



City of Owen Sound

2025 Individual Workplan

Section 1: Project Information

Name: Mark Hill

Section 2: Core Service Tasks

Job Title: Water Distribution Superintendent

Department: Public Works & Engineering

Division: Public Works

Section 1: Project Information

Project Title: 9th Ave East Reconstruction (6th 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 th Ave East from 6 th St E to City Limits on HWY 6&10 as well as work on 6 th 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
<div>Capturing updates of water infrastructure locations and completing existing database</div> <div>Stakeholders Affected: Water Distribution, Wastewater Collection, GIS Specialist</div>	<div>People: John Vary, Kurtis Boyce, Karl Rennick</div> <div>Approved Budget:N/A</div> <div>Other:Click or tap here to enter text.</div>	<div>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</div> <div>Mitigation(s):Click or tap here to enter text.</div>	<div>Project Milestones: By end of 2024 approx. 95% was captured into GIS</div> <div>Procurement Timing:Click or tap here to enter text.</div> <div>Completion Date: 2025-12-31</div>

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

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 DWQMS SLD-15 DWQMS SLD-15 – Table 1</p> <p>Locating:</p> <ul style="list-style-type: none"> • Locating city water, streetlights, traffic lights, city fibre <p>Hydrants:</p> <ul style="list-style-type: none"> • Annual hydrant flushing • Annual flush hydrant flushing • Annual flush hydrant greasing • Annual fire hydrant greasing • Hydrant repairs and rebuilds • Hydrant pumping • Flush hydrant pumping • Annual hydrant flagging • Annual hydrant snow removal • Fire flow testing for developers/contractors • Hydrant card drawings (need to digitize) • Annual update of master hydrant excel spreadsheet • Annual update of hydrant flush route excel spreadsheet 	<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>
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<ul style="list-style-type: none"> • Hydrant weed eating • Flushing for water quality complaints • Maintain hydrant stock/inventory • Hydrant Numbering/Colour Coding <p>Watermains:</p> <ul style="list-style-type: none"> • Average 25 watermain breaks per year • Valve installation and repairs • New development commissioning • Capital project commissioning • Assist with leaks/repairs on private property i.e. Hospital, Tenneco, etc. • Daily emergencies • Annual summer/winter lead sampling • Annual update of water plats/CAD drawings • Annual update of GIS (major) • Scan FDW (File Drawer Drawings) to GIS for entry into database • Maintain watermain inventory/stock • Cumulative Degree tracking for frozen Services 			
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<ul style="list-style-type: none"> • Frozen service binder update • Run water to prevent frozen mains/service program every winter • Shallow main list • Coordinate with Public Works on snow clearing of shallow main streets • Update normally closed valve list • Annual update of Broken Main Pin Map • Annual update of Broken Main excel spreadsheet and copy sent to GIS • Leak Detection <p>Services:</p> <ul style="list-style-type: none"> • Tap only's • Service Leaks • New service box and stainless steel rods • New installation • Drawing up of service cards • Ongoing scanning of new service cards and service card updates/changes • Maintain water service inventory/stock • Thaw frozen services • Run temporary services due to freezing 			
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<p>Meters:</p> <ul style="list-style-type: none"> • 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 <p>Valve Chamber:</p> <ul style="list-style-type: none"> • Maintenance and Inspection of multiple chambers requiring confined space entries and traffic control • Unforeseen chamber rebuilds/repairs • Annual valve chamber list update 			
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<p>Valves:</p> <ul style="list-style-type: none"> • 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 <p>Support for Other Departments:</p> <ul style="list-style-type: none"> • 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 <p>DWQMS:</p> <ul style="list-style-type: none"> • Monthly S&O Meetings with Water Distribution/Water 			
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<p>Treatment/Director of Public Works and Engineering</p> <ul style="list-style-type: none"> • Preparation and participation in annual Management Review with City Manager • Annual SOP review and update all binders/documents • Annual ERP review and update all binders/documents • Annual Risk Assessment Review and update all binders/documents • Ongoing operator training in order to maintain certain number of OJT hours and CEU hours for Licences • Prepare and participate in Internal and External Audits as required by the Ministry <p>Supply Ministry with documents for annual inspection</p>			
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