

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

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Minutes of the Special meeting of the Gillies Council of the 2018/2022 term held on  
December 16<sup>th</sup>, 2019 at 6:00 P.M. in the Gillies Municipal Office.

<b>Present:</b>	Reeve -	Reeve Wright
	Councillors -	Councillor O’Gorman Councillor Groenheide Councillor Jones Councillor Buitenhuis
	Administration -	Jenna Hakala, Clerk

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**A. Confirmation of the Agenda**

**RESOLUTION 2019/414**

Moved by Councillor Jones; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the special  
meeting held on December 16<sup>th</sup>, 2019 be adopted.

**CARRIED**

**1. Disclosures of Interest**

Councillor Jones declared a conflict with item 11.4.

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

**2. – 10.**

none

## 11. Closed Session

### RESOLUTION 2019/415

Moved by Councillor Jones; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the time being 6:01 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 November 25<sup>th</sup>, 2019 and the specific subsections of Section 239(2) under which that closed session meeting was held;

Items 11.2 and 11.6 on the agenda, being reports involving personal information about identifiable individuals, in accordance with the provisions of 239(2)(b) of the *Municipal Act, 2001*;

**CARRIED**

Councillor Jones left the meeting at 6:16 pm and returned to the meeting at 6:24 pm in consideration for item 11.4.

### RESOLUTION 2019/416

Moved by Councillor Groenheide; Seconded by Councillor Jones

**BE IT RESOLVED THAT** the time being 6:34 pm the Council rise from closed session and report in open.

**CARRIED**

11.1 Council meeting minutes from November 25<sup>th</sup>, 2019

### RESOLUTION 2019/417

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the minutes of the Closed Session portion of the meeting held on November 25<sup>th</sup>, 2019, be approved.

**CARRIED**

11.2 CPP and EI Deduction Report

11.3 Software Updates

11.4 Human Resources – Treasurer Hours

11.5 Human Resources – Clerk-Treasurer Contract

11.6 Human Resources – Deputy Clerk – Treasurer Recommendation

### RESOLUTION 2019/418

Moved by Councillor Jones; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Administration is authorized to proceed as directed in Closed Session regarding items 11.2 to 11.6

**CARRIED**

**12. Adjournment**

**RESOLUTION 2019/419**

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the time being 6:35 p.m., we do now adjourn the special meeting of the Council of The Corporation of the Township of Gillies.

**CARRIED**

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Wendy Wright  
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 2018/2022 term held on  
December 16, 2019 at 7:00 P.M. in the Gillies Municipal Office.

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

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

**B. Confirmation of the Agenda**

**RESOLUTION 2019/420**

Moved by Councillor Jones; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the meeting agenda of Gillies Council for the regular meeting held on December 16<sup>th</sup>, 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 November 25<sup>th</sup>, 2019

#### **RESOLUTION 2019/421**

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** the meeting minutes of Gillies Council for the special meeting held on November 25<sup>th</sup>, 2019 be adopted as amended.

**CARRIED**

### 2.2 Adoption of Council Meeting Minutes –Regular Meeting November 25<sup>th</sup>, 2019

#### **RESOLUTION 2019/422**

Moved by Councillor Groenheide; Seconded by Councillor Jones

**BE IT RESOLVED THAT** the meeting minutes of Gillies Council for the regular meeting held on November 25<sup>th</sup>, 2019 be adopted.

**CARRIED**

## 3. Visitors and Deputations

### 3.1 BDO LLP Presentation

Auditors Kristen Spitoff and Candace Phillips from BDO made a presentation to Council regarding transparency and the anticipated scheduled and working relationship BDO intends to have with the Township.

## 4. Finances and Accounts

### 4.1 Accounts Payable – Approval

#### **RESOLUTION 2019/423**

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

**BE IT RESOLVED THAT** the Accounts Payable Cheque Register Report for Regular Expenses – dated December 12, 2019 for a total of \$62,704.04, which includes cheque number 5950 to 5973, and the electronic payments as listed, be passed for payment.

**CARRIED**

### 4.2 Payroll – Approval

#### **RESOLUTION 2019/424**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1167 for the period of November 9<sup>th</sup> to November 22<sup>nd</sup>, 2019, be passed for payment.

**CARRIED**

**RESOLUTION 2019/425**

Moved by Councillor Groenheide; Seconded by Councillor Jones

**BE IT RESOLVED THAT** Monthly Payroll Run No. 1169 for the period of November 1<sup>st</sup> – November 30<sup>th</sup>, 2019, be passed for payment.

**CARRIED**

**RESOLUTION 2019/426**

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** Administration & Roads Payroll Run No. 1174 for the period of November 23<sup>rd</sup> to December 6<sup>th</sup>, 2019, be passed for payment.

**CARRIED**

4.3 Property Tax Arrears Analysis Report

The Treasurer reviewed the Arrears Analysis Report with Council. The Treasurer was directed to update the arrears report and return it to Council in January.

In the interest of time Item 5.1 and 5.2 were moved up for the Fire Chief and the Roads Maintenance Coordinator.

5.1 VFD Report

The Fire Chief provided a monthly update to Council. There was a discussion regarding the request from LRMC for a consultation on the Fire Department. The Clerk was directed to gather more information from LRMC regarding the proposed consultation.

5.2 Roads Report

The Roads Maintenance Coordinator provided a monthly update to Council. There was a discussion regarding the Equipment/Staff rental policy for the purpose of snow plowing private driveways. It was determined that the policy would be revisited in fall of 2020.

4.4 Draft #1 of 2020 Budget

It was determined that the presented budget was a good start. The Clerk was directed apply for the 2<sup>nd</sup> year of the internship and to apply for a summer student.

## 5. Reports

### 5.3 Administrative Report

#### **RESOLUTION 2019/427**

Moved by Councillor Jones; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies appoints Reeve Wendy Wright, Councillor Karen O’Gorman, Judy Decicco, Serena Ireland and Jenna Hakala to the Animal Evacuation Plan Committee;

**AND THAT** the Animal Evacuation Plan makes up part of the Gillies Emergency Plan.

**AND THAT** Reeve Wright is the chair of the committee.

**CARRIED**

#### **RESOLUTION 2019/428**

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the Council for the Township of Gillies directs the Clerk to apply for 2<sup>nd</sup> year funding for the current Internship position.

**AND THAT** the application include a proposal for the Township to fund costs associated with the Certified Human Resources Professional designation.

**CARRIED**

#### **RESOLUTION 2019/429**

Moved by Councillor Groenheide; Seconded by Councillor Jones

**BE IT RESOLVED THAT** The Council for the Township of Gillies directs the Clerk to apply for funding through the Municipal Modernization Funding for a review of Township Operations to determine cost saving modernization opportunities for the purpose of improving the budget.

**CARRIED**

The Clerk was directed to send out the request for quote regarding Pee Dee Park as amended.

### 5.4 LRMC Documents Report

The Reeve and Clerk were directed to take the notes back to the LRMC regarding the constitution. The Reeve and Clerk were directed to get more information regarding the procedure training. Council also directed the Reeve and Clerk to inform the LRMC that the council for Gillies believes the secretarial job ad should have been advertised for all administrative staff to apply.

5.5 History Book Working Group Update

The Clerk was directed to create a sales plan for the History Book in the new year.

5.6 Procedural By-law Review Report

Deferred

5.7 Training Report

This training plan was approved by Council.

5.8 MuniSoft Quote Report

Deferred

**6. Correspondence**

6.1 Correspondence from Superior North EMS

The Clerk was directed to determine if SNEMS has a standard and if they are meeting it.

6.2 Request for Support from the Town of Amherstburg

Received for Information.

6.3 Invitation to Holiday Open House

Received for Information.

6.4 Request for Support from Mayor Holland

Received for Information.

6.5 Correspondence from MOF

Received for Information.

6.6 Come to the North Conference

Deferred.

6.7 Minutes from the Lakehead Region Conservation Authority meeting

Received for Information.



**6.8**      Ontario Provincial Police Municipal Policing Bureau News Bulletin

Received for Information.

**6.9**      Lakehead Police Services Board April 2019 to June 2019 Report

Received for Information.

**6.10**     Request for Support from the Town of Amherstburg

Received for Information.

**6.11**     Request for Support from the Township of Greater Madawaska

Received for Information.

**6.12**     Request for Support from the Township of Springwater

Received for Information.

**6.13**     Request for Support from the City of Stratford

Received for Information.

6.14      Correspondence from the Ministry of Natural Recourses and Forestry

**RESOLUTION 2019/430**

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

**BE IT RESOLVED THAT** the Council for the Township of Gillies approves the attendance of Reeve Wright and Councillors Jones and O’Gorman at the presentation by the Ministry of Natural Resources and Forestry.

**CARRIED**

**7. Unfinished Business**

None

**8. New Business**

Councillor Buitenhuis reminded staff to have the by-law changing signing authorities at the next meeting.

Councillor Jones reported on the farming meeting she attended.

Councillors Groenheide and O’Gorman had nothing to report.

Reeve Wright had nothing to report.

## 9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Cemetery By-law
- Terms of Reference for Official Plan
- Amalgamation Report

## 10. By-laws

None

## 11. Closed Session

### RESOLUTION 2019/431

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

**BE IT RESOLVED THAT** the time being 10:06 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 November 25<sup>th</sup>, 2019 and the specific subsections of Section 239(2) under which that closed session meeting was held;

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*;

**CARRIED**

### RESOLUTION 2019/432

Moved by Councillor O’Gorman; Seconded by Councillor Jones

**BE IT RESOLVED THAT** the time being 10:25 pm the Council rise from closed session and report in open.

**CARRIED**

11.1 Occupancy Permit Inquiry

### RESOLUTION 2019/433

Moved by Councillor Jones; Seconded by Councillor O’Gorman

**BE IT RESOLVED THAT** Administration is authorized to proceed as directed in Closed Session regarding items 11.1

**CARRIED**

**12. Adjournment**

**RESOLUTION 2019/434**

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

**BE IT RESOLVED THAT** the time being 10:27 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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Wendy Wright  
Reeve

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Jenna Hakala  
Clerk