

Staff Report

Report To: City Council
Report From: Lauren Stewart, Purchasing and Claims Coordinator
Meeting Date: October 6, 2025
Report Code: CR-25-128
Subject: Approval of Non-Standard Procurement – Owen Heights and Comme-R-ette Park Playground Equipment

Recommendations:

THAT in consideration of Staff Report CR-25-128 respecting Approval of Non-Standard Procurement – Owen Heights and Comme-R-ette Park Playground Equipment, City Council:

1. Approves the non-standard procurement for the supply, delivery and installation of playground equipment for Owen Heights Park from Park N Play Design Co. Ltd. for \$146,503.93, including the City's non-refundable allocation of HST;
2. Approves the non-standard procurement for the supply, delivery and installation of playground equipment for Comme-R-ette Park from Park N Play Design Co. Ltd. for \$138,777.77, including the City's non-refundable allocation of HST; and
3. Authorizes the Director of Corporate Services to issue a Purchase Order for the supply, delivery and installation of playground equipment for Owen Heights and Comme-R-ette Park.

Highlights:

- The 5-year Capital Plan (2026-2030) prioritizes the renewal of Parks and Open Space infrastructure. The City has 21 playgrounds with 71% beyond their lifecycle.

- Owen Heights and Comm-er-ette Park playground designs were shaped by community feedback and include accessible play components, exterior paths of travel, a playground access ramp, seating area and picnic space, drainage (as required), engineered wood fibre protective surface and curb edging.
- Designs adhere to the AODA and Integrated Accessibility Standards for the Design of Public Spaces and incorporate sensory and active play components.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by strengthening the resiliency of City infrastructure or services.

Previous Report/Authority:

[Report CS-25-020](#) – Proposed Amendments and Adjustments to the 2025 Parks and Open Space Capital Plan

[Report CS-25-062](#) – Design Elements – Owen Heights and Comme-R-ette Park

Background:

Section 33 of the By-law 2020-022 (Purchasing By-law) permits non-standard procurement processed under a series of options, including goods, services, construction, or consulting services through a Vendor of Record (VoR) program, where analysis supports best value.

The City joined the Kinetic GPO program in the fall of 2021 to leverage pricing received under the competitive procurement programs.

Section 34 of the Purchasing By-law requires that non-competitive purchases greater than \$100,000 be approved by Council.

This report has been drafted to provide Council with the necessary information to approve the non-standard procurement of the supply, delivery

and installation of the playground equipment. The capital detail sheets describing the projects have been attached to this report.

Analysis:

The Owen Heights and Comm-R-ette Park Playground Equipment projects are included in the City's 2025-2029 Multi-year Capital Plan. Both playground structures have reached the end of their projected life cycle and require replacement.

The design and layouts for both parks were presented and approved by the Community Services Committee at the June 25, 2025 meeting following significant community engagement. The full design elements are detailed in [Report CS-25-062](#) from the Manager of Parks and Open Spaces.

The playgrounds and associated elements, as defined within the final concept layout, have been developed to meet the Design for Public Spaces Standards as outlined in the AODA. The designs were presented to the Grey County Joint Accessibility Advisory Committee on July 17, 2025.

The awarded vendor will be responsible for supplying, delivering, and installing the playground equipment, as well as any necessary site work. The projects are anticipated to be substantially completed in Fall 2025; however, this will be contingent upon delivery schedules for playground equipment and weather conditions.

Financial Implications:

The approved budget for each playground equipment project is \$147,500.

The remaining capital funding of \$14,682 will be utilized for site-specific preparation requirements, including locates and survey services.

Communication Strategy:

The Request for Proposal, issued by Kinetic GPO, was posted in accordance with the requirements of the City's purchasing policies and procedures.

The City will notify the community of any access disruptions to the parks by media advisory.

Consultation:

Manager of Parks and Open Spaces

Attachments:

1. Capital Budget Sheet 24D.45 – Comm-R-ette Park Playground
2. Capital Budget Sheet 24D.47 – Owen Heights Playground

Recommended by:

Lauren Stewart, Purchasing and Claims Coordinator

Bradey Carbert, 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.