

COUNCIL MEETING MINUTES

SPECIAL MEETING AGENDA – MEET WITH NEW CBO

TOWNSHIP OF COCKBURN ISLAND COUNCIL

5:00 PM , WEDNESDAY, MAY 28th, 2025

Meeting On-line by ZOOM

<https://www.google.com/url?q=https://us02web.zoom.us/j/89217078680&sa=D&source=calendar&usd=2&usg=AOvVaw26-q5mzDbFQDZWA8DgMEnZ>

Councillors: Lee Chappell
Jeff House
Simon Lacombe
Scott Stewart
Clerk: Brent St. Denis
Absent: Brenda Jones

5:07 PM

SPECIAL MEETING WITH NEW CHIEF BUILDING OFFICIAL, CHRIS MELOCHE

To meet and welcome the new CBO and to discuss past files not yet provided to the township and to review procedures going forward.

Chris Meloche
Chief Building Official
Municipalities of Gordon Barrie Island, Billings, Burpee Mills, Gore Bay, Cockburn Island
Tel: 705-956-0472

Welcome and Introductions

Call to Order by Jeff House who was acting chair in the Mayor's absence according to a previous Council agreement

Declarations of any conflicts of interest - NIL

Adopt Agenda

Resolution # 2025-05-01a

Moved: S Stewart

Seconded: S Lacombe

That the May 28th, 2025 Special Council meeting agenda be adopted.

CARRIED

Building Permit Discussion – NOTES

- Welcomed new Chief Building Official , Chris Meloche
- Transportation from island for CBO (applicant should pay?), boat and time
- Building Permit fees belong to the township
- Interim steps in the permitting can be fulfilled by photographs, final step for a dwelling requires an in-person CBO visit
- Soils reports are less stringent for seasonal dwellings
- Chris reported that there are five closed permits since 2019
- Status of buildings built without a permit. The township can require “as built” drawings
- Upper limit for non-permitted small buildings such as sheds, garages, bunkies etc is 108 sq ft for habitable and 162 sq ft for non-habitable
- Reviewed process starting with an application through to final approval (Lee offered to create a process-flowchart to assist ratepayers)
- CBO trips to island are weather dependent and at CBO discretion
- No weekend inspections
- Inspections May 15 to October 31 only
- Photographs accepted for non-occupied buildings

Resolution # 2025-05-02a

Moved: L Chappell

Seconded: S Stewart

That the following action(s) be taken in support of the Building Inspection procedures:

- Develop a Building Permit bylaw
- Establish administrative procedures
- Target by-law adoption for June meeting

CARRIED

Adjournment

Resolution # 2025-05-3a

Moved: S Stewart

Seconded: L Chappell

That this meeting be adjourned and that Council to meet again at 5:00 PM on Wednesday, June 11th, 2025 by Zoom or at the call of the Mayor.

CARRIED

Time – 6:09 PM