

## COUNCIL MINUTES

### TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM WEDNESDAY, APRIL 9<sup>th</sup>, 2025

Meeting On-line by ZOOM

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

(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 May while Darren and Alex are off. PW issues can be raised during the Council Member Concerns portion of the meeting.

Resolution # 25-04-01

Moved: J House

Seconded: L Chappell

That the April 9<sup>th</sup>, 2025 Council meeting agenda be adopted.

CARRIED

Resolution # 25-04-02

Moved: S Stewart

Seconded: L Chappell

That the minutes of the March 12<sup>th</sup> regular meeting be adopted

CARRIED

#### Action Items

**Public Works Items** – from Council Member Lacombe, as Council's PW supervisor. *"I've reached out to Alex and spoken to Darren about some PW items in the hopes of hitting the ground running when the season starts. Just want to get it on the agenda for April to update you all and make sure we are on the same page".*

Resolution # 25-04-03

Moved: J House

Seconded: S Stewart

That for the 2025 season the Public Works crew, on the advice of the PW supervisor, councillor Lacombe, can proceed as follows;

- Results of oil sample testing
- Backhoe parts
- PW radios
- Princess Auto in-store charging issue
- Brushhog, hydraulic pump piston
- EMS oxygen bottles
- ....and more

CARRIED

**NOHFC Hall Pavilion Grant Application** – further grant application clarification

Resolution # 25-04-04

Moved: S Stewart

Seconded: S Lacombe

That the municipal Council of the Township of Cockburn Island approves of an application to the NOHFC for the Cockburn Island Hall Pavilion Project for the funding amount of 90% of total eligible costs of \$102,500, being \$92,250. And further, the Council confirms its commitment to cover the balance of non-grant funds needed towards the project in the amount of \$10,250 which will come from some combination of municipal Heritage Account reserve funds and the volunteer Heritage Committee's own funds and that together the Council and Committee will cover any project cost overruns should they occur.

CARRIED

**Clerk-Treasurer 2026 Replacement** – Clerk's Proposed Steps for Council consideration. The Draft transition plan is pasted below after the minutes,

Resolution # 25-04-05

Moved: J House

Seconded: S Lacombe

That as it concerns the Clerk-Treasurer's plan to retire about one-year from now as of May 31, 2026;

Now therefore the following proposal for finding and orienting his replacement be adopted for the time-being with the understanding that if changes to the plan are needed then Council will revisit this scenario;

**April 9, 2025** adopt web Notice

**mid-April 2025** – post notice on website seeking applications

**May 31, 2025** – applications deadline

**June-July, 2025** – review applications, interview and make selection, appoint?

**Fall 2025 thru Spring 2026** – in small steps Brent does orientation, some handover etc

**June 1, 2026** – new C/T's official start with Brent overlap in June to complete handover

And further that, subject to a successful candidate search, provision be made in the 2026 budget for up to 2 months of the current administration contract costs for transition expenses.

CARRIED

## **Dock Project Update**

Resolution # 25-04-06

Moved: J House

Seconded: S Lacombe

That Council agrees as follows as it concerns plans for further improvements in 2025 to the marina docks;

- 1) That we obtain additional quotes for the supply of floating dock frames (no decking)
- 2) That council approves an upset cost of \$55,000 and hereby grants council members Stewart and Chappell with the authority to make a decision on a supplier that they agree is suitable.

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 April 3, 2025**

Landfill Future Account (pending completion)	
<u>Dock Account 101</u>	\$14,632.30
<u>Heritage Account 102</u>	\$73,512.44
<u>Operating Account 100</u>	\$193,219.37

**TOTAL ALL ACCOUNTS \$281,364.11**

Current Interest Rate earned on Operating account .....2.95 %

Current Interest Rate earned on Twp Heritage Account .... 2.45 %

Current Interest Rate earned on Dock Account.....2.45 %

Resolution # 2025-04-07

Moved: S Stewart

Seconded: L Chappell

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 House mentioned storing the townships past operating documents, GIS mapping, Chief Building Official (CBO) rates, and First Aid training
- Council member Chappell talked about streetlights, the CBO and Hall well-drilling
- Council member Stewart explained the “dock ladder” fiasco with big box store, spare CANADA flags and flags should be removed between November and May
- Council member Lacombe – the docks were hit hard in the recent storm so will need extra repairs, some downed trees
- Mayor Jones reported on EMS training, oxygen containers

## Clerk's Report

- a) Medical Building Grant – update
- b) Asset Management Plan (AMP) – update re: KPMG work
- c) CBO (Chief Building Officer) recruitment update – new CBO has been hired – more info to come
- d) GIS mapping through MPB – not working out
- e) Streetlights tender update– on website , tender deadline April 30
- f) Well Drilling update re: Hall water
- g) Heritage Committee page now on township website
- h) Tax Registration update from Wishart Law
- i) Public Works start dates – Monday before May long weekend? Or sooner if Alex can get a boat ride to the island)
- j) Weather Station Update – new unit has been received (councillor Lacombe lead)
- k) Third signer for township cheques and documents (Scott Stewart) – 99% complete
- l) Note update to the Council “To Do” list.

## Adjournment

Resolution # 2025-04-08

Moved: J House

Seconded: S Lacombe

That this meeting be now adjourned and that Council meet again at 5:00 PM on Wednesday May 14<sup>th</sup>, 2025 by Zoom or at the call of the Mayor.

CARRIED

Time – 6:13 PM

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## ONGOING “TO DO” LIST (added April 2025)

PW, BUILDINGS, ROADS, DOCK, TRAILS	ALL OTHER
PW SAFETY TRAINING	BROADBAND INITIATIVE – PROV
SPRING DOCK PREPARATIONS	ORNGE INQUIRY

<b>PW CREW START SEASON DATE?</b>	<b>BLUE BOX PROGRAM</b>
<b>ROAD CALCIUM TIMING</b>	<b>MEDICAL BLDG COMPLETION - (JEFF)</b>
<b>FALL DOCK WINTER PREP</b>	<b>WEATHER STATION - (SIMON &amp; BRENT)</b>
<b>DOCK ISSUES ASSESSMENT</b>	<b>TWP RECORDS STORAGE - (BRENT)</b>
<b>ROAD GRAVEL PRIORITY LIST</b>	<b>CLERK-TREASURER POSITION -2026</b>
<b>DITCHING PRIORITY LIST</b>	<b>HALL GAZEBO GRANT (NOHFC)</b>
<b>LANDFILL SHORT-TERM &amp; LONG-TERM</b>	<b>UPDATE NCU BANKING</b>
<b>SEASONAL FLAG MAINTENANCE</b>	<b>PROPERTY TAX REGISTRATIONS</b>
<b>TRAILS ASSESSMENT WITH NCC, CIL</b>	<b>EMERGENCY TRAINING INCL CPR</b>
<b>STREET LIGHTING UPGRADE - (LEE)</b>	<b>MAJOR EMERGENCY PLANNING</b>
<b>SMALL TOOLS INVENTORY...(SCOTT)</b>	<b>ON-GOING TWP FINANCIAL STATUS</b>
<b>PW CONTRACTS &amp; DUTIES REVIEW</b>	<b>HERITAGE COMM PROJECTS - (SCOTT)</b>
<b>MCLEOD HOUSE ISSUES – LIST</b>	<b>NEWSLETTER - (SIMON &amp; BRENT)</b>
<b>MCLEOD HOUSE WELL – (CHERYL P)</b>	<b>WEBSITE - (SIMON &amp; BRENT)</b>
<b>COUNCIL’S MAY ISLAND TOUR</b>	<b>MEDICAL SUPPLIES &amp; DEFIB - (JEFF)</b>
<b>FALL WINTERIZATION - (JEFF)</b>	<b>UPDATE ASSET MGMNT PLAN (AMP)</b>
<b>3-5 CAPITAL PLAN –</b>	<b>IMPLEMENT CEGP (FIRE) GRANT -\$22.5K</b>

## AS OF MAY 31, 2026 A NEW CLERK-TREASURER WILL BE NEEDED BY COCKBURN ISLAND TOWNSHIP

Our Clerk-Treasurer, Brent St. Denis, is planning to step-down as of May 31, 2026. He has been on the job since January 2011 so it will be 15 years! Council would prefer to identify a new Clerk-Treasurer as soon as this summer to ensure an effective and productive transition over much of the annual cycle due to the great variety of administration details.

We are hoping that an already-retired or soon-to-retire Clerk-Treasurer might be interested in this part-time position which can be performed remotely on-line. Or there might be someone with administration experience who wants to upgrade their skills to take on this very stimulating job. There might even be another municipal office willing to take this on to supplement their own administration costs. Currently Brent works alone without staff support averaging about 13-15 hours per week (20 hours is the likely maximum for some busier weeks). There is almost zero walk-in office traffic as most of the interactions are by internet, phone or text.

**The list below is not exhaustive.**

- Council meetings are exclusively online with usually about 11-12 per year plus a few special meetings as needed. You will prepare the agenda and minutes then perform the meeting follow-up as well as drafting by-laws, memos and policies as needed.
- A good working knowledge of accounting is required. You will kick-off, then support, the annual budgeting process and provide financial reports. The township uses QuickBooks.

- Maintain compliance with requirements such as BAO reporting, Asset Management (AMP), Zoning, grant progress reporting, etc. Prepare payroll including remittances, T4s, ROEs etc.
- Perform as required project and people coordination - proven people skills are essential.
- You will possess or be capable of learning computer skills in Zoom, Word, Excel and generally be comfortable in our increasingly more complex on-line world.
- You will possess good writing skills as they are needed for minutes, reports, by-laws etc.
- Be capable of completing grant applications as federal and provincial opportunities arise.
- As part of your compensation package, you will supply a home or other office space along with good internet, telephone (land-line or cell), printer/scanner, minor office supplies and some file storage. Office hours can be fixed or variable to suit your circumstances and the Township's needs. Contract or by employment is optional.
- Depending upon the successful candidate, a suitable period of transition overlap for a hand-off before Brent leaves can be arranged. And, if needed, Brent will be available for advice for a period after May 31/26 including help with the fall 2026 election.

If you are interested Brent can explain in more detail the current situation, including financial arrangements, and what the expectations might be so feel free to call him (without obligation or prejudice) at **705-844-9886**. But email him first at [cockburnisland1@gmail.com](mailto:cockburnisland1@gmail.com) or **text to 705-849-8605**. He will confirm that working with the past and current Cockburn Island Township councils has been a pleasure. He believes that a good working relationship with a new Clerk-Treasurer is essential and that it will continue with the right person.

<p><b>PLEASE SUBMIT YOUR RESUME OR EXPRESSION OF INTEREST IN AN EMAIL TO BRENT <a href="mailto:cockburnisland1@gmail.com">cockburnisland1@gmail.com</a> NO LATER THAN 5:00 PM MAY 31, 2025 AND SEND A COPY TO MAYOR BRENDA JONES <a href="mailto:brendajones@sympatico.ca">brendajones@sympatico.ca</a></b></p>
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