



TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

SPECIAL COUNCIL MEETING AGENDA

Date: Tuesday, January 9, 2024

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

and

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

Time: 9:30 a.m.

Call to Order

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

Land Acknowledgement

Cell Phones

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

Purpose of the Meeting

The purpose of this Special Meeting is for Council to undertake 2024 budget deliberations.

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

Declaration of Pecuniary Interest and General Nature Thereof

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

Business

1. Peter Lauesen, Manager of Public Works
Re: OCWA 2024 Budget Overview ([Budget Book Pages 70, 81, 120 & 123](#))
Re: Public Works Department Overview ([Budget Book Pages 65 & 108](#))

2. Bob Angione, Chief Administrative Officer/Clerk
Lionel Towns, Treasurer
Re: Administrative Department Overview ([Budget Book Pages 13 & 96](#))
Re: Conservation Authority Overview ([Budget Book Page 31](#))
Re: Source Water Overview ([Budget Book Page 84](#))
Re: Library Overview ([Budget Book Pages 48 & 105](#))
Re: Cemetery Overview ([Budget Book Page 28](#))
 3. Travis Toms, Chief Building Official
Re: Building Department Overview ([Budget Book Pages 24 & 98](#))
Re: By-law Enforcement Department Overview ([Budget Book Pages 26 & 98](#))
Re: Animal Control Overview ([Budget Book Page 21](#))
Re: Planning Department Overview ([Budget Book Page 59](#))
 4. Ray Haines, Fire Chief
Re: Fire Department Overview ([Budget Book Pages 45 & 103](#))
- Lunch Break
5. Shari Gottschalk, Economic Development Officer
Re: Economic Development Department Overview ([Budget Book Page 17](#))
 6. Josh Storey, Supervisor of Parks, Recreation and Facilities
Re: Parks, Recreation and Facilities Department Overview ([Budget Book Pages 51, 100 & 106](#))

Confirmatory By-law

A By-law to confirm the proceedings of the Special Meeting of Council held on January 9, 2024 if required.

Adjournment

TOWNSHIP OF

HAVELOCK-BELMONT-METHUEN

2024 Operating and Capital Budget Review Book - DRAFT



December 12, 2023

2024 Budget

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2024 Budget

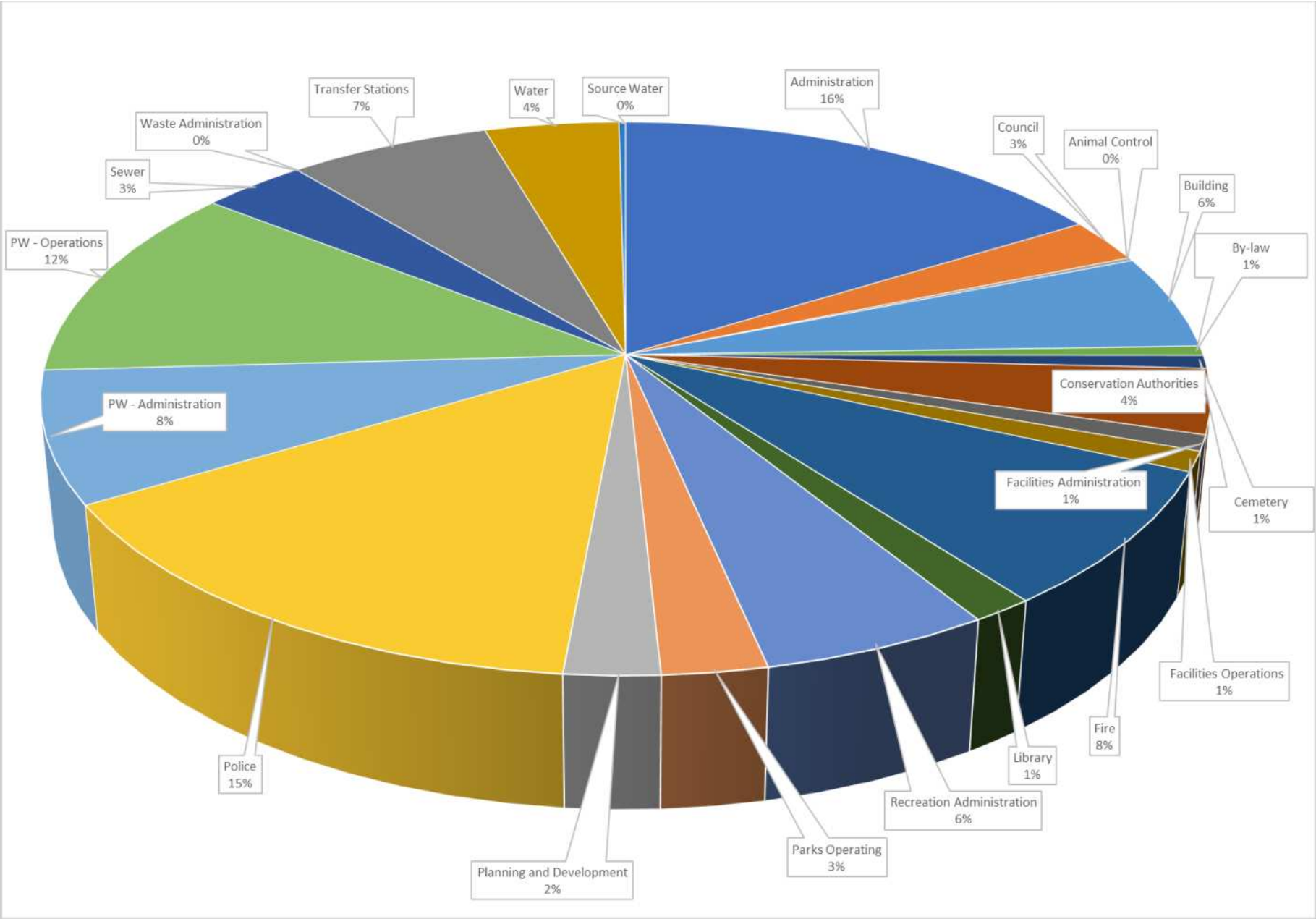
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Part I - 2024 Departmental Operating Budget Review

Gross Operating Budget Expenditures by Department



Gross Expenditures by Department

Township of Havelock-Belmont-Methuen					
2024 Gross Operating Budget Expenses					
Description	2023 Approved Budget	2023 Estimated Actual	2024 Recommended	Variances 2023 - 2024 Budget	
				Over(under) 2023 Budget %	Over (Under) 2023 Budget \$
Administration	\$1,273,085	\$1,244,659	\$1,347,497	5.8%	\$74,412
Council	361,062	177,567	\$211,880	-41.3%	-149,182
Animal Control	9,093	6,640	\$16,160	77.7%	7,067
Building					
<i>Building</i>	392,197	371,166	\$458,546	16.9%	66,349
<i>By-law</i>	41,746	32,600	\$45,893	9.9%	4,147
	433,943	403,766	\$504,439	16.2%	70,496
Cemetery	63,104	63,104	\$63,104		
Conservation Authorities	299,331	287,298	\$314,298	5.0%	14,967
Facilities					
<i>Facilities Administration</i>	65,351	61,323	\$76,331	16.8%	10,980
<i>Facilities Operations</i>	90,720	83,799	\$96,495	6.4%	5,775
	156,071	145,122	\$172,826	10.7%	16,755
Fire	630,712	497,226	\$664,236	5.3%	33,524
Library	123,293	122,233	\$123,744	0.4%	451
Parks, Recreation & Facilities					
<i>Recreation Administration</i>	412,970	416,448	\$457,389	10.8%	44,419
<i>Parks Operating</i>	203,090	203,090	\$209,315	3.1%	6,225
	616,060	619,538	\$666,704	8.2%	50,644
Planning and Development	227,251	154,282	\$189,698	-16.5%	-37,553
Police	1,244,862	1,242,750	\$1,243,555	-0.1%	-1,307
Public Works					
<i>PW - Administration</i>	617,346	588,825	\$637,046	3.2%	19,700
<i>PW - Operations</i>	992,077	850,993	\$956,550	-3.6%	-35,527
	1,609,423	1,439,818	\$1,593,596	-1.0%	-15,827
Sewer	277,797	254,250	\$278,889	0.4%	1,092
Waste					
<i>Waste Administration</i>		28,000			
<i>Transfer Stations</i>	522,158	508,732	\$540,069	3.4%	17,911
	522,158	536,732	\$540,069	3.4%	17,911
Water	356,491	311,073	\$358,928	0.7%	2,437
Source Water	17,500	17,500	\$17,500		
	\$8,221,236	\$7,523,558	\$8,307,123	1.0%	\$85,887

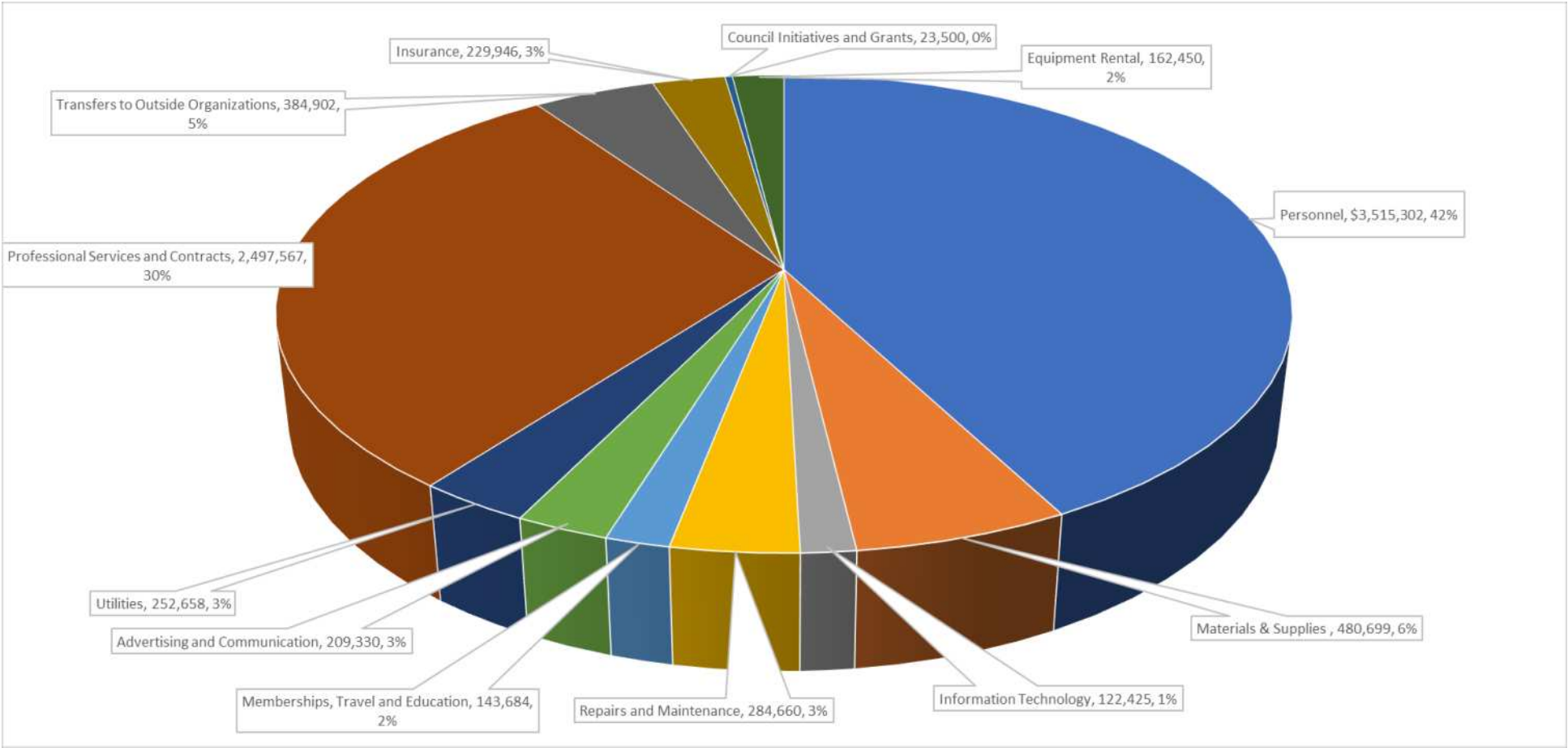
How Much of the Operating Budget is Discretionary?

It is important to note, when studying HBM's operating budget, how much of the total expenditures of the municipality are discretionary, or easily changed, by Council.

In the 2024 proposed budget, 83% of total costs are related to personnel (wages and statutory and non-statutory benefits), utilities, insurance, transfers to outside organizations, professional services and agreements (police services, environmental services required by law, road engineering, etc.). Other costs, such as repair and maintenance (3%), material and supplies (6%), information technology (1%), advertising and communication (3%), and equipment rentals (2%), could be decreased, in theory, but this would result in higher equipment and building failure rates, larger and more frequent capital expenditures, lower levels of service to the community, more downtime in the services provided, and less communication to taxpayers.

Very little of municipal budgets can be looked to as sources of sustainable savings without impacting residents' quality of life.

HBM 2024 Gross Budget Expenditures by Object



What does 1% mean?

Both the All-inclusive Tax increase and the Net Tax Levy Requirement are within the control of Council.

For 2024, a 1.0% change in the municipal tax rate equates to approximately \$75,000 in tax supported expenditures. That is, to lower the 2024 tax rate by 1.0%, \$75,000 in net tax levy funded expenditures would need to be eliminated. Conversely, if \$75,000 in spending is added to the budget, without any offsetting revenues (or decreases in spending in another area), Residential tax rates would increase by 1%.

What a Residential Property Owner Pays For

The following chart shows what a Residential taxpayer funds, by division, for each 100,000 of assessment. For example, a property owner with a \$250,000 Residential assessment would pay \$150.55 for Fire Services in a year ($\$250,000 \div 100,000 \times \60.22). If the property was assessed as Commercial taxable, the amount paid for Fire Services would be \$165.39 (amount paid by Residential taxpayer with the same assessment times the Commercial tax ratio of 1.0986).

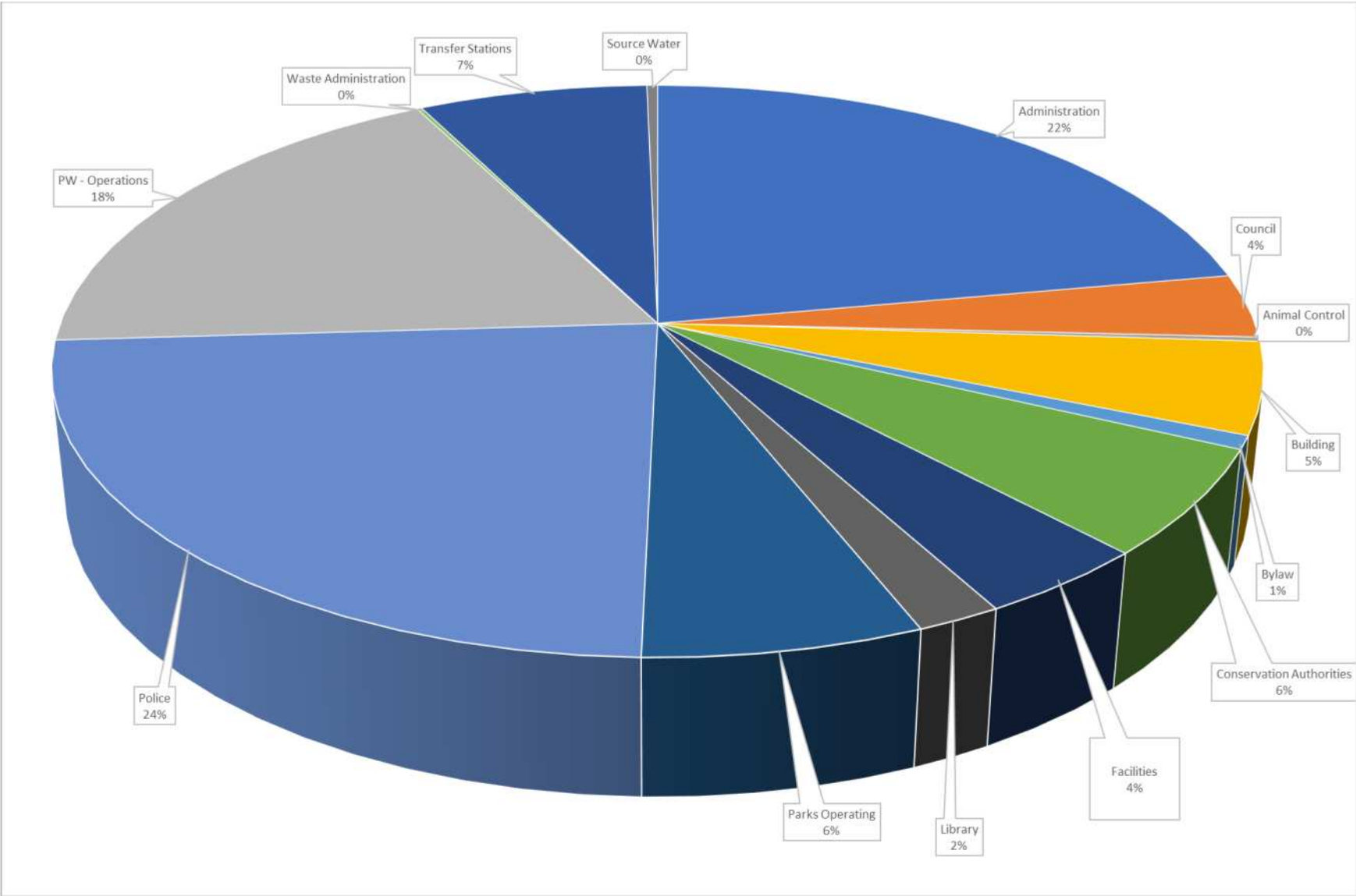
Part I – 2024 Departmental Operating Budget Review

Township of Havelock-Belmont-Methuen		
What Your Taxes Pay For		
Description	2024 Recommended Budget	Residential Taxpayers Per \$100,000 of Assessment
Administration <i>(CAO, Clerk, Finance, Information Technology, HR)</i>	\$1,159,476	\$81.17
Council	188,547	13.20
Animal Control	12,410	0.87
Building		
<i>Building</i>	269,546	18.87
<i>Bylaw</i>	39,693	2.78
	309,239	21.65
Cemetery	63,104	4.42
Conservation Authorities	314,298	22.00
Facilities <i>(Library, Municipal, Stone Hall, Town Hall, OPP)</i>	210,826	14.76
Fire	860,286	60.22
Library	102,371	7.17
Parks, Recreation & Facilities		
<i>Recreation Administration</i>	392,414	27.47
<i>Parks Operating</i>	232,235	16.26
<i>Arena Operating</i>	100,780	7.06
<i>Sports Field Operating</i>	3,300	0.23
	728,729	51.02
Planning and Development	149,698	10.48
Police	1,238,619	86.71
Public Works		
<i>PW - Administration</i>	920,046	64.41
<i>PW - Operations</i>	956,550	66.96
	1,876,596	131.37
Sewer		
Waste		
<i>Waste Administration</i>	-8,100	-0.57
<i>Transfer Stations</i>	374,769	26.24
	366,669	25.67
Water		
Source Water	17,500	1.23
	\$7,598,368	\$531.92

Part I – 2024 Departmental Operating Budget Review

Township of Havelock-Belmont-Methuen					
2024 Net Tax Levy					
Description	2023 Approved Budget	2023 Projected Actual	2024 Proposed Budget	Over(under) 2023 Budget %	Over (Under) 2023 Budget \$
Administration	\$1,107,660	\$1,016,059	\$1,159,476	4.7%	\$51,816
Council	182,729	177,567	\$188,547	3.2%	5,818
Animal Control	5,343	2,890	\$12,410	132.3%	7,067
Building					
<i>Building</i>	232,403	129,872	\$269,546	16.0%	37,143
<i>Bylaw</i>	41,046	32,600	\$39,693	-3.3%	-1,353
	273,449	162,472	\$309,239	13.1%	35,790
Cemetery	63,104	63,104	\$63,104		
Conservation Authorities	299,331	287,298	\$314,298	5.0%	14,967
Facilities	194,071	184,688	\$210,826	8.6%	16,755
Fire	687,844	618,768	\$860,286	25.1%	172,442
Library	101,920	100,860	\$102,371	0.4%	451
Parks, Recreation & Facilities					
<i>Recreation Administration</i>	347,995	353,198	\$392,414	12.8%	44,419
<i>Parks Operating</i>	330,090	296,501	\$336,315	1.9%	6,225
	678,085	649,699	\$728,729	7.5%	50,644
Planning and Development	195,251	127,782	\$149,698	-23.3%	-45,553
Police	1,239,926	1,237,814	\$1,238,619	-0.1%	-1,307
Public Works					
<i>PW - Administration</i>	786,846	818,025	\$920,046	16.9%	133,200
<i>PW - Operations</i>	992,077	850,993	\$956,550	-3.6%	-35,527
	1,778,923	1,669,018	\$1,876,596	5.5%	97,673
Sewer					
Waste					
<i>Waste Administration</i>	-50,100	-41,500	-\$8,100	-83.8%	42,000
<i>Transfer Stations</i>	356,358	351,732	\$374,769	5.2%	18,411
	306,258	310,232	\$366,669	19.7%	60,411
Water					
Source Water	17,500	17,500	\$17,500		
	\$7,131,394	\$6,625,751	\$7,598,368	6.5%	\$466,974

Net Tax Levy by Division



Administration

Department	Administration
Functions	CAO, Clerk, Finance, Information Technology, Human Resources

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$1,347,497	-\$1,722,066	-\$53,371	\$1,587,416	\$1,159,476
2023	1,273,085	-1,910,026	-49,225	1,793,826	1,107,660
	\$74,412	\$187,960	-\$4,146	-\$206,410	\$51,816

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$221,000	-\$221,000			
2023	201,000	-167,524		-33,476	
	\$20,000	-\$53,476		\$33,476	



Administration

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Administration Reserve	-\$156,749	-\$56,000	-\$274,371	\$117,622
Grant in Lieu	-29,000	-26,700	-28,000	-1,000
Provincial Conditional (COVID and OCIF)	-245,386	-211,910	-180,124	-65,262
Provincial Unconditional Grant (OMPF)	-1,294,000	-1,294,000	-1,239,500	-54,500
Development Charge Reserve	-30,000	-30,000		-30,000
Federal Gas Tax Reserve	-149,916	-149,916	-149,916	
Tax Certificates	-4,250	-4,250	-4,250	
Misc Revenues	-6,200	-10,000	-10,000	3,800
NSF Fees	-250	-400	-400	150
Sale of Land				
Other Licences	-3,500	-3,500	-3,500	
Marriage Licences	-1,000	-1,750	-1,500	500
Interest/Penalty-taxes	-110,000	-110,000	-110,000	
Interest-Bank Account/Investments	-100,000	-175,000	-175,000	75,000
Total Revenue	-\$2,130,251	-\$2,073,426	-\$2,176,561	\$46,310
<i>Provincial and Fed Funding incl. above</i>	<i>-\$1,689,302</i>	<i>-\$1,655,826</i>	<i>-\$1,569,540</i>	<i>-\$119,762</i>



Administration

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Reserve-Federal Gas Tax	\$149,916	\$149,916	\$149,916	
Transfer to Reserve-General Capital	138,000	138,000	188,000	50,000
Deferred Revenue-OCIF	211,910		180,124	-31,786
Transfer to Reserve - Other	1,294,000	1,294,000	1,249,500	-44,500
	\$1,793,826	\$1,581,916	\$1,767,540	-\$26,286

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$847,671	\$827,500	\$878,416	\$30,745
Materials & Supplies	30,523	33,500	34,000	3,477
Information Technology	74,519	71,000	90,000	15,481
Repairs and Maintenance	5,522	4,750	5,500	-22
Memberships, Travel and Education	21,210	12,000	21,210	
Advertising and Communication	57,480	56,000	58,186	706
Insurance	14,455	14,455	16,334	1,879
Utilities	12,000	10,700	11,400	-600
Professional Services and Contracts	160,480	179,754	179,080	-1,879
Economic Development Initiatives	49,225	35,000	53,371	600
Total Operating Budget Expense	\$1,273,085	\$1,244,659	\$1,347,497	\$50,387

2024 Operating Budget

Form 1

DEPARTMENT: ADMINISTRATION

STATEMENT OF PURPOSE:

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

Specific areas of operations include:

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

2024 HIGHLIGHTS:

The Ontario Municipal Partnership Fund – Grant (OMPF) for 2024 has been confirmed and will be \$1,239,500 (decrease of

54,500 from 2023, or 4.2%). Havelock-Belmont-Methuen will receive \$180,124 from the OCIF program in 2024, which is a decrease of \$31,786 from the 2023 amount.

The budget for tax write-offs was increased from \$17,250 to \$20,000 to reflect the large number of appeals filed in the province with respect to the assessment of gravel pits.

The Administration consulting budget was increased from \$2,000 to \$9,500 to reflect amount of assistance foreseen with respect to large projects

A contribution to HBM's election reserve was re-introduced for 2024 (balance in 2023 was sufficient to forego a transfer) in the amount of \$10,000.

The budget for interest revenue was increased by \$50,000 which was offset by an increase to the Administrative Reserve by the same amount.

Software costs increased by approximately \$15,000 due to the addition of five users for HBM's Keystone software (for General Ledger, accounts payable, accounts receivable, billing, cash receipts, etc.) and \$1,000/month for the proposed addition of GPS units for the municipality's vehicles.

2024 Operating Budget

Form 1

DEPARTMENT: ECONOMIC DEVELOPMENT

STATEMENT OF PURPOSE:

The Township of Havelock-Belmont-Methuen formed an Economic Development advisory committee in 2015 and the committee consists of two members of Council, two volunteers from the Business Community (one village ward business owner and one township ward business owner) and one representative from the Havelock-Belmont-Methuen & District Chamber of Commerce. The mandate of the Economic Development Committee of Havelock-Belmont-Methuen is to provide advice on a range of economic development activities including:

- Marketing and promotion of the Township of Havelock-Belmont-Methuen as an eastern Ontario destination;
- Supporting and enhancing growth opportunities for existing economic sectors within the community;
- Identifying new and emerging economic sectors and assessing growth potential;
- Identifying funding and partnership opportunities that would support a vibrant business community and downtown;
- Ensuring broad consultation with community stakeholders on economic development issues and opportunities;
- Working with other economic development organizations to enhance prosperity throughout the region; Communicating, and collaborating where appropriate, with the Chamber of Commerce and other community organizations.

2024 BUDGET HIGHLIGHTS:

1. Memberships	1,142
2. Conferences and Training	2,085
3. Travel and Accommodations	2,583
4. Information Technology	140
5. Celebrate Havelock promotional items	1,950
6. Gateway Signs	21,700
7. Pumpkin Parade	750
8. Canada Day Fireworks and Supplies	5,158
9. Fire and Ice Fireworks	4,728
10. Shop Local Project (Christmas & Thanksgiving)	3,600
11. Wayfinding Signs - replacement	750
12. Fishing Derby	2,077
13. Transfer Station Message Centres	4,980
14. Branded Popup Tent	1,228
15. Social Media Promotion	500
Total Budget	\$53,371

Council

Department	Council				
Functions	Council, Committees, Boards				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$211,880		-\$69,162	\$45,829	\$188,547
2023	361,062		-178,333		182,729
	-\$149,182		\$109,171	\$45,829	\$5,818

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					



Council

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer From Election Reserve				
Transfer from Administration Reserve	-\$25,000			
Transfer from Admin Reserve - Operating	-\$153,333		-\$69,162	
Total Revenue	-\$178,333		-\$69,162	-\$109,171
<i>Provincial and Fed Funding incl. above</i>				

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$142,201	\$143,500	\$148,019	\$5,818
Materials & Supplies	18,333	22,600	18,333	
Memberships, Travel and Education	23,828	11,000	23,828	
Tree Planting Program	5,000	5,000	5,000	
Transfer to Community Grants Reserve	10,000	10,000	2,000	-\$8,000
Transfer to Environmental Grants Reserve	10,000	10,000		-\$10,000
Transfer to Private Roads Grants Reserve	15,000	15,000	1,500	-\$13,500
Transfer to Council Initiatives Reserve	45,000	45,000	34,450	-\$10,550
Transfer to Community Improvement Plan Reserve	75,000	75,000	7,879	-\$67,121
Contribution to Community Care Havelock	2,500	2,500	2,500	
Contribution to Cambellford Hospital	5,000	5,000	5,000	
Repairs and Maintenance				
Advertising and Communication	4,200	3,800	4,200	
Professional Services and Contracts	5,000	7,500	5,000	
Total Operating Budget Expense	\$361,062	\$355,900	\$257,709	-\$103,353

2024 Operating Budget

Form 1

DEPARTMENT: COUNCIL

STATEMENT OF PURPOSE:

HBM Council is the governance body of the municipal corporation and fulfills the responsibilities established for Council in the Municipal Act, 2001, and any other relevant legislation.

The Council consists of a Mayor and four Councillors. The meeting process for conducting Council, General Committee, and Finance Committee meetings is established by Council in its procedural by-law. The Council positions are as follows:

Mayor: Jim Martin
Deputy Mayor: Hart Webb
Township Ward: Jerry Doherty
Village Ward: Beverly Flagler
Councillor at Large: Kathy Clement

2023 HIGHLIGHTS:

On an annual basis, HBM staff prepare a budget for Council to consider and approve expenditures for the year. The municipal budget is a plan to implement municipal goals and priorities and provides a method to monitor income and expenses throughout the year.

2024 HIGHLIGHTS:

The 2023 Council budget includes remuneration for the Mayor and Members of Council. It also includes the City's annual corporate membership fees for organizations such as the Association of Municipalities of Ontario and the Federation of Canadian Municipalities.

In 2023, Council established several Reserves to support Community Initiatives with the following contributions:

- Community Grants Reserve (\$10,000)
- Environmental Grants Reserve (\$10,000)
- Private Roads Grants Reserve (\$15,000)
- Council Initiatives Reserve (\$45,000)
- Community Improvement Plan Reserve (\$75,000)

As envisioned during 2023 budget deliberations, the 2024 budget includes contributions to “top up” these reserves to their original balances as established in 2023 (\$45,828).

The Council activity also includes contributions to the Campbellford Hospital (\$5,000) and Community Care Havelock (\$2,500).

Animal Control

Department	Animal Control				
Functions	Licencing, Animal Control				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$16,160	-\$3,750			\$12,410
2023	\$9,093	-\$3,750			\$5,343
	\$7,067				\$7,067

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					



Animal Control

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserve				
Provincial Conditional Grant				
Dog Licences	-3,750	-3,750	-3,750	
Total Revenue	-\$3,750	-\$3,750	-\$3,750	
<i>Provincial and Fed Funding incl. above</i>				

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$5,350	\$4,725	\$5,635	\$285
Materials & Supplies	300	100	300	
Information Technology				
Repairs and Maintenance				
Memberships, Travel and Education	1,272	1,250	1,300	\$28
Advertising and Communication	371	400	425	\$54
Utilities				
Professional Services and Contracts	1,800	165	8,500	\$6,700
Total Operating Budget Expense	\$9,093	\$6,640	\$16,160	\$7,067

DEPARTMENT: ANIMAL CONTROL**STATEMENT OF PURPOSE:**

To provide animal control services for the Havelock-Belmont-Methuen Township. Part-time staff provides animal control services including enforcement of HBM's Animal Control By-law and provincial legislation.

2024 HIGHLIGHTS:

The Township of Havelock-Belmont-Methuen has implemented an updated Animal Control By-law. This revised by-law updates the regulation regarding the keeping of animals within the Township of Havelock-Belmont-Methuen. Animal Tag registration requirements are for both dogs and cats within the Township. Costs for Animal Tags include the following:

Dog:

- Spayed/neutered - \$15.00
- Unaltered - \$20.00
- Tags obtained after March 31st will incur a late fee of \$20.00 per customer account.

Cat:

- Spayed/neutered - \$10.00
- Unaltered - \$15.00
- Tags obtained after March 31st will incur a late fee of \$20.00 per customer account.

Animal licensing is required for the safety of animals, and to assist with the return of pets. When an animal tag is purchased and registered to a resident, the Township obtains ownership information and contact information. If an animal gets loose, or is found within the Municipality and has an animal tag, the resident that finds said animal, is able to inform the Township Office that an animal is secured and safe. The Township Animal Control Officer is then able to collect the animal, and use the registration information to return the pet to its rightful owner.

If an animal is found without a tag and not registered to the Township, our Animal Control Officer or finder of the animal, must take the pet to the local Humane Society (Peterborough Humane Society) where impound fees occur and become the responsibility of the owner of the pet to rectify upon pick up.

The "Professional Services and Contracts" in the Animal Control Budget Summary refers to payments made to the Peterborough Humane Society for their services.

Staff have been in discussions with Peterborough Humane Society to enter into an agreement for the purposes of animal control for cats and dogs. The proposed increase in budget includes a \$6,000 per year retainer fee. Costs for animal control on an as needed basis will remain in addition to the retainer fee on an hourly basis plus mileage. A report inclusive of a draft agreement and by-law with Part 1 offences will be brought forward at a future Council meeting for Council's consideration.

Building

Department	Building				
Functions	Building Permits, Inspection, and Enforcement Departments (Ontario Building Code Act)				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$458,546	-\$169,000	-\$20,000		\$269,546
2023	392,197	-164,000		4,206	232,403
	\$66,349	-\$5,000	-\$20,000	-\$4,206	\$37,143
Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$67,800	-\$67,800			
2023	\$8,700	-\$8,700			
	\$59,100	-\$59,100			

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserve	-\$8,700	-\$8,700	-\$67,800	-\$59,100
Transfer from Reserve - Operating			-20,000	-20,000
Permit Fees	-160,000	-240,000	-160,000	
Sewage System Permits			-3,000	-3,000
Demo Permits				
Accessory Bldg. Permits				
Building Infraction Fees		-1,500	-2,000	-2,000
Zoning	-4,000	-4,000	-4,000	
Total Revenue	-\$172,700	-\$254,200	-\$256,800	\$84,100
<i>Provincial and Fed Funding incl. above</i>				

Part I – 2024 Departmental Operating Budget Review

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Building Reserve	\$4,206	\$4,206		-\$4,206
	\$4,206	\$4,206		-\$4,206

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$332,675	\$327,335	\$394,718	\$62,043
Materials & Supplies	4,000	3,500	3,500	-500
Information Technology	5,750	7,305	7,305	1,555
Repairs and Maintenance	11,500	7,500	11,500	
Memberships, Training and Education	13,709	6,950	11,426	-2,283
Advertising and Communication	3,010	2,023	2,692	-318
Insurance	6,553	6,553	7,405	852
Utilities				
Professional Services and Contracts	15,000	10,000	20,000	5,000
Total Operating Budget Expense	\$392,197	\$371,166	\$458,546	\$66,349



By-Law

Department	Bylaw				
Functions	Municipal By-Law Enforcement, Parking Enforcement, Property Standards				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$45,893	-\$6,200			\$39,693
2023	41,746	-700			41,046
	\$4,147	-\$5,500			-\$1,353
Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$4,500	-\$4,500			
2023					
	\$4,500	-\$4,500			

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Permit Fees	-\$700	-\$700	-\$6,200	-\$5,500
Total Revenue	-\$700	-\$700	-\$6,200	\$5,500

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$33,721	\$32,900	\$34,556	\$835
Materials & Supplies	2,060	50	3,000	940
Information Technology			1,800	1,800
Repairs and Maintenance				
Memberships, Training and Education	515	50	715	200
Advertising and Communication	300	300	672	372
Utilities				
Professional Services and Contracts	5,150		5,150	
Total Operating Budget Expense	\$41,746	\$33,300	\$45,893	\$4,147

DEPARTMENT: BUILDING AND BY-LAW

STATEMENT OF PURPOSE:

To ensure compliance with the Ontario Building Code (OBC) and associated regulations for the protection of citizens and property. To interpret and enforce by-laws with regard to zoning, property standards, property maintenance and signage; including the administration, enforcement, education and dispersal of information to the public regarding the OBC, municipal by-laws regulating development and related applicable laws under the Building Code Act. Municipal by-laws are enforced, including those related to property standards.

2024 HIGHLIGHTS:

Total building activity for 2023 exceeded predictions as a result of the construction of a Long-term Care Home, therefore, revenue is higher than estimated. The additional revenue will be put into building reserves and proposed to be used for the purchase of a new vehicle in 2024.

2024 will see the continued implementation of new Building Code standards and resulting in new Building Code training for those standards. In addition, our staff will be required to complete a knowledge maintenance program to continue enforcing the Building Code Act (BCA) and the Ontario Building Code (OBC).

As Council is aware, in November 2024, the Municipality will take over the enforcement of Part 8 (On-site Sewage Systems) of the OBC. It is anticipated we will receive all sewage system files electronically from Peterborough Public Health (PPH) in the first quarter of 2024. Once the documents are received, we will be required to sort each individual file and coordinate it with the appropriate property. Since the records go back as far as 1976 this will be time sensitive. Prior to the implementation of civic addresses, sewage system permits were issued based on lot and concession and owners and installers names, so this will take a considerable amount of time to work through based on the number of files and properties within HBM. In order to have all documentation ready for November 2024, we have added additional administrative help, on a part time basis, to assist with the sorting of files. The Building, By-law and Planning Departments have also proposed to have a summer student for a 16-week period running from May-late August. An additional part-time staff member is also proposed to assist with the enforcement of onsite sewage systems beginning late November for two days a week on an as needed basis.

2023 HIGHLIGHTS:

Staff have been working towards the implementation of an Administrative Monetary Penalty process in house. The proposed draft AMP By-law will include five additional "designated" By-laws including the Parking, Off Road Vehicle, Property Standards, Clean Yard and Noise By-laws. The final version is being proposed for adoption at the December 5, 2023 Council meeting and anticipated to be in effect in the first quarter of 2024.

Cemetery

Department	Cemetery
Functions	Burials, Interments (Active Cemeteries)

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$63,104				\$63,104
2023	\$63,104				\$63,104

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					



Cemetery

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserve				
Total Revenue				
<i>Provincial and Fed Funding incl. above</i>				

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel				
Materials & Supplies				
Information Technology				
Repairs and Maintenance				
Memberships, Training and Education				
Advertising and Communication				
Utilities				
Transfers to Outside Organizations	63,104	63,104	63,104	
Total Operating Budget Expense	\$63,104	\$63,104	\$63,104	

2024 Operating Budget

Form 1

DEPARTMENT: CEMETERY

STATEMENT OF PURPOSE:

To provide advice and make recommendations with respect to any matter in connection with the administration of the cemeteries, the budget, rate changes and any major projects proposed or being undertaken in connection with the cemeteries.

Name of cemetery	Address	Status
Maple Grove	9498 County Road 30	Open
Victoria	1288 County Road 48	Open
Rockdale	2521 County Road 48 (beside)	Open
Preneveau	Corner of Hwy 7 & County Road 50	Closed
Hubble	South of 599 Hubble Rd	Closed
Preston	1238 Preston Road (on private land)	Closed
Oak Lake	Opposite 4212 County Rd 46	Closed
Ben's Burying Ground	North of 4212 County Road 46 (on private land)	Closed
Vansickle	1855 Vansickle Road (on private land)	Closed
Munro	Near 100 Vansickle Trail (on private land)	Closed

Board Members include:

- Secretary/Treasurer: Rae McCutcheon
- Caretaker: David Sharpe
- Chairpersons: Bill Osborne, Rhonda Dobranic, Larry Ellis, Ron Gerow, Larry Pick

2024 HIGHLIGHTS:

The Havelock-Belmont-Methuen Cemetery Board approved their 2024 budget request at a meeting held on November 2, 2023. The municipal grant requisition remains at \$63,104; the sixth straight year with a zero percent increase.

Belmont Methuen Havelock Cemetery Board

(Maple Grove, Victoria, Rockdale, Preneveau, Hubble, Oak Lake, Ben's and Munro)

Budget - Budget for 2024 - Approved

	2023 Budget	2024 Budget
REVENUES		
Municipal Funding	63,104	63,104
Sales of Plots, Corner Stones	6,655	6,955
Interment Fees	11,500	11,500
Donations and Other	4,300	6,500
Transfer From Internal Account	14,780	14,285
TOTAL REVENUES	100,339	102,344
EXPENDITURES		
Contracts - Operations	77,802	80,096
Contracts - Administration	7,717	7,948
Supplies and Services	6,300	7,300
Board and Administrative	7,500	7,000
TOTAL EXPENSES	99,319	102,344

Conservation Authorities

Department	Conservation Authorities				
Functions	Watershed Management, Source Water Protection				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$314,298				\$314,298
2023	\$299,331				\$299,331
	\$14,967				\$14,967

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					



Conservation Authorities

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserve				
Total Revenue				
<i>Provincial and Fed Funding incl. above</i>				

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel				
Materials & Supplies				
Information Technology				
Repairs and Maintenance				
Memberships, Training and Education				
Advertising and Communication				
Utilities				
Transfers to Outside Organizations	\$299,331	\$287,298	\$314,298	\$14,967
Total Operating Budget Expense	\$299,331	\$287,298	\$314,298	\$14,967

2024 Operating Budget

Form 1

DEPARTMENT: CONSERVATION AUTHORITIES

STATEMENT OF PURPOSE:

Crowe Valley Conservation Authority (CVCA) watershed covers an area of approximately 2,006 km², and is comprised of three primary sub-watersheds: the Crowe River, North River and Beaver Creek. Numerous wetlands, natural riverbank corridors and forests are intertwined throughout the watershed, providing essential habitat to many species of fish, mammals, birds, reptiles, amphibians and insects that thrive in this region.

For over 60 years, Crowe Valley Conservation Authority has worked in partnerships with its member municipalities, the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks. CVCA water management dates back to the late 1950s and has continued to evolve and adapt according to climate change conditions that have been observed and recorded.

Crowe Valley Conservation Authority operates fourteen water control structures (dams and weirs)

along the Crowe River and its tributaries. CVCA also maintains a stream flow forecasting center to help reduce the risk and warn its residents of flooding hazards. Additional water management responsibilities include maintaining recreational water levels on the lakes with water control structures, implementing Source Water Protection, coordinate low water response and monitoring water quality.

2024 HIGHLIGHTS:

The 2024 budget assumes a 5% increase to 2023 conservation levies and includes \$3,940 for potential in-year additional levies to the Lower Trent Conservation Authority.

Facilities Administration

Department	Facilities Administration				
Functions					

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$172,826	-\$2,000		\$40,000	\$210,826
2023	\$156,071	-\$2,000		\$40,000	\$194,071
	\$16,755				\$16,755

Department	Facilities Capital Budget Summary				
Functions					

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$29,000	-\$29,000			
2023	116,500	-116,500			
	-\$87,500	\$87,500			

Part I – 2024 Departmental Operating Budget Review

Facilities Administration

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Due from Reserve Stone Hall				
Due from Reserve Town Hall				
Transfer from Facilities Reserve	-\$116,500	-\$76,500	-\$29,000	\$87,500
Misc Revenue - Stone Hall				
Town Hall Rental	-2,000	-2,000	-2,000	
Misc Revenues				
Total Revenue	-\$118,500	-\$78,500	-\$31,000	-\$87,500
<i>Provincial and Fed Funding incl. above</i>				

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Facilities Reserve	\$40,000	\$41,566	\$40,000	
	\$40,000	\$41,566	\$40,000	

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$59,132	\$55,322	\$69,437	\$10,305
Materials & Supplies				
Information Technology				
Repairs and Maintenance				
Memberships, Training and Education	700	500	700	
Advertising and Communication	330	312	330	
Insurance	5,189	5,189	5,864	675
Utilities				
Professional Services and Contracts				
Total Operating Budget Expense	\$65,351	\$61,323	\$76,331	\$10,980

Facilities Operations

Department	Facilities Operations
Function	

Havelock Library					
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year	
Heat/Gas/Oil	\$2,000	\$1,850	\$2,000		
Hydro	3,500	3,280	3,500		
Water & Sewer	1,540	1,480	1,540		
Bldg Repairs & Maintenance	6,750	4,000	6,750		
Cleaning Supplies	2,670	6,000	6,750	4,080	
	\$16,460	\$16,610	\$20,540	\$4,080	

Cordova Library					
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year	
Heat/Gas/Oil	\$1,980	\$1,900	\$1,980		
Hydro	1,845	2,000	2,200	355	
Water & Sewer	5,000	4,000	5,000		
	\$8,825	\$7,900	\$9,180	\$355	

Facilities Operations

Municipal Building				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Heat/Gas/Oil	\$2,960	\$2,960	\$2,960	
Hydro	6,815	6,100	6,815	
Water & Sewer	1,835	1,835	1,835	
Bldg Repairs & Maintenance	7,470	6,500	7,470	
Cleaning Supplies	3,000	3,000	3,000	
	\$22,080	\$20,395	\$22,080	

Stone Hall Expenses				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Miscellaneous Supplies	\$1,000	\$650	\$1,000	
Heat/Gas/Oil	2,345	3,000	4,000	1,655
Hydro	2,100	1,500	1,500	-600
Water & Sewer				
Bldg Repairs & Maintenance	3,800	5,179	7,000	3,200
Cleaning Supplies				
	\$9,245	\$10,329	\$13,500	\$4,255

Facilities Operations

Town Hall Expenses				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Miscellaneous Supplies				
Heat/Gas/Oil	\$3,120	\$3,000	\$3,120	
Hydro	1,980	2,600	3,000	1,020
Water & Sewer	2,200	2,000	2,200	
Bldg Repairs & Maintenance	5,000	4,500	5,000	
Cleaning Supplies	800	800	800	
	\$13,100	\$12,900	\$14,120	\$1,020

OPP Office				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Miscellaneous Supplies				
Heat/Gas/Oil				
Hydro				
Water & Sewer				
Bldg Repairs & Maintenance	1,000	900	1,000	
Cleaning Supplies	700	700	700	
	\$1,700	\$1,600	\$1,700	

Facilities Operations

Lions Hall				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Miscellaneous Supplies	\$12,685	\$9,665	\$10,000	-\$2,685
Communications	2,750	1,100	1,500	-1,250
Heat/Gas/Oil	3,875	3,300	3,875	
Hydro				
Contracts				
Water & Sewer				
Bldg Repairs & Maintenance				
	\$19,310	\$14,065	\$15,375	-\$3,935

OPERATING BUDGET 2024

Form 1

DEPARTMENT: FACILITIES - HAVELOCK LIBRARY

STATEMENT OF PURPOSE:

To provide day-to-day maintenance and preventative maintenance of all HBM facilities. To manage capital renovation and rehabilitation projects. Project management of major facility capital renovations projects for all HBM facilities.

Performing day-to-day maintenance, preventative maintenance, troubleshooting, coordinating small renovations and repairs; performing due diligence when any property is purchased that includes a building; energy management for the municipality, including reviewing, analyzing, forecasting consumption for all utilities and forecasting future years' costs.

2024 HIGHLIGHTS:

- Staff will be making day to day repairs.
- Painting of the outside railing.
- Concrete patch work on the ramp.
- Leveling of the interlock brick at the bottom of the ramp.
- Revamp of the gardens.

2023 HIGHLIGHTS:

- Staff moved the historical society into the lower-level daycare space.
- Staff had an air quality test done on the lower level of the facility.
- Eavestrough downspout replaced.
- Rear door seals replaced on west exit door.
- Staff added another dehumidifier to the historical society.

OPERATING BUDGET 2024

Form 1

DEPARTMENT: FACILITIES – CORDOVA LIBRARY

STATEMENT OF PURPOSE:

To provide day-to-day maintenance and preventative maintenance of all HBM facilities. To manage capital renovation and rehabilitation projects. Project management of major facility capital renovations projects for all HBM facilities.

Performing day-to-day maintenance, preventative maintenance, troubleshooting, coordinating small renovations and repairs; performing due diligence when any property is purchased that includes a building; energy management for the municipality, including reviewing, analyzing, forecasting consumption for all utilities and forecasting future years' costs.

2024 HIGHLIGHTS:

- Staff will update the lighting which was passed in the 2023 budget.

2023 HIGHLIGHTS:

- Weekly water system inspections.
- Quarterly water sample testing.
- Rec. Hall emergency exit door replaced.

OPERATING BUDGET 2024

Form 1

DEPARTMENT: FACILITIES – MUNICIPAL OFFICE

STATEMENT OF PURPOSE:

To provide day-to-day maintenance and preventative maintenance of all HBM facilities. To manage capital renovation and rehabilitation projects. Project management of major facility capital renovations projects for all HBM facilities.

Performing day-to-day maintenance, preventative maintenance, troubleshooting, coordinating small renovations and repairs; performing due diligence when any property is purchased that includes a building; energy management for the municipality, including reviewing, analyzing, forecasting consumption for all utilities and forecasting future years' costs.

2024 HIGHLIGHTS:

- Railing Repairs on ramp and stairs.
- Concrete repairs on ramp.
- If approved, flag pole replacement.
- Garden overhaul.

2023 HIGHLIGHTS:

- Facility maintenance as required

OPERATING BUDGET 2024

Form 1

DEPARTMENT: FACILITIES- STONE HALL

STATEMENT OF PURPOSE:

To provide day-to-day maintenance and preventative maintenance of all HBM facilities. To manage capital renovation and rehabilitation projects. Project management of major facility capital renovations projects for all HBM facilities.

Performing day-to-day maintenance, preventative maintenance, troubleshooting, coordinating small renovations and repairs; performing due diligence when any property is purchased that includes a building; energy management for the municipality, including reviewing, analyzing, forecasting consumption for all utilities and forecasting future years' costs.

2024 HIGHLIGHTS:

- Staff recommends having \$3,200 added to the building and maintenance budget to make necessary repairs due to the cost of labour and materials increasing.
- Exterior concrete pointing on stone work.
- Exterior lighting installed in soffits.

2023 HIGHLIGHTS:

- Water treatment system replacement demolished the 2023 building repairs and maintenance budget.
- Weekly water system inspections
- Quarterly water sample testing.

OPERATING BUDGET 2024

Form 1

DEPARTMENT: FACILITIES – TOWN HALL

STATEMENT OF PURPOSE:

To provide day-to-day maintenance and preventative maintenance of all HBM facilities. To manage capital renovation and rehabilitation projects. Project management of major facility capital renovations projects for all HBM facilities.

Performing day-to-day maintenance, preventative maintenance, troubleshooting, coordinating small renovations and repairs; performing due diligence when any property is purchased that includes a building; energy management for the municipality, including reviewing, analyzing, forecasting consumption for all utilities and forecasting future years' costs.

2024 HIGHLIGHTS:

- Feed back from the survey will determine future facility requirements
- If approved, staff will be replacing the furnace in the Town Hall that is 20 years old.

2023 HIGHLIGHTS:

- A/C was installed June.
- The outside ramp was completed in the spring.
- New keycard system was installed.
- The stairs to the stage had a new railing installed.
- The light switch was relocated from the stage to the front entrance for safety reasons.

Fire Services

Department	Fire
Functions	Fire Rescue, Emergency Response, Fire Safety & Education, Fire Prevention / Inspection

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$664,236	-\$5,950		\$202,000	\$860,286
2023	630,712	-5,950	-63,860	126,942	687,844
	\$33,524		\$63,860	\$75,058	\$172,442

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$55,200	-\$55,200			
2023	98,000	-98,000			
	-\$42,800	\$42,800			

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Fire Reserve - Capital	-\$98,000		-\$55,200	-\$42,800
Transfer from Fire Reserve - Operating	-63,860			-63,860
Provincial Conditional Revenue	-2,800	-2,750	-2,800	
Fire Protection on Crown Land	-250	-250	-250	
Permit Fees	-400	-100	-400	
Misc Revenues	-2,500	-2,300	-2,500	
Total Revenue	-\$167,810	-\$5,400	-\$61,150	-\$106,660
<i>Provincial and Fed Funding incl. above</i>	<i>-\$3,050</i>	<i>-\$3,000</i>	<i>-\$3,050</i>	

Fire Services

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Fire Reserve	\$126,942	\$126,942	\$202,000	\$75,058
	\$126,942	\$126,942	\$202,000	\$75,058

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$350,002	\$252,491	\$350,704	\$702
Materials & Supplies	22,370	16,800	19,410	-2,960
Information Technology	1,500			-1,500
Repairs and Maintenance	61,250	58,550	60,900	-350
Memberships, Training and Education	33,055	17,900	31,225	-1,830
Advertising and Communication	65,459	56,905	97,871	32,412
Utilities	21,400	21,300	23,400	2,000
Repairs and Maintenance	2,000	2,500	2,000	
Insurance	42,700	42,700	48,250	5,550
Professional Services and Contracts	22,400	20,750	22,400	
Cordova Expenses	6,076	5,230	5,576	-500
Emergency Assistance				
Fire Prevention	2,500	2,100	2,500	
Total Operating Budget Expense	\$630,712	\$497,226	\$664,236	\$33,524

2024 Operating Budget

Form 1

DEPARTMENT: FIRE SERVICES STATEMENT OF PURPOSE:

To provide fire protection services including fire suppression, public fire and life safety education, training, communications, fire prevention, Fire Code inspections and fire cause determination/investigations and emergency management.

2024 HIGHLIGHTS:

Training – Up graded licenses and air brake course totaling approximately \$6500 not able to be done in 2023; will need to be done in 2024. NFPA Instructor course at \$2200.00 was sold out in 2023. NFPA Officer Level 1 course at \$800.00 was cancelled in 2023.

Conventions - These events have been cancelled over the last few years.

Civic Addressing (included in Advertising and Communication) – a new generation 911 system will be coming on line so same budget will be needed in 2024.

Due to Reserves – increasing proposed transfer to reserves by 75,000 (to \$202,000), to start offsetting the increasing cost of vehicle replacement; further changes may be necessary when Asset Management Program is completed in 2024.

Equipment Repairs & Maintenance - Tires did not get purchased in 2022 (\$3,600) and pump testing/ maintenance did not get completed due to scheduling (\$1,500)

Communications - Dispatching 2024 Renewal Services Agreement cost increase to \$42,225. New paging contract through Bell Canada due to closing of our formal paging contract with TAS Paging in Peterborough resulted in a cost increase to \$38,500 from \$10,000.

A new administrative position, shared equally between Parks, Public Works and Fire, has been filled and will be in place for 2024.

Library

Department	Library
Functions	Library Programs and Departments

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$123,744	-\$21,373			\$102,371
2023	\$123,293	-\$21,373			\$101,920
	\$451				\$451

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$6,000	-\$6,000			
2023	10,000	-10,000			
	-\$4,000	\$4,000			



Library

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Provincial Grants	-\$20,773	-\$20,773	-\$20,773	
Municipal Grant				
Misc	-600	-600	-600	
Total Revenue	-\$21,373	-\$21,373	-\$21,373	
<i>Provincial and Fed Funding incl. above</i>	<i>-\$20,773</i>	<i>-\$20,773</i>	<i>-\$20,773</i>	
Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Library Reserve				
Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel - Havelock Branch	\$76,560	\$75,500	\$76,500	-\$60
Personnel - Cordova Branch				
Materials & Supplies - Havelock Branch	1,800	1,800	1,800	
Materials & Supplies - Cordova Branch	500	500	500	
Information Technology	9,500	9,500	9,500	
Repairs and Maintenance				
Memberships, Training and Education	5,000	5,100	5,100	100
Advertising and Communication	4,950	4,950	4,950	
Communication - Cordova Branch	2,400	2,400	2,400	
Books and Videos	16,000	16,000	16,000	
Insurance	5,189	5,189	5,600	411
Professional Services and Contracts	1,394	1,294	1,394	
Total Operating Budget Expense	\$123,293	\$122,233	\$123,744	\$451

DEPARTMENT: LIBRARIES

STATEMENT OF PURPOSE:

Havelock Belmont Methuen's libraries are agents for positive community transformation through interaction, discovery, and learning by providing reading materials (including e-books, talking books, large print books); providing training sessions for children, seniors and other community groups; allowing community access to internet services; providing fax and printing availability for the public and inter-library book exchange.

2023 HIGHLIGHTS:

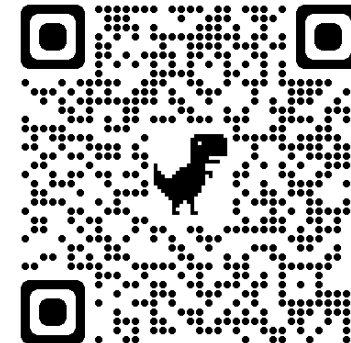
Online Resources include:

- Ancestry Library Edition
- Britannica Library
- Canadian Safe Boating Council
- Consumer Health Complete (English and French)
- EyeDiscover
- Facebook
- Geocaching
- Global Roadwarrior
- Lingolite
- Marmora Historical Society
- NASA Stem Engagement
- Overdrive/Libby
- Start Boating
- World Book Online

Inter-Library Loan - Most books in every public library in Ontario are available to our library patrons. Through a provincially coordinated system, a patron can request a title that is not available in our library and with the assistance of our Library staff, they can borrow it from another library. Some restrictions do apply, such as newly published books or reference material.

2023 Library events included genealogy sessions, book club meetings, a monthly knitting club, Technology for Kids, a special music program, our TD Summer Reading Club, a StoryWalk kit made available to the public school and displayed in the meeting room at the Havelock Branch, and Ontario Parks passes. A special grant received from the International Dyslexia Association will be used to develop a decodable book collection designed to help students read words quickly and effortlessly without guessing or predicting. Seasonal programs are scheduled for all age groups.

For more information, scan the following code:



Parks and Recreation

Department	Parks, Recreation & Facilities
Functions	Parks, Sports Fields, Community Center, Facilities

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$457,389	-\$64,975			\$392,414
2023	412,970	-64,975			347,995
	\$44,419				\$44,419

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$885,500	-\$740,500		-\$145,000	
2023	976,088	-417,616		-558,472	
	-\$90,588	-\$322,884		\$413,472	



Parks and Recreation

Recreation Administration				
Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Due from OMPF				
Misc Revenue - Arena				
Misc Revenue - Parks				
Rental Revenue	-10,475	-8,750	-10,475	
Skate Sharpening	-500	-500	-500	
Arena Advertising	-14,000	-14,000	-14,000	
Surface Rentals	-40,000	-40,000	-40,000	
Total Revenue	-\$64,975	-\$63,250	-\$64,975	
<i>Provincial and Fed Funding incl. above</i>				

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$365,572	\$342,300	\$407,153	\$41,581
Materials & Supplies	4,190	40,000	4,190	
Information Technology	3,000	2,500	3,000	
Repairs and Maintenance	500	350	500	
Memberships, Training and Education	11,280	3,370	11,280	
Insurance	21,828	21,828	24,666	2,838
Advertising and Communication	4,800	4,400	4,800	
Utilities				
Professional Services and Contracts	1,800	1,700	1,800	
Total Operating Budget Expense	\$412,970	\$416,448	\$457,389	\$44,419

PARKS AND RECREATION ADMINISTRATION OPERATING BUDGET 2024

Form 1

DEPARTMENT: PARKS AND RECREATION ADMINISTRATION

STATEMENT OF PURPOSE:

Parks and Recreation administration provides spaces and facilities for recreational opportunities to be enjoyed by the community in the form of parks and recreation services and programs. This includes the provision of ice maintenance, working with several user groups such as hockey, baseball and soccer, playground maintenance and equipment inspection, grass cutting and floral arrangements / planter maintenance, the placement of seasonal banners on hydro poles, working with the community on special events at arena and on Township properties, maintenance of the Mathison property, boat launches and picnic areas, and building repair and maintenance.

2024 HIGHLIGHTS:

A new administrative position, shared equally between Parks, Public Works and Fire, has been filled and will be in place for 2024.

Two new part time positions have been proposed in the 2024 Budget:

1. Overtime Relief - \$15,000 (0.29 of a full time equivalent position)
2. Special Events Operator - \$15,000 (0.29 of a full time equivalent position)

Overtime is projected to decrease by \$10,000 if these two positions are approved.

\$3,400 has been added to Contractual Services for lighting work to be done regarding Christmas decorations.

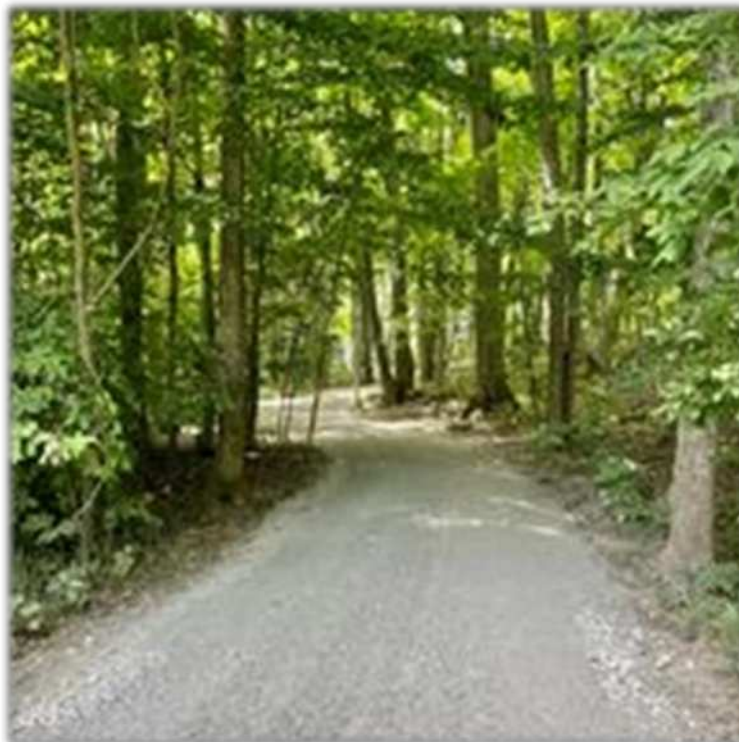
Several capital projects are planned for 2024. The Community Centre project will be started as well.

Parks Operating

Dept / Depart	Parks, Recreation & Facilities
Functions	Parks Operations

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$209,315			\$127,000	\$336,315
2023	203,090			127,000	330,090
	\$6,225				\$6,225

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Other	Net Tax Levy
2024					
2023					



Parks Operating

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer - Parks & Rec Reserves	\$107,000	\$107,000	\$127,000	\$20,000
Transfer - Emergency Storm Reserve	\$20,000	\$20,000		-\$20,000
	\$127,000	\$127,000	\$127,000	

Parks Operating				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Material and Supplies	\$34,040	\$30,000	\$34,040	
Heat/Gas/Oil	4,870	4,750	4,870	
Hydro	5,140	4,600	5,140	
Water & Sewer	1,810	1,810	1,810	
Equipment Repairs and Maintenance	30,475	24,400	31,475	1,000
Bldg Repairs & Maintenance	5,500	1,000	5,500	
Contractual	19,000	14,000	22,400	3,400
	\$100,835.00	\$80,560.00	\$105,235.00	\$4,400.00

Parks Operating

Arena Operating				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Heat/Gas/Oil	\$3,175	\$3,175	\$4,000	\$825
Hydro	51,950	44,950	51,950	
Water & Sewer	1,915	1,915	1,915	
Material and Supplies	5,100	2,500	5,100	
Contractual	6,000	5,300	6,000	
Equipment Repairs and Maintenance	14,565	13,001	15,565	1,000
Building Repairs and Maintenance	16,250	12,000	16,250	
	\$98,955.00	\$82,841.00	\$100,780.00	\$1,825.00

Sports Field Operations				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Materials and Supplies	\$3,300.00	\$6,100.00	\$3,300.00	
	\$3,300.00	\$6,100.00	\$3,300.00	

DEPARTMENT: PARKS

STATEMENT OF PURPOSE:

Parks and Recreation administration provides spaces and facilities for recreational opportunities to be enjoyed by the community in the form of parks and recreation services and programs. This includes the provision of ice maintenance, working with several user groups such as hockey, baseball and soccer, playground maintenance and equipment inspection, grass cutting and floral arrangements / planter maintenance, the placement of seasonal banners on hydro poles, working with the community on special events at arena and on Township properties, maintenance of Mathison Conservation Area, boat launches and picnic areas, and building repair and maintenance.

2024 HIGHLIGHTS:

- Staff to install two (2) benches located at the Patterson Parkette.
- Staff to install (1) Lions club bench at Concession St. Park.
- If approved, Staff will be overseeing the Cordova Outdoor Rink rehabilitation project.

- If approved, Staff will be correcting the baseball diamond infield located at the George Street Park.
- If approved, staff will be adding six (6) Christmas lights to downtown Cordova on County Rd. 48
- If approved, staff will be replacing the summertime decorative banners.

2023 HIGHLIGHTS:

- Staff added five (5) Christmas lights to Concession St. North.
- Staff constructed a fence for the chemical containers located at the splash pad to keep the children off the roof of the equipment building.
- Staff removed two (2) bushes from the Cenotaph and with partial grant success, had the monument professionally cleaned.
- Staff relocated three (3) trees from the Patterson Parkette to the corner of Concession and Mclean.

OPERATING BUDGET 2024

Form 1

DEPARTMENT: ARENA

STATEMENT OF PURPOSE:

Parks and Recreation administration provides spaces and facilities for recreational opportunities to be enjoyed by the community in the form of parks and recreation services and programs. This includes the provision of ice maintenance, working with several user groups such as hockey, baseball and soccer, playground maintenance and equipment inspection, grass cutting and floral arrangements / planter maintenance, the placement of seasonal banners on hydro poles, working with the community on special events at arena and on Township properties, maintenance of Mathison Conservation Area, boat launches and picnic areas, and building repair and maintenance.

2024 HIGHLIGHTS:

- Continue to work with LETT Architecture and sub trades on arena expansion project
- Hydro increases due to September 1st start date of arena equipment
- Natural gas increases due to 3 electric heaters removed and 3 new gas heaters installed. \$200 per month x 6 months. Totalling \$1200.
- Hydro increases due to September start-up. \$1000.

2023 HIGHLIGHTS:

- New Emergency exit door installed with new steel lintel.
- New Concrete pad poured to support new compressor installation.
- Compressor upgrade from 50hp to 75 hp.
- Three (3) electric heaters in back rooms replaced with efficient gas fired units to reduce amperage load on hydro service.
- Ice re-surfacer ramp and overflow pit steel installed to replace existing decaying steel and wooden planks.

Planning

Department	Planning and Development				
Functions	Zone Amendment, Severance, Minor Variance, Plan of Subdivision				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$189,698	-\$40,000			\$149,698
2023	227,251	-32,000			195,251
	-\$37,553	-\$8,000			-\$45,553
Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					

Planning

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Due from Reserve				
Zone Amendments	-14,500	-9,000	-15,000	500
Minor Variance Fees	-17,500	-17,500	-25,000	7,500
Total Revenue	-\$32,000	-\$26,500	-\$40,000	\$8,000
<i>Provincial and Fed Funding incl. above</i>				
Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Planning Transfer to Reserve				
Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$93,796	\$93,050	\$98,866	\$5,070
Materials & Supplies	1,500	500	1,500	
Information Technology	5,820	5,820	5,820	
Repairs and Maintenance				
Memberships, Training and Education	4,200	2,600	4,200	
Advertising and Communication	6,935	2,312	4,312	-2,623
Utilities				
Professional Services and Contracts	115,000	50,000	75,000	-40,000
Total Operating Budget Expense	\$227,251	\$154,282	\$189,698	-\$37,553

DEPARTMENT: PLANNING

STATEMENT OF PURPOSE:

To administer the processing of zoning and official plan amendments and site plans. To advise Council and other boards, commissions, and departments, on changes to the Official Plan, Zoning By-law and other planning documents. To research and monitor community planning and development opportunities which includes: conducting surveys and developing consultation programs to assist in developing planning policy. To administer all municipal planning activities, including mapping, GIS updates, Local Planning Appeal Tribunal (LPAT) appeals, and working with HBM's Economic Development Committee to promote our Township.

2024 HIGHLIGHTS:

It was anticipated the draft Official Plan (OP) would be approved and we would have started a complete overhaul of our Comprehensive Zoning By-law 1995-42, as amended, which would result in Planning Consultant fees. As the process has been delayed, we are now advised the approval is not expected until late 2024. It is proposed the Planning Assistant will obtain his Registered Professional Planner (RPP) designation in the third quarter of 2024. This will change the position from Planning Assistant to Planner resulting in an increase in wages, but decrease the need for consultant fees.

2023 HIGHLIGHTS:

Staff are reviewing consent applications online through Cloudpermit with the County of Peterborough.

Police

Department	Police				
Functions	OPP Contract, Police Departments Board				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$1,243,555	-\$4,936			\$1,238,619
2023	\$1,244,862	-\$4,936			\$1,239,926
	-\$1,307				-\$1,307

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					

Police

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserve				
Provincial Conditional (RIDE, Record Checks)	-\$4,936	-\$4,936	-\$4,936	
Provincial Unconditional				
Total Revenue	-\$4,936	-\$4,936	-\$4,936	
<i>Provincial and Fed Funding incl. above</i>	<i>-\$4,936</i>	<i>-\$4,936</i>	<i>-\$4,936</i>	

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel				
Materials & Supplies	11,200	10,000	11,200	
Information Technology				
Repairs and Maintenance				
Memberships, Training and Education				
Advertising and Communication	3,000	2,800	3,000	
Professional Services and Contracts	1,230,662	1,229,950	1,229,355	-1,307
Total Operating Budget Expense	\$1,244,862	\$1,242,750	\$1,243,555	-\$1,307

2024 Operating Budget

Form 1

DEPARTMENT: POLICE

STATEMENT OF PURPOSE:

The Township of Havelock-Belmont-Methuen has a contract with the Ontario Provincial Police to provide policing services for our Township.

The Police Services Board is responsible for managing the overall relationship between the Ontario Provincial Police and the Township of Havelock-Belmont-Methuen. The Board is made up of a member of Council, a member appointed by the Community and a member appointed by the Province. The Board has a four year term and meets in the Havelock-Belmont-Methuen Council Chambers every other month commencing in January each year.

2023 HIGHLIGHTS:

The miscellaneous revenue in HBM's Police budget includes funding for the seasonal RIDE program as well as revenue from various services such as record checks.

2024 HIGHLIGHTS:

OPP 2024 Annual Billing Statement

Havelock-Belmont-Methuen Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	4,403		
	Commercial and Industrial	135		
	Total Properties	4,538	165.59	751,432
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.2232%	89.99	408,393
Overtime	(see notes)		7.51	34,087
Prisoner Transportation	(per property cost)		1.12	5,083
Accommodation/Cleaning Services	(per property cost)		4.90	22,236
Total 2024 Estimated Cost			269.11	1,221,230
2022 Year-End Adjustment	(see summary)			7,175
Grand Total Billing for 2024				1,228,405

2024 Monthly Billing Amount

102,367

Costs for fixed "base service" expenses (personnel, communications centre, vehicles, supplies, office, etc.) are estimated for each year, as are property counts, and are reconciled to actual costs in the second year following the budgeted period (ie. 2022 expenses were reconciled in 2024).

Expenses that vary with call for service volume (personnel, vehicle response costs, etc.) are estimated based on projected calls for service counts (overall and in HBM), and average time per call. These expenses are also reconciled based on actual call and response volumes, and actual costs and service time.

Public Works: Administration

Department	Public Works				
Functions	PW - Administration				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$637,046	-\$2,000		\$285,000	\$920,046
2023	617,346	-2,000	-53,500	225,000	786,846
	\$19,700		\$53,500	\$60,000	\$133,200
Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$4,279,843	-\$4,279,843			
2023	2,324,000	-2,324,000			
	\$1,955,843	-\$1,955,843			



Public Works: Administration

Roads Administration				
Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Miscellaneous Revenue	-\$1,600	-\$800	-\$1,600	
Transfer from Reserves	-\$53,500			\$53,500
Entrance Permit Fee	-400		-400	
Total Revenue	-\$55,500	-\$800	-\$2,000	\$53,500
<i>Provincial and Fed Funding incl. above</i>				

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Reserve-Roads	\$225,000	\$225,000	\$285,000	\$60,000
	\$225,000	\$225,000	\$285,000	\$60,000

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$453,329	\$442,000	\$460,077	\$6,748
Materials & Supplies	9,250	8,000	9,250	
Memberships, Training and Education	26,000	19,100	27,000	
Repairs and Maintenance	25,500	24,000	25,500	
Equipment Rentals	1,000	800	1,000	
Information Technology	5,000		5,000	
Insurance	70,725	70,725	79,919	9,194
Advertising and Communication	9,550	10,900	11,400	1,850
Utilities	16,992	13,300	17,900	908
Total Operating Budget Expense	\$617,346	\$588,825	\$637,046	\$18,700

Public Works: Operations

Department	Public Works				
Functions	PW - Operations				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$956,550				\$956,550
2023	992,077				992,077
	-\$35,527				-\$35,527

Part I – 2024 Departmental Operating Budget Review

Roads - Operating Expenses					
Account Name		2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Wages		\$294,600	\$284,144	\$297,600	\$3,000
Materials & Supplies		234,950	242,210	247,950	13,000
Consulting		700	545	700	
Operating Contingency		101,527		50,000	-51,527
Contracts		209,600	190,174	209,600	
Equipment Rental		150,700	133,920	150,700	
		\$992,077	\$850,993	\$956,550	-\$35,527



The expenses noted directly above can also be broken down into the following machine activities:					
Bridges and Culverts		\$51,600	\$41,946	\$51,600	
Grass Mowing & Weed Spraying		\$15,500	\$14,330	\$15,500	
Brushing & Tree Trimming		52,700	45,712	52,700	
Ditching		13,500	8,900	13,500	
Catch Basin Curb & Gutters		20,800	20,575	20,800	
Debris & Litter		5,500	3,642	5,500	
Patching & Spraying		54,000	54,433	54,000	
Sweeping Flushing Cleaning		32,500	33,491	32,500	
Shoulder Maintenance		700	365	700	
Patching & Washouts		8,250	4,550	8,250	
Grading & Scarifying		56,100	46,500	56,100	
Dust Layer		82,500	85,569	91,500	9,000
Gravel Resurfacing		30,000	31,500	30,000	
Roads Snowplowing		116,500	111,000	119,500	3,000
Sanding & Salting		185,000	147,400	189,000	4,000
Snow Fence & Culvert		1,500	1,200	1,500	
Snow Removal-Village		63,100	60,500	63,100	
Sidewalk Plowing		12,000	8,200	12,000	
Safety Devices / Guide Rails		42,000	42,120	42,000	
Misc		11,800	8,677	11,800	
Contingency		101,527		110,000	8,473
Road Patrol		35,000	35,000	35,000	
		992,077	805,610	1,008,077	16,000

2024 Operating Budget

Form 1

DEPARTMENT: ROADS

STATEMENT OF PURPOSE:

To provide a full range of transportation infrastructure services to Havelock-Belmont-Methuen residents including: provide maintenance and repairs to roads; plowing, salting, sanding, sidewalk plowing and snow removal; resurfacing coordination; street lights, sign maintenance; ditching, brushing, sweeping, patching, washouts, dust layer; catch basins; storm water; bridges and culverts; grading and gravel haul; and maintain fleet and equipment.

2024 HIGHLIGHTS:

A new administrative position, shared equally between Parks, Public Works and Fire, has been filled and will be in place for 2024.

The Roads-Operations contingency budget has been decreased by \$51,000. The transfer to reserves has been increased by \$60,000 to ensure that our asset management practices continue to account for replacement needs in the future.

The Materials and Supplies budget for Dust Layer work has been increased by \$9,000.

Part I – 2024 Departmental Operating Budget Review
Sewer

Department	Sewer				
Functions	Sewage Treatment				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$278,889	-\$516,148		\$237,259	
2023	277,797	-501,148		223,351	
	\$1,092	-\$15,000		\$13,908	

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$65,095	-\$65,095			
2023	1,115,185	-1,115,185			
	-\$1,050,090	\$1,050,090			

Part I – 2024 Departmental Operating Budget Review

Sewer

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfers from Reserves	-\$1,115,185	-\$145,185	-\$65,095	-\$1,050,090
Residential Rates	-426,000	-426,000	-440,000	
Commercial Rates	-58,000	-58,000	-59,000	
Penalty & Interest				
Septage Receiving	-17,148	-11,360	-17,148	
Total Revenue	-\$1,616,333	-\$640,545	-\$581,243	-\$1,050,090
<i>Provincial and Fed Funding incl. above</i>				

Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
2023 - Long Term Transfer Plan	\$88,323	\$88,323	\$88,323	
2023 Additional Transfer	135,028	152,787	148,936	13,908
Septage				
	\$223,351	\$241,110	\$237,259	\$13,908

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$12,000	\$5,100	\$12,000	
Materials & Supplies	1,250	1,100	1,250	
Information Technology				
Repairs and Maintenance	19,000	17,500	19,000	
Utilities	50,000	44,500	50,000	
Memberships, Training and Education				
Advertising and Communication	100		100	
Insurance	8,399	7,500	9,491	1,092
Professional Services and Contracts	187,048	178,550	187,048	
Total Operating Budget Expense	\$277,797	\$254,250	\$278,889	\$1,092

DEPARTMENT: SEWER

STATEMENT OF PURPOSE:

The Sewer activity maintains Havelock-Belmont-Methuen's sewer infrastructure both "in-ground" and in the municipal plant. We work with Ontario Clean Water Agency (OCWA) to co-ordinate upgrades and replacement of aging or failing infrastructure, as well as co-ordinating projects with third party engineers

2024 HIGHLIGHTS:

Township staff and OCWA (Ontario Clean Water Agency), have proposed that HBM move forward with the engineering design component of Phase 1 of the Waste Water Treatment Plant (WWTP) Cell Expansion project in 2024 with a view to tendering for construction in 2025. Once the final draft has been considered by OCWA and the Township, it will be posted on the Environmental Bill of Rights (EBR) Registry for 45 days which provides people with an opportunity to comment, as part of the Ministry's

approvals process. Any comments that result from the required Open Houses will be addressed in the final version of the ESR, which will be presented to Council.

A budget figure of \$620,000 has been included in the WWTP budget to account for the anticipated engineering costs in 2024. OCWA staff will be in attendance, during budget deliberations, to answer any questions.



Waste Administration

Department	Waste Administration				
Functions					

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024		-\$68,100		\$60,000	-\$8,100
2023		-78,100		28,000	-50,100
		\$10,000		\$32,000	\$42,000

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$10,000	-\$10,000			
2023	79,000	-79,000			
	-\$69,000	\$69,000			

Waste Administration

Revenue	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Blue Box Revenue	-\$700	-500	-700	
Composter revenue	600		600	
Admin Bag Tag	-50,000	-37,000	-40,000	10,000
Miscellaneous Revenue	-28,000	-32,000	-28,000	
Total Revenue	-\$78,100	-\$69,500	-\$68,100	-\$10,000
<i>Provincial and Fed Funding incl. above</i>				<i>\$10,000</i>
Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Waste Reserve	\$28,000	\$28,000	\$60,000	\$32,000
	\$28,000	\$28,000	\$60,000	\$32,000

Waste Transfer Stations

Department	Transfer Stations				
Functions					
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$540,069	-\$165,300			\$374,769
2023	522,158	-165,800			356,358
	\$17,911	\$500			\$18,411

Recycling				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Recycling/Weighing	\$17,500	\$23,000	\$20,000	\$2,500
Composters	1,000		1,000	
Blue Boxes	600	531	600	
	\$19,100	\$23,531	\$21,600	\$2,500



Waste Transfer Stations

Oak Lake Transfer Station				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$31,835	\$30,800	\$35,037	\$3,202
Materials & Supplies	4,800	4,000	4,800	
Insurance	2,140	2,140	2,418	278
Utilities	800	800	800	
Advertising and Communication	1,500	1,450	1,500	
Repairs and Maintenance	2,500		2,500	
Professional Services and Contracts	24,630	24,840	27,880	3,250
	\$68,205	\$64,030	\$74,935	\$6,730
Bag Tags	-7,500	-6,500	-7,000	500
Tipping Fees				
	-\$7,500	-\$6,500	-\$7,000	\$500
Oak Lake Transfer Station Expenses	\$60,705	\$57,530	\$67,935	\$7,230

Waste Transfer Stations

Kosh Lake Transfer Station				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$26,673	\$25,800	\$28,683	\$2,010
Materials & Supplies	5,200	4,500	5,200	
Insurance	2,140	2,140	2,418	278
Utilities	300	250	300	
Advertising and Communication				
Repairs and Maintenance				
Professional Services and Contracts	8,640	8,440	19,160	10,520
	\$42,953	\$41,130	\$55,761	\$12,808
Bag Tags	-4,800	-4,500	-4,800	
Tipping Fees				
	-\$4,800	-\$4,500	-\$4,800	
Kosh Lake Transfer Station Expenses	\$38,153	\$36,630	\$50,961	\$12,808

Waste Transfer Stations

Sixth Line Transfer Station				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$174,370	\$147,525	\$158,913	-\$15,457
Materials & Supplies	10,000	13,000	10,000	
Insurance	2,140	1,637	2,418	278
Utilities	1,285	1,300	1,500	215
Advertising and Communications	1,136	2,036	2,136	1,000
Memberships, Training and Education	1,100		1,100	
Repairs and Maintenance				
Equipment Rental	5,000	7,300	5,000	
Professional Services and Contracts	153,840	165,518	159,450	5,610
	\$348,871	\$338,316	\$340,517	-\$8,354
Bag Tags	-30,000	-23,500	-30,000	
Tipping Fees	-117,500	-100,000	-117,500	
	-\$147,500	-\$123,500	-\$147,500	
Sixth Line Transfer Station Expenses	\$201,371	\$214,816	\$193,017	-\$8,354

Waste Transfer Stations

Jack Lake Transfer Station				
Account Name	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$27,139	\$26,825	\$28,088	
Materials and Supplies	3,200	3,300	3,200	
Insurance	2,140	1,700	2,418	278
Utilities	1,920	1,850	1,920	
Advertising and Communications	1,600	1,500	1,600	
Memberships, Training and Education	100		100	
Repairs and Maintenance	1,000	600	1,000	
Equipment Rental	250	150	250	
Professional Services and Contracts	5,680	5,800	8,680	3,000
	\$43,029	\$41,725	\$47,256	\$3,278
Jack Lake Blue Boxes				
Jack Lake Composters				
Jack Lake Tipping Fees				
Jack lake Bag Tags	-6,000	-5,000	-6,000	
Misc Revenues-Jack Lake				
	-\$6,000	-\$5,000	-\$6,000	
Jack Lake Transfer Station Expenses	\$37,029	\$36,725	\$41,256	\$3,278

2024 Operating Budget

Form 1

DEPARTMENT: WASTE

STATEMENT OF PURPOSE:

Waste Management includes the collection, processing and disposal programs/services for garbage, recyclables, large articles, hazardous waste and electronic waste. This department works with Peterborough County's Waste Management Facility, Recycling Facility, and the Household Hazardous Waste Depot.

There are four waste management sites:

- 6th Line
- Oak Lake
- Jack Lake
- Kosh Lake

Other responsibilities include:

- Maintaining waste, recycling, electronics and construction material waste.
- Packing bins and coordinating pick up bins
- Coordinating monitoring by Engineers to comply with Provincial regulations.

- Coordinating bottle/can collection for community groups

2024 HIGHLIGHTS:

The budgeted Waste Transfer to Reserves has been increased by \$32,000 to account for future projects that need to take place, and the currently low level balance of the reserve.

Waste haulage has been increased by \$3,000.

Monitoring consulting budgets have changed for landfills:

1. Kosh Lake – increased by \$ \$7,520 to \$11,910
2. 6th Line – decreased by \$7,390

Recycling/weighing expenses have increased by \$2,500.

Water

Department	Water				
Functions	Water Treatment				
Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$358,928	-\$547,500		\$188,572	
2023	356,491	-530,500		174,009	
	\$2,437	-\$17,000		\$14,563	
Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024	\$221,502	-\$221,502			
2023	2,125,749	-749,000		-1,376,749	
	-\$1,904,247	\$527,498		\$1,376,749	



Water

Revenues	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer from Reserves	-\$849,000	-\$85,579	-\$221,502	-\$627,498
Residential Water	-473,000	-473,000	-488,000	15,000
COVID Revenue - Water Revenue Loss				
Comm Water	-54,000	-54,000	-56,000	2,000
Penalty & Interest	-3,500	-3,500	-3,500	
Total Revenue	-\$1,379,500	-\$616,079	-\$769,002	-\$610,498
<i>Provincial and Fed Funding incl. above</i>				
Transfers To Reserves	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Transfer to Water Reserve	\$174,009	\$219,427	\$188,572	\$14,563
	\$174,009	\$219,427	\$188,572	\$14,563
Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Personnel	\$30,900	\$22,000	\$30,900	
Materials & Supplies	1,600	100	1,600	
Information Technology				
Repairs and Maintenance	38,000	28,500	38,000	
Utilities	30,228	24,000	30,228	
Insurance	20,308	20,308	22,745	\$2,437
Memberships, Training and Education	4,600		4,600	
Advertising and Communication	7,256	5,700	7,256	
Equipment Rental	5,500	3,800	5,500	
Professional Services and Contracts	218,099	206,665	218,099	
Total Operating Budget Expense	\$356,491	\$311,073	\$358,928	\$2,437

2024 Operating Budget

Form 1

DEPARTMENT: WATER

STATEMENT OF PURPOSE:

The Water Division maintains Havelock-Belmont-Methuen's water infrastructure in ground, in plant and at the municipality's water tower. HBM staff work with the Ontario Clean Water Agency (OCWA), to co-ordinate upgrades and plan for the replacement of aging or failing infrastructure. OCWA also assists HBM by liaising with third party providers of engineering services.

Every homeowner is responsible for maintaining the water and sanitary lines from the property line to inside your home. The Ontario Clean Water Agency monitors the water quality weekly across the water distribution system and responds directly to customer inquiries and complaints.

Village water and sewer rates

Type of unit	Water	Sewer	Total
Residential unit	\$63.00	\$60.00	\$123.00
Commercial unit	\$73.00	\$79.00	\$152.00

Source Water

Department	Source Water				
Functions	Water				

Year	Gross Operating Budget	Revenues	Transfers From Reserves	Transfers to Reserves	Net Tax Levy
2024	\$17,500				\$17,500
2023	17,500				17,500

Year	Gross Capital Budget	Transfers from Reserves	Transfers to Reserve	Provincial and Federal Grants	Net Tax Levy
2024					
2023					



Source Water

Expense Category	2023 Budget	2023 Projected Actual	2024 Budget	Change From Prior Year
Consulting	\$17,500	\$17,500	\$17,500	
Total Operating Budget Expense	\$17,500	\$17,500	\$17,500	



Part II - 2024 Departmental Capital Budget Review

2024 Capital Budget

Capital Projects are identified as either a “Tangible Capital Asset (TCA) Project” or as an “Other Capital Project”. The segregation gives direction to staff on how to appropriately account for the projects in HBM’s books and is an indicator of how they will be presented in HBM’s audited financial statement.

TCAs are defined as:

“...real or personal property that have a physical substance that:

- Are used in the production or supply of goods and services, rental to others, administrative purposes or for the development and construction of other tangible capital assets.
- Have an estimated life of greater than one year; and
- Are used on a continuing basis.

The Capital Budget includes the following information for each project: project details, justification, effects on future Operating Budgets, and accessibility considerations, if applicable.

Reserves and Reserve Funds

Reserves and Reserve Funds play a critical role in municipal budgeting and financial strength. The balances reflected in the schedule, on the next page, are at a specific point in time (December 31, 2023 - unaudited).

Many of the fund balances are committed by legislation (obligatory reserve funds), or specific resolutions of Council for very specific purposes and form an integral part of HBM's Asset Management Plan (AMP).

The Municipal Act, 2001, section 290, provides that a municipality's budget shall set out amounts to be paid into and out of reserves. A municipality may establish reserve funds for any purpose for which it has authority to spend money.

Municipalities hold reserves and reserve funds for many purposes:

- Adherence to statutory requirements;
- Promotion of financial stability and flexibility;
- Provision for major capital expenditures;
- Smooth expenditures which would otherwise cause fluctuation in the operating budget; and
- To take advantage of financial opportunities that may arise.

Reserve balances, if the 2024 Operating and Capital budgets are approved as presented, would have an estimated balance of \$11,571,711 at the end of 2024, or a decrease of \$2,597,413 (18%). Total Reserve Fund balances would decrease by \$150,084 (-1%). Withdrawals from Reserves are expected to be \$2,844,897 higher than contributions to Reserves in 2024.

It may be tempting, during difficult budget deliberations, to fund operating expenses through reserve withdrawals, in an effort to limit, or erase, tax rate increases. Using this strategy creates a “base budget problem:” HBM would need to continue taking the same amount out, year after year, to keep the net tax levy constant. This would result in the draining of the applicable reserve, essentially delaying the effect of increased operating costs until the reserve was depleted.

Many future unknowns, related to reserves and reserve funds, present budget risk to HBM. Large scale residential and commercial development, over the course of decades, is looked upon by some as a windfall to existing taxpayers, by spreading net tax levy between greater assessment levels, thereby decreasing tax rates. However, development is not “free;” substantial infrastructure costs must be funded and the additional properties must be serviced. Like other municipalities with an ageing infrastructure, HBM must keep the enormous costs of growth in mind when planning the level of reserves needed in the future.

Ontario municipalities rely heavily on the Ontario Municipal Partnership Fund which will provide HBM with \$1,239,500 in 2024. While funding levels have remained relatively stable, inflation is hampering the effectiveness of the OMPF to balance municipal funding for smaller municipalities, in effect decreasing the funding’s purchasing power and municipalities’ ability to plan for future budgetary pressure.

Part II - 2024 Departmental Capital Budget Review

Township of Havelock-Belmont-Methuen					
Estimate of Reserve Balances as at December 31, 2024 (unaudited)					
(all 2023 and prior year capital reserve commitments deducted)					
Reserve	Purpose	Estimated balance - December 31, 2023	Budgeted Withdrawals - 2024	Budgeted Contributions - 2024	Total after 2024 budgeted withdrawals & contributions
Working Funds	To provide cash flow for operations to eliminate the requirement to borrow funds to meet immediate obligations	\$845,813			\$845,813
Municipal Elections	Annual contributions for municipal elections held every fourth year	29,163		10,000	\$39,163
Administration	For Council Initiatives, AODA requirements, strategic initiatives, studies (development charges, asset management, service delivery, human resources management), infrastructure, and potential legal liability/related costs	1,552,895	-1,299,774	188,000	\$441,121
Ontario Municipal Partnership Fund (OMPF)	Contains funds from Ontario Municipal Partnership Fund (OMPF)	1,294,000	-1,000,782	1,239,500	\$1,532,718
Tax Rate Stabilization	Reserves that provide funding to stabilize HBMs budgeted tax rates, year to year, due to various unanticipated financial pressures.	150,000			\$150,000
Legal and Liability	Provide contingency fund to cover annual fluctuations in cost of legal invoices and claims	2,000,000			\$2,000,000
General Contingency	Provide contingency funds for a range of contingent or unknown liabilities	150,000			\$150,000
Strategic and Legislated Initiatives	Fund projects that will result in more efficient systems and/or ongoing operational savings, as well as offset costs of unforeseen legislative changes that result in additional costs/lower municipal revenue.	100,000			\$100,000
General Capital	To provide a source of funding for expenditures related to the purchase of capital assets	737,329	-406,500		\$330,829
Council - Community Grants	To provide Council with a a source of funding for various community initiatives	8,000		2,000	\$10,000
Council - Environmental Grants		10,000		0	\$10,000
Council - Private Road Grant	The Private Roads Grant Policy was established to assist eligible Private Road Associations within the Township of Havelock-Belmont-Methuen with maintenance and capital improvement costs for eligible private roads.	13,500		1,500	\$15,000
Council - Council Initiatives	The fund various initiative opportunities that arise which Council feels would lead to community betterment.	10,550		34,450	\$45,000
Council - Community Improvement Plan	Monies set aside, originally in the 2023 HBM Operating Budget, to fund the Community Improvement Plan established by Council in 2017.	67,121		7,879	\$75,000

Part II - 2024 Departmental Capital Budget Review

Township of Havelock-Belmont-Methuen					
Estimate of Reserve Balances as at December 31, 2024 (unaudited)					
(all 2023 and prior year capital reserve commitments deducted)					
Reserve	Purpose	Estimated balance - December 31, 2023	Budgeted Withdrawals - 2024	Budgeted Contributions - 2024	Total after 2024 budgeted withdrawals & contributions
Fire Department	Fire Services vehicles, equipment and safety expenses	933,884	-55,200	202,000	\$1,080,684
Policing	In year and future costs of policing Havelock-Belmont-Methuen	515,443	0		\$515,443
Building/By-Law Enforcement	Funding for extraordinary expenses related to the operations of Building and By-law enforcement, as well as the enforcement of the Building Code Act, 1992, and other relevant legislation	527,333	-92,300		\$435,033
Roads-Township	To account for the need to plan for the replacement of our road infrastructure assets in accordance with our asset management plan	732,627	-468,665	285,000	\$548,962
Roads-Village	To account for the need to plan for the replacement of our road infrastructure assets in accordance with our asset management plan	602,791	-300,000	97,400	\$400,191
Roads Equipment-Replacement	In year and future costs of replacing equipment necessary for the maintenance of HBM's road infrastructure	429,161	-197,750		\$231,411
Storm Response	To respond to major weather events, such as the derecho storm of May 2022.	105,116			\$105,116
Waste Capital	Waste management capital expenditures, including those related to current and former waste management sites	30,536	0	60,000	\$90,536
Facilities	Capital expenditures necessary to repair and maintain municipal facilities such as libraries, municipal building, Stone Hall, Town Hall, OPP Office, etc.	134,915	-29,000	40,000	\$145,915
Sewer Maintenance	Capital expenditures related to our sewer infrastructure and extraordinary costs related to the repair and maintenance of sewer service infrastructure; sanitary and storm sewer	1,041,143	-500,000	237,259	\$778,402
Water Maintenance	Capital expenditures related to the treatment of water	364,420	-221,502	188,572	\$331,490
Parks, Recreation and Arena	Funding for capital expenditures related to the renewal and enhancement of recreational assets such as our arena, park facilities, athletic fields, splash pad, etc.	735,636	-740,500	127,000	\$122,136
Medical Centre	Proceeds from the sale of former medical centre	535,391			\$535,391
Planning	Property purchases, costs related to development	430,181		0	\$430,181
Planning-Village	Property purchases, costs related to development	4,855			\$4,855
Library	For in year and future capital expenditures	77,321	-6,000		71,321
		\$ 14,169,124	\$ (5,317,973)	\$ 2,720,560	\$ 11,571,711

Part II - 2024 Departmental Capital Budget Review

Township of Havelock-Belmont-Methuen					
Estimate of Reserve Funds Balances as at December 31, 2024 (unaudited)					
(all 2023 and prior year capital reserve commitments deducted)					
Reserve	Purpose	Estimated balance - December 31, 2023	Budgeted Withdrawals - 2024	Budgeted Contributions - 2024	Total after 2024 budgeted withdrawals & contributions
Parkland	For the acquisition of land to be used for park or other recreational purposes, including the erection and repair of buildings and the acquisitions of machinery for park or other public recreational purposes. Payments, in lieu of the provision of park space, from developers.	\$97,132			\$97,132
Municipal Water System	Provides funding for HBM owned asset replacement or rehabilitation capital projects, as well as unbudgeted capital needs.	383,217			\$383,217
Fire Donation	To fund non-recurring Fire Department expenses at the discretion of Council.	25,875			\$25,875
Canada Community Building Fund (CCBF) - Formerly Federal Gas Tax	Municipalities' agreements with the CCBF, as administered by the Association of Municipalities of Ontario (AMO), require that funding be sequestered in Reserve Funds. This permanent funding supports investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects, and Capacity Building Projects, as per agreements	164,794	-300,000	159,810	\$24,604
Waste Water Treatment Facility	To fund future major rehabilitation and/or replacement of wastewater assets.	802,607			\$802,607
General	To Fund unspecified non-recurring capital expenditures.	43,482			\$43,482
Public Accounts	To support Council approved capital initiatives that are deemed to be of benefit to residents of HBM.	4,089			4,089
Estimated Reserve Total as at December 31, 2024		\$ 1,521,196	\$ (300,000)	\$ 159,810	\$ 1,381,006

Part II - 2024 Departmental Capital Budget Review

Township of Havelock-Belmont-Methuen 2024 Reserve Contributions and Withdrawals				
Description	Projected Contributions	Note	Projected Withdrawals	Note
Administration	\$1,597,310	Federal Gas Tax, Ontario Community Improvement Program, General Capital	\$274,371	Asset Management (AMP) training, telephone system, Council Chamber audio/visual equipment, HBM signage, service delivery review, municipal office concept drawings
Council	45,829	Election Expenses	69,162	Council Initiatives
Animal Control				
Building			87,800	
Bylaw			4,500	
Cemetery				
Conservation Authorities				
Facilities				
<i>Facilities Administration</i>	40,000	To plan for expenses related to Asset Management Plan (AMP)	29,000	To provide accessible access to public buildings, maintenance of building capital assets, roof replacement, air conditioning, gazebo; to cover expenses related to maintaining the building envelop of HBM
<i>Facilities Operations</i>	40,000		29,000	
Fire	202,000	To allow for equipment replacement as per Fire projections and to carry out statutory obligations	55,200	Safety/operational equipment replacement
Library			6,000	Transfer of Operating Grant to HBM and 2023 capital expenses
Parks, Recreation & Facilities				
<i>Recreation Administration</i>			740,500	Community Centre upgrade, banners, replacement of truck, park signage, rehabilitation of park area. dog park
<i>Parks Operating</i>	127,000	To plan for asset replacement per Asset Management Plan		
	127,000		740,500	
Planning and Development				
Police				
Public Works				
<i>PW - Administration</i>	285,000	To set aside funds for the maintenance of this critical aspect of our linear infrastructure	2,267,061	For equipment and materials necessary to maintain roads
<i>PW - Operations</i>				
	285,000		2,267,061	
Sewer	237,259	Recommended transfer to reserves to contribute to future expenses that are recommended by OCWA and approved by Council	65,095	Per Ontario Clean Water Agency (OCWA) schedule of recommended 2023 capital expenses
Waste				
<i>Waste Administration</i>	60,000		10,000	6h Line kiosk, storage containers and stalls for waste bins
<i>Transfer Stations</i>				
	60,000		10,000	
Water	188,572	To plan for expected large future expenditures related to water infrastructure	221,502	
Source Water				
	\$2,782,970	93	\$3,830,191	

Debt Financing

Each year the province calculates HBM's Annual Debt Repayment Limit. The province stipulates that a municipality may not commit more than 25% of its total own-purpose revenues (Net Revenues) to service debt and other long-term obligations without obtaining prior approval from the Ontario Land Tribunal.

HBM's annual debt repayment limit is approximately \$2.2M. This amount includes principal and interest repayments on debt issued and outstanding, lease obligations and loan guarantees. Our municipality is not utilizing any debt currently, leaving the entire limit as "available."

Part II - 2024 Departmental Capital Budget Review
Summary of Capital Projects

Township of Havelock-Belmont-Methuen							
2024 Capital Budget Summary							
Description	2023	2024	2024 Funding Sources			Variances 2023 - 2024 Budget	
			Transfers from	Provincial and Federal	Net Tax Levy	\$ Diff - Gross Capital Budget	% Diff - Gross Capital Budget
Administration	\$201,000	\$221,000	-\$221,000			\$20,000	10.0%
Council							
Animal Control							
Building	8,700	67,800	-67,800			59,100	679.3%
Bylaw		4,500	-4,500			4,500	
Cemetery							
Conservation Authorities							
Facilities							
<i>Facilities Administration</i>	116,500	29,000	-29,000			-87,500	-75.1%
<i>Facilities Operations</i>							
	116,500	29,000	-29,000			-87,500	-75.1%
Fire	98,000	55,200	-55,200			-42,800	-43.7%
Library	10,000	6,000	-6,000			-4,000	-40.0%
Parks, Recreation & Facilities							
<i>Recreation Administration</i>	976,088	885,500	-740,500	-145,000		-90,588	-9.3%
<i>Parks Operating</i>							
	976,088	885,500	-740,500	-145,000		-90,588	-9.3%
Planning and Development							
Police							
Public Works							
<i>PW - Administration</i>	2,324,000	4,279,843	-4,054,843	-225,000		1,955,843	84.2%
<i>PW - Operations</i>							
	2,324,000	4,279,843	-4,054,843	-225,000		1,955,843	84.2%
Sewer	1,115,185	65,095	-65,095			-1,050,090	-94.2%
Waste							
<i>Waste Administration</i>	79,000	10,000	-10,000			-69,000	-87.3%
<i>Transfer Stations</i>							
	79,000	10,000	-10,000			-69,000	-87.3%
Water	2,125,749	221,502	-221,502			-1,904,247	-89.6%
Source Water							
	\$7,054,222	\$5,845,440	-\$5,475,440	-\$370,000		-\$1,208,782	-17.1%

Administration Capital

HBM 2024 Capital Budget - Administration								
				REVENUE				
Project Description	Total Project Budget	Approved Prior to 2024	Amount	Grants	Reserve	Other	Notes	Taxation
Architectural Projects (Municipal Building Concept Drawings)	100,000	20,000	80,000		-80,000		Admin Reserve	
Mailing Machine			5,000		-5,000		Admin Reserve	
Global Positioning System (GPS) for HBM Vehicles			38,000		-38,000		Admin Reserve	
Accessibility Project			10,000		-10,000		Admin Reserve	
Document Scanning Project			20,000		-20,000		Admin Reserve	
2025 Asset Management			53,000		-53,000		Admin Reserve	
Computer Hardware Replacement			15,000		-15,000		Admin Reserve	
Total Administration Capital Budget			\$221,000		-\$221,000			

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: ADMINISTRATION

PROJECT NAME AND DESCRIPTION:

2024 Administration Capital Expenditures

PROJECT DETAILS:

Development Charges Study – HBM is one of a small number of municipalities in the greater Peterborough area that does not have development charges. Development is costly for municipalities and this will help fund growth.

Asset Management - July 1, 2025 is the deadline for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to finance these activities. To achieve this final deadline, municipalities must maintain an asset register of all Township assets, complete with asset descriptions, valuation, condition ratings, and risk ratings. In addition, an analysis with respect to current levels of service, impacts of growth, and lifecycle cost projections is to be included in the Plan.

Computer Hardware Replacement – According to the Municipal Information Systems Association (MISA), municipalities are a key target to attackers because they have data and criminals want that data to monetize it and leverage it for other attacks.

Risks to a municipality can result from the following:

- Operating legacy infrastructure and operating systems
- A lack of cybersecurity expertise and investment
- The fact municipalities transact large amounts of money with contractors/vendors

HBM must plan for the cyclical updating of desktop computers, laptops, servers and operating systems (ie. Windows).

Several other capital projects are planned for 2024:

1. Architectural Projects (Municipal Building Concept Drawings) - \$80,000
2. Mailing Machine - \$5,000
3. Global Positioning System (GPS) for HBM Vehicles - \$38,000
4. Accessibility Project - \$10,000
5. Document Scanning Project - \$20,000

Building Capital

HBM 2024 Capital Budget - Building						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Vehicle	67,800		-67,800		Building Reserve	
\$67,800			-\$67,800			

By-law Capital

HBM 2024 Capital Budget - By-law						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Toughbook	4,500		-4,500		Building Reserve	
\$4,500			-\$4,500			

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: BUILDING AND BYLAW
PROJECT NAME AND DESCRIPTION:

Vehicle and Toughbook

PROJECT DETAILS:

The proposed vehicle will be scheduled to be replaced in seven years as per Policy.

Currently the Building, Panning and By-law Departments share two vehicles, a 2019 and 2011 Dodge pick-up truck. There have been many days, due to scheduling, for the above departments that the departments could benefit from another vehicle.

Peterborough Public Health has advised the Municipality, that as of November 2024, they will no longer be the authority having jurisdiction with respect to sewage systems, therefore, the enforcement of sewage systems will fall to the Township. This will add additional inspections, making it necessary for the purchase of another vehicle.

The additional Toughbook is for our By-law Inspector to carry with him on inspections. The estimated cost of the

Toughbook is approximately \$4,500 plus a monthly data charge.

Facilities Capital

HBM 2024 Capital Budget - Municipal Building						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Replacement of Two Flag Poles	\$24,000		-\$24,000		Admin Reserve	
\$24,000			-\$24,000			

HBM 2024 Capital Budget - Town Hall						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Furnace	\$5,000		-\$5,000		Facilities Reserve	
\$5,000			-\$5,000			

2024 CAPITAL BUDGET MUNICIPAL BUILDING

DEPARTMENT: FACILITIES

PROJECT NAME AND DESCRIPTION:

Replacement Flag Poles

EFFECT ON FUTURE CAPITAL BUDGETS:

There is no immediate effect on future capital budgets.

EFFECT ON FUTURE OPERATING BUDGETS:

There would be no effect on future operating budgets.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

The two flag poles located at the Municipal Office, are in need of replacement. The interior rope is rotting. The flags get stuck when they are put to the proper display height.

2024 CAPITAL BUDGET TOWN HALL

CAP Form 1

DEPARTMENT: FACILITIES

PROJECT NAME AND DESCRIPTION:

Town Hall Furnace

EFFECT ON FUTURE CAPITAL BUDGETS:

There is no immediate effect on future capital budgets.

EFFECT ON FUTURE OPERATING BUDGETS:

Replacement of the furnace will avoid further increases in repair costs to the old furnace.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

The existing furnace that serves the Town Hall was installed in 2004. Parts for this furnace are getting challenging to obtain. Replacement is highly

Fire Capital

HBM 2024 Capital Budget - Fire						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Forestry Hose	\$1,500		-\$1,500		Fire Reserve	
Interior Hose	\$2,000		-\$2,000		Fire Reserve	
Hurst eDualic Cutter/Charger/Batteries	\$13,000		-\$13,000		Fire Reserve	
Rescue Rope	\$2,000		-\$2,000		Fire Reserve	
Thermal imaging camera	\$5,200		-\$5,200		Fire Reserve	
Positive pressure ventilation fan	\$5,000		-\$5,000		Fire Reserve	
Bunker Gear (3 @2,500)	\$7,500		-\$7,500		Fire Reserve	
Fuel Lock - fuel monitoring and tracking	\$19,000		-\$19,000		Fire Reserve	
	\$55,200		-\$55,200			

2024 CAPITAL BUDGET

DEPARTMENT: FIRE SERVICES

PROJECT NAME AND DESCRIPTION:

Fire – Capital Equipment Purchases

PROJECT DETAIL, JUSTIFICATION AND
REFERENCE MAP (IF APPLICABLE):

The HBM Fire Department must acquire and maintain equipment that will allow the municipality to provide fire protection services including suppression, public fire and life safety education, training, communications, fire prevention, Fire Code inspections and fire cause determination and investigations.

Fire Master Plan was included in 2023 Budget; it was not completed but needs to be done in 2024

Library Capital

HBM 2024 Capital Budget - Havelock Library						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Computer Hardware	\$6,000		-\$6,000		Library Reserve	
	\$6,000		-\$6,000			

Parks and Recreation Capital

HBM 2024 Capital Budget - Parks and Recreation						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
Tennis Pickleball Court	\$56,000		-\$56,000		Parks Reserve	
Sports Complex Recreation Field	\$160,000		-160,000		Parks Reserve	
West End Concession Park Parking Lot	\$55,000		-55,000		Parks Reserve	
Havelock Dog Park Fencing	\$55,000		-55,000		Parks Reserve	
Replacement of Caboose Pond	\$13,000		-13,000		Parks Reserve	
Ball Diamond Field Grade Elevation	\$10,000		-10,000		Parks Reserve	
Decorative Banners	\$3,500		-3,500		Parks Reserve	
Parks Utility Tractor	\$45,000		-45,000		Parks Reserve	
Replacement of 2004 3/4 Crew Cab	\$79,000		-79,000		Parks Reserve	
Cordova Christmas Lights	\$9,000		-9,000		Parks Reserve	
Community Centre Standby Generator	\$40,000		-40,000		Parks Reserve	
Community Centre Precast Concrete Stairs and Railings	\$15,000		-15,000		Parks Reserve	
Cordova Rink Repairs (OTF Grant)	\$345,000	-145,000	-200,000		Parks Reserve	
	\$885,500	-\$145,000	-\$740,500			

DEPARTMENT: PARKS & RECREATION

Tennis and Pickleball Courts - Relocating the tennis courts will provide an opportunity to have all of the Township's outdoor recreation features in one convenient location as well as necessary equipment upgrades.

Sports Complex Recreation Field

West End Concession Park Parking Lot - Providing a parking lot will aid in keeping the parked vehicles off the main road/intersection and ensuring the safety of the park users.

Fencing (for potential dog park)

Replacement of Caboose Pond - The existing pond, located at the caboose along Highway 7, has had longstanding operational issues. Full replacement of this water feature is highly recommended.

Ball Diamond Field Grade Elevation - Elevating the baseball diamond infield will provide a usable surface for our user groups. The infield is currently approximately eight inches lower than the parking lot which causes flooding.

Decorative Banners - The summertime decorative banners are starting to rip and fade. To keep our municipality looking beautiful, the replacement of the banners is essential.

Parks Utility Tractor - The purchase of a utility tractor for the Parks and Recreation Department will be beneficial in manner regards. The tractor would be used for the maintenance of the ball diamond and also for trail maintenance. Other tasks would include Spring/Fall clean-up in our Parks.

Replacement of 2004 ¾ Crew Cab - Replacing the twenty year old Chevrolet Crewcab is vital to the Parks and Recreation Department. Trucks would typically be replaced at seven years old; keeping this vehicle is a risk to the Department due to its age.

Cordova Christmas Lights - Staff was approached by the Cordova Recreation Committee in regards to installing (6) Christmas light decorations on hydro poles. Costs of \$1000 per pole for installation of receptacles. \$9000 will cover installation and removal for 2024 display season.

Community Centre Standby Generator - The Community centre is a place where the public can seek shelter in the event of an emergency. Currently there is no stand by Generator to keep the building in power. The total estimated cost of the generator is \$80,000. HBM has applied for a grant for approximately \$40,000. If we are successful with our grant application, we will have enough funding to purchase the unit in 2024. If we are unsuccessful, we will need to commit another \$40,000 from the Parks and Recreation Reserve in the 2025 Capital Budget.

Community Centre Precast Concrete Stairs and Railings - The stairs and railings located on the south side of the arena that provide entrance to the lower level are in need of replacement. Engineered drawings are required for this project.

Cordova Rink Repairs - The Cordova Outdoor Rink was successful for a \$145,000.00 grant for an arena board system. Before moving forward, replacement of existing asphalt with concrete is highly recommended

Roads Capital

HBM 2024 Capital Budget - Roads								
				REVENUE				
	Total Project Budget	Approved Prior to 2024	2024 BUDGET	Grants	Reserve	Other	Notes	Taxation
Gravel Haul-Taxation								
Total Budgeted Cost			\$113,000		-\$113,000		OMPF Reserve	
TOTAL			\$113,000		-\$113,000			
George St (550 m)								
Total Budgeted Cost	\$3,878,882	\$2,091,100	\$1,787,782		-\$887,782		OMPF Reserve	
					-\$500,000		Sewer Reserve	
					-\$100,000		General Capital	
					-\$300,000		Village Road Reserve	
TOTAL	\$3,878,882	\$2,091,100	\$1,787,782		-\$1,787,782			
Vansickle Road								
Total Budgeted Cost	\$100,000		\$100,000		-\$100,000		Roads Reserve	
TOTAL	\$100,000		\$100,000		-\$100,000			
Fish Hatchery Road (2.5 km)								
Total Budgeted Cost	\$169,500	\$150,000	\$19,500		-\$19,500		Admin Reserve	
TOTAL	\$169,500	\$150,000	\$19,500		-\$19,500			

Roads Capital

HBM 2024 Capital Budget - Roads								
				REVENUE				
	Total Project Budget	Approved Prior to 2024	2024 BUDGET	Grants	Reserve	Other	Notes	Taxation
Old Norwood Road (400 meters) - Long Term Care Home								
Total Budgeted Cost			\$1,171,646		-\$871,646		Admin Reserve	
					-\$300,000		Roads Reserve	
TOTAL			\$1,171,646		-\$1,171,646			
6th Line Ultra Thin Asphalt (4.95 km Overlay)								
Total Budgeted Cost			\$621,500		-\$96,500		General Capital	
					-\$225,000		OCIF	
					-\$300,000		CCBF/FGT	
TOTAL			\$621,500		-\$621,500			
King St. Boulevard (200 m)								
Total Budgeted Cost	\$47,460	\$42,000	\$5,460		-\$5,460		Roads Reserve	
TOTAL		\$42,000	\$5,460		-\$5,460			
Peninsula Road								
Total Budgeted Cost	\$90,400	\$80,000	\$10,400		-\$10,400		Roads Reserve	
TOTAL		\$80,000	\$10,400		-\$10,400			

Roads Capital

HBM 2024 Capital Budget - Roads								
				REVENUE				
	Total Project Budget	Approved Prior to 2024	2024 BUDGET	Grants	Reserve	Other	Notes	Taxation
Otter Creek Bridge								
Contracts	\$28,250	\$25,000	\$3,250					
TOTAL		\$25,000	\$3,250		-\$3,250		Roads Reserve	
North Shore Culvert Replacement								
Total Budgeted Cost	\$129,555	\$80,000	\$49,555		-\$49,555		Roads Reserve	
TOTAL		\$80,000	\$49,555		-\$49,555			
TOTAL ROADS		\$2,668,100	\$3,882,093		-\$3,882,093			
MISCELLANEOUS ROADS CAPITAL EXPENSES								
1/2 Ton Truck			\$73,450		-\$73,450		Reserve -Roads Equipment	
3/4 Ton Truck			\$96,050		-\$96,050		Reserve -Roads Equipment	
Replace 14-46 Tandem	\$400,000	\$200,000	\$200,000		-\$200,000		General Capital	
Garage Door (Midtown)			\$28,250		-\$28,250		Reserve -Roads Equipment	
Rubber Tire Excavator (Roads Equipment Reserve balance lower than cost of \$450,000)								
		\$200,000	\$397,750		-\$397,750			

DEPARTMENT: ROADS**PROJECT NAME AND DESCRIPTION:**

Gravel Haul

EFFECTS ON FUTURE OPERATING COSTS

Reduction in long term-term operating costs due to new road surfaces. (minimizes equipment wear)

**PROJECT DETAIL, JUSTIFICATION AND
REFERENCE MAP (IF APPLICABLE):**

The gravel haul program is identified through the Townships overall Roads Needs Study.

Gravel Roads

Gravel roads can generally be kept in good condition with regular maintenance including grading, minor addition of granular and application of calcium chloride. These items are typically included in maintenance budgets. However, gravel roads typically require the addition of a significant lift of granular over their surface to maintain sufficient base strength.

- Total of 83 km of gravel roads requiring new lift every 20 years
- Required annual granular placement 4 km

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: ROADS

PROJECT NAME AND DESCRIPTION:

Vansickle Road Reconstruction **2025**

Commitments Made

In 2021 Marmora and Lake and Havelock Belmont Methuen Municipalities have entered into a five-year agreement for the Operating and Capital repair of Vansickle Road. The Capital cost for Vansickle Road is to be split evenly between both Municipalities.

EFFECT ON FUTURE OPERATING BUDGETS:

Reduction in long-term costs due to reconstruction of culverts, ditching and road surfaces.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

The 2020 Havelock Roads Needs Study states that Vansickle Road needs rehabilitation in 1-5 years. Consulting with the Manager of Transportation from Marmora and Lake in 2023 the major concepts of this project are:

- Pulverizing
- Grading
- Gravel
- Compaction
- Culvert replacement
- Asphalt

The project is based on 7 kilometers in length, 6.5 meters wide and 0.5-meter shoulder width for an estimated cost of \$1,469,000. Havelock Belmont Methuen estimated cost sharing of this project is \$734,500. HBM Capital cost sharing for the 2024 Capital budget is \$100,000 to start the reconstruction process.

2024 CAPITAL BUDGET

CAP Form 1

PROJECT NAME AND DESCRIPTION:

Old Norwood Road Upgrade to urbanize street.

COMMITMENT MADE

This project is identified as a commitment of the new Long-Term Care Facility

EFFECT ON FUTURE OPERATING BUDGETS:

Increased infrastructure will increase maintenance costs

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

Urbanizing a section of Old Norwood Road from Concession Street East 400 meters to the east side of the new Long Term Care Facility.

Preliminary cost estimate of \$1,171,646 is based on approximately 400 meters of road construction. The most important concepts for the project are:

- Road base
- Concrete catch basins
- Storm sewers - curb and gutter,
- Two vehicle lanes asphalt, one each way
- 1.5-meter wide sidewalk with tactile walking surface located at the sidewalk ramps.
- 3.2-meter-wide grass boulevard

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: ROADS

PROJECT NAME AND DESCRIPTION:

6th Line Road resurfacing

COMMITMENTS MADE:

Council discussed the 6th line road resurfacing in the 2023 Budget and decided to reevaluate it for the 2024 budget using The ultra thin asphalt as a preferred road surface

EFFECT ON FUTURE OPERATING BUDGETS:

Reduction in long-term operating costs due to new road surfaces.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

The project is recommended by the Townships Roads Needs Study as a priority for resurfacing with a double layer of surface treatment over existing surface treatment.

During 2023 budget meetings Council removed this project from the 2023 budget and requested staff to bring it back in the 2024 budget using the new Ultra Thin Asphalt (HL2) in place of the surface treatment.

The most important concepts for the project are:

- Pulverizing
- Grading
- Compaction
- Asphalt
- Gravel

The estimated cost using the ultra thin asphalt is \$621,500.

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: ROADS

PROJECT NAME AND DESCRIPTION:

North Shore Culvert Replacement

- All required permits
- Environmental protection
- Road closures
- Traffic control
- Culvert replacement / dewatering

COMMITMENT MADE:

Council approved this project in 2023 budget for the amount of \$80,000.00

The total estimate for this project by the consulting engineer is \$129,55

EFFECT ON FUTURE OPERATING BUDGETS:

Reduction in long term operating costs due to new culvert.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE):

This project is recommended by staff and followed up by consulting engineers stating that the culvert is failing. This project involves the replacement of one road cross culvert on North Shore Road. The most important concepts of this project is:

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: Miscellaneous Roads

The following Roads projects are also included in the proposed 2024 Budget:

- George St (550 m)
- Fish Hatchery Road (2.5 km)
- King St.
- Peninsula Road
- Otter Creek Bridge

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: PUBLIC WORKS

PROJECT NAME AND DESCRIPTION:

2024 Fleet Replacement / additional

EFFECT ON FUTURE OPERATING BUDGETS:

Asset management of vehicles is based on life-cycle costs. The following vehicles are scheduled for replacement and one replacement / additional from previous years.

The estimated cost for these two vehicles is \$169,500.

- 1 heavy duty $\frac{3}{4}$ ton pick up replacement
- 1 light duty $\frac{1}{2}$ ton pick up replacement / additional

2024 CAPITAL BUDGET

DEPARTMENT: ROADS

PROJECT NAME AND DESCRIPTION:

2024 Fleet Replacement

Commitments made

Council approved \$200,000 in the 2023 budget for this Vehicle replacement.

PROJECT DETAIL, JUSTIFICATION AND
REFERENCE MAP (IF APPLICABLE):

Asset management of vehicles is based on life-cycles costs.
The following vehicle is scheduled for replacement.

The estimated cost for one tandem dump truck to be replaced is \$452,000. Council approved \$200,000 in the 2023 budget.
The total budget requirement for the 2024 budget is \$226,000.

2024 CAPITAL BUDGET

CAP Form 1

DEPARTMENT: ROADS

PROJECT NAME AND DESCRIPTION:

Public Works Building at #116 Concession Street Havelock installation of a new truck bay door.

Commitments Made

Havelock Belmont Methuen Township purchased the property and building located at #116 Concession Street north in Havelock.

EFFECT ON FUTURE OPERATING BUDGETS:

Reduce time and cost for the Public Works Department to have Public Works Equipment located in the same location.

PROJECT DETAIL, JUSTIFICATION AND REFERENCE MAP (IF APPLICABLE)

Remove one the existing truck bay door measuring 12' in width and install a 16' wide door to allow accessibility for single axle and tandem axle plow trucks and equipment.

Total estimated cost of the truck bay door replacement is \$28,250.

Sewer Capital

HBM 2024 Capital Budget - Sewer								
				REVENUE				
Project Description	Total Project Budget	Approved Prior to 2024	Amount	Grants	Reserve	Other	Notes	Taxation
Ontario Clean Water Agency - Capital and Maintenance Program	\$685,095	\$620,000	\$65,095		-\$65,095		Admin Reserve	
			\$65,095		-\$65,095			

Sewer Capital Projects

No.	Scope of Work	2024	2025	2026	2027	2028	2029	Compliance	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
	Havelock Wastewater														
1	Annual Flow Meter Calibrations	\$891	\$936	\$983	\$1,032	\$1,084	\$1,138	x							Compliance
2	Annual Lifting Device Certification - 11 Units	\$546	\$573	\$602	\$632	\$664	\$697	x							Health & Safety
3	Wet Well Cleaning	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829			x					Annual Preventative Maintenance
4	Annual Diesel Inspections	\$2,800	\$2,940	\$3,087	\$3,241	\$3,403	\$3,574			x					Annual Preventative Maintenance
5	Backflow Preventor Certification	\$558	\$585	\$615	\$645	\$678	\$712	x							Compliance
6	Annual Blower Maintenance : Air Filters / Oil	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191			x					Annual Preventative Maintenance
7	Annual Compressor Maintenance	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914			x					Annual Preventative Maintenance
8	2x PM Kits for Alum Pumps	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532			x					Annual Preventative Maintenance
9	Sludge Hauling	\$17,828	\$18,719	\$19,655	\$20,638	\$21,670	\$22,753	x							Compliance
10	Annual Gas Detector Calibrations & Spare Sensors	\$2,340	\$2,457	\$2,580	\$2,709	\$2,845	\$2,987	x							Health & Safety
11	Spare UV Parts/replacement sensor	\$4,589	\$4,818	\$5,059	\$5,312	\$5,577	\$5,856			x	x		x		Compliance
12	Consumables PM Parts	\$3,343	\$3,510	\$3,686	\$3,870	\$4,064	\$4,267				x		x		Preventative Maintenance
13	Blower Replacement	\$0	\$0	\$0	\$20,000	\$0	\$0			x	x				Lifecycle Replacement
14	Blower Motor Replacement	\$0	\$0	\$0	\$0	\$3,556	\$0			x	x				Lifecycle Replacement
15	SBR Cleaning for Diffuser Maintenance	\$0	\$0	\$0	\$6,000	\$0	\$0				x	x			Preventative Maintenance
16	Spare Aeration Valve	\$0	\$2,500	\$0	\$0	\$0	\$3,000				x	x			Lifecycle Replacement
17	Replacement Sewage Pump	\$0	\$12,000	\$0	\$0	\$13,230	\$13,891				x				Lifecycle Replacement/Redundancy
18	Raw Pump wear ring kit	\$0	\$0	\$0	\$0	\$2,431	\$0			x					Preventative Maintenance
19	Auger Brush Replacement	\$0	\$0	\$2,500	\$0	\$0	\$3,191				x				Lifecycle Replacement
20	SBR decanter bushings	\$0	\$0	\$0	\$0	\$1,000	\$0				x				Lifecycle Replacement /Redundancy
21	Pumping Station Hwy7 Replacement Pump	\$0	\$0	\$60,000	\$0	\$0	\$0				x		x		Lifecycle Replacement
22	Digester Cleaning for Diffuser Maintenance	\$0	\$2,000	\$0	\$0	\$0	\$0			x	x				Preventative Maintenance
23	Pumping Station Hwy7 Controller work/electrician	\$3,000	\$0	\$0	\$0	\$0	\$0			x		x			Preventative Maintenance
24	WWTF Upgrades	\$631,000	\$4,588,000	\$0	\$0	\$1,646,600	\$13,996,000	x				x			Proposed WWTF Upgrades Class EA ESR Report
25	Contingency	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	x			x				Cover Unexpected Breakdowns
	Total Estimate - Recommended Capital	\$685,095	\$4,657,650	\$117,807	\$83,573	\$1,726,768	\$14,078,531								

Waste Capital Budget

HBM 2024 Capital Budget - Waste						
		REVENUE				
Project Description	Amount	Grants	Reserve	Other	Notes	Taxation
6th Line Transfer Station Surveillance Cameras	\$10,000		-\$10,000		General Capital	
	\$10,000		-\$10,000			

HBM 2024 Capital Budget - Water								
				REVENUE				
Project Description	Total Project Budget	Approved Prior to 2024	Amount	Grants	Reserve	Other	Notes	Taxation
Ontario Clean Water Agency - 2024 Capital and Maintenance Program			\$221,502		-\$221,502		Water Reserve	
George St (550 m)	\$3,878,882	\$2,091,100	\$1,787,782		-\$887,782		OMPF Reserve	
					-\$500,000		Sewer Reserve	
					-\$100,000		General Capital	
					-\$300,000		Village Road Reserve	
			\$2,009,284		-\$2,009,284			

Water Capital Budget

No.	Scope of Work	2024	2025	2026	2027	2028	2029	Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
	Havelock Water															
1	Annual UV Maintenance	\$1,800	\$1,890	\$1,985	\$2,084	\$2,188	\$2,297	x								Compliance
2	Annual Lifting Device Inspections	\$600	\$630	\$662	\$695	\$729	\$766			x						Health & Safety
3	Annual Flow Meter Calibrations	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	x								Compliance
4	Annual Diesel Maintenance	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	x			x					Compliance
5	Annual Backflow Preventor Inspections	\$1,545	\$1,622	\$1,703	\$1,789	\$1,878	\$1,972	x			x					Compliance
6	Annual Well 3 - Sludge Hauling	\$2,264	\$2,377	\$2,496	\$2,621	\$2,752	\$2,890				x					As Needed
7	Chlorine Parts and Maintenance	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191				x			x		Preventative Maintenance
8	Trojan UV parts	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360				x			x		Compliance
9	Hallett UV parts	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553				x			x		Compliance
10	Consumables PM Parts	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829					x		x		Lifecycle Replacement
11	Reference Sensor Calibration	\$1,000	\$0	\$0	\$1,000	\$0	\$0	x								Compliance
12	Flow Control Valves (2)	\$10,000	\$0	\$0	\$0	\$0	\$0					x				Lifecycle Replacement
13	New Production Well	\$50,000	\$100,000	\$750,000	\$3,000,000							x	x			New Water Source to replace Well 3
14	Well #3 Major Maintenance	\$123,293	\$74,301	\$70,108	\$69,616	\$58,000	\$50,000				x		x			Standby to Duty Operation
15	Repair/Replace Hydrant(s)	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041					x				Preventative Maintenance
16	Contingency	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,001				x					Cover Unexpected Breakdowns
	Total Estimate - Recommended Capital	\$221,502	\$212,870	\$860,106	\$112,114	\$101,073	\$94,727									



Part III - 2024 Tax Rate Calculations

Taxable assessment for 2024 – estimated 1.1% increase

The 2024 Budget is based on the phased-in property assessments as of January 1, 2016, updated for actual growth, and assessment adjustments. The overall taxable assessment for 2024 is estimated to remain relatively flat over the 2023 budgeted level (1.1% increase overall). As mentioned above, there is no phase-in of reassessment from 2023, or prior years, and real growth is expected to be minimal.

The following chart reflects the estimated taxable assessment by class and subclass, as of the printing of the budget review documents. The difference column reflects the growth (non-reassessment related) from one taxation year to the next.

Township of Havelock-Belmont-Methuen 2024 Current Value Assessment by Property Class				
Description	2023 CVA	2024 CVA	\$ Difference	% Difference
Commercial	\$27,335,677	\$27,245,577	-\$90,100	-0.3%
Farmland	16,691,700	17,428,700	737,000	4.4%
Landfill	86,700	86,700		
Industrial	37,561,600	38,970,400	1,408,800	3.8%
Multi-Residential	3,081,000	3,081,000		
New Multi-Residential	1,726,900	1,726,900		
Pipeline	938,000	939,000	1,000	0.1%
Residential	1,318,390,723	1,330,854,142	12,463,419	0.9%
Managed Forests	7,363,100	7,899,400	536,300	7.3%
Exempt	54,396,034	55,705,115	1,309,081	2.4%
<i>Total (incl Exempt)</i>	\$ 1,467,571,434	\$ 1,483,936,934	\$ 16,365,500	1.1%
<i>Total (excl Exempt)</i>	\$ 1,413,175,400	\$ 1,428,231,819	\$ 15,056,419	1.1%

Tax Ratios and Tax Rates

Tax ratios are applied to current value assessment to determine weighted value assessment that is, in turn, used to calculate municipal tax rates.

Tax ratios have a direct bearing on the tax rate calculations and ultimately determine the relationship that industrial, commercial, and multi-residential municipal tax rates have to the residential tax rate. The 2024 Budget reflects the tax ratios shown below.

Section 308 of the Municipal Act, 2001 requires municipalities to pass a bylaw to establish the tax ratios for each property class, no later than April 30 of each year. The County of Peterborough (upper tier municipal government) sets the tax ratios for its member townships (lower tier municipalities).

Part III - 2024 Tax Rate Calculations

Township of Havelock-Belmont-Methuen				
2024 Tax Ratios by Property Class				
Description	2023 Tax Ratio	2024 Tax Ratio	\$ Difference	% Difference
Commercial	1.09860	1.09860		
Farmland	0.25000	0.25000		
Landfill	1.01000	1.01000		
Industrial	1.54320	1.54320		
Multi-Residential	1.39010	1.19500	-0.19510	-14.0%
New Multi-Residential	1.00000	1.00000		
Pipeline	0.93860	0.93860		
Residential	1.00000	1.00000		
Managed Forests	0.25000	0.25000		
Exempt				

Weighted Taxable Assessment

Current Value Assessment, multiplied by the applicable tax ratios, shown directly above, gives us Weighted Taxable Assessment (WTA), as shown on the following chart, which is ultimately used to calculate tax rates for each property class.

Township of Havelock-Belmont-Methuen 2024 Estimated Weighted Assessment by Property Class				
Description	2024 CVA	Tax Ratios	Vacant Weighting	2024 Weighted Assessment
Commercial	\$26,413,877	1.09860		\$29,018,285
Commercial Vacant/Excess	\$697,400	1.09860	70%	\$536,315
Farmland	17,088,300	0.25000		4,272,075
Landfill	86,700	1.01000		87,567
Industrial	29,747,600	1.54320		45,906,496
Industrial Vacant/Excess	9,073,300	1.54320	65%	9,101,246
Multi-Residential	3,081,000	1.19500		3,681,795
New Multi-Residential	1,726,900	1.00000		1,726,900
Pipeline	939,000	0.93860		881,345
Residential	1,327,899,442	1.00000		1,327,899,442
Managed Forests	7,899,400	0.25000		1,974,850
Exempt	55,727,215			55,705,115
<i>Total (incl Exempt)</i>	\$1,480,380,134			\$1,480,791,431
<i>Total (excl Exempt)</i>	\$1,424,652,919			\$1,425,086,316

Exempt assessment is not used in the calculated of tax rates, so it has a zero weighted assessment value.

HBM Municipal Tax Rates

The resulting 2024 tax rates for each class are shown in following table.

The 2024 Residential municipal tax rate is calculated by dividing the total net tax levy requirements for the year (\$7,598,368) by the total taxable weighted assessment (\$1,428,469,853). The residential tax rate is then multiplied by each of the other classes' applicable tax ratios to determine the tax rates for the other classes.

For example, the 0.005843720 Residential tax rate for 2024 is calculated as follows:

- Total 2024 net tax levy = \$7,598,368
- Total Weighted Taxable Assessment = (\$1,425,086,316)
- Residential tax rate=0.005843720 ($\$7,598,368 / 1,425,086,316$)

Township of Havelock-Belmont-Methuen 2024 Tax Rates by Property Class				
Description	2023	2024	\$ Difference	% Difference
Commercial	0.005540460	0.005843720	0.00030326	5.5%
Commercial Vacant	0.003878320	0.004090600	0.00021228	5.5%
Farmland	0.001260800	0.001329810	0.00006901	5.5%
Landfill	0.005093630	0.005372430	0.00027880	5.5%
Industrial	0.007782670	0.008208650	0.00042598	5.5%
Industrial Vacant	0.005058730	0.005335620	0.00027689	5.5%
Multi-Residential	0.007010550	0.006356490	-0.00065406	-9.3%
New Multi-Residential	0.005043200	0.005319240	0.00027604	5.5%
Pipeline	0.004733550	0.004992640	0.00025909	5.5%
Residential	0.005043200	0.005319240	0.00027604	5.5%
Managed Forests	0.001260800	0.001329810	0.00006901	5.5%
Exempt				

The County of Peterborough started a four-year process, in the 2022 tax year, to lower the tax ratio for the Multi-Residential class. Under this plan, the County, and all member municipalities, will decrease its Multi-Residential tax ratio in the following manner:

- 2021 – 1.7800
- 2022 – 1.5815
- 2023 – 1.3901
- 2024 – 1.1950
- 2025 – 1.0000

The reduction in the Multi-Residential tax ratio is what will drive the decrease in the class's tax rates, as these properties now (as a whole) pay a smaller share of the overall tax levy.

The Village Area rate is proposed to remain at 0.00152606.

Village Area Rate Budget and Rate Change

2024 TOTAL ASSESSMENT		\$ 101,248,900		
2024 NET VILLAGE AREA LEVY	\$ 147,400			
2024 Residential Rate	0.001526060			
2023 Residential Rate	0.001526060			
2024 VS 2023 DIFFERENCE	0.00000000	0.00%		
2024 HBM Village Area Levy				
Reserve contribution	\$ 97,400			
Garbage Collection	\$ 50,000			
	\$ 147,400			

Municipal Tax Levy by Class

The combination of CVA, tax ratios, weighted assessment, and tax rates results in municipal taxes levied by class as depicted in the following chart.

Township of Havelock-Belmont-Methuen 2024 Taxes Levied by Property Class				
Description	2023	2024	\$ Difference	% Difference
Commercial	\$ 150,293	\$ 157,993	\$ 7,700	5.1%
Farmland	21,045	23,177	2,132	10.1%
Landfill	442	466	24	5.4%
Industrial	266,671	293,643	26,972	10.1%
Multi-Residential	21,600	19,584	-2,016	-9.3%
New Multi-Residential	8,709	9,186	477	
Pipeline	4,440	4,688	248	5.6%
Residential	6,648,914	7,079,126	430,212	6.5%
Managed Forests	9,283	10,505	1,222	13.2%
Exempt				
	\$ 7,131,397	\$ 7,598,368	\$ 466,971	6.5%

Education Tax Rates

Since 1998, a uniform education tax rate has been established by the province to be levied against Residential, Multi-residential and Farm property, regardless of its location in Ontario. In reassessment years, the province has adjusted the uniform residential/farm education rate to achieve a province-wide “revenue neutral” tax yield from these classes. Each municipality is affected differently depending on how market values in their area have increased or decreased relative to province-wide market change averages.

While Council is not involved in the decision, the 2024 education rates do impact the total tax on assessment that HBM taxpayers will pay in 2024. For the 2024 Budget, the province has not yet announced any changes to education tax rates from 2023.

Business Education Property Tax Rates

When the Province first assumed responsibility for establishing education tax rates in 1998, each municipality had different Business Education Tax (BET) Rates depending on their 1997 education tax levels that had been set by the individual school boards. As a result, there are a wide range of BET rates throughout the province.

The following chart shows the education tax rates by property class. For Commercial and Industrial properties that pay “payments in lieu of taxes,” that are retained by municipalities, pay education taxes at a rate of 0.0098.

Township of Havelock-Belmont-Methuen 2024 Education Rates by Property Class		
Description	2023 Education Tax Rate	2024 Education Tax Rate
Commercial	0.00880000	0.00880000
Farmland	0.00038250	0.00038250
Landfill	0.00880000	0.00880000
Industrial	0.00880000	0.00880000
Multi-Residential	0.00153000	0.00153000
New Multi-Residential	0.00153000	0.00153000
Pipeline	0.00880000	0.00880000
Residential	0.00153000	0.00153000
Managed Forests	0.00038250	0.00038250
Exempt	0.00000000	0.00000000

TOWNSHIP OF

HAVELOCK-BELMONT-METHUEN



**2024 DRAFT OPERATING AND CAPITAL
BUDGET -
SUPPLEMENTAL INFORMATION**

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Appendix I - Public and Council Budget Priorities

The Township of Havelock-Belmont-Methuen posts an online citizen-engagement tool, for the public to offer their input on our municipal budget, at www.hbmtwp.ca. The budget survey was intended to offer council and staff an idea of what is important to residents. Responses have been used to help shape budget priorities for the coming year before councillors begin discussing the preliminary draft budget. This public input data was gathered from the last week of September until October 20th, 2023. It is important for there to be a method for residents to provide their direct feedback to Council in regards to what they view as priorities for the development of our next yearly financial plan.

There was a total of 172 submissions, which is a decrease of 27 from HBM's 2023 Budget survey. Priorities are summarized in the following charts, including references to applicable pages in the Budget Review Book and project details.

Public Budget Input Priorities

Priority Number	Priority Description	Details
1	Customer Service and Communication	<p>Redevelopment and expanding capabilities and security of HBM website</p> <p>Replacement of outdated telephone system.</p> <p>Enhancement of Council Chamber Audio Visual equipment for meetings</p> <p>Use of Cloud Permit for on-line building permit applications</p>
2	Recreation Programming and Sports Services	<p>Investing in Canada Infrastructure Program (ICIP) Grant approval received by HBM in 2021. A public consultation was held in 2023 to receive public input on priorities for this project</p> <p>Six recreation amenity projects are included in the draft 2024 budget (see page 106)</p>
3	Growth (assessment, population and businesses)	<p>Real assessment growth for 2024 is expected to be 1.1% which supports approximately \$80,000 of HBM's net tax levy.</p> <p>The 2023 HBM budget included \$620,000 for the estimated cost associated with the design, engineering and tendering of phase 1 of the Havelock Water Pollution Control Plant Upgrades, in association with the Ontario Clean Water Agency (OCWA)</p> <p>The mandate of the Economic Development Committee of Havelock-Belmont-Methuen is to provide advice on a range of economic development activities including:</p> <ul style="list-style-type: none"> • Marketing and promotion of the Township of Havelock-Belmont-Methuen as an eastern Ontario destination; • Supporting and enhancing growth opportunities for existing economic sectors within the community; • Identifying new and emerging economic sectors and assessing growth potential; • Identifying funding and partnership opportunities that would support a vibrant business community and downtown; • Ensuring broad consultation with community stakeholders on economic development issues and opportunities;

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		<ul style="list-style-type: none"> • Working with other economic development organizations to enhance prosperity throughout the region; • Communicating, and collaborating where appropriate, with the Chamber of Commerce and other community organizations. <p>\$53,371 has been included in the draft 2024 budget for Economic Development activities</p>
4	Senior Residence and Age Friendly Services	<p>Seniors 65+ represent 30% of the HBM population (census2021).</p> <p>Long Term Care Home construction has started.</p> <p>On October 3, 2023, HBM Council received the Age-Friendly Peterborough Report Card 2017-2022 for information and moved to support the Age-Friendly Peterborough Community Action Plan as presented by Jayne Culbert.</p> <p>HBM also successfully partnered with the Havelock Seniors Club to receive a programming grant.</p> <p>Community programs include the following:</p> <ul style="list-style-type: none"> • Havelock Community Care <ul style="list-style-type: none"> ○ Meals On Wheels ○ Bi-monthly Diners Club ○ Onsite Chair Yoga, Zoom-based Strength Building Exercise ○ Blood Pressure & Reflexology Clinic ○ Drive Thru Flu Clinic ○ Volunteering Opportunities & Recognition Awards ○ CC hosts Fitness Activities at local RCL Branch 389 (more active level of fitness 60+) <ul style="list-style-type: none"> ▪ Cardio & Weights ▪ Body Balance ▪ Yoga • Havelock Seniors Club <ul style="list-style-type: none"> ○ Bi-weekly Seniors Luncheon ○ Weekly activities: <ul style="list-style-type: none"> ▪ Bingo ▪ Bridge, Euchre ▪ Darts ▪ Line Dancing ▪ Chair Yoga ▪ Shuffleboard ○ Educational & Support Programming <ul style="list-style-type: none"> ▪ Benefits of Proper Footcare ▪ 8 week - Memory Café, Hosted by the Alzheimer Society

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		<ul style="list-style-type: none"> ▪ Covia-19 Clinic(s) ○ Volunteering Opportunities • RCL Branch 389 <ul style="list-style-type: none"> ○ Social opportunities <ul style="list-style-type: none"> ▪ Meeting place (bar, darts, shuffleboard, & pool table) ▪ Darts League, Tournaments ▪ Shuffleboard Tournaments ▪ Cribbage, Euchre ▪ Memorial Golf Tournaments ○ Volunteering Opportunities • Havelock Centre (Faith-based) <ul style="list-style-type: none"> ○ Provide community-based programming for all members of the family ○ Introduced recently Seniors Social (luncheon), good conversation, games and at times with speakers, e.g. Coping with Loss & Mental Health ○ TOPS (Take of Pounds Sensibly) with a senior focus ○ Open Mic Music Night (Old Tyme Country) ○ Volunteer Opportunities • Havelock Community Centre <ul style="list-style-type: none"> ○ Fall/Winter season – Seniors Public Skating • Havelock and Cordova Mines Library <ul style="list-style-type: none"> ○ Monthly Knitting Club ○ Monthly Book Club
5	Doctors and Medical Facilities	HBM has a Medical Centre Reserve, with a balance of \$535,391 (from the sale of the former Medical Centre property) to support the development of a medical centre/facility in HBM.
6	Passenger Rail (VIA)	HBM continues to work with senior levels of government to secure passenger rail service for Havelock
7	Housing Development	<p>Affordable Housing has been identified as a top business challenge, based on interviews with top HBM employers, by our Economic Development Officer.</p> <p>The County of Peterborough started a four-year process, in the 2022 tax year, to lower the tax ratio for the Multi-Residential class. Under this plan, the County, and all member municipalities, will decrease its Multi-Residential tax ratio in the following manner:</p> <ul style="list-style-type: none"> • 2021 – 1.7800

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		<ul style="list-style-type: none"> • 2022 – 1.5815 • 2023 – 1.3901 • 2024 – 1.1950 • 2025 – 1.0000 <p>It is hoped that lowering the relative tax burden of Multi-Residential property owners will spur the growth of affordable housing supply in the County.</p>
8	Overall Cleanliness of HBM	\$114,450 has been included in the draft 2024 budget for grass mowing, weed spraying, brushing, tree trimming, debris and litter cleanup, sweeping, cleaning and patching.
9	Outdoor Rink in Cordova	HBM successful in securing Ontario Trillium Foundation funding for the rebuilding of Cordova Rink in 2024
10	Refurbishment of Main Streets	Investing in Canada Infrastructure Program (ICIP) Grant approval received by HBM in 2022. George St. Reconstruction is budgeted to begin in 2024
11	By-law Enforcement	In June of 2023, a report was brought forward to HBM Council regarding a comprehensive review of the process required to implement an Administrative Monetary Penalty (AMP) system for enforcement of the Township's Parking by-laws. Staff are expecting that, after further consultation with the County of Peterborough, that this initiative will be presented to Council in late 2023 for final approval.
13	Outdoor Recreation Trails	The Mathison Conservation Area Trail System officially opened November 1, 2023. The rehabilitated 2.7 km trail system has improved trail markings and trail signs, as well as park benches throughout the conservation area.
14	Building Permit Application Efficiencies	HBM has implemented the Cloud Permit on-line permit application system.
15	Boat Docking Facilities	<p>The Township of Havelock-Belmont-Methuen has seven public boat launches.</p> <ul style="list-style-type: none"> • Belmont Lake - Mile of Memories Road • Round Lake - Round Lake Road, Anderson Road • North River - County Road 46 • Crowe Lake - Blairton Road • Kasshabog Lake - 431 Peninsula Road • Jack Lake - Jack Lake Road • West Twin Lake - 5636 County Road 46

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16	Keeping Tax Rates as Low as Possible	HBM Council and staff endeavour to keep tax rate increase at, or below, annual inflation rate and low compared to neighbouring municipalities
17	Services to Lakefront Properties	<p>Havelock-Belmont-Methuen Lakes Associations is an umbrella association representing all nine lake associations in the Township. The purpose of the organization is to share lake concerns, issues and expertise. They also promote the protection of the lakes and act as a liaison with organizations as well as act on concerns.</p> <ul style="list-style-type: none"> • Belmont Lake Cottagers' Association (P.O. Box 837, Havelock, Ontario K0L 1Z0) • Cordova Lake Cottage Association (Site 5, Comp 63, Havelock, Ontario K0L 1Z0) • Crowe Lake Waterway Association (P.O. Box 192, Marmora, Ontario K0K 2M0) • Jack Lake Association (P.O. Box 386, Apsley, Ontario K0L 1A0) • Lake Kasshabog Residents' Association (P.O. Box 858, Havelock, Ontario K0L 1Z0) • Methuen Lake • Oak Lake Cottage Association • Round Lake Cottagers' Association • Twin Lakes Cottage Association
18	Expanding Waste Diversion and Recycling Programs	HBM has implemented a successful pilot program with the "Foodcycler" home composting system
19	New Town Slogan	A Strategic Plan process has been started and will continue in 2024, including a study of our mission, vision, values and branding

Council Budget Priorities

At the November 7, 2023 Council meeting, several priorities, for the 2024 Operating and Capital Budgets were identified:

Priority Number	Priority Description	Details
1	Roads	
	George St. Reconstruction	Investing in Canada Infrastructure Program (ICIP) Grant approval received by HBM in 2022. George St. Reconstruction is budgeted to begin in 2024.
	Unimin Road	This project has been identified as a priority in HBM's Roads Needs Study.
	Vansickle Road	Vansickle Road project is included in proposed 2024 Capital Budget
	Old Norwood Road to New Long Term Care Home	Old Norwood Road project is included in proposed 2024 Capital Budget
2	Recreational Opportunities	<p>The Mathison Conservation Area Trail System officially opened November 1, 2023. The rehabilitated 2.7 km trail system has improved trail markings and trail signs, as well as park benches throughout the conservation area.</p> <p>Six recreation amenity projects are included in the draft 2024 budget (see page 106)</p>
3	Recreational Facilities (including Community Centre)	Investing in Canada Infrastructure Program (ICIP) Grant approval received by HBM in 2021. A public consultation was held in 2023 to receive public input on priorities for this project
4	Town Hall	Feedback from public was solicited from residents through the 2024 online budget survey which will help guide future Council decisions.
5	Wastewater Treatment Plant	The 2023 HBM budget included \$620,000 for the estimated cost associated with the design, engineering and tendering of phase 1 of the Havelock Water Pollution Control Plant Upgrades, in association with the Ontario Clean Water Agency (OCWA)
6	Rubber Tire Excavator	The projected balance in the Roads Equipment Reserve, for the end of 2024, is \$231,000 and the cost of a Rubber Tire Excavator is approximately \$450,000. Unless another funding source is utilized, there is not a

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		sufficient reserve balance to support this capital expenditure.
7	GPS System for Vehicles (or a portion of vehicles in 2024)	Capital project for GPS system included in the Administration Capital Budget for Council consideration
8	Card System for Fuel Distribution	Capital project for fuel control system included in Fire Capital Budget for Council consideration
9	Work Simplification Project	Capital project for Service Delivery Review included in Capital Projects Approved in Prior Years (Appendix III)
10	Council Consideration of What to Accomplish in 2024 (part of Strategic Plan and the 2024 Budget Process) and moving forward with Strategic Plan to help prioritize activities	<p>A Strategic Plan process has been started and will continue in 2024, including a study of our mission, vision, values and branding</p> <p>2024 budget deliberations will also help support this priority.</p>
11	Increase Utilization of Parks such as Mathison	Emphasis on HBM social media regarding HBM park facilities and amenities. Grand opening of Mathison Conservation Area held on November 1, 2023.
12	Working well as a Council to set clear priorities and get projects accomplished	<p>Establishment, by current Council, of targeted funds for Council initiatives, to achieves specific outcomes, including:</p> <ul style="list-style-type: none"> • Community Grants • Environmental Grants • Private Roads Grants • Council Initiatives • Community Improvement Plan <p>Council budget priority settings session held annually</p>

Appendix II - 2024 Budget Sources of Revenue

Municipal budgets include references to both “Gross” and “Net” expenses. Generally, gross expenses include the total of all expenses, for all municipal departments, that are planned for 2024. Municipalities cannot budget for deficits so the total revenues equal the total expenses each year. Net expenses refer to gross, or total, expenditures, less any revenue that each Department receives through its operations. Operating expenses by Division are shown on the following page.

An important part of any municipal budget is funding that municipalities receive from other levels of government. The following sections outline the related programs that provide provincial and federal funding.

Ontario Municipal Partnership Fund Grant

The Ontario Municipal Partnership Fund – Grant (OMPF) for 2024 has been confirmed and will be \$1,239,500 (decrease of 54,500 from 2023, or 4.5%). This drop in funding is a result of a reduction in the “Northern and Rural Fiscal Circumstances Grant Component.” In 2024 OMPF funding is proposed to support the following capital projects: gravel hauling and work on Unimin Road. OMPF funding has enabled many capital projects since its inception. However, this funding is not guaranteed for future years.

Township of Havelock-Belmont-Methuen							
Revenue Sources							
Description	Provincial and Federal Funding Support	Operating Net Tax Levy	Capital Net Tax Levy	Transfer from Reserves - Operating	Transfers from Reserves- Capital	Operating Revenue	Total Revenue
Administration	-\$1,569,540	-1,159,476		-\$53,371	-\$221,000	-\$152,526	-\$3,155,913.00
<i>(CAO, Clerk, Finance, Information Technology, Health & Safety, HR)</i>							
Council		-188,547		-69,162			-257,709
Animal Control		-12,410				-3,750	-16,160
Building							
<i>Building</i>		-269,546		-20,000	-67,800	-169,000	-526,346
<i>Bylaw</i>		-39,693			-4,500	-6,200	-50,393
Cemetery		-63,104					-63,104
Conservation Authorities		-314,298					-314,298
Facilities							
<i>(Library, Municipal, Stone Hall, Town Hall, OPP Buildings)</i>							
<i>Facilities Administration , Facilities Operations</i>		-210,826			-29,000	-2,000	-241,826
Fire	-3,050	-860,286			-55,200	-2,900	-921,436
Library	-20,773	-102,371			-6,000	-600	-129,744
Parks, Recreation & Facilities							
<i>Recreation Administration</i>	-145,000	-392,414			-740,500	-64,975	-1,342,889
<i>Parks Operating</i>		-336,315					-336,315
Planning and Development		-149,698				-40,000	-189,698
Police	-4,936	-1,238,619					-1,243,555
Public Works							
<i>PW - Administration</i>	-225,000	-920,046			-4,054,843	-2,000	-5,201,889
<i>PW - Operations</i>		-956,550					-956,550
Sewer					-65,095	-516,148	-581,243
Waste Administration and Transfer Stations							
<i>Waste Administration</i>		8,100			-10,000	-68,100	-70,000
<i>Transfer Stations</i>		-374,769				-165,300	-540,069
Water					-221,502	-547,500	-769,002
Source Water		-17,500					-17,500
	-\$1,968,299	-\$7,598,368		-\$142,533	-\$5,475,440	-\$1,740,999	-\$16,925,639

Ontario Community Infrastructure Fund (OCIF)

Havelock-Belmont-Methuen will receive \$180,124 from the OCIF program in 2024 (a decrease of \$31,786 from 2024). In the draft 2024 budget, OCIF funding supports the 6th Line Ultra Thin Asphalt project.

Library Operating Grant

Library services continues to receive an annual operating grant of \$20,773. This unconditional grant has remained unchanged for many years but is a stable source of revenue.

Canada Community Building Fund (formerly Federal Gas Tax)

The Association of Municipalities of Ontario (AMO) administers gas tax funding in Ontario. The federal Canada Community Building Fund (CCBF) is now a permanent source of infrastructure funding for all Canadian municipalities and is allocated on a per capita basis across Canada.

In 2024, the Township will receive \$159,810. CCBF funds support the 6th Line Ultra Thin Asphalt project in the draft 2024 budget.

Investing in Canada Infrastructure Program (ICIP): Rehabilitation and Renovation

The Township has received approval for our Community Centre Improvement Project through the ICIP program. This \$5.1M project will be completed by the end of 2026 and will attract \$2.0M in Federal funding as well as \$1.7M from the province. Components of the proposed workplan include: providing barrier free access to the facility, including an elevator to access all areas of the facility, pavement/parking and constructing accessible warm viewing area inside arena; the replacement of the entire roof system; steel decking; fire alarm panel and suppression system; replacement of existing equipment with energy efficient mechanical devices; improving the refrigeration system to extend the ice season efficiently; and renovating/re-purposing the basement to create a new space for recreational events and programming.

Appendix III – Capital Projects Approved in Prior Years’ Budgets

Capital Projects Approved in Prior Years							
Administration							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Asset Management Plan (AMP) Training	2020	\$3,000		-\$3,000		Admin Reserve	
Council Chamber Audio Visual (AV) System	2022	8,000			-8,000	COVID-19 Recovery Funds	
Email and Microsoft Echange software updating security and capacity	2023	10,000			-10,000	COVID-19 Recovery Funds	
Redevelopment and Expanding capabilities and security of our website	2023	30,000		-20,524		Admin Reserve	
					-9,476	COVID-19 Recovery Funds	
Service Delivery Review	2023	19,000		-19,000		Admin Reserve	
Strategic Plan	2023	30,000		-30,000		Admin Reserve	
Asset Management Plan	2023	85,705		-40,705		CCBF (Fed Gas Tax)	
				-45,000		OCIF (Deferred Revenue)	
Municipal Building Concept Drawing	2022	20,000		-20,000		Admin Reserve	
		\$205,705		-\$178,229	-\$27,476		

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Capital Projects Approved in Prior Years							
Facilities - Town Hall							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Balcony Railing	2023	\$10,000		-\$10,000		Facilities Reserve	
Engineered Architect Feasibility Study	2023	20,000		-\$20,000		Facilities Reserve	
\$30,000				-\$30,000			

Capital Projects Approved in Prior Years							
Facilities - Misc.							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Accessibility Initiatives	2023	\$10,000		-\$10,000		Facilities Reserve	
\$10,000				-\$10,000			

Capital Projects Approved in Prior Years							
Fire							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Master Fire Plan	2022	\$40,000		-\$40,000		Fire Reserve	
\$40,000				-\$40,000			

Capital Projects Approved in Prior Years							
Parks and Recreation							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Community Center Upgrade	2022	\$5,077,250	-\$3,723,148	-\$1,354,102		Admin Reserve	
Parks Recreation Community Centre Conceptual Plan	2021	\$75,000		-\$75,000		Parks Reserve	
West End Park - Basketball Court	2021	\$10,000		-\$10,000		Parks Reserve	
Additional Baseball Field (Feasibility + Site Plan)	2022	\$10,000		-\$10,000		Admin Reserve	
		\$5,172,250	-\$3,723,148	-\$1,449,102			

2024 DRAFT OPERATING AND CAPITAL BUDGET APPENDICES

Capital Projects Approved in Prior Years							
Roads							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
King Street	2021	\$42,000		-\$42,000		OCIF	
North Shore Culvert Replacement	2023	\$80,000		-\$80,000		Roads Reserve	
Otter Creek Bridge	2023	\$25,000		-\$25,000		Roads Reserve	
Unimin Road	2023	\$200,000		-\$200,000		OMPF Reserve	
Fish Hatchery Road	2022	\$150,000		-\$150,000		Admin Reserve	
Peninsula Road	2023	\$80,000		-\$80,000		Roads Reserve	
Connecting Link Road Improvements	2023	\$450,265	-\$405,239	-\$45,026		OMPF Reserve	
Replace 14-46 Tandem	2023	\$200,000		-\$200,000		Reserve - Roads Equipment	
Cover All Building	2022	\$25,000		-\$25,000		Admin Reserve	
Road Speed Study	2023	\$15,000		-\$15,000		Roads Reserve	
Sign Needs Study	2023	\$15,000		-\$15,000		Roads Reserve	
		\$1,282,265	-\$405,239	-\$877,026			

2024 DRAFT OPERATING AND CAPITAL BUDGET APPENDICES

Capital Projects Approved in Prior Years							
Sewer							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
George St sanitary sewer replacement	2022	\$350,000		-\$350,000		General Capital Reserve	
Wastewater Cell Expansion	2023	\$620,000		-\$620,000		Wastewater Treatment Plant Reserve Fund	
		\$970,000		-\$970,000			

Capital Projects Approved in Prior Years							
Waste							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
6 Line Kiosk	2023	\$3,000		-\$3,000		Waste Reserve	
New Stalls for Bins	2022	\$50,000		-\$50,000		Waste Reserve	
		\$53,000		-\$53,000			

2024 DRAFT OPERATING AND CAPITAL BUDGET APPENDICES

Capital Projects Approved in Prior Years							
Water							
			REVENUE				
Project Description	Original Budget Year	Budgeted in Prior Years	Grants	Reserve	Other	Notes	Taxation
Infrastructure Master Plan (George St.)	2022	\$100,000		-\$100,000		Water Reserve	
George St matching requirement for pending Fed/Prov Grant	2022	\$1,741,090	-\$1,276,749	-\$464,341		Admin Reserve	
New Steel Roof at Wells 1 and 4	2022	\$10,170		-\$10,170		Water Reserve	
Water Filling Station	2022	\$230,000		-\$230,000		General Capital Reserve	
		\$2,081,260	-\$1,276,749	-\$804,511			

Appendix IV – Glossary of Budget Terms and Acronyms

Budget Terms

Accrual Accounting

HBM's sources of financing and expenditures are recorded using the accrual basis of accounting. This basis recognizes revenues as they become available and measurable and expenditures as they are incurred and measurable as the result of receipt of goods or services and the creation of a legal obligation to pay. This is also the basis for developing HBM's budget.

Allowance

A provision for an expected loss or reduction in the value of an asset, in order to reduce the reported value of the asset to a value, which reflects its estimated realizable value. Examples of an allowance are Allowance for Doubtful Accounts, and Allowance for Uncollectable Taxes.

Annualized

This is the amount required to bring a program or service allocation to a full year's expenditure cost or revenue realization. This is sometimes referred to when discussing an "in-year" budget addition.

Approved Budget

Council will consider the budget recommendations for approval. Council, in formal session, will approve a budget for the fiscal year and pass the necessary bylaws to adopt the budget and set property tax rates for the fiscal year.

Association of Municipalities of Ontario (AMO)

AMO works with, and for, municipal governments. Traditional activities include intergovernmental relations and policy development, information gathering and disseminating on all issues affecting municipalities.

Assessment

A value established by the Municipal Property Assessment Corporation (MPAC) for real property for use as a basis for levying property taxes for municipal, and education purposes.

Assessment Cycle

The annual valuation date for property assessment is conducted by MPAC. Assessments used for the 2024 taxation year are based on January 1, 2016 valuations.

Base Budget

The base budget reflects the prior years' approved budget allocation for programs and services with adjustments made to reflect one-time allocations, annualizations, salary and benefits increases, etc.

Budget

A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures for the provision of various municipal programs and services, approved by Council.

Capital Budget

A plan of proposed capital expenditures to be incurred. Project expenditures can be those that result in Tangible Capital Assets being

either purchased or constructed, and those which do not – simply referred to as “Other Capital”.

Consumer Price Index (CPI)

The measurement of price changes experienced by consumers in maintaining a constant standard of living. This index is developed and published on a monthly basis by Statistics Canada.

Construction Price Index

The measurement of price changes for construction materials experienced in maintaining a constant standard. This index is developed and published on a monthly basis by Statistics Canada.

Cost Driver

Factors that may significantly impact expenditures in a specific program or service.

Current Taxes

Property taxes that are levied and payment is due within the fiscal year.

Debenture Debt

The payment of interest and repayment of principal to holders of debt instruments, which would be used to finance capital projects.

Debt Cap

Each municipality's amount of annual debt repayment is limited to not more than 25% of its own source revenue fund revenues. This is prescribed by the **Municipal Act** and is subject to Regulation.

Federation of Canadian Municipalities (FCM)

A national organization representing the interests of municipalities, FCM has been the national voice of municipal governments since 1901. It is dedicated to improving the quality of life in communities by promoting strong, effective, and accountable municipal government.

Fiscal Year

The twelve-month accounting period for recording of financial transactions. HBM's fiscal year is January 1 to December 31. The fiscal year for provincial Ministries is April 1 to March 31.

Municipal Property Assessment Corporation (MPAC)

The entity responsible for the property assessment function in Ontario, in accordance with Provincial legislation passed in 1997.

Operating Budget

The budget allocations to provide basic government programs and services in the current fiscal year. Expenses include such items as salaries and wages, materials and supplies, utilities, and insurance.

Payments in Lieu of Taxes (PILs)

The payment to municipalities by other governments of an amount equal to the tax for properties located within the municipality, which are exempt from taxation.

Reserves

Reserves are an allocation of accumulated net revenue. It has no reference to any specific asset and does not require the physical segregation of money or assets.

These are established by Council and may be expanded, based on recommendations from the Treasurer.

Reserve Fund

Assets segregated and restricted to meet the purpose of the reserve fund. They may be: **Obligatory** - created whenever a statute requires revenues received for special purposes to be segregated. e.g., Development Charges Reserve Fund or can be **Discretionary** - created whenever a municipal council wishes to earmark revenues to finance a future project for which it has authority to spend money.

Revenue

Funds that a government entity receives as income. It includes such items as property tax payments, fees for specific services, receipts from other governments, fines, grants, and interest income.

Taxable Assessment

The Current Value Assessment upon which the tax rates can be applied to generate the required annual tax levy as determined through HBM's annual budget process.

Tax Burden

The amount of taxes each property class generates and is most often described as a percentage of the total tax collected. As an example, for 2024, the residential property class will generate \$7,079,126 (93%) of the total \$7,598,368 in municipal taxes levied (see page 134).

Tax Levy

The tax levy represents the total amount of revenue to be raised by property taxes for operating and debt service purposes. HBM is also responsible for levying taxes for School Boards and the County of Peterborough.

Tax Rate

The rate levied on each real property according to the assessed property value as established by MPAC and the property class. Tax rates are often expressed as a percentage.

Tax Ratio

A number applied to total taxable current value assessment by class to determine weighted taxable assessment for the class. The total tax levy requirement is then divided by the total weighted taxable assessment to derive the tax rate for the residential class. The residential tax rate is then multiplied by each class's tax ratio to determine the tax rate for the class.

Tax Supported Debt (TS)

Tax supported refers to the portion of long-term debt that is funded from a draw against general property tax revenue.

Weighted Taxable Assessment

Weighted Taxable Assessment is the total of taxable assessment for each class multiplied by the class tax ratio. For 2024, total weighted taxable assessment is \$1,425,086,316 (see page 130).

Acronyms Used in Budget Documents

Abbreviation	Definition
AMO	Association of Municipalities of Ontario
AODA	Accessibility for Ontarians with Disabilities Act, 2005
BET	Business Education Taxes
CBCO	Certified Building Code Official
CPI	Consumer Price Index
CPR	Canadian Pacific Railway
CVA	Current Value Assessment
DC	Development Charges
EA	Environmental Assessment
ECA	Environmental Compliance Approval
EOC	Emergency Operations Centre
FGT	Federal Gas Tax (now known as Canada Community-Building Fund (CCBF))
FTE	Full Time Equivalent
HR	Human Resources
IT	Information Technology
KPRDSB	Kawartha Pine Ridge District School Board
MMAH	Ministry of Municipal Affairs and Housing
MNR	Ministry of Natural Resources
MOECC	Ministry of the Environment and Climate Change

MOH	Ministry of Health
MOL	Ministry of Labour
MOU	Memorandum of Understanding
MPAC	Municipal Property Assessment Corporation
MTO	Ministry of Transportation Ontario
OBCA	Ontario Building Code Act
ODA	Ontarians with Disabilities Act
OHRC	Ontario Human Rights Commission
OHSA	Ontario Health and Safety Act
OMERS	Ontario Municipal Employees Retirement System
OP	Official Plan
PIL	Payment in Lieu of Taxes
RFP	Request for Proposals
RFPQ	Request for Pre-Qualification
RFQ	Request for Quotes
RFT	Request for Tenders
RMS	Records Management System
ROW	Right of Way
TCA	Tangible Capital Asset
TS	Tax Supported Debt

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

By-law Number 2024 – 001

Being a by-law to confirm the proceedings of the Regular Meeting of the Council
of the Township of Havelock-Belmont-Methuen held on January 9, 2024.

WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25 as amended, Section 238 (2), provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

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

1. That the actions of the Council at its meeting held on the ninth day of January, 2024 A.D. in respect to each recommendation and action by the Council at its said meeting, except where prior approval of the Ontario Municipal Board or other statutory authority is required, is hereby adopted, ratified and confirmed.
2. That the Mayor and the Clerk of the Township of Havelock-Belmont-Methuen are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Read a first, second, and third time and finally passed in Open Council this 9th day of January, 2024.

Jim Martin, Mayor

Robert V. Angione, Clerk