

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM WEDNESDAY, JULY 9th, 2025

Meeting On-line by ZOOM

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

(link is the same for 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.)

Time – 5:00 PM

Call to Order

Declarations of any pecuniary interest

Delegations – if any

New Business – if any

Resolution # 25-07-01

Moved: J House

Seconded: S Stewart

That the July 9th, 2025 Council meeting agenda be adopted with the addition of a Heritage Committee request concerning use of the Mcleod House for the well drilling crew.

CARRIED

Resolution # 25-07-02

Moved: S Lacombe

Seconded: L Chappell

That the minutes of the June 11 regular and June 19 special (Clerk-Treasurer interviews) meetings be adopted

CARRIED

STATEMENT MADE BY COUNCIL MEMBER S. LACOMBE AT JULY 9, 2025
COUNCIL MEETING

Fellow Council Members,

I value conversation and always welcome diverse opinions on all Council matters, however, it is critical that all discussion regarding township business occurs in the proper way. Unless a subject meets the conditions for an in-camera session, all business must be conducted in open council meetings or emergency meetings.

On Thursday, July 3rd, I was contacted by two councillors outside of any scheduled or emergency Council meeting. What began as a conversation quickly turned into an inquiry into Public Works (PW) operations and other unresolved Council matters. The Mayor later joined, yet no emergency meeting was declared, and no resolutions were passed.

Though no official complaints had been made, two council members took it upon themselves to search for issues. While they did identify some — as one always can on an active island — each was either:

- an ongoing PW project already logged and being addressed, or
- an unresolved Council item requiring further public discussion and resolution.

For example, the primary concern raised — loose dock boards — had already been identified and reported by PW following the docks' preseason installation. A resurfacing solution was proposed at the time but not adopted. Council instead passed a resolution to patch only the worst of problem boards. PW followed through by sourcing approved materials and replacing the boards per that directive.

During our discussion, I reiterated that dock inspections and deficiency reports fall under the responsibilities outlined in the Dockmaster Agreement — not PW's duties — and any resulting work must be approved by Council before PW takes action.

It is important to underline this: the Dockmaster Agreement and the PW employment contracts are clear and distinct. PW is not responsible for dock cleanliness, daily inspections, or general management of the dock or parking area. That is the Dockmaster's job. The attempt to shift dockmaster responsibilities to PW causes confusion and may undermine all contracts approved by Council. If council wishes to alter existing contracts or compensation agreements, that is no problem, however they must be raised, reopened, discussed, and resolved through legal means.

In response to these concerns, one councillor stated, "We need to find a way to cut through the red tape," while the other admitted, "I don't know what the contract says." These are contracts and compensation agreements circulated January 3, 2024 (PW) and January 31, 2023 (Dockmaster) — both unanimously approved by this Council.

This is not the first time there has been a problem with proper procedure, which prompted this statement. Changing directives without resolutions outside of public or emergency meetings leads only to confusion and low morale — especially when PW staff receive conflicting instructions without documentation or context.

As the unanimously appointed PW liaison I strongly value open communication and take my responsibilities seriously. I have made sure to inform PW of my availability and contact information, so that I remain reachable at any time outside of our regular meetings, which take place multiple times a week in person, by phone, or by video call.

We were elected to serve the community, a wonderful community that we are all proud to be a part of. Ratepayer concerns are of course valid and should be brought forward through the public process, discussed at the table, and resolved with a vote. That is our mandate. No matter which direction council decides to advance in, as long as it follows due process and proper procedure, it will be respected.

Thank you for your time and attention. I have provided a copy of this statement to the Clerk for inclusion into the minutes.

Public Works Committee meeting – Council and available Public Works crew

Resolution # 25-07-03

Moved: S Lacombe

Seconded: S Stewart

That we enter into Committee of the Whole so that an informal discussion with staff can be held regarding Public Works and related matters. Time – 5:08 PM

CARRIED

Council Member Lacombe chaired the PW session. Items raised during the Public Works Committee of the Whole included;

Public Works Meeting Notes – the highlights were;
<ul style="list-style-type: none">• Public Works crew (PW) trying to stay ahead of needed maintenance• Herman, with CIL (Cockburn island Logging), will train Alex on the grader• Simon will ask Scott Richards (CIL) about gravel supply and bringing fuel for the township• Who will do the grading CIL or Township• Dock boards need looking at, cleats tightened• road grading priorities• Darren has graded parts of 15th and 10th• Alex will share his work in-progress and completed spreadsheet• Questions around communications and responsibilities were discussed

Resolution # 25-07-04

Moved: S Stewart

Seconded: L Chappell

That we adjourn the Committee of the Whole and return to the Council meeting.
Time – 5:53 PM

CARRIED

Action Items

Update on Streetlights tender – feedback on a two-year proposal

Council member Lee Chappell shared satellite view of the 14 streetlights in the hamlet and suggested that only 8 needed repair.

Resolution # 25-07-05

Moved: J House

Seconded: S Stewart

That whereas Council decided at its June 11th meeting to request that bidders on the street lights project offer a price for the same work to be performed in roughly two half stages in 2025 and 2026

And whereas responses were received from Eric Fortier and Brian Mitchell

Now therefore be it resolved that we try to complete the reduced project this year with an amount of \$30,000 authorized to repair the 8 streetlights as proposed by Council member Chappell.

CARRIED

Province's Asset Retirement Obligation (ARO) – call for quote(s) to assess the landfill including an estimate of years remaining – this is a follow-up to Council's meeting with the BDO auditor (Nathan Dool) –a note from him is with the meeting documents. This would be a first step to meeting the ARO as required by the Province. The Clerk spoke with a Ministry official for clarification. It was agreed it seems only our landfill would fall under the ARO obligation as all other assets will be maintained for indefinite use (i.e. no end date for its useful life).

DEFINITION - An Asset Retirement Obligation (ARO) is a legal obligation associated with the retirement of a tangible long-lived asset. It arises when a company is required to dismantle, remove, or restore an asset at the end of its useful life⁴.

Resolution # 25-07-06

Moved: S Lacombe

Seconded: J House

That whereas the Province's Asset Retirement Obligation regulations must be followed which for our township involves only the landfill.

Now therefore be it resolved that we begin the process to achieve compliance by soliciting a quote from Tulloch Engineering for engineering work described by our municipal auditor (BDO) as entailing the following;

- Estimated date of closure of landfill
- Current capacity
- Cost of closure

- Cost of ongoing monitoring

CARRIED

NCU PaymentStream for bill payment. The e-transfer system has limitations. Requires double-signoff as with cheques. The Clerk has researched this option and based upon the experience at the end of June with wages and other transfers (\$3K daily limit, \$10K monthly limit) it is recommended we purchase this NCU option costing \$150 one-time setup fee and \$25 per month. This will provide more than sufficient restriction-free transfers per month to meet our needs. NCU pays significant interest on our chequing account (eg, \$542.65 in the month of June plus additional interest on other accounts).

Resolution # 25-07-07

Moved: S Lacombe

Seconded: S Stewart

That whereas the Clerk-Treasurer has recommended that the township adopt the Northern Credit Union's **PaymentStream** system to allow for streamlining the payment of certain bills, pay wages and conduct transfers as needed

And whereas it is understood that the current level of security requiring consent from two signing officers will continue and that current the daily and monthly limits which constrain the administration of the township's financial affairs will be eliminated with the service

And whereas we acknowledge the set-up cost of \$150 and a monthly \$25 fee,

Now therefore the Council decides as follows;

- Proceed with an application for the PaymentStream service

CARRIED

Apply to Province's ROD? - [Rural Ontario Development Program \(ROD\) Guidelines - Community Development | ontario.ca](#) This program has its drawbacks including township matching funds and we would need to demonstrate job growth and economic development initiatives. ROD does not appear to suit our circumstances.

Resolution # 25-07-08

Moved: S Lacombe

Seconded: J House

That whereas the Province has invited municipal applications for an economic development grant under the Rural Ontario Development Program which requires a municipal contribution
Now therefore be it resolved that we not proceed with an application.

CARRIED

Review and Adopt 2025-26 a Municipal Insurance Quote submitted by MIS – the cost before taxes is \$25,022. Last year's was \$24,318. In both years this is without any of the

additional options offered such as cyber security etc (list included in quote). The Clerk suggested to MIS that none of the options would likely be taken up by Council.

Resolution # 25-07-09

Moved: S Stewart

Seconded: S Lacombe

That we accept the 2025-26 insurance quote submitted by our current insurer, MIS, in the amount of \$25,022 and further that we not opt in to the optional extra coverage as outlined in the quote.

CARRIED

Sale of Surplus Items – as advertised on the township website (to-date single offers have been received for the cabinets and door with window)

- 1) Old door for sale (no window) - Old door out of the McCleod House
- 2) Old door sale (with window) - Old door out of the McCleod House
- 3) (one offer received) - Old counter and cabinets out of Townhall for sale but only available for pick up when Heritage completes replacement (Sometime in July)
- 4) the old camera and microphone set up for Council Zoom meetings for sale (excludes tripod on loan)
- 5) small hot water tank

Resolution # 25-07-10

Moved: J House

Seconded: L Chappell

That whereas the above-noted surplus items have been advertised for sale on the township website for several weeks
And whereas single bids have been received from Rudy Letkemann for items #2 and #3 for \$25 and \$150 respectively and single bids from Darren Rogers for #1 and #5, the door (no window) and small hot water tank for \$25 and \$24.99 respectively.
Now therefore be it resolved that the bids be accepted.

CARRIED

TABLED - Contract for Tender - labour and materials to replace apprx, 875 sq ft of vinyl flooring in the McCleod house. SEE DRAFT CALL FOR QUOTES PASTED BELOW
AGENDA

Manitoulin Planning Board (MPB) Budget – the MPB requests each year that all member municipalities review and approve the MPB's current year budget and accept the prior year's financial statements

Resolution # 25-07-11

Moved: L Chappell

Seconded: S Lacombe

That Cockburn Island Council concurs with the Manitoulin Planning Board's 2025 budget and accepts the 2024 financial statements.

CARRIED

McLeod House, Heritage Committee Request – use of McLeod House for well drilling crew and rate **SEE BELOW** AT BOTTOM REPLY FROM CHERYL TO CLERK'S QUESTIONS

To Brent, I'm wondering about the availability of the McLeod building for the week of July 14 through July 30th before NCC arrives, and after Aug 5th if required.
Could you pencil it in? with the delay of boat and barge and equipment issues and our heritage weekend accommodations may need to be changed .
Would council consider lowering nightly cost if rented for 2-3 weeks
Thanks, Cheryl

Resolution # 2025-07-12

Moved: J House

Seconded: S Stewart

That Council responds as follows to Heritage Committee request concerning the use of and rate nightly for the McLeod House for the well drilling crew;

- McLeod House rate to remain the same at \$200 per night
- The use of the McLeod House on the dates proposed are accepted with the NCC reservation to be honoured for the Civic Long weekend

CARRIED

Financial Report

Receive report on disbursements by cheque, transfer, auto-debit, NCU "Pay Bills" and NCU VISA

Northern Credit Union Bank balances as of July 4th , 2025

<u>Dock Account 101</u>	\$14,721.87
<u>Heritage Account 102</u>	\$73,962.38
<u>Operating Account 100</u>	\$238,562.66
TOTAL ALL ACCOUNTS	\$327,246.91

Current Interest Rate earned on Operating account2.95 %
Current Interest Rate earned on Twp Heritage Account 2.45 %
Current Interest Rate earned on Dock Account.....2.45 %

Resolution # 2025-07-13

Moved: S Lacombe

Seconded: S Stewart

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

CARRIED

Council Members' Concerns

- Council member Chappell mentioned there should be lighting in the sauna and suggested a solar light setup should work fine. He asked about PW clearing a trail a trail around a private property to the beach on U St.

It was agreed that we obtain a price for a solar light system for the sauna.

It was agreed that PW can construct a trail to the beach on U St to ensure the privacy of a dwelling there.

Resolution # 2025-07-14

Moved: S Stewart

Seconded: L Chappell

That the Public Works crew or PW Supervisor/Liaison or designate shall, at least weekly, inspect the physical infrastructure of the docks and to deal with deficiencies as soon as the situation requires. The Dockmaster shall likewise inspect the aesthetic aspects of the dock and report on dock infrastructure deficiencies to the PW crew or Supervisor/Liaison (Scott Stewart).

CARRIED

Clerk's Report

- CBO (Chief Building Officer)** – Building Permit administration update – NIL report for June included with meeting documents. Several of the old BP fees have already been received. In due course the CBO and MPAC will be advised.
- FIRE SMART Grant** – status of application – local contribution, CEGP funds?
- Pay Property Tax by e-transfer** - instructions now on website

PAYMENTS VIA ETRANSFER Tax Payments can be submitted by email transfer to cockburnisland1@gmail.com. Be sure to indicate the roll number(s) to which the payment applies -just the 4 or 5 digits in the middle of that long assessment number will suffice (eg 3-104 or 4-0202). and include your name.

- August Homecoming Weekend Council Meeting and Clerk's availability** – possible family gathering conflict (TBC)

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CLOSED SESSION BEFORE ADJOURNMENT

Re: Next Clerk-Treasurer and a C St. Property Issue

Resolution # 25-07-15

Moved: S Lacombe

Seconded: J House

That we enter Closed Session to discuss personnel and property matters.

Time- 6:48 PM

CARRIED

Resolution # 25-07-

Moved:

Seconded:

That we return to Open Session

Time- 7:42 PM

CARRIED

Resolution # 25-07-

Moved:

Seconded:

That Council proceeds as follows as it concerns the Closed Session discussion about

- 1) the hiring of a new Clerk-Treasurer in preparation for the current Clerk-Treasurer's June 2026 retirement - offer the position to Lynn Jackes and invite her to the Civic long weekend Council meeting and community gathering,
- 2) C St. property issue - that the building be moved off the N/S C St. property (lot #46) at his cost and option by June 30th, 2027.

CARRIED

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Adjournment

Resolution # 2025-07-19

Moved: S Lacombe

Seconded: S Stewart

That this meeting be now adjourned and that Council to meet again at meet again Saturday morning August 2nd at 9:30 AM in the Community Hall on Cockburn Island (in-person or on-line by Zoom 9 or at the call of the Mayor.

CARRIED

Time – 7:47 PM

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TOWNSHIP OF COCKBURN ISLAND

CALL FOR QUOTATIONS - FLOORING

Issued July 9, 2025

Quotes are invited for the following work:

INSTALL APPROXIMATELY 875 SQUARE FEET OF VINYL FLOORING AT THE TOWNSHIP'S McLEOD HOUSE IN TOLSMVILLE, COCKBURN ISLAND

Interested parties are invited to submit a proposal, including a price for all material, equipment and labour. Work will include the appropriate disposal of any waste materials and debris. It is expected that work will be completed by **Sept 30th, 2025**.

Municipal material and equipment are available, if required, at the regular rates. The cost of these goods and services, if required, are to be included in your tender price.

You are to propose a flooring product but the final choice of flooring material is to be made in consultation with the township for which any needed adjustment to your quote may be made to suit the cost of the final choice of material.

Please submit your quote to the Clerk-Treasurer by email or text as soon as possible so that plans for the season can be made **but no later than by Friday August 1, 2025, 5:00 PM.**

Brent St. Denis, Clerk-Treasurer
by email to cockburnisland1@gmail.com
text 705-849-8605

The lowest or any quote not necessarily accepted.

Clearly indicate **"McLeod Flooring Quote"**

REPLY FROM CHERYL TO CLERK'S QUESTIONS

- There will be 2-3 well drillers .
- As of today 8 wells including our well at the Hall (contracts signed and deposits paid)
- Would Council consider \$ 150. a nite?
- Ryan well drilling manager is aware of long weekend he is speaking to his workers about going home for the weekend, if wells aren't completed.
- No need for NCC to change their dates -workers would stay to July 29th weather permitting and back in on 5th weather permitting.

- Yes can you please invoice for rental expenses to Heritage and I will collect and reimburse outside of our township share.
- The barging cost will also be submitted to Cockburn Island Heritage to save on taxes. This is part of the grant and ratepayers will reimburse and funds deposited back to account.
- The grant was for \$ 28000 plus barging and any other expense of \$ 14000. Total \$42000 some of that contingency used in electrical costs.
- If my math is correct there should be approximately \$ 21700 plus our \$ 7430 (10%) being our portion . = 28000. We know that those monies are to be used for well. That will use up grant money .
- With sharing of expenses it shouldn't cost full \$'s so we can pay for we'll hook up etc.
- The rest of the hall expenses will be debited to the Heritage account operated by council.
- The heritage committee has no involvement in the property line , we just referred Ryan Bailey to drill wells of rate payers.
- I believe Ryan and Mr Vala are in close contact and drilling may not happen.

Hope this helps

Cheryl

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ONGOING "TO DO" LIST

PW, BUILDINGS, ROADS, DOCK, TRAILS	ALL OTHER
PW SAFETY TRAINING	BROADBAND INITIATIVE – nil info rec'd
SPRING DOCK PREPARATIONS	ORNGE INQUIRY – nil from province
	BLUE BOX PROGRAM – nil from agency
	TWP RECORDS TRIAGE – Mary Bray fall
DOCK ISSUES ASSESSMENT	CLERK-TREAS POSITION – in process
ROAD GRAVEL PRIORITY LIST	HALL GRANT (NOHFC) still pending
DITCHING PRIORITY LIST	
LANDFILL LONG-TERM	PROPERTY TAX REGISTRATIONS- Sept
	EMERGENCY TRAINING INCL CPR
TRAILS ASSESSMENT WITH NCC, CIL	MAJOR EMERGENCY PLANNING
STREET LIGHTING UPGRADE - (LEE)	TWP FINANCIAL STATUS (Brent)
SMALL TOOLS INVENTORY...(SCOTT)	HERITAGE COMM PROJECTS - (SCOTT)
PW CONTRACTS & DUTIES REVIEW	
MCLEOD HOUSE ISSUES – LIST	
HALL HOUSE WELL – (CHERYL P)	MEDICAL SUPPLIES & DEFIB - (JEFF)
	UPDATE ASSET MGMNT PLAN (AMP)
FALL WINTERIZATION - (JEFF)	CEGP (FIRE) GRANT -\$22.5K

3-5 CAPITAL PLAN –	
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Please submit your quote to the Clerk-Treasurer by email or text as soon as possible so that plans for the season can be made **but no later than by Friday August 1, 2025, 5:00 PM.**

Brent St. Denis, Clerk-Treasurer
by email to cockburnisland1@gmail.com
text 705-849-8605

The lowest or any quote not necessarily accepted.

Clearly indicate “McLeod Flooring Quote”

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ADDITIONAL NOTES FROM CHERYL PAPINEAU IN RESPONSE TO CLERK’S QUESTIONS, REC’D JULY 8/25

cheryl papineau

o
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to me

Thank You

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