

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

Minutes of the Special meeting of the Gillies Council of the 2018/2022 term held on
April 8th, 2019 at 6:30 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wendy Wright
	Councillors -	Councillor Buitenhuis Councillor O’Gorman Councillor Jones
	Administration -	Jenna Hakala, Clerk
	Regrets -	Councillor Groenheide

Reeve Wright called the special meeting to order at 6:30 pm

A. Confirmation of the Agenda

RESOLUTION 2019/118

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the special meeting held on April 8th, 2019 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

None

5. Reports

None

6. Correspondence

None

7. Unfinished Business

None

8. New Business

None

9. Upcoming Matters

None

10. By-laws

None

11. Closed Session

RESOLUTION 2019/119

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the time being 6:31 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 March 25th, 2019 and the specific subsections of Section 239(2) under which that closed session meeting was held;

Item 11.2 and 11.3 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;

CARRIED

RESOLUTION 2019/120

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 6:54 p.m., Council rise from Closed Session and report in open session.

CARRIED

11.1 March 25th, 2019 Closed Meeting Minutes

RESOLUTION 2019/121

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the minutes of the Closed Session portion of the meeting held on March 25th, 2019, be approved as amended

CARRIED

11.2 Intern Report

11.3 Human Resources

RESOLUTION 2019/122

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

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 2019/123

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the time being 6:55 p.m., we do now adjourn the Special meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Reeve

Jenna Hakala
Clerk

**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 8th, 2019 at 7:00 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wendy Wright
	Councillors -	Councillor Buitenhuis Councillor O’Gorman Councillor Jones
	Administration -	Jenna Hakala, Clerk James Gillies, Roads Maintenance Coordinator Laura Jones, Treasurer
	Regrets -	Councillor Groenheide

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

B. Confirmation of the Agenda

RESOLUTION 2019/124

Moved by Councillor O’Gorman; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on April 8th, 2019 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 – Special Meeting March 25^h, 2019

RESOLUTION 2019/125

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on March 25th, 2019 be adopted as amended

CARRIED

2.2 Adoption of Council Meeting Minutes – Regular Meeting March 25th, 2019

RESOLUTION 2019/126

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the Regular meeting held on March 25th, 2019 be adopted.

CARRIED

3. Visitors and Deputations

- None

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2019/127

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report for Prepaid Expenses – dated April 4, 2019 for a total of \$50,982.44, which includes cheque number 5754 to 5769 and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2019/128

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1119 for the period of March 2, 2019 to March 15, 2019, be passed for payment.

CARRIED

RESOLUTION 2019/129

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT Monthly Payroll Run No. 1120 for the period of March 1, 2019 to March 31, 2019, be passed for payment

CARRIED

4.3 Budget Report

The Treasurer presented the Budget Report to Council. A date was set for a budget meeting on May 6th at 7:00 pm at the Township Office. The following changes were requested for the next budget review:

- A third of the cost of bag tags be budgeted for each year - \$400
- The calcium for 2019 be lowered

- The interest that will be accumulated by the onetime funding in the HISA has not been considered in the presented budget
- It was noted that OMERS for the Roads Department had to be recalculated
- The assumption used for Council remuneration be written into the notes column for future reference
- Increase Professional fees to \$2,500 or \$3,000

5. Reports

5.1 Roads Report

The Roads Maintenance Coordinator reviewed his report to Council. There were questions regarding the staff using their personal vehicles rather than the Township pick-up. It was determined that the pick-up is in good condition but was out of commission temporarily due to some repairs. There was discussion about the annual roads tour. A date was set for May 22nd, the Clerk was directed to book the passenger van for that day.

5.2 Parking on Township Property

The Clerk was directed to place a survey in the upcoming newsletters to gauge the interest around the Township in a parking area for the purpose of carpooling. The Clerk and RMC were directed to draft a report with the estimated costs associated with the potential project. The Clerk and RMC were further directed to look into additional location options for a parking area.

5.3 Administrative Report

The Clerk presented to the Administrative report to Council. Council granted the Clerk permission to attend the LPC meeting on April 18th despite the office closure. An update regarding Mental Health Training was given to Council. The Clerk was directed to enquire with the Fire Chief on the current training being offered to the VFD regarding mental health and PTSD. Council reviewed the attached Action List and made updates as necessary.

RESOLUTION 2019/130

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council of the Township of Gillies directs Reeve Wright, Councillor Jones, the RMC and the Clerk to attend Mental Health First Aid Training at St. John’s Ambulance on May 16th and 17th, 2019.

CARRIED

5.4 Police Services Board

The Clerk was directed to draft a detailed report regarding the police services board and bring it back to Council in the fall.

5.5 One Time Funding Framework Principles

Council discussed the presented principles and framework drafted by staff for the One Time Funding the Township received. Administration was directed to bring the principles structure with Council's changes and more specific options.

5.6 Draft Letter to the Child Care and Early Years Advisory Table

This letter was no longer required and the Clerk was directed to dispose of it.

5.7 The Integrity Commissioner

Received for information.

6. Correspondence

6.1 Correspondence from the Township of Conmee

RESOLUTION 2019/131

Moved by Councillor O'Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Township of Gillies supports the Township of Conmee's Non-Profit Housing Corporation project entitled the Pines on Hume Development Project.

CARRIED

6.2 Board of Health Meeting Minutes

Received for information.

6.3 Lakehead Region Conservation Authority Regular Meeting

Received for information.

6.4 Lakehead Region Conservation Authority Spring Melt Meeting

Received for information

6.5 Thunder Bay DSSAB Minutes

The Clerk was directed to draft a report in the fall regarding membership in the LRMC.

6.6 Thunder Bay DSSAB 2019 Weighted Assessment Calculation

Received for information

6.7 MNRF Review of Long-Term Management Direction Lakehead Forest 2020-2030 Forest Management Plan

Received for information

6.8 Response from the MTO

Received for information

6.9 Funding for Blue Box Recycling Program

Received for information

7. Unfinished Business

None

8. New Business

Councillor Buitenhuis informed the members of an upcoming absence but that he will be accessible by phone if necessary. Councillor Buitenhuis also commented on the Spring Farm Conference, stating it was an excellent conference.

Councillors Jones and O’Gorman had nothing to report.

Reeve Wright gave a brief report on the Northwest Response Forum and informed Council that she would be providing them with a full report at the next meeting.

9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- User Fee By-Law
- Budget
- Transfer Station Report – May 13th

10. By-laws

10.1 By-law # 2019-006

RESOLUTION 2019/132

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-006 being a by-law to establish fees and charges to be collected by the Corporation of the Township of Gillies.

CARRIED

10.2 By-law # 2019-007

RESOLUTION 2019/133

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-007 being a by-law to establish a policy for a Councillor Code of Conduct.

CARRIED

10.3 By-law # 2019-008

RESOLUTION 2019/134

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-008 being a by-law to establish policy for Council-Staff Relations.

CARRIED

10.4 By-law # 2019-009

RESOLUTION 2019/135

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-009 being a by-law to establish a protocol for the Township of Gillies Integrity Commissioner.

CARRIED

11. Closed Session

None

12. Adjournment

RESOLUTION 2019/136

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the time being 9:50 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

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

Minutes of the Special meeting of the Gillies Council of the 2018/2022 term held on
April 29th, 2019 at 6:30 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wendy Wright
	Councillors -	Councillor Buitenhuis Councillor O’Gorman Councillor Jones Councillor Groenheide
	Administration -	Jenna Hakala, Clerk

Reeve Wright called the special meeting to order at 6:12 pm

A. Confirmation of the Agenda

RESOLUTION 2019/137

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the special meeting held on April 29th, 2019 be adopted.

CARRIED

1. Disclosures of Interest

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

2 – 10

None

11. Closed Session

RESOLUTION 2019/138

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 6:13 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 April 8th, 2019 and the specific subsections of Section 239(2) under which that closed session meeting was held;

Item 11.2 being a report relating to security of the property of the municipality, in accordance with the provisions of 239(2)(a) of the Municipal Act, 2001;

Item 11.3 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 11.4 and 11.5 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 11.4 on the agenda, being a report involving advice that is subject to solicitor-client privilege, in accordance with the provisions of 239(2)(f) of the Municipal Act, 2001;

CARRIED

RESOLUTION 2019/139

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the time being 6:42 p.m., Council rise from Closed Session and report in open session.

CARRIED

11.1 April 8th, 2019 Closed Meeting Minutes

RESOLUTION 2019/140

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the minutes of the Closed Session portion of the meeting held on April 8th, 2019, be approved as amended

CARRIED

11.2 Off Site Data Storage Policy

RESOLUTION 2019/141

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Off Site Data Storage Policy as amended.

CARRIED

- 11.3 Integrity Commissioner Contract
- 11.4 Meeting with Ms. Latta Report
- 11.5 Committee Member Appointments
- 11.6 Livestock Evaluator Contract

RESOLUTION 2019/142

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT Administration is authorized to proceed as directed in Closed Session regarding items 11.3 through 11.6

CARRIED

12. Adjournment

RESOLUTION 2019/143

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 6:44 p.m., we do now adjourn the Special meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Reeve

Jenna Hakala
Clerk

**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 29th, 2019 at 7:00 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wendy Wright
	Councillors -	Councillor Buitenhuis Councillor O’Gorman Councillor Jones Councillor Groenheide
	Administration -	Jenna Hakala, Clerk Corey Santorelli, Deputy Fire Chief

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

C. Confirmation of the Agenda

RESOLUTION 2019/144

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on April 29th, 2019 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 – Special Meeting April 8th, 2019

RESOLUTION 2019/145

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on April 8th, 2019 be adopted as amended.

CARRIED

2.2 Adoption of Council Meeting Minutes – Regular Meeting April 8th, 2019

RESOLUTION 2019/146

Moved by Councillor O’Gorman; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the Regular meeting held on April 8th, 2019 be adopted.

CARRIED

3. Visitors and Deputations

- None

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2019/147

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report for Prepaid Expenses – dated April 24, 2019 for a total of \$8,533.87, which includes electronic payments, be passed for payment.

CARRIED

RESOLUTION 2019/148

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report for Regular Expenses – dated April 25, 2019 for a total of \$19,003.86, which includes cheque number 5770 to 5781 and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2019/149

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1122 for the period of March 30, 2019 to April 12, 2019, be passed for payment.

CARRIED

5. Reports

5.8 VFD Report

The Deputy Fire Chief presented his report to Council. There was discussion around an incident of the pumper truck being returned to the fire hall empty. It was determined that polies and procedures would have to be implemented regarding the

readiness of the equipment. The Deputy Fire Chief concluded his report with an update on the condition of the Fire Chief.

5.9 Administrative Report

The Clerk presented the Administrative Report to Council. The Clerk was directed to submit the grant project with the existing ten year Capital Plan rather than submitting a revised plan.

5.10 Procedural By-law Report

The Council for the Township of Gillies determined that they would continue with the trial period of having a Special Meeting before the Regular meeting to accommodate Closed Session before the regular meeting. The Clerk was directed to draft an amendment to the Procedural By-law regarding the Electronic Participation of members of Council at meetings.

5.11 Gillies History Book Update

Received for Information. This report from the History Book Committee created a discussion regarding the 100th anniversary celebration. The Clerk was directed to add an article to the Newsletter regarding the anniversary celebration to garner interest from the public.

5.12 Police Board Meeting Report

Councillor Jones presented the report to Council. The Clerk was directed to advertise in the Newsletter for the Provincially appointed position to the police board. The Clerk was further directed to email the agenda for the police board to Council members.

5.13 Workplace Harassment Policy Review

RESOLUTION 2019/150

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Workplace Harassment Policy as amended.

CARRIED

5.14 Workplace Violence Policy Review

RESOLUTION 2019/151

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Workplace Violence Police as amended.

CARRIED

5.8 Reeve's Report

Reeve Wright spoke to the report she added to the agenda. She answered questions regarding NOMA and the Northwest Response Forum posed by other members.

6. Correspondence

6.10 Correspondence from Resident Re: Support for Councillor O’Gorman

Received for Information.

6.11 Correspondence from Resident Re: Main Street Hill

The Clerk was directed to draft a letter to Mr. Webb regarding Main Street Hill.

6.12 Request for Deputation from Thunder Bay Regional Health Sciences Foundation

Received for Information.

6.13 Request for Support from the City of Brantford

RESOLUTION 2019/152

Moved by Councillor O’Gorman; Seconded by Councillor Jones

BE IT RESOLVED THAT the Council for the Township of Gillies supports the City of Brantford’s Resolution regarding Single-Use Plastic Straws.

CARRIED

6.14 Request for Support from the Municipality of Grey Highlands

RESOLUTION 2019/153

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies supports the Municipality of Grey Highlands’ Resolution 2019-200 regarding the Ontario Municipal Partnership Fund (OMPF).

CARRIED

6.15 Request for Support from Newmarket

Received for Information.

6.16 DSSAB Newsletter

Received for Information.

6.17 AMO a Deeper Look Into the Provincial Budget

Received for Information.

6.18 Correspondence from Cheryl Gallant MP

Received for Information.

6.19 Correspondence from the City of Thunder Bay

Received for Information.

6.20 First Quarter Levy from Superior North EMS

Received for Information.

6.21 Correspondence from the Solicitor General

Council members discussed the correspondence from the Solicitor General and the potential impact that the new legislation may have on Municipalities.

6.22 Correspondence from the Ministry of Transportation

Received for Information.

6.23 TBDSSAB Board Minutes

Received for Information.

7. Unfinished Business

None

8. New Business

Councillors Buitenhuis and Jones and Reeve Wright had nothing to report.

Councillor Groenheide requested a breakdown be put into the Newsletter regarding costs the Township are mandated to pay. The Clerk was directed to send the most correspondence from the MTO to Councillor Groenheide.

Councillor O’Gorman informed Council of a conference in Kingston she would attend for the Health Board.

9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Budget
- Transfer Station Report – May 13th

10. By-laws

10.1 By-law # 2019-010

RESOLUTION 2019/154

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-010 being a by-law to appoint a Deputy Fire Chief to the Gillies Emergency Services Team

CARRIED

10.2 By-law # 2019-011

RESOLUTION 2019/155

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves By-law # 2019-011 being a by-law to appoint an Integrity Commissioner

CARRIED

10.3 By-law # 2019-012

Deferred.

11. Closed Session

None

12. Adjournment

RESOLUTION 2019/156

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 8:50 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