



## Council Report

---

**Report Number:** BLDG2023-002  
**Meeting Date:** December 12, 2023  
**Title:** **Reciprocal Building Services Agreement Renewal**  
**Description:** A renewed and amended Reciprocal Agreement with the Township of Cavan-Monaghan for Building Permit Review and Inspection Services  
**Author and Title:** Susanne Murchison, Chief Building Official

---

### Recommendations:

**That** Report BLDG2023-002, **Reciprocal Building Services Agreement Renewal**, be received; and

**That** the Agreement, substantially in the form as outlined in Appendix A to Report BLDG2023-002, be approved.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The Building & Septic Division entered into a reciprocal service agreement with our neighbouring municipality the Township of Cavan-Monaghan in 2023 as an additional means to deal with inspector vacancies and increased development pressures.

The Chief Building Official for the Township of Cavan-Monaghan reached out to offer assistance in the late summer/early fall of 2022. Through discussions, we investigated the option of entering into a reciprocal service agreement to provide aid to one another when activity levels permitted.

## **Rationale:**

With the introduction of the Provincial housing targets and pledges, the volume of applications will increase as each year passes, creating the need for additional staff to meet the volume and maintain processing timelines.

The City's Chief Building Official has confirmed with the Township of Cavan-Monaghan's Chief Building Official that the desire remains to keep this option available over the next several years. Both parties are agreeable to a minor change to the existing agreement template to introduce a five-year term. This amendment has been provided in the agreement draft attached as Appendix A to this report.

## **Other Alternatives Considered:**

No other options were considered.

## **Alignment to Strategic Priorities**

This report aligns in some respect with all four strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan:

1. **Healthy Environment:** running an efficient and effective permitting division ensures protection of the environment by reducing illegal construction activity.
2. **An Exceptional Quality of Life:** maintaining the forward momentum of development and construction allowing for our community to grow and aligning with recent acknowledgements that CKL is a top place to live.
3. **A Vibrant and Growing Economy:** maintaining the forward momentum of development and construction to promote economic growth.

4. Good Government: taking any and all options available to continue to provide a service level expected by our ratepayers, developers and the legislation governing the processes.

### **Financial/Operation Impacts:**

The use of the reciprocal agreement option should only occur when:

- a. staffing vacancies are present, and therefore the Building & Septic Division – salaries and wages budget will off-set the expenses, or
- b. when permit application levels increase faster than recruitment can occur, and the Building & Septic Division budget is a fee for service model and therefore increased applications will create increased revenue stream to cover the cost of assistance, and
- c. when CKL provides the services to Cavan-Monaghan, the impact is a positive revenue stream.

### **Consultations:**

Township of Cavan-Monaghan

City Solicitor

### **Attachments:**

Appendix A – Draft 2024 Revised Agreement



Appendix A Report  
BLDG2023-002 Cava

**Department Head email:** [rholy@kawarthalakes.ca](mailto:rholy@kawarthalakes.ca)

**Department Head:** Richard Holy, Director of Development Services