



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**

November 10, 2020, 6:00 p.m.

In-Person Sanford Council Chambers, 76 Morison Drive, Windsor, NS
(also via Zoom & FB Livestream)

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.

1. Call to Order
2. Roll Call
3. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2020-10-13 Committee of the Whole minutes
7. Presentations
 - a) Hantsport Food Bank – Beth Caldwell
8. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - I. Internet for NS Initiative Update – (Standing Item)
 - II. West Hants Internet Access Business Plan (Standing Item)
 - b) **W.B Stephens Building Design Project Management Information**
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence
 - a) Avon River Causeway Related Log
 - b) Hants County Exhibition (Oct. 6, 2020) – Thank you
 - c) Greg Pace (Nov. 3, 2020) - Resignation from Hantsport Area Advisory Committee
11. New Business
 - a) Hantsport Municipal Office Surplus Report – Recommendation Report
 - b) **Hantsport Food Request – Recommendation Report**
 - c) Grants and Contribution Policy - Recommendation Report
 - d) Repeal of Police Advisory Board By-laws - Recommendation Report
 - e) Sports Complex Sponsorship Program – Information Report
 - f) Burning Permit - Recommendation Report
 - g) Safe Restart Agreement Fund - Verbal Update
12. Public Participation Period
13. In-Camera
 - a) Approval of In-Camera Minutes

- I. 2020-06-03 Committee of the Whole In-Camera Minutes
- II. 2020-06-09 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Acquisition, Sale, Lease and security of Municipal Property - Land Sale
- c) MGA 22(2)(e) Contract Negotiations – Union Negotiations

14. Next Meeting Date / Adjournment

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Land Matter	COTW (IC)	D	2020-04-14			CAO
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high-speed internet access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28			CAO
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)	COTW	M	2020-05-12	2020-12		CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CAO to initiate process for financial evaluation which may include feasibility study on potential economic opportunities that exist with each of the causeway/aboiteau options being considered with Hwy. 101 twinning proj. (Table motion until after Community Liaison Committee (CLC) meets)	COTW	M	2020-05-12			CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-01		CAO
RCMP (Policing) - Staff explore other policing models to determine best cost per officer including all overhead costs. A review will be needed and if changing models, one-year notice would need to be given	COTW	D	2020-06-01	2021-02		CAO

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Blended Rates (restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2020-12		CAO/Fin
PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 (Cogmagun Lands) - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
Hantsport Fire Station Design - staff explore a space in Hantsport for a community space and warming centre	Council	M	2020-07-28			PW/Comm. Dev
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2020-11		CAO
Internet Access Business Plan - Keep as standing COTW agenda item and monitor Develop NS projects to see if WHRM needs to establish its own strategy/plan (Also see 2020-04-28 Council motion)	COTW	D	2020-09-08	On-going		CAO
Hantsport Food Bank (Part of the Hantsport Fire Station Design Services Tender Award) - Explore relocation of Hantsport Foodbank to 10 Foundry Rd.	Council	M	2020-09-22	2020-11 COTW		CAO/PW
Windsor Curling Club (Funding Req)	Council		2020-09-22	2020-11		CAO
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	Council	M	2020-09-22	2020-11-10 COTW		CAO

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	Council	M	2020-09-22	2020-12		CAO
Racial Profiling Assertion - Staff write letter to local RCMP re recent assertion of racial profiling in our community (see motion)	Council	M	2020-09-22	2020-10		CAO
Racial Profiling Assertion - Refer complainant to RCMP Complaint Form.	Council	M	2020-09-22	2020-10		CAO
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	2021-01-12 COTW		PW/Comm. Dev
Sam Slick Monikors - Staff write a letter of apology (see motion)	Council	M	2020-09-22	2020-10		CAO
Speed Radar Signs - staff let RCMP know concerns re speeding enforcement (see motion)	Council	M	2020-09-22	2020-09		CAO
Speed Radar Signs - Write NSTIR to review speeding in densely populated communities (see motion)	Council	M	2020-09-22	2020-09		CAO

M - Motion
D - Direction/Discussion

**West Hants Regional Municipality
Dashboard (Action List) 2020/21**

Green - Complete
Yellow - In-progress
Red - Not started

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Comms Plan/Process for Staff-Council	Council	D	2020-09-22	2020-10		CAO
Property Owners Assoc - Fees Review (if requested by POA)	Sp COTW	D	2020-09-23	2020-12		Fin
Police Advisory Board (from Belinda Bezanson Correspondence) - Advertise and mobilize the Police Advisory Board Committee	COTW	D	2020-10-13	2020-11		CAO
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2020-11		CAO
Waste Collection Contract - Draft and put out to tender (to expire 2023)	COTW	M	2020-10-13	2020-12		PW
Easement Lease Agreement with Rogers Wireless - Sign lease	COTW	M	2020-10-13	2020-10		CAO
Rezoning Application (20 Main St, Hantsport PIDs 45043312 & 45043304) - Work with Planning Dept for Rezoning	COTW	M	2020-10-13	2020-11		CAO/ Planning
Financial Status Updates - Staff to look at new structure to include more frequent reporting	COTW	D	2020-10-13	2020-11		CAO/Fin
Accessibility Audit - Advertise for Committee members and mobilize the committee	COTW	D	2020-10-13	2020-11		CAO
W. B Stephens Building Design Project Management Tender Award - Defer award until staff obtain additional operational costing information of the other municipal buildings	Council	M	2020-10-27	2020-11-10		CAO

M - Motion
D - Direction/Discussion

West Hants Regional Municipality Dashboard (Action List) 2020/21

Green - Complete
Yellow - In-progress
Red - Not started

[illegible]



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: 11/3/20

Name of Presenters & Organization: Beth Caldwell-Board Co-Chair
Heather McInnes - Board Co-Chair/Jo Hazel - Co-Ordinator
Hantsport & Area Community Food Bank Society

Presentation Outline/Summary (Matter): Hantsport Food Bank Re-location
History of Food Bank
Financial and Food Support; Covid impact
Value of Food Bank within the community

Request of WHRM Council: Decision re: new location
New location
Rental agreement extension
Renovations required

*Thank you for providing this information & a full copy of your presentation one full week
BEFORE the date you are scheduled to present to West Hants Regional Council to
sthorton@westhants.ca !*

Good Evening Mayor Zebian, Councillors and Staff of the West Hants Municipality.

My name is Beth Caldwell, I am the Co-Chair of the Hantsport and Area Community Food Bank Society. With me are Jo Hazel, our Co-ordinator and Heather McInnes, the other Co-Chair. Although we are here to plead our case for a new location for our Food Bank, we will take this opportunity to bring you up to date on just what it is that we do and who we support and/or partner with.

We have been operating a Food Bank to meet the needs of the folks in our catchment area for many, many years. The need has grown significantly. We cover the area of Hantsport, Mt. Denson, all the way out the Bishopville Road to include Glooscap First Nations, and Avonport to the Gaspereau River Bridge. When the Food Bank began, this was the catchment area for the Hantsport Memorial Community Centre. These boundaries were adopted for the Food Bank as well. It made sense then, and still does. We help out with emergency food when there is someone with temporary food issues, we support Care Mongers, we support families who have suffered from fires or other life changing events. We regularly support an average of 70 families ranging from 1 – 5 family members. We have 42 children within our families.

We are regularly supported by Feed Nova Scotia, local farmers, local gardeners, Mud Creek Rotary (Wolfville), Windsor and District Rotary Club, the Hantsport and Area Lions Club, all of our churches connected to Hantsport and many, many generous local people who believe in our cause. Our revenue stream has taken a serious hit since Covid 19 reared its ugly head. As well, it was difficult at times to get the supplies we needed. We did our best to secure cleaning/sanitizing items for everyone. During the past several months, we have increased the food given in the food boxes with more of a focus on kid friendly food, many children are accustomed to getting breakfasts or even lunches at school. It has been a stressful time during this pandemic for parents and their children. The Annual Music Fest which has donated to local charities for several years could not be held this year. Our Annual Curling Funspiel, at the Windsor Curling Club could not be held as well. Chase the Ace is not running right now and they supported us monetarily as well as through food donations. These events were significant for

us. We have forged relationships with Harvest House, the Windsor Food Bank and 12 Baskets Food Bank in Nictaux – when we have an excess of items with a short shelf life or extra baby items, we share with other agencies and they are generous to us as well. We have amazing relationships with our local grocery stores, who are so very generous with price reductions on items or overstocked items or they just donate items that are no longer selling well for them. Although we have our clients from our own catchment area, we are all part of the much larger community and it is our belief that we support those in need as best we can. We offer emergency support when required even for people outside our boundaries. We have a dedicated roster of volunteers but many have stepped back during the pandemic and a skeleton crew has been spending a lot of time at the Food Bank preparing the boxes of food supplies and personal items for your constituents – our clients. We remained open with a revised give out system throughout the pandemic to meet the needs of our community.

I am guessing you folks can imagine our disappointment when we met with Mark Phillips and Todd Richard to discuss the logistics of finding a new home for the Hantsport and Area Food Bank. We readily agreed to view the identified two possibilities and stated our commitment to work closely with West Hants staff to find a suitable location. We left the meetings feeling rather overwhelmed as we contemplated another move which would be the 5th move in 15 years. But, we were and are, confident in the desire of all participants to find what we require in a facility to continue to serve your constituents. We diligently spent time racking our brains to find any suitable location that could meet our needs. In a community such as ours, those suitable buildings are few. At the time, it looked like the Town Hall on Main St. was a viable option. We were extremely happy, as it would mean hardly any renos, to make it usable for our operation. But alas, that appears that it might “not” be the case. We have toured the # 2 option, the brick building (Fire Station 2) on Foundry Rd; our initial reaction was that the footprint simply is not big enough. We have mulled it over and visited the building a few times with our volunteer advisors with tape measure in hand. It will require some major significant changes. We would need the two garage doors removed and the opening studded up with a wall, with two windows for some natural light and

a wide door installed for deliveries. We would need a ramp to get our rolling carts up to the next level, so we can access additional storage area, an office, the kitchen and a bathroom. This building would also require some renos such as new doorways, a window for some ventilation. The floor would require anti-fatigue matting or flooring of some kind. Currently one can only get to the back level by going outside, around the fence and around the building to each individual outside door to gain access. We would require entrance to one of the bathrooms from the interior of the building which would also require some re-positioning of the wheelchair accessible toilet and that would need to be closed off from the outside – this would leave another bathroom fully functional with outside access for the soccer community and the public and the events held on that field. We would ask that the electrical be checked out in the back section of the building as well as the heating situation as the Food Bank is a year round operation. The food that will be stored there would have to be in a temperature controlled area. During our last move, our volunteers did the majority of the work such as painting, building shelves, and anything that was needed to bring that building back to a usable facility. We have a long list of dedicated volunteers who along with the Board members have served for many years. Unfortunately, we are an aging group of volunteers and the work that is required to make Fire Station 2 functional for our needs is more than we could ask of our volunteers' time and expertise.

As the footprint of this building is only slightly more than one half of what we already have, we would need to be very creative in how we shop, store, pack the boxes and disperse food to our clients. Can it be done, yes. In our current location, we have utilized every nook and cranny, re-purposed small cupboards with shelving and purchased rolling storage carts that can be moved as needed.

If we cannot find a suitable location to meet our requirements to serve our families who are in crisis, we will have no choice but to close our doors which may very well put a strain on other food banks. This essentially, could very seriously impact your constituents as many do not have a vehicle and with no public transportation, some of our clients will struggle even more. We do have some clients, due to health reasons, that are unable to come out to the Food Bank – we

have a dedicated volunteer who has delivered to those folks. We had to suspend that service during Covid 19. Two of our dedicated crew members still deliver to a few of those people who simply have absolutely no other means of getting the much needed supplies.

Our request is that: you extend our rental agreement from the remaining 5 years to 15 years. We still see the Town Hall on Main Street as our most desirable location for this endeavour. If it is determined that Fire Station 2 is the location, we would require financial assistance to accomplish the renos that are necessary to make this building accessible and safe for your constituents and our dedicated volunteers. We have done a very high level outline of things that would need to be changed and a building inspector would be able to advise everyone on requirements and specifications e.g. electrical needs ... we have 8 fridges and freezers that would need to be accommodated.

We sincerely thank you for your time and the diligence of the Municipal staff who have worked closely with Food Bank volunteers to find an amenable solution.

Like you, we care deeply about this community and the people who live here. We know that a healthy and vibrant community is only possible when everyone within it, has access to the food they need. Research clearly shows that there is a direct correlation between food insecurity and people's physical, mental and social health. We are prepared to continue doing the work to make sure people have access to emergency food support, BUT we can't do it alone. We need your leadership and support in helping provide the physical space to do so.

Thank you.



WEST HANTS REGIONAL MUNICIPALITY
Municipal Complex Support Document
November 10, 2020 COTW

To: Committee of the Whole —

Submitted by: 
Mark Phillips, Chief Administrative Officer

Date: November 10, 2020

Subject: W.B. Stephens Building Design & Project Management

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION

N/A

BACKGROUND

A report for the design and project management of the scheduled renovation of the W.B. Stephens Building, 100 King Street, Windsor was presented to Council at the October 27th WHRM Council meeting as part of the required procurement process. The location of the future municipal complex was determined through the consolidation process and the renovation costs associated with the 100 King Street building has been approved as part of the 2020/21 Capital budget.

During the discussions of Council at the October 27th meeting, Council reflected on broader points surrounding the various benefits and challenges associated with both the 100 King Street building as well as the 76 Morison Drive building. As a result, Council deferred the discussion to COTW and requested further information surrounding operating costs and market values. Other points highlighted were renovation considerations, future pandemic compliance, parking, accessibility and other building and location characteristics. Staff have gathered existing information and presented it in the table included in this report. In addition to this report, a recommendation report, "Coordinating Committee, Recommendation Report- Municipal Complex Review Recommendation Report, March 9, 2020" is attached for Council's review. The March 9th report also includes the building assessment report, "Windsor / West Hants: Municipal Complex Review H-361616" completed in February 2020. This report should be reviewed as it reflects greater details associated with each building including future concepts expressing the spatial capacity of each location based on administrative needs.

DISCUSSION

The following table was created to summarize key components factoring into the discussions. This report and all attachments should be reviewed to capture more in-depth details associated with the buildings.

Building: 100 Kings Street, Windsor		Building: 76 Morison Drive, West Hants	
Building Operational Budgets (2020/21)			
30,560 sq ft. (2 Storey Plus Basement)		15,947 sq ft. (1 Storey Plus Basement)	
Revenue*		Revenue	
Rentals - Windsor Fire	63,160		0
Lease - Cell Tower	8,000		
Lease - ScotianWEB	43,050		
Total Revenue	114,210		

Building: 100 Kings Street, Windsor			Building: 76 Morison Drive, West Hants		
Expenses (Entire Facility)			Expenses		
151,479			99,087		
Surplus/(Deficit)			Surplus/(Deficit)		
(37,269)			(99,087)		
Excluding WFD rent -63,160					
(100,429)					
Gross expenses per sq ft (Total exp / Total sq ft)			Gross expenses per sq ft (Total exp / Total sq ft)		
\$4.96			\$6.21		
* It should be noted that \$63,160 comes from Windsor Fire Department, to recovery maintenance costs. But has zero impact on operational budget. Further energy efficiencies will be achieved through renos.			Further energy efficiencies will be achieved through renos.		
*Potential Commercial Tax Revenue – Pending Sale of Property					
2019 Assessed Value	Rate	Taxes	2019 Assessed Value	Rate	Taxes
\$1,394,000	3.91	\$54,505	\$1,275,300	1.79	\$22,828
*Note: The sale of the building would require the construction of a new fire station or to secure a lease of the existing WFD space. Construction cost for a new fire department unknown at this time.			*Note: The sale of the building would require the relocation of the Parks garage and equipment or to secure a lease of the existing space.		
Potential Lease / Rent Revenue – Pending Appraisal Outcomes					
Market Value TBD – No Appraisal 30,560 sq ft. (2 Storey Plus Basement) Estimated Non-Fire Space available for rent: 15,947 sq ft			Market Value TBD – No Appraisal 15,947 sq ft. (1 Storey Plus Basement)		

Building: 100 Kings Street, Windsor	Building: 76 Morison Drive, West Hants
Estimated Market Values per year \$8.00 / sq ft x 15,947 sq ft = \$127,576 \$10.00 / sq ft x 15,947 sq ft = \$150,947 \$12,50 / sq ft x 15,947 sq ft = \$199,338 \$15.00 / sq ft x 15,947 sq ft = \$239,205 - Leasehold costs for future tenants are unknown - The positive or negative feedback from private commercial building owners regarding the WHRM leasing commercial space is unknown. - Property management will require additional staffing or resources. Costs unknown.	Estimated Market Values per year \$8.00 / sq ft x 15,947 sq ft = \$127,576 \$10.00 / sq ft x 15,947 sq ft = \$150,947 \$12,50 / sq ft x 15,947 sq ft = \$199,338 \$15.00 / sq ft x 15,947 sq ft = \$239,205 - Leasehold costs for future tenants are unknown - The positive or negative feedback from private commercial building owners regarding the WHRM leasing commercial space is unknown. - Property management will require additional staffing or resources. Costs unknown. -
*Potential Sale Values – Pending Appraisal Outcomes	
Market Value TBD – No Appraisal *2019 Assessment \$1,394,000 *Note: The sale of the building would require the construction of a new fire station or to secure a lease of the existing WFD space.	Market Value TBD – No Appraisal *2019 Assessment \$1,275,300 *Note: The sale of the building would require the relocation of the Parks garage and equipment or to secure a lease of the existing space.
Valley Community Fibre Network (VCFN) Related Costs Existing VCFN Infrastructure at 100 King Street would have to be relocated should the building be sold.	
<i>Assuming the relocation costs for VCFN related infrastructure is relocated to 76 Morison Drive if 100 King Street is sold. An alternative location will impact projected costs.</i> Cost to move the VCFN HUB Approx. \$250,000	

- Internal renovations will be required within the building to relocate WFD administrative offices and board room. These costs are accounted for within the current budget allocation.
- The presence of an elevator at the site accelerates the municipality's ability to comply with accessibility legislation.
- The proximity to the federal training facility, its parking lot and gymnasium on Fort Edward Street will provide mutual benefits for potential recreation programming as well as parking support if needed. The adjacent grounds of Fort Edward Historic Site will provide other added benefits for recreation and potential tourism affiliations.

FINANCIAL IMPLICATIONS

Noted in the above sections.

ALTERNATIVES

Noted in the above sections.

ATTACHMENTS

- Municipal Complex Review Recommendation Report, March 9, 2020.
- Windsor / West Hants: Municipal Complex Review H-361616 completed in February 2020.

Prepared by : CAO, Mark Phillips

										SALE											
Rate / sq ft		Square Area	Rent	Cell Tower	ScotianWEB	Total Rev	Total Exp	NET	Taxes	Total Exp	Net										
100 King Street	\$	7.00	15,479.00	\$	108,353.00	\$	8,000.00	\$	-	\$	116,353.00	\$	151,479.00	\$	(35,126.00)	\$	54,505.00	\$	151,479.00	\$	205,984.00
	\$	8.00	15,479.00	\$	123,832.00	\$	8,000.00	\$	-	\$	131,832.00	\$	151,479.00	\$	(19,647.00)	New WFD required if property was sold.					
	\$	9.00	15,479.00	\$	139,311.00	\$	8,000.00	\$	-	\$	147,311.00	\$	151,479.00	\$	(4,168.00)						
	\$	10.00	15,479.00	\$	154,790.00	\$	8,000.00	\$	-	\$	162,790.00	\$	151,479.00	\$	11,311.00						
	\$	11.00	15,479.00	\$	170,269.00	\$	8,000.00	\$	-	\$	178,269.00	\$	151,479.00	\$	26,790.00						
	\$	12.00	15,479.00	\$	185,748.00	\$	8,000.00	\$	-	\$	193,748.00	\$	151,479.00	\$	42,269.00						
	\$	13.00	15,479.00	\$	201,227.00	\$	8,000.00	\$	-	\$	209,227.00	\$	151,479.00	\$	57,748.00						
	\$	14.00	15,479.00	\$	216,706.00	\$	8,000.00	\$	-	\$	224,706.00	\$	151,479.00	\$	73,227.00						
	\$	15.00	15,479.00	\$	232,185.00	\$	8,000.00	\$	-	\$	240,185.00	\$	151,479.00	\$	88,706.00						

				SALE						
Rate / sq ft Square Area Rent				Total Rev	Total Exp	NET	Taxes	Total Exp	Net	
76 Morison Drive	\$	7.00	15,479.00	\$ 108,353.00	0	\$ 99,087.00	\$ 9,266.00	\$ 22,828.00	\$ 99,087.00	\$ 121,915.00
	\$	8.00	15,479.00	\$ 123,832.00	0	\$ 99,087.00	\$ 24,745.00			
	\$	9.00	15,479.00	\$ 139,311.00	0	\$ 99,087.00	\$ 40,224.00			
	\$	10.00	15,479.00	\$ 154,790.00	0	\$ 99,087.00	\$ 55,703.00			
	\$	11.00	15,479.00	\$ 170,269.00	0	\$ 99,087.00	\$ 71,182.00			
	\$	12.00	15,479.00	\$ 185,748.00	0	\$ 99,087.00	\$ 86,661.00			
	\$	13.00	15,479.00	\$ 201,227.00	0	\$ 99,087.00	\$ 102,140.00			
	\$	14.00	15,479.00	\$ 216,706.00	0	\$ 99,087.00	\$ 117,619.00			
	\$	15.00	15,479.00	\$ 232,185.00	0	\$ 99,087.00	\$ 133,098.00			



**CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST
HANTS MUNICIPALITY (WWH)
RECOMMENDATION REPORT**

To: Members of the Co-ordinating Committee

Submitted by: _____
Mark Phillips, CAO Region of Windsor and West Hants Municipality

Date: March 09, 2020

Subject: Municipal Complex Review Recommendation Report

LEGISLATIVE AUTHORITY

General Authority

Bill 55 - Region of Windsor and West Hants Municipality Act

7 (1) The Co-ordinating Committee has all the powers of the Council of the Regional Municipality and of its police advisory board until the Council first takes office pursuant to this Act.

(3) All acts of the Co-ordinating Committee have, upon the incorporation of the Regional Municipality, full force and effect, and are deemed to have been exercised by the Regional Municipality.

RECOMMENDATION

... that the Co-ordinating Committee support the W.B. Stephens Building, 100 King Street, Windsor, NS being the Municipal Complex to house the administrative branches for the Regional Municipality.

Further

It is noted that the renovations as described in the report “Windsor / West Hants Municipal Complex Review”, require further costing details to be reviewed by the New Regional Council during the 2020 / 2021 Capital Budget deliberations.

BACKGROUND

In March 2019, an RFP went out for an Asset Registry & Asset Management Roadmap and it was awarded to HATCH April 01, 2019. As part of the scope of work, it was they perform all activities associated with the identification, registration, analysis and recommendation of all infrastructure and assets owned or operated by the Regional Municipality, including preparing a complete inventory of all municipal infrastructure assets owned or operated by both municipalities, shall including (but not limited to) municipal buildings and other facilities. And that information be compiled from existing reports about the condition and future capital requirements of each component of the infrastructure; a condition index rating system(s) to be utilized for all current and future evaluation of passive, static and active assets; and to provide an assessment of the existing condition of all assets, including current condition index, and the identification of any key infrastructure condition issues requiring further analysis.

DISCUSSION

Up to March 6, 2020 Windsor and West Hants staff are working out of two independent municipal complexes. Windsor staff – out of the W.B. Stephens Building at 100 King Street, Windsor, NS and West Hants staff – the West Hants Building at 76 Morison Drive, Windsor, NS. As of March 9, 2020, all administrative services will be consolidated at the West Hants Municipal Complex with the exception of Public Works who will occupy space at the Windsor Complex. This will be the short-term positioning for municipal operations as it is desirable to consolidate as many staff as possible in a single location and to vacate the Windsor Complex to allow for a thorough records management purging where required and to remove surplus furniture, supplies and materials. Additionally, this will allow operations to more thoroughly plan for a return to the complex after pending renovations are approved and completed or under the current conditions after operations have adjusted to the initial consolidation process.

While technology provides the ability to work remotely and under less than ideal working conditions in the West Hants Complex it is not ideal for neither efficiency nor effectiveness for the long-term and does not provide an atmosphere of consistency nor comfort for residents, businesses or visitors needing their needs met.

It is essential that staff be working together within one facility (complex) for not only efficiencies but for community accessibility and needs. This is where the HATCH report and Municipal Complex Review has provided an independent analysis of both facilities to allow informed decision-making as to which building is best suited to address municipal needs.

Key areas analyzed by HATCH for both existing complexes included:

- Existing Building Assessments (Mechanical and Electrical Systems)
- Energy Analysis

- Conceptual Floor Plans
- Construction ROM estimates; and
- Options Analysis (which included)
 - Parking
 - Access to amenities
 - Accessibility
 - New feel
 - Available facilities
 - Room to grow
 - Adaptability of the structure
 - Energy efficiency; and
 - Marketability.

The soft criteria of the Options Analysis concluded that the W.B. Stephens Building would be a better suitability to house staff after renovations and better meet community needs.

Further, the W.B. Stephens Building is the home of the Windsor Fire Department (WFD). The Regional Fire Services Review (report) recently received by the Co-ordinating Committee, including adopted priorities, endorsed the fire department staying in its current location. (Priorities were adopted at the January 27, 2020 Co-ordinating Committee meeting).

NEXT STEPS

Before March 9, 2020 - All staff (except the Public Works Department), currently located in the W.B. Stephens Building will have moved their offices up to the West Hants Building.

A report and budget recommendation pertaining to the long-term municipal complex will be provided to the Regional Council.

2020/2021 Region of Windsor and West Hants Municipality Budget – deliberations to be held and if the budget for Municipal Complex upgrades/renovations is supported, a Tender will be put out for such.

FINANCIAL IMPLICATIONS

At this time there are no financial implications; however, a budget will be identified for the 2020/2021 fiscal year and taken to the Regional Council for approval (budget, yet to be determined).

ALTERNATIVES

- The Co-ordinating Committee could choose to not move forward with the recommendation and leave it to the Regional Council.

ATTACHMENTS

- HATCH – Municipal Complex Review Report of February 20, 2020

Report Prepared by: _____
Shelleena Thornton, Administrative Supervisor, Regional
Municipality Windsor-West Hants

Report Approved by: _____
Mark Phillips, CAO Regional Municipality Windsor-West Hants



Municipal Complex Review



Feb. 21, 2020	C	Revised	AB	AS	AB	
Jan. 13, 2020	B	Final	AB	AS, MB	AB	
Dec. 20, 2019	A	Draft	AB	AS, MB	AB	
Date	Rev.	Status	Prepared By	Checked By	Approved By	Approved By
HATCH						Client

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Appendix A – Functional Building Program

Appendix B – Existing Building Assessments

Appendix C – Conceptual Floor Plans

Appendix D – Existing Environmental Risks Register

1. Introduction

- 1.1 The Town of Windsor and the Municipality of West Hants have amalgamated into the Region of Windsor / West Hants. Currently, the administrative branches of both groups are housed in different buildings. Wanting to benefit from being together as a one unit working with and for the entire region, it was determined that the immediate solution was to review each of the buildings and decide which one was a better fit for the Region's needs.

2. Objective

- 2.1 The objective of this report is to provide the Region with an independent analysis of the W.B. Stephen's Building (Windsor) and the West Hants Municipal Office, to allow the stakeholders to make an informed decision as to what building is best suited for their needs for the next 5 to 10 years. The criteria developed for the region to review included:

- Meetings with stakeholders;
- Architectural reviews;
- Building's systems reviews;
- Conceptual floor plans;
- Order of magnitude construction estimates.

3. Functional Building Program

- 3.1 Prior to the architectural assessments and developing the new functional program, the Region solicited information from Officers and staff to determine the departmental and room requirements of the renovated spaces. The table was provided to Hatch to assist in the development of the conceptual floor plans and completion of the functional building program.

See Appendix A for the table.

4. Existing Buildings Assessments

- 4.1 The focus of the assessments was on all of the building's systems including architectural, structural, plumbing, HVAC, fire protection, electrical, communications, security and life safety. The inspections were of a high-level natural, as no destructive testing was done. Systems and building plans were reviewed and operational staff were consulted, to provide input for the assessment report that is valuable, shows costs of potential upgrades, code issues, and serves as a metric in determining which of the two buildings was more suited to house the Region for the next 5 to 10 years. See Appendix B for reports.

Mechanical and Electrical Systems

The following table provides a snapshot of the existing building systems and the code requirements that will require implementation during the renovation of the selected building:

MECHANICAL & ELECTRICAL SUMMARY			
<i>Description</i>	<i>W.B. Stephen's</i>	<i>West Hants</i>	<i>Upgrade Required</i>
Radon Mitigation	No	No	Recommended
Asbestos Abatement	Yes	No	Yes
Elevator	Yes	No	Yes
Sprinkler System	No	No	Yes
Fire Alarm System	Yes, outdated	Yes	Yes
Fresh Air (HRV's)	2400 cfm	600 cfm	2850 cfm (ASHRAE)
HVAC Load	19.5 tons *	22.0 Tons	30 Tons (estimate)
Humidification System	No	No	Recommended
Bldg. Management System	Partial System	Partial System	Yes
Diesel Generator	Yes	Yes	No
Electrical Service Entrance	400A, 208/3/60	400A, 208/3/60	No
Peak Electrical Demand	198.93 Amps	217.43 Amps	No

5. Energy Analysis

5.1 Historical Consumption

The consumption data presented to us for each of the buildings, for the 2018 calendar year serves as the basis for the building consumption benchmark. Table 1 below provides the summary of consumption. The area noted for the Windsor (W.B. Stephens) building is the area that will be occupied for municipal operations, not including the fire department. This has been done such that the comparison between the two buildings is based on equal occupied area for each building. In addition, the consumption data for the Windsor (W.B. Stephens) building has been factored to suit the municipal operations occupiable area.

Table 1 - 2018 Consumption				
<i>Facility</i>	<i>Area (m²)</i>	<i>Electricity (kWh)</i>	<i>Fuel (ekwh)</i>	<i>Total (kWh)</i>
West Hants	1,482	211,380	3,553	214,933
Windsor (W.B.Stephens)	1,482	208,930	230,505	439,435

5.2 Building Energy Performance Index

Table 2 – BEPI Comparison			
<i>Facility</i>	<i>2018 BEPI</i>	<i>NRCan BEPI Avg.</i>	<i>Proposed BEPI*</i>
West Hants	145.03 ekWh/m ²	294 ekWh/m ²	144.80 ekWh/m ²
Windsor (W.B.Stephens)	296.51 ekWh/m ²	294 ekWh/m ²	270.50 ekWh/m ²

Natural Resources Canada (NRCan) – Energy Intensity Database, tracks annual energy consumption for a variety of building types throughout Atlantic Canada and expresses the results as a “Building Energy Performance Index” (BEPI), expressed in ekWh/m². We have

calculated the current BEPI for each of the two buildings (Table 2) and then provided a comparison to the regional average using the NRCAN database. For the purpose of the BEPI calculation, we have converted the consumption of heating oil, measured in litres, to equivalent kWh of heating and added this total to the electrical consumption total as indicated in Table 1.

**Expected BEPI after renovations are complete. There is no significant decrease in consumption due primarily to the addition of air conditioning to the lower level being offset by new LED lighting*

It should be noted that the NRCAN results are as they describe, an “average” of efficient and inefficient buildings. New buildings being designed and constructed to today’s “Green” principles, generally operate at 50 percent of the NRCAN BEPI noted.

Although both buildings operate below the NRCAN average, with West Hants operating well below the average due primarily to its geo-thermal system, there is always room for energy efficiency improvements. Heating and cooling costs are typically the biggest energy costs in Canadian buildings. In many office buildings, this demand accounts for nearly half of the energy used, consider looking for opportunities in this area first.

6. Conceptual Floor Plans

A key factor in deciding which building is best suited for the Region’s needs, is converting the existing floor plans into a Revit model, and determining how the proposed departmental and room requirements will fit into the existing spaces. The new spaces not only need to be functional from an operational standpoint, but also need to be pleasing aesthetically to staff and have a welcoming feel to the public. “Open” main entrances that the public will enjoy being in, while maintaining a level of security desired by front-line staff, is an example of a design challenge as well as a key requirement of the new renovated layouts and spaces.

See Appendix C for the floor plans.

7. Construction ROM Estimates

W.B. Stephens Building Upgrade:

Table 3 – Windsor (W.B. Stephens) Building	
Item	Cost
Demo	\$182,300
Architectural Interior	* \$946,000 – \$1,606,000
Mechanical Systems upgrades	\$661,000
Electrical Systems upgrades	\$201,000
Total	* \$1,990,300 – \$2,650,300

** This range depicts the reuse of existing furniture vs new replacement furniture of fair quality.*

West Hants Office Upgrade:

Table 4 – West Hants Building	
Item	Cost
Demo	\$167,000
Architectural Interior	* \$1,209,000 – \$1,809,000
Mechanical Systems upgrades	\$458,000
Electrical Systems upgrades	\$158,000
Total	* \$1,992,000 – \$2,592,000

* This range depicts the reuse of existing furniture vs new replacement furniture of fair quality.

8. Options Analysis

8.1 The following table (Table 5) highlights some of the known “soft” criteria that could be used in the decision making for the renovated Regional building. Ranking is 1 to 5, 5 being better (+ or -):

Table 5 – Options Scorecard		
Factor	Windsor	West Hants
Parking (for staff and customers)	5	4
Access to amenities (rural vs urban)	5	3
Accessibility (elevators, ramps, bathrooms, etc.)	4	3
New feel	2	4
Available facilities (gym, showers, etc.)	3	0
Room to grow (no investment)	4	3
Adaptability of the structure	3	3
Energy Efficiency	2	4
Marketability (-)	-1	-5
Total	27	19

9. Appendix

Appendix A

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m ²	sf	
CAO Office Six (6) Employees	CAO	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop TV for Group Share or smart white board	1	18.9	203	
	Clerk	Middle	Administrative Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Administrative Supervisor	Middle	Administrative Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Protective Services Manager	Middle / Back	Administrative Office	N/A	Desk, Chair	Desktop	1	8.0	86	
	Communications	Middle	Isolated Area	Private POD	Desk, Chair	Desktop	1	8.0	86	
	Human Resource Manager	Back	Isolated Area	Private POD	Desk, Chair	Desktop	1	12.2	131	
Community Development Nine (9) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	18.9	203	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Community Rec Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Economic Development	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Community Relations Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Recreation and Facilities	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Active Living Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #1Manager Parks and Grounds	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #2	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
Planning and Development	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	18.9	203	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m ²	sf	
Fifteen (15) Employees	Administrative Assistant	Middle	Open Departmental Reception (independent POD) Common area for large table for drawings/plan review. Could be shared with Public works	Low POD	Desk, Chair	Desktop, Plotter, Scanner	1	14.7	158	
	Manager Inspection Services	Middle	Executive Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Inspector #1	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Inspector #2	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Inspector #3	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	By-Law Officer #1	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	By-Law Officer #2	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Development Officer #1	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Development Officer #2	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Planner #1	Middle / Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Planner #2	Middle / Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Planning Tech	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	GIS Tech	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #1	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m ²	sf	
Public Works Nine (9) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop Large Flat Screen TV for SCADA Monitoring and Traffic Cameras	1	18.9	203	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD) Common area for large table for drawings / plan review. Could be shared with Planning.	Low POD	Desk, Chair, Large Table for maps	Desktop, Plotter, Scanner	1	14.7	158	
	Manager Technical Engineering Services	Back	Isolated Area	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Capital Works	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager PWs Operations	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Engineering Tech	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Waste Management Services	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Water Treatment	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Waste Treatment	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
Finance Fifteen (15) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	4.2	45	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	IT Specialist	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	IT Consultant	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Accounting and Financial Reporting	Back	Executive Office	N/A	Desk, Chair	Desktop	1	12.2	131	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
	AP Coordinator	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Payroll	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Accounting & Financial Analyst	Back	Executive Office	N/A	Desk, Chair	Desktop	1	4.2	45	
	Manager Revenue and Cash	Back	Executive Office	N/A	Desk, Chair	Desktop	1	4.2	45	
	AR and Customer Service Coordinator	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Tax Clerk	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Utility Clerk	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #1	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #2	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #3	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
Governance / Mayor	Mayor's Office	Front	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	20.1	216	
Governance / Council	Council x 11 individuals	Middle	Isolated Room with workstations	Private PODs x 5	Desk, Chair	N/A	5	21.0	226	
Common Summer Student Area	Student Workstations #1	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #2	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #3	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #4	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
Sub-totals Departments							64	416.3	4436	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Small (Breakout Rooms)	Front x2	Staff to client(s) meeting Staff to staff meeting Private setting for staff	1 to 4 occupants	4	Table x 1	Video Conferencing in 1 of 4 rooms	4	11.2	120	
	Middle x 1				Chairs x 4			11.2	120	
								11.2	120	
	Back x 1							11.2	120	
Medium (Conference Rooms)	Middle	Internal Staff Group Meeting	1 to 12 occupants	2	Table x 1 Chairs x 12	Video Conferencing Treadmill Workstation	12	32.6	351	
Training Room	Middle / Back	Staff or Community Training (theatre or classroom)	50	1	Table x 2 Chairs x 50	Video Conferencing Projector and Screen	50	89.4	962	
Large (Council Chambers)	Front	Council Near entrance due to after-hours requirements	11 Councillors + 7 Staff + 100 attendees (additional capacity 100) Max 218 occupants	1 room plus spill over area	11 Council Stations plus two Staff Stations	Video Conferencing	118 100	195.0	2099	
					5 Workstations for staff Chairs for 100 to 200 (audience)	Audio Live Streaming Projector and Screen		137.5	1480	
EMO (dedicated or Training Room adaptability)	Middle / Back	Individual working stations	12 occupants	1	Low open stations	Video Conferencing	12	52.3	562	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Staff Lunchroom (connected to Breakout Room)	Back	Full-service lunchroom	20 occupants	1	Tables, chairs, appliances (stove, dishwasher, microwave, fridge,	N/A	20	41.1	442	
Staff Breakout Room (connected to Staff Lunchroom)	Back	Lounge–like area	20 occupants	1	Couch, chairs	TV	20	31.1	335	
Staff Fitness Area	Back	Small to medium fitness area.	6 occupants	1	Treadmill, stepper, rower,	TV Sound System	6	18.0	194	
Reception Counter	Front	Counter Entrance area	3 employees Accommodation of 1 to 12 clients	1 Common area	Counter Chairs x 3	TV (message screen for public)	3	14.0	151	
Client Waiting Area	Front	Open space for clients to wait for appointment or consultation.	Accommodation of 1 to 12 clients	1 Common area	Couch Chairs Coffee Tables Community Art	IPAD	12	23.5	253	
Server / Tech Room	Back	IT office and technology storage	Workspace / counter for 1 tech	1 room	Shelving and cabinets		1	11.8	127	
Rack Room		Room for servers	Space for racks	1 room	Racks/cooling syst.	Servers	1	11.0	118	
Printer Area(s)	Front / Middle / Back	Photocopier / Scanner Common area for staff	2 to 3 areas top service printing and scanning needs	2 to 3 areas	Photocopiers, storage for stationary, paper, etc.	Printers, Scanner, plotters, laminator, etc.	1	12.4	133	
							1	12.4	133	
							1	12.4	133	
Sub-totals Common Areas							361	726.7	7822	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	

							Number of Occupants	Areas		Remarks
								m²	sf	
Sub-totals Departments		Sub-totals Departments					64	416.3	4,436	
Sub-totals Common Areas		Sub-totals Common Areas					361	726.7	7,822	
TOTAL		TOTAL					425	1,143.0	12,258	

EXISTING BUILDING AREAS			
	Areas		Remarks
	m²	sf	
Town of Windsor Administrative Building			
Basement	0.0	0	Fire Dept. areas not incl.
Ground Floor	228.0	2,454	Fire Dept. areas not incl.
2nd Floor	865.0	9,311	
Total	1,093.0	11,765	

West Hants Municipal Complex			
Basement	725.0	7,804	
Ground Floor	725.0	7,804	
Total	1,450.0	15,608	

Appendix B

Building Name: Windsor Town Hall	Bldg Address: 100 King Street, Windsor	Building Function: Municipal Operations	Type of Construction: Concrete foundation, steel/concrete structure, masonry exterior
Construction Date: 1960	No. of Stories: 2 + Basement	Gross Area: 2839 sq.m. (30,560 sq.ft.) Approximate	
Functional Data	Occupant: Town hall, RCMP, Fire Hall, Council Chambers		Occupancy: 30 (approximately)

Capitalization/Renovation History (date/scope)

- 1) 1960: Original building construction housing Town Hall & Fire Station
- 2) 1995: addition/renovation to house elevator and clock tower.

Major Maintenance Renovation History:

- 1) Basement windows scheduled for replacement, summer of 2020.
- 2) VRF heat pump and HRV system installed for second floor, 2008.
- 3) VRF heat pump and HRV system schedules for install on first floor, winter 2019.
- 4) Windows replaced on first/second floors, several years ago.
- 5) IT room AC installed within last 8 years
- 6) Gas-fired instantaneous hot water heater installed.
- 7) Diesel generator installed in 1992
- 8) Electrical upgrade in 2009

General Condition:

- 1) Fair to good overall

Problems:

- 1) Significant floor deflection and structure deterioration in fire hall. Many jack posts installed in basement to stabilize floor structure. Area in basement that houses posts only used for storage now, was bingo hall.
- 2) Hazmat assessment/report completed in 2005 identifying asbestos types and locations
- 3) First floor offices still utilizing window AC units
- 4) Radon testing should be carried out to ensure that radon levels are within acceptable limits.



Architectural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Roof	Observed as bitumen built-up roofing on steel deck roof.	Appears to be in good condition. No leaks reported.			✓		✓				\$98,000 to replace roofing and upgrade insulation to R20.
.											
Exterior Walls Original	Brick cladding. Exact system composition not known.	Appear to be in good condition.			✓				✓		\$10,000 for possible repointing and repairs.
.											

Exterior Doors / Windows	Observed different types of doors and windows, curtain wall, continuous windows and punch windows	Mostly in good condition. Basement windows scheduled to be replaced in the Summer of 2020.		✓		✓					\$12,000 estimated basement window replacement.
•											
Ceiling Finishes	Lay-in acoustical tiles in t-bar framing system	In fair condition but aged. Acoustical value of existing lay-in tiles is low.		✓		✓					\$10,000 estimated cost of acoustical tile replacement.
•											
Walls	Mostly gypsum board on stud framing	Mostly in good condition.			✓			✓			\$5,000 estimated repairs and painting.
•											
Life Safety	No sprinkler system. Generator installed. Fire Alarm with pull stations/smoke detectors installed per NFPA.	In fair to good condition. Revisions only if re-design work is undertaken.			✓				✓		\$5,000 estimated cost of maintenance.
•											
Exiting	2 existing exit stairs, one stair is not compliant with current building code.	In good condition but upgrades will be required to exiting if re-design work is undertaken.			✓			✓			\$25,000 estimated cost to upgrade exit stairs.
•											

Structural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Foundation	Reinforced concrete – original to various construction periods	Good condition, minimal leaks			✓					✓	
•											
Floor Structure (Basement)	Concrete slab on grade	Good condition			✓					✓	
•											
Floor Structure (1 st)	Steel/Reinforced	Fair condition		✓						✓	

	concrete – original to various construction periods									
•										
Floor Structure (2 nd)	Steel/concrete slab – original to various construction periods	Good condition			✓				✓	
•										
Roof Structure	Steel/metal deck – original to various construction periods	Good condition			✓				✓	
•										
Stairs	Steel original	Good condition			✓				✓	
•										
Support Structure	Steel – original to various construction periods	Good condition			✓				✓	
•										

Mechanical Systems

Plumbing	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Domestic Water	Copper - original to construction period with upgrades as necessary	Fair in original building		✓			✓				
•											
Sanitary Drains	Cast iron in original, ABS/PVC used during reno's	Fair in original building		✓				✓			
• No sign of oil interceptor serving the Fire Hall vehicle storage area.											
Storm Drains	Cast iron	Fair condition		✓				✓			
• Roof drain domes appear to have been replaced when roof was re-done											
Fixtures	Vitreous china/stainless steel – age unknown	Fair condition		✓				✓			

•											
Backflow Preventor	None										\$4000.00 to meet code
• Required by code ASAP at domestic water entrance, boiler make-up and commercial washing machine											
Water Heaters	1-Gas-fired instantaneous heater. 1- tank	Good condition			✓				✓		\$2000.00 to meet code
• Installations do not meet Plumbing Code: they require expansion tanks and vacuum relief valves											
Valves	Combination of bronze ball/gate/check valves – age unknown	Fair in original building		✓			✓				
• We suspect that the older gate valves will not re-open once they are closed to service equipment/fixtures											

HVAC	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Ductwork	Galvanized sheet metal - original to various construction periods	Fair in original building. Good where reno's have occurred on 2 nd floor and where new reno's are happening now		✓	✓			✓		✓	
•											
Diffusers / Grilles	Steel – original, new on second floor	Good condition			✓				✓		
•											
Terminal Units	Hot water baseboard/unit heaters/cabinet heaters - original to various construction periods	Fair in original building		✓				✓			\$100,000 to replace existing terminal heating units
•											
Piping	Schedule 40 steel with treaded and Victaulic -	Fair in original building		✓				✓			\$90,000 to replace piping in building

	original to various construction periods									
•										
AHU / RTU	HRV installed in 2008	Good condition			✓			✓		
•										
Humidifiers	None									
• Measured RH: 17.7% in reception, 18.1% on second floor										
Insulation	Fibre - original to various construction periods.	poor in original building distribution piping, some replaced over the years	✓		✓	✓			✓	\$10,000 for asbestos abatement and reinsulating
• Hazmat report identifies type and location of asbestos insulation										
Controls	Dedicated per system	VRF system has new DDC controls, boilers have manual lead/lag system, rad's have older dedicated t'stats		✓	✓		✓		✓	
• The building does have an outdated pneumatic control system but no DDC Building Management system that integrates all mechanical systems										
AC Units (VRF System)	VRF Heat Pumps	Good condition			✓				✓	
• The window AC units will no longer be used once the new VRF system is completed on first floor.										
Condensing Units	VRF roof-top condensing units installed in 2008 for 2 nd floor. Additional units being installed now for first floor VRF.	Good condition			✓				✓	
•										
Heat Exchangers	Not Applicable									
•										
Boilers	2 oil-fired Weil-McLain hot water cast iron sectional boilers	good condition			✓				✓	
•										
Pumps	centrifugal pumps – re-built	Good condition			✓				✓	
•										
Oil Storage Tank	Aboveground	Good condition		✓				✓		\$20,000 tank replacement cost
•										

Fire Protection	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Sprinklers	No sprinkler system										New wet pipe sprinkler system would cost \$150,000
• Sprinkler system may be required should major renovation of building take place											
Fire Pumps	Not Applicable										
•											
Piping	No sprinkler system										
•											
Valves	No sprinkler system										
•											
Fire Extinguishers	Type ABC throughout – age unknown	Good condition, tests up to date			✓			✓			
• Must be tested annually											
Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			✓				✓		
•											
Service Entrance											
• Upgraded in 2009											
Fire Alarm		Fair to Good			✓			✓			
• Pull stations/smoke detectors installed per NFPA											
Emergency Lights		Good condition			✓				✓		
• Genset											
APU – generator, 75 kW, 208/120	Generac diesel genset/1992	Good condition			✓				✓		
•											
UPS	N/A										
•											
Switches	Mix of newer and older	Good condition			✓				✓		

	as changes have been made over the years									
•										
Main Distribution Panels	Upgraded in 2009	Good condition			√				√	
• Checked with infrared camera, no overheated circuits										
Main Distribution System	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Mix of EMT and BX										
Branch Panels	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Checked with infrared camera, no overheated circuits										
Branch Distribution System	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Mix of EMT and BX										
Grounding	Unknown	Good condition			√				√	
• What could be seen appears to be in good condition										
Lightning Protection	N/A									
•										
Surge Protection	N/A									
•										
Interior Lighting	Mix of older T8 and new LED	Good condition			√				√	
• T8 fluorescent strips in office areas, new LED in fire hall										
Exterior Lighting	Wall packs, newer	Good condition			√				√	
•										

Communications and Security Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Telephone	By service provider										
•											

Data	By service provider										
•											
Intrusion Alarm	By service provider										
•											
Public Address	N/A										
•											

Building Name: West Hants Municipal Building	Bldg Address: 76 Morrison Dr., Windsor	Building Function: Municipal Operations	Type of Construction: Concrete foundation, steel/concrete floor structure, wood roof trusses, masonry exterior									
Construction Date: 1988	No. of Stories: 1 + Basement	Gross Area: 1482 sq.m. (15,947sq.ft.) Approximate										
Functional Data	Occupant: Town hall, Council Chambers, Public Works & Parks/Recreation						Occupancy: 20 (approximately)					
Capitalization/Renovation History (date/scope) 1) 1988: Original building construction housing Town Hall & municipal operations												
Major Maintenance Renovation History: 1) Basement windows/wells upgraded last year. 2) Carrier Geothermal to DX refrigerant heat pumps installed 10 years ago. 3) Carrier zone VRF heat pumps and HRV system installed 10 years ago. 4) Olympian diesel generator installed approximately 25 years ago. 5) IT room and basement office area mini-splits added within last 5 years 6) Public Works/Parks area to have mini-splits installed next summer. 7) Existing humidifiers removed during heat pump upgrade.												
General Condition: 1) Good overall												
Problems: 1) Radon testing should be carried out to ensure that radon levels are within acceptable limits. 2) No CO/NOx detection/exhaust in garage. There is a CO detector in basement office area.												
												
Architectural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$	
						0-5	5-10	10-15	15-20	20-25		
Roof	Pitched roof with asphalt tiles on plywood on wood trusses.	Appear to be in good condition.			✓				✓		\$37,000 estimated cost to replace tiles.	
•												
Exterior Walls Original	Brick exterior cladding	Appear to be in good condition.			✓				✓		\$5,000 estimated cost for repointing and repairs	
•												
Exterior Doors / Windows	Aluminum and steel doors and windows.	Appear to be in good condition.			✓				✓		\$5,000 estimated cost for repairs and maintenance.	

•											
Ceiling Finishes	Acoustical lay-in tiles	Good condition			√				√		\$15,000 estimated cost to replace lay-in tiles.
•											
Walls	Gypsum board on stud framing.	Good condition			√				√		\$5,000 estimated cost to repair and paint.
•											
Life Safety	No sprinkler system. Fire alarm and pull stations/smoke detectors installed. Diesel generator installed	Good condition			√				√		
•											
Exiting	Stairs and exit doors in compliance with NBC.	Good condition			√				√		
•											

Structural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Foundation	Reinforced concrete – original to various construction periods	Good condition, minimal leaks			√					√	
•											
Floor Structure (Basement)	Concrete slab on grade	Good condition			√					√	
•											
Floor Structure (1 st)	Steel/concrete – original to construction period	Good condition			√					√	
•											
Floor Structure (2 nd)	N/A										
•											
Roof Structure	Wood trusses – original to construction period	Good condition			√					√	

•											
Stairs	Steel original	Good condition			✓					✓	
•											
Support Structure	Steel – original to construction period	Good condition			✓					✓	
•											

Mechanical Systems

Plumbing	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Domestic Water	Copper - original to construction period	Good condition			✓				✓		
•											
Sanitary Drains	ABS/PVC original to construction period	Good condition			✓				✓		
• No sign of oil interceptor serving the Fire Hall vehicle storage area.											
Storm Drains	N/A										
• Pitched roof											
Fixtures	Vitreous china/stainless steel – original to construction	Good condition			✓				✓		
•											
Backflow Preventor	None										\$4000.00 to meet code
• Required by code ASAP at domestic water entrance											
Water Heaters	60 gallon electric	Good condition			✓				✓		\$2000.00 to meet code

• Installation does not meet Plumbing Code: requires expansion tanks and vacuum relief valves											
Valves	bronze ball/gate/check valves – original	Good condition			√				√		
•											

HVAC	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Ductwork	Galvanized sheet metal - original to construction periods	Good condition			√				√		
• Much of the ductwork was re-used/or modified during the geothermal system upgrade											
Diffusers / Grilles	Steel – original	Good condition			√				√		
•											
Terminal Units	Electric baseboard/unit and cabinet heaters - original to construction period	Good condition			√				√		
• With the geothermal system, many BB heaters likely never come on.											
Piping	Copper Refrigerant tubing – 10 years old	Good condition			√				√		
•											
AHU / RTU	HRV's – 10 years old on main floor. 2 HRV's in basement original and fair condition	Good condition			√			√			Basement HRV replacement: \$8000
•											
Humidifiers	None										
• Humidifiers removed when geothermal system installed. Measured RH: 23.2% in reception area.											
Insulation	Armaflex foam on refrigerant tubing	Good condition			√				√		
•											
Controls	Dedicated heat pump controllers, dedicated electric heat controls	Good condition			√				√		

The building does not have a DDC Building Management system that integrates all mechanical systems											
AC Units (heat pumps)	Carrier Heat Pumps/10 years old. Mini-split HP's in basement	Good condition			✓			✓			
The window AC units will no longer be used once the new VRF system is completed on first floor.											
Condensing Units	Mini-split condensing units/approx. 5 years old	Good condition			✓			✓			
Heat Exchangers	Not Applicable										
Boilers	Not Applicable										
Pumps	centrifugal inline pumps – new 10 years ago	Good condition			✓			✓			
Oil Storage Tank	Not Applicable										

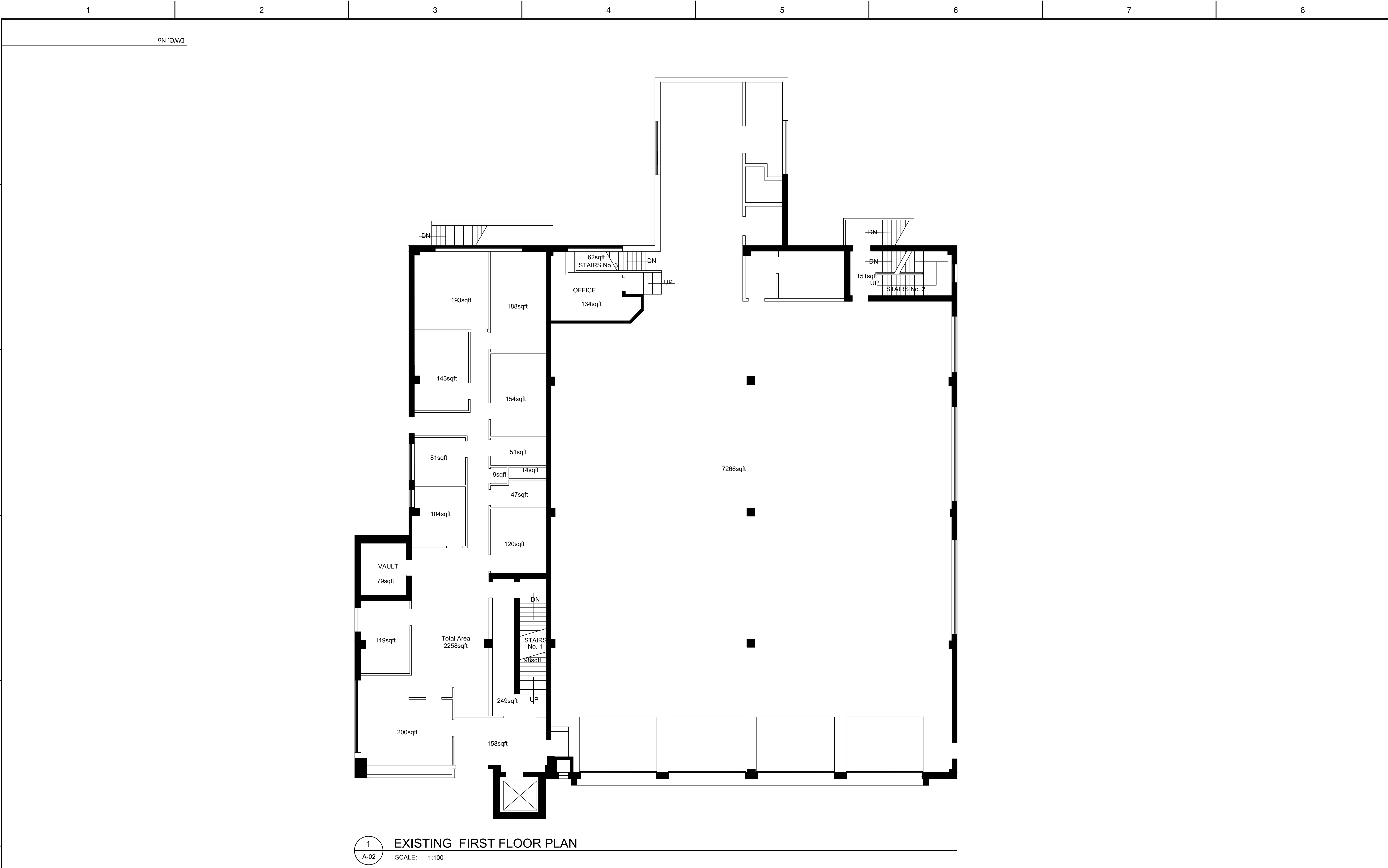
Fire Protection	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Sprinklers	No sprinkler system										New wet pipe sprinkler system would cost \$90,000
Sprinkler system may be required should major renovation of building take place											
Fire Pumps	Not Applicable										
Piping	No sprinkler system										
Valves	No sprinkler system										
Fire Extinguishers	Type ABC throughout – age unknown	Good condition, tests up to date			✓			✓			
Must be tested annually											

Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			✓				✓		
•											
Service Entrance	Westinghouse 400A, 120/208, 3ph, 60	Good condition			✓				✓		
•											
Fire Alarm		Good condition			✓				✓		
• Pull stations/smoke detectors installed per NFPA											
Emergency Lights		Good condition			✓				✓		
• Genset											
APU – diesel generator, 208/120	Olympian diesel genset/mid 1990's	Good condition			✓				✓		
•											
UPS	N/A										
•											
Switches	Mostly new for the Geothermal conversion (Cutler Hammer), Westinghouse original	Good condition			✓				✓		
•											
Main Distribution Panels	Westinghouse, original	Good condition			✓				✓		
• Checked with infrared camera, no overheated circuits											
Main Distribution System	Mix of newer and older as changes have been made	Good condition			✓				✓		
• Mix of EMT and BX											
Branch Panels	Mix of Westinghouse, original. Cutler hammer for geothermal upgrade	Good condition			✓				✓		
• Checked with infrared camera, no overheated circuits											
Branch Distribution System	Mix of newer and older as changes have been	Good condition			✓				✓		

	made										
• Mix of EMT and BX											
Grounding	Unknown	Good condition			✓				✓		
• What could be seen appears to be in good condition											
Lightning Protection	N/A										
•											
Surge Protection	N/A										
•											
Interior Lighting	T8 original	Good condition			✓				✓		
• Occupancy sensors installed in most areas.											
Exterior Lighting	Wall packs and light standrd	Good condition			✓				✓		
•											

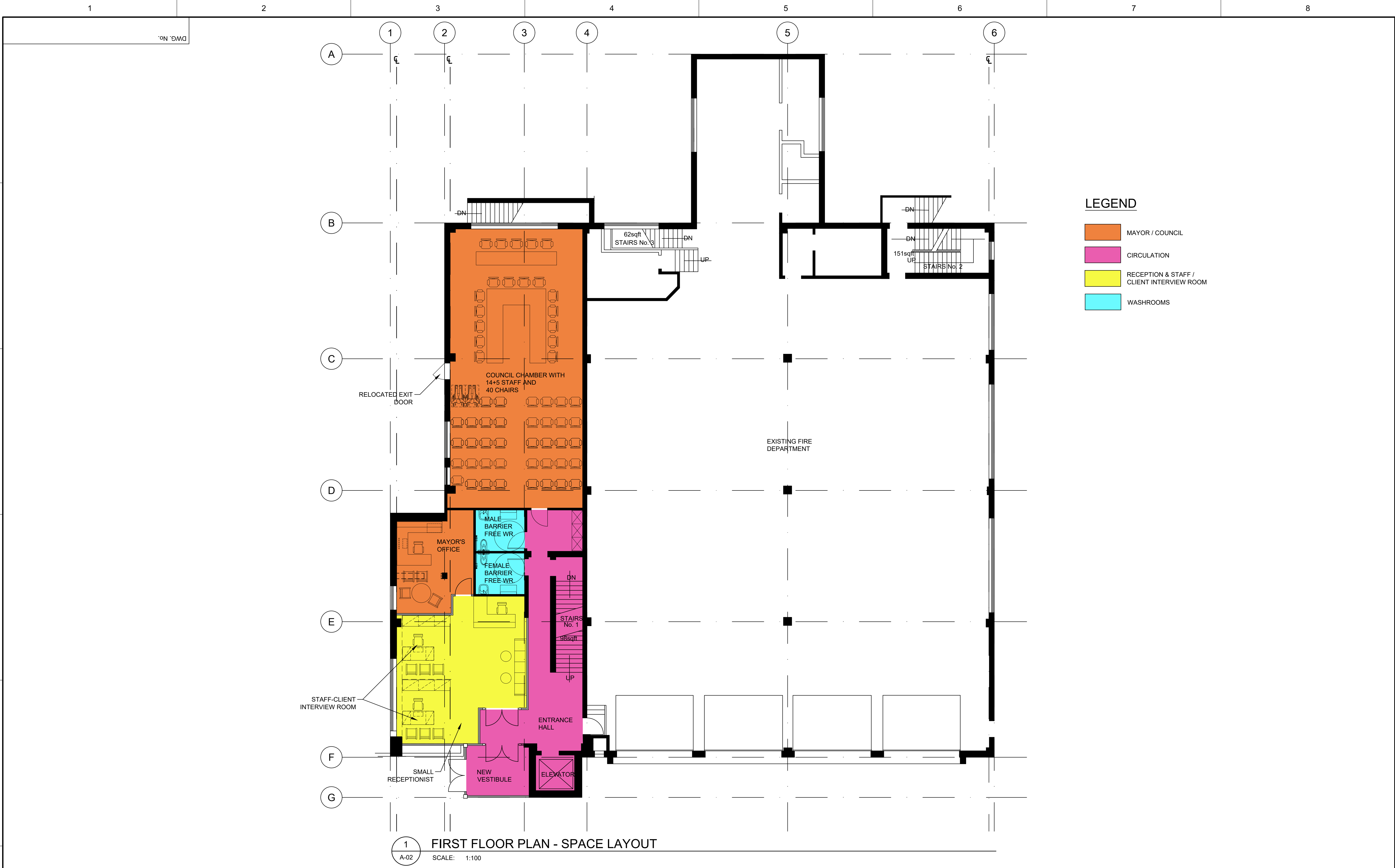
Communications and Security Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Telephone	By service provider										
•											
Data	By service provider										
•											
Intrusion Alarm	By service provider										
•											
Public Address	N/A										
•											

Appendix C



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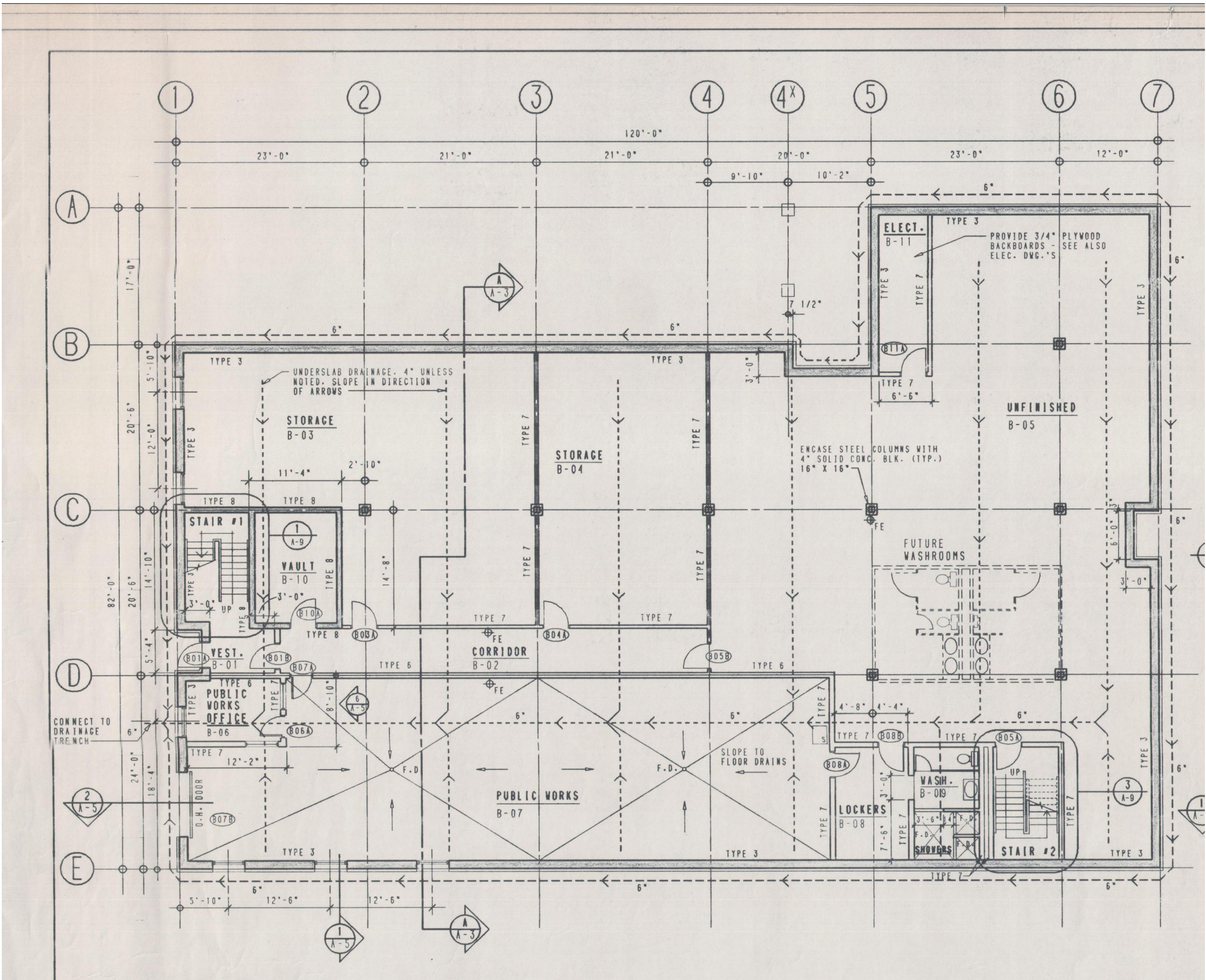
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EXISTING BASEMENT FLOOR PLAN

A-01

SCALE: 1:100

ISSUED FOR INFORMATION

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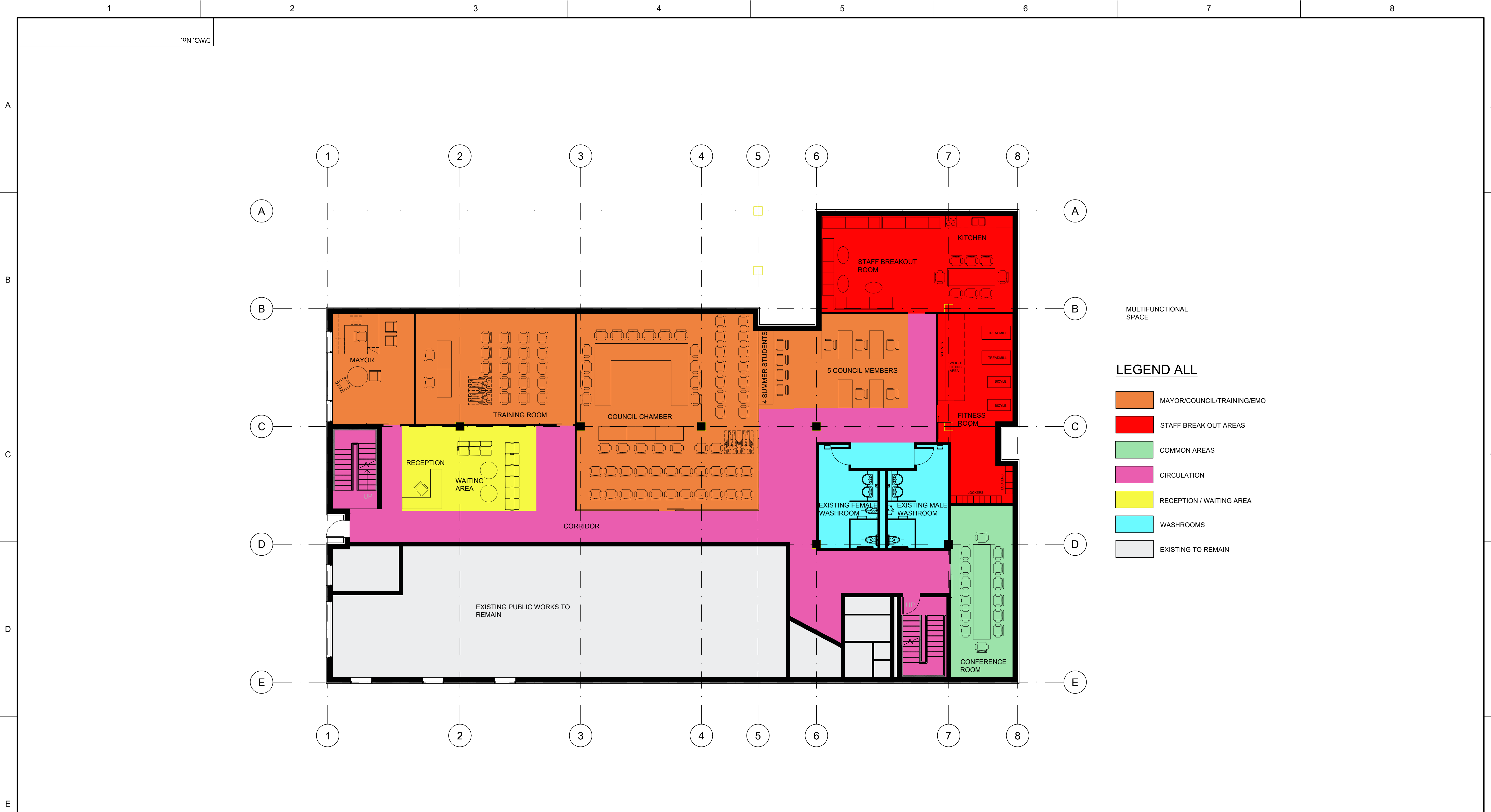


DRAFTSPERSON	A.L.	NR	10/12/2019
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LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING BASEMENT PLAN

DRAWING No.	DRAWING TITLE	No.	DESCRIPTION	BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	REV
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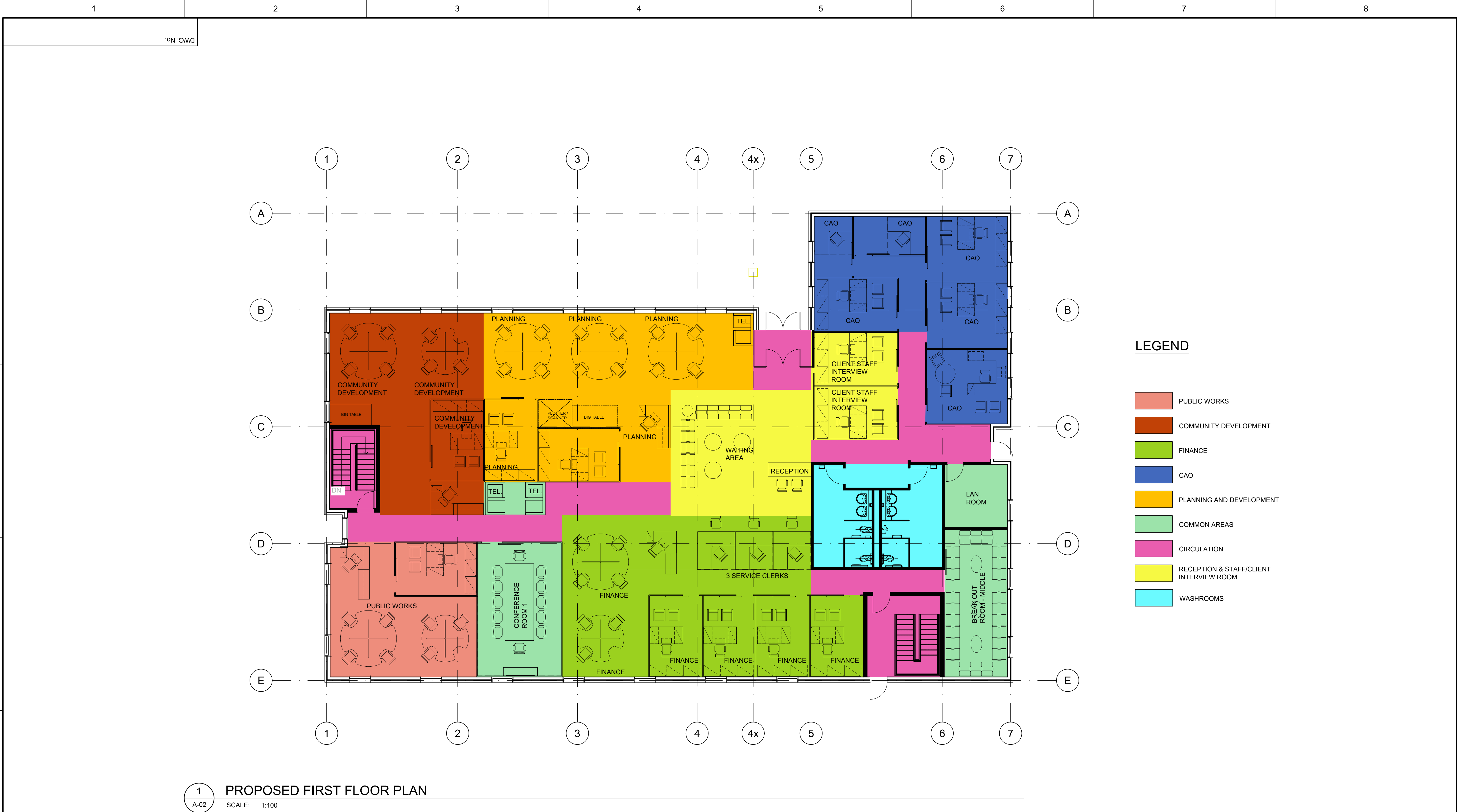


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Appendix D

W.B. STEPHENS BUILDING ENVIRONMENTAL RISK REGISTER

[illegible]

WEST HANTS MUNICIPAL OFFICE ENVIRONMENTAL RISK REGISTER

[illegible]

Avon River Causeway Correspondence

(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting or Just logged</u>
Danny	Dill	30-Jun-20	2020-07-14 COTW
Quentin	Davison	6-Jul-20	2020-07-14 COTW
Alyson	Bremner	7-Jul-20	2020-07-14 COTW
Cecil	Rolfe	13-Jul-20	2020-07-14 COTW
Pat	Porter	13-Jul-20	2020-07-14 COTW
Nikki-Marie	Lloyd	2-Aug-20	2020-09-08 COTW
Heather	Boylan (Martock)	1-Sep-20	2020-09-08 COTW
Greg	O'Leary	3-Sep-20	2020-09-08 COTW
Dr. Abby	Kirumira	2-Sep-20	2020-09-08 COTW
Dean	Manning	8-Sep-20	2020-09-08 COTW
David & Michelle	Rideout	8-Sep-20	2020-09-08 COTW
Colleen	Walsh-Bouman	8-Sep-20	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	8-Sep-20	2020-09-22 Council
Tasha	Rogers	8-Sep-20	2020-09-22 Council
Brad	Carrigan	23-Sep-20	2020-10-13 COTW
Karen	Carrigan	23-Sep-20	2020-10-13 COTW
Elaine	Morehouse	24-Sep-20	2020-10-13 COTW
Gary	Morehouse	24-Sep-20	2020-10-13 COTW
Dr. A	Kirumira	24-Sep-20	2020-10-13 COTW
Blake	Sarsfield	Undated	2020-10-13 COTW
Greg	Webster	1-Oct-20	2020-10-13 COTW
Bobby	Kidston	2-Oct-20	2020-10-13 COTW



THANK YOU!

*with appreciation and gratitude for your support of
North America's Oldest Agricultural Fair - the Hants County Exhibition -
during this challenging year.*

New Oldest Fair

We thank you for your support. It is
truly appreciated. Wign.

(P.S. I will follow up
with required
paperwork. Thanks!)

Oct 6/20.

Thank you for your ongoing support of the HCEK.
Our "255th Virtual Fair" can be seen as
a success during this difficult year.
We kept the spirit alive and told the story
of our history and our community. We
could not have done it without the generous
support of the West Hants Regional Municipality.



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PREMIUM SPONSOR

*with appreciation and gratitude for your generous support of
the Hants County Exhibition during this challenging year.*

WEST HANTS REGIONAL MUNICIPALITY

WINDSOR AGRICULTURAL SOCIETY

*Thank you!
Lison*

New Oldest Fair

From: [REDACTED]
To: [Saira Shah](#); [Madelyn LeMay](#)
Subject: Greg Pace
Date: Tuesday, November 3, 2020 5:27:04 PM

Hello to both of you.

I will not be attending the meeting tonight. I have decided to move on and put my efforts elsewhere. Please consider this email as my resignation from HAAC. I have enjoyed spending time with you both.

Madelyn, you have changed my perspective on many topics and are a real trooper, bless you.

Greg Pace



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☒	Councillor Activity ☐
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To: WHRM Committee of the Whole

Submitted by: 
Mark Phillips, Chief Administrative Officer

Date: November 10, 2020

Subject: Former Hantsport Town Hall – Surplus Building

LEGISLATIVE AUTHORITY

Allows for sale of land at market value when property not needed - MGA 50 (5)(b)
Allows for sale of land at less than market value to non-profit – MGA 51
***Note: If Market value is above \$10,000 and want to sell below market value then a Public Hearing is required.

RECOMMENDATION or DECISION REQUEST

...That Committee of the Whole recommend to Council that the property formerly known as the Hantsport Town Hall, 20 and 22 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), be deemed as surplus property and that the property be listed for sale at market value.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
--	---	--------------------------------------	---------------------------------	--	--

The former Hantsport Town Hall has transitioned from the primary municipal complex for the former Town to a satellite office used by the former West Hants Municipality, housing members of the Public Works Department, leading up to consolidation in April 2020. As a result of consolidation, staff no longer reside at the Hantsport location leaving the facility vacant. The building remains in good condition and is visited frequently to ensure security is maintained as well as the overall upkeep. The building still contains furniture and some historic files associated with administration and EMO that are being inventoried and moved as part of the decommissioning process.

The two noted properties, PIDs # 45043312 and 45043304 are a combined 10,400 ft.². The parcels are landscaped with sodding and decorative trees and concrete walkways around the building the asphalt paved parking area and driveways over the two parcels connect to both Main Street and Prince Street.

The building was constructed in 1996 and its architectural style is defined as modern. It's exterior façade is made of brick and is an one-story building with a full basement, each level consisting of 2,082 sq ft. For a complete detailed description of the property and building, including pictures refer to the attached commercial valuation report / appraisal.

DISCUSSION

As the Regional Municipality moves forward it must evaluate the use and existence of municipal properties and buildings to ensure the highest level of efficiencies are sought in relation to costs, and that "right sizing" is achieved to reflect the Region's operational needs. This property is no longer required to support the direct needs of the Region administratively or operationally.

In recent months there have been inquiries from the business community and the Hantsport Foodbank about future occupancy. In advance of this report an appraisal of the property was carried out revealing the market values applicable to leasing or selling the property. It is believed that the building will have interest for leasing as well as purchasing at market value. It is also important to note that Council does not have to sell or lease at market value to a not-for-profit organization. Below market values can be considered in these cases, however they will likely lead to a degree of subsidization provided by the Region to the not-for-profit tenant.

In addition to the comments noted above, it is felt that the property can help to serve as an economic stimulus and to revitalize the core business area due to its prime location on Main Street and welcoming facade. It is hopeful that Council will have the opportunity to review more than one buyer's proposal.

With respect to leasing, it is not recommended as the preferred option. Leasing would not achieve the highest level of financial efficiency provided as an option as it would require the continued ownership by the municipality. Further, becoming a landlord can require additional staff time and ongoing costs and liabilities associated with established leases as well as unknown leasehold improvements that may need to be negotiated.

NEXT STEPS

Pending Council approval of the recommendation.

1. Municipal staff complete the decommissioning of the building.
2. Await the outcome of the rezoning application process.
3. Assign a Commercial Realtor (immediately).
4. Establish a Request for Proposal document.
5. Negotiate offers for Council consideration.

FINANCIAL IMPLICATIONS

Sale Price at Market Value	\$210,000
Annual leasing potential	\$24,372 per annum
Potential Annual Commercial Tax Revenue	\$8,862 per annum
2019-20 Actual Operating Costs (savings)	-\$30,581.13 per annum
Net Budget to budget savings for WHRM	\$38,582 (reduced operating costs plus taxes)

*Decommissioning Expenses (one-time cost) \$35,000 approx. (expensed through sale value)

*Note: Decommissioning expenses are related to technology relocation associated with community security cameras and public wifi.

All proceeds from the sale of a former Town of Hantsport asset as per the dissolution agreement are placed in a reserve to be used within the former Town of Hantsport boundaries.

ALTERNATIVES

1. Council may elect to retain the property.
2. Council may elect to retain the property and lease the space at market value to a 3rd party.
3. Council may elect to retain the property and lease the space below market value to a not-for-profit or charitable organization.
4. Council may elect to donate the property to a not-for-profit or charitable organization.

ATTACHMENTS

Commercial Form Valuation Report 20-22 Main Street, Hantsport – 28th August, 2020.

CHIEF ADMINISTRATIVE OFFICER REVIEW

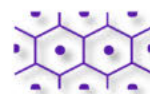
N/A – Report submitted by Chief Administrative Officer

Report Prepared by: 
Mark Phillips, Chief Administrative Officer

Report Reviewed by: _____
Carlee Rochon, Director of Finance

Report Reviewed by: _____
Todd Richard, Director of Public Works

Commercial Form Valuation Report
20 – 22 Main Street, Hantsport
Hants County, Nova Scotia



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Fax: 1-902-429-1891
Internet: www.turnerdrake.com
E-Mail: tdp@turnerdrake.com

COMMERCIAL FORM VALUATION REPORT
(Summary Report)

VALUATION OF

**PID #45043312 AND 45043304
20 – 22 MAIN STREET
HANTSPORT
NOVA SCOTIA**

OWNED BY

**MUNICIPALITY OF THE DISTRICT OF WEST
HANTS**

PREPARED FOR

WEST HANTS REGIONAL MUNICIPALITY

AS OF

28TH AUGUST 2020

BY

RICHARD J. ESCOTT

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Negotiation
Appeal Board

Planning (Urban & Rural)
Regulatory Review
Development Analysis
Development Approval
Cost Benefit Analysis
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Purchaser Representation
Vendor Representation

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Fax.: (902) 429-1891

E-Mail: tdp@turnerdrake.com

Internet: www.turnerdrake.com

Our Ref: 2014518:HQ/RE

24 September 2020

Mr. Mark Phillips
Chief Administration Officer
West Hants Regional Municipality
PO Box 3000
76 Morison Drive
Windsor NS B0N 2T0

Dear Mr. Phillips:

**Re: 20 – 22 Main Street, Hantsport, Hants County, Nova Scotia,
PID #45043312 and 45043304**

In accordance with your request of the 24th August 2020, we have completed a valuation of the above property on the basis of its **Market Value (Highest & Best Use) and Market Rent (Net Absolute)**.

This report is intended only to be used for Lease and Sale purposes and for no other purpose; and only by West Hants Regional Municipality our client for this assignment. Use of the report for other purposes or by other parties may invalidate the conclusions. The RICS Valuation Standards require that we prepare a new report if the client, intended user, date, or purpose of the assignment, is changed.

Type of Property

The property comprises a commercial building formerly used as the Hantsport Town offices and was held as an operational asset.

Scope of Work

- (i) Property identification – we took as our source the legal description from the deed conveying the property to the present owner together with the Provincial on-line mapping service. We utilised the foregoing, together with aerial imagery, to identify the property boundaries during our on-site inspection.
- (ii) Property inspection – we undertook a detailed inspection of the property including the interior and exterior of all buildings that had a material impact on the property value.

...2



Regulated by RICS

- (iii) Data research – we obtained the assessment, zoning, planning and other pertinent data from the appropriate sources. Some sales information is available from government sources and was utilised for this assignment. However, it was incomplete and sketchy and required processing by our CompuVal® Information Platform to render it usable. Further sales information was compiled from vendors, purchasers, brokers, appraisers, Multiple Listing Services® and other sources we deemed reliable. It was analysed and utilised to compute the Land and Building Value using the Direct Comparison Approach, and the rents and capitalisation rates for the Income Approach. Income and expense data were derived from comparable properties and industry benchmarks.
- (iv) Analyses applied – there are three methods traditionally used to arrive at the value of real estate: the Direct Comparison, Cost and Income Approaches. We utilised the Direct Comparison and Income Approaches since this was necessary to properly value the property.

The following **Executive Summary** provides an overview of our findings and describes the extent of our investigations and document research.

Quality Standards

Turner Drake's quality assurance system, which covers the conduct of all our operations, is registered to the ISO 9001:2015 standard. This assignment has been conducted in accordance with our quality assurance system, the Code of Professional Ethics and the Royal Institution of Chartered Surveyors' Valuation Standards [2017 Edition] (RICS Red Book), the International Valuation Standards (IVS), the Uniform Standards of Professional Appraisal Practice (USPAP) ¹[Appraisal Report], and the Canadian Uniform Standards of Professional Appraisal Practice.

Observed Condition of Building

Whilst our inspection of the property should not be construed as a structural survey, and we did not undertake any tests of the heating, plumbing, electrical, air conditioning or other systems we found no major defects other than normal wear and tear consistent with the property's age and use.

Building Measurement

We did measure the Gross Floor Areas of the building.

Environmental Contamination

No hazardous materials or environmental concerns were observed or brought to our attention during our inspection of the property.

The property has been valued on the assumption that it is environmentally "clean".

Climate Change Considerations

Climate change resulting from global warming exposes property to the increased risk of flooding from pluvial (rain), fluvial (watercourses) and coastal (storm surge) sources. Most municipal infrastructure for water dispersal was not designed to accommodate the heavier rainfalls that are a consequence of a warming climate. Former and current National Building Codes do not contemplate the present regime of climate change which is resulting in higher winds, temperature and rainfall. Excessive rainfall has a concomitant, adverse, impact on the ability of watercourses to function without overflowing their banks. Excess precipitation, coupled with a storm surge, conspire to elevate the danger of flooding for coastal property since both are the outcome of a hurricane. Where they exist, flood plain maps are often outdated or inaccurate.

¹ Contains all of the information significant to the solution of the appraisal problem.

Since no Climate Risk and Vulnerability Assessment Report was available to us for the property, we restricted our investigation to our on-site inspection, enquires of the present owner or occupier, an Internet search, and our general knowledge of the property and the neighbourhood. Flood Risk Assessment Maps were not available. We did not observe any immediate risks from flooding, nor were any brought to our attention.

Zoning

We have reviewed the uses permitted under the current Zoning By-Law. The current use of the property is permitted. More complete details are included in the Zoning section of this report.

Since it is outside the mandate of this assignment, we have not verified that the building meets all of the site-specific requirements of the current Zoning By-Law such as set back and building envelope constraints.

Income Data and Expense Data

We relied upon on the operating history of subject, data on file on comparable properties, and industry benchmarks.

Investment Assumptions

We have utilised a ten-year investment horizon Overall Capitalisation model employing the Ellwood Mortgage Equity Technique. Our investment assumptions are described in the Income Approach section of this report. The Overall Capitalisation Rate has been validated by reference to a sales analysis of investment type properties.

Sales & Marketing History

To the best of our knowledge the property has not been actively marketed for sale during the past three years and no offers to purchase have been received. We understand that the Town of Hantsport office was closed in 2017 and the property is in the process of being declared surplus and will be offered on the market. We understand that the client has recently had some market interest in the property.

Most Probable Purchaser

In our experience the most probable purchaser for this property would be an owner-occupier or local investor.

Covid-19 Considerations

As of the date of this report Canada and the Global Community is experiencing unprecedented measures undertaken by various levels of government to curtail health related impacts of the Covid-19 Pandemic. The duration of this event is not known. While there is potential for negative impact with respect to micro and macro-economic sectors, as well as upon various real estate markets, it is not possible to predict such impact at present, or the impact of current and future government countermeasures. There is some risk that the Covid-19 Pandemic increases the likelihood of a global recession, however without knowledge of further anticipated government countermeasures at the national and global levels it is not possible to predict any impact at this point in time. Accordingly, this point-in-time valuation assumes the continuation of current market conditions, and that current longer-term market conditions remain unchanged.

Market Value

In our opinion, the Market Value of the Fee Simple Interest in the subject property, premised on the basis that it will be utilised for its Highest and Best Use with vacant possession as of the 28th August 2020, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6 to 18 months, is the sum of \$ 210,000

TWO HUNDRED TEN THOUSAND DOLLARS

Market Rent

As requested, we have also considered the Market Rent for the Subject Property. Our analysis and conclusion are detailed in the Income Approach section of our report. In our opinion the Market Rent of the subject property, on a **net absolute to landlord basis** (i.e. assuming that the lessee pays for the property taxes and all operating expenses other than structural repairs and management) and includes the use of the basement finished space, for a typical term of 5 years. Having regard to the attributes of the subject property and the foregoing we have estimated the market rent for the ground floor space (2,082 ft.²) at \$10.00/ft.². The market rent for the finished office space (915 ft.²) is estimated at 30% or 3.00/ft.² and \$ 1.00/ft.² (10%) for the remaining basement storage space. The total Market Rent is estimated at \$24,732 or \$11.89 /ft.² of ground floor area.

In our opinion the Market Rent of the subject property of the 28th August 2020, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of **\$24,732 per annum.** (i.e. \$11.89/ft.² of ground floor area).

Yours truly,

TURNER DRAKE & PARTNERS LTD.



RICHARD J. ESCOTT

Senior Manager
Valuation Division

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SUBJECT PROPERTY



FRONT ELEVATION



REAR ELEVATION

SUBJECT PROPERTY



BASEMENT - FINISHED AREA



MAIN FLOOR - OFFICE AREA

PURPOSE OF VALUATION

The purpose of this valuation is to estimate the **Market Value** (Highest & Best Use) and **Market Rent** (Net Absolute) of the subject property.

INTENDED USE

This report is intended only to be used for Lease and Sale purposes. The report is not intended to be utilised for any other purpose.

In view of the purpose and intended use of the valuation, this report conforms to the Royal Institution of Chartered Surveyors' Valuation Standards [2017 Edition] (RICS Red Book), the International Valuation Standards (IVS), the Uniform Standards of Professional Appraisal Practice (USPAP)²[Appraisal Report], and the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP).

INTENDED USERS

This report is intended for use only by West Hants Regional Municipality our client for this assignment. This report is not intended to be utilised by any other party.

PROPERTY RIGHTS VALUED

Fee Simple Interest with vacant possession.

DEFINITION OF VALUE

Market Value is defined in CUSPAP as:

"the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer whereby:

- (1) buyer and seller are typically motivated;
- (2) both parties are well informed or well advised, and acting in what they consider their best interests;
- (3) a reasonable time is allowed for exposure in the open market;
- (4) payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and
- (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

Market Value is premised on the basis that the Subject Property will be utilised to its Highest and Best Use.

² Contains all of the information significant to the solution of the appraisal problem.

LOCATION MAP



Market Rent is defined as:

“the estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on a net absolute to landlord basis (i.e. assuming that the lessee pays for the property taxes and all operating expenses other than structural repairs and management) for a typical lease term of 5 years in an arm’s-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.”

EXPOSURE TIME

A Reasonable Exposure Time is defined as:

"the estimated length of time the property would have been exposed on the open market prior to the effective date of the valuation in order to achieve a sale or lease at Market Value or Rent. Implicit in this definition are the following characteristics:

- (1) The property would have been actively exposed and aggressively marketed to potential purchasers or tenants through marketing channels commonly used by buyers and sellers or tenants and landlords of similar type properties.
- (2) The property would have been offered at a price reflecting the most probable mark-up over market value or rent used by sellers or landlords of similar type properties.
- (3) A sale or lease would have consummated under terms and conditions of the definition of market value or rent as outlined in this report."

EFFECTIVE DATE OF VALUATION

The effective date of valuation is the 28th August 2020.

DATE OF INSPECTION

The property was inspected on the 28th August 2020.

IDENTIFICATION OF PROPERTY

The property location is identified on the Location Map on the opposite page.

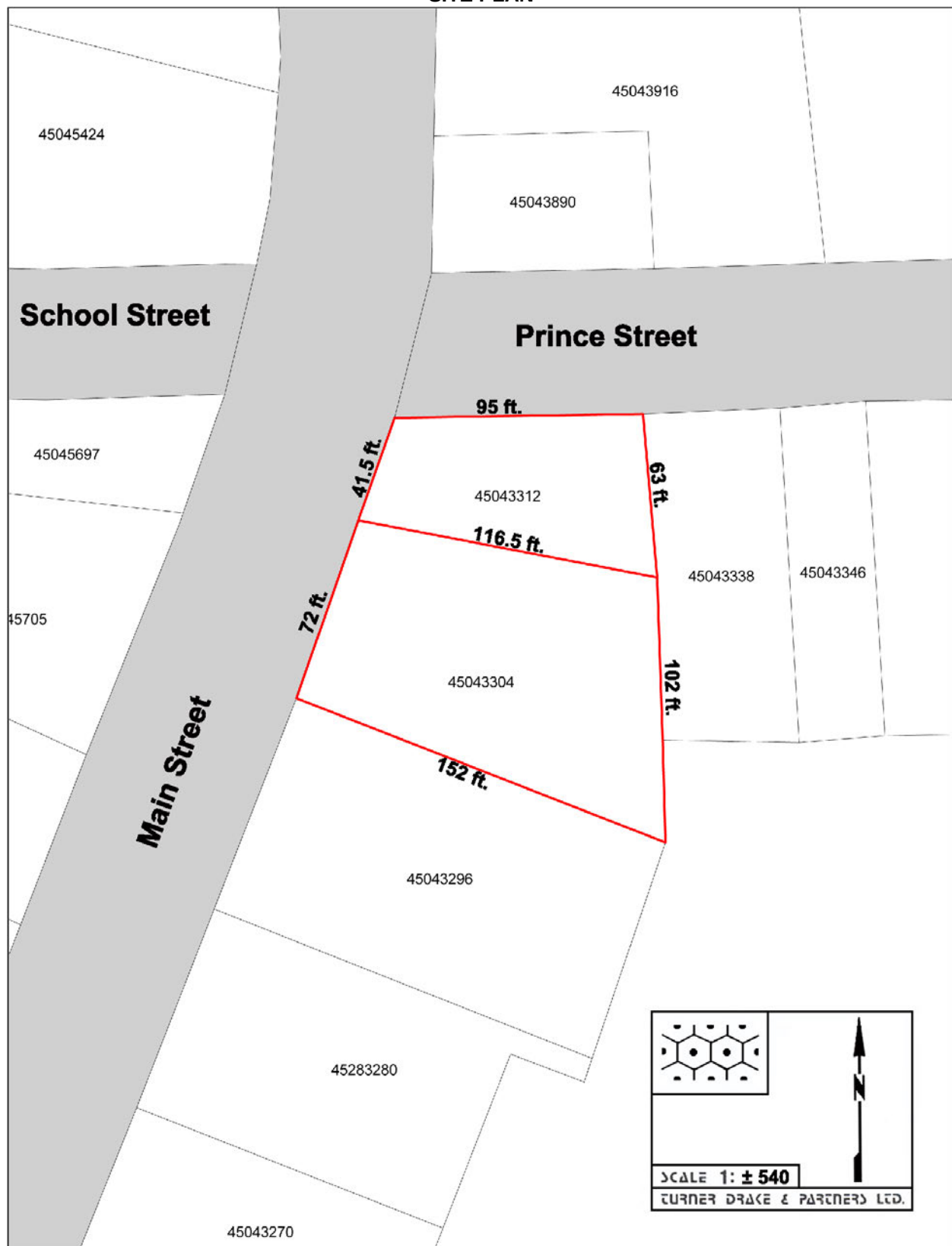
TIMEFRAME

This is a Current Value Opinion.

NEIGHBOURHOOD DATA

The subject is located within the former town of Hantsport. The neighbourhood is bordered on the north by William Street, the south by Prince and School Street, the east by Davison Street and the west by Chittick Avenue. It is a mixed-use neighbourhood in nature. Industrial uses are located to the east. Local commercial uses are dotted along Main Street and the remainder comprises mixed residential uses. In terms of its life cycle, the neighbourhood is static. There is some vacant land available and consequently there is medium pressure on land values.

SITE PLAN



SITE AND BUILDING DATA

Municipal Data

Assessed Owner: Municipality of The District of West Hants.

Assessment (2020): PID #45043312: \$ 4,600 (Commercial Exempt)
 PID #45043304: \$ 228,000 (Commercial Exempt)
 Total \$ 232,600

Taxes (2020): \$ Nil.

Zoning: SEOF: Services & Office Zone.

Site Description (see Site Plan opposite page)

The subject property comprises two adjoining parcels (PID 45043312 and 45043304) at the corner of Main and Prince Streets which make up the building site, amenity area and parking lot. The over

PIDs: 45043312 and 45043304

Total Road Frontage: Main Street: 113.5ft; Prince Street 95 ft.

Average Depth: 123 ft.

Area: PID 45043312: 3,200 ft.²
 PID 45043304: 7,200 ft.²
 Total: 10,400 ft.²

Corner Lot: Yes.

Topography: Level.

Parking Spaces: Unmarked Spaces.

Site Improvements

& General Comments: The parcels are landscaped with sodding and decorative trees and concrete walkways around the building. The asphalt paved parking area and driveways over the two parcels connect to both Main Street and 5043312Prince Street.

Building Description

Former Town Hall Building

Architectural Style	-	Modern.
# Storeys	-	1 Storey.
Total Basement Area	-	2,082 ft. ²
Basement Unfinished Area	-	1,167 ft. ²
Basement Finished Area	-	915 ft. ²

Above Grade Area - 2,082 ft.²

Year Built - 1996.

Brief Specifications

Exterior:

Foundation	-	Concrete.
Walls	-	Brick.
Roof	-	Asphalt shingles.
Insulation - Walls	-	Batt.
- Roof	-	Batt.
Loading Docks	-	None.

Observed Condition:

Exterior Structure	-	
Window System	-	Good.
Roof	-	Good.
Fuel Storage	-	None.
Paintwork	-	Good.
Interior Condition	-	
Electrical	-	Adequate.
Service Entrance	-	Original.
HVAC	-	Good.
Paintwork	-	Good.

Interior:

Basement (Finished Area)

Floor	-	Vinyl Tiles
Walls (finish)	-	Painted Gyproc.
Ceilings (finish)	-	Painted Gyproc.

Basement (Unfinished Area)

Floor	-	Painted Concrete.
-------	---	-------------------

Walls (finish)	-	Painted Gyproc.
Ceilings (finish)	-	Painted unfinished.
Main Floor		
Floor	-	Mostly vinyl tiles with ceramic tiles to lobby and hardwood flooring to boardroom.
Walls (finish)	-	Painted Gyproc.
Ceilings (finish)	-	Painted Gyproc.
Plumbing (# Washrooms)		
	-	2 x 2-piece washroom.
Heating		
	-	Heat-pump & hot-water in-floor heating to basement.
Airconditioning		
	-	Heat-pump.
Electrical		
Service Entrance	-	200 amps.
Sprinkler System		
	-	None.
Fire Protection		
	-	Smoke/heat detectors.
Elevators		
	-	None.
Fixed Equipment		
	-	Sump pump and town clock.
AGE/LIFE ANALYSIS		
	-	The building has an actual age of 25 years. It appears to be in good condition: this is at par with its actual age. Accordingly, its effective age is equal to its actual age.

VALUATION METHODOLOGY

Scope

The objective of this assignment is to render an opinion as to the **Market Value** (Highest and Best Use) and **Market Rent** of the fee simple interest in the property for Lease and Sale purposes.

We inspected the site and the interior and exterior of the improvements located thereon. We also interviewed the property owner and others knowledgeable of the property. We analysed the available financial data and validated it by comparing the information with that for comparable properties and industry benchmarks. We obtained and reviewed the assessment, zoning information and other pertinent municipal data. We undertook a full background analysis and valuation of the property. Our findings, analysis and conclusions are set out in this form report.

Methodology

It was necessary to proceed through several steps in order to achieve the foregoing objective. Valuation is by nature often experiential, in which the output of one stage results in re-computing the input to a prior stage so that the final figure is arrived at by an iterative process: rather than by rigidly proceeding in a mechanical fashion through a series of steps in fixed order. Thus, whilst we have described the steps below in ordinal sequence, the reader should bear in mind that this has been done purely for administrative convenience and readability.

- (i) **Highest and Best Use** - this is the use for the property which will produce the greatest net return for the foreseeable future. The use must be (1) physically possible, (2) legally permissible, (3) financially feasible, and (4) maximally productive. It is determined by considering the various alternate purposes for which the property can legally be used, having regard not only to existing zoning and other legal constraints, but also to any probable modification of them. The use which generates the highest value is, ipso facto the Highest and Best Use. Unless the property comprises vacant (i.e. unimproved) land we must consider two different scenarios of Highest and Best Use: the vacant site, and the property improved with the present buildings. This can result in two different Highest and Best Uses:
 - (a) **Cleared Site** – as at the effective date of the valuation, the Highest and Best Use of the property as a cleared site was land for commercial development.
 - (b) **As Presently Improved** – as at the effective date of the valuation, the property was vacant. However it was formerly used for commercial office use. Based on our analysis, we are of the opinion that the Highest and Best Use of the property is continuation of a commercial office use and it has been valued on that basis.
- (ii) **Land Value** - this is the value of the site, cleared of all buildings and site improvements, available for development for its Highest and Best Use. However, we did not value the site in this instance because the property is fully developed with a potential income producing building with a substantial remaining economic life. The highest and best use of the property is for commercial use with the present building, rather than as a site for redevelopment. The Income Approach and the Direct Comparison approaches are the appropriate methods to utilise in valuing the property and since these are the only approaches that have been used, the value of the cleared site is not a useful input in the valuation process.
- (iii) **Property Value** - this is the value of the property (land, building and site improvements) under its Highest and Best Use.

Potentially, three alternate approaches are available for measuring the value of an improved property:

- (a) **Cost Approach** - the justification for this approach as a method of valuation rests on two, classical theory underpinnings. First there is the argument that market values in the long run should equal the costs of production. Second, there is the position that reproduction costs represent a ceiling for market values since investors should not be willing to pay more for an improvement than the cost of obtaining a substitute in the marketplace.

Under this approach, value is measured by adding to the land value (found by Direct Comparison) the cost, in current prices, of reproducing the structure and site improvements, and then subtracting any loss in value due to physical depreciation, functional and external obsolescence.

We did not use the Cost Approach because it was not a reliable indicator of value in this instance since the building is 24 years old and potential purchasers for this type of property would not consider the cost to rebuild the structure in their purchase considerations.

- (b) **Income Approach** - this approach is based on the assumption from neoclassical theory that the market value of an interest in real property is equal to the present value of future benefit flows. This approach first estimates the expected future benefit flows from a property. These benefit flows are then converted into a market value through a variety of alternative mathematical techniques for capitalisation.

- (c) **Direct Comparison Approach** - this approach relies on marginal demand theory and derives the market value of a particular interest in real property through the analysis of the sale prices of **similar** properties. The underlying idea is that the marginal demand should be the same for two similar properties in a real estate market. Therefore, the fact that one sold for a certain price should indicate that the other property, if offered for sale, would sell for approximately the same amount (provided that market conditions have not changed). The approach utilises market information on the prices and characteristics of recently sold properties to determine the value of the subject property.

(iv) **Reconciliation and Final Estimate of Value**

This is a reconciliation of the values indicated by the various Approaches, in which the alternate value indications are considered, the relative significance of each is carefully weighed, and a final estimate of value is then computed. Although reconciliation necessarily involves judgement, the latter results from a careful logical analysis of the procedures leading to each indication of value. The analysis is based on several criteria, (appropriateness, accuracy and quantity of evidence) which result in the formation of a meaningful and defensible conclusion about the final value estimate.

MARKET ANALYSIS AND EXPOSURE TIME

Exposure time is the estimated length of time the property interest being valued would have been offered on the market prior to the hypothetical consummation of a sale or lease at market value or rent on the effective date of the valuation. Since it is a retrospective opinion based upon an analysis of past events, assuming a competitive and open market, it can only be estimated after an analysis of the market.

Market Analysis

Prior to, and at the effective date of the valuation, the supply of this category of property in the area was fair. During that same period demand was fair.

Exposure Time

Based on the foregoing Market Analysis, and evidence of sales and listings of similar properties, our estimate of Exposure Time is 6 to 18 months.

INCOME APPROACH

Methodology

The Income Approach is based on the premise that the value of the property to an investor is the present worth of the income stream it is capable of generating.

The income stream (net operating income) has been calculated by estimating the potential rental income on a net absolute to landlord basis, as if fully leased, and then deducting therefrom an allowance for vacancy and credit loss, structural allowance and cost of vacancy.

The income stream has been expressed on a “stabilised” basis i.e. the projected income has been adjusted to reflect a normal or average year reflective of the remaining economic life of the property.

The income stream has been converted into a market value by using an Overall Capitalisation Rate. The latter is an income rate which represents the ratio of a single year's income amount to capital value.

Analysis and Conclusion

(1) Estimated Net Rental Income

Basement:	Unfinished Space	1,167 ft. ² @ \$ 1.00/ft. ²	\$ 1,167
	Finished Space	915 ft. ² @ \$ 3.00/ft. ²	\$ 2,745
Ground Floor:	Finished Space	2,082 ft. ² @ \$10.00 /ft. ²	<u>\$ 20,820</u>
Total Potential Net Rental Income			\$ 24,732

(2) Less Vacancy & Credit Loss @ 10% \$ 2,473

Estimated Effective Gross Income (EGI) \$ 22,259

Less Outgoings

(3)	Structural Allowance @ 5% of EGI	\$ 1,113	
(4)	Cost of Vacancy	<u>\$ 2,536</u>	
	Total Outgoings	\$ 3,649	<u>\$ 3,649</u>
Net Operating Income			\$ 18,610
(5)	Overall Capitalisation Rate @ 9%	÷ 0.09	
Capital Value			\$ 206,778
<u>Rounded to</u>			<u>\$ 207,000</u>

Notes:

(1) Estimated Net Rental Income

The rental rates are based on an analysis of comparable properties, details of which are included on the Space Rental Schedule on the following pages. We have analysed the rents on a “net absolute to landlord” basis, i.e. the tenant pays all outgoings, including real estate taxes.

The rental rates range for \$6.13 to \$15.00/ft.² on a net absolute basis. The average is \$9.93/ft.². Indices #s 1, 4 and 8 provide the most reliable indication of the ground floor office space in the building and indicate a range of \$8.00/ft.² to \$10.27/ft.². The lower end of the range represents renovated office space located in Kentville; the high end of the range represents office space located in a high-profile building in Kentville. Office rental rates in nearby downtown Windsor show a range of \$6.13 to \$10.27/ft.². The rental rates for finished retail spaces range from \$8.00/ft.² to \$11.00/ft.². We would expect that the market rent for the subject would fall within this range. Having regard to the attributes of the subject property and the foregoing we have estimated the market rent for the ground floor space at \$10.00/ft.². The market rent for the finished basement office space is estimated at 30% or 3.00/ft.², and \$ 1.00/ft.² (10%) for the remaining basement storage space. The total Market Rent is estimated at \$24,732 or \$11.89 /ft.² of ground floor area.

(2) Vacancy and Credit Loss

We have adopted a vacancy and credit loss allowance of 10% of Total Potential Net Rental Income. based on our observations of similar type properties in the locality

(3) Structural Allowance

The Structural Allowance is utilised to finance a sinking fund to cover major capital repairs and is estimated at 5% of the EGI (i.e. \$0.53/ft² of ground floor area) based on our experience with similar properties.

(4) Cost of Vacancy

The Cost of Vacancy is the estimated non- recoverable operating costs for the property as a result of vacancy. The operating cost are based on a review of the operating history of the subject as well as analysis of comparable properties.

Real Estate Taxes	-	\$ 8,000
Insurance	-	\$ 1,500
Water & Sewer	-	\$ 1,000
Management	- 5% x EGI \$ 22,259	\$ 1,113
Electricity	- 2,082 ft. ² @ \$5.00/ft. ²	\$10,410
Repairs & Maintenance	- 15 % x EGI \$22,259	<u>\$ 3,339</u>
Total Operating Expenses		\$25,362
Vacancy @ 10%		X <u>10%</u>
Cost of Vacancy		<u>\$ 2,536</u>

(5) Overall Capitalisation Rate

The Overall Capitalisation Rate has been computed using the Ellwood Mortgage Equity Technique and the following assumptions:

- (a) Mortgage Financing:
- | | |
|------------------------------------|------------------------------------|
| Type of Loan | - Conventional Loan Canadian Funds |
| Loan to Value Ratio | - 70% |
| Interest Rate (Stated Annual Rate) | - 5% |
| Amortisation Period | - 20 years |
- (b) Equity Data:
- | | |
|-------------------|-----------------------|
| Equity Investment | - 30% of Market Value |
| Equity Yield Rate | - 15% |
| Time Horizon | - 10 years |

- (c) Capital Growth:
Annual Compound Appreciation/Depreciation - 0%
- (d) *Overall Capitalisation Rate:
Rounded to **-9%**

*The Overall Capitalisation Rate has been verified by comparison with the sales of other income producing properties, a selection of which are detailed on the Capitalisation Rate Analysis Schedule on the following pages. The Indices have the most comparable risk profile to the Subject Property since they comprise single and multiple tenant commercial properties and are similar in size to the Subject Property. Their small market locations are similar to the Subject Property: the quality of their tenant covenant is similar. The average indicated capitalization rate is 9.07%. Having regard to all of the foregoing we are of the opinion that their Overall Capitalisation Rates reflect a similar level of risk than the Subject Property. We are therefore satisfied that our computed Overall Capitalisation Rate is supported by the market.

SPACE RENTAL SCHEDULE

Space No.	Tenant & Location	*Tenant Class	Rentable Area (ft. ²)	Rent Starts	Rent Ends	Current Income Per ft. ²			Net Absolute Rent	Estimated Market Rent (Net Absolute)		Comments
						Base Rent	Landlord's Operating Costs	Overage Rent		Per ft. ²	Total	
1.	Water St. Windsor, NS	F	799	1 Feb. 18	31 Jan. 23	\$12.23	\$2.02	---	\$10.21	---	---	Two storey retail/office building.
2.	Morison Dr. Windsor, NS	F	2,432	19 June 17	19 May 22	\$10.27	---	---	\$10.27	---	---	Single storey flex building comprised of finished retail space and unfinished warehouse/shop space. [REDACTED]
3.	Gray St. Windsor, NS	O	2,318	Current	---	\$11.13	\$5.00 (est)	---	\$ 6.13	---	---	Asking rent. Finished 2 nd floor office space. Rent quoted on gross basis. Tenant pays own heat.
4.	Gerrish St. Windsor, NS	R	4,000	Current	---	\$18.00	\$8.00	---	\$10.00	---	---	Asking rent. Rent quoted on gross basis. Ground floor turnkey restaurant space.
5.	Cornwallis St. Kentville	O	6,533	Current	Current	\$15.00	\$9.38	---	\$15.00	---	--	Class B office space. Corner location.
6.	Cornwallis St. Kentville	O	4,170	Current	Current	\$10.00	± \$2.00	---	\$ 8.00	---	---	Renovated office space.
7.	Commercial St. New Minas	O	1,968	1 Apr. 11	31 Mar. 21	\$12.50	U/K	---	± \$12.50	---	---	Office space currently on gross basis. Landlord operating costs uncertain.
8.	Aberdeen Street Kentville	O	1,150	1 Jan. 19	31 Dec. 24	\$18.10	± \$6.00	--	\$12.10	--	--	Landlord pays for CAM, utilities and taxes. The tenant pays HST.
*Tenant Class A = Additional Revenue. I = Industrial. F = Flex Space (Industrial – Retail – Office). L = Locker Storage. M = Mixed Office/Warehouse. O = Office Space. R = Restaurant. S = Retail Store. W = Warehouse (Storage Space).												

CAPITALISATION RATE ANALYSIS SCHEDULE

Location No. Vendor/Purchaser	Bldg. GFA (ft ²)	Date of Sale	Sale Price	Sale Price/ft. ²	Overall Cap. Rate (Year 1)	Comments
1. [REDACTED] Commercial Street New Minas Kings County, NS [REDACTED] [REDACTED]	28,710	Sept. 2016	\$4,000,000	\$ 139.32	9.01%	Multi-tenant strip mall located in New Minas. Located along a major commercial thoroughfare.
2. [REDACTED] Main Street Yarmouth Yarmouth County, NS [REDACTED] [REDACTED]	7,317	Feb. 2018	\$ 630,000	\$ 86.10	9.00%	Three separate commercial buildings converted into one. Older commercial buildings.
3. [REDACTED] Crescent Drive New Minas Kings County, NS [REDACTED] [REDACTED]	3,488	Sept. 2019	\$ 200,000	\$ 57.33	8.14%	Ground floor retail with two apartments above.
4. [REDACTED] Church Street Amherst Cumberland County, NS [REDACTED] [REDACTED]	39,336	Aug. 2017	\$2,299,000	\$ 58.45	8.00%	[REDACTED] Three-storey building built in 1907 and refurbished in 1989. In good condition. Has HVAC heat pump systems for each unit.
5. [REDACTED] Main Street Wolfville Kings County, N.S. [REDACTED] [REDACTED]	24,655	June 2015	\$2,200,000	\$ 89.23	12.45%	[REDACTED] Mixed-use plaza including free-standing pad, retail strip and second floor residential units.

CAPITALISATION RATE ANALYSIS SCHEDULE

No.	Location Vendor/Purchaser	Bldg. GFA (ft ²)	Date of Sale	Sale Price	Sale Price/ft. ²	Overall Cap. Rate (Year 1)	Comments
6.	St. Margarets Bay Road Upper Tantallon	25,523	Apr. 2016	\$4,300,000	\$168.48	7.79%	Single-tenant industrial building, pre-engineered steel frame with metal panel exterior walls and roof. Grade level loading doors and 22 ft. clear heights.
6.	Robie Street Truro Colchester County, NS	8,781	Apr. 2013	\$1,200,000	\$136.66	7.86%	The site is improved with a single storey commercial building.
7.	Kings Road Sydney	34,271	Dec. 2015	\$4,130,000	\$120.51	7.50%	Modern two storey
8.	Horseshoe Lake Drive Halifax	22,646	Jan. 2015	\$6,800,000	\$300.27	6.95%	Total Sales Price.

DIRECT COMPARISON APPROACH

Methodology

The Direct Comparison Approach is based on the premise that properties with the same characteristics will transact at the same selling price since knowledgeable purchasers "comparison shop" when buying property.

Essentially this Approach is a systematic procedure for carrying out comparative shopping in which the Subject Property is "priced" by comparing it with other, similar properties (Indices) that have sold, been subject to offer or are listed for sale. With most "improved" property, building size is taken as the unit of comparison because most of the property's value usually resides in the structure, rather than the land. Based on our experience working with property sales data, we have determined that the five most significant independent variables influencing value are **Time** (Date of Sale), **Location**, **Quality** (Fit for Purpose), **Motivation** and building **Size**. The unit price (ft.² Gross Floor Area) of each Index (comparable transaction) has first been adjusted, when applicable, for the **Time** variable. These time adjusted unit prices have then been utilised to value the Subject Property. The weight placed on each Index as a predictor for the Subject Property value, is a function of its comparability in terms of **Location**, **Quality**, **Motivation** and **Size**.

Discussion of Building Sales

We have researched the sales, offers, and listings of comparable We have researched the sales, offers, and listings of comparable retail and commercial properties in the Hantsport and Hants County area. The data was collected from vendors, purchasers, brokers, appraisers, MLS®, public and other sources deemed to be reliable. It was not necessary to adjust the prices in the Building Sales Schedule to the date of valuation because our research found that prices were static.

In analysing this data, we have divided the total selling, offer or asking price by the building gross floor area to provide an indication of the sale, offer or asking price on a building unitised basis.

These unitised figures vary considerably depending on the size, type, location, physical condition and revenue of the building, in addition to the circumstances of the particular transaction. None of them prove conclusively the value of the Subject Property. However, they do paint the background against which the Subject Property can be viewed. Valuation in this instance is by way of interpolation and synthesis.

We have also investigated whether there have been any prior offers, sales, options, Agreements of Sale or listings of the Subject Property within the past three years. We understand that there has been no such activity.

Our analysis is included in the Building Sales Schedule on the following pages. The Indices are discussed in greater detail below:

Index #1

This property was sold in May 2019, approximately 1year 3 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on the periphery commercial area on an interior lot. The location is considered to be inferior to that of the subject property **[location]**. The building is a one storey structure [REDACTED]. The building remains vacant. The building has a masonry façade and side and rear elevations. It was built in 2002. It is in average condition. The building is of similar quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately $\frac{2}{3}$ the size of the Subject Property: smaller buildings typically command higher prices per ft.² because they attract a wider pool of purchasers **[size]**.

We consider this Index to be a good indicator of value on a unit basis for the Subject Property.

Index #2

This property was sold in August 2018, approximately 2 years before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on the periphery commercial area on an interior lot. The location is considered to be inferior to that of the subject property **[location]**. The building is a one storey building originally built as a [REDACTED]. The building has a hardboard siding exterior finishes. It was built in 2012. It is in fair condition. The building is of similar quality as the subject property **[quality]**. The property previously sold in receivership in 2014 for \$130,000. It has been vacant for several years and sold privately **[motivation]**. The building was approximately $\frac{3}{4}$ the size of the Subject Property: smaller buildings typically command higher prices per ft.² because they attract a wider pool of purchasers **[size]**.

We consider this Index to be an average indicator of value on a unit basis for the Subject Property.

Index #3

This property was sold in July 2020, approximately 2 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated in the commercial area on an interior lot. The location is considered to be similar to that of the subject property **[location]**. The building is a one storey structure formerly used [REDACTED]. The building remains vacant. The building has masonry façade and side and rear elevations. It was built in 1982. It is in average condition. The building is of similar quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately 1.3 times the size of the Subject Property: larger buildings typically command lower prices per ft.² because they attract a smaller pool of purchasers **[size]**.

We consider this Index to be an average indicator of value on a unit basis for the Subject Property.

Index #4

This property was sold in June 2017, approximately 3 years 3 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on the periphery commercial area on an interior lot. The location is considered to be inferior to that of the subject property **[location]**. The building is a two-storey wood frame structure formerly used for two commercial units and ground floor storage. The building has a wood siding façade and side and rear elevations. It is an older structure which was renovated around 2010. It is in average condition. The building is of inferior quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately 1.5 times the size of the Subject Property: larger buildings typically command lower prices per ft.² because they attract a smaller pool of purchasers **[size]**.

We consider this Index to be a fair indicator of value on a unit basis for the Subject Property.

Index #5

This property was sold in September 2018, approximately 2 years before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on the periphery commercial area on an interior lot. The location is considered to be inferior to that of the subject property **[location]**. The building is a one storey structure formerly [REDACTED]. The building was extensively renovated to a modern design residence and resold for \$195,000. The building has a wood siding and masonry façade and wood siding side and rear elevations. It was built in the 1950's. It was in average condition. The building is of inferior quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately $\frac{1}{2}$ the size of the Subject Property: smaller buildings typically command higher prices per ft.² because they attract a wider pool of purchasers **[size]**.

We consider this Index to be a fair indicator of value on a unit basis for the Subject Property.

Index #6

This property was sold in June 2020, approximately 2 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated in a mixed highway commercial area on an interior lot. The location is considered to be superior to that of the subject property **[location]**. The building is a one storey wood frame commercial building. It was a [REDACTED] with a 2-bedroom basement apartment. The building has vinyl siding façade and side and rear elevations. It was built in the 1960's and fully modernized and renovated since 2012. It is in good condition. The building is of similar quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately the same size of the Subject Property: similar buildings typically command similar prices per ft.² because they attract a similar pool of purchasers **[size]**.

We consider this Index to be a good indicator of value on a unit basis for the Subject Property.

Index #7

This property was sold in January 2020, approximately 8 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated in a moderate visibility location on an interior lot. The location is considered to be somewhat inferior to that of the subject property **[location]**. The building is a one storey wood frame commercial building. It was [REDACTED] [REDACTED] The building has vinyl siding façade and side and rear elevations. It was built in the 1992. It had been vacant for 3 years and was in fair condition. The building is of inferior quality to the subject property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building was approximately the 2.5 times the size of the Subject Property: larger buildings typically command lower prices per ft.² because they attract a smaller pool of purchasers **[size]**.

We consider this Index to be an average indicator of value on a unit basis for the Subject Property.

Conclusion

The unit prices for all of the Indices range from \$45.00 to \$ 114.75 with a median of \$50 per / ft.². Having regard to all of the variables (**time, location, quality, motivation, size**) we are of the opinion that Indices # 1,2, 6 are the most reliable indicators of value for the Subject Property. Their time adjusted unit prices range between \$79.37 and \$114.75 and have an arithmetic mean of \$93.11/ft.². In our opinion the unit value of the ground floor area of the Subject Property lies near the average of this range. We have utilised this unit value to price the finished basement space in the Subject Property using the unit rent as the modifier.

Based on our analysis it is our opinion that the indicated value of the Subject Property is as follows:

Building Value**Basement**

Unfinished Space	GFA	1,167 ft. ² @ \$ 10/ft. ²	\$ 11,670
Finished Space	GFA	915 ft. ² @ \$25/ft. ²	\$ 22,875

Ground Floor

Finished Space	GFA	2,082 ft. ² @ \$ 85/ft. ²	\$ 176,970
Total GFA		4,164 ft. ² @\$ 51/ft. ²	\$ 211,515

Rounded to **\$ 212,000**

Note: Site Improvements are included in the building value.

BUILDING SALES SCHEDULE

No.	Location Vendor/Purchaser	Date of Sale	Sale Price	Land Area (ft. ²)	Bldg. GFA (ft. ²)	Bldg. Value/ft. ² GFA		Comments
						At Date of Sale	Adjusted to Date of Valuation @ 0.0% p.a.	
1.	Chittick Ave. Hantsport Hants County, NS [REDACTED] [REDACTED]	May 2019	\$125,000	19,016	1,467	\$85.21	\$85.21	Commercial building previously used as a [REDACTED] Built in 2002.
2.	Chittick Ave. Hantsport Hants County, NS [REDACTED] [REDACTED]	Aug. 2018	\$127,000	25,685	1,600	\$79.37	\$79.37	Wood frame office building [REDACTED] Built 2012. Previously sold in receivership 2014 for \$130,000..
3.	Main Street Hantsport Hants County, NS [REDACTED] [REDACTED]	July 2020	\$132,500	7,978	2,700	\$49.07	\$49.07	Office building previously [REDACTED] Built in 1982
4.	Station Street Hantsport Hants County, NS [REDACTED] [REDACTED]	June 2017	\$135,000	8,063	3,000	\$45.00	\$45.00	Commercial building previously occupied by [REDACTED] With shortage space on main floor and basement.

BUILDING SALES SCHEDULE

No.	Location Vendor/Purchaser	Date of Sale	Sale Price	Land Area (ft. ²)	Bldg. GFA (ft. ²)	Bldg. Value/ft. ² GFA		Comments
						At Date of Sale	Adjusted to Date of Valuation @ 0.0% p.a.	
5.	William St. Hantsport Hants County, NS [REDACTED] [REDACTED]	Sept. 2018	\$ 55,000	15,421	1,112	\$49.46	\$49.46	Older one storey office building with a partially finished basement. The building has since been renovated, repurposed, and sold as a single-family house.
6.	Wentworth Rd Windsor Hants County, NS [REDACTED] [REDACTED]	Jun. 2020	\$235,000	12,000	2,048	\$115.75	\$114.75	Renovated one storey wood frame building. [REDACTED] with finished two-bedroom basement apartment. On-site parking.
7.	Payzant Drive. Windsor Hants County, NS [REDACTED] [REDACTED]	Jan. 2020	\$280,000	156,380	5,712	\$49.02	\$49.02	One storey wood frame building. Built 1992. [REDACTED] On-site parking, [REDACTED] Listed on market for 3 years.

RECONCILIATION AND FINAL ESTIMATE OF VALUE

Summary

The market value indicated by the various approaches is as follows:

Income Approach	\$207,000
Direct Comparison Approach	\$212,000

Reliability of the Various Approaches as an Indicator of Value

The strengths and weaknesses of the valuation approaches utilised in this assignment are as follows:

- Income Approach** - The Income Approach can provide a reliable indicator of value for properties which are acquired as investment vehicles. The value of the property is determined by its ability to generate revenue.
- This approach is less reliable when applied to properties which are not likely to be rented to a tenant. When the property is to be utilised by an owner/occupier the Income Approach may not produce the most reliable indicator of value.
- Direct Comparison Approach** - The Direct Comparison Approach can provide a reliable indicator of value when there is comparable sales data available.
- This approach is less reliable when sales data is sparse or when the various sales are not truly comparable to the subject thereby requiring extensive adjustments.

Reconciliation and Final Estimate of Value

We place the equal weight on the Income and Direct Comparison Approaches in this instance because the Income Approach reflects the income potential for the property as an investment to a potential purchaser. The Direct Comparison Approach is also reliable as there is good quality recent market data available for analysis to estimate the value of the subject property.

Final Estimate of Value	\$210,000
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LIMITING CONDITIONS AND ASSUMPTIONS

- (1) No responsibility is assumed for matters of a legal nature, nor do we render any opinion as to the title which is assumed to be good. Unless otherwise noted in this report, existing mortgages, liens, encumbrances and special assessments, if any, have been disregarded and the property has been valued as though free and clear.
- (2) We have not undertaken a survey of the property nor have we verified the site boundaries with the legal description. The lot dimensions contained in this report were obtained from sources we thought to be reasonably reliable; however, we accept no responsibility for their accuracy. We have assumed that the entire building, driveways, fixtures and appurtenances lie within the property boundary and that the land is not subject to encroachment by others, but we make no warranty therewith.
- (3) It is assumed that there are no hidden or non-apparent conditions of the property, subsoil or structures that would render it more or less valuable. No responsibility is assumed for such conditions or for engineering studies that might be required to discover these factors.
- (4) The distribution of value between the land and buildings applies only to the property as utilised at the date of valuation and is invalid if the valuation is used for any other purpose.
- (5) This report must be used in its entirety, since parts taken out of context may be misleading. The report, or any parts thereof, may not be used for any purpose other than that for which it was undertaken and is furnished for the exclusive use of the client. **All liability to any party other than the client is hereby denied.**
- (6) Information in this report furnished by others such as the assessment, zoning, etc. is believed to be reliable, although no responsibility is assumed for its accuracy: it has not been independently verified.
- (7) This valuation is based on the assumption that there is an adequate supply of potable water to the property at all times. We have not undertaken any tests ourselves and make no warranty therewith.
- (8) This valuation is based on the assumption that there is a fully functioning sewage disposal system. We have not undertaken any tests ourselves and make no warranty therewith.
- (9) Unless otherwise noted in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, agricultural chemicals, radon gas, urea-formaldehyde foam insulation, or other potentially hazardous substances, which may or may not be present on the property, or molds, mildews and other environmental conditions, were not called to our attention nor did we become aware of them during our inspection. We are not qualified to detect such substances or conditions and the client is urged to retain an expert in this field, if desired. The presence of such hazardous substances or environmental conditions on, or in the proximity to the property, may affect the value of the property. Whilst we have valued the property on the assumption that it does not, and never has, contained such hazardous substances or environmental conditions, and is not in such proximity to another contaminated property as to cause a loss in value to the property the subject of this report, we do not warrant that this is the case and accept no liability in this regard.
- (10) Unless otherwise expressly stated in this report, it has been assumed that all oil or other storage tanks, whether above or below ground, are in good condition, free of leaks and other defects, have been registered with the Department of the Environment, are legally permissible and meet all environmental standards. We have not undertaken any investigation, do not warrant that this is the case and accept no liability in this regard.

- (11) Climate change, particularly global warming, is a continuous process which increasingly impacts real estate, often in an adverse manner. It can significantly increase the risk of flooding from pluvial (rainfall), fluvial (watercourses) and coastal (storm surge) sources. If a Climate Risk and Vulnerability Assessment was not made available to us for the property we have undertaken a very preliminary investigation of the flooding risk for the purpose of this report. However such investigation is not tendered as a substitute for a detailed Climate Risk and Vulnerability Assessment Report and any party relying on this report is encouraged to undertake their own investigations. Climate change risk is not yet fully "priced" into sales transactions and our estimate of Market Value reflects it only to the degree that it is recognised by the market.
- (12) We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that such parts of the property are free of rot, beetle or other defects.
- (13) We have not inspected those parts of the structure or site improvements which were covered by snow, ice, etc. nor have we inspected basement crawl or attic spaces and are therefore unable to report that such parts of the property are free of defects and make no warranty therewith.
- (14) Unless noted in this report, we have assumed that there are no encroachments, zoning or building code violations or other restrictions affecting the property. We have undertaken no investigations in this regard and make no warranty therewith. These factors may affect the market value of the property and the client is therefore advised to investigate them if desired.
- (15) Where the building falls under the jurisdiction of the Rent Review Act, we have assumed that the rents included in this report are "registered" rents or are rents that could otherwise be legally charged under the Act. The reader is cautioned that, because of time and cost constraints and the confidentiality of the Rent Review Commission's records, we have made no independent investigations in this regard and make no warranty therewith.
- (16) Where the property is in condominium ownership we have assumed that the Condominium Corporation is competently and prudently managed. However the reader is cautioned that we have not made any investigations of the Condominium Corporation as to the adequacy or competency of its management; or the adequacy of any financial reserves (such as reserve or contingency funds) that may or may not have been set aside for future maintenance or other matters. Nor have we inspected the common areas of the building such as the roof, furnace room, exterior elevations, etc. that are under the direct control of the Condominium Corporation. Nor do we make any warranty with respect to the adequacy of the foregoing matters.
- (17) We have assumed that the requisite occupancy permits have been issued by the appropriate authority and that, unless otherwise stated in this report, the present occupancies represent legal uses of the property. The reader is cautioned that, because of time and cost constraints and the policy of the municipal authority, we have made no investigations in this regard and make no warranty therewith.
- (18) This valuation is not a structural survey and no tests have been carried out on the heating; plumbing; electrical; airconditioning; fire, smoke or carbon monoxide detectors; or other systems. Unless otherwise noted in this report, they are assumed to be in good working order for the purpose of this valuation. Our inspection of the property was limited by time and cost constraints and it does not purport to identify all of the construction or other defects that would be observable if a full structural survey was undertaken. For example, certain makes of brick are too porous for the maritime climate and are susceptible to spalling due to the freeze/thaw cycle. It is often difficult, if not impossible to identify this brick, without undertaking a full structural survey. Nor have we undertaken any soil tests and unless otherwise noted in this report the subsoil is assumed to be stable. It is accordingly recommended that the client retain the services of a reputable inspection service.

- (19) We have not undertaken any investigation with the zoning and planning authority, fire department, building inspector, health department or any other regulatory agency because of time, cost and confidentiality constraints. The subject property must comply with such government regulations and non-compliance therewith may affect its market value. The client is therefore advised to undertake further investigation to ensure compliance with these regulations.
- (20) Market conditions can, and do, change rapidly because of economic, social and political reasons. The market value expressed in this report pertains only to the date of the valuation. It must not be relied on to estimate the market value as of any other date. HST, GST and other tax or expenses due on acquisition or disposition, have not been deducted from, or added to the market value. If the market value is based upon the prospect of future growth in rental and/or capital values, the reader is cautioned that these projections may not occur and values can fall as well as rise.
- (21) **Turner Drake & Partners Ltd. retain the copyright to this report. Reproduction in whole or in part, or any reference thereto, or to the valuation figures contained therein, or to the name and professional affiliation of the author of the report, is prohibited without their written permission and is a contravention of the Copyright Act. The report may be subject to Extraordinary Assumptions and/or Hypothetical Conditions: reference to the report in any published document without an adequate contemporaneous reference to these Extraordinary Assumptions or Hypothetical Conditions would be misleading and is prohibited.**
- (22) As of the date of this report Canada and the Global Community is experiencing unprecedented measures undertaken by various levels of government to curtail health related impacts of the Covid-19 Pandemic. The duration of this event is not known. While there is potential for negative impact with respect to micro and macro-economic sectors, as well as upon various real estate markets, it is not possible to predict such impact at present, or the impact of current and future government countermeasures. There is some risk that the Covid-19 Pandemic increases the likelihood of a global recession, however without knowledge of further anticipated government countermeasures at the national and global levels it is not possible to predict any impact at this point in time. Accordingly, this point-in-time valuation assumes the continuation of current market conditions, and that current longer-term market conditions remain unchanged.

CERTIFICATION

Re: PID #45043312 and 4504330420 – 22 Main Street, Hantsport, Hants County, Nova Scotia.

I certify that, to the best of my knowledge and belief:

the statements of fact contained in this report are true and correct;

the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions;

neither I, nor Turner Drake & Partners Ltd., have any past, present or prospective material involvement with the property that is the subject of this report, other than this assignment;

neither I, nor Turner Drake & Partners Ltd., have received any fees, in connection with the purchase of the property the subject of this report, within twelve months preceding the date of valuation. Turner Drake & Partners Ltd. have not received, nor will they receive, an introductory, mortgage financing or any other fees in connection with such a purchase. They have not negotiated the purchase on behalf of the client;

neither I, nor Turner Drake & Partners Ltd., have any past, present or prospective material involvement with the customer, client, or any parties contemplated to be involved in any transaction resulting from this assignment;

neither I, nor Turner Drake & Partners Ltd., share any fiduciary interest with the client. Turner Drake & Partners Ltd. has a prior relationship with the client;

during the twelve months preceding the date of valuation the total fees paid by the client to Turner Drake & Partners Ltd. represented a minimal (< 5%) proportion of Turner Drake & Partners Ltd.'s gross income;

my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favours the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this report;

my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Royal Institution of Chartered Surveyors' Valuation Standards [2017 Edition] (RICS Red Book), the International Valuation Standards (IVS), the Uniform Standards of Professional Appraisal Practice (USPAP), and the Canadian Uniform Standards of Professional Appraisal Practice;

I have made a personal inspection of the property that is the subject of this report;

no one provided significant professional assistance to the person signing this report;

I have sufficient current local, national and international knowledge of the market, and the skills and understanding, to undertake this valuation in a competent manner;

all Extraordinary Assumptions and/or Hypothetical Conditions detailed in this report were agreed with the party to whom this report is addressed;

I certify that the use of this report is subject to the requirements of the professional institutes of which I am a member, relating to review by their duly authorised representatives;

as of the date of this report, I have completed the requirements of the continuing education programs of the professional institutes of which I am a member;

that the **Market Value** of the Fee Simple Interest in the subject property, premised on the basis that it will be utilised for its Highest and Best Use with vacant possession as of the 28th August 2020 , subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of \$210,000

24 September 2020
Date



RICHARD J. ESCOTT, BES, MRICS, AACI
NSREAA #213480

TERMS OF ENGAGEMENT

Our Ref: 2014518:LNW/RE

TURNER DRAKE & PARTNERS LIMITED TERMS OF ENGAGEMENT

THIS AGREEMENT made the 24th day of August, A.D. 2020.

BETWEEN Turner Drake & Partners Ltd.
 hereinafter referred to as "TURNER DRAKE" OF THE FIRST PART

and

 West Hants Regional Municipality
 hereinafter referred to as the "CUSTOMER" OF THE SECOND PART

WITNESSETH THAT for consideration, TURNER DRAKE agrees to provide, subject to the terms and conditions set forth in this Agreement, the services described below and any additional services as may be requested by the CUSTOMER and accepted by TURNER DRAKE in the course of this Agreement.

- 1.01 The CLIENT for this assignment is West Hants Regional Municipality.
- 1.02 TURNER DRAKE shall prepare and provide to the CUSTOMER 1 electronic copy in pdf format, of a summary valuation report on the Fee Simple interest in PID 45043304 and 45043312, 20-22 Main Street, Hantsport, Nova Scotia (hereinafter referred to as the "PROPERTY") for the purpose of establishing its value for Lease and Sale purposes with vacant possession. Use of the valuation report for other purposes or by other parties may invalidate the conclusions. The RICS Valuation Standards require that we prepare a new report if the CLIENT, intended user, date, or purpose of the assignment, is changed.
- 1.03 Since the purpose of a draft valuation report is frequently misinterpreted by the CLIENT (the party relying upon the final valuation report referred to in Paragraph 1.02), the valuation report will not be prepared initially in "draft" format.
- 1.04 The effective date of the valuation of the PROPERTY is to be date of inspection 2020. The value will be expressed in Canadian currency.
- 1.05 The PROPERTY comprises a commercial building formerly used as the Hantsport Town offices.
- 1.06 The basis of the valuation is **Market Value** (Highest and Best Use) and **Market Rental Value**.
- 1.07 The reported analyses, opinions and conclusions will be developed in accordance with the Royal Institution of Chartered Surveyors' Valuation Standards [2017 Edition] (RICS Red Book), and the International Valuation Standards (IVS). The valuation report will conform with the Uniform Standards of Professional Appraisal Practice (USPAP). The conduct of the assignment and the preparation of the report will also comply with the Canadian Uniform Standards of Professional Appraisal Practice. The report and assignment will be subject to the requirements of the Code of Professional Ethics of the professional institutes of which the author of the report is a member, which include provision for peer review.
- 1.08 The Valuer responsible for the assignment will have sufficient current local, national and international knowledge of the market, and the skills and understanding, to undertake the valuation in a competent manner, and will act as an External Valuer.
- 1.09 TURNER DRAKE will undertake a detailed on-site inspection of the PROPERTY and the neighbourhood including the exterior and interior of the building situated thereon that impact the value of the PROPERTY.

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- 1.10 TURNER DRAKE will undertake such fiscal, physical and legal investigations as are necessary and prudent to arrive at the value of the PROPERTY. This research will not include an investigation of title, a property survey, engineering or environmental studies of the land and structures, or tests to determine whether there is a supply of potable water or that the property has, or will support, a fully functioning sewage disposal system. The PROPERTY will be valued on the assumption that it is not, and never has been, subject to environmental contamination, and that it is not in such proximity to another contaminated property as to adversely impact the value of the subject PROPERTY.

TURNER DRAKE anticipates utilising the Direct Sales Comparison and Income Approaches to value, on this assignment.

- 1.11 TURNER DRAKE, in order to value the PROPERTY, will undertake such investigations as are necessary and prudent to verify that information supplied by the CUSTOMER, the CLIENT and other parties, is reliable and accurate. However, these investigations may be limited by privacy legislation and the absence of publicly available, verified, sales and rental data. It will be necessary, in part, to rely upon hearsay data.
- 1.12 TURNER DRAKE has no material involvement (past, current, or future) with the PROPERTY other than the assignment contemplated by these TERMS OF ENGAGEMENT.
- 1.13 TURNER DRAKE has no material involvement (past, current, or future) with the CLIENT, the CUSTOMER, or any parties contemplated to be involved in any transaction resulting from these TERMS OF ENGAGEMENT other than previous valuation assignments for the client.
- 2.01 The valuation report will contain such confidential information as is necessary to support the analyses, opinions and conclusions contained therein. It may also be subject to Extraordinary Assumptions and/or Hypothetical Conditions: reference to the report in any published document without an adequate contemporaneous reference to these Extraordinary Assumptions or Hypothetical Conditions would be misleading and is prohibited. For these reasons, and to protect the integrity of the report, TURNER DRAKE will retain copyright to the report; reproduction in whole or part will be prohibited without their written permission.
- 2.02 The valuation report has to be used in its entirety since parts taken out of context may be misleading. Use of the report will be subject to the statements, limited conditions, assumptions and other terms set forth in the report. The report, or any parts thereof, may not be used for any purpose other than that for which it is undertaken and will be furnished for the exclusive use of the CLIENT. **All liability to any party other than the CLIENT will be denied.**
- 2.03 Turner Drake & Partners Ltd. (TURNER DRAKE) is regulated by RICS (Royal Institution of Chartered Surveyors) for the provision of surveying i.e. property consulting, services. This means we agree to uphold the RICS Rules of Conduct for Firms and all other applicable mandatory professional practice requirements of RICS, which can be found at www.rics.org. As an RICS regulated firm we have committed to cooperating with RICS in ensuring compliance with its standards. The firm's nominated RICS Responsible Principal is Mark Blair Turner, President, Email: markturner@turnerdrake.com.
- TURNER DRAKE's complaints handling procedure, available upon request, is governed by a quality system registered to the international ISO 9001:2015 standard. In addition, TURNER DRAKE is subject to provincial licencing with respect to its appraisal and brokerage services.
- 2.04 These TERMS OF ENGAGEMENT will be included in and form part of the valuation report.
- 3.01 The CUSTOMER, for the performance of the services referred to in Article 1 shall pay to TURNER DRAKE:
- (a) A fee of \$3,250. This fee does not include H.S.T.
 - (b) Disbursements, to be invoiced at actual cost, are included in the above fee.
 - (c) A retainer in the amount of \$NIL.
 - (d) All accounts are payable on receipt and interest is charged at 2% per month (24% per annum) on outstanding invoices.

TURNER DRAKE & PARTNERS LTD.

Page 3

Accepted by:-
TURNER DRAKE & PARTNERS LTD.
Per: [Signature]
Title: Senior Manager
Date: August 28 2020

The above is agreed to by the CUSTOMER.

Per: [Signature]
Authorised Signing Officer
Title: CFO
Date: August 25, 2020
PO #: 575

TURNER DRAKE & PARTNERS LTD.

TURNER DRAKE & PARTNERS LTD.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Council - COTW

Submitted by: 
Mark Phillips, Chief Administrative Officer

Date: November 10, 2020

Subject: Hantsport Foodbank

BACKGROUND

Information has been provided by the Hantsport Foodbank with respect to their history, coverage area, historic location as well as their perspective on their future location.

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☒
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DISCUSSION

Coverage Area / Jurisdiction

The Hantsport Foodbank is being relocated due to the construction of the new Hantsport Fire Station and the requirement for the removal of the existing facility on Oak Street. The Foodbank services the immediate area of Hantsport and surrounding area including areas of Kings County extending into Avonport and southward to Glooscap 1st Nations. Foodbanks do not fall under the mandatory jurisdiction of municipal government but have traditionally been supported by the Municipality. It is for Council to explore the level of commitment and jurisdictional requirement to facilitate and support this relocation.

Traditionally West Hants has provided the provision of space at the current location with the Foodbank paying rent at the level of \$300.00 per month netting a level of support after expenses and revenue of approximately \$4,800.00 per year. It is assumed the Regional Municipality will continue with this level of operating support.

The current cost discussions surrounding the Foodbank surround the level of financial support Council wishes to provide to facilitate their relocation to 10 Foundry Road. Staff have met with representatives and discussed wants and needs. The Foodbank has expressed their wants and needs in their presentation and staff have performed preliminary research to understand the level of costs associated with the move. The following items have been identified as wants and needs:

Garage doors studded in with windows	Wide Door for deliveries
Interior Wall	Interior doorways
Flooring (anti fatigue)	Bathroom renos
Ramp	Electrical
Heating Upgrades	Painting and Shelving

FINANCIAL IMPLICATIONS

Current Level of Support to the Hantsport Foodbank

Hantsport Foodbank, 3 Oak Street, Hantsport, NS

Building Cost Analysis - 2019

Expenses

2019 Facility related costs (all-in)	\$8,427.39
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Revenue

2019 Rent (\$300.00 per month)	\$3,600.00
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Net Surplus / (Deficit)	(\$4,827.39) <i>level of annual support</i>
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Capital Related – 10 Foundry Road, Hantsport

Expenses

Building Requirements for Occupancy	\$25,000 to \$35,000
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Additional Improvements	\$12,000
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(flooring, added heat pumps, extra shelves)

Total Estimated Costs	up to \$47,000
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Possible Funding Sources

- | | |
|--|------------------------------------|
| 1. Proceeds from the Sale of 20 Main Street (former Hantsport Town Hall) | \$210,000 (before decommissioning) |
| 2. West Hants Building Capital Reserve | \$170,058 |
| 3. Hantsport Infrastructure Capital Reserve | \$722,050 (preferred option) |

ALTERNATIVES

It is assumed that Council will support the provision of space to the Foodbank at the 10 Foundry, Hantsport Location.

1. Support to the Foodbank at the level of \$47,000.
2. Support to the Foodbank at the level of \$35,000 (preferred option)
3. Support to the Foodbank at the level of \$25,000.
4. Support to the Foodbank at a level set by Council.
5. No financial support to the Foodbank beyond the provision of space.

ATTACHMENTS

Report Prepared by: _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kathy Kehoe, Director, Community Development

Date: November 5, 2020

Subject: West Hants Regional Municipality Grants & Contributions Policy

LEGISLATIVE AUTHORITY

Municipal Government Act

Section 65, Power to expend money

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommend that Council adopt the West Hants Regional Municipality Grants and Contributions Policy for implementation for the fiscal year 2021/2022.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic X	Councillor Activity ☐
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Staff initiated a review of the current Grants and Contributions Policy and the process for awarding of grants and in-kind contributions.

DISCUSSION

For the 2019/20 fiscal year staff primarily followed the former West Hants Municipality Grants and Contributions Policy when awarding grants to community organizations.

The Grants and Contributions Policy applies to members of Municipal Council and Municipal Staff and provides project-specific funding to eligible non-profit organizations and charities.

To apply fair and reasonable access to the limited funding approved annually by Council, staff are recommending the policy that includes maximum funding limits and clearer funding categories.

Combining the CAO Grants and Community Development Grants in one application will also make the application process clearer for community organizations.

In the creation of this policy consideration was also given for requests received on an ongoing basis for sponsorship advertising/donation of prizes. Staff have identified this as a form of a grant that will have budgeted funds approved by Council on an annual basis however, the approval process will take place at the staff level. Grants will only be awarded to the extent the current fiscal budget permits.

The attached policy, if adopted by Council, will provide clearer direction to staff, and will assist in the fair allocation of grant funds.

There is an annual requirement for the Municipality to disclose a list of organizations and grants/contributions received and the frequency and timing of the disclosure. This practice has been included in this policy to reinforce the mandatory requirements of the legislation.

NEXT STEPS

Staff will annually implement the Grants and Contributions Policy.

FINANCIAL IMPLICATIONS

All funding considerations will be on an annual basis and presented with the Municipal Operating Budget for the approval of Council.

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the policy.
2. Committee of the Whole may choose to not approve the policy which would result in a less structured process.

ATTACHMENTS

RCOFN-012.00 Grants and Contributions Policy - draft

Community Development In-Kind Contribution Grant Guidelines

Community Trail Funding Program Guidelines

Youth Travel Assistance Program Guidelines

CHIEF ADMINISTRATIVE OFFICER REVIEW

Not Applicable

Report Prepared by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

GRANTS AND CONTRIBUTIONS POLICY

1.0 PURPOSE

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year and outline application, monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

2.0 POLICY OBJECTIVE

The objective of this policy is to treat all organizations fairly, equitably and reasonably, within the parameters established by Council as follows:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

3.0 AUTHORITY

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed one percent of the taxes for general municipal purposes levied by the municipality.

4.0 ORGANIZATIONAL ELIGIBILITY

Pursuant to Section 65 of the *Municipal Government Act*, grants or contributions may be expended where required by the Municipality to:

- a society within the meaning of the Children and Family Services Act,
- a mental health clinic in receipt of financial assistance from the Province,
- an exhibition held by an educational institution in the

GRANTS AND CONTRIBUTIONS POLICY

Municipality,

- a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province
- a day care licensed under the Day Care Act,
- a registered Canadian charitable organization,
- a volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

Heritage Property Act

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

5.1 Operating grant – Maximum contribution \$1,500

- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative costs and program related expenses.

5.2 Community Capital Project grant Maximum contribution \$2,500

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for projects under \$2,500. *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants – Maximum contribution of \$7,500, up to the amount set in the fiscal operating budget.

GRANTS AND CONTRIBUTIONS POLICY

- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.
- 5.4 Community Recreation Program grant – Maximum contribution \$1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
 - Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.
- 5.5 Community Event grant – Maximum contribution \$1,000
- Community Events that are of a cultural, social or recreational significance to the community.
- 5.6 Special Events Operations & Promotion grant – Maximum contribution \$5,000
- To provide assistance for special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.
- 5.7 Leadership grant – Maximum contribution - \$1,000
Grants available for recreation groups
- Seeking help to provide supervision and leadership to implement a program.
 - Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.
- 5.8 Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100. - Grants will only be awarded to the extent the current fiscal budget permits.
- To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.
- 5.9 Youth Travel Assistance – Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

GRANTS AND CONTRIBUTIONS POLICY

5.10 Community Trail Funding Program – Maximum contribution - \$2,500

- The trail funding program supports community organizations in the maintenance and development of trails for public use.

5.11 Major Capital Project grant

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Gas Tax funding requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia.
 - Community Energy Systems - \$2,500 limit
 - Cultural Infrastructure - \$5,000 limit
 - Tourism Infrastructure - \$5,000 limit
 - Recreational Infrastructure - \$5,000 limit
 - Broadband Connectivity - \$5,000 limit
 - Trails - \$2,500 limit

5.12 In-kind Contributions

- The provision of Municipal property/facilities, materials or resources to support a service, program, project or event.

6.0 FUNDING ELIGIBILITY

An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.

6.1 There can only be maximum of two applications per organization per fiscal year.

6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, i.e. Volunteer Fire Societies.)

6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or

GRANTS AND CONTRIBUTIONS POLICY

provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.

- 6.4 Requests for financial assistance for events of a Municipal, Provincial or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all of the following principles:
 - a) Accessibility (open to all Municipal residents)
 - b) Effectiveness (funding supports specific Municipal goals or objectives)
 - c) Accountability (through sound management and financial practices)

7.0 GENERAL INFORMATION

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.
- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.

GRANTS AND CONTRIBUTIONS POLICY

- 7.8 The Municipality reserves the right to deny any application it deems not within its' mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
 - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
 - c. The application is for a program, event, facility is for public community purpose.
 - d. A financial need is demonstrated.
 - e. The organization is sourcing other funding partners.
 - f. The project is economical.
 - g. The project/program brings value to the residents of the Municipality.
 - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
 - i. The facility, program or event provides a good return on investment. The applicant has demonstrated that they will recognize the Municipality's contribution.
 - j. The organization has demonstrated long-term sustainability.
 - k. The applicant has demonstrated its own commitment to the project (ie. In-kind donations, financial contribution etc.)
- 7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.
- 7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.
- 7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

GRANTS AND CONTRIBUTIONS POLICY

- 8.1 Requests for funding under this program must be submitted on or before the deadlines stated by Municipal Administration. Public notification will be provided of the submission dates and requirements for all grant programs.
- 8.2 All applications must be accompanied by the required documentation to be considered complete when received.
- 8.3 Incomplete or late applications received after the deadlines set by Administration will not be processed.
- 8.4 Applicants receiving a grant or contribution under the Grants and Contribution Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

- 9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.
- 9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

10.0 THE ROLE OF ADMINISTRATION

- 10.1 The Administration of West Hants Regional Municipality will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
- 10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.
- 10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
- 10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.

GRANTS AND CONTRIBUTIONS POLICY

10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.

10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

11.0 RELATED PROGRAMS & INFORMATION

11.1 Youth Travel Assistance Program Guidelines

11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

12.1 The Grants and Contribution Policy, COUNCIL-01-003, dated February 10, 2015 of the former Municipality of the District of West Hants is hereby repealed.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

R.N Brown
Municipal Clerk

GRANTS AND CONTRIBUTIONS POLICY

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	



West Hants Regional Municipality
COMMUNITY DEVELOPMENT DEPARTMENT
2021 IN-KIND CONTRIBUTION GRANT APPLICATION

Application Due Date:

This grant application form is to be used for requests of municipal in-kind services such as fee rentals for municipally owned community parks and facilities or for staff time for set up or payment for use of municipal equipment such as transport of picnic tables or the rental of equipment etc. The value of the in-kind contribution must be less than \$1000.00.

Organization: _____

Contact Person: _____

Phone: Fax/email: _____

In-Kind Amount Requested: \$ _____

The information provided in this application will be reviewed by Municipal staff. Successful recipients will be published in Council minutes and on the West Hants Regional Municipality's website.

Conditions of Grant:

I/we agree that we have reviewed and are familiar with the Community Grant Program Information and Guidelines and this information has formed the basis for this in-kind contribution grant application.

Actual amounts allocated for community grants will be based upon available funding. Unless otherwise approved by Council no grant funding will be paid until such time as the annual municipal budget has been approved. I/we understand that there may be no in-kind contribution granted or that I/we may receive only a portion of the services requested.

Commitments made by an applicant prior to, or in anticipation of, official written notification that a grant has been approved are done at the applicant's risk.

In the event that an application is rejected, the West Hants Regional Municipality will not be responsible for expenditures already incurred.

Any municipal in-kind contribution grant that has not been spent/utilized in the year that it is awarded shall remain with the municipality and the organization must re-apply. Grants awarded must be spent/utilized for the sole purpose for which it was awarded.

I/We certify that the information in the application is true and correct, INCLUDING FINANCIAL INFORMATION SUBMITTED. I/We agree that we will provide any additional information as requested. I/We have read the eligibility criteria for Community Grants and confirm that the organization complies with all requirements. In addition, I/we agree that if successful a follow up report will be provided, as per the municipality's specification, including financial report within 3 months of the completion of the event/activity.

Authorized Signatures (two signatures):

Applicant Signature: _____ Date: _____

Print Name: _____ Position/Title: _____

Applicant Signature: _____ Date: _____

Print Name: _____ Position/Title: _____

In accordance with the Nova Scotia Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of selection of applications for community recreation grants. The applicant hereby consents to disclosure of information contained in this submission, pursuant to The Nova Scotia Freedom of Information and Protection of Privacy Act. The identity of successful applicants as well as the community grant level of funding awarded will be available to the public on the municipal website and through budget reports.

Application Process

Community Development Department
c/o Kathy Kehoe, Director of Community Development , P.O. Box 3000,
Windsor, N.S. B0N 2T0
(902) 798-8391 ext.123 or by email at kkehoe@westhants.ca or fax 902-
798-8553

DEADLINE TO RECEIVE GRANT APPLICATIONS:

Purpose

The Community Trail Funding program supports community organizations in the maintenance and development of trails for public use.

Eligibility

Eligible applicants are incorporated, non-profit, community organizations with a mandate that includes the development and maintenance of a recreational trail for public use and may include the development and maintenance of recreational trails development by schools and parental support groups.

For maintenance projects, eligible project costs include labour, materials, expenses, and minor and major repairs to keep the trail operational.

For capital projects, eligible project costs include trail planning, new trail construction, trail promotional products (such as brochures, maps and signs), and upgrading and replacement of trail facilities.

An organization may apply for both maintenance funding and capital funding in a given year, but must submit separate applications.

Applicants must have general liability insurance coverage for existing trails for which funding is being requested.

Projects must follow the guidelines in the manual [Developing Recreation Trails in Nova Scotia: Planning, Design, Construction, Maintenance and Management](#). (Available from Nova Scotia Trails Federation)

Evaluation Criteria

Applications will be assessed on the basis of the following criteria:

- Demonstrated on-going community support for the trail;
- Plans to ensure long term sustainability of the trail;
- The ability of the organization to complete the project within the timeline indicated;
- Demonstrated need for financial assistance.

Priority will be given to projects which are most consistent with the Town of Windsor or Municipality of the District of West Hants Integrated Community Sustainability Plans (2010), Town of Windsor – Municipalities for Green Mobility (2009), Municipality of the District of West Hants Trails Plan (2013), Active Living Strategy 2018-2022, and the Active Transportation Plan (2015) and the Parks & Open Space Plan (2016) or the Municipal Council Procedural Policy (2017).

Funding

The Municipality will contribute up to 2,500 of the total cost of approved projects.

Applicants may use in-kind contributions, donations (labour, materials, equipment), as well as cash contributions and grants for other sources for their contribution.

The Municipality's role under this program is as a funding agent for community based projects. The Municipality, at its discretion and based on the Trails Plan, may increase its role in a community project.

The Municipality may consider funding a phased capital project under this policy, up to a three year period.

Funding will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available.

Documentation Required

Applicants must include the following:

- ❖ Completed application form;
- ❖ Description of proposed project including objectives, map showing existing/proposed trail location, type and length of trail, intended users, etc.
 - For maintenance projects: Also describe existing trail conditions, work to be completed during this project, and materials, labour and equipment required.
 - For Capital projects: Also describe existing trail conditions (if applicable), work completed to date (if any), work to be completed during this project, and planning/design, material, labour and equipment requirements.
- ❖ Description of plans for the long term sustainability of the trail, i.e., how the trail will be maintained and managed in the long term;
- ❖ Evidence of community support for the project;
- ❖ Detailed budget (cost estimates and funding sources – approved or pending) for the project;
- ❖ Written quotes (three if possible) on contracted work from certified contractors or suppliers for projects totalling \$2,500 or more;
- ❖ Financial statements for your organization from the last fiscal period;
- ❖ Copy of deed, lease, license or written landowner agreement for land involved in the project;
- ❖ Proof of current general liability insurance coverage (for existing trail);
- ❖ Proposed work plan and estimated budget for all phases of a multi-year capital project.

Receipts of previous work should not be submitted, but retained by the applicant as a record of the work completed.

Application Process

In accordance with the Nova Scotia Freedom of Information and Protection of Privacy Act, all information gathered under this application will be used for the purpose of awarding funding from the Recreation Grant Program. The applicant hereby consents to disclosure of information contained in this submission, pursuant to the Nova Scotia Freedom of Information and Protection of Privacy Act. The identify of successful applicants as the value of the grant/contribution awarded will be available to the public through the municipal website, budget reports and advertised in the local paper, as required by legislation.

Purpose:

The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events. Grants are intended to assist with the cost of travel to and from the event location only, where round trip travel exceeds 450 kilometers.

Criteria:

- Individuals or team members applying must be 22 years of age or under
- Individuals or team members applying must be residents of the West Hants Regional Municipality
- All team/group applications must have the majority of their team/group residents from the West Hants Regional Municipality.
- Grants will only be provided to non-profit minor sports teams that are registered and are in good standing with the Nova Scotia Registry of Joint Stocks Companies.
- Individuals or teams must have been selected and/or won their way to compete in a sanctioned event at a Provincial, Eastern Canadian, National or International level.
- The event must be a recognized provincial, national or international championship/event.
- Individuals or non-profit groups involved in cultural activities ie. Dance, music etc are eligible to apply.
- Individuals or non-profit groups involved in cultural activities must have achieved a level or standard of skill, as established by the recognized governing body of the activity, to qualify to participate in the event for which a travel grant is requested.
- Grants will only be provided where round trip travel to a competition exceeds 450 kilometers.
- An individual or team/group member will be eligible for one grant per calendar year.
- Individuals or team/group members participating for an educational institution (school team) are not eligible to apply.
- A total budget must accompany the application showing both revenue and expenditures.

Allowable amounts

Individuals or teams will be eligible for up to the following amounts, based on the location of the competition they are attending.

- **Nova Scotia/New Brunswick/Prince Edward Island**
Up to \$75 individual / \$300 per team
- **Newfoundland/Quebec/Ontario/ U.S. Eastern Time Zone**
Up to \$150 individual / \$400 per team
- **Manitoba/ Saskatchewan/Alberta/ British Columbia/ All other U.S.**
Up to \$200 individual/\$500 per team
- **Yukon/Northwest Territories/Nunavut/ Other International**
Up to \$250 individual/ \$750 per team

Annually the Municipality will budget money to assist with groups or individuals under the Youth Travel Assistance Fund. These requests are to be made directly to the Community Development Department and are not considered part of the Recreation Grant process. Grants will only be awarded to the extent that the current fiscal budget permits. When funds in this account are exhausted, no further grants will be reviewed until the next annual budget is approved.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Rhonda Brown
Rhonda Brown, Municipal Clerk

Date: November 10, 2020

Subject: Repeal of Police Advisory Board By-laws

LEGISLATIVE AUTHORITY

Police Act, Sections 57 - 68

Municipal Government Act, Section 168

Police Regulations, Section 82 - 84

RECOMMENDATION or DECISION REQUEST

... Committee of the Whole recommends that Council give First Reading and proceed to a Public Hearing for the Repeal of Police Advisory Board By-laws, REPEAL-002 as recommended in the report entitled Repeal of Police Advisory Board By-laws to the Committee of the Whole dated November 10, 2020.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Section 57-68 of the *Police Act* prescribes that all municipalities receiving policing service from the Royal Canadian Mounted Police (RCMP) or a provincial police service shall have a Police Advisory Board (PAB). The purpose of the PAB is to provide advice to Council about law enforcement, maintenance and prevention, it does not have jurisdiction over complaints discipline, personnel or internal management of the RCMP. The *Police Act* and Police Regulations outlines the formation and duties of the PAB. Section 68(2) of the *Police Act* also allows a Municipality, by by-law, to set additional or

specific roles and responsibilities of the PAB; and rules governing the proceedings of the advisory board.

Both the former Municipality of the District of West Hants (MWH) and former Town of Hantsport (Hantsport) have a current PAB By-laws (or similar titled by-law). PAB By-laws and repeals of such, require approval from both the Department of Municipal Affairs and Housing and the Department of Justice.

MWH has twice attempted to repeal the Hantsport 2008-4 RCMP Advisory Board By-law which MWH had on file. The first attempt in 2016 was not approved as By-law 2008-4 had not been filed with the Province. The second attempt at the repeal was made in September 2019 by adding a generic clause to repeal all previous Hantsport RCMP Advisory Board By-law or similar By-laws, however approval of the repeal was still pending as of Consolidation on April 1, 2020 and the Province could not approve a by-law of a municipal unit which did not exist.

The former Town of Windsor repealed their Police Services Advisory Committee By-law in 2006. The former Town's PAB had been functioning successfully under the Police Act and Police Regulations since 2006.

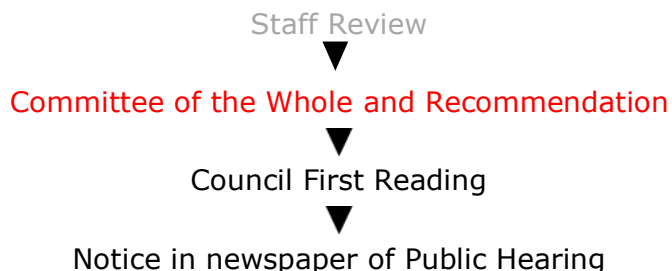
DISCUSSION

A PAB may be established base on the provisions in the Police Act and Police Regulations, a by-law is not required for establishment. Both the PAB By-laws of MWH and Hantsport provided no additional or specific roles for the PAB and other than items such as meeting times and position title names it did not specify rules governing procedure different than that of any other committee. As the current PAB By-laws only re-state what is already provided for in the Provincial documents, they are not required.

It is the intent to establish a new five-member PAB for the Regional Municipality based solely on the provisions in the Police Act and Police Regulations. Repealing the current PAB By-laws would eliminating any confusion there may be between the current PAB By-laws and actual practice of the new PAB. If Council wishes to have PAB By-law which adds additional roles or meeting rules for the PAB, then a new by-law would be recommended which repeals both the former PAB By-laws.

NEXT STEPS

Should the Repeal of Police Advisory Board By-laws be recommended to Council the following process would be followed:



▼
Council Public Hearing and Second Reading

▼
Notice to Municipal Affairs and Housing (they notify Justice for approval)

▼
Notice of Approval in newspaper

A call for resident members for the Police Advisory Board has been issued and will come before Council soon for appointments.

FINANCIAL IMPLICATIONS

There are no financial implications for the repeal of the Police Advisory Board By-laws of the former Municipality of West Hants and Town of Hantsport.

ALTERNATIVES

Committee of the Whole could not recommend that Council give first reading of REPEAL-002 proceed with a Public Hearing and Second Reading. This is not recommended and would mean both current By-laws would remain in effect.

ATTACHMENTS

1. Repeal of Police Advisory Board By-laws, REPEAL-002
2. Police Advisory Board By-law, P-001 Consolidated, of the former Municipality of the District of West Hants
3. RCMP Advisory Board By-law, 2008-4, of the former Town of Hantsport

CHIEF ADMINISTRATIVE OFFICER REVIEW

Not Applicable.

Report Prepared by: 
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance

Report Approved by: 
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY
REPEAL OF POLICE ADVISORY BOARD BY-LAWS

1. AUTHORITY

Pursuant to Section 68 (2) of the Police Act, Council may adopt a By-law prescribing the additional or specific roles and responsibilities of Police Advisory board and the rules governing proceedings of the advisory board.

Repeal of a Municipal by-law is subject to the same requirements as the legislative authority that established the by-law. Section 168 of the *Municipal Government Act* outlines the adoption procedures of a by-law.

2. TITLE

This By-law is entitled the "Repeal of Police Advisory Board By-laws".

3. PURPOSE

- 3.1. By-law REPEAL-002 hereby repeals the Police Advisory Board By-law, P-001, dated September 13, 2016 as amended to September 12, 2017 of the former Municipality of the District of West Hants.
- 3.2. By-law REPEAL-002 hereby repeals the RCMP Advisory Board By-law, 2008-4, dated April 1, 2008 and all previous such Police Advisory Board By-laws of the former Town of Hantsport.

4. EFFECTIVE DATE

This By-law is effective upon publication of passage of the By-law.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of _____, ____.

R. N. Brown
Municipal Clerk

WEST HANTS REGIONAL MUNICIPALITY
REPEAL OF POLICE ADVISORY BOARD BY-LAWS

By-law Adoption	
First Reading:	
Notice Published:	
Second Reading & Approval	
Final Publication	
Notice to Municipal Affairs	
Description: Initial approval of Repeal of Police Advisory Board By-laws, REPEAL-002.	



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
A By-law Respecting the West Hants Police Advisory Board (Consolidated)

1. Citation

- 1.1. This By-law may be cited as the Police Advisory Board By-law.

2. Legislative Authority

- 2.1. This By-law has been prepared in accordance with the provisions of Sections 57 to 68 of the Police Act, S.N.S. 2004, c31 and amendments thereto and may be cited as the Police Advisory Board By-law.
- 2.2. This By-law is subordinate to the *Police Act* and *Regulations* made under that Act, including any amendments to the *Act* or *Regulations* from time to time affecting Police Advisory Boards. The Advisory Board created by this By-law is bound by the *Police Act* and *Regulations* and, except only to the extent of any inconsistency with the *Act* and *Regulations*, by the provisions of this By-law.

3. Definitions

- 3.1. "Advisory Board" means the Police Advisory Board established by the Municipality of the District of West Hants.
- 3.2. "Chief Officer" means the commanding officer for the Windsor District Detachment of the Royal Canadian Mounted Police.
- 3.3. "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality of the District of West Hants.
- 3.4. "Council " means the Municipal Council of the Municipality of the District of West Hants.
- 3.5. "Municipality " means the Municipality of the District of West Hants.
- 3.6. "Minister" means the Minister of Justice
- 3.7. "Police Act" means *An Act Respecting Policing in Nova Scotia*.
- 3.8. "Regulations" means the Police Regulations made under Section 97(1) of the Police Act.



4. Purpose and Function

- 4.1. The over all purpose of the Advisory Board is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality, but the Advisory Board does not exercise jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.
- 4.2. Subject to applicable police contract(s) or police agreement(s), and without limiting the generality of section 4.1, the function of the Advisory Board is to :
- a) Determine, in consultation with the Chief Officer or the Chief Officer's designate, priorities, objectives and goals respecting police services in the community;
 - b) Ensure the Chief Officer establishes programs and strategies to implement the priorities objectives and goals respecting police services;
 - c) Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - d) Ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - e) Act as a conduit between the community and the police department;
 - f) Recommended policies, administrative and organizational direction for the effective management of the police departments; and
 - g) Review with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.

5. General Membership

- 5.1. The Advisory Board shall be comprised of five (5) members as follows:
- a) Two members of Council appointed by resolution of Council,
 - b) Two citizen members appointed by resolution of Council, who are neither members of Council or employees of the Municipality, and
 - c) One member appointed by the Minister.
- 5.2. The Chief Officer and the Chief Administrative Officer, or their designates, must receive notice of the meetings of the Advisory Board and are entitled to attend such meetings, but not to vote.
- 5.3. A member of the Advisory Board may be dismissed by
- a) The Minister, if the Minister appointed the member; or
 - b) Resolution of Council, if the Council appointed the member.



- 5.4. The citizen members shall be persons who have residency within one of the municipal polling districts of the Municipality, or have considerable interest in serving on the advisory board.
- 5.5. An Advisory Board member appointed by Council who ceases to meet the residency requirements or has no interest in serving on the Advisory Board or is otherwise unable to carry out his or her duties as a member of the Advisory Board, ceases to be qualified to serve as a member of the Advisory Board; and Council shall, by resolution, fill such vacancy with an interim appointment.

6. Qualifications of Board Members

- 6.1. The selection process used by Council for appointing members to the Advisory Board shall be consistent with the *Police Act* and *Regulations*.
- 6.2. To be a candidate for appointment as an Advisory Board member, a person shall demonstrate all the qualifications and meet all requirements to the satisfaction of the Council as specified in the *Regulations*.
- 6.3. To be a candidate for appointment as a citizen member on the Advisory Board, a person may not be a member of Council, employee of the Municipality, nor be a current member of any police force.
- 6.4. Each member of the Advisory Board shall take an oath of office or affirmation as prescribed by the *Regulations* and adhere to the code of conduct prescribed in the *Regulations*.
- 6.5. All members of the Advisory Board shall make themselves available and participate in training that may be provided for members of the board or required by the Minister or by *Regulations*.
- 6.6. An Advisory Board member must not make public any matter of a confidential nature, including any matter inadvertently discussed in open session at a meeting or in private conversation.
- 6.7. Subject to paragraph 5.3 and 5.5, or any other direction of Council, the appointment of Advisory Board members shall be:
- a) For Council members, two year; and
 - b) For citizen members, two years

7. Meetings

- 7.4. The Chair and Vice-Chair of the Advisory Board shall be chosen by the members of the Advisory Board, annually, at the first meeting in each year.
- 7.5. The Advisory Board shall hold meetings every three months which may be called by the Chair whenever the Chair deems it advisable, and the Chair or the Vice –Chair, in the Chair’s absence, illness or inability to act, shall call additional meetings of the Advisory Board whenever requested in writing to do so by a majority of the members of the Advisory Board.
- 7.6. The Vice-Chair shall have the same authority as the Chair when presiding at a meeting in the Chair’s absence.
- 7.7. Any other member of Council may attend the meetings of the Advisory Board, but may not vote and may only take part in any discussion or debate of the Advisory Board with the permission of the majority of the Advisory Committee members present. Other members of Council shall not attend in-camera sessions of the Advisory Board.
- 7.8. Meetings of the Advisory Board are open to the public, but all matters relating to discipline, personnel conduct, contract negotiations and security of police operations shall be conducted in private.

8. Voting

- 8.4. All members of the Advisory Board shall vote at the meeting, and any members not indicating their votes will be considered as voting in the negative.

9. Quorum

- 9.4. The quorum for the Advisory Board shall be a majority of the members.
- 9.5. Where no quorum is present within twenty minutes after the hour set for the Advisory Board meeting, the secretary shall take down the names of members present and the Chair shall adjourn the meeting.

10. Decorum and Parliamentary Procedure

- 10.4. The Chair shall preserve order and decorum at Advisory Board meetings and decide all questions of order, subject to an appeal to the Advisory Board upon motion which may be made at any time and shall be put to the meeting immediately and decided



BY-LAW

P-001

forthwith. Where the Chair is called upon to decide a point of order or practice, the Chair shall state the question without unnecessary comment and decide the issue citing the rule or authority applicable hereto.

10.5. Every member upon speaking to a question, motion, or matter, shall address himself/herself to the Chair.

10.6. A citizen member, who without leave of the Advisory Board, is absent from three consecutive meetings of the Advisory Board during their term of appointment, ceases to be qualified to serve as a citizen member of the Advisory Board.

10.7. All meetings of the Advisory Board shall be conducted pursuant to the rules of order for the Municipality and defaulted to the most current edition of Bourinot's Rules of Order.

11. Remuneration and Expenditures

11.4. Upon submission of a travel expense report, the two citizen members appointed to the Advisory Board by Council shall be reimbursed for meeting attendance and travel cost pursuant to the Municipality's prevailing policies and rates, and for other activities approved by the Advisory Board as may be required.

11.5. Members of Council appointed to the Advisory Board shall be compensated according to the Municipality's budget for general government services and other prevailing policies and rates.

12. Repeal

12.4. All previous Police Advisory Board By-laws are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the 13th day of **September, 2016**.

R.N. Brown
Municipal Clerk

By-Law Adoption	
First Reading:	August 9, 2016
Notice Published:	August 29, 2016
Second Reading & Approval	September 13, 2016
Final Publication	September 11, 2018
Notice to Municipal Affairs	September 19, 2016
Description: Approval of P-001 Police Advisory Board By-law and repeal of all previous Police Advisory Board By-laws.	
First Amendment	
First Reading:	July 11, 2017
Notice Published:	August 29, 2017
Second Reading & Approval	September 12, 2017
Final Publication	September 11, 2018
Notice to Municipal Affairs	September 14, 2017
Description: Amendments provided as outlined in P-002 First amendment to the Police Advisory Board By-law.	

TOWN OF HANTSPORT

BY-LAW 2008-4

**RESPECTING THE MEMBERSHIP AND RESPONSIBILITIES OF THE
RCMP ADVISORY BOARD**

The Council of the Town of Hantsport, in the Province of Nova Scotia, enacts as follows:

Short Title:

1. This By-Law shall be known as and may be cited as the " RCMP Advisory Board By-Law".

Interpretation:

2. In this By-Law:

2.1 "Board" means the Hantsport RCMP Advisory Board, a body to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Town of Hantsport

2.2 "Code of Conduct" means the Code of Conduct for the members of the Board adopted by Council

2.3 "Chief Officer" means the District Commander in the Windsor District RCMP

2.4 "NCO" means the Non-Commissioned Officer in charge of the Hantsport Community office.

2.5 "Minister" means the Minister of Justice

2.6 "RCMP" means the Royal Canadian Mounted Police.

3. Membership

3.1 The Board shall be composed of five members:

- (a) Two members of Council appointed by Council
- (b) Two members appointed by Council who are neither members of Council nor employees of the Town of Hantsport, and
- (c) One member appointed by the Minister
- (d) The CAO must receive notice of the meetings and is entitled to attend but does not have a vote.

3.2 A Chair and Vice-Chair shall be chosen by the members of the Board at the

first meeting in each year.

3.3 Each member of the Board shall take an oath of office, or affirmation, as prescribed by regulation and adhere to the Code of Conduct.

3.4 Where a member of the Board is unable to carry out the duties as a member of the Board by reason of illness, absence or any other reason, the person or the body that made the initial appointment may appoint some other person to act as or be a member of the Board in the place or stead of the absent member.

3.5 A Board member shall undergo any training that may be provided for members of the Board or required by the Minister or by regulation.

3.6 A member of the Board may be dismissed by:

- (a) The minister, if the Minister appointed the member; or
- (b) Resolution of Council, if Council appointed the member.

3.7 Members other than the ex officio members and Councilors, may serve for no more than three consecutive years, but may be reappointed after an absence of at least one year.

4. Member Selection

4.1 Council shall follow the following procedure in appointing a Board member:

- (a) Advertise the vacancy;
- (b) Solicit applications for the vacancy;
- (c) Establish a panel to review applications; and.
- (d) Submit each application to the panel for review.

4.2 A person must demonstrate all of the following qualifications, to the satisfaction of Council: to be a candidate for appointment as a member of the Board:

- (a) Residence in the Town of Hantsport
- (b) Knowledge of community issues;
- (c) A good character
- (d) The skills and abilities to make the commitment of time and effort required to carry out board responsibilities

4.3 A person must consent to criminal and background checks to be a candidate for appointment as a member of the Board

4.4 No person shall be appointed as a member of the Board if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of Council, would reasonably be expected to have a negative impact on their acting as a Board member or on the Board generally.

5. Meetings

5.1 Regular meetings of the Board shall be held at the Council Chambers on the second Thursday of each of the months of January, April, July and October of each year, commencing at 1800 hours or at such other time or place as the Board shall determine, provided that there shall be at least one such meeting every three months.

5.2 Board meetings shall be open to the public, except as to all matters relating to discipline, personnel conduct, contract negotiations and security of police operations which may be conducted in private.

5.3 The Non-Commissioned Officer in charge of the Hantsport Community Office or the Chief Officer shall attend all meetings of the Board.

5.4 A majority of the voting members of the Board shall constitute a quorum.

5.5 The Chief Administrative Officer of the Town or his or her designate shall be the non-voting secretary of the Board.

6. Responsibilities of Members:

The role of a member of the Board includes the following responsibilities subject to the police contract or policing agreement:

- (a) Determine in consultation with the Chief Officer, or the Chief Officer's designate, priorities, objectives, and goals respecting police services in the community;
- (b) Ensure the Chief Officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- (c) Ensure that community needs and values are reflected in policing priorities objectives, goals, programs and strategies;
- (d) Ensure that police services are delivered in a manner consistent with community values, needs and expectations;
- (e) Act as a conduit between the community and the police;
- (f) Recommend policies, administrative and organizational direction for the effective management of the police department; and
- (g) Review with the chief officer, or the chief officer's designate, information provided by the chief officer respecting complaints and internal discipline.
- (h) On behalf of the Board, the Board Chair may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Police Act, give advice in writing to the Chief Officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.

- (i) To provide annually to Council and the NCO an evaluation of the policing services within the Town with reference to the Policing Goals and Objectives as stated.

7. Role of Board Chair

The role of a Chair of a Board includes the following responsibilities:

- (a) To preside over the Board and to manage, organize, set agendas for and attend meetings, ensuring that all policies developed by the Board are appropriately implemented;
- (b) To develop an operations and policy manual that will assist in the orientation of new appointees and direct acting Board members regarding their roles and responsibilities;
- (c) To ensure that Board members are informed of matters within the Board's jurisdiction;
- (d) To act as the sole spokesperson for the Board;
- (e) In conjunction with Board members and in consultation with the CAO of the Town of Hantsport, to evaluate the performance of the Chief Officer on a yearly basis.

8. Code of Conduct for Board members

8.1 Council may adopt and amend by policy a Code of conduct for the members of the Board.

8.2 The Chair or the majority of the Board may determine that a Board member has breached the Code of Conduct for Board members

8.3 The Board shall record any breach of the code of Conduct by a member of the Board in the Board's minutes.

8.4 On determining that a Board member has breached the Code of Conduct for Board members, the Board may take one or more of the following actions:

- (a) Issue a reprimand to the Board member;
- (b) Order a period of suspension for the Board member;
- (c) Recommend to the Minister or the council that the Board member be dismissed under subsection 57(7) of the Police Act.

9. Member Complaint

Any public or internal complaint respecting a member of the RCMP assigned to the Hantsport Community Office including the Non-Commissioned Officer in charge shall be dealt with only as prescribed by the RCMP.

10. Expenditures and Credit

10.1 Neither the Board nor any member of the Board has any power to authorize any expenditure to be charged to the Town or to pledge the credit of the Town for any member.

10.2 Each member of the Board is entitled to reimbursement of expenses actually incurred when attending Board business or for attending meetings.

11. Repeal

All former Policing By-Laws and amendments of the Town of Hantsport are hereby repealed.

I, Jeffrey A. Lawrence, Chief Administrative Officer for the Town of Hantsport, do hereby certify that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Town Council of the Town of Hantsport and held on the day of

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Town this day of

JEFFREY A. LAWRENCE Chief Administrative Officer

SPONSORSHIP AND ADVERTISING OPPORTUNITIES



West Hants
Sports Complex

Welcome to Hockey's Home

In 2018, the Municipality of the District of West Hants put forward a plan to build a year round sports complex that would not only pay tribute to Windsor's hockey heritage, but also create health and wellness opportunities for all its citizens by including a walking track and a field house. It is truly a space that will be accessible, inclusive and offer something for everyone.

We are Nova Scotia's newest municipality. In 2020, the Town of Windsor and the Municipality of the District of West Hants consolidated into one regional municipality, the West Hants Regional Municipality. The West Hants Sports Complex is the largest investment that our previous municipal governments have undertaken with financial support from the Province of Nova Scotia and the Government of Canada.

West Hants is experiencing unprecedented growth in a period of global uncertainty. Young families are moving to the region for the quality of life and year round recreational opportunities. Centrally located to the Valley, the South Shore and Metro Halifax, the West Hants Regional Municipality will open the new sports complex in the Fall of 2020.

The West Hants Sports Complex will provide an extensive variety of year-round activities including skating and hockey programs, soccer, indoor walking, trade shows, entertainment and so much more.

Be a part of the excitement! You are invited to learn about our many corporate sponsorship and advertising opportunities.

The Designers

The West Hants Sports Complex was designed by ***MacKay Lyons Sweetapple Architect***, Halifax, has built an international reputation for design and was the recipient of the 2017 Global Award for Sustainable Architecture.

Taking this project from concept to design build, MacKay Lyons Sweetapple Architect has been dedicated to enhancing the player and spectator experience within the West Hants Sports Complex.



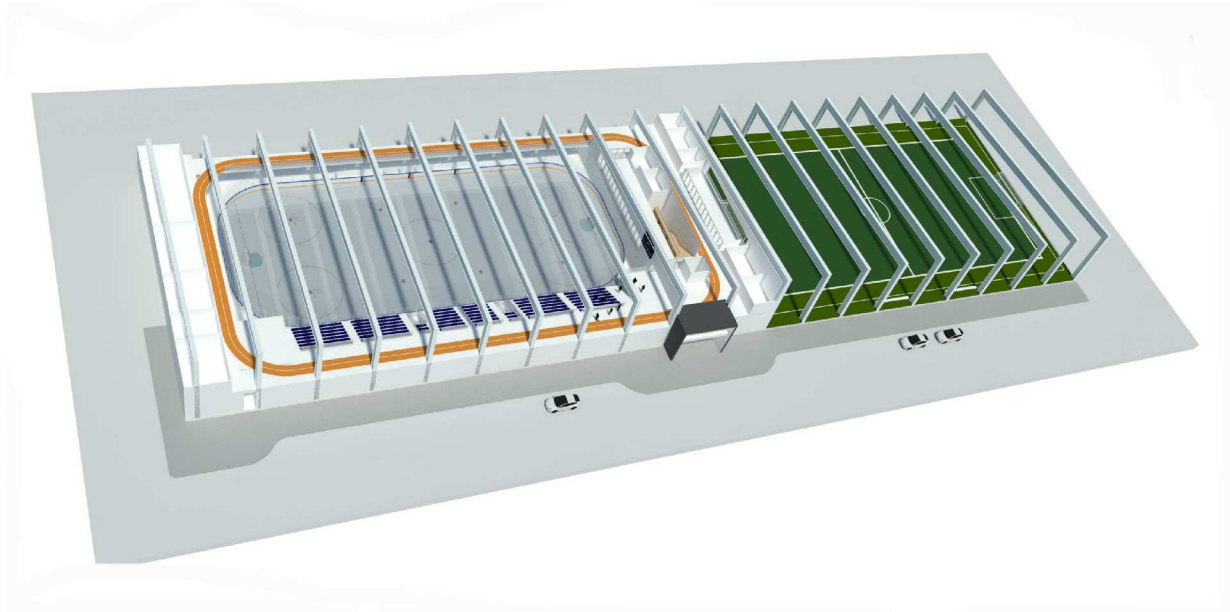
Aerial shot Lindsay Construction

The Builders

Lindsay Construction has been building projects of all shapes and sizes in Atlantic Canada since 1959. Whether civil, industrial, commercial, or institutional, Lindsay Construction is known for quality workmanship. They certainly have delivered on the West Hants Sports Complex.

West Hants Sports Complex

Overview



- ✓ **NHL regulation ice surface**
- ✓ **Indoor 200 metre walking track**
- ✓ **Field House**
- ✓ **Community Room**
- ✓ **Warm Room**
- ✓ **Hockey Heritage inspired lobby**
- ✓ **Architecturally designed**
- ✓ **2000 sq ft of Commercial leasing space**

- ✓ Free Wifi
- ✓ Pop-up vendor space
- ✓ Wheelchair and handicap accessible
- ✓ Barrier free seating and viewing
- ✓ Paved and overflow parking with ample lighting
- ✓ Non-smoking facility and entrance way
- ✓ Office area for staff
- ✓ Reception and lounging areas
- ✓ Touch free doors and washrooms



The Rink

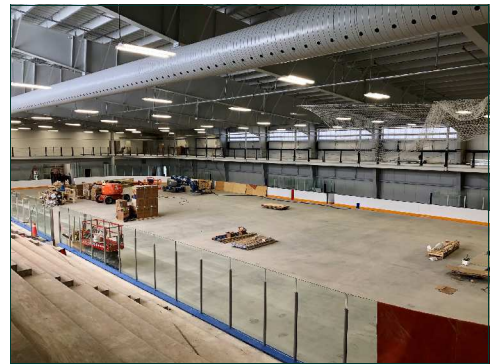


Facility

- ✓ Rink seating for 522
- ✓ 200 metre walking track
- ✓ 150 metres of viewing area overlooking the ice surface along the walking track
- ✓ Warm Room seating
- ✓ 9 Changing Rooms
- ✓ Officials room
- ✓ Unobstructed views of ice surface

Programs

- ✓ Home to West Hants Minor Hockey
- ✓ King's-Edgehill School Hockey
- ✓ Boys and Girls Program
- ✓ Valley Maple Leafs
- ✓ Avonview High School Hockey
- ✓ Boys and Girls Program
- ✓ Community skating and lessons
- ✓ Variety of tournaments and competitions
- ✓ Sledge hockey
- ✓ Recreation hockey league
- ✓ West Hants Community Development
- ✓ Recreation programs
- ✓ Capable of hosting year-round events



The Field



Facility

- ✓ GTR Momentum Plus Turf
- ✓ Four dressing rooms
- ✓ Officials room
- ✓ Seven aside 100 x 200 pitch
- ✓ The field house can be used for a variety of sports such as soccer, football, rugby, lawn bowling, ultimate frisbee, box lacrosse, etc.
- ✓ Dedicated seating and standing areas
- ✓ Capacity to build a climbing wall within the field house



Sponsorship OPPORTUNITIES

NAMING RIGHTS

The new West Hants Sports Complex, will provide a great opportunity to showcase your business by having your name on the Complex, the Rink, Field House, Walking Track or Community Room. The West Hants Sports Complex offers competitive pricing, compared to print, radio and television advertising. The new West Hants Sports Complex, located in the heart of the Birthplace of Hockey, will attract a very diverse audience with the rink and the field house, its community room and walking track. Now is the time for you to take advantage of the great sponsorship opportunities available.

Facility Complex Naming Rights

Your company name will be listed above West Hants Sports Complex on the exterior of the building and in all uses of the Complex name including, but not limited to:

- ✓ 24 hour exterior signage with road visibility*
- ✓ Exposure with all marketing associated with the West Hants Sports Complex
- ✓ One high profile rink dasher board with your branding or one regular profile king dasher*
- ✓ Your corporate logo on the website with links to your company website
- ✓ One high profile field house perimeter board*
- ✓ One under ice logo (location C or D)*
- ✓ Full complex 2 hour access for sponsor event

Duration and Costing available

5 Years - \$35,000 per year commitment
10 Years - \$30,000 per year commitment
15 Years - \$25,000 per year commitment
20 Years - \$20,000 per year commitment

**Production costs included with sponsorship*

Rink Naming Rights

Your company name will be listed before Rink in all uses of the name including, but not limited to:

- ✓ Interior signage in lobby and rink*
- ✓ Exposure with marketing associated with the West Hants Sports Complex
- ✓ One high profile rink dasher board with your branding*
- ✓ One high profile field house perimeter board
- ✓ Your corporate logo on the website and links to your company website*
- ✓ One under ice logo (location C or D)*
- ✓ 2 hour rink access for sponsor event

Duration and Costing available

5 Years - \$20,000 per year commitment
10 Years - \$18,000 per year commitment
15 Years - \$15,000 per year commitment
20 Years - \$12,000 per year commitment

**Production costs included with sponsorship*

Field House Naming Rights

Your company name will be listed before Field House in all uses of the name including, but not limited to:

- ✓ Interior signage in lobby and field house*
- ✓ Exposure with marketing associated with the West Hants Sports Complex
- ✓ One high profile perimeter board with your branding*
- ✓ Your corporate logo on the website with links to your company website
- ✓ One under ice logo (location C or D)*
- ✓ 2 hour field house access for sponsor event

Duration and Costing available

5 Years - \$20,000 per year commitment
10 Years - \$18,000 per year commitment
15 Years - \$15,000 per year commitment
20 Years - \$12,000 per year commitment

**Production costs included with sponsorship*

Community Room Naming Rights

Your company name will be listed before the Community Room in all uses of the name including, but not limited to:

- ✓ Interior signage in the lobby and the entrance to the Community Room*
- ✓ Exposure on marketing associated with the West Hants Sports Complex
- ✓ One dasher board in the rink*
- ✓ One field house perimeter board*
- ✓ Your corporate logo on the website with links to company website

Duration and Costing available

5 Years - \$10,000 per year commitment
10 Years - \$8,000 per year commitment
15 Years - \$7,000 per year commitment
20 Years - \$6,000 per year commitment

**Production costs included with sponsorship*

Sponsorship OPPORTUNITIES

Walking Track Naming Rights

Your company name will be listed before Walking Track in all uses of the name including, but not limited to:

- ✓ Interior signage in the lobby and the entrance to the Walking Track*
- ✓ Exposure with marketing associated with the West Hants Sports Complex
- ✓ One rink dasher board in the Rink*
- ✓ One field house perimeter board*
- ✓ Your corporate logo on the website with links to company website

Duration and Costing available

5 Years - \$10,000 per year commitment
10 Years - \$ 8,000 per year commitment
15 Years - \$ 7,000 per year commitment
20 Years - \$ 6,000 per year commitment

**Production costs included with sponsorship*

****All sponsorship signage will be produced and professionally installed at the facility's cost. The sponsor will provide artwork which will require management approval.***

- Rink dasher board advertising is 33 inches in height, approximately six feet in length. (Board is 4' by 8'). King dasher boards are 33 inches in height and 15 feet in length.
- Rink dasher board advertising will consist of high-density polyethylene (HDPE), which is the current industry standard. The display will be in the form of decals that will be professionally installed.
- Field House perimeter board advertising is 4 feet in height and 8 foot lengths. Advertisers will be responsible to provide artwork. Signs will be professionally made to specifications and installed by complex staff.

All Naming Rights sponsors will receive 50 free community skating passes per year to distribute to customers and friends.

Your Next Step

Naming Rights Sponsorship is available for a minimum 5-year, to a maximum 20-year term. Each company interested in securing Naming Rights Sponsorship of the West Hants Sports Complex, Rink or Field House, Walking Track or Community Room, should submit a proposal describing:

- ☐ Detailed contact information
- ☐ Proposed name
- ☐ Annual financial commitment
- ☐ Term of proposal
- ☐ Any additional exposure requests/ terms/ conditions, if applicable.
- ☐ Your qualifications and experience to carry out the requested sponsorship; inclusive of, but not limited to: Details of involvement in similar projects, number of years in business and length of experience.

Inquiries

VanEssa Roberts, Manager of Community Economic Development
902-798-8391, ext 213 Email: vanessa@westhants.ca

Proposal Submission

Proposals should be clearly marked and submitted to:
Naming Rights Sponsorship Proposal
c/o VanEssa Roberts, Manager of Community Economic Development
PO Box 3000, Windsor, Nova Scotia, B0N 2T0

The West Hants Regional Municipality may not necessarily accept the highest priced proposal or any proposal and reserves the right to obtain additional information from the proponents to clarify any information within its submission. If a proposal is accepted, the successful proponent will be required to enter into a contract with the West Hants Regional Municipality. The Municipality reserves the right to negotiate specific terms.

Advertising OPPORTUNITIES

Community Skate Sponsorships

Help your community stay active while promoting your business. Choose from any of our public skate times. It's a great opportunity for the community to participate in a free skate and learn about your business.

- Sponsors will have the opportunity to set-up a display in the main lobby to promote their business during the skate.
- Sponsors will be recognized in all promotion of the community skate one week prior to the scheduled skate.
- Any additional advertising will be the responsibility of the sponsor and require Facility Management approval.

Duration: One time/ per public skate
Cost: \$230 (includes taxes)

Exterior Change Room Door Advertising Limited availability

For an annual fee of \$500 a change room will be named after your business. Your business logo will be affixed beside the change room door. The advertiser is responsible to produce signage to size and material specifications. Graphics must be approved by management.

Interior Change Room Door Advertising Limited availability

For an annual fee of \$300, promote your business on an interior change room door. The advertiser is responsible to produce and install signage to size and material specifications. Graphics must be approved by management.

Rink Wall Advertising Limited availability

For an annual fee of \$700 you can promote your business by mounting a sign within the West Hants Sports Complex rink. The advertiser is responsible to produce and install signage to size and material specifications. Graphics must be approved by management. Various locations available.

Garbage and Recycling Bins

The placement of branded garbage and recycling bins will provide high visibility throughout the West Hants Sports Complex. The advertiser is responsible to produce and install signage to size and material specifications. Graphics must be approved by management. Annual Cost per bin: \$300.00

Rink Dasher Boards are ice level advertising panels and a great opportunity to promote your business 12 months of the year.

Size: Approximately 36" (height) x 96" (width)
Duration: 3-year agreement
Location Cost: High Profile \$800/year
End Zones \$600/year
Low Profile \$400/year

Dasher board advertising will be of high-density polyethylene (HDPE) decals. The advertiser is responsible to produce and install decals to size and material specifications. Graphics must be approved by management.

King-size Corner Dasher Boards

Corner ice level advertising panels create a huge opportunity to promote your business. 4 available!



Size: Approximately 36" (height) x 192" (width)
Duration: 3-year agreement
Cost: \$1400 per year

Dasher board advertising will be of high-density polyethylene (HDPE) decals. The advertiser is responsible to produce and install decals to size and material specifications. Graphics must be approved by management.

Top of Rink Boards

Wrap your logo on the top of the rink boards. Seat side rink boards only.

Size: 8 inches in width and 180 feet available length.
Duration: 3-year agreement
Cost: \$5 per linear foot

All wrap will be a clear high density polyethylene (HDPE) with a single colour logo. The advertiser is responsible to have the graphics approved and created to the size and material specifications by management. Professional installation is required at advertiser cost.



Advertising OPPORTUNITIES

Ice Resurfer/Zamboni

All eyes are on the Zamboni as it cleans the ice before, during and after hockey games. Your company logo and colors, can wrap the Zamboni for all to see.

Duration: 3-year agreement
Cost: \$2500 per year full wrap
(both sides of Zamboni)
\$1500 per year per one side

All wrap is to be provided and professionally installed by the advertiser. Graphics must be approved by management.

Field House Perimeter Boards

Limited availability

Perimeter boards provide field advertising and a great opportunity to showcase your business.

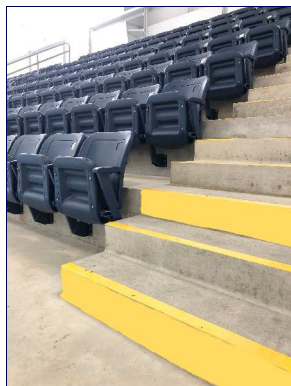
Size: 4 feet (height) 8 feet' (width)
Duration: 3-year agreement
Location Cost: Side Profile \$500/year
End Zone \$800/year

Field House perimeter board advertisers will be responsible to create and deliver signs to size and material specifications. Graphics must be approved by management. Staff will install signage in the field house.

Rink Stair Risers Limited availability

For \$400 annually, one of 10 interior stairwells, (excluding the main stair well), can be decal'd with your business name and logo. The advertiser is responsible to have the decals produced in high-density polyethylene (HDPE) and professionally installed. All graphics must be approved by management.

There are two sets of double stairwells that will require the same advertiser at \$800 annually



Please note: the logo background shall be the same colour as the nosing and placed on every other riser.

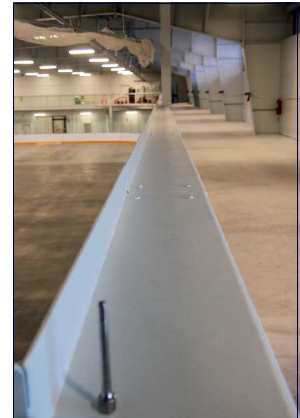
Walking Track Standing Rail

Size: 7.5 inch flat ledge
Length: 500 feet available

Duration: 3-year agreement
Cost: \$5 per linear foot/
Sold in 100 foot lengths
...minimum \$500 per year

All wraps will be a clear high-density polyethylene (HDPE) decal with a single colour logo. Your logo must be approved by management.

All wraps must be professionally installed at advertisers expense.



Hydration Stations

Limited availability

Help keep our athletes hydrated by sponsoring one of our hydration stations. Participants will recognize your support every time they fill up a water bottle.

Size: 17 inches wide
and 11 inches tall
Duration: 3-year agreement
Cost: \$200 per water station



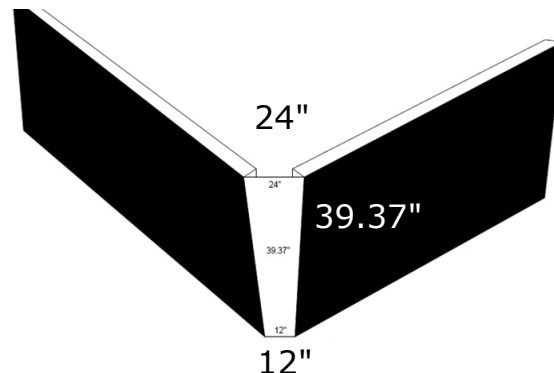
Advertisers will be responsible to provide a waterproof sign that meets the size and medium specifications outlined by the Facility Management. Signage will be installed by facility staff.

Advertising OPPORTUNITIES

Scoreboard

Your company logo will stand out on the four corners of the hanging scoreboard. The corners are cut from aluminum plate and powder coated black. Your logo must be supplied on high-density polyethylene (HDPE), which is the current industry standard. The display will be in the form of decals that staff will place on scoreboard. Please note, there is no backlighting.

Duration: 3-year agreement
Cost: \$1000 per year for all four corners



Under Ice Logos

Make a constant impression with your company's logo or name directly beneath the ice surface. Under ice logos are a great way to catch the eye of the viewer or the participant.

Duration: 3-year agreement. Limited availability and installation due to ice making procedures.

Supply of under ice stencils or mesh is the responsibility of the sponsor. The logos must be approved by management and will be painted or installed by staff. Ice paint will be provided in 6 basic colours.



Rink Under Ice Logos

Location	Cost
A1, A2, B1, B2	\$800/year
C1, C2, D1, D2	\$600/year
E1, F1	\$500/year
G1, G2, H1, H2	\$400/year

West Hants Sports Complex Advertising

The West Hants Sports Complex is accepting "**expression of interest**" for all advertising. All advertisement space and positions will be reserved on a first-come, first-served, basis.

Advertisers are requested to email an expression of interest outlining name, contact information and the advertising product or products to be reserved.

In the case of duplicate requests, management will work with advertisers on other available products and locations.

All expression of interest regarding advertising is to be emailed to VanEssa Roberts at vanessa@westhants.ca. In the subject line please identify West Hants Sports Complex advertising.

Please note: advertising fees only cover the placement and does not include design or production, unless otherwise stated. All advertisers will receive first right of renewal.

VanEssa Roberts, Manager of Community Economic Development

902-798-8391 ext 213

vanessa@westhants.ca

The successful proponent will be required to enter into a contract with the West Hants Regional Municipality. The Municipality reserves the right to negotiate specific terms.

Other OPPORTUNITIES

The West Hants Sports Complex is funded through the West Hants Regional Municipality. Additionally, sponsorship and advertising revenue will make it possible for the municipality to expand programs, and keep rental rates reasonable for all users.

If you have an idea for advertising or sponsorship within the West Hants Sports Complex, we'd love to hear from you. We invite creativity.

Future options include the purchase of floor coverings to offer year-round events. A climbing wall is envisioned for the field house.

The West Hants Sports Complex will provide an extensive variety of year-round activities including skating and hockey programs, soccer, indoor walking, trade shows, entertainment and so much more.

Be a part of the excitement!

Commercial Lease packages are also available for a minimum 5-year, to a maximum 20-year, term. Proprietors should submit a proposal introducing their company and its services.

- Detailed contact information
- Term of proposal
- Any additional exposure requests/ terms/ conditions, if applicable
- Your qualifications and experience
- Lease holds to be negotiated

Inquiries

VanEssa Roberts, Manager of Community Economic Development
902-798-8391, ext 213 Email: vanessa@westhants.ca

Commercial Lease Submission

Proposals should be clearly marked and submitted to:
VanEssa Roberts, Manager of Community Economic Development
c/o Commercial Lease Proposals
PO Box 3000
Windsor, Nova Scotia
B0N 2T0

The West Hants Regional Municipality may not necessarily accept the highest priced proposal or any proposal and reserves the right to obtain additional information from the proponents to clarify any information within its submission. If a proposal is accepted, the successful proponent will be required to enter into a contract with the West Hants Regional Municipality. The Municipality reserves the rights to negotiate specific terms.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: **Members of West Hants Council**

Submitted by: **Abraham Zebian, Mayor**

Date: November 4, 2020

Subject: Burn Permits

LEGISLATIVE AUTHORITY

RECOMMENDATION or DECISION REQUEST

Request an information report on a possible municipal permit process for anyone wanting to burn permitted materials or an updating of the Fire Protection By-Law that reflects the need for a permit.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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The former Municipality of West Hants last updated the "Fire Protection By-Law" September 2004. The Former Town of Windsor last updated its "outdoor fires bylaw #39" Dec, 2010. The former Town of Hantsport last updated its fire bylaw (Bylaw #1-93) October 1993. While the Former Towns bylaws speak of "special" permits being required by the fire chiefs for open air burning and all three former units bylaws stating certain materials are prohibited from being burned, none of the bylaws state that a permit is required before anyone undertakes burning.

DISCUSSION

Numerous calls from residents have been received with complaints that people/neighbours are burning prohibited materials or burning too close to their premises. By the time the complaint is received, passed onto staff, and staff can take a look, the activity is done and no evidence of burning activity is present. It may help us and our residents if we enact a permit system for anyone wanting to burn, whether

open air or in a burn barrel, so we can inspect and act more quickly, if necessary.

NEXT STEPS

Provide an information report on permitting processes used by other Municipal units or update the bylaw to reflect a permit being required.

FINANCIAL IMPLICATIONS

Financial implication would be staff time.

ALTERNATIVES

Provide a time frame on updating the three separate bylaws into one bylaw at which time changes could be included if seen as appropriate.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Background

After reviewing the request, a brief operational meeting was held with the following individuals to explore the historic operational awareness on burning in the Region.

Jamie Juteau, Windsor Fire Chief
Ryan Parker, Bylaw Enforcement Officer
Shelleena Thornton, Administrative Supervisor
Rhonda Brown, Municipal Clerk
Mark Phillips, Chief Administrative Officer

Discussion points were as follows:

Why – What is the complaint rate within the Region regarding open fires and burning?

Discussion

- By-law enforcement receives approximately 6 to 9 calls per year related to fires and burning.
- Approximately two of those annual calls proved to be incidents where property owners are not complying with policy or bylaw. The clearance rate on these calls is close to 100% as education is typically the required direction in order to achieve compliance.

- A majority of the complaints are regarding the timing of the burning or the smoke that is created from the burning. Often it is a neighbour versus neighbour issue regarding the inconvenience of smoke.
- Staff would request that all complaints associated with fires / burning that are not 911 in nature be directed to the By-Law Enforcement Division or area fire department.

What - Existing and Historic Legislation / Bylaws / Policies

Provincial Regulations

- Forest Fire Protection Regulations, made under Section 40 of the *Forests Act*

Municipal Bylaws

- Town of Windsor Bylaw 39 – Outdoor Fires Bylaw
- Town of Hantsport Bylaw #1-93 – Fires and Burning of Materials Bylaw
- West Hants – Fire Protection Bylaw

Who – Jurisdictions?

The listed jurisdictions are often engaged in responding to calls. The dispatch process will often evaluate the response requirement and contact the appropriate authority (s).

- Provincial / DNR
- RCMP
- Municipal Bylaw Enforcement
- Fire Departments
- Staff and Fire Volunteer Capacity (Enforcement and Fire Response)

When – Burning Seasons

- Complaints are most often received in the spring, summer and fall.
- The provincial burn ban notices have helped to educate the general public as well as reduce the complaint volume. This provincial notification service is now deactivated for the winter months and will resume in the spring of 2021.

Where- WHRM

Pending the direction of Council, it is likely that separate burning guidelines should be recognized for urban and rural areas of the Region. Other municipalities have considered burn districts vs non burn districts such as HRM and have corresponding bylaws.

Staff Responsibility and Workload

To further explore the request or to carry out the “preferred strategies’ listed below would not require significant staff time. Should a permit process be enacted for all fires / burns is a concern. Permit application cost and processes for all fires / burns and the expected oversight or enforcement of all fires / burns would require an increase in staff resources and likely greater demand on volunteer fire resources.

Budget

Pending direction from Council regarding a permit for all fires / burns there could be an increase in service delivery expenditures in proportion to the service delivery expectation.

Options

It should be noted that enforcement of any nature regarding bylaws and policies is important to maintain "peace and good order" within our Region. This ensures the preservation of the quality of life and enjoyment of residents properties. At the current time staff do not receive high volumes of calls regarding non-compliance complaints that prove to be "real" non-compliance calls warranting a significant change in our service delivery. A vast majority of the times bylaw enforcement or fire services are able to address the complaint and clear the file.

Preferred Strategies

1. Ensure that all complaints are directed to a Bylaw Enforcement Officer (Ryan Parker: rparker@westhants.ca)
2. Direct staff to consolidate the existing bylaws into a single bylaw for the region respecting burn and non burn zones as well as the consideration of special burn permits.
3. Explore increased education and communication opportunities.
4. Discuss this issue with the Fire Chiefs at the next Chief's meeting.

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by: _____


(Mark Phillips, Chief Administrative Officer)