



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