

Staff Report

Report To: City Council
Report From: Lauren Stewart, Purchasing and Claims Coordinator
Meeting Date: November 18, 2024
Report Code: CR-24-128
Subject: Approval of Non-Standard Procurement – Greenwood Cemetery – Supply and Installation of New Columbarium

Recommendations:

THAT in consideration of Staff Report CR-24-128 respecting the Approval of Non-Standard Procurement – Greenwood Cemetery – Supply and Installation of New Columbarium, City Council:

1. Approves the non-standard procurement for the supply, delivery, and installation of one (1) columbarium from Carrier Mausoleums Construction Inc. for \$115,299.17, including the City's non-refundable allocation of HST; and
2. Authorizes the Director of Corporate Services to issue a Purchase Order for the supply, delivery and installation of the columbarium.

Highlights:

- Sales of columbarium niches continue to increase and have ranged from approximately 30 to 42 per year over the last 3 years.
- There are currently 79 columbarium niches remaining which based on current sales projections will be sold out sometime in 2026.
- To meet the growing demand for columbarium niches, an additional columbarium structure is required and will be installed in the columbarium space west of the Mausoleum.
- The additional columbarium will add 112 niches and is anticipated to be installed starting in the Spring 2025.

Strategic Plan Alignment:

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

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Greenwood Cemetery Master Plan Review and Update, 2020-2024](#)

Background:

Section 33 of the By-law 2020-022 (Purchasing By-law) permits non-standard procurement processed under a series of options, including the procurement of goods, services, construction, or consulting services where only one supplier is able to meet the requirements of the procurement in order to ensure compatibility with existing products.

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

Analysis:

The Greenwood Cemetery Master Plan Review and Update, 2020-2024 approved by Council on March 2, 2020, provides current and emerging interment preferences. There is an increased rate of cremation right sales, 62% of all interment services performed at Greenwood Cemetery are cremations. The Columbarium Garden area is located northwest of the Cemetery office between the maintenance building and the mausoleum. The area currently has a total of five (5) columbaria with a combined total of 462 niches. City staff deliver approximately 170 to 190 interments/inurnments services annually of which about 105 to 117 are cremations (placed in an in-ground grave or a above-ground columbarium niche). Sales of above-ground columbarium niches have ranged from approximately 30 to 42 per year over the last 3 years. As of November 1, 2024, there were 79 columbarium niches remaining, which based on current sales projections will be sold out in 2026. To meet the growing demand for columbarium niches, an additional columbarium structure is required and will be installed in the columbarium

space west of the Mausoleum. The additional columbarium will add 112 niches and is anticipated to be installed starting in Spring 2025.

Staff are recommending the non-standard procurement of an additional Renaissance Twin Peak columbarium model from Carrier Mausoleums Construction Inc. that is consistent with the existing two (2) columbaria in the area west of the Mausoleum (refer to *Figure 1, Proposed New Columbarium West of Mausoleum*).

Figure 1, Proposed New Columbarium West of Mausoleum



Financial Implications:

The approved 2025 Capital Budget for the supply, delivery and installation is \$120,000. The costs are recovered through niche sales and inurnment fees over the life of the asset.

Communication Strategy:

N/A

Consultation:

Manager of Parks and Open Space
Parks and Cemetery Administrative Coordinator

Attachments:

Capital Budget Sheet – 25D.16 – Columbarium Installation

Recommended by:

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.