

THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, October 20, 2021 at 6:00 pm
MacLennan Hall

1. CALL TO ORDER
2. DISCLOSURES OF PECUNIARY INTEREST
3. PREVIOUS MINUTES
 - a. Minutes of the Council Meeting of September 22, 2021
 - b. Minutes of the Special Council meeting of October 7, 2021
4. ADOPT ADDENDUM
5. FINANCIAL STATEMENTS
6. STAFF AND COMMITTEE REPORTS
 - a. Clerk's Report (under separate cover)
 - b. Draft Vaccination Policy
 - c. Draft Staff/Volunteer Firefighter Policy
 - d. Application for Consent to Sever – Karhi T2021-21
 - e. Application for Consent to Sever – Bowman T2021-22
 - f. Christmas Office Closure
7. OLD BUSINESS
 - a. Revised Roads Overtime Policy
 - b. Sand Shed – Tender Results and next steps
8. NEW BUSINESS
9. INFORMATION/CONSENT AGENDA
10. MEETINGS/WORKSHOPS
11. NOTICES OF MOTION
12. CLOSED SESSION
13. CONFIRMATION BY-LAW
14. ADJOURNMENT

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THE TOWNSHIP OF TARBUTT
Council Meeting
Wednesday, September 22, 2021 at 6:00 pm
MacLennan Hall

Present: Lennie Smith, Mayor
Ursula Abbot
David Farrar
Darren McClelland
Ruth Wigmore

Staff: Jared Brice, Clerical Assistant
Janet Boucher, Acting Clerk
Cherie Mahoney, Treasurer

1. CALL TO ORDER

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

2. DISCLOSURES OF PECUNIARY INTEREST

None.

3. PREVIOUS MINUTES

a. Minutes of August 18, 2021

Resolution No: 2021 – 134

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the minutes of the regular council meeting held on August 18, 2021 be approved as circulated.

Carried

4. ADOPT ADDENDUM

Resolution No: 2021 – 135

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Addendum for the September 22 Council meeting be approved as circulated.

Carried

5. FINANCIAL STATEMENTS

a. Financial Statements for the month of August 2021



Resolution No: 2021 – 136

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that Financial Statements for the month of August 2021 be approved as circulated.

Carried

6. STAFF AND COMMITTEE REPORTS

a. Clerk's Report

Resolution No: 2021 – 137

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Clerk's Report dated September 22, 2021 be received.

Carried

7. OLD BUSINESS

a. Sand Shed Price Adjustment

Resolution No. 2021 – 138

Moved by: D. McClelland

Seconded by: U. Abbott

Be it resolved that the proposal summary from Tulloch Engineering regarding Sand Shed Construction – Dome Superstructure be received; and

That The Township of Tarbutt supports the proposal submitted by Norseman Structures in the amount of \$93,000.00 plus HST, to be ordered immediately.

Carried

8. NEW BUSINESS

a. Vaccination Policy Recommendations

Resolution No: 2021 – 139

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the information provided by the Clerk regarding recommended vaccination policy requirements be received; and

That staff be authorized to prepare a Tarbutt Vaccination Policy to include provisions for employees.

Carried

b. Zoning Amendment By-law 10-92 re: back lot development

Resolution No: 2021 – 140

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the information provided by the Clerk regarding By-law 10-92 for back lot development be received; and



That Council rescind By-law 10-92 to permit back lot development of the parcel in question, being under separate ownership, and providing that any structure meets all other provisions of the Township's Zoning By-law.

Carried

c. Treasurer Appointment By-law

Resolution No: 2021 – 141

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2021 - 21, being a by-law to appoint a Treasurer/Deputy Clerk for The Township of Tarbutt; and

That said by-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of September, 2021.

Carried.

d. Request for Proposals: Landfill Office Remediation
MacLennan Hall Wooden Structures

No bids received for either project; Staff was directed to research other measures.

e. Letter re: request to act on Trailer By-law

Resolution No: 2021 – 142

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the letter from the resident requesting that Council take action to enforce the Trailer By-law be received; and

That staff be authorized to contact the By-Law Enforcement Officer to enforce the municipality's Trailer By-law.

Carried

9. NEW BUSINESS

a. Playground Inspection Report

J. Brice advised that the inspection went well and we were given a pass. Only one matter requires follow up, which he will address in the spring.

Resolution No: 2021 – 143

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the verbal report by J. Brice on the Playground Inspection conducted in August, 2021 be received.

Carried.

10. INFORMATION / CONSENT AGENDA

1. Resolution from the Association of Municipalities of Ontario
Re: National Day for Truth and Reconciliation



2. Resolution from the Municipality of Chatham-Kent
Re: Affordable Internet and Overturning the 2019 Rates Order
3. Resolution from the Municipality of Leamington
Re: Joint and Several Liability Reform and rising insurance costs
4. Resolution from the City of Hamilton
Re: Noise and Expiry of Extended Construction Hours
5. Resolution from the Municipality of Trent Lakes
Re: OHIP Insured Eye Care and funding for optometric services
6. Letter from the Minister of Municipal Affairs
Re: New Site Plan Control Guide for municipal planning functions
7. Information from the Continuous Improvement Fund
Re: Increased market prices in all recycling materials

Councillor Wigmore requested a recorded vote regarding item 1 on the Consent Agenda.

Resolution No: 2021 – 144

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that correspondence items 1 through 7 on the consent agenda dated September 22, 2021 be received; and

That Council supports the resolutions committing to National Day for Truth and Reconciliation; and

That the resolutions from the municipalities of Chatham-Kent, Leamington, Hamilton and Trent Lakes be endorsed.

U. Abbott – yes

D. Farrar – yes

D. McClelland – yes

R. Wigmore – no

L. Smith – yes

Carried

11. MEETINGS/WORKSHOPS

12. NOTICES OF MOTION

13. CLOSED SESSION

Resolution No: 2021 – 145

Moved by: U. Abbott

Seconded by: R. Wigmore



Be it resolved that Council move into closed session at 7:57 pm in accordance with Section 239 of the Municipal Act, to discuss personal matters about an identifiable individual, including municipal or local board employees.

- a. Interest on unpaid accounts
- b. VFD wage policy
- c. Road Superintendent Leave

Resolution No: 2021 – 146

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that Council rise from the Closed Session at 9:27 pm, giving direction to staff to develop policies for items a. and b.

Carried

14. CONFIRMATION BY-LAW

Resolution No: 2021 – 147

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that leave be granted to introduce By-law 2021 - 22, being a by-law to confirm the proceedings of the regular Council meeting held this Twenty Second day of September, 2021; and

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

Carried.

15. ADJOURNMENT

Resolution No: 2021 – 148

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the regular council meeting of September 22, 2021 be adjourned to meet again at 6:00 pm on Wednesday, October 20, 2021.

Carried

Lennox Smith, Mayor

Janet Boucher, Acting Clerk



TARBUTT TOWNSHIP
Minutes of the Special Council Meeting
Thursday, October 7, 2021 at 6:00 pm
Meeting hosted by Zoom

PRESENT: Ursula Abbott
Dave Farrar
Darren McClelland
Ruth Wigmore

STAFF: Carol Trainor, Clerk

GUEST: Dan Moody, Tulloch Engineering
Meagan Figures, Tulloch Engineering

1. CALL TO ORDER

In the absence of the Mayor, members of Council gathered via Zoom to discuss the sand shed project and the one bid received in response to the tender call.

2. DISCLOSURES OF PECUNIARY INTEREST

None.

3. NEW BUSINESS:

a. Review of Tender Results for the Joint Sand Shed Project

Council members reviewed the tender summary report submitted by Tulloch Engineering with respect to the tender circulated for the construction of a sand shed at the Tarbutt Township roads depot. This is proposed as a joint project with the Township of Macdonald, Meredith and Aberdeen Additional.

The tender was circulated through the SSM Construction Association. A mandatory site visit was held with only one contractor attending. This same contractor was the only bidder. D. Moody explained the reasons why the cost of such a building would be so high, and potential alternatives.

Council felt that the bid submitted was far in excess of the Township's budgetary allowance, and that the project could not go forward at this price provided, which was for the site preparation and concrete work. The cost of the steel structure covering the sand shed, and the engineering costs were not included in this price, which exceeded the funds available. As a result, the following recommendation was passed:



Resolution No. 2021 - 149

Moved by: R. Wigmore

Seconded by: D. McClelland

Be it resolved that the report from Tulloch Engineering regarding Tender Submission Results for the construction of a Sand Shed for the Township of MacDonald, Meredith and Aberdeen Additional, and The Township of Tarbutt, be received; and

That Council not accept the sole bid received in the amount of \$311,788.00 for the Tarbutt portion of the project; and

That staff continue to discuss other, alternate opportunities with the Consulting Engineers for a more cost efficient sand shed project.

Cd

4. ADJOURNMENT

Resolution 2021 – 150

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Special Council meeting held this Seventh day of October, 2021 be adjourned.

Cd

Deputy Mayor David Farrar

Clerk Carol Trainor

TARBUTT GENERAL
September, 2021

TARBUTT GENERAL REVENUES		Amount	NOTES
Taxes September		42592.49	
Tax Interest		2938.34	
TOTAL TAXES AND INTEREST		45,530.83	
Admin Fee(s)		10.00	
Dog License(s)			
Tax Certificate(s)		50.00	
Build Permit(s)		118.00	
Printing/Phones		123.00	
Algoma Power - Solar MacLennan Hall		1296.40	
Aggregate Resources		5080.86	
TOTAL CASH BOOK RECEIPTS		6,678.26	
GRAND TOTAL REVENUES		52,209.09	

TARBUTT GENERAL
September, 2021

TARBUTT GENERAL EXPENSES	Cheque	Amount	NOTES
Admin Payroll - (3092,3109-3112, 3103, 3127,3149-53)		12407.79	
OMERS - Contribution Remittance, Admin Portion (Aug & Sep))	3101, 3158	4323.60	
Animal Control	3125	200.00	
AMCTO - Election Training, Carol	3067	407.04	
Zoom - Township and PB Monthly Subscription Sep	3067	40.70	
Onland - Parcel Register fees-Pine Island	3067	30.83	
Bell Mobility - Admin Portion (Internet)	3067	249.23	
Bell Canada - Admin Portion (Landline)	3067	390.86	
Adobe - monthly subscription	3067	40.68	
Emergency Mngmt Jul-Sep	3097	300.00	
Staff Mileage/cell reimburse - CTrainer Kent(jun-sep)	3099	122.50	
Tulloch Engineering - CBO 7 Consults, 4 Site Insp., 1 Permit (Aug)	3100	795.68	
Council Honorarium(s)	3104-3108	2457.87	
Holy Trinity - Donation (R. Kent Memorial)	3114	100.00	
Algoma District Service Admin Board - Municipal Levy (Sep)	3117	36182.83	
Conseil Scolaire Catholique - Municipal Levy (Sep)	3118	452.91	
Huron Superior Catholic District SB - Municipal Levy (Sep)	3119	1961.44	
Gilbertson Enterprises - Ganular A pick up - WI- Park	3120	1152.88	
Island Clippings - wood structures Ad - ICIP grant	3121	36.63	
Algoma Business Computers - update windows 10 service	3122	48.34	
ULine - Misc Items - ICIP Grant	3133	3499.93	
Home Hardware - key cut/ shovel, rake - Parks(GLLA Fund)	3134	182.06	
Algoma District Service Admin Board - Municipal Levy (Sep)	3135	27992.00	
OPP - Monthly Policing Contract (August)	3136	7773.00	
Receiver General - Admin Portion	3138	4182.77	

TARBUTT FIRE DEPARTMENT
September, 2021

		Amount	NOTES
FIRE REVENUES			
TOTAL REVENUES		0.00	
FIRE EXPENSES	Cheque	Amount	
Bell Canada - Firehall Portion (Landline)	3067	201.84	
Quattra - Monthly Dispatch Service	3094	329.30	
Util-Equip - Ladder Inspec	3123	468.10	
FIRE TRAINING EXPENSES		999.24	
TOTAL FIRE OPERATING & TRAINING		999.24	
NET EXPENSES		999.24	

MACLENNAN HALL, TARBUTT
September, 2021

REVENUE:		Amount	NOTES
Church Rent		500.00	
TOTAL REVENUES		500.00	
OPERATING EXPENSES	Cheque	Amount	
Bell Canada - MacLennan Hall Portion (Landline)	3067	58.92	
CAPITAL EXPENSES		0.00	
TOTAL CAPITAL EXPENSES		0.00	
TOTAL OPERATING & CAPITAL EXPENSES		58.92	
NET EXPENSES		-441.08	

JOHNSON-TARBUTT LANDFILL
September, 2021

REVENUE:		Amount	NOTES
Tipping Fees		300.00	
Stewardship Ontario - Recycling		5749.33	
TOTAL REVENUES		6049.33	
EXPENSES:	Cheque	Amount	
Landfill Payroll (3128-31)		3,683.37	
OMERS - Contribution Remittance, Landfill Portion (Aug&Sep))	3101, 3158	753.30	
Hughes Supply - paper towels,paper	3132	161.65	
Home Hardware - repair water pump- material cleaners	3134	39.69	
	3138	690.21	
TOTAL OPERATING EXPENSES		5328.22	
TOTAL NET EXPENSES		-721.11	

**THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL**

Title: **COVID-19 Employee Vaccination Policy**

Presented: October 20, 2021

Approved:

1.0 Purpose

- 1.1 The Township of Tarbutt ("Township") is committed to promoting vaccinations to ensure the health and safety of all workers and the community. The Township has an obligation under the Occupational Health and Safety Act (OHSA) to take every reasonable precaution for the protection of its workers.
- 1.2 The purpose of this policy is to provide guidelines pertaining to the expectations and requirements of staff with respect to COVID-19 and vaccination and will be applied at all times in accordance with the OHSA, the Ontario Human Rights Code and all other applicable law.
- 1.3 Vaccination is a key element in the protection of Township employees against the hazard of COVID-19. This policy is designed to maximize COVID-19 vaccination rates among Township employees as a critical control measure of COVID-19.
- 1.4 To help reduce the risk of COVID-19 transmission, this policy is an important measure that complements other workplace health and safety measures including daily health screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.
- 1.5 All other measures to protect workers such as masking, disinfection, hand washing and physical distancing shall continue to be enforced for the duration of the pandemic.

2.0 Scope

- 2.1 This policy applies to all Township employees including full time, part time, permanent, temporary, casual, volunteers; and students, inclusively referred to herein as "workers".
- 2.2 New employees are required to be fully vaccinated against COVID-19, or have scheduled vaccination appointments, as a condition of employment.
- 2.3 The Township shall accommodate all workers seeking to be vaccinated.
- 2.4 This policy is subject to change for reasons including but not limited to the status of the pandemic and/or legislation or public health advice.

3.0 Definitions

"COVID-19" is the infectious disease caused by SARS-CoV-2.

“Vaccine(s)” refers to a vaccine approved by Health Canada or the World Health Organization for use in Canada in relation to COVID-19, administered to protect individuals from COVID-19.

“Fully vaccinated” means having received the full series or a combination of COVID-19 vaccines approved by Health Canada or the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days prior.

“Proof of full vaccination against COVID-19” means the COVID-19 vaccination certificate or receipt issued by the Ontario Ministry of Health or equivalent.

“Proof of exemption” means that exemptions will be made for not being fully vaccinated against COVID-19 under grounds protected by the Ontario Human Rights Code. Employees are required to provide written proof of their exemption for a reason protected by the Ontario Human Rights Code. Medical exemptions can only be provided by a physician or a nurse practitioner.

“Educational Program” means an educational program that has been approved and/or provided by Algoma Public Health, which addresses the following learning components:

- i. How COVID-19 vaccines work
- ii. Vaccine safety related to the development of the COVID-19 vaccines
- iii. The benefits of vaccination against COVID-19
- iv. The risks of not being vaccinated against COVID-19
- v. Possible side effects of COVID-19 vaccination

4.0 Policy

4.1 This Township policy mandates and encourages all workers to be vaccinated against COVID-19 as soon as possible, and as recommended by both the provincial and federal governments and public health authorities and the Canadian Centre for Disease Control.

4.2 All workers are required to submit official documents regarding their COVID-19 vaccination status before November 1, 2021.

4.3 Where a worker does not provide proof of full vaccination against COVID-19, but instead provides written proof of exemption, the employee shall be considered unvaccinated and:

- i. Submit to regular rapid antigen testing for COVID-19 two times every seven (7) days at their own expense; and
- ii. Provide verification of each negative test result.
- iii. If a positive test is returned the worker must notify their immediate supervisor and follow instructions provided by the local Health Unit.

4.4 Where a worker does not provide proof of full vaccination against COVID-19 or provide a written proof of exemption, or if a worker has received only

one does and has not yet received a second, the employee shall be considered unvaccinated and shall:

- i. Complete a COVID-19 vaccination educational program; and
- ii. Submit to regular rapid antigen testing for COVID-19 two times every seven (7) days at their own expense; and
- iii. Provide verification of each negative test result; and
- i. Continue to submit to regular rapid antigen testing for COVID-19 until 14 days following the administration of the second dose, at which time the employee will be considered fully vaccinated.

4.5 Workers who are on a leave of absence must comply with this policy before returning to work.

5.0 Accommodation

5.1 Employees requiring any Ontario Human Rights Code accommodations under this policy may request accommodations by advising their supervisor, and provide medical support to substantiate and/or clarify the accommodation required.

5.2 The Township will work with the employee to develop and implement an appropriate accommodation plan to the point of undue hardship

6.0 Confidentiality

6.1 Information relating to an employee's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in the employee's confidential personnel file and will not be disclosed.

7.0 Non Compliance

7.1 Any non-compliance with this policy will result in a meeting with the Personnel Committee. Non-compliance may result in corrective and/or disciplinary action up to and including discharge.

**THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURES MANUAL**

Title: Staff / Volunteer Firefighter Compensation

Presented: October 2021

Approved: _____

PURPOSE:

The purpose of this policy is to establish a policy to provide for employees, who are also volunteer firefighters, can attend and be compensated for fire calls during working hours.

SCOPE:

The direct supervisor or an authorized designate will provide authorization for staff who are also members of the volunteer fire department to respond to a fire call during regular working hours.

Discretion would be used depending on the work being performed at the time of the fire call. If the employee is in a position where they are the primary employee on that job (ie: landfill attendant, snowplough operator) the employee would not be permitted to respond to the fire call.

If the task being performed at the time of the fire call would permit the employee to attend, the direct supervisor will not reasonably withhold authorization.

WAGES:

Regular wages would be paid to an employee who attends a fire call during their regular work hours. The employee may not also accrue points for the purpose of compensation from the Fire Department for the same time period.

Approved by Council: _____

By-law or Resolution No: _____



The Township of Tarbutt
27 Barr Road South
Desbarats, Ontario P0R 1E0
Ph: 705-782-6776 Fax: 705-782-4274

REPORT TO COUNCIL

Date: October 20, 2021
From: Carol Trainor, Clerk/Deputy Treasurer
Re: Applications for Consent

The Township has received two applications for consent within The Township of Tarbutt which will be considered by the Planning Board at their meeting on October 26, 2021.

Secretary Treasurer Jared Brice will be available to provide a verbal report and answer questions.

Application T2021-21 is submitted by Jonathon Karhi for property located at 791 MacLennan Road, Con 6, Pt Lot 7, SE ½ and NE ½ REM in The Township of Tarbutt.

The purpose of the application is to create one new lot from a parcel of 43 ha of approximately 4.3 ha or 10 ac for residential and agricultural purposes. The portion to be retained will be 38.7 ha or 95 ac.

Section B2.4.1 of the Township's Official Plan states that preferred lot sizes of severed lots for agricultural use is generally 40 ha (98 ac), however Council and the Planning Board may permit severed and retained lots appropriate for the uses common in the area and are sufficiently large enough to maintain flexibility for future changes.

This application and its resultant parcels meet the standards set out in Section E2.2 of the Township's Official Plan regarding the role of the Implementing Zoning By-law.

Application T2021-22 is submitted by Silas and Esther Bowman for property located at Con 6, Lot 8 SE ¼ PCL 105, known as 6630 Highway 17 in The Township of Tarbutt.

The purpose of the application is to create one new lot of approximately 21.7 ha or 53.6 acres, while retaining a parcel of roughly 31 ha or 77.5 acres.

NOTICE OF APPLICATION FOR CONSENT

The Desbarats to Echo Bay Planning Board has received an application for consent in the Township of Tarbutt, District of Algoma, in respect of the lands described below:

Application No.: T2021-21

Applicant(s): Jonathon Karhi

Subject: 791 MACLENNAN RD, CON 6 PT LOT 7 SE1/2 AND NE1/2 REM
TARBUTT TWP

Purpose: The proposal of this application is to create one (1) lot of approximately 4.3 hectares for residential and agricultural purposes. Please see the attached map(s) showing the location of the subject property and the proposed lot(s).

Inquiries and Written Submissions: About the application can be made to Jared Brice, Secretary-Treasurer, 27 Barr Road South, Desbarats, Ontario P0R 1E0. Telephone (705) 782-6776, Fax (705) 782-4274.

Need to Make Submissions: If a person or public body that files an appeal of the decision of the Desbarats to Echo Bay Planning Board as the approval authority, in respect of the proposed consent does not make written submissions to the Board before the Board gives or refuses to give a provisional consent, the Ontario Lands Tribunal may dismiss the appeal.

Planning Board Meeting: The Planning Board will review the above application at a public meeting on October 26th, 2021 at 7:00 p.m. For details on how to attend, please contact Jared Brice at the Tarbutt Township Office (705) 782 6776.

Requesting Notice of Decision: Any person or public body may appeal a decision of the Desbarats to Echo Bay Planning Board not later than 20 days after notice of decision is given. If you wish to be notified of the decision of the Planning Board, please use the contact information shown below.

Additional Information: About the application is available for public inspection at the Desbarats to Echo Bay Planning Board Office at the Tarbutt Township Office, 27 Barr Road South, Desbarats, Ontario P0R 1E0. Telephone (705) 782-6776.

MAILED
Oct 6/21
JB

19

FILE COPY



DESBARATS TO ECHO BAY PLANNING BOARD
 Consent Application: T2021-21 Karhi
 Creation of One (1) Lot:
 CON 6 PT LOT 7 SE1/2 AND NE 1/2 REM
 Township of Tarbutt

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NOTICE OF AN APPLICATION FOR CONSENT

The Desbarats to Echo Bay Planning Board has received an application for consent in Tarbutt Township, District of Algoma, in respect of the lands described below:

Application No: T2021-22

Applicant (s): Silas & Esther Bowman

Subject: Tarbutt Township Con 6 Lot 8 SE ¼ PCL 105 6630 Hwy 17

Purpose: The purpose of this application is to create one new lot of approximately 21.7 hectares.

Inquiries & Written Submissions: About the application can be made to Jared Brice, Secretary – Treasurer, 27 Barr Rd. S., R. R. # 1 Desbarats, Ontario, P0R 1E0. Telephone: (705) 782-6776 Fax: (705) 782-4274

Need to Make Submission: If a person or public body that files an appeal of the decision of the Desbarats to Echo Bay Planning Board as the approval granting authority, in respect of the proposed consent does not make written submissions to the Board before the Board gives or refuses to give a provisional consent, the Ontario Lands Tribunal may dismiss the appeal.

Planning Board Meeting: The Planning Board will review the above application at the public meeting on October 26th, 2021 at 7:00 PM at the above address.

Requesting Notice of Decision: Any person or public body may appeal a decision of the Desbarats to Echo Bay Planning Board not later than 20 days after notice of the decision is given. If you wish to be notified of the decision of the Planning Board in respect of the proposed consent, you must make a written request to the Planning Board at the address shown below.

Additional Information: About the application is available for public inspection at the Desbarats to Echo Bay Planning Board office at Tarbutt Township Office, 27 Barr Rd. South, Desbarats, Ontario, P0R 1E0 Telephone (705) 782-6776

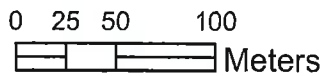
MAILED
OCT 26 2021

FILE COPY



DESBARATS TO ECHO BAY PLANNING BOARD
 Draft Consent Application : T2021-22 Bowman
 Creation of One (1) Lot
 Tarbutt Township

Scale: 1:3,750



Maps are provided as a courtesy only and the Desbarats to Echo Bay Planning Board makes no guarantees as to the accuracy of this information. This map is not intended to be used for conveyance, authoritative definition of the legal boundary, or property title. This is not a survey product.

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- f) The purpose of the application is to separate original lots of record that have inadvertently merged in title, provided that the application conforms with policy (h); and
- g) The proposed lot complies with the criteria set out in Section D4 (General Consent Policies) of this Plan.
- h) For the purposes of sub-sections a) and f), although the preferred lot size of the severed and retained lots for agricultural uses is generally 40 hectares, Council and the Planning Board may permit severed and retained lots appropriate for the uses common in the area and are sufficiently large enough to maintain flexibility for future changes.

B2.4.2 Farm Consolidations and Boundary Adjustments

Boundary adjustments or farm consolidations may be considered where the effect of the boundary adjustment or consolidation is to improve the viability of the farm operation provided:

- a) no new lot is created; and,
- b) the viability of using the lands affected by the application for agricultural uses is not adversely impacted if the application is approved.

B2.4.3 Minimum Distance Separation Formulae

New agricultural livestock buildings as well as non-farm development shall comply with the Minimum Distance Separation Formulae I and II.

B2.5 AGRICULTURAL RELATED AND ON-FARM DIVERSIFIED USES

B2.5.1 Home Occupations and Home Industries

Home occupations are typically professional work and service activities that are carried out within the residential dwelling or accessory building that typically do not involve the retail sale of goods and services. In addition, such uses generally occupy a limited portion of the gross floor area of the dwelling and shall not change the character of the dwelling or its surroundings. Home occupations will be defined and regulated through provisions in the Township's Zoning By-law.

Home industries are small-scale industrial uses that are accessory to rural uses and/or a single detached dwelling. Such uses may also support the agricultural industry in the area. These uses should not detract from the primary use of the property for rural or residential purposes. Home industries may include welding, carpentry or machine shops, or agriculturally related uses that involve the processing or transportation of regionally produced agricultural crops or other products. The accessory retail sales of products produced in the home industry is also permitted. The repair, storage or sale of motor vehicles is not considered to



E2 NON-CONFORMING USES

E2.1 INTENT OF OFFICIAL PLAN

As a general rule, existing uses that do not conform with the policies of this Plan should gradually be phased out so that the affected land use may change to a use which is in conformity with the goals of the Official Plan and the intent of the implementing zoning by-law. In some instances, where issues of compatibility are not created, it may be necessary and practical to allow the replacement, extension or enlargement of non-conforming uses through the granting of a minor variance or by placing the use in an appropriate zone in the implementing zoning by-law. In such instances, Council shall have regard for the following principles:

- a) The feasibility of acquiring the property for holding, sale, lease or development by the Township for a more appropriate permitted use; and,
- b) The possibility of relocating the non-conforming use to a more appropriate location.

E2.2 ROLE OF THE IMPLEMENTING ZONING BY-LAW

Existing uses which do not conform with the policies of this Official Plan may be zoned in the implementing zoning by-law in accordance with their present use, provided that:

- a) the zoning will not permit any change of use or performance standard that may negatively impact adjoining uses;
- b) the uses do not constitute a danger to surrounding land uses, humans or animals by virtue of their hazardous nature;
- c) the uses do not interfere with the appropriate development of the surrounding lands; and,
- d) when the use is discontinued, rezoning may only take place in accordance with the policies and intent of this Plan.

E3 NON-COMPLYING BUILDINGS, STRUCTURES OR LOTS

A non-complying building, structure or lot is such that it does not comply with the regulations of the implementing zoning by-law.

A non-complying building or structure may be enlarged, repaired or renovated provided that the enlargement, repair or renovation:

- a) does not further increase a situation of non-compliance;



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The Township of Tarbutt
 27 Barr Road South
 Desbarats, Ontario P0R 1E0
 Ph: 705-782-6776 Fax: 705-782-4274

REPORT TO COUNCIL

Date: October 20, 2021
 From: Carol Trainor, Clerk/Deputy Treasurer
 Re: Christmas Closure Proposal

It is my understanding that past practice has been to close the Township Office to the public for a lengthy period over the Christmas holiday season. For days that are not paid statutory holidays, staff have been required to use either banked time or vacation time, however not all staff have accrued banked vacation or lieu time and would otherwise need to take these days without pay.

I am proposing the following schedule for the 2021 Christmas season which would see the office closed at the end of day on Thursday, December 23, and re-open on Tuesday, January 4, 2022.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				23	24 Closed Full 😊 or half day paid?	25
26	27 Paid stat in lieu of Dec. 25	28 Paid stat in lieu of Dec. 26	29 Closed Own time	30 Closed Own time	31 Closed Own time	1
2	3 Paid Stat in lieu of Jan 1	4 Return to normal operations	5	6	7	8

This proposal has been discussed with office staff and all are in agreement. Staff also have the option of coming in to work over this closed period to work quietly without interruption.

The roads department is entitled to paid statutory holidays, however they will be required to work according to weather and road conditions.



7a

THE TOWNSHIP OF TARBUTT POLICY AND PROCEDURE MANUAL

POLICY TITLE: Roads Overtime Policy

SUBJECT: Regulating and authorization of overtime and part time staff

Policy # OVT – ROADS - 01/2018

Effective Date: July 18th 2018 Enacted By: By-Law # 19-2018

Revision Date: October 12, 2021 Enacted by By-law 2021 - ____ on October 20, 2021

Preamble:

This policy will establish a procedure for the regulation of overtime hours accumulated through the normal process of performing one's regular duties, and to regulate the hiring of part time staff in the Roads Department. Roads staff will report directly to the Clerk or designate first, and shall provide reporting information to the Roads Committee.

Regular Hours:

Regular hours will be considered 8 hours per day to a maximum of 44 hours per week. The Road Super shall prepare a monthly work plan for proposed work, and which shall include a report on work completed. Changes to the Work Plan shall be provided to the Clerk or designate and to the Roads Committee to ensure they are aware of any changes, and so that they have the ability to comment approval or disapproval of any change to the Work Plan.

Roads Department Overtime:

1. Overtime should ~~NOT~~ not be incurred during ~~occur~~ in the normal day to day operations of the Roads Department.
2. Working on a Statutory Holiday is ~~NOT~~ only permitted in an emergency or with prior approval.
3. Working beyond 8 hours per day to a maximum of 44 hours per week is ~~NOT~~ only permitted due to a weather event or an emergency.
4. ~~During winter operations the operator~~ The Road Superintendent may exceed normal hours to complete winter operations at or above minimum standards ~~his job~~, but shall turn work over to the Part Time operator before accumulating ~~additional~~ overtime hours.
5. Overtime shall be defined as the time worked beyond 44 hours ~~of~~ per week.

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THE TOWNSHIP OF TARBUTT POLICY AND PROCEDURE MANUAL

6. Overtime shall ~~only be considered as overtime~~ be earned when an employee works at least one half hour or more beyond the limit of 44 hours per work week.
7. Overtime shall be calculated at 1.5 times the employees wage rate.
8. All accrued overtime shall be taken in lieu ~~within one month of accumulating~~; of pay **before the end of the calendar year in which it is earned**. Under special circumstances approval may be given to bank overtime for a specific purpose.
9. When an employee does not opt to accumulate overtime and take it as time in lieu, ~~ALL~~ overtime work **MUST** be approved by the Clerk or designate.
10. Any overtime accumulation of hours must be mutually agreed to by employee and employer.
11. Management may **request an employee to use accumulated** overtime ~~be taken~~ when, in their opinion, the current workload permits.
12. Not more than one week of lieu time may be taken without prior approval
13. In the event an employee is terminated, ~~accumulated~~ overtime **which has accrued within the year of termination** shall be paid out.

Hiring and Overtime of Part Time Employees:

Hiring:

- a) ~~The Roads Department shall make every effort to limit the need for hiring part time assistance, without placing staff or the Municipality at any risk.~~
- b) ~~Priority shall be given to~~ At all times, the Road Superintendent shall employ the most cost effective method of completing a task. (EXAMPLE: *use of the summer student where safe and practical.*)
- c) The Road Super shall provide ~~in writing to council, each month,~~ a brief description of a ~~what~~ work **plan indicating where part time assistance will be required**. ~~is planned that requires the hiring of Part-time assistance;~~ and
- d) The **Roads Superintendent's report shall include** ~~shall report to Council each month verifying~~ the use/need of part time, contract or outside help.



THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL

Part-time Overtime Hours:

- a) ~~Overtime is NOT permitted for Part time positions~~ hours shall not exceed 44 hours per week, or incur overtime, except in the event of an emergency.
- b) ~~The only exception for part time overtime shall be in the event of an emergency.~~

~~Adopted by By-Law 19-2018, this 18th day of July 2018~~

Clerk _____

I understand this Overtime Policy and agree to terms as presented.

Employee _____ Date _____

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF OCTOBER 20, 2021
CONSENT AGENDA**

1. The Township of Tarbutt Road / Signage Audit Review
2. Resolution from The Township of Prince
Re: Support for the City of Sault Ste. Marie as the location of the Canada Water Agency, Great Lakes Office
3. Resolutions from FONOM and AMO
Re: That the Northern Ontario Health Teams support a consolidated, province wide strategy to address the intensified social crisis for mental health and addictions
Re: Request to AMO to lobby the Premier of Ontario to grant all municipalities the same municipal revenue tools as were provided to the City of Toronto
4. Resolution from The Town of Kingsville
Re: Request the provincial government to recognize the value of quality eye care for all Ontarians, and to address the OHIP insured eye care immediately by entering into negotiations to fund Ontario Optometrists
5. Resolution from the Township of Enniskillen
Re: Calling on Health Canada to research an applicant for any cannabis operating license; and that municipalities be notified of any application for cannabis operations within their jurisdiction; and that regular inspections of these facilities be mandated and the results provided back to municipalities.
6. Resolution from the Township of Adelaide Metcalfe
Re: That the Provincial and Federal governments be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

Recommendation: Be it resolved that the Road / Signage audit review presented by Mayor Smith be received for implementation; and
That correspondence items 2 through 6 on the consent agenda dated October 20, 2021 be received; and
That Council supports the resolutions from FONOM and AMO as well as the Township of Prince, the Town of Kingsville, and the Townships of Enniskillen and Adelaide Metcalfe.