

MINUTES OF THE RESORT VILLAGE OF COCHIN  
REGULAR COUNCIL MEETING  
December 12, 2023 at 4:00 PM  
RESORT VILLAGE OF COCHIN BOARD ROOM, 1006 HWY 4 NORTH

---

- COUNCIL PRESENT:** Deputy Mayor: David Stillar  
Councillors: Peter Wiesner and Marcel Caplette  
Mayor Harvey Walker via ZOOM
- REGRETS:** Councillor Rick Young
- STAFF PRESENT:** Coleen Kitching, Interim CAO  
Valerie Flink, Assistant Administrator
- CALL TO ORDER:** With a quorum being present, Deputy Mayor David Stillar called the meeting to order at 4:00 p.m.
- AGENDA:**
- 23-12-01** **STILLAR, David:** THAT the Agenda for December 12, 2023, be adopted as presented. CARRIED
- MINUTES:**
- 23-12-02** **CAPLETTE, Marcel:** THAT the Minutes of November 14, 2023, be approved as presented. CARRIED
- BUSINESS ARISING FROM MINUTES:**
- Bylaw 08-2023:
- 23-12-03** **WIESNER, Peter:** THAT Bylaw No. 08-2023, a bylaw to amend the Zoning Bylaw, be introduced and read a first time. CARRIED
- 23-12-04** **WIESNER, Peter:** THAT Northbound Planning be contracted to carry out advertising requirements for the Zoning Bylaw amendment. CARRIED
- 23-12-05** **STILLAR, David:** THAT Northbound Planning update the Zoning Bylaw Consolidation document. CARRIED
- RCMP Memorandum Of Understanding:
- 23-12-06** **WIESNER, Peter:** THAT the Memorandum of Understanding between the RCMP and Resort Village of Cochin be approved as presented and that Mayor Walker be authorized to sign said document. CARRIED
- FINANCIALS:**
- Bank Reconciliation:
- 23-12-07** **CAPLETTE, Marcel:** THAT the Bank Reconciliation for the month of November be approved. CARRIED
- Statement of Financial Activities:
- 23-12-08** **STILLAR, David:** THAT the Statement of Financial Activities ending November 30, 2023, be approved as presented. CARRIED
- 23-12-09** **WIESNER, Peter:** THAT the Capital Account be divided into categories including a Reserve Account. CARRIED
- 23-12-10** **WALKER, Harvey:** THAT the balance of Jackfish Breakwater revenues and expenses to date be transferred from the Operating account to the Breakwater account. CARRIED
- Accounts Payable:
- 23-12-11** **WALKER, Harvey:** THAT the List of Paid Accounts consisting of Cheques 9782 to 9790 totaling \$24,489.53 be accepted as paid accounts. CARRIED
- 23-12-12** **WIESNER, Peter:** THAT the List of Accounts for Ratification consisting of cheques 9791 to 9818 totaling \$52,147.61 be approved for payment. CARRIED
- 23-12-13** **WIESNER, Peter:** THAT the List of Accounts for Ratification consisting of Cheques 9818 to 9824 totaling \$12,662.25 be approved for payment. CARRIED



**NEW BUSINESS:**

Office Storage:

**23-12-14**

**STILLAR, David:** THAT the Cochin Days Committee be allowed to keep documents in the Resort Village of Cochin's locked storage room with strict provisions regarding access and that the Cochin Days Committee shall absolve the Resort Village of Cochin from any liability concerning said storage. CARRIED

Sea-Can Storage:

**23-12-15**

**WALKER, Harvey:** THAT the Cochin Community Players be allowed to place a Sea Can for storage purposes within the vicinity of the Community Hall CARRIED

CCBF – Change IIP:

**23-12-16**

**CAPLETTE, Marcel:** THAT the submitted Infrastructure Investment Plan (IIP) for the CCBF grant be replaced from the Seasonal Water Distribution Engineering Plan to the Jackfish Breakwater Project. CARRIED

Canada Summer Jobs:

**23-12-17**

**WALKER, Harvey:** THAT administration apply for the Canada Summer Jobs grant and that the application is to include four (4) student workers. CARRIED

Breakwater Update:

**23-12-18**

**YOUNG, Rick:** THAT the Resort Village of Cochin needs to step up needed breakwater funding in the form of a debenture in an amount provided for in the 2022 Audited Financial Statements and that it nevertheless does not exceed \$500,000. CARRIED

Appointment:

**23-12-19**

**WIESNER, Peter:** That Vantage Chartered Professional Accountants be appointed as the auditor for the Resort Village of Cochin's 2023 audit. CARRIED

Christmas Hours:

**23-12-20**

**STILLAR, David:** THAT the Resort Village of Cochin office shall be closed for the holiday season from December 22, 2023, to January 2, 2024, and shall reopen for business on Wednesday, January 3, 2024. CARRIED

Board of Revision:

**23-12-21**

**STILLAR, David:** THAT the Resort Village of Cochin appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Mick Coroluick , and Rick Leigh. CARRIED

**23-12-22**

**STILLAR, David:** THAT the Resort Village of Cochin appoints Marlene Hassard with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If Marlene Hassard is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. CARRIED

Development Appeals Board:

**23-12-23**

**STILLAR, David:** THAT the Resort Village of Cochin appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Mick Coroluick , and Rick Leigh. CARRIED

**23-12-24**

**STILLAR, David:** THAT the Resort Village of Cochin appoints Marlene Hassard with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If Marlene Hassard is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing. CARRIED

**CORRESPONDENCE:  
23-12-25**

**WIESNER, Peter:** THAT the correspondence having been read, be filed.  
CARRIED

**DEPUTY MAYOR & COUNCILLOR FORUM:**

CSO Monthly Report:  
**23-12-26**

**CAPLETTE, Marcel:** That the CSO Monthly Report for November, 2023, having been read be filed. CARRIED

IN-CAMERA SESSION:

4:10 p.m. Council In-Camera  
5:45 p.m. Council rises from In-Camera

Request for Variance:

**23-12-27**  
**CAPLETTE, Marcel:** THAT the development setback requested from the owner of Lot C Plan 64B09181 be approved as per Northbound Planning option 6.1.4.2(1) at 1.5 meters. CARRIED

CAO Job Posting:

**23-12-28**  
**STILLAR, David:** THAT Coleen Kitching be hired as the permanent Administrator / Chief Administrative Officer for the Resort Village of Cochin commencing immediately and that her 2023-2024 Employment Contract be amended to remove the term "Interim". CARRIED

Resident Complaint:

**23-12-29**  
**WIESNER, Peter:** THAT Dennis Kennon is to acquire gravel and place as needed on Archdekin Drive as soon as possible. CARRIED

Debenture:

**23-12-30**  
**WIESNER, Peter:** THAT the Resort Village of Cochin start the process to apply for a debenture loan for the benefit of the Jackfish Breakwater Project. CARRIED

ADJOURNMENT:

**23-12-30**  
**STILLAR, David:** THAT this meeting be adjourned at 6:00 p.m. and that the next scheduled regular meeting be moved from January 9, 2024, to January 16, 2024, beginning at 4:00 pm. CARRIED



(see

\_\_\_\_\_  
Mayor/Deputy Mayor

\_\_\_\_\_  
Administrator