



July 08, 2026

Mayor Boddy &
Owen Sound City Council Members
808 2nd Avenue East
Owen Sound, Ontario
N4K 2H4

Via Email

Mr. Mayor and Council,

The purpose of this letter is to brief City Council on the requirement for a comprehensive and strategic needs assessment of the facilities for the Owen Sound Police Service (OSPS) station that will address long-term infrastructure and staffing accommodations.

Background

Built in the 1970s, the current facility on 2nd Avenue East had its last major renovations in 2010, over 15 years ago and now faces aging facility maintenance demands and operational pressures. To address these responsibly, approval is being sought to fund a comprehensive strategic overall facilities review.

The existing OSPS headquarters has served the community for a number of years, however, modern policing standards, legislative requirements, and technological updates have severely outpaced the building's physical capacity. Key challenges include:

- **Space Limitations:** Chronic space constraints across multiple departments hinder daily workflows and limit property/evidence storage.
- **Structural & Environmental Maintenance:** Aging building infrastructure requires ongoing, costly maintenance and periodic environmental remediations.

Needs Assessment

In order to address these issues a strategic, evidence-based needs assessment will be required to determine next steps.

A professional needs assessment for a facility will take into consideration;

- Space Utilization Analysis
- Current and projected staffing levels
- 24/7 service delivery model
- Ability to meet current and future operational requirements
- Changes in policing practices and legislative changes include;

- The Community Safety and Policing Act 2019
- O. Reg. 392/23: Adequate and Effective Policing
- The Occupational Health and Safety Act
- The Accessibility for Ontarians with Disabilities Act 2005 (AODA).
- Ontario Building Code (OBC) 2020, including amendments
- Policing Standards Manual

Funding is being sought to:

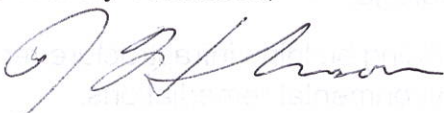
1. Engage a professional space-planning consultant, and if possible, specializing in emergency service facilities.
2. Analyze the current space utilization against modern policing standards to define exact square-footage deficits.
3. Conduct an objective architectural assessment of the current facility's lifespan, structural integrity, and mechanical systems.
4. Establish a baseline data set to determine whether renovating the current location site, acquiring adjoining property, or building a new facility is the most fiscally responsible path forward.

It is anticipated that such a specialized needs assessment would cost up to \$100,000.00.

While this facility is an asset of the city, the police service board is willing to assist with funding of the assessment of up to \$35,000 from board reserves.

In consultation with city management a project charter has been developed and is attached for your information.

Respectively submitted,



John Thomson
Chair - Owen Sound Police Service Board

c/c: Directors – Owen Sound Police Service Board