

To: Mayor and Council

From: Krista Pascoe, Deputy Clerk

Meeting Date: February 12, 2024

Subject: LS-007-2024 – Cemetery Management Software

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report LS-007-2024 (Cemetery Management Software) dated February 12, 2024; and,

- 1) That Council approve the quote submitted by The Managed Municipality in the amount of \$24,500 + HST for the purchase of Cemetery Management Software.

Background

During the 2021 Budget deliberations, Council approved a total of \$50,000 for the purchase of a Cemetery Management Software to assist in the daily administration of the Township owned cemeteries as part of the Modernization Grant Funding.

Comments and Analysis

In the fall of 2023, Clerks Staff polled Ontario municipalities asking for a response from those that currently own active cemeteries and utilize a software system. A total of 42 responses were received with various recommendations and feedback. Staff have reached out to various software companies requesting a demonstration of their product and Quote for the services offered.

Three companies responded and demonstrations were attended for each. As such, the following Quotes have been provided:

Software Company	Initial Price excl. HST	Annual Licensing Fee
CemSites	\$13,400 (USD)	\$2,400 (USD)
The Managed Municipality (TMM)	\$24,500 (CAD)	\$2,205 (CAD)
CityView	\$94,574 (CAD)	\$5,005 (CAD)

Based on the demonstrations and Quotes provided, staff are recommending the quote from The Managed Municipality be approved. While the quote does not appear to be the

lowest received, in actuality CemSites' quote is in US dollars and there is an additional charge of \$7,500 for the mapping option, which is included in The Managed Municipality's quote. Additionally, the Managed Municipality is located in Sudbury and in-person training/on-boarding can be arranged for no additional fees. The interface of their software is user friendly and the services offered meet the current needs of Clearview Township.

Some key services include:

- Creation of digital maps and PDF maps
- Creation of Interment Rights Certificates and all forms currently used
- Ability to export reporting
- No limit on number of users
- All required data transfers (transfer of existing electronic data)
- Tracks all relevant data (plot owners, purchase date, locations, interments, etc.)
- All required training (includes initial and on-going training)
- All software updates (as new features are released)
- Fee will not change if additional cemeteries are on-boarded (unless there are drastic changes)

Once software is purchased, the focus will be to input the records and information for Stayner Union Cemetery and Dunedin Union Cemetery first. These are the most active cemeteries in the Township with the Lavender Cemetery being the next to input.

Financial Implications

The total purchase price is \$24,500 + HST and within budget for the funds provided through the Modernization Grant. An annual licensing fee of \$2,205 would be included in the annual operational budget of the Department.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Communication

Report Appendices

None.

Approvals

Submitted by: Krista Pascoe, Deputy Clerk

Reviewed by: Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC,
Clerk/Director of Legislative Services

**Financial Implications
Reviewed by:** Kelly McDonald, Director of Finance/Treasurer

Approved by: John Ferguson, CAO