

COUNCIL MINUTES

**AUGUST LONG WEEKEND ON-ISLAND  
TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING**

**IN THE TOLSMVILLE COMMUNITY HALL**

**9:30 AM, SATURDAY, AUGUST 2<sup>nd</sup>, 2025**

**Meeting On-line by ZOOM and “in-person”**

**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

Acting Clerk for the meeting: Lynn Jackes

Absent: Clerk, Brent St. Denis

(A number of ratepayers observed the meeting.)

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Time- 9:35 AM

**Call to Order**

**Declarations** of any pecuniary interest - None

**Delegations** – if any

**New Business** – if any

Resolution # 25-08-01

Moved: Jeff House

Seconded: Simon Lacombe

That the August 2<sup>nd</sup>, 2025 Council meeting agenda be adopted.

CARRIED

Resolution # 25-08-02

Moved: Scott Stewart

Seconded: Lee Chappell

That Lynn Jackes be appointed as Clerk pro temp for this meeting in the absence of Clerk-Treasurer, Brent St. Denis

CARRIED

Resolution # 25-08-03

Moved: Jeff House

Seconded: Scott Stewart

That the minutes of the July 9<sup>th</sup> regular meeting and the July 12<sup>th</sup> and July 29<sup>th</sup> special meetings (personnel matters) be adopted

CARRIED

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

Resolution # 25-08-04

Moved: Lee Chappell

Seconded: Simon Lacombe

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 – 9:38 AM

CARRIED

Council Member Scott Stewart chaired the PW session.

Items raised during the Public Works Committee of the Whole included Scott Stewart' report as PW supervisor/liaison.

***This is my plan for road work in the next couple weeks before the 25 of July. Clean trees and limbs off the 12<sup>th</sup> to 15<sup>th</sup> and the 15<sup>th</sup> to sand beach. Have the brush hog go down the sides of these to roads to cut grass then give it a couple of days to dry then grade these two roads first. Hope we will have return pipe back and installed on brush-hog. From the June and July meetings we said we were getting CIL to grade, so I will talk with Scott Richards over this, plus see when Herman can instruct Alex.***

Public Works Meeting Notes – the highlights were;

(Scott) Currently - Tree removal; The brush has been cut back on the 12<sup>th</sup> to the 15<sup>th</sup> and the 15<sup>th</sup> to the Beach;

Council was happy with the grading which has been started;

The PW crew have been busy getting ready for the long weekend homecoming.

(Jeff) Parts for the culverts have been received but more needs to be ordered.

We have 1.5 skids of calcium on hand but more needs to be ordered. Suggestion was 2 additional skids and there be another complete run with the calcium to keep the dust down. Also suggested that a calcium spreader be ordered so powder instead of liquid calcium could be used. It's less labour and frees up the water truck if it is needed. Unused funds from the dock project may be used. Jeff will take the lead on researching a calcium spreader.

Jeff asked for the opinions from the Council and the PW staff on what kind of vehicle should be purchased. He suggested an F150 4-wheel drive (if possible) with a dump box. This would be

much more useful than a side by side. He thought that \$45,000 would be a close estimate. Council and the PW staff agreed.

Resolution # 25-08-05  
Moved: Scott Stewart  
Seconded: Lee Chappell

That Jeff House take the lead on purchasing a 2- or 4-wheel truck with a dump box at an estimated cost of \$45,000.00.

Resolution # 25-08-06  
Moved: Jeff House  
Seconded: Lee Chappell

That we adjourn the Committee of the Whole and return to the Council meeting.  
Time 9:48 AM

CARRIED

### **Action Items**

**(Previously discussed) McLeod Flooring - Contract for Tender** - labour and materials to replace approx, 875 sq ft of vinyl flooring in the McCleod house. (draft call for quotations is pasted below after the agenda). ON HOLD FOR NOW.

### **Update on Steet Lights project – plans for 2025 - 2026**

Lee Chappell reported that there is no pricing change from the original quote and there could be a 14-week delivery. If no other option from the second company he will order 6 or 7 for spring. There is also no change for the cost of the installation. The only unknown cost is from Hydro for the disconnect and re-connection. Lee has asked for a cost estimate.

Resolution # 25-08-07  
Moved: Scott Stewart  
Seconded: Jeff House

That whereas Council decided at its July 9<sup>th</sup> meeting to proceed this year with the replacement/repair of a reduced number of street lights seven (7) rather than fourteen (14) as recommended by project lead, Council member Chappell.  
And that for this purpose up to \$30,000 as budgeted (HST not included) be allocated to complete this reduced work this year if possible.

Now therefore be it resolved that we proceed as follows based on updated information provided by the bidders (E Fortier and B Mitchell) and Council member Chappell.  
Lee Chappell will order the lights but installation could be next year.

CARRIED

## **Financial Report**

Receive report on disbursements by cheque, transfer, auto-debit, NCU “pay bills” and NCU VISA

<b>Northern Credit Union Bank balances as of July 26<sup>th</sup> , 2025</b>	
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<a href="#">Dock Account 101</a>	\$14,721.87
<a href="#">Heritage Account 102</a>	\$73,962.38
<a href="#">Landfill Account 103 (NEW)</a>	\$10,000.00
<a href="#">Operating Account 100</a>	\$338,460.42

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 %  
Current Interest Rate earned on Landfill Account.....0 %

Resolution # 2025-08-08

Moved: Scott Stewart

Seconded: Simon Lacombe

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

Jeff House presented the Proposed 5 Year Capital Plan. A few shuffles were made to the plan and the yearly totals are: 2025 – 142,500; 2026 – 158,000; 2027 – 200,000. See the attached plan for notes.

### **Council Members’ Concerns**

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| <ul style="list-style-type: none"><li>• Council member - Scott Stewart</li><li>• He reported that the 2025 estimate cost for the dock project is \$45,000 instead of \$55,000. It is close to completion. The chains have arrived and hopefully will be installed early next week. He thanked all the volunteers that helped with the project.</li><li>• He received a suggestion that a water pump be installed at the dock for non-drinking water. The 250 litre holding tanks may drain the well resulting in silt being pulled into the tanks.</li><li>• Currently the land the dump is located on is owned by the Ministry of Natural Resources and Forestry. The consensus was that the Council leave the issue until MNRF contacts them with some direction to ownership. We will continue making transfers to the Landfill fund. It was suggested that the ratepayers could benefit from education regarding the importance of only taking the allowed items to the Landfill. Also, that a reminder be posted on the website that the Township cannot incur the expense of a new Landfill which would result in the ratepayers taking all their garbage off island for disposal.</li><li>• Scott also suggested that ratepayers pay for removal of their own derelict vehicles off the island. The cost of scrap is not as high as it was in the past and it is not fair to expect the ratepayers to share the cost of removing the vehicles.</li></ul> |
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**Questions and comments from the public (to be directed through the Mayor)**

Brenda thanked everyone for their help in setting up for the weekend. It's our volunteers that make the Island so special. She also asked that everyone slow down when driving around the Island.

**Clerk's Report** – to be provided at the September meeting

### **Adjournment**

Resolution # 2025-08-09

Moved: Jeff House

Seconded: Lee Chappell

That this meeting be now adjourned and that Council to meet again at meet again meet Wednesday September 10<sup>th</sup>, at 5PM by Zoom or at the call of the Mayor.

CARRIED

Time – 10:20 AM

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## **TOWNSHIP OF COCKBURN ISLAND**

# **CALL FOR QUOTATIONS**

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 TOLSMAVILLE, 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 30<sup>th</sup>, 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](mailto:cockburnisland1@gmail.com)  
text 705-849-8605

The lowest or any quote not necessarily accepted.

Clearly indicate **“McLeod Flooring Quote”**