



**THE TOWNSHIP OF TARBUTT**  
**Council Meeting Agenda**  
**Wednesday, August 14, 2024 at 5:00 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 held July 17, 2024 1 – 6
- 4. DEPUTATIONS / PRESENTATIONS**
  - a. Chief Building Official Kevin Morris  
Re: Inspections, Orders, Code Compliance
- 5. FINANCIAL STATEMENTS**
  - a. Payment log for the month of July, 2024. 7 - 8
- 6. STAFF AND COMMITTEE REPORTS**
  - a. Report from the Road Superintendent for August 2024 9
  - b. 2024 Bridge Inspection Report 10–18
  - c. Draft minutes of the Tarbutt Cemetery Board meeting of August 7, 2024 19-20
  - d. Great Waterfront Trail Adventure 2024 Northern Ontario Tour Stop 21 - 22
  - e. Tax Certificate Fees 23 - 25
  - f. Report from the CAO/Clerk for August 2024
- 7. BY-LAWS**
  - a. 2024 Tax Rate By-law 26
- 8. INFORMATION / CONSENT AGENDA**
  - a. Correspondence and information items
- 9. OTHER BUSINESS**



**10. CLOSED SESSION**

Council will move into closed session under Section 239 2 (f), advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- a. Legal Advice regarding a Planning Matter

**11. CONFIRMATION BY-LAW**

**12. ADJOURNMENT**



**THE TOWNSHIP OF TARBUTT**  
**Minutes of the Council Meeting**  
**Wednesday, July 17, 2024 at 6:00 pm**  
**Township Council Chambers, 27 Barr Road S.**

**PRESENT:** Lennox Smith, Mayor  
Ursula Abbott  
David Farrar  
Darren McClelland  
Jacqui Nagel

**STAFF:** 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 June 12, 2024.
- b. Minutes of the Special Council Meeting held July 3, 2024.

Resolution No: 2024 – 110

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the minutes of the June 12, 2024 Regular Council meeting be adopted as amended with respect to item 6 a. for the project on Smith Road; and that the July 3, 2024 Special Council meeting be adopted as circulated.

Carried

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

- a. Payment log for the month of June, 2024 in the amount of \$220,542.87

Resolution No: 2024 – 111

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the payment log for the month of June, 2024 be approved.

Carried



## 6. STAFF AND COMMITTEE REPORTS

### a. Minutes of the Cemetery Board Meeting of May 16, 2024

Resolution No: 2024 – 112

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the minutes of the Tarbutt Cemetery Board dated May 16, 2024 be received.

Carried

### b. Report from the Road Superintendent

Council discussed the miscommunication with that occurred between the contractor who was completing the various stages of the resurfacing process. The Contractor is to return to complete the work as proposed, and send a revised invoice reflecting the rebate provided as per the agreement with the Road Superintendent.

Resolution No: 2024 – 113

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the report from the Road Superintendent for July, 2024 be received.

Carried

### c. Application for Consent, 198 Smith Road

Resolution No: 2024 – 114

Moved by: D. Farrar

Seconded by: D. McClelland

That the report from the Administrative/Planning Assistant regarding the application for consent at 198 Smith Road be received; and

That Council support the application for the creation of one lot as presented; and

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

That any portion of the travelled road(s) known as Smith Road and Government Road that is located on the subject property be transferred to the Township at the expense of the applicant; and

That written confirmation from the Township be required to confirm that all outstanding taxes on the subject property have been paid in full prior to final consent being granted.

Carried



d. Report from the CAO/Clerk for July 2024

The Clerk advised that a meeting would be held with the Township solicitor later this week to discuss the draft exit agreement from the Johnson Tarbutt landfill, and that discussions with Johnson staff and RPRAs are ongoing with respect to the continuance of recycling programs.

Resolution No: 2024 – 115

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the CAO/Clerk for July 2024 be received.

Carried

**7. BY-LAWS**

**8. INFORMATION / CONSENT AGENDA**

- a. Resolution from the Municipality of Tweed  
Re: Implement sustainable funding for small rural municipalities
- b. Letter from the Harold S. Trefry Memorial Centre  
Re: Thank you for Donation to Seniors and Disabled Programs
- c. Letter from the Township of Lake of Bays  
Re: Request Royal Assent of Administrative Monetary Penalty System
- d. Resolution from the Municipality of West Nipissing  
Re: Provincial Support for Critical Infrastructure
- e. Resolution from the Township of Larder Lake  
Re: Request financial assistance for the completion of mandatory Asset Retirement Obligations (ARO)
- f. Card of Thanks from Ruth Wigmore, Tarbutt Senior of the Year
- g. Letter from the Township of Otonabee-South Monaghan  
Re: Regulations for the Importation and Safe Use of Lithium-ion Batteries
- h. Draft Letter in support of a Northern Emergency Manager's delegation at AMO with the Treasury Board Secretariat regarding Emergency management funding
- i. Letter from the Ministry of Municipal Affairs  
Re: Updates under the Planning Act and Development Charges Act



- j. Letter from the Ministry of Finance  
Re: Education tax reduction to portions of aggregate sites

Resolution No: 2024 –116

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that correspondence items a through j on the consent agenda dated July 17, 2024 be received; and

That Council supports the Municipality of Tweed calling on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police back into the provincial budget with no cost recovery to municipalities; and

That Council supports the letter from the Township of Lake of Bays asking the Provincial Government to give Royal Asset to the Administrative Monetary Penalty System to free up time for Building Officials, while providing the offender with a more streamlined appeal system; and

That Council supports the resolution from the Township of Larder Lake asking the Province of Ontario to provide financial assistance to municipalities to complete Asset Retirement Obligations required under PS 3280; and

That the letter from the Township of Otonabee-South Monaghan seeking regulations and funding for the importation, sale, storage and use of non-OEM or ULC certified lithium-ion batteries be supported by the Provincial and Federal governments; and

That The Township of Tarbutt supports a Ministers delegation at the AMO conference to propose a more equitable Community Emergency Management funding model.

Carried

## 9. OTHER BUSINESS / ADDENDUM

- a. Request for tax relief from the June 12, 2024 Council meeting

Resolution No: 2024 – 117

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the request for reconsideration of property classification and resulting reduction of taxes be received; and

That the request from the resident be denied based on the significant financial impact that unpaid taxes have on the Township's operational budget.

Carried



b. Draft 2024 Budget

Council has reviewed the proposed budget on two occasions, and this final version is being presented following a meeting with the auditor to ensure that budget totals match those of the audited financial statements, using a 3% tax increase.

Resolution No: 2024 – 118

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

Be it resolved that the draft 2024 Budget be presented for review, as amended, following earlier budget deliberations; and

That Council adopt the 2024 Budget, as presented.

Carried

Council held a roundtable discussion about building code enforcement, and the need for building to cease where no permit has been applied for, or issued, and building has progressed or been completed without the benefit of inspection. The Building Official will be asked to meet with Council to discuss the issuance of permits, the issuance of orders, and when the CBO can stop work in progress.

**10. CLOSED SESSION**

Resolution No: 2024 – 119

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

Be it resolved that Council move into closed session at 6:40 pm 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

a. Employee Claim

b. Employee Conduct

Resolution No: 2024 – 120

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

Be it resolved that Council rise from Closed Session at 6:50 pm.

Carried

Resolution No: 2024 – 121

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

That the verbal report from the CAO/Clerk be received; and

That the CAO/Clerk be authorized to follow the direction of the Township Solicitor with respect to the employee claim; and

That a warning letter be sent to the employee as discussed.

Carried



**11. CONFIRMATION BY-LAW**

Resolution No: 2024 – 122

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

Be it resolved that leave be granted to enact By-law No 2024 - 19, being a By-law to confirm the proceedings of the Council meeting, held this Seventeenth day of July, 2024; and

That said By-law be given a first, and taken as read a second and third time and finally passed.

Carried

**12. ADJOURNMENT**

Resolution No: 2024 – 123

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

Be it resolved that the regular council meeting held this Seventeenth day of July, 2024 be adjourned at 7:18 pm, to meet again for the regular meeting on Wednesday, August 14, 2024 at 5:00 pm.

Carried

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Lennox Smith, Mayor

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Carol O. Trainor, Clerk



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The Township of Tarbutt				
Payment Log				
Jul-24				
Type	Cheque No.	Cheque Date	Payee	Amount
Cheque	5030	07/02/2024	Kentvale Home Hardware	\$ 81.11
Cheque	5031	07/02/2024	OCP Construction Supplies Inc.	\$ 1,605.96
Cheque	5032	07/02/2024	McClelland's Hardware & Feed	\$ 18.98
Cheque	5033	07/02/2024	Algoma District Services Administration Board	\$ 30,839.58
Cheque	5034	07/03/2024	Minister of Finance	\$ 7,692.00
Cheque	5035	07/04/2024	UAP Inc	\$ 31.13
Cheque	5036	07/10/2024	Receiver General	\$ 8,553.11
Cheque	5037		VOID	\$ -
Cheque	5038	07/09/2024	ICONIX Waterworks LP	\$ 192.67
Cheque	5039	07/09/2024	Service Rentals and Sales	\$ 6,859.55
Cheque	5040	07/11/2024	OMERS	\$ 9,731.86
Cheque	5041	07/11/2024	Workplace Safety and Insurance Board	\$ 3,082.09
Cheque	5042	07/11/2024	GFL Environmental	\$ 16,739.91
Cheque	5043	07/11/2024	Spadafora Johnson Leopore	\$ 1,613.83
Cheque	5044	07/11/2024	Quattra SCS Ltd	\$ 228.72
Cheque	5045	07/11/2024	EncompassIT.ca	\$ 282.50
Cheque	5046	07/12/2024	Brian Cameron Trucking Inc	\$ 8,136.00
Cheque	5047	07/12/2024	Minister of Finance Payment Processing Centre	\$ 7,692.00
Cheque	5048	07/17/2024	Summer payroll	\$ 447.45
Cheque	5049	07/17/2024	Fire Marshall's Public Fire Safety Council	\$ 981.41
Cheque	5050	07/17/2024	Algoma Office Assistant	\$ 224.28
Cheque	5051	7/17/2024	True North Plumbing (Hall)	\$ 456.52
Cheque	5052	7/17/2024	Desbarats to Echo Bay Planning Board	\$ 1,206.82
Cheque	5053	07/17/2024	Tulloch Engineering Inc. Building Inspection	\$ 1,739.52
Cheque	5054	7/17/2024	Algoma Business Computers	\$ 33.90
Cheque	5055	7/26/2024	Township of St. Joseph (Seniors award plaque)	\$ 52.64
Cheque	5056	7/26/2024	Superior Truck Centre Ltd	\$ 2,358.88
Cheque	5057	7/26/2024	Ibbitson Enterprises	\$ 3,164.00
Cheque	5058	7/26/2024	Service Rentals and Sales	\$ 1,093.91
Cheque	5059	7/30/2024	EncompassIt.ca	\$ 415.28
Cheque	5060	7/30/2024	Breton SmarTek	\$ 1,073.50
Cheque	5061	7/30/2024	Fire Chief	\$ 63.25
Cheque	5062	7/30/2024	17E Trading Post Gas Bar	\$ 671.04
Cheque	5063	7/30/2024	Accounting Clerk Mileage	\$ 209.00
Cheque	5064	7/30/2024	Landfill Admin Fee	\$ 100.00
Cheque	5065	7/30/2024	Summer payroll	\$ 1,113.07
Cheque	5066	7/30/2024	Receiver General	\$ 8,360.39
Cheque	5067	7/30/2024	Superior Emergency Services (first aid)	\$ 2,127.10
Cheque	5068	7/30/2024	Minister of Finance Payment Processing Centre	\$ 7,692.00
Cheque	5069	7/30/2024	Stefanizzi Professional Corporation	\$ 9,944.00
Cheque	5070	7/30/2024	EncompassIt.ca	\$ 918.35
			Total	147,827.31
Payroll		July	Staff (Council, Admin, Roads, Landfill & Caretaker)	\$ 27,722.31
Visa		07/08/2024	Bell Mobility	\$ 280.02
Visa		07/09/2024	Bell Canada	\$ 140.85
Visa		07/09/2024	Staples.ca	\$ 88.02

The Township of Tarbutt				
Payment Log				
for the month of July, 2024				
Visa		07/09/2024	Dollarama	\$ 4.52
Visa		07/09/2024	OCP Construction	\$ 1,605.96
Visa		07/09/2024	OCP Construction- Refund	-\$ 1,605.96
Visa		07/09/2024	Bell Canada	\$ 650.15
Visa		07/10/2024	Adobe	\$ 105.06
Visa		07/10/2024	Canada Safety Training	\$ 16.89
Visa		07/10/2024	JT's Auto	\$ 212.44
Visa		07/15/2024	Zoom	\$ 48.57
Visa		07/16/2024	Cash & Carry- Water for Landfill/Fire	\$ 22.41
Visa		07/17/2024	Canada Post	\$ 717.55
Visa		07/19/2024	Staples	\$ 127.09
Visa		07/23/2024	Amazon	\$ 30.80
Visa		07/23/2024	Princess Auto	\$ 389.79
Visa		07/27/2024	Starlink Internet	\$ 158.20
Visa		07/29/2024	Bell Canada	\$ 79.87
			Total	\$ 3,072.23
PAP		7/2/2024	Equitable Life Insurance	\$ 2,383.11
PAP		7/2/2024	RCAP	\$ 93.33
PAP		7/4/2024	Service Charge CIBC	\$ 24.00
PAP		7/4/2024	Esso Business	\$ 957.00
PAP		7/12/2024	Algoma Power	\$ 56.62
PAP		7/12/2024	Algoma Power	\$ 329.84
PAP		7/12/2024	Algoma Power	\$ 176.59
PAP		7/31/2024	Branch Fee	\$ 150.00
PAP		7/31/2024	Branch Fee	\$ 25.00
PAP		7/31/2024	Monthly Branch Fee	\$ 55.00
PAP		7/31/2024	Paper Statement Fee	\$ 3.50
			Total	\$ 4,253.99
				\$ 182,875.84
* Please note this is a summary of payments made in July and does not include all of July's expenditures as reflected in the monthly statement.				



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

## REPORT TO COUNCIL

Date: August 14, 2024  
From: Mike Pigeon, Road Superintendent  
Re: August Roads Report

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### BACKGROUND / OVERVIEW

To date we are done the rock hammering on Smith Road and the roadside grass has been cut throughout the Township.

The invoice from Beamish for road resurfacing has been adjusted and we are waiting for the fog coat to be applied.

The student is working out great.

The back up weed eater quit and it is beyond repair. I am in the process of getting some quotes for a new one and one that I can get attachments for, such as a power broom. According to the budget there is room for this purchase under the small tools and equipment, as it will come less than \$1000. The quote I have to date is from Kentvale and includes the power broom attachment.

The playground inspection has taken place, and the Township got two thumbs up on Birch Hill.

I have completed the requests from Kresin Engineering on the guard rail and bridge inspections also.

### RECOMMENDATION:

Be it resolved that the report from the Road Superintendent for the month of August, 2024 be received.

66

July 29, 2024

KEC Ref. 2439

By e-mail ([clerk@tarbutt.ca](mailto:clerk@tarbutt.ca))

**Attention: Carol Trainor, CAO/Clerk**

Township of Tarbutt

27 Barr Road S

Desbarats, ON, P0R 1E0

**Re: 2024 Municipal Bridge Inspection**

Dear Ms. Trainor:

Kresin Engineering Corporation (KEC) has completed inspections of municipal bridges and culverts in the Township of Tarbutt as requested. The structures reviewed include the following:

1. Pine Island Causeway Culvert
2. Shewfelt Creek Culvert
3. Anderson Creek Culvert
4. Smith Road Culvert
5. Puddingstone Road Culvert

### **Introduction**

KEC has been retained by the Township of Tarbutt (the "Township") to carry out inspections of five municipal culvert structures.

Biennial inspections are required by Ontario Regulation 104/97 "Standards for Bridges" made under the province's Public Transportation and Highway Improvement Act. The inspections are to be completed in general accordance with the Ontario Structure Inspection Manual (OSIM).

The work was carried out in keeping with the OSIM's requirements for detailed visual inspections. Specifically, KEC completed a systematic visual inspection of all accessible, un-obscured areas of each subject structure. Photographs of the structures were taken to document the appearance, condition and deficiencies (if any).

Following the site inspections, appraisal sheets were completed, copies of which are attached.

### **C1 Pine Island Causeway Culvert**

The Pine Island Causeway includes three cross culverts. The centre culvert has a diameter of 3m while the other two are 2m diameter. All culverts appear to be in good condition. Continued routine maintenance is recommended.

## **C2 Shewfelt Creek Culvert**

The Shewfelt Creek Culvert, located on Government Road, just east of Barr Road, is a structural plate horizontal ellipse pipe constructed in about 1992. The culvert appears in fair condition.

Maintenance recommendations include:

- Cable guide rail maintenance to address loose cables and rotted posts.
- Vegetation management.
- Gravel shoulder maintenance to improve road drainage.

## **C3 Anderson Creek Culvert**

Located on Government Road, approximately one half of a kilometre west of Smith Road, Anderson Creek Culvert is a 6.1m span structural plate arch structure. The structure appears in fair condition and continued routine maintenance is recommended.

Maintenance recommendations include:

- Guide rail maintenance to address rotted posts.
- Vegetation management.
- Gravel shoulder maintenance to improve road drainage.

## **C4 Smith Road Culvert**

The Smith Anderson Culvert is a two barrel structure located on Smith Road approximately three-quarters of a kilometre north of Highway 17. The installation consists of a 3.6m main barrel alongside a 1.8m relief barrel. The installation appears in good condition and continued routine maintenance is recommended.

At the time of the inspection, a beaver dam was located upstream of the structure.

Maintenance recommendations include:

- Guide rail maintenance to address rotted posts.
- Vegetation management.
- Gravel shoulder maintenance to improve road drainage.
- Beaver dam removal.

## **C5 Puddingstone Road Culvert**

This culvert is shared with neighbouring Johnson Township. The structure is an open bottom structural plate corrugated steel arch which appears in fair condition. Installation of hazard and snowplow markers is recommended.

### Limitations and Qualifications

This inspection and report has been completed by KEC at the request of, and for sole use of the Owner, The Township of Tarbutt. No third party shall rely on this report. This report shall be read in its entirety; portions shall not be taken out of context.

This report is based on observations made at the time of the inspection. Portions of this report may be based on information provided to KEC, which has not been independently verified. It is explicitly noted that some conditions may exist which were not observed or apparent to KEC at the time of the inspection; should the Owner become aware of such conditions, KEC shall be advised immediately in order to revise the report accordingly.

KEC accepts no liability or responsibility for actions taken as a result of this report.

Any user of this report specifically denies any right to claims against KEC or KEC's sub-consultants, officers, agents or employees in excess of the fee paid for the services rendered.

### Closure

We trust that the above adequately presents the findings of the 2024 bridge inspections. Should you have any questions or require clarification, please call. KEC is available and looks forward to assisting the Township to implement the recommendations if necessary.

Thank you.

Yours Very Truly,  
Kresin Engineering Corporation

  
Michael Kresin, P. Eng.  
Consulting Engineer  
2439 report letter.docx



## MUNICIPAL CULVERT APPRAISAL

### **M. REMARKS**

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#### INSPECTION NOTES:

- Single lane causeway, 400m long spanning Muskinonge Bay between mainland and Pine Island.
- Three single culverts spaced greater than 50m apart; centre culvert is 3m diameter, others are 2m diameter.
- Culverts appear in good condition.
- Surface treated roadway over causeway.
- No guide rails on causeway.
- Embankments are in good condition with some localized erosion.
- Waterbody is in good condition.

#### RECOMMENDATIONS:

- Continue routine maintenance.
- Repair erosion.

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## MUNICIPAL CULVERT APPRAISAL

### **M. REMARKS**

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#### INSPECTION NOTES:

- Structural plate corrugated steel pipe, horizontal elliptical.
- Concrete cut-off walls/partial headwalls at upstream and downstream ends.
- Headwall at northwest quadrant possibly shifted away from road.
- Culvert appears in fair condition with minor to moderate corrosion, including pitting of base metal.
- Surface treated roadway over culvert is in good condition - shoulder maintenance required.
- 3-cable guide rail over culvert is in fair condition; some rotten posts noted.
- Embankments are in good condition.
- Watercourse is in good condition.

#### RECOMMENDATIONS:

- Perform guide rail maintenance.
- Continue routine maintenance for vegetation management and road shouldering.

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**MUNICIPAL CULVERT APPRAISAL**

**CULVERT PHOTOGRAPHS**

2024 Biennial Inspection

Structure:

Structure #:



Photo Description



Photo Description

**MUNICIPAL CULVERT APPRAISAL**

**M. REMARKS**

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INSPECTION NOTES:

- Structural plate corrugated steel pipe arch.
- Concrete headwalls at upstream and downstream ends.
- Culvert appears in fair condition with possible minor deflections in barrel.
- Surface treated roadway over culvert is in good condition.
- Steel beam guide rail, complete with safety channel and eccentric loader end treatments.
- Some guide rail posts rotten.
- Embankments are in good condition.
- Watercourse is in good condition.
- Inspection limited due to high water.

RECOMMENDATIONS:

- Continue routine maintenance.
- Repair rotten guide rail posts.
- Perform shoulder maintenance and vegetation management.

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**MUNICIPAL CULVERT APPRAISAL**

<b>M. REMARKS</b>	
191	<p>INSPECTION NOTES:</p> <ul style="list-style-type: none"><li>• Two barrel corrugated steel pipe, round spiral pipes.</li><li>• Galvanized steel headwalls at upstream and downstream ends.</li><li>• Culvert appears in fair condition with possible minor deflections in barrel.</li><li>• Surface treated roadway over culvert is in good condition.</li><li>• Steel beam guide rail, complete with extruder type end treatments in fair condition.</li><li>• Some rotten guide rail posts.</li><li>• Wood top rail added to guide rail over culvert.</li><li>• Embankments are in good condition.</li><li>• Watercourse is blocked upstream by beaver dam.</li></ul> <p>RECOMMENDATIONS:</p> <ul style="list-style-type: none"><li>• Continue routine maintenance, including shouldering, guide rail posts, etc..</li><li>• Remove beaver dam.</li></ul>

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**MUNICIPAL CULVERT APPRAISAL**

**M. REMARKS**

191

INSPECTION NOTES:

- Culvert is a structural plate corrugated steel arch on concrete foundations with an open bottom.
- Approximately 800mm fill over culvert.
- Gravel road surface is in fair condition with slight accumulation/windrows at shoulder.
- Three cable guide rail is installed on wood posts over culvert, including approaches.
- Hazard and snowplow markers are not present.
- Road embankments, including rip-rap stabilization appear in stable condition with some minor erosion evident.
- The stream appears stable and in good condition.

RECOMMENDATIONS:

- Continued routine maintenance is recommended.
- Install hazard and snowplow markers.

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TARBUTT CEMETERY BOARD  
**DRAFT Cemetery Board Minutes**  
Wednesday, August 7th, 2024 6:00 p.m.  
Township Council Chambers, 27 Barr Road S.

**PRESENT:** Ursula Abbott  
Jared Brice  
Carey Smith  
Gerard Rooney

**STAFF:** Jared Brice

**1. CALL TO ORDER**

Meeting called to order at 6:05 p.m.

**2. DISCLOSURES OF PUCNIARY INTEREST**

**3. APPOINTMENT OF ROTATING CHAIR**

Resolution No. C2024-08

Moved by: J. Brice                      Seconded by: G. Rooney

Be it resolved that the Board appoint Ursula Abbott as the Chair for this meeting.

Carried

**4. PREVIOUS MINUTES**

Resolution No. C2024-09

Moved by: G. Rooney                      Seconded by: J. Brice

Be it resolved that the Board accepts the minutes of the regular board meeting held May 16<sup>th</sup>, 2024.

Carried

**5. FINANCIAL STATEMENTS**

**6. DEPUTATIONS**

Resolution No. C2024-10

Moved by: C. Smith                      Seconded by: J. Brice

Be it resolved that the Board accepts the financial statements as presented, and in the future, requests more comprehensive financial statement(s).

Carried

**7. STAFF REPORTS**

Resolution No. C2024-11

Moved by: C. Smith                      Seconded by: J. Brice

Be it resolved that the Cemetery Board receive the Staff Report as presented; and That the Cemetery Board authorize Township Staff to proceed with the levelling of monuments at Port Findlay Cemetery and where required, retain the services of Lock City Monuments to assist in the levelling of large monument(s) up to an amount no more than \$500.00 plus HST.

Carried



60d



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

**REPORT TO COUNCIL**

Date: August 14, 2024  
From: Carol Trainor, CAO/Clerk  
Re: Great Waterfront Trail Adventure 2024

**BACKGROUND / OVERVIEW**

The MacLennan Hall, or the Active Transportation Hub, was chosen by the Great Waterfront Trail Adventure 2024 to be a stop on their northern Ontario cycling route. Roughly 100 cyclists will be traveling along the Trans Canada Trail, which is also the Great Lakes Waterfront Trail, on Thursday, August 15 and they wish to stop at the Active Transportation Hub.

There has been no request for financial commitment, but they are asking members of Council who wish to be on site to welcome the cyclists to Tarbutt to participate. I have provided the following quote for them to put in their press release:

*The MacLennan Hall Active Transportation Hub project came about during COVID as a result of a funding opportunity with both the federal and provincial governments, in an effort to get people outside, moving, and taking advantage of recreational opportunities when indoor facilities were limited.*

*The Township of Tarbutt was thrilled to be able to establish a sustainable facility that would provide rest, shade, water and amenities for those cycling or traveling along the trail route east of Sault Ste. Marie. We are pleased that the Active Transportation Hub is well used, and that it helps open doors for cyclists and outdoor enthusiasts to stop and rest along their route.*

**FINANCIAL IMPACT**

There is no financial impact as a result of this report, or of the tour stop.

**SUMMARY**

Members of council are welcome and encouraged to be on site when the group arrives, to welcome them and talk about Tarbutt and/or the Active Transportation Hub.

**RECOMMENDATION:**

Be it resolved that the report from the CAO/Clerk regarding the Great Waterfront Trail Adventure cycling stop be received, and that staff and council support this celebration in support of the Waterfront Regeneration Trust.

**Subject:** GWTA 2024 Tarbutt visit | Press Release | Invitation to provide a quote

Good afternoon,

Our charity, the Waterfront Regeneration Trust, is pleased to bring its annual cycle and awareness tour, Great Waterfront Trail Adventure (GWTA) to Northern Ontario in 2024.

In 2019, we celebrated and launched the expansion of the Great Lakes Waterfront Trail/Trans Canada Trail between Sault Ste Marie and Sudbury with our popular fully supported cycle tour. Participants from around Canada, the US, and most from Southern Ontario, loved what they experienced. Ever since, there has been a call to return to Northern Ontario.

I'm following up on our plans for the GWTA and would welcome an opportunity to discuss our visit to Tarbutt by phone or zoom.

We have a group of 100 cyclists coming from Ontario, Alberta, Quebec, and the US. Many are looking forward to cycling this part of the province for the first time. The cyclists will travel through **Tarbutt on Thursday, August 15th, between 10 and 11:30.**

We would like to confirm the following with you:

1. May our support vehicle (van or truck with water and snacks) station themselves at the MacLennan Hall to provide cyclists with encouragement and top-offs for water?
2. Some communities are hosting welcome stops along the route. Would Tarbutt be interested in participating this way?
3. The draft press release is attached for your review. Tarbutt is invited to send a quote from the Mayor to add to the Partner Quotes section. We would need this by Thursday.
4. Is there any construction or other information about the route we should know to alert riders?

We expect cyclists to be at MacLennan Hall between 10 and 11:30.

The day's itinerary is:  
7:30 am Breakfast in SSM  
26 km Ojibway Park  
28 km Loonie Monument 9:30 to 10:00  
48 km MacLennan Community Centre and Active Transportation Hub—Water Stop 10:00 to 11:30

Looking forward to catching up with you,  
Marlaine





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

## REPORT TO COUNCIL

Date: August 14, 2024  
From: Carol Trainor, CAO/Clerk  
Re: Tax Certificate fees

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### BACKGROUND / OVERVIEW

The Township's fee schedule has not been updated since 2002. While a comprehensive Fees and Charges By-law is required, small measures can be taken to offset the ever increasing cost of office operations, equipment, supplies, materials and staff time. One of these measures is the fee charged for tax certificates. These documents are most often requested by legal offices when a property is changing hands, to determine if there are outstanding taxes and so that any balance can be eliminated for the new owners.

In situations where the municipality is not notified that a property has changed hands (which happens frequently), if a Tax Certificate has been issued, staff are able to track the transaction back to a legal firm in order to confirm that the owner has changed. Many sales occur without having issued either a tax certificate, or a notice of new owner, which creates complications for the municipality, particularly at tax time.

Property owners also request this information, either when refinancing a mortgage, or for income tax purposes.

Staff recommend that the fee only be charged to legal offices as part of their due diligence, and not to individuals who are requesting the information for personal financial reasons.

### FINANCIAL IMPACT

Requests for tax certificates are received several times a week, and usually within 48 hours of the request being received. Staff believe that it is a service that is essential for the legal transaction to occur, but which is undervalued at the long standing fee of \$25.00.

In keeping with the fees charged by other Central Algoma municipalities, staff are requesting an increase in the tax certificate fee from \$25 to \$40. A comparison of what other municipal offices charge is attached.



## SUMMARY

In the absence of a consolidated Fees and Charges By-law, which will be prepared with the input of the Treasurer, this small measure would provide value for staff time, essential information for property transactions and the provision of prompt and effective service.

## RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding fees for Tax Certificates be received; and  
That Council supports increasing the fee for Tax Certificates issued to legal firms to \$40.00 effective September 1, 2024.

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Carol O. Trainor, CAO/Clerk/Deputy Treasurer

**2024 TAX CERTIFICATE FEES**

<b>Municipality</b>	<b>Current Fee</b>	<b>Other</b>
A	\$50.00	
B	\$35.00	\$50 for rush
C	\$30.00	
D	\$30.00	
E	\$60.00	
F	\$50.00	
G	\$40.00	
H	\$40.00	
I	\$50.00	
J	\$35.00	\$70 for rush
Tarbutt	\$25.00	

A - Clerk does not sign the tax cert if requested by the owner.

C - Owners are only charged when taxes are unpaid.

B, J - Rush is within two business days