



THE TOWNSHIP OF TARBUTT
Council Meeting Agenda
Wednesday, October 21, 2026 at 4:00 pm
Township Council Chambers, 27 Barr Road S.

1. CALL TO ORDER

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

- a. Minutes of the Special Council meeting held October 7, 2026. 1-5

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

Previously approved.

6. STAFF AND COMMITTEE REPORTS

- | | |
|--|-------|
| a. Roads Superintendent Verbal Report | |
| b. Roads Committee Recommendation – Plow Truck | 6-9 |
| c. DRAFT Standardized Format Policy | 10-14 |
| d. DRAFT Planning Application Fee Refunds | 15-17 |
| e. Election Worker Policy | 18-21 |
| f. Administrative Update | |

7. BY-LAWS

- | | |
|---|-------|
| a. By-law to Enter into Agreement with the Minister of
Northern Economic Development and Growth for NORDS Funding. | 22-23 |
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8. INFORMATION / CONSENT AGENDA

9. OTHER BUSINESS

10. CLOSED SESSION

Council will move into closed session under Section 239 (2) (b) of the *Municipal Act* in order to discuss personal matters about an identifiable individual, including municipal or local board employees.



11. CONFIRMATION BY-LAW

12. ADJOURNMENT



THE TOWNSHIP OF TARBUTT
Minutes of the Special Council Meeting
Wednesday, October 7, 2026 at 4:00 pm
Township Council Chambers, 27 Barr Road S.

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

STAFF: Carol Trainor, CAO/Clerk

1. CALL TO ORDER

Mayor Smith called the Special Council Meeting to order at 4:02 pm.

2. DISCLOSURES OF PECUNIARY INTEREST

3. PREVIOUS MINUTES

a. Minutes of the regular Council meeting held September 16, 2026.

Resolution No: 2026 – 149

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

Be it resolved that the minutes of the regular Council meeting held September 16, 2026 be adopted as circulated.

Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

a. List of Payables and Receivables for the month of September, 2026

Resolution No: 2026 – 150

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

Be it resolved that the payables for the month of September 2026 in the amount of \$149,567.88 be approved as circulated.

Carried



6. STAFF AND COMMITTEE REPORTS

- a. Update to the Employee Compensation Policy re: bereavement

Resolution No: 2026 –151

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the updates to the Employee Compensation Policy regarding bereavement leave be approved as circulated.

Carried

- b. Administrative Update

Resolution No: 2026 – 152

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that the Administrative Update for the special council meeting of October 7, 2026 be received; and

That staff be authorized to prepare and submit an application to Canada Summer Jobs for a combined Administration / groundskeeping position.

Carried

7. BY-LAWS

- a. A By-law to Stop Up, Close and Sell an unopened road allowance abutting 193 Port Findlay Road in The Township of Tarbutt.

Resolution No: 2026 – 153

Moved by: D. McClelland

Seconded by: D. Farrar

Be it resolved that leave be granted to introduce By-law No. 2026-28, being a by-law to Stop Up, Close and Sell the Original Road Allowance abutting Lot 16 on Plan M247 PCL 5352 ACS and legally described as Part of Block C according to Plan M247, designated as Part 1 according to Plan 1R-14327; Tarbutt and Tarbutt Addl, being part of PIN 31466-0213 in 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 Seventh day of October, 2026.

Carried

- b. 2026 Tax Ratio By-law

Resolution No: 2026 – 154

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that leave be granted to introduce By-law 2026-29, being a By-law to set the Tax Ratios for the year 2026; and

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

Carried



8. INFORMATION / CONSENT AGENDA

- a. Resolution from the Municipality of South Huron
Re: 2027 OPP Policing Costs
- b. Letter from the Algoma District Services Administration Board
Re: 2026-2036 Housing and Homelessness Plan

Resolution No: 2026 – 155

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

Be it resolved that the Council of The Township of Tarbutt support the resolution from the Municipality of South Huron regarding the concern that annual increases for the cost of policing of 11% are unsustainable, and that the Province of Ontario establish a permanent, transparent and sustainable multi year framework for OPP municipal policing costs; and

That the letter from ADSAB regarding public engagement sessions for the 2026-2036 Housing and Homelessness Plan be received.

Carried

9. ADDENDUM / OTHER BUSINESS

- a. Notice of Motion – Plow Truck

Councillor D. Farrar noted that, as a result of the annual safety inspection, the purchase of new tires for the plow truck cannot be delayed until the next budget year. As a result, he presented the following Notice of Motion to be considered at the next council meeting.

WHEREAS the Western Star plow/dump truck recently underwent a thorough annual safety inspection in accordance with MTO standards; and

WHEREAS the rear tires on the Western Star were found to have reached the end of their operating lifespan and, while passing inspection, the tires will not continue to meet acceptable standards as winter maintenance operations begin; and

WHEREAS new tires will be required for the plow truck before winter operations begin;

THEREFORE BE IT RESOLVED THAT staff be directed to obtain a minimum of two written quotes for eight (8) new tires for the Western Star plow truck, including installation and disposal, from the Roads operating budget; and



FURTHER THAT a recommendation for this purchase, not to exceed \$5,000, be brought to the next meeting of Council.

Councillor Farrar also noted that the frame of the plow truck requires heavy duty cleaning as it is beginning to rust very badly. If left untouched, the damage from salt and build up could cause significant damage. A suggestion was made to have the fire department conduct this cleaning as part of their training.

b. Cemetery Update

Councillor U. Abbott advised that members of the Cemetery Board and volunteers spent an afternoon cutting out a lot of trees that were growing on grave sites and blocking the headstones. Cedars were very big in some cases, have been growing a very long time. Hope that the roads crew can remove the trunks and stumps with the backhoe. It was a very good day with many thanks to Board members and volunteers.

10. CLOSED SESSION

Resolution No: 2026 – 156

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that Council moved into closed session at 4:36 pm under Section 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 (e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

Carried

a. Clean Yards / By-law Enforcement Matter

b. CAO/Clerk/Deputy Treasurer Recruitment

Resolution No: 2026 – 157

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that Council rise from closed session at 5:46 pm.

Carried

Resolution No: 2026 – 158

Moved by: U. Abbott

Seconded by: J. Nagel

Be it resolved that the information from the Clerk regarding the by-law enforcement matter at the subject property be received, and that the Township solicitor be directed to proceed as recommended.

Carried



Resolution No: 2026 – 159

Moved by: D. Farrar

Seconded by: D. McClelland

Be it resolved that the update from the Personnel Committee regarding the recruitment and interview process for the CAO/Clerk position be received; and That Council supports the recommendation of the Personnel Committee to make an offer of employment for this position to the top ranking candidate with a start date to be determined.

Carried

Personnel Committee directed the Clerk to conduct reference checks before following through with the offer.

11. CONFIRMATION BY-LAW

Resolution No: 2026 – 160

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that leave be granted to introduce By-law 2026-30, being a By-law to confirm the proceedings of the Special Council Meeting, held this Seventh day of October, 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 – 161

Moved by: J. Nagel

Seconded by: U. Abbott

Be it resolved that this Special Council meeting be adjourned at 6:00 pm, to meet again on Wednesday, October 21, 2026 at 4:00 pm.

Carried

Mayor Lennox G. Smith

Clerk Carol O. Trainor



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

REPORT TO COUNCIL

Date: October 21, 2026
From: Roads Committee
Re: Purchase of Plow Truck Tires

BACKGROUND / OVERVIEW

At the October 7, 2026 Special Council meeting, Councillor Farrar brought forward the following Notice of Motion:

WHEREAS the Western Star plow/dump truck recently underwent a thorough annual safety inspection in accordance with MTO standards; and

WHEREAS all tires on the Western Star were found to have reached the end of their safe operating lifespan and, while passing inspection, the tires will not continue to meet acceptable standards as winter maintenance operations begin; and

WHEREAS new tires will be required for the plow truck before winter operations begin;

THEREFORE BE IT RESOLVED THAT staff be directed to obtain a minimum of two written quotes for eight (8) new tires for the Western Star plow truck, including installation and disposal, from the Roads operating budget; and

FURTHER THAT a recommendation for this purchase, not to exceed \$5500, be brought to the next meeting of Council.

The Roads Committee held a meeting on October 14, 2026 and discussed a number of ongoing matters, in addition to the purchase of tires for the plow/dump truck.

This vehicle is also having sensor issues and requires maintenance and repair.

FINANCIAL IMPACT

The Roads Committee is aware that expected repairs and new tire purchase could result in budget overage in this account for the year. Current spending is under budget for 2026.



SUMMARY

The Roads Committee recommends the purchase and installation of new tires for the plow truck before winter operations begin for the 2026/27 winter season.

RECOMMENDATION:

Be it resolved that the Roads Committee recommends the purchase of tires and rims for the Western Star plow/dump truck at a cost not to exceed \$5,500.

Mike Pigeon, Roads Superintendent

**The Township of Tarbutt
Minutes of the Roads Committee
Wednesday, October 14, 2026
3:00 pm**

Present: David Farrar
Ursula Abbott

Staff: Michael Pigeon, Road Superintendent
Jillian Hayes, Treasurer

1. Previous Minutes

- a. Committee members reviewed the minutes of the Roads Committee meeting held August 19th, 2026

2. Transportation Budget Review

- a. Committee members reviewed the year to date budget to actuals for the Roads Department.

Cost savings were noted in the areas of roadside brushing and ditching as a result of equipment sharing with neighbouring township.

- b. 2026 Unbudgeted Purchases: Plow/Dump Truck Tires

Western Star plow/dump truck needs tires prior to the winter season. This vehicle is also having sensor issues and requires maintenance and repair. Current spending is under budget for 2026.

Moved by D. Farrar Seconded by U. Abbott

Be it resolved that the Roads Committee recommends the purchase of tires and rims for the Western Star plow/dump truck at a cost not to exceed \$5,500.

Carried

Committee is aware that expected repairs and new tire purchase could result in budget overage in this account for the year.

- c. Project Update: Townline resurfacing (2026-2027 NORDS Grant Project)

Work has begun on 180m stretch of Townline Road from Highway 17 to Brown's Island Road to prepare it for resurfacing in 2027, which will be in partnership with Laird Township. Some culverts will require removal and/or replacement.

The project plan also includes rebuilding and resurfacing Townline Road North. The Roads Superintendent was directed to get locates this year and to reach out to Algoma Power regarding the possible relocation of a power pole.

Tree removals will be required.

Discussions with area property owners will also be required prior to work commencing in the spring of 2027.

d. **Proposed Fire Training Area**

The Treasurer confirmed that this project has been included in Canada Community Building Fund (CCBF) funding allocation.

Roads Committee requested written site plan and final proposal supported by Roads and Fire Departments as soon as possible.

3. Other

- a. **Laird Township Cooperation:** Fuel and equipment sharing has occurred since the spring resulting in significant cost savings. Work share agreement has been beneficial for both Townships.
- b. **2026 Resurfacing Tender:** Plummer handled the tendering process which seemed to work well. Roads Superintendent is generally happy with the quality of the resurfacing that occurred this season, although there is still excess float material in some areas.
- c. **Bridge Inspection:** As previously discussed by the Committee, inspection identified some Pine Island Causeway culverts to be in fair to poor condition. A large project will be required within the next 5-10 years, which would require pre-planning. It will have to be completed by a specialized contractor. Increasing culvert lengths and widening the road should be considered at that time. This will be a very large expense. Budgeting and a funding plan will need to be developed well in advance.
- d. **Delineators** are being installed along the Pine Island Causeway as a result of a recommendation included in the most recent inspection report.
- e. **Port Findlay Cemetery:** Removal of overgrown trees and shrubs is occurring with guidance from the Cemetery Board. Roads Department is assisting with the clearing of the back corner to improve aesthetics and make additional plots/lots available for sale.

4. Adjournment

The Roads Committee adjourned at 4:35 pm with no set date for the next meeting.



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The Township of Tarbutt
27 Barr Road South
Desbarats, Ontario P0R 1E0
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REPORT TO COUNCIL

Date: October 21, 2026
From: Carol Trainor, CAO/Clerk
Re: Standardized Format Introduction

BACKGROUND / OVERVIEW

Earlier this year Council approved a staff recommendation to create a policy that would provide employees with guidance on all corporate communications, called a Standardized Format Policy. This document outlines the style and format of most common documents such as council reports, correspondence, committee and council minutes, e-mails, policies and by-laws for both internal and external distribution. This is a very common practice which ensures a consistent and professional message is sent and received by council members, the public, and outside agencies.

The guiding document will outline standardized formats, and the use of punctuation, capitalization and acceptable word usage. When the look and feel of corporate documents are consistent across the board, readers are provided with a sense of professionalism, and reading comprehension is enhanced. Familiarity breeds confidence.

Using Reports to Council as an example, council members and the public will become familiar with layout of reports, knowing what information can be expected under each heading, and that recommendations will encapsulate the intent. Standard minute format will achieve the same goal, while also meeting requirements under the Municipal Act.

Without guidelines, different departments can produce public documents that are all very different, may be difficult to read, may appear to tell a story from their personal perspective, may cause the reader to have to search the document for key points, and may exude an unintended tone. To avoid this, standardization will:

- limit the use of first person narrative, providing a more professional, factual and objective report,
- encourage the use of clear headings to distinguish various aspects of the topic,
- reduce excess language, providing information that is clear and concise, and
- provide hints for punctuation that clarify breaks in sentences, thoughts and intent.

The result of providing a standardized, consistent message in a recognizable format will be improved comprehension by the reader. This guideline will apply to business writing rather than public information of events and notices.



FINANCIAL IMPACT

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

SUMMARY

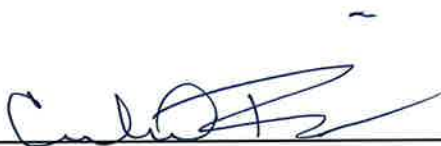
In order to present a professional, unified and consistent message to Council, other staff, and the public, the implementation of consistent formatting for written communication is recommended.

The guideline would ensure that communications adhere to accessibility standards and are easily readable, in a font and style that reduces barriers for low vision individuals.

Exceptions to the guideline are the township newsletter and social media posts. The Newsletter uses a variety of font sizes, colours and styles to provide impact to programs and services and draw the reader's eye from one item to the next.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding the introduction of a Standardized Format Policy be received; and
That Council support proceeding with the draft Communications Guide attached.



Carol O. Trainor, CAO/Clerk

THE TOWNSHIP OF TARBUTT POLICY AND PROCEDURE MANUAL

Policy Name: Standardized Format Guide **Department:** All
Date Approved: October 2026 **Date Amended:**

POLICY STATEMENT AND RATIONALE

The Township of Tarbutt has identified a standardized corporate format guide as a priority to promote clear, concise and consistent messaging on internal and external communications.

This policy provides guidelines on formatting various documents used to communicate between staff and Council, the Public and each other, and outlines what is grammatically correct regarding punctuation, capitalization and acceptable word usage and spelling. This policy is based on the style used by the Canadian Press. For more information, refer to ***The Canadian Press Stylebook (18th Edition)*** which relies on concise text, and ***The Canadian Oxford Dictionary***.

This guide will continue to evolve as needed to improve effectiveness for all users.

BACKGROUND

By defining a consistent style for written communications, the municipality will present a uniform identity/image to the public through written word, via social media sites, to area residents, other communities and organizations.

DEFINITIONS

“Abbreviation” means a shortened form of a word, phrase or name used in place of the full form.

“Correspondence” means letters (external) and memos (internal) to communicate between staff or from Council to staff, all of which will contain the Township logo, date of sending, addressee, subject line, and writer.

“Font” means the specific size and style (such as **bold**) of the actual letter or character.

“Numerical Date” means a numerical version of a date, written as YYYY-MM-DD.

“Report to Council” means a report written by a staff member, to be placed on a council agenda to inform members of a situation, and which shall have a recommendation.

“Typeface” means the design for a family of characters and symbols that share a common style. Typeface can be used for body text or for headlines.

“Type Size” means the size of each letter or character, which affects the readability of the text. Body text is easiest to read when set at 12 or 14 points, with 14 or 16 point reserved for headlines and titles. Documents in 11 points or less should be avoided.

OBJECTIVE

To establish a consistent, uniform structure for all materials to provide readers with information in a format that can be reliably compared, evaluated and easily understood.

IMPLEMENTATION (sample list, will be reformatted into categories)

All numbered or bulleted lists should have one space between them. Exceptions are made to avoid carrying the list onto the next page for only 2 or 3 lines.

Avoid using more than two typefaces on the same page as this causes confusion and can appear to draw the reader’s attention. Several sizes, weights and styles of the same typeface family may be used to emphasize specific words.

Corporate communications should be in third person narrative to establish an objective, professional and authoritative tone, and which focuses on facts, data and the Township. First person narrative should be avoided as it may sound biased, informal or personal, and avoid pronouns such as I, me, my and we, which provide the writer’s point of view.

E-mails will contain the Township logo, staff name and title, and contact information. Staff e-mail settings will not contain other graphics, coloured or patterned backgrounds, or coloured fonts.

Headers and Footers should be used on multi page policies and reports to tell the reader the title, policy or by-law number, effective date and page number.

Italics and quotation marks may be used if the writer is attempting to highlight specific words within a sentence.

Ordered lists using numbers or letters should be used if the order of each point is crucial to making a point. By ranking them in numerical or alpha order, the order and importance of the items is intensified.

Page Numbers should be included at the bottom of documents that exceed three pages.

Paragraphs should not be split between two pages. The last item on a page should contain a period and should not be a colon or semi colon.

Paragraphs that list a number of consecutive points should be avoided by putting text into point form, listing the points made or items mentioned, and implementing indents, bullets, numbers or letters at five space intervals (one tab) which is MS Word's default position.

Periods should always and only be used following the very last point to indicate that the list is complete.

Punctuation in ordered or unordered lists should have a semicolon at the end of each sentence to indicate that the list continues.

Reports, correspondence, policies and by-laws should be in full justification. Full setting allows a more uniform appearance, and also uses fewer lines than left margin justification.

Spacing between paragraphs is required, but should be one blank space only.

Spell check and grammar check should be run before finalizing a document.

The exception is the **Tarbutt Times Newsletter**, which uses different fonts, styles, colours and sizes to clearly segregate items of different topics.

Underlines should be avoided in body text unless there is a specific need, such as website addresses. Underlining can be replaced with bold or italics text in the same font and style, especially for headings.

Unordered lists using bullets, arrows or hyphens can be used to imply that each item in the list carries equal weight, and there is no sequence or priority.

REVIEW

This policy should be reviewed every two years for applicability and compliance.



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

REPORT TO COUNCIL

Date: October 21, 2026
From: Carol Trainor, CAO/Clerk
Re: Fees and Charges Revisions: Planning Fee Refund

BACKGROUND / OVERVIEW

Tarbutt's Fees and Charges By-law was approved earlier in 2026 and now that staff have had an opportunity to work with it for some time, a few revisions are recommended.

Planning Application Fee Refunds

Schedule "D" of the By-law references fees for planning applications. Historically, the fee schedule has provided for a partial refund of the fee for a Planning Application, i.e. Zoning By-law Amendment; however there is no definition or calculation of how such refund might be determined. This policy will provide a sliding scale for planning fee refunds, and where they may be applicable.

Some municipalities provide a flat application fee, in addition to costs, which may include third-party review of special studies, additional signage, postage, newspaper advertisements or other requirements at the discretion of the municipality. Application fees do not cover the cost of permits and studies required from other agencies, and those shall be borne by the applicant alone.

For a Zoning By-law Amendment, and for any future minor variance or site plan control applications, any costs the Township incurs for legal advice, surveys, land appraisals, or professional planning services have historically been borne by the municipality rather than charged to the applicant. These expenses are covered by general operating funds and paid by every taxpayer in Tarbutt.

With this policy change, staff propose to charge any additional or excess fees back to the applicant rather than absorbing them as part of the Township's planning services. It should be noted that staff provide limitless time to each applicant and their consultants, as required, throughout this process, to which no cost is added.

Current: Zoning By-law Amendment Application \$2000 (\$500 plus costs)

Proposed: Refund of \$1500 if no external consultation is required;



Refund of \$1000	if one-off technical planning or legal consultation is required (ex: should road be conveyed to Twp.);
Refund of \$500	if planning or legal advice results in recurring consultation;
No Refund	If legal, planning or expert advice is required on a continuous basis to resolve a matter.

Planning peer review services for technical advice in consultation with the applicant's professional planner shall be charged to the applicant on an actual cost basis in addition to the application fee.

The amount of refund, if any, shall be determined by staff based on resources committed to the processing of an application, and charges or invoices received from lawyers, planning consultants, or any external professional advice which was required to ensure the Township has met its obligations.

Applications for an Official Plan Amendment, and any related fees and/or refunds, will be determined by the area Planning Board.

FINANCIAL IMPACT

This policy is not intended to generate revenue, but to recoup expenses paid by the Township in the processing of fees for individual property owners, and which do not benefit the overall population.

SUMMARY

This policy change is required to provide clarity to staff in determining any possible refund amount, and also for residents who are applying for zoning amendments.

Staff recommend that the Fees and Charges By-law be amended to reflect the flat rate for a Planning application, any potential refund amounts, and that any additional costs for studies, signage, consultants or legal advice shall be included in or added to the applicant's fees.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk regarding partial refund of planning application fees be received; and
That Council approve the staff recommendation to amend Schedule "D" of the Fees and Charges By-law to reflect the sliding scale for planning application refunds; and
That this by-law amendment be presented at a Regular Council meeting, to take effect January 1, 2027.



Carol O. Trainor, CAO/Clerk/Deputy Treasurer

Schedule “D” – Development, Planning, Zoning, Building

Photocopies of plans and drawings	See Schedule “A” for copying fees.
Application for Zoning Amendment <i>Applicants are responsible for fees and costs incurred in the processing of their applications, regardless of the outcome of the review process. This includes all costs incurred by the municipality for legal, surveying, peer review, consultants or tribunals.</i>	\$2,000 (\$500 fee plus deposit)
Application for Consent to Sever	Refer to Desbarats to Echo Bay Planning Board
Official Plan Amendment	Refer to Desbarats to Echo Bay Planning Board
Zoning Compliance Certificate	\$50.00
Application for Minor Variance	TBD
Planning Peer Review Service Fees	Charged to the applicant on an actual cost basis for all processing by the Township’s Planning consultant.
Orders Issued under the Ontario Building Code	\$150 to have Orders lifted
Minimum Permit Fee	\$110.00
Building Fees from By-law 2025-16	



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The Township of Tarbutt
27 Barr Road South
Desbarats, Ontario P0R 1E0
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REPORT TO COUNCIL

Date: October 21, 2026
From: Carol Trainor, CAO/Clerk
Re: Election Worker Policy

BACKGROUND / OVERVIEW

In order to provide clarity and enhance understanding of the role of each election worker, the attached Election Worker Policy. This Policy will become part of a consolidated Election Policy Manual.

The policy breaks down each role required, at a minimum, and the duties of each position.

FINANCIAL IMPACT

Election workers are paid on an hourly basis. The actual hourly rate changes with each election cycle based on the local economy, demand and supply, and possible changes in the method of voting or technological advancements. Some election expenses can be spread over the four year cycle for budgeting purposes, while others will only be incurred in an election year, such as the wage expense.

SUMMARY

This Election Worker Policy is provided for clarity of voters, candidates and particularly individuals who work during an election. The policy sets out the various responsibilities and duties of each individual who plays a role in the election.

RECOMMENDATION:

Be it resolved that the report from the CAO/Clerk establishing a policy for Election workers be approved for implementation.



Carol O. Trainor, CAO/Clerk

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

POLICY NAME: Election Worker Policy

DATE: October 2026

DEPARTMENT: Administration

POLICY NO: EL-03

SCOPE

The purpose of this Policy is to set out the various roles of each individual who is hired by the municipality in the execution of the municipal election, along with the wages to be paid.

DEFINITIONS

“Clerk” means the CAO/Clerk of The Township of Tarbutt, duly appointed by By-law, or their authorized designate.

“Deputy Returning Officer” means an election official appointed by the Clerk to assist the Clerk in the performance of their duties in relation to the conduct of the municipal election.

“Lieu Time” means paid time off work instead of receiving monetary compensation for extra hours worked.

“Municipal Employees” means individuals who are employed by The Township of Tarbutt, either on a full time, part time or contract basis.

“Poll Clerk” means the election worker responsible to confirm identification of voters, and to mark voters from the voters’ list. Also assists with counting the ballots for their poll.

“Revision Clerk” means the individual who initially greets voters as they enter the voting location, verifies eligibility to vote, and provides assistance with revisions to voter information.

“Stipend” means a fixed, temporary amount of money paid as a lump sum and intended to compensate for a specific job or task.

“VoterView System” means the software program purchased by The Township of Tarbutt to manage voting systems for municipal elections.

“Voting Place” means the location where voting will take place either on the date of the Advance Vote, or on Election Day.

“Wages” means the hourly salary paid to individuals who have been trained and will participate in the municipal election process.

IMPLEMENTATION

The following positions will be advertised and filled to perform the required duties herein assigned. The following is not a complete list of duties. As voting methods change and adapt to technology, the details of each position may need to be revised.

The Deputy Returning Officer is in charge of the voting location, but all positions ultimately report to the Clerk as Returning Officer.

Tarbutt municipal elections are not limited to these standard positions and the number of positions may vary from one election year to the next.

Revision Clerk (RC)

- The first point of contact as voters enter the polling station.
- Greets and assists electors with any paperwork or accessibility issues.
- Ensures the smooth flow of traffic through the door(s)
- Asks for identification verifying qualifying address and collects Voter Cards
- Confirm name, address and birthdate in Voterview system.
- Receives certified *Appointment for Voting Proxy* forms.
- If corrections are required, provide voter with an EL15 form to be added/corrected.
- Directs electors to the Poll Clerk/Deputy Returning Officer.
- Provides accessibility assistance.
- Maintain order in the voting location.
- Assists or acts in the place of other election workers as required.

Deputy Returning Officer (DRO) This position requires a vehicle to fulfill duties.

- Responsible for the voting process, election workers, and the smooth operation of the voting location.
- The DRO is the senior election official within the voting location, maintaining order and managing scrutineers, candidates and voters.
- Maintains custody and control of ballots and manages the voting process in the Voterview system during voting.
- Issues ballots to electors and places marked ballots into ballot boxes.
- Completes other documentation as required.
- Responsible for counting ballots, along with the Poll Clerk, and to ensure that each voter is marked as having voted.
- Will seal the ballot box when the poll opens and closes, and open the ballot box only when the ballots are to be counted.
- Will place the final seal on the ballot box after the ballots have been counted and all ballots are accounted for.
- Responsible for issuing the Oath or Declaration to interpreters, friends of voters and in other instances where an oath is required.
- Assists or acts as an Elections Assistant or a Revising Officer, as required.

Poll Clerk (PC)

- Reviews electors' identification to confirm that the name and qualifying address match the Voters' List.
- Stroke each voter off the paper Voters' List as they present their identification and assign consecutive numbers to each person.
- Continually confer with the DRO to ensure the number of voters correlates to the DRO's number in Voterview.
- Assist the DRO with counting of ballots.
- May be required to assist electors with the completion of the *Application to add or amend my information on the Voters' List* form and the completion of the *Declaration of Identity* form.

Each of the above positions may be required to fulfill some duties of other positions during the election process.

COMPENSATION

1. While hourly wages will change for each election based on the economy, availability, desirability and technological requirements, 2026 election workers, including municipal employees, shall be paid an hourly wage for the 2026 municipal election as a stipend without standard payroll deductions.
2. Municipal employees who work the election outside of regular office hours shall receive their regular hourly wage, or the election wage, whichever of the two is higher.
3. Municipal employees who work the election shall be given the option of being paid for time worked, or the time shall be banked as lieu time, to be taken at a time mutually agreed to by the employee and their supervisor.
4. All Election workers who attend the training session shall receive 3 hours' pay.
5. Advance vote election workers shall be paid for the full day of the advance vote as well as the final hours of voting day, when they are required to return to the voting location to count ballots.
6. Any discrepancies in this policy shall be decided by the Clerk. Hours and situations may vary from one election to another.

Approved at the Council meeting held October 21, 2026 by Resolution 2026 - ____

Mayor Lennox Smith

THE CORPORATION OF THE TOWNSHIP OF TARBUTT
BY-LAW 2026 - 31

A BY-LAW authorizing the Mayor and the Clerk to enter into a Transfer Payment Agreement with His Majesty the King in Right of Ontario, as represented by the Minister of Northern Economic Development and Growth, for NORDS Funding.

WHEREAS Section 5 (3) of the *Municipal Act*, S.O. 2001, c 25, as amended, provides that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law; and

WHEREAS Section 8 (1) of the *Municipal Act*, 2001, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS The Township has applied for, and has been notified that it will receive funding in the form of a five year Northern Ontario Resource Development Support (NORDS) Fund focusing on the rehabilitation and rebuilding of designated township highways ; and

WHEREAS The Township of Tarbutt desires to enter in a Transfer Payment Agreement with His Majesty the King in Right of Ontario, as represented by the Minister of Northern Economic Development and Growth;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of The Township of Tarbutt enacts as follows:

1. THAT the Clerk of the Corporation of The Township of Tarbutt be hereby authorized to execute the above noted Transfer Payment Agreement between The Township of Tarbutt and His Majesty the King as represented by the Minister of Northern Economic Development and Growth.
2. THAT this Agreement is attached as Schedule "A" to this By-law.
3. THAT at any time in this By-law or the attached Agreement, "May" shall be construed as permissive, and "Shall" shall be construed as imperative.
4. THAT any previous by-law or resolution, or any section, clause or policy which conflicts with this by-law be and is hereby repealed.
5. THAT the Clerk shall have the authority and direction to execute the above noted Agreement, including any renewal agreements or administrative amendments.
6. THAT this Agreement shall come into force and take effect upon the effective date noted in the attached Schedule.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed this Twenty First day of October, 2026.

Lennox G. Smith, Mayor

Carol O. Trainor, Clerk

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the date of execution by the Province

BETWEEN:

**His Majesty the King in right of Ontario as represented by the
Minister of Northern Economic Development and Growth**

(the "Province")

- and -

TOWNSHIP OF TARBUTT & TARBUTT ADDTL

(the "Recipient")

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

- Schedule "A" - General Terms and Conditions**
- Schedule "B" - Project Specific Information and Additional Provisions**
- Schedule "C" - Project and Budget**
- Schedule "D" - (LEFT INTENTIONALLY BLANK)**
- Schedule "E" - Payment Plan**
- Schedule "F" - Reports.**