

Recommendation:

That the Building Department-2021-15 report, dated October 19, 2021 regarding Chief Building Official Reciprocal Services Agreement be received and that Council authorized the Township to enter into a Reciprocal Services Agreement with Havelock-Belmont-Methuen Township for Chief Building Official duties.

Overview:

In accordance with the Building Code Act (BCA), the Council of a municipality is required to appoint a Chief Building Official (CBO) and as many inspectors as required to perform duties under the BCA. The Council is also permitted to enter into agreements with other Municipalities for the sharing of services, which is being recommended by this agreement.

Currently, if CBO specific duties are required (including but not limited to, issuing of permits, emergency orders/duties and certain other orders), only the CBO of the Municipality can conduct those duties. If the CBO was unavailable, due to vacation, illness, education leave or other such absence, including projects which would present a conflict of interest, there would be no one able to lawfully perform those duties.

This type of agreement is considered a best practice and further recommended by our Service Delivery Review, so the Municipality has been in contact with Havelock-Belmont-Methuen staff to provide a Reciprocal Services Agreement. The template format of this By-law / Agreement was provided by an Ontario Building Officials Association board member and has served them well with its simplicity.

There is no intention for this By-law / Agreement to be used regularly, although it is being recommended as a best practice measure should it be needed in the future.

Conclusion:

A Reciprocal Services Agreement will allow Douro-Dummer Council to temporarily appoint the HBM CBO on an as needed basis for CBO specific duties. A similar agreement to be passed by HBM Council will appoint the Douro-Dummer CBO for their municipality in the same capacity

Financial Impact:

It is anticipated that these services will be reciprocal in nature and not result in any significant cost to either municipality, although budget allotments are available in the current and future budget years for additional contract labour such as this.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	CBO Reciprocal Services Agreement.docx
Attachments:	- 2021-64- CBO Reciprocal Services Agreement.docx - 2021 CBO Reciprocal Services Agreement.doc
Final Approval Date:	Oct 13, 2021

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs