

MINUTES

**FINAL MEETING OF OUTGOING COUNCIL**

**TOWNSHIP OF COCKBURN ISLAND**  
**5:00 PM, Wednesday, November 30<sup>th</sup>, 2022**  
**IN PERSON MEETING, Zion UC, Main St., Thessalon**  
**ZOOM LINK <https://us02web.zoom.us/jXXXXXXX>**

PRESENT: Mayor: Brenda Jones  
Councilors: Robert Brown  
Glen Cressman (ZOOM attendance)  
Evan Papineau  
Scott Stewart (ETA 5:10 PM)  
Clerk: Brent St. Denis  
Absent: none

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5:00 PM

Call-to-Order by Mayor Jones.  
A quorum of the Council was present.  
Several ratepayers attended by Zoom  
Pecuniary interest declarations – none  
New Business

Resolution # 22-11- 01  
Moved: G Cressman  
Seconded: R Brown

That the November 30<sup>th</sup> agenda be adopted as presented or amended as follows;  
• Add “dogs on leashes” issue

CARRIED

Resolution # 22-11-02  
Moved: R Brown  
Seconded: G Cressman

That the minutes of the October 26<sup>th</sup>, 2022 regular meeting be adopted as presented

CARRIED

**Action Items**

The following decision will provide for councillors to be sworn-in to office at a remote location.

Resolution # 22-11- 03  
Moved: G Cressman  
Seconded: R Brown

Whereas Council believes it is in the best interests of the township to amend the Procedural

By-law #2022-12 to provide for the remote swearing-in of newly-elected non-local members of Council.

**Now therefore be it resolved** that the said by-law be amended to include the following provisions;

*The “Swearing-In” of a new council member shall be conducted in accordance with Commissioners for Taking Affidavits Act R.S.O. 1990, CHAPTER C.17. This includes that any member may be sworn-in without being physically present (i.e., remote presence) if the remote swearing-in is made in an on-line computer-based broadcast which allows for the visual witnessing, by a Commissioner of Oaths, of the oath being taken.*

- a) *The new council member, who is taking the oath remotely, shall sign their declaration or oath of office immediately upon taking the oath and shall forthwith, but no later than within 24 hours, transmit an electronic copy by email to the involved Commissioner of Oaths who shall add their signature and file the document at the first opportunity available.*
- b) *Notwithstanding the foregoing, the council member taking the oath remotely may immediately, but conditionally, take their place as a full member of the council.*
- c) *Absent alternative arrangements the Commissioner shall be the Cockburn Island Township municipal Clerk-Treasurer.*
- d) *For jurisdictional purposes an oath taken remotely in this circumstance is deemed to have been taken in the locale of the Commissioner.*

CARRIED

**12<sup>th</sup> and 15<sup>th</sup> (incl breakwall)** – update on progress, financing, 2023 plans etc.

Resolution # 22-11-04

Moved: R Brown

Seconded: G Cressman

That the following items raised in an update this evening on the 12<sup>th</sup> & 15<sup>th</sup> road and breakwall projects be received;

- The Treasurer’s financial plan for the road and breakwall projects
- The road project is officially completed with the breakwall phase scheduled for summer 2023
- The final road phase invoice has been received
- Next invoice will be for the contractual holdback of approx. \$125,000
- The NCU has approved the \$300,000 of road project bridge financing which will be paid with the grant reimbursement
- The holdback payment may require short-term use of the CU bridge financing. All short-term NCU debt should be repaid by end of January or February.

CARRIED

**Status of 3 Township laptops** with outgoing members of council.

Resolution # 22-11- 05

Moved: R Brown

Seconded: G Cressman

Whereas there are three laptop computers held by outgoing members of council that were supplied by the township with the assistance of a of a Covid adaptation grant to permit on-line (Zoom) meetings and other abilities,  
 Now therefore be it resolved that Council determines as follows as it concerns the disposition of the laptops;

- That we let the new council decide this matter

**Dog(s) Running At-large** – dogs allegedly running loose. Identify owner(s) and send a letter(s) re: bylaw requiring that off-property dogs be on a leash?

Resolution # 22-11-06

Moved: G Cressman

Seconded: R Brown

That whereas there are reports of certain dogs being allowed to run loose in the village area  
 Now therefore be it resolved that the owner(s) be identified and that a letter(s) be sent informing the owners of the Dog Control by-law provisions requiring off-property dogs to be on a leash.

CARRIED

**Financial Report**

- a) Disbursements since last meeting NCU #904 to #921) – list before meeting
- b) Bank Statement Operating Accounts (to Nov 26/22)
- c) Bank Statement Dock Accounts (to Nov 26/22)
- d) Bank Statement Heritage accounts (to Nov 26/22)

**Northern Credit Union accounts as of November 26th, 2022**

Account	Balance
<u>Dock Account 101</u>	\$7,353.49
<u>Heritage Account 102</u>	\$7,187.30
<u>Operating Account 100*</u>	\$353,716.73

\* Interest rate= 3.95%      Total    \$368,257.52

Resolution # 2022-11- 07

Moved: R Brown

Seconded: G Cressman

That the Treasurer’s report on bank balances and the list of disbursement cheques numbered from #904 to # 921 be hereby received.

CARRIED

**Council Members’ Concerns**

- Council member Brown reported on some road damage caused by a private excavator (it has apparently been repaired), suggested that roadway safety cones be used if road repair conditions warranted (e.g., a gravel windrow) and worker safety issues. He thanked council for the chance he had to work with them. And wished the new Council well
- Mayor Jones thanked the outgoing Council for their service. She mentioned that Norma

Crockford recently passed away.

### **Clerk's Report**

- e) **Election Finance reports** – The Clerk will distribute blank finance report forms in-person today and by email in early December. **NOTE-** even if candidates spent NIL funds a report is required. If you did not expend any funds then a one-page report will suffice, otherwise there are additional information requirements. The financial report is due by March 31, 2023. Once the report is received by the Clerk you will be mailed a cheque (or emailed) as a refund of your nomination fee (\$200 for mayor, \$100 for councillor).

### **Adjournment**

Resolution # 22-11-08

Moved: R Brown

Seconded: G Cressman

That this meeting be now adjourned and that Council meet again later today as the new incoming Council after the swearing-in which is scheduled to take place immediately after this meeting.
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CARRIED

Time – 5:40 PM