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**THE TOWNSHIP OF TARBUTT**  
**Council Meeting Minutes**  
**Wednesday, January 17, 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:** Michael Pigeon, Road Superintendent  
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**

**3. PREVIOUS MINUTES**

a. Minutes of the Council meeting held December 13, 2023

Resolution No: 2024 – 01

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the minutes of the regular Council meeting held December 13, 2023 be adopted as circulated.

Carried

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

a. Payment log for the month of December 2023

Resolution No: 2024 – 02

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the payment log for the month of December, 2023 be approved as circulated.

Carried

The Clerk circulated a DRAFT budget to actuals statement to September 30/23.



## 6. STAFF AND COMMITTEE REPORTS

### a. Roads Department Update / 2024 Amalgamated Tender

The Clerk noted an error in the report with respect to the price of calcium. The proper amount should be \$5,890.50. Three roads are scheduled for resurfacing, as approved with the NORDS funding. M. Pigeon described a new resurfacing process that has been tried and tested in other municipalities, and which will extend the life of the road up to five additional years. There is an additional cost, initially but there is less waste of material getting swept off to the side and the road will require less frequent resurfacing.

Resolution No: 2024 – 03

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

Be it resolved that the report containing recommendations for road resurfacing and materials for the 2024 Amalgamated Tender be received; and  
That Council agrees to the proposed items for the Amalgamated Tender as presented.

Carried

### b. Request for Tipping Fee Reduction

The Clerk will send a return letter to advise that Council felt that there were a number of questions to be answered before a firm answer could be provided.

Resolution No: 2024 – 04

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

Be it resolved that the letter from the Desbarats business owner requesting consideration of a reduction of tipping fees of non-hazardous contaminated soil be received.

Carried

### c. Clerk's Report for January 2024

An update by the Clerk included the following matters:

- Landfill Administration update and Blue Box Transition
- Emergency Management
- Personnel Update
- Kensington Conservancy Lands

Resolution No: 2024 – 05

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



Be it resolved that the information provided in the Clerk's Report for January 2024 be received for information.

Carried

## 7. BY-LAWS

### a. 2024 Interim Levy By-law

Resolution No: 2024 – 06

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

Be it resolved that leave be granted to introduce By-laws 2024 – 01, being a By-law to provide for an Interim Tax Levy and the payment of Taxes and Penalty for the year 2024; 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 January, 2024.

Carried

### b. 2024 Borrowing By-law

Resolution No: 2024 – 07

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

Be it resolved that leave be granted to introduce By-law 2024 – 02, being a By-law authorizing the borrowing of money to meet current expenditures of the Township; and to repeal By-law 2023-02; 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 January, 2024.

Carried

### c. 2024 Tax Ratio By-law

Resolution No: 2024 – 08

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

Be it resolved that leave be granted to introduce By-laws 2024 – 03, being a By-law to establish Tax Ratios for Municipal Purposes for the year 2024; 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 January, 2024.

Carried

### d. 2024 Council Remuneration By-law

Resolution No: 2024 – 09

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

Be it resolved that leave be granted to introduce By-laws 2024 – 04, being a By-law to provide remuneration for Members of Council, and to repeal By-law 2023-04; 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 January, 2024.

Carried

e. Enter into agreement for the Community Preparedness Grant

Resolution No: 2024 – 10

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-laws 2024 – 05, being a By-law authorizing the Mayor, the Clerk, and the Community Emergency Management Coordinator to enter into an Agreement with the Treasury Board Secretariat of Ontario to provide funding for Emergency Preparedness and Community Safety; 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 January, 2024.

Carried

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

- a. Letter from the Township of Clearview  
Re: Administration and Management of Cemeteries
- b. Resolution from the City of Greater Sudbury  
Re: Definition of “Employer” under the Occupational Health and Safety Act
- c. Resolution from the Town of Aurora  
Re: Community Safety and Inciteful Speech
- d. Resolution from the Township of Asphodel-Norwood  
Re: Rising Municipal Insurance Costs
- e. Letter from the Municipal Property Assessment Corporation (MPAC)  
Re: 2024 Levy Increase
- f. Letter regarding Regional Public Health Ontario Laboratories
- g. AMO backgrounder on Social and Economic Prosperity Review
- h. Letter from the Association of Ontario Road Superintendents  
Re: Provision of training for municipal equipment operators

Resolution No: 2024 – 11

Moved by: D. McClelland

Seconded by: D. Farrar



Be it resolved that correspondence items a. through h. on the consent agenda dated January 17, 2024 be received; and

That The Township of Tarbutt supports the resolution from Clearview Township requesting the Province and the Bereavement Authority of Ontario to consider increasing funding to assist with the cost of maintenance of both active and inactive cemeteries, to provide free training for municipalities for cemetery administration, to support the implementation of universal cemetery software at an affordable cost, and by reducing the financial burden to municipalities for upkeep, administration and management of essential community infrastructure; and

That the Township of Tarbutt support the resolution from Greater Sudbury requesting that the Province amend the *Occupational Health and Safety Act* to clarify the definition of “employer” to exclude owners such as municipalities that have engaged an outside contractor for a project, and who is the “employer” of its workers, in order to reduce liability, and to place responsibility and liability in the hands of the employer; and

That The Township of Tarbutt support the resolution from the Township of Asphodel-Norwood calling for action to reduce insurance costs to municipalities, following the trend of steadily increasing insurance rates and limited providers willing to quote on municipal insurance; and

That The Township of Tarbutt circulate a resolution objecting to the increase to the 2024 levy imposed by MPAC, given that they have been relieved of the responsibility of providing municipal enumerations services, including the creation of a Preliminary List of Electors, and will have a significant reduction in service provision and staffing requirements, and that this service will be provided at no cost by Elections Ontario; and

That The Township of Tarbutt support the letter from retired employees of Public Health Ontario cautioning the provincial government against acting on service reduction recommendations and the closure of 6 regional laboratories which service communities in 15 public health jurisdictions without fully understanding the ramifications and logistics required to deliver timely results, and to seek an up to date, independent impact assessment on the impact of these proposed reductions using a public health focus; and

That Council supports the resolution provided by AMO asking the Province of Ontario to collaborate with AMO toward a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

Carried

## 9. OTHER BUSINESS



a. Volunteer Firefighter Training

Councilor Farrar advised that the mandatory fire meeting held earlier this week was successful, with a good turnout and progress made in terms of renewed interest in, and commitment to training. Several existing members are hoping to retire soon, and there is opportunity for the younger crew to step up and grow with the department. The Fire Department will provide a report to Council seeking support for training, education, equipment and certification requirements.

Resolution No: 2024 – 12

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

That the report from the Volunteer Training Officer be received; and  
That Council support and authorize two Volunteers to attend the Sault Ste. Marie Regional Training Centre for the Firefighter I course from May 3 – May 12, 2024 at a cost not to exceed \$715 plus taxes per person.

Carried

b. Approval for expenditures in advance of Budget

Standard operating procedure regarding payment of expenses was discussed. Employees wishing to make purchases, and be reimbursed for expenses in advance of budget deliberations, or in advance of the funds being spent, are required to make the request to Council for approval. Items approved and included in the budget approved by Council do not require additional approval.

Resolution No: 2024 – 13

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

That the request for reimbursement of room deposit for the Northeastern Fire Education conference in March, 2024 be approved; and  
That the Fire Chief submit an estimation of costs to be incurred for approval in advance of budget deliberations.

Carried

c. Proposed Continuation of Benefits Policy

The Township's benefits broker has suggested that municipalities adopt a policy that sets out requirements for benefit maintenance during legislated and unlegislated leave.

Resolution No: 2024 – 14

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

That the Personnel Committee develop a policy with respect to Continuation of Benefits for legislated and unlegislated leave, to be brought back to Council for approval.



Carried

The Clerk brought forward the 2024 membership renewal for the Huron North Community Economic Alliance (HNCEA) for consideration. Council decided against renewing membership, given that there is little commercial base in Tarbutt, and no tourism sector that would benefit from the organization's work.

Council discussed a property on MacLennan Road and the value that its ownership would bring to the Township given the potential expenses.

**10. CLOSED SESSION**

**11. CONFIRMATION BY-LAW**

Resolution No: 2024 – 15

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2024 – 06, being a By-law to confirm the proceedings of the regular council meeting of January 17, 2024.

Carried

**12. ADJOURNMENT**

Resolution No: 2024 – 16

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the regular council meeting of January 17, 2024 adjourn at 8:20 pm, to meet again on Wednesday, February 21, 2024 at 6:00 pm.

Carried

  
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Lennox Smith, Mayor

  
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Carol O. Trainor, Clerk