



Subject: Awarding the Purchase of Columbaria for Tillsonburg Cemetery

Report Number: RCP 19-62

Author: Rick Cox, Director of Recreation, Culture & Parks

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

Recommendation:

THAT the Town of Tillsonburg purchases the supply and delivery of one 96-niche granite and metal octagon columbaria from CFC-Supply (Maidstone) at a cost of \$33,800 plus applicable taxes;

AND THAT the Town of Tillsonburg purchases the supply and delivery of one 4-niche all-granite family columbarium from Ingersoll, Memorial Ltd. (Woodstock) at a cost of \$2,901 plus applicable taxes.

Background:

Almost all of the niches in the existing columbaria at the Tillsonburg Cemetery have been sold. As per the amended Cemetery Master Plan, the approved 2019 RCP workplan includes a project to purchase another 96-niche octagon columbaria to match the two existing units as well as two smaller 4-niche family-style units. As with all of Tillsonburg Cemetery columbaria, the cost of purchasing and installing the units is financed over time through recovering a portion from the sale of interment rights in each niche. The last octagon unit was installed at the Cemetery in 2015, and cost the town approximately \$19,500.

Discussion:

The Town has had a poor experience with columbaria units that are not constructed entirely from granite. The first unit purchased by the Town had an internal structure made of aluminum which failed and the columbaria started to collapse. That unit was replaced in 2016 with an all-granite unit. Learning from that experience, a tender was issued for the desired new columbaria units specifying all-granite construction as mandatory. No bids were received, and the feedback from vendors was the requirement for all-granite construction. Aluminum/granite construction technology has advanced in the years since the unit the Town had problems with was purchased, and the industry trend is definitely towards mixed-construction units. A revised tender was issued specifying all-granite construction as preferred, and two bids were received, one with all-granite units and one with mixed metal/granite units.

Both respondents have supplied all-granite units to the Town in the past and have a track record of providing the Town with good service. Neither submission included all of the information required by the tender specification, so staff followed up with both vendors to obtain the additional information.

Vendor	96-niche octagon unit		4-niche family unit	
CFC Supply	aluminum/granite	\$33,800	aluminum/granite	\$3,200
Ingersoll Memorials	all-granite	\$50,998	all-granite	\$2,901

Based on the submissions and additional material received, staff are recommending that the award be split, with CFC Supply (Maidstone) being selected to supply and deliver a 96-niche octagon aluminum/granite columbarium at their bid price of \$33,800 and Ingersoll Memorial Ltd. (Woodstock being selected to supply and deliver one 4-niche all-granite family columbarium at their bid price of \$2,901 per unit.

Financial Impact/Funding Source:

As the cost of the 96-niche units has almost doubled in the four years since the last one was installed, the Town will need to increase the price charged for niche-based interment rights by \$200 in order to recover the cost without compromising the margin needed for operations. The new \$2100 rate is included in the proposed 2020 Rates & Fees list.

The 2019 Capital Budget includes \$36,000 for this project funded by user-pay debt recovered from the sale of interment rights in the niches. The total cost for purchasing the three units considered in the tender from the recommended suppliers is \$39,602. Staff is recommending only purchasing one family unit, which brings the total cost of purchasing them to \$36,701.

Currently, \$320 from each niche interment right sold is used to repay the cost of the unit. The price of interment rights in the existing niches is \$1,900. Staff recommend interment rights in the new 96-niche unit are sold for \$2,100 and \$520 per unit be used to repay the cost of the unit and associated foundation and landscaping.

Staff is still evaluating the appropriate price point for the family columbaria units, as these are the first of this type in Tillsonburg. The range under consideration is from \$6,000 to \$9,500. The unit will be purchased but not installed until sold so that the appropriate engraving can be done in a controlled environment.

By Provincial regulation, 15% of the cost for columbarium niches must be contributed to the permanent Care & Maintenance trust maintained by the Town.

Community Strategic Plan (CSP) Linkage:

1. Excellence in Local Government
 - ☒ Demonstrate strong leadership in Town initiatives
 - ☐ Streamline communication and effectively collaborate within local government
 - ☒ Demonstrate accountability
2. Economic Sustainability
 - ☒ Support new and existing businesses and provide a variety of employment opportunities
 - ☒ Provide diverse retail services in the downtown core
 - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
 - ☐ Make Tillsonburg an attractive place to live for youth and young professionals
 - ☐ Provide opportunities for families to thrive
 - ☒ Support the aging population and an active senior citizenship
4. Culture and Community
 - ☐ Promote Tillsonburg as a unique and welcoming community
 - ☐ Provide a variety of leisure and cultural opportunities to suit all interests
 - ☐ Improve mobility and promote environmentally sustainable living

Attachments:

Appendix A – Columbaria drawings

Report Approval Details

Document Title:	RCP 19-62 - Awarding the Purchase of Columbaria for Tillsonburg Cemetery.docx
Attachments:	- RCP 19-62 - ATT 01 - columbaria drawings.pdf
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Nov 29, 2019 - 4:48 PM

A handwritten signature in black ink, appearing to be 'DR', with a horizontal line extending to the right.

Ron Shaw - Nov 29, 2019 - 5:07 PM

Donna Wilson - Dec 2, 2019 - 9:18 AM