# THE TOWNSHIP OF TARBUTT
## Council Meeting Agenda
## Wednesday, October 7, 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 regular Council meeting held September 16, 2026. 1-8

**4. DEPUTATIONS / PRESENTATIONS**

**5. FINANCIAL STATEMENTS**

a. List of Payables and Receivables for the month of September, 2026 9-11

**6. STAFF AND COMMITTEE REPORTS**

a. Update to the Employee Compensation Policy re: bereavement 12-19
b. Administrative Update

**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. 20-23

b. 2026 Tax Ratio By-law 24

**8. INFORMATION / CONSENT AGENDA**

a. Resolution from the Municipality of South Huron
Re: 2027 OPP Policing Costs 25-26

b. Letter from the Algoma District Services Administration Board
Re: 2026-2036 Housing and Homelessness Plan 27-29

**9. OTHER BUSINESS**

**10. CLOSED SESSION**

a. Clean Yards / By-law Enforcement Matter

b. CAO/Clerk/Deputy Treasurer Recruitment

**11. CONFIRMATION BY-LAW**

**12. ADJOURNMENT**

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

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

**STAFF:** Jared Brice, Deputy Clerk/Planning Coordinator (left the meeting at 5:00)
Mike Pigeon, Road Superintendent (left the meeting at 4:35)
Carol Trainor, CAO/Clerk

### 1. CALL TO ORDER UNDER THE PLANNING ACT

Mayor Smith called this meeting to order at 3:00 pm in accordance with provisions of the *Planning Act* to consider the By-law to Adopt the Official Plan for the Desbarats to Echo Bay Planning Area.

Resolution No: 2026 – 126
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the meeting to consider the By-law to adopt the Official Plan for the Desbarats to Echo Bay Planning Area be called to order at 3:00 pm.
Carried

### 2. PRESENTATIONS

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

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.

The Clerk advised that the Public Notice had been circulated in accordance with the provisions under the *Planning Act*. No written submissions have been received either in favour of, or in opposition to the Official Plan.

J. Brice, Secretary Treasurer of the Planning Board, noted that the Official Plan (OP) and maps address the local interest of each municipality, in addition to the

provincial interests which are required, and which must be consistent with the Provincial Planning Statement (PPS).

Any development to occur in the Planning Area must consider the long term goals and objectives of this plan over a 25 year period. The *Planning Act* requires each municipality to pass a Zoning By-law to meet compliance requirements, and which is used to enforce the goals and objectives of the province. Many requirements within the OP are governed by the Province to protect their interests such as aggregate and natural protection areas. Leaves a little wiggle room for local policies.

There were no members of the public in attendance wishing to speak to the draft Official Plan. Council members did not have additional questions.

Hearing nothing further, The Township of Tarbutt is satisfied with the Official Plan.

Resolution 2026 – 127
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that this public meeting under the *Planning Act* be adjourned at 4:00 pm.
Carried

## 3. REGULAR COUNCIL MEETING CALL TO ORDER

Mayor Smith called the Regular Council meeting to order at 4:02 pm.

## 4. DISCLOSURES OF PECUNIARY INTEREST

Councillor Farrar noted a pecuniary interest with item 6, Financial Statements, as his firm is listed as a payee.

## 5. PREVIOUS MINUTES

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

Resolution No: 2026 – 128
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that the minutes of the regular council meeting held July 22, 2026 be adopted as circulated.
Carried

## 6. FINANCIAL STATEMENTS

a. List of Payables and Receivables for the months of July and August, 2026

Resolution No: 2026 – 129
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that the payables for the month ending July 31, 2026 in the amount of $193,387.61, and the payables for the month ending August 31, 2026 in the amount of $356,337.32 be approved.
Carried

## 7. STAFF AND COMMITTEE REPORTS

a. Roads Superintendent Verbal and Roads Committee Minutes

Resolution No: 2026 – 130
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the verbal report from the Road Superintendent, and the draft minutes of the Roads Committee meeting of August 19, 2026 be received; and
That Council approves the purchase of six new grader tires from Kal Tire at a cost not to exceed $10,500.00, including installation.
Carried

b. Resurfacing Project, Town Line Road

Resolution No: 2026 – 131
Moved by: U. Abbott Seconded by: J. Nagel
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.
Carried

c. 2026 Bridge Inspection Report and OSIM Inspection

Resolution No: 2026 – 132
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the 2026 Bridge Inspection Report and OSIM Inspection completed by R&R Engineering be received; and
That the Road Superintendent take the appropriate measures into consideration for implementation.
Carried

d. Application for Tax Adjustment (demolition)

Resolution No: 2026 – 133
Moved by: J. Nagel Seconded by: U. Abbott
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.
Carried

e. Report of the Cemetery Board dated September 2, 2026

Resolution No: 2026 – 134
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the recommendation from the Tarbutt Cemetery Board be received.
Carried

f. DRAFT Policy to Change Property Ownership

Resolution No: 2026 – 135
Moved by: J. Nagel Seconded by: U. Abbott
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.
Carried

g. Declaration of Surplus Lands, Port Findlay Road

Resolution No: 2026 – 136
Moved by: D. Farrar Seconded by: D. McClelland
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.
Carried

h. Administrative Update

Resolution No: 2026 – 137
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the Administrative Update dated September 16, 2026 be received.
Carried

## 8. BY-LAWS

a. A By-law to enter into a Fuel Services Agreement with the Township of Laird

Resolution No: 2026 – 138
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that leave be granted to introduce By-law 2026-25, being a By-law to enter into a Fuel Services Agreement with The Township of Laird; and
That said by-law be read a first, and taken as read a second and third time and finally passed this Sixteenth day of September, 2026.
Carried

b. A By-law to Adopt an Official Plan for the Desbarats to Echo Bay Planning Area

Resolution No: 2026 – 139
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that leave be granted to introduce By-law 2026-26, being a By-law to Adopt an Official Plan for the Desbarats to Echo Bay Planning Area, and to repeal By-law 11-2015; and
That said by-law be read a first, and taken as read a second and third time and finally passed this Sixteenth day of September, 2026.
Carried

## 9. INFORMATION / CONSENT AGENDA

a. Letters from FONOM
   Re: Advancing Northern Ontario Priorities at the 2026 AMO Conference
   Celebrating Municipal Service and new FONOM Board Members
   Calling on Federal Provincial Cooperation on Bail Reform
   FONOM Statement on US Tariffs and Canada/US Trade
   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

Resolution No: 2026 – 140
Moved by: D. McClelland Seconded by: D. Farrar
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 RPRA 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.
Carried

## 10. OTHER BUSINESS / ADDENDUM

a. Annual Playground Inspection Report

Resolution No: 2026 - 141
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the Annual Playground Inspection Report for the Birch Hill Playground be received.
Carried

b. Quotations for Community Emergency Preparedness Grant

Resolution No: 2026 – 142
Moved by: D. Farrar Seconded by: D. McClelland

Be it resolved that the information from staff regarding quotes for the items to fulfill the Community Emergency Preparedness Grant be approved for purchase.
Carried

c. Draft Minutes from the Cemetery Board meeting of September 2, 2026

Councilor Abbott advised that the long awaited survey work was finally happening, and that interment rights holders will be contacted, where possible, to remove overgrown shrubs and vegetation. Those owners that cannot be located or identified will be removed during a volunteer work bee.

Resolution No: 2026 – 143
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the draft minutes of the Cemetery Board meeting of September 2, 2026 be received.
Carried

d. Fire Protection Grant Update

J. Brice advised Council that the Fire Protection Grant application for the extractor and dryer became a Joint application with the fire departments of Tarbutt and Macdonald, Meredith and Aberdeen Additional. The units will be housed in the Tarbutt fire hall but will be available for use by MM&AA, as the joint applicant.

## 11. CLOSED SESSION

Resolution No: 2026 – 144
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that Council move into closed session at 5:05 pm 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.
Carried

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

Resolution No: 2026 – 145
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that Council rise from closed session at 5:44 pm.
Carried

Resolution No: 2026 – 146
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that Council acknowledges receipt of the proposal for monthly retainer from the By-law Enforcement Officer; and
That staff be directed to negotiate a monthly retainer to cover additional time spent, and that a cell phone be purchased for the Officer with costs to be shared with the other two municipalities.
Carried

## 12. CONFIRMATION BY-LAW

Resolution No: 2026 – 147
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that leave be granted to introduce By-law 2026 – 27 being a By-law to confirm the proceedings of the regular council meeting held this Sixteenth day of September, 2026.
Carried

## 13. ADJOURNMENT

Resolution No: 2026 – 148
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that the regular Council meeting adjourn at 5:47 pm, to meet again on Wednesday, October 7, 2026 at 4:00 pm.
Carried

_____
Mayor Lennox G. Smith

_____
Clerk Carol O. Trainor

**Payment Log**

**For the month ending September 31, 2026**

| Cheque No. | Date | Payee | Amount |
|---|---|---|---|
| 5849 | 09/08/2026 | Cemetery Levy and sales | $ 2,200.00 |
| 5860 | 09/04/2026 | Cunningham Swan LLP- Intergrity Commissioner | $ 5,763.00 |
| 5861 | 09/02/2026 | Roads Cell Phone 6 months | $ 300.00 |
| 5862 | 09/02/2026 | Environmental 360 Playground Inspections | $ 466.69 |
| 5863 | 09/08/2026 | Receiver General Employee Remittance August 2026 | $ 9,858.86 |
| 5864 | | VOID - Printing Error | |
| 5865 | 09/14/2026 | Ledger Management Services - Payroll Review | $ 169.50 |
| 5866 | 09/14/2026 | Maitland Ford F150 Repairs | $ 1,137.80 |
| 5867 | 09/14/2026 | Rapid Removal Solutions Junk Removal Services | $ 395.50 |
| 5868 | 09/10/2026 | Minister of Finance OPP Monthly Contract | $ 8,947.00 |
| 5869 | 09/18/2026 | Inservus Management Systems Bunker Gear Repair | $ 169.23 |
| 5870 | 09/16/2026 | Algoma District School Board Q3 Payment | $ 40,038.00 |
| 5871 | 09/16/2026 | Huron Superior Catholic District School Board Q3 Payment | $ 2,820.00 |
| 5872 | 09/16/2026 | Conseil scolaire catholique du Nouvel-Ontario Q3 Payment | $ 525.00 |
| 5873 | | VOID - Printing Error | |
| 5874 | 09/16/2026 | Ed Sadowski - FD Supplies | $ 10.83 |
| 5875 | 09/17/2026 | Mogul Power Solutions Deposit for Generator | $ 10,000.00 |
| 5876 | 09/16/2026 | 786222 Ontario Inc. o/a Phillips Haulage Bulldozer Rental | $ 1,356.00 |
| 5877 | 09/16/2026 | Traction Heavy Duty Parts Shop Supplies | $ 607.93 |
| 5878 | 09/18/2026 | Fire Marshal's Public Fire Safety Council Training Material | $ 302.72 |
| 5879 | 09/16/2026 | Employee Mileage | $ 124.08 |
| 5880 | 09/21/2026 | Receiver General ESDC Supplimental Remittance | $ 711.59 |
| 5881 | 09/25/2026 | Kal-Tire Grader Tires | $ 10,721.51 |
| 5882 | 09/25/2026 | MSC INDUSTRIAL SUPPLY Shop Supplies | $ 992.70 |
| 5883 | 09/30/2026 | RPC Science & Engineering Compressed Air Testing | $ 418.10 |
| 5884 | 09/29/2026 | Rapid Removal Solutions Junk Removal | $ 791.00 |
| 5886 | 09/30/2026 | Landfill Monthly Admin fee | $ 100.00 |
| DD09.01 | 09/01/2026 | Equitable Life Insurance Employee Benefits | $ 3,185.91 |
| DD09.02 | 09/02/2026 | Esso Mobil Business Card Gas and Diesel | $ 2,495.21 |
| EFT08.03 | 09/02/2026 | encompassIT.ca Webhosting and MS 365 | $ 392.20 |
| EFT09.03 | 09/02/2026 | Barriston Law Legal Fees | $ 71.19 |
| EFT09.03 | 09/02/2026 | Township of Plummer CBO Monthly Contract | $ 1,579.16 |
| EFT09.16 | 09/14/2026 | Quattra SCS LTD. Alarm Monitoring Monthly | $ 441.15 |
| EFT09/16 | 09/14/2026 | Quattra SCS LTD. Specialty Batteries | $ 402.28 |
| EFT09.16 | 09/14/2026 | TESTMARK Labratories Hall Water Testing | $ 50.85 |
| EFT09.16 | 09/14/2026 | J.L. RICHARDS ASSOCIATES LTD - Planning (OLT) | $ 796.50 |
| EFT09.18 | 09/18/2026 | OMERS Employee Pension Plan | $ 5,553.98 |
| EFT09.18 | 09/18/2026 | Algoma Office Equipment monthly copies | $ 100.07 |
| EFT09.21 | 09/21/2026 | encompassIT.ca IT help | $ 75.15 |
| EFT09.30 | 09/30/2026 | encompassIT.ca IT Help | $ 75.15 |
| EFTSept04 | 09/04/2026 | Algoma District Services Admin Board Sept Levy | $ 34,213.67 |
| DD | 09/11/2026 | Algoma Power Landfill | $ 39.42 |
| DD | 09/11/2026 | Algoma Power MacLennan Hall | $ 136.10 |
| DD | 09/11/2026 | Algoma Power Office/Roads/Fire | $ 268.51 |

| | | | | |
|---|---|---|---|---|
| DD | 09/01/2026 | Bell - Hall phone | $ | 76.99 |
| DD | 09/01/2026 | Bell - Office | $ | 170.59 |
| DD | 09/01/2026 | Bell - Fire and Roads | $ | 70.77 |
| DD | 09/20/2026 | Bell Mobility Cell Phones | $ | 205.66 |
| DD | 08/01/2026 | RCAP Photocopier monthly lease | $ | 93.33 |
| DD | 9/10/2026 | CIBC Ad-Hoc Fees for Payments made | $ | 62.00 |
| DD | 9/30/2026 | CIBC Admin Fee | $ | 25.00 |
| DD | 9/30/2026 | CIBC Monthly Fee | $ | 55.00 |
| DD | 9/30/2026 | Paper Statement Fee | $ | 5.00 |
| | | **Payments to Vendors** | **$** | **149,567.88** |

*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 | | WSPS - Health & Safety Training | $ | 450.87 |
| VISA | | Purolator - Bunker Gear Shipping | $ | 189.63 |
| | | **Total Visa Charges** | **$** | **941.04** |
| | | **Total Payroll** | **$** | **39,058.90** |
| | | **TOTAL PAYMENTS FOR SEPTEMBER 2026** | **$** | **189,567.82** |

**Revenue Received September 2026**

| | | |
|---|---|---|
| Bank Interest | Monthly Interest | $ 1,236.14 |
| USD Exchange Retained | | $ 228.73 |
| Hall Rental Revenue | LDS Church | $ 500.00 |
| | Additional Rental | $ 70.00 |
| Misc. Revenue | Copies, Dog Tags, Trailer Permits etc. | $ 54.50 |
| | Tax Certificates | $ 50.00 |
| | MFOI Request | $ 203.50 |
| Planning Board Rent and Expenses | January - June 2026 | $ 16,323.16 |
| Misc. Roads Revenue | Culverts to Johnson | $ 2,056.40 |
| Aggregate Resources Fees | TOARC | $ 4,068.87 |
| Landfill Revenue | Tipping Fees | $ 885.00 |
| | Share Shed | $ 384.00 |
| API Microfit | Solar Revenue | $ 1,238.14 |
| **Total** | | **$ 27,298.44** |

*Excluding Property Tax Revenue

**THE TOWNSHIP OF TARBUTT**
**POLICY AND PROCEDURES**

**DEPARTMENT: HUMAN RESOURCES** | **EMPLOYEE COMPENSATION POLICY**
**DATE APPROVED: 15 June 2022** | **LAST DATE AMENDED: April 1, 2026**

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## POLICY:

The Township of Tarbutt strives to be a leading edge employer with a competitive compensation system that is legally compliant. The Township supports attraction and retention of highly qualified employees and provides for recognition and reward of service and excellent performance.

## RATIONALE:

The Township of Tarbutt ensures all employees are appropriately paid in accordance with the requirements of the *Employment Standards Act* [1]and the *Pay Equity Act*[2]. In addition to legislative compliance. The Township of Tarbutt strives to ensure internal equity in pay practices and market competitiveness.

The Township of Tarbutt desires to attract and retain highly qualified and dedicated employees who will contribute to the achievement of the municipality's goals and objectives.

Employee morale, job satisfaction and retention are impacted by compensation. The Township of Tarbutt believes they can attract and retain employees with a compensation system that acknowledges skills, abilities, and qualifications, and ensures advancement in compensation on the basis of excellence in performance demonstrating that the Township values employees.

## DEFINITIONS:

| | |
|---|---|
| **Bereavement** | Bereavement Leave is a period of time from one to five days for full time employees to manage personal grief and attend to necessary arrangements such as wakes, funerals, burials, and cremations following the end of life of an immediate family member. |
| **CAO/Clerk** | The CAO/Clerk is the Senior Administrative Officer of The Township of Tarbutt as appointed by By-law. |
| **Compensation** | Compensation includes base pay (expressed in terms of hourly pay or annual salary), overtime pay, sick leave, health benefits and |

[1] SO 2000, c 41 | Employment Standards Act, 2000 | CanLII
[2] RSO 1990, c P.7 | Pay Equity Act | CanLII

pension contributions. Access to benefits and pension is defined by the employment relationship determined by the Township.

**Full Time** — A full time employee is one who typically works 35 hours per week or more and who may be enrolled in the employer's benefit and pension plans.

**Internal Equity** — All jobs of comparable value are paid the same regardless of whether they are female, male or gender-neutral job classes.

**Leave** — Leave shall be defined as an approved, paid or unpaid absence from work by any employee, whether for parental or family responsibilities, illness, injury, medical, maternity/paternity or other reason.

**Market Comparability** — All jobs are paid relatively comparable to similar jobs found among municipalities of comparable size in the District of Algoma.

**Part Time** — A part time employee is one who typically works less than 30 hours per week, and who does not receive or pay into the employee benefits plan. Part time staff may be permanent, seasonal or contract employees, depending on the position and any agreement reached with the employer.

**Pay Equity** — Pay equity compares the value and pay of different jobs. The *Pay Equity Act* requires employers to pay female jobs at least the same as male jobs if they are of comparable value.

**Per Diem** — A fixed daily allowance paid to cover business travel expenses for employees who have registered for and/or who are attending work related training, intended to cover incidental expenses. Volunteer Fire Fighters and members of Council are also entitled to the daily per diem.

**Permanent** — A permanent employee may be full time or part time but the term of employment is expected to be long term and does not have an end date.

***Personal Leave*** — *Personal leave is paid time off taken at the employee's discretion, with the approval of the supervisor, up to a maximum of two days per year. Personal leave may be used for reasons other than vacation or illness.*

***Sick Leave*** — *Sick leave is paid time off that full time, permanent employees may use to address health needs without losing pay, up to a maximum of twelve (12) days per year.*

**Salary Scale** A scale reflecting the hourly wage for each permanent position from entry level and subsequent levels of pay with job classes (often one position), of seven steps on the scale. The highest step is considered the Job Rate or 100% of the value of the job.

**Vacation** Full time employees are eligible for paid vacation, which must be approved in advance by the employee's supervisor, and which amount of time shall be determined by length of service.

## 1. EMPLOYEE SALARIES:

The Salary Scale established by Council shall form the basis of compensation for all permanent employees, whether full time or part time. Employees shall be eligible to move to the next step in the salary scale every two years upon satisfactory completion of a Performance Appraisal.

Placement on the salary scale shall be determined based on pay equity, job requirements, skill sets and experience in a similar position. The classification of a position, i.e. permanent, part time or full time, shall have no bearing on the placement on the salary scale.

**Determining Job Value:**

1. The Township of Tarbutt utilizes a gender-neutral job evaluation system to determine job value and which meets legislative requirements for pay equity, and also considers and supports internal equity in compensation.

2. All jobs are reviewed on a regular or annual basis by reviewing and updating position descriptions and by seeking employee input to confirm duties, roles and responsibilities, when required.

3. Results of job evaluation and external compensation information (when being considered), shall form the basis of ongoing compensation system changes.

**Salary Upon Appointment:**

The policy for progression through the steps of the salary grid shall be as follows:

1. Employees will be placed at the appropriate step on the salary scale for their position according to the candidate's education and experience as they relate to the qualifications defined for that position. The Clerk will make the final decision regarding placement.

2. Upon hiring a new employee will typically be placed below step 3 unless the employee has significant related experience. Other factors impacting starting wage that should be considered are market competitiveness, which may drive the starting wage to a higher step in order to successfully recruit and retain qualified employees.

3. To determine the appropriate step for placement, the following guidelines are applicable:

   **Step 1** of the scale is offered if the candidate meets the minimum qualifications (education and related experience), defined in the job description for the position. Equivalencies of other related work experiences may be considered.

   **Step 2** of the salary scale is offered if the candidate has at least two years of experience in a similar role at another municipality.

   **Step 3** of the salary scale is offered if the candidate has at least three years of experience in a similar role at another municipality.

## Advancement on Salary Scale:

1. Employees will be considered for advancement on the salary scale every second year, on the basis of two years of active service and the employee's performance being at a satisfactory level, following the outcome of the performance appraisal.

2. If a new employee begins at Step 1, they may advance to Step 2 at the end of the first year of active service if they have achieved a minimal performance rating of "satisfactory" in all required areas of performance, meaning they are adept and skilled and demonstrate behaviour that supports performance outcomes.

3. The same process noted in item 2. occurs for advancement to any subsequent step, except that advancement on the grid shall be every second year.

4. Once an employee reaches the highest step for their position (Step 7), further increases in pay would occur only if the Township was implementing a cost-of-living increase for all positions, or upon Council's recognition of long service.

## Cost of Living Increases:

1. The Township of Tarbutt may consider annual cost of living increases for all staff on the salary grid following a review of the Consumer Price Index before the end of each year, rate of inflation, a comparison of neighbouring municipalities and the financial status of the Township.

2. If the Township approves cost of living adjustments upon the passing of the annual budget, all job classifications and positions on the salary scale will receive the same amount (same percentage or dollar amount) of adjustment.

**Market Comparison:**

1. The Township of Tarbutt may, at their discretion, consider the compensation and remuneration packages from comparably sized municipalities in the District of Algoma for analysis and comparison to their wages and benefits, striving for industry competitiveness. This comparison is usually done every three to five years, or more frequently if necessary, such as during unstable economic times where competition and other work life factors cause instability in recruitment and retention initiatives.

**Performance Appraisal:**

1. The Department Head or the Clerk, in the case of a Department Head, will conduct a performance appraisal of their employees once a year on their anniversary date with the input of the Clerk.

2. The Clerk will review the completed performance evaluations for all employees.

3. The Personnel Committee will conduct the performance review appraisal of the Clerk once a year and report to Council.

4. The performance appraisal system will be set up so that it measures and rates all performance indicators of the employee.

5. Approximately six months after the performance appraisal has been completed, the Department Head or the Clerk shall review the progress of the goals set out by the employee whose performance was evaluated.

**Leave of Absence:**

1. Employees may require extended time away from work to attend to unusual circumstances to care for family members, or themselves. Full time employees may be eligible to receive compensation from the Township's benefits provider, depending on the job status, and the nature of the requested leave.

2. A note from a health care professional is required in order for medical leave to be approved. If the employee is eligible for employer benefits or WSIB compensation while on leave, additional measures may be imposed by the provider.

3. Before the employee returns to work, a clearance certificate, signed by a medical professional, must be provided deeming the employee fit to resume regular or modified duties.

4. Depending on the length and nature of the leave, employees may also be required to provide a Functional Abilities Form for physical and/or cognitive demands, to be completed by a health care professional, to ensure the safety and well being of the employee and their co-workers.

***Sick Leave Entitlement***:

1. *Full time employees are entitled to twelve (12) days of sick leave each calendar year following successful completion of their probationary period.*

2. *Employees classified as part time, casual, contract or summer are not entitled to be paid for sick time.*

3. *If unused by December 31 of each year, sick time shall not be carried over from one calendar year into another.*

***Personal Leave***

1. *All employees are entitled to two days of paid personal leave each calendar year which may be used for any purpose. Employees are not required to provide their Supervisor with reasons for the leave.*

2. *If unused by December 31, personal leave days may not be carried forward into the next calendar year and shall be forfeited.*

***Bereavement Leave***

All employees are entitled to the following bereavement leave immediately upon employment:

1. Full time employees are entitled to up to five (5) paid days off following the death of an immediate family member, that being a parent, child, spouse (both married and unmarried couples) of the same or opposite genders, child or step-child, adopted child or legal ward, parent or step-parent, sibling or step-sibling, a miscarriage or stillbirth, a failed fertility, adoption, or surrogacy.

2. Full time employees are entitled to up to three (3) paid days off following the death of other family members not listed above, including mother-in-law, father-in-law, step-mother-in-law, step-father-in-law, sister-in-law, brother-in-law, grandparent or grandparent-in-law, grandchild, legal guardian, niece, nephew, aunt, uncle or cousin, employees are eligible for up to three (3) days of paid leave per calendar year without service loss.

3. Upon the death of a family member not covered above, employees will receive one (1) day of paid leave without any service loss.

4. Part time, seasonal and casual employees may be granted unpaid leave dependent on their scheduled days and hours of work, and each request shall be considered on a case by case basis.

5. Special circumstances may be considered for additional leave, subject to the approval of the CAO/Clerk and the employee's immediate supervisor.

6. Where an employee does not qualify for leave noted above, requests will be handled on a case by case basis, such as in the event of the death of an extended family member or close friend. Additional unpaid time off may be given at the CAO/Clerk's discretion upon request.

## Vacation

1. All full time employees are entitled to paid consecutive days off, when approved in advance by their supervisor, dependent on their length of service.

2. Annual vacation allocation shall be earned as follows, and shall be available on a prorated basis from the anniversary date:

   - Within the first year of service, and up to the completion of three consecutive years, two (2) weeks annual vacation, prorated from the start date.
   - After completion of three (3) years of continuous service: Three (3) weeks annual vacation
   - After completion of five (5) years of continuous service: Four (4) weeks annual vacation
   - After completion of eight (8) years of continuous service: Five (5) weeks annual vacation after.
   - After completion of twelve (12) years of continuous service: Six (6) weeks annual vacation.
   - After twenty (20) years of continuous service: Seven (7) weeks annual vacation.

3. Annual Vacations shall be booked in periods of up to two weeks, with each choice based on seniority, subject to approval by the Supervisor.

4. Employees requesting more than two consecutive weeks' vacation shall make the request in writing to their immediate supervisor, providing the total amount of time requested.

## Boot Allowance

1. The Township of Tarbutt acknowledges that employees of the Roads Department, and Landfill staff, require proper safety rated footwear to ensure their safety while on the job.

2. Staff at the Landfill and the Roads Department are required to wear safety boots each day they are on the job.

3. Members of the Roads Department shall be reimbursed for the purchase of one pair of safety boots, each calendar year, to a maximum of $250.00.

4. Staff members who work at the Landfill shall be reimbursed for the purchase of one pair of safety boots every second calendar year, to a maximum amount of $250.00.

5. Reimbursement shall be made to employees of the Landfill and Roads Department upon submission of receipts showing the amount paid for safety boots in accordance with the above provisions.

6. Administrative staff that work with or under these departments shall not be eligible for boot allowance.

This policy approved by Council on June 15, 2022 by Resolution No: 2022 – 71.
This policy amended by Council by Resolution No: 2023 – 90 on July 19, 2023.
This policy amended by Council by Resolution No. 2024 – 74 on May 15, 2024.
This policy amended by Council by Resolution No. 2026 – 47 on March 18, 2026.
This comprehensive policy reviewed and approved by Council Resolution No. 2026 - _____

Mayor Lennox Smith

CAO/Clerk Carol Trainor

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT**
**BY-LAW 2026 – 28**

**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 1R14327; Tarbutt and Tarbutt Addl being part of PIN 31466-0213 in The Township of Tarbutt.**

**WHEREAS** Section 8 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that the powers of a municipality 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** pursuant to Section 27(1) of the *Municipal Act, S.O. 2001, c.25*, as amended, municipalities are given authority to pass by-laws in respect of a highway within their jurisdiction; and

**WHEREAS** a portion of the Original Road Allowance on Port Findlay Road, which is the subject matter of this by-law, is within the jurisdiction of this municipality; and

**WHEREAS** pursuant to The Township of Tarbutt Provision of Notice By-law No. 2022-22, the Chief Administrative Officer/Clerk of the Township did cause Notice of the proposed By-law to be published and circulated in accordance with the requirements of the said By-law; and

**WHEREAS** the Council of The Township of Tarbutt deems it appropriate to stop up, close and sell that portion of the road allowance 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 being a portion of the road allowance on Port Findlay Road to the owners of the abutting property at 193 Port Findlay Road, in the Township of Tarbutt, in order to permit the progression of building and zoning compliance;

**NOW THEREFORE** be it hereby enacted by the Council of the Corporation of the Township of Tarbutt as follows:

1. That the unmaintained road allowance 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 (the "**Partial Road Allowance**") shall be declared surplus to the needs of the Corporation of the Township of Tarbutt.

2. That the Partial Road Allowance be stopped up and closed.

3. That the Partial Road Allowance be sold and conveyed to the owners of the abutting property at 193 Port Findlay Road, in the Township of Tarbutt at the purchase price of $30,000.00 plus HST.

4. That Plan 1R14327, as noted above, is attached hereto as Schedule "A".

5. That the Clerk's Certificate, attached hereto as Schedule "B", declare that the requirements of the Municipal Act, and the Township's Sale of Land Policy have been met.

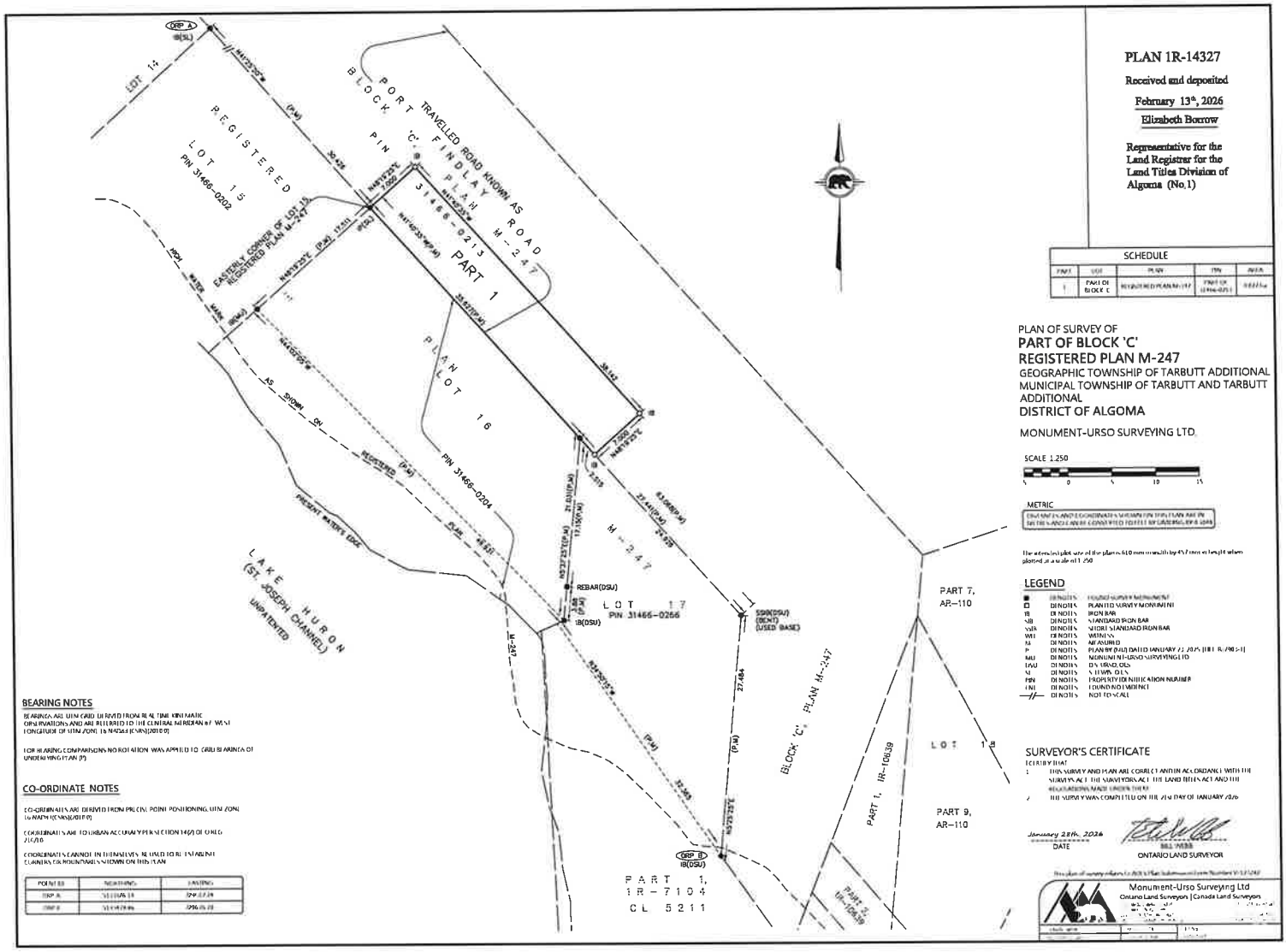
6. That the Mayor and the Clerk are hereby authorized to sign the Agreement of Purchase and Sale for the Partial Road Allowance to the owners of the abutting property at 193 Port Findlay Road, in the Township of Tarbutt, such Agreement of Purchase and Sale being in the form attached in Schedule "C".

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

_____
Lennox Smith, Mayor

_____
Carol O. Trainor, Clerk

SCHEDULE 'A' TO
By-law 2026-28




22

Schedule "B" to
By-law 2026-28

**THE TOWNSHIP OF TARBUTT**
**POLICY FOR THE SALE AND DISPOSITION OF LAND**
**UNDER BY-LAW 2025-24**

## CERTIFICATE OF COMPLIANCE

**Under Section 270 (1) (1) of the *Municipal Act*, 2001, as amended, the following Clerk's Certificate of Compliance is hereby issued for the sale of municipal lands as follows:**

**The sale of the real property located at Part of Block C According to Plan M247, designated as Part 1 on Plan 1R-14327; part of PIN 31466-0213,**

**And described as the original Road Allowance abutting Lot 16 on Plan M247 PCL 5352 ACS and shown as Part 1 on Plan 1R-14327.**

Has been lawfully completed with respect to the following:

- A by-law outlining the Notice to be given to the public and the other procedures to be followed with respect to the disposal of real property was in force in the municipality when the resolution declaring the property surplus was passed;
- The Notice provisions required by the above noted by-law have been complied with;
- The required appraisal was obtained.

THIS WILL CERTIFY THAT THE ABOVE TRANSACTION HAS BEEN COMPLETED IN COMPLIANCE WITH CONDITIONS AS DESCRIBED IN THE POLICY.

DATED AT THE TOWNSHIP OF TARBUTT IN THE DISTRICT OF ALGOMA

THIS SEVENTH DAY OF OCTOBER, 2026.

CLERK

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT**

**BY-LAW 2026 -**

**A BY-LAW TO ESTABLISH TAX RATIOS FOR MUNICIPAL PURPOSES FOR THE YEAR 2026.**

WHEREAS Section 308 (2) of the *Municipal Act*, 2001, S.O., c. 25, as amended, requires the municipality to establish tax ratios; and

WHEREAS Section 308 (3) of the *Municipal Act*, as amended, provides that the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1; and

WHEREAS Section 308 (4) of the *Municipal Act*, as amended, provides that a single tier municipality shall pass a by-law in each year to establish the tax ratios for that year; and

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

NOW THEREFORE the Council of the Corporation of The Township of Tarbutt hereby enacts as follows:

1. THAT for the taxation year 2026 the tax ratio for property in the following classes will be:

   a) the residential / farm property class — 1.0000
   b) the commercial property class — 1.6191
   c) the industrial property class — 1.8173
   d) the farmland property class — 0.2500
   e) the managed forest class — 0.2500

2. THAT any previous by-law or resolution which was passed for this purpose, or which conflicts with this by-law, be and is hereby repealed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open council this Seventh day of October, 2026.

_____

Lennox Smith, Mayor

_____

Carol O. Trainor, Clerk

**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**
322 Main Street South P.O. Box 759
Exeter Ontario
N0M 1S6
Phone: 519-235-0310 Fax: 519-235-3304
Toll Free: 1-877-204-0747
www.southhuron.ca

September 25, 2026

Via email; doug.fordco@pc.ola.org

Premier Doug Ford
Room 281
Main Legislative Building, Queen's Park
Toronto ON M7A 1A5

**RE: OPP 2027 Policing Costs**

Please be advised that South Huron Council passed the following resolution at their September 21, 2026, Regular Council Meeting:

Motion: 367-2026
Moved: W. McLeod-Haggitt
Seconded: T. Oke

**Whereas the Municipality of South Huron is policed by the Ontario Provincial Police and has budgeted $2,140,181 for its 2026 annual OPP policing contract; and Whereas this represents approximately 15% of South Huron's 2026 tax levy supported operating costs; and**

**Whereas the Municipality has received correspondence dated August 14, 2026 from the Honourable Michael S. Kerzner, Solicitor General, advising that for the 2027 calendar year no OPP-policed municipality will experience an increase of more than 11% in its total amount payable for OPP policing compared with 2026, excluding services separately acquired through an agreement with the OPP; and**

**Whereas a projected increase of 11% in 2027 would result in an additional municipal cost of up to $235,420 increasing South Huron's annual OPP cost to as much as $2,375,601; and**

**Whereas this projected increase in 2027 would result in annual OPP policing costs changing significantly over the past two years, with total costs rising from 2025 to 2027 by approximately $447,510, or 23%, placing sustained pressure on the Municipality's property tax supported operating budget; and**

**Whereas municipalities must balance legislated infrastructure, service-delivery, affordability and fiscal-responsibility obligations, while having limited revenue tools and a primary reliance on property taxation;**
**NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of South Huron:**

1. **Acknowledges the Province of Ontario's action to limit the 2027 OPP municipal policing cost increase to no more than 11%;**

2. **Expresses concern that an increase of up to 11% in a single year remains significant for small and rural municipalities and is not, by itself, a sustainable long-term solution;**

3. **Requests that the Province of Ontario establish a permanent, transparent and sustainable multi-year framework for OPP municipal policing costs that :**

- **includes a reasonable and predictable maximum annual increase in municipal OPP policing costs, taking into consideration municipal revenue growth, inflation, assessment growth, population growth, fiscal capacity and the affordability impacts on local property taxpayers, including cost of living; and,**
- **that municipalities receive a clear and itemized annual explanation of changes to their OPP policing costs, including, where applicable, changes attributable to staffing levels, salaries, benefits, calls for service, time standards, fleet, accommodation, support services, detachment administration and other provincial cost allocations; and**
- **that the permanent framework recognize the limited fiscal capacity of small, rural and OPP-policed municipalities and ensure that municipal policing cost increases do not disproportionately affect property taxpayers or compromise the municipality's ability to deliver other essential services and infrastructure; and**
- **that the Province recognize that municipalities have limited ability to control policing costs arising from provincial legislation, regulatory, staffing, compensation, collective bargaining, operational or policy decisions and that the Province provide appropriate provincial funding or cost-sharing where significant policing cost pressures arise primarily from such provincial decisions; and**

4. **that this resolution be circulated to the Premier of Ontario; the Solicitor General; the Minister of Municipal Affairs and Housing; MPP Lisa Thompson; the Association of Municipalities of Ontario; Rural Ontario Municipal Association; all Ontario municipalities policed by the OPP; and the Huron OPP Detachment Board.**

Disposition: Carried

**September 28, 2026**

**Township of Tarbutt**
**Desbarats, Ontario P0R 1E0**
**Via email:** clerk@tarbutt.ca

**Re: ADSAB 2026-2036 Housing and Homelessness Plan – Public Engagement Opportunities**

Dear Mayor Smith and Members of Council:

The Algoma District Services Administration Board (ADSAB) is developing a new 10-year Housing and Homelessness Plan for 2026-2036. This correspondence is being provided to Council for information and to request assistance in promoting upcoming public engagement opportunities to residents of your community.

**Why is ADSAB Developing a New Plan?**

As a designated Service Manager, ADSAB is required under *Ontario's Housing Services Act, 2011* to maintain a Housing and Homelessness Plan for the communities it serves. ADSAB's existing 10-Year Housing and Homelessness Plan, *Opening Doors to Better Lives*, was developed in 2013 and has reached the end of its 10-year planning period.

Since the existing plan was developed, the housing and homelessness landscape has changed considerably. Housing affordability pressures have intensified, homelessness has become more visible, community needs have evolved, and the policy and service-delivery environment has changed.

The new 2026-2036 Housing and Homelessness Plan will provide a long-term strategic framework to help inform ADSAB's housing and homelessness planning and priorities over the next decade. The Plan will be one of several tools used to support decision-making, recognizing that future initiatives and investments will also be influenced by factors such as available funding and resources, feasibility, partnerships, emerging community needs, and provincial and federal policies and programs.

**How Will the New Plan Be Developed?**

ADSAB has retained OrgCode Consulting Inc. to support the development of the new plan. The process will consider a range of information, including local housing and homelessness data, demographic and economic trends, existing policies and programs, future needs, and information gathered through community and stakeholder engagement.

This work will provide an updated understanding of housing and homelessness across the District to support the development of the 2026-2036 Housing and Homelessness Plan. The consultant's proposed approach similarly combines quantitative evidence and engagement information in developing the Plan.

**Public Participation and Community Engagement**

As part of this work, ADSAB and OrgCode will be seeking information from residents and communities across the District through a District-Wide Housing and Homelessness Survey and a series of public engagement meetings. These opportunities will provide additional local information and perspectives to complement the other data and research being considered.

**District-Wide Housing and Homelessness Survey**

Residents, service users, service providers and other community members are invited to share their perspective on housing and homelessness through the District-Wide Survey. The online format will help reach participants through ADSAB's large and geographically dispersed service area. The survey is consistent with OrgCode's proposed district-wide engagement approach.

Survey Opens: September 28th, 2026
Survey Closes: October 31st, 2026
English Survey: https://adsab.link/hhp-survey
French Survey: https://adsab.link/plli-sondage

**Public Engagement Meetings**

In addition to the survey, ADSAB and OrgCode will host three-in person public engagement meetings and one-virtual meeting. These sessions will provide an opportunity to hear directly from residents about housing and homelessness within their communities.

The following public engagement meetings have been scheduled:

City of Elliot Lake
Wednesday, October 28th, 2026
5:30 p.m. – 7:00 p.m.
Collins Hall
120 Hillside Dr. N.
Elliot Lake, ON

Town of Blind River
Tuesday, October 27th, 2026
5:30 p.m. – 7:00 p.m.
Blind River Community Centre
110 Indiana Ave.,
Blind River, ON

Municipality of Wawa
Thursday, October 29th, 2026
5:30 p.m. – 7:00 p.m.
Michipicoten Memorial Community Centre
3 Chris Simon Dr.
Wawa, ON

Virtual Public Engagement Meeting
Tuesday, November 10th, 2026
6:00 p.m. to 7:30 p.m.
Microsoft Teams
Link Available at:
https://adsab.link/hhp

Residents are welcome to complete the District-Wide Survey, attend a public engagement meeting, or participate through both opportunities.

Additional information about the project, including the survey and public engagement opportunities, will also be available through ADSAB's dedicated project webpage:

English Webpage: https://adsab.link/hhp

French Webpage: https://adsab.link/plli

**Request for Municipal Assistance**

Given the size and geographic diversity of the Algoma District, assistance from member municipalities will help ensure residents across the District are aware of these opportunities.

ADSAB respectfully requests Council's assistance in promoting the District-Wide Housing and Homelessness Survey and upcoming public engagement meetings within your community.

To assist with this effort, a Public Engagement Notice is enclosed with this correspondence and may be shared directly with residents through municipal websites, social media, newsletters, community notice boards and other appropriate communication channels. For convenience, electronic copies can be provided upon request by contacting info@adsab.on.ca.

Thank you for your assistance in helping ADSAB reach residents throughout your community.

Sincerely,

Jordan Kemp
Director of Housing Services
Algoma District Services Administration Board