

**Rural Municipality of Miltonvale Park Council  
MINUTES**

**Milton Community Hall**

**7:00 p.m. September 6, 2023**

*Present:* Mayor Hal Parker, Councillors Rosemarie Ramsay, Jamie Taylor, Leo Doucette; Paul Poole, and, by telephone, Councillors Spencer MacDonald; CAO Shari MacDonald

**Absent** -Andrew Frizzell

**1. CALL TO ORDER**

Mayor Parker called the meeting to order at 7:00 p.m.

**2. DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**3. PURPOSE OF MEETING**

The meeting was convened to review the tenders received for the Milton Community Hall renovation project. Two tenders were received by the 2 p.m. deadline on Tuesday, August 29 to the consultant Wil Lawrence of WD Lawrence.

**4. DISCUSSION**

Ridgeline Construction Limited submitted a bid of \$1,310,000 +HST and Sperra Construction bid \$1,173,400 + HST.

Both tenders received were over the budget allotted for the project. Councillors discussed the bids, references, personal experiences with the companies, the scoring scheme, the significant difference in the several budget lines in the separate pricing submitted, the escalating costs, and the construction industry.

The auditor had provided a draft Statement of Financial Position, which showed the Council having \$504,458 in unrestricted cash, which includes \$274,905 in deferred revenue.

Funds gathered for the project include \$500,000 from the Province, \$200,000 from the municipalities Canada Community Building fund, \$237,932 from ACAO, \$100,000 from the Enabling Accessibility Fund, for a subtotal of \$1,037,932. The hall had used a grant of \$25,000 from the New Horizons for Seniors for architectural and engineering fees and a survey. There is expected to be about \$23,000 in other architectural fees. The building permit cost \$4050. An extension to the Enabling Accessibility contract will need to be requested.

There have also been two other grants applications submitted, to FCC Agri-spirit fund for \$25,000 and to Rotary for \$50,000.

Currently the 5% portion of HST is returned as a GST rebate, and 10% of the cost of capital items (pre-tax) is returned through the Municipal Capital Expenditure Program.

The Province usually requires an applicant contribute 10% to the cost of a project. A community fund-raising campaign could also be launched.

It is also suggested that 3-10% be set aside for contingency. With a 5% contingency, and without any additional grants, Council and the community would need to contribute approximately \$217,238 for the low bid, or \$386,918 for the higher bid.

Reviewing the Capital Investment Plan, the municipality has budgeted \$5,000 to remediate the walking track at the park, and \$12,000 for EMO radios, and \$1,068,000 for the elevator project. In 2024, \$4,000 was set aside to landscape the lot in Strathrae Estates. In 2025, the municipality had budgeted \$200,000 to increase the municipal land base, and in 2027 planned to spend \$10,000 on playground equipment. Non-essential capital expenditures planned included \$200,000 for land in 2024 for pasture development, and \$200,000 for land for seniors housing in 2025.

The tender scoresheet

1. Adherence to RFQ instructions (max. value = 5 points) \_\_\_\_\_  
*Received by deadline and were complete – 5/5 points.*
2. Reference and Experience (max. value =10 points) \_\_\_\_\_  
*Positive references listed and verified = (10/10 points)*
3. Tender amount (max value =85 points) \_\_\_\_\_  
*Lowest tender amount receives 85/85 points*
4. Lowest or any Tender will not necessarily be accepted.

Both tenders were received on time and had followed instructions.

The scoring for the tender amount was scored using the method that if it was scored out of 50 for price, and then converted to 85. The lowest bid received 50 points, and the other bids receive points based on 50 minus one point for every 2% difference from the lowest bid price. There is \$136,600 in price difference. Ridgeline was 11.64% higher than Sperra. If scored out of 50, then Sperra would receive 50/50 and Ridgeline 44.18/50. Converted to 85 points, Sperra would receive 85/85 points and Ridgeline

would receive 75.1/85 points. At the meeting, inaccurate figures were distributed, showing Ridgeline at 78.2 points and Sperra at 85 points.

Council was not ready to accept a tender, and wanted to ensure they followed the proper procedure when deciding the tender, so will gather additional information and meet again.

It was suggested that references be requested from subtrades, that timelines be requested, as well as any suggestions for reducing the costs. It was also suggested that the Construction Association be contacted for advice.

Mayor Hal Parker adjourned the meeting at 7:54 p.m.

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Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date approved