



City of Owen Sound

Superintendent WWTP 2025 Individual Workplan

Section 1: Project Information

Section 2: Core Service Tasks

Section 1: Project Information

Project Title: Wastewater Treatment Plant – Intermediate Bar Screens and Building and Roof Repairs

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
Intermediate Bar Screens (reference Operations Committee Report) Stakeholders Affected:Wastewater	People:Jamie Fenton, Eng. Consultant, Contractor, Bryce McDonald Approved Budget:\$1,080,000 Other:Click or tap here to enter text.	Risk(s):Escalating material and construction costs. Scope creep due to existing building issues such as roof repairs. Mitigation(s):Click or tap here to enter text.	Project Milestones: 100% design completed by JLR Engineering. Procurement Timing:2025 Completion Date: December 31, 2025

Project Title: Consolidated Linear Infrastructure (CLI) ECA Implications : Sanitary

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
Legislated requirements provided by the MECP Stakeholders Affected:Wastewater	People:Jamie Fenton, Bryce McDonald, Lara Widdifield, Approved Budget:20,000 Other:Click or tap here to enter text.	Risk(s):Escalation of costs, staff resources, supply of parts and materials Mitigation(s): legally required to follow regulations set out by MECP	Project Milestones: Procurement Timing:various requirements set out until 2027 Completion Date: Signs by May 21, 2025

Project Title: Cybersecurity / Vulnerability Study for Water and Wastewater

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
Cybersecurity for water/wastewater/city hall Stakeholders Affected: water, wastewater, city hall	People: Jamie Fenton, Troy Pelletier, City IT, Bryce McDonald, Lara Widdifield Approved Budget: 40,000 combined water/wastewater Other: Click or tap here to enter text.	Risk(s): Cyber attack and staff resources Mitigation(s):	Project Milestones: Procurement Timing: Click or tap here to enter text. Completion Date: As soon as possible

Project Title: 27th Street West Sewage Pumping Station Electrical Rehab

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
Electrical upgrades to the sewage pumping station (control panels etc.) Stakeholders Affected:Wastewater	People:Jamie Fenton, Bryce McDonald, Karl Rennick, Shawn Dubosq Approved Budget:200,000 Other:Click or tap here to enter text.	Risk(s):pump station failure resulting in raw sewage overflow Mitigation(s):	Project Milestones: Engineering services has been awarded to WSP Procurement Timing: tender in March 2025 Completion Date: September 2025

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Section 2: Core Service Tasks

To add another row, click inside the last row and then click the 'blue +' symbol that appears at the bottom right of the table.

Task Name	Description	Resources	Key Performance Indicators
Service Review and Wastewater	Click or tap here to enter text. Stakeholder: Staff	People: Lara, Jamie Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Staff Resources
Wastewater - WWQMS	Continue to improve the system Stakeholder: Click or tap here to enter text.	People: Jamie Fenton / Andrew Smart Approved Budget: Click or tap here to enter text. Other: Click or tap here to enter text.	Staff Resources
Ongoing Infrastructure maintenance, rehabilitation, and renewal programs as per WWQMS SLD-15 Wastewater Treatment Plant: <ul style="list-style-type: none"> See worktech for all asset work orders for daily, weekly, monthly, quarterly, semi-annual, annual maintenance tasks for all equipment and components to run the WWTP (53034 Owen Sound WWTP Asset Inventory List - Final.pdf) Operate the wastewater treatment plant and related facilities in accordance with in-plant procedures in 	Completing ongoing maintenance to the Wastewater System Stakeholder: Residents/Visitors	People: City of Owen Sound Staff Contractors Approved Budget: As per Ops Budget Other: Click or tap here to enter text.	Staff and Contractor Resources Inflation of materials and contractor costs Need to have wastewater collection system entirely GIS'd in order to access accurate information throughout the City, as well as consolidate the multiple search locations into one database preferably all through GIS Major catastrophic events at the plant or the collection system that require extreme resources, other daily tasks may not be completed

<p>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 and biosolids parameters in order to assess plant operation to ensure compliance with MOE regulations and guidelines. • Maintain records relating to water quality and plant operations and flows, and provide reports as required including reporting on bypasses. • Calibrate on a scheduled basis, analytical equipment. • Perform preventative maintenance on facility equipment at the plant and other facilities including security checks. • 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 			
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<ul style="list-style-type: none"> • Respond to issues regarding water quality as may arise • Participate in plant upgrade projects • Provide general ground maintenance and snow clearing <p>Periodic</p> <ul style="list-style-type: none"> • Participate in regular training and upgrading as per Provincial Regulations • Provide tours for community groups and organizations <p>WWTP Daily Rounds:</p> <ul style="list-style-type: none"> • SCADA - record and verify all SCADA equipment screens • Grit room – visual check of equipment and record hour meters • Dechlorination – visual check of pumps and record tank levels • Chemical Room – visual check of pumps and record tank levels • Clarifier Area – verify proper operation and oil level and ferric chloride feed flow and measure sludge depth • Raw Sludge Area – verify sludge pump operation, air blowers, effluent pump, top up oilers, record on daily record • Primary sludge area – verify operation of digested sludge pump, sludge recert pump, waste gas burner, take sludge 			
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<p>sample for temperature and PH</p> <ul style="list-style-type: none"> • Gas Room – empty all drip traps, record gas compressor, oil stroke counter, discharge pressure, gas booster pressure, digester gas pressure and level, top up oil in reservoir • Boiler room area – empty drip trap, record natural gas meter reading, check boiler operations and record required pressure and temperatures • Screen room - check raw sewage pump operation and verify operation of screens, conveyor, compactor • Odour Control – verify operation and record values on sheet • BAF effluent flow meter room – check sodium hypo injection point, effluent pipe and air release valves for leaks • Mechanical Room – verify operations and pressure of air compressors and record on daily log • Blower Room – verify operation and pressure of blowers and record on daily log <p>Wastewater Collection:</p> <ul style="list-style-type: none"> • Locating city wastewater and stormwater infrastructure • Weekly Pump Station checks 			
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<ul style="list-style-type: none"> • Camera inspections and investigations • Sewer odour complaint investigations • Blocked lateral investigations and remediation • Rake bar screen monthly or as required at the west side pump station (requires confined space entry procedure including OSFD) • Flap gate and interceptor checks monthly • Annual pump station cleaning and maintenance • Pump station – if issues arise whether clogged pump or mechanical/electrical failure, use Water Distribution Crane Truck to assist with lifting of pump • Arrange contractor to haul sewage from failed pump stations • Monthly generator runs/checks at pump stations • Check red zone areas and request flushing from the Public Works team • Use Sewer Rat to monitor flushing program and use in house as required • Assist engineering department with Inflow/Infiltration projects <p>Environmental:</p> <ul style="list-style-type: none"> • Wastewater Quality Management System 			
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<p>(WWQMS) Representative and all associated duties as defined in the Operational Plan</p> <ul style="list-style-type: none"> • Landfill Monitoring including ordering materials, field sampling and shipping, liaising with consultants, monitoring groundwater and gas monitors, all in accordance with City and Provincial requirements. • Compost Site sampling and monitoring. • National Pollutant Release Inventory (NPRI) Reporting • Other Environmental duties as assigned 			
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