

## Staff Report

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**Report To:** City Council  
**Report From:** Briana Bloomfield, City Clerk  
**Meeting Date:** September 14, 2026  
**Report Code:** CR-26-088  
**Subject:** Chain of Office

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### Recommendations:

THAT in consideration of Staff Report CR-26-088 respecting the Chain of Office, City Council selects an option from the report.

### Highlights:

- The Chain of Office was made in 1967 and refurbished in 2005.
- Council is to select one of the options outlined in the report either status quo, working group, or refurbishment.

### Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

### Previous Report/Authority:

Resolution No. S-260623-013

“THAT in consideration of the presentation provided on June 23, 2026 from the Director of Corporate Services, Manager of Corporate Services, and Capital Asset and Risk Management Coordinator respecting the 2027-2031 Multi-Year Capital Plan, City Council directs staff to bring forward a report respecting options for the refurbishment of the Chain of Office”

## Background:

Attachment No. 1 of the report provides information on the history of the Chain of Office. It was made in 1967 and refurbished in 2005 by a local jeweller. The current state of the Chain of Office is that the cloth is weathered, many pieces have fallen off, and some pieces are sticking out.

## Analysis and Options:

Outlined below are three options for Council to review and determine how best to move forward respecting the Chain of Office.

### Option 1 – Status Quo

Continue to use the Chain of Office in its current state. There are no immediate costs associated with this option, but the Chain of Office will continue to deteriorate.

If this is the preferred option, staff recommend that Council bring forward a motion to direct staff to include \$1,000 in the draft 2027 operating budget to start a line item for the eventual upgrades to the Chain of Office.

### Option 2 – Working Group

Establish a Working Group to design a new Chain of Office for approval by Council. Recruitment for the Working Group will take place during the fall as part of Board and Committee recruitment. Details of the Working Group are as follows:

| <b>Board and Committee By-law Requirement</b> | <b>Description</b>                                                                                                          |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Working Group Title                           | Chain of Office Working Group                                                                                               |
| Timeframe                                     | January to December 2027                                                                                                    |
| Outcome                                       | Report to Resilient Community Advisory Committee with a Chain of Office design and cost estimate                            |
| Membership                                    | Minimum of 3, maximum of 7, with expertise in art/jewellery                                                                 |
| Staff Resources                               | No staff resources will be assigned. The final report will be provided to the City Clerk who will provide a covering report |

| <b>Board and Committee By-law Requirement</b> | <b>Description</b>                                                     |
|-----------------------------------------------|------------------------------------------------------------------------|
|                                               | when added to a Resilient Community Advisory Committee meeting agenda. |

If this is the preferred option, staff recommend that Council bring forward a motion to direct staff to establish a Chain of Office Working Group as outlined in the report.

### **Option 3 - Refurbishment**

Staff provided the Chain of Office to Amber Harwood of Georgian Bay Art Conservation Inc. to undertake an assessment. Attachment No. 2 of the report is the assessment. It includes two options:

#### **A. Preservation of Existing Support and Restore Original Metalwork**

The details are provided in Attachment No. 2 with the cost being between \$3,500-\$5,500 and the time to complete the project being four weeks. The work could be completed in 2027, and the Mayor would not have the Chain of Office for one meeting.

If this is the preferred option, staff recommend that Council bring forward a motion to add \$5,500 to the draft 2027 operating budget for consideration by the Mayor and Council.

#### **B. Redesign Fabric Support and Restore Original Metalwork**

The details are provided in Attachment No. 2 with the cost being between \$6,500-\$8,500 and the time to complete the project being six weeks. The work could be completed in 2027, and the Mayor would not have the Chain of Office for two meetings.

If this is the preferred option, staff recommend that Council bring forward a motion to:

1. Add \$8,500 to the draft 2027 operating budget for consideration by the Mayor and Council; and
2. Provide direction on whether the binding should be antique gold silk rope or a simple black finished edge.

## **Resource Alignment:**

### **Financial Resources**

The cost to undertake the assessment was \$250.

If Option 1 is selected there are no immediate costs, but the Chain of Office will need to be considered again in the future.

If Option 2 is selected the costs are unknown and will be added to the 2028 budget after receipt of the report from the working group.

If Option 3A is selected it is anticipated that the cost will be between \$3,500-\$5,500.

If Option 3B is selected it is anticipated that the cost will be between \$6,500-\$8,500.

### **Human Resources**

All options outlined in the report will require limited staff resources.

### **Time and Scheduling**

Option 1 – the Chain of Office in its current state will be available for the new Mayor on November 16.

Option 2 – the Mayor will use the current Chain of Office until the new one is created.

Option 3 – the Mayor will be without the Chain of Office for 1 to 1.5 months.

### **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:**

Deputy Clerk and Purchasing and Claims Coordinator

**Attachments:**

1. History of Chain of Office
2. Georgian Bay Conservation – Chain of Office Proposal

**Reviewed by:**

Kate Allan, Director of Corporate Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at [bbloomfield@owensound.ca](mailto:bbloomfield@owensound.ca) or 519-376-4440 ext. 1247.