



# City of Owen Sound

## 2025 Individual Workplan

Section 1: Project Information

Section 2: Core Service Tasks

Name: Mark Hill

Job Title: Water Distribution Superintendent

Department: Public Works & Engineering

Division: Public Works

## Section 1: Project Information

### Project Title: 9<sup>th</sup> Ave East Reconstruction (6<sup>th</sup> St East to City Limits) Water Aspect

### Project Status: Under Review

*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
Reconstruction on 9 <sup>th</sup> Ave East from 6 <sup>th</sup> St E to City Limits on HWY 6&10 as well as work on 6 <sup>th</sup> St East and Superior Street.  Stakeholders Affected: Water Distribution, Engineering, Wastewater, GIS, Contractor and Consultant	People: Lara Widdifield, Bryce McDonald, Chris Webb, Mark Hill, Spencer Hammill, Kurtis Boyce, Karl Rennick, Consultant and Contractor  Approved Budget: Unknown  Other: Click or tap here to enter text.	Risk(s): Time Management, temporary water main, preconstruction connections, final connections, leaks during construction  Mitigation(s): Bi-weekly site meets on progress and issues	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: 2025-11-30

# Project Title: Water Distribution Capital- from 10-year capital plan

## Project Status: Under Review

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
Cathodic Protection Program 2025 Sites in pre survey by WSP  Valve Chamber Maintenance two butterfly valves to be replaced on industrial trunk main  Spring System Phase out, ongoing with County of Grey Reconstruction Schedule  Fire Flow Modelling Scheduled for spring of 2025 (Spencer H)  Pre-engineering for new bulk water location and construction  Stakeholders Affected: Water Distribution, Engineering, contractors, consultants	People: Bryce McDonald, Mark Hill  Approved Budget: Project specific refer to multi-year capital plan  Other: Click or tap here to enter text.	Risk(s): Staffing Resources, inflated costs  Mitigation(s): Click or tap here to enter text.	Project Milestones: Identify projects and update the 10 yr capital plan to confirm which projects are going to be completed in 2025  Procurement Timing: Click or tap here to enter text.  Completion Date: 2025-12-31

# Project Title: Water Meter Replacement Program

## 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.

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

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Upgrade all Water Meters to Radio Read technology  Stakeholders Affected: Residents/businesses, water distribution, water billing, contractors, consultants	People: Lara Widdifield, Bryce McDonald, Mark Hill, John Vary, Natalie Stephens  Approved Budget: 3.5 million  Other: Click or tap here to enter text.	Risk(s): Broken water shut-offs, customer disruptions  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: 2025/2026

# Project Title: Completing GIS Data Updates (Core Service - ongoing)

## 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
Capturing updates of water infrastructure locations and completing existing database  Stakeholders Affected: Water Distribution, Wastewater Collection, GIS Specialist	People: John Vary, Kurtis Boyce, Karl Rennick  Approved Budget:N/A  Other:Click or tap here to enter text.	Risk(s): Not completing GIS would make the entire process inaccurate and incomplete, this must be completed and maintained going forward on an annual basis  Mitigation(s):Click or tap here to enter text.	Project Milestones: By end of 2024 approx. 95% was captured into GIS  Procurement Timing:Click or tap here to enter text.  Completion Date: 2025-12-31

# Project Title: Water Servicing Project for the B.G.C.D.S.B. High School

## Project Status: Under Review

Project Rationale (select all that apply):

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
 Policy Review Project     
 Other: Development-related

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter     
  RACI     
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Provide comments, guidance, periodic inspection and advice relating to servicing future development lands at furthest easterly city limits of the EHBS system  Stakeholders Affected: BGCD SB, Water Distribution, Engineering, Consultant, Contractor	People: Mark Hill, Bryce McDonald, Chris Webb, GEI Engineering, BGCD SB  Approved Budget: TBD  Other: Click or tap here to enter text.	Risk(s): Possible water quality issues if not looped in design phase  Mitigation(s): Ensure looping to existing distribution network	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: 2025-12-31

# Project Title: Development (Core Service)

## 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.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Various development areas have a possible start date in 2025 for underground water infrastructure: SkyDev, Telfer Creek, Flato Etc.</p> <p>Water Distribution provides oversight, input, guidance and QA/QC inspections.</p> <p>Stakeholders Affected: City of Owen Sound, Developers, Consultants, Contractors</p>	<p>People: Various</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Risk(s): Significant amount of time resources required if projects start in 2025</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: Click or tap here to enter text.</p> <p>Procurement Timing: Click or tap here to enter text.</p> <p>Completion Date: TBD</p>

## Section 2: Core Service Tasks

Task Name	Description	Resources	Key Performance Indicators
Service Review Water Distribution	<p>Click or tap here to enter text.</p> <p>Stakeholder: Staff</p>	<p>People: Lara, Bryce, Mark, Troy and Michelle</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	Continue Actions into 2025
Succession Planning Water Distribution	<p>Vacant Water Distribution Operator Position</p> <p>Continue Training in Water Distribution Coordinator Role</p> <p>Stakeholder: Click or tap here to enter text.</p>	<p>People: HR, Bryce, Mark Hill</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text.</p>	<p>Fill Vacant Position</p> <p>Increase operator exposure to Coordinator Role</p>
Water Distribution DWQMS	<p>Continue to Improve Systems</p> <p>Stakeholder: Click or tap here to enter text.</p>	<p>People: Bryce, Mark, Ashley and Tyler</p> <p>Approved Budget: N/A</p> <p>Other: Click or tap here to enter text.</p>	Address required actions in audits by required deadlines

<p>Ongoing Infrastructure maintenance, rehabilitation, and renewal programs as per <a href="#">DWQMS SLD-15</a> <a href="#">DWQMS SLD-15 – Table 1</a></p> <p>Locating:</p> <ul style="list-style-type: none"> <li>• Locating city water, streetlights, traffic lights, city fibre</li> </ul> <p>Hydrants:</p> <ul style="list-style-type: none"> <li>• Annual hydrant flushing</li> <li>• Annual flush hydrant flushing</li> <li>• Annual flush hydrant greasing</li> <li>• Annual fire hydrant greasing</li> <li>• Hydrant repairs and rebuilds</li> <li>• Hydrant pumping</li> <li>• Flush hydrant pumping</li> <li>• Annual hydrant flagging</li> <li>• Annual hydrant snow removal</li> <li>• Fire flow testing for developers/contractors</li> <li>• Hydrant card drawings (need to digitize)</li> <li>• Annual update of master hydrant excel spreadsheet</li> <li>• Annual update of hydrant flush route excel spreadsheet</li> </ul>	<p>Completing ongoing maintenance to the Water Distribution 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: Click or tap here to enter text.</p>	<p>Track task/program completion through internal work order system</p>
---	---	--	---

<ul style="list-style-type: none"> <li>• Hydrant weed eating</li> <li>• Flushing for water quality complaints</li> <li>• Maintain hydrant stock/inventory</li> <li>• Hydrant Numbering/Colour Coding</li> </ul> <p>Watermains:</p> <ul style="list-style-type: none"> <li>• Average 25 watermain breaks per year</li> <li>• Valve installation and repairs</li> <li>• New development commissioning</li> <li>• Capital project commissioning</li> <li>• Assist with leaks/repairs on private property i.e. Hospital, Tenneco, etc.</li> <li>• Daily emergencies</li> <li>• Annual summer/winter lead sampling</li> <li>• Annual update of water plats/CAD drawings</li> <li>• Annual update of GIS (major)</li> <li>• Scan FDW (File Drawer Drawings) to GIS for entry into database</li> <li>• Maintain watermain inventory/stock</li> <li>• Cumulative Degree tracking for frozen Services</li> </ul>			
---	--	--	--

<ul style="list-style-type: none"> <li>• Frozen service binder update</li> <li>• Run water to prevent frozen mains/service program every winter</li> <li>• Shallow main list</li> <li>• Coordinate with Public Works on snow clearing of shallow main streets</li> <li>• Update normally closed valve list</li> <li>• Annual update of Broken Main Pin Map</li> <li>• Annual update of Broken Main excel spreadsheet and copy sent to GIS</li> <li>• Leak Detection</li> </ul> <p>Services:</p> <ul style="list-style-type: none"> <li>• Tap only's</li> <li>• Service Leaks</li> <li>• New service box and stainless steel rods</li> <li>• New installation</li> <li>• Drawing up of service cards</li> <li>• Ongoing scanning of new service cards and service card updates/changes</li> <li>• Maintain water service inventory/stock</li> <li>• Thaw frozen services</li> <li>• Run temporary services due to freezing</li> </ul>			
--	--	--	--

Meters:

- New installs
- Repairs
- Pressure Complaints
- Meter reads for billing assistance
- High consumption complaints/investigation
- Invoice for meters
- Maintaining water meter inventory/stock
- Annual water meter pit list updated
- Water meter testing/glove testing
- Assisting backflow coordinator with installations and shutoffs
- Preparation for 2025 Water Meter Replacement Program

Valve Chamber:

- Maintenance and Inspection of multiple chambers requiring confined space entries and traffic control
- Unforeseen chamber rebuilds/repairs
- Annual valve chamber list update

Valves:

- New installation
- Valve rebuild/repair
- Valve turning program (when time/resources permits)
- Valve card drawings
- Valve box replacement in paving projects
- Broken valve box replacement

Support for Other Departments:

- Leaks at Cemetery
- Leaks at Parks
- Annual spring start up and fall shut down at parks seasonal facilities
- New city initiatives such as gardens
- Pull pumps for wastewater collection using Water Distribution Crane Truck
- Support Contractors and Developers
- Support Engineering with Capital needs and development needs

DWQMS:

- Monthly S&O Meetings with Water Distribution/Water

<p>Treatment/Director of Public Works and Engineering</p> <ul style="list-style-type: none"> <li>• Preparation and participation in annual Management Review with City Manager</li> <li>• Annual SOP review and update all binders/documents</li> <li>• Annual ERP review and update all binders/documents</li> <li>• Annual Risk Assessment Review and update all binders/documents</li> <li>• Ongoing operator training in order to maintain certain number of OJT hours and CEU hours for Licences</li> <li>• Prepare and participate in Internal and External Audits as required by the Ministry</li> </ul> <p>Supply Ministry with documents for annual inspection</p>			
---	--	--	--