

## COUNCIL MINUTES

### TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM WEDNESDAY, **FEBRUARY 12<sup>th</sup>, 2025**

Meeting On-line by ZOOM

**ZOOM LINK** <https://us02web.zoom.us/j/84944xxxxxxx>

(same link every regular meeting)

PRESENT

Mayor: Brenda Jones  
Councillors: Lee Chappell  
Jeff House  
Simon Lacombe  
Scott Stewart  
Clerk: Brent St. Denis  
Absent: Nil

(A number of ratepayers observed the meeting.)

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5:00 PM

#### Call to Order

**Declarations** of any pecuniary interest

**Delegations** – if any

**New Business** – none

**NOTE** – There will not be any 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.

Resolution # 25-02-01

Moved: J House

Seconded: S Lacombe

That the February 12<sup>th</sup>, 2025 Council meeting agenda be adopted.

CARRIED

Resolution # 25-02-02

Moved: S Stewart

Seconded: L Chappell

That the minutes of the January 8<sup>th</sup> regular meeting and January 30<sup>th</sup>, 2025 special meetings be adopted.

CARRIED

#### Action Items

#### **2023 Audited Financials Presentation**

Resolution # 25-02-03

Moved: S Stewart  
Seconded: J House

That Council accepts with appreciation the 2023 municipal financial audit provided by BDO LLP of Sault Ste. Marie.

- And further that a representative(s) from BDO be invited to a Special Meeting, on a date to be determined, to present the audited financial statements
- and after the audit presentation the 2025 Budget discussions will continue.

CARRIED

**Request to Add a Heritage Committee Page on Township Website** – for events and other heritage related notices.

Resolution # 25-02-04  
Moved: J House  
Seconded: S Stewart

That Council responds as follows to a request made by the Cockburn Island Heritage Committee for its own sub-page on the township's website. The Committee will provide the content for the township's webmaster to include and maintain.

- Council agreed to the proposal

CARRIED

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

Resolution # 25-02-05  
Moved:  
Seconded:

That we undertake following potential emergency in our township as the subject of the annual table-top exercise to be conducted at the March council meeting;

- medical evacuation event in very bad weather and possibly with no tug boat available
- conduct the table-top exercise at the March 12 meeting
- Council members House and Stewart will prepare bullet points to aid in the discussion

CARRIED

**Adopt Bylaw #2025-02 being a bylaw to authorize an update to the Official Plan for improvements to the Natural Heritage Strategy**

Resolution # 25-02-06  
Moved: S Lacombe  
Seconded: S Stewart

That Be It Resolved that By-law #2025-02 **being a bylaw to authorize an update to the**

**Official Plan for improvements to the Natural Heritage Strategy** 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 #2025-02, and be filed with the by-law records.

CARRIED

**Adopt Bylaw #2025-03 to Authorize Community Emergency Grant Program (CEGP) funding agreement**

Resolution # 25-02-07  
Moved: S Lacombe  
Seconded: J House

That Be It Resolved that By-law #2025-03 being a by-law **to the Authorize the signing of a Community Emergency Grant Program (CEGP) funding agreement** 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 #2025-03, and be filed with the by-law records.

CARRIED

**Further Discussions of Budget 2025** – The Treasurer has prepared an early working 2025 Budget draft to get the ball rolling based on a 2.5% expenditure and tax rate increase. Bank of Canada says.... ***Inflation is expected to remain close to the Bank of Canada's 2% target.....Importantly, the projection does not incorporate any wide-ranging US tariffs. New tariffs could significantly affect the outlooks for growth and inflation.***

*TREASURER'S WORKING DRAFT STARTING POINT (full draft in meeting package)*

<b>67,019</b>	<b>Surplus/- deficit</b>	<b>- 7,964</b>	<b>\$ 43,026</b>	<b>- 11,974</b>
<b>2024 DRAFT INCOME STATEMENT ACTUAL (UNAUDITED)</b>		<b>2024 budget</b>	<b>2025 budget</b>	<b>WITH</b>
		<b>ACTUAL 2024</b>		<b>EXEPTIONAL</b>
		<b>WAS A</b>		<b>ITEMS</b>

**SURPLUS  
USE OF DOCK  
RESERVES HAD BEEN  
PLANNED**

Resolution # 25-02-08  
Moved: J House  
Seconded: S Lacombe

That the following additional items be taken into consideration as the 2025 township budget is

being discussed;

- tax rate for 2025 be increased by 3%
- 3% increase to the various rates, fees and charges including Public Works wages and administration contract
- Delete the paper and printer ink support for members of council

CARRIED

## **Financial Report**

Disbursements by cheque and NCU VISA, (no cheques since last meeting, all on-line as per list in Council package)

### **Northern Credit Union Bank balances as of February 8, 2025**

<u>Dock Account 101</u>	\$ 14,570.54
<u>Heritage Account 102</u>	\$ 73,202.15
<u>Operating Account 100</u>	\$181,150.32
<b>TOTAL ALL ACCOUNTS</b>	<b>\$268,923.01</b>

#### **NOTE -NCU Operating Account Balances, year-over-year**

- JAN 31, 2024..... \$ 71,406.53
- JAN 31, 2025..... \$175,996.45

Current Interest Rate earned on Operating account .....3.20 %

Current Interest Rate earned on Twp Heritage Account..... 2.70 %

Current Interest Rate earned on Dock Account.....2.70 %

Resolution # 2025-02-09

Moved: S Lacombe

Seconded: J House

That the Treasurer's report on bank balances, auto-debit payments, transfers and the township's VISA card statement be hereby received.

CARRIED

## **Council Members' Concerns**

- Council member ....

## **Clerk's Report**

- a) Township VISA Card Limit – update on request to NCU for limit increase from \$10K to \$15K

- b) Medical Building Grant – update on request to extend to end 2025
- c) Pavillion NOHFC grant application update – almost ready but can’t submit until after the Ontario election
- d) 2025 Newsletter – see 2024 in council package
- e) Asset Management Plans – upgrade required by Province - update

**Division of Council’s PW Supervisor Duties** – discuss recent experiences and the best ways to share the supervisory load.

Resolution # 2025-02-10

Moved: J House

Seconded: L Chappell

That we enter into Closed Session to discuss 2025 Public Works supervision duties.  
Time- 5:56 PM

CARRIED

Resolution # 2025-02-11

Moved: S Stewart

Seconded: S Lacombe

That we return to Open Session.  
Time – 6:35 PM

CARRIED

Resolution # 25-02-12

Moved: J House

Seconded: S Stewart

That Council agrees as follows as it concerns the division of duties for members of Council involved in Public Works supervision, oversight and coordination;

- Simon Lacombe to assume the role of Public Works supervisor on behalf of Council

CARRIED

Resolution # 2025-02-13

Moved: L Chappell

Seconded: S Lacombe

That this meeting be now adjourned and that Council meet again at 5:00 PM on Wednesday March 12<sup>th</sup>, 2025 by Zoom or at the call of the Mayor.

CARRIED

Time – 6:40 PM

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**ONGOING “TO DO” LIST (NEW)**

<b>PW, BUILDINGS, ROADS, DOCK, TRAILS</b>	<b>ALL OTHER</b>
PW SAFETY TRAINING	BROADBAND INITIATIVE – PROVINCE
SPRING DOCK PREPARATIONS	ORNGE INQUIRY
PW CREW START SEASON DATE?	BLUE BOX PROGRAM
ROAD CALCIUM TIMING	MEDICAL BLDG COMPLETION ..... (JEFF)
FALL DOCK WINTER PREP	WEATHER STATION - (SIMON & BRENT)
DOCK ISSUES ASSESSMENT	TWP RECORDS STORAGE..... (BRENT)
ROAD GRAVEL PRIORITY LIST	CLERK-TREASURER POSITION -2026
DITCHING PRIORITY LIST	HALL GAZEBO GRANT (NOHFC)
LANDFILL ISSUES & ASSESSMENT	UPDATE NCU BANKING
SEASONAL FLAG MAINTENANCE	PROPERTY TAX REGISTRATIONS
TRAILS ASSESSMENT WITH NCC, CIL	EMERGENCY TRAINING INCL CPR
STREET LIGHTING UPGRADE...(LEE)	MAJOR EMERGENCY PLANNING
SMALL TOOLS INVENTORY...(SCOTT)	ON-GOING TWP FINANCIAL STATUS
PW CONTRACTS & DUTIES REVIEW	HERITAGE COMM PROJECTS .... (SCOTT)
MCLEOD HOUSE ISSUES – LIST	NEWSLETTER..... (SIMON & BRENT?)
MCLEOD HOUSE WELL	WEBSITE..... (SIMON & BRENT?)
COUNCIL’S MAY ISLAND TOUR	MEDICAL SUPPLIES & DEFIB..... (JEFF)
FALL WINTERIZATION..... (JEFF)	<b>UPDATE ASSET MGMNT PLAN (AMP)</b>
	<b>IMPLEMENT CEGP (FIRE) GRANT -\$22.5K</b>