



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, March 18, 2026 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 February 18, 2026. 1 – 5
- 4. DEPUTATIONS / PRESENTATIONS**
- 5. FINANCIAL STATEMENTS**
 - a. Disbursements for the month of February, 2026 6 – 7
- 6. STAFF AND COMMITTEE REPORTS**
 - a. Roads Superintendent Verbal Report
 - b. 2026 Bridge Inspections Amalgamated Tender Results 8-9
 - c. Application for Funding for the MacLennan Hall 10-11
 - d. North Shore Firefighter Challenge 2026 12
 - e. Establishment of a Fire Liaison Committee 13-17
 - f. Application for Zoning By-law Amendment, 55 Barr Road S. 18-23
 - g. Application for Zoning By-law Amendment, 20 Kingfisher 24-30
 - h. Pre Budget Expenditure Requests 31
 - i. 2026 Workplace Health and Safety Statement 32
 - j. Report of the CAO/Clerk
- 7. BY-LAWS**
- 8. INFORMATION / CONSENT AGENDA**
 - a. Information and Correspondence for Council's consideration 33-34
- 9. OTHER BUSINESS**

Update from the ADSAB Representative



10. CLOSED SESSION

Council will move into closed session under Sec. 239 (b) of the Municipal Act in order to discuss personal matters about an identifiable individual, including municipal or local board employees; and Sec. 239 (d) labour relations or employee negotiations.

- Chief Building Official (CBO) Negotiations
- CEMC appointment
- Vacation Allocation

11. CONFIRMATION BY-LAW

12. ADJOURNMENT



THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, February 18, 2026 AT 4:00 pm
Township Council Chambers, 27 Barr Road S.

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

STAFF: Carol Trainor, CAO/Clerk

1. CALL TO ORDER

Mayor Smith called the Regular Council Meeting to order at 4:00. The meeting had been rescheduled, with notice, to an earlier start time due to weather.

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the Regular Council meeting held January 21, 2026.

Resolution No: 2026 – 19

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

Be it resolved that the minutes of the regular council meeting of January 21, 2026 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Disbursements for the month of January, 2026

Resolution No: 2026 – 20

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

Be it resolved that the list of payables for the month of January, 2026 in the amount of \$189,647.95 be approved as circulated.

Carried



6. STAFF AND COMMITTEE REPORTS

a. Roads Superintendent Verbal Report

The Road Super was unable to attend due to weather conditions.

Resolution No: 2026 – 21

Moved by: D. Farrar

Seconded by: D. McClelland

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

Carried

b. Proposed 2026 Roads Resurfacing Projects

Resolution No: 2026 – 22

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the report from the CAO/Clerk and the Road Superintendent regarding 2026 road resurfacing projects be received; and

That Council approve the recommendation of the Roads Committee that the two projects proposed be included in the group tender.

Carried

c. 2025 Annual Building Permit Report

The Clerk noted that the new CBO commenced working early in the year but the new fee schedule did not take effect until half way through the year.

Resolution No: 2026 – 23

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Annual Building Report for 2025 be approved and posted.

Carried

d. MacLennan Hall

Resolution No: 2026 – 24

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the CAO/Clerk regarding concerns at the MacLennan Hall be received; and

That Council authorize staff to take the necessary measures, gathering cost estimates or authorizing work to resolve concerns to make the hall more appealing for renters.

Carried

e. Report of the CAO/Clerk

Resolution No: 2026 – 25



That The Township of Tarbutt support the resolution from the County of Prince Edward strongly urging the provincial government to support Bill 21, the *Protect Our Food Act*, and to take every measure to protect farmland to prevent further losses and ensure the future of agriculture in Ontario; and

That the Township of Tarbutt support the resolution from the Municipality of Highlands East calling on the Provincial and Federal Governments to remove the HST/GST from all new homes purchased as primary residences in Ontario to stimulate new construction.

Carried

9. OTHER BUSINESS

Council discussed a news release from the Ontario Good Roads Association which outlined new road construction standards which would be implemented. No further details are available at this time but staff will investigate.

10. CLOSED SESSION

Resolution No: 2026 – 27

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that Council move into closed session at 4:26 pm under Sec. 239 (b) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees; and Sec. 239 (d) labour relations or employee negotiations.

Carried

a. CEMC Proposal

b. CBO proposal

Resolution No: 2026 – 28

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that Council rise from closed session at 4:40 pm; and

That the information regarding a proposal for CEMC Services, and the provision of Building Official services be received.

Carried

11. CONFIRMATION BY-LAW

Resolution No: 2026 – 29

Moved by: D. McClelland

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2026-06, being a by-law to confirm the proceedings of the Council meeting held this Eighteenth day of February, 2026; and



That said by-law be read a first, and taken as read a second and third time and finally passed this eighteenth day of February, 2026.
Carried

12. ADJOURNMENT

Resolution No: 2026 – 30

Moved by: J. Nagel

Seconded by: U. Abbott

The meeting of February 18 will adjourn at 5:14 pm, to meet again on Wednesday, March 18, 2026 at 6:00 pm.

Carried

Councillor Abbott will not be in attendance at the March 18 meeting.

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk

Payment Log
For the month ending February 28, 2026

Cheque No.	Date	Payee	Amount
5678	02/10/2026	Receiver General - Employee Remittance	\$ 9,861.18
5679	02/10/2026	Policing Contract December 2025	\$ 8,060.00
5680	02/10/2026	Construction Equipment Co - Roads Shop Supplies	\$ 16.73
5681	02/10/2026	Heritage Home Hardware - Shop Supplies	\$ 29.63
5682	02/10/2026	Minister of Finance - EHT 2025 - All staff	\$ 9,508.04
5683	02/12/2026	Hall Rental Rebate	\$ 100.00
5684	02/23/2026	NAPA AUTO PARTS - Fluids	\$ 340.72
5685	02/23/2026	Ironside Consulting Services Inc. - IC annual report	\$ 106.28
5686	02/23/2026	Ledger Management Services - Bookkeeping Services	\$ 254.25
5687	02/23/2026	DataFix - Annual Election Expense	\$ 706.25
5688	02/23/2026	Heritage Home Hardware	\$ 65.78
5689	02/23/2026	RW Medical - Fire Dept. Batteries	\$ 119.83
5690	02/23/2026	Huckson's Water Depot - MacLennan Hall Water Filtration System	\$ 1,817.04
5691	02/23/2026	Algoma District Municipal Association - Annual Membership	\$ 100.00
5692	02/23/2026	NEFEC - Fire Conference Registration	\$ 1,627.20
BILLPAY02.26	02/23/2026	Superior Propane Inc. - MacLennan Hall	\$ 1,419.48
EFT02.13	02/13/2026	Algoma Business Computers	\$ 13.56
eft02.26	02/26/2026	Barriston Law - Legal	\$ 132.21
EFT02.26	02/23/2026	Algoma Office Equipment - Copier and copies	\$ 243.64
EFT02.26	02/23/2026	encompassIT.ca - Monthly Software and service fee	\$ 390.30
EFT02.26	02/23/2026	Superior Propane Inc. - Municipal Office/Roads Garage	\$ 2,560.44
EFT02.26	02/26/2026	Quattra SCS LTD. Alarm and dispatch services	\$ 441.15
EFT02.26	02/26/2026	GFL Environmental Inc - Waste Disposal January	\$ 8,991.53
EFT02.27	02/23/2026	encompassIT.ca - Interim Tax Run	\$ 1,071.56
EFT02/13	02/13/2026	ADSAB Monthly Levy	\$ 32,389.58
EFT02/13/26	02/13/2026	OMERS - Employee Pension January	\$ 5,358.40
DD	02/11/2026	Esso and Mobil Business Card - Fuel	\$ 5,613.00
DD	02/01/2026	Equitable Life - Employee Health Benefits	\$ 3,095.37
DD	02/01/2026	RCAP Lease - Photocopier monthly lease	\$ 93.33
DD	2/10/2026	Algoma Power - Hall	\$ 267.78
DD	2/10/2026	Algoma Power - Municipal Office/Roads/Fire	\$ 752.95
DD	2/10/2026	Algoma Power - Landfill	\$ 224.10
DD	2/2/2026	CIBC Service Charge	\$ 56.00
DD	2/27/2026	CIBC Admin Fee	\$ 25.00
DD	2/27/2026	CIBC Monthly Fee	\$ 55.00
DD	2/27/2026	Paper Statement Fee	\$ 5.00
Payments to Vendors			\$ 95,912.31

*EFT = Payments processed manually from the bank account

*DD = Automatic Withdrawals

VISA	Starlink - Internet Services	\$	158.20
VISA	Canada Post - Tax Mailing	\$	898.35
VISA	Adobe Subscription	\$	105.06
VISA	Zoom	\$	25.98
VISA	Bell Mobility - Fire/Roads/By-law	\$	266.97
VISA	Main Filter-Hydraulic Filters (roads)	\$	283.90
VISA	Bell Canada - Hall	\$	77.16
VISA	Bell Canada - Office	\$	160.42
VISA	Bell Canada - Fire	\$	70.77
VISA	Canadian Tire - Fire Extinguisher Municipal Office	\$	62.14
VISA	AMCTO Membership - JB	\$	282.50
VISA	AMCTO Membership - CT	\$	533.36
VISA	Staples - Office Supplies	\$	326.48
VISA	Huckson's Water Depot - Office Water Jugs - Prepaid	\$	100.00
VISA	Rome's - Cleaning Supplies	\$	123.11
VISA	Canada Post - Tax Mailing	\$	11.53
VISA	AMCTO - Election Training	\$	497.20
	Total Visa Charges	\$	3,983.13
	Total Payroll	\$	35,963.00
	TOTAL PAYMENTS FOR FEBRUARY 2026	\$	135,858.44



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

REPORT TO COUNCIL

Date: March 18, 2026
From: Carol Trianor, CAO/Clerk
Re: 2026 Bridge Inspection Tender Results

BACKGROUND / OVERVIEW

Bridge inspections are required by the Province of Ontario every two years. The last bridge inspections were conducted in 2024, with few recommendations or remediation required by the inspectors, Kresin Engineering.

The Township of Plummer Additional distributes the tender forms every second year, and results this year are attached, with participation from two firms who have not bid in the past, along with one local firm.

Three firms submitted bids for the bridge inspections for five municipalities, with the lowest bid coming in below what has been paid for the last few years. Plummer staff completed reference checks and confirmed that other municipalities were satisfied and could recommend R&R for this work.

FINANCIAL IMPACT

This is a lower price than has been paid in the last several years and has been included in the 2026 budget.

SUMMARY

Bridge inspections are mandatory every two years. Tenders were circulated with three bidders responding. Staff recommend approving the lowest bid by R&R

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding 2026 Bridge Inspections be received; and

That Council approve the bid submitted by R&R in the amount of \$1836.25.

Carol O. Trainor, CAO/Clerk

RFQ 2026-01

Amalgamated Request for Quotes – Bi-annual OSIM Bridge Inspections 2026

Municipality	Tulloch	R&R	Omnia
Plummer	4,692.00	1,723.25	1695.00
Johnson	10,000.50	4,915.50	5,085.00
Laird	4,294.00	2,090.50	2,118.75
St. Joseph	6,158.50	3,107.50	3,390.00
Tarbutt	3,531.25	1,836.25	2,118.75
TOTAL	\$28,676.25	\$13,673.00	\$14,407.50

Bids were opened at 3:15 p.m. on Friday, February 27, 2026 by Liisa Cotnam and Line Webster at the Township of Plummer Additional municipal offices.

Plummer is in favour of the quotes from R&R Engineering <https://www.rrengineering.ca/>

I will call Shuniah Township for whom they have done bridge inspections for a reference.

The submission from Omnia Engineering is disqualified as they did not provide proof of qualifications as required in the RFQ.

The actual quotes were sent password protected and will be sent to you if requested.



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

REPORT TO COUNCIL

Date: March 18, 2026
From: Jillian Hayes Elliott, Treasurer
Re: MacLennan Hall Renovation Project Proposal

BACKGROUND / OVERVIEW

Recent events at MacLennan Hall, including a roof leak and water filtration system repairs, have highlighted the need for improvements to that building in order to meet the levels of service as set out in the Township's Asset Management Plan.

Improvements related to accessibility such as ramps and signage as well as improvements that would bring the aging hall up to building code compliance would be prioritized over aesthetic improvements. MacLennan Hall is also in need of structural improvements that would ultimately extend the life of the building and allow for continued use in the long term.

FINANCIAL IMPACT

NOHFC has two levels of grant funding under the Rural Enhancement Program that may be appropriate for this project. This program provides conditional funding of up to 90%, with a maximum grant of \$200,000 or up to 75%, with a maximum grant of \$500,000.

The Township currently has access to fully funded Canada Community-Building Fund (CCBF) reserves that could be utilized to cover the Township's required contribution.

NOHFC has no application deadline. The program allows communities to ask for increases in funding amounts mid-project should that be necessary. It is not guaranteed that they would approve an increase, but given reasonable justification, a project could be bumped from a small budget to a larger one.

SUMMARY

With the help of an NOHFC Grant and the CCBF, the Township could initiate a significant renovation project at MacLennan Hall with a total project budget of up to either \$220,000 or \$625,000.



This renovation would prioritize addressing accessibility, safety and building code deficiencies ahead of aesthetics. Naturally, a larger budget would allow for a more complete renovation.

It is the hope that any improvements made to the hall would result in additional rentals and increased revenue. While also extending the life of the Township's only Community Centre.

RECOMMENDATION:

Be it resolved that the report from the Treasurer regarding MacLennan Hall Renovations be received; and that

- a) Council approve an application to NOHFC for the Rural Enhancement Program at the \$200,000 funding level, with the Township's contribution not to exceed \$20,000 or 10% of the total project budget; or
- b) Council approve an application to the NOHFC for the Rural Enhancement Program at the \$500,000 funding level, with the Township's contribution not to exceed \$125,000 or 25% of the total project budget; or
- c) Council approve an application to the NOHFC for the Rural Enhancement Programs at the \$200,000 funding level, giving staff leave to request an increase mid project if necessary, with the Township's contribution to be approved by Council at the time the change is approved, not to exceed \$125,000; and

That the quote from RM Frolich to repair the roof of the hall be approved.

Jillian Hayes Elliott, Treasurer



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

REPORT TO COUNCIL

Date: March 18th, 2026
From: Jared Brice, Volunteer Fire Department Training Officer
Re: 2026 North Shore Firefighter Challenge

BACKGROUND / OVERVIEW

The third annual North Shore Firefighter Challenge will be hosted by the Thessalon Fire Department from April 24 to April 26, 2026, at the Thessalon Memorial Arena. The event includes one day of training (Friday April 24) for registered participants. Teams of four (not including a mentor) can participate in a full day (Saturday April 25th) of firefighter challenges.

The challenges focus on coordinated teamwork in rescue intervention scenarios that offer unique, character-building experiences. Events will include donning gear, search and rescue, vent enter search (VES) and rescue intervention team exercises.

The cost of participation has increased to \$300 per team of four, which includes breakfast, lunch, as well as access to the Friday training sessions and the MLFTU. Banquet Dinner tickets are not included in the team fee and are available for an additional \$45/person.

Four newer recruits from the Tarbutt Volunteer Fire Department are eager to attend for training and skill development. Additionally, a team mentor, the Chief, the Deputy Chief and the Training Officer would volunteer and/or assist the team on the day of the Challenge.

On Sunday April 26, the challenge obstacles will be available for attending fire departments to use. Members of the Tarbutt Volunteer Fire Department will be encouraged to participate, with the Training Officer present to provide signoffs where applicable. The benefits of this event are already evident as seen in the department's training sessions leading up to the challenge. A neighboring Fire Department would be notified to provide mutual aid if required.

FINANCIAL IMPACT

The cost of entering one team of four is \$300 and the cost of the four banquet dinner tickets is \$180. \$480 would represent a relatively small amount from the proposed 2026 Fire Department training budget. The expense would fall under the Fire Department Training and Education budget allocation. As the firefighters are volunteers, they will attend without compensation and will carpool to the event where possible.

RECOMMENDATION:

That the report regarding attending the 2026 North Shore Firefighter Challenge from the Training Officer be received; and

That Council approve the Fire Chief's request to register one team of four (4) from the Tarbutt Fire Department to attend training and challenge themselves in the North Shore Firefighter Challenge from April 24-26th, 2026 for \$300; and

That Council approve the Fire Chief's request for an additional \$180.00 for banquet dinner tickets.


Jared Brice, Training Officer



The Township of Tarbutt
27 Barr Road South
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REPORT TO COUNCIL

Date: March 18, 2026
From: Carol Trainor, CAO/Clerk
Re: Establishment of a Fire Liaison Committee

BACKGROUND / OVERVIEW

In effort to provide an atmosphere of collaboration and cooperation, stimulate volunteer retention and recruitment, enhance public safety, share ideas and promote fire and emergency services to the public, many municipalities have established a Committee whose mandate is to act as an integrated body between Council, the volunteer fire department, partner agencies and the community.

This demonstration of due diligence would also help to ensure the safety and continued involvement of the volunteers within the Fire Department, and to open communication in support of training, recruitment, retention, health and safety, and well being of volunteers. A Fire Liaison Committee would encourage the sharing of ideas and opportunities, provide advice, coordination, support and strategic input on fire protection services, emergency response, public safety initiatives highlighting the needs of the department, and of legislative requirements.

The Committee shall not earn any revenue or make expenditures, nor shall it collect or accrue any funds from any source. Members shall be volunteers without remuneration.

A draft Terms of Reference is attached for Council's consideration.

FINANCIAL IMPACT

There is no financial impact as a result of this report, or of establishment of a Committee.

SUMMARY

A Fire Liaison Committee is recommended to act as a conduit for sharing and communication of needs and requirements from the volunteer department to Council, to facilitate opportunities for growth, to demonstrate the needs of the department, to heighten public education and public safety, and to enhance emergency response in the community.



RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the establishment of a Fire Liaison Committee be received; and

That Council approve the staff recommendation to establish a Fire Liaison Committee comprised of two members of Council, the Fire Chief, the CAO/Clerk, one member of the community who is not a member of the Volunteer Fire Department, and a senior Fire Officer.

A handwritten signature in black ink, appearing to read "C. O. Trainor", written over a horizontal line.

C. O. Trainor, CAO/Clerk

**THE TOWNSHIP OF TARBUTT
MUNICIPAL FIRE LIAISON COMMITTEE**

TERMS OF REFERENCE

1. Purpose

The Municipal Fire Liaison Committee (the "Committee") serves as an advisory and communication link between the Volunteer Fire Department (VFD) and the community, Council, and Administration. The Committee provides advice, coordination, support and strategic input on fire protection services, emergency response, fire prevention and public safety.

2. Mandate

The Fire Liaison Committee will:

- Provide input on fire prevention initiatives, public education, capital planning and community outreach programs.
- Support volunteer recruitment and retention
- Increase community awareness of fire and emergency services.
- Support and assist in the promotion and public education initiatives, raising awareness of fire prevention and protection measures, wildfire prevention, emergency preparedness and fire safety campaigns.
- Consider recommendations from the Fire Chief on recruitment and retention, training opportunities and certification requirements
- Consider an annual budget provided by the Fire Chief which enables the department to meet its statutory and community obligations.

3. Authority

The Committee operates under the authority of Council and its authority does not replace the statutory authorities granted to the Fire Chief, Administration, or Council.

The Committee shall support long term planning for fire protection and emergency services, and shall provide input on fire protection policies and procedures, capital planning and equipment needs, training and staff considerations, review automatic aid or mutual aid and inter-agency agreements.

The Committee shall not have decision making authority over operational, personnel or emergency response matters, or any statutory or legislated responsibility of the Fire Chief.

Recommendations made by the Committee shall be forwarded to Council and/or the Fire Chief for consideration.

4. Composition

The Committee shall be comprised of members appointed by Council and may include:

- Two members of Municipal Council
- The Fire Chief or designate
- Municipal Clerk or designate
- A senior fire officer
- One member of the community at large who is not a member of the fire department or municipal staff

5. Appointment and Term

- A Chair will be selected by the members of the committee, whose role will be to preside over all meetings.
- The Committee shall be appointed at the beginning of each term of Council, and the Committee mandate reviewed every four (4) years with the term of Council, or as required.
- Township staff and members of the fire department shall not vote.
- The Committee will aim to reach decisions by consensus, but where consensus cannot be reached, a majority vote shall be counted.

6. Meetings

- Meetings will be held **quarterly** or at the call of the Chair
- Meetings may be open to the public unless confidential matters arise.

7. Reporting

Minutes of Committee meetings shall be recorded by a municipal staff member and provided to Council and to the Fire Chief, with recommendations.

8. Code of Conduct

- All Committee Members must, at all times, act in the best interest of the municipality and the community;
- Respect differing viewpoints;
- Maintain confidentiality and respect the personal information of all persons at all times;

- Avoid conflicts of interest. Any real or perceived conflict of interest shall be declared at the outset of each meeting and noted in the minutes.

9. Review of Terms of Reference

These Terms of Reference will be reviewed upon the appointment of a new committee every four years, or as required to ensure that they remain relevant and effective.

10. Administrative Support

Municipal staff shall provide administrative support including meeting coordination, preparation and distribution of agendas and minutes, and keeping Committee records.



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

REPORT TO COUNCIL

Date: March 18, 2026
From: Carol Trainor, CAO/Clerk
Re: Application to Amend the Zoning By-law, 55 Barr Road S.

BACKGROUND / OVERVIEW

The Township has received an application for a site specific zoning by-law amendment for a property on Barr Road South. A new entrance has been created, with the previous entrance to the property facing Hwy. 17 E. The highway entrance will be closed.

This property is zoned Rural Residential and was purchased in 2025. Several accessory structures and RVs have been removed with the exception of one recreational vehicle used for storage. The owner is seeking an amendment from Sec. 5.2 (f) of the Zoning By-law which provides that accessory buildings such as private garages are permitted incidental to and on the same lot as the principal use, which is Residential.

There is no plan to create a residential use or living quarters, which would be the primary use under the Rural Residential zone. The owner wishes to construct an accessory building to be used as a workshop and storage space without living amenities for personal use only. The building will not be used for commercial purposes. The proposed building meets all other provisions of the Zoning By-law for an Accessory building, such as height, set backs, lot coverage, and is consistent with the character of the area. Algoma Public Health will conduct an inspection and will provide approval for a disposal system prior to construction. The building will largely be out of sight from Hwy 17 and Barr Road.

If there is no opposition to this application proceeding, and if Council is satisfied that there is sufficient information provided, a public meeting will be scheduled in April, providing a minimum of 21 days' notice for public and agency comment, followed by a 21 day appeal period following the decision. If there are no appeals or objections, the site specific zoning amendment would take effect in May, allowing construction to begin in the summer months.

FINANCIAL IMPACT

There is no financial impact as a result of this report. The Zoning Amendment application fee has been paid.



SUMMARY

The owner seeks approval to amend the Zoning By-law to construct a hobby garage for personal workspace on an otherwise vacant lot, without a residential use.

The proposed use is consistent with the character of the area and of the property, and otherwise meets the requirements of an accessory use as provided in the Township's Zoning By-law.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the application to amend the Zoning By-law for the property located at 55 Barr Road S. be received; and
That Council support the Application for Zoning Amendment in principle; and
That a Public Meeting be scheduled in April under Sec. 34 of the Planning Act.

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

THE TOWNSHIP OF TARBUTT

APPLICATION TO AMEND THE ZONING BY-LAW

This application is submitted to request a property specific change to the use of a parcel of land within The Township of Tarbutt, or for a change to the zone standards. I/WE certify that, to the best of my/our knowledge and belief, the particulars given in the following application and accompanying plans are correct. In accordance with the provisions of The *Planning Act*, I/We apply for the change of zoning described in this Application. In addition to the fee payable upon the filing of this Application, I/WE hereby undertake and agree to reimburse The Township of Tarbutt for all reasonable expenses, fees or charges incurred in the processing of this Application.

1. APPLICANT:

Rene Chauvin
Name _____ Phone No. _____
6463 Hwy 17E, Desbarats On. POR1E0.
Mailing Address _____ Postal Code _____

Registered Owner's Authorization:
I/WE, the owner(s) of the subject property, hereby endorse the application.

OWNER(S)

Rene + Karen Chauvin
Name _____ Phone No. _____
561 Lakeshore Dr. Desbarats On. POR1E0
Address _____ Postal Code _____
renechauvin561@gmail.com
E-mail Address _____
[Signature] / Karen Chauvin 2/18/26.
Owner's Signature _____ Date _____

2. AGENT (IF APPLICABLE)

N/A.
Name _____ Phone No. _____
Address _____ Postal Code _____
E-Mail address _____
Title / Relationship to Property Owner _____

3. LOCATION AND DESCRIPTION OF THE LAND

Con 5 PT Lot 9

Lot and Concession No.

6463 Hwy 17E, Desbarats, On, POR1EO

Municipal or Civic Address

- RP IR -13100 - 2202 ACS

- PT1 - 2 PCL 2884 ACS - 2309 ACS

Registered Plan No.

Lot No.

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing section of the Zoning By-laws affecting lands: Section 5(F) - Rural

Residential - Accessory building only

(b) What is the change being sought and the reason? Explain in detail. To build a

garage/workshop without having dwelling built

on same property. Owner reside on Lakeshore Dr.

Desbarats (existing) seek relief from Sec 5-2 ei no reside

(c) Is an amendment to the Official Plan required? Yes _____ No X

If "YES", describe fully the Section, the required change to the Official Plan, and the reason.

N/A.

5. LAND USE

(a) Current use of the land Vacant

(shoreline residential, vacant, farmland, commercial, etc.)

(b) Proposed change to use of the lands and/or buildings: Build Storage/

Hobby garage for personal use

6. REASONS FOR REQUESTING AMENDMENT (Complete as fully as possible.)

Construction of a garage to be used as workshop and for storage space. Personnel use only. Current zoning does not allow for garage without living quarters (house)

7. SUPPORTING INFORMATION TO BE ATTACHED TO THIS APPLICATION 8 copies

(a) Sketch, illustration or survey plan showing:

- Applicant/Owner's total holding in the area (entire parcel)
- Land(s) which are the subject of the proposed amendment
- The location, size and use of all existing building or structures on the subject lands and on immediately adjacent properties

(b) Site Plan Showing (see page 6 for sample site plan)

- Proposed buildings or structures together with height, size, setbacks and exterior design
- Ingress/egress, parking, unloading and driveway areas
- Landscaping, including fencing and buffers.

(c) The applicant is requested to submit any further information which they feel may affect the proposal or support this application.

8. If the application is approved by Council, and the Ontario Land Tribunal where applicable, by what date will the owner:

(a) Commence use of the lands and/or structures for the purpose outlined in the application?

Summer / Fall 2026

(b) Complete construction (if a building is proposed)?

Summer 2027

Information collected on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used only for the purposes for which it is intended, being any requirements under the Municipal Act or the Planning Act and its statutes.

FOR OFFICIAL USE ONLY

Date Received: Feb. 18, 2026

Application No: ZA 2026-01

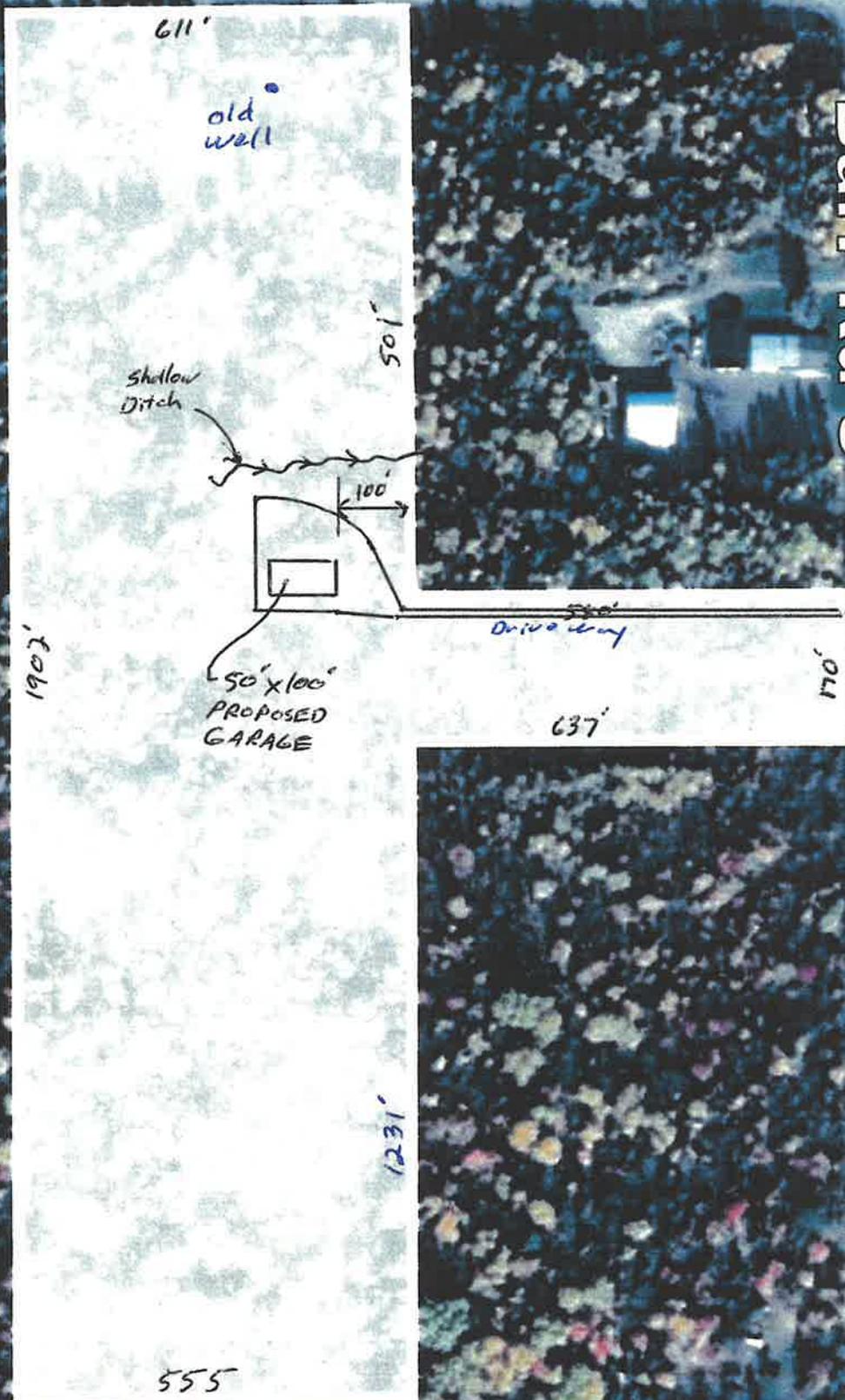
Previous Application: N/A

Checked by: 07

6463 Hwy 17E

Trans Canada Hwy

Barr Rd S





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

REPORT TO COUNCIL

Date: March 18, 2026
From: Carol Trainor, CAO/Clerk
Re: Application to Amend the Zoning By-law, 20 Kingfisher Drive

BACKGROUND / OVERVIEW

The Township has received an application for a site specific amendment to the Township's Zoning By-law, 10-85, for a property on Kingfisher Drive, a private non-maintained road on Pine Island.

This property is zoned Seasonal Residential although in a limited service area. The owner is seeking an amendment to permit the construction of an additional dwelling unit on a residential lot where one dwelling unit already exists. The additional space will be constructed on the second level of a new garage with separate cooking and sanitary facilities and a private entrance from outside. Section 6.2 of the Zoning By-law permits only one residential dwelling unit, and accessory uses, per lot. Section 3.9 of the Township's Zoning By-law provides that not more than one dwelling, together with accessory buildings, shall be placed on a single lot, with exceptions for agricultural properties.

A building permit was issued to the property owner in 2025 to construct a new garage on the property which was largely completed but has not received a final inspection. The intent of the attached application is to permit additional living space on the upper floor of the garage for extended family. Additional detailed plans and a new building permit application will be required outlining use and details of the space including ventilation, electrical and plumbing.

Algoma Public Health requires the leaching bed to be replaced in order to accommodate the additional living space.

If there is no opposition to this application, and if Council is satisfied that there is sufficient information provided, a public meeting will be scheduled in April, providing a minimum of 21 days' notice for public and agency comment, followed by a 21 day appeal period following the decision. If there are no appeals or objections, the site specific zoning amendment would take effect in late May, allowing construction to begin in the summer months.



FINANCIAL IMPACT

There is no financial impact as a result of this report, and the Zoning Amendment application fee has been paid.

SUMMARY

The owner seeks to amend the Zoning By-law to permit the construction of a secondary dwelling unit on the upper level of a new garage in the Shoreline Residential zone. The proposal meets other provisions of the zoning by-law including minimum setbacks, height and lot coverage. The garage where the living space is to be created is still under construction.

The proposed use is consistent with the character of the area and of the property, and otherwise meets the requirements of an accessory use as provided in the Township's Zoning By-law.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the application to amend the Zoning By-law for the property located at 20 Kingfisher Drive be received; and
That Council support the Application for Zoning Amendment, in principle, to permit the addition of a second dwelling unit on the property; and
That a Public Meeting be scheduled in April under Sec. 34 of the Planning Act.

A handwritten signature in black ink, appearing to read "Carol O. Trainor", is written over a horizontal line.

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

THE TOWNSHIP OF TARBUTT
APPLICATION TO AMEND THE ZONING BY-LAW

This application is submitted to request a property specific change to the use of a parcel of land within The Township of Tarbutt, or for a change to the zone standards. I/WE certify that, to the best of my/our knowledge and belief, the particulars given in the following application and accompanying plans are correct. In accordance with the provisions of The Planning Act, I/We apply for the change of zoning described in this Application. In addition to the fee payable upon the filing of this Application, I/WE hereby undertake and agree to reimburse The Township of Tarbutt for all reasonable expenses, fees or charges incurred in the processing of this Application.

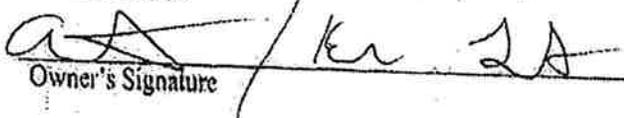
1. APPLICANT:

STEVEN LEISTNER
Name
BOX 884, BEAMSVILLE, ON L0R1B0
Mailing Address Phone No. Postal Code

Registered Owner's Authorization:
I/WE, the owner(s) of the subject property, hereby endorse the application.

OWNER(S)

ANDREW + KATHRYN LEISTNER
Name
4035 BARRY DRIVE, BEAMSVILLE L0R1B7
Address Phone No. Postal Code
aleistner@n1
E-mail Address

 / KR LA
Owner's Signature
NOV 13/25
Date

2: AGENT (IF APPLICABLE)

STEVEN LEISTNER
Name
BOX 884 BEAMSVILLE L0R1B0
Address Phone No. Postal Code
stevenleistner@
E-Mail address

FATHER
Title / Relationship to Property Owner

3. LOCATION AND DESCRIPTION OF THE LAND

LOT 16 PT
PCL 5625 ACS PCL 6921 ACS RP 1R 1230 PT1
Lot and Concession No. P2 2 LOT 15 PT
20 KINGFISHER DRIVE
Municipal or Civic Address

1RP 1230 Registered Plan No. PART 1 Lot No. PLUS 1R-3373 PT 1 PT. (1R-3373 PT 1 PT 2)

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing section of the Zoning By-laws affecting lands: 6.2 PERMITTED USES, ONE RESIDENTIAL DWELLING PER LOT.

(b) What is the change being sought and the reason? Explain in detail. TO ALLOW ADDITIONAL DWELLING UNIT AS THE BY-LAW IS SILENT ON THIS, YET THE OFFICIAL PLAN PERMITS THEM AND MANY HAVE BE APPROVED FOR BUILDING PERMIT

(c) Is an amendment to the Official Plan required? Yes _____ No X

If "YES", describe fully the Section, the required change to the Official Plan, and the reason.

5. LAND USE

(a) Current use of the land SHORELINE RESIDENTIAL
(shoreline residential, vacant, farmland, commercial, etc.)

(b) Proposed change to use of the lands and/or buildings: SEE ATTACHED

6. REASONS FOR REQUESTING AMENDMENT (Complete as fully as possible.)

SEE ATTACHED

7. SUPPORTING INFORMATION TO BE ATTACHED TO THIS APPLICATION 8 copies

- (a) Sketch, illustration or survey plan showing:
 - Applicant/Owner's total holding in the area (entire parcel)
 - Land(s) which are the subject of the proposed amendment
 - The location, size and use of all existing building or structures on the subject lands and on immediately adjacent properties
- (b) Site Plan Showing (see page 6 for sample site plan)
 - Proposed buildings or structures together with height, size, setbacks and exterior design
 - Ingress/egress, parking, unloading and driveway areas
 - Landscaping, including fencing and buffers.
- (c) The applicant is requested to submit any further information which they feel may affect the proposal or support this application.

8. If the application is approved by Council, and the Ontario Land Tribunal where applicable, by what date will the owner:

(a) Commence use of the lands and/or structures for the purpose outlined in the application?
THE ALTERATIONS ON THE INSIDE OF THE EXISTING GARAGE WOULD OCCUR IN SPRING OF 2026

(b) Complete construction (if a building is proposed)?
N/A

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FOR OFFICIAL USE ONLY

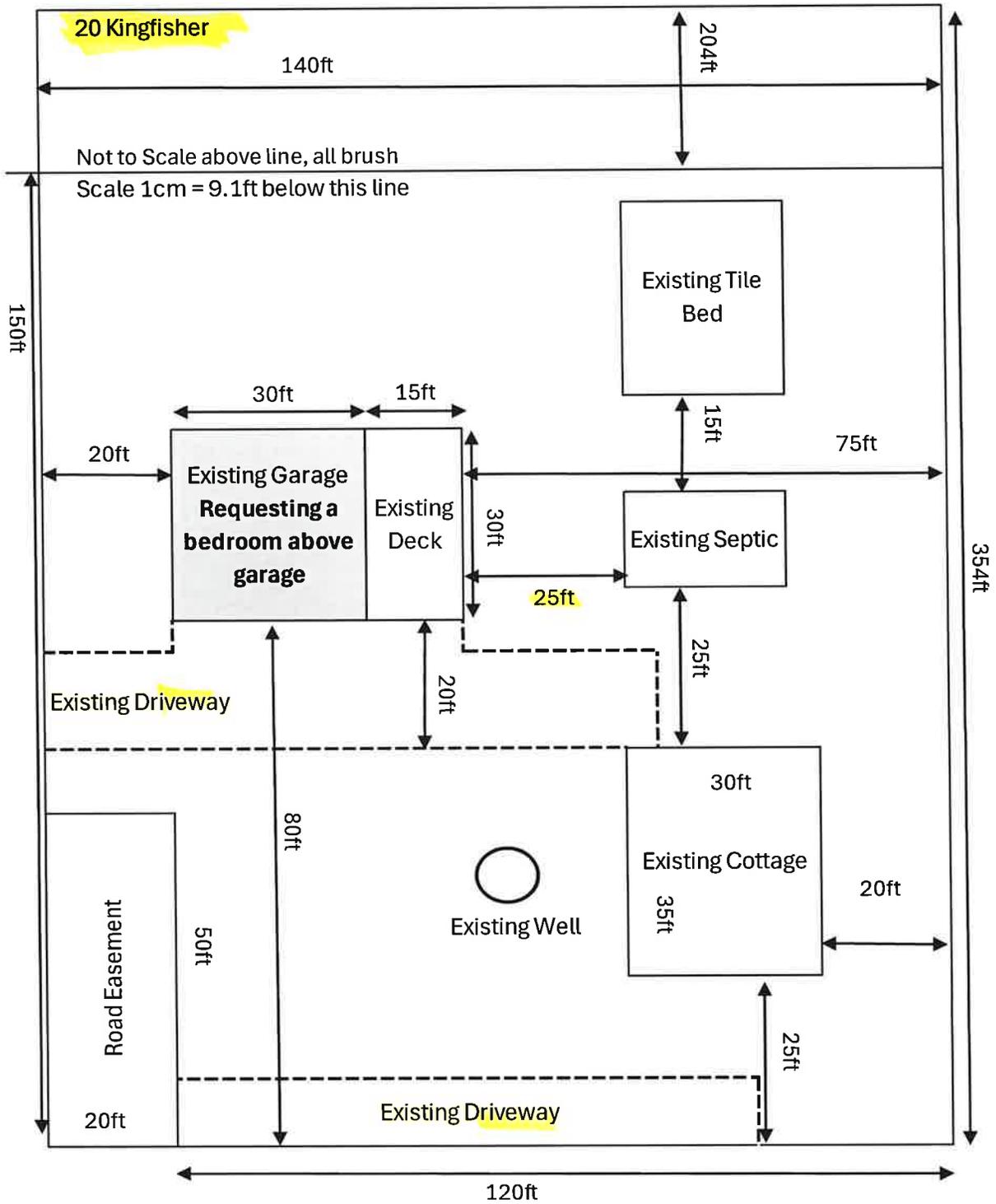
Date Received: March 4, 2026

Application No: ZA - 2026-02

Previous Application: _____

Checked by: [Signature]

Building Permit 2025-05 issued for the garage. Now wish to add living space to second floor.



REVISED -2
Township of Tarbutt
Application to Amend Zoning By-law
20 Kingfisher Drive

5. LAND USE

a) Current use of Land; Shoreline Residential

b) Proposed change to use of the lands and/or buildings;

Converting the use of the existing second storey of the existing garage to an additional dwelling unit.

I have revised as instructed our request to change the use of the lands to permit an additional dwelling unit , what we are requesting seems straight forward (to us, LOL), an amendment to permit the existing second storey of an existing garage to have the permitted use an additional dwelling unit as herein described.

6. REASONS FOR REQUESTING AMENDMENT;

It's purpose is to provide living space for the family. This property was originally severed , by Consent without water front (shoreline) and built for year round use by my uncle (with his wife and 3 children). The current family (my son's) is growing and would like to have more space (not to mention the 2nd washroom). It makes little sense in this day and age to squeeze the 2nd washroom in the existing house. The space being added is only seasonal as there will be not heating system installed.

My immediate family (sons and daughter) own 2 adjoining properties with dwellings on them. We believe in family and as the family grows want sufficient living area to entice all of our family to continue to show up at the same time here at Pine Island were we (our family) have owned real property here for around 100 years. Space for growing family is always an issue.

Again, I have as instructed revised my terminology to state that we are applying for an additional dwelling unit.



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

Date: March 18, 2026
From: Carol O. Trainor, CAO/Clerk
Re: Pre-Budget Expenditure Requests

BACKGROUND / OVERVIEW

In advance of budget deliberations, staff seek approval for expenditures that would normally be approved through the budget process.

- a. The Clerk's attendance at the 2026 AMCTO Conference held June 7 through 10 at Deerhurst Resort. This conference was selling out very quickly, and all accommodations on the conference site are sold out. The Clerk requests approval to attend the conference and pay for registration in advance of the budget.
- b. The second item is new tires for the backhoe, which are proposed as a purchase in 2026. Two tires have blown recently and rather than continuing to spend money to patch or repair, the Road Superintendent wishes to purchase four new tires for the backhoe in advance of the budget being approved.

FINANCIAL IMPACT

AMCTO full conference registration will be allocated to Administration Training and Development in the amount of \$1004.57, and the preferred quotation for four backhoe tires is from MSR Tire Ltd. be approved in the amount of \$5,055.74. Three written quotes were obtained.

SUMMARY

Council approval is requested in advance of budget approval for the above expenditures.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding pre-budget approval for the CAO/Clerk to attend the AMCTO Annual Conference, and Backhoe equipment and repairs be received; and
That Council authorize staff to proceed with the expenditures as provided in the report.



THE TOWNSHIP OF TARBUTT 2026 WORKPLACE HEALTH & SAFETY STATEMENT

The Management and Council of The Township of Tarbutt are committed to preventing the accidental loss of any of its resources, including employees, volunteers and physical assets. Protection of workers from injury or occupational disease is a major continuing objective.

In fulfilling this commitment to protect both people and property, The Township will make every effort to provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to reduce the risk of injury and eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury or illness to any person.

While The Township of Tarbutt, as employer, is ultimately responsible for worker health, safety and wellness, we recognize that the responsibility for health and safety is shared. Supervisors will be held accountable for the health and safety of workers under their supervision, and all employees will be equally responsible for minimizing risk and accidents within our facilities and on our work sites. Safe work practices and job procedures will be clearly identified and supported.

Accidental loss can be controlled through good management in combination with active employee involvement. Every worker must take measures to protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Safety is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with Township safety requirements as they relate to planning, operations, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

It is in the best interest of all parties to consider health and safety in every activity. Ongoing commitment to health and safety will form an integral part of this organization, and every effort will be made to ensure that all parties collaborate in a personal commitment to make safety a way of life.

Lennox Smith, Mayor

Carol O. Trainor, CAO/Clerk

Date

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act and the Regulations for Construction Projects* (current edition).**

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF MARCH 18, 2026
CONSENT AGENDA**

- a. Letter from Algoma Power Inc 1
Re: Donation to Emergency Services
- b. Letter from Crime Stoppers of Algoma 2-3
Re: Crime Stoppers Signage to be placed in visible public locations
- c. Proposed Resolution from AMO 4
Re: Maintain two distinct corporate Boards for OMERS governance
- d. Resolutions from the Municipality of St. Charles
Re: Request that the Assessment Act include a Small northern New Residential property tax class to support new home construction 5-6
- e. Letter from the Sault Ste. Marie Humane Society
Re: 2026 Annual User Fee and Pound Facility Agreement 7-8
- f. Correspondence from OPP Detachment Board – James Bay East
Re: Support development of a Province wide Bail Notification Program 9
- g. Resolution from the Township of North Glengarry 11-12
Re: Extend the annual OCIF envelope beyond its five year term
- h. Message from the National Farmers Union Ontario 13-15
Re: Expanding eligibility and modernizing the Veterinary Assistance Program
- i. Algoma Power Inc. Community Newsletter 16-18
- j. Resolution from the Region of York 18-19
Re: Request the Province to intervene with Circular Materials to ensure fair, consistent and equitable recycling services across Ontario
- k. Resolution from The Township of Perry 20
Re: Support for improved school bus safety initiatives and expansion of stop-arm camera programs
- l. Resolution from The County of Prince Edward 21-22
Re: Request provincial assistance to offset municipal policing costs
- m. Report of the Integrity Commissioner for the year 2025 23