

MINUTES OF THE RESORT VILLAGE OF COCHIN
REGULAR COUNCIL MEETING
Tuesday, January 14, 2025 at 4:30 PM
Council Chambers, 1006 HWY 4 NORTH

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

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

CALL TO ORDER: With a quorum being present, Mayor Mark Winder Pattinson called the meeting to order at 4:30 p.m.

DELEGATION:
4:32 p.m. Breakwater engineer, Tim Heisler, joins the Council meeting via telephone to discuss Jackfish Breakwater Rehabilitation Tenders received.
4:45 p.m. Tim Heisler disconnects from Council meeting.

AGENDA:
25-01-01 **KRIEGER, Elaine:** THAT the Agenda, be adopted as presented with the following addition:
New Business: Breakwater Award of Tender CARRIED

MINUTES:
25-01-02 **HARTMAN, Ken:** THAT the Minutes of December 10, 2024, be approved as presented.
CARRIED

BUSINESS ARISING:
WMC Appointment:
25-01-03 **KRIEGER, Elaine:** THAT pursuant to subsection 221(1) of *The Municipalities Act*, the Resort Village of Cochin appoints Kara Lindal with Western Municipal Consulting, as Secretary to the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, with remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the Secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties, WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
CARRIED

FINANCIALS:
Bank Reconciliation:
25-01-04 **PATTINSON, Mark Winder:** THAT the Bank Reconciliation ending December 31, 2024, be deferred to February Council meeting.
CARRIED

Statement of Financials:
25-01-05 **BROWN, Gregory:** THAT the Statements of Financial Activities ending December 31, 2024, be approved as presented.
CARRIED

List of Paid Accounts:
25-01-06 **BOTTOMLEY, Jay:** THAT the List of Paid Accounts consisting of Cheques 10292 to 10298 and Online Payments totaling \$40,122.27, be approved.
CARRIED

List of Accounts for Ratification:
25-01-07 **HARTMAN, Ken:** THAT the List of Accounts for Ratification consisting of Cheques 10299 to 10309, totaling 46,916.41, be approved for payment.
CARRIED

25-01-08 **HARTMAN, Ken:** THAT the List of Accounts for Ratification (2) consisting of Cheques 10310 to 10312, totaling \$20,102.74, be approved for payment.
CARRIED

25-01-09 **BOTTOMLEY, Jay:** THAT the Vantage CPA invoice in the amount of \$39,316.20 be approved for payment.
CARRIED

NEW BUSINESS:
AED Advantage Quote:
25-01-10 **KRIEGER, Elaine:** THAT the AED Advantage quote of \$2,071.00 for replacement of each existing AED machines be accepted for up to two (2) devices if discounted.
CARRIED

Heisler Agreement:
25-01-11 **HARTMAN, Ken:** THAT Mayor Mark Winder Pattinson and CAO be authorized to execute T. Heisler's Agreement for breakwater engineering services.
CARRIED



25-01-12 **BOTTOMLEY, Jay:** THAT the requirement for a second Real Property Survey Report for Lot 16 Block 5 Plan 102355130 be waved on the principle that the footprint of the replacement structure did not change and that Council and the Assistant Administrator reviewed the structure and deemed it conforming to the Zoning Bylaw. CARRIED

Municipal Administrator for Strays:

25-01-13 **PATTINSON, Mark Winder:** THAT Coleen Kitching, CAO of the Resort Village of Cochin, be appointed pursuant to *The Animal Production Act*, as the 'Municipal Administrator for Strays'. CARRIED

Employment Agreements:

25-01-14 **BROWN, Gregory:** THAT the 2025 Employment Agreements for CAO, Coleen Kitching, and Administrative Assistant, Valerie Flink be approved. CARRIED

25-01-15 **PATTINSON, Mark Winder:** THAT the 2025 Employment Agreement for Maintenance and Public Works Foreman, Dennis Kennon, be deferred to February Council meeting. CARRIED

Breakwater Tender:

25-01-16 **HARTMAN, Ken:** THAT the Jackfish Breakwater Rehabilitation Tender in the amount of \$833,490.00, be awarded to Ungar Construction and that Mayor Mark Winder Pattinson and Deputy Mayor Gregory Brown be authorized to sign the Agreement. CARRIED

COUNCIL FORUM:

CSO Reports:

25-01-17 **KRIEGER, Elaine:** THAT the CSO monthly reports, having been read, be filed. CARRIED

CORRESPONDENCE:

SAMA – 2025:


25-01-18 **BOTTOMLEY, Jay:** THAT the SAMA "A Look Ahead to 2025" information bulletin, having been read, be filed. CARRIED

ADJOURNMENT:


25-01-19 **HARTMAN, Ken:** THAT this meeting be adjourned at 7:33 p.m. and that the next meeting of Council be scheduled for 4:30 p.m. on Tuesday, February 11, 2025. CARRIED

(seal)





Mayor/Deputy Mayor



Administrator / CAO