



**THE TOWNSHIP OF TARBUTT**  
**Council Meeting Minutes**  
**Wednesday, October 16, 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, Deputy Clerk/Planning Coordinator  
Michael Pigeon, Road Superintendent (left the meeting at 6:16 pm)  
Carol Trainor, CAO/Clerk

**1. CALL TO ORDER**

Mayor Smith called the regular Council meeting to order at 6:00 pm.

**2. DISCLOSURES OF PECUNIARY INTEREST**

Mayor Smith declared a potential conflict of interest with agenda item 6 c. as he is directly related to the individual proposing the work.

**3. PREVIOUS MINUTES**

Resolution No: 2024 – 154

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the minutes of the regular council meeting held on September 18, 2024 be adopted as circulated.

Carried

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

Payment log for the month of September, 2024 – not available.

**6. STAFF AND COMMITTEE REPORTS**

a. Verbal report from the Road Superintendent

Road Superintendent M. Pigeon addressed council regarding current projects underway, including the result of the resurfacing projects completed this year.



There is consensus among the Central Algoma Road Supers that there were significant communication issues with the contractor this year, which resulted in unsatisfactory work, and changes will be made to the amalgamated tender in future. M. Pigeon also discussed the oil tank for the furnace in the roads garage, which would be a very costly replacement item, and whether a secondary heat source was needed.

Resolution No: 2024 – 155

Moved by: U. Abbott

Seconded by: J. Nagel

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

Carried

b. Draft Minutes of the September Cemetery Board Meeting

Resolution No: 2024 – 156

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the draft minutes of the Tarbutt Cemetery Board dated September 25, 2024 be received.

Carried

c. Proposal to update the Building By-law

Mayor Smith declared a conflict of interest with this item. Deputy Mayor D. Farrar took the chair.

Council members agreed that the proposed fee for the amount of work to be done to rewrite the Building By-law, including a fee schedule and OBC forms, was fair.

Resolution No: 2024 – 157

Moved by: J. Nagel

Seconded by: U. Abbott

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.

Carried

Mayor Smith resumed the Chair.

d. Employee Benefits Package Update

Resolution No: 2024 – 158

Moved by: D. McClelland

Seconded by: D. Farrar



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.

Carried

e. Community Emergency Preparedness Grant Application

Resolution No: 2024 – 159

Moved by: U. Abbott

Seconded by: J. Nagel

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.

Carried

f. Report from the Clerk for October 2024

Resolution No: 2024 – 160

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the Clerk's Report for October 2024 be received; and

That the quotation from ABC for the Windows 11 upgrades be received, and the Treasurer's computer be replaced this year, and the remainder of the costs be included in the 2025 budget; and

That the CAO/Clerk be authorized to negotiate with a recycling collector to extend the recycling contract until the blue box transition date of June 1, 2025.

Carried

**7. BY-LAWS**

**8. INFORMATION / CONSENT AGENDA**

a. Press Release from the North Shore Health Network Auxiliary  
Re: Richards Landing Matthews Site equipment donation

b. Message from Macdonald, Meredith and Aberdeen Additional  
Re: Midterm Council Training Session

c. Resolution from the City of Temiskaming Shores  
Re: Alcohol Sales in Convenience Stores

d. Resolution from the Regional Municipality of Waterloo  
Re: Humanitarian Crisis of homelessness, mental health and addictions



- e. Resolution from the Town of Coburg  
Re: Involuntary Care for Individuals with severe mental health and addictions
- f. AMO Announcement re: CCBF Funding

Resolution No: 2024 – 161

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

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 higher levels of government to address and take action on the humanitarian crisis of homelessness, mental health and addictions.

Carried

## 9. OTHER BUSINESS

## 10. CLOSED SESSION

Resolution No: 2024 – 162

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

Be it resolved that Council move into closed session at 6:27 pm under Section 239 2) (b) of the *Municipal Act* to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

- a. Treasurer Position
- b. Equipment Operator
- c. Cleaner/Custodian
- d. Share Shed Volunteer
- e. OLT Conflict

Resolution No: 2024 – 163

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

Be it resolved that council rise from closed session at 7:11 pm.

Carried

### a. Treasurer position:

Resolution No: 2024 - 164

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



Be it resolved that the verbal report from the CAO/Clerk regarding the treasurer position be received; and

That Council direct staff to post the Treasurer position and begin the recruitment process.

Carried

**b. Equipment Operator:**

Equipment Operator K. Barber has submitted his intent to retire in early 2025. He has offered to stay on as backup for winter operations as needed.

Resolution No: 2024 - 165

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

Be it resolved that the notice of retirement from K. Barber be received with regret; and

That Council direct staff to prepare for the recruitment of an Equipment Operator.

Carried

**c. Cleaner/Custodian:**

Resolution No: 2024 – 166

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

Be it resolved that the verbal report from the CAO/Clerk regarding interviews for the Cleaner/Custodian position be received; and

That Council authorize staff to prepare an offer of employment to the individual named in the report, to begin Monday, October 28, 2024.

Carried

**d. Share Shed Volunteer**

Following consultation with Johnson Township, the volunteer opportunity will not be pursued.

**e. OLT Conflict**

Council was advised of a perceived conflict involving the Township's solicitor with the Ontario Land Tribunal appeal. Council agreed that a different legal firm should be pursued for this matter.

**11. CONFIRMATION BY-LAW**

Resolution No: 2024 – 167

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

Be it resolved that leave be granted to introduce By-law 2024 – 23, being a by-law to confirm the proceedings of the council meeting of October 16, 2024; and



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

Carried

## 12. ADJOURNMENT

Resolution No: 2024 – 168

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the regular council meeting held this Sixteenth day of October, 2024 be adjourned at 7:17 pm, to meet again for the regular council meeting on Wednesday, November 20, 2024 at 6:00 pm.

Carried

A handwritten signature in black ink, appearing to be "L. Smith", written over a horizontal line.

Mayor Lennox Smith

A handwritten signature in black ink, appearing to be "Carol Trainor", written over a horizontal line.

Clerk Carol Trainor