



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, September 20, 2023 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

- 1. CALL TO ORDER**
- 2. DISCLOSURES OF PECUNIARY INTEREST**
- 3. PREVIOUS MINUTES**
 - a. Minutes of the Council meeting held August 16, 2023 1 - 5
- 4. DEPUTATIONS / PRESENTATIONS**
- 5. FINANCIAL STATEMENTS**
 - a. Payment log for the month of August, 2023 6
- 6. STAFF AND COMMITTEE REPORTS**
 - a. Christmas Holiday Shutdown 7
 - b. Highway 17 Boundary Signs 8 - 9
 - c. Municipal By-law Enforcement Officer Contract 10 - 12
 - d. Clerk's Report for September 2023
- 7. BY-LAWS**
- 8. INFORMATION/ CONSENT AGENDA**
 - a. Consent Agenda / Correspondence 13
- 9. OTHER BUSINESS**
- 10. CLOSED SESSION**

Council will move into closed session under Sec. 239 b) personal matters about an identifiable individual, including municipal or local board employees; and also under subs f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 11. CONFIRMATION BY-LAW**
- 12. ADJOURNMENT**



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, August 16, 2023 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

PRESENT: L. Smith, Mayor
U. Abbott
D. Farrar
D. McClelland
J. Nagel

STAFF: C. Trainor, CAO/Clerk

1. CALL TO ORDER

Mayor Smith called the regular Council meeting to order at 6:02 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the Council meeting held July 19, 2023

Resolution No: 2023 – 100

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

Be it resolved that the minutes of the regular Council meeting held July 19, 2023 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Payment log for July 2023.

b. Financial statement for the month of July, 2023.

Resolution No: 2023 – 101

Moved by: U. Abbott Seconded by: J. Nagel

Be it resolved that the payment log and the financial statements for the month of July 2023 be approved.

Carried



6. STAFF AND COMMITTEE REPORTS

a. Report from the Road Superintendent

Resolution No: 2023 – 102

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

Be it resolved that the August update from the Road Superintendent be received.

Carried

b. Highway 17 Boundary Sign Options

Resolution No: 2023 – 103

Moved by: J. Nagel Seconded by: U. Abbott

Be it resolved that the Highway 17 boundary sign options provided by the Ministry of Transportation be received, and

That Council selects Option 5 for new signs to be placed on Highway 17 using the Township's website address of www.tarbutt.ca as the welcome message, or Option 6 if the Logo is not able to be transferred.

Carried

c. Emergency Management Control Group

Resolution No: 2023 – 104

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

Be it resolved that the report regarding Emergency Management appointments be received; and

That Council agrees to the appointment of the various positions listed to the Emergency Management Program Committee and the Municipal Emergency Control Group, as appointed by By-law.

Carried

d. Regional BLEO proposal

Resolution No: 2023 – 105

Moved by: U. Abbott Seconded by: J. Nagel

Be it resolved that the report regarding a Regional By-law Enforcement Officer be received; and

That Council supports partnering with other area municipalities to recruit an experienced By-law Enforcement Officer in a cost sharing agreement, to be added to the 2024 budget.

Carried



e. Clerk's Report for August 2023

Resolution No: 2023 – 106

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

Be it resolved that the Clerk's Report for August 2023 be received for information.
Carried

7. BY-LAWS

a. Emergency Management By-law

Resolution No: 2023 – 107

Moved by: J. Nagel Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2023 – 21, being a By-law to adopt an Emergency Management Program and Emergency Response Plan, and to meet other requirements under the Emergency Management and Civil Protection Act.
Carried

8. INFORMATION / CORRESPONDENCE

- a. Resolution from the Town of Parry Sound
Re: Addressing housing shortages while protecting freshwater resources
- b. Resolution from the Town of Fort Erie
Re: Global access to Short Term Rental accommodations
- c. Resolution from the Township of Puslinch
Re: Negative impacts on rural municipalities of Bill 3, Special Duties of Heads of Council
- d. Letter from The Township of Johnson
Re: Annual recreation donation request
- e. E-mail request from a Tarbutt Resident
Re: Donation toward pickleball court resurfacing in Richards Landing
- f. News article on Floating Homes Reform

Council discussed the request from a member of the Pine Island community regarding a donation to the Township of St. Joseph for pickleball courts. Council felt that it was important to continue to support Johnson Recreation, where many of our residents access the arena, community events, and Johnson's expanding program offerings throughout the year, which are always available to Tarbutt residents. A multi-sport court is in the planning stages, including pickleball.



Resolution No: 2023 – 108

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that correspondence items a. through f. be received; and
That Council support the resolution from the Town of Fort Erie regarding global access to short term rental accommodation; and from the Town of Parry Sound encouraging the Province to address housing shortages through less environmentally harmful means; and

That Council continue to support recreational programs in the Township of Johnson with an annual donation, including the redevelopment of pickleball courts.

Carried

9. OTHER BUSINESS

a. Council members discussed areas of road where brush is growing into sight lines and where brushing is needed. Mayor Smith suggested that a policy may be required to ensure that brushing does not extend to the fence line, but only to the far side of the ditch in order to protect nesting and threatened species.

b. Councillor Farrar discussed the mini excavator that was considered during budget deliberations, and is weighing the pros and cons of such a purchase.

10. CLOSED SESSION

Resolution No: 2023 – 109

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Council move into closed session under Sec. 239 2 b) of the *Municipal Act*, in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution No: 2023 – 110

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that Council rise from closed session at 7:17 pm.

Carried

Resolution No: 2023 – 111

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the confidential staffing report from the CAO/Clerk be received; and

That Council approve a short term work agreement with Stefanizzi Professional Corporation to perform accounting duties beginning Monday, August 21, 2023; and
That the CAO/Clerk be authorized to advertise for a Treasurer on a temporary contract basis.

Carried



11. CONFIRMATION BY-LAW

Resolution No: 2023 – 112

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

Be it resolved that leave be granted to introduce By-law 2023 – 22, being a By-law to confirm the proceedings of the regular council meeting this Sixteenth day of August, 2023.

Carried

12. ADJOURNMENT

Resolution No: 2023 – 113

Moved by: J. Nagel Seconded by: U. Abbott

Be it resolved that the regular Council meeting of August 16, 2023 be adjourned at 7:40 pm, to meet again on Wednesday, September 20, 2023.

Carried

Lennox Smith, Mayor

Carol O. Trainor, Clerk

**Corporation of The Township of Tarbutt
Payment Log
For the month starting 8/1/2023**

Cheque No.	Cheque Date	Payee	Amount
4619	08/01/2023	G Hawdon Signage	175.00
4620	08/01/2023	MSC INDUSTRIAL SUPPLY ULC	667.43
4621	08/01/2023	Traction Heavy Duty Parts	32.32
4622	08/01/2023	Algoma Power Inc.	42.76
4623	08/01/2023	encompassIT.ca	1,200.85
4624	08/01/2023	Carol Trainor Kent mileage April to August	449.52
4625	08/01/2023	Green Lights Environmental Solutions	395.50
4626	08/01/2023	Minister of Finance-Payment Processing Centre	8,460.00
4627	08/02/2023	Chantal Parker	200.00
4628	08/02/2023	Quattra SCS LTD.	411.44
4629	08/02/2023	Receiver General	8,733.49
4630	08/02/2023	OMERS	5,154.30
4631	08/02/2023	Algoma District Services Admin Brd	29,394.67
4632	08/10/2023	GFL Environmental Inc	17,904.17
4633	08/10/2023	Johnson Township	3,000.00
4634	08/10/2023	17E Trading Post/Gas Bar	27.00
4635	08/10/2023	ANP OFFICE SUPPLY	15.18
4636	08/10/2023	Esso and Mobil Business Card	669.87
4637	08/10/2023	Kentvale Merchants Ltd.	85.86
4639	08/24/2023	Traction Heavy Duty Parts	92.32
4640	08/24/2023	Algoma Office Equipment	142.14
4641	08/24/2023	Tulloch Engineering Inc.	1,454.88
4642	08/24/2023	Fisher's Regalia	199.70
4643	08/24/2023	Superior Propane Inc.	313.01
4644	08/24/2023	Kentvale Merchants Ltd.	414.65
4646	08/31/2023	Keith Barber boot allowance	250.00
4647	08/31/2023	Quattra SCS LTD.	598.90
4648	08/31/2023	Rush Truck Centres	225.90
Payroll	August	Staff(Council, Admin, Roads, Landfill & Caretaker)	33 364.98
Visa	01/08/2023	Bell Mobility	283.32
Visa	10/08/2023	Adobe	105.06
Visa	11/08/2023	Staples	135.67
Visa	11/08/2023	Gift Card	200.00
Visa	01/08/023	Starlink	158.20
	0/08/2023	Bell-Office	316.23
	01/082023	Bell- Hall, Roads, Fire landlines	140.64
PAP	01/08/2023	Equitable Life	2,356.32
PAP	08/01/2023	RCAP	189.90
PAP	11/08/223	Algoma Power	337.20
			\$ 84,933.40



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

REPORT TO COUNCIL

Date: September 20, 2023
From: Carol Trainor, CAO/Clerk
Re: Christmas Holiday Shutdown

BACKGROUND / OVERVIEW

Staff respectfully request Council's approval to close the municipal office the week of December 25 to allow for staff vacation and regeneration. December 25 and 26 fall on Monday and Tuesday, which are statutory holidays, and the office will be closed, but the remaining three days, December 27 – 29, are not statutory holidays and would be either vacation or banked time used. Monday, January 1 is a statutory holiday. Staff request that the municipal office return to regular hours on Tuesday, January 2 or Wednesday, January 3, 2023.

Since stat holidays do not fall on Wednesday or Saturday, Landfill hours and operations will not be affected by the statutory holidays.

The Roads department will be closed during that time period as well but staff will work as needed to maintain winter operations.

If this recommendation is approved, the municipal office would be closed from 4:00 pm on Friday, December 22 until Tuesday, January 2, 2024. J. Brice will be on vacation throughout that period, so it would affect the CAO/Clerk and the contract Treasurer.

Other area municipalities confirmed that they will all be closed for the same time period.

FINANCIAL IMPACT

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

RECOMMENDATION:

Be it resolved that the report from the Clerk regarding Christmas Holiday shutdown be received;
and
That Council authorizes the closure of the municipal office from the close of business on Friday, December 22 until 9 am on Tuesday, January 2, 2024.



Carol O. Trainor, CAO/Clerk/Deputy Treasurer



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

REPORT TO COUNCIL

Date: September 20, 2023
From: Carol Trainor, CAO/Clerk
Re: Highway 17 Boundary Signs

BACKGROUND / OVERVIEW

At its last meeting Council made a decision on which highway boundary sign they preferred, which noted the Township's web address rather than a slogan. Unfortunately, the MTO does not permit web addresses to be posted on highway signs, so another option must be chosen. The slogan on the Township signage has too many characters for the sign, in addition to already being used by another municipality to the south.

The former preference was Option 5 first, then Option 6. Now, without a slogan or website, a new resolution must be provided to the MTO with the preferred choice.

FINANCIAL IMPACT

There is no cost and no staff time required for the installation of new highway signage.

SUMMARY

A copy of the council resolution is required before the MTO will approve the request.

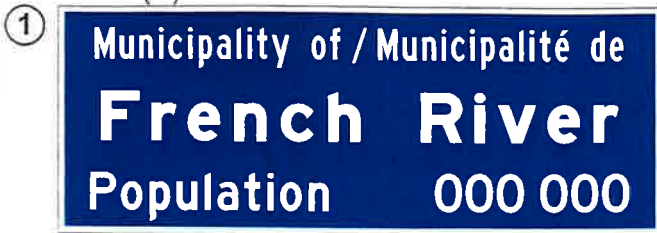
RECOMMENDATION:

Be it resolved that the report regarding new highway signs be received; and
That Council selects Option ___ for new boundary signs to be placed on Highway 17.

Carol O. Trainor, A.M.C.T.
CAO/Clerk

Boundary Signing Options - Municipality of French River

G314 (B)



(0900 x 2400) mm

Modified G314 (B) - NO POPULATION



(0750 x 2400) mm

G315 (B)



(1800 x 2400) mm - Two piece plywood

Modified G315 (B) - NO SLOGAN



(1200 x 2400) mm

Modified G315 (B) - NO POPULATION



(1500 x 2400) mm - Two piece plywood

Modified G315 (B) - NO LOGO & NO POPULATION



(1200 x 2400) mm

Modified G315 (B) - NO POPULATION & NO SLOGAN



(0900 x 2400) mm

NOTE: Municipality to supply vector file of logo (.ai or .eps format)



May 16, 2014 - V. Noyes



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

REPORT TO COUNCIL

Date: September 20, 2023
From: Carol Trainor, CAO/Clerk
Re: Municipal By-law Enforcement Officer Contract

BACKGROUND / OVERVIEW

Council has twice discussed and agreed upon the need to engage a By-law Enforcement Officer who would be available to conduct routine patrols and address any outstanding contraventions to the zoning, clean yards, trailer or sea can by-laws. Parking and traffic obstruction at the fire filling areas of Pine Island Road and Port Findlay Road and the causeway have also been discussed.

In discussions with other local municipalities about hiring a full time person to cover an area from Iron Bridge to Echo Bay, the time requirement in Tarbutt would be significantly less than some of the other areas, and the result in costly start up, phone, office space, mileage, wages, etc.

The municipalities to the west have engaged a former SSM By-law Officer who provides occasional coverage for animal control, property standards, zoning and similar issues. The Clerk contacted this individual, who indicates that he would be willing to work for Tarbutt on a contract basis as well. Tarbutt does not require animal control as part of this position, but will focus on zoning inspections, trailers, clean yards, sea cans and traffic obstructions. The cost is significantly less than the previous proposal, and he would only work when requested, in addition to the occasional patrol.

The other two municipalities are very happy with this individual, his response time is excellent and he is a member in good standing of the Municipal Law Enforcement Officer's Association. He is able to issue parking tickets, summons' and other tickets, although the need for this level or type of enforcement would rarely be required. He is in a new role with the city now and his membership would not be renewed by the city, but if the three area municipalities split the cost of his annual membership fee, it would be much more affordable and incentive for him to continue.

The Officer will set up a dedicated e-mail address for Tarbutt, and will provide a monthly report with notes, along with any photos that are relevant when he submits his monthly invoice.

FINANCIAL IMPACT

The Township budget does not have a line item or any allocation for By-law Enforcement but it is recommended that this be added for 2024. The revenue from administrative penalties and non-trailer permits may be used to offset a portion of this expense, to some extent.

This process is not intended as a revenue generator, but some of the penalties may offset the cost of the Officer. Complaints can be addressed on site and more promptly, resulting in greater compliance and greater ratepayer satisfaction.



SUMMARY

After numerous discussions with Council, this solution appears to be not only the most economical, but the officer is certified, qualified, and willing to provide support as needed.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding a contract for a Municipal By-law Enforcement Officer be received; and
That the Mayor and the Clerk be authorized to enter into a service agreement with the individual under the terms discussed, effective immediately; and
That the Township's By-law 27-2005, being a by-law for the governing and regulating of vehicular traffic within The Township of Tarbutt be reviewed and brought back for reconsideration.

Carol O. Trainor, AMCT
CAO/Clerk

The Corporation of
THE TOWNSHIP of TARBUTT & TARBUTT ADDITIONAL
By-Law 27-2005

Being a By-Law to amend By-Law 15-2000, a by-law 'for the governing and regulating of vehicular traffic within the Township of Tarbutt & Tarbutt Additional'.

WHEREAS the Council of Tarbutt & Tarbutt Additional deem it expedient to amend By-Law 15-2000, and;

WHEREAS the Municipal Act S.O. 2001, c. 25 as amended, Section 11 (1.1) permits Municipalities to pass by-laws with regard to ... 'Highways, including parking and traffic on highways.'

NOWHEREFORE the Council of Tarbutt & Tarbutt Additional does hereby make the following amendments to By-law 15-2000.

1. Section 1.00- Definitions


1.01 (4) "causeway" means the raised way across the water, including an approach to the causeway of 170 meters in either direction;

SCHEDULE 'A' (By-Law 15-2000)

Column 1	Column 2	Column 3
PINE ISLAND ROAD	the right side of the Road traveling onto the Island (Nov. 1 st - Apr. 30 th)	the entire length
PINE ISLAND ROAD	at the most southerly end of the road, turn around	200 meters from waters edge, North both sides of the road
PINE ISLAND CAUSEWAY (approaches)	both sides	170 meters either direction

Read a first time on the 21st day of September 2005.

Read a second and third time and finally passed in open Council on the 5th day of October 2005



Deputy Mayor, Ian McLurg



Clerk, Glenn Martin

Seal

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF SEPTEMBER 20, 2023
CONSENT AGENDA**

- a. Letter from the Ministry of Municipal Affairs and Housing
Re: Building Faster Fund for small, rural and northern communities
- b. Resolution from the Township of Cramahe
Re: Amendments to the Highway Traffic Act
- c. Resolution from The City of Hamilton
Re: Request to Abandon Greenbelt Development
- d. Letter from the governments of Canada and Ontario
Re: Increasing Deadstock Capacity Initiative
- e. Letter from the Ontario Provincial Police
Re: Distribution of Police Record Check Revenue
- f. Letter from the Office of the Fire Marshal
Re: Relationship between the Fire Chief and Council
- g. Letter from the Algoma Veterinary Committee
Re: 2023 Annual Membership Dues

Recommendation: Be it resolved that correspondence items a. through g. on the consent agenda dated September 20, 2023 be received; and
That Council support the resolutions from the Township of Cramahe to amend the Highway Traffic Act to allow municipalities to place automated speed enforcement systems on any roadway under municipal jurisdiction; and from the City of Hamilton regarding a request to the province to halt greenbelt development; and
That the letter and dues invoice from the Algoma Veterinary Committee be approved.