

Staff Report

Report To: City Council

Report From: Lauren Stewart, Purchasing and Claims Coordinator
Ryan Gowan, Manager of Arena Operations

Meeting Date: September 28, 2026

Report Code: CR-26-090

Subject: Bayshore Community Centre – Unit Heaters 2 and 6
Replacement - Budget Amendment

Recommendations:

THAT in consideration of Staff Report CR-26-090 respecting a budget amendment for the replacement of unit heaters 2 and 6 at the Bayshore Community Centre, City Council approves the project budget increase of \$2,211.20, including the non-refundable allocation of HST.

Highlights:

- The replacement of the two-unit heaters at the Bayshore Community Centre were approved in the 2026-2030 Capital Plan with a budget of \$10,000.
- Work is anticipated to be completed by November 2026.

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:

[Procurement Policy AF004](#)

Background:

The Bayshore Community Centre – Unit Heaters 2 and 6 Replacement project was approved in the 2026-2030 Multi-Year Capital Plan with a budget of \$10,000 (CAP-26-0075).

The project's scope of work includes replacing the unit heaters that currently serve the east garage and the ice resurface rooms at the Bayshore Community Centre. The units are nearing the end of their useful life and need replacement to prevent failure.

This report seeks Council authorization for staff to approve the noted contemplated increase of \$2,211.20 to allow staff to proceed with issuing a purchase order.

Analysis and Options:

Staff have received a quotation from Riddell Contracting to complete the work in line with the City's Procurement Policy AF004.

The vendor was selected as they have completed the annual service and preventative maintenance on all similar Bayshore equipment.

Resource Alignment:

Financial Resources

This project is funded by the Tax Levy.

The deficit of \$2,211.20 is proposed to be funded through the original funding source.

Timing and Scheduling

This work is anticipated to take place in October/November 2026.

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. There will be no impacts on bookings or arena operations.

Report Developed in Consultation With:

N/A.

Attachments:

None.

Reviewed by:

Jason Hoffman, Manager of Corporate Services

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Lauren Stewart, Purchasing and Claims Coordinator at lstewart@owensound.ca or 519-376-4440 ext. 1242.