

**THE TOWNSHIP OF TARBUTT  
COUNCIL AGENDA  
WEDNESDAY, MAY 19, 2021 AT 5:30 PM  
HELD VIRTUALLY BY ZOOM**

1. **CALL TO ORDER**
2. **DISCLOSURES OF PECUNIARY INTEREST**
3. **MINUTES OF THE PREVIOUS MEETING**
  - a. Minutes of the Special Council meeting held May 3, 2021
4. **STAFF AND COMMITTEE REPORTS**
  - a. Health and Safety Update
  - b. Resolution to participate in the Central Algoma Community Safety and Well Being Plan
5. **OLD BUSINESS**
  - a. Proposed Joint Tarbutt/Johnson Sand Shed
6. **NEW BUSINESS**
  - a. Appointment of a Personnel Committee
  - b. Retirement of the Clerk/Treasurer
  - c. By-law to Appoint a Clerk/Deputy Treasurer
  - d. Adoption of Treasurer/Deputy Clerk job description
  - e. Software/Accounting Training
  - f. Request from the Mennonite Community regarding outside telephone access
7. **INFORMATION**
8. **NOTICES OF MOTION**
9. **CLOSED SESSION**
10. **CONFIRMATION BY-LAW**
11. **ADJOURNMENT**

1-2

3-6

7-10

11-12



3a

**THE TOWNSHIP OF TARBUTT**  
**Minutes of the Council Meeting**  
**Monday, May 3 at 5:00 pm**  
**MacLennan Hall**

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

Staff: Acting Clerk Janet Boucher

**1. CALL TO ORDER**

Mayor L. Smith called the Special Council meeting to order at 5:02 pm

**2. DISCLOSURES OF PECUNIARY INTEREST**

**3. CLOSED SESSION**

Resolution No: 68-2021

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

Be it resolved that Council moved into Closed Session at 5:02 pm accordance with Section 239 (2) (b) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Cd

a. Review of Job Descriptions and Staffing

Resolution No: 69-2021

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

Be it resolved that Council rise from closed session at 6:15 pm

Cd.

Direction further to the Closed Meeting: job descriptions are to be further developed for staff positions within the Municipality. Consultation with a Human Resource Specialist will occur as soon as possible.

**4. CONFIRMATION BY-LAW**

Resolution No: 70-2021

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

Be it resolved that leave be granted to introduce By-law 2021-09 being a by-law to confirm the proceedings of the Council meeting held this Third day of May, 2021; and



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

**5. ADJOURNMENT**

Resolution No: 71-2021

Moved by: Dave Farrar

Seconded by: D. MacLennan

Be it resolved that the Regular Council meeting held this Third day of May, 2021 be adjourned at 6:07 pm to meet again at the call of the Chair.

Cd.

---

Mayor Lennox Smith

---

Acting Clerk Janet Boucher



## THE TOWNSHIP OF TARBUTT PROPOSED RESOLUTION

The following resolution is being presented to the Councils of the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, Tarbutt, The Village of Hilton Beach and the Town of Bruce Mines in an effort to collaborate to meet the requirements of the following legislation, and for the implementation of a regional Community Safety and Well Being Plan.

WHEREAS Municipalities have been mandated to develop and adopt a Community Safety and Well Being Plan under Bill 175, the *Safer Ontario Act* and new legislative requirements under the *Police Services Act*, 1990, by July, 2021;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Township of Tarbutt:

1. Declares this Plan as a high priority; and
2. Authorizes staff to develop the Plan and then return it to Council for adoption; and
3. Authorizes the use of the Municipal website and/or mailouts to conduct surveys and provide information to residents to gather data and identify risk factors within the municipality; and
4. Approves working with neighbouring municipalities to form a joint Community Safety and Well Being Plan, known as the **Central Algoma Community Safety and Well Being Plan (CACSWP)**.

46

CENTRAL ALGOMA COMMUNITY SAFETY AND WELL-BEING PLAN  
c/o The Town of Bruce Mines  
P.O. Box 220  
Bruce Mines, ON P0R 1C0  
705-785-3493

May 10, 2021

Via Email

Dear Community Partner:

As you may be aware, the Province of Ontario has legislated that all municipalities must have a Community Safety & Well-being Plan. The deadline was extended to July 1, 2021, with hopes of a further extension.

The "Central Algoma Community Safety & Well-being Plan" includes the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, Tarbutt, The Village of Hilton Beach and the Town of Bruce Mines.

We are reaching out to your organization seeking a representative to sit on our committee and participate in our community needs research as we build our Community Safety & Well-being Plan. Our initial start-up Zoom meeting is scheduled on \_\_\_\_\_, 2021 at \_\_\_\_\_.

We have enclosed our draft resident survey, to be published via Survey Monkey for your information. Also included, is our organization survey that we hope your representative will complete.

Would you please advise if someone is available to assist us as we move forward with our plan by replying to [dbrunke@bellnet.ca](mailto:dbrunke@bellnet.ca)

Thank you!

Yours truly,

Central Algoma Community Safety & Well-being Plan Committee

Encl. (2)

4

***THE CENTRAL ALGOMA COMMUNITY SAFETY & WELL-BEING PLAN  
(ORGANIZATION SURVEY)***

The Central Algoma Community Safety & Well-being Plan will focus on our most vulnerable populations to ensure that the greatest risks to their safety and well-being are addressed. We are asking each member of the advisory committee to give a sense of whom the most vulnerable groups are and what poses the greatest risk to their safety and well-being.

This preliminary gathering of information will help determine what the priorities for the plan will be, with a followup once data has been collected. The broader public will be asked to contribute their ideas/thoughts as well.

To assist in getting started, please consult your own databases, professional colleagues and direct experiences in responding to the questions below.

*Definitions of "Vulnerable Groups" and "Risk Factors":*

**Vulnerable groups:** any subset of the general population of the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, the Village of Hilton Beach and the Town of Bruce Mines whom you think are particularly exposed, endangered or susceptible to the negative effects of risk factors in their environment

**Risk Factors:** negative characteristics or conditions in individuals, families, communities or society that may reduce access to the social determinants of health, or increase social disorder, crime or fear of crime or the likelihood of harm or victimization to persons or property

Please answer these questions anonymously and from your own perspective. You may offer additional comments at the end of the survey. The advisory committee will review all of the completed surveys.

Thank you for your time!

## CENTRAL ALGOMA COMMUNITY SAFETY AND WELL-BEING PLAN

Thank you for your interest in completing the Community Safety & Well-Being (CSWB) survey.

Municipalities have been legislated to develop and adopt a CWSB plan under the Police Services Act, 1990. The plan must include core information identifying local priority risks, strategies to address those priority risk factors and measurable outcomes. An advisory committee must be set up with members to include those listed under the legislation.

This survey is being hosted by the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, Tarbutt, the Village of Hilton Beach and the Town of Bruce Mines. It's meant to be completed by the residents of each municipality to help us understand their current state of well-being and feelings of safety so we can work together to focus on improving the quality of life of everyone.

### Completion of this Survey

This survey is completely voluntary and should take approximately 10-15 minutes to complete. The survey responses are being confidentially collected and analyzed by the municipalities. All responses will be kept confidential, and only overall results, without individual identifying information, will be shared.

If you have any questions about this survey or if you would like to request a paper copy, please contact your municipal office or [brucemines@bellnet.ca](mailto:brucemines@bellnet.ca)

If you consent to participate in this survey, please select NEXT below.

### In which municipality is your primary residence

- Hilton Township
- Jocelyn Township
- Johnson Township
- Plummer Township
- St. Joseph Township
- Tarbutt Township
- Hilton Beach Village
- Bruce Mines Town

### Demographics

What is your gender?

- Female
- Male
- Non-binary
- Prefer not to say
- Prefer to self-describe \_\_\_\_\_

# SimplyTraining

## Basic Bookkeeping Online Course

**60 Course Hours**

**24/7 Online Access**

**Course Fee: \$600 + Tax**

**Certificate Course**

**Assigned Instructor**

**Prerequisites: None**

### Course Description:

After completing this Basic Bookkeeping Course, you will have gained skills to work in a business doing basic bookkeeping transactions for a small business. You will experience the simplicity of learning Accounting Fundamentals, Bookkeeping Compliance and be experienced in Canada's most popular Accounting Program, Sage 50 Accounting. You will be an asset for any business!

This package is where you start and consists of two courses; Accounting Fundamentals Course and Sage 50 Level 1 Course. You'll begin with the Accounting Fundamentals Course to learn accounting terminology, the accounting cycle, understand Debits and Credits of Journal Entries, record daily business transactions of revenue, expenses and payroll, and experience how to prepare Financial Statements of a Balance Sheet, Income Statement and Trial Balance.

After completing the Accounting Fundamentals Course, you then proceed to learn and experience the Sage 50 Accounting Program. The Sage 50 Accounting Level 1 Course starts with learning to navigate in the program, and to create and set up a new company. Then you'll move into settings to learn how to automate features and functions, and to customize the company's Chart of Accounts. You'll learn to record daily business transactions in journals such as the General Journal, Revenues and Sales Invoices, Expenses and to pay bills, Sales Tax payments, Banking Transactions, and you'll complete a business's month end of Financial Statements and Reporting.

Our instructional video tutorials offer more than just demonstrations of performing daily accounting transactions, they provide information on bookkeeping, office procedures, all Canadian content, best practices, and many consultants' tips and tricks.

This course is different from any other online or classroom course, as we at Simply Training always remain current in the accounting industry, provide all Canadian content with taxes, CRA rules and regulations, and training techniques as we understand how people learn best! We don't waste your time with filler courses; we provide you with what you need to succeed in today's offices and businesses. We also do not leave you in the dark; you are assigned an instructor to contact for the duration of the course to help you with set-up and questions you may have.

This course simply provides exceptional value! Join the thousands of Canadian office workers, Bookkeepers, Accountants and Business Owners who have completed our courses successfully and are now working as a Bookkeeper efficiently and confidently. Ensure to read our testimonials of students who have completed the course and how it has helped them in finding work or have started their own business.



### (1) Accounting Fundamentals Course Topics:

- ✓ Introduction to accounting fundamentals and terminology
- ✓ Starting a business and analyzing transactions
- ✓ Balance Sheet Accounts and Transactions: Assets, Liabilities and Equity
- ✓ Income Statement Accounts and Transactions: Revenue and Expense
- ✓ T-accounts, Debits and Credits
- ✓ Trial Balance
- ✓ General Journal and General Ledger
- ✓ Financial Statements
- ✓ Accounts Receivable, Sales Journal, Invoices and Sales Tax
- ✓ Accounts Payable and Expenses
- ✓ Customers and Vendors Sub-ledgers
- ✓ Sales Taxes and Reporting (GST, HST, PST)
- ✓ Bank Accounts, Receipts and Payments
- ✓ Employees, Paycheques and Payroll Transactions
- ✓ Employer Obligations and Payroll Deductions
- ✓ Bank Account Reconciliation

### (2) Sage 50 Accounting Level 1 Course Topics:

- ✓ Navigating in Sage 50 Accounting (Canadian)
- ✓ Creating a company in Sage 50 Accounting
- ✓ Understanding the importance of Settings and Preferences and automating the system
- ✓ Editing the Chart of Accounts and understanding the purpose of Linked Accounts
- ✓ Recording General Journal entries and other daily transactions
- ✓ How to un-do or adjust transactions and to easily make corrections
- ✓ Customer management and maintenance, Sale Invoices, and Customer Payments
- ✓ Accounts Receivable and Accounts Payable
- ✓ Vendor management and maintenance, bills, expenses and payments by Cheque, Cash and Credit Cards
- ✓ Company Credit Cards Charges and maintenance
- ✓ Sales Tax Reporting and Payments, Recurring Transactions and other time saving features
- ✓ Banking transactions; Transfer Funds, Deposit Slips, Reconciliation for Bank and Credit Card Accounts
- ✓ Financial Statement reporting: Trial Balance, Income Statement, Balance Sheet
- ✓ Report Centre and generating many reports
- ✓ Month-end process and procedures
- ✓ Importance of Database Management and backing up a company

### Course Includes:

All course materials are included in the course fee (no additional costs) and are as follows:

- Course Outlines and the Get Started Guides for both courses
- Assigned instructor for support and to answer questions
- Accounting Fundamentals Course Instructional lesson video tutorials and exercises
- Sage 50 Accounting Level 1 Instructional lesson video tutorials (13 hours of videos)
- Sage 50 Accounting Level 1 hands-on, step-by-step exercises and resources
- Sage 50 Accounting 2020 Students Program (for educational use only)
- 6 months course access, at anytime from anywhere
- Certificate upon completion of each course

## Course Requirements and FAQ:

**What are the prerequisites?** There are no prerequisites to take this course.

**Who should take this course?** Anyone who is looking to work or is currently working in an office in administration, data-entry, or bookkeeping and would like to advance their knowledge of basic accounting. This course is also ideal for new business owners starting a business and Bookkeepers that want to update their skills.

Also, for anyone who is new to Sage 50 Accounting and wants to learn to use the program proficiently or for anyone who wants to update their Sage 50 Accounting skills and learn the new automated features to help save time.

**When can I get started?** You can get started on this course anytime your schedule permits.

**How does this courses work?** Once registered, you will receive a welcome email from your instructor with your login to access the courses student pages and to get started. On the course page, lessons are structured in an easy step-by-step format, with the Getting Started Guide and lessons comprising of materials, instructional videos, exercises and resources.

**Where can I access the course from?** This course is online with 24/7 access from anywhere using a computer with internet connection.

**How long does the course take?** You have six-months access to the two courses; an access expiry date is assigned at registration. The hours to complete both courses are approximately 60 hours. On average, for people who are not working will complete the course in three to four weeks. For people who are working, on average it takes four to six weeks to complete.

**How Do the Video Tutorials Work?** The instructional video tutorials are accessed from the course students page and are easy to view. The videos can be viewed multiple times to learn at your own pace and schedule. To experience the level of content and quality of our videos, go to our YouTube channel and view our free videos.

**Which Sage 50 Accounting Program is used in this course?** The course exercises use the Sage 50 Accounting 2020 Students Program (Premium). The Students Program is provided for students to gain experience using the software. Today Businesses use the 2020 program and we help our students to be prepared and job ready.

**Which Sage 50 Accounting Program is this course applicable to?** This course is applicable to all Sage 50 Accounting Canadian Programs: Sage 50 Accounting 2020, Sage 50cloud (2019 re-named), Sage 50 Accounting 2019 to 2013 and Simply Accounting 2012. To the Editions of Sage 50 Pro, Premium, Quantum (Enterprise).

**Note:** In 2019 Sage 50 Accounting changed the name to Sage 50cloud, there is no difference, only a name change. The name change is to reflect the add-on of cloud solutions available to use with the program. It is still a desktop program. Also, Simply Accounting is the same program as Sage 50 Accounting Canadian, the name was changed in 2012.

### What are the Computer Requirements?

- ✓ A computer with Windows 8.1 or 10 (Desktop or Laptop)
- ✓ Internet connection
- ✓ Video player to view videos
- ✓ Adobe Reader to read and save PDF documents
- ✓ Printer to print documents

Note: MAC computer can be used for this course, if it has the Windows OS installed on it. MAC computers use the program Apple Boot Camp to partition the hard drive and Windows OS is installed on the partitioned drive. We encourage setup to be completed by an IT professional and additional fees may apply.

**Who's the Instructor?** Sue du Puy shares 30+ years of business, accounting and bookkeeping experience with you. She has consulted and trained hundreds of Bookkeepers, Accountants and Business Owners across Canada and beyond, she is an expert on the Sage 50 Accounting Program. Sue cares about her students and is committed to ensure they learn the skills needed and prepares them in moving their career to the next level.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to ensure you succeed in the course and is in communication with you throughout the course. For all courses, students submit their exercise reports, the instructor reviews the reports and provides feedback. You can also contact your instructor by phone or email and we also provide remote support to students as needed.

**Do I Receive a Certificate?** Yes, students receive a certificate who successfully complete required exercises.

**Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?** Yes, we provide students with a letter upon request.

**How Do I Register?** We offer easy online registration, select the Register button on the page. We accept payment with Visa, MasterCard, PayPal, e-Transfer and Cheques. We do not accept American Express.

Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please give our office a call (855) 422-5861.



**Note:** You may want to consider the **All-Inclusive Bookkeeping** Course as it includes the Accounting Fundamentals Courses, Sage 50 Accounting Level 1 and Level 2 Courses, which save you money.

May 5, '21

Dear Tarbutt Township Council,

First I want to thank you for providing telephone service from our community for the past seventeen years. We realize we are using your services a lot more than we did at the beginning. #1 The number of families in our community in your township keeps increasing. # Very few businesses will answer a letter by mail anymore

Would you be willing to set up a phone accessible also after office hours and on weekends? Some people want to be contacted after they are done at their job, others on Saturday. Thankfully any neighbour will help us out in a medical emergency or in case of fire, if they are home, but we are intruding on their family life.

Township employees have suggested a booth could be set up at the east end of the north porch of the township office. This should be excellent: out of the weather, not leaning into the window of the neighbour's building, accessible 24/7, out of sight from wandering hoodlums.

We appreciate the present pay system where we pay one dollar per long distance call. Glenn Martie determined this is much simpler than recording telephone numbers and billing. (Increase the rate any time you need to)

A corded, simple phone would provide better reception and no lost hand pieces.

Our community could provide a 4ft x 4ft

shack with a shelf, a lockable, slotted, cash box and a hitching rail.

The hitching rail would be set up where ever Keith Barber determines, on the north side of the council / office building. Otherwise we humans will make a cow path across your lawn, etc.

Thank you for your consideration.

Speaking for your horse and buggy neighbours.

Sister Bowman