

MINUTES OF THE RESORT VILLAGE OF COCHIN
REGULAR COUNCIL MEETING
Tuesday, February 24, 2026 at 3:00 p.m.
Council Chambers, 1006 HWY 4 NORTH

COUNCIL PRESENT: Mayor Mark Winder Pattinson
Deputy Mayor Gregory Brown
Councillor Elaine Krieger
Councillor Ken Hartman
Councillor Jay Bottomley

STAFF PRESENT: Coleen Kitching, CAO
Valerie Flink, Assistant Administrator

CALL TO ORDER: With a quorum being present and no conflicts of interest declared, Mayor Mark Winder Pattinson called the meeting to order at 3:00 p.m.

AGENDA:

26-02-01 **PATTINSON, Mark Winder:** THAT the Agenda be adopted as presented with the additions of:

- New Business - Silvester Glass quote for Cochin Fire Hall door
- New Business - Covered deck issue

CARRIED

MINUTES:

Regular Minutes:

26-02-02 **BROWN, Gregory:** THAT the Regular Meeting Minutes of January 20, 2026, be approved as presented.

CARRIED

Special Minutes:

26-02-03 **KRIEGER, Elaine:** THAT the Special Meeting Minutes of January 5, 2026, be approved as presented.

CARRIED

26-02-04 **PATTINSON, Mark Winder:** THAT the Special Meeting Minutes of January 21, 2026, be approved as presented.

CARRIED

26-02-05 **HARTMAN, Ken:** THAT the Special Meeting Minutes of February 2, 2026, be approved as presented.

CARRIED

BUSINESS ARISING:

3:15 p.m. Councillor Jay Bottomley declares a conflict of interest and leaves the meeting.

3:20 p.m. Councillor Jay Bottomley returns to the meeting.

Ball Diamond Quote:

26-02-06 **HARTMAN, Ken:** THAT the applicant wanting an advertising sign placed at the Cochin Ball Diamond must submit a Development Permit application for placing a 4' x 8' (max.) advertising sign at the Cochin Ball Diamond for a fee of \$600.00 annually.

CARRIED

DELEGATION: CSO Phillip Bueckert enters the Council meeting at 3:25 p.m.
CSO Phillip Bueckert exits the Council meeting at 3:58 p.m.

FINANCIALS:

Financial Statement:

26-02-07 **BOTTOMLEY, Jay:** THAT the Statement of Financials ending January 31, 2025, be accepted as presented.

CARRIED

Paid Accounts for Approval:

26-02-08 **PATTINSON, Mark Winder:** THAT the List of Paid Accounts consisting of cheque numbers 10500 to 10501 and electronic payments totaling \$169,615.58 be approved.

CARRIED

Accounts for Ratification:

26-02-09 **KRIEGER, Elaine:** THAT the List of Accounts for Ratification, consisting of cheques 10502 to 10512 and electronic payments totaling \$174,407.93, be approved for payment.

CARRIED

NEW BUSINESS:

Fidelity Bond:

26-02-10 **PATTINSON, Mark Winder:** THAT receipt of the 2026 Fidelity Bond Certificate of Insurance be acknowledged.

CARRIED

CAO Assistance:

26-02-11 **BOTTOMLEY, Jay:** THAT Council accept the terms to contract Valerie Crossman to assist the CAO at a rate of \$40.00 per hour, working a maximum of 15 hours per week remotely on an initial six-month term and that Council receive a monthly work report.

CARRIED



Fire Dept. Budget:
26-02-12 **BROWN, Gregory:** THAT Council recognize and accept the Fire Department Budget, acknowledging a surplus of \$90,000.00. CARRIED

Skid Steer & Wheel Loader:
26-02-13 **PATTINSON, Mark Winder:** THAT the CAO contact the Resort Village of Cochin's bank advisor to arrange monthly payments of \$5,000.00 towards the line of credit being used for the purchase of Skid Steer and Wheel Loader. CARRIED

Grant Confirmation:
26-02-14 **KRIEGER, Elaine:** THAT the Grant Confirmation Report for 2025, having been read, be filed. CARRIED

NWCSS Board Pkg & Meeting Minutes:
26-02-15 **BROWN, Gregory:** THAT the NWCSS Board Package and Meeting Minutes, having been read, be filed. CARRIED

NWCSS Commercial Lease Agreement:
26-02-16 **HARTMAN, Ken:** THAT Mayor Mark Winder Pattinson and CAO, Coleen Kitching, be authorized to sign the Commercial Lease Agreement with NWCSS.

26-02-17 **BROWN, Gregory:** That Administration sends an invoice to NWCSS for two (2) semi-annual rental charges of \$1,290.00 as part of the Commercial Lease Agreement. CARRIED

Quote - Fire Hall Door:
26-02-18 **HARTMAN, Ken:** THAT the Silvester Glass Ltd. quote of \$3,230.10, including GST, for the purchase and installation of a steel door for the Cochin Fire Hall, be approved. CARRIED

Covered Deck Issue:
26-02-19 **KRIEGER, Elaine:** THAT the Resort Village of Cochin's Development Officer, Valerie Flink, send a building and development contravention letter to the owner of Lot 42 Block 3 Plan 102446265. CARRIED

DEVELOPMENT REPORTS:

Demolition Permit:
26-02-20 **PATTINSON, Mark Winder:** THAT the Demolition Permit application for a boat house located on Lot 8 Block 2 Plan 64B09181, be approved. CARRIED

Business Licenses:
26-02-21 **BROWN, Gregory:** THAT the Assistant Administrator, Valerie Flink, send letters to individuals who are conducting private and personal business within Cochin to obtain business licenses from the Resort Village of Cochin. CARRIED

Ratepayer Concerns re: Rodent Damage:
26-02-22 **PATTINSON, Mark Winder:** THAT the correspondence regarding rodent damage, having been read, be filed. CARRIED

DP2025-008 Withdrawal:
26-02-23 **PATTINSON, Mark Winder:** THAT the letter to Kirkham Law Office regarding the development permit invoice disputed by Glen and Laura Fairley, having been amended, be approved. CARRIED

DP2026-002 Residential Garage:
26-02-24 **HARTMAN, Ken:** THAT the recommended conditions for the Notice of Decision for DP2026-002 at Lot 5 Block 2 Plan 102106246 (residential garage) be approved and mailed when the Building Permit is received from Construction Code Authority (CCA). CARRIED

DP2026-003 Phase II – Marina:
26-02-25 **PATTINSON, Mark Winder:** THAT the recommended conditions for the Notice of Decision for DP2026-003 (Phase II – Marina) at Block AA Plan 88B01710 be approved. CARRIED

COUNCIL FORUM:

Meota & District Fire Committee:
26-02-26 **PATTINSON, Mark Winder:** THAT the Meota & District Fire Committee Meeting Minutes of February 9, 2026, having been read, be filed. CARRIED

EMO Response Plan:
26-02-27 **KRIEGER, Elaine:** THAT the EMO Response Plan, having been read and accepted, be filed. CARRIED

CORRESPONDENCE:
26-02-28 **PATTINSON, Mark Winder:** THAT the correspondence, having been read, be filed. CARRIED

IN-CAMERA SESSION:
26-02-29 **KRIEGER, Elaine:** THAT Council go In-Camera for reason of Human Resources at 5:50 pm. CARRIED.
CAO, Coleen Kitching and Assistant Administrator, Valerie Flink exit the meeting at 5:50 pm.

26-02-30 **BROWN, Gregory:** THAT Council arise from In-Camera at 6:00 pm. CARRIED

CAO, Coleen Kitching and Assistant Administrator, Valerie Flink re-enter meeting at 6:00 pm.

26-02-31 **KRIEGER, Elaine:** THAT the position of CAO be advertised at www.jobbank.gc.ca, as well as other employment sites. CARRIED

Adjournment:


26-02-32 **BOTTOMLEY, Jay:** THAT this meeting be adjourned at 6:05 p.m. and that the next meeting of Council be scheduled for 3:00 pm on Tuesday, March 31, 2026. CARRIED

(seal)





Mayor/Deputy Mayor


Administrator / CAO