

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

7:00 PM, Wednesday, **OCTOBER 11, 2023**

**On-line only by ZOOM**

**ZOOM LINK <https://us02web.zoom.us/j/84XXXXX>**

PRESENT BY ZOOM

Mayor: Brenda Jones  
Councillors: Lee Chappell  
Jeff House  
Simon Lacombe  
Scott Stewart  
Clerk: Brent St. Denis  
Public Works: Darren Rogers, Alex Nicolson  
Absent: none

\*\*\*\*\*

7:00 PM

**Call to Order**

**Adopt Agenda**

**Declarations** of any pecuniary interest

**Delegations** – if any

Resolution # 23-10-01

Moved: L Chappell

Seconded: J House

That the October 11<sup>th</sup>, 2023 Council meeting agenda be adopted as presented with the addition of the sale of the surplus 4-burner electric range.

CARRIED

**Public Works Committee meeting** in Committee of the Whole– Council members, Darren Rogers and Alex Nicolson.

Resolution # 23-10-02

Moved: S Stewart

Seconded: S Lacombe

That we go into Committee of the Whole in order that Public Works discussions can be less formal and can include Darren Rogers and Alex Nicolson.

Time- 7:02 PM

CARRIED

Mayor Jones passed chairmanship of this session to Council Member Chappell.

Resolution # 23-10-03  
Moved: S Lacombe  
Seconded: J House

That we adjourn the Committee of the Whole and return to formal session.  
Time-7:53 PM

CARRIED

Mayor Jones resumed chairmanship of the Council meeting.

NOTES FROM THE PW COMMITTEE MEETING\

- Dock parking lot looks great after the Breakwall project cleanup
- The timing of the PW pay cheques was raised – in 2024 sign and deliver the full season's cheques ahead
- Who to perform final Medical Building landscaping – Stewart Renovations
- Federal and Provincial infrastructure funding signs are installed
- Status of ditching project
- Docks are out of the water – many rotted boards – salvage as much as possible
- Price out some replacement pontoons – develop a parts list for Budget 2024
- Some street lights have long been out of service – prepare a list – consider asking HydroOne for a quote? Consider solar powered street lights?
- The township well connection box should be upgraded – ask Brian Mitchell for a quote?
- Applying road gravel is a priority – CIL kept the leased rock truck an extra 2 weeks for this purpose – gravel 15<sup>th</sup>/Sand Beach, remove roads stones

CARRIED

Resolution # 23-10-04  
Moved: S Stewart  
Seconded: S Lacombe

That the minutes of the September 13<sup>th</sup>, 2023 regular meeting be adopted.

CARRIED

**Action Items**

**Medical Building Project – update**

Resolution # 23-10-05  
Moved: J House  
Seconded: S Stewart

That the following actions or information, if any, be noted as it concerns the Medical Building project;

- Simon will coordinate with Brad Stewart (Stewart Renovations) concerning electrical, landscaping and final items being completed

CARRIED

**Tax Write offs** –see below - roll numbers 5-049 and 4-01801 – one was a property sold to a ratepayer many years ago that was never concluded – taxes were paid for a few years but then stopped – title was never transferred – history on the second one unknown - propose tax write offs for both – ratepayer name has been removed from the roll. The Township has clear title.

Resolution # 23-10-06  
Moved: S Lacombe  
Seconded: S Stewart

That the taxes, including arrears, if any, be written-off for the following two properties which are in the township's name

- roll numbers 5-049 and 4-01801
- And further that the Clerk is authorized to request that MPAC revert them to Exempt status for tax purposes.

CARRIED

**Review Treasurer's Cashflow forecast for this fall to early winter** – Treasurer's best estimate – looks fine by early 2024 but some short-term flexibility may be required – authorize Treasurer to draw some of the NCU loan if needed? At the September 13, 2023 meeting Council agreed to use this loan if needed.

Resolution # 23-10-07  
Moved: S Lacombe  
Seconded: J House

Pending receipt of the Medical Building grant reimbursement and the HST rebate it may be necessary to draw down a portion of the Northern Credit Union (NCU) loan facility of \$100,000 for possible short-term cash flow needs over the fall and possibly early winter period,

Now therefore be it resolved that the Treasurer is hereby authorized to make suitable arrangements for this measure with the NCU if needed.

CARRIED

**Township VOIP phone update** – If the township wants to keep the current PW number (705-842-3739) the only option is to have a VOIP provider transfer the number to their system from our current provider Xplore (formerly Xplornet) - MagicJack has been slow to process the transfer.

Resolution # 23-10-08  
Moved: S Lacombe  
Seconded: L Chappell

That Council determines as follows as it concerns a VOIP telephone service to accompany the new Starlink internet;

- Give MagicJack a little more time to complete the number transfer
- If the delay continues the Clerk is authorized to engage another VOIP provider

CARRIED

**Financial Report**

- a) Disbursements since last meeting NCU #1049 to #1062) – list in meeting package
- b) Bank Statement Operating Accounts (to Oct 2<sup>nd</sup>, 2023)
- c) Bank Statement Dock Accounts (to Oct 2<sup>nd</sup>, 2023)
- d) Bank Statement Heritage accounts (to Oct 2<sup>nd</sup>, 2023)

**Northern Credit Union accounts as of October 2<sup>nd</sup>, 2023**

Account	Balance
<u>Dock Account 101</u>	\$10,179.79
<u>Heritage Account 102</u>	\$23,119.38
<u>Operating Account 100</u>	\$231,296.98
<b>* Interest rate earned= 5.2%</b>	<b>Total \$264,596.15</b>

Resolution # 2023-10-09  
 Moved: J House  
 Seconded: S Stewart

That the Treasurer’s report on bank balances and the list of disbursement cheques numbered from #1049 to #1062 be hereby received.

CARRIED

**Council Members’ Concerns**

- Council Member House asked about the Weather Monitor – relocate it? Add Building Permit information on the website including the application. Is it an equipment or other issue?
- Council Member Lacombe – on the question of whether to hook the Medical Building to the garage service it was agreed “no”. He will add various electrical jobs to AirTable.
- Council Member Stewart mentioned that the light is out at the far end of the dock (breaker is on apparently)

Resolution # 2023-10-10  
 Moved: J House  
 Seconded: S Lacombe

That we sell for the Best Offer the surplus white kitchen range (24 inch, 4-burner). And that it be advertised on the township website for two weeks.

CARRIED

Resolution # 2023-10-11  
Moved: S Lacombe  
Seconded: S Stewart

That the surplus laptop be used by the Clerk for township business

CARRIED

**Clerk’s Report**

- a) Cloud storage – personal space at max (includes Cockburn files over 12-year period) – suggest 50% share Clerk with township at approx. \$45 per year each– safer for electronic document storage and future handoff to the next Clerk-Treasurer (office computer recently crashed – I am now using the surplus unit my wife purchased from the Township last January)
- b) Hall renovations update
- c) QuickBooks accounting software – got backed into a corner so had to subscribe to the online service. QB no longer supports our outdated 2017 desktop software. One year subscription at \$13.56 per month. Fully transported current accounts info but noticed a minor issue needing to be resolved.
- d) Transfer of Cockburn Island Boxes stored at Austin Clipperton’s in Walford – update – I may have finally found “helpers” for the move – lots of boxes in a barn attic
- e) Land donation update
- f) Sell surplus kitchen stove?
- g) NOHFC Grant for Hall officially extended to October 2024
- h) OPP levy requested payment on-line. But that requires a credit card.

**Adjournment**

Resolution # 2023-10-12  
Moved: J House  
Seconded: S Lacombe

That this meeting be now adjourned and that Council meet again at Wednesday, November 22<sup>nd</sup>, 2023 at 5PM by Zoom or at the call of the Mayor.

CARRIED

Time – 8:41 PM

<p>Owner name and address: COCKBURN ISLAND TOWNSHIP</p> <p><b>Island</b></p> <p><b>Final Tax Bill 2023</b></p> <p>Billing Date: 2023-05-27</p> <p>Roll No.: 5134-000005-04900-0000</p> <p>Civic Address: 1 I ST</p> <p>Legal Description: COCKBURN (TOLSMVILLE) PLAN 8 LOT 1 N/S I STREET</p> <p>RTEP-Residential Taxable: Full, English Public 31,500 0.01116096 351.57</p>	<p>Owner name and address: COCKBURN ISLAND TOWNSHIP</p> <p><b>Township of Cockburn Island</b></p> <p><b>Final Tax Bill 2023</b></p> <p>Billing Date: 2023-05-27</p> <p>Roll No.: 5134-000004-01801-0000</p> <p>Civic Address: 46 C ST N</p> <p>Legal Description: COCKBURN CON 12 LOT 9 PLAN 9 LOT 46 N/S C ST</p> <p>RTEP-Residential Taxable: Full, English Public 16,600 0.01116096 185.27</p>
--	---

0.00153000 48.20 399.77  
31,500 351.57 48.20 399.77  
Total Taxes Levied 399.77  
Arrears 428.25

**Total Due 828.02**

0.00153000 25.40 210.67  
16,600 185.27 25.40 210.67  
Total Taxes Levied 210.67  
Arrears 225.70

**Total Due 436.37**