



**Elgin County Council
Committee of the Whole Meeting
Orders of the Day**

**Tuesday, April 8, 2025, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Note for Members of the Public:
Please click the link below to watch the Meeting:
<https://www.facebook.com/ElginCounty>

Accessible formats available upon request.

	Pages
1. Meeting Call to Order	
2. Approval of Agenda	
3. Adoption of Minutes	
4. Disclosure of Pecuniary Interest and the General Nature Thereof	
5. Members' Motions	
6. Reports of Council, Staff or Outside Boards	
6.1 Director of Financial Services/Treasurer - Terrace Lodge Redevelopment – Debenture Timeline	2
6.2 Cold In-Place Asphalt Recycling (Tender No. 2025-T10) and Hot Mix Asphalt Paving (Tender No. 2025-T11) - Tender Awards	5
7. Adjournment	



Report to Committee of the Whole

From: Jennifer Ford, Director of Financial Services/Treasurer

Date: April 8, 2025

Subject: Terrace Lodge Redevelopment – Debenture Timeline

Recommendation(s):

THAT the report entitled “Terrace Lodge Redevelopment – Debenture Timeline” dated April 8, 2025 be approved by Council; and,

THAT the Warden, Chief Administrative Officer/Clerk, and Treasurer be approved to sign the necessary documents once received as per the outlined timelines of Infrastructure Ontario (IO); and,

THAT a By-Law be brought forward for Council to approve at the next Council meeting in order to meet the requirements of the debenture.

Introduction:

During the 2025 budget deliberations, staff brought forward information outlining the requirement to finalize the debenture process to borrow \$6M with Infrastructure Ontario (IO) for Terrace Lodge within 120 days of substantial completion of the project. Substantial completion has now been achieved, and staff have proceeded to implement Council’s direction received during the 2025 budget process. This report is provided to share the timeline with Council and to ensure that obligations are met related to the By-Law approval.

Background and Discussion:

The debenture process outlined by IO has some tight timelines and must align with scheduled Council meetings in order to finalize the funding by May 1, 2025. Signatures and a By-Law to finalize the borrowings and supersede By-Law 22-35 are required to be completed throughout this process to avoid penalties. Staff have reviewed the outlined timelines internally and have confirmed with IO that the milestones within this timeline can be met. Below are further details received from IO related to navigation of the debenture process.

Financial Implications:

FA 1969 - Amortizing Debenture in the amount of **\$6,000,000.00** for a **10 year term**, compounding **Semi-Annually**;

April 3, 2025

- Preliminary debenture docs will be emailed by IO. These documents will outline the amount, term, and projects attached to each debenture to be issued on the Closing Day.

Upon receipt of these documents, please contact your legal counsel to ensure that they will be available to review the debenture by law, debenture certificate, supporting certificates of the treasurer and clerk, and to sign the template legal opinion and coordinate delivery of these documents to IO prior to the Closing Day. They will also need to be able to authorize the release of these documents from escrow to IO on the morning of the Closing Day.

April 8, 2025

Soft copy of the signed preliminary debenture docs to be received by IO, originals to follow by courier

Name and contact information of law firm to be provided to IO. Please provide us with the by-law number that you will be using to pass the Debenture By-law.

April 11, 2025

- Interest Rate confirmation emailed by IO around noon - to be signed and **sealed** by Mayor and Treasurer
- Signed and sealed Interest Rate confirmation to be received by IO no later than 3pm (please email me the soft copy and the originals to be sent with final debenture docs to the lawyer's office)

Please note: once the rate offer is signed and accepted, if the debenture by-law does not get passed at the council meeting or if the municipality elects not to take the debenture, the municipality will be required to pay a penalty as a result of not closing the debenture on the scheduled date

April 16, 2025

- Final debenture documents (including the debenture by-law template, debenture certificate and legal opinion letter) to be emailed by Infrastructure Ontario after Interest Rate Confirmation is received
 - Upon receipt of these documents, please contact your legal counsel to ensure that they will be available to review the debenture by law, debenture certificate, supporting certificates of the treasurer and clerk, and to sign the template legal opinion and coordinate delivery of these documents to IO prior to the Closing Day. They will also need to be able to authorize the release of these documents from escrow to IO on the morning of the Closing Day.

April 22, 2025 (council meeting date)

- Debenture By-Law to be passed at Council meeting

April 25, 2025

- All original signed and sealed debenture documents to be received by Infrastructure Ontario in PDF format, which will be held in escrow until municipality's external counsel authorizes their release by email on the morning of the Closing Date

May 1, 2025 (closing date)

- your external legal counsel must contact IO Debenture Closings at debentureclosings@infrastructureontario.ca by **10 a.m. on the morning of closing** to release the documents from escrow so that IO may proceed with the transaction

Advancement of the Strategic Plan:

Although the subject of this report does not directly relate to advancing a specific priority in Council's Strategic Plan and relates more to general operations of the corporation, it does directly relate to ensuring responsible and sustainable financial management for the County.

Local Municipal Partner Impact:

None.

Communication Requirements:

None.

Conclusion:

The debenture will finalize \$6M in borrowings for the Terrace Lodge Redevelopment Project. Staff bring this report forward to ensure that the timelines outlined by Infrastructure Ontario are met in accordance with our contractual obligations.

All of which is Respectfully Submitted

Approved for Submission

Jennifer Ford
Director of Financial Services/Treasurer

Blaine Parkin
Chief Administrative Officer/Clerk



Report to County Council

From: Peter Dutchak, Director of Engineering Services
Mike Hoogstra, Manager of Procurement & Risk

Date: April 8, 2025

Subject: Cold In-Place Asphalt Recycling (Tender No. 2025-T10) and Hot Mix Asphalt Paving (Tender No. 2025-T11) - Tender Awards

Recommendation(s):

THAT Roto-Mill Inc. be selected to complete Cold In-Place Asphalt Recycling on various roads, Tender No. 2025-T10 at a total price of \$2,079,245.30 inclusive of a \$100,000 contingency allowance and exclusive of H.S.T.; and,

THAT Brantco Construction be selected to complete Hot Mix Asphalt Paving on various roads, Tender No. 2025-T11 at a total price of \$7,795,770.10 (County Portion) inclusive of a \$250,000 contingency allowance and exclusive of H.S.T.; and,

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contracts.

Introduction:

As part of the 2025 Capital Budget, tenders were advertised and issued as per the County's Procurement Policy for Cold In-Place Asphalt Recycling and Hot Mix Asphalt Paving on various roads.

Background and Discussion:

Cold In-Place Asphalt Recycling (Tender No. 2025-T10)

As part of the recommended 2025 Capital Budget, five (5) county roads will be rehabilitated utilizing a Cold In-Place Asphalt Recycling with Expanded Asphalt Material (CIREAM) technique in advance of hot mix asphalt paving.

The following roads are scheduled to be recycled this construction season:

1. Fingal Line (CR 16) between Iona Road and Currie Road – 10.4 km
2. Clinton Line (CR 11) between Sunset Road and Wonderland Road – 2 km

3. Heritage Line (CR 38) between Talbot Line and Richmond – 1.7 km
4. Lyons Line (CR 48) between Putnam Road and Imperial Road – 5.3 km
5. Fruitridge Line (CR 51) between Sunset Road and the Railroad Crossing - .82 km

A total of seven (7) contractors downloaded tender documents for this project from the County’s bidding system [bids&tenders](#). Three (3) contractors submitted electronic bids for this tender which closed on March 25, 2025. Bids were received as follows:

Company	Bid Price¹ (exclusive of HST)
Roto-Mill Inc.	\$2,079,245.30
Lavis Contracting Co. Limited	\$2,110,568.00
GIP Paving Inc.	\$2,229,345.00

¹ Inclusive of a \$100,000 contingency allowance.

Roto-Mill Inc. submitted the lowest compliant bid for the project at a total price of \$2,079,245.30 exclusive of HST.

Hot Mix Asphalt Paving (Tender No. 2025-T11)

As part of the approved 2025 Capital Budget, nine (9) roads and two (2) road shoulders will receive hot mix asphalt resurfacing and new granular shoulders as part of a rehabilitation projects or as stand-alone resurfacing projects, as detailed on the appended map.

The following road sections are scheduled to be paved with asphalt this construction season:

1. Fingal Line (CR 16) from Iona Road (CR14) to Currie Road (CR8) - 11.56km
2. Clinton Line (CR11) from Sunset Road to Wonderland Road - 2km
3. Heritage Line (CR 38) from Talbot Line to Curb in Richmond - 1.72km
4. Lyons Line (CR 48) from Imperial Road to Putnam Line - 5.57km
5. Fruitridge Line (CR 51) Sunset Drive to Railroad crossing - 0.83km
6. Talbot Line (CR3) from Dunborough Road to Currie Road - 16.37km
7. Avon Drive (CR 37) from Helder Road to Imperial Road - 1.86km
8. Calton Line (CR 45) from Richmond Road to Plank Line - 6.63km
9. Dexter Line (CR24) from Imperial Road to top of hill west - .75km
10. North side shoulder on John Wise Line (CR45) .3km
11. West side shoulder on Highbury Ave South of Mapleton Line .5km

In addition to the County Road sections noted above, two Southwold Township roads were included in the County’s tender this year.

A total of eight (8) contractors downloaded tender documents for this project from the County’s bidding system [bids&tenders](#). Four (4) contractors submitted electronic bids for this tender which closed on March 25, 2025. Bids were received as follows:

Company	Bid Price^{1 2} (exclusive of HST)
Brantco Construction	\$8,367,698.70
J-AAR Civil Infrastructures Limited	\$8,923,683.00
Dufferin Construction Company	\$9,330,413.00
GIP Paving Inc.	\$10,218,000.00

¹ Inclusive of a \$250,000 contingency allowance.

² Total bid prices submitted, including County portion and Southwold Township portion.

Brantco Construction submitted the lowest compliant bid for the project at a total price of \$8,367,698.70 exclusive of HST.

Financial Implications:

The Cold In-Place Asphalt Recycling with Expanded Asphalt Material (CIREAM) tender represents road rehabilitation activities for five (5) different projects within the 2025 capital budget. Sufficient project funds exist to accommodate the lowest bid received for these projects and a projected budget surplus of \$146,386.54 is anticipated. The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

CIREAM Tender Value	\$ 2,079,245.30
<u>Net HST (1.76%)</u>	<u>\$ 36,594.72</u>
Total Projected Costs¹	\$ 2,115,840.02

Combined 2025 Capital Budget Allocations² **\$ 2,262,226.56**

Forecast Budget Surplus/(Deficit) **\$ 146,386.54**

¹ Inclusive of a \$100,000 contingency allowance.

² Cumulative estimated project costs of CIREAM activities within five (5) identified projects.

The Hot Mix Asphalt Paving tender represents road rehabilitation activities within eleven (11) different projects within the 2025 capital budget. Sufficient project funds exist to accommodate the lowest bid received for this project and a projected surplus of \$512,600.79 is anticipated. The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

Hot Mix Asphalt Paving Tender Value (County Portion)	\$ 7,795,770.10
<u>Net HST (1.76%)</u>	<u>\$ 137,205.55</u>
Total Projected Costs¹	\$ 7,932,975.65

Combined 2025 Capital Budget Allocations² **\$ 8,445,576.44**

Forecast Budget Surplus/(Deficit) **\$ 512,600.79**

¹ Inclusive of a \$250,000 contingency allowance.

² Cumulative estimated project costs of paving activities within eleven (11) identified projects.

The bid prices also include 'Provisional' items to pave road shoulders as designated cycling lanes on Talbot Line (excluding Wallacetown) and Fingal Line in accordance with the draft Cycling Master Plan (CMP) currently being developed as part of the Transportation Master Plan. These 'Provisional' items total a value of approximately \$962,000 and this work will be completed if the CMP is approved by Council. Council will receive a report from staff seeking endorsement of the CMP in an upcoming meeting.

The anticipated surplus for asphalt resurfacing was originally budgeted to facilitate the resurfacing of Talbot Line through Wallacetown but was removed from the tender scope until approval to implement cycling lanes, as part of the Cycle Master Plan (CMP) has been approved by Council. If approved by Council, the paved shoulders as designated cycling lanes will be installed along Talbot Line, including through Wallacetown, which will necessitate the retrofitting of curb ramps, repaving the asphalt boulevard and other activities. Therefore, the majority of the projected surplus will be used to fund the implementation of the CMP in 2025, if approved by Council.

It should also be noted that any projected surplus may be reduced to fund the potential increase in the cost of asphalt cement material used in these contracts. A portion of these project values is tied to the "MTO Asphalt Cement Price Index", which is indirectly tied to other oil commodity prices.

Advancement of the Strategic Plan:

Construction methods that utilize existing road building materials, such as Cold In-Place Asphalt Recycling, minimizes the use of natural resources, reduces GHG emissions from manufacturing and hauling those materials, is less expensive and a quicker activity than conventional remove and replace methods of construction. These initiatives advance the County's strategic strategy to achieve sustainable community growth and to promote environmental sustainability.

Local Municipal Partner Impact:

Elgin's local municipal partner staff will be provided the details regarding the County's 2025 road projects. The County's asphalt resurfacing tender also included projects for the Township of Southwold who will be provided the bid results and will enter into their own agreement with the low bidder.

Communication Requirements:

Project sign boards will be installed at each project location in advance of all roadworks and project details will be posted on the Municipal 511 platform.

A weekly capital project update will be circulated to Elgin's local municipal partners and elected officials to advise them of the following weeks anticipated works.

Conclusion:

Tenders for capital projects on County roads were issued and received for CIREAM and Hot Mix Asphalt Paving. This work forms part of eleven (11) separate road projects being completed in 2025. Work on these projects is expected to commence in May with completion anticipated to be achieved by the end of October. A copy of the 2025 Construction Project Map is included for Council's information. The road sections identified as 'Rehabilitation' will receive asphalt recycling and asphalt paving, and the road sections marked as 'Resurfacing' will receive asphalt resurfacing only.

The work scope may include the asphalt paving of road shoulders to create cycling lanes on Talbot Line and Fingal Line if the cycle master plan (CMP) is approved by Council at an upcoming meeting.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director. However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

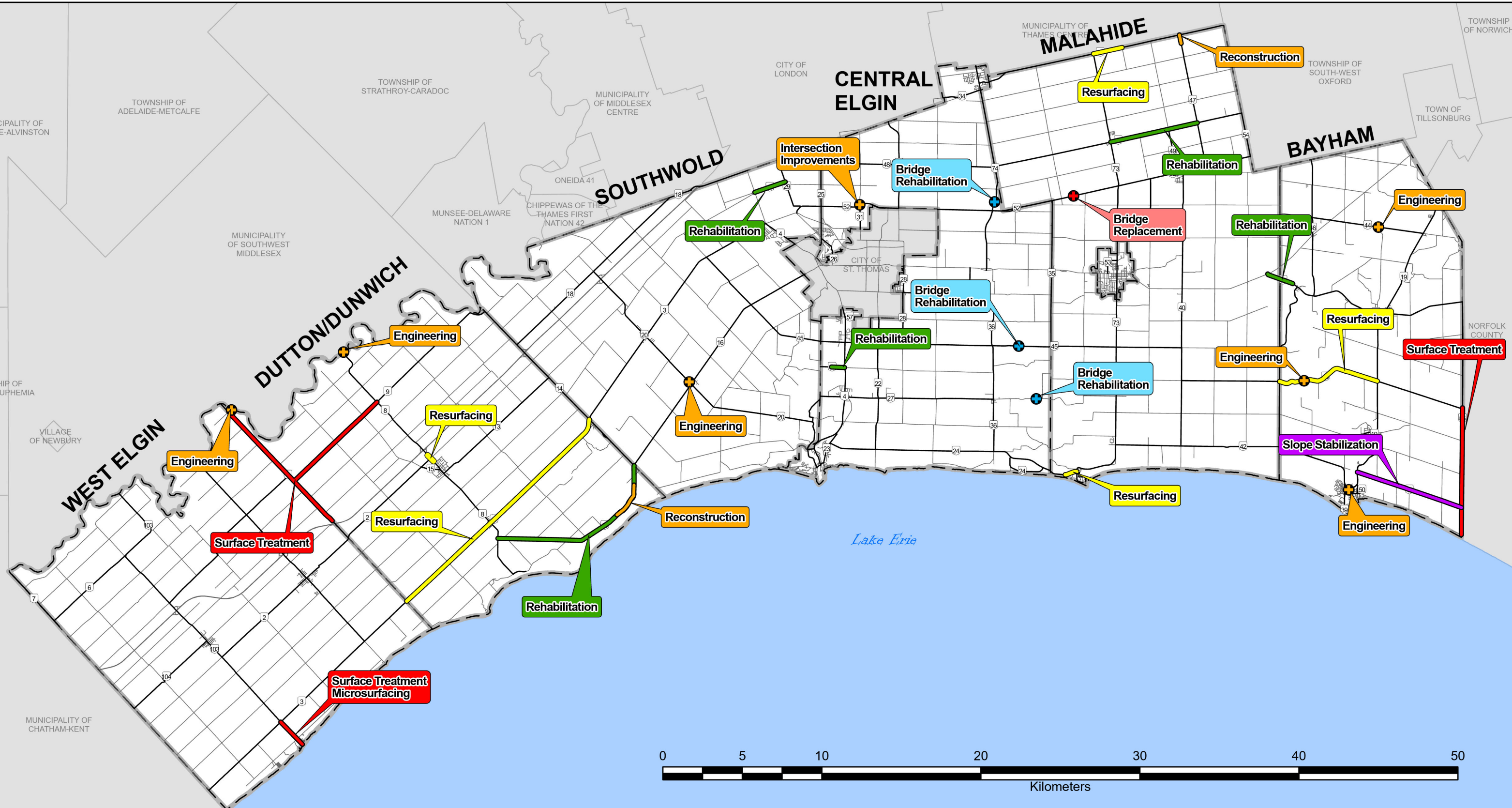
All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Director of Engineering Services

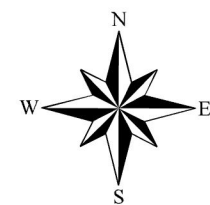
Blaine Parkin
Chief Administrative Officer/Clerk

Mike Hoogstra
Manager of Procurement & Risk



Project List

- Resurfacing - 25.5km
- Rehabilitation - 21.7km
- Reconstruction - 1.7km
- Slope Stabilization - 8 Locations
- Surface Treatment - 26.6km
- + Bridge Replacement - 1 Item
- + Bridge Rehabilitation - 3 Items
- + Engineering - 7 Items



2025 Construction Projects

Date Updated: Jan 08, 2025
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.