



City of Owen Sound

Superintendent WTP 2025 Individual Workplan

Section 1: Project Information

Section 2: Core Service Tasks

Section 1: Project Information

Project Title: Zebra Mussel Chlorine Line and Intake Replacement

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
Replace the zebra mussel chlorine line and intake Stakeholders Affected:Water Treatment Plant	People:Troy Pelletier, ASI Marine, Bryce McDonald Approved Budget:200,000 Other:Click or tap here to enter text.	Risk(s):could have intake blockage, no intake of water Mitigation(s):unable to remove zebra mussels	Project Milestones:Click or tap here to enter text. Procurement Timing:Spring of 2024 Completion Date: Summer 2025

Project Title: Filtration System and UV Replacement - WTP

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
Filter refurb including air scour and UV Stakeholders Affected:WTP, NAC, RVA,	People:Troy, Lara, Bryce, NAC, RVA Approved Budget:4.7M Other:Click or tap here to enter text.	Risk(s):filter failure, loss of grant money if not completed on time Mitigation(s):Click or tap here to enter text.	Project Milestones:contractor on site, 1 st filter prepped for new media and underdrain install Procurement Timing:Click or tap here to enter text. Completion Date: September 2025

Project Title: Transformer Replacement - WTP

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
Replace aging transformer that powers the water plant Stakeholders Affected:WTP, Hydro One, RVA, Contractor	People:Troy Pelletier, Lara Widdifield, Bryce McDonald Approved Budget:200k Other:Click or tap here to enter text.	Risk(s):loss of main line power, possibility of running on diesel generator power for a year Mitigation(s):Click or tap here to enter text.	Project Milestones:Consultant acquired and identifying a new location for transformer and what is required for rep Procurement Timing:Click or tap here to enter text. Completion Date: Click or tap here to enter text.

Section 2: Core Service Tasks

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Task Name	Description	Resources	Key Performance Indicators
Service Review - Water Treatment	Stakeholder: Staff	People: Lara, Troy and Michelle Approved Budget: Other:	Staff Resources
<p>Ongoing Infrastructure maintenance, rehabilitation, and renewal programs as per DWQMS SLD-15</p> <p>Water Treatment Plant:</p> <ul style="list-style-type: none"> • See maintenance program binder for all asset tasks for daily, weekly, monthly, quarterly, semi-annual, annual maintenance tasks for all equipment and components to run the WTP • Operate the water treatment plant and related facilities in 	<p>Completing ongoing maintenance to the Wastewater System</p> <p>Stakeholder: Residents/Visitors</p>	<p>People: City of Owen Sound Staff Contractors</p> <p>Approved Budget: As per Ops Budget</p> <p>Other:</p>	<p>Staff and Contractor Resources</p> <p>Unforeseen staff shortages due to sickness and vacation</p> <p>Inflation of materials and contractor costs</p> <p>Major catastrophic events at the plant or the distribution system that require extreme resources, other daily tasks may not be completed</p>

<p>accordance with in-plant procedures in compliance with or better than MECP quality standards</p> <ul style="list-style-type: none"> • Collect samples according to sampling protocol and submit to accredited laboratories as per regulatory requirements. • Collect samples and perform in plant testing for various water quality in order to assess plant operation to ensure compliance with MECP regulations and guidelines. • Maintain records relating to water quality and plant operations and flows, and provide reports as required • Calibrate on a scheduled basis, analytical equipment. • Perform preventative maintenance on facility equipment at the plant and other 			
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<p>facilities including security checks.</p> <ul style="list-style-type: none"> • Make adjustments to process controls, equipment and treatment units, including optimizing dosage of coagulant to minimize chemical consumption while not compromising treatment • Actively work towards minimizing energy usage and suggest ways to optimize plant operations and improve asset management • Respond to issues regarding water quality as may arise • Participate in plant upgrade projects • Provide general ground maintenance and snow clearing • Provide tours for community groups and organizations such as schools <p>DWQMS:</p> <ul style="list-style-type: none"> • Monthly S&O Meetings with Water Distribution/Water 			
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<p>Treatment/Manager of Public Works</p> <ul style="list-style-type: none"> • Preparation and participation in annual Management Review with City Manager • Annual SOP review • Annual ERP review • Annual Risk Assessment Review • Ongoing operator training in order to maintain certain number of OJT hours and CEU hours for Licenses • Prepare and participate in Internal and External Audits as required by the Ministry • Supply Ministry with documents for annual inspection <p>WTP Daily Rounds:</p> <ul style="list-style-type: none"> • SCADA - record and verify all SCADA equipment screens • Chemical and pump rooms – visual check of pumps and record tank levels • Complete visual rounds check of 			
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<p>plant and all rooms daily</p> <ul style="list-style-type: none"> • Periodic Pump Station checks • Annual pump station cleaning and maintenance • Monthly generator runs/checks at pump stations <p>Environmental:</p> <ul style="list-style-type: none"> • Landfill Wet well monitoring in accordance with City requirements. 				
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