



**THE TOWNSHIP OF TARBUTT**  
**Council Meeting Agenda**  
**Wednesday, April 22, 2026 at 3:00 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 18, 2026, and the Special Council meeting held March 23, 2026. 1 – 13
- 4. DEPUTATIONS / PRESENTATIONS**
  - a. Mitch Marinovitch, Auditor, Stefanizzi Professional Corporation  
Presentation of the 2025 Audited Financial Statements See attached
- 5. FINANCIAL STATEMENTS**
  - a. Presentation of the Draft 2026 Budget See attached
  - b. Disbursements for the month of March, 2026 14-16
- 6. STAFF AND COMMITTEE REPORTS**
  - a. Road Superintendent Report for April, 2026 and minutes of the Roads Committee meeting of February 12, 2026. 17-20
  - b. Road Resurfacing Bid Results 21-24
  - c. Application for EASE Funding 25-27
  - d. NOHFC Application Resolution 28
  - e. Appointment to the Fire Liaison Committee 29
  - f. Review of Election Policies and Procedures 30-37
  - g. 2026 Election Timelines Update 28-39
  - h. Release of a restriction on Pine Island Road 40-42
  - i. Report of the CAO/Clerk
- 7. BY-LAWS**
  - a. A By-law to set the Rates of Taxation for 2026.
  - b. A By-law to renew the Integrity Commissioner contract



- c. A By-law to authorize the Delegation of Authority during an Election Year
- d. A By-law to amend the appointment of a Chief Building Official

**8. INFORMATION / CONSENT AGENDA**

- a. Information and Correspondence for Council's consideration 43

**9. OTHER BUSINESS / ADDENDUM**

**10. CLOSED SESSION**

Council will move into closed session under Sec. 239 (d) labour relations or employee negotiations, and 2. (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and 2. (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- a. Decision of the Judicial Review re: Integrity Commissioner

**11. CONFIRMATION BY-LAW**

A By-law to confirm the proceedings of Council.

**12. ADJOURNMENT**



3a

**THE TOWNSHIP OF TARBUTT**  
**Minutes of the Council Meeting**  
**Wednesday, March 18, 2026 at 6:00 pm**  
**Township Council Chambers, 27 Barr Road S.**

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

**REGRETS:** Ursula Abbott

**STAFF:** Mike Pigeon, Road Superintendent  
Carol Trainor, CAO/Clerk

**1. CALL TO ORDER**

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

**2. DISCLOSURES OF PECUNIARY INTEREST**

**3. PREVIOUS MINUTES**

a. Minutes of the Regular Council meeting held February 18, 2026.

Resolution No: 2026 – 31

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

Be it resolved that the minutes of the Regular Council meeting held February 18, 2026 be adopted as circulated.

Carried.

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

a. Disbursements for the month of February, 2026

Resolution No: 2026 – 32

Moved by: J. Nagel                              Seconded by: D. McClelland

Be it resolved that the disbursements for the period ending February 28, 2026 be approved in the amount of \$135,858.44 as circulated.

Carried





d. North Shore Firefighter Challenge 2026

Resolution No: 2026 – 36

Moved by: J. Nagel

Seconded by: D. McClelland

That the report from the Fire Training Officer regarding attendance at the 2026 North Shore Firefighter Challenge 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 banquet dinner tickets for interested participants.

Carried as amended

e. Establishment of a Fire Liaison Committee

Resolution No: 2026 – 37

Moved by: D. McClelland

Seconded by: D. Farrar

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 recommendation to establish a Fire Liaison Committee comprised of two members of Council, the Fire Chief, the CAO/Clerk, and others to be determined.

Carried as amended

f. Application for Zoning By-law Amendment, 55 Barr Road S.

Resolution No: 2026 – 38

Moved by: J. Nagel

Seconded by: D. McClelland

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 to Amend the Zoning By-law, in principle, for the construction of an accessory structure in the absence of a principle use building; and

That a Public Meeting be scheduled in April under Sec. 34 of the Planning Act.

Carried

g. Application for Zoning By-law Amendment, 20 Kingfisher

Resolution No: 2026 – 39

Moved by: D. McClelland

Seconded by: D. Farrar



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.

Carried

#### h. Pre Budget Expenditure Requests

Resolution No: 2026 – 40

Moved by: J. Nagel

Seconded by: D. McClelland

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.

Carried

#### i. 2026 Workplace Health and Safety Statement

Resolution No: 2026 – 41

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Council of The Township of Tarbutt hereby endorses the 2026 Workplace Health and Safety Statement.

Carried

#### j. Report of the CAO/Clerk

Resolution No: 2026 – 42

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that the Report from the Clerk for March 2026 be received; and

That the Clerk be authorized to enter into a Fuel Services Agreement with The Township of Laird following review of the draft agreement by the Township solicitor; and

That the Desbarats to Echo Bay Planning Board and the Township of Laird be advised that The Township of Tarbutt has no interest in shared ownership of the plotter and that it will be advertised for sale.

Carried

## 7. BY-LAWS

## 8. INFORMATION / CONSENT AGENDA



a. Information and Correspondence for Council's consideration

Resolution No: 2026 – 43

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

Be it resolved that correspondence items a through m on the Consent Agenda dated March 18, 2026 be received; and

That a letter of appreciation be provided to Algoma Power for the donation to emergency services, noting that the funds will be used to send a team of volunteer firefighters to the North Shore Firefighters Challenge; and

The Township of Tarbutt supports the resolution from the Municipality of St. Charles requesting that the Minister of Finance amend the *Assessment Act* to include a Small Northern New Residential property tax class and subclass; and

That The Township of Tarbutt supports the resolution from AMO urging the province to maintain two distinct corporate Boards for OMERS governance to ensure municipal representation and oversight; and

That The Township of Tarbutt support the Resolution from North Glengarry calling on the Province to extend the annual OCIF envelope beyond its current five year term ending in 2026, and to establish a new five year OCIF funding framework enabling long term capital planning and stable cash flow management; and

That The Township of Tarbutt support the resolution from the Region of York asking the Province to intervene to ensure that Circular Materials Ontario (CMO) and its contractors provide fair, consistent and equitable recycling collection service levels across all municipalities in Ontario; and

That the Township of Tarbutt support the resolution from the Township of Perry requesting support for improved school bus safety initiatives and the expansion of stop arm camera programs; and

That the resolution from the County of Prince Edward regarding double digit increases in policing budgets, increased police operating and capital costs, and the negative impact on rural municipalities of these excessive policing costs be endorsed and supported; and

That the 2025 Report of the Integrity Commissioner be received, and that staff be authorized to proceed with renewal of the Integrity Commissioner's contract for a two year term.

Carried

**9. OTHER BUSINESS**



a. Update from the ADSAB Representative

Councillor Nagel reviewed a budget report received by the ADSAB Board noting expenditures for 2026 and proposed projects including two new ambulances, paramedic recruitment, increasing housing stock, a new day care centre in Echo Bay along with other capital projects. J. Nagel advised that the cost of fuel, labour, building and operating expenses continue to escalate, which requires additional levies from the member municipalities.

b. Resolution from Johnson Township re: Landfill ECA amendment

Council considered the resolution provided by The Township of Johnson regarding proposed site work at the landfill. Council felt it was most important to determine whether the MECP would be open to the ECA amendment before any further funds are spent on plans, surveys, or any proposal for work to be done.

Council also noted their desire to adhere to the Procurement By-law, which requires quotations for projects in excess of \$5,000, and the benefit that could be gained from having another environmental engineering firm review the plans.

Council affirmed that either a peer review or second quotation should be obtained for a major capital project such as the Landfill Expansion Study.

Resolution No: 2026 – 44

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the resolution from The Township of Johnson regarding an amended Environmental Compliance Approval (ECA) for the Joint Landfill Site be received; and

That the Ministry (MECP) approval for an amended ECA be pursued as a first step, at a cost not to exceed \$5,000.

Carried

## 10. CLOSED SESSION

Resolution No: 2026 – 45

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that Council move into closed session at 8:00 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

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



Resolution No: 2026 – 46

Moved by: J. Nagel

Seconded by: D. Farrar

Be it resolved that Council rise from Closed Session at 8:18 pm.

Carried

Resolution No: 2026 – 47

Moved by:

Seconded by:

Be it resolved that the closed report from the CAO/Clerk dated March 18, 2026 be received; and

That The Township of Tarbutt gratefully accepts the offer from The Township of St. Joseph to provide Community Emergency Management Coordinator (CEMC) service with an agreement to be forthcoming; and

That Council support amending the Employee Compensation Policy to permit four weeks' vacation after completion of five years of continuous service and one sick day per month for full time employees, which sick time shall not be carried over beyond the end of the calendar year.

Carried

**11. CONFIRMATION BY-LAW**

Resolution No: 2026 – 48

Moved by: J. Nagel

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2026 - 07, being a By-law to confirm the proceedings of the Regular Council Meeting held this Eighteenth day of March, 2026; and

That said By-law be read a first, and taken as read a second and third time and finally passed.

Carried

**12. ADJOURNMENT**

Resolution No: 2026 – 49

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the Regular Council meeting adjourn at 8:48 pm, to meet again on Monday, March 23, 2026 at 3:00 pm for budget deliberations, and on Wednesday, April 20, 2026 for the regular council meeting and presentation of the Audited Financial Statements, beginning at 3:00 pm.

Carried

\_\_\_\_\_  
Lennox G. Smith, Mayor

\_\_\_\_\_  
Carol O. Trainor, Clerk



3a

**THE TOWNSHIP OF TARBUTT**  
**Minutes of the Special Council Meeting**

**MONDAY, MARCH 23, 2026 at 3:00 pm**  
**Tarbutt Municipal Office**  
**27 Barr Road S., Desbarats, Ontario**

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

**STAFF:** Jillian Hayes Elliott, Treasurer  
Paul Ackland, Fire Chief  
Jared Brice, Deputy Clerk/Planning Coordinator  
Mike Pigeon, Road Superintendent  
Carol Trainor, CAO/Clerk

**1. CALL TO ORDER**

Mayor Smith called the Special Council meeting to order at 3:00 in order to discuss the draft 2026 budget.

**2. DISCLOSURES OF PECUNIARY INTEREST**

**3. FINANCIAL AND INVESTMENT UPDATE**

Treasurer J. Hayes presented a report providing a brief update of the Township's current investment and financial situation.

Resolution No: 2026 – 50

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

Be it resolved that the Financial and Investment Update provided by the Treasurer dated March 23, 2026 be received.

Carried

**4. DRAFT 2025 BUDGET**

J. Hayes provided a report regarding tax arrears collection in 2025, one of the primary responsibilities of the Treasurer. The active management of arrears has resulted in greater compliance and a reduction in arrears over previous years.



Resolution No: 2026 – 51

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the Tax Arrears Collection report for 2025 provided by the Treasurer be received.

Carried

#### **a. Projected Revenues**

Total arrears and overdue amounts owing to the municipality are down so tax revenue is closer to where it should be. The draft budget has been prepared with a recommended 3% property tax increase for a total revenue increase of \$37,113.00 in an attempt to stay ahead of inflationary rates on the cost of day to day operations such as fuel, hydro, propane, social services (ADSAB), policing and general operating expenses.

New grants for 2026 include the Community Emergency Preparedness Grant (CEPG) and the Pothole Prevention and Repair Program (PPRP) for 2025/26. The Township also received the Fire Protection Grant for the second consecutive year which funds equipment and supportive systems for cancer prevention.

#### **b. Protection to Persons and Property**

Fire Chief P. Ackland was in attendance to discuss his departmental budget. Training expenses continue to rise due to provincial certification requirements and volunteer turnover. The Township successfully applied for the Fire Protection Grant which will be used to purchase bunker gear. The department is seeking approval to have the bunker gear cleaned at Huron Shores to save the expense of shipping it to North Bay.

The pumper will require new tires which may cost as much as \$10,000 but the Chief felt that this purchase could be deferred to the next budget year. Chief Ackland noted that the tanker is older than the pumper and is a standard, which not all department members are licensed to drive. It will be important to ensure that additional members are trained and certified to drive the tanker this year.

The total proposed Fire budget is \$121,620.21 with no increase to firefighter honourariums in 2026.

Highlights of the “Protection to Persons and Property” budget:

Community Emergency Management benefits from the Community Emergency Preparedness Grant this year. The funds will be used to purchase a new emergency generator, a potable water system for the admin building/fire hall,



and radios. There are not currently enough radios to go around, between the Emergency Control Group and the Fire Department.

Policing costs increased further to \$107,363.00 despite the 11% cap.

Building: The proposed Central Algoma CBO contract has not yet been finalized, and the actual cost is yet to be determined. The amount paid will be a dependent on the number of municipalities that participate in the shared service contract, based on the average number of permits issued over the last four years and the assessment of each municipality.

The total Protection budget is \$183,563.00 (not including Fire).

### **c. Transportation**

The Roads budget has been provisionally approved by the Roads Committee. M. Pigeon advised that the addition of the slip tank and pump should be included, as discussed at the last council meeting, which will save wear and tear on the backhoe and grader, and countless hours for staff driving to fuel up. Under the new arrangement, savings attained on fuel will cover the cost of the slip tank and pump.

This winter has caused a significant increase in fuel consumption, and while some of that cost will be returned from the shared services agreement, the cost of fuel continues to rise.

The small equipment/tools and dust control lines were reduced by \$1000 each, and the bi-annual bridge inspection quote came in under budget. Diesel and gasoline lines were increased to allow for the recent significant increase to fuel prices.

Councillor Farrar supported the purchase of a 12 to 14 foot dump trailer, as discussed in the past. Aside from addressing safety concerns, the dump trailer would save diesel as the backhoe would not be needed for patching. M. Pigeon will look into possible sources and quotations.

J. Hayes recalculated the total Transportation budget to \$438,338.60 to include the above noted items and estimates.

P. Ackland and M. Pigeon left the Budget meeting.

### **d. General Government**

Council, Administration and general operating expenses for 2026 include another significant increase to the cost of daily operations and legal expenses.



Election expenses will be incurred in 2026, estimated to be roughly the same as in 2022 with the same number of staff and systems.

A 2.1% wage increase has been recommended for all employees and Council based on the October 2025 CPI. OMERS contributions have increased slightly as three part time staff are making contributions.

The General Government total for 2026 is \$683,118.27 which includes Council and Administration, school board levies, contract services, the MPAC levy, insurance, auditor and legal expenses.

#### **e. Environmental**

The Joint Landfill Committee has resumed meetings and are discussing moving forward with Johnson taking over administrative management of the site from Tarbutt in 2027. Landfill expenses (waste and recycling) will be shared evenly with Johnson Township for 2026. With the switch to Producer Responsibility for residential recycling as of January 1, the townships will no longer be paying to have recycling removed although there are ancillary expenses with the change.

There will be additional expenses to relocate the scrap metal bin and add a second non household bin to continue to divert waste from the back cell. The goal continues to be to divert as much waste as possible from the cell to extend the life of the landfill. A concrete pad will also be added underneath the bins to prevent ruts and trenching, which causes drainage issues, snow accumulation, difficulty packing, and will ease bin removal.

Johnson engaged Tulloch in 2024 for a feasibility study to investigate the possibility of a new, third cell. At this time the Ministry has not been approached regarding whether such expansion is possible, but this shared expense would be significant.

The total Environmental budget was increased to \$190,091.25.

#### **f. Social, Family and Health Services**

Costs for social services such as affordable housing, children's services, housing services, Social Assistance, paramedic services and board expenses provided by ADSAB are paid by the Township on behalf of residents. Algoma Public Health services as well as annual donations to the local hospital and seniors services provided throughout the district are also paid through property taxes collected by the municipality. The cost of health and social services continues to rise, which is reflected in levies paid by the municipality on behalf of residents.



The total Social, Family and Health Services budget for 2026 is \$451,746.00.

#### **g. Recreation and Cultural Services**

Covering the Library agreement, MacLennan Hall, Parks maintenance, and Recreation, the proposed budget is \$51,162.95.

Staff will be applying to NOHFC for a grant for up to \$200,000 to cover essential interior and exterior upgrades to the MacLennan Hall.

#### **h. Planning and Development**

Covering Planning Board expenses, Zoning By-law and Site Plan Control development, the Township's portion of the Joint Official Plan, and Planning Advisory services, this total is reduced over 2025. The services of a professional planner were required extensively in preparation for and during the OLT hearing. If the Official Plan moves to approval stages in 2026, the Township's Zoning By-law could follow shortly thereafter.

The Planning and Development budget totals \$63,500.

#### **Summary**

Treasurer J. Hayes noted that this budget had been prepared with a recommended 3% tax increase to keep ahead of inflation and ongoing expenses. After deliberation and consideration of needs for 2026, Council recommended a tax increase of 4% to cover known and unknown costs.

Resolution No: 2026 – 52

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the Draft 2026 budget be presented, as amended; and That Council approves the budget with a property tax increase of 4% in 2026 to cover the rising cost of operating expenses.

Carried

#### **5. BY-LAWS**

Resolution No: 2026 – 53

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2026 – 08 being a By-law authorizing the Mayor and the Clerk to enter into agreement with His Majesty the King in Right of Ontario as represented by the Minister of Emergency Preparedness and Response for the Community Emergency Preparedness Grant; and



That said By-law be read a first, and taken as read a second and third time and finally passed this twenty third day of March, 2026.

Carried

Resolution No: 2026 – 54

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2026 – 09 being a By-law to confirm the proceedings of the Special Council Meeting held this Twenty Third day of March , 2026; and

That said by-law be read a first, and taken as read a second and third time and finally passed.

Carried

## 6. ADJOURNMENT

Resolution No: 2026 – 55

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that this Special Council meeting of March 23, 2026 be adjourned at 5:27 pm, to meet again on Wednesday, April 22, 2026 at 3:00 to receive the Audited Financial Statements from the Auditor.

Carried

---

Lennox G. Smith, Mayor

---

Carol O. Trainor, Clerk

**Payment Log  
to the end of March, 2026**

<b>Cheque No.</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
5693	03/02/2026	Landfill Monthly Admin Jan + Feb	\$ 200.00
5694	VOID	Misprint	
5695	03/02/2026	Sault Ste. Marie & District S.P.C.A - Annual Fee	\$ 900.00
5696	03/02/2026	Minister of Finance-OPP Contract	\$ 8,947.00
5697	03/04/2026	Receiver General - Employee Remittance	\$ 9,153.74
5698	03/06/2026	Stefanizzi Professional Corporation - Audit Fees	\$ 11,300.00
5699	03/06/2026	Tenaquip Limited	\$ 41.72
5700	03/06/2026	Desbarats to Echo Bay Planning Brd. - Planning Fees	\$ 183.27
5701	03/12/2026	Fire Training Per Diem JB	\$ 336.96
5702	03/12/2026	Fire Training Per Diem DB	\$ 336.96
5703	03/12/2026	Fire Training Per Diem HH	\$ 376.56
5704	03/12/2026	Fire Training Per Diem RW	\$ 376.56
5705	03/12/2026	McClelland's Hardware - Landfill door handle	\$ 39.38
5706	03/12/2026	MSR Tire Ont. Ltd. - Backhoe Tires	\$ 5,053.74
5707	03/12/2026	Ledger Management Services - T4 Prep	\$ 1,310.80
5708	03/12/2026	Traction Heavy Duty Parts - Shop Supplies: Fluids	\$ 429.71
5709	VOID	Misprint	
5710	03/17/2026	Algoma District School Board Q1	\$ 39,622.00
5711	03/17/2026	Huron Superior Catholic District School Board Q1	\$ 2,694.00
5712	03/17/2026	Conseil scolaire catholique du Nouvel-Ontario Q1	\$ 517.00
5713	03/17/2026	Conseil Scolaire Public Grand Nord de l'Ontario Q1	\$ 94.00
5714	03/12/2026	Paul Ackland - NEFEC Conference Per Diem	\$ 300.00
5715	03/12/2026	Hope Hilllderly- NEFEC Conference Per Diem	\$ 200.00
5716	03/17/2026	Certified Laboratories - Shop Supplies	\$ 348.77
5717	03/23/2026	Township of Laird - Tax Certificate Overpayment	\$ 60.00
5718	03/23/2026	Spadafora Johnson Lepore - Tax Certificate Overpayment	\$ 40.00
5719	03/18/2026	Huckson's Water Depot - Hall Water System	\$ 204.53
5720	03/23/2026	Traction Heavy Duty Parts - Shop Supplies	\$ 67.80
5721	03/23/2026	TESTMARK Labratories - Hall Water Sample	\$ 50.85
5722	03/26/2026	Roads Cell Phone	\$ 150.00
5723	03/26/2026	Brandt - Backhoe Parts	\$ 350.84
5724	03/31/2026	Minister of Finance-OPP Contract	\$ 8,947.00
5725	03/26/2026	North Shore Firefighter Association - 1 Team	\$ 390.00
5726	03/26/2026	Heritage Home Hardware - Roads Supplies	\$ 94.90
5727	03/26/2026	AMCTO - Zone 7	\$ 225.00
5728	03/31/2026	Landfill Monthly - March	\$ 100.00
DD03-16	03/16/2026	Algoma Power Inc. - Office/Roads/Fire	\$ 824.21
DD03.16	03/16/2026	Algoma Power Inc. - Hall	\$ 238.42
DD03.17	03/17/2026	Esso and Mobil Business - Gas and Diesel	\$ 6,217.10
DD03/16	03/16/2026	Algoma Power Inc. - Landfill	\$ 225.42
EFT02.05	03/05/2026	ADSAB - Monthly Levy	\$ 32,389.58
EFT03.05	03/05/2026	encompassIT.ca - Office 360 + Email	\$ 390.30
EFT03.05	03/05/2026	Barriston Law - Legal	\$ 284.76
EFT03.25	03/25/2026	Algoma Office Equipment - Photocopies	\$ 66.64

EFT03.30	03/30/2026	GFL Environmental Inc - Waste Collection	\$	8,060.37
EFT04.07	03/31/2026	Barriston Law - Legal	\$	106.79
EFT04/07	03/31/2026	Barriston Law - Legal	\$	81.36
EFT03.25	03/25/2026	Superior Propane - MacLennan Hall	\$	1,128.35
EFT05.09	03/06/2026	Quattra SCS LTD. - Alarms and Monitoring	\$	441.15
DD	03/01/2026	Equitable Life - Employee Health Benefits	\$	3,095.37
DD	03/01/2026	RCAP Lease - Photocopier monthly lease	\$	93.33
DD	3/6/2026	March - Bell Canada - Hall	\$	76.99
DD	3/6/2026	March - Bell Canada - Office	\$	160.42
DD	3/6/2026	March - Bell Canada - Fire	\$	70.77
DD	3/3/2026	CIBC Service Charge	\$	56.00
DD	3/31/2026	CIBC Admin Fee	\$	25.00
DD	3/31/2026	CIBC Monthly Fee	\$	55.00
DD	3/31/2026	Paper Statement Fee	\$	5.00

**Payments to Vendors** \$ **147,535.42**

\*EFT = Payments processed manually from the bank account

\*DD = Automatic withdrawals from the bank account

VISA		Starlink - Internet Services	\$	158.20
VISA		Canada Post - Registered Mail	\$	16.49
VISA		Adobe Subscription	\$	105.06
VISA		Zoom	\$	25.98
VISA	FEB	Bell Mobility - Fire/Roads/By-law	\$	266.97
VISA	FEB	Bell Canada - Hall	\$	76.99
VISA	FEB	Bell Canada - Office	\$	160.42
VISA	FEB	Bell Canada - Fire	\$	70.77
VISA		Home Deposit - Shop Supplies	\$	188.31
VISA		Princess Auto - Shop Supplies	\$	79.05
VISA		AMCTO Annual Conference	\$	1,004.57
VISA		Municipal Waste Association - 2026 Membership	\$	146.90
VISA		SAGE Software Renewal with Payroll	\$	2,627.25

**Total Visa Charges** \$ **4,926.96**

**Total Payroll** \$ **37,119.51**

**TOTAL PAYMENTS FOR MARCH 2026** \$ **189,581.89**

## Revenue Received March 2026

Bank Interest	Monthly Interest	\$	871.96
Hall Rental Revenue	LDS Church	\$	500.00
	Others	\$	50.00
Exchange Revenue	USD Exchange Retained	\$	785.79
Tax Certificates	Multiple Properties	\$	700.00
Misc. Revenue	Copies, Dog Tags, Trailer Permits etc.	\$	538.00
Landfill Revenue	Tipping Fees	\$	75.00
	Share Shed	\$	157.00
API Microfit	Solar Revenue	\$	237.00
Fire Revenue	MTO Payment for Response	\$	1,141.00
Other Revenue	Aggregate Resources Trust	\$	2,854.93
	Laird Township: Road Revenue February	\$	4,185.00
<b>Total</b>		\$	<b>12,095.68</b>
*Excluding Property Tax Revenue			



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 22, 2026  
From: Mike Pigeon, Road Superintendent  
Re: Report of the Road Superintendent for April, 2026

---

### BACKGROUND / OVERVIEW

Roads crew have been monitoring the flooding, ditches and culverts and beginning to patch potholes.

The Road Superintendent would like to purchase the chainsaw approved in the budget and quoted from Kentvale at slightly over \$600. He would also like to order the slip tank and pump for the truck as soon as possible as there have been numerous issues with the fuel pumps at the gas station. The price of a slip tank and pump combination will come in around \$2500.

The ditching bucket rebuild costs range from \$2500 to \$7800. The lower end bid does not include the cutting edge, but the bidder believes he can straighten it. If not, the cost could increase another \$700 to \$800. The Road Super will work with the bidder toward a cost efficient solution.

### FINANCIAL IMPACT

There is no impact as a result of this report as all items are included in the budget.

### RECOMMENDATION:

Be it resolved that the report from the Road Superintendent for April 2026 be received; and that the Road Superintendent be authorized to proceed with the purchase of the chainsaw, the slip tank, and the rebuild of the ditching bucket in accordance with estimated budget amounts.



**The Township of Tarbutt  
Minutes of the Roads Committee  
Thursday, February 12, 2026  
11:30 am**

PRESENT: David Farrar  
Ursula Abbott

STAFF: Mike Pigeon, Road Superintendent  
Carol Trainor, Clerk

**1. Previous Minutes**

- a. Minutes of previous Roads Committee meetings have been adopted.

**2. 2026 DRAFT Transportation Budget**

- a. Fixed expenses: insurance, wages, OMERS, source deductions.
- b. Proposed Resurfacing Projects:
- a. MacLennan Road, Hwy 17 South to shore
- b. Hardwood Drive, Hwy 548 to MacLennan Road

Both projects are identical in size and scope, being 2100m in length, single surface with fog seal.

The Road Resurfacing Tender is being managed by Plummer Additional. Once vetted by Plummer's legal counsel, the tender form will be circulated to all participating municipalities for review. A decision on participation is required by each Council by February 20, with a proposed tender issue date of March 16, and a closing date of April 23, 2026.

- c. Other Budget items for 2026:

Brushing: Laird Township has a brush head, and staff had hoped to use it but it is difficult to coordinate at the same time that our crew are available, and it would depend on whether we will operate or if they will provide labour. The Road Super hopes they will allow us to use the machine but if not, could use revenue from winter plowing to put toward brushing.

Winter sand: due to two freezing rain events and additional usage in Laird, we are already dipping into next year's reserve of sand. Laird will be providing four 60 ton loads back to us.

Signage: some road signs go missing each year and need to be replaced but the budget amount could likely be reduced.

Puddingstone: Needs gravel, estimate 16 to 20 loads, to be split 50/50 with Johnson.

The F150 is not working well; staff replaced plugs and wires but it is still sputtering. It will need to go to the dealership for a full assessment and may require specialized tools or parts.

Gravel: 28 loads will be needed for McCluskie and Puddingstone.

The Committee suggested a new line item in the budget called Resurfacing Matreial which can be used for any road but covers all, and the Pothole program can be applied. Not for Puddingstone gravel. We are currently using two lines for gravel.

Grader hours and materials can be applied to the pothole program.

Dust Control – five bags will be required in 2026. The price has risen considerably.

Cold patch materials can be reduced to \$6,000 but frost may cause a lot of damage in the spring. This is unknown and dependent on weather and spring thaw.

A neighbouring municipality is applying for an emulsion sprayer, which uses a lot less material and covers a wider area. This type of device could be attached to the F250 with a tank and sprayer.

Backhoe: ditching bucket is worn through. To rebuild the buck would be between \$2000 and \$4600 for a stronger material. Four new tires are needed at a cost of \$5000.

The Road Super is asking again for a dump trailer for gravel and emulsion, producing less wear and tear on the backoe and 4x4. A trailer would cost roughly \$16,000 but is not covered under CCBF funding or the pothole program.

Funding Available: OCIF, CCBF and possibly the return of NORDS. The pothole prevention program is not expected to continue, and will compensate only for fnds spent before March 31, 2026.

### 3. Equipment Requirements

The Road Superintendent is proposing to purchase a rototiller quoted at \$700, which will pay for itself in four years. Primarily used once or twice a year for the playground but could be used at the WI park. A second chainsaw would be helpful as staff use their own as backup. Cordless quoted at \$1400, gas at \$700.

4. **Vehicle Expenses**

- a. See above budget discussion.

5. **Other**

M. Pigeon explained that the East Algoma Road Superintendent's Association has ceased its operations, as the group recently learned about the personal and municipal liability they were incurring as a result of procurement practices. The local road supers will meet on a less formal basis with no fees or treasury, to share and discuss best practices and concerns.

6. **Adjournment**

Committee adjourned at 1:15, to meet again following Council discussion of the budget.



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 22, 2026  
From: Mike Pigeon, Road Superintendent  
Re: 2026 Road Resurfacing Tender Results

---

### BACKGROUND / OVERVIEW

The amalgamated tender for road resurfacing was opened on April 16. There were nine local municipalities involved in the tender for resurfacing. Despite widespread advertising, only one bid was received from Beamish.

Most of the municipalities are in favour of accepting the bid.

The Road Superintendent is suggesting that the fog seal portion of the project be taken out, as the work of the contractor has otherwise been satisfactory. This would further reduce the cost of the project and result in fewer delays, supply shortages and concerns. Without the fog seal, the road surface will begin to deteriorate a few years sooner, but this appears to be the most efficient method of proceeding.

### FINANCIAL IMPACT

With the fog seal, this bid is \$19,000 lower than the estimated budget. If Council accepts the recommendation of the Road Superintendent to renegotiate the project by removing the fog seal, this would further reduce the expense. The impact is to be determined, and staff do not yet know if this proposal will be accepted.

### RECOMMENDATION:

Be it resolved that the report from the Road Superintendent regarding the 2026 Road Resurfacing Bid Results be received; and  
That Council accept the bid from Beamish Construction without the fog seal, at a price to be negotiated.

**SCHEDULE B – PRICING FORM (PER MUNICIPALITY)  
THIS INFORMATION MUST BE INCLUDED WITH THE TENDER SUBMISSION**

The exact location will be determined in the field by the Municipal Road Superintendent  
**THE TOWNSHIP OF** Tarbutt  
**TOWN OF** \_\_\_\_\_

LOCATION	SINGLE or DOUBLE	LENGTH (KM) 1KM=1000M	WIDTH	SQUARE METERS
McLennan Rd	SST w Fog Seal	2100 m	6.7 m	14070 m2
Hardwood Rd	SST w Fog Seal	2100	6.7 m	14070 m2

Unit Pricing	Price per square meter	# of square meters	Total unit cost
Single Surface Treatment			
Double Surface Treatment			
Single w/ fog seal	\$5.59	28 140 m2	\$157,302.60
Double w/fog seal			
<del>Double w/ fog seal</del> Fog Seal only			

Subtotal:	\$157,302.60
HST:	\$20,449.34
<b>TOTAL TENDER PRICE:</b>	<b>\$177,751.94</b>

Contractors must satisfy themselves by personal examination of the Municipal Road system to assess the methods and general requirements of the work.

*Budget est. \$196.*

Company Name: Beamish Construction Inc.

Authorized individual/Contact Person: Lindsay Tallon

Title of Authorized Individual: General Manager

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE SIGNED: April 16 2026

The Corporation of the Township of Plummer Additional  
RFT 2026-02 Surface Treatment Program (Multi-Municipality Project)

Received :

Opened:

Thursday April 16, 2026

Opened by Staff:

Line Webster - CAO-Treasurer(Township of Plummer)  
Lars Moffatt - Treasurer (Township of Jocelyn)  
June Spellman - Treasurer (Town of Brune Mines)

In Attendance:

Chris Cluvey - Beamish .

Company Name / Bidder Name	Bid Amount Including Taxes
Beamish Construction .	\$ 1,445,748.20.

	Company Name	Company Name	Company Name
Bid Submission Requirement	Beamish -		

Completed and signed tender form	✓		
Unit pricing and total pricing	✓		
HST/GST identified separately	✓		
Proof of insurance	✓		
WSIB/Worker's Compensation clearance	✓		
Experience and references (3 Min)	✓		
Equipment list	✓		
Safety Policy and Procedures	✓		

Schedule B- Pricing Forms	✓		
Certified cheque (10% of the total tender price)	✓		



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 22, 2026  
From: Jillian Hayes Elliott, Treasurer  
Re: Enhancing Access to Spaces for Everyone (EASE) Grant Application

---

### BACKGROUND / OVERVIEW

The Ministry for Seniors and Accessibility is currently accepting applications for the Enhancing Access to Spaces for Everyone (EASE) Grant. This is the second round of applications. Applicants can request up to \$60,000 in funding. The application deadline is May 7, 2026, with projects to take place between October 1, 2026 and October 31, 2027.

The ministry will be prioritizing projects that “go above and beyond” current AODA and building code standards (see attached list for some examples). They are looking for projects that are unique and engaging.

MacLennan Hall requires updated permanent entrance ramps and barrier free entrances. Modifications to washroom facilities could include hands free faucets, soap, and paper towel dispensers. A sensory garden and accessible seating outdoors could be added as a unique feature of the project. Other special accessibility features could be added to ensure the project meets the Ministry’s goal of going “above and beyond”.

### FINANCIAL IMPACT

Maximum grant size is \$60,000 per recipient. 100% of eligible project costs can be requested from the Ministry. A single project may include multiple accessibility improvements and/or occur across multiple locations. The Township would only have to contribute to the project(s) if the costs run over \$60,000.

### SUMMARY

This grant is highly competitive and success is not guaranteed. It is likely that the more unique the idea, the better chance of success.

The NOHFC Grant application recently submitted (not yet approved) for MacLennan Hall includes ramps and exterior doors as part of the scope of work. This additional \$60,000 could supplement that funding to ensure special accessibility features like those mentioned above are included in the overall project. \$60,000 would likely not cover the full cost of ramps and entrances.

If Council wishes to consider a project other than the entrances at the Hall, other possible projects could include: the installation of an assistive kayak/canoe launch and accessible washroom facilities at the Women's Institute Park; inclusive playground equipment and added accessibility features at the Birch Hill playground; resurfacing and widening of paths at the Port Findlay Cemetery, with the addition of accessible seating.

In order to strengthen the Township's application, it would be beneficial to review and update the Township's Accessibility Plan and Policy to identify potential project areas as priorities. This update would also assist with future funding applications.

**RECOMMENDATION:**

Be it resolved that the report from the Treasurer regarding the Enhancing Access to Spaces for Everyone (EASE) Grant Application be received; and

That the Township's Accessibility Policy and Plan be updated to clearly identify future accessibility projects; and

- a) Council approve an application for the EASE Grant to address accessibility gaps at MacLennan Community Hall; or
- b) Council approve an application for the EASE Grant to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Jillian Hayes Elliott, Treasurer

## EXAMPLES OF POTENTIALLY-ELIGIBLE PROJECTS

Going above and beyond the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Building Code (OBC) means proposing a project that clearly aims to exceed the minimum accessibility requirements listed in the AODA's [Design of Public Spaces Standards](#) and [OBC](#). These projects could incorporate innovative and inclusive design elements that significantly enhance accessibility and usability for all individuals, including those with disabilities. Examples of this include, but are not limited to: **Universal Design Features:** Adjustable-height countertops, touchless faucets, automatic locks, or other accessible building fixtures, and wide doorways that accommodate all types of mobility aids.

**Retrofits:** Permanent entrance ramps, additional barrier free entrances, multiple universal washrooms or enhancements to current universal washroom(s), change stall(s), and adding additional accessibility features at swimming pools.

**Enhanced Wayfinding Systems:** Expanded braille signage, expanded tactile directional indicators, and high-contrast, large-print maps.

**Outdoor Accessibility Enhancements:** Enhanced and/or expanded accessible parking, wider exterior paths of travel, mobility mats at beaches, charging stations for mobility devices along an accessible trail, adding lights, benches, or ramps to a public trail, accessible outdoor fitness equipment and/or adaptable sporting facilities.

**Public Transportation Improvements:** Accessible transit stops with shelters that have a barrier free path of travel to and from the pickup point, as well as expanded and/or enhanced priority seating on conventional transit vehicles.

**Inclusive Playgrounds:** Additional sensory play area features, accessible swings, and firm, stable, non-slip surface material installation.

**Safe Evacuation Measures:** Emergency evacuation chairs, enhanced safety features in Designated Waiting Areas, increased signage to support evacuation protocols for people with disabilities.

**Employment and Economic Engagement:** Accessible co-working spaces, barrier-free entrances and universal washrooms in job training centres, accessible vendor stalls at farmers' markets or craft fairs, and digital accessibility upgrades such as voice-assisted kiosks or screen-reader-friendly job boards in employment resource hubs.

**Housing:** Enhanced common area navigation supports (e.g., enhanced wayfinding systems in lobbies, corridors, and shared amenity spaces within a group home); accessible building entry and exit improvements (e.g., additional barrier-free access to shared main entrances and exits within a multi-unit social residential home); and the installation of universal design features in shared bathroom, kitchen, and lounges (e.g., adjustable-height or accessible counters in communal living and gathering spaces in a not-for-profit retirement home).



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 22, 2026  
From: Jillian Hayes Elliott, Treasurer  
Re: MacLennan Hall Rejuvenation Project – Resolution for the NOHFC

---

### BACKGROUND / OVERVIEW

A recent application made to the Northern Ontario Heritage Fund Corporation's Rural Enhancement Funding Stream has proceeded to the second stage of the application process. This stage requires the compilation of several more detailed documents to support the overall project.

### FINANCIAL IMPACT

There is no additional financial impact, other than that already presented to Council on March 18, 2026

### SUMMARY

In order to fulfil the second stage of the application process, the NOHFC requires supporting documents including a resolution from Council that uses the wording specified by the program.

### RECOMMENDATION:

Be it resolved that Council for the Township of Tarbutt supports an application to the NOHFC under the Rural Enhancement Funding Stream for the *MacLennan Hall Rejuvenation* project, in the amount of \$200,000; and  
That the Township agrees to contribute 10% of the total project budget and any cost overruns.

---

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: April 22, 2026  
From: Carol O. Trainor, CAO/Clerk  
Re: Appointment of a Fire Liaison Committee, v.2

---

### BACKGROUND / OVERVIEW

At the last regular council meeting, Council approved the establishment of a Fire Liaison Committee to open and enhance lines of communication between the Fire Department, Council, and administration so that the needs of the fire department, as well as administrative policies and processes, are met and openly discussed.

Councilors McClelland and Nagel have both expressed an interest in the two council seats on the Committee, with either the Fire Chief or Deputy Chief, and one other fire officer representing the fire department. Captain Lyle Flood has graciously agreed to be the other fire officer. The CAO/Clerk or a designate will also be in attendance but shall not have voting privileges.

### FINANCIAL IMPACT

There is no financial impact as a result of this report.

### RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the Fire Liaison Committee be received; and  
That Council approve the composition of the Fire Liaison Committee to be Councilor Nagel, Councilor McClelland, the Fire Chief Paul Ackland or designate, Captain L. Flood, and the Clerk or designate.

Carol O. Trainor, CAO/Clerk



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 22, 2026  
From: Carol O. Trainor, CAO/Clerk  
Re: Review of Election Policies and Procedures

---

### BACKGROUND / OVERVIEW

In the year of an election, Clerks are to ensure that past practices, policies and procedures can or should remain in effect for the current election, and affirm any changes to election procedures. At their February meeting, Council confirmed that there would not be a question on the ballot, and also that no alternate voting method was to be used.

At this time, Council is reminded of the *Use of Corporate Resources for Municipal Elections* policy, as well as the Election Sign policy passed in 2022. The Use of Corporate Resources restricts the use of staff time, photocopying, use of the Township laptop, or any access or privileges afforded members of Council during the election period.

Other guidelines or best practices such as use of social media, published materials and public relations will be included in the Candidate's Guide and/or the Clerk's Procedures and will be provided to each candidate as they file their nomination papers after May 1.

### FINANCIAL IMPACT

There is no financial impact as a result of this report.

### SUMMARY

In the year of an election, the Clerk wishes to confirm that Council is aware of policies that exist regarding the use of any corporate resources, including proper use of any Township information, and the use and placement of election signs.

These policies will be distributed to any individual who files a nomination paper between May 1 and August 21, 2026.

### RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding Election Policies and Procedures be received.

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
POLICIES AND PROCEDURES**

POLICY NAME: ELECTION SIGN POLICY ORIGINAL DATE: APRIL 2022  
DEPARTMENT: ADMINISTRATION POLICY NO: EL-01

---

**SCOPE**

This Election Sign Policy is being provided in order to ensure public safety on highways during an election period, and to protect the rights of property owners.

Election Signs shall be a self-supporting sign or advertising device including, but not limited to posters, placards, bulletins, banners, notices, pictures or any combination thereof which advertises or promotes a candidate or third party advertiser in a municipal, provincial or federal election or by-election.

Any Election Sign erected or installed in contravention of this policy may be removed by an employee of The Township of Tarbutt under the direction of the Clerk. The candidate may be liable for the cost of removing the signs and any related costs.

It is a criminal offence to remove, deface or wilfully damage a lawfully erected Election Sign.

**DEFINITIONS**

- a. "Candidate" means a person who has been nominated under Section 33 of the *Municipal Elections Act*.
- b. "Certified Candidate" means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act*.
- c. "Clerk" shall mean the Clerk of The Township of Tarbutt, as appointed, or their authorized designate.
- d. "Highway" shall have the same meaning as in the *Highway Traffic Act, R.S.O. 1990 c.H.8*, as amended.
- e. "Polling Station" means the location where voting will take place.
- f. "Public Property" means property owned by or under the control of the Township or any of its agencies, boards or commissions, including Highways under the jurisdiction of the Province.

- g. "Third Party Advertisement" means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or a question on the ballot.
- h. "Township" means The Township of Tarbutt.
- i. "Township property" means any property owned by or under the jurisdiction of The Township of Tarbutt.
- j. "Voting Place" means the location where voting will take place either on the date of the Advance Vote, or on Election Day.

## **PLACEMENT OF ELECTION SIGNS**

In accordance with Sec. 48(2) of the *Municipal Elections Act*, no person shall:

- a. Place an Election Sign, or cause an Election Sign to be placed on any premises used as a voting place for elections, or on any Highway adjacent to the voting place; or
- b. Place or cause to be placed in or on a vehicle that is parked on any premises used as a voting place for elections an Election Sign that is visible from outside the vehicle.

### **Election Signs shall not be located, erected or displayed:**

- a. On any building or structure, any park or open space owned or operated by the Township, save and except along the road allowances;
- b. Which obstructs, impairs, impedes or hinders the movement or sight lines of vehicular or pedestrian traffic or the visibility of warning devices and traffic signs, including day-lighting triangles at intersections;
- c. On any utility pole or box, traffic sign or commercial sign, planter, bench, bridge, light standard, waste receptacle, mail box, or legally placed structure on any Highway;
- d. On any post, pole or support already containing an official or authorized highway sign erected by the Township or the Province of Ontario.
- e. On private property only with the consent of the property owner.

### **Election Signs shall not:**

- a. Display the Township logo or symbol;

- b. Be located within 100 yards (92 meters) of the Polling Station.
- c. Simulate any traffic sign or signal that directs the movement of traffic, nor interfere with, mislead or confuse traffic by using such words as “stop”, “one way”, or “danger”;
- d. Be painted on, attached to, or supported by a tree, stone or other natural object;
- e. Be erected or placed so as to obstruct, impede or interfere with any fire escape, fire exit, door, window, or any means of access to any building by fire fighters or emergency personnel;
- f. Impede, hinder or prevent vehicular traffic or parking on private or public lands, or on a Highway; or
- g. Have flashing lights or be illuminated;
- h. Be mounted on a trailer or other freestanding structure to facilitate its movement from place to place.

#### **PLACEMENT AND REMOVAL OF ELECTION SIGNS**

- a. All Election Signs shall be removed no later than five (5) days following Election Day. The Candidate shall be responsible for the removal of their Election Signs within the prescribed time frame, and may be liable for the cost of having the signs removed if Township staff are required to remove signage.
- b. Election Signs relating to a Municipal Election shall not be erected or displayed prior to Nomination Day, 45 days before the Municipal Election (Friday May 1).
- c. Election Signs relating to a federal or provincial election shall not be erected or displayed until the day that the writ of election is issued.

Approved at the Council meeting held on April 20, 2022 by Resolution: 2022 – 40.

Confirmed by Council at the meeting held on April 22, 2026 by Resolution 2026 –

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
POLICIES AND PROCEDURES**

POLICY NAME:      Use of Corporate Resources      ORIGINAL DATE: APRIL 2022  
                                 For Municipal Elections

DEPARTMENT:      ADMINISTRATION      POLICY NO: EL-03

---

**Policy Statement:**

The Corporation of The Township of Tarbutt recognizes that it is responsible to ensure fair and equitable treatment of all candidates running for municipal office and to clarify the use of corporate resources during the campaign period.

This policy is intended to:

- a. Ensure compliance with the *Municipal Elections Act*, as amended, with respect to any Township contribution to a municipal and school trustee election campaign;
- b. Ensure candidates and registered third parties are treated fairly and consistently within the municipality;
- c. Ensure the integrity of the election process is always maintained;
- d. Ensure the appropriate use of resources during an election period, in order to:
  - i. protect the interests of members of Council, candidates, registered third parties, staff and the corporation; and
  - ii. ensure accountable and transparent election practices.

**Scope:**

This policy applies to all Members of Council, Candidates and Registered Third Parties in a municipal election during a campaign period, including by-elections.

**Definitions:**

“Act” means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended.

“Campaign Period” for candidates, is the date on which the Nomination Form is filed until December 31 in the year of an election (unless an extension has been requested).

“Campaign Period” for Third Parties is the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of an election.

“Candidate” means a person who has filed a Nomination Form for an office pursuant to Sec. 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the *Education Act*, R.S.O. 1990, c. E.2, as amended.

“Clerk” means the Clerk of The Township of Tarbutt, as appointed, or their designate.

“Corporate Resources” means real property, goods and/or services owned, controlled, leased, acquired or operated by the Township including but not limited to facilities, parks, materials, equipment, monetary funds, technology, websites, social media, intellectual property and supplies.

“Election Day” for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, as amended.

“Election Period” means the time period between the start of the campaign period and the end of the campaign period, which dates differ for each election year.

“Members of Council” means the Council of The Township of Tarbutt.

“Member” means a member of the Council of The Township of Tarbutt.

“Nomination Day” for a regular election is the third Friday in August in the year of the election, as prescribed by the *Municipal Elections Act*, as amended.

“Policy” means this “*Use of Corporate Resources for Municipal Election*” policy.

“Registered Third Party” means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

“Staff” means all full time, part time and contract persons employed by the Township.

“Township” means The Corporation of The Township of Tarbutt.

“Voting Day” means, in a regular election, the fourth Monday in October in the year of the election, or in the case of a by-election, the 45<sup>th</sup> day after Nomination Day, as noted in subs 65(4) of the Municipal Elections Act.

**Purpose:**

The purpose of this policy is to provide a consistent approach regarding the use of Corporate Resources during the election campaign period in accordance with the *Municipal Elections Act*, and to clarify that no Member of Council, Candidate or Registered Third Party shall:

- a. use equipment, supplies, services, staff, or other corporate resources of the municipality (including council budgets) for any election campaign or campaign related activities;
- b. undertake campaign related activities on municipal property, excluding provisions established in the Township’s Election Sign Policy.

- c. Use the services of persons during hours in which those persons receive any compensation from the Municipality for campaign related activities.

**Policy:**

In accordance with the *Municipal Elections Act*, 1996, as amended, Members of Council, candidates or Registered Third Parties shall not, during a campaign period:

- a. Use corporate resources, funding, supplies, services, staff or other resources for any campaign or election related purpose. Resources include but are not limited to:
    - Telephones and voicemail
    - Cellular phones provided or paid by the Township
    - Corporate electronic devices including tablets, laptops and surfaces
    - Printer
    - E-mail
    - Scanner
    - Copier
    - Consumables related to the above equipment such as paper, toner, etc.
    - Township logo, crest, slogans, Township identifiers.
  - b. Use staff to canvas or actively work in support of a candidate or party during normal working hours unless the staff member is on a leave of absence without pay, lieu time, float day or vacation.
  - c. Use corporate IT assets, infrastructure or data (web pages, wireless devices, telephones) to communicate election related messages.
  - d. Use any council or councilor budgets for election related purposes, or to advertise, promote or support any candidate, registered third party or any position related to any questions which may have been authorized to be placed on the ballot.
  - e. Benefit from the use of any corporate pricing established under the Township's purchase or procurement policy.
  - f. Use municipally provided facilities for any campaign related signs in the window or on the premises, as well as displaying any election related material in a municipal administration centre or Council Chambers.
  - g. Use any municipality owned/provided facilities for any election related purposes unless the facility is generally available for rent by the public and it is rented in accordance with the Township's rental policies. Notwithstanding the foregoing, no facility or property shall be rented or used for any election related purpose by members of Council, Candidates, Registered Third Parties, or the public during any day that voting is take place on the property, including the set up, hosting or dissembling activities.
2. The following shall be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year, until Election Day:

- a. All forms of promotion or advertising;
  - b. All printing services or copying, with the exception of communications specifically related to an authorized Township event;
  - c. The ordering of business cards or supplies;
  - d. The ordering of office supplies, except those of an emergency nature.
3. Members of Council may not:
- a. Print or distribute any material paid for with municipal funds for campaigning that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
  - b. Profile or make reference to any individual who is registered as a candidate in any election in any material paid for with municipal funds;
  - c. Print or distribute any material using municipal funds that references, contains photographs, or identifies registered candidates or registered third parties for municipal elections;
  - d. Use any website or domain names that are funded by the Township to include any election related campaign material;
  - e. Use the Township's name in an e-mail address for campaign purposes, i.e. [mayordraft@tarbutt.ca](mailto:mayordraft@tarbutt.ca)
4. All the above provisions also apply to an acclaimed member, or a member who is not seeking re-election.

**Responsibility:**

The Municipal Clerk is authorized and directed to take necessary actions to give effect to this policy. This policy will be reviewed by the Clerk following each Municipal Election and will be updated in accordance with legislative requirements.

**Limitation**

Nothing in this policy shall preclude a Member of Council from performing their job, nor inhibit them from representing the interests of the residents who elected them. It shall also not restrict any "all candidate" meetings held in a Township owner facility.

**Implementation:**

This Policy shall become effective immediately upon approval of Council.

Approved at the Council meeting held on April 20, 2022 by Resolution: 2022 – 40.  
Confirmed by Council at the meeting held on April 22, 2026 by Resolution 2026 –



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 22, 2026  
From: Carol Trainor, CAO/Clerk  
Re: 2026 Municipal and School Board Elections Timeline

---

### BACKGROUND / OVERVIEW

In preparation for the upcoming election, the following dates and helpful hints are provided. Some points and dates have been excluded if they do not apply, i.e. alternate vote counting equipment.

Friday, May 1: Nomination and registration periods begin. In order to file a nomination form, potential candidates must attend the Township Office and provide proof of eligibility along with the required fee. The fee to run as a member of Council is \$100, and the fee to run for Head of Council (Mayor) is \$200.

Upon filing, candidates will be provided with:

- A certificate of the applicable interim maximum amount of allowance expenses.
- A certificate of the applicable interim maximum amount of contributions to a candidate's own election campaign.
- A notice of the penalties related to campaign finances and the refund of the nomination filing fee.

Friday, August 21: **Nomination Day**. s.31. The last day to file nomination forms, in person, between 9:00 am and 2:00 pm. Nomination forms may not be accepted after 2:00 pm, nor are they accepted by e-mail, mail or fax at any time.

A candidate who wishes to withdraw their nomination must notify the Clerk in writing before 2 pm on August 21. Nominations may not be withdrawn after this time and names of any candidates who have not withdrawn their nomination paper will appear on the ballot.

Monday, August 24: All nominations to be examined and certified by the Clerk by 4 pm. s.35(1). Where applicable, the Clerk shall declare any candidates elected by acclamation. s.37(1)

August 24 is also the last day that additional nominations may be filed between 9 a.m. and 2 p.m., if the number of nominations filed and certified is less than the number of persons to be elected to the office. s. 33(5)

Tuesday, September 1: Certified candidates may request a copy of the Voters' List from the Clerk. This request must be in writing, and the candidate will be required to sign an affidavit that the list will be used only for election purposes, and that it will be returned, intact, to the Clerk immediately following the election.



Proxy applications may be filed at the Clerk's office during regular business hours from September 1 to voting day. On advance vote days, the Clerk will be available between 12:00 pm and 5:00 pm to consider and certify proxy applications. s.44(6)

**Monday, October 26: VOTING DAY**

- Voting locations will open at 10:00 a.m. and close at 8:00 p.m.
- The last day for applications to have a name added to or removed from the voters' list, or to have information on the voters' list amended.

Tuesday, October 27: As soon as possible the Clerk shall declare the results and provide information to the public on a website or other electronic format on the number of votes, declined and rejected ballots.

In the event of a tie or in accordance with any recount policy passed by the municipality or school board, the Clerk shall hold a recount within 15 days after the declaration of the results.

November 15, 2026: The new term of office commences. s.6(1) The newly elected council will be deemed to be organized when the declarations of office have been made by a sufficient number of members to form a quorum. This is to occur at the first meeting to be held on Wednesday, November 18, 2026.

December 31: The last day for candidates and registered third party advertisers to provide written notice of a deficit and request the continuation of their campaign period.

**FINANCIAL IMPACT**

There is no financial impact as a result of this report. Budget expenditures have been included in the 2026 budget.

**RECOMMENDATION:**

Be it resolved that the report from the Clerk regarding dates and information for the 2026 Municipal Election be received, with this information to be incorporated into the 2026 Candidates Guide.

Carol O. Trainor, CAO/Clerk



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 22, 2026  
From: Carol O. Trainor, CAO/Clerk  
Re: Restriction on Pine Island Road Properties

---

### BACKGROUND / OVERVIEW

The properties shown on the attached parcel map formerly belonged to various parties who placed a restrictive covenant on the subject lands and those abutting which states "No transfer of the lands shall be made or charge created unless the written consent of the Township of Tarbutt is obtained." The restriction applies to Part of Lot 35 Pine Island Subdivision.

At the request of the owner, the back lot known as 327 Pine Island Road was sold in 2021 after Council agreed to lift the restrictive covenant at the request of the seller. The sliver of land shown as 0544 on the parcel map is already owned by the purchaser. The original owner now wishes to sell the remaining parcel on the water side known as 326 Pine Island Road.

The property to the North had similar restrictions registered. The restrictions on the back piece were deleted when a transfer was first registered. The restrictions on the water piece were deleted ostensibly through consent by the Township. The restriction remains registered only on the piece now being sold.

Through consultation with the Township solicitor, staff believe that the restrictive covenant should be lifted in order for the sale of the final portion may proceed.

### FINANCIAL IMPACT

There is no financial impact as a result of this report or the recommendation, save and except legal fees incurred for the transaction.

### SUMMARY

A restrictive covenant was placed on the properties on both sides of Pine Island Road in 1993. The restriction was lifted on the back lot in 2021 when the parcel was sold.



The same purchaser is now buying the corresponding parcel on the waterfront, and requires that the restrictive covenant be removed on the final parcel to complete the transaction.

**RECOMMENDATION:**

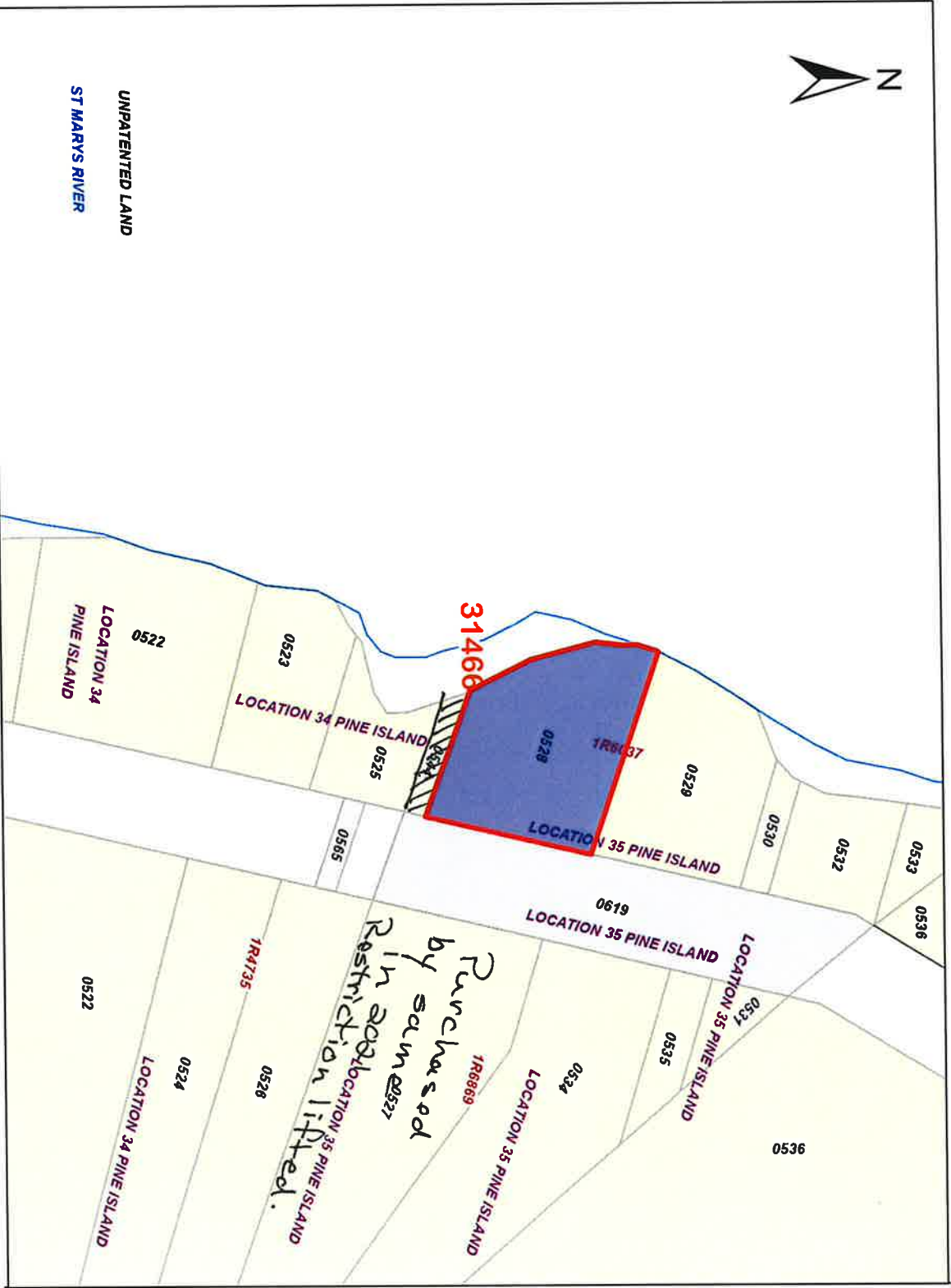
Be it resolved that the report from the CAO/Clerk regarding the 1993 restrictive covenants on the Pine Island Properties be received; and

That the Council of the Township of Tarbutt authorizes the deletion of the Restrictive Covenants registered against property described in PIN 31466-0528(LT) as Instrument LT188583Z, and

That the Mayor and the Clerk be authorized to sign any and all documents required in order to effect the deletion of said Restrictive Covenants.

Carol O. Trainor, CAO/Clerk

42 ac  
326 Pine Island Road



*Purchased by Samuel in 2003. Restriction lifted.*

**ServiceOntario**

PRINTED ON 27 OCT, 2025 AT 16:40:18 FOR HGR05502



**PROPERTY INDEX MAP**  
ALGOMA(No. 01)

- LEGEND**
- FREEHOLD PROPERTY
  - LEASEHOLD PROPERTY
  - LIMITED INTEREST PROPERTY
  - CONDOMINIUM PROPERTY
  - RETIRED PIN (MAP UPDATE PENDING)
  - PROPERTY NUMBER
  - BLOCK NUMBER
  - GEOGRAPHIC FABRIC
  - EASEMENT

**THIS IS NOT A PLAN OF SURVEY**

**NOTES**

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS  
THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY IDENTIFYING PURPOSES ONLY  
FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS  
ONLY MAJOR EASEMENTS ARE SHOWN  
REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



27