



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, September 16, 2026 at 3:00 pm
Township Council Chambers, 27 Barr Road S.

1. CALL TO ORDER UNDER THE PLANNING ACT

This meeting will be called to order under the *Planning Act* to consider the By-law to Adopt the Official Plan for the Desbarats to Echo Bay Planning Area.

2. PRESENTATIONS

- a. Statutory Public Meeting under the *Planning Act*, 1990 to consider an Official Plan for the Desbarats to Echo Bay Planning Board 1

Council received copies of the Draft Official Plan in the spring of 2026, and two open houses were held on July 7, 2026 to provide the public with an opportunity to review the Official Plan and ask questions of the Planning Consultant and staff of the Planning Board.

3. REGULAR COUNCIL MEETING CALL TO ORDER

The Regular Council meeting will be called to order.

4. DISCLOSURES OF PECUNIARY INTEREST

5. PREVIOUS MINUTES

- a. Minutes of the regular Council meeting held July 22, 2026. 2 - 7

6. FINANCIAL STATEMENTS

- a. List of Payables and Receivables for the months ending July 31, 2026 and August 31, 2026 8 - 13

7. STAFF AND COMMITTEE REPORTS

- | | |
|--|---------|
| a. Roads Superintendent Verbal and Roads Committee Minutes | 14 - 16 |
| b. Resurfacing Project, Town Line Road | 17 - 18 |
| c. 2026 Bridge Inspection Report and OSIM Inspection | 19 - 22 |
| d. Application for Tax Adjustment (demolition) | 23 - 24 |
| e. Report of the Cemetery Board dated September 2, 2026 | 25 |
| f. DRAFT Policy to Change Property Ownership | 26 - 29 |
| g. Declaration of Surplus Lands, Port Findlay Road | 30 - 32 |



h. Administrative Update (formerly Report of the Clerk)

8. BY-LAWS

- a. A By-law to Adopt an Official Plan for the Desbarats to Echo Bay Planning Area
- b. A By-law to enter into a Fuel Services Agreement with the Township of Laird

9. INFORMATION / CONSENT AGENDA

- a. Information Items and Correspondence 34

10. OTHER BUSINESS

11. CLOSED SESSION

Council will move into closed session under Sec. 239 2 (b) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees; and Subs. 2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board; and 2 (e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

- a. BLEO monthly retainer
- b. OLT Compliance Update
- c. Government Road By-law Enforcement matter
- d. Judicial Review of Integrity Commissioner Decision

12. CONFIRMATION BY-LAW

13. ADJOURNMENT

**THE TOWNSHIP OF TARBUTT
PUBLIC MEETING UNDER SECTIONS 17 AND 26 OF THE PLANNING ACT
FOR THE ADOPTION OF THE JOINT OFFICIAL PLAN**

In accordance with Sections 17 and 26 of the *Planning Act*, R.S.O., C.P. 13, as amended, The Township of Tarbutt is holding a Public Meeting to adopt the Official Plan for the Desbarats to Echo Bay Planning Board.

The Official Plan is a statement of goals, objectives and policies to guide future growth within the Planning Area townships for a twenty to thirty (20-30) year horizon. The Official Plan for the Desbarats to Echo Bay Planning Board will replace the current Official Plan for The Township of Tarbutt which has been in effect since 2015.

The purpose of this Official Plan is to implement a shared vision for land use planning and development for this Township and other municipalities that form part of the Desbarats to Echo Bay Planning Board area. The Official Plan incorporates new provincial policy directions and considers local planning issues that impact your community.

The Official Plan will apply to all lands within The Township of Tarbutt.

Any person wishing to speak to this matter was directed to contact the Township Clerk by Thursday, September 10 at 12:00 noon to register to participate in the public meeting. No request has been received.

Appeals

If a person or public body would otherwise have an ability to appeal the decision of the Ministry of Municipal Affairs and Housing to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to The Township of Tarbutt before the proposed official plan is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to The Township of Tarbutt before the proposed official plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Is there anyone present who wishes to speak to the proposed By-law?

Do members of Council wish to comment on the proposed By-law?

Hearing no further comment, and having met the requirements for this Public Meeting under the Planning Act, this meeting under the Planning Act is hereby closed at ____ pm.



5a

THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, July 22, 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: Mike Pigeon, Road Superintendent (left the meeting at 5:00 pm)
Jared Brice, Deputy Clerk/Planning Coordinator
Carol Trainor, CAO/Clerk

1. CALL TO ORDER

Mayor Smith called the Regular Council meeting to order at 4:00 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the Regular Council meeting held June 17, 2026.

Resolution No: 2026 – 110

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

Be it resolved that the minutes of the Regular Council meeting held June 17, 2026 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. Disbursements for the period ending June, 2026

Resolution No: 2026 – 111

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

Be it resolved that the payables in the amount of \$195,282.26 and receivables in the amount of \$35,108.42 for the period ending June 30, 2026 be approved.

Carried



6. STAFF AND COMMITTEE REPORTS

a. Roads Superintendent Verbal Report

M. Pigeon reported to council on the need to replace the brush saw. He is working with the Superintendent in Johnson to obtain 140 yards of cover for the landfill and has obtained three quotes, with Gilbertson being the lowest. A resident on McCluskie Road has offered to provide clean, mixed top soil to the township at a very good price for use at the cemetery and parks but not for landfill cover. The concrete bin under the non household bins should be poured next week, weather permitting. Several signs and sign posts have been replaced recently due to theft. Roadside brushing is complete, and resurfacing is scheduled to begin next week.

Resolution No: 2026 – 112

Moved by: D. Farrar

Seconded by: D. McClelland

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

That Council authorize the purchase of a new brush saw that is compatible with the existing saw for parts; and

That the Road Superintendent be authorized to purchase three loads of mixed top soil from McCluskie Road at a cost of \$100/load.

Carried

b. Letter from Property Owners of Range Lights Road

Property owners from Range Lights Road submitted a letter and were in attendance questioning the change in maintenance of the road. Through the Asset Management process, Council has recently learned that Range Lights Road is privately owned and can no longer be seasonally maintained. This road was forced through private lands and was never deeded to the municipality, nor is there any record of how it was originally created.

Resolution No: 2026 – 113

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the letter from the property owners on Range Lights Road regarding seasonal road maintenance be received.

Carried

c. Results of the MacLennan Hall Roofing RFP

Resolution No: 2026 – 114

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the report from the CAO/Clerk regarding the results of the Request for Proposal for the MacLennan Hall Roof Replacement be received; and



That Council approve the recommendation of the Building Committee to award the project to Stobie Mechanical and Welding at a total cost of \$99,369.26, utilizing AES Solar for the solar portion panels; and

That the work commence once confirmation of the NOHFC Grant is received.

Carried

d. Report from the Planning Board regarding Official Plan Open Houses

J. Brice was in attendance to provide detail on the two open houses for the draft Official Plan. There were a total of 17 people in attendance.

Resolution No: 2026 – 115

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the report from the Secretary Treasurer of the Echo Bay to Desbarats Planning Board regarding the Joint Official Plan Open Houses and Next Steps be received.

Carried

e. Fire Protection Grant 2026 – 2027

The Fire Chiefs of Tarbutt and Johnson are discussing the possibility of a joint application for this unit.

Resolution No: 2026 – 116

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that the report from the CAO/Clerk regarding Phase III of the Fire Protection Grant be received; and

That Council support the Application to the 2026-27 Fire Protection Grant for the purchase of a PPE Washer/Extractor with further details regarding installation and ancillary costs to be provided before the application is submitted.

Carried

f. Report of the CAO/Clerk

Resolution No: 2026 – 117

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the Report from the Clerk dated July 22, 2026 be received; and
That the Council of The Township of Tarbutt agree to send a letter of support to the NOHFC Grow Fund for MacFarlane Farms for a Beef Expansion Project; and
That the Deputy Clerk/Planning Coordinator be authorized to register for Part 1 of the Joint Health and Safety Certification training in 2026, and Part 2 in 2027, with costs to be paid by all departments; and

That the CAO/Clerk be authorized to attend the AMCTO Fall Zone 7 meeting in Killarney on September 24, and 25, 2026.

Carried



7. BY-LAWS

a. Appointment of an Integrity Commissioner

Resolution No: 2026 – 118

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law 2026-22, being a By-law to Appoint an Integrity Commissioner for The Township of Tarbutt; and

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

Carried

b. Appointment of a Joint Compliance Audit Committee

Resolution No: 2026 – 119

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that leave be granted to introduce By-law 2026-23, being a By-law to authorize the Appointment of a Joint Compliance Audit Committee for Central Algoma area municipalities; and

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

Carried

8. INFORMATION / CONSENT AGENDA

Resolution No: 2026 – 120

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that correspondence items a through j on the Consent Agenda dated July 22, 2026 be received; and

That The Township of Tarbutt supports the resolution from Clearview Township seeking an adjustment of Public Salary Disclosure in keeping with the inflation rate; and

That The Township of Tarbutt supports the resolution from the District of Parry Sound urging the Governments of Ontario and Canada to prioritize the development of new and upgraded highway rest stops and traveler infrastructure across Northern Ontario; and

That the Township of Tarbutt support the letter from the Municipal Finance Officers' Association urging the Province of Ontario to preserve service levels and permanent double OCIF funding to \$400 million per year to especially help small and rural municipalities preserve their economic foundation; and

That The Township of Tarbutt support the resolution from the Town of Whitby requesting that the Government of Ontario review the role and mandate of the Ontario Land Tribunal (OLT) to ensure greater respect for local planning decisions which align with provincial planning frameworks; to improve the transparency and



accountability of the OLT by requiring clear and detailed reasons when municipal decisions are overturned; and to implement measures to compensate municipalities for the financial burden of defending planning decisions before the OLT; and

That The Township of Tarbutt support the letter from The Town of Bruce Mines regarding the physician shortage in Northern Ontario, and the Practice Ready Ontario (PRO) Program which places an unsustainable burden on small communities left to fill gaps left by the provincial health care system; and

That the Township of Tarbutt supports the resolution from the Municipality of Trent Lakes and the County of Peterborough urging the Province of Ontario to immediately encourage Elections Ontario to prioritize the review of data of Ontario property owners to ensure voter lists are as accurate as possible prior to August 14, 2026.

Carried

9. OTHER BUSINESS

10. CLOSED SESSION

Resolution No: 2026 – 121

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that Council move into closed session at 5:55 pm under Section 239 (2) (b) of the *Municipal Act*, 2001, in order to discuss personal matters about an identifiable individual, including municipal or local board employees; and 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

- Recruitment and Hiring Schedule
- Order to Comply Issued
- Notice of Intent received

Resolution No: 2026 – 122

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that Council rise from closed session at 6:20 pm.

Carried

Resolution No: 2026 – 123

Moved by: U. Abbott

Seconded by: J. Nagel

That the report from the CAO/Clerk and the recommendation of the Personnel Committee regarding the schedule for recruiting and hiring a new CAO/Clerk be received and approved; and

That Council acknowledges the information relating to the Order to Comply issued by the Township's solicitor July 10, 2026.

Carried



11. CONFIRMATION BY-LAW

Resolution No: 2026 – 124

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that leave be granted to introduce By-law 2026 – 24, being a By-law to confirm the direction and proceedings of the regular Council meeting held this Twenty Second day of July, 2026; and

That said by-law be given a first, and taken as read a second and third time and finally passed this Twenty Second day of July, 2026.

Carried

12. ADJOURNMENT

Resolution No: 2026 – 125

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that Council adjourn at 6:24 pm to meet again for their next regular meeting on Wednesday, September 16, 2026 at 4:00 pm or at the call of the Chair.

Carried

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk

ba

Payment Log
For the Month Ending July 31, 2026

Cheque No.	Date	Payee	Amount
5814	07/01/2026	Algoma Public Health - Q3 Levy Payment	\$ 7,295.50
5815-5817		Cheque with June dates	
5818	07/06/2026	Receiver General - Employee remittance	\$ 14,210.16
5819	07/02/2026	Algoma District School Board - Q2 Payment	\$ 40,453.00
5820	07/02/2026	Conseil scolaire catholique du Nouvel-Ontario - Q2 Payments	\$ 532.00
5821	07/02/2026	Huron Superior Catholic District School Board - Q2 Payment	\$ 2,947.00
5822	07/08/2026	Minister of Finance-Policing Contract	\$ 8,947.00
5823	07/08/2026	Spadafora Johnson Lepore - Legal	\$ 3,026.63
5824	07/08/2026	McClelland's Hardware Wasp Spray	\$ 24.52
5825	07/08/2026	Ledger Management Services payroll review	\$ 197.75
5826	07/09/2026	Gilbertson Enterprises - 3 loads gravel	\$ 1,320.00
5827	07/09/2026	Desbarats to Echo Bay Planning Board Official Plan shared fees	\$ 236.16
5828	07/10/2026	Fire Marshal's Public Fire Safety Council - Promotion & Education	\$ 1,203.24
5829	07/10/2026	Fire Marshal's Public Fire Safety Council - Promotion & Education	\$ 46.67
5830	07/10/2026	PPE Solutions Inc - Fire Coveralls	\$ 1,808.00
5831	07/20/2026	Superior Truck Center Fire Vehicle Annual Inspections	\$ 1,779.75
5832	07/31/2026	Landfill Admin fee	\$ 100.00
5833	07/27/2026	ICONIX Waterworks - Pine Island Signage	\$ 206.43
5834	07/27/2026	Ministry of Finance - Fire Dept Training	\$ 455.00
5835	07/27/2026	Breton SmarTek - FireQ Annual Subscription	\$ 1,114.18
5836	07/27/2026	Tenaquip Limited - Janitorial Supplies	\$ 266.70
DD07-01	07/01/2026	MPAC - Q3 Levy	\$ 4,029.06
DD07.01	07/02/2026	Equitable Life Employee Benefits	\$ 3,098.09
DD07.24	07/24/2026	Ibbitson Enterprises - Roadside grass cutting/brushing	\$ 3,065.13
EFT07-13	07/20/2026	Algoma Power Inc. - Office/Roads	\$ 442.03
EFT07.07	07/07/2026	Algoma District Services Admin Brd	\$ 34,213.67
EFT07.07	07/07/2026	Quattra SCS LTD. Monthly alarm monitoring	\$ 441.15
EFT07.10	07/10/2026	WSIB Q2 Payment	\$ 4,271.07
EFT07.10	07/09/2026	encompassIT.ca monthly support	\$ 392.20
EFT07.10	07/10/2026	GFL Environmental Inc June	\$ 10,577.98
EFT07.10	07/09/2026	Township of Plummer Building Expense	\$ 1,847.85
EFT07.13	07/13/2026	Algoma Power Inc. - Landfill	\$ 75.74
EFT07.23	07/15/2026	Algoma Office Equipment	\$ 51.92
EFT07.23	07/14/2026	encompassIT.ca Final Tax Billing	\$ 1,071.56
EFT07/13	07/13/2026	Algoma Power Inc. - MacLennan Hall	\$ 190.40
DD	07/01/2026	Bell - Hall telephone	\$ 76.99
DD	07/01/2026	Bell - Admin telephone	\$ 170.59
DD	07/01/2026	Bell - Fire telephone	\$ 70.77
DD	07/20/2026	Bell Mobility Fire/Roads	\$ 205.66
DD	07/01/2026	ESSO - Gas and Diesel	\$ 2,480.38
DD	07/01/2026	RCAP Photocopier monthly lease	\$ 93.33
DD	7/10/2026	CIBC Ad-Hoc Fees for Payments made	\$ 74.00
DD	7/1/2026	CIBC Admin Fee	\$ 25.00
DD	7/1/2026	CIBC Monthly Fee	\$ 55.00

DD	7/1/2026	Paper Statement Fee	\$	5.00
		Payments to Vendors	\$	153,194.26
		*EFT = Payments processed manually from the bank account		
		*DD = Automatic withdrawals from the bank account		
VISA		Starlink Internet Services	\$	158.20
VISA		Adobe Subscription	\$	105.06
VISA		Zoom	\$	25.98
VISA		Canada Safety Training - WHMIS online	\$	16.89
VISA		Canadian Tire - H2O	\$	21.96
VISA		Cliffe Printing - Envelopes	\$	287.02
VISA		Dr. H.S. Trefry Centre Senior of the Year	\$	48.00
VISA		Homewood Suites - AMCTO Annual	\$	705.12
VISA		ONLANDS - Land Registry parcel maps	\$	36.50
VISA		Cash & Carry - Parks Weed Control	\$	180.33
VISA		Canadian Tire Shop Supplies	\$	398.77
		Total Visa Charges	\$	1,983.83
		Total Payroll	\$	38,209.52
		TOTAL PAYMENTS FOR JULY 2026	\$	193,387.61

Revenue Received July 2026

Bank Interest	Monthly Interest	\$ 1,150.52
Hall Rental Revenue	Monthly Rent	\$ 500.00
	Monthly Expense reimbursement	\$ 2,599.91
Building Permits	Multiple Projects	\$ 8,077.55
Misc. Revenue	Copies, Dog Tags, Trailer Permits etc.	\$ 1,011.75
Misc. Roads Revenue	Civic Numbering	\$ 240.00
	Driveways and Culverts	\$ 4,500.21
Landfill Revenue	Tipping Fees	\$ 820.00
	Scrap Metal	\$ 557.00
API Microfit	Solar Revenue	\$ 1,398.73
Total		\$ 20,855.67

*Excluding Property Tax Revenue

Payment Log
For the month ending August 31, 2026

Cheque No.	Date	Payee	Amount
5837	08/04/2026	Kentvale Merchants Ltd. cleaning supplies	\$ 10.16
5838	08/04/2026	OPP Monthly Policing Contract	\$ 8,947.00
5839	08/04/2026	Cunningham Swan LLP Integrity Commissioner	\$ 6,833.68
5840	08/04/2026	Karhi Contracting Landfill Concrete Pad	\$ 15,076.68
5841	08/07/2026	Kentvale Merchants Ltd. Brush Saw	\$ 648.61
5842	08/10/2026	Receiver General Employee Remittance	\$ 9,731.68
5843	08/12/2026	Algoma District School Board 2025 Reconciliation	\$ 1,067.32
5844	08/12/2026	Ontario Trap Rock Road Resurfacing Materials (OCIF Funded)	\$ 12,538.86
5845	08/18/2026	Beamish Construction Inc Road Resurfacing (OCIF Funded)	\$ 153,734.31
5846	08/17/2026	Fisher's Regalia Fire gear	\$ 117.03
5847	08/11/2026	True North Plumbing MacLennan Hall Water System	\$ 824.90
5848	08/18/2026	Ledger Management Services July payroll review	\$ 113.00
5850	08/25/2026	True North Plumbing Hall Water system	\$ 994.40
5851	08/25/2026	Superior Truck Center Ltd. Grader Repairs	\$ 869.03
5852	08/25/2026	Util-Equip Manufacturing Inc. Ladder Inspections	\$ 550.31
5853	08/25/2026	PPE Solutions Inc Fire Bunker Gear	\$ 3,722.22
5854	08/21/2026	Employee Boot Allowance	\$ 192.09
5855	08/27/2026	Heritage Home Hardware Shop + Office Supplies	\$ 90.46
5856	08/27/2026	Traction Heavy Duty Parts Shop Supplies	\$ 349.48
5857	08/31/2026	Landfill Monthly Admin fee	\$ 100.00
5858	08/31/2026	Fisher's Regalia Fire Gear	\$ 515.28
5859	08/31/2026	Desbarats to Echo Bay Planning Brd. Official Plan consulting fees	\$ 1,957.99
DD08.01	08/03/2026	Equitable Life Insurance of Canada Employee Benefits	\$ 3,098.09
DD08.07	08/07/2026	Esso and Mobil Fuel for Roads	\$ 2,105.25
EFT08-10	08/10/2026	Algoma Power Inc. MacLennan Hall Power	\$ 132.73
EFT08-07	08/04/2026	Superior Propane Inc. Tank Rental Municipal Office	\$ 94.92
EFT08.07	08/04/2026	Superior Propane Inc. Tank Rental Fire Department	\$ 94.92
EFT08.07	08/04/2026	Barriston Law Legal OLT	\$ 569.52
EFT08.07	08/07/2026	GFL Environmental Inc July waste collection	\$ 20,123.41
EFT08.07	08/07/2026	encompassIT.ca Tax Program, MS Office	\$ 392.20
EFT08.07	08/07/2026	Township of Plummer Building Expense July	\$ 1,507.92
EFT08.10	08/10/2026	Algoma Power Inc. Landfill	\$ 42.41
EFT08.18	08/13/2026	Quattra SCS LTD. Fire Alarm Monitoring	\$ 451.83
EFT08.18	08/13/2026	Real Tax Inc. Tax Registration fees	\$ 1,082.54
EFT08.18	08/18/2026	OMERS - June Remittance	\$ 5,560.10
EFT08.20	08/17/2026	Algoma Office Equipment - Copies	\$ 208.53
EFT08.27	08/27/2026	Barriston Law - Legal Services OLT	\$ 462.74
EFT08/07	08/04/2026	Superior Propane Inc. - MacLennan Hall Tank Rental	\$ 140.12
EFT08/10	08/10/2026	Algoma Power Inc. - Office/Roads	\$ 257.07
EFT09.04	08/31/2026	GFL Environmental Inc August waste collection	\$ 15,176.78
EFT18.08	08/18/2026	OMERS - July Remittance	\$ 8,180.40
EFT8.07	08/07/2026	Barriston Law Legal OLT	\$ 186.45
EFTAUG07	08/07/2026	ADSAB Social Services Monthly Fee	\$ 34,213.67
DD	08/01/2026	Bell - Hall telephone	\$ 76.99

DD	08/01/2026	Bell - Admin telephone	\$	170.59
DD	08/01/2026	Bell - Fire telephone	\$	70.77
DD	08/20/2026	Bell Mobility - Fire/Roads	\$	205.66
DD	08/01/2026	ESSO - Gas and Diesel	\$	2,105.25
DD	08/01/2026	RCAP Lease Photocopier monthly lease	\$	93.33
DD	8/10/2026	CIBC Ad-Hoc Fees for Payments made	\$	70.50
DD	8/31/2026	CIBC Admin Fee	\$	25.00
DD	8/31/2026	CIBC Monthly Fee	\$	55.00
DD	8/31/2026	Paper Statement Fee	\$	5.00
Payments to Vendors			\$	315,944.18
*EFT = Payments processed manually from the bank account				
*DD = Automatic withdrawals from the bank account				
VISA		Starlink - Internet Services	\$	169.50
VISA		Adobe Subscription	\$	105.06
VISA		Zoom	\$	25.98
VISA		Hwy 17 Variety - Office Water	\$	22.00
VISA		Food Basics - Janitorial Supplies	\$	17.94
VISA		Dollarama - Office Supplies	\$	10.45
VISA		MTO - Trailer Plate Registration	\$	72.00
VISA		Staples - Office Supplies	\$	103.15
VISA		Canada Post - Postage (Tax Mailing)	\$	669.06
Total Visa Charges			\$	1,195.14
Total Payroll			\$	39,198.00
TOTAL PAYMENTS FOR AUGUST 2026			\$	356,337.32

Revenue Received August 2026

Bank Interest	Monthly Interest	\$ 1,156.41
USD Exchange Retained		\$ 244.78
Hall Rental Revenue	Monthly rental fee	\$ 500.00
Building Permits	Multiple Projects	\$ 260.00
Misc. Revenue	Copies, Dog Tags, Trailer Permits etc.	\$ 9.50
	Tax Certificates	\$ 200.00
Misc. Roads Revenue	Civic Numbering	\$ 140.00
Landfill Revenue	Tipping Fees	\$ 780.00
	Scrap Metal	\$ 670.32
	Share Shed	\$ 312.00
API Microfit	Solar Revenue	\$ 1,323.96
Total		\$ 5,596.97
*Excluding Property Tax Revenue		



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**The Township of Tarbutt
Minutes of the Roads Committee
Wednesday, August 19, 2026
3:00 pm**

PRESENT: David Farrar
Ursula Abbott

STAFF: Mike Pigeon, Road Superintendent
Carol Trainor, Clerk

1. Previous Minutes

- a. Committee members reviewed the minutes of the Roads Committee meeting held February 12, 2026. These minutes have been received by Council.

2. 2026 Transportation Budget Review

- a. Year to date budget for review.

Committee members reviewed the budget, which looks favourable at this point.

- b. Resurfacing Projects Update:

- i. MacLennan Road South

Residents are very happy with the condition of MacLennan Road. There are no concerns from a Township perspective.

- ii. Hardwood Drive, Hwy 548 to MacLennan Road

Some concern was raised regarding the surface of the road and washboard created since the resurfacing. This road would have been a good candidate for fogging, if done properly. The Road Superintendent advised that the excess material and washboard will disperse and smooth out with normal wear and tear.

- iii. Tender Process – issues, concerns questions

M. Pigeon advised that the process went well this year although there were some communication gaps with the contractor trying to confirm a start date. It is unfortunate that there was only one bidder and others declined to participate. Plummer Additional took responsibility for the tendering process, and there were no issues.

c. Proposed Training Area: sea cans, proposal, site plan, expenditures

M. Pigeon explained the rough plan in the back of the Township property for two sea cans with a roof extension between the two for storage, and pointed out the area of proposed work. The roads department requires one additional sea can for storage, and fire requires one for training, and the roof extension between the two will allow for the storage of large vehicles underneath.

The Chief Building Official has advised that a building permit will be required for this type of structure.

Councillor Abbott emphasized that Council has not yet been advised of the plans, and that a site plan and a budget must be presented to Council, and approved, before any money can be spent, or any work begins.

d. 2026 Bridge Inspection Report

The 2026 Bridge Inspection report submitted by R&R Engineering Service was reviewed. The centre culvert on the Pine Island Causeway was of highest concern, and the north causeway culvert and the Shewfelt Creek culvert also rating Fair. The inspection report also included a Bridge Condition Index (BCI) for the structures in accordance with MTO guidelines. This analysis was included at no additional cost, and will be a valuable tool to support the Township's long term capital planning and asset management strategy. The report was circulated to the AMP Consultants as well.

Committee members discussed recommendations in the report, including removing the vegetation on the causeway, but this growth provides a valuable guide for the snowplow and helps to stabilize the bank. The report recommends guard rails be installed, but the Road Super felt that reflective triangles would be sufficient. Repairs to the culverts at the Causeway and Shewfelt Creek, will be very costly projects and outside funding sources will need to be obtained before they can be undertaken.

There was discussion about ownership of the causeway and responsibility to maintain the undercarriage and culverts. This requires further investigation.

e. 2026 Unbudgeted Purchases: grader tires

The grader needs six new tires; three written quotes were obtained for the same tires from local dealers with roughly \$2000 difference between lowest and highest. All quotes include the cost of dismount. M. Pigeon will ask about retreads which may reduce the cost. CCBF funding (formerly Gas Tax) can be accessed to fund this purchase. Committee agreed to accept the lowest quote as follows:

Moved by U. Abbott

Seconded by D. Farrar

Be it resolved that the Roads Committee recommends to Council the purchase of six new grader tires from KalTire at a cost not to exceed \$10,500, including installation.
Carried

3. **Other**

U. Abbott enquired if the backhoe could be used to finish clearing the top left corner of the cemetery where trees and brush are growing over plots to be sold, along with some trimming and pruning. J. Brice will be required to assist to ensure that pins are placed or replaced in the proper location.

The Committee acknowledged that cemetery maintenance is not the role of the Roads crew, but there is no designated cemetery maintenance person, and this particular work would benefit from the roads equipment. Committee members agreed to the work.

The Road Super enquired about overgrowth around headstones. The Cemetery By-law prohibits the planting of any vegetation that will grow to this extent, or to cover headstones, and some of these will need to be removed. Board members will discuss a process for removing the overgrowth, and measures to ensure that such shrubs are not planted.

4. **Adjournment**

The Roads Committee adjourned at 4:45 with no date set for the next meeting.



7b.

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

REPORT TO COUNCIL

Date: September 16, 2026
From: Mike Pigeon, Road Superintendent
Re: Resurfacing Project, Town Line Road

BACKGROUND / OVERVIEW

Township staff and the Roads Committee have agreed to focus on resurfacing of Town Line Road on both sides of Hwy 17. This is a boundary road with Laird Township.

On the south end there is an opportunity to have the Hill pulverized for a fraction of the regular cost as the asphalt pulverizing equipment is in the area. This would save the Township the expense of float fees in the spring, and the contractor is offering a discounted rate of \$2/m² as opposed to the standard \$4/m² which is the usual price, rather than having them return in 2027. The total cost would be roughly \$3000, divided equally between the two townships at \$1500 for Tarbutt's portion.

This opportunity was just brought to the Road Superintendent the first week of September. The Contractor is leaving the area and has offered to perform the work immediately after Labour Day weekend.

The north end of Town Line Road also requires resurfacing but the road is narrow and requires widening before any resurfacing can be performed. The road has a good base on the north side but requires widening on the Tarbutt side. The Township would approach the abutting property owners regarding acquisition of sufficient lands to bring the road up to minimum standards.

The south end of Town Line Road is scheduled for resurfacing in 2027, and the north end could potentially be resurfaced in 2028 following a substantial amount of work and planning.

FINANCIAL IMPACT

The pulverizing of Town Line Road will be a shared expense with Laird Township, and will be funded by the Build Communities Strong Fund. Additional work in preparation of the resurfacing of Town Line Road south will be conducted in 2027. Any work to be done on the north side in 2028 will require additional resources.



SUMMARY

The Road Superintendent, with the support of the Roads Committee, propose to resurface the south portion of Town Line Road in 2027 using federal and provincial funding.

Prep work on this portion of the road will begin in the fall of 2026.

RECOMMENDATION:

Be it resolved that the report from the Road Superintendent regarding preparations for the resurfacing of Town Line Road be received; and

That Council approve the pulverizing of the south end of Town Line Road in 2026, in preparation for resurfacing in 2027 as a shared expense with the Township of Laird; and

That Council consider preparations and negotiations for the widening of the north end of Town Line Road in 2028.

7C

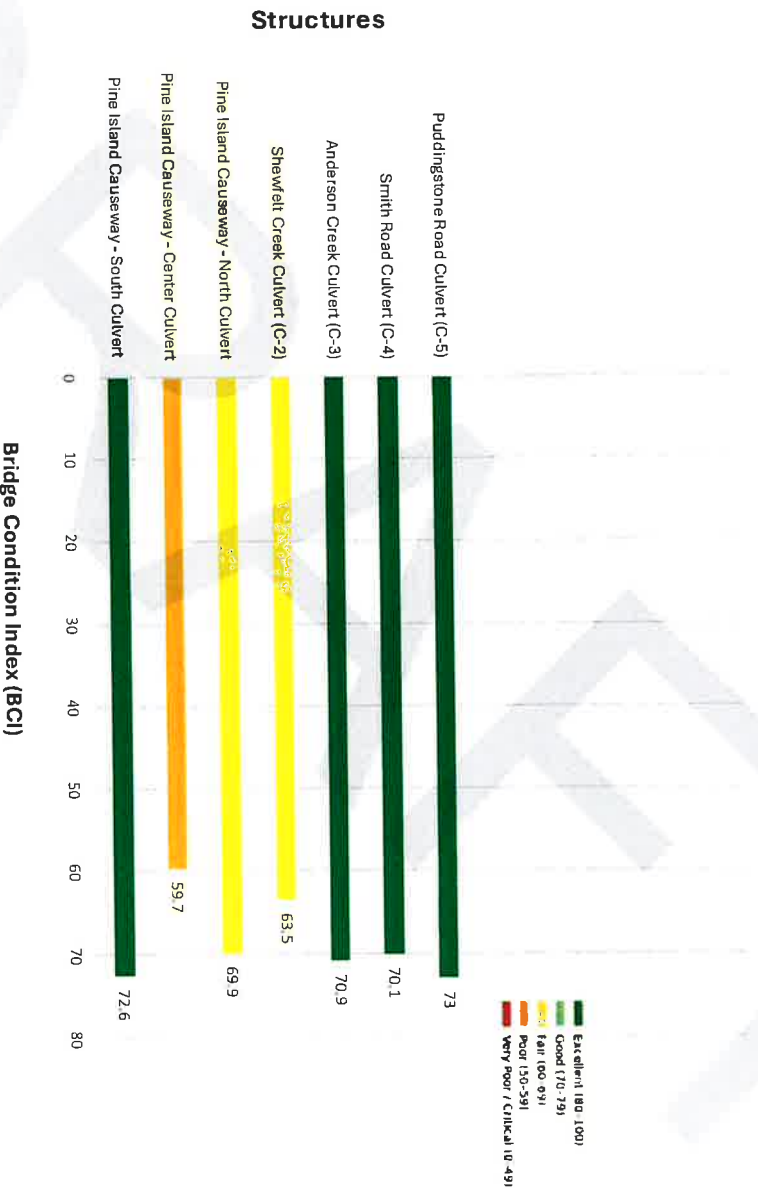


Figure 1: BCI summary for inspected structures

1.0) Introduction

R&R Engineering was retained by the Township of Tarbutt to undertake detailed visual inspections of the municipally owned culverts within their Municipal jurisdiction. In accordance with Ontario Regulation 104/97 - Standards for Bridges, the structural integrity, safety and condition of every bridge shall be determined through the performance of at least one inspection in every second calendar year under the direction of a professional engineer (O. Reg. 472/10, s. 2). The Township's requirement was that the inspections be in accordance with the Ontario Structure Inspection Manual (OSIM).

Following structures were inspected as part of this assignment

Structure No.	Structure Name	Location	Year Built
C-1.1	Pine Island Causeway - South Culvert	1.1km west of Town Line	2003
C-1.2	Pine Island Causeway - Central Culvert	1.1km west of Town Line	2003
C-1.3	Pine Island Causeway - North Culvert	1.1km west of Town Line	2003
C-2	Shewfelt Creek Culvert	280m east of Barr Road	1992
C-3	Anderson Creek Culvert	430m west of Smith Road	2005
C-4	Smith Road Culvert	775m North of Highway 17	2011
C-5	Puddingstone Road Culvert	2.1km N of Government Road	2000

The goal of the inspections is to ensure that an acceptable standard is being maintained for each culvert in terms of public safety, comfort, and convenience. The objectives of the inspections are as follows:

- To identify critical maintenance, rehabilitation, and/or replacement needs of the structures;
- To protect and prolong the useful life of the structures; and,
- To provide a basis for scheduling and funding of the maintenance, rehabilitation repairs, or replacement of the structures.

This report contains completed OSIM inspection forms, relevant photographs, suggested maintenance and capital repairs, and estimated capital costs for major repairs at each site.

2.0) Structure Inspection Methodology

2.1) Inspection Approach

The structures were inspected in accordance with the Ontario Structure Inspection Manual (OSIM), published by the Ministry of Transportation of Ontario (MTO). The inspection program was designed to achieve the objectives of this assignment through a systematic, element-by-element visual assessment of each structure. This approach identifies material defects, performance deficiencies, and maintenance needs, and supports the development of prioritized rehabilitation recommendations and cost estimates.

The "severity and extent" methodology, as outlined in the Preface of the OSIM, was applied to streamline the use of inspection data in estimating bridge rehabilitation needs and associated costs. Under this approach, each element is assessed based on the severity of observed defects and the extent (percentage or quantity) of the element affected.

The inspections were conducted on May 15, 2026, by Roshan Upadhyaya, P.Eng with assistance from Raunak Upadhyaya, P.Eng.

The inspection team employed Unmanned Aerial Vehicle (UAV), binoculars, cameras, tape measures, steel chains, small boat, chest waders, flotation vests, hammers, paint markers, and additional equipment specified in Clause 1.4 of Section 1 under Part 2 of the OSIM to carry out the visual inspection.

2.2) Bridge Condition Index (BCI)

The **Bridge Condition Index (BCI)** is an asset management tool used to quantify the overall condition of a bridge based on the remaining economic worth of its elements. The BCI supports **repair and maintenance planning**; it is **not** an indicator of structural safety.

A newly constructed structure receives a BCI value of 100, which decreases over time. By tracking the rate of BCI deterioration and comparing it against projected decline rates, the Municipality can obtain valuable information for long-term planning and asset management purposes. Theoretically, the reduction in BCI depends on numerous factors, including traffic volume, commercial truck usage, application of de-icing chemicals, environmental exposure, and structural type. Each bridge deteriorates at its own unique rate; however, it is generally expected that the decline starts gradually and intensifies as the structure ages.

As noted, the BCI for a structure range from 0 to 100, and municipal bridge infrastructure can be categorized into several rating ranges as follows:

Table 2-1: Bridge Condition Index (BCI) ranges

BCI Range	Evaluation	Comment
100 - 70	Good	A bridge with a Bridge Condition Index (BCI) exceeding 70 is typically classified as being in good to excellent condition, indicating that repair or rehabilitation efforts are generally not necessary within the forthcoming five years. However, routine maintenance activities, including sweeping, cleaning, and washing, are still advisable.
50 - 70	Fair	A bridge with a BCI between 50 and 70 is typically regarded as being in good to fair condition. It is advisable to schedule any necessary repair or rehabilitation work within the next five years. From an economic standpoint, this timeframe is optimal for conducting major repairs on larger or critical structures. Completing repairs while the bridge falls within this BCI range can significantly enhance the structure's service life.
Less than 50	Poor	A bridge with a Building Condition Index (BCI) rating below 50 is typically classified as being in poor condition, with lower ratings indicating that the structure is approaching the end of its service life. The optimal timeframe for completing necessary repairs or rehabilitation of such structures is approximately one year. However, if it is assessed that replacing the structure would be a more viable, practical, or cost-effective solution than repairing it, the structure may be designated for ongoing monitoring and scheduled for replacement within a timeframe of one to ten years. Priority for replacement increases as the BCI decreases within this timeframe.

Note: The BCI is a planning tool for asset management and budget prioritization. A low BCI does not necessarily indicate that a structure is unsafe. Structural safety is evaluated separately through structural analysis and engineering judgment.

2.1.1) BCI summary for structures

The following summary presents the BCI results for the inspected structures within Johnson Township, organized by condition category from Excellent to Very Poor / Critical. These ratings provide a clear, objective basis for identifying maintenance priorities, allocating rehabilitation resources, and planning future capital investments.



7d

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

REPORT TO COUNCIL

Date: September 16, 2026
From: Carol Trainor, CAO/Clerk
Re: Application for Adjustment of Taxes (demolition)

BACKGROUND / OVERVIEW

A property in Tarbutt containing a residence and a garage, which had fallen into a severe state of disrepair, has had both buildings removed. The owners have submitted an application for adjustment of taxes to reflect that the property is now vacant and no longer contains a residence or any accessory structures.

Section 357 of the *Municipal Act* requires that "*a municipality may cancel, reduce or refund all or part of taxes levied on land in the year of which the application is made ...*" subject to conditions such as the reason for the request or change.

Council will make a decision on such applications, and a response provided within 14 days of the decision. An appeal process is available, should the property owner wish to appeal the decision of Council.

FINANCIAL IMPACT

The actual variance between the current assessed value of the property and the new value, once it has been assessed as a vacant lot, is unknown but is not believed to have a significant impact on the Township's taxation revenue.

SUMMARY

MPAC strongly encourages municipalities to process these adjustments as soon as possible in order to ensure that the assessed value of the property is accurate. An application for adjustment of taxes has been submitted to MPAC for reassessment.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the application for adjustment of taxes at 200 Hwy. 548 be received; and
That Council has no objection to the application to adjust the valuation of the subject property to reflect that it is a vacant property.

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)
Roll number 5714-000-0
Property location 200 HIGHWAY 548
Property description CON 5 LOT 4 N1/2PT PCL 6693 ACS RP 1R5785 PART 5
Municipality/Local taxing authority Township Of Tarbutt

Application number
Application reason Demolition/Razed By Fire
Received date August 19, 2026
Claim relief period **From: August 05, 2026 - To: December 31, 2026**
Taxation year 2026

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2026
OWNR RU R T	139,000	196,000	153,250	167,500	181,750	196,000
Total	139,000	196,000	153,250	167,500	181,750	196,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2026
OWNR VL R T	17,375	24,500	19,156	20,938	22,719	24,500
Total	17,375	24,500	19,156	20,938	22,719	24,500

MPAC Remarks

Notional value of the structures, to which this application pertains, on the assessment roll for 2026 taxation is \$171,500. The use of the notional value provided rests solely with the municipality/local taxing authority and not with the Municipal Property Assessment Corporation.



7e

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

REPORT TO COUNCIL

Date: September 16, 2026
From: Tarbutt Cemetery Board
Re: Report of the Cemetery Board

On September 2, 2026, members of the Cemetery Board met at Port Findlay Cemetery and then the Township Council Chambers. The following recommendation was made:

Be it resolved that the Cemetery Board request a 2026 annual levy from the Township in the amount of \$2,000.00; and

That the Cemetery Board supports the Treasurer's recommendation that the Cemetery Trust Account and GIC Investments be restructured into one operating account for daily revenue and expenses and one High Interest Savings account to hold the perpetual care funds in trust; and

That the Cemetery Board approve an advertising campaign targeted at residents east of Sault Ste. Marie to promote the sale of columbarium niches at Port Findlay Cemetery; and that the Board approves a promotional discount of 10% to be offered until December 31, 2026; and

That the Cemetery Board provide direction to staff regarding the straightening of monuments and how to proceed in locating missing markers at the Port Findlay Cemetery; and

That the Cemetery Board sends a Thank you card to Dalton MacFarlane for the donation of soil to be used at Port Findlay Cemetery; and

That the Cemetery Board authorizes Township staff to reach out to known Interment Rights Holders regarding neglected/overgrown shrubs, plants, and vegetation to inform and request that identifiable objects be removed noting that otherwise they will be removed by the Township; and

That the Cemetery Board approves the removal of tree roots, brush, and other encroaching vegetation in the southeast corner of the cemetery by the Tarbutt Roads Department and that the work be scheduled at a suitable time, subject to operational availability; and

That the Cemetery Board recommend a preferred location for parking signage at the Port Findlay Cemetery with quotes to be provided at the next scheduled Cemetery Board Meeting.

These recommendations are made to seek the support of Council, where applicable.



7f

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

REPORT TO COUNCIL

Date: September 16, 2026
From: Carol Trainor, CAO/Clerk
Re: Draft Change of Property Ownership Policy

BACKGROUND / OVERVIEW

In order to ensure that staff are processing property, ownership and taxation information consistently, the attached draft policy regarding Changes of Ownership is presented for Council's information and approval.

Following a discussion among administrative staff regarding this process, the Clerk conferred with the Township Solicitor, who has confirmed that any change of property ownership (title) to internal systems should only be made upon receipt of notification from a legal office, representing either the purchaser or the seller. Changes to title of a property must be done through a legal process.

While staff sometimes have difficulty determining how to identify the legal representative for either party, accepting the information from other, less reliable sources can lead to tax bills being sent to a wrong party, incomplete or incorrect addresses, result in taxes not being paid and incurring interest, and a breach of personal information.

The exception to this limitation is election information, which can be changed by the Clerk or Election Officials upon notification from an eligible elector that the information on the Voters' List is incorrect or incomplete.

FINANCIAL IMPACT

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

SUMMARY

In order to maintain the security and integrity of property ownership information and resident data, Council is asked to approve the attached policy for implementation.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the process for changes to property ownership be received; and
That Council approve the Change of Property Ownership Policy as presented.

THE TOWNSHIP OF TARBUTT POLICY AND PROCEDURE MANUAL

Policy Name: Ownership Change Policy

Department: Administration

Date Approved: September 16, 2026

Date Amended:

POLICY STATEMENT AND RATIONALE

The Township of Tarbutt has the responsibility and legal authority to change the names of owners on properties within its boundaries. This policy outlines procedures for recording changes to property ownership to ensure that taxation and assessment records are accurate, to reduce liability, to ensure that only eligible voters are listed in election software, to protect municipal revenue, and ensure compliance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

BACKGROUND

The Policy establishes procedures for recording changes to property ownership, updating municipal assessment and billing records, notifying staff of changes, protecting residents' data and personal information, and reducing the liability of inaccurate or incorrect information being directed to a party which is not authorized to receive it.

DEFINITIONS

"Administration" means the CAO, Clerk, Deputy Clerk, Treasurer, or other Administrative staff which may be employed with The Township of Tarbutt from time to time.

"Change in Ownership" means a change of the owner(s) as a result of a sale, conveyance or transfer of present beneficial ownership of real property interests, whether by deed, contract, court order, inheritance, trust transfer, or operation of law.

"Deed" means an executed legal instrument that transfers property ownership from a seller to a buyer and specifies how the ownership is held.

"Election software" means Voterview or Elections Ontario data on eligible electors.

"Estate" means ownership of an interest in the property of a deceased person.

"Land Registry Office" means the regional office for land titles which contains official records of property ownership and other legal interests in Ontario.

"Legal Authority" means written notice received from a law office providing official notification that a property has changed hands, or the ownership has been transferred, conveyed or taken over by another individual.

“MPAC” means the Municipal Property Assessment Corporation.

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

“Ownership” means the legal right of an individual or group to possess, use, control or transfer real property.

“Real Property” means land and anything permanently attached to it.

“TMM” means The Managed Municipality, being the property taxation and financial software program used by The Township for property tax and recording non tax revenue.

OBJECTIVE

The purpose and intent of this policy is to ensure that ownership of properties within the Township is not revised, changed or amended until legal, written notice is received. Prematurely changing the registered property owner may put the municipality at risk, result in a breach of privacy, and may cause properties to fall into arrears.

IMPLEMENTATION

1. When a property is sold, or a property is transferred between family members, or upon the death of an owner, the municipality’s assessment and billing records must be amended to reflect the change in ownership. All title and ownership changes must be legally registered through the Ontario Land Registry office by a real estate lawyer and provided to the municipality.
2. The legal representative of either the purchaser or the seller, must provide the Municipality with a change of ownership, effective date and contact information of the new owner before ownership is changed in TMM and other records.
3. In the event of the death of a property owner where there is no secondary owner registered on title, no changes will be made until written notice is received from a legal office stating that the property has transferred to another person, or has come under the “Estate of” the deceased individual.
4. The property shall remain under the Estate name in TMM until legal notice has been received to make revisions. All Administrative staff must be made aware of the notice and changes.
5. The name of a deceased property owner shall not be removed from TMM based on notification of death, an obituary, a death certificate, funeral notice, a request from family members or from MPAC. Ownership records shall only be amended upon receipt of written notice from a law office confirming the transfer or change in ownership

6. Only after the legal Change of Ownership notice is received shall municipal staff make changes in the tax system, assessment records and other programs.
7. Until legal notice is received, property records shall remain unchanged, although the mailing address may be updated where appropriate for correspondence relating to the estate.
8. All changes in TMM must be recorded in the Notes window for each property, along with the date of change and initials of the staff member making the change.
9. The staff member making the change in TMM shall notify all Administrative staff of the change of ownership by e-mail or by providing a copy of the legal notice.

The municipality may issue an updated property tax notice to the new owner detailing any outstanding amounts and upcoming instalments only after legal notification is received.

EXCEPTIONS

Election Software such as Voterview/Datafix, or the Elections Ontario system, provides the Clerk of a municipality, or designate, with the discretionary authority to remove electors from the list by reason of relocation, death, or other reasons. The Clerk may remove electors from these systems based on obituaries or at their discretion in order to avoid next of kin receiving a Voter Notification Card for the deceased or moved person.

New property owners may be added to election software by completing and submitting Form EL15, Application to Amend the Voters' List, if they have met the qualifications of an elector in Ontario, and by presenting two pieces of identification in accordance with the *Municipal Elections Act*.

There is no fee associated with the change of ownership.

Presented to Council: September 16, 2026

Approved by Council: _____ Res. No. 2026 - _____

Lennox G. Smith, Mayor



7g

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

REPORT TO COUNCIL

Date: September 16, 2026
From: Carol Trainor, CAO/Clerk
Re: Declaration of Surplus Lands, Port Findlay Road

BACKGROUND / OVERVIEW

Township staff have been in negotiations for several months with a property owner wishing to acquire a parcel of municipal property which will allow the owner to comply with the Township's Zoning By-law and Official Plan. In accordance with the Township's Sale of Land Policy, *prior to selling any land, Council shall, by resolution or by-law, declare the land to be surplus to the needs of the Township, whether the lands are viable or non-viable, and the method of sale.*

In this particular case, the parcel to be sold is a non-viable portion of the highway. This portion of Port Findlay Road is unused and is not considered as the traveled portion. The abutting property contains a building which was constructed a number of years ago by the previous owner without the benefit of a building permit, and which encroaches into the highway. The Township engaged the services of a professional land appraiser, and Council has determined a sale price based on the value of the land plus estimated costs. The Policy states that Public Notice must be given before Council may consider a by-law to stop up, close and sell the lands.

The subject lands are legally described as PART OF BLOCK C ACCORDING TO PLAN M247 DESIGNATED AS PART 1 ACCORDING TO PLAN 1R14327; TARBUTT AND TARBUTT ADDL BEING PART OF PIN 31466-0213.

FINANCIAL IMPACT

The proceeds from the sale of these lands will be used to offset the legal, survey and appraisal expenses incurred as a result of the negotiations.

SUMMARY

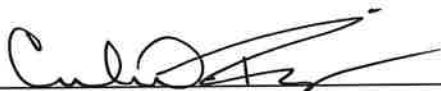
The declaration of surplus lands is part of the Sale of Land Process. The stopping up, closure and sale of this portion of Port Findlay Road will allow the current owner to apply for a Zoning By-law Amendment to bring a pre-existing, non-conforming building into compliance with the Township's Zoning By-law.



This portion of Port Findlay Road is considered non-viable to be declared surplus and sold to allow the abutting property owner to comply with zoning requirements. Only the lands shown as Part 1 on Plan 1R-14327 are to be sold. Public Notice has been given in accordance with the Township's policy.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the declaration of surplus lands of the untraveled portion of Port Findlay Road be received; and
That the Council of The Township of Tarbutt hereby declare the lands described as PART OF BLOCK C ACCORDING TO PLAN M247 DESIGNATED AS PART 1 ACCORDING TO PLAN 1R14327; TARBUTT AND TARBUTT ADDL BEING PART OF PIN 31466-0213 as being surplus to the needs of the municipality and sold to the abutting owner; and
That Public Notice be issued in accordance with the Township's Sale of Land Policy; and
That a By-law to stop up, close and sell that portion of the untraveled road be presented to the next meeting of Council.



Carol O. Trainor, CAO/Clerk

Received and deposited
February 13th, 2026
Elizabeth Borrow
Representative for the
Land Registrar for the
Land Titles Division of
Algonia (No.1)

PLAN OF SURVEY OF
PART OF BLOCK 'C'
REGISTERED PLAN M-247
GEOGRAPHIC TOWNSHIP OF TARBUTT ADDITIONAL
MUNICIPAL TOWNSHIP OF TARBUTT AND TARBUTT
ADDITIONAL
DISTRICT OF ALGOMA
MONUMENT-URSO SURVEYING LTD.

SCALE 1:250



DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LEGEND

- | | | |
|-------------------------------------|---------|--|
| ☐ | DENOTES | FOUND SURVEY MONUMENT |
| ☒ | DENOTES | PLANTED SURVEY MONUMENT |
| S | DENOTES | SEE PLAN |
| SB | DENOTES | STANDARD IRON BAR |
| SH | DENOTES | SHOULDER OF ROAD OR RAILROAD |
| WIT | DENOTES | WITNESSES |
| M | DENOTES | MEASURED |
| P | DENOTES | PLAN BY INU DATED JANUARY 23, 2005 FILE # 7983-3 |
| MU | DENOTES | MONUMENT USED SURVEYING LTD |
| DOU | DENOTES | 5 LEWS O.L.S. |
| PN | DENOTES | PROPERTY IDENTIFICATION NUMBER |
| FNE | DENOTES | FOUND NO EVIDENCE |
| /- | | NOT TO SCALE |

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM
2. THE SURVEY WAS COMPLETED ON THE 21ST DAY OF JANUARY 2026

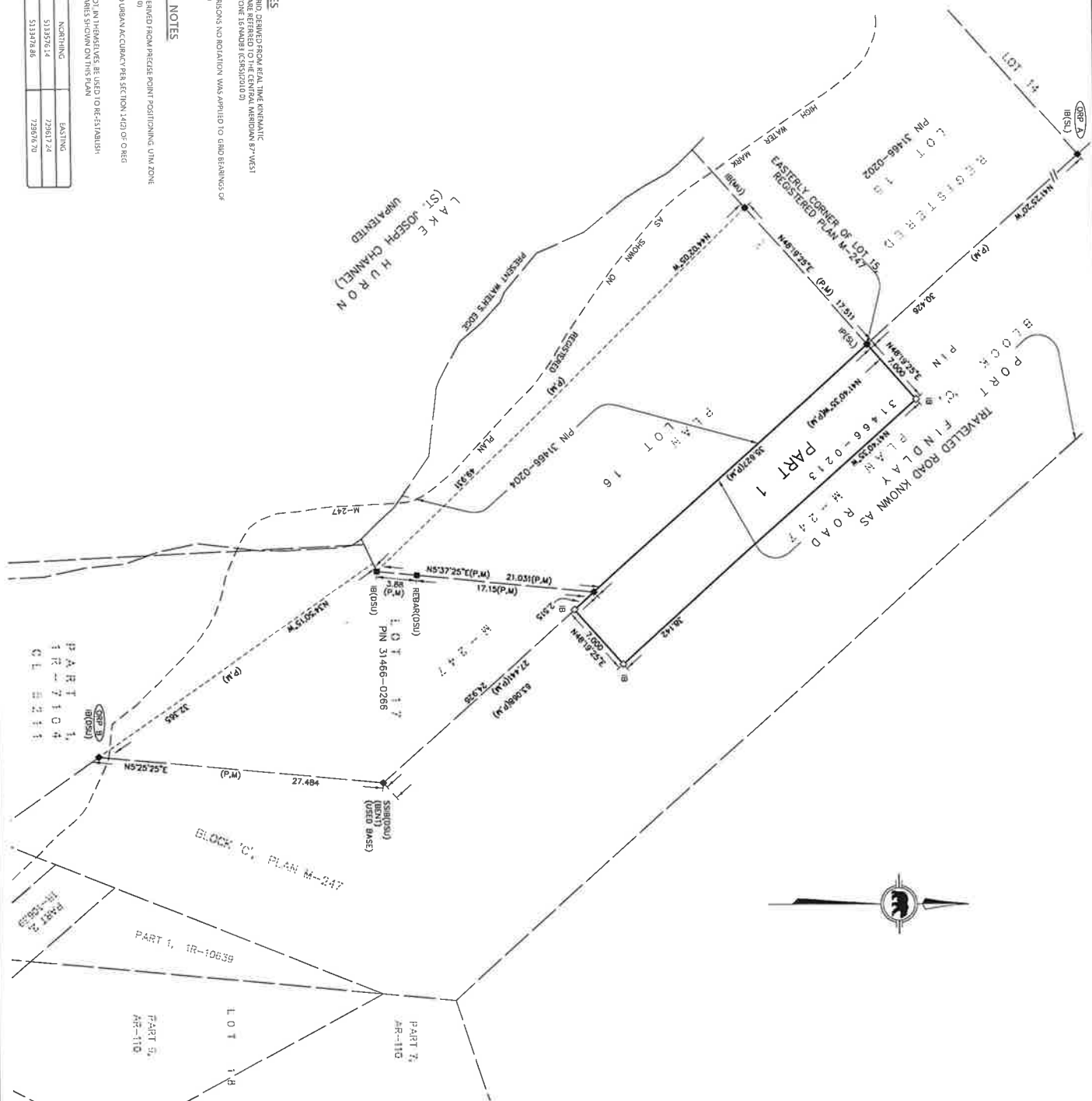
DATE _____ SHL WITH _____
ONTARIO LAND SURVEYOR

ONTARIO LAND SURVEYOR

This plan of survey is filed to AOLS Plan Submission Form Number V-123262.

Monument-Urso Surveying Ltd
Ontario Land Surveyors | Canada Land Surveyors

1775, the first time the company
officially sold its own
line of electric power tools.



BEARING NOTES

BEARINGS ARE UTM GRID, DERIVED FROM REAL TIME KINEMATIC OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN 87° WEST LONGITUDE OF UTM ZONE 16 NAD83 (CSRS17010 D)

FOR BEARING COMPARISONS NO ROTATION WAS APPLIED TO GRID BEARINGS OF UNDERLYING PLAN (P)

CO-ORDINATE NOTES

CO-ORDINATES ARE DERIVED FROM PRECISE POINT POSITIONING, UTM ZONE
16 NAD83(CSRS)(2010)

COORDINATES ARE TO URBAN ACCURACY PER SECTION 1A(2) OF O REG
216/10

COORDINATES CANNOT IN THEMSELVES BE USED TO RE-ESTABLISH
CDRERS OR BOUNDARIES SHOWN ON THIS PLAN

POINT ID	NORTHING	EASTING
CRP A	5133576.14	723617.24
CRP B	5133476.86	723676.70

**THE TOWNSHIP OF TARBUTT
COUNCIL MEETING OF SEPTEMBER 16, 2026
CONSENT AGENDA**

- a. Letters from FONOM
 - Re: Advancing Northern Ontario Priorities at the 2026 AMO Conference
 - Re: Celebrating Municipal Service and new FONOM Board Members
 - Re: Calling on Federal Provincial Cooperation on Bail Reform
 - Re: FONOM Statement on US Tariffs and Canada/US Trade
 - Re: FONOM welcomes Federal commitment to Ontario's Northern Highways
- b. Resolution from the Town of Caledon
 - Re: Provincial Support to Combat Tick Borne Diseases
- c. Letter from Xplore Inc.
 - Re: Proposed Broadband Update by Xplore Inc.
- d. Letter from the Office of the Solicitor General
 - Re: OPP Municipal Policing Costs for 2027
- e. Letter from the Municipality of Tudor & Cashel
 - Re: Request Producer Responsibility for Single Use Propane Cylinders
- f. Briefing Note from IT Service Provider
 - Re: Bill 194 Requirements for Cybersecurity Compliance

Recommendation: Be it resolved that correspondence items a through f on the Consent Agenda dated September 16, 2026 be received; and
That The Township of Tarbutt receive and support the correspondence items from FONOM on various matters affecting Northern municipalities; and
That The Township of Tarbutt supports the resolution from the Town of Caledon asking the Province to support, fund and coordinate plans to combat tick borne diseases; and
That message from PAAinc on behalf of Xplore Inc seeking support for broadband infrastructure to improve internet service in and around The Township of Tarbutt; and
That The Township of Tarbutt support the letter from Tudor & Cashel requesting that the Ministry of the Environment and RPPRA review the current requirements for one pound propane cylinders to be included in Producer Responsibility legislation; and
That Council support staff initiatives to seek outside assistance to prepare for compliance with new cybersecurity obligations under Bill 194.