

## Staff Report

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**Report To:** Operations Committee  
**Report From:** Lara Widdifield, Director of Public Works and Engineering  
**Meeting Date:** February 20, 2025  
**Report Code:** OP-25-009  
**Subject:** 2025 Operations Committee Introduction and Work Plans

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### Recommendations:

THAT in consideration of Staff Report OP-25-009 respecting 2025 Operations Committee Introduction and Work Plans, the Operations Committee recommends that City Council receive the report for information purposes.

### Highlights:

- Committee orientation provides helpful information for members regarding committee procedural and legislative matters. In 2025, like in 2024, the City Clerk, together with Administrative Staff, undertook a comprehensive orientation in advance of the first meeting of the new Committee.
- In conjunction with the orientation, this report provides work plans for 2025 for the divisions of Public Works and Engineering.

### Strategic Plan Alignment:

This report supports the delivery of Core Service.

## **Climate and Environmental Implications:**

This supports the City's Climate Mitigation Plan objective to promote a culture of awareness and action through education and continuous improvement.

This process continues to refine Committee Introductions from previous years and builds on concepts and initiatives that espouse climate change resilience in the City's operational and capital decision-making. The Operations Committee is involved at every level of the City's business, from policy-making and long-term planning to execution and construction.

## **Previous Report/Authority:**

N/A

## **Background:**

Each year, all management staff (Supervisor/Superintendent and up) develop work plans. The Senior Manager of Strategic Initiatives and Operational Effectiveness, who reports to the City Manager, compiled all the individual projects listed on the 2025 work plans to illustrate the overlaps, commonalities and opportunities of shared resources and break down the silos amongst the Departments. The compiled list is also being presented for convenience.

The work plans are based on the direction of Council through the Strategic Plan, various Master Plans, and the 2023 Service Review. They are aligned with the five-year capital budget and annual operating budget and consider the Asset Management Plan.

## **Analysis:**

The Operations Committee is a crucial ally of Council, providing advice and input on the topics within the Committee's mandate or as requested by Council. The Committee receives information and recommendations from Staff, and provides, in turn, recommendations for Council's consideration. Public Meetings and open houses, for example for studies or construction projects, are held at the Operations Committee, and the Committee monitors and evaluates the financial and operational performance of programs and

services. The Committee is involved with everything from the theoretical to the practical relating to the scope of jurisdiction, including:

- Asset Management and Infrastructure Planning
- Corridor Control, i.e. on-street parking, temporary encroachment permits
- Drainage and Stormwater Management
- Engineering Design and Construction
- Public Transit
- Roads and Bridges
- Solid Waste Management and Landfills
- Streetlighting
- Traffic Control Systems, Speed limits, traffic calming
- Winter maintenance
- Water Treatment and Distribution
- Wastewater Collection and Treatment

Work plans focus staff effort, increase productivity, accountability, and transparency, and provide the Committee with a glimpse of what is planned for the coming year. The 2025 work plans include multi-functional teams from across the organization geared to implementing the 49 recommendations from the 2023 Service Review.

Like other years, the 2025 work plans are ambitious. This is the first year the detailed work plans are being provided to the Operations Committee; in 2024, only a summary was provided.

### **Organizational Structure**

**Attachment 1** provides an overall organizational chart and an organizational chart for Public Works and Engineering.

### **Financial Implications:**

As presented, work plans are consistent with each division's capital and operating budget.

### **Communication Strategy:**

Many of the work plan items involve notifying the public or communicating with others. Staff will address these as each initiative moves forward.

## **Consultation:**

Work plans are developed in consultation with the Director. The Strategic Leadership Team reviewed work plans to ensure alignment and overall human resource planning.

## **Attachments:**

1. Organizational Charts – Public Works and Engineering
2. 2025 Compiled List of Initiatives - Organization-Wide
3. 2025 Work Plan – Director of Public Works and Engineering
4. 2025 Work Plan – Manager of Engineering Services
5. 2025 Work Plan – Manager of Water and Wastewater
6. 2025 Work Plan – Supervisor of Environmental Services
7. 2025 Work Plan – Roads Superintendent
8. 2025 Work Plan - Superintendent of Water Treatment
9. 2025 Work Plan – Superintendent of Wastewater
10. 2025 Work Plan – Superintendent of Water Distribution
11. 2025 Operations Committee Introduction Presentation

## **Recommended by:**

Lara Widdifield, Director of Public Works and Engineering

## **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Lara Widdifield, Director of Public Works and Engineering at [lwiddifield@owensound.ca](mailto:lwiddifield@owensound.ca) or 519-376-4440 ext. 1201.