



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, July 20, 2022 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

- 1. CALL TO ORDER**
- 2. DISCLOSURES OF PECUNIARY INTEREST**
- 3. PREVIOUS MINUTES**

1-6 Minutes of the Council meeting held Wednesday, June 17, 2022

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

- 7-12
13-20
- a. Statements for the month of June, 2022
 - b. Year to Date Financial Statement

6. STAFF AND COMMITTEE REPORTS

- 21-25
26
27
28-33
- a. Transfer of Funds to Reserves – C. Mahoney
 - b. Road Superintendent Report – M. Pigeon
 - c. GFL Landfill Contract Revisions
 - d. Progressive Discipline Policy
 - e. Clerk's Report – C. Trainor (verbal)

7. BY-LAWS

8. INFORMATION/ CONSENT AGENDA

- a. Correspondence and Information items a through e.

9. OTHER BUSINESS

10. CLOSED SESSION

Council will move into Closed Session under Section 239 2 (b) and (c) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees, and the proposed acquisition or disposition of land.



11. CONFIRMATION BY-LAW

A By-law to confirm the proceedings of the Council meeting held July 20, 2022.

12. ADJOURNMENT

Motion to adjourn, to meet again on Wednesday, August 17, 2022 at 6:00 pm.



THE TOWNSHIP OF TARBUTT
Council Minutes
Wednesday, June 15, 2022 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

PRESENT: L. Smith, Mayor
U. Abbott, Councillor
D. Farrar, Councillor
D. McClelland, Councillor
R. Wigmore, Councillor

STAFF: J. Brice, Administrative/Planning Assistant
M. Pigeon, Road Superintendent
C. Trainor, CAO/Clerk

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 May 20, 2022

Resolution No: 2022 - 67

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that the minutes of the regular council meeting held May 20, 2022 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

- a. Financial Statements for the month of May, 2022

An error in the payment amount to the North Shore Sentinel for election advertising was noted and corrected.

Resolution No: 2022 - 68

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the financial statements for the month of May, 2022 be approved as circulated.

Carried.

6. STAFF AND COMMITTEE REPORTS

- a. Road Superintendent Verbal Update



M. Pigeon advised that the railings at the ramp for the steel bin have been completed. Roads are graded, gravel and calcium applied, sweeping is complete and culverts on Lilly Pond Lane and Partridge will be done tomorrow. Lakeshore widening is to be completed by July 1. Outside amenities have been installed at the hall with the exception of the cameras, water bottle filling station and walkway on the north side. No Parking signs have been installed at the end of Pine Island Road.

M. Pigeon left the meeting at 6:30 pm.

b. Application for Consent, No. T2022-07a and 07b, (Karhi)

J. Brice advised that the applicant was asked to provide a survey to enable conveyance of the traveled portion of MacLennan Road to the Township. Once the Township has possession of the road, the triangular portion to the north will be a separate parcel. The end result would be the creation of two severed lots for residential purposes. The lands are zoned Rural Residential in the Township's Zoning By-law.

Resolution No: 2022 – 69

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the report from the Administrative/Planning Assistant regarding Planning Board Consent Application T2022-07a and b for two new lots on MacLennan Road North be received; and

That the Planning Board be advised that Council supports the application for consent with the following conditions:

- the Township receive 5% cash-in-lieu of parkland for the value of the severed portion; and
- that any portion of the traveled road known as MacLennan Road located on the subject property be transferred to the Township at the expense of the applicant; and
- that written confirmation from the Township be required to confirm that all outstanding taxes on the subject property have been paid in full prior to final consent being granted.

Carried

c. Treasurer's Report: Asset Management Planning, Phase 1

Resolution No: 2022 - 70

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that the report from the Treasurer regarding Ontario Regulation 588 /17, Municipal Asset Management Planning, Phase 1 be received; and

That Council authorize staff to proceed with Stefanizzi Professional Corporation to meet the Phase 1 requirements regarding Ontario Regulation 588/17; and

That the cost of this project be recovered from the Ontario Community Infrastructure Fund (OCIF).

Carried



d. Draft Employee Compensation Policy and Salary Grid

The Salary Grid and draft policy were provided by the HR consultant and adjusted to clarify when staff are eligible to move up the salary grid.

Resolution No: 2022 - 71

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the draft Employee Compensation Policy and salary grid be received; and

That Council approves the Employee Compensation Policy and salary grid as recommended by the Personnel Committee.

Carried

e. Draft Signage By-law

While this is not a requirement under the *Municipal Act*, the By-law provides consistency for all types of signs and locations, and ensures that setbacks and zoning regulations are met. It also provides incentive to have signs removed at the end of an event or time period.

Resolution No: 2022 - 72

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the draft By-law for the control and regulation of signs and other advertising devices be received; and

That Council supports the wording and intent of the draft by-law for implementation.

Carried

f. Blue Box Transition

Resolution No: 2022 - 73

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that the report regarding Blue Box transition to Producer Responsible Organizations (PROs) be received; and

That Council authorize the CAO/Clerk to negotiate agreements with the PROs to transition to the new blue box regulatory framework under O. Reg 391/21; and

That the CAO/Clerk report back to council on the status of the transition with the PROs as negotiations progress.

Carried

g. Clerk's Report

Resolution No: 2022 - 74

Moved by: U. Abbott

Seconded by: R. Wigmore

Be it resolved that the report from the Clerk dated June 2022 be received; and

That a Grand Re-Opening of the Women's Institute Park be scheduled for July, 2022; and

That staff work toward implementing a Roofing Permit system to gain greater control over roofing and construction waste going to the joint landfill site.

Carried



7. BY-LAWS

- a. By-law to Amend By-law 2020-4, Trailer Licensing By-law

Resolution No: 2022 - 75

Moved by: R. Wigmore

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2020-4, as amended, being a by-law to License Trailers in The Township of Tarbutt; and

That said By-law be given a first, and taken as read a second and third time and finally passed this Fifteenth day of June, 2022.

Carried

- b. By-law to Establish the Regulation of Signs and Advertising Devices

Resolution No: 2022 -76

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2022 – 15, being a By-law to establish the regulation of signs and advertising devices, and the posting of notices in The Township of Tarbutt; and

That said by-law be given a first, and taken as read a second and third time and finally passed this Fifteenth day of June, 2022.

Carried

- c. By-law to Establish the Employee Compensation Policy and Salary Grid

Resolution No: 2022 - 77

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2022 – 16, being a By-law authorizing the establishment of an Employee Compensation Policy and Salary Grid; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Fifteenth day of June, 2022.

Carried

- d. By-law to provide public notice to reduce the speed limit

Withdrawn. Public Notice of the proposed changes will be circulated shortly.

8. INFORMATION/ CONSENT AGENDA

Correspondence items a. through g. dated June 15, 2022.

Resolution No: 2022 - 78

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that correspondence items a through g. on the consent agenda dated June 15, 2022 be received; and



That Council supports the resolution from the The Town of Aurora supporting Bill C-233, and The Municipality of Shuniah asking the federal government to increase the Rural and Northern Education Fund to \$50 million, and that the moratorium on accommodation review remain in place pending a thorough review of the education funding formula.

Carried

9. OTHER BUSINESS

- a. Proposal from J.L. Richards for Peer Review of Official Plan

Resolution No: 2022 - 79

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the proposal from J.L. Richards for Peer Review of the Official Plan and draft Zoning By-law be received and approved, contingent on a firm response time of 21 days, as noted in the proposal.

Carried

- b. Share Shed Attendant resignation as of June 15.

The share shed position will be advertised as soon as possible and Johnson Township will be notified promptly.

Resolution No: 2022 – 80

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the resignation of the Share Shed Attendant be received with regret.

Carried

- c. Letter from the Brown's Island Association

Resolution No: 2022 – 81

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the letter dated June 14, 2022 from the Brown's Island Association be received; and

That the Brown's Island Association be advised that Council confirms its previous decision in accordance with the legal opinion received.

Carried

- d. Johnson Tarbutt Joint Landfill Meeting held June 1, 2022

Council members that attended the joint landfill meeting on June 1 disputed some of the points noted in the draft minutes, affirming that no direction was given to pursue curbside collection, due in part to cost but also that it may discourage recycling as residents would still need to go to the landfill to dispose of recycling. They also noted that there was discussion referencing additional cells available for use although this was not noted in the draft minutes, and was unknown to members of council.

- e. The renters of the MacLennan Hall have provided notice that the Lockset will be changed soon. They were advised that the Township will require at least three sets of keys for staff use and for rentals.



10. CLOSED SESSION

11. CONFIRMATION BY-LAW

Resolution No: 2022 - 82

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

Be it resolved that leave be granted to introduce By-law 2022 – 17, being a By-law to confirm the proceedings of the Regular Council meeting held this Fifteenth day of June, 2022.

Carried

12. ADJOURNMENT

Resolution No: 2022 - 83

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

Be it resolved that the regular Council meeting held this Fifteenth day of June, 2022 be adjourned at 8:05 pm, to meet again at 6:00 pm on Wednesday, July 20, 2022.

Carried

Lennox Smith, Mayor

Carol Trainor, Clerk

5a

**TARBUTT GENERAL
JUNE 2022**

TARBUTT GENERAL REVENUES		Amount	NOTES
Taxes		11,154.98	
Tax Interest		358.39	
TOTAL TAXES AND INTEREST		11,513.37	
Photocopy / Phone		126.00	
Trailer Permit		1,500.00	
Building Permits		1,680.00	
Dog tags		15.00	
Civic Address Sign & Entrance Permits		140.00	
Tax certificates		105.00	
Provincial Offenses Act		2,137.13	
Miscellaneous		561.70	
TOTAL CASH BOOK RECEIPTS		6,264.83	
GRAND TOTAL REVENUES		17,778.20	

TARBUTT GENERAL EXPENSES	Cheque	Amount	NOTES
Admin Payroll+Planning board to reimburse(3736-38,74,76-77,81,3803,05-7		16,717.29	
Council Honourariums (3761-65)		2,541.03	
Receiver General - Admin/ Council , Employer Portion - May	3743	1,807.66	
Omers - May Contributions	3742	3,183.52	
CFDC - Employee Benefits	3715	1,367.48	
Algoma District SB - 2nd Quarter	3744	36,800.83	
Huron Superior Catholic District SB - 2nd Quarter	3745	2,199.38	
Counseil Scolaire Public Grand Nord - 2nd Quarter	3746	21.48	
Counseil Scolaire Catholique - 2nd Quarter	3747	475.76	
Tulloch - Building Inspector May, 12 permit, 15 consults, 5 site inspec	3767	1,531.81	
Algoma District Services Admin Board - June Levy	3748	28,224.25	
Stefanizzi - Audit Final	3785	6,410.88	
Mileage Staff	3756	69.71	
17E Trading Post - Misc	3772	52.79	
Heritage Home Hardware - WI Park Misc	3790	85.88	
Adobe - Group plan	VISA	84.42	
Zoom - monthly subscription	VISA	40.70	
Amazon - Wifi booster	VISA	45.19	
Algoma Office Computers	3792	134.67	
Bell Mobility - May Internet	VISA	72.74	
Bell Canada	VISA	290.36	
Peavy Mart - Cemetery Misc	VISA	53.89	
Petty Cash - Misc Office Supplies	3813	92.15	
Animal Control - June	3808	200.00	
Algoma Power - May usage	EFT	133.48	
Stone's Office Supply - Misc	3755	269.58	
Starlink - Covid expense, Monthly fee & misc extra parts for set up	VISA	238.11	
Caretaker	3797	313.43	
TOTAL OPERATING EXPENSES		103,458.47	
GENERAL EXPENSES		103,458.47	

ROADS EXPENSES		54,731.87	
LANDFILL EXPENSES		31,299.78	
FIRE EXPENSES		2,938.66	
HALL EXPENSES		1,119.77	
GENERAL REVENUE		17,778.20	
ROADS REVENUE		1,849.94	
LANDFILL REVENUE		9,367.85	
FIRE REVENUE		858.80	
HALL REVENUE		6,169.79	
TOTAL EXPENSES		193,548.55	
TOTAL REVENUE		36,024.58	
TOTAL REVENUE LESS EXPENSES		- 157,523.97	

TARBUTT ROADS STATEMENT			
JUNE 2022			
ROADS REVENUES:		Amount	
Culvert Entrance - Reimbursement		1,849.94	
TOTAL REVENUES		1,849.94	
ROADS OPERATING EXPENSES	Cheque	Amount	
Roads, Summer Student Payroll(3639,40,66,67,3706-7,3739-41,78-9,81,1,2,3804)		13,816.22	
CFDC - Employee benefits	3715	1,231.36	
Omers-May Contributions	3742	2,296.04	
Receiver General -May , Employer Portion	3743	1,164.40	
McAsphalt Industries - 16 Emulsion Drums	3769	6,070.04	
King Mountain - Grader repair	3771	1,848.47	
17E Trading post - May Gas/ Diesel	3772	2,186.92	
McDougall - Oil Grader	3752	1,109.39	
Hughes Supply - Misc shop supplies	3751/82	326.49	
Bell Mobility	VISA	201.08	
Bell Canada	VISA	66.75	
Kal-Tire - Tires for Backhoe / Grass cutting trailer	VISA	1,532.58	
Peavey Mart - Misc shop supplies	VISA	61.03	
Gilbertson - in yard maint., Range lights, McCluskie & Creek Rd	3759,91	13,832.78	
Amazon - Extension cord - Welder	VISA	152.63	
G Hawdon - Pine Island - Boat Launch Sign	3757	162.10	
Algoma Power - May usage	EFT	133.48	
Down the Line Electric - 50AMP for Welder	3758	656.35	
Wamco - Calcium	3794	2,828.93	
Home Hardware - Misc	3793	28.45	
Stinson - Road signs (max speed & slow moving)	3788	4,983.58	
Ibbitson Enterprises - Sweeping	3812	1,892.74	
TOTAL OPERATING EXPENSES		56,581.81	
TOTAL OPERATING & CAPITAL EXPENSES		56,581.81	
NET ROADS EXPENSES		54,731.87	

TARBUTT FIRE DEPARTMENT			
JUNE 2022			
		Amount	NOTES
FIRE REVENUES			
Mutual Aid - 2021 Accident (rec. Jul 6 inc for Transfer reference)		1,221.00	
Conference Refund (offset to expenses)		858.80	
TOTAL REVENUES		858.80	
FIRE EXPENSES	Cheque	Amount	
Algoma Power - May hydro usage	EFT	133.48	
Quattra - Monthly Dispatch Service	3731	358.99	
Bell Mobility	VISA	87.51	
Bell Canada	VISA	31.88	
Lajoie Bros - Fitting for Dump Tank	3796	11.45	
Algoma Business Computers - Webcam	3754	487.43	
Krown - Rust proofing vehicles	3768	752.97	
Staff Reimburse - Misc	3750,3783-4	461.97	
Caretaker	3797	208.97	
17E Trading post - May Gas/ Diesel	3772	286.90	
McClelland's Hardware - Misc.	3732,86	71.92	
Amazon - Wifi Booster	VISA	45.19	
FIRE TRAINING EXPENSES		2,938.66	
TOTAL FIRE OPERATING & TRAINING		2,938.66	
NET EXPENSES		2,079.86	

MACLENNAN HALL, TARBUTT			
JUNE 2022			
REVENUE:		Amount	NOTES
Church Rent / Expense reimbursements		4,746.67	
Algoma Power- Solar		1,423.12	
TOTAL REVENUES		6,169.79	
OPERATING EXPENSES	Cheque	Amount	
Algoma Power - May hydro usage	EFT	291.46	
Receiver General - May, Employer Portion	3662	57.96	
Bell Canada - Landline	VISA	59.01	
Caretaker	3797	348.26	
Purolator - water samples	3773	49.70	
David Thibodeau - water testing	3753	313.38	
Peavey Mart - Softener Salt	VISA	32.53	
Home Hardware - Lumber -Active Transportation Hub Grant	3675	57.96	
OPERATING EXPENSES		1,210.26	
		-	
TOTAL OPERATING EXPENSES		1,119.77	
NET EXPENSES		- 5,050.02	

JOHNSON-TARBUTT LANDFILL			
JUNE 2022			
REVENUE:		Amount	NOTES
Tipping Fees May -June (Includes House demo tipping)		1,900.00	
EPRA		378.75	
Stewardship Recycling - 1st Quarter		5,849.38	
AIM Recycling		1,239.72	
TOTAL REVENUES		9,367.85	
EXPENSES:	Cheque	Amount	
Landfill - Payroll & Allowance (3775,3798-3800)		2,881.39	
Omers- May Contributions	3742	225.60	
Receiver General - May remittance, Employer Porttion	3743	274.06	
Heritage Home Hardware - Misc	3766	366.69	
GFL - Landfill & Recycling depot - May	3749,60	20,207.25	
Gilbertson Enterprise - Road Ramp Rebuild	3729	6,040.27	
Karhi - Capital, Road Ramp Rebuild	3770	911.26	
Algoma Power - May usage	3795	72.98	
Kent's Corner - rent rotary hammer- Road Ramp Rebuild	3789	63.09	
G Hawdon - Signs	3810	135.08	
Island Clipping - Ad Share Shed Attendant	3809	122.11	
TOTAL OPERATING EXPENSES		31,299.78	
TOTAL NET EXPENSES		21,931.93	

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TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
ACCT	REVENUE				
NO	TAXTION REVENUE				
4005	Taxation - English Public School	146,008.52		146,008.52	146,008.52
4010	Taxation - English Separate	8,455.95		8,455.95	8,455.95
4020	Taxation - General	1,033,485.60	588,542.55	444,943.05	1,033,485.60
4021	Taxation - General - supps			0.00	0.00
4025	Taxation - French Public	75.48		75.48	75.48
4030	Taxation - French Separate	1,868.20		1,868.20	1,868.20
4031	Tax write off - education			0.00	0.00
4032	Tax supps - education			0.00	0.00
4035	Federal Grant-in-Lieu	1,143.00		1,143.00	1,143.00
4040	Provincial Grant-in-Lieu	490.00	117.96	372.04	490.00
4045	Taxation - Railway	1,777.25		1,777.25	1,777.25
4099	TOTAL TAXATION REVENUE	1,193,304.00	588,660.51	604,643.49	1,193,304.00
GRANTS					
PROVINCIAL GRANTS					
4115	Policing Rebate Reconciliation				
4120	OMPF Funding	237,300.00	118,650.00	118,650.00	237,300.00
4135	Provincial Grants - Library	1,901.00		1,901.00	1,901.00
4145	Prov Misc. Grants OCIF formula based	100,000.00	100,000.00	0.00	100,000.00
4144	Provincial - NOHFC-Rural Enhancement			0.00	0.00
4136	Provincial - Great Lakes Local Action Fund	1,755.00	1,755.00	0.00	1,755.00
4145	Provincial - ICIP - Active Transportation Hub - Hall	60,913.00		60,913.00	60,913.00
4146	Northern Ontario Resource Dev. Support (NORDS)	64,642.88	64,626.66	16.22	64,642.88
4147	Provincial Offences Act Revenue	1,200.00	2,251.13		2,251.13
4151	TOTAL PROVINCIAL GRANTS	467,711.88	287,282.79	181,480.22	468,763.01
FEDERAL GRANTS					
4462	Federal Gas Tax Revenue	33,871.78		22,500.00	22,500.00
4391	Summer Career Grant	2,100.00	5.00	2,095.00	2,100.00
4198	TOTAL FEDERAL GRANTS	35,971.78	5.00	24,595.00	24,600.00

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
	OTHER MUNICIPALITIES				
4249	Recycling Income Municipalities	6,000.00		6,000.00	6,000.00
4286	Disposal Wage & Expense (Johnson Twp)	125,264.96		125,264.96	125,264.96
4299	TOTAL OTHER MUNICIPALITIES	131,264.96	0.00	131,264.96	131,264.96
	FEES & USER CHARGES				
4305	Building Permits	5,000.00	4,398.00	602.00	5,000.00
4307	Civic Address & Entrance Permits		350.00		350.00
4310	Trailer Permit	3,000.00	4,000.00	500.00	4,500.00
4320	Tax Certificates	500.00	285.00	215.00	500.00
4330	Disposal Site Revenue Tipping Fees	6,500.00	2,105.00	4,395.00	6,500.00
4338	Scrap Metal	5,100.00	2,614.70	2,485.30	5,100.00
4333	Recycling Ont Electronic Stewardship (EPRA)	400.00	378.75	21.25	400.00
4335	Recycling Income Stewardship ON	23,000.00	11,598.71	11,401.29	23,000.00
4340	Photocopy Revenue	500.00	161.50	338.50	500.00
4342	Mapping Income	350.00	174.00	176.00	350.00
4345	Dog tags	150.00	233.00		233.00
4385	Hall Operating Revenue (Costs Invoiced to LDS)	10,000.00		10,000.00	10,000.00
4390	Hall Rental	6,000.00	3,075.00	2,925.00	6,000.00
4394	Planning & Zoning Revenue	500.00		500.00	500.00
4395	Planning Bd Reimbursement - rental	16,950.00	150.00	16,800.00	16,950.00
4398	Miscellaneous Roads Revenue		2,249.94		2,249.94
4399	TOTAL FEES & USER CHARGES	77,950.00	31,773.60	50,359.34	82,132.94
	OTHER INCOME				
4405	Bank Interest Income	1,500.00	934.01	2,400.00	3,334.01
4410	Interest on Taxes Receivable	30,000.00	13,473.91	16,526.09	30,000.00
4435	Admin Fees - US Admin	60.00	35.00	25.00	60.00
4440	Admin Fees - Contract Admin			0.00	0.00
4460	Miscellaneous Revenue	1,200.00	19,672.47		19,672.47
4485	Planning Bd Insurance Reimbursement	1,958.58		1,958.58	1,958.58
4499	TOTAL OTHER INCOME	34,718.58	34,115.39	20,909.67	55,025.06

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
	MISCELLANEOUS INCOME				
4555	Solar Energy Revenue	11,500.00	5,718.13	5,781.87	11,500.00
4575	TOTAL MISCELLANEOUS INCOME	11,500.00	5,718.13	5,781.87	11,500.00
	TOTAL INCOME BEFORE RESERVE DRAW	1,952,421.20	947,555.42	1,019,034.55	1,966,589.97
	TRANSFER FROM RESERVES				
4626	Transfer from Federal Gas Tax (2019)	51,128.22		51,128.22	51,128.22
4628	Transfer from NORDS	64,625.00	64,642.88	0.00	64,642.88
4630	Transfer from Admin	2,000.00		3,000.00	3,000.00
4633	Transfer from Culverts			7,969.00	7,969.00
4640	Transfer from Efficiency Fund sand shed	200,000.00		200,000.00	200,000.00
4633	Transfer from Roads Reserve			6,820.46	6,820.46
	Transfer from COVID Restart Funds	33,000.00		33,000.00	33,000.00
4699	TOTAL TRANSFER FROM RESERVES	350,753.22	64,642.88	301,917.68	366,560.56
	TOTAL REVENUES	2,303,174.42	1,012,198.30	1,320,952.23	2,333,150.53
	EXPENSE GENERAL				
5001	Council Honorariums	31,209.00	15,604.50	15,604.50	31,209.00
5002	Council EHT	570.81	254.78	316.03	570.81
5004	Council CPP	396.72	210.56	186.16	396.72
5005	Council Seminars & Training	1,000.00		1,000.00	1,000.00
5006	Council Administration Expenses	500.00		500.00	500.00
5010	Administration Wages	202,000.00	97,543.38	104,456.62	202,000.00
5015	Administration - EI	4,468.24	2,065.36	2,402.88	4,468.24
5016	Administration CPP	10,039.81	5,027.07	5,012.74	10,039.81
5020	Administration - OMERS	18,180.00	9,100.71	9,079.29	18,180.00
5022	Administration Benefits	13,200.00	8,061.95	5,138.05	13,200.00
5025	Administration - EHT	3,694.58	1,572.60	2,121.98	3,694.58
5028	Admin WSIB	7,090.20	3,775.70	3,314.50	7,090.20
5046	Administration Wages & Expenses recover Johnson			0.00	0.00
5039	Taxation Write Off - General	500.00		500.00	500.00

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
5041	English Public School Board	146,008.52	73,005.67	73,002.85	146,008.52
5042	English Separate School Board	8,455.95	4,228.10	4,227.85	8,455.95
5043	French Public School Board	75.48	37.79	37.69	75.48
5044	French Separate School Board	1,868.20	934.18	934.02	1,868.20
5045	Administration - Mileage	1,500.00	523.24	976.76	1,500.00
5050	Administration - HR & Misc.	10,000.00	9,265.27	734.73	10,000.00
5055	Subscriptions/Membership Fees	2,500.00	1,861.69		1,861.69
5060	Audit Fees	13,000.00	12,821.76		12,821.76
5065	Legal Fees	2,500.00		2,500.00	2,500.00
5070	Telephone & Office Cell	3,300.00	1,510.69	1,789.31	3,300.00
5072	Internet Expense	1,500.00	634.10	865.90	1,500.00
5075	Admin Courses-perdiem/accommodation	3,500.00	1,943.41	1,556.59	3,500.00
5078	Capital Asset Management Structural Plan	2,000.00		22,500.00	22,500.00
5080	Bank Charges	1,200.00	447.52	752.48	1,200.00
5086	Office - equipment	3,000.00	703.04	2,296.96	3,000.00
5087	Office Supplies	4,000.00	1,619.18	2,380.82	4,000.00
5088	Building & Property Mtce & Repair	5,000.00	1,102.52	3,897.48	5,000.00
5090	Office -Equipment Repairs & Mtce	2,000.00	411.72	1,588.28	2,000.00
5091	Computer Software Upgrades & Mtce	6,000.00	2,861.12	3,138.88	6,000.00
5092	Misc. Expense (Includes Appreciation Expenses)	3,500.00	799.21	2,700.79	3,500.00
5095	Insurance (Incl Planning Bd Insurance)	13,057.20	13,057.20	0.00	13,057.20
5110	Power / Utilities	3,000.00	3,119.61	2,000.00	5,119.61
5115	Supplies - kitchen, bathroom	500.00	153.18	346.82	500.00
5117	Tax Sale Expense		3,706.34		3,706.34
5120	Property Assessment Levy - MPAC	15,045.64	7,522.82	7,522.82	15,045.64
5135	Donations (Add Accts 5465&5466)	2,000.00	1,177.00	823.00	2,000.00
5160	Election Expenses & Training	6,000.00	1,186.14	4,813.86	6,000.00
5199	TOTAL EXPENSE GENERAL	553,360.35	287,849.11	291,020.64	578,869.75
	PROTECTION PERSONS & PROPERTY				
5205	Fire Dept. Expense	36,325.09	19,965.92	16,359.17	36,325.09
5210	Fire Dept. Honorariums	10,000.00		10,000.00	10,000.00
5212	Fire WSIB/EHT - \$135 eht/ \$2190 wsib	2,738.00		2,738.00	2,738.00
5218	Fire Insurance	14,335.32	14,335.32	0.00	14,335.32
5220	Emergency Mgmt Expense	1,200.00	600.00	600.00	1,200.00

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
5230	Policing	93,924.00	39,135.00	54,789.00	93,924.00
5250	Building Inspector Contract	8,000.00	2,591.09	5,408.91	8,000.00
5280	911 Expenses	500.00		500.00	500.00
5285	Dog Control Contract	2,400.00	1,200.00	1,200.00	2,400.00
5286	Dog Control Expenses (Humane Society)	750.00	750.00	0.00	750.00
5299	TOTAL PROTECTION PERSONS & PROPERTY	170,172.41	78,277.33	91,895.08	170,172.41
	TRANSPORTATION				
5301	Roads OMERS	11,880.00	5,957.62	5,922.38	11,880.00
5302	Roads Group Benefit Insurance	9,600.00	6,524.58	3,075.42	9,600.00
5304	Roads Wages Full and PT included	132,000.00	72,010.80	59,989.20	132,000.00
5305	Roads WSIB Expense	4,633.20	2,541.44	2,091.76	4,633.20
5306	Roads EI Expense	2,919.84	1,394.59	1,525.25	2,919.84
5307	Roads CPP Expense	7,001.88	3,378.63	3,623.25	7,001.88
5308	Roads EHT Expense	2,414.28	1,066.75	1,347.53	2,414.28
5310	Roads Signs Labour & Hardware	6,500.00	4,612.10	1,887.90	6,500.00
5311	Puddingstone Road Expenses	1,800.00	6,820.46	0.00	6,820.46
5313	Roads Insurance	7,205.40	7,205.40	0.00	7,205.40
5314	F250 Repairs & Mtce.	3,000.00	1,195.58	1,804.42	3,000.00
5315	F150 Repairs & Mtce Exp.	1,500.00	505.13	994.87	1,500.00
5316	Small Equipment Repairs & Mtce	1,500.00	744.27	755.73	1,500.00
5317	Small Tools & Equipment Purchase	2,800.00	580.01	2,219.99	2,800.00
5320	Loose Top Mtce - Grading			0.00	0.00
5322	Loose Top Mtce. Sweeping	3,000.00	1,892.74	1,107.26	3,000.00
5324	Loose Top Mtce - Gravel Materials	6,000.00	6,457.71	0.00	6,457.71
5326	Loose Top Mtce. - Dust Control	2,655.94	2,828.93	0.00	2,828.93
5327	Diesel (dyed & clear)	16,190.00	9,982.72	6,207.28	16,190.00
5328	Gasoline	6,350.00	5,370.76	979.24	6,350.00
5329	Guard Rail Mtce/Materials	800.00		800.00	800.00
5330	Bridges and Culverts Inspections	2,260.00	25.00	2,235.00	2,260.00
5331	Roadside Maintenance - Grass Cutting	2,500.00		2,500.00	2,500.00
5332	Roadside Maintenance- Brushing	10,000.00		10,000.00	10,000.00
5333	Roadside Maintenance - Ditching			0.00	0.00
5334	Roadside Maintenance - Rock Hammering	5,000.00		5,000.00	5,000.00
5335	Hardtop Maintenance - Cold Patch Materials	17,000.00	9,388.74	7,611.26	17,000.00

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
5336	Winter Control - Misc. - tow charge			0.00	0.00
5338	Winter Control - Salt/Sand Materials	12,000.00	5,732.02	6,267.98	12,000.00
5339	Grader Parts and Repairs	6,400.00	8,242.22		8,242.22
5340	Plow Truck Parts and Repairs	5,000.00	3,479.69	1,520.31	5,000.00
5341	Backhoe Parts and Repairs	1,000.00	1,463.32	250.00	1,713.32
5342	Roads Miscellaneous & shop supplies	4,000.00	3,729.58	270.42	4,000.00
	Roads - Licenses	2,000.00	1,869.95		1,869.95
5343	Road Overhead -Memberships	600.00	593.36		593.36
5344	Overhead (hydro, mobility, propane, phone)	9,000.00	6,790.37	2,209.63	9,000.00
5345	Culverts Material		7,969.00		7,969.00
5346	Winter Control - Steaming Culverts	200.00		200.00	200.00
	TOTAL TRANSPORTATION	306,710.54	190,353.47	132,396.08	322,749.55
	CAPITAL ROADS				
	Lakeshore - NORDS	129,285.76	140.42	129,145.34	129,285.76
	Remainder Roads - OCIF	80,000.00		50,000.00	50,000.00
	Sand Shed	200,000.00	31,518.59	168,481.41	200,000.00
	Roads Equipment Capital: Welder	3,000.00	2,878.32	121.68	3,000.00
	TOTAL ROADS CAPITAL	412,285.76	34,537.33	377,748.43	412,285.76
	TOTAL TRANSPORTATION	718,996.30	224,890.80	510,144.51	735,035.31
	ENVIRONMENTAL				
5402	Disposal Wages	42,078.67	23,005.98	19,072.69	42,078.67
5403	Disposal EI	930.78	401.55	529.23	930.78
5404	Disposal CPP	2,398.48	701.10	1,697.38	2,398.48
5405	Disposal WSIB	1,476.96	732.12	744.84	1,476.96
5406	Disposal EHT	769.62	368.01	401.61	769.62
5407	Recycling	15,600.00	8,118.63	7,481.37	15,600.00
5410	Disposal Expenses	150,000.00	65,207.76	84,792.24	150,000.00
5412	Disposal OMERS	3,787.08	1,207.95	2,579.13	3,787.08
5414	TOTAL ENVIRONMENTAL	217,041.60	99,743.10	117,298.50	217,041.60

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
	SOCIAL & FAMILY SERVICES				
5420	Algoma District Service Admin Bd	338,691.00	169,345.50	169,345.50	338,691.00
5444	TOTAL SOCIAL & FAMILY SERVICES	338,691.00	169,345.50	169,345.50	338,691.00
	HEALTH SERVICES				
5452	Algoma Public Health	21,484.00	5,371.00	16,113.00	21,484.00
5455	Cemetery Expenses	4,000.00	73.31	3,926.69	4,000.00
5465	Matthews Memorial Hospital - Funding	5,000.00		5,000.00	5,000.00
5466	Dr. Harold Trefry Memorial Centre - Funding	5,000.00	5,000.00	0.00	5,000.00
5499	TOTAL HEALTH SERVICES	35,484.00	10,444.31	25,039.69	35,484.00
	RECREATIONAL & CULTURAL SERVICES			0.00	0.00
5510	Library Services - Sault Ste. Marie	1,901.00	1,901.00	0.00	1,901.00
5515	Hall Caretaker Wages	3,500.00	1,732.36	1,767.64	3,500.00
5516	Hall Caretaker EI	77.42	56.80	20.62	77.42
5517	Hall Caretaker CPP	199.50	78.55	120.95	199.50
5518	Hall Caretaker WSIB	127.75	93.66	34.09	127.75
5519	Hall Caretaker EHT	290.15	49.71	240.44	290.15
5520	Summer Student Wages	12,000.00	2,916.48	9,083.52	12,000.00
5521	Summer Student EI 1.58x1.4%	265.44	72.80	192.64	265.44
5522	Summer Student CPP 5.7%	684.00	150.90	533.10	684.00
5523	Summer Student WSIB	421.20	106.46	314.74	421.20
5524	Summer Student EHT	219.48	53.34	166.14	219.48
5525	Summer Student Expense	500.00	213.68	286.32	500.00
5540	Hall Operating Costs	13,000.00	12,164.40	835.60	13,000.00
5541	Hall Materials	500.00	46.25	453.75	500.00
5542	Hall Water Testing	350.00	316.30	33.70	350.00
5560	Johnson Twp Recreation Program	3,000.00	3,000.00	0.00	3,000.00
5565	Recreation/Parks/Playground/Property	2,000.00		2,000.00	2,000.00
5599	TOTAL RECREATIONAL & CULTURAL	39,035.94	22,952.69	16,083.25	39,035.94

TOWNSHIP OF TARBUTT					
BUDGET TO ACTUALS					
as at June 30, 2022				Projected	Projected
		2022 Budget	2022 Actuals	Cost to Complete	2022 Total
	PLANNING & DEVELOPMENT				
5606	Planning Expenses	250.00	902.45		902.45
5601	Wages to Recover from the Planning Board	15,500.00	9,681.99	5,818.01	15,500.00
5608	Planning Board Levy	3,400.00	1,200.00	2,200.00	3,400.00
	Swoop Aerial Photography	1,000.00		1,000.00	1,000.00
5610	Official Plan & Zoning Review	10,000.00		10,000.00	10,000.00
5649	TOTAL PLANNING & DEVELOPMENT	30,150.00	11,784.44	19,018.01	30,802.45
	LOANS AND INTEREST PAYMENTS				
5918	2020 Western Star Truck	52,329.82	26,164.92	26,164.90	52,329.82
	TOTAL - LOANS AND INTEREST PAYMENTS	52,329.82	26,164.92	26,164.90	52,329.82
	CAPITAL PROJECTS EXCLUDING ROADS				
5946	Provincial - Great Lakes Local Action Fund -WI Park	4,000.00	3,658.31	341.69	4,000.00
5942	Provincial - NOHFC - Rural Enhancement			0.00	0.00
5920	Provincial - COVID Funding	33,000.00	1,838.44	31,161.56	33,000.00
5921	Provincial - ICIP - Active Transportation Hub - Hall	60,913.00	9,115.42	51,797.58	60,913.00
	Landfill - Ramp Rebuild	50,000.00	21,450.32	28,549.68	50,000.00
	TOTAL OTHER CAPITAL	147,913.00	36,062.49	111,850.51	147,913.00
	TRANSFER TO RESERVES				
	Fire Reserves			1,221.00	1,221.00
5829	TOTAL TRANSFER TO RESERVES	0.00	0.00	1,221.00	1,221.00
	TOTAL EXPENSES	2,303,174.42	967,514.69	1,379,081.59	2,346,596.28
	TOTAL REVENUES	2,303,174.42	1,012,198.30	1,320,952.23	2,333,150.53
	TOTAL TO BE RAISED BY TAXATION				
	BALANCED BUDGET	-0.00	44,683.61	-58,129.36	-13,445.75

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60a

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

REPORT TO COUNCIL

Date: July 20, 2022
From: Cherie Mahoney, Treasurer/Deputy Clerk
Re: Transfer of Funds to/from Reserves

BACKGROUND / OVERVIEW

The following items require council approval to transfer funds to or from general operating or out of general operating in order to pay invoices and comply with legislative requirements.

- Transfer \$1,221.00 to the Fire Reserve for MTO reimbursement from Johnson
- Transfer \$7,969.00 from the Culvert Reserve to Operating to pay invoice
- Transfer \$200.00 from General Operating account to Cemetery Care and Maintenance
- Transfer \$250.00 from Cemetery Operating to Cemetery Care and Maintenance

FINANCIAL IMPACT


These transfers are required in order to meet budget requirements and to ensure proper allocation of cemetery funds in accordance with legislation.

SUMMARY

A council resolution is required in order to transfer funds out of a reserve.

RECOMMENDATION:

Be it resolved that the report from the Treasurer/Deputy Clerk regarding Transfer of Funds be received; and
That Council authorizes the Treasurer to make the transfers noted above.



C. Mahoney, Treasurer/Deputy Clerk



THE CORPORATION OF THE TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ONTARIO
P0R 1E0

PHONE: 705-782-6776
Email: treasurer@tarbutt.ca

FAX: 705-782-4274
Website: tarbuttt.ca

ATTENTION: CIBC

July 20, 2022

RE: Transfer to Non Registered Investments

You are hereby authorized and instructed to transfer the following amount from the Primary Operating account to the below mentioned Non registered investment account:

Transfer \$1,221 to 46-5240577 Fire Reserve

Carol Trainor Kent – Clerk/ Deputy Treasurer

Lennox Smith - Mayor



THE CORPORATION OF THE TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ONTARIO
P0R 1E0

PHONE: 705-782-6776
Email: treasurer@tarbutt.ca

FAX: 705-782-4274
Website: tarbutt.ca

ATTENTION: CIBC

July 20, 2022

RE: Transfer from Non Registered Investment

You are hereby authorized and instructed to transfer the following amount from the Non-registered investment account to the Primary Operating account listed below:

Transfer \$7,969.00 from 51-3045171 - Culvert Reserve to the Primary Operating account.

Carol Trainor Kent – Clerk/Deputy Treasurer

Lennox Smith - Mayor



THE CORPORATION OF THE TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ONTARIO
P0R 1E0

PHONE: 705-782-6776
Email: treasurer@tarbutt.ca

FAX: 705-782-4274
Website: tarbutt.ca

ATTENTION: CIBC

July 20, 2022

RE: Transfer to Non Registered Investments

You are hereby authorized and instructed to transfer the following amount from the Primary Operating account to the below mentioned Non registered investment account:

Transfer \$200.00 to 99-0180573 Perpetual Cemetery

Carol Trainor Kent – Clerk/ Deputy Treasurer

Lennox Smith - Mayor



THE CORPORATION OF THE TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ONTARIO
P0R 1E0

PHONE: 705-782-6776
Email: treasurer@tarbutt.ca

FAX: 705-782-4274
Website: tarbuttt.ca

ATTENTION: CIBC

July 20, 2022

RE: Transfer to Non Registered Investments

You are hereby authorized and instructed to transfer the following amount
from **Account 9627561 – the Cemetery Operating** account to the below mentioned Non registered
investment account:

Transfer \$250.00 to 99-0180573 Perpetual Cemetery

Carol Trainor Kent – Clerk/ Deputy Treasurer

Lennox Smith - Mayor

6b

Roads Report wed July 20 2022

Everything is going smoothly. The road surfacing is done and went smoothly. The road side grass cutting is under way if not done. And the ramp from the front of the hall along the north side to the rear of the hall for wheelchair access is under way and awaiting asphalt when the sand shed is being built we will do that at the same time. The fence and gate at Stickney cemetery is completed. Moving forward we will complete our patching and then start our ditching. Lake shore widening went very well and looks neat and tidy and a lot more visibility around the corners. I spoke with the contractor about the blasting from 638 to 593 and 407 to 335 lake shore and he plans to have the blasting started soon and will be completed before the end of the month and at that point we will blast the ditch on Pine Island. The birch hill park inspection report came back very positive and just needs to be tilled up a little better. We will see about renting a tiller and spend the day there tidying it up. I also spoke with the contractor about the gate at the landfill and told him the situation that we need that gate installed ASAP as to we are experiencing an over load of garbage and need to put the over flow in the bunker and need to keep the bears out. Other than that, I'm fine thank you for asking and everyone is well and heathy.

Thanks Mike

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6c

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

REPORT TO COUNCIL

Date: July 20, 2022
From: Carol Trainor, CAO/Clerk
Re: GFL Waste Hauling Contract Revisions

BACKGROUND / OVERVIEW

Since the new waste hauling system was implemented at the Johnson/Tarbutt Landfill in January, 2022 it has become apparent that the increased cost of shipping waste out of the site is higher than anticipated, due to a number of factors. In addition to the large jump in fuel surcharges, the number of bins provided are insufficient to handle the large amounts of waste coming into the site, both household and non-household (furniture and construction). The calculation of the number of bins required would have been based on the 2019 trial period when much of the waste went directly into the bunker, and was packed before being transported out.

Following the joint landfill committee meeting in June, staff were asked to obtain a quote from GFL for the cost of a 53 yd bin which would sit inside the concrete bunker, to take the place of the 40 yd non household bin. GFL is reluctant to consider this alternative until other options have been eliminated but they have agreed to reduce the cost of each lift. Unfortunately, the number of bins also needs to increase, so this proposal will not realize any reduced costs until after the seasonal residents have stopped using the site.

This trial of two additional 6 yd bear proof bins, for a total of 8, was offered for a 30 day period after which the situation will be re-evaluated. GFL assured that these methods are being used right across Ontario with proven results and encouraged us to stay the course for now. The two additional bins were delivered promptly, however the last two weeks have shown that they are still not large enough to hold all the incoming household waste, which spills over and has to be put into another container; preferably the 40 yard bin, to be shipped out.

FINANCIAL IMPACT

GFL has agreed to reduce the lift rates from \$150 to \$100 on the 6 yd household bins, and to reduce the lift rate on the 40 yd non-household waste from \$600 to \$450 per bin. It is likely that we will not see the result of this fee reduction until after the summer when weekly waste intake starts to decrease.

SUMMARY

The lift fee will be reduced for both bin sizes, but it is likely that savings will not be realized until after the seasonal residents have left and volumes decrease.

Following a 30 day trial, GFL should be asked to reconsider the 53 yard bin to fit inside the bunker.



6d

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

REPORT TO COUNCIL

Date: July 20, 2022
From: Carol Trainor, CAO/Clerk
Re: Progressive Discipline Policy

BACKGROUND / OVERVIEW

A draft copy of a Progressive Discipline Policy has been attached for Council's review and approval.

The actual Notice, pages 4 and 5 of the attachment, were approved for use by the Personnel Committee some months ago but the policy itself was not attached.

If approved, the policy will take effect immediately and will serve to spell out for employees and the employer the steps and process that will be taken in the unfortunate event that the progressive disciplinary notice must be issued. In all cases, supervisors and/or the Personnel Committee would attempt to meet and work with an employee prior to this process being implemented.

FINANCIAL IMPACT

There is no financial impact as a result of this report.

SUMMARY

The Policy and Notice are attached for Council's approval.

RECOMMENDATION:

Be it resolved that the Progressive Disciplinary Policy and Notice form be approved.

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THE TOWNSHIP OF TARBUTT POLICY AND PROCEDURE MANUAL

Department: Administration

Title: Employee Discipline Policy

Approved by Personnel Committee:

Council approval:

1. Overview:

Progressive discipline is a process for dealing with job related behaviour that does not meet performance standards. The primary purpose of progressive discipline is to assist the employee by identifying that a performance issue exists and to give them feedback to correct the problem. The goal of progressive discipline is not intended as a punishment, but to assist the employee to overcome difficulties and meet job expectations.

By implementing a progressive discipline process the Township provides for a stepped procedure for discipline, which provides opportunity for the employee to make gradual changes to habits or behaviour.

2. Policy

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct their performance. The following steps will be followed:

1. Meeting with the employee to review the circumstances; may issue a verbal warning
2. Written warning outlining previous reports, incidents, dates and witnesses where applicable
3. Second written warning and a one day suspension without pay;
4. Final written warning and a three day suspension without pay
5. Termination

Factors to be considered before progressing to the next stage:

- Length of Time the action has been occurring or number of different incidents
- The seriousness of the incident such as health and safety or financial impact
- Result these actions could have on the Township or other staff, public perception
- Number of verbal or written warnings provided to the employee
- If witness accounts are vexatious and frivolous or can they be substantiated
- The time interval and employee response to prior disciplinary action(s).
- Previous work history of the employee

3. Exceptions

For serious incidents such as fighting, theft, insubordination, threats of violence, the sale, possession or use of drugs, alcohol or intoxicants on Township property or while on the job, termination may be the first and only disciplinary step taken.

Any step or steps of the disciplinary process may be skipped at the discretion of The Township's Personnel Committee after investigation, analysis of the situation, review of past practices and other circumstances, or if the employee refuses to comply.

4. Steps in Applying Progressive Discipline

Serious incidents as noted in Section 3 notwithstanding:

Should there be a problem regarding the employee's adherence to the employer's policies and procedures, the employee will be given opportunities to change the objectionable behaviour in accordance with the following:

1. The employee will be given a verbal explanation of the errant behaviour and asked for feedback. The employee will be advised of the preferred or proper course of action, and the consequences of further infractions.
2. If the infractions persist, another meeting will be arranged and the employee will be given a written explanation of the errant behaviour, including a reiteration of The Township's policy. In addition, the employee will be advised that continuation of the infractions may lead to suspension without pay for a stated period of time. As before, the employee will be given the opportunity and encouraged to change or stop the errant behaviour.
3. If written warnings fail to bring about a long term change in the employee's conduct, the Personnel Committee may suspend, without pay for up to six (6) working days or shifts, an employee who warrants discipline, and the employee will be informed that further occurrences of the conduct may lead to the employee's immediate discharge without additional warnings.

The Township of Tarbutt reserves the right to bypass the disciplinary steps and take more affirmative action based on the severity, frequency or combination of infractions when circumstances warrant immediate action.

The following incidents may result in progression through the steps outlined in Section 2, including but are not limited to:

- being habitually tardy without reasonable cause
- being absent without notification or justifiable cause
- disorderly or immoral conduct on township property
- refusing to complete any duties as assigned/as in job description
- inefficiency or lack of application of effort on the job
- violations of any of The Township of Tarbutt's policies and procedures
- imperiling the safety of the employee, other employees or members of the public
- malicious gossip, slander and/or the spreading of rumours about any individual

The following incidents may result in more severe penalties:

- refusal to perform work, except in cases of a hazard or safety concern
- absence for two consecutive working days without notification or justifiable cause
- violation of safety procedures or endangering self or others
- medical fraud
- insubordination – disobedience to authority, intentional refusal to perform or obey lawful and reasonable direction given by an employee's immediate supervisor, or by management or council direction as a whole.

Such serious actions may result in a written warning and placing the employee on an immediate three € month probation, and termination if the action is not corrected.

The following incidents may result in termination without warning:

- gross negligence or dereliction of duty
- theft
- fraud
- any criminal act while on duty
- gross insubordination
- assault on any other Township employee or a member of public
- being in possession of or under the influence of a controlled substance, including alcohol and narcotics while on duty

Termination:

When an employee is terminated as a result of a serious incident or insubordination, or as the final step in the progressive disciplinary process for which warning notices have been issued, the employee may be terminated for cause instead of being given the option to resign, to retire, or be laid off.

Progressive Discipline Documentation Form:

The attached Progressive Discipline Notice shall be used when employee behaviour warrants correction.

Approved by Council Resolution No: 2022 - _____

**THE TOWNSHIP OF TARBUTT
PROGRESSIVE DISCIPLINE NOTICE**

Employee Name: _____ **Department:** _____

Date: _____ **Supervisor:** Clerk, Tarbutt Township

Disciplinary Level:

Verbal Warning [] First Written Warning [] Second Written Warning [] Final []

Subject:

Poor work performance, failure to comply with job duties, failure to improve despite warnings.
Repeatedly shows failure to demonstrate completion or carry out of duties.

Does the employee require accommodation? If so, describe: _____

Prior Disciplinary Notifications:

<u>Level of Discipline</u>	<u>Date</u>	<u>Detailed Explanation of Errant Behaviour/Action</u>
Verbal	_____	
First written warning	_____	
Second written warning	_____	

Incident Description, Dates and Supporting Details:

Date: _____ employee

Witnesses include

Employee statement:

... 2

Supervisor has recorded verbal warnings on the following dates:

Performance Improvement Plan:

Example: Supervisor to review job duties with employee, emphasize the daily responsibilities, provide details of each task where warranted, review the duties that are not being attended to.

Outline reasons why compliance is required, legislative requirements, operations manuals, etc.

Offer to arrange regular meetings to answer questions or review job duties.

Enquire if there is something the Township can do to help the employee perform their job in a more effective and efficient manner.

Will be reminded that friends are not permitted to share work or to be in the office during work hours.

Outcomes and Consequences

Employee will be given 30 days to show CONTINUOUS improvement.

Employee has or has not indicated that assistance is required to _____

Failure to improve following 30 days monitoring will result in subsequent or a final warning being issued, and the possibility of termination.

Scheduled Review Date: 30 days (_____).

Supervisor Signature

Date

Copy to: Employee
Staff file
Supervisor

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF JULY 20, 2022
CONSENT AGENDA**

- a. Resolution dated June 15, 2022 from the Town of East Gwillimbury
Re: Summary Implications of Bill 109: More Homes for Everyone Act, 2022
- b. Resolution dated June 20, 2022 from the Municipality of Brighton
Re: Changes to the Amber Alert system to protect vulnerable children
- c. Resolution dated June 28, 2022 from the Municipality of Shuniah
Re: Release of documents re the former Residential Schools
- d. Resolution dated June 28, 2022 from the Municipality of Tweed
Re: Ontario Wildlife Damage Compensation Program
- e. FONOM Media Release dated July 12, 2022
Re: Negative impacts of "Catch and Release" Justice in Northern Communities.

Recommendation: Be it resolved that correspondence items a through e on the Consent agenda dated July 20, 2022 be received; and

That Council supports the resolution from the Town of East Gwillimbury regarding Bill 109, sharing concerns that Bill 109 will impact the community planning process and our ability to deliver locally founded initiatives to address housing supply and attainability; and

That Council supports the resolution from The Municipality of Brighton requesting the Province to revise the Amber Alert system to protect vulnerable children who have not been abducted but are at high risk of danger, injury or death; and

That Council supports the resolution from the Municipality of Shuniah and the City of Brantford asking the Federal and Provincial governments to release all documents related to the former Mohawk Institute and all residential schools; and

That Council supports the resolution from the Municipality of Tweed asking OMAFRA to review the administration fee provided to municipalities for the administration of the Ontario Wildlife Damage Compensation Program.