



Town of Erin

Corporate Report

Department: Infrastructure Services

Business Unit: Water

Presented/

Prepared By: Kyle Davis, Risk Management Official

Report Number:

W2025-06

Meeting Date:

3/27/2025

Subject

Appointments of Risk Management Inspectors / Alternate Risk Management Official

Recommendation

That report number W2025-06 “Appointments for Risk Management Inspectors / Alternate Risk Management Official” be received for information;

And that By-law 25-29 as listed on the March 27, 2025, agenda be approved.

Highlights

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 and 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.

Background

The Town of Erin is subject to two Source Protection Plans pursuant to the *Clean Water Act, 2006*: the Credit Valley, Toronto and Region and Central Lake Ontario (CTC) Plan and the Grand River 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.

Discussion

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 would continue in her appointment as Risk Management Inspector / alternate Risk Management Official for the Town.

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 in the agenda package for Council's consideration.

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

There are no financial impacts to the Town budget.

Conclusion

To ensure continuous coverage of the Risk Management Official and Inspector roles in the Town, it is recommended that Council appoint Danielle Fisher and Kim Funk as Risk Management Inspectors and Alternate Risk Management Officials for the Town of Erin.

Attachments

None.

Brian Kavanagh

Director of Infrastructure and Town
Engineer

Rob Adams

Chief Administrative Officer