

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021
TO: Committee of the Whole
FROM: Ken T. Kelly
SUBJECT: Agreement with Lanark Highlands CBO services

RECOMMENDATION:

THAT, the Committee of the Whole recommend to Council to direct staff to initiate negotiations with the Township of Lanark Highlands with a goal to develop a long-term partnership for reciprocal Building Official services under the *Building Code Act*.

BACKGROUND:

The Municipality and the Town of Carleton Place have had a reciprocal arrangement for building official services since November 2018. This includes services that would be provided by a Chief Building Official or a Building Inspector.

The services are billed to the requesting community at a rate of \$60 per hour plus mileage with a minimum 4 hours per request.

Recently the Municipality entered into an agreement with a consulting firm for the provision of plans examination services that has been a great success.

Lanark Highlands has written the Municipality requesting that we start a process to negotiate a similar reciprocal agreement due to the impending retirement of their Chief Building Official and building inspector.

It is estimated approximately 125 building permits a year are issued by Lanark Highlands.

DISCUSSION:

The supply of building officials in Eastern Ontario has been very tight in the last number of years. Local municipalities including the City of Ottawa and ourselves have had turnover in staff which can cause service interruptions. This is especially true in circumstances where there is only one person performing the tasks as is the case in many smaller municipalities.

The development and renovation market has been very active in the last two years and continued growth in Mississippi Mills is projected.

While Lanark Highlands wants to secure services to meet their immediate requirements, we may also have a need in the near future. Securing an agreement with Lanark Highlands will allow us to draw upon their staff when we are short.

On a broader perspective the recent changes in staffing across Lanark County municipalities has led to a discussion about alternative methods to deliver services such as a municipal service delivery corporation, County provision of regional services as well as reciprocal agreements for multiple municipalities. As method to mitigate any future staffing issues being able to draw on upon our neighbours is a good risk mitigation strategy. The first two options will require agreement of multiple municipalities and are seen as medium to long term projects. Developing an agreement with one municipality is seen as less complex and as a short-term project.

FINANCIAL IMPLICATIONS:

While the \$60 per hour rate for services needs to be reviewed, the goal for each Municipality is simply to cost recover the resources that it is supplying to the other community.

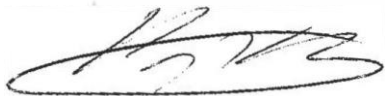
This is seen as a method to secure resources for future use by Mississippi Mills when needed by allowing us to grow our staff level and cover these costs.

SUMMARY:

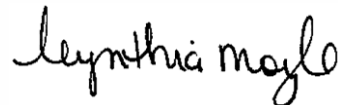
Staff are seeking Council input on the desire to expand our reciprocal agreement with neighbouring municipalities for building official services. Agreements will be based on recovery of costs by the municipality providing the resources.

Respectfully submitted by,

Reviewed by:



Ken T. Kelly,
Chief Administrative Officer



Cynthia Moyle,
Acting Clerk

ATTACHMENTS:

1. Township of Lanark Highlands Letter September 23, 2021