Staff Report

Report To: City Council

Report From: Lauren Stewart, Purchasing and Claims Coordinator

Meeting Date: November 30, 2026

Report Code: CR-26-100

Subject: Summary of Delegated Authority Approvals During Restricted Acts Period – September 16, 2026 to November 15, 2026

Recommendations:

THAT in consideration of Staff Report CR-26-100 respecting a summary of the delegated authority approvals between September 16, 2026, and November 15, 2026, during the Restricted Acts period, City Council receives the report for information purposes.

Highlights:

- This report provides Council with a summary of procurement approvals made under delegated authority during the Restricted Acts Period, including the procurement method used for each purchase.
- The City Manager and Director of Corporate Services exercised delegated authority for expenditures and liabilities exceeding $50,000, where permitted, during the Restricted Acts Period.

Vision 2050 - Strategic Plan Alignment:

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

Previous Report/Authority:

Procurement Policy No. AF009

Delegation of Powers and Duties By-law No. 2014-109

Report CR-26-091 – Summary of Delegated Authority Approvals During Restricted Acts Period – August 24, 2026 to September 15, 2026

Background:

The Restricted Acts Period, also known as Lame Duck, may apply when the nomination for municipal election candidates closes (August 24, 2026), and concludes when a new Council is sworn in on November 16, 2026. Restricted Acts are triggered for several reasons, including circumstances when it is determined that a future Council will include less than three-quarters of its current members. This was triggered through the 2026 City of Owen Sound election.

The *Municipal Act, 2001*, s.275 provides that there are certain restrictions for Council actions:

- the appointment or removal from office of any officer of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal; and
- making any expenditures or incurring any other liability which exceeds $50,000.

The City's Delegation of Powers and Duties By-law No. 2014-109 allows the City Manager and Director of Corporate Services acting jointly to make expenditures or incur any other liability that exceeds $50,000 if the lame duck provision applies.

This is also referenced in the Procurement Policy No. AF009.

Analysis and Options:

The attached summary report provides the details of the delegated authority approvals during the Restricted Acts period from September 16, 2026, to November 15, 2026. It also includes the procurement method used by staff.

If relevant, the bid opportunities were awarded in compliance with the City's Purchasing Policy.

Resource Alignment:

Financial Resources

As detailed in the attached summary and detailed executed decisions.

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.

During the Restricted Acts period, the City Manager and Director of Corporate Services have delegated authority.

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.

Report Developed in Consultation With:

City Manager; Director of Corporate Services; City Clerk

Attachments:

1. Delegated Authority Approvals During Restricted Acts Period from September 16, 2026 to November 15, 2026
2. Executed Decisions

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.