

**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  
September 10<sup>th</sup>, 2018 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Deputy Reeve -	Deputy Reeve O’Gorman
	Councillors -	Councillor Buitenhuis Councillor Groenheide Councillor Wright
	Administration -	Jenna Hakala, Clerk James Gillies, RMC
	Regrets-	Reeve Kieri

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Deputy Reeve O’Gorman called the meeting to order at 7:00 pm

**A. Confirmation of the Agenda**

**RESOLUTION 2018/262**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on September 10<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 August 20<sup>th</sup>, 2018

**RESOLUTION 2018/263**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the meeting minutes of Gillies Council for the regular meeting held on August 20<sup>th</sup>, 2018 be adopted.

**CARRIED**

### 3. Visitors and Deputations

- Henry Jantunen

Mr. Jantunen summarized his request of Council to support his Lakehead Rural Planning Board application for consent to sell properties within the village of Hymers. It is in the interest of the Township to encourage the development of properties in the Township and therefore the Council had no concerns regarding the request.

### 4. Finances and Accounts

#### 4.1 Accounts Payable – Approval

#### **RESOLUTION 2018/264**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report – dated September 6, 2018 for a total of \$19,612.74 including cheque numbers 5555 to 5569, with cheque 5554 marked as VOID, and the electronic payments as listed, be passed for payment.

**CARRIED**

The Treasurer was directed to draft a summary of expense on the new tanker truck for the Volunteer Fire Department.

#### **RESOLUTION 2018/265**

Moved by Councillor Buitenhuis; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report – dated September 10, 2018 for a total of \$162,268.00 including cheque number 5570, be passed for payment.

**CARRIED**

#### 4.2 Payroll – Approval

#### **RESOLUTION 2018/266**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1065 for the period of Aug 6, 2018 to Aug 17, 2018, be passed for payment.

**CARRIED**

#### **RESOLUTION 2018/267**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1066 for the period of Aug 18, 2018 to Aug 31, 2018, be passed for payment.

**CARRIED**

**RESOLUTION 2018/268**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** Monthly Payroll Run No. 1067 for the period of August 1<sup>st</sup>, 2018 to August 31<sup>st</sup>, 2018, be passed for payment.

**CARRIED**

**5. Reports**

5.1 Roads Report

The Roads Maintenance Coordinator presented his report to Council. There was discussion regarding the races schedule for this weekend on Leeper Road regarding maintenance of the road after the race. The Clerk was directed to notify the OPP about the upcoming race. The RMC reported that the backhoe is scheduled for pick up on September 12<sup>th</sup> and that brushing will be a priority once it is in the Township.

The Council passed the following resolution regarding work on Neva Road.

**RESOLUTION 2018/269**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies waives section 3.3 of the Procurement by-law in order to allow for quotes for hauling gravel for the Neva Road Project.

**THEREFORE BE IT RESOLVED THAT** the Roads Maintenance Coordinator be permitted to select the quote for the Neva Road project that is cost effective for the Township.

**CARRIED**

5.2 Administrative Report

The Clerk presented her report to Council. It was determined that the Clerk would attend the AMCTO Conference and the WSIB Session. It was also determined that if the RMC was available that he and the Clerk would attend the Asset Management Training offered by the Federation of Canadian Municipalities. The Clerk and RMC were directed to change the security code on the Township Garage. The RMC was directed to provide Council a full list of safety equipment to be worn by roads staff when working on Township Roads. The Clerk was directed to inquire with the City of Thunder Bay Print shop if they can print books and if so for what price.

5.3 Policy Review – Training and Development Policy

**RESOLUTION 2018/270**

Moved by Councillor Wright; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the training and development policy as amended.

**CARRIED**

5.4 Records Management Policy and Procedures

**RESOLUTION 2018/271**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Records Management Policy and Procedures as amended.

**CARRIED**

5.5 Councillor Code of Conduct

**RESOLUTION 2018/272**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Councillor Code of Conduct as amended.

**CARRIED**

5.6 Annual Christmas Event

The Clerk presented her report regarding the Annual Staff Christmas Event. The Clerk was directed to confirm dates with Rose Valley for an event to be held at the Gillies Community Centre.

5.7 Dog Complaint Incident

For Information

5.8 Time Clock Policy

**RESOLUTION 2018/273**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Time Clock policy as amended.

**CARRIED**

**6. Correspondence**

6.1 Ministry of Tourism

For Information

6.2 NOMA

**RESOLUTION 2018/274**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the attendance of Councillor Wright and the Clerk to the FedNor Round Table Discussion on Wednesday September 19<sup>th</sup>, 2018.

**CARRIED**

6.3 Oakville request for Support

No Support was given to Oakville on this matter.

6.4 NFPA Standards Update request for support

**RESOLUTION 2018/275**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the Council for the Township of Gillies offers its supports the Corporation of the Township of North Frontenac and their resolution 359-18 regarding The Grandfathering of Volunteer Firefighters to NFPA Standards.

**CARRIED**

6.5 AMO Conference 2018

For Information

6.6 Cannabis Retail Consultation

For Information

6.7 Local Media Relations

For Information

## 7. Unfinished Business

### 7.1 Asset Management Program Development

The Clerk was directed to provide Council at an upcoming meeting of a schedule for becoming compliant with the Asset Management Regulations. The following Resolution was passed.

#### **RESOLUTION 2018/276**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council of the Township of Gillies amends Resolution number 2018/217 to the following activities in its proposed project to the following:

- Training and customization of current asset management software Municipal DataWorks
- Update Asset Management Plan
- Review and update AMP Polices and Procedures

**AND BE IT FURTHER RESOLVED THAT** the Township of Gillies adjusts its commitment of \$12,330.00 to \$4,020 toward the costs of this initiative

#### **CARRIED**

### 7.2 Hiring By-law and Policy Review

Deferred

### 7.3 Personal Use Policy

Deferred

### 7.4 Main Street Revitalization Grant

The Clerk was directed to get new quotes from the city for the items listed in the report.

## 8. New Business

Councillor Buitenhuis wanted to confirm that the Reeve would be available for the History Book Committee Meeting on Tuesday Night. The Clerk was directed to contact the Reeve. Councillor Buitenhuis also brought up the matter of the activity on mines in the Township. The Clerk was directed to request a deputation from the Ministry of Energy, Northern Development and Mines.

Councillor Wright cancelled Community Emergency Management Coordinator Training scheduled for this upcoming Thursday. The training will be rescheduled for October.

Councillor Groenheide and Deputy Reeve O’Gorman had nothing to report.

**9. Upcoming Matters**

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies

**10. By-laws**

None

**11. Closed Session**

**RESOLUTION 2018/277**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the time being 8:50 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 Items 11.1 and 11.2, being the Closed Session Meeting Minutes from the Council Meeting of June 25<sup>th</sup>, 2018, and July 3<sup>rd</sup>, 2018 and the specific subsections of Section 239(2) under which that closed session meeting was held;

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

Item 11.3 through 11.5 of the agenda, being reports involving personal information about identifiable individuals, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

Item 11.4 on the agenda, being a report involving litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, in accordance with the provisions of 239(2)(e) of the *Municipal Act, 2001*;

**CARRIED**

**RESOLUTION No. 2018/278**

Moved by Councillor Groenheide Seconded by Councillor Wright:

**BE IT RESOLVED THAT** the time being 9:27 p.m., Council rise from Closed Session and report in open session.

**CARRIED**

11.1 August 20<sup>th</sup>, 2018 Closed Council Minutes

**RESOLUTION No. 2018/279**

Moved by Councillor Wright; Seconded by Councillor Groenheide:

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on August 20<sup>th</sup>, 2018, be approved.

**CARRIED**

11.2 Human Resources – Internship

11.3 Residential Tenancy Act Violation

11.4 Building Code Violation

11.5 Resident Complaint

**RESOLUTION No. 2018/280**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide:

**BE IT RESOLVED THAT** Administration is authorized to proceed as directed in Closed Session regarding items 11.2 and 11.5.

**CARRIED**

**12. Adjournment**

**RESOLUTION No. 2018/281**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide:

**BE IT RESOLVED THAT** the time being \_\_\_\_ 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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Karen O’Gorman  
Deputy Reeve

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Jenna Hakala  
Clerk



**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  
September 24<sup>th</sup>, 2018 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Reeve -	Reeve Kieri
	Councillors -	Councillor Buitenhuis Councillor Groenheide Councillor Wright Councillor O’Gorman
	Administration -	Jenna Hakala, Clerk Scott Hole, Fire Chief Laura Jones, Treasurer (7:15pm)

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

**B. Confirmation of the Agenda**

**RESOLUTION 2018/282**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on September 24<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 September 10<sup>th</sup>, 2018

**RESOLUTION 2018/283**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting minutes of Gillies Council for the regular meeting held on September 10<sup>th</sup>, 2018 be adopted, as amended

**CARRIED**

### 3. Visitors and Deputations

- None

### 4. Finances and Accounts

#### 4.1 Accounts Payable – Approval

#### **RESOLUTION 2018/284**

Moved by Councillor Wright; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report – dated September 24, 2018 for a total of \$25,182.00 including cheque numbers 5571 to 5579, and the electronic payments as listed, be passed for payment.

**CARRIED**

#### 4.2 Payroll – Approval

#### **RESOLUTION 2018/285**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1071 for the period of Sep 1, 2018 to Sep 14, 2018, be passed for payment.

**CARRIED**

#### 4.3 Operating Expense Variance Report as of July 31, 2018

Deferred

#### 4.4 Capital Expense Variance Report as of July 31, 2018

Deferred

### 5. Reports

#### 5.9 VFD Report

The Fire Chief presented his report to Council. It was noted that the Hymers Fall Fair was a huge success for the fire team and resulted a few members of the public joining the fire team. Council asked further questions about the certification of firefighters from the new regulations. It was discussed whether there was enough local representation on the board issuing the new regulations. The Fire Chief noted that there would be a meeting of the zone 1 Fire Chiefs in the near future to discuss these concerns. Lastly the Fire Chief confirmed that the new fire truck requires no further repairs.

Laura Jones entered the meeting at 7:15 pm.

#### 4.3 Operating Expense Variance Report as of July 31, 2018

The Treasurer having entered the meeting presented her Operating Expense Variance Report to the members. The Treasurer answered questions directed at her by Council. It was overall determined that the Township is in a good position with the 2018 budget.

#### 4.4 Capital Expense Variance Report as of July 31, 2018

The Treasurer presented her Capital Expense Variance Report to Council. It was determined that the Treasurer would present the next variance reports at the November meeting.

#### 5.10 Administrative Report

The Clerk presented the Administrative Report to Council members. The Council approved the attendance of the Treasurer at the Treasurer's Forum and passed the following resolutions.

##### **RESOLUTION 2018/286**

Moved by Councillor O'Gorman; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the Council for the Township of Gillies cancels the regular meeting scheduled for October 22<sup>nd</sup> 2018 due to a conflict with the Municipal Elections Voting Day.

**CARRIED**

##### **RESOLUTION 2018/287**

Moved by Councillor O'Gorman; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the attendance of Councillor Wright to the Municipal Leadership Essentials Course being offered in Thunder Bay.

**CARRIED**

##### **RESOLUTION 2018/288**

Moved by Councillor Groenheide; Seconded by Councillor O'Gorman

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the attendance of Councillor Wright and the Clerk at the AMCTO Rule, Conduct, and Process Within Meetings being offered in Thunder Bay.

**CARRIED**

5.11 Dress Code Policy

**RESOLUTION 2018/289**

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Dress code policy.

**CARRIED**

**6. Correspondence**

6.8 Local Planning Appeal Support Centre

For Information. It was determined that the Reeve would bring this matter up at the next LRMC meeting.

6.9 Thunder Bay District Municipal League

**RESOLUTION 2018/290**

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies donates \$50 to the Thunder Bay District Municipal League Conference in December.

**CARRIED**

**RESOLUTION 2018/291**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies directs the Clerk to register 1 Reeve and 4 Councillors to attend the Thunder Bay District Municipal League Conference.

**CARRIED**

6.10 Ministry of Natural Resources Great Lakes and Water Policy Section

For Information

6.11 Request for Support from the Township of Amaranth

**RESOLUTION 2018/292**

Moved by Councillor O’Gorman; Seconded by Councillor Wright

**BE IT RESOLVED THAT:**

**WHEREAS** it appears that Mexico and the U.S.A have come to an agreement on trade terms and now intense scrutiny is on Canada as our negotiators attempt to come to an agreement as well, and our Dairy Management system is once more front and centre in the news;

**WHEREAS** supply management means that our Canadian dairy farms produce enough milk for Canadians and Canada allows 10% import of tariff free dairy products and the U.S.A caps tariff free imports at about 2.75%, so the U.S.A also protects their dairy industry;

**WHEREAS** we want our dairy products to continue to be produced on Canadian farms, under the strictest animal welfare, milk quality and food safety standards in the world;

**NOW THEREFORE** the Township of Gillies, as a predominantly farming community, urge the Federal Government to not allow a foreign party to interfere with our Dairy Management System and that is be removed from the North America Free Trade Agreement (NAFTA) negotiations.

**AND FURTHER THAT** this resolution be sent to the Prime Minister, Thunder Bay – Rainy River MP and MPP, the Association of Municipalities of Ontario, Minister of International Affairs, Premier of Ontario, Ontario Ministry of Agriculture Food and Rural Affairs and Ontario Federation Agriculture.

**CARRIED**

6.5 AMO Communications re: Blue Box Stewardship Funding

For Information

6.12 Request for Support from the City of Toronto

No support given.

6.13 AMO correspondence regarding the City of Toronto

For Information. The Reeve was directed to take the statement of Minister Clark to the LRMC Meeting.

6.14 DSSAB Board Minutes

For Information

6.15 Lakehead Rural Planning Board

**RESOLUTION 2018/293**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves application number 1B/22/18 proposing to add pin numbers 0388, 0443 and

0408 to pin number 0510 all located in Plan M17, N1/2 Lot 7 Con 6 in Gillies Township as presented by the Lakehead Rural Planning Board.

**CARRIED**

6.16                    LRCA Agenda

For Information

**7.     Unfinished Business**

7.5                    Hiring By-law and Policy Review

**RESOLUTION 2018/294**

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** The Council for the Township of Gillies approves By-law 2018-019 and Schedule 'A' of that By-law as presented in this report.

**BE IT FURTHER RESOLVED THAT** by-laws 528 and 609 or parts thereof and all or any resolutions of the Council inconsistent with this by-law are hereby revoked.

**CARRIED**

7.6                    Use of Municipal Resources Policy

Council discussed the policy presented by the Clerk. The Clerk was directed to make further edits and to bring back to Council for approval.

**8.     New Business**

Councillor Buitenhuis spoke on the accomplishments of the History Book Committee and how the progress on the book remains on schedules for the April 2019 deadline. Councillor Buitenhuis also informed members present that he would be unable to attend the October 9<sup>th</sup> meeting.

Councillor Groenheide expressed his satisfaction with the police presence in the area. He requested an update on the Community Safety Zones letters that were to be sent out. The Clerk informed Council that the letters were drafted to be sent out but required the Reeve's signature.

Councillor O'Gorman informed Council that she had attended the Homelessness Initiative meeting but was unable to discuss content of the meeting. She also informed Council that the Early Years application she was directed to submit was being put on hold until the new Council takes office.

Councillor Wright and Reeve Kieri had nothing to report.

## 9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies

## 10. By-laws

None

## 11. Closed Session

### RESOLUTION 2018/295

Moved by Councillor Groenheide; Seconded by Councillor Wright

**BE IT RESOLVED THAT** the time being 9:35 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 Items 11.1, being the Closed Session Meeting Minutes from the Council Meeting of September 10<sup>th</sup>, 2018, and the specific subsections of Section 239(2) under which that closed session meeting was held;

Item 11.2 through 11.6 on the agenda, being a report involving labour relations or employee negotiations, in accordance with the provisions of 239(2)(d) of the Municipal Act, 2001;

Item 11.7 on the agenda, being a report involving personal information about identifiable individuals, in accordance with the provisions of 239(2)(b) of the Municipal Act, 2001;

**CARRIED**

### RESOLUTION No. 2018/296

Moved by Councillor O’Gorman Seconded by Councillor Buitenhuis:

**BE IT RESOLVED THAT** the time being 10:49 p.m., Council rise from Closed Session and report in open session.

**CARRIED**

11.2 September 10<sup>th</sup>, 2018 Closed Council Minutes

### RESOLUTION No. 2018/297

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

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on September 10<sup>th</sup>, 2018, be approved.

**CARRIED**

- 11.2 Human Resources –Employee Agreements
- 11.3 Human Resources – Clerk Employee Agreement
- 11.4 Human Resources – RMC Employee Agreement
- 11.5 Human Resources – Treasurer Employee Agreement
- 11.6 Human Resources – Lead Hand/Equipment Operator Employee Agreement
- 11.7 Employee Complaint

**RESOLUTION No. 2018/298**

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 through 11.7.

**CARRIED**

**12. Adjournment**

**RESOLUTION No. 2018/299**

Moved by Councillor Wright; Seconded by Councillor Buitenhuis:

**BE IT RESOLVED THAT** the time being 10:50 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