



Special Council Meeting

To:	Mayor and Council
Date:	May 19, 2022
From:	Wayne Hancock, Director of Public Works
Report Number:	Public Works 2022-12
Subject:	New Cavan Public Works Operations Center Tender T-PW-22-03

Recommendations:

1. That Council award the New Cavan Public Works Operations Center Tender T-PW-22-03 to Mortlock Construction Inc. at the tender amount of \$2,697,000 with H.S.T. in the amount of \$ 350,610 for a total amount of \$ 3,047,610. The total tender amount with net municipal H.S.T. is \$ 2,744,467; and
2. That Council approve the contingency funds in the amount of \$ 274,447 (10%); and
3. That Council authorize the total budget of \$3,018,914 to be funded using \$511,608 from the Canada Community-Building Fund (formerly known as Federal Gas Tax Grant), \$22,682 transferred from the Asset Replacement Reserve, \$1,360,000 as a Development Charge Debenture, and \$1,124,624 as a Township Debenture; and
4. That Council authorize the \$1,360,000 Development Charge Debenture with annual payments of \$87,300, over a 20 year term, paid from Development Charges; and
5. That Council authorize the \$1,124,624 Township Debenture with annual payments of \$72,200, over a 20 year term, paid through the Public Works Operating Budget.

Overview:

The existing public works depot, located at 1470 County 10, has been a works depot for the Township for many years. It does need some repairs but it is also not large enough for the existing/future Township staff and equipment. It is very outdated as a proper maintenance and repair shop. This yard is our Township's primary location for year round maintenance activities including the main operations of winter snowplowing and sanding in winter, and all summer activities which would include graveling, calcium, ditching and preparation work for capital works. This building provides inside storage of

equipment, which leads to operations that are more efficient by reducing maintenance and extending the life of our equipment.

On July 5, 2021 Council directed staff to proceed with the tendering process for three buildings; this Parks & Public Works Building and for two other buildings, the Fire Station and the Public Works Operating Center (Cavan).

The Township has engaged Greenview Environmental Management to provide detailed design and tender documents for all three projects. On this specific project, the building reconstruction includes demolition of existing building, new site servicing to the building with a septic system and well, new wood frame building structure, steel cladding, new roofing, electrical, plumbing and HVAC. The building itself will include seven bays, a new wash bay, a new lunch room/bathroom & wash-up area and a new locker area. The site will also be top graded with new granular 'A'; there is no new asphalt proposed at this time. Asphalt of the parking lot area will be considered as a future budget item, if deemed necessary. Any existing asphalt on site will be restored in kind. The site works include a new storm-scepter system, with restoration using gravel & sod of all disturbed areas. There will be landscape strip along the north side of the building, which is to provide buffer between the yard and the existing wetlands. This is shown on the attachments, specifically on Attachments No. 1 and No. 2.

The Contractor is also to be diligent in erosion and sediment control as it relates to the workplace and protection of all creek areas. Attachments No. 3 and No. 2 show the building elevations and site plan layout respectively.

Also noted in these attachments are the removals. This tender had included the removal of the existing works building. We are deleting this item from the present contract and the existing building is to remain and will be used for storage for both parks equipment & public works equipment. We are recommending that the decision to remove it be deferred to a later date. Existing structure locations can be seen in Attachment No. 4.

Senior staff have met with County staff to request use of their yard while our building is constructed. They have indicated they do not have an issue with this and we are working with them on a formal agreement. This agreement will be brought back to Council as soon as it is finalized and we hope to report on this for our June 6, 2022 Council meeting.

Tender T-PW-22-03 for the New Cavan Public Works Operations Center was called and posted to Bidding on March 02, 2022. The closing date was March 30, 2022 at 11:00 a.m. The Tender was opened publically on YouTube at 11:10 a.m. the same day by senior staff, Cindy Page, Kimberley Pope, Wayne Hancock and Chris Allison representing the Township, Deputy Mayor Matthew Graham representing Council and Tyler Peters, representing Greenview Environmental Management.

Four bids were received and are outlined below:

Bidder	Tender amount excluding HST
Van Horne Construction Limited	\$ 3,987,000
Gay Company Limited	\$ 3,180,000
Jeffery G Wallans Construction Ltd	\$ 3,178,000 (\$10,000,000 - \$6,822,000)
Mortlock Construction Inc	\$ 2,697,000

The four bids have been reviewed by our consultant and references checked for the three lowest bidders.

In addition to the review by our consultant, we did have a legal review of all documentation and this review supports that the tender approval be recommended to Mortlock Construction, as per this report to Council. Our lawyer, Ed Veldboom (Russell, Christie LLP) indicated that notwithstanding that the Mortlock Bid did not include specific reference to the timing of the completion of the demolition of the existing building in its proposed schedule, such an omission did not necessarily constitute an “irregularity” in the Bid. He also advised that even if it was considered an irregularity, in accordance with the Township’s Purchasing Policy (By-law 2020-22), it could be considered as minor/inconsequential and it could be waived. As part of the follow up conducted by Greenview, Mortlock Construction confirmed that the removal is included in their tender. As part of the normal contract process, a more detailed construction schedule will be forthcoming. In addition, we intend to retain the building for a period of time and the removal item will become a credit to the Contract and the demolition will not form part of this schedule.

Staff have been also dealing with Hydro One staff and we have been advised that Hydro One has an unregistered easement over our property for the overhead existing Hydro line. We have asked for the details on this and will have this reviewed by our legal. We have had Hydro One complete the design to have the overhead hydro put underground. The estimated cost of this work is \$ 35,000.00 and this is to be covered by the contingency amount.

A contingency amount of \$274,447 (10%) is recommended for additional items, which would include permit fees, materials testing and other unforeseen changes due to Covid or change orders during the construction process.

If this tender is approved, staff will be meeting with the Contractor to finalize the schedule. The project is scheduled by June 15, 2022 with completion scheduled for December 20, 2022. This schedule is of course subject to unforeseen delivery problems related to building materials.

Financial Impact:

Council had directed staff to proceed with tendering of this project with a maximum construction cost of \$2,800,000. Mortlock Construction Inc. has the lowest tender amount of \$2,697,000 plus 10% contingency (\$274,447) and including net municipal H.S.T. the total budget approval requested is \$3,018,914.

Therefore, the total budget of \$3,018,914 is to be funded using Canada Community-Building Fund (formerly known as Federal Gas Tax Grant), Development Charges, Reserves, municipal taxation and debentures, as follows;

- \$ 511,608 Canada Community-Building Fund (Fed Gax Tax)
- \$ 22,682 Asset Replacement Reserve Funds
- \$1,360,000 DC Debenture (to be funded through Development Charges)
- \$1,124,624 Township Debenture (Operating Budget, to be funded through Municipal Taxation with potential recoverable funds in the 2027 DC Study, pending maximum updated Service Standard Limitation, as per the DC Act)

The Township Debenture of \$1,124,642 will result in annual payment of \$72,200 (estimated over 20 yrs @ 2.62% interest) which represents approximately 0.71% (less than $\frac{3}{4}$ of a percent) property tax rate levy increase.

Watson & Associates have provided the following explanatory paragraphs on the maximum and Service Standard Limitation related to the New Cavan Public Works Operations Center within the Development Charges Study.

The capital included in the D.C. study for public works (identified on Page 5-13 and 5-14 of the DC background study) results in a total of \$2,322,000 included in the DC calculations. This provides the Township with the maximum amount they can include based on the Service Standard Limitation (as set out in the DC Act).

The service standard worksheets for public works are provided on Page B-6 and B-7 of the DC Background study. The DC Act requires us to look at the historical 10-year average service standard. This is measured by taking the inventory of public works facilities, vehicles, and equipment in each year and applying the current replacement value of the items. This provides for a total replacement value of inventory in each year. This is then divided by the population in each year to establish the per capita standard. This annual per capita standard is then averaged (as required by the Act) to determine the service standard to be used in the maximum limitation calculation.

The bottom tables on Page B-6 and B-7 show the maximum D.C. eligible calculation. This is measured by multiplying the \$ per capita service standard by the anticipated growth over the forecast period. With the list of projects and costs included in the D.C. (subject to rounding), we have “maxed out” our service standard.

	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:	Grants, Subsidies and Other Contributions Attributable to New Development	Potential D.C. Recoverable Cost				
Prj .No							Benefit to Existing Development		Total			Residential Share	Non-Residential Share
							2022-Buildout					70%	30%
1	Provision for Public Works Facilities & Equipment	2022	2,800,000	-		2,800,000	1,440,000		1,360,000	952,000	408,000		
2	Tandem Dump/Plow	2022	356,000	-		356,000	-		356,000	249,200	106,800		
3	Rubber Tire Backhoe	2022	210,000	-		210,000	-		210,000	147,000	63,000		
4	Millbrook Yard Upgrade (combined PW and Parks Building)	2022	872,000	-		872,000	380,000	246,000	246,000	172,200	73,800		
5	Trackless Sidewalk Machine	2022	180,000	-		180,000	-		180,000	126,000	54,000		
6	Single Axle Vehicle	2022	130,000	-		130,000	-		130,000	91,000	39,000		
7	International Tandem Truck	2024	300,000	50,000		250,000	130,000		120,000	84,000	36,000		
				-		-	-		-	-	-		
				-		-	-		-	-	-		
	Reserve Fund Adjustment			-		-	280,000		(280,000)	(196,000)	(84,000)		
				-		-	-		-	-	-		
	Total		4,848,000	50,000	-	4,798,000	2,230,000	246,000	2,322,000	1,625,400	696,600		

Attachments:

1. Site Servicing, Grading & Drainage Plan (C102)
2. Site Plan (001)
3. Elevations and Roof Plan (200)
4. Demolition, Existing Conditions & Erosion & Sedimentation Control Plan (C101)
5. Debt Capacity (ARL), Debentures and Future Capital Project update

Respectfully Submitted by,

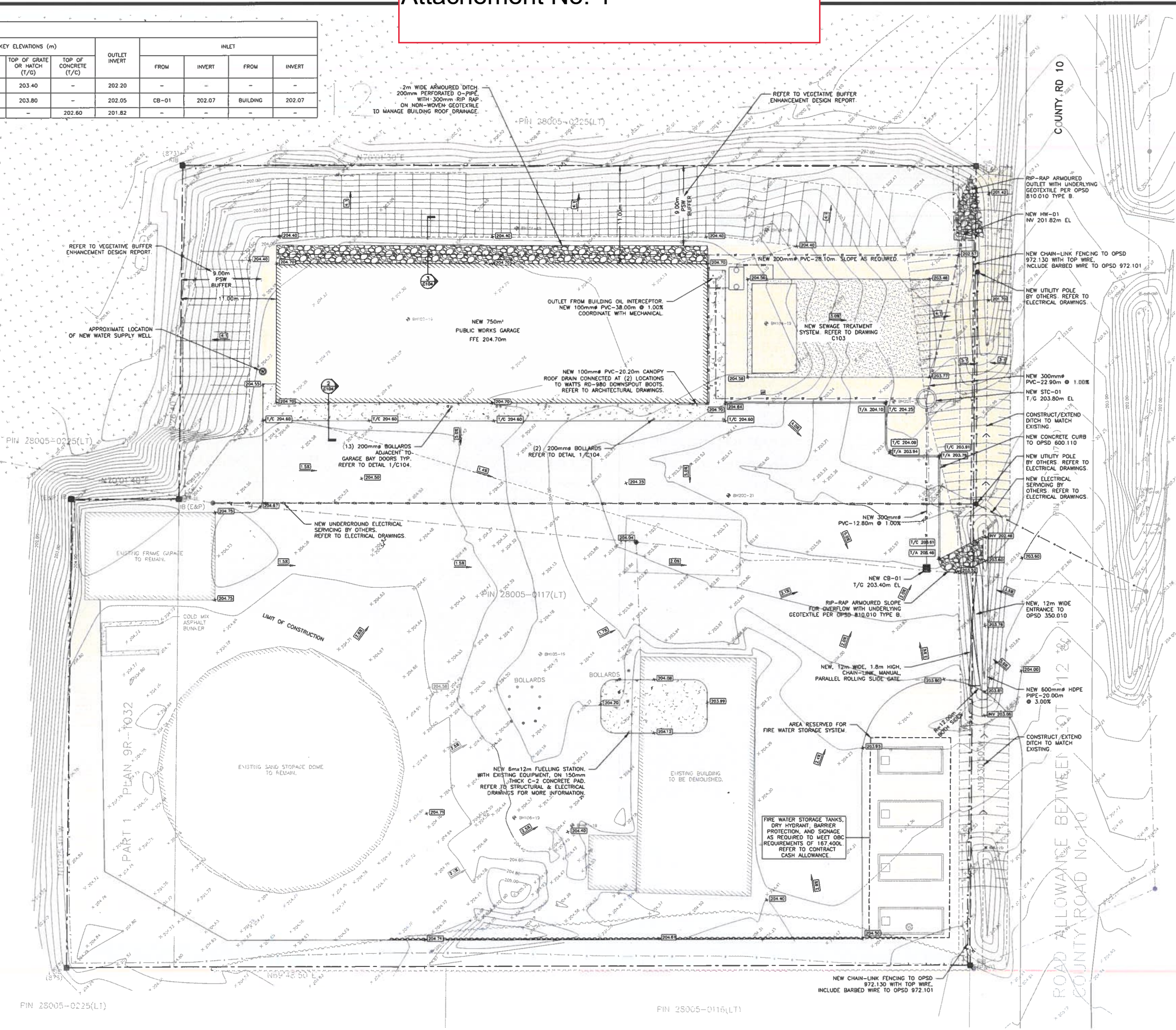
Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

SCHEDULE OF STRUCTURES

ID	MODEL, OPSD	NEW OR EXISTING	KEY ELEVATIONS (m)			OUTLET INVERT	INLET			
			SUMP	TOP OF GRATE OR HATCH (T/G)	TOP OF CONCRETE (T/C)		FROM	INVERT	FROM	INVERT
CB-01	704.010, 400.010	NEW	201.60	203.40	-	202.20	-	-	-	-
STC-01	STORMCEPTOR EF06	NEW	200.74	203.80	-	202.05	CB-01	202.07	BUILDING	202.07
HW-01	804.030	NEW	-	-	202.60	201.82	-	-	-	-



GENERAL NOTES

- THE CONTRACTOR SHALL ENSURE THAT ALL WORK IS IN CONFORMANCE WITH THE ONTARIO BUILDING CODE, THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ALL OTHER GOVERNING REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
- THE CONTRACTOR SHALL CONFIRM ALL DIMENSIONS AND BE RESPONSIBLE FOR SAME. THE CONTRACTOR SHALL NOTIFY ALL REQUIRED PARTIES OF ANY INCONSISTENCIES PRIOR TO COMMENCING THE WORK.
- THE CONTRACTOR SHALL EXAMINE EXISTING SITE CONDITIONS AND REPORT ANY ISSUES PRIOR TO COMMENCING THE WORK.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS PRIOR TO COMMENCING THE WORK.
- THE CONTRACTOR SHALL HAVE THE SOLE RESPONSIBILITY FOR THE DESIGN, ERECTION, OPERATION, MAINTENANCE AND REMOVAL OF TEMPORARY BRACING, SHORING, HOARDING, AND ANY FACILITIES OR METHODS REQUIRED TO KEEP THE CONSTRUCTION SAFE, PLUMB, LEVEL AND IN TRUE ALIGNMENT AT ALL PHASES OF THE WORK UNTIL COMPLETION.

NO.	DATE	THP	ISSUED FOR TENDER
0	FEB28-22	THP	ISSUED FOR TENDER
1		BY	REMARKS



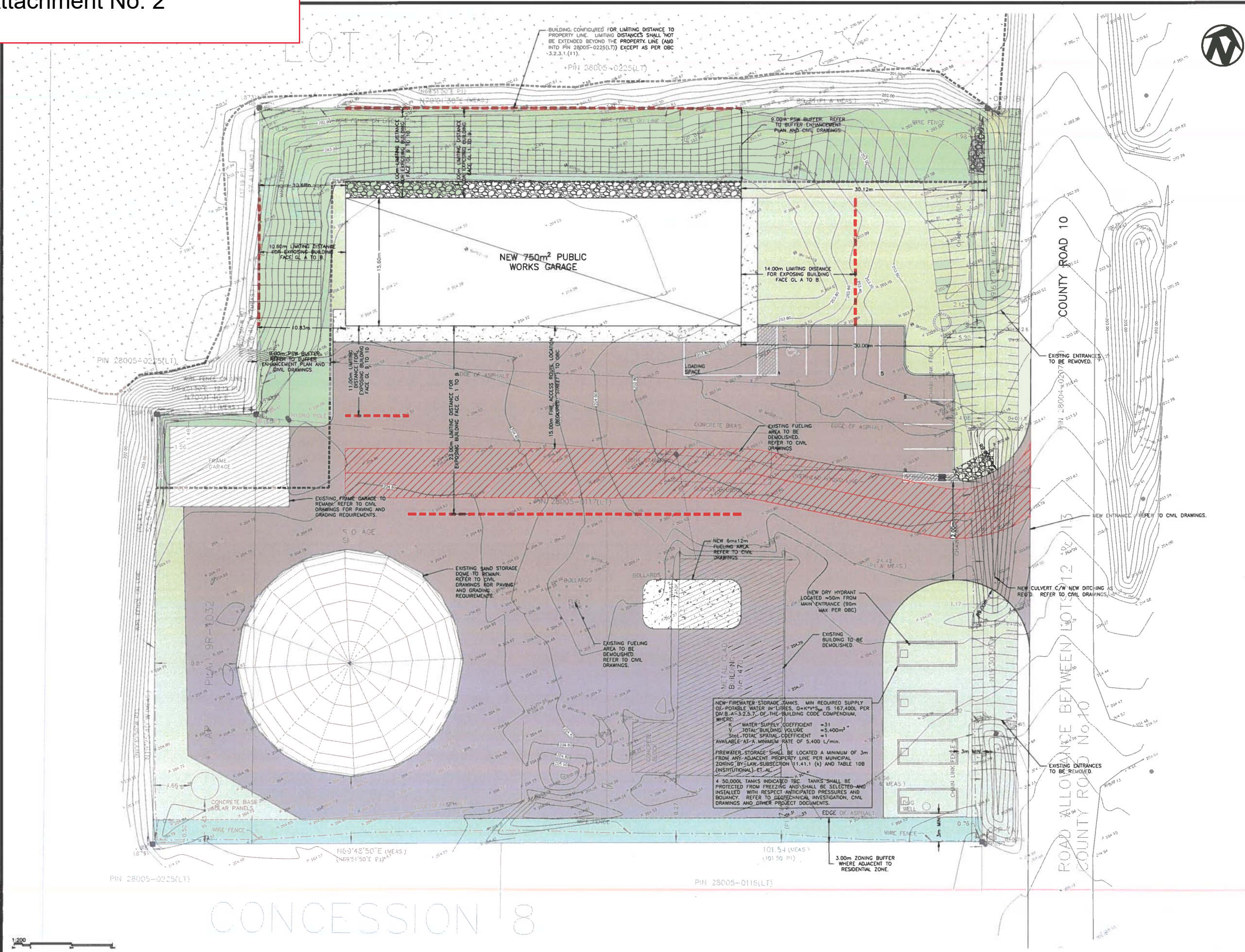
PROJECT:
NEW CAVAN PUBLIC WORKS
OPERATIONS CENTRE
1470 COUNTY ROAD 10
CAVAN, ON

TITLE:
SITE SERVICING,
GRADING & DRAINAGE PLAN



DESIGNED BY:	DRAWN BY:	APPROVED BY:	DATE:
MAG	MAG	THP	DEC-21
PROJECT:			PLOT DATE:
164.21.004			MAR02-22

C102



CAVAN

PROJECT LOCATION

HWY 115

MILLBROOK SITE

GENERAL NOTES

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No.	DATE	BY	REMARKS
0	FEB28-22	THP	ISSUED FOR TENDER

REGISTERED PROFESSIONAL ENGINEER

FEB28-22

K. S. HUTCHINSON

100084518

PROFESSIONAL ENGINEER

PROVINCE OF ONTARIO

CLIENT:

TOWNSHIP OF CAVAN MONAGHAN

PROJECT:

NEW CAVAN PUBLIC WORKS OPERATIONS CENTRE
1470 COUNTY ROAD 10
CAVAN, ON

TITLE:

SITE PLAN
1:200

Greenview
ENVIRONMENTAL MANAGEMENT

13 Commerce Court
Brampton, Ontario
N6Y 1K2
905.876.1000
greenview-enviro.com

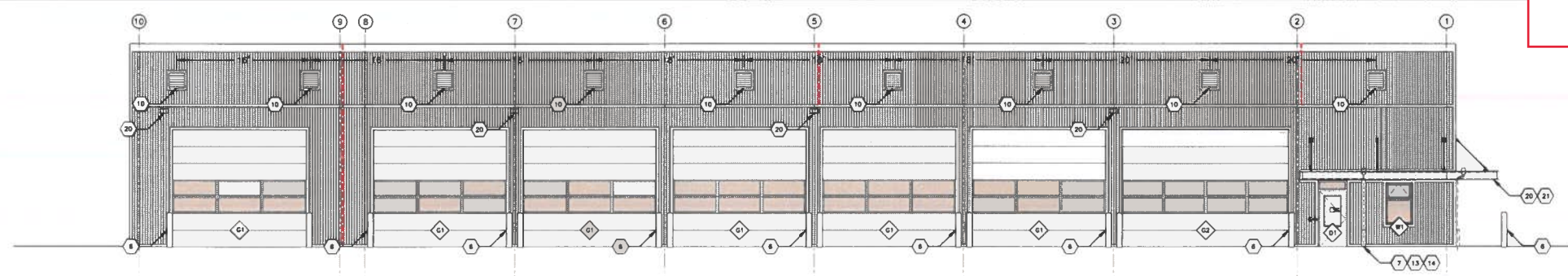
DESIGNED BY:	DRAWN BY:	APPROVED BY:	DATE:
HSB	HSB	THP	JAN-21

PROJECT: 164 21 004

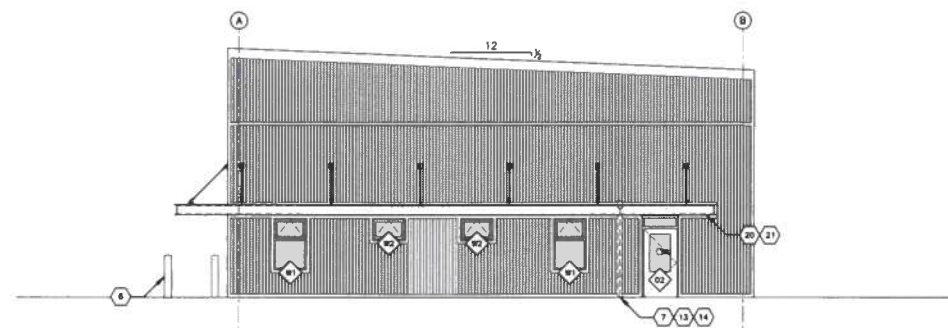
PLOT DATE: MAR01-22

001

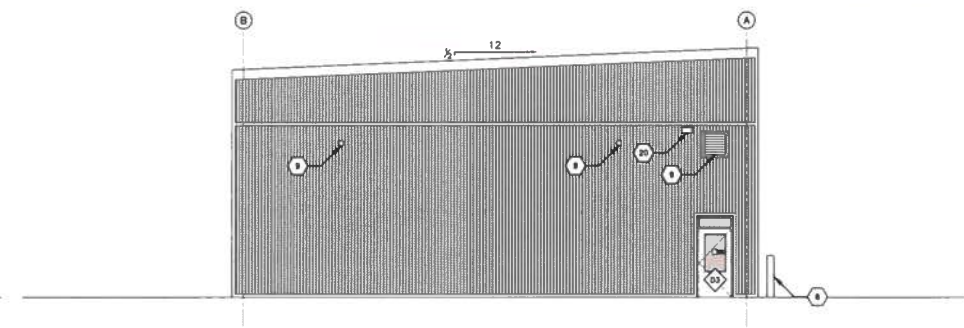
1 OF 1



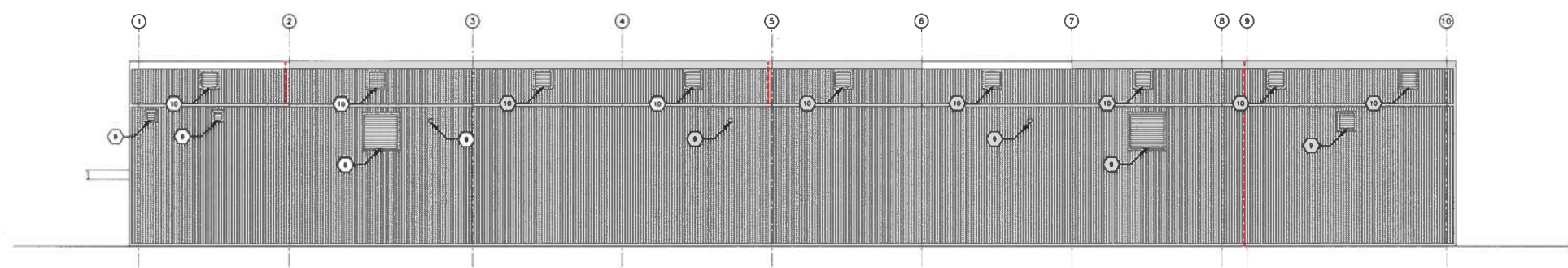
SOUTH ELEVATION
1:100



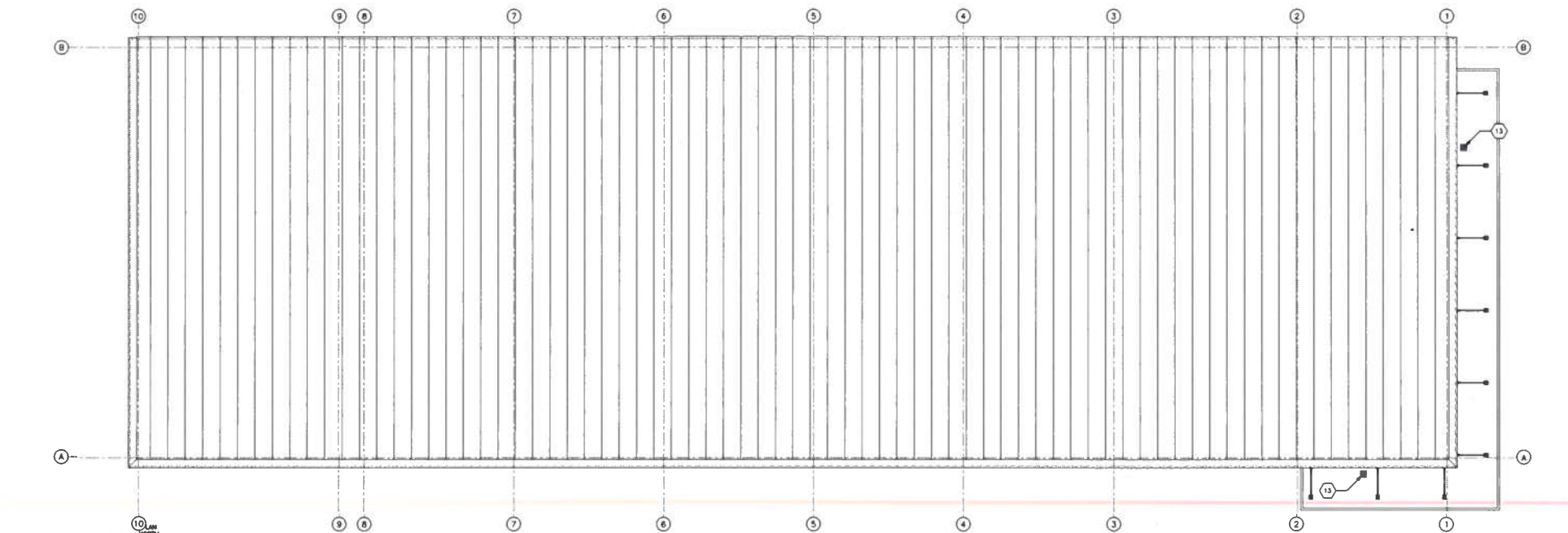
EAST ELEVATION
1:100



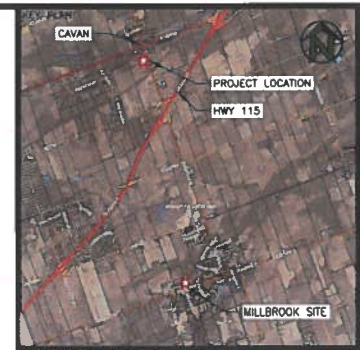
WEST ELEVATION PLAN
1:100
NOTE: ALL KEY NOTES (#) PROVIDED ON SHEET 400



NORTH ELEVATION PLAN
1:100



ROOF PLAN
1:100



GENERAL NOTES

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No.	DATE	BY	REMARKS
0	FEB28-22	THP	ISSUED FOR TENDER



PROJECT:
NEW CAVAN PUBLIC WORKS
OPERATIONS CENTRE
1470 COUNTY ROAD 10
CAVAN, ON

TITLE:
ELEVATIONS
AND
ROOF PLAN



13 Commerce Court
Bancroft, Ontario
613.332.9557
greenview-environmental.ca

DESIGNED BY:	DRAWN BY:	APPROVED BY:	DATE:
HSB	HSB	THP	NOV-21

PROJECT
164.21.004

PLOT DATE
MAY01-22



1. CONTRACTOR TO PLAN AND SEQUENCE CONSTRUCTION TO PERMIT OWNER TO CONTINUE USE OF SITE, EXISTING BUILDINGS, FUELLING STATION, SOUTH SIDE ENTRANCE, AND OTHER ASSOCIATED SERVICES. EXISTING BUILDING AND SERVICES ARE COMMISSIONED AND OCCUPIED.
2. EXISTING OVERHEAD ELECTRICAL SERVICES TO BE REMOVED AND INSTALLED BELOW GROUND SURFACE BY OTHERS. CONTRACTOR TO PROVIDE SUITABLE SITE ACCESS FOR THIS WORK TO BE COMPLETED.
3. EXISTING FUELLING STATION TANKS, PUMPS, AND ASSOCIATED APPURTENANCES TO BE USED FOR NEW FUELLING STATION. CONTRACTOR TO TAKE APPROPRIATE CARE TO PROTECT EQUIPMENT FROM DAMAGE DURING REMOVAL, STORAGE, AND REINSTALLATION. CONTRACTOR TO PROVIDE AVOY OF EQUIPMENT IN NEW LOCATION WITH OWNER AND ELECTRICAL SERVICING DRAWINGS.

APPROXIMATE LOCATION OF LIGHT-DUTY SILT FENCE TO OPSD 219.110
TO BE INSTALLED PRIOR TO AND MAINTAINED DURING COURSE OF CONSTRUCTION
IN ALL LOCATIONS DOWNSTREAM OF CONSTRUCTION ACTIVITY, TYPE

EXISTING PAIGE WIRE FENCE
TO BE REMOVED WHERE EXISTING

·PIN 38005-0.25(LT)

APPROXIMATE LOCATION OF LIGHT-DUTY SILT FENCE TO OPSD 219.110
TO BE INSTALLED AND MAINTAINED DURING COURSE OF CONSTRUCTION
IN ALL LOCATIONS DOWNSTREAM OF CONSTRUCTION ACTIVITY, TYPE

APPROXIMATE LOCATION OF
STRAW BALE CHECK DAM
TO OPSD 219.180
TO BE INSTALLED
AND MAINTAINED DURING
COURSE OF CONSTRUCTION

EXISTING CHAIN-LINK FENCING & POSTS
TO BE REMOVED & PROVIDED

EXISTING GATE
TO BE REMOVED, & PROVIDED
TO OWNER FOR STORAGE.

MONITORING WELL
TO BE DECOMMISSIONED

CONSTRUCTION. REFER TO
EROSION AND SEDIMENTATION
CONTROL NOTES
AND ANY APPLICABLE PERMITS.

EXISTING ENTRANCE
TO BE REMOVED.
REINSTATE TO MATCH
CONDITIONS ON
DRAWING C102.

LIMIT OF EXISTING
PAGE WIRE FENCE
TO BE REMOVED.

FIN 280Q5-0225(LT)

----- APPROXIMATE LIMIT OF AREA PREPPED BY CAMBIUM -----

EXISTING FUELLING STATION TO BE REMOVED
AND RELOCATED TO NEW LOCATION
EXISTING OIL INTERCEPTOR TO BE DRAINED &
DEMOLISHED PRIOR TO TIME OF RELOCATION

IB (E&P)

REMOVE EXISTING ASPHALT

EXISTING OVERHEAD ELECTRICAL SERVICE
TO BE REMOVED BY OTHERS.
REFER TO ELECTRICAL DRAWINGS.

+ PIN) 28005-0117(LT)

REMOVE EXISTING ASPHALT

EXISTING CHAIN-LINK FENCING & POSTS
TO BE REMOVED & PROVIDED
TO OWNER FOR STORAGE

EXISTING GATE
TO BE REMOVED, & PROVIDED
TO OWNER FOR STORAGE

EXISTING CHAIN-LINK FENCING & POSTS
TO BE REMOVED & PROVIDED
TO OWNER FOR STORAGE

EXISTING WATER
SUPPLY WELL
E. DECOMMISSIONED.

PART 1 PLAN 9R-1032

— EXISTING SOLAR ARRAY, 7°
TO REMAIN

APPROXIMATE LOCATION OF EXISTING SEWAGE
TREATMENT SYSTEM TO BE DEMOLISHED
ONCE NEW FACILITIES ARE OCCUPIED.

CONTRACTOR TO CLEAR AND GRUB
VEGETATION ONLY TO THE EXTENT TO
PERMIT CONSTRUCTION.

APPROXIMATE LOCATION OF LIGHT-DUTY SILT FENCE TO OPSD 219.110
TO BE INSTALLED AND MAINTAINED DURING COURSE OF CONSTRUCTION
IN ALL LOCATIONS DOWNSTREAM OF CONSTRUCTION ACTIVITY, TYPE

ROAD ALLOWANCE BETWEEN

ROADWAY

EXISTING CURB AND GUTTER TO BE REMOVED AND RECONSTRUCTED TO MATCH ADJACENT ROADWAY CONDITIONS ON LAPPING C102



GENERAL NOTES

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O	FEB28-22	THP	ISSUED FOR TENDER
No.	DATE	BY	REMARKS



CLIENT:



PROJECT:

NEW CAVAN PUBLIC WORKS
OPERATIONS CENTRE
1470 COUNTY ROAD 10
CAVAN, ON

TITLE:

DEMOLITION,
EXISTING CONDITIONS
& EROSION
& SEDIMENTATION
CONTROL PLAN



13 Commerce Court
Bancroft, Ontario
613.332.0057
greenview-environmental.ca

DESIGNED BY:	DRAWN BY:	APPROVED BY:	DATE:
MAG	MAG	THP	DEC-21
PROJECT: 164.21.004			PLOT DATE: MAR02-22

C101

2 OF 5

Attachment No. 5

Debt Capacity (ARL), Debentures and Future Capital Projects

Debt Capacity based on Schedule 81 Net Revenues (2020FIR), as amended

Total Own Revenue \$13,523,619

Annual Repayment Limit (25%) less Net Debt charge \$2,874,803 ARL

	Term	Rates	Debt Capacity Limit
Approximate municipal borrowing rates for illustration (2020 data)	30	2.97%	\$ 55,703,192
	25	2.84%	\$ 50,185,817
	20	2.62%	\$ 43,635,609
	10	1.78%	\$ 25,724,241
	5	1.16%	\$ 13,675,078

Cavan Monaghan Debentures (\$8,242,769 combined)

By-law No. 2017-81 (\$2,407,995) 30 yrs, 3.33%	WWW	\$ 127,000	per annum, exp. December 2047
By-law No. 2017-82 (\$987,515) 30 yrs, 3.33%	WWW	\$ 53,000	per annum, exp. December 2047
By-law No. 2017-83 (\$4,847,259) 20 yrs, 3.15%	WWW (DC's)	\$ 327,000	per annum, exp. December 2037
Annual Repayments		\$ 507,000	utilizes 18% of Cavan Monaghans ARL (\$2,874,803)

Future Debentures

Fire Station @ Municipal Office Site (\$3,092,900 estimated) 20 yrs, 2 DC's	\$ 198,600	DC Loan (estimated)
Public Works Operations Centre (\$3,018,914) 20 yrs, 2.62%	TWP \$ 159,500	\$72,200 TWP (0.71% Tax Levy increase) + \$87,300 DC's
Parks & PW Building (\$872,104) 20 yrs, 2.62%	TWP & DC's \$ 56,000	\$24,640 TWP (0.25% Tax Levy increase) + \$31,360 DC's
Annual Repayments (TBD)	\$ 414,100	estimated 14% of Cavan Monaghans ARL (\$2,874,803)
Total potential Annual Repayments	\$ 921,100	may utilize 32% of Cavan Monaghans ARL (\$2,874,803)

	Water & Wastewater Expansion	Community Center	Fire Station (Municipal Office)	Public Works Op. Centre (North)	Parks & PW Building	TOTAL
Principal Debenture (TWP)	\$ 3,395,510	\$ -	n/a	\$ 1,124,624	\$ 383,726	\$ 4,903,860
Principal Debenture (DC's)	\$ 4,847,259	\$ -	\$ 3,092,900	\$ 1,360,000	\$ 488,378	\$ 9,788,537
Debentures	\$ 8,242,769	\$ -	\$ 3,092,900	\$ 2,484,624	\$ 872,104	\$ 14,692,397
Grant Funding	\$ 14,510,508	\$ -	TBD	\$ 511,608	TBD	\$ 15,022,116
Property Tax Contribution (Twp Debenture)	\$ 3,395,510		n/a	\$ 1,124,624	\$ 383,726	\$ 4,903,860
Development Charges (DC Debenture)	\$ 4,847,259	\$ 3,887,100	\$ 3,092,900	\$ 1,360,000	\$ 488,378	\$ 13,675,637
WWW Capital Funds/Reserve	\$ 1,480,258		n/a	n/a	n/a	\$ 1,480,258
Reserve Transfer (Asset Replacement Reserve)	\$ -	\$ 4,692,900	\$ 7,356	\$ 22,682	\$ -	\$ 4,722,939
Reserve Transfer (Phase In Levy Reserve)		\$ 2,180,000	n/a	n/a	n/a	\$ 2,180,000
Reserve Transfer (OLG Revenues)	\$ -	\$ 2,400,000	n/a	n/a	n/a	\$ 2,400,000
Reserve Transfer (Fire Hall Reserve \$1.6M)		\$ 3,240,000	\$ 1,099,744	n/a	n/a	\$ 4,339,744
Sponsorship & Fundraising	\$ -	\$ 1,000,000	n/a	n/a	n/a	\$ 1,000,000
Capital Project Costs	\$ 24,233,535	\$ 17,400,000	\$ 4,200,000	\$ 3,018,914	\$ 872,104	\$ 49,724,553