



## **City of Owen Sound**

# **Manager of Engineering Services 2025 Workplan**

Section 1: Project Information

Section 2: Core Service Tasks

## Section 1: Project Information

**Project Title: 2025 Road Rehabilitation**

**Project Status: Proceeding as Anticipated**

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☐ Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Specific Goal – Annual programme to resurface roads to extend road and underground service life.  Stakeholders Affected: Driving public and Public Works Division	People: Director of Public Works and Engineering, Manager of Engineering Services, Public Works Superintendent, Manager of Water & Waste Water, Water Distribution Superintendent, Engineering Technologist – Traffic & Construction, Purchasing Coordinator, Grey County Purchasing Coordinator  Approved Budget:\$700,000  Other:Click or tap here to enter text.	Risk(s):Weather, hot mix asphalt prices, limited number of bidders, tendering late  Mitigation(s):Issue tender as part of Grey County tender to obtain economies of scale in pricing as well as attracting more bids, issue tender as early as possible (must coincide with Grey County tendering)	Project Milestones: Tender Issue – March 2025 Award Contract – May 2025 Commence Construction – June 2025 Completion - September 2025  Procurement Timing: Mid-March to mid-May (Q2) 2025  Completion Date: 30 September 2025

# Project Title: 8<sup>th</sup> Street Retaining Walls – Replacement or Removal - 700 Block

## Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☐ Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Specific Goal – Replace Existing deteriorated retaining walls with new construction or remove and regrade.  Stakeholders Affected: Property owners fronting subject retaining walls and Public Works Division.	People: Manager of Engineering Services, Engineering Technologist – Corridors and Construction, Purchasing Coordinator (retain consultant and issue tender for construction), Consulting Engineer.  Approved Budget:\$115,000 (over 4 years)  Other:Click or tap here to enter text.	Risk(s):Uncooperative property owners, budget exceedance if costly solution is required.  Mitigation(s):Seek cooperation through early consultation with affected property owners.	Project Milestones: Retain Consultant – September (Q3) 2025 Complete Design – October 2025 Construction – May to August 2026  Procurement Timing: RFP for Consultant – July-September (Q3) 2025  Completion Date: Design Completion – December 2025 Construction – May to August 2026

# Project Title: 9<sup>th</sup> Avenue East Phase 1 Rehabilitation – Superior St to 6<sup>th</sup> St E

## Project Status: Proceeding as Anticipated

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☒ Other: Connecting Link Funding

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Specific Goal – Rehabilitate the road, upgrade the 6<sup>th</sup> St E intersection, replace the watermain and storm sewer and upgrade the sanitary sewer.</p> <p>Stakeholders Affected: General public and water customers in the City, Public Works Division.</p>	<p>People: Manager of Engineering Services, Manager of Water &amp; Wastewater, Water Distribution Supervisor, Engineering Technologist – Infrastructure, Purchasing and Risk Management Coordinator, Manager of Corporate Services, Consulting Engineer.</p> <p>Approved Budget:\$6.0 M</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s):Weather, hot mix asphalt prices, limited number of bidders, tendering late, acquiring sight triangle</p> <p>Mitigation(s):Tendering as early as possible in 2025, however if conditions do not support this, project can be tendered in 2026.</p>	<p>Project Milestones: Tender March/April 2025</p> <p>Procurement Timing: Tender Construction – April 2025 Award Contract – (Q2) May 2025</p> <p>Completion Date: November 2025</p>

# Project Title: 4<sup>th</sup> Avenue West Reconstruction – Phase 1 – 15<sup>th</sup> St W to 17<sup>th</sup> St W - Engineering

**Project Status: Not Yet Commenced**

*Project Rationale (select all that apply):*

- ☐ Strategic Priority     
 ☐ Master Plan     
 ☐ Committee or Council Request     
 ☐ Legislated  
☒ Capital Project     
 ☐ Service Review Action     
 ☐ Policy Review Project     
 ☐ Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter     
 ☐ RACI     
 ☐ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Specific Goal – Retain Consulting Engineer and complete engineering design in 2025. (Construction 2026/2027)  Stakeholders Affected: Residents of 4 <sup>th</sup> Ave W and general public. Public Works Division.	People: Manager of Engineering Services, Manager of Water & Wastewater, Water Distribution Supervisor, Engineering Technologist – Corridors & Construction, Purchasing and Risk Management Coordinator, Manager of Corporate Services, Consulting Engineer.  Approved Budget:\$500,000 (Engineering)  Other:Click or tap here to enter text.	Risk(s):Ability to hire an Engineering Technologist – Corridors in a timely manner (fill vacant position due to retirement)  Mitigation(s):Complete RFP process for Engineering Services with Engineering Technologist - Infrastructure	Project Milestones: Retain Consultant – April 2025  Procurement Timing: Issue RFP for Engineering Services – March (Q2) 2025  Completion Date: November 2025 (Engineering design/tender ready)

# Project Title: 32<sup>nd</sup> Street East – Watermain Replacement & PRV Installation - East Bayshore Road to 9<sup>th</sup> Avenue East

**Project Status: Not Yet Commenced**

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☒ Other: Housing Enabling Water System Funding

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Specific Goal – Replace existing watermain and install new PRV/PSV prior to Sky Dev residential development commencement.</p> <p>Stakeholders Affected: Sky Dev, Water Distribution staff, Engineering Services and Planning Divisions staff.</p>	<p>People: Manager of Engineering Services, Manager of Water &amp; Wastewater, Water Distribution Supervisor, Engineering Technologist – Infrastructure, Purchasing and Risk Management Coordinator, Manager of Corporate Services, Consulting Engineer.</p> <p>Approved Budget:\$2.4 M</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s): Tight schedule to retain consultant, complete detailed design and construct water system improvements prior to mid/late August 2025</p> <p>Mitigation(s): Ensure Engineering Technologist – Corridors and Construction is hired by end of 1<sup>st</sup> quarter 2025 to permit Engineering Technologist – Infrastructure can fast track project with consulting engineer.</p>	<p>Project Milestones: Retain consultant – February (Q1) 2025</p> <p>Procurement Timing: Tender Construction – May (Q2) 2025</p> <p>Completion Date: August (Q3) 2025</p>

# Project Title: Pedestrian/School Crossover – 10<sup>th</sup> St W at 6<sup>th</sup> Avenue West

## Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☐ Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Specific Goal - Install New Safer Pedestrian/School Crossover Facility that meets OM Book 15 Specifications  Stakeholders Affected: Driving public, school community, general public and users of the upgraded crossover	People: Manager of Engineering Services, Engineering Technologist – Traffic, Director of Public Works and Engineering, City Traffic Signal Contractor  Approved Budget:\$50,000  Other:Click or tap here to enter text.	Risk(s):Tight timeframe to install (July/August 2025)  Mitigation(s):Complete design and procurement of components by May 2025 and construct pole bases in June 2025. Note – components and installation will be sole sourced.	Project Milestones: Procure components – May 2025  Procurement Timing: Support by Purchasing staff not required.  Completion Date: August 2025.

# Project Title: 27<sup>th</sup> Street West - Storm Sewer Replacement – 4<sup>th</sup> Ave W to Outfall

## Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☒ Other: Subject to OSSWMP

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Specific Goal – To complete Engineering design for replacement of existing deteriorated storm sewer (Construction – 2026).</p> <p>Stakeholders Affected: Public Works Division and local residents directly affected by construction.</p>	<p>People: Manager of Engineering Services, Engineering Technologist – Infrastructure, Purchasing and Risk Management Coordinator, Manager of Corporate Services, Consulting Engineer.</p> <p>Approved Budget:\$70,000 (Engineering)</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s):Click or tap here to enter text.</p> <p>Mitigation(s):Click or tap here to enter text.</p>	<p>Project Milestones: Retain Consultant – July</p> <p>Procurement Timing: RFP – June-May (Q2) 2025</p> <p>Completion Date: Engineering design/tender ready – November 2025.</p>



# Project Title: 16<sup>th</sup> Street East Pedestrian Tunnel Rehabilitation

## Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☒ Other: Subject to receiving Connecting Link Funding

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Specific Goal - Repair and replace tunnel deteriorated concrete and install new lighting.  Stakeholders Affected: Grey County Rail Trail users, general public travelling on Highway 26 and students of new secondary school.	People: Manager of Engineering Services, Engineering Technologist – New Contract position, Manager of Corporate Services, Purchasing and Risk Management Coordinator, Consulting Engineer.  Approved Budget:\$1.48 M  Other:Click or tap here to enter text.	Risk(s): Obtaining CL funding will determine if project proceeds to Engineering design in 2025.  Mitigation(s):None – subject to receiving Connecting Link funding.	Project Milestones: Funding confirmation to be received by May (Q2) 2025 (?)  Procurement Timing: Retain Consulting Engineer – September 2025.  Completion Date: Construction Completion - November 2027.

## Project Title: 9<sup>th</sup> Avenue East – 20<sup>th</sup> St E to 23<sup>rd</sup> St E Reconstruction

### Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- ☐ Strategic Priority      ☐ Master Plan      ☐ Committee or Council Request      ☐ Legislated  
☒ Capital Project      ☐ Service Review Action      ☐ Policy Review Project      ☒ Other: Subject to receiving Housing  
Enabling Core Services (HECS) Funding.

*Identify if a Project Charter or RACI Has Been Completed:*

- ☐ Project Charter      ☐ RACI      ☒ N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Specific Goal – Reconstruction road, construct new sidewalks, construct new stormwater infrastructure and upgrade 20<sup>th</sup> St E/9<sup>th</sup> Ave E intersection.</p> <p>Stakeholders Affected: General public, local residents, school communities (St. Dominique-Savio and Notre Dame, new residential development, Public Works Division.</p>	<p>People: Manager of Engineering Services, Engineering Technologist – New Contract position, Manager of Corporate Services, Purchasing and Risk Management Coordinator, Consulting Engineer</p> <p>Approved Budget:\$6.8 M</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s): Obtaining HECS funding will determine if project proceeds to Engineering design in 2025/2026. If successful, another project may have to be postponed to free up City share of funding (50%).</p> <p>Mitigation(s): None – Subject to receiving HESC funding. If successful, potential project to postpone may be a phase(s) of Grey Road 15/3<sup>rd</sup> Avenue East Reconstruction.</p>	<p>Project Milestones: Funding confirmation to be received by April 2025 (?)</p> <p>Procurement Timing: Retain Consulting Engineer September 2025.</p> <p>Completion Date: Construction Completion – November 2027.</p>

## Section 2: Core Service Tasks

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Task Name	Description	Resources	Key Performance Indicators
Integration of Engineering Plan and Profile Drawings with GIS	<p>This is an ongoing project to have plan and profile drawings integrated with GIS for easy access and reference.</p> <p>Stakeholder: Internal - Planning, Engineering Services, Public Works and Corporate Services Divisions (GIS).</p>	<p>People: Manager of Engineering Services, Manager of Water and Wastewater, Engineering Technologist – Infrastructure, Water Distribution Supervisor, Manager of Corporate Services, Geomatics Specialist</p> <p>Approved Budget: Nil</p> <p>Other: Click or tap here to enter text.</p>	<p>Carried forward into 2025 – ongoing task to keep drawing and GIS links up to date.</p> <p>Project progress slow in 2024 due to staffing shortage/workload issues.</p> <p>Have 50% of P&amp;P drawings linked in GIS by end of 2025.</p>
CLI-ECA Documentation System – Wastewater & Storm Water Collection	<p>This is an ongoing project to establish an approval and tracking system for new ECAs associated with waste water collection and storm water management systems.</p> <p>Stakeholder: Public Works and Engineering Department</p>	<p>People: Director of Public Works &amp; Engineering, Manager of Engineering Services, Manager of Water and Wastewater, Engineering Services Administrator, Engineering Technologist – Infrastructure, Engineering Technologist – Development and/or Corridors and Construction</p> <p>Approved Budget: Nil</p>	<p>Carried forward into 2025.</p> <p>Project progress slow in 2024 due to staffing shortage/workload issues.</p> <p>Have system in place by end of 2025/early 2026 (prior to CLI-ECA update in 2027 by MECP)</p> <p>.</p>

		Other: Click or tap here to enter text.	
Review and Update Site Plan Engineering Standards and Subdivision Policy (planning and Engineering) Documents	<p>This is an ongoing project to review and update the Planning and Engineering policies and standards framework as it relates to development.</p> <p>Stakeholder: Developers, Planning and Engineering Services Divisions.</p>	<p>People: Manager of Engineering Services, Manager of Planning and Heritage, Senior Planner, Junior Planner, Engineering Technologist – Development, Engineering Technologist – Infrastructure, Director of Community Services, Director of Public Works and Engineering</p> <p>Approved Budget: Nil</p> <p>Other: Click or tap here to enter text.</p>	<p>Carried forward into 2025. Ideally this task should be completed in 2025.</p> <p>Project progress slow in 2024 due to staffing shortage/workload issues in 2024.</p> <p>Completion depends on ability to retain a contract Senior Planner (FTE) and permanent full-time Junior/Intermediate Planner and Engineering Technologist – Corridors and Construction (to relieve existing Eng Techs' workload).</p>
Review and Update Municipal Engineering Design Standards (MEDS)	<p>This is an ongoing project to review and update the MEDS as it relates to new capital construction for City projects and development.</p> <p>Stakeholder: Developers, Planning, Engineering Services and Public Works Divisions</p>		<p>Carried forward into 2025. Ideally this task should be completed in 2025.</p> <p>Project progress slow in 2024 due to staffing shortage/workload issues in 2024.</p> <p>Completion depends on ability to retain a contract Senior Planner (FTE) and permanent full-time Junior/Intermediate Planner and Engineering Technologist – Corridors and Construction</p>

			(to relieve existing Eng Techs' workload).
Development Team Support	<p>Ongoing support provided by the Engineering Services Division to the efforts of the Development Team</p> <p>Stakeholder: Developers and Development Team</p>	<p>People: Manager of Engineering Services, Engineering Technologist – Development, Engineering Technologist – Infrastructure, Engineering Services Administrator, Director of Public Works and Engineering</p> <p>Approved Budget: Nil</p> <p>Other: Click or tap here to enter text.</p>	Ongoing efforts associated with support of growth and development in the City.