

**The Corporation of the Township of Gillies
Council Meeting Minutes**

Minutes of the regular meeting of the Gillies Council of the 2014/2018 term held on
May 8th 2017 at 7:00 P.M. in the Gillies Municipal Office.

Present:	Deputy Reeve	Councillor Wendy Wright
	Councillors -	Councillor Karen O’Gorman Councillor Rudy Buitenhuis
	Regrets -	Reeve Rick Kieri Councillor William Groenheide
	Administration -	Shara Lavallee, Clerk James Gillies, Roads Maintenance Coordinator

Acting Reeve Wright called the meeting to order at 7:00 p.m.

A. Confirmation of the Agenda

RESOLUTION 2017/117

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the agenda be approved as amended:

Addition of Item 11.1 Potential Land Purchase

Addition of Item 11.2 Potential Committee Members

CARRIED

1. Disclosures of Interest

2. Minutes

2.1 Adoption of Council Meeting Minutes – Regular Meeting April 24th 2017

RESOLUTION 2017/118

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on April 24th 2017, be adopted.

CARRIED

2.2 Adoption of Council Meeting Minutes – Special Meeting April 28th 2017

RESOLUTION 2017/119

Moved by Councillor O'Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on April 28th 2017, be adopted.

CARRIED

3. Visitors and Deputations

3.1 Lucas Durand, President of the Gillies Community Centre

Mr. Durand gave a brief summary of the Community Centre's plans for Canada Day celebrations. A volunteer is being sought for the position of event coordinator. Councillors suggested possible activities for the event.

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2017/120

Moved by Councillor O'Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report dated May 8, 2017, for a total of \$25,615.81 including cheque numbers 5131 to 5143, as set out in the report, and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2017/121

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 947 for the period of April 15th – April 28th, 2017 be passed for payment.

BE IT RESOLVED THAT Landfill Payroll Run No. 948 for the month of April 2017 be passed for payment.

FURTHER THAT the year to date vacation time, overtime, and accrued sick time have been reviewed

CARRIED

5. Reports

5.1 Roads Report

A review of the Gillies-Neebing Boundary Road Agreement was requested with a focus on the Roads Maintenance Policies, particularly winter maintenance.

In the upcoming newsletter, the Roads Department shall be commended for their performance during the recent ice storm.

The Annual Roads Tour shall be May 17th 2017.

A special Council meeting shall be held May 15th to discuss the 2017 draft budget and draft RFP for ditching project.

5.2 MBLEO Report

5.3 Response to MBLEO Report

5.4 Supplementary MBLEO Report

Council requested that future MBLEO reports consist of only a brief summary of the incident and its outcome.

5.5 Administration Report

An amending bylaw will be presented at the next Council meeting for the prohibition of renovation materials from the landfill.

5.6 Minutes of Special Joint Meeting

deferred

6. Correspondence

6.1 Service Request (Roads) – Gillies resident

Received by Council.

6.2 Requests - History Book Working Group

Councillor Buitenhuis spoke on behalf of the History Book Working Group. He requested permission to use the Township logo and photocopying services. Council had no objections.

6.3 MCSS – cc'd letter to TBDSSAB re board representation

The MCSS has approved an increase of TBDSSAB board representation for the Area One municipalities. At the next LRMC meeting, the Reeve shall re-iterate Gillies' resolution requesting that a member of Gillies council be appointed to one of the newly-created positions.

The Appendix to the Agenda contains the list of information-only correspondence that has been received. Paper copies of mailed items will be placed in the yellow folder. In order to save paper usage, Administration will print for members of Council any items that they wish to be printed from emails received.

7. Unfinished Business

none

8. New Business

Any matters that come to Administration's attention between finalization of the Agenda and commencement of the meeting will be brought forward at this time.

Councilors will have an opportunity to advise Council of any matters of interest or information.

9. Upcoming Matters

10. By-laws

10.1 By-Law 2017-017

Being a by-law to set up a procedure to appoint members to advisory committees and to repeal By-Law #633

RESOLUTION 2017/122

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT By-law 2017-017 be passed as presented

CARRIED

10.2 By-Law 2017-018

Being a by-law to prescribe the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public, and to repeal By-Law 608
Amendments requested by Council.

10.3 By-Law 2017-019

Being a by-law to repeal By-law No. 497, being a by-law to establish and maintain an Emergency Measures Organization for certain municipalities in the District of Thunder Bay, but not limited to the District, in the Province of Ontario, and to authorize the Municipality of the Township of Gillies to participate as a partner to the full extent of its capabilities in the said organization.

RESOLUTION 2017/123

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT By-law 2017-019 be passed as presented

CARRIED

11. Closed Session

RESOLUTION 2017/124

Moved by Councillor O'Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 8:26 p.m., we close the next portion of the meeting to the public in accordance with Subsection 239(2)(c) of the Municipal Act, 2001 in order to consider Agenda Item 11.1, being a

discussion involving potential acquisition or disposition of municipal property, in accordance with the provisions of 239(2)(c) of the Municipal Act, 2001

And under Subsection 239(2)(b) of the Municipal Act, 2001 in order to consider Agenda Item 11.2, involving personal information about an identifiable individual, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

CARRIED

Members present discussed the Closed Session agenda items. During the Closed Session meeting, the following procedural resolution was passed:

Resolution 2017/125

Moved by Councillor O'Gorman; Seconded by Councillor Buitenhuis :

BE IT RESOLVED THAT, the time being 9:10 p.m., Council rise from Closed Session and report in Open Session.

CARRIED

- 11.1 Potential Land Purchase
- 11.2 Potential Committee Members

RESOLUTION 2017/126

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED that Administration proceed as directed

CARRIED

12. Adjournment

RESOLUTION 2017/127

Moved by Councillor Buitenhuis ; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT the time being 9:12 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Deputy Reeve

Shara Lavallee
Clerk

Council Meeting Minutes

Minutes of the special meeting of the Gillies Council of the 2014/2018 term held on
May 15th at 7:00 P.M. in the Gillies Municipal Office.

Present:	Reeve	Rick Kieri
	Councillors	Councillor Karen O’Gorman Councillor William Groenheide Councillor Wendy Wright Councillor Rudy Buitenhuis
	Administration -	Laura Jones, Treasurer/Deputy Clerk Damian Bouwers, Intern/Deputy Treasurer/Clerk

Reeve Kieri called the meeting to order at 7:00 p.m.

A. Confirmation of the Agenda

RESOLUTION 2017/127

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman
BE IT RESOLVED THAT the agenda be approved

CARRIED

1. Disclosures of Interest
None

2. Budget

2.1 Reserve Account Reconciliation Report

Reserve activity in 2015 and 2016 was reconciled. Administration was tasked to investigate reserve transfers from 2013 and 2014 between reserve and operating accounts and provide a report.

2.2 Determining Tax Rates and Ratios

A 2017 budget orientation was performed.

2.3 2017 Draft Operating Budget

This is the first year the operating budget and capital budget are reported separately.

Charges such as cemetery fees, building permits fees, and administration fees were discussed and a fee review will be presented to council.

The website needs updating to match AODA regulations and administration was tasked to examine options and the timeframe for mandatory compliance.

Alternate back up locations for the Emergency Management Control Group was discussed. The CEMC coordinator was asked to investigate alternatives and provide more information. This may have budget implications in 2018.

Administration was asked to review amounts for Roads-Motor Vehicle Fuel Costs, Road-Summer Material and Roads-Other with the Roads Maintenance Supervisor, as amounts could have changed with the recent capital grant approvals.

Expenses related to helipad maintenance were reviewed. Administration was tasked to investigate that all expenses being recorded.

Expenses related to cemetery maintenance were reviewed. Administration was tasked to investigate that all expenses being recorded.

The following changes were made to the operating Budget:

- Other Revenue – Internment Fess were increased by \$1,100 to \$1,800
- Different Council Committees were consolidated to a single line Council - Committees and budget increased for all committees from \$600 to \$1,200
- Admin - training budget was reduced by \$1,000 as travel costs associated with training are no longer necessary in 2017
- Admin – Other was increased \$1,000 to allow for additional AODA Compliance costs
- Admin Mileage was dropped \$300 to \$1,200
- Roads budget unchanged but additional review with Roads Maintenance Coordinator requested.
- Chief Building Official (CBO) training amount increase from 0 to \$200.
- Protection - Street Lights was increased to allow replacement of two street lights fixtures will be replaced with LED fixtures.
- Amount of \$650 for CEMC Admin wage was added
- Amount of \$1,000 for CEMC mileage was added
- Cemetery grass cutting fees decreased \$500 to \$3,500.

- Waste – Capital Expenditures code was traditionally for work on landfill waste pits. This is an operating expense not a capital expense. Move the \$3,000 allocated for Waste Capital back to the operating Budget and relabel Waste – Site Maintenance
- Move purchase of Laptop and software up from VFD – Other to VFD – Equipment Purchases. Leave \$100 in VFD – Other.
- For 2017 remove the \$3,500 transfer to the general contingency reserve and reduce the transfer to the VFD reserve by \$1,500 to \$4,000.

2.4 2017 Draft Capital Budget

Deferred

3. Request for Proposal - Clean Water Waste Water grant

3.1 Badger Mine Road Ditching

Deferred

3.2 Draft RFP review

Deferred

4. Adjournment

RESOLUTION 2017/128

Moved by Councillor Buitenhuis; Seconded by Councillor O'Gorman

BE IT RESOLVED THAT the time being 10:13 p.m., we do now adjourn the special meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Rick Kieri
Reeve

Laura Jones
Treasurer /Deputy Clerk

**The Corporation of the Township of Gillies
Council Meeting Minutes**

Minutes of the regular meeting of the Gillies Council of the 2014/2018 term held on
May 23th 2017 at 7:00 P.M. in the Gillies Municipal Office.

Present:	Reeve	Reeve Rick Kieri
	Councillors -	Councillor Karen O’Gorman Councillor Rudy Buitenhuis Councillor Wendy Wright Councillor William Groenheide
	Administration -	Laura Jones, Treasurer/Deputy Clerk Gordon Cuthbertson, CBO Damian Bouwers, Deputy Clerk-Treasurer Intern

Reeve Kieri called the meeting to order at 7:00 p.m.

A. Confirmation of the Agenda

RESOLUTION 2017/129

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the agenda be approved as amended:

Addition of item 5.5 discrepancy

Item 5.5 moved to closed session

CARRIED

1. Disclosures of Interest

None

2. Minutes

2.1 Adoption of Council Meeting Minutes – Regular Meeting May 23th 2017

RESOLUTION 2017/130

Moved by Councillor Wright; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on May 8th 2017, be adopted.

CARRIED

2.2 Adoption of Council Meeting Minutes – Special Meeting May 15 2017

RESOLUTION 2017/131

Moved by Councillor Wright; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on May 15 2017, be adopted.

CARRIED

2.3 Adoption of Council Meeting Minutes – Special Meeting April 18 2017

RESOLUTION 2017/132

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on April 18 2017, be adopted.

CARRIED

3. Visitors and Deputations

3.1 Chief Building Official

The Chief Building Official (CBO) provided an overview of changes to the Building Code and implications for Township Residents. Administration was directed to provide a letter of thanks to Bill Mauro for his work in enabling the removal of proposed changes to provision for septic field maintenance and request that he consider the issue related to the requirement of heat recovery units for new buildings. No changes to building code fees need to be performed at this time. The CBO will review building code bylaws in the fall when he is reviewing bylaws for nearby municipalities.

The Ministry of Natural Resources FireSmart manual cannot be incorporated into the building code, but can become part of Gillies zoning bylaws.

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2017/133

Moved by Councillor Groenheide; Seconded by Councillor Wright

RECOMMENDATION

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report dated May 23, 2017, for a total of \$6,482.40 including cheque numbers 5144 to 5152, as set out in the report, and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2017/134

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 950 for the period of April 29th – May 12, 2017 be passed for payment.

FURTHER THAT the year to date vacation time, overtime, and accrued sick time have been reviewed

CARRIED

5. Reports

5.1 VFD Report

Not available

5.2 Administration Report

Administration will send an invitation to the waste management committee for the Special Council Meeting taking place on Tuesday June 13, 2017. An invitation will be extended to the Gillies Community Centre.

5.3 Waste Management Minutes

The Draft minutes from the waste management committee were reviewed. Administration was tasked to explore options surrounding a “clean-up” day, and a Hazardous Waste Collection day. Administration was also tasked to develop a procedure so dump attendants could use to report bylaw infractions.

5.4 Main Street Issue – Timeline

The report was received by Council.

6. Correspondence

6.1 LRMC – May 18th agenda

6.2 TBDSSAB – Letter re Board Composition

Council agreed it was important to communicate the position that Gillies be granted a seat on the TBDSSAB board in rotation with other Municipalities.

6.3 TBDSSAB – Letter re new Community Homelessness Prevention Initiative Advisory Table

RESOLUTION 2017/135

Moved by Councillor Buitenhuis; Seconded by Councillor Wright

BE IT RESOLVED that the Municipality of Gillies endorses Councillor O’Gorman in her application submission for the Table District of Thunder Bay Social Services Administration Board (TBDSSAB) Community Homelessness Prevention Initiative (CHIPI) Advisory.

CARRIED

6.4 MMA – Letter regarding proposed building code

Removal of septic tank regulations from proposed building code

Letter thanking Bill Mauro for his support recommended in item 3.1

6.5 Waste Management Proposal – Gillies resident

Invitation will be extended to join the Waste Management Committee. An invitation to attend the Special Meeting on June 13, 2017 to view the deputation by Mr. Birett, Managing Director at CIF, who will speak regarding the Ontario Waste-Free Act.

7. Unfinished Business

7.1 Badger Mine Road Discussion

Badger Mine Road was removed from the Request for Proposal that addressing ditching and from the Capital Budget for 2017.

7.2 Draft RFP Review - deferred from May 15, 2017

Administration was tasked to make the following modifications and return the RFP to Council:

- Place Leeper Road as the first item
- Renumber the items within the body to reflect the identified priority sequence.
- Expand the work on Leeper Hill to include protection of ditches (such as rip-rap) and other allowable work.
- Provide GPS locations for start and stop of ditches.
- Change completion date by two weeks

The RFP will go to the Roads Committee for review prior to the next Council meeting.

Administration was also tasked to re-check policies regarding quads and other recreational motorized vehicles on Township roads.

7.3 Capital Budget - deferred from May 15, 2017

Reorganize CWWF projects in the same priority order identified on the RFP.

Administration was asked to inquire with the Ontario Community Infrastructure Fund what the implications would be if they did not want to open Main Street Hill.

8. New Business

Helipad inspection scheduled for May 30th. Administration was tasked to provide necessary parties with contact information.

9. Upcoming Matters

None

10. By-laws

10.1 By-Law 2017-018

Being a by-law to prescribe the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public, and to repeal By-Law 608

RESOLUTION 2017/136

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT By-law 2017-018 be passed as presented

CARRIED

10.2 By-Law 2017-020

Being a by-law to amend By-Law 2016-020

RESOLUTION 2017/137

Moved by Councillor Wright; Seconded by Councillor Groenheide

BE IT RESOLVED THAT By-law 2016-020 be passed as presented

CARRIED

11. Closed Session

RESOLUTION 2017/138

Moved by Councillor Groenheide; Seconded by Councillor Wright

BE IT RESOLVED THAT the time being 9:55 p.m., we close the next portion of the meeting to the public in accordance with Section 239 of the Municipal Act, 2001 in order to consider Agenda Item 11.1, being the Closed Session Meeting Minutes from the Council Information Meeting of May 8th 2017, and the specific subsections of Section 239(2) under which that closed session meeting was held;

And under Subsection 239(2)(b) of the Municipal Act, 2001 in order to consider Agenda Item 11.2 through 11.4, involving personal information about an identifiable individual, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

And under Subsection 239(2)(d) of the Municipal Act, 2001 in order to consider Agenda Item 11.2, involving employee negotiations/labour relations, in accordance with the provisions of 239(2)(d) of the Municipal Act, 2001;

CARRIED

Members present discussed the Closed Session agenda items. During the Closed Session meeting, the following procedural resolution was passed:

Resolution 2017/139

Moved by Councillor O'Gorman; Seconded by Councillor Groenheide:

BE IT RESOLVED THAT, the time being 10:35 p.m., Council rise from Closed Session and report in Open Session.

CARRIED

11.1 Closed Session Meeting Minutes of May 8th 2017

RESOLUTION 2017/140

Moved by Councillor Groenheide; Seconded by Councillor Wright

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the Closed Session portion of the regular meeting held on May 8th 2017, be adopted.

CARRIED

11.2 Clerk Contract

RESOLUTION 2017/141

Moved by Councillor Groenheide; Seconded by Councillor O'Gorman

BE IT RESOLVED that the Reeve and the Clerk are authorized to sign an Employment Agreement in the form reviewed by Council in Closed Session to set the terms of employment for the Clerk.

CARRIED

11.3 Committee Member Selection

RESOLUTION 2017/142

Moved by Councillor Buitenhuis; Seconded by Councillor Wright

BE IT RESOLVED that Kayla Voogt and Jo-Ann McQuaid be appointed to the Newsletter Committee

AND THAT Jenna Hakala be appointed to the General Advisory Committee

CARRIED

11.4 Potential Land Purchase

Deferred

11.5 Discrepancy

RESOLUTION 2017/143

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

BE IT RESOLVED that Administration proceed as directed.

CARRIED

12. Adjournment

RESOLUTION 2017/144

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 10:35 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Rick Kieri
Reeve

Laura Jones
Treasurer/Deputy Clerk