



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, October 18, 2023 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

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

STAFF: M. Pigeon, Road Superintendent
C. Trainor, CAO/Clerk

1. CALL TO ORDER

The Mayor called the regular council meeting to order at 6:00 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

Councillor D. Farrar declared a pecuniary interest with Agenda item 5 a. as he is the owner of a company named on the payment log.

3. PREVIOUS MINUTES

a. Minutes of the regular Council meeting held September 20, 2023

Resolution No: 2023 - 129

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the minutes of the regular Council meeting held September 20, 2023 be approved as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Payment Log for the month of September, 2023

Councillor Abbot questioned the Raker invoice, which was for two cylinders for the fire truck. The Zoning Amendment refund was a result of a recent application for zoning by-law amendment which was very straightforward and did not require any additional expenses such as legal or surveying.



Resolution No: 2023 - 130

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the payment log for the month of September, 2023 in the amount of \$121,914.57 be approved.

Carried

6. STAFF AND COMMITTEE REPORTS

a. Report from the Road Superintendent

Resolution No: 2023 - 131

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the verbal report from the Road Superintendent be received; and

That two school bus stopping signs be purchased for installation on either side of the hill on MacLennan Road N.

Carried

b. Delegation of Authority – Deputy Clerk

Resolution No: 2023 - 132

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the report from the CAO/Clerk regarding the Delegated Authority of the Clerk be received; and

That Council authorizes the designated authority of the Clerk to Jared Brice, Administrative/ Planning Assistant, to assume statutory duties in the absence of the Clerk; and

That the absence of the Clerk for a period of more than three consecutive days shall result in a step up to the wage of the Admin/Planning Assistant.

Carried

c. Clerk's Report

Resolution No: 2023 - 133

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the Clerk's Report for October 2023 be received; and

That Council authorize the Clerk to investigate and establish policies for the construction of fences and property barriers, the instalment of slabs on ground, and the elevation of property which may have a detrimental effect on abutting lands, public health and safety, obnoxious or nuisance result.

Carried

7. BY-LAWS



- a. A By-law to appoint a Municipal By-Law Enforcement Officer.

Resolution No: 2023 - 134

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2023 - 24, being a By-law to appoint a Municipal By-law Enforcement Officer under the *Municipal Act*, 2001, as amended, and other related legislation, and to repeal By-law 19-2007; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Eighteenth day of October, 2023.

Carried

- b. A By-law authorizing the Mayor and the Clerk to execute a Data Sharing and Services Agreement (DSSA) with the Municipal Property Assessment Corporation (MPAC) for a four year period commencing January 1, 2024.

Resolution No: 2023 - 135

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2023 - 25, being a By-law authorizing the Mayor and the Clerk to execute a Data Sharing and Services Agreement with the Municipal Property Assessment Corporation (MPAC) for a four year period commencing January 1, 2024; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Eighteenth day of October, 2023.

Carried

8. INFORMATION/ CONSENT AGENDA

- a. Letter of resignation from D. MacDonald, Alternate CEMC
- b. Letter from the Ontario Provincial Police
Re: 2024 Annual Billing Statement
- c. Resolution from the City of Cambridge
Re: Declaring intimate partner violence an epidemic
- d. Letter from Catherine Fife, MPP, Waterloo
Re: Fixing Long Term Care Amendment Act (Bill 21)
- e. Letter from the Municipality of Bluewater
Re: Childcare availability in Ontario



- f. Resolution from the Town of Cobourg
Re: Strengthening municipal enforcement of Illegal Land Uses

Resolution No: 2023 - 136

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Correspondence items a through f listed herein be received;
and

That Council accepts the resignation from the Alternate CEMC with regret; and
That Council supports the resolution from the City of Cambridge declaring intimate partner violence an epidemic; the resolution from the Municipality of Bluewater regarding the dire situation of childcare availability in Ontario; and also from the Town of Coburg requesting a strengthening of municipal enforcement of illegal land uses by the Province; and

That Council supports the letter from MPP Catherine Fife regarding fixing the Long Term Care Amendment Act to ensure the right of residents not to be separated from their spouses upon admission to long term care.

Carried

9. OTHER BUSINESS

10. CLOSED SESSION

Resolution No: 2023 - 137

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Council move into closed session at 6:50 pm under Sec. 239 2.

b) being personal matters about an identifiable individual, including municipal or local board employees as well as subs. d) of the Municipal Act, being the consideration of labour relations or employee negotiations.

Carried

- a. CEMC Compensation
- b. Temporary accounting opportunity
- c. Step up wage for delegated authority
- d. Building and Zoning Compliance

Resolution No: 2023 - 138

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that Council rise from closed session at 7:42 pm.

Carried

- a. CEMC Compensation

Resolution No: 2023 - 139

Moved by: J. Nagel

Seconded by: U. Abbott



Be it resolved that the report from the CAO/Clerk regarding compensation for the CEMC be received; and

That the statement of expenses from the CEMC dated October 18, 2023 be approved; and

That the 2024 budget make provision for the annual stipend, to be paid quarterly, in addition to mileage and an hourly rate as agreed by Council; and

That the Personnel Committee meet to discuss and review amendments to the Employee Compensation Policy to include expenses and remuneration for staff and council.

Carried

b. Temporary Office Position

Resolution No: 2023 - 140

Moved by: Seconded by:

Be it resolved that the Temporary Accounting Position be offered to Victoria MacKay-Coutu at the agreed upon wage, effective the week of October 23, 2023 with no end date; and

That a review of the student's hours, wages and responsibilities be conducted in January.

Carried

c. Step up wage for Delegated Authority

Resolution No: 2023 - 141

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

Be it resolved that the information provided by the CAO/Clerk regarding a step up wage for the Clerk's delegated authority be received; and

That the Planning/Admin Assistant wage be increased from level 6 to level 4 when delegated authority is in effect after three days of the Clerk's absence.

Carried

d. Building and Zoning Compliance

Resolution No: 2023 - 142

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

Be it resolved that the verbal report from the CAO/Clerk regarding fencing and structures not included under the Building Code Act be considered; and

That the Clerk investigate measures to establish policies to regulate fencing, concrete pads, and the elevation of land; and

That the Anti-Violence and Harassment in the Workplace policy be enforced so that any individual who verbally abuses staff will be advised to make amends prior to any further in person transactions.

Carried



11. CONFIRMATION BY-LAW

Resolution No: 2023 - 143

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2023 - 26, being a By-law to confirm the proceedings of the regular Council meeting, held this 18 day of October, 2023; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Eighteenth day of October, 2023.

Carried

12. ADJOURNMENT

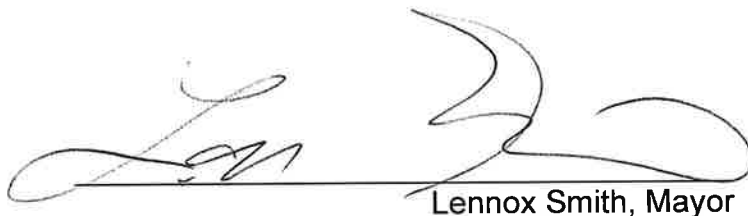
Resolution No: 2023 - 144

Moved by: U. Abbott

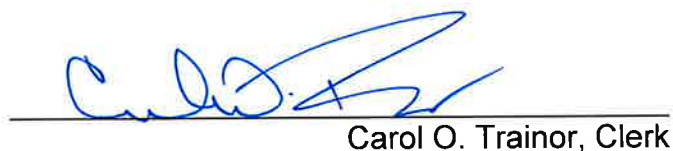
Seconded by: J. Nagel

Be it resolved that the regular Council meeting of October 18, 2023 hereby adjourn at 7:50 pm, to meet again on Wednesday, November 15, 2023 at 6:00 pm.

Carried

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

Lennox Smith, Mayor

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

Carol O. Trainor, Clerk