

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM, Wednesday, JANUARY 10<sup>th</sup>, 2024

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: Alex Nicolson  
Absent: none

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5:00 PM

**Call to Order**

**Adopt Agenda**

**Declarations** of any pecuniary interest

**Delegations** – if any

**NOTE** – There will be no Public Works Committee meetings until April or May while Darren and Alex are off. PW issues can be raised during the Council Member Concerns portion of the meeting as in the past.

Resolution # 24-01-01

Moved: S Lacombe

Seconded: L Chappell

That the January 10<sup>th</sup>, 2024 Council meeting agenda be adopted as amended to include a Closed Session at the end of the meeting to discuss personnel matters.

CARRIED

Resolution # 24-01-02

Moved: S Stewart

Seconded: S Lacombe

That the minutes of the November 22<sup>nd</sup>, 2023 regular meeting be adopted.

CARRIED

**Action Items**

**Adopt By-law #2024-01** being the Annual borrowing bylaw usually adopted at the first or second meeting of the year.

Resolution # 24-01-03  
Moved: S Lacombe  
Seconded: S Stewart

That Be It Resolved that By-law #2024-01 being a by-law to authorize borrowing from time-to-time to meet current needs be read a first, second, third and final time, be adopted, be signed by the Mayor and Clerk, be sealed with the corporation's seal, be numbered #2024-01, and be filed in the by-law book.

CARRIED

### NCU VISA Card

Resolution # 24-01-04  
Moved: S Stewart  
Seconded: J House

That Council approves of an application being made with the Northern Credit Union for its most basic VISA card featuring;

- no annual fee
- cashback on purchases
- monthly payment can automatically come out of the township's NCU account
- NCU staff are easy to reach by phone and there are NCU branches up and down the line between Sault and Sudbury.
- interest rates are typical for credit cards at nearly 20% but the balance will be paid monthly

And that the application provide for the following;

- \$10,000 limit
- Council will be given a copy of the VISA statement with the monthly Treasurer's report
- The Clerk-Treasurer would be the sole authorized user

The Mayor and/or Clerk-Treasurer are hereby authorized to sign the application.

If a member of Council or PW staff needs access to credit for a purchase then arrangements for payment can be made with the Clerk-Treasurer as needed. Additionally, the Clerk-Treasurer is to convert, where possible (\*), regular monthly bills now passing through his credit card (WSIB, VOIP, Starlink etc.) to this new township card.

CARRIED

(\* ) **NOTE** - for example, CRA (Revenue Canada) does not accept credit cards for the payment of payroll remittances -debit only which we can't do with our NCU account (double signatures required)

**BUDGET 2024** – it was agreed to continue budget discussions at the February meeting. In the meantime, more research will be done on street lights and dock rehabilitation among other

things.  
**Docks**

Resolution # 24-01-05  
Moved: J House  
Seconded: L Chappell

That an amount be set aside in the 2024 township budget for dock rehabilitation and that Council members Lacombe and Stewart work together to propose a plan and costs in time for the February council meeting.

CARRIED

**\$20,000 Heritage Donation** from Douglas A. Smith Family Foundation

Resolution # 24-01-06  
Moved: S Stewart  
Seconded: L Chappell

That whereas the Douglas A. Smith Family Foundation of Gore Bay, Ontario has made a significant contribution of \$20,000 to assist us with the preservation of our island heritage

Now therefore be it resolved that we send Mr. Smith a letter gratefully thanking him on behalf of the Cockburn Island community, the Cockburn Island Heritage Committee and the Township's municipal Council. We wish to offer our deep appreciation for the important contribution he has made to the preservation of our island's heritage including the original Hall, Schoolhouse and Church to name a few. This donation will go a long way towards helping our community achieve its heritage preservation goals.

CARRIED

**Ontario R.E.D. Economic Development program** – any merit in applying considering program parameters?

Resolution # 24-01-07  
Moved: S Lacombe  
Seconded: J House

That the Council determines as follows as it concerns an application to the Ontario Rural Economic Development program;

- Do not apply

CARRIED

**PW Contracts** – plan review for completion by March?

Resolution # 24-01-08  
Moved: S Stewart  
Seconded: J House

That a private meeting be arranged with each of Darren Rogers and Alex Nicolson to discuss the renewal of their work contracts.  
And further that they each be asked for their comments as part of preparations for such a meeting.

CARRIED

### **Suspend Pointing property donation**

Resolution # 24-01-09

Moved: S Lacombe

Seconded: S Stewart

That whereas certain estate complications have arisen during the early stages of processing a proposed property donation to the township described as, Tax Roll: 5134-000005-03200-000, Cockburn Con 11 Lot 9 Plan 8 Lot 27 N/S H St (Pointing)  
Now therefore be it resolved that legal work by the township on this donation be suspended until such time as the estate matters are settled.  
And that, in the meantime, we extend our appreciation to the donor for making this generous offer which the township must decline at this time.

CARRIED

**Street Lights** – see very preliminary Draft tender call in Council package – Clerk needs a bit more information before it can be completed. A notional sum has been included in the Treasurer's early draft budget.

Resolution # 24-01-10

Moved: J House

Seconded: S Lacombe

That a Tender Call be issued for work needed to repair a number of street lights in the Tolsmaville hamlet area

And that the following be included in the tender;

- 14 poles – replace or refurbish fixtures
- All LED lights
- Install and remove where required – township will dispose
- Township could purchase and deliver materials
- Request price per pole

CARRIED

**Table Top Exercise** – the Office of the Ontario Fire Marshal and Emergency Management requires that we do a table-top exercise for our Annual Compliance Reporting – rescheduled for February Council meeting.

### **Financial Report**

- a) Disbursements since last meeting NCU #1080 to #1105)

- b) Bank Statement Operating Accounts (to Jan 6, 2024)
- c) Bank Statement Dock Accounts (to Jan 6, 2024)
- d) Bank Statement Heritage accounts (to Jan 6, 2024)

**Northern Credit Union accounts as of January 6, 2024**

<u>Dock Account 101</u>	\$10,772.29
<u>Heritage Account 102</u>	\$43,461.31
<u>Operating Account 100</u>	\$88,065.04

\* Interest rate earned= 5.2%      Total \$142,298.64

Resolution # 2024-01-11

Moved: S Stewart

Seconded: L Chappell

That the Treasurer's report on bank balances and the list of disbursement cheques numbered from #1080 to # 1105 be hereby received.

CARRIED

**Council Members' Concerns**

- Council Member Stewart – he and Council member Lacombe will work on dock repair pricing
- Council Member House asked about the weather Station. Can we install this ourselves. Move to Dockhouse? Cost for repair should be reasonable (under \$1000?)
- Council Member Lacombe - When boats are running this spring send out a backhoe tire for repair? CIL is interested in negotiating the various rates for culvert installation, grading etc.
- Mayor Jones reported that the two oxygen tanks will be replaced in the spring.

**It was agreed that repair parts for the island's "weather station" be ordered.**

**Clerk's Report**

- a) Emergency Preparedness Grant – No results yet. Our application for about \$20,000 was submitted by the December deadline. Copy in council package. Clerk used a forest fire scenario to outline some of the equipment we needed.
- b) 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.
- c) New Zoning Bylaw – update on Council member Chappell's and the Clerk's proposed deletions from the draft available on the website. Copies of both versions are in the council package.
- d) NCC – assessment and 2024 support grant – Managed Forest switch to Exempt

- e) Revenue Canada and Remote Community rules for personal income tax purposes – see council package – resolution at February meeting inquiring of CRA?

**CRA REMOTE WORK LOCATION** *Special work site (lines 4 and 9) If your principal place of residence is not in a prescribed zone, you may still qualify for all or a portion of the basic residency amount for living at a special work site provided that the site is located in a prescribed zone and you resided at the site for at least six consecutive months.*

- f) Plan a meeting with Heritage Committee re working relationship? – plan a Closed Session with Heritage Committee?
- g) Medical Building Project – update – owe Stewart renovations 10% less Rosenberg bill

Resolution # 2024-01-12

Moved: J House

Seconded: L Chappell

That we enter into Closed Session to discuss several personnel matters.

Time- 6:28 PM

CARRIED

Resolution # 2024-01-13

Moved: S Lacombe

Seconded: J House

That we return to Open Session

Time- 7:35 PM

CARRIED

**Adjournment** – meet February 7<sup>th</sup> or 14<sup>th</sup>? 2024 at 5PM by Zoom

Resolution # 2024-01-14

Moved: S Lacombe

Seconded: S Stewart

That this meeting be now adjourned and that Council meet again at Wednesday, February 7<sup>th</sup>, 2024 at 5PM by Zoom or at the call of the mayor.

CARRIED

Time – 7:38 PM

