Purchase Decision

Replacement of Fire Apparatus – Engine 5 – Insurance Claim

Authority and Background:

The following is a decision respecting a purchase decision made by delegated or authorized approval authority having jurisdiction under the City's Delegation of Powers and Duties By-law No. 2014-109, which allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incurring any other liability that exceeds $50,000 if the lame duck provision applies.

Previous Report/Authority:

Report CR-26-021 Update on Fire Apparatus – Engine 5

Background:

On March 12, 2026, the City's Fire Chief provided an update to Corporate Services Committee respecting the Fire Apparatus – Engine 5 that was involved in a motor vehicle collision December 15, 2025.

Over the following eight months, the Fire Chief worked with the City's insurance broker and insurer to determine whether the vehicle could be repaired or would require replacement.

The vehicle was ultimately determined to be a total loss, as it no longer met applicable structural safety standards and was not considered structurally sound.

As identified in Appendix A to the City's Procurement Policy AF009, insurance claims are exempt from the requirements of the Procurement Policy. Accordingly, the replacement vehicle was purchased in connection with the insured loss.

This memorandum seeks approval for the replacement fire apparatus from Commercial Emergency Equipment Co. for $1,303,545.60, including the non-refundable portion of HST.

Resource Alignment:

Financial Resources

Vehicle Costs

The City received a total payout of $1,281,755 (including the $10,000 deductible) for the written-off apparatus. The City's policy provides Full Replacement Value insurance.

The Fire Chief worked with Commercial Emergency Equipment Co. to identify a comparable replacement vehicle. On September 8, 2026, the City finalized a proposal for the purchase of a 2025 Maximetal Maxisaber Pumper at a total cost of $1,303,545.60, inclusive of the non-refundable portion of HST.

The replacement vehicle is anticipated to be delivered mid October 2026.

The purchase price exceeds the insurance proceeds by $21,790.60. This deficit will be funded through reserves.

Commercial Emergency Equipment is part of the Commercial Group of Companies and is Canada's largest supplier of emergency apparatus.

The municipality's financial exposure includes the applicable policy deductible of $10,000. All eligible costs incurred to date, including towing and storage expenses have been advanced and/or reimbursed by the insurer in accordance with the policy terms and conditions.

Insurance Premiums Costs

The extent of any impact on future premiums is unknown at this time. This will be determined upon renewal of the policy and reported by the Manager of Corporate Services at the February 2027 Resilient Community Advisory Committee.

Decision Declaration:

Decision Declaration
I, **Tim Simmonds, City Manager for the City of Owen Sound and I, Kate Allan, Director of Corporate Services for the City of Owen Sound**, render the following decision based on the information contained in this memorandum and the recommendation above:

☑ **Approved**
☐ **Refused**

Reason for refusal:

Decision Date: 9/18/26
City Manager Signature: Tim Simmonds
Director of Corporate Services Signature: K Allan

We affirm that we are authorized to render this decision under the City of Owen Sound's Delegation of Powers and Duties By-law No. 2014-109 and applicable legislation.

Award Decision

Award of RFT-26-024 – Kelso Beach at Nawash Park Playground Site Works and Approval of Non-Standard Procurement – Supply, Delivery and Installation – Playground Equipment (CAP-26-0042)

Authority and Background:

The following is a decision respecting an Award made by delegated or authorized approval authority having jurisdiction under the City's Delegation of Powers and Duties By-law No. 2014-109, which allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incurring any other liability that exceeds $50,000 if the lame duck provision applies.

Previous Report/Authority:

Report CR-26-091 - Summary of Delegated Authority Approvals During Restricted Acts Period – August 24, 2026 to September 15, 2026 - Award Decision – Kelso Beach at Nawash Park Playground and Splashpad Improvements (Splashpad)

Report CS-26-057 Kelso Beach at Nawash Park – Playground Replacement and Splash Pad Revitalization Final Concept Design

Report CS-26-036 Kelso Beach at Nawash Park Playground Replacement and Splash Pad Revitalization

Multi-Year Capital Plan (2026-2030)

Background:

In Fall 2025, the City issued RFP-25-020 for Landscape Architect Services for concept development, public consultation, detailed design, tender preparation, and construction administration for the project. The City

awarded the project to C.F. Crozier & Associates Inc. The work will be completed in three parts:

- Splash pad components will be purchased directly from ABC Recreation (supplier of existing splash pad components) utilizing a Vendor of Record program
- Playground will be purchased directly utilizing a Vendor of Record program;
- The civil work will be tendered separately with work expected to start in the Fall of 2026 with completion in spring 2027 (RFT).

Supply, Delivery and Installation - Playground Equipment

Section 24 of Policy AF004 Procurement Policy permits non-standard procurement under a series of options, including the procurement of goods, services, construction, or consulting services through a Vendor of Record (VoR) program, where analysis supports the best value. The City became an OECM procurement program member to leverage pricing received under the competitive procurement programs available.

The project's scope of work includes the supply, delivery and installation of playground equipment.

This memorandum seeks approval for the award of the above-noted project to Openspace Solutions Inc. for $247,215.74, including the non-refundable portion of HST.

Award of RFT-26-24 – Kelso Beach at Nawash Park Playground Site Works

The above-mentioned tender was posted in compliance with the City's Procurement Policy on Wednesday, September 9, 2026, and closed on Monday, October 5, 2026; five compliant bids were received.

The scope of this project/service generally consists of site improvements including removal of existing play structures and wood safety surface, new asphalt paving, new concrete paving, new concrete curbing for future playground and fine grading within Kelso Beach at Nawash Park. The project has a substantial completion date of May 14, 2027 to allow the playground equipment and splash pad equipment to be installed.

This memorandum seeks approval for the award of the above-noted project to Bluewater Lawn Care & Landscaping Ltd. o/a Bluewater Landscaping & Construction for $156,905.27, including the non-refundable portion of HST. This award includes a $19,000 contingency that must not be expended without written City consent.

Resource Alignment:

Financial Resources

The approved budget for the project is $638,800, including consulting services and construction for the entire project. This project is funded with a combination of tax levy, reserves and donations.

The project's total costs to date include:

Consulting Services	
Topographic Survey	$4,400
Landscape Architecture Design	$68,200
Total Consulting Services	$72,600
Construction	
Hardscape/Paving	$154,191.50
Playground	$242,940
Splashpad	$63,795.98
Contingency	$45,000
Total Construction	$505,927.48
Total (Consulting Services & Construction)	$578,527.48

Openspace Solutions Inc. is a Canadian company that will source all major goods and services from Canada.
Bluewater Lawn Care & Landscaping Ltd. o/a Bluewater Landscaping & Construction is a Canadian company that will source all major goods and services from Ontario.

This is compliant with the Municipal Buy Ontario Procurement Directive requirements.

Decision Declaration:

Decision Declaration

I, **Tim Simmonds, City Manager for the City of Owen Sound and I, Kate Allan, Director of Corporate Services for the City of Owen Sound**, render the following decision based on the information contained in this memorandum and the recommendation above:

☑ **Approved**

☐ **Refused**

Reason for refusal:

Decision Date: 10/26/26

City Manager Signature: Tim Simmonds

Director of Corporate Services Signature: K Allan

We affirm that we are authorized to render this decision under the City of Owen Sound's Delegation of Powers and Duties By-law No. 2014-109 and applicable legislation.

Award Decision

Award of RFP-26-027 – Monitoring, Sampling and Reporting of Closed Landfill Sites

Authority and Background:

The following is a decision respecting an award decision made by delegated or authorized approval authority having jurisdiction under the City's Delegation of Powers and Duties By-law No. 2014-109, which allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incurring any other liability that exceeds $50,000 if the lame duck provision applies.

Previous Report/Authority:

N/A

Background:

The above-mentioned proposal was posted in compliance with the City's Procurement Policy on August 24, 2026, and closed on September 21, 2026; six (6) submissions were received.

The Evaluation Committee recommends the award of the RFP to Azimuth Environmental Consulting Inc. as the highest-ranked proposal meeting the City's requirements.

The project's scope of work includes the monitoring program, sampling and reporting requirements for the closed Genoe Landfill site and the closed Derby Landfill site.

This memorandum seeks approval for award to Azimuth Environmental Consulting for $155,060.00, including the non-refundable portion of HST. The term of the contract is for approximately three years, expiring

September 1, 2029. The City shall have the option to renew the contract for two (2) additional 24-month terms upon mutual agreement.

Resource Alignment:

Financial Resources

The approved budget for this work is funded from the Environmental Services budget.

Decision Declaration:

Decision Declaration
I, **Tim Simmonds, City Manager for the City of Owen Sound and I, Kate Allan, Director of Corporate Services for the City of Owen Sound**, render the following decision based on the information contained in this memorandum and the recommendation above:

☑ **Approved**
☐ **Refused**

Reason for refusal:

Decision Date: 11/05/2026
City Manager Signature: Tim Simmonds
Director of Corporate Services Signature: K Allan

We affirm that we are authorized to render this decision under the City of Owen Sound's Delegation of Powers and Duties By-law No. 2014-109 and applicable legislation.

Budget Amendment Decision

Wastewater Treatment Plant – Intermediate Bar Screens CAP-26-0109

Authority and Background:

The following is a decision respecting a Budget Amendment Approval made by delegated or authorized approval authority having jurisdiction under the City's Delegation of Powers and Duties By-law No. 2014-109, which allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incurring any other liability that exceeds $50,000 if the lame duck provision applies.

Previous Report/Authority:

CR-25-115 - Award of RFT-25-006 – Wastewater Treatment Plant Fine Screens

Background:

On September 8th, 2025, City Council approved the award of RFT-25-006 Wastewater Treatment Plant Fine Screens Construction to Baseline Constructors Inc, for $2,177,664.00, including the non-refundable allocation of HST. As part of the award of the construction contract, the engineering design services and contract administration budget was also increased to $320,400, due to additional requirements of a structural assessment of the building, value engineering associated with the complexities of the new screen replacements, and the inclusion of a by-pass channel.

The original project scope of work included:

- Installation of self-cleaning intermediate bar screens
- Waste disposal conveyor and associated waste depository
- HVAC, electrical, and programming updates
- Building and site remediation including siding and asphalt replacement

Section 33 of the Procurement Policy authorizes the Purchasing Agent or delegate to disperse additional funds where any purchase of Goods, Services, Construction or Consulting Services has been authorized under the policy, provided that the additional funds:

i) are available within the relevant budget; and
ii) are required to complete works that are necessary as part of the original contract.

This memorandum seeks approval for a budget increase of $257,728 to allow staff to execute the change orders which are required to complete this project.

The additional work is required to account for the dam within the raw sewage inlet channel during construction, unforeseen conditions encountered in the screening room channels, including existing slide gates encased in concrete and a concrete mound extending into the channels, discrepancies between the contract documents and the electrical requirements and increased contract administration.

The original project budget did not include a contingency. A small contingency allowance has been incorporated into this project budget amendment for any unforeseen conditions. The contingency allowance shall not be expended without the City's written consent.

Impacts on Project Timeline

The construction period originally had a planned substantial completion date of February 27, 2026, but due to contractual delays, shop drawing reviews, high seasonal influent flows delaying bypass channel installation and discovery of failed underground infrastructure (air supply header). The anticipated substantial completion date has been revised to October 30th, 2026.

Resource Alignment:

Financial Resources

This project is funded by water rates. The deficit of $257,728 is proposed to be funded from water reserves.

The total recommended project funding is as follows:

Description	Approved Project Funding	Required Project Funding	Variance
Construction	$2,177,664.00	$2,335,392	$157,728
Engineering	$320,400	$370,400	$50,000
Contingency	$0	$50,000	$50,000
Total Budget	$2,498,064	$2,755,792	$257,728

Decision Declaration:

Decision Declaration

I, **Tim Simmonds, City Manager for the City of Owen Sound and I, Kate Allan, Director of Corporate Services for the City of Owen Sound**, render the following decision based on the information contained in this memorandum and the recommendation above:

☑ **Approved**

☐ **Refused**

Reason for refusal:

Decision Date: 10/13/26

City Manager Signature: Tim Simmonds

Director of Corporate Services Signature: K Allan

We affirm that we are authorized to render this decision under the City of Owen Sound's Delegation of Powers and Duties By-law No. 2014-109 and applicable legislation.

Budget Amendment Decision

Water Modelling 20N.2

Authority and Background:

The following is a decision respecting a Budget Amendment Approval made by delegated or authorized approval authority having jurisdiction under the City's Delegation of Powers and Duties By-law No. 2014-109, which allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incurring any other liability that exceeds $50,000 if the lame duck provision applies.

Previous Report/Authority:

n/a

Background:

The water system modeling project was approved in the 2020-2024 Multi-Year Capital Plan with a budget of $20,000 (20N.2).

The Owen Sound water distribution model requires updating to ensure it remains an accurate and reliable tool for planning, operating, and maintaining the City's water system. The model is used to evaluate current system performance, identify potential capacity constraints and flow bottlenecks, assess the impacts of aging infrastructure, and support long-term capital planning for watermain, storage, and pumping infrastructure upgrades.

It also plays an important role in evaluating system resiliency under emergency and high-demand conditions, such as fire flow events, infrastructure failures, and future development growth. The update is necessary to incorporate recent system changes, maintain model accuracy, and provide reliable information for future operational and infrastructure investment decisions.

Section 33 of the Procurement Policy authorizes the Purchasing Agent or delegate to disperse additional funds where any purchase of Goods, Services, Construction or Consulting Services has been authorized under the policy, provided that the additional funds:

i) are available within the relevant budget; and
ii) are required to complete works that are necessary as part of the original contract.

This report seeks authorization to approve the noted contemplated increase of $50,000.00 to allow staff to proceed with issuing a change order.

The additional work is required to account for project delays due to City staff capacity issues, updated infrastructure data, revisions and execution to the watermain fire flow c-factor field testing plan, and associated project administration activities.

This water model is a required resource for the City of Owen Sound's Water and Wastewater Master Plan, which is anticipated to begin in 2027.

The original project budget did not include a contingency. A contingency allowance has been incorporated into this project budget amendment for any unforeseen conditions. The contingency allowance shall not be expended without the City's written consent.

Impacts on Project Timeline

This work is anticipated to be completed by December 2026.

Resource Alignment:

Financial Resources

This project is funded by water rates. The deficit of $34,711.48 is proposed to be funded from water reserves.

The total recommended project funding is as follows:

Description	Approved Funding	Recommended Funding	Difference
Engineering	$20,000	$70,000	($50,000)

Decision Declaration:

Decision Declaration

I, **Tim Simmonds, City Manager for the City of Owen Sound and I, Kate Allan, Director of Corporate Services for the City of Owen Sound**, render the following decision based on the information contained in this memorandum and the recommendation above:

☑ **Approved**
☐ **Refused**

Reason for refusal:

Decision Date: 10/14/2026

City Manager Signature: Tim Simmonds

Director of Corporate Services Signature: K Allan

We affirm that we are authorized to render this decision under the City of Owen Sound's Delegation of Powers and Duties By-law No. 2014-109 and applicable legislation.