

## Staff Report

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**Report To:** City Council  
**Report From:** Jason Hoffman, Manager of Corporate Services  
**Meeting Date:** July 27, 2026  
**Report Code:** CR-26-071  
**Subject:** Owen Sound Police Service Facility Needs Assessment

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### Recommendations:

THAT in consideration of Staff Report CR-26-071 respecting a facility needs assessment for the Owen Sound Police Service building, City Council:

1. Authorizes staff to issue a Request for Proposals for the completion of a Police Service Facility Space Needs Assessment and Business Case;
2. Approves a project budget of \$100,000 funded from:
  - a. Development Charges;
  - b. Police Station Facility Reserve; and
  - c. A one-third contribution from the Owen Sound Police Service Board Revenue Reserve; and
3. Directs staff to report back to Council with the results of the Facility Space Needs Assessment and Report upon completion.

### Highlights:

- The Owen Sound Police Service (OSPS) Board requested a comprehensive needs assessment to evaluate if the existing facility can meet modern legislative, staffing, and service delivery requirements.
- Staff are seeking authorization to issue a Request for Proposals (RFP) for an independent consultant to evaluate all options, which will provide a common set of data and information to determine if

the facility for the OSPS is best served through refurbishment, expansion, or a new purpose-built facility.

## **Vision 2050 - Strategic Plan Alignment:**

[Strategic Plan](#) Priority: Safe City – Contributing to inclusivity and accessibility in our community and participating in initiatives focused on a range of long-term, systemic safety solutions that respond to current and future residents.

## **Previous Report/Authority:**

N/A.

## **Background:**

The Owen Sound Police Service Board has identified the need to undertake a comprehensive review of the OSPS facility to determine whether the existing building can reasonably accommodate the current and future operational needs of the service or whether alternative accommodation options should be considered. Under the *Community Safety and Policing Act*, the municipality is legislatively responsible for providing and maintaining adequate police facilities, necessitating this proactive review.

In 2023, a facility condition assessment completed by McIntosh Perry (Attachment 3) identified several building deficiencies requiring future investment. While that assessment documented the physical condition of the building, it did not evaluate whether the facility continues to meet the operational, staffing, legislative, accessibility, and service delivery requirements of a modern police service.

To address immediate facility requirements, the City has prioritized critical infrastructure upgrades, including a \$1.6 million allocation in 2027 for a major air handling unit replacement. Furthermore, a total of \$2.7 million has been earmarked across the five-year Multi-Year Capital Plan for ongoing necessary facility improvements. This proposed study is essential to ensure that these and future investments are aligned with a comprehensive, long-term strategy for the facility's operational, functional, and legislative requirements.

The proposed study represents the next logical step by evaluating both current and future space requirements and providing Council with objective recommendations, alternatives, and high-level cost estimates to support

future decision-making. The proposed scope includes evaluating refurbishment of the existing facility, potential expansion opportunities, and the feasibility of a new purpose-built facility, while considering legislative requirements, health and safety, accessibility, and anticipated community growth.

The \$100,000 project budget will be fully funded through Development Charges and designated reserves, requiring no additional tax levy funding. The consultant's final report will be presented early in the next term of Council to inform objectives and long-term capital planning decisions. The OSPS Board has advised that it will be requesting Council authorize this work through the correspondence included as Attachment 1.

## **Analysis and Options:**

The proposed facility space needs assessment will provide Council and the OSPS Board with an independent assessment of the facility requirements necessary to support policing services over the long term.

Completion of the study does not commit the City to any future capital project. Rather, it provides the information necessary to understand the operational needs of the service, evaluate available alternatives, establish preliminary cost estimates, and support future capital planning and budgeting decisions.

Subject to Council approval, staff will prepare and issue a competitive Request for Proposals for consulting services in accordance with the City's Purchasing By-law. The consultant's findings and alternative options will be presented to both the OSPS Board and Council upon completion.

## **Resource Alignment:**

### **Financial Resources**

The estimated cost of the study is \$100,000.

Funding is proposed from the following sources:

- Development Charges (eligible growth-related component);
- Police Station Facility Reserve; and
- A one-third contribution from the Owen Sound Police Service Board Revenue Reserve.

No additional tax levy funding is requested.

## **Human Resources**

The project will be led by the Manager of Corporate Services, who will be responsible for managing the procurement process, coordinating the consultant, and reporting back to the OSPS Board and Council.

The project team is anticipated to include the Chief of Police, City Manager, and Manager of Corporate Services. These individuals will provide strategic oversight, operational input, technical expertise, and stakeholder perspectives throughout the project to ensure that options provided by the consultant reflect the long-term policing needs of the community.

Following the completion of the assessment, the project team will evaluate the necessity of forming a specific working group to oversee the implementation of Council's preferred direction.

## **Time and Scheduling**

Subject to Council approval, staff will prepare and issue a Request for Proposals for consulting services in 2026. Staff are optimistic that a consultant can be retained shortly thereafter, allowing the space needs assessment and business case to proceed over the balance of the year.

The project team anticipates receiving the consultant's final report early in the next term of Council. This timing will allow the newly elected Council to consider the findings and determine the appropriate long-term direction for the OSPS facility before making future capital investment decisions.

## **Technology and Infrastructure**

N/A.

## **Climate and Environmental Impacts:**

There are no anticipated climate or environmental impacts.

## **Communication and Engagement:**

This report has been posted to the City's website with the agenda in advance of the meeting.

## **Report Developed in Consultation With:**

- Chief of Police
- City Manager

- Director of Corporate Services
- OSPS Board Chair
- OSPS Board representatives from Council

**Attachments:**

1. Letter from the Owen Sound Police Service Board Chair
2. Facility Review Project Charter
3. Police Station Building Condition Audit - 2023

**Reviewed by:**

Kate Allan, Director of Corporate Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Jason Hoffman, Manager of Corporate Services at [jhoffman@owensound.ca](mailto:jhoffman@owensound.ca) or 519-376-4440 ext. 1240.