



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, March 20, 2024 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 Regular Council meeting of February 21, 2024 1-6
- 4. DEPUTATIONS / PRESENTATIONS**
- 5. FINANCIAL STATEMENTS**
 - a. Payment log for the month of February, 2024 7-8
 - b. Year to date Financial Statement (to be e-mailed)
- 6. STAFF AND COMMITTEE REPORTS**
 - a. Report of the Road Superintendent 9
 - b. Result of the Bridge Inspection Tenders 10-19
 - c. Letter from the Planning Board regarding the Joint Official Plan Fees 20
 - d. Application for Consent to Sever, Lakeshore Drive and Mill Road 21-30
 - e. Transition to Next Generation 9-1-1 for Emergency Services 31-32
 - f. Dispatch Agreement for Secondary Public Safety Answering Point 33
 - g. Proposed policy on Protection of Wildlife 34
 - h. Clerk's Report (under separate cover)
- 7. BY-LAWS**
 - a. A By-law authorizing the Mayor to enter into agreement with Bell for Next Generation 9-1-1 Services
- 8. INFORMATION/ CONSENT AGENDA**
 - a. Correspondence and Consent Agenda 35
- 9. OTHER BUSINESS**



10. CLOSED SESSION

Council will move into closed session under Section 239 (2) b), personal matters about an identifiable individual, including municipal or local board employees;

- a. Employee Leave

11. CONFIRMATION BY-LAW

12. ADJOURNMENT



3a

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

The Township of Tarbutt				
Payment Log				
to February 29, 2024				
Type	Cheque No.	Cheque Date	Payee	Amount
Cheque	4859	1/25/2024	Algoma Business Computers	\$ 47.46
Cheque	4860	02/12/2024	GFL Environmental Inc landfill	\$ 11,367.77
Cheque	4861	02/05/2024	GFL Environmental Inc recycling depot	\$ 3,473.10
Cheque	4862	02/05/2024	Quattra SCS LTD	\$ 411.44
Cheque	4863	02/05/2024	Superior Propane Inc	\$ 997.09
Cheque	4864	02/05/2024	Superior Propane Inc	\$ 2,025.36
Cheque	4865	02/05/2024	Superior Propane Inc	\$ 1,159.17
Cheque	4866	02/13/2024	ADSAB	\$ 29,394.67
Cheque	4867	02/13/2024	Ledger Management Services	\$ 1,169.55
Cheque	4868	02/06/2024	Ontario Association of Fire Chiefs	\$ 305.10
Cheque	4869	02/06/2024	17E Trading Post/Gas Bar	\$ 27.00
Cheque	4870	02/06/2024	Algoma Business Computers	\$ 282.44
Cheque	4871	02/06/2024	Stinson Equipment Ltd	\$ 243.47
Cheque	4872	02/16/2024	Desbarats to Echo Bay Planning Board	\$ 3,883.63
Cheque	4873	02/16/2024	Tulloch Engineering Inc	\$ 991.46
Cheque	4874	02/22/2024	Animal Control Officer	\$ 200.00
Cheque	4875		VOID- Misprinted Cheque	
Cheque	4876	02/22/2024	Landfill Admin	\$ 100.00
Cheque	4877	2/16/2024	Receiver General	\$ 12,728.03
Cheque	4878	02/22/2024	Accent Controles Electroniques	\$ 371.77
Cheque	4879	02/22/2024	MSC Industrial Supply	\$ 350.42
Cheque	4880	02/22/2024	The Water Guy	\$ 370.00
Cheque	4881	02/22/2024	Ergo Office Plus	\$ 1,130.00
Cheque	4882	02/22/2024	Northern Insurance Brokers Inc	\$ 50,471.32
Cheque	4883	02/22/2024	Minister of Finance- Payment Processing Centre	\$ 7,608.00
			Total	129,060.79
Payroll		February	Staff (Council, Admin, Roads, Landfill & Caretaker)	\$ 36,423.76
Visa		02/03/2024	Starlink Internet	\$ 158.20
Visa		02/06/2024	Construction Equipment Co	\$ 170.92
Visa		02/06/2024	Reliable Automotive	\$ 189.89
Visa		02/06/2024	Bell Canada	\$ 74.43
Visa		02/07/2024	Bell Canada	\$ 67.19
Visa		02/07/2024	Bell Canada	\$ 316.17
Visa		02/07/2024	Bell Mobility	\$ 238.44
Visa		02/07/2024	Staples	\$ 138.06
Visa		02/07/2024	Worksite Safety	\$ 115.44
Visa		02/10/2024	Adobe Inc	\$ 105.06
Visa		02/15/2024	Zoom US	\$ 48.57
Visa		02/15/2024	Bereavement Authority	\$ 218.82
Visa		02/23/2024	Sage Software Canada	-\$ 1,064.46
Visa		02/28/2024	AMCTO	\$ 179.67
			Total	\$ 956.40

The Township of Tarbutt				
Payment Log				
to February 29, 2024				
PAP		2/1/2024	Equitable Life Insurance	\$ 2,651.28
PAP		2/1/2024	Esso Mobil	\$ 269.00
PAP		2/1/2024	RCAP- Printer Lease	\$ 93.33
PAP		2/5/2024	CIBC Service Charge	\$ 64.00
PAP		2/12/2024	Algoma Power	\$ 162.35
PAP		2/12/2024	Algoma Power	\$ 602.38
PAP		2/12/2024	Algoma Power	\$ 315.85
PAP		2/29/2024	Branch Transaction Loan Admin Fee	\$ 25.00
PAP		2/29/2024	Branch Transaction Monthly Fee	\$ 5.00
PAP		2/29/2024	Branch Paper Statement Fee	\$ 3.50
			Total	\$ 4,191.69
				\$ 170,632.64
* Please note this is a summary of payments made in February and does not include all of				
February's expenditures as reflected in the monthly statement.				



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

REPORT TO COUNCIL

Date: March 20, 2024
From: Michael Pigeon, Road Superintendent
Re: Monthly Roads Report

So far this year we have had no flooding or frozen culverts to deal with. We saved a huge amount of the budget this year on fuel, wear and tear on the equipment, and road damage, not to mention overtime.

I have been looking into possible brushing alternatives and found out we can rent a machine for less than half the cost of a contractor. We have been hiring contractors to do this work in the past and putting \$10,000 a year into the budget for brushing, when we can rent the machine for roughly \$4,500 per week including float fees. On that note, we could run the machine 12 to 14 hours per day with two shifts and make full use of the machine while it is here. We would be getting more of the brushing done at less than half the cost.

We started road patching with cold mix in preparation for an early summer. I set up a possible start date for the road sweeping and hopefully if we went through with the brushing, we would do our brushing first then sweep the roads and kill two birds with one stone. We have also started our guiderail maintenance and clean up. We are also getting things in motion for the remove the rock in the ditch on Smith Road and finish that before summer.

February 28, 2024

KEC Ref. 9.04.10

Hand Delivered

Township Plummer Additional
38 Railway Cres., RR # 2
Bruce Mines, ON
POR ICO

RE: Quote: Bridge Inspection 2024

Thank you very much for inviting Kresin Engineering Corporation (KEC) to provide a proposal for engineering services related to the inspection and reporting for bridge and culvert structures within the following 5 Townships:

1. Plummer Additional
2. Laird
3. St. Joseph
4. Tarbutt
5. Johnson

We understand that the 5 Townships require inspections and reports conforming to the requirements of Ontario Regulation 104/97 made under the Public Transportation and Highway Improvement Act.

Proposed Work Program

We propose to conduct a detailed visual inspection of the structures in accordance with the requirements set out in the Ontario Structure Inspection Manual (OSIM).

Following visual inspections of the structures, reporting documents will be prepared for each Township and submitted, presenting the findings and providing recommendations for subsequent inspections, maintenance measures or remedial work, if required. A thorough record of each structure will be established including information required in standard OSIM inspection forms; photographs and sketches will also be provided where appropriate.

We understand that the inspections are to be complete by June 30, 2024 and final reports are to be submitted by July 31, 2024.

Staffing

The inspections will be conducted by the writer, Mr. Michael Kresin, P. Eng., who is trained in bridge inspection techniques and has completed similar bridge and building structural

inspections for various clients throughout Northern Ontario. Mr. Kresin will be assisted as required by qualified in-house technical and support staff.

Engineering Fees

Our proposed engineering fees for the completion of the bridge inspections and subsequent reports are shown on the attached Schedule B.

We feel that the fees outlined in Schedule B are adequate to meet the requirements of the 5 Townships in this regard.

KEC will be available to initiate the inspection program immediately following receipt of direction to proceed, and within the timelines stipulated in the proposal invitation.

We look forward to working with the 5 Townships during the completion of this undertaking and are confident in our capacity to complete the identified work program within the specified period of time. We trust that you will find this proposal acceptable. Should you have any questions regarding the above, please do not hesitate to contact our office.

Thank you.

Yours Very Truly,
Kresin Engineering Corporation



Michael Kresin, P. Eng.
Consulting Engineer
9.04.10 proposal letter.docx

Invitation for
Bi-Annual Bridge Inspections 2024 (V.2)
Amalgamated Request for Quotes For the following Townships:
DEADLINE: Thursday, February 29, 2024 @ 2:00 pm
REVISED February 23, 2023 – Johnson Township added to RFQ

1. Plummer Additional
2. Laird
3. St. Joseph
4. Tarbutt
5. **Johnson**

1. SCOPE

- 1.1 Quotes are invited for **BRIDGE INSPECTIONS** on existing bridges and culverts in the following municipalities;
 - 1.1.1 Township of Plummer Additional, R. R. #2, 38 Railway Cres, Bruce Mines, ON P0R 1C0
 - 1.1.2 Township of Laird – RR # 4, 3 Pumpkin Point Rd, Echo Bay ON P0R 1C0
 - 1.1.3 Township of St. Joseph – 1669 Arthur St., Box 187, Richards Landing, ON P0R 1J0
 - 1.1.4 Tarbutt Township - 27 Barr Road S., Desbarats, ON P0R 1E0
 - 1.1.5 Johnson Township – 1 Johnson Drive, Desbarats, ON P0R 1E0

2. SCHEDULE

- 2.1 The intended Schedule of the Inspections to be completed by: **June 28, 2024**
- 2.2 The final report on the Inspections is to be received by the respective Municipalities by project end date: **July 31, 2024**
- 2.3 Any end-date extensions are to be requested in writing to the respective Roads Working Foreperson/Superintendent.

3. ACCESS FOR BIDDERS

- 3.1 Access to the respective sites must be arranged by contacting the Owner's Representative.
- 3.2 The word "Owner" means the Township listed on the attached Schedule "B." The contact for each owner is as listed also on Schedule "B" Culvert Listing.

4. FORM OF CONTRACT

Inspection of list of bridges & culverts attached as **Schedule "B"** Culvert Listing need to be inspected as per the legislation; Ontario Regulation 104/97 Which states that: "The structural integrity, safety and condition of every bridge shall be determined through the performance of at least one inspection in every second calendar year under the direction of a professional engineer and in accordance with the Ontario Structure Inspection Manual.

In addition to the above a listing is to be provided of the Number of Structures where the condition of primary components is rated as good to very good, requiring only repair.

5. Quote FORM/SUBMISSION

Vendor to include in the bid package:

- ☐ a copy of this invitation to quote – signed at the end of page 2
- ☐ Proof of ability/qualifications to complete the required inspections.
- ☐ The Quote Form is attached as Schedule "B" Culvert Listing
- a. The completed Quote form shall be submitted in a sealed envelope bearing the title of the project; the name of the bidder; and received in the Plummer Additional Township Office by:

Quote Deadline: Thursday, February 29, 2024 @ 2:00 pm

Clearly Mark your submission:

Quote: Bridge Inspections 2024

Township Plummer Additional

38 Railway Cres., RR # 2

Bruce Mines, ON P0R 1C0

- b. Quotes will be opened at the Township of Plummer Additional Municipal Office on February 29, 2024, at approximately 2:10 p.m. and forwarded to the participating Municipalities for their council's consideration. For Plummer Township that meeting is scheduled for March 20, 2024.


6. QUOTE ACCEPTANCE

- 6.1 The lowest or any Quote will not necessarily be accepted.
- 6.2 The Township of Plummer Additional will not be responsible for any inconvenience or cost related due to a Township's withdrawal from this Quoting process.
- 6.3 Prior to startup successful bidder must provide:
 - a) Proof of WSIB Clearance
 - b) Certificate of Liability Insurance minimum amount of \$5,000,000 with each Township named as an additional insured & indemnifying each Township for this project.
 - c) Statement confirming existence of a Health & Safety Program

7. ITEMIZED PRICES

The successful vendor is to invoice each owner directly for work completed.

Vendor Name (printed) MICHAEL KRESIN

Vendor Signature :  (person authorized to bind the company).

Company: KRESIN ENGINEERING Phone: 705-949-4900

Email: mike@kresinengineering.ca

Township: **Tarbutt Township (#4)**

Billing Contact

Road Department Contact

Last Name, First Name Trainor, Carol

Pigeon, Mike

email clerk@tarbutt.ca

roads@tarbutt.ca

mailing address 27 Barr Road S., Desbarats, ON P0R 1E0

Road Office physical address (if different
from the mailing address)

Office/Rd department phone number 705-782-6776

705-989-4340

cell number

CULVERTS over 3 Metres:

Culvert Name

Culvert #

Location

Comments

Inspection &
Reports

Taxes

Total Amt Inc. all
taxes

Pine Island Causeway culvert	1	Pine Island Road, 1.1km west of Town Line Road		\$ 400.00	\$ 52.00	\$ 452.00
Shewfelt Creek Culvert	2	Government Road, 1.34 km west of MacLennan Road		\$ 400.00	\$ 52.00	\$ 452.00
Anderson Creek Culvert	3	Government Road, 1.24km east of McKnight Road		\$ 400.00	\$ 52.00	\$ 452.00
Smith Road Culvert	4	0.78 km north of Hwy. 17		\$ 400.00	\$ 52.00	\$ 452.00
Puddingstone Road Culvert	5	2.1 km north of Government Road		\$ 400.00	\$ 52.00	\$ 452.00
Sub- Total Tarbutt Culverts						\$ 2,260.00

Total Tarbutt:						\$ 2,260.00
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Vendor Initials: MLC

Est Start Date: June 1, 2024

1



Planners | Surveyors | Biologists | Engineers

February 27, 2024
P24356-115

Township Plummer Additional

38 Railway Cres.

RR#2

Bruce Mines ON P0R 1C0

Re: Bi-Annual Bridge Inspections 2024

Amalgamated Tender for the following Townships:

Plummer Additional, Laird, St. Joseph, Tarbutt and Johnson

TULLOCH Engineering Inc. (TULLOCH) appreciates the opportunity to provide this proposal for the above noted project. In response to your request, we are pleased to provide a proposal for engineering services regarding visual Biennial Bridge Inspections. TULLOCH has working knowledge of the existing bridges of all the respective Townships in this Tender. In addition, TULLOCH has completed or is in the process of completing similar exercises for the following neighboring municipalities along the North Shore:

- City of Sault Ste. Marie - Biennial Bridge Inspections including over 40 structures, high bay lights and overhead signs
- Town of Spanish (4)
- Town of Gore Bay (4)
- Municipality of Central Manitoulin (12)
- Township of Thessalon – Bridge Inspections (2)
- Municipality of Huron Shores – Bridge Inspections (22)
- Township of Tarbutt and Tarbutt Additional – Bridge Inspections (5)
- Township of MacDonald, Meredith and Aberdeen Township – Bridge Inspections (8)

1. BRIDGE INSPECTIONS AND REPORTING

The bridge and culvert inspection/appraisal program will include:

- Investigating all visible elements that define the structure
- Recording and updating all areas of material defects for each element and categorizing such under the defined condition state
- Identifying any suspected performance deficiencies
- Identifying any areas of the structure where routine maintenance is required
- Make recommendations for the repair and/or rehabilitation of the structures, as necessary
- Provide construction cost estimates for repair and/or rehabilitation, as necessary
- Indicate the suggested time frame or urgency for the proposed work
- Identify additional detailed investigations that are required
- Take photographic documentation (digital format) of each structure:
 - Identifying the deck cross-section, traffic lanes, curbs, sidewalk barriers, etc.
 - Reflect the elevation of the structure which clearly shows the number of spans and superstructure type
 - Show the underside (soffit) of the structure which shows the type and number of the main superstructure elements
 - Indicating all areas with severe defects and deterioration, poor condition states

2. DELIVERABLES

We expect the following to be the key deliverables for our services;

- Sealed Bridge Inspection Reports for each Township including updated Municipal Bridge Appraisal Forms and photographic documentation for each structure
- Electronic version of Sealed Bridge Inspection Reports (.pdf format)

3. FEES

The bridge inspection fees associated with each township are listed on the attached Schedule B to Itemized Prices for Amalgamated Tender for Bridges 2024. These fees are based on the assumption that all bridges and culverts allocated for inspections by each specific township will be granted to one bidder.

If we are the successful bidder, we would propose that any missing/omitted structures can be added to the inspection list with an approved 'Scope Change'. We would be willing to inspect any additional structures at the provided rates.

4. EXCLUSIONS

The followings list of exclusions represents services or items that TULLOCH has not included as part of our price. Should any of the Townships wish to engage TULLOCH to provide or arrange for the provision of any or all of these services or items, we would be pleased to provide a price to you, additional to this quotation.

- Detailed drawings delineating extents of bridge repairs and deficiencies
- Any additional investigation required due to conditions noted during the inspections is above and beyond the scope of our work

5. LIMITATIONS

TULLOCH will perform all professional services with the standard of care customarily observed by Professional Consulting firms performing similar services at the same time and location. The standard of care will include adherence to all applicable published standards of the profession and laws, regulations, by-laws, building codes and government rules.

In no event, will TULLOCH be liable for indirect or consequential damages including, without limitation loss of use or production, loss of profits or business interruption.

6. SCHEDULE

TULLOCH would be willing to proceed with this assignment immediately, subject to receiving a signed agreement from each of the respective Townships. TULLOCH will endeavor to complete the inspections and reports by June 28, 2024 and the final reports will be submitted to each respective township by July 31, 2024. The scheduling of specific inspections will be coordinated with the Inspection Contact personnel shown on the Amalgamated Tender Forms for each respective township.

The estimated start dates shown on the tender form are tentative and subject to change. The start dates can be adjusted after receiving signed agreements for services and organizing inspection activities with each Township's contact personnel.

7. TULLOCH TEAM

Matt Kirby, P. Eng. – Project Manager

Mr. Kirby is experienced in completing bridge inspections and in particular the bridges outlined in this Tender Proposal. He will assume the role of overall lead member of the TULLOCH team and will be responsible to coordinating and overseeing the inspections.

Scott Reaume, E.I.T. – Engineering Intern

Mr. Reaume will assist in the bridge inspections as well as compiling the bridge inspection reports and summaries for each of the respective Townships.

8. CLOSURE

We trust you will find the information presented herein acceptable and we thank you for the opportunity to provide the local Municipalities with our services. If any of the respective Townships have any questions, do not hesitate to contact the undersigned at their convenience.

Sincerely yours,



Matt Kirby, P. Eng.
Project Manager
TULLOCH

MK:mk

cc: file

- Encls. 1 – Invitation to Tender (signed)
1 – Schedule 'B' Form of Tender
1 – Proof of Qualifications

Township: Tarbutt Township (#4)

Billing Contact

Last Name, First Name Trainor, Carol

email clerk@tarbutt.ca

mailing address 27 Barr Road S., Desbarats, ON P0R 1E0

roads@tarbutt.ca

Road Department Contact

Pigeon, Mike

Road Office physical address (if different from the mailing address)

Office/Rd department phone number 705-782-6776

cell number

705-989-4340

CULVERTS over 3 Metres -

Culvert #

Location

Comments

Culvert Name	Culvert #	Location	Comments	Inspection & Reports	Taxes	Total Amt Inc. all taxes
Pine Island Causeway culvert	1	Pine Island Road, 1.1km west of Town Line Road		495.00	64.35	559.35
Shewfelt Creek Culvert	2	Government Road, 1.34 km west of MacLennan Road		495.00	64.35	559.35
Anderson Creek Culvert	3	Government Road, 1.24km east of McKnight Road		495.00	64.35	559.35
Smith Road Culvert	4	0.78 km north of Hwy. 17		495.00	64.35	559.35
Puddingstone Road Culvert	5	2.1 km north of Government Road		2,475.00	321.75	2,796.75
Sub- Total Tarbutt Culverts						

Total Tarbutt:				2,475.00	321.75	2,796.75
-----------------------	--	--	--	-----------------	---------------	-----------------

Vendor Initials: mk

Est. Start Date: June 5, 2024

Desbarats to Echo Bay Planning Board
c/o Tarbutt Township Office
27 Barr Road South
R. R. #1 Desbarats, Ontario
P0R 1E0
phone: 705-782-6776
fax: 705-782-4274

March 20th, 2024

Carol Trainor, Clerk/CAO
The Township of Tarbutt
27 Barr Road South
Desbarats, Ontario

Attention Carol,

Re. : Joint Official Plan Expenses

As you are aware, the Desbarats to Echo Bay Planning Board and J.L. Richards are working towards the completion of the Joint Official Plan.

Over the past several years, The Township of Tarbutt has been paying 5.5% of the expenses towards the Joint Official Plan whereas the three other municipalities associated with the Planning Board have been paying 31.5% share each. The reason for the reduction for Tarbutt's share was that the previous planner was using The Township of Tarbutt's current Official Plan (11-2015) as a template for the new Joint Official Plan.

In June 2023, the Desbarats to Echo Bay Planning Board parted ways with the previous planner and commenced working with J.L. Richards. With the shift in Planner, the current Township of Tarbutt Official Plan (11-2015) is no longer being used as the template for the Joint Official Plan.

It is proposed by Desbarats to Echo Bay Planning Board Staff, that the Township of Tarbutt portion of the expenses towards the Joint Official Plan be increased from 5.5% to 25%. It is proposed that the other municipalities would also pay 25% of the expenses. Although the Planning Board budget is not set, it is anticipated that 25% of the total share of the costs associated with the Joint Official Plan in 2024 will be \$11663.55. It is anticipated by Planning Board Staff that the Joint Official Plan will be completed prior to 2025.

Planning Board Staff are looking forward to hearing back from the Township of Tarbutt in regard to this proposal with the intent of bringing this matter to the Planning Boards next meeting scheduled for March 26, 2024.

Thank you for your consideration.



Jared Brice

Secretary-Treasurer
Desbarats to Echo Bay Planning Board

20



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

REPORT TO COUNCIL

Date: March 20th, 2024
From: Jared Brice, Administration Assistant/Planning Assistant
Re: Desbarats to Echo Bay Planning Board Consent Application T2024-03 Waugh Rose

BACKGROUND / OVERVIEW

The Desbarats to Echo Bay Planning Board received one consent application for the creation of one (1) new lot of approximately 1.2 hectares for residential purposes on Lakeshore Drive (see attached consent application and map(s)).

The current Zoning By-law (10-85) designation(s) for the subject lands are Rural and Shoreline Residential. The Official Plan designation(s) for the subject lands are Rural and Shoreline.

As there was a severance approved on the subject lands in 1999, one more lot creation is permitted on the subject lands as stated in the Official Plan (11-2015). The consent application as presented aligns with policies outlined in the Official Plan (11-2015) and Zoning By-law (10-85).

Planning Board Staff have circulated to a Registered Professional Planner, the Ministry of Transportation, Ministry of Natural Resources and Forestry, Algoma Public Health, Neighbours within 60 m of the subject lands and have yet to receive any written comments or objections at the time this report was written.

Access to the proposed created lot would be located on Lakeshore Drive no more than 100 metres from the intersection with Mill Road. The Roads Superintendent has no objections to the proposed driveway access for the severed portion on Lakeshore Drive.

FINANCIAL IMPACT

Council has the authority to require the dedication of five percent (5%) of the land within a residential Plan of Subdivision or consent, to be dedicated to the Township as parkland. In lieu of the above requirements, Council may require cash-in-lieu of parkland instead, as deemed appropriate. Cash-in-lieu of parkland would provide funds for the sole purpose of developing and acquiring public parkland and/or developing recreational facilities in accordance with the Planning Act.

RECOMMENDATION:

Be it resolved that the report from the Administration Assistant/Planning Assistant regarding consent application T2024-03 Waugh Rose be received; and

That Council support the application for consent provided that the Township receive up to 5% the value of the severed portion for parkland dedication; and

That any portion of the travelled road known as Lakeshore Drive that is located on the subject property be transferred to the Township at the expense of the applicant.



Jared Brice
Administration Assistant/Planning Assistant

Desbarats to Echo Bay Planning Board**Application for Consent**
Under Section 53 of the Planning ActBefore Starting This Application

Please read the following:

Appendix A: Completeness of the Application

Appendix B: Submission of the Application

Appendix C: Help

Appendix D: Notes to Applicants

In this form the term "subject" means the land to be severed and/or the land to be retained.

Office Use Only

File Number	T2024-03 Waugh Rose
Roll Number	5714000003014010000
Date Submitted	20 Feb 2024
Date Received	21 Feb 2024
Sign Issued	7 March 2024

Please Print and Please Complete or Check-Mark Appropriate Box (s). Please use ink, not pencil.**1. Applicant Information**

1.1	Name of Applicant Hunter Waugh / Jennifer Rose	Home Telephone No.	Business Telephone No. 705-323-2047
	Address 107 Lakeshore Drive, Desbarats, ON		Postal Code P0R 1E0
1.2	This section is for the name of Owner (s) if different than the applicant. An owner's authorization is required in Section 11.1		
	Name of Owner (s)	Home Telephone No.	Business Telephone No.
	Address		Postal Code
1.3	Name of person who is to be contacted, and to receive any correspondence, about the application, if different than the applicant. This may be a person or firm acting on behalf of the applicant.		
	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.

2. Location of the Subject Land

2.1	District Algoma	Local Municipality Tarbutt	Section or Mining Location	Civic # 107
	Concession Number (s) 5	Lot Number (s) PT LT 10	Registered Plan No. 1R10065	Lot (s)/Block (s)
	Reference Plan No.	Part Number (s)	Name of Street/Road Lakeshore Drive	Other Identifier
2.2	Are there any easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (describe below the easement or covenant and its effect)			

3. Purpose of this Application	
3.1	Type and purpose of proposed transaction (check appropriate box) Transfer: <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> An Easement <input type="checkbox"/> Other Purpose Other: <input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> A correction of title
3.2	Name of person (s), if known, to whom land or interest in land is to be transferred, leased or charged: <u>Hunter Waugh</u>
3.3	If a lot addition, identify the lands to which the parcel will be added: Roll # _____ Description: _____

4. Description of Subject Land and Servicing Information (Complete each subsection)				
4.1	Description	Frontage (m.)	Severed 83.8	Retained 547
		Depth (m.)	152	152
		Area (ha.)	1.22	7.6
4.2	Use of Property	Existing Use (s)	Rural Vacant Land	Single family residential
		Proposed Use (s)	Single Family Residential	Single family residential
4.3	Buildings or Structures	Existing	None	Residential Dwelling
		Proposed	Residential Dwelling	Residential Dwelling
4.4	Access (check appropriate space)	Provincial Highway		
		Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Municipal road, seasonally maintained		
		Other public road		
		Right of way		
		Water access		
		(See Note #1)		
Note #1: Describe in section 9.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road				
4.5	Water Supply (check appropriate space)	Publicly owned and operated piped water supply		
		Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Privately owned and operated communal well		
		Lake or other water body		
		Other means		
4.6	Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system		
		Privately owned and operated individual septic tank (See Note #2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Privately owned and operated communal septic system		
		Privy		
Note #2: A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review				

Section 4 continued on next Page

24

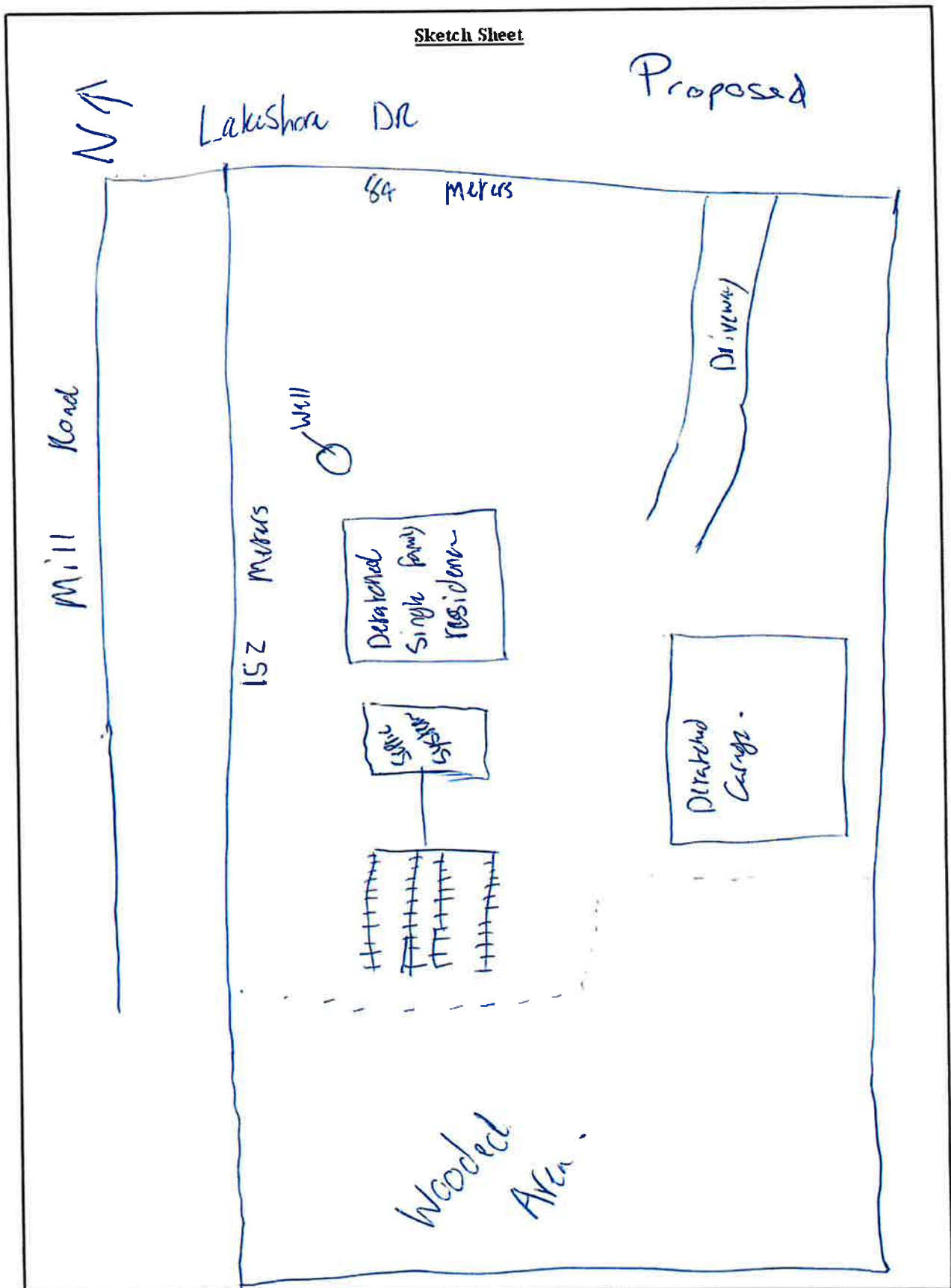
4. Description of Subject Land and Servicing Information . . . Continued				
4.7	Other Services (check if the service is available)		Severed	Retained
		Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		School Bussing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Garbage Collection		
4.8	If access to the subject land is by private road, or if "other public road" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.			

5. Land Use		
5.1	What is the existing official plan designation (s), if any, of the subject land? <u>Rural</u>	
5.2	What is the zoning, if any, of the subject land? If the subject land is covered by a Ministry's zoning order, what is the Ontario Regulation Number? <u>Rural (proposed Severance portion) / Shoreline Residential (Retained Portion)</u>	
5.3	Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any, which apply.	
	Use or Feature	On the Subject Land
	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)	
	An agricultural operation, including livestock facility or stockyard	N/A
	A landfill	N/A
	A sewage treatment plant or waste stabilization plant	N/A
	A provincially significant wetland (class 1, 2, or 3 wetland)	N/A
	A provincially significant wetland within 120 metres of the subject land	N/A
	Flood plain	N/A
	A rehabilitated mine site	N/A
	A non-operating mine site within 1 kilometre of the subject land	N/A
	An active mine site	N/A
	An industrial or commercial use, and specify the use (s)	N/A
	An active railway line	N/A
	A municipal or federal airport	N/A

6. History of the Subject Land	
6.1	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes and if known, provide the Ministry's application file number and the decision made on the application:</p> <p>File # _____ Decision: <u>Approved by board</u></p>
6.2	<p>If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:</p>
6.3	<p>Has any land been severed from the parcel originally acquired by the owner of the subject land?</p> <p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:</p> <p><u>November 16, 2000, Gertrud & Stewart Wright, Shoreline Residential</u></p>

7. Current Applications	
7.1	<p>Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes, and if known, specify the Ministry file number and status of the application:</p>
7.2	<p>Is the subject land the subject of an application for a zoning by-law amendment [], Minister's zoning order amendment [], minor variance [], consent or approval of a plan of subdivision []?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes, and if known, specify the Ministry file number and status of the application:</p>

Sketch Sheet

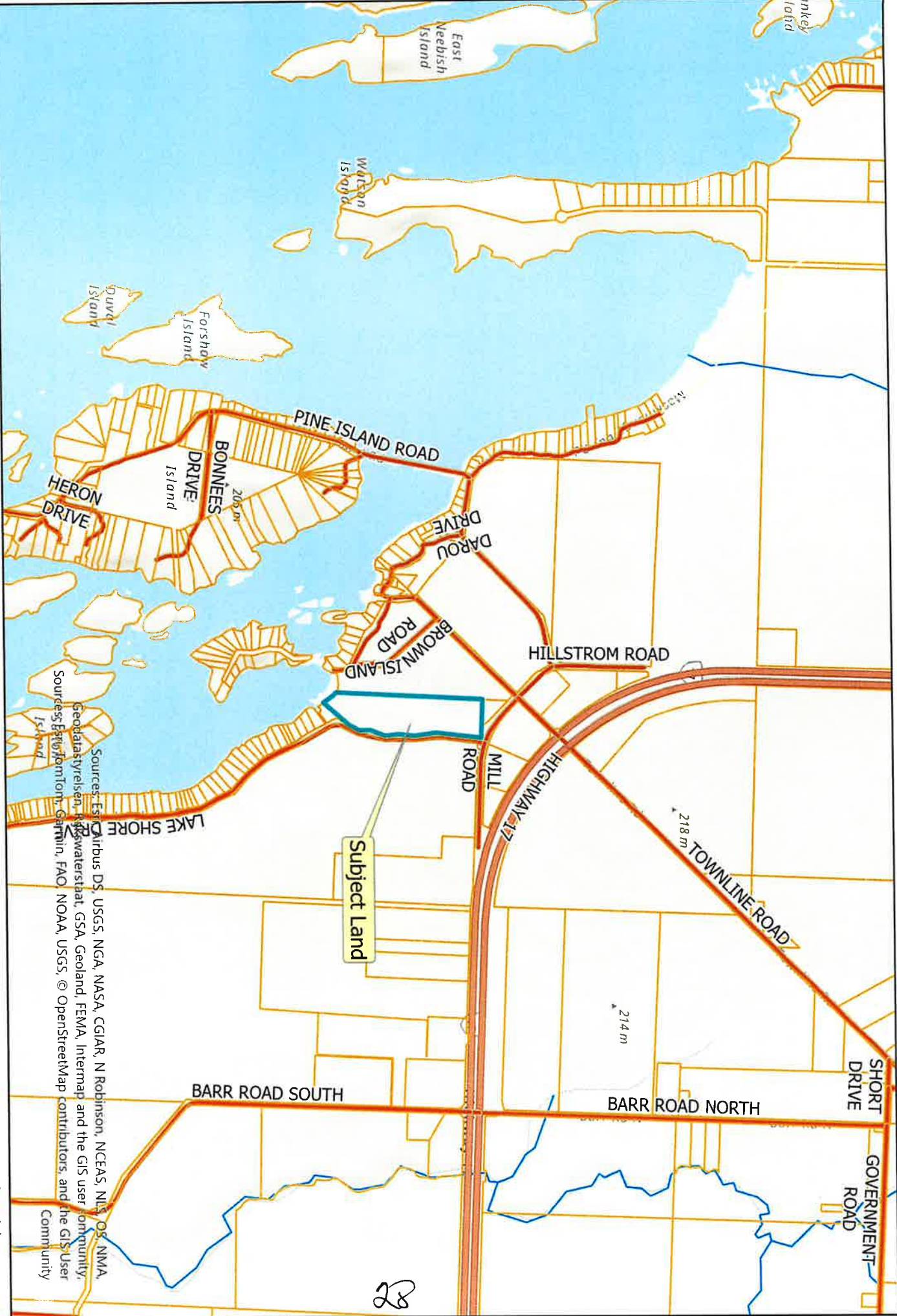


DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP

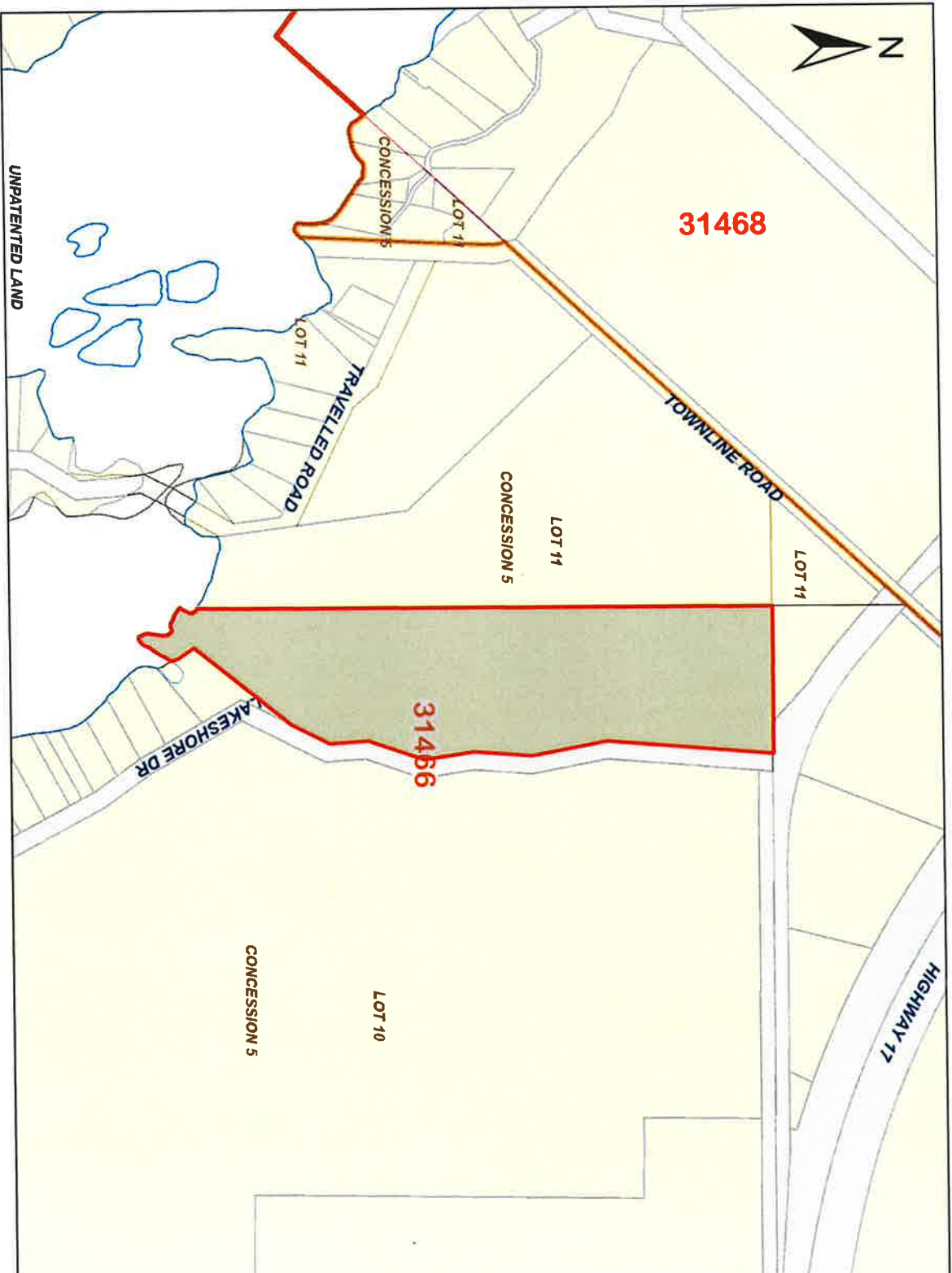
Consent Application: T2024-03 Waugh & Rose

Proposed Creation of One (1) Lot for Residential Purposes

Subject Land - 107 Lakeshore Drive, CON 5, PT LOT 10,
PT 1 1R-10065, Tarbutt Township, Algoma



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.



ServiceOntario

PRINTED ON 01 MAR, 2024 AT 09:54:01
FOR J.B.

SCALE



PROPERTY INDEX MAP

ALGOMA(No. 01)

LEGEND

- FREEHOLD PROPERTY
- LEASEHOLD PROPERTY
- UNITED INTEREST PROPERTY
- CONDOMINIUM PROPERTY
- RETIRED PIN (MAP UPDATE PENDING)
- PROPERTY NUMBER
- BLOCK NUMBER
- GEOGRAPHIC FABRIC
- EASEMENT

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED





DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: T2024-03 Waugh & Rose
 Proposed Creation of One (1) Lot for Residential Purposes
 Subject Land - 107 Lakeshore Drive, CON 5 PT LT 10,
 1R-10065 PT 1, Tarbutt Township, Algoma

0 15 30 60



Meters



Scale: 1:3,000

30

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.

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Received

MAR - 1 2024

Tarbutt Township

Communications and Technology Services Bureau
Bureau de gestion de communication et technologie

Lincoln M. Alexander Building
777 Memorial Ave.
Orillia ON L3V 7V3

Edifice Lincoln M. Alexander
777, avenue Memorial
Orillia ON L3V 7V3

Telephone/Téléphone:
Facsimile/Télécopieur:

(705) 329-6177
(705) 329-6230

File Number/Référence:

GOV-SOL-6100

February 29, 2024

MEMORANDUM TO:

THE TOWNSHIP TARBUTT
27 BARR ROAD SOUTH
R.R. 1
DESBARATS, ON
P0R 1E0

Re: Transition to Next Generation 9-1-1 – Response requested by March 6, 2024

As you are aware, your municipality utilizes the Ontario Provincial Police (OPP) for Primary Public Safety Answering Point (P-PSAP) services. P-PSAP call centres are the first point of contact when dialing 9-1-1. P-PSAP operators determine whether the caller requires police, fire or ambulance service, before routing the call to the appropriate Secondary Public Safety Answering Point (S-PSAP). The S-PSAP then gathers additional details and dispatches first responders. The OPP Communications and Technology Services Bureau (CTSB) operates four (4) Provincial Communications Centres, situated across Ontario.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated that all PSAPs in Canada must transition to the Next Generation 9-1-1 (NG9-1-1) network by March 4, 2025, when the legacy Enhanced 9-1-1 (E9-1-1) network will be decommissioned. Bell Canada is responsible for the provisioning of the NG9-1-1 network in Ontario. Bell requires each municipal governing authority to enter into an agreement with Bell Canada to delineate roles and responsibilities.

The OPP has been advised that your municipality has not yet signed the Next Generation 9-1-1 Authority Service Agreement with Bell Canada. In the absence of a signed agreement, your community will not have access to 9-1-1 services when OPP transitions to NG9-1-1. As the OPP is your P-PSAP, any termination of your 9-1-1 services will impact the provisioning of services. Therefore, we respectfully request that you contact our Communications Modernization Project (CMP) team at opp.cmp@opp.ca to advise whether your municipal authority intends to sign the Next Generation 9-1-1 Authority Service Agreement with Bell Canada to continue the provisioning of 9-1-1 services.

A response to the Communications Modernization Project (CMP) is kindly requested by Wednesday, March 6, 2024. Thank you for your attention to the above, which will assist the OPP in ensuring public safety following the transition to Next Generation 9-1-1.

...2/

Page 2

Transition to Next Generation 9-1-1 – Response requested by March 6, 2024

In addition, if you have not received or have not yet signed the Next Generation 9-1-1 Authority Service Agreement with Bell Canada, we ask that you immediately contact Phaedra VanBurren, Bell 9-1-1 Service at phaedra.vanburren@bell.ca.

A handwritten signature in black ink, appearing to read 'Heath Crichton', with a stylized flourish at the end.

Heath Crichton, A/Chief Superintendent
Bureau Commander
Communications and Technology Services Bureau

c: Deputy Commissioner Rohan Thompson, Traffic Safety and Operational Support, OPP
A/Deputy Commissioner Karen Meyer, Corporate Services, OPP



Secondary PSAP and Dispatch Agreement Between

Quattrra SCS Ltd.. Hereinafter known as the Company E-mail: info@quattrascs.com 272 Albert St E. Sault Ste Marie, ON P6A 2J4

And

Customer Name					
Street Address					
Mailing Address			P.O.#		
City, Province		Postal Code	Phone #		
Contact Name			Fax#		
Contact E-mail			Cell#		
Tax Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No HST Exemption Form to be provided by customer.					
Billing Email Address (for emailing of invoices & receipts):					
Note that if an email is not provided above, a \$4.95 monthly Paper Invoice Fee will apply.					

Hereinafter known as the Customer

CONTRACT FEES AND BILLING INFORMATION			
Billing ID #	Szeto #	DID #	Salesperson:
Monthly Rates:		Monthly Call Allowance:	Overage Per Call Rate: \$
PSAP Fire Call taking and dispatching	\$161.70	(included in base rate)	(after call allowance)
Voicemail Base Rate:	\$	Voicemail Call Allowance:	VM Overage / Call Rate: \$
Telco / Line Fee	\$	Per Call Rate for Incoming Calls to Toll Free #:	\$
E-mail Message Distribution:	\$	Per Call Rate for Outbound Long Distance:	\$
Fax Message Distribution:	\$	Description of Misc. Charges / Additional Information: \$3.15 Per Inbound Call and Callouts including calls from dispatchers to Utilities, * OPP etc.	
Extra Misc. Rate:	\$		
Sub-total:	\$		
HST -	\$		
Total Monthly Base Rate:	\$	<i>Tower fees additional</i>	
One Time Activation Fee:	\$ NA	Prorate fees may apply on your first invoice.	
Payment Information: Pre-authorized payment <input type="checkbox"/> Existing Account <input type="checkbox"/>			
Pre-Authorized Payment: Please fill out applicable form so that we may set-up service.			

Terms and Conditions (including terms on reverse or attached).	
The Company shall provide the above services for a term of: 3 year	
I/We agree to the terms and conditions as contained in this agreement.	
Dated this _____ day of _____,	Dated this _____ day of _____,
X	
Customer Signature	Quattrra SCS Ltd. Title and Signature
X	
Customer Printed Name & Title	Quattrra SCS Ltd. Printed Name and Title

TERMS AND CONDITIONS



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

REPORT TO COUNCIL

Date: March 20, 2024
From: Carol Trainor, CAO/Clerk
Re: Proposed Protection of Wildlife policy

BACKGROUND / OVERVIEW

As a result of recent complaints about trapping wildlife near Township roads, staff have been asked to bring forward the matter of a policy whereby no trapping, roadside brushing or ditching, or any activity that would destroy habitat, harm wildlife or cause fragmentation of biodiversity shall be undertaken by Township staff without the knowledge and consent of Council.

If there is an impending danger to municipal infrastructure, equipment, persons or property, then Council shall give consideration to the approval of such work.

FINANCIAL IMPACT

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

SUMMARY

The intent of the proposed policy would ensure that Council was aware of, and had approved, any work to be done that may harm, damage or destroy wildlife, their habitat, and the natural areas in which they thrive.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the creation of a policy for habitat preservation be received; and
That staff be authorized to present a policy on measures to ensure the protection of wildlife and their habitat in The Township of Tarbutt.

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



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

Date: March 20, 2024
From: Carol Trainor, CAO/Clerk
Re: March Clerk's Report

Landfill Administration

Nothing to report, no information has been received.

Blue Box Transition:

Through discussions with Circular Materials (CMO) and CIF, more information has come to light which will influence any decision making by Council regarding how to move toward the Producer Responsibility for residential recycling, and what that will look like for Tarbutt.

Key learning points:

1. The unstaffed depot at the Island turnoff is Tarbutt's only recycling depot.
2. Recycling at the landfill will be in the hands of Johnson Township; Tarbutt has no involvement.
3. Despite increased recycling refunds from Stewardship Ontario (this program is coming to an end with the transition), this depot costs time, money and resources, not only to maintain the contract with GFL, but also in the staff time to maintain it. Tarbutt receives little to no benefit.
4. The turnoff depot revenue and expenses are shared with Laird and Jocelyn Townships. Laird Council has passed a motion to withdraw from this contract (attached).

Given the above information, the recommendation of staff, at this time, is that the Township not renew the recycling agreement with GFL for the turnoff depot as of its termination date of January 1, 2025 and request that the bins be removed. Johnson Township will then have the ability to negotiate a new recycling contract for the landfill. Tarbutt residents will continue to recycle at the Johnson landfill, unless one of the neighbouring communities wishes to take over responsibility for this depot, or unless CMO establishes a new depot location.

Emergency Management

The application submitted by the CEMC for a generator for the fire hall, a potable water system for the Township buildings on Barr Road, tower improvements was not successful.

During the recent preparation of T-4 slips, staff were made aware that the CEMC is not in the payroll system, and therefore is not "on payroll" and not an employee. The Emergency Management legislation requires that the CEMC be an employee of the Township. He has since been added to the payroll system, but we require a Council resolution to provide authorization.



Personnel

OMERS pension contributions had ceased following the departure of the Treasurer, as the contributions were not done through the payroll system. The bookkeepers were unaware of the contributions, and staff did not notice that deductions were no longer coming off their pay. The

bookkeepers have now caught up with the amount that should have been paid to OMERS, and staff have been advised that their pays will now include the regular contribution amount in addition to the payback amount, which the Township was required to pay up front.

Training

The Clerk has registered for the AMCTO Zone 7 meeting at the Manitoulin Conference Centre in Little Current on April 25 and 26, 2024 where a number of relevant topics will be covered over two days.

J. Brice will be attending a **Cemetery Approvals and Operations** workshop on March 26.

V. MacKay-Coutu has registered for an HST workshop through the Municipal Finance Officers Association.

Other Business

Staff received a call from the Ministry of Municipal Affairs asking about the high amount of tax arrears. The Clerk explained that, without a treasurer, it has been difficult to keep a close eye on the arrears, although the Township's solicitor had been instructed, in November, to send letters to those owners who had not paid taxes in more than two years. Mid-February, the Clerk received a message from the solicitor's office that these letters had not been sent. The new amounts, with updated interest and penalty, will be provided to the solicitor next week so that letters can be sent. The letters will advise owners that their properties are now eligible for tax sale.

RECOMMENDATION:

Be it resolved that the Clerk's Report for March 2024 be received for information; and
That the resolution from the Council of The Township of Laird regarding the joint recycling contract at the St. Joseph Island Turnoff be received; and
That GFL and Johnson Township be advised that the recycling contract for the landfill and for the Island turnoff will not be renewed past its termination date of January 2025; and
That the Community Emergency Management Coordinator (CEMC) position be added to the payroll system as an employee of the municipality.

Carol O. Trainor, AMCT, CAO/Clerk

Carol Trainor

From: clerk@lairdtownship.ca
Sent: Monday, March 11, 2024 10:01 AM
To: Carol Trainor
Subject: Joint Recycle Bins

Good Morning Carol,

At the February 22, 2024 Council meeting discussed the blue box program transition and the joint recycle bins at the island turn-off.

Laird Township Council passed the following motion:

Resolution Number: 34-24

Moved by: Todd Rydall

Seconded by: Ed Lapis

BE IT RESOLVED THAT Council receives the report on Blue Box Program Transition to Full Producer Responsibility; and

THAT Council directs the Clerk to communicate with Circular Materials (CM) that the Township of Laird would like to opt-in and would like to receive a customized Opt-in Depot Operations Agreement for review; and

*FURTHER THAT Council would direct the Clerk to opt out of the joint recycle bins at the Island turn-off.
Carried.*

Therefore, Laird Township Council would like to no longer be a part of the joint recycle bins at the Island turn-off. Please let me know if you require anything further to initiate Laird's exit from the joint recycle bins at the Island turn-off.

Sincerely,



Jennifer Errington, Dipl.M.A.

Clerk Administrator

Township of Laird

3 Pumpkin Point Road

Echo Bay, ON

POS 1C0

Phone No. (705) 248-2395

Fax No. (705) 248-1138

Website lairdtownship.ca

Individuals who submit written correspondence or information to the Municipality should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

Carol Trainor

From: clerk@lairdtownship.ca
Sent: Friday, March 8, 2024 11:35 AM
To: Carol Trainor
Subject: Island Turnoff Recycle Bins

Good Morning Carol,

At the February 22, 2024 Council meeting I had provided Council with a report on the Blue Box Program Transition to Full Producer Responsibility. In that report I spoke about the joint bins at the island turn off. Council wants to get out of being a part of the joint bins. I'm not sure what Tarbutt or Jocelyn has decided to do about the joint bins post-transition. I'm also not sure how to go about this, as I am not sure what our commitment is. I wasn't the Clerk when we entered into being a part of the joint bins, so I'm not sure what our agreement was.

Sincerely,



Jennifer Errington, Dipl.M.A.

Clerk Administrator

Township of Laird

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Individuals who submit written correspondence or information to the Municipality should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

**THE CORPORATION of THE TOWNSHIP of TARBUTT & TARBUTT ADDITIONAL
BY-LAW-25-2001**

BEING A BY-LAW to enter into an agreement with Algoma area Municipalities for a joint recycling program and to authorize execution of a recycling agreement with Municipal Waste & Recycling Consultants

WHEREAS the Ontario Municipal Act, R.S.O. 1990, c. M.45, Section 207, subsection 5 permits one or more municipalities to enter into an agreement to provide garbage collection and disposal systems.

THEREFORE COUNCIL ENACTS AS FOLLOWS:

1. THAT the Councils of the Municipalities of Macdonald, Meredith & Aberdeen Additional, Laird, Tarbutt & Tarbutt Additional, Johnson, St. Joseph, Jocelyn, Hilton and The Village of Hilton Beach have deemed it desirable to implement a program of recycling and;
2. THAT the a fore mentioned Councils have agreed by resolution passed in open Council at their respective Council meetings that jointly we should enter into an agreement with Municipal Waste & Recycling Consultants for a two year period and;
3. THAT the administration of this program will be the joint responsibility of all Councils the lead Council designated to collect the fees and forward the same to Municipal Waste & Recycling Consultants will be Tarbutt & Tarbutt Additional Township and;
4. THAT the Township of Tarbutt & Tarbutt Additional acting as administrator of the recycling program and shall invoice each Municipality twice (2) yearly with a reconciliation once (1) per year and;
5. FURTHER THAT Tarbutt & Tarbutt Additional Township shall be responsible for submitting monthly payments to Municipal Waste and & Recycling Consultants.

READ AND FINALLY SIGNED THIS 18 day of July, 2001.

Reeve



Clerk



Seal

days prior to expiry. If a certificate is provided, all requirements above must be shown on the said certificate. .

- c. The Parties agree that the work to be performed under the contract or any part thereof or any monies or orders payable under this contract shall not be assigned or sublet by the Contractor without written approval of the Municipality. In the event the said written authority is given, it shall not relieve the Contractor of their liabilities and obligations under this contract.

6. TERMINATION AND/OR PENALTIES

- a. The Term of this Agreement shall be for three (3) years, from January 17, 2022 until January 17, 2025, unless a termination clause is enacted by either of the parties hereto. Renewal of the Agreement will be by mutual covenant of both parties.
- b. If the Contractor is found to be in default in the performance of any of the obligations contained in this Agreement, the Municipality has the right to demand compliance with the Agreement. If the Contractor continues to be in default the Municipality shall be entitled to withhold payment and/or terminate the contract within sixty (60) days of providing written notice of same termination.
- c. The Municipality shall be entitled to terminate this Agreement on seven (7) days prior written notice upon the occurrence of any of the following events:
 - The Contractor makes an assignment in bankruptcy, files a proposal in bankruptcy, or is adjudged to be bankrupt, shall commit an act of bankruptcy or otherwise acknowledge its insolvency;
 - A receiver and manager shall be appointed any or all of the Contractor's assets; or
 - The Contractor abandons this contract.
- d. If, at any time, during the term of this contract the Municipality has reason to believe that the work is not being carried out in accordance with the specifications and conditions contained in the contract, or if there are substantial complaints with respect to the collections, or the work is not being carried out in a good and workmanlike manner, the Municipality shall have the right to provide notice to terminate the contract as in 6 b.
- e. In the event of the termination of the contract, pursuant to this provision, the Contractor shall not be entitled to receive further payment until the termination date of the contract, provided that if the unpaid balance of the full contract price exceeds the expenses of completing the work, such excess shall be paid to the Contractor. In the event the expense of completing the work pursuant to this contract shall exceed such unpaid balance, the Contractor shall pay the difference to the Municipality.

1. GENERAL CONDITIONS

- a. The Contractor agrees to provide two 40 cubic yard bins at the Municipal Landfill site for the purposes of collecting recyclable materials. Said bins shall be rented by the Municipality at a cost of \$250.00 each, per month, to be paid upon receipt of an invoice from the Contractor. Such invoice is to be remitted to the municipality monthly. Additional bins shall be provided at the request of the Municipality during peak times.
- b. The Contractor agrees to collect recyclable material placed at the Landfill site located at 3860 Government Road, which is publicly maintained by The Township of Tarbutt, and transport the materials to their recycling facility where the material will be processed and sold by the Contractor, with all proceeds remaining the sole property of the Contractor.
- c. The Contractor agrees to collect recyclable material placed in bins located at the collection depot at 6669 Highway 17 E, to be transported to their recycling facility in accordance with Appendix "A" attached.
- d. The Contractor agrees that all recycling collection services shall be performed promptly, neatly, carefully, thoroughly and efficiently and shall comply in all respects with the provisions, conditions and terms contained herein and with Ministry of the Environment conditions.
- e. It is agreed that the Municipal Council, or its authorized representatives, shall have the final authority with respect to all issues concerning recycling collection within the municipality. Council shall determine whether the Contractor has fulfilled the terms of this Contract.
- f. The Municipality shall educate the public with respect to proper types and methods of materials, collecting 1 – 7 plastics, packaging and unloading of materials into bins, and how to avoid contamination of recyclables.
- g. Should a change to the agreed list of recyclable material be acceptable, the Contractor shall provide new information to the municipality at least two weeks (2) before such changes are to come into effect and Council approval shall be obtained.

2. THE CONTRACTOR SHALL:

- a. In both locations, gather up and remove any recyclable material that may have been spilled from recycling containers used for holding the material as a result of their work.
- b. Ensure that the landfill gate key provided by the Municipality is not copied, given, lent, sold or otherwise transferred to any other person or contractor without the express written consent of the Municipality, and that the gate will be locked both during and following each collection.

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF MARCH 20, 2024
CONSENT AGENDA**

- | | |
|---|---------|
| a. Algoma District Services Administration Board Budget Summary
Re: 2024 Municipal Allocation | 1 |
| b. Resolution from the Municipality of Huron Shores
Re: Algoma Public Health Feasibility Study | 2 - 3 |
| c. Letter from Algoma Public Health
Re: Algoma Board of Health decision not to proceed with a merger with Sudbury
and District Public Health | 4 |
| d. Letter from Autism Ontario
Re: Proclamation of World Autism Day on April 2, 2024 | 5 |
| e. Resolution from the Township of Amaranth
Re: Request to the Province to redirect 400 series highway monies to support
municipal infrastructure and housing initiatives | 6 |
| f. Resolution from the Township of Perry
Re: Request to amend Blue Box Regulation for Ineligible Sources | 7 - 8 |
| g. Message from Emergency Management Community Grants
Re: Community Emergency Preparedness Grant | 9 |
| h. Resolution from the Town of Lincoln
Re: Increased need for funding of libraries and museums | 10 - 11 |
| i. Letter from Ironside Consulting Services Inc.
Re: Report of the Integrity Commissioner for 2023 | 12 |
| j. Resolution from the Township of Amaranth
Re: Operational Budget Funding | 13 |
| k. Flyer from Carol Hughes, MP, Algoma-Manitoulin-Kapuskasing
Re: Proposed tax break for Volunteer Firefighters | 14 |
| l. Public Advisory from the Ministry of Municipal Affairs and Housing
Re: Flooding Roles and Responsibilities | 15 - 16 |
| m. Notice of Inspection of Annual Work Schedule for Algoma Forest | 17 |

Recommendation: Be it resolved that correspondence items a through l on the consent agenda dated March 20, 2024 be received;