

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

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Minutes of the regular meeting of the Gillies Council of the 2014/2018 term held on  
April 9<sup>th</sup>, 2018 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Reeve -	Reeve Kieri
	Councillors -	Councillor Wright Councillor Buitenhuis Councillor O’Gorman
	Administration -	Jenna Hakala, Clerk Art Labelle, Acting Roads Maintenance Coordinator
	Regrets -	Councillor Groenheide

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Reeve Kieri called the meeting to order at 7:00 pm

**A. Confirmation of the Agenda**

**RESOLUTION 2018/099**

Moved by Councillor Buitenhuis; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on April 9<sup>th</sup>, 2018 be adopted as amended

**CARRIED**

**1. Disclosures of Interest**

No members of Council made any declarations under the Municipal Conflict of Interest Act.

**2. Minutes**

2.1 Adoption of Council Meeting Minutes – Regular Meeting March 26<sup>th</sup>, 2018

**RESOLUTION 2018/100**

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 March 26<sup>th</sup>, 2018 be adopted.

**CARRIED**

2.2 Adoption of Council Meeting Minutes – Special Meeting April 4<sup>th</sup>, 2018

**RESOLUTION 2018/101**

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 4<sup>th</sup>, 2018 be adopted.

**CARRIED**

**3. Visitors and Deputations**

- None

**4. Finances and Accounts**

4.1 Accounts Payable – Approval

**RESOLUTION 2018/102**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report – dated April 9, 2018 for a total of \$78,632.88, including cheque numbers 5451 to 5466 with cheque number 5453 marked as VOID and the electronic payments as listed, be passed for payment.

**CARRIED**

4.2 Payroll – Approval

**RESOLUTION 2018/103**

Moved by Councillor Wright; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1030 for the period of March 17<sup>th</sup>, 2018 to March 30<sup>th</sup>, 2018 be passed for payment.

**BE IT RESOLVED THAT** Monthly Payroll Run No. 1031 for the period of March 1<sup>st</sup>, 2018 to March 3, 2018 be passed for payment.

**CARRIED**

4.3 Council Remuneration Report

Received for Information

## 5. Reports

### 5.1 Roads Report

The Acting Roads Maintenance Coordinator discussed his report with Council. Council requested that the Roads Department provide a list of any items they need for continued service and the corresponding prices. The Roads Department was further requested to compile a list of equipment needed for construction season and compare the prices of purchasing the equipment versus renting the equipment. Council further instructed the Acting Roads Maintenance Coordinator to attend the spring melt meeting provided by the LRCA

### 5.2 Administration Report

The Clerk discussed the Administration Report with Council. Council directed the Clerk to set the Budget meeting for April 30<sup>th</sup> at 7:00 pm. Council further directed the Clerk to schedule a Deputation with the MNR regarding herbicide use on the borders of the Township.

### 5.3 Policy Review Update Report

Received for Information.

### 5.4 Anniversary/Birthday Policy Review

Approved with amendments

### 5.5 Volunteer Recognition Policy Review

Approved with Amendments

### 5.6 By-Law Enforcement Policy

Administration was directed to look into the process of setting fines for by-laws.

## **RESOLUTION 2018/104**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Municipal Law Enforcement Policy.

**CARRIED**

## 6. Correspondence

### 6.1 Guidance on Traditional Land Acknowledgement Statements

Received for Information

6.2 Ontario Community Environment Fund

Council requested that Councillor Wright ask the LRCA if there is anything that can be improved with the Whitefish River.

6.3 Board of Health Meeting Minutes

Received for information

6.4 Correspondence from The Corporation of the Township of Madawaska Valley

**RESOLUTION 2018/105**

Moved by Councillor O’Gorman; Seconded by Councillor Wright

BE IT RESOLVED THAT the Council of the Township of Gillies supports the Township of Madawaska Valley’s resolution number 2018-32-0305 regarding adequate financial resources for Asset Management Planning in small, rural municipalities.

**CARRIED**

6.5 Superior North EMS Financial Information

The Council directed Administration to request that Wayne Gates from Superior North EMS make a deputation to Council regarding the financial information provided.

6.6 Update from DSSAB

Received for information.

6.7 LRCA Regular Meeting Minutes

Councillor Wright spoke to the relationship between the MNR and the LRCA.

6.8 Thunder Bay Federation of Agriculture Sponsor request

For Information

## 6.9 DSSAB Operating and Capital Budget

For Information

## 6.10 Gillies Community Centre – request to borrow banner

Council approved lending a banner to the Gillies Community Centre. The Clerk was directed to deliver and set it up at the Community Centre

## 6.11 Roads Complaint from a Resident

Council directed Administration to get prices on the cautionary signs for pedestrians and children at play. The Roads Department was directed to clean up the vegetation in the area to improve sight lines. Administration was directed to draft a letter to the resident for approval at the next meeting.

## 7. **Unfinished Business**

### 7.1 Proposed Exemption from Approval (Official Plan Amendments)

Received for Information

## 8. **New Business**

None

## 9. **Upcoming Matters**

- Wayne Gates Superior North EMS Deputation May 14<sup>th</sup>
- Roads Tour

## 10. **By-laws**

### 10.1 Lame Duck By-Law

### **RESOLUTION 2018/106**

Moved by Councillor Buitenhuis; Seconded by Councillor Wright

**BE IT RESOLVED THAT** The Council for the Township of Gillies approves by-law 2018-008, being a by-law to delegate financial and staffing authority to the Clerk and the Treasurer during 2018 in the event that Section 275 of the Municipal Act, 2001, becomes applicable to Gillies.

**CARRIED**

## 11. Closed Session

### RESOLUTION 2018/107

Moved by Councillor O’Gorman; Seconded by Councillor Wright

BE IT RESOLVED THAT the time being 9:39 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 Meeting of March 12<sup>th</sup>, 2018, and the specific subsections of Section 239(2) under which that closed session meeting was held;

Item 11.2 to 11.5 on the agenda, being a reports involving labour relations or employee negotiations, in accordance with the provisions of 239(2)(d) of the *Municipal Act, 2001*;

Item 11.2 to 11.5 on the agenda, being a report (\*or reports) involving personal information about identifiable individuals, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

**CARRIED**

### Resolution No. 2018/108

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

**BE IT RESOLVED THAT** the time being 11:02 p.m., Council rise from Closed Session and report in open session.

**CARRIED**

11.1 March 26<sup>th</sup>, 2018 closed council minutes

### Resolution No. 2018/109

Moved by Councillor Buitenhuis; Seconded by Councillor Wright:

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on March 26<sup>th</sup>, 2018, be approved.

**CARRIED**

11.6 April 4<sup>th</sup>, 2018 Closed Council Minutes

### Resolution No. 2018/110

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

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on April 4<sup>th</sup>, 2018, be approved.

**CARRIED**

11.2 Treasurer Contract

11.3 Equipment Operator Contract

11.4 Grass Cutting Report (Verbal Update)

**Resolution No. 2018/111**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis:

**BE IT RESOLVED THAT** Administration is authorized to proceed as directed in Closed Session regarding items 11.2, 11.3, 11.4.

**CARRIED**

11.5 Human Resources

**Resolution No. 2018/112**

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

**BE IT RESOLVED THAT** Administration is authorized to close the Township office on April 24<sup>th</sup> from 11:30 till close and on April 25<sup>th</sup> from 11:30 – 1:00 pm

**CARRIED**

**Resolution No. 2018/113**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis:

**BE IT RESOLVED THAT** Administration is authorized to post a job ad for an Administrative Assistant.

**CARRIED**

**12. Adjournment**

**Resolution No. 2018/114**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis:

**BE IT RESOLVED THAT** the time being 11:05 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

**CARRIED**

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Rick Kieri  
Reeve

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Jenna Hakala  
Clerk

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

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Minutes of the regular meeting of the Gillies Council of the 2014/2018 term held on  
April 23<sup>rd</sup>, 2018 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Reeve -	Reeve Kieri
	Councillors -	Councillor Wright Councillor Buitenhuis Councillor O’Gorman Councillor Groenheide
	Administration -	Jenna Hakala, Clerk Scott Hole, Fire Chief

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Reeve Kieri called the meeting to order at 7:00 pm

**B. Confirmation of the Agenda**

**RESOLUTION 2018/115**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on April 23<sup>rd</sup>, 2018 be adopted as amended

**CARRIED**

**1. Disclosures of Interest**

No members of Council made any declarations under the Municipal Conflict of Interest Act.

**2. Minutes**

2.1 Adoption of Council Meeting Minutes – Regular Meeting April 9<sup>th</sup>, 2018

**RESOLUTION 2018/116**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting minutes of Gillies Council for the regular meeting held on April 9<sup>th</sup>, 2018 be adopted as amended

**CARRIED**



### 3. Visitors and Deputations

- None

### 4. Finances and Accounts

#### 4.1 Accounts Payable – Approval

#### **RESOLUTION 2018/117**

Moved by Councillor Wright; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report – dated April 19, 2018 for a total of \$6,672.76, including cheque numbers 5469 to 5479 and the electronic payments as listed, be passed for payment.

**And FURTHER** that an Electronic Payment approved on April 9, 2018 for \$234.97 be reissued as cheque number 5467.

**CARRIED**

#### 4.2 Payroll – Approval

#### **RESOLUTION 2018/118**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1026 for the period of March 31st, 2018 to April 13, 2018, including cheque number 5468, be passed for payment.

**CARRIED**

#### 4.3 Accounts Payable Approval

#### **RESOLUTION 2018/119**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Accounts payable Cheque Register Report – dated February 26<sup>th</sup>, 201 for a total of \$1,055.93 of electronic payments be passed.

**CARRIED**

### 5. Reports

#### 5.7 VFD Report

The Fire Chief discussed his report with Council. Council asked for an update on the regulations being passed by the Province regarding fire fighters and training. Council directed the Treasurer to have the internet and phone line set up at the Fire Hall.

5.8 Administration Report

The Clerk reviewed the Administration Report with Council. The Clerk was directed to attend the online Elections Training Webinar. The Clerk was further directed to book a van for the Roads Tour on Tuesday May 15<sup>th</sup>. The Clerk was also directed to set up Employee Performance Reviews with the employees and the Reeve and Deputy Reeve.

5.9 Commissioning of Oaths Policy review

The Clerk was directed to clean up the wording of this policy and return it to Council for approval.

5.10 Communication Policy Review

The Clerk was directed to clean up the wording of this policy and return it to Council for approval.

5.11 Residential Tenancy Act Amendments

The Clerk was directed to bring the report back for approval.

5.12 Landfill Extended Hours Report

**RESOLUTION 2018/120**

Moved by Councillor Wright; Seconded by

**BE IT RESOLVED THAT** the landfill hours be extend to 9 am to 5 pm for a one year trial period.

**FAILED**

The Treasurer was directed to have this trial reflect in the 2018 draft budget for further discussion.

5.13 Old Silver Mountain Road Sign Report

The Council determined that lowering the speed limit on Old Silver Mountain Road was not a viable option. Council also determined that placing a “kids at play” sign on the road could create a false sense of security and result in severe consequences. Administration was directed to draft a letter to the resident to be signed by the Reeve.

**6. Correspondence**

6.1 Canada-Ontario Sign Infrastructure Program Agreement

For Information Only

6.2 Minutes of the TBDML Board Meeting

For Information Only

6.3 NOMA Conference Agenda

For Information Only

6.4 LRCA Spring Melt Meeting Minutes

Deferred

6.5 NOHFC Intern Application Response

For Information Only

6.6 Lincoln M. Alexander Award

For Information Only

6.7 Ministry of Agriculture, Food and Rural Affairs

For Information Only

6.8 Correspondence from the Township of Baldwin

No support given.

6.9 Severance Application for a Section of Couch Road

Council determined that they would accept the title of the road allowance offered by the Owner. They also determined that because of the report provided by the Health Unit they would allow the property to be severed without a septic tank. Council stands firm in their by-law to not allow the property to be severed without proof of potable water.

**7. Unfinished Business**

None

## 8. New Business

Councillor Wright brought to the attention of Council that Main Street Revitalization grant as well as other funding could do necessary repairs on the Museum to open it to the public.

Councillor O’Gorman informed the Council of an upcoming initiative coming up that will make money available in relation to the Homelessness Initiative.

## 9. Upcoming Matters

- Advertising Policy
- Administration Records Disaster Recovery and Preservation
- Deputation By Wayne Gates
- Information Package from Greenmantle Regarding Herbicide spray

## 10. By-laws

### 10.1 Compliance Audit Committee By-law # 2018-009

Council directed the Clerk to make amendments and return to By-law to Council for approval.

## 11. Closed Session

### **RESOLUTION 2018/121**

Moved by Councillor O’Gorman; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the time being 8:56 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 Meeting of March 12<sup>th</sup>, 2018, and the specific subsections of Section 239(2) under which that closed session meeting was held;

Item 11.2 to 11.5 on the agenda, being a reports involving labour relations or employee negotiations, in accordance with the provisions of 239(2)(d) of the *Municipal Act, 2001*;

Item 11.2 to 11.5 on the agenda, being a report (\*or reports) involving personal information about identifiable individuals, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

**CARRIED**

**Resolution No. 2018/122**

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

**BE IT RESOLVED THAT** the time being 9:24 p.m., Council rise from Closed Session and report in open session.

**CARRIED**

11.2 April 9<sup>th</sup>, 2018 closed council minutes

**Resolution No. 2018/123**

Moved by Councillor Buitenhuis; Seconded by Councillor Wright:

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on April 9th, 2018, be approved as amended

**CARRIED**

11.2 Equipment Operator Contract

11.3 Treasurer Contract

**Resolution No. 2018/124**

Moved by Councillor Wright; Seconded by Councillor Groenheide:

**BE IT RESOLVED THAT** Administration is authorized to proceed as directed in Closed Session regarding items 11.2 and 11.3.

**CARRIED**

**12. Adjournment**

**Resolution No. 2018/125**

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

**BE IT RESOLVED THAT** the time being 9:25 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

**CARRIED**

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Rick Kieri  
Reeve

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Jenna Hakala  
Clerk

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

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Minutes of the special meeting of the Gillies Council of the 2014/2018 term held on  
April 30<sup>th</sup>, 2018 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Reeve -	Reeve Kieri
	Councillors -	Councillor Wright Councillor Buitenhuis Councillor O’Gorman Councillor Groenheide
	Administration -	Laura Jones, Deputy Clerk Art La Belle, Acting Roads Maintenance Coordinator

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Reeve Kieri called the meeting to order at 7:02 pm

**C. Confirmation of the Agenda**

**RESOLUTION 2018/126**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the special meeting held on April 30, 2018 be adopted.

**CARRIED**

**1. Disclosures of Interest**

No members of Council made any declarations under the Municipal Conflict of Interest Act.

**2. Minutes**

- None

**3. Visitors and Deputations**

- None

## 4. Finances and Accounts

### 4.1 2018 Draft Operating Budget

The Treasurer noted that the actual 2018 expense for ambulance services became available since the draft was printed. The new amount is increased by \$2,244, or 10.1%.

Percentage Increases for fixed income and expenses from the province for 2018 were reviewed. A proposed property tax increase of 4% was recommended by the Treasurer to accommodate the reduction in Ontario Municipal Partnership Funding and increases in Policing, Ambulance Service, Conservation Authority and Social Services.

The proposed operating budget for 2018 was reviewed in detail and the following changes were made:

#### **Changes to Government Grants**

- Summer Student grant of \$1,600 was added

#### **Changes to Admin Department**

- 5110- Admin Training decreased to \$2,000
- 5113- Admin Mileage decreased to \$1,000
- 5175-Admin Professional Fees decreased to \$1,000

#### **Changes to Admin Department**

- 5110- Admin Training decreased to \$2,000
- 5113- Admin Mileage decreased to \$1,000
- 5175-Admin Professional Fees decreased to \$1,000

#### **Changes to Roads Department**

- 5307-Dental decreased to \$2,100
- 5311-Roads Mileage decreased to \$300
- Line added for Equipment rental with a value of \$200
- 5321-Roads-Hydro decreased to \$400
- 5350-Roads Communication decreased to \$3,000
- 5365-Roads Motor Vehicle Repairs decreased to \$12,000

#### **Changes to Protection Services**

- 5401-Livestock Evaluator decreased to \$200
- 5410-Bylaw Enforcement decreased to \$1,000
- 5411-Livestock Damages increased to \$1,000
- 5415-Dog By-law Enforcement reduced to \$500
- 5431-911 Emergency Services reduced to \$1,500
- 5652-Helipad Maintenance increased to \$3,500

- CEMC Equipment reduced to 0
- 5050-CEMC Honorarium reduce to \$1,000
- 5450- CEMC Training/Mtgs reduced to \$450
- CEMC Communication reduced to \$300

#### **Changes to Cemetery**

- 5460 Cemetery Wages from other departments added back to cemetery budget. Amount of \$1,400 added to that line and a reduction of \$1,400 made to roads wages
- Add a line for equipment rental (lawn mowing for cemetery maintenance)
- account increase by \$1,200 to accommodate increased dump hours, this adjusted CPP, EI, EHT, and WSIB
- Waste site maintenance was increased to \$4,000

#### **Changes to Waste Disposal Site**

- Wages increase by \$1,200 to accommodate increased dump hours, this adjusted CPP, EI, EHT, and WSIB
- Waste site maintenance was increased to \$4,000

#### **Changes to VFD**

- 5615-VFD Fuel was adjusted to \$1,000 as previous years actual figures are lower than that amount
- 5625-VFD Equipment Repairs was adjusted to \$1,000 as previous year actual figures are lower than that amount
- 5632-VFD Communications was adjusted to \$2,900 to reflect current year phone line costs
- 5644-VDF Heating increase to \$2,300
- 5651-Firehall Repair and Maintenance decreased to \$750
- 5662-VFD Capital reduced to \$2,200 for a laptop and TV projection unit

#### **Changes to Transfers to Reserves**

- Transfer to Roads Reserve was reduced from \$12,500 to \$1,765 to accommodate the \$10,735 purchase of a Roads Retriever for recovering gravel from ditches.
- The transfer of \$1,200 to reserve for the future purchase of waste tags was eliminated.

After the above changes the operating budget shows a deficit of \$2,608. The final surplus amount has not yet been provided and Operating Budget will be revisited when the surplus amount is known.

The Revised DRAFT Operating budget is appended.



#### 4.2 Capital Equipment Discussion

The Roads Department identified that a Backhoe would be a more versatile piece of equipment than a loader. Loan interest rates from Infrastructure Ontario were reviewed. Fixed Loan rates are available for 5, 10 and 15 year terms.

#### 4.3 2018 Capital Budget

The proposed capital budget for 2018 was reviewed. The Treasurer was asked to confirm previous Council direction regarding the use of the existing Roads Reserve to finance the Retriever and ensure the correct reserve is indicated in the budget.

##### **Changes to Transfers from Reserves**

- OCIF surplus of \$7,668 from 2017 was added
- \$14,700 transfer from Contingency reserve was added (for Lawn Tractor, Trailer and Asset Management)

##### **Changes to Capital Budget**

- Change Asset Management to \$7,500

The Capital Budget will be revisited when more information is available on allowable expenditures for the Main Street Grant Funding

The revised Capital Budget is appended.

#### **5. Reports**

- None

#### **6. Correspondence**

- None

#### **7. Unfinished Business**

- None

#### **8. New Business**

##### 8.1 Report regarding the make-up of the Police Services Board

The report was received.

8.2 City Truck Diversion Oliver Paipoonge Support Resolution

**RESOLUTION 2018/127**

Moved by Councillor Wright; Seconded by Councillor O’Gorman

**WHEREAS** historically and currently Arthur Street and Dawson Road have served and continue to serve as arterial highways in our area;

**AND WHEREAS** diverting truck traffic off Dawson Road onto Hwy 11/17 will increase truck traffic travelling through the village of Kakabeka;

**AND WHEREAS** due to road elevations and curves Hwy 11/17 in the village of Kakabeka cannot have traffic lights to improve road safety;

**AND WHEREAS** Hwy 11/17 in the village of Kakabeka has no turning lanes to facilitate road safety;

**AND WHEREAS** local motorists, cyclists and pedestrians already find it difficult to enter and/or cross Hwy 11/17 in the village of Kakabeka due to traffic volumes;

**AND WHEREAS** there is an elementary school on Hwy 11/17 in the village of Kakabeka with school buses entering and exiting the school property several times daily;

**AND WHEREAS** diverting truck traffic off Arthur Street and onto Hwy 11/17 will negatively impact businesses located in our Municipality that cater to truck traffic;

**THEREFORE BE IT RESOLVED** that the Council for the Township of Gillies opposes any City of Thunder Bay By-Law intended to restrict truck traffic on Arthur Street and Dawson Road and divert it onto Hwy 11/17.

**CARRIED**

**9. Upcoming Matters**

- None

**10. By-laws**

- None

**11. Close Session**

- None

**12. Adjournment**

**Resolution No. 2018/128**

Moved by Councillor Buitenhuis; Seconded by Councillor Wright:

BE IT RESOLVED THAT the time being 21:55 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

**CARRIED**

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Rick Kieri  
Reeve

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Laura Jones  
Treasurer-Deputy Clerk