

# COUNCIL MINUTES

RESCHEDULED FROM ITS ORIGINAL DATE OF SEPT 10<sup>th</sup> to the 17<sup>th</sup>

**TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING**  
**5:00 PM WEDNESDAY, SEPTEMBER 17<sup>th</sup>, 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.)

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Time – 5:00 PM

## Call to Order

**Declarations** of any pecuniary interest

**Delegations** – if any

**New Business** – if any

Resolution # 25-09-01

Moved: S Lacombe

Seconded: L Chappell

That the Sept 17<sup>th</sup>, 2025 Council meeting agenda be adopted.

CARRIED

Resolution # 25-09-02

Moved: S Stewart

Seconded: J House

That the minutes of the August 2<sup>nd</sup> regular meeting be adopted

CARRIED

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

Resolution # 25-09-03

Moved: L Chappell

Seconded: S 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 – 5:05 PM

CARRIED

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

Public Works Meeting Notes – the highlights were

- Backhoe rear tire needs to be replaced
- Darren has been doing touch-up grading
- Alex reported that the brush-hog parts are in Canada and will be shipped to Thessalon
- There was a discussion about winter dock storage and the best way to do it
- It seems the round dock floats do better in ice than the rectangular one- better spacing than when secured to the concrete wall
- Find a better way to allow ratepayers to access the shop compressor – adjust timer to suit and leave a pressure gauge out [for public use](#)
- Funds still left on table for the medical building, 2 generators needed, one for building and one for helipad lights
- Totes and table now in medical building and AED has been relocated to this location
- Keep looking for a 4X4 truck for PW use
- Quotes expected for a calcium spreader unit
- The recent medical emergency went well including the ORNGE helicopter evacuation – calling 911 worked

Resolution # 25-09-04

Moved:

Seconded:

That we adjourn the Committee of the Whole and return to the Council meeting.  
Time – 5:25 PM

CARRIED

**Action Items**

**Close landfill Account?** – use term GICs instead? – Clerk-Treasurer will explain issues with the new account such as fees being charged and no interest being earned.

Resolution # 25-09-05

Moved: S Lacombe

Seconded: J House

That the Township's new Landfill Account at the Northern Credit Union be closed and that saving for future work to close and relocate our landfill site be achieved, by investing instead in a series of Term Deposits with a notional goal of having no less than \$150,000 saved for this purpose within 15 years.

CARRIED

**Landfill ARO (Asset Management Obligation)** – Council has asked Tulloch Engineering to prepare the information needed for auditors (BDO) to report on our township’s plan to comply with the Provincial ARO requirements (long-term landfill closure/relocation). A site visit by Tulloch this fall, if possible, would be a sensible first step. Boat arrangements TBD.

Resolution # 25-09-06  
Moved: S Stewart  
Seconded: S Lacombe

That we proceed with a landfill evaluation by Tulloch Engineering to achieve Asset Retirement Obligation (ARO) compliance and for this purpose the Tulloch Engineer assigned to provide this report (Rob Fenaman, P Eng) be provided with boat transport to/from the island this fall, if possible, so that a preliminary site visit can be made.

CARRIED

**Heritage Committee** – the Clerk-Treasurer is expecting a request from the Heritage Committee for the return to the Committee’s bank account of past fundraising contributions made by the Committee to the Township Heritage Account. At the Committee’s request this was TABLED pending further discussion within the committee.

**Non-Tax Debt to Township owed by Ratepayers** – Consider authorizing ratepayer debt to be treated as “taxes” as per the following explanation from the Ministry of Municipal Affairs. This avoids the need to go to Small Claims Court for non-tax debt. And it permits the funds received for taxes to be applied first to this non-tax debt. In the current situation it would apply to such things as unpaid dock fees, backhoe services, delivered gravel etc. Our non-tax debt is minimal but still important. The Fees & Charges and Building Permit fees would fall under this policy.

*Section 398(2) of the Municipal Act, 2001 allows municipalities to add fees and charges authorized by by-law under Part XII (Fees and Charges) to the tax roll. This section doesn't limit the types of fees or charges that can be added. Under this section ensure it complies within the provisions under this section. For example, ensure to account for shared responsibility among all property owners, meaning the charges are applied collectively, not just to individual owners.*

Resolution # 25-09-07  
Moved: S Lacombe  
Seconded: L Chappell

That the Clerk-Treasurer is hereby authorized to use the provisions of the Municipal Act which would permit non-tax debt to be added to a ratepayer’s tax account and collected in the same manner as taxes including that payments made on any tax arrears may be allocated to the non-tax debt first. Interest on this addition to the tax debt shall accrue as if it were a tax debt.

CARRIED

**Ontario Senior Achievement Awards** - Each year, the program recognizes extraordinary seniors who, **after the age of 65**, have made significant contributions to their community or

province. October deadline. **Discuss deferred to Closed Session prior to today's adjournment.**

**Financial Report**

Receive report on disbursements by cheque, transfer, auto-debit, NCU "pay bills" and NCU VISA. The Operating Account balance one year ago was about \$254,000.

<b>Northern Credit Union Bank balances as September 7<sup>th</sup>, 2025</b>	
<a href="#">Dock Account 101</a>	\$15,893.34
<a href="#">Heritage Account 102</a>	\$74,770.74
<a href="#">Landfill Account 103</a>	\$9,900.10
<a href="#">Operating Account 100</a>	\$283,078.46

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 %  
Landfill account.....0% (see agenda item above)

Resolution # 2025-09-08  
Moved: J House  
Seconded: S Stewart

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

**Council Members' Concerns**

- Council member Chappell reported on the selection of Eric Fortier Electric to upgrade 7 streetlights. Both Mr. Fortier and Mr. Mitchell have been informed of this recommendation which Council had previously authorized Lee to conclude. Apparently, it can be done for under the budgeted \$30,000.  
He also expressed the Township's appreciation to Michael Marriage and Michael's father-in-law as well as Rudy Lehtkeman for the significant labour and material help with the Medical Building solar lights.  
He suggested we get a head-start this fall on having the Dock parking lot cleared for maintenance next June.
- Council Member Stewart raised the issue of having ratepayers clear their vehicles from the dock parking lot for the month of July 2026 to allow for maintenance. Get the message out during the hunt season. Create a registry with windshield sticker? Add a notice to the website and with Friends of the Island on Facebook.

**Clerk's Report**

- a) Thankyou Lynn Jackes for covering August meeting – minutes were very well done
- b) Margaret Clipperton sent a note of thanks for Council's gift on her 90<sup>th</sup> birthday. The

- Clerk attended and delivered it.
- c) Ask Scott Richards about the forest fire training under CEGEP grant?
  - d) Status Hall pavilion application (NOHFC) – declined, Clerk will explain point system
  - e) Asset Management Plan (AMP, 2025 compliant) has been submitted to the Ontario Ministry of Infrastructure. No reply yet as whether it meets all the standards. Upload to website? A modest budget is available should outside help with amendments be needed.
  - f) Status of old township document sorting. The plan is to have the many boxes in the Clerk’s garage sorted and downsized into storage totes by early-mid fall. Is there dry storage on the island for these containers of old records? Shelving in the Gas Shed? If not is there a temporary dry Thessalon location for the winter? When done there should be 10-12 totes give or take including the original 1881 minutes.
  - g) The new-to-us NCU PaymentStream funds transfer service is up and running after a few hiccups. The Clerk-Treasurer needs a VOID cheque for each payee including members of Council for honoraria and larger reimbursements.
  - h) Arrangements with Alex Nicolson are proceeding as agreed.
  - i) Hydro’s monthly charge for streetlights – currently low, might decrease with new lights. Clerk will use Lee’s recommended new fixtures in his report to Hydro One
  - j) Two Township properties now being assessed as taxable are the subject of a conversation with MPAC to change to EXEMPT. Not certain how/why this happened years ago. UPDATE – Sept 11 MPAC changed these 2 from Res to EXEMPT. At October meeting Clerk-Treasurer will request a resolution to write-off the taxes which are “payable to the township”.
  - k) Building Permit update – all but one has been collected. Clerk will proceed with new CBO to close these and report to MPAC which can be back 2 years for assessments.
  - l) Nov 12 Council date vs hunting season?

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**POSSIBLE CLOSED SESSION BEFORE ADJOURNMENT, IF NEEDED**  
**Re: NOMINATION FOR SENIOR ACHIEVEMENT AWARD**

Resolution # 25-09-09  
 Moved: J House  
 Seconded: S Lacombe

That we enter Closed Session to confidentially discuss potential a nominee for the Ontario Senior Achievement Award  
 Time- 6:05 PM

CARRIED

Resolution # 25-09-10  
 Moved:  
 Seconded:

That we return to Open Session  
 Time- 6:10 PM

CARRIED

Resolution # 25-09-11

Moved: S Stewart  
Seconded: J House

That Council proceeds as it was agreed in Closed Session as it concerns a nominee for the Ontario Senior Achievement Award, 2025

CARRIED

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**Adjournment**

Resolution # 2025-09-12  
Moved: S Lacombe  
Seconded: L Chappell

That this meeting be now adjourned and that Council to meet again by Zoom at 5 PM Wednesday October 8<sup>th</sup> or at the call of the Mayor.

CARRIED

Time – 6:14 PM