

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

Minutes of the Regular meeting of the Gillies Council of the 2018/2022 term held on
April 14th, 2020 at 6:30 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Groenheide (Online) Councillor O’Gorman (Online) Councillor Buitenhuis (Online) Councillor Jones (Online)
	Administration -	Jenna Hakala, Clerk-Treasurer James Gillies, Roads Maintenance Coordinator (Online)
	Members of the Public -	None

Reeve Wright called the meeting to order at 6:40 pm

A. Confirmation of the Agenda

RESOLUTION 2020/102

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on April 14th, 2020 be adopted.

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 – Public Meeting March 9th, 2020

RESOLUTION 2020/103

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on March 9th, 2020 be adopted.

CARRIED

2.2 Adoption of Council Meeting Minutes – Special meeting March 16th, 2020

RESOLUTION 2020/104

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on March 16th, 2020 be adopted.

CARRIED

2.3 Adoption of Council Meeting Minutes – Special Meeting March 30th, 2020

RESOLUTION 2020/105

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on March 30th, 2020 at 4:45 PM be adopted.

CARRIED

2.4 Adoption of Council Meeting Minutes – Special Meeting March 30th, 2020

RESOLUTION 2020/106

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on March 30th, 2020 at 5:00 PM be adopted.

CARRIED

3. Visitors and Deputations

None

4. Finances and Accounts

4.1 Accounts Payable – Approval

The Clerk-Treasurer was directed to draft a report for Council comparing the differences and similarities between the Asyst and MuniSoft Council Reporting.

RESOLUTION 2020/107

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report for Regular 2020 Pre-Approved Expenses — dated March 31st, 2020 for a total of \$64,501.97, which includes cheque number 6025-6043, with cheque number 6024 being marked as void, and the electronic payments as listed, be passed for payment.

CARRIED

RESOLUTION 2020/108

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report – Regular Expenses Paid in 2020 Dated April 8th, 2020 for a total of \$29,673.57, which includes cheque number 6044 to 6052, and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2020/109

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1193 for the period of February 29th to March 13th, 2020, be passed for payment.

CARRIED

RESOLUTION 2020/110

Moved by Councillor O’Gorman; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1194 for the period of March 14th to March 27th, 2020, be passed for payment.

CARRIED

RESOLUTION 2020/111

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT Monthly Payroll Run No. 1195 for the period of March 1 to March 31st, 2020 be passed for payment.

CARRIED

5. Reports

5.1 Roads Report

The Roads Maintenance Coordinator presented his report to Council. The RMC informed Council that he had spoken to the On-Call Equipment Operator from last year about being available to the Township if necessary. The RMC supplied an update regarding the Engineers for the Old Silver Mountain Through-Way Infrastructure Project. The RMC was directed to consult with Clerk-Treasurer regarding a virtual roads tour for the meeting in May.

5.2 Administrative Report

The Clerk-Treasurer presented the Administrative Report to Council. Council approved the tentative Budget schedule.

5.3 Council Annual Remuneration Report

RESOLUTION 2020/112

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED that the Council Annual Remuneration Report be accepted as received.

CARRIED

5.4 COVID- 19 Updates

Council discussed the safety recommendations from the Health Unit Inspector. In addition to Stop and Read signs at the Landfill the Landfill attendants are directed to wipe down the hand rails of the Recycling stair case regularly during their shifts. The RMC and the Clerk-Treasurer were also directed to following the recommendations of the Health Unit.

5.5 Staff Rotation Report

The Clerk-Treasurer presented the report to Council. Council approved the staff rotation for the Office. The Clerk-Treasurer was directed to keep this as an item for discussion on the Administrative Report.

5.6 History Book Report

The Clerk-Treasurer was directed to finalize the letter to the History Book and have it mailed by the end of the week.

5.7 Electronic Participation Report and Policy

Council approved the use of GoToMeeting for future online Council Meetings. Council reviewed the policy. The Clerk-Treasurer was directed to turn the policy into two separate policies one for the meetings and one for remote access for staff. The Clerk-Treasurer was directed to bring the policies to the next meeting for approval.

6. Correspondence

6.1 Northwest Nosh

RESOLUTION 2020/113

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves the purchase of a ¼ page advertisement in Northwest Nosh Magazine.

CARRIED

- 6.2 Request for Support from the Municipality of Callander
Received for Information.
- 6.3 Request for Support from Grey County
Received for Information.
- 6.4 Request for Support from the Town of Midland
Received for Information.
- 6.5 Request for Support from Kingsville
Received for Information.
- 6.6 Correspondence from NOMA
Received for Information.
- 6.7 Correspondence from Service Ontario
Received for Information.
- 6.8 Correspondence from the Ministry of Energy, Northern Development and Mines
Received for Information.
- 6.9 Correspondence from MECP
Received for Information.
- 6.10 Correspondence from Tribunals Ontario
Received for Information.
- 6.11 Report from the Lakehead Police Services Board
Received for Information.
- 6.12 Correspondence from the Ministry of Municipal Affairs and Housing

Received for Information.

6.13 Correspondence from the Thunder Bay District Health Unit

Received for Information.

Councillor O’Gorman was asked to look further into this matter.

6.14 Correspondence from the Thunder Bay DSSAB

Received for Information.

6.15 Newsletter from the Thunder Bay DSSAB

Received for Information.

6.16 Minutes from the Thunder Bay DSSAB

Received for Information.

7. Unfinished Business

None

8. New Business

All members of Council had nothing new to report.

9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Cemetery By-law
- Terms of Reference for Official Plan
- Tax Collection Policy
- 2020 Budget
- Variance Report
- Arrears Report
- Performance Appraisals & Policy Review
- Pay Grid Policy
- Main Street Grant Update
- Meeting with Wayne Gates Tentative April 27th

10. By-laws

None

11. Closed Session

None

12. Adjournment

RESOLUTION 2020/114

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 7:59 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Reeve

Jenna Hakala
Clerk-Treasurer

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

Minutes of the Regular meeting of the Gillies Council of the 2018/2022 term held on
April 27th, 2020 at 6:30 P.M. in the Gillies Municipal Office/Virtual.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Groenheide (Online) Councillor O’Gorman (Online) Councillor Buitenhuis (Online) Councillor Jones (Online)
	Administration -	Jenna Hakala, Clerk-Treasurer Scott Hole, Fire Chief Franki Dacosta, Deputy Clerk-Treasurer
	Members of the public -	None

Reeve Wright called the meeting to order at 6:35 pm

B. Confirmation of the Agenda

RESOLUTION 2020/115

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on April 27th, 2020 be adopted.

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 14th, 2020

RESOLUTION 2020/116

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on April 14th, 2020 be adopted as amended

CARRIED

3. Visitors and Deputations

None

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2020/117

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report – Regular Expenses Paid in 2020 Dated April 22nd, 2020 for a total of \$9,600.89, which includes cheque number 6053 to 6057, and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2020/118

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1198 for the period of March 28th to April 10th, 2020, be passed for payment.

CARRIED

4.3 2019 Variance Report

The Clerk-Treasurer was directed to look into several accounts for Council prior to presenting the 2020 budget. The Clerk-Treasurer was further directed to consult with the RMC and Fire Chief regarding the 2020 budget. The Fire Chief was directed to draft a report for Council review regarding the Pumper/Tanker Truck.

5. Reports

5.1 VFD Report

The Fire Chief presented his report to Council. He informed Council that there are extra reporting requirements for the team due to COVID-19 regarding personal protective equipment. A couple of members of the team were in self isolation due to travelling but the team is back to full capacity. All training has been halted for the time being.

5.2 Administrative Report

The Clerk-Treasurer presented the Administrative Report to Council. Discussed the 100th Anniversary Celebration. The celebration has been tentatively moved to 2021. The Clerk-Treasurer was directed to go forward with the AMCTO training and to gather information from BDO regarding additional financial training.

5.3 Book Sales Report/Plan

This report was deferred. The Clerk-Treasurer was directed to request the contract from the printers for the history book prior to sending them the first payment.

5.4 Remote Access Policy

RESOLUTION 2020/119

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Remote Access Policy.

CARRIED

5.5 Electronic Participation Policy

RESOLUTION 2020/120

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Electronic Participation Policy.

CARRIED

5.6 Tax Collection Policy and Procedure

RESOLUTION 2020/121

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Tax Collection Policy and Procedure.

CARRIED

6. Correspondence

6.1 Correspondence from the District Municipality of Muskoka

RESOLUTION 2020/122

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council for the Township of Gillies supports the resolution by the District Municipality of Muskoka regarding making community gardens and garden centres and nurseries an essential service.

CARRIED

6.2 Correspondence from the Township of North Dumfries

Received for Information.

6.3 Correspondence from the Township of North Dumfries

RESOLUTION 2020/123

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies supports the resolution by the County of Haliburton regarding the increase of Tourism Oriented Destination Signage Fees.

CARRIED

6.4 Correspondence from the Township of Perth South.

Received for Information.

6.5 Correspondence from the Township of Mapleton

Received for Information.

6.6 Correspondence from Greenmantle Forest Inc.

This item was moved to Closed Session

6.7 Correspondence from Tribunals Ontario – Assessment Review Board

Received for Information.

6.8 Correspondence from the Ministry of Municipal Affairs and Housing

Received for Information.

6.9 Minutes from the Board of Health Meeting

Received for Information.

6.10 Minutes from the Thunder Bay DSSAB Regular Meeting

Received for Information.

6.11 Minutes from the Thunder Bay DSSAB Closed Session Meeting

Received for Information.

6.12 Correspondence from the Town of Oakville

RESOLUTION 2020/124

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies supports the correspondence sent to Prime Minister Trudeau and Premier Ford regarding the revenue crisis Municipalities will endure due to COVID-19.

CARRIED

7. Unfinished Business

None

8. New Business

Councillor O’Gorman, being the Health Unit Representative to both Gillies and Neebing spoke to an email received by the Mayor of Neebing regarding a concern about residents from the City of Thunder Bay flocking to the rural areas due to COVID-19.

The following resolution was passed:

RESOLUTION 2020/125

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

WHEREAS the Council for the Township of Gillies through information of local businesses has been advised of an increase of non-residents and non-property owners in the area;

WHEREAS these non-residents make themselves known to business owners that they are Thunder Bay residents under the belief that COVID-19 is not present in the rural areas;

WHEREAS the Council for the Township of Gillies has also noticed a lack of concern regarding COVID-19 from rural residents due to distance from the City of Thunder Bay;

WHEREAS the information provided by the Thunder Bay District Health Unit is misleading when stating the number of cases in Thunder Bay and surrounding areas;

WHEREAS the Thunder Bay District Health Unit provides information regarding cases on First Nation communities that are event smaller than some of the rural surrounding areas;

NOW THEREFORE the Council for the Township of Gillies requests that the Thunder Bay District Health Unit make the number of cases in the rural area known;

AND THAT the Thunder Bay District Health Unit can do so by dividing the rural municipalities and unincorporated territories into their own category;

AND THAT this category could include the Municipalities of Neebing, Shuniah and Oliver-Paipouge and the Townships of Gillies, Conmee and O'Connor as well as the unincorporated territories;

AND THAT this Resolution be forwarded to the other Thunder Bay Area rural municipalities and the City of Thunder Bay for support.

CARRIED

Councillor Groenheide brought up a concern regarding businesses hiring tree planters for the season. There is a concern regarding the close quarters that tree planters keep during the season and a risk of spreading COVID-19.

Councillor Buitenhuis informed Council that his meetings with the LRCA and Planning board are now virtual and will be having their first meetings shortly. He also informed Council that the Thunder Bay Area has received two plastic compactors for farm plastics.

Councillor Jones expressed concerns regarding residents not practicing social distancing. It was determined that the Township is doing everything they can to keep the residents informed but ultimately its their responsibility.

Reeve Wright informed Council that the Community Safety and Wellbeing plan has been postponed until 2021.

The Clerk-Treasurer informed Council that she had a call from BDO regarding the Municipal Modernization Program, a report will be provided in the next agenda.

9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Cemetery By-law
- Terms of Reference for Official Plan
- Tax Collection Policy
- 2020 Budget
- Variance Report
- Arrears Report
- Performance Appraisals & Policy Review
- Pay Grid Policy
- Main Street Grant Update
- Meeting with Wayne Gates Tentative April 27th

10. By-laws

None

Council Members took a 10 minute break while the Clerk-Treasurer prepared for the Closed Session portion of the Meeting.

11. Closed Session

RESOLUTION 2020/126

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 8:22 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 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;

Item 11.2 on the agenda, being a report involving litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, in accordance with provisions of 239(2)(e) of the Municipal Act, 2001;

CARRIED

RESOLUTION 2020/127

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the time being 8:43 the Council for the Township of Gillies rise from Closed Session and report in open session.

CARRIED

11.1 Human Resources

11.2 Neva Road East Update Report

RESOLUTION 2020/128

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration is authorized to proceed as directed.

CARRIED

12. Adjournment

RESOLUTION 2020/129

Moved by Councillor O’Gorman; Seconded by Councillor Jones

BE IT RESOLVED THAT the time being 8:45 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Reeve

Jenna Hakala
Clerk-Treasurer