



September 23rd, 2021

Mayor Lowry and Mississippi Mills Council
c/o
Mr. Ken Kelly, CAO

Via email

Interim CBO and Inspection Services

Dear Mayor Lowry and Mr. Kelly,

I am writing on behalf of Reeve McLaren and the Township of Lanark Highlands' Council with respect to an inquiry about the availability of interim CBO and inspection services.

Lanark Highlands received notice of our CBO retiring as of October 1st, 2021. The Township immediately began investigating interim solutions as the Township is close to finalizing an organizational review.

I had the opportunity to meet with some Lanark County CAO's who expressed interest in discussing municipal partnership opportunities due to the lack of experienced CBO's in the market. Specifically, Lanark Highlands set out to determine if there are immediate resources available to assist the Township for the interim. Long-term partnership arrangements were also discussed between the participating municipalities and the Township of Lanark Highlands is open and interested in working with municipal partners on any solutions that provide more efficient and effective services.

While the Township wishes to continue these discussions with our municipal neighbours, there is an immediate need for the Township to procure interim CBO and inspection services until such time that the organizational review is complete and options are considered. It was understood that Mississippi Mills may have the capacity to assist the Township on an interim basis subject to consultation with your Council. Lanark Highlands Council has requested that I formally contact you to determine if there is an opportunity to obtain interim assistance from Mississippi Mills.

Specifically, the Township has a need for essential services to meet the requirements of the Ontario Building Code Act and the Township's Building By-Law. Assistance in carrying out the building permit process, inspecting permitted work, issuance of orders to comply for works in contravention of a building permit or non-permitted work and addressing building related inquiries would be preferential.

If your Council is interested in assisting the Township, Council has authorized me to negotiate an agreement for their consideration. Regardless of the outcome, the Township thanks you in advance for considering this communication.

Sincerely,

Ryan C. Morton MPM, CIPM
CAO/Clerk
Township of Lanark Highlands