



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, October 16, 2024 at 6:00 pm
Township Council Chambers, 27 Barr Road S.

1. CALL TO ORDER

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

Minutes of the regular council meeting held on September 18, 2024. 1 - 5

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

Payment log for the month of September, 2024 – to be circulated.

6. STAFF AND COMMITTEE REPORTS

- a. Verbal report from the Road Superintendent
- b. Draft Minutes of the September Cemetery Board Meeting 6 - 7
- c. Proposal to update the Building By-law 8 - 9
- d. Employee Benefits Package Update 10 - 13
- e. Community Emergency Preparedness Grant Application 14
- f. Report from the Clerk for October 2024

7. BY-LAWS

8. INFORMATION / CONSENT AGENDA

Correspondence and information items 15

9. OTHER BUSINESS

10. CLOSED SESSION

Council will move into closed session under Section 239 2) (b) of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees.



11. CONFIRMATION BY-LAW

A by-law confirming the proceedings of the council meeting of October 16, 2024.

12. ADJOURNMENT



THE TOWNSHIP OF TARBUTT
Council Meeting Minutes
Wednesday, September 18, 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: Jared Brice, Administrative/Planning Assistant
Carol Trainor, CAO/Clerk
Mike Pigeon, Road Superintendent (left the meeting at 6:35)

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 of August 14, 2024

Resolution No: 2024 – 140

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

Be it resolved that the minutes of the regular Council meeting held August 14, 2024 be adopted as circulated.

Carried.

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Payment Log for the month of August, 2024

Resolution No: 2024 – 141

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

Be it resolved that the payment log for the month of August, 2024 in the amount of \$116,979.12 be approved.

Carried

6. STAFF AND COMMITTEE REPORTS



a. Road Superintendent Update (verbal)

M. Pigeon advised council that he is obtaining quotes for the purchase of a gate, and for some site levelling at the old landfill site on Government Road, given the recent activity there with dumping and drainage. The Roads crew have almost completed the Stickney Cemetery sign and it should be ready to install soon. They have started ditching and will continue as long as the weather holds.

Resolution No: 2024 – 142

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

Be it resolved that the verbal update from the Road Superintendent be received.

Carried

b. Application for Consent, 198 Smith Road

Planning Assistant J. Brice advised council of the potential impact of permitting the creation of the second lot of 0.4 ha, which does not comply with the Township's Official Plan for the agricultural designation, and which sets a precedent for the creation of minimal lot sizes that do not comply. The proposed second lot would contain only solar panels, and is too small for a residence or a septic system in addition to the panels.

Resolution No: 2024 – 143

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

Be it resolved that the report from the Administrative/Planning Assistant regarding an application for consent at 198 Smith Road be received; and

That Council support application T2024-08 for the creation of one lot of approximately 30.5 hectares as presented; and

That Council does not support the creation of the lot of approximately 0.4 hectares as it does not comply with the agricultural designation in the Tarbutt Official Plan; and

That Council support the application for consent of one lot of approximately 30.5 hectares, provided that the Township receive up to 5% the value of the severed portion for parkland purposes; 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; and

That any portion of the traveled 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.

Carried as amended

c. Chief Building Official Responsibilities

Following a meeting with a Chief Building Official from Eastern Ontario on reporting requirements and processes under the *Ontario Building Code Act*, the following suggestions and recommendations were proposed to provide a greater sense of comfort and satisfaction among council members and staff. The Township must ensure that it has demonstrated its due diligence with respect to building standards. The Township's 2017 building by-law is also much in need of updating.



Resolution No: 2024 – 144

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

Be it resolved that the report from the Administrative/Planning Assistant regarding roles and responsibilities of a Chief Building Official be received; and

That the Township obtain copies of the CBO's current qualifications; and

That the OBOA Code of Conduct for Chief Building Officials be 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 the CBO be reminded of their responsibilities under the *Building Code Act, 1992*.

Carried as amended

d. Fire Protection Grant Application, 2024

The proposal to apply for these funds and submit the application was vetted by Council electronically, in advance, with the support of a majority of members. The application has been submitted and is being reviewed by the Province.

Resolution No: 2024 – 145

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

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).

Carried

e. Public Holiday Pay DRAFT Policy

A discussion was held at the August council meeting regarding holiday pay for employees. Council confirmed that a policy should be provided which matches provincial and federal legislation, stating that employees shall be paid no more than 8 hours for paid holidays.

Resolution No: 2024 – 146

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

Be it resolved that the draft policy for Public Holiday Pay be received; and

That Council adopt the Statutory Holiday Pay Policy as amended.

Carried

f. Clerk's Report for August 2024

The Clerk provided a report detailing staff concerns at the landfill such as speeding and traffic, clothing bins, surveying requirements, water taking at the hall, personnel, and professional development opportunities for staff.



Resolution No: 2024 – 147

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

Be it resolved that the Clerk's Report for September 2024 be received; and
That staff be authorized to engage a surveyor to confirm the road allowance and property boundaries on Port Findlay Road; and
That the letter of resignation from Dina Seabrook, Township custodian, be received with regret and the job posting for Part Time Custodian be advertised; and
That staff proceed with signage and a barrier at the MacLennan Hall to protect the outdoor water source; and
That share shed donations be utilized to reduce tipping fees for the property at 712 MacLennan Road.

Carried

7. BY-LAWS

8. INFORMATION / CONSENT AGENDA

- 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

Resolution No: 2024 – 148

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

Be it resolved that the correspondence and information items listed on the agenda be received; and
That the letter of resignation from the Township's cleaner be received with regret; and
That The Township of Tarbutt supports the resolutions from the City of Quinte West regarding supplementing and updating the CCBF funding mechanism, as well as updates to the Municipal Elections Act; and
That Council supports the resolution from Tay Valley Township regarding the Ontario Ombudsman

9. OTHER BUSINESS / ADDENDUM

Councilor Abbott noted that the WI Park is being well used, which is great to see.

Council discussed the need for an updated Building By-law, including a fee structure which provides more of a cost recovery basis. Staff were directed to contact an experienced Building Official or an individual who could provide input and assistance to update the Building By-law so that it is more cohesive with the Ontario Building Code Act.

10. CLOSED SESSION

Resolution No: 2024 – 149



Moved by: U. Abbott Seconded by: J. Nagel
 Be it resolved that Council move into closed session at 7:37 pm under Section 239 2. b) to discuss personal matters about an identifiable individual, including municipal or local board employees.
 Carried

- Transition of roles and job descriptions

Resolution No: 2024 – 150
 Moved by: D. Farrar Seconded by: D. McClelland
 Be it resolved that Council rise from Closed session at 7:56 pm
 Carried

Resolution No: 2024 – 151
 Moved by: U. Abbott Seconded by: J. Nagel
 Be it resolved that the confidential report from the CAO/Clerk regarding the transition of job duties be received; and
 That the Deputy Clerk duties be removed from the Treasurer’s role, and the Admin Assistant be promoted to “Deputy Clerk/Planning Coordinator” with an upgraded job description and pay grade, to be determined through pay equity reclassification; and
 That the Admin/Planning Assistant continue to receive the step up until the pay equity reclassification is complete.
 Carried

11. CONFIRMATION BY-LAW

Resolution No: 2024 – 152
 Moved by: D. Farrar Seconded by: D. McClelland
 Be it resolved that leave be granted to introduce By-law 2024-22, being a By-law to confirm the proceedings of the regular council meeting held this Eighteenth day of September, 2024, to meet again on Wednesday, October 16, 2024 at 6:00 pm.
 Carried

12. ADJOURNMENT

Resolution No: 2024 – 153
 Moved by: U. Abbott Seconded by: J. Nagel
 Be it resolved that the regular council meeting held this Eighteenth day of September, 2024 be adjourned at 8:18 pm, to meet again for the regular meeting on Wednesday, October 16, 2024.
 Carried

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk



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TARBUTT CEMETERY BOARD
Cemetery Board Minutes
Wednesday, September 25th, 2024 6:00 p.m.
Township Council Chambers, 27 Barr Road S.

PRESENT: Ursula Abbott
Jared Brice
Carey Smith
Gerard Rooney
Debbie Conway

STAFF: Jared Brice

1. CALL TO ORDER

Meeting called to order at 6:08 p.m.

2. DISCLOSURES OF PUCNIARY INTEREST

3. APPOINTMENT OF ROTATING CHAIR

Resolution No. C2024-15

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. C2024-16

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

Be it resolved that the Board that the minutes of the regular board meeting held August 7th, 2024 be adopted as circulated.

Carried

5. FINANCIAL STATEMENTS

6. DEPUTATIONS

7. STAFF REPORTS

Resolution No. C2024-17

Moved by: D. Conway Seconded by: C. Smith

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

That the Cemetery Board proceed to implement information including historical records, historical mapping, information about Stickney Cemetery, a QR Code and Information from Tarbutt Remembers to the information kiosk at Stickney Cemetery.

Carried

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TARBUTT CEMETERY BOARD

Cemetery Board Minutes

Wednesday, September 25th, 2024 6:00 p.m.
Township Council Chambers, 27 Barr Road S.

Resolution No. C2024-18

Moved by: G. Rooney

Seconded by: J. Brice

Be it resolved that the Cemetery Board authorize Township Staff to allocate remaining funds from the 2024 Cemetery Board Budget towards the purchase of up to 40 stone markers for Stickney and a celebration of in the Spring at Stickney Cemetery.

Carried

8. OTHER BUSINESS

9. INFORMATION

10. ADJOURNMENT

Resolution No. C2024-19

Moved by: D. Conway

Seconded by: J. Brice

Be it resolved that the Cemetery Board adjourns its meeting at 7:00 p.m. to meet again after the completion of assistance to locate survey markers at Port Findlay Cemetery.

Carried



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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: October 16, 2024
From: Carol Trainor, CAO/Clerk
Re: Building By-law Update Proposal

BACKGROUND / OVERVIEW

At its meeting of September 18, 2024, Council directed the CAO/Clerk to seek a proposal for the redrafting of a Building By-law would ensure complete coordination with the Ontario Building Code Act, as well as provide all necessary schedules, forms and fees related to Code compliance.

The following proposal has been received from a certified Chief Building Official, and is recommended:

Building By-law would take approximately 4-6 hours to customize for Tarbutt's municipal configuration and permit types.

Permit forms can be provided after configuration at the same time for a 1-2 hours of time and would include:

1. *Application to construct or demolish*
2. *Schedule 1*
3. *How to complete a schedule one guideline*
4. *How to complete an application guideline*
5. *Plumbing information sheet*
6. *Energy Efficiency Design Summary - Prescriptive*
7. *Energy Efficiency Design Summary - Performance Modeling*
8. *SB-10 - Energy Efficiency Design Worksheet (simplified)*
9. *Commitment to General Review Form (For Architects and Engineers)*
10. *Demolition waiver form*
11. *Mechanical Ventilation Design Summary Form*

These would be provided in Word (soft copy) and PDF fillable versions so that you can customize after the fact as you see fit.

Total Hours would be 5-8 hours for By-Law and all PDF and Soft copy forms for continued use (unlocked). The project would be complete no later than October 23, 2024, if chosen for the project.

As discussed Fee Structure can be accommodated at a later date if so desired.



FINANCIAL IMPACT

The 2024 budget does not include allocation this project; however, the Protection to Persons and Property portion of the budget, which includes Building and By-law, will have a surplus.

SUMMARY

Staff recommend that council approve the proposal as presented, including amending and revising the fee structure, allowing up to twelve (12) hours for completion.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the revision and updating of the Building By-law be received; and
That Council accepts the proposal by CBO Smith to prepare an updated Building By-law, and to provide provisions for development, building code enforcement, code updates, and a revised building fee schedule, to be completed by October 25.

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



The Township of Tarbutt
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REPORT TO COUNCIL

Date: October 16, 2024
From: Carol Trainor, CAO/Clerk
Re: Employee Benefits Renewal

BACKGROUND / OVERVIEW

In 2022, a sub-committee formed among Central Algoma municipalities to prepare, distribute and review tenders for a group benefits provider and a broker. Equitable Life was the successful provider, and the broker tender was awarded to Innova. Several municipalities agree that the broker has not met their obligations under the agreement, which was, among other things, to provide advance notice of changes to the policy, premiums, early renewal options and potential enhancements to the policy.

The policy renewed on September 1, with an increase of 12%, and which was provided in short notice without time for group consultation or Council review. There has been a significant increase to dental rates of 36%, and an increase to health rates of 12.8%; however, short term disability, long term disability, basic life insurance, and accidental death rates have all decreased by 8% to 14%. Background information is available should council wish to review details.

One new service that Equitable Life offers is called Dialogue Virtual Healthcare, which provides convenient, on demand 24/7 access to a physician or health care practitioner, whether or not a plan member has a family physician. This service can be used in place of walk in clinics without the need to leave home, and would help reduce time out of the office for appointments, would alleviate waiting weeks or months to see a physician, and employees are more likely to stay home and avoid spreading illness after receiving a diagnosis and/or medical advice. It also provides prescription renewal for most known and stable conditions.

This is an excellent product for employees without a family physician. With the growing shortage of family doctors, more and more people will need to rely on this type of virtual service.

The addition of this program would have to be approved by all municipalities in the group; it is not an opt in or out program.

FINANCIAL IMPACT

Staff are seeking approval to add an enhancement for Virtual Physician access which provides 24/7 access to non urgent medical care 365 days per year and may reduce the amount of sick time out of the office. The cost would be \$3.40 per employee, per month. In Tarbutt's case, it would be an addition cost of \$17.00 per month, including a treasurer.



SUMMARY

Staff will continue to negotiate and work toward improved broker services, and also recommend adding the virtual primary healthcare option.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the employee benefits package be received; and

That Council supports and agrees to the added benefit of Virtual Primary Healthcare at a cost of \$3.40 per employee, per month. <

Secure access to virtual primary healthcare practitioners

Dialogue Virtual Healthcare services

Accessing healthcare can be challenging and inconvenient. Many Canadians don't have a family doctor, and those who do often wait days or weeks to see their physician. They have to deal with limited clinic hours, time-consuming travel and even time off work. When it's hard for your plan members to get the care they need, their health and well-being can suffer.

Fortunately, Dialogue is available to give your plan members and their families convenient, on-demand access to primary healthcare practitioners.

Available 24/7, 365 days a year, Dialogue Virtual Healthcare provides easy access to non-urgent medical care for a wide range of common health issues. Using the secure Dialogue web portal or mobile app, your plan members get fast access to an extensive network of doctors, nurse practitioners and nurses, with flexibility, convenience and shorter wait times. They also benefit from in-app prescription renewals and refills, personalized follow-ups after every consultation, and concierge-level navigation support for all referrals to in-person specialists when needed.

Dialogue's industry-leading platform provides an all-in-one patient journey to address health issues, reducing long wait times and time away for doctor appointments.

Connecting to primary healthcare

Access to virtual healthcare can help to:

- Drive employee engagement;
- Reduce absenteeism related to in-person medical appointments;
- Help manage chronic health issues;
- Attract and retain top talent;
- Build a healthier workforce.

Whether plan members have a family physician or not, they and their dependents can use Dialogue Virtual Healthcare services to look after their health and well-being. And if they do have a family doctor, Dialogue can provide any diagnoses, treatments or referral information to the physician for reference, upon patient request and consent.

Dialogue Virtual Healthcare's practitioners can:

- Provide medical advice
- Create a care plan
- Prescribe medication
- Provide specialist referrals
- Order laboratory tests

You can add Dialogue Virtual Healthcare to your plan for an additional cost by contacting your advisor.

See reverse for more information on conditions that Dialogue Virtual Healthcare can treat.

How can plan members use Dialogue Virtual Healthcare?

Virtual Healthcare can help with a variety of conditions, including and not limited to:

- Minor or known headaches
- Painless eye issues
- Infection of the upper respiratory tract
- Mild or known gastric issues
- Mild infection of the digestive system
- Asymptomatic sexual health
- Genito-urinary infection in women
- Breastfeeding support and related infections
- Dermatologic infections and eruptions
- Minor cuts or bites
- Travel health
- Prescription renewal for most known and stable conditions
- Thyroid issues
- Common mental health issues, such as depression anxiety, stress, fatigue and insomnia*

In-person healthcare visits are required for:

- Controlled substances
- Life-threatening conditions
- Condition requiring a neurological, eye, ear, lung, heart and blood vessels, abdominal or genital examination
- Moderate to major muscle and skeleton conditions

When in-person visits are required, Dialogue's care coordinators will assist the plan member with locating a healthcare practitioner in their area to schedule an appointment.

*Access to mental health therapists limited to one session per care episode



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The Township of Tarbutt
27 Barr Road South
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REPORT TO COUNCIL

Date: October 16, 2024
From: Carol Trainor, CAO/Clerk
Re: Community Emergency Management Preparedness Grant 2024-25

BACKGROUND / OVERVIEW

In December 2023, the Township submitted an application to the Province of Ontario for the Community Emergency Preparedness Grant (CEPG) 2023-24 for funding that would cover the cost of a generator for the fire hall, the installation of a potable water system to service the fire hall, roads garage, and the Township office, as well as a portable VHF station to improve communications.

In the event of an emergency, the Township Office would be used as the Emergency Operations Centre (EOC), as it has wifi access and a generator which services the office and roads garage. The MacLennan Hall has a generator and potable water, but no internet service. The most logical location for the EOC would be the Township office with access to supplies, equipment and comfort level in the event that the Emergency Management Control Group (EMCG) were required to stay for an extended time. These facilities are obviously within easy reach of each other, allowing staff and volunteers to access any equipment required, but without potable water, and no extended hydro service to the fire hall, there is a winter risk of equipment freezing and the members of the EMCG being without potable water for the duration of the emergency.

The 2024 – 2025 grant seeks funding for these same essential emergency preparations.

FINANCIAL IMPACT

The maximum available funds for each successful application is \$50,000. The total cost of the generator, the water system and the portable VHF system totals almost that maximum allowable, and there should be an educational component to the project as well. The Township may be required to assist with the cost of an educational component, not to exceed \$1,000.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the Community Emergency Preparedness Grant application 2024 – 2025 be received; and
That Council supports the application for Community Emergency Preparedness Grant, 2024-25, seeking funding up to a maximum of \$50,000.

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

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF OCTOBER 16, 2024
CONSENT AGENDA**

- a. Press Release from the North Shore Health Network Auxiliary
Re: Richards Landing Matthews Site equipment donation 1
- b. Message from Macdonald, Meredith and Aberdeen Additional
Re: Midterm Council Training Session 2
- c. Resolution from the City of Temiskaming Shores
Re: Alcohol Sales in Convenience Stores 3 – 4
- d. Resolution from the Regional Municipality of Waterloo
Re: Humanitarian Crisis of homelessness, mental health and addictions 5 – 7
- e. Resolution from the Town of Coburg
Re: Involuntary Care for Individuals with severe mental health and addictions 8 – 9
- f. AMO Announcement re: CCBF Funding 10

Recommendation: Be it resolved that correspondence items a through f on the consent agenda dated October 16, 2024 be received; and
That the Council of The Township of Tarbutt supports the resolution from the City of Temiskaming Shores regarding alcohol sales in convenience stores; and
That The Council of The Township of Tarbutt supports the resolution from the Regional Municipality of Waterloo seeking for higher levels of government to address and take action on the humanitarian crisis of homelessness, mental health and addictions.