



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, September 18, 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 August 14, 2024 1 – 6
4. **DEPUTATIONS / PRESENTATIONS**
5. **FINANCIAL STATEMENTS**
 - a. Payment Log for the month of August, 2024 7 – 8
6. **STAFF AND COMMITTEE REPORTS**
 - a. Road Superintendent Update (verbal)
 - b. Application for Consent, 198 Smith Road 9 - 10
 - c. Chief Building Official Responsibilities 11 – 14
 - d. Fire Protection Grant Application, 2024 15 – 16
 - e. Public Holiday Pay DRAFT Policy 17 – 19
 - f. Clerk's Report for August 2024
7. **BY-LAWS**
8. **INFORMATION / CONSENT AGENDA** 23 – 30
 - a. Letter of Resignation from the Township Custodian
 - b. Resolutions from Quinte West
Re: Request to supplement the Canada Community Building Fund
Request to adopt updates to the Municipal Elections Act
 - c. Resolution from Tay Valley Township
Re: Jurisdiction of the Ontario Ombudsman
 - d. Communique from Hydro One
Re: Community Open House for the North Shore Link Project
9. **OTHER BUSINESS / ADDENDUM**



10. CLOSED SESSION

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

11. CONFIRMATION BY-LAW

12. ADJOURNMENT

Motion to adjourn, and to meet again on Wednesday, October 16, 2024.



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, August 14, 2024 at 5:00 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
Mike Pigeon, Road Superintendent

GUEST: Kevin Morris, Chief Building Official, Tulloch Engineering

1. CALL TO ORDER

Mayor Smith called the regular Council meeting to order at 5:00 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

Councillor Abbott declared a potential conflict with Item 4, presentation of the Building Official as a result of her husband's business.

Councillor D. Farrar declared a pecuniary interest with agenda item 5 a. as his company is listed on the monthly payables.

3. PREVIOUS MINUTES

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

Resolution No: 2024 – 124

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

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

Carried

4. DEPUTATIONS / PRESENTATIONS

a. Chief Building Official Kevin Morris
Re: Inspections, Orders, Code Compliance



The Township's Chief Building Official Kevin Morris, employed by Tulloch, was in attendance to discuss conditions that must be in place before a Stop Work Order and Orders to Comply can be issued. He explained other conditions taken into consideration, such as what is defined as a temporary structure (short term use), and minimum distances required between a septic field and permanent structures.

Mr. Morris noted that zoning contraventions must be corrected before orders can be issued, or before building permit can be issued. A verbal order to stop work issued June 3 was ignored and construction continues. Mr. Morris will revisit the site to issue the paper order. Zoning must also be addressed as part of the process because building permits cannot be issued if the proposed structure is not zoning compliant.

5. FINANCIAL STATEMENTS

- a. Payment log for the month of July, 2024.

Resolution No: 2024 – 125

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the list of payables for the month of July, 2024 be approved.

Carried

6. STAFF AND COMMITTEE REPORTS

- a. Report from the Road Superintendent for August 2024

Road Superintendent Mike Pigeon brought Council up to date on the rock hammering on Smith Road, which is now complete, the need for a new industrial sized weed whacker, and follow up on all recommendations coming out of the 2024 Bridge Inspection report from Kresin Engineering.

Resolution No: 2024 – 126

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the monthly report from the Road Superintendent dated August 14, 2024 be received.

Carried

- b. 2024 Bridge Inspection Report

Resolution No: 2024 – 127

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the 2024 Bridge Inspection Report from Kresin Engineering be received; and



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, August 14, 2024 at 5:00 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
Mike Pigeon, Road Superintendent

GUEST: Kevin Morris, Chief Building Official, Tulloch Engineering

1. CALL TO ORDER

Mayor Smith called the regular Council meeting to order at 5:00 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

Councillor Abbott declared a potential conflict with Item 4, presentation of the Building Official as a result of her husband's business.

Councillor D. Farrar declared a pecuniary interest with agenda item 5 a. as his company is listed on the monthly payables.

3. PREVIOUS MINUTES

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

Resolution No: 2024 – 124

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

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

Carried

4. DEPUTATIONS / PRESENTATIONS

a. Chief Building Official Kevin Morris
Re: Inspections, Orders, Code Compliance



That staff be authorized to proceed with the recommended repairs and maintenance items noted in the report.

Carried

c. Draft minutes of the Tarbutt Cemetery Board meeting of August 7, 2024

Resolution No: 2024 – 128

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

Be it resolved that the minutes of the Tarbutt Cemetery Board meeting held on August 7, 2024 be received.

Carried

d. Great Waterfront Trail Adventure 2024 Northern Ontario Tour Stop

This cycling event will be a good opportunity to publicize and showcase the Active Transportation Hub facility at the MacLennan Hall.

Resolution No: 2024 – 129

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

Be it resolved that the report from the CAO/Clerk and the press release regarding the Great Waterfront Trail Adventure 2024 be received.

Carried

e. Tax Certificate Fees

The Clerk provided a comparison of tax certificate fees charged by 11 other small, rural municipalities. Tarbutt is currently one of the lowest. These incremental changes can be made to recoup costs until a comprehensive Fees and Charges By-law is ready for presentation.

Resolution No: 2024 – 130

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

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 \$50.00 effective September 1, 2024.

Carried as amended

f. Report from the CAO/Clerk for August 2024

The Clerk brought council up to date on recycling transition discussions with Circular Materials, completion of final tax billing, progress on the recent zoning amendment, the need to retain a professional planner, repairs at the MacLennan Hall, and a possible appeal of tax reclassification.



Resolution No: 2024 – 131

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the Clerk's Report for August 2024 be received; and
That the Clerk be authorized to engage the services of a registered planner and
the Township Solicitor to represent the municipality at the Ontario Land Tribunal;
and

That staff be directed to pursue compliance with Section 7 of the Clean Yards By-law for the property on Lakeshore Drive.

Carried as amended

7. BY-LAWS

a. 2024 Tax Rate By-law

Resolution No: 2024 – 132

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2024 – 20, being a By-law to adopt Tax Rates for the year 2024; and

That said by-law be given a first, and taken as read a second and third time and finally passed this Fourteenth day of August, 2024.

Carried

8. INFORMATION / CONSENT AGENDA

a. Resolution from The Town of Bradford West Gwillimbury Re: AMO / Ontario Medical Association Joint Health Resolution

Resolution No: 2024 – 133

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the resolution from the Town of Bradford West Gwillimbury regarding the Joint Health Resolution Campaign be received; and

That the Council of The Township of Tarbutt supports the resolution circulated by AMO and the Ontario Medical Association urging the Province of Ontario to recognize the physician shortage, particularly in rural and northern Ontario, and to fund health care appropriately to ensure that every Ontarian has access to physician care.

Carried

9. OTHER BUSINESS / ADDENDUM



a. Public Holiday Pay

Both provincial and federal employment legislation state that an internal policy is necessary to modify public pay calculations when employees at a single place of employment have two or more varying work week schedules. Council did not express a desire to stray from the legislated 8 hour public holiday pay provided.

Resolution No: 2024 – 134

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

Be it resolved that the verbal report from the CAO/Clerk regarding public holiday pay be received; and

That staff be directed to prepare a policy defining parameters around public holiday pay for positions within the Salary Grid.

Carried

10. CLOSED SESSION

Resolution No: 2024 – 135

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

Be it resolved that Council move into closed session at 7:05 pm under Section 239 2 f), advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

- a. Legal Advice regarding a Planning Matter
- b. Legal Advice regarding employee claim

Resolution No: 2024 – 136

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

Be it resolved that Council rise from closed session at 7:35 pm, and that the verbal report from the CAO/Clerk be received for information.

Carried as amended

Resolution No: 2024 – 137

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

Be it resolved that the information provided by the Township solicitor regarding the employee claim be received; and

That the CAO/Clerk provide the Solicitor with Council's direction.

Carried

11. CONFIRMATION BY-LAW



Resolution No: 2024 – 138

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

Be it resolved that leave be granted to introduce By-law 2024 – 21, being a By-law to confirm the proceedings of the Council meeting held this Fourteenth day of August, 2024; and

That said by-law be read a first, and taken as read a second and third time and finally passed this fourteenth day of August, 2024.

Carried

12. ADJOURNMENT

Resolution No: 2024 – 139

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

Be it resolved that the regular Council meeting of August 14, 2024 be adjourned at 7:37 pm, to meet again for the regular Council meeting on September 18, 2024 at 6:00 pm.

Carried

Lennox Smith, Mayor

Carol O. Trainor, Clerk

5a

The Township of Tarbutt				
Monthly Payment Log				
to August 31, 2024				
Type	Cheque No.	Cheque Date	Payee	Amount
Cheque	5071	08/01/2024	Kentvale Merchants	\$ 217.47
Cheque	5072	08/01/2024	Heritage Home Hardware	\$ 60.84
Cheque	5073	08/01/2024	CEMC expenses	\$ 185.20
Cheque	5074	08/01/2024	Kent's Corner Equipment Rentals	\$ 113.00
Cheque	5075	08/02/2024	GFL Environmental	\$ 20,122.28
Cheque	5076	08/02/2024	Desbarats to Echo Bay Planning Board	\$ 3,772.50
Cheque	5077	08/02/2024	Workplace Safety and Insurance Board	\$ 3,524.03
Cheque	5078	08/02/2024	TESTMARK Laboratories (Hall water)	\$ 45.20
Cheque	5079	08/12/2024	Superior Propane- 748	\$ 313.01
Cheque	5080	08/12/2024	17E Trading Post Gas Bar	\$ 455.00
Cheque	5081	08/12/2024	Champion Commercial Products Inc	\$ 1,663.16
Cheque	5082	08/12/2024	Quattra SCS Ltd	\$ 411.44
Cheque	5083	08/12/2024	Algoma District Services Administration Board	\$ 30,839.58
Cheque	5084	08/12/2024	Service Rentals and Sales	\$ 904.94
Cheque	5085	08/12/2024	EncompassIT.ca	\$ 67.24
Cheque	5086	08/12/2024	Levitt Safety Limited	\$ 3,537.96
Cheque	5087	08/12/2024	Algoma Business Computers	\$ 33.90
Cheque	5088	08/12/2024	Tulloch Engineering Building Inspections	\$ 1,632.40
Cheque	5089	08/01/2024	OMERS	\$ 4,526.08
Cheque	5090	08/14/2024	Kresin Engineering Bridge Inspections	\$ 2,260.00
Cheque	5091	08/14/2024	DataFix Annual Fee	\$ 705.06
Cheque	5092	8/14/2024	Ledger Management Services	\$ 1,398.38
Cheque	5093	8/16/2024	True North Plumbing	\$ 198.32
Cheque	5094	08/16/2024	Purolator Inc	\$ 119.70
Cheque	5095	8/23/2024	AMCTO Zone 7	\$ 225.00
Cheque	5096	8/23/2024	Algoma Office Equipment	\$ 258.56
Cheque	5097	8/23/2024	Quattra SCS Ltd	\$ 186.28
Cheque	5098	8/23/2024	Void Cheque	\$ -
Cheque	5099	8/23/2024	Fire Chief expenses	\$ 18.23
Cheque	5100	8/23/2024	City of Sault Ste Marie Firefighter Training	\$ 1,440.75
Cheque	5101	8/23/2024	Desbarats to Echo Bay Planning Board (JL Richards - OP)	\$ 1,346.08
Cheque	5102	8/30/2024	Landfill Attendant Admin Fee	\$ 100.00
Cheque	5112	8/30/2024	Lost Cheque Re-issued to Fire Chief	\$ -
			Total	80,681.59
Payroll		August	Staff (Council, Admin, Roads, Landfill & Caretaker)	\$ 30,685.05
Visa		08/07/2024	Food Basics Sault Ste Marie	\$ 11.52
Visa		08/07/2024	Bell Mobility	\$ 279.51
Visa		08/10/2024	Adobe	\$ 105.06
Visa		08/15/2024	Zoom	\$ 48.57
Visa		08/22/2024	Ontario Land Registry	\$ 35.68
Visa		08/22/2024	Amazon.ca	\$ 73.44
Visa		08/23/2024	Winners Sault Ste Marie	\$ 210.15
Visa		08/26/2024	Dollarama Sault Ste Marie	\$ 16.95
Visa		08/27/2024	Starlink	\$ 158.20
Visa		08/27/2024	Bell Canada	\$ 77.00
Visa		08/27/2024	Bell Canada	\$ 72.80

The Township of Tarbutt				
Monthly Payment Log				
to August 31, 2024				
Visa		08/27/2024	Bell Canada	\$ 335.09
Visa		08/29/2024	Canada Post	\$ 14.23
			Total	\$ 1,438.20
PAP		8/1/2024	Equitable Life Insurance	\$ 2,383.11
PAP		8/1/2024	Esso Mobil	\$ 1,100.08
PAP		8/1/2024	RCAP Printer Lease	\$ 93.33
PAP		8/2/2024	CIBC Service Charge	\$ 72.00
PAP		8/12/2024	Algoma Power Bill Payment	\$ 45.76
PAP		8/12/2024	Algoma Power Bill Payment	\$ 254.41
PAP		8/12/2024	Algoma Power Bill Payment	\$ 140.59
PAP		8/30/2024	CIBC Admin Fee	\$ 25.00
PAP		8/30/2024	CIBC Monthly Fee	\$ 55.00
PAP		8/30/2024	CIBC Paper Statement Fee	\$ 5.00
PAP			Total	\$ 4,174.28
				\$ 116,979.12
* Please note this is a summary of payments made in August and does not include all of August's expenditures as reflected in the monthly statement.				

6b



Report to Council

TO: Mayor and Members of Council
FROM: Jared Brice, Administrative/Planning Assistant
DATE: September 17th, 2024
SUBJECT: Proposed Creation of Two Lots – 198 Smith Road
 CON 6 N1/2 LOT 2

EXECUTIVE SUMMARY:

The Desbarats to Echo Bay Planning Board received the resubmission of a consent application for the proposed creation of two (2) lots 198 Smith Road. The proposed lots requested are approximately 30.5 hectares and 0.5 hectares (see attached map).

The current Zoning By-law (10-85) designation(s) for the subject lands is primarily Agricultural with a portion of Rural designation. The Official Plan (11-2015) designation(s) is primarily Agricultural with a portion of Rural designation.

As per the Tarbutt Official Plan (11-2015), Original Township lots of record may be severed along original lot lines, provided such lots abut a public road assumed for maintenance purposes. The proposed severed portion of approximately 30.5 hectares complies with the Official Plan.

The second proposed severance of approximately 0.5 hectares does not comply with the Tarbutt Official Plan (2015), however it does conform to the Zoning By-law (10-85).

Public notice has been provided to Registered Professional Planner Jerry Dolcetti, the Ministry of Mines, Algoma Public Health and property owners within 60 m of the subject lands. Planning Board Staff have yet to receive any other written comments or objections at the time this report was written (September 11, 2024).

FINANCIAL CONSIDERATION

The Township can request up to 5% the value of the severed portions minus assessed structures for parkland dedication. This can be used for parkland purposes only and Staff recommend using such funds to continue parkland improvements.

STAFF RECOMENDATION

Be it resolved that the report from the Administrative/Planning Assistant be received;
and

That Council support the application for creation of one lot (of approximately 30.5 hectares) as presented; and

That Council consider the minimum lot size of 0.4 hectares as per Zoning by-law (10-85) in regard to the application to create one lot (of approximately 0.4 hectares) as presented; and

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

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; 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.



Jared Brice
Administrative/Planning Assistant

6c



Report to Council

TO: Mayor and Members of Council

FROM: Jared Brice, Administrative/Planning Assistant

DATE: September 18th, 2024

SUBJECT: **Chief Building Official responsibilities in relation to Stop Work Orders, Zoning and the Building Code**

BACKGROUND/OVERVIEW:

On August 22, 2024, the Chief Building Official (CBO) from the Town of Carleton Place met with the Administrative Assistant, U. Abbott and J. Nagel regarding the roles and responsibilities of a Chief Building Official, stop work orders and other building code items.

The intent of this report is to summarize key findings and recommendations for Council's consideration from this information session.

ANALYSIS:

When an application for a building permit is submitted, Township staff review and determine whether all prescribed information is included and that it is accurate. Staff must ensure that the site plan is acceptable and that setbacks and other items are compliant with the Zoning By-law (10-85) provisions. Where development is proposed on a shoreline property, the high water mark (178.3 m) must be defined. IN accordance with the Building By-law, a survey will be requested when there is uncertainty on the location of the high water mark and/or other requirements as set out in the Zoning By-law:

Building Permit By-law (10-2017) - Section 5. Plans and Specifications

(A) Every application shall furnish:

- ii) A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless the requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law, site will include:*
 - a. lot size and dimensions of the property;*
 - b. setbacks from existing and proposed buildings to property boundaries and to each other;*
 - c. existing and finished ground levels or grades; and*
 - d. existing rights of way, easements and municipal services.*

If a building permit application, blueprints and/or the site plan do not conform to the zoning requirements, the application will be deemed incomplete. Staff make every attempt to review and provide this feedback to the applicant before the application is accepted.

When a structure is constructed without regard for provisions set out in the zoning by-law and/or the OBC, the process shown below shall apply in the following order:

- A stop work order shall be sent to the landowner from the CBO to stop all work that is not compliant, with a submission deadline and requirement to obtain a building permit.
- Any build permit application submitted requires a site plan in line with Section 5 of the by-law (see above).
- Where development has occurred without a permit, any building application will be deemed incomplete until such time as the applicant can provide a site plan ensuring Zoning compliance.
- If the applicant cannot meet the provisions of the Zoning By-law, a request for a Zoning By-law amendment can be submitted for Council's consideration.

If the applicant fails to comply with the Stop Work Order, a municipality has two options for recourse under section 36 or section 38 of the *Building Code Act, 1992*:

The recommended course of action, Section 38, provides for the process of a restraining order, applied by the Superior Court of Justice. It is understood that this avenue may provide financial reimbursement for a municipality based on the decision of the Court.

Section 36 of the *Act* would provide recourse under the *Provincial Offenses Act, 1990*. Financial reimbursement administered through the *Provincial Offenses Act, 1990* is subject to distribution with the financial gains being very minimal, if any.

CBO Responsibilities and Recommendations moving forward:

It is the sole responsibility of the Chief Building Official to issue stop work orders on behalf of the municipality. The Township may wish to confirm current qualifications from the CBO if it does not already have a copy, and that a Code of Conduct for the Chief Building Official be revised or implemented.

FINANCIAL IMPACT

It is likely there will be negative financial implications for the Township to issue stop work orders, and ensure compliance with the Ontario Building Act, 2001 and other applicable legislation. If the Township does not enforce compliance, there increased chance future infractions moving forward with Council being potentially liable.

STAFF RECOMENDATION

Be it resolved that the report from the Administrative/Planning Assistant be received; and
That the Township obtain the CBO's current qualifications if it does not already have a copy; and

That a Code of Conduct for the Chief Building Official be implemented and signed by the CBO; and

That the CBO be required to submit reports to Statistics Canada and MPAC on a monthly basis; and

That in instances where the CBO does not issue a stop work order where required, that a letter be sent to the CBO to remind them of their responsibilities under the *Building Code Act, 1992*.



Jared Brice
Administrative/Planning Assistant

CODE OF CONDUCT

We are committed to the highest standards of professional conduct. Members of the OBOA are expected to know and abide by their municipality's code of conduct rules. Any code of conduct violations by Chief Building Officials or inspectors should be reported to their municipal employer.

7.1 (1) A principal authority shall establish and enforce a code of conduct for the chief building official and inspectors. 2002, c. 9, s. 12.

Purposes

(2) The following are the purposes of a code of conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code.
2. To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under this Act or the building code by the chief building official and inspectors. 2002, c. 9, s. 12.

Contents

(3) A code of conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the code has been breached and disciplinary actions that may be taken if the code is breached. 2002, c. 9, s. 12.

Public notice

(4) The principal authority shall ensure that the code of conduct is brought to the attention of the public. 2002, c. 9, s. 12.

[BACK TO TOP](#)



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: September 18, 2024
From: Victoria MacKay-Coutu
Re: Fire Protection Grant for 2024

BACKGROUND / OVERVIEW

The Fire Protection Grant program is designed to support cancer prevention efforts by municipal fire departments across Ontario. Projects must align with at least one of the following objectives to be eligible for funding:

- (1) Cancer Prevention- Equipment and Supplies
- (2) Cancer Prevention- Personal Protective Equipment
- (3) Cancer Prevention- Minor Infrastructure
- (4) Minor Infrastructure Modernization- Enhanced Broadband and Internet Connectivity

The grant will be awarded over three years. The types of projects eligible for grant funding will change annually, and applications will be accepted annually. Each application cycle will require fire departments to complete outlined projects and demonstrate the success of their initiatives. Each station can expect to receive \$8000 - \$10000 each cycle upon successful application. In the application, various quantities of cancer prevention equipment and PPE may be requested which exceed the expected allotment; however, when the final allotment is determined, the fire chief may purchase the quantities that best fit the funds available to maximize their allotment.

OBLIGATIONS:

The deadline for the application is September 5, 2024 and the funds must be committed (purchases must be made) prior to March 31, 2025. The due date is prior to the next Council meeting so an email poll has been sent to members of Council.

Applicants are required to complete a report identifying the outcomes of the approved project.

Funds are required to be formally committed through a signed letter of intent and executed Transfer Payment Agreement by March 31, 2025.

... 2



TARBUTT APPLICATION

The Tarbutt Fire Chief has identified objective 2 as the project priority for the department. Bunker gear, flash hoods, and coveralls align with the criteria of this objective, and this equipment is in urgent need of replacing. The most effective use of this grant for the department would be as follows:

Table 1: Equipment to be requested in the 2024 Fire Protection Grant

Equipment	Cost per Unit (tax inc.)	Units	Total Expense
Bunker Gear	\$ 2397.86 to confirm	4	\$ 7193.58
Coveralls	\$ 608.33	4	\$ 2433.32
Hoods	\$ 201.08	4	\$ 804.32
			\$10 431.22

Numbers are approximate from the Fire Chief. A full inventory of fire PPE was completed Monday, August 26, and updated quotes have been requested

Bunker Gear: Four sets of Bunker Gear require immediate replacement to meet the NFPA 1971 standards (gear less than 10 years from the date of manufacture)

Coveralls: Worn when bunker gear is not necessary to avoid repeat exposure to contaminants present on bunker gear. Many sets are 20-30 years old and in need of replacement to meet NFPA 2112 Standards.

Hoods: Protects exposed areas around the face and neck from particulates, gases and liquids. It is understood that hoods prevent significant exposure to cancerous contaminants and should be replaced where possible.

RECOMMENDATION:

Be it resolved that the report from the Accounting Clerk regarding the 2024 Fire Protection Grant be received; and
 That Council support objective 2 as identified by the Tarbutt Volunteer Fire Chief for the Fire Protection Grant in the year 2024 with a requested amount of \$10,431.22; and
 That Council support the application for the Fire Protection Grant for 2024 be submitted to Transfer Payment Ontario (TPON).

THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL

Policy Title: Statutory Holiday Pay Policy Department: Human Resources

Policy #

Approval Date:

Enacted By Resolution:

Purpose:

To establish a clear and consistent approach to the calculation of statutory holiday pay for all employees of The Township of Tarbutt when employees have two or more varying work week schedules.

This policy ensures compliance with applicable labour laws and provides fair compensation for employees who work on, or are eligible for, statutory holidays.

Applications:

This policy applies to all full time, part time, temporary and casual employees at The Township of Tarbutt. This policy covers the calculation of statutory holiday pay, including eligibility criteria and procedures for payment.

Definitions:

Casual / Contract Employee means any employee who is hired to perform a specific job, or for a certain time frame, and which does not qualify as a permanent, full time employee. Contract Employees may include summer employees, casual employees, and independent contractors.

Full Time means an employee who consistently works a minimum of 35 hours per week.

Holiday Pay means the payment an employee is entitled to receive for a statutory holiday, whether or not they work on that day.

Part Time means an employee who consistently works up to or less than 35 hours per week and does not qualify for enrolment in the paid benefits program.

Premium Pay means pay which is calculated at 1.5 times the regular rate of pay, applicable in addition to holiday pay when an employee works on the actual statutory holiday and chooses not to take a substitute day off. If a substitute day off is chosen, the employee exchanges premium pay for a regular day off at their standard rate.

Regular Rate of Pay means the employee's hourly wage or salary rate, excluding overtime, bonuses, or any other special forms of compensation.

Non-Working Holiday means a special non-working holiday that recognizes special dates, events or celebrations and which are provided as paid days off to full time staff.

Statutory Holiday: A public holiday recognized by law during which employees are entitled to a day off with pay or, if they work, additional compensation.

Variable or Compressed Work Week: Standard weekly hours are compressed into fewer than five working days in one work week. Such arrangements must be approved by Council.

The Township of Tarbutt recognizes the following paid holidays:

New Year's Day: January 1
Family Day: Third Monday in February
Good Friday: Friday before Easter Sunday
Easter Monday: Monday following Easter Sunday
Victoria Day: Last Monday on or before May 24
Canada Day: July 1 of each year
Civic Holiday: First Monday in August
Labour Day: First Monday in September
Thanksgiving Day: Second Monday in October
Remembrance Day: November 11 of each year
Christmas Day: December 25
Boxing Day: December 26

Eligibility Criteria:

All employees are entitled to holiday pay for statutory and non working holidays listed herein, provided they have worked their scheduled shifts immediately before and after the holiday, unless they were on approved leave.

Exceptions: Employees who are on unpaid leave, who classified as Casual employees, or whose employment commenced after the statutory holiday are generally not eligible for statutory holiday pay.

Calculation of Statutory Holiday Pay:

Non-Working Holiday: Total regular wages earned in the four weeks preceding the holiday divided by twenty. The divisor of twenty represents the standard four week period of five working days per week.

Working Holiday: Employees are entitled to both statutory holiday pay as calculated above, and a premium of 1.5 times their regular rate of pay for all hours worked on the holiday. Working on a statutory holiday is only permitted in an emergency or with prior approval.

The employee may agree in writing to substitute a different day off with holiday pay instead of receiving the premium pay. The hours for the substitute day off are credited at regular time, not 1.5 times the regular rate.

Special Considerations:

Public Holiday Substitutions: If an employee and employer agree to substitute another day for the holiday, the substituted day is treated as the holiday for pay purposes.

Compressed Work Schedule: For full time employees, paid holidays represent up to 8 hours of leave with pay.

Employees working a compressed work schedule must use vacation time or work extra hours during the week of the holiday to make up the difference. If the holiday falls on an employee's regular day off, the holiday hours will be credited as additional vacation time.

Payment Procedure:

Statutory holiday pay will be included in the employee's regular pay for the pay period in which the holiday occurs. The Treasurer will ensure accurate calculation and timely payment of statutory holiday pay.

Substitute holiday pay will be included in the employee's regular pay for the pay period in which the substitute day off is taken. If the substitute day off is scheduled in a future pay period, the payment will be processed in that corresponding pay cycle.

Compliance and Review:

This policy is subject to periodic review as part of the Human Resources Policy Manual to ensure continued compliance with applicable labour laws and municipal policy.

Any changes to statutory holidays or pay calculation methods will be communicated to all employees in advance.

References:

Employment Standards Act, 2000 (ESA), R.S.O. 1990, c. E.41. Section 24 - Statutory Holiday Pay. Available online: Government of Ontario - ESA.
Roads Overtime Policy, ROADS-01/2018. Revised 10/12/2021. The Township of Tarbutt Policy and Procedure Manual.

AUG 29 2024

PLEASE ACCEPT THIS LETTER AS RESIGNATION
OF MY POSITION AT TARBUTT TOWNSHIP AS
CARETAKE EFFECTIVE SEPT 30, 2024

THANK YOU FOR THE MANY YEARS OF
EMPLOYMENT AND FRIENDSHIPS
I WILL TREASURE THE FRIENDSHIPS AND
MISS EACH AND EVERYONE OF YOU

DINA SEABROOK

Dina Seabrook

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
virinial@quintewest.ca
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

August 15, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund
Moved by Councillor Stedall
Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less than 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

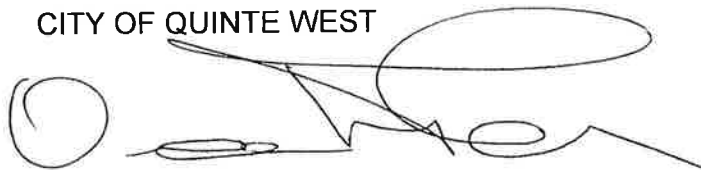
Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.
Carried

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read 'Virginia LaTour', written over a horizontal line. The signature is stylized with a large loop at the end.

Virginia LaTour,
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA
Colin Best, President, AMO
Ryan Williams, MP, Bay of Quinte
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
All Municipalities of Ontario

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
josh.machesney@quintewest.ca
clerk@quintewest.ca

Josh Machesney, City Clerk | Director of Corporate Services

September 5, 2024

Via Email: All Municipalities

RE: AMCTO Provincial Updates to the Municipal Elections Act

To Whom It May Concern:

This letter will serve to advise that at a meeting of City of Quinte West Council held on September 4, 2024 Council passed the following resolution:

Motion No 24-389 – AMCTO Provincial Updates to the Municipal Elections Act

Moved by Councillor Stedall

Seconded by Councillor Sharpe

Whereas the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

And Whereas AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;


BE IT RESOLVED THAT the City of Quinte West calls for the Province to update The Municipal Elections Act, 1996 with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections;

And that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public and Business Service Delivery, Minister of Finance, the Premier of Ontario, and AMCTO.
Carried

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read "Josh Machesney". The signature is written in a cursive style with a large, circular flourish at the end.

Josh Machesney,
City Clerk | Director of Corporate Services

cc: All Municipalities



August 28, 2024

The Honorable Paul Calandra
Minister of Municipal Affairs and Housing
Suite 400, 37 Sandford Dr.
Stouffville, ON L4A 3Z2

Sent by Email

Dear: Honorable Paul Calandra

RE: Jurisdiction of Ontario's Ombudsman

The Council of the Corporation of Tay Valley Township at its meeting on August 13th, 2024 adopted the following resolution:

RESOLUTION #C-2024-08-29

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“WHEREAS, the Council of the Corporation of Tay Valley Township support the request from the City of Peterborough that a Bill be introduced to amend the Ombudsman Act;

THAT, the Honorable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:

- i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
- ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
- iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.



AND THAT, staff forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP John Jordan, the Association of Municipalities of Ontario (AMO) and to all Ontario municipalities."

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca

Sincerely,

A handwritten signature in blue ink that reads "Aaron Watt".

Aaron Watt, Deputy Clerk

cc: MPP John Jordan, Lanark-Frontenac-Kingston
Association of Municipalities of Ontario (AMO),
all Ontario Municipalities

North Shore Link Project

You're Invited

Join us at a Community Open House in your community to learn more about Hydro One's North Shore Link project

September 2024

Please join us at one of our drop-in Community Open House sessions to meet with Hydro One team members and learn about the North Shore Link project. This project will help meet growing electricity needs in the region, strengthen the connection between the northeast and the northwest, and improve the overall resiliency of the northern Ontario transmission network.

Project description

In July 2024, Hydro One initiated a Class Environmental Assessment (Class EA) to construct a new double-circuit 230 kilovolt transmission line between Mississagi Transformer Station (TS), located near Wharnccliffe, and Third Line TS, located in the City of Sault Ste. Marie. As part of the Class EA, Hydro One has identified alternative routes as shown in the attached map. These alternative routes will be studied and evaluated to ultimately select a preferred route for the new line.

This project involves work at the connecting stations to facilitate the new transmission line, including an expansion at Mississagi TS. In addition, to support the overall operation of the transmission system, an expansion at Algoma TS, located east of Algoma Mills, will be required to accommodate additional station equipment.

To learn more about the Class EA process and view an interactive map of the alternative routes and project study area, visit HydroOne.com/NSL.

We want to hear from you

Early, meaningful, and open engagement is a top priority for Hydro One. Receiving feedback from Indigenous communities, members of the public, businesses, government agencies, and other interested parties will be instrumental to inform the Class EA process, route selection and overall project planning.

Freedom of Information and Protection of Privacy Act: All personal information included in your request – such as name, address, telephone number and property location – is collected, under the authority of section 30 of the *Environmental Assessment Act* and is collected and maintained for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the *Freedom of Information and Protection of Privacy Act* (FIPPA) does not apply (s.37). Personal information you submit will become part of the available public record unless you request that your personal information remain confidential



See reverse for map



Community Open House locations and details

Sault Ste. Marie

Tuesday, September 17th

2:00 p.m. – 7:00 p.m.

Fairfield Inn and Suites
633 Great Northern Rd,
Sault Ste. Marie

Searchmont

Wednesday, September 18th

4:00 p.m. – 7:00 p.m.

Searchmont Community Centre
734 Hwy 532
Searchmont

Echo Bay

Thursday, September 19th

4:00 p.m. – 7:00 p.m.

Echo Bay Elks Lodge
96 Church St.
Echo Bay

Contact Us

We're listening and we'd like to hear from you. If you have any questions or would like to be added to the project contact list, please reach out to us at:

 1.877.345.6799

 Community.Relations@HydroOne.com

HydroOne.com/NSL