

**SPECIAL MEETING MINUTES**  
**TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING**  
**11:00 AM, Sunday, June 11<sup>th</sup>, 2023**  
**On-line only by ZOOM**

**ZOOM LINK**

<https://www.google.com/url?q=https://us02web.zoom.us/j/814222XXX>

**THIS MEETING TO BE IN CLOSED SESSION -PERSONNEL MATTERS**  
**ALL MATTERS DISCUSSED ARE CONFIDENTIAL**  
**EXCEPT RESOLUTION(S) ADOPTED IN OPEN SESSION.**

PRESENT BY ZOOM

Mayor: Brenda Jones  
Councillors: Lee Chappell  
                  Jeff House  
                  Simon Lacombe  
                  Scott Stewart  
Clerk: Brent St. Denis  
Absent: none

11:00 AM

**Call to Order**

**Adopt Agenda**

**Declarations** of any pecuniary interest

Resolution # 23-06-01

Moved: J House

Seconded: S Stewart

That the June 11<sup>th</sup>, 2023 Special Council meeting agenda be adopted as presented.

CARRIED

Resolution # 23-06-02

Moved: S Lacombe

Seconded: L Chappell

That we enter Closed Session due to the possibility that confidential personnel matters may be discussed.

Time- 11:05 AM

CARRIED

**CONDUCT CLOSED SESSION DISCUSSION**

Resolution # 23-06-03

Moved: S Stewart  
Seconded: S Lacombe

That we return to Open Session  
Time- 11:43 AM

CARRIED

Resolution # 23-06-04  
Moved: J House  
Seconded: S Stewart

That the following key items as agreed upon in Closed Session be implemented or followed-up;

1. The position of Council's Public Works Liaison be rescinded and that, instead, Council will appoint a Public Works Supervisor to be chosen from among the members of Council.
2. Council hereby appoints Council member Lee Chappell as Public Works Supervisor. In Council member Chappell's absence he will assign another council member to act as Supervisor.
3. Maximum of 35 hours per week unless there is an emergency job and the Supervisor is not available for approval.
4. Maximum number of hours of work in any given week to be 44 hours per employee unless emergency measures are approved by the Supervisor.
5. Maximum number of hours that can be banked is 35 hours per employee.
6. Banked work hours must be used by October 31<sup>st</sup>.
7. Requests for days off must be made 5 work days in advance and will require Supervisor approval. Shorter notice will be allowed in exceptional circumstances.
8. The 4-day work week options available are (A) one employee works Monday-Thursday and the other works Tuesday to Friday or (B) one employee works Monday-Thursday and the other works Wednesday-Saturday. In both options the schedules can be suitably alternated between employees.
9. The 35 work hours per week shall be divided among the 4 days as agreed upon with the Supervisor. For example, if divided evenly then 8.75 hours per day.
10. The current Public Works contracts to be reviewed and amended as needed for the 2024 season.

CARRIED

It was agreed that Council Member Chappell, as Supervisor, would convey/discuss this resolution with Darren and Alex.

Resolution # 2023-06-05  
Moved: S Lacombe  
Seconded: L Chappell

That this meeting be now adjourned and that Council meet again by Zoom at 5 PM, Wednesday, June 14<sup>th</sup>, 2023 or at the call of the Mayor.

CARRIED

Time – 11:58 AM

