



**TOWN OF MINTO**

**DATE:** June 26, 2018  
**REPORT TO:** Mayor and Council  
**FROM:** Mike McIsaac Roads & Drainage Foreman  
**SUBJECT:** PW2018-09 Design and Implementation of Cremation Remains Minto

**STRATEGIC PLAN:**

7.8 Establish cemetery management plans to assist with long term capital planning, increase visual appeal, enhance internment options, and increase cemetery use as a place to learn about the people, stories and history of the community.

**BACKGROUND**

A request for quotations was issued for innovative, creative and informed professionals to provide interesting, cost effective and attractive design options for interring cremated remains in three Minto cemeteries. Options must relate to existing facilities, market trends, layout, budget, appearance and similar considerations. The consultant will recommend construction and financing opportunities, and assist the Town with scaling and phasing the installation to meet demand, control costs and ensure viable attractive options at each facility. An implementation plan is required to ensure work can be completed according to a defined schedule. Unique and interesting financing/partnership opportunities will be considered including designs product suppliers. The Town may phase purchase and installation of equipment over time depending on price and budget. The Town could accept different consultants for each cemetery at its sole discretion.

The consultant is to attend and provide at least two design options and preliminary analysis at a public meeting before a final report is submitted. The report is to include design material for each cemetery, a site plan to scale of the area to be improved, sketches or elevations of facilities proposed, relevant photographs or examples of facilities, cost information, phasing, scheduling and other relevant narrative and recommendations.

**COMMENTS**

Three submissions were received on June 25, 2018:

Business Name	Palmerston	Harriston	Clifford	Total Quote (excl. HST)
Lees & Associates (Toronto)	\$11,560	\$11,560	\$11,560	\$34,680
Hilton Landmarks (Kitchener)	\$8,596	\$7,671	\$7,671	\$23,938
Note: Cost to complete all three concurrently is \$14,880				
Stempski Kelly (Fergus)	\$8,963	\$8,963	\$8,963	\$26,889

In addition to being the lowest bid Hilton Landmarks noted the total cost if awarded all three cemeteries could be reduced to \$14,880 as costs associated with site visits, public meetings and financial recommendations can be reduced. The Town can work with the consultant on the number of public meetings and site visits to significantly reduce costs. Hilton Landmarks has completed or is working on projects across Canada and as close as the Belsyde Cemetery in Fergus.



Hilton Landmarks' work detail plan proposes commencement in July, two options for review in August, public meeting in September, review in October, and final submission in October, 2018. The Stempski Kelly proposal provides for an earlier completion date and is also an excellent firm that has provided work for the Town in the past.

**FINANCIAL CONSIDERATIONS:**

In 2018 there is \$55,000 in the capital budget for Minto cemeteries. The Town's five year project plan for the cemeteries anticipates \$50,000 expenditures per year from 2019 to 2021. The cost of the design work for options to inter cremated remains is well below the capital budget. Staff can integrate the design options and information into the draft Cemeteries Master Plan at no cost to the Town. This should allow for a carryover exceeding \$20,000 to 2019 for capital construction costs based on the designs selected.

**RECOMMENDATION:**

That Council receives the Road & Drainage Foreman's June 26, 2018 report and awards quotation PW2018-03 Design and Implementation options to inter cremated remains Minto Cemeteries to Hilton Landmarks, A Division of GSP Group to be completed concurrently for the maximum price of \$23,938 and the minimum price of \$14,880 excluding HST depending on the final work plan set by the Town based on the number of public meetings, site visits, financial recommendations and similar.

Mike McIsaac Roads & Drainage Foreman