



**THE TOWNSHIP OF TARBUTT**  
**Council Meeting Agenda**  
**Wednesday, January 22, 2025 at 6:00 pm**  
**Township Council Chambers, 27 Barr Road S.**

**1. CALL TO ORDER**

Introduction of the new Treasurer, Jillian Hayes

**2. DISCLOSURES OF PECUNIARY INTEREST**

**3. PREVIOUS MINUTES**

a. Minutes of the Council Meeting held Wednesday, December 18, 2024 1-7

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

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- a. Payment log for the month of December 2024 in the amount of \$244,177.64.
- b. Budget to Actuals to end December 31 – to be circulated

**6. STAFF AND COMMITTEE REPORTS**

- a. Verbal report from the Road Superintendent
- b. 2024 Annual Building Activity Report 10
- c. Joint Landfill Annual Reporting Quotation 11
- d. MacLennan Hall Air Quality Assessment 12-13
- e. Proposal for Site Plan Control By-law 14-15
- f. Municipal Insurance Policy Renewal 16
- g. Report from the CAO/Clerk for January 2025

**7. BY-LAWS**

- a. A By-law to provide for an Interim Tax Levy for the year 2025.
- b. A By-law authorizing the borrowing of money to meet current expenditures.
- c. A By-law to establish Tax Ratios for municipal purposes for the year 2025.
- d. A By-law to provide for the remuneration of Council.
- e. A By-law to enter into a Transfer Payment Agreement with the Ontario Ministry of the Solicitor General, Office of the Fire Marshal, for a Fire Protection Grant.



**8. INFORMATION / CONSENT AGENDA**

Information items and correspondence received since the previous meeting.

**9. OTHER BUSINESS**

**10. CLOSED SESSION**

- a. Council will move into closed session under Section 239 2. (c), to discuss information related to an identifiable individual, including local or school board employees, (d) labour relations or employee negotiations, and (f) advice that is subject to solicitor client privilege.

Equipment Operator / Labourer Position  
Contract Employment Opportunity  
Application for Judicial Review

**11. CONFIRMATION BY-LAW**

A By-law to confirm the proceedings of the council meeting of January 22, 2025.

**12. ADJOURNMENT**

Motion to adjourn until the next regular council meeting of February 19, 2025.

**THE TOWNSHIP OF TARBUTT**  
**Minutes of the Council Meeting**  
**Tuesday, December 17, 2024**  
**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 6:50)  
Carol Trainor, CAO/Clerk/Deputy Treasurer

**GUESTS:** Mr. Joseph Bisceglia, Certified Specialist Civil Litigation  
Mr. John McDonald, Tulloch Engineering

**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 Conflict with item 6 c. of the agenda as he is the owner of the subject property.

**3. PREVIOUS MINUTES**

a. Minutes of the previous Council meeting.

Resolution No: 2024 – 193

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the minutes of the regular Council meeting held November 20, 2024 be adopted as circulated.

Carried

**4. DEPUTATIONS / PRESENTATIONS**

a. Application for Zoning By-law Amendment, 179 Brown’s Island

Joseph Bisceglia, Certified Specialist Civil Litigation

John McDonald, Tulloch Engineering

Mr. Bisceglia provided an overview of the situation wherein the owners of 179 Brown's Island Road wish to construct a home and retain the existing garage. Plumbing facilities had been installed in the garage and assurance was provided to the Township that the plumbing would be removed, and the building would not become a second dwelling unit.

The Township's concerns lie in the location of the proposed building to the floodline and high water mark, as the site plan shows the proposed dwelling overlying the floodline rather than being above it. Mr. John McDonald from Tulloch Engineering, explained that the floodline is tied to the historical high water mark, noted as the "flood fringe".

Mayor Smith thanked the individuals present for their presentation and advised that the Township would be seeking the advice of their own planner. A response to the request for a zoning amendment will be provided in time.

Resolution No: 2024 – 194

Moved by: J. Abbott

Seconded by: J. Nagel

Be it resolved that the deputation by Mr. Bisceglia and Mr. McDonald regarding the application for Zoning Amendment at 179 Brown's Island Road be received.

Carried

## 5. FINANCIAL STATEMENTS

- a. Payment Log for the month of November, 2024.

Resolution No: 2024 – 195

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the payment log for the month of November, 2024 in the amount of \$158,884.85 be approved.

Carried

## 6. STAFF AND COMMITTEE REPORTS

- a. Verbal report from the Road Superintendent

M. Pigeon advised that they are using a lot of sand this year due to the ice and rain. The gate for the old landfill site is in process, and Karhi should be commencing landscaping work in the next week, weather permitting.

Resolution No: 2024 – 196

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the verbal report from the Road Superintendent dated December 17, 2024 be received.

Carried

b. Application for Zoning By-law Amendment, 179 Brown's Island

Resolution No: 2024 – 197

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

Be it resolved that the report from the Deputy Clerk/Planning Coordinator regarding the application for zoning amendment at 179 Brown's Island Road be received; and

That the Zoning By-law amendment application be updated to reflect the actual location of the high water mark and its associated 15 m setback; and

That the zoning by-law amendment application address the change in use of a garage to an unpermitted dwelling unit; and

That the authorized agent continue to work with Township staff to provide an updated zoning by-law amendment application; and

That staff consult with the Township's Planner and legal counsel on this matter.

Carried as amended

c. Recommended addition to Prime Agricultural Lands

Mayor Smith declared a conflict with this matter as he is the owner of the subject property. Deputy Mayor D. Farrar took the Chair.

Resolution No: 2024 – 198

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

Be it resolved that the report from the Deputy Clerk/Planning Coordinator be received; and

That Council supports the Planning Board resolution for the recommended Prime Agricultural Land addition(s) within The Township of Tarbutt from J.L. Richards and Associates, and

That Council accept the recommended Prime Agricultural Area for the Joint Official Plan as presented.

Carried

Mayor Smith resumed the chair.

d. Assumption of a Portion of Barr Road North

Resolution No: 2024 – 199

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

Be it resolved that the report from the Deputy Clerk/Planning Coordinator regarding the assumption of a portion of Barr Road North be received; and

That Council authorize the Mayor and the Clerk to sign the Acknowledgement and Direction to assume the portion of the Barr Road North known as Pt 3 of Plan 1R-14084.

Carried

e. Proposed General Zoning By-law Amendments

Resolution No: 2024 – 200

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

Be it resolved that the report from the CAO/Clerk regarding proposed general amendments to the Township's Zoning By-law 85-10 be received; and  
That staff be directed to prepare the Notice of Public Meeting as required under Section 34 of the *Planning Act* to amend By-law 85-10 to revise the maximum lot coverage for dwellings and accessory structures to one consistent amount of 15%, and to include a definition of High Water Mark for all parcels abutting a waterway; and

That staff be authorized to enlist the assistance of JL Richards to prepare a Site Plan Control By-law to make provision for requirements on any parcel of land which is located within 120 m of a wetland, lake or river, including creeks and streams, and which is located within 300 m of a railway line.

Carried

f. Quotation for 2025 Municipal Insurance Policy **Deferred**

The quotation had not been received in advance of the Council meeting. The policy renewal date will be extended for 30 days.

g. Report from the CAO/Clerk for December, 2024

The Clerk's report included an update on the blue box transition, particularly the handling of non-eligible sources post transition; the water system at the MacLennan Hall, personnel matters, and the close of what has been a very challenging year.

Resolution No: 2024 – 201

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

Be it resolved that the report from the CAO/Clerk for the month of December, 2024 be received.

Carried

**7. BY-LAWS**

a. A By-law to appoint a Treasurer

Resolution No: 2024 – 202

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

Be it resolved that leave be granted to introduce By-law 2024 – 27, being a By-law to appoint a Treasurer and to repeal By-law 2021-21; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Seventeenth day of December, 2024.

Carried

b. A By-law to appoint a Deputy Clerk/Planning Coordinator

Resolution No: 2024 – 203

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

Be it resolved that leave be granted to introduce By-law 2024 – 28, being a By-law to appoint a Deputy Clerk / Planning Coordinator; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Seventeenth day of December, 2024.

Carried

c. A By-law to enter into agreement with the Minister of the Solicitor General on behalf of the Ontario Provincial Police (OPP) for 9-1-1 Service

Resolution No: 2024 – 204

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

Be it resolved that leave be granted to introduce By-law 2024 – 29, being a By-law authorizing the Mayor and the Clerk to enter into an agreement with the Minister of the Solicitor General on behalf of the Ontario Provincial Police (OPP) for the provision of Primary Public Safety Answering Point (P-PSAP) Services for The Township of Tarbutt; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Seventeenth day of December, 2024.

Carried

## **8. INFORMATION / CONSENT AGENDA**

a. Resolution from King Township

Re: Distribution of Provincial Land Transfer Tax and GST

b. Resolutions from the Township of Terrace Bay

Re: Ambulance Shortages and Healthcare System Issues  
Letter of support for Billy Bishop Airport

c. Letter from the Ministry of Municipal Affairs and Housing

Re: Planning Act changes to remove municipal zoning by-law barriers to ARU's

d. Letter from the Township of Johnson

Re: Request for recreation funding for 2024

e. Announcement from Algoma Power Inc.

Re: Line Clearing and Brush Control across The Township of Tarbutt

- f. Letter from Algoma Public Health  
Re: 9% Increase to the 2025 municipal levy
- g. Article from CBC Sudbury  
Re: Horse and Buggy Travel and recent tragedies  
(copied with the permission of CBC)
- h. Central Algoma Freshwater Coalition  
Re: Winter 2025 Newsletter
- i. Letter from the Ministry of Municipal Affairs  
Re: Proposed Municipal Accountability Act, 2024 introduced

Resolution No: 2024 – 205

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

Be it resolved that correspondence items a through i on the Consent Agenda dated December 17, 2024 be received; and

That The Township of Tarbutt supports the resolution from the Township of King requesting the provincial and federal governments to redistribute revenue from Land Transfer Tax and GST collected on property transactions with municipalities, to provide a sustainable source of infrastructure funding; and

That The Township of Tarbutt supports the resolutions from the Township of Terrace Bay asking the Ontario Minister of Health to address funding shortfalls and structural challenges in the delivery of Emergency Medical Services in Northern communities; and also the resolution seeking urgent action to commence a process to conclude by the end of 2025 to modernize the current Tripartite Agreement and secure the future of Billy Bishop Airport, a critical access point for Northern communities; and

That the letter from The Township of Johnson requesting a donation for 2024 recreation programming be approved in the amount of \$3,000.

Carried

## 9. OTHER BUSINESS

## 10. CLOSED SESSION

Resolution No: 2024 – 206

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

Council will move into closed session at 7:17 pm under Section 239 2. (b) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

- Integrity Commissioner Complaint



Resolution No: 2024 – 207  
Moved by: U. Abbott                      Seconded by: J. Nagel  
Be it resolved that Council rise from closed session at 7:48 pm.  
Carried

Resolution No: 2024 – 208  
Moved by: D. McClelland                  Seconded by: D. Farrar  
Be it resolved that the letter regarding the complaint to the Township’s Integrity Commissioner dated December 2, 2024 be received; and  
That the response from the Township’s Integrity Commissioner dated December 16, 2024 also be received.  
Carried

**11. CONFIRMATION BY-LAW**

Resolution No: 2024 – 209  
Moved by: J. Nagel                          Seconded by: U. Abbott  
Be it resolved that leave be granted to introduce By-law 2024 – 30, being a By-law to confirm the proceedings of the regular Council meeting held this Seventeenth day of December, 2024; and  
That said By-law be read a first, and taken as read a second and third time and finally passed.  
Carried

**12. ADJOURNMENT**

Resolution No: 2024 – 210  
Moved by: D. McClelland                  Seconded by: D. Farrar  
The regular Council meeting of December 17, 2024 will adjourn, to meet again on Wednesday, January 22, 2025 at 6:00 pm.  
Carried

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Lennox G. Smith, Mayor

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Carol O. Trainor, Clerk

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**Payment Log**  
for the month of December, 2024

Type	Cheque	Cheque Date	Payee	Amount
CHQ	5213	12/13/2024	Receiver General (Employee Remittance)	\$ 6,022.12
CHQ	5215	12/12/2024	Traction Heavy Duty Parts	\$ 386.20
CHQ	5216	12/12/2024	Algoma Business Computers (November)	\$ 33.90
CHQ	5217	12/12/2024	TMS Truck Centre Ltd.	\$ 34.40
CHQ	5218	12/12/2024	Kentvale Merchants Ltd.	\$ 70.72
CHQ	5219	12/12/2024	Algoma District Services Admin Brd (December Levy)	\$ 30,839.58
CHQ	5220	12/12/2024	Algoma Office Equipment	\$ 72.20
CHQ	5221	12/12/2024	McClelland's Hardware & Feed	\$ 20.74
CHQ	5222	12/12/2024	True North Plumbing (Hall Repairs)	\$ 501.72
CHQ	5223	12/12/2024	Tulloch Engineering Inc.(Building Inspection Services)	\$ 1,817.27
CHQ	5224	12/12/2024	RW Medical (First Aid Training)	\$ 155.38
CHQ	5225	12/12/2024	McClelland's Hardware & Feed	\$ 27.06
CHQ	5226	12/12/2024	Heritage Home Hardware	\$ 324.97
CHQ	5227	12/12/2024	Ed Sadowski	\$ 778.65
CHQ	5228	12/13/2024	Darren McClelland (outhouse materials)	\$ 723.24
CHQ	5229	12/18/2024	Roads Boot Allowance	\$ 250.00
CHQ	5230	12/18/2024	Quattra SCS LTD. (Alarm Monitoring)	\$ 822.88
CHQ	5231	12/18/2024	Barriston Law (Legal Services)	\$ 8,777.84
CHQ	5232	12/18/2024	Air Liquide Canada Inc (Cylinder Lease)	\$ 130.15
CHQ	5233	12/18/2024	Algoma Office Equipment	\$ 145.59
CHQ	5234	12/18/2024	Tulloch Engineering Inc. (Building Inspection Services)	\$ 350.30
CHQ	5235	12/18/2024	Algoma Business Computers (December)	\$ 33.90
CHQ	5236	12/18/2024	Traction Heavy Duty Parts	\$ 250.14
CHQ	5237	12/18/2024	Copper Bean Café (Holiday Lunch)	\$ 428.27
CHQ	5238	12/18/2024	GFL Environmental Inc (Landfill + Depot November)	\$ 14,103.61
CHQ	5239	12/18/2024	Algoma District School Board Q3 +Q4	\$ 77,728.54
CHQ	5240	12/18/2024	Huron Superior Catholic District School Board Q3+Q4	\$ 4,571.45
CHQ	5241	12/18/2024	Conseil Scolaire Public Grand Nord de l'Ontario Q3+4	\$ 40.03
CHQ	5242	12/18/2024	Conseil scolaire catholique du Nouvel-Ontario Q3+4	\$ 1,026.61
CHQ	5243	12/23/2024	Paul Ackland (Annual Conference Deposit)	\$ 402.46
CHQ	5244	12/23/2024	Landfill admin fee	\$ 100.00
CHQ	5245	12/20/2024	Matthews Memorial Hospital (2024 Donation)	\$ 5,000.00
CHQ	5246	12/20/2024	Desbarats to Echo Bay Planning Brd. (Portion of Invoic	\$ 1,070.26
CHQ	5247	12/20/2024	North Shore Sentinel - Employment Ads	\$ 137.02
CHQ	5248	12/20/2024	ANP OFFICE SUPPLY	\$ 41.64
CHQ	5249	12/31/2024	OPP Police Services Monthly Contract	\$ 7,692.00
CHQ	5250	12/31/2024	Superior Propane Inc. (Hall/Office/Roads/Fire Garage)	\$ 4,967.41
CHQ	5251	12/31/2024	Barriston Law (Legal Services)	\$ 226.00
CHQ	5252	12/31/2024	Ledger Management Services (Bookkeeping Services)	\$ 1,934.38
<b>Total Cheques</b>				<b>\$ 172,038.63</b>

Payroll	Payroll	December	Staff (Council, Admin, Roads, Landfill & Caretaker)	\$	51,783.85
			Fire Honourariums 2024	\$	14,000.03
			<b>Total Payroll **</b>	<b>\$</b>	<b>65,783.88</b>
Visa	VISA		Bell Canada	\$	70.78
Visa	VISA		Bell Canada	\$	331.08
Visa	VISA		Starlink	\$	158.20
Visa	VISA		Bell Canada	\$	77.00
Visa	VISA		Canadian Tire	\$	480.24
Visa	VISA		Beta Fluids	\$	207.74
Visa	VISA		Staples - Office Supplies	\$	67.79
Visa	VISA		MECP Environmental Approval	\$	900.00
Visa	VISA		LCBO	\$	161.15
Visa	VISA		Zoom Subscription	\$	48.57
Visa	VISA		Adobe Subscription	\$	105.06
Visa	VISA		Bell Mobility	\$	252.56
			<b>Total Visa Charges</b>	<b>\$</b>	<b>2,860.17</b>
PAP	DD		Equitable Life Insurance	\$	1,476.54
PAP	DD		RCAP Copier Lease	\$	93.33
PAP	DD		Esso Mobil	\$	1,180.87
PAP	DD		CIBC Service Charge	\$	38.00
PAP	DD		Algoma Power	\$	333.06
PAP	DD		Algoma Power	\$	212.44
PAP	DD		Algoma Power	\$	75.72
PAP	DD		CIBC Admin Fee	\$	25.00
PAP	DD		CIBC Monthly Fee	\$	55.00
PAP	DD		Paper Statement Fee	\$	5.00
			<b>Total Direct Payments</b>	<b>\$</b>	<b>3,494.96</b>
			<b>TOTAL VOUCHER AMOUNT</b>	<b>\$</b>	<b>244,177.64</b>

\* Please note this is a summary of payments made in December, and does not include all of December's expenditures as reflected in the monthly statement.

\*\* Includes November monthly pay along with three bi-weekly pays.

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**THE TOWNSHIP OF TARBUTT**  
**Building Permit Report for 2024**

Pursuant to section 1.9.1.1 of Division C part 1 of the Ontario Building Code, Annual Report “shall contain the following information in respect of fees authorized under clause 7 (1) ( c ) of the Act”.

Total Fees collected in the 12-month period: \$5,823.00

Direct costs of administration and enforcement of the Act, including review of applications for permits and inspection of buildings:) \$10,669.20

Direct costs-minus fees collected: \$10,669.20 - \$5,823.00 = \$4,846.20

Indirect costs of administration and enforcement of the Act, including support and overhead costs (15% of contract cost): \$1,600.38

If a reserve fund has been established for any purpose Balance in Reserve: \$0.00  
Added to Reserve: \$0.00

Total of 17 building permits and 2 demolition permits were issued in 2024 as follows:

- Demolitions: 2
- Garages: 3
- Screen rooms: 3
- Additions: 4
- Residence / Storage: 1
- Lumber Mill: 1
- Shingles: 1
- Deck / Verandah: 2
- Roof Replacement: 1
- Storage/ Barn: 1

Estimated value of permits issued: Net \$1,684,500

Consultations throughout the year: 66

Site inspections throughout the year, for permits and consultations: 53

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

There has been no change to the existing fee schedule in 2024.  
Population: 573

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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: January 22, 2025  
From: Carol Trainor, CAO/Clerk  
Re: Landfill Annual Reporting Quotation

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### BACKGROUND / OVERVIEW

Council is aware that the joint landfill site must be monitored annually, and a report submitted to the Ministry of the Environment each year on operations. Tulloch Engineering has provided a quote for the completion of the Annual Operations Report, which includes groundwater and surface water sampling and testing. Tarbutt staff are not aware if there was opportunity for other firms to quote on this project, which Tulloch has completed for many years.

### FINANCIAL IMPACT

Tulloch Engineering advises no change to the cost of the annual report over last year.

An invoice was provided to the Tarbutt office for the previous Annual Report dated April 2024.

### SUMMARY

The annual operating report is a ministry requirement. While Tulloch has completed this project for many years prior, Tarbutt staff will provide 2024 information on waste and recycling, tonnage, collections, public promotions and education, electronics, batteries, any MOE compliance issues or complaints received, and staff.

### RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the quote for completion of the Johnson Tarbutt Landfill Annual Operations Report be received; and  
That Council approve the quote as provided.

Carol O. Trainor, AMCT  
CAO/Clerk/Deputy Treasurer



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The Township of Tarbutt  
27 Barr Road South  
Desbarats, Ontario P0R 1E0  
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[clerk@tarbutt.ca](mailto:clerk@tarbutt.ca)

## REPORT TO COUNCIL

Date: January 22, 2025  
From: Carol Trainor, CAO/Clerk  
Re: MacLennan Hall Air Quality Assessment

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### BACKGROUND / OVERVIEW

The regular renters of the MacLennan Hall have advised the Township of ongoing difficulties some members are having with the air quality at the hall. Congregation members with sensitivities and allergies are experiencing irritation, which has also been noted by those without sensitivities. Staff have recently had the furnace serviced and have been in discussion with a local firm to conduct an assessment of the air quality to rule out any allergens. Additional work for a permanent, long term solution, such as the installation of an air purifier or air exchanger, can be anticipated.

A competitive process for this work has not been undertaken as a staff search resulted in only one local firm having the equipment and expertise to conduct this testing.

Greenstone Environmental Engineering conducted a site visit on January 8 and have provided a proposal which includes the following:

- a preliminary assessment of the building including the crawl space,
- collection of air samples which will be submitted for laboratory analysis,
- implementation of a quality assessment/control program to include calibration of field equipment, decontamination of tools and sample management, and
- a report outlining the findings with recommendations and analytical certificates.

The work will begin immediately following council approval and is expected to conclude within 3 weeks.

### FINANCIAL IMPACT

The cost of the monitoring will be included in the 2025 budget. Any work or equipment required as a result of the findings may be included in a proposed grant application for upgrades to the building, as previously discussed.



## **SUMMARY**

Given the age of the building and the long term benefits of the current rental agreement, as well as any future or intermittent usage or rentals, it is in the Township's best interest to ensure that there is no adverse air quality effect for the continued use and comfort of the renters.

## **RECOMMENDATION:**

Be it resolved that the report from the CAO/Clerk regarding air quality testing at the MacLennan Hall be received; and

That Council approves the proposal submitted by Greenstone Environmental Engineering for air quality monitoring at a cost not to exceed \$3,200.00 before taxes.

A handwritten signature in blue ink, appearing to read "Carol O. Trainor", is written over a horizontal line.

Carol O. Trainor, CAO/Clerk/Deputy Treasurer



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The Township of Tarbutt  
27 Barr Road South  
Desbarats, Ontario P0R 1E0  
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## REPORT TO COUNCIL

Date: January 22, 2025  
From: Carol Trainor, CAO/Clerk  
Re: Site Plan Control By-law and Process

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### BACKGROUND / OVERVIEW

At the December Council meeting, a resolution was passed authorizing staff to work with JL Richards, the Township's planners, to prepare a site plan control by-law.

Section 41 of the *Planning Act* allows municipalities to regulate on-site elements of development including walkways, parking, building placement, landscaping or exterior design of properties. The Township's Official Plan contains several policies for the use of site plan control to regulate development, especially in areas with environmental sensitivity or potential development hazards.

The intent of the By-law would not be to prohibit development or to impose strict requirements that would inhibit development, but to reduce the risk of over development, minimize the risk of flooding, ensure that environmentally sensitive areas are protected, ensure compatibility with nearby properties, and to protect abutting properties. Site plan control helps ensure that development is safe and functional, reduces the impact on neighbouring properties from natural hazards, and that development occurs in an orderly manner. On properties where development is proposed, the Township would enter into a site plan agreement with the property owner outlining terms under which certain development may occur. This is especially relevant for shoreline properties which tend to be smaller, and which may be subject to sensitive areas and provincial protection guidelines.

JL Richards has proposed the preparation of a Site Plan Control By-law, application form and guidelines to implement the policies within the Township's Official Plan, in accordance with Section 41 of the Planning Act. JLR is experienced in these areas and is familiar with the Official Plan and current Zoning By-law, having been engaged by the Desbarats to Echo Bay Planning Board for OP review.

### FINANCIAL IMPACT

Provision for this expense would be included in the 2025 operating budget, of which the update to the Township's Zoning By-law was to be included; however, given the potential cost of this project, and the short and long term benefits, staff are recommending that the site plan control by-law take precedence over the update of the Zoning By-law.





The Zoning By-law can only be updated once the Planning Board has completed their review and public consultation period for the Official Plan, and it is possible that the OP approval will be delayed until well into 2025.

## **SUMMARY**

The ability for municipalities to pass a site plan control by-law was removed by the Province through Bill 23 in 2022, and then subsequently brought back into effect in 2023 under Bill 97, to allow site plan to be applied to any property or part of a property which is located within 120m of a wetland, lake or river, including creeks and streams; and also any property located within 300m of a railway line, as it became clear that site plan control is a useful tool to address land use compatibility matters, particularly for lands adjacent to railways and natural areas.

The implementation of site plan control will provide staff and the public with clear and easy to understand guidelines for any type of development. Site Plan Control will not be required in every instance, and would only be used where warranted.

## **RECOMMENDATION:**

Be it resolved that the report from the CAO/Clerk regarding a proposal and agreement from JL Richards for a Site Plan Control By-law be received; and

That Council authorizes the CAO/Clerk to enter into agreement with JL Richards for the development and implementation of a Site Plan Control process and accompanying guidelines at the price quoted.



6f

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

## REPORT TO COUNCIL

Date: January 22, 2025  
From: Carol Trainor, CAO/Clerk  
Re: 2025 Insurance Policy Renewal

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### BACKGROUND / OVERVIEW

The Township's Insurance Policy for the period January 1, 2025 to January 1, 2026 is presented with a 5% increase to premiums due to market conditions. The following breakdown is provided:

- 5% increase due to market conditions
- No increase in property rates
- 3% increase to automobile rates as per standard market conditions
- There is a new add-on for low risk special events coverage for the use of the hall. Without it, renters are required to provide proof of insurance, naming the Township as third party insured. This option was very expensive for individuals or small groups renting the hall for a meeting or a small family gathering. The cost of the add on is \$1376.08.
- Councilor out of province medical coverage could also be removed, as council members to not or have not used it, at a savings of \$324.

The Township has not made a claim or had any losses for several years.

### FINANCIAL IMPACT

The 2025 premium is quoted at \$54,550 before taxes, compared to the 2024 premium of \$50,471. Insurance premiums are increasing in all sectors across the board due to a number of factors. The broker assures staff that coverage would need to be cut in order to bring the premium down, so this will impact the annual budget and levy to be raised.

By opting out of the two items mentioned above, the premium would be reduced to \$53,174.

### SUMMARY

Staff believe that the low risk event coverage is costly, but worthwhile, knowing that any expenses for an injured user would be covered, reducing the risk to the municipality.

### RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the 2025 Insurance Policy be received; and

That Council approves the renewal proposal as presented.

7a

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
BY-LAW 2025 - 01**

**A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND TO  
PROVIDE FOR THE PAYMENT OF TAXES AND FOR PENALTY  
FOR UNPAID TAXES FOR THE YEAR 2025.**

WHEREAS Section 317 (1) of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, in 2025 before the adoption of the estimate for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed 50 percent of the total amount raised for all purposes for the previous year by the levying of tax rates on all the properties that, in the current year, are in the property class; and

WHEREAS the Council of the Corporation of The Township of Tarbutt deems it expedient to make the levy authorised by the said Section 317 (1) in the year 2025;

NOW THEREFORE the Council of the Corporation of The Township of Tarbutt enacts as follows:

1. The interim taxation on all the properties in the current year property class will be due in two equal instalments under this By-law, instalment dates being Friday, February 28, 2025 and Friday, April 25, 2025.
2. A percentage charge of one and one quarter (1¼ %) per cent shall be imposed as a penalty for non-payment of taxes and shall be added to the tax instalment or part thereof remaining unpaid on the first day following the said due date, and one and one quarter (1¼ %) per cent shall be imposed and shall be added to the tax instalment or part thereof remaining unpaid on the first day of each month in which default continues. On all other taxes in default on January 1, 2025, interest shall be added at the rate of one and one quarter (1¼ %) percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
3. The Tax Collector shall, not later than 21 days prior to the date the first instalment is due, mail or cause to be mailed to the address of the residence or place of business of each person indicated on the last revised assessment roll, a notice setting out the payment required to be made pursuant to this by-law, the date by which it is to be paid to avoid penalty, and the particulars of the penalties imposed by this by-law for late payment.
4. Taxes shall be payable to the Corporation of The Township of Tarbutt.
5. The Collector and/or Treasurer are hereby authorised to accept part payment from time to time on account of any taxes due, and to give a receipt if requested to do so for such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectible in respect to non-payment of taxes or of any instalment thereof. The rates of taxation will be levied when the assessment on real and commercial property is set and the levies are received from the Provincial Government.
6. Any previous by-law or resolution which conflicts with this by-law is hereby repealed.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open council this Twenty Second day of January, 2025.

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Lennox Smith, Mayor

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Carol O. Trainor, Clerk

7b

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
BY-LAW NO. 2025 - 02**

**A BY-LAW AUTHORIZING THE BORROWING OF MONEY TO MEET  
CURRENT EXPENDITURES OF THE TOWNSHIP OF TARBUTT, AND  
TO REPEAL AND REPLACE BY-LAW 2024 - 02.**

**WHEREAS** the provisions of subsection 407 (1) of the *Municipal Act*, S.O. 2001, c.25, as amended, permits a municipality to authorize temporary borrowing until the taxes are collected and other revenues are received, of the amount Council considers necessary to meet the current expenditures of the municipality for the current year; and

**WHEREAS** the total amount borrowed at any one time, plus any outstanding amounts of principal borrowed and accrued interest, except with the approval of the Ontario Land Tribunal, is limited;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF TARBUTT ENACTS AS FOLLOWS:**

1. The Head of Council and the Treasurer are authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance from CANADIAN IMPERIAL BANK OF COMMERCE ('CIBC') a sum or sums not exceeding in the aggregate \$430,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for the purposes mentioned in subsection 407 (1) of the Act) and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the Corporate Seal of the Municipality and signed by the Head and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC.
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect to taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.
5. Any previous by-law or resolution which conflicts with this By-law is hereby repealed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED  
in open council this Twenty Second day of January, 2025.

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Lennox Smith, Mayor

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Carol O. Trainor, Clerk

7c

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT**

**BY-LAW 2025 – 03**

**A BY-LAW TO ESTABLISH TAX RATIOS FOR MUNICIPAL PURPOSES FOR THE YEAR 2025.**

WHEREAS Section 308 (2) of the *Municipal Act*, 2001, S.O., c. 25, as amended, requires the municipality to establish tax ratios; and

WHEREAS Section 308 (3) of the *Municipal Act*, as amended, provides that the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1; and

WHEREAS Section 308 (4) of the *Municipal Act*, as amended, provides that a single tier municipality shall pass a by-law in each year to establish the tax ratios for that year; and

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

NOW THEREFORE the Council of the Corporation of The Township of Tarbutt hereby enacts as follows:

1. THAT for the taxation year 2025 the tax ratio for property in the following classes will be:
  - a) the residential / farm property class — 1.0000
  - b) the commercial property class — 1.6191
  - c) the industrial property class — 1.8173
  - d) the farmland property class — 0.2500
  - e) the managed forest class — 0.2500
  
2. THAT any previous by-law or resolution which was passed for this purpose, or which conflicts with this by-law, be and is hereby repealed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open council this Twenty Second day of January, 2025.

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Lennox Smith, Mayor

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Carol O. Trainor, Clerk

7d

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT**

**BY-LAW 2025 – 04**

**A by-law to provide remuneration for Members of Council,  
and to repeal By-law 2025 - 04**

**WHEREAS** the *Municipal Act*, 2001, as amended, provides that the Council of a municipality may, by By-law, provide for remuneration and payment therefore for its officers; and

**WHEREAS** Section 284 (1) of the *Municipal Act*, as amended, the Council of the Corporation of The Township of Tarbutt passed By-law 2023-04 on January 18, 2023 approving the rate of Remuneration for Members of Council; and

**WHEREAS** Council now deems it desirous and expedient to amend the rate of Remuneration;

**NOW THEREFORE** the Council of the Corporation of The Township of Tarbutt enacts as follows:

1. Effective January 1, 2025, remuneration shall be provided as follows:
 

a) Head of Council (Mayor)	\$654.67 per month;
b) Councilors	\$548.05 per month.
  
2. Members of Council authorized to represent the Township at formal functions, meetings, seminars, conventions, etc. outside the boundaries of the municipality shall be eligible for reimbursement to a maximum of \$75.00 per day to cover expenses; \$45.00 per half day.
  
3. The remuneration provided for in this By-law shall be paid by the Treasurer of the Corporation from the funds provided by the Council.
  
4. The Treasurer shall, on or before the 31<sup>st</sup> day of March in each year, submit to the Council an itemized statement of remuneration and expenses paid to each member of Council in respect of their services as a member of Council.
  
5. Any By-law or part of a By-law conflicting with this By-law shall be hereby repealed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED, this Twenty Second day of January, 2025.

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Lennox Smith, Mayor

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Carol Trainor, Clerk

7e

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
BY-LAW 2025 - 05**

A BY-LAW authorizing the Mayor and the Clerk to enter into a Transfer Payment Agreement with His Majesty the King in Right of Ontario, as represented by the Ministry of the Solicitor General, Office of the Fire Marshall.

WHEREAS Section 5 (3) of the *Municipal Act*, S.O. 2001, c 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by By-law; and

WHEREAS Section 9 of the *Municipal Act*, 2001, as amended, grants municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

WHEREAS Section 10 (2) of the *Municipal Act*, 2001, as amended, provides that a single tier municipality may pass by-law respecting the health, safety and well being of persons, and the protection of persons and property, including consumer protection; and

WHEREAS The Township has been notified that it will receive funding in the form of a Fire Protection Grant focusing on firefighter health and safety, specifically cancer prevention measures and minor infrastructure updates; and

WHEREAS The Township of Tarbutt desires to enter in a Transfer Payment Agreement with His Majesty the King in Right of Ontario, as represented by the Office of the Fire Marshall;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of The Township of Tarbutt enacts as follows:

1. THAT the Mayor and the Clerk of the Corporation of The Township of Tarbutt be hereby authorized to execute the above noted Transfer Payment Agreement between The Township of Tarbutt and His Majesty the King as represented by the Ministry of the Solicitor General, Office of the Fire Marshal.
2. THAT this Agreement is attached as Schedule "A" to this By-law.
3. THAT at any time in this By-law or the attached Agreement, "May" shall be construed as permissive, and "Shall" shall be construed as imperative.
4. THAT any previous by-law or resolution, or any section, clause or policy which conflicts with this by-law be and is hereby repealed.
5. THAT the Mayor and the Clerk shall have the authority and direction to execute the above noted Agreement, including any renewal agreements or administrative amendments.
6. THAT this Agreement shall come into force and take effect upon the effective date noted in the attached Schedule.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed this Twenty Second day of January, 2025.

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Lennox G. Smith, Mayor

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Carol O. Trainor, Clerk