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THE TOWNSHIP OF TARBUTT
Council Meeting Minutes
Wednesday, February 21, 2024 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

PRESENT: Mayor Lennox Smith
Councilor David Farrar
Councilor Darren McClelland
Councilor Jacqui Nagel

REGRETS: Councilor Ursula Abbott

STAFF: Jared Brice, Administrative/Planning Assistant
Carol Trainor, CAO/Clerk/Deputy Treasurer

1. CALL TO ORDER

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

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the Regular Council meeting held January 17, 2024.

Resolution No: 2024 – 17

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

Be it resolved that the minutes of the regular Council meeting held January 17, 2024 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Payment log for the month of January, 2024

Resolution No: 2024 – 18

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

Be it resolved that the payment log for the month of January 2024 in the amount of \$154,831.65 be approved.

Carried

6. STAFF AND COMMITTEE REPORTS



a. 2024 Insurance Renewal Proposal

Resolution No: 2024 – 19

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

Be it resolved that the proposal to renew the Township's insurance policy with Marsh Canada Limited through Northern Insurance Brokers be received; and
That the CAO/Clerk be authorized to accept the proposal for the 2024 insurance policy in the amount of \$47,247.00.

Carried

b. 2024 Township Health and Safety Statement

Resolution No: 2024 – 20

Moved by: D. Farrar Seconded by: J. Nagel

Be it resolved that the 2024 Workplace Health and Safety Statement be received and approved; and

That the Township of Tarbutt Health and Safety Orientation for New or Returning Employees be approved as presented.

Carried

c. Application for Zoning Amendment, 179 Brown's Island Road

The application to amend the Zoning By-law presents a number of challenges, given the proposed setbacks, that this is a low lying property which may be within the flood plain, and the high water mark has not been established so that setbacks can be determined. The regulations for the Summer Cottage zone permit one seasonal dwelling unit only, and a garage/bunkie already exists. The reduced setback on the west side of the property does not comply with the minimum distance separation for fire regulation on a private road. As presented, this property cannot conform to the Zoning By-law, nor can it comply with the Official Plan requirements for development on a private road. The applicant will be advised of these matters and asked to resubmit a revised plan once the high water mark has been established.

Resolution No: 2024 – 21

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

Be it resolved that the report from the CAO/Clerk regarding the application to amend the Township Zoning By-law for the property located at 179 Brown's Island Road be received; and

That the applicant be advised that the proposal cannot comply with the Township's Zoning By-law or the Official Plan, as presented; and

That staff provide the applicant with direction to establish the High Water Mark, then resubmit a revised proposal.

Carried



d. 2024 Northeastern Fire Education Conference and Trade Show

Resolution No: 2024 – 22

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that the letter from the Fire Chief requesting approval for two people to attend the Northeastern Fire Education Conference and Trade Show to be held March 21 – 24 be received; and

That the Fire Chief be authorized to register and book accommodation for himself and one firefighter for the Northeastern Fire Education Conference and Trade Show.

Carried

e. Donated Fire Equipment and North Shore Firefighter Challenge

Resolution No: 2024 – 23

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that the report from the Volunteer Fire Training Officer regarding the donated SCBA gear and North Shore Firefighter challenge be received; and

That Council approve the expenditure of up to \$100.00 for an additional team to compete in the North Shore Firefighter Challenge on April 27, 2024; and

That Council authorizes staff to send the Township of Huron Shores an appreciation letter regarding the donation of the SCBA gear to the Township of Tarbutt Volunteer Fire Department.

Carried

f. Request to transfer funds from the Efficiency Fund reserve

Resolution No: 2024 – 24

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the verbal report from the CAO/Clerk regarding payment of the invoice for building code and accessibility assessment at the MacLennan Hall be received; and

That the CAO/Clerk be authorized to transfer funds in the amount of \$1,000. from the Efficiency Fund reserve to cover the cost of the compliance study.

Carried

g. Clerk's Report for January 2024

Resolution No: 2024 – 25

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the Clerk's Report for February 2024 be received for information; and

That approval be granted for the Clerk to register for the AMCTO Zone 7 meeting in Little Current on April 25 and 26, 2024; and



That approval be granted for the Clerk to register for the AMCTO Conference to be held in Blue Mountains on June 9 through 12, 2024; and

That approval be granted for the Administrative/Planning Assistant to register for the Cemetery Approvals and Operations workshop, sponsored by AMCTO, at a reduced rate of \$205.67.

Carried

7. BY-LAWS

8. INFORMATION/ CONSENT AGENDA

- a. Resolution from the Town of Mono
Re: Road Safety Emergency as a result of speeding
- b. Resolution from The Municipality of Tweed
Re: Elimination of License Plate Renewal Fees
- c. Letter from the Ministry of Transportation
Re: License Plate Renewal
- d. Resolution from The County of Prince Edward
Re: Expanding the life span of fire apparatus
- e. Letter from the Maamwesying Ontario Health Team and Espanola Regional Hospital and Health Centre
Re: Collaboration of Health Care Services
- f. Resolution from the Municipality of Calvin
Re: Federal and Provincial funding for a National Firefighting Strategy
- g. Letter from Stefanizzi Valuation & Financial Advisory Inc.
Re: Audit and Asset Management Responsibilities
- h. Voyageur Trail Association
Re: Request for sponsorship

Resolution No: 2024 – 26

Moved by: J. Nagel Seconded by: D. Farrar

Be it resolved that correspondence items a. through h. on the Consent Agenda dated February 21, 2024 be received; and

That Council support the resolution from the Town of Mono to recognize a Road Safety Emergency and take the actions outlined in the resolution; and

That The Township of Tarbutt supports the resolution from the Municipality of Tweed asking the Province of Ontario to reinstate License Plate Renewal system



to replace lost infrastructure dollars, to be used for provincial infrastructure improvements; and

That The Township of Tarbutt supports the resolution from the County of Prince Edward seeking the creation of a new community fire protection and fire prevention insurance system from Fire Underwriters Survey that provides distinct categories for rural and urban municipalities with respect to the life span of fire apparatus, specifically the replacement of fire trucks; and

That The Township of Tarbutt support the resolution from the Municipality of Calvin urging the Federal Government to commit additional funds for cost sharing provincial firefighting, and to consider the development of a national strategy for firefighting; and

That the CAO/Clerk request a quote from Stefanizzi Valuation & Financial Advisory Inc for the 2024 Audit, as well as the new Asset Management Project for 2024.
Carried

9. OTHER BUSINESS

a. Multiple Dwellings on Farmland (Mayor)

Mayor Smith initiated discussion about the possibility of adding additional dwellings to farm properties. The community is interested in expanding lands for farming, but require the ability to house farm workers and families. There is nothing either in provincial legislation, or local policies, which would prohibit the establishment of a second dwelling on a farm property. Council has no objection to the proposal.

b. Community Emergency Management Committee meeting in March.

The Community Emergency Management Coordinator would like a meeting of the Emergency Committee in March or April. One matter for discussion will be revisions to the By-law to Establish/Continue a Fire Department.

c. Algoma Power Presentation to Council

Council could accept the delegation in March, before budget and discussions with the auditor commence.

10. CLOSED SESSION

Resolution No: 2024 – 27

Moved by: J. Nagel

Seconded by: D. Farrar

Be it resolved that Council move into closed session under Section 239 (2) b) to discuss personal matters about an identifiable individual, including municipal or local board employees, and 239 (2) f), advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried



- a. Solicitor Client Privilege
- b. Animal Control Issues about an identifiable individual
- c. Report from the Personnel Committee

Resolution No: 2024 – 28

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that Council rise from closed session at 7:55 pm.

Carried

Resolution No: 2024 – 29

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the confidential report from the CAO/Clerk regarding the Solicitor's response regarding an updated By-law to Establish and/or Continue a Fire Department; and

That the CAO/Clerk be authorized to contact Ironside Consulting for advice regarding return to work requirements.

Carried

11. CONFIRMATION BY-LAW

Resolution No: 2024 – 30

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2024 – 07, being a By-law to confirm the proceedings of the regular council meeting held February 21, 2024; and

That said By-law be given first, and taken as read a second and third time and finally passed this twenty first day of February, 2024.

Carried

12. ADJOURNMENT


Resolution No: 2024 – 31

Moved by: D. McClelland

Seconded by: D. Farrar

That this council meeting be adjourned at 8:05 pm, to meet again on Wednesday, March 20, 2024 at 6:00 pm.

Carried



Lennox G. Smith, Mayor

Carol O. Trainor, Clerk