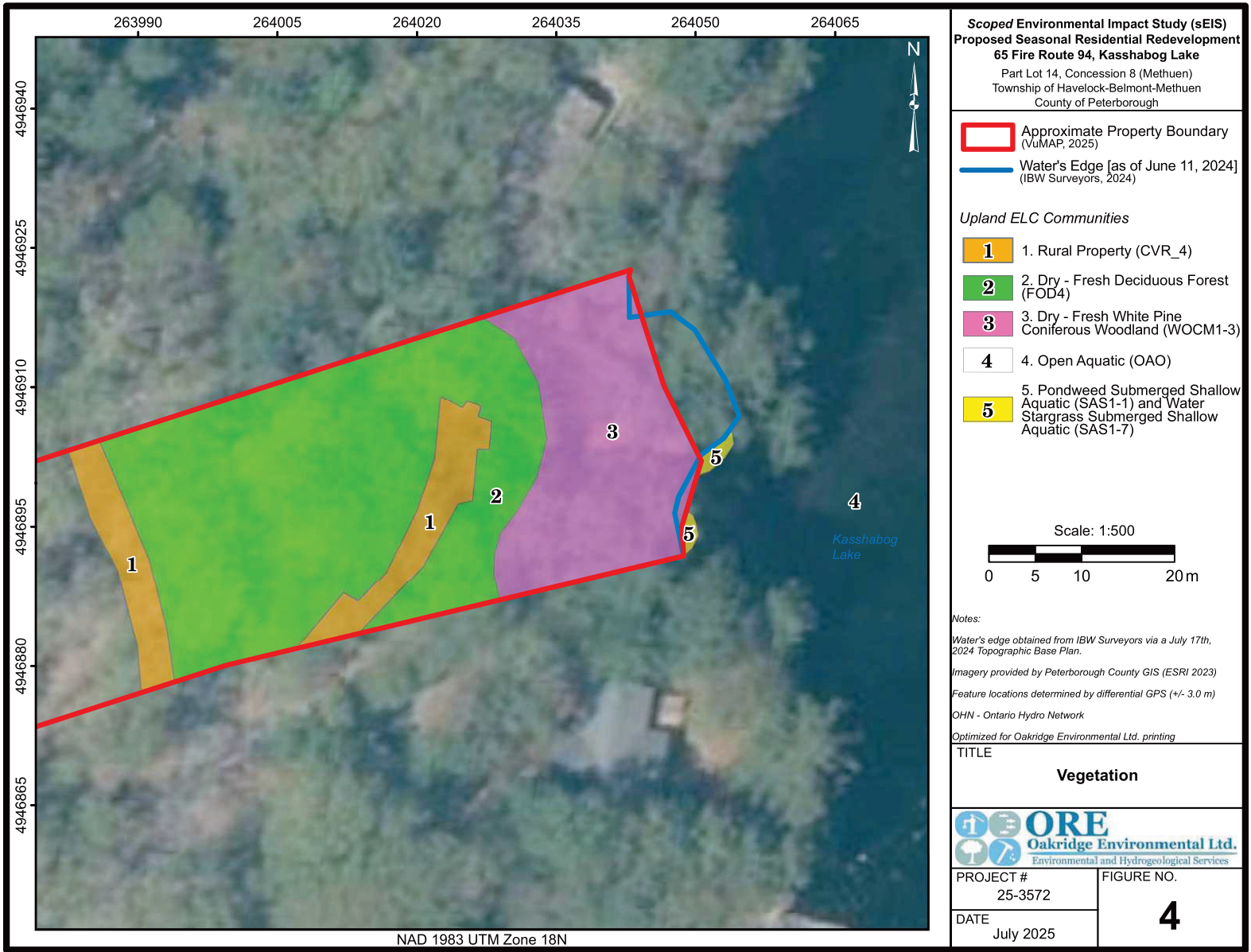




Photo A (Above): was taken looking northwest from the shoreline at the existing seasonal residence and gazebo. The predominantly White Pine and Eastern Hemlock conifer type trees are visible to the left and right within the photo surrounding the existing structures.



Photo B (Above): was taken looking east towards the lake in the background. There are several mature trees in the area where the existing cottage is located that will likely have to be removed as part of the proposed redevelopment.



Photo C (Above): was taken looking north in the area between Fire Route 94 and the existing cottage. The woodland transitions to a more deciduous dominated upland forest type (in the background of the photo).



Photo D (Above): was taken looking northeast from the property towards Kasshabog Lake. The land area in the background is an island. The woodland consists of mature large diameter White Pine and Eastern Hemlock in the area of the shoreline.

Site photos were taken on May 28th, 2025	Scoped Environmental Impact Study (sEIS) Proposed Seasonal Residential Redevelopment 65 Fire Route 94, Kasshabog Lake Part Lot 14, Concession 8 (Methuen) Township of Havelock-Belmont-Methuen County of Peterborough	TITLE Site Photos	
		PROJECT # 25-3572	FIGURE NO. 5
	 Open Session - Regular Council Meeting - Tuesday, October 21, 2025	DATE 2025 July 2025	Page 87 of 225



Photo E (Above): was taken looking east from between the existing cottage and shoreline and depicts the general lake conditions. Although there are some shallow bedrock ridges beneath the surface of the water, there are no small islands or shoals that breach the surface in the offshore area.

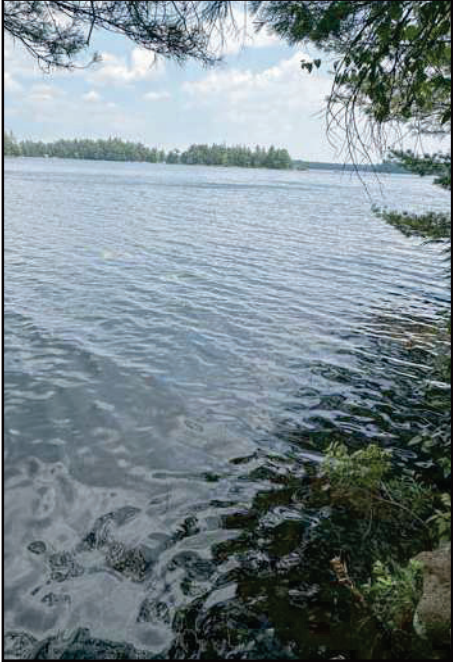


Photo F (Above): was taken in the northeast corner of the subject property looking east towards some islands in the background on Kasshabog Lake. There is very little aquatic vegetation on the lake bottom in this area as the bedrock occurs near the surface in this shallow aquatic offshore environment.

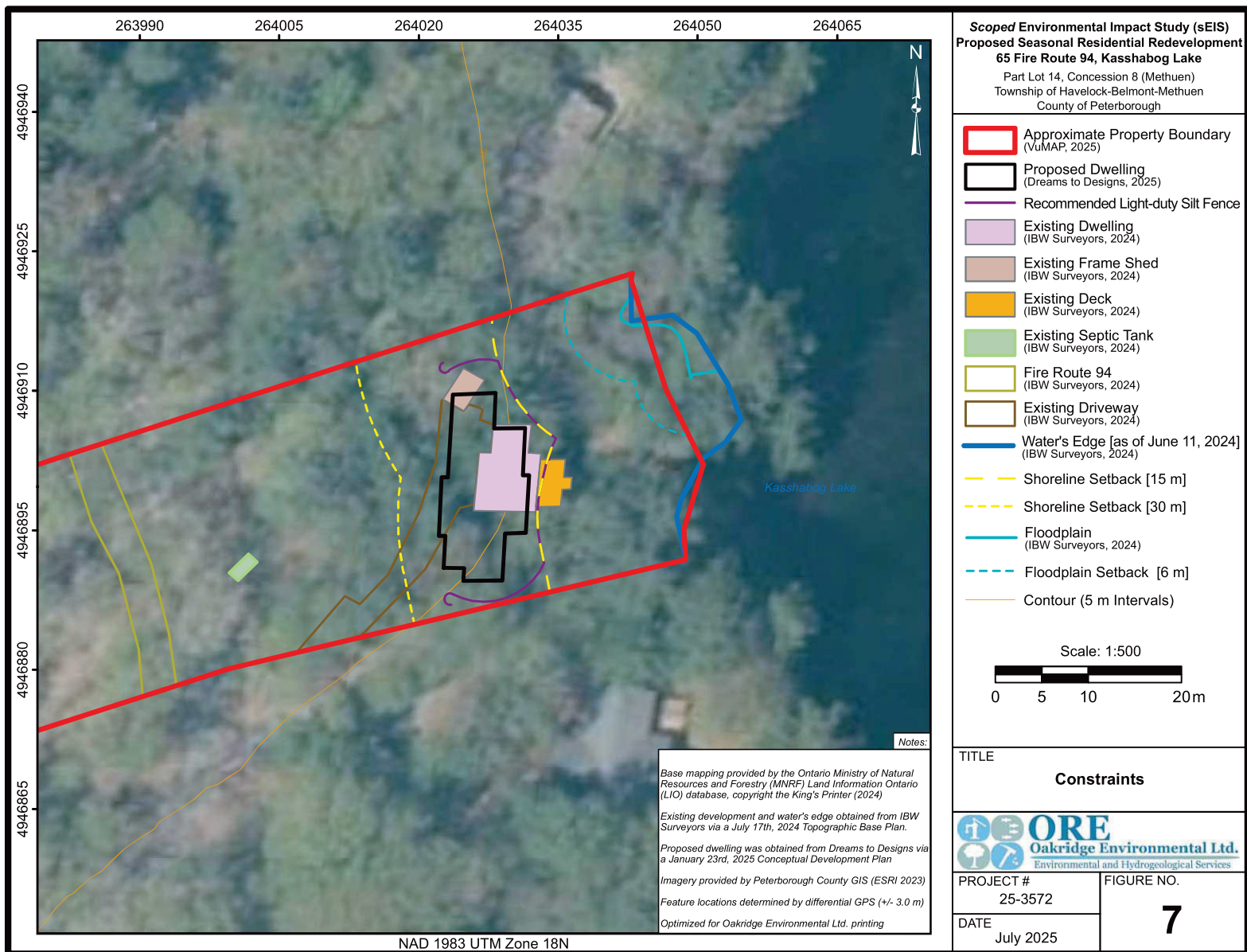


Photo G (Above): includes the waterline supply that is pumped to the existing cottage. The majority of the aquatic vegetation attached to the line are individuals that have floated in from other areas of the lake, as there was little to no rooted aquatic vegetation in this area.



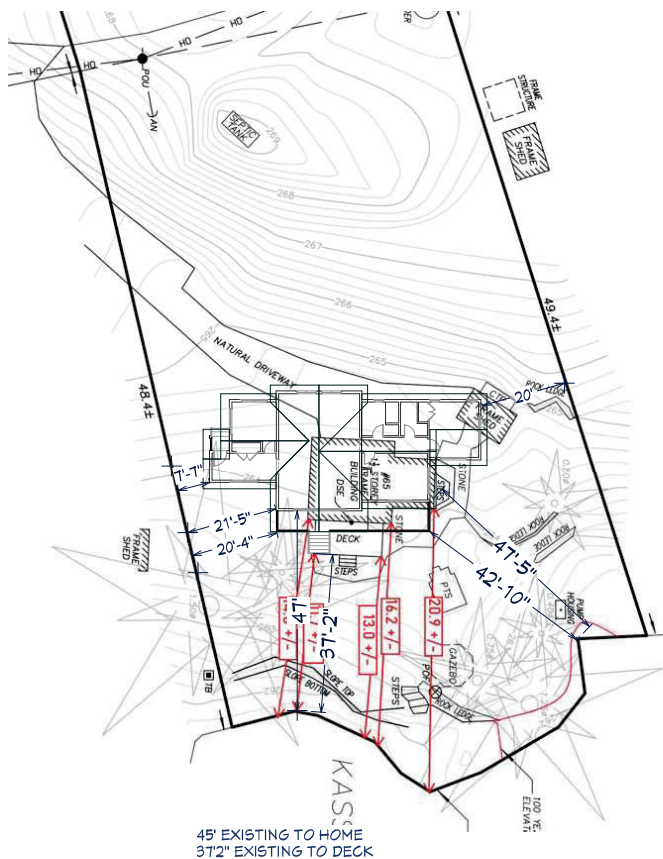
Photo H (Above): was taken directly offshore of the small beach area. There are large bedrock ridges beneath the surface of the water which contain sandy sediments in the crevasses and depressions. These tend to be void of aquatic vegetation due to the lack of organic sediments. ORE staff observed some Centrarchid redds within the areas that possess these sandy skiffs of material on either side of the beach swath.

Site photos were taken on May 28th, 2025	Scoped Environmental Impact Study (sEIS) Proposed Seasonal Residential Redevelopment 65 Fire Route 94, Kasshabog Lake Part Lot 14, Concession 8 (Methuen) Township of Havelock-Belmont-Methuen County of Peterborough	TITLE Site Photos	
		PROJECT # 25-3572	FIGURE NO. 6
	 Open Session - Regular Council Meeting - Tuesday, October 21, 2025	DATE 2025 July 2025	Page 88 of 225



Appendix A

Site Plan

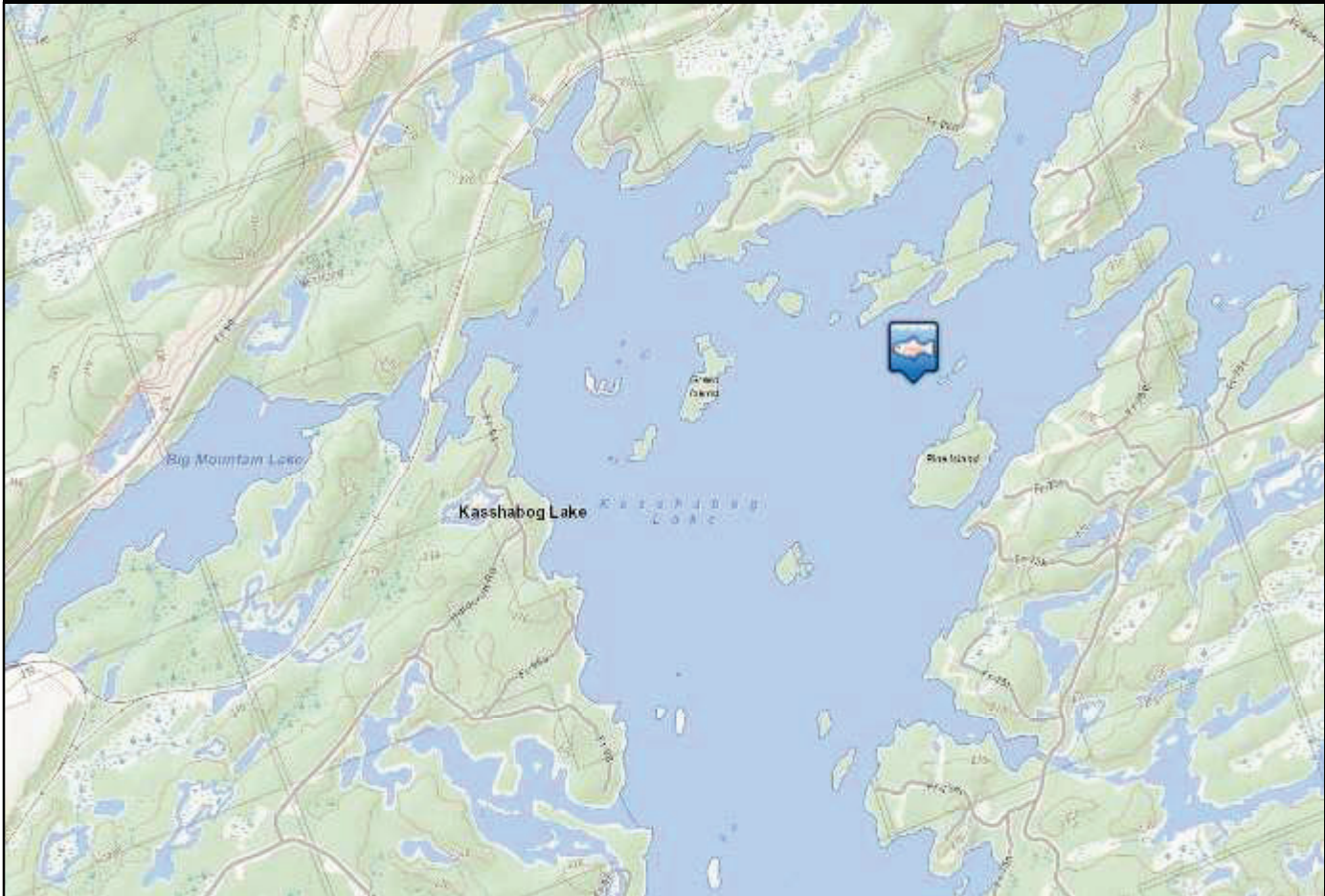


Plot Plan View

	
SHEET TITLE:	Dreams to Designs-42507 Ian Solitt-36119
PROJECT DESCRIPTION:	65 Fire Route 94 Kash
I review and take responsibility for the design of the building and site plan. I am qualified in Small Buildings, and the firm is registered in Small Buildings. Ian Solitt	
DATE:	2025-01-23
SCALE:	1/4" = 1'
SHEET:	A-1

Appendix B

Prescreen for Species at Risk Fish



Waterbody Information

Latitude: 44.639390
Longitude: -77.957810
Surface Area (ha): -
Maximum Depth (m): -
Average Depth (m): -
Fisheries Management Zone(s): 15
Bait Management Zone: Central BMZ

Legend

 Waterbody

 Fish Sanctuary

 Lake Depth Contours (m)

 Fishing Access Points

 Licence Issuer

 Fisheries Management Zone

 Bait Management Zone



Fish Species Found in Waterbody
Brown Bullhead, Largemouth Bass, Muskellunge, Pumpkinseed, Smallmouth Bass, Walleye, White Sucker, Yellow Perch

Canadian aquatic species at risk



Find aquatic species at risk

Select area Results

Save results to report (PDF)

Critical habitat for these species is found within the outlined area:

Species at risk found (or potentially found) within the outlined area:

44.63408 -77.95291 Degrees

© Sa Majesté le Roi du chef du Canada, représenté par le ministre de Ressources naturelles Canada - © ... Powered by Esri

Appendix C

Species List

Species List

KINGDOM	Common Name	Scientific Name	SARO	SARA
Animalia	American Crow	Corvus brachyrhynchos		
	American Mink	Neogale vison		
	American Redstart	Setophaga ruticilla		
	American Toad	Anaxyrus americanus		
	Belted Kingfisher	Megaceryle alcyon		
	Black-capped Chickadee	Poecile atricapillus		
	Black-throated Green Warbler	Setophaga virens		
	Blue Jay	Cyanocitta cristata		
	Canada Goose	Branta canadensis		
	Chipping Sparrow	Spizella passerina		
	Common Baskettail	Epithea cynosura		
	Common Grackle	Quiscalus quiscula		
	Common Loon	Gavia immer	NAR	
	Eastern Chipmunk	Tamias striatus		
	Juvenal's Duskywing	Erynnis juvenalis		
	Largemouth Bass	Micropterus salmoides		
	Mallard	Anas platyrhynchos		
	Northern Cardinal	Cardinalis cardinalis		
	Northern Flicker	Colaptes auratus		
	Northern Raccoon	Procyon lotor		
	Pumpkinseed	Lepomis gibbosus		
	Rock Bass	Ambloplites rupestris		
	Smallmouth Bass	Micropterus dolomieu		
	Turkey Vulture	Cathartes aura		
	Veery	Catharus fuscescens		
	Winter Wren	Troglodytes hiemalis		

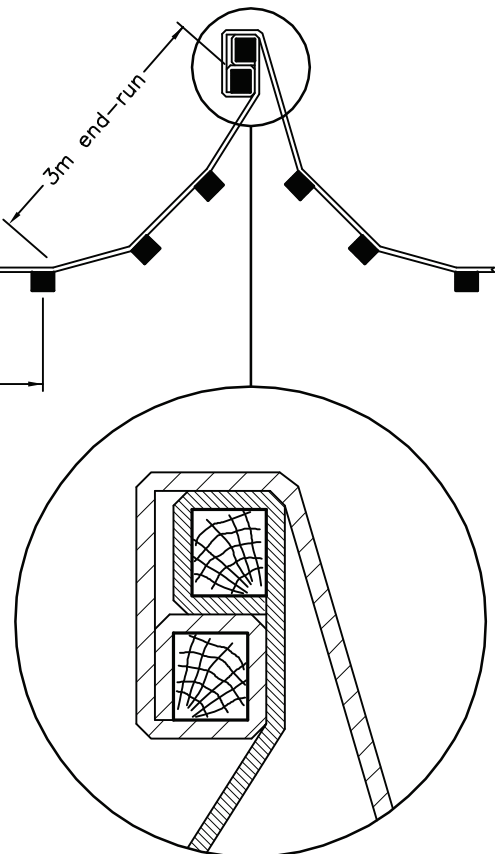
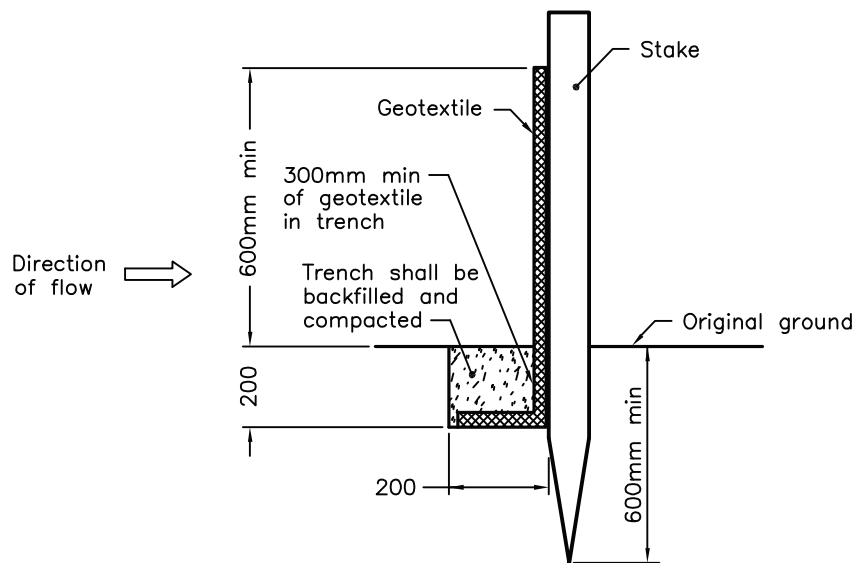
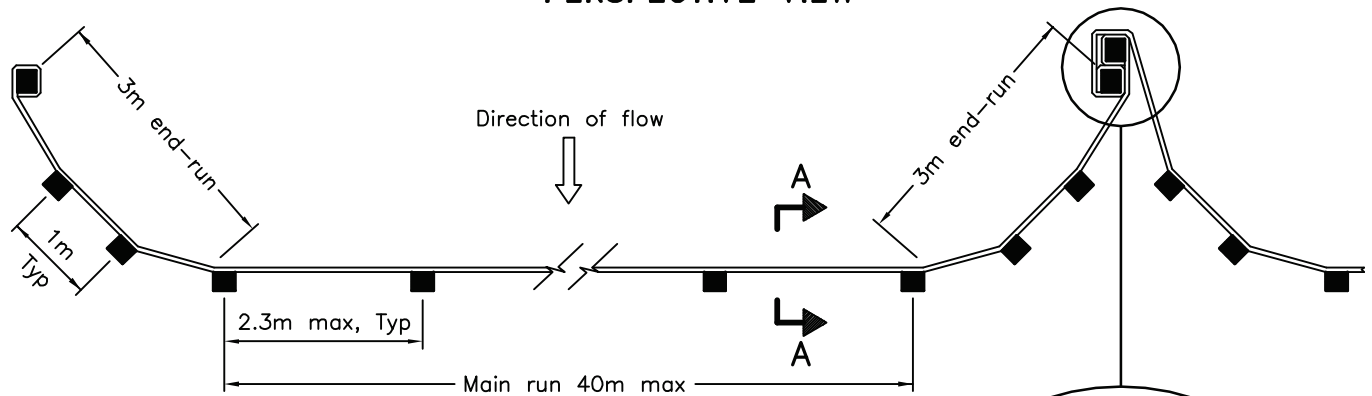
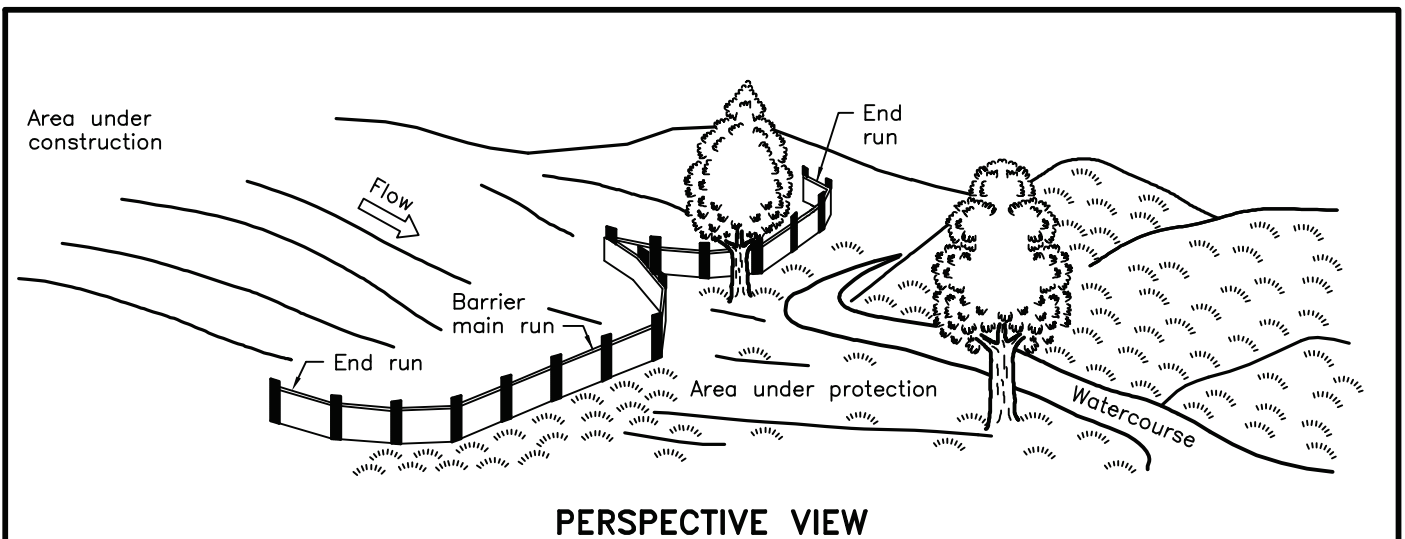
KINGDOM	Common Name	Scientific Name	SARO	SARA
	Yellow Perch	Perca flavescens		
	Yellow-bellied Sapsucker	Sphyrapicus varius		
	Yellow-rumped Warbler	Setophaga coronata		
Plantae				
	American Beech	Fagus grandifolia		
	Balsam Fir	Abies balsamea		
	Black Cherry	Prunus serotina		
	Bracken Fern	Pteridium aquilinum		
	Brown-eyed Susan	Rudbeckia triloba		
	Canada Goldenrod	Solidago canadensis		
	Canada Waterweed	Elodea canadensis		
	Common Buttercup	Ranunculus acris		
	Common Dandelion	Taraxacum officinale		
	Common Eelgrass	Zostera marina		
	Common Juniper	Juniperus communis		
	Common Panicgrass	Panicum capillare		
	Common Plantain	Plantago major		
	Common Self-heal	Prunella vulgaris		
	Common Speedwell	Veronica officinalis		
	Common St. John's-wort	Hypericum perforatum		
	Common Yarrow	Achillea millefolium		
	Commons' Panicgrass	Dichanthelium commonsianum		
	Deptford Pink	Dianthus armeria		
	Early Lowbush Blueberry	Vaccinium angustifolium		
	Early Meadow-rue	Thalictrum dioicum		
	Eastern Hemlock	Tsuga canadensis		
	Eastern White Cedar	Thuja occidentalis		
	Eastern White Pine	Pinus strobus		
	Lance-leaved Tiger Lily	Lilium lancifolium		
	Large-leaved Aster	Eurybia macrophylla		

KINGDOM	Common Name	Scientific Name	SARO	SARA
	Northern Bush-honeysuckle	Diervilla lonicera		
	Northern Red Oak	Quercus rubra		
	Paper Birch	Betula papyrifera		
	Pennsylvania Sedge	Carex pensylvanica		
	Porcupine Sedge	Carex hystericina		
	Poverty Oatgrass	Danthonia spicata		
	Purple Loosestrife	Lythrum salicaria		
	Red Maple	Acer rubrum		
	Red-osier Dogwood	Cornus sericea		
	Rough-leaved Mountain Rice	Oryzopsis asperifolia		
	Sensitive Fern	Onoclea sensibilis		
	Spinulose Wood Fern	Dryopteris carthusiana		
	Spotted Joe Pye Weed	Eutrochium maculatum		
	Spreading Dogbane	Apocynum androsaemifolium		
	Star Sedge	Carex echinata		
	Sugar Maple	Acer saccharum		
	Swamp Milkweed	Asclepias incarnata		
	Trembling Aspen	Populus tremuloides		
	Tussock Sedge	Carex stricta		
	White Ash	Fraxinus americana		
	White Elm	Ulmus americana		
	White Meadowsweet	Spiraea alba		
	White Oak	Quercus alba		
	Wild Carrot	Daucus carota		
	Wild Chicory	Cichorium intybus		
	Wild Lily-of-the-valley	Maianthemum canadense		
	Wild Sarsaparilla	Aralia nudicaulis		
	Wild Strawberry	Fragaria virginiana		
	Woodland Draba	Draba nemorosa		
	Woodland Sunflower	Helianthus divaricatus		

KINGDOM	Common Name	Scientific Name	SARO	SARA
	Zigzag Goldenrod	Solidago flexicaulis		

Appendix D

OPSD Light-duty Silt Fence



NOTE:

A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING

Nov 2015

Rev 2

**LIGHT-DUTY
SILT FENCE BARRIER**



OPSD 219.110



**Notice Of Complete Application and A Public Meeting
Concerning A Zoning By-Law Amendment**

Take Notice that the Corporation of the Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment for certain lands located in Part Lot 14, Concession 8, with municipal address of 65 Fire Route 94 on Kasshabog Lake; bearing the Assessment Roll Number (ARN) 1531-010-009-21600.

As required under subsection 34 (10.4) and 34 (10.7) of the *Planning Act*, R.S.O. 1990, as amended, Council of the Township of Havelock-Belmont-Methuen has deemed this application to be "Complete".

Take Further Notice that the Council of the Corporation of the Township of Havelock-Belmont-Methuen will hold a public meeting on **October 21st, 2025 at 9:30 a.m.** to consider a proposed Zoning By-law Amendment under Section 34 of the *Planning Act*, R.S.O., 1990, as amended. **The Public Meeting will be held in hybrid fashion (in-person and electronically).**

If you wish to participate in the meeting in real time, please contact the Clerk, Bob Angione, by email at BAngione@hbmtwp.ca **no later than 12:00 p.m. (noon) on the day prior to the scheduled meeting** and you will be provided with an invitation to join the meeting using your computer or phone.

The Municipality is using Zoom for electronic meetings. The application can be downloaded to either a computer or cell phone. It is recommended that you test the program in advance of the meeting. Meetings will also be recorded and made available on YouTube for public viewing as soon as possible following the meeting.

We would encourage you to communicate with Council by forwarding written comments in support or opposition of the application to BAngione@hbmtwp.ca or to P.O. Box 10, 1 Ottawa Street East, Havelock, ON K0L 1Z0.

Purpose and Effect:

The purpose of the Zoning By-law Amendment Application for 65 Fire Route 94 is to rezone the portion of the subject lands from the 'Seasonal Residential (SR) Zone' to the 'Special District 303 (S.D. 303) Zone' in order to permit the redevelopment of the lot with a new seasonal residential dwelling while also introducing certain site-specific regulations for setbacks from the high water mark, front lot line, and side lot line.

The Zoning By-law Amendment Application is requesting to recognize the reduced high water mark setback from the existing dwelling being approximately 13.7 metres (45 feet) and from the existing deck being approximately 11.32 metres (37.2 feet). The Zoning By-law Amendment Application is requesting to permit a reduction of the 30 metre high water setback to 14.5 metres (47.5 feet) for the new seasonal residential dwelling and 13 metres (42.83 feet) to the new deck. The Zoning By-law Amendment Application is requesting to permit a reduced front lot line setback of 14.5 metres (47.5 feet) for the dwelling and 13 metres (42.83 feet) for the new deck where 21.3 metres (70 feet) is currently permitted. The Zoning By-law Amendment Application is requesting to permit a reduced interior side line setback of 2.3 metres (7.58 feet), where 6 metres (20 feet) is currently permitted.

A key map showing the lands to which this application applies is provided with this notice.

Any person may attend the public meeting and/or make verbal or written representation either in support of or in opposition to the proposed Zoning By-law Amendment. Written submissions in respect of the proposed Amendment should be directed to the Clerk of the Township of Havelock-Belmont-Methuen.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Township of Havelock-Belmont-Methuen to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make

written submissions to the Township of Havelock-Belmont-Methuen before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make an oral submission at the public meeting or make written submissions to the Township of Havelock-Belmont-Methuen before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Notification:

If you wish to be notified of the decision of the Council of the Township of Havelock-Belmont-Methuen on the proposed zoning by-law amendment, you must make a written request to the Clerk of the Township of Havelock-Belmont-Methuen at the address below.

Additional Information:

Additional information and material related to the proposed by-law will be available for public inspection on the Township website as of the date of the posting of this notice. Anyone wishing to obtain additional information with respect to this application is requested to direct enquiries to Samantha Deck, Planner, at 705-778-2308 or planning@hbmtwp.ca.

Dated at the Township of Havelock-Belmont-Methuen this 30th day of September 2025.

Mr. Robert Angione, M.P.A., B. Admin,
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0
(705) 778-2308
(705) 778-5248 (fax)



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment

Prepared By: Samantha Deck, Planner

Presented By: Elysia Ackroyd, Township Planning Consultant

Meeting Date: October 21, 2025

Subject: **Minor Variance Application A-05-25**

Subject Property

Property Owner(s): Chris Lobbezoo

Agent: Ken Tompkins - Sunspace

Municipal Address: 196 Fire Route 87A – Jack Lake

Roll Number: 1531-010-007-57100

Lot(s): Part Lot 29

Concession(s): 9

Area: 1.07 Acres (4330 square metres)

Zoning: Seasonal Residential (SR)

Official Plan: Shoreline

PURPOSE and EFFECT:

The purpose of this Minor Variance application is as follows (all required reliefs are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning By-law 1995-42, as amended):

1. Seek relief from Section 4.37 having the following effect:

i. Reducing the high water mark setback from 30 metres (100 feet) to 9.6 metres (31.5 feet)

3. Seek relief from Section 10.2.1 c) having the following effect:

i. Reducing the front lot line setback from 21.3 metres (70 feet) to 9.6 metres (31.5 feet)

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

1. To permit the construction of a sunroom and deck to the west side of the dwelling

RECOMMENDATION:

That Minor Variance application A-05-25 be **approved** with the following conditions:

- That a building permit be issued in accordance with the Site Plan submitted;
- That a demolition permit for the existing deck be issued in accordance with the Site Plan submitted;
- That the building permits be issued within **18 months** of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official;
- The balance of the information in this report be received.

BACKGROUND:

Executive Summary:

The purpose of Minor Variance Application A-05-25 is to seek relief from Section 4.37 and Section 10.2.1 of the Comprehensive Zoning By-law to permit the construction of a sunroom and deck onto the existing dwelling.

A variance is requested to decrease the required minimum front yard setback from 21.3 metres (70 feet) to 9.6 metres (31.5 feet). A variance is also requested to reduce the high water mark setback from 30 metres (100 feet) to 9.6 metres (31.5 feet).

Subject Lands:

The subject lands are currently located on the northern portion of Jack Lake with an address of 196 Fire Route 87A. The subject parcel is currently developed with an existing seasonal residential dwelling and an accessory structure. The dwelling is currently serviced by a septic system. Please see **Appendix A: GIS Mapping**.

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

Direction	Land Use
North	Crown Land
South	Jack Lake
East	Seasonal Residential
West	Seasonal Residential

Development Proposal:

The existing seasonal residential dwelling unit was constructed in approximately 1952 and is approximately 130 square metres (1400 square feet) in size. Please see **Appendix B: Property Survey**. The purpose of the application is to permit the construction of a sunroom to a maximum size of 20.8 square metres (223.89 square feet) and an attached deck to a maximum size of 13 square metres (140 square feet) on the west side of the existing dwelling. The dwelling unit has an existing deck that is proposed to be demolished to facilitate the construction of the new sunroom and deck. Please see **Appendix C: Site Plan**.

The existing dwelling unit is located within the 30 metre required high water mark setback. The existing seasonal dwelling would maintain their existing setbacks from the high water mark of Jack Lake, being 8.1 metres (26.57 feet). The Township Zoning By-law prohibits expansions to legal non-complying structures without first seeking permission from the Committee of Adjustment. The Zoning By-law considers the existing seasonal dwelling as legal non-complying as it was constructed prior to the Zoning By-law and is setback 8.1 metres from the high water mark of Jack Lake.

PLANNING ANALYSIS:

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

1. Is this application “minor” in nature?

The test of whether a variance is considered minor is a question of any degree of impacts, and if so, whether the impacts are adverse and minor in extent or nature on the adjacent uses or buildings.

The requested variance is minor in nature as the proposed development will not have an adverse impact on neighbouring properties. No further encroachment towards the property lines or the high water mark as being proposed as part of this application. The proposed sunroom and deck meet all other provisions of the Zoning By-law not specifically being requested with this application.

The proposed sunroom and deck will not have an impact on the privacy and sunlight of neighbouring properties. No off-site impacts are anticipated in terms of views/fenestration, bulk, massing, or shadowing.

The sunroom and deck will not have an adverse impact on natural heritage features, and will not further aggravate the shoreline.

Therefore, this application is considered minor in nature.

2. Is the application desirable and appropriate?

A variance can be considered desirable and appropriate by assessing its compatibility with existing development in the area. The requested variance is desirable and appropriate as the sunroom and deck are proposed to be situated in an area free and clear of natural vegetation and is compatible with adjacent seasonal residential development. The sunroom and deck are compatible with existing shoreline development and no trees are anticipated to be removed.

Based on the above, the requested variance is desirable for the appropriate development of the lands.

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

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

Additionally, under Section 3.3.4.1 – Development Policies – Development Considerations (a), indication is made that all new development should produce minimal visual, environmental, and navigational impacts to any abutting lake shorelines. Customarily, and in conformity with the Official Plan Shoreline Designation policies, new development is encouraged to take place outside the minimum high-water mark setback of all inland lakes across the Township. The proposed development is taking place within the 30 metre high water mark due to the location of the existing dwelling; however, no reductions in setback standards are being proposed.

It is the Township's planning opinion that this application maintains the general intent and purpose of the Township's Official Plan.

4. Does this application conform to the Intent of the Zoning By-law?

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

The proposed sunroom and deck will meet or exceed all other provisions of the Zoning By-law related to the SR Zone, providing appropriate clearances in for good grading/drainage and opportunities for natural light for adjacent properties. The variances that are being sought are relatively minor and reflective of the current setback standards existing on the subject lot.

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

Decisions involving planning matters are required under Section 3 of the *Planning Act* to be consistent with the PPS. The *Planning Act* R.S.O. 1990, c.P.13, requires that decisions of local approval authorities shall be consistent with matters of Provincial Interest in carrying out decisions on applications such as Consents and/or Minor Variances. The following policies are applicable:

Provincial Planning Statement (PPS)

Section 2 of the PPS provides direction for the creation of strong and competitive communities. The efficient use of land is supported through sustainable development patterns which consider the needs of communities, housing, the environment, public health, safety, and economic growth. This section will address those policies which are relevant to the proposed development.

Section 2.5.1 – Healthy, integrated and viable rural areas should be supported by:

- a) Building upon rural character, and leveraging rural amenities and assets
- g) conserving biodiversity and considering the ecological benefits provided by nature

Section 2.6 – Rural Lands in Municipalities:

1. On rural lands located in municipalities, permitted uses are:
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

Section 4.2 Water

1. Planning authorities shall protect, improve or restore the quality and quantity of water by:
 - a) using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
 - b) minimizing potential negative impacts, including cross-jurisdictional and cross watershed impacts;
 - e) implementing necessary restrictions on development and site alteration to:
 1. protect all municipal drinking water supplies and designated vulnerable areas; and

2. protect, improve or restore vulnerable surface and ground water, and their hydrologic functions;
2. Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.

Section 5.2 Natural Hazards

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

The subject property is considered to be rural lands, and a residential property is consistent with the policies for rural areas. The subject lands are in a rural area where the PPS permits rural land uses provided the uses are compatible with the rural landscape and can be sustained by rural service levels.

The existing dwelling and proposed development is located within the 30 metre setback from the high water mark of Jack Lake; however, the sunroom and attached deck will not be located any closer to the high water mark.

Therefore, the requested variances are consistent with the PPS as the boathouse is compatible with the rural landscape and will not result in negative impacts to the shoreline.

CONCLUSION:

In accordance with the *Planning Act*, the Committee of Adjustment may authorize a minor variance providing that the Committee is of the opinion that:

- a. The general intent and purpose of the official plan is maintained;
- b. The general intent and purpose of the zoning by-law is maintained;
- c. The variance is desirable for the appropriate development or use of the land, building, or structure; and,
- d. The variance is minor in nature.

Staff's opinion is that the subject Minor Variance application maintains the general intent and purpose of the Township of Havelock-Belmont-Methuen Official Plan and Zoning By-law, is desirable for the appropriate development of the land, and is minor in nature.

As this application meets the four tests of a Minor Variance and is consistent with the PPS, it is the recommendation of this report that this application be **approved**.

COMMENTS:

Staff Comments:

None further.

Agency Comments:

The application was circulated to all applicable departments and external agencies.

Public Comments:

None at this time. Should any comments be submitted prior to the date of the public hearing they will be brought forward to the Committee at that time.

FINANCIAL IMPACT:

None at this time.

STRATEGIC PLAN ALIGNMENT:

- Customer Service
- Environment and Sustainability

Respectfully submitted,

Samantha Deck

Samantha Deck, Planner

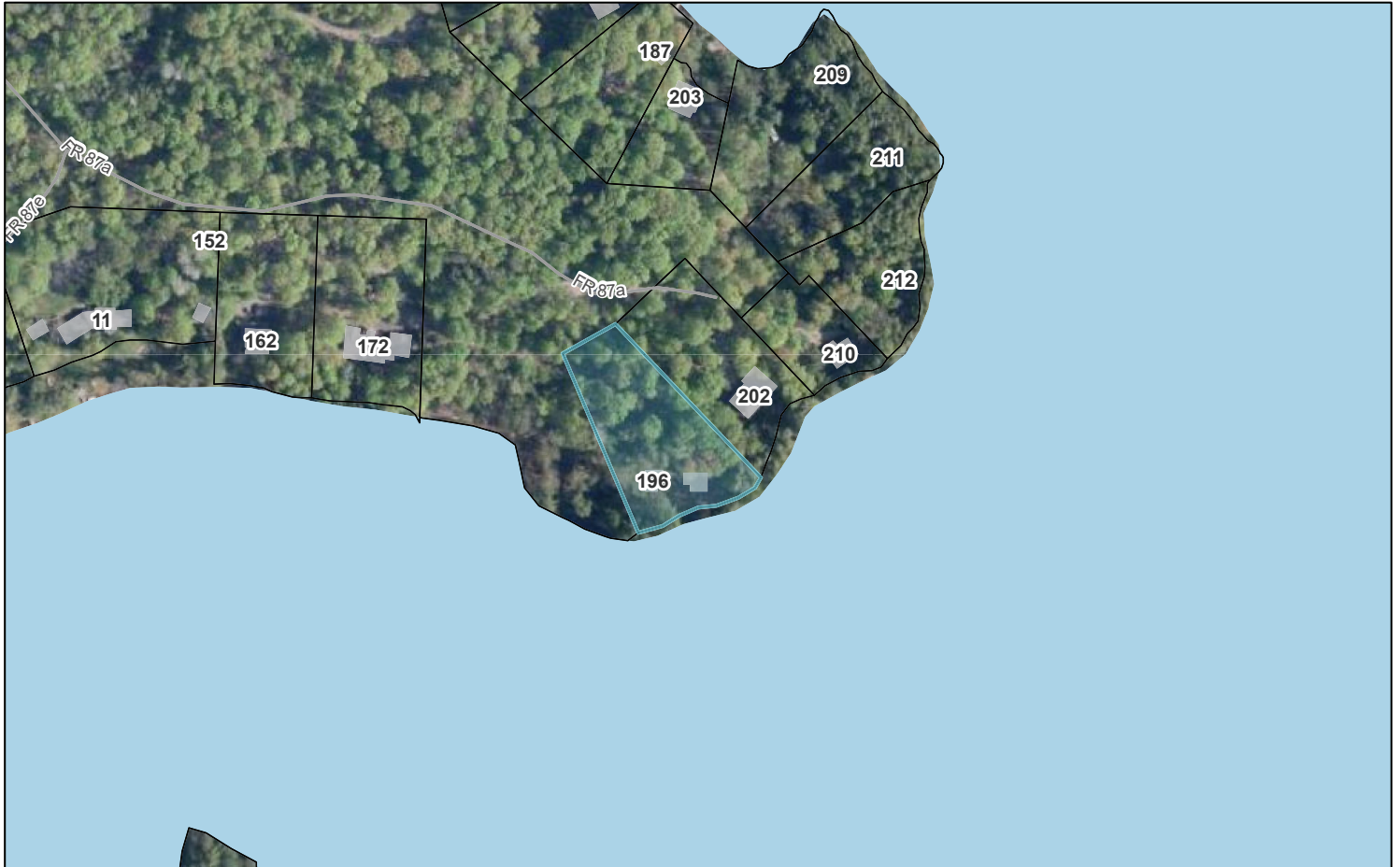
Township of Havelock-Belmont-Methuen

Appendix A – GIS Mapping

Appendix B – Property Survey

Appendix C – Site Plan

196 FR 87A



2025-09-29, 10:40:26 a.m.

Roads

Private Road

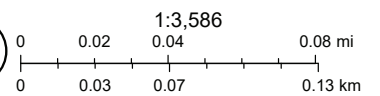
Building Footprint

Parcel Fabric

Municipal Boundary - Single Tier

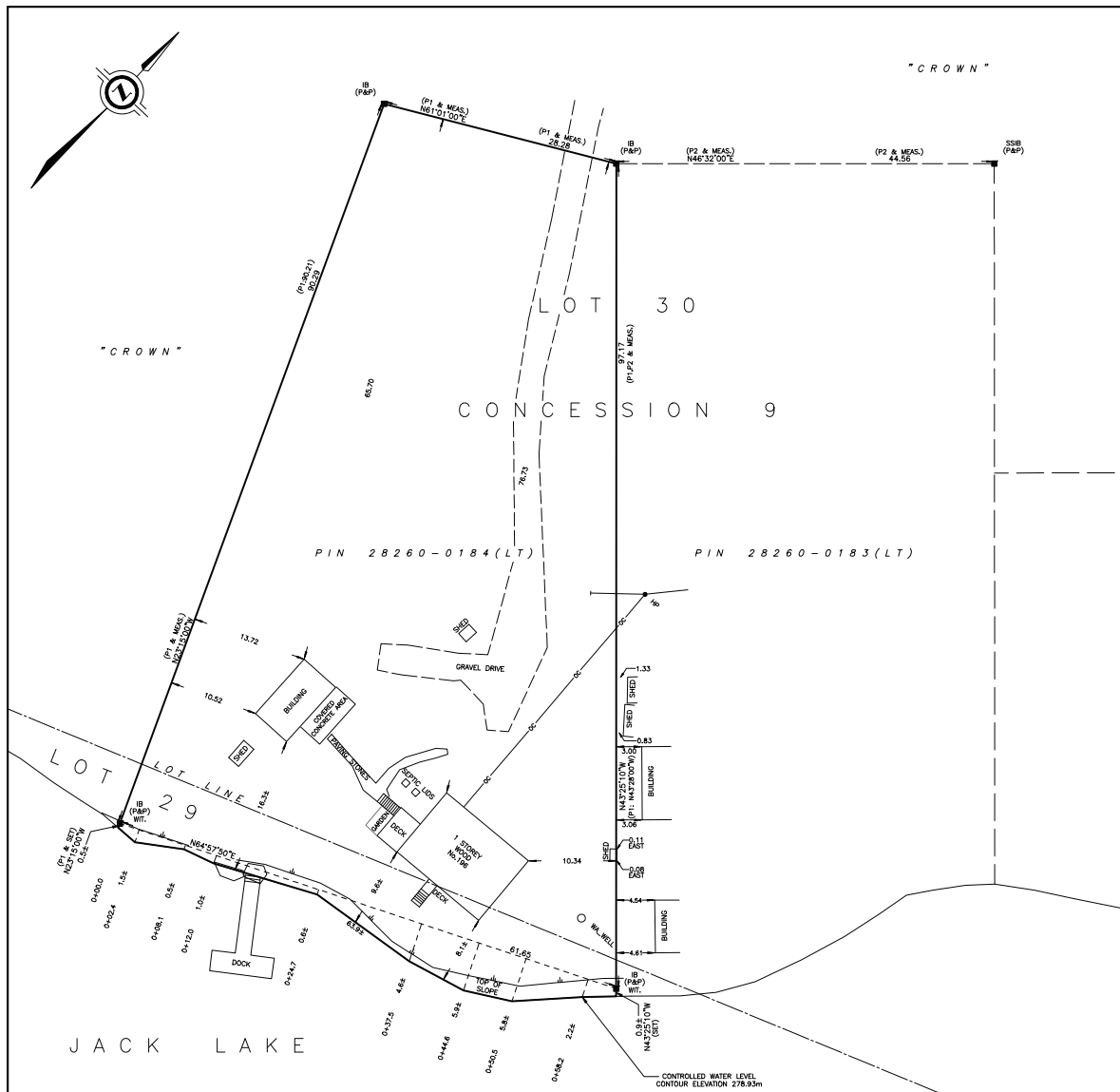
Peterborough County Boundary

Waterbody



Peterborough County GIS Viewer

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



SURVEYOR'S REAL PROPERTY REPORT
PART 1 - PLAN OF SURVEY OF
**PART OF LOT 29 & 30
CONCESSION 9**
GEOGRAPHIC TOWNSHIP OF METHUEN
NOW IN THE
**TOWNSHIP OF HAVELOCK -
BELMONT-METHUEN**
COUNTY OF PETERBOROUGH
SCALE 1 : 300
5 0 5 10 20 metres
ELLIOT AND PARR (PETERBOROUGH), A DIVISION OF J.D. BARNES LIMITED
© COPYRIGHT 2025
METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN
METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

PART 2 - SURVEY REPORT

- DESCRIPTION
PART OF LOT 29 & 30, CONCESSION 9
- REGISTERED EASEMENTS AND/OR RIGHTS-OF-WAY
TOGETHER WITH R574986
- BOUNDARY FEATURES
SHED, OVERHEAD UTILITY CABLE, ANCHOR
- ZONING COMPLIANCE
NOT CERTIFIED BY THIS REPORT
- ADDITIONAL REMARKS
NONE

NOTES

BEARINGS ARE ASTROMONIC AND ARE REFERRED TO THE WESTERLY LIMIT OF
PIN 28260-0184 AS SHOWN ON P1 TO HAVE A BEARING OF N23°15'00"W.
ALL BUILDING TIES ARE TAKEN TO THE CONCRETE FOUNDATION.
THE ELEVATION OF JACK LAKE IS ARTIFICIALLY CONTROLLED BY TRENT SEVERN
WATERWAY-HERITAGE CANADA AT THEIR CONTROL DAM LOCATED AT THE OUTLET
IN LOT 22, CONCESSION 9, GEOGRAPHIC TOWNSHIP OF METHUEN.
THE MAXIMUM CONTROLLED ELEVATION FOR JACK LAKE IS 278.93m.

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- IB DENOTES IRON BAR
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- WIT. DENOTES WITNESS
- MEAS. DENOTES MEASURED
- P&P DENOTES PIERCE & PIERCE O.L.S.
- P1 DENOTES PLAN OF SURVEY BY PIERCE & PIERCE O.L.S.
DATED OCTOBER 6, 1962
- P2 DENOTES PLAN OF SURVEY BY W.A. BENINGER LIMITED O.L.S.
DATED MAY 1, 1991



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON AUGUST 12, 2025.

AUGUST 28, 2025
DATE

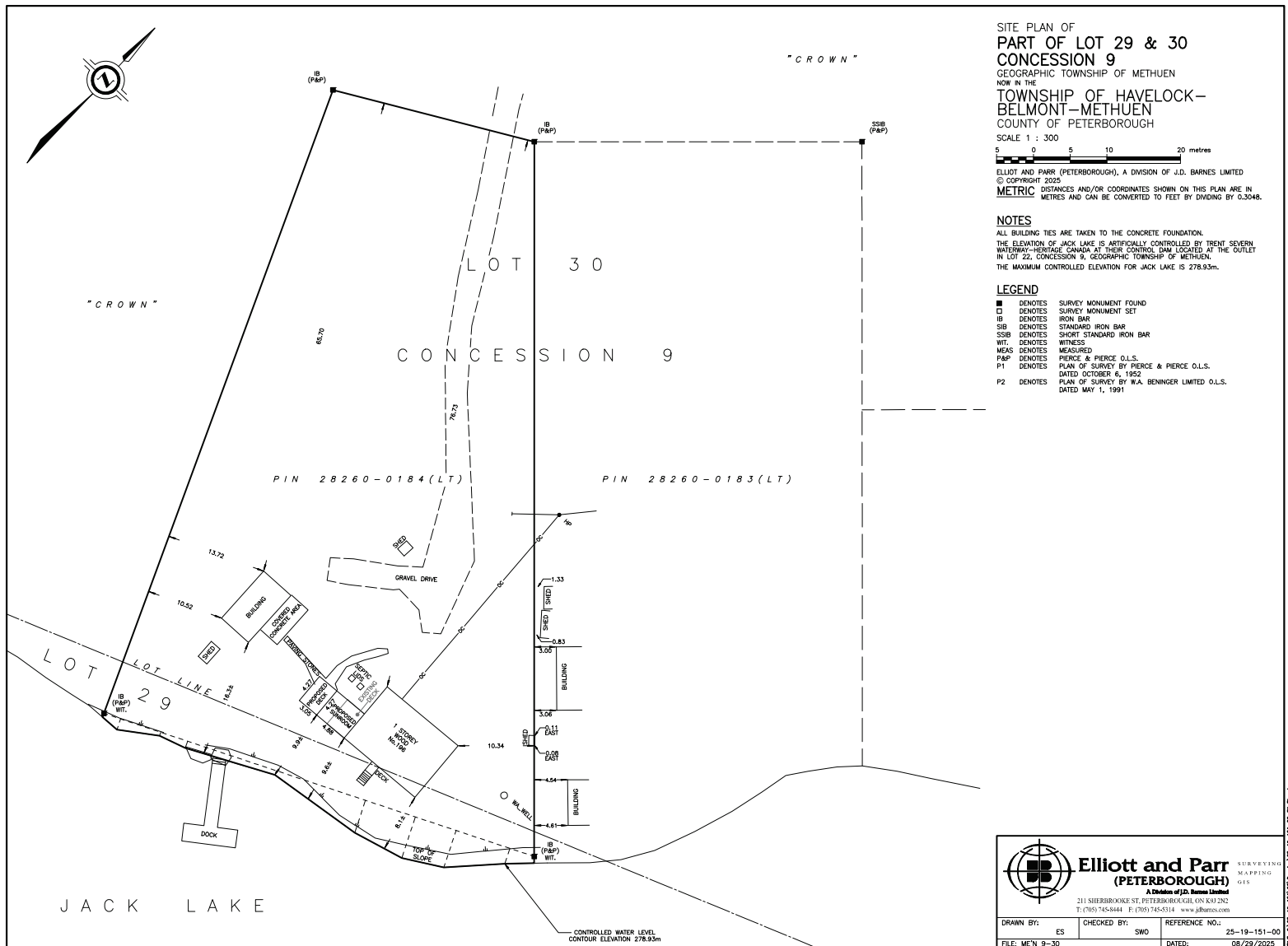
Stephen W. Olander
STEPHEN W. OLANDER
ONTARIO LAND SURVEYOR

THIS PLAN IS TO BE READ IN CONJUNCTION WITH PART 2 - SURVEY REPORT
DATED: AUGUST 28, 2025

PREPARED FOR: CHRISTOPHER & SUZANNE LOBBE200



DRAWN BY: ES CHECKED BY: SWO REFERENCE NO.: 25-19-151-00
FILE MEIN 9-30 DATED: 08/28/2025
PLOT DATED: 8/28/2025 7:36 AM



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Chairman and Members of Committee of Adjustment

Prepared By: Samantha Deck, Planner

Presented By: Elysia Ackroyd, Township Planning Consultant

Meeting Date: October 21, 2025

Subject: **Minor Variance Application A-06-25**

Subject Property

Property Owner(s): Ryan Crook

Agent: Kevin Duguay, KMD Planning

Municipal Address: 417 Blairton Road – Crowe Lake

Roll Number: 1531-010-003-01001

Lot(s): Part Lot 9

Concession(s): 1

Area: 2.08 Acres (8417 square metres)

Zoning: Seasonal Residential (SR)

Official Plan: Shoreline

PURPOSE and EFFECT:

The purpose of this Minor Variance application is as follows (all required reliefs are to the Township of Havelock-Belmont-Methuen's Comprehensive Zoning By-law 1995-42, as amended):

1. Seek relief from 4.10 B (a) (ii) having the following effect:

i. Permitting an increase in a deficiency as it relates to the height of the existing recreational dwelling unit

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

i. Reducing the high water mark setback from 30 metres (100 feet) to 19.2 metres (63 feet)

3. Seek relief from Section 10.2.1 c) having the following effect:

i. Reducing the front lot line setback from 21.3 metres (70 feet) to 19.2 metres (63 feet)

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

1. To permit the development of a westerly addition to the existing recreational dwelling unit, maintaining the existing deficient high water mark setback.

RECOMMENDATION:

That Minor Variance application A-06-25 be **approved** with the following conditions:

- That a building permit be issued in accordance with the Site Plan submitted;
- That the building permits be issued within **18 months** of the approval of this application and upon submission to the building department of the appropriate application, fees and supporting information as required by the Chief Building Official;
- The balance of the information in this report be received.

BACKGROUND:

Executive Summary:

The purpose of Minor Variance Application A-06-25 is to seek relief from Section 4.10, Section 4.37, and Section 10.2.1 of the Comprehensive Zoning By-law to permit a westerly addition to the existing recreational dwelling unit, maintaining the existing deficient high water mark setback.

The Minor Variance application is required to permit an increase in a deficiency as it relates to the height of the existing recreational dwelling unit. A variance is requested to decrease the required minimum front yard setback from 21.3 metres (70 feet) to 19.2 metres (63 feet). A variance is also requested to reduce the high water mark setback from 30 metres (100 feet) to 19.2 metres (63 feet).

Subject Lands:

The subject lands are currently located on the west of Crowe Lake with an address of 417 Blairton Road. The subject parcel is currently developed with an existing seasonal residential dwelling and an accessory structure. The dwelling is currently serviced by a septic system. Please see **Appendix A: GIS Mapping**.

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

Direction	Land Use
-----------	----------

North	Seasonal Residential
South	Seasonal Residential
East	Crowe Lake
West	Blairton Road

Development Proposal:

The existing seasonal residential dwelling unit was constructed in approximately 1974 and is approximately 64 square metres (690 square feet) in size. The purpose of the application is to extend the westerly portion of the existing recreational dwelling unit by 26.6 square metres (287 square feet) and to rebuild and increase the second storey walls. Please see **Appendix B: Site Plan** and **Appendix C: Preliminary Building Plans**.

The existing dwelling unit is located within the 30 metre required high water mark setback. The existing seasonal dwelling would maintain their existing setbacks from the high water mark of Crowe Lake, being 19.2 metres (63 feet). The Township Zoning By-law prohibits expansions to legal non-complying structures without first seeking permission from the Committee of Adjustment. The Zoning By-law considers the existing seasonal dwelling as legal non-complying as it was constructed prior to the Zoning By-law and is setback 19.2 metres from the high water mark of Crowe Lake.

PLANNING ANALYSIS:

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

1. Is this application “minor” in nature?

The test of whether a variance is considered minor is a question of any degree of impacts, and if so, whether the impacts are adverse and minor in extent or nature on the adjacent uses or buildings.

The requested variance is minor in nature as the proposed development will not have an adverse impact on neighbouring properties. No further encroachment towards the property lines or the high water mark as being proposed as part of this application. The proposed addition meet all other provisions of the Zoning By-law not specifically being requested with this application.

The proposed addition will not have an impact on the privacy and sunlight of neighbouring properties. No off-site impacts are anticipated in terms of views/fenestration, bulk, massing, or shadowing.

The addition will not have an adverse impact on natural heritage features, and will not further aggravate the shoreline.

Therefore, this application is considered minor in nature.

2. Is the application desirable and appropriate?

A variance can be considered desirable and appropriate by assessing its compatibility with existing development in the area. The requested variance is desirable and appropriate as the addition is to be situated in an area free and clear of natural vegetation and is compatible with adjacent seasonal residential development. The addition is compatible with existing shoreline development and no trees are anticipated to be removed.

Based on the above, the requested variance is desirable for the appropriate development of the lands.

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

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

Additionally, under Section 3.3.4.1 – Development Policies – Development Considerations (a), indication is made that all new development should produce minimal visual, environmental, and navigational impacts to any abutting lake shorelines. Customarily, and in conformity with the Official Plan Shoreline Designation policies, new development is encouraged to take place outside the minimum high-water mark setback of all inland lakes across the Township. The proposed development is taking place within the 30 metre high water mark due to the location of the existing dwelling; however, no reductions in setback standards are being proposed.

It is the Township's planning opinion that this application maintains the general intent and purpose of the Township's Official Plan.

4. Does this application conform to the Intent of the Zoning By-law?

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

The proposed addition will meet or exceed all other provisions of the Zoning By-law related to the SR Zone, providing appropriate clearances in for good grading/drainage and opportunities for natural light for adjacent properties. The

variances that are being sought are relatively minor and reflective of the current setback standards existing on the subject lot.

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

Decisions involving planning matters are required under Section 3 of the *Planning Act* to be consistent with the PPS. The *Planning Act* R.S.O. 1990, c.P.13, requires that decisions of local approval authorities shall be consistent with matters of Provincial Interest in carrying out decisions on applications such as Consents and/or Minor Variances. The following policies are applicable:

Provincial Planning Statement (PPS)

Section 2 of the PPS provides direction for the creation of strong and competitive communities. The efficient use of land is supported through sustainable development patterns which consider the needs of communities, housing, the environment, public health, safety, and economic growth. This section will address those policies which are relevant to the proposed development.

Section 2.5.1 – Healthy, integrated and viable rural areas should be supported by:

- a) Building upon rural character, and leveraging rural amenities and assets
- g) conserving biodiversity and considering the ecological benefits provided by nature

Section 2.6 – Rural Lands in Municipalities:

1. On rural lands located in municipalities, permitted uses are:
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

Section 4.2 Water

1. Planning authorities shall protect, improve or restore the quality and quantity of water by:
 - a) using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
 - b) minimizing potential negative impacts, including cross-jurisdictional and cross watershed impacts;
 - e) implementing necessary restrictions on development and site alteration to:

1. protect all municipal drinking water supplies and designated vulnerable areas; and
2. protect, improve or restore vulnerable surface and ground water, and their hydrologic functions;
2. Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.

Section 5.2 Natural Hazards

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

The subject property is considered to be rural lands, and a residential property is consistent with the policies for rural areas. The subject lands are in a rural area where the PPS permits rural land uses provided the uses are compatible with the rural landscape and can be sustained by rural service levels.

The existing dwelling and proposed development is located within the 30 metre setback from the high water mark of Crowe Lake; however, the proposed addition will not be located any closer to the high water mark.

Therefore, the requested variances are consistent with the PPS as the boathouse is compatible with the rural landscape and will not result in negative impacts to the shoreline.

CONCLUSION:

In accordance with the *Planning Act*, the Committee of Adjustment may authorize a minor variance providing that the Committee is of the opinion that:

- a. The general intent and purpose of the official plan is maintained;
- b. The general intent and purpose of the zoning by-law is maintained;
- c. The variance is desirable for the appropriate development or use of the land, building, or structure; and,
- d. The variance is minor in nature.

Staff's opinion is that the subject Minor Variance application maintains the general intent and purpose of the Township of Havelock-Belmont-Methuen Official Plan and Zoning By-law, is desirable for the appropriate development of the land, and is minor in nature.

As this application meets the four tests of a Minor Variance and is consistent with the PPS, it is the recommendation of this report that this application be **approved**.

COMMENTS:

Staff Comments:

None further.

Agency Comments:

The application was circulated to all applicable departments and external agencies. CVCA has outlined they have no objection to the approval of the application.

Public Comments:

None at this time. Should any comments be submitted prior to the date of the public hearing they will be brought forward to the Committee at that time.

FINANCIAL IMPACT:

None at this time.

STRATEGIC PLAN ALIGNMENT:

- Customer Service
- Environment and Sustainability

Respectfully submitted,

Samantha Deck

Samantha Deck, Planner
Township of Havelock-Belmont-Methuen

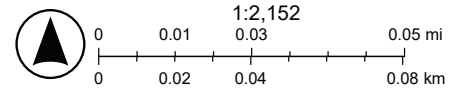
Appendix A – GIS Mapping
Appendix B – Site Plan
Appendix C – Preliminary Building Plans
Appendix D – CVCA Comments

417 Blairton Road



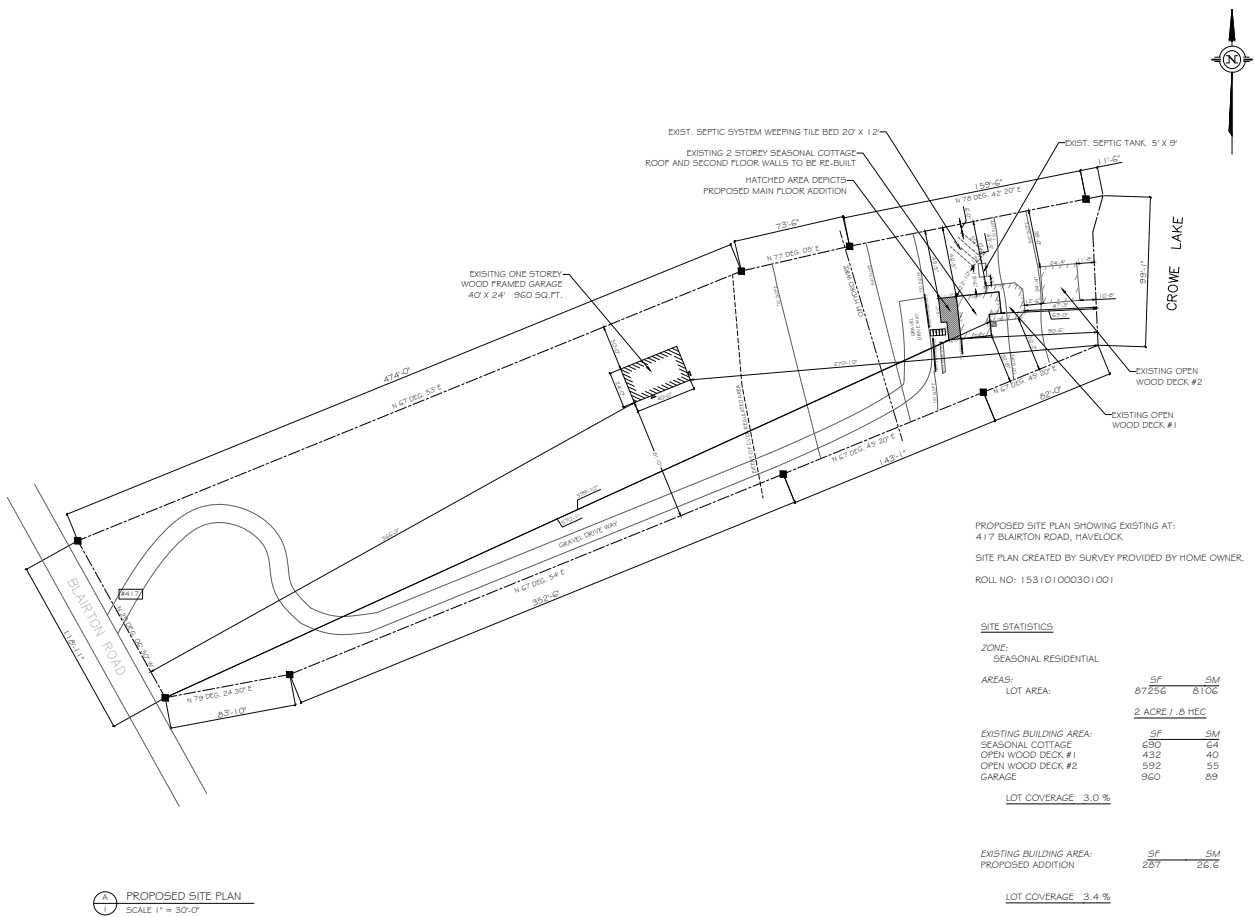
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Roads
 Township Road
 Building Footprint
 Parcel Fabric
 Wetland
 Non-Evaluated
 Municipal Boundary - Single Tier
 Peterborough County Boundary
 Waterbody



Peterborough County GIS Viewer

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



BCN 204851
905-269-7563

PROJECT # 004
ISSUED 12-AUG-25
REVISED
FILE NAME
Crock Addition.dwg

DRAWN BY:
MALLORY THERIAULT
BCN 44164
I HAVE REVIEWED &
TAKE RESPONSIBILITY
FOR THIS DESIGN

CLIENT
RYAN CROOK

NO.	REVISION	DATE	BY

PROJECT
SEASONAL COTTAGE ADDITION
417 BLAIRTON ROAD, HAVLOCK

SHEET CONTAINS
PROPOSED SITE PLAN

SCALE
1" = 30'-0"

SHEET NO.
1 OF 8



BCN 204851
905-269-7563

PROJECT # 004
ISSUED 12-AUG-25
REVISED
FILE NAME
Crock Addition.dwg

DRAWN BY:
MALLORY THERIAULT
BCN 44164
I HAVE REVIEWED &
TAKE RESPONSIBILITY
FOR THIS DESIGN

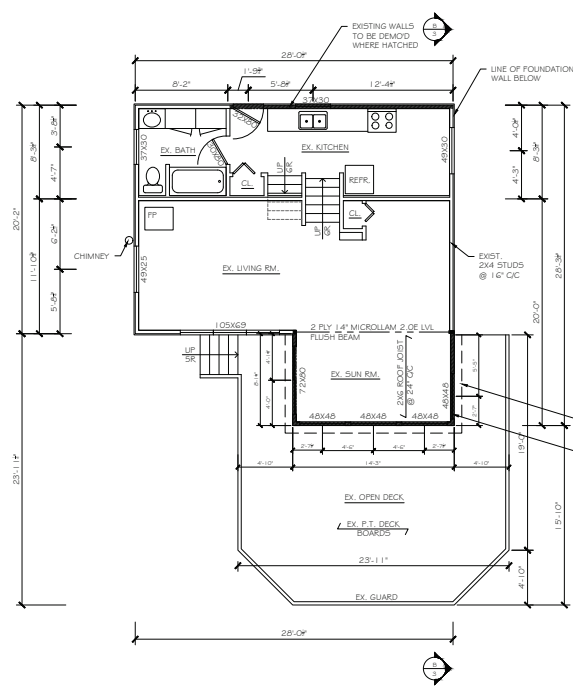
CLIENT
RYAN CROOK

NO.	REVISION	DATE	BY

PROJECT
SEASONAL COITAGE ADDITION
417 BLARTON ROAD, HAVELOCK
SHEET COMMENTS
EXISTING MAIN FLOOR PLAN & EXISTING FOUNDATION PLAN

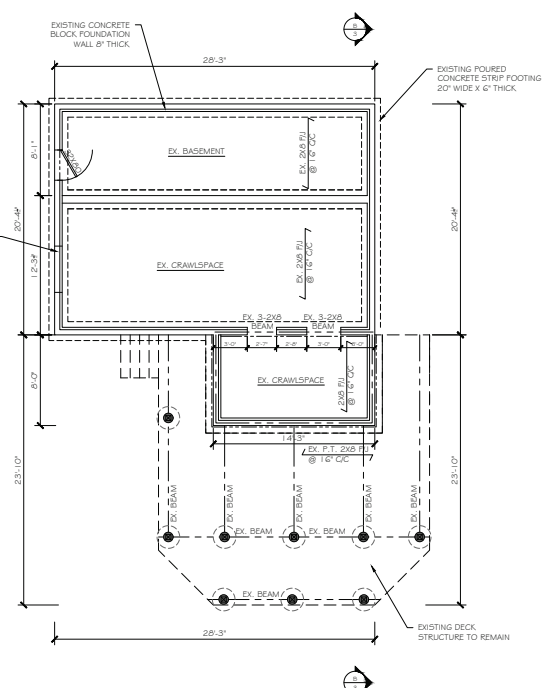
SCALE
1/4" = 1'-0"

SHEET NO.
2 OF 8



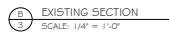
1. EXISTING MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

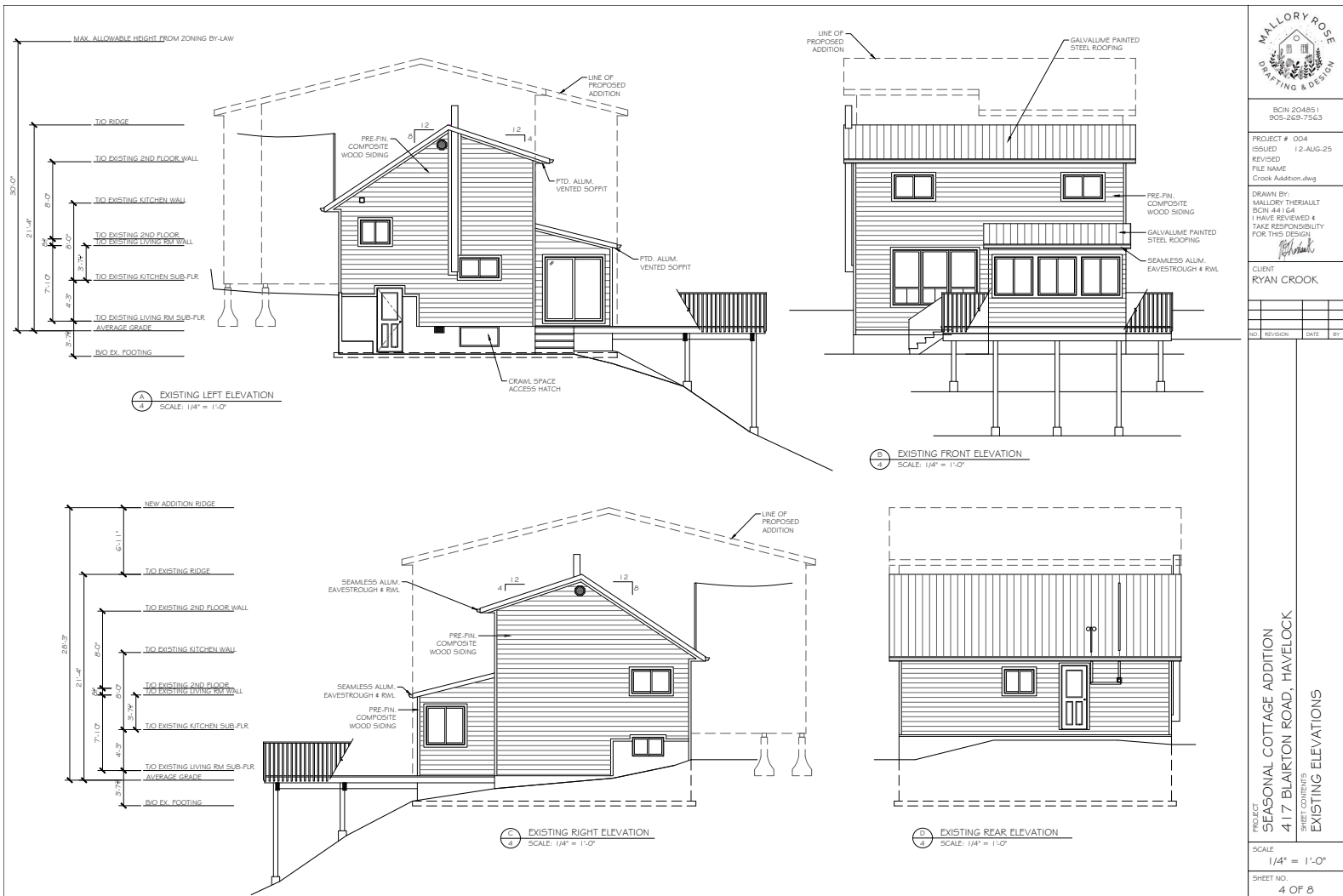
AREA
MAIN FLOOR: 651 SQ.FT. (INCLUDING STAIRCASE)
OPEN DECK: 432 SQ.FT.



2. EXISTING FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

AREA
FOUNDATION FOOTPRINT: 690 SQ.FT.





BCN 20485.1
905-268-7563

PROJECT # 004
ISSUED 12-AUG-25
REVISED
FILE NAME
Creek Addition.dwg

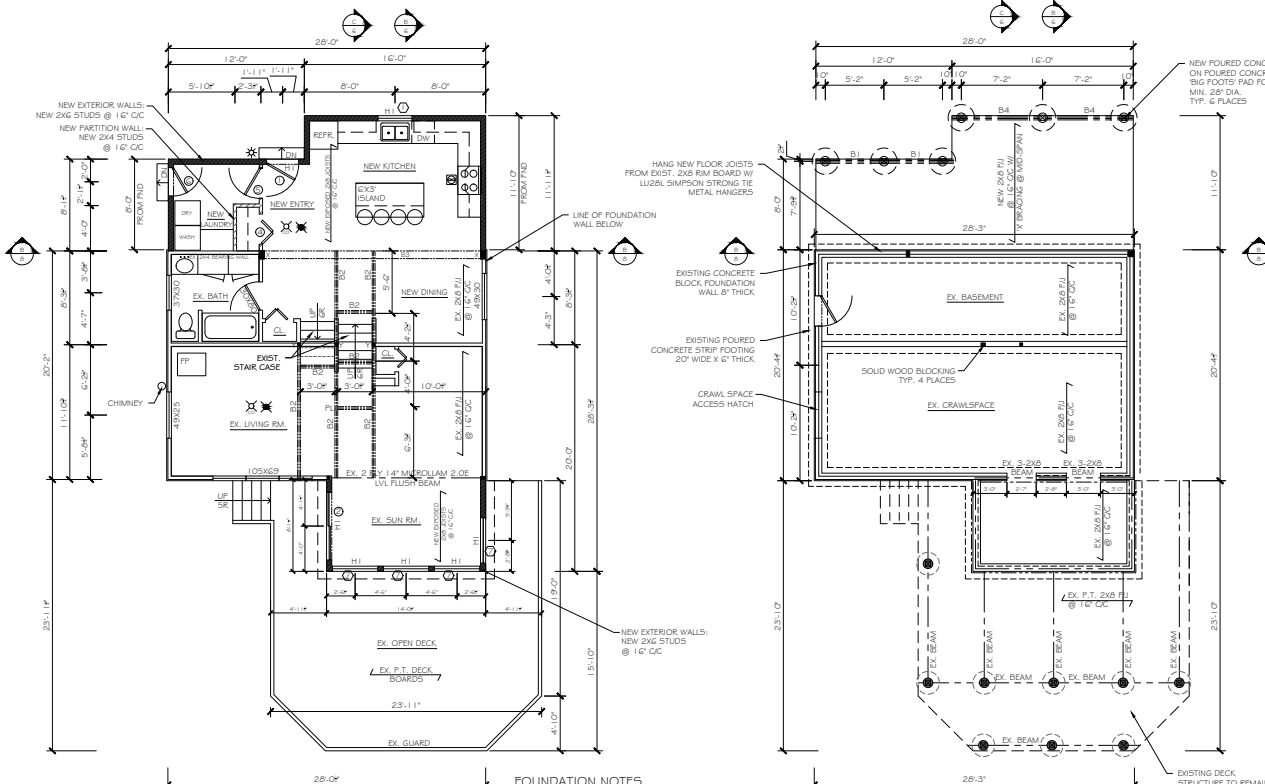
DRAWN BY:
MALLORY THERIAULT
BCN 44164
I HAVE REVIEWED &
TAKE RESPONSIBILITY
FOR THIS DESIGN

CLIENT
RYAN CROOK

NO.	REVISION	DATE	BY

PROJECT
SEASONAL COTTAGE ADDITION
417 BLARTON ROAD, HAVELOCK
SHEET CONTENTS
EXISTING ELEVATIONS

SCALE
1/4" = 1'-0"
SHEET NO.
4 OF 8



BCN 20485.1
905-269-7563

PROJECT # 004
ISSUED 12-AUG-25
REVISED
FILE NAME
Crock Addition.dwg

DRAWN BY:
MALLORY THERIAULT
BCN 441 G4
I HAVE REVIEWED &
TAKE RESPONSIBILITY
FOR THIS DESIGN

CHECKED BY:
RYAN CROOK

NO.	REVISION	DATE	BY

FOUNDATION PIERS, STEEL BEAM & STUD POST, WINDOW #5
HEADER DESIGNED BY TREVOR DAY P. ENG

PROJECT
SEASONAL COTTAGE ADDITION
417 BLARTON ROAD, HAVELOCK

SHEET CONTAINS
PROPOSED LOWER FLOOR PLAN & PROPOSED FOUNDATION PLAN

SCALE
1/4" = 1'-0"

SHEET NO.
5 OF 8

GENERAL NOTES:

- REFERENCE STANDARD ONTARIO BUILDING CODE 2024 (OBC). REFER TO THE OBC FOR DETAILS NOT INCLUDED HERE.
- STRUCTURAL LUMBER TO BE SPRUCE-PINE-FIR NO.2 OR BETTER.
- HANG WINDOWS 80" FROM FINISHED SUB-FLOOR.
- EXTERIOR WALLS ARE DIMENSIONED TO THE EXTERIOR OF THE STUDS, INTERIOR WALLS ARE DIMENSIONED TO THE CENTER OF THE STUDS, UNLESS OTHERWISE SPECIFIED.
- WHERE SITE CONDITIONS REQUIRE DEVIATION FROM THESE PLANS THE BUILDER SHALL NOTIFY THE DESIGNER SO THAT SUITABLE CHANGES TO THE DESIGN CAN BE MADE.
- USE GALVANIZED HARDWARE WHEN IN CONTACT WITH PRESSURE TREATED LUMBER.
- FOLLOW MANUFACTURERS' SPECIFICATIONS FOR FASTENERS IN METAL CONNECTORS.
- THIS IS A SEASONAL DWELLING NOT INTENDED FOR CONTINUOUS OCCUPATION THRU THE WINTER. THE REQUIREMENTS OF SB-12 ENERGY EFFICIENCY DO NOT APPLY.

FOUNDATION NOTES

- FOOTINGS TO BE LAID ON UNDISTURBED SOIL, MIN ALLOWABLE BEARING PRESSURE: 150 KPa
- CONCRETE MATERIAL: FOUNDATION PIERS - 20 MPa PLAIN CONCRETE
- WHERE WOOD FRAMING CONTACTS CONCRETE USE PRESSURE TREATED LUMBER.

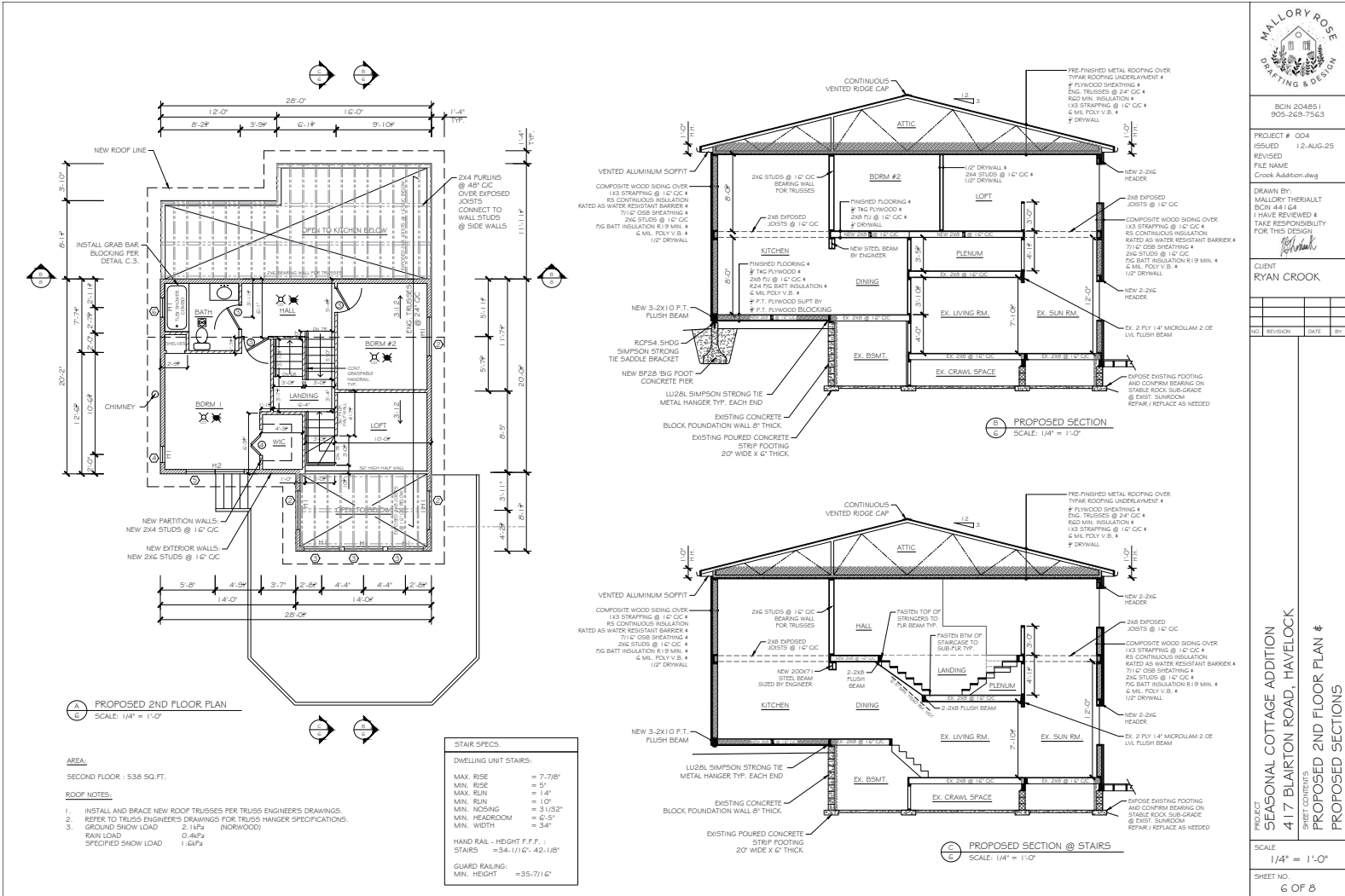
STUD POST SCHEDULE	
SYM	SIZE
1	6-2X6 STUD POST
2	2-2X4 STUD POST
BEAM SCHEDULE	
SYM	SIZE
B1	3-2X6 P.T. FLUSH BEAM
B2	2-2X6 FLUSH BEAM
B3	W200X77 STEEL BEAM - DROPPED
B4	3-2X10 P.T. FLUSH BEAM
HEADER SCHEDULE	
SYM	SIZE
H1	2-2X6
H2	2-2X8
DESIGNED BY TREVOR DAY P. ENG	

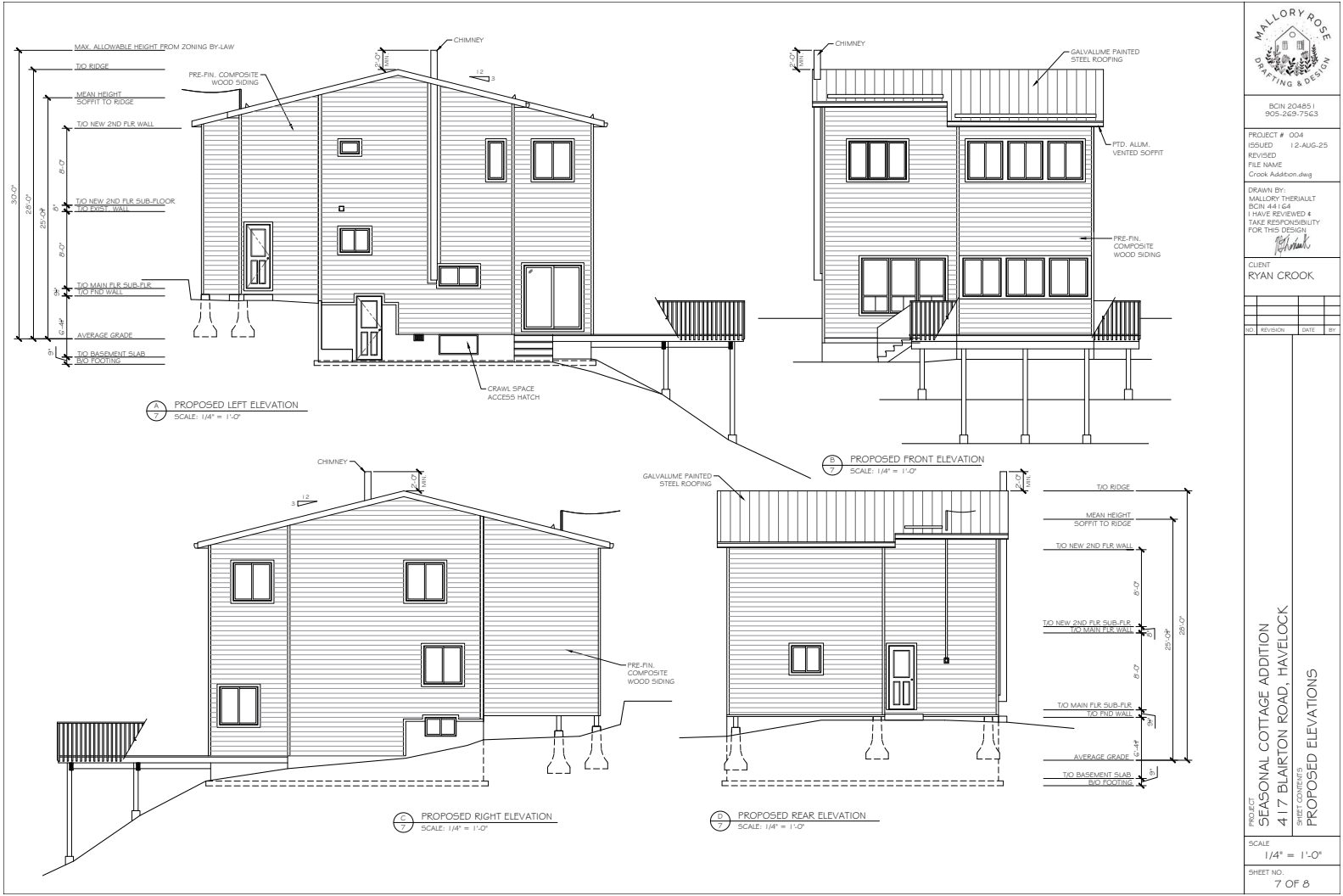
SYM	DESCRIPTION
SA	SMOKE ALARM WITH STROBE INTER CONNECT ALL SMOKE ALARMS. MUST MEET REQUIREMENTS OF OBC 9.10.19
CA	CO ALARM WITH STROBE INTER CONNECT ALL CO ALARMS. MUST MEET REQUIREMENTS OF OBC 9.33.4 & CAN/CSA 6-19
EL	EXTERIOR LIGHTING REQUIRED AT ENTRY DOOR PER OBC 9.34.2.1 (1)
EX	EXHAUST REQ'D REFER TO HVAC DESIGN

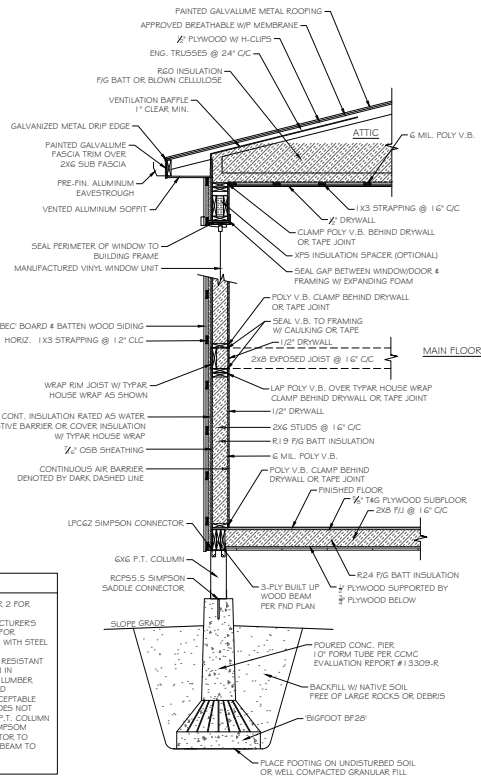
WINDOW SCHEDULE	
SYM	SIZE
W1	36X54 SLIDER
W2	48X48 SLIDER
W3	48X48 SLIDER
W4	24X48 CASEMENT
W5	24X48 CASEMENT FIXED-CASEMENT
W6	24X16 AIRING
W7	48X48 SLIDING - EXISTING WINDOWS

AREAS:
TOTAL EXIST. MAIN FLOOR AREA: 681 SQ.FT.
(INCLUDING STAIRCASE)
NEW ADDITION: 287 SQ.FT.
TOTAL MAIN FLOOR AREA: 968 SQ.FT.

DOOR SCHEDULE	
SYM	SIZE
D1	34X80 54" RH INSUL. DOOR W/ FULL LIFT & WEATHER STRIPPING
D2	72X80 EXIST. SLIDING PATIO DOOR W/ WEATHER STRIPPING
D3	30X80 LH INTERIOR SLAB DOOR
D4	42X80 RH DOOR
D5	30" LH INSUL. DOOR W/ WEATHER STRIPPING

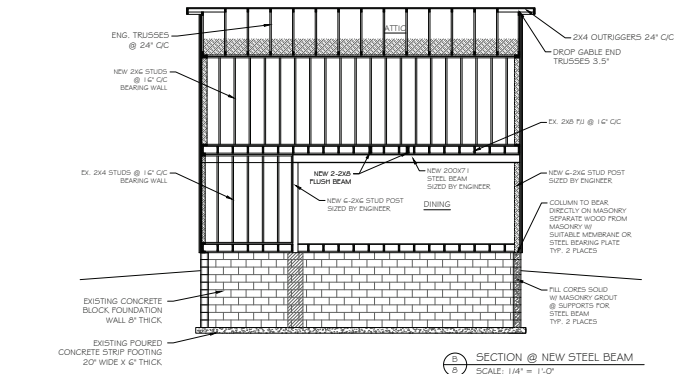




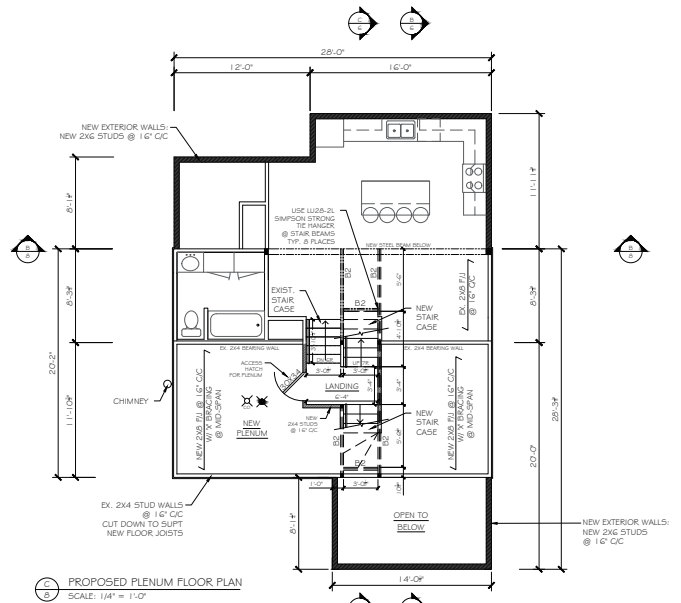


- NOTES**
1. USE OPTION 1 OR 2 FOR PIER
 2. FOLLOW MANUFACTURER'S SPECIFICATIONS FOR FASTENERS USED WITH STEEL CONNECTORS.
 3. USE CORROSION RESISTANT FASTENERS WHEN IN CONTACT W/ P.T. LUMBER
 4. 1.5 MPA SITE MIXED CONCRETE IS ACCEPTABLE WHERE GRADE DOES NOT ALLOW FOR 6X6 P.T. COLUMN. USE RCP54.5 SIMPSON SADDLE CONNECTOR TO CONNECT FLUSH BEAM TO CONCRETE PIER.

TYPICAL WALL SECTION
SCALE: 3/4" = 1'



SECTION @ NEW STEEL BEAM
SCALE: 1/4" = 1'-0"



PROPOSED PLENUM FLOOR PLAN
SCALE: 1/4" = 1'-0"

		BCN 20485.1 905-268-7563	
		PROJECT # 004 ISSUED 12-AUG-25 REVISED FILE NAME Crook Addition.dwg	
DRAWN BY: MALLORY THERIAULT BCN 44164 I HAVE REVIEWED & TAKE RESPONSIBILITY FOR THIS DESIGN		CLIENT RYAN CROOK	
NO.	REVISION	DATE	BY
PROJECT SEASONAL COITAGE ADDITION 417 BLARTON ROAD, HAVELOCK SHEET CONTENTS TYPICAL WALL SECTION, SECTION @ NEW STEEL BEAM & PROPOSED PLENUM FLOOR PLAN			
SCALE AS NOTED		SHEET NO. 8 OF 8	

06 October 2025

Bob Angione
Chief Administrative Officer
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON
K0L 1Z0



Crowe Valley
C o n s e r v a t i o n

P.O Box 416, 70 Hughes Lane Phone: 613-472-3137
Marmora, ON Fax: 613-472-5516
K0K 2M0 www.crowevalley.com

Dear Mr. Angione,

RE: Application for a Minor Variance (Our File No. MV 024/25)
417 Blairton Road
Part of Lot 9, Concession 1
Township of Havelock-Belmont-Methuen
ARN: 1531 010 003 01001

Sent via email

The above application for a Minor Variance has been reviewed with regards to the applicability of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act* and the Provincial Planning Statement (PPS). Through a memorandum of understanding between Conservation Ontario, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing Provincial interest in planning matters as they relate to natural hazards (Section 5.2 Natural Hazards, PPS).

Please be advised that this recommendation is based on the best available information, including: GIS data, aerial imagery, LiDAR elevation data and the information submitted to this office by the Township of Havelock-Belmont-Methuen regarding *Application for a Zoning Bylaw Amendment* and the information submitted to the CVCA office as part of CVCA permit 194/24. A site visit was completed on 30 April 2025 as part of CVCA permit application 194/24.

Our understanding of the application is to permit the development of an addition to the seasonal recreational dwelling unit.

RECOMMENDATION

In summary, the Crowe Valley Conservation Authority **does not object** to this application for a Minor Variance from a Natural Hazards perspective. At this time, the application is believed to be consistent with Section 5.2 Natural Hazards of the PPS.

The CVCA issued permit 194/24 21 July 2025 for the proposed development activity.

SECTION 5.2 NATURAL HAZARDS, PROVINCIAL PLANNING STATEMENT

With regard to Section 5.2 Natural Hazards of the PPS, the CVCA has reviewed the application with respect to flooding, erosion, and hazards associated with unstable soil and bedrock. Along river, stream and small inland lake systems, hazardous lands are defined by the furthest landward extent of the flooding hazard or erosion hazard limits.

Flooding Hazard

A flooding hazard means the inundation of areas adjacent to a shoreline of a river or stream system and not ordinarily covered by water. The flood hazard limit is based on a regulatory flood event standard and is represented by an elevation to which water would rise under the conditions of a 100-year flood event. That is, conditions that have a 1% chance in taking place any given year. The 1:100-year flood elevation of Crowe Lake is 183.50 metres above sea level (CGVD 2013).

The proposed development activity is not likely to affect the control of flooding.

Erosion Hazard

The Provincial Planning Statement (2024) defines the erosion hazard as: *The erosion hazard means the loss of land, due to human or natural processes, that pose a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one-hundred-year time span), an allowance for slope stability, and an erosion access allowance.*

The Provincial Technical Guide on the Erosion Hazard Limit recommends 6 metres for the erosion access allowance.

The proposed development activity is not likely to affect the control of erosion

Other Hazards

Please note that this office has mapping (prepared by the Ontario Geological Survey) which indicates that there is an inferred and known presence of karst in this area. Karst topography exists in areas where water flowing over and through limestone and dolomite bedrock creates sinkholes, trenches and underground caverns often resulting in unstable bedrock. If karst is identified on the subject property, the landowners may require an evaluation by a qualified engineer to determine stability of the bedrock.

Crowe Valley Source Protection Area – Trent Source Protection Plan

The subject property is within the Crowe Valley Source Protection Area, one of five Source Protection Areas in the Trent Conservation Coalition Source Protection Region. Proposed development that requires a municipal building permit or approval under the Planning Act is subject to review under the Clean Water Act. This review confirms whether the subject property is located within a vulnerable area where land-based activities can be significant threats to municipal sources of drinking water.

This review has determined that the subject property is not located within a vulnerable area where significant threats can occur. This means that Trent Source Protection Plan policies do not apply and a Restricted Land Use Notice issued under section 59 of the Clean Water Act is not required.

O.REG 41/24 Prohibited Activities, Exemptions and Permits

In regard to Ontario Regulation 41/24, a portion of the subject lands appear to be within the CVCA's regulated area due to the shoreline of Crowe Lake and the associated erosion hazard. The CVCA issued permit 194/24 on 21 July 2025 for the proposed development activity.

Should any of the details of this proposal change please notify our office and we will amend our comments as necessary. We respectfully request a copy of the decision made on this application. Should you have any questions please do not hesitate to contact me.

Best regards,



Beth Lowe
Regulations Officer
Crowe Valley Conservation Authority

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor and Members of Council

Prepared By: Tara McInnes, Township Planning Consultant

Approved By: Elysia Ackroyd, Township Planning Consultant

Meeting Date: October 21, 2025

Subject: **Proposed Lot Addition – Application B-77-25**

PURPOSE:

The purpose of this Report is to provide background information and a recommendation regarding a proposed lot addition application.

RECOMMENDATION:

- That Council advise Peterborough County Land Division Committee that the Township endorses an application for consent to sever lands for a lot addition as referenced as B-77-25 and having Assessment Roll Number 1531-010-006-54500 for the severed lands, and 1531-010-006-57600 for the benefitting lands as submitted by property owners, John and Laurie Deshane, with the following conditions:
- That a zoning by-law amendment (rezoning) be required for the severed lot, to the satisfaction of the Municipality;
- That a merger agreement for the parcel be added to the ARN 1531-010-006-57600 be provided to the Township;
- That the balance of this report be received.

BACKGROUND

John and Laurie Deshane are the owners of the property with Roll Number 1531-010-006-54500, municipally known as 203 Fire Route 23A. The purpose of this application is to divide a 0.05 hectare (ha) portion of 203 Fire Route 23A (the proposed severed lands), to add to an abutting parcel, Roll Number 1531-010-006-57600, municipally known as 149 Fire Route 23A (the proposed benefitting lands). The purpose of the lot addition is to support the replacement of a sewage system on the proposed benefitting lands.

The property municipally known as 149 Fire Route 23A, currently comprises an area of 0.097 ha. It is proposed to be increased by approximately 0.05 ha by way of a lot addition from the adjacent property, 203 FR 23A. The total area of 149 Fire Route 23A is therefore proposed to be approximately 0.147 ha. The retained parcel, 203 FR 23A, will maintain a lot area of approximately 46 ha. The proposed severed lands are to have 0 metres of road frontage and a depth of approximately 14 metres. The benefitting lands have approximately 42.6 metres of frontage on Route 23A and an irregular depth. The proposed retained lands contain a dwelling and outbuildings, the benefitting lands are built out with a dwelling. It is staff's current

understanding that the only development proposed to be associated with this application for lot addition is related to the replacement of the existing septic system with an updated system.

The Crowe Valley Conservation Authority (CVCA) reviewed the application in accordance with Ontario Regulation 41/24 under the Conservation Authorities Act and Section 5.2 (Natural Hazards) of the Provincial Planning Statement, 2024. The CVCA confirmed in a document dated September 11, 2025, that the application is for a technical lot addition with no new development proposed. The CVCA has no objection to the consent. Portions of the retained, severed, and benefitting lands are located within the CVCA's regulated area due to the flood hazard associated with Belmont Lake and the presence of wetlands. The majority of the benefitting lands appear to be within the flood hazard limit, and any future development (construction, filling, grading, or excavation) will require review by the CVCA to determine if a permit is necessary. The CVCA advises that all future development should be located outside of the flood hazard and a six-metre setback, and that applicable setbacks from wetlands be maintained. The lands are not subject to source water protection policies under the Clean Water Act. Overall, the CVCA finds the proposal consistent with the natural hazard policies of the PPS and has no objection to the lot addition.

The property of 203 FR 23A is currently designated as *Rural* in the Township's Official Plan. The property of 149 FR 23A is currently designated as *Shoreline* in the Township's Official Plan. Section 3.1 of the Official Plan identifies policies related to development in the *Rural* designation. Section 3.1.3.1.f requires that development, including the construction of new structures adjacent to a waterbody, shall be subject to the development policies of the *Shoreline* designation. As such, any future development of the proposed larger lot would not be required to be subject to an official plan amendment, as appropriate policy framework exists to support development as necessary in both designations. Both the severed and benefitting lands will retain their Official Plan designation as explained herein.

Section 2.1.20 of the Township Official Plan provides guidance for non-conforming uses, permitting lot additions or enlargement to an existing undersized lot where the stated minimum lot size is 2000 square metres or 0.2 ha. A lot addition or enlargement to an existing undersized lot may be permitted even though the addition does not lose its non-conformity status and may be developed in accordance with the relevant provisions of the by-law.

Section 2.2.2.1.q of the Township's Official Plan provides policies for technical consents which have the effect of adjusting a lot boundary (e.g. minor lot additions) for the purpose of enhancing the functionality and aesthetics of the property to which the severed lots are to be added. The subject application represents a lot boundary adjustment for the purposes of increasing the lot area of an undersized parcel to be more in line with the minimum lot size requirements as outlined in the Official Plan. Because the severed and benefitting lands are zoned two different zones, respectively, each with their own differing provisions to support development, staff are recommending that a condition to rezone the severed lands.

The property of 203 FR 23A is currently zoned as Rural (RU) in the Township's Zoning By-law 1995-42. The property of 149 FR 23A is currently zoned as Seasonal Residential (SR) in the Township's By-law 1995-42. Section 4.21 of the Township's Zoning By-law recognizes that lots may be divided by more than one zone, and each portion of the property is subject to the provisions of the zone in which it lies. Per Section 4.21, the differently zoned portions of land would thereby be considered as a separate lot for the purpose of determining zone provisions. In the SR zone, the minimum lot size is 0.3 ha. Currently, the property of 149 FR 23A is 0.097 ha, with the addition of 0.05 ha, the property will total 0.147 ha. As a replacement sewage system is proposed, Township staff recommend that the severed and benefitting lands be subject to a condition of rezoning to a Special District Zone to address the deficient lot area and reflect the appropriate use of the lands. It is our opinion that rezoning both the severed and benefitting lands will result in clearer expectations regarding any future development of the site, and will reflect the intended use of the proposed severed lands to support an existing developed parcel that supports shoreline residential use.

Based on the Township's review of the subject application, and supporting document from CVCA, it is the Township's planning opinion that the proposed consent conforms to the policies of the Township Official Plan, and generally complies with the intent of the Township's Zoning By-law. The Crowe Valley Conservation Authority has reviewed the application and confirmed no objection, noting that future development within the regulated area will be subject to its permitting process. Overall, the proposed consent maintains the intention of the Official Plan and Zoning By-law.

Respectfully submitted,



Elysia Ackroyd
Township Planning Consultant



Tara McInnes
Township Planning Consultant

Attachments:

- Application
- Technical Comment Letter – Crowe Valley Conservation Authority



Application for Consent

Note to Applicant: Application Fee: \$1150.00 Please provide the Original Signed and 1 copy of this application.	Office Use: File No. B- <u>77-25</u>
	Date Received: RECEIVED AUG 12 2025 LAND DIVISION

Preliminary Severance Review with the County of Peterborough Planning Department
 Completed: Y/N Yes Date: June 27, 2025

Were there any Studies required? Y/N No
 (i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA).
 If Yes please provide an electronic copy to the Land Division Secretary.

1. Owner Information

Name(s): John & Laurie Deshane Address: 203 Fire Route 23
 P.O. Box: _____ City/Province: Havelock, ON
 Postal Code: K0L1Z0 Phone: [REDACTED]
 E-mail: _____
 Do you wish to receive all communications? ☐ Yes ☒ No

Authorized Agent/Solicitor/Purchaser

Name(s): Ryan Sherratt & Justyna Wrebel Address: [REDACTED]
 P.O. Box: _____ City/Province: [REDACTED]
 Postal Code: [REDACTED] Phone: [REDACTED]
 E-mail: [REDACTED]
 Do you wish to receive all communications? ☒ Yes ☐ No

2. Property Description

Ward: Belmont Ward Township: Havelock-Belmont-Methuen Lot: 19 Concession: 4
 Municipal (911) Address: XXXFR 23A 203 Tax Roll #: 1531-010-006-54500
 Registered Plan #: _____ Block/Lot: _____

3. Type and Purpose of Proposed Transaction

Transfer: ☐ Creation of a New Lot ☒ Addition to a Lot (moving/adjusting lot line)
 Other: ☐ Right-of-Way ☐ Easement ☐ Correction of Title(merged property)
☐ Charge ☐ Lease

4. Transferee

If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased: Ryan Sherratt & Justyna Wrebel
 Relationship to owner: _____

5. Information regarding the land intended to be severed, the land to be retained and the land to be added to (if applicable)

		Severed	Retained	Lands to be added to (if applicable)
Dimensions	Road Frontage	0 m	1400+- on FR	42.6 m
	Depth	14+- m	irregular m	irregular m
	Area	0.05 ha	46+- ha	0.0097 ha
Use of Property	Existing Use	RR-driveway	Rural Res	Shoreline Residential
	Proposed Use	same	same	same
Building or Structure	Existing	none	house, outbuildings	NONE
	Proposed	none	none	NONE
Septic System Installed	Date of installation	n/a	unknown	unknown
	Distance from lot line	m	m	m
	Distance from well	m	m	m

Have you shown the well & septic locations and setbacks on the sketch? Y/N Yes

Roll # of Lot receiving the addition 1531-010-006-57600

Access

Please mark the appropriate selection with an X	Severed	Retained	Lands being added to
Municipal maintained road			
Seasonally maintained municipal road			
County Road			
Provincial Highway			
Private Road or right-of-way	X	X	X
Water Access			
Other			X

If Water Access only please provide a description of parking and docking facilities
(include approximate distance of these facilities from the subject land and the nearest public road)

Water Supply, type of existing service OR type that would be used if the land were developed

Please mark the appropriate selection with an X	Severed	Retained	Lands being added to
Publicly owned/operated piped water system			N/A
Privately owned/operated individual well	x	x	N/A x
Privately owned/operated communal well			N/A
Lake or other water body			N/A
Other			

Sewage Disposal: (if existing, show on sketch)

Please mark the appropriate selection with an X	Severed	Retained	Lands being added to
Publicly owned/operated sanitary sewage system			N/A
Privately owned/operated individual septic tank	x	x	x
Privately owned/operated communal septic tank			N/A
Privy			N/A
Other			

6. Local Planning Documents

	Severed	Retained	Lands being added to
Township Official Plan Designation	shoreland area	Rural/Shoreland area	X shoreland area
County Official Plan Designation	shoreline	shoreline/rural	X shoreline
Current Zoning	SR	SR/RU	X SR
Explain how the application Conforms with the current Official Plans			
meets relevant policies for lot additions			

7. Provincial Policy

Is the application consistent with the Provincial Planning Statements? ☒ Yes ☐ No
(information is available from the Preliminary Severance Review)

Explain how the application is consistent:

CONFORMS TO PROVINCIAL, COUNTY & TOWNSHIP POLICIES

Is the subject property within an area of land designated under any provincial plan(s)?
☐ Yes ☒ No

(Oak Ridges Moraine Conservation Plan applies to portions of Cavan Ward only)

If yes, explain how the application conforms or does not conflict with provincial plan(s)?

Clean Water Act

Is the subject property within an area of Source Water protection under the Clean Water Act?

☐ Yes ☒ No ☐ Unknown

If yes, has a notice been issued under Part IV of the Clean Water Act and submitted with the application?

☐ Yes ☐ No**8. Restrictions of Subject Land**

Are there any easements or restrictive covenants (i.e. hydro, Bell) affecting the subject land?

☐ Yes ☒ No ☐ Unknown

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

9. History of Subject Lands

Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the Planning Act?

Yes

☐

No

☒

Unknown

☐

If you answered yes please specify the file number of the application if known:

Has the owner of the subject land severed any land from the original acquired parcel?

Yes

☐

No

☒

Unknown

☐

If you answered yes please specify the file number of the application if known:

10. Other Current Applications

Is this land currently the subject of any other application under the Planning Act, such as an application for Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Minister's Order, or Power of Sale?

Yes

☐

No

☒

Unknown

☐

If yes, please provide the following:

Type: _____ File No. _____ Status: _____

11. Request for Certificate for Retained Lands

Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands.

☐ Yes ☒ No ☐ Unknown

If yes, a statement will be required from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening Section 50 of the Planning Act

12. Minimum Distance Separation (MDS)

Are there any barns within 750-1,500 metres of the subject property which currently house or are capable of housing livestock? ☐ Yes ☒ No

Are there any anaerobic digesters within 750-1,500 metres of the subject property? ☐ Yes ☒ No

If yes please complete an "MDS Data Sheet" for each barn attached

13. Agricultural Severances (for lands within the agricultural designation only) ☒ N/A

Is the severance to dispose of a residence surplus to a farming operation (must have 2 houses)? If yes, ☐ Yes ☒ No

Is this severance to create a new farm parcel approximately 40 hectares (100 acres) in size? ☐ Yes ☒ No

Is this severance for a commercial or industrial "agriculture-related" use? ☐ Yes ☒ No

14. Adjacent Lands Surrounding the Landholding

If more room is needed, please add extra Schedule page.

Direction	Name of Owner (only when known to the applicant)	Use of Land – (must be filled in) (i.e. farm, residential etc.)	Buildings (must be filled in) (i.e. house, barn etc.)
North		DRIVEWAY	N/A
South		COTTAGE	N/A
East		OPEN LAND	N/A
West		OPEN LAND	N/A

15. Driving Directions

Please describe in detail driving directions to the subject property:

Off of Preston Road turn right onto Fire Rte 23 then turn left onto Fire Rte 23A and follow the road to 149 Fire Rte 23A at the end

Declaration

This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality

(i.e. Mayor, Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)

I/we, JUSTINA WIEBEL & RYAN SHERRATT of the Township, City, etc. of [REDACTED], in the County/Region/Municipality, etc. of [REDACTED], solemnly declare that all the statements contained in this application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the [REDACTED]
of [REDACTED] City, Township
Name of City, etc.

in the Province
County, Region, etc.
of ONTARIO

this 8 day of AUGUST, 2025.

[Signature]
Commissioner, etc. for taking affidavits

LINDSAY LEE LAPORTE

a Commissioner, etc., Province of Ontario, for
Amanda L. Groves Professional Corporation,
Barrister and Solicitor.
Expires October 29, 2025.

[Signature]
Owner or authorized Agent

[Signature]
Owner or authorized Agent

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

An "original" signed copy of the application and sketch must be submitted, together with 1 copy of both the application and sketch. All copies of the sketch or survey must be coloured – **red for severed lots, green for retained, yellow for right-of-way**. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough"

(If applicable, please complete one of the following.)

If the owner is not making the application, the following owner's authorization is required.

AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I John/Laurie Deshane am the owner(s) of the land that is the subject of this application for a consent and I/we authorize to make this application and provide instruction/information on my/our behalf.

August 10, 2025
Date


Signature of Owner

August 10, 2025
Date


Signature of Owner

If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I am an Officer/Director of the Corporation, that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation:

Date Signature of Corporate Representative & Title

Date Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

Power of Attorney

If the owner is not making the application, the following owner's authorization is required.

Signature of Power of Attorney

I am the Power of Attorney for _____

the owner/applicant of the subject lands appointed on the _____ day of _____, 20 _____.

The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

County of Peterborough Map



2025-08-27, 12:44:46 p.m.

Roads

Private Road

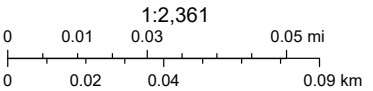
Building Footprint

Parcel Fabric

Municipal Boundary - Upper and District

COUNTY OF PETERBOROUGH

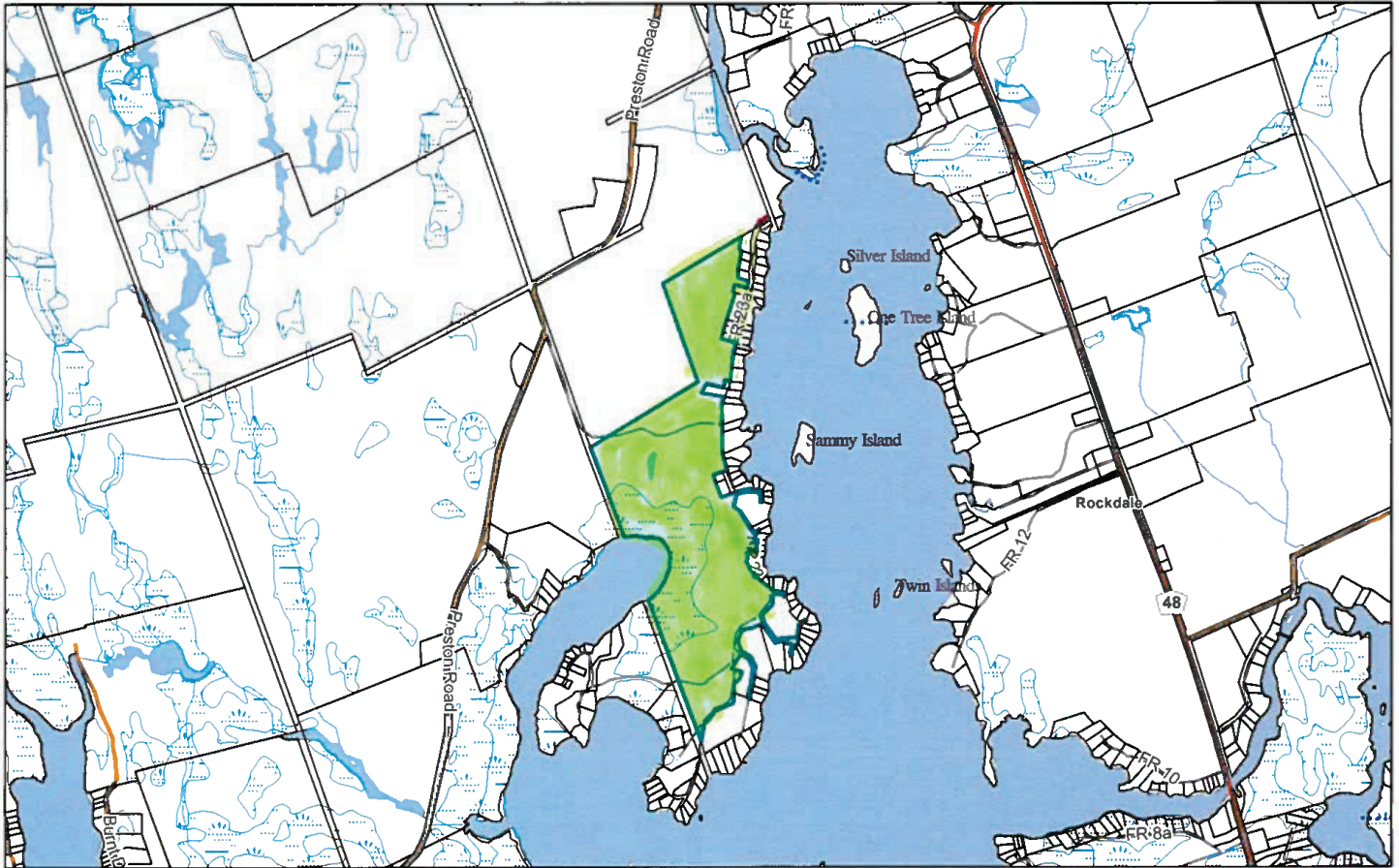
Waterbody



Peterborough County GIS Viewer

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

County of Peterborough Map



2025-08-12, 4:57:28 p.m.

Roads
 County Road
 Township Road
 Private Road
 Water Access Only
 Parcel Fabric
 Non-Evaluated Wetland
 Municipal Boundary - Upper and District
 COUNTY OF PETERBOROUGH
 Waterbody

1:28,951
 0 0.17 0.35 0.7 mi
 0 0.28 0.55 1.1 km

Peterborough County GIS Viewer

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

11 September 2025

Ann Hamilton
County of Peterborough
Land Division Office
County Court House
470 Water Street
Peterborough, Ontario
K9H 3M3



Dear Ms. Hamilton,

**RE: The County of Peterborough Notice of Application for Consent (Your file No. B-77-25 Our File: PC 008/25)
203 Fire Route 23A
Part of Lot 19, Concession 4
Township of Havelock-Belmont-Methuen
ARN: 1531 010 006 54500**

The above application for consent has been reviewed with regards to the applicability of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the *Conservation Authorities Act* and the Provincial Planning Statement (PPS). Through a memorandum of understanding between Conservation Ontario, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing, Conservation Authorities are responsible for representing Provincial interest in planning matters as they relate to natural hazards (Section 5.2 Natural Hazards, PPS).

Please be advised that this recommendation is based on the best available data, including aerial imagery, LiDAR and GIS data, in addition to the information submitted to this office by Peterborough County regarding *Application for Consent (B-77-25)*. A site visit has not been conducted to verify or refute this information. **Please note: the actual regulated area is based on the written description in Ontario Regulation 41/24 pursuant to the *Conservation Authorities Act*. If there is a discrepancy between the mapped regulated features and the written description in Ontario Regulation 41/24 the written description prevails.**

Our understanding of the proposed consent application is for the purposes of a lot addition. The proposed severed lands are to have 0 metres of road frontage, a depth of approximately 14 metres and a total area of approximately 0.05 ha. The proposed retained lands are to have approximately 1,400 metres of frontage along Fire Route 23A, an irregular depth and a total area of approximately 46ha. The benefitting lands have approximately 42.6 metres of frontage on Fire Route 23A, an irregular depth and a total area of approximately 0.097 ha. The proposed retained lands contain a dwelling and outbuildings, the benefitting lands are built out with a dwelling and the proposed severed land are vacant. No development is proposed with this application for a lot addition.

RECOMMENDATION

In summary, the Crowe Valley Conservation Authority **does not object** to this application for Consent at this time. The application is believed to be consistent with Section 5.2 Natural Hazards of the PPS.

Portions of the retained and severed lands appear to be within the CVCA's regulated area, the CVCA would need to review the exact location and specific project details of any proposed development on the retained and severed lands to determine if a [permit](#) from the CVCA is required.

The majority of the proposed benefitting lands appear to be within the CVCA's regulated area, it is likely that a [permit](#) will be required from the CVCA prior to any development (construction/filling/grading/excavating) activities taking place on the proposed benefitting lands.

SECTION 5.2 NATURAL HAZARDS, PROVINCIAL POLICY STATEMENT

With regard to Section 5.2 Natural Hazards of the PPS, the CVCA has reviewed the application with respect to flooding, erosion, and hazards associated with unstable soil and bedrock. Along river, stream and small inland lake systems, hazardous lands are defined by the furthest landward extent of the flooding hazard or erosion hazard limits.

Flooding Hazard

A flooding hazard means the inundation of areas adjacent to a shoreline of a river or stream system not ordinarily covered by water. The flood hazard limit is based on a regulatory flood event standard and is represented by an elevation to which water would rise under the conditions of a 100-year flood event. That is, conditions that have a 1% chance in taking place any given year. The 1:100-year flood elevation of Belmont Lake is 188.44 metres above sea level (CGVD 2013).

The majority of the benefitting lands appear to be within the flood hazard associated with Belmont Lake. Prior to any development (construction/filling/grading/excavating) activities taking place on the benefitting lands it is likely that an elevation survey, prepared by an Ontario Land Surveyor, will be required to determine the extent of the flood hazard. If any portion of the development is within the flood hazard size limitations and flood proofing requirements will be applied. If feasible the CVCA will require that all development takes place outside of the flood hazard and 6-metre setback from the hazard.

Portions of the severed and retained lands appear to be within the CVCA's regulated area due to the flood hazard associated with Belmont Lake. The CVCA would need to review the exact location and specific project details of any proposed development on the subject lands to determine if a permit is required.

Erosion Hazard

The Provincial Planning Statement (2024) defines the erosion hazard as: *The erosion hazard means the loss of land, due to human or natural processes, that pose a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion access allowance.* The Provincial Technical Guide on the Erosion Hazard Limit recommends 6 metres for the erosion access allowance.

The subject lands do not appear to be susceptible to an erosion hazard.

Other Hazards

No unstable soils or karst bedrock have been identified on the lot.

Crowe Valley Source Protection Area – Trent Source Protection Plan

The subject property is within the Crowe Valley Source Protection Area, one of five Source Protection Areas in the Trent Conservation Coalition Source Protection Region. Proposed development that requires a municipal building permit or approval under the Planning Act is subject to review under the Clean Water Act. This review confirms whether the subject property is located within a vulnerable area where land-based activities can be significant threats to municipal sources of drinking water.

This review has determined that the subject property is not located within a vulnerable area where significant threats can occur. **This means that Trent Source Protection Plan policies do not apply and a Restricted Land Use Notice issued under section 59 of the Clean Water Act is not required.**

O.REG 41/24 Prohibited Activities, Exemptions and Permits

In regard to Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits pursuant to the Conservation Authorities Act, portions of the subject lands are within the CVCA's regulated area due to the flood hazard associated with Belmont Lake, a wetland greater than 2ha and a wetland less than 2ha. The CVCA regulates 15-metres from all hazards, including the flood hazard associated with Belmont Lake, and will apply a 6-metre development setback from the flood hazard. Additionally, the CVCA regulates 30 metres from all wetlands and will apply a 30 metre setback from wetlands greater than 2ha and a 15 metre setback from wetlands less than 2ha. Please note that when there are multiple

regulated features present the most restrictive setback will be applied.

Benefitting Lands

The majority of the benefitting lands appear to be within the CVCA's regulated area due to the flood hazard associated with Belmont Lake and development will require permission from this office. Prior to any development (construction/filling/grading/excavating) activities taking place on the benefitting lands, it is likely that an elevation survey, prepared by an Ontario Land Surveyor, will be required to determine the extent of the flood hazard. If any portion of the development is within the flood hazard size limitations and flood proofing requirements will be applied. If feasible the CVCA will require that all development takes place outside of the flood hazard and 6-metre setback from the hazard.

Severed Lands

Portions of the severed lands appear to be within the CVCA's regulated area due to the flood hazard associated with Belmont Lake. The CVCA would need to review the exact location and specific project details of any proposed development on the severed lands to determine if a permit from this office is required.

Retained Lands

Portions of the proposed retained lands appear to be within the CVCA's regulated area due to the flood hazard associated with Belmont Lake, a wetland greater than 2ha and less than 2ha. The CVCA would need to review the exact location and specific project details of any proposed development on the retained lands to determine if a permit from this office is required.

Should any of the details of this proposal change please notify our office and we will amend our comments as necessary. We respectfully request a copy of the decision made on this application. Should you have any questions please do not hesitate to contact me.

Best regards,



Beth Lowe
Regulations Officer
Crowe Valley Conservation Authority

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council

From: Travis Toms, Chief Building Official

Meeting Date: October 21, 2025

Subject: **Notice of Purchase of Municipal Road Allowance in North Kawartha adjacent to Part 2 and 3, RP45R-17827 Township of Havelock-Belmont-Methuen.**

PURPOSE and EFFECT:

The purpose and effect of this report is to present to Council, a Notice of Public Meeting, from the Township of North Kawartha regarding the stop up and close and sale to abutting property owner that part of Municipal Road allowance between Township of Burleigh, Township of North Kawartha, and Township of Havelock-Belmont-Methuen.

RECOMMENDATION:

- That Council receive this report and have no objections, in principle, to the notice received from the Township of North Kawartha regarding the Stop up, Close and Convey that portion of Municipal Road allowance located in North Kawartha and adjacent to Con 12 Pt Lot 32 45R8256 Part 1 in Havelock-Belmont-Methuen, on Jack Lake Road.
- That the balance of this report be received.

BACKGROUND:

On September 18, 2025, Township staff received Notice of purchase of a Municipal Road allowance and enacting a by-law to stop up, to close and to sell to the abutting landowner(s):

1. Part of the RDAL between Geographic Townships of Burleigh and Chandos, Township of North Kawartha, and part of Part 2 being part of the RDAL between Geographic Township of Burleigh, Township of North Kawartha and Geographic Township Methuen, Township of Havelock-Belmont-Methuen, designated as Part 2, Plan 45R-17827, being part of PIN 28268-0084 (LT).
2. Part of the RDAL between Geographic Township of Burleigh, Township of North Kawartha and Geographic Township of Methuen, Township of Havelock-Belmont Methuen, designated as Part 3, Plan 45R-17827, being part of PIN 28260-0051 (LT).

The applicants have requested to purchase the portion of road allowance as they have an accessory structure encroaching onto an area of the road allowance. They have had an encroachment agreement with the municipality for this portion since 1994 and it has now expired, therefore, rather than enter into another agreement they are requesting to resolve the issue in a permanent manner.

CONCLUSION:

Township staff confirmed that portion of the municipal road allowance and we have no concerns with the stop up, close and conveyance.

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

FINANCIAL IMPACT:

No costs associated with this request.

STRATEGIC PLAN

We strive for operational excellence with specific emphasis in Planning and Performance.

Attachments:

1. Notice of Public Meeting
2. Survey
3. GIS Map

In Consultation With:

John Ewart, Ewart O'Dwyer
Peter Lauesen, Manager Public Works
Ray Haines, Fire Chief

Respectfully submitted



Travis Toms
Chief Building Official
Township of Havelock-Belmont-Methuen



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Notice of Public Meeting

Notice is hereby given that the Corporation of the Township of North Kawartha has received an application to purchase a municipal road allowance and Council will consider enacting a by-law to stop up, to close and to sell to the abutting landowner(s) those lands described as follows:

Subject Lands

1. Part of the RDAL between Geographic Townships of Burleigh and Chandos, Township of North Kawartha, and part of Part 2 being part of the RDAL between Geographic Township of Burleigh, Township of North Kawartha and Geographic Township Methuen, Township of Havelock-Belmont Methuen, designated as Part 2, Plan 45R-17827, being part of PIN 28268-0084 (LT).
2. Part of the RDAL between Geographic Township of Burleigh, Township of North Kawartha and Geographic Township of Methuen, Township of Havelock-Belmont Methuen, designated as Part 3, Plan 45R-17827, being part of PIN 28260-0051 (LT).

The proposed by-law will come before Council for consideration at the regular meeting of Council on:

Date: **October 21st, 2025**

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

Location: North Kawartha Township Municipal Office, 280 Burleigh Street, Apsley, Ontario
(Hybrid meeting: participate in-person, electronically or by phone, refer to Additional Information below)

This meeting is open to the public and any person or by his counsel, solicitor or agent who claims that his land will be prejudicially affected and attends the meeting will be provided with an opportunity to submit verbal comments in support or in opposition to the application. Written submissions may be made no later than 4:00 p.m. on the day prior to the meeting to: planning@northkawartha.ca, or Fax: (705) 656-4446, by mail or in person: PO Box 550, 280 Burleigh Street, Apsley, ON K0L 1A0

Further information pertaining to this notice is available between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday, in the Planning Department of the Corporation of the Township of North Kawartha, Municipal Office, 280 Burleigh Street, Apsley, Ontario. **Please direct your inquiries to planning@northkawartha.ca** or by phone to 705-656-4445 (ext. 264).

Additional Information:

Meetings are held in a hybrid format and are open to the public. You may participate in-person, electronically or by phone. Instructions to join the meeting are available on the current agenda page (link below).

View the current agenda: www.northkawartha.ca/currentagenda

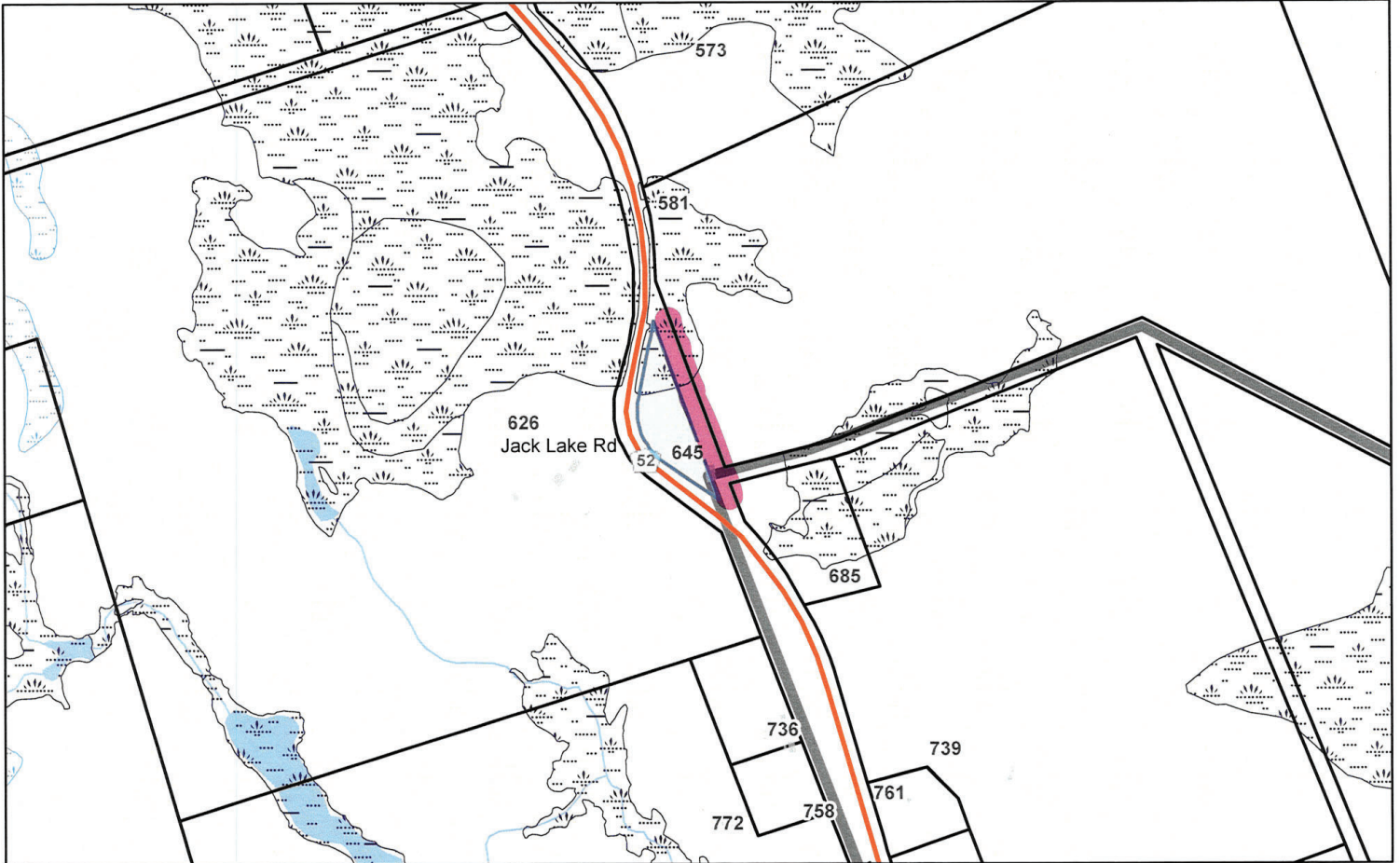
Subscribe to receive all planning notices: www.northkawartha.ca/subscribe

Recorded meetings will be posted on the Township [YouTube](#) channel as soon as possible after the meeting for public viewing.

Dated at the Township of North Kawartha this 18th day of September 2025.

Connie Parent, Clerk
Township of North Kawartha
P.O. Box 550, 280 Burleigh St.
Apsley, Ontario K0L 1A0
Phone: 800-755-6931 or (705) 656-4445 Ext. 234, Fax: (705) 656-4446

County of Peterborough Map



2025-07-16, 9:42:36 a.m.

Roads
 County Road
 Building Footprint
 North Kawartha Parcel
 Parcel Fabric
 Wetland
 Evaluated-Provincial
 Non-Evaluated
 Municipal Boundary - Single Tier
 Peterborough County Boundary
 Waterbody

1:9,302
 0 0.05 0.1 0.2 mi
 0 0.07 0.15 0.3 km

Peterborough County GIS Viewer

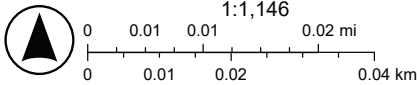
This map is a user generated static output from Peterborough County's Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

County of Peterborough Map



2025-10-02, 10:12:07 a.m.

- Roads Lots and Units Wetland
- County Road Survey Evaluated-Provincial
- Parcel Fabric Lot Municipal Boundary - Single Tier
- Peterborough County Boundary



Peterborough County GIS Viewer

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

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Travis Toms, Chief Building Official
Meeting Date: October 21, 2025
Subject: Building Department Activity Report – September 2025

PURPOSE:

To provide Council with statistical information concerning Building Department activity during the month of September 2025, as well as statistical information to compare current vs. prior year.

RECOMMENDATION:

Receive for information.

BACKGROUND:

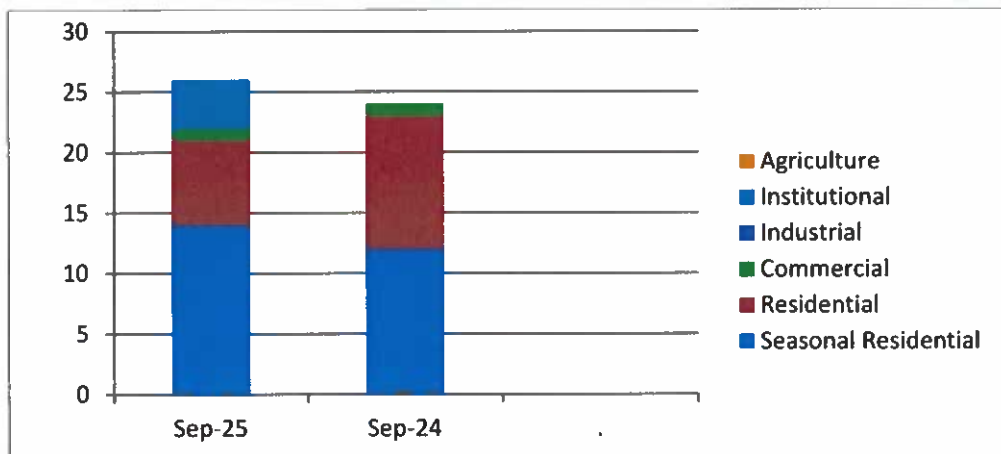
During the month of September 2025, the Building Department conducted **74** site (**586 YTD**) inspections.

Total mileage for department trucks utilized by building, planning and by-law enforcement is **3879 kilometers (28,307 YTD)**.

The Building Department issued **26** building permits (6 being Sewage System) during the month of September 2025 (**156 YTD**), representing an estimated **\$1,387,900.00** in construction costs.

<u>Permit Type</u>	<u># Permits Issued</u>	<u>Construction Cost (est.)</u>
Residential	7	\$ 541,400.00
Seasonal Residential	14	\$ 766,500.00
Commercial	1	\$ 20,000.00
Institutional	4	\$ 60,000.00

Below is an overview of Building Department activity for September 2025, compared to the same period last year:



Permit Fees Collected (September 2025 vs. 2024):

September 2025 - \$ 23,662.18 Development Fees \$12,719.00

September 2024 - \$ 23,614.21 Development Fees \$30,124.00

Total Permit Fees Collected (2025 vs. 2024 Year-to-Date):

2025 (Jan 1 – September 30) – \$ 158,878.09

2024 (Jan 1 – September 30) – \$ 119,876.80

By-Law Enforcement (includes Building Infractions) September 2025

New Files – 19 (2 Build without Permits)

Closed Files – 8

Planning Applications September 2025

Minor Variances - 0

Zone Amendments – 4

Planning Related Reports – 5

Strategic Plan

2.0 We strive for operational excellence.

1.0 We strive for organizational excellence in:

1.1.1 Customer-service culture and

1.2 Partnership Development

1.2.1 Contractor/Developer Relationship

Submitted by

A handwritten signature in black ink, appearing to be 'TT' or similar, written over a horizontal line.

Travis Toms
Chief Building Official/By-Law Enforcement

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Josh Storey, Supervisor of Parks, Recreation and Facilities
Meeting Date: Tuesday October 21, 2025
Subject: Parks, Recreation and Facilities September Department Updates

Purpose:

The purpose of this report is to provide department updates to Council from Parks, Recreation and Facilities Department.

Recommendation:

That Council receive this update report as information.

Background:

Department updates included;

- The new clock at the Havelock Municipal Building has been installed. While keeping the vintage look was important, the modern led lighting is a fantastic upgrade.
- The Splash Pad closed for the season on September 15, 2025. A little earlier than anticipated due to water restrictions caused by low water levels.
- Staff have transformed the storage room at the Cordova Library into a new staff kitchenette.
- Wallans construction has begun construction of the Cordova outdoor concrete pad. Weather permitting the concrete is expected to be poured in the first week of October.
- The HBM Aena's new roof installation is now complete and the Arena is operating with a partial occupancy permit. Ice rentals, minor hockey and public skating began September 19, 2025. Totals for September ice rentals are 42 hours and 25 minutes,

and 6 hours of public skating were offered.

- Havelock Library - Fire Separations and Fire Stops request for tender closed on September 4, 2025 and was awarded to SAWW Developments. Work began on September 29th, 2025. The construction project has a timeline of 10 weeks to completion.
- Hydro One are continuing tower line work in the Matheson property and weekday closures continue.

Attachments:

Picture – Cordova Library Kitchenette Renovations (2)

Picture – Havelock Library Fire Separations and Fire Stops (3)

Strategic Plan:

Values – Transparency - We communicate openly with those whom we serve.

Customers – 4.0 Our Success comes from Serving: 4.1 Residents

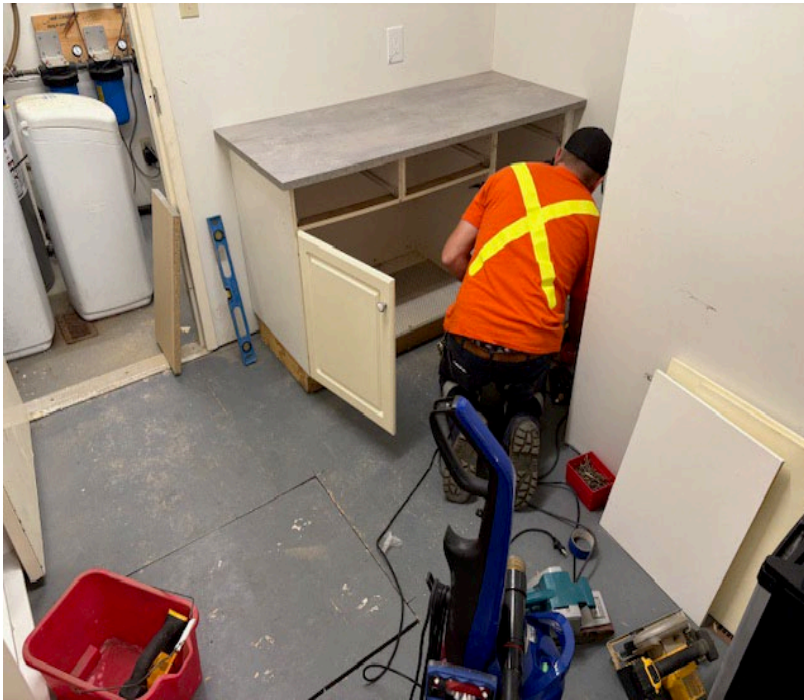
Financial Impact:

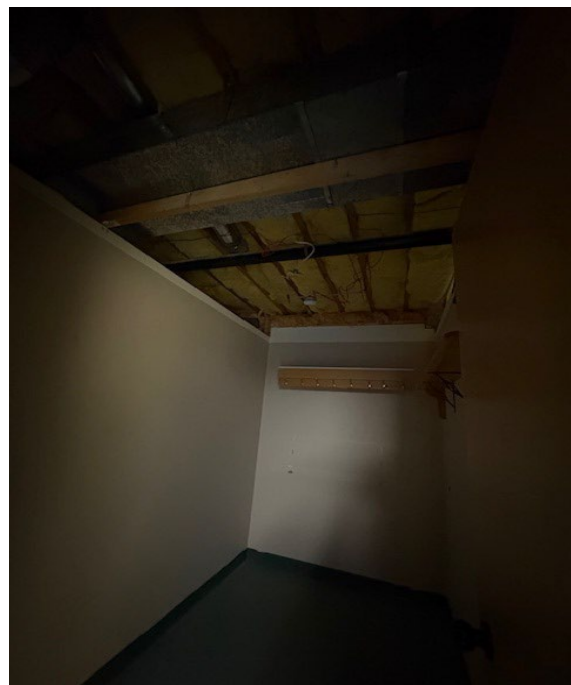
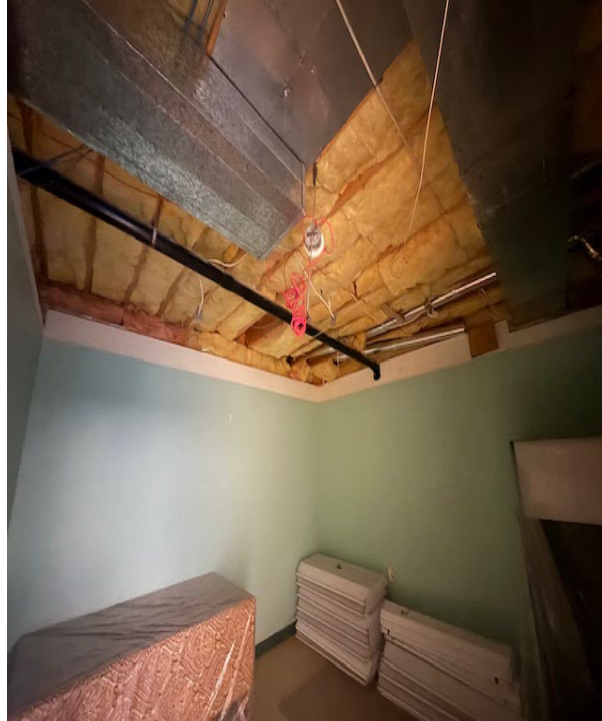
There is no financial impact as a result of this report.

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: October 21, 2025

Subject: **September 2025 Social Media Insights**

PURPOSE:

The purpose of this report is to provide Council with insights into social media during the 30-day September 2025 reporting period.

RECOMMENDATION:

That Council receive this Report for information.

BACKGROUND:

Facebook Insights provide a wealth of information about our township's social media content and audience, as well as valuable insights into social media publishing activities, follower engagement, preferences, and feedback.

Followers' increased by 202% in the month of August largely due to messaging directed to Fire Hazard ratings and Conservation Authority notices. Please refer to the attached September 2025 Social Media Insights Report for full details.

Month-over-Month Facebook Content Comparison				
Breakdown	August 2025	September 2025	Variance	Percentage
Month-end Followers	1235	1,292	57	5.0%
New Followers	168	57	111	↓65%
Views	158,379	138,900	1,422	↓8.9%
Reach	17,638	22,400	4,762	30.7%
Content Interactions	1,677	1,600	77	↓2.8%
Visits	7,995	3,700	4,295	↓57.2%
Link Clicks	302	202	100	↓32.2%
* Posts Published	103	110	7	2.9%
Note – the above does not include 'shared' posts from other social media accounts, e.g. Ptbo County, Public Health, CVCA, Community Care, CMRA, etc.				

FINANCIAL IMPACT:

None

Strategic Plan Alignment:

- In service to residents, businesses, and visitors; we provide transparent communication of township department alerts, notices, events, and meetings.

Attachments:

- September 2025 - Social Media Insights Report

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Shari Gottschalk". The signature is stylized with a large, looped "S" and "G".

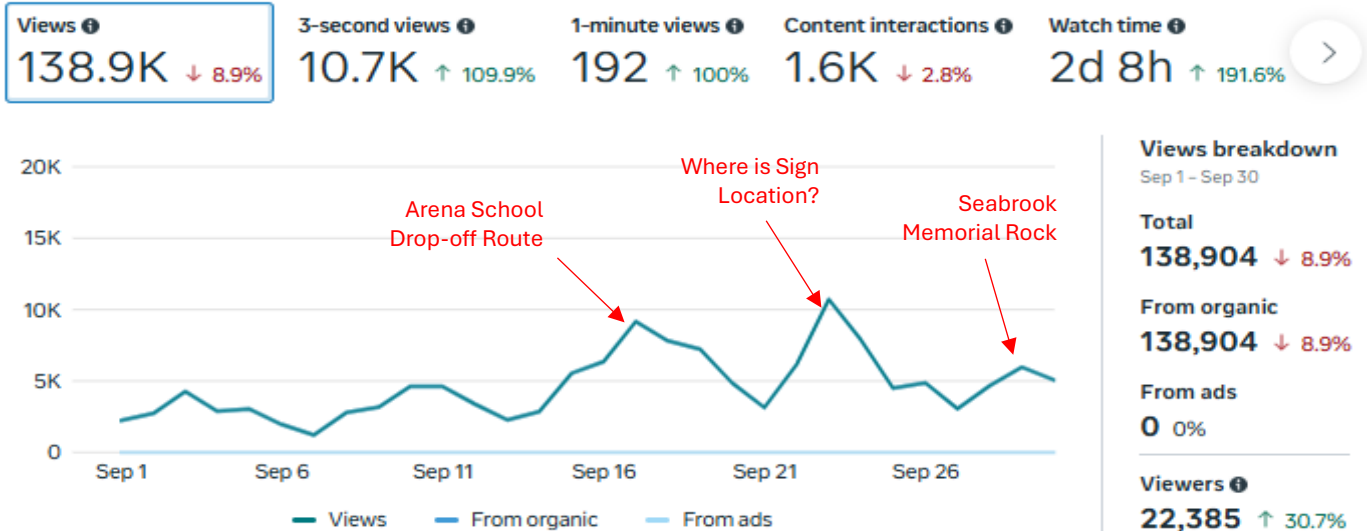
Shari Gottschalk
Economic Development Officer
Township of Havelock-Belmont-Methuen

September 2025 Facebook Insights Report

30-Day Reporting Period

September 1 - 30, 2025

Social Media FACEBOOK Followers	
September 1, 2025	1,235 followers
September 30, 2025	1,292 up 168 from July (↑5 % increase month-over-month)



TOP CONTENT BY REACH

Notice to all Residents and Arena Users - ...

Wed Sep 17, 6:53am

7.7K 20 4 25

Do you know the location of this sign? ...

Mon Sep 22, 1:23pm

7.3K 8 3 1

CLASSICS BY THE POND - A CAR...

Sun Sep 14, 3:36pm

5.2K 18 1 12

Check out our Public Works team moving...

Mon Sep 29, 1:24pm

4.9K 82 13 5

Valley vation

Crowe Valley Conservation...

Wed Sep 10, 8:23am

4.9K 15 6 6

Congratulations to the Belmont-...

Wed Sep 24, 11:33am

4.7K 101 16 5

Havelock Drinking Water Advisory Update

Ontario Clean Water Agency (OCWA) - HB...

Tue Sep 16, 1:15pm

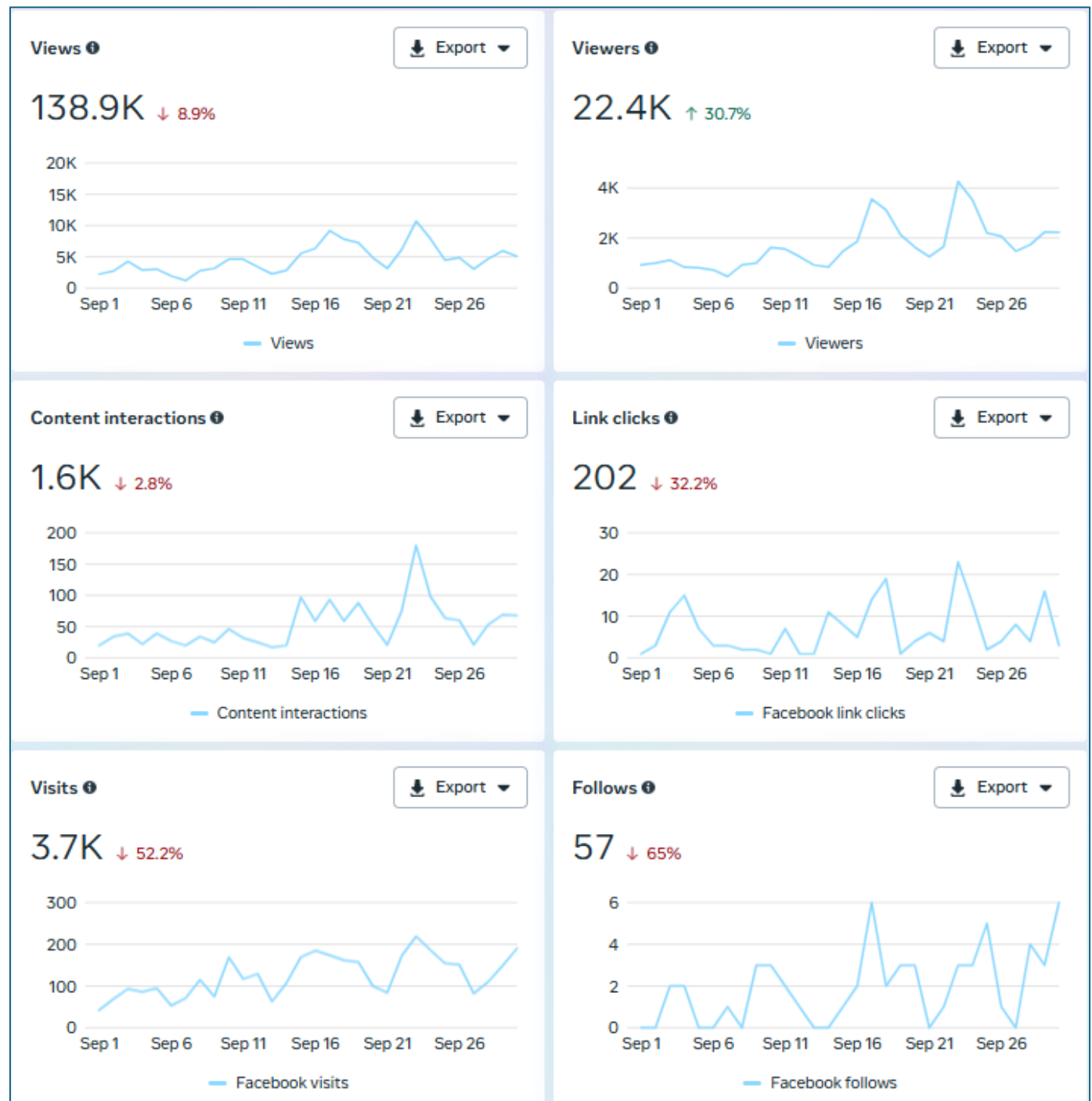
4.5K 22 18 17

Congratulations, Havelock Masonic...

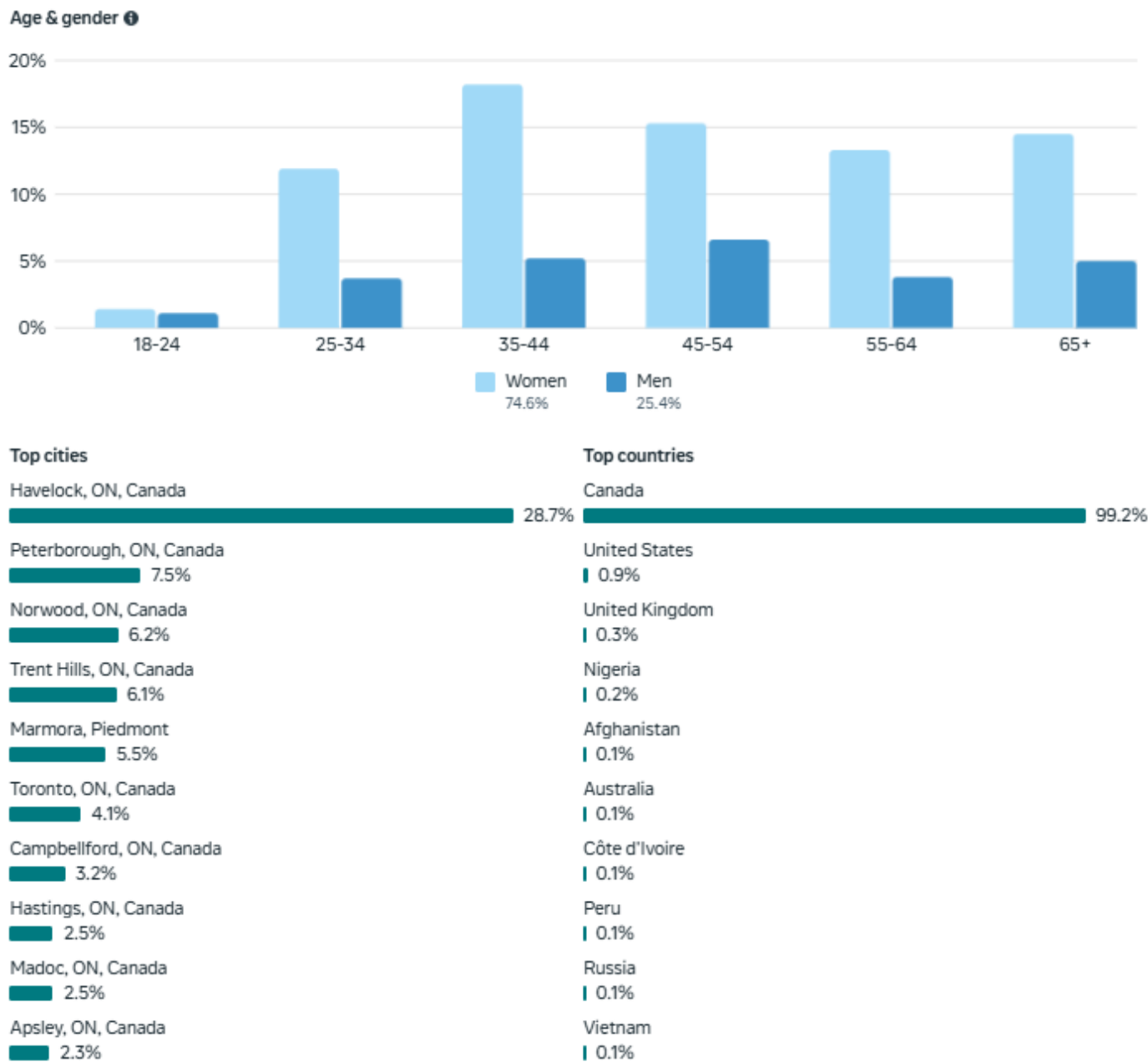
Mon Sep 22, 3:00pm

3.8K 48 8 4

REACH, INTERACTIONS, LINK CLICKS, AND VISITS



REACH, INTERACTIONS, LINK CLICKS, AND VISITS



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council

From: Shari Gottschalk, Economic Development Officer

Meeting Date: October 21, 2025

Subject: **Community Grant Application**

PURPOSE:

The purpose of this report is to present, for the consideration of Council, the Cordova Mines Recreation Association's application to the Community Grant program for the year 2025.

RECOMMENDATION:

That the application to the Community Grant Program received from the Cordova Mines Recreation Association be approved for expenses associated with the installation of the Cordova Mines community bulletin board.

BACKGROUND:

The Community Grant Program has been established to assist with community development initiatives that help to promote the vibrancy and community spirit of the Township of Havelock-Belmont-Methuen. Funding is intended to support projects and groups that help to ensure that the Township of Havelock-Belmont-Methuen is an active and energetic community that is welcoming to all.

The Community Grant Program provides up to \$1,000.00 per applicant. Projects are funded up to a maximum of \$1,000.00 on a 50-50 matching basis whereby half of the project is funded by the applicant and half is funded by the Township.

The current application from the Cordova Mines Recreation Association in the amount \$991.11. The Cordova Mines Bulletin Board is positioned by the hamlet's community mailboxes on County Road 48 in Cordova Mines.

This is the second Community Grant Application to be received in 2025. Required expense backup and photo of installed Community Events sign has been received, see attached.

FINANCIAL IMPACT:

The financial impact is \$991.11 as per the policy.

STRATEGIC PLAN ALIGNMENT:

- To bolster community attractiveness, supporting community-based events and activities that market HBM Township as a vibrant, and welcoming community.
- Promote partnership development and collaboration within HBM Township

ATTACHMENTS:

- Application Letter
- Expense Backup and Sign Photo

Respectfully submitted by:

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

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



September 30, 2025

Subject: HBM Community Grant Program Application

Dear Mayor Martin & Council Members:

I am writing to make a grant application under the Community Grant Program on behalf of the Cordova Mines Recreation Association. As you are aware, the CMRA is a volunteer-based organization that runs approximately 25-30 programs a year out of the Cordova Mines Community Centre. It is run by an elected Board of Directors and volunteers. Elections are held every two years.

The Board Members are: Lisa Howie, President
 Nancy Grozelle, Treasurer
 Irene Gough, Secretary
 Megan Haines, Director
 Shelley Draper, Director

Funding Required:

The CMRA is applying for an HBM Community Grant in the amount of \$991.11 to help defray the costs of a permit and outdoor sign board that we have posted by the community mailboxes in Cordova Mines. The breakdown of the costs is outlined below:

Sign Board:	\$ 1,482.22
Sign Permit Fee:	\$ 500.00
Total:	\$ 1,982.22

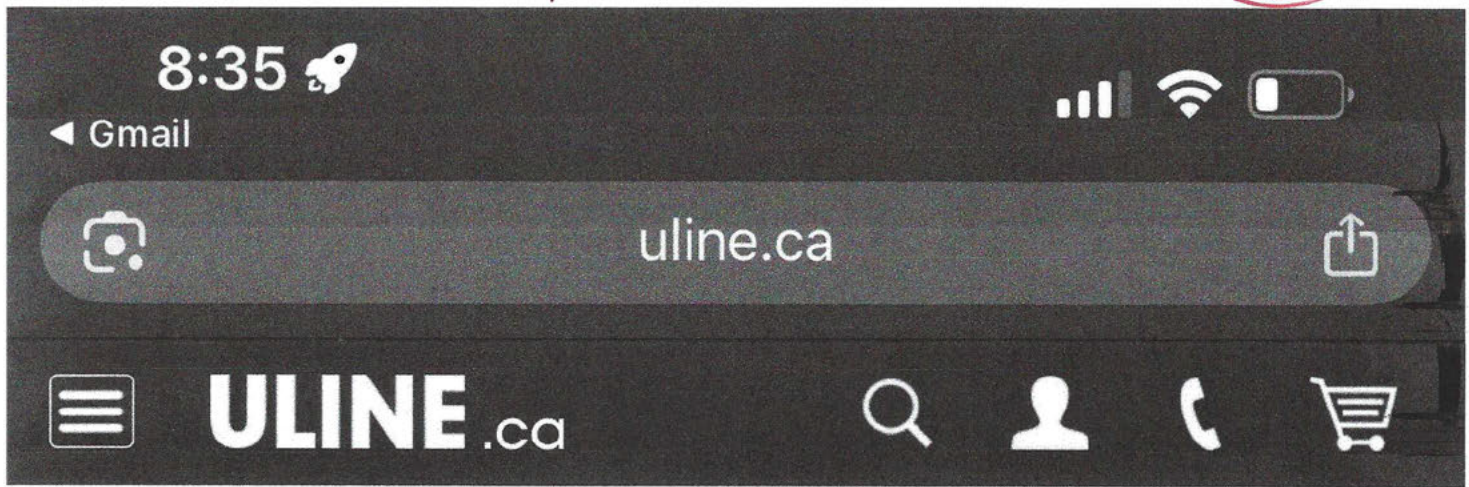
Objective

The objective of our project is to promote our activities in a professional, visually appealing manner and to keep the signboard for the exclusive use of the CMRA as it is kept under lock and key. I have attached a photo for your reference as well as receipts for the sign permit and sign board.

I look forward to hearing from you. If you require any additional information, please do not hesitate to contact me at (613) 472-3650.

Sincerely,

Lisa Howie
President, Cordova Mines Recreation Association



Invoice # 14926203 Detail

Order Placed by: AMANDA MALONEY

BILL-TO



SHIP-TO



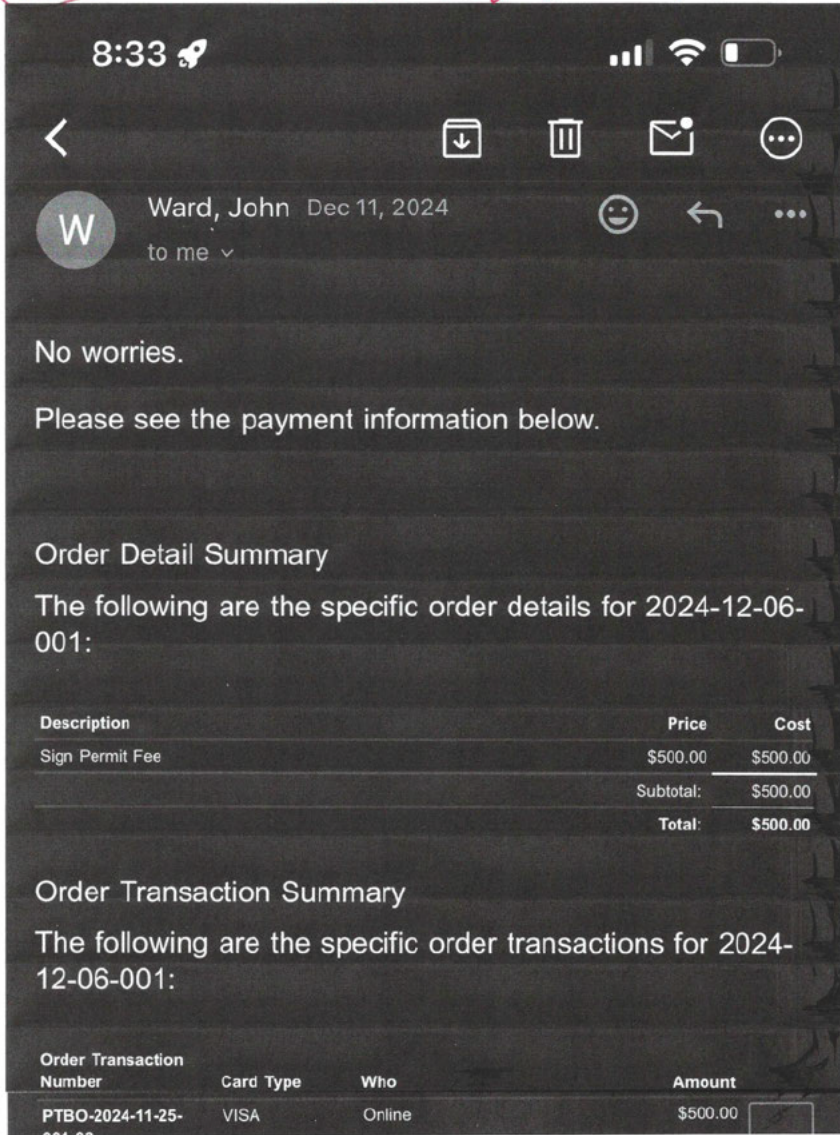
SUMMARY

Order #:	25120102	Subtotal:	\$1,205.00
Due Date:	10/31/2024	Tax:	\$170.52
PO #:	AMANDA	Shipping/Han	\$106.70
		dling:	
Terms:	NET 30 DAYS	Total	\$1,482.22
Ship Via:	MANITOULIN	Amt Due:	\$0.00
	TRANSPORT		
Shipped:	10/1/2024	Past Due:	Paid

Transaction History



H-2857BR



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Peter Lauesen, Manager of Public Works
Meeting Date: October 21, 2025
Subject: Winter Maintenance Agreement - Connecting Link

Purpose:

The purpose of this report is to seek Council's approval to enter a contract with Emcon Services Inc. for winter maintenance of the Connecting Link for the 2025-2026 winter season.

Recommendation:

That Council approve entering a contract with Emcon Services Inc. for the winter maintenance of the Connecting Link for the 2025-2026 winter season for a total contract price of \$31,765.58

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

Background:

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

The new term for this agreement states Emcon shall perform services commencing November 1, 2025, and ending April 30, 2026.

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

Financial Impact:

Year	Contract Amount	Price Increase
2021-2022	\$26,343.02	
2022-2023	\$28,476.80	\$2,133.78
2023-2024	\$29,359.58	\$882.78
2024-2025	\$30,240.36	\$880.78
2025-2026	\$31,765.58	\$1,525.22

The financial impact of this contract is \$31,765.58 which will come from the Sanding and Salting account 01-3221-5366 and Snowplowing and Removal account 01-3220-5366.

Attachment(s):

2025-2026 Winter Maintenance Services Agreement – Emcon Services Inc.

Respectfully submitted by:

Peter Lauesen

Peter Lauesen - CRS
Manager of Public Works

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

THIS AGREEMENT is made as of the 21st day of October, 2025

BETWEEN:

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

- and -

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

(each, a “**Party**” and collectively, the “**Parties**”)

WHEREAS:

- A. Emcon has entered into Contractor Directed Maintenance Contract 2024-03 commencing May 1, 2025 (the “**CDMC**”) with the Ontario Ministry of Transportation (“**MTO**”) which CDMC includes providing routine winter maintenance services on Provincial Highway 7.
- B. The Township wishes to have Emcon perform certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link in the Township of Havelock, Ontario on the terms and conditions set forth herein.

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

- 1. **Services**. Emcon shall perform the winter plowing and sanding/salting maintenance services as set out in Schedule “A” attached hereto (the “**Services**”). The Township agrees and acknowledges that the Services performed by Emcon will be undertaken as an agent of the Township.
- 2. **Term**. Emcon shall perform the Services commencing November 1st, 2025 and ending April 30, 2026 (the “**Term**”). The Term of this agreement may be extended upon the mutual agreement of the Parties.
- 3. **Termination**. Emcon may terminate this Agreement effective immediately at any time if the Township fails to observe or perform any of its covenants or obligations hereunder. Emcon may also terminate this Agreement upon sixty (60) days prior written notice. In any event, this Agreement shall terminate automatically on the termination of the AMC.

4. **Indemnification.**

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

5. **Insurance.** Emcon shall maintain and obtain during the Term of this Agreement commercial general liability insurance (in form satisfactory to the Township)

naming the Township as additional insured in respect of the Services performed by Emcon. Such insurance shall provide coverage of not less than Five Million Dollars (\$5,000,000) inclusive per occurrence for bodily injury, personal injury, death and damage to property including loss of use thereof with property damage deductible of not more than Ten Thousand (\$10,000) and including non-owned automobile coverage with blanket contractual liability endorsement. In addition, the policy of liability insurance must contain a cross-liability clause endorsement.

6. **Payment.** The Township shall pay Emcon the following sums for the performance of the Services: **(a) \$10,276.23 on December 31, 2025 (b) \$10,276.23 on February 28, 2026 and \$11,213.12 on May 31, 2026.**

7. **General.**

- (a) This Agreement shall be governed by the laws of Ontario and the federal laws of Canada applicable therein.
- (b) No Amendment of this Agreement shall be effective unless made in writing and signed by the Parties.
- (c) This Agreement constitutes the entire agreement between the Parties. There are no conditions, representations, warranties, obligations or other agreements between the Parties in connection with the subject matter of this Agreement (whether oral or written, express or implied, statutory or otherwise) except as explicitly set out in this Agreement.
- (d) This Agreement shall ensure to the benefit of the parties hereto and their respective successors and permitted assigns. Emcon may assign or transfer this Agreement without the prior consent of the Township.
- (e) This Agreement may be executed in counterparts, including by PDF or facsimile counterpart.

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

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

Notices shall be provided as follows:

If to Emcon: Emcon Services Inc.
 6130 Edwards Blvd

Mississauga, Ontario, L5T 2V7

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

If to the Township:

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

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

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

TOWNSHIP of HAVELOCK-BELMONT-METHUEN

Per: _____
Name:
Title:

EMCON SERVICES INC.

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

SCHEDULE A SERVICES

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

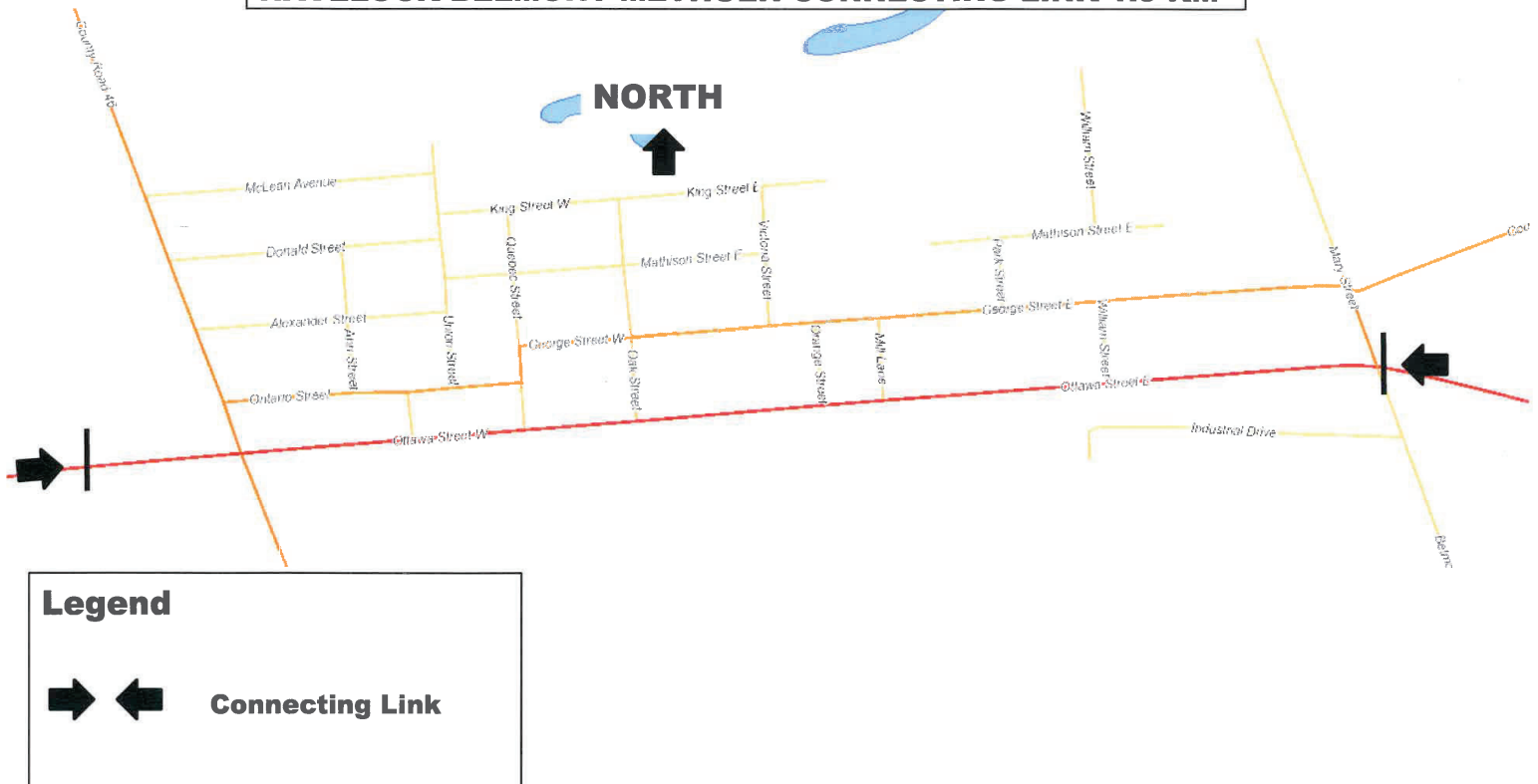
- Salting or sanding to be provided in conjunction with plowing operations, if required. Salting applications will be in accordance with Provincial Highway Standards.
- Plowing and salting/sanding will be performed as part of Emcon’s plowing and spreading routes as set out in Schedule B attached hereto,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

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

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

SCHEDULE B

HAVELOCK-BELMONT-METHUEN CONNECTING LINK 1.9 KM



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 21, 2025
Subject: Budget Priorities

Purpose:

The purpose of this report is to commence the 2026 budget discussions by requesting that each member of Council provide their priority list.

Recommendation:

That the 2026 budget discussions be commenced with each Member of Council providing a list of priorities in the following order:

Jim Martin, Mayor
Hart Webb, Deputy Mayor
Kathy Clement, Councillor – At Large
Jerry Doherty, Councillor – Township Ward
Beverly Flagler, Councillor – Village Ward

Background:

The Township of Havelock-Belmont-Methuen has commenced the 2025 budget deliberations with a public consultation process that consisted of an on-line survey that was available on the Township's website. The survey was posted on June 18, 2025 and remained available until July 31, 2025. Paper copies were made available for anyone that was not comfortable participating via computer. A QR code link to the survey was mailed with the tax billings.

In order to begin the 2026 budget deliberations each Member of Council is invited to provide a list of budget priorities that they would like included in the 2026 budget. Staff will then provide a costing for each item. Online survey items have been summarized and brought to Council via a staff report from the Treasurer.

The Council list of priorities and the online survey will form the foundation of discussions that will lead to capital and operating requirements of each department.

Financial Impact:

There is no financial impact to having each Member of Council provide a list of priorities for the 2026 budget.

Attachments:

None.

In Consultation With:

Lionel Towns, Treasurer.

Leah Hutton, Acting Deputy Clerk.

Respectfully Submitted:

Bob Angione

Bob Angione
Chief Administrative Officer/Clerk

To: [Jim Martin](#); [Bob Angione](#)
Subject: Little book library
Date: October 2, 2025 11:40:10 AM

Good morning, Jim;

I am sending this email on behalf of my son Jude, his letter request is attached. He is working on his North Star Badge for Beavers, and working with his Grandpa on building a little book library to give back to the community. The Beaver meetings take place weekly at the Rotary Park, and Jude is hoping to have permission to put up his library there. I've also attached a picture of the library he is planning to building/building. We are hoping his request letter can be brought forward at the next council meeting.

thank you for your consideration.

Brittany Thompson
Get [Outlook for iOS](#)

Dear Mayor Martin

My Name is JUDIE THOMPSON
and I'm working on my North
Star Badge for Beavers
I'm making a little
Book library for the
Haverlock community.

can I please put it up at
the Rotary Park?

thank you

JUDIE THOMPSON

I'm 8 years old



From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Wednesday, October 1, 2025 12:09:29 PM

Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling collection through private contracts, or through an arrangement with their municipalities. While PROs will not be making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy
Minister of the Environment, Conservation and Parks

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council
From: Bob Angione, Chief Administrative Officer/Clerk
Meeting Date: October 21, 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:

Bev Flagler, Councillor

1. Eastern Ontario Trails Alliance – Board Meeting Minutes – September 11, 2025

Jerry Doherty, Councillor

1. Havelock-Belmont-Methuen Community Policing Committee – Meeting Minutes – Wednesday, September 10, 2025

Kathy Clement, Councillor

1. Ontario East Municipal Conference Summary

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

Eastern Ontario Trails Alliance
Board Meeting Minutes – Tweed Municipal Office and Zoom
Thursday, September 11, 2025 at 10:00 AM

In Attendance: Cindy Cassidy – EOTA, Loyde Blackburn – Hastings County, Bill Cox – Addington Highlands, Dennis Savery-Mun of Trent Hills, Kelly Way-EOTA, Eric Daoust- Mun. Marmora and Lake, Robert Sararas-Mun of Centre Hastings, George Eastman – Town of Bancroft , Cindy Kelsey-Township of Central Frontenac, Fred Fowler-North Frontenac, Cam McKenzie-Highlands East, Roger Davis-Hastings Highlands, Jennifer Genereaux-EOTA, Jeremy Solmes-Stirling-Rawdon.

Regrets – Beverly Flagler – Havelock-Belmont-Metheun

Chair Solmes welcomed everyone and then asked if there was any pecuniary interest. None noted.

Motion

To put the minutes on the floor made by board member Fred Fowler, seconded by Vice-Chair Loyde Blackburn. Carried.

Business Arising

None noted

Financials

Bank balance at the end of August was \$57,428.97.

Hastings County has paid EOTA \$ 22,500.00.

Frontenac ATV club has given EOTA \$2,500.00, with another 2,500.00 in November.

ICIP has come in at \$20,312.11.

Trans Canada Trail has given EOTA \$30,000.00 to support the ice storm clean up.

Town of Bancroft gave EOTA \$1,000.00.

Central Frontenac gave EOTA \$15,552.82.

Addington Highlands gave EOTA \$500.00.

Permit sales for June, July and August were \$220,530.00.

HST rebate has come in at \$18,330.29.

We received \$1,500.00 from Hydro One.

Motion

To pass the financials made by board member Dennis Savery, seconded by board member Eric Daoust. Carried.

EOTA Board Meeting Minutes
Thursday, September 11, 2025
Page 2

Vice-Chair Blackburn asked if once the ICIP grant is done, do we have any applications in for funding. Cindy said not at this time. The current grant goes until March 31, 2027. Vice-Chair Blackburn says that funding is critical to our business. Without it moving forward we will have to take a hard look at what we are doing.

Board member Eric Daoust asked what do you see long term. Look for grants for operations and maintenance and separate grants for larger projects like bridges. Would we partner with the OFSC for these bridge projects? Cindy said that's what we are hoping. Speaking of that, the request for \$45,000.00 that District 6 applied for was not supported by OFSC.

Board member Dennis Savery said that at their council meeting the question was asked why EOTA has so much money in the bank if they are a not-for-profit. Cindy explained that all the money we have is earmarked for projects and we get as close to zero as possible at year end. Cindy said that if she needs to do a presentation to his council she will.

Correspondence

The Maple Leaf Snow Skimmers snowmobile club has invited EOTA to their land owner/volunteer appreciation picnic on September 27th. Cindy asked if board members Eastman and Davis would attend on EOTA's behalf. Board member Davis agreed to go. The Central Frontenac Trails committee, through Mayor Francis Smith, would like to set up a meeting with Cindy. Cindy has suggested that they meet in September and have board members Cox and Kelsey attend. Board member Kelsey said that she hasn't heard anything from Mayor Smith but will be happy to meet with her.

Motion

To accept the correspondence made by board member George Eastman, seconded by board member Dennis Savery. Carried.

Destination Ontario Rockin the Trail Update

2025 Budget – actual income – 88,444.71 (does not include the \$55,000.00 from Destination Ontario). They paid for the bands and the stage.

Total expenses – 80,005.46 (not including Jason McCoy, Larry Berrio or the stage.)

Excess revenue was 8,439.25.

EOTA has a larger budget for 2026.

Board member Savery asked how many OPP were on duty. Cindy said there were 3 for the road crossings, 4 were there at the concert, plus the SAVE unit was there.

Destination Ontario Rockin the Trail Update (Cont'd)

Vice-Chair Blackburn thought the OPP did an excellent job at the highway crossings.

Cindy asked Jenn to share the video of the event.

Cindy announced that the next event will be June 20, 2026. A new website has been developed – rockinthe-trail.ca.

There are 30 campsites booked already. Tickets are going on sale October 1, 2025.

Board member Savery asked if next year's event is a fundraiser for EOTA. Cindy replied that EOTA received \$15,000.00 from the June 21 2025 event. Board member Savery asked if in future EOTA could support other charities through future events. Cindy said yes. Board member Savery asked if Enbridge will supply hotdogs next year. Cindy said Enbridge said they would like to but will confirm in the new year. Board member Savery asked if there were any EMS issues. Cindy didn't hear of any. He also heard comments regarding lack of accessibility in some areas like up to the stage. It was mentioned that there was accessible washrooms and the concert area was completely flat.

Cindy thanked Jeremy for the busing to and from the fairgrounds.

Board member Daoust asked if Cindy put the Tourism Economic Impact (TREIM) report together. Cindy said that she and Claude from Destination Ontario filled out the document and EOTA will be using the report for filling out future grants.

Cindy will be doing a presentation to Hastings County in January.

Lindsay to Uxbridge Trail

EOTA has the license with the Heart of Ontario Snowmobile club. However, the snowmobile club say that they don't have the license anymore. There was significant damage done to the trail during the spring ice storm and the province doesn't have any money and the surrounding municipalities do not seem to want to help. Trans Canada Trail will help with 35 percent. Why is it up to EOTA to raise the rest of the money? Cindy says we may walk away. EOTA can't afford to look after trails if we receive no revenue from them. EOTA applied for relief funds from the Government Disaster Recovery Assistance program. We have not heard anything yet. Board member Cox asked why we are supporting this trail when we receive no revenue from it. Cindy said we have a working relationship with the province and was asked years ago to help maintain the trail. Cindy will continue to work on this and we will revisit it at the next meeting.

2025 Work Plan and Report

We are caught up on our Aboriginal consultations.

North Frontenac crown land improvements are completed.

Trail graded and gravel added at the Bonarlaw intersection.

2025 Work Plan and Report (Cont'd)

Bridge cleaning is ongoing.
There is \$804,217 left in ICIP.
Calvin is cleaning out culverts and sweeping bridge decking,
Meetings are being held weekly regarding Rockin the Trail 2026.
EOTA has been talking with the cycling group.

Motion

To

Accept the work plan and report made by board member Cox, seconded by board member Eastman. Carried.

OFSC New Agreement

We received an email from the CAO for the municipality of Tweed asking us for input on the MOU sent by the Old Hastings and Mazinaw Snowmobile clubs regarding access to road crossings. The Municipality has never received anything like this before. Vice-Chair Blackburn wonders if this is how the OFSC is trying to get around signing the agreement with EOTA. Board member Daoust asks if all municipalities should be aware of this MOU and don't blindly sign without consultation. Cindy asked Jenn to send the MOU to all board members.

Motion

To recommend that the municipalities don't sign agreements with OFSC District 2 and 3 made by Vice-Chair Loyde Blackburn, seconded by board member George Eastman. Carried.

Vice-Chair Blackburn said that this agreement has been worked on for over a year without much luck with District 2 and 3.

Motion

To give District 2 and 3 60 days notice of cancellation of the current agreement and to sign and return the new agreement made by Vice-Chair Blackburn, seconded by board member Fowler. Carried.

The new agreement strengthens the Schedule B requirements and includes an annual contribution to EOTA to help with trail maintenance. Board member Savery said that if the OFSC doesn't sign the agreement snowmobilers will still use the trail. Board member Daoust asked about groomer access. Cindy said without the agreement groomers don't have permission to groom the trail.

Meeting adjourned.



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

DATE: Wednesday, September 10th, 2025

LOCATION: "The Crossroads Family Restaurant"

PRESENT: (alphabetically by surname)

Jerry Doherty ["H-B-M Counsellor-Township Ward"]; Sharon H. Estabrooks [Secretary-Treasurer]; Kim Henderson [Chair]; Rolf Joss; Kerry Motton [Vice Chair]; Debbie Ottley; Karen Pearce; Alan Russel; Linda Russel.

ABSENT: (alphabetically by surname)

Glenda Fudge; Robert Fudge

1] Call Meeting to Order:

Kim called our "**Meeting to Order**" at **6:45 PM**, while we enjoyed some delicious food which we ordered.

2] AGENDA:

It was moved by **Karen** and seconded by **Kerry** that the "**AGENDA**" for this evening be approved as presented.
Passed unanimously.

3] MINUTES:

It was moved and seconded that the "**MINUTES**" from the "**Committee Meeting**" held on **Wednesday, June 11th, 2025** be approved as presented. Passed unanimously.

4] BUSINESS:

a) "OPP Sub-Station Signage" > continues to be "**ON HOLD**" until the repairs have been completed and we are able to move back into the "**OPP Sub-Station**".

b) The "2026 Tyler Boutilier School Bursaries" at the "**Norwood District High School**" is now "**ON HOLD**" until **AFTER** the "**2026 Celebrate Havelock**".

COMMUNITY POLICING COMMITTEE (cont'd) Sept. 10th, 2025

- c) Regarding the **"Food Handling Course"**, **Debbie** plans to take it on **September 27th, 2025** and **Kerry** plans to take it in **Norwood** on **November 1st, 2025**. And **Linda** already has the **"Advanced Food Handling Course"**.
- d) Our **"Committee"** held a **"Cram the Cruiser"** at the **"Havelock Foodland"** for the **"Havelock Food Bank"** on August 23rd, 2025:
- ❖ We collected **1,200.00** worth of non-perishable food!!
 - ❖ **"Thank you"** to **Auxiliary Constable Chris Merry** and **Rolf Joss** for sharing **"Video"**.
 - ❖ **Sharon sent "Thank you e-mails"** to the **"Committee"**, as well as **Janis & John** at **"Foodland"** who sent a reply.
- e) Our next **"Cram the Cruiser"** is scheduled for **Saturday, October 18th, 2025 between 10:00 AM and 1:00 PM.**

5] CORRESPONDENCE:

- 1} **Sharon** had no correspondence.

6] FINANCIAL REPORT:

❖ Chequing Account	~	\$ 1,630.71
❖ "Boutillier Memorial Fund" Account	~	<u>5,359.06</u>
TD Balance	~	<u>\$ 6,989.77</u>
❖ Petty Cash	~ ~ ~	~ \$ 106.11

It was moved and seconded that the **"Financial Report"** be accepted as presented.

7] NEW BUSINESS:

- 1} **Kim**, as the new **"Chair"**, and **Sharon**, as the current **"Treasurer"**, signed the new forms with the **"TD Bank"**.
- 2} It was moved by **Debbie** and seconded by **Rolf** that **Kerry** be our **"Vice Chair"**. Passed unanimously.

COMMUNITY POLICING COMMITTEE (cont'd) Sept. 10th, 2025

3} Regarding "**Hallowe'en Night**", **Kim** and **Karen** spoke with the "**Senior's Centre**".

- ❖ **Only candy** will be passed out to the children.
- ❖ The hours will be **5:30 PM to 8:00 or 8:30 PM**.
- ❖ The Hall is going to be decorated.
- ❖ **Kim** is going to contact **Valerie** at the "**Havelock-Belmont Elementary School**".
- ❖ The **Servers** will be wearing **costumes**.
- ❖ **Kelly** moved and **Sharon** seconded that **\$200** be given to **Karen** for purchasing **candy** for "**Hallowe'en**". Passed unanimously.

4} Regarding the "**Soap Box Derby Cars & Maintenance**":

- ❖ It was moved by **Karen** and seconded by **Kerry** that the "**Youth Committee**" take over the cars, except for the "**OPP Derby Car**". Passed unanimously.

5} There have been negative comments from **Barb Woods** with the "**Havelock Food Bank**" regarding the donations received from the "**Cram the Cruiser**".

- ❖ She wants all the donated **CASH** to be kept in an envelope and given directly to her, instead of the "**Committee Members**" taking the cash into "**Foodland**" in order to purchase more bags of food.
- ❖ **Barb Woods** does **NOT** want any more **VIDEOS** which were promoting the "**Cram the Cruiser**" event.
- ❖ **Kim** plans to discuss with **Barb Woods** the origin of the lists containing the "**Food Bank**" requirements.
- ❖ There are some individuals who are **concerned** that the "**Food Bags**" contain food prepared in the store have **no nutritional value** in them.

6} The "**Havelock Santa Claus Parade**" is scheduled to take Place on **November 15th, 2025**.

- ❖ **Sharon** moved and **Kelly** seconded that **\$200** be given to **Karen** for purchasing **candy** for the "**Santa Claus Parade**". Passed unanimously.

COMMUNITY POLICING COMMITTEE (cont'd) Sept. 10th, 2025

8] NEXT MEETING:

Our next "**Committee Meeting**" is scheduled to take place on **Wednesday, October 8th, 2025** at **6:45 PM** at "**The Crossroads Family Restaurant**".

9] MEETING ADJOURNED:

It was moved by **Rolf** and seconded by **Al** that our "**Meeting**" this evening be adjourned at **7:30 PM**.
Passed unanimously.

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

The first item on the agenda was an introduction, and the MC T.J. Flynn spoke about the OEMC being established in 1989. That's an amazing 36 years. There were five guest speakers including our own Bonnie Clark.

They all touched on the government of Canada, and how eastern Ontario is a gem in this large part of Canada. Talked about people to people, businesses to businesses, how we need to grow and that means growing east to west and outside of Canada. A very good introduction to start off the conference.

Next there was a video about advancement in technology. NGEN was the sponsor, and it was well done. It covers dealing with change in manufacturing. Their website NGEN is well worth looking into.

Then onto risks that we face in the next 5 years. Global conflicts, focusing on the future, innovation and technology. How to differentiate yourself from other trading groups (International).

Canada is not for sale and businesses should keep that in mind. The next election in reality probably won't change what is happening now.

Trevin Stratton wrote a paper on how to restructure the global trade tariffs and manufacturing.

Negotiate free trade with other countries and get other countries to invest in Canada.

Jessica Holmes did a presentation called Laugh it off. Jessica has had a couple of bouts of depression and went on to write a book called "Depression, The Comedy. A Tale of Perseverance".

It is one of the top 25 books about mental health. She is absolutely amazing. Her mantra is "This time it just might work" and she said we always have to have humor in our lives. She suggested that if you are feeling down Google (stress + comedian) and the results are sure to make you laugh and feel better.

Guide to Funding (Ministry of Rural Affairs)

What is the biggest challenge in grant writing?

- 1) Need a concept or idea.
- 2) Research
- 3) Plan
- 4) Write, review and submit
- 5) Proposal assessment
- 6) Project admin

FICE (First Impression Community Exchange)

You bring strangers into your community and let them assess the pro's and con's of what they see. (there is a copy of HBM from 2008)

Conservation Authority. It was formed in 1946.

Discussed:

LIDAR is a remote sensing method that uses pulsed laser light to measure distances. This is a tool that can be a help in land surveys. It can also be used in conjunction with GIS for flood emergency. Drones can be used in flood plain mapping.

Underused Public Land: I quite enjoyed this presentation. It talked about land inventory for housing and EcDev development. At the end it showed right of ways, road segments and which parcels are suitable for housing and commercial space.

Municipal Law- Legal Update

They covered the building code act and talked about limitation periods. There is a 15 year limitation on Act 15-5-A

Their message: Do not enact a by-law that goes against sound practice. They also discussed encampment cases, Bill 6 which is the safer communities act that only the police can enforce and a couple of other legal cases concerning adverse possession and assuming private roads.

Gateway to Government session explained the Ontario Programs which include:

Eastern Ontario Development Fund (EODF)

Advanced Manufacturing and Innovation Competitiveness Stream (AMIC)

Ontario Together Trade Fund (OTFF)

Trade Impacted Communities Program (TICP)

Protect Ontario Financing Program (POFP)

CMHC supports information on connections funding and can help with municipal tools for housing

Housing Affordability to attract people and jobs

Lower the tax burden on new housing construction

Leads to long term growth

Habitat for Humanity

Housing Needs Assessment. Something each municipality should do.

Practical Strategies for Rural EcDev. some

One of the suggestions was a rural committee to look at development of agriculture and place based tourism. Also investigate advertising a local work hub (usually in a library) where people can work.

Focus on what you have to offer and promote it. Help is available from FedDev Ontario, Ontario Trillium Program, Canada Digital Adoption Program and the Rural Ontario Institute.

The top businesses in Eastern Ontario are currently construction, retail and health.

Overall, this was a good conference but going forward I would like to see more staff there. It would have been a benefit to financial, planning along with EcDev as they all have to work together. Quite a bit of the conference I felt related to the larger cities such as Kingston, etc.

I would love to see a conference based strictly on municipalities this a population of less than 20,000 or something to that effect.

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

To: Mayor Martin and Members of Council

From: Bob Angione, Chief Administrative Officer/Clerk

Meeting Date: October 21, 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. Jim Martin, Mayor
Re: Long-Term Care Home Official Opening – October 24, 2025 at 2:00 P.M.
2. Jim Martin, Mayor
Re: Shop Local Draw
3. Bob Angione, Chief Administrative Officer/Clerk
Josh Storey, Supervisor of Parks, Recreation, and Facilities
Re: Quotations for Immediate Repairs to Old Town Hall

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.
 - 2.3.2 Enhance Community Engagement.

Respectfully Submitted:

Bob Angione

Bob Angione,
Chief Administrative Officer/Clerk

YOU ARE INVITED TO A

GRAND OPENING

CELEBRATION

**OCTOBER 24, 2025
AT 2:00 PM**

Join us as we celebrate the official grand opening of Station Place Long Term Care in Havelock!

2:00pm – Arrival

2:30pm – Dignitary Speeches

Tours and Refreshments to follow

628 Old Norwood Road
Havelock ON

Township of Havelock-Belmont

Havelock Old Town Hall Repairs

Attic Abatement and Insulation	Itemized Price	Alternate Price	Bid Submitted	Lowest Bid	Budget	Difference	Notes
			\$ 21,475.00	21,475.00	NA		
Crozier			\$ 21,475.00			\$ -	
Abatement	\$ 14,575.00						
Fiberglass Insulation	\$ 6,500.00						
Attic rafter vents (budget)	\$ 400.00						Not included in quotation.
D&F Insulation			\$ 25,400.00			\$ 3,925.00	
Abatement	\$ 15,800.00						
Fiberglass Insulation	\$ 9,600.00						
Attic rafter vents	included						
ServiceMaster			\$ 36,975.00			\$ 15,500.00	
Abatement	\$ 26,975.00						
Fiberglass Insulation (budget)	\$ 9,600.00						Not included in quotation.
Attic rafter vents (budget)	\$ 400.00						Not included in quotation.

Notes:

D&F included for the necessary attic rafter vents. They are no more than \$100 in material and very quick to install.

We requested blown-in fiberglass insulation because it will not collapse like cellulose will in the angled sections of the roof, hence the extra quotes attached.

MCI recommendation:

Mortlock Construction Inc. recommends that we award this contract to: **Crozier**

This recommendation is based upon their quoted value, and our knowledge of them in the industry.

Approved contractor:

Company name

Approval By:

Owner: Township of Havelock-Belmont-Methuen

Name _____

Date _____

Signature _____



2025-10-16

Township of Havelock-Belmont-Methuen
Havelock Old Town Hall Repairs

Mezzanine Railing System	Itemized Price	Alternate Price	Bid Submitted	Lowest Bid	Budget	Difference	Notes
				\$ 13,801.00	NA		
Ashburnham Metals		\$ 13,801.00				\$ -	custom fabrication to meet CRL spec – CRL glass clips listed in quote.
Mezzanine Railing System	\$ 13,496.00						Not included in quotation.
Floor painting (budget)	\$ 305.00						Alternate material quoted – Grey Goat Hardware
County Custom Glass		\$ 14,500.00				\$ 699.00	
Mezzanine Railing System	\$ 14,500.00						
Floor painting	<i>included</i>						
County Custom Glass			\$ 24,500.00			\$ 10,699.00	As per specification/design.
Mezzanine Railing System	\$ 24,500.00						
Floor painting	<i>included</i>						
Four Points Construction			\$ 25,626.24			\$ 11,825.24	As per specification/design (received from Josh Storey).
Mezzanine Railing System	\$ 25,626.24						
Floor painting	<i>included</i>						
Kawartha Stair and Rail		\$ 9,095.00				-\$ 4,706.00	Incomplete bid
Mezzanine Railing System	\$ 8,790.00						Did not include necessary blocking, and does not match spec.
Floor painting (budget)	\$ 305.00						Not included in quotation.

Notes:

The floor painting is minimal (we have assessed a budget value based on \$80.00 for the paint, and 3 hours of labour to apply the 34ft²).

MCI recommendation:

Mortlock Construction Inc. recommends that we award this contract to: **Ashburnham Metals**

This recommendation is based upon their quoted value, the inclusion of the specified glass clips, and our experience with them on similar projects.

Approved contractor:

Company name

Approval By:

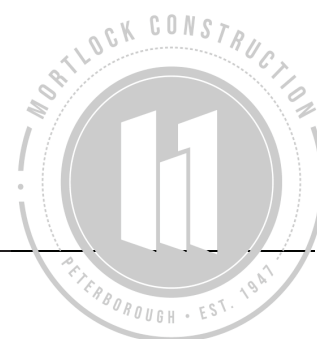
Owner: Township of Havelock-Belmont-Methuen

Name

Date

Signature

2025-10-16



**THE CORPORATION of the
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0**

**FORM 1
THE PLANNING ACT, R.S.O., 1990, as amended**

**NOTICE OF PASSING
OF A ZONING BY-LAW
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

TAKE NOTICE that the Council of the Corporation of the Township of Havelock-Belmont-Methuen passed By-law No. 2025-073 on the 21st day of October 2025 under Section 34 of the Planning Act, R.S.O., 1990.

AND TAKE NOTICE that an appeal to the Ontario Land Tribunal in respect to all or part of this Zoning By-law may be made by filing a notice of appeal with the Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Havelock-Belmont-Methuen, Township of, as the Approval Authority or by mail 1 Ottawa Street East, P.O. Box 10, Havelock, ON K0L 1Z0, no later than 4:30 p.m. on November 10th, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario.

If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to bangione@hbmtwp.ca.

Prior to the passing of the By-law, Council received no oral and/or written submissions which resulted in revisions to the By-law.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The land which is subject of this Zoning By-law Amendment Application is not currently subject to any other application under The *Planning Act*.

An explanation of the purpose and effect of the By-law, describing the lands to which the By-law applies, and a Key Map showing the location of the lands to which the By-law applies are attached. The complete By-law is available for inspection in the municipal office during regular office hours.

Dated at the Township of Havelock-Belmont-Methuen this 21st day of October 2025.

Mr. Robert Angione, M.P.A., B.Admin
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0
(705) 778-2308
(705) 778-5248 (fax)

EXPLANATORY NOTE

1. By-law No. 2025-073 has the following purpose and effect.

The Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment to change the zoning of certain lands being located in Part Lot 27 and 28, Concession 2, having municipal address of 524 Fire Route 54, Assessment Roll No. 1531-010-006-28901.

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

The application proposes to rezone the subject lands to 'Special District 301 (S.D. 301) Zone' introducing site-specific definitions and regulations to facilitate the construction of a new dwelling unit.

2. A key map showing the location of the lands to which By-law No. 2025-073 applies is provided below.



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

BY-LAW NO. 2025-073

BEING A BY-LAW TO AMEND BY-LAW NO. 1995-42, AS AMENDED, OTHERWISE KNOWN AS THE "THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN COMPREHENSIVE ZONING BY-LAW".

WHEREAS the Corporation of the Township of Havelock-Belmont-Methuen is in receipt of an application to amend By-law No. 1995-42, as amended.

AND WHEREAS the Council of the Corporation of the Township of Havelock-Belmont-Methuen reviewed the rezoning application and now deems it advisable to further amend By-law No. 1995-42, as amended.

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

- "1. That Schedule 'A1' of By-law No. 1995-42, as amended, is hereby further amended by changing the zone category of certain lands located in Part Lot 27 and 28, Concession 2, having municipal address of 524 Fire Route 54 in the Township of Havelock-Belmont-Methuen from 'Seasonal Residential (SR) Zone' to 'Special District 301 (S.D. 301) Zone' as illustrated on Schedule 'A' attached hereto and forming part of this by-law.
2. That Section 4.46 (Special Districts) of By-law No. 1995-42, as amended, is hereby further amended with the addition of a new sub-section, namely 4.46.301, which shall read as follows:

4.46.301 Special District 301 (S.D. 301)

No person shall within any 'Special District 301 (S.D. 301) Zone' use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

4.46.301.1 Special Provisions

All provisions and regulations of By-law No. 1995-42, as amended, as they apply to the Seasonal Residential (SR) Zone; shall also apply to any 'Special District 301 (S.D. 301) Zone' with the following exceptions:

- a) Minimum Front Yard Setback: 15.2 metres (49.87 feet)
- b) Minimum Rear Yard Setback: 3.16 metres (10.37 feet)

4.46.301.2 Special High Water Mark Setback Provisions

Notwithstanding any other provisions of Section 4.37 of By-law No. 1995-42, to the contrary, the following High Water Mark setbacks shall apply within the boundary of any 'Special District 301 (S.D. 301) Zone':

- a) Minimum Setback from High Water Mark to Dwelling: 15.2 metres (49.87 feet)

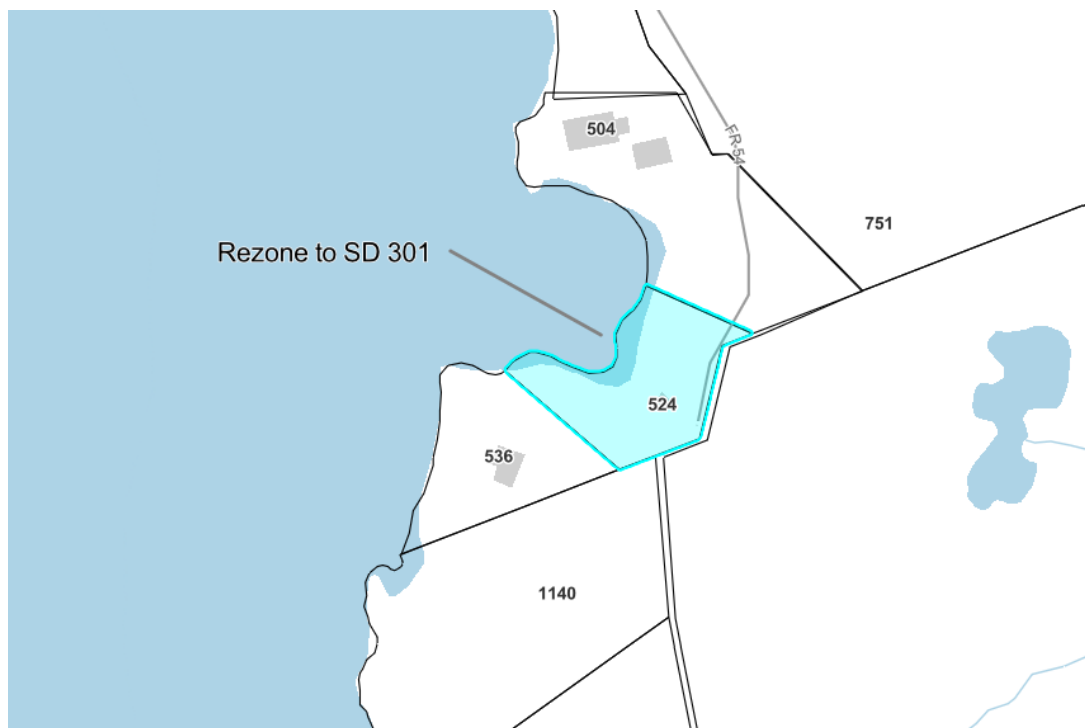
If no notice of objection is filed with the Municipal Clerk within the time provided, this By-law shall become effective on the date of passing.

If a notice of objection is filed with the Municipal Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a **FIRST, SECOND, and THIRD TIME** and **FINALLY** passed this 21st day of October 2025 and given By-law No. 2025-073.

Jim Martin, Mayor

Robert V. Angione, Clerk



THIS IS SCHEDULE "A" TO BY-LAW
NO. _____ PASSED THIS DAY
OF _____, 2025.

SIGNATURES OF SIGNED
OFFICERS:

MAYOR

CLERK

TOWNSHIP OF
Havelock-Belmont-Methuen

**THE CORPORATION of the
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0**

**FORM 1
THE PLANNING ACT, R.S.O., 1990, as amended**

**NOTICE OF PASSING
OF A ZONING BY-LAW
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

TAKE NOTICE that the Council of the Corporation of the Township of Havelock-Belmont-Methuen passed By-law No. 2025-074 on the 21st day of October 2025 under Section 34 of the Planning Act, R.S.O., 1990.

AND TAKE NOTICE that an appeal to the Ontario Land Tribunal in respect to all or part of this Zoning By-law may be made by filing a notice of appeal with the Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Havelock-Belmont-Methuen, Township of, as the Approval Authority or by mail 1 Ottawa Street East, P.O. Box 10, Havelock, ON K0L 1Z0, no later than 4:30 p.m. on November 10th, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario.

If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to bangione@hbmtwp.ca.

Prior to the passing of the By-law, Council received no oral and/or written submissions which resulted in revisions to the By-law.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The land which is subject of this Zoning By-law Amendment Application is currently subject Consent Application B-69-22 under The *Planning Act*.

An explanation of the purpose and effect of the By-law, describing the lands to which the By-law applies, and a Key Map showing the location of the lands to which the By-law applies are attached. The complete By-law is available for inspection in the municipal office during regular office hours.

Dated at the Township of Havelock-Belmont-Methuen this 21st day of October 2025.

Mr. Robert Angione, M.P.A., B.Admin
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0
(705) 778-2308
(705) 778-5248 (fax)

EXPLANATORY NOTE

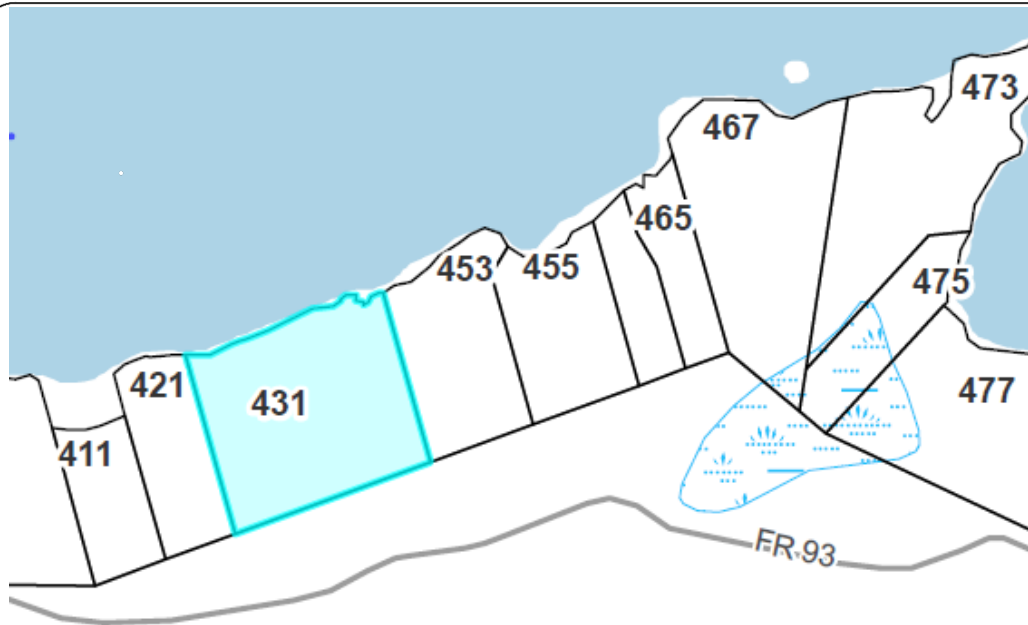
1. By-law No. 2025-074 has the following purpose and effect.

The Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment to change the zoning of certain lands being located in Part Lot 10, Concession 9, having municipal address of 431 Fire Route 93, Assessment Roll No. 1531-010-009-25800.

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

The application proposes to rezone portions of the subject lands to 'Special District 302 (S.D. 302) Zone' introducing site-specific regulations to permit presence of an accessory structure in the absence of a primary use.

2. A key map showing the location of the lands to which By-law No. 2025-074 applies is provided below.



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

BY-LAW NO. 2025-074

BEING A BY-LAW TO AMEND BY-LAW NO. 1995-42, AS AMENDED, OTHERWISE KNOWN AS THE "THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN COMPREHENSIVE ZONING BY-LAW".

WHEREAS the Corporation of the Township of Havelock-Belmont-Methuen is in receipt of an application to amend By-law No. 1995-42, as amended.

AND WHEREAS the Council of the Corporation of the Township of Havelock-Belmont-Methuen reviewed the rezoning application and now deems it advisable to further amend By-law No. 1995-42, as amended.

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

- "1. That Schedule 'A1' of By-law No. 1995-42, as amended, is hereby further amended by changing the zone category of certain lands located in Part Lot 10, Concession 9, having municipal address of 431 Fire Route 93 in the Township of Havelock-Belmont-Methuen from 'Seasonal Residential (SR) Zone' to 'Special District 302 (S.D. 302) Zone' as illustrated on Schedule 'A' attached hereto and forming part of this by-law.
2. That Section 4.46 (Special Districts) of By-law No. 1995-42, as amended, is hereby further amended with the addition of a new sub-section, namely 4.46.302, which shall read as follows:

4.46.302 Special District 302 (S.D. 302)

No person shall within any 'Special District 302 (S.D. 302) Zone' use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

4.46.302.1 Special Provisions

All provisions and regulations of By-law No. 1995-42, as amended, as they apply to the Seasonal Residential (SR) Zone; shall also apply to any 'Special District 302 (S.D. 302) Zone' with the following exceptions:

- a) Notwithstanding any other provision to the contrary, the existing accessory structures may continue to be used prior to the establishment of a primary use.

If no notice of objection is filed with the Municipal Clerk within the time provided, this By-law shall become effective on the date of passing.

If a notice of objection is filed with the Municipal Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a **FIRST, SECOND, and THIRD TIME** and **FINALLY** passed this 21st day of October 2025 and given By-law No. 2025-074.

Jim Martin, Mayor

Robert V. Angione, Clerk



THIS IS SCHEDULE "A" TO BY-LAW
NO. _____ PASSED THIS DAY
OF _____, 2025.

SIGNATURES OF SIGNED
OFFICERS:

_____ MAYOR

_____ CLERK

TOWNSHIP OF
Havelock-Belmont-Methuen

**THE CORPORATION of the
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0**

**FORM 1
THE PLANNING ACT, R.S.O., 1990, as amended**

**NOTICE OF PASSING
OF A ZONING BY-LAW
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

TAKE NOTICE that the Council of the Corporation of the Township of Havelock-Belmont-Methuen passed By-law No. 2025-075 on the 21st day of October 2025 under Section 34 of the Planning Act, R.S.O., 1990.

AND TAKE NOTICE that an appeal to the Ontario Land Tribunal in respect to all or part of this Zoning By-law may be made by filing a notice of appeal with the Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Havelock-Belmont-Methuen, Township of, as the Approval Authority or by mail 1 Ottawa Street East, P.O. Box 10, Havelock, ON K0L 1Z0, no later than 4:30 p.m. on November 10th, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario.

If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to bangione@hbmtwp.ca.

Prior to the passing of the By-law, Council received no oral and/or written submissions which resulted in revisions to the By-law.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

The land which is subject of this Zoning By-law Amendment Application is not currently subject to any other application under The *Planning Act*.

An explanation of the purpose and effect of the By-law, describing the lands to which the By-law applies, and a Key Map showing the location of the lands to which the By-law applies are attached. The complete By-law is available for inspection in the municipal office during regular office hours.

Dated at the Township of Havelock-Belmont-Methuen this 21st day of October 2025.

Mr. Robert Angione, M.P.A., B.Admin
Municipal Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street East
Havelock, ON K0L 1Z0
(705) 778-2308
(705) 778-5248 (fax)

EXPLANATORY NOTE

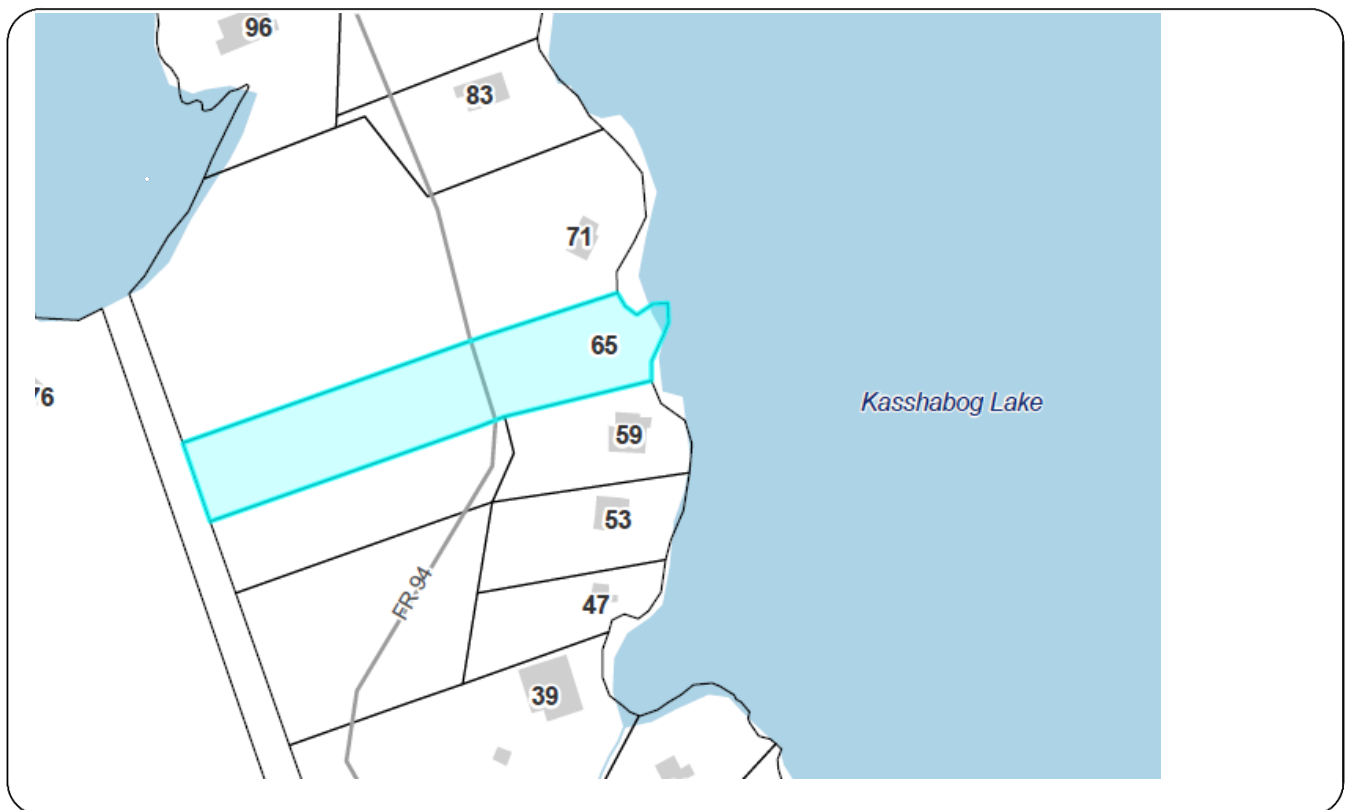
1. By-law No. 2025-075 has the following purpose and effect.

The Township of Havelock-Belmont-Methuen is in receipt of an application for a Zoning By-law Amendment to change the zoning of certain lands being located in Part Lot 14, Concession 8, having municipal address of 65 Fire Route 94, Assessment Roll No. 1531-010-009-21600.

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

The application proposes to rezone the subject lands to 'Special District 303 (S.D. 303) Zone' introducing site-specific definitions and regulations to facilitate the construction of a new dwelling unit.

2. A key map showing the location of the lands to which By-law No. 2025-075 applies is provided below.



(Rye)

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

BY-LAW NO. 2025-075

BEING A BY-LAW TO AMEND BY-LAW NO. 1995-42, AS AMENDED, OTHERWISE KNOWN AS THE "THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN COMPREHENSIVE ZONING BY-LAW".

WHEREAS the Corporation of the Township of Havelock-Belmont-Methuen is in receipt of an application to amend By-law No. 1995-42, as amended.

AND WHEREAS the Council of the Corporation of the Township of Havelock-Belmont-Methuen reviewed the rezoning application and now deems it advisable to further amend By-law No. 1995-42, as amended.

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

- "1. That Schedule 'A1' of By-law No. 1995-42, as amended, is hereby further amended by changing the zone category of certain lands located in Part Lot 14, Concession 8, having municipal address of 65 Fire Route 94 in the Township of Havelock-Belmont-Methuen from 'Seasonal Residential (SR) Zone' to 'Special District 303 (S.D. 303) Zone' as illustrated on Schedule 'A' attached hereto and forming part of this by-law.
2. That Section 4.46 (Special Districts) of By-law No. 1995-42, as amended, is hereby further amended with the addition of a new sub-section, namely 4.46.303, which shall read as follows:

4.46.303 Special District 303 (S.D. 303)

No person shall within any 'Special District 303 (S.D. 303) Zone' use any land, or erect, alter or use any building or structure except in accordance with the following provisions:

4.46.303.1 Special Provisions

All provisions and regulations of By-law No. 1995-42, as amended, as they apply to the Seasonal Residential (SR) Zone; shall also apply to any 'Special District 303 (S.D. 303) Zone' with the following exceptions:

- a) Minimum Front Yard Setback (Dwelling): 14.5 metres (47.5 feet)
- b) Minimum Front Yard Setback (Deck): 13 metres (42.83 feet)
- c) Minimum Interior Side Yard Setback: 2.3 metres (7.58 feet)

4.46.303.2 Special High Water Mark Setback Provisions

Notwithstanding any other provisions of Section 4.37 of By-law No. 1995-42, to the contrary, the following High Water Mark setbacks shall apply within the boundary of any 'Special District 303 (S.D. 303) Zone':

- d) Minimum Setback from High Water Mark to Dwelling: 14.5 metres (47.5 feet)
- a) Minimum Setback from High Water Mark to Deck: 13 metres (42.83 feet)

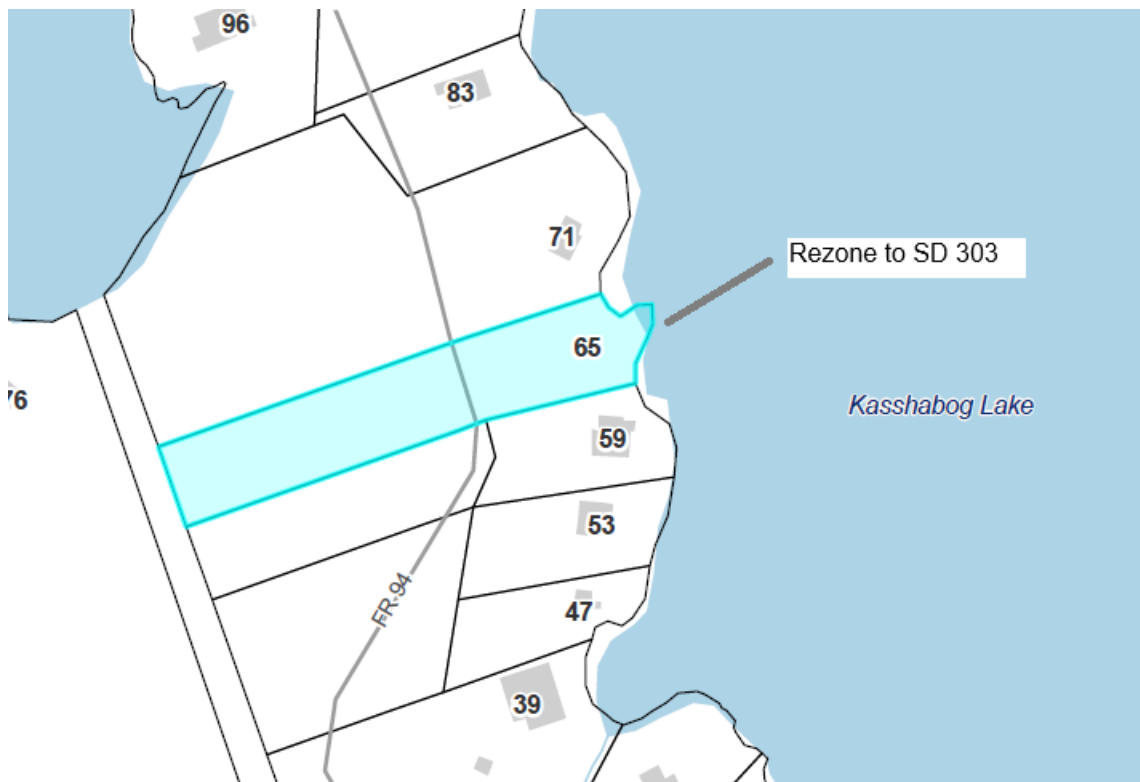
If no notice of objection is filed with the Municipal Clerk within the time provided, this By-law shall become effective on the date of passing.

If a notice of objection is filed with the Municipal Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a **FIRST, SECOND, and THIRD TIME** and **FINALLY** passed this 21st day of October 2025 and given By-law No. 2025-075.

Jim Martin, Mayor

Robert V. Angione, Clerk



THIS IS SCHEDULE "A" TO BY-LAW
NO. _____ PASSED THIS DAY
OF _____, 2025.

SIGNATURES OF SIGNED
OFFICERS:

_____ MAYOR

_____ CLERK

TOWNSHIP OF
Havelock-Belmont-Methuen

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

By-law Number 2025 – 076

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

WHEREAS pursuant to Section 11 (1) of the *Municipal Act, 2001, S.O. 2001, c.25*, provides broad authority to a lower tier municipality to provide any service or thing that a municipality considers necessary or desirable for the public;

AND WHEREAS pursuant to Section 11 (2)(6) of the *Municipal Act, 2001, S.O. 2001, c.25*, provides that a lower tier municipality may pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS the Council of the Township of Havelock-Belmont-Methuen deems it expedient to enter into an agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link;

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

1. That the Mayor and Clerk are authorized to sign the agreement with Emcon Services Inc. for the provision of certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link;
2. That the agreement is hereby attached as Schedule 'A' to this by-law and forms part of this by-law.
3. That this by-law shall take effect upon third reading thereof.

Read a first, second and third time and finally passed in open Council this 21st day of October, 2024.

Jim Martin, Mayor

Robert V. Angione, Clerk

Schedule 'A' to By-law 2025-076

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

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

THIS AGREEMENT is made as of the 21st day of October, 2025

BETWEEN:

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

- and -

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

(each, a “**Party**” and collectively, the “**Parties**”)

WHEREAS:

- A. Emcon has entered into Contractor Directed Maintenance Contract 2024-03 commencing May 1, 2025 (the “**CDMC**”) with the Ontario Ministry of Transportation (“**MTO**”) which CDMC includes providing routine winter maintenance services on Provincial Highway 7.
- B. The Township wishes to have Emcon perform certain plowing and sanding/salting winter maintenance services on the Havelock Highway 7 Connecting Link in the Township of Havelock, Ontario on the terms and conditions set forth herein.

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

- 1. **Services**. Emcon shall perform the winter plowing and sanding/salting maintenance services as set out in Schedule “A” attached hereto (the “**Services**”). The Township agrees and acknowledges that the Services performed by Emcon will be undertaken as an agent of the Township.
- 2. **Term**. Emcon shall perform the Services commencing November 1st, 2025 and ending April 30, 2026 (the “**Term**”). The Term of this agreement may be extended upon the mutual agreement of the Parties.
- 3. **Termination**. Emcon may terminate this Agreement effective immediately at any time if the Township fails to observe or perform any of its covenants or obligations hereunder. Emcon may also terminate this Agreement upon sixty (60) days prior written notice. In any event, this Agreement shall terminate automatically on the termination of the AMC.

4. **Indemnification.**

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

5. **Insurance.** Emcon shall maintain and obtain during the Term of this Agreement commercial general liability insurance (in form satisfactory to the Township)

naming the Township as additional insured in respect of the Services performed by Emcon. Such insurance shall provide coverage of not less than Five Million Dollars (\$5,000,000) inclusive per occurrence for bodily injury, personal injury, death and damage to property including loss of use thereof with property damage deductible of not more than Ten Thousand (\$10,000) and including non-owned automobile coverage with blanket contractual liability endorsement. In addition, the policy of liability insurance must contain a cross-liability clause endorsement.

6. **Payment.** The Township shall pay Emcon the following sums for the performance of the Services: **(a) \$10,276.23 on December 31, 2025 (b) \$10,276.23 on February 28, 2026 and \$11,213.12 on May 31, 2026.**

7. **General.**

- (a) This Agreement shall be governed by the laws of Ontario and the federal laws of Canada applicable therein.
- (b) No Amendment of this Agreement shall be effective unless made in writing and signed by the Parties.
- (c) This Agreement constitutes the entire agreement between the Parties. There are no conditions, representations, warranties, obligations or other agreements between the Parties in connection with the subject matter of this Agreement (whether oral or written, express or implied, statutory or otherwise) except as explicitly set out in this Agreement.
- (d) This Agreement shall ensure to the benefit of the parties hereto and their respective successors and permitted assigns. Emcon may assign or transfer this Agreement without the prior consent of the Township.
- (e) This Agreement may be executed in counterparts, including by PDF or facsimile counterpart.

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

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

Notices shall be provided as follows:

If to Emcon: Emcon Services Inc.
 6130 Edwards Blvd

Mississauga, Ontario, L5T 2V7

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

If to the Township:

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

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

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

TOWNSHIP of HAVELOCK-BELMONT-METHUEN

Per: _____
Name:
Title:

EMCON SERVICES INC.

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

SCHEDULE A SERVICES

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

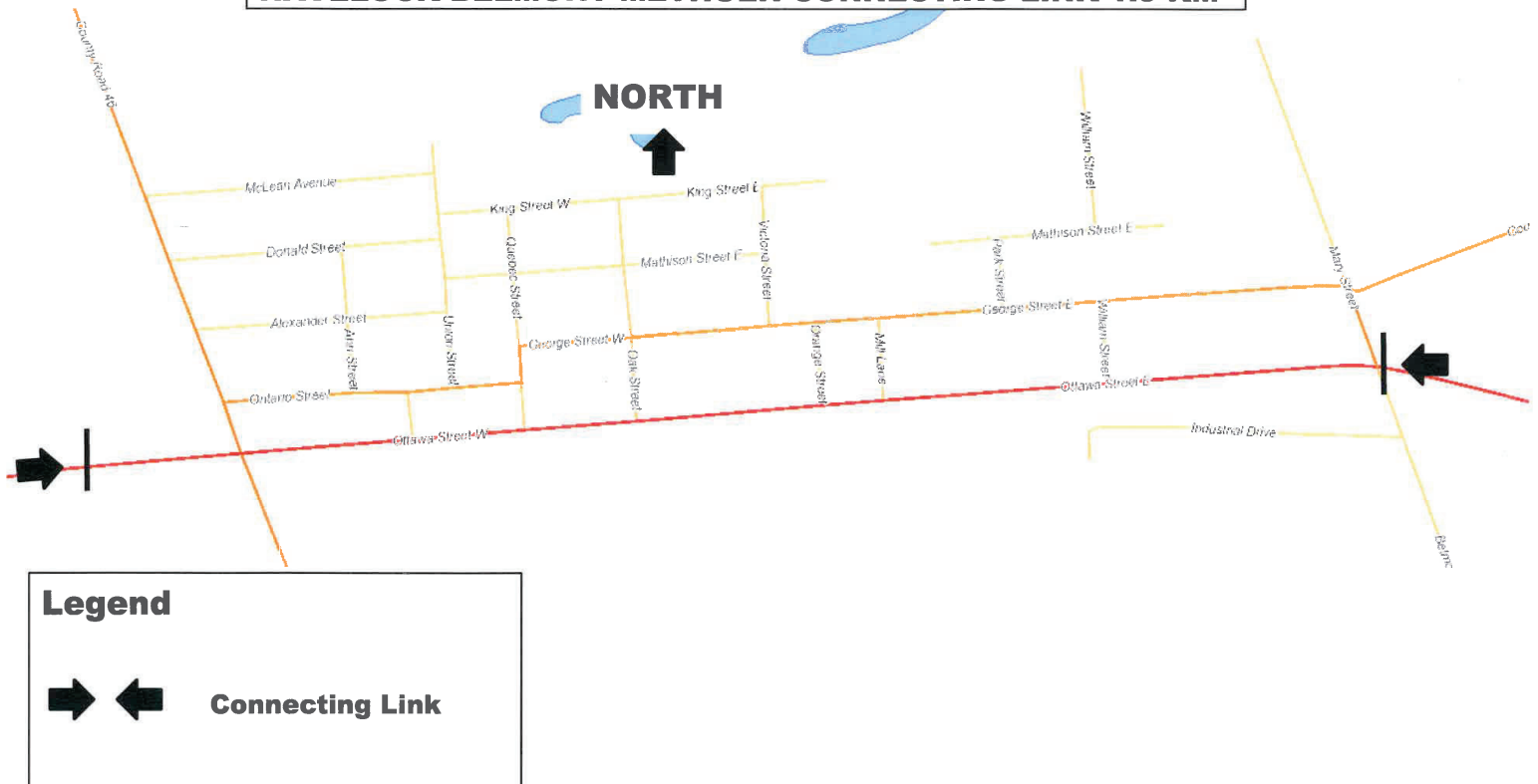
- Salting or sanding to be provided in conjunction with plowing operations, if required. Salting applications will be in accordance with Provincial Highway Standards.
- Plowing and salting/sanding will be performed as part of Emcon’s plowing and spreading routes as set out in Schedule B attached hereto,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

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

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

SCHEDULE B

HAVELOCK-BELMONT-METHUEN CONNECTING LINK 1.9 KM



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

By-law Number 2025 - 077

Being a by-law to confirm the proceedings of the Regular Meeting of the Council
of the Township of Havelock-Belmont-Methuen held on October 21, 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 twenty first day of October, 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 21st day of October, 2025.

Jim Martin, Mayor

Robert V. Angione, Clerk