owen sound
where you want to live

Agenda
Corporate Services Committee

September 10, 2026, 5:30 p.m.

City Hall - 808 2nd Avenue East - Council Chambers

The public can attend meetings in person. Meetings will also be livestreamed on the City's Council and Committee webpage. If there are technical issues with the livestream that can't be fixed within 15 minutes, the meeting will continue, and a recording will be available later, on the webpage or by contacting the City Clerk. People who can't attend the meeting in person for Public Forum, should send their comments to the Recording Secretary one business day before the meeting. These comments will be shared with members and included in the updated agenda.

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9. MATTERS POSTPONED

There are no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There are no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

12. DISCUSSION OF ADDITIONAL BUSINESS

13. NOTICES OF MOTION

14. ADJOURNMENT

Minutes

Corporate Services Committee

July 9, 2026, 5:30 p.m.
City Hall - 808 2nd Avenue East - Council Chambers

MEMBERS PRESENT:	Chair Suneet Kukreja Vice Chair Melanie Middlebro' Member Monica Dale Councillor Travis Dodd Member Daniel Fletcher (via video) Member Neil McCutcheon Councillor Carol Merton Member Greg Milburn Member Franklin Morais
STAFF PRESENT:	Briana Bloomfield, City Clerk Riley Brugess, By-law Enforcement Supervisor Christina McLean, Committee and Executive Support Coordinator

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1. CALL TO ORDER

Chair Kukreja called the meeting to order at 5:35 p.m.

2. CALL FOR ADDITIONAL BUSINESS

There was no additional business.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CONFIRMATION OF MINUTES

4.a Minutes of the Corporate Services Committee meeting held on June 11, 2026

CR-260709-001
Moved by Vice Chair Middlebro'

"THAT the Corporate Services Committee approves the minutes of the meeting held on June 11, 2026."

Carried.

5. DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations.

6. PUBLIC FORUM

6.a Jill Umbach, RentSafe Owen Sound Collaborative and Bruce Grey Poverty Task Force

The speaker provided comments respecting housing in Owen Sound and highlighted the importance of the introduction of a vital services by-law and the inclusion of clauses pertaining to mould in the property standards by-law. The speaker encouraged the Committee to consider a renoviction by-law and the establishment of a Rental Housing Committee in the future.

7. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED

There were no correspondence items presented for consideration.

8. REPORTS OF CITY STAFF

8.a Parking and By-law Enforcement

8.a.1 Report CR-26-067 from the By-law Enforcement Supervisor Re: Regulatory By-law Management Policy

The By-law Enforcement Supervisor provided an overview of the report.

In response to questions from Committee, the By-law Enforcement Supervisor noted that:

- The planned master review schedule as attached to the report is flexible and can be changed in staff workplans if any priority items arise.
- The implementation of an Encampment Protocol By-law is listed in 2028 as it is a project that requires additional consultation and review, and that priority levels were taken into consideration when the review list was compiled.
- The content expert of each by-law currently determines what external consultation is required, based on the specific by-law.
- The proposed dates as outlined in the master schedule refer to when each by-law will come forward for Council consideration.

CR-260709-002
Moved by Member Milburn

"THAT in consideration of Staff Report CR-26-067 respecting Regulatory By-law Management Policy No. AF015, the Corporate

Services Committee recommends that City Council direct staff to bring forward a by-law to:

1. **Adopt Regulatory By-law Policy No. AF015, substantially in the form attached to the report; and**
2. **Repeal By-law Review & Revision Policy No. CS73."**

Carried.

8.a.2 Report CR-26-068 from the By-law Enforcement Supervisor Re: Updates to the Property Standards By-law and Introduction of a Vital Services By-law

The By-law Enforcement Supervisor provided an overview of the report.

In response to a question from Committee, the By-law Enforcement Supervisor noted that:

- Communications will be issued regarding the landlord requirements, as well as regarding how tenants can report concerns and the protections that they have if they do so.
- By-law staff would only be entering a property when a complaint is received, and they will not be proactively inspecting apartments or rental units at this time.
- Landlords are not responsible for property standards or vital services issues if the damages were caused by the tenant either intentionally or unintentionally, or if the tenant did not pay a bill for a utility that they are responsible for.
- The proposed Vital Services By-law process allows for an order to be placed in a shorter timeframe than done previously, and an order can be placed anytime from 1-19 days after the complaint, based on the severity of the situation and how long it would take to fix the concern.
- Under the current Property Standards By-law, fines cannot be placed immediately for Vital Services infractions but are placed once an individual fails to comply with an order. Under the proposed Vital Services By-law, they can be fined immediately for either failing to provide the vital services or for intentionally shutting them off.
- The fines outlined in the set fines as attached to the report refer to the fines that would be issued if someone was being charged for the first time, and that the City can further issue a summons to proceed to the court process if the issues persist, allowing the City to seek fines of higher amounts at that time.

- The term "reasonably clear" of pests as noted in the by-law is included to take into account situations where a landlord is currently working to remove the pests and the issue is not yet fully rectified, therefore staff would not need to continue issuing orders while the remediation work is underway.
- By-law staff work with legal aid and other social services agencies as required.

CR-260709-003
Moved by Member McCutcheon

"THAT in consideration of Staff Report CR-26-068 respecting updates to the Property Standards By-law and a new Vital Services By-law, the Corporate Services Committee recommends that City Council direct staff to:

1. **Bring forward a by-law to amend the Property Standards By-law as outlined in Attachment 1 of the report with the addition of a definition of boarding;**
2. **Bring forward the Vital Services By-law for approval as outlined in Attachment 2 of the report; and**
3. **Apply to the Ministry of the Attorney General for approval of the set fines as outlined in Attachment 3 of the report."**

Carried.

8.b Accounting

None.

8.c Clerks

None.

8.d Corporate and Facility Services

None.

8.e Fire

None.

8.f Human Resources

None.

8.g Information Technology

None.

8.h Taxes and Revenue

None.

9. MATTERS POSTPONED

There were no matters postponed.

10. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN

There were no motions for which notice was previously given.

11. CORRESPONDENCE PROVIDED FOR INFORMATION

There were no correspondence items presented for information.

12. DISCUSSION OF ADDITIONAL BUSINESS

There was no additional business.

13. NOTICES OF MOTION

There were no notices of motion.

14. ADJOURNMENT

The business contained on the agenda having been completed, Chair Kukreja adjourned the meeting at 6:04 p.m.

To: Corporate Services Committee

From: Cecilia Cabrera/Mike Garvey

Address: 1173, 12th Ave East, Owen Sound, ON.   N4k 6N3

Thank you for hearing our deputation.

We flew to Lima, Peru on January 7th 2026 at 22:55 (10:55pm). (Encl # 1)

Before we left at approx. 2pm on Jan/07/26 we turned off the water at the valve below the water meter. After shutting the water off, we opened all the taps to drain the water out of the pipes.

We had someone checking the house (taking in mail, watering plants) this person had to bring water in as there was no water turned on.

We returned to Toronto on Sunday, March 1st at 17:15 (5:15pm) (Encl # 2).

We stayed at the Hilton Toronto Airport Hotel on Sunday, March 1st and checked out the next morning on Monday, March/2/26 (Encl #3)

The next morning (March/2/26) we departed Toronto for Puerto Vallarta, Mexico at 7:40am (Encl #4)

We stayed at the Decameron La Marina Guayabitos Ramada until Monday, March/23rd/26, (Encl #5)

We departed Puerto Vallarta on March/23/26 arriving in Toronto at 7:30pm the same day (Encl # 6)

After arriving home, we opened the valve below the meter to turn the water back on.

We received our water bill dated April/27/26. We were shocked by the cost and amount charge while we were away. (Encl # 7)

Even on the water bill it stated: **High continuous consumption record from Jan/8 to Feb/10.**

We went to City Hall and discussed our problem with the Water Department employees and they said, "If it's on the meter, it was used".

They printed us out a consumption graph (Encl # 8). It shows normal consumption from Jan/1 to Jan/6. On Jan /7 the consumption rate jumps up until Feb/10, then from Feb/11 until Mar/22 it shows no flow at all.

On our return home on Mar/23 the consumption rate jumps up and down until Mar/31, final bill date.

We tried to reason with the staff but to no avail. They said the meter only reads what passes through. We said: "How could it, all of a sudden, stopped showing flow on Feb/11 if we were not at home?"

We think there may be a meter problem or a computer reading problem.

Water consumption (Encl # 9)

July/12/2023 – Oct/10/2023 – 24.00 m3

Oct/11/2023 – Jan /11/2024 – 19.00 m3

Jan/12/2024 – Apr/10/2024 – 11.00 m3

Apr/11/2024 – July/8/2024 – 22.753 m3

July/9/2024 – Oct/10/2024 – 43.00 m3

Oct/11/2024 – Jan/10/2025 – 19.00 m3

Jan/11/2025 – Apr/4/2025 – 13.00 m3

Apr/5/2025 – Jul/8/2025 – 31.00 m3

Jul/9/2025 – Oct/6/2025 – 19.00 m3

Oct/7/2025 – Jan/8/2026 – 23.00 m3

Jan/9/2026 – Apr/8/2026 – 38.00 m3

Apr/9/2026 – July/8/2026 – 35.00m3

No changes in our house, still just 2 people residing here.

Hopefully we can get this settled.

Thank you for your time in reviewing and hearing our deputation.

Yours truly,

Cecilia Cabrera

Mike Garvey

ENCL.
#1

Wed, Jan 7, 2026

Toronto (YYZ) → Lima (LIM)

22:55 9 h 06:55 +1

TS152

Operated by Air Transat

Inflight entertainment: individual touch screen. More details.

My fare conditions

Passengers

Michael John Garvey

2H

Cecilia Cabrera

2K

ENCL.
#2

Booking Confirmation and Invoice

Confirmation Number:	LDW13T	Transaction Date:	04 Dec 2025	Main contact:	Mr
				E-mail:	ga

Telephone number: [redacted]

Passengers

Mr Michael John Garvey	**Flight**	**LIM-YYZ**
Ms Cecilia Cabrera	**Flight**	**LIM-YYZ**

Flight Itinerary Details

Outbound

Departure	**Arrival**	**Via**
Sun, 01 Mar 2026, 09:20 **Lima(LIM)**	Sun, 01 Mar 2026, 17:15 **Toronto(YYZ)** **Arrival terminal:** 3	Non stop
Air Transat operated by Air Transat **Class:** Economy A321LR	**Flight Number:** TS 153 **Fare Conditions:** Eco Standard	

Fare Breakdown

Passenger Type	Fare per person	Carrier surcharges per person	Taxes, Fees and Charges per	Total Fare per person	Number passenge

Hilton Toronto Airport Hotel & Suites

Sun, Mar 1 - Mon, Mar 2

ENCL #3

Check-in starts at 3:00 p.m.

Sun, Mar 1

Check-out before 12:00 p.m

Mon, Mar 2

Address

5875 Airport Road,
Mississauga, Canada, L4V1N1

Confirmation ... **Phone**

[redacted] [redacted]

Passenger(s)

ENCL. #4

1. Mr Michael John Garvey

2. Ms Cecilia Cabrera

Flight Itinerary

Flight 1 **Toronto, Ontario (YYZ) - 3 Puerto Vallarta (PVR)**

Departing: 02Mar2026 07:40:00 AM

Arriving: 02Mar2026 12:28:00 PM

PNR: NMJRCM

WestJet Reservation Code for check-in: NMJRCM

Airline	Flight #	Via
WestJet	WS2770	

ENCL. #6

Flight 2 Puerto Vallarta (PVR) Toronto, Ontario (YYZ)

Departing: 23Mar2026 12:45:00 PM

Arriving: 23Mar2026 07:33:00 PM

PNR: NMJRCM

WestJet Reservation Code for check-in: NMJRCM

Airline	Flight #	Via
WestJet	WS2771	

Airport Information for Puerto Vallarta, Mexico on WestJet

Your WestJet reservation code will be displayed in Sunwing's Manage My Booking fi check-in on [WestJet.com](https://www.westjet.com/en-ca). Travellers who have boo Sunwing Representative, supported by NexusTours.com at the Sunwing desk locate Travellers will also receive an email with transfer pick-up details, including pick-up note, this service is not available for flight-only bookings. For assistance, your Sunw through the Sunwing App, by phone at our Sunwing local office at + 52 998.251.65 52 998.251.6559 or 1.855.706.3987. Long-distance charges may apply. A Sunwing R reached 24-hours a day through the live chat function in the Sunwing App.

Hotel Information

DECAMERON LA MARINA GUAYABITOS RA

Address: DECAMERON LA MARINA GUAYABITOS RAMADA, Calle Rtno Ceibas Lote 3

ENCL. #5

ROOM 1 OCEAN FRONT 1 KING BED ALL INCLUSIVE

Check In: Mon, 02 March 2026 - 3:00 PM

Check Out: Mon, 23 March 2026 - 12:00 PM

Duration: 21 days

Confirmation number: DNG148795443001

Supplier: DECAMERON LA MARINA GUAYABITOS RAMADA

The following passenger(s) are sharing this room:

1. Mr Michael John Garvey
2. Ms Cecilia Cabrera

094369.05

WATER BILLING INVOICE

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?

Online:	www.owensound.ca/waterbilling
Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

ENCL. #7

Statement Date: April 27, 2026
Billing Period: January 9, 2026 - April 8, 2026
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: May 18, 2026

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1584106134

Reading on 4/8/2026	Actual	69
Previous reading on 1/8/2026	Actual	31
Amount of water you used		38 M3

Payment and Adjustment Details

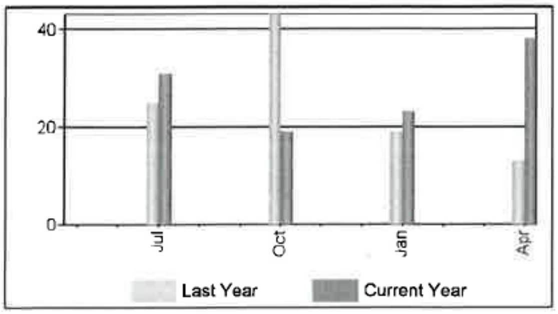
Payment on 2/11/2026	-$16.13

Amount Owing

Previous Balance	$16.13	
Adjustments processed	$0.00	
Late fees added	$0.00	
Payments received since last billing	-$16.13	
New Charges		$367.56
Water Service Charge	$95.69	
Waste Water Charge	$203.47	
Water Consumption	$68.40	
38.00 M3 @ $1.80 = $68.40		
Total Payment now due		**$367.56**

Due Date: May 18, 2026

Your Historic Usage



[redacted]

Additional Billing Highlights

DO NOT PAY - There will be an Authorized Payment Withdrawal of $367.56.
Number of days in the period: 90
Your average daily utility cost: $4.08
HIGH CONTINUOUS CONSUMPTION RECORDED FROM JAN 8 - FEB 10

IF YOU HAVE ANY QUESTIONS REGARDING YOUR BILL OR ARE MOVING PLEASE EMAIL WATERBILLING@OWENSOUND.CA THANK YOU AND HAVE A GREAT DAY!

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$367.56**

Payment enclosed

$ [Do Not Pay - Authorized Withdrawal]

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall

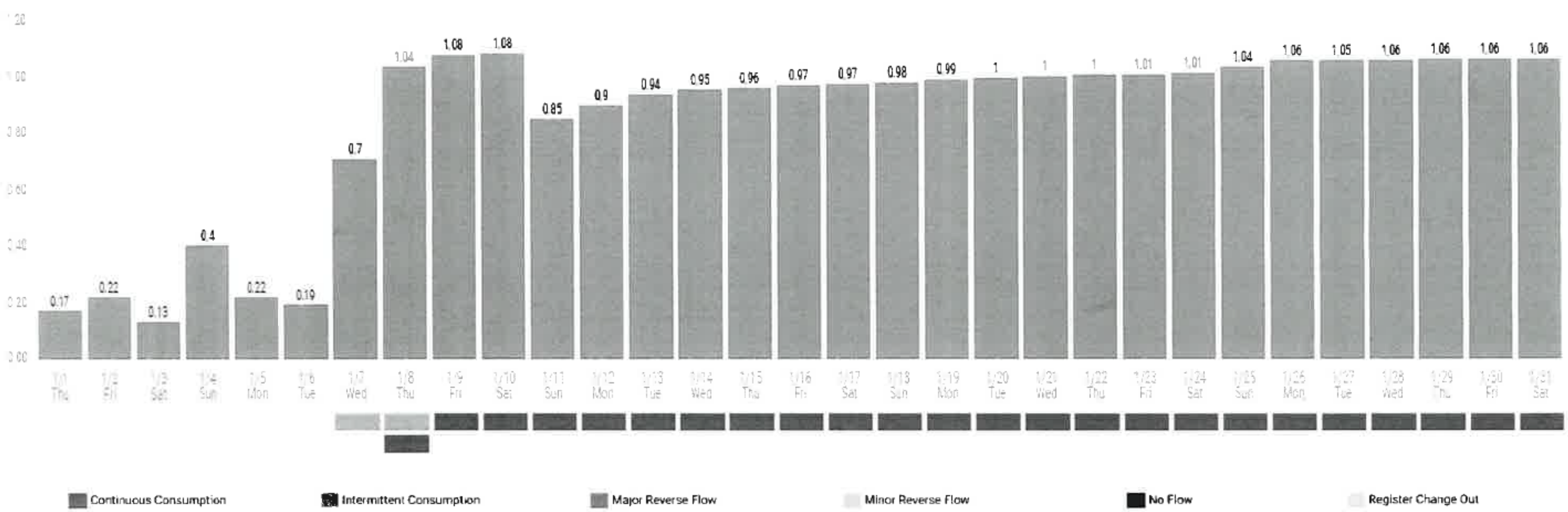
808 2nd Avenue East
Owen Sound, ON N4K 2H4

DAILY CONSUMPTION ANALYSIS

January 1, 2026 - January 31, 2026

ENCL. #8

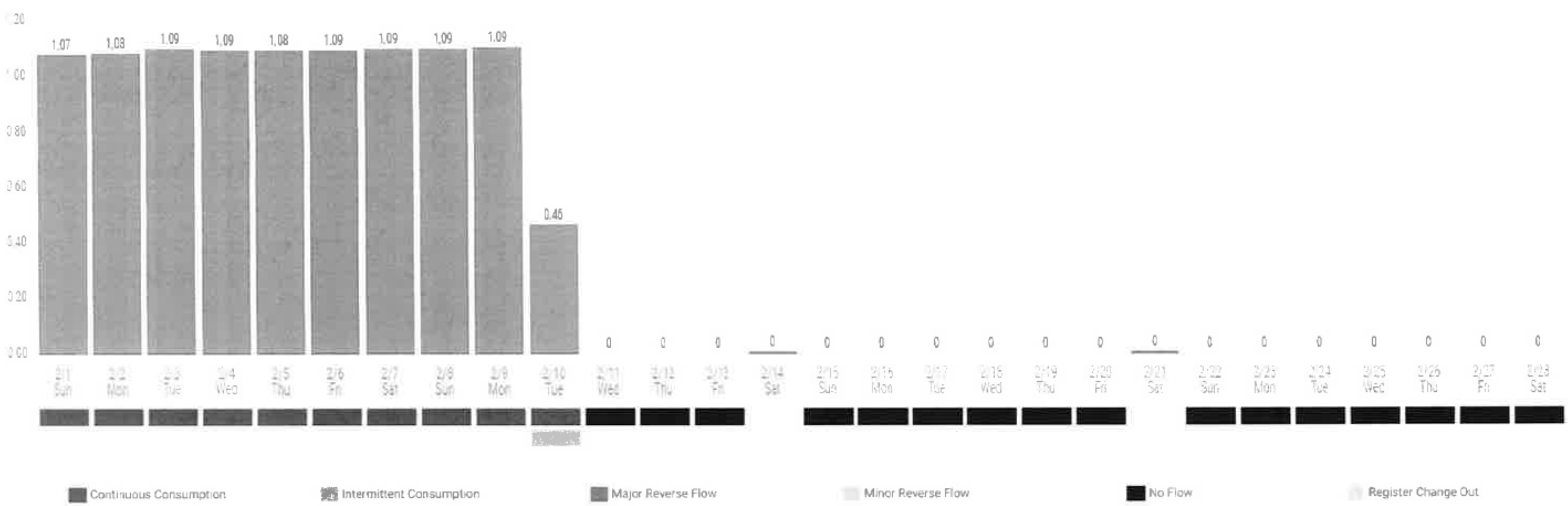
CABRERA CECILIA AMANDA
Account Number: 094369.05
Address: 1173 12TH AVE E
MIU ID: 1584106134
Meter Number: 1584106134
Unit of Measure: Cubic Meters
Total Consumption: 26.12 Cubic Meters



DAILY CONSUMPTION ANALYSIS

February 1, 2026 - February 28, 2026

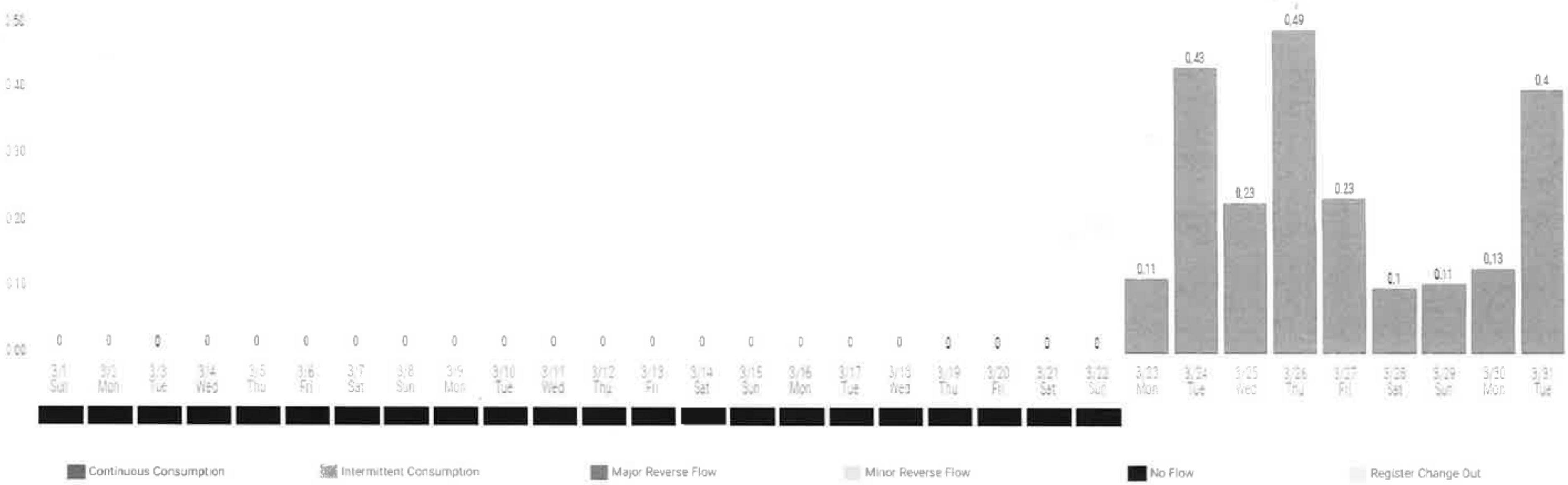
CABRERA CECILIA AMANDA
Account Number: 094369.05
Address: 1173 12TH AVE E
MIU ID: 1584106134
Meter Number: 1584106134
Unit of Measure: Cubic Meters
Total Consumption: 10.22 Cubic Meters



DAILY CONSUMPTION ANALYSIS

March 1, 2026 - March 31, 2026

CABRERA CECILIA AMANDA
Account Number: 094369.05
Address: 1173 12TH AVE E
MIU ID: 1584106134
Meter Number: 1584106134
Unit of Measure: Cubic Meters
Total Consumption: 2.22 Cubic Meters



ENCL. #9

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

WATER BILLING INVOICE

Questions?
Online: www.owensound.ca/waterbilling
Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: October 17, 2023
Billing Period: July 12, 2023 - October 10, 2023
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: November 7, 2023

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

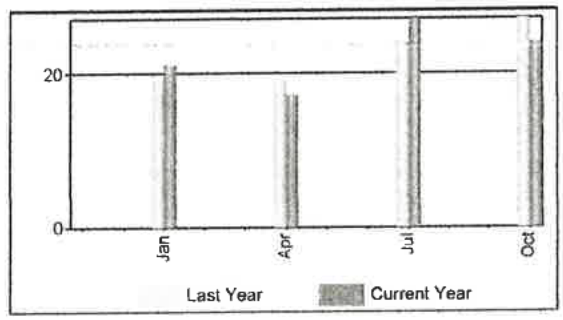
Meter: 1540448680

Reading on 10/4/2023	Actual	3,771
Previous reading on 7/7/2023	Actual	3,747
Amount of water you used		24 M3

Payment and Adjustment Details

Payment on 8/8/2023	-$276.30

Your Historic Usage



Amount Owing

Previous Balance		$276.30	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$276.30	
New Charges			$284.46
Water Consumption		$39.36	
24.00 M3 @ $1.64	*= $39.36*		
Water Service Charge		$87.63	
Waste Water Charge		$157.47	
Total Payment now due			**$284.46**

Due Date: November 7, 2023

Paid

Additional Billing Highlights
Number of days in the period: 91
Your average daily utility cost: $3.13

GO PAPERLESS! Save time, trees, and clutter with paperless billing. Paperless billing provides instant notification when your bill is ready, including the amount and due date - all in your email notification! Sign up is easy: visit owensound.ca/ebilling or email us at waterbilling@owensound.ca.

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$284.46**

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

⑆08548⑈900⑆

96

WATER BILLING INVOICE

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?
Online: www.owensound.ca/waterbilling
Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: January 17, 2024
Billing Period: October 11, 2023 - January 11, 2024
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: February 7, 2024

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 1/5/2024	Actual	3,790
Previous reading on 10/4/2023	Actual	3,771
Amount of water you used		19 M3

Payment and Adjustment Details

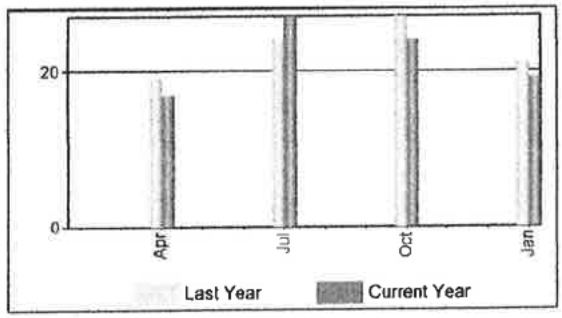
Payment on 11/7/2023	-$207.46
Penalties on 11/15/2023	$1.16
Penalties on 12/15/2023	$1.16

Amount Owing

Previous Balance		$284.46	
Adjustments processed		$0.00	
Late fees added		$2.32	
Payments received since last billing		-$207.46	
New Charges			$266.09
Water Consumption		$31.16	
19.00 M3 @ $1.64	*= $31.16*		
Water Service Charge		$87.63	
Waste Water Charge		$147.30	
Total Payment now due			**$345.41**

Due Date: February 7, 2024

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 93
Your average daily utility cost: $2.86

PLEASE KEEP A CLEAR PATH TO YOUR TOUCHPAD AND KEEP YOUR WATER METER WARM THIS WINTER TO PREVENT IT FROM FREEZING! CONTACT PUBLIC WORKS FOR ANY WATER EMERGENCIES: 519-376-4274

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	Total payment due
004.094369.05	**$345.41**

Paid

33762-004 008
THE TORONTO DOMINION BANK
JAN 24 2024
tdcanada trust
901 2nd ave east
owen sound, ON
008 33762-004

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

⑆08548⑈900⑆

96

WATER BILLING INVOICE

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?

Online:	www.owensound.ca/waterbilling
Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: April 16, 2024
Billing Period: January 12, 2024 - April 10, 2024
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: May 7, 2024

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 4/3/2024	Actual	3,801
Previous reading on 1/5/2024	Actual	3,790
Amount of water you used		11 M3

Payment and Adjustment Details

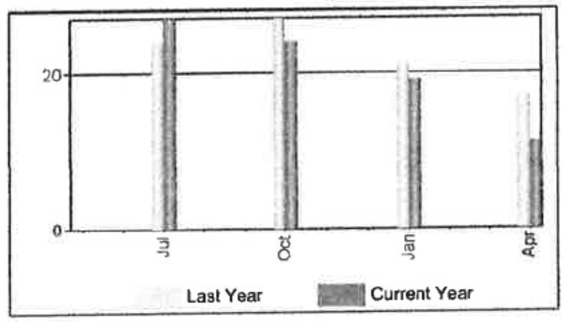
Penalties on 1/18/2024	$1.19
Payment on 1/24/2024	-$345.41

Amount Owing

Previous Balance		$345.41	
Adjustments processed		$0.00	
Late fees added		$1.19	
Payments received since last billing		-$345.41	
New Charges			$236.70
Water Consumption		$18.04	
11.00 M3 @ $1.64	*= $18.04*		
Water Service Charge		$87.63	
Waste Water Charge		$131.03	
Total Payment now due			**$237.89**

Due Date: May 7, 2024

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 90
Your average daily utility cost: $2.63

GO PAPERLESS! Save time, trees, and clutter with paperless billing. Paperless billing provides instant notification when your bill is ready, including the amount and due date - all in your email notification! Sign up is easy: visit owensound.ca/ebilling or email us at waterbilling@owensound.ca.

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$237.89**

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

⑆08548⑈900⑆

96

WATER BILLING INVOICE

owen sound

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?

Online: www.owensound.ca/waterbilling
Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: July 15, 2024
Billing Period: April 11, 2024 - July 8, 2024
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: August 6, 2024

Paid

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 6/28/2024	Actual	3,826
Previous reading on 4/3/2024	Actual	3,801
Amount of water you used		25 M3

Payment and Adjustment Details

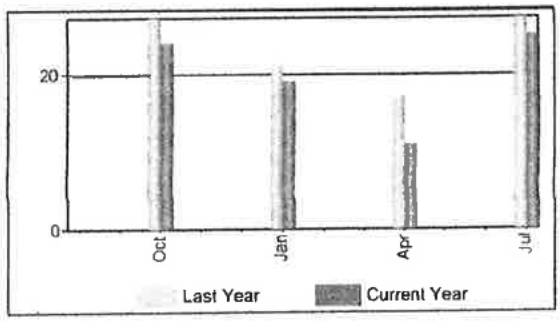
Payment on 5/7/2024	-$237.89

Amount Owing

Previous Balance		$237.89	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$237.89	
New Charges			$289.16
Water Consumption		$41.15	
22.753 M3 @ $1.64	*= $37.31*		
2.247 M3 @ $1.71	*= $3.84*		
Water Service Charge		$87.94	
Waste Water Charge		$160.07	
Total Payment now due			**$289.16**

Due Date: August 6, 2024

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 89
Your average daily utility cost: $3.25

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Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$289.16**

owen sound

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

⑆08548⑈900⑆

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WATER BILLING INVOICE

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?
Online: www.owensound.ca/waterbilling
Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: October 18, 2024
Billing Period: July 9, 2024 - October 10, 2024
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: November 8, 2024

Paid

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

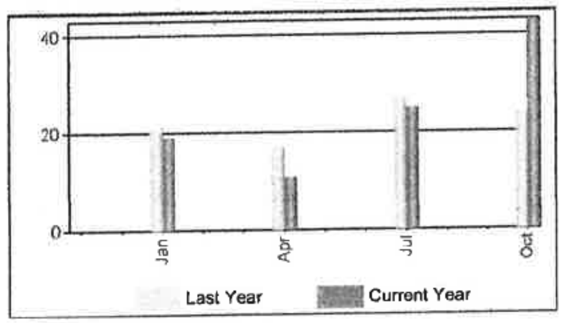
Meter: 1540448680

Reading on 10/9/2024	Actual	3,869
Previous reading on 6/28/2024	Actual	3,826
Amount of water you used		43 M3

Payment and Adjustment Details

Payment on 8/6/2024	-$289.16

Your Historic Usage



Amount Owing

Previous Balance		$289.16	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$289.16	
New Charges			$368.86
Water Consumption		$73.53	
43.00 M3 @ $1.71	*= $73.53*		
Water Service Charge		$91.14	
Waste Water Charge		$204.19	
Total Payment now due			**$368.86**

Due Date: November 8, 2024

Additional Billing Highlights
Number of days in the period: 94
Your average daily utility cost: $3.92

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Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$368.86**

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

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808 2nd Avenue East
Owen Sound, ON N4K 2H4

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Questions?

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Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: January 15, 2025
Billing Period: October 11, 2024 - January 10, 2025
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: February 5, 2025

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 1/3/2025	Actual	3,888
Previous reading on 10/9/2024	Actual	3,869
Amount of water you used		19 M3

Payment and Adjustment Details

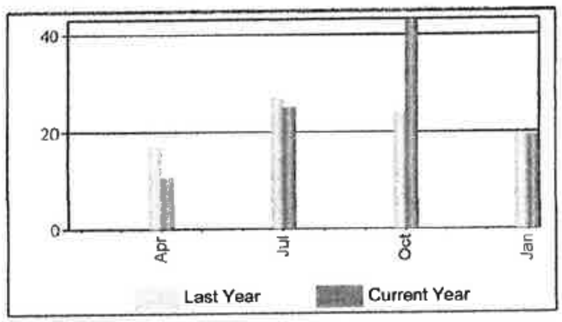
Payment on 11/8/2024	-$368.86

Amount Owing

Previous Balance		$368.86	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$368.86	
New Charges			$276.93
Water Consumption		$32.49	
19.00 M3 @ $1.71	*= $32.49*		
Water Service Charge		$91.14	
Waste Water Charge		$153.30	
Total Payment now due			**$276.93**

Due Date: February 5, 2025

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 92
Your average daily utility cost: $3.01

Paid

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Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$276.93**

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

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Questions?
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Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: April 15, 2025
Billing Period: January 11, 2025 - April 4, 2025
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: May 6, 2025

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Paid

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 4/3/2025	Actual	3,901
Previous reading on 1/3/2025	Actual	3,888
Amount of water you used		13 M3

Payment and Adjustment Details

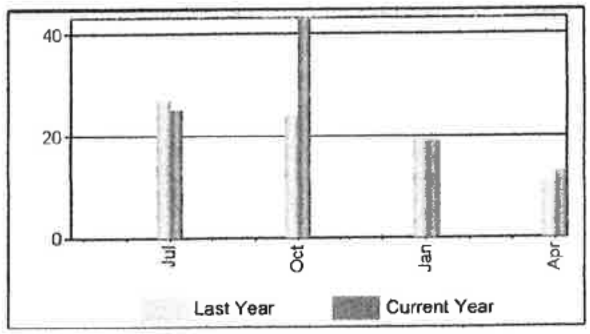
Payment on 2/6/2025 -$276.93

Amount Owing

Previous Balance	$276.93	
Adjustments processed	$0.00	
Late fees added	$0.00	
Payments received since last billing	-$276.93	
New Charges		$253.95
Water Consumption	$22.23	
13.00 M3 @ $1.71 = $22.23		
Water Service Charge	$91.14	
Waste Water Charge	$140.58	
Total Payment now due		**$253.95**

Due Date: May 6, 2025

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 84
Your average daily utility cost: $3.02

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Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$253.95**

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

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Owen Sound, ON N4K 2H4

Questions?

Online:	www.owensound.ca/waterbilling
Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: July 18, 2025
Billing Period: April 5, 2025 - July 8, 2025
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: August 8, 2025

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Paid

Meter Reading and Usage Details this bill

Meter: 1540448680

Reading on 7/15/2025	Actual	3,932
Previous reading on 4/3/2025	Actual	3,901
Amount of water you used		31 M3

Payment and Adjustment Details

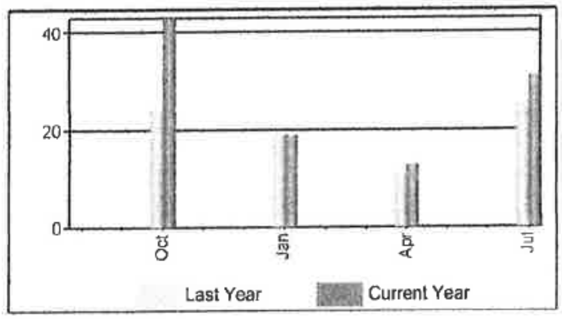
Payment on 5/5/2025	-$235.95
Penalties on 5/15/2025	$0.27
Penalties on 6/16/2025	$0.27
Penalties on 7/15/2025	$0.27

Amount Owing

Previous Balance		$253.95	
Adjustments processed		$0.00	
Late fees added		$0.81	
Payments received since last billing		-$235.95	
New Charges			$324.31
Water Consumption		$53.25	
28.389 M3 @ $1.71	*= $48.55*		
2.611 M3 @ $1.80	*= $4.70*		
Water Service Charge		$91.53	
Waste Water Charge		$179.53	
Total Payment now due			**$343.12**

Due Date: August 8, 2025

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 95
Your average daily utility cost: $3.41

Water rates are increasing effective July 1, 2025 Visit OwenSound.ca/Waterbilling for detaills about the rate change, answers to frequently asked questions, and to sign up for convenient email billing.

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	Total payment due
004.094369.05	**$343.12**

Payment enclosed
$

CABRERA CECILIA AMANDA
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OWEN SOUND, ON N4K 6N3

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Questions?

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Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: October 20, 2025
Billing Period: July 9, 2025 - October 6, 2025
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: November 10, 2025

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1540448680		
Reading on 10/6/2025	Actual	3,943
Previous reading on 7/15/2025	Actual	3,932
Amount of water you used		11 M3
Meter: 1584106134		
Reading on 10/6/2025	Actual	8
Previous reading on 7/15/2025	Actual	0
Amount of water you used		8 M3

Payment and Adjustment Details

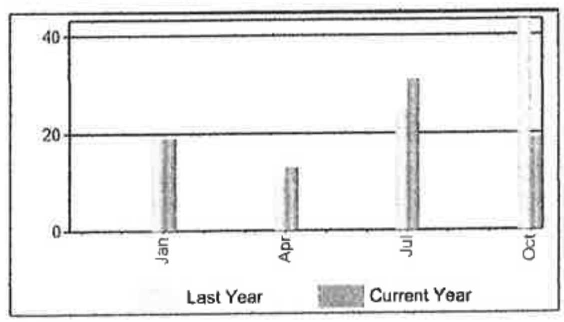
Payment on 8/8/2025	-$343.12

Amount Owing

Previous Balance		$343.12	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$343.12	
New Charges			$290.95
Water Consumption		$19.80	
11.00 M3 @ $1.80	*= $19.80*		
Water Consumption		$14.40	
8.00 M3 @ $1.80	*= $14.40*		
Water Service Charge		$95.69	
Waste Water Charge		$161.06	
Total Payment now due			**$290.95**

Due Date: November 10, 2025

Your Historic Usage



Paid

Additional Billing Highlights
Number of days in the period: 90
Your average daily utility cost: $3.23

Water rates are increasing effective July 1, 2025 Visit OwenSound.ca/Waterbilling for detaills about the rate change, answers to frequently asked questions, and to sign up for convenient email billing.

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$290.95**

owen sound

Payment enclosed
$

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

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808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?

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Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: January 21, 2026
Billing Period: October 7, 2025 - January 8, 2026
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: February 11, 2026

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1584106134

Reading on 1/8/2026	Actual	31
Previous reading on 10/6/2025	Actual	8
Amount of water you used		23 M3

Payment and Adjustment Details

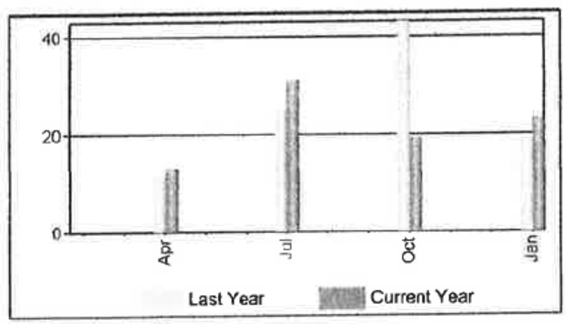
Payment on 11/10/2025	-$290.95
Payment on 11/10/2025	-$290.95

Amount Owing

Previous Balance		$290.95	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$581.90	
New Charges			$307.08
Water Consumption		$41.40	
23.00 M3 @ $1.80	*= $41.40*		
Water Service Charge		$95.69	
Waste Water Charge		$169.99	
Total Payment now due			**$16.13**

Due Date: February 11, 2026

Your Historic Usage



Additional Billing Highlights

DO NOT PAY - There will be an Authorized Payment Withdrawal of $16.13.
Number of days in the period: 94
Your average daily utility cost: $3.27

Water rates increased effective July 1, 2025 Visit OwenSound.ca/Waterbilling for detaills about the rate change, answers to frequently asked questions, and to sign up for convenient email billing.

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$16.13**

Payment enclosed
$ [Do Not Pay - Authorized Withdrawal]

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

City Hall

808 2nd Avenue East
Owen Sound, ON N4K 2H4

08548 900

WATER BILLING INVOICE

City Hall
808 2nd Avenue East
Owen Sound, ON N4K 2H4

Questions?

Online:	www.owensound.ca/waterbilling
Email:	waterbilling@owensound.ca
Phone:	519-376-4440 ext 1243

Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: April 27, 2026
Billing Period: January 9, 2026 - April 8, 2026
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: May 18, 2026

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

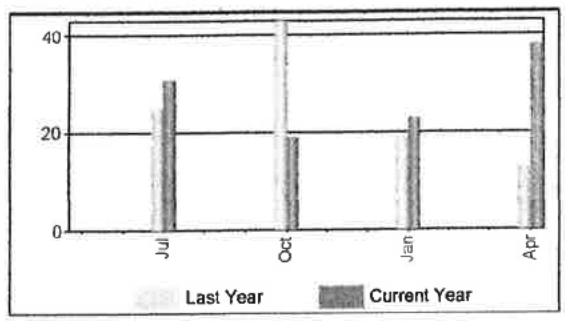
Meter: 1584106134

Reading on 4/8/2026	Actual	69
Previous reading on 1/8/2026	Actual	31
Amount of water you used		38 M3

Payment and Adjustment Details

Payment on 2/11/2026	-$16.13

Your Historic Usage



Amount Owing

Previous Balance		$16.13	
Adjustments processed		$0.00	
Late fees added		$0.00	
Payments received since last billing		-$16.13	
New Charges			$367.56
Water Consumption		$68.40	
38.00 M3 @ $1.80	*= $68.40*		
Water Service Charge		$95.69	
Waste Water Charge		$203.47	
Total Payment now due			**$367.56**

Due Date: May 18, 2026

Additional Billing Highlights

DO NOT PAY - There will be an Authorized Payment Withdrawal of $367.56.
Number of days in the period: 90
Your average daily utility cost: $4.08

HIGH CONTINUOUS CONSUMPTION RECORDED FROM JAN 8 - FEB 10

IF YOU HAVE ANY QUESTIONS REGARDING YOUR BILL OR ARE MOVING PLEASE EMAIL WATERBILLING@OWENSOUND.CA THANK YOU AND HAVE A GREAT DAY!

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$367.56**

Payment enclosed
$ [Do Not Pay - Authorized Withdrawal]

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

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Owen Sound, ON N4K 2H4

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Questions?
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Email: waterbilling@owensound.ca
Phone: 519-376-4440 ext 1243
Monday to Friday 8:30 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date: July 14, 2026
Billing Period: April 9, 2026 - July 8, 2026
Your account number: 004.094369.05
For service at: 1173 12TH AVE E
Due Date: August 4, 2026

CABRERA CECILIA AMANDA
1173 12TH AVE E
OWEN SOUND, ON N4K 6N3

Meter Reading and Usage Details this bill

Meter: 1584106134

Reading on 7/13/2026	Actual	104
Previous reading on 4/8/2026	Actual	69
Amount of water you used		35 M3

Payment and Adjustment Details

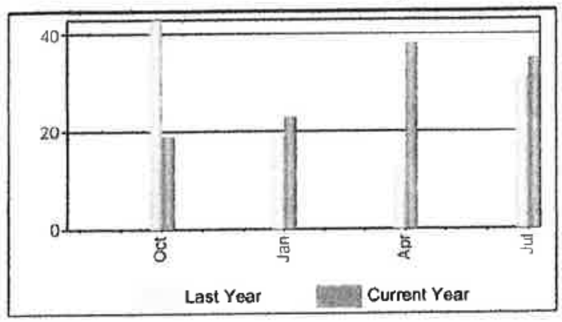
Payment on 5/19/2026	-$367.56
Adjustments on 5/25/2026	$367.56

Amount Owing

Previous Balance		$367.56	
Adjustments processed		$367.56	
Late fees added		$0.00	
Payments received since last billing		-$367.56	
New Charges			$355.47
Water Consumption		$63.00	
35.00 M3 @ $1.80	*= $63.00*		
Water Service Charge		$95.69	
Waste Water Charge		$196.78	
Total Payment now due			**$723.03**

Due Date: August 4, 2026

Your Historic Usage



Additional Billing Highlights
Number of days in the period: 91
Your average daily utility cost: $3.91

IF YOU HAVE ANY QUESTIONS REGARDING YOUR BILL OR ARE MOVING PLEASE CALL 376-4440 EXT 1243. THANK YOU AND HAVE A GREAT DAY!

Payment Return Slip - Water Billing

Please complete and return this slip with your payment. Make your payment payable to The City of Owen Sound.

Your Account Number	**Total payment due**
004.094369.05	**$723.03**

Paid

Payment enclosed
$ 355.47

AUG/6/26

CABRERA CECILIA AMANDA
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Staff Report

Report To: Corporate Services Committee

Report From: Lauren Stewart, Purchasing and Claims Coordinator

Meeting Date: September 10, 2026

Report Code: CR-26-081

Subject: Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026

Recommendations:

THAT in consideration of Staff Report CR-26-081 respecting the Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- Purchases between $50,000 and $249,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Non-Standard purchases between $50,000 and $99,999 are approved by the delegation of authority from Council to the Director of Corporate Services.
- Delegation of authority for purchases within the above-mentioned threshold shortens the procurement award process and allows for reduced project timelines.

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:

N/A

Background:

By-law No. 2020-002 for the Procurement of Goods, Services, Construction, and Consulting Services delegates the authority for the approval of standard purchases from $50,000 to $249,999 from Council to the Director of Corporate Services. The authority for the approval of non-standard purchases from $50,000 to $99,999 is also delegated to the Director of Corporate Services. The delegation of authority allows for an efficient and timely award process and reduces overall project timelines.

Analysis and Options:

The attached bi-annual summary report provides the details of the awarded purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026, as well as the method of procurement that was used by staff.

The bid opportunities were awarded in compliance with the City's Purchasing By-law.

Resource Alignment:

Financial Resources

As detailed in the attached summary report.

Human Resources

The Purchasing and Claims Coordinator is responsible for preparing, developing, coordinating, awarding, and executing all phases of bid opportunities, including Requests for Tenders, Quotations, Proposals, and Non-Standard Procurement. Additionally, the Purchasing and Claims Coordinator is responsible for issuing Purchase Orders when necessary.

Relevant department heads or their delegates are responsible for preparing scopes of work, specifications, and managing internal communication related to procurement requirements.

Time and Scheduling

N/A

Technology and Infrastructure

N/A

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

Tenders and Proposals are posted on the City's Bids and Tenders webpage, in compliance with the City's Purchasing By-law.

Report Developed in Consultation With:

N/A

Attachments:

1. Attachment 1 - Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999 from January 1, 2026 to June 30, 2026

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.

Attachment 1 (CR-26-081)
Bi-Annual Summary of Awarded Purchases between $50,000 and $249,999
from January 1, 2026 to June 30, 2026
Delegated Authority – Director of Corporate Services

Bid Type	Bid Title	Description	Award Date	Vendor	Award Amount (excluding HST)	Budget
Request for Proposal	RFP-25-024 East Hill Pumping Station and Reservoir and the Beattie Pumping Station SCADA System Upgrades	Engineering Consulting Services related to SCADA System Upgrades	March 10, 2026	GEI Consultants	$182,979.30	$200,000 Related to 23N.5
Non-Standard Procurement (Cooperative through Canoe Procurement)	Supply and Delivery of Tractor and Blower	Supply and Delivery of Tractor & Blower- Kubota L5070 with Blower for Parks. 15-year replacement cycle.	April 14, 2026 through PO26-00017	Robert's Farm Equipment	$90,119.28	Funded from fleet and equipment reserve fund
Non-Standard Procurement (Cooperative through Canoe Procurement)	Owen Sound Police Washroom Renovation	Construction services related to the renovation of the Owen Sound Police washroom	April 14, 2026 through PO26-00021	249019 Ontario Ltd. o/a MMA Construction	$99,995.35	$100,000 Related to 26J.3
Non-Standard Procurement (Cooperative through OECM)	Owen Sound Farmer's Market Washroom Renovation	Construction services related to the renovation of the Farmer's Market Washroom	April 14, 2026 through PO26-00021	249019 Ontario Ltd. o/a MMA Construction	$83,883.22	$75,000 Related to 26M.9 Deficit funded through reserves

Bid Type	Bid Title	Description	Award Date	Vendor	Award Amount (excluding HST)	Budget
Emergency Purchase	E-26-012	Construction of 27th Street West Storm Sewer Replacement	May 7, 2026	MacDonnell Excavating Ltd.	$684,948	Deficit funding source is to be determined upon project completion
Request for Proposal	RFP-26-008 Capital Needs Assessment for Water and Wastewater Facilities	Engineering Consulting Services related to Capital Needs Assessments for Water and Wastewater Facilities	May 29, 2026	J.L. Richards & Associates Limited	$201,710	$250,000 Related to 26N.13
Request for Tender	RFT-26-007 Replacement of Weaver's Creek Boardwalk Trail	Construction services related to the replacement of the Weaver's Creek boardwalk trail	June 12, 2026	TDI Internation Ag Inc dba Eco Blue Systems	$123,061.65	$178,300 Related to 24D.3
Request for Tender	RFT-26-005 Replacement of Watermain Cathodic Protection – Phase 10	Replacement of the cathodic protection systems on existing ductile iron watermain in various locations	June 16, 2026	1460973 Ontario Ltd. o/a C.P. Systems	$190,040	$310,000 Related to 26N.8
Emergency Purchase	E-19-019 Supply, Delivery and Installation of Two (2) Flocculators at the Water Treatment Plant	Water Treatment Plant Flocculator Replacement	June 19, 2026	H2Ontario Inc.	$567,000	Surplus funding from 23N.20. Deficit funding source is to be determined upon project completion

Staff Report

Report To: Corporate Services Committee

Report From: Riley Brugess, By-law Enforcement Supervisor

Meeting Date: September 10, 2026

Report Code: CR-26-085

Subject: Parking Management and Enforcement Review I

Recommendations:

THAT in consideration of Staff Report CR-26-085 respecting the Parking Management and Enforcement Review, the Corporate Services Committee recommends that City Council direct staff to:

1. Bring forward a by-law to amend the Traffic By-law as described in the report; and
2. Submit an application to the Ministry of the Attorney General to approve the new set fines for the Traffic By-law, as attached to the report.

Highlights:

- This report is the first in a series of parking management and enforcement reviews, focused on amendments to the Traffic By-law to address current enforcement gaps.
- The recommended amendments will improve public safety and parking availability by addressing parking near intersections, vehicles blocking bicycle lanes or multi-use trails, abandoned or inoperable vehicles, parking within marked parking spaces, winter overnight parking in municipal lots, and electric vehicle charging spaces.
- The proposed changes will create clearer, more consistent rules for residents, visitors, enforcement staff, and partner agencies, while

supporting active transportation, climate mitigation, and efficient winter control operations.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: A City that Moves – Facilitating sustainable transportation options and creating community connectivity.

Previous Report/Authority:

Traffic By-law

Unauthorized Parking By-law

Background:

This is the first in a series of reports that will be presented relating to parking management and enforcement. This report will focus on the Traffic By-law and enforcement gaps, while future reports will consider:

- permits and permit fees;
- policies and procedures;
- set fine amounts for offences;
- free downtown parking;
- signage;
- contract vs. in-house enforcement and hours of operation;
- private property parking enforcement; and
- winter overnight parking enforcement.

Operations

The City's parking enforcement contractor is responsible for parking enforcement in the downtown core, as well as at the Bayshore Community Centre during Owen Sound Attack games or special events.

The Owen Sound Police Service provides overnight/weekend parking enforcement, the majority of which relates to winter overnight parking restrictions. Parking enforcement is a lower priority call level for police.

The City's By-law Enforcement Services ("BES") provides parking enforcement outside of the downtown core during business hours. BES is mainly reactive (by complaint) but will issue tickets to illegally parked vehicles observed during patrols.

The City also allows for the appointment of private parking enforcement staff for private property, through the Unauthorized Parking By-law. Heritage Place Mall, Grey Bruce Health Services (now Brightshores Health System), Women's House Serving Bruce & Grey, and the Professional Centre are currently appointed to enforce parking on their private property.

Free Downtown Parking

In 2019 the City entered into a Memorandum of Understanding with the Downtown Improvement Area Board of Management (now the River District Board of Management) and implemented free parking in the downtown in accordance with prescribed circumstances:

- 5 hours of free parking in municipal lots; and
- 2 hours of free parking on municipal streets within a 5-hour timeframe.

An in-house parking ticket review policy was also implemented to provide members of the public the ability to have their ticket reviewed prior to going to court. This review process is well utilized by the public and requires a large amount staff resources.

In the last few years as upgrades were made to the River District, parking meters and pay and display machines have been removed. There are still a few areas where there are meters and pay and display machines, but they are no longer active. Signage used to be on the meters and pay and display machines so there is currently signage lacking in certain areas of the River District.

Analysis and Options:

Traffic By-law Amendments

The City's Traffic By-law regulates traffic and parking on the City's highways and municipal parking lots.

Outlined below are proposed changes to the Traffic By-law to improve the use and availability of parking spaces on Highways and in Municipal Lots, and to promote active transportation methods. The proposed changes are included in Attachment 1 – Amended Redlined Traffic By-law and the revised set fines are included in Attachment No 2 – Amended Redlined Traffic Set Fines. Each proposed amendment is numbered for ease of reference.

1. Blocking a bicycle lane or multi-use trail

Section 3.4.5 has been added to prevent the stopping or standing of a vehicle in a manner that blocks bicycle lanes and multi-use trails.

This recommendation supports the following City plans and strategies:

- Transportation Master Plan (Pedestrian and Cycling Infrastructure)
- Climate Mitigation Plan (Active Transportation)
- Trails Master Plan

2. Parking near intersections

Currently, the Traffic By-law requires a sign ("No parking here to corner") to be installed and displayed to enforce parking too close to an intersection. This leaves many intersections open to vehicles parking immediately adjacent to a stop sign or the intersection, creating unsafe sightline issues and forcing vehicles into the opposing lane of traffic at the intersection.

The City receives numerous complaints about vehicles parking at intersections and must review the area to determine whether to install a sign at the location.

The proposed by-law amendments repeal section 3.6.1, which requires a sign to be installed. Instead, a new section 3.5.19 is added to prohibit parking within 9 metres of every intersection, whether a sign is installed or not. Similar to parking on a sidewalk, no signage would be required for enforcement to occur. This amendment aligns with the County Parking By-law and municipal practices around the province.

3. Abandoned, unlicensed and inoperable vehicles

Section 3.5.14 provides that a vehicle may not be parked on a roadway "for an unreasonable length of time". This is vague and difficult to enforce. In an effort to improve the response to complaints about vehicles being abandoned, this section has been amended to provide a maximum time for all roadways of forty-eight (48) hours. Enforcement of this provision would be by complaint only.

Section 3.5.19 has been added to prevent the parking of a vehicle that is un-plated, unlicensed, inoperable, or immobile. This will help prevent vehicles from being abandoned, especially in municipal lots, for an extended period of time.

4. Pavement Markings

Section 3.5.20 has been added to prevent the parking of a vehicle on a highway or in a municipal lot outside of a parking space designated by lines painted on the surface of the parking area.

5. Winter Overnight Parking in Municipal Lots

Sections 3.28.10.1 and 3.28.10.2 have been combined into one section. Subsection 1 currently prohibits winter overnight parking between 2:00 a.m. to 7:00 a.m. in lots 1, 3, 8, and 9. Subsection 2 currently prohibits winter overnight parking between 2:00 a.m. to 5:00 a.m. in lots 4 and 5. Exemptions for overnight parking permits apply in lots 5 and 9.

The prohibited parking timeframes have been adjusted to 1:00 a.m. to 7:00 a.m. for all lots mentioned above, to be consistent with on-street parking restrictions and to reduce confusion.

Section 3.28.12.1 has been added to provide a requirement that users of overnight parking permits move their vehicle to another overnight parking space every seven (7) days, and that they comply with permit conditions and signage. This provision is intended to prevent a person from purchasing a winter overnight parking pass for the purpose of storing the vehicle all winter. The consistent movement of vehicles is intended to improve snow removal in the approved winter overnight parking spaces.

Signage in municipal lots have been reviewed to ensure consistency with the proposed changes. Temporary alterations to existing signage will be required to update the time restrictions in lots 1, 4, 5, 8, 9. Lot 3 does not currently have signage. In future reports, comprehensive updates to signage will be proposed, including in municipal lots.

If approved, the adjusted winter overnight parking restriction times will be installed over existing signage by Public Works Staff.

6. Electric Vehicle Parking

Sections 3.41.1 and 3.41.2 have been added to regulate the use of electric vehicle charging stations. Subsection 1 prohibits parking a vehicle, other than an electric vehicle, in an electric vehicle parking space. Subsection 2 prohibits parking a vehicle in an electric vehicle parking space while not connected to the charging station and charging.

This supports Action 7 (Promote Grey County as an EV-friendly destination) of the Community Actions under the City's Climate Mitigation Plan.

7. Removal and Impounding of Vehicles

Section 6.2 currently provides for the removal and impounding (towing) of a vehicle parked or left in contravention of the by-law. Section 6.2 currently limits the towing of a vehicle to places where authorized signs are installed and displayed (no parking signs).

Under the *Highway Traffic Act, R.S.O. 1990, c. H.8*, subsection 170 (15) provides that a municipal law enforcement officer, upon discovery of any vehicle parked or standing in contravention of a municipal by-law, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removal, care and storage of the vehicle, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the *Repair and Storage Liens Act*.

Section 6.2 has been amended to remove the signage requirement, to be consistent with the *Highway Traffic Act*. This change is administrative in nature and does not alter the practices of By-law Enforcement or Police.

Resource Alignment:

Financial Resources

There is no anticipated financial impact from these changes. Within existing signage budgets, stickers will be ordered to amend the existing signage in municipal lots.

Human Resources

Public Works staffing will be required to install amendments to the existing signage in municipal lots. The proposed changes to winter overnight parking time restrictions may allow for temporary scheduling adjustments in By-law Enforcement Services for enhanced parking enforcement in municipal lots.

Time and Scheduling

N/A.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

The recommendation supports both the City's Corporate Climate Change Adaptation Plan and the City's Climate Mitigation Plan.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting. A media release will be issued highlighting key changes to parking provisions.

Report Developed in Consultation With:

- Manan Monga, Engineering Technologist
- Greg Gibbons, Transportation Superintendent

Attachments:

1. Attachment 1 - Amended Redlined Traffic By-law
2. Attachment 2 - Amended Redlined Traffic Set Fines

Reviewed by:
Briana Bloomfield, City Clerk
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Riley Brugess, By-law Enforcement Supervisor at rbrugess@owensound.ca or 519-376-4440 ext. 1270.

By-law No. 2009-075

"A By-law to Provide for the Regulation of Traffic in the City of Owen Sound"

Consolidated Version

Revised January 27, 2026

Amendment history is provided at the end of the bylaw for reference.

Table of Contents

BY-LAW 2009-075

THE CORPORATION OF THE CITY OF OWEN SOUND

A BY-LAW TO PROVIDE FOR THE REGULATION OF TRAFFIC IN THE CITY OF OWEN SOUND

WHEREAS The Corporation of the City of Owen Sound is desirous of regulating traffic within its boundaries;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

PART 1 – DEFINITIONS

1. For the purpose of this By-law:

1.1 **Authorized Sign** shall mean a sign approved by the Ministry of Transportation of the Province of Ontario or a sign approved by the City which includes words or symbols which describe a permitted or prohibited act and which have been erected by authorized agents of the City pursuant to this By-law and without limiting the generality of the foregoing, includes a traffic control device and a traffic control signal.

1.2 **Accessible Parking Permit** means an unexpired accessible parking permit issued under O. Reg. 581 of the Highway Traffic Act.

1.3 **Bicycle** means and includes bicycle, tricycle or motor assisted bicycle.

1.4 **Bicycle Lane** means a division of a road marked off with pavement markings and indicated by bicycle symbols/signage for use by cyclists.

1.5 **Boulevard** means City-owned property being part of a street, or road allowance other than the portion thereof used for vehicular traffic, or as a sidewalk for pedestrians, a driveway, or shoulder.

1.6 **By-law Enforcement Officer** means an enforcing officer appointed by the City to enforce the provisions of this By-law or a person specially appointed to enforce only specific provisions of this By-law.

1.7 **Child Care Centre Loading and Unloading Zone** means an area of a highway designated for loading to a Motor Vehicle, or unloading from a Motor Vehicle, of Child Care Students.

1.8 **City** means the Corporation of the City of Owen Sound.

1.9 **City Hall** means the municipal offices of the City located at 808 – 2nd Avenue East, Owen Sound, Ontario N4K 2H4.

1.10 **City of Owen Sound Parking Permit** means a permit issued for a fee or to persons associated with the City which may exempt persons from certain regulations in this by-law.

1.11 **Coin** means either coin of the Dominion of Canada or of the United States of America.

1.12 **Commercial Motor Vehicle** means any motor vehicle having permanently attached thereto a truck or delivery body and includes, but is not limited to, ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on the highways.

1.13 **Corner** means the point of intersection of curbs or edges on the portion of the highway used for vehicular traffic.

1.14 **Council** means the municipal Council of The Corporation of the City of Owen Sound.

1.15 **Crosswalk** means that part of a highway at an intersection which is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or, in the absence of curbs, from the edges of the travelled portion of the highway of any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs included a Traffic Control Device or Traffic Control Signal or by lines or other markings on the road surface.

1.16 **Curb** includes the edge of a traveled portion of the highway.

1.17 **Delivery Vehicle** means a vehicle used by a company or individual for the exclusive purpose of delivery and/or taking away of merchandise.

1.18 **Driveway** means a public or private roadway providing vehicular access to a street or highway.

1.19 **Electric Vehicle** means a vehicle that runs only on a battery and an electric drive train, or; a plug-in hybrid electric vehicle that runs on a battery and an electric drive train, and also uses an internal combustion engine.

1.20 **Electric Vehicle Charging Station** shall mean any facility or equipment that is used to charge a battery or other energy storage device of an Electric Vehicle.

1.21 **Electric Vehicle Parking Stall** shall mean a parking space designated for the use of charging Electric Vehicles as indicated by a sign in the form set out in Ontario Regulation *Signs, R.R.O. 1990, Reg. 615,* or any successor.

1.22 **Emergency Vehicle** means a fire department vehicle, a vehicle used by a police officer while on duty, or an ambulance.

1.23 **Extended Term** means a period of consecutive time for up to 9 hours.

1.24 **Fire Department Vehicle** means a vehicle owned and operated by the City, another municipality, or a rescue organization, as defined in the Highway Traffic Act, as amended from time to time.

1.25 **Funeral Home** means a building and the owners, or operators thereof, used for the preparation of deceased persons for burial or cremation and rituals relating thereto, and shall include a Place of Worship or other place where a funeral is held.

1.26 **Funeral Procession** means a row of motor vehicles leaving from a Funeral Home and proceeding at a slow-moving pace as part of a funeral.

1.27 **Heavy Vehicle** means a commercial vehicle having a total rated vehicle weight when unloaded of two (2) tonnes or more according to the Highway Traffic Act registration permit number relating thereto, said weight being transmitted to the highway, but does not include an ambulance, or police, or fire department vehicle, or public utility vehicle or a school bus engaged in transporting children to or from school functions.

1.28 **Heavy Vehicle Route (Full Time)** means a route in the City of Owen Sound on the streets designated for heavy vehicle traffic to travel 24 hours a day, 7 days a week and **Heavy Vehicle Route (Daytime)** means a route in the City on the streets designated for heavy vehicle traffic to travel between the hours of 6:00 am. and 9:00 p.m., 7 days a week.

1.29 **Highway** – See "Street or Highway"

1.30 **Highway Traffic Act** means the Highway Traffic Act, RSO 1990, c H.8 as amended from time to time.

1.31 **Hours of Dedicated Enforcement** when referring to parking, means parking during the hours when Dedicated Parking Enforcement Officers of the City are actively enforcing parking regulations, being Monday to Friday from 9:00 a.m. to 5:00 p.m., excluding Holidays.

1.32 **Holiday** includes any day declared to be a holiday by the City, and includes Sunday, New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and when any holiday, falls on a Sunday, the next following day is in lieu thereof a holiday.

1.33 **Intersection** means the area embraced within the prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more roadways which join one another at an angle, whether or not one crosses the other.

1.33.1 **Large Vehicle** means any motor vehicle or combination towing motor vehicle and trailer having an overall height greater than 3.5 metres or overall length greater than 7.5 metres, with external attachments to the vehicle included in the overall height and length.

1.34 **Loading and Unloading Berth** means a space for the loading or unloading or both of goods or material for delivery of the same.

1.35 **Long Term Parking** when permitted, means parking during the Hours of Dedicated Enforcement of this By-law for up to five hours of permitted parking time within a parking space.

1.36 **Lot** when used in the Schedules attached to this By-law shall mean one of the Municipal Parking Lots identified in Schedules 7A, 7B and 7C of this Bylaw.

1.37 **Market Building** means the building used for the Owen Sound Farmer's Market located at 88 8th Street East.

1.38 **Motor Bus** means a class of urban Transit bus designed or intended for transporting, for compensation, passengers, and which is operated on a highway for or on behalf of the City.

1.39 **Motor Bus Stop Area** means any location where an authorized sign depicting a Motor Bus symbol is installed.

1.40 **Motor Vehicle** includes an automobile, motorcycle, motor assisted bicycle unless otherwise indicated in the Highway Traffic Act and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine within the meaning of the Highway Traffic Act.

1.41 **Multi-use trail** means a division of a road marked off with pavement markings and indicated by bicycle and pedestrian symbols/signage for use by cyclists and pedestrians;

1.42 **Municipal Parking Lot** means an off street parking area owned by the City or operated by the City pursuant to an agreement with the owner thereof.

1.43 **Off Street Parking Permission** means a letter from the City granting permission to a person to park on the Boulevard.

1.44 **Official Sign** means a sign approved by the Ministry of Transportation of the Province of Ontario or the City.

1.45 **One Way Street** means a street upon which vehicular traffic is limited to movement in one direction.

1.46 **Overhead Lane Designation Sign** means an Authorized Sign which is in some way installed so that it is suspended above the highway to be visible to the operators of Motor Vehicles.

1.47 **Park or Parking**, when prohibited, means the standing of a motor vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

1.48 **Parking Enforcement Officer** means any person authorized by the City to enforce the provisions of the Traffic By-law No. 2009-075 and amendments thereto.

1.49 **Parking Meter** means a device including electronic and mechanical parking meters, and which indicates thereon the length of time during which a vehicle may be parked, which has as a part thereof a receptacle for receiving and storing coins, a slot or place in which coins may be deposited to activate a timing mechanism to indicate the passage of the interval of time, following the deposit of a coin therein, the length of which time is determined by the coin or coins deposited, and which also displays a signal when the paid-for interval of time has expired.

1.50 Repealed by By-law 2019-060.

1.51 Repealed by By-law 2019-060.

1.52 **Parking Space or Parking Stall** means a space marked off for the parking, within its markings, of a motor vehicle, on a street or highway, or in a municipal parking lot.

1.53 Repealed by By-law 2019-060.

1.54 **Pay and Display Machine** means a machine that, by having the correct amount of currency deposited into it, produces a ticket document that stipulates the date and time that a motor vehicle may be legally parked.

1.55 **Pedestrian** means a person on foot, in a wheeled carriage or using a wheelchair or personal mobility device.

1.56 **Person** includes any person, firm, partnership, association, corporation, company, or organization of any kind.

1.57 **Person with a Disability** means a Person with a Disability as defined under O. Reg. 581 of the Highway Traffic Act.

1.58 **Places of Worship** means a Church, Synagogue, Temple, Mosque, or other facility that is used for prayer by persons of similar beliefs.

1.59 **Police Officer** means a member of The Owen Sound Police Services or a person authorized by the Chief of Police to regulate or direct traffic.

1.60 **Public Utility** means a system that is used to provide services or things for the public with respect to water; sewage; fuel, including natural and artificial gas; energy, including electricity; heating and cooling; telephone; and, the service or thing that is provided.

1.61 Repealed by By-law 2013-189.

1.62 **Roadway** means the portion of a street or highway improved, designed, or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term roadway refers to any one roadway separately and not to all of the roadways collectively.

1.63 **School Bus Loading Zone** means an area on a highway designated for the loading into a school bus or unloading from a school bus, of school students.

1.64 **School Day** means a day that is within a school year and is not a holiday, as determined by the Education Act.

1.65 **Seasonal** with respect to the parking of bicycles means the months of May, June, July, August, September, and October

1.66 **Short Term Parking** where permitted, means parking during the Hours of Dedicated Enforcement of this By-law for less than or equal to two hours of permitted parking time within a parking space.

1.67 **Shoulder** means the area between the moving traffic lanes of a street or highway, and the curb or edge of the roadway.

1.68 **Sidewalk** means that portion of a street or highway that lies between the roadway and the lateral property lines of the street or highway, and which may be paved, surfaced, or levelled, and is intended to be used as a pedestrian walkway.

1.69 **Stand or Standing**, when prohibited, means the halting of a motor vehicle whether occupied or not, except for the purpose of and while actually engaged in receiving and discharging passengers.

1.70 **Stop**, when required, means a complete cessation of movement.

1.71 **Stop or Stopping**, when prohibited, means any stopping of a motor vehicle, except when necessary to avoid conflict with other traffic or in compliance with the direction of a Police Officer, or traffic control sign or signal.

1.72 **Street or Highway** includes a common and public highway, street, avenue, parkway, crescent, court, public driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

1.73 **Through Highway** means a highway or part of a highway designated as such by the Minister of Transportation or by By-law of the City and every such highway intersecting or abutting the designated through highway shall be marked by a stop sign or yield right of way sign in compliance with the regulations of the Ministry of Transportation.

1.74 Repealed by By-law 2019-060.

1.75 **Tour Bus** shall mean any bus used for transporting passengers for the purpose of viewing various areas of the City.

1.76 **Traffic** includes the movement or stopping of pedestrians, ridden or herded animals, motor vehicles, motor buses, and other conveyances, either singly or together, while using any street or roadway.

1.77 **Traffic Control Device** means any sign, or roadway, curb or sidewalk markings, or other device erected or placed under the authority of the City for the purpose of guiding or directing traffic.

1.78 **Traffic Officer** means a Police Officer or any other person who is properly authorized by the Chief of Police to direct or regulate traffic.

1.79 **Traffic Control Signal** means any device manually, electrically, or mechanically operated for the regulation of traffic.

1.80 **Trailer** means a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, another motor vehicle or any device or apparatus not designed to transport persons or property temporarily drawn, propelled or moved upon such highway, and except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn.

1.81 **U-turn** means to turn a vehicle within a roadway so as to proceed in the opposite direction.

PART 2 – OBEDIENCE TO TRAFFIC REGULATIONS

Enforcement of By-law

2.1 The Police Officers of the Owen Sound Police Services and By-law Enforcement Officers for the City shall enforce the provisions of this Bylaw. Notwithstanding the foregoing, Parking Enforcement Officers appointed by the City shall enforce the provisions of this By-law, as amended from time to time, particularly within the Parking Meter Zones and within Municipal Parking Lots. Special By-law Enforcement Officers appointed by the City may also enforce the provisions of this By-law.

Obedience to Traffic Signals

2.2 No person shall fail to promptly obey a Traffic Control Signal given either by a Police Officer or by a Traffic Control Device or a Traffic Control Signal.

Obedience to Parking Regulations

2.3 Notwithstanding any other provisions of the By-law, if a Motor Vehicle is parked contrary to the By-law, in addition to any other remedy, a Police Officer or By-law Enforcement Officer may remove such Motor Vehicle, or cause same to be removed to and be stored in a suitable place, and all costs and charges for removal or storage thereof shall be a lien upon such Motor Vehicle.

PART 3 – PARKING AND OPERATION OF VEHICLES

Method of Parking

3.1.1 No person shall Park a Motor Vehicle on any Street other than a one-way Street unless on the right-hand side of the Street, having regard for the direction in which the vehicle had been proceeding, and unless the right front and right-rear wheels or runners of the Motor Vehicle are parallel to and distant, respectively, not more than 150 mm from the edge of the Roadway, provided that this provision shall not apply where angle parking is specifically authorized by By-law.

Angle

3.2.1 Angle parking is permitted in those areas so designated in **Schedule 1.**

3.2.2 In the said areas so designated, no person shall Park a Motor Vehicle except at the angle indicated by a marking or sign and so that the front end of the Motor Vehicle is nearest to the edge of the Roadway.

3.2.3 No person shall Park a truck over 454 kg (½ ton) classification in an area where angle parking is permitted.

3.2.4 No person shall Park a vehicle in angle parking a vehicle which has a trailer attached thereto, or where any load on the vehicle extends beyond the rear of the vehicle, or where the vehicle so parked obstructs or interferes with Traffic.

One-way Streets

3.3 Where Parking is permitted on a one-way Street, no Person shall Park a vehicle except so that the vehicle is facing in the direction in which it was legally proceeding and, except for areas where angle parking is permitted, parallel to and distant not more than 150 mm from the edge of the Roadway.

Stopping Prohibited

3.4.1 No person shall allow any Motor Vehicle or part thereof to Stop anytime upon any Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 2A** to this By-law.

3.4.1.1 No person shall allow any Motor Vehicle or part thereof to Stop between the hours of 8:00 a.m. and 5:00 p.m. on School Days upon any Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 2B** to this by-law.

3.4.2 Notwithstanding the provisions of Section 3.4.1 hereof, Motor Buses at signed bus stops shall be permitted to Stop anytime upon any Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 2A** to this By-law while loading and unloading transit passengers.

3.4.3 Notwithstanding the provisions of Section 3.4.1 hereof, armoured vehicles under contract with a financial institution, in the process of picking up from, or delivering cash or other materials to, said financial institutions may Stop anytime upon any Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 2A** to this By-law with the exception of 10th Street East and 10th Street West where the prohibition of Stopping contained in paragraph 3.4.1 hereof shall apply to armoured vehicles the same as other vehicles.

3.4.4 No person shall Stop or Stand a Motor Vehicle in, or within six metres from, a Crosswalk.

3.4.5 No person shall Stop or Stand a Motor Vehicle on, or partly on, or over a bicycle lane or multi-use trail.

Parking Prohibited – General

3.5 No person shall at any time Park a vehicle or any part thereof, in any of the following places, except as herein expressly permitted:

3.5.1 on a Sidewalk;

3.5.2 on a Boulevard, save and except a Boulevard as specified on **Schedule 3** to this By-law;

3.5.3 in front of a public or private Driveway or lane;

3.5.4 within an Intersection;

3.5.5 within 1.8 m from the point where a straight line drawn from a fire hydrant at right angles to the roadway intersects the Roadway;

3.5.6 on a Crosswalk;

3.5.7 on any bridge or the approaches thereto;

3.5.8 on any Street in such a manner as to obstruct Traffic;

3.5.9 in such a position as will prevent the convenient removal of any other vehicle previously Parked or Standing;

3.5.10 in front of the main entrance to, or any emergency exit from a theatre, auditorium, or other building while large assemblages are being held in such theatre, auditorium, or other building, or for a reasonable time immediately preceding and following such assemblages;

3.5.11 in front of the entrance to a hotel

3.5.12 in front of the entrance to any hospital;

3.5.13 in any public lane;

3.5.14 on any Roadway for an unreasonable time, having regard for the Traffic requirements of such Roadway, but in no case for a period longer than forty-eight (48) hours;

3.5.15 on any Highway between the hours of 1:00 a.m. and 7:00 a.m. during the period December 1^{s} to March 31st;

3.5.16 Repealed by By-law 2013-189.

3.5.17 notwithstanding the provisions of Section 3.5 of this By-law, where an Authorized Sign has been installed and is on display, doctor's vehicles and Emergency Vehicles may Park up to, but not exceeding one hour, in the area of the sign;

3.5.18 Repealed by By-law 2017-047.

3.5.19 within 9 metres of the Corner of any Street Intersection except where otherwise provided in this By-law;

3.5.20 on a Highway or in any Municipal Parking Lot if the Vehicle is un-plated, unlicensed, inoperable or immobile;

3.5.21 If a parking space has been designated by lines painted on the surface of the parking area, no person shall park any vehicle on a Highway or in any Municipal Parking Lot in such a manner that is not wholly within the area designated as a parking space.

Specified Places Where An Authorized Sign Is On Display – Anytime

3.6 Where an Authorized Sign has been installed and is on display, no Person shall Park or leave standing any Motor Vehicle anytime:

~~3.6.1 within 9.1 metres of the Corner of any Street Intersection except where otherwise provided in this By-law;~~

3.6.2 on the Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2, between the limits set out in Column 3 of **Schedule 8** of this By-law;

3.6.3 Section 3.6.2 shall not apply to Motor Buses owned and operated by the City, or operated under a City franchise.

3.6.4 Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing any unauthorized boat trailer in the parking lot at the Harry Lumley Bayshore Community Centre.

Specified Places Where An Authorized Sign Is On Display – Specified Time

3.7.1 Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing, except in accordance with the time limits shown on the Authorized Sign, any Motor Vehicle on the Highway or parts of Highways, set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of the following Schedules: **Schedules 9A, 9B, 9C, 9D, 9E, 9F, 9G, 9H, 9I, 9J, 9K, 9L, 9M, 9N, and 9O** to this By-law.

3.7.2 Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing, any Motor Vehicle on the Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 between the limits set out in Column 3 of **Schedule 9J** to this By-law during the period from December 1st to March 31st.

3.7.3 Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing, any bicycle in the spaces identified for the parking of bicycles in the municipal parking lots identified as Lots 1, 4 and 5 set out in Column 1, between the time limits set out in Column 2 of **Schedule 9O** between May 1 and October 31 daily.

<u>Specified Places Where An Authorized Sign is On Display – Anytime With Certain Exceptions</u>

3.8 Where an Authorized Sign has been installed and is on display, no Person shall Park a Motor Vehicle on the Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 for **Schedule 10** to this By-law, except for the purpose of depositing mail and only for such period of time as required so to do not to exceed ten minutes.

<u>Heavy Vehicle</u>

3.9.1 When Authorized Signs have been installed and are on display, no Person shall move, drive or operate a Heavy Vehicle at any time on any Highway or parts of Highways except on the Highways or parts of Highways set out in Column 1 and between the limits set out in Column 2 and during the hours set out in **Schedule 11A, Heavy Vehicle Routes – Full Time or Schedule 11B, Heavy Vehicle Routes – Daytime (6:00 a.m. – 9:00 p.m.)** of this By-law.

3.9.2 The restrictions referred to in Section 3.9.1 shall not apply:

3.9.2.1 to any Heavy Vehicle actually engaged in making a delivery to or a collection from a premises which cannot be reached except by way of the Highway other than those referred to on **Schedules 11A or 11B**; or,

3.9.2.2 to prohibit the use of such Heavy Vehicle for such purposes provided that in making such delivery or collection the said Highway or parts of Highways are traveled only so far as is unavoidable in getting to or from such premises.

3.9.3 Where an Authorized Sign has been installed and is on display, no Person shall operate a Commercial Vehicle or Trailer on any Highway or parts of Highways in excess of allowable loading as defined by the Highway Traffic Act during a reduced load period designated as the months of March and April with the exception of the Highways or part of Highways as set out in Column 1 and between the limits set out in Column 2 of **Schedule 11C** to this By-law.

3.9.3.1 If deemed necessary by the Director of Public Works and Engineering or approved designate, the reduced load period referred to above may be extended to include the months of February and May.

3.9.4 Where authorized signs have been installed and are on display, no person shall move, drive or operate a Heavy Vehicle on any Highway or part of Highway except Tour Buses on the Highways or part of Highways set out in Column 1, between the limits set out in Column 2 and between the time limits set out in Column 3 of **Schedule 11D** to this By-law.

3.9.5 Where Authorized Signs have been installed and are on display, no Person shall Park or leave Standing, a Heavy Vehicle at any time on the Highway or parts of Highways set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 11E** to this By-law.

3.9.6 The restrictions referred to in Section 3.9.5 shall not apply:

3.9.6.1 to a Heavy Vehicle actually engaged in making a delivery to or a collection from a premises which cannot be reached except by way of the Highway other than those referred to on **Schedules 11A, 11B, 11C and 11D**; or,

3.9.6.2 to prohibit the use of such Heavy Vehicle for such purposes provided that in making such delivery or collection the said Highway or parts of Highways as traveled only so far as is unavoidable in getting to or from such premises.

Funeral And Other Processions

3.10.1 Notwithstanding anything to the contrary contained in any City By-law prohibiting Parking on any Highway or portions thereof, no such prohibition shall apply to Motor Vehicles parked on a Highway in front of a Funeral Home establishment during the period of 1½ hours next preceding a funeral procession where the Funeral Home has caused signs to be placed on or adjacent to the Highway indicating that a funeral is about to take place.

3.10.2 No Person shall intersect a funeral or other properly authorized procession while it is in motion except under the direction of a Police Officer.

3.10.3 The driver of a Motor Vehicle in a funeral or other properly authorized procession shall drive as near to the right hand edge of the Roadway as practicable and, to shorten the procession to the extent reasonably possible, shall follow the vehicle ahead as closely as is practicable and safe.

Emergency No Parking

3.11 Notwithstanding anything to the contrary contained in any City By-law respecting Parking on any Highway or Street or portions thereof, no Person shall Park in any place where signs prohibiting Parking have been placed on display under the direction of Police Services, By-law Enforcement Officer, Public Works Manager, or other authorized employee of the City, for the purpose of snow removal, Street cleaning, weddings, or special events, provided however that said signs shall not become effective until two hours have elapsed after said signs have been so placed.

Motor Bus Stops

3.12 Where an Authorized Sign has been installed and is on display in the Motor Bus stop areas, no Person shall Park a Motor Vehicle, with the exception of doctors' vehicles and Emergency Vehicles which may park up to, but not exceeding one hour, Motor Buses owned or operated by the City, or under a City franchise.

One-Way Streets Designated

3.13.1 The Highways or parts of Highways set out in Column 1 of **Schedule 12** of this By-law between the limits set out in Column 2 of the said Schedule are hereby designated as One Way Streets in the direction set out in Column 3 of the said **Schedule 12**.

3.13.2 Where an Authorized Sign has been installed and is on display, no Person shall operate a Motor Vehicle on a One-Way Street except in the direction set out in Column 3 of the said **Schedule 12**.

Rate of Speed in Certain Areas

3.14.1 Where Authorized Signs have been installed and are on display and are marked in compliance with the regulations under the Highway Traffic Act, as amended from time to time, no Person shall operate a Motor Vehicle on any Highway set out in Column 1 of **Schedule 13A** to this By-law, between the distances set out in Column 2, at a rate of speed in excess of the rate of speed as set out in Column 3.

3.14.2 Notwithstanding section 3.14.1 the penalties provided in the Highway Traffic Act, R.S.O. 1990, Chapter H.8, Part IX, Section 128, or any amendment thereof, shall apply to the offences against this section with respect to connecting links within the City. For the purposes of this section, "connecting link" shall mean a portion of a King's Highway that is within the City boundaries.

3.14.3 Where Authorized Signs have been installed and are on display and are marked in compliance with the regulations under the Highway Traffic Act, as amended from time to time, no Person shall operate a Motor Vehicle between the hours of 8:00 a.m. and 5:00 p.m. on School Days upon any Highway set out in Column 2 of **Schedule 13B**, between the distances set out in Column 3, at a rate of speed in excess of 30 km/hour.

Turns – Left Turns Prohibited

3.15 Where an Authorized Sign has been installed and is on display, no Person operating a Motor Vehicle in the Intersection set out in Column 1, proceeding in the direction set out in Column 2 shall turn such vehicle to the left so as to enter an intersecting Roadway during the times set out in Column 3 of **Schedule 14** to this By-law.

Right Turns Only

3.16 Where an Authorized Sign has been installed and is on display, no Person operating a Motor Vehicle in the Intersection set out in Column 1 of **Schedule 15** to this By-law, proceeding in the direction set out in Column 2 shall enter the intersecting roadway except to turn to the right.

U-Turns

3.17 No person in charge of a Motor Vehicle shall on a Highway, turn the same in a half circle of 180 degrees:

3.17.1 when an Authorized Sign has been erected and is on display in the area as set out in **Schedule 16** to this By-law;

3.17.2 at any Intersection designated as a four way stop;

3.17.3 at any Intersection where traffic control signals are installed;

3.17.4 at any other place not mentioned in Sections 3.17.1, 3.17.2 and 3.17.3 unless it can be done in a safe manner and without interfering with other Traffic.

Dealers Cars Prohibited

3.18 No dealer of motor cars or Motor Vehicles shall Park or leave Standing, used or new vehicles on any Street, square or public place or on any property owned by the City:

3.18.1 for the purpose of displaying the Motor Vehicle for sale or resale, or in any way advertising the dealer's business or inventory; or

3.18.2 for the purpose of storing the Motor Vehicle pending servicing or delivery thereof to its owner or operator after servicing, or pending relocation of the same on the sales lot of the dealer.

Free Parking

3.19 Repealed by By-law 2017-047.

3.19.1 Repealed by By-law 2017-047.

3.19.2 Repealed by By-law 2017-047.

3.19.2.1 Repealed by By-law 2019-060.

3.19.2.2 Where an Authorized Sign has been installed and is on display, no Person shall Park a Motor Vehicle in excess of two hours during the Hours of Dedicated Enforcement of this by-law, in each City block of the complementary parking area set out in Schedule 4 of this by-law.

3.19.2.3 Section 3.19.2.2 shall apply such that a Motor Vehicle may return to Park in the same location for five hours after the time of initial parking.

Metered Parking – Parking Meter Zones and Municipal Parking Lots

3.20.1 Repealed by By-law 2019-060.

3.20.2 Repealed by By-law 2019-060.

3.20.3 Repealed by By-law 2019-060.

3.20.3.1 Repealed by By-law 2019-060.

3.20.3.2 Repealed by By-law 2019-060.

3.20.3.3 Repealed by By-law 2019-060.

3.20.4 Repealed by By-law 2019-060.

3.20.5 Repealed by By-law 2019-060.

Parking at Meters

3.21.1 Repealed by By-law 2019-060.

3.21.2 Repealed by By-law 2019-060.

3.21.3 Repealed by By-law 2019-060.

3.21.3.1 Repealed by By-law 2016-154.

3.21.3.2 Repealed by By-law 2016-154.

3.21.4.1 Repealed by By-law 2019-060.

3.21.4.2 Repealed by By-law 2019-060.

3.21.4.3 Repealed by By-law 2019-060.

3.21.5 Repealed by By-law 2019-060.

3.21.5.1 Repealed by By-law 2019-060.

3.21.6 Repealed by By-law 2019-060.

Legal Parking Time At Street Meters and in Municipal Parking Lots

3.22.1 Notwithstanding any other provisions of this By-law, no Person shall Park a Motor Vehicle in a Parking Space in excess of the time on the days and between the hours hereafter specified:

3.22.1.1 no Person shall Park a Motor Vehicle for longer than a Short Term Parking time, as defined in this By-law, in the areas identified on **Schedule 4** to this By-law;

3.22.1.2 where an Authorized Sign has been installed and is on display, no person shall Park a Motor Vehicle for longer than a Long Term Parking time, as defined in this By-law, in the areas identified on **Schedule 7** to this Bylaw unless a parking permit has been obtained.

3.22.1.3 Repealed by By-law 2019-060.

3.22.2 Repealed by By-law 2019-060.

3.22.3 Repealed by By-law 2016-154.

Commercially Owned Vehicles (15 Minutes Parking) - In Parking Spaces With Parking Meters

3.23.1 Repealed by By-law 2019-060.

3.23.2 Repealed by By-law 2019-060.

Interference With Authorized Signs and Parking Meters

3.24.1 No Person shall alter, deface, move, remove or destroy any authorized sign, or any pavement lines or other marks for the Parking of Motor Vehicles or the regulation of Traffic.

3.24.2 No Person shall deface, injure, tamper with, open, wilfully break, destroy, move, remove, alter, or impair the usefulness of, any Parking Meter or Pay and Display Machine.

Areas Designated As Municipal Parking Lots

3.25.1 Areas designated as Municipal Parking Lots shall be those areas set out in **Schedules 7** to this By-law.

Parking in Municipal Parking Lots

3.26 Repealed by By-law 2019-060.

3.26.2 No Person shall Park a Motor Vehicle except a Tour Bus on the west side of Lot No. 8 described in **Schedule 7**, between the hours of 6 pm and 1 am daily.

Parking in Municipal Parking Lots – Where Pay and Display Machines are Provided

3.27 Repealed by By-law 2019-060.

3.27.1 Repealed by By-law 2019-060.

Regulations

3.28.1 Repealed by By-law 2016-154.

3.28.2 Repealed by By-law 2019-060.

3.28.3 Repealed by By-law 2019-060.

3.28.4 Repealed by By-law 2019-060.

3.28.5 Repealed by By-law 2019-060.

3.28.5.1 Repealed by By-law 2019-060.

3.28.5.2 Repealed by By-law 2019-060.

3.28.5.3 Repealed by By-law 2019-060.

3.28.6 Repealed by By-law 2019-060.

3.28.7 Repealed by By-law 2019-060.

3.28.8 No Person shall operate a vehicle entering or making use of any public parking area except in accordance with the directions of any Authorized Signs, ~~Parking Meters,~~ lines or other marks, and other permanent or temporary signal devices legally erected or placed for the purpose of regulating or directing Traffic within the said public parking area.

3.28.9 No Person shall Park a vehicle of over 2268 kg gross vehicle weight in any Municipal Parking Lot.

3.28.10 When Authorized Signs have been erected and are on display, no Person shall Park or leave Standing any Motor Vehicle in:

3.28.10.1 Parking Lots 1, 3, 4, 5, 8 and 9 between the hours of 1:00 ~~2:00~~ a.m. and 7:00 a.m. from December 1 to March 31, save and except the designated overnight parking area in Parking Lots 5 and 9 where a person may park a Motor Vehicle upon paying the fee for an Overnight Parking Permit as set out in the Fees and Charges By-law and displaying the Permit in a visible place on the vehicle, unless a valid and current digital parking permit is registered for the vehicle; and

~~3.28.10.2 Parking Lots 4 and 5 between the hours of 2:00 a.m. and 5:00 a.m. from December 1 to March 31, save and except the designated overnight parking area in Parking Lot 5 where a person may park a Motor Vehicle upon paying the fee for overnight parking as set out in the Fees and Charges By-law and displaying the ticket document from a Pay and Display Machine in a visible place on the vehicle.~~

3.28.10.3 Repealed by By-law 2016-154.

3.28.11 Repealed by By-law 2019-060.

3.28.12 Every owner or operator of a vehicle parked or left in Municipal Parking Lot 5 or 9 pursuant to an Overnight Parking Permit and in accordance with section 3.28.10.1 or 3.28.10.2 shall move their vehicle to another designated overnight parking space at least every seven (7) days and according to any posted signage and permit conditions.

City of Owen Sound Parking Permits

3.29.1 Persons with vehicles properly displaying a valid City of Owen Sound Parking Permit may be exempt from certain regulations in this by-law.

3.29.2 Repealed by By-law 2013-203.

3.29.3 No Person shall:

3.29.3.1 deface or alter any permit, sticker or other evidence of any permit furnished by the City;

3.29.3.2 use or permit the use of a defaced or altered permit, sticker or other evidence of a permit furnished by the City;

3.29.3.3 use or permit the use of a permit, sticker or other evidence of a permit furnished by the City except the person to whom the permit, sticker or other evidence of a permit is furnished;

3.29.3.4 without the authority of the person to whom a permit has been issued, remove a permit, sticker or other evidence of a permit furnished by the City from a Motor Vehicle.

3.29. 4 Repealed by By-law 2013-203

3.29.5 The provisions of Policy CrS-BL3 shall apply to Section 3.29 of this By-law. For the purposes of this section, a reference to Policy CrS-BL3 is ambulatory and applies as amended or succeeded.

Where Meter Out Of Order

3.30 Repealed by By-law 2019-060.

Emergency Or Special Circumstances

3.31.1 Notwithstanding anything to the contrary contained herein, the Chief of Police or his designate, during any emergency or special circumstances deemed sufficient therefor, may, by the use of appropriate signs or signals, suspend the movement of any or all vehicular Traffic on any Street or portion thereof ~~in the Parking Meter Zone~~ and/or may suspend any or all Parking thereon by authorizing the affixing of “No Parking” signs or hoods to *parking meters*, and the Chief of Police or his/her designate, during such emergency, may declare that any Motor Vehicle already parked is being parked illegally regardless of the time permitted for Parking such Motor

Vehicle under the provisions of this Section, and notwithstanding that the period allowed to the owner or driver under this Section has not expired.

3.31.2 Before exercising his authority pursuant to this Section, the Chief of Police shall cause to be made reasonable attempts to notify the owner or driver of such Motor Vehicle that Parking at such place has been suspended, and, the owner or driver of such Motor Vehicle shall be allowed a reasonable period of time to remove said Motor Vehicle before the Chief of Police causes the same to be removed, provided always that where an emergency requires it, this provision shall not apply.

Emergency Storm Stayed Motor Vehicles

3.32.1 Notwithstanding anything to the contrary contained within this By-law, where an authorized sign has been installed and is on display, motorists who are storm-stayed as they cannot, due to heavy snowfalls, or icy road conditions remove their Motor Vehicles from any City Streets, may Park overnight in the designated spaces identified on the map attached as **Schedule 20** to this By-law in the Parking Lot located on the west side of 3rd Avenue East between 8th Street East and 9th Street East provided they have informed the Owen Sound Police Services of the need to leave their Motor Vehicle overnight.

3.32.2 Notwithstanding anything to the contrary contained herein, the Director of Operations, or his or her designate, during periods of heavy snow accumulation, may, by the use of appropriate signage, temporarily prohibit parking for a sufficient period of time to allow for City staff to remove snow on any road, metered or non-metered, or portion thereof, where the combination of accumulated snow and permitted parking creates an unsafe roadside environment provided however that said signage shall not become effective until two hours elapsed after said signage has been placed and after such time as the vehicle may be caused to be removed.

Loading and Unloading – Zone

3.33 No Person shall Stop, Stand or Park a Motor Vehicle in a Loading or Unloading Berth except as follows:

3.33.1 where Authorized Signs have been erected and are on display; and

3.33.2 the Loading or Unloading Berth is as described in **Schedule 21A**; and

3.33.3 where **Schedules 21B, 21C, 21D, and 21E** provide that Stopping, Standing or Parking in a Loading or Unloading Berth shall occur only between certain prescribed hours, the same shall occur only during the times set out on **Schedules 21B, 21C, 21D and 21E.**

3.33.4 the Stopping, Standing or Parking is, subject to subparagraph 3.33.1, for the purpose of:

3.33.4.1 loading or unloading goods or material; or

3.33.4.2 engaging in the loading or unloading of passengers into or out of the said vehicle.

3.33.5 Notwithstanding subparagraphs 3.33.1, 3.33.2, 3.33.3 and 3.33.4 hereof, no Person shall Stop, Stand or Park a Motor Vehicle in a Loading or Unloading Berth to engage in loading or unloading passengers when the same interferes with any Delivery Vehicle waiting to enter such Loading or Unloading Berth for the purpose of loading or unloading goods or materials.

3.33.6 No Person shall Stop, Stand or Park in a Tour Bus Loading or Unloading Berth as Described in **Schedule 21D** except for the purpose of Loading or Unloading passengers and such loading and unloading time limit shall be 30 minutes.

Method of Loading and Unloading

3.34 In a Loading and Unloading Berth, no Person shall load or unload a Motor Vehicle unless the Motor Vehicle is Standing parallel to the Curb and with the wheels within 300 mm of the Curb; but, if it is impossible to load and unload any Motor Vehicle from the side it may be backed up to the Curb but shall not remain backed up to the Curb except during the actual loading or unloading on any of the following parts of Streets listed in **Schedules 21A, 21B, 21C, 21D and 21E** to this By-law.

School Bus Loading Zone

3.35 When Authorized Signs have been erected and are on display, no Person at anytime shall Stop, Stand or Park a Motor Vehicle on any Highway or portion of Highway set out in Column 1 of **Schedule 22** to this By-law, on the side or sides set out in Column 2 and between the limits set out in Column 3, the said areas being hereby designated as School Bus Loading Zones.

Accessible Parking

3.36 Where an Authorized Sign is erected and on display, no Person at any time shall Stop, Stand or Park a Motor Vehicle in any Parking Space or area designated for the use of vehicles displaying an Accessible Parking Permit described in **Schedule 23** of this By-law unless the person properly displays an Accessible Parking Permit on the Motor Vehicle.

3.36.1 Section 3.36 does not apply to a Person operating Motor Vehicle which is Standing to receive or discharge a passenger who is a Person with a Disability.

3.36.2 Repealed by By-law 2019-060.

3.36.2.1 Repealed by By-law 2019-060.

3.36.2.2 Repealed by By-law 2019-060.

3.36.3 ~~For greater certainty and without limiting section 3.36.2 of this by-law,~~ a Person who properly displays an Accessible Parking Permit on a Motor Vehicle is subject to all Parking time limits and other regulations set out in this by-law.

Child Care Center Loading and Unloading Zones

3.37 When Authorized Signs have been erected and are on display, no Person at anytime shall Stop, Stand or Park a Motor Vehicle on any Highway or portion of Highway set out in Column 1, on the side or sides set out in Column 2 and between the limits set out in Column 3 of **Schedule 24** of this By-law, except for the purpose of taking on and discharging children enrolled in a Child Care Centre for which the Loading and Unloading Zone has been provided and only for such period of time as required to do so, but not exceeding ten minutes.

Blocking Intersections

3.38.1 When approaching a Traffic Control Signal at an intersection showing a circular green or green arrow indicator, no Person being the driver or operator of a Motor Vehicle shall enter the Intersection unless Traffic in front of him or her is moving in a manner that would reasonably lead him or her to believe that he or she can clear the Intersection before the signal indicator changes to a circular red indicator.

3.38.2 This section does not apply to the driver or operator of a Motor Vehicle who enters an Intersection for the purpose of turning to the right or left into an intersecting Highway and signals his or her intention to make such turn prior to entering the Intersection, and provided the driver or operator completes his or her turn as soon as it is safe to do so.

3.38.3 This section applies to all Intersections of Highways under the jurisdiction of the City which have a Traffic Control Signal at the said Intersections.

Large Vehicles Prohibited

3.39.1 Large Vehicles are prohibited from parking on any City Street between the hours of 1:00 a.m. and 7:00 a.m. save and except during the annual event period of the Salmon Spectacular.

3.39.2 Unattached trailers are prohibited from being parked on any City Street between the hours of 1:00 a.m. and 7:00 a.m. save and except during the annual event period of the Salmon Spectacular.

Reserved Parking

3.40.1 Where Authorized Signs have been installed and are on display, no Person other than the Persons set out in Column 1 shall Park a Motor Vehicle on the City lands set out in Column 2 during the hours set out in Column 3 of **Schedule 28** to this by-law.

Electric Vehicle Parking

3.41.1 No person shall park a vehicle or any part of a vehicle in an Electric Vehicle Parking Space where such vehicle is not an Electric Vehicle.

3.41.2 No person shall park a vehicle or any part of a vehicle in an Electric Vehicle Parking Space where such vehicle is not connected to an Electric Vehicle Charging Station and charging.

PART 4 – DESIGNATING THROUGH HIGHWAYS, YIELD, AND STOP SIGNS

Overhead Lane Designation Signs

4.1 Where Authorized Signs being Overhead Lane Designation Signs are installed and on display at any Intersection, no Person being the driver or operator of a Motor Vehicle shall approach such Intersection except in a manner which complies with the said Overhead Lane Designation Signs.

Yield Right-of Way Signs

4.2.1 The Intersections on Highways set out in **Schedule 25** to this By-law are designated as Intersections where Yield Right-of-Way Signs shall be erected at the locations shown.

4.2.2 Where Authorized Signs being a Yield Right-of-Way Sign are installed and on display, no Person being the driver or operator of a Motor Vehicle shall fail to yield the right-of-way as directed by the sign.

Through Highways

4.3.1 The Highways or parts of Highways named or described in **Schedule 26** of this By-law are hereby declared to be Through Highways.

Stop Signs

4.4 The Intersections on Highways set out in Column 1 of **Schedule 27** to this By-law with such Highways set out in Column 3 of the said Schedule are hereby designated as Intersections where Stop Signs shall be erected for Traffic proceeding in the direction set out in Column 2 of the said Schedule.

No Exit

4.5 Where Authorized Signs have been installed and are on display, no Person operating a Motor Vehicle on the Highway set out in Column 1 of **Schedule 28** of this By-law proceeding in the direction set out in Column 2 shall exit such Motor Vehicle onto the Highway set out in Column 3.

PART 5 – DELEGATION OF AUTHORITY

5.1 The Director of Operations or their designate is hereby appointed by the

City as the officeholder with the authority to temporarily designate a Highway or portion of a Highway under the City's jurisdiction as a construction zone for the purpose of and during the period required for, construction, repair or improvement of the Highway or other services.

5.2 Where a highway or portion of a highway under the City's jurisdiction has been designated as a construction zone, the Director of Operations or their designate may:

5.2.1 temporarily set a lower rate of speed for motor vehicles driven in the designated construction zone than is otherwise provided in the Highway Traffic Act or the City's Traffic By-law as applicable; or

5.2.2 temporarily close any highway or portion thereof which is designated as a construction zone.

5.3 Until such time as the signs are posted in accordance with the Highway Traffic Act, a construction zone, speed limit or road closure established under sections 5.1 or 5.2 of this by-law shall not become effective.

5.4 Council may, at their discretion:

5.4.1 revoke, by by-law, the authority provided in sections 5.1 or 5.2 of this bylaw; or

5.4.3 direct the Director of Operations to designate a construction zone and temporarily set a lower rate of speed or close a highway in the construction zone by resolution.

5.5 The Director of Operations and the Director of Community Services or their designates are hereby appointed by the City as the officeholder with the authority to temporarily designate Parking Spaces for the use of vehicles displaying an Accessible Parking Permit during public events.

5.5.1 Where an Authorized Sign is erected and on display, a Parking Space temporarily designated under this section may be enforced in the same manner as a Parking Space described in section 3.36 of this by-law.

5.6 Council may, at their discretion:

5.6.1 revoke, by by-law, the authority provided in section 5.5 of this by-law; or

5.6.3 direct the Director of Operations or Director of Community Services to designate Parking Spaces for the use of vehicles displaying an Accessible Parking Permit during public events by resolution.

PART 6 – MISCELLANEOUS, PENALTIES, ETC.

Standard Time and Daylight Saving Time

6.1 Whenever in this By-law a time of day or hour is referred to, it shall be constructed in accordance with Standard Time or Daylight Saving Time as may be in official current use in the City.

Removal of Motor Vehicle to be Stored

6.2 ~~Where an Authorizing Sign has been installed and is on display any~~ Any Police Officer or By-law Enforcement Officer, upon discovery of any Motor Vehicle or other object parked or left in contravention of this By-law, may cause it to be moved, removed, impounded, restrained, or immobilized, or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided in the Repair and Storage Liens Act of Ontario.

6.2.1 Any perishable object found in the object or vehicle removed from the highway pursuant to Section 6.2 herein, is the property of the City upon being moved from the highway and may be destroyed or given to a charitable institution.

Ontario Highway Traffic Act to Govern

6.3 The provisions of this By-law shall be subject to the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended from time to time.

Penalty

6.4 Any person who contravenes the provisions of this By-law is guilty of an offence and upon conviction therefore is subject to the penalty set out in the Provincial Offences Act.

6.4.1 Any person may within 14 days of an Offence, choose the voluntary payment for the Offence as approved by the Regional Senior Justice.

6.4.2 Following 14 days of an Offence, the set fine for the Offence, as approved by the Regional Senior Justice shall apply.

Headings Not Part Of This By-law

6.5 The headings in the body of this By-law form no part of the By-law but are inserted for convenience of reference only.

Gender

6.6 In this By-law words importing the masculine gender include females as well as males, and the converse.

By-laws Repealed

6.7 Following approval of short form wording for By-law 2009-075 by the Regional Senior Justice, By-Law 2003-148, and amendments thereto being: 2003-192, 2004-040, 2004-060, 2004-071, 2004-127, 2004-134, 2004-153, 2004-170, 2004-181, 2005-057, 23005-080, 2005-132, 2006032, 2006-042, 2006-082, 2006-199, 2006,239, 2007-026, 2007-097, 2007-157, 2007-158, 2007-204, 2008-069, 2009-051, 2009-071 shall be deemed to be repealed.

Effective Date

6.8.1 All Signs, Traffic Control Devices, Traffic Control Signals Pay and Display Machines and Parking Meters, existing as at the effective date of this Bylaw which have been installed by employees or authorized agents of the City in accordance with the terms of the By-law of the City regulating Traffic and Parking at the time of the installing of the signs, and which signs comply with this By-law, are hereby deemed to be Authorized Signs as defined in this By-law.

6.8.2 The provisions of this By-law regulating Traffic, prohibiting or regulating the operation of Motor Vehicles or any type of class thereof, on a Highway designated as a connecting link pursuant to the Public Transportation and Highway Improvement Act, or any successor or replacement thereof, shall not become effective until approved by the Ministry of Transportation of Ontario and until Authorized Signs have been erected where required.

6.8.3 Subject to Section 6.8.2, the provisions of this By-law shall come into full force and effect upon approval of short form wording from the Regional Senior Justice and after the final passing of this By-law.

6.8.4 The provisions of this By-law regulating Traffic on any road that is designated as a Grey County road shall not become effective until approved by the County of Grey.

FINALLY PASSED AND ENACTED this 4th day of May, 2009.

Signature on file

Mayor

Signature on file

Clerk

PART II – PROVINCIAL OFFENCES ACT

CITY OF OWEN SOUND
BY-LAW NO. 2009-075, as amended

A BY-LAW TO PROVIDE FOR THE REGULATION OF TRAFFIC IN THE CITY OF OWEN SOUND

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 voluntary payment amount payable within 14 days	COLUMN 4 Set fine
1.	Park on wrong side of highway	Section 3.1.1	30.00	40.00
2.	Stop in a no stopping zone	Section 3.4.1	20.00	30.00
3.	Stopping – prohibited time – school days 8:00 a.m. – 5:00 p.m.	Section 3.4.1.1	20.00	30.00
4.	Stop or stand on or over a bicycle lane	Section 3.4.5	40.00	60.00
5.	Stop or stand on or over a multi-use trail	Section 3.4.5	40.00	60.00
6.	Park on sidewalk	Section 3.5.1	30.00	40.00
9.	Park on boulevard	Section 3.5.2	20.00	30.00
10.	Park obstructing driveway/lane	Section 3.5.3	20.00	30.00
11.	Park within intersection	Section 3.5.4	30.00	40.00
12.	Park within 1.8 metres of fire hydrant	Section 3.5.5	60.00	70.00
13.	Park on crosswalk	Section 3.5.6	20.00	30.00
14.	Park on a bridge or the approaches thereto	Section 3.5.7	30.00	40.00
15.	Park on a street obstructing traffic	Section 3.5.8	30.00	40.00
16.	Park preventing convenient removal of other vehicle	Section 3.5.9	30.00	40.00
17.	Park in front of entrance to building while large assemblages are being held	Section 3.5.10	60.00	70.00
18.	Park in front of emergency exit of building while large assemblages are being held	Section 3.5.10	60.00	70.00
19.	Park in front of entrance to hotel	Section 3.5.11	20.00	30.00
20.	Park in front of entrance to hospital	Section 3.5.12	20.00	30.00
21.	Park in a public lane	Section 3.5.13	30.00	40.00

PART II – PROVINCIAL OFFENCES ACT

CITY OF OWEN SOUND
BY-LAW NO. 2009-075, as amended

A BY-LAW TO PROVIDE FOR THE REGULATION OF TRAFFIC IN THE CITY OF OWEN SOUND

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 voluntary payment amount payable within 14 days	COLUMN 4 Set fine
22.	Parking for more than 48 hours	Section 3.5.14	30.00	40.00
23.	Parking prohibited 1 a.m. to 7 a.m.	Section 3.5.15	30.00	40.00
24.	Park within 9 metres of intersection	Section 3.5.19	30.00	40.00
25.	Park un-plated or unlicensed vehicle on highway or municipal lot	Section 3.5.20	40.00	60.00
26.	Park inoperable or immobile vehicle on highway or municipal lot	Section 3.5.20	40.00	60.00
27.	Park outside of designated parking space	Section 3.5.21	30.00	40.00
	~~Park too close to corner~~	~~Section 3.6.1~~	~~30.00~~	~~40.00~~
28.	Park in prohibited zone	Section 3.6.2	30.00	40.00
29.	Park – prohibited time	Section 3.7.1	30.00	40.00
30.	Park – prohibited time – December 1 to March 31	Section 3.7.2	30.00	40.00
31.	Park in excess of 10 minute time limit	Section 3.8	15.00	25.00
32.	Park in excess of 2 hour time limit	Section 3.19.2.2	15.00	25.00
33.	Park in excess of short-term parking time limit	Section 3.22.1.1	15.00	25.00
34.	Park in excess of long-term parking time limits	Section 3.22.1.2	15.00	25.00
35.	Lot 8 – prohibited time – 6 p.m. to 1 a.m.	Section 3.26.2	30.00	40.00
36.	Park heavy vehicle in municipal lot	Section 3.28.9	30.00	40.00
37.	~~Park – prohibited time – 2 a.m. to 7 a.m.~~ Lot – park prohibited time – 1 a.m. to 7 a.m.	Section 3.28.10.1	30.00	40.00

PART II – PROVINCIAL OFFENCES ACT

CITY OF OWEN SOUND
BY-LAW NO. 2009-075, as amended

A BY-LAW TO PROVIDE FOR THE REGULATION OF TRAFFIC IN THE CITY OF OWEN SOUND

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 voluntary payment amount payable within 14 days	COLUMN 4 Set fine
	~~Park – prohibited time – 2 a.m. to 5 a.m.~~	~~Section 3.28.10.2~~	~~30.00~~	~~40.00~~
38.	Park in loading zone	Section 3.33	30.00	40.00
39.	Park in accessible space without permit	Section 3.36	300.00	350.00
40.	Park large vehicle – prohibited time – 1 a.m. to 7 a.m.	Section 3.39.1	30.00	40.00
41.	Park unattached trailer – prohibited time – 1 a.m. to 7 a.m.	Section 3.39.2	30.00	40.00
42.	Park in reserved space	Section 3.40.1	30.00	40.00
43.	Park non-electric vehicle in electric vehicle parking space	Section 3.41.1	60.00	70.00
44.	Park in electric vehicle parking space – not connected to charging station	Section 3.41.2	60.00	70.00
NOTE: THE PENALTY PROVISION FOR THE OFFENCES INDICATED ABOVE IS SECTION 6.4 OF BY-LAW NO. 2009-075, AS AMENDED, A CERTIFIED COPY OF WHICH HAS BEEN FILED				

Staff Report

Report To: Corporate Services Committee

Report From: Kate Allan, Director of Corporate Services

Meeting Date: September 10, 2026

Report Code: CR-26-070

Subject: AF016 Reserves and Reserve Fund Policy Update

Recommendations:

THAT in consideration of Staff Report CR-26-070 respecting the AF016 Reserves and Reserve Fund Policy Update, the Corporate Services Committee recommends that City Council:

1. Endorses the purpose, funding sources and intended uses of the individual reserves, reserve funds and obligatory reserve funds contained in Appendix A; and
2. Directs staff to bring forward a by-law to adopt Policy AF016 – Reserves and Reserve Funds.

Highlights:

- Modernized Financial Governance – Updates the City's reserve and reserve fund policy to reflect current legislation, best practices, and long-term financial planning principles.
- Improved Transparency – Clearly defines the purpose, funding sources, permitted uses, and target balances for every reserve and reserve fund, improving accountability and public understanding.
- Supports Long-Term Sustainability – Aligns reserve management with the City's Asset Management Plan, ensuring funds are available for future infrastructure renewal, financial stability, and strategic priorities.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: Prosperous City – Supporting initiatives that increase competitive economic advantages for current and new businesses and their employees.

Previous Report/Authority:

CR-23-020 – Policy Review Project

CR-24-019 – 2024 Policy Review Project Update

CR-25-036 - 2025 Policy Review Project Update

CR-26-027 - 2026 Policy Review Project Update

Background:

As part of the City's ongoing corporate policy modernization initiative, staff have been systematically reviewing existing policies to ensure they remain current, relevant, and aligned with legislative requirements and municipal best practices. The initiative also seeks to repeal obsolete policies, consolidate overlapping policies where appropriate, and establish a routine review cycle for all corporate policies.

Policy AF016 – *Reserves and Reserve Funds* was identified for review in 2025 as part of this initiative. The updated policy modernizes the City's approach to reserve management by clearly defining governance responsibilities, reserve classifications, reporting requirements, funding principles, and alignment with the City's long-term financial planning and Asset Management Plan.

On June 23, 2026, Council received and reviewed the proposed schedules for all City reserves, reserve funds and obligatory reserve funds. The schedules establish the purpose, typical funding sources, permitted uses, target balances and responsible department for each reserve and reserve fund.

Analysis and Options:

The revised policy establishes a comprehensive governance framework for the City's reserves and reserve funds while preserving Council's authority over contributions and withdrawals through the annual budget and year-end financial reporting processes. It also formalizes annual reporting requirements and aligns reserve management with the City's long-term financial strategy and Asset Management Plan.

Following Council's review, staff have incorporated the following refinements into the schedules:

- The target balance of the WSIB Reserve has been reduced to $90,000 to better reflect the City's estimated future liability associated with its Schedule 2 employer obligations. The resulting $500,000 reduction has been transferred to the Tax Stabilization Reserve, strengthening the City's contingency funding.
- The Airport Facility Reserve has been closed and the remaining balance transferred to the Capital Reserve Fund, simplifying the reserve structure and consolidating capital funding.
- The Trails Reserve has been consolidated with the Parks and Trail Capital Reserve Fund, recognizing the common asset management objectives and improving administrative efficiency.

Appendix A documents the purpose, funding strategy and intended use of each reserve and reserve fund, providing greater transparency and consistency in their administration. The recommended adjustments following Council's June 23 review further simplify the reserve structure and improve alignment between reserve balances and their intended financial purpose.

Resource Alignment:

Financial Resources

The total value of reserve and reserve funds at the end of 2025 is estimated to be approximately $64,000,000

Human Resources

The administration of reserve funds is a responsibility of staff in the finance department and is considered part of core service delivery.

Time and Scheduling

Reserve and Reserve funds are reconciled regularly with a comprehensive reconciliation completed as part of year end procedures.

Technology and Infrastructure

No new technology is required to implement the updated policy. Staff will consider if the future ERP system may be an appropriate tool for tracking reserves and reserve funds.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

Reserve and reserve fund balances are provided to council as part of year end reporting at which time all transfers are reviewed and approved. Additionally reserve balances are provided as background data for operating and capital budget deliberations.

Report Developed in Consultation With:

- City Council
- Manager of Legislative Services

Attachments:

1. Attachment 1 - AF016 Reserve and Reserve Fund Policy
2. Attachment 2 - Appendix A: Schedule of Reserve and Reserve Funds

Reviewed by:
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Kate Allan, Director of Corporate Services at kallan@owensound.ca or 519-376-4440 ext. 1238.

Policy Statement

1. The City recognizes reserves and reserve funds as critical financial planning tools that support long-term sustainability, asset management, financial flexibility, and risk mitigation.

Purpose

2. The purpose of this policy is to establish the objectives of reserves and reserve funds, set the standard of care, and define responsibilities for their management and administration.

Scope

3. This policy applies to all reserves and reserve funds, including those held in trust by the City of Owen Sound.

Definitions

4. For the purposes of this policy,

“Aggregate capital spending” means the total annual investment made toward capital infrastructure and asset replacement, including contributions from taxation to capital, contributions to capital reserves and reserve funds and debt financing payments;

“Asset management plan” means a strategic document that identifies the City’s infrastructure assets, their condition, expected lifecycle, replacement needs, levels of service, and long-term financial requirements in order to support sustainable infrastructure planning and decision-making;

“City” means the City of Owen Sound;

“Debt” means any obligation for the payment of money. For Ontario municipalities, debt would either normally consist of debentures as well as notes or cash from financial institutions, but may also include loans from reserves;

“Development charges” means charges imposed on land to fund, in whole or in part, the increased capital costs required to meet the additional need for municipal services arising from development in the area in which the land is located;

"Lifecycle replacement" means the planned rehabilitation, renewal, or replacement of an asset over the course of its useful life to maintain service levels, manage risk, and extend asset functionality;

"Obligatory reserve fund" means a reserve fund required by legislation, regulation, agreement, or external funding requirement and restricted to prescribed purposes;

"PSAB" means Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector;

"Reserve" means an appropriation from net revenue at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets, as in the case of a reserve fund;

"Reserve fund" means funds set aside for a specific future purpose, generally related to major capital replacement, rehabilitation, or long-term liabilities. Reserve funds may be either discretionary or obligatory and are segregated from general operating funds;

"Target balance" means the desired funding level established for a reserve or reserve fund based on its intended purpose, associated risks, anticipated future obligations, and long-term financial planning objectives; and

"Working capital" means the City's available short-term financial resources used to support day-to-day operations, cash flow requirements, and operational liquidity.

Policy

Objectives

5. Reserves and Reserve Funds are key elements of the City's long-term fiscal strategy. The primary objectives for reserve funds are to:
    a. maintain financial stability and flexibility;
    b. provide for major capital expenditures and lifecycle replacement;
    c. reduce reliance on debt and taxation volatility;
    d. support long-term asset management planning;
    e. provide funding for contingencies and unforeseen events; and
    f. ensure funds generated for a specific purpose are used in alignment with Council's intent.

Council approval

6. All contributions to and withdrawals from reserves and reserve funds shall be approved by Council, normally through the annual budget process or annual year-end reporting process, unless otherwise permitted by legislation, agreement, or another approved policy.

Reserve Structure

7. The City may maintain the following reserve categories:
   a. Operating Reserves;
   b. Capital Reserves;
   c. Discretionary Reserve Funds; and
   d. Obligatory Reserve Funds.
8. Discretionary reserve funds and obligatory reserve funds will:
   a. maintain separate bank or investment accounts;
   b. be interest-bearing; and
   c. retain investment income within the applicable reserve fund.
9. Discretionary reserves will:
   a. be maintained in the City's general operating bank account; and
   b. not receive direct allocation of investment earnings, with related interest recorded in the operating fund.

Major capital expenditures

10. To support major capital expenditures and asset replacement, the City will maintain reserves and reserve funds aligned with lifecycle replacement requirements and the City's Asset Management Plan.
11. Where practical:
    a. contributions toward asset replacement shall begin in the fiscal year an asset is acquired or placed into service;
    b. replacement funding targets will consider estimated useful life, replacement cost, condition assessments, and risk;
    c. reserve and reserve fund balances will be reviewed regularly for adequacy; and
    d. funding strategies may include tax levy contributions, user fees, grants, development contributions, investment income, and proceeds from asset sales.

12. The operating budget will include annual contributions toward infrastructure and asset replacement based on Council's approved financial strategy and multi-year capital plan.

Surplus and deficit

13. Unless otherwise directed by Council:

    a. year-end tax-supported operating surplus will first be allocated to the Tax Stabilization Reserve until the established target balance is achieved;

    b. any remaining surplus may be allocated to capital reserves or reserve funds based on Council priorities;

    c. year-end water and wastewater surpluses or deficits will be allocated to the applicable rate-supported reserve fund; and

    d. annual surpluses generated by Building Inspection revenues will be transferred to the Building Inspection Obligatory Reserve fund. Likewise, any deficit incurred by the Building Inspection services will be funded by the reserve unless the balance of the fund is nil, in which case the deficit will be applied to the general operating surplus.

Standard of care

14. Reserves and reserve funds are important financial assets of the corporation and will be managed in accordance with prudent financial practices.

Delegation of Authority

15. The Director of Corporate Services will retain the overall authority for establishing and managing reserves and reserve funds.

Management Practices

16. Management Practices shall include:

    a. establishing and reviewing target balances;

    b. aligning reserve strategies with long-term financial and asset management plans;

    c. monitoring reserve adequacy and sustainability;

    d. ensuring reserve usage aligns with Council-approved purposes; and

    e. investing reserve funds in accordance with the City's investment practices and legislative requirements.

Reporting Requirements

17. The Director of Corporate Services will prepare or delegate the preparation of the following reports:

   a. annual audited financial statements;

   b. annual reserve and reserve fund continuity schedules;

   c. annual reporting to Council on reserve and reserve fund balances, transfers, and activity as part of the year-end financial reporting process; and

   d. reserve-funded asset replacement forecasts or schedules where applicable.

Policy review

18. The Director of Corporate Services will review this policy:

   a. every five (5) years to ensure effectiveness and compliance with current business processes; or

   a. sooner, if required, based on legislative changes.

19. The Director of Corporate Services is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the policy's intent must be presented to Council for consideration.

Related Information and Resources

Internal

20. Capital Budget Policy AF006

External

21. *Municipal Act, 2001*, S.O. 2001, c. 25

Appendices

22. Appendix A – Reserves, Discretionary Reserve Funds and Statutory Reserves

Revision History

Authority	Date	Approval	Description of Amendment
Council	Click or tap to enter a date.	By-law No.	New; Formerly Policy No. FS22
Choose an item.	Click or tap to enter a date.	Choose an item.	

Appendix ‘A’ to Policy AF016

Schedule of City Reserves, Obligatory Reserves and Reserve funds

2025

Discretionary Reserves

Cannabis Grant

11-0000-0000-33103

Type of Reserve
Discretionary Reserve

Purpose
To support municipal costs associated with the legalization of cannabis, with a focus on promoting community safety, public health, and local enforcement. This reserve continues to fund initiatives aligned with the City's Community Safety and Well-Being priorities, particularly those involving by-law enforcement and public education.

Typical Source of Funds

Initial funding was provided by the Ontario Cannabis Legalization Implementation Fund (OCLIF), a provincial grant program that distributed revenues to municipalities to offset the impacts of cannabis legalization. No further contributions are anticipated. Staff remain hopeful that the Province will commit to future revenue sharing however in absence of future funds it is recommend that this reserve be closed once all funds have been expended.

Permitted Uses

Funds may be used for activities permitted under the Ontario Cannabis Legalization Implementation Fund (OCLIF), including:

- Increased enforcement related to cannabis legislation (e.g., by-law or police services)
- Public education and awareness related to cannabis use
- Community safety initiatives
- Ongoing administrative costs associated with managing the municipal response to cannabis legalization

The current balance is committed to offsetting the cost of installing security cameras in the downtown.

Interest Bearing
No

Responsible Department
Finance

Target or Minimum Balance
Once depleted, the reserve account will be closed.

2025 Year End Balance **$21,787**

Modernization Grant

11-0000-0000-33103

Type of Reserve

Discretionary Reserve

Purpose

This reserve preserves funding received from the Ontario Municipal Modernization Program (MMP), a provincial initiative designed to support small and rural municipalities in modernizing service delivery, improving efficiency and implementing technology based solutions. For the City of Owen Sound, these funds have enabled key system upgrade including the implementation of SharePoint and service review costs.

Typical Source of Funds

One time grant funds received from the Province of Ontario in 2019, totaling $634,340. Of the original grant, approximately $80,000 remains uncommitted. The balance of funds are committed to website improvements, IT systems, Strategic Vision 2050 and traffic counters.

Permitted Uses

Funds held in the reserve may be used for projects that align with the original intent of the funding – namely to improve service efficiency, streamline operations and modernize municipal services.

Interest Bearing

No

Responsible Department

Finance

Target or Minimum Balance

Once the funds are depleted the reserve will be closed

2025 Year End Balance **$232,000 (Committed Balance: $200,000)**

RT07 Grant

11-0000-0000-33123

Type of Reserve
Discretionary Operating Reserve

Purpose
To hold and manage funds received from Regional Tourism Organization 7 (RT07) for future initiatives that align withRT07's mandate of supporting and growing the regional tourism economy. The reserve ensures that grant funds not immediately applied to prior-period costs are preserved for eligible projects that enhance Owen Sound's tourism profile.

Typical Source of Funds

- Grants received from RT07 where the approved funding offset prior period costs and were transferred to reserves
- Any additional RT07 distributions, surpluses, or future tourism related grants directed by Council.

Permitted Uses

Funds should be used to undertake initiatives that meet RT087 guidelines; for example, tourism, experience development, wayfinding signage, product or event development, digital or marketing supports.

Interest Bearing

No

Responsible Department

Community Services

Target or Minimum Balance

There is no minimum balance. Should the reserve be reduced to $0, it is recommend that it be closed.

2025 Year End Balance **$42,500**

Accessibility

11-0000-0000-33103

Type of Reserve
Discretionary Reserve

Purpose
To support initiatives that improve accessibility across City services, infrastructure, and digital platforms. The reserve provides a source of funding for small-scale or preliminary investments that enhance accessibility for residents and staff, particularly where other funding is unavailable.

Typical Source of Funds

Unspent funds originally allocated for accessibility purposes, including surplus funds from related capital projects, grants, or other program-specific funding streams.

Permitted Uses

Funds may be used to offset the cost of accessibility-related consulting services, studies, or minor capital improvements. This includes upgrades to software systems, implementation of accessibility features, or professional services aimed at meeting AODA standards. Once the balance is applied as a funding source, staff will recommend that this reserve be closed.

Interest Bearing

No

Responsible Department

Finance

Target Balance

Once depleted it is recommended this reserve account be closed.

2025 Year End Balance **8,987**

Events and Awards

11-0000-0000-33103

Type of Reserve
Discretionary Reserve

Purpose
To support the delivery of future community events and cultural initiatives by offsetting costs associated with one-time or infrequent events, as well as small capital investments that enhance event delivery. This reserve helps avoid budget fluctuations by providing a funding source outside of the annual operating budget.

Typical Source of Funds

Biannual contributions for the Culture Awards and year-end surpluses from the events operating budget.

Permitted Uses

Funds may be used to cover costs related to one-time or special events, including cultural celebrations and community awards programs, or to purchase minor capital items that support event logistics and programming.

Interest Bearing

No

Related Bank Account

General Bank Account

Responsible Department

Art Gallery, Tourism and Events

Target or Minimum Balance

$40,000 (estimated cost to fund a one time event)

2025 Year End Balance **$77,979**

Festival Lighting

11-0000-0000-33110

Type of Reserve
Discretionary Reserve

Purpose
To provide funding stability for the annual Festival of Northern Lights by supporting unforeseen operational, maintenance, and minor capital costs associated with the event.

Typical Source of Funds

An annual contribution in the operating budget. Currently $20,000

Permitted Uses

Funds may be for:

- Repairs and maintenance of lighting displays in related infrastructure
- Lighting upgrades and electrical box maintenance
- Storage and related logistical costs for festival equipment
- Covering annual operational needs of the Festival

Interest Bearing

No

Responsible Department

Community Services – Parks

Target or Minimum Balance

$20,000

2025 Year End Balance **$45,000**

Scenic City Order of Good Cheer

11-0000-0000-33101

Type of Reserve
Discretionary Capital Reserve

Purpose
To hold funds for future capital projects undertaken in partnership with the Scenic City Order of Good Cheer that will ultimately become assets of the City of Owen Sound.

Typical Source of Funds

Donations received from the public

Permitted Uses

To be used as directed by the Scenic City Order of Good Cheer for a project agreed on in partnership with the City of Owen Sound. This is currently designated for upgrades to the Splash Pad at Kelso Beach Park.

Interest Bearing

No

Responsible Department

Finance in consultation with the Scenic City Order of Good Cheer

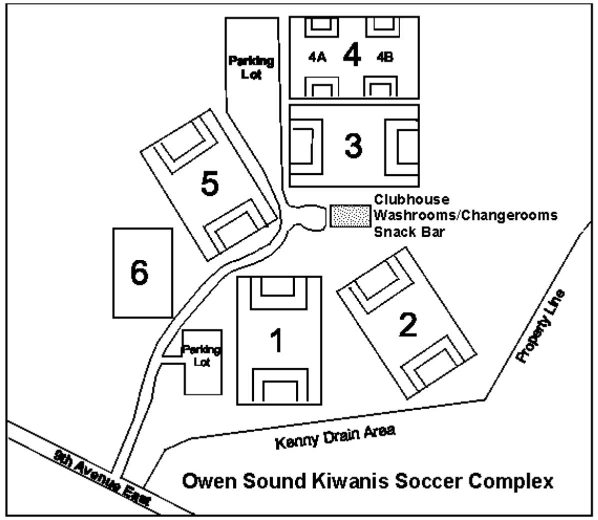
Target Balance

n/a

2025 Year End Balance **$185,000 (Committed to Kelso Playground and Splash Pad)**

Kiwanis Soccer Complex

11-0000-0000-33104



Type of Reserve
Operating Reserve

Purpose
To provide a dedicated source of funds to support the operation, maintenance, and capital renewal of the City's Soccer Complex, which is operated in partnership with Kiwanis and Owen Sound Minor Soccer. The reserve ensures that sufficient resources are available to sustain the facility and programs, and to respond to one-time or emerging needs without requiring unplanned increases to the operating budget.

Typical Source of Funds

20% of revenues generated from summer soccer camps, revenue from Old Timers Soccer facility booking. Other grants and donations specific to the complex. Surplus funds from Soccer complex specific projects.

Permitted Uses

Operating and maintenance costs associated with the Soccer complex that are not accommodated within the annual operating budget and minor capital improvements, upgrades, or equipment purchases that enhance the quality, safety or accessibility of the soccer complex. One-time expenditures that enhance the delivery of soccer programming, training or community use of the facility.

Interest Bearing

No

Responsible Department

Community Services – Parks and Sports fields in consultation with Kiwanis and Owen Sound Minor Soccer

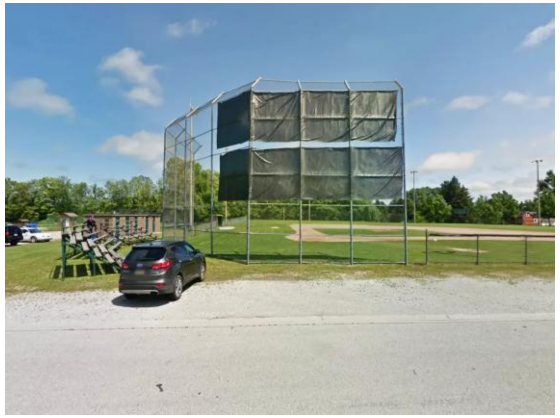
Target or Minimum Balance

None

2025 Year End Balance **$22,000**

Tom Williams Reserve

11-0000-0000-33119



Type of Reserve
Discretionary Operating Reserve

Purpose
To provide a source of funding for projects at the Tom Williams Baseball Field or the Owen Sound Inner Harbour, in accordance with the directions of the Tom Williams estate. The reserve ensures surplus or undesignated contributions from the Tom Williams Fund can be applied flexibly to eligible projects.

Typical Source of Funds

Distributions from Community Foundation related to the Tom Williams Estate fund

Permitted Uses

Funds may be used to offset the one time costs of preparing, updating or completing the city's strategic plan, engage consultants, facilitators or subject matter experts to support Council and community input, support public consultation, communications and implementation tools tied directly to the planning process. The uses are not intended to cover the costs of actions identified in the strategic plan.

Interest Bearing

No

Responsible Department

City Manager

Target or Minimum Balance

The Tom Williams reserve is only expected to hold balances temporarily when there are timing differences between receipt of funds from the Community Foundation and completion of capital projects.

2025 Year End Balance **$9,000**

Tom Thomson Trail

11-0000-0000-33103

Type of Reserve
Operating Reserve

Purpose
The Tom Thomson Trail Reserve was established to support the upkeep and improvement of the Tom Thomson Trail within the boundaries of the City of Owen Sound. The trail, a non-motorized, multi-use corridor for biking, hiking, and horseback riding, showcases the region's countryside and connects Owen Sound to Meaford. Funds in this reserve ensure that the City can maintain its portion of the trail in a safe, accessible, and enjoyable condition for residents and visitors.

Typical Source of Funds

The reserve is funded primarily through annual donations designated for trail maintenance within Owen Sound. Other contributions, such as grants or surplus funds related to trail improvements, may also be directed to the reserve as appropriate

Permitted Uses

Funds in the Tom Thomson Trail Reserve may be used for regular maintenance of the trail bed, signage and markers, upgrades to trail surfaces and other trail infrastructure.

Interest Bearing

No

Responsible Department

Community Services – Parks in consultation with TT Trail Association

Target or Minimum Balance

There is no minimum balance currently as annual donations are not significant.

2025 Year End Balance **$7,000**

Doctor Recruitment

11-0000-0000-33103

Type of reserve
Operating Reserve

Purpose
To provide dedicated funding in support of physician recruitment and retention efforts in Owen Sound. The reserve supports the City's ongoing commitment to addressing local healthcare needs by ensuring resources are available to attract and retain qualified medical professionals.

Typical Source of Funds

- Annual or ad hoc grants provided by external agencies or government programs
- Donations and fundraising proceeds received by the Physician Recruitment Committee
- Contributions from the City's operating budget, when approved by Council

Permitted Uses

- Covering costs associated with physician recruitment initiatives including marketing, advertising and promotional materials.
- Supporting community events or initiatives aimed at welcoming and retaining physicians

Interest Bearing
No

Responsible Department
City Manager

Target or Minimum Balance
There in not currently a targeted balance.

2025 Year End Balance **$10,500**

Compost Site

11-0000-0000-33112

Type of reserve
Discretionary Operating Reserve

Purpose
To provide funding for extraordinary maintenance and material processing costs at the City's compost site.

Typical Source of Funds

An annual contribution in the operating budget. Currently $12,500

Permitted Uses

Funds may be used for grinding and removal of large stumps, branches or accumulated organic materials or other maintenance activities at the compost site that exceed the approved annual operating budget.

Interest Bearing

No

Responsible Department

Public Works

Target or Minimum Balance

$25,000

2025 Year End Balance **$25,000**

Tom Thomson Collections

11-0000-0000-33120

Type of Reserve
Discretionary Operating Reserve

Purpose
To ensure long-term financial support for the preservation, growth, and management of the Tom Thomson Art Gallery collection. The reserve provides stability by setting aside annual donation surpluses, so they are available in future years when additional funds are required, for one-time collection-related projects, or for significant strategic initiatives such as gallery expansion.

Typical Source of Funds

- Annual donations to the Gallery that exceed the annual budgeted requirements for collection management
- Larger one-time donations or bequests directed to the collection

Permitted Uses

The reserve is discretionary however typical uses for the funds would be to acquire new works; conserve, restore or other professional services required to maintain the collection. Specialized storage, display, or equipment supporting the care and accessibility of the collections. One time projects or initiatives that advance the gallery's mandate. Future gallery expansion subject to Council approval.

Interest Bearing

No

Responsible Department

Director and Chief Curator of the Tom Thomson Art Gallery

Target or Minimum Balance

The balance must remain above zero.

2025 Year End Balance **$55,000**

Staff Support

11-0000-0000-33121

Type of Reserve
Discretionary Operating Reserve

Purpose
To provide a flexible source of funding for corporate training, professional development, and other staff-supporting initiatives. Originally created during COVID-19 to capture surplus training budgets, the reserve now ensures one-time training events or needs outside of the base operating budget can be supported without creating financial pressures.

Typical Source of Funds

Surplus allocations from annual professional development budgets or other contributions as approved by Council.

Permitted Uses

Funds may be used for:

- One-time corporate training or professional development events;
- Professional development initiatives not included in departmental budgets;
- Other staff supporting costs that strengthen organizational capacity and workforce development.

Interest Bearing

No

Responsible Department

Human Resources

Target or Minimum Balance

$0

2025 Year End Balance **$55,000**

Election Reserve

11-0000-0000-33117

Type of Reserve
Discretionary Operating Reserve

Purpose
To ensure sufficient funds are available to administer municipal elections, which occur every four years, by spreading the cost of the election evenly across each year of the Council term.

Typical Source of Funds

An annual contribution in the operating budget. Currently $20,000

Permitted Uses

Funds may be used to cover all costs directly associated with the administration of a municipal election, including but not limited to election staff, equipment, supplies, technology, communications, and voter engagement initiatives.

Interest Bearing

No

Responsible Department

Clerks

Target or Minimum Balance

The balance is anticipated to reach $80,000 ahead of the one time use.

2025 Year End Balance **$87,000**

Strategic Planning

11-0000-0000-33103

Type of Reserve
Operating Reserve

Purpose
To provide a stable source of funding for the periodic development of the City's strategic plan, undertaken once per term of Council (typically every four years)). This reserve ensures that the costs of consulting, engagement and related activities for Strategic Planning are smoothed over time and do not create one time pressure on the operating budget.

Typical Source of Funds

An annual contribution in the operating budget. Currently $10,000

Permitted Uses

Funds may be used to offset the one time costs of preparing, updating or completing the city's strategic plan, engage consultants, facilitators or subject matter experts to support Council and community input, support public consultation, communications and implementation tools tied directly to the planning process.

The uses are not intended to cover the costs of actions identified in the strategic plan.

Interest Bearing

No

Responsible Department

City Manager

Target or Minimum Balance

The balance is anticipated to reach $40,000 to $50,000 ahead of the one time use.

2025 Year End Balance **$70,000**

Community Improvement Plan

11-0000-0000-33106

Type of Reserve
Operating Reserve

Purpose
To provide a funding mechanism that supports the delivery of the City's Community Improvement Plan (CIP) grant programs. The reserve ensures that program funding remains stable and predictable from year to year, even when grant demand fluctuates.

Typical Source of Funds

Annual transfers of uncommitted and unspent funds from the CIP program budget (currently $62,500)

Permitted Uses

- To supplement the annual CIP budget in years when applications are oversubscribed, allowing the City to fund eligible and approved projects beyond the base program budget.
- To fund new or expanded CIP program categories as approved by Council in their first year
- To support one time strategic initiatives related to community improvement that align with the intent of the CIP

Interest Bearing

No

Responsible Department

Community Services – Planning and Heritage

Target or Minimum Balance

n/a.

2025 Year End Balance **$85,000**

Community Policing

11-0000-0000-33115

Typical Source of Funds

Annual revenues received from third-party criminal record check services administered by the Owen Sound Police Service.

Permitted Uses

Funds may be used for capital equipment, technology, or other major asset purchases that enhance police operations, provided they are outside of the City’s capital budget commitments.

Interest Bearing

No

Responsible Department

Owen Sound Police Board

Target or Minimum Balance

The reserve balance must remain positive

2025 Year End Balance **$414,000 ($266,775 Committed to 2026)**

Type of Reserve

Discretionary Capital Reserve

Purpose

To provide a dedicated source of funding for capital purchases by the Owen Sound Police Service that are not covered through the City’s capital contribution.

Sustainable Communities (Formerly Climate Change)

11-0000-0000-33109

Type of Reserve
Discretionary Capital Reserve

Purpose
To accumulate funds dedicated to advancing the implementation of the City of Owen Sound Strategic Vision 2050. This reserve supports projects, initiatives and partnerships that align with the Visions pillars. The reserve provides funding to ensure the Strategic Vision 2050 is actionable and resilient to budgetary fluctuations.

Typical Source of Funds

- The original climate change coordinator budget transferred in 2020
- Council approved transfer of $100,000 in the 2025 budget
- Future contributions as directed by Council to advance Strategic Vision 2050 priorities
- Grants, donations, or other revenues earmarked for sustainability or Vision 2050 initiatives

Permitted Uses

Funds maybe used for capital projects, studies or initiatives that directly advance one or more pillars of the Strategic Vision 2050.

Climate Change adaptation and mitigation projects, environmental improvements or community sustainability initiatives

Pilot projects or one time costs that advance innovation, community resilience or long term sustainability.

Interest Bearing

No

Responsible Department

City Manager

Target or Minimum Balance

The balance cannot be less than zero.

2025 Year End Balance **$220,000 (includes 2025 transfer)**

Owen Sound Attack Ticket Surcharge

11-0000-0000-33108

Type of Reserve
Capital Reserve

Purpose
To accumulate funds received through the Owen Sound Attack's annual ticket surcharge, as outlined in the lease agreement with the City of Owen Sound, for the exclusive purpose of funding future capital upgrades and lifecycle replacements at the Bayshore Community Centre. This reserve ensures that major renewal costs are not borne solely by the tax levy in any given year and supports the long-term sustainability of the facility.

Typical Source of Funds

Annual ticket surcharge revenues as defined in the lease agreement with the Owen Sound Attack plus any additional contributions received from the Attack specifically designated for capital purposes at the Bayshore Community Centre.

Permitted Uses

- Capital Renewal, replacement or enhancement projects at the Bayshore Community Centre that benefit both the Attack as tenant and the broader community users.
- Operating costs, day to day maintenance and event related expenses are not eligible

Interest Bearing

No

Responsible Department

Community Services – Recreation Facilities in consultation with Owen Sound Attack Hockey

Target or Minimum Balance

The balance may be oversubscribed with future anticipated contributions committed to returning the balance to a positive position.

2025 Year End Balance **-$28,000**

Land Sale and Acquisition

11-0000-0000-33113

Type of Reserve
Discretionary Capital Reserve

Purpose
To provide a dedicated source of funding to support the strategic acquisition and disposition of municipal lands. The reserve ensures that the City has the financial flexibility to act on opportunities that align with Council priorities, long-term planning objectives, and community needs.

Typical Source of Funds

Net proceeds from the sale of Municipal Property

Budgeted contributions as approved by Council

Transfers from other funds or reserves as directed by Council for specific land-related purchases

Third party contributions for the purpose of land acquisitions

Permitted Uses

Funds may used for:

- The purchase of land required for municipal purposes
- Costs directly associated with land acquisition and disposal (e.g., legal, appraisal, surveying, environmental assessments or consulting)
- Capital improvements to prepare lands for sale or enhance property value
- Covering interim costs related to land transactions.

Interest Bearing

No

Responsible Department

Finance

Target or Minimum Balance

$100,000

2025 Year End Balance **$298,000**

Tax Stabilization

11-0000-0000-33102

Type of Reserve
Contingency reserve

Purpose
To stabilize the tax levy by offsetting operating deficits arising from unforeseen events, including significant weather events and years where winter control costs exceed forecasts. The reserve may also be used to manage one-time budget impacts and reduce year-over-year tax volatility.

Typical Source of Funds

Annual Surplus

Permitted Uses

Funds may be used to offset operating deficits, manage one-time or non-recurring expenditures, and respond to unanticipated financial pressures.

Interest Bearing

No

Responsible Department

Finance

Target Balance

5% of prior year's tax levy (approximately $1,750,000)

2025 Year End Balance **$1,910,000**

WSIB Reserve

11-0000-0000-33118

Type of Reserve
Contingency Reserve

Purpose
To provide funding stability for unforeseen Workplace Safety and Insurance Board (WSIB) costs that may arise beyond what is budgeted in any given year. This reserve ensures the City can meet its statutory obligations to employees without creating sudden financial pressures on the operating budget.

Typical Source of Funds

Annual operating contributions as determined through the budget process, as well as any year-end surplus allocations related to WSIB costs

Permitted Uses

Funds may be used to cover unanticipated WSIB-related costs, including but not limited to claims experience fluctuations, retroactive assessments, and other costs associated with workplace injury and disability management that exceed budgeted allocations.

Interest Bearing

No

Responsible Department

Human Resources

Target or Minimum Balance

Total WSIB liability as determined by actuary. Currently $48,000

2025 Year End Balance **$90,000**

Software Contingency

11-0000-0000-33103

Type of Reserve
Contingency Reserve

Purpose
To provide a source of funds to manage the timing and cost impacts associated with software licensing and maintenance contracts. The reserve ensures that first-year maintenance costs for newly acquired software—before they are incorporated into the base operating budget—can be funded without creating unexpected budget pressures. The reserve also supports the City's ability to respond flexibly to emerging software needs by providing resources for one-time enhancements.

Typical Source of Funds

Initial funding created through the recognition of prepaid software maintenance expenses, with the resulting surplus transferred into the reserve. Future contributions may be considered from unspent software project funds or other identified operating surpluses related to software costs, and unspent capital allocations where the budget for expenses precedes cash outflows.

Permitted Uses

Funds may be used to:

- Offset the cost of first-year software maintenance fees where ongoing costs have not yet been included in the operating budget;
- Fund one-time software enhancements, upgrades or integrations that improve service delivery
- Support transitional costs related to implementing new software solutions, including data migration
- Cover other software-related expenditures that are non-recurring

Interest Bearing

No

Responsible Department

Finance – Information Technology

Target or Minimum Balance

The balance is anticipated to reach $40,000 to $50,000 ahead of the one time use.

2025 Year End Balance **$75,000**

Insurance Contingency

11-0000-0000-33125

Type of Reserve
Contingency Reserve

Purpose
To provide financial stability in managing the City's insurance program by offsetting unexpected increases in premiums, deductibles, or claims costs. The reserve ensures that annual fluctuations in insurance markets do not create undue pressure on the operating budget and that savings in low-cost years are available to buffer high-cost years

Typical Source of Funds

- Annual operating surpluses from insurance budgets, including when actual claims or deductible payments are lower than budget
- Surpluses resulting from budgeted premiums being higher than actual policy costs.
- Planned contributions in years where insurance provider changes or contract renewals result in significant savings which are expected to be reduced as premiums increase in subsequent years.

Permitted Uses

Funds may be used for:

- Covering unanticipated increases in annual insurance premiums
- Funding claim costs or deductibles that exceed budgeted provisions
- Stabilizing the operating budget by smoothing the impact of insurance market cycles

Interest Bearing

No

Responsible Department

Risk Management

Target or Minimum Balance

One year of above average premium escalation. In 2025 this would be approximately $160,000

2025 Year End Balance **$155,000**

Source Separated Organics Contingency

11-0000-0000-33126

Type of Reserve
Operating Reserve

Purpose
To provide funding stability for waste diversion services as the City transitions between service delivery models. Originally established when responsibility for recycling shifted to producer pay, the reserve captured annual recycling costs that were removed from the operating budget. The reserve now supports the phased implementation of the City's source-separated organics program by smoothing levy impacts until the full cost of the service is incorporated into the operating budget.

Typical Source of Funds

The reserve balance was created from recycling costs that were budgeted prior to the transition to producer responsibility, transferred into reserve beginning in 2019 and unused equipment replacement contributions from when the City directly managed waste services.

Permitted Uses

Funds may be used to offset the annual levy increase associated with the introduction of new or expanded waste diversion services, including the source-separated organics program, stabilizing budgetary impacts from contract transitions in solid waste and diversion services, and covering one time or transitional costs related to waste diversion initiatives

Interest Bearing

No

Responsible Department

Environmental Services

Target or Minimum Balance

The balance is expected to be drawn down until it has been fully utilized to smooth transitional costs to Source Seprated Organics, at which time the reserve may be closed.

2025 Year End Balance **$380,000**

Obligatory Reserve Funds

Parkland Dedication Reserve Fund

13-0410-1610-33301

Type of Reserve
Obligatory Reserve (Planning Act, s. 42 & s. 51.1)

Purpose
To hold cash-in-lieu contributions collected under the Planning Act in place of land conveyance for park or other public recreational purposes. The fund ensures that development contributes to the provision of parkland in the community

Typical Source of Funds

Cash-in-lieu payments collected from development applications under the Planning Act where the conveyance of land is not feasible or appropriate

Permitted Uses

As required by the Planning Act, funds may only be used for:

- Acquisition of land for part or other public recreation purposes;
- Development, improvement, or repair of land, buildings, and structures for park or recreational purposes, including the provision of trails, playgrounds, sports fields and related amenities.

Interest Bearing

Yes

Responsible Department

Parks and Greenspaces

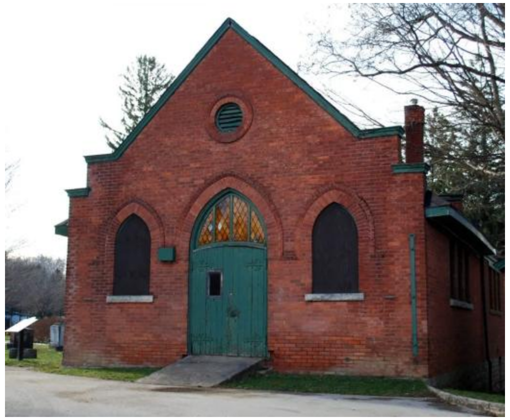
Target or Minimum Balance

There is no minimum balance.

2025 Year End Balance **$430,000**

Obligatory Cemetery Reserve Fund

13-0410-0610-33302



Type of Reserve
Obligatory Reserve (Planning Act, Cemeteries Act)

Purpose
To hold contributions related to cemetery operations as required by legislation. The reserve ensures that funds are available for the ongoing maintenance, care, and improvement of municipal cemeteries.

Typical Source of Funds

- Contributions or charges collected under the cemeteries act and Planning Act provisions;
- Interest accrued on the balance

Permitted Uses

As required by Provincial law, funds may only be used for:

- Capital improvements to cemetery lands, buildings, or structures;
- Compliance with statutory obligations regarding the upkeep and operation of cemeteries.

Interest Bearing

Yes

Responsible Department

Cemetery

Target or Minimum Balance

There is no minimum balance.

2025 Year End Balance **$295,000**

Obligatory Parking Reserve Fund

13-0410-0610-33310

Type of Reserve
Obligatory Reserve (Planning Act, s.40)

Purpose
To hold cash-in-lieu of parking contributions collected under the Planning Act where onsite parking requirements are not met. The fund ensures that development continues to support municipal parking supply.

Typical Source of Funds

Cash-in-lieu of parking contributions collected from development applications under the Planning Act

Permitted Uses

As required by the Planning Act, funds may only be used for:

- Acquisition of land to provide municipal parking;
- Construction, improvement, or maintenance of municipal parking facilities, including surface lots, structures, and related equipment.

Interest Bearing

Yes

Responsible Department

Engineering

Target or Minimum Balance

There is no minimum balance.

2025 Year End Balance **$49,000**

Provincial Gas Tax Reserve Fund

13-0450-0650-33306

Type of Reserve
Obligatory Reserve (Provincial Funding Agreement)

Purpose
To hold funds received annually from the Ontario Provincial Gas Tax Program. These funds are earmarked to support local public transit services in accordance with program requirements.

Typical Source of Funds

Annual transfers from the Ontario Provincial Gas Tax Program, based on local ridership and population data. Note that the City of Owen Sound currently allocates 100% of the annual grant to the operating budget and as such there are not currently any transfers into this reserve fund.

Permitted Uses

As required by the Provincial transfer payment agreement, funds may only be used for:

- Operating costs of eligible public transit services;
- Capital expenditures that support or improve transit infrastructure, fleet, or facilities.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

There is no minimum balance.

2025 Year End Balance **$205,000**

Canada Community Building Fund (formerly Federal Gas Tax)

13-0440-0640-33305

CCBF CANADA COMMUNITY-BUILDING FUND

Housing, Infrastructure and Communities Canada   Logement, Infrastructures et Collectivités Canada

Type of Reserve
Obligatory Reserve (Federal Funding Agreement)

Purpose
To hold and manage funds received from the federal government under the Canada Community-Building Fund. The reserve provides long-term, stable funding for local infrastructure priorities in alignment with program criteria.

Typical Source of Funds

Semi-annual transfers from the Government of Canada via the Association of Municipalities of Ontario

Permitted Uses

As required by the Federal funding agreement, CCBF funds are dedicated to capital infrastructure and capacity building investments. Eligible project categories include:

Local Roads and Bridges	Public Transit
Drinking Water and Wastewater systems	Solid Waste Facilities
Community Energy Systems	Culture, tourism, recreation and sport

Brownfield redevelopment, resilience, broadband connectivity

Note that the City of Owen Sound currently allocates 100% of the annual contributions to the annual asphalt and concrete rehabilitation program.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

The balance of the reserve fund must be tracked such that it does not exceed three years of contributions.

2025 Year End Balance **$580,000**

Development Charges Reserve Fund

13-0430-0630-33304

Type of Reserve
Obligatory Reserve (Development Charges Act, 1997)

Purpose
To collect and manage funds from development charges levied under the Development Charges Act, 1997. The reserve ensures growth-related infrastructure costs are paid for by new development rather than existing taxpayers. Separate accounts are maintained for each service category (e.g., roads, water, wastewater, parks).

Typical Source of Funds

Development Charges collected at the time of building permit issuance or otherwise provided in agreements under the Development Charges Act

Permitted Uses

As required by the Development Charges Act, funds may only be used for:

- Growth related capital projects included in the City's approved development charges study;
- Eligible costs of infrastructure and facilities required to service growth
- The City currently only collects DC's to fund roads, water, storm water, waste water and the growth portion of the annual debt repayment related to the Julie McArthur Regional Recreation Centre.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

There is no minimum balance.

2025 Year End Balance **$1,997,000**

Building Permit and Inspection Reserve Fund

13-0420-0620-33303

Type of Reserve
Obligatory Reserve (Building Code Act, 1992)

Purpose
To hold building permit and inspection fee revenues in accordance with the Building Code Act, ensuring that the municipality's building regulatory services are financially self-sustaining. The reserve provides stability where annual revenues and expenditures differ, and ensures sufficient resources are available for future investments in the delivery of building services.

Typical Source of Funds

Surpluses of building permit fee revenues over related annual expenditures

Permitted Uses

As required by the Building code Act, funds may only be used for:

- Direct costs of administering and enforcing the Building Code Act and Building Code, including plans review and building inspections;
- Indirect support costs reasonably related to delivering building regulatory services
- One time or capital costs that support or improve building service delivery, such as software, vehicles or equipment used by Building Staff.

Interest Bearing

Yes

Responsible Department

Building Inspection

Target or Minimum Balance

The average value of one year's building inspection fees.

2025 Year End Balance **$637,000**

Ontario Community Infrastructure Reserve Fund (OCIF)

13-0460-0660-33307

Type of Reserve
Obligatory Reserve (Ministry of Infrastructure)

Purpose
To hold and manage funds received through the Ontario Community Infrastructure Fund (OCIF), a provincial program providing stable and predictable funding for municipal infrastructure renewal. The reserve ensures that OCIF funds are preserved for eligible capital investments that address local infrastructure needs and support long-term asset management planning.

Typical Source of Funds

Annual per-capita and formula based transfers from the Province of Ontario

Any additional discretionary allocations received from the Province under OCIF top-up or expanded program intakes

Permitted Uses

As required by the program guidance, funds may only be used for:

- Eligible capital projects that rehabilitate, replace or enhance core municipal infrastructure including roads, bridges, water, wastewater and stormwater systems;
- Capital improvements that extend the useful life of assets or reduce future operating pressures.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

The balance of the reserve fund must be tracked such that it does not exceed three years of contributions.

2025 Year End Balance	**$5,890,000**	***note that this balance is committed to the five year capital plan**

Municipal Accommodation Tax (MAT)

13-0470-0670-33309

Type of Reserve
Obligatory Reserve (*Municipal Act, 2001*, S.O. 2001, c. 25, and *Ontario Regulation 435/17 – Municipal Accommodation Tax*)

Purpose
To hold and manage the portion of Municipal Accommodation Tax (MAT) proceeds retained by the City of Owen Sound, ensuring that funds are used in accordance with the City's MAT Allocation Policy and the requirements of *Ontario Regulation 435/17*. The reserve provides a transparent mechanism for funding tourism, cultural, event, and infrastructure initiatives that support and enhance the visitor economy.

Typical Source of Funds

The city's retained portion of Municipal Accommodation Tax Proceeds collected under By-law No. 2023-127;

Unspent annual MAT funds from prior years

Permitted Uses

Funds from the Municipal Accommodation Tax Reserve Fund may be used to:

- Support one-time initiatives or capital projects that promote tourism, culture, and events;
- Fund capital improvements or infrastructure that enhance the visitor experience;
- Offset eligible tourism-related operating costs as defined in the City's MAT Allocation Policy;
- Finance capital reinvestment and maintenance at the Harrison Park Campground using the MAT proceeds collected from campground stays.
- All uses must comply with the intent of the MAT Allocation Policy and the applicable provincial legislation.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

No specific minimum balance is required; however, the reserve must maintain sufficient funds to meet committed or planned project allocations in the current and upcoming fiscal years..

2025 Year End Balance **$150,000** **$25,000 committed in 2026**

Reserve Funds

Capital Reserve Fund

14-0360-0460-33232

Type of Reserve
Reserve Fund

Purpose
To provide a dedicated and sustainable funding source for the City's capital plan, ensuring the renewal, replacement, and expansion of municipal assets other than water and wastewater systems.

Typical Source of Funds

- Annual tax levy contribution equal to a flat base amount plus a dedicated 1% of the total levy;
- 50/50 allocation of annual operating surpluses, once the Tax Stabilization Reserve has achieved its target balance;
- Annual transfers as approved by Council

Permitted Uses

- Capital projects and acquisitions identified in the approved multi year capital plan;
- One-time costs directly tied to capital delivery, such as design, engineering, and land acquisition;
- Covering capital project costs where other funds sources (grants, DCs, donations) are insufficient

Interest Bearing

Yes

Responsible Department

Finance

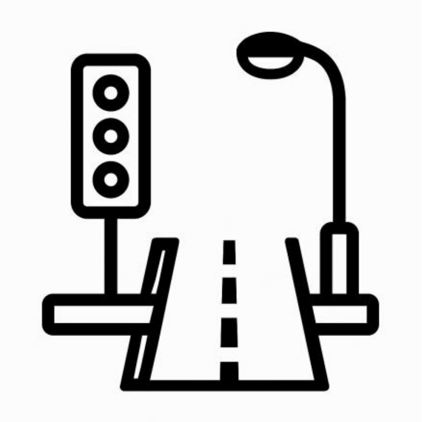
Target or Minimum Balance

The target balance equal to accumulated unspent levy allocations. Surpluses build up when projects come under budget or do not proceed, creating capacity for future capital needs.

2025 Year End Balance $4,806,000 *note that this balance is fully committed

Infrastructure Reserve Fund

14-0300-0400-33124



Type of Reserve
Reserve Fund

Purpose
To provide dedicated funding for the renewal, rehabilitation, and replacement of core municipal infrastructure, including roads, sidewalks, streetlights, and traffic signals. These reserves support the City's asset management objectives by ensuring that critical infrastructure remains safe, reliable, and financially sustainable.

Typical Source of Funds

- Capital contributions and frontage fees from third-party developers;
- Any levy supported contributions or Council-directed transfers in future years
- Recoveries from service agreements where municipal work has already been completed and funded but is subsequently reimbursed by developers

Permitted Uses

- Capital Projects related to the reconstruction, resurfacing, or rehabilitation of municipal roads;
- Replacement or construction of sidewalks, curbs and accessible crossings;
- Installation, replacement or modernization of streetlights;
- Replacement, upgrading, or modernization of traffic signal systems
- Design, engineering or other one time capital costs directly tied to the above infrastructure categories

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

No prescribed minimum; balances will fluctuate with development activity, project timing, and capital funding needs.

2025 Year End Balance $661,000

Equipment and Fleet Reserve Funds

14-0310-0410-33200

Type of Reserve
Capital Reserve Fund

Purpose
To fund the planned replacement of City-owned equipment, vehicles, and other capital assets, including those used in parks, public works, parking operations, campgrounds, and information technology. This reserve ensures that the City maintains sufficient funding capacity to replace essential equipment as it reaches the end of its useful life.

Typical Source of Funds

Dedicated annual transfers from the operating budget, proceeds from the sale or disposal of equipment, recoveries or surpluses arising from underspent asset management or maintenance budgets

Permitted Uses

Replacement or major refurbishment of equipment, vehicles and related assets funded through the city's equipment lifecycle program.

Equipment and Fleet reserves are not intended to fund the acquis ion of new fleet assets that are not replacing an existing asset.

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

Sufficient to fund the planned replacement of all equipment and vehicles identified in the City's Asset Management Plan or capital forecast.

2025 Year End Balance **$5,319,000**

Facility Reserve Funds

14-0320-0420-33240

Type of Reserve
Capital Reserve Fund

Purpose
To provide a sustainable source of funding for the renewal, rehabilitation, and replacement of City-owned facilities. The reserve supports asset management objectives by ensuring sufficient funding is available for projects that extend the useful life of buildings and facility components, or that replace them at end of life.

Typical Source of Funds

- Dedicated annual transfers from the operating budget;
- A portion of facility booking revenues (approximately 5%)
- Recoveries or surpluses from underspent maintenance budgets

Permitted Uses

- Capital projects that replace, renew or rehabilitate municipal facilities;
- Projects that extend the useful life or improve the efficiency of existing facilities;
- Asset management studies, design or engineering work related to facility renewal
- One time capital costs tied directly to maintaining facility service levels

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

Sufficient to fund the planned replacement of all equipment and vehicles identified in the City's Asset Management Plan or capital forecast.

2025 Year End Balance **$1,923,000**

Storm Water Reserve Fund

14-0330-0430-33227

Type of Reserve
Capital Reserve Fund

Purpose
To provide a stable, dedicated funding source for the renewal, rehabilitation, and risk-mitigation of the City's storm water system, culverts, storm sewers, ditches, channels, outfalls, stormwater management ponds, LID features, and related appurtenances, and to support asset management planning. The reserve was established as a foundational mechanism should Council adopt a **storm water rate** in the future, enabling a smooth transition from tax-levy funding to a utility model.

Typical Source of Funds

- Annual tax-levy transfers dedicated to storm water capital and asset management.
- Future storm water **rate** contributions (if/when a utility model is adopted), including any Council-approved rate stabilization transfer
- Recoveries or surpluses from underspent maintenance budgets

Permitted Uses

- Capital projects that renew or replace storm water infrastructure (e.g., culvert/pipe replacements, inlet/outfall works, pond dredging, LID retrofits);
- Flood-risk reduction and resiliency projects (capacity upgrades, conveyance improvements, overland flow routing);
- Asset management activities: condition inspections, CCTV, modeling, master plan updates, inventories, and design/engineering tied to storm projects
- Projects identified in the storm water master plan

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

Aligned with the City's Storm Water Master Plan and Asset Management Plan

2025 Year End Balance **$1,019,000 (Committed to Kenny Drain in 2027)**

Landfill Post-Closure Care Reserve Fund

14-0310-0410-33215

Type of Reserve
Capital Reserve Fund
Environmental Protection Act, R.S.O. 1990, c. E.19, and *O. Reg. 222/98 – Landfill Standards*

Purpose
To fund the City's long-term post-closure care obligations related to the closed municipal landfill site, ensuring environmental protection and regulatory compliance in accordance with provincial standards. The reserve provides a sustainable financial mechanism for covering the cost of ongoing maintenance, environmental monitoring, and site improvements required after landfill closure.

Typical Source of Funds

- Annual Transfers from the operating budget
- Surpluses from post closure maintenance accounts
- Recoveries from third part contributions or project specific funding
- Interest earned on the reserve balance or debt instruments

Permitted Uses

- Annual operating and maintenance costs associated with the closed landfill, including environmental monitoring, sampling, and reporting
- Capital projects related to post-closure care, such as monitoring equipment replacement, slope stabilization, and landscaping;
- Major environmental or infrastructure repairs identified through the City's monitoring and maintenance programOne time capital costs tied directly to maintaining facility service levels
- Debt repayment or internal borrowing related to renewable energy initiatives (e.g., solar panel installations) provided that the principal and interest are repaid to the reserve

Interest Bearing

Yes

Responsible Department

Finance

Target or Minimum Balance

The minimum balance should equal the estimated cost of one year of post-closure maintenance and environmental monitoring, as outlined in the City's post-closure care plan

2025 Year End Balance **$1,030,500**

Water Reserve Fund

14-0370-0470-33223

Type of Reserve
Capital and Sustainability Reserve

Legislative Authority: *Municipal Act, 2001*, S.O. 2001, c. 25, and *Ontario Regulation Safe Drinking Water Act 453/07* (Financial Plans for Municipal Drinking Water Systems)

Purpose

To provide a consolidated funding source to support the financial sustainability of the City's drinking water system. The Water Reserve Fund acts as a combined rate stabilization, capital renewal, and asset management reserve, ensuring that the City can maintain and invest in critical water infrastructure while avoiding undue fluctuations in user rates.

Typical Source of Funds

- Annual Surpluses from the water budget
- Sale of Surplus Land or equipment related to the water system
- Dedicated contributions or recoveries tied to Water infrastructure
- Interest earned on account balances

Permitted Uses

- Capital replacement, rehabilitation, or expansion of the municipal drinking water system, including treatment, storage and distribution infrastructure;
- Asset management activities such as studies or condition assessments that support long term system sustainability;
- Rate stabilization to mitigate temporary deficits in operating or capital programs, or to phase in future rate increases;
- Emergency or unforeseen costs related to system integrity, compliance, or public safety;
- One time capital or operational transition costs directly related to regulatory compliance.

Interest Bearing Yes

Responsible Department Water Treatment and Distribution

Target or Minimum Balance

The reserve fund may show a temporary negative balance provided that the five year financial plan required under O.Reg 453-07 demonstrates that the fund is sustainable and that the provision of clean, safe drinking water can continue without tax rate subsidy

The target balance should be sufficient to support planned capital activity and maintain a stable rate structure consistent with the approved financial plan.

2025 Year End Balance **$2,974,726**

Waste Water Reserve Fund

14-0340-0440-33228

Type of Reserve
Capital and Sustainability Reserve
Municipal Act, 2001, S.O. 2001, c. 25, and *O. Reg. 588/17* (Asset Management Planning for Municipal Infrastructure)

Purpose
To ensure the long-term financial stability of the City's wastewater system by providing a consolidated funding source for capital renewal, asset management, and rate stabilization. The reserve supports infrastructure renewal and helps maintain compliance with environmental and legislative requirements for wastewater collection and treatment

Typical Source of Funds

- Annual remaining amount after revenues cover annual operating and capital obligations
- Sale of land or equipment associated with waste water operations
- Dedicated contributions from developers or agreements related to wastewater infrastructure;
- Other Council Approved Transfers

Permitted Uses

- Replacement, rehabilitation or expansion of wastewater collection and treatment infrastructure;
- Asset management activities, system condition assessments or master plans
- Rate stabilization to offset temporary deficits or smooth rate adjustments;
- Emergency or unforeseen capital or operating costs that protect system integrity or regulatory compliance;
- Design and engineering for future wastewater capital projects

Interest Bearing Yes

Responsible Department Waste Water collection and Treatment

Target or Minimum Balance

The reserve fund may show a temporary negative balance provided the five-year financial plan demonstrates that the system is financially sustainable and con continue operating on full cost recovery basis.

The target balance should be sufficient to fund planned capital projects and maintain stable wastewater surcharges consistent with the financial plan.

2025 Year End Balance **$6,072,268**

Parks and Trail Capital Reserve Fund

14-0390-0490-33234

Type of Reserve
Capital Reserve Fund

Purpose
To provide a sustainable funding source for the renewal, rehabilitation, replacement, and enhancement of municipal parks, playgrounds, sports fields, and related outdoor recreational infrastructure. The reserve supports the City's asset management objectives by ensuring funding capacity exists for both planned lifecycle replacement and unanticipated capital needs within the parks system.

Typical Source of Funds

- Annual contributions from the operating budget
- Sale of Parks-related land or non-equipment assets;
- Contributions, donations, grant, or sponsorships designated for parks capital purposes;
- Surpluses from parks related capital projects or maintenance programs, where approved by Council

Permitted Uses

Funds may be for:

- Replacement, rehabilitation, or enhancement of parks, playgrounds, sports fields, trails, splash pads, courts and related outdoor recreational infrastructure;
- Major repairs or lifecycle replacement projects that extend useful life of park assets;
- One time capital initiatives or strategic investments that improve recreation service levels or public accessibility;
- Design, engineering, site preparation, and other capital costs directly associated with parks and infrastructure projects.
- Regular maintenance of the trail bed, signage and markers, upgrades to trail surfaces and other trail infrastructure.

Interest Bearing Yes

Responsible Department Parks Manager

Target or Minimum Balance

The reserve should maintain sufficient funding capacity to accommodate significant unplanned or accelerated parks capital projects without creating undue pressure on the tax levy or annual capital program. At this time, a recommended working balance of approximately **$500,000** is considered appropriate to support asset management flexibility and emerging capital needs.

2025 Year End Balance **$601,322.74 ($255,000 is currently committed)**

Strategic Capital Financing Reserve Fund (GBE Sale reserve)

14-0380-0480-33224

Type of Reserve
Capital Financing Reserve (endowment style)

Purpose

To preserve and prudently manage the proceeds received from the sale of the City's former public utility (GBE) and to utilize investment earnings generated from the reserve to support major municipal capital projects and related debt obligations.

The reserve functions as a long-term strategic financing tool intended to reduce reliance on external debentures and minimize impacts to the tax levy while preserving the original principal balance of the fund.

Historically, the reserve supported financing related to the "Big Dig" downtown reconstruction project and is currently being utilized to offset debt obligations associated with the Julie McArthur Regional Recreation Centre

Typical Source of Funds

- Original proceeds from the sale of the City's former public utility (GBE);
- Undistributed annual investment income retained within the reserve;
- Interest earned through authorized investments including: Internal debenture financing arrangements; Investments consistent with the City's investment policy; Strategic loans approved by Council (i.e. GSCA loan)

Permitted Uses

- Debt repayment associated with significant capital projects;
- Internal financing arrangements for major capita infrastructure projects in lieu of external borrowing;
- Strategic capital financing initiatives approved by Council;
- Investment management costs directly associated with the reserve

The principal balance of the reserve shall generally be preserved and not drawn upon except by specific Council direction under exceptional circumstances.

Interest Bearing Yes

Responsible Department Finance

Target or Minimum Balance
The reserve is intended to remain stable or grow modestly over time through retained investment income, ensuring that sufficient annual earnings continue to be available to support long-term capital financing obligations.

At current investment performance levels, the reserve is expected to continue supporting debt repayment obligations associated with the Julie McArthur Regional Recreation Centre while maintaining the long-term sustainability of the fund.

2025 Year End Balance **$17,880,000 (available to be invested $1.5M)**

Staff Report

Report To: Corporate Services Committee

Report From: Kate Allan, Director of Corporate Services

Meeting Date: September 10, 2026

Report Code: CR-26-078

Subject: 2026 T2 Financial Update

Recommendations:

THAT in consideration of Staff Report CR-26-078 respecting 2026 T2 Financial Update, the Corporate Services Committee recommends that City Council receive the report for information purposes.

Highlights:

- The City is currently forecasting a **modest year-end deficit**, with weather-related costs, aging infrastructure and legal expenditures partially offset by strong tax-related revenues, facility bookings, transit performance and staffing gapping.
- The 2026 results highlight several longer-term financial pressures, particularly increasing maintenance requirements for aging assets, continued exposure to weather variability, and the operational impacts of staffing vacancies.

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:

Report CR-26-043 Re: 2026 T1 Financial Update

Background:

The City of Owen Sound operates on a calendar year budget cycle. This report summarizes the City's financial position for the first eight months of the fiscal year (January to August 2025) and provides a forecast through year-end.

Forecasting methodology remains consistent:

- Year-to-date actuals are compared to budget.
- Year-end projections for September to December are developed using prior-year trends and known adjustments.

This update excludes financial information from the Owen Sound Police Board and the Union Public Library. Updates from both organizations will continue to be reported to Council through their respective governance structures.

Analysis and Options:

With approximately two-thirds of the fiscal year complete, the City's financial results provide a more reliable indication of the likely year-end position than was available at T1. At this time, the City is forecasting a modest deficit; however, the variance is not considered significant relative to the overall operating budget and may change as the final four months of the year are realized.

Unlike 2025, there are no significant one-time revenues, such as the WSIB surplus rebate, materially influencing the forecast. The variances identified to date are primarily associated with normal municipal operations, weather, staffing, asset maintenance and service demand.

Taxation and Revenue

Taxation and tax-related accounts are currently forecast to generate a positive variance of approximately **$200,000**, primarily from supplemental taxation and penalty and interest revenue.

Higher supplemental taxation is generally a positive indicator of assessment growth being added to the tax roll. Penalty and interest revenue, however, requires a different interpretation. While it contributes positively to the City's financial position, higher penalty and interest revenue can also indicate that taxpayers are taking longer to meet their property tax obligations. Staff will continue to monitor tax receivables and collection trends as indicators of the financial health and capacity of the City's tax base.

Other revenue areas are also performing well. Facility booking revenues are forecast to be approximately **$200,000**, or 20%, above budget, reflecting continued strong utilization of City facilities. Building activity also remains healthy, and the Building Division is expected to fully fund its operations, resulting in an estimated positive variance of approximately **$75,000**.

Transit is similarly tracking favourably. Fare and pass revenues are exceeding expectations while contracted operating costs remain generally aligned with budget. This is a particularly favourable variance because it is being driven by service revenue rather than expenditure deferral or a one-time funding source.

Weather-Related Operating Pressures

Weather continues to be one of the most significant variables affecting the City's operating results.

Following a second consecutive heavy winter, winter control is currently forecast to be approximately **$500,000** over budget. Although this represents a significant variance, winter control costs fluctuate considerably from year to year. Recent experience has been above the City's longer-term average, and it would not be prudent to assume that two consecutive difficult winters represent the new baseline without considering a longer period of experience.

The very wet spring has also affected operations beyond winter control. Parks experienced additional maintenance requirements, while increased precipitation and runoff contributed to higher leachate volumes at the landfill and corresponding treatment costs.

These variances demonstrate the City's financial exposure to weather. A difficult winter or unusually wet spring affects more than one operating account and can simultaneously increase costs across roads, parks, facilities and waste management while affecting revenues from weather-dependent services. Maintaining sufficient financial flexibility remains important because the timing and severity of these pressures cannot be predicted through the annual budget process.

Facilities and Asset Maintenance

Facility costs are currently slightly above budget, with the most significant variance relating to the Police Station, where maintenance expenditures are approximately **$100,000** over budget. This includes mould remediation and improvements to windows and HVAC systems undertaken following an indoor air quality assessment to reduce the risk of future contamination.

While these expenditures are considered largely one-time in nature, the underlying issue is not. The Police Station is an aging municipal asset, and increasing maintenance requirements should be expected as building systems age. Similar pressures exist across portions of the City's facility portfolio.

This trend is also visible when expenditures are considered by object code. Approximately $300,000 of the City's $360,000 annual building repair budget has already been spent with four months remaining in the fiscal year.

Historically, building maintenance has been an area where available operating funding has not always kept pace with the maintenance requirements of the City's assets. As future budgets are developed, there may be value in considering whether additional resources should be directed toward planned and preventative maintenance within operating budgets, rather than relying predominantly on eventual capital replacement. Appropriate preventative maintenance can extend asset life, reduce emergency repairs and, in some circumstances, defer larger capital expenditures.

Traffic signal maintenance is experiencing a similar, although smaller, pressure, currently estimated at approximately **$50,000** over budget.

Staffing and Labour Relations

Temporary vacancies continue to generate financial savings across the organization. Gapping savings are currently forecast at approximately **$284,000**.

As noted in previous financial updates, gapping is not an entirely positive variance. Vacancies reduce salary expenditures, but they also reduce organizational capacity. The financial savings therefore need to be considered alongside impacts on workload, project delivery, service levels and the ability of remaining staff to absorb additional responsibilities.

The 2026 results also incorporate the outcome of the Fire interest arbitration process, which resolved outstanding wage matters dating back to 2018. The City had accrued funding in prior years for the anticipated retroactive wage settlement, and those accruals were sufficient to fund the retroactive payments.

The final 2026 wage rates established through arbitration were, however, slightly higher than the amounts incorporated into the 2026 budget. Fire operations are therefore currently expected to be approximately **$100,000** over budget as a result of the wage adjustment. Given the length of time during which final wage rates were unknown, this variance is considered manageable and is substantially different from an unplanned operating overrun.

Corporate and Other Expenditure Trends

A review of expenditures by object code provides additional context regarding emerging pressures.

Legal expenditures are currently a notable area of concern. Against an annual City-wide budget of approximately $200,000, approximately **$240,000** has already been spent. Planning-related legal support accounts for approximately $70,000 of the pressure, with additional costs associated with Police matters and insurance claims finalized during the year. Legal expenditures can be difficult to forecast because individual matters can develop quickly and may extend across fiscal years.

Insurance expenditures are generally tracking as anticipated for 2026. However, the City's longer-term financial plan assumes that insurance reserves will be required to supplement future operating budgets where annual premiums exceed the amount funded through the tax levy. This remains an area requiring ongoing monitoring.

Training expenditures are approximately 75% spent at the two-thirds point of the year. While this will continue to be monitored, the timing of training and professional development is not necessarily distributed evenly throughout the year and does not, on its own, indicate a material year-end pressure.

Fleet expenditures are currently tracking generally in line with budget.

Overall Financial Position

Taken together, the City is currently forecasting a **modest year-end deficit**. No single variance is driving the overall position. Instead, the forecast reflects the cumulative effect of weather-related costs, facility and infrastructure maintenance, legal expenditures and the final Fire wage settlement, partially offset by stronger taxation-related revenues, facility bookings, transit performance, building activity and staffing gapping.

Importantly, the 2026 forecast does not currently contain an unusual one-time positive variance comparable to the WSIB rebate received in 2025. The current position therefore provides a relatively clear view of the underlying push and pull within the City's operating budget.

With four months remaining, the forecast should still be treated with some caution. The final result will be influenced by the timing of expenditures and revenues as well as weather conditions through the remainder of the year, particularly the beginning of the 2026/2027 winter season.

Staff will continue to monitor these accounts and other emerging pressures. At this stage, the projected deficit is not considered significant; however, the trends related to weather exposure, aging facilities, legal costs and organizational capacity provide useful information beyond the year-end variance itself and should inform future operating budgets and longer-term financial planning.

The Owen Sound Police Service financial position is not incorporated into the City's forecast presented above. Police financial results are reported to Council through the Police Services Board's respective meeting minutes. Current information indicates that Police Services may be trending toward a deficit; however, Council should rely on the Board's formal financial reporting for its year-end forecast.

Resource Alignment:

Financial Resources

There is currently a modest deficit forecasted at year end. In the event that the deficit persists it will be funded through the tax stabilization reserve per the reserve and reserve fund policy. All reserve transfers are approved by Council as part of the year end reporting process.

Human Resources

N/A.

Time and Scheduling

N/A.

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. Historic financial statements are available on the City's website.

A final year end report will be provided in the first term of the new year.

Report Developed in Consultation With:

City staff and department heads.

Attachments:

None.

Reviewed by:
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Kate Allan, Director of Corporate Services at kallan@owensound.ca or 519-376-4440 x 1238.

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– Mayor Ian Boddy

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