

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM, Wednesday, FEBRUARY 7<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** – none

**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 # 24-02-01  
Moved: J House  
Seconded: S Stewart

That the February 7<sup>th</sup>, 2024 Council meeting agenda be adopted.

CARRIED

Resolution # 24-02-02  
Moved: L Chappell  
Seconded: S Stewart

That the minutes of the January 10<sup>th</sup> regular meeting be adopted.

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. The Council participated in a mock emergency involving a forest fire threatening the hamlet of Tolsmaville on Cockburn Island. Scenarios around this event included how the fire started in the first place such as at a nearby cabin, campfire, forest operations or lightning strike. Further discussions related to the

firefighting equipment that is available, what should be acquired (eg porta-pool to complement the tank truck), more fire control backpacks, hoses, more volunteer training, Wajax-style gas operated pump etc. It was noted that the community fire warning bell should be upgraded. Ensure local residents are aware of the fire notice board. Fire scene considerations were reviewed such as looking for nearby accelerants (eg gas cans, propane tanks), when to contact MNR, no entry into buildings and wet down the area. It was noted that the 66-foot-wide firebreaks constructed along the unopened municipal road allowances around the hamlet a few years ago are, as expected, growing-in so maintenance clearing needs to be done. The question of herbicides to help keep the firebreak clear of growth was mentioned.

**Action Items**

**REAPPOINT BRENDA CEMC** – Clerk had been temporarily appointed in November as per OEFM

Resolution # 24-02-03  
Moved: S Stewart  
Seconded: L Chappell

That Mayor Brenda Jones be appointed as CEMC (Community Emergency Management Coordinator).

CARRIED

**Continue Budget Discussion**

Resolution # 24-02-04  
Moved: J House  
Seconded: L Chappell

That the following be considered in the draft 2024 township budget;

- News shop doors (estimated at \$15,000 incl fasteners, transportation)
- 3% tax rate increase
- 3% increase on the various rates, charges and contracts

CARRIED

**Docks Refurbishing**

Resolution # 24-02-05  
Moved: J House  
Seconded: S Stewart

That an amount of \$ 30,000 (estimate is \$15,000 for floats and \$15,000 for lumber, cleats, hinges and other hardware) be set aside in the 2024 township budget for dock rehabilitation and that the following particulars be addressed;

- Floats to be 18 inches by 30 feet

- That a suitable portion be funded from the township's Dock reserve account as needed
- Council members Chappell and Lacombe are authorized to order the Dock materials once they have agreed on the details

CARRIED

### **Street Lights Rehabilitation**

**It was agreed** to hold off on the street lighting tender until Council Member Chappell has added possible solar options. The locations need to be reviewed as well as where dimmer lighting is to be used to minimize property over-lighting.

**PW Contracts** – a **Closed Session** is to be held at the conclusion of this meeting.

**Zoning Bylaw** – Council member Chappell and the Clerk are working on a draft (included in Council package) in which some clauses from the first draft have been deleted as not being relevant to our township.

**ARO (Asset Replacement Obligation)** - BDO memo re: provincial reporting standards – essentially a landfill accounting matter which might require some investment to comply in 2023 and/or 2024.

Resolution # 24-02-06

Moved: S Lacombe

Seconded: S Stewart

That we seek the advice of our auditors, BDO, as it concerns provincial **Asset Replacement Obligations** in particular as they relate to the landfill;

CARRIED

### **Goods and Services Provided to Township by Council members**

Resolution # 24-02-07

Moved: J House

Seconded: L Chappell

Because the island population is small and thereby the number of qualified persons and suppliers for some critical jobs and goods is limited it has meant that, from time-to-time, it has been (and will be) necessary for members of Council to be engaged in a business or project for which the Township is paying for those goods and/or services,

And whereas it is for the public good that concerns about the appearance of any conflicts-of-interest be cleared up,

And whereas Council has no need to know the private compensation arrangements

made by individuals involved in the supply of goods and/or services to the township except that there be no relationship between the compensation and decisions made at the Council table,

Now therefore be it resolved that, in the interest of transparency, Council members should avoid any misunderstandings by advising Council at the earliest opportunity of situations which may lead to confusion for those less familiar with the situation, And, when the circumstances call for it, a declaration of pecuniary interest shall be made meaning that a council member should not discuss or vote on that particular matter.

CARRIED

### **Financial Report**

- a) Disbursements since last meeting NCU #1106 to #1114)
- b) Bank Statement Operating Accounts (to Feb 3, 2024)
- c) Bank Statement Dock Accounts (to Feb 3, 2024)
- d) Bank Statement Heritage accounts (to Feb 3, 2024)

#### **Northern Credit Union accounts as of February 3, 2024**

<b>Account</b>	<b>Balance</b>
<u>Dock Account 101</u>	\$10,815.17
<u>Heritage Account 102</u>	\$36,315.21
<u>Operating Account 100</u>	\$68,491.47

\* Interest rate earned= 5.2%

**Total \$115,621.8**

Resolution # 2024-02-08

Moved: S Stewart

Seconded: L Chappell

That the Treasurer's report on bank balances and the list of disbursement cheques numbered from #1106 to #1114 be hereby received.

CARRIED

### **Council Members' Concerns**

- Council member Chappell asked about the boater willing to pay the cost of a 50-amp service at the dock for a large boat. (Brian Mitchell may have the details – to be confirmed by Simon). Did we settle the crushed gravel price for 2024? The Heritage Committee Chair (Dwight Phillips) mentioned to him the committee's proposal for a 24 ft X 24 ft gazebo at the Hall.
- Mayor Jones said she would contact Allie Thompson about updating CPR training for Emergency response volunteers.

**It was agreed** that the Heritage Committee be asked to provide Council with a location plan, what the gazebo would look like and the set-up for the fryers - then the committee can proceed.

**It was agreed** to ask Dwight Phillips, the Heritage Committee Chair, if a meeting could be held

(by Zoom) with the committee executive possibly at 5 PM on Tuesday February 27<sup>th</sup>.

**Clerk’s Report**

- a) Treasurer’s Cashflow forecast through to the start of 2024 on-island season in May. 2023 big bills are paid (eg CIL gravel work in the fall). Ratepayer gravel bills for fall deliveries are out (apprx \$7000). Checked end of February cash balance for previous several years and we are in line with 2023 month-end balances Feb-May of about \$200K. See Excel attached. For Feb-May 2024 most payments are based upon 2023.

2024	2024	2024	2024
Month-end	Month-end	Month-end	Month-end
Feb	Mar	Apr	May
223,021	205,285	223,024	261,919

- b) Google Earth has updated its imagery to Sept 2023. See a good example below showing the new Breakwall and nicely improved parking area.
- c) Plan a meeting with the Heritage Committee re: working relationship?
- d) Phragmites report
- e) NCC assessment and Support Grant update
- f) Should HST be charged on goods and services the township sells (such as dock fees, gravel sales, McLeod rental etc.) See below. Treasurer’s interpretation has always been “No”. We are not an HST/GST registrant. In this case we can’t claim HST Input Tax Credits (ITCs) but regardless we receive the municipal HST rebate.
- g) Potential merger of Sudbury and Algoma Health Units – impact on our township should be negligible
- h) NCU VISA credit card – approved, card on its way
- i) OPP AND new 911 compliance – clarification being sought by Clerk
- j) CPR courses – St. John Ambulance owes the township four (4) courses due to prior cancellations resulting from problems with the meeting space. The Clerk will inquire.

Resolution # 2024-02-09  
 Moved: S Lacombe  
 Seconded: J House

That we enter into Closed Session to discuss Public Works contracts.  
 Time: 6:57 PM

CARRIED

Resolution # 2024-02-10  
 Moved: S Lacombe  
 Seconded: J House

That we return to Open Session  
 Time: 7:39 PM

CARRIED

**It was confirmed** that meetings with Darren and Alex be arranged as soon as practical.

Resolution # 2024-02-11

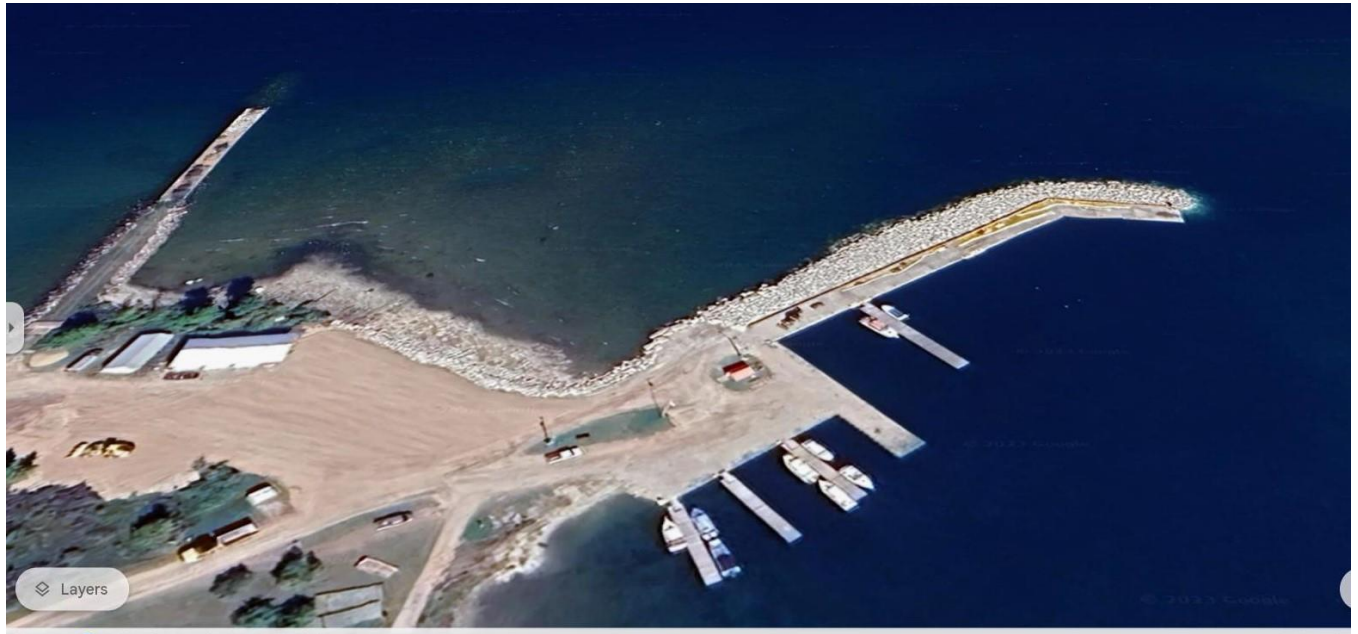
Moved: L Chappell  
Seconded: S Stewart

That this meeting be now adjourned and that Council meet again on Wednesday, February 28<sup>th</sup>, 2024 at 5PM by Zoom or at the call of the Mayor.

CARRIED

Time – 7:48 PM

**Sample** New Google Earth image of Dock area is below



### HST on Municipal Sales?

*If you are a municipality, your sales of personal property will be taxable, unless a specific exempting provision applies. Similarly, if you are a designated municipality, your sales of personal property that is designated municipal property will also be taxable unless a specific exempting provision applies. **However, if you are not a GST/HST registrant, you generally would not be required to collect the GST/HST on the sale of such property unless it is capital personal property, as discussed below.***

*If you are either a municipality or a designated municipality that is not a GST/HST registrant, you do **not** charge the GST/HST on any of your taxable services, nor do you charge the GST/HST on taxable supplies of property made by lease or licence. However, you may be required to collect the GST/HST on some taxable supplies of property made by way of sale, including:*

- **sales of real property (see *Supplies of real property for the circumstances under which the purchaser must instead pay the tax directly to the CRA*)**
- **sales of capital personal property by a municipality**

- **sales by a designated municipality of capital personal property that is designated municipal property**

*If you are **not** a GST/HST registrant, you cannot claim ITCs for the GST/HST paid or payable on your purchases and expenses. However, you may be able to claim a rebate of the GST/HST paid or payable on some or all of your purchases and expenses. For information on GST/HST rebates that may be available to a municipality, see [GST/HST public service bodies' rebate](#).*