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THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, September 17, 2025 at 5:00 pm
Township Council Chambers, 27 Barr Road S.

PRESENT: Lennox Smith, Mayor
Ursula Abbott
David Farrar
Darren McClelland
Jacqui Nagel

STAFF: Carol Trainor, CAO/Clerk
Jared Brice, Deputy Clerk/Planning Coordinator (left the meeting at 6:20)
Mike Pigeon, Road Superintendent (joined at 5:30, left the meeting at 5:50)

1. CALL TO ORDER

Mayor Smith called the regular Council meeting to order at 5:00.

2. DISCLOSURES OF PECUNIARY INTEREST

Councillor Farrar declared a pecuniary interest with agenda item 5a), Payables.

3. PREVIOUS MINUTES

a. Minutes of the regular Council meeting held August 13, 2025.

Resolution No: 2025 - 144

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

Be it resolved that the minutes of the regular council meeting held August 13, 2025 be adopted as circulated.

Carried

4. PUBLIC MEETING under Sec. 34 of the Planning Act

a. Application for Zoning By-law Amendment
415A Lakeshore Drive, Shoreline Residential (SR) Zone

The purpose of this Public Meeting is to review an Application to amend the Township's Zoning By-law, submitted by the owner of 415A Lakeshore Drive in The Township of Tarbutt. The subject property is .165 ha/.41 ac in size with a 14.02m/46ft frontage along the public road and is located within the SR (shoreline residential) zone. The property contains one dwelling.



The Clerk advised that Notice has been given and this Public Meeting is being held in accordance with Section 34 of the *Planning Act* to provide an opportunity for Council to hear and receive comments regarding the proposed Zoning By-law Amendment.

The proposed zoning amendment would reduce the side yard setback on the northern boundary of the property from 3m/10ft to 1.82m/6ft to allow the construction of an accessory structure. Due to the narrow lot, the location of the driveway, and the location of the septic bed, the proposed structure is unable to meet the 3m/10ft setback required by the zoning by-law.

The Township office received some calls and enquiries following circulation of the Public Notice, but no written comments or objections have been received. There has been no response and no objection from the agencies notified of the proposed amendment.

The Applicant, Mr. Ambeault, was in attendance but had nothing further to add to the recitation. Members of Council did not make further enquiries.

Hearing no further questions or submissions, Council thanked those in attendance for their participation. A Notice of Decision will be circulated to all those who have requested notification within 15 days of the decision.

This meeting, held under the Planning Act, is hereby closed.

5. FINANCIAL STATEMENTS

a. Disbursements for the month of August, 2025

Resolution No: 2025 – 145

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

Be it resolved that the disbursements and payables for the month of August, 2025 in the total amount of \$146,007.20 be approved.

Carried

b. Fire Department YTD budget as of September 8, 2025

Council questioned the overrun on the fire department expense. This line includes some expenses that should be reallocated into designated accounts rather than general expenses. Staff will reallocate and recirculate the budget.

Resolution No: 2025 – 146

Moved by: D. McClelland

Seconded by: D. Farrar



Be it resolved that the YTD budget for Protection to Persons and Property, and the Fire Department budget, be received.

Carried

6. STAFF AND COMMITTEE REPORTS

a. Roads Department Update

This item was deferred pending arrival of the Road Superintendent.

b. Application for Zoning Amendment, 415A Lakeshore Drive

Resolution No: 2025 – 147

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the report from the CAO/Clerk regarding an application to amend the Zoning By-law for the property located at 415A Lakeshore Drive received; and

That Council has no objection to the request to reduce the northerly side yard setback on the subject property from 3m/10ft to 1.82m/6ft to permit the construction of an accessory structure; and

That the By-law to amend the Zoning By-law 10-85 be presented to Council.

Carried

c. Application for Consent/Lot Addition, 134 Brown's Island Road

The Planning Board has received an application for a lot addition on Brown's Island Road, which would result in transferring a small part of the subject parcel to the abutting parcel to the south, located at 176B Brown's Island Road. The smaller portion will still be below the standard lot size, the addition from the northerly parcel will increase its size. Both parcels are otherwise in conformity with the Township's Zoning By-law and the Official Plan. Council had no objections or concerns with the proposal.

Resolution No: 2025 – 148

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the CAO/Clerk regarding the Application for Consent for the property at 134 Brown's Island Road be received; and

That the Planning Board be advised that Council has no objection to the proposed lot addition at 134 Brown's Island Road; and

That all amounts owing on the subject properties be paid in full before the lot addition is completed.

Carried



d. Application for Consent/Severance, 2854 Government Road

J. Brice provided an overview of the proposal to create two new lots out of one very large parcel making three parcels in total of more than 80 acres each. Both the Zoning By-law and Official Plan designate the lands on the north and south ends of the parcel as agricultural, and the proposed centre portion as rural. The applicant intends to sell two of the lots with the expectation that they will continue to be used for agricultural and residential purposes.

MacLennan Road, which provides access for the centre and northerly parcels, runs within the actual lots. In any such case, the road should be in the ownership of the municipality for road works purposes, and also to reduce liability on the owner of the lands. A proviso should be added that the remnant lands between the road and the boundary line be conveyed to the Township.

Resolution No: 2025 – 149

Moved by: D. McClelland

Seconded by: D. Farrar

That the report from the Deputy Clerk/Planning Coordinator regarding the application to create two new lots on MacLennan Road be received; and

That Council support the application for the creation of two new lots as presented; and

That the Planning Board be advised that the Township chooses to impose the 5% cash-in-lieu of parkland on the proposed severed portions at the reduced Farmland Tax Rate; and

That any portion of the travelled roads known as Government Road and MacLennan Road North that are located on the subject property be transferred to the Township at the expense of the applicant, to include the remnant lands to the west of the travelled road.

Carried as amended

e. Roads Department Update

Road Superintendent M. Pigeon advised that the resurfacing has been completed, after a late start, a number of delays and equipment issues. Both Pine Island Road and Smith Road are completed now, except for one more coat of seal required on Smith.

Resolution No: 2025 – 150

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the verbal report from the Road Superintendent for the months of August and September, 2025 be received.

Carried



f. Fire Protection Grant, 2025

J. Brice advised that this grant offers funding for much needed equipment, particularly for bunker gear, which aligns with the objective of PPE for cancer prevention.

Resolution No: 2025 – 151

Moved by: J. Nagel

Seconded by: U. Abbott

That the report from the Fire Department Training Officer/Deputy Clerk be received; and

That Council support Objective 2 as identified by the Tarbutt Volunteer Fire Chief for the Fire Protection Grant in the year 2025; and

That staff be authorized to submit the application for the Fire Protection Grant 2025/26 to Transfer Payment Ontario (TPON).

Carried

g. Joint Landfill Tipping Fees re: boats

Johnson Council has expressed concern about where fiberglass boats will be dumped if the landfill does not accept them. Tarbutt council proposed to continue to accept them at a higher fee than other types of boats, but they should be set aside until there are enough to warrant the dozer to crush them, taking up much less room in the cell.

Resolution No: 2025 – 152

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that Council acknowledge the discussion regarding tipping fees and disposal of boats at the Joint Landfill Site; and

That Johnson Council be requested to confirm that aluminum and wooden boats continue to be accepted at a tipping fee of \$8.00 per foot, and disposed of in the scrap metal and back cell respectively, and that fiberglass boats be accepted at a tipping fee of \$15.00 per foot and put aside for eventual crushing.

Carried as amended

h. Report of the CAO/Clerk

Council was advised that communications between Johnson and Tarbutt are going well with respect to landfill administration. The cleaning position remains vacant and will continue to be advertised. Human Resources policies are silent on bereavement so the Clerk will be bringing forward a revised policy to include bereavement leave for employees.

Resolution No: 2025 – 153

Moved by: U. Abbott

Seconded by: J. Nagel



Be it resolved that the report from the CAO/Clerk regarding activities for August and September, 2025 be received.

Carried

7. BY-LAWS

- a. A By-law to amend the Zoning By-law for a reduced side yard setback
At 415A Lakeshore Drive in the Shoreline Residential (SR) Zone

A public meeting has been held and notice distributed to all required individuals and agencies with no objection to the proposal. The by-law will take effect following the appeal period.

Resolution No: 2025 – 154

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2025-23, being a By-law to amend By-Law No. 10-85 of The Township of Tarbutt to reduce the site specific side yard setback at 415A Lakeshore Drive to permit the construction of an accessory building in the Shoreline Residential (SR) Zone; 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 September, 2025.

Carried

8. INFORMATION / CONSENT AGENDA

- a. Consent Agenda / Correspondence

Resolution No: 2025 – 155

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that correspondence items a through d on the Consent Agenda dated September 17, 2025 be received; and

That The Township of Tarbutt supports the Municipality of Tweed resolution seeking the creation of a provincial working group to explore and implement clean incineration, stronger recycling programs and other sustainable waste management practices; and

That The Township of Tarbutt support the resolution from the Municipality of West Nipissing requesting that the Minister of Natural Resources and Forestry reconsider the use of glyphosate-based herbicide across Ontario pending further independent research and risk assessments; and

That The Township of Tarbutt supports the City of North Bay resolution urging the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) funding program a permanent fixture of financial support to northern municipalities.

Carried



9. OTHER BUSINESS

a. Last Call for Tree Giveaway in partnership with Algoma Power

There are still some trees available. The public event for the tree giveaway will be held on Saturday, October 4 from 10:00 at the Johnson Farmers' Market.

b. Relocation of the Planning Board workstation

At its last meeting, the Planning Board requested confirmation from Council of the potential relocation of the Planning Board office, and recommended that a lease agreement be drafted.

Resolution No: 2025 – 156

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

Be it resolved that the report from the CAO/Clerk regarding dedicated time and space for Planning Board business be received; and

That Council support the Planning Board move to a dedicated public day for planning related matters within the next few months; and

That Council authorize the Clerk to work with the Secretary-Treasurer of the Desbarats to Echo Bay Planning Board to prepare a rental agreement for the Township Library.

Carried

c. Community Emergency Preparedness Grant, Round 3

Applications are now being accepted for Round 3 of the Community Emergency Preparedness Grant until October 28, 2025. The Township has applied for this grant twice in the past, and would like the opportunity to apply again for an emergency generator, installation of a potable water system in the Administration building, and other amenities that would assist in Emergency Preparedness. Grants of up to \$50,000 are available per project.

Resolution No: 2025 – 157

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

Be it resolved that staff be authorized to complete and submit an application for Round 3 of the Community Emergency Preparedness Grant for funding of up to \$50,000 for emergency management amenities.

Carried

10. CLOSED SESSION

Resolution No: 2025 – 158



Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that Council move into closed session at 6:20 pm under Section 239 (2) (e) of the *Municipal Act*, 2001, in order to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
Carried

- Superior Court Claim

Resolution No: 2025 – 159
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that Council rise from closed session at 6:48 pm.
Carried

11. CONFIRMATION BY-LAW

Resolution No: 2025 – 160
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that leave be granted to introduce By-law 2025-23, being a By-law to confirm the proceedings of the regular Council meeting held this Seventeenth Day of September, 2025; 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 September, 2025.
Carried

12. ADJOURNMENT

Resolution No: 2025 – 161
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that the regular Council meeting of September 17, 2025 be adjourned at 7:02 pm, to meet again on Wednesday, October 15, 2025 at 6:00 pm, or at the call of the Chair.
Carried

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk