



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Drainage Superintendent Services

Date: Jul. 7, 2025

Report Number: CAO-2025-16

Department: CAO

File Number: C11 CAO 25

Prepared By: Jodi MacArthur, Chief Administrative Officer

Attachments:

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-16 prepared by Jodi MacArthur, Chief Administrative Officer,

AND FURTHER directs Staff to proceed with posting for expressions of interest for Drainage Superintendent Services.

Background:

The Township of Huron-Kinloss and the Municipality of Huron East have had a shared services agreement for Drainage Superintendent services since 2022. The terms of the agreement have provided Huron-Kinloss with 750 hours annually, which is equivalent to about 2 days per week. Huron East has indicated that they will no longer be providing this service.

The appointment of a Drainage Superintendent is a requirement of the Drainage Act, R.S.O 1990, c. D17, to permit entry onto private lands to perform drainage works.

The duties for a drainage superintendent outlined in Section 93(3) of the Act state that they shall:

- a) Inspect every drainage work for which the municipality is responsible and report periodically to council on the condition of those drainage works;
- b) Initiate and supervise the maintenance and repair of the drainage works for which the municipality is responsible;
- c) Assist in the construction or improvement of the drainage works for which the municipality is responsible; and
- d) Report to council on the superintendent's activities mentioned in clauses (b) and (c).

The Drainage Superintendent may be called upon to do a variety of tasks related to these duties, including advising residents on approaches to drainage problems, attending on-site meetings, investigate drainage concerns, review engineering reports and provide comments, and advise council and residents of the Procedures of the Act, how to initiate works, and launch appeals.

To qualify for the grant on work and the costs of the drainage superintendent, the appointed person must receive a formal approval from the Minister of Agriculture, Food and Agribusiness' representative and meet the minimum qualifications established. The qualifications* which are essential include:

- 1) The successful completion of the Drainage Superintendents Course offered annually by the Ministry of Agriculture, Food and Agribusiness (OMAFRA).
- 2) Profile surveying experience which may be supported by one of the following:
 - Completion of the Primary Drainage Course offered periodically by OMAFA
 - Completion of a college or university surveying course
 - Completion of a survey course offered by Ontario Good Roads Association.
- 3) Knowledge of:
 - a. General construction techniques
 - b. Installation and maintenance of pipe culverts
 - c. Calculation of quantities from surveying notes.

*Excerpt from Rural Municipal Drainage Course Manual, Ministry of Agriculture, Food and Agribusiness.

Discussion/Analysis/Overview:

Options to provide drainage superintendent services include:

Type of Service	Advantages	Disadvantages
Seasonal Municipal Employee	- flexible - less costly	- lower service level - more difficult to recruit
Part-time Municipal Employee	- flexible - fits existing budget	- no change in service level - may be difficult to recruit
Full-time Municipal Employee	- higher service level - may aid other depts	- more costly
Contract work/consulting agreement	- access to expertise	- more costly
Shared Services with another municipality	- cost effective	- willing partner required

As with many specialized positions, there is becoming a shortage in the industry of individuals that have the necessary qualifications and limited space is available in the Drainage Superintendents Course that is only offered on an annual basis.

Staff are recommending that we begin the recruitment process as an expression of interest for any of the alternatives so that we can determine what options are available. This will allow the Township to seek the best alternative which meets the minimum statutory requirements for a qualified drainage superintendent. There may be an opportunity to utilize additional skills in other departments, under the appropriate circumstances, however acquiring a qualified drainage superintendent is the immediate priority. Given the current competitive field for municipal drainage superintendents, Staff require the flexibility to work with any interested parties to develop a proposal that will work for Huron-Kinloss and its residents.

In the meantime, Staff have also discussed the possibility of appointing a second temporary Drainage Superintendent with Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA) and have two potential candidates that may be willing to assist temporarily with the Black Creek Municipal Drainage project.

Financial Impacts:

To be determined, based on the results of the recruitment process.

Performance Measurement:

Compliance with legislative requirements under the *Drainage Act, R.S.O 1990*

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Support employee recruitment and retention

Respectfully Submitted By:

Jodi MacArthur, Chief Administrative Officer

Report Approved By:

Jodi MacArthur, Chief Administrative Officer