

**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
March 2nd, 2020 at 6:30 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Jones Councillor Buitenhuis Councillor O’Gorman
	Administration -	Franki Dacosta, Deputy Clerk/Treasurer
	Regrets -	Councillor Groenheide Deborah Poole-Hofmann
	Members of the public-	Elaine Wos Jeff Berglund

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

A. Confirmation of the Agenda

RESOLUTION 2020/069

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the special meeting held on March 2nd, 2020 be adopted.

CARRIED

1. Disclosures of Interest

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

2 – 4

none

5. Reports

5.1 Approved Minutes from January 20th, 2020 Special Meeting

5.2 Anniversary Report #5

5.3 Anniversary Updates Report

5.4 Update on Hymers Fall Fair Prize Book

The following tasks were determined before the next meeting:

- Administration will bring forward a volunteer/people budget for each event
- Councillor Jones will look into a quote for equipment rentals
- Reeve Wright will contact Kakabeka Crystal and SASI with regards to water jugs for 100th Anniversary Event
- Everyone will bring forward ideas of dessert categories for the summer dessert contest at the Gillies Garden Festival
- Deputy Clerk-Treasurer will create and post a flyer for the recruitment of volunteers at the Township Office
- Deputy Clerk-Treasurer will create a volunteer tracking list for the volunteers that are of interest
- Everyone will keep an eye out for croquet, bocce ball and horseshoe sets
- Administration and the Reeve will order swag before the next meeting
- Deputy Clerk-Treasurer will send letter to square dancing organization
- Administration will contact local businesses regarding the Gillies Market

6 – 11

None

12. Adjournment

RESOLUTION 2020/070

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 8:20 p.m., we do now adjourn the special meeting of the Council of The Corporation of the Township of Gillies.

CARRIED

Wendy Wright
Reeve

Franki Dacosta
Deputy Clerk-Treasurer Intern

**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
March 9th, 2020 at 6:30 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Groenheide Councillor O’Gorman Councillor Buitenhuis Councillor Jones (6:37 pm)
	Administration -	Jenna Hakala, Clerk-Treasurer James Gillies, Roads Maintenance Coordinator

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

B. Confirmation of the Agenda

RESOLUTION 2020/071

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on March 9th, 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 February 10th, 2020

RESOLUTION 2020/072

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the public meeting held on February 10th, 2020 be adopted.

CARRIED

2.2 Adoption of Council Meeting Minutes – Regular Meeting February 10th, 2020

RESOLUTION 2020/073

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on February 10th, 2020 be adopted.

CARRIED

2.3 Adoption of Council Meeting Minutes – Regular Meeting February 24th, 2020

RESOLUTION 2020/074

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the regular meeting held on February 24th, 2020 be adopted as amended.

CARRIED

2.4 Adoption of Council Meeting Minutes – Special Meeting March 2nd, 2020

RESOLUTION 2020/075

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the special meeting held on March 2nd, 2020 be adopted.

CARRIED

3. Visitors and Deputations

None

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2020/076

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report for Regular 2020 Expenses – dated March 4th, 2020 for a total of \$33,351.86, which includes cheque number 6016 to 6023, and the electronic payments as listed, be passed for payment.

CARRIED

RESOLUTION 2020/077

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Accounts Payable Cheque Register Report – 2019 Expenses Paid in 2020 dated March 4th, 2020 for a total of \$8,042.00, which includes cheque number 6024, with cheque 6025 being marked as VOID, be passed for payment.

CARRIED

Councillor Jones entered the meeting at 6:37 PM.

4.2 Payroll – Approval

RESOLUTION 2020/078

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 1191 for the period of February 15th to February 28th, 2020, be passed for payment.

CARRIED

RESOLUTION 2020/079

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT Monthly Payroll Run No. 1192 for the period of February 1 to February 29, 2020, be passed for payment.

CARRIED

5. Reports

5.1 Roads Report

The Roads Maintenance Coordinator reported to Council that February was a relatively slow month. The RMC provided a report to Council regarding the installation of the well and water services to the Fire Hall. The RMC and other staff were directed to advise residents to address Council regarding continuing dissatisfaction of services.

RESOLUTION 2020/080

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies authorizes the exemption of the purchasing methods of the Procurement By-law # 2016-004 as stipulated in section 7.6 in by-law 2016-004.

AND THAT James Gillies, Roads Maintenance Coordinator, is directed to spend up to \$5,000 on electrical repairs for the Fire Hall.

CARRIED

5.2 Administrative Report

The Clerk-Treasurer was directed to draft a letter to the History Book Committee regarding the history book going forward. The Clerk-Treasurer was further directed to provide Council with a sales and marketing plan.

Members of Council were directed to provide comments for the LRMC RAP program.

Thirty extra hours over the next twelve weeks for the Clerk-Treasurer were approved for the purpose of working on several projects scheduled for 2020.

One extra day per week for the next 8 weeks for the Deputy Clerk-Treasurer was approved for the purpose of planning the 100th Anniversary. The Clerk-Treasurer was directed to supply a report for the next meeting.

RESOLUTION 2020/081

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Municipal Modernization Program agreement with the Ministry of Municipal Affairs and Housing.

CARRIED

RESOLUTION 2020/082

Moved by Councillor Groenheide; Seconded by Councillor Jones

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Rural and Northern Stream Infrastructure Project agreement with the Ministry of Agriculture, Food and Rural Affairs

CARRIED

RESOLUTION 2020/083

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies approves the creation of a Facebook Event to further advertise the Anniversary Celebration

CARRIED

RESOLUTION 2020/084

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies appoints Franki Dacosta as the Emergency Information Officer for the Township of Gillies.

CARRIED

6. Correspondence

6.1 Minutes from Lakehead Region Conservation Authority

Received for Information.

6.2 Minutes from Thunder Bay District Health Unit

Received for Information.

6.3 Provincial Policy Statement 2020

Received for Information.

6.4 Request for Support from LRCA

RESOLUTION 2020/085

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

WHEREAS the Township of Gillies is a member of the Lakehead Region Conservation Authority and is represented on their Board of directors;

WHEREAS the Township appointed a board of directors determines the policies, priorities and budget of the Conservation Authority.

WHEREAS the Township of Gillies has been well served by the Lakehead Region Conservation Authority;

WHEREAS the Lakehead Region Conservation Authority is a watershed based organization providing programs and services that contribute to a safer, sustainable environment and address climate change;

WHEREAS the Lakehead Conservation Authority has a flood management program employing a watershed-based approach that monitors stream flow, water levels and climate conditions, forecasts flooding, issues flood warnings, regulates development activities in natural hazards, educates the public about flooding and operates flood management infrastructure;

WHEREAS the Township of Gillies has experienced recent and disastrous and unprecedented flooding, with indications that making the programs of the Conservations authorities more important;

WHEREAS Conservation Authorities are important partners in on-the-ground and cost-effective initiatives to address climate change;

WHEREAS smaller municipalities do not have the capacity or the financial resource to employ staff with the technical expertise that conversation authorities provide;

WHEREAS the Township of Gillies has services agreements with the Lakehead Region Conservation Authority for planning and other services;

WHEREAS the Conversation Authority must be able to charge fees and derive revenue from its facilities, programs and services as appropriate to reduce the burden to the tax levy;

AND WHEREAS the Ontario Provincial government has cut 50% from their \$7.4 million Natural Hazards Transfer Payment Grant (Section 39) to Ontario conservation authorities that supports flood and erosion control infrastructure, flood forecasting and warning, watershed planning projects and technical studies, and the new act has the effect of downloading additional responsibilities to the Conservation Authorities to be paid for by municipalities;

NOW THEREFORE BE IT RESOLVED that the Council for the Township of Gillies request that the Provincial Government restore or improve their funding of Conservation Authorities to provide a more stable funding base that would prevent any downloading of costs to municipalities and allow maintenance of hazard programs;

AND THAT the Council for the Township of Gillies borders an unincorporated territory with flood management maintained by the Ministry of Natural Resources and Forestry that does not provide notice to the Townships downriver from the flooding unincorporated areas.

AND THAT the Council for the Township of Gillies supports a levy to unincorporated areas to assist with the tax burden paid for by the organized municipalities;

AND THAT the Provincial Government ensures that the programs and services of the Conservation Authorities maintain their watershed focus and allow for the flexibility of including programs and services important to local circumstances;

AND THAT the Province include experts from Conservation Authorities, staff of the Ministry of Natural Resources and Forestry, Environment Canada and Park as well as Municipal Affairs and Housing and Municipalities when developing the draft regulations;

AND THAT the Province not dictate the form, content or duration of the MOU's or agreements, allowing for municipalities to support non-mandatory programs in a manner that suits local circumstances;

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Environment, Conservation and Parks, the Minister of Natural Resources, the Minister of Municipal Affairs and Housing, all local MPPs, the Lakehead Region Conservation Authority, Conservation Ontario and the Association of Municipalities of Ontario.

6.5 Ontario Communities in Bloom

Received for Information.

6.6 Request for Support from County of Haliburton

Received for Information.

6.7 Request for Support from West Nipissing Ouest

Received for Information.

6.8 Request for Support from the Municipality of South Huron

Received for Information.

6.9 Request for Support from the Town of Bracebridge

Received for Information.

6.10 Request for Support from the County of Frontenac

Received for Information.

6.11 Request for Support from the Township of Tyendinaga

Received for Information.

6.12 Correspondence from DSSAB

Received for Information.

7. Unfinished Business

None

8. New Business

Councillor Buitenhuis attended the Veterinary Services Meeting and had nothing to report.

Councillor Jones informed Council she has looked into a PA system for the 100th anniversary. It was determined that this should be brought to the anniversary meeting.

A shortage of Paramedics available in the Thunder Bay District was brought to Council's attention. The Clerk-Treasurer was directed to invite MPP Judith Monteith-Farrell and MP Marcus Powlowski to a Council meeting to discuss this concern. The Clerk-Treasurer was also directed to invite the heads of the two unions of the Thunder Bay Area Paramedics.

Reeve Wright informed members of a call with the PEOC for CEMCs regarding news of the COVID-19. She invited any members interested to attend the office during the call. It was determined that at an upcoming Council meeting a discussion regarding Pandemics and the Emergency Plan were necessary.

Reeve Wright informed Council that the Province has a new flooding strategy. Members of Council requested a copy of the document. The Clerk-Treasurer was also directed to include a discussion regarding the flooding plan.

Councillors O'Gorman and Groenheide had nothing to add.

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 2020/086

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 8:16 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

5. Reports

5.3 Continuity Planning in the Event of a Pandemic

Continuity of Operations

Office

It was determined that the Township Office would be closed to the public and that only essential services would be provided to the public. It was also determined that staff would be permitted to stay home from work without being penalized in the event that they were ill, needed to care for a loved one due to school closures or needed to self-isolate due to potential exposure to COVID-19. Further Council discussed property taxes and directed to Clerk-Treasurer to provide a report regarding options and timelines.

Landfill

It was determined that the good neighbour shack would be closed for the foreseeable future. Residents will be encouraged to put their bag tags directly on the bags rather than handing them to the landfill attendants as well.

Roads

It was determined that from a safety perspective having the Roads Department staff work alone was not ideal. The RMC was directed to contact the On-Call Equipment Operator to determine his availability in the event that staff were unavailable due to the pandemic.

VFD

At this time the VFD is debating whether to continue on with training. Joint training between departments has been cancelled. The Deputy Fire Chief informed Council that KAK is screening during the call and is providing much more information regarding the call prior to the VFD responding. The Deputy Fire Chief informed Council that they VDF still has personal protective equipment left over from SARS and that the team should be well protected. It was determined that calls due for COVID-19 should not be a first responder call but a paramedic call.

It was further determined that the Anniversary Celebration and the release of the Anniversary Book would be postponed. A date would be determined at a later Council meeting.

In the interest of social distancing Council determined that the March 23rd meeting would be cancelled at the next Special Meeting would be held on April 6th. The Clerk-Treasurer was directed to keep the website and social media platforms updated with information.

It was determined that the Audit would go ahead as long as staff were comfortable having members of the public in the office.

The Clerk-Treasurer was directed to post the press release on the Township website and forward it to the local radios, other municipalities and the Gillies Community Centre. The Clerk-Treasurer was further directed to mail the flyer out to all residents of the Township.

RESOLUTION 2020/088

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT The Council for the Township of Gillies approves the leave of absence of all staff in response to COVID-19;

AND THAT reasons for leave of absence includes illness, care for an ill loved one, child care purposes, social-distancing and self-isolating;

AND THAT all staff will be paid regular bi-weekly/monthly hours

CARRIED

RESOLUTION 2020/089

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township of Gillies will be cancelling the regular meeting scheduled for March 23rd, 2020;

AND THAT the special meeting scheduled for March 30th, 2020 will also be cancelled.

CARRIED

RESOLUTION 2020/090

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT due to COVID-19 the Clerk-Treasurer is given temporary authority to continue with accounts payable and payroll of Township without the approval of Council;

AND THAT all pre paid reports and invoice be presented at the next Council meeting.

CARRIED

RESOLUTION 2020/091

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council for the Township of Gillies directs that the Township Office be CLOSED to the General Public until further notice;

AND THAT the Township will continue to maintain essential services;

AND THAT the Township will waive penalties for residents unable to pay via electronic mean or by mail (cheque).

CARRIED

RESOLUTION 2020/092

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council of the Township of Gillies directs the Clerk-Treasurer is given the authority to update the Township website with information regarding services and the COVID-19 virus.

CARRIED

6. Correspondence

None

7. Unfinished Business

None

8. New Business

Any matters that come to Administration’s attention between finalization of the Agenda and commencement of the meeting will be brought forward at this time.

Councillors will have an opportunity to advise Council of any matters of interest or information.

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

By-law 2020-06

RESOLUTION 2020/093

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council of the Township of Gillies approves By-law 2020-06, being a by-law to enter into a Transfer Payment Agreement with the Ministry of Agriculture Food and Rural Affairs.

CARRIED

11. Closed Session

None

12. Adjournment

RESOLUTION 2020/094

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 8:10 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-Treasurer

**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
March 30th, 2020 at 4:45 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Groenheide (online 4:51 PM) Councillor O’Gorman (online) Councillor Buitenhuis Councillor Jones (online)
	Administration -	Jenna Hakala, Clerk-Treasurer Franki Dacosta, Deputy Clerk-Treasurer (Online)

Reeve Wright called the meeting to order at 4:50 pm

D. Confirmation of the Agenda

RESOLUTION 2020/095

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the special meeting held on March 30th, 2020 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

Any matters that come to Administration's attention between finalization of the Agenda and commencement of the meeting will be brought forward at this time.

Councilors will have an opportunity to advise Council of any matters of interest or information.

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

10.1 By-law 2020-07

RESOLUTION 2020/096

Moved by Councillor Groenheide; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township passes by-law 2020-07 being a by-law to amend the By-law 2020-05 being the Procedural By-law.

CARRIED

11. Closed Session

None

12. Adjournment

RESOLUTION 2020/096

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the time being 5:57 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-Treasurer

**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
March 30th, 2020 at 5:00 P.M. in the Gillies Municipal Office.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor Groenheide (Online) Councillor O’Gorman (Online) Councillor Buitenhuis Councillor Jones (Online)
	Administration -	Jenna Hakala, Clerk-Treasurer Franki Dacosta, Deputy Clerk-Treasurer (Online)

Reeve Wright called the meeting to order at 5:02 pm

A. Confirmation of the Agenda

RESOLUTION 2020/098

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the special meeting held on March 30th, 2020 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

5.1 Administrative Report

Council members reviewed the report provided by the Clerk-Treasurer and approved of the included recommendations.

5.2 Continuity of Operations

The Clerk-Treasurer was directed to provide more information regarding the funding available to municipalities and municipal staff. It was determined that staff would go onto a rotations and would be paid regular time until the Regular Meeting held on April 14th, 2020 at which point a decision would be made regarding laying staff members off.

5.3 Tax Collection Report

RESOLUTION 2020/099

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies waives the penalties applied to current year residential property taxes 10 months beginning of March 2020.

CARRIED

5.4 Electronic Attendance Options

The Clerk-Treasurer was directed to look into further options for electronic participation as Webex has a long distance number.

6. Correspondence

None

7. Unfinished Business

None

8. New Business

Any matters that come to Administration's attention between finalization of the Agenda and commencement of the meeting will be brought forward at this time.

Councilors will have an opportunity to advise Council of any matters of interest or information.

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

10.1 By-law 2020-08

RESOLUTION 2020/0100

Moved by Councillor O’Gorman; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the Council for the Township passes by-law 2020-08 being a by-law to amend the By-law 2020-01 being the interim tax bill by-law for 2020.

CARRIED

11. Closed Session

None

12. Adjournment

RESOLUTION 2020/101

Moved by Councillor Buitenhuis ; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 5:57 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-Treasurer