



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, April 16, 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 March 19, 2025 1 - 7
- 4. DEPUTATIONS / PRESENTATIONS**
 - a. 2025 Draft Budget Presentation, v.2 (sent separately)
- 5. FINANCIAL STATEMENTS**
 - a. Disbursements for the month of March, 2025 8 – 9
- 6. STAFF AND COMMITTEE REPORTS**
 - a. Roads Superintendent Verbal Report
 - b. Minutes of the Roads Committee meeting held March 24, 2025 10
 - c. US Dollars Cheque Administration Fee 11
 - d. Joint Landfill Annual Report / Landfill Emergency Response Plan 12-14
(attached separately)
 - e. Circular Materials Operating Agreement for Recyclables 15-17
(attached separately)
 - f. Fire Protection Grant (2024/25) additional allocation 18
 - g. Report of the CAO/Clerk
- 7. BY-LAWS**
- 8. CONSENT AGENDA**
 - a. Correspondence and Information Items a through i.
- 9. OTHER BUSINESS**



10. CLOSED SESSION

Council will move into closed session under Section 239 2. (f), to receive advice that is subject to solicitor client privilege.

11. CONFIRMATION BY-LAW

12. ADJOURNMENT



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THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, March 19, 2025 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 (left the meeting at 6:25 pm)
Carol Trainor, CAO/Clerk

1. CALL TO ORDER

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

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

- a. Minutes of the Special Council meeting held June 5, 2024, and the Regular Council meeting held February 19, 2025.

Resolution No: 2025 – 42

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the minutes of the special council meeting held June 5, 2024, and the minutes of the regular council meeting held February 19, 2025 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

- a. Disbursements for the month of February, 2025.

Resolution No: 2025 - 43

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the disbursements for the month of February 2025 in the amount of \$136,131.15 be approved as circulated.

Carried



6. STAFF AND COMMITTEE REPORTS

a. Road Superintendent Verbal Report

Road Superintendent M. Pigeau advised that half loads are now in effect in the Township and with the MTO. Snow ditching has been in full effect and they are almost finished. There is some flooding at Creek Road but the Township cannot maintain the ditch line as it is private property. Staff have begun clearing some of the bush behind the shop to make room for culvert and materials storage.

Resolution No: 2025 - 44

Moved by: D. McClelland

Seconded by: D. Farrar

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

Carried

b. Financial Update to end March, 2025

Resolution No: 2025 - 45

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the Treasurer's Financial Update to March 2025 be received as information; and

That the initial 2025 Budget meeting be scheduled for Wednesday, April 2, 2025 at 5:15 pm.

Carried

c. E-mail Feature Upgrade

The Clerk advised that this feature will benefit residents by allowing staff to send documents directly from the tax program, saving time, paper, postage, copying and equipment expenses. All residents will be encouraged to provide their e-mail address to enable greater use of this system.

Resolution No: 2025 - 46

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the report from the Treasurer regarding the optional e-mail feature available through the tax program be received; and

Council approve the purchase of the TMM Email Feature, in the amount of \$1,200.00.

Carried

d. 2025 North Shore Firefighter Challenge

Resolution No: 2025 - 47

Moved by: U. Abbott

Seconded by: J. Nagel



That the report from the Fire Training Officer regarding the 2025 North Shore Firefighter Challenge be received; and
That Council approve the expenditure of up to \$400.00 from the Fire training budget to register two teams of three (3) from the Tarbutt Fire Department to attend training and compete in the North Shore Firefighter Challenge from April 24-26, 2025.

Carried

e. 2025 Workplace Health & Safety Statement

Resolution No: 2025 - 48

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the 2025 Workplace Health and Safety Statement be approved.

Carried

f. Administration Hours of Work Policy

Resolution No: 2025 – 49

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the draft Administration Hours of Work Policy be received and approved, effective March 20, 2025, to be incorporated into the Human Resources Policy Manual.

Carried

g. Chief Building Official Code of Conduct

The CBO has signed the Code of Conduct and it will be posted on the website.

Resolution No: 2025 - 50

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Code of Conduct for the Chief Building Official be received and approved, effective on the date of passing.

Carried

h. Application to NOHFC for MacLennan Hall Upgrades

Resolution No: 2025 - 51

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the CAO/Clerk regarding accessing funds for MacLennan Hall upgrades be received; and

That Council approve the submission of an application to the NOHFC Rural Enhancement Funding Stream for up to \$200,000 for the MacLennan Hall, under the terms and conditions of a funding agreement.

Carried



i. Air Quality Monitoring Report, MacLennan Hall

Resolution No: 2025 - 52

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the report from the CAO/Clerk regarding the Indoor Air Quality Assessment at the MacLennan Hall be received; and

That Council approves proceeding with Option "e" as noted in the report, and the installation of an Air Purifier, at a total cost of \$8,000 before taxes, to be funded using remaining COVID funding.

Carried

j. Report of the CAO/Clerk

The Clerk advised that there are a few owners of multiple properties that owe significant amounts, and clarified that only those in arrears for two plus years with significant amounts owing will be sent to registration; two years' arrears with minimal amounts will receive an arrears notice.

Resolution No: 2025 - 53

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the Report from the Clerk for March 2025 be received; and

That notification of tax registration proceedings be sent to owners with arrears of more than two years.

Carried as amended

7. BY-LAWS

a. Chief Building Official Appointment By-law

Resolution No: 2025 - 54

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2025 - 08, being a By-law to appoint a Chief Building Official for The Township of Tarbutt, and to repeal By-law 2023-28; and

That said by-law be read a first, and taken as read a second and third time and finally passed this Nineteenth day of March, 2025.

Carried

b. Police Services Board Appointment By-law

Resolution No: 2025 - 55

Moved by: U. Abbott

Seconded by: D. Farrar



Be it resolved that leave be granted to introduce By-law 2025 - 09, being a By-law to appoint a member of Council as the Tarbutt Community Representative on the East Algoma Police Services Board; and

That said by-law be read a first, and taken as read a second and third time and finally passed this Nineteenth day of March, 2025.

Carried

c. By-law to Appoint a Community Emergency Management Coordinator

The Clerk advised that the amended by-law clarifies that the CEMC is an employee of the municipality.

Resolution No: 2025 - 56

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2025 – 10, being a By-law to Appoint a Community Emergency Management Coordinator (CEMC) and an Alternate Community Emergency Management Coordinator (Alt CEMC), and to repeal and replace By-laws 2023-19 and 2023-27; and

That said by-law be read a first, and taken as read a second and third time and finally passed this Nineteenth day of March, 2025.

Carried

8. INFORMATION / CORRESPONDENCE

- a. Resolution from the Township of McGarry
Re: Ontario Building Code revisions to permit pre-approved affordable housing plans
- b. Resolution from the Township of Champlain
Re: Responding to US tariff threats on the steel sector
- c. Resolution from the Township of Coleman
Re: Northern Highway Safety Plan for Highways 11 and 17
- d. Message from the Stand for Canada Campaign
Re: Awarding local government contracts to support the Canadian economy
- e. Information from Camp Maple Leaf
Re: Request for donation

Resolution No: 2025 - 57

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that Correspondence items a through e listed on the Agenda dated March 19, 2025 be received; and



That The Township of Tarbutt supports the resolution from the Township of McGarry regarding revisions to the Ontario Building Code to permit pre-approved affordable housing plans; and

That The Township of Tarbutt supports the resolution from the Township of Champlain in responding to US tariff threats on the steel and aluminum sectors; and

That The Township of Tarbutt supports the resolution from the Township of Coleman regarding the Northern Highway Safety Plan for Highways 11 and 17; and that this resolution be forwarded to FONOM for widespread circulation; and

That The Township of Tarbutt supports the message from the Stand for Canada Campaign urging all levels of government to take steps toward banning US owned companies or their subsidiaries from bidding on new municipal contracts for goods and services; and by reviewing existing contracts to pivot to Made in Canada solutions.

Carried

9. OTHER BUSINESS

10. CLOSED SESSION

Resolution No: 2025 - 58

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that Council move into closed session at 6:46 pm, under Section 239 2. (c), to discuss information related to an identifiable individual, including local or school board employees, and (f), advice that is subject to solicitor client privilege.

Carried

- Community Emergency Management Coordinator
- OLT Case Management Conference

Resolution No: 2025 - 59

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Council rise from closed session at 7:23 pm, and accept the verbal report of the CAO/Clerk.

Carried

11. CONFIRMATION BY-LAW

Resolution No: 2025 - 60

Moved by: D. McClelland

Seconded by: D. Farrar



Be it resolved that leave be granted to introduce By-law 2025 - 11, being a By-law to confirm the proceedings and direction of the Council meeting held this Nineteenth day of March, 2025; and

That said by-law be read a first, and taken as read a second and third time and finally passed this Nineteenth day of March, 2025.

Carried

12. ADJOURNMENT

Resolution No: 2025 - 61

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the regular Council meeting of March 19, 2025 be adjourned at 7:25 pm, to meet again for a preliminary budget meeting on April 2, and for the regular council meeting on Wednesday, April 16, 2025 at 6:00 pm.

Carried

Lennox Smith, Mayor

Carol O. Trainor, Clerk

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Payment Log
For the month ending March 31, 2025

Cheque No	Date	Payee	Amount
5340	03/06/2025	Receiver General - Feb Remittance	\$ 8,903.72
5341	03/04/2025	OPP Contract JAN	\$ 8,060.00
5342	03/04/2025	ADSAB - Social Services	\$ 30,839.58
5343	03/04/2025	Algoma District School Board	\$ 39,132.00
5344	03/06/2025	OMERS	\$ 5,314.68
5345	03/06/2025	NEPSMAA/NEFEC	\$ 1,491.60
5346	03/06/2025	Fisher's Regalia - Fire Gear	\$ 741.12
5347	03/06/2025	encompassIT.ca - Webhosting	\$ 242.46
5348	03/06/2025	Traction Heavy Duty - Parts/Supplies	\$ 49.08
5349	03/06/2025	Huron Superior Catholic District School Board	\$ 2,237.00
5350	03/06/2025	Conseil scolaire catholique du Nouvel-Ontario	\$ 500.00
5351	03/06/2025	Conseil Scolaire Public Grand Nord de l'Ontario	\$ 85.00
5352	03/12/2025	J.L. RICHARDS ASSOCIATES LTD - Planning Consult	\$ 3,205.63
5353	03/12/2025	Barriston Law - Planning / OLT file	\$ 4,429.60
5354	03/17/2025	GFL Environmental Inc - Waste/Recycling	\$ 11,807.19
5355	03/17/2025	Traction Heavy Duty Parts	\$ 31.71
5356	03/17/2025	Tulloch Engineering Inc. - Building Inspections	\$ 233.91
5357	03/17/2025	McClelland's Hardware & Feed	\$ 8.97
5358	03/17/2025	Raker Hydraulics	\$ 79.10
5359	03/17/2025	Ministry of Finance - Fire Dept Training	\$ 130.00
5360	03/17/2025	Tombari Electric - Hall	\$ 12,644.70
5361	03/17/2025	Greenstone Engineering Ltd. - Hall	\$ 3,379.72
5362	03/17/2025	Quattra SCS LTD.	\$ 411.44
5363	03/17/2025	Superior Propane Inc. - Hall + Fire Dept	\$ 2,417.84
5364	03/17/2025	Ledger Management Services - Bookkeeping	\$ 203.40
5365	03/17/2025	Algoma Office Equipment - Copier Rental	\$ 91.98
5366	03/17/2025	J.L. RICHARDS ASSOCIATES LTD - Planning Reviews	\$ 334.79
5367	03/17/2025	Paul Ackland - Fire Conference Per Diem	\$ 300.00
5368	03/17/2025	Ed Sadowski - Fire Conference Per Diem	\$ 300.00
5369	03/17/2025	Township of Johnson - Recreation Programming 2024	\$ 3,000.00
5370	03/17/2025	AMCTO - Zone 7 - Conference Registration	\$ 225.00
5371	03/21/2025	Ledger Management Services - Bookkeeping	\$ 576.30
5372	03/21/2025	Kentvale Merchants Ltd. - Clock	\$ 25.41
5373	03/24/2025	WSIB Volunteer Fire Fighter Premiums 2024+2025	\$ 9,185.40
5374	03/24/2025	Township of Johnson - Puddingstone Railway	\$ 4,081.50
5375	03/24/2025	OPP Contract FEB	\$ 8,060.00
5376	03/28/2025	encompassIT.ca - Email Module	\$ 1,356.00
5377	03/28/2025	Dave Farrar - MTO Books	\$ 46.00
5378	03/28/2025	FONOM Annual Membership	\$ 176.40
5380	03/31/2025	Charles Stobie	\$ 100.00
Total Cheques			\$ 164,438.23

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	Total Payroll	\$	41,390.24
VISA	Canadian Tire	\$	220.29
VISA	Black Bear - Retirement	\$	374.99
VISA	Starlink	\$	158.20
VISA	Staples - Office Supplies	\$	36.36
VISA	Safety Training	\$	115.26
VISA	National Pro Board - Fire Certifications	\$	237.04
VISA	AMCTO Conference	\$	416.97
VISA	Zoom Subscription	\$	48.57
VISA	Adobe Subscription	\$	105.06
VISA	Appreciation Gift	\$	2,200.00
VISA	Bell Mobility	\$	266.12
VISA	Bell Canada	\$	76.99
VISA	Bell Canada	\$	154.77
VISA	Bell Canada	\$	70.77
	Total Visa Charges	\$	4,481.39
DD	Equitable Life Insurance	\$	2,614.46
DD	RCAP Copier Lease	\$	93.33
DD	Esso Mobil	\$	7,949.81
DD	CIBC Service Charge	\$	44.00
DD	Algoma Power	\$	826.66
DD	Algoma Power	\$	320.40
DD	Algoma Power	\$	226.01
DD	CIBC Admin Fee	\$	25.00
DD	CIBC Monthly Fee	\$	55.00
DD	Paper Statement Fee	\$	5.00
	Total Direct Payment	\$	12,159.67
	TOTAL VOUCHER FOR MARCH 2025	\$	222,469.53



**The Township of Tarbutt
Minutes of the Roads Committee Meeting
Thursday, March 24, 2025
4:00pm**

1. Previous Minutes

- a. Minutes of the Roads Committee meeting held January 30, 2025 were approved as circulated.

2. 2025 Transportation Budget – Materials and Projects

- a. Expenses that are fixed or are unlikely to be adjusted: insurance, wages, OMERS, WSIB, source deductions. Overtime is an unknown but staff are encouraged to take time off in lieu rather than be paid out at every opportunity.
- b. Amalgamated Tender (results in April): materials include calcium, summer grader blades, surface treatment.
- c. Funded Projects: Treasurer J. Hayes provided a spreadsheet showing monies to be received from NORDS, in its final year, and OCIF which will be used for resurfacing projects.
- d. 2025 Proposed Resurfacing Projects:
 - a. Smith Road – Hwy 17 to Government Road, 1.6 km (NORDS)
 - b. Smith Road – Government Road to McCluskie, 1.6 km (OCIF)
 - c. Pine Island Road from the causeway to the end, 2 km (OCIF)
- e. Roadside Maintenance: grass cutting, brushing, patching, ditching

3. Equipment Requirements

- a. This year the F250 requires new tires. Also needed are parts for the grader
- b. The F250 is scheduled for replacement in 2027 under the Roads Asset Plan. It will shift down as the secondary vehicle and a new pick up purchased for the Road Super, when the time comes.

4. Other

M. Pignon advised that the rip rap on the east side of the Pine Island Causeway will need to be replaced; proposed for 2027 so reserves can be prepared.

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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: April 16, 2025
From: Jillian Hayes, Treasurer
Re: USD Cheque Administration Fee change for 2026

BACKGROUND / OVERVIEW

The Township receives between 30 – 40 US dollars (USD) cheques/year. Due to real time calculation of the exchange rates, these payments must be processed separately from Canadian payments and require additional time and administration. The Township currently charges an administration fee of \$2.50/cheque.

As we are a municipality located in Canada, it is expected that all our rate payers pay in Canadian funds. Many of our US residents already do.

Many of our neighbouring municipalities take USD at par or do not accept USD at all.

FINANCIAL IMPACT

The current fee on USD cheques is \$2.50/cheque. This generates roughly \$90/year in revenue.

If the Township moves to accepting USD at par, the exchange retained by the Township would generate additional revenue that would far exceed the current \$90/year.

SUMMARY

The Township’s current USD administration fee of \$2.50 does not cover the additional staff time required to process these payments. Accepting USD at par would encourage US ratepayers to find methods to pay in Canadian dollars and also generate additional revenue.

RECOMMENDATION:

Be it resolved that the report from the Treasurer regarding receipt of payments in US Dollars be received; and
That Council approve that the Township accept US Funds on par with the Canadian dollar effective January 1, 2026

Jillian Hayes, Treasurer

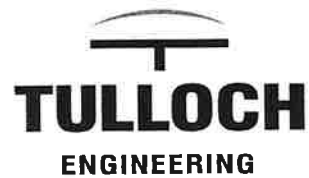
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**Township of Johnson and
Township of Tarbutt
Joint Landfill Site**

2024 Annual Operations Report



Prepared by:



Prepared: March 2025

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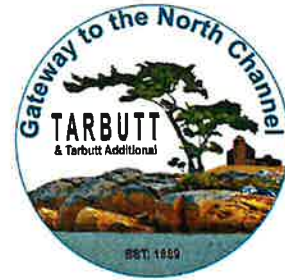
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Appendix C MECP Inspection Report from 2022
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Appendix E Groundwater and Surface Water Results – 2024
Appendix F Landfill Site Monthly Inspection Reports – 2024
Appendix G Response to MECP

EMERGENCY RESPONSE PLAN

Township of Johnson and Township of Tarbutt Joint Landfill Site



Prepared by:



Finalized: April 2024

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**ELIGIBLE COMMUNITY
DEPOT OPERATIONS AGREEMENT**

Number 2025 -00-002



This Agreement (this "Agreement") is entered into as of _____ ("Effective Date")

Between

The Corporation of the Township of Tarbutt, a **corporation incorporated under the laws of Ontario**, having a place of business at 27 Barr Rd. South Desbarats, Ontario P0R 1E0 ("Contractor")

And

Circular Materials, a federal not-for-profit corporation, having a place of business at 1 St. Clair Avenue West, Suite 700, Toronto ON, M4V 1K6, operating as Circular Materials Ontario ("CMO")

RECITALS

WHEREAS, CMO is the administrator of the common collection system for Blue Box Material; and

WHEREAS, CMO issued an offer to the Contractor in connection with the collection of Blue Box Material at Depots; and

WHEREAS, Contractor and CMO (each a "Party", and collectively the "Parties") jointly desire to enter into this Agreement respecting the collection of Blue Box Material at Depots for the applicable Eligible Community; and

WHEREAS the Contractor agrees to provide the Work in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the promises, mutual covenants, and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties acknowledge and agree to all covenants, terms and conditions as stipulated in this Agreement, as follows:

1. Beginning on the applicable Eligible Community Service Commencement Date listed in Exhibit 5, the Contractor shall perform the Work required by this Agreement for all Depots listed in Exhibit 2 and Exhibit 3.
2. Unless terminated in accordance with this Agreement, the time period during which the Work required by this Agreement is to be performed is from the earliest Eligible Community Service Commencement Date listed in Exhibit 5 (or the Eligible Community Service Commencement Date if there is only one listed in Exhibit 5) until December 31, 2025. CMO and the Contractor may, by Change Order, extend this Agreement for up to three (3) further periods of one (1) year each. The initial term and any such additional term or terms are herein referred to as the "Agreement Term".



4. The full compensation for the Work under this Agreement shall be as set forth in Exhibit 6, which excludes Value Added Taxes. Value Added Taxes are payable by CMO to the Contractor on the price of this Agreement.
5. In the event of the termination of this Agreement, CMO shall only pay for the Work authorized by this Agreement which is performed prior to the termination date. For the purposes of clarity, CMO shall not be liable to make any other payments in connection with this Agreement as a result of such termination.
6. Attached and forming an integral part of this Agreement are the following exhibits:
 - (i) Exhibit 1 – Scope of Work and Other Provisions;
 - (ii) Exhibit 2 – Staffed Depots in Eligible Communities;
 - (iii) Exhibit 3 – Unstaffed Depots in Eligible Communities;
 - (iv) Exhibit 4 – Blue Box Material Accepted in Collection System;
 - (v) Exhibit 5 – Service Commencement Dates; and
 - (vi) Exhibit 6 – Compensation.

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Ministry of the Solicitor General Ministère du Solliciteur général

Office of the Fire Marshal

Bureau du commissaire des incendies



25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143

March 31, 2025

Paul Ackland
A/Fire Chief
Township of Tarbutt
27 Barr Rd South, R.R.1
Desbarats, ON P0R1E0

Sent via email to:
firechief@tarbutt.ca

Dear Paul Ackland,

Further to ongoing discussions regarding the Fire Protection Grant (2024-2025), I am writing to confirm that the fire service has agreed (in principle) to utilizing its additional grant allocation to support its intended purpose as outlined below.

The Township of Tarbutt will be provided an additional amount of **\$361.73** to support the following approved project:

Funding will put toward replacing worn and ineffective bunker gear, coveralls, and hoods for members.

This aligns with the intended purpose of the Fire Protection Grant.

As part of this process, formalization of the additional grant allocation and a Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the additional funds provided.

Sincerely,

Carrie Clark, Deputy Fire Marshal