3a

THE TOWNSHIP OF TARBUTT
Minutes of the Council Meeting
Wednesday, October 21, 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: Michael Pigeon, Road Superintendent (left the meeting at 4:25)
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 Special Council meeting held October 7, 2026.

Resolution No: 2026 – 162
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that the Minutes of the Special Council meeting held October 7, 2026 be adopted as circulated.
Carried

4. DEPUTATIONS / PRESENTATIONS

5. FINANCIAL STATEMENTS

Previously approved.

6. STAFF AND COMMITTEE REPORTS

a. Roads Superintendent Verbal Report

Road Superintendent Mike Pigeon reported on work to the Pine Island Causeway, Town Line Road, repairs to the plow truck, a final round of park and cemetery groundskeeping, and commented on the collegial relationship between Tarbutt and Laird Township. There may be a need to share resources this coming winter.

Resolution No: 2026 – 163
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the verbal report from the Road Superintendent be received.
Carried

b. Roads Committee Recommendation – Plow Truck

Following the Notice of Motion presented at the October 7, 2026 meeting, the Roads Committee discussed this matter and submitted a recommendation.

Resolution No: 2026 – 164
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that the Report and draft minutes from the Roads Committee meeting of October 14, 2026 be received; and
That Council accept the recommendation of the Roads Committee to purchase a set of eight (8) tires and rims for the Western Star plow/dump truck at a cost not to exceed $5,500.
Carried

c. DRAFT Standardized Format Policy

The Clerk advised that a standardized format policy provides guidance on how information is structured and presented, to provide consistency, a professional image, and compliance with AODA guidelines. In this case, this policy will focus mainly on council documents such as reports, correspondence, policies and by-laws.

Resolution No: 2026 – 165
Moved by: J. Nagel Seconded by: U. Abbott
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 Standardized Format Policy attached as a guideline for staff.
Carried

d. DRAFT Planning Application Fee Refunds

Resolution No: 2026 – 166
Moved by: D. McClelland Seconded by: D. Farrar
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.
Carried

e. Election Worker Policy

Resolution No: 2026 – 167
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the report from the CAO/Clerk establishing a policy for Election workers be approved for implementation.
Carried

f. Administrative Update

Resolution No: 2026 – 168
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that the Administrative Update dated October 21, 2026 be received.
Carried

7. BY-LAWS

a. By-law to Enter into Agreement with the Minister of Northern Economic Development and Growth for NORDS Funding.

Resolution No: 2026 – 169
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that leave be granted to introduce By-law 2026 – 31 being a By-law authorizing the Clerk to Enter into a Transfer Payment Agreement with the Minister of Northern Economic Development and Growth for NORDS Funding; and
That said by-law be read a first, and taken as read a second and third time and finally passed this Twenty First day of October, 2026.
Carried

8. INFORMATION / CONSENT AGENDA

9. OTHER BUSINESS / ADDENDUM

a. 2026 Christmas Closure

Proposed landfill closure on the statutory holiday has been sent to members of the Landfill Committee and Johnson Township for approval.

Resolution No: 2026 – 170
Moved by: D. Farrar Seconded by: D. McClelland
Be it resolved that the report from the CAO/Clerk regarding the 2026 Christmas Holiday shutdown be received; and
That Council authorizes the closure of the municipal office from 12:30 pm on Thursday, December 24 until 9 am on Monday, January 4, 2027; and
That the Johnson Tarbutt Joint Landfill be closed on Boxing Day, Saturday, December 26, and resume regular hours on Wednesday, December 30 and Saturday, January 2, 2027.
Carried

b. Letter and Declaration from the Town of Ganonoque
Re: Declaration against religious violence

Resolution No: 2026 – 171
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the council of The Township of Tarbutt supports the letter from the Mayor and Declaration from the Town of Ganonoque to stand against any person or group that denies all persons equal rights, dignity and freedoms, and against any person or group that seeks to use violence or intimidation to target persons or groups or to try to change our society, our way of life and who we are as Canadians.
Carried

The Clerk advised that all three components of the Community Emergency Preparedness Grant have all been received and are operational, being the emergency generator for the fire hall, new radios for emergency management that are compatible with the Fire Department, and the office, fire hall and roads garage now have potable water. MPP Bill Rosenberg attended the Township for a presentation.

10. CLOSED SESSION

Resolution No: 2026 – 172
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that Council will move into closed session at 4:40 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.
Carried

a. Personal Matters about an identifiable property owner

Resolution No: 2026 – 173
Moved by: J. Nagel Seconded by: U. Abbott
Be it resolved that Council rise from closed session at 5:08 pm; and

That the CAO/Clerk be authorized to advise the Township solicitor to proceed with the offer to discontinue as recommended.
Carried

11. CONFIRMATION BY-LAW

Resolution No: 2026 – 174
Moved by: D. McClelland Seconded by: D. Farrar
Be it resolved that leave be granted to introduce By-law 2026 - 32 being a By-law to confirm the proceedings of the Regular Council meeting held this Twenty First 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 this Twenty First day of October, 2026.
Carried

12. ADJOURNMENT

The Inaugural meeting of the new Council following the municipal election is tentatively scheduled for Wednesday, November 18, 2026.

Resolution No: 2026 – 175
Moved by: U. Abbott Seconded by: J. Nagel
Be it resolved that the Regular Council meeting of October 21, 2026 be adjourned at 5:10 pm, to meet again following the municipal election.
Carried

Mayor Lennox Smith

Clerk Carol O. Trainor