

**THE TOWNSHIP OF TARBUTT**  
**Special Council Meeting**  
**Thursday, June 3, 2021 at 4:00 pm**  
**MacLennan Hall**

**Present:** Mayor Lennie Smith  
Councilor Ursula Abbott  
Councilor David Farrar  
Councilor Darren McClelland  
Councilor Ruth Wigmore

**Staff:** Janet Boucher, Acting Treasurer  
Jared Brice, Clerical Assistant  
Carol Trainor, Clerk / Deputy Treasurer

**1. CALL TO ORDER**

This Special meeting of council was called to order at 4:04 in order to discuss the 2021 Budget.

**2. DISCLOSURES OF PECUNIARY INTEREST - none**

**3. PREVIOUS MINUTES**

Resolution No: 2021 – 83  
Moved by: R. Wigmore                      Seconded by: U. Abbott  
Be it resolved that the minutes of the Council meetings held on Wednesday, April 21, and May 19, 2021 be adopted as circulated.  
Carried

**4. ADOPT ADDENDUM – N/A**

**5. FINANCIAL STATEMENTS**

Resolution No: 2021 – 84  
Moved by: D. Farrar                      Seconded by: D. McClelland  
Be it resolved that the Financial statements for April 2021 and up to May 31, 2021 be approved as circulated.  
Carried

**6. STAFF AND COMMITTEE REPORTS**

**a. Year End Transfer to Reserves**

J. Boucher noted that the reserves listed do not include interest earned. A new reserve was established for COVID funding and expenses.

Resolution No: 2021 – 85

Moved by: D. Farrar

Seconded by: R. Wigmore

Be it resolved that Council authorize the transfer of 2020 year end surplus funds to or from their respective reserves.

Carried

**b. Cover Memo and attachments for the 2021 Draft Budget**

Council was asked to consider the proposed budget and Tax Impact Summary. J. Boucher noted that the draft budget, as presented, represents a 2.99% increase of the 2020 budget. The Roads budget was having an impact on the total levy required (5.5% increase) so staff have suggested some modifications over and above what the Roads Committee recommended. Reductions suggested do not reduce the operating effectiveness of the roads department.

Following a thorough review of the draft budget, staff were directed to incorporate the following revisions:

- Mileage reimbursement was increased from .45 to .55 per km
- Clerk's cell phone reimbursement of \$45/month to be included
- Increase council reimbursement by \$10/month
- \$3000 added to meet deadlines and targets for updates to the Capital Asset Management Plan
- Fire Department expenses do not include capital funds for bunker gear
- Increase CEMC honourarium to \$250 per quarter
- Building Inspection Expense and Contract to be combined into one line  
A review of building fees should be conducted
- Funds allocated to parks/playgrounds include rental of a tiller for Birch Hill
- Roads budget was adjusted and some requests cut but still \$80,000 more than 2020. Some ditching can be moved to the capital roads budget as it is prep for surfacing. The price of cold patch almost double.
- Agreement to proceed with the construction of a domed sand shed
- Agreement that a reserve should be established for OP and Zoning By-law reviews which are costly processes that require continual updates.

Capital Projects include:

- Bunker Gear for the VFD
- WI Park improvements
- Provincial COVID funding of \$99,980 has been approved for the Active Transportation Hub at the MacLennan Hall

Staff were also asked to enquire about the pickleball courts in Johnson to which Tarbutt was asked to contribute.

Johnson and Tarbutt should be putting equal amounts into the landfill closure reserve. Staff were asked to enquire if Johnson is contributing to a reserve for closure.

The suggested revisions will be made and a final budget and tax impact statement will be provided to the regular Council meeting on June 16, 2021.

Resolution No: 2021 – 86

Moved by: R. Wigmore                      Seconded by: U. Abbott

Be it resolved that Council adopts the 2021 Budget with amendments discussed.

Carried

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. INFORMATION**

**10. NOTICES OF MOTION**

**11. CLOSED SESSION**

Resolution No: 2021 – 87

Moved by: D. Farrar                      Seconded by: D. McClelland

Be it resolved that Council move into closed session at 6:37 pm under Section 239 of the Municipal Act to discuss personal matters about identifiable individual.

Carried

a. Payroll discrepancies

Resolution No: 2021 – 88

Moved by: U. Abbott                      Seconded by: R. Wigmore

Be it resolved that Council rise out of closed session at 6:53 pm with direction to staff regarding payroll.

Carried

**12. CONFIRMATION BY-LAW**

Resolution No: 2021 – 89

Moved by: U. Abbott                      Seconded by: R. Wigmore

Be it resolved that leave be granted to introduce by-law 2021-12, being a By-law to confirm the proceedings of this Special Council meeting, held this Third day of June, 2021; and

That said by-law be read a first, and taken as read a second and third time and finally passed.  
Carried.

**13. ADJOURNMENT**

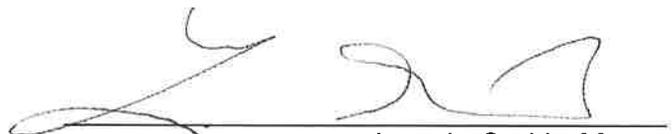
Resolution No: 2021 – 90

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the Special Council meeting held this Third day of June, 2021 hereby adjourn at 7:11pm, to meet again on Wednesday, June 16, 2021.

Carried



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Lennie Smith, Mayor



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Carol O. Trainor, Clerk