



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, November 17, 2021 at 6:00 pm
The Township of Tarbutt Municipal Office

PRESENT: L. Smith, Mayor
D. Farrar (joined virtually at 6:10 pm)
U. Abbott
D. McClelland
R. Wigmore

STAFF: C. Mahoney, Treasurer
M. Pigeon, Acting Road Superintendent
C. Trainor, CAO/Clerk/Deputy Treasurer

1. CALL TO ORDER

Mayor Smith called the regular Council meeting to order at 6:00 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the regular Council meeting held October 20, 2021

Resolution No: 2021 – 167

Moved by: R. Wigmore

Seconded by: D. McClelland

Be it resolved that the minutes of the regular Council meeting held October 20, 2021 be approved as circulated.

Carried

Resolution No: 2021 - 168

Moved by: D. McClelland

Seconded by: R. Wigmore

Be it resolved that By-law 10-2021 being a By-law to appoint a Clerk/Deputy Treasurer be hereby amended to revise the title to CAO/Clerk/Deputy Treasurer.

Carried

4. ADOPT ADDENDUM – no addendum

5. FINANCIAL STATEMENTS

a. Financial Statements for the month of October, 2021

Resolution No: 2021 – 169



Moved by: D. McClelland

Seconded by: R. Wigmore

Be it resolved that the financial statements for the month of October 2021 be approved as circulated.

Carried

Councillor Farrar joined the meeting virtually.

b. Year to Date Financial Update

Treasurer C. Mahoney presented a financial year to date schedule. Council discussed line item variances, shortfalls, surplus areas, and transfers of various items. Staff were authorized to pursue using the Municipal Modernization Funding to purchase and install a server which would enable staff to work remotely, access data when out of the office, and improve security.

Resolution No: 2021 – 170

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that the Year to Date financial report dated November 17, 2021 be received.

Carried

c. Year End Transfers to Reserves

Resolution No: 2021 – 171

Moved by: D. McClelland

Seconded by: U. Abbott

Be it resolved that Council authorize the following:

- Transfer Funds in the amount of \$3,500.00 from the 2021 Operating Account to Reserves
- Transfer funds to cover consulting fees for the sand shed from the Municipal Efficiency Fund to the operating account;
- Establish a Reserve account for Cannabis funding in the amount of \$15,000.

Carried.

6. STAFF AND COMMITTEE REPORTS

a. Roads Report and Sand Shed Proposal – M. Pigeon

Acting Road Superintendent Mike Pigeon advised Council of discussions with his counterparts in the area and suggested that significant savings could be achieved by stockpiling winter sand in the yard, while making preparations for the construction of a sand shed in 2022. Council concurred that the savings were significant, and authorized proceeding.



Resolution No: 2021 – 172

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

Be it resolved that the verbal report by M. Pigeon and cost estimates for the construction of a sand shed at 27 Barr Road S. be received; and

That Council authorize the Acting Roads Superintendent to proceed with the proposal for winter sand and salt; and

That staff be authorized to negotiate with the proposed vendors for the construction of a tarped sand shed in the 2022 budget.

Carried

b. Clerk's Report

C. Trainor updated Council on several matters including landfill administration, MacLennan Hall rental agreement, the annual Emergency Management training exercise, and progress with the sand shed project. The 2012 plough truck has been delivered to auction. Council confirmed that they do not wish to consider changes to the previous election procedures or voting method.

Resolution No: 2021 – 173

Moved by: D. McClelland Seconded by: U. Abbott

Be it resolved that the Clerk's Report dated November 17, 2021 be received.

Carried

7. OLD BUSINESS

- a. Letter from K. Good, 2815 Government Road
Re: MacLennan Hall Active Transportation Hub Site Plan

Resolution No: 2021 – 174

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

Be it resolved that the letter from K. Good, 2815 Government Road regarding activity at the MacLennan Hall be received; and

That a written response be provided.

Carried

8. NEW BUSINESS

- a. Proposed Boundary Road Agreement for Puddingstone Road

Johnson Township has proposed an agreement whereby they will perform year round general maintenance on Puddingstone Road, and have asked that Tarbutt maintain the road access at the joint landfill site, year round. The cost of Puddingstone Road attached Boundary Road Agreement outlines an exception for capital works.



Resolution No: 2021 – 175

Moved by: D. McClelland

Seconded by: R. Wigmore

Be it resolved that Council authorize the Mayor and the Clerk to authorize the boundary road agreement between The Township of Tarbutt and The Township of Johnson for the general maintenance of a portion of Puddingstone Road, as presented; and

That leave be granted to introduce By-law 2021 – 28 being a by-law to enter into a Boundary Road Agreement with The Township of Johnson for the general maintenance of a portion of Puddingstone Road; and

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

Carried

b. Automatic Aid Agreement with Johnson Township

At the request of The Township of Johnson, Council had previously approved, in principle, entering into an Automatic Aid Agreement for fire services where the Tarbutt Chief and Deputy would automatically be dispatched for Johnson calls, and would then assess and determine if the VFD is to respond.

Resolution No: 2021 – 176

Moved by: D. McClelland

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2021 – 29 being a by-law to authorize the Mayor and the Clerk to enter into agreement with The Township of Johnson for Automatic Aid for the Fire Department; and

That said by-law be given a first, and taken as read a second and third time and finally passed this Seventeenth day of November, 2021.

Carried

c. Emergency Planning

Council reviewed the previous list of roles and positions within the Emergency Control Group and agreed to the proposed revisions. The revisions were agreed to, and will be circulated prior to the next annual exercise which will take place on Nov. 18, virtually.

9. INFORMATION

a. Thank you card from the users of the MacLennan Hall

b. E-mail from Lavera Crack, Chair, Matthews Memorial Hospital Association

Re: Thank you for your support and successful resolution to recruitment funding issues



- c. Letter from the Ministry of Finance
Re: 2022 Ontario Municipal Partnership Fund (OMPF) allocations
- d. Resolution from The City of Sarnia
Re: Request Provincial government to address the practice of “renovictions” and to take steps to address the affordable housing crisis
- e. Resolution from the Township of Adelaide Metcalfe
Re: Increased funding for rural infrastructure projects
- f. Resolution from the Municipality of Mattice-Val Cote
Re: Direction to MPAC over the continued postponement of property valuation and assessment update
- g. Letter and proposed resolution from CUPE
Re: Calls for an Independent Review of OMERS Investment Performance
- h. Letter from the Ontario Fire Marshall
Re: COVID 19 Vaccination – Third Dose Eligibility

Resolution No: 2021 – 177

Moved by: D. McClelland

Seconded by: R. Wigmore

Be it resolved that correspondence items 1 through 8 on the consent agenda dated November 17, 2021 be received; and

That Council acknowledges receipt of the Thank you card from MacLennan Hall users; and the message from the Matthews Memorial Hospital Association Chair regarding physician recruitment funding; and

That Council supports the resolutions from the City of Sarnia; and

That the proposed resolution regarding an independent review of OMERS investment performance be approved for circulation.

Carried as amended

10. MEETINGS/WORKSHOPS

- a. C. Trainor attended one day AMCTO Zone meeting on November 4.
- b. J. Brice has successfully completed Unit 2 of the AMCTO Municipal Administration Program.
- c. C. Mahoney has participated in training for OPTA, PSAB updates, and asset management as well as attending a one day Finance Forum hosted by AMCTO.



- d. Planning Technical Workshop hosted by the Municipal Services Office of the Ministry of Municipal Affairs and Housing will be held via Zoom on November 24 and 25. J. Brice, C. Trainor and L. Smith will attend.

11. NOTICES OF MOTION

None

12. CLOSED SESSION

Resolution No: 2021 – 178

Moved by: D. McClelland

Seconded by: U. Abbott

Be it resolved that Council move into closed session at 8:17 pm in accordance with Section 239 of the Municipal Act, to consider personal matters about an identifiable individual, including municipal or local board employees.

Carried

a. Administrative/Planning Assistant Job Description

b. Road Superintendent / Acting

Resolution No: 2021 – 179

Moved by: D. McClelland

Seconded by: R. Wigmore

Be it resolved that Council does rise from closed session at 9:03 pm.

Carried

Resolution No: 2021 – 180

Moved by: R. Wigmore

Seconded by: D. McClelland

Be it resolved that the job description for the Administrative/Planning Assistant be approved as circulated.

Carried.

Staff were authorized to make changes to the Township's cellular phone practices and to purchase a new phone for M. Pigeon.

Roundtable discussion included the following:

- a report on the Remembrance Day services at Port Findlay Cenotaph;
- consider an RFP for emptying the bunker at the landfill;
- vaccination status of volunteer fire fighters;
- circulating an RFP for Engineering services;
- Proposals for individuals with building certification; and
- a Council and staff Christmas gathering.



13. CONFIRMATION BY-LAW

Resolution No: 2021 – 181

Moved by: D. McClelland Seconded by: R. Wigmore

Be it resolved that leave be granted to introduce By-law 2021 - 30 being a by-law to confirm the proceedings of the regular Council meeting this Seventeenth day of November, 2021; and

That said by-law be given a first, and taken as read a second and third time and finally passed in open council.

Carried

14. ADJOURNMENT

Resolution No: 2021 – 182

Moved by: D. McClelland Seconded by: R. Wigmore

Be it resolved that the regular Council meeting of November 17, 2021 be adjourned at 9:48 pm, to meet again on Wednesday, December 15, 2021 at 6:00 pm.

Carried

A handwritten signature in black ink, appearing to be "Lennie Smith", written over a horizontal line.

Lennie Smith, Mayor

A handwritten signature in black ink, appearing to be "Carol Trainor", written over a horizontal line.

Carol Trainor, Clerk