



City of Owen Sound

Supervisor of Environmental Services 2025 Individual Workplan

Section 1: Project Information

Section 2: Core Service Tasks

Section 1: Project Information

Project Title: Green Bin Program

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
Implement a green bin program to households in Owen Sound with 6 or fewer units by June 1, 2025, with a focus on public education and participation. Stakeholders Affected: Communications, residents of the City living in 6 or fewer units, Miller Waste, IPL, Routeware for waste wizard	People: Communications Staff, Miller Waste, IPL, Chris Webb Approved Budget:Click or tap here to enter text. Other:Click or tap here to enter text.	Risk(s):Low participation rate due to lack of awareness or resistance to change, budget over if more bins are required than originally anticipated Mitigation(s):Work together with communications to implement public education campaign, including workshops, social media outreach and clear instructions.	Project Milestones: Public education campaign timelines – January 2025, public education and social media – February to the end of 2025- Green bin distribution - May 2025. Green bin collection begins – June 1, 2025 Procurement Timing: Approved June 2024 Completion Date: June 1, 2025, green bin provided to residents, public education will continue throughout the program

Project Title: Landfill Approval Alternatives Analysis

Project Status: Monitoring Progress

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.

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SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>At the February 7, 2023 Special Council meeting, Moved by Deputy Mayor Greig: "City Council directs staff to bring forward a report to Council respecting the feasibility of re-opening the Genoe Landfill."</p> <p>Stakeholders Affected: Municipality of Meaford, GEI (Environmental Engineer), MECP</p>	<p>People: Lara Widdifield, Chris Webb</p> <p>Approved Budget:\$35,000</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s):Staff are working with the Ministry of the Environment, Conservation, and Parks (MECP) to determine potential requirements for this project. A report will be presented to the Operations Committee, and the next step would involve reaching out to the Municipality of Meaford. If the Municipality of Meaford denies approval, the project cannot proceed. There is a possibility of denial at the MECP level. Providing an exact cost estimate is difficult, as similar projects range from hundreds of thousands to millions of dollars, with the risk of incurring costs without obtaining MECP approval. Additionally, political agreements with municipal property owners are not addressed in this overview</p> <p>Mitigation(s):Click or tap here to enter text.</p>	<p>Project Milestones: Bring forward a report outlining obstacles the City faces to begin the process Q2 2025</p> <p>Procurement Timing:Q3 2025</p> <p>Completion Date: this type of project can take anywhere up to 5-10 years</p>

Project Title: Status of Recycling for non-eligible sources

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.

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SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>In 2023, the City opted out of recycling services, allowing Circular Materials (the Producers) to take over residential recycling. At that time, Council approved continuing collection services for non-eligible sources, which include commercial and institutional businesses (as defined in Blue Box O. Reg 391/21), until the end of the transition period on December 31, 2025. Council must decide whether businesses should arrange their own collection or if the City should continue to collect non-eligible source recycling and if/how these costs will be recovered.</p> <p>Stakeholders Affected: Non-eligible sources in the City, River District</p>	<p>People: Lara Widdifield, Chris Webb</p> <p>Approved Budget:\$60,000 (2025)</p> <p>Other:Click or tap here to enter text.</p>	<p>Risk(s):Lack of understanding and buy-in by the non-eligible sources</p> <p>Mitigation(s):Click or tap here to enter text.</p>	<p>Project Milestones: Staff are working with the County-wide Environmental group to explore a potential joint procurement initiative. Before any decisions are made, a report will be coming forward to the Operations Committee in Q2, seeking Council's direction on whether to resume collecting non-eligible sources.</p> <p>Procurement Timing:no later than end of Q3 if required – Procurement may be at the County level.</p> <p>Completion Date: December 31, 2025</p>

Project Title: Find my bus on Google

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.

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SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>The Transit App was implemented in 2024. However, integrating with Google Transit has proven more challenging. City staff continue to work with Google to meet their requirements. CONSAT has recently updated their GTFS software and are confident that GOOGLE will be less of a challenge.</p> <p>Stakeholders Affected: CONSAT, GOOGLE Transit, Voyago</p>	<p>People: Carly, Heidi, CONSAT</p> <p>Approved Budget: \$22,000 (\$9,000 remaining)</p> <p>Other: Click or tap here to enter text.</p>	<p>Risk(s): Further issues with Data formatting or compatibility issues with Google transit feed, delay in approval from GOOGLE, errors in real-time data feed GTFS (General Transit Feed Specification)</p> <p>Mitigation(s): work closely with Florian Chabin (CONSAT) and Google Transit, maintain open communication with Google team and conduct regular testing of real-time data</p>	<p>Project Milestones: Minor route changes may be required as part of the current transit route pilot project, CONSAT has suggested we wait to resubmit GTFS data to GOOGLE again until these changes have been made.</p> <p>Procurement Timing: Nothing is required at this time.</p> <p>Completion Date: End of Q2</p>

Project Title: Review Garbage pick-up in the River District

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.

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SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Develop a strategy to curb and eliminate illegal garbage dumping in the River District and foster community awareness and participation in responsible waste disposal.</p> <p>Stakeholders Affected: River District Board, River District, Public Works and Parks staff, Property and business owners in the River District, Operations Committee, Council, curbside waste collection contractor, possibly City solicitor</p>	<p>People: Lara Widdifield, Chris Webb, Pam Coulter, Viveca Gravel, Allison Penner, Crystal Moffatt</p> <p>Approved Budget: None.</p> <p>Other: Click or tap here to enter text.</p>	<p>Risk(s): Lack of buy-in from Stakeholders</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: Meet with representatives from Guelph and Newmarket to discuss waste strategies in their downtown outlined in their 2024 waste management plans. A report will be presented to the River District, and public consultation will likely be required.</p> <p>Procurement Timing: None at this time</p> <p>Completion Date: ongoing, but some type of resolution by Q4 2025</p>

Section 2: Core Service Tasks

Task Name	Description	Resources	Key Performance Indicators
Review and update: Mandatory Recycling By-law Waste Management By-Law	<p>Review, update and combine waste management bylaw and mandatory recycling by-law to align with the most current best practices and regulations and remove outdated sections no longer relevant.</p> <p>Stakeholder: Waste interest groups, Operations Committee, City Council, possibly some public engagement</p>	<p>People: Lara Widdifield, Chris Webb, Legislative Services, By-law team, Communications, legal Counsel (Environmental)</p> <p>Approved Budget: None.</p> <p>Other: Click or tap here to enter text.</p>	To ensure by-law is consistent and enforceable. Monitor transition and legislation framework through 2025 in preparation of updating these two bylaws.
Oversee Hazardous and Special Waste Day Events	<p>Oversee all aspects of the HSP events, working with partnering municipalities, coordinating logistics, managing staff, ensuring compliance.</p> <p>Stakeholder: Funding partners – Product Care, AMS and Call2Recycle, Contractor Photech, Safety Kleen, The Battery Pro and Bumper to Bumper, Participating Municipalities</p>	<p>People: Jeff Follis (coordination of set up for events)</p> <p>Approved Budget: Operating Budget</p> <p>Other: Click or tap here to enter text.</p>	Hazard-free events with no reported incidents while providing the community with an effective method of getting rid of hazardous material. At this time there is no indication that HHW will become a PRO responsibility besides the financial contribution they currently provide based on the tonnage and quantity collected at HHW events
County-wide environmental committee	A committee formed with other waste management staff within the County of Grey. The purpose is to scan on how waste is managed	People: Tim Simmonds, Lara Widdifield, Chris Webb (when applicable)	Aim to collectively find innovative solutions to waste management challenges within the County and stay

	throughout the County, to discuss the changing regulatory landscape including the challenges and pressures this is causing, and to discuss opportunities for collaboration and sustainability to address some of the current challenges and to share best practices.	Approved Budget: None.	up-to-date with the latest environmental legislation
Operations Committee	<p>Prepare transit and waste management reports for committee, attend meetings and answer questions as needed</p> <p>Stakeholder: Dependent on topic</p>	<p>People: Lara Widdifield, Chris Webb</p> <p>Approved Budget: None.</p> <p>Other: Click or tap here to enter text.</p>	Keep Committee, Council and the public informed
Future of Intercommunity Transit (GOST)	The Guelph Owen Sound Transit (GOST) service was originally set to end on March 31, 2025, when full funding concludes. In December 2024, the Ministry of Transportation (MTO) confirmed that the remaining funds could extend the service until March 31, 2026. Since the City has been working with the County to transition the service, Staff met with County Staff early January 2025 to discuss the next steps. It was agreed that the City will continue operating GOST for the additional year, while the County prepares an application for a regional transit service. This application, which includes part of the GOST route, will leverage data	<p>People: Lara Widdifield, Chris Webb</p> <p>Approved Budget: None, fully funded.</p> <p>Other: Click or tap here to enter text.</p>	Make every attempt to continue the service

	<p>collected during the extension period to strengthen their proposal.</p> <p>Stakeholder: County of Grey</p>		
Genoe and Derby landfill annual monitoring report	<p>The annual monitoring report for the Genoe and Derby landfills ensure compliance with environmental regulations, assesses environmental impact, and monitors data such as groundwater quality, and gas emissions. GEI currently serves as the consultant for this work. Their contract ends on April 31, 2025, after the Genoe landfill annual monitoring report is to be submitted to the MECP. At that point, an RFP will need to be issued for ongoing monitoring services.</p> <p>Stakeholder: City Staff</p>	<p>People: Chris Webb, Andrew Smart, Troy Unruh</p> <p>Approved Budget: Currently \$25,000</p> <p>Other: Click or tap here to enter text.</p>	To issue RFP in Q1/Q2 2025 and have a consultant in place for this work by Q3 2025
Compost site grinding and screening RFP	<p>Issue a request for a proposal to manage the wood grinding and compost screening at the leaf and yard waste site</p> <p>Stakeholder: City Staff</p>	<p>People: Chris Webb, Lauren Stewart</p> <p>Approved Budget: \$60,000</p> <p>Other: Click or tap here to enter text.</p>	To have a contractor in place for grinding and for screening no later than Q2 2025. RFP must be issued before end of Q1 for screening.