



TOWN OF MINTO

MEETING DATE:

March 18, 2025

REPORT TO:

Mayor and Council

SERVICE AREA:

Public Works (Water)

SUBJECT:

PW 2025-009, Appointments for Risk Management Inspectors / Alternate Risk Management Official

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report PW 2025-009 Appointments for Risk Management Inspectors / Alternate Risk Management Official report, prepared by the Risk Management Official, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passing a By-law in open session to appoint Risk Management Inspectors / Alternate Risk Management Officials.

BACKGROUND:

The Town of Minto is regulated by two Source Protection Plans (based on watershed or Conservation Authority boundaries): Ausable Bayfield Maitland Valley Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan. Source Protection Plans are established under the Clean Water Act for the purposes of protecting current and future sources of drinking water. The implementation of the Clean Water Act and Source Protection Plans is conducted by Wellington Source Water Protection, a shared service unit based in the Township of Centre Wellington and funded by the County of Wellington and the local County municipalities.

Wellington Source Water Protection has four full-time, permanent staff: a manager (Risk Management Official), one Risk Management Inspector and two Source Protection Coordinators. A reorganization review of the Wellington Source Water Protection unit was conducted in 2024 and concluded that to support the next phase of implementation, the two Source Protection Coordinator positions should be reclassified to Risk Management Inspectors. As implementation of the program matures, there will be an increase in the requirement for inspections and other regulatory compliance activities across the County. It was also determined that an increase in the number of Risk Management Inspectors would allow greater operational flexibility in terms of back-up for the Risk Management Official during vacations and periods of absence as Risk Management Inspectors can serve as alternate Risk Management Officials. Since the Risk Management Official is a regulatory role, there is a need for continuous coverage throughout the year. Emily Vandermeulen and Terry Kuipers would continue in their appointments as Risk Management Inspectors / alternate Risk Management Officials for the Town.

COMMENTS:

Danielle Fisher and Kim Funk are currently serving as Source Protection Coordinators and it is recommended that they be appointed as Risk Management Inspectors. Both Ms. Fisher and Ms. Funk have completed the required Provincial training and have the necessary experience and credentials to serve as Risk Management Inspectors and alternate Risk Management Officials. To facilitate this reclassification, the County 2025 budget included the required funding to cover the increase in pay and benefits and there is no impact to the Town budget. Reports and / or by-laws are being taken to each of the local municipalities to complete the appointments and a by-law is attached for Council's consideration.

FINANCIAL CONSIDERATIONS:

Current staffing and resources.

STRATEGIC PLAN:

Goal 5: Deliver services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

PREPARED BY: Kyle Davis, Risk Management Official

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO)