

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM WEDNESDAY, April 8th, 2026

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 (5:10)

Clerk: Brent St. Denis

Lynn Jackes: Observer (CT orientation)

(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

Public Works Committee Meeting – postponed to May and following

Resolution # 26-04-01

Moved: J House

Seconded: S Lacombe

That the April 8th, 2026 Council meeting agenda be adopted.

CARRIED

Resolution # 26-04-02

Moved: S Lacombe

Seconded: L Chappell

That the minutes of the March 11th, 2026 regular meeting be adopted.

CARRIED

Action Items

Appointment Bylaw of new Clerk-Treasurer – Lynn Jackes

Resolution # 26-04-03

Moved: J House

Seconded: S Lacombe

That Be It Resolved that By-law #2026-06 being a by-law to appoint Lynn Jackes as Clerk-

Treasurer (and Tax Collector) effective as of May1, 2026 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 #2026-06, and be filed with the by-law records.

CARRIED

Oath of Office – Lynn Jackes to swear an Oath of Office and Confidentiality as Clerk-Treasurer

Authorize New Clerk-Treasurer as a signing officer for banking, contracts etc plus access to township web passwords

Resolution # 26-04-04

Moved: L Chappell

Seconded: S Lacombe

That Clerk-Treasurer, Lynn Jackes is hereby authorized to be a signing officer for the Corporation of the Township of Cockburn Island effective May1, 2026 for all accounts at the Northern Credit Union as well as for the various agreements and contracts that the Council shall authorize. In addition township website login credentials needed to administer the township's business affairs shall also be provided to the new Clerk-Treasurer as soon as practicable.

That Brent St. Denis be removed as a signing officer for all banking and contract purposes effective as of April 30, 2026

And that the following shall continue in their capacity as signing officers, Mayor Brenda Jones and Council Member Scott Stewart.

CARRIED

Provide for Emergency Access to Critical Login Information and Passwords by the Mayor

Resolution # 26-04-05

Moved: J House

Seconded: L Chappell

That Clerk-Treasurer, Lynn Jackes, as soon as practicable, is authorized to share with Mayor Jones on a Confidential basis the login and list of passwords for the various critical online websites in particular the Cloud where documents are stored virtually. The Mayor and Clerk will agree on the best and most secure means to achieve this.

CARRIED

Arrangement with Cockburn Island Logging for Pothole Repair Program work (grant)

Resolution # 26-04-06

Moved: J House

Seconded: L Chappell

That whereas an arrangement has been made with Cockburn Island Logging for \$38,000 worth of work to be done under the Ontario Pothole Repair Program (PRP),
And whereas the funds for the program have been received and deposited into the NCU

Operating Account,
Now therefore be it resolved that the Clerk-Treasurer is hereby authorized to complete the required details and reporting to the PRP Secretariat (due April 17).

CARRIED

Public Works Seasonal Worker – season start? Grader trainer? (CLOSED SESSION?)

Seasonal Roads – response to a request that the township snow plow the township roads from I street to the inside of the township dump yard - (CLOSED SESSION?)

Updated McLeod House Rental Policy – essentially providing that the Township shall have first option on use of the McLeod House for township related purposes and that any ratepayer may make a reservation

Resolution # 26-04-07

Moved:

Seconded:

Whereas a McLeod House rental policy will assist Council and the township administration in managing this important community resource.

Now therefore the following House rental policies shall apply;

1. When accepting reservations for use of the House the needs of the township to accommodate persons performing township related works shall have priority
2. ratepayers may reserve the House at the approved nightly rate.
3. rentals to federal and provincial ministries and agencies such as the Dept of Fisheries & Oceans (Sea Lamprey program), Hydro (tree trimming, line/pole repairs), etc are allowed at the approved nightly rate,

CARRIED

2026 Newsletter – draft in meeting package

Resolution # 26-04-08

Moved: S Stewart

Seconded: S Lacombe

That the draft 2026 annual Newsletter be approved with the following amendments;

1. add Mail-In ballot application notice for fall 2026 municipal election
2. add streetlights project news

CARRIED

Revised Building Permit Instructions – Receive and acknowledge revised guidelines from the Chief Building Official (CBO)

Resolution # 26-04-09

Moved: L Chappell

Seconded: J House

That the following updated Building Permit instructions from the CBO be received and posted on the township website

NEW BUILDING PERMIT INFORMATION FOR APPLICANTS
RECEIVED MARCH 23, 2026
FROM CBO, Chris Meloche

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To apply for a permit to construct you will be required to provide two sets:

- completed application with date and signature.
- drawings of proposed structure including foundation details, structural details, and all elevations.
- If it is a steel or other engineered structure, provide all the drawings from the manufacture.
- Site plan showing where the structure will be located with measurements to **All 4** lot lines, as well as to your house/cottage, and any other structure.
- Pictures of paperwork are not accepted. **PDF format only.**
- send everything together to avoid delays.
- all can be sent back via email: CBOwestmanitoulin@outlook.com,
- or mail to Box 680 Gore Bay, P0P1H0
- All payments required, will be payable to the Municipality of record for the build.

CARRIED

Ontario Senior Citizen award – Nominate a senior ratepayer – (**Closed Session?**)

EASE grant – explanation of program and request ideas from Council.

Resolution # 26-04-10

Moved: S Lacombe

Seconded: J House

That Council authorizes that an application be made to the newly announced provincial grant program known as

- “[Enhancing Access to Spaces for Everyone \(EASE\) Grant](#), awards up to \$60,000 for small capital projects that improve accessibility and support active, healthy lifestyles for seniors and people of all abilities, to strengthen and expand access to inclusive, barrier free community spaces”
- That an application to improve access at the marina because it is the only point of arrival and departure for island residents and visitors
- Access for seniors can be challenging especially in years, such as this year, when Lake Huron water levels are expected to be very low and the ramps too steep
- The grant would help with such items as the following; lighting, dock ramp improvements,

and dock resurfacing

CARRIED

Community Emergency Grant Program (CEGP Fire) – authorize equipment purchase as proposed by Council member Scott Stewart and Scott Richards

Resolution # 26-04-11

Moved: J House

Seconded: L Chappell

That whereas Council member Scott Stewart and Scott Richards have proposed a list of equipment to be purchased from M&L Supply (Fire and Safety) of Ingleside Ontario to comply with the Community Emergency Grant Program (CEGP).
Now therefore they are authorized to proceed with the purchase quoted at \$16,256.63 plus HST And to complete the acquisition as close as is reasonable, either way, to the approved grant of \$22,500.

CARRIED

Declare as Surplus the Old Brush Hog/Tractor – set a reserve price, advertise on Website

Resolution # 26-04-12

Moved: J House

Seconded: S Lacombe

That the old Brush-hog tractor with implement and the old trailer be advertised for sale as surplus on the township website, “As Is, Where Is”. Bidding will close as of end of day June 30th, 2026.

CARRIED

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

Northern Credit Union Bank balances as of APRIL 3, 2026	
<u>Dock Account 101</u>	\$16,082.58
<u>Heritage Account 102</u>	\$75,661.02
<u>Operating Account 100</u>	\$257,590.10
<u>1 YEAR 3 PT 1 LANDFILL GIC 403</u>	\$10,000.00
TOTAL \$359,333.70	

Current Interest Rate earned on Operating account2.45 %

Current Interest Rate earned on Twp Heritage Account 1.95 %

Current Interest Rate earned on Dock Account.....1.95 %

LANDFILL GIC3.1%, one-year from Sept/25

Resolution # 2026-04-13

Moved: S Stewart

Seconded: S Lacombe

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

CARRIED

Council Members' Concerns –

- Council Member House- is working on finding a truck mounted dry calcium spreader, delivery cost for the boom-mower and dump trailer will be apprx \$2,700. The units are on their way to CIL's Thessalon Dock.
- Council Member Chappell provided an update on the streetlights project. Components are arriving at the CIL Dock.
- Council Member Stewart had been trying to find grader training in the Sault are but very expensive. The Lake Huron ice near the island was recently reported at 22 inches. May 1 access to the island is in doubt.

Clerk's Report

- a) Clerk-Treasurer Handover files for Council and Lynn to be aware of;
 - Hall NOHFC – project incomplete, 10% holdback, must be done this year
 - 2025 audit – get the audit box to BDO before Brent leaves
 - 2026 audit – Brent will hand over to Lynn partial audit box to be sent to BDO in 2027
 - 2026 Trails Plan with NCC
 - Rob Fenemma (Tulloch engineer) to island for landfill assessment under ARO
- b) **Update – Circular Materials** – “Blue Box” agency is still trying to figure out hoe to collect island recyclables

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CLOSED SESSION

AGENDA - This session is required to deal with a personnel matter, legal matter and award nomination.

Resolution # 26-04-14

Moved: S Stewart

Seconded: J House

That we enter Closed Session to discuss a personnel matter, legal matter and an award nomination for Senior Citizen of the Year.

Time: 5:55 PM

CARRIED

Resolution # 26-04-15

Moved: J House

Seconded: S Lacombe

That we return to open session.

Time: 6:33 PM

CARRIED

Resolution # 26-04-16

Moved: S Stewart

Seconded: J House

That we proceed as agreed in Closed Session.

- Advise seasonal PW worker Alex Nicolson that the township accepts that he feels unable to return to work this season and that the Township will hold his position open until early 2027,
- Proceed with a Seasonal Roads bylaw,
- Submit a nomination to Ontario Honors & Awards for Senior Citizen of the Year as discussed

CARRIED

Adjournment

Resolution # 2026-04-17

Moved: L Chappell

Seconded: S Lacombe

That this meeting be now adjourned and that Council meet again by Zoom at 5 PM Wednesday May 13th, 2026 or at the call of the Mayor.

CARRIED

Time – 6:37 PM

CERTIFIED TRUE COPY OF MEETING MINUTES
FOR THE APRIL 8th, 2026 COCKBURN ISLAND
COUNCIL MEETING



CLERK-TREASURER, SIGNED APRIL 13, 2026


Mayor

MAYOR BRENDA JONES