

**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 2018/2022 term held on  
July 12<sup>th</sup>, 2019 at 7:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Deputy Reeve -	Deputy Reeve Jones
	Councillors -	Councillor Buitenhuis Councillor O’Gorman
	Regrets -	Reeve Wright Councillor Groenheide
	Administration -	Jenna Hakala, Clerk Laura Jones, Treasurer James Gillies, Roads Maintenance Coordinator (7:05) Scott Hole, Chief Franki Dacosta, Deputy Clerk-Treasurer Intern

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Deputy Reeve Jones called the meeting to order at 7:00 pm

**A. Confirmation of the Agenda**

**RESOLUTION 2019/249**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on August 12<sup>th</sup>, 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 – Regular Meeting July 8<sup>th</sup>, 2019

#### **RESOLUTION 2019/250**

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 July 8<sup>th</sup>, 2019 be adopted as amended.

**CARRIED**

## 3. Visitors and Deputations

### 3.1 Deputation from David Matson

Mr. Matson purchased a piece of vacant property in the Village of Hymers. He and past owners have stated that the Township has removed two culverts from his property. He is requesting that the Township install an entrance with a culvert onto his property at no cost to himself.

Members presented requested that this item be deferred to the next meeting for a full Council discussion. The Roads Maintenance Coordinator was directed to gather background information on this property.

## 4. Finances and Accounts

### 4.1 Accounts Payable – Approval

#### **RESOLUTION 2019/251**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report for Prepaid Expenses – dated August 7, 2019 for a total of \$12,884.76, which includes electronic payments, be passed for payment.

**CARRIED**

#### **RESOLUTION 2019/252**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report for Regular Expenses – dated August 8, 2019 for a total of \$95,202.66, which includes cheque number 5827 to 5860, with numbers 5851 to 5855 VOID, and the electronic payments as listed, be passed for payment.

**CARRIED**

#### 4.2 Payroll – Approval

##### **RESOLUTION 2019/253**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1139 for the period of June 22<sup>nd</sup>, 2019 to July 5<sup>th</sup>, 2019, be passed for payment.

**CARRIED**

##### **RESOLUTION 2019/254**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1142 for the period of July 6<sup>th</sup>, 2019 to July 19<sup>th</sup>, 2019, be passed for payment.

**CARRIED**

##### **RESOLUTION 2019/255**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1145 for the period of July 20<sup>th</sup>, 2019 to August 2<sup>nd</sup>, 2019, be passed for payment.

**CARRIED**

##### **RESOLUTION 2019/256**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Monthly Payroll Run No. 1143 and 1144 for the period of July 1<sup>st</sup> to July 31<sup>st</sup>, be passed for payment.

**CARRIED**

The Clerk was directed to add the payroll from the August 12<sup>th</sup> meeting to Closed Session at the September 9<sup>th</sup> meeting.

#### 4.3 Variance Report

The Treasurer reviewed the Variance Report with Members present. Members asked for an overall assessment from the Treasurer. The Treasurer stated that the Township is in good shape considering the flood that occurred in June. The Treasurer informed Members that the paperwork for MMAH in relation to the flood will be a long process and that it will take significant staff time. The paperwork is due in October. Council requested a summary of the document going to MMAH when the time comes.

### **5. Reports**

#### 5.1 VFD Report

The Chief presented his report to Council. The VFD is having very good volunteer turnouts and the amount of active team members is high.

## 5.2 Roads Report

The Roads Maintenance Coordinator presented his roads report to Council. The RMC was directed to draft a report at the end of the year detailing the hours used on the backhoe and which services it was used for. Members present inquired about Hymers Fair Drive and whether the calcium applied will hold out during the fair. The RMC is confident that with a little maintenance the road will be good for the fair in terms of dust control.

## 5.3 Report on Roads Reports

Members present reviewed the Summary Report for the Roads Department. There were a few amendments recommended for the summary report.

## 5.4 Administrative Report

### **RESOLUTION 2019/257**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**WHEREAS** The Council for the Township of Gillies requires materials to be replaced on Dave’s Road Bridge that were washed away during the June 4<sup>th</sup>, 2019 flood.

**WHEREAS** there was no response to the call for RFPs to obtain a contractor and materials.

**THEREFORE BE IT RESOLVED THAT** the Council for the Township of Gillies waives the requirement of section 3.3 of by-law 2016-004 and authorizes the Roads Maintenance Coordinator to obtain three quotes for the project and select a contractor.

### **CARRIED**

Members present approved the attendance of the Clerk, the Intern and potentially a member of Council at the Planning Workshop on October 23<sup>rd</sup>. The Clerk was directed to inquire as to whether Council members could attend the workshop. Members present approve the attendance of the Treasurer and the Intern at the Treasurer’s Forum on October 24<sup>th</sup>.

Members present directed the Clerk provide Council with a training plan for the Administrative Assistant.

Members approved the attendance of the Clerk and the Intern at the Procedures Workshop on September 23<sup>rd</sup> and the AMCTO Conference on September 24<sup>th</sup> and 25<sup>th</sup>.

The Clerk was directed to provide Council with a copy of the Welcome Package on the next agenda for Council approval. There was discussion on how the package should be delivered. An in person delivery by the Reeve or Deputy Reeve was supported.

The Clerk was directed to obtain the Reeve's signature and send the letter to the school board after amendments were made.

Council directed the Clerk to coordinate with the RMC on a report regarding car pooling. It was requested that this report be presented to Council in November or December.

The Clerk was directed to draft a report regarding the 100<sup>th</sup> anniversary committee. It was determined that this report would be on the next agenda.

5.5 Gillies Official Plan Report

Members present agreed on the process of starting the preliminary work on the Official Plan. It was determined that the professional services for this project would be on the 2020 budget. The Clerk was directed to provide a report options for the Official Plan, an amended timeline and costing associated with the project.

5.6 Lakehead Police Service Board

Deferred.

5.7 Social Media Presentation

The Deputy Clerk-Treasurer Intern presented the report to Council. Members present determined that "Facebook" and "Instagram" would be the Social Media Platforms used by the Township. It was determined that a one way communication through social media would be acceptable for the Township. It was determined that Staff would be managing the social media platforms. Administration was directed to provide a comprehensive Communication Policy and a report including a breakdown of staff time and the costs associated with that time.

5.8 General Advisory Committee Meeting Notes

Deferred.

5.9 Rural Economic Development Program

The Clerk was directed to submit an application for a Community Investment Plan for \$10,000. If the funding comes through Council would determine as a whole whether the project would move forward.

5.10 Review of Smoking in the Workplace Policy

**RESOLUTION 2019/258**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the Smoking in the Workplace Policy.

**CARRIED**

**6. Correspondence**

6.1 Correspondence from Resident

Members present discussed this matter and directed the Clerk to send a response to this resident.

6.2 Correspondence from Resident

Members present discussed this matter and directed the Clerk to send a response to this resident.

6.3 Lakehead Rural Planning Board

Received For Information.

6.4 Lakehead Region Conservation Authority Letter to school board

Received For Information.

6.5 Township of McKeller request for Support

**RESOLUTION 2019/259**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies support the Township of McKeller’s resolution 19-355 regarding Municipal Amalgamation.

**CARRIED**

6.6 City of Stratford Request for Support

Received for Information.

6.7 Town Of Halton Hills Request for Support

**RESOLUTION 2019/260**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** the Council for the Township of Gillies supports the Town of Halton Hill’s resolution 2019-0141 regarding the call upon the

Province of Ontario to review and implement a deposit/return program for single use plastics, aluminum and metal drink containers.

**CARRIED**

6.8 Township of Tyendinaga Request for Support

Received For Information.

6.9 Township of Prince Request for Support

Received For Information.

6.10 Municipality of South Huron Request for Support

Received For Information.

6.11 Township of Warwick Request for Support

Received For Information.

6.12 Village of Oil Springs Request for Support

Received For Information.

6.13 Association of Francophones

Received For Information.

6.14 Ministry of Municipal Affairs and Housing

Received For Information.

6.15 Attorney General

Received For Information.

6.16 Ombudsman of Ontario

Received For Information.

6.17 NOMA Board Minutes

Received For Information.

6.18 DSSAB Newsletter

Received For Information.

6.19 DSSAB Newsletter

Received For Information.

6.20 DSSAB Board Minutes

Received For Information.

6.21 Minutes from TBDML

Received For Information.

6.22 Lake Superior Scottish Regiment

It was determined that the Reeve or the Deputy Reeve would attend this event on behalf of the Township.

6.23 College of Physicians and Surgeons of Ontario

Received For Information.

## 7. **Unfinished Business**

7.1 Procedural By-law Report #2

The Clerk was directed to return the By-law to the Council table for approval.

7.2 Insurance RFP

The Clerk was directed to include a clause in the Insurance RFP regarding “Cancer caused by exposure as a result of workplace” coverage as an separate option. With amendments the Clerk was directed to post the RFP.

## 8. **New Business**

Councillor Buitenhuis reported on the work of the Book Committee. The cut off for the family stories in September 30<sup>th</sup>. Requested that if the Reeve participates on the Hymers Fall Fair Opening Ceremonies that she mention the book and anniversary.

Councillor O’Gorman attended a Board of Health meeting stated that consultations were scheduled for July and August. The August meeting has since been cancelled and not yet rescheduled. Councillor O’Gorman was unable to attend the Child Care Meeting due to vehicle issues. Councillor O’Gorman requested a date for the next Police Board Meeting.



Deputy Reeve Jones had nothing to report.

The Clerk informed members present that she had spoken to the Reeve and that the Reeve is home and recovering well.

**9. Upcoming Matters**

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Health and Safety Policy
- Time Clock Report
- Cemetery By-law
- Freedom of Information Policy
- Terms of Reference for Official Plan
- Time Clock Report
- Main Street Grant Report

**10. By-laws**

None

**11. Closed Session**

None

**12. Adjournment**

**RESOLUTION 2019/261**

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the time being 9:30 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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Elizabeth Jones  
Deputy Reeve

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Jenna Hakala  
Clerk