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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

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## 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

