

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM, Wednesday, NOVEMBER 22nd, 2023

On-line only by ZOOM

ZOOM LINK <https://us02web.zoom.us/j/84944196668>

(same link every meeting)

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

5:06 PM

Call to Order

Adopt Agenda

Declarations of any pecuniary interest

Delegations – if any

Resolution # 23-11-01

Moved: S Lacombe

Seconded: S Stewart

That the November 22nd, 2023 Council meeting agenda be adopted as presented with the addition of Ian Anderson’s road allowance trapping request

CARRIED

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

Resolution # 23-11-02

Moved: J House

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- 5:08 PM

CARRIED

Mayor Jones passed chairmanship of this PW session to Council Member Lacombe.

Resolution # 23-11-03
Moved: S Lacombe
Seconded: J House

That we adjourn the Committee of the Whole and return to formal session.
Time- 5:29 PM

CARRIED

Mayor Jones resumed chairmanship of the Council meeting.

NOTES FROM THE PW COMMITTEE MEETING

- The docks have been pulled in
- There is one boat left in the marina
- Fuel has been topped off
- There was a discussion about repairing/replacing some docks in 2024 which it was agreed should be organized as soon as practicable at the start of the 2024 season – should some supplies be ordered now? What type of floats? Get 3 quotes once parts list is prepared? Shipping costs?
- Approx. 1/3 of the planned road gravel placement was accomplished before the CIL leased rock truck was returned – most of the newly graveled sections had 6 inches laid down. About 85 cu yds of gravel was placed in the hamlet plus about 1065 cu yds of pit run. It is estimated that about 1/2 of the original 2022 screened A gravel remains in inventory

Resolution # 23-11-04
Moved: S Stewart
Seconded: S Lacombe

That the minutes of the October 11th, 2023 regular meeting be adopted.

CARRIED

Action Items

Simon's Dock, Street Light and Other reports

Resolution # 2023-11-05
Moved: S Stewart
Seconded: J House

That we follow-up as outlined below on the various items raised in Council member Lacombe's reports to Council on docks, street lights etc.

- Regarding street lights, Briam Mitchell is prepared to quote with all new bulbs.
- Should we obtain other quotes? It seems 3 potential suppliers are interested.
- Township would supply and erect scaffolding – can we get photos of the current pole lights?
- There are 13 lights of which 5 are broken – get some photos.
- Replace bulbs and possibly upgrade some fixtures
- Ontario Hydro won't replace or repair street lighting

- That we tender out the repair and upgrade of the street lights.

CARRIED

Medical Building Project – update

Resolution # 2023-11-06

Moved: S Lacombe

Seconded: S Stewart

That the following progress to-date on the Medical Building project be noted.

- Building is about 90% complete – building is up, roof is on, envelope closed in with vapour barrier and sided, hydro is on, front door installed. Needs final landscaping, drywall and drip edge with caps.
- Hydro to sauna had to be disconnected due to a non-code connection from the old medical building. The sauna will need a new connection installed to code in 2024 – tender?

CARRIED

BDO 2022 Audit – accept 2022 audited financial statements.

Resolution # 2023-11-07

Moved: J House

Seconded: S Lacombe

That Council accepts with thanks the 2022 audited financial statements and reports provided by BDO LLP our municipal auditors.

CARRIED

Zoning Bylaw – consider sheds, storage buildings on Conservation Zone.

Resolution # 2023-11-08

Moved: S Stewart

Seconded: L Chappell

That Council decides as follows as it concerns a proposed exception in the new draft Zoning By-law for accessory structures in the Conservation Zone which would be worded as;

15.0 Special Exceptions Zones

EXCEPTION: In the Conservation Zone a non-residential building may be constructed for the purpose of supporting conservation works including an equipment storage shed, small office or such other structure as may be required.

- Yes

CARRIED

Price for screened A gravel

Resolution # 2023-11-09

Moved: J House

Seconded: S Stewart

That Council determines as follows as it concerns the sale in 2024 and following years of the newly screened A gravel sold to the public for non-municipal purposes

- Requests for screened A gravel shall be limited to the following - driveway top-dress and concrete
- be limited to four (4) loads with any additional loads at Council's discretion
- Not to be used a fill
- That the screened A gravel stockpile be monitored having regard for the township's future road needs.

CARRIED

Annual Compliance Reporting - Emergency Management Ontario (OEFM -includes Ontario Fire Marshal Office) – even though we don't have a Fire Department we need to comply with many aspects of the Emergency Management System.

- a) To become compliant for 2023 and considering the timing OFM (Ontario Fire Marshal office) suggested that Council temporarily appoint the Clerk as CEMC (Community Emergency Management Coordinator) then re-appoint Mayor Brenda as CEMC in January. It's an admin work-around because as CEMC I have a year to complete the courses many of which Brenda already has completed. Apparently only an approved CEMC can sign the compliance report but a new appointee has a year to become compliant. Call it a loop-hole.
- b) resubmitted to OEFM our current Emergency Plan which is Bylaw #2019-01 (attached with Council meeting documents). Review needed and updates?
- c) In early November the Province announced a small grant program for Emergency Preparedness. If we intend to apply the deadline is Nov 30th. The Clerk will do up a draft application for the Nov. 22 meeting based upon his email to Council on Nov 8th and any suggestions that come forward. (Clerk's suggestion – absent other ideas why not pursue forest fire safety measures near the hamlet? What equipment would be needed? Work with CIL on a list? We could build upon the fire breaks that were cut on the road rights-of-way a few years ago.)
- d) We need to do a "table-top" simulation of an emergency we think could happen to our island such as a major forest fire, Air Canada plane crash of a Toronto-Thunder Bay flight (we are under the flight path), Conduct this on Nov 22 or have a short Special Nov-Dec? It would take about a half-hour.

Resolution # 2023-11-10

Moved: L Chappell

Seconded: J House

That Council determines as follows as it concerns the following fire and emergency measures matters;

- The Clerk-Treasurer be appointed as temporary Community Emergency Management Coordinator (CEMC) for 2023 compliance purposes (Office of the Fire marshal and Emergency Management)
- That a table-top exercise simulating a real emergency situation be arranged as soon as

possible by Zoom and its completion be included in the 2023 Compliance report.

- Update the current 2019 Municipal Emergency By-law to reflect any new information.

CARRIED

Resolution # 2023-11-11

Moved: S Stewart

Seconded: S Lacombe

That Council authorizes the Clerk-Treasurer to prepare on Council's behalf, to sign and to submit by the November 30th deadline a grant application to the new Community Emergency Preparedness Program with a focus on protecting, in particular, the hamlet area in the event of a significant forest fire in the vicinity. Items to be included, but not limited to, are a portable gas pump, small water tank backpacks, extra hoses and possibly a porta-pool along with additional needed items to complete these kits. The estimated cost of the required items is approximately \$20,000.

CARRIED

Resolution # 2023-11-12

Moved: S Lacombe

Seconded: J House

That Ian Anderson be given permission to trap on township opened and unopened road allowances until such time as this permission is rescinded in writing.

CARRIED

Financial Report

- a) Disbursements since last meeting NCU #1063 to #1079)
- b) Bank Statement Operating Accounts (to Nov 19th, 2023)
- c) Bank Statement Dock Accounts (to Nov 19th, 2023)
- d) Bank Statement Heritage accounts (to Nov 19th, 2023)

Northern Credit Union accounts as of November 19, 2023, 2023

Account	Balance
<u>Dock Account 101</u>	\$10,220.43
<u>Heritage Account 102</u>	\$23,211.67
<u>Operating Account 100</u>	\$167,332.04

* Interest rate earned= 5.2% Total \$200,764.14

NOTE - Interest earned on this account Jan-Oct= \$11,579.23. PLUS approx. \$950 Dock and Heritage Accounts for total interest over 10 months of approx. \$12,500

Resolution # 2023-11-13

Moved: S Lacombe

Seconded: S Stewart

That the Treasurer's report on bank balances and the list of disbursement cheques numbered from #1063 to #1079 be hereby received.

CARRIED

Council Members' Concerns

- Council Member Stewart asked about the possibility of 7 PM Council meetings instead of 5 PM. And asked if there were grants for docks.
- Council Member Lacombe mentioned that we are using the free version of AirTable for PW reporting and follow-up. Is it useful? Should we buy the more professional version? (It was suggested we leave "as is" and possibly develop our own in-house Excel version.)
- Council Member House noted that Building Permit contact information and application form is now available on the township's website. Suggested Council look at the PW contracts in a Closed Session as soon as possible. (**Clerk's note** – both PW contracts should have been reviewed earlier this year as per the bylaw. *"It is understood and agreed by both parties that this AGREEMENT for service is for a term of two (2) years commencing in May 2020"*. This review got lost in the early days of the new Council term.)
- Council Member Chappell asked about the status of the "weather station". It appears that a new head-end for the unit might cost about \$600. Improvement needed. Mayor Jones reported that the old Xplornet kit has been returned to the company as required now that the Starlink system is in place.

It was agreed that the Clerk-Treasurer research options for the acquisition of a credit card for use by the office for such things as monthly auto-charges not possible by auto-debit on the NCU chequing account such as Starlink, OPP, WSIB etc. plus the occasional pre-payment of major and rare purchases where there is no township account such as Wamco for calcium.

Clerk's Report

- a) Update - Treasurer's Cashflow forecast for this fall to January – no NCU loan funds draw-down. \$60K medical Building reimbursement received which should help get us through until expected other receivables arrive.
- b) **2022-23** big financial picture – 12th & 15th road and Breakwall budgeted at approx. \$1.6 million total. Road grant was appr \$850K, debenture = \$300K. Cash reserves and other grants used approx. \$450K.(NORDS \$50K, ICIP Formula \$100K therefore cash used at about \$300K which our bank balance would indicate. We had been running with over \$400K in the bank for a few years as we built up our reserves and now, we will run with about \$100K base in the bank. We can rebuild our reserves. The Annual debenture cost is approx. \$25K for which we can use some of the annual \$100K ICIP formula funding. The township funded from reserves a little under 20% of the Road + Breakwall projects. Essentially, we are on plan.
- c) NCC – 13 exempt properties – MPAC error 2023 – has been corrected by MPAC
- d) 4-burner electric range advertised for sale as surplus was sold to the lone bidder – David Hale for \$55.
- e) VOIP phone service for 705-842-3739 is set up and working out of the Telephone booth.
- f) Building Permit information is now on the website.

Adjournment

Resolution # 2023-11-14

Moved: S Stewart

Seconded: S Lacombe

That this meeting be now adjourned and that Council meet again at Wednesday, January 10th.
2024 at 5PM by Zoom or at the call of the mayor.

CARRIED

Time – 7:13 PM