



**To:** COUNCIL  
**Meeting Date:** 12/5/2023  
**Subject:** Cemetery Master Plan  
**Submitted By:** Sheryl Ayres, Chief Financial Officer  
**Prepared By:** Knick Dawe, Procurement Coordinator  
**Report No.:** 23-146-CRS  
**File No.:** Q23-81  
**Wards Affected:** All Wards

**RECOMMENDATION(S):**

THAT Report 23-146-CRS Cemetery Master Plan be received;  
AND THAT Request for Quotation #Q23-81 – Cemetery Master Plan be awarded to LEES+Associates of Toronto, ON in the amount of \$124,500 excluding disbursements and applicable taxes;  
AND FURTHER THAT the budget for Capital Project A/00864-20 Cemeteries Master Plan be increased for a total of \$131,779 including incremental funding from the Cemetery Improvements Reserve Fund in the amount of \$31,779.

**EXECUTIVE SUMMARY:**

**Purpose**

The City faces a level of urgency to produce the Cemetery Master Plan as current inventory of Cemetery products is low and the Cemetery Master Plan prepared by LEES+Associates of Toronto, ON will enable Cemeteries to expedite the development of new sites that align with a fiscally responsible view of long-term needs that meet the expected requirements of current and future Cambridge residents.

City Staff are hereby seeking Council approval to transfer \$31,779 from the Cemetery Improvements Reserve Fund in order to proceed with this purchase and that Q23-81 be awarded to LEES+Associates in the amount of \$129,500 exclusive of applicable taxes.

## **STRATEGIC ALIGNMENT:**

Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

Core Service

**Program: Cemeteries**

**Core Service:** Cemeteries

## **BACKGROUND:**

The Cemeteries Master Plan is included in the 2023 Council approved Capital Budget and is funded from the Cemetery Improvement Reserve Fund. The City undertook an open competitive process to procure professional consulting services from a qualified vendor to formulate a Master Plan that ensures that spaces within existing land holdings designated for Cemetery use is both sufficient and allocated appropriately for future developments or, if needed, identify additional land holdings needs.

## **ANALYSIS:**

On August 31<sup>st</sup>, 2023 the City issued a Request for Quotation (High-Score) on the City's e-bidding website.

Eleven (11) vendors downloaded the RFQ (High-Score) documents; however, zero (0) submissions were received at the time of the submission deadline.

In accordance with Procurement By-Law 19-187 section 14.2.1 – the City established a vendor of choice through negotiations as a result of no compliant bids being submitted.

LEES+Associates is an established vendor with over four hundred (400) cemetery projects over the last twenty-five (25) years including various Master Plans for Municipal clients.

## **EXISTING POLICY / BY-LAW(S):**

Under Procurement By-Law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals when all of the following conditions have been satisfied:

- a) When there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.

- b) When all procedures in accordance with this By-Law, have been followed; and
- c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

**FINANCIAL IMPACT:**

Overall, the City is facing a level of urgency to complete the Cemetery Master Plan due to current inventory levels of cemetery products. The Master Plan will be critical in expediting the development of new sites to meet the requirements of current and future Cambridge residents. It is recommended that Council approve a budget increase of \$31,779 in capital project A/00864-20 Cemeteries Master Plan. This adjustment brings the total budget to \$131,779 inclusive of non-recoverable taxes on the awarded RFQ and includes \$5,088 for an additional disbursement allowance. The request for an additional budget of \$31,779 is to be funded by the Cemetery Improvements Reserve Fund. Any unspent funds remaining upon project completion will be transferred back to the Cemetery Reserve Fund.

**Table 1 – A/00864-20 Cemeteries Master Plan – Financial Impact**

Reserve Fund	Budget	Tender*	Additional Allowance for Disbursements	YTD Actuals	Savings/ (Deficit)
Cemetery Improvements Reserve	\$ 100,000	\$ 126,691	\$ 5,088	-	\$ (31,779)

\*The tender amount if net of the applicable HST rebate

**PUBLIC VALUE:**

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

**ADVISORY COMMITTEE INPUT:**

N/A

**PUBLIC INPUT:**

The advertising for the RFQ was as follows:

- a) Advertised on the City’s Bids and Tenders website: August 31<sup>st</sup>, 2023
- b) Closing Date: September 21<sup>st</sup>, 2023

**INTERNAL / EXTERNAL CONSULTATION:**

Request for Quotation (High-Score) Documents were compiled by Procurement.

**CONCLUSION:**

City Staff are recommending that Q23-81 be awarded to LEES+Associates in the amount of \$129,500 exclusive of applicable taxes, with \$31,779 be funded by the Cemetery Improvements Reserve Fund in order to complete this purchase.

**REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

**APPROVALS:**

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

N/A