



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, February 19, 2025 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 held January 22, 2025 1 - 8
- 4. DEPUTATIONS / PRESENTATIONS**
- 5. FINANCIAL STATEMENTS**
 - a. Disbursements for the month of January, 2025 in the amount of \$207,259.58. 9-10
- 6. STAFF AND COMMITTEE REPORTS**
 - a. Roads Superintendent Verbal Report
 - b. Report of the Roads Committee/2025 Amalgamated Tender Request 11-12
 - c. Increase to Township mileage rates 13-14
 - d. Fire Safety System Bid Process, MacLennan Hall 15
 - e. Policy Additions 16-22
 - f. Proposed Site Plan Control By-law 23-30
 - g. Report of the CAO/Clerk
- 7. BY-LAWS**
- 8. INFORMATION / CONSENT AGENDA**

Information and correspondence items a. through f. listed on the Consent Agenda dated February 19, 2025 31
- 9. OTHER BUSINESS**
- 10. CLOSED SESSION**

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.



- Employee negotiations / labour relations
- Solicitor/Client Privilege (two matters)

11. CONFIRMATION BY-LAW

12. ADJOURNMENT

b. DRAFT Budget to Actuals to December 31, 2024

Treasurer J. Hayes reviewed the year end draft statement with Council noting that several items are subject to change as invoices for 2024 are still being received, and staff are working through multiple accounts.

Resolution No: 2025 – 03

Moved by: J. Nagel

Seconded by:

Be it resolved that the draft budget to actuals statement for the year ending December 31, 2024 be received.

Carried

6. STAFF AND COMMITTEE REPORTS

a. Verbal report from the Road Superintendent

Road Superintendent M. Pigeon advised that decisions on 2025 projects must be confirmed by early February to be included in the amalgamated tender.

Resolution No: 2025 – 04

Moved by: J. Nagel

Seconded by: U. Abbott

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

That a Roads Committee meeting be scheduled in February in preparation for the Amalgamated Tender.

Carried

b. 2024 Annual Building Activity Report

Resolution No: 2025 – 05

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the 2024 Annual Building Report be received.

Carried

c. Joint Landfill Annual Reporting Quotation

The Clerk advised Council that this quotation is for the annual monitoring of groundwater and surface water, and the compilation of the Annual Operations Report, all of which are required annually by the MECP.

Resolution No: 2025 – 06

Moved by: U. Abbott

Seconded by: J. Nagel

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

d. MacLennan Hall Air Quality Assessment

The Clerk advised that this work was sole sourced as only one local firm was found who could perform the monitoring. The work will begin immediately.

Resolution No: 2025 – 07

Moved by: D. Farrar

Seconded by: D. McClelland

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.

Carried

e. Proposal for Site Plan Control By-law

The intent would be to have a by-law ready to present to the next Council meeting, which would take effect immediately upon passing.

Resolution No: 2025 – 08

Moved by: J. Nagel

Seconded by: U. Abbott

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.

Carried

f. Municipal Insurance Policy Renewal

Council agreed to a new add-on for Low Risk Special Events coverage at the Hall.

Resolution No: 2025 – 09

Moved by: D. Farrar

Seconded by: D. McClelland

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

That Council approves the 2025 renewal proposal as presented.

Carried

g. Report from the CAO/Clerk for January 2025

Council discussed and agreed to two additions to the Human Resources Policy which provide for proper business attire in the office, and procedures to deal with Impairment in the Workplace.

Resolution No: 2025 – 10

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the CAO/Clerk for the month of January, 2025 be received.

Carried

7. BY-LAWS

a. A By-law to provide for an Interim Tax Levy for the year 2025.

Resolution No: 2025 – 11

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2025 – 01, being a By-law to provide for an Interim Tax Levy for the year 2025; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

b. A By-law authorizing the borrowing of money to meet current expenditures.

Resolution No: 2025 – 12

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that leave be granted to introduce By-law 2025 – 02, being a By-law to authorizing the borrowing of money to meet current expenditures in 2025; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

c. A By-law to establish Tax Ratios for municipal purposes for the year 2025.

Resolution No: 2025 – 13

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2025 – 03, being a By-law to establish Tax Ratios for municipal purposes for the year 2025; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

- d. A By-law to provide for the remuneration of Council.

Resolution No: 2025 – 14

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2025 – 04, being a By-law to provide for the remuneration of Council; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

- 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.

Resolution No: 2025 – 15

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2025 – 05, being a By-law authorizing the Mayor and the Clerk 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; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

8. INFORMATION / CONSENT AGENDA

- a. Resolution from the Regional Municipality of Waterloo
Re: Solve the Crisis
- b. Resolution from the Town of Kearney
Re: Rural Communities and the More Homes Built Faster Act, 2022
- c. FONOM Executive Award Call for Nominations
- d. Resolution from the Township of Puslinch
Re: Protection of Agricultural Lands and Sustainable Development
- e. Resolution from FONOM
Re: Financial Sustainability in Child Welfare
- f. E-mail message from MPAC
Re: Response to MPAC Annual Levy Increase
- g. Letter from Crime Stoppers of Sault Ste. Marie and Algoma District
Re: Annual Request for Support

Resolution No: 2025 – 16

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that correspondence items a through g on the consent agenda dated January 22, 2025 be received; and

That Council support the resolution from the Regional Municipality of Waterloo to the Prime Minister of Canada seeking the federal government to solve the homelessness, mental health and addictions crisis in Canada; and

That Council support the letter from the Town of Kearney advising the Province that the one size fits all approach to Additional Residential Unit development overlooks the needs of rural communities; and

That Council supports the initiative by the Town of Kearney which asks the Province to consider creating tailored policies that recognize the specific conditions and requirements of rural areas.

Carried

9. OTHER BUSINESS / ADDENDUM

a. JL Richards report on 179 Brown's Island Road

Resolution No: 2025 – 17

Moved by: D. McClelland

Seconded by: D. Farrar

That the information provided by JL Richards and the Deputy Clerk/Planning Coordinator regarding the development proposal for 179 Brown's Island Road be received; and

That JLR and Township staff continue to work with the authorized agent for the owner until the applicant addresses all issues identified by JL Richards for the proposed development.

Carried

b. Johnson Tarbutt Landfill Expenses

Council revisited a discussion from 2022 when results of the Landfill Expansion and Feasibility Study Request for Proposals were reviewed, and Council approved the proposal submitted by Greenstone Environmental, which was a lower bid, a more comprehensive proposal, and commenced with MECP consultation. Johnson Council approved the proposal submitted by Tulloch Engineering. Council reaffirmed their position from 2021/22 not to accept the proposal from Tulloch.

10. CLOSED SESSION

Councillor Farrar noted a conflict of interest with the first item on the closed agenda and removed himself from the council chambers.

Resolution No: 2025 – 18

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that Council move into closed session at 7:28 pm 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.

Carried

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

Resolution No. 2025 – 19

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Council rise from Closed Session at 8:00 pm.

Carried

Resolution No: 2025 – 20

Moved by: D. McClelland

Seconded by: J. Nagel

Be it resolved that the report from the hiring committee regarding the Equipment Operator/Labourer recruitment process be received; and
That staff be authorized to make an offer of employment to the individual named in the report, under the terms and conditions outlined.

Carried

Councillor Farrar returned to the council chambers following the above discussion.

Resolution No: 2025 – 21

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the information and proposal regarding the contract employment opportunity be received; and

That staff be authorized to negotiate with the individual named to review the fee schedule and building by-law, and also for a part time contract position to meet legislative requirements on a cost recovery basis.

Carried

Resolution No: 2025 – 22

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the verbal report from the CAO/Clerk regarding the application for Judicial Review be received; and that staff obtain a legal opinion regarding the resolution letter dated January 22, 2025.

Carried

11. CONFIRMATION BY-LAW

Resolution No: 2025 – 23

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that leave be granted to introduce By-law 2025 – 06, being a By-law to provide for an Interim Tax Levy for the year 2025; and

That said By-law be read a first, and taken as read a second and third time and finally passed this Twenty Second day of January, 2025.

Carried

12. ADJOURNMENT

Resolution No: 2025 – 24

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Council meeting of January 22, 2025 be adjourned at 8:10 pm to meet again for the next regular council meeting of February 19, 2025.

Carried

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk

Payment Log

Jan-25

Cheque No	Date	Payee	Amount
5253	01/09/2025	Township of Laird - Fuel	\$ 1,039.50
5254	01/09/2025	MSC INDUSTRIAL SUPPLY ULC	\$ 277.18
5255	01/09/2025	Kent's Corner Rentals - Roads	\$ 169.50
5256	01/09/2025	TMS Truck Centre Ltd. - Vehicle Repairs	\$ 109.77
5257	01/09/2025	Traction Heavy Duty Parts - Vehicle Repairs	\$ 135.53
5258	01/09/2025	Karhi Contracting - Drainage Ditching	\$ 3,874.77
5259	01/09/2025	Tulloch Engineering Inc. - Landfill Water Testing	\$ 6,497.50
5260	01/09/2025	Sault Ste. Marie Public Library	\$ 1,901.00
5261	01/09/2025	Minister of Finance-Policing	\$ 7,692.00
5262	01/09/2025	Spadafora Johnson Lepore - Legal Fees	\$ 4,378.75
5263	01/09/2025	Ironside Consulting Services Inc. - IC Investigation	\$ 1,334.81
5264	01/09/2025	GFL Environmental Inc - Waste/Recycling	\$ 15,385.40
5265	01/09/2025	ADSAB - January Levy - Social Services	\$ 30,839.58
5266	01/09/2025	Municipal Finance Officers' Assoc. - Membership	\$ 367.25
5267	01/09/2025	Algoma Dist. Municipal Association - Membership	\$ 100.00
5268	01/09/2025	AMO - Membership	\$ 969.19
5269	01/09/2025	Good Roads - Membership	\$ 705.09
5270	01/09/2025	AMCTO - Membership (two staff)	\$ 800.04
5271	01/09/2025	Ontario Association of Fire Chiefs - Conference Dues	\$ 310.75
5272	01/14/2025	Receiver General - Monthly Remittance	\$ 11,338.42
5273	01/14/2025	OMERS - December 2024	\$ 7,575.50
5274	01/16/2025	Residential Tax Overpayment Returned	\$ 1,214.83
5275	01/16/2025	WSIB Q4 2024 payment	\$ 3,546.70
5276	01/16/2025	Hwy 17E Trading Post - Water	\$ 36.00
5277	01/16/2025	Heritage Home Hardware	\$ 81.27
5279	01/16/2025	Tulloch Engineering Inc.-Building Inspection Services	\$ 377.65
5280	01/16/2025	Kal-Tire - Vehicle Repairs	\$ 93.53
5281	01/16/2025	North Channel Heating & Air Conditioning Inc.	\$ 197.75
5282	01/16/2025	East Algoma Road Super Assoc. - Annual Dues	\$ 195.00
5283	01/16/2025	encompassIT.ca - IT services	\$ 242.46
5284	01/16/2025	RW Medical	\$ 97.47
5285	01/16/2025	Quattra SCS LTD. - Alarms and Monitoring	\$ 415.00
5286	01/16/2025	TMS Truck Centre Ltd. - Vehicle Repairs	\$ 257.63
5287	01/16/2025	Traction Heavy Duty Parts - Vehicle repairs	\$ 391.78
5288	01/16/2025	Ministry of Finance - Fire Dept Training	\$ 390.00
5289	01/23/2025	Kentvale Merchants Ltd.	\$ 23.71
5290	01/23/2025	Ledger Management Services - Bookkeeping	\$ 1,093.28
5291	01/23/2025	Algoma Business Computers	\$ 33.90
5292	01/23/2025	Algoma Office Equipment - Photocopies	\$ 82.15
5293	01/23/2025	Island Clippings - HR Ads; Recycling Depot Notice	\$ 216.96
5294	01/27/2025	encompassIT.ca - Interim Tax Run	\$ 1,028.90
5295	01/27/2025	Karhi Contracting	\$ 433.07

5296	01/27/2025	Heritage Home Hardware	\$	276.27
5297	01/27/2025	Traction Heavy Duty Parts - Vehicle repairs	\$	399.90
5298	01/27/2025	Northern Insurance Brokers Inc. - 2025 Premium	\$	58,094.80
5299	01/31/2025	Landfill Attendant Monthly	\$	100.00
5306	01/31/2025	Barriston Law - OLT Legal Fees	\$	4,565.20
Total Cheques			\$	169,686.74
Total Payroll			\$	22,614.55
VISA		Bell Canada	\$	70.78
VISA		Bell Canada	\$	331.08
VISA		Starlink	\$	158.20
VISA		Bell Canada	\$	252.56
VISA		Municipal Waste Association - membership	\$	135.60
VISA		Amazon - Office Supplies	\$	161.28
VISA		Amazon - Gift	\$	266.37
VISA		SAGE Accounting Software Renewal	\$	2,019.31
VISA		Zoom Subscription	\$	48.57
VISA		Adobe Subscription	\$	105.06
VISA		Bell Mobility	\$	331.08
VISA		Bell Mobility	\$	77.00
VISA		Bell Mobility	\$	70.78
Total Visa Charges			\$	4,027.67
DD		Equitable Life Insurance	\$	2,101.78
DD		RCAP Copier Lease	\$	93.33
DD		Esso Mobil	\$	3,787.50
DD		CIBC Service Charge	\$	76.00
DD		Algoma Power	\$	464.49
DD		Algoma Power	\$	276.75
DD		Algoma Power	\$	137.90
DD		CIBC Admin Fee	\$	25.00
DD		CIBC Monthly Fee	\$	55.00
DD		Paper Statement Fee	\$	5.00
DD		MPAC Q1 Levy Payment	\$	3,907.87
Total Direct Payment			\$	10,930.62
TOTAL VOUCHER FOR JANUARY 2025			\$	207,259.58

6b



**The Township of Tarbutt Roads Committee
Thursday, January 30, 2025
4:00pm**

Present: **Councilor U. Abbott**

 Road Superintendent M. Pigeon
 CAO/Clerk C. Trainor

Regrets: **D. Farrar**

1. Previous Minutes

a. Minutes of November, 2024 – defer until both council members are present.

2. Roads Maintenance Update

Nothing to report.

3. 2025 Amalgamated Tender, Proposed Projects

M. Pigeon advised that the items to be included in the 2025 Amalgamated Tender are:

<u>Product/Material</u>		<u>Cost/Unit</u>	<u>Est. Total</u>
• Calcium		\$819/bag	\$3278.00
• Grader blades (for grading, not snow)	7 ft	\$186 ea	\$1100.00
	6 ft	\$135 ea	\$ 800.00
• Surface Treatment – cost is dependent on whether or not we use fog coating			
o We have stone left from last year for some savings			
o Estimate cost per sq metre: \$4.37.			
o Fog coating (not confirmed) \$1.62/sq m			
o Stone (with fogging) est. \$26.53/ton			

Proposed resurfacing projects:

- Smith Road, from Hwy 17 to Government Road (1.6 km)
 - o Estimate \$46,847 without fog, \$64,214 with fogging + stone: \$48,724.
- Smith Road, from Government Road to McCluskie Road (1.6 km)
 - o Same as above, same distance.
- Prices vary depending on the use of fog coating, which costs more but adds 3+ years to the life of the road

- Pine Island Road (not confirmed) including the causeway to the end (2 km). It is listed for a 2027 project in the Ten Year Plan but M. Pigeon feels it should not wait.

Other materials required, but not part of the Amalgamated Tender are:

- Winter sand \$1850/ton @ 600 ton \$11,200.
(Direct source. Already used twice what was used last winter)
- Salt – good for two years. We are almost out of salt. \$ 6,300.
- Mushroom shoes for plow truck - \$235 for a pair \$ 235/pair
- Wings – do not have a quote yet

4. **Equipment Information:**

No equipment needs for 2025. Staff are able to keep up with regular maintenance.

5. **New Business**

Committee members reviewed the ten year Roads Improvement Plan.

The Plan lists Hardwood Drive to be done in 2025, but M. Pigeon is considering for 2026. Port Findlay is done.

In 2026, proposed to do Town Line Road which is shared with Laird Township, but there is a difference in opinion as to whether it should be pulverized or patched. Both townships agree that the road requires resurfacing.

The meeting ended at 5:30 pm.



6 c

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

REPORT TO COUNCIL

Date: February 19, 2025
From: Jillian Hayes, Treasurer
Re: Increase to Township mileage rates

BACKGROUND / OVERVIEW

The Township's current mileage rate is \$0.55/km, which was set in 2021.

The Government of Canada's 2025 mileage rate is \$0.72/km up to 5000 km and \$0.66/km paid in excess of 5000 km.

The rates used by our neighbouring municipalities range from \$0.50/km to \$0.71/km. To increase consistency and fairness, many local municipalities are moving towards aligning these rates with federal and provincial government rates.

A mileage rate of \$0.66/km is the lower of the two rates paid by the federal government and is within the mid-range of rates used by other nearby municipalities.

FINANCIAL IMPACT

Although total mileage claimed by staff is not consistent from year to year and can be difficult to predict, using historical trends, we can assume 2000-4000 km in mileage will be claimed by all staff annually. An increase of \$0.11 to \$0.66/km would result in additional expenses for the Township in the amount of \$220-\$440/year.

SUMMARY


Given that fuel and vehicle maintenance costs are on the rise and staff are sometimes required to use personal vehicles to conduct Township business, it is not unreasonable to raise the mileage rate paid to staff and Council for Township related trips from \$0.55 to \$0.66/km. Mileage rates should be revisited every second year to ensure the rate is still in line with other government mileage rates and is keeping pace with fuel and maintenance costs.

RECOMMENDATION:

Be it resolved that the report from the Treasurer regarding an increase to mileage reimbursement rates be received; and



That Council approve the staff recommendation to increase mileage rates to \$0.66/km retroactive January 1, 2025.



Jillian Hayes Treasurer

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: February 19, 2025
From: Carol Trainor, CAO/Clerk
Re: Fire Safety System Bid Process

BACKGROUND / OVERVIEW

The Township engaged a consultant to perform a building assessment of the MacLennan Hall in 2022 for fire safety, building code and accessibility requirements. Given the cost to comply with all items identified, Council agreed to have the work done in phases. Staff recently prepared and circulated a Request for Quotations from electrical contractors to install and test a new Fire Safety System at the MacLennan Hall. Two bids were received which were similar in nature, with a dollar value difference of \$1626.

The bid is recommended for award to Tombari Electric at a total cost of \$9990. The work is anticipated to be complete within four days of commencement.

The three phases of hall upgrades will have to be done at varying stages until funding from another source can be secured.

FINANCIAL IMPACT

This amount exceeds the amount that was originally allocated in 2022. The budget for this project was carried forward from previous years, and will be topped up using Provincial efficiency funding to cover the cost of fire safety, building code and accessibility improvements.

SUMMARY

Work included in the fire safety system upgrade will provide additional public safety measures for all users of the Hall, and also allow the Township to meet accessibility requirements from the AODA. Other phases of work will be considered as funding becomes available.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding bids for the Fire Safety System at the MacLennan Hall be received; and
That Council approve the award to Tombari Electric in the amount of \$9999.00.

6e



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

REPORT TO COUNCIL

Date: February 19, 2025
From: Carol Trainor, CAO/Clerk
Re: Policy Additions

BACKGROUND / OVERVIEW

At the last Council meeting, on the recommendation of the Personnel Committee, there was general discussion about the addition of a Human Resources policy to ensure that municipal staff in the office put forward a professional and presentable image to the public, which will garner respect and advance confidence.

Council also agreed to the implementation of a policy addressing intoxication in the workplace, under the Occupational Health and Safety policy manual, whether from prescription or over the counter drugs, alcohol or other intoxicants.

FINANCIAL IMPACT

There is no financial impact as a result of this report.

SUMMARY

These policies are presented to Council in the interest of public safety, public confidence, and occupational health and safety.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding policy additions to improve workplace safety and to provide a professional, approachable image be received; and That Council approve the addition of the Dress Code Policy to the Human Resources policy, as presented; and That Council approve the addition of the Drugs and Alcohol in the Workplace Policy to the Occupational Health and Safety Policy Manual as presented.

**THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL**

Policy Name: Municipal Office Dress Code **Department:** Administration

Date Presented: February 2025 **Date Approved:**

POLICY STATEMENT AND RATIONALE

The Administration Dress Code policy coincides with Council values of accountability, honesty, integrity and respect. Employees are accountable to the Township, Council and residents, and are responsible for the assets entrusted to them. Employees, therefore, must demonstrate the highest standards of ethical, business and personal behaviour.

A professional appearance creates a positive first impression, conveys credibility and competence, demonstrates respect for the organization and role, builds trust, and signals attention to detail.

It is only through the commitment of its employees to demonstrate professionalism that the Township is able to build and maintain public trust.

BACKGROUND

Employees shall dress in a manner to show courtesy to the public, and to their co-workers by ensuring their choices are professional, presentable and appropriately consistent with the nature of their work. Maintaining a professional, business like appearance is very important to the success of the Township.

PROCEDURE:

1. At no time while working in the Township office will the following be permitted:
 - Sweat pants or pyjama pants
 - rubber flip-flop sandals, beachwear
 - bike shorts, cut-off shorts or mini skirts
 - leggings, unless a long top covers the backside
 - t-shirts or other clothing with political, offensive, or discriminatory statements or logos
 - ball caps
 - see-through garments, halter tops, muscle shirts
 - Any clothing that is stained, torn, ripped or soiled including ripped jeans
2. A more relaxed dress code may be taken by office staff on Fridays; however discretion on the above items is required, and employees may be sent home if their apparel is deemed to be inappropriate by their supervisor.
3. This policy will also apply to students involved in Township work and or activities.
4. Dress should be appropriate to the activity or event.

**THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL**

Policy Name: Drugs and Alcohol in the Workplace **Department:** All

Date Presented: February 19, 2025 **Approved:** February 2025

POLICY STATEMENT AND RATIONALE

Workplace impairment as an occupational health and safety issue is a concern to The Township of Tarbutt. Impairment in the workplace can create a significant risk of injury and death to the impaired worker, co-workers and members of the public. The Township of Tarbutt has a duty to ensure a safe workplace, and to provide services in a manner that is safe for employees, members of Council and the public.

The Township of Tarbutt is committed to ensuring the health and safety of all employees and the public at large as well as maintaining the integrity and reputation of The Township.

SCOPE

This policy applies to all employees, volunteers and elected officials of the Township, as well as contract service providers, where circumstances warrant and at the discretion of the CAO/Clerk.

For the purposes of this Policy, these individuals are collectively referred to in this policy as “employees”.

DEFINITIONS

“CAO/Clerk” means the senior administrative officer of The Township of Tarbutt.

“Council” means members of the elected Council of The Township of Tarbutt.

“Employee” means any individual, paid or unpaid, who provides a service or performs work for or on behalf of the Township including paid management staff; elected officials; full and part time employees; permanent, casual and temporary employees including seasonal workers; dependent contractors, and employees on leave.

“Health and Safety Representative” (HSR) means the employee appointed by the municipality, and trained, to be responsible for the coordination of health and safety functions in the workplace.

“Intoxication” means being mentally or physically unable to perform assigned work functions safely due to the use or after-effects of alcohol, cannabis, prescription drugs, or

over-the-counter medications, or any other substance that may impair judgment or performance.

“Impairment” means being mentally or physically impacted by means including but not limited to family or relationship problems, stress, illness, fatigue, traumatic shock, sleep deprivation or medical conditions, as well as the use of alcohol, illicit drugs, prescription and over-the-counter medication.

“Over the Counter Medication” (OTC) means drugs or medicine which are sold directly to a consumer without a prescription from a healthcare professional and may include such medication as analgesics (pain relievers), acetaminophen, antihistamine or ibuprofen.

“Substance Use” refers to any use of alcohol or illicit drugs, the misuse of prescription or over the counter (OTC) drugs, or any accepted use of prescription or OTC drugs which results in adverse side effects of reactions.

“Supervisor” means the department head or individual who is responsible for the operation and management of a given department or function within the Township.

“Township” means The Township of Tarbutt; also referred to as the Municipality.

“Volunteer” means an individual who is providing a service and giving their time to provide or participate in a task or service to The Township of Tarbutt or its residents without compensation or at no cost to the municipality.

AUTHORITY

The *Occupational Health and Safety Act*, R.S.O. 1990, Section 25(2), subs. c. and h:

Duties of Supervisors, Section 25 (2)

(c) take every precaution reasonable in the circumstances for the protection of a worker.

Duties of Employers, Section 25 (2)

(h) take every precaution reasonable in the circumstances for the protection of a worker.

BACKGROUND

The *Canadian Human Rights Act* defines dependence on drugs or alcohol (substance dependence) as a disability. When an employee is diagnosed with substance dependence, they have a right to accommodation by their employer.

As with all other disabilities, the employee, the employer, or employee representatives must all cooperate to make reasonable accommodation for employees, where applicable.

Employers may respond to possible substance dependence in the workplace, whether it is through:

- disclosure by the employee,
- observation of signs of substance dependence, or
- a positive drug or alcohol test.

Exceptions to this policy may be made only with the approval of Council.

RESPONSIBILITIES

1. Duties of the Employer:

- a. The Employer has a duty to ensure the health and safety of all workers and the public. Workers who may, or appear to be, impaired will not be assigned to activities where impairment may present a potential hazard, risk or danger.
- b. Workers who acknowledge use, or who appear to be affected by alcohol, a drug, or any other substance or condition will not be permitted to remain at any workplace while their ability to work safely is affected or altered by any impairment.
- c. No employee shall be permitted to operate any type of motor vehicle after the consumption of alcohol or ingestion of any intoxicating substance.
- d. As a representative of the Employer, the Supervisor is to ensure that the employee does not remain in the workplace under these conditions.
- e. The employer may be required to arrange transportation for the employee to get home.

2. Duties of the Employee

- a. Employees are responsible for managing impairment, including the following:
 - Making sure that their ability to work safely is not impaired by alcohol, prescription or recreational drugs, or other causes
 - Not working if their impairment may endanger themselves or anyone else
 - Notifying their supervisor if their ability to work safely is impaired for any reason
 - Notifying their supervisor if they see someone who appears to be impaired
- b. No employee shall possess, consume, sell or transport alcohol or drugs while in the course of their duties, including during lunch and/or rest periods or while on the premises of the Township.

- c. Employees who suspect that they have alcohol or drug dependency are encouraged to seek professional advice and to follow appropriate treatment. An employee who suffers from drug or alcohol dependency may be entitled to accommodation.
- d. If a medical leave is required, the employee must submit a Functional Abilities/Cognitive Demands Analysis form, completed by a medical practitioner, before they return to work. The Township's benefit provider may provide coverage and support for these matters.
- e. Subject to an exception under this policy, breach of this policy or failure to follow medical advice regarding dependency or addiction may result in disciplinary action up to and including termination.

3. Duties of the Supervisor

- a. The Supervisor shall make an initial assessment of whether the impairment is likely to jeopardize the safety of the employee, co-workers or members of the public.
- b. At the discretion of a Supervisor, if an employee's ability to safely or satisfactorily perform their duties has been impaired by drugs or alcohol, or other forms of impairment so defined, the Supervisor shall immediately take such steps as are necessary to prevent the person from causing any injury to himself or herself or others.
- c. The employee may be placed on temporary suspension if they are deemed incapable of, or unwilling to abstain from the use of any substance.
- d. Employees will not be permitted to work if they attend work in the aftermath of a drug or alcohol impaired (hung over) state, or if a Supervisor can see or smell signs of alcohol or other substances on their person.
- e. The appearance of impairment may include the following observations:
 - Odour of alcohol or drugs
 - Glassy or red eyes
 - Unsteady gait
 - Slurring
 - Poor co-ordination
 - Talking, movement or actions that are uncharacteristic or unusual for the individual
- f. Employees who attend work under the influence, or who are feeling the after effects of intoxication or impairment, will be dismissed for the shift, and will not be

paid their regular hours for that shift. In such cases, the employee will be required to use a sick day, a personal day if they wish to be paid, or take time off without pay.

4. Duties of the Health and Safety Representative (HSR)

- a. If substance use is suspected, the HSR shall investigate the circumstances which may involve statements from other employees or inspection of the workplace.
- b. If the HSR can substantiate that substance use has occurred, they must include this information on a report, ensuring that only pertinent and essential information is included. Reports should include:
 - Information regarding substance use or the presence of alcohol or drugs in the workplace;
 - Side effects or adverse reactions to prescription or OTC drugs, such as drowsiness or lethargy;
 - Limitations on the use of prescription or OTC drugs, such as do not operate heavy equipment;
 - Corrective action required, recommended, or taken.
- c. Reports should not include the name of the employee's medical condition, the specific name of the illicit drug or alcohol, and speculation of the degree to which the use of prescription or OTC drugs may have contributed to the incident.
- d. The report shall not speculate on the degree of impairment or the potential hazard created by an alleged use, but only to establish that substance use has occurred in the workplace.
- e. The HSR's report may be provided to the employee's medical practitioner, the Township's benefits provider, and a copy shall be kept in the personnel file.

SUMMARY

The Township of Tarbutt may require an employee who is using prescription medication, including medical marijuana, to provide proof that such use is necessary and has been recommended by a qualified medical practitioner for the treatment of a medical condition or disability.

An employee may also be required to be assessed by a qualified medical practitioner in order to determine the expected level of impairment from such a program and to advise the Township of any accommodation which may be required.



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: February 19, 2025
From: Carol Trainor, CAO/Clerk
Re: Proposed Site Plan Control By-law

BACKGROUND / OVERVIEW

Council has had numerous discussions about building, zoning and by-law enforcement due to the number of owners developing properties without the benefit of pre-consultations with Township staff. This has resulted in extensive costs for by-law and building enforcement and extensive legal intervention.

To curb unauthorized or unapproved development, the Township's planner has recommended establishment of Site Plan Control to provide guidelines for both property owners and staff on what development is permitted in which locations, and to what extent. Site plan control is guided by provincial policy, the Township's Official Plan, as well as its Zoning By-law.

Land Use compatibility is one of the main objectives of effective site plan control. Site Plan Control allows a municipality to oversee and manage certain aspects of new development, including additions and expansions, grading and servicing, protection of shorelines and natural areas, building location and design, as well as the extent of development on certain properties.

Any terms included in the development agreement between the Township and the owner are registered on title to ensure that the work is completed, and done properly. The surety bond made by the applicant allows the municipality to have the work completed, should the owner fail to fulfill the requirements of the site plan control agreement they signed.

The Township's 2015 Official Plan requires that the entire township be designated as a site plan control area with the following exceptions:

- Small scale residential uses
- Agricultural uses
- Mineral extraction
- Temporary structures
- Small building additions
- Municipal buildings



The exceptions listed above also have exceptions, in that site plan control IS required on any property within 120m of a wetland, lake, river or stream, or within 300m of a railway. Therefore, any single dwelling unit would not require site plan control unless it is within 120m of a body of water or railway.

Owners whose property fits into the above categories will be required to meet with Township staff for pre-consultation to determine whether site plan control would apply to the proposed development, and what studies or supporting documents may be required. Examples of such studies might be an Environmental Impact Assessment, shoreline protection, erosion control, lot grading or tree preservation, to name a few. A site survey showing the location of the high water mark, and the proposed distance of any development from that mark would be required for all shoreline properties.

FINANCIAL IMPACT

Council would set an application fee that must be paid at the time a SPC application is submitted. In the draft by-law, applicants would also be required to cover the Township's professional expenses and provide a letter of credit or certified cheque. These measures ensure that the municipality would bear little actual expense for fulfillment of the process; however the financial impact to the applicant would be very high.

SUMMARY

JL Richards has prepared a draft by-law, a brochure for the public, and guidelines to guide decision making. Council is asked to give consideration to having staff continue to work with the Planner to find a resolution that is less stringent and provides some discretion where simple building projects impose no environmental harm or impact to neighbours.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding implementation of Site Plan Control be received; and

That staff continue to work with the Planner toward a Tarbutt oriented Site Plan Control process.


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

Township of Tarbutt

Site Plan Control

Guidelines and Process

BEST
MANAGED
COMPANIES



J.L. Richards
ENGINEERS · ARCHITECTS · PLANNERS

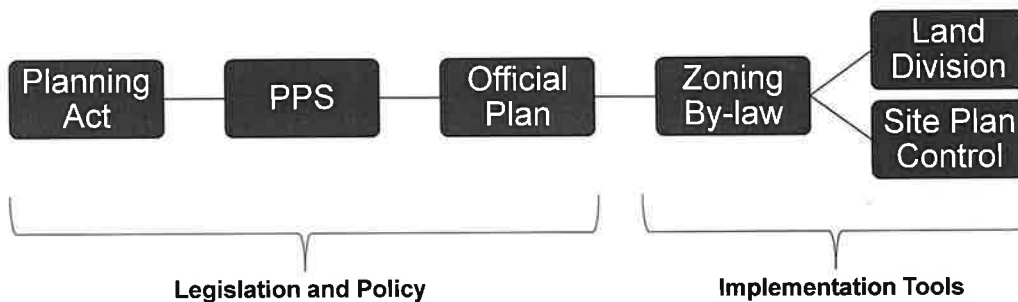
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Agenda

01	Planning Framework	04	What is the process?
02	What is site plan control?	05	Site Plan Control Agreement
03	When is it required?	06	Next Steps

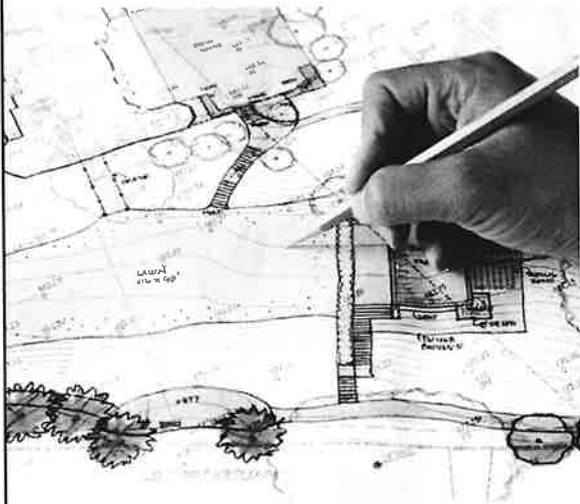
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Planning Framework



3

What is site plan control?



1. Site Plan Control is a planning tool for municipalities to manage development in their communities.
2. It allows the Township to oversee aspects of development including:
 - Building location and design
 - Parking and loading areas
 - Grading and servicing
 - Protection of shorelines and natural areas
 - Accessibility (walkways, roads)
 - And more!
3. It is a tool that further helps to implement your Zoning By-law and ensure compliance with other regulations!
4. Municipalities must pass a by-law to implement the tool.
5. Approval is delegated to staff.

4

When is site plan required?



WHERE WOULD IT APPLY?

The entire Township is proposed to be designated as a site plan control area.

New development including the construction of a new building or additions and expansion would be subject to site plan control with some exceptions.

WHEN IS IT NOT REQUIRED?

Typically, when the application is for:

- Small scale residential uses
- Agricultural uses
- Mineral extraction
- Temporary structures
- Small building additions
- Municipal buildings

UNLESS

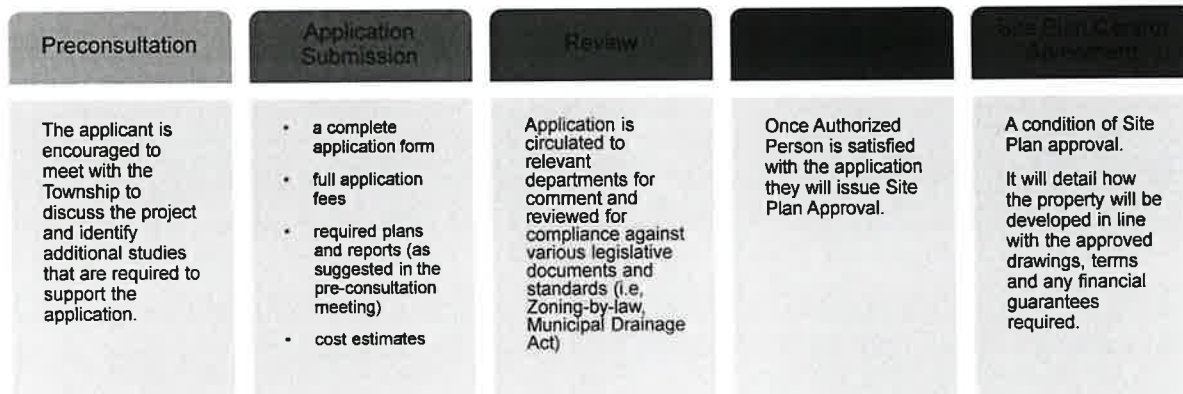
The property is within 120 m of a wetland, lake, river or stream or within 300 m of a railway may require a site plan.

Which means that typically a single detached dwelling would not require site plan control unless it is within 120 m of a wetland, lake, river or stream or within 300 m of a railway then site plan control would apply.



5

What is the process?



6

Site Plan Control Agreement



A document to ensure that development is carried forward in line with the approved drawings and studies.

It includes the approved drawings, development terms and other requirements the Applicant and the Township agree to. The Agreement is registered on property title.

Sometimes securities are required to ensure that if work does not get completed, the Township has the funds to ensure that work gets done.

Any securities or credit are refunded once the project is completed as agreed upon

7

Next Steps



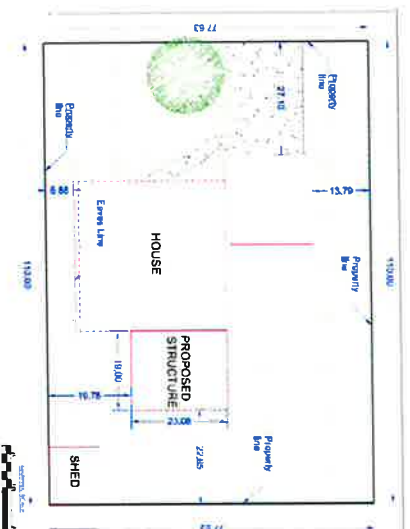
- Council to make decision on whether it would like to pass a site plan control by-law
- Supporting documents such as an application form, guidelines and a brochure have been prepared to support future applicants and staff.

8

Site Plan Drawing

Requirements:

- Property dimensions (metric units)
- All building locations and dimensions
- Setbacks to property lines
- Septic system and well location and setbacks
- Location of parking spaces (driveways, aisles, loading spaces)
- Landscaping, shoreline vegetation buffers, fencing
- Lighting, signage
- Gross floor area and lot coverage calculations
- Easements
- Other items requested by the Township (grading, stormwater management, servicing, etc.)



Want more information?

Tarbutt Site Plan Control By-law 10-85

Tarbutt Official Plan:

<https://tarbutt.ca/official-plan/>

Tarbutt Zoning By-law:

<https://tarbutt.ca/wp-content/uploads/2022/01/10-85zblwithmap.pdf>

Ministry of Natural Resources - Make a Natural Heritage Areas Map:

<https://www.ontario.ca/page/make-natural-heritage-area-map>

Ministry of Municipal Affairs and

Housing: <https://www.ontario.ca/page/site-plan-control-guideguide> | [ontario.ca](https://www.ontario.ca)

Have Questions?

Clerk@tarbutt.ca

705-782-6776

27 Barr Rd. South
Desbarats, ON
P0R 1E0

<https://tarbutt.ca/>



Site Plan Control Guidelines

For informational purposes only.

What is Site Plan Control?

Site Plan Control is a planning tool for municipalities to review and manage new development or expansions. It involves reviewing detailed aspects of a project to make sure it meets specific standards. This allows the Township to oversee aspects of development including:

- Size and conceptual design of the proposed building
- How the development fits with neighbouring properties
- Access for pedestrians and vehicles
- Loading and parking areas
- Grading and servicing
- Exterior design
- Sustainable design elements
- Signage, Lighting and landscaping
- Accessibility
- Shorelines and natural heritage features

When does it apply?

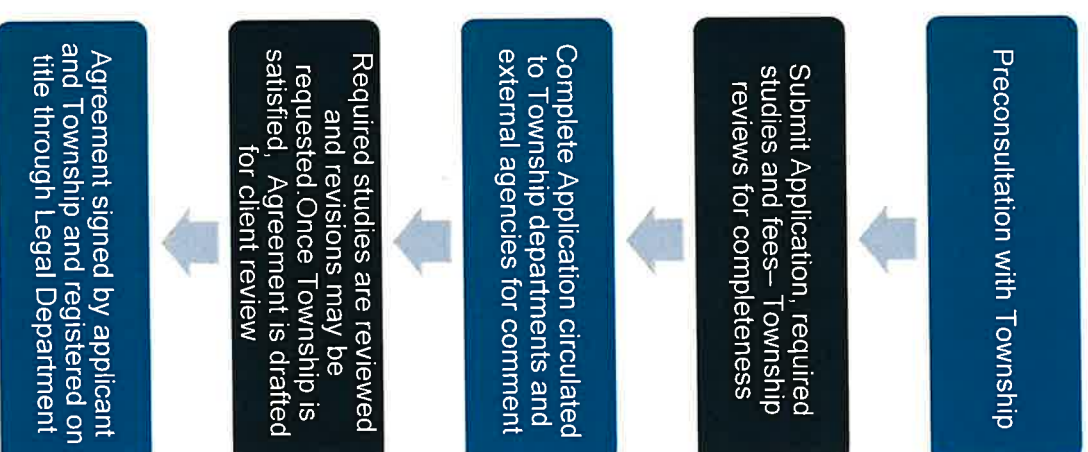
All areas in the Township of Tarbut are identified as site plan control areas. However certain types of development are exempt including small scale residential uses, agricultural uses, mineral extraction, temporary structures, existing building additions and municipal buildings.

These exemptions apply unless the property is within 120 metres of a wetland, lake, stream or river or within 300 metres of a railway. Please see Site Plan Control By-law for more details.

Site Plan Application Requirements

- Completed Application
- Application Fee
- Site Plan
- All necessary plans/ drawings outlining detail such as site layout, setbacks, parking, landscaping and access.
- Any supporting information or materials requested by the Township

Application Process:



**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF FEBRUARY 19, 2025
CONSENT AGENDA**

- a. Declaration from the City of Toronto
Re: Paid-Plasma-Free Zone
- b. Ontario Superior Court Ruling
Re: Open Building Permit Files
- c. Correspondence from the Township of St. Joseph, Bonfield, and Killarney
Re: Support for Tarbutt Resolution regarding increased MPAC levies
- d. Message from the Federation of Northern Ontario Municipalities
Re: Expanding O. Reg. 391/21 to include all sources of recycling
- e. Resolution from the Eastern Ontario Wardens' Caucus (EOWC)
Re: Canadian and Ontario Negotiations with US Government on Trade Tariffs
- f. Resolution from the Town of Fort Frances
Re: Support Resolution for Canadian Sovereignty
- g. Justification Report excerpt from Shared Tower Inc.
Re: Installation of Telecommunication Antenna Structure
- h. Letter from Ironside Consulting Services Inc.
Re: Report of the Integrity Commissioner for 2024

Recommendation: Be it resolved that correspondence items a through f on the Consent Agenda dated February 19, 2025 be received; and
That The Township of Tarbutt supports the City of Toronto decision to declare Toronto a paid plasma free zone; and
That The Township of Tarbutt support the Resolution from FONOM requesting that the Province amend Ontario Regulation 291/21 Blue Box, so that producers are responsible for end of life management of recycling products from all commercial and industrial sources, as well as residential; and
That The Township of Tarbutt support the resolution from the Eastern Ontario Warden's Caucus in support of Canadian and Ontario Government Negotiations with the US Government on Trade Tariffs; and
That the Township of Tarbutt support the resolution from the Town of Fort Frances and the Town of Halton Hills regarding the Sovereignty of Canada.