

**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
May 11th, 2020 at 6:30 P.M. in the Gillies Municipal Office/Virtual.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor O’Gorman (Online) Councillor Buitenhuis (Online) Councillor Jones (Online) Councillor Groenheide (Online) (7:52)
	Administration -	Jenna Hakala, Clerk-Treasurer James Gillies, Roads Maintenance Coordinator (online) Franki Dacosta, Deputy Clerk-Treasurer (online)
	Members of the public -	None

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

A. Confirmation of the Agenda

RESOLUTION 2020/130

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on May 11th, 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 April 27th, 2020

RESOLUTION 2020/131

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 April 27th, 2020 be adopted as amended.

CARRIED

3. Visitors and Deputations

None

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2020/132

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the List of Accounts for Approval for Regular Expenses Paid in 2020 – dated May 6th, 2020 a total of \$14,291.56 which includes cheque number 6058 to 6066, and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2020/133

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 12 for the period of April 11th, 2020 to April 24th, 2020, be passed for payment.

CARRIED

RESOLUTION 2020/134

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Monthly Payroll Run No. 13 for the period of April 1st, 2020 to April 30th, 2020, be passed for payment.

CARRIED

4.3 2020 1st Quarter Draft Variance Report

Received for information.

5. Reports

5.1 Roads Report

The Roads Maintenance Coordinator provided council with a verbal monthly report. The RMC provided Council with an update on the engineers for the Old Silver Mountain Through-way Improvement Project. The Clerk-Treasurer was directed to make a vague announcement about the funding in the newsletter until the provincial and federal governments make the official announcement.

5.2 Administrative Report

Item 6.1 was brought forward for discussion with the Administrative Report. The Clerk-Treasurer was directed to contact the representative from the history book regarding the printing of the book and to gather more information prior to paying the bill.

5.3 Performance Appraisal Report

The Clerk-Treasurer was directed to create performance appraisal packages for Council and staff members. It was determined that Reeve Wright and Councillor Jones would perform the appraisals for the Clerk-Treasurer and the RMC. Reeve Wright and Councillor O’Gorman would perform the Fire Chief’s appraisal.

5.4 Municipal Modernization Program Report

The Clerk-Treasurer was directed to contact BDO and inquire about having the administrative fees included in the over-all cost of the project.

6. Correspondence

6.1 Correspondence from the Gillies History Book Working Group

This item was discussed during 5.2

6.2 Request for Support from Ministry of Agriculture, Food and Rural Affairs

The Clerk-Treasurer was directed to draft a letter of support.

6.3 Correspondence from the Minister of the Environment, Conservation and Parks

The Clerk-Treasurer was directed to post on the Instagram page regarding litter and recycling.

6.4 Minutes from Lakehead Region Conservation Authority

Received for Information.

6.5 Minutes from Lakehead Source Protection Authority (SPA)

Received for Information.

6.6 Correspondence from the Solicitor General

Received for Information.

6.7 Correspondence from Ministry of Agriculture, Food and Rural Affairs

Received for Information.

6.8 Correspondence from Ministry of Municipal Affairs and Housing

Received for Information.

6.9 Request for Support from the City of Hamilton

Received for Information.

6.10 Request for Support from the Township of Armour

RESOLUTION 2020/135

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council for the Township of Gillies supports the Township of Armour’s resolution number 6 regarding High Speed Internet Connectivity in Rural Ontario.

CARRIED

6.11 Correspondence from Superior North EMS

Received for Information.

6.12 Correspondence from Resolute Forest Products

The Clerk-Treasurer was directed to contact Resolute and determine what resources are available to municipalities. The Clerk-Treasurer was further directed to forward the correspondence to the Fire Chief and RMC.

6.13 TBDSSAB Newsletter

Received for Information.

6.14 Correspondence from TBDSSAB

Received for Information.

6.15 Correspondence from the Township of Montague

Received for Information.

7. Unfinished Business

7.1 Book Sales Plan Report

This item was deferred. The Clerk-Treasurer was directed to look into and draft a report regarding additional payment options that the Township could accept from rate payers.

8. New Business

No members of Council had new business to report.

The Clerk-Treasurer was asked for a status update on the audit. The Clerk-Treasurer informed Council that it was ongoing and that the auditors were still gathering information from the staff for review.

9. Upcoming Matters

- Tangible Capital Asset Accountability Policy Review
- Fire Department Policies
- Cemetery By-law
- Terms of Reference for Official Plan
- 2020 Budget
- Variance Report
- Arrears Report
- Main Street Grant Update

10. By-laws

None

11. Closed Session

RESOLUTION 2020/136

Moved by Councillor O’Gorman; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the time being 7:40 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 relating to security of the property of the municipality, in accordance with the provisions of 239(2)(a) of the *Municipal Act, 2001*;

CARRIED

Councillor Groenheide joined the meeting at 7:52 pm

RESOLUTION 2020/137

Moved by Councillor Buitenhuis; Seconded by Councillor Jones

BE IT RESOLVED THAT the time being 8:12 the Council for the Township of Gillies rise from Closed Session and report in open session.

CARRIED

11.1 Security Incident May 6, 2020

RESOLUTION 2020/138

Moved by Councillor Groenheide; Seconded by Councillor O’Gorman

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

CARRIED

12. Adjournment

RESOLUTION 2020/139

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 8:13 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
May 25th, 2020 at 6:30 P.M. in the Gillies Municipal Office/Virtual.

Present:	Reeve -	Reeve Wright
	Councillors -	Councillor O’Gorman (Online) Councillor Buitenhuis (Online) Councillor Jones (Online) Councillor Groenheide (Online) (6:58 pm)
	Administration -	Jenna Hakala, Clerk-Treasurer Scott Hole, Fire Chief (Online) James Gillies, Roads Maintenance Coordinator (online) Franki Dacosta, Deputy Clerk-Treasurer (online)
	Members of the public -	None

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

B. Confirmation of the Agenda

RESOLUTION 2020/140

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting agenda of Gillies Council for the regular meeting held on May 25th, 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 May 11th, 2020

RESOLUTION 2020/141

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the meeting minutes of Gillies Council for the Regular Meeting held on May 11th, 2020 be adopted.

CARRIED

3. Visitors and Deputations

3.1 Joe Melisek, BDO

Mr. Melisek reviewed the preliminary work that has been performed by BDO for the Municipal Modernization Program. He informed members of Council and Department Heads his plans going forward for individual contact to determine potential issues in the efficiency of the Township. Mr. Melisek informed Council that they would be provided with updates and reports. The goal is to finalize the project prior to September 18th, which is the extended deadline.

4. Finances and Accounts

4.1 Accounts Payable – Approval

RESOLUTION 2020/142

Moved by Councillor Jones; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the List of Accounts for Approval for Regular Expenses Paid in 2020 – dated May 20th, 2020 a total of \$11,634.71 which includes cheque number 6068 to 6074, with cheque number 6067 being marked void and the electronic payments as listed, be passed for payment.

CARRIED

4.2 Payroll – Approval

RESOLUTION 2020/143

Moved by Councillor Buitenhuis; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT Administration & Roads Payroll Run No. 14 for the period of April 25th, 2020 to May 8th, 2020, be passed for payment.

CARRIED

In the interest of time for the Fire Chief items 5.1 and 5.2 were brought forward for discussion.

5.1 VFD Report

5.2 VFD Breakdown of Accounts

Items 5.1 and 5.2 were discussed together. The Fire Chief reviewed the monthly report and the Financial Accounts report. The Fire Chief was asked to

draft a report for the Newsletter regarding the Closure of 595 and 588. Discussions turned to the Road Closure being implemented by the MTO. The Clerk-Treasurer was directed to draft a letter to the MTO expression Council's concerns regarding the closure. The letter is to further state that damages caused on Township roads as a results of vehicular traffic not following the detours will be billed to the MTO. The RMC was directed to have signs made and placed on roads that will see the most traffic as a result of the highway closure.

4.3 2020 2nd Draft Operating Budget

The Clerk-Treasurer was directed to make changes to the Draft Budget and consult with the RMC regarding the budget. The Clerk-Treasurer was directed to bring the budget back for review.

5. Reports

5.5 VFD Report

Item 5.1 was discussed prior.

5.6 VFD Breakdown of Accounts

Item 5.2 was discussed prior.

5.7 Administrative Report

The Administrative Staff was directed to continue with an office rotation. A discussion regarding the rotation will occur at each meeting. Council supported the training requested by the Clerk-Treasurer. The Deputy Clerk-Treasurer was directed to draft a report regarding making the website AODA compliant.

5.8 Workplace Harassment Policy

RESOLUTION 2020/144

Moved by Councillor O'Gorman; Seconded by Councillor Jones

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

CARRIED

5.9 Workplace Violence Policy

RESOLUTION 2020/145

Moved by Councillor Jones; Seconded by Councillor Buitenhuis

BE IT RESOLVED THAT the Council for the Township of Gillies approves the Workplace Violence Policy.

CARRIED

Administration was directed to look into whether the landfill attendants carry a cellphone and a bear deterrent when on the job site.

6. Correspondence

6.16 Correspondence from Sherri Halverson

Administration was directed to add the Letter to the Editor to the Township Newsletter. The Clerk-Treasurer was directed to draft a letter to the MTO requesting litter signs be added to the Highways that run through the Township. The Clerk-Treasurer was further directed to look into the cost of littering signs for the Township.

6.17 Correspondence from Municipality of Neebing – OPP 2020 Annual

Billing

Received for Information.

6.18 Minutes from Thunder Bay District Municipal League Board Meeting

Received for Information.

6.19 Correspondence from the Ministry of Health

Received for Information.

The Clerk-Treasurer was directed to look into signs for PD park regarding social distancing.

6.20 Request for Support from the Township of North Frontenac

Received for Information.

6.21 Correspondence from Oakville Economic Task Force

Received for Information.

6.22 Correspondence from Fort Erie Ontario

Received for Information.

6.23 Correspondence from the City of Kitchener

RESOLUTION 2020/146

Moved by Councillor Jones; Seconded by Councillor O’Gorman

BE IT RESOLVED THAT the Council for the Township of Gillies supports the Resolution of the City of Kitchener regarding Universal Basic Income.

CARRIED

6.24 Correspondence from the Town of Grimsby

Received for Information.

6.25 Correspondence from The District of Thunder Bay Social Services

Administration Board

Received for Information.

7. Unfinished Business

None

8. New Business

Councillor O’Gorman provided an update from the Health Board Meeting. The Health Board feels that the first wave of Covid-19 was successfully handled in the City of Thunder Bay and surrounding areas. The Health Board is looking towards a new normal and preparing for the 2nd wave of Covid-19.

Councillor Buitenhuis expressed concerns regarding the technical difficulties of the Council Meeting. The Clerk-Treasurer was directed to look into this matter.

Councillor Groenheide expressed concerns regarding the meeting system. Councillor Groenheide expressed concerns regarding the safety of Hwy 595. The Clerk-Treasurer was directed to draft a letter to the MTO requesting an update on when the Hwy is to be repaired.

Councillor Jones and 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
- 2020 Budget
- Arrears Report
- Main Street Grant Update

10. By-laws

None

11. Closed Session

None

12. Adjournment

RESOLUTION 2020/147

Moved by Councillor Buitenhuis; Seconded by Councillor Groenheide

BE IT RESOLVED THAT the time being 8:47 p.m., we do now adjourn the regular meeting of the Council of The Corporation of the Township of Gillies.

Wendy Wright
Reeve

Jenna Hakala
Clerk-Treasurer