

## COUNCIL MINUTES

### TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

9:30 AM, August 3<sup>rd</sup>, 2024

Meeting In the Island Community Hall and On-line by ZOOM

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

(link same every regular meeting)

PRESENT all, except Clerk, in person on island

Mayor: Brenda Jones

Councillors: Lee Chappell

Jeff House

Simon Lacombe

Scott Stewart

Clerk: Brent St. Denis (present by Zoom)

Public Works: Alex Nicolson

Absent: Nil

(a number of ratepayers observed the meeting)

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9:30 AM

**Call to Order**

**Adopt Agenda**

**Declarations** of any pecuniary interest

**Delegations** – if any

**New Business** – if any

Resolution # 24-08-01

Moved: J House

Seconded: L Chappell

That the August 3, 2024 Council meeting agenda be adopted with the addition of appointing an Integrity Commissioner

CARRIED

**Public Works Committee meeting** – Council and available Public Works crew

Resolution # 24-08-02

Moved: S Lacombe

Seconded: S Stewart

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

Time – 9:32 AM

CARRIED

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

**PW MEETING NOTES:**

- The Mayor passed the meeting chair role to Council Member Chappell
- Alex reported that there are bears out and about – be careful and secure your garbage
- No fire permits for now – camp fires to be discouraged
- Order a FIRE Hazard sign
- Lee reported that Alex has been doing well in spite of Darren's absence, the docks look good
- Calcium has been applied to the road
- Beavers causing some road flooding
- Picnic tables are out
- Lee – Mcleod water well issues, ditch cleaning, only 400 liters of diesel left, suggests \$20 per use by ratepayers for use of the garage for personal work on cars etc
- Jeff – concrete bags in storage deteriorating (2/3 no longer any good)– sell off? tire changer is temperamental

Resolution # 24-08-03

Moved: S Lacombe

Seconded: J House

That the Committee of the Whole be adjourned and that we return to the regular meeting of Council.

Time – 9:40 AM

CARRIED

Resolution # 24-08-04

Moved: S Stewart

Seconded: J House

That the minutes of the July 10<sup>th</sup>, 2024 regular meeting be adopted.

CARRIED

**Action Items**

**Zoning By-law** – final review for First and Second Reading phase. This version will be uploaded to the township website. Here are the Zoning By-law approval steps according to the Ministry of Municipal Affairs. The Clerk's suggested changes to the July 10 draft are appended to the end of these minutes.

- a) council initiates the process for the zoning bylaw (started 2023)
- b) the bylaw is prepared (draft has been completed)
- c) Following this, notice and information is provided to the public. Other agencies may also be consulted (working draft on website since 2023, new current draft to be uploaded after this meeting)
- d) a public meeting is held (schedule a public Zoom meeting early in the fall)
- e) council makes a decision to pass the bylaw (first and second reading done July 10, 2024 with August 3<sup>rd</sup> confirmation)

- f) council gives notice of its decision (Notice will be included when latest version, adopted July 10/24 and confirmed August 3/24, is uploaded to website)
- g) possible appeal to the OLT: With some restrictions, any qualifying person or public body may appeal the decision to the OLT (TBD)
- h) if there are no appeals, the zoning bylaw is effective on the date council passes the bylaw (could be fall 2024)
- i) the OLT may dismiss the appeal without holding a hearing or will hold a hearing and make a final decision except when a [provincial interest](#) is declared (TBD)

Resolution # 24-08-05

Moved:

Seconded:

That whereas Council had adopted on July 10<sup>th</sup>, 2024. the new Zoning By-law (ZB) at First and Second reading  
Now therefore be it resolved that the final changes incorporated into the ZB by the Clerk for this phase be adopted and that we proceed to updating the earlier draft on the township website and continuing to the other steps in the approval process.

CARRIED

**Medical Building Update** – review latest information.  
Council member Stewart declared a conflict of interest.

Resolution # 24-08-06

Moved: S Lacombe

Seconded: L Chappell

That the following status of the Medical Building project be acknowledged;

- some deficiencies remain
- drywall is up and taped
- electrical completion is a main issue
- another walk-around with contractor is planned

CARRIED

**Code of Conduct By-law** – consider finalizing By-law #2019-05 started in 2019. Updated number is #2024-06.

Resolution # 24-08-07

Moved: S Stewart

Seconded: J House

Be It Resolved that By-law #2024-06 being a by-law to adopt a Council Code of Conduct and authorizing the appointment of an Integrity Commissioner 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 #2024-06, and be filed in the by-law book.

CARRIED

**Integrity Commissioner**

Resolution # 24-08-08

Moved: J House

Seconded: S Lacombe

That whereas Council has adopted By-Law # 2024-06 being a bylaw to adopt a Council Code of Conduct and providing for the appointment of an Integrity Commissioner (IC),  
Now there for it resolved that we gather a list of potential ICs from neighbouring municipalities.  
And further that once an IC is in place, or sooner, Council will then consider a separate resolution on whether to launch any formal CI investigation.

CARRIED

**Update on Garage Doors Transportation tender – crew and material transportation**

Resolution # 24-08-09

Moved: J House

Seconded: S Lacombe

That we confirm receiving a bid for garage doors and work crew transportation as submitted by Brad Stewart in the amount of \$2800 plus HST.

- that the said offer not be accepted
- that the tender be re-issued with an August 9<sup>th</sup> deadline.

CARRIED

**Financial Report**

- a) Disbursements and NCU VISA, (cheques #1172 to #1181) – list to be supplied before meeting
- b) Northern Credit Union Bank Statements as of July 27<sup>th</sup>.

<u>Dock Account 101</u>	\$11,465.56
<u>Heritage Account 102</u>	\$37,018.56
<u>Operating Account 100</u>	\$288,536.62

**TOTAL ALL 3 ACCOUNTS**    \$337,020.74

Resolution # 2024-08-10

Moved: S Lacombe

Seconded: L Chappell

That the Treasurer's report on bank balances and cheque disbursements (#1172 to # 1181) and the township's VISA card statement be hereby received.

CARRIED

**Council Members' Concerns**

- Council Member House mentioned that the water truck may need to go off-island for serving or a technician brought in for that purpose
- Council Member Chappell pointed out new marina parking rates at the Thessalon dock for 2025
- Council Member Stewart reported that Hall internet was unstable (is it the WIFI bracket

at the tower?) Quattra servicing may be needed. The Heritage Committee met to review the Hall water project. The neighbours (Curtis family ) are willing to share their well if a mutually agreeable Letter of Understanding can be made. Signage will be needed indicating Non-potable Water. (Clerk to check if the NOHFC grant can be amended to delate the well and to build a gazebo instead. Reply from NOHFC was “no” following this meeting. It would require a new grant application.)

- Mayor Jones asked the public to “Slow Down” on the roads. And bring your own plates ant utensils to the annual homecoming BBQ.

Resolution # 2024-08-11

Moved: S Stewart

Seconded: J House

That we purchase 2 skids of calcium for road use.
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CARRIED

### Clerk’s Report

- a) Income Statement to June 30/24 is in the Council package.
- b) Weather Station should be on island by meeting time.
- c) SPOT X satellite communicator for PW emergencies and coordination has arrived and is with Public Works
- d) Fire Threat sign has been ordered
- e) Landfill policy (if no more changes) will be posted on the website. Order a sign with the updated policy?
- f) Town of Thessalon to establish parking rates for the municipal parking lot at the marina effective 2025

### Adjournment

Resolution # 2024-08-12

Moved: L Chappell

Seconded: S Stewart

That this meeting be now adjourned and that Council meet again at 5:00 PM on Wednesday September 11 <sup>th</sup> by Zoom or at the call of the Mayor
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CARRIED

Time – 10:51 AM

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### FINAL CHANGES TO ZB FOR WEBSITE POSTING

#### ADDED

- a) An accessory building may be erected on a lot prior to the principal building to which it is to be accessory only if the

owner or authorized agent signs an undertaking that the principal building will be built within three (3) years of Building Permit approval then an accessory building for storage may be built prior to the construction of the principal building. An exception is provided for in the Conservation Zone for accessory buildings to support conservation work

#### **AMENDED PERMITTED BUILDING HEIGHT TO 10 M**

#### **CLARIFIED**

Recreational vehicles are not permitted as habitable space, (i.e. sleeping and/or eating).

#### **DELETE**

~~**PORTABLE STORAGE CONTAINER** shall mean a reusable enclosed metal structure, manufactured to be utilized in the transporting, shipping, and storing of goods and having the original intended benefit to be transferred from one mode of transport to another without the requirement of being unloaded. This shall include intermodal shipping containers, sea containers, storage containers, transport truck trailers, and straight truck trailer boxes, but does not include any vehicle defined herein. This shall also include those containers where the original doors and/or door closures have been removed, leaving the container not fully enclosed.~~

#### ~~**4.1.1 Portable Storage Containers**~~

- ~~1. Portable storage containers are only permitted in the General Industrial (M) Zone for storage purposes, only as an accessory use on a lot that has an established primary use.~~
- ~~2. Portable storage containers shall conform to the following stipulations:~~
  - ~~a) Such containers shall be maintained in an orderly appearance, i.e. not rusted;~~
  - ~~b) Such containers shall be subject to the zone stipulations of the primary use;~~
  - ~~c) Such container shall not be located in any required parking space;~~
  - ~~d) Portable storage containers shall be included in lot coverage calculations.~~

#### **DELETE**

#### **Short Term Rentals**

- ~~1. Where short term rentals are permitted in all or part of a residential building, the following stipulations apply:~~

- a) Such residential building shall be able to be occupied year-round;
- b) Parking shall be provided in accordance with Section 5;
- c) The short-term rental use does not change the character of the residential dwelling, nor become a nuisance to the area in terms of parking, noise, or other factors; and
- d) Such short-term rental is approved by the Planning Board.

**KEEP**

#### **4.2 Waste Disposal Zone Setbacks**

Residential dwellings are prohibited within 500 m of any waste disposal facility.

**KEEP**

#### **4.3 Waterfront Setbacks and Vegetative Buffer**

##### **1. Setbacks from Lake Huron hamlet area vs properties abutting the shoreline road around the island)**

- a) No person shall erect any habitable building or structure in any zone abutting Lake Huron less than 15 m measured horizontally from the 100-year flood elevation contour identified in Schedules of this By-law unless:
  - i. The building or structure is located at least 61 m from the high-water mark; and
  - ii. The building or structure is flood-proofed to 179.6 m Canadian Geodetic Vertical Datum (CGVD1928).

##### **2. Setbacks from Inland Lakes**

- a) That any lot abutting a waterbody establish a 20 m setback for dwellings and septic systems from the high-water mark and must conform to the minimum setbacks for any buildings and structures.

##### **3. Shoreline Vegetative Buffer**

- a) The marine shore road allowance around all waterbodies extends 20 m from the shoreline. No site alteration or vegetation clearance is permitted in the marine shore road allowance.
- b) The marine shore road allowance, and the required front yard setback is to remain vegetated, and will be considered the shoreline vegetative buffer.
- c) Within the front yard setback on private property a maximum of 25% of the shoreline vegetative buffer, to a maximum width of 15 m, may be cleared.
- d) Restoration of the natural vegetation and shoreline characteristics may be required as a condition of

development or redevelopment.

**DELETE**

**4.4 Yard and Setback Encroachments Permitted**

Except for accessory buildings, structures or uses, every part of any yard required by this By-law shall be open and unobstructed by any structure from the ground to the sky provided however air conditioners, awnings, balconies, belt courses, canopies, chimneys, deck located at 0.6 m or above, eaves, exterior staircases, fire escapes, gate (guard) house, generators, gutters, pilasters, porches not exceeding 1.8 m in height, sills, window bays shall be permitted to project 1.5 m into required yards.

**KEEP**

**9.0 Waste Disposal (WD) Zone**

**9.1 Permitted Uses**

**9.2 Zone Stipulations**

Provision	Required
Lot Frontage (min)	50 m
Distance of any buildings and structures from any lot line (min)	30 m
Lot Coverage of all buildings and structures (max)	5%
Building Height (max)	10 M

**9.3 Additional Zone Stipulations**

No waste disposal site shall be located:

- a) Within a minimum of 500 m;
- b) Within 185 m of a street;
- c) On land covered by water or in any area subject to flooding;  
or
- d) Within 30 m of any watercourse, lake or pond.