

**STAFF REPORT: RECREATION**

**REPORT TO:** Infrastructure and Recreation Committee  
**MEETING DATE:** February 23, 2010  
**REPORT NO.:** DOR 10 23  
**SUBJECT:** Thornbury Clarksburg Union Cemetery Operations  
**PREPARED BY:** Shawn Everitt, Director of Recreation and Ryan Gibbons, Harbour Manager

**A. Recommendations**

THAT Council approve Staff Report DOR 10 23 "Thornbury Clarksburg Union Cemetery Operations" and direct Staff to move forward with;

- Option A)** Utilize Town Staff and equipment to provide Opening and Closing Services at the Thornbury Clarksburg Union Cemetery;
- Option B)** Continue to Contract Opening and Closing Services for Burials at the Thornbury Clarksburg Union Cemetery for a 3 year term;
- Option C)** Contract Opening and Closing Services for Burials and Grass Cutting services at the Thornbury Clarksburg Union Cemetery for a 1 year term;

as the operational model for the Thornbury Clarksburg Union Cemetery.

**B. Background**

Since 2007, the Thornbury Clarksburg Union Cemetery has been a division within the Recreation Department. Operations of the Thornbury Clarksburg Union Cemetery have remained status quo up to the conclusion of 2009. Prior to 2008 no formal agreement was in place for the supply of excavation for opening and closing services. Excavation Services were contracted in early 2008 through a formal process. The contractor provided excavation services for committals as well as the back filling of interments.

On December 27, 2009 the contractor notified Town Staff that committal services would no longer be provided as of December 31<sup>st</sup>, 2009. The lack of burials and additional costs for required insurance coverage were given for the services being terminated.

The Town through the formal Tendering process required the contractor to provide Two Million Dollars Liability Insurance for the duration of the Contract. Upon notification from the previous contractor, Staff secured committal services on an as needed basis for a limited time from Sheridan Management. Sheridan Management currently has the Town's snow removal contract that includes snow removal at the Thornbury Clarksburg Union Cemetery, and has previous experience of providing committal services at the Thornbury Clarksburg Union Cemetery.

Since the arrangements were made Staff have had one burial and utilized Sheridan Management for that burial. Recreation Department Management and Staff along with Engineering and Public Works Staff have reviewed the operations at the Cemetery and have looked at a number of available options.

Staff believes that efficiencies to the Cemetery Operations can be gained through Option A. of the Recommendation. However Staff notes that additional properties coming on board in the 2010, 2011, 2012 as well as the restructuring of operations at the Tomahawk Recreation Complex for the Intergraded Pest Management discussed through the 2010 Budget process will add extra pressures on the existing Recreation Department staffing compliment. Parks also provide grass cutting to 16 properties within the Water and Waste Water Department. Review for continuation of grass cutting services at these locations will be completed by the Manager of Parks and Trails to determine if additional efficiencies to the Department can be made if these properties were to be contracted out.

Staff is currently developing a prioritization of Land Inventory to identify Staff and equipment time requirements for Parks and Trails Inventory. Standards based on the priority given to each park will determine the maintenance provided to those lands along with Staff and equipment needs to maintain that standard. This in turn will identify if and when additional Staff and equipment are required to maintain these standards as additional parks, trails and facilities are assumed by the town.

The use of one of two Public Works Back Hoe and Recreation Department Tractor loader would provide adequate equipment for committal services. It is proposed in Option A. that a minimum of three Recreation Staff members be provided back hoe operator training to allow flexibility for staff availability when required. The use of Town equipment and Staff also provides quality assurance as well as control of efficient scheduling of required digs and vault installations.

Option B. would have the continuation to offer a contract through a formal tendering process. Through preliminary discussions with local contractors that have been interested as well as contractors that have previously made tender submissions, the average number of actual burials being 21 per year requiring back hoe equipment makes the contract somewhat insignificant with the requirements associated with the contract. The contract does require the contractor to be available within 24 hours per day, seven days a week dependent on funeral arrangement schedules and weather conditions. The equipment and operator must be available by telephone and available to commence dig within 12 hours of being notified. Option B. still requires Town Staff to be present for the dig, installation of vault, acceptance of burial certificate and committal service proceedings, closing of the vault as well as the committal service proceedings and closing of interment.

Option C. increases the significance of the contract however would increase the costs to the contract and ultimately to the Town. Parks and Trails Staff would refocus maintenance time to maintain Heathcote Park, Delphi Point Park in 2010. Additional property specifically Town Hall parkland will be added in 2011.



**F. Attachments**

None

Respectfully submitted,

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Shawn Everitt, Director of Recreation

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Ryan Gibbons, Harbour Manager

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