WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda Amended July 14, 2023
July 11, 2023 - 6:00 p.m.
In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS
Virtual via Zoom (also 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. Attendance

3. Approval of the Agenda, including additions or deletions
   a) Dashboard Action Items – Information Log
   b) Dashboard Action Items – Dangerous or Unsightly Premises

4. Declaration(s) of Conflict of Interest

5. Announcements

6. Approval of Previous Meeting Minutes
   a) 2023-06-13 Committee of the Whole Minutes

7. Presentations
   a) POSSE Presentation – Kimm Kent, Benjamin Dykeman and POSSE group

8. Unfinished Business/Postponed Motions
   a) Community Centre Definition Information Report – Planner Dunphy
   b) Falmouth Family Park Information Report – Director Kehoe
   c) Improvements to Council Chambers – CAO Phillips
   d) Municipal Complex RFP – CAO Phillips
   e) Security Camera Report – IT Specialist Povah/ CAO Phillips
   f) Water and Sewer Amounts Information Report (associated with the Windsor Agricultural Society) – Acting Director Gibson
   g) Town Hall Meeting

9. Reports
   a. CAO Activity Update - Information Report
   b. Financial Update Ending April 30, 2023 – Acting Director Gibson (Report will be available in September)

10. Correspondence
    a. Information
       i. Avon Causeway Activity Log as of July 11th, 2023

Combined
Correspondence

1. Correspondence Received Ledger as of July 11th, 2023
   i. 2023-06-29 Committee of Zwicker Lake Property Owners (Seamus Marriott) Re Clarification
   ii. 2023-06-30 Nancy Sheehy Re State of emergency
   iii. 2023-06-30 Pat Miller Re Fireworks (Two pieces of correspondence)
   iv. 2023-07-05 Nova International Letter to West Hants
   v. 2023-07-06 NSEMO Emergency Management Preparedness Office Re Region 3 Resignation
   vi. 2023-07-07 Chris Shields Re Construction on the 101 and Lake Pisiquid

2. Fort Edward Municipal Lands Activity Log as of July 11th, 2023

3. Storm Wastewater Activity Log as of July 11th, 2023

a. Requests
   i. 2023-06-30 Lisa Bland Re Safety Measures during this Emergency
   ii. 2023-07-03 Carrilee Eddy Re Avon River Fish Passage Request
   iii. 2023-07-05 Maria DeNicola Re clarification on health and safety issue
   iv. 2023-07-10 Jenifer Tsang Re Property at 997 Highway 14, Upper Vaughan, WHLUB amendment
   v. 2023-07-11 Jon Hall Re Bicycle parking

b. Out-going Correspondence Ledger as of July 11th, 2023
   i. 2023-06-30 Indigenous Services Canada Re Response to the Proposed Addition to Reserve, Glooscap First Nation
   ii. 2023-06-30 Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise
   iii. 2023-07-05 Letter Re the Railways Act- Bill 236

11. New Business
   a) Development Officer Appointment – Director Poirier
   b) Parkland Divestment – Rezoning Application – CAO Phillips
   c) WHRMPW23-06 Purchase of two (2) One Ton Trucks Recommendation Report - Director Richard
   d) Resilient Agricultural Landscape Program and remaining ACOA Funding with respects to the Hants County Federation of Agriculture - Councillor Hartt

12. Public Participation Period

13. In-Camera
   a) 2023-06-13 Committee of the Whole In-Camera Minutes
   b) MGA 22(2)(a) Legal Matter
   c) MGA 22(2)(a) Legal Matter
   d) MGA 22(2)(a) Legal Matter
   e) MGA 22(2)(a) Personnel Matter

14. Next Meeting Date / Adjournment – June 26th Council Meeting at 6 p.m.

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 11, 2023

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

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes.	2020-05-12		Discussions to occur once the Rate Study was completed.	CAO/Fin
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.	2020-09-22	Align with Branding outcomes 2021-07, On-going	Pending Beautification Strategy. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Ongoing	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Spring/Summer 2023	On-going, an event will be scheduled this year.	Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	2021-03-23	**March 2023**	DEFEATED - No direction provided.	CAO
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		Met on March 15, 2022, mtgs continue.	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22		Pending, Meeting date being confirmed	Mayor/CAO
65 Fort Edward Street (Municipal Lands) - the Public Hearing and Second Reading be adjourned until Ocober 2023	2022-06-28	2023-10	On-going meetings with Dr. Fowler (pending plan submission and approval)**POSTPONED SECOND READING UNTIL OCTOBER, 2023**	CAO/Planning

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Security Cameras - Review and bring a report back to Council for further discussion and decision making re: security cameras within West Hants in consultation with IT and RCMP on locations.	2022-11-08	***2023-06***	Approved, being presented at July COTW	Finance
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2023-04	Approved, Report will be presented at **June** COTW	PW
WFD Rescue Engine - approve the award of tender WHRMAD22-03A for the supply of a Rescue Engine to the compliant bidder, Techno Fu Inc., at the tendered price of $1,496,490.36 plus applicable taxes.	2023-01-10	2023-10	Re-issue a new tender when permitted	CAO
Waste Collection By-Law - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.	2023-03-28	2023-06	Approved, awaiting report/By-Law	PW
Public Participation Policy - staff explore amending the Public Participation Program Policy (PPPP) to include strengthening public notice of information meetings.	2023-03-28	2023-04-25	Approved, Report to follow	Plan
WH Historical Society Proclamation - proclamation will return to the July 25th meeting for official declaration within chambers.	2023-03-28	2023-07-25	Approved, will return to July Council meeting	CAO
Sidewalk Extension from Wentworth Road to the WH Sports Complex - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic).	2023-04-11	2023-06	Approved, Report to follow	PW

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Insurance - engage a consultant (if needed) to do a review of insurance costs across the Municipality (all operations) to be able to do a review to optimize insurance expenditures. (Amended - to be done within the next two months)	2023-04-12	2023-07-25	Approved, Ongoing	Fin
Council Chamber Improvements - Direct staff to add up to $30,000 to the budget to improve Chambers and bring a report on the costs.	2023-04-19	2023-07	Approved, being presented at July COTW	CAO
Bulk Water Options - staff explore options for having bulk water rates reduced to previous levels prior to regulation from the UARB.	2023-04-19	2023-04-19	Approved, Report to follow	Fin
Downtown Draft Parking By-Law - staff prepare a draft Parking By-Law for WHRM to be reviewed by Council.	2023-05-09	2023-07	Approved, Report to follow	PW/By-Law
Short Term Rentals - Planning staff prepare a report with recommendations/regulations if appropriate for short term rentals within WHRM rentals. Report will go to PAC first.	2023-05-09	2023-09	Approved, Report to follow	Plan
Amendment to Land Use Bylaw Definition "Community Centres" - staff review the process that occurred and resulted in the change in Community Centre's definition and review the existing definition in comparrison to the original definition to determine if the current definition does result in a broader scope and the potential to create increased land use conflicts.	2023-05-23	2023-09	Approved, being presented at July COTW	Plan
Aberdeen Beach Road - staff explore the restricted vehicular access to Aberdeen Beach Road through a safety lens re: emergency vehicles (fire apparatus, ambulance and emergeny vehicles)	2023-06-13	2023-07-25	Approved, Report to follow	CAO/PW

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Brooklyn Fire Generator - approve the tender for the supply and install generator for BFD2 to Geddes and Murphy Electric for the tendered price of $98,400 plus a 15% contigency of $14,760 for a total price of $113,160, plus taxes.	2023-06-13	2023-06-27	Approved	PW
Capital Equipment Approvals - approve the tender for the purchase of a **4 ton asphalt hot box trailer** (WHPW23-07) from Atlantic Coastal Equip. for the price of $64,945.00 plus taxes.	2023-06-13	2023-06-27	Approved	PW
Capital Equipment Approvals - approve the tender for the purchase of an **excavator and float trailer** (WHPW23-10) from Wajax for the price of $219,190, plus taxes.	2023-06-13	2023-06-27	Approved	PW
Capital Equipment Approvals - approve the tender for the purchase of a pre-selected sole sourced **bulk water truckfill system** from Birksco for the price of $67,850 incl. a 15% contigency plus applicable taxes	2023-06-13	2023-06-27	Approved	PW
Capital Equipment Approvals - approve the tender for the purchase of a **street sweeper** (WHPW23-11) from Saunders Equipment Ltd for the price of $385,000 plus taxes.	2023-06-13	2023-06-27	Approved	PW
Edward Drive and Underwood Road - provide a quote (class D estimate) on connecting Payzant to King Street and report back to Council within 3 months.	2023-06-13	2023-07-25	Approved, Report to follow	PW
Federation of Agriculture Letter of Support - send a letter to the appropriate ministers for the province of NS, the government of Canada, the Premier of NS and the Prime Minister of Canada stating firm support for a permanent long term fresh water resource for the community as stated by the Hants County Federation of Agriculture.	2023-06-13	2023-07-11	Approved	CAO

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Glooscap First Nation - send correspondence back to Indigenous Services Canada informing them that Council has no concerns with the request from Glooscap First Nation.	2023-06-13	2023-06-27	Approved and sent	CAO
Half Ton Truck Purchase - approve the award and purchase of a 1/2ton truck (WHPW23-06) from Pothier Motors Ltd. for $67,444.95 plus taxes.	2023-06-13	2023-06-27	Approved	PW/CD
Independent Engineer - staff solicit a report from an Independent Engineer on storm water management plans for requested DA's as part of the development process.	2023-06-13	2023-07-11	Approved	PW/PL
J-Class Roads - mayor and clerk sign the cost share agreement No. 2023-022 and 2023-023" resolution, as presented at the June 13th COTW mtg.	2023-06-13	2023-06-27	Signed	PW
NS Low Carbon Communities Fund - approve funding 25% (up to $25,000) as the municipal contribution of an application to the NS Low Carbon Communities program to support a solar energy feasibility study through the regional operating reserve.	2023-06-13	2023-06-27	Approved	FIN/PL
Main St. North Hantsport Design Priority - approve the release of an RFP for the engineering and design work for Main St. North infrastructure renewal for the 2023/24 fiscal peroid with construction starting in 2024/25 & defer the engineering and design work for Rand St. infrastructure renewal to 2024/25 fiscal peroid with construction starting in 2025/26.	2023-06-13	2023-06-27	Approved	PW

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
MCCAP Resident Appointment - appoint Jeremy Higgins as a resident member to MCCAP for the current term expiring October 31, 2024.	2023-06-13	2023-06-27	Approved	CAO/PL
NS Bill 236 Railway Act - write a letter to the Hon. Kim Masland, Minister of NS Dept. Public Works expressing a desire for an expeditious proclamation of Bill 236 or intervention by the province declaring the Windsor and Hantsport Railway no longer having controlling interestin the tracks.	2023-06-13	2023-06-27	Approved, sent	CAO
Tourism Project with East Hants - staff begin work on tourism strategies with staff at East Hants and report back to Council on updates and future recommendations.	2023-06-13	2023-07-11	Approved	CD
Town Hall Mtg - Council hold a Town Hall mtg and extend an invitation to MP Blois and MLA Sheehy-Richard to attend and answer questions from the public.	2023-06-13	2023-07-11	Paused to reflect and provide clarity of the purpose of the mtg. Returning to COTW mtg	CAO
Windsor Ag Society - staff prepare a report & bring back information on the request made by the Windsor Agricultural Society pertaining to water usage and sewer amounts billed; and further that staff provide a refresher on how residential and commercial businesses are billed for water and sewer usages.	2023-06-13	2023-07-11	Approved, being presented at July COTW	FIN
Ice Resurfacer - approve the award of tender for the purchase of an electric ice resurfacer to Saunders Equip. for $152,175 before applicable taxes.	2023-06-27	2023-06-27	Approved	CD
Cell Phone Service -staff write a letter to the proper organizations re: the poor cell service in West Hants requesting that providers explore all options that would result in increased cellular service West Hants.	2023-06-27	2023-06-27	Approved, letter being drafted	CAO

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Tax Exemption Concern - Staff determine if the property owned by a resident of Zwicker Lake qualifies for a tax exemption (PCC concern).	2023-06-27	2023-06-27	Approved, pending confirmation and response	FIN
CCBF Funding qualification - Staff write a letter to CCBF to confirm that the proposed septic system upgrades for the PCC fall under the criteria identifed by CCBF.	2023-06-27	2023-06-27	Approved, response was provided	FIN
Avon Street Residents letter - staff write a letter of support for the Avon Street residents requesting immediate action by the Federal & Provincial govtto address the issues that are being experienced as reported by the group. The letter will be sent to the proper Federal & Provincial departments. MP Blois, MLA Sheehy-Richard, MLA Irving and the Municipality of of the County of Kings.	2023-06-27	2023-06-27	Approved, sent	CAO
Provincial Capital Assistance Program - staff submit an application for potential funding to assist with creating a master stormwater separation plan.	2023-06-27	2023-06-27	Approved	PW
Affordable Housing Association of Nova Scotia (AHANS) Re Tremain Crescent Funding Low Carbon Communities Application - Staff write a letterof support	2023-06-27	2023-06-27	Approved, sent	CAO

West Hants Regional Municipality
Dangerous or Unsightly Premises
Dashboard (Action List)
July 11, 2023

Matter	Meeting
Textile Building - Staff continue to monitor the site.	**Nov 8, 2022 COTW**
74 Bowman Road - Property owner understands their obligation	**Nov 8, 2022 COTW**

POSSE & Windsor/West Hants Community Crisis Worker Proposal



Who We Are

POSSE is:

- A youth-driven peer outreach project
- Harm reduction and human rights focused

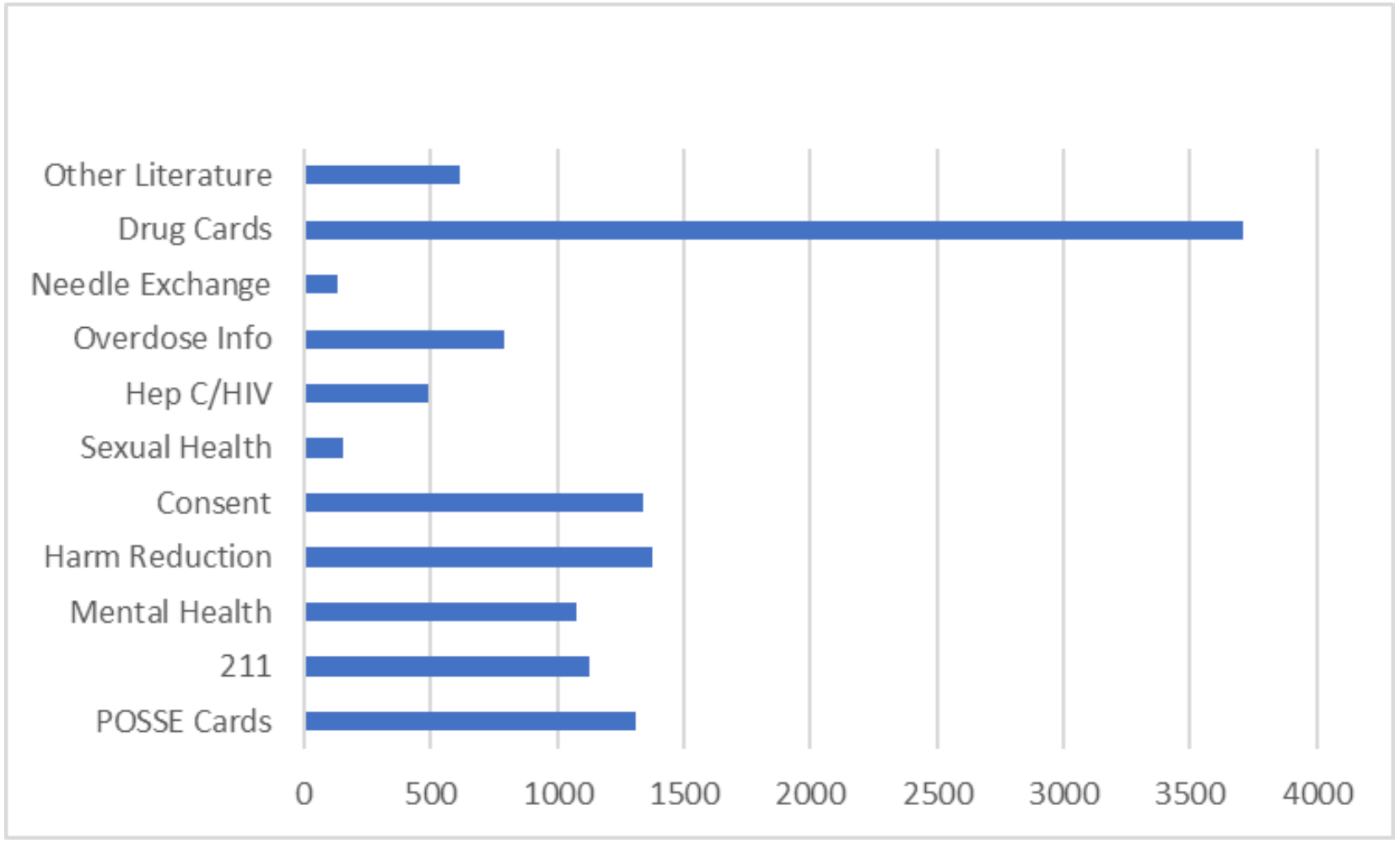
POSSE is a program of the Mi'kmaw Native Friendship Centre.

This initiative was funded by a contribution from Health Canada's Substance Use and Addictions Program (SUAP). The views expressed herein do not necessarily represent the views of Health Canada.



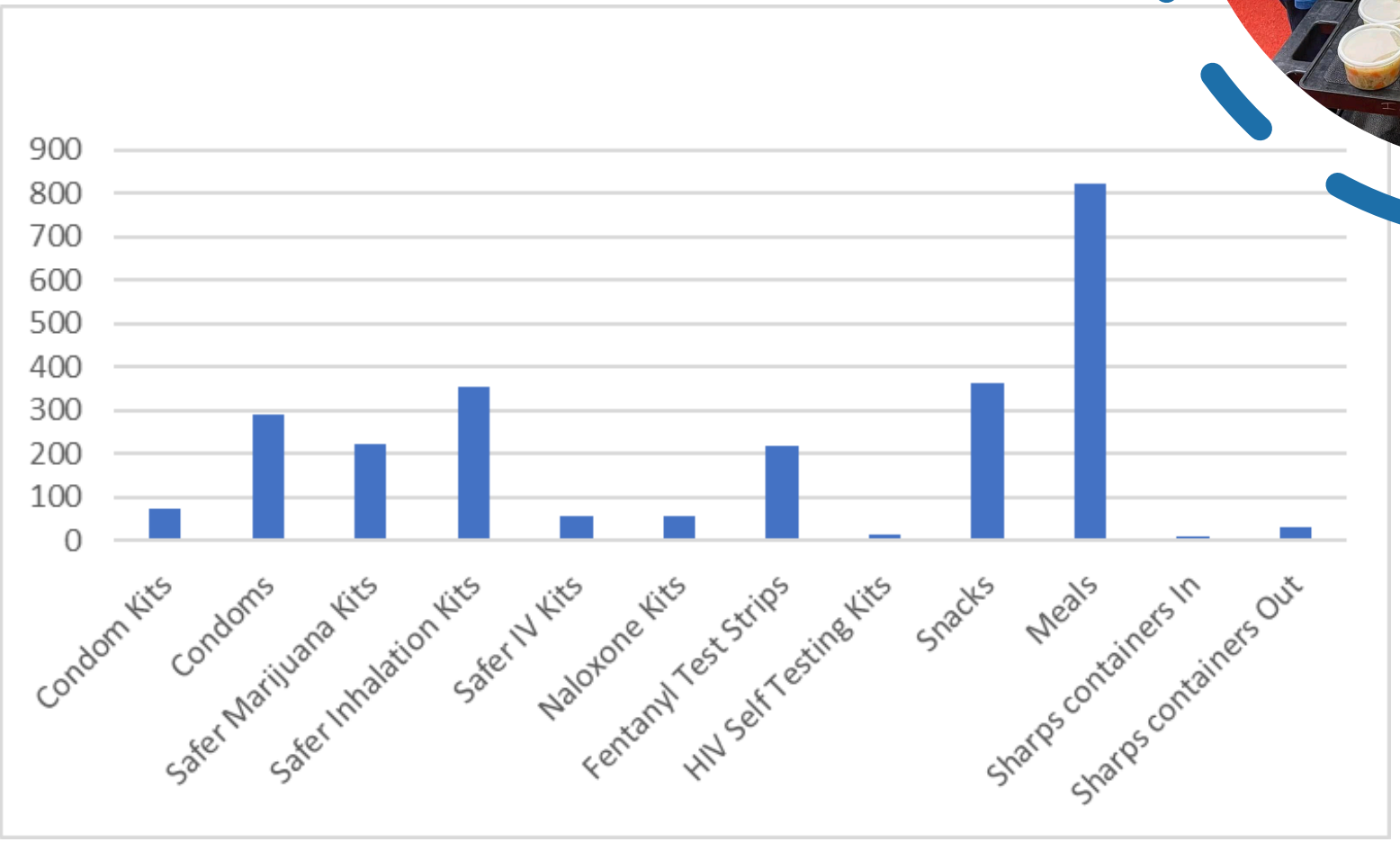
wije'winen Mi'kmaw Native FRIENDSHIP CENTRE

The Need: Literature Stats



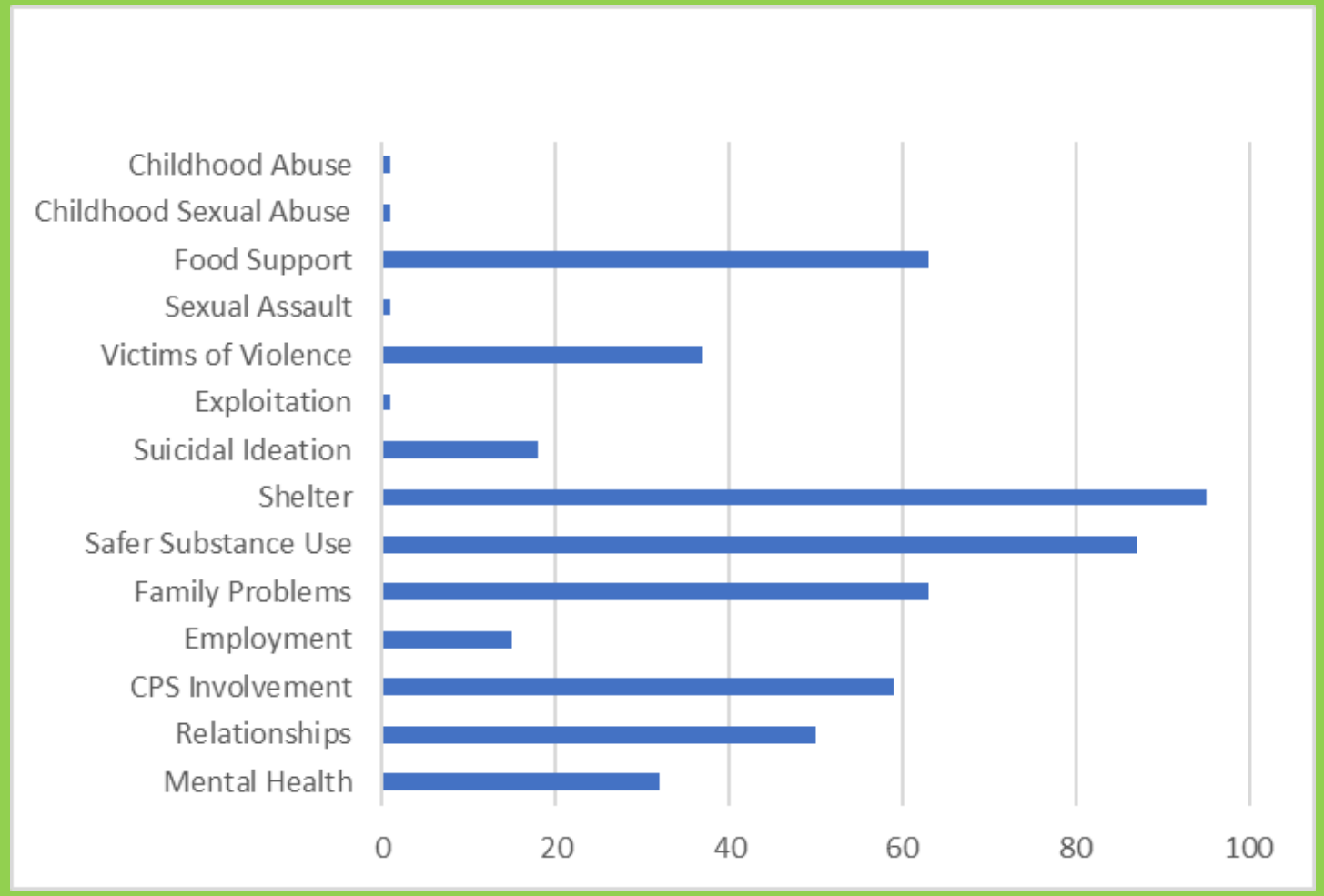
The Need: POSSE Outreach Stats '22-'23





1134 Outreach Contacts

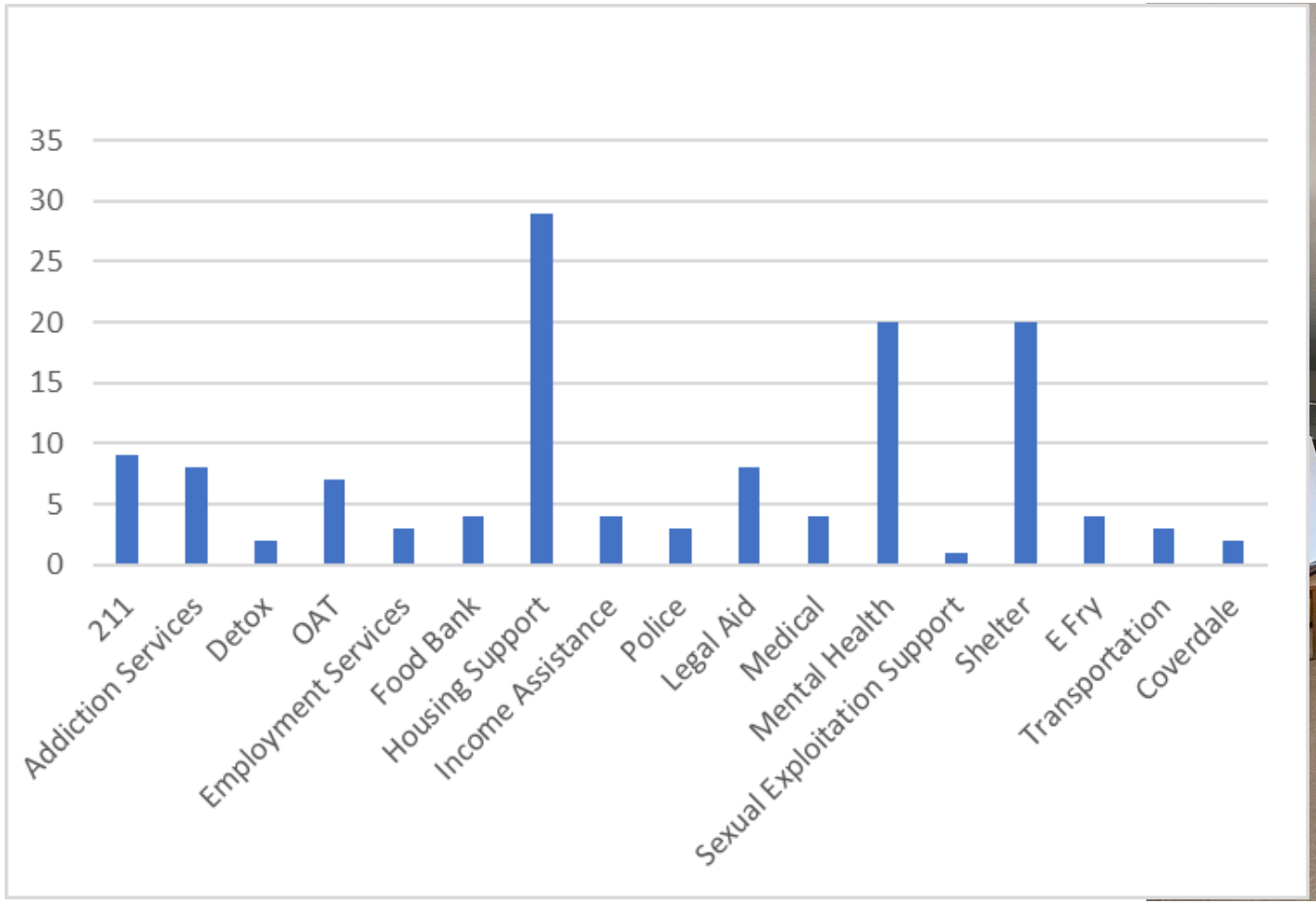
- **5,505 total sterile needles**
  - **(4,425 + 10 x 58 IV kits)**
- **438 total condoms**
  - **(292 + 2 x 73 condom kits)**

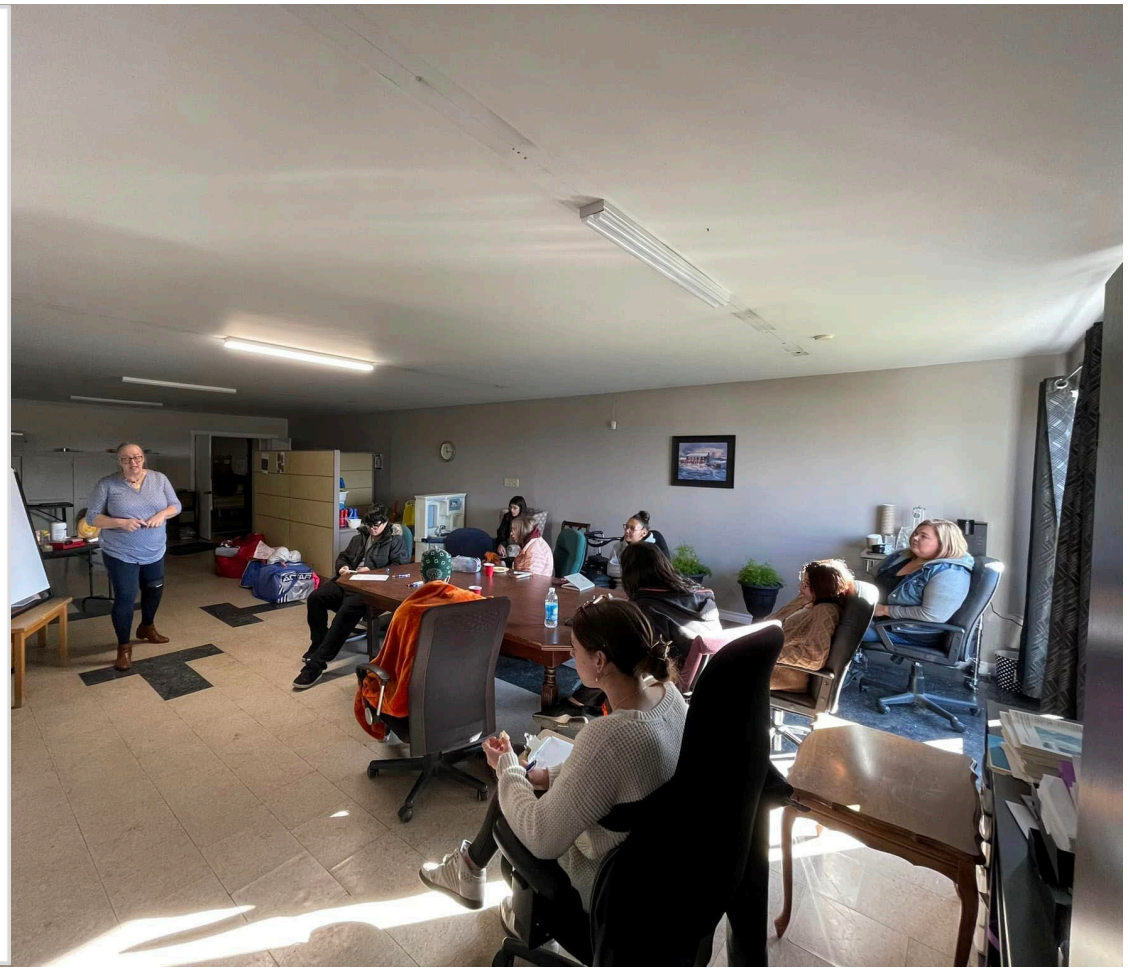




The Need: POSSE Support Stats '22-'23

The Need: POSSE Referral Stats '22-'23







Our Ask

POSSE's ask to council is twofold:

- **To fund a** two-year crisis response/outreach **position**
- **For the municipality to allow for the allocation of internal staff resources to develop a public safety plan**/policies/procedures



Why Community Based Crisis Response?



The Evolution of Crisis Response

- Up until 1960's it was Police and the morgue who responded to individuals in physical distress
- Developing a model to help individual not being served
- Freedom House Ambulance Service

Community Based Crisis Response Teams Reduce Harm

Trauma Informed

Culturally Informed

Response Teams are Built on Connection



Community Based Crisis Response Teams Are Cost Effective

Less Public Safety Cost

Less Healthcare Costs

It Reduced Recidivism



Community Based Crisis Response Teams are Best Practice

Community Response is Not Anti-Police

Reduced Negative Outcomes

The Time is Now



A measurable impact – C.I.A.O. Logic Model

Inputs	Outputs -Activities	Outputs -Reach	Outcomes -Short	Outcomes -Medium	Outcomes -Long
West Hants funds Community Crisis Response Worker Position	Increase in the Number of Outreach/Crisis Intervention Events	Increase in time that this service is currently availably	-Increase access to supports by marginalized folks -Fewer Mental Health, Substance Use, and Housing Related 911 calls	-Healthcare Cost Savings -Police Costs Savings -Reduced Negative outcomes from emergency response calls	-Improved Mental Health in the community -Reduction of "crime", increase in perceived safety -Happier, Healthier Communities

Position Description

Responsibilities

- Problem solving facilitation that is culturally sensitive and non-judgmental
- Provide information to clients in crisis situations to support informed decision making
- Assisting and advocating for clients to access required supports
- Provide referrals and follow ups

Description

- As the Community Crisis Worker you will be responsible for supporting the diverse needs of at-risk and vulnerable clients who may require urgent and or specific support related to their emotional mental and physical well-being.

Qualifications

- High level initiative and ability to work independently and part of a team
- Demonstrate discretion and sound judgement in the handling of confidential information
- Lived and living experience in mental health, substance use, and housing insecurities considered an asset
- Counseling skills and or experience and or education considered an asset
- Valid driver's license, reliable vehicle and 2mil insurance coverage

Budget requirements
2 years x $65,774.25/year = **$131,548.50**

Description	Budget Breakdown	Total
Wage	35 hours a week @ $25 / hour	$47,250.00
MERCS	CPP 5.70%, EI 2.12%, Vacation 4%, WCB 3.97%, Benefits/RRSP 7%	$7,504.25
Materials	Crisis supports, Tents, Tarps, Emergency Clothing, Food Supports	$5,000.00
Equipment	Phone Bill = $50/month x 12 months. Laptop $1000.00	$1600.00
Travel	.57$ /km x 500km month x 12 months	$3420.00
Total		**$65,774.25**

Thank you!



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: July 11, 2023

Subject: Community Centre Definition Review, File # 23-12

LEGISLATIVE AUTHORITY

MGA Section 210

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

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

At the Council meeting on May 23, 2023, Council passed the following motions:

MOVED BY COUNCILLORS IVEY AND SHERMAN THAT COUNCIL REQUEST THAT STAFF UNDERTAKE A REVIEW OF THE PROCESS THAT ALLOWED THE DEFINITION OF "COMMUNITY CENTRE" TO BE CHANGED BETWEEN ITS ENDORSEMENT BY THE PLANNING AND HERITAGE ADVISORY COMMITTEE ON FEBRUARY 10, 2022 AND ITS NEW DEFINITION PRESENTED AT THE COMMITTEE OF THE WHOLE ON MARCH 8, 2022 AND REPORT BACK TO COUNCIL.

FURTHER

COUNCIL REQUESTS THAT STAFF UNDERTAKE A REVIEW OF THE EXISTING MODIFIED DEFINITION OF A COMMUNITY CENTRE IN COMPARISON TO THE ORIGINAL DEFINITION (SEPTEMBER 2021) AND THE DEFINITION THAT WAS ENDORSED BY PAC / HAC (FEBRUARY 10, 2022) TO DETERMINE IF ITS CURRENT DEFINITION DOES RESULT IN A BROADER SCOPE THAN WAS ORIGINALLY INTENDED SUCH THAT IT HAS THE POTENTIAL TO CREATE INCREASED LAND USE CONFLICT." MOTION CARRIED

DISCUSSION

During the September 28, 2021 Council meeting, a request was made to staff to provide a report on amending the Mobile Canteen By-law to allow mobile canteens to operate on community centre properties. Staff reviewed the request and determined that a definition change to the community centre definition was required for the amendment to the Mobile Canteen By-law to function. Staff provided an information report to PAC/HAC to receive initial feedback.

The PAC/HAC report dated February 10, 2022 was an information report in which staff provided a possible definition. No recommendation was made by staff, as the report was provided for information purposes. The motion from PAC/HAC was for staff to draft a new definition for community centres to allow the operation of mobile canteens and bring the amendment to the COTW for approval.

Staff prepared the draft report for COTW. The former Director of Planning and Development recommended some edits to the draft report. Specifically, the portion of the definition referring to 'the control of the community centre being vested in the Municipality or local board or agent' was moved to earlier in the definition and the word, 'thereof', was removed. The term 'thereof' was not intentionally removed by staff, rather it was changed as a result of editing for clarity. This edited definition was then included in the final report to the COTW. COTW recommended Council to approve the amendment to the community centre definition.

To support the writing of this report, staff reached out to our solicitor for a legal opinion on the use of the term 'thereof' in the community centre definition. The legal response was that the omission or inclusion of the term 'thereof' does not alter the meaning of the definition or expand the definition beyond what was previously permitted, therefore not impacting the intent of the revised by-law.

NEXT STEPS

COTW may discuss the report and determine if any action is required.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to the report, the COTW may:

- request staff to revise the definition of “community centre” based on the feedback received from the Committee; or
- provide alternative direction, such as requesting further information on a specific topic.

APPENDICIES

Appendix A: May 23, 2023 Council Report – Amend West Hants Land Use Bylaw Definition of Community Centre, Councillor Jim Ivey

CHIEF ADMINISTRATIVE OFFICER REVIEW

Planner Dunphy has provided background to support the first noted motion by council detailing the process and intent for the changes.
Secondly, he consulted with the solicitor for comments on the omission of the term “thereof” and the solicitor’s opinion is noted above.
We hope the report responds to the questions from Council and the current by-law is felt to reflect the spirit and intent of Council when the bylaw was amended primarily to allow for the use of Mobile Canteens within the bylaw.

Currently there are no further comments, staff await Council’s direction if further action if desired.

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Appendix A – May 23, 2023 Council Report – Amend West Hants Land Use Bylaw Definition of Community Centre, Councillor Jim Ivey

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ☐

To: Council of the West Hants Regional Municipality

Submitted by: Jim Ivey, Councillor Windsor South, District 11

Date: May 23, 2023

Subject: Amend West Hants Land Use Bylaw Definition for Community Centre

---

LEGISLATIVE AUTHORITY

MGA 172 (Power to Make By-laws)

RECOMMENDATION or DECISION REQUEST

Council request that staff initiate the process for amending the definition of "Community Centre" within the West Hants Land Use By-Law definitions as was suggested to the Planning and Heritage Advisory Committee on February 10, 2022 to modify the Community Centre definition to become:

"any tract of land and the buildings thereon used for community activities and not used for commercial purposes except mobile canteens, and the control of which is vested in the Municipality or local board or agent thereof."

An alternative motion is also offered at the end of this report.

BACKGROUND

Property ✓	Public Opinion	Environment ✓	Social ✓	Economic ✓	Councillor Activity ✓

The modified definition of Community Centre as outlined to the Planning and Heritage Advisory Committee on February 10, 2022, was not the same definition presented before the Committee

of the Whole, subsequently through to Council and then adopted through the Public Hearing process.

While the modified definition may appear on the surface to be minor in its variation, it cannot be ignored particularly given that the new / current definition may result in a broader interpretation of a "community centre" with the unintended consequences of land use conflicts within the General Resource, Hamlet or Agricultural zones.

By way of additional background for this report, a motion of Council in Sept 2021 requested the opportunity for Mobile Canteens to be located on Community Centre properties.

The original / pre-existing definition of a Community Centre in September 2021 was:
"any tract of land and the buildings thereon used for community activities *and not used for commercial purposes*, and the control of which is vested in the Municipality or local board or agent *thereof*."

Planning initiated a review of the request to allow mobile canteens on Community Centre property, beginning with an information session at the PAC / HAC meeting on January 13, 2022.

It was then evaluated and determined by planning that Mobile Canteens (a commercial business), could be permitted to operate on Community Centre properties with the addition of 'an exception to the definition' of Community Centres by simply adding *"except mobile canteens"* after the phrase …*" and not used for commercial purposes" [except mobile canteens]*.

No other changes were identified.

On February 10, the definition suggested in the planners report to the PAC / HAC committee was that Community Centres be defined as:
"any tract of land and the buildings thereon used for community activities and not used for commercial purposes, *except mobile canteens* and the control of which is vested in the Municipality or local board or agent thereof."

From the planning report it was motioned by the Planning Advisory Committee that the amended definition and report be sent to Committee of the Whole and then to Council.

The modified definition for Community Centres that was presented to the Committee of the Whole (March 8, 2022) was varied from the format that was endorsed by PAC / HAC and was presented as:
"any tract of land and the buildings thereon, *the control of which is vested in the Municipality or local board or agent* which is used for community activities and not used for commercial purposes with the exception of mobile canteens.

(The modifications within the definition switched/ prioritized the order of the 'property's control', removed the qualifier 'thereof' from the end of local board or agent [thereof] and placed the exception at the end of the definition – and not used for commercial purposes with the exception of mobile canteens').

DISCUSSION

The reports provided by Planning on this matter were comprehensive and appreciated.

The written and discussion detail included potential implications for the *tax status* of the not-for-profit community centre owners for having commercial mobile canteens on their land; the requirements for *parking spaces*, as well as the *inclusion of churches* and impacts on their property if mobile canteens were permitted on church properties.

The intent of the change is a positive one in that it has the capacity to expand temporary / mobile food services into the more rural areas of West Hants. Further its intent when recommended by the Mayor at the September 2021 Council meeting was to allow an additional source of revenue for the community centres themselves. These changes in opportunity for community centres are positive.

The initial concern that should be addressed is the rationale for the change in definition that was implemented between the endorsement by the Planning Advisory Committee and the definition ultimately presented to Council at Committee of the Whole.

The broader issue Council may wish to consider is if the definition implemented for Community Centres is broader in scope than originally intended for the General Resource, Hamlet and Agricultural zones. Are we comfortable with the potential for existing or future land use conflict that may result from the broader definition throughout the region?

(When considering the scope of the definition, Council may also wish to view the map of "Community Centres" within the region included within the attached Planning report; Council may also wish to consider how broad do we want the Community Centre definition to be and do we wish to potentially impact such a wide area of the region?

NEXT STEPS

To be Determined by Council

FINANCIAL IMPLICATIONS

Staff time in reviewing the matter, preparing a report (s) and managing the process.

ALTERNATIVES

Council may prefer to consider the following motion providing a broader view from staff:

Council request that staff undertake a review of the process that allowed the definition of "Community Centre" to be changed between its endorsement by the Planning and Heritage

Advisory Committee on February 10, 2022 and its new definition presented at the Committee of the Whole on March 8, 2022 and report back to Council.

Further

Council requests that staff undertake a review of the existing modified definition of a Community Centre in comparison to the original definition (September 2021) and the definition that was endorsed by PAC / HAC (February 10, 2022) to determine if its current definition does result in a broader scope than was originally intended such that it has the potential to create increased land use conflict.

ATTACHMENTS

Summary of Planning Meeting Reports as provided at the Second Ready for Mobile Canteens on Community Centre and Church properties (Council Meeting which ultimately resulted in the change in definition for Community Centres.

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: **Jim Ivey, Councillor Windsor South, District 11**

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: April 26th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMENDATION

… that Council gives Second Reading and amends the text of Clause 4.1 (f) of the Mobile Canteen Vending By-law to read as follows: *"No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties."*

… that Council gives Second Reading and amends the text of the definition of Community Centre in the West Hants Land Use By-law to read as follows: *"Community Centre means any tract of land and the buildings thereon, the control of which is vested in the Municipality or local board or agent which is used for community activities and not used for commercial purposes with the exception of mobile canteens".*

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

On January 13th, 2022 staff presented an information report to the Planning and Heritage Advisory Committee regarding the request to amend the Mobile Canteen Vending By-law to allow mobile vendors to locate on community centre properties. Staff outlined that the request would require amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law. Staff also discussed the possibility of including church properties within the amendment. The Committee requested further information about taxation and the inclusion of church properties in the amendment from the Planner.

On February 10th, 2022 staff presented a decision request report to the Planning and Heritage Advisory Committee to follow up on the requested amendment to the Mobile Canteen Vending By-law. Staff discussed the surrounding context of both community centre and church properties, access requirements, and parking requirements. Staff also provided information from the Property Valuation Services Corporation regarding the valuation of tax-exempt properties. Staff suggested the inclusion of a statement during the permitting process to notify applicants and property owners that a change in taxation assessment may occur. The Committee then recommended that staff draft amendments to the Land Use By-law and Mobile Canteen Vending By-law to allow the operation of mobile canteens on community centre and church properties and present them to Committee of the Whole.

On March 8th, 2022 staff presented a recommendation report to the Committee of the Whole to move forward with the requested amendment to the Mobile Canteen Vending By-law. During the presentation, staff discussed the proposed amendments, the surrounding context of both community centres and church properties, and the taxation implications of allowing mobile canteen operations on community centres and church properties. The Committee of the Whole recommended in favour of the proposed amendments, which will allow staff to take the proposal to Council for First Reading.

On March 22nd, 2022 staff presented a recommendation report to Council for First Reading of the Mobile Canteen Vending By-law and Land Use By-law amendments. Council recommended in favour of holding a public hearing and proceeding to Second Reading for the proposed amendments.

NEXT STEPS

The Council recommendations would result in amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law (WHLUB).

The required process for amendments to each document is as follows:

Staff Review

▼

Planning and Heritage Advisory Committee
Review and Recommendation – Jan. 13th and Feb. 10th

▼

Committee of the Whole Review and Recommendation – Mar. 8th

▼

Regional Council First Reading – Mar. 22nd

▼

Public Hearings and Second Reading – Apr. 26th

▼

Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There are minor financial implications to the Municipality if Council agrees to amend by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability of community centres to apply for municipal grants.

ALTERNATIVES

In response to the proposed amendments, Council may:

- recommend that only community centres be included in the amendment to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2022-03-22 File 21-20 D Mobile Canteen Council First Reading

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments. I support the recommendations.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, CAO

Attachment A - Mobile Canteen First Reading Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: March 22nd, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMENDATION

… that Council gives First Reading and will hold a Public Hearing to consider amending the text of Clause 4.1 (f) of the Mobile Canteen Vending By-law to read as follows: *"No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties."*

… that Council gives First Reading and will hold a Public Hearing to consider amending the text of the definition of Community Centre in the West Hants Land Use By-law to read as follows: *"Community Centre means any tract of land and the buildings thereon, the control of which is vested in the Municipality or local board or agent which is used for community activities and not used for commercial purposes with the exception of mobile canteens".*

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

On January 13th, 2022 staff presented an information report to the Planning and Heritage Advisory Committee regarding the request to amend the Mobile Canteen Vending By-law to allow mobile vendors to locate on community centre properties. Staff outlined that the request would require amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law. Staff also discussed the possibility of including church properties within the amendment. The Committee requested further information about taxation and the inclusion of church properties in the amendment from the Planner.

On February 10th, 2022 staff presented a decision request report to the Planning and Heritage Advisory Committee to follow up on the requested amendment to the Mobile Canteen Vending By-law. Staff discussed the surrounding context of both community centre and church properties, access requirements, and parking requirements. Staff also provided information from the Property Valuation Services Corporation regarding the valuation of tax-exempt properties. Staff suggested the inclusion of a statement during the permitting process to notify applicants and property owners that a change in taxation assessment may occur. The Committee then recommended that staff draft amendments to the Land Use By-law and Mobile Canteen Vending By-law to allow the operation of mobile canteens on community centre and church properties and present them to Committee of the Whole.

On March 8th, 2022 staff presented a recommendation report to the Committee of the Whole to move forward with the requested amendment to the Mobile Canteen Vending By-law. During the presentation, staff discussed the proposed amendments, the surrounding context of both community centres and church properties, and the taxation implications of allowing mobile canteen operations on community centres and church properties. The Committee of the Whole recommended in favour of the proposed amendments, which will allow staff to take the proposal to Council for First Reading.

NEXT STEPS

The COTW recommendations would result in amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law (WHLUB).

The required process for amendments to each document is:

Staff Review

▼

Planning and Heritage Advisory Committee

Review and Recommendation – Jan. 13th and Feb. 10th

▼

Committee of the Whole Review and Recommendation – Mar. 8th

▼

Regional Council First Reading – Mar. 22nd

▼

Public Hearings and Second Reading - April 26 (anticipated date)

▼

Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There are minor financial implications to the Municipality if Council agrees to amend by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability of community centres to apply for municipal grants.

ALTERNATIVES

In response to the proposed amendments, Council may:

- recommend that only community centres be included in the amendment to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2022-03-08 File 21-20 C Mobile Canteen COTW Recommendation

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, CAO

Attachment A - Mobile Canteen COTW Recommendation Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: March 8th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMENDATION

… that Council gives First Reading and will hold a Public Hearing to consider amending the text of Clause 4.1 (f) of the Mobile Canteen Vending By-law to read as follows: *"No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties."*

… that Council gives First Reading and will hold a Public Hearing to consider amending the text of the definition of Community Centre in the West Hants Land Use By-law to read as follows: *"Community Centre means any tract of land and the buildings thereon, the control of which is vested in the Municipality or local board or agent which is used for community activities and not used for commercial purposes with the exception of mobile canteens".*

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

On January 13th, 2022 staff presented an information report to the Planning and Heritage Advisory Committee regarding the request to amend the Mobile Canteen Vending By-law to allow mobile vendors to locate on community centre properties. Staff outlined that the request would require amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law. Staff also discussed the possibility of including church properties within the amendment. The Committee requested further information about taxation and the inclusion of church properties in the amendment from the Planner.

On February 10th, 2022 staff presented a decision request report to the Planning and Heritage Advisory Committee to follow up on the requested amendment to the Mobile Canteen Vending By-law. Staff discussed the surrounding context of both community centre and church properties, access requirements, and parking requirements. Staff also provided information from the Property Valuation Services Corporation regarding the valuation of tax-exempt properties. Staff suggested the inclusion of a statement during the permitting process to notify applicants and property owners that a change in taxation assessment may occur. The Committee then recommended that staff draft amendments to the Land Use By-law and Mobile Canteen Vending By-law to allow the operation of mobile canteens on community centre and church properties and present them to Committee of the Whole.

NEXT STEPS

The PAC/HAC recommendations would result in amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law (WHLUB).

The required process for amendments to each document is:

Staff Review

▼

Planning and Heritage Advisory Committee
Review and Recommendation – Jan. 13th and Feb. 10th

▼

Committee of the Whole Review and Recommendation – Mar. 8th

▼

Regional Council First Reading – Mar. 22nd (anticipated date)

▼

Public Hearings and Second Reading - April 26 (anticipated date)

▼

Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There are minor financial implications to the Municipality if Council agrees to amend by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability of community centres to apply for municipal grants.

ALTERNATIVES

In response to the proposed amendments, Council may:

- recommend that only community centres be included in the amendment to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2022-02-10 File 21-20 C Mobile Canteen Decision Request Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I believe the recommendation is in alignment with past Council, PAC / HAC and staff discussions.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, CAO

Attachment A - Mobile Canteen Decision Request Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐

To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: February 10th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

DECISION REQUEST

This is an information report to the Planning and Heritage Advisory Committee to aid in discussion regarding a proposed amendment to the Mobile Canteen Vending By-law to allow mobile vendors to be located on community centre properties.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

Community Centres in Land Use By-laws (LUBs)

Previously, staff noted that community centres were only defined in the West Hants Land Use By-law and that definition specifically excluded the possibility of commercial use. The current definition of community centres is *any tract of land and the buildings thereon used for community activities and not used for commercial purposes, and the control of which is vested in the Municipality or local board or agent thereof*. To allow for the possibility of operating a mobile canteen, staff suggest editing the definition to read as *any tract of land and the buildings thereon used for community activities and not used for commercial purposes except mobile canteens, and the control of which is vested in the Municipality or local board or agent thereof*. This definition could then be added to both the Windsor and Hantsport Land Use By-law to ensure conformity between the documents.

Staff have also suggested extending the amendment to include church properties. Across the Windsor, West Hants, and Hantsport Land Use By-laws, the definition of church does not specifically exclude commercial uses. In this case, no amendment to the definition would be necessary to allow mobile canteens to operate on church properties.

Community Centres in the Mobile Canteen Vending By-law

Clause 4.1 (f) of the Mobile Canteen Vending By-law states: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants.* To allow for the possibility of operating a mobile canteen, staff suggest editing the Clause to state: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties.*

Parking Requirements for Mobile Canteens, Community Centres, and Churches

Parking requirements for mobile canteens are based on the parking requirement for the main use of the property on which the mobile canteen is located. Across all of the Land Use By-laws, both community centres and churches require one (1) parking space for every 100 sq. ft. of floor area. This parking requirement would also be applied to any mobile canteen locating on a community centre or church property. Generally, mobile canteens with this parking requirement would need to provide very few parking spaces. Correspondence with the Development Officer did not raise any issues with mobile canteens operating on community centre or church properties during lower-use periods of time.

Access Requirements for Mobile Canteens

Staff requested input regarding access requirements for mobile canteens from both the Traffic Authority and the District Manager with the Nova Scotia Department of Public Works (formerly the Department of Transportation). The Traffic Authority stated that each situation is different and dependent on the driveway. However, mobile canteens would not necessarily require a commercial access. The District Manager with the Nova Scotia Department of Public Works stated that most community centres and churches in the region have commercial access and are the preferred location for mobile canteens. The District Manager also informed staff that access permits are issued to the property owner, so would not be issued to the mobile canteen operator.

Surrounding Context of Community Centres and Churches

In general, community centres are located in areas designated Hamlet, Resource, or Agricultural. A common link between these designations is the rural intent of these areas. With community centre properties being primarily located in rural areas, the likelihood of a disturbance due to the operation of a mobile canteen is lower than in a more developed area. Rural areas also generally have a limited supply of commercially designated areas. Allowing mobile canteens on community centre properties would provide more options for the operator to select a property which works for them.

Church properties are mostly located in areas designated Community Use, Residential, Hamlet, or Resource. Unlike the designations of community centres, churches are more evenly distributed between rural and urban areas. The Community Use and Residential designations apply to more populated areas of the Regional Municipality. Similar to community centre properties, mobile canteens on rural church properties are less likely to cause a disturbance for adjacent uses. However, mobile canteens on the church properties located in more urban areas may disrupt adjacent uses by increasing traffic flow.

Taxation Implications Follow-up

During a follow-up conversation with Property Valuation Services Corporation (PVSC), staff requested further information regarding the evaluation of tax-exempt properties. The representative said that properties are evaluated based on the degree of use. This means that a if a property is frequently used commercially or if there have been changes to the property to facilitate commercial use, it is more likely to be evaluated as commercial. Some additional factors that account for a commercial evaluation include the addition of permanent structures intended for commercial use or formal agreements to facilitate commercial use.

The PVSC representative also informed staff of the December 1st 'state date'. A 'state date' is the date that the property assessment formally takes place and the assessment is based on the state of the property at that date. So seasonal and mobile businesses are less likely to factor into the consideration to evaluate a property as commercial if there is no evidence of the mobile canteen on the property at this time.

Staff suggest that an authorization statement during the permitting process should be added to the application to read as *any mobile canteen located on a property may cause a change in taxation as determined by PVSC.*

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to COTW.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There may be associated financial implications to the Municipality if Council agrees to amend specific by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any amendments to the fees in the policies or by-laws would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability for community centres to apply for municipal grants.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- recommend staff to draft the amendments to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	West Hants Regional Municipality Churches Map
Attachment B	2022-01-13 Mobile Canteen Information Report for PAC

Report Prepared by: _____

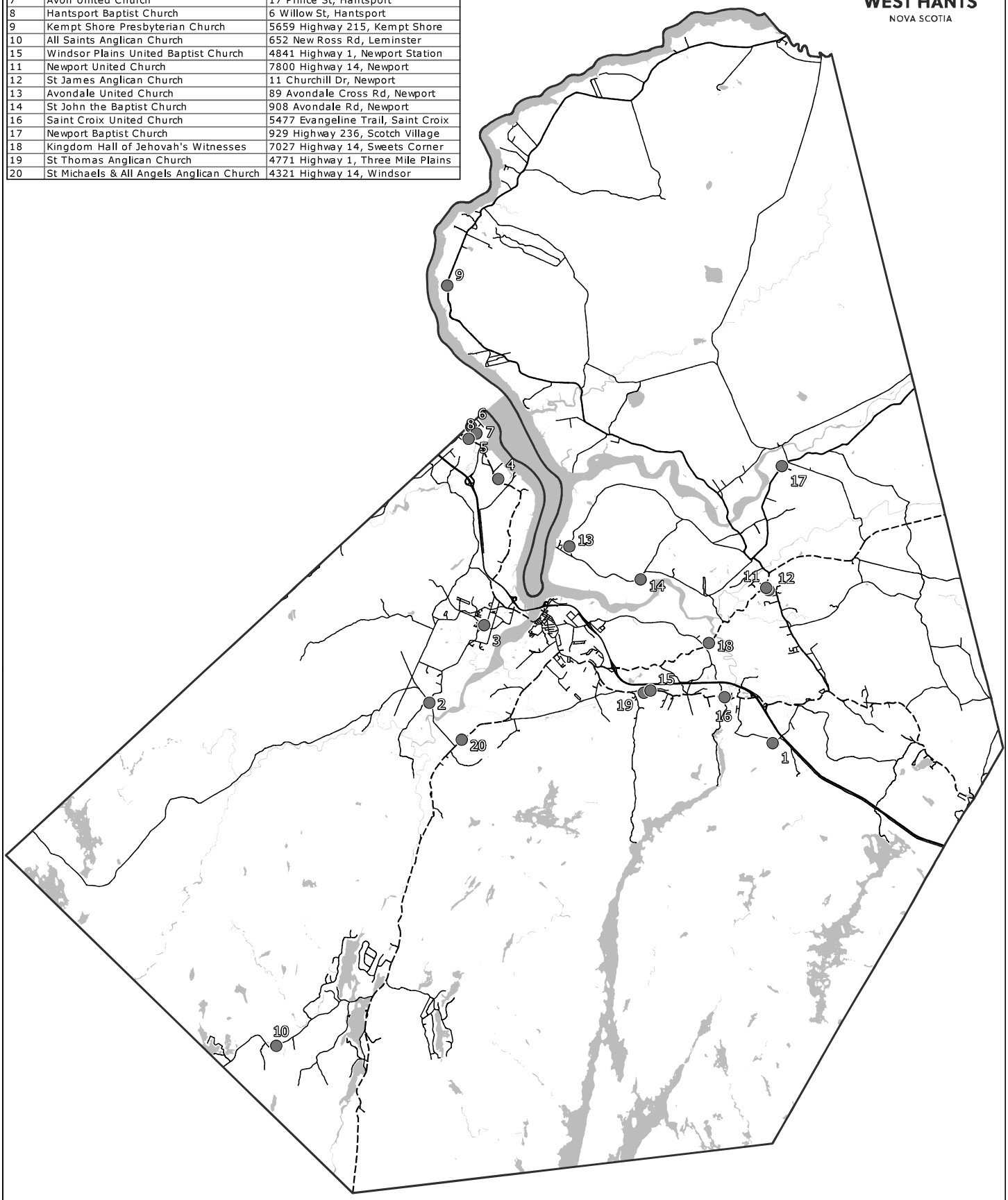
Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A - West Hants Regional Municipality Churches Map

NUM	NAME	ADDRESS
1	St Louise Union Church	16 Maple Ave, Ellershouse
2	St George's Anglican Church	465 Sangster Bridge Rd, Falmouth
3	Falmouth United Baptist Church	404 Town Rd, Falmouth
4	Mount Denson Baptist Church	533 Highway 1, Hantsport
5	St Andrew's Anglican Church	59 Main St, Hantsport
6	St Mary's Catholic Church	67 Main St, Hantsport
7	Avon United Church	17 Prince St, Hantsport
8	Hantsport Baptist Church	6 Willow St, Hantsport
9	Kempt Shore Presbyterian Church	5659 Highway 215, Kempt Shore
10	All Saints Anglican Church	652 New Ross Rd, Leminster
15	Windsor Plains United Baptist Church	4841 Highway 1, Newport Station
11	Newport United Church	7800 Highway 14, Newport
12	St James Anglican Church	11 Churchill Dr, Newport
13	Avondale United Church	89 Avondale Cross Rd, Newport
14	St John the Baptist Church	908 Avondale Rd, Newport
16	Saint Croix United Church	5477 Evangeline Trail, Saint Croix
17	Newport Baptist Church	929 Highway 236, Scotch Village
18	Kingdom Hall of Jehovah's Witnesses	7027 Highway 14, Sweets Corner
19	St Thomas Anglican Church	4771 Highway 1, Three Mile Plains
20	St Michaels & All Angels Anglican Church	4321 Highway 14, Windsor



WEST HANTS
NOVA SCOTIA

Municipality of the District of West Hants

Churches in West Hants

Church
Municipal Boundary

Roads
Local (Public and Private)
Regional
Arterial
Collector
Water

Prepared by:
West Hants Planning Department
February 2019

Base data derived from the Nova Scotia Property Records Database (NSPRD), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia

0 2500 5000 7500 10000
Metres
Scale: 1:160,500

N
W E
S

Attachment B - 2022-01-13 Mobile Canteen Information Report for PAC

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: January 13th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMMENDATION

This is an information report to the Planning and Heritage Advisory Committee to aid in discussion regarding a proposed amendment to the Mobile Canteen Vending By-law to allow mobile vendors to be located on community centre properties.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

Community Centres in Land Use By-laws (LUBs)

Currently, community centres are only defined in the West Hants Land Use By-law and the term is not used in either the Hantsport or Windsor Land Use By-laws. In the West Hants LUB, community centres are defined as *any tract of land and the buildings thereon used for community activities and not used for commercial purposes, and the control of which is vested in the Municipality or local board or agent thereof*. This definition becomes an issue when there is a suggestion to utilize the parking lots for community centres for commercial purposes.

The first issue to address is the restriction of commercial uses in the community centre definition. The restriction cannot be simply removed, as that would permit all commercial uses within community centres. Instead, providing an exception to mobile vendors operating on community centre properties would be a more controlled method. The definition would then also need to be added to both the Hantsport and Windsor LUBs.

The second issue to address is that Clause 4.1 (f) of the Mobile Canteen Vending By-law states: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants.* This clause could be removed, however that may have some undesirable consequences such as allowing the operation of mobile vendors on properties without regard to the Land Use By-law. Instead, providing an exception to this clause would be the more controlled method of allow mobile canteens on community centre properties.

Remote Community Centres

As seen on the Community Centres Map (Attachment A), many community centres are located in remote areas of the Municipality. Staff have previously discussed (Attachment B) the possibility of differentiating permit fees between 'urban' and 'rural' mobile canteens. This approach did not meet the goal of Council to take a regional approach to development. Therefore, fee costs should not change based on the location for which permits are issued.

Consideration of Churches or Other Institutional Uses

It appears that some community centres are located on the same property as churches. More research is required to confirm this. Churches often have parking lots which are only intended to be used one day a week. With this in mind, staff are interested in potentially extending the amendment to include churches as eligible properties on which mobile canteens can be operated.

Long-term vs. Short-term Licensing

The current protocol for licensing as per Clause 4.0 (f) of the Mobile Canteen Vending By-law, requires a license to be issued for a specific period of time and additional licenses are required for any change in location or additional period of time. This clause allows for both short-term and long-term licensing for a single location. There are benefits and drawbacks to both styles of licensing.

Long-term licensing is the simplest and most consistent approach for the Municipality. The site plan required for the licence allows the Municipality to approve the setup of the mobile canteen and the mobile canteen owner must then set up based on the site plan. Having a mobile canteen setup in a single location over the course of a season provides consistency for potential customers.

Short-term licensing is more flexible and potentially better suited to mobile canteens. Short-term licensing is partially covered by requiring the licensing authority to consult with the Economic Development Manager or the Event Coordinator for events or holidays. Staff have previously discussed the possibility of introducing a flexible permit to allow operation at a variety of locations over the course of a season. However, flexible permitting was determined to be unfeasible due to the need to individually review site plan criteria for each location that a mobile vendor would be located. During discussions with mobile canteen operators, no interest was shown to change locations during the season.

Taxation Implications

During a conversation with a representative of Property Valuation Services Corporation, staff asked if there were any implications on property taxation for community centres allowing mobile vending. The representative informed staff that any portion of a tax-exempt property used for a non-exempt use would be considered taxable unless the use was considered insignificant. There is no definition for a significant use and instead PVSC determine taxation based on the individual context of each property. Some criteria which factor into the determination of commercial taxation include the percentage of total area of property use and the frequency of use.

Questions for PAC

- Should mobile vending be allowed to locate on community center lands, church properties or land with other institutional uses?
- Does PAC/HAC want to make this recommendation if the community centres may be subject to commercial taxation?

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to COTW.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There may be associated financial implications to the Municipality if Council agrees to amend specific by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any amendments to the fees in the policies or by-laws would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

Any portion of a tax-exempt property used for a non-exempt use is likely to result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability for community centres to apply for municipal grants.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- recommend staff to continue to collect the necessary information for an amendment; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	West Hants Regional Municipality Community Centres Map
Attachment B	2021-07-27 Mobile Canteen Second Reading Report

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A - West Hants Regional Municipality Community Centres Map

West Hants Regional Municipality

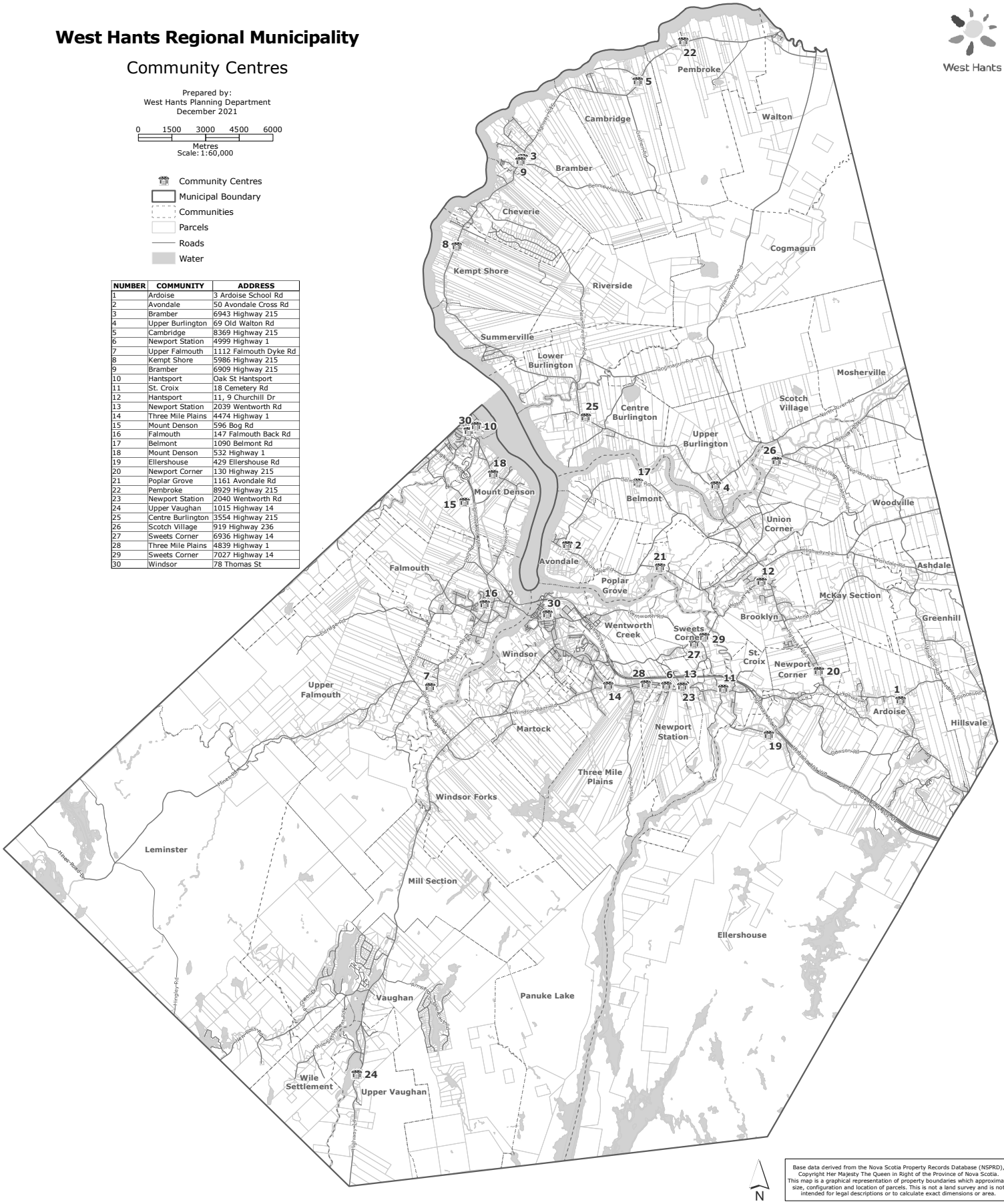
Community Centres

Prepared by:
West Hants Planning Department
December 2021

0 1500 3000 4500 6000
Metres
Scale: 1:60,000

- Community Centres
- Municipal Boundary
- Communities
- Parcels
- Roads
- Water

NUMBER	COMMUNITY	ADDRESS
1	Ardoise	3 Ardoise School Rd
2	Avondale	50 Avondale Cross Rd
3	Bramber	6943 Highway 215
4	Upper Burlington	69 Old Walton Rd
5	Cambridge	8369 Highway 215
6	Newport Station	4999 Highway 1
7	Upper Falmouth	1112 Falmouth Dyke Rd
8	Kempt Shore	5986 Highway 215
9	Bramber	6909 Highway 215
10	Hantsport	Oak St Hantsport
11	St. Croix	18 Cemetery Rd
12	Hantsport	11, 9 Churchill Dr
13	Newport Station	2039 Wentworth Rd
14	Three Mile Plains	4474 Highway 1
15	Mount Denson	596 Bog Rd
16	Falmouth	147 Falmouth Back Rd
17	Belmont	1090 Belmont Rd
18	Mount Denson	532 Highway 1
19	Ellershouse	429 Ellershouse Rd
20	Newport Corner	130 Highway 215
21	Poplar Grove	1161 Avondale Rd
22	Pembroke	8929 Highway 215
23	Newport Station	2040 Wentworth Rd
24	Upper Vaughan	1015 Highway 14
25	Centre Burlington	3554 Highway 215
26	Scotch Village	919 Highway 236
27	Sweets Corner	6936 Highway 14
28	Three Mile Plains	4839 Highway 1
29	Sweets Corner	7027 Highway 14
30	Windsor	78 Thomas St



Base data derived from the Nova Scotia Property Records Database (NSPRD), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia. This map is a graphical representation of property boundaries which approximate size, configuration and location of parcels. This is not a land survey and is not intended for legal descriptions or to calculate exact dimensions or area.

Attachment B - 2021-07-27 Mobile Canteen Second Reading Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kathy Kehoe, Director Community Development

Date: July 11, 2023

Subject: Falmouth Family Park Information Report

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65

DECISION REQUEST

Council to determine if they wish to support the Falmouth Family Park with the full installation of water and sewer for the park construction at a cost of approximately $3,090 plus hst;

and further

To determine if they wish to own and maintain this park once it is fully developed.

BACKGROUND

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

At the November 8, 2022, West Hants Regional Municipality Committee of the Whole meeting, Matt Dunfield made a presentation to Council with respect to the Falmouth Family Park. At that time, Mr. Dunfield indicated that the Falmouth Community Hall Association was successful in receiving just over $102,000 in financial support for the park from ACOA, however, it could not be leveraged until the group acquired 40% of the funds for the Capital Costs. Mr. Dunfield noted they were requesting access to water and sewer to install an all access/barrier free washroom facility and to be able to provide an outdoor water spigot for park users.

In addition, Mr. Dunfield was requesting that once the park was constructed, that the municipality assume ownership of the lands and park and assume the ongoing maintenance for

the community park. He noted that currently the lands are owned by the Falmouth Community Hall Association and that they agreed with this request.

He further indicated that the property was being cleared, levelled, and seeded. Next steps included securing contractors for fencing the dog park and review/ordering the playground equipment as there is a six month turn around for delivery.

Mr. Dunfield noted that the projected cost for the construction was $147,000 and the ACOA funds would support the playground component of the project. It was noted that the overall project cost was $200,000.

At the November 22, 2022, West Hants Regional Municipal Council meeting the following motion was passed:

THAT COUNCIL DIRECT STAFF TO MEET WITH MR. DUNFIELD AND VOLUNTEERS TO DETERMINE THE NEXT STEPS IF THE MUNICIPALITY WAS TO ASSUME OWNERSHIP OF THE PARK AND BRING FORWARD A REPORT TO COUNCIL FOR CONSIDERATION.

DISCUSSION

Section 5.36 of the Land Use Bylaw states that parks and playgrounds shall be permitted in any zone provided any maintenance or storage building accessory to the park or playground does not exceed 200 square feet in floor area. "Park means an area reserved for passive recreational uses, with limited need for accessory buildings or structures."

Outdoor recreation uses means the use of land for parks, playgrounds, tennis courts, lawn bowling greens, outdoor skating rinks, athletic fields, golf courses, driving ranges, picnic areas, outdoor swimming pools, day camps and similar uses but shall not include a track for the racing of animals or any form of motorized vehicles.

The West Hants Parks and Open Space Plan identifies a park that has a catchment area of 1 km and is .04 ha in size as a *Neighborhood Park*. This is the smallest sized park which is used on daily basis by citizens of a neighborhood typically drawing from a one-kilometer radius of the park. Informal active recreation or passive recreation are typical, and infrastructure may include multi-purpose fields, playgrounds, picnic areas and seating. May accommodate community food garden plots.

In 2015, when the Parks and Open Space Plan was created additional parks were not identified as a necessity in Area 2 which includes the community of Falmouth. The plan does identify where existing lands owned by the municipality could be improved upon and highlights other areas of potential focus.

It is important to note that much growth/development has taken place in recent years in the community of Falmouth.

The lands being developed as the Falmouth Family Park are 33,000 sq ft in size.

Staff have met with Mr. Dunfield and members of the Falmouth Community Hall Association in the fall of 2022 and additionally met onsite with Mr. Dunfield in the spring of 2023. The Falmouth Community Hall Association is receptive to having the municipality assume the ownership of the lands and have noted that they do not wish to be responsible for the park.

Mr. Dunfield has requested that West Hants Regional Municipality additionally assume the cost to install the water/sewer hook up for the new park.

Staff have identified that the lands would need to be surveyed and deeded to the municipality with an approximate cost of $4,500 plus hst.

Once the park is fully constructed the cost to maintain would be approximately $4,500 annually.

Mr. Dunfield has indicated that if approved by Council the completed project would be turned over to the municipality in the Winter/Spring 2024. The park when complete will include a fenced dog park, a playground (partially accessible), washroom, water source and trails.

NEXT STEPS

Council to determine if it wishes to take ownership of the Falmouth Family Park once it is fully constructed (winter/spring 2024).

FINANCIAL IMPLICATIONS

If West Hants Regional Municipality were to assume the ownership and maintenance of the Falmouth Family Park, there are costs associated with this take-over that have not been accounted for in the 2023-24 operating or capital budget. These cost estimates include:

Capital Costs	
Boundary Survey	$4,400.00
Water/Sewer Connection	$3,222.56
Legal Fees	$1,000.00
Total Capital Costs	**$8,622.56**
Operating Costs	
Annual Maintenance	$4,500
Total Operating Costs	**$4,500**
Total Cost to Take Over Park	**$13,222.56**

Please note, the annual maintenance figure includes staffing, waste removal, equipment usage and water/sewer fees.

For 2023-24, the maintenance fees would be pro-rated based on the date of take-over but would be an unbudgeted item and therefore could cause our parks maintenance line item to come in over budget. The costs of the capital take-over have not been accounted for; however, the Regional Operating Reserve has a large enough expected March 31, 2024 balance to cover these costs should Council proceed.

For future years, the annual maintenance will need to be accounted for in the park maintenance line item.

ALTERNATIVES

n/a

ATTACHMENTS

Property Online Map

CHIEF ADMINISTRATIVE OFFICER REVIEW

At the root of this report is the request by the community group for the Municipality to participate in the development of the park and for the Municipality to be responsible for the ownership and upkeep moving forward once the project is completed.

As noted in the 2015 report, at that time there was not an identified need for additional park space. Spaces currently in the Falmouth area include the Eldridge Road Facility and the Falmouth Mini Park behind the Irving Gas Station. Additional Park space to support our growing communities could certainly been seen as favorable, particularly as the space was formerly an active and maintained space in the 1980s and 90s.

The work on the space has not been completed but is ongoing.

As noted, there are three separate requests from Council.

1. To participate in the development and construction of the park through the provision of the water and sewer services.
2. Should Council decide to take over ownership of the lands and the park that the survey work and registry process be conducted by the Municipality.
3. That the Municipality maintain the space and that it be designated as a WHRM Park Space.

Staff await the position of Council or further direction.

Report Prepared by: _____

Kathy Kehoe, Director, Community Development

Report Reviewed by: _____

Diana Gibson, Acting Director, Financial Services

Report Approved by: 

Mark Phillips, Chief Administrative Officer



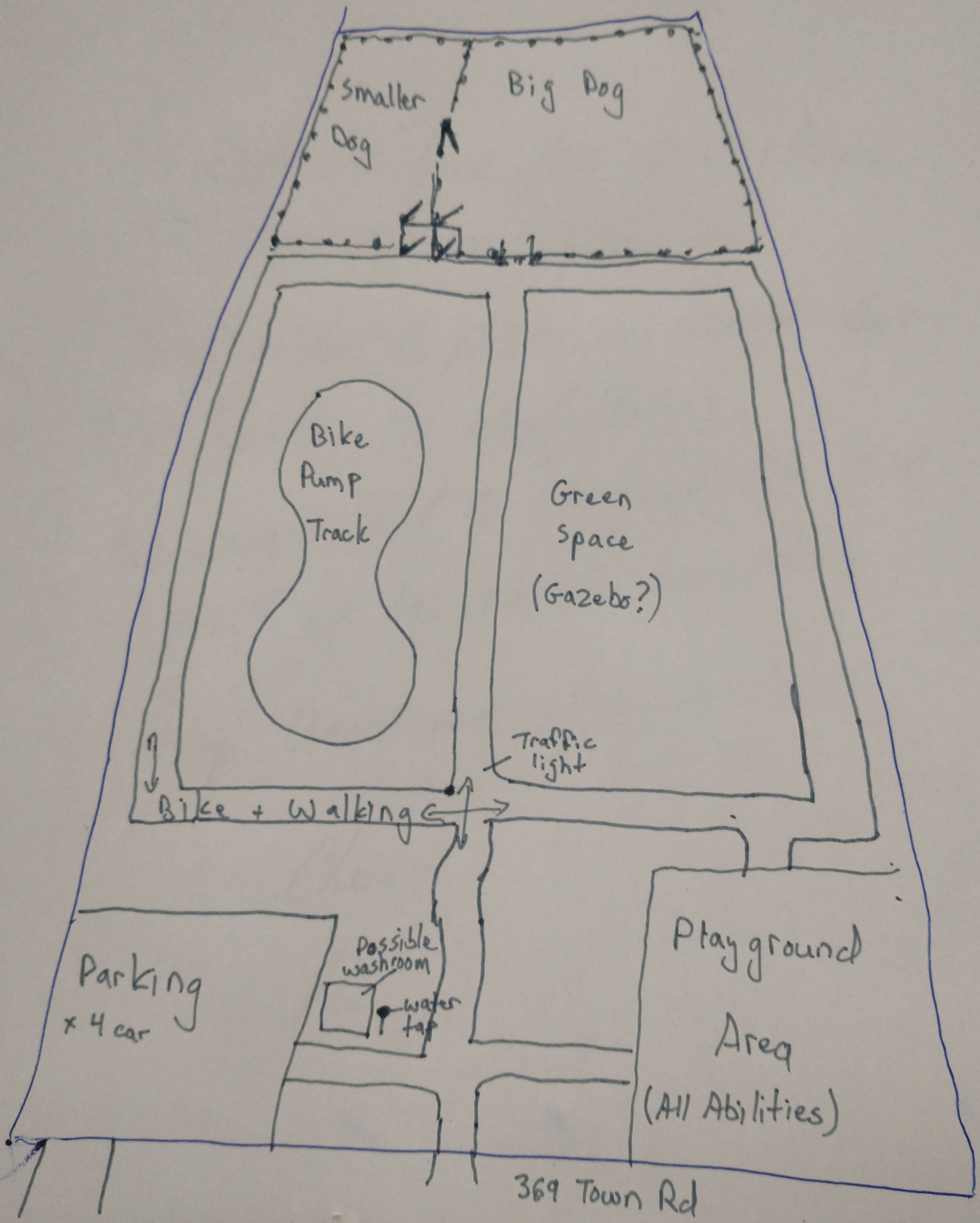
Made in Canada

Falmouth Family Park

layout # A09876-2-C1 | J07975

BlueImp™ PLAY STRONG

Note: Colours shown may not accurately reflect actual colours.


Smaller Dog
Big Dog
Bike Pump Track
Green Space (Gazebo?)
Traffic light
Bike + Walking
Parking x 4 car
Possible washroom
water tap
Playground Area (All Abilities)
369 Town Rd

Town Rd

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☑	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____

Mark Phillips, Chief Administrative Officer

Date: July 11, 2023

Subject: Improvements to Council Chambers

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

Should Council choose to move forward with the purchase of 21 chairs the following recommendation would be required:

…. THAT COUNCIL DIRECT STAFF TO PROCEED WITH SECURING THE PURCHASE OF 21 CHAIRS FOR CHAMBERS AT A PRICE RANGE OF $400.00 TO $800.00 PER UNIT.

BACKGROUND

With the approval of the 2023- 24Capital Budget, Council identified a need to improve the settings in Council chambers and approved funds for this project.

At the 2023-04-20 Council meeting the following motion was passed:

"COUNCIL DIRECT STAFF TO REPORT BACK TO COUNCIL WITH QUOTES FOR IMPROVING COUNCIL CHAMBERS AND CHAIRS AND NOT TO EXCEED $30,000".

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

DISCUSSION

Following the 2023-04-20 meeting staff also began to explore options to "tidy up" and improve the function and appearance of Council chambers in an effort to address seating concerns.

With the assistance of IT Specialist Jeff Hanshaw accessories were implemented to improve appearances and functionality inside chambers.
Staff also contacted vendors and explored online options for seating improvements. The following chart reflects some options for consideration.

Seating Options

Vendor	***Description***	***Quantity***	***Price per Chair*** *(net tax)*	***Total Cost*** *(net tax)*
RD Chisholm LTD	Auburn - Black Base and Arms	21	$865.53	$18,176.13
Workplace Essentials	tCentric	21	$1220.81	$25,636.97
Workplace Essentials	airCentric	21	$1,250.44	$26,259.18
Amazon	NOUHAUS Ergo3D Ergonomic Office Chair	21	$438.00	$9,198.16
Staples	Serta Smart Layers Hensley Big and Tall Executive Chair - Brown	21	$500.58	$10,512.21
Home Hardware *(online quotes)*	CANERGO High Back Office Chairs	21	$344.15	$7,227.08
	CANERGO High Back Leather	21	$698.73	$14,673.38
IKEA *(online quote)*	Swivel Chair	21	$312.86.	$6,570.00

NEXT STEPS

All of the above options provided will result in the project being under the $30,000 allotted by Council during the 2023-34 Budget process. The main considerations explored to-date were price, meeting comfort needs, durability and warranty options.

As noted in the report there are several vendors and multiple features offered in the office chair market. The high-back office chair or manger style chair is the recommended chair for Council Chambers and can be provided by multiple suppliers, including known local suppliers. Staff request that Council consider the category or price range they wish to target, and staff will execute the selection and purchase.

Low Price Range	$100.00 to $400.00
Medium Price Range	$400.00 to $800.00
High Price Range	$800.00 to $1,200.00

The following sections in the procurement and tendering policy reference purchasing authority for this budget item and will be followed.

PURCHASING AUTHORITY

The CAO is authorized to make purchases for the acquisition of goods, services, construction, and facilities for the purposes of carrying on the business of the Municipality, where the amount of the expenditure does not exceed the acquisition values stated below, in any one case (not including HST), and where such expenditure is included in the approved budget allocation:

- *Where the value of the good or service is between $15,000 and $50,000; or*
- *Where the value of the construction project and all associated goods, services, and facilities are between $15,000 and $100,000.*

Bid by Invitation

The Bid by Invitation process should be utilized for the purchase of routine operational goods and services between $5,000 and $25,000. Such purchases would be approved under a Director's annual operating budget such as office or plant equipment, vehicle maintenance, preventative maintenance agreements, gravel, etc.
For purchases between $5,000 and $9,999.99 (not including HST):
- *Three verbal quotes, faxes, or emailed bids will be sought from suppliers.*
- *The decision to award is with the discretion of the Director.*

The quotations are to be recorded and kept on file, in accordance with the Record Management Policy RCOGE-002.00.

For purchases between $10,000 and $24,999.99 (not including HST):
- *Bids are solicited by invitation in writing from suppliers; a minimum of three bids will be required.*
- *The decision is at the discretion of the Director, as long as the purchase was approved in the budget allocation. If the amount exceeds 10% of the approved budget allocation, the decision is at the discretion of the CAO, upon review and recommendation from the Director.*
- *The written bids are to be kept on file, in accordance with the Records Management Policy RCOGE-002.00.*

Only the bid of the successful supplier will be disclosed to other bidders, upon request. Purchase orders are required for all purchases made under the bid by invitation process.

• *The quotations are to be recorded and kept on file, in accordance with the Record Management Policy RCOGE-002.00.*

FINANCIAL IMPLICATIONS

During the 2023-24 budget process, Council approved up to $30,000 to be funded through the Regional Operating Reserve to improve Council Chambers. All options presented above will come in under the $30,000 limit.

ALTERNATIVES

1. Council may choose to direct staff to not proceed with the improvements identified within the report; or
2. Council may choose to direct staff to explore further options to purchase furnishings for chambers.

ATTACHMENTS

Sample chairs and quotations.

Report Prepared by: _____
Deanna Snair, Executive Assistant

Report Reviewed by: _____
Diana Gibson, Acting Director of Finance

Shop All | What can we help you find? | Brooklyn Home Hardware Building Centre Today's Hours: 8:00 am - 5:30 pm | Order Status | Log In | List

NERGO High Back Office Chair - Black

★★★ 3 Reviews Item: #4832-640 Model: #76--01



$329.99/EA

Shipping Options

0 Available at **Brooklyn Home Hardware Building Centre**

Check availability at other stores

◉ FREE In-Store Pick-up
Arrives in 6-8 business days

○ Ship to Home
Arrives in 3-4 days
Estimated shipping cost

FREE SHIPPING on eligible online orders $99 (pre-tax) or more!
Shipping surcharges may still apply.

Qty: - 1 + Add to Cart

Product Overview

Description

Specifications

Shop All | What can we help you find? | Brooklyn Home Hardware Building Centre Today's Hours: 8:00 am - 5:30 pm | Order Status | Log In | List

re > Office

NERGO Black Leather Office Chair, with Lumbar Support

★★½☆☆ 5 Reviews Item: #4832-613 Model: #76--08M



$669.99/EA

Shipping Options

0 Available at **Brooklyn Home Hardware Building Centre**

Check availability at other stores

This item is selling fast. Order now to avoid disappointment!

◉ FREE In-Store Pick-up
Arrives in 6-8 business days

Qty: - 1 Add to Cart

Max. quantity available

Product Overview

Description

Specifications

IKEA

Find what you need to Bring Home to Life

Hej! Log in or sign up

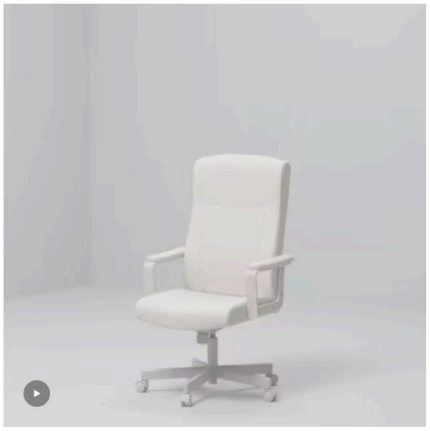
Products Rooms Deals Design

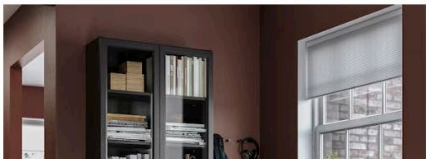
Enter postal code

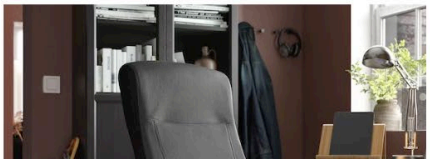
Products › All furniture › Chairs › Desk chairs › Desk chairs for home › MILLBERGET Swivel chair

Best Seller









MILLBERGET

Swivel chair, Murum black

$299.00

★★★★☆ (520)

Choose color

Murum black



How to get it

Delivery
Check delivery availability

In store
Check in-store stock

1 + Add to cart

Assembly Service
To check available services in your area, please e
your post code.



La-Z-Boy Alton High Back Excecutive Chair - Black

★★★½☆ (57)

$429.99

Quantity

1

ADD TO CART

Share

Also Consider

3-Year Protection Plan for Furniture (Accidental Coverage) - 3058212 89.99
Notice for Quebec Residents: Important Warranty Information

Ways to get your order

Delivery available
Estimated Delivery by **July 11, 2023**
Shipping to **B4N 3E6** Change Postal Code
FREE Shipping on Orders over $35

Out of stock at your store
Pickup at **9081 Commercial Street** Check other stores
0 in stock

Available at nearby stores within 50km

1-181 Damascus Road | 1 in stock | 72.9 km
Make My Store

215 Chain Lake Drive, Unit A | 2 in stock | 76.7 km
Make My Store





Serta SmartLayers Landry Executive Chair - Blue

★★★★☆ (66)

$399.99

Quantity

1

ADD TO CART

Share

Also Consider

3-Year Protection Plan for Furniture (Accidental Coverage) - 3058212 — 89.99
Notice for Quebec Residents: Important Warranty Information

Ways to get your order

Delivery available

Estimated Delivery by **July 10, 2023**

Shipping to **B4N 3E6** Change Postal Code

FREE Shipping on Orders over $35

FREE Pickup available

Ready for pickup in stores within 1 hour

Pickup at **9081 Commercial Street** Check other stores

3 in stock

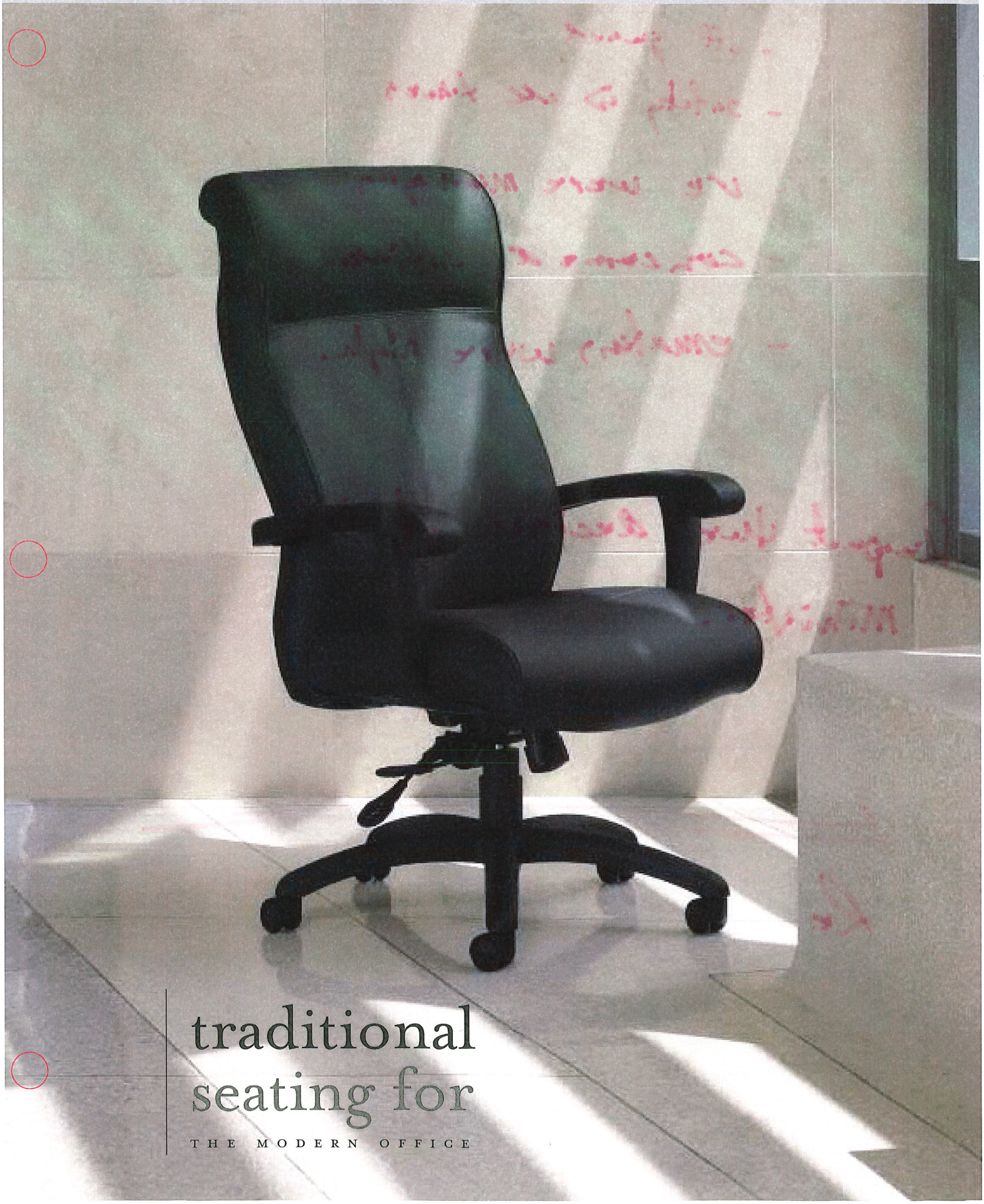
Available at nearby stores within 50km

1-181 Damascus Road | **2 in stock** | **72.9 km**

Make My Store

GLOBAL

AUBURN™



traditional seating for

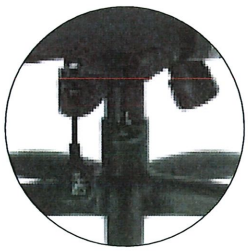
THE MODERN OFFICE

AUBURN™

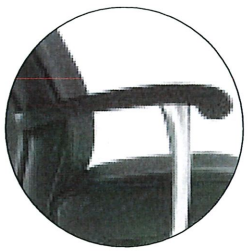




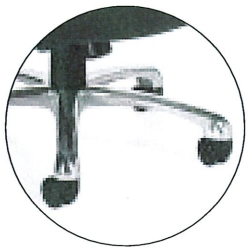
3767(ALU)
High Back



Tilting Mechanism



Polished Aluminum Arm Frame
(Optional)



Polished Aluminum Base
(Optional)



Wood Capped Steel Base
(Optional)

Auburn seating provides the user with maximum style and comfort with long lasting durability and quality. Auburn's unique arm frame is made form cast aluminum for exceptional strength. Armcaps are made from soft, self-skinned urethane (SSU) making the surface extremely durable and warm to the touch. A polished aluminum arm frame and base are available as an option.

Auburn's tilting mechanism features adjustable tension control for personal comfort. The infinite tilt-lock feature allows the user to lock into any position throughout the tilt range. This is great for upright keyboarding or other tasks that require a stationary seating angle.

There are three bases available. Choose from either the standard black fiberglass reinforced nylon spider base, the attractive polished aluminum base or a more traditional steel core, wood capped base. The wood capped bases can be finished to coordinate with any of Global's laminate or wood finishes. Auburn can be upholstered in a array of leathers.

DESCRIPTION		DIMENSIONS W	D	H	SEAT HEIGHT
		IN *mm*	IN *mm*	IN *mm*	IN *mm*
	**3767** High back tilter with cast aluminum arm frame (black finish standard), soft touch urethane armcaps (SSU). Tilting mechanism with adjustable tension, infinite tilt lock control. Black fiberglass reinforced nylon base.	28 *711*	28 *711*	46.5 *1181*	16.5 - 20.5 *419 - 521*

MEMBER BIFMA INTERNATIONAL

Global chairs are tested to meet or exceed ANSI / BIFMA seating standards. These test procedures evaluate seating for function, safety, durability, and structural adequacy. Your assurance of a quality product. As a result all Global products proudly carry a Limited Lifetime Warranty.

Corporate Member Of The Membre corporatif de l'
ACE
Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

GREENGUARD

Global's Certified Products are in compliance with the stringent emission guidelines set by the GREENGUARD Environmental Institute.

Global - Canada
The Global Group, 1350 Flint Rd., Downsview ON Canada M3J 2J7
Sales & Marketing: Tel (1-877) 446-2251
Customer Service: Fax (800) 361-3182
Government Customer Service: Fax (416) 739-6319

Global - U.S.A.
17 West Stow Road P.O. Box 562
Marlton New Jersey U.S.A. 08053
Tel (856) 596-3390 (800) 220-1900
Fax (856) 596-2516

Global - International
560 Supertest Road Downsview
Ontario Canada M3J 2M6
Tel (416) 661-3660 (800) 668-5870
Fax (416) 667-1821

GGI Office Furniture (UK) Ltd.
Global Way Darwen
Lancashire UK BB3 ORW
Tel +44(0) 1254 778500
Fax +44(0) 1254 778519

Visit us on the World Wide Web at www.globaltotaloffice.com
Offices throughout Canada, United States, United Kingdom, France, Brazil, Australia and Italy. Distribution around the world. A member of the Global Group.

CANADA BUILT

© 2008 ® ™ Trade-Marks of GLOBAL TOTAL OFFICE. These products may be covered by one or more issued patents or pending patent applications in Canada, the U.S. and elsewhere. All intellectual property rights in applicable trademarks, patents and industrial designs are strictly reserved. Specifications are correct at time of printing. Printed in Canada. Creative / Global Group Design Center 190808 / 08.0146

workplace essentials

Focused. Smart. Reliable.

May 18th, 2023

West Hants
something inspiring awaits

Deanna Snair
Executive Assistant
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

T 902-798-8391 Ext. 134
M 902-792-8035
E DSnair@westhants.ca
W www.westhants.ca

	Price/ea	Total
19 each, airCentric, multi-tilter, fully upholstered, air lumbar, triple density foam, headrest, urethane casters, height/lateral /swivel arm. AirKnit black fabric.	$1199.00	$22781.00

See attached Spec Sheet



airCentric™ 2

Fuel Service charge	797.34
Sub Total	23578.34
HST	3536.75
Total	**$27115.09**

workplace essentials

Focused. Smart. Reliable.

May 18th, 2023

West Hants
something inspiring awaits

Deanna Snair
Executive Assistant
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

T 902-798-8391 Ext. 134
M 902-792-8035
E DSnair@westhants.ca
W www.westhants.ca

	Price/ea	Total
19 each tCentric, multi-tilter, fully upholstered, built in air lumbar, triple density foam, headrest, urethane casters, height/lateral/swivel arm. Open house black fabric. See attached Spec Sheet	$1170.59	$22241.21



tCentric Hybrid™

Fuel Service charge	778.44
Sub Total	23019.65
HST	3452.95
Total	**$26471.95**



Misolant Office Chair, Ergonomic Desk Chair, White, Adjustable Headrest 299 $199.99 prime Save $30 with coupon

Consider these alternative items

Sponsored



NOUHAUS ErgoFlip Mesh Computer Chair - Rolling Desk Chair with Retractable Armrest and Blade Wheels Ergonomic

1,243

$419.99



NOUHAUS ErgoTASK - Ergonomic Task Chair, Computer Chair and Office Chair with Headrest. Rolling

569

$349.99



Sytas Ergonomic Mesh Office Chair, Desk Chair Adjustable Lumbar Support, High Back Ergonomic Computer Chair

263

$299.99



Roll over image to zoom in



VIDEO

NOUHAUS Ergo3D Ergonomic Office Chair - Rolling Desk Chair with 3D Adjustable Armrest, 3D Lumbar Support and Blade Wheels - Mesh Computer Chair, Gaming Chairs, Executive Swivel Chair (Grey)

Visit the Nouhaus Store

4.0 3,526 ratings

Colour Name: **Grey**

$448.25	1 option from $1,877.44
1 option from $489.99	1 option from $933.36

Brand	Nouhaus
Colour	Grey
Material	Mesh, Metal, Plastic
Product Dimensions	71D x 71W x 124.5H Centimetres
Size	16.3D x 27.95W x 44.09H in
Item weight	46.29 Pounds

See more

About this item

- CONFORMS TO YOUR LIFE: With it's 4D Adjustable Armrest and Lumbar System, ElastoMesh, 135 Degree Back Tilt, Smooth HydraLift, Dual Castors (and a set of hardwood floor Blade Castors) – it's easy to think the Ergo3D is from the future, but instead it's evolved Ergo Seating at its finest and it's here now.
- **EASE INTO WORK, OR PLAY:** Mesh Headrest adjusts up and down while the 4D Adjust Arms go forwards, back, up, down, side to side, and rotate for the best fit to your body. 3D Lumbar Support hugs your back, while the seat glides up and down for the ultimate in customized comfort in the office, or in front of your game!
- **SOFT HD OFFICE CHAIR:** Our breathable ElastoMesh provides optimal airflow to avoid sweating and sticking. But it's also smooth, and nothing like sitting on wire like many of the chairs you'll see today. And while it's good to

Select delivery location

See All Buying Options

Add to Wish List

Have one to sell?

Sell on Amazon



NASPALURO

naspaluro Ergonomic Office Chair

Naspaluro Mid Back Office Chair,...

219

$129.99 prime

Save $10 with coupon

Sponsored

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Mark Phillips, Chief Administrative Officer

Date: July 11, 2023

Subject: Municipal Complex RFP

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 49 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

TBD

BACKGROUND

Property ☑	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Since consolidation in 2019 staff and Council continue to explore viable options that would see existing staff in one building for the benefit of bringing everyone together as one unit, for efficiency purposes, as a cost savings measure as well as addressing community accessibility and needs.

In 2019, HATCH Conceptual Design Narrative provided an independent analysis of both the W.B. Stephens Building (100 King Street) and the West Hants Municipal Office (76 Morison Drive) with the objective to provide sufficient, detailed information that would support an informed decision of the Coordinating Committee as to what building was best suited for the needs of the new regional municipality. The report is attached for review.
Key areas analyzed by HATCH for both existing complexes included:

• 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

Following this analysis, the Coordinating Committee concluded that the W.B. Stephens Building would better suit the staffing and community needs once the recommended renovations were completed.

At the March 9, 2020, meeting, the Co-ordinating Committee supported The W.B. Stephens Building, 100 King Street, Windsor, NS being the Municipal Complex to house the administrative branches for the Regional Municipality.

As a result of continued discussions, Council deferred further discussions until the November 2020 COTW meeting with the desire to seek additional operating cost information related to the other municipal buildings and market values to be determined. Other points highlighted were renovation considerations, future pandemic compliance, parking, accessibility and other building and location characteristics.

During the November 10th Committee of the Whole meeting in 2020, a report was presented containing a table reflecting comparisons and fiscal considerations between the two buildings (100 King Street and 76 Morison). The report also identified areas that factored into modernization, a central location, walkability factors, appraisals on both buildings, and considerations identified in the Regional Fire Study that continued the promotion of the Windsor Fire Department. As noted, appraisals were completed on both 100 King Street and 76 Morison Drive buildings and were attached to this report for Councils consideration.

On May 11, 2021, an information report was presented to Council with hopes to re-engage a discussion surrounding the future municipal office home and create a plan to consolidate both municipal staff and operations. Following the direction given at this meeting, a small working group consisting of Councillors (Mayor Zebian, Councillors Murley and Hartt), municipal staff (CAO Phillips, Director Richard, and Jessie Drysdale) was formed and tasked with reviewing characteristics of both buildings again.

With the formation of this working group, three meetings were held (January 10th, February 7th and July 9th, 2022) to discuss and weigh options pertaining to each site. Each meeting addressed concerns raised at both the Council and the public level and invoked meaningful conversations

addressing environmental, social, financial, and service implications as well as addressing spatial awareness for staff/employment workspaces, customer service access and abilities. The majority of the working group wish to proceed with the 100 King Street building as the preferred site. The detailed decisions pertaining to the scope of the work to be completed at 100 King Street and the budget requirement remains a decision of Council and would be determined once a location has been selected.

At the September 13th, 2022 COTW meeting, Council was presented with a recommendation report (to proceed with the 100 King Street building as the preferred site). The report showcased the discussions and considerations undertaken by the internal working group when comparing both buildings noting that direction and a budget would be required in order to provide increased accuracy with respects to improvements, efficiency upgrades based on the vision and obtain accurate costs.

Conversations focused on parking concerns, financial costs associated with improvements and potential return on investment, and the lack of vision for a broader scope that would see the municipality building for future needs vs meeting the current needs which resulted in the following motion being made.

"*THAT COUNCIL DIRECT THE CAO TO DRAFT AN RFP THAT WILL LOOK AT A) THE 100 KING STREET BUILDING B) THE 76 MORISON BUILDING AND C) OR AN ALTERNATIVE NEW LOCATION IS REQUIRED TO FACILITATE THE NEEDS OF THE MUNICIPALITY".*

DISCUSSION

As noted above the consolidation of municipal operations into one building has been an ongoing matter. The direction from Council in September of 2022 has been impacted by in-camera related discussions associated with "land" and "legal" related matters that have been explored. Pending further comments from Council on those matters they have been addressed and the RFP can proceed.

Proceeding with this action or considering alternatives is becoming increasingly important to operations.

At the current time space for staffing is becoming problematic as staff are utilizing inadequate spaces, primarily associated with cramped and shared spaces, working from home and working in separate office locations. Generally, 76 Morison Drive does not have enough space to accommodate the staff that are located there, and it is impacting departments inter-departmental collaboration. Staff will have to be separated from their departments shortly or a department will have to relocate to 100 King Street.

NEXT STEPS

Potential components to be included in an RFP for consulting services associated with the direction from Council. Some components can be omitted if past reports are relied upon.

Exterior Related

- Parking
    - For the public, staff and dedicated municipal vehicles.
- Access to amenities
- Accessibility
- Walkability
- Building envelope
    - Windows and doors
    - Roofing
    - Solar compatibility
    - R-Value components
- Loading area.
- EV Charging station

Interior Related

- Energy Analysis
    - R-Value components
- Conceptual Floor Plans
    - Office and space requirements
    - Council Chambers
    - Meeting and training spaces
    - Reception areas
    - Vault(s) and storage
- Accessibility
- Modernization
- Room to grow or modify.
- Marketability
- Mechanical system and electrical systems.

Other

- Community shared use
- Overall cost to operate or occupy.
- Availability and suitability of space over short, medium and long-term
- Costs to relocate from existing buildings.
- Property taxation values (private vs public space)
- Feedback and input sessions from Council and staff.
- Market analysis of vacant spaces for lease.
- Conceptual design or market research for existing building plans to satisfy the needs for the municipal complex.
- Other

FINANCIAL IMPLICATIONS

To date the following expenditures have occurred in relation to the assessment of both buildings, starting in the 2019 consolidation phase though to current day.

HATCH Engineering Reports (100 King and 76 Morison)	$48,912.97
Appraisals	
100 King St	$5,214.30
76 Morison Dr	$4,171.44
Structural Assessment Confirmation of 100 King Street	$5,438.52
TOTAL Expenses to-date	**$63,737.23**

Responses to an RFP and associated costs are unknown at this time. Pending the details of the RFP components it can be anticipated that consulting fees could range from $50,000 to $200,000. A Class D estimate can be established, or we can wait to see what the responses are once submissions are made. Post consolidation funding or operating reserves can be utilized to support the cost of this process.

Current Operating Costs for both Buildings

76 Morison Drive (as of March 31, 2023)		$105,944.93
100 King Street (as of March 31, 2023)	$183,418.98	
100 King Street off setting revenue	($121,336.71)	
(Revenue generated from WFD occupancy, cell tower and Scotia WEB)		
100 King Street net costs		$62,082.27

ALTERNATIVES

1. That municipal operations consolidate operations at the 100 King Street facility in the short to medium future. Minimal renovations would be carried out to ensure mechanical systems are performing correctly, any environmental concerns are identified and addressed, parking is identified, building envelope concerns are addressed (leaking windows or doors), building accessibility is confirmed, washrooms are checked and minor renovations such as painting, flooring and lighting where required. With Council's direction a Class D estimate can be established.
2. That municipal operations continue to utilize both buildings.

ATTACHMENTS

Municipal Complex Excerpt and Recommendation Report

Report Prepared by: 

Mark Phillips, Chief Administrative Officer

Report Reviewed by: _____

Report Approved by: _____

(Name and Title)

Committee of the Whole Excerpts
September 13, 2022

Municipal Complex Excerpt

In 2019 the former Town of Windsor and the District of the Municipality of West Hants consolidated forming the West Hants Regional Municipality. There is a desire and need to have existing staff in one building for the benefit of bringing everyone together as one unit, for efficiency purposes, as a cost savings measure as well as addressing community accessibility and needs.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL DIRECT THE CAO TO DRAFT AN RFP THAT WILL LOOK AT A) THE 100 KING STREET BUILDING B) THE 76 MORISON BUILDING AND C) TO SEE IF A NEW LOCATION IS REQUIRED TO FACILITATE THE NEEDS OF THE MUNICIPALITY.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____

CAO Phillips

Date: September 13, 2022

Subject: Municipal Complex

LEGISLATIVE AUTHORITY

Municipal Government Act, Chapter 18 of the Acts of 1998

- A municipality may sell property at market value when the property is no longer required for the purpose of the municipality - MGA 50 (5)(b)
- A municipality may lease property owned by the municipality at market value - MGA 50 (5)(c)

RECOMMENDATION or DECISION REQUEST

…That Committee of the Whole recommend to Council that direction be provided to staff to continue with conceptual plans and design of 100 King Street, Windsor to consolidate municipal administrative operations.

BACKGROUND

Property ✓	Public Opinion ✓	Environment ✓	Social ☐	Economic✓	Councillor Activity ☐

The past two years have provided a base in which various discussions have occurred pertaining to which municipal office would best suit the needs of the Regional Municipality.

In 2019 the former Town of Windsor and the District of the Municipality of West Hants consolidated forming the West Hants Regional Municipality.

Staff and Council still wish to have existing staff in one building for the benefit of bringing everyone together as one unit, for efficiency purposes, as a cost savings measure as well as addressing community accessibility and needs.

In 2019, HATCH Conceptual Design Narrative was undertaken to provide an independent analysis of both the W.B. Stephens Building (100 King Street) and the West Hants Municipal Office (76 Morison Drive) with the objective to provide sufficient, detailed information that would support an informed decision of the Coordinating Committee as to what building was best suited for the needs of the new regional municipality. The report is attached for review.

The key areas analyzed by HATCH for both existing complexes included:
- 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

In 2019 the Coordinating Committee concluded that the W.B. Stephens Building would better suit the staffing and community needs once recommended renovations were completed.

At the March 9, 2020 meeting, the Co-ordinating Committee made the following motion "*MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE SUPPPORT THE W.B. STEPHENS BUILDING, 100 KINGS 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. MOTION CARRIED"

The West Hants Regional Municipal Council was presented with a report at the October 27th, 2021 on the design and project management of the scheduled renovation of the W.B. Stephens Building (100 King Street) prompting further discussions surrounding various benefits and challenges associated with both the 100 King Street building (Windsor) as well as the 76 Morison

Drive building (West Hants). Concerns raised pertained to the structural integrity of the 100 King Street building as it related to the Windsor Fire Department. Within the engineering report completed by HATCH Engineering, no structural concerns were identified regarding this section of the building with repairs, maintenance, and changes completed over time addressing ongoing building related concerns.

A conceptual design within the HATCH Report allowed for open concept workspaces with some individual offices (input would be sought from staff and Council as well as comply with COVID restrictions) and other building retrofits. The design facilitated the consolidation of staff into one municipal building. This would then allow for the second building to be deemed as surplus and potentially sold, resulting in the generation of future property tax revenue while also saving on operational costs through the elimination of a second building .

As a result of these discussions, Council deferred further discussions until the November 2020 COTW meeting to allow for additional operating cost information related to the other municipal buildings and market values to be determined. Other points highlighted were renovation considerations, future pandemic compliance, parking, accessibility and other building and location characteristics.

During the November 10th Committee of the Whole meeting in 2020, Council was presented with an additional information report containing a table that reflected comparisons and fiscal considerations between the two buildings (100 King Street and 76 Morison). This report also identified areas that factored into modernization, the central location, walkability factors, appraisals on both buildings, and considerations identified in the Regional Fire Study that continued the promotion of the Windsor Fire Department. As noted, appraisals were completed on both 100 King Street and 76 Morison Drive buildings and were attached to this report for Councils consideration.

At the May 11, 2021, Committee of the Whole meeting an information report was presented to Council with hopes to re-engage a discussion surrounding the future municipal office home and create a plan to consolidate both municipal staff and operations. Following the direction given at this meeting, a small working group consisting of Councillors (Mayor Zebian, Councillors Murley and Hartt), municipal staff (CAO Phillips, Director Richard, and Jessie Drysdale) was formed and tasked with reviewing characteristics of both buildings again.

With the formation of this working group, three meetings were held (January 10th, February 7th and July 9th, 2022) to discuss and weigh options pertaining to each site. Each meeting addressed concerns raised at both the Council and the public level and invoked meaningful conversations addressing environmental, social, financial and service implications as well as addressing spatial awareness for staff/employment workspaces, customer service access and abilities. The majority of the working group wish to proceed with the 100 King Street building as the preferred site. The detailed decisions pertaining to the scope of work to be completed at 100 King Street and the budget requirement remains a decision of Council and would be determined once a location has been selected.

DISCUSSION

Through the discussions of the working group, several reoccurring themes were identified and discussed and summaried below:

Operating Costs (March 2022 information).

100 King Street	76 Morison
Area 30,560 sq ft	**Area** 15,947 sq ft
Revenue (2021/22) $98,260.00 (WFD $63,160, Cell tower lease $6,100, Scotian WEB lease $29,000)	**Revenue (2021/22)** $0
Expenses (2021/22) $180,906.51 (Operating Expense) $98,260.00 (Revenue) = $82,646.51 (Net Operating Costs)	**Expenses (2021/22)** $108,585.22 There are no sources of revenue

Potential Tax Revenue – Pending sale of a property

2021 Assessed Value	Rate	Taxes	2021 Assessed Value	Rate	Taxes
$1,230,400,	$3.85	$46,920,	$1,275,300	$1.78	$28,193,

- If 100 King Street was sold there would be additional costs to consider such as securing the current lease for the existing WFD space or securing land and financing a new building for the Windsor Fire Department (the Fire Study referenced 100 King Street as being the best location for the Department). Additionally, The Valley Community Fibre Network (VCFN) existing VCFN Infrastructure at 100 King Street would have to be relocated should the building be sold with an approximate cost of $250,000.00 forecasted.
- A new location would need to be identified for the Parks and Recreation garage/equipment regardless of which building is selected. If 76 Morison Drive was determined to be the new municipal location, the current recreation garage would need to be utilized for Public Works administration who are currently officed at 100 King Street. If the King Street building was identified as the new municipal location, 76 Morison could be sold, and an alternative site for recreation selected.
- The proceeds generated from the sale of one building could support the renovations required of the other building pending Council's approval of the level of renovations.
- Property taxes would be billed and collected on the building that was sold.

Parking/Walkability

Facility	Street Parking (nearby)	Dedicated Parking	Other Available Parking
100 King Street	18	12	77+ (Armouries and FD)
76 Morison Dr.	0	55 (2 are accessible and 3 are dedicated for municipal vehicles)	0

- Approximately fifty (50) dedicated parking spaces are required to accommodate staff.
- 76 Morison Drive provides 55 dedicated parking spaces that are shared between staff, customers and any individual who may be in attendance for training or a meeting. There are two (2) dedicated accessible parking spaces, three (3) reserved for municipal vehicles, leaving 50 spaces remaining to accommodate both staff and customer usage. There are no additional parking spaces identified unless available nearby land was purchased or leased (this would be an added operational cost for 76 Morison), nor does Morison have the ability to utilize street parking. An alternative option would be to utilize the green space used by staff on their breaks (where picnic tables are located) for additional parking. This space may be further impacted by solar options pending further review.
- 100 King Street does provide limited dedicated parking spaces (12 spaces out front and along the side of the building). This could be identified as customer or accessible parking. These spaces could adopt a time frame (15-30 minutes) to promote customer activity and flow. The Armouries has 65 spaces that could be utilized pending an agreement between the Municipality and Department of National Defense. There is additional parking available along King Street and potential to use parking currently utilized by the Fire Department. There are also additional parking areas within walking distance in the downtown core area that have yet to be identified.
- Most staff drive to work in a vehicle, very few staff drive a bicycle and there are no known staff that walk to work at the current time at Morison Drive. Most customers are known to (95-98%) travel to Morison Drive in a vehicle (either their own or a taxi) and there are no bus services available. There are no sidewalks in place should an individual choose to walk.
- Walking not only promotes a healthier lifestyle, it also positively impacts climate change. The 100 King Street building promotes active living through sidewalks, and accessible trails along the waterfront and Fort Edward Hill. There are many small businesses to explore on breaks and lunch hours in the downtown Windsor area, which has the potential to generate economical spinoffs for the local business sector. Residents/customers in the Windsor area would have the ability to walk to the municipal office to pay bills, make inquires or talk with staff. This promotes a more welcoming and friendly environment.

Accessibility

- An elevator is needed to meet accessibility requirements at the future Municipal Complex. The King Street Building has an elevator in place (in the clock tower). The Morison Drive Building would need to install an elevator to meet accessibility needs.

Capacity

Dedicated number of office and/or workstations (Preliminary)	Staff Component **(9am-5pm)**
Number of Offices – with identified workstations • CAO's Office – Three Offices, each with one workstation • Planning and Development Department – Nine Offices, six of those would have shared workstations within them. • Community Development Department – Eight Offices, two of those would have a shared workstation • Public Works Department – Seven Offices – One shared workstation • Finance Department – Twelve Offices, one of those is a shared workstation and Customer service would have dedicated workstations at the customer area. • Summer student workspaces – One office with shared workstations • Mayor's office **41 Offices identified** (Some of which are shared office spaces with dedicated workstations)	**3** **17 (2 work remotely at times)** **8** **8** **14** **1** **1** **51 staff, 49 require parking accommodations**
Number of Meeting rooms Requested (Five in total) • Council Chambers – multi-use when not used by Council (EMO, large group meetings or Training room) • Lunch/Break room – large room • Two smaller meeting rooms up to six people (One of which is solely dedicated to Planning) • One medium meeting room – up to twelve people • Fitness room – not necessary **6 Rooms identified**	
Other areas needed (more in the design phase) • **Printer Areas** • **Server Tech Room for storage of equipment** • **EMO equipment storage** **3 Rooms Identified**	

Energy Offset Comparison

Preliminary energy offset comparisons have been carried out at a high level to give an indication of how both buildings would perform if retrofits were carried out. These tables and calculations were created by our Municipal Climate Change Action Plan student and provide a

preliminary indication. For more accurate calculations and cost of retrofits additional consultants and resources may be required. Please refer to the attachment and tables.

Generally, the 76 Morrison Dr. building is more modern with respect to energy conservation components, however it would require some upgrades in order to achieve its designed performance due to ongoing renovations and to achieve a higher level of energy efficiency if desired by Council.

The 100 King St. building has not been upgraded to include the same energy conservation components and will require a more significant investment and upgrade in order to achieve the current level of 76 Morrison Dr. or to achieve a higher level as indicated above.

NEXT STEPS

To be determined by Council

FINANCIAL IMPLICATIONS

ALTERNATIVES

- Council could direct Staff to gather further information which will potentially delay the decision-making process.
- Council can provide staff with an alternate direction of their choosing.

ATTACHMENTS

- 2022 Municipal Complex Staff Survey
- Coordinating Committee, Recommendation Report- Municipal Complex Review Recommendation Report, March 9, 2020
- 2020-10-27 Council Minutes
- Windsor Township Corres (Nov. 18, 2020) - Municipal Complex Location
- 2019 Hatch Facility Report
- 2020-11-10 Committee of the Whole Minutes
- 2022-01-10 Municipal Complex Meeting Minutes
- 2022-02-07 Municipal Complex Meeting Minutes
- 2022-07-09 Municipal Complex Meeting Minutes
- 100 King Street Appraisal April 2021
- 76 Morrison Drive Appraisal April 2021
- Armoury Parking Photo
- 100 King St and 76 Morison Dr – Final
- May 2021 Municipal Complex Review cost comparison Table

- August 2022 Energy Offset Comparisons (Table A and B)

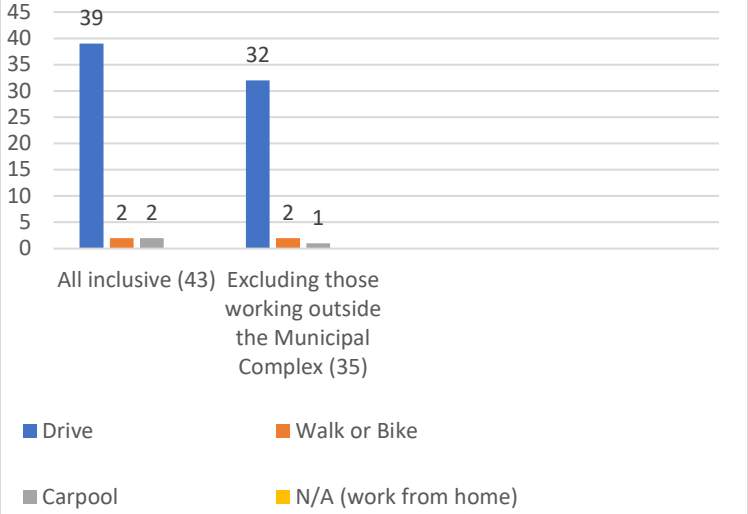
Municipal Complex Survey

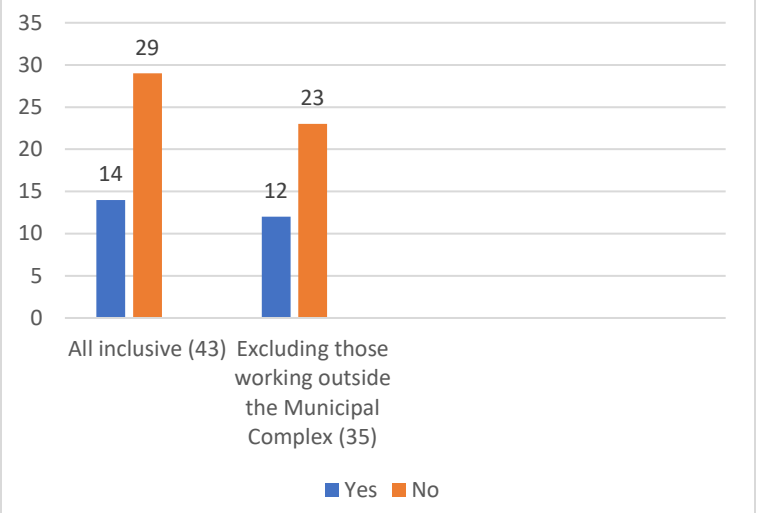
The municipal complex committee have been meeting to discuss, review information and compare the 100 King Street and 76 Morison Drive buildings. The mandate of the committee was to collaborative work together and present a recommendation to Council as to which building; 100 King Street or 76 Morison Drive would best suit the needs as a municipality and become the permanent homebase for the municipal building.

This survey was created and shared with municipal staff to gather information and provide staff perspectives on location, workspaces, outdoor spaces and concerns regarding privacy.

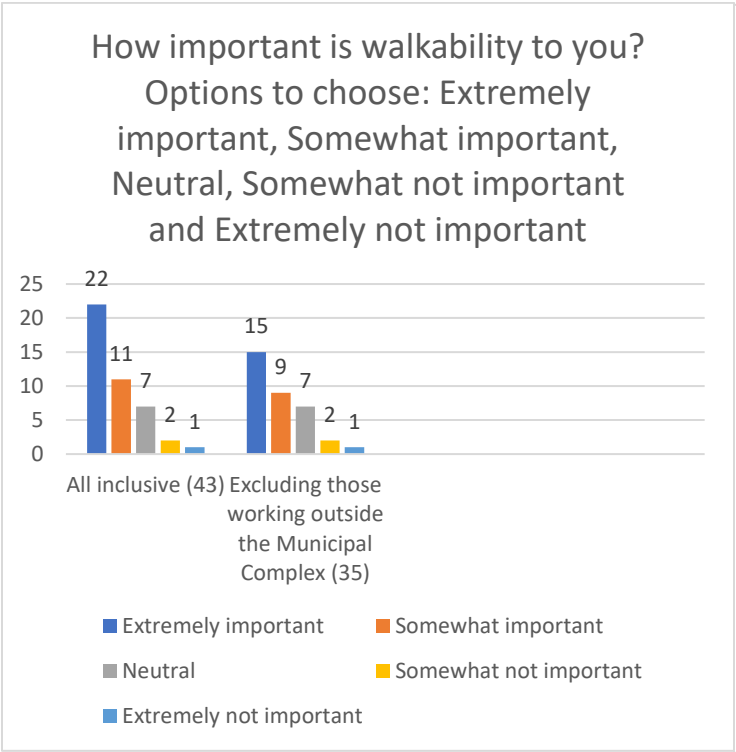
A total of forty-three (43) staff responses were received, representing the all-inclusive numbers within the charts below.
Of the 43 responses received; thirty-five (35) were used to determine the number of individuals working within the municipal complex (excluding eight (8) responses from those who work outside the Municipal Complex)

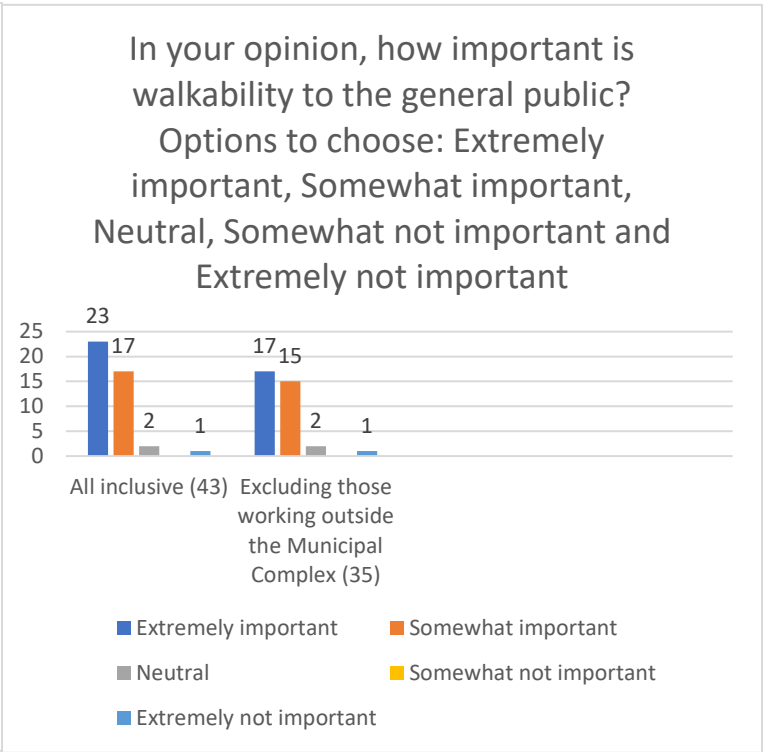
Below are comparison charts representing the responses received.

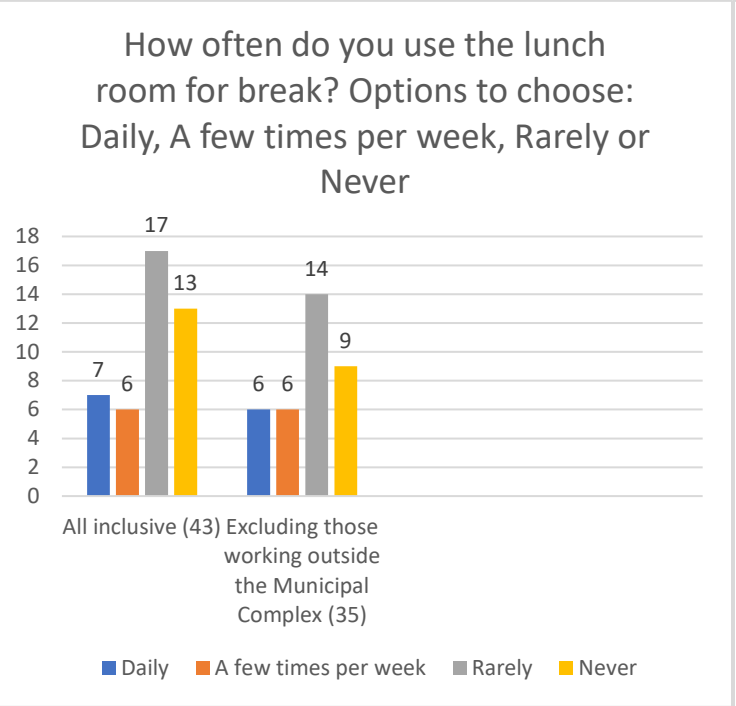


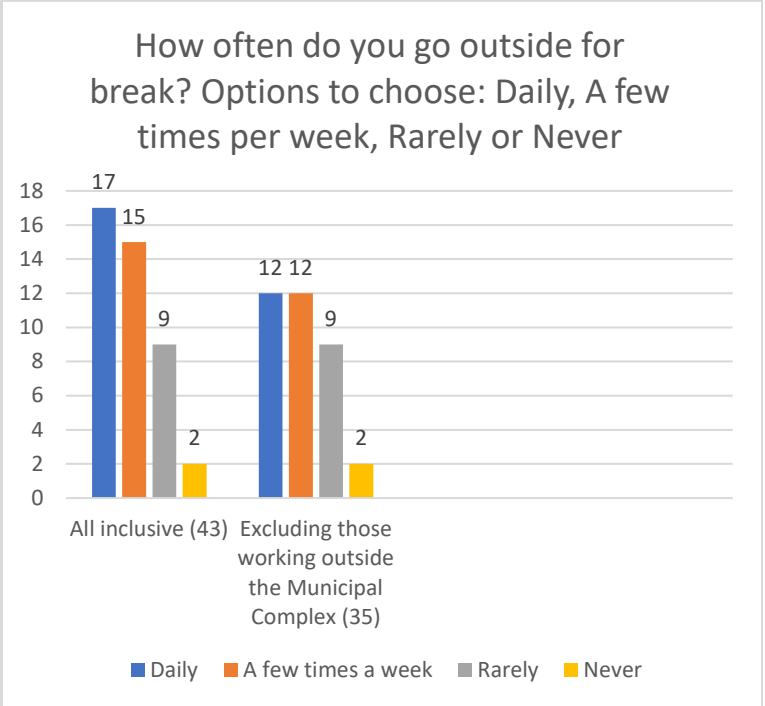


Walkability is a measure of how friendly an area is to pedestrians and walking. Several factors including the quality of paths, pavements or crossings, roads, lighting and accessibility of buildings, and perceptions of safety influence walkability measurements.

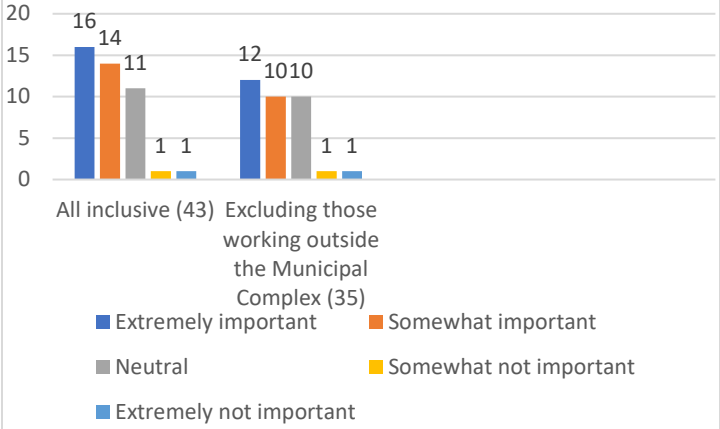




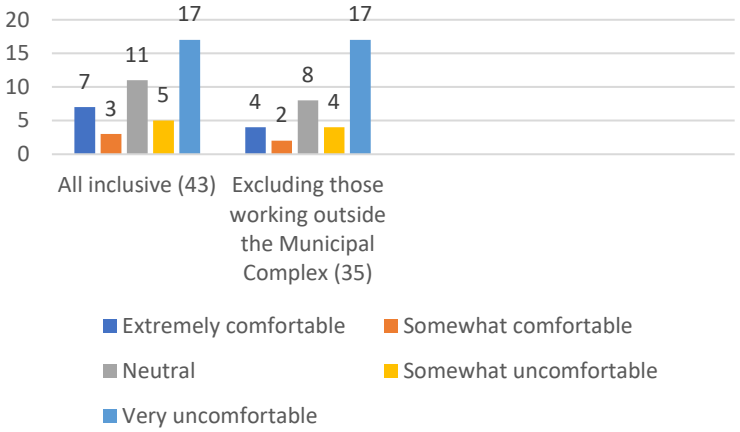




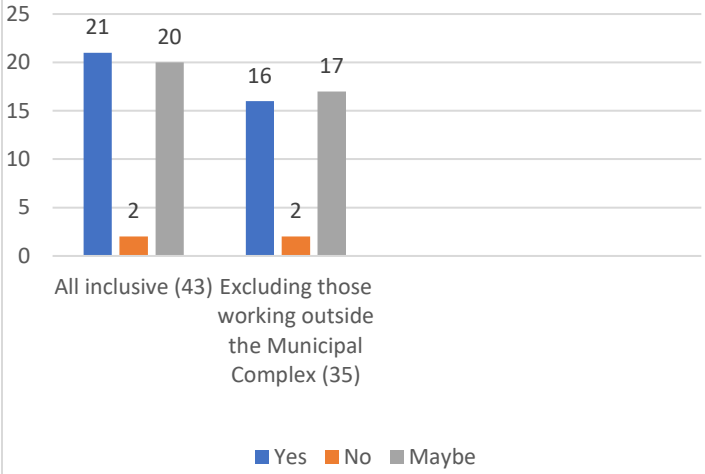
How important is having an outdoor space to utiize for breaks? Options to choose: Extremely important, Somewhat impoirtant, Neutral, Somewhat not important, Extremely not important



How flexible are you regarding having a dedicated personal space work station? Options to choose: Extremely comfortable, Somewhat comfortable, Neutral, Somewhat uncomfortable, Very uncomfortable



Would you use a gym if it was available? Options to choose: Yes, No, Maybe





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**

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Table of Contents

1. **Introduction** 1
2. **Objective** 1
3. **Functional Building Program** 1
4. **Existing Buildings Assessments** 1
5. **Energy Analysis** 2
6. **Conceptual Floor Plans** 3
7. **Construction ROM Estimates** 3
8. **Options Analysis** 4
9. **Appendix** 4

Appendix A – Functional Building Program
Appendix B – Existing Building Assessments
Appendix C – Conceptual Floor Plans
Appendix D – Existing Environmental Risks Register

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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:

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

MECHANICAL & ELECTRICAL SUMMARY			
Description	***W.B. Stephen's***	***West Hants***	***Upgrade Required***
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				
Facility	***Area (m²)***	***Electricity (kWh)***	***Fuel (ekwh)***	***Total (kWh)***
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			
Facility	***2018 BEPI***	***NRCan BEPI Avg.***	***Proposed BEPI****
West Hants	145.03 ekWh/m²	294 ekWh/m²	144.80 ekWh/m²
Windsor (W.B.Stephens)	296.51 ekWh/m²	294 ekWh/m²	270.50 ekWh/m²

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 todays "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 Regions 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.*

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Appendix A

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 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
								m^2	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 Middle x 1 Back x 1	Staff to client(s) meeting Staff to staff meeting Private setting for staff	1 to 4 occupants	4	Table x 1 Chairs x 4	Video Conferencing in 1 of 4 rooms	4	11.2 11.2 11.2 11.2	120 120 120 120	
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 5 Workstations for staff Chairs for 100 to 200 (audience)	Video Conferencing Audio Live Streaming Projector and Screen	118 100	195.0 137.5	2099 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 1 1	12.4 12.4 12.4	133 133 133	
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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/Reinforced	Fair condition		√						√	

	concrete – original to various construction periods										
•											
Floor Structure (2nd)	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 2nd 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 2nd 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										
•											

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/concrete – original to construction period	Good condition			√					√	
•											
Floor Structure (2nd)	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											

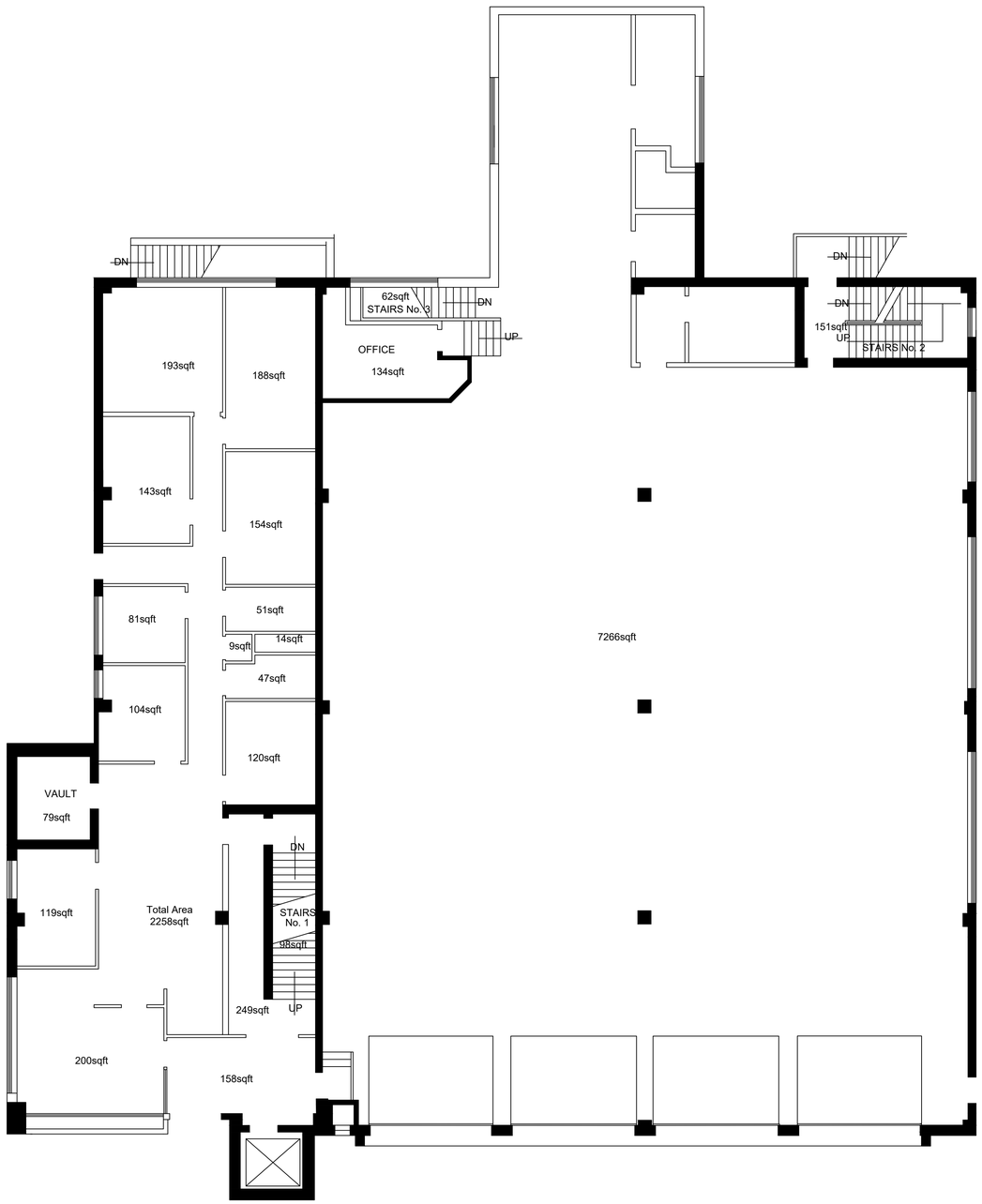
Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap $
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			√				√		
•											
Service Entrance	Westinghouse 400A, 120/208, 3ph, 60	Good condition			√				√		
•											
Fire Alarm		Good condition			√				√		
• 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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

REVISIONS

DRAWING APPROVAL STATUS:

DRAWING No.	DRAWING TITLE

REFERENCE DRAWINGS

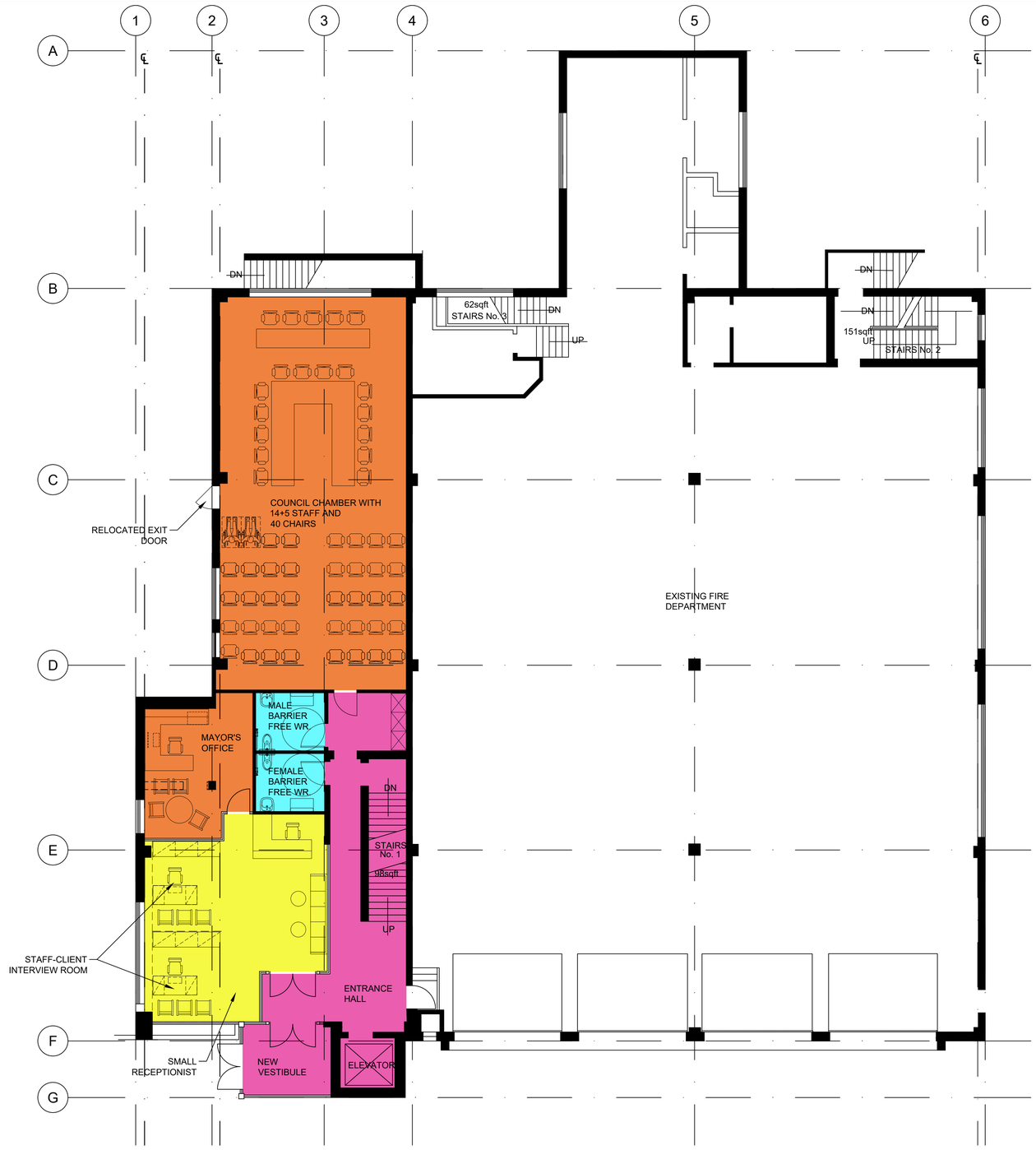
REGISTERED PROFESSIONAL

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING FIRST FLOOR PLAN

SCALE	DWG. No.	REV
1:100 OR AS NOTED	A-02	A

LORBERER, ANNA
12/12/2019 9:07 AM
C:\PWWORKING\HHATCHGLOBAL_LORB9661410D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



1 A-02 FIRST FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			
DRAWING APPROVAL STATUS:			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

SCALE: AS NOTED | DWG. No.: A-02 | REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HH\HATCHGLOBAL_LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



EXISTING SECOND FLOOR

1 / A-03 EXISTING SECOND FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"), UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAFTSPERSON	A.L.	NR	10/12/2019	
DESIGNER		NR		
CHECKER				
DESIGN COORD.				
RESP. ENG.				
LEAD DISC. ENG.				
ENG. MANAGER				
PROJ. MANAGER				

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING SECOND FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

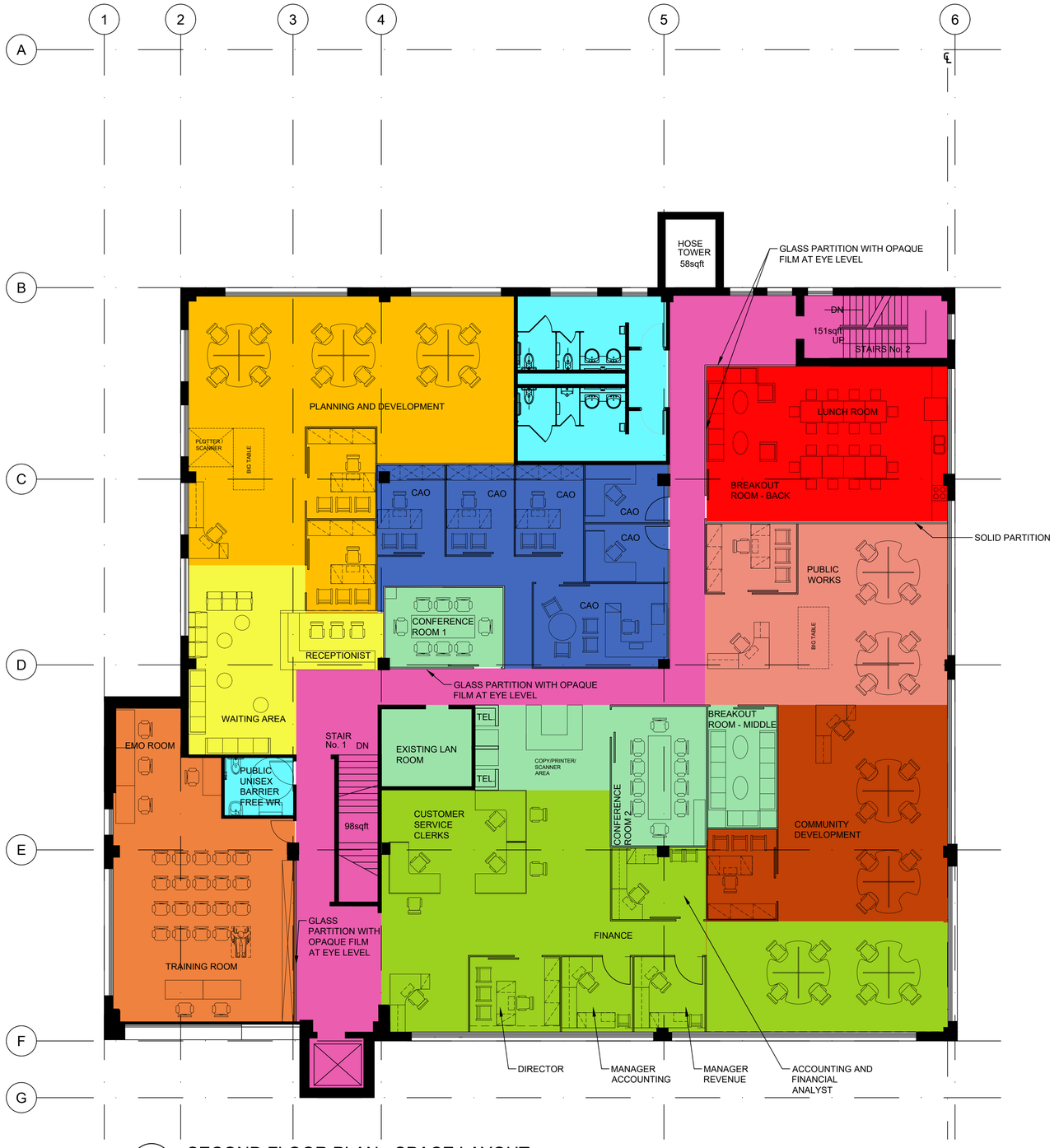
REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAWING APPROVAL STATUS:			

SCALE	DWG. No.	REV
AS NOTED	A-03	A

LORBERER, ANNA
12/12/2019
9:07 AM
C:\PW\WORKING\HI\HATCHGLOBAL_LORB966141D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



LEGEND

- TRAINING/EMO
- PLANNING & DEVELOPMENT
- STAFF BREAK OUT AREAS
- FINANCE
- CAO
- COMMUNITY DEVELOPMENT
- PUBLIC WORKS
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 SECOND FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

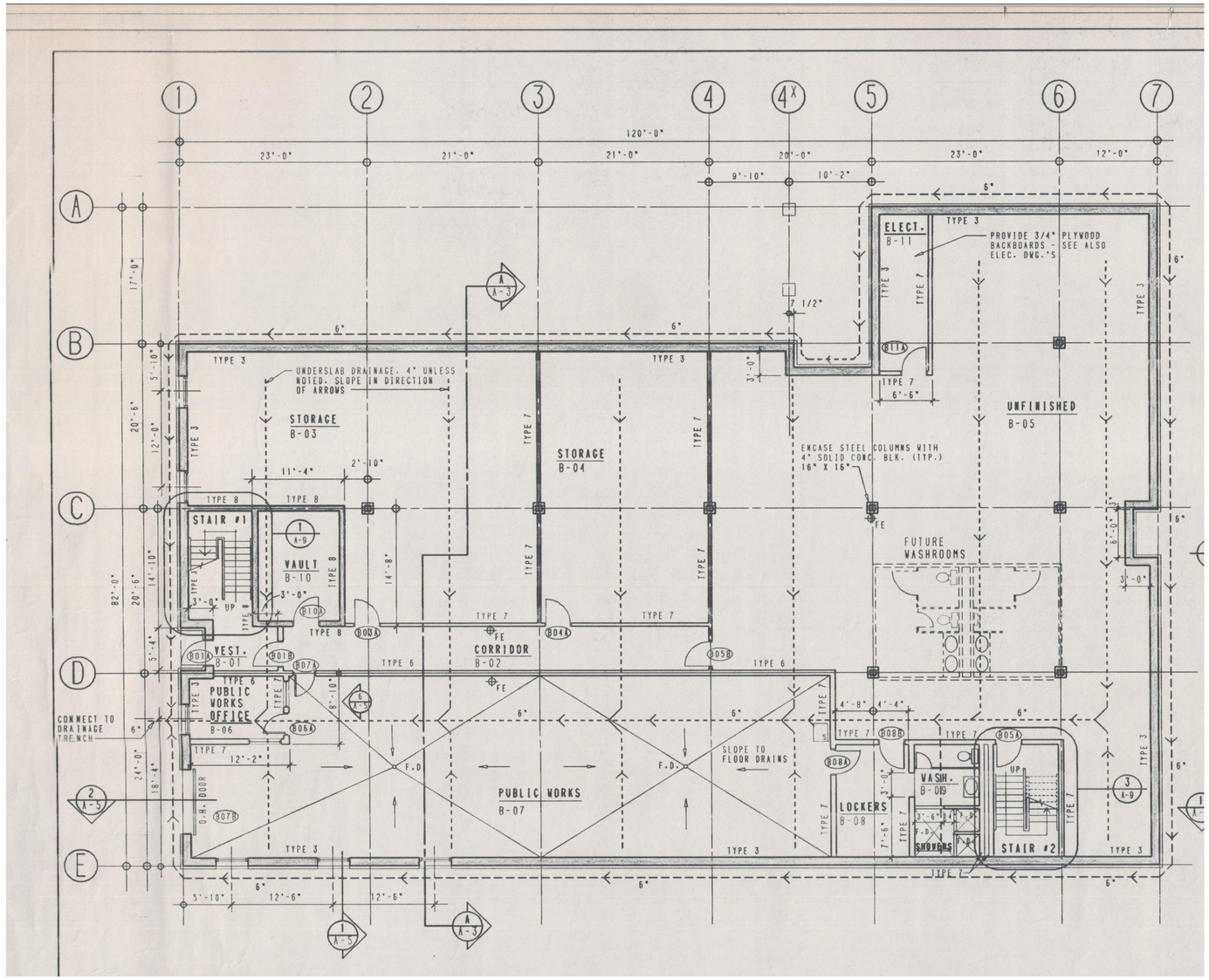
SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCH\GLOBAL__LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



1 / A-01 EXISTING BASEMENT FLOOR PLAN

SCALE: 1:100

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

ISSUED FOR INFORMATION

HATCH ARCHITECTS LTD

No.	DESCRIPTION	BY	CHK'D	DATE

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

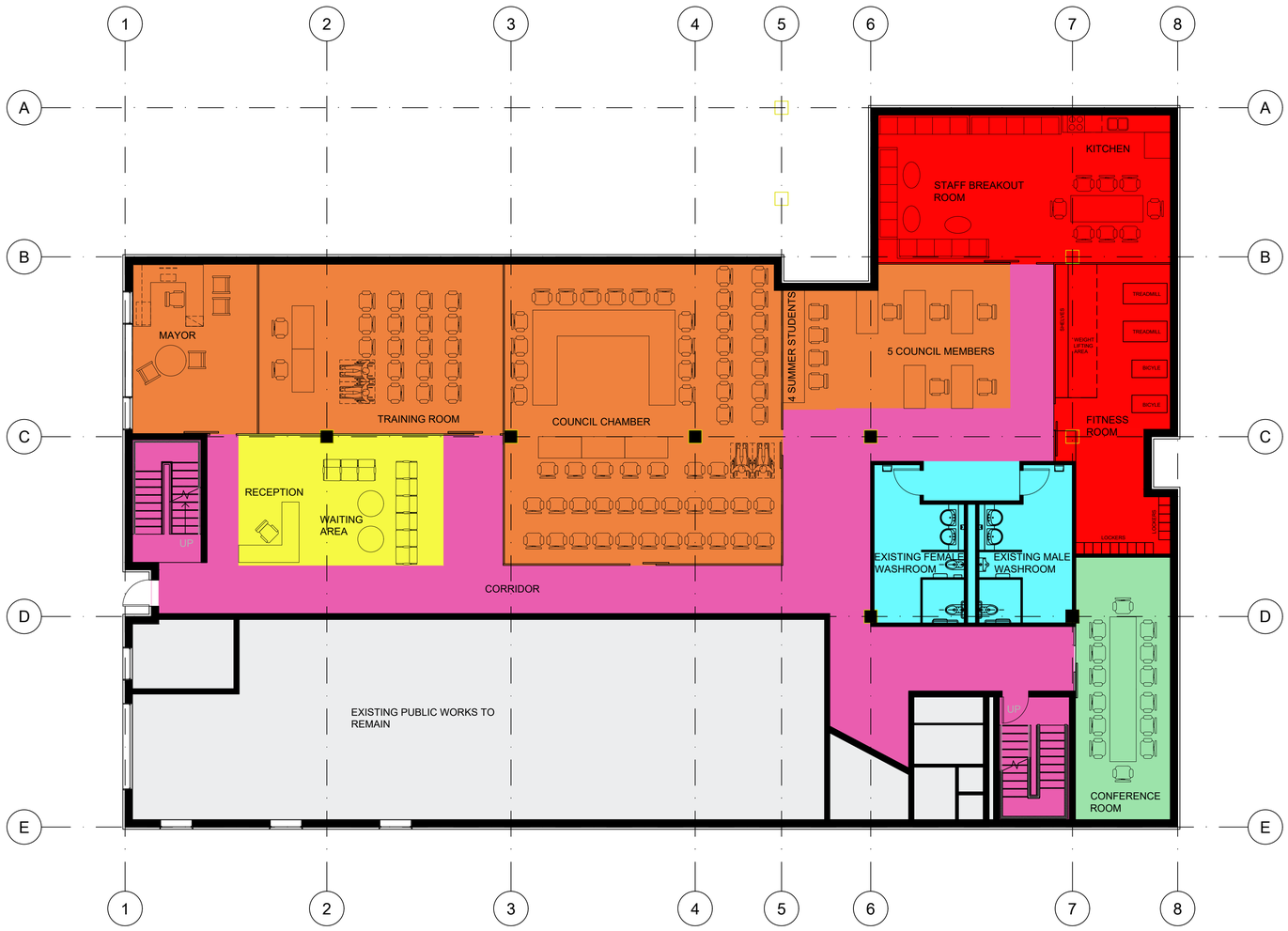
WEST HANTS
EXISTING BASEMENT PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

SCALE	DWG. No.	REV
AS NOTED	A-01	A

LORBERER, ANNA
8/9/2019 2:38 PM
C:\PW_WORKING\HMHATCHGLOBAL_LORBERER\D0634231\WEST HANTS - FLOOR PLANS.DWG



MULTIFUNCTIONAL SPACE

LEGEND ALL

- MAYOR/COUNCIL/TRAINING/EMO
- STAFF BREAK OUT AREAS
- COMMON AREAS
- CIRCULATION
- RECEPTION / WAITING AREA
- WASHROOMS
- EXISTING TO REMAIN

1 / A-01 PROPOSED BASEMENT FLOOR PLAN

SCALE: 1:100

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

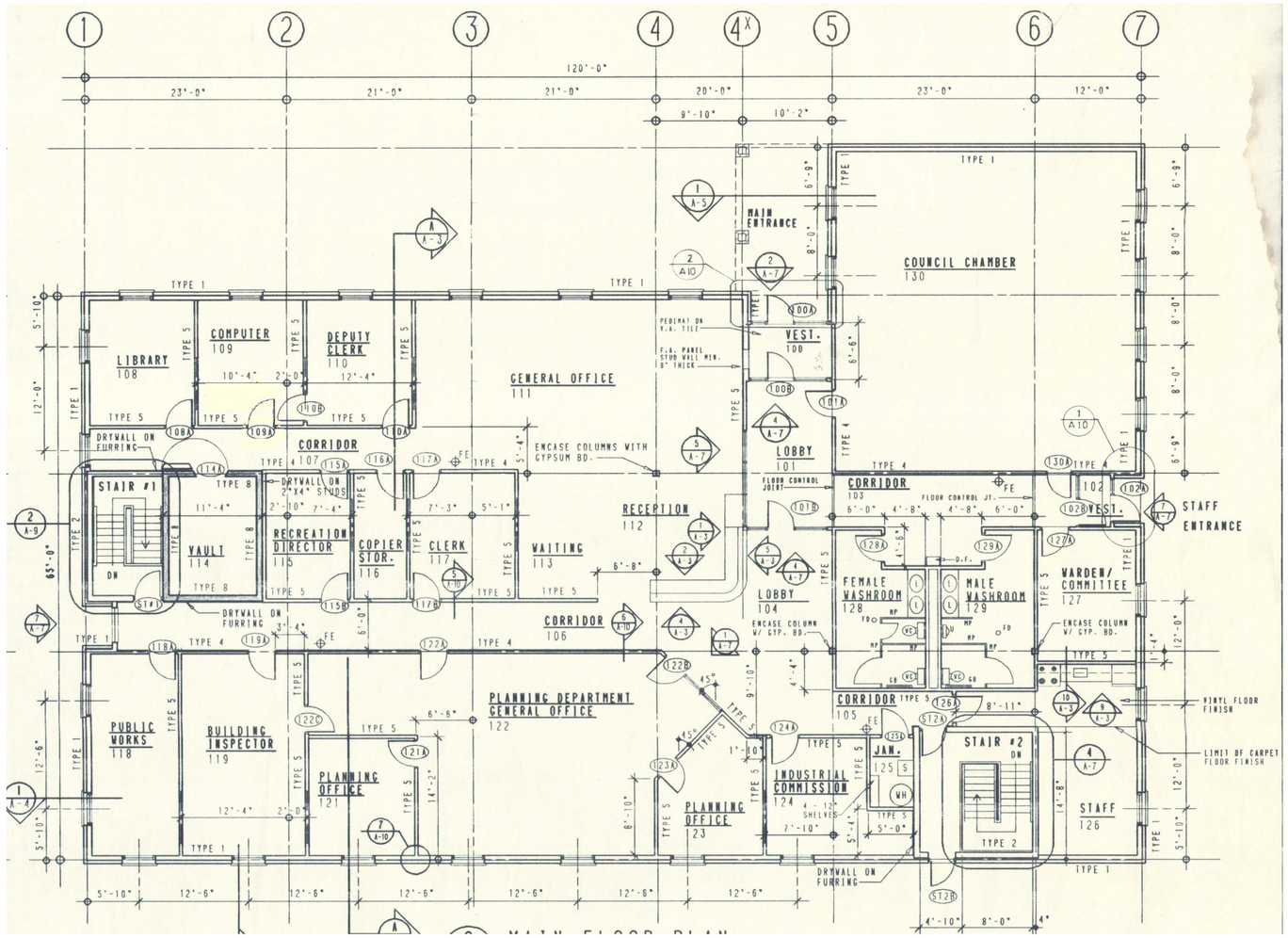
DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED BASEMENT FLOOR PLAN

SCALE: OR AS NOTED | DWG. No. A-01 | REV A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HI\HATCHGLOBAL LORB96614\D0634231\WEST HANTS - BASEMENT FLOOR PLAN.DWG



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

REVISIONS

DRAWING APPROVAL STATUS:

SCALE: OR AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCHGLOBAL_LOR\896614\D0634231\WEST HANTS - FLOOR PLANS.DWG

DWG. No.



LEGEND

- PUBLIC WORKS
- COMMUNITY DEVELOPMENT
- FINANCE
- CAO
- PLANNING AND DEVELOPMENT
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 PROPOSED FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HIH\HATCH\GLOBAL_LORB966141D06342311\WEST HANTS - MAIN FLOOR PLAN.DWG

Appendix D

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

W.B. STEPHENS BUILDING
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation Measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos pipe insulation	damage/exposure	Health	None	H	M	$ 2,000.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos Drywall	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos ceiling tile	damage/exposure	Health	None	L	L	$ 1,000.00	Abatement	N/A	N/A	$ -	1960's building, testing if renovations occur
	asbestos floor tile	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	PCBs	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	lead paint	handling	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	mercury thermostats	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	refrigerants	damage/leaks	Respiratory	Annual testing	L	L	$ 1,500.00	Repair/recharge	L	L	$ -	
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	None	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	Clean-up	L	L	$ 200.00	Proper handling/storage diminishes the potential
2	**Air quality**											
	CO	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	CO2	exposure	Respiratory/headache	HRV installed	L	L	$ 200.00	Increase fresh air	L	L	$ -	
	NOx	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	Radon	exposure	Respiratory	None	M	M	$ 1,000.00	Radon exhaust system	L	L	$ -	1960's building with basement
	VOCs	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	humidity	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	M	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	Contamination	Visual inspectionn	L	L	$ 3,000.00	Clean-up	L	L	$ -	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

WEST HANTS MUNICIPAL OFFICE
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos pipe insulation	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos Drywall	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos ceiling tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos floor tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	PCBs	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	lead paint	handling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mercury thermostats	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	refrigerants	damage/leaks	Respiratory	Annual Leak Tests	L	L	$ 1,500.00	Repair/recharge system	L	L	$ 1,500.00	Annual maintenance will prevent this
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	Cleaning/Air circulation	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2	**Air quality**											
	CO	exposure	Respiratory/Headache	Detector in office area	L	M	$ 5,000.00	Exhaust in garage	L	L	$ -	CO monitoring/exhaust system in garage will solve
	CO2	exposure	Respiratory/headache	HRV system	L	L	$ 200.00	Fresh-air ventilation	L	L	$ -	
	NOx	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Radon	exposure	Respiratory	None	L	M	$ 1,500.00	Radon exhaust system	L	L	$ -	
	VOCs	exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	ventilation	L	L	$ -	
	humidity	exposure	Dryness	None	L	L	$ 4,000.00	Humidifier	N/A	N/A	N/A	Existing humidifiers were removed
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	H	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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**

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Table of Contents

1. **Introduction** 1
2. **Objective** 1
3. **Functional Building Program** 1
4. **Existing Buildings Assessments** 1
5. **Energy Analysis** 2
6. **Conceptual Floor Plans** 3
7. **Construction ROM Estimates** 3
8. **Options Analysis** 4
9. **Appendix** 4

Appendix A – Functional Building Program
Appendix B – Existing Building Assessments
Appendix C – Conceptual Floor Plans
Appendix D – Existing Environmental Risks Register

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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:

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

MECHANICAL & ELECTRICAL SUMMARY			
Description	***W.B. Stephen's***	***West Hants***	***Upgrade Required***
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				
Facility	***Area (m²)***	***Electricity (kWh)***	***Fuel (ekwh)***	***Total (kWh)***
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			
Facility	***2018 BEPI***	***NRCan BEPI Avg.***	***Proposed BEPI****
West Hants	145.03 ekWh/m²	294 ekWh/m²	144.80 ekWh/m²
Windsor (W.B.Stephens)	296.51 ekWh/m²	294 ekWh/m²	270.50 ekWh/m²

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 todays "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 Regions 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.*

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Appendix A

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 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
								m^2	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 Middle x 1 Back x 1	Staff to client(s) meeting Staff to staff meeting Private setting for staff	1 to 4 occupants	4	Table x 1 Chairs x 4	Video Conferencing in 1 of 4 rooms	4	11.2 11.2 11.2 11.2	120 120 120 120	
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 5 Workstations for staff Chairs for 100 to 200 (audience)	Video Conferencing Audio Live Streaming Projector and Screen	118 100	195.0 137.5	2099 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 1 1	12.4 12.4 12.4	133 133 133	
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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/Reinforced	Fair condition		√						√	

	concrete – original to various construction periods										
•											
Floor Structure (2nd)	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 2nd 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 2nd 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										
•											

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/concrete – original to construction period	Good condition			√					√	
•											
Floor Structure (2nd)	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											

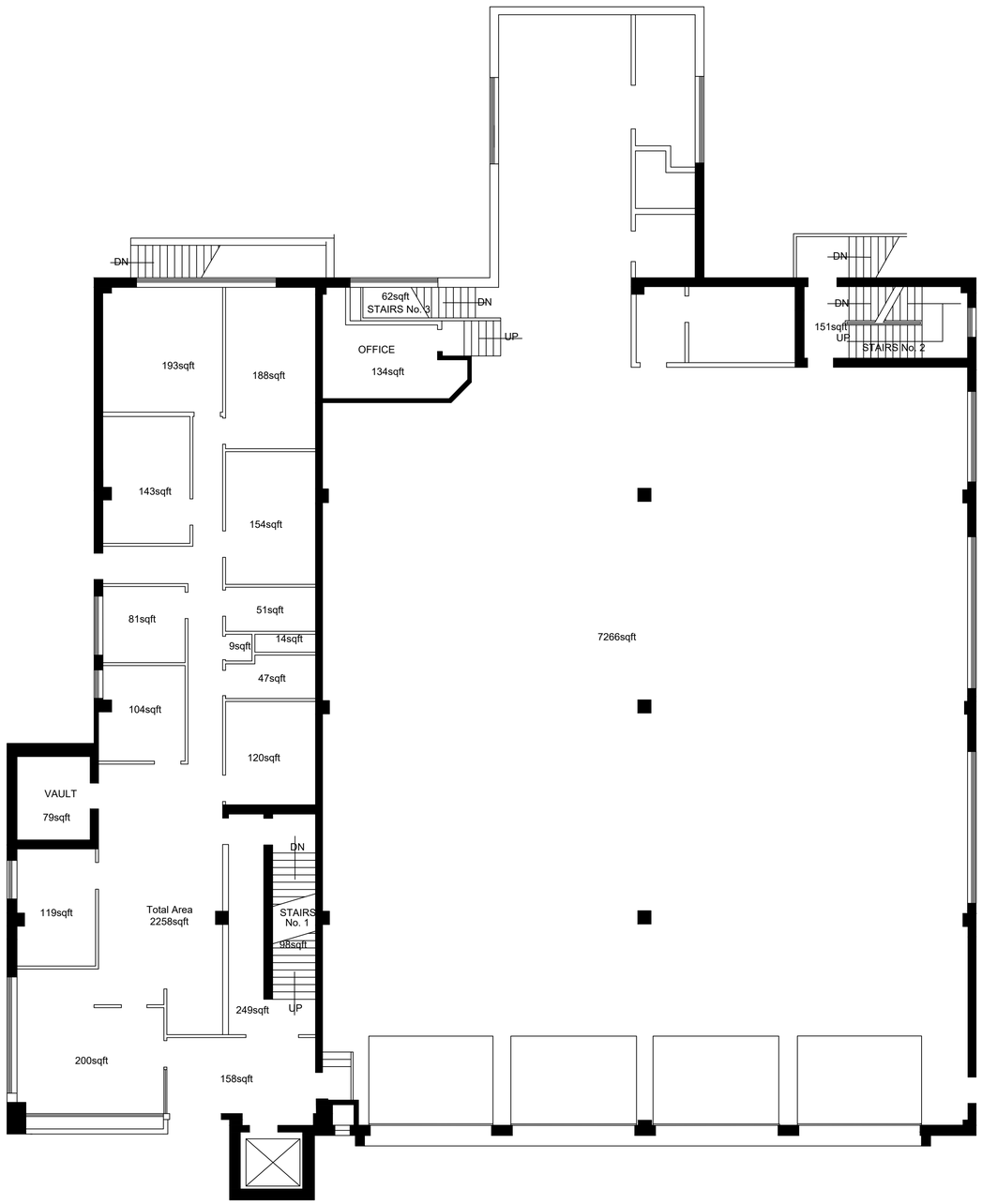
Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap $
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			√				√		
•											
Service Entrance	Westinghouse 400A, 120/208, 3ph, 60	Good condition			√				√		
•											
Fire Alarm		Good condition			√				√		
• 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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

REVISIONS

DRAWING APPROVAL STATUS:

DRAWING No.	DRAWING TITLE

REFERENCE DRAWINGS

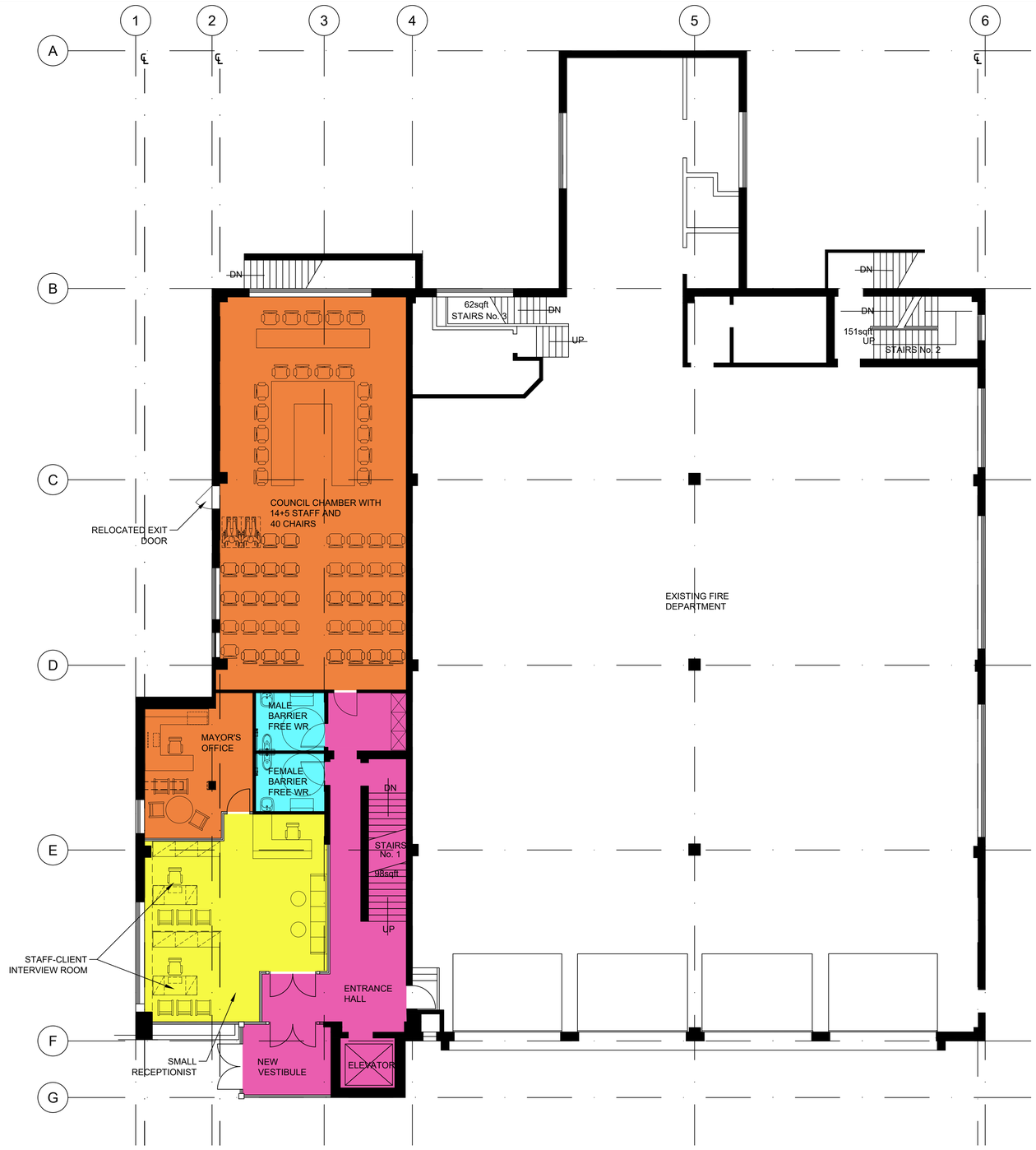
REGISTERED PROFESSIONAL

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING FIRST FLOOR PLAN

SCALE	DWG. No.	REV
1:100 OR AS NOTED	A-02	A

LORBERER, ANNA
12/12/2019 9:07 AM
C:\PWWORKING\HHATCHGLOBAL_LORB9661410D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



1 A-02 FIRST FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			
DRAWING APPROVAL STATUS:			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

SCALE: AS NOTED | DWG. No.: A-02 | REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HH\HATCHGLOBAL_LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



EXISTING SECOND FLOOR

1 / A-03 EXISTING SECOND FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"), UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAFTSPERSON	A.L.	NR	10/12/2019	
DESIGNER		NR		
CHECKER				
DESIGN COORD.				
RESP. ENG.				
LEAD DISC. ENG.				
ENG. MANAGER				
PROJ. MANAGER				

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING SECOND FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

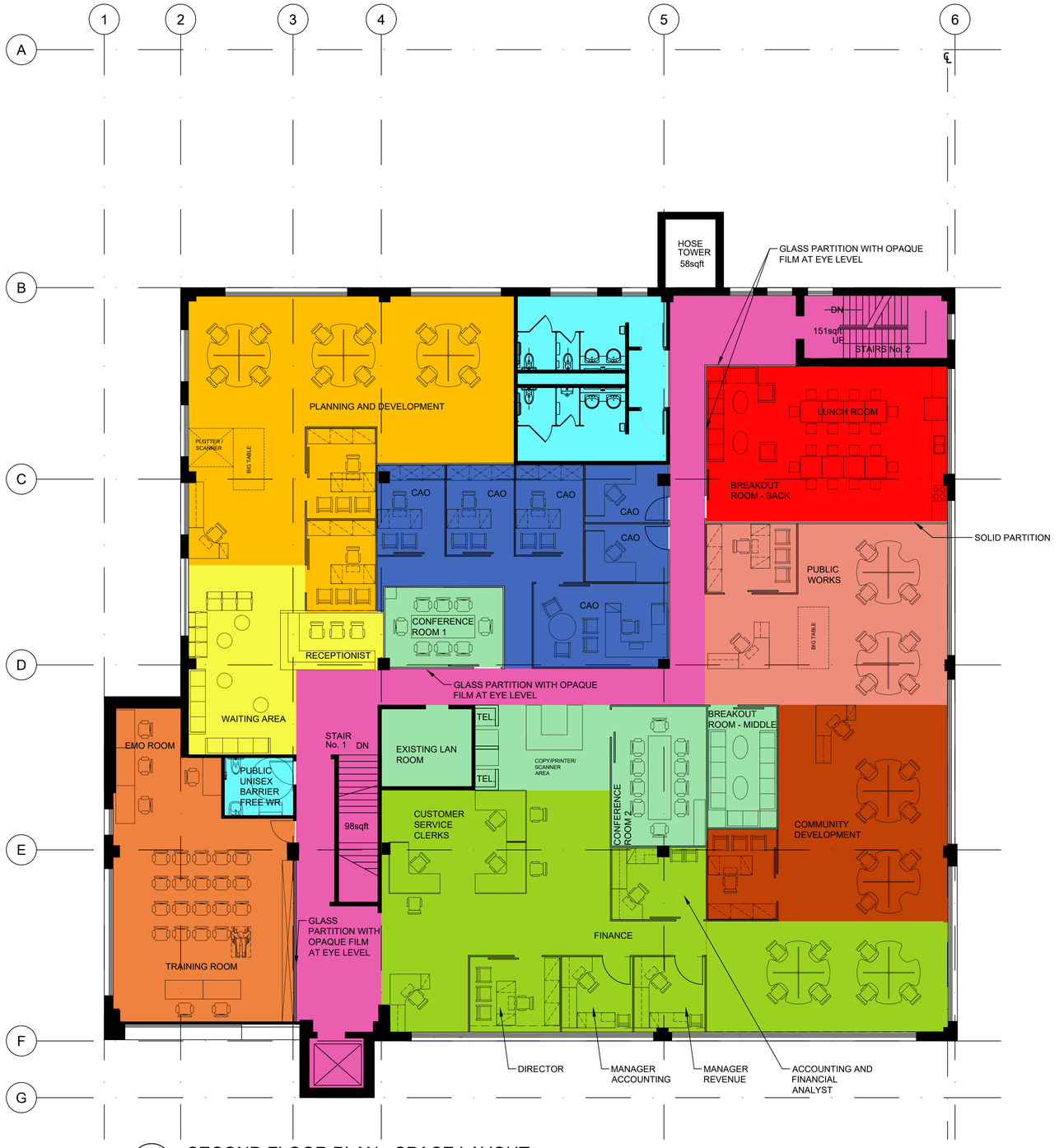
REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAWING APPROVAL STATUS:			

SCALE	DWG. No.	REV
AS NOTED	A-03	A

LORBERER, ANNA
12/12/2019
9:07 AM
C:\PW\WORKING\HI\HATCHGLOBAL_LORB966141D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



LEGEND

- TRAINING/EMO
- PLANNING & DEVELOPMENT
- STAFF BREAK OUT AREAS
- FINANCE
- CAO
- COMMUNITY DEVELOPMENT
- PUBLIC WORKS
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 SECOND FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

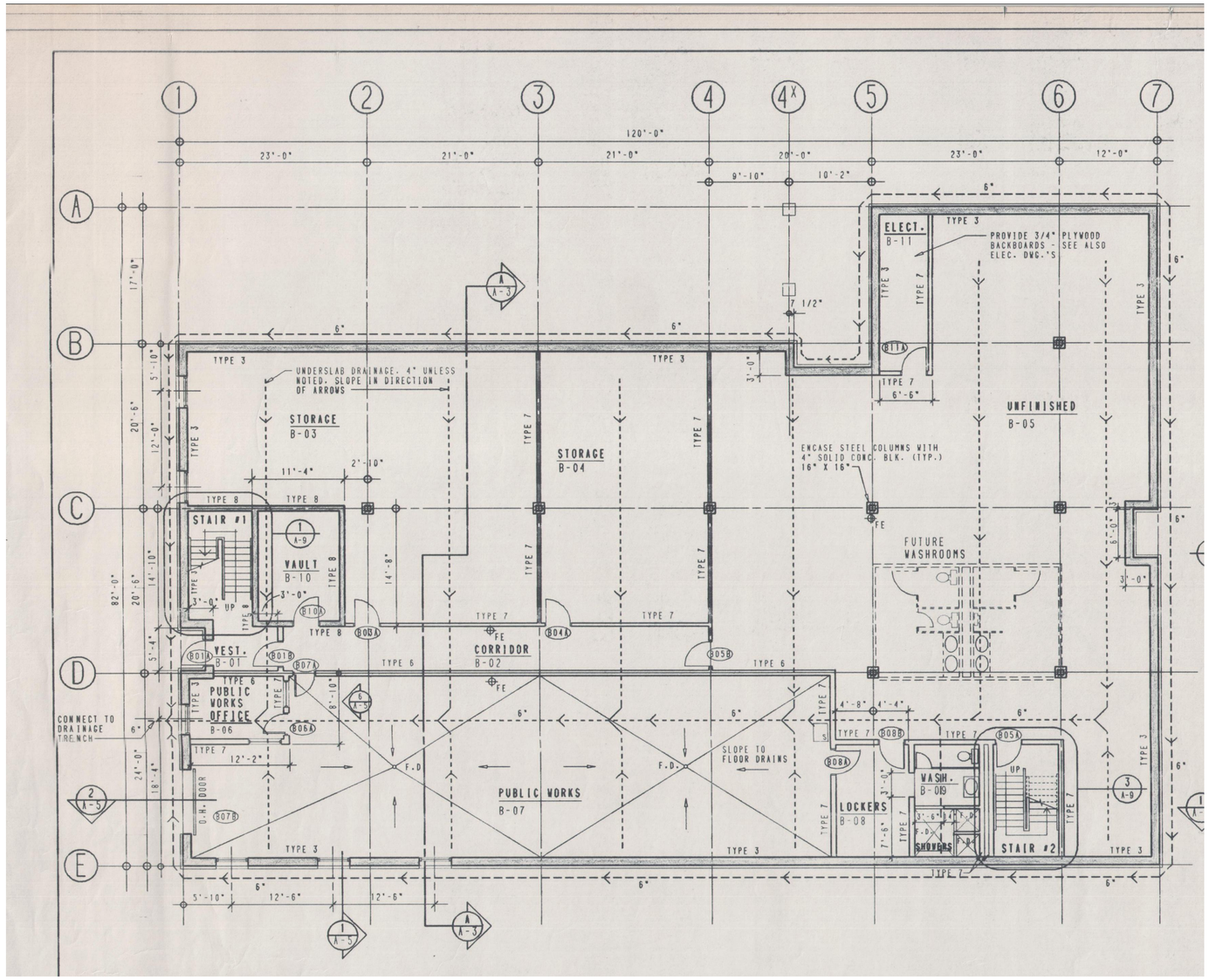
SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCH\GLOBAL__LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



1 / A-01 EXISTING BASEMENT FLOOR PLAN

SCALE: 1:100

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

ISSUED FOR INFORMATION

HATCH ARCHITECTS LTD

No.	DESCRIPTION	BY	CHK'D	DATE

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

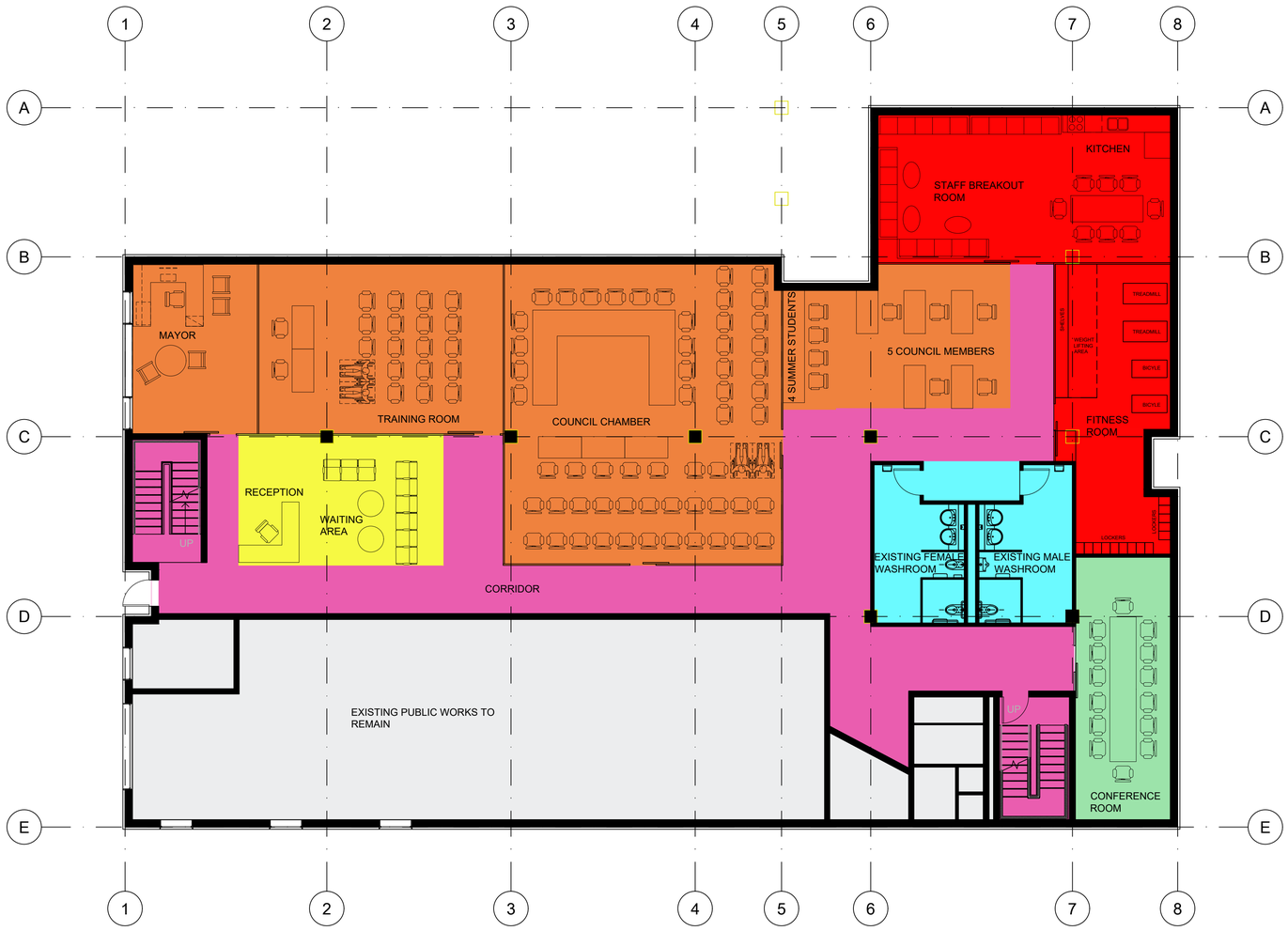
WEST HANTS
EXISTING BASEMENT PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

SCALE	DWG. No.	REV
AS NOTED	A-01	A

LORBERER, ANNA
8/9/2019 2:38 PM
C:\PW_WORKING\HMHATCHGLOBAL_LORBERER\D0634231\WEST HANTS - FLOOR PLANS.DWG



MULTIFUNCTIONAL SPACE

LEGEND ALL

- MAYOR/COUNCIL/TRAINING/EMO
- STAFF BREAK OUT AREAS
- COMMON AREAS
- CIRCULATION
- RECEPTION / WAITING AREA
- WASHROOMS
- EXISTING TO REMAIN

1 / A-01 PROPOSED BASEMENT FLOOR PLAN

SCALE: 1:100

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

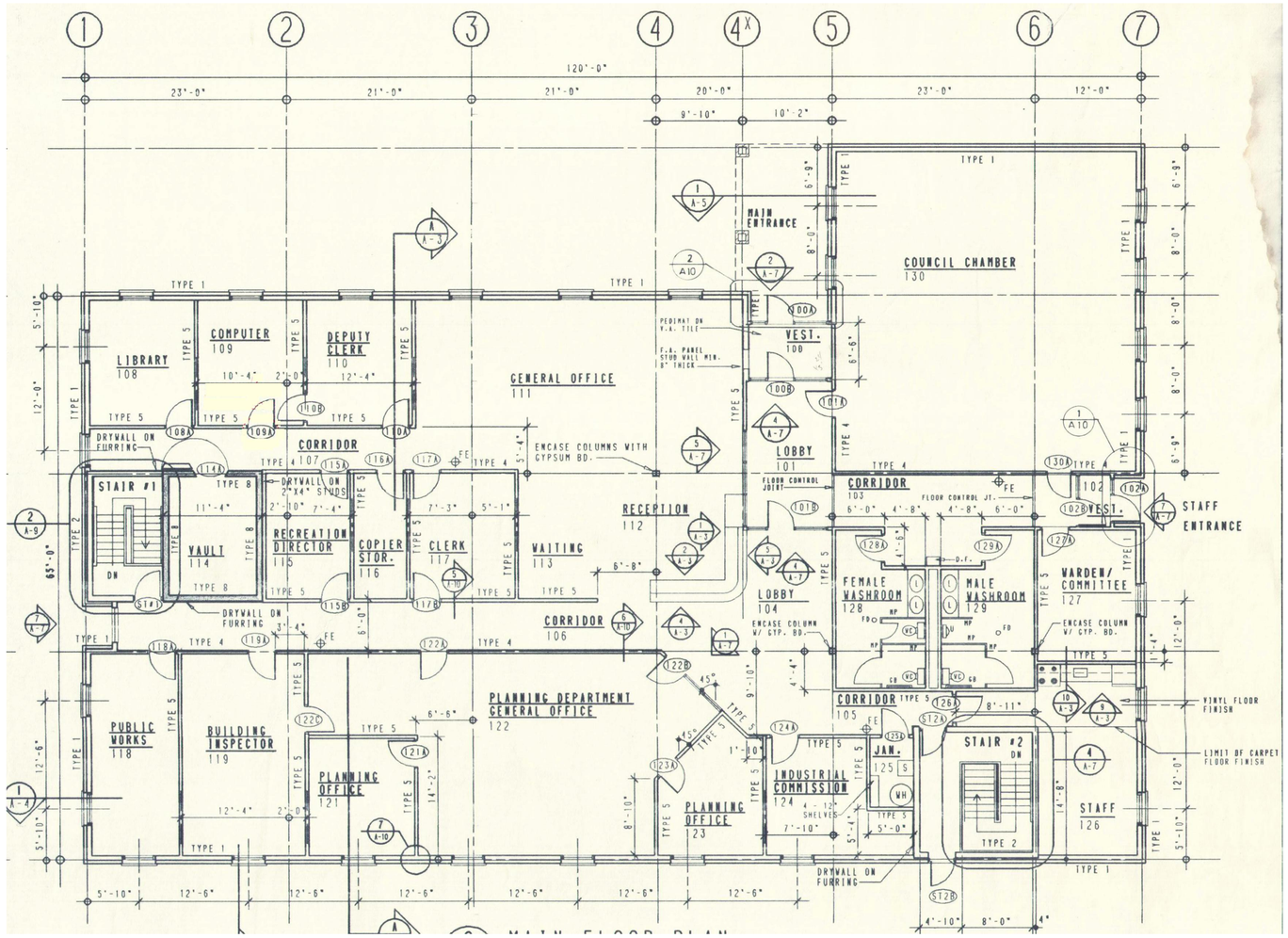
DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED BASEMENT FLOOR PLAN

SCALE: OR AS NOTED | DWG. No. A-01 | REV A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HI\HATCHGLOBAL LORB96614\D0634231\WEST HANTS - BASEMENT FLOOR PLAN.DWG



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

REVISIONS

DRAWING APPROVAL STATUS:

SCALE: OR AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCHGLOBAL_LOR\896614\D0634231\WEST HANTS - FLOOR PLANS.DWG

DWG. No.



LEGEND

- PUBLIC WORKS
- COMMUNITY DEVELOPMENT
- FINANCE
- CAO
- PLANNING AND DEVELOPMENT
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 PROPOSED FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HIH\HATCH\GLOBAL_LORB966141D06342311\WEST HANTS - MAIN FLOOR PLAN.DWG

Appendix D

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

W.B. STEPHENS BUILDING
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation Measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos pipe insulation	damage/exposure	Health	None	H	M	$ 2,000.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos Drywall	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos ceiling tile	damage/exposure	Health	None	L	L	$ 1,000.00	Abatement	N/A	N/A	$ -	1960's building, testing if renovations occur
	asbestos floor tile	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	PCBs	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	lead paint	handling	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	mercury thermostats	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	refrigerants	damage/leaks	Respiratory	Annual testing	L	L	$ 1,500.00	Repair/recharge	L	L	$ -	
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	None	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	Clean-up	L	L	$ 200.00	Proper handling/storage diminishes the potential
2	**Air quality**											
	CO	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	CO2	exposure	Respiratory/headache	HRV installed	L	L	$ 200.00	Increase fresh air	L	L	$ -	
	NOx	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	Radon	exposure	Respiratory	None	M	M	$ 1,000.00	Radon exhaust system	L	L	$ -	1960's building with basement
	VOCs	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	humidity	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	M	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	Contamination	Visual inspectionn	L	L	$ 3,000.00	Clean-up	L	L	$ -	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

WEST HANTS MUNICIPAL OFFICE
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos pipe insulation	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos Drywall	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos ceiling tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos floor tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	PCBs	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	lead paint	handling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mercury thermostats	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	refrigerants	damage/leaks	Respiratory	Annual Leak Tests	L	L	$ 1,500.00	Repair/recharge system	L	L	$ 1,500.00	Annual maintenance will prevent this
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	Cleaning/Air circulation	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2	**Air quality**											
	CO	exposure	Respiratory/Headache	Detector in office area	L	M	$ 5,000.00	Exhaust in garage	L	L	$ -	CO monitoring/exhaust system in garage will solve
	CO2	exposure	Respiratory/headache	HRV system	L	L	$ 200.00	Fresh-air ventilation	L	L	$ -	
	NOx	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Radon	exposure	Respiratory	None	L	M	$ 1,500.00	Radon exhaust system	L	L	$ -	
	VOCs	exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	ventilation	L	L	$ -	
	humidity	exposure	Dryness	None	L	L	$ 4,000.00	Humidifier	N/A	N/A	N/A	Existing humidifiers were removed
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	H	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda AMENDED
October 27, 2020 - 6:00 p.m.
In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held Via Zoom and Facebook Livestreamed

1. Call to Order

2. Roll Call

3. Announcements
   a) Carnegie Medal Presentation to Mr. Mike Barkhouse

4. Approval of the Agenda, including additions or deletions
   a) Dashboard – Action Items

5. Declaration of Conflict of Interest

6. Approval of Previous Meeting Minutes
   a) 2020-09-22 Council Meeting minutes
   b) 2020-09-22 Public Hearing minutes – Building Code By-law RB-001
   c) 2020-09-22 Public Hearing minutes – Repeal of Minimum Standards By-law REPEAL-001
   d) 2020-09-22 Public Hearing minutes – Ski Martock Land Use By-law Amendment PID 45038510
   e) 2020-10-13 Special Council Meeting minutes

7. Presentations - None

8. Unfinished Business/Postponed Motions - None

9. Public Hearings
   a) 2020-10-27 File 20-02C Cannabis in Hantsport Second Reading Report – Public Hearing and Second Reading
   b) File # 20-08 Civic Addressing By-law - REMOVED

10. Mayor's Report

11. Committees of Council Recommendations
   a) Committee of the Whole Excerpts – October 13, 2020
      i. Debt Refinancing
      ii. Easement Lease with Rogers Wireless
      iii. Fire Rescue Truck (SWH) Tender Award
      iv. Meeting and Committee Procedural Policy Amendments
      v. MFC Fall Debenture

vi. Rezoning Application, 20 Main Street, Hantsport
vii. Temporary Borrowing Resolutions (Hantsport Fire Dept. Station and West Hants Sports Complex)
viii. Waste Collection Contract

b) Planning Advisory Committee
i. 2020-10-27 File 20-20B Development Agreement - 426 Ashdale Rd First Reading - Recommendation Report
ii. 2020-10-27 File 20-03B Development Agreement - 583 Hwy 236 First Reading - Recommendation Report
iii. 2020-10-27 File 20-17C – Land Use By-law Amendment - 543 O'Brien St First Reading – Recommendation Report

c) Audit Committee Excerpts – October 22, 2020
i. District of West Hants Consolidated Financial Statements on March 31, 2020
ii. Town of Windsor Consolidated Financial Statements on March 31, 2020
iii. Region of Windsor and West Hants Municipality Consolidated Financial Statements on March 31, 2020

12. Councillor Municipal Activity Reports – Verbal Updates

13. Correspondence
a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log
b) Dept Mun Affairs & Housing (Oct. 21, 2020) - Change of Name of Mun Approval
c) Carol Bradley (Oct. 22, 2020) - Glyphosohate Spraying

14. New Business
a) 2020 Cardlock Fuel Dispenser - Recommendation Report
b) W.B Stephens Building Design Project Management - Recommendation Report
c) Western Regional Housing Authority Appointment - Recommendation Report
d) J-Class Roads Update

15. In-Camera
a) MGA 22 (2)(c) – Personnel Matters
b) MGA 22 (2)(e) – Contract Negotiations

16. Next Meeting Date / Adjournment

WEST HANTS REGIONAL MUNICIPALITY

Regular Council Minutes
October 27, 2020 6:00 pm
In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held via Zoom and Facebook Livestreamed

1) Call to Order

Mayor Zebian called the meeting to order at 6:00 p.m.

2) Call of Roll

Council Present:

Abraham Zebian, Mayor
Rupert Jannasch, Councillor, District 1
Scott McLean, Councillor, District 2
Mark McLean, Councillor, District 3
Jeff Hartt, Councillor, District 4
Debbie Francis, District 5
Paul Morton, Deputy Mayor, District 8
Bob Morton, Councillor, District 6
Ed Sherman, Councillor, District 7
Richard Murphy, Councillor, District 9
Laurie Murley, Councillor, District 10
Jim Ivey, Councillor, District 11

Staff and Guests Present:

Mark Phillips, Chief Administrative Officer
Todd Richard, Dir. Public Works
Sara Poirier, Planner
Saira Shah, Planner
Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Madelyn LeMay, Dir. Planning & Development
Michael Barkhouse

There was 1 member of the public in the Council Chambers, other members of the public watched the meeting using Facebook Live.

3) Announcements

a) Carnegie Medal Presentation to Mr. Mike Barkhouse

Mayor Zebian presented Mr. Michael Barkhouse with the Carnegie Medal awarded to him in 2019 for his act of heroism for rescuing a young lady in a cage with a dog who was attacking her while he was working in Northern Canada. The Mayor informed the Carnegie Medal was started in 1904 to recognize outstanding heroic acts that save lives of other. Mr. Barkhouse was one of 3 Canadians awarded the medal in 2019. Mayor Zebian state the Municipality and residents were proud to have Mr. Barkhouse in our community.

Michael Barkhouse left the meeting at 6:07 pm

b) Other Announcements

i) There will not be a Christmas Angels Telethon this year, however donation of $50 value gift card is being requested which can be dropped of at various businesses in the red Christmas Angels Stocking.
ii) There various free Safe Halloween events happening in the area including a scavenger hunt and pumpkin carving & lighting, some events needed to be pre-booked.
iii) There is a free Play Program being offered for children to develop basic and fine motor skills, registration is though the Community Development Department.
iv) The in-door walking is starting at the Windsor Community Center on November 2, 2020.
v) Birthdays of some residents were announced.
vi) MLA Chuck Porter was thanked for helping to get work done on Collier Rd and Dawson Rd in District 4.
vii) Pat Post who work with feral cats is looking for heating pads used to keep them warm, any donations can be dropped off at the office to Chrystal Remme or given to Councillor Francis.

4) Approval of Agenda, including additions or deletions

a) Dashboard – Action Items

MOVED by Councillor Murley and Deputy Mayor Morton that the agenda be approved as amended with the following changes:

- **Delete 7(b) File#20-08 Civic Addressing By-law – Public Hearing and Second Reading**
- **Add 14(d) – J-Class Road Update**
- **Add 15(a) – In-Camera MGA 22(2)(c) – Personnel Matter**
- **Add 15(b) – In-Camera MGA 22(2)(e) – Contract Negotiations**

Motion Carried.

5) Declarations of Conflict of Interest – There were no declarations

6) Approval of Previous Meeting Minutes

MOVED by Councillor Deputy Mayor Morton and Councillor Sherman to approve the

a. **2020-09-22 Council minutes**
b. **2020-09-22 Public Hearing minutes – Building Code Act By-law, RB-001**
c. **2020-09-22 Public Hearing minutes – Repeal of Minimum Standards By-law, REPEAL-001**
d. **2020-09-22 Public Hearing minutes – Ski Martock Land Use By-law Amendment, PID 45038510**
e. **2020-10-13 Special Council minutes**

Motion Carried.

7) Presentations – There were no presentations

8) Unfinished Business/Postponed Motions – There was no unfinished business.

9) Public Hearing

a) 2020-10-27 File 20-02C Cannabis in Hantsport - Public Hearing and Second Reading

MOVED by Deputy Mayor Morton and Councillor Sherman to go into Public Hearing.
Motion Carried.

The meeting moved into Public Hearing at 6:14 pm. Further information on the Public Hearing is available in the 2020-10-27 Public Hearing Minutes – Cannabis in Hantsport.

Mayor Zebian declared the Public Hearing closed.

Council Meeting reconvened at 6:21 pm.

10) Mayor's Report

Mayor Zebian read his report. He thanked Director Rochon and her team for the additional work put forth to complete the three financial audits. The Mayor added that roadside garbage is being seen more and everyone in the Municipality needed to do better to help keep our communities clean.

Discussion Points:

- The West Hants Sports Complex will have a soft opening in early November with some videos and a grand opening sometime in the future when more people can be accommodated which will include Provincial partners.
- The first Valley Maple Leaf game is scheduled for November 6th in the Sports Complex pending COVID protocols. Due to COVID tickets may be presold for the 200 seats allowed during games. Minor hockey is not playing games and viewing is not allowed for practices, except for 1 parent. Communication is being arranged.
- Residents using the walking track will need to make appointments.
- Although the front doors will be locked for COVID protocols, there are panic buttons on the inside of the doors to let people out.

11) Committees of Council Recommendations

a) Committee of the Whole Excerpts – October 13, 2020

i) Debt Refinancing

MOVED by Deputy Mayor Morton and Councillor Francis that Council approves a temporary borrowing resolution in the amount of $1,335,000 to refinance the loan for the Brooklyn Fire Department and Civic Centre.
Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Murley that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 15-year debenture of $1,335,000.
Motion Carried.

ii) Easement Lease with Rogers Wireless

MOVED by Deputy Mayor Morton and Councillor M. McLean that Council approve the Roger's Wireless Telecommunication Site Lease Agreement Extension, for three 5-year terms starting April 1, 2021 as presented in their letter dated September 9, 2020.
Motion Carried.

iii) Fire Rescue Truck (SWH) Tender Award

MOVED by Deputy Mayor Morton and Councillor Sherman that Council the award of Tender WHRMAD20-04 for a Fire Rescue Truck to Rocky Mountain Phoenix at a cost of $252,299.68 plus applicable taxes.
Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Sherman that Council approves a temporary borrowing resolution in the amount of $263,123, for Fire Rescue Truck for the Southwest Hants Fire Department.
Motion Carried.

iv) Meeting and Committee Procedural Policy Amendments

MOVED by Deputy Mayor Morton and Councillor Murphy that Council approve the First Amendment to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on October 13, 2020.
Motion Carried.

v) MFC Debenture

MOVED by Deputy Mayor Morton and Councillor M. McLean that Council approves a temporary borrowing resolution 20/21-01 in the amount of $24,455, for radios for the Brooklyn Fire Department Stations 1 and 2.
Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Murphy that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%,

to enable the West Hants Regional Municipality to issue a 10-year debenture of $24,455.
Motion Carried.

vi) Rezoning Application, 20 Main Street, Hantsport

MOVED by Deputy Mayor Morton and Councillor Jannasch that the Chief Administrative Officer be directed to submit an application to the Planning and Development Department for the rezoning of the property formerly known as the Hantsport Town Hall, 20 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), from the current zoning of Institutional (I) to Mixed Commercial /Residential (C-2).
Motion Carried.

vii) Temporary Borrowing Resolutions (Hantsport Fire Dept. Station and West Hants Sports Complex

MOVED by Deputy Mayor Morton and Councillor Sherman that Council approves the renewal of temporary borrowing resolution 19/20-02 in the amount of $2,625,000, for the Hantsport Fire Department Station.
Motion Carried.
Councillors Hartt and S. McLean voted nay.
(Discussion was held before voting.)

Discussion Points:

- Costs should be known before borrowing money for the project.
- The temporary borrowing resolution is a renewal of one previously made which allows for working capital over time until the actual loan is secured after final costs are known, which could be lower.
- Work to be done at the Hantsport Public Works Compound can be done using staff. Some materials maybe reused and structural integrity will not be affected.

MOVED by Deputy Mayor Morton and Councillor Ivey that Council approves the renewal of temporary borrowing resolution 19/20-03 in the amount of $5,135,000, for the West Hants Sports Complex.
Motion Carried.
Councillors Hartt and S. McLean voted nay.
(Discussion was held before voting.)

Discussion Points:

- The Sports Complex has not run over budget, the budget has increased due to changes approved by Council.
- Only the Municipal cost of the project is being financed, the remainder of the cost is covered by grants.

viii) Waste Collection Contract

MOVED by Deputy Mayor Morton and Councillor Francis that Council direct staff to pursue a request for proposal for the waste collection services provided to the former Town of Windsor until 2023.
Motion Carried.

b) Planning Advisory Committee

i) 2020-10-27 File 20-20B Development Agreement – 426 Ashdale Rd First Reading – Recommendation Report

Planner Shah reviewed the report through a short presentation.

MOVED by Councillors Ivey and M. McLean that Council gives First Reading and hold a Public Hearing to consider entering into a development agreement to allow an automotive repair shop at 426 Ashdale Rd., Ashdale which is substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated October 8, 2020.
Motion Carried.

ii) 2020-10-27 File 20-30B Development Agreement – 583 – Recommendation Report

Planner Shah reviewed the report through a short presentation.

MOVED by Councillor Ivey and Deputy Mayor Morton that Council gives First Reading and hold a Public Hearing to consider entering into a development agreement to allow a licensed day care at 583 Hwy#236, Scotch Village, which is substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated October 8, 2020.
Motion Carried.

iii) 2020-10-27 File 20-17C Land Use By-law Amendment – 543 O'Brien St First Reading- Recommendation Report

Planner Poirier reviewed the report through a short presentation.

MOVED by Councillors Ivey and Murley that Council give First Reading and hold a Public Hearing to consider amending the zoning map of the Windsor Land Use By-law to enable the lot located at 543 O'Brien Street, Windsor, PID 45055928 to be rezoned from the General Commercial (GC) Zone to the Highway Commercial (HC) Zone, as shown on Figure 2 and amending the text of the Windsor Land Use By-law to ensure adequate separation and buffering is provided for residential uses abutting commercial uses in commercial zones, in a manner substantively the same as Attachment A, all as attached to the Windsor Area Advisory Committee report #20-17

dated October 1, 2020.
Motion Carried.

Planner Shah, Planner Poirier and Director LeMay left the meeting at 7:20 pm.

c) Audit Committee Excerpts – October 22, 2020

i) District of West Hants Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the former West Hants audit and explained the Provincial Financial Condition Indicators (FCIs) used to compare similar municipalities, noting the former West Hants had two yellow FCIs. The financial software used is very good and detailed for tracking the financial processes. The Audit Committee Members were thanked for their commitment to the needed training and review of the audit statements.

MOVED by Mayor Zebian and Deputy Mayor Morton that Council approve the audited Municipality of the District of West Hants Consolidated Financial Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.
(Discussion was held before voting.)

Discussion Points:

- Under 10% for uncollectable taxes would provide a green FCI, the 13.8% currently seen as a yellow FCI is lower than previous years and is anticipated to get better due to procedures put in place.
- The uncollectable taxes also create revenue through interest, $300,000 was generated from interest. Due to processes in place the Municipality will always get paid.

ii) Town of Windsor Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the former Town of Windsor audit and informing the Town had three yellow and one red FCIs.

MOVED by Mayor Zebian and Deputy Mayor Morton that Council approve the audited Town of Windsor Consolidated Financial Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.

iii) Region of Windsor and West Hants Municipality Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the Coordinating Committee audit noting this was a small budget of $2.5 Million.

MOVED by Mayor Zebian and Councillor Murley that Council approve the audited Region of Windsor and West Hants Municipality Consolidated Financial

Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.

General Discussion:

- During the Audit Committee meeting, the Auditors noted the gold standards being set by the Municipality.
- There will be one more FCI Report for each of the former municipalities before being merged into one report for the Regional Municipal that will be compared to other regional municipalities.

12) Councillor Municipal Business Reports - Verbal Updates

Councillors informed of the Volunteer Awards that were hand delivered to 39 residents. Congratulations were given to all volunteers for all the hard work they do in our Communities regardless if they received an award or not.

Councillor Murphy informed the French Mill Brook Watershed Advisory Committee has had their first meeting. At the meeting concerns were raised about ditching within the watershed.

Deputy Mayor Morton informed he was checking on the ability to have the Hantsport Winter Carnival and reminded residents to check with the Legion regarding Remembrance Day Services which will be done differently this year.

13) Correspondence

a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log
b) Dept Municipal Affairs & Housing (Oct. 21, 2020) – Change of Name of Municipal Approval
c) Carol Bradley (Oct. 22, 2020) – Glyphosohate Spraying

14) New Business

a) 2020 Cardlock Fuel Dispenser – Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Francis and Sherman that Council approve the award of tender WWHPW20-17 for the supply, installation, and commissioning of a new twin-product (gasoline & diesel) pump c/w Cardlock Fuel Dispensing hardware to Redden Petroleum Enterprises Ltd., at a cost of $94,592.00 plus applicable taxes and a 15% contingency.
Motion Carried .
(Discussion was held before voting.)

Discussion Points:

- Better pricing for fuel is received from bulk purchases.
- This is the same project previously in the Windsor 5-year capital budget that when previously tendered was over budget. This purchase includes electronic hardware and work needed to bring the fuel system to standards.
- The gas and diesel fibreglass tanks built in 1989are below ground, some leak detection measures will be added. The pumps will be installed beside the tanks.

b) W. B Stephens Building Design Project Management – Recommendation Report

Director Richard review the report.

MOVED by Councillors Murphy and Murley that Council approve the award of tender WWHPW20-15 for the W.B. Stephens Building Design & Project Management contract to Harvey ARCHITECTURE Limited, for the tendered price of $198,500 plus 10% design contingency, plus applicable taxes.

MOVED by Councillors Ivey and Sherman that the motion be deferred until November Committee of the Whole to allow for additional operational costing information of the other municipal buildings.
Deferment Motion Carried.
(Discussion was held before voting.)

Discussion Points:

- An engineering report was completed by Hatch Engineering for both Municipal Offices during consolidation. There were no structural concerns regarding the Windsor Fire Department section of the building, the loads and apparatus house there have decreased over the years.
- The building would be an open office concept with some individual offices, design would have input from staff and Council as well as be COVID compliant to accommodate approximately 50 staff. Some staff may be able to work from home.
- Capacity for parking could be accommodated near Fort Edward, the Windsor Armoury, and the Windsor Fire Department (WFD); agreements may be needed.
- A capital budget of $2.8 Million was approved for the project, this award is only for just the design, other costs will be incurred in phases.
- Consolidating into one building allows for the other municipal office buildings to be surplus and sold, this would also generate future revenue of those sites as Municipally owned properties are not taxed. There are also capital and operational cost savings.
- The bulk water station at 76 Morison Dr. will be moved to Station Lane in Falmouth, this should not significantly increase water hauler costs. Moving the station has been a goal for a few years as there are safety concerns at the current location. Other potential relocation sites should be considered that would be closer to the districts requiring water hauling services.

- WFD is a co-tenant of the W.B. Stephen building, should the building not be renovated for use then space would be wasted or a new WFD building built so the current building could be deemed surplus and sold.
- Renovations can have cost overruns of 20-30%, but delaying may also cause increase costs.

c) Western Regional Housing Authority Appointment – Recommendation Report

Mayor Zebian informed that Cindy Shupe has been the representative for the last three years and excited at the chance to serve another term.

MOVED by Councillor Francis and Deputy Mayor Morton that Council recommend to the Minister of Municipal Affairs and Housing that Cindy Shupe's appointment as the West Hants Regional Municipality representative on the Western Regional Housing Authority be extended for a second term ending in 2023.
Motion Carried.

d) J-Class Roads Update

Mayor Zebian informed that work has begun on Underwood Road, Aylward Road and Dill Road.

15) In-Camera

MOVED by Deputy Mayor Morton and Councillor Murphy to move in-camera. Motion Carried.

The meeting moved in-camera at 8:33 pm.

MOVED by Councillors Sherman and Murphy that the meeting move out of in-camera. Motion Carried.

The meeting reconvened at 9:29 pm.

16) Next Meeting Date / Adjournment

MOVED by Councillors Ivey and Murphy that the meeting adjourn.
Motion Carried.

The meeting ended at 9:31 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk

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**	0
Rentals - Windsor Fire	63,160		
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)	151,479	**Expenses**	99,087
Surplus/(Deficit)	(37,269)	**Surplus/(Deficit)**	(99,087)
Excluding WFD rent -63,160	(100,429)		
Gross expenses per sq ft (Total exp / Total sq ft)	$4.96	Gross expenses per sq ft (Total exp / Total sq ft)	$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 $1,394,000	Rate 3.91 Taxes $54,505	2019 Assessed Value $1,275,300	Rate 1.79 Taxes $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)	

<table>
<tr><th>Building: 100 Kings Street, Windsor</th><th>Building: 76 Morison Drive, West Hants</th></tr>
<tr><td>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.</td><td>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.
-</td></tr>
<tr><td colspan="2">*Potential Sale Values – Pending Appraisal Outcomes</td></tr>
<tr><td>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.</td><td>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.</td></tr>
<tr><td colspan="2">Valley Community Fibre Network (VCFN) Related Costs
Existing VCFN Infrastructure at 100 King Street would have to be relocated should the building be sold.</td></tr>
<tr><td>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.
Cost to move the VCFN HUB Approx. $250,000</td><td></td></tr>
</table>

Building: 100 Kings Street, Windsor	Building: 76 Morison Drive, West Hants
Cost to run the lines to 76 Morison Drive Approx. $200,000 Estimated space requirement to house VCFN components Approx. $20,000 Other Costs / Miscellaneous Unknown	

In addition to the property and fiscal considerations associated with the two buildings the following items were also factored into the decision to locate at the 100 King Street Location.

- Modernizing 100 King Street for the next administrative generation of Municipal service delivery will highlight the benefits of coexisting with a second municipal service / Windsor Fire Department at the same location sharing current and future infrastructure needs and upgrades.
- Locating operations in a growth center promotes economic spin-offs for local business. The 100 King Street location is also integrated in the core business district along side other federal, provincial, and local business supports critical to start up and business retention initiatives.
- Improving the "walkability" of residents and staff as the building is utilized. Morison Drive does not have sidewalks and is very isolated.
- Higher promotion of health and physical activity opportunities for staff due to the nearby Active Transportation opportunities and recreational activities available throughout the day.
- The saleability of the 76 Morison Drive building is more likely due to its building adaptability and location in a business park which has very little vacancy and demand for space. We have currently received two inquiries about the future sale of the property from buyers.
- Pending an appraisal and surplus designation, the value of either property, if sold, would provide a funding source not currently accounted for in the Capital budget to partially pay for the renovations or other general capital related expenditures.
- The building was constructed in 1960 but still has "good bones". The HATCH report forecasts no short or medium-term concerns with the building and its structure. The reduction of fire trucks /apparatus required for WFD and their size helps to alleviate any perceived concerns about building load. There will be fewer trucks and smaller trucks compared to the WFD historic fleet.
- The Regional Fire Study of December 2019 promotes the current location and building for the WFD.

- 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 provided 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.

West Hants Municipal Complex Review
10-Nov-20
Support Materials for " Agenda Item 8.b. W.B Stephens Building Design Project Management Information"
Prepared by : CAO, Mark Phillips

	Rate / sq ft	Square Area	Rent	Cell Tower	ScotianWEB	Total Rev	Total Exp	NET	SALE Taxes	SALE Total Exp	SALE 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)			
	$ 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	New WFD required if property was sold.		
	$ 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			

	Rate / sq ft	Square Area	Rent	Total Rev	Total Exp	NET	SALE Taxes	SALE Total Exp	SALE 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**

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Table of Contents

1. **Introduction** 1
2. **Objective** 1
3. **Functional Building Program** 1
4. **Existing Buildings Assessments** 1
5. **Energy Analysis** 2
6. **Conceptual Floor Plans** 3
7. **Construction ROM Estimates** 3
8. **Options Analysis** 4
9. **Appendix** 4

Appendix A – Functional Building Program
Appendix B – Existing Building Assessments
Appendix C – Conceptual Floor Plans
Appendix D – Existing Environmental Risks Register

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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:

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

MECHANICAL & ELECTRICAL SUMMARY			
Description	***W.B. Stephen's***	***West Hants***	***Upgrade Required***
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				
Facility	***Area (m²)***	***Electricity (kWh)***	***Fuel (ekwh)***	***Total (kWh)***
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			
Facility	***2018 BEPI***	***NRCan BEPI Avg.***	***Proposed BEPI****
West Hants	145.03 ekWh/m²	294 ekWh/m²	144.80 ekWh/m²
Windsor (W.B.Stephens)	296.51 ekWh/m²	294 ekWh/m²	270.50 ekWh/m²

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 todays "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 Regions 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.*

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Appendix A

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

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 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
								m^2	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 Middle x 1 Back x 1	Staff to client(s) meeting Staff to staff meeting Private setting for staff	1 to 4 occupants	4	Table x 1 Chairs x 4	Video Conferencing in 1 of 4 rooms	4	11.2 11.2 11.2 11.2	120 120 120 120	
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 5 Workstations for staff Chairs for 100 to 200 (audience)	Video Conferencing Audio Live Streaming Projector and Screen	118 100	195.0 137.5	2099 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 1 1	12.4 12.4 12.4	133 133 133	
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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/Reinforced	Fair condition		√						√	

	concrete – original to various construction periods										
•											
Floor Structure (2nd)	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 2nd 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 2nd 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										
•											

Regional Municipality of Windsor and West Hants

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 0-5	5-10	10-15	15-20	20-25	Recap $
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 (1st)	Steel/concrete – original to construction period	Good condition			√					√	
•											
Floor Structure (2nd)	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											

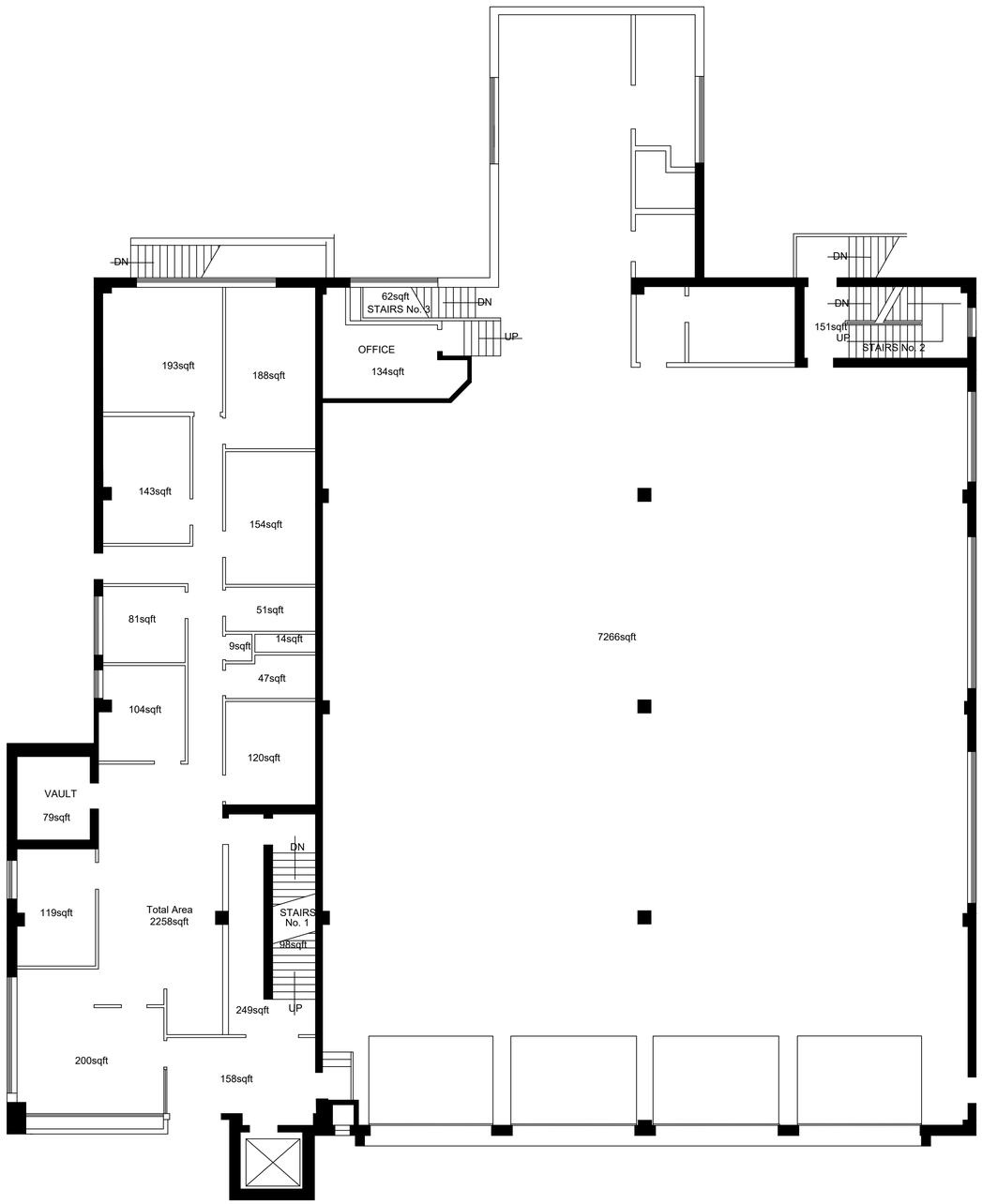
Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap $
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			√				√		
•											
Service Entrance	Westinghouse 400A, 120/208, 3ph, 60	Good condition			√				√		
•											
Fire Alarm		Good condition			√				√		
• 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

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

REVISIONS

DRAWING APPROVAL STATUS:

DRAWING No.	DRAWING TITLE

REFERENCE DRAWINGS

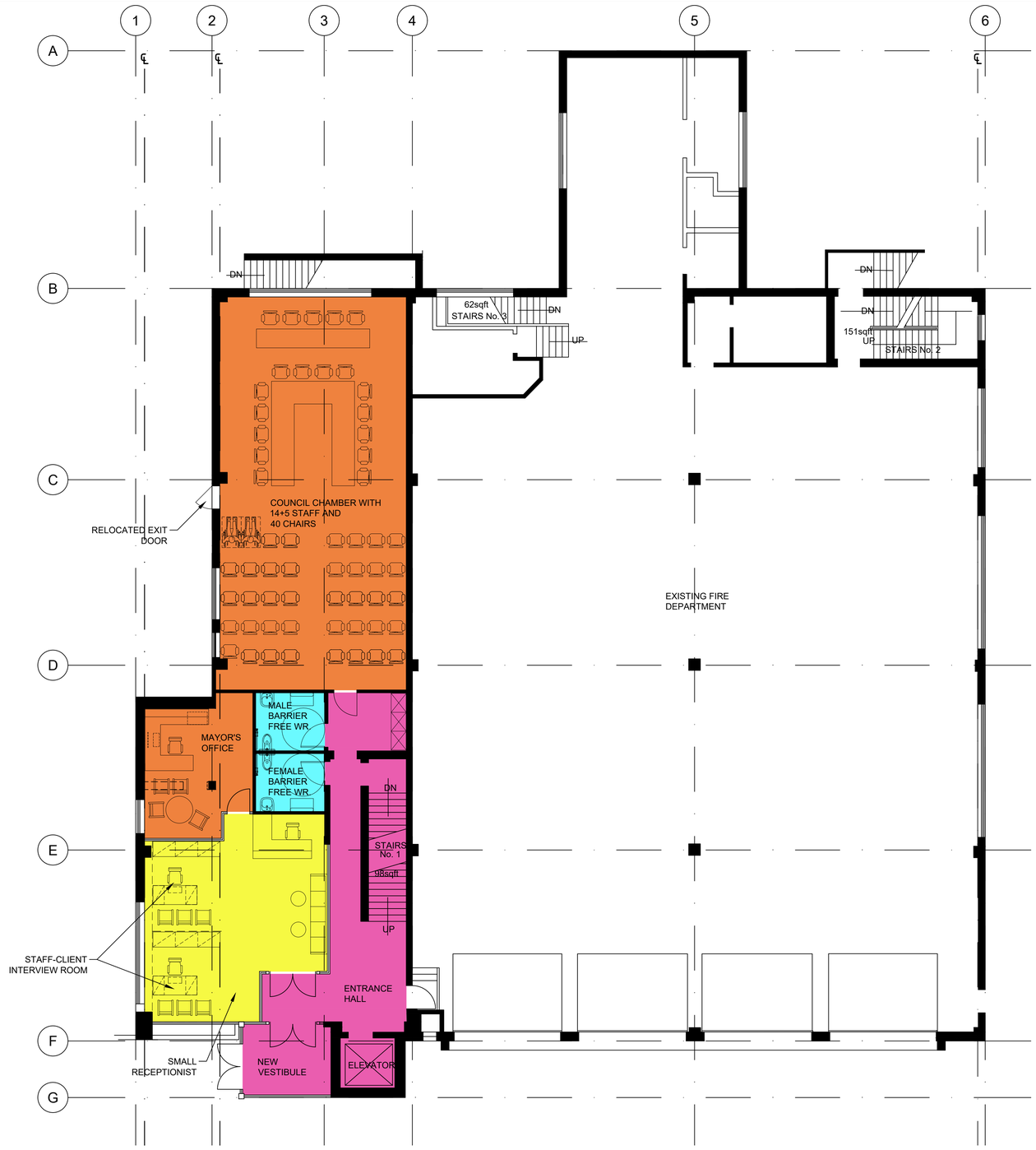
REGISTERED PROFESSIONAL

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING FIRST FLOOR PLAN

SCALE	DWG. No.	REV
1:100 OR AS NOTED	A-02	A

LORBERER, ANNA
12/12/2019 9:07 AM
C:\PWWORKING\HHATCHGLOBAL_LORB9661410D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



1 A-02 FIRST FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			
DRAWING APPROVAL STATUS:			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

SCALE: AS NOTED | DWG. No.: A-02 | REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HH\HATCHGLOBAL_LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



EXISTING SECOND FLOOR

1 / A-03 EXISTING SECOND FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"), UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

DRAFTSPERSON	A.L.	NR	10/12/2019	
DESIGNER		NR		
CHECKER				
DESIGN COORD.				
RESP. ENG.				
LEAD DISC. ENG.				
ENG. MANAGER				
PROJ. MANAGER				

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING SECOND FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

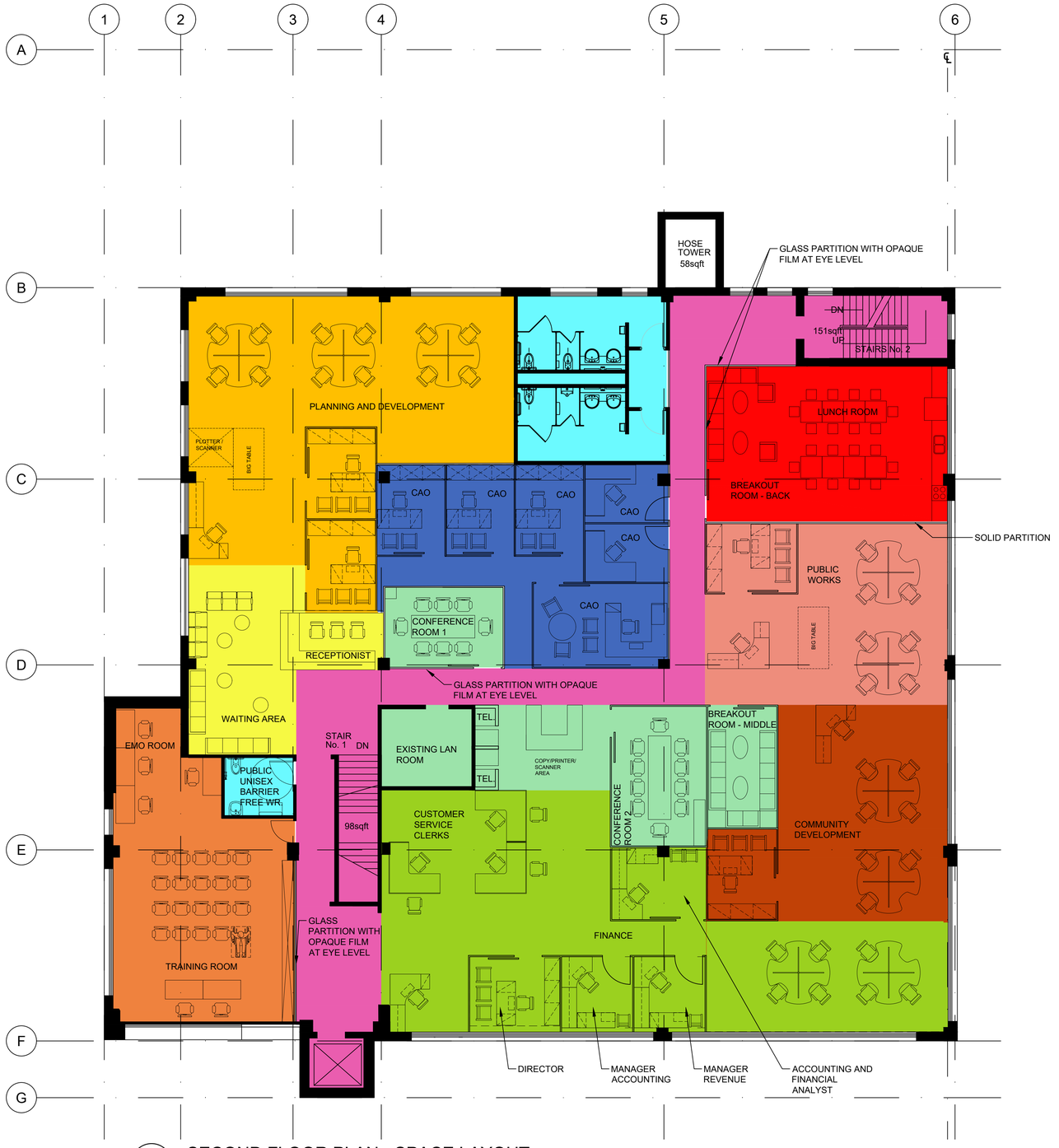
REGISTERED PROFESSIONAL

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

ROLE	NAME	SIGNATURE	DATE
DRAWING APPROVAL STATUS:			

SCALE	DWG. No.	REV
AS NOTED	A-03	A

LORBERER, ANNA
12/12/2019
9:07 AM
C:\PW\WORKING\HI\HATCHGLOBAL_LORB966141D0634231W.B. STEPHENS - PROPOSED_GOOD.DWG



LEGEND

- TRAINING/EMO
- PLANNING & DEVELOPMENT
- STAFF BREAK OUT AREAS
- FINANCE
- CAO
- COMMUNITY DEVELOPMENT
- PUBLIC WORKS
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 SECOND FLOOR PLAN - SPACE LAYOUT

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

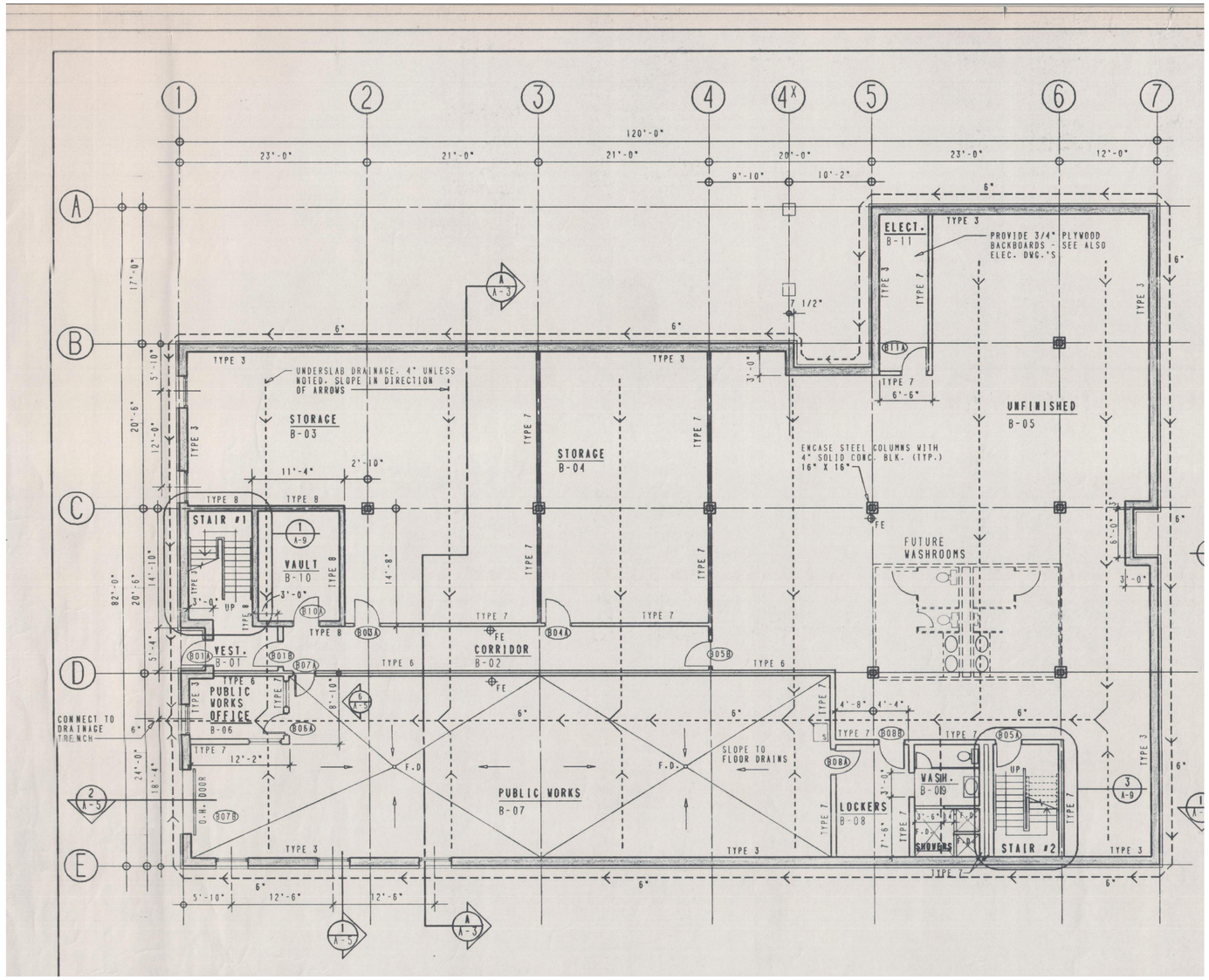
SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCH\GLOBAL__LORB96614\D0634231\WINDSOR - FIRST AND SECOND FLOOR PLANS.DWG

DWG. No.



1 / A-01 EXISTING BASEMENT FLOOR PLAN

SCALE: 1:100

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

ISSUED FOR INFORMATION

HATCH ARCHITECTS LTD

No.	DESCRIPTION	BY	CHK'D	DATE

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

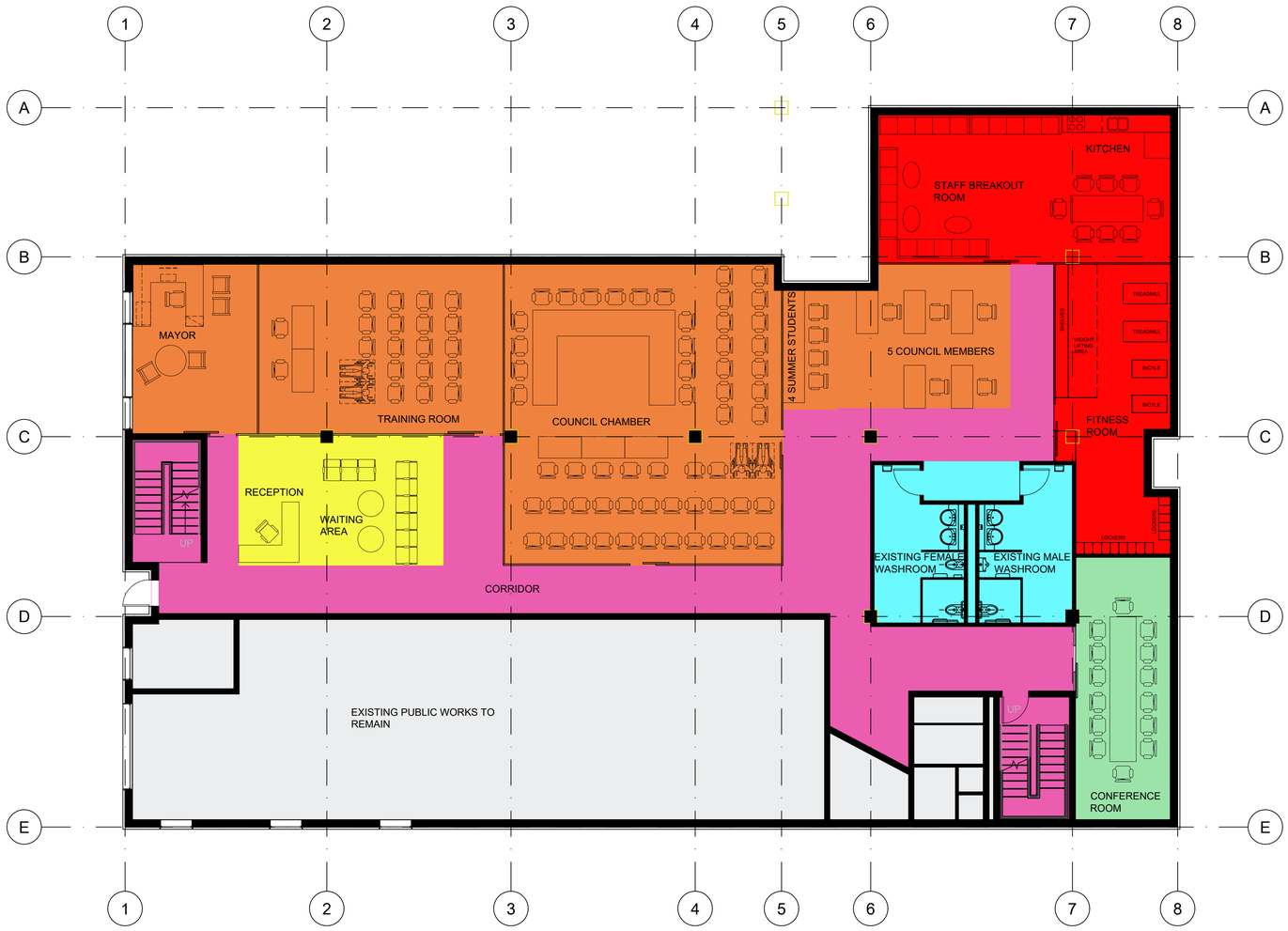
WEST HANTS
EXISTING BASEMENT PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

SCALE	DWG. No.	REV
AS NOTED	A-01	A

LORBERER, ANNA
8/9/2019 2:38 PM
C:\PW_WORKING\HMHATCHGLOBAL_LORBERER\D0634231\WEST HANTS - FLOOR PLANS.DWG



MULTIFUNCTIONAL SPACE

LEGEND ALL

- MAYOR/COUNCIL/TRAINING/EMO
- STAFF BREAK OUT AREAS
- COMMON AREAS
- CIRCULATION
- RECEPTION / WAITING AREA
- WASHROOMS
- EXISTING TO REMAIN

1 / A-01 PROPOSED BASEMENT FLOOR PLAN

SCALE: 1:100

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	

REGISTERED PROFESSIONAL

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

No.	DESCRIPTION	BY	CHK'D	DATE
REVISIONS				

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

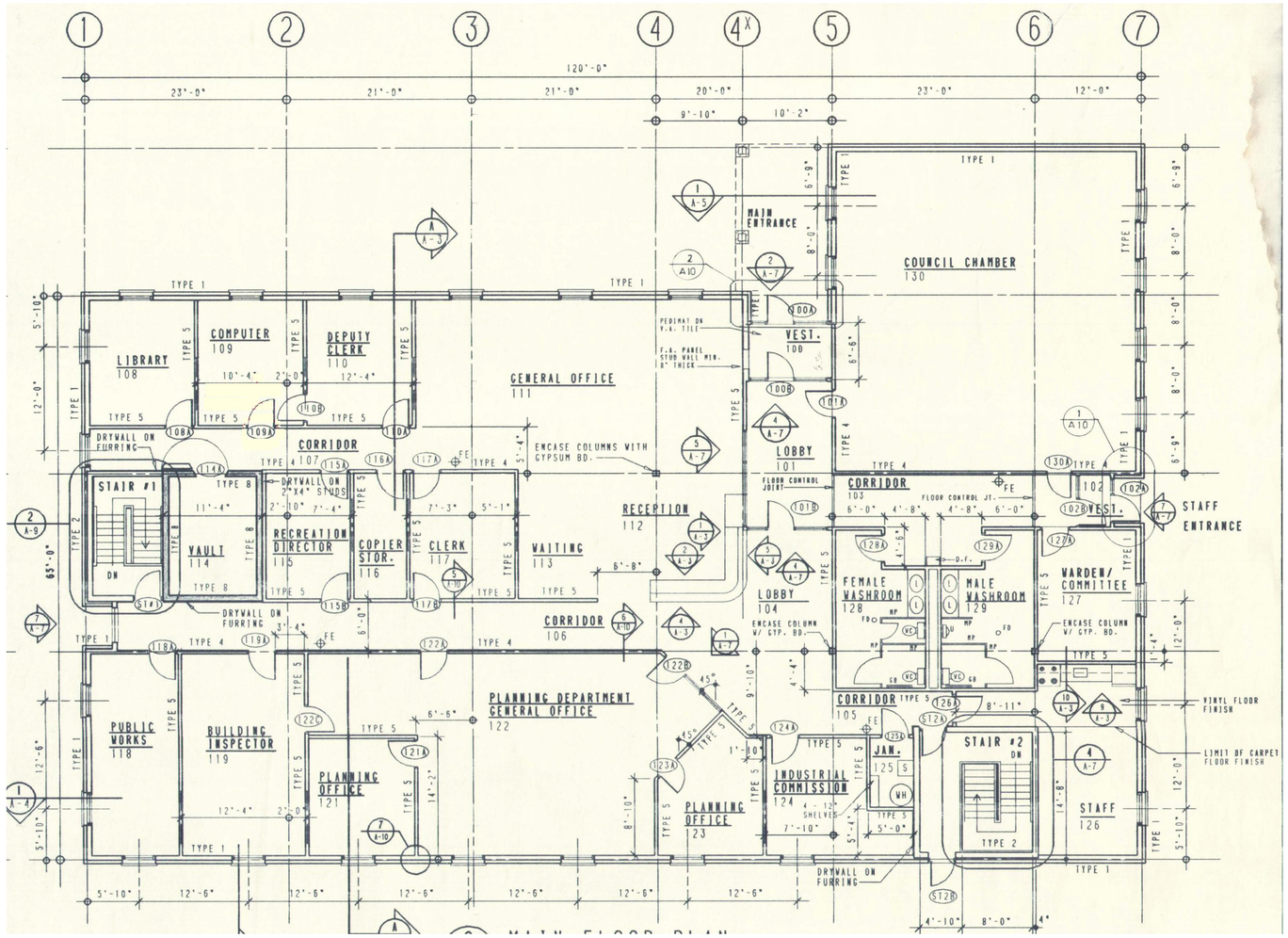
DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED BASEMENT FLOOR PLAN

SCALE: OR AS NOTED | DWG. No. A-01 | REV A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PWWORKING\HI\HATCHGLOBAL LORB96614\D0634231\WEST HANTS - BASEMENT FLOOR PLAN.DWG



1 / A-02 EXISTING FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

REVISIONS

DRAWING APPROVAL STATUS:

SCALE: OR AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HI\HATCHGLOBAL_LOR\896614\D0634231\WEST HANTS - FLOOR PLANS.DWG

DWG. No.



LEGEND

- PUBLIC WORKS
- COMMUNITY DEVELOPMENT
- FINANCE
- CAO
- PLANNING AND DEVELOPMENT
- COMMON AREAS
- CIRCULATION
- RECEPTION & STAFF/CLIENT INTERVIEW ROOM
- WASHROOMS

1 / A-02 PROPOSED FIRST FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT"). AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH") . UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

HATCH ARCHITECTS LTD

ROLE	NAME	SIGNATURE	DATE
DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

No.	DESCRIPTION	BY	CHK'D	DATE

DRAWING APPROVAL STATUS:

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
PROPOSED FIRST FLOOR PLAN

DRAWING No.	DRAWING TITLE
REFERENCE DRAWINGS	REGISTERED PROFESSIONAL

SCALE: AS NOTED

DWG. No.: A-02

REV: A

LORBERER, ANNA
8/26/2015 2:38 PM
C:\PW\WORKING\HIH\HATCH\GLOBAL_LORB966141D06342311\WEST HANTS - MAIN FLOOR PLAN.DWG

Appendix D

© Hatch 2020 All rights reserved, including all rights relating to the use of this document or its contents.

W.B. STEPHENS BUILDING
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation Measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos pipe insulation	damage/exposure	Health	None	H	M	$ 2,000.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos Drywall	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	asbestos ceiling tile	damage/exposure	Health	None	L	L	$ 1,000.00	Abatement	N/A	N/A	$ -	1960's building, testing if renovations occur
	asbestos floor tile	damage/exposure	Health	None	H	M	$ 2,500.00	Abatement	N/A	N/A	$ -	2006 Hazmat report Identifies locations
	PCBs	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	lead paint	handling	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	mercury thermostats	damage/exposure	Health	None	L	L	$ 1,000.00	Removal	N/A	N/A	$ -	1960's building, testing if renovations occur
	refrigerants	damage/leaks	Respiratory	Annual testing	L	L	$ 1,500.00	Repair/recharge	L	L	$ -	
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	None	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	Clean-up	L	L	$ 200.00	Proper handling/storage diminishes the potential
2	**Air quality**											
	CO	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	CO2	exposure	Respiratory/headache	HRV installed	L	L	$ 200.00	Increase fresh air	L	L	$ -	
	NOx	exposure	Respiratory/headache	Vehicle Exh. System	L	L	$ 200.00	Increase fresh air	L	L	$ -	Fire hall has vehicle exhaust capture system
	Radon	exposure	Respiratory	None	M	M	$ 1,000.00	Radon exhaust system	L	L	$ -	1960's building with basement
	VOCs	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	humidity	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	M	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	Contamination	Visual inspectionn	L	L	$ 3,000.00	Clean-up	L	L	$ -	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

WEST HANTS MUNICIPAL OFFICE
ENVIRONMENTAL RISK REGISTER

ID	Incident	Cause	Consequence	Existing safeguards	Pre-mitigation Probability	Impact	Weighted Cost	Mitigation measure	Post-mitigation Probability	Impact2	Weighted Cost2	Comments
1	**Hazmat**											
	asbestos insulation and fire proofing	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos pipe insulation	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos Drywall	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos ceiling tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	asbestos floor tile	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	PCBs	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	lead paint	handling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mercury thermostats	damage/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	refrigerants	damage/leaks	Respiratory	Annual Leak Tests	L	L	$ 1,500.00	Repair/recharge system	L	L	$ 1,500.00	Annual maintenance will prevent this
	ammonia gas in arenas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	mould	exposure	Respiratory	Cleaning/Air circulation	L	L	$ 2,400.00	Abatement	L	L	$ -	
	corrosives, toxins, caustics	spills/exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2	**Air quality**											
	CO	exposure	Respiratory/Headache	Detector in office area	L	M	$ 5,000.00	Exhaust in garage	L	L	$ -	CO monitoring/exhaust system in garage will solve
	CO2	exposure	Respiratory/headache	HRV system	L	L	$ 200.00	Fresh-air ventilation	L	L	$ -	
	NOx	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Radon	exposure	Respiratory	None	L	M	$ 1,500.00	Radon exhaust system	L	L	$ -	
	VOCs	exposure	Respiratory/Irritant	Air circulation	L	L	$ 200.00	ventilation	L	L	$ -	
	humidity	exposure	Dryness	None	L	L	$ 4,000.00	Humidifier	N/A	N/A	N/A	Existing humidifiers were removed
	dirty filters	exposure	Respiratory/Irritant	Filter change	L	L	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	legionella	exposure	Respiratory/Irritant	Clean AHU drain pans	L	H	$ 200.00	Scheduled maintenance	L	L	$ -	Annual maintenance will prevent this
	welding (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	carpentry (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	painting (Shop Areas)	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	fiberglass insulation	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Chlorine	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Methane gas	exposure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	**Contaminated sites**											
	Fuel tanks	spills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	Propane tanks	leaks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes
November 10, 2020 6:00 p.m.
In-Person, Sanford Council Chambers, 76 Morison Drive, Windsor, NS
and Virtual Meeting – via Zoom and Facebook Live

---

1. Call to Order

Mayor Zebian called the meeting to order at 6:00 p.m. and welcomed everyone to the meeting.

2. Call of Roll

Council Present:

Abraham Zebian, Mayor
Rupert Jannasch, Councillor, District 1
Scott McLean, Councillor, District 2
Mark McLean, Councillor, District 3
Jeff Hartt, Councillor, District 4
Debbie Francis, District 5
Paul Morton, Deputy Mayor, District 8
Bob Morton, Councillor, District 6
Ed Sherman, Councillor, District 7
Richard Murphy, Councillor, District 9
Laurie Murley, Councillor, District 10
Jim Ivey, Councillor, District 11

Staff and Guests Present:

Mark Phillips, Chief Administrative Officer (CAO)
Todd Richard, Dir. Public Works
Kathy Kehoe, Dir. Community Development
Jamie Juteau, Windsor Fire Department
Linda Shay, Hantsport Food Bank
Heather McInnes, Hantsport Food Bank
Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Shelleena Thornton, Administrative Supervisor
Beth Caldwell, Hantsport Food Bank
Bill Preston, Hantsport Food Bank
Jo Hazel, Hantsport Food Bank

Members of the public watched the meeting using Facebook Live; there were no members of the public present in the Council Chambers.

3. Announcements

Mayor Zebian stated appreciation for the men and women, past, present and future that serve our country. Residents were reminded that Remembrance Day Services this year will be different due to COVID, and encourage all to participate virtually.

Residents were advised of the Provincial travel restriction change that states if a person is isolating in a house with other people, all members in that household must isolate for the 14-days.

Residents were encouraged to support local food banks and Christmas Angels.

In lieu of their Christmas Angel Walk, Hantsport Fire Department will have a donation box outside the fire department for gift donations and gift cards on December 6, 2020.

4. Approval of the Agenda, including additions or deletions

a. Dashboard Action Items Information Log

MOVED by Deputy Mayor Morton and Councillor Ivey that the agenda be approved.
Motion Carried.

5. Declarations of Conflict of Interest - There were no declarations.

6. Approval of Previous Meeting Minutes

a. 2020-10-13 Committee of the Whole Minutes

MOVED by Deputy Mayor Morton and Councillor Ivey that the 2020-10-13 Committee of the Whole Minutes be approved.
Motion Carried.

7. Presentations

a. Hantsport Food Bank – Beth Caldwell, Jo Hazel and Heather McInnes

Beth Caldwell reviewed the presentation noting the history and needs of the Hantsport Food Bank.

Discussion Points:

- The lease extension request is for 15 years in the new location.
- The Foundry Rd building will need renovations to accommodate the Hantsport Food Bank.

8. Unfinished Business/Postponed Motions

a. Rural Internet Update

I. Internet for NS Initiative Update - Standing Item

II. West Hants Internet Access Business Plan – Standing Item

Discussion Points:

- Until the location of the last 3-5% of areas not receiving internet is known, it is hard to develop a business plan.
- There has been some construction activity for internet in Districts 1 and 2 .
- The Federal Government has announced more funding for internet projects.

b. W.B. Stephens Building Design Project Management Information

CAO Phillips reviewed the information report displaying financials associated with current operations of both buildings as well as potential tax generation and leasing rates should the buildings be sold or leased. He noted that funding has been requested from the Province to cover the cost for renovations for a Municipal Complex through the Provincial Post-Consolidation Funding Request which is currently being reviewed by the Province. He further added that the cost for the renovations has been included in the 2020/21 Capital budget, which was approved by Council and debt serving already calculated and accounted for in the operating budget. An appraisal would be required if either the 100 King St. or 76 Morison Dr. Municipal offices were to be sold. If the King St. office were sold, a new location for the Windsor Fire Department (WFD) would be needed.

Discussion Points:

- Based on square footage, the staff complement can be accommodated in either location, with renovations. Other work environments could also be arranged for some staff.
- Perhaps the King St and Morison Dr offices could be sold to generate tax revenues and a new office built for the same amount of money as the cost for renovations. Need to be confident in the location chosen.
- The Hatch report estimated renovation costs for King St. range from $1.99M to $2.65M, renovations for Morison Dr. range from $1.99M to $2.59M. Costs may be lowered but would need a design to determine.
- Structural engineers did a preliminary review of the buildings for the Hatch Municipal Complex Review and found no concerns.
- Cost for a new fire dept and municipal office together or separate would have to be determined if the King Street Building were sold or leased in whole.
- One of the purposes of Consolidation is to achieve efficiencies.
- Council will have an opportunity to review and give input to help control costs.
- Past WFD floor concerns about salt seeping into floor crack and rusting beams was corrected by painting and sealing the floor; jacks were installed under the larger trucks for weight bearing. Ventilation concerns were corrected by adding a vehicle exhaust system and a ventilation system to the second floor of the building. Due to the regionalization of the fire service, the number and size of apparatus is changing.
- There are parking solutions for both locations.

MOVED by Councillors Murley and Murphy that Committee of the Whole recommends that Council approve the award of tender WWHPW20-15 for the W.B. Stephens Building Design & Project Management contract to HarveyARCHITECTURE Limited, for the tendered price of $198,500 plus 10% design contingency, plus applicable taxes.

Motion Defeated.
Councillors Francis, B. Morton, M. McLean, S. McLean, Hartt, and Ivey voted nay.

Linda Shay left the meeting at 7:31 p.m.

9. Reports

a. CAO Activity Update – Verbal Report

CAO Phillips provided a verbal update of activities over the last month including:

- CUPE negotiations are scheduled Nov. 16th and 17th.
- Proceeding with land purchase in Cogmagun, waiting on the Province.
- Working on Hantsport Food Bank and Hantsport Municipal Complex items.
- Will provide financial update at the next Committee of the Whole, as the report was just received from the Audit Committee.
- Opening of the Sports Complex has been time consuming under COVID restrictions; the first hockey game was played Nov 6th.
- Windsor Township Business Association continues their beautification plans around lighting.
- Falmouth stormwater management discussions have started; presentations of resident concerns may occur in the future.
- No additional information regarding the twinning of Highway 101 has been received.
- Fire District Boundary changes took place Oct. 31st which will see reduced cost efficiencies by using existing resources.
- Continue to meet with Fire Chiefs and various committees have been established to review apparatus, safety, honorariums and continuity.

Discussion Points:

- Delay in opening the walking track at the Sport Complex was primarily due to COVID and safety concerns for a higher duty of care and making sure surfaces can be wiped down. It is possible the turf side of the complex may also be used for walking.
- Facility is beautiful and staff have done a great job.

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

Mayor Zebian thanked Mr. Pace for his service on the Hantsport Area Advisory Committee.

11. New Business

a. Hantsport Municipal Office Surplus Report – Recommendation Report

CAO Phillips reviewed the report, noting the recommendation would be to sell the property at market value rather than lease property.

MOVED by Councillors Murphy and M. McLean 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.
Motion Carried.
(Vote was held after discussion.)

Discussion Points:

- It may be advantageous to sell the Hantsport municipal office, as there are other options that could satisfy the needs of the Hantsport Food Bank.

b. Hantsport Food Bank Request – Information Report

CAO Phillips reviewed the report. The Hantsport Food Bank is requesting a full accommodation and renovation to move to Foundry Rd. The cost estimates were based on the use of contractors, so costs could be lower if staff or volunteers were used.

MOVED by Deputy Mayor Morton and Councillor Morton that Committee of the Whole recommends that Council support Hantsport Food Bank for the entire amount up to $47,000 to make the Food Bank Operational by April 1, 2020.

MOVED by Councillor Ivey and Sherman to amend the motion by adding, "with funds to come from the Hantsport Infrastructure Capital Reserve."
Amendment Carried.

Motion as amended:
MOVED by Deputy Mayor Morton and Councillor Morton that Committee of the Whole recommends that Council support Hantsport Food Bank for the entire amount up to $47,000 to make the Food Bank Operational by April 1, 2020 with funds to come from the Hantsport Infrastructure Capital Reserve.
Motion Carried, as amended.
(Vote was held after discussion.)

Discussion Points:

- The proceeds from the sale of the Hantsport Office must remain for capital project in Hantsport.
- It is not the Hantsport Food Bank's fault that a move is needed to accommodate the new fire department.

- The Hantsport Food Bank generally serves residents within their stated jurisdiction but will work to support others if needed.
- Food banks are an essential service, possibly a policy for municipal support could be developed to ensure all residents have access.

Hantsport Food Bank members left the meeting at 8:28 pm.

c. Grants and Contributions Policy– Recommendation Report

Director Kehoe reviewed the report.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council adopt the West Hants Regional Municipality Grants and Contributions Policy for implementation for the fiscal year 2021/2022.
Motion Carried.
(Vote was held after discussion.)

Discussion Points:

- Bulk purchases of item requests such as heat pumps normally funded by Gas Tax is not possible due to the Gas Tax Agreement requirements.

d. Repeal of Police Advisory Board By-laws – Recommendation Report

Clerk Brown reviewed the report.

MOVED by Councillors Francis and Sherman 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.
Motion Carried.
(Vote was held after discussion.)

Discussion Points:

- If the Police Advisory Board wanted additional roles or responsibilities other than that stated in the *Police Act*, another by-law would be required and be approved by the Department of Justice.
- The current Police Advisory Board established by Council will not be affected and will operate under the provisions of the *Police Act*.
- There should be discussion about the role the Police Advisory Board Committee will play in the new Regional Municipality.

e. Sport Complex Sponsorship Program- Information Report

CAO Phillips reviewed the report. In consultation with the design team, some controls being set for sponsorship placement are to preserve intended feel; this may change overtime. There have already been sponsorship inquiries.

Discussion Points:

- Advertisements for sponsorships will be done through the Community Development Department staff, Councillors, social media, corporate community.
- There is an application process to ensure fairness for sponsorship opportunities if there are multiple requests for the same item. Everyone will be encouraged to look at other opportunities if not successful.
- Council members that have received inquires can contact Kathy Kehoe, VanEssa Roberts or Chrystal Remme.
- Those who have already sponsored the facility will be acknowledged, possibly on a donor wall in the facility entrance.

f. Burning Permit– Recommendation Report

Mayor Zebian reviewed the report. There is a peak season for burning and this has been complicated by three different fire related by-laws (of the three former municipal units), and Provincial regulations for burning.

Discussion Points:

- The three municipal fire by-laws of the former municipal units should be reviewed and replaced by a single Regional by-law.
- A new by-law could consider a permit system and various burning zones
- Residents need to be educated on when to burn, who and when to call, and what can be done for prevention.
- If a permitting system is established, it should include a communication system/plan to fire departments.
- Rural areas also have pockets of residents close together.
- Many complaints are regarding smoke and burning of waste.
- Department of Lands and Forestry used to issue burn permits, but it was not found to be an efficient system.

g. Safe Restart Agreement Fund – Verbal Update

Director Rochon informed that the Municipality received a Safe Restart grant as part of the work done by the NS Federation of Municipalities and NS Association of Municipal Administrators during the early part of the COVID-19 Pandemic. The Municipality will receive $634,521 from the total the Province will receive. Details of the Funding Agreement are to come, but funds could be used to support Municipal and community COVID costs for distancing provision, protective equipment and transportation.

12. Public Participation Period

Supervisor Thornton noted there was an average of 48 residents watching Facebook Live. Most comments on Facebook were regarding the renovations for a municipal complex and support for the Hantsport Food Bank.

13. In-Camera

a. Approval of In-Camera Minutes
  I. 2020-06-03 Committee of the Whole Minutes
  II. 2020-06-03 Committee of the Whole Minutes

b. MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale

c. MGA22(2)(e) Contract Negotiations – Union Negotiations

MOVED by Deputy Mayor Morton and Councillor M. McLean to move in-camera.
Motion Carried.

The meeting moved in-camera at 9:13 pm. Just Council and Staff attended the in-camera meeting.

MOVED by Deputy Mayor Morton and Councillor Sherman that the meeting move out of in-camera.
Motion Carried.

The regular meeting reconvened at 9:55 pm.

14. Next Meeting Date / Adjournment

The next meeting will be Regular Council on November 24, 2020.

MOVED by Deputy Mayor Morton and Councillor Sherman that the meeting adjourn.
Motion Carried.

The meeting ended at 9:56 pm.

_____ _____

Abraham Zebian, Mayor Rhonda Brown, Municipal Clerk

Windsor Township Business Association
Box 2499
Windsor NS
B0N 2T0

November 18 2020,

To the Councillors and Mayor of the Regional Municipality of West Hants,

I am writing as the Chair of the Windsor Township Business Association on behalf of the downtown businesses.

Many studies have outlined that a thriving downtown is imperative to the success of a larger region. A healthy core draws visitors and residents together and is the beating heart of a community.

The Business Association was very pleased to see that the Coordinating Committee voted to move forward with 100 King Street as the location for the new municipal complex in the spring. Not only did the decision make sense based on the expert's conclusions in the Hatch report and was supported by our Fire Chief, but a municipal complex, a "Town Hall", in our opinion, belongs in a downtown.

Downtown Windsor is blossoming and becoming brighter and more vibrant with each day. The location of the municipal complex within the downtown is extremely beneficial to our businesses and therefore our region by means of mutual support, cross promotion, and attracting visitors.

The possibility of 50+ employees within walking distance to the downtown businesses means that a large number of these people will support our businesses regularly. Residents coming to town to pay their water bill will stop for a bite to eat or to check out the window displays at our shops. Prospective new members of our community may stop into Town Hall to ask questions about the area and get excited about our bustling downtown. This is appealing. It's not just people spending money. It's the fact that positive traffic, foot or otherwise, is attractive. It's busy. It's fun. Upbeat. Enticing. Good for the region as a whole.

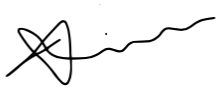
We were extremely disappointed to see that half of the Committee of the Whole voted against the motion to award a tender to the architecture firm in order to move forward with this plan. This location was voted on months ago because the experts told them this is the best choice.

We ask: Why do you not trust the experts that were hired for that purpose? What information are you basing your concerns and vote on? As we understand, there are many good reasons that it should be at 100 King Street. To highlight a few: it is accessible, walk-able, centrally located, it is the desired location for our fire department, it benefits our local economy, and it makes financial sense according to the reports.

Can our Council step up to the plate and work together to make positive progress?

We look forward to your answers and request that this letter be added to the correspondence at the next meeting on November 24 2020.

Respectfully,



Dr. Adrienne Wood
Naturopathic Doctor
Chair of the Windsor Township Business Association

Valuation Report
100 King Street, Windsor, NS

TURNER DRAKE & PARTNERS LTD.

Real Estate Counsellors, Brokers and Valuers
6182 North St. Halifax, N.S. B3K 1P5
Tel.: (902) 429-1811

St. John's N.L.
Tel. (709) 722-1811

Charlottetown, P.E.
Tel. (902) 368-1811

Saint John, N.B.
Tel. (506) 634-1811

Toronto, ON.
Tel. (416) 504-1811

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

VALUATION REPORT
(Summary Report)

VALUATION OF

PID #'S 45057742, 45057734 & 45057759
WINDSOR TOWN HALL
100 KING STREET
WINDSOR
NOVA SCOTIA

OWNED BY

TOWN OF WINDSOR

PREPARED FOR

WINDSOR/WEST HANTS REGIONAL MUNICIPALITY

AS OF

8TH MARCH 2021

BY

RICHARD J. ESCOTT

TURNER DRAKE & PARTNERS LTD.
HALIFAX - NOVA SCOTIA

TURNER DRAKE
& PARTNERS

Real Estate Counsellors, Brokers & Valuers

Registration to ISO 9001:2015

Counselling Advice
Feasibility Studies
Expropriation
Mediation & Arbitration
Infrastructure Acquisition

Valuation & Appraisal
PAMS® Portfolio Manager
Commercial
Industrial
Investment
Development
Rural

Economic Intelligence
Market Surveys
Site Selection
Trade Area Analysis
Supply & Demand Analysis
Demographic Studies

Property Tax Consulting
PAMS® Tax Manager
Assessment Audits
Negotiation
Appeal Board

Planning (Urban & Rural)
Regulatory Review
Development Analysis
Development Approval
Cost Benefit Analysis
Municipal Background Studies

Brokerage (Sales & Leasing)
Tenant Representation
Landlord Representation
Purchaser Representation
Vendor Representation

Lasercad® Space Measurement
Space Certification
"As Built" Plans

Turner Drake & Partners Ltd.
6182 North Street,
Halifax, N.S. B3K 1P5
Tel.: (902) 429-1811

St. John's, N.L.
Tel: (709) 722-1811

Charlottetown, P.E.
Tel: (902) 368-1811

Saint John, N.B.
Tel.: (506) 634-1811

Toronto, ON.
Tel.: (416) 504-1811

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

Regulated by RICS

Our Ref: 2114913:NB/RE

30 April 2021

Mr. Mark Phillips
Chief Administration Officer
Windsor/West Hants Regional Municipality
PO Box 3000
76 Morrison Street
Windsor NS B0N 1T0

Dear Mr. Phillips:

Re: PID #'s 45057742, 45057734 & 40557759 Windsor Town Hall, 100 King Street, Windsor, Nova Scotia

In accordance with your request of the 6th January 2021, 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 Windsor/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 the town hall and fire station for the former Town of Windsor and is 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 a survey plan as well as the the Provincial on-line mapping service. We utilised the foregoing, aerial satellite 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 the building that had a material impact on the property value. Our findings are described in the body of this report.

...2

(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 rudimentary 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. Building costs were derived from commercial costing services and were validated, whenever possible, with actual costs. Income and expense data was obtained 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, Cost 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 of 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, airconditioning or other systems we found no major defects other than normal wear and tear consistent with the property's age and use. However some of the interior finishes are dated and some areas are vacant.

Building Measurement

We did measure the Gross Floor Areas of the building.

Environmental

(a) **Hazardous materials or environmental concerns** - none were observed or brought to our attention during our inspection of the property. However buildings of this age and occupancy often contain potential hazardous materials or have been exposed to environmental contamination. We have identified possible contaminants in the Environmental Contamination section of this report.

We noted the presence of storage tanks on the property. We have not been able to confirm that they meet Provincial Government environmental regulations.

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

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

(b) **Climate change concerns** – 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, temperatures 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.

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, flood plain maps, and our general knowledge of the property and the neighbourhood. 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 the subject, data on file on comparable properties, and industry benchmarks.

Investment Assumptions

We have utilised a 10 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.

Most Probable Purchaser

In our experience the most probable purchaser for this property would be a partial owner-occupier, a local investor or developer.

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 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6 to 18 months, is the sum of $1,200,000.

ONE MILLION TWO HUNDRED 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 space, for a typical term of 5 years. The subject property comprises dated office and ancillary space on the ground and second floors as a fire hall on the ground floor. The basement comprises unfinished storage and semi-finished space. At best the ground and second floors represent fair quality office space. The fire hall comprises open space which currently functions as garage space for the fire trucks and equipment. However, it is somewhat limited for modern fire equipment as a result of its relative low ceiling clearance. Nevertheless it is adaptable to general commercial/storage uses. The basement space is used by the fire department for storage, staff support services, and meeting space. However, it is considered low value space in the general market. Having regard to the attributes of the subject property and the foregoing, we have estimated the market rent for the office space on the ground and second floors at $5.00/ft.^{2} and the market rent for the fire hall space at $4.00/ft.^{2}. We have estimated the Market Rent for basement space at $2.00/ft.^{2} reflecting its condition and limited utility for alternative uses.

In our opinion the Market Rent of the subject property of the 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of **$129,595 per annum.** (i.e. $6.05/ft.^{2} of GFA)

Yours truly,

TURNER DRAKE & PARTNERS LTD.

RICHARD J. ESCOTT
Senior Manager
Valuation Division

TABLE OF CONTENTS

	Page
Part One (Introduction)	
Letter of Transmittal	i
Table of Contents	v
Frontispiece	vi
Statement of Limiting Conditions and Assumptions	ix
Part Two (Factual Data)	
Purpose of Valuation	1
Intended Use of Report	1
Intended Users of Report	1
Property Rights Valued	1
Definition of Value	1
Location Map	2
Exposure Time	3
Effective Date of Valuation	3
Date of Inspection	3
Timeframe	3
Identification of Property	3
Area Data	3
Neighbourhood Data	5
Site: Plan	6
Data	7
Reference	7
Improvements	7
Services Available to the Site	7
Building Description	7
Assessed Value and Annual Taxes	11
Zoning	11
Environmental Contamination	12
Climate Change Concerns	12
Part Three (Analysis and Conclusion)	
Valuation Methodology	13
Highest and Best Use	15
Market Analysis and Exposure Time	16
Land Value	17
Land Sales Schedule	19
Valuation: Cost Approach	20
Income Approach	22
Methodology	22
Analysis and Conclusion	22
Space Rental Schedule	25
Capitalisation Rate Analysis Schedule	27
Direct Comparison Approach	29
Building Sales Schedule	32
Reconciliation and Final Estimate of Value	34
Certification	35
Part Four (Addenda)	
Terms of Engagement	37

SUBJECT PROPERTY



FRONT ELEVATION



SIDE ELEVATION

SUBJECT PROPERTY



BASEMENT – MEETING ROOM



BASEMENT - STORAGE

SUBJECT PROPERTY



GROUND FLOOR - FIRE HALL



GENERAL OFFICES

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, and no responsibility can be accepted for the accuracy of the Site Plan and sketches. They are only included to assist the reader in better visualising the property.

(3) 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.

(4) 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.

(5) 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.

(6) 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.**

(7) Information in this report furnished by others is believed to be reliable, although no responsibility is assumed for its accuracy.

(8) 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.

(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) 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.

(14) 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.

(15) 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.

PURPOSE OF VALUATION

The purpose of this valuation is to estimate the **Market Value** (Highest & Best Use Use) and **Market Rent** 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 Windsor/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

DEFINITION OF VALUE

Market Value is defined in CUSPAP as:

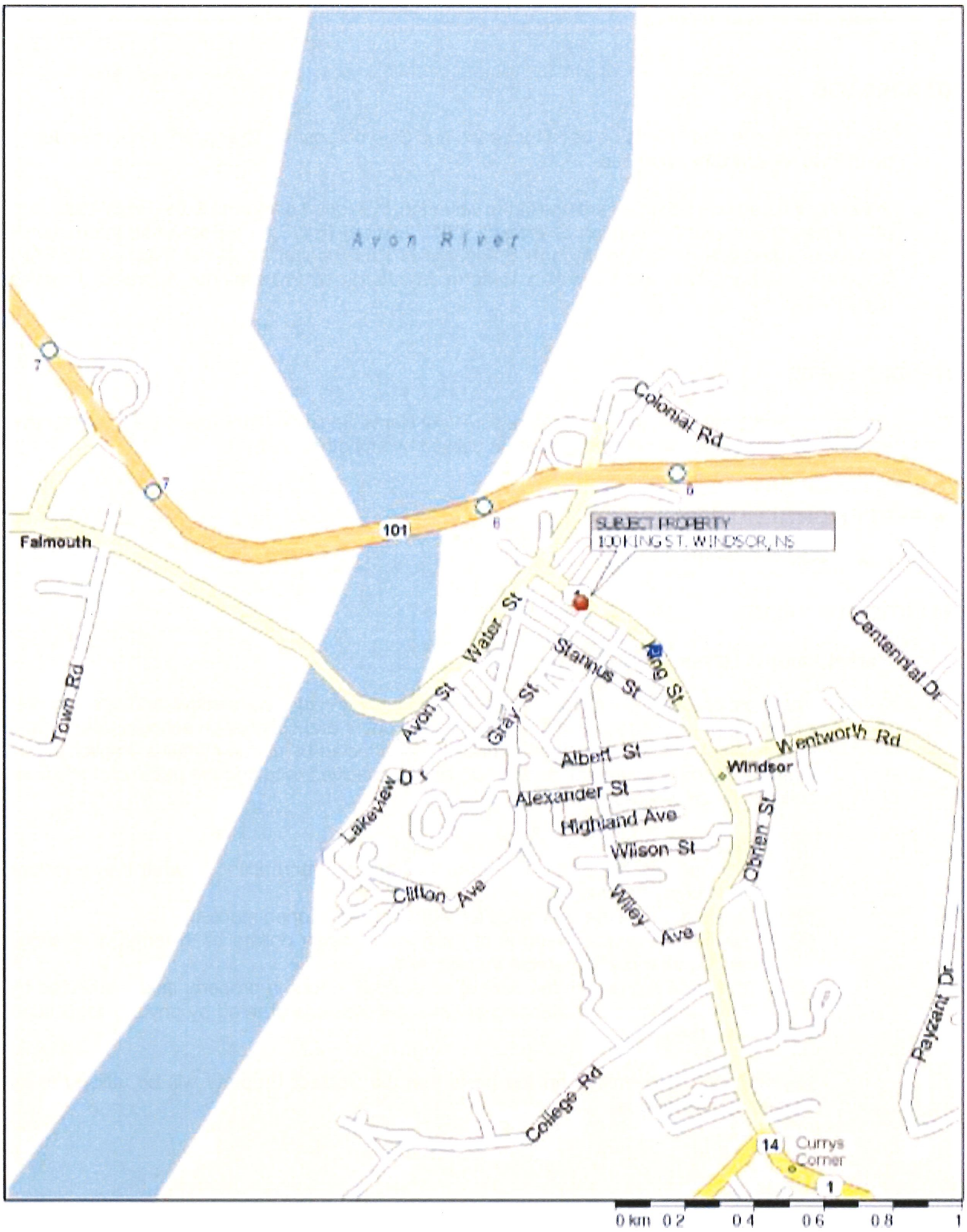
> "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation 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. for a typical 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 and 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 and 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 8th March 2021.

DATE OF INSPECTION

The property was inspected on the 8th March 2021.

TIMEFRAME

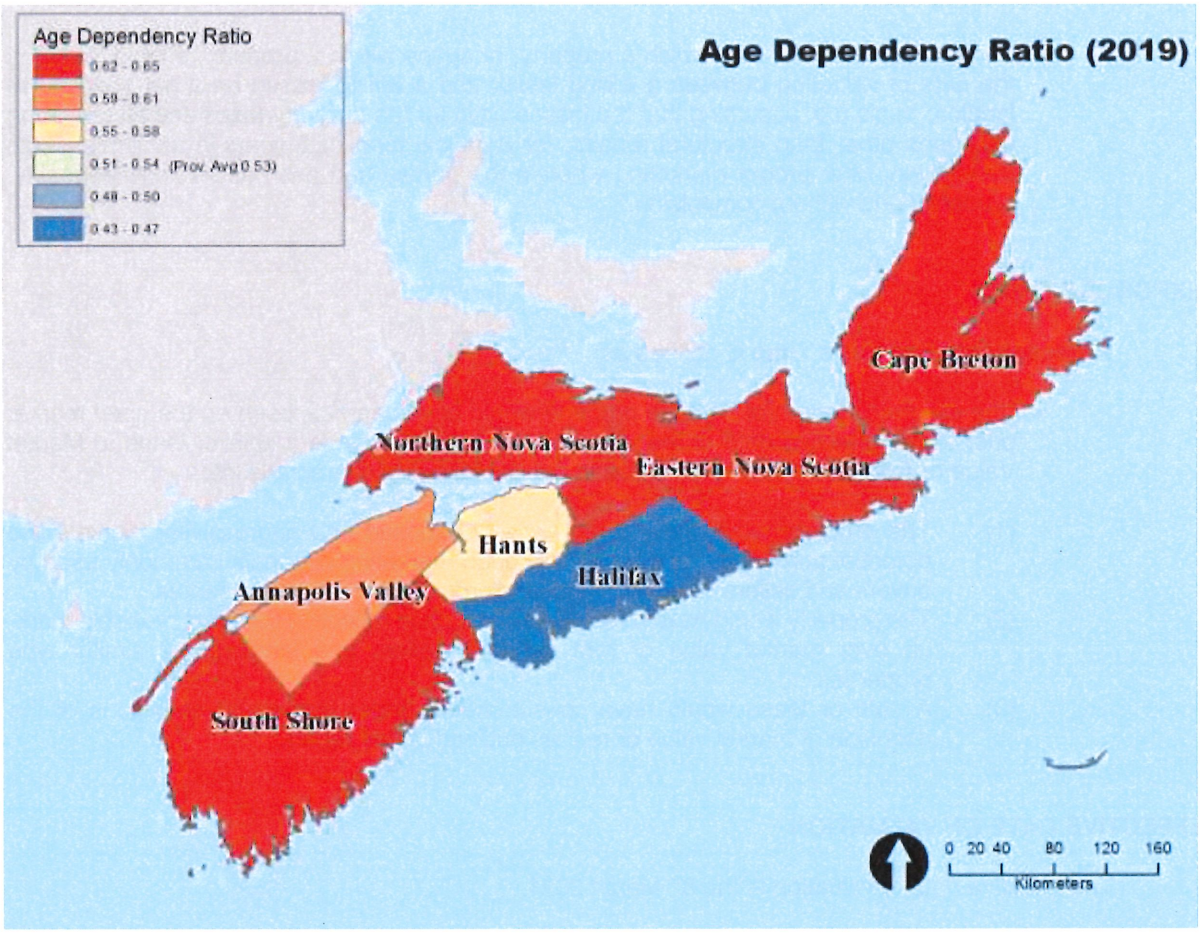
This is a Current Value Opinion.

IDENTIFICATION OF PROPERTY

The property is located on the west side of King Street and is identified on the Location Map on the opposite page.

AREA DATA

The Subject Property is located in the Town of Windsor in Hants County, Nova Scotia.



The population of Nova Scotia is 960,593 (2019 estimate), while the Hants County region supports an estimated population of 42,564. This represents a population decrease of 0.59 % over the five year period 2014-2019, in contrast to the trend of overall 1.89% provincial population increase during the same period.

The population in the Hants County region is aging: the median age in 2019 is 45.7, up from 43.8 in 2014, above the median provincial age of 44.8 years. The dominant age group in the region, defined as the five-year age bracket with the largest percentage of the population, is 55-59 years, also in line with the dominant provincial age group. The Age Dependency ratio, which measures the ratio of dependents (people younger than 15 or older than 64) to the working age population (15 to 64), in the Hants County region is 0.55, above the provincial ratio of 0.53. The average household income (2019) in the Hants County region is $85,594: slightly above that of Nova Scotia as a whole ($84,593).

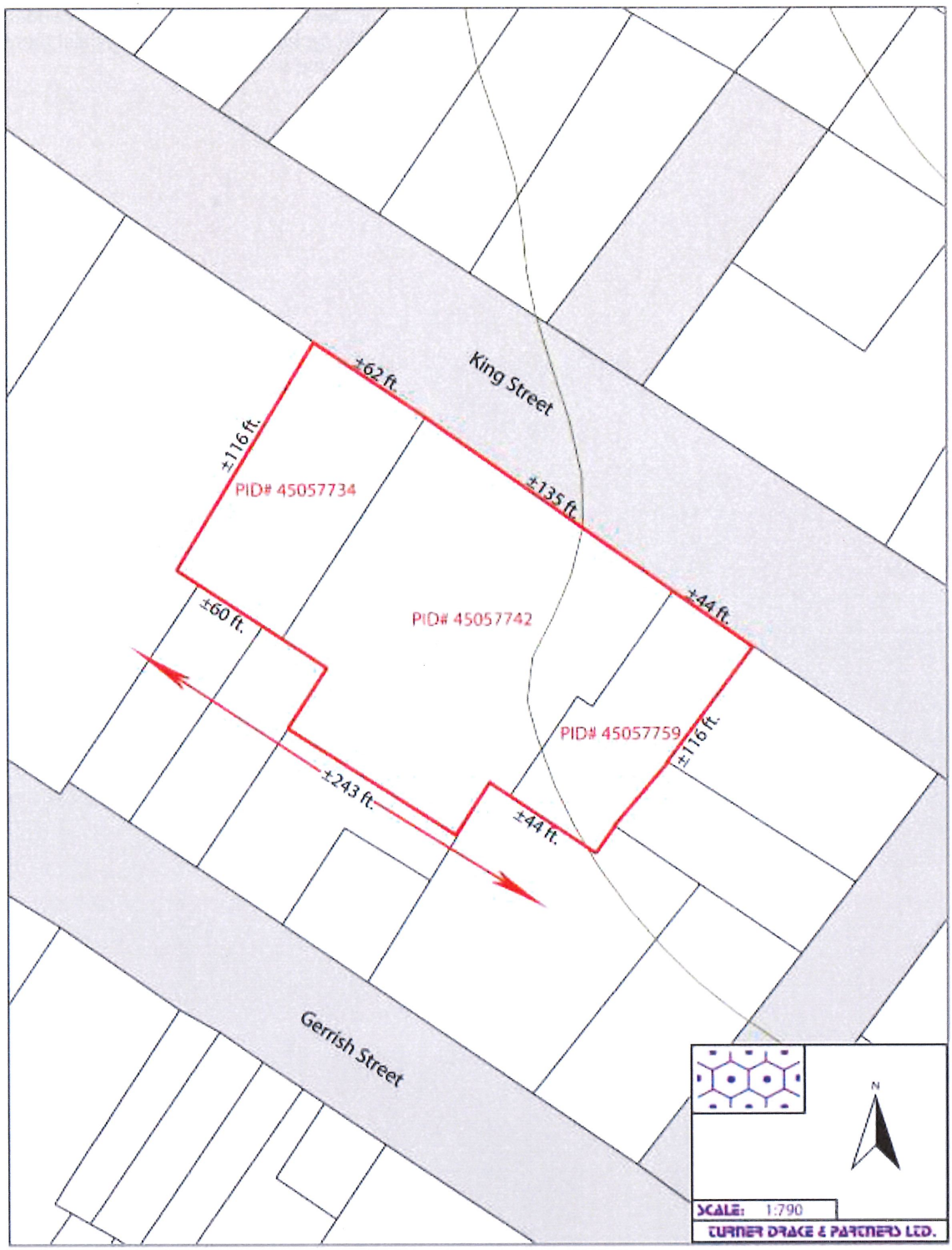
The county's economic base is primarily supported by the agricultural, forestry, light manufacturing, tourism and hospitality sectors. The county is also home to commuters working in HRM. Economic activity as evidenced by new construction appears to be steady, particularly in East Hants. The principal town in West Hants is Windsor which represents the local commercial centre for the area. The town has lost some of its commercial importance to metropolitan HRM over the years. However, the current Hwy 101 twinning represents a major construction project in the locality which will should attract more development to the area

In general, the area can best be described as gradually improving in terms of its economic outlook.

NEIGHBOURHOOD DATA

The neighbourhood represents the downtown centre of Windsor bordered on the north by Highway 101, the south by Victoria Street, the east by King Street and the west by the Avon River. Water and Gerrish Streets are the primary commercial streets in the neighbourhood. The remainder of the neighbourhood is mixed use in nature. In terms of its life cycle, it is fairly static. Whilst there is little vacant land available, there is low medium pressure on land values

SITE PLAN


King Street
Gerrish Street
±62 ft.
±116 ft.
±135 ft.
±44 ft.
±60 ft.
±243 ft.
±44 ft.
±116 ft.
PID# 45057734
PID# 45057742
PID# 45057759
N
SCALE: 1:790
TURNER DRAKE & PARTNERS LTD.

SITE DATA

The subject property comprises three adjoining parcels. PID 45057742 comprises the site of the building. PIDs 450557734 and 45057759 comprise adjoining parking lots. The land is shown edged red on the Site Plan (opposite page). It is irregular in shape and has the following overall dimensions:

King Street Frontage	241	ft.
Southern Boundary	116	ft.
Western Boundary	243	ft.
Northern Boundary	116	ft.
Area		
PID 45057742	7,320	ft.²
PID 45057734	6,500	ft.²
PID 45057759	15,765	ft.²
Total	29,585	ft.²

Reference

We have taken as our source, the legal description from the deed conveying the property to the present owner as well as a survey plan and property data from the Nova Scotia online property database. The dimensions have been plotted onto a Provincial Map, Scale 1:790, prepared from aerial photographs.

Site Improvements

The site is improved with an asphalt paving and a concrete retaining wall. There is also a steel communication transmission tower and chain link fence enclosure on the subject. The site is leased to Bell Aliant on an annual basis at $8,000 per year.

Services Available to the Site

Main sewer, water, and electrical services are available to the site.

Building Description

Fire Hall Building

Architectural Style - Traditional.

 # Storeys - Two.

Basement Area - 11,110 ft.².

Above Grade Area - 21,399 ft.².

Year Built - 1960. Addition/renovation to house elevator and clock tower. The basement space was renovated in 2018 - ± $200,000 by Fire Department.

Brief Specifications

Exterior:

Foundation - Poured concrete.

Walls	-	Brick veneer and parging over concrete block.
Frame	-	Reinforced concrete. Some steel.
Roof	-	Flat. Tar and gravel finish over steel deck.
Insulation - Walls	-	Assume fibreglass.
- Roof	-	Rigid.
Loading Docks	-	None.

Observed Condition:

Exterior Structure	-	Average.
Window System	-	Fair to average.
Roof	-	Average.
Fuel Storage	-	Oil.
Age	-	4,700 litres.
Type & Containment	-	Steel above ground.
Paintwork	-	Average.
Interior Condition	-	Average. Some dated finishes.
Electrical	-	Average.
Service Entrance	-	Updated 2009.
HVAC	-	Fair to average.
Paintwork	-	Fair to average.

Interior:

Basement (Unfinished storage)

Floor	-	Poured concrete.
Walls (finish)	-	Painted gyproc.
Ceilings (finish)	-	Open to ceiling structure.
Clear Height	-	9 ft.

Basement (Finished Area – Renovated 2018)

Floor	-	Painted concrete. Laminate flooring, sheet vinyl, cushion floor.
Walls (finish)	-	Painted gyproc. Hardboard panelling to former museum.

Ceilings (finish)	- Painted open ceiling. Stipple.
Clear Height	- 9 ft.-10 ft.
Ground Floor (Fire Hall)	
Floor	- Painted concrete.
Walls (finish)	- Painted concrete block.
Ceilings (finish)	- Painted open ceiling.
Clear Height	- 14 ft.
Ground Floor (Former Offices)	
Floor	- Ceramic tile to entry. Carpet. Vinyl tile.
Walls (finish)	- Painted gyproc.
Ceilings (finish)	- Suspended T-bar with acoustic tile.
Clear Height	- 9 ft.
Second Floor (Offices)	
Floor	- Vinyl sheet and tiles, carpet.
Walls (finish)	- Painted gyproc.
Ceilings (finish)	- Suspended T-bar with acoustic tile.
Clear Height	- 9 ft.
Ground Floor (Former RCMP Offices)	
Floor	- Sheet vinyl.
Walls (finish)	- Painted gyproc.
Ceilings (finish)	- Suspended T-bar with acoustic tile.
Clear Height	- 9 ft.
Plumbing	-

Fixtures and Location	- Basement:
	  - 2 x 3 piece washrooms.
	  - Stainless steel kitchen sink.
	- Ground floor:
	  - 1 x 2 piece washroom.
	  - 1 x 3 piece washroom.
	  - 1 x 5 piece washroom.
	  - 1 x janitor sink.
	- Second floor:
	  - 2 x 2 piece washroom.
	  - 1 x 3 piece washroom.
	  - Stainless steel kitchen sink.

Equipment	- Aero electric water heater. - Rinnai in line propane water heater.
Heating	
Type of Furnace	- 2 x Weil-Mclain oil fired hot water boilers.
Type of Radiation	- Perimeter hot water baseboards. Some unit/cabinet heaters.
Supplementary Heating	- None.
Airconditioning	
Type of Airconditioner	- Roof top air handling unit. Heat pump units for second floor sever room and basement fire department space.
Type of Radiation	- Forced air ceiling diffusers.
Supplementary Ventilation	- None.
Energy Management System	
Central Control	- No.
Type of Equipment Controlled	- None.
Electrical	
Service Entrance	- 400 amp, 3 phase 208 volts.
Fixtures	- Mainly fluorescent.
Sprinkler System	
Type	- None.
Fire Protection	
Sensors	- Yes.
Central Station Monitor	- Yes.
Elevators	- Dover hydraulic (2 stops).
Type (Freight or Passenger)	- 900 kg; 12 persons.
Computer	
Network Cable	- Yes.
Security System	
Internal	- Yes.
External	- No.

Fixed Equipment

Type - Generac 75kw diesel emergency generator (1992).

Size (Capacity) - Serves entire building.

AGE/LIFE ANALYSIS - The building has an actual age of 61 years. It is noted that there was some reported structural deterioration to the concrete floor in the fire hall several years ago. There are jack posts set on timbers under the floor in the basement storage space as a precaution. It was also noted that a hazmat report in 2005 identified some asbestos types in the building. The basement space was renovated by the Fire Department in 2018. Overall the building appears to be in fair to average condition: this is above par with its actual age. Accordingly, its effective age is less than its actual age.

ASSESSED VALUE AND ANNUAL TAXES (2021)

Assessment

PID	Commercial	Commercial Exempt	Total
45057742	$12,000	$1,278,600	$1,290,600
45057734	$ -	$ 45,300	$ 45,300
45057759	$ -	$ 35,800	$ 35,800
Total	$12,000	$1,359,700	$1,371,100

Taxes (2021):

- $ 474 Commercial
- $ 0 Tax Exempt

ZONING

The subject is zoned Town Centre (TC) zone. The following uses are permitted in the TC zone:

- Arts and crafts studios including photography;
- Banks and financial institutions;
- Clubs and community organizations;
- Commercial schools;
- Day care centres, licensed and non-licensed;
- Emergency service facilities (i.e., police, ambulance and fire stations);
- Entertainment, recreation and assembly uses within a wholly enclosed building;
- Farm markets;
- Funeral homes;
- Garden and nursery sales and supplies;
- Hotels, motels and other tourist accommodations;
- Licensed liquor establishments;
- Local shopping centres
- Microbrewery, Microdistillery and Winery (Amended WLUB 18-01 Effective January 29, 2019);

- Museums, art galleries and libraries;
- Offices;
- Parking structures;
- Repair and rental establishments;
    - Residential uses (not on the ground floor except for the area bounded by King Street, Stannus Street, Gray Street and Victoria Street (Amended WLUB 15-02 Effective August 8, 2016);
- Restaurants;
- Retail stores;
- Service and personal service shops;
- Taxi, train and bus stations;
- Veterinary clinics and animal hospitals;
- Existing dry cleaning and laundry establishments;
- Existing residential uses.

ENVIRONMENTAL CONTAMINATION

No hazardous materials or environmental concerns were observed or brought to our attention during our inspection of the property. However, the property was constructed in 1960 and buildings of this age and occupancy often contain hazardous materials and further investigation may be warranted. It was also noted that a hazmat report in 2005 identified some asbestos types in the building.

We noted the presence of storage tanks on the property. We have not been able to confirm that they meet Provincial Government environmental regulations.

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

CLIMATE CHANGE CONCERNS

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, temperatures 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.

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. We did not observe any immediate risks from flooding, nor were any brought to our attention.

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 narrative report.

Methodology

It was necessary to proceed through a number of 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 have to 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 for commercial purposes as permitted under the zoning law designation. We have computed the land value on this basis.

(b) **As Presently Improved –** as at the effective date of the valuation, the property was utilised as a municipal town hall and offices and a fire station. Based on our analysis, we are of the opinion that the Highest and Best Use of the property is a retention of the building and use for institutional/community use or potentially commercial 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. The land value was calculated using a Direct Comparison Approach. Essentially this Approach is a systematic procedure for comparing the Subject Property with other land sales transactions.

(iii) **Property Value -** this is the value of the property (land, buildings 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.

(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.

HIGHEST AND BEST USE

The "Highest and Best Use" can be defined as "that use which will produce the greatest net return for the foreseeable future".

Site

We have considered the Highest and Best Use of the site as if vacant, i.e. cleared of all buildings and site improvements and available for development.

The subject property is located in the commercial centre of town on one of the main streets. The surrounding properties comprise a mix of commercial and community uses as well as residential uses. The subject is zoned Town Centre (TC) zone which permits a wide variety of uses. The subject comprises a large parcel of land with a total of 241 ft. of road frontage. It is generally level

In our opinion, the Highest and Best Use of the site as if vacant, is for commercial, or possibly mixed use development as permitted by the zoning by-law.

Property

At present the site is improved with a two storey concrete frame building used for municipal offices and a fire station. It was built in 1960. Although the overall structure is in average condition for its age, the interior office finishes are generally worn and somewhat dated. Some of the office space has been vacated in recent years as several municipal departments and the RCMP have relocated to other facilities. The fire hall still functions for its intended use to accommodate the vehicles and equipment for the fire department. However, the relatively low clear ceiling height in the hall is a limiting factor as modern fire equipment vehicles have gotten larger over the years. Whilst the property offers some potential for the continuation of its current use as offices and a fire hall, it would likely require upgrades to the interior and building systems to meet modern standards. Nevertheless, the density of development and trends in the neighbourhood do not indicate that there is no pressure to demolish the building and redevelop the site in the alternative.

In our opinion, the Highest and Best Use of the property is a retention of the building and use for institutional/community use or potentially commercial use

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 at market value 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 and demand for the subject and competing properties can be summarised as follows:

(a) Supply: Prior to, and at the effective date of the valuation the supply of this category of property in the area was fair.

(b) Demand: Prior to, and at the effective date of the valuation demand for this category of property in the area was weak.

Exposure Time

Our estimate of Exposure Time is 6 to 18 months. This is based on the foregoing Market Analysis and the data summarised below:

(1) Properties similar to the subject property have been listed for sale for between 3 months and 24 months.

(2) Based on our research when we were gathering information on comparable sales it became apparent that there was a fair demand for commercial properties in the area.

(3) As part of our research we interviewed brokers, buyers and sellers. They indicated that the marketability of this type of property, prior to the effective date of valuation was fair.

LAND VALUE

Methodology

The land has been valued by the Direct Comparison Approach. Essentially this Approach is a systematic procedure for carrying out comparative shopping in which the Subject Property site is "priced" by comparing it with other, similar parcels of land (Indices) that have sold, been subject to offer or are listed for sale. Based on our experience working with land sales data, we have determined that the four most significant independent variables influencing value are **Time** (Date of Sale), **Location**, **Motivation** and **Size**. The unit price (ft.²) 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. **Zoning** is often a significant variable depending on the breadth of uses allowed within the zoning band, and the flexibility of the planning authority with respect to variances and rezoning. It is therefore best accommodated by choosing Indices with similar zoning restrictions and on the weight to be placed on each Index after the Time adjustment has been applied. The weight placed on each Index as a predictor for the Subject Property value, is a function of its comparability in terms of **Location**, **Motivation, Size** and **Zoning**.

Discussion of Land Sales

We have researched the sales, offers and listings (Indices) of comparable parcels of land in the locality. The data was collected from vendors, purchasers, brokers, appraisers, MLS®, public and other sources deemed to be reliable. The most relevant data has been detailed on the Land Sales Schedule on the following pages. It was not necessary to adjust the prices in this Land Sales Schedule to the date of valuation because our research found that prices were static.

The Indices are described in greater detail below:

Index #1

This property was sold in May 2015, approximately 5 years 10 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on the periphery of downtown town commercial area on a corner lot. The location is considered to be comparable to the Subject Property **[location]**. The property was formerly improved with old dwelling which was demolished. The purchaser owned the contiguous parcel and acquired the property for additional parking. However the price reflects market levels **[motivation]**. The parcel was smaller in size to the Subject Property: smaller parcels typically command higher prices per ft.² because they attract a larger pool of purchasers **[size]**. The property is zoned commercial. This zoning is similar to the Subject Property **[zoning]**.

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

Index #2

This property was sold in July 2018, approximately 2 years 8 months before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is located on Water Street. The location is considered to be somewhat comparable to the Subject Property **[location]**. The property was improved with an old masonry building which was formerly an auto dealership. However the building has been vacant and derelict for many years. The building added no value. Nevertheless the property was purchased for redevelopment for a tap room using the existing structure. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was smaller in size to the Subject Property: smaller parcels typically command higher prices per ft.² because they attract a larger pool of purchasers **[size]**. The property is zoned commercial. This zoning is the similar to the Subject Property **[zoning]**.

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

Index #3

The property was sold in March 2018, approximately 3 years before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is situated on King Street in a downtown commercial area on an interior lot. The location is considered to be comparable to the Subject Property **[location]**. The property comprises mainly a fenced commercial lot with an old masonry warehouse building in poor condition on the rear portion of the land. However the price reflects essentially land value. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was smaller in size to the Subject Property: smaller parcels typically command higher prices per ft.^{2} because they attract a larger pool of purchasers **[size]**. The property is zoned commercial. This zoning is the similar to the Subject Property **[zoning]**.

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

Index #4

This property was sold in February 2011, approximately 10 years before the effective date of valuation. Sales data indicates that prices were stable **[time]**. The property is located in the general commercial area near Exit 5 and in close proximity to the Hants Community Hospital and at the entrance to the developing Fairfield Park residential subdivision. The location is considered to be superior to the Subject Property **[location]**. The property was subsequently developed with a commercial building. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was smaller in size to the Subject Property: smaller parcels typically command higher prices per ft.^{2} because they attract a larger pool of purchasers **[size]**. The property is zoned commercial. This zoning is the similar to the Subject Property **[zoning]**.

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

Conclusion

The time adjusted unit prices for the Indices range from $2.62 to $7.91 with a median of $5.45 per ft.^{2}. Having regard to all of the variables (**time**, **location**, **motivation**, **size, zoning**) we are of the opinion that Index #'s 1 and 3 are the most reliable indicators of value for the Subject Property. Their time adjusted unit prices range between $4.00 and $7.91 and have an arithmetic mean of $5.96/ft.^{2}. In our opinion the unit value of the Subject Property lies near the average of this range.

Having regard to the foregoing we are of the opinion that the value of the land, as a cleared site, is as follows:

	29,585 ft.^{2} @ $6.00/ft.^{2}	$ 177,510
Rounded to		**$ 178,000**

LAND SALES SCHEDULE

No.	Location Vendor/Purchaser	Date of Sale	Sale Price	Area	Sale Price/Unit At Date of Sale	Sale Price/Unit Adjusted to Date of Valuation @ 0.0% p.a.	Comments
1.	377 Albert St. Windsor Hants County, NS PID #45058971 Dana Corbin to Lohnes-Demont Funeral Service Ltd.	May. 2015	$ 60,000	15,000 ft.²	$4.00	$4.00	Vacant corner lot. Purchased by adjoining owner. Zoned Town Centre (commercial)
2.	Water St. Windsor Hants County, NS PID #'s 45056959, 45227824 Derek Littlejohn to James Roue Beverage Company Limited	Jul. 2018	$ 32,000	12,230 ft.²	$2.62	$2.62	Old masonry buildings on site of no value. Purchased for redevelopment. Zoned Town Centre (commercial)
3.	22 King St. Windsor Hants County, NS PID #'s 45057718, 45363561 3225823 Nova Scotia Limited to R & D Dunham Holdings Limited	Mar. 2018	$100,000	12,644 ft.²	$7.91	$7.91	Two adjoining parcels. Fully fenced cleared parcel. Rear parcel improved with old warehouse in poor condition. Zoned Town Centre (commercial)
4.	Lot C-2, Payzant Rd. Windsor, NS PID #45383775 Gateway Investments. to CPT Harvie Property Management Inc.	Feb. 2011	$115,000	16,708 ft.²	$6.89	$6.89	Serviced commercial lot. Zoned General Commercial.

COST APPROACH

Methodology

The Cost Approach has as its underlying foundation, the assumption that market participants will not pay more for a property than the cost of creating a substitute property. In order to undertake this exercise the cost of a new "substitute" building was calculated as of the effective valuation date, using reliable sources of cost data. The accrued depreciation in the structure, characterised by physical deterioration, functional and external obsolescence, was then calculated and deducted from the reproduction cost new. The resultant depreciated reproduction cost was then added to the land value to derive the market value.

Physical deterioration is caused by wear and tear on the structure and is a function of age, maintenance and use. It was calculated by comparing its "effective" age with its total physical life. (Effective age is the actual age modified by factors such as abnormal wear and tear, maintenance, modernisation, etc. Remaining physical life is calculated having regard to the physical condition of the building itself, and empiric evidence of the actual physical lives of former, similar buildings. Total physical life is the sum of the two).

Functional obsolescence is caused by internal property characteristics, such as poor floor plan, inadequate mechanical equipment, or functional inadequacy or overadequacy due to size or other characteristics.

External obsolescence is caused by conditions external to the property, such as lack of economic demand, changing property uses in the area, or national economic conditions.

Analysis and Conclusion

(1)	**Building Reproduction Cost New**			
	Gross Floor Area	21,399 ft.² @ $191/ft.²		$ 4,087,209
	Less Obsolescence:			
(2)	**Physical:**			
	Effective Age	45 years		
	Remaining Physical Life	20 years		
	Total Physical Life	65 years		
	Depreciation	45 years / 65 years = 69%		$ 2,820,174
(3)	**Functional:**			$ Nil
(4)	**External:**			$ Nil
	Depreciated Reproduction Cost of Building			$ 1,267,035
(5)	**Plus Site Improvements (Depreciated Cost)**			
	Asphalt paving	13,820 ft.² @ $ 1.75/ft.²		$ 24,185
(6)	**Plus Land Value**			
	Total Land Value			$ 178,000
	Total Indicated Value			$ 1,469,220
	Rounded to			**$ 1,469,000**

Notes:

(1) The estimated Reproduction Cost New was derived using the Boeckh/Marshall & Swift/Computerised Costing Service. It excludes HST

(2) The effective age is based on the actual age of the building and the observed condition of the structure. The building has an actual age of 61 years. It has had regular maintenance over the years and some upgrades. The basement space was renovated in 2018. The building is considered to be in generally average condition overall. We have estimated the effective age at 45 years and the remaining physical life at 20 years. The total physical life is 65 years which typical for buildings of this type.

(3) Functional obsolescence due to items such as poor floor plan, outdated design, excessive size, etc. The subject building comprises an older 2 storey structure designed as a municipal town hall and fire station with a full basement. The floor plan and interior finishes and dated and worn. The utility of the fire hall is limited given its low ceiling height to accommodate modern fire vehicles. Accordingly the building likely exhibits elements of functional obsolescence reflective in the market. However, we not calculated a specific adjustment for functional obsolescence in this instance. Moreover it is considered in the effective age of the building.

(4) We are not aware of any specific external factors that would create measurable External Obsolescence.

(5) The Reproduction Cost New was derived from Boeckh/Marshall & Swift. The Depreciated Cost was computed by deducting observed obsolescence from the Reproduction Cost New.

(6) See Land Value section of this report.

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	11,110 ft.² @ $2.00/ft.²		$ 22,200
	Ground Floor:	Fire Hall	7,600 ft.² @ $4.00/ft.²		$ 30,400
		Finished Space	3,510 ft.² @ $5.00/ft.²		$ 17,550
	Second Floor:	Finished Space	10,289 ft.² @ $5.00/ft.²		$ 51,445
					$ 121,595
(2)	Other Income				$ 8,000
	Total Potential Net Rental Income				$ 129,595
(3)	Less Vacancy & Credit Loss @10%				$ 12,959
	Estimated Effective Gross Income (EGI)				$ 116,636
	Less Outgoings				
(3)	Structural Allowance @ $0.50/ft.² of GFA			$ 10,700	
(4)	Cost of Vacancy			$ 13,215	
	Total Outgoings			$ 23,915	$ 23,915
	Net Operating Income				$ 92,721
(5)	Overall Capitalisation Rate @ 9%				÷ 0.09
	Capital Value				$ 1,030,233
	Rounded to				**$ 1,030,000**

Notes:

(1) Estimated Net Rental Income

The subject property comprises dated office and ancillary space on the ground and second floors and a fire hall on the ground floor. The basement comprises unfinished storage and semi- finished space. At best the ground and second floors represent fair quality office space. The fire hall comprises open space which currently functions as garage space for the fire trucks and equipment. However, it is somewhat limited for modern fire equipment as a result of its relatively low ceiling clearance. Nevertheless it is adaptable to general commercial/storage uses. The basement space is used by the fire department for storage, staff support services, and meeting space. However, it is considered low value space in the general market. The rental rates are based on an analysis of comparable commercial properties, details of which are included on the Space Rental Schedule on the following pages. We have analysed the rents on a "net" basis, i.e. the tenant pays all outgoings, including real estate taxes. We note that there is little interest in commercial office spaces, particularly on upper floors in the locality. Accordingly, the estimated market rent for the subject space is at the low end of the range.

The indicated rental rates range from $6.13/ft.^{2} for upper storey office space in Windsor to $12.10/ft.^{2} for good quality office space in Kentville. The remaining rents range from $8.00 to $10.00. We would expect that the market rent for the subject would fall toward the low end of the range. Having regard to the attributes of the subject property and the foregoing we have estimated the market rent for the office space on the ground and second floors at $5.00/ft.^{2} and the market rent for the fire hall space at $4.00/ft.^{2}. We have estimated the Market Rent for the basement space at $2.00/ft.^{2} reflecting its limited utility for alternative uses.

Total estimated Market Rent equates to $116,590 per annum (i.e. $5.45/ft.^{2} of GFA).

(2) Other Income

There is also a steel communication transmission tower and chain link fence enclosure on subject. The site is leased to Bell Aliant on an annual basis at $8,000 per year.

(3) Vacancy and Credit Loss

We have stabilized the overall vacancy and credit loss allowance for the building at 10% of total potential gross income for valuation purposes based on the general market vacancy for rental space in the locality.

(3) Structural Allowance

The Structural Allowance is utilised to finance a sinking fund to cover major capital repairs, and is based on our experience with similar properties. We have stabilized this expense at $0.25/ft.^{2} of the total gross floor area.

(4) Cost of Vacancy

Real Estate Taxes	-	Based on 2021 Assessment	$ 54,158
Insurance	-	Market allowance.	$ 5,000
Water & Sewer	-	Market allowance	$ 2,000
Management	-	5% x EGI $116,636	$ 5,832
Heating	-	21,399 ft.^{2} @ $1.50/ft.^{2}	$ 32,098
Repairs & Maintenance at	-	10% x EGI $116,636	$ 11,664
Electricity	-	21,399 ft.^{2} @ $1.00/ft.^{2}	$ 21,399
Total Operating Expenses			$132,151
Vacancy @ 10 %			x 0.10
Cost of Vacancy			$ 13,215

Our CompuVal® Knowledge Base contains information on the Operating Expenses of office, industrial, retail and commercial buildings in Atlantic Canada, disaggregated into the main categories detailed in the Outgoings Table. For each building it allows us to compare each expense category (1) as a percentage of Total Operating Expenses, (2) as a percentage of Effective Gross Income and (3) show increases/decreases over time. In addition CompuVal® allows us to conduct longitudinal (time series) analysis on each expense category, for a selected group of buildings, to determine the increase/decrease over time using linear regression and exponential smoothing. We have used the foregoing information and tools to establish each Stabilised Annual Expense.

(7) 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				Estimated Market Rent (Net Absolute)		Comments
						Base Rent	Landlord's Operating Costs	Overage Rent	Net Absolute Rent	Per ft.²	Total	
1.	73 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. Currently an operating Speedy Glass centre.
2.	40 Gray St. Windsor, NS	O	2,318	Current	-	$11.13	$5.00 (est)	---	$ 6.13	----	----	Asking rent. Finished 2nd floor office space. Rent quoted on gross basis. Tenant pays own heat.
3.	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.
4.	9198 Commercial St. New Minas	O	1,968	1 Apr. 11	31 Mar. 21	$12.50	$4.00	---	± $ 8.50	---	---	Office space currently on gross basis. Landlord operating costs uncertain.
5.	4 Cornwallis St. Kentville	O	6,533	Current	Current	$15.00	$6.00	---	$ 9.00	---	--	Class B office space.
6.	12-16 Cornwallis St. Kentville	O	4,170	Current	Current	$10.00	± $2.00	---	$ 8.00	---	---	Renovated office space.
7.	11 Crescent Dr. New Minas	S	1,600	Current	Current	$11.00	± $3.00	--	$ 8.00	--	--	Retail and office space. Landlord pays for taxes and operating except electricity.
8.	28 Aberdeen St. 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.

SPACE RENTAL SCHEDULE

Space No.	Tenant & Location	*Tenant Class	Rentable Area (ft.²)	Rent Starts	Rent Ends	Current Income Per ft.²				Estimated Market Rent (Net Absolute)		Comments
						Base Rent	Landlord's Operating Costs	Overage Rent	Net Absolute Rent	Per ft.²	Total	
9.	Crescent Dr. New Minas	S	6,631	Current	Current	$11.00	$3.00	---	$ 8.00	---	---	Semi gross rent. Modern retail space. Tenant pays heat and power.

***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

No.	Location Vendor/Purchaser	Bldg GFA ($ft.^2$)	Date of Sale	Sale Price	Sale Price/$ft.^2$	Overall Cap. Rate (Year 1)	Comments
1.	8927 Commercial Street New Minas Kings County, NS PID #55214852 Dorian Properties Ltd. to RTS Consultants Inc.	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.	84-94 Main Street Yarmouth Yarmouth County, NS PID #'s 90196718, 90196726, 90196734, 90196742, 90194119, 90194127 Freshco Retail Maintenance Inc. to Rennduprat Design & Fabrication Inc.	7,317	Feb. 2018	$ 630,000	$ 86.10	9.00%	Three separate commercial buildings converted into one. Older commercial buildings.
3.	11 Crescent Drive New Minas Kings County, NS PID #55204341 Carline Strong to Wanda Lynn Balsor	3,488	Sept. 2019	$ 200,000	$ 57.33	8.14%	Ground floor retail with two apartments above.
4.	16 Church Street Amherst Cumberland County, NS PID #25369489 3105152 NS Ltd. to Avison Young, Michael Brown	39,336	Aug. 2017	$2,299,000	$ 58.45	8.00%	Maritime Block Professional Centre. Three-storey building built in 1907 and refurbished in 1989. In good condition. Has HVAC heat pump systems for each unit.
5.	360-370 Main Street Wolfville Kings County, NS PID #'s 55278758 and 55278766 Landmark Developments 2006 Limited to 3255781 Nova Scotia Limited	24,655	June 2015	$2,200,000	$ 89.23	12.45%	Warehouse Mall in Wolfville. Sale also includes Tim Horton's. 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.	5110 St. Margarets Bay Road Upper Tantallon St. Margaret's Square Ltd. to Pro Reit Acquisition (1) Inc.	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.
7.	188 Robie Street Truro Colchester County, NS PID #'s 20148144, 20461034, 20298212 3246491 Nova Scotia Limited to 3240402 Nova Scotia Limited	8,781	Apr. 2013	$1,200,000	$136.66	7.86%	The site is improved with a single storey commercial building.
8.	336 Kings Road Sydney Healthcare Properties Holdings Ltd. to Membertou Properties Inc.	34,271	Dec. 2015	$4,130,000	$120.51	7.50%	Modern two storey medical office building. Major Tenants: Island Physiotherapy, Victorian Order of Nurses, CBDHA.
9.	300 Horseshoe Lake Drive Halifax 3103146 Nova Scotia Limited (Banc) to Investors Real Property Fund	22,646	Jan. 2015	$6,800,000	$300.27	6.95%	Total Sales Price. Major Tenants: Access Nova Scotia.

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 commercial properties in the region. The data was collected from vendors, purchasers, brokers, appraisers, MLS®, public and other sources deemed to be reliable. The most relevant data has been detailed on the Building Sales Schedule on the following pages. We have adjusted the prices in the Building Sales Schedule to the date of valuation to reflect an annual compound increase of 2%. This is based on a study of prices in the area.

In analysing this data, we have divided the total selling, offer or asking price by the building gross floor area in the building 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 April 2018, approximately 2 years 11 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated on the periphery of Windsor near Highway #101 on Cole Drive. The location is considered to be superior to that of the Subject Property **[location]**. The building is a steel frame ICF wall two storey structure built in 2015 which was originally intended for use as a craft brewery and restaurant. The exterior shell was completed, but the interior finishes were not. The building is of superior quality to the Subject Property **[quality]**. The vendor had stopped construction of the building before completing the interior and the building sat vacant for several years **[motivation]**. The property was subsequently finished by the purchaser to function as light industrial space. The building was approximately ⅔ size of the Subject Property: smaller buildings typically command higher prices per ft.² because they attract a lager pool of purchasers **[size]**. However, it is noted the that sale price represents the sale of the building as an unfinished shell.

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

Index #2

This property was sold in January 2021, approximately two months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial area in Kentville on a corner lot. The location is considered to be superior to that of the Subject Property **[location]**. The building is an older two storey structure which has been renovated and updated over the years and functions as a modern office space. The building has a masonry exterior. The building is of superior 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 ½ 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 time adjusted unit basis for the Subject Property.

Index #3

This property was sold in January 2021, approximately two months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial area in Kentville on an interior lot adjacent to Index #2. The location is considered to be superior to that of the Subject Property **[location]**. The building is an older two storey structure which has also been renovated and updated over the years and functions as a modern office space. The building has a masonry exterior. The building is of superior quality to the Subject Property **[quality]**. The property was purchased by the same party as Index #2 for a similar price **[motivation]**. The building was approximately ½ 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 time adjusted unit basis for the Subject Property.

Index #4

This property was sold in July 2019 approximately 1 year and 9 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in a commercial area in the town of Truro on a corner lot. The location is considered to be somewhat similar to that of the Subject Property **[location]**. The building is a one storey structure used for office purposes. The building has a masonry exterior finish. The building was constructed in 1973 and appears to be 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 ½ 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 time adjusted unit basis for the Subject Property.

Index #5

This property was sold in March 2021 at the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial area in Wolfville on a corner lot and included a free standing Tim Horton's on a pad lease. The location is considered to be superior to that of the Subject Property **[location]**. The building is an older 2 storey wood frame structure which was renovated over the years to mixed commercial and several small apartment units. The building has a masonry and wood siding exterior. It is in average condition. The building is of similar quality as the Subject Property **[quality]**. The vendor purchased the property in 2015 and partially occupied the building as a food market. It subsequently fell into receivership. However the sale price is considered close to market value **[motivation]**. The building is similar in size to 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 time adjusted unit basis for the Subject Property.

Index #6

This property was sold in April 2020, approximately 1 year before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial are in Kentville on an interior lot. The location is considered to be superior to that of the Subject Property **[location]**. The building is a two storey steel frame structure built in 1973. It functions as a showroom and offices. The building has a masonry exterior. 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 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 time adjusted unit basis for the Subject Property.

Index #7

This property was sold in May 2016, approximately 4 years 10 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated on the periphery of the Kentville commercial area. The location is considered to be somewhat similar to that of the Subject Property **[location]**. The building is a two storey structure functioning as a post office and government offices. The building has a masonry exterior. 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 as 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 an average indicator of value on a time adjusted unit basis for the Subject Property.

Index #8

This property was sold in April 2021, at the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated on the periphery of the New Minas commercial area. The location is considered to be somewhat similar to that of the Subject Property **[location]**. The building is a partial two storey structure formerly an auto dealership. The building was built in 1945 and was renovated to multiple commercial tenant use and two apartments in 2004. The building has a masonry exterior. 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 as 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 time adjusted unit basis for the Subject Property.

Conclusion

The time adjusted unit prices for all of the Indices range from $34 to $93 with a median of $70 per ft.². Having regard to all of the variables (**time**, **location**, **quality**, **motivation**, **size**) we are of the opinion that Index #'s 4, 5, 6 and 8 are the most reliable indicators of value for the Subject Property. Their time adjusted unit prices range between $57 and $82 and have an arithmetic mean of $70/ft.². In our opinion the unit value of area of the Subject Property lies near the low end of this range. We have adopted $60/ft.² of gross floor area.

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

Building Value (incl basement)

Gross Floor Area	21,399 ft.² @ $60/ft.²	$ 1,283,940
Rounded to		**$ 1,284,000**

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 At Date of Sale	Bldg. Value/$ft.^2$ GFA Adjusted to Date of Valuation @ 2.0% p.a.	Comments
1.	49 Cole Drive Garlands Crossing Hants County, NS PID #45394913 3288476 NS Ltd. To 49 Cole Drive Ltd.	Apr. 2018	$ 830,000	102,906	14,902	$ 56	$ 59	Two storey commercial building. Steel frame ICF walls. Built 2015. Partially complete at time of sale. Subsequently finished to commercial office space.
2.	50 Cornwallis St. Kentville Kings County, NS PID #55268114 DPP General Partner Limited to 3323061 NS Ltd.	Jan. 2021	$1,050,000	8,475	11,834	$ 89	$ 89	Masonry office building located on a corner lot. Occupied by law firm and investment firms. Previously sold Jan. 2019 for $1,120,000 ($94.64/ft2)
3.	19 Webster St. Kentville Kings County, NS PID #55255905 Marivest Capital to 3323061 NS Ltd.	Jan. 2021	$1,050,000	6,680	11,250	$ 93	$ 93	Two storey masonry office building. Built 1940. Renovated and updated to modern professional office space. Occupied by accounting firm.
4.	6 Louise St. Truro Colchester County, NS PID #20183158 Saltwire Network Inc. to Futureworx Society	Jul. 2019	$ 732,800	39,640	10,498	$ 70	$ 72	One storey masonry office. Built 1973. Newspaper publishing office.

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 At Date of Sale	Bldg. Value/$ft.^2$ GFA Adjusted to Date of Valuation @ 2.0% p.a.	Comments
5.	360-370 Main St. Wolfville Kings County, NS PID #'s 55278758, 55278766 Landmark Developments (2006) to 3255781 NS Limited	Mar. 2021	$2,345,000 $2,045,000 $ 300,000	44,213	- 25,084 -	- $ 82 -	- $ 82 -	Total Sale Price Wolfville Fruit Bldg (mixed use) Tim Hortons Partial two storey mixed use building. Renovated to ground floor commercial/retail units with 7 apartments over. Former retail space and basement vacant at time of sale. Receivership Sale. Sale also includes corner parcel of land (3,000 $ft.^2$) occupied by Tim Horton's restaurant on a ground lease. Previously sold in 2015 for $2,200,000.
6.	59 Webster St. Kentville Kings County, NS PID #55255996 Ken Mor Realties Ltd. to Kentville Property Ltd.	Apr.2020	$1,000,000	11,653	14,802	$ 68	$ 69	Two storey steel frame and masonry building. Built 1973. Ground floor showroom and offices. Second floor offices. Full basement.
7.	491 Main St. Kentville Kings County, NS PID# 55247076 GOC. to Parsons Investments Ltd	May. 2016	$ 725,000	39,913	23,422	$ 31	$ 34	Two storey steel frame masonry clad Federal Govt building. Built 1964. Occupied by Post Office and some government departments. Semi-finished basement vacant.
8.	8759 Commercial St. New Minas Kings County, NS PID #55209886 BFB Buildings to ?	Apr.2021	$1,145,000	54,450	19,764	$57	$57	Partial two storey commercial building. Built 1945. Former auto dealership. Renovated in 2004 to multiple tenant spaces. Dated condition.

RECONCILIATION AND FINAL ESTIMATE OF VALUE

Summary

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

Cost Approach	$1,469,000
Income Approach	$1,030,000
Direct Comparison Approach	$1,284,000

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:

Cost Approach - The Cost Approach can provide a reliable indicator of value for properties where the buildings are fairly generic and relatively new and have very little depreciation.

This approach is less reliable when the building is older and begins to suffer from depreciation. It is also less reliable if the building is not of a typical design or style.

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 greatest faith in the Direct Comparison Approach in this instance because of the good quality of recent sales data available for comparable properties. The Cost Approach is the most unreliable because age and design of the building. It is unlikely that the existing building would be reconstructed in the current market. The Income Approach falls somewhere between the other two in terms of reliability because although the property has potential as an investment type property, it is not considered a prime property.

We have rated the relative strength of each Approach to Value on a 5 point scale, i.e. Poor = 1, Fair = 2, Fairly Good = 3, Good = 4, Excellent = 5. The final estimate of value is computed as follows:

$\frac{(1x\ \$1,469,000) + (3 x\ \$1,030,000) + (4 x\ \$1,284,000)}{8}$ =	$1,211,875
Rounded to	$1,200,000
Final Estimate of Value	**$1,200,000**

CERTIFICATION

Re: PID #'s 45057742, 45057734 & 40557759 Windsor Town Hall, 100 King Street, Windsor, 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 other than previous valuation assignments on other properties for the client;

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;

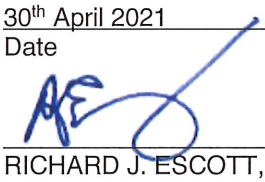
I certify that the use of this report is subject to the requirements of the professional institutes of which I am a member, relating to review by their duly authorised representatives;

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 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of $1,200,000.

that 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) for a typical term of 5 years as of the 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of $129,595 per annum.

30th April 2021
Date



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

TERMS OF ENGAGEMENT

Our Ref: 2114912/13/14:HQ/RE

TURNER DRAKE & PARTNERS LIMITED
TERMS OF ENGAGEMENT

THIS AGREEMENT made the 8th day of January, A.D. 2021.

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

and

Windsor/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 Windsor/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:

Windsor Municipal Complex, PID 45057742, 100 King Street, Windsor, Nova Scotia
West Hants Municipal Complex, PID 45148731, 76 Morrison Drive, Windsor, Nova Scotia
Hants County Court House, PID 45059987, 226 King Street, Windsor, Nova Scotia

(hereinafter referred to as the "PROPERTIES") 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 PROPERTIES is to be date of inspection 2021. The value will be expressed in Canadian currency.

1.05 The PROPERTIES comprise municipal office buildings.

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.

...2

TURNER DRAKE & PARTNERS LTD.

1.09 TURNER DRAKE will undertake a detailed on-site inspection of the PROPERTIES and the neighbourhood including the exterior and interior of the building situated thereon that impact the value of the PROPERTIES

1.10 TURNER DRAKE will undertake such fiscal, physical and legal investigations as are necessary and prudent to arrive at the value of the PROPERTIES. 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 PROPERTIES will be valued on the assumption that they are not, and never have 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 PROPERTIES.

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

1.11 TURNER DRAKE, in order to value the PROPERTIES, 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 PROPERTIES 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:

Windsor Municipal Complex, 100 King Street, Windsor:	$ 5,000
West Hants Municipal Complex, 76 Morison Drive, Windsor:	$ 4,200
Total	$ 9,200
Hants County Court House, 226 King Street, Windsor:	$4,500

These fees do 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.

Accepted by:
TURNER DRAKE & PARTNERS LTD.
Per: _____
Title: Senior Manager
Date: 8 Jan 2024

The above is agreed to by the CUSTOMER
Per: _____
Authorised Signing Officer
Title: _____
Date: _____
PO #: _____

TURNER DRAKE & PARTNERS LTD.

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda
September 13, 2022 - 6:00 p.m.
(also held via virtual via Zoom and Facebook livestreamed)

West Hants
something inspiring awaits

1. Call to Order

2. Attendance

3. Approval of the Agenda, including additions or deletions
   a) Dashboard Action Items – Information Log
      Dashboard Action Items – Dangerous/Unsightly

4. Declaration(s) of Conflict of Interest

5. Announcements

6. Approval of Previous Meeting Minutes
   a) 2022-04-13 Committee of the Whole Budget Minutes
   b) 2022-04-19 Committee of the Whole Budget Minutes
   c) 2022-04-20 Committee of the Whole Budget Minutes
   d) 2022-04-28 Committee of the Whole Budget Minutes
   e) 2022-05-11 Committee of the Whole Budget Minutes
   f) 2022-05-26 Committee of the Whole Budget Minutes
   g) 2022-07-12 Committee of the Whole minutes

7. Presentations
   a) Annapolis Valley Regional Library Annual Report: April 1, 2021 – March 31, 2022 – Angela Reynolds
   b) Windsor Youth Centre – Lisa Redden and Emilie Smith

8. Unfinished Business/Postponed Motions
   a) Municipal Boundary Decision Request – CAO Phillips
   b) 74 Bowman Road Demolition Information Report – CAO Phillips

9. Reports
   a) CAO Activity Update – Information Report
   b) Financial Update – Information Report

10. Correspondence
    a) Information
       1. Avon Causeway Activity Log
          i. Current correspondence received as of September 8 , 2022

       2. Correspondence Received Ledger as of September 8, 2022
          i. 2022-07-27 Darren Porter re Avondale Boat Launch

ii. 2022-08-02 PVSC re Municipal Consultation
iii. 2022-08-04 DMA re FCM Green Municipal Fund
iv. 2022-08-17 Breaking Barriers Together Association
v. 2022-08-18 Bill Preston- Holmes Hill Sidewalk Request
vi. 2022-09-01 Alix Munro (POSSE) request for support

3. Fort Edward Activity Log
i. 2022-07-24 Colleen Rogers re Fort Edward Site
ii. 2022-08-09 Shirley Pineo re Fort Edward letter
iii. 2022-08-19 Pamela Spence re Fort Edward Rezoning
iv. 2022-08-22 Councillor Gail Tupper on behalf of Chief Peters re 65 Fort Edward
v. 2022-09-03 Camilla Noiles re 65 Fort Edward Lands

4. Storm Wastewater Activity Log
i. Current Correspondence received as of September 8, 2022

b. Requests - None

c. Out-going Correspondence Ledger
1. 2022-08-22 Honourable Kim Masland re: Potential Mi'kmaq Burial site near Exit 6, Windsor, N.S. (sent August 23, 2022)

11. New Business
a) Avondale Boat Launch - Award of Contract WWHPW22-03 - Director Richard
b) Bog Road Renewal Agreement - Director Richard
c) Four-Post Vehicle Lift - Award of Contract WWHPW22-04 Recommendation Report - Director Richard
d) (HMCC) Hantsport Memorial Community Centre Recommendation Report - Acting Director Gibson
e) MFC Fall Debenture Recommendation Report – Acting Director Gibson
f) Municipal Complex Recommendation Report – CAO Phillips
g) Municipal Spec Manual Recommendation Report – Dir. Richard
h) Old Parish Cemetery Wall Upgrade, Award of tender WWCD22-04 – Director Kehoe
i) Property Assessed Clean Energy PACE By-Law Information Report – Coordinator Ogilivie
j) Supply Generator for BFD #2 – Award of Contract WWHPW22-02 – Director Richard
k) Future of the Closed Cogmagun Landfill – Councillor Jannasch
l) Snow and Ice Control Council Report Council Follow Up (West Hants Roads) – Councillor Ivey
m) Invasive Plant Species Management Plan - Councillor Ivey

12. Public Participation Period

13. In-Camera
    a) 2022-04-12 In-Camera Meeting Minutes
    b) 2022-07-12 In-Camera Meeting Minutes
    c) Land Matter MGA 22(2)a)(Water Tower Land)
    d) Legal Matter MGA 22(2)(a)(Morash)

14. Next Meeting Date / Adjournment

Valuation Report

76 Morrison Drive, Wentworth Creek, Nova Scotia

TURNER DRAKE & PARTNERS LTD.

Real Estate Counsellors, Brokers and Valuers
6182 North St. Halifax, N.S. B3K 1P5
Tel.: (902) 429-1811

St. John's N.L.
Tel. (709) 722-1811

Charlottetown, P.E.
Tel. (902) 368-1811

Saint John, N.B.
Tel. (506) 634-1811

Toronto, ON.
Tel. (416) 504-1811

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

VALUATION REPORT
(Summary Report)

VALUATION OF

PID #45148731
WEST HANTS MUNICIPAL COMPLEX
76 MORRISON DRIVE
WENTWORTH CREEK
NOVA SCOTIA

OWNED BY

MUNICIPALITY OF THE COUNTY OF WEST HANTS

PREPARED FOR

WINDSOR/WEST HANTS REGIONAL MUNICIPALITY

AS OF

8TH MARCH 2021

BY

RICHARD J. ESCOTT

TURNER DRAKE & PARTNERS LTD.
HALIFAX - NOVA SCOTIA

TURNER DRAKE
& PARTNERS

Real Estate Counsellors, Brokers & Valuers

Registration to ISO 9001:2015

Counselling Advice
Feasibility Studies
Expropriation
Mediation & Arbitration
Infrastructure Acquisition

Valuation & Appraisal
PAMS® Portfolio Manager
Commercial
Industrial
Investment
Development
Rural

Economic Intelligence
Market Surveys
Site Selection
Trade Area Analysis
Supply & Demand Analysis
Demographic Studies

Property Tax Consulting
PAMS® Tax Manager
Assessment Audits
Negotiation
Appeal Board

Planning (Urban & Rural)
Regulatory Review
Development Analysis
Development Approval
Cost Benefit Analysis
Municipal Background Studies

Brokerage (Sales & Leasing)
Tenant Representation
Landlord Representation
Purchaser Representation
Vendor Representation

Lasercad® Space Measurement
Space Certification
"As Built" Plans

Turner Drake & Partners Ltd.
6182 North Street,
Halifax, N.S. B3K 1P5
Tel.: (902) 429-1811

St. John's, N.L.
Tel: (709) 722-1811

Charlottetown, P.E.
Tel: (902) 368-1811

Saint John, N.B.
Tel.: (506) 634-1811

Toronto, ON.
Tel.: (416) 504-1811

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

Regulated by RICS

Our Ref: 2114912:NB/RE

13 April 2021

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

Dear Mr. Phillips:

Re: PID #45148731, West Hants Municipal Complex, 76 Morrison Drive, Wentworth Creek, Nova Scotia

In accordance with your request of the 6th January 2021, 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 Windsor/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 the West Hants municipal offices and is 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 a survey plan as well as the Provincial on-line mapping service. We utilised the foregoing and aerial satellite 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. Our findings are described in the body of this report.

...2

(iii) Data research – we obtained the assessment, zoning, planning and other pertinent data from the appropriate sources. Some sales information is now available from government sources and was utilised for this assignment. However it was incomplete and rudimentary 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. Building costs were derived from commercial costing services and were validated, whenever possible, with actual costs. Income and expense data was obtained 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, Cost 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 of 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. defects or items of deferred maintenance over and above the normal wear and tear one would expect with a property of this age and type.

Building Measurement

We did measure the Gross Floor Areas of the building.

Environmental

(a) **Hazardous materials or environmental concerns** - none were observed or brought to our attention during our inspection of the property. However, buildings of this age and occupancy often contain potential hazardous materials or have been exposed to environmental contamination. We have identified possible contaminants in the Environmental Contamination section of this report.

We noted the presence of storage tanks on the property. We have not been able to confirm that they meet Provincial Government environmental regulations.

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

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

(b) **Climate change concerns** – 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, temperatures 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.

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, flood plain maps, and our general knowledge of the property and the neighbourhood. 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 the subject, data on file on comparable properties, and industry benchmarks.

Investment Assumptions

We have utilised a 10 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.

Most Probable Purchaser

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

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 12th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of $1,575,000.

ONE MILLION FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS

Market Rent

As requested, we have also considered the Market Rent for the Subject Property. Our analysis and conclusion is 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) a typical term of 5 years. Having regard to the attributes of the subject property and the foregoing we have adopted a rental rate of $11.00/ft.² for the ground floor space. We have adopted $9.00/ft.² for the finished space in the basement and $6.00/ft.² for the unfinished basement space. The overall total market rent equates to $9.64/ft.² of total GFA.

In our opinion the Market Rent of the subject property of the 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of **$161,780 per annum** (i.e. $9.64/ft.² of total gross floor area).

Yours truly,

TURNER DRAKE & PARTNERS LTD.

RICHARD J. ESCOTT
Senior Manager
Valuation Division

TABLE OF CONTENTS

	Page
Part One (Introduction)	
Letter of Transmittal	i
Table of Contents	v
Frontispiece	vi
Statement of Limiting Conditions and Assumptions	ix
Part Two (Factual Data)	
Purpose of Valuation	1
Intended Use of Report	1
Intended Users of Report	1
Property Rights Valued	1
Definition of Value	1
Location Map	2
Exposure Time	3
Effective Date of Valuation	3
Date of Inspection	3
Timeframe	3
Identification of Property	3
Area Data	3
Neighbourhood Data	5
Site: Plan	6
Data	7
Reference	7
Improvements	7
Services Available to the Site	7
Building Description	7
Assessed Value and Annual Taxes	10
Zoning	11
Environmental Contamination	11
Climate Change Concerns	12
Part Three (Analysis and Conclusion)	
Valuation Methodology	13
Highest and Best Use	15
Market Analysis and Exposure Time	16
Land: Value	17
Land Sales Schedule	19
Valuation: Cost Approach	21
Income Approach	23
Methodology	23
Analysis and Conclusion	23
Space Rental Schedule	26
Capitalisation Rate Analysis Schedule	28
Direct Comparison Approach	30
Building Sales Schedule	33
Reconciliation and Final Estimate of Value	35
Certification	36
Part Four (Addenda)	
Terms of Engagement	38

SUBJECT PROPERTY



FRONT ELEVATION



REAR ELEVATION

SUBJECT PROPERTY



GROUND FLOOR-COUNCIL CHAMBERS



GROUND FLOOR-GENERAL OFFICE AREA

SUBJECT PROPERTY



BASEMENT–OFFICE AREA



BASEMENT–MAINENANCE SHOP

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, and no responsibility can be accepted for the accuracy of the Site Plan and sketches. They are only included to assist the reader in better visualising the property.

(3) 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.

(4) 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.

(5) 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.

(6) 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.**

(7) Information in this report furnished by others is believed to be reliable, although no responsibility is assumed for its accuracy.

(8) 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.

(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) 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.

(14) 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.

(15) 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.

PURPOSE OF VALUATION

The purpose of this valuation is to estimate the **Market Value** (Highest & Best Use Use) and **Market Rent** 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 the Windsor/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

DEFINITION OF VALUE

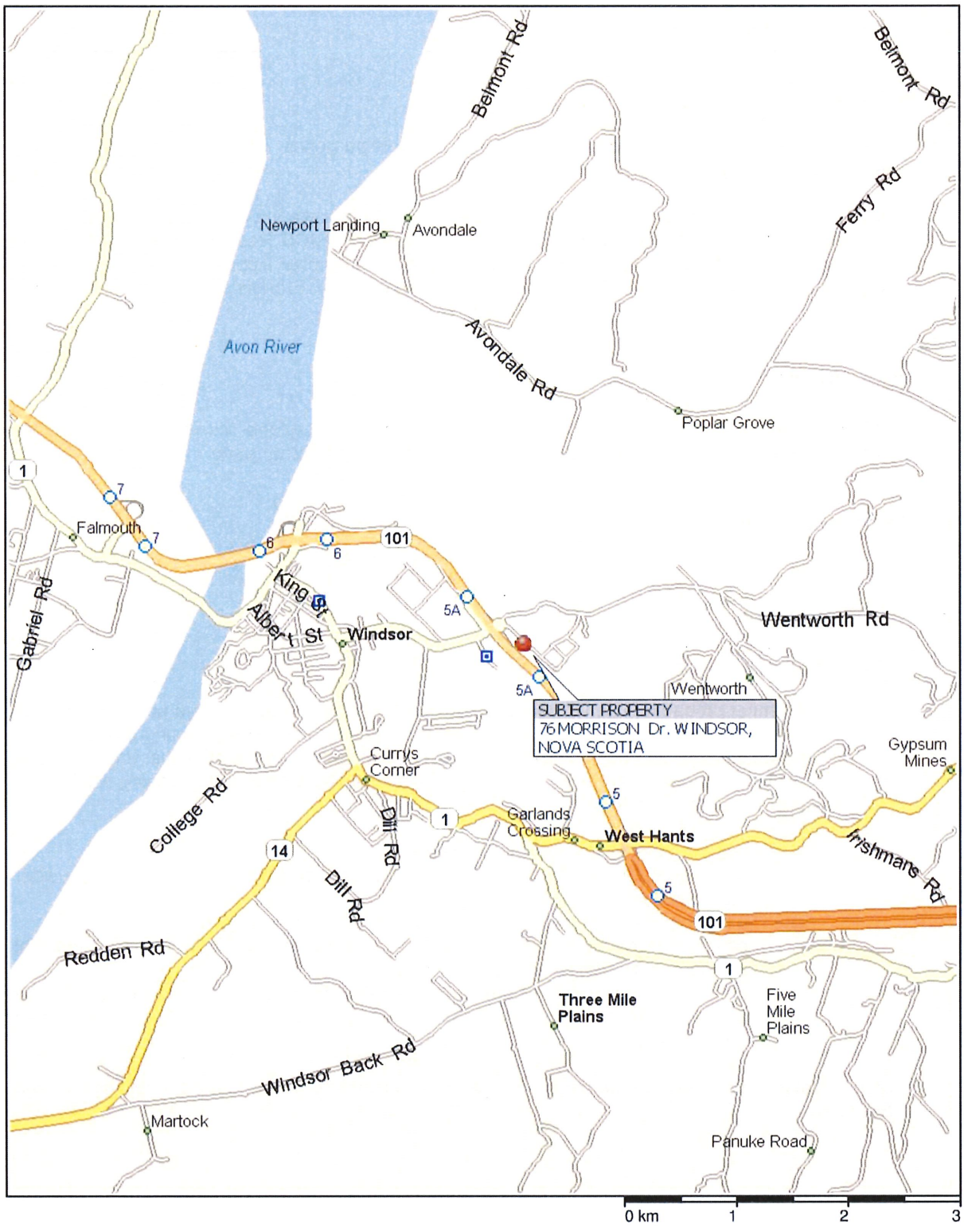
Market Value is defined in CUSPAP as:

> "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. for a typical 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 and 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 and 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 8th March 2021.

DATE OF INSPECTION

The property was inspected on the 8th March 2021.

TIMEFRAME

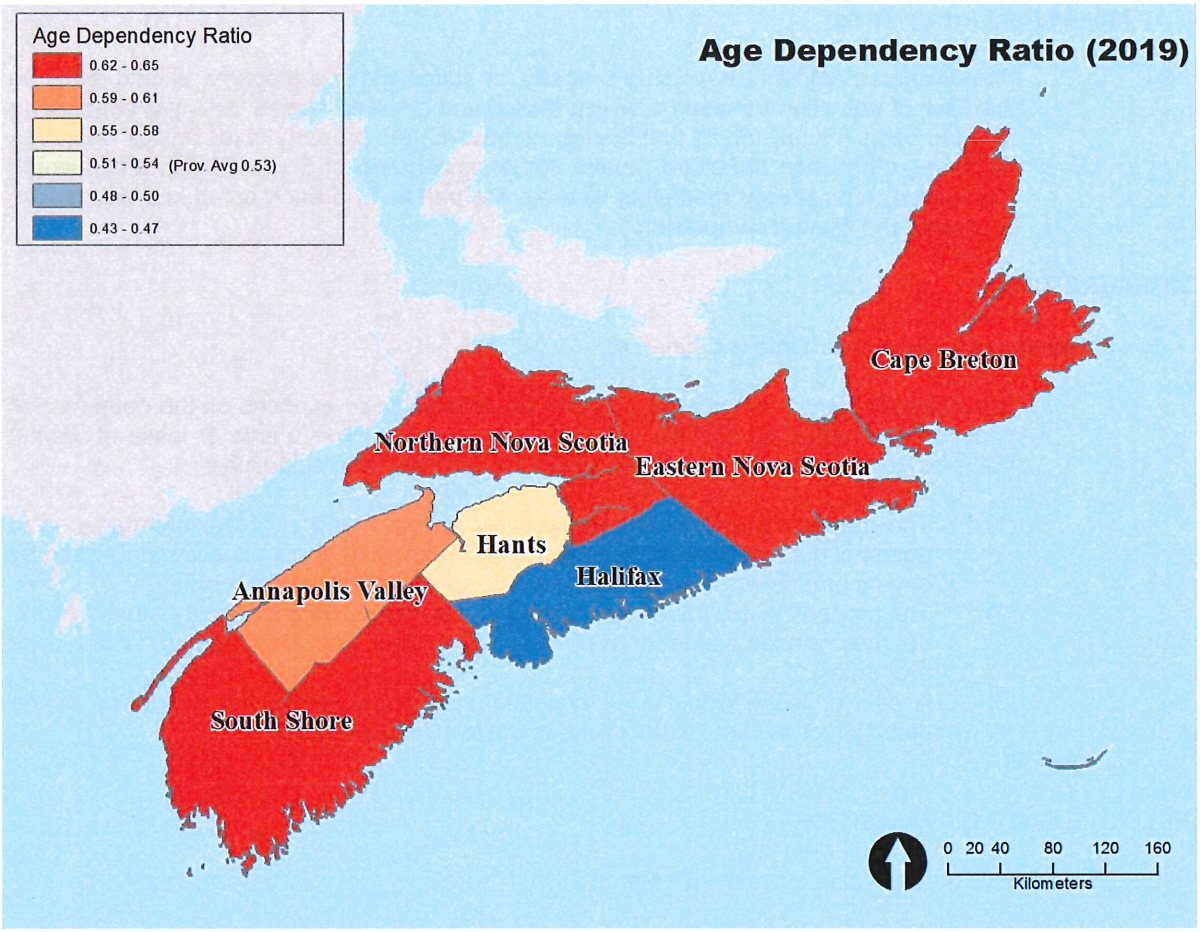
This is a Current Value Opinion.

IDENTIFICATION OF PROPERTY

The property is located on the west side of Morrison Drive in the West Hants Industrial Park and is identified on the Location Map on the opposite page.

AREA DATA

The Subject Property is located on the periphery of the Town of Windsor in Hants County, Nova Scotia.



The population of Nova Scotia is 960,593 (2019 estimate), while the Hants County region supports an estimated population of 42,564. This represents a population decrease of 0.59 % over the five year period 2014-2019, in contrast to the trend of overall 1.89% provincial population increase during the same period.

The population in the Hants County region is aging: the median age in 2019 is 45.7, up from 43.8 in 2014, above the median provincial age of 44.8 years. The dominant age group in the region, defined as the five-year age bracket with the largest percentage of the population, is 55-59 years, also in line with the dominant provincial age group. The Age Dependency ratio, which measures the ratio of dependents (people younger than 15 or older than 64) to the working age population (15 to 64), in the Hants County region is 0.55, above the provincial ratio of 0.53. The average household income (2019) in the Hants County region is $85,594: slightly above that of Nova Scotia as a whole ($84,593).

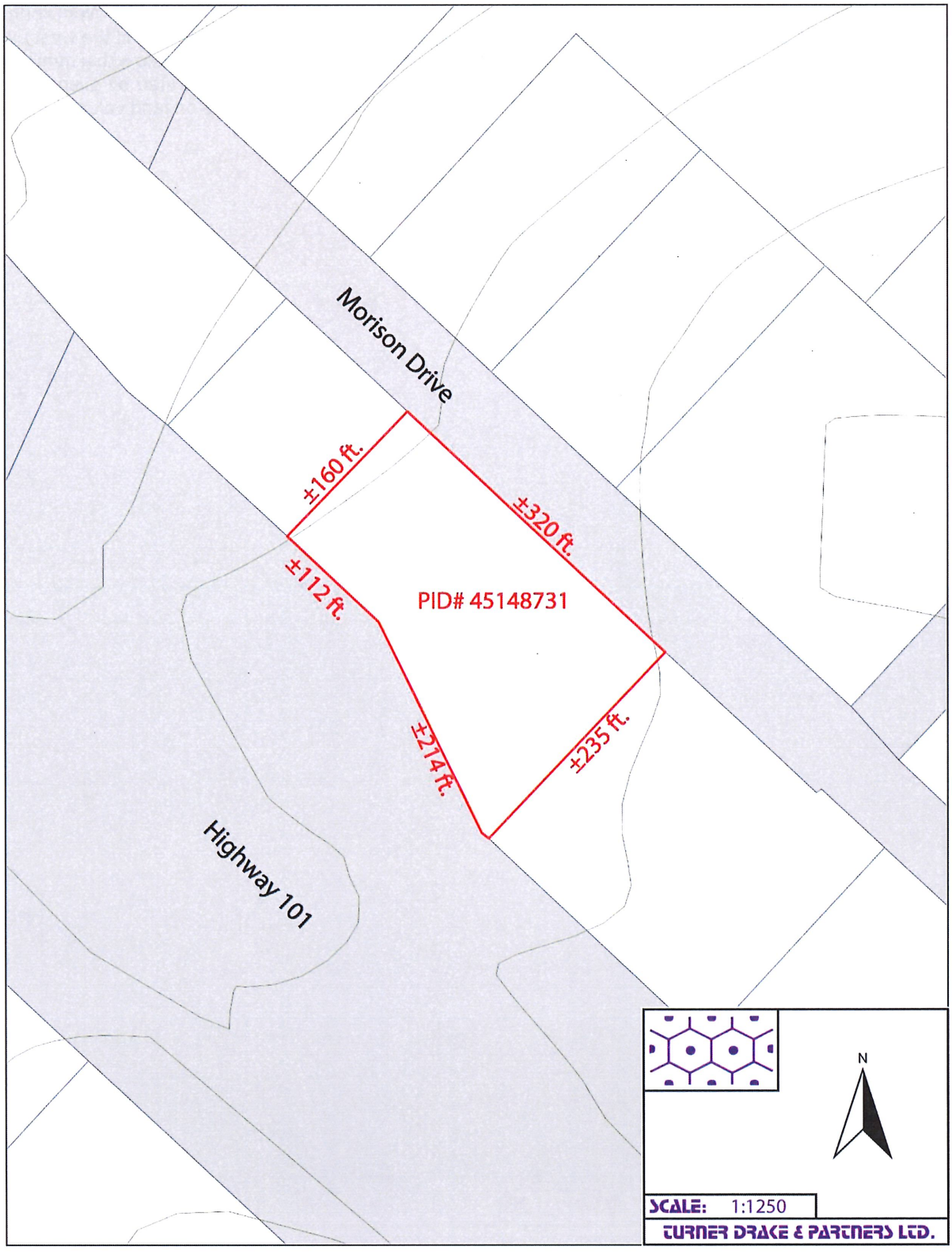
The county's economic base is primarily supported by the agricultural, forestry, light manufacturing, tourism and hospitality sectors. The county is also home to commuters working in HRM. Economic activity as evidenced by new construction appears to be steady, particularly in East Hants. The principal town in West Hants is Windsor which represents the local commercial centre for the area. The town has lost some of its commercial importance to metropolitan HRM over the years. However, the current Hwy 101 twinning represents a major construction project in the locality which will should attract more development to the area

In general, the area can best be described as gradually improving in terms of its economic outlook.

NEIGHBOURHOOD DATA

The neighbourhood represents the West Hants Industrial Park bordered on the north by Wentworth Road, the south by the former Fundy Gypsum mine, the east by wooded acreage and the west by Highway 101. It is mainly industrial in nature. In terms of its life cycle, it is fairly static with a number of established light industrial and quasi-industrial uses. It has not been infiltrated by alien uses There is some vacant land available and consequently there is low pressure on land values

SITE PLAN


Morison Drive
±160 ft.
±320 ft.
±112 ft.
PID# 45148731
±214 ft.
±235 ft.
Highway 101
N
SCALE: 1:1250
TURNER DRAKE & PARTNERS LTD.

SITE DATA

The subject property is located on the west side of Morrison Dr and backs onto Highway 101. The land is shown edged red on the Site Plan (opposite page). It is irregular in shape and has the following dimensions:

Morrison Drive Frontage	320	ft.
Eastern Boundary	235	ft.
Southern Boundary	326	ft.
Western Boundary	160	ft.
Area	59,241	ft.² (1.36 acres)

Reference

We have taken as our source, the legal description from the deed conveying the property to the present owner as well a survey plan and property data from the Nova Scotia online property database. The dimensions have been plotted onto a Provincial Map, Scale 1:1250, prepared from aerial photographs.

Site Improvements

We noted the following site improvements:

Parking:	45	spaces
Asphalt paving	24,300	ft.²
Sod and landscaping	12,270	ft.²
Concrete walkways	300	ft.²
Chain link fenced compound	1,600	ft.²
Water service dispensing shed.		
"Olympian" self contained diesel generator		

Services Available to the Site

Main sewer, water, and electrical services are available to the site.

Building Description

Municipal Office Building

Architectural Style - Modern.

 # Storeys - One.

Basement Area - 8,395 ft.².

Above Grade Area - 8,395 ft.².

Year Built - 1988. Renovation 2000 (basement finished to offices).

Brief Specifications

Exterior:

Foundation - Poured concrete.

Walls	-	Brick veneer over concrete block and wood framing.
Frame	-	Wood and steel.
Roof	-	Gable. Asphalt shingles.
Insulation - Walls	-	Fibreglass.
- Roof	-	Fibreglass.

Observed Condition:

Exterior Structure	-	Average.
Window System	-	Average.
Roof	-	Average.
Paintwork	-	Average.
Interior Condition	-	Average to good.
Electrical	-	Good.
Service Entrance	-	Good.
HVAC	-	Good.
Paintwork	-	Average.

Interior:

Basement (Storage/Maint. Shop)

Floor	-	Poured concrete.
Walls (finish)	-	Painted concrete block and gyproc.
Ceilings (finish)	-	Painted gyproc.
Clear Height	-	9.5 ft.

Basement (Finished Area)

Floor	-	Vinyl tiles.
Walls (finish)	-	Painted gyproc.
Ceilings (finish)	-	Suspended T-bar with acoustic tiles.
Clear Height	-	8 ft.

Ground Floor (Council Chambers)

Floor	- Hardwood.
Walls (finish)	- Painted gyproc.
Ceilings (finish)	- Suspended T-bar with acoustic tiles.
Clear Height	- 8.5 ft.

Ground Floor (Offices)

Floor	- Carpet. Sheet vinyl.
Walls (finish)	- Painted gyproc.
Ceilings (finish)	- Suspended T-bar with acoustic tile.
Clear Height	- 9 ft.

Ground Floor (Washrooms)

Floor	- Ceramic tiles.
Walls (finish)	- Ceramic tiles.
Ceilings (finish)	- Suspended T-bar with acoustic tile.
Clear Height	- 9 ft.

Plumbing -

Fixtures and Location	- Basement:
	  - 3 x 4 piece washrooms.
	- Ground floor:
	  - 2 x 4 piece washroom.
	  - Kitchen sink to staff room.
	  - 1 x janitor sink.

Equipment	- 60 gal electric water heater.

Heating

Type of Furnace	- Geothermal system with HRV units.
Type of Radiation	- Forced air.
Supplementary Heating	- Electric baseboards. Heat pump.

Airconditioning

Type of Airconditioner	- Carrier heat pumps. Mini -split heat pumps to basement.
Type of Radiation	- Forced air ceiling diffusers.

Supplementary Ventilation	-	None.
Energy Management System		
Central Control	-	Yes.
Type of Equipment Controlled	-	HVAC.
Electrical		
Service Entrance	-	400 amp 3 phase 208 volts.
Fixtures	-	Mainly fluorescent.
Sprinkler System		
Type	-	None
Fire Protection		
Sensors	-	Yes.
Central Station Monitor	-	Yes.
Computer		
Network Cable	-	Yes.
Security System		
Internal	-	Yes.
External	-	No.
Fixed Equipment		
Type	-	Record storage vault.
Size (Capacity)	-	156 ft.^{2}.

AGE/LIFE ANALYSIS - The building has an actual age of 33 years with renovations to the basement and ground floor in 2000. Overall the building appears to be in average to good condition: this is at par with its actual age. Accordingly its effective age is less than its actual age.

ASSESSED VALUE AND ANNUAL TAXES (2021)

Assessment:

Commercial	-	$ 83,300
Commercial Exempt	-	$1,192,000
Total	-	$1,275,300

Taxes (2021): - Tax Exempt

ZONING

The property is zoned "Joint Industrial Type Two (LI-2) Zone". The types of uses allowed under this zoning can be summarised as follows:

- Animal hospitals and veterinarian establishments;
- Any manufacturing, industrial, assembly, or warehousing operation conducted and wholly contained within an enclosed building and which is not considered obnoxious by reason of sound, odour, dust, fumes, smoke, or other emission;
- Any activity connected with the automotive trade other than an automotive scrap yard or automobile-related commercial recreational establishment;
- Breweries, distilleries, wineries;
- Building supply and equipment depots;
- Business and professional offices excluding doctor, dentist and lawyer officers, financial institutions, real estate offices, and personal service office uses such as beauty consultants;
- Chemical and chemical products;
- Commercial uses accessory to a permitted main use which is conducted in the main building;
- Courier services;
- Display courts;
- Existing donut shop;
- Farm implement sales, service and repair;
- Fencing and fence erectors;
- Fuel storage depots;
- Garden and nursery sales and supplies;
- Government establishments except retail outlets;
- Indoor recreation establishments;
- Industrial training facilities;
- Laundry and dry cleaning establishments;
- Manufacturing and processing machinery or equipment, sales and service;
- Marine sales, service & repair;
- Manufactured homes sales and service;
- Moving and storage depots;
- Railway uses;
- Research facilities;
- Recreation vehicles sales and service;
- Recycling depots;
- Service industries;
- Support services;
- Taxi and bus depots;
- Transportation depots;
- Utility facilities;
- Wholesaling and wholesale sales;
- Ambulance service; and
  Animal shelters.

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 CONCERNS

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, temperatures 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.

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. We did not observe any immediate risks from flooding, nor were any brought to our attention.

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 narrative report.

Methodology

It was necessary to proceed through a number of 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 have to 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 for commercia/industrial purposes as permitted under the zoning law designation. We have computed the land value on this basis.

(b) **As Presently Improved –** as at the effective date of the valuation, the property was utilised as an office building. Based on our analysis, we are of the opinion that the Highest and Best Use of the property is a continuation of that 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. The land value was calculated using a Direct Comparison Approach. Essentially this Approach is a systematic procedure for comparing the Subject Property with other land sales transactions.

(iii) **Property Value -** this is the value of the property (land, buildings 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.

(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.

HIGHEST AND BEST USE

The "Highest and Best Use" can be defined as "that use which will produce the greatest net return for the foreseeable future".

Site

The subject comprises a parcel of serviced land located within the West Hants Industrial Park. The site has frontage and access from Morrison Drive. The property is zoned Joint Industrial Type Two (LI-2) Zone which permits a wide variety of commercial, industrial and quasi-industrial uses.

In our opinion, the Highest and Best Use of the property is for development to a light industrial or commercial use.

Property

At present the site is improved with modern one storey office building, with a full finished basement with at-grade access, currently used by the municipality for an office and service complex. The layout of the building is generally typical for modern office accommodation. The building is in average to good condition overall. The site also offers adequate on- site parking.

In our opinion, the Highest and Best Use of the property is a continuation of an office type use.

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 market 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.

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 at market value 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 and demand for the subject and competing properties can be summarised as follows:

(a) Supply: Prior to, and at the effective date of the valuation the supply of this category of property in the area was fair.

(b) Demand: Prior to, and at the effective date of the valuation demand for this category of property in the area was fair.

Exposure Time

Our estimate of Exposure Time is 6 to 18 months. This is based on the foregoing Market Analysis and the data summarised below:

(1) Properties similar to the subject property have been listed for sale for between 3 months and 24 months.

(2) Based on our research when we were gathering information on comparable sales it became apparent that there was a fair demand for commercial/industrial properties in the area.

(3) As part of our research we interviewed brokers, buyers and sellers. They indicated that the marketability of this type of property, prior to the effective date of valuation was fair.

LAND VALUE

Methodology

The land has been valued by the Direct Comparison Approach. Essentially this Approach is a systematic procedure for carrying out comparative shopping in which the Subject Property site is "priced" by comparing it with other, similar parcels of land (Indices) that have sold, been subject to offer or are listed for sale. Based on our experience working with land sales data, we have determined that the four most significant independent variables influencing value are **Time** (Date of Sale), **Location**, **Motivation** and **Size**. The unit price ($ft.^2$) 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. **Zoning** is often a significant variable depending on the breadth of uses allowed within the zoning band, and the flexibility of the planning authority with respect to variances and rezoning. It is therefore best accommodated by choosing Indices with similar zoning restrictions and on the weight to be placed on each Index after the Time adjustment has been applied. The weight placed on each Index as a predictor for the Subject Property value, is a function of its comparability in terms of **Location**, **Motivation, Size** and **Zoning**.

Discussion of Land Sales

We have researched the sales, offers and listings (Indices) of comparable parcels of land in the locality. The data was collected from vendors, purchasers, brokers, appraisers, MLS®, public and other sources deemed to be reliable. The most relevant data has been detailed on the Land Sales Schedule on the following pages. We have adjusted the prices in this Land Sales Schedule to the date of valuation to reflect an annual compound increase of 2%. This is based on an analysis study of prices in the area.

The Indices are described in greater detail below:

Index #1

This property was sold in October 2017, approximately 3 years 5 months before the effective date of valuation. Sales data indicates that prices were increasing **[time]**. The property is situated within the West Hants Industrial Park. The location is considered to be slightly inferior to the Subject Property since it has no exposure to Highway #101 **[location]**. The property comprises a fully service cleared parcel of land purchased for light industrial development. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was similar in size to the Subject Property: similar parcels typically command similar prices per acre because they attract a similar pool of purchasers **[size]**. The property is zoned LI-2 (Industrial). This zoning is the same as the Subject Property **[zoning]**.

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

Index #2

This property was sold in May 2014, approximately 6 ¾ years before the effective date of valuation. Sales data indicates that prices were increasing **[time]**. The property is situated within the West Hants Industrial Park in a low visibility location. The location is considered to be inferior to the Subject Property **[location]**. The property comprises a small parcel of serviced land acquired by the adjoining owner for additional yard space. However, it does not appear a premium was paid over market **[motivation]**. The parcel was much smaller than the Subject Property. Smaller parcels typically command higher prices per acre because they attract a wider pool of purchasers **[size]**. The property is zoned LI-2 (Industrial). This zoning is the same as the Subject Property **[zoning]**.

We consider this Index to be a poor indicator of value on a **time** adjusted unit basis for the Subject Property.

Index #3

This property was sold as two parcels in October 2020, 5 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the West Hants Industrial Park. It comprises a portion of a block of land with frontage to 3 streets. The location is considered to be slightly inferior to the Subject Property **[location]**. The property was subdivided from a larger parcel by the vendor and sold as part of a fish farming operation. The purchase price was significantly above normal market levels for the Park **[motivation]**. The total parcel was approximately the same size as the Subject Property: similar parcels typically command similar prices per acre because they attract a similar pool of purchasers **[size]**. The property is zoned LI-2 (Industrial). This zoning is the same as the Subject Property **[zoning]**.

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

Index #4

This property was sold in October 2016, approximately 4 ½ years before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in a highway commercial area with exposure to Highway #101. The location is considered to be comparable to the Subject Property **[location]**. The property was acquired for future commercial development which did not procced. It is still vacant and currently listed for sale at $625,000 ($92,867/acre). We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was approximately 5 times the size of the Subject Property: larger parcels typically command lower prices per acre because they attract a smaller pool of purchasers **[size]**. The property is zoned LI-3. This zoning is more permissive than the Subject Property **[zoning]**.

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

Index #5

This property was sold in January 2012, approximately 9 ¼ years before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is in a highway commercial area with exposure to Highway #101. The location is considered to be comparable to the Subject Property **[location]**. The property was purchased for commercial development. However, it is still vacant. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The parcel was approximately 10 times the size of the Subject Property: larger parcels typically command lower prices per acre because they attract a smaller pool of purchasers **[size]**. The property is zoned General Commercial Zone with some environmental constraints as it located at the edge of marshland. This zoning is more restrictive than the Subject Property **[zoning]**.

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

Conclusion

The time adjusted unit prices for all of the Indices range from $35,923 to $226,879 with a median of $63,193 per acre. Having regard to all of the variables (**time**, **location**, **motivation**, **size, zoning**) we are of the opinion that Index #'s 1, 4 and 5 are the most reliable indicators of value for the Subject Property. Their time adjusted unit prices range between $60,288 and $89,198 and have an arithmetic mean of $70,893/acre. In our opinion the unit value of the Subject Property lies near the top end of the range.

Having regard to the foregoing, we are of the opinion that the value of the land is as follows:

1.36 acres @ $80,000/acre	$ 108,800
Rounded to	**$ 110,000**

LAND SALES SCHEDULE

No.	Location Vendor/Purchaser	Date of Sale	Sale Price	Area	Sale Price/Unit At Date of Sale	Sale Price/Unit Adjusted to Date of Valuation @ 2.0% p.a.	Comments
1.	Lot H, Sandford Dr. Wentworth Creek Hants County, NS PID #45347150 E. Caldwell Holdings to K. Kingston	Oct. 2017	$ 75,000	1.27 acres	$ 59,055	$ 63,193	Fully serviced lot n West Hants Industrial Park. Unimproved cleared site. Zoned LI2.
2.	Lot 28A, Ivey Ln. Wentworth Creek Hants County, NS PID #45395514 NSBI to Mernova Medicinal Inc.	May 2014	$ 9,100	0.29 acres	$ 31,379	$ 35,923	Vacant cleared fully serviced site. Purchased by adjoining owner.
3.	Lot L45A2, Ivey Ln. Wentworth Creek Hants County, NS PID #45391869 Nu-Aire Ventilation Systems Inc.to Sustainable Fish Farming (Canada) Inc.	Oct. 2020	$315,000	1.40 acres	$225,000	$226,879	Cleared vacant serviced industrial site. Frontage to 3 streets. Subdivided off adjoining parcel by vendor. Zoned LI-2.
4.	Cole Dr. Garlands Crossing Hants County, NS PID #45366440 3102673 NS Ltd. to J.D. Irving, Limited	Oct. 2016	$550,000	6.73 acres	$ 81,723	$ 89,198	Cleared serviced commercial land. Exposure to Highway #101. Zoned LI-3. Purchased for site of building supplies store which did not proceed. Currently listed for sale at $625,000 ($92,867/acre).

LAND SALES SCHEDULE

No.	Location Vendor/Purchaser	Date of Sale	Sale Price	Area	Sale Price/Unit At Date of Sale	Sale Price/Unit Adjusted to Date of Valuation @ 2.0% p.a.	Comments
5.	Wentworth Rd. Windsor Hants County, NS PID #45055456 Somerled Property No. 1 Inc. to Sobeys Capital Incorporated	Jan. 2012	$700,000	13.92 acres	$ 50,287	$ 60,288	Cleared serviced land located at Exit 5. Exposure to Highway #101. Zoned Commercial with environmental constraints.

COST APPROACH

Methodology

The Cost Approach has as its underlying foundation, the assumption that market participants will not pay more for a property than the cost of creating a substitute property. In order to undertake this exercise, the cost of a new "substitute" building was calculated as of the effective valuation date, using reliable sources of cost data. The accrued depreciation in the structure, characterised by physical deterioration, functional and external obsolescence, was then calculated and deducted from the reproduction cost new. The resultant depreciated reproduction cost was then added to the land value to derive the market value.

Physical deterioration is caused by wear and tear on the structure and is a function of age, maintenance and use. It was calculated by comparing its "effective" age with its total physical life. (Effective age is the actual age modified by factors such as abnormal wear and tear, maintenance, modernisation, etc. Remaining physical life is calculated having regard to the physical condition of the building itself, and empiric evidence of the actual physical lives of former, similar buildings. Total physical life is the sum of the two).

Functional obsolescence is caused by internal property characteristics, such as poor floor plan, inadequate mechanical equipment, or functional inadequacy or overadequacy due to size or other characteristics.

External obsolescence is caused by conditions external to the property, such as lack of economic demand, changing property uses in the area, or national economic conditions.

Analysis and Conclusion

(1)	**Building Reproduction Cost New**				
	Gross Floor Area (incl.basement)	16,790 ft.² @ $131/ft.²			$ 2,199,490
	Less Obsolescence:				
(2)	**Physical:**				
	Effective Age	24 years			
	Remaining Physical Life	36 years			
	Total Physical Life	60 years			
	Depreciation	24years / 60years = 40%			$ 879,796
(3)	**Functional:**				$ Nil
(4)	**External:**				$ Nil
	Depreciated Reproduction Cost of Building				$ 1,319,694
(5)	**Plus Site Improvements (Depreciated Cost)**				
	Asphalt paving	24,300 ft.² @ $ 1.75/ft.²	$ 36,450		
	Sod and landscaping	12,270 ft.² @ $ 1.25/ft.²	$ 15,338		
	Concrete walkways	300 ft.² @ $ 10.00/ft.²	$ 3,000		
	Chain link fenced compound	180 ft. @ $ 10.00/ft.	$ 1,800		
	Water service dispensing shed.		$ 2,500		
	Self contained diesel generator		$ 10,000		
	Total		$ 69,088	$	69,088

(6) Plus Land Value

Total Land Value	$	110,000
Total Indicated Value	$	1,498,782
Rounded to	**$**	**1,500,000**

Notes:

(1) The estimated Reproduction Cost New was derived using the Boeckh/Marshall & Swift/Computerised Costing Service. It excludes HST.

(2) The effective age is based on the actual age of the building and the observed condition of the structure. The building has an actual age of 33 years. It has had regular maintenance over the years and some upgrades. The basement and some of the ground floor was renovated in 2000. The building is considered to be in generally average condition overall. We have estimated the effective age at 24 years and the remaining physical life at 36 years. The total physical life is 60 years which typical for buildings of this type.

(3) We are not aware of any building inadequacies that would create measurable Functional Obsolescence.

(4) We are not aware of any external factors that would create measurable External Obsolescence.

(5) The Reproduction Cost New was derived from "Yardsticks for Costing" published by RS Means Engineering Department, supplemented with information from Boeckh/Marshall & Swift. The Depreciated Cost was computed by deducting observed obsolescence from the Reproduction Cost New.

(6) See Land Value section of this report.

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	2,040 ft.² @ $ 6.00/ft.²	$	12,240
		Finished Space	6,355 ft.² @ $ 9.00/ft.²	$	57,195
	Ground Floor:	Finished Space	8,395 ft.² @ $11.00/ft.²	$	92,345
	Total Potential Net Rental Income			$	161,780
(2)	Less Vacancy & Credit Loss @ 5%			$	8,089
	Estimated Effective Gross Income (EGI)			$	153,691
	Less Outgoings				
(3)	Structural Allowance @ $0.30/ft.²		$ 5,037		
(4)	Cost of Vacancy		$ 6,359		
	Total Outgoings		$ 11,396	$	11,396
	Net Operating Income			$	142,295
(5)	Overall Capitalisation Rate @ 8.5%			÷	0.085
	Capital Value			$	1,674,059
	Rounded to			**$**	**1,670,000**

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 from $6.13/ft.² - $15.00/ft.². The median is $10.27/ft.². Index #'s 1, 5, 6, and 9 provide the most reliable indication of the ground floor finished space in the building and indicate a range of $8.00/ft.² to $12.91/ft.² and an average of $10.03/ft.². The lower end of the range represents renovated office space located in an older renovated building: the high end of the range represents modern professional office space located in a modern three storey office building. The ground floor space in the subject represents average quality office space. We have adopted a rental rate of $11.00/ft.² for the ground floor space. We have adopted $9.00/ft.² for the finished space in the basement and $6.00/ft.² for the unfinished basement space. The overall total market rent equates to $9.64/ft.² of total GFA.

(2) Vacancy and Credit Loss

Since this is an owner occupied property we have based our estimated vacancy rate at 5% based on observations of similar type properties.

(3) Structural Allowance

The Structural Allowance is utilised to finance a sinking fund to cover major capital repairs, and is based on our experience with similar properties. We have stabilized the structural allowance at $0.30/ft.². GFA.

(4) Cost of Vacancy

Real Estate Taxes	-	2021 Estimate	$ 22,955
Insurance	-	$2,202,112 @ $2.50/$1,000 R.C.N.	$ 5,505
Water & Sewer	-	7 Washrooms @ $500 each	$ 3,500
Management	-	5% x EGI $153,691	$ 7,685
Heating & Electricity	-	16,790 ft.² @ $4.00/ft.²	$ 67,160
Repairs & Maintenance	-	10% x EGI $153,691	$ 15,369
Miscellaneous	-	Market allowance	$ 5,000
Total Operating Expenses		($7.57/ft.²)	$127,174
Vacancy @ 5%			x 0.05
Cost of Vacancy			$ 6,359

(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	- 25 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	**- 8.5%**

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 8.49%. 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				Estimated Market Rent (Net Absolute)		Comments
						Base Rent	Landlord's Operating Costs	Overage Rent	Net Absolute Rent	Per ft.²	Total	
1.	10-14 Water St. Windsor, NS	F	799	1 Feb. 18	31 Jan. 23	$12.23	$2.02	---	$10.21	---	---	Two storey retail/office building.
2.	73 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. Currently an operating Speedy Glass centre.
3.	40 Gray St. Windsor, NS	O	2,318	Current	---	$11.13	$5.00 (est)	---	$ 6.13	---	---	Asking rent. Finished 2nd 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.	4 Cornwallis St. Kentville, NS	O	6,533	Current	Current	$15.00	$6.00	---	$ 9.00	---	--	Class B office space. Corner location.
6.	12-16 Cornwallis St. Kentville, NS	O	4,170	Current	Current	$10.00	± $2.00	---	$ 8.00	---	---	Renovated office space.
7.	9198 Commercial St. New Minas, NS	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.	28 Aberdeen Street Kentville, NS	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.

SPACE RENTAL SCHEDULE

Space No.	Tenant & Location	*Tenant Class	Rentable Area (ft.²)	Rent Starts	Rent Ends	Current Income Per ft.²				Estimated Market Rent (Net Absolute)		Comments
						Base Rent	Landlord's Operating Costs	Overage Rent	Net Absolute Rent	Per ft.²	Total	
9.	100 Station Ln. Kentville, NS	O	14,488	Current	Current	$12.91	± $7.00	---	$12.91	---	---	Modern office space. Three storey concrete commercial office building. Elevator. Pharmacy and medical and general offices.
10.	15 Webster St. Kentville, NS	O	29,148	Current	Current	±$13.19	U/K	---	± $13.19	---	---	Class B office building.
11	360 Main St. Wolfville, NS	O	1,000	Current	Current	$15.00	$ 5.45	---	$15.00	---	----	Storefront office space. Landlord provided tenant allowance of $4,000. ($4.00/ft.²) for 1 year term.

***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

No.	Location Vendor/Purchaser	Bldg. GFA (ft.²)	Date of Sale	Sale Price	Sale Price/ft.²	Overall Cap. Rate (Year 1)	Comments
1.	8927 Commercial Street New Minas Kings County, NS PID #55214852 Dorian Properties Ltd. to RTS Consultants Inc.	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.	84-94 Main Street Yarmouth Yarmouth County, NS PID #'s 90196718, 90196726, 90196734, 90196742, 90194119, 90194127 Freshco Retail Maintenance Inc. to Rennduprat Design & Fabrication Inc.	7,317	Feb. 2018	$ 630,000	$ 86.10	9.00%	Three separate commercial buildings converted into one. Older commercial buildings.
3.	11 Crescent Drive New Minas Kings County NS PID #55204341 Carline Strong to Wanda Lynn Balsor	3,488	Sept. 2019	$ 200,000	$ 57.33	8.14%	Ground floor retail with two apartments above.
4.	16 Church Street Amherst Cumberland County, NS PID #25369489 3105152 NS Ltd. to Avison Young, Michael Brown	39,336	Aug. 2017	$2,299,000	$ 58.45	8.00%	Maritime Block Professional Centre. Three-storey building built in 1907 and refurbished in 1989. In good condition. Has HVAC heat pump systems for each unit.

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
5.	360-370 Main Street Wolfville Kings County, N.S. PID #'s 55278758 and 55278766 3255781 Nova Scotia Limited to 3344206 Nova Scotia Limited	25,084	Mar. 2021	$2,325,000	$ 92.69	9.00%	Warehouse Mall in Wolfville. Sale also includes Tim Horton's. Mixed-use plaza including free-standing pad, retail strip and second floor residential units.
6.	5110 St. Margarets Bay Road Upper Tantallon St. Margaret's Square Ltd. to Pro Reit Acquisition (1) Inc.	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.

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 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 commercial properties in the region. The data was collected from vendors, purchasers, brokers, appraisers, MLS®, public and other sources deemed to be reliable. The most relevant data has been detailed on the Building Sales Schedule on the following pages. We have adjusted the prices in the Building Sales Schedule to the date of valuation to reflect an annual compound increase of 2 %. This is based on a study of prices

In analysing this data, we have divided the total selling, offer or asking price by the building gross floor area in the building 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 April 2018, approximately 2 years 11 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated opposite the subject across Highway #101 on Cole Drive. The location is considered to be comparable to that of the Subject Property **[location]**. The building is a steel frame ICF wall two storey structure built in 2015 which was originally intended for use a craft brewery and restaurant. The exterior shell was completed, but the interior finishes were not. The building is of similar quality to the Subject Property **[quality]**. The vendor had stopped construction of the building before completing the interior and the building sat vacant for several years **[motivation]**. The property was subsequently finished by the purchaser to function as light industrial space. The building was approximately the same size as the Subject Property: similar buildings typically command similar prices per ft.² because they attract a similar pool of purchasers **[size]**. However, it is moted the that sale price represents the sale of the building as an unfinished shell.

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

Index #2

This property was sold in January 2021, approximately two months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial are in Kentville on a corner lot. The location is considered to be superior to that of the Subject Property **[location]**. The building is an older two storey structure which has been renovated and updated over the years and functions as a modern office space. The building has a masonry exterior. 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 ¾ 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 time adjusted unit basis for the Subject Property.

Index #3

This property was sold in January 2021, approximately two months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial are in Kentville on an interior lot adjacent to Index #2. The location is considered to be superior to that of the Subject Property **[location]**. The building is an older two storey structure which has also been renovated and updated over the years and functions as a modern office space. The building has a masonry exterior. The building is of similar quality to the Subject Property **[quality]**. The property was purchaser by the same party as Index#2 for a similar price **[motivation]**. The building was approximately ¾ 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 time adjusted unit basis for the Subject Property.

Index #4

This property was sold in July 2019 approximately 1 year and 9 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in a commercial area in the town of Truro on a corner lot. The location is considered to be comparable to that of the Subject Property **[location]**. The building is a one storey structure used for office purposes. The building has a masonry exterior finish. The building was constructed in 1973 and appears to be 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 ⅔ 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 time adjusted unit basis for the Subject Property.

Index #5

This property was sold in September 2017, approximately 3 years and 6 months before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial area in Sydney on a corner lot. The location is considered to be superior to that of the Subject Property **[location]**. The building is a 2 storey structure used for office purposes. The building has a masonry exterior. It was recently renovated and is in average condition. The building is of similar quality as the Subject Property **[quality]**. We are not aware of any factors that would give rise to an adjustment for motivation **[motivation]**. The building is similar in size to 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 time adjusted unit basis for the Subject Property.

Index #6

This property was sold in April 2020, approximately 1 year before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in the heart of a commercial are in Kentville on an interior lot. The location is considered to be superior to that of the Subject Property **[location]**. The building is a two storey steel frame structure built in 1973. It functions as a showroom and offices. The building has a masonry exterior. The building is of slightly 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 same size of the Subject Property: similar buildings typically command similar 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 time adjusted unit basis for the Subject Property.

Index #7

This property was sold in April 2017, approximately 4 years before the effective date of valuation. Sales data indicates that prices were rising **[time]**. The property is situated in semi-rural commercial area. The location is considered to be similar to that of the Subject Property **[location]**. The building is a one storey structure functioning as modern commercial space. The building has a masonry exterior. 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 ¾ 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 time adjusted unit basis for the Subject Property.

Conclusion

The time adjusted unit prices for all of the Indices range from $59 to $115 with a median of $89 per ft.². Having regard to all of the variables (**time**, **location**, **quality**, **motivation**, **size**) we are of the opinion that Index #'s 2, 3, 5 and 7 are the most reliable indicators of value for the Subject Property. Their time adjusted unit prices range between $89 and $115 and have an arithmetic mean of $99/ft.². In our opinion the unit value of the ground floor finished area of the Subject Property lies near the average of this range: $100/ft.². We have adopted a unit value of $85/ft.² for the finished basement space and $70/ft.² for the unfinished basement space.

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	2,040 ft.² @ $ 70/ft.²	$ 142,800
Finished Space	GFA	6,355 ft.² @ $ 85/ft.²	$ 540,175
Ground Floor			
Finished Space	GFA	8,395 ft.² @ $100/ft.²	$ 839,500
Total Indicated Value		16,790 ft.² @ $90.17/ft.²	$ 1,522,475
Rounded to			**$ 1,520,000**

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 At Date of Sale	 Adjusted to Date of Valuation @ 2.0% p.a.	Comments
1.	49 Cole Drive Garlands Crossing Hants County, NS PID #45394913 3288476 NS Ltd. To `49 Cole Drive Ltd.	Apr.2018	$ 830,000	102,906	14,902	$ 56	$ 59	Two storey commercial building. Steel frame ICF walls. Built 2015. Partially complete at time of sale. Subsequently finished to commercial office space.
2.	50 Cornwallis St. Kentville Kings County, NS PID #55268114 DPP General Partner Limited to 3323061 NS Ltd.	Jan. 2021	$1,050,000	8,475	11,834	$ 89	$ 89	Masonry office building located on a corner lot. Occupied by law firm and investment firms. Previously sold Jan. 2019 for $1,120,000 ($94.64/ft2) Job# 2014754
3.	19 Webster St. Kentville Kings County, NS PID #55255905 Marivest Capital to 3323061 NS Ltd.	Jan. 2021	$1,050,000	6,680	11,250	$ 93	$ 93	Two storey masonry office building. Built 1940. Renovated and updated to modern professional office space. Occupied by accounting firm.
4.	6 Louise St. Truro Colchester County, NS PID #20183158 Saltwire Network Inc. to Futureworx Society	Jul. 2019	$ 732,800	39,640	10,498	$ 70	$ 72	One storey masonry office. Built 1973. Newspaper publishing office.

TURNER DRAKE & PARTNERS LTD.

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 At Date of Sale	 Adjusted to Date of Valuation @ 2.0% p.a.	Comments
5.	283 Charlotte St. Sydney Cape Breton County, NS PID #15688500 Carol Rizzetto to J. Francis Investments Ltd.	Sept. 2017	$1,500,000	20,473	16,200	$ 93	$ 98	Masonry office building with commercial tenants to the ground floor, located on a corner lot. Built 1988 Job# 2014754
6.	59 Webster St. Kentville Kings County, NS PID# 55255996 Ken Mor Realties Ltd. to Kentville Property Ltd.	Apr.2020	$1,000,000	11,653	14,802	$ 68	$ 69	Two storey steel frame and masonry building. Built 1973. Ground floor showroom and offices. Second floor offices. Full basement.
7.	49 Riverside Ave. Stewiacke Hants County, NS PID# 20410486 Associated Maritime Pharmacies Ltd. to Atypia Holdings Ltd.	Apr. 2017	$1,210,000	26,392	11,422	$106	$115	One story wood frame steel and masonry clad commercial building. Built 1988. Occupied by Post Office, pharmacy and RBC ATM.

RECONCILIATION AND FINAL ESTIMATE OF VALUE

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

Cost Approach	$1,500,000
Income Approach	$1,670,000
Direct Comparison Approach	$1,520,000

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:

Cost Approach - The Cost Approach can provide a reliable indicator of value for properties where the buildings are fairly generic and relatively new and have very little depreciation.

This approach is less reliable when the building is older and begins to suffer from depreciation. It is also less reliable if the building is not of a typical design or style.

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 in the Income and Direct Comparison Approaches in this instance. The Income Approach reflects the value to a potential purchaser as an investment type property. The Direct Comparison approach is based on good quantity of recent market data for similar type office buildings in small market locations. The Cost Approach is somewhat less reliable in this instance since a typical potential purchaser would put minimal weight on this approach in a purchase decision,

We have rated the relative strength of each Approach to Value on a 5 point scale, i.e. Poor = 1, Fair = 2, Fairly Good = 3, Good = 4, Excellent = 5. The final estimate of value is computed as follows:

$\frac{(2 \times \$1,500,000) + (4 \times \$1,670,000) + (4 \times \$1,520,000)}{10} =$	$1,576,000
Rounded to	$1,575,000
Final Estimate of Value	**$1,575,000**

CERTIFICATION

Re: PID #45148731, West Hants Municipal Complex, 76 Morrison Drive, Wentworth Creek, 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 other than previous valuation assignments on other properties for the client;

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;

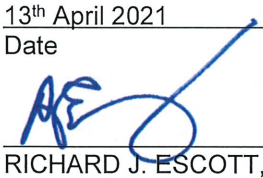
I certify that the use of this report is subject to the requirements of the professional institutes of which I am a member, relating to review by their duly authorised representatives;

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 8th March 2021, subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of $1,575,000;

that 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) for a typical term of 5 years as of the 8th March 2021 subject to the Limiting Conditions and Assumptions contained herein and a Reasonable Exposure Time of 6-18 months, is the sum of $161,780 ($9.64/ft.^{2}) per annum.

13th April 2021
Date



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

TERMS OF ENGAGEMENT

Our Ref: 2114912/13/14:HQ/RE

TURNER DRAKE & PARTNERS LIMITED
TERMS OF ENGAGEMENT

THIS AGREEMENT made the 8th day of January, A.D. 2021.

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

and

Windsor/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 Windsor/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:

Windsor Municipal Complex, PID 45057742, 100 King Street, Windsor, Nova Scotia
West Hants Municipal Complex, PID 45148731, 76 Morrison Drive, Windsor, Nova Scotia
Hants County Court House, PID 45059987, 226 King Street, Windsor, Nova Scotia

(hereinafter referred to as the "PROPERTIES") 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 PROPERTIES is to be date of inspection 2021. The value will be expressed in Canadian currency.

1.05 The PROPERTIES comprise municipal office buildings.

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.

...2

TURNER DRAKE & PARTNERS LTD.

1.09 TURNER DRAKE will undertake a detailed on-site inspection of the PROPERTIES and the neighbourhood including the exterior and interior of the building situated thereon that impact the value of the PROPERTIES.

1.10 TURNER DRAKE will undertake such fiscal, physical and legal investigations as are necessary and prudent to arrive at the value of the PROPERTIES. 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 PROPERTIES will be valued on the assumption that they are not, and never have 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 PROPERTIES.

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

1.11 TURNER DRAKE, in order to value the PROPERTIES, 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 PROPERTIES 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.

TURNER DRAKE & PARTNERS LTD.

3.01 The CUSTOMER, for the performance of the services referred to in Article 1 shall pay to TURNER DRAKE:

(a) A fee of:

Windsor Municipal Complex, 100 King Street, Windsor:	$ 5,000
West Hants Municipal Complex, 76 Morison Drive, Windsor:	$ 4,200
Total	$ 9,200

Hants County Court House, 226 King Street, Windsor: $4,500

These fees do 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.

Accepted by:
TURNER DRAKE & PARTNERS LTD.
Per: _____
Title: Senior Manager
Date: 11 JAN /2024

The above is agreed to by the CUSTOMER.
Per: _____
Authorised Signing Officer
Title: _____
Date: _____
PO #: _____

TURNER DRAKE & PARTNERS LTD.

West Hants Municipal Complex Review
9-May-21

100 King Street

Lease of Property	Sale of Property
Lease based on market rent value of $6.05 per SqFt.	Sale and Taxation based on : $1,200,000

	Rate / sq ft	*Square Area	Rent	WFD Rent	Cell Tower	Scotian WEB	Total Rev	Total Exp	NET
*Appraisal Value / Rate	$ 6.05	15,479.00	$ 93,647.95	$ 63,160.00	$ 6,100.00	$29,000.00	$ 191,907.95	$ 180,906.51	$ 11,001.44
100 King Street	$ 7.00	15,479.00	$ 108,353.00	$ 63,160.00	$ 6,100.00	$29,000.00	$ 206,613.00	$ 180,906.51	$ 25,706.49
	$ 8.00	15,479.00	$ 123,832.00	$ 63,160.00	$ 6,100.00	$29,000.00	$ 222,092.00	$ 180,906.51	$ 41,185.49
	$ 9.00	15,479.00	$ 139,311.00	$ 63,160.00	$ 6,100.00	$29,000.00	$ 237,571.00	$ 180,906.51	$ 56,664.49
	$ 10.00	15,479.00	$ 154,790.00	$ 63,160.00	$ 6,100.00	$29,000.00	$ 253,050.00	$ 180,906.51	$ 72,143.49
	$ 11.00	15,479.00	$ 170,269.00	$ 63,160.00	$ 6,100.00	$29,000.00	$ 268,529.00	$ 180,906.51	$ 87,622.49

Taxes	Total Exp	Net
$ 46,920.00	$ 180,906.51	$ 227,826.51
annual taxation	annual savings	net impact

New WFD required if property was sold.

Notes
*Appraisal values taken from Turner & Drake Appraisal - March 8, 2021.
* Square Area fixed for calculation comparisons.

76 Morison Drive

Lease of Property	Sale of Property
Lease based on market rent value of $9.64 per SqFt.	Sale and Taxation based on : $1,575,000

	Rate / sq ft	*Square Area	Rent	Total Rev	Total Exp	NET
*Appraisal Value / Rate	$ 9.64	15,479.00	$ 149,217.56	$ 149,217.56	$ 108,585.22	$ 40,632.34
76 Morison Drive	$ 7.00	15,479.00	$ 108,353.00	$ 108,353.00	$ 108,585.22	$ (232.22)
	$ 8.00	15,479.00	$ 123,832.00	$ 123,832.00	$ 108,585.22	$ 15,246.78
	$ 9.00	15,479.00	$ 139,311.00	$ 139,311.00	$ 108,585.22	$ 30,725.78
	$ 10.00	15,479.00	$ 154,790.00	$ 154,790.00	$ 108,585.22	$ 46,204.78
	$ 11.00	15,479.00	$ 170,269.00	$ 170,269.00	$ 108,585.22	$ 61,683.78

Taxes	Total Exp	Net
$ 28,193.00	$ 108,585.22	$ 136,778.22
annual taxation	annual savings	net impact

Notes
*Appraisal values taken from Turner & Drake Appraisal - March 8, 2021.
* Square Area fixed for calculation comparisons.

WEST HANTS REGIONAL MUNICIPALITY
Municipal Complex Meeting Minutes
July 9, 2022 – 6pm – 7:15 p.m.

1. Meeting began at 6:00 p.m.

2. Attendance

Mark Phillips	Jeff Hartt
Laurie Murley	Jessie Drysdale
Abraham Zebian	Deanna Snair

Regrets: Todd Richard

Goal: Remains unchanged: to review information and return to Council with a recommendation regarding a Municipal complex (home base) decision that is based on information gathered. Council has indicated they are eager to move forward and begin the process and dive deeper into discussions on a permanent municipal complex.

CAO Phillips provided two high level reports from Roxanne Tate from Tate Engineering and Adam Boland from Hatch reflecting a class D estimate associated with the scope and approach to be used to complete an energy savings calculation for building upgrade options to 100 King Street.

Discussion Points:

- The estimate received from HATCH was for $8,292.90 + HST. Tate provided two(2) estimates. A class D estimate to consider the full scope of energy retrofits plus information provided in the building comparison report as it related to architectural changes and mechanical/electrical upgrades at a cost of $10, 000.00 with a one-month turnaround. The second scope was an optional appraisal to evaluate 3 or 4 design options for a revitalized facility would cost approximately $50,000.00 and take about six (6) months to complete. The committee were not at a point to determine or know what the building would look like.
- Council will determine the level/scope of the assessment they are comfortable with or want to see. Can choose to direct more in-depth analysis or assessment on energy efficiencies if they chose. This committee only determines a recommendation, Council makes the final decision.
- The municipality has two (2) MCCAP student/staff employed for a period, they could be utilized to complete an energy assessment/audit. They are currently completing assessments/audits on the other municipal facilities and will be reviewing 100 King Street tomorrow. There are two models to consider, the first wis a hypothetical approach that will give a percentage indication but not a lot of detail. The second approach is utilizing a modernization grant application (Brad is working with John to

complete this application) that contains formulas that take into consideration the retro fits and will provide a more accurate reflection on energy savings compared to the upgrades done.

- There is concern with asbestos and the comfort level would be to do a full remediation to give a level of comfort and security to all. 76 Morison is noted to be a more modern building, King Street location houses the Fire Station. Staff could move into King Street as it is, with only a fresh coat of paint if need be.
- King St. presently is more accessible and user friendly. Morison would require an elevator.
- Ideally customer service would be on the main floor to be easily accessed and then direct residents/customers from there.
- There is potential to use the parking lot currently occupied by the Fire Department for staff. Accessible parking would be located where current King Street staff park. This would be for customer usage.
- The Rick Hanson standard would be used at either facility to determine potential upgrades.
- Not all staff are at work at the same time due to scope of the job requirements. Approximately 25% of staff are off site or work from home.
- Operating Morrison is $50,000.00 less than the operational costs of 100 King. Fire Department is the financial concern. Financing a new station or substation would cost more than $50,000.00/year and land would also need to be purchased.
- Council will determine the renovation level and the financial investment to the project.
- What to do with the Court House? Is it possible that they will want King and then the Court house could be sold? There has been no indication that they are looking to relocate to comply with accessibility regulations. They will need to determine their needs. Currently they appear content with using the Kentville Courts when an accessible venue is needed. They only pay operational costs; it may be a hard sell to get them to pay rent as well.
- Renting is not a viable option; the costs would exceed any financial commitment to any renovation at either location.

Action Items for this committee:

General consensus was that the opinion has remain unchanged and that a recommendation report would be presented to Council at the September Committee of the Whole meeting to consider. There was thought that a Special Committee of the Whole Meeting could be called to allow the report to be discussed in greater detail without lengthening the regularly scheduled September 13th, 2022 Committee of the Whole meeting.

*****The recommendation report would be circulated to this committee prior to being presented to Council to ensure the report captured the views and opinions accurately.*

WEST HANTS REGIONAL MUNICIPALITY
Municipal Complex Meeting Minutes
January 10, 2022 – 5:30 – 7:00 p.m.

1. Meeting began at 5:30 p.m.

2. Attendance

Council:

Mark Phillips	Laurie Murley
Todd Richard	Jeff Hartt
Abraham Zebian	Deanna Snair

Regrets: Jessie Drysdale

Introductions were done. A round table discussion began. Representatives each voiced individual opinions, concerns and questions related to either complex (100 King vs 76 Morison), as well as any comments received from public or other Councillors.

Goal: to review information and return to Council with a recommendation regarding a Municipal complex (home base) decision that is based on information gathered.

Costs and appraisals are comparable with both complexes. The biggest influence appears to be housing the Fire Department.

a)Location/Size

Discussion Points: (King Street vs Morison)

- The King Street property offers "good bones." A lot of investment has occurred in this property. An additional floor can be added to accommodate staffing component if required. The clock tower was constructed in case there was a need to add an additional floor.
- King street location offers convenient accessibility for the downtown core of Windsor residents and businesses. Has an elevator and is more accessible in comparison to Morison. Both properties require further upgrades to meet all the accessibility criteria.
- Easy for staff to access and visit local businesses from both a personal and professional aspect, ease of convenience. King St. allows for increased visibility to the community and business owners compared to Morison.
- King St. offers more storage capacity in comparison to Morison. It is double the size of Morison.
- Morison has not had everyone working within the complex (Covid). Renovations would need to be completed here as well. Morison is confined by the existing footprint (land owned). There is no adjacent land, no parking on the street. Land available within the Industrial Park is not ideal.

- Both properties have generator for back supports.

The Hatch report identifies sixty-four (64) employees. Morison has not had all staff working with the building presently.

b) Parking

Discussion Points:

- King St. location can accommodate the additional parking required with upgrades. Street can be widened as there is green space to utilize, parking spots can be on an angle and customer parking (out front and along the side) can adopt a time frame (15–30-minute parking allotted). The Armories (68 spaces) may be an option to support additional parking. There is currently correspondence between them and the Municipality re: usage and maintenance (snow removal/lawn maintenance). Nothing formal or in writing but a conversation. Mark will follow up further.
- King St. has parking for 10-12 spots plus the 2 spaces dedicated out front for customers.
- Morison has developed parking for 10-15 spaces. Would need to look at land investment for additional parking if remaining at Morison. There is no option for street parking at Morison.

c) Fire Department

Discussion Points:

- 100 King St. was built by the Fire Dept. and then turned over to the Municipality for $1.00.
- The Fire study spoke to the fact that King St. being the best location for the station, centrally located and the proximity to the highway.
- Fire Dept. has invested significantly in their department over the last few years.
- If King St. is sold, it is highly likely that a new Fire station would need to be constructed as renters would likely not want a Fire station below them. Concerns with costs of relocation, either leasing a location or a new construction. Consensus was there was no interest in undergoing a new construction. Financially it may not make the most sense.

d) Sell ability

Discussion Points:

- Consensus was that Morison may be the easier property to sell (no Fire Department below) and there has been expressions of interest in the past (TIR and David Floyd) Mr. Floyd remains interested, need to confirm TIR's interest. Market value is 1.57 million. Mr. Floyd will be discussing the need for a new space within the next few months as the Dept. of Education will be looking at their budget. Mark will inquire further.

- Consensus is that Morison will be an easier sell vs King St. This makes the most economic sense for the Municipality.

e) Accessibility

Discussion Points:

- King St. presently is more accessible and user friendly.
- Both properties would require modifications (some more than others) to meet current accessibility standards.
- King St. location has an elevator.

f) Energy conservation/Carbon footprint

Discussion Points:

- Concern with both properties and the Carbon footprint left.
- Which property offers the most cost effective/energy efficiency option and leaves the least Carbon footprint? Unconfirmed at this time.
- Whatever decision is made, it needs to align with MCCAP.
- Windows are a key investment, look at R and U values. This is a priority investment to ensure energy efficiency and will have the most impact.
- Look into available grants available and apply for them. Net Zero options.
- Concerns re: Fire Departments energy efficiency impacts. Need an energy audit. The HATCH report may contain this information, if not it an audit can be performed.
- Any renovations can be completed while staff continue to work at King St. location. Window replacement/upgrade can be done within a season.

g) Historic preservation

Discussion Points:

- Important to maintain the historical characteristics of King St. location and preserve if it is renovated.

h) Financial concerns

Discussion Points:

- The proceeds from the sale will fund the renovation budget.

If 76 Morison is selected, what would happen with the Fire Department? Thoughts were that a renter would not want a Fire Dept. below. Would need to relocate the Fire Dept. consensus was that no one wants to build another Fire station or Municipal complex. Financial costs would be enormous. If King St. were selected, the Fire station could remain status quo.

- Concerns re; financing a new station build and what that cost would look like.

Action Items for this committee:

- Review and have ready the general Fire Department numbers.
- Cost comparison to renovation vs rental prices vs a lease prices vs a new build for a Municipal complex. Ask Vanessa to further explore and get financial amounts for lease/rental.
- Look at the documents to see if the appraisals and cost analysis continue to accurately reflect current financial numbers. Rental component may have changed.
- Gather information re: R value of glass for pricing and environmental impacts. HATCH report may contain this information and even proceed and explore further.
- Energy audit re: concerns re: Fire department impacts on energy efficiency and carbon footprint impacts. Info may already be in the HATCH report.

Whatever decision Council proceeds with, it needs to be communicated accurately with the public.

WEST HANTS REGIONAL MUNICIPALITY
Municipal Complex Meeting Minutes
February 7, 2022 – 5:30 – 7:00 p.m.

1. Meeting began at 5:30 p.m.

2. Attendance

Council:

Mark Phillips
Todd Richard
Abraham Zebian
Jessie Drysdale
Laurie Murley
Jeff Hartt
Deanna Snair

Previous meeting minutes were reviewed.

Goal: Remains unchanged: to review information and return to Council with a recommendation regarding a Municipal complex (home base) decision that is based on information gathered. Consensus was that for due diligence to be done. Renovations on either building need to be done right the first time, it is cheaper and easier to do this at the beginning.

Parking

Discussion Points: (King Street vs Morison)

- Two maps were reviewed. Wanting to gauge the comfort level re: parking in respects to 100 King Street. First map allocates 12 spots to the East of the building (where staff currently park), there are approximately 7 spots along where Cobbet and Fort Edward, approximately 7 along King and For Edward St and 10 along upper Water St. to the Fire Department.
- Consensus was that the parking to the east of the building would be reserved for customer parking along with the spots out front. Could look at imposing restrictions on these spots relating to a time frame, restricting parking to 15-30 minutes.
- The challenge would be in finding the balance between the reserved parking and staff parking.
- Thoughts that the Fire Department parking could be utilized for By-Law, this is only a thought.
- Second map reflects parking at the Armouries. There are 65 spots. Possibility for staff to park there.
- Draft agreement indicates that the Municipality would take on all the liability. It is proposed 5-year agreement. Insurance liability indicates at least 2 million but may

need to be increased to 5 or even 10 million. There is a clause that speaks to DND giving 24-hour notice in case of an emergency (911), which does leave a level of vulnerability.

- Snow removal, salt and sanding, Mon- Fri during working hours the Municipality will look after, Sat and Sun DND will look after, this will need to be written into the agreement.
- Concerns with ice build up and slips and falls. Municipality would need to address this concern. This is an operational concern; possibility of a catch basin being put in place to address the concern. Fort Edward St is in the CAPITAL Budget Plan.
- Employee parking (Armouries), would this be clearly marked and identified?

Accessibility

Discussion Points:

- King St. location can accommodate the additional parking required with upgrades. Street can be widened as there is green space to utilize, parking spots can be on an angle and customer parking (out front and along the side) can adopt a time frame (15–30-minute parking allotted). Most people drive to Morison. There will be some residents who will walk to King.
- May be potential to access the Fire Departments parking lot or utilize parking downtown area as well as the Armories.

Structural

Discussion Points:

- The HATCH report is dated but indicated that the structural integrity has a life span of 15-20 years on the components. No reason to doubt the life span but looking for piece of confidence to speak to this effect.
- The Cowey report dated 2006 speaks to the apparatus floor. There were concerns questioning the structural integrity of the floor. This concern was addressed, the floors were sanded, resealed and jack post were put in place. There is no issue with the load on the floor. Trucks were heavier then and there was a larger number of them in the facility. This has decreased with the new regional fire development.
- Consensus was to have a review and report be done. Look at if the posts/jacks can be removed. Have a site visit and obtain a quote on what work would be required to be done to ensure structural integrity is there and what that price would look like.
- Consensus from the group is that the building appears solid. Will want to ensure the structure is sound before a lot of money is put into the building only to find that it is not as appears. Concerned about the windows and insulation.
- The Fire study spoke to the fact that King St. being the best location for the station, centrally located and the proximity to the highway.

Energy Audit

Discussion Points:

- Cost comparison between the two complexes. 76 Morison costs $99,000/year and 100 King costs $150,00/year (this also includes the Fire Department)
- Thoughts that anything done to King location would be an improvement on the energy efficiency. Would like to see some kind of a study done (Hatch Report) does speak to this but a full-blown energy audit would be expensive and not necessary to that extent. Can estimate costs that speak to increasing the R value, what that would look like and its effect in comparison to leaving as is.
- 76 Morison is noted to be a more modern building.
- Could look at exploring solar panels or a green space on the roof at 100 King. There may be grants for this. Solar panel life span are approximately 25 years and the rate of return for this project was projected at 20 years. Would need to explore further as the costs for replacement panels would not be as expensive as replacing an entire system.
- Look at other sources of heating and energy efficiency. Grants may impact this. Last year, the size of the municipal building did not meet the criteria for available grants.

Accessibility

Discussion Points:

- Needs to be accessible. There is a large senior population. Accessibility (need to look at all mobility aids at both sites) King Street would allow increase foot traffic, which the Windsor Area residents identified as a want. They like to walk to pay bills and do errands.
- King Street (The side parking lot (12 spots identified) would be identified for customers. and individuals including staff with mobility concerns. There are 12 spots identified here and 2 more out front.) The elevator is already in place at King Street.
- King Street (There are parking areas identified near the Armouries and in the former downtown area). staff could [park and walk, it is not far and would promote healthier lifestyles, AT and reduce emissions.
- The Capital plan does identify improvements to King Street and Traffic Calming can be looked at further for King Street.
- There is no opportunity to expand on parking at Morison.

Market Value

Discussion Points:

- Need to test the market value for lease or rental/lease spaces. We do have the appraisals for both King Street and Morison.

- If either site was leased , the municipality would be responsible for any lease holder improvements.
- How much time, energy, money do we invest in pursuing leasing as an alternate option. There is little to no inventory that can accommodate the needs of the municipality and the real estate market is not favourable (affordable) to lease.
- Only makes sense to put money into something we own vs renting or leasing.

Energy conservation/Carbon footprint

Discussion Points:

- Concerned with Carbon footprint of both sites. Look at the energy consumption from MCCAP perspective. Potential for a report through MCCAP.
- Explore potential for solar usage. Benefits, cost comparisons, impacts to both sites, pros vs cons.
- Are there any grants that could be leveraged for upgrades?
- HATCH report references a green roof at 100 King. Look at potential, structural integrity, efficiency and the cultural shift. Staff had previously identified a desire for a roof top green space.
- Look at Windows, insulation, heating and net zero options.
- Concerns re: Fire Department on energy efficiency impacts. Need an energy audit. The HATCH report may contain this information.
- Todd to reach out for updated information from HATCH and obtain a high-level estimate on what a Class B estimate would include and cost to perform.

g) Historic preservation

Discussion Points:

- Important to maintain historical presence of King St. location and preserve if renovated.

h) Financial concerns

Discussion Points:

- The financial costs including the fire Department are only $50,000.00 more compared to Morison. No way to finance/or run a Fire Department for only $50,000.00 per year.
- Concerns re: financing a new station build and what that cost would look like.
- There was concern re having an assessment done and the costs associated with this. That money could be used towards the renovations. No desire to spend money on an audit.

Action Items for this committee:

- Review and have ready the general Fire Department numbers.
- Cost comparison to renovation vs rental prices vs a lease prices vs a new build for a Municipal complex. Ask Vanessa to further explore and get financial amounts for lease/rental.
- Look at the documents to see if the appraisals and cost analysis continue to accurately reflect current financial numbers. Rental component may have changed.
- Gather information re: R value of glass for pricing and environmental impacts. HATCH report may contain this information and even proceed and explore further.
- Energy audit re: concerns re: Fire department impacts on energy efficiency and carbon footprint impacts. Info may already be in the HATCH report.
- Gather information on The Fire Department re: floors, structural integrity and what upgrades were completed. Have general numbers available. This information would be in past records.

Consensus was that committee was looking forward to seeing the estimates. The overall feel/support for 100 King Street remains unchanged. There is a motion from the Co-ordinating committee that supports 100 King Street.

*****Whatever decision Council proceeds with, it needs to be communicated accurately. Council will determine what items will be addressed or cut during any renovation.*

WEST HANTS REGIONAL MUNICIPALITY
Municipal Complex Meeting Minutes
July 9, 2022 – 6pm – 7:15 p.m.

1. Meeting began at 6:00 p.m.

2. Attendance

Mark Phillips	Jeff Hartt
Laurie Murley	Jessie Drysdale
Abraham Zebian	Deanna Snair

Regrets: Todd Richard

Goal: Remains unchanged: to review information and return to Council with a recommendation regarding a Municipal complex (home base) decision that is based on information gathered. Council has indicated they are eager to move forward and begin the process and dive deeper into discussions on a permanent municipal complex.

CAO Phillips provided two high level reports from Roxanne Tate from Tate Engineering and Adam Boland from Hatch reflecting a class D estimate associated with the scope and approach to be used to complete an energy savings calculation for building upgrade options to 100 King Street.

Discussion Points:

- The estimate received from HATCH was for $8,292.90 + HST. Tate provided two(2) estimates. A class D estimate to consider the full scope of energy retrofits plus information provided in the building comparison report as it related to architectural changes and mechanical/electrical upgrades at a cost of $10, 000.00 with a one-month turnaround. The second scope was an optional appraisal to evaluate 3 or 4 design options for a revitalized facility would cost approximately $50,000.00 and take about six (6) months to complete. The committee were not at a point to determine or know what the building would look like.
- Council will determine the level/scope of the assessment they are comfortable with or want to see. Can choose to direct more in-depth analysis or assessment on energy efficiencies if they chose. This committee only determines a recommendation, Council makes the final decision.
- The municipality has two (2) MCCAP student/staff employed for a period, they could be utilized to complete an energy assessment/audit. They are currently completing assessments/audits on the other municipal facilities and will be reviewing 100 King Street tomorrow. There are two models to consider, the first wis a hypothetical approach that will give a percentage indication but not a lot of detail. The second approach is utilizing a modernization grant application (Brad is working with John to

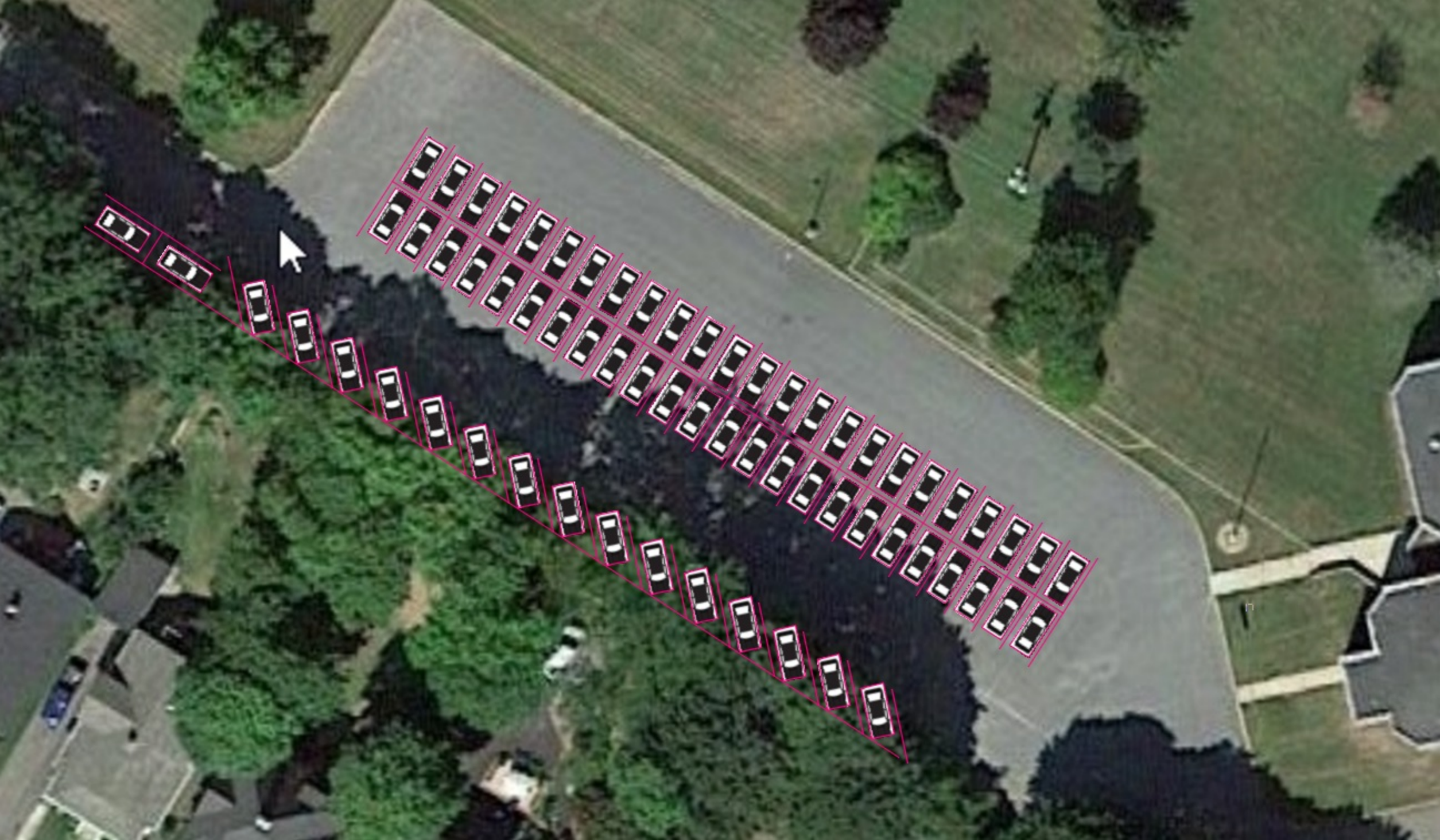
complete this application) that contains formulas that take into consideration the retro fits and will provide a more accurate reflection on energy savings compared to the upgrades done.

- There is concern with asbestos and the comfort level would be to do a full remediation to give a level of comfort and security to all. 76 Morison is noted to be a more modern building, King Street location houses the Fire Station. Staff could move into King Street as it is, with only a fresh coat of paint if need be.
- King St. presently is more accessible and user friendly. Morison would require an elevator.
- Ideally customer service would be on the main floor to be easily accessed and then direct residents/customers from there.
- There is potential to use the parking lot currently occupied by the Fire Department for staff. Accessible parking would be located where current King Street staff park. This would be for customer usage.
- The Rick Hanson standard would be used at either facility to determine potential upgrades.
- Not all staff are at work at the same time due to scope of the job requirements. Approximately 25% of staff are off site or work from home.
- Operating Morrison is $50,000.00 less than the operational costs of 100 King. Fire Department is the financial concern. Financing a new station or substation would cost more than $50,000.00/year and land would also need to be purchased.
- Council will determine the renovation level and the financial investment to the project.
- What to do with the Court House? Is it possible that they will want King and then the Court house could be sold? There has been no indication that they are looking to relocate to comply with accessibility regulations. They will need to determine their needs. Currently they appear content with using the Kentville Courts when an accessible venue is needed. They only pay operational costs; it may be a hard sell to get them to pay rent as well.
- Renting is not a viable option; the costs would exceed any financial commitment to any renovation at either location.

Action Items for this committee:

General consensus was that the opinion has remain unchanged and that a recommendation report would be presented to Council at the September Committee of the Whole meeting to consider. There was thought that a Special Committee of the Whole Meeting could be called to allow the report to be discussed in greater detail without lengthening the regularly scheduled September 13th, 2022 Committee of the Whole meeting.

*****The recommendation report would be circulated to this committee prior to being presented to Council to ensure the report captured the views and opinions accurately.*



Energy Efficiency Conditions and Opportunities:

76 Morison Dr. and 100 King St., Windsor

Introduction

This report aims to quantify greenhouse gas (GHG) emissions reductions realized from potential energy efficiency upgrades at 76 Morison Drive and 100 King Street in the community of Windsor. Energy management opportunities were identified through the Natural Resources Canada (NRCan) building conditions survey checklist and existing quotes or project plans where applicable. Most upgrades identified by the conditions survey checklist focus on upgrading efficiency to existing structures or systems. While some recommended upgrades may seem inherent, such as lighting or window replacement, quantifiable emissions reduction can assist with prioritizing impactful items.

This report also includes implications and costs for solar photovoltaic (PV) installations to offset power consumption at the two buildings. Solar was considered over other renewable energy sources at the direction of the Municipal Climate Change Action Plan committee (MCCAP). It is the most visible method for the public to see the Municipality's commitment to sustainable advancements and emissions reduction.

The publicly available Environment and Climate Change Canada (ECCC) GHG Workbook was used to analyze the long-term implications of implementing these upgrades. The Workbook facilitated a comparison between GHG emissions in the project scenario – where efficiency and green energy measures are implemented by WHRM – and a baseline scenario where no efficiency upgrades are implemented (Figure 1 and Figure 2). Projected GHG emission reductions were compared with the 2018 GHG inventory to estimate progress towards the Municipality's target of a 45% reduction in the annual corporate GHG profile by 2030.

Current projections show that approximately 44% of the corporate GHG profile will be reduced in the business-as-usual scenario due to NSPI's efforts to green the grid. This leaves WHRM with the task of reducing around 1% of the corporate profile, or more to exceed the target. Municipal buildings account for 39.3% of the 2018 corporate profile.

The impacts of several upgrades were challenging to quantify without specialized equipment or an experienced energy auditor. In these cases, the emissions reduction resulting from the upgrade cannot be accurately reported. A qualitative analysis will be provided for incalculable measures instead.

76 Morison Drive

Project Overview

The current municipal office at 76 Morison Dr. is relatively energy efficient because temperature control is generated by an electrically powered direct-exchange (DX) geothermal heat pump system. According to NRCan, this type of system uses underground piping to transfer ground-source heat to a refrigerant in the piping which boils and vaporizes to produce heat. To cool the building, the direction of the refrigerant flow valve is reversed to pump hot air in the building back through the underground piping, dispersing the collected heat. A portion of excess thermal energy is used to heat domestic hot water (DHW), further reducing energy consumption and waste across multiple systems. The Municipality paid approximately $220,000 for this upgrade in 2008, so visualizing this completed item as part of the total efficiency investments at this location is beneficial when comparing the two buildings. As Nova Scotia Power Incorporated (NSPI) continues efforts to green the grid, the emissions resulting from electricity consumption will gradually decrease further over time.

The project scenario for this building involved upgrading existing items and looking into a large-scale renewable energy system to offset electricity consumption (Table 1). Decreasing or offsetting electricity demand at this location is the major practical method of quantifiable emissions reduction, as the building has already switched away from fossil fuels for heating.

Calculable Measures

Table 1 below indicates the GHG emissions reduction to the annual corporate profile in 2030 derived from potential upgrades. The Municipality's goal is 45% fewer corporate emissions per annum compared to the 2018 values. Although the total corporate profile reduction seems very low, at 0.99%, this does not account for reductions derived from power grid advancements implemented by NSPI. As mentioned, these advancements should account for 44% reduction to the corporate profile by 2030.

Table 1: Quantified emissions reduction and cost estimate, where feasible, for energy management at 76 Morison Dr.

76 Morison Dr - GHG Reduction Upgrades				
Upgrade Type	**GHG Reduction in 2030 (tCO2e)**	**2018 Corporate Profile Mitigated in 2030**	**2018 Total Profile Mitigated in 2030**	**Cost Estimate**
Lighting upgrades	1	0.03%	0.000%	$ 7,500.00
Window replacement	3	0.08%	0.001%	$ 28,000.00
Suspended Ceiling	negligible	0.00%	0.000%	Quote Required
Solar PV	31	0.88%	0.011%	$ 435,416.00
Total	**35**	**0.99%**	**0.01%**	**$ 470,916.00**

The estimate for a solar installation to partially offset energy consumption was derived from a basic solar feasibility analysis. NSPI power bills for one year (2021-2022) were used to determine demand, and TownSuite was used to determine available space on the building or lot using orthophotos and measurement tools. The measurements using TownSuite were supported with site visits to visually confirm available space. The analysis indicated the property has approximately 9500 ft^2 available in yard and roof space for solar. This would hold a system of up to 158 kW without accounting for slope, extra equipment, or spacing of panels. If it is confirmed this space is available, this project could potentially offset up to 97% of the building's annual energy consumption. A certified solar company should be contacted to provide a quote for an exact analysis, but it is useful to note this building does have the capacity for such a project. Natural Forces Solar would be a sound choice as they completed the quote for 100 King St., so the quotes would be directly comparable. All calculations and constants to quantify costs and emissions reduction were obtained from research-grade sources, and further information regarding calculations for these items can be provided upon request. Cumulatively, the project scenario will result in a GHG reduction of 1180 tCO_2e by 2050. A detailed lifetime analysis of the suggested projects can also be provided upon request.

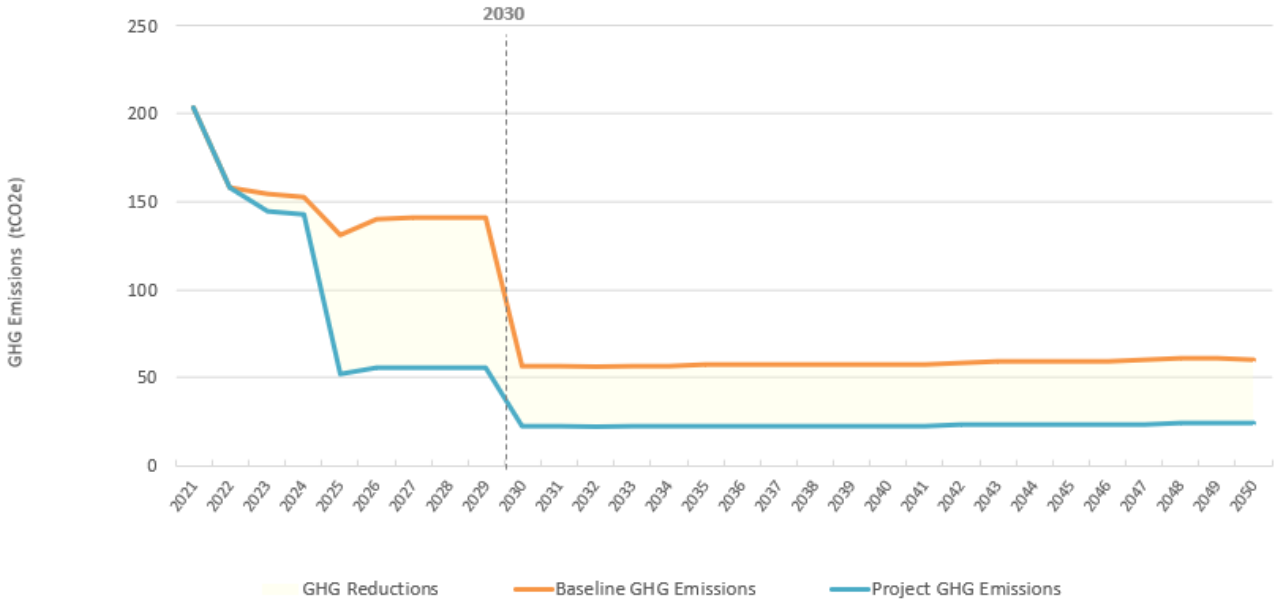


Figure 1: GHG Emissions (tCO2e) for baseline versus project scenarios at 76 Morison Dr.

Figure 1 above presents the two future scenarios for GHG emissions at 76 Morison Dr. This graph was produced using the ECCC GHG Workbook and allows for direct comparison of the baseline and project scenarios. The orange line represents emissions under the baseline scenario, where major decreases are due to greening of the NSPI grid. In 2030, emissions are modelled to be 57 tonnes of carbon dioxide equivalent (tCO_2e). This represents a 72% reduction of annual emissions from 2021. The major reduction in the baseline scenario occurs near 2029, when ECCC expects emissions from the grid to drastically decrease.

The blue line represents emissions under the project scenario with all efficiency activities considered. Emissions under this scenario are modelled at 22 tCO_2e in 2030, which is an 89% reduction of annual emissions from 2021. This reflects a 35 tonne (17%) difference in emissions when comparing the baseline and project scenarios, meaning that WHRM achieves an actual reduction in annual emissions of 17%. Notably, emissions reductions begin much sooner under the project scenario – starting near 2025 when most upgrades are complete. This is an imperative factor in achieving climate goals because emission cuts are more impactful when implemented sooner rather than later. It also provides a safety cushion; in case the projects do not decrease emissions as expected, more time exists to implement additional strategies.

Incalculable Measures

- *Bathroom faucet replacement*: When faucets in the bathrooms are replaced as they wear out, they should be replaced with automatic sensor faucets such as those at most restaurants and stores. This will reduce water consumption onsite as well as any required energy to pump, treat, and heat the water. Using automatic mixing valves for a pre-programmed water temperature will also reduce the risk of scalding.
- *Ensuring waste is sorted:* Making sure waste is disposed of properly in the office buildings reduces waste sent to landfill and encourages a more circular economy.
- *Compost disposal or air dryers*: These items should be implemented in the washrooms and break rooms. This will indirectly reduce emissions because the carbon sequestration lost from harvesting the paper material will be recycled back to the earth, or demand for these materials will be reduced in the case of air dryers.
- *Rain barrels*: Installing rain barrels for collection from roof gutters reduces reliance on treated water from hoses for watering gardens. It also improves stormwater management and storage, reducing strain placed on the public treatment and collection system during weather events.
- *Rehabilitate gardens and mulch*: Cleaning up the gardens and planting native species will encourage biodiversity and beautify the yard surrounding buildings. Gardens also act to soak up extra rainwater, acting like rain barrels in improving water retention and management. Having more garden area and less lawn area also reduces the required mowing, which reduces GHG emissions and expenses on fuel.
- *Draft mitigation*: Efficiency NS can provide a draft and infiltration analysis to identify areas of energy loss due to poor insulation, weatherstripping, or other points of contact with the outside. Drafts were identified as a high source of energy waste in most homes and buildings during the Efficiency NS informational session.

100 King St

Project Overview

Efficiency upgrades at 100 King St have been considered both through the NRCan Building Conditions Survey and WHRM's Project Management Engineer Brad Carrigan, who has developed a project plan to apply to ECCC for funding in July 2022 for these proposed upgrades. Therefore, two options have been provided for 100 King St. for further consideration. The two projects identified similar upgrades in many cases, and Mr. Carrigan has obtained quotes for potential upgrades that are used to estimate the overall cost of these items in both options. Many incalculable measures were identified through the NRCan building conditions survey, but the most notable quantifiable difference is between fuel switching to propane in Option 1 and fuel switching to geothermal in Option 2.

Black & McDonald provided a quote for building envelope upgrades and fuel switching, and Natural Forces Solar provided a quote for a solar installation on the roof. Therefore, compared to 76 Morison Dr, the costs and emissions mitigation will be more accurate and practical because the planned upgrades have largely been defined by external companies.

The project plan at 100 King St developed by Mr. Carrigan (Option 1) includes switching from an oil-fired boiler system to propane. While propane systems emit much lower volumes of GHGs than oil-fired boilers, it is highly recommended to consider switching away from fossil fuels entirely. It is recommended that a quote be obtained for either an air or geothermal DX temperature control system before finalizing the project at 100 King St (Option 2). The initial capital investment will be high; as aforementioned the DX system at the current municipal office cost approximately $220,000 in 2008. However, in the interest of reaching reduction targets and meeting action items in the GHG Emission Reduction Local Action Plan, the entire life cycle emissions of a new system must be considered. Reaching net-zero by 2050 as required by the provincial and federal governments will require intentional, aggressive actions, so any opportunity for compound emissions reduction (i.e., electrically powered DX system emitting increasingly less as the grid switches to renewable) should be carefully considered.

Calculable Measures

Option 1: Fuel Switching to Propane

Table 2: Quantified emissions reduction and cost estimate for Option 1 for energy management at 100 King St.

100 King Street - GHG Reduction Upgrades				
Upgrade Type	**Emissions Reduction in 2030 (tCO2e)**	**% 2018 Corporate Profile Mitigated**	**% 2018 Total Profile Mitigated**	**Cost Estimate**
Building envelope/window upgrade	43	1.22%	0.015%	$ 2,012,062.50
Stationary equipment upgrades	2	0.06%	0.001%	
Fuel switching - Propane	15	0.42%	0.005%	
Lighting upgrades	1	0.03%	0.000%	
Solar PV	15	0.42%	0.005%	$ 212,000.00
Total	**76**	**2.15%**	**0.03%**	**$ 2,224,062.50**

The Black & McDonald quote totaled the building envelope, stationary equipment (i.e., HVAC systems), fuel switching to propane, and lighting upgrades to an estimate of $1,737,500. The specific breakdown of costs derived from each upgrade was not provided, however the total quote accounts for a complete renovation of the building, including structural and equipment upgrades. An additional cost and emissions factor is not reported above but should be considered from procuring and transporting replacement propane tanks to the building. Please consult the Black & McDonald report for further information. Additionally, Lahey Glass provided a quote for an entire window system retrofit for the building, at a cost of $274,562.50.

Natural Forces Solar's preliminary project plan describes a solar array of 178 x 440 W panels – for a system size of 78.3 kW – to be installed atop the roof at 100 King St. The estimated cost is $212,000 for a 25-year emissions reduction of 914 tCO_2e. When entering this data into the GHG workbook, the 25-year reduction calculation came to 479 tCO_2e. While it is not clear exactly where the discrepancy lies, it is expected the Natural Forces quote included emissions reduction realized from NSPI's efforts to switch the grid to renewable energy sources. The GHG workbook value is used in this report for consistency, and because it automatically removes GHG reductions attributed to greening of the NSPI grid. The lifetime emissions reduction for the project scenario in Option 1 is 1979 tCO_2e by 2050 for an initial capital investment of approximately $2,224,062.50.

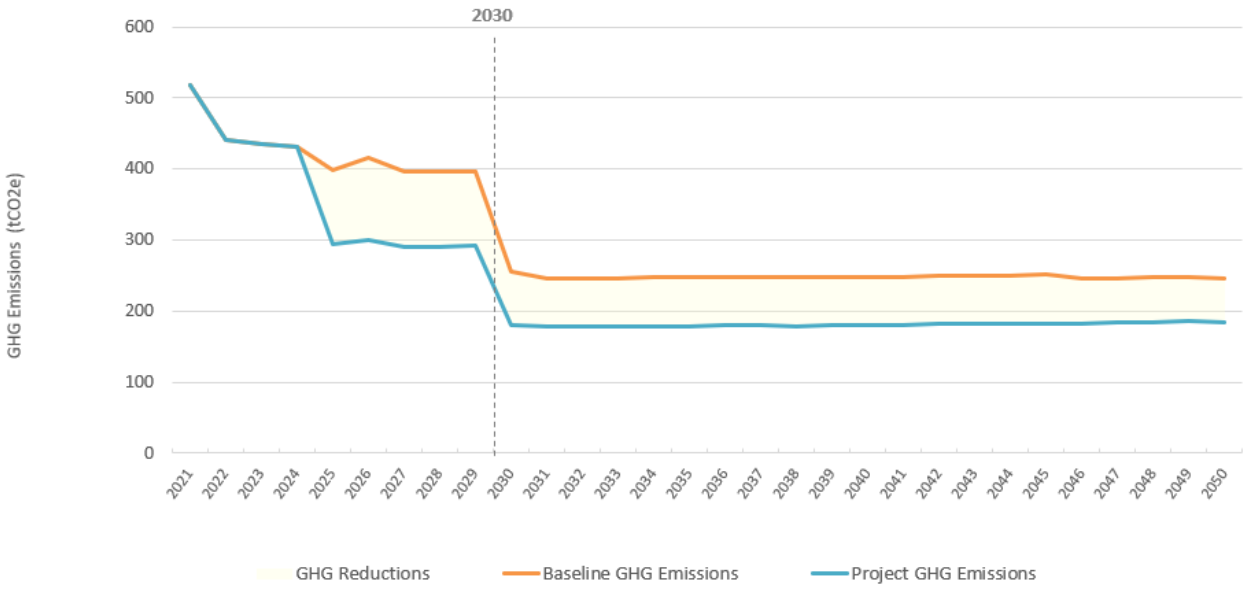


Figure 2: GHG Emissions (tCO2e) for baseline versus project scenarios using Option 1 at 100 King St.

Figure 2 above displays two future scenarios for GHG emissions at 100 King St. The orange line represents emissions under the baseline scenario, where annual emissions in 2030 are modelled to be 255 tCO_2e. This is a 51% reduction from annual emissions in 2021. Like 76 Morison Dr, the major reduction in the baseline scenario occurs near 2029, when ECCC expects emissions from the grid to drastically decrease.

The blue line represents emissions under the project scenario with all efficiency activities considered. Annual emissions under this scenario are modelled at 180 tCO_2e in 2030, which is a 65% reduction from 2021. The difference between the baseline and project scenarios reflects a 75 tonne (14%) reduction in GHG emissions, solely through the actions of WHRM.

Option 2: Fuel switching to geothermal

Option 2 is provided for comparison to the above project scenario. This scenario involves fuel switching to a DX geothermal heat pump system rather than propane, to eliminate fossil fuel consumption at this location (Table 3). The initial capital investment is higher; however, the system emits a far lower volume of GHG emissions than Option 1. There will continue to be some emissions associated with a geothermal system, because the heat pumps require electricity to run, but this will continuously decrease as the grid is improved. A geothermal system is

proposed instead of an air-source DX heat pump because in colder climates, a geothermal system can save 10-20% more on energy costs than the alternative.

Table 3: Quantified emissions reduction for Option 2 for energy management at 100 King St.

100 King Street - GHG Reduction Upgrades			
Upgrade Type	**GHG Reduction in 2030 (tCO2e)**	**2018 Corporate Profile Mitigated in 2030**	**2018 Total Profile Mitigated in 2030**
Building envelope upgrade	43	1.22%	0.015%
Stationary equipment upgrades	2	0.06%	0.001%
Fuel switching - Geothermal	67	1.90%	0.023%
Lighting upgrades	1	0.03%	0.000%
Solar PV	15	0.42%	0.005%
Total	**128**	**3.63%**	**0.04%**

The project cost for this option is difficult to accurately calculate because the Black & McDonald quote did not include a specific cost breakdown for each measure. Therefore, it would be inaccurate to alter the $1,737,500 quote for Option 2. As mentioned, a similar geothermal system at 76 Morison Drive cost approximately $220,000 in 2008. When considering potential prices for this option, the Black & McDonald quote will be less than the full cost of Option 2 because propane temperature control systems are inherently less expensive than the proposed geothermal system in this Option. A rough and conservative estimate of the project cost in this case is approximately $2,500,000 with the addition of the geothermal system. The total lifetime emissions reduction for Option 2 is 3,246 tCO_2e by 2050. Option 2 mitigates 1,267 tCO_2e more by 2050 than Option 1.

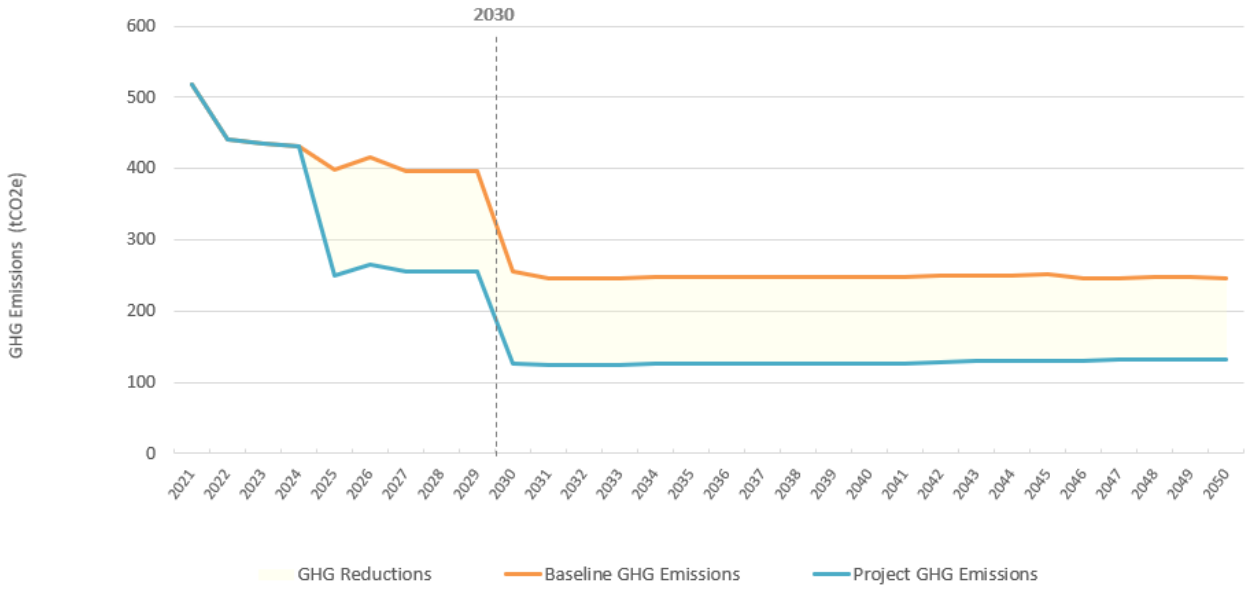


Figure 3: GHG Emissions (tCO2e) for baseline versus project scenarios using Option 2 at 100 King St.

Figure 3 shows two future scenarios for GHG emissions at 100 King St. The orange line represents emissions under the baseline scenario, where annual emissions in 2030 are modelled to be 255 tCO_2e. This is a 51% reduction from annual emissions in 2021. As referenced above, the major reduction in the baseline scenario occurs near 2029, when ECCC expects emissions from the grid to drastically decrease.

The blue line represents emissions under the project scenario with all efficiency activities considered. Annual emissions under this scenario are modelled at 127 tCO_2e in 2030, which is a 76% reduction from 2021. The difference between the baseline and project scenarios reflects a 25% reduction in GHG emissions in this building, solely through the actions of WHRM.

Incalculable Measures

- *Hot water distribution insulation*: The Natural Resources Canada checklist identified thermal energy loss from lack of insulation on copper distribution lines. The exact energy loss is incalculable, however ¾-inch polyethylene pipe insulation is available at $2.00/6 ft at hardware stores to mitigate this potential energy waste.
- *Faucet upgrades*: Leaky faucets were identified in the building conditions survey, which is especially concerning because the area was not occupied when these were detected.

These should be replaced as soon as possible with automatic sensor models described above.

- *Standard Operating Procedure for HVAC*: This simple item will define use and maintenance and detect long-term, chronic energy loss from minor malfunctions.
- *Compost disposal or air dryers*: These items should be implemented in the washrooms and break rooms. This will indirectly reduce emissions because the carbon sequestration lost from harvesting the paper material will be recycled back to the earth, or demand for these materials will reduce in the case of air dryers.
- *Permeable parking lots:* The parking lots could be altered during building upgrades to permeable material such as gravel, permeable pavers, etc. This boosts water retention and flood mitigation during heavy precipitation. Coastal flooding related to climate change has become an immediate concern in coastal communities in NS.
- *Draft mitigation*: Efficiency NS can provide a draft and infiltration analysis to identify areas of energy loss due to poor insulation, weatherstripping, or other points of contact with the outside. Drafts were identified as a high source of energy waste in most homes and buildings during the Efficiency NS informational session.

Additional Considerations

- The baseline scenario considers likely equipment/facility maintenance and replacement as well as the continual greening of the NSPI grid. This creates a dynamic baseline that is conservative, so we do not overestimate our emission reductions; therefore, the baseline scenario also shows a considerable decrease in emissions over time. Because greening of the grid is not within the Municipality's control, we do not consider it within our emission reductions achieved, we only consider emission reductions that are in addition to it.
- GHG emission reductions are estimates for both facilities, based on utility bills and values researched in literature. There will be inaccuracy associated with these values, but by being conservative in assessing emission reduction potential, any variability is likely to be positive.

- Cost estimates are based on contractor quotes for 100 King St. and are based on researched manufacturers' costs for 76 Morison Dr. Cost estimates are not exact and may change over time due to market fluctuations.
- The potential for emissions reduction at 100 King St. is much higher than that of 76 Morison Dr. because it is an older building with major retrofits required. Due to major retrofits, renovating 100 King St. for near net zero will be more expensive. Additionally, after renovations are completed, 100 King St. will still see higher emissions than 76 Morison Dr, because it is a larger building with a more complicated HVAC system, more lighting, and greater heating requirements.

Energy Offset Comparison

Table A: A direct comparison of GHG reduction if **ALL** proposed upgrades are implemented at each location.

Option 1 (propane) and Option 2 (geothermal) for 100 King St.

The maximum estimated solar array size is 158 kW for 76 Morison and will offset up to **97%** of electricity consumption.

The maximum solar array size at 100 King St was quoted as 78.3kW, offsetting **33.9%** of electricity consumption

	GHG Reduction derived from upgrade by 2030 (tCO2e)				
	Lighting	*Envelope/Windows*	*Fuel Switching*	*Full-capacity solar*	**TOTAL**
76 Morison Drive	1	3	N/A	31	35
100 King St (Propane)	1	43	15	15	74
100 King St (Geothermal)	1	43	67	15	126

This is for the full capacity solar using all available space at 76 Morison Dr. If 76 Morison utilized 9500 sq ft of available yard and green space, there is potential to offset up to 97% of the current building's annual energy consumptions. For this to be successful current yard and green space would be consumed with solar panels. Parking and Green space would be drastically impacted in the scenario

Table B: A direct comparison of GHG reduction if all upgrades are implemented at each location, and 100 King St switches to a comparable geothermal HVAC system. This is for the quoted **78.3kW** solar array size at each location.

This solar array system size will offset **48%** of electricity consumption at 76 Morison Dr.

The same solar array system size will offset **26.4%** electricity consumption at 100 King St. The offset potential is lower than Table A because the geothermal system adds to electrical demand (but eliminates fossil fuels)

	GHG Reduction derived from upgrade by 2030 (tCO2e)				
	Lighting	*Envelope/Windows*	*Fuel Switching*	*78.3kW solar*	**TOTAL**
76 Morison Drive	1	3	N/A	15	19
100 King St (Geothermal)	1	43	67	15	126

Notes:

- All emissions reduction values are by 2030 while accounting for greening of the grid.
- Emissions reduction from envelope and window upgrades for 100 King St (43 tCO2e) were calculated through professional quote. This upgrade at 76 Morison (3tCO2e) does not include considerations for building layout redesign, while 100 King St does.
- Fuel switching is already completed at 76 Morison Drive, leading to lower apparent reduction values. This building already has a head start, so reduction is inherently lower.

Table C: a direct comparison of the same sized system at both 100 King Street and 76 Morison Drive (78.3 kW system covering a 4698 sq ft area)

	100 King Street	76 Morison
Costs	$212,000.00	$212,000.00
Energy consumption offset	**33.9%**	**48%**

- Upgrades would need to be considered for both buildings for improved Green House Gas Reductions and moving towards a net-zero carbon footprint.
- 76 Morison had a Geo-thermal system installed in 2018 at a cost of $220,000. Upgrades would be required to this system. The current building layout does not promote optimal efficiencies in this area.
- King Street would require a Geo-thermal unit or alternative system to replace existing fossil fuel used at this building.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information √	Recommendation √	Decision Request ☐	Councillor Activity ☐

To: WHRM Committee of the Whole

Submitted by: _____
Matthew Povah, IT Specialist

Date: July 11, 2023

Subject: WHRM Security Camera Systems/Phase 3 Camera System Expansion

---

LEGISLATIVE AUTHORITY

Municipal Government

RECOMMENDATION or DECISION REQUEST

Committee of the Whole Recommends …

… Council approves the over-budget Phase 3 – Fibre Camera System Project, introducing security cameras along Wentworth Road and the Falmouth Bridge entrance to the former Town of Windsor for the quoted price of $28,605.27, plus a 15% project contingency of $4290.79, plus applicable taxes.

BACKGROUND

Property √	Public Opinion ☐	Environment ☐	Social ☐	Economic √	Councillor Activity ☐

Starting in 2010, local municipal governments, now part of West Hants Regional Municipality, began deploying wide area video surveillance systems in their jurisdictions using the VCFN fiber optic network. These systems provide protection for municipal facilities, improve support for police response capability, improve road condition and traffic monitoring, reduce and deter criminal activity, and improve public confidence. Some cameras are also used at water utility sites for remote industrial process monitoring.

The system was designed in consultation with local councils, RCMP detachment, staff, and residents. The philosophy was to identify and monitor areas of concern within the community, as well as setting up systems to monitor traffic entering and leaving our density areas, such as

downtown Windsor and Hantsport. This is the traditional perimeter defense model, which works by providing high resolution video surveillance footage, to be reviewed after the fact, when a serious incident is reported, allowing RCMP and staff to investigate and provide an appropriate response.

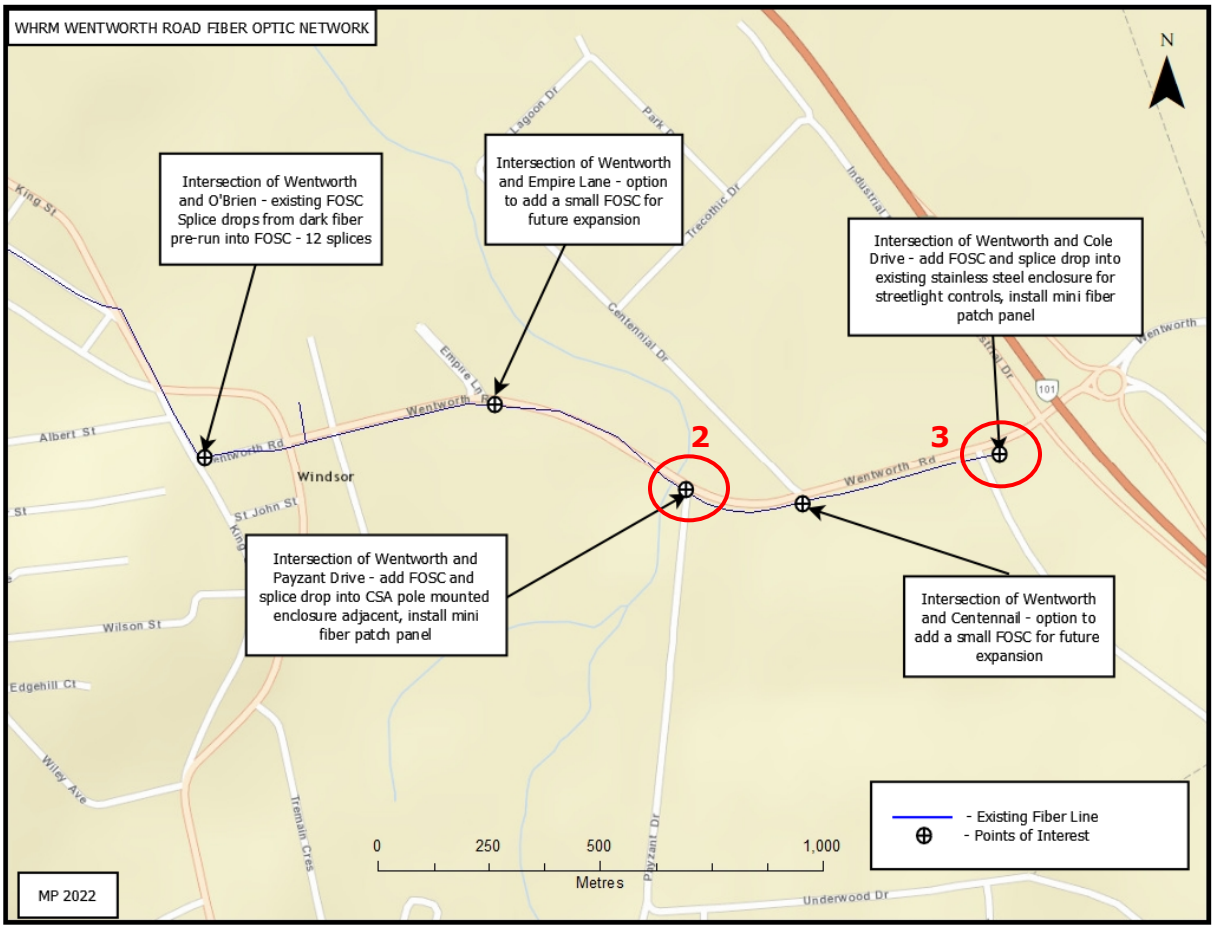
This report will provide a brief overview of the existing platform, including policy, privacy, and legal impacts. It also references plans to expand the video surveillance platform, according to the original "Phase 3 expansion" plan, approved by the former Windsor Council in 2018.

DISCUSSION

Phase 3 Expansion Project

Phase 3 of the Windsor project proposes installation of three new camera clusters:

1. Highway 1 bridge to Falmouth, at the end of Water Street, Windsor
2. Intersection of Payzant and Wentworth Road (number 2 on the figure below.)
3. Intersection of Cole Drive and Wentworth Road (number 3 on the figure below.)



These locations require completion of the fiber optic network that was installed on Wentworth Road in 2019. The Municipality currently has equipment and hardware on hand that can be used toward this project. The attached spreadsheet document outlines all equipment and

hardware required and the project plan and budget breakdown.

Requests for quotes for the required fiber optic service provision went out in December 2022. The following quotes where received:

Vendor	Quotes
Vistacare	$16000
Wave Atlantic	$3500
James V. Frenette Electrical	$7300

The lowest bidder, Wave Atlantic has been selected for the fibre extension. Local electrical contractor, Tim Frenette has also been selected to support this project.

Municipal Video Surveillance Policy Development

Staff have been reviewing existing peer municipality video surveillance policies and the video surveillance policy that was prepared in 2016 for the former Town of Windsor. These documents will be used to prepare a draft video surveillance policy for the West Hants Regional Municipality, in line with the guidelines from the Province. This policy will outline our municipal video surveillance use and justification of the systems, acceptable use, access control and logging and security, secure storage for video data, measures limiting privacy impacts on the public, signage requirements and public notification. As well as a strategy for continued expansion of the municipal video surveillance platform. It is very important that we put a solid and comprehensive policy into place, to align us with the Provincial Privacy guidelines and our peers.

Legal Implications of Municipal Video Surveillance & MGA Requirements

The Municipality is concerned about potential privacy impacts of these systems, while ensuring the added protection they provided is available to our communities. To ensure our systems do both, staff have researched the required laws and guidelines that must be followed:

- Nova Scotia FOIPOP and Privacy Laws
    - Require that no personal information can be collected, without a specific reason.
        - Video surveillance data is considered personal information.
    - Require that this information be secured appropriately and only used for the purpose in which it has been collected.
    - To meet these guidelines, it is suggested that the Municipality complete a Privacy Impact Assessment of our video surveillance platform.

While keeping these guidelines in mind, our system has proven to assist with solving major crimes that have taken place in our area. And we want to ensure we are able to continue to provide this service to our local law enforcement.

Current Video Surveillance System

Our current video surveillance systems use Network Video Recorder (NVR) servers and Video Management System (VMS) software to function. The NVR server acts as the computer processor and storage platform for the video data that is being recorded, and the VMS software interfaces with the cameras and allows the footage to be reviewed or exported. The software also logs all access to the systems.

Required NVR/VMS Server and Software Upgrades

Our NVR server platform for Windsor is scheduled to be upgraded this fiscal, the hardware costs of $7,500 are included in the 2023-24 Approved Capital Budget.

A new support agreement has been accepted for the Milestone VMS software which will provide support for the platform for three years, at a cost of $4,600, which is included in 2023-24 Approved Operating Budget and will be carried for the following two (2) years as well.

Camera Connectivity

Our existing systems have fiber optic network connections to allow for network backhaul for recording video surveillance data. These cameras need to be connected to the network to work. A few are connected via short haul wireless bridge extenders to nearby fiber optic connections.

We have the VCFN network which gives us relatively low-cost access to a very capable fiber optic network, which we own and operate with low maintenance costs. Fiber optic networks are typically more reliable and secure than wireless networks. As security cameras use a high network bandwidth they require solid high-capacity networks to work.

Should we opt for remote or rural cameras in future deployments, we may need to consider wirelessly connected, satellite network connected, or local storage systems. The Information Technology department is researching options for cameras and technologies that would provide remote or rural capability, however we do recommend using the VCFN network platform as much as possible.

Specifically, for the completion of Phase 3, wireless cameras were not considered, as the fiber optic network cabling has already been installed in accordance with the original design, and the camera hardware which is designed to connect to this fiber optic network has already also been mostly purchased and is on hand.

Camera Options for Municipal Video Surveillance

There are several different options for network connectivity. Below we have summarized the more popular options.

Option	Description	Challenges	Advantages
Wireless Bridge Network	Point-to-point wireless link	• Needs line of site, towers or high points, which can be costly to develop. • Range limitations. • Susceptible to lightning strikes and radio interference. • Limited bandwidth. • High maintenance costs.	• No monthly fees associated. • Easy network integration. • Low-cost equipment.
LTE/Mobility Network	Connects to a cellular network (Bell, Rogers, etc.)	• Needs reliable, high-capacity network and reception, which is not always possible in rural areas. • High usage impact on the local cellular network capacity. • Operational costs associated with monthly fees and bandwidth fees. • Complexity associated with static VPN requirement for security. • Costly hardware.	• Relatively inexpensive to deploy. • LTE networks are usually available in many rural areas. • Convenient to use.
Wired ISP Service	Connects to local wired ISP service (Eastlink, Bell, etc.)	• Ongoing monthly fees associated. • Complexity associated with static VPN requirement for security. • ISP may not be willing/able to install at some locations. • Relies on ISP service reliability.	• Reliable networks if available at location. • High-capacity networks. • Usually no bandwidth limitations. • Lower costs associated with initial deployment.

Satellite Connectivity	Connects to satellite Internet service (Starlink, etc.)	• High costs for bandwidth, service fees, and equipment. • Complexity associated with static VPN requirement for security. • Bandwidth capacity limitations.	• Generally reliable network. • Good bandwidth capability. • Works anywhere.
Fiber Optic/VCFN	Connects to municipal VCFN fiber optic network	• High costs associated with network development. • Access to Bell or NSP poles can be challenging, causing delays in projects. • Fiber construction companies are often very busy.	• High capacity. • High reliability. • High security network. • No monthly service fees.
Local Storage	No network only local onboard storage – SD card etc. (Trail cameras for example.)	• Requires frequent manual intervention, such as manual connections, climbing ladders for direct access to swap SD cards in some cases. • Function of local storage camera cannot be remotely verified. • Cameras are often easily go missing. • Usually, unreliable, low-cost hardware.	• Lowest cost to setup. • Easiest set up process. • Some technologies support wireless downloads, but this still requires being at the device location to download the footage possibly weekly or monthly, etc.

NEXT STEPS

Phase 3 of the security camera project is ready to proceed immediately, should Council approve the over-budget amount detailed below.

Municipality staff are drafting a policy for video surveillance and public privacy and safety, as outlined earlier, to align with privacy laws in Nova Scotia. To assist in this process, staff may require legal advice on MGA section 461 interpretation and FOIPOP related privacy requirements related to municipal video surveillance platforms.

Staff will be analyzing our existing signage indicating areas where there is video surveillance in use and may consider updating or increasing signage.

Finally, staff will conduct a Privacy Impact Assessment related to municipal video surveillance systems.

FINANCIAL IMPLICATIONS

2023-24 Capital Budget – Phase 3 – Fibre Camera System

Quoted Pricing	$28605.27
Contingency (15%)	$4290.79
Non-Recoverable Tax *(4.29%)*	$1411.24
Tender Total	**$34307.30**
2023-24 Budget	$30,000.00
Variance (over budget)	($4307.30)

The West Hants Regional Municipality is currently expecting a March 31, 2024 ending balance of $3.3 million, and is able to support the over-budget value of $4307.30.

ALTERNATIVES

- Council could decide not to proceed with this project.
- Council could decide to proceed with this project, only to the approved budget value of $30,000.
- Council could decide to postpone this project until the proper Policy and reviews are completed.
- Council could decide to proceed with a different camera system; however this is not currently a recommended by staff.

ATTACHMENTS

- Phase 3 Fibre Camera System – Design

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation is in alignment with Councils' direction for security camera expansion within our community. As noted in the report there is further review and implementation of policy surrounding privacy guidelines for the use of the camera and storage of the video potentially impacting their future use.

I support the recommendation.

Report Prepared by: _____
Matthew Povah, IT Specialist

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Phase 3 Security Camera project - Completion Phase Breakdown - Project Plan

1	**Falmouth Bridge Location**				
1	5Ghz Ubiquiti bridge radio w/PS	Stock			
1	Ethernet cabling+installtion	Electrical contractor			
1	Bosch 7000 Starlight Dome IP Camera				
1	Bosch Pendant Mount for dome camera	Stock			
1	Aluminum streetlight armature	Stock			
1	Custom aluminum camera mount	Stock			
1	POE+ injector DIN	Stock			
1	48VDC Meanwell DIN PS	Stock			
	(use exisitng NS Ag enclosure)				
2	**Wentworth and Payzant**				
1	DIN Rail mini-Sw w/SFP	Stock			
1	Fiber optic SFP BiDi	Stock			
1	Fiber optic patch cable SM SCLC	Stock			
1	CSA approved NEMA rated enclosure				
1	Ethernet cabling+installtion	Electrical contractor			
1	Bosch 8000 Bullet Camera 8 MP	Stock			
1	Wide angle lens for Bosch 8000	Stock			
1	Bosch UHO enclosure POE	Stock			
1	Bosch mount for UHO enclosure	Stock			
1	Bosch 7000 Starlight Dome IP Camera				
1	Bosch Pendant Mount for dome camera				
2	POE+ injector DIN				
3	48VDC Meanwell DIN PS				
1	Aluminum streetlight armature				
1	Custom aluminum camera mount	Stock			
	Fiber optic splicing/patch panel	Fiber contractor			
3	**Wentworth and Cole Drive**				
1	Managed Mikrotik SW w/PS and SFP				
1	Fiber optic SFP BiDi	Stock			
1	Fiber optic patch cable SM SCLC	Stock			
1	Ethernet cabling+installtion	Electrical contractor			
1	Bosch 8000 Bullet Camera 8 MP	Stock			
1	Wide angle lens for Bosch 8000	Stock			
1	Bosch UHO enclosure POE	Stock			
1	Bosch mount for UHO enclosure				
1	Bosch Dinion 5000 LPR camera	Stock			
2	POE+ injector DIN				
2	48VDC Meanwell DIN PS				
1	Cisco 1562 MESH radio				
	(use existiing streetlight enclosure)				
	(mount on existing aluminum streetlights)				
	Fiber optic splicing/patch panel	Fiber contractor			
4	**Wentworth and Centennial**				
1	FOSC on Internsection (future development)				
	Fiber optic splicing	Fiber contractor			
	TOTAL MATERIALS REQUIREMENTS				
2	Bosch 8000i Starlight Dome IP Camera	$ 1,911.57	$	3,823.14	CDW
1	Bosch Pendant Mount for dome camera		$	77.81	CDW
1	Bosch mount for UHO enclosure		$	35.17	CDW

1	CSA approved NEMA rated enclosure			$ 701.00	Graybar
4	POE+ injector DIN			$ 1,306.64	IOCTech
5	48VDC Meanwell DIN PS	$	65.00	$ 325.00	IOCTech
1	Aluminum streetlight armature			$ 300.00	Fiber contractor (?)
5	FOSC SM 72 strand capacity			$ 1,000.00	Fiber contractor
1	Managed Mikrotik SW w/PS and SFP			$ 200.00	
1	Cisco 1562 MESH radio			$ 1,786.51	IMP Solutions
3	Milestone Licenses - Three Cameras	$	250.00	$ 750.00	
				$ 10,305.27	**TOTAL**

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information √	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: WHRM Committee of the Whole

Submitted by: _____
Diana Gibson, Acting Director, Financial Services

Date: July 11, 2023

Subject: Water Usage and Sewer Amounts

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV, Finance, 81 (1a & 1b), Part XIV, Sewer, 333-343
- Public Utilities Act, 64 (1) & (2)
- Nova Scotia Utility and Review Board Orders M09013 & M06739

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

Property √	Public Opinion ☐	Environment ☐	Social ☐	Economic √	Councillor Activity ☐

At the June 27 Council meeting the following motion was made for staff to provide an information report:

> ***Council direct staff to prepare a report and bring back information on the request made by the Windsor Agricultural Society pertaining to water usage and sewer amounts billed; and further that staff provide a refresher on how residential and commercial businesses are billed for water and sewer usages.***

DISCUSSION

<u>Billing Refresher</u>

Water Billing

- Water is billed to all customers, residential and commercial, based on the quarterly consumption reading.
    - Each customer is billed a quarterly base charge,

- And a consumption rate per cubic meter of consumption
- These rates are different depending on which area of WHRM the customer is in
-

- Current West Hants rates (including Hantsport):

***Base Charges**

Size of Meter	2021/22 Quarterly	2022/23 Quarterly
15mm – 5/8"	62.25	62.25
19mm – ¾"	92.42	92.42
25mm – 1"	152.74	152.74
37mm – 1 ½"	303.56	303.56
50mm – 2"	484.53	484.53
75mm – 3"	967.14	967.14
100mm – 4"	1,510.07	1,510.07
150mm – 6"	3,018.20	3,018.20
200mm – 8"	5,431.22	5,431.22

Consumption Rate	**2021-2022**	**2022-2023**
Consumption Rate per 1,000 Imperial Gallons	**$ 11.14**	**$11.14**
Consumption Rate per Cubic Meter	**$ 2.45**	**$ 2.45**

1 m^3 (cubic meter) = 219.969 imperial gallons

- Current Windsor rates:

***Base Charges**

Size of Meter	2021/22 Quarterly	2022/23 Quarterly
**Unmetered	170.10	170.10
15mm – 5/8"	69.75	69.75
19mm – ¾"	102.00	102.00
25mm – 1"	166.51	166.51
37mm – 1 ½"	327.78	327.78
50mm – 2"	521.30	521.30
75mm – 3"	1,037.36	1,037.36
100mm – 4"	1,617.93	1,617.93
150mm – 6"	3,230.61	3,230.61
200mm – 8"	5,810.90	5,810.90

**Based on 15,000 imperial gallons consumption per quarter

	2021-2022	**2022-2023**
Consumption Rate per 1,000 Imperial Gallons	**$ 6.69**	**$ 6.69**
Consumption Rate per Cubic Meter	**$ 1.47**	**$ 1.47**

1 m^3 (cubic meter) = 219.969 imperial gallons

Sewer Billing

- Sewer is currently billed to all customers, residential and commercial, based on the water consumption reading.
  - Each customer is billed a quarterly base charge,
  - And a consumption rate based on the per cubic meter consumption of water.

- These rates are different depending on which area of WHRM the customer is in

- Current West Hants rates (including Hantsport):

***Base Charges**

Size of Meter	2021/22 Quarterly	2022/23 Quarterly
Unmetered	62.32	62.32
15mm – 5/8"	62.32	62.32
19mm – ¾"	93.49	93.49
25mm – 1"	155.81	155.81
37mm – 1 ½"	311.62	311.62
50mm – 2"	498.60	498.60
75mm – 3"	997.19	997.19
100mm – 4"	1,558.11	1,558.11
150mm – 6"	3,116.22	3,116.22
200mm – 8"	5,609.20	5,609.20

	2021/22	2022/23
Consumption Rate per 1,000 Imperial Gallons	**$ 7.74**	**$ 7.74**
Consumption Rate per Cubic Meter	**$ 1.70**	**$ 1.70**

1 m^3 (cubic meter) = 219.969 imperial gallons

- Current Windsor rates:

***Base Charges**

Size of Meter	2021/22 Quarterly	2022/23 Quarterly
**Unmetered	193.99	193.99
15mm – 5/8"	55.33	55.33
19mm – ¾"	82.99	82.99
25mm – 1"	138.32	138.32
37mm – 1 ½"	276.63	276.63
50mm – 2"	442.61	442.61
75mm – 3"	885.22	885.22
100mm – 4"	1,383.16	1,383.16
150mm – 6"	2,766.31	2,766.31
200mm – 8"	4,979.37	4,979.37

**Based on 5,000 imperial gallons consumption per month

	2021/22	2022/23
Consumption Rate per 1,000 Imperial Gallons	**$ 9.244**	**$ 9.244**
Consumption Rate per Cubic Meter	**$ 2.036**	**$ 2.036**

1 m^3 (cubic meter) = 219.969 imperial gallons

- Additionally, there is a standard vacant lot fee for properties that are within 100 feet of the sewer line.

Sewer Rebates

There are currently two rebates in place, depending on the location of the customer's property:

- The former Municipality of West Hants has a sewer by-law (S-003 Sewerage and Stormsewer Connection, Discharges, and Charges By-Law) which includes a usage rebate:
    - This rebate is available to customers who use more than 1000 cubic metres in a one-year period, who can demonstrate that the volume of sanitary sewer discharged is less than the volume of water used.
    - If a customer qualifies:
        - A second meter, being a sewer metre, will be installed, at the customer's expense.
        - A rebate for the differences in charges between the amount of water used (metre 1) and sewage discharged (metre 2) will be given.

- The former Town of Windsor has a sewer by-law (Bylaw #20 – Sewer Rates By-Law) which includes the following exemptions:
    1. A metered water user of the Windsor Water Utility, who is not connected to a public sewer system, may be entitled to an exemption from the Sewer Service Charge.
    2. Where the volume of liquid discharged into the public sewer is less than half of the volume of water used by the property, it must be established by the property owner to the satisfaction of the engineer, then the property owner shall be eligible for a rebate in the sewer service charge equal to the difference between he amount of water used and the amount of liquid discharged in to the sewer system.
    3. The exemption set forth in exemption 2 herein applies only to commercial and industrial operations where processed water is diverted from the sewer system and does not apply to residential or commercial property diverting water from the sewer system by law watering operations.
    4. Where a property is connected to the Windsor Sewer System, but does not obtain water from the Windsor Water Utility, but obtains water from an alternate source, the annual flat rate sewer charge may be established by Council shall be applied.

Any new rebates that should be created do have to be created through the by-law process.

<u>Windsor Agricultural Society's Usage</u>

A review of the last year of billing for all metres at the Windsor Agricultural Society has been done and the following volume has been determined:

Metre	Metre Size	Location	Volume (cubic metres) (December 2021 – December 2022)
05850450.00	5/8	O'Brien Building	84
09592166.00	¾	Old Farm Equipment Building	93
69231938.00	1	Cattle Barn	88
83205235.00	5/8	Caretaker Building	66
79861818.00	¾	Main Arena	1,071
		TOTAL	**1,402**

Using the above rates for base charges and consumption, the following yearly charges have been calculated:

Metre	Metre Size	Volume (cubic metres)	Sewer Base	Sewer Cons	Water Base	Water Cons
05850450.00	5/8	84	$221.32	$171.02	$279.00	$123.48
09592166.00	¾	93	$331.96	$189.35	$408.00	$136.71
69231938.00	1	88	$553.28	$179.17	$666.04	$129.36
83205235.00	5/8	66	$221.32	$134.38	$279.00	$97.02
79861818.00	¾	1,071	$331.96	$2,180.56	$408.00	$1,574.37
		1,402	**$1,659.84**	**$2,854.48**	**$2,040.04**	**$2,060.94**

Sewer Base Charge	$1,659.84
Sewer Consumption	$2,854.48
Sewer Total	$4,514.32
Water Base Charge	$2,040.04
Water Consumption	$2,060.94
Water Total	$4,100.98
Total	$8,615.30

Given the Windsor Agricultural Society's location, they would fall under the former Town of Windsor's Sewer By-law, which as stated above, requires the diversion from the sewer system to be half of the water usage to qualify for a rebate. Where the Society's largest consumption comes from the Main Area, which has the canteen and main washrooms, it would be required to install a sewer metre to measure the amount of discharge into the sewer system to establish the level of discharge in comparison to the water usage. This metre would need to be installed at the society's cost.

Should it be possible, and the Society wishes to, it would be reasonable to install one (1) metre at the Society's property to record all sewer discharge. This metre could then be compared to water consumption of all metres. Alternatively, the Society could look at specific buildings and choose to add a sewage discharge metre to just those buildings.

NEXT STEPS

1. Council could decide to give the Windsor Agricultural Society the full $4,000 grant requested or a portion of the request made at the June 11th Committee of the Whole meeting.
2. Alternative, the Windsor Agricultural Society could decide to proceed with the sewage metre(s) mentioned above to measure the amount of discharge into the sewer system to determine if they would qualify for the former Town of Windsor's rebate.

FINANCIAL IMPLICATIONS

Currently, there are no financial implications to the Municipality. If the Windsor Agricultural Society decides to go with the second metre, this would be put in at the expense of the Society. Pendning the installation and review of flows there may be an impact on sewer related revenue associated with this account.

However, should Council decide to proceed wit the $4,000 grant, there will be the financial implication of adding that $4,000 into our grant and contributions total for the year. As well as future year budget considerations should Council decide to make this a line item moving forward.

ALTERNATIVES

Not applicable.

ATTACHMENTS

Not applicable.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Acting Director has been thorough with her remarks. I have no further comments.

Report Prepared by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Committee of the Whole Excerpts
June 13, 2023

TOWN HALL MEETING EXCERPT

Following the discussion regarding the Hants County Federation of Agriculture need for a freshwater resource a motion was made to host a town hall meeting so that the public could ask questions to MP Blois and MLA Sheehy-Richard.

The recommended motion was that Committee of the Whole recommend that …

THE WEST HANTS COUNCIL HOLD A TOWN HALL MEETING AND EXTEND AN INVITATION TO MP BLOIS AND MLA SHEEHY-RICHARD TO ATTEND AND ANSWER QUESTIONS FROM THE PUBLIC.

West Hants Regional Municipality
July 11, 2023
Chief Administrative Officer Report

The following report captures activities and events between the June 2023 COTW meeting and the date of the report.

Governance

- Meetings and Events
  - COTW – June 13th
  - Council – June 27th

Administration

- Meetings and Events
  - CUPE Collective Bargaining - June 26th and July 10th
  - Staff Pension Committee Meeting

- Local CUPE Collective Bargaining – Six (6) bargaining sessions were held with the Local. Language changes were reviewed. Positions regarding remuneration have been exchanged. These matters will be discussed with Council in-camera. All matters are subject to ratification of the collective agreement when finalized.

- WHRM Fort Edward Lands – Jonathon Fowler carries on with his assessment of the site. No delays are expected.

- Human Resource Coordinator – The advertisement for the HR coordinator has been posted and closes on July 13th.

Finance

- Meetings and Events
- Director Carlee Rochon returned to work on July 10th from her maturity leave. Welcome Back Carlee! Carlee and her staff will review the past year and activities of the Finance Department as she refamiliarizes herself with operations. A special shout-out to Diana Gibson for her leadership and dedication to the WHRM and the department as she served as Acting Director over the past year. Diana's outstanding performance and

continued professional growth over the past year will only benefit the municipality going forward. Thank You Diana!

- Municipal Insurance Renewal – Information has been collected to start the insurance review process:
    - Recent insurance renewal RFPs for other municipalities
    - A complete list of WHRM and Fire Services assets and programs requiring coverage.
    - Thorough review of the current policy including broker utilization, deductible levels, traditional coverage, and future coverage requirements.

  The current insurance plan will expire in March of 2024. Early review of the existing policy and market comparisons indicates there may be savings as it relates to some of the low deductible levels currently set. All opportunities will be explored through the RFP process.

Community Development

- Meetings and Events
    - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events

- Fort Edward Site / West Hants Historical Society Concept Meetings – The West Hants Historic Society presented to Council on May 9th. A working group meeting was held on June 21st to discuss next steps regarding the proposed project. Focus has been dedicated on carrying out a feasibility study for the project and consultation with individual cultural groups represented at the working group table.

- West Hants Community Beautification Plan – This project is underway with the following deliverables: Community entrance signage and landscape plan, community parks facilities signage and landscape plan, urban community beautification plan, rural community beautification plan, streetscape lighting, plan, draft community beautification plan, and final presentation.

Planning and Development

- Meetings and Events
    - PAC /HAC Meeting
    - Brison Development Growth Meetings

- PIMs – It has been a busy June and July for PAC /HAC. The following applications have had PIMs in June and July:
    - Development Agreement: Payzant Drive Community Centre
    - HLUB Amendments: 35 Williams Street Hantsport

- Proposed Paintball Facility, Summerville
- 4 Storey Mixed Use Apartment Building, Cole Drive
- Mixed Use, Multi-Use Development and Hockey Themed Tourist Destination, Nesbit Street, Windsor (Scheduled for June 19th)

Economic Development

- Meetings and Events
  - Meeting with VREN Board of Directors, Paul Dixon

- VREN – Chair, Paul Dixon and I met to review the recent re-signing of the VREN Agreement. Paul is always looking for opportunities to improve the operations of the VREN and particularly how it is serving the WHRM business community. He is actively recruiting board members.

Public Works and Infrastructure

Protective Services

- Meetings and Events
  - WHRM Fire Chiefs Meting – June 26th
  - Chateau Village Fire Smart Community Event – July 5th
  - Summerville Fire Department 60th Anniversary Event – June 24th

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Danny	Dill	2020-06-30	2020-07-14 COTW
Quentin	Davison	2020-07-06	2020-07-14 COTW
Alyson	Bremner	2020-07-07	2020-07-14 COTW
Cecil	Rolfe	2020-07-13	2020-07-14 COTW
Pat	Porter	2020-07-13	2020-07-14 COTW
Nikki-Marie	Lloyd	2020-08-02	2020-09-08 COTW
Heather	Boylan (Martock)	2020-09-01	2020-09-08 COTW
Greg	O'Leary	2020-09-03	2020-09-08 COTW
Dr. Abby	Kirumira	2020-09-02	2020-09-08 COTW
Dean	Manning	2020-09-08	2020-09-08 COTW
David & Michelle	Rideout	2020-09-08	2020-09-08 COTW
Colleen	Walsh-Bouman	2020-09-08	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	2020-09-08	2020-09-22 Council
Tasha	Rogers	2020-09-08	2020-09-22 Council
Brad	Carrigan	2020-09-23	2020-10-13 COTW
Karen	Carrigan	2020-09-23	2020-10-13 COTW
Elaine	Morehouse	2020-09-24	2020-10-13 COTW
Gary	Morehouse	2020-09-24	2020-10-13 COTW
Dr. A	Kirumira	2020-09-24	2020-10-13 COTW
Blake	Sarsfield	undated	2020-10-13 COTW
Greg	Webster	2020-10-01	2020-10-13 COTW
Bobby	Kidston	2020-10-02	2020-10-13 COTW
NSTIR	(Province of NS)	2021-01-13	2021-01-26 Council
Darren	Porter	2021-03-19	2021-03-23 Council
Rylan	Carrigan	2021-03-29	2021-04-13 COTW
Robin	Bremner-Popma (Hants Co Fed of Agri)	2021-03-29	2021-04-13 COTW
Roslyn	MacDuff	2021-03-29	2021-04-13 COTW
Darlene	Taylor	2021-03-23	2021-04-13 COTW
Daniel	Oulton	2021-03-26	2021-04-13 COTW
Karen	Carrigan	2021-03-26	2021-04-13 COTW
Marie & Andrew	Connolly	2021-03-26	2021-04-13 COTW
Robin	Thomson (Atlantic Division Canoe Kayak Canada)	2021-03-30	2021-04-13 COTW
Barbara	Hughes	2021-03-29	2021-04-13 COTW
Laura	Fisher	2021-04-01	2021-04-13 COTW

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Nikki-Marie	Lloyd	2021-04-06	2021-04-13 COTW
Ken	Donnelly (Hwy 101 Twinning CLC)	2021-04-01	2021-04-13 COTW
Darren	Porter	2021-04-06	2021-04-13 COTW
Karen	Lynch	2021-04-09	2021-04-13 COTW
Carilee	Eddy	2021-04-15	2021-04-27 Council
Nikki-Marie	Lloyd	2021-04-19	2021-04-27 Council
Sheldon	Hope	2021-04-19	2021-04-27 Council
Adrienne	Wood	2021-04-22	2021-04-27 Council
Magda	Montgomery	2021-04-22	2021-04-27 Council
Sheldon	Hope	2021-04-26	2021-04-27 Council
Andrew	Smiley	2021-05-02	2021-05-11 COTW
Carrilee	Eddy	2021-05-03	2021-05-11 COTW
Denise	Forand	2021-04-27	2021-05-11 COTW
Erin	Naugler	2021-05-02	2021-05-11 COTW
Janet	Comeau	2021-05-02	2021-05-11 COTW
Kristyn	Anderson	2021-05-02	2021-05-11 COTW
Laura	Fisher	2021-04-01	2021-05-11 COTW
Nick	Rafuse	2021-05-03	2021-05-11 COTW
Nicole	McLeod	2021-05-02	2021-05-11 COTW
Robyn	Cook	2021-05-02	2021-05-11 COTW
Sheldon	Hope	2021-05-02	2021-05-11 COTW
Tammy	Hilden	2021-05-02	2021-05-11 COTW
Tracey	Sexton	2021-05-03	2021-05-11 COTW
Ginette	Pitcher	2021-05-03	2021-05-11 COTW
Greg	Miller	2021-05-05	2021-05-11 COTW
David & Michelle	Rideout	2021-05-05	2021-05-11 COTW
Sylvia & Vince	Burgess	2021-05-05	2021-05-11 COTW
Scott (Adrienne)	Miniou (Wood)	2021-05-03	2021-05-11 COTW
Barbara	Sullivan	2021-05-06	2021-05-11 COTW
Sandra & Skip	Hogan	2021-05-06	2021-05-11 COTW
Marie & Andrew	Connolly	2021-05-06	2021-05-11 COTW
Karen	Carrigan	2021-05-07	2021-05-11 COTW
Adrienne	Wood (Petition)	2021-05-07	2021-05-11 COTW
Lisa	Hines	2021-05-07	2021-05-11 COTW

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Cam	Hartley	2021-05-07	2021-05-11 COTW
Troy & Vicki	Harvie	2021-05-07	2021-05-11 COTW
Jenn	McDermott	2021-05-08	2021-05-11 COTW
Jennifer	Daniels	2021-05-09	2021-05-11 COTW
Krista & Colin	Duncan	2021-05-09	2021-05-11 COTW
Robin	Bremner-Popma	2021-05-07	2021-05-11 COTW
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]	2021-05-08	2021-05-11 COTW
Wayne & Dianne	Hines	2021-05-09	2021-05-11 COTW
Bob & Sandra	Langdon	2021-05-10	2021-05-11 COTW
Brad	Hood	2021-05-10	2021-05-11 COTW
Ed & Cathy	Kerr	2021-05-10	2021-05-11 COTW
Ann	MacArthur	2021-05-10	2021-05-11 COTW
Carole Anne	Casey	2021-05-10	2021-05-11 COTW
Sarah	MacDonald	2021-05-10	2021-05-11 COTW
Andre & Donna	Arsenault	2021-05-11	2021-05-11 COTW
Aaron	Leblanc	2021-05-12	2021-05-25 Council
Adrian	Rooney	2021-05-19	2021-05-25 Council
Adrienne	Wood	2021-05-12	2021-05-25 Council
Barb	Sullivan	2021-05-16	2021-05-25 Council
Barbara	Beck	2021-05-15	2021-05-25 Council
Bethany	Rozee	2021-05-12	2021-05-25 Council
Carl	Siler	2021-05-12	2021-05-25 Council
Carol	Bradley	2021-05-16	2021-05-25 Council
Carol	McKinley	2021-05-12	2021-05-25 Council
Chad	Pothier	2021-05-18	2021-05-25 Council
Chris	Cann	2021-05-21	2021-05-25 Council
Connie	Shay	2021-05-15	2021-05-25 Council
Conrad	Mullins	2021-05-18	2021-05-25 Council
Darlene	Taylor	2021-05-15	2021-05-25 Council
Darren	Porter	2021-05-12	2021-05-25 Council
Darren	Woods	2021-05-13	2021-05-25 Council
Dawson	Sheehy	2021-05-16	2021-05-25 Council
Deanna	Hamilton	2021-05-15	2021-05-25 Council
Debbie	Porter-Wood	2021-05-13	2021-05-25 Council
Debbie	Siler	2021-05-15	2021-05-25 Council
Denise	Forand	2021-05-13	2021-05-25 Council

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Devan	Archibald	2021-05-18	2021-05-25 Council
Diane	Ogilvie	2021-05-13	2021-05-25 Council
Erin	Naugler	2021-05-13	2021-05-25 Council
Ernest	Eddy	2021-05-15	2021-05-25 Council
Gerry	Young	2021-05-15	2021-05-25 Council
Gina	Cochrane	2021-05-12	2021-05-25 Council
Harry	Ullock	2021-05-15	2021-05-25 Council
Hope	Moon	2021-05-12	2021-05-25 Council
Ian	Shaw	2021-05-16	2021-05-25 Council
J	Davis (and J Griffith)	2021-05-17	2021-05-25 Council
Jacqueline	Farvacque	2021-05-12	2021-05-25 Council
Jayne	Murray	2021-05-16	2021-05-25 Council
Jeff	Redden	2021-05-17	2021-05-25 Council
Jennifer	Shaw	2021-05-16	2021-05-25 Council
Jocelyne	Marchand	2021-05-12	2021-05-25 Council
John & Sarah	Monette	2021-05-19	2021-05-25 Council
Jordan	Macumber	2021-05-12	2021-05-25 Council
Josette	Dugue	2021-05-12	2021-05-25 Council
Judy	Lynch	2021-05-13	2021-05-25 Council
June	Pedersen-LaPierre	2021-05-15	2021-05-25 Council
Justin	Cochrane	2021-05-12	2021-05-25 Council
Karen	Lynch	2021-05-18	2021-05-25 Council
Kathryn	Bergeron	2021-05-16	2021-05-25 Council
Kathy	Veinot	2021-05-15	2021-05-25 Council
Kyle	Pellegrini	2021-05-12	2021-05-25 Council
Lachlan	Riehl	2021-05-12	2021-05-25 Council
Laura	Stewart	2021-05-19	2021-05-25 Council
Lee	Billington	2021-05-12	2021-05-25 Council
Lee	Millett	2021-05-12	2021-05-25 Council
Lexie	Barkhouse	2021-05-12	2021-05-25 Council
Linda	Card	2021-05-11	2021-05-25 Council
Monique	Wood	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-18	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-12	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-17	2021-05-25 Council

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Olena	Kharytonova	2021-05-15	2021-05-25 Council
Pat	Porter	2021-05-12	2021-05-25 Council
Paula	Lake	2021-05-12	2021-05-25 Council
Robert	Bowkett	2021-05-18	2021-05-25 Council
Roslyn	MacDuff	2021-05-15	2021-05-25 Council
Ruth	Angevine	2021-05-13	2021-05-25 Council
Scotch Village	Farm	2021-05-19	2021-05-25 Council
Shirley	Pineo	2021-05-12	2021-05-25 Council
Stephen	Brooks	2021-05-12	2021-05-25 Council
Trudy	Sheehy	2021-05-17	2021-05-25 Council
Steven	Bouman	2021-05-17	2021-05-25 Council
Sue	Sheehy	2021-05-14	2021-05-25 Council
Susie	Smith	2021-05-12	2021-05-25 Council
Tasha	Rogers	2021-05-12	2021-05-25 Council
Tera	Brommit	2021-05-17	2021-05-25 Council
Toni-Lee	Burns	2021-05-12	2021-05-25 Council
Tony	Wood	2021-05-18	2021-05-25 Council
Tracey	Sexton	2021-05-16	2021-05-25 Council
Trevor	Levy	2021-05-12	2021-05-25 Council
Tricia	Brommit	2021-05-17	2021-05-25 Council
Vince & Sylvia	Burgess	2021-05-16	2021-05-25 Council
Loretta	MacEachern	2021-05-20	2021-05-25 Council
Tim & Jennifer	Bayers	2021-05-21	2021-05-25 Council
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darren	Porter (forwarded email from/to another source)	2021-05-27	2021-06-08 COTW
Dawn	Allen	2021-05-25	2021-06-08 COTW
John	Monette	2021-05-25	2021-06-08 COTW
Richard	Dunham	2021-05-25	2021-06-08 COTW
Carrilee	Eddy	2021-06-06	2021-06-22 Council
Darlene	Taylor	2021-06-09	2021-06-22 Council
Darren	Porter	2021-06-06	2021-06-22 Council
Lisa	Bland	2021-06-08	2021-06-22 Council
Krista & Scott	Lloy	2021-06-07	2021-06-22 Council
Nancy	Sheehy	2021-06-06	2021-06-22 Council
Karen	Beazley	2021-07-06	2021-07-13 COTW

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW
Darren	Porter	2022-02-01	2022-02-08 Council
Hon. Steve	Craig	2022-03-02	2022-03-08 COTW
Hon. Greg	Morrow	2022-03-08	2022-03-22 Council
Sheldon	Hope	2022-03-10	2022-03-22 Council
Darren	Porter	2022-06-02	2022-06-14 COTW
Darren	Porter	2022-06-27	2022-06-28 Council
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Jennifer	Allen	2022-08-30	2022-09-13 COTW
Hon. Kody	Blois	2022-10-07	2022-10-11 COTW
K Salter	Salter	2022-10-28	2022-11-08 COTW
Hon. Kody	Blois	2023-06-02	2023-06-13 COTW
Andre	Arsenault	2023-06-02	2023-06-13 COTW
Darlene	Taylor	2023-06-02	2023-06-13 COTW
Kevin	Walsh	2023-06-03	2023-06-13 COTW
Alyson and Nicholas	Bremner/Juurlink	2023-06-03	2023-06-13 COTW
Hants County Federation of Agriculture		2023-06-03	2023-06-13 COTW
Al	Mailman	2023-06-03	2023-06-13 COTW
Greg	O'Leary	2023-06-03	2023-06-13 COTW
Lisa	Bland	2023-06-04	2023-06-13 COTW
Karen	Lynch	2023-06-04	2023-06-13 COTW
Judy	Lynch	2023-06-04	2023-06-13 COTW
Greg	Miller	2023-06-04	2023-06-13 COTW
Darren	Porter	2023-06-04	2023-06-13 COTW
Monique	Wood	2023-06-04	2023-06-13 COTW
Lana	Patterson	2023-06-04	2023-06-13 COTW
Dr. AK.	Kirumira	2023-06-04	2023-06-13 COTW

Avon River Causeway Correspondence

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

Bonnie	O'Leary	2023-06-04	2023-06-13 COTW
Robyn	Bremner-Popma	2023-06-04	2023-06-13 COTW
Traci and Elizabeth	Curry	2023-06-04	2023-06-13 COTW
Sheldon	Hope	2023-06-05	2023-06-13 COTW
Wilf and Diane	Ogilvie	2023-06-05	2023-06-13 COTW
Aaron	Ewing	2023-06-05	2023-06-13 COTW
Cara	Pfeffer	2023-06-05	2023-06-13 COTW
Maxine	Chandler	2023-06-05	2023-06-13 COTW
Pat	Porter	2023-06-05	2023-06-13 COTW
Shannon	Cunningham	2023-06-05	2023-06-13 COTW
Anna	DeNicola	2023-06-06	2023-06-13 COTW
Jen	Murphy	2023-06-06	2023-06-13 COTW
Karen	Beazley	2023-06-06	2023-06-13 COTW
Linda	Card	2023-06-06	2023-06-13 COTW
Richard	Dunham	2023-06-06	2023-06-13 COTW
Doug	Symonds	2023-06-06	2023-06-13 COTW
Krista	Lunn	2023-06-06	2023-06-13 COTW
Barbara	Hughes	2023-06-06	2023-06-13 COTW
Andrew	Smiley	2023-06-06	2023-06-13 COTW
Nikki	Lloyd	2023-06-06	2023-06-13 COTW
Aaron	Ewing	2023-06-07	2023-06-13 COTW
Jim	White	2023-06-07	2023-06-13 COTW
Sasha	Stevens	2023-06-07	2023-06-13 COTW
Chris	Phillips	2023-06-07	2023-06-13 COTW
Chad	Pothier	2023-06-07	2023-06-13 COTW
Darlene	Taylor	2023-06-07	2023-06-13 COTW
Nancy and Bruce	Cameron	2023-06-07	2023-06-13 COTW
James	Pothier	2023-06-07	2023-06-13 COTW
Abe	Zebian	2023-06-07	2023-06-13 COTW
Judith	Kazmirski	2023-06-08	2023-06-13 COTW
Nikki Lloyd	Lloyd	2023-06-08	2023-06-13 COTW
Darren	Porter	2023-06-09	2023-06-13 COTW
Ashley Imlay	Imlay	2023-06-09	2023-06-13 COTW
Valerie	Wilcox	2023-06-11	2023-06-13 COTW

Avon River Causeway Correspondence

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

Colleen	Walsh-Bouman	2023-06-12	2023-06-13 COTW
G. Wayne	Hines	2023-06-12	2023-06-13 COTW
Sharon	Johnson	2023-06-12	2023-06-13 COTW
Nicholas	Juurlick	2023-06-11	2023-06-13 COTW
Ed and Cathy	Kerr	2023-06-12	2023-06-13 COTW
Tracey	Sexton	2023-06-12	2023-06-13 COTW
Peter	Nicol	2023-06-12	2023-06-13 COTW
Jennifer	Shaw	2023-06-13	2023-06-13 COTW
Jayne	Murray	2023-06-13	2023-06-13 COTW
Reid & Roslyn	MacDuff	2023-06-13	2023-06-13 COTW
Monique	Wood	2023-06-13	2023-06-13 COTW
Dean	Manning	2023-06-13	2023-06-13 COTW
Karen	Beazley	2023-06-14	2023-06-27 Council
Carrilee	Eddy	2023-06-15	2023-06-27 Council
Maria DeNicola	DeNicola	2023-06-15	2023-06-27 Council
Anna	DeNicola	2023-06-16	2023-06-27 Council
Karen F.	Beazley	2023-06-16	2023-06-27 Council
Lisa	Bland	2023-06-16	2023-06-27 Council
Duncan	Armour	2023-06-19	2023-06-27 Council
Gwendolyn	Aker	2023-06-19	2023-06-27 Council
Laura	Fisher	2023-06-19	2023-06-27 Council
Barbara	Hughes	2023-06-21	2023-06-27 Council
Reid & Roslyn	MacDuff	2023-06-21	2023-06-27 Council
Kim	Jansen	2023-06-22	2023-06-27 Council
Brian and Sandra	Hogan	2023-06-22	2023-06-27 Council
Maria	DeNicola Re Concerns of Racism, Bullying and Slander	2023-06-22	2023-06-27 Council
Karen	Langille	2023-06-22	2023-06-27 Council
Anne	Desneiges	2023-06-22	2023-06-27 Council
Darren	Porter	2023-06-25	2023-06-27 Council
Barbara	Hughes	2023-06-27	2023-07-11 COTW
Louis	Coutinho	2023-06-28	2023-07-11 COTW
Darlene	Taylor	2023-06-29	2023-07-11 COTW
Eric	D-Entremint	2023-07-10	2023-07-11 COTW
Canadian Wildlife Federation Letter		2023-07-10	2023-07-11 COTW

From: Barbara Hughes
To: PublicOnlyCouncilEmail
Subject: Pisiquid Lake Restoration
Date: Tuesday, June 27, 2023 10:34:28 PM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear West Hants Mayor Zebian and councillors,

I am writing this letter of both gratitude and hope regarding the fresh water lake restoration in my home town of Windsor, Nova Scotia.
Firstly I would like to thank you for supporting the return of our fresh water resource in supporting our Provincial Minister at a time when fires have ravaged the lands, the homes, and the lives of both Nova Scotians and other Canadians. The realization that we would have some protection in case of pending fires was a huge relief. Having witnessed a devastating fire of the historical buildings of the private school, Edgehill, in 2016 (September 2) and having heard the proclamation that because of our lake much of our town was potentially saved, I am a very thankful Nova Scotian and Canadian.

As a retired High School Counsellor and previous physical education teacher I have had a lifelong interest in supporting both students and community members in areas of mental and physical health. Seeing a plethora of people return to the lake for recreational activities kayaking, paddle boarding, swimming and just being in awe of the beauty once again, has left me with a sense of hope, gratefulness and yes, fear of the loss of the lake once again.

Over the past 50 years, I have enjoyed swimming in the lake and marveling at the healthy ecosystem that had evolved throughout that time. Freshwater fish and eels were thriving and one of the best salt water marshes sustaining bird life had been created. It confused me that our Lake had been removed, leaving a 10 minute flow of water for what was hoped to give fish adequate passage. I continued to frequently use the muddy creek to swim in despite the constant realization and reminders of what "used to be" and returned from those outings saddened by witnessing dead eels and fish my dog Kolo had retrieved from the warm muddy shallow water of the channel.

I am also aware of the concerns regarding food security, and was thankful that you, Mayor Zebian, were able to take time to talk to our local agricultural personnel, who I understood expressed fears of irrigation inadequacy without our freshwater resource.
I am also concerned by the bullying and silencing attempts and threats that some of those advocating against lake restoration are continuing to use in an attempt to deter any leadership to support our lake's return.

In conclusion, I want to thank you for acknowledging our concerns and supporting our

province's need to extend the order to keep our freshwater resource as protection for us both now and in the future.

Thank you

Sincerely yours
Barbara Hughes
(retired educator}

28 June 2023

Honourable Minister Joyce Murray
Department of Fisheries, Oceans and Canadian Coast Guard
200 Kent Street
Station 15N100 Ottawa, Ont., K1A 0A6
Email DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Honourable Minister John Lohr
Department of Municipal Affairs and Housing
14th Floor North, Maritime Centre
1505 Barrington Street
PO Box 216
Halifax NS, B3J 2M4
Email johnlohrmla@gmail.com

Dear Honourable Ministers:

I write to thank you and your departments for the thoughtful and responsible action taken to fill the Pisiquid Lake in Windsor, Nova Scotia during the forest fire tragedies that gripped our communities in Nova Scotia and indeed other places in Canada.

I am a home and business owner in Regional Municipality of West Hants and prior to amalgamation, I was the Chief Administrative Officer (CAO) for the former Town of Windsor. One of my primary duties as CAO was accountability for the proper management and functioning of our Regional Emergency Management Office (REMO). Our Emergency Operations Centre (EOC) was equipped with the best equipment we could afford and we built redundancies into the system to ensure protection of our neighbouring communities as its primary function. Amongst the redundancies were the purchase and outfitting of a mobile trailer with radio equipment and a satellite phone system so that it could be taken to forest fire locations or remote rural locations; the other was a properly functioning telephone satellite system in the event the conventional cellular or landlines were down. The EOC had all three telephony technologies. In addition, the EOC relied on all of the assets within its regions.

In September 2016, the Edgehill Manor, a housing complex caught fire and fire crews from Kentville, New Minas, Wolfville, Brooklyn and others assisted the Windsor Fire Department in fighting the fire. After a few hours of fire fighting and drawing water from the hydrants, we received an urgent message from the Windsor Water Utility that the treatment plant was unable to keep up with the volume of water being consumed and the standpipe that held water in reserve was also draining fast. We were warned that the Town and its neighbours who were supplied potable water would soon be out of it. Our plans immediately changed to drawing water out of the Pisiquid Lake using the dry fire hydrants to fight the fire. These dry fire hydrants were installed for this very purpose by thoughtful leaders before my time in Windsor. Pumper tankers were deployed in numbers to service the fire equipment at the site. In retrospect, that should have been done earlier but immediate access to the building was appropriate using street fire hydrants. Many hours later, the fire was eventually put out and we were grateful to all of the fire departments who responded including to the fact that had it not been for the lake reservoir (Pisiquid), we would have been without potable water and fire fighting capacity.

125 years ago, on 17 October 1897, four-fifths of the Town burned down in what history records as the Great Windsor fire. It was a different era then but it is not lost on our community how a Town and communities can be destroyed by fire so quickly. In the recent spate of forest fires in Nova Scotia, government acted responsibly in restoring the reservoir at Pisiquid Lake. There was no prediction of where the next fire would break out. There appears to be a move afoot to drain the lake again. This would be callous and unconscionable given that it is predicted that we are in for another very hot and dry season and climate change patterns are changing for the worse for years to come. Yes, it may be raining now but the safety of our neighbouring communities has got to be given more consideration than has hitherto been the case.

As CAO for the former Town of Windsor, I was also intimately aware of the arguments being made about fish spawning upstream. Windsor Town Council (and I believe the Municipality of West Hants Council) at the time both sought to have a fish passage solution as part of the new causeway design. Sadly, the design team seems challenged to come up with a design to accommodate fish passage against water pressure at the dam; or worse, are not being funded adequately for a properly designed fish passage! We appear willing to spend millions of dollars shoring up seawalls and millions recompensing for fire disasters rather than spending a few extra million designing a proper fish passage to get gaspereau, eels, sturgeon and salmon (if they exist in our waters) up river to spawn. Limited funding was certainly the impression I was left with when speaking to the engineers who were working on this project during my time as CAO. There is a better solution and now is the time to look into it and put extra funds towards a proper design.

Until a fish passage solution is found, and until the fire protection needs of the community can be assessed and assured, the reservoir should stay in place. The effects of climate change and hot weather spells are an increasing threat. Decisions should be made based on the realities of the changing world we live in and more importantly, on the protection of our communities. It should also reflect concerns about fish passage and finding a viable fish passage design. An RFP put out to the international community (I think we have this capacity in Nova Scotia) for a proper fish passage design should be considered if we are unable to design one ourselves. Fish passages are built all over the world and there are engineers who can build one to meet our needs. There are many capable engineers building much more complex things.

As a business owner and resident of the Regional Municipality of West Hants, I felt it was important that you as respected Ministers at the two highest levels of government hear of these concerns and a viewpoint based on our new realities and facts. I am copying this note to our regional elected representatives for their interest and follow up with your respective offices.

Sincerely,



Windsor NS, B0N 2T0

Cc: Kody Blois, MP
Melissa Sheehy-Richard, MLA
Mayor Abraham Zebian, Regional Municipality of West Hants

From: Abraham Zebian
To: darlene taylor
Cc: Deanna Snair
Subject: Re: Lake Pisiquid
Date: Thursday, June 29, 2023 10:59:11 PM

On Jun 29, 2023, at 10:39 PM, darlene taylor wrote:

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

I would like to state that I am in total agreement of the renewal of the Provincial Emergency Order that keeps the gates of the aboiteau at the Windsor causeway closed.

I fully support protecting our fresh water resource, Lake Pisiquid, for several reasons but most importantly as an emergency water supply for our firefighters if needed
and as a source of fresh water to meet the crop and livestock needs of our agricultural community.

I also strongly believe that Minister Lohr's Emergency Order be continued until the new aboiteau is in place.

Thanks,
Darlene Taylor
Windsor, NS

Sent from my iPhone

From: Abraham Zebian
To: Eric d"Entremont; Deanna Snair
Subject: Re: eye sore - causeway
Date: Monday, July 10, 2023 8:57:05 AM

On Jul 9, 2023, at 2:24 PM, Eric d'Entremont wrote:

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good sunny Sunday afternoon sir ,

I just travelled past the mess we call the causeway and something needs to be done with that eye sore, it's an embarrassment to the taxpayers of West Hants . The "save our fish" sign looks like it was painted by a three year old with a learning difficulty and it's there for all to see. The "treaty house" is equally an embarrassment as it looks like a homeless encampment. They have had their fun, now it's well past the time for them to move on.
The educated professionals will decide what needs to be done, with the causeway / bridge and those are not among the very few that think they have the solutions. It's not an indigenous matter, it's a safety issue, as well as an optic issue.
Stay safe in this heat ,
Best regards
Eric d'Entremont

350 Michael Cowpland Drive
Kanata, ON K2M 2W1
T 1.800.563.9453
F 613.599.4428
CanadianWildlifeFederation.ca

CANADIAN WILDLIFE FEDERATION

July 10, 2023

Hon. Joyce Murray, Minister of Fisheries and Oceans
200 Kent St.
Ottawa, ON K1A 0E6
Via Email To: DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Dear Honourable Minister,

Re: Fisheries Act Order for Fish Passage at the Windsor Causeway

I write to fully support the recent request by the Assembly of Nova Scotia Mi'kmaw Chiefs that your Department take steps to re-establish fish passage at the Windsor Causeway through an order under s. 34.3 of the *Fisheries Act* once again.

The Canadian Wildlife Federation (CWF) has been engaged on this issue for over two years and we are currently collaborating with local partners, including the Confederacy of Mainland Mi'kmaq, to assess and restore fish passage throughout the Avon River and surrounding watersheds. We fully supported your predecessor's decision to issue the original order and the renewal of such order (see attached letter).

Although the Province has relied upon the recent emergency forest fires as the basis for closing fish passage at the causeway, I wish to stress that there are currently no active fires anywhere remotely close to Windsor. In fact, as of today's date there remain only two active fires in the entire Province, and both are classified as currently under control. Additionally, there have been no new wildfires in over two weeks anywhere in the province.

I also note that the original version of the order issued in 2001 contained provision for emergencies and the order ensured that DFO and the Province would collaborate to balance fish passage against any such emergencies. That balance no longer exists and the federal government's role to manage and protect fish and fish habitat is currently absent.

Unfortunately, in the absence of an order, it is expected that recently restored fish habitat and riparian areas will be destroyed by rising water levels behind the gates and most importantly, the number of fish that have been found dead at the closed causeway gates, including species at risk, will only continue to grow.

As always, CWF is willing and able to assist on this issue in any way we can.

Yours truly,

Rick Bates

Rick Bates
Chief Executive Officer

your connection to wildlife

The Honorable Bernadette Jordan
Minister of Fisheries, Ocean and Canadian Coast Guard
Via email: minXNR@dfo-mpo.gc.ca

RE: Restoring fish passage to the Avon River, Bay of Fundy

May 27th, 2021

Dear Minister Jordan,

We are writing to express our appreciation for the recent Ministerial Order for the Avon River that allows fish passage through the causeway in Windsor.

This decision is in support of the requests of First Nations and also represents implementation of the strengthened habitat protection requirements under the 2019 *Fisheries Act.* We fully understand the complexities of restoring fish passage particularly in areas where infrastructure has been in place for over half a century. The causeway redesign as part of the highway twinning must ensure continued fish passage into the future to allow for ecosystem recovery.

We look forward to working with you on the protection and restoration of fish habitat as your department finalizes the regulatory framework that is enabled by the modernizations put in place in 2019. The Bay of Fundy ecosystem will be further enhanced and restored if fish passage is permitted in other rivers that where tidal flow is blocked and if there is a concerted effort to restore salt marsh habitat. The examples of the Petitcodiac River and progress in the St. Croix River, in addition to work in the state of Maine are all indications that there is a will to restore habitat across a broader ecosystem.

Sincerely,

Ronald Babin
President
Sentinelles Petitcodiac Riverkeeper

Matt Abbott
Fundy Baykeeper
Conservation Council New Brunswick

Chris Miller
Executive Director
CPAWS Nova Scotia Chapter

Walter N. Regan
President
Sackville Rivers Association

Susanna Fuller
VP Operations and Projects
Oceans North

Mike Crosby
President
Nova Scotia Salmon Association

Simon J. Mitchell
Vice President Resilient Habitats
World Wildlife Fund Canada

Owen Marr
President
Striped Bass Association

Shannon Arnold
Senior Marine Coordinator
Ecology Action Centre

Nicholas Lapointe
Senior Conservation Biologist – Freshwater Ecology
Canadian Wildlife Federation

cc: **Doug Wentzell,**
Regional Director General, Maritimes Region

Correspondence Received

First Name	Last Name	Correspondence Date	Meeting / logged
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW
Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council

Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des Jeux de l'Acadie for 2025	2022-05-11	2022-05-26 Council
Anna	Allen	2022-05-22	2022-06-14 COTW
Seamus	Marriott, Community Petition re Zwicker lake	2022-05-31	2022-06-14 COTW
Scott	Carson (Presenting letter in person to Council)	2022-06-03	2022-06-14 COTW
Hon. John	Lohr (DMA)	2022-06-10	2022-06-14 COTW
Nancy	Sherwood	2022-06-14	2022-06-28 Council
Bobby	Best	2022-06-16	2022-06-28 Council
Hon. Kim	Masland	2022-06-21	2022-06-28 Council
Sherri	Bulger	2022-06-28	2022-06-28 Council
Hon. John	Lohr	2022-06-30	2022-07-12 COTW
Domenic	Padula	2022-07-07	2022-07-12 COTW
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Diana	Gibson re: RCMP & Fort Edward Information	2022-06-29	2022-07-26 Council
Acute Care	Tanya Penney	2022-07-19	2022-07-26 Council
Darren	Porter	2022-07-27	2022-09-13 COTW
PVSC		2022-08-02	2022-09-13 COTW
DMA		2022-08-04	2022-09-13 COTW
Breaking Barriers Together		2022-08-17	2022-09-13 COTW
Bill	Preston	2022-08-18	2022-09-13 COTW
Alix	Munro (POSSE)	2022-09-01	2022-09-13 COTW
County of Annapolis	Letter to Premier Tim Houston and Hon. Tim Halman re Moratorium on Aerial Herbicide Spraying	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-14	2022-09-27 Council

Correspondence Received

Darren	Porter	2022-09-16	2022-09-27 Counc
Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation	2022-12-14	2023-01-10 COTW

Correspondence Received

Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Hon. Greg Morrow	Response to Expenses incurred due to fencing	2023-03-14	2023-03-28 Council
Sarah Reddington	Re Hantsport Memorial Community Center and Pickleball Facility	2023-03-14	2023-03-28 Council
Core Committee - Zwicker Lake Property Owners	Re Permit Clarification	2023-03-14	2023-03-28 Council
Hantsport Community Rep	Re: Apple Blossom Festival Sponsorship Request	2023-03-15	2023-03-28 Council
MLA Sheehy-Richard	Request for a Nomination for the Order of Nova Scotia	2023-03-15	2023-03-28 Council
VREN I	Re Response to continued partnership and IMSA	2023-03-16	2023-03-28 Council
NS Power	Re Avon Hydro System Relicensing	2023-03-20	2023-03-28 Council
Public Health	Re New alcohol guidance on harms and risks for residents	2023-03-20	2023-03-28 Council
Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council

Correspondence Received

Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council
Shawna Nichols	Re: Lego program	2023-03-23	2023-03-28 Council
West Hants Historical Society	Proclamation Request	2023-03-23	2023-03-28 Council
Pisiquid Canoe Club	Re: Funding Request	2023-03-24	2023-03-28 Council
KMK Negotiation Office	Re: Expression of interest to meet and discuss the Avon River and downtown waterfront	2023-03-28	2023-04-11 COTW
Markus Kehoe	Re Expression of appreciation	2023-03-29	2023-04-11 COTW
Chantelle Hill	Re Proclamation of Parental Alienation Bubbles of Love Day April 25 2023 Request	2023-03-30	2023-04-11 COTW
Communities in Bloom	Re Invitation to participate	2023-03-30	2023-04-11 COTW
David Simpson	Re Rails-to-trails to Windsor	2023-03-30	2023-04-11 COTW
Mark Kehoe	Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid	2023-03-30	2023-04-11 COTW
Minister Lohr DMA	Re Sustainability Services Growth Fund (SSGF)	2023-03-30	2023-04-11 COTW
Hon. Masland	Re Intersection Lighting	2023-04-03	2023-04-11 COTW
Brenda Shiers Chair West Hants Uniacke Community Health Board	Re Request for Funding Support	2023-04-04	2023-04-11 COTW
Windsor Township Business District	Reimagine Lake Pisiquid	2023-04-04	2023-04-11 COTW
Poplar Grove Community Hall	Funding Request	2023-04-06	2023-04-11 COTW
Heather Lake	Re Cogmagun and Beaver Pond Petition	2023-04-11	2023-04-11 COTW
Laurent Breault, General Director	Re International Day Against Homophobia and Transphobia, May 17, 2023	2023-04-09	2023-04-25 Council
Trudy Flynn	Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day.	2023-04-10	2023-04-25 Council
Zwicker Lake Core Committee	Re Letter of Complaint - Disrespectful Behaviour	2023-04-10	2023-04-25 Council
Gloria Shanks	S Re Old Shanks Road dated March 30, 2023	2023-04-10	2023-04-25 Council
Response to MP Blois	Re Highway 101 Twinning	2023-04-11	2023-04-25 Council
Hants County Federation of Agriculture	Re Expression of Appreciation for meeting	2023-04-11	2023-04-25 Council
Trevor Levy	Re Scotch Village Station Road Development	2023-04-14	2023-04-25 Council

Mark Kehoe	Re 2023-24 Tax Exemption Concern - Upper Vaughan	2023-04-16	2023-04-25 Council
Tom Levy	Re 301 Station Road Development	2023-04-16	2023-04-25 Council
Roberto Gueli and Anke Kungl	Re Community feedback for Sustainable Hill proposal	2024-04-17	2023-04-25 Council
Glooscap First Nation	Letter of Intent Re Proposed Addition to Reserve, Glooscap First Nation	2023-04-18	2023-04-25 Council
VREN to WHRM	Re Regional Enterprise Networks Review	2023-04-18	2023-04-25 Council
Mike Smith	Re Support of the Proposal from Sustainable Hill Campground and Yoga Dome	2023-04-20	2023-04-25 Council
Kathy Blois, Chair Hants County Senior Safety Association	Re Letter of Notice	2023-04-20	2023-04-25 Council
Seamus Marriot	Re FOIPOP Follow up	2023-04-20	2023-04-25 Council
Erin Naugler	Re Falmouth Highway Access	2023-04-23	2023-04-25 Council
Jessica and Allan Hill	Re Additional Considerations for Sustainable Hill's Application	2023-04-24	2023-04-25 Council
Karen Bourque-Ward and Art Ward	Re Scotch Village Station Road PID 45166915	2023-04-24	2023-04-25 Council
Wesley Petite	Re MPSA Retroactive Pay	2023-04-24	2023-04-25 Council
Hants County Federation of Agriculture	Re Scotch Village Rezoning Application	2023-04-25	2023-04-25 Council
Andrew Hardman	Re 997 Highway 14 - Zoning Change challenge	2023-04-26	2023-05-09 COTW
Guide Furlani	Re Concerns re 20 deer roaming and eating anything they can	2023-04-26	2023-05-09 COTW
Trevor Levy	Re Scotch Village Station Rd. PID 45166915	2023-04-26	2023-05-09 COTW
Denise Forand	Re Windsor Causeway and my Windsor's township waterfront vision	2023-04-27	2023-05-09 COTW
Barry Maxner	Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns	2023-04-29	2023-05-09 COTW
Margot Bureaux	Re Banners	2023-05-02	2023-05-09 COTW
2023-05-03 Grant Thomas	Re Theft	2023-05-03	2023-05-09 COTW
Aissa Thomas	Re Windsor Textile Development	2023-05-04	2023-05-09 COTW
Art Ward	Re Scotch Village Station Road PID 45166915	2023-05-06	2023-05-09 COTW

Correspondence Received

Core Committee Zwicker Lake Property Owners	Re CCBF Funding and the Canoe Club	2023-05-08	2023-05-09 COTW
John Fitzgerald	Re Scotch Village yoga retreat	2023-05-10	2023-05-23 Council
Karen Fitzgerald	Re Yoga resort plan	2023-05-10	2023-05-23 Council
Bill Preston	Re Unsightly etc.	2023-05-11	2023-05-23 Council
Garret Johnston	Re Avon Street Erosion Hantsport Nova Scotia	2023-05-11	2023-05-23 Council
Margy Fletcher	Re Expansion to King Street from Payzant Drive	2023-05-11	2023-05-23 Council
Art Ward and Karen Bourque-Ward	Re Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-15	2023-05-23 Council
Letter to NSFM from the Minister of Municipal Affairs and Housing	Re 12 Month Notice	2023-05-15	2023-05-23 Council
Andrew Hardman	Re Property Tax Exemption List	2023-05-15	2023-05-23 Council
Upper Vaughan Property Owners	Re 997 Highway 14, Permit #C2020-371	2023-05-15	2023-05-23 Council
Denise Forand	Re Waterfront options are ours to design for generations to come. Ebb n Flow.	2023-05-16	2023-05-23 Council
Warden Nickerson	Re RCMP Retroactive Costs - Copy	2023-05-18	2023-05-23 Council
Art Ward	Re Proposed DA for Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-19	2023-05-23 Council
Shelley Arsenault	Re Rezoning and Development of Agricultural Land	2023-05-19	2023-05-23 Council
Lee and Debbie Watson	Re Old Railway, Collapse in Mt Denson	2023-05-21	2023-05-23 Council
Dave Smith	Re Zwicker Lake Petition	2023-05-22	2023-05-23 Council
Seamus Marriott	Re Petition to Reconsider Canoe Club Tax Exemption	2023-05-22	2023-05-23 Council
Denise Thibault	Re Concerned property owner and taxpayer	2023-05-23	2023-06-13 COTW
Glooscap First Nation	Re Proposed Addition to Reserve, Bishopville Road	2023-05-25	2023-06-13 COTW
Mark Kehoe	Re Property Tax Exemption Community Center	2023-05-26	2023-06-13 COTW
Barry Maxner	Follow up Re Definition of Community Centre and the Pisaquid Canoe Club	2023-05-29	2023-06-13 COTW
Will Balser, Coastal Adaptation Coordinator	Re Joint Statement Call to Release the Coastal Protection Act Regulations	2023-06-01	2023-06-13 COTW
Chrystal Fuller on behalf of Mitch Brison	Re connecting Payzant and King Street request to Council	2023-06-02	2023-06-13 COTW

Correspondence Received

Carrilee Eddy	Re World Ocean Day	2023-06-07	2023-06-13 COTW
Carrilee Eddy	Re Fire Protection	2023-06-07	2023-06-13 COTW
Mark Peck, CEO of Joint Regional Transportation Agency	Re Invite to Municipal Working Group	2023-06-07	2023-06-13 COTW
Wayne and Edith.	Re the Gate and the Crossing.	2023-06-07	2023-06-13 COTW
Steph Sedgwick	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Debbie Stoddard-Pageau	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Rachelle Trudel	Re Garlands Crossing - Access Roads	2023-06-09	2023-06-13 COTW
Mike MacDonell	Re Agritourism and Rural Development - Sustainable Hill Resort	2023-06-11	2023-06-13 COTW
Melissa Levy	Re Appeal	2023-06-12	2023-06-13 COTW
Paul and Amy Brown	Re Gate in the crossing	2023-06-13	2023-06-13 COTW
Jason Tucker and Tim Carr	Re Canada Day Events in Hantsport	2023-06-13	2023-06-13 COTW
Kimm Kent, POSSE	Re Addressing housing insecurity and homelessness	2023-06-13	2023-06-27 Council
Paul Pierce	Re Award of Tender	2023-06-15	2023-06-27 Council
Nova Scotia Provincial Housing Agency	Re Priority Access to Housing	2023-06-09	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re CCBF Funding	2023-06-14	2023-06-27 Council
Adriane Salah	Re Request for letter of support Re Tremaine Crescent	2023-06-20	2023-06-27 Council
Barry Maxner	Re No replies - Concerns with the Pisiquid Canoe Club.pdf	2023-06-23	2023-06-27 Council
Honourable Timothy Halman	Response Re Coastal Protection Act	2023-06-25	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re Seeking clarity	2023-06-27	2023-06-27 Council
Core Committee Zwicker Lake Property Owners (Seamus Marriott)	Re Seeking clarity	2023-06-29	2023-07-11 COTW
Lisa Bland	Re Safety Measures during this Emergency (Request)	2023-06-30	2023-07-11 COTW
Nancy Sheehy	Re State of Emergency (Request)	2023-06-30	2023-07-11 COTW
Pat Miller	Re Fireworks and Calming your dog	2023-06-30	2023-07-11 COTW

Correspondence Received

Carrilee Eddy	Re Avon River Fish Passage (Request)	2023-07-03	2023-07-11 COTW
Maria DeNicola	Re clarification on health and safety issue	2023-07-05	2023-07-11 COTW
Nova International	Re Letter to West Hants	2023-07-05	2023-07-11 COTW
NSEMO - Emergency Management Preparedness Office	Re Region 3 Resignation	2023-07-06	2023-07-11 COTW
Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW

From:	Seamus Marriott
To:	Diana Gibson
Cc:	Andrew Hardman; Mark Kehoe; Barry Maxner; Mark Phillips; Kathy Kehoe; PublicOnlyCouncilEmail
	Re: CCBF Funding Clarification
Subject:	Wednesday, July 5, 2023 1:40:07 PM
Date:	image089493.png
Attachments:	

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Hello Diana,
Thank you for your follow up and explanation of the third party funding agreement. In terms of the PCC's eligibility for a $17,500 grant for a new septic field at their Zwicker Lake location we still have questions. We understand that in regard to the first step the PCC is registered with joint stocks as a non-profit organization. In terms of step two, please help us understand how granting funds to a private property owner/private club meets the criteria of "helping communities build and revitalize public infrastructure"? How is this public infrastructure?

There is also the question of the Municipalities own Grants and Contributions Policy. The WHRM's Grants and Contribution Policy as it relates to Recreational Facility Capital Investment Project Grants, section 5.12 states: "Projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation or Culture related". The betterment of the entire community and accessible by all residents. Can you please explain how the PCC (a private club) meets eligibility requirements for a capital grant in terms of this WHRM policy statement?

Thank you for your assistance as we work to find clarity on the issue.

Regards
Seamus
Zwicker Lake Property Owners Committee

On Tue, Jul 4, 2023 at 3:25 PM Diana Gibson <dgibson@westhants.ca> wrote:

> Hi Seamus,
>
> Thank you for your email. That is correct, there is a third-party funding agreement that the Province has provided to all Municipality to be able to help fund capital projects within the Municipality. There are two steps to this, as you do have to qualify under the Municipal Grants and Contribution Policies (attached), which requires the following:
>
> - Grants or Contributions may be expended where required by the Municipality to a:
> - Society within the meaning of the Children and Family Services Act.
> - Mental health clinic in receipt of financial assistance from the province.
> - Exhibition held by an educational institution in the Municipality.
> - Club, association, or exhibition within the meaning of the Agriculture and Marketing

Act.
    - Charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social organization within the province (proof of registry with Joint Stocks required).
    - Daycare licensed under the Day Care Act.
    - Registered Canadian charitable organization.
    - Volunteer fire and emergency services providers, as defined in the Municipal Government Act, who are registered with the Municipality.

The second step is meeting the province/municipal third-party agreement's approved project list. This list was created with the purpose of helping communities build and revitalize public infrastructure that supports national objections of productivity and economic growth, a clean environment, and stronger cities and communities. Below are the approved project categories:

- Local roads and bridges
- Highways
- Short-sea shipping
- Short-line rail
- Regional and local airports
- Broadband connectivity
- Public transit
- Drinking water
- Wastewater
- Solid waste
- Community energy systems
- Brownfield redevelopment
- Sport infrastructure
- Recreational infrastructure
- Cultural infrastructure
- Tourism infrastructure
- Disaster mitigation
- Capacity building

Additionally, each year all approved CCBF expenses, including these third-party agreements, are shared in detail with the provincial and federal government through required reporting, where all projects must be approved before the Municipality is eligible to receive the funding.

In summary, West Hants Regional Municipality is provided annual Canada Community Building Fund (CCBF) funding from the federal government, through the provincial government, to support capital improvement projects. The third-party agreement referenced is an accountability document which allows the municipality to rededicate portions of its' CCBF funding to organizations or community groups for their own projects, as long as these projects align with municipal, provincial, and federal priorities.

I hope this helps to clarify things on your end.

Thanks

Diana

West Hants
something inspiring awaits

Diana Gibson (she/her)
Acting Director of Financial Services
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

T 902-798-8391 Ext. 105
E dgibson@westhants.ca
W www.westhants.ca

From: Seamus Marriott
Sent: Thursday, June 29, 2023 7:46 AM
To: Diana Gibson <dgibson@westhants.ca>
Cc: Andrew Hardman; Mark Kehoe; djinnes; Barry Maxner
Subject: Clarification

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Hello Ms Gibson,

During the recent Council meeting on Tuesday, in response to the question of a private club/property owner's eligibility to receive CCBF funding for a solid waste project, you indicated that under the CCBF there was a third party funding agreement for capital projects. Can you please outline the specifics of this 3rd party agreement and outline the criteria for funding?

I believe there are many organizations within the municipality that may be eligible as well and could benefit from such funds, but have no knowledge of this 3rd party agreement.

Thank you for your follow up on this matter.

Regards

Seamus Marriott

Committee of Zwicker Lake Property Owners

From: Nancy Sheehy
To: PublicOnlyCouncilEmail
Subject: State of emergency
Date: Friday, June 30, 2023 1:04:46 PM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Happy July 1 st weekend everyone.I would like to see signs put up around the river during the state of emergency for safety reasons.First off if there is a state of emergency people shouldn't be playing in waters or the areas surrounding the waters.We wouldn't want to have people in the way if an emergency would were to happen.
Also there are only a few people that know that there several areas under the water that could cause injuries and even death if a person not knowing where the broken down wooden piles of of rock and wood are from the old train bridge.Also large cement pieces that were left in the waters that could also cause injuries.
Please re-think your decision on the this matter.It shows that you support breaking laws by not following procedures and also show disrespect to our indigenous community.This flip flopping around is embarrassing and shows that some are not able to make the right decision for our community.
What is our council doing for our community during the State of Emergency.Shouldn't you all be reassuring us that we are safe and let people know what you are doing in this State of Emergency.
Thank you.
Nancy

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Fireworks
Date: Friday, June 30, 2023 11:18:17 AM

From: Pat Miller
Date: June 30, 2023 at 10:24:45 AM ADT
To: melissa.mlaoffice@gmail.com
Cc: Abraham Zebian <AZebian@westhants.ca>, John Smith

Subject: Fireworks

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good morning Melissa

This morning, I was listening to a Valley radio station & they gave the results of a survey they recently conducted. They asked listeners if they were “OK with fireworks" or “think they should be banned” - results 17% were OK & 73% think they should be banned. Although an “unofficial survey”, still an important message sent.

In talking with people re fireworks, some don’t realize what a negative effect they have on people & animals. Perhaps the provincial government could start with educating the public re the trauma caused, plus potential for causing fires. Communication is so key to any initiative. Possibly regulating & then eventually banning fireworks will be seen as a priority with our elected officials.

Have a good weekend; happy Canada Day!

Pat Miller

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Calming your dog
Date: Friday, June 30, 2023 10:42:26 AM

From: Pat Miller
Date: June 30, 2023 at 10:37:04 AM ADT
To: "melissa.mlaoffice@gmail.com" <melissa.mlaoffice@gmail.com>
Cc: Abraham Zebian <AZebian@westhants.ca>
Subject: Calming your dog

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Hi again

I forgot to mention a solution for your Jack Russel, who is traumatized by fireworks; there is a good chance there will be fireworks tomorrow. You can get Composure Pro treats ($1each) from the vet - they support calm behaviour. I also give my Retriever CBD oil that I get from Feeds 'n' Needs. Using those things, plus keeping windows & doors closed & TV or radio, on helps my Retriever but she still trembles & sometimes we can't console her so we put her in the dog crate & put a blanket on top. I feel so badly for her, frustrated that I can't do more for her.

Hopefully you can console your dog.

Pat

nova INTERNATIONAL ltd.

Windsor Head Office
4449 Highway 1, Three Mile Plains, NS B0N 2T0
P: (902) 798-9544 F: (902) 798-8585

Aylesford Office
2784 Highway 1 Box 280 Aylesford, NS B0P 1C0
P: (902) 847-3468 F: (902) 847-9274

Moncton Office
340 Price Street, Moncton, NB E1A 2L2
P: (506) 853-3300 F: (506) 853-8877

Dig In!
novaintl.ca

Date: July 5, 2023

To: The Elected Officials of West Hants,

As a citizen, taxpayer, community supporter, landowner, farm owner, business owner and employer in the Municipality of West Hants, I am writing to you to express my concern about the procurement process, choices, and support for our community.

Nova International Ltd has been operating since 1979 in the Municipality of West Hants with our head office located at 4449 Highway 1. We have grown to be Atlantic Canada's Largest Kubota Equipment Dealer with dealerships located throughout Nova Scotia and New Brunswick and we are probably one of your larger businesses within your municipality. Kubota is an industry leading manufacturer known for its quality and reliability with an extensive global dealer network to support the product.

For decades we have proudly supported this Municipality and the various organizations under your umbrella. We donate funding to your schools, playgrounds, fire departments, rinks, sports complexes, markets, food banks, events, etc. year-over-year. We also employ a significant number of talented and caring people who live, work, and pay taxes in West Hants.

And yet, after decades of this support for your Municipality, you and your governing body continue to jump hurdles to avoid doing business with us. For years we have placed bids on equipment through your tender process just to see you award them to organizations who operate, employ, and pay taxes outside of your Municipality. You have supported us on a few occasions with the odd equipment purchase but it always seems to take extreme effort on our behalf to convince you to support a thriving business who operates within your own jurisdiction.

The most recent 8 ton excavator tender was an example where the specifications of the tender were directly written to a Hitachi machine which made it unfair for anyone else to meet specs. The tender asked for a cylinder bore on the boom of 115mm, 95mm for arm and 85mm on bucket and asked for cartridge style filters. Your employees wanted a Hitachi and that is what you gave them. I think it's extremely unfair to throw out all bidders because they didn't meet specs when your procurement team wrote the tender around one specific machine.

I understand we were approximately $17,000 more than Hitachi in the price but our Municipal business taxes, employee's taxes, donations, and contributions to our community in a fiscal year are far more than $17,000 and we would hope Council would realize this when deciding what to purchase. We have approximately 25 employees that live and operate in West Hants. If they pay an average of $3,500/year in taxes to West Hants, that is $87,500 just in employee taxes. We then donate to various organizations under your umbrella such as your Fire Departments, Sport Complexes, Schools, Playgrounds and Food Banks and then we donate to tons of events held within this community such as Exhibitions & Markets which draw people into the community. As you can see on an annual basis, we give back between $100,000 to $150,000 to your Municipality when you factor in all the above.

Our staff and I wonder why our Municipality continues to take our tax dollars and give it to companies who operate outside of West Hants when there is a comparable machine sold and serviced within your Municipality. In this case, our tax dollars are going to Wajax, which is a publicly traded company. This company is probably never going to fundraise and support your infrastructure like we have over the years, and they probably don't employ many people who live and pay taxes in your Municipality.

As a citizen, it hurts to know that Council is turning a blind eye to the community contributions Nova International makes and has overturned a decision to support us and give tax dollars to a publicly traded company and the branch you will be dealing with operates in Halifax Regional Municipality. I wonder if Council has factored in the service cost to send a technician from HRM to Windsor and what is costs to send an employee from West Hants to Halifax and back for parts over the lifetime of this machine?

One other question that comes to mind is how can Council award Pothier Motor's a truck tender when they were higher priced and had a lower score than Bruce Auto Group? This truck purchase was discussed at the same meetings as the excavator. I greatly appreciate that Council is supporting Pothier Motors with this purchase as they are a great local business here in the Municipality and this should be awarded to Pothier Motor's due to their contributions and involvement to our Municipality. I just wonder why the same logic and legal advice was not given to Nova International with the excavator tender?

After this tender award to Wajax, our staff and I have decided to cease all future support through monetary donations to any organization under your umbrella. This decision has not come lightly but at the core of the issue we continue to ask ourselves is "why do we pay taxes and donate funding to a Municipality and their associated organizations to support them when they try to avoid supporting us time-after-time?". We feel it is a better use of our money to fund other municipalities and organizations where we operate as they show us significantly more support. This will also be factored in as we are continuing to grow significantly as a company and will be looking to expand our head office through future acquisitions and we will certainly be looking to other municipalities to host this expansion.

You will start to see us remove signage and sponsorship over the coming weeks as a result and I wanted to inform you all in writing of our decision.

Regards,

Forrest Lothian

Nova International Ltd



MUNICIPALITY OF THE DISTRICT OF
YARMOUTH
truly connected

June 23, 2023

Honourable John Lohr
Department of Municipal Affairs and Housing
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216
Halifax, NS B3J 2M4

Dear Honourable Lohr:

The District of Yarmouth was recently notified by the NSEMO Emergency Management Preparedness Officer for Region 3 that effective on May 25, 2023, he was resigning. It is our understanding that Region 3 takes in Kings, Annapolis, Digby, Yarmouth, Shelburne and Queens counties! The Preparedness Officers bring tremendous value on the ground and front lines to overall emergency preparedness. The most important of all is relationship building and strong local knowledge to the PCC.

In the last few years, other regions across Nova Scotia have also lost their Emergency Preparedness Officer. In some instances, the Province combined regions, in other cases, the position remains unfilled. Furthermore, the Province has not communicated with the Chief Administrative Officer or Council to advise of plans to fill the position or announcement of a new appointment.

The need for well-coordinated emergency preparedness among all three levels of government is undeniable. Looking at the two most recent events- hurricane Fiona and this years' wildfires – it is clear that each level of government has a role to play in protecting residents when disaster strikes. It is further evidence that strong communication and collaboration among governments serves to save more lives, reduce property damage and protect the environment.

With no one appointed for Region 3, it leaves a large gap in having the resource needed for Municipalities to plan and prepare for emergency management. In addition, the Province is at a disadvantage in its preparedness. The importance that this position be filled as soon as possible cannot be understated.

With the warmer climate and recent trends in weather, it is known that Nova Scotia is going to experience more severe storms and wildfires, and we need to be equipped with the proper resources to be able to handle these situations, especially with those in our region who recently navigated through the management of the Barrington Lake Wildfire Complex, Nova Scotia's largest wildfire in history.

932 Highway 1 Hebron P: (902) 742-7159
Nova Scotia B5A 5Z5 F: (902) 742-3164
www.district.yarmouth.ns.ca

Please consider this request and should you have any questions, contact me at 902-740-5332 or emailing johnc@district.yarmouth.ns.ca

Respectfully,

John Cunningham
Warden
JC/jp

cc: MLA Zach Churchill
NSEMO Region 3 Municipalities
Victoria Brooks, Chief Administrative Officer

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Construction on the 101 and Lake Pisiquid
Date: Friday, July 7, 2023 11:46:37 AM
Attachments: image001.png

From: Chris Shields <chris.shields@acadiau.ca>
Date: July 7, 2023 at 11:04:42 AM ADT
To: Kody Blois <kody.blois@parl.gc.ca>, "melissa.mlaoffice@gmail.com" <melissa.mlaoffice@gmail.com>, "melissa@hantswestpc.com" <melissa@hantswestpc.com>
Cc: Abraham Zebian <AZebian@westhants.ca>
Subject: Construction on the 101 and Lake Pisiquid

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

To the representatives of the West Hants and area,

I would like to register my frustration and disappointment with the debacle that the twinning of the 101 has become. My understanding is that this infrastructure project was undertaken to make this traffic corridor safer and facilitate tourist and recreational traffic to enhance the desirability of the area. Sadly, this project currently represents a more dangerous stretch of road that makes Windsor and Falmouth a place to avoid.

The numerous problems plaguing this project have been well documented in the news:

-Delayed and overbudget – with a revised completion time of 2026 and a budget exceeded $150million
https://www.cbc.ca/news/canada/nova-scotia/highway-101-twinning-construction-windsor-fish-pass
https://globalnews.ca/video/9551708/demolition-begins-for-etobicokes-six-points-interchange-improvements
-Multiple accidents causing injury and death

https://www.saltwire.com/atlantic-canada/news/updated-multiple-injuries-reported-after-highway-101-construction-zone-crash-100853301/
https://www.cbc.ca/news/canada/nova-scotia/falmouth-nova-scotia-fatal-crash-highway-101-1.6048714

What is not clearly laid out in the news reports are the numerous problems and dangers that local residents must navigate on a daily basis. Honestly, I truly fear for seniors or inexperienced drivers, as well as anyone driving in this area at night. A concerning but not exhaustive list includes:
-Dangers created by poor cone placement that resulted in blind spots and short on ramps from exit 7 going westbound.
-Broken cones left in the highway creating obstacles for cars to steer around, as well as holes in the "barriers" creating confusion as to what is open and closed
-Terrible signage/guidance for the newly created exit 7 including: no exit sign initially posted leading drivers to miss the exit, no lines painted on the side of the off ramp road to mark the edge, a construction light at the junction of the off ramp and the highway which obscured the bend in the off-ramp as you exited westbound, no sign on the ramp indicating how to get to onto the highway heading eastbound (it was eventually spray-painted on a concrete barrier), ineffective placement of the signage indicating that the entrance to the highway eastbound is now closed (it is placed on the overpass so cars have already turned onto the overpass and cannot turn around).
-Inappropriately long wait times at the exit 7 overpass. On numerous occasions traffic has been stopped so long that it has extended off the ramp/overpass into the highway or main road (HWY 1). The last time I was stopped for 19 minutes!
-The sightlines on the newly constructed off ramp heading westbound at exit 7 are terrible – you cannot see what is coming over the overpass without sticking the nose of your vehicle out into traffic.

In my view these are all basic safety issues that should have been proactively identified and avoided/taken care of. The failure to do this reflects poorly on the project (and as a result, the government(s) approving and overseeing the project). Any one of these issues should be a red flag but taken together they should be considered an embarrassment.

The second, and not unrelated issue I want to raise concerns lake Pisiquid. It is amazing to see the lake return, even if it is as a result of a temporary order resulting from the tragic wildfires and high wildfire risk in the province. I support having the freshwater lake Pisiquid restored and retained. I find it ironic that local paddling athletes are receiving national status and international recognition, and yet decisions around the lake and highway twinning project forced these athletes from their home club/location. What a lost opportunity to provide ongoing support and training of elite athletes in our hometown.

I realize that in 5 years all of this will be forgotten, that the highway will be twinned, and the community will have adapted to whatever waterway exists; however, I feel that

as a resident of the area that it is important to voice my concerns around the ongoing management of this project in hopes that these missteps will not be made again.

Respectfully,

Christopher Shields, PhD
School of Kinesiology
Acadia University

In an effort to maintain a work-life balance I do not prioritize responding to business e-mail after 4:30pm on weekdays or on weekends.

ACADIA UNIVERSITY

From: Jon Hall
To: PublicOnlyCouncilEmail
Subject: Bicycle parking
Date: Tuesday, July 11, 2023 10:46:34 AM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

_____

I appreciate your many efforts and initiatives to make and keep West Hants residents active.
Despite the many hills, the promotion of bicycle use should be paramount. I know that there are no bicycle parking facilities at either the recreation centre or the athletic centre. Installing a simple bike rack suitable for a chaining a bicycle would be appreciated in both locations.
I am at the arena now and there are three bicycles parked around the entrance. This is a simple request and should possibly be achievable even within the current budget and manpower constraints. I appreciate your input. Please contact me if you need more information or suggestions. Thank you.
Jon Hall

Sent by Jon Hall, Q32 Consulting, Windsor NS phone

Fort Edward Lands Correspondence

First Name	Last Name	Correspondenc	Meeting/Logged
Theresa	Newcombe	11/23/2021	2022-03-22 Council
Gary	Nelson	12/17/2021	2022-01-11 COTW
Lisa	Bland	12/17/2021	2022-01-11 COTW
John	Wilson	12/21/2021	2022-01-11 COTW
Gary	Nelson	1/11/2022	2022-01-25 Council
Andrea	Moore	1/21/2022	2022-01-25 Council
Valerie	Newcombe	1/21/2022	2022-03-22 Council
Gary	Nelson	1/26/2022	2022-02-08 COTW
Sara	Brothers	1/19/2022	2022-01-25 Council
Dawn	Allen	1/17/2022	2022-01-25 Council
Marty	Fougarty	2/5/2022	2022-03-22 Council
Dr. Gordon	Haliburton	2/14/2022	2022-03-08 COTW
Theresa	Newcombe	3/11/2022	2022-03-22 Council
Marie	Claude-Roiux	3/9/2022	2022-03-22 Council
Barbara	Gallagher	No Date	2022-03-22 Council
Roland	Newcombe	1/20/2022	2022-01-25 Council
Liz	Galbraith	12/16/2021	2021-12-16 COTW
Mary Lou	Bennet	12/13/2021	2021-12-16 COTW
Jean	Scotney	2/25/2022	2022-03-22 Council
Denise	Forand	3/16/2022	2022-03-22 Council
Jonathan Fowler	Fowler	3/13/2022	2022-03-22 Council
Heather	Pick	3/17/2022	2022-03-22 Council
Wanda	Donelle	2/22/2022	2022-04-12 COTW
Teresa	Newcombe	3/22/2022	2022-04-12 COTW
Patti	Quinn	3/22/2022	2022-4-12 COTW
Martin	Theberge	4/6/2022	2022-04-12 COTW
Rene	Cormier	4/12/2022	2022-04-26 Council
Daphnee	de Lamirande	4/29/2022	2022-05-12 COTW
Carol	Bradley	6/23/2022	2022-06-28 Council
Ruth	Angevine	6/24/2022	2022-06-28 Council
Denise	Forand	6/28/2022	2022-06-26 Council
Marie	Claude-Roiux	6/28/2022	2022-07-12 COTW
Colleen	Rogers	7/24/2022	2022-09-13 COTW
Shirley	Pineo	8/9/2022	2022-09-13 COTW
Pamela	Spence	8/19/2022	2022-09-13 COTW
Councillor Gail	Tupper	8/22/2022	2022-09-13 COTW
Camilla	Noiles	9/3/2022	2022-09-13 COTW
Sandra Barss	Heritage Trust of NS	10/18/2022	2022-10-25 Council

Richard	Skelton	2/2/2023	2023-02-14 COTW
Jon	Hall	2/16/2023	2023-02-28 Council

Combined Overflow System Correspondence

First Name	Last Name	Date Received	Meeting/Logged
Katherine	MacLeod	10/27/2021	2022-01-11 COTW
Katherine	MacLeod	10/28/2021	2022-01-11 COTW
Carrilee	Eddy	3/13/2022	2022-03-22 Council
Anna	DeNicola	3/12/2022	2022-03-22 Council
Darren	Porter	3/13/2022	2022-03-22 Council
Ellen	Hart	3/13/2022	2022-03-22 Council
Jennifer	Davidson	3/13/2022	2022-03-22 Council
Felicia	McNeil	3/14/2022	2022-03-22 Council
Darren	Porter	3/15/2022	2022-03-22 Council
Susie	Smith	3/15/2022	2022-03-22 Council
Carol	Bradley	3/17/2022	2022-03-22 Council
Felicia	McNeil	3/21/2022	2022-04-12 COTW
Felicia	McNeil	4/11/2022	2022-04-26 Council

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Safety measures during this emergency
Date: Friday, June 30, 2023 11:17:54 AM

From: Lisa and Alan Bland
Date: June 30, 2023 at 10:02:34 AM ADT
To: Abraham Zebian <AZebian@westhants.ca>, Ashley Imlay <ashley.mlaoffice@gmail.com>, "Butler, Mike (Blois, Kody - MP)" <mike.butler.207@parl.gc.ca>, DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca, kody.blois@parl.gc.ca, MLA Office <melissa.mlaoffice@gmail.com>
Subject: Safety measures during this emergency

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good morning elected officials,

During this renewed state of emergency concerning lake pisiquid, could you please share with citizens in West Hants how we might conduct ourselves for our safety?

Are there restricted activities on the lake during such a state of emergency?

I expect the answer might be nothing, as it has been each time this order was renewed so far.

I am beginning to get concerned that our elected officials are using the authority of an emergency measures act wrongfully and request that this use be reviewed by ethics, just as we have done for the use of other emergency acts to determine if it was indeed justified.

With respect for your position as elected officials, I trust you'll also afford me respect as a constituent and grant a proper reply to this email.

Sincerely,
Lisa

From: Carrilee E
To: Shelleena Thornton; PublicOnlyCouncilEmail
Cc: Emergency Management Office; johnlohrmla@gmail.com
Subject: Avon River fish passage
Date: Monday, July 3, 2023 10:58:20 AM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

I ask you all to advocate for the restoration of fish passage by asking MLA John Lohr to end the emergency order which is keeping the causeway gates closed to fish passage on the Avon River. I understand no water has passed except to release water that would otherwise cause flooding upstream from the causeway.
I specifically ask WH Council to pass a motion to support immediate fish passage as you have advocated for Ski Martock, Pisiquid Canoe Club and most recently, the farmers along the Avon River.
Clearly, with the July 1st weekend shows of fireworks at Garlands Crossing and Walkers Restaurant as well as the smaller private displays, Council and West Hants have no fire protection concerns. With full lakes upstream and record recent rainfall, I trust you have renewed confidence in Windsor and South West Hants Fire Protection Services.
I understand from his social media post June 25/23 Mayor Zebian was embarrassed by the contradiction of Windsor West Hants' Inspiration branding and the reality of the deep-seated discord. Until we have fish passage, I do not see that discord ending.
I further ask Council to send a letter to The Assembly of Nova Scotia Mi'kmaw Chiefs of Nova Scotia expressing your strong displeasure at the lack of consultation on this emergency order. I draw your attention to their correspondence on June 2nd, 13th and 20th to guide you.
I expect to see us build bridges and lead with actions towards Reconciliation.

Sincerely,

Carrilee Eddy
Windsor, NS located in **Mi'kma'ki on ancestral and unceded territory of the Mi'kmaq people**

From: Maria DeNicola
To: PublicOnlyCouncilEmail
Subject: Seeking clarification on health and safety issue
Date: Wednesday, July 5, 2023 8:43:10 PM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Council,

I am writing about the Windsor Master Sanitary / Storm Water Separation Infrastructure Project. I have reviewed the Provincial Capital Assistance Program application that outlines this project, completed by Mr. Brad Carrigan, (Capital Works Manager), Engineering and Capital Projects of West Hants Municipality. I am perplexed by the information in this application and upcoming activity at the Lake Pisiquid Canoe club.

This application speaks of continuance and increased occurrence of combined sewer overflow discharge into community rivers and waterways. My understanding is that this discharge is in the current Lake Pisiquid. Is this correct? This application further goes on to explain that this would have negative effects on the discharge environments and local wildlife.

I appreciate that this project would result in a reduction, and the eventual elimination, of the combined sewer overflow discharge into our community rivers and waters (Lake Pisiquid). Furthermore, I appreciate that this will decrease environmental harm from untreated waste water overflow and reduce the risk of flooding in Windsor.

The application reads 'untreated wastewater can be detrimental to the health of fish, wildlife, and people' and 'by reducing toxic flows into local waterways, residents and visitors are less at risk of coming into contact with untreated waste water.'

It is my understanding that Mr. Carrigan is / was also the commodore of Lake Pisiquid Canoe Club. Lake Pisiquid Canoe Club recently announced on social media that they will be hosting a kayaking event for children ages 8-10 years old on Lake Pisiquid on July 10th-14th (using municipal infrastructure). This follows after extreme rainfall, and thus increased overflow.

I find it extremely perplexing that Mr. Carrigan is addressing his concerns and requesting public / tax payer funding for this project to address waster water drainage into Lake Pisiquid, and then within a week of this application being presented, is also promoting children's recreational activity on Lake Pisiquid.

I also believe Mr. Carrigan recently got funding of roughly a million dollars to relocate the canoe club to non-toxic water. Is this correct?

If the above is accurate, it seems that either this application is untrue, OR children are being put at risk, AND there is an alternative option.

I would like clarification on -
1.Whether it is true that the current water in Lake Pisiquid is included in the 'local river and waterways' mentioned in the application?
2. If true, an explanation addressing the safety of children while engaging in water activity on water that includes untreated wastewater which can be detrimental to the health of fish, wildlife, and people.
3. Why the alternative canoe club is not being used for the kayaking event?

My intention is not to disrupt the proposed project, nor the canoe club, however I am very concerned about the above. Please clarify whether I am misinformed in any way.

Thank you in advance for your response.

Sincerely,

Maria DeNicola

SUNROSE

Sunrose Land Use Consulting
Halifax, Nova Scotia

July 10, 2023

Mayor Zebian and Windsor/West Hants Councilors
Regional Municipality of Windsor/West Hants
For Committee of the Whole meeting July 11, 2023

Dear Mayor and Councillors:

RE: Bill Clarke property at 997 Highway 14, Upper Vaughan, WHLUB amendment File #23-01

On behalf of my Client, Bill Clarke, this letter is to suggest a better solution to the non-compliant land use on his property than the current re-zoning application from GR to M-1. I apologize for not being able to attend Committee of the Whole in person, but I already had another commitment when this opportunity came to my attention.

Mr. Clarke have been dismayed by the outpouring of negative comments and speakers against his container self-storage land use that he has been operating on his property for several years without any complaints. He started the land use on his property in good faith, thinking that it was permitted because the container storage was for his personal business. He thought the rules were the same for it as the rules are for accessory buildings that are used for personal storage. He was completely unaware that using his personal storage containers for storage of his retail business supplies was in violation of the Land Use By-law.

The use of his storage containers for his business supplies falls between two definitions in the Land Use By-law. The first definition is "warehouse" defined as: "... means a building where wares or goods are stored but does not include a retail store. Warehouse also includes self storage operations as defined elsewhere in this Land Use By-law". The second definition is for "self storage operations" defined as: "...means a building or buildings consisting of small, self-contained units that are leased or owned for the storage of business and household goods or contractors supplies".

Neither a "warehouse" nor "self storage operation" are permitted in the GR zone, in which the property is currently zoned. The only MPS policy that would enable either of these defined land uses on Mr. Clarke's property is the M-1 zone that allows a warehousing operation in addition to a wide range of industrial land uses. Because of this, it was suggested to Mr. Clarke that he should apply for a re-zoning to M1. The staff report recommends against a re-zoning to M-1, primarily due to concerns with the wide range of industrial uses that would be permitted on the property. Mr. Clarke has no intention of using his property for industrial land uses. A re-zoning to M-1 is not the best option to address the situation.

tel: 902.478.2541 email: sunrose@eastlink.ca

I would like to suggest a different solution which would allow Mr. Clarke to continue his land use temporarily while it is phased out over five years. This would be a site-specific amendment to the West Hants Municipal Planning Strategy to enable a development agreement for a "container self-storage" land use on this property. A development agreement could clearly define the land use, control the hours of operation, require optimal location of driveways, and set out discharge options after a five year period.

Site specific MPS amendments are often approved in instances that are unusual or different from other similar properties. They are also often used to recognize existing non-compliant land uses that have been in operation over some time. I believe that Mr. and Mrs. Clarke's property falls into this category. These containers have been in place since 2018 which is prior to the accessory building that received a permit in 2020.

The container self-storage land use is unusual in that it does not clearly fit into a Land Use By-law definition. It is a combination of self-storage (being small self contained units for the storage for business goods) and warehousing that includes self-storage.

The property location is different from other GR zoned properties because it is adjacent to a historical schoolhouse that is used as a community centre and, more recently, a canoe club (defined as a community use) that is on a property that was owned by Mr. and Mrs. Clarke for 19 years. The transition of the area into a wider range of community land uses makes this property different than other GR zoned lands.

If Council does not want to consider an amendment the Land Use By-law to allow container self-storage throughout the GR zone (which is also an option) and is willing to consider allowing Mr. Clarke to phase out his land use, then a site specific MPS amendment is the best planning solution.

The site specific policy would say that on this GR zoned property, in addition to the GR land uses, one additional land use (being container self-storage) is permitted via a development agreement. The development agreement would state that in addition to the GR zone uses, a container self-storage use is permitted. The development agreement would specify several criteria including a discharge option for Council at five years. This type of application is not uncommon in Municipal planning and would undergo the regular West Hants planning process with associated public consultation and staff analysis.

Mr. Clarke wants to work with the Municipality to find a solution to the situation. He is willing to leave the Municipality and he just needs some time to phase out the container self-storage land use. Mr. Clarke has been a supportive community citizen and good neighbour for over 19 years. I would like to respond to a few of the comments that were raised at the two public information (PIM) meetings. I am only responding to comments that are specific to Mr. Clarke's container self-storage land use and not the comments that are against the M-1 re-zoning.

General comment categories from the PIM shown in italics:

Erosion of a nearby driveway and school house (Upper Vaughan Community Hall South Waterville School est. 1868) with a photo of a catch basin that was stated to be a drain installed in the middle of highway right of way:
This catchbasin collects and direct stormwater away from Mr. Clarke's property and into the ground. It is located on Mr. Clarke's property and is not located in the middle of the highway right-of-way. There had been a collapse of a culvert under the schoolhouse driveway that caused some stormwater drainage problems. The Community Centre paid for the repair. Mr. Clarke has paid for gravel and leveling of the schoolhouse driveway over many years.

School house is a heritage property:
Mr. Clarke respects the schoolhouse which is used occasionally as a community center. Mr. Clarke has paid for the snow plowing and lawn mowing of the schoolhouse property for over 19 years and done other ground maintenance as stated above. This can be confirmed by a community member.

Potential of leaking of fuel from a crane being operated on property:
Cranes are used to move storage containers. Cranes and other machinery are permitted on roads, highways and private properties. Machinery is not regulated by the Land Use By-law. Cranes are not used often or on a regular basis on the property. All of Mr. Clarke's vehicles and machinery are in top operating condition. Fuel leakage is possible from personal motor vehicles and large vehicles that drive on the highway, local streets and driveways if they are not in good operating condition. Fuel contamination is regulated and controlled by other levels of government and it applies to all property owners.

Unsightly garage, too close to the road:
The accessory building is a permitted use. There are no architectural guidelines for accessory buildings in the Land Use By-law. The accessory building exceeds the required setbacks from a property line and the required setbacks from the centre line of the highway right-of-way.

Irregular noise, back up beepers, light pollution:
There are approximately four visits per month to deposit or retrieve items from the storage containers. All visits are during the daytime hours and no vehicles utilize back up beepers. Any back up beeper noises would be coming from another property. There are no lights shining into adjacent properties.

Using the school house lot for equipment:
Mr. Clarke has plowed the snow, mowed the lawn and replaced gravel on the schoolhouse driveway. He has not used the school house property for his equipment.

Driveway locations are dangerous:
Mr. Clarke is willing to consult with a transportation engineer review his driveway locations and recommend a relocation of the driveways if it is advisable.

tel: 902.478.2541 email: sunrose@eastlink.ca

The land should be given to the community:
Most land owners do not donate their land to the community. Generally, people buy property for their own use and rarely are in an economic position to give land away. Sometimes landowners are generous in other ways, as Mr. Clarke has been in being a steward of the adjacent school house property and assisting the canoe club during their move.

The container storage use has caused disruption to the community:
Mr. Clarke had not received any complaints about his storage containers prior to the sale of his land to the canoe club. Storage containers are permitted throughout West Hants, as is evidenced by the large number of property owners who have them. Mr. Clarke's storage containers are located near the highway and have not been moved along any local streets. The highway is used by many large, heavy vehicles that are more disruptive than inert storage containers. The storage containers are clean and in top working condition.

The owner is not a resident of the community and his business brings no economic value to the area:
Mr. and Mrs. Clarke are long time residents of the community. They have lived on these properties and Zwicker Lake for 19 years. They now reside in Falmouth and still pay property taxes to West Hants. Mr. Clarke has paid for maintenance to the schoolhouse community centre over this time and has significantly supported many local businesses by shopping at their establishments for both his personal and business needs, including company vehicle purchases and their ongoing maintenance. They also have supported the community veterinarians and local home hardware store for many years.

Trucks and tractor trailers must impinge on adjacent property:
Mr. Clarke does not drive any of his vehicles on adjacent properties. He is well aware of his property boundaries.

<u>In conclusion</u>:
Mr. Clarke is considering withdrawing his re-zoning application prior to the public hearing scheduled for July 25th which would save everyone a lot of time and effort. I respectfully request Windsor/West Hants Council to allow the time for an MPS amendment and development agreement application process to unfold prior to taking enforcement action against Mr. Clarke's land use. Of course, it is understood that this would not imply in any way what Council would ultimately decide in terms of approving or denying the MPS amendment or development agreement.

Sincerely:

Jenifer Tsang, MCIP, LPP

tel: 902.478.2541 email: sunrose@eastlink.ca

From: Jon Hall
To: PublicOnlyCouncilEmail
Subject: Bicycle parking
Date: Tuesday, July 11, 2023 10:46:34 AM

Caution [External Email]
This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

_____

I appreciate your many efforts and initiatives to make and keep West Hants residents active.
Despite the many hills, the promotion of bicycle use should be paramount. I know that there are no bicycle parking facilities at either the recreation centre or the athletic centre. Installing a simple bike rack suitable for a chaining a bicycle would be appreciated in both locations.
I am at the arena now and there are three bicycles parked around the entrance. This is a simple request and should possibly be achievable even within the current budget and manpower constraints. I appreciate your input. Please contact me if you need more information or suggestions. Thank you.
Jon Hall

Sent by Jon Hall, Q32 Consulting, Windsor NS phone

Correspondence Sent

First Name	Last Name	Correspondence Date	Meeting / logged
Katherine MacLeod	MacLeod, Dept. Envir. and Climate Change	2021-10-27	2022-01-11 COTW
Robyn	Homans	2021-11-23	2021-12-07 COTW
Hon. Kim	Masland	2022-01-20	2022-01-25 Council
Hon. Kim	Masland re: clarity on correspondence sent 2022-02-20	2022-02-16	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Hon. Greg	Morrow	2022-02-04	2022-02-08 COTW
VREN		2022-03-10	2022-03-22 Council
Station Food Hub		2022-04-28	2022-05-10 COTW
MLA Melissa	Sheehy-Richard re: Avon River Eco/Tourism	2022-05-02	2022-05-02 COTW
MLA Melissa	Sheehy-Richard re: exit 6	2022-05-02	2022-05-02 COTW
Hon. Joyce	Murray	2022-05-06	2022-05-10 COTW
KMK Assembly Mi'kmaw Chiefs		2022-05-06	2022-05-10 COTW
The Premier	The Hon. Tim Houston	2022-06-27, sent 2022-06-30	2022-07-09 COTW
The Premier	The Hon. Tim Houston	2022-06-30	2022-07-09 COTW
Hon. Kim	Masland	2022-08-23	2022-09-13 COTW
POSSE		2022-09-14	2022-09-27 Council
Minister Murray	re Pumpkin Regatta	2022-10-20	2022-10-25 Council
VREN	Re: IMSA and request for a presentation to Council	2022-12-20	2023-01-10 COTW
MLA Sheehy-Richard	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
MP Kody Blois	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and lntermunicipal Service Agreement (IMSA}	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW
Hockey Hall of Fame	Re Letter of Support John Paris Jr	2023-03-14	2023-03-28 Council
Premier Tim Houston	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Joyce Murray	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

Correspondence Sent

First Name	Last Name	Correspondence Date	Meeting / logged
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard, Premier, NS Public Works Minister(Kim Masland), District Area Manager (Robyn Homans)	Re Support to pave Cogmagun and Beaverpond Roads	2023-05-17	2023-05-23 Council
Hon. Tim Halman, Premier, MLA Sheehy-Richard	Re Coastal Protection Act Regulations	2023-05-23	2023-05-23 Council
Indigenous Services Canada	Re Response to the Proposed Addition to Reserve, Glooscap First Nation	2023-06-27 Sent 2023-06-30	2023-07-11 COTW
Premier Tim Houston, Hon. Joyce Murray, Hon. Steve Craig, Hon. Tim Halman, Hon. Susan Corkum-Greek, Hon. Kim Masland, MP Blois, MLA Sheehy-Richard	Re Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise	2023-06-29	2023-07-11 COTW
Hon. Kim Masland	Re The Railways Act- Bill 236	2023-07-05	2023-07-11 COTW

West Hants
something inspiring awaits

June 27, 2023

Krista MacDonald
Manager, Lands, Environment and Natural Resources
Indigenous and Northern Affairs Canada - Atlantic
PO Box 160, 40 Havelock Street
AMHERST, NS
B4H 3Z3

Delivered electronically to: krista.macdonald@sac-isc.gc.ca

Re: Proposed Addition to Reserve, Glooscap First Nation

Dear Ms. MacDonald,

Please accept this letter as confirmation regarding the correspondence sent to the West Hants Regional Municipal Council on April 14, 2023 and again on May 19, 2023 regarding the proposed addition to the Reserve at Glooscap First Nation.

As you are aware PIDs 45193596 and 45193604 are within the proposed reserve expansion and are currently owned by the Federal Government. If these two PIDs are to become part of the Glooscap First Nation Reserve, these properties are then removed from municipal jurisdiction, and would not require any municipal planning process or amendments.

With this recognition the appropriate response would be that the West Hants Regional Municipality has no concerns related to this matter and the ongoing process would not require a municipal planning application or specific amendments to municipal by-laws.

Respectfully,

Abraham Zebian
Mayor

az/ds
CC: Chief and Council of Glooscap First Nation
Lesley Reynolds – ISC Land Management Advisor
WHRM Council and Chief Administrative Officer, Mark Phillips

West Hants
something inspiring awaits

June 29, 2023

The Honourable Joyce Murray, Federal Minister of Fisheries Oceans and Canadian Coast Guard
The Honourable Tim Houston, Premier of Nova Scotia
The Honourable Kim Masland, Nova Scotia Minister of Public Works
The Honourable Steve Craig, Nova Scotia Minister of Fisheries and Aquaculture
The Honourable Susan Corkum-Greek, Nova Scotia Minister of Economic Development
The Honourable Tim Halman, Nova Scotia Minister of Environment and Climate Change
Kody Blois, M.P. Kings-Hants
MLA, Melissa Sheehy-Richard

Also sent via email to Premier@novascotia.ca; MPO@dfo-mpo.gc.ca; publicworksminister@novascotia.ca> MINDFA@novascotia.ca; edminister@novascotia.ca; Minister.Environment@novascotia.ca; Kody.Blois@parl.gc.ca; melissa.mlaoffice@gmail.com

Dear Premier Houston and Honourable Minister Masland,

Re: Reimagine Lake Pisiquid, Windsor, Nova Scotia

Please accept the following letter on behalf of the West Hants Regional Municipality as a follow up to our correspondence sent on March 23, 2023 and your return correspondence received on May 24, 2023.

To formally express the current position of the Council who met on May 23rd, 2023, to discuss this matter, the following motion was ratified.

"THAT CORRESPONDENCE BE SENT IN FOLLOW UP TO OUR PREVIOUS CORRESPONDENCE WITH REGARDS TO REIMAGINING THE WINDSOR/FALMOUTH WATERFRONT, AND THAT IT FOCUS ON THE REIMAGINATION COMPONENT, TO ALL THE INDIVIDUALS PREVIOUSLY SENT AS A SINGLE CORRESPONDENCE WITH EVERYBODY COPIED ON THE SAME LETTER"

Our hopes are to draw attention to our request for an opportunity to sit with *all parties* and discuss the future of our Windsor and Falmouth waterfront area. With the awareness that the lack of response from other parties may be a result of an error on our part in distributing the correspondence, we wish to reshare our previous letter and now address this letter to the Honourable Joyce Murray, Federal Minister of Fisheries Oceans and Canadian Coast Guard, the Honourable Steve Craig, Nova Scotia Minister of

Fisheries and Aquaculture, the Honourable Susan Corkum-Greek, Nova Scotia Minister of Economic Development, the Honourable Tim Halman, Nova Scotia Minister of Environment and Climate Change, Kody Blois, M.P. Kings-Hants and MLA, Melissa Sheehy-Richard. We hope this will provide an opportunity for a collaborative approach and discussion between all levels of government to address the needs of our communities, residents and businesses within the West Hants Regional Municipality as it relates to the unknown future of the Windsor and Falmouth waterfront areas.

Honourable Minister Masland, you state in your reply that it would be inappropriate to proceed with a plan at this time. While we are appreciative that you will continue to press for conclusion of the federal approval process for the water control structure so that the necessary highway twinning work can proceed, we respectfully disagree that it would be inappropriate to proceed with a reimagination strategy for the downtown waterfront area for the communities of Falmouth and Windsor. Time is of the essence and waiting for what could be another five (5) to seven (7) years for a final determination on what the waterfront will be is not acceptable. We want to be prepared for what we anticipate being a standing brackish lake or tidal influenced area. These two scenarios present very different opportunities impacting the economic, agricultural, recreation and tourism environments.

As stated in our previous correspondence it is imperative that we look towards solutions for this area and its potential redevelopment now. We hope you share in our need to sit as "one" and collaboratively participate in discussions that will foster a strategy that better aligns with our brand "West Hants, Something Inspiring Awaits".

We welcome the opportunity to discuss this matter in further detail and look forward to your response.

Respectfully,

Abraham Zebian, Mayor
ds/az

CC. West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

July 5, 2023

The Honourable Kim Masland
Nova Scotia Minister of Public Works
P.O Box 186
Halifax Nova Scotia
B3J 2N2

Sent electronically to: publicworksminister@novascotia.ca

Dear Minister Masland

RE: Bill 236 - The Railways Act – Windsor & Hantsport Railway Company

Please accept the following letter on behalf of the Council of the West Hants Regional Municipality with respect to Bill 236 - The Railways Act and its' impact on the Windsor & Hantsport Railway Company.

As the Council for our region, the challenge we face is the status of the Windsor and Hantsport Railway Company and its controlling interest in the rail line and associated lands. The company is defined as being active by the issuance of an Operating License but in reality, it is inactive. Its' deterioration is very evident with a lack of maintenance to the line, ongoing safety concerns within the community, its abandonment and derelict engines and cars sitting dormant in Windsor and Hantsport communities. We struggle to understand how it is possible that the Windsor and Hantsport Railway Company's license has yet to be revoked.

It is our understanding that in March of 2020 an amendment to Bill 236 Railway Act was passed by the Nova Scotia Legislature, however this bill has yet to be proclaimed due to awaiting preparation of Regulations that will accompany the Act.

Although the Province, through the Department of Transportation and Infrastructure Renewal (currently the Department of Public Works) stated the Regulations were "under development" no time frame was provided for their completion. As a result of waiting for these Regulations, three (3) years have passed resulting in no change to the status of Bill 236 – The Railways Act. During this three-year period momentum has grown in interest to convert the rail line, whose operations remain dormant, and infrastructure continues to deteriorate into an Active Transportation route.

Recently, the Region of West Hants purchased, in partnership with the Municipality East Hants, the former DAR line from Mantua to Kennecook for the purpose of converting a "rails to trails" network. This will be a coordinated effort connecting the two municipalities.

We are requesting the assistance of your department and the Province of Nova Scotia in supporting our ongoing Active Transportation initiatives by revisiting Bill 236 and the Operating License granted to the Windsor & Hantsport Railway Company.

To formally express the current position of the Council who met on June 27, 2023, to discuss this matter the following motion was ratified.

"Council direct staff to write a letter to the Honourable Kim Masland, Minister of The Nova Scotia Department of Public Works, expressing Councils desire for an expeditious proclamation of Bill 236 or intervention by the Province declaring the Windsor and Hantsport Railway no longer having controlling interest in the tracks".

We thank you for your attention to this matter and we look forward to hearing from you.

Respectfully,

Abraham Zebian, Mayor

ds/az

CC: Municipality of East Hants
Member of Parliament for Kings-Hants, Kody Blois
Melissa Sheehy-Richard, MLA Hants West
WHRM Council
Chief Administrative Officer, Mark Phillips

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Sara Poirier, Director of Planning and Development

Date: 2023-07-11

Subject: Appointment of Development Officer

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 243, Development Officer

RECOMMENDATIONS

…that Committee of the Whole recommends that Council appoint Christopher Burns as Development Officer effective July 25, 2023 in accordance with Section 243 of the Municipal Government Act.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Currently West Hants Regional Municipality only has one Development Officer, Doug MacInnis, appointed to administer the Land Use By-law's and Subdivision By-law's of the Municipality. Since March 29, 2023 Christopher Burns has been acting as Development Officer in Doug's absence. This request is to fully appoint Christopher Burns as the second Development Officer for WHRM.

DISCUSSION

Development Officers administer the Land Use By-law's and Subdivision By-law's of the Municipality which includes responding to general property inquiries, writing zoning confirmation letters, issuing development permits for as-of-right development, and approving plans of subdivision.

Christopher Burns was hired in March 2022 and has been training with Doug for the past year. He is working to become certified through the Nova Scotia Municipal Development Officers Association. On March 29, 2023, Christopher was appointed by Council to act as Development Officer in Doug's absence to ensure requests and applications are dealt with in a timely manner.

This request is to fully appoint Christopher Burns as Development Officer to assist Doug with processing applications for development permits and subdivision.

NEXT STEPS

Appointment by Council

FINANCIAL IMPLICATIONS

There are no financial implications related to the appointment as the salary is established within the budget.

ALTERNATIVES

In response to this report, COTW could:

- recommend that Council not appoint a second Development Officer; or
- request further information on a particular topic.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The municipality is in need of having this second full time appointment due to the high volume of development enquiries, permit applications, inpections and enforcement. Chris has steadily progressed with his knowledge of municipally policy, its applications and the enforcement

requirements of the appointment. As noted in the report the appointment requires the appointment of the Development Officer by Council.

I support the recommendation.

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Approved by: _____

Mark Phillips, CAO

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐

To: Mayor Zebian and Members of West Hants Regional Municipal Council

Submitted by: _____
Mark Phillips, Chief Administrative Officer

Date: 2023-07-11

Subject: Rezoning Application – Divested Parkland

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Section 219 and 220

DECISION REQUEST

Should Council wish to proceed the following motion would be in order:

…that Committee of the Whole recommends to Council that the Chief Administrative Officer be directed to submit an application to the Planning and Development Department to consider rezoning previously divested Municipally owned parkland lots PID 45226636, 45045952, 45215290, 45221868, 45222254, 45218658, 45222049, 45236601 and 45225018 to provide opportunity for residential development.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social X	Economic ☐	Councillor Activity ☐

Council approved the following motion on October 26, 2021:

> **…THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE DIVESTMET OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF**

SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.

Staff have reviewed the list of divested parkland lots and have determined nine (9) of the lots have the potential for rezoning which would provide the opportunity for residential development once sold.

DISCUSSION

The CAO discussed the list of divested parkland lots with the Planning and Development Department to determine the options for redevelopment. 9 of the 17 lots were seen as most appropriate for rezoning at this time to encourage residential development on the lots once sold. All lots are currently vacant and are not used or maintained as Municipal parkland.

The Hantsport, Windsor and West Hants Municipal Planning Strategy policies state that only public lands shall be zoned for open space purposes. If Councils direction is to sell these divested lots, it would be appropriate to rezone them prior to sale.

The following chart outlines the PID, location, current designation, and zoning of each lot. It also lists potential zoning options that were discussed amongst staff, however, once a completed application is received by the CAO, the Planners will do a thorough review of policy options.

PID	Location	Current Designation	Current Zoning	Potential Zoning
45226636	Halewood Dr., Falmouth	Residential	Open Space (OS)	Single Unit Residential (R-1)
45045952	Riverview Rd., Hantsport	Residential and Open Space	Conservation Open Space (COS)	Single Unit Residential (R-1)
45215290	Riverview Dr., Brooklyn	Village	Open Space (OS)	Two Unit Residential (R-2)
45221868	Middle Lake North Rd., Vaughan	Resource	Open Space (OS)	General Resource (GR)
45222254	Middle Lake South Rd., Vaughan	Resource	Open Space (OS)	General Resource (GR)
45218658	Armstrong Lake East Rd., Vaughan	Resource	Open Space (OS)	General Resource (GR)
45222049	Middle Lake South Rd., Vaughan	Resource	Open Space (OS)	rezone to General Resource (GR)
45236601	Millard Crt., Union Corner	Agriculture	Open Space (OS)	Agricultural Priority Two (AR-

				2) or Rural Residential (R-4)
45225018	Saubren Lane, Cheverie	Resource	Open Space (OS)	General Resource (GR)

NEXT STEPS

Based on direction of Council, the CAO will apply to the Planning and Development Department. The Planning and Development Department will then work through the rezoning applications as time permits.

FINANCIAL IMPLICATIONS

There are no financial implications in association with the filing of this report.

The cost of the notice for the Public Information Meeting and Public Hearing for the applications will be charged to the Municipality (i.e., newspaper advertisements, letters to adjacent property owners, and signage on site).

ALTERNATIVES

In response to the report, the Council may:

- decide to leave the lots zone Open Space (OS) / Conservation Open Space (COS); or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2021-09-09 Parkland Divestment Report

Report Reviewed by: _____

Sara Poirier, Director of Planning and Development

Attachment A

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Mark Phillips, Chief Administrative Officer

Submitted by: Bekah Craik, Active Living Coordinator

Date: September 9, 2021

Subject: Parkland Divestment

LEGISLATIVE AUTHORITY

- Municipal Government Act Section 50 (5) (b)
- Municipality of the District of West Hants Disposal of Surplus Real Property Policy C-01-007
- West Hants Regional Municipality 2021-2022 Strategic Plan (April 2021); Economic Development – Theme Priority Objective #2: Create Investment-Ready Strategies (Task A)

INFORMATION REPORT

Staff wish to inform Council of the following:

There are nineteen municipally owned parkland properties that are being reviewed for Council's consideration for divestment as outlined in the West Hants Parks and Open Space Plan.

BACKGROUND

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

The Parks and Open Space plan was adopted by West Hants Council in 2016 with two goals: (1) to direct the operations, maintenance, acquisition, divestment, funding, and programming of the Municipal parks and open space network; and (2) To ensure that the local network of parks and open space will continue to meet recreational needs and protect unique, natural, and cultural resources for the next ten years.

In addition to the establishment of park types and standards for West Hants, a key deliverable from this Parks and Open Space Plan is a Decision-Making Toolkit to be used by Municipal staff or a committee. The Toolkit can guide decisions about the Parks and Open Space network, to ensure decisions about land acquisition, divestment and development meet the intent of the plan, the needs of the citizens, and protect unique natural and cultural resources. Divestment is defined in the Parks and Open Space Plan as "The sale of unsuitable or unusable land by the Municipality". There are six primary scenarios where divestment of land is the best management option:

1. Location - There are Municipally owned lands in the current parks and open space network that are found in areas of low population density. In addition to density, some parcels are far from main roads or are outside of well-travelled areas. Due to the remote nature, these lands see few park users, especially if they are unmanaged lots. Isolated lots may also become areas for illegal dumping and vandalism.

2. Competing Uses - In some communities, there are a number of neighboring municipal parcels offering the same amenities or recreation opportunities. Having non-complementary parcels of land together may not be useful as a network. Here, divestment makes sense to concentrate resources into fewer parcels.

3. Useability - Subdivision development of previous decades may have resulted in land under Municipal ownership that does not meet the current definition of usable land or areas that might be considered hazardous.

4. Frequency of Use - Monitoring park use can help to decide if a piece of land is worth retaining. Underused spaces can be a drain on resources and unsafe if there is not frequent traffic.

5. Cost of Maintenance - Divestment might be the best option when the cost of maintenance outweighs community benefit, or if redevelopment costs to make a piece of land suitable or useable are beyond the parks and open space budget.

6. Interest from Non-Profit Groups - With a well-developed business plan, non-profit groups may purchase land from the Municipality. Broadly speaking, the divestment of Municipal property can positively influence the parks and open space networks. Revenue may be used to purchase new lands suitable for parks and open space or to fund management projects; lands may be leased, sold, or transitioned to community groups; lands may be swapped for more desirable spaces.

The Municipality has a GIS database of all parcels of land it owns, which can easily be used to create a map of the properties being recommended for divestment. Appendix 2 of the Parks and Open Space plan provides details on all the park holdings. The plan recommends 20 parcels for divestment; however, the municipality has since undertaken the development of one of the properties in collaboration with the West Hants Trails Association.

DISCUSSION

Staff have reviewed and re-evaluated each of the 19 parkland properties being reviewed for divestment. Site visits were completed in 2015 in the creation of the Parks and Open Space Plan and additional site visits were recently completed where possible to determine suitability for future park/trail development. Some properties (such as the Riverside Interior Parcel, Cheverie Salt Marsh Extension, MacLeod Court) have limited to no public access points or are extremely rural and inaccessible by vehicle. These sites have been scoped by way of online resources such as Property Online, Viewpoint, and Google Maps to determine usefulness of the property for the future of the Parks and Open Space network. Each of the 19 properties reviewed for divestment have little to no potential as a parkland amenity.

NEXT STEPS

With the direction of Council staff will prepare a recommendation report for the October Committee of the Whole Meeting for consideration.

FINANCIAL IMPLICATIONS

The lands were acquired by the municipality through the parkland dedication process and with the direction of Council, the surplus funds from the sale of each parcel may be deposited into a capital reserve account specifically for future development and maintenance of community parks and trails.

ALTERNATIVES

A. Council may choose to not to divest of any or all the properties being reviewed.
B. If the lands are deemed surplus and sold at a future date, Council may choose not to allocate the funds into a Capital Reserve account for future development/maintenance of community parks/trails.

ATTACHMENTS

1. West Hants Parks and Open Space Plan
2. List of parklands recommended for divestment

CHIEF ADMINISTRATIVE OFFICER REVIEW

Through the process of preparing and reviewing this report it was changed from a "recommendation report" to a "information report". There is a considerable amount of information included in the report with properties spanning several districts within our municipality. It was thought to be prudent that we provide Council with the information included in the report and that a recommendation from staff be delayed to ensure Council has had a reasonable amount of time to reflect on the parcels and the attached information. Divesting open space and park lands should be reviewed thoroughly to ensure with certainty there is no future use by the municipality.

I support the pending divestment recommendation at this time but feel further due diligence is achieved by promoting an extended review period before asking Council to make a decision. Assuming Council with receive this report as information, Council should expect a recommendation on the matter at the October COTW meeting.

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

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

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

Report Reviewed by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Riverview Road, Hantsport

10

Overview

PID: 45045952

Coordinates: 45.06459, -64.189

Date visited: November 26, 2015.

Address: Parcel C Rand Street, Hantsport.

Classification: Underused.

Size: 0.13 acres (0.05 ha).

Land cover: Parcel mostly treed (deciduous and evergreen) with the front half of the parcel being managed turf with a stand of trees along the street.

Topography: Land gently sloping to the east and north.

Maintained by: Municipality.

Use: Walking.

Access: From Riverview Road.

Parking: On Street.

Signage: None.

History: This land parcel was deeded to the former Town of Hantsport in 1984 by Harry Salter.

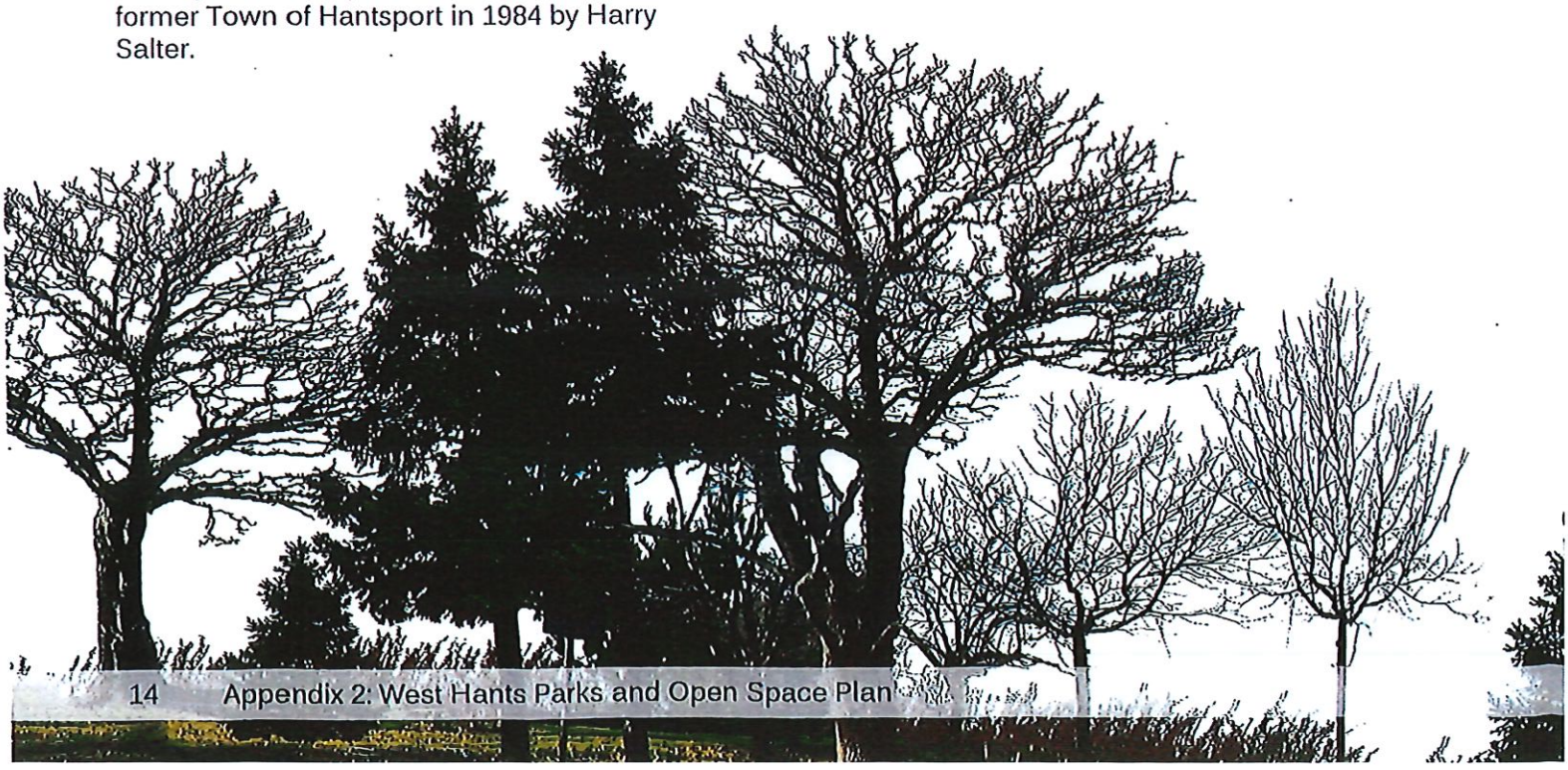
Overlapping Management Plans: None.

Observations

- Property grading and landscaping indicates the former site of a dwelling.
- An informal walking path apparent from Riverview Drive to the tree line.

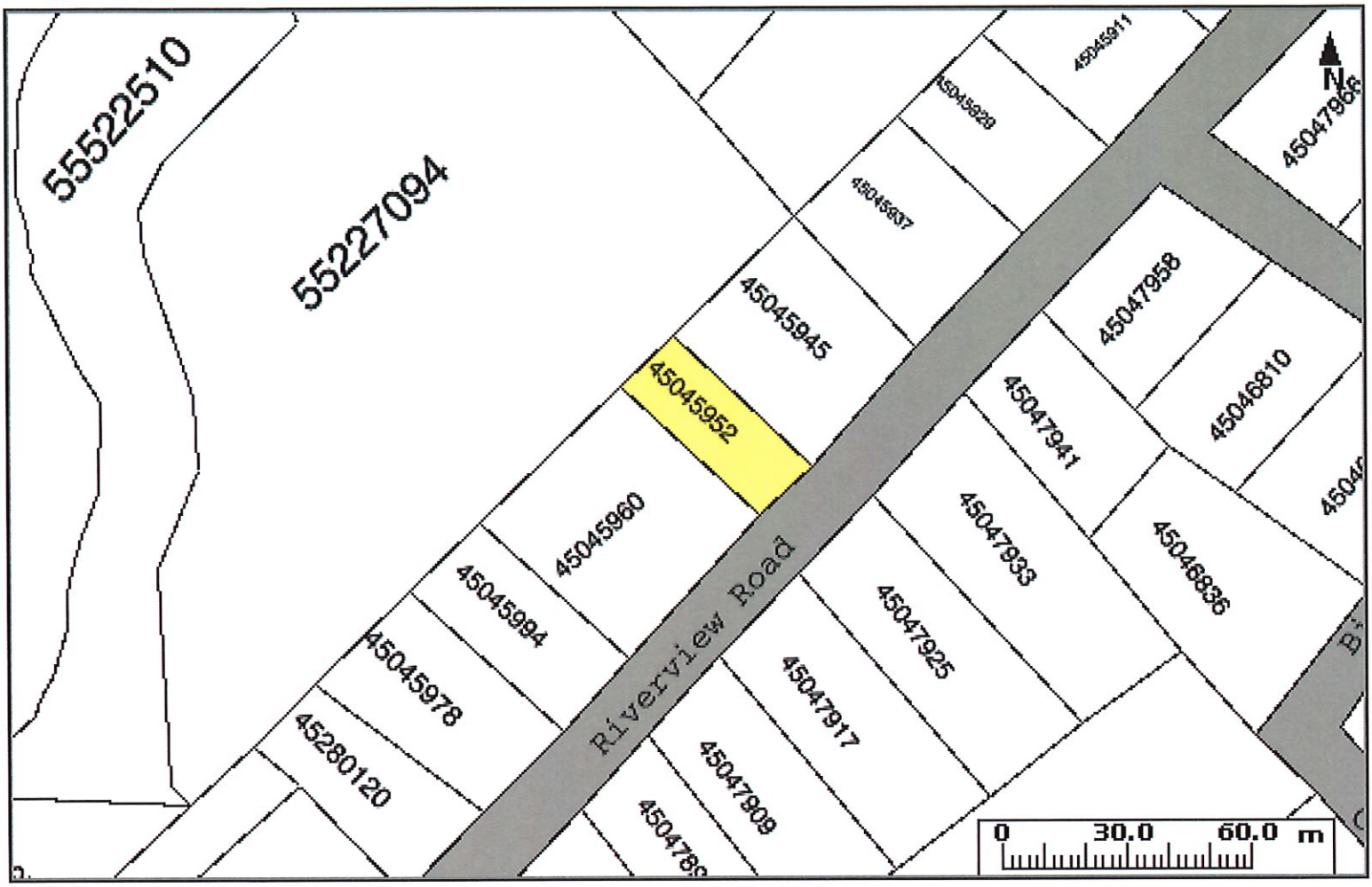
Opportunities

- Given the close proximity to other parks and open spaces, it is recommended that there is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 8, 2021 5:23:44 P**



:D:	45045952	Owner:	MUNICIPALITY OF THE DISTRICT OF WEST HANTS	AAN:	00538426
ɔunty:	HANTS COUNTY	Address:	18 RIVERVIEW ROAD HANTSPORT	Value:	$34,500 (2021 RESIDENTIAL EXEMPT)
ʀ Status:	NOT LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I: OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

11

McCully Crescent

Overview

PID: 45387768

Coordinates: 45.05938, -64.1829

Date visited: November 26, 2015.

Address: Lot Hdl-3 Holmes Hill Road, Hantsport.

Classification: Underused.

Size: 1.74 acres (0.70 ha).

Land cover: Property cleared, but now naturalizing with perennials. A stand of trees grows along western boundary.

Topography: Property sloping upward to the north and north west. A berm rises along the western edge.

Maintained by: Municipality.

Use: None.

Access: From McCully Crescent.

Parking: Along the road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

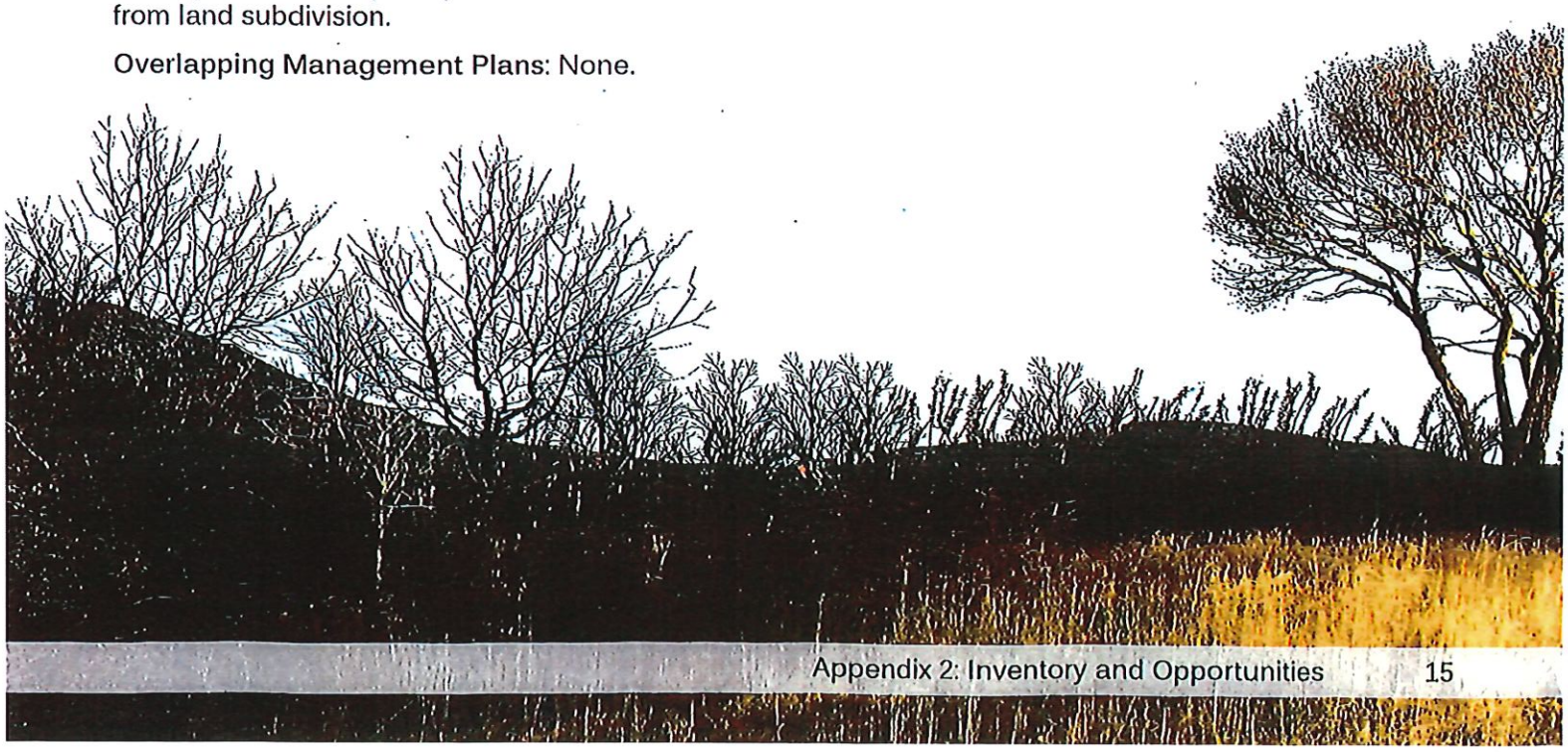
Overlapping Management Plans: None.

Observations

- Little evidence of human activity on site.

Opportunities

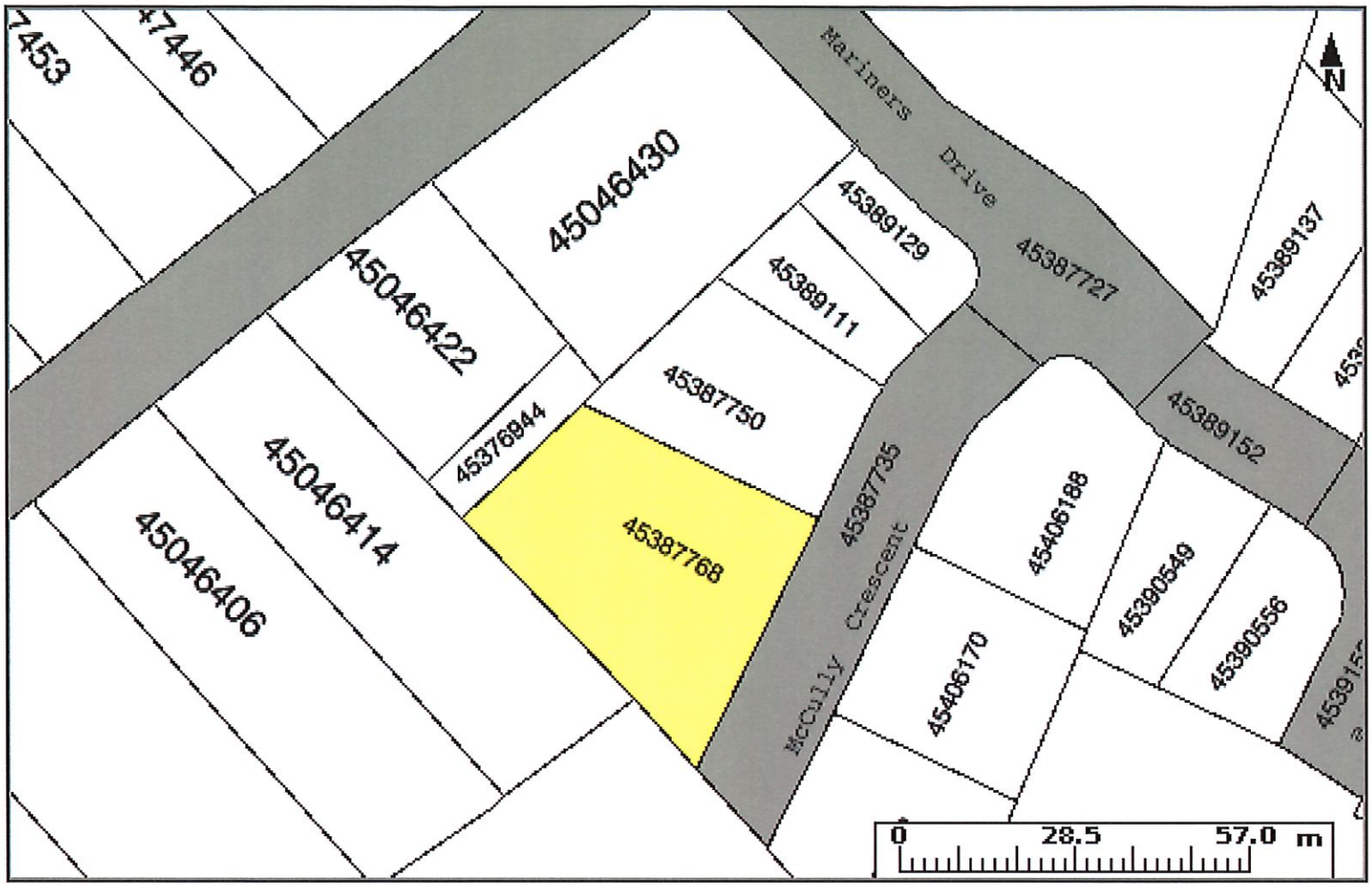
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

roperty Online Map

Date: **Sep 8, 2021 5:24:46 P**



:D:	45387768	Owner:	MUNICIPALITY OF THE DISTRICT OF WEST HANTS	AAN:	10415756
ounty:	HANTS COUNTY	Address:	HOLMES HILL ROAD HANTSPORT	Value:	$34,500 (2021 RESIDENTIAL EXEMPT)
R Status:	LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

Mariner's Drive Wood Lot

13

Overview

PID: 45391554

Coordinates: 45.05908, -64.1812

Date visited: November 26, 2015.

Address: Lot Hdl-19z Mariner's Drive, Hantsport.

Classification: Underused.

Size: 0.20 acres (0.08 ha).

Land cover: White pine planted in rows, mixed perennial understory.

Topography: Land sloping to the south east.

Maintained by: Municipality.

Use: None.

Access: From Mariner's Drive.

Parking: 2-3 spaces at the foot of Mariner's Drive.

Signage: None.

History: White pine tree farm or plantation.

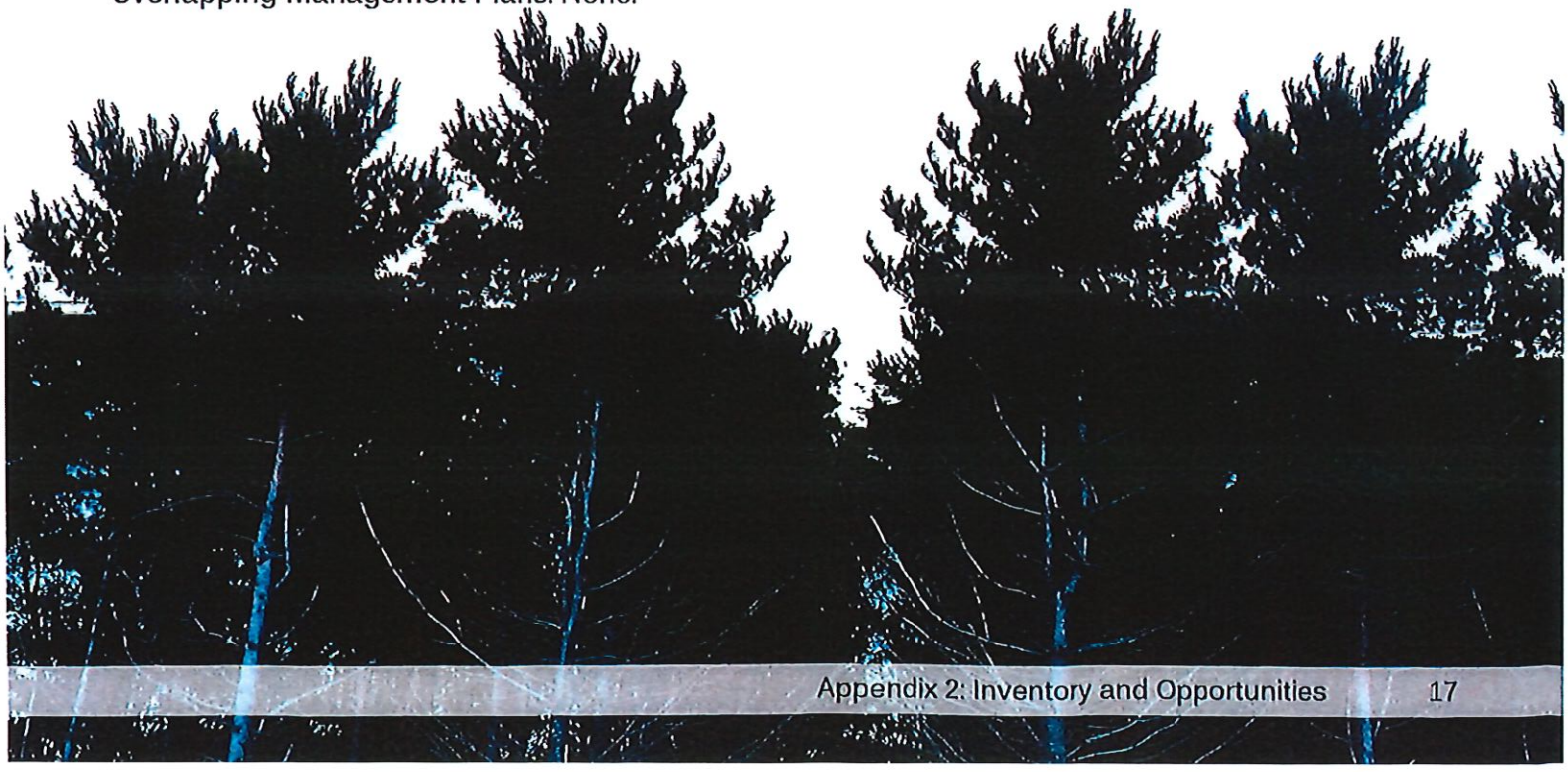
Overlapping Management Plans: None.

Observations

- White pine trees planted in rows is an indicator of a former woodlot or tree farm.
- Land is accessible from Mariner's Drive should people want to walk through.

Opportunities

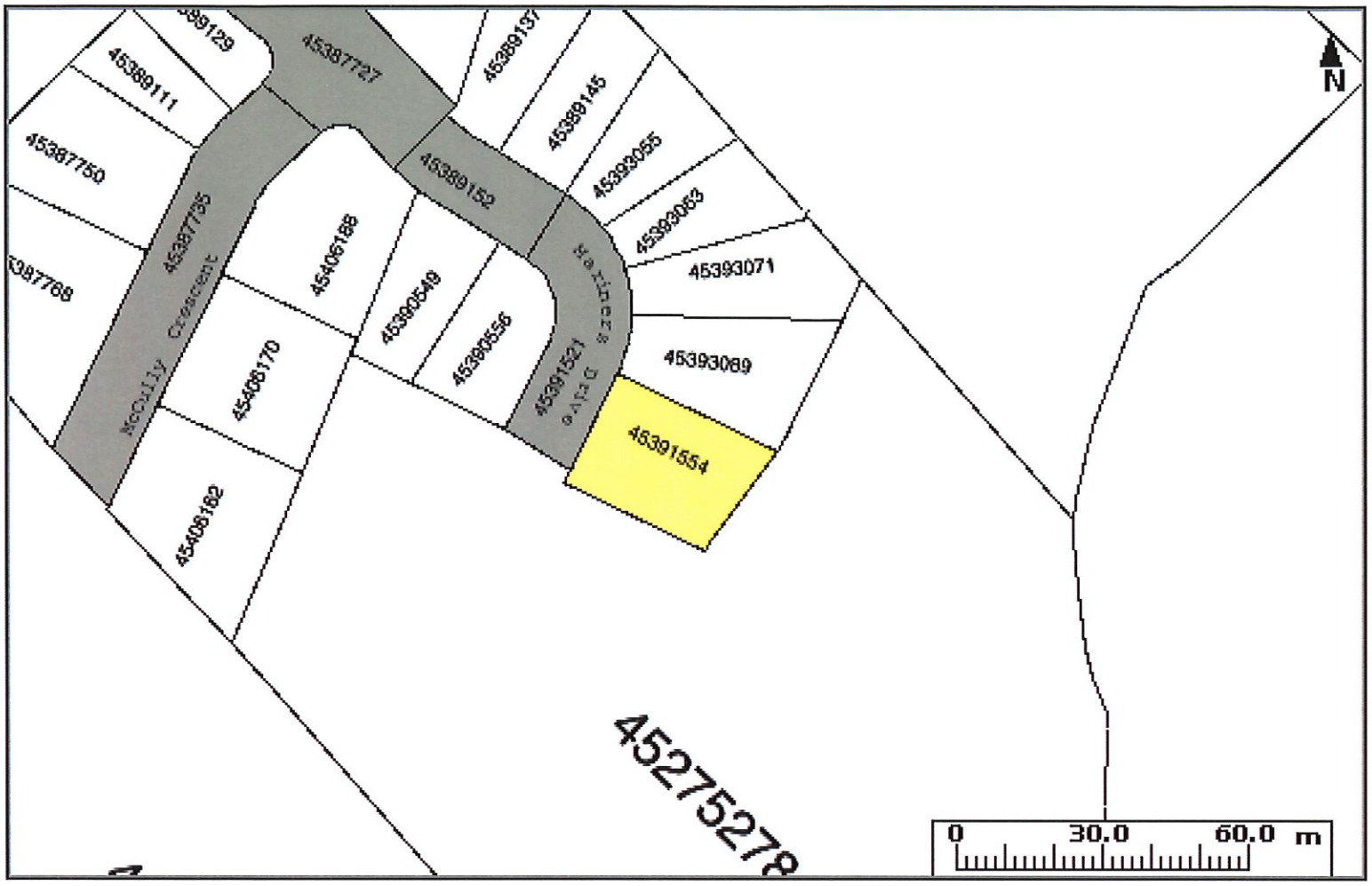
- Parcel ideal for residential lot.
- Lumber from trees can be harvested for community purpose (e.g. amenity structure).
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Property Online Map

Date: **Sep 8, 2021 5:25:52 P**



:D:	45391554	Owner:	MUNICIPALITY OF THE DISTRICT OF WEST HANTS	AAN:	10473497
ɔunty:	HANTS COUNTY	Address:	MARINER'S DRIVE HANTSPORT	Value:	$34,500 (2021 RESIDENTIAL TAXABLE)
ʁ Status:	LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I. OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

9 Halewood Drive Lot

Overview

PID: 45226636

Coordinates: 45.00002, -64.184

Date visited: November 9, 2015.

Address: Parcel P-1 Halewood Drive, Falmouth.

Classification: Underused.

Size: 0.57 acres (0.23 ha).

Landcover: Wooded lot. Mixture of evergreen and deciduous plant species. Drainage ditch along the north length of the property.

Topography: Land sloping to the north and east.

Maintained by: Municipality.

Use: None.

Access: No formal access created. Access would be from Halewood Drive.

Parking: No organized parking; road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

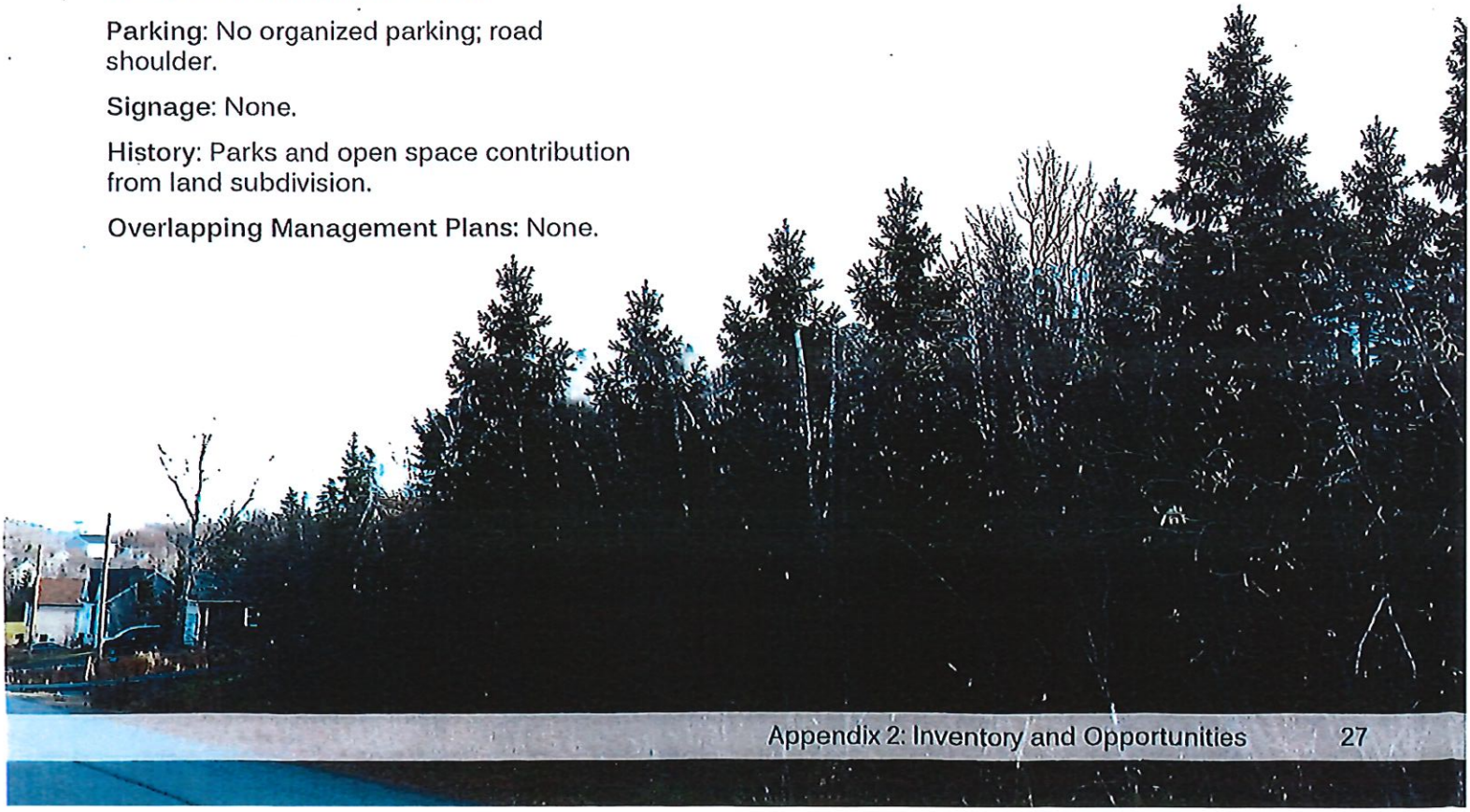
Overlapping Management Plans: None.

Observations

- No obvious signs of access of use by residents.

Opportunities

- Given the number of parks and open space parcels in the neighbourhood, it is recommended that there is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

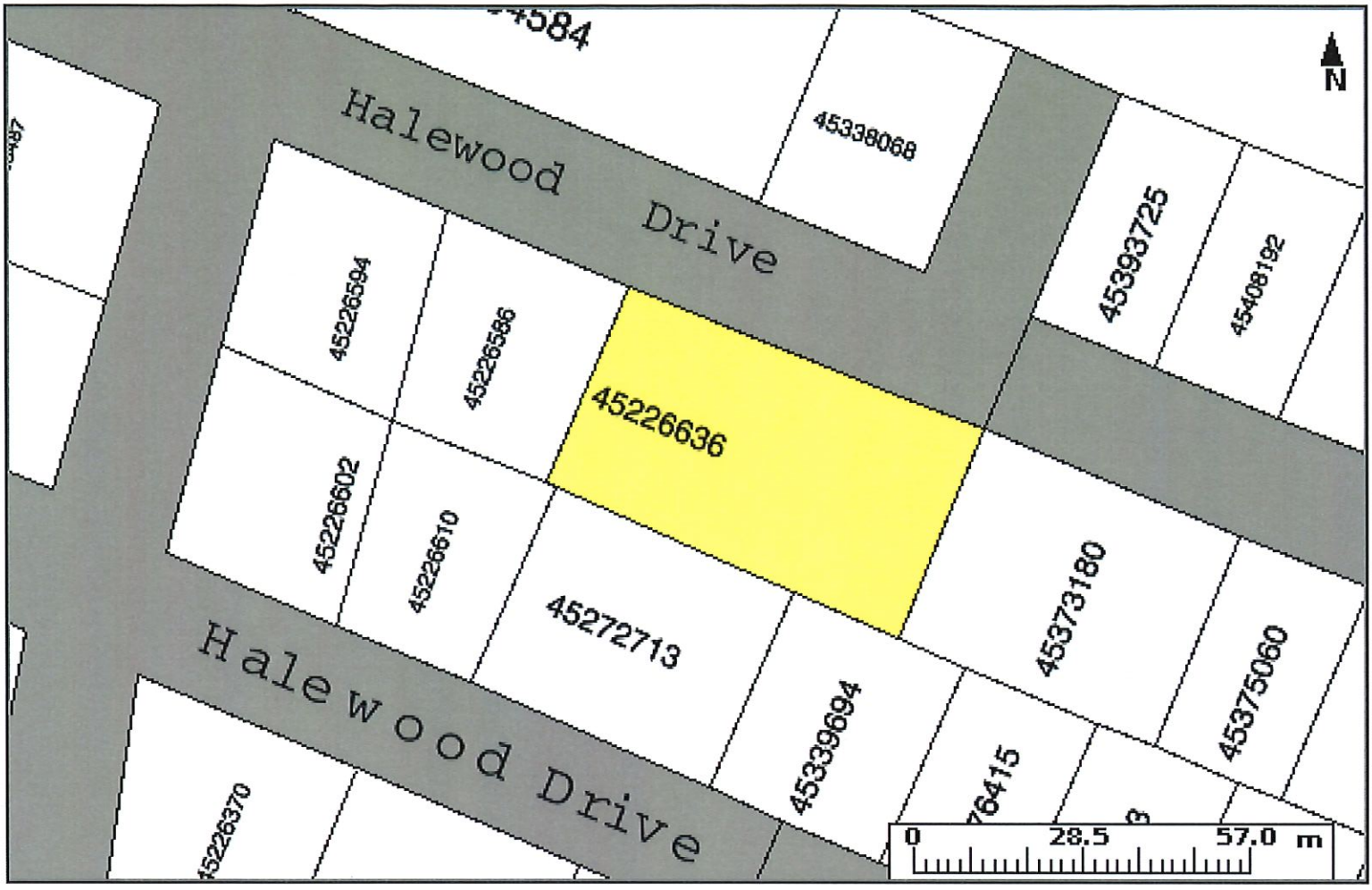


PROPERTY Online

NOVA SCOTIA
Service Nova Scotia and Municipal Relations

roperty Online Map

Date: **Sep 9, 2021 10:51:39 A**



:D:	45226636	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST	AAN:	07850212
ounty:	HANTS COUNTY	Address:	HALEWOOD DRIVE FALMOUTH	Value:	$30,100 (2021 COMMERCIAL EXEMPT)
R Status:	NOT LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I. OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

11

Falmouth Dyke Road Parcel

Overview

PID: 45196268

Coordinates: 44.98617, -64.1796

Date visited: November 26, 2015.

Address: Parcel E Falmouth Dyke Road, Falmouth.

Classification: Underused.

Size: 0.46 acres (0.19 ha).

Land cover: Small parcel with 100% tree cover.

Topography: Land sloping to the South West.

Maintained by: Municipality.

Use: None.

Access: None.

Parking: None.

Signage: None.

History: This land parcel was deeded to the Municipality in 1978 through the parks and open space contribution from land subdivision by the Greenwood Estates Ltd.

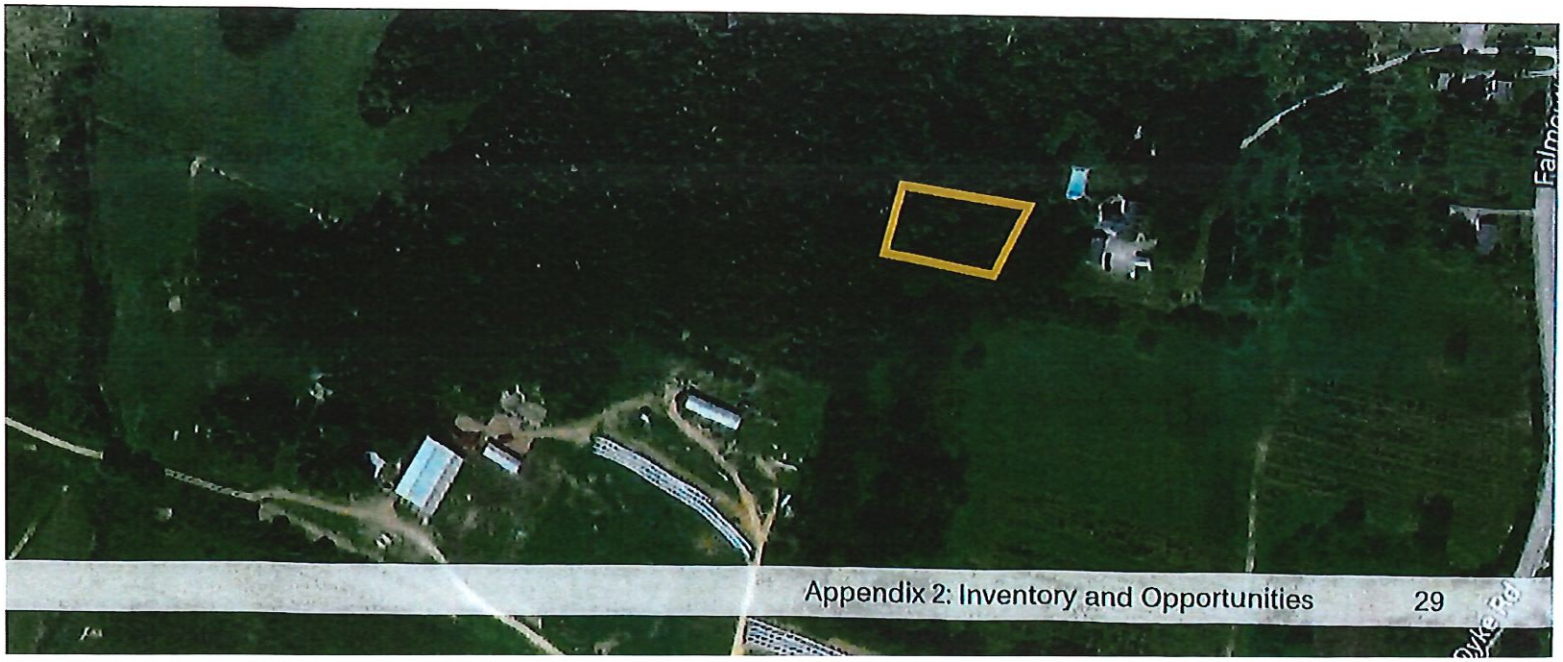
Overlapping Management Plans: None.

Observations

- No access through public right-of-way.

Opportunities

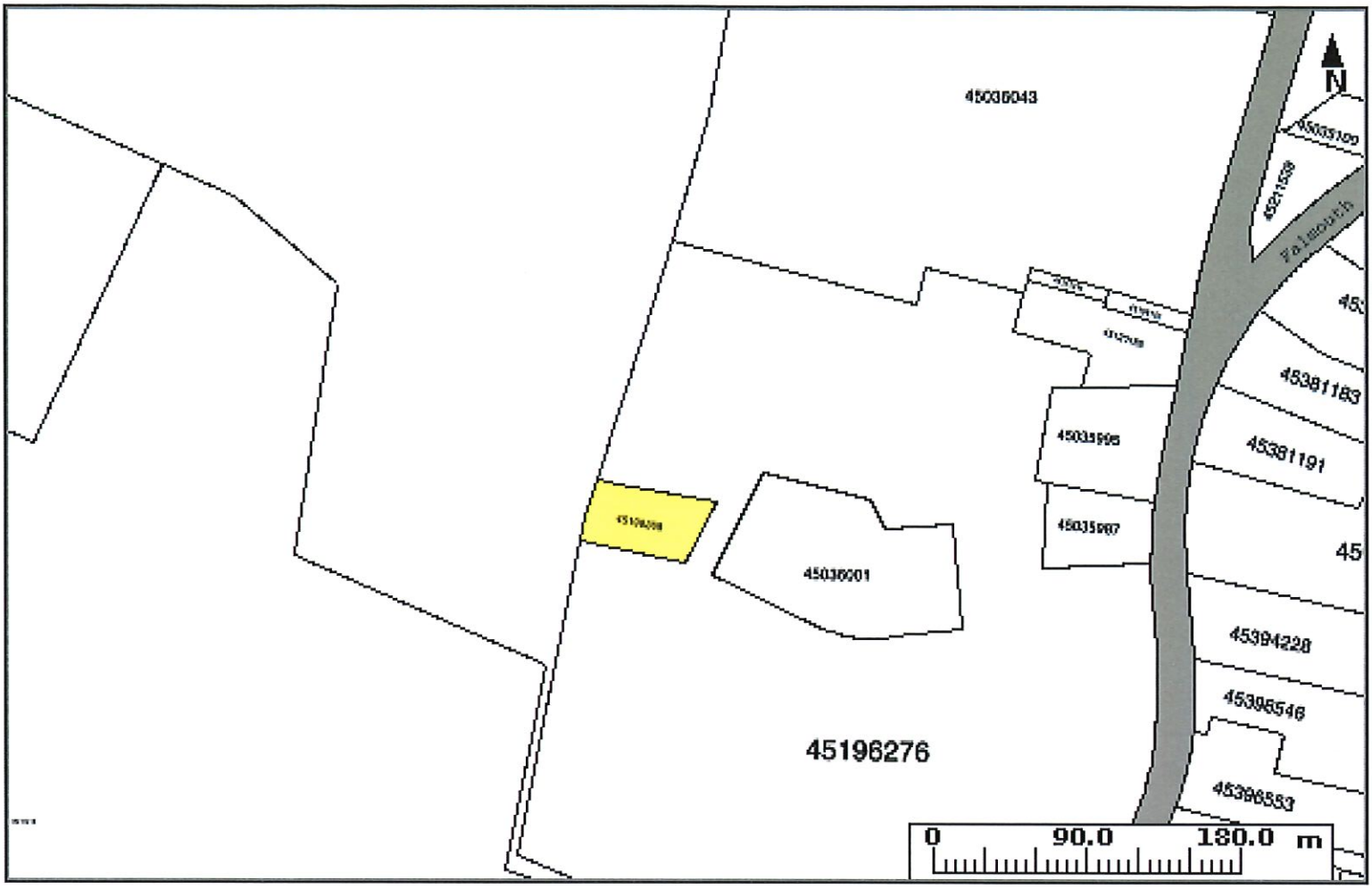
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Property Online Map

Date: **Sep 9, 2021 10:53:36 AI**



ID: 45196268
County: HANTS COUNTY
PR Status: NOT LAND REGISTRATION

Owner: MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Address: FALMOUTH DYKE ROAD
FALMOUTH

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

13

Falmouth Back Road

Overview

PIDs: 45062676

Coordinates: 44.992355, -64.188832

Date visited: November 26, 2015.

Address: Lot P-1 Falmouth Back Road, Falmouth.

Classification: Unused.

Size: 1.86 acres (0.75 ha).

Land cover: The western-half of the parcel is forested with white pine and paper birch. The eastern-half of the parcel is occupied by a flood plain, vegetated with grass species and perennials.

Topography: Parcel slopes more than 5m (16.4 feet) to the north and east towards a brook below.

Maintained by: Municipality.

Use: None (other than electrical towers).

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

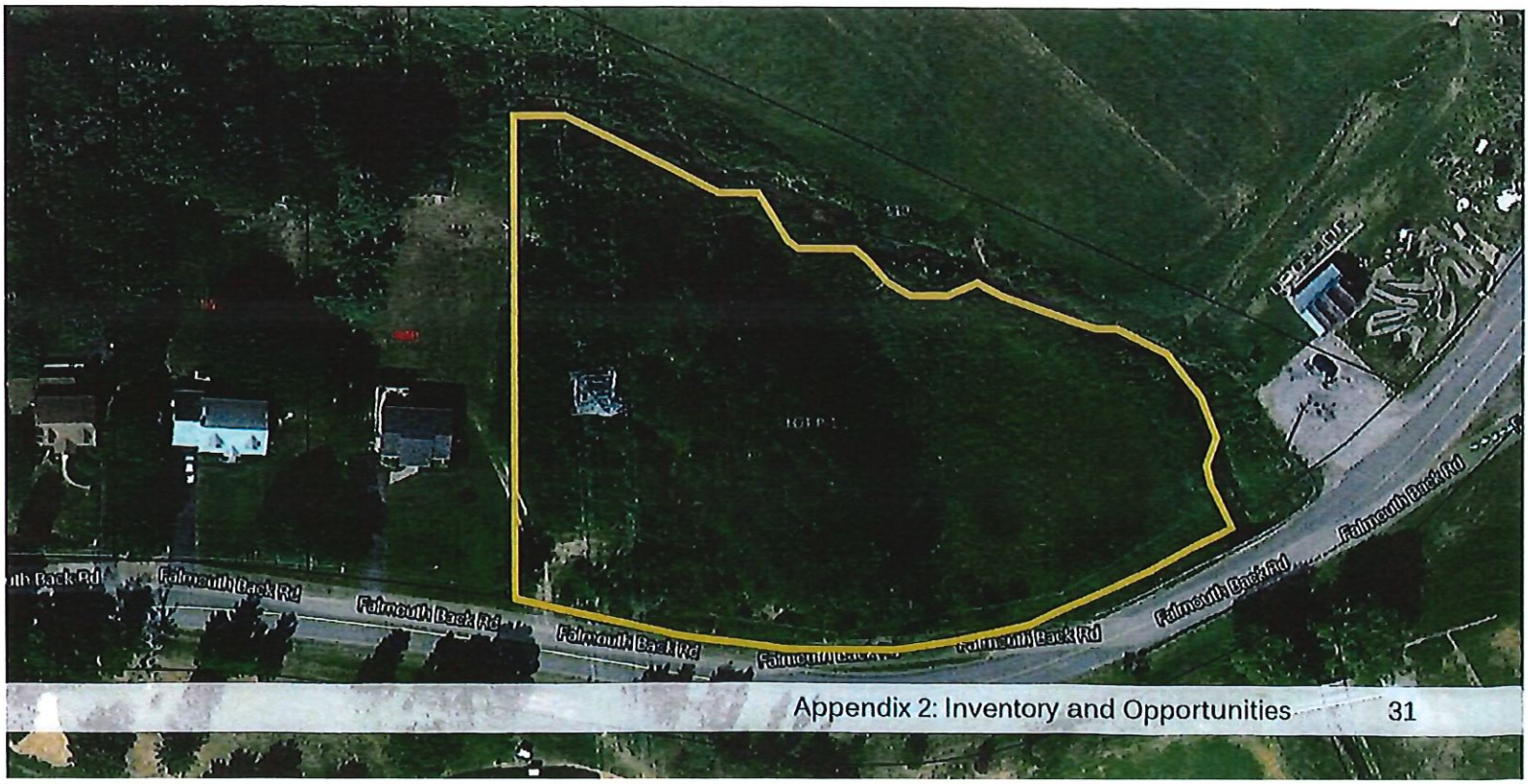
Overlapping Management Plans: None.

Observations

- Parcel intersected by power transmission corridor and houses a transmission tower.
- Neighbouring property uses municipal parcel for personal property access and parking.
- The slope of the parcel and presence of a floodplain limits the site useability for parks and open space.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

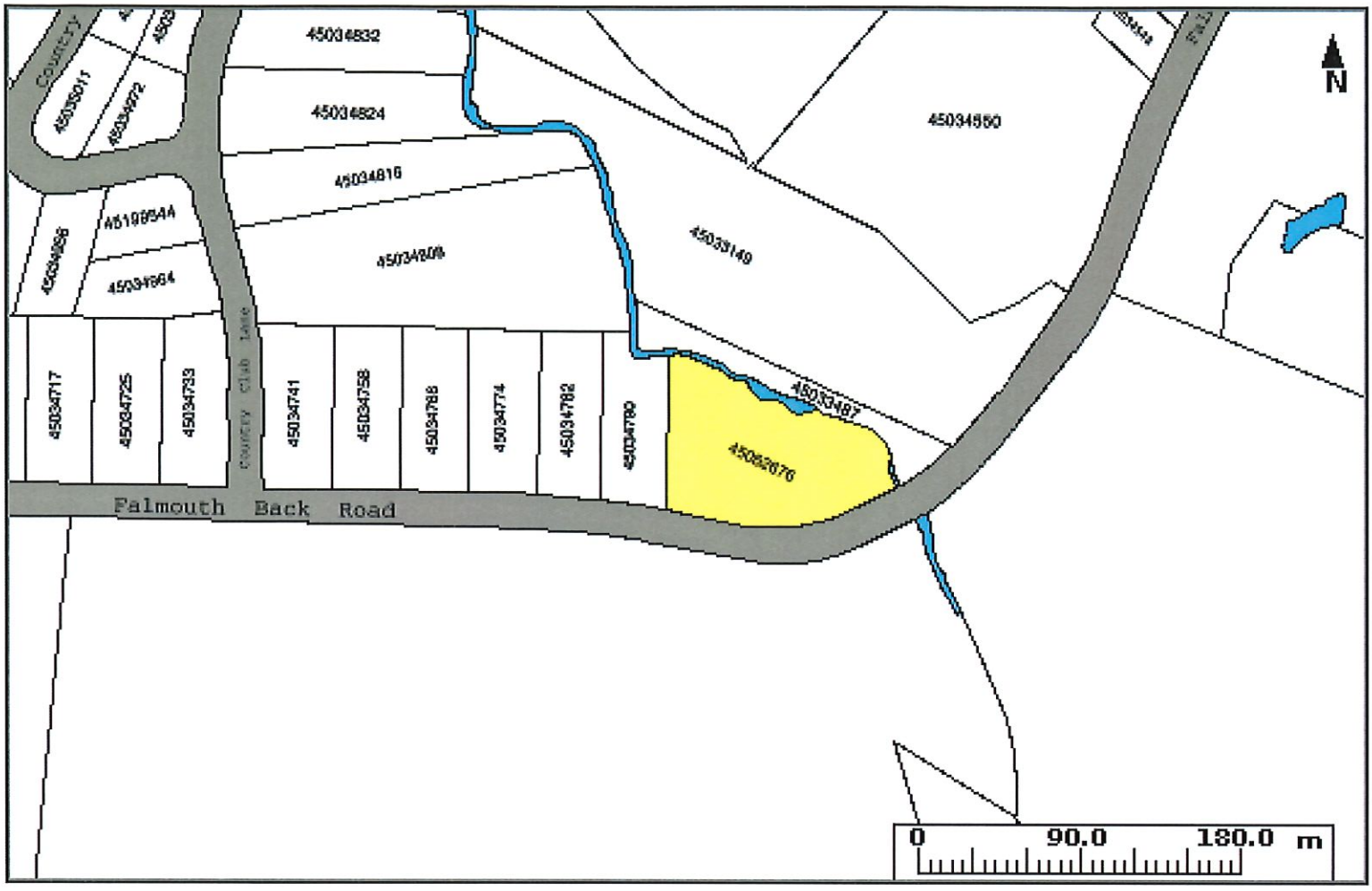


PROPERTY Online

NOVA SCOTIA
Service Nova Scotia and Municipal Relations

roperty Online Map

Date: **Sep 9, 2021 10:54:12 A**



11

MacLeod Court

Overview

PID: 45231586

Coordinates: 44.95837, -64.0828

Date visited: November 26, 2015.

Address: PARCEL P-1 MacLeod Court.

Classification: Underused.

Size: 0.18 acres (0.07 ha).

Land cover: Parcel covered with naturalized perennials and shrubs with some tree cover to the western boundary.

Topography: Slight slope to the north.

Maintained by: Municipality.

Use: None.

Access: No municipal access to the site.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

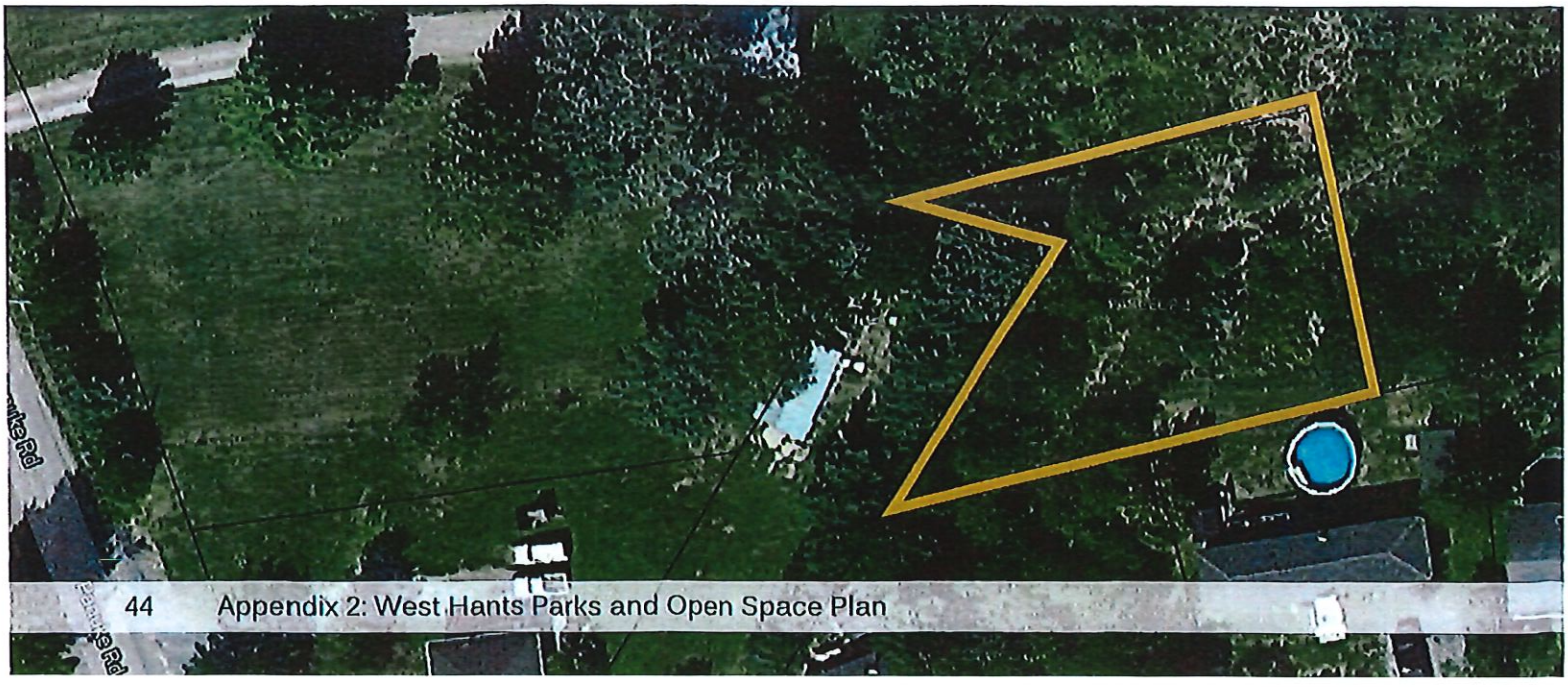
Overlapping Management Plans: None.

Observations

- No access from public right-of-way.

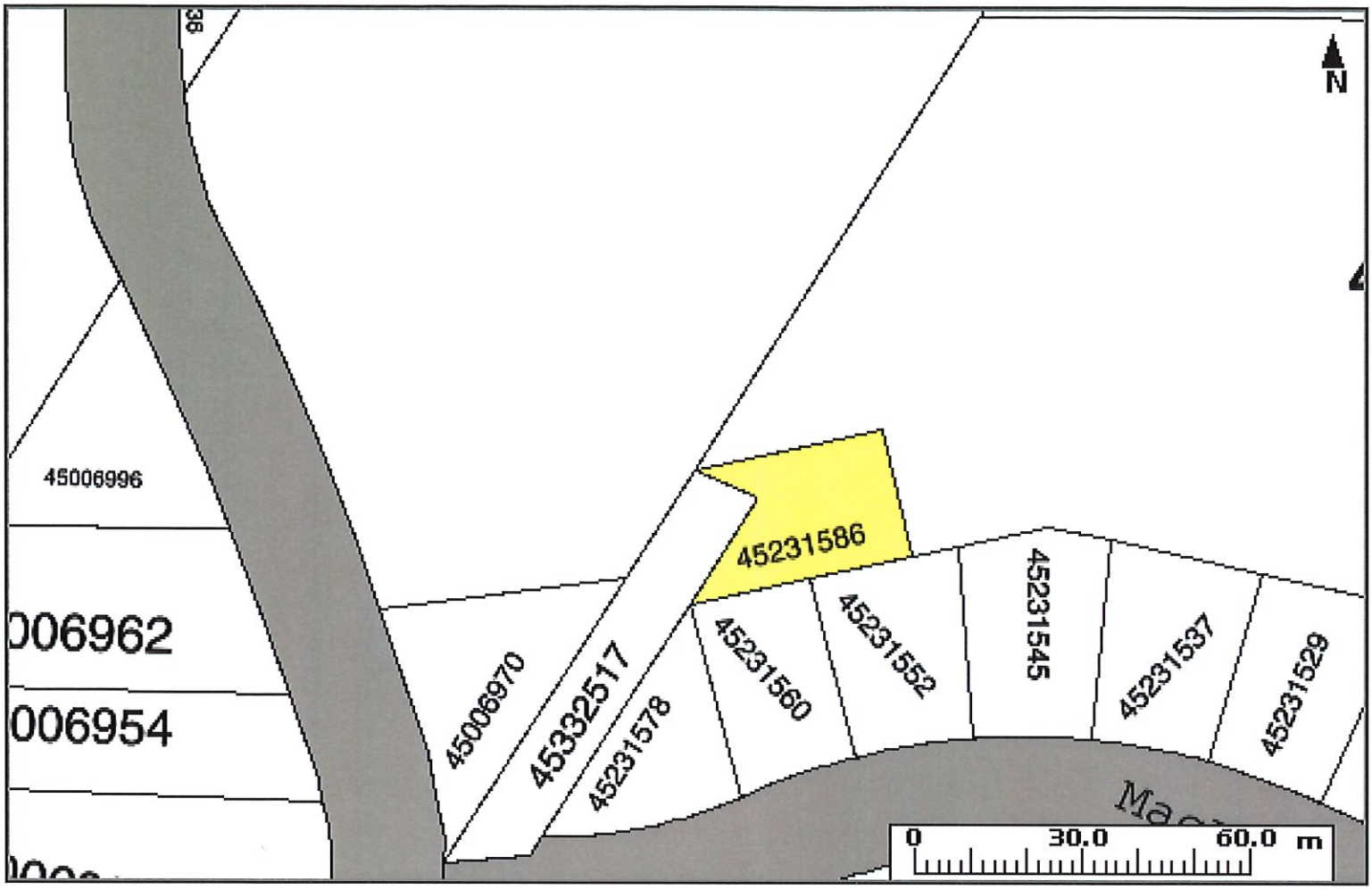
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 11:49:22 AM**



ID: 45231586
County: HANTS COUNTY
PR Status: NOT LAND REGISTRATION

Owner: MUNICIPALITY OF THE DISTRICT OF HANTS WEST
Address: MACLEOD COURT
THREE MILE PLAINS

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

15

Robert Drive Parcel

Overview

PID: 45061181

Coordinates: 44.92348, -63.9047

Date visited: 26 November, 2015.

Address: 16 Robert Drive, Ardoise.

Classification: Underused.

Size: 1.20 acres (0.49 ha).

Land cover: Forested parcel with narrow access point from the road.

Topography: Parcel sloping down from road to the west.

Maintained by: Municipality.

Use: No programmed use; informal walking.

Access: From Robert Drive. No cleared access. Worn down foot path apparent.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Close to the border of Forest Lakes Community.
- Well traveled ATV paths running adjacent to parcel.
- Wet and muddy conditions in low points.
- Very dense understory growth.

Opportunities

- Work with developer at Forest Lakes Community to outline future parks and open space development in close proximity to Robert Drive parcel. This parcel could become a municipal access point to proposed open space and trails. If road access to Forest Lakes is created at the foot of Robert Drive, there would be little potential to develop as amenity space. At that time, this parcel should be considered for divestment.

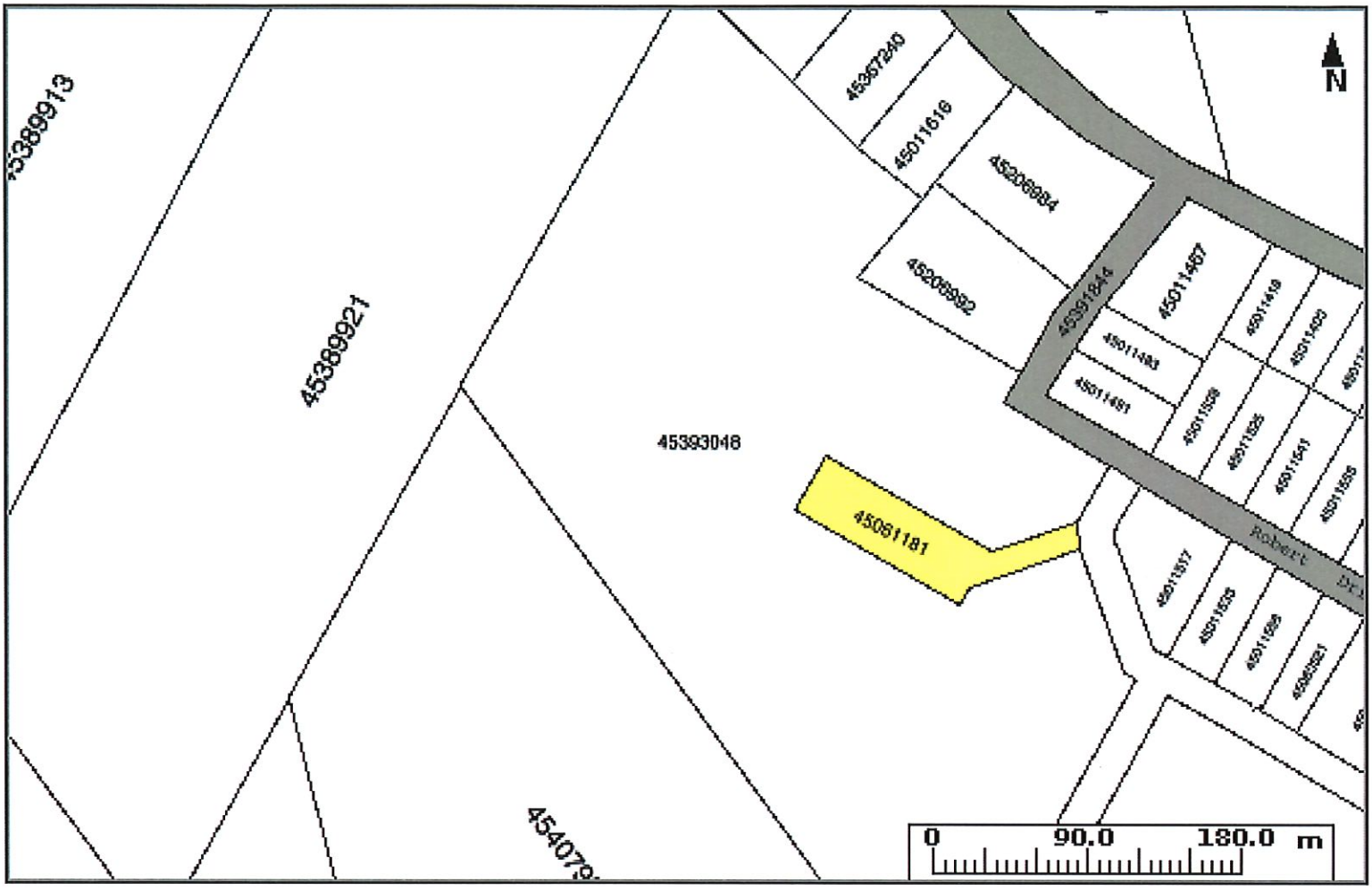


PROPERTY Online

NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Property Online Map

Date: **Sep 9, 2021 10:55:32 AM**



ID: 45061181
County: HANTS COUNTY
PR Status: NOT LAND REGISTRATION

Owner: MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Address: ROBERT DRIVE
ARDOISE

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

16

Swinamer Drive

Overview

PID: 45289790

Coordinates: 44.966915, -64.105733

Date visited: November 26, 2015.

Address: Lot 12 Swinamer Drive, Three Mile Plains.

Classification: Unused.

Size: 0.37 acres (0.15 ha).

Land cover: Naturalized property with small shrubs and perennial species present. Presence of water tolerant perennial species indicate standing water in the low-point of the parcel.

Topography: Relatively flat parcel with a low point in the centre of the parcel.

Maintained by: Municipality.

Use: None.

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Public land that feels private with arrangement of surrounding houses.
- Narrow street frontage.
- Standing water on-site.

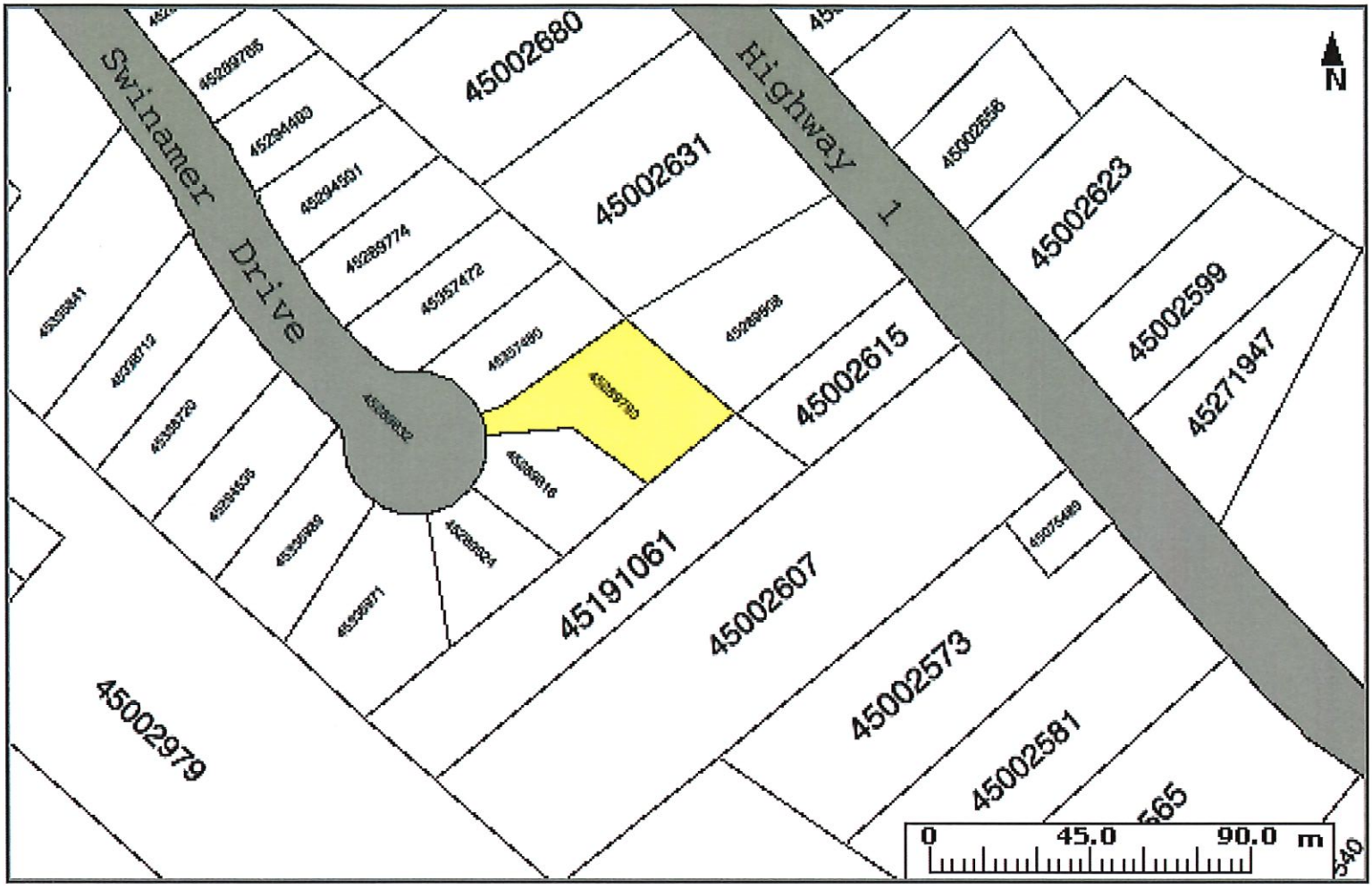
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 10:56:12 AM**



ID:	45289790	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST	AAN:	07913613
County:	HANTS COUNTY	Address:	SWINAMER DRIVE THREE MILE PLAINS	Value:	$36,000 (2021 RESIDENTIAL EXEMPT)
R Status:	NOT LAND REGISTRATION				

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

10

Cove Road Extension

Overview

PID: 45063146

Coordinates: 45.1897, -64.1578

Date visited: November 16, 2015.

Address: PARCEL P-1andP-2 Cove Road Extension, Bramber.

Classification: Underused.

Size: 0.73 acres (0.29 ha).

Land cover: Forested parcel with turf maintained at road shoulder and along northeast corner of parcel.

Topography: Fairly flat parcel with western edge sloping to the west.

Maintained by: Municipality.

Use: None.

Access: Park access from Cove Road Extension.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No obvious signs of park use.
- Road terminates at western property boundary.
- Close proximity to public beach access.

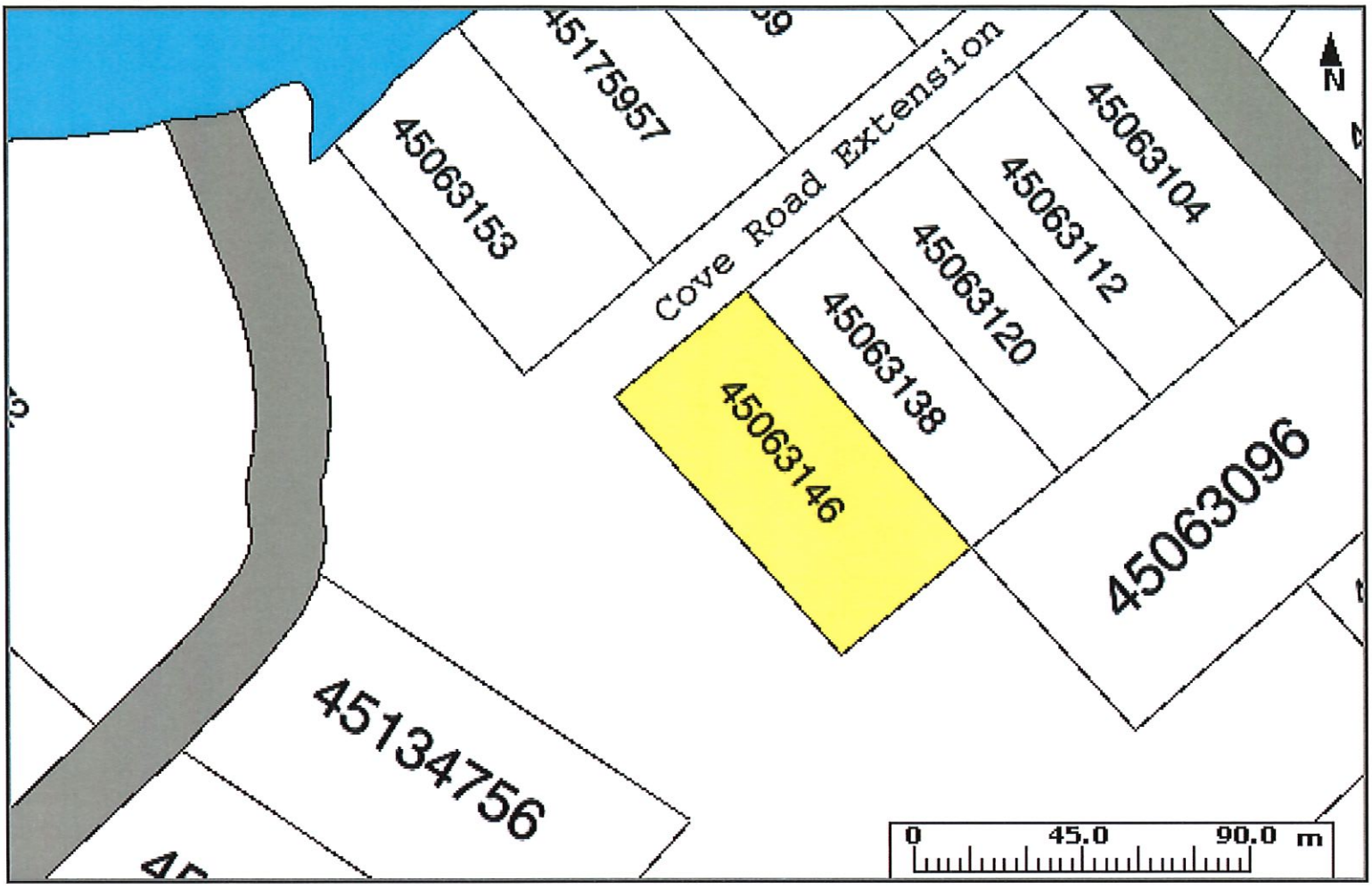
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 10:56:52 AM**



ID:	45063146	Owner:	MUNICIPALITY OF THE DISTRICT OF WEST HANTS
County:	HANTS COUNTY	Address:	COVE ROAD EXTENSION BRAMBER
PR Status:	NOT LAND REGISTRATION		

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

11

Birchwood Trail

Overview

PID: 45182912

Coordinates: 45.14649, -64.1644

Date visited: November 16, 2015.

Address: Birchwood Trail, Cheverie.

Classification: Underused.

Size: 6.34 acres (2.57 ha).

Land cover: Forested parcel fronting on two roads with a drainage ditch.

Topography: Parcel sloping north from road shoulder. Small pond of standing water in northeast boundary line of parcel.

Maintained by: Municipality.

Use: None.

Access: From Birchwood Trail and Bayswater Drive.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Very poor road conditions leading to parcel (i.e., grading, washouts).
- Low population density in subdivision.
- Parcel a densely forested property with no obvious signs of use or access.
- Standing water observed on site.

Opportunities

- With large wooded residential parcels adjacent to Municipal parcel, it is unlikely that the development of public park would be well-used.
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

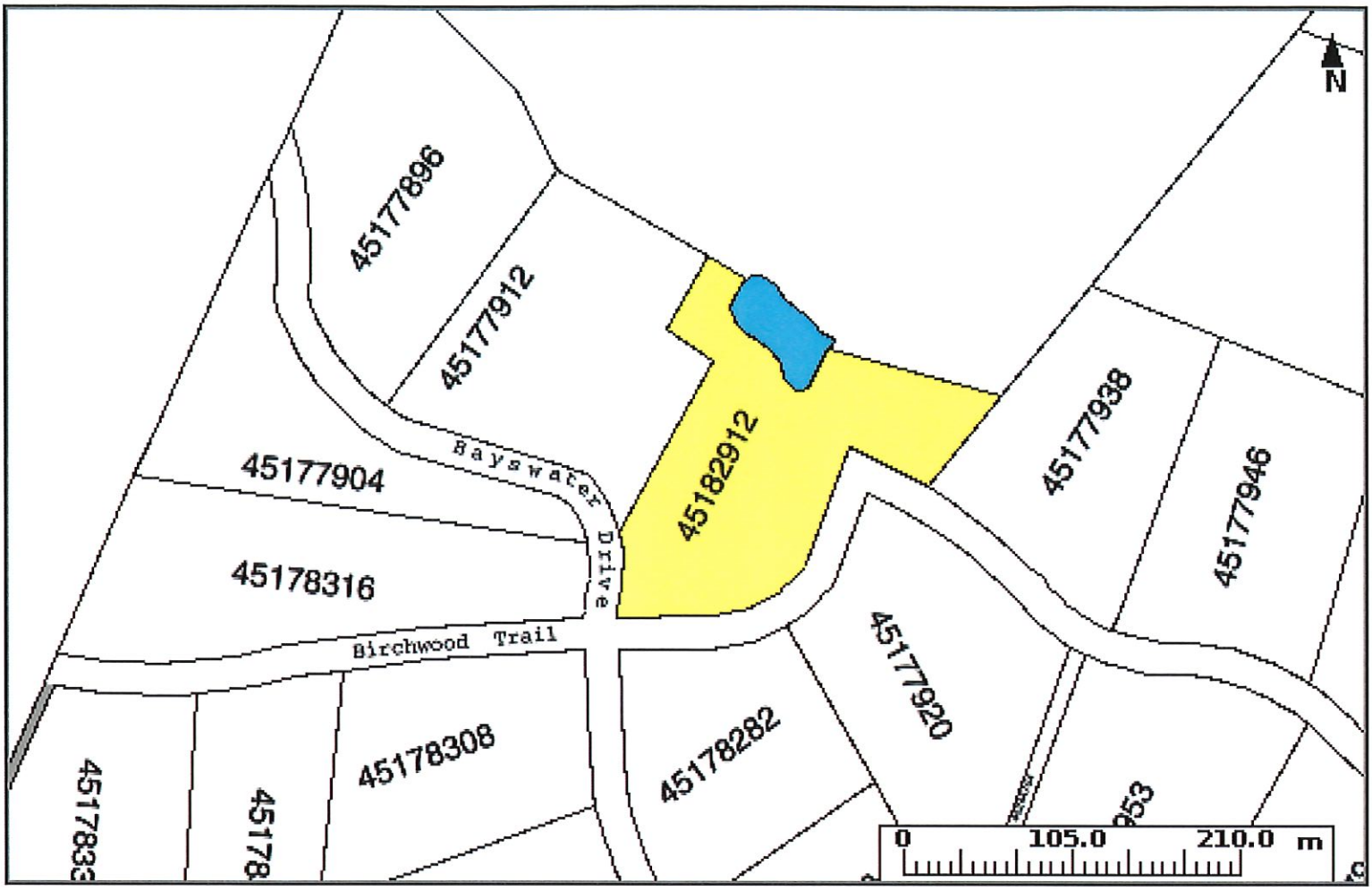


PROPERTY Online

NOVA SCOTIA
Service Nova Scotia and Municipal Relations

roperty Online Map

Date: **Sep 9, 2021 10:57:48 A**



:D:	45182912	Owner:	MUNICIPALITY OF THE DISTRICT OF WEST HANTS	AAN:	03405575
ounty:	HANTS COUNTY	Address:	BIRCHWOOD TRAIL CHEVERIE	Value:	$3,800 (2021 RESOURCE EXEMPT)
R Status:	NOT LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

12

Saubren Lane

Overview

PID: 45225018

Coordinates: 45.14967, -64.1883

Date visited: November 16, 2015.

Address: Saubren Lane, Cheverie.

Classification: Underused.

Size: 1.74 acres (0.70 ha).

Land cover: Primarily forested parcel with a cleared approach from Saubren Lane.

Topography: Flat, dry, relatively cleared of trees, unmaintained.

Maintained by: Municipality.

Use: None.

Access: From Saubren Lane.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Front approach to parcel is regularly maintained by adjacent land owners.
- Signs of ATV use on the southern border of the parcel.
- Signs of previous land clearing and tree regrowth.

Opportunities

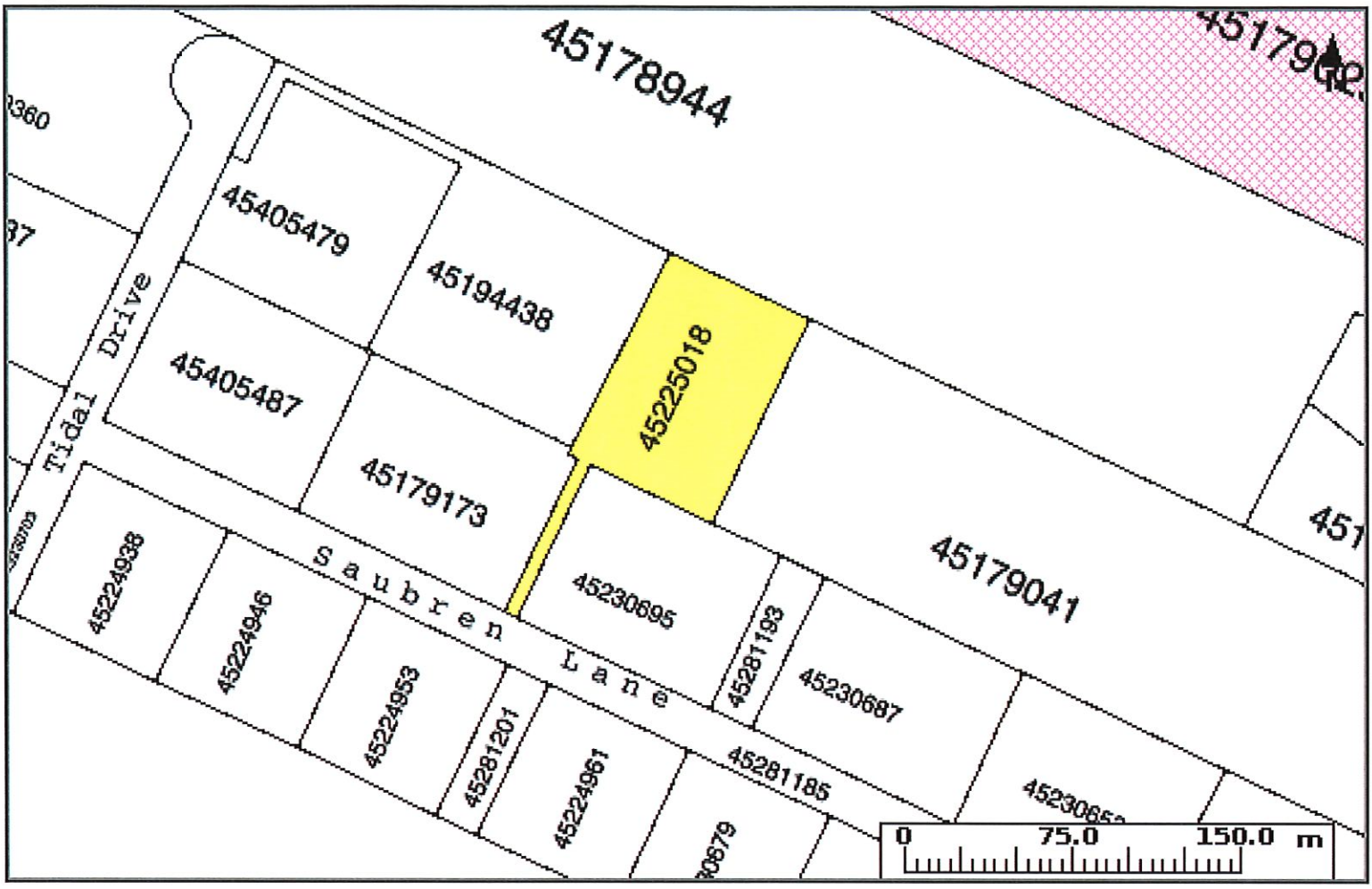
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Property Online Map

Date: **Sep 9, 2021 10:58:28 A**



:D:	45225018	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST	AAN:	07848242
ounty:	HANTS COUNTY	Address:	SAUBREN LANE CHEVERIE	Value:	$10,000 (2021 RESIDENTIAL EXEMPT)
R Status:	NOT LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

13

Riverside Interior Parcel

Overview

PID: 45233517

Coordinates: 45.12471, -64.1319

Date Visited: N/A

Address: Kempt Forest Dr, Kempt Shore.

Classification: Underused.

Size: 16.3 acres (6.6 ha).

Land cover: Densely forested parcel.

Topography: unknown

Maintained by: Municipality.

Use: None.

Access: No access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

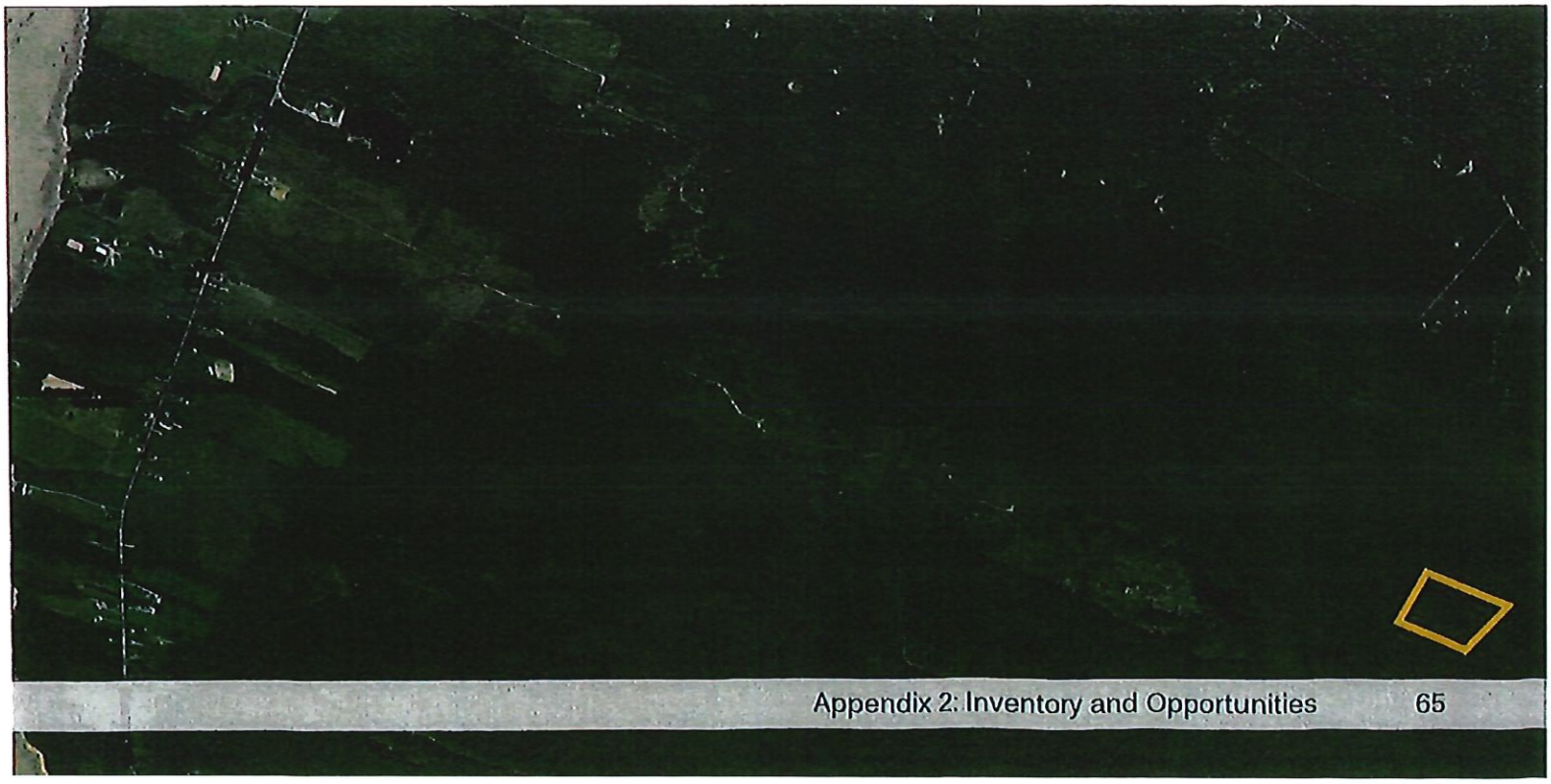
Overlapping Management Plans: None.

Observations

- Parcel is inaccessible.

Opportunities

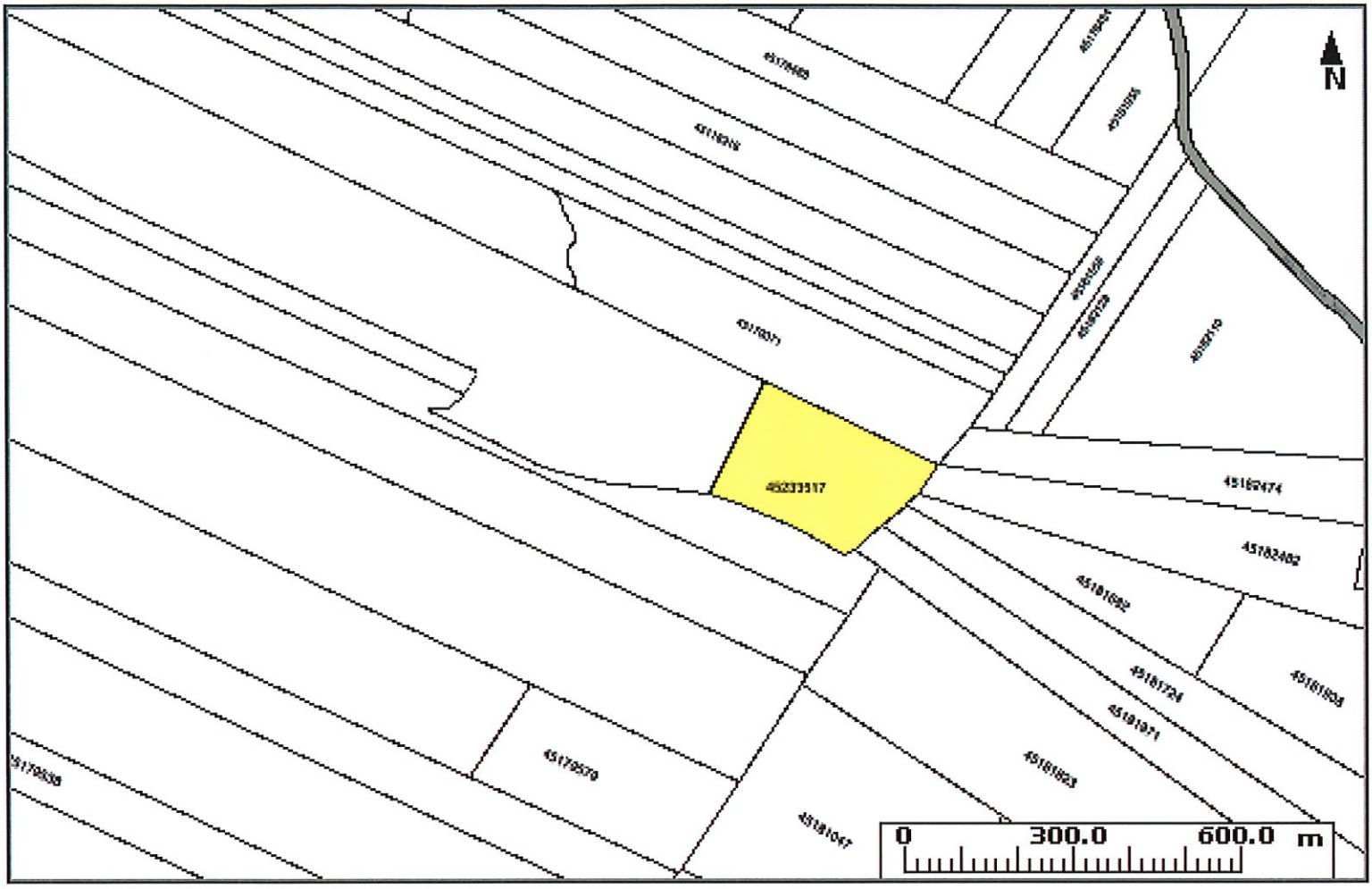
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

roperty Online Map

Date: **Sep 9, 2021 10:59:53 A**



:D:	45233517	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST	AAN:	07857985
ounty:	HANTS COUNTY	Address:	KEMPT FOREST DRIVE KEMPT SHORE	Value:	$9,900 (2021 RESOURCE EXEMPT)
R Status:	NOT LAND REGISTRATION				

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

14

Millard Court

Overview

PID: 45236601

Coordinates: 45.02995, -64.0171

Date visited: November 26, 2015.

Address: Lot 13 Millard Court, Union Corner.

Classification: Underused.

Size: 2.05 acres (0.83 ha).

Land cover: Forested parcel of spruce and birch with a shrubby and turf area near the road.

Topography: Land sloping to the north east.

Maintained by: Municipality.

Use: None.

Access: Parcel fronts onto Millard Court.

Parking: None; parking on the road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

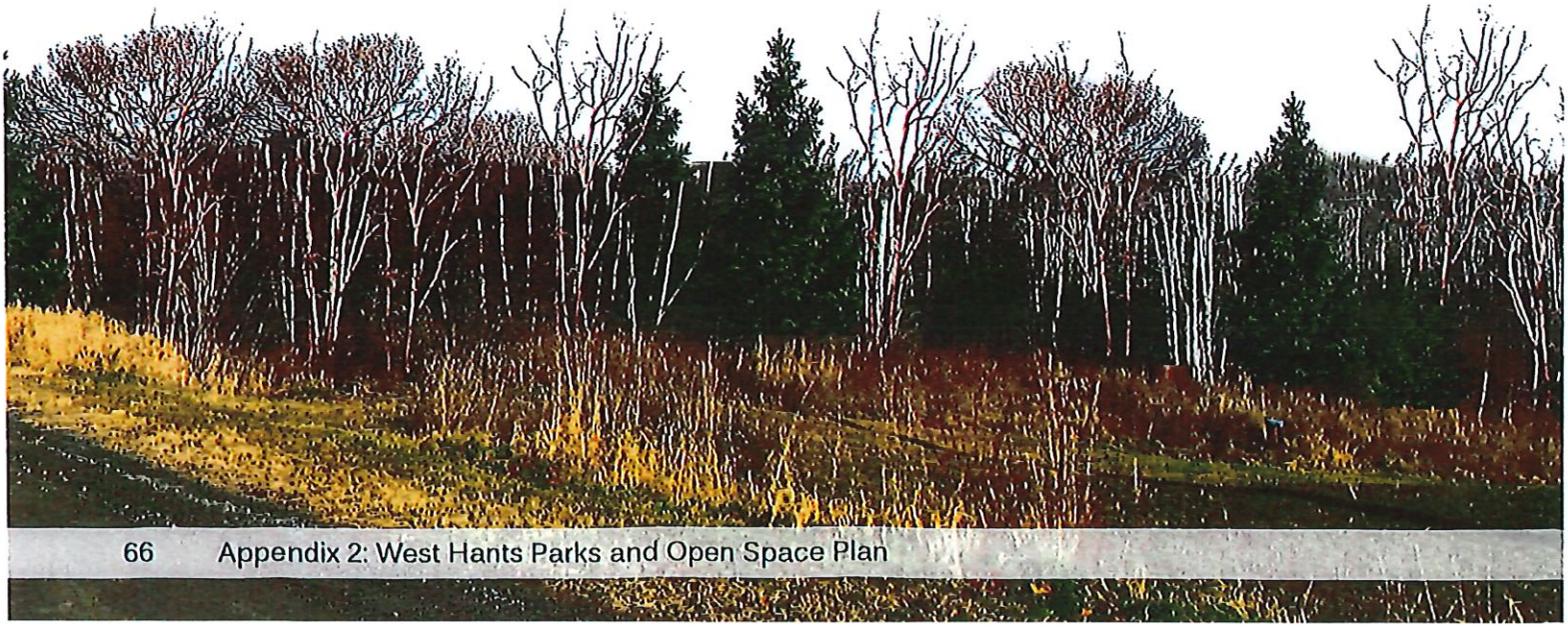
Overlapping Management Plans: None.

Observations

- Low population density surrounding parcel.
- Signs of an informal trail and ATV activity.
- Standing water at north east corner of parcel.
- Parcel surrounded by other forested parcels.

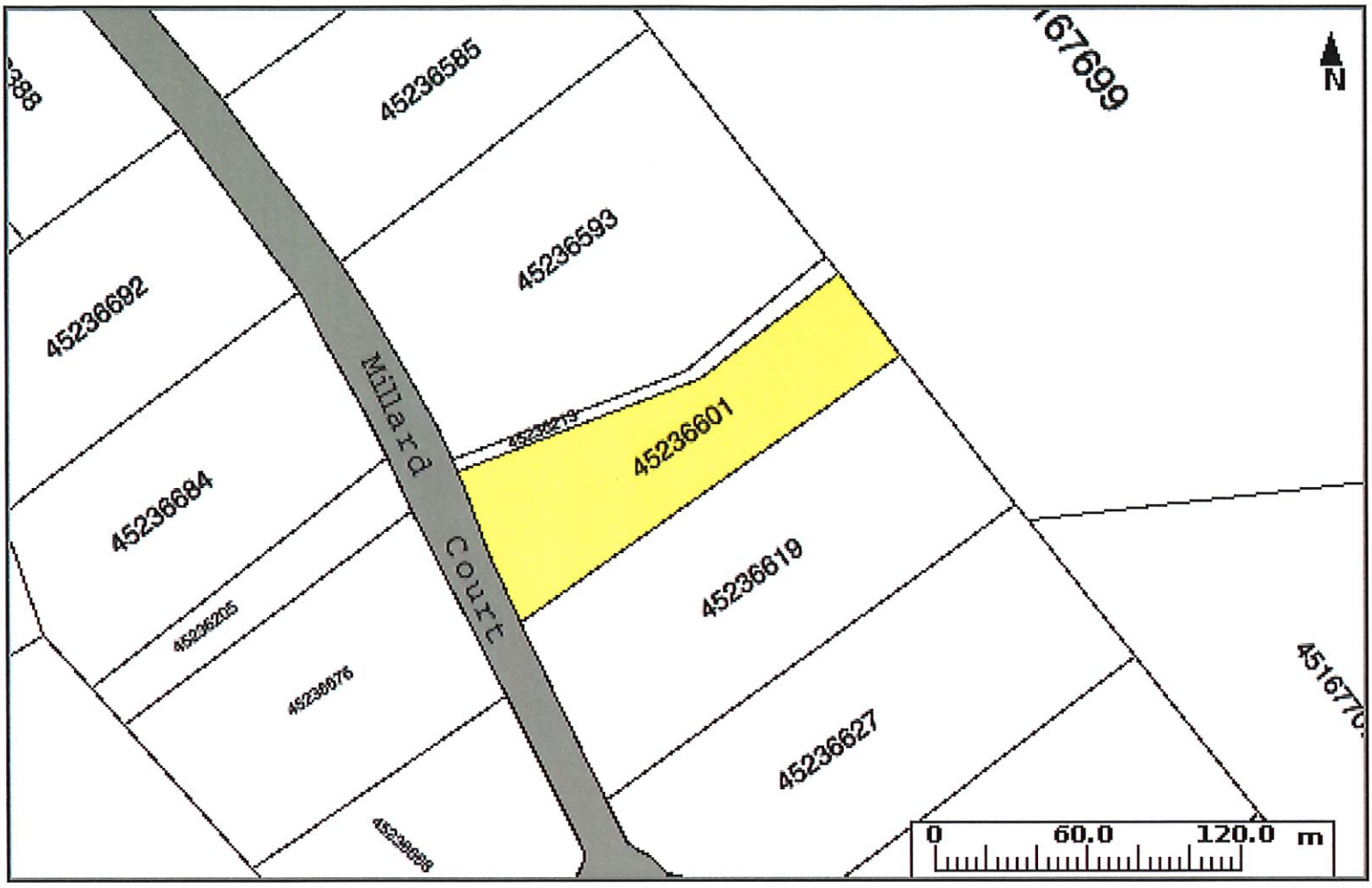
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 11:02:48 AM**



ID:	45236601	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST
County:	HANTS COUNTY	Address:	MILLARD COURT UNION CORNER
PR Status:	NOT LAND REGISTRATION		

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

15

Riverview Drive

Overview

PID: 45215290

Coordinates: 45.00908, -64.0214

Date visited: November 26, 2015.

Address: Lot 22 Riverview Drive, Brooklyn.

Classification: Underused.

Size: 2.75 acres (1.11 ha).

Land cover: Forested parcel (e.g. red and white spruce, white pine, white birch).

Topography: Very steep slope to the north west towards the river (30m drop).

Maintained by: Municipality.

Use: None.

Access: From Riverview Drive; no cleared access point.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No signs of human access.

Opportunities

- Little potential for water access or recreation use due to steep slope.
- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 11:37:12 AM**



PID:	45215290	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST
County:	HANTS COUNTY	Address:	RIVERVIEW DRIVE BROOKLYN
PR Status:	NOT LAND REGISTRATION		

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

7

Middle Lake North Road

Overview

PID: 45221868

Coordinates: 44.84118, -64.1925

Date visited: November 20, 2015.

Address: Parcel A Middle Lake North Road, Vaughan.

Classification: Underused.

Size: 5.35 acres (2.17 ha).

Land cover: Forested lot with marsh conditions and standing water.

Topography: Fairly flat parcel sloping towards Middle Lake.

Maintained by: Municipality.

Use: None.

Access: From Middle Lake North Road.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

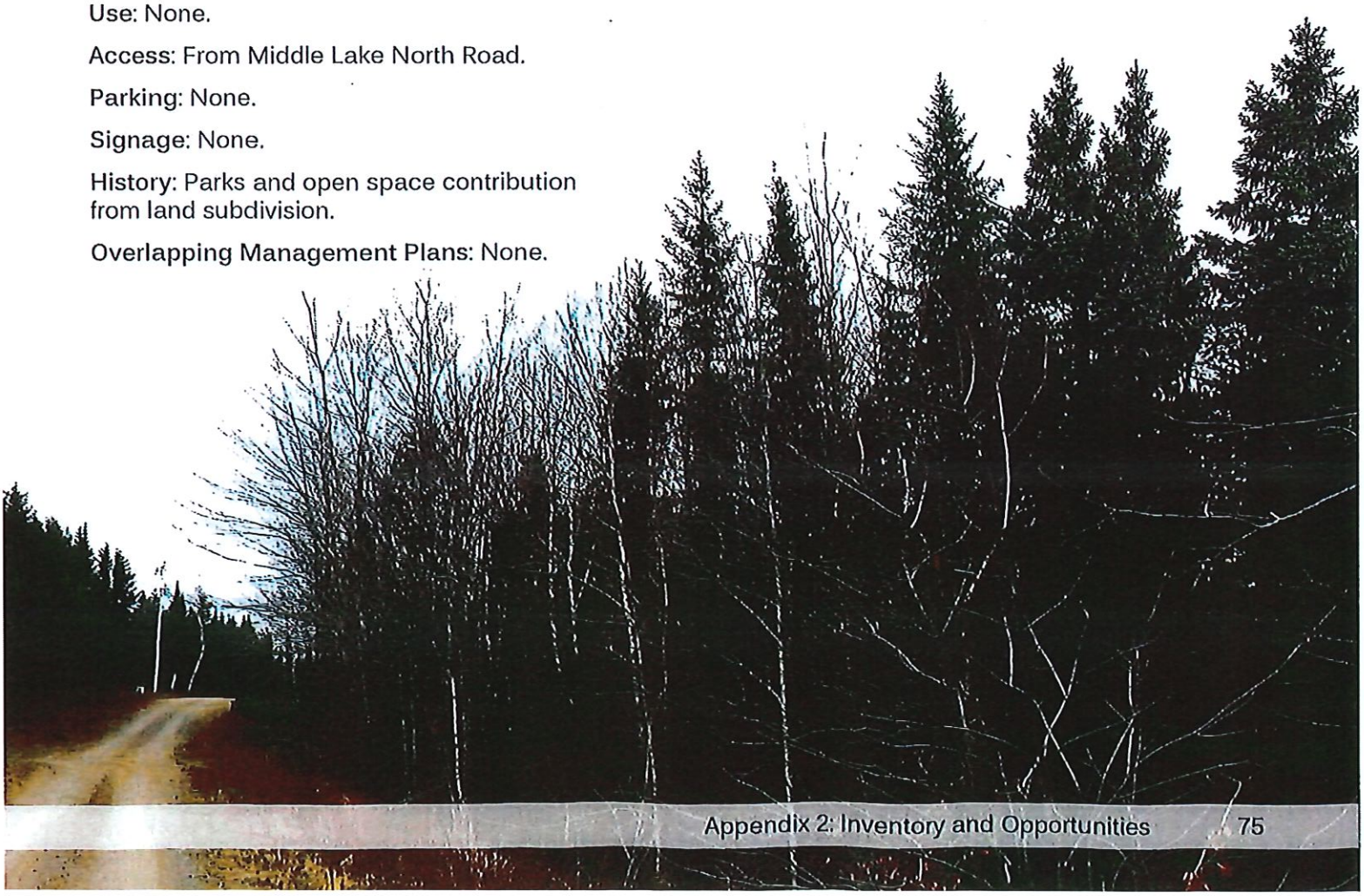
Overlapping Management Plans: None.

Observations

- Difficult walking conditions due to the presence of blowdown and dense understory growth.
- Property meets Middle Lake, but no formal access created.

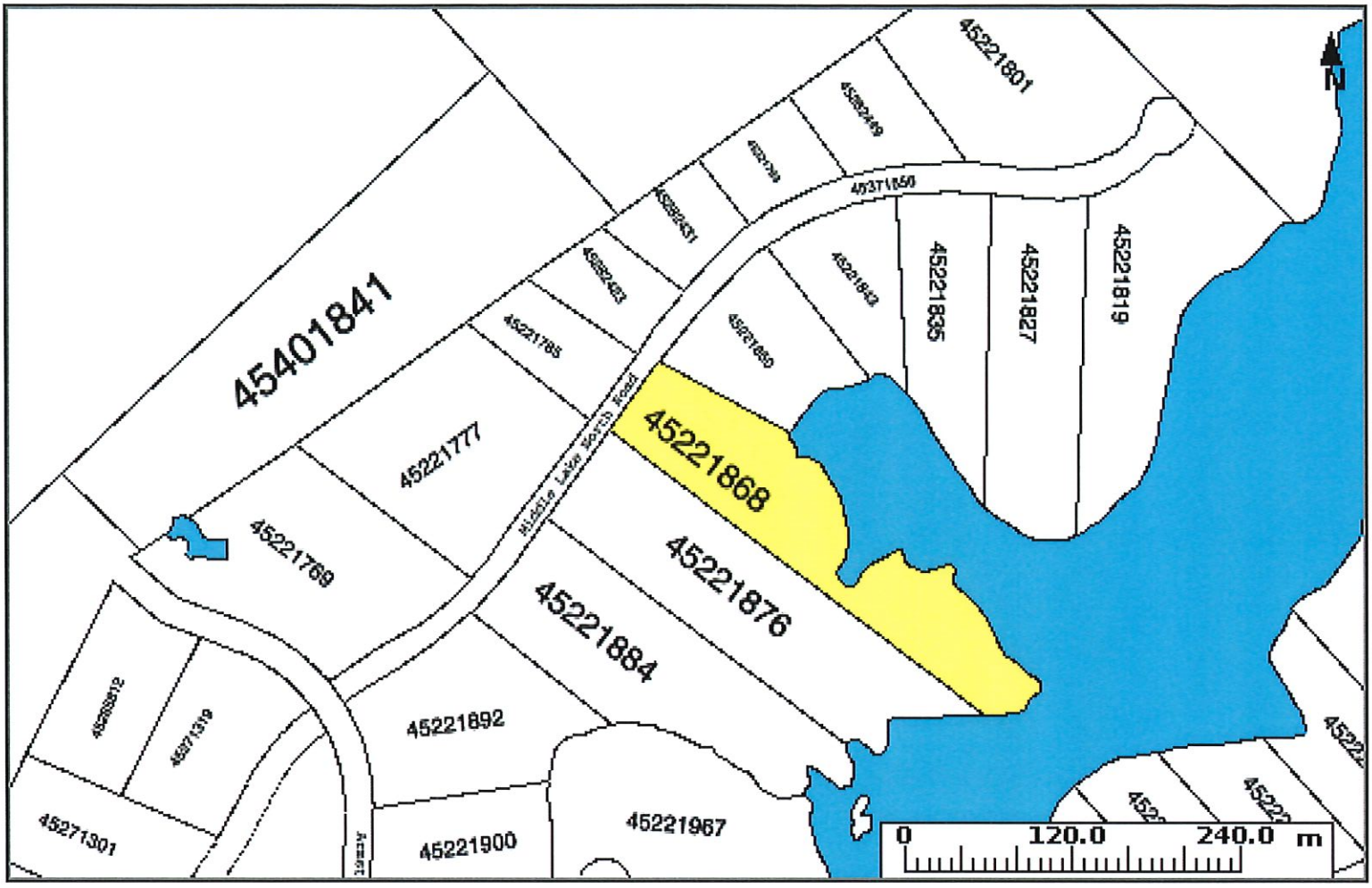
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby Municipally owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 11:38:00 AM**



ID:	45221868	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST
County:	HANTS COUNTY	Address:	MIDDLE LAKE NORTH ROAD VAUGHAN
LR Status:	NOT LAND REGISTRATION		

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

8

Middle Lake South Road

Parcel C

Overview

PID: 45222049

Coordinates: 44.83537, -64.191

Date visited: November 20, 2015.

Address: Parcel C Middle Lake South Road, Vaughan.

Classification: Underused.

Size: 12.64 acres (5.12 ha).

Land cover: Spruce/birch forest with dense undergrowth at southern boundary and wetland on remainder of site. Rock outcrops evident.

Topography: This parcel is almost entirely wetland with little undulation in topography. Road position at a high point above the parcel.

Maintained by: Municipality.

Use: None.

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Wetland conditions for most of property.
- Residential properties to the north of the parcel.

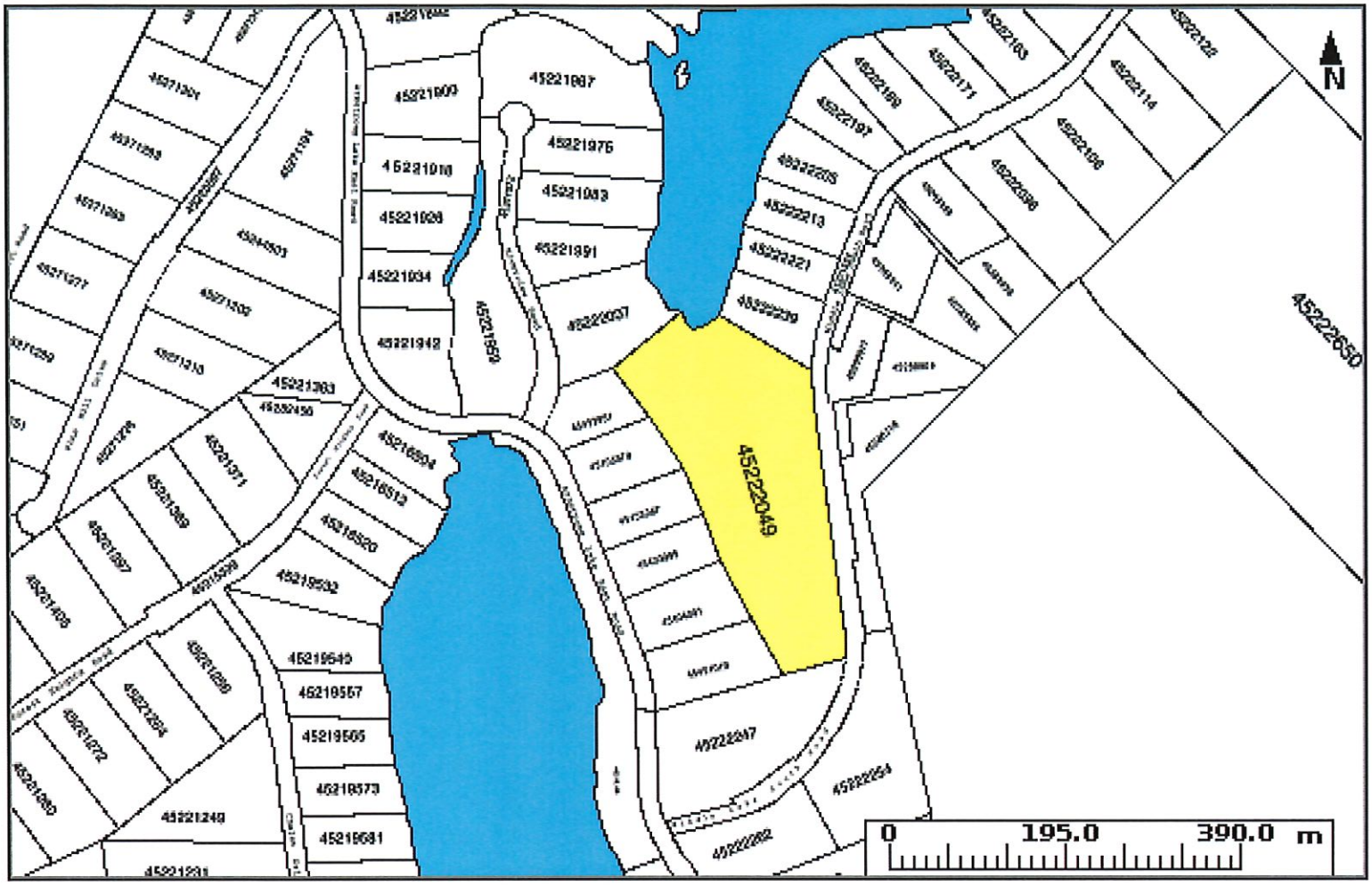
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



roperty Online Map

Date: **Sep 9, 2021 11:40:08 A**



:D:	45222049	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST
ounty:	HANTS COUNTY	Address:	MIDDLE LAKE SOUTH ROAD VAUGHAN
R Status:	NOT LAND REGISTRATION		

ıe Provincial mapping is a graphical representation of property boundaries which approximate e size, configuration and location of parcels. Care has been taken to ensure the best possible ıality, however, this map is not a land survey and is not intended to be used for legal escriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS I. OT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003,Government of Nova Scotia, all rights reserved.

9

Middle Lake South Road

Parcel D

Overview

PID: 45222254

Coordinates: 44.83266, -64.1893

Date visited: November 20, 2015.

Address: Parcel D Middle Lake South Road, Vaughan.

Classification: Underused.

Size: 3.86 acres (1.56 ha).

Land cover: Spruce/birch forest with dense undergrowth and standing water. A portion of this parcel is wetland.

Topography: The road shoulder is a high point with land dropping off and sloping to the east.

Maintained by: Municipality.

Use: None.

Access: None.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

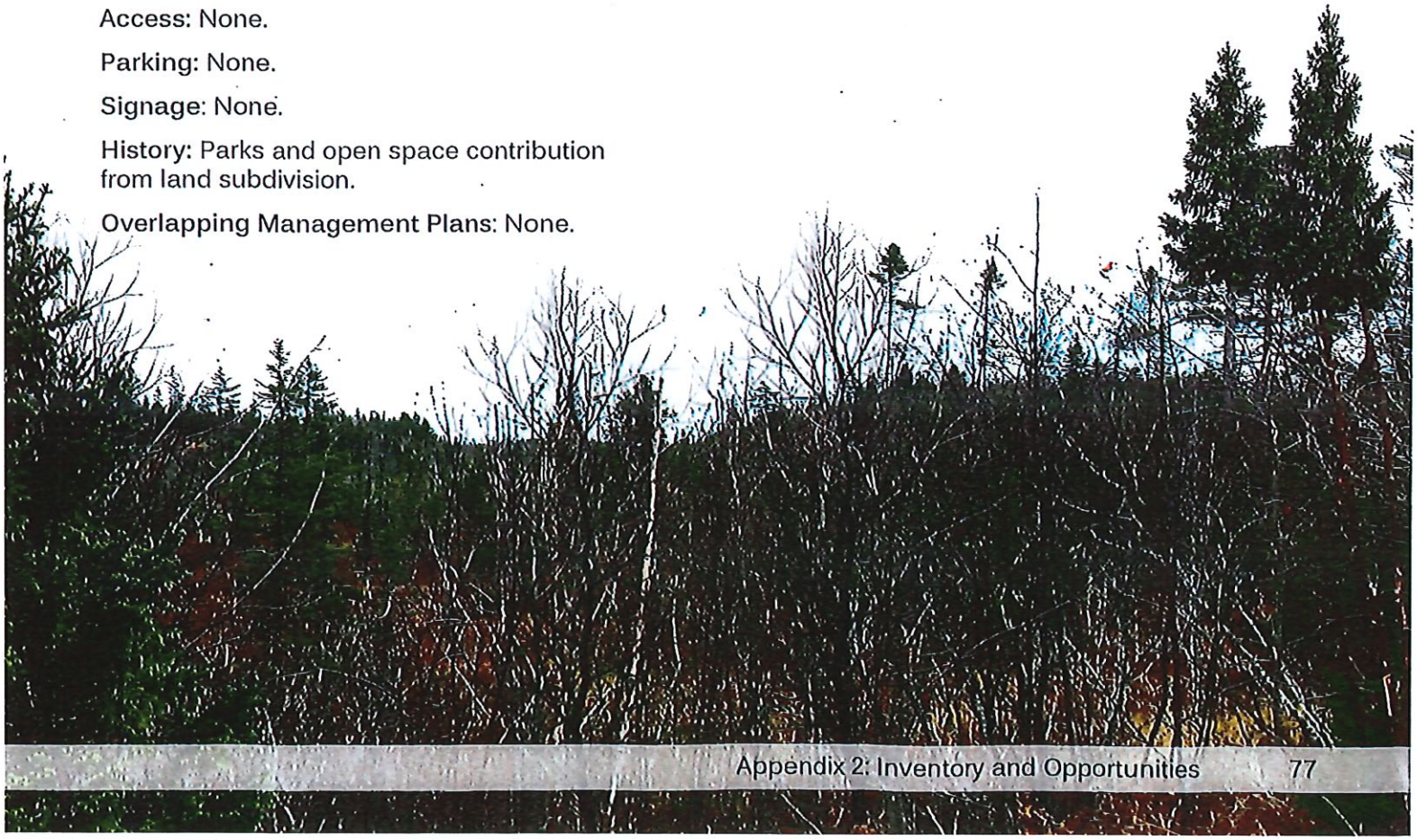
Overlapping Management Plans: None.

Observations

- Topography and poor drainage makes use of this site difficult.

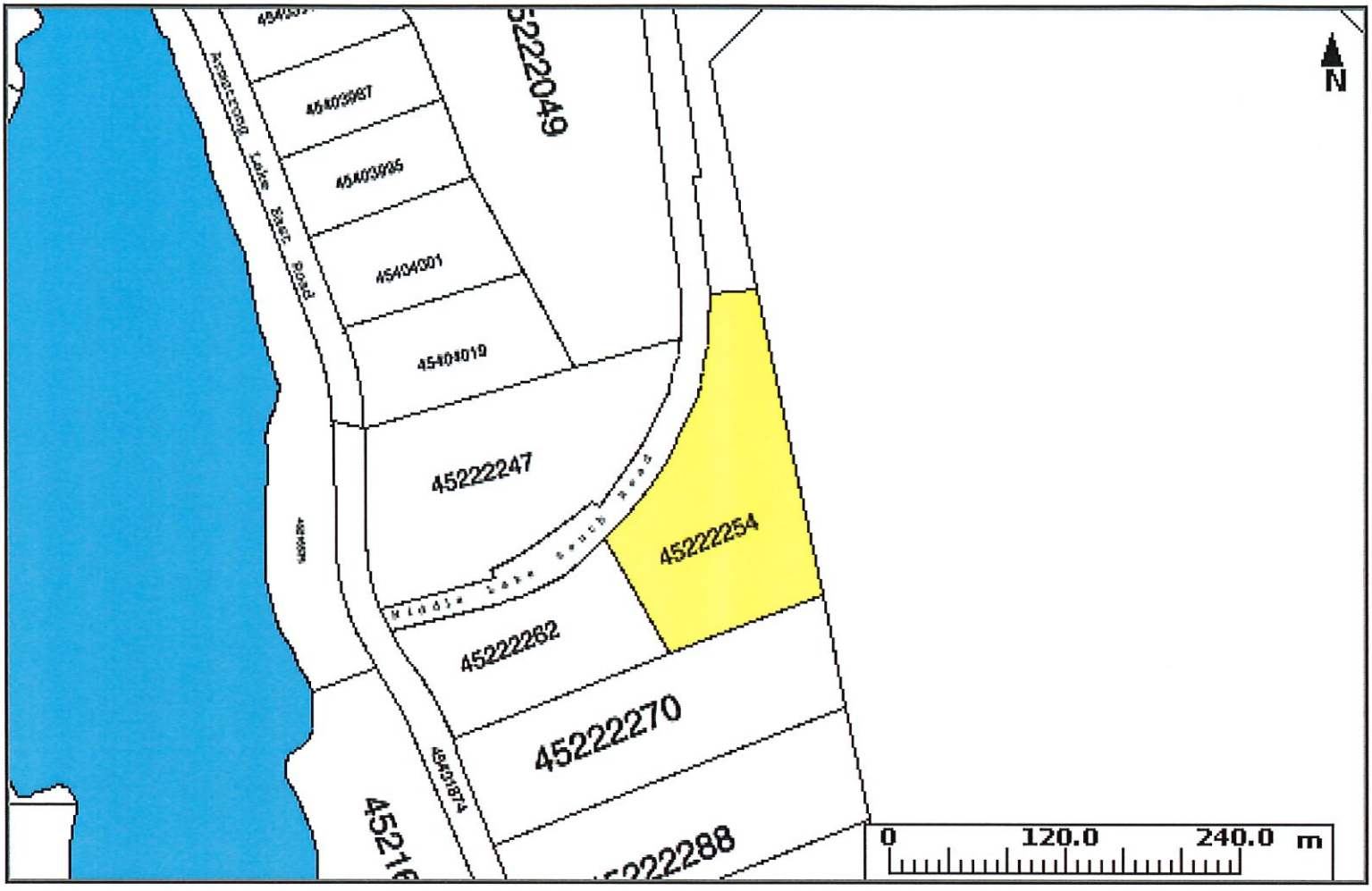
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Property Online Map

Date: **Sep 9, 2021 11:41:05 AM**



ID:	45222254	Owner:	MUNICIPALITY OF THE DISTRICT OF HANTS WEST	AAN:	07844697
County:	HANTS COUNTY	Address:	MIDDLE LAKE SOUTH ROAD VAUGHAN	Value:	$2,300 (2021 RESOURCE EXEMPT)
PR Status:	NOT LAND REGISTRATION				

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

10

Armstrong Lake East Road

Overview

PID: 45218658

Coordinates: 44.81883, -64.1857

Date visited: November 20, 2015.

Address: Lot 128 Armstrong Lake East Road, Vaughan.

Classification: Underused.

Size: 16.17 acres (6.54 ha).

Land cover: Large forested parcel with 95-100% tree cover.

Topography: Land sloping to the south east.

Maintained by: Municipality.

Use: None.

Access: From Armstrong Lake East Road; no cleared access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Parcel positioned behind low density residential lots.
- Drainage ditch along parcel frontage.
- Large parcel with no formal access point.
- No obvious signs of human activity on the property.

Opportunities

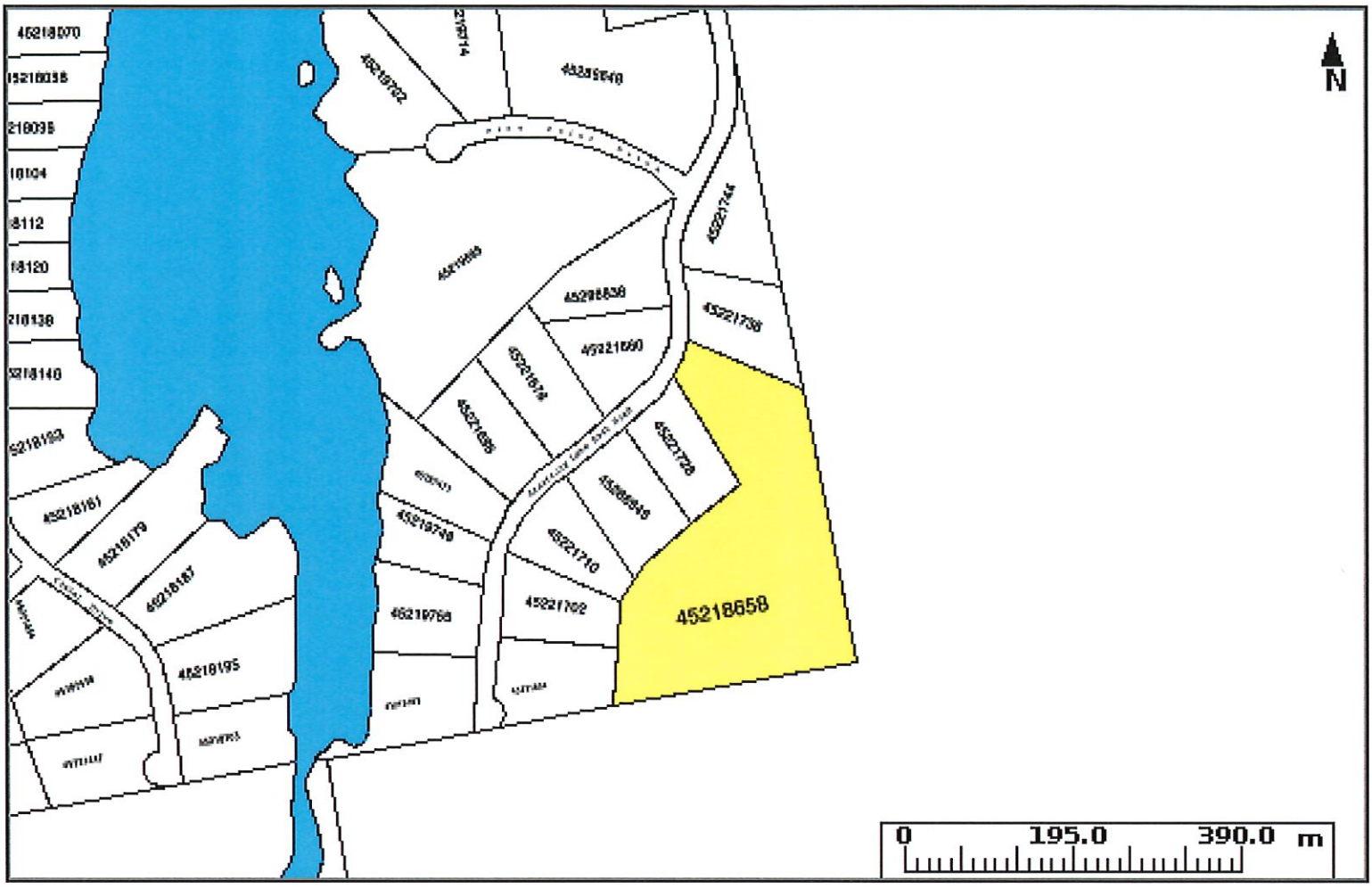
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



PROPERTY Online NOVA SCOTIA
Service Nova Scotia and Municipal Relations

Property Online Map

Date: **Sep 9, 2021 11:41:50 AM**



ID: 45218658
County: HANTS COUNTY
PR Status: NOT LAND REGISTRATION

Owner: MUNICIPALITY OF THE DISTRICT OF HANTS WEST
Address: ARMSTRONG LAKE EAST ROAD
VAUGHAN

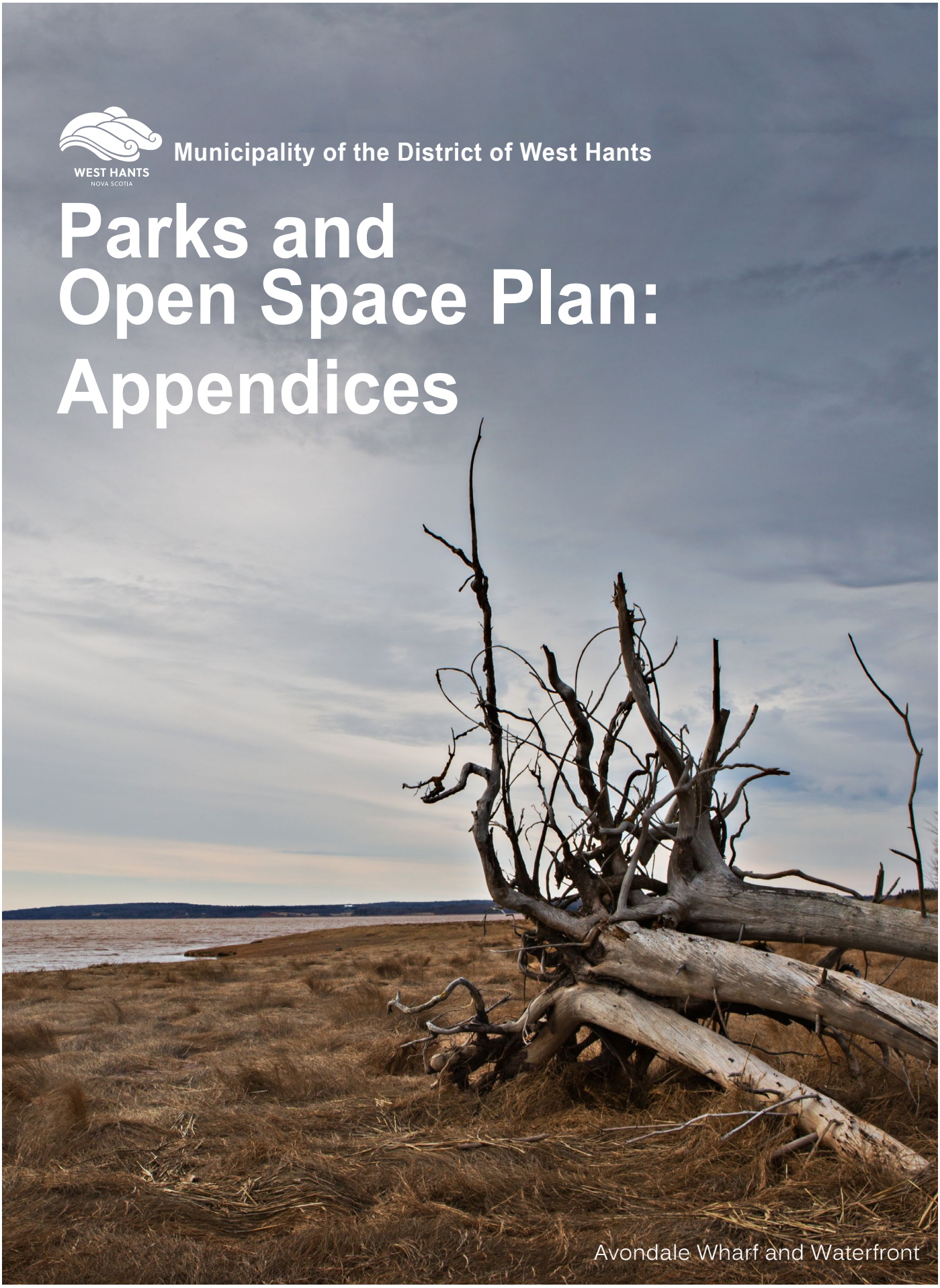
The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.

Municipality of the District of West Hants

Parks and Open Space Plan: Appendices



Avondale Wharf and Waterfront

Contents

Appendix 1: Decision-Making Toolkit and Suitability Framework

Appendix 2: Detailed Inventory

Appendix 3: Detailed Population Information

Appendix 4: Detailed Best Practice Review

Appendix 5: Detailed Policy Framework

Appendix 6: Policy and By-Law Changes for Plan Implementation

Photo Credits

Appendices Cover: Chris Geworsky, 2016.

Appendix 1 Cover: Stephen Cushing, 2016.

Appendix 2 Cover: Chris Geworsky, 2016.

Appendix 3 Cover: Stephen Cushing, 2016.

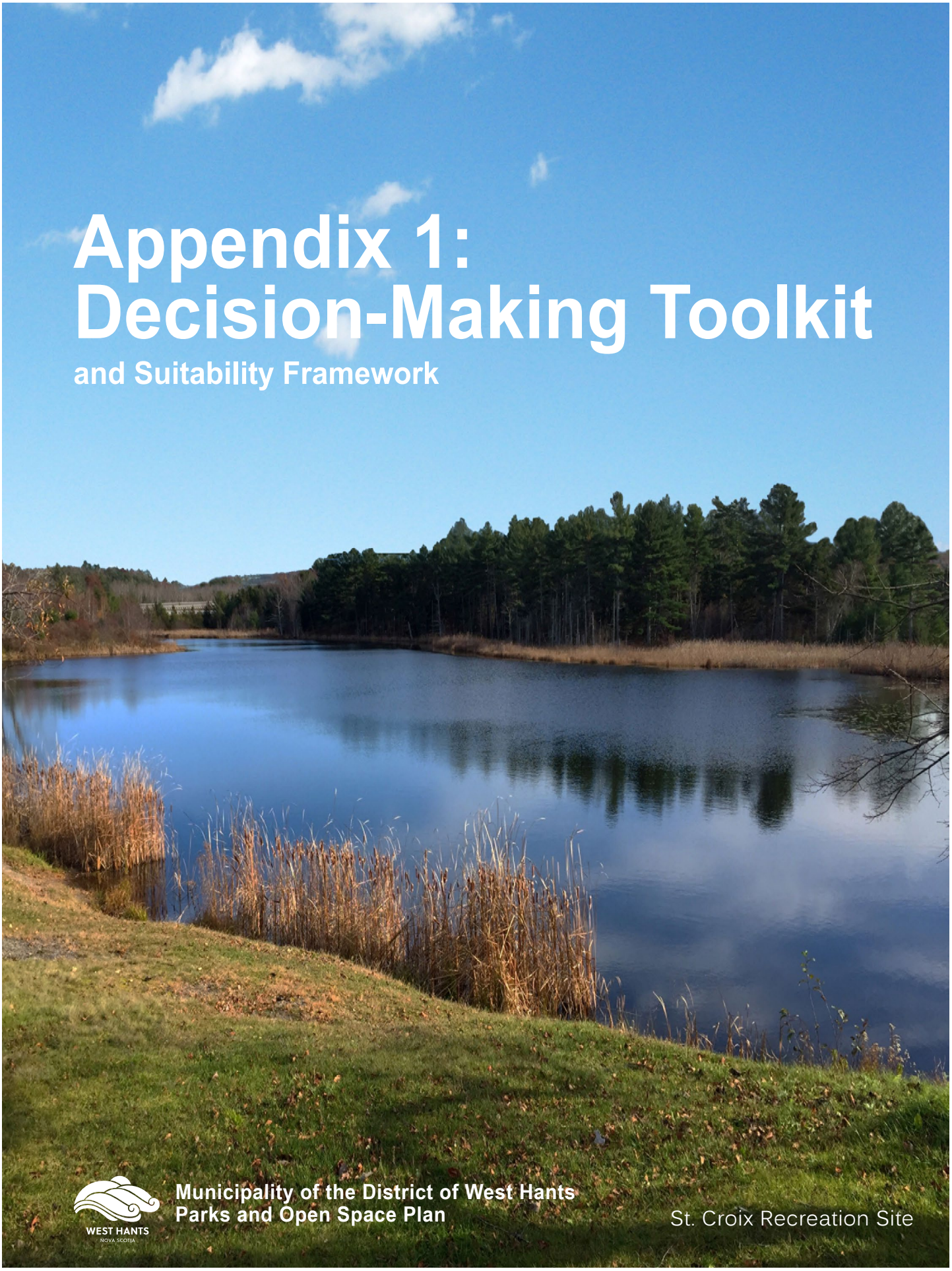
Appendix 4 Cover: Stephen Cushing, 2016.

Appendix 5 Cover: Chris Geworsky, 2016.

Appendix 6 Cover: Municipality of the District of West Hants Staff, 2016.

Appendix 1: Decision-Making Toolkit

and Suitability Framework



WEST HANTS
NOVA SCOTIA

Municipality of the District of West Hants
Parks and Open Space Plan

St. Croix Recreation Site

Contents

Contents 2

i. Introduction 3

ii. Process to Identify Priority Lands 4

iii. Useable: Definition 5

iv. Suitable: Framework 6

v. Budget: Funding Opportunities 10

vi. Urgency: Priority Requests 15

vii. Acquisition Methods 16

viii. Divestment 17

List of Tables

Table 1: Suitability Framework. 7

Table 2: Parks and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development). 10

List of Figures

Figure 1: Acquisition Priority. 3

Figure 2: Acquisition Priority Flowchart. 4

Figure 3: Traffic Light System for Land Suitability. 6

i. Introduction

Acquisition to Meet Needs and Protect Resources

This Decision Making Toolkit was developed to be used by Municipal staff. The Toolkit will guide decisions about the West Hants Parks and Open Space network to ensure decisions about parkland acquisition, divestment and development meet the needs of citizens and protect unique natural and cultural resources. Users will be able to evaluate and prioritize lands for acquisition based on four standard issues: useability, suitability, budget and urgency.

Priority land is that which provides a solution to all of the four issues. This is illustrated in Figure 1 below.

This planning toolkit includes information about acquisition methods, an acquisition flowchart, the definition of useable land, a suitability framework of park and open space criteria, opportunities for park and open space funding, scenarios outlining urgency of acquisition, and land divestment scenarios.

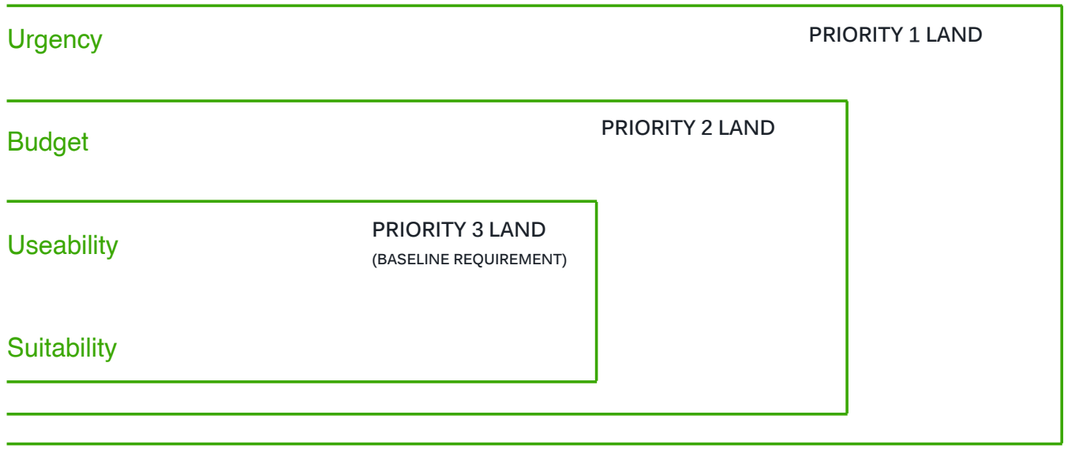


Figure 1: Acquisition Priority. All lands considered for acquisition must meet the basic criteria of usability and suitability, but budget and urgency will influence priority.

ii. Process to Identify Priority Lands

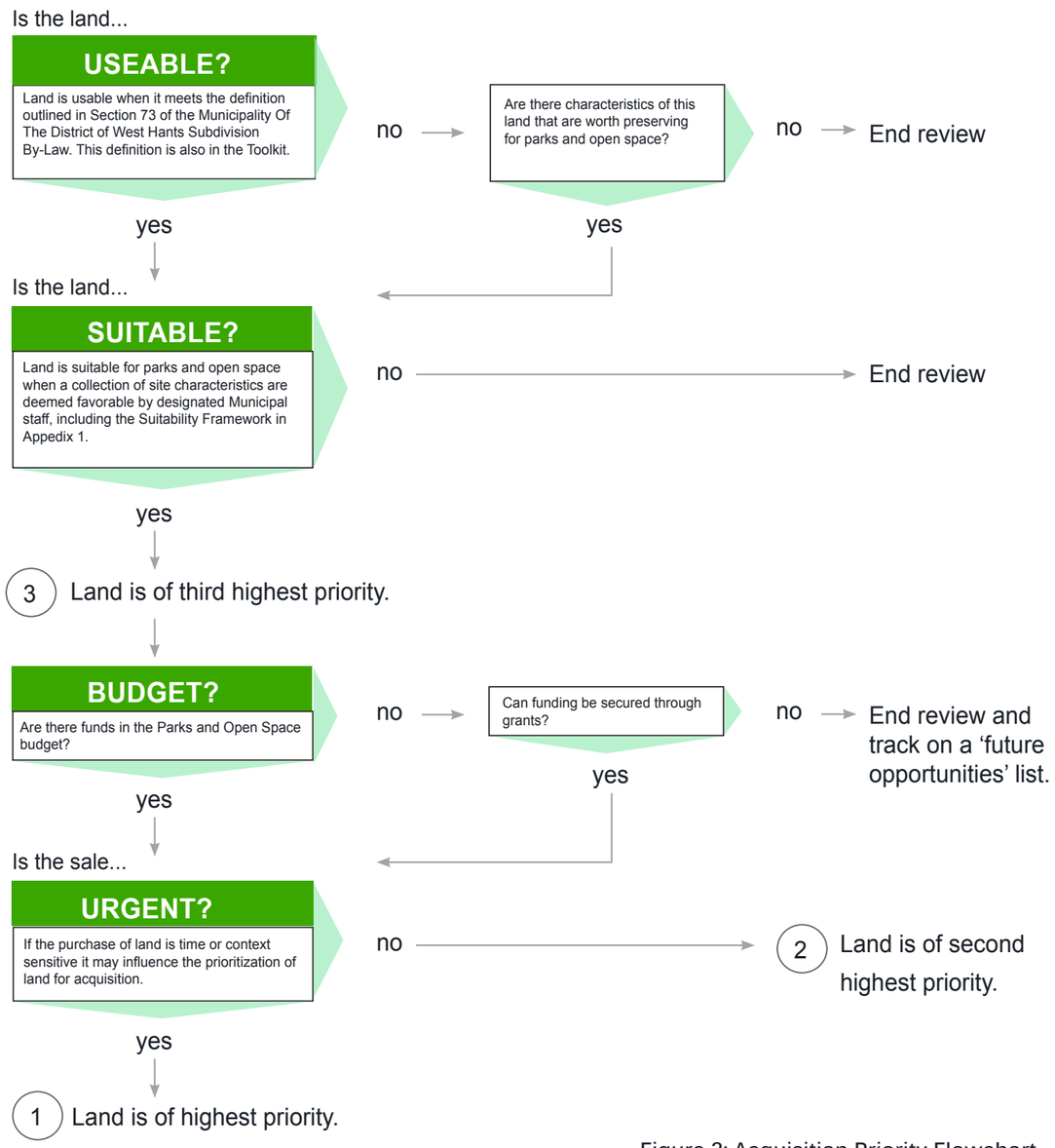


Figure 2: Acquisition Priority Flowchart.

iii. Useable Land: Definition

Useable Land

The definition of useable land differs from the suitability of land in that it describes detailed physical land characteristics that must be considered before acquiring land for parks and open space use. The definition of useable land (May 2016) in the West Hants Subdivision By-Law is:

73. (a) For the purposes of Sections 71 and 72, useable land shall be defined as land that:

(i) has an average slope over the entire parcel of not more than fifteen percent (15%), provided that any part of the parcel with a slope of fifteen percent (15%) or more shall not exceed one-quarter (¼) of the area of the entire parcel;

(ii) consists of a parcel having an area of one-half (½) acre or more;

(iii) is serviced by central water and sewer systems, or is capable of supporting an on-site sewage disposal system, unless the parcel is intended for recreational purposes, such as linear walking or hiking trails, which do not require an on-site sewage disposal system or services;

(iv) is not a clearing and grubbing disposal area; (v) is not swampland or subject to flooding;

(vi) is not an electrical transmission corridor; and

(vii) where applicable, is able to meet the requirements for lot area and lot frontage contained in the Land Use By-law.

(b) The criteria in subsection 73(a) may be waived if the land to be transferred is considered unique by the Development Officer in that the parcel is:

(i) land suitable for preservation as an interpretive natural reserve area based on the opinion of a qualified professional;

(ii) land of significant historical or archeological value to the Municipality;

(iii) land adjacent to parkland or open space owned by the Municipality;

(iv) land deemed by the Recreation Director for the Municipality to be required for recreational purposes; or

(v) land located in the Water Supply (W) zone.

(c) Any land to be conveyed to the Municipality other than that meeting the requirements of subsection 73(b) shall abut a public road or private road. Land to be conveyed to the Municipality pursuant to the requirements of subsection 73(b) shall be accessible by a public street or private road or by a public easement a minimum of 15.24 metres (50 feet) in width and providing a connection to a public road.

iv. Suitability Framework

Suitability Process

This 'Suitability Framework' contains criteria that can help determine what land parcels are suitable, and not-suitable, for parks and open space use. Many criteria are based in community values.[1] Best practice precedents, Municipal goals and sustainable environmental practices also form suitability criteria.

Municipal staff will use this Suitability Framework to determine whether a specific land parcel is suitable for acquisition. Ideally, these staff members would be representatives from Public Works, Recreation, and Planning, among others, who can best comment on the parks and open space criteria highlighted.

The Suitability Framework is divided into five sections:

- Guiding Principles (same Principles throughout the Parks and Open Space Plan)
- Criteria
- Available Score
- Maximum Score
- Total Score

Lands being considered for acquisition are evaluated and scored based on land characteristics matching those outlined in the Suitability Framework. Each piece of land will have a total score that will fall into the categories of low, medium, and high suitability.



Low Suitability: Score 0-50

Medium Suitability: Score 51-150

High Suitability: Score 151-235

Figure 3: Traffic Light System for Land Suitability.

In addition to suitability scores, a piece of land might be considered for acquisition if it possesses outstanding ecological or cultural merit.

For example, `Land A` is considered low priority because of its score of only 45, but it is considered to be an environmentally sensitive area that supports wildlife habitat. These qualities might warrant acquisition, if determined to be important by Municipal staff.

1 Values are the qualities and characteristics of parks and open space that people appreciate. Values in this plan were identified during public and stakeholder engagement sessions.

iv. Suitability Framework

Table 1: Suitability Framework

Guiding Principles	Criteria	Available Score	Maximum Score	Applied Score
Prioritize environmental protection				
Environmental protection must be considered a priority in order to ensure sensitive lands, waters, and wildlife habitat are not unduly harmed by human recreation.	Significant ecological area.	20	50	
	Special natural area/ geologically significant.	15		
	Potential or need for restoration.	10		
	Adjacent to other ecological areas.	5		
	Not applicable.	0		
Plan green infrastructure to adapt to climate change				
Green infrastructure includes the planted and natural greenspaces within the Municipality that are used to ensure the health and safety of citizens and to adapt to a changing climate. Green infrastructure includes parks and open space, stormwater infiltration and street trees. Parks and open space will become increasingly important to mitigate the negative effects of climate change. These mitigative actions include carbon sequestration, stormwater capture, flood mitigation and shoreline stabilization.	Potential to buffer against negative effects of climate change in vulnerable areas.	15	30	
	Potential to intercept stormwater.	10		
	Not expected to be negatively impacted by a changing climate.	5		
	Not applicable.	0		

iv. Suitability Framework

Table 1 (continued): Suitability Framework

Guiding Principles	Criteria	Available Score	Maximum Score	Applied Score
Plan spaces for all ages and abilities				
A healthy population is an active population. In West Hants, parks and open space should cater to a range of ages and abilities. Opportunities for recreation should build on already existing amenities (e.g., water and trail access for fishing, ATV'ing, biking, walking). Opportunities for passive recreation (e.g. sitting, viewing, picnicking, gathering) are valuable for personal and mental well-being and should be made accessible.	Supports or has the potential for recreational activity.	20	55	
	Land is accessible to people with limited mobility.	15		
	Land exhibits natural beauty (e.g. views, scenery).	10		
	Land supports quiet reflective spaces (i.e. for mental well-being).	10		
	Not applicable.	0		
Promote Community Identity and History				
Important social elements can be promoted in parks and open spaces. Sense of identity is strengthened when the places people feel closely connected to are enhanced. Community stewardship programs play a huge role in providing events, maintenance and park identity. A community development approach is central to this plan, one that sees the community involved in the decision-making process.	Representation of local culture and identity (e.g. historical significance, archeological evidence).	15	30	
	Satisfies cultural and local practices (e.g. fishing, gardening, farming, harvesting, foraging).	10		
	Potential to support or spur local business growth.	5		
West Hants has a rich history of settlement, landscape use, agricultural production, and resource extraction. There are many park and open space uses that can foster this history and be used to educate citizens and visitors (e.g. Mi'kmaq and Acadian land works and settlements, resource production and harvesting, among others).	Not applicable.	0		

iv. Suitability Framework

Table 1 (continued): Suitability Framework

Guiding Principles	Criteria	Available Score	Maximum Score	Applied Score
Link communities to parks and open space				
A parks and open space network relies on connections to fully satisfy social and environmental values held by the public and the municipality. Connections for people (e.g. trail system, beach access/network) and nature (e.g. wildlife corridors, plant biodiversity corridors) are considered during parks and open space management.	Satisfies a parks and open space need in an underserviced area (see Gap Analysis in section 4.3).	20	55	
	Provides expansion of current park or open space.	15		
	Supports the connection of existing trails.	10		
	Enables access to water.	10		
	Not applicable.	0		
Evaluate and update plans over time				
Parks and open space objectives and outcomes should be regularly evaluated in order to meet modern needs. Regular review of standardized evaluation, management and design guides, such as the Decision-Making Toolkit and Municipal regulations, is essential to being adaptive.	Potential to be modified to suit the needs of changing demographics.	15	15	
	Identified in other municipal management documents as land to acquire.	10		
	Not applicable.	0		

Comments & Actions	☐ Low Suitability: Score 0-50 ☐ Medium Suitability: Score 51-150 ☐ High Suitability: Score 151-235

v. Budget: Funding Opportunities

Table 2: Parks and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development).

Funding Source	Amount	Description	Submission Requirements	Deadline	More Information
Subdivision By-law Provision (Cash-in-lieu)	Annually generates approx. $25,000.00	At the discretion of the developer, required parks and open space contribution may come in the form of cash, equivalent to five percent (5%) of the market value of the land being subdivided, exclusive of streets, easements, and the residue of the land.	-	-	http://www.westhants.ca/subdivision.html
Donations	varies	Donations in the form of money that feed directly into a Parks and Open Space Management Fund.	-	-	
Fundraising	varies	Financial campaign to raise money for park and open space management (e.g. acquisition, maintenance, development).	-		
Business or corporations	varies	Advertising, sampling, and dedicated sponsorship for special events are only a few of the ways companies can receive exposure for their companies while funding open spaces.	-	-	
Municipal tax revenue	varies	Redistribution of tax revenue to increase parks and open space budget.	-	-	
Federal Gas Tax Reserve Fund	varies	Predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long term prosperity.	-	-	http://www.infrastructure.gc.ca/plan/gtf-fte-eng.html
Debt financing	varies	Long-term or short-term debt financing can allow the Municipality to fund desirable open space acquisition and development. A loan authorization bylaw may be required and the terms must be considered by the Municipality. Consideration must be given, but is not limited to: • the length of the loan period (when considering the life expectancy of the service • the amount of borrowing permitted (e.g. on a per capita or annual basis). • the term of repayment	-	-	
Road Right-of-way dedication	varies	Easements on behalf of the Municipality, or dedication of road right of way land fee simple to the Municipality may be obtained and developed for active transportation and recreational use.	-	-	
Grants					
Environment Canada Eco-Gift Program	varies	Under this program donors receive a tax 'write- off' for the use of their lands. This may be in the form of a fee simple transaction or a conservation easement, covenant or servitude.	Apply online: http://www.ec.gc.ca/pde-egp/default.asp?lang=En&n=23F53F80-1	Applications received throughout the year	http://www.ec.gc.ca/pde-egp/
MEC	$10,000 - $100,000	MEC has funds available to acquire land that is: Important for ecological significance and/or outdoor activity use; Outdoor activities must focus on one or more of the following core activities MEC supports: cycling, hiking, running, climbing, paddling, yoga, skiing, and snowshoeing; Shows the urgency of the acquisition is evident; Has a strategy in place for public engagement and/or education about the protection effort; Has demonstrated broad-based community or stakeholder support; Has investigated other sources of funding.	Complete the online application:http://www.mec.ca/AST/ContentPrimary/Community/CommunityContributions/ApplyForSupport.jsp	March and September	http://www.mec.ca/AST/ContentPrimary/Community/CommunityContributions/LandAcquisition.jsp

v. Budget: Funding Opportunities

Table 2: Parks and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development).

Funding Source	Amount	Description	Submission Requirements	Deadline	More Information
Tree Canada Edible Trees Program	up to $4000.00	For community-based projects that provide citizens with access to fresh fruit and nut trees while making a positive difference to the Canadian environment	Submit your application via email to info@treecanada.ca	February	https://treecanada.ca/en/programs/edible-trees/application/
Go Wild Community Grants	$1,000 to $10,000	To support creative ideas from Canadians on how to protect, restore, monitor, educate,and celebrate nature.	Submit your application via email to gowild@wwfcanada.org	December	http://www.wwf.ca/takeaction/gowild/
Canada 150 Community Infrastructure Program	Funding to a maximum of 50% of total eligible project costs. Preference given to projects requiring 1/3 funding from the program.	The Canada 150 Community Infrastructure Program (CIP 150) supports projects that rehabilitate existing community facilities across Canada. The program is part of the Government of Canada's celebration of our country's 150th anniversary of Confederation. The program will be in effect until March 31, 2018. Projects must fall under one of the eligible project categories (including parks and recreation trails).	Contact your nearest ACOA office to discuss your project: Hants/Kings Office 80 Water Street, Suite 2 Windsor, NS B0N 2T0	The program will be in effect until March 31, 2018.	http://www.acoa-apeca.gc.ca/eng/ImLookingFor/ProgramInformation/Pages/Canada-150-Infrastructure-Program.aspx
Atlantic Lottery		"Community Festivals and Events: Think local festivals or events featuring food, entertainment and family fun. Community celebrations let us experience all that is uniquely Atlantic Canadian.	Submissions for large events should be in to us 9-12 months in advance, and 4-6 months for small and medium sized events. The evaluating process usually takes about 6 to 8 weeks.	March for Summer events	http://corp.alc.ca/Programs.aspx?id=10065
AVIVA	varies	If you're involved with a charity or community organization that's making a local difference, then we want you to submit an idea. Secure enough votes from friends, family and supporters, and your idea could make it to the Finals, where a judging panel will select the Grand Prize Winners to share $1 million in funding.	Complete the online idea submission form https://media.avivacommunityfund.org/files/ideasubmissionguide.en.pdf and submit at avivacommunityfund.org	September to October	https://www.avivacommunityfund.org/about-the-competition
Canada Post	up to $50,000	Applications from registered charities, school programs or community organizations are invited for funding of projects consistent with the Foundation's objective to provide support for initiatives that benefit children.	Submit an online application: https://www.canadapost.ca/cpo/mc/aboutus/cpfoundation/grants.jsf	March, closing in April	https://www.canadapost.ca/cpo/mc/aboutus/cpfoundation/grants.jsf
RBC Blue Water Project: RBC Community Action Grants	$1,000 to $10,000	Awarded to local or community-based organizations in Canada, the United States or the Caribbean. We have established an application deadline for Community Action Grants, rather than accepting applications year round. This will allow us to review all applications in a fair and consistent manner.	Submit an online application: http://www.rbc.com/community-sustainability/apply-for-funding/index.html	February	http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/blue-water-pr oject.html
RBC Blue Water Project: RBC Leadership Grants	$10,001 to $100,000	Awarded to organizations that are leaders in providing programs in North America and other countries where RBC does business.	Interested organizations must submit an Expression of Interest:http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/blue-water-project.html	Annually	http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/blue-water-project.html

v. Budget: Funding Opportunities

Table 2: Parks and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development).

Funding Source	Amount	Description	Submission Requirements	Deadline	More Information
RBC Learn to Play Community Action Grants and RBC Learn to Skate Program	$1,000 to $10,000	Awarded to local organizations that teach new skills or sports to kids, and/or expose them to a multiple sports or multiple skills such as swimming or skating lessons. Programs eligible for funding include those that: Provide instruction/learning of a new skill or sport that the child/youth would otherwise not have an opportunity to experience; and/or Emphasize and expose children/youth to a multi-sport or multi-skill participation experience; and/or Implement a new approach/delivery to sport and physical activity through the creation of programs recommended by Canadian Sport for Life	Submit an online application: http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/learn-to-play.html	2016 deadline to be announced	http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/learn-to-play.html
The RBC–Evergreen Watershed Champions Award	$2,500-$3,500	The RBC–Evergreen Watershed Champions Award recognizes classes that demonstrate learning about their local watershed and who take action to care for it.	Complete an online application: https://evergreen.submittable.com/submit/39290	April	http://www.evergreen.ca/our-impact/children/outdoor-learning-play/watershed-champions/award/
RBC Learn to Play Leadership Grants	$10,001 to $25,000	Awarded to community groups that are developing or implementing action plans to transform the way sport and physical activities are planned and delivered, such as programs that makes sports available for new immigrant youth. Communities are defined as municipalities and/or a group of organizations that come together for a common purpose and share mutual objectives. Proposals that facilitate collaboration between sport, education, recreation and health sectors and align programming within the community are encouraged.	Submit an online application: http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/learn-to-play.html	2016 deadline to be announced	http://www.rbc.com/community-sustainability/apply-for-funding/guidelines-and-eligibility/learn-to-play.html
TD Friends of the Environment Foundation Leadership Grant	up to $5,000	TD Friends of the Environment Foundation (TD FEF) recognizes that investing in talent and leadership development is integral to capacity building of small to medium-sized organizations.The TD FEF Leadership Grant program aims to enhance the organizational capacity of environmental charities by providing funding for both formal and informal training and development opportunities for leaders within these organizations.TD FEF's Leadership Grants will allow charities to move beyond day-to-day activities and build stronger, more vibrant organizations.	Submit an online application: https://fef.td.com/funding/leadership-grant/	February and July	https://fef.td.com/funding/leadership-grant/
TD Friends of the Environment Foundation	based on project costs	The Foundation supports a wide range of environmental initiatives, with a primary focus on environmental education, urban greening and enhancing biodiversity, and energy conservation.	Submit an online application: https://fef.td.com/funding/leadership-grant/	February and July	https://fef.td.com/funding/

*Funding deadlines and contact information is subject to change on an annual basis.

v. Budget: Funding Opportunities

Table 2: Parks and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development).

Funding Source	Amount	Description	Submission Requirements	Deadline	More Information
Toyota Evergreen Learning Grounds School Ground Greening Grants	up to $3,500	The Toyota Evergreen Learning Grounds program helps schools create outdoor classrooms to provide students with a healthy place to play, learn and develop a genuine respect for nature. Since the program began in 2000, it has provided funds to over 3,000 schools from coast to coast, providing countless opportunities for students to engage with nature on their school grounds.	Schools in NS must arrange a design consultation site visit with an Evergreen School Ground Consultant prior to submitting an application: http://www.evergreen.ca/get-involved/funding-opportunities/school-ground-grants/	September, December and March	http://www.evergreen.ca/get-involved/funding-opportunities/school-ground-grants/
Province of Nova Scotia Funding					
West Hants/Uniacke Community Health Board	up to $3000	The Wellness Fund enables community organizations to programs, events, or to purchase equipment and supplies in pursuit of a healthy community. The Municipality can encourage groups to apply for this funding. Potential projects outlined in the Community Health Plan (http://www.cdha.nshealth.ca/cobequid-community-health-board/news/community-health-plan) .	Contact funding coordinator, Andrea Parker: andrea.parker@nshealth.ca	November 1	http://www.cdha.nshealth.ca/west-hantsuniacke-community-health-board/wellness-funds-formerly-community-development-funds
One-time Emerging Culture and Heritage Initiatives Program	up to $10,000	The One-Time Emerging Culture and Heritage Initiatives Program is designed for organizations that primarily focus on cultural and heritage development. This program is also available to organizations partnering with specific culture and heritage interests provided they are working to build capacity or foster innovation within Nova Scotia's culture community or that they are working in support of cultural development within diverse communities.	Contact Craig Beaton, Director, Programs Phone: (902) 424-8443 E-mail: Craig.Beaton@novascotia.ca	April	https://cch.novascotia.ca/sites/default/files/inline/documents/s4conetime-guidelines-201503pdf.pdf
OHV Infrastructure Fund - Trails	50% of the total project cost, usually not to exceed $50,000 in one fiscal year.	Goals of the OHV Infrastructure Fund (Trails) are: to provide funding for OHV trail and riding area development; to support the planning and design associated with these facilities; to provide funding to help maintain OHV accessible infrastructure.	Complete online application and send to Krista Brewer-Mackenzie PO Box 194, Lakeside, NS, B3T 1M6.	November Emergency funding available on an ongoing basis.	http://novascotia.ca/natr/ohv/fund.asp
Community Recreation Capital Grant Program (CRCG)	up to $5,000	This program assists in the development of small scale indoor and outdoor capital recreation projects, less than $20,000. A priority of the Department of Health and Wellness is to conserve existing community recreation facilities (e.g. replacing a roof, furnace or playground component) and to develop new small-scale facilities. CRCG program funding must be used for: public, community recreation purposes; items of a permanent, non-consumable, capital nature; and projects where the need for financial assistance is demonstrated.	Contact Valley Region Representative: Mike. Trinacty@Novascotia.ca, 1-902-697-4391	Applications received by regional representative throughout the year	http://novascotia.ca/dhw/pasr/documents/Grant-Programs-Overview-(PASR).pdf

v. Budget: Funding Opportunities

Table 2: Park and Open Space Funding Opportunities for Management (e.g. acquisition, maintenance, development).

Funding Source	Amount	Description	Submission Requirements	Deadline	More Information
Trail Maintenance Program	Projects that fall under the regular maintenance and aging infrastructure components will be eligible for up to 50% of the total cost of the project to a maximum of $1,000 annually	Provides funding to community trail groups who are involved in regular and on-going maintenance on their trails, as well as emergency funding for major maintenance issues due to fire, flooding, hurricanes, etc.	Applications should be submitted to: Nova Scotia Department of Health and Wellness Trails Consultant PO Box 488 Halifax NS B3J 2R8	Applications received by regional representative throughout the year	http://novascotia.ca/dhw/pasr/documents/Trail-Maintenance-Program.pdf
Community Trails Leadership Fund	Applicants are expected to contribute at least fifty per cent (50%) of the overall cost of the initiative, inclusive of contributions obtained from other sources (financial and in- kind).	Supports trail development in Nova Scotia through the provision of funds for leadership, organizational development, and capacity building to community trail groups. The fund helps organizations to offer training and educational opportunities for volunteers and the trail professionals who support them. It also helps the organizations acquire the expertise needed for specific aspects of trail projects.	Contact Valley Region Representative: Mike. Trinacty@Novascotia.ca, 1-902-697-4391	Applications received by regional representative throughout the year	http://novascotia.ca/dhw/pasr/documents/Community-Leadership-Guidelines.pdf
Engineering Assistance Grant Program	The contribution level depends on need and the ability of the applicant to contribute.	Designed to provide trail builders and managers with funding to help them hire engineering expertise when it is required. This could include the building of bridges or other large structures or components that require expertise to ensure they are safe and pose no risk to the environment.	Contact Valley Region Representative: Mike. Trinacty@Novascotia.ca, 1-902-697-4391	Applications received by regional representative throughout the year	http://novascotia.ca/dhw/pasr/documents/Engineering-Assistance-Grant-Guidelines.pdf
Recreational Facility Development (RFD)	Up to one-third of the total capital cost to a max. of $150,000.	Facilities may include: community centres and halls, pools, arenas, athletic fields, parks, playgrounds, trails and enhanced schools for community use and other facilities that promote sport and physical recreation.	Contact the regional office in your area.	2016-17 apps are due May 2, 2016.	www.novascotia.ca/dhw/pasr/grants-and-incentives.asp
Regional Development Grant (RDG) and Other Provincial Grants	Contact the regional office in your area.	Regional Development Grant (RDG) is designed to partner with regional, community, local or municipal organizations involved in physical activity, sport or recreation to increase people's participation in sport.	Contact the regional office in your area.	Contact the regional office in your area.	www.novascotia.ca/dhw/pasr/grants-and-incentives.asp
Planning Assitance Grant and Other Provincial Grants	Contact the regional office in your area.	The Planning Assistance Program assists community organizations and municipalities in obtaining professional assistance in planning, designing and researching proposed and existing sport and physical recreation facilities.	Contact the regional office in your area.	Throughout the year.	www.novascotia.ca/dhw/pasr/grants-and-incentives.asp

vi. Urgency: Priority Requests

Occasionally, lands may become available for purchase which require swift action due to time sensitivities. Other factors may also be present, such as the protection of sensitive environments or seizing a unique opportunity.

Examples of urgencies include and are not limited to:

1. Limited Window of Opportunity to Purchase

Example: A private landowner offers their land to the Municipality for purchase stating they would like the Municipality to use it for park use. Otherwise, the landowner will sell on the private market.

2. Opportunity to Purchase with another Organization

Example: There may be a parcel of land available for purchase identified as important by other levels of government or other organizations. Here, the swift establishment of cost sharing may be necessary.

3. Offer of 'First Right of Refusal' on Land Available for Sale

Example: The Province of Nova Scotia has unused road right-of-way or other lands potentially useful to the Municipality and offers 'First Right of Refusal' on lands they are divesting.



Upper Burlington Planters Trail

vii. Acquisition Methods

The Municipality has a number of methods to acquire new lands for parks and open space. Most land acquisitions in West Hants will be subject to Policy Council-01-006 *Acquisition of Real Property*.[2] It is important to note that the Municipality does not zone private lands for parks and open space use. Some acquisition methods include, but are not limited to:

1. Donations of land

Land may be donated to the Municipality from private landowners or other government owners as long as the Municipality is considered a 'donee' by the Canadian Revenue Agency (CRA). The donation of real property may be subject to specific requirements of the Policy Council-01-006 *Acquisition of Real Property*.

Ecologically sensitive land may be donated through Environment Canada's 'Eco-Gift' Program (described in detail Part v. above).

2. A 'right of first refusal' or a 'first option to purchase'

A Municipality may request a 'first option' on lands strategically positioned to enhance the park and open space network. This option is conditional and contingent upon the owner's will or desire to sell.

3. Easement and/or maintenance agreement

The Municipality may request the use of Provincial, Federal, or private lands for parks or open space use through an easement or maintenance agreement. This method may transfer liability to the Municipality. In the case of Private lands see the Eco-Gift option.

4. Offer to purchase lands

Municipalities may approach or accept invitations from private landholders for the acquisition of desired open space lands using the 'willing seller, willing buyer' method.

5. Subdivision By-Law

During the creation of a subdivision of more than three lots, the Municipality currently receives land in the amount equal to 5 percent of the lots to be created, or cash-in-lieu equal to the market value of such land.

6. Land Swap

The exchange or swap of lands is a non-purchase scenario for acquiring lands in priority areas. Land swaps are common with large landholders like the Provincial and Federal governments, but can also be accommodated with other private landholders.

7. Municipal Planning Strategy

The Municipality may have policy requirements for the amount of land that must be useable for parks and open space, such as through a Development Agreement. For example, a multi-family development or development of mobile home parks.

2 http://www.westhants.ca/component/com_docman/Itemid,456/dir,DESC/gid,109/limit,100/limitstart,0/order,name/task,cat_view/

viii. Divestment

There may be scenarios where the divestment of land is the best management option, primarily:

1. Location

There are Municipally-owned lands in the current parks and open space network that are found in areas of low population density. In addition to density, some parcels are far from main roads or are outside of well-travelled areas. Due to the remote nature, these lands see few park users, especially if they are unmanaged lots. Isolated lots may also become areas for illegal dumping and vandalism.

2. Competing Uses

In some communities, there are a number of neighbouring municipal parcels offering the same amenities or recreation opportunities. Having non-complementary parcels of land together may not be useful as a network. Here, divestment makes sense to concentrate resources into fewer parcels.

3. Useability

Subdivision development of previous decades may have resulted in land under Municipal ownership that does not meet the current definition of usable land or areas that might be considered hazardous.

4. Frequency of Use

Monitoring park use can help to decide if a piece of land is worth retaining. Under-used spaces can be a drain on resources and unsafe if there is not frequent traffic.

5. Cost of Maintenance

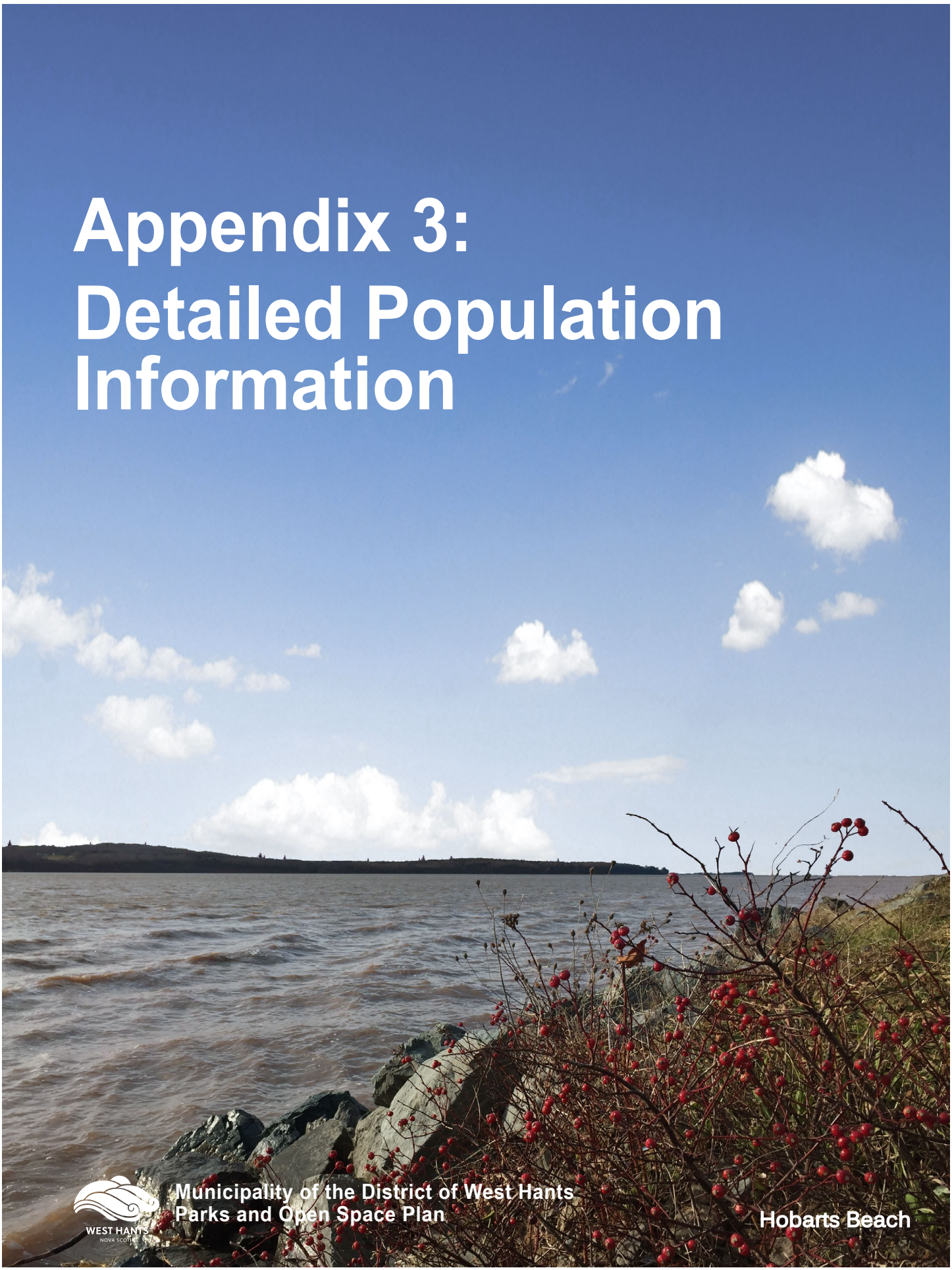
Divestment might be the best option when the cost of maintenance outweighs community benefit, or if redevelopment costs to make a piece of land suitable or useable are beyond the parks and open space budget.

6. Interest from Non-Profit Groups

With a well-developed business plan, non-profit groups may purchase land from the Municipality.

Broadly speaking, the divestment of Municipal property can positively influence the parks and open space network. Revenue may be used to purchase new lands suitable for parks and open space or to fund management projects; lands may be leased, sold, or transitioned to community groups; lands may be swapped for more desirable spaces.

Appendix 3: Detailed Population Information



Municipality of the District of West Hants
Parks and Open Space Plan

Hobarts Beach

Table A3.1: 2011 Statistics Canada Census Summary for West Hants and Hantsport

	West Hants	Hantsport	Nova Scotia
Population and Migration			
2011 Population	14,165	1,159	921,727
Population under 20 years (2011)	3,230	245	195,660
...as a percent of total population	23%	21%	21.2%
Population over 65 years (2011)	2,255	275	153,370
...as a percent of total population	16%	24%	16.6%
Population Growth, 2006-2011	2.1%	-2.7%	0.9%
Total Census Families, 2011	4,535	365	270,065
Couple Families with Children, 2011	1,740	135	223,330
Lone Parent Families, 2011	590	55	46,730
Immigration, % of Total, 2011	2.8%	3%	5.3%
Mobility (past 5 years), 2011	26%	25%	31.9%
Moved within Municipality	11%	3%	18.2%
Moved from other municipality within NS	10%	18%	6.0%
Moved from other province	4%	4%	5.7%
Moved from outside Canada	1%	0%	1.9%
Income, 2010			
Median after-tax income ($) for individuals with income	$ 25,406	$ 29,134	$ 25,178
Median after-tax household income ($), 2010	$ 50,887	$ 44,383	$ 47,495
Unemployment Rate, 2011	9.6%	9.4%	10.0%
Low Income Households, 2010	16.0%	11.3%	17.4%
Low Income less than 18 years, 2010	17.2%	11.6%	20.9%
Low Income 65 years and over, 2010	19.0%	12.9%	18.0%
*Based on after-tax low-income measure (LIM-AT)			
Transportation (commuting) of working adults			
Car, truck or van - as a driver	88.7%	82.6%	76.7%
Car, truck or van - as a passenger	6.7%	0.0%	7.9%
Public transit	0.9%	0.0%	6.6%
Walked	2.4%	12.8%	6.8%
Bicycle	0.0%	0.0%	0.7%
Other	1.1%	0.0%	1.3%

Table A3.2: Age Group as % of Total Population for West Hants and Hantsport (combined), 2001-2011

	2001		2006		2011	
	#	%	#	%	#	%
Total Reporting	14,980	100%	15,075	100%	15,325	100%
By Selected Age Groups						
Preschool Age (< 5 yrs)	765	5%	720	5%	795	5%
Elementary (5-19 yrs)	3,070	20%	2,905	19%	2,680	17%
Labour Force Ages						
20-24 yrs	695	5%	655	4%	710	5%
25-44 yrs	4,335	29%	3,990	26%	3,540	23%
45-64 yrs	4,055	27%	4,570	30%	5,065	33%
Seniors						
65-74 yrs	1,175	8%	1,290	9%	1,565	10%
75+ yrs	875	6%	945	6%	965	6%

Table A3.3: % Change in Population by Age Group for West Hants and Hantsport (combined), 2001-11

	% Change 2001-2011	
	MDWH	NS
All Age Groups	2.3%	1.5%
By Selected Age Groups		
Preschool Age (< 5 yrs)	4%	-7%
Elementary (5-19 yrs)	-13%	-15%
Labour Force Ages		
20-24 yrs	2%	6%
25-44 yrs	-18%	-17%
45-64 yrs	25%	26%
Seniors		
65-74 yrs	33%	28%
75+ yrs	10%	14%

Appendix 4: Detailed Best Practice Review

Examples of manageable precedents for use in West Hants can be found in other jurisdictions in Atlantic Canada. A review of approximately 15 municipalities in Nova Scotia, New Brunswick, P.E.I. and Newfoundland have resulted in four comparable municipalities: the Municipalities of East Hants, Colchester County, District of Lunenburg and District of Digby. Qualifiers for comparable municipalities were: land area, population and population density, among those municipalities that have a formal or official open space management policy. Except for the District of Digby, the comparable municipalities share a similar population density (persons per area) as found in West Hants. This is important to note as population density may influence the proportion of open space area per person and similarly, funding available to execute an open space strategy.



Old Brooklyn Road

Appendix 4: Detailed Best Practice Review

Place	Province	Population	Area (km2)	Pop/ km2	Policy Document	Park Types	Policies of Interest	Subdivision Dedication	Definition of Usable Land	Parkland Management Fund	Parks Budget
West Hants (Municipal District)	NS	14,500	1,238	11.7	West Hants Municipal Planning Strategy	N/A	Section 13.2	Land dedicated upon subdivision is currently 5% of the land or the equivalent market value of 5% of the land in cash to the Municipality. A combination of land and cash is also permitted, as well is a transfer of land that is not a part of the proposed subdivision.	Generally, useable land is defined as land that: (i) average slope not more than 15%, no part of the parcel with a slope of 15% or more shall exceed 25% of the area of the entire parcel; (ii) consists of a parcel having an area of 1/2 acre or more; However these criteria may be waived for open space uses if so determined by the Recreation Director or Development Officer for various defined activities.	N/A	TBC
East Hants (Municipal District)	Central NS	22,111	1,786	12.4	East Hants Municipal Planning Strategy	Regional Community Neighbourhood Urban Greenspace Conservation Areas Heritage Spaces	1. The extensive definition of usable land in the Subdivision By-Law includes a requirement for lands dedicated for open space to be capable of supporting active recreation, passive recreation and conservation uses, as determined by the Municpality. 2. The Municipality actively acquires lands in sensitive areas.	10% of land designated for open space in serviced areas, 5% of land designated for non-serviced areas.	Fine grained example; see East Hants Subdivision By-Law Section 13: Public Open Space.	Community Park Funding, $80,000 annual fund for park development. Groups apply for up to 50% of development costs.	Obligatory reserve, approx. $15,000 annually.
Colchester County (County)	Central NS	50,000	3,628	13.8	Municipal Parkland Strategy	Tot Lot Neighbourhood Parks Athletic Parks: Regional and Community Regional Recreation Parks Natural Parks Garden Areas Special Purpose Trail	Due to the population size in rural areas, parkland requirements will figure no parks are required that are smaller than Regional parks that attract people from outside those communities. Neighbourhood parks, community parks, cultural parks, Active Transportation (AT) and trails should be considered in rural areas on a case-by-case basis, to meet the needs of rural communities.	Subdivision By-Law, 5% of land designated for open space or cash in lieu, 2% in rural Colchester areas not supported by the MPS.	Land donated must meet specific criteria (e.g. size, slope, frontage, usage).	Community Trail Funding, $1million fund (over 5 years) established in 2004. Groups apply for up to 50% of maintenance and development costs.	TBC
Digby District (Municipal District)	Western NS	7,460	1,656	4.5	Open Space Strategic Plan	Places for: short repose, day use, everyday active use, sightseeing, organised sport and play, transportation, protected areas, areas of cultural significance.	Parkland Management Fund to be developed, values-based land suitability evaluation system developed.	Subdivision by-law 5% of area of new lots when 20 or more lots are created.	Average slope of 15% or less, provided the portion of land with a slope of 15% or more does not exceed 25% of the land area. Land must have frontage on a road. Is not a swampland or subject to flooding.	$50,000	TBC
District of Lunenburg (Municipal District)	South Shore NS	25,120	1,760	14.3	Open Space Strategic Plan	Various (not classified)	Considers future activity on various sites in the Municipality, including on private lands.	Cash in the amount of two percent (2%) of the market of all new lots created.	No clear definition.	TBC	TBC

Appendix 5: Detailed Policy Framework



WEST HANTS
NOVA SCOTIA

Municipality of the District of West Hants
Parks and Open Space Plan

A West Hants Beach

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
1. Place high priority on environmental protection.	Watershed Protection	West Hants MPS	Policy 9.3.2	Limit the permitted uses in the Water Supply (W) zone to uses such as woods camps, forestry uses excluding processing structures, municipal water treatment and distribution uses, outdoor recreation uses without permanent structures, historic buildings and structures, and agricultural uses excluding dwellings, livestock operations and greenhouse operations.
	Watershed Protection	West Hants MPS	Policy 9.3.6	In the Water Supply (W) zone, it shall be the policy of Council to establish a minimum lot size of 10 acres (4.05 hectares) except for municipal water treatment and distribution uses.
	Watercourses	West Hants MPS	Policy 4.21.1	It shall be the policy of Council to control in the Land Use By-law the development of lands adjacent to watercourses. The purpose of such regulation is to preserve natural habitat and to limit environmental impacts such as siltation. This control shall be accomplished by establishing a minimum separation distance from watercourses.
	Watershed Protection	West Hants MPS	Policy 9.3.6	...it shall be the policy of Council to establish a minimum water frontage requirement in the Water Supply zone which shall apply to the creation of new lots abutting Mill Lake and Davidson Lake.
	Rezoning	West Hants MPS	Policy 5.3.7	It shall be the policy of Council to consider Zoning land within the Three Mile Plains Growth Centre to R-3 subject to the following: ... (e) adequate open space or recreational space is provided;
	Rezoning	West Hants MPS	Policy 8.8.5	It shall be the policy of Council to consider rezoning land zoned Prime Agriculture (P/Ag) to allow new Rural Residential (R-4) or Open Space (OS) uses subject to the following: (a) the development site has been determined to have little or no agricultural capability in accordance with Policy 8.6.1; (b) adequate separation distances are provided to minimize potential land use conflicts; (c) the proposed use is compatible with adjacent land uses; (d) the proposed use will not adversely affect other farms in the area; and (e) Policy 16.3.1.
	Environmentally Sensitive Areas	West Hants MPS	Policies 12.1.1, 12.1.2, 12.1.7, 12.1.8, 12.2.1	Regarding environmental constraints around Dykelands and gypsum formations.
	Watersheds, Watercourses	Hantsport MPS	GP-7	It shall be a policy of Council to establish in the Land Use By-law a setback from a watercourse.
	Environmentally Sensitive Areas	Hantsport MPS	Goal 1	Protect the environmentally sensitive areas of the former Town of Hantsport
	Watersheds, Watercourses	Hantsport MPS	Goal 4	Protect the source of the Town's water supply The following goals also fall under the other pillars of sustainability.
	Zoning	Hantsport MPS	Policy OS-3	It shall be a policy of Council to establish a "Conservation Open Space (COS) Zone" and to place the environmentally sensitive areas in this zone.
	Future Land Use	Hantsport MPS	Policy OS-1	It shall be a policy of Council to designate the existing recreational open space and the environmentally sensitive areas as "Open Space" on the Generalized Future Land Use Map.
	Park development	West Hants LUB	34.4(e)	The infilling and alteration of topography of any property in areas shown as Dykeland on Schedule A of this By- law shall not be permitted except as necessary for: construction of sports fields, golf courses, boat launches, trails and other recreational uses which require a limited amount of infilling and alteration of topography, but do not involve buildings.
	Hazard: Drought	MCCAP	4.1.5 Drought Action Items	Create policy to regulate the development of municipal infrastructure and facilities in areas known to be highly susceptible to sinkholes

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
	Hazard: Wildland Fire	MCCAP	4.2.3 Wildland Fire Action Items	Introduce a fire risk reduction program for municipally owned property (e.g. plant only low fire risk species).
	Natural Systems	MCCAP	8.1 Natural Stresses on Natural Systems	West Hants will remain attentive to sensitive habitats, ecosystems, wildlife and endangered species.
	Natural Systems	MCCAP	8.1 Natural Stresses on Natural Systems	The municipality will assist the Province, however practical and possible, in the protection of Parks, Protected Areas and Sites of Ecological Interest including:
	Natural Systems	MCCAP	8.1 Natural Stresses on Natural Systems	• Panuke Lake Nature Reserve: 150.9 ha (373 ac) including 47 ha (116 ac) of old growth eastern hemlock-red spruce forest • St. Croix River International Biological Program Site: mixed forest on karst topography; rare flora including Ram's-head Lady Slipper (species listed as Endangered in the Nova Scotia Species at Risk Act). • Akins Marsh: Eastern Habitat Joint Venture Site, Mount Denson. • Falls Lake Provincial Park: 4.86 ha (12 ac) on Falls Lake, Vaughan. • Smileys Provincial Park: 40.47 ha (100 ac) on Meander River, McKay Section. • Cheverie Salt Marsh Restoration Project: Highway 215, Cheverie
	Hazard: Sinkholes	MCCAP		Partner with local industry, stakeholders and DNR to acquire mapping of karst terrain to build knowledge about sinkhole susceptibility.
	Watersheds, Watercourses	West Hants ICSP	Goal 1	Protection of watercourses, shorelines, and wetland
	Watersheds, Watercourses	West Hants ICSP	Goal 3	Protect the source of public water supplies
2.. Plan green infrastructure to adapt to climate change.	Hazard: Coastal Erosion	MCCAP	4.7.3 Coastal Erosion Action Ideas	Request that TIR address erosion at Cheverie causeway.
	Hazard: Extreme Heat Events	MCCAP	4.8.3 Extreme Heat Event Action Ideas	Consider creating a policy addressing the safety of municipally coordinated outdoor recreation events during hot and very hot days, defined as days that are 30°C and 35°C days respectively.
	Areas of Increased Risk	MCCAP	(info)	[Maps were created to show a) coastal flooding b) inland flooding c) coastal erosion susceptibility]
	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	The maintenance regimes of parks and all municipally maintained outdoor spaces should respect the increase in growing degree days.
	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	Landscaping and maintenance choices should also take into consideration increased water deficits and fire risk.
	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	Prudent property maintenance should, by design, require little to zero irrigation.
	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	To manage fire risk, the location of plantings, stand thinning, and choices about what to plant are all critical. The Alberta Fire Smart program details guidelines for managing fire risk that could easily be employed by West Hants.

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	West Hants will strive to maintain natural drainage, material and nutrient flows in the parks maintained by the Municipality, which are: • St. Croix Recreation Site • Eldridge Road Recreation Site • Irishmans Road Recreation Site • Halewood Drive (small parcel of parkland) • Falmouth Mini Park and Causeway Trail and Causeway Trail and Causeway Trail • Armstrong Lake (small parcel of parkland) • Kempt Quarry Recreation Site • Hobarts Beach
3. Plan spaces for all interests and abilities.	Future Land Use	West Hants MPS	Section 3.2	Provide a variety of community and neighbourhood recreational sites.
	Parkland Dedication	West Hants MPS	Policy 5.3.9 (f) re: Manufactured Home Parks	...a minimum of 10 percent of the total area of the park shall be devoted to parks, playgrounds and other useable recreational space, except that Council may consider reducing the required recreational space by up to five percent when the dimensions of the individual home spaces are substantially larger than the zone standard;
	Parkland Dedication	West Hants MPS	Policy 5.4.4 (d) Re: Multi-unit Residential Development	...regarding Multiple Unit Residential in Falmouth Growth Centre: the gross density of the development shall not exceed 4.5 dwelling units per acre; where the gross density exceeds 3 dwelling units per acre, at least 10 percent of the total area of the property shall be dedicated to the Municipality for parkland or open space purposes;
	Parkland Dedication	West Hants MPS	Policy 9.1.11(f) Re: Resort Development	...regarding Resort Development: a minimum of 25 percent of the property shall be used for parks and open space areas and active recreational facilities, of which at least half shall be allocated for active recreational facilities;
	Future Land Use	West Hants MPS	Policy 13.0.1	...establish a Community Use designation as shown on the Generalized Future Land Use Map (Map 1) to be applied to existing large-scale institutional, municipal recreation and open space uses.
	Zoning	West Hants MPS	Policy 13.2.1	...establish an Open Space (OS) zone which applies to parks and other public outdoor recreation uses, cemeteries, historic sites and similar uses. Generally, open space uses do not involve main buildings, but the zone may also be applied to certain institutional uses, such as museums and interpretive centres, which are located on large parcels of land used as parkland.
	Zoning	West Hants MPS	Policy 13.2.2	Zone only public lands for open space purposes.
	Future Land Use	West Hants MPS	Policy 13.2.3	It shall be the policy of Council to permit parks and playgrounds in any zone, provided accessory buildings are small scale, any signage meets the requirements of the zone and all other requirements of the Land Use By-law are met.
	Zoning	West Hants MPS	Policy 13.3.1	...establish a Recreation Commercial (RecC) zone which shall apply to existing commercial recreation facilities such as ski lodges and facilities, campgrounds, tennis and golf clubs, and similar uses which are open to the general public but are owned by private interests.
	Zoning	West Hants MPS	Policy 8.8.5	...consider rezoning land zoned Prime Agriculture (P/Ag) to allow new Rural Residential (R-4) or Open Space (OS) uses subject to the following: (a) the development site has been determined to have little or no agricultural capability in accordance with Policy 8.6.1; etc.
	Future Land Use	West Hants MPS	Policy 13.0.1	It shall be the policy of Council to establish a Community Use designation as shown on the Generalized Future Land Use Map (Map 1) to be applied to existing large-scale institutional, municipal recreation and open space uses.
	Zoning	Hantsport MPS	Policy OS-2	It shall be the policy of Council to establish a “Recreational Open Space (ROS) Zone and to place all of the publicly owned recreational areas into this zone.
	Develop a park and open space plan	Hantsport MPS	Policy ICSP-18	It shall be the policy of Council to continue to maintain the parks within the Town and to provide recreational services for all residents.
	Future Land Use	Hantsport MPS	Policy GP-1	It shall be the intention of Council to provide for the overall development of the Town in accordance with the Generalized Future Land Use Map attached as Schedule A of this document.

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
	Zoning	West Hants LUB	33.1	The following uses shall be permitted in the Open Space (OS) zone: • Cemeteries • Historic sites, interpretive centres and museums • Outdoor recreation uses • Parks and playgrounds • Uses, buildings and structures necessary for the prevention of floods, soil erosion and other similar natural occurrences"
	Zoning	West Hants LUB	17.1	The following uses shall be permitted in the Recreation Commercial (RecC) zone: • Campgrounds • Driving ranges • Golf courses and club houses • Single unit dwellings • Ski lodges and facilities • Tennis courts and club houses
	Zoning	West Hants LUB	24.1	The following uses shall be permitted in the Water Supply (W) zone: • Agricultural uses excluding dwellings, the keeping of livestock and greenhouse operations • Forestry uses excluding processing structures • Historic buildings and sites • Municipal water treatment and distribution uses • Outdoor recreation uses provided no permanent structures are erected • Uses, buildings and structures necessary for the prevention of floods, soil erosion and other similar natural occurrences • Woods camps
	Zoning	Hantsport LUB	13.1	Conservation Open Space (COS) Zone Permitted Uses: • recreational uses that do not involve structures other than open air structures • agricultural uses that do not involve structures other than open air structures and greenhouses
	Zoning	Hantsport LUB	12.1	Recreation Open Space Zone (OS) Permitted Uses: • cemeteries • pavilions, band shells • sports fields • buildings and structures accessory to the foregoing including canteens and related amenities
	Wetlands and Watercourses	Hantsport LUB	5.2	All main buildings shall be set back from a watercourse as shown on the Zoning Map a distance of 30 metres.
	Programming	Active Living Strategy	Engagement Outcome	Public consultation garnered citizens' desire to perform the following activities: • safe roadsides/trails for walking • use of Trails • swimming • kayaking • canoeing • snowshoeing • hiking and • orienteering.
	Programming	Active Living Strategy	Engagement Outcome	Regarding the importance of having activities in every community.
	Programming	Active Living Strategy	Engagement Outcome	Regarding more public time at the KES swimming pool and Brooklyn arena.
	Programming	Active Living Strategy	Recreation Survey Results	Ipsos Reid Recreation Survey highlights on page 22 of Report.
	Active Transportation	West Hants ICSP	Goal: Promote Active Transportation (p 43)	Expanding the number of walking trails may well be an objective in a parks and open space strategy. Indoor walking trails are also important; one has been incorporated in a recently constructed civic centre.
	Food Security	West Hants ICSP	Goal: Encourage backyard and community gardens Support the "Buy Local Food" movement	Council will encourage the establishment of community gardens in the more urban areas of the Municipality.

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
	Tourism	West Hants ICSP	Goal: Promote Tourism (p36)	a) Council will investigate opportunities to attract more tourists to the Municipality. b) Better signage, interpretive centres, bicycle routes, salt marshes are a number of areas that may warrant further investigation to attract visitors
	Partnerships	West Hants ICSP	Goal: Provide recreational programs and opportunities for all residents (p 39)	Council will consider entering into partnership in the provision of recreational services.
4. Link parks and open space with other places.	Water Access	West Hants MPS	Policy 4.21.2	It shall be the policy of Council to prevent development from eliminating public access to lakes and rivers in West Hants. This will be accomplished either by the acceptance of waterfront land given under the parkland dedication provisions of the West Hants Subdivision By-law or by the purchase of such lands with the money collected in lieu of land dedication.
	Connections to Active Transportation	Active Transportation Plan	Section 2.9 Community Input	Connection between schools and neighbourhoods needed to allow youth to get to school/recreation by bike.
	Connections to Active Transportation	Active Transportation Plan	Section 3.2 Network Opportunities	Inactive rail lines owned by the Windsor to Hantsport Rail Company present another major opportunity to establish key connections within a region-wide active transportation network.
	Wayfinding	Active Transportation Plan	Section 4.3 Wayfinding	Improve linkages between trail or park facilities and adjacent community amenities.
	Wayfinding	Active Transportation Plan	Section 4.3 Wayfinding	Use off site directional signage where needed.
	Tourism	Active Transportation Plan	Section 2.9 Community Input	Regarding connection to blue route needed for tourism.
	Active Transportation	West Hants ICSP	Goal: Promote Active Transportation (p 43)	a) Council will consider amending its subdivision by-law to require sidewalks and/or bicycle lanes for new municipal public streets. b) Council will encourage the province to provide for bicycle use as part of highway renewal projects, except for controlled access highways. c) Council will explore the potential of designating a number of roads in the municipality as bicycle routes and promoting their use.
	Water Access	Active Living Strategy	Outdoor Recreation (p 14)	It is imperative that the Municipality maintain access along the shores of lakes and the Minas Basin waters for public use through a Parks and Open Spaces Plan.
5. Showcase community identity and history.	Municipal Park Maintenance	MCCAP	7.3 Climate Change Opportunities & Challenges to Municipal Operations	Essential to the functioning and well-being of West Hants are a variety of socially valued assets, including (but not limited to): • Civic Centre in Brooklyn • Community Halls • Churches • Elementary Schools (Brooklyn, Summerville, Newport, Falmouth, Windsor Forks) • West Hants Middle School• Avonview High School • Windsor Elms Village• Provincial Parks located within West Hants • Municipally maintained parks: - St. Croix Recreation Site - Eldridge Road Recreation Site - Irishmans Road Recreation Site - Halewood Drive (small parcel of parkland) - Falmouth Mini Park and Causeway Trail and Causeway Trail and Causeway Trail and Causeway Trail, Armstrong Lake (small parcel of parkland), Kempt Quarry Recreation Site - Hobarts Beach • Avondale Wharf & Waterfront/ Museum• Commercial Districts such as in Brooklyn • Town of Windsor, particularly its grocery stores • Avon Valley Golf Course • French Mill Brook Watershed

Guiding Principle	Topic	Planning Document	Policy/Regulation	Description
	Smart Growth	Active Transportation Plan	5.2 Policies and Planning	Siting of recreation opportunities close to existing communities is critical to maintain community feel and reduce costs
	Wayfinding	Active Transportation Plan	Section 4.3 Wayfinding	Improve sense of arrival by installing trailhead or park signs at entrances to AT facilities.
	Wayfinding	Active Transportation Plan	Section 4.3 Wayfinding	Use entrance signage to improve sense of arrival and communicate usage.
6. Evaluate and update plans over time.	Future Land Use	West Hants MPS	Policy 16.1.1	It shall be the policy of Council to review and make amendments to this Strategy:... (c) when Council deems it necessary because of a change in policy intentions or the development environment.
	Develop a parks and open space plan	Hantsport MPS	Goal 2.4.1 (Goals)	Provide parks and recreational opportunities.
	Develop and parks and open space plan	Active Living Strategy	Public Lands Profile (p 12)	An analysis of [Municipal] lands (including value and liability) and development of a Parks and Open Spaces Plan is needed to identify opportunities and priorities.
	Develop and parks and open space plan	Active Living Strategy	GOAL 3: SUPPORTIVE PHYSICAL ENVIRONMENTS To create, maintain and enhance physical environ-ments, both built and natural, that support PA.	Develop and implement a Parks and Open Spaces Plan (presented to Council 2015).
	Develop a parks and open space strategy	West Hants ICSP	Goal: Provide recreational programs and opportunities for all residents (p 39)	Council will consider the preparation of a Parks and Open Space Strategy for the Municipality.

Appendix 6:
Policy and By-Law Changes for Plan Implementation



Municipality of the District of West Hants
Parks and Open Space Plan

Avondale Wharf and Waterfront

It is recommended that staff in consultation with the Planning Advisory Committee and Council will update relevant planning documents to enable a compatible relationship between this Parks and Open Space Plan and those planning documents. In addition to such updates some changes are identified under each planning document title below that may contribute to the successful implementation of this Plan:

West Hants Subdivision By-law

1. Part 14: Change "Parkland Dedication" to "**Parks and Open Space Dedication**".

2. Section 71:

   Prior to approval by the Development Officer of the final plan of subdivision, the subdivider shall either:

   (a) transfer to the Municipality, free of encumbrances, for parks, playgrounds, and similar public purposes, an area of useable land within the area being subdivided equal to five percent (5%) of the area of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider, **or ten percent (10%) when the proposed location of subdivision is listed in growth areas identified in the West Hants Municipal Planning Strategy;** or

   (b) provide to the Municipality a sum of money equivalent to five percent (5%) of the market value, as determined by an assessor, of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider **or ten percent (10%) when the proposed location of subdivision is listed in growth areas identified in the West Hants Municipal Planning Strategy;** or

   ...

   (e) When lands to be transferred are not needed to meet the needs of people residing either full time or part time in the area, the Municipality may request the transfer of cash-in-lieu.

3. Section 73: Definition of Useable Land: Change to reflect the ideas noted below in **bold:**

   (a) For the purposes of Sections 71 and 72, useable land shall be defined as land that:

   (i) has an average slope over the entire parcel of not more than **ten percent (10%) and** that any part of the parcel with a slope of **ten percent (10%)** or more shall not exceed one-quarter (¼) of the area of the entire parcel;

   (ii) consists of a parcel having an area of one half (1/2) acre or more;

   (iii) is serviced by central water and sewer systems, or is capable of supporting an on-site sewage disposal system, unless the parcel is intended for **Linear Parks**, **Neighbourhood Parks, Cultural Parks or Preservation and Production Open Space that** do not require an on-site sewage disposal system or services;

   (iv) is not a clearing and grubbing disposal area;

   (v) is not swampland or subject to flooding;

   (vi) is not an electrical transmission corridor;

   (vii) where applicable, is able to meet the requirements for lot area and lot frontage contained in the Land Use By-law;

   (viii) has a public street or private road frontage consistent with one of the following conditions:

   i. Public street or private road frontage of 30.5 metres (100 feet) or more; or

   (ix) achieves a moderate or high degree of Suitability (by using the Suitability Framework).

   (b) The criteria in subsection 73(a) may be waived if the land to be transferred is considered unique by the **Development Officer** in that the parcel is:

   (i) land suitable for preservation as an interpretive natural reserve area based on the opinion of a qualified professional;

(ii) land of significant historical or archaeological value to the Municipality;

(iii) land adjacent to, **or within a 500m (1,640 feet) distance of,** a park or open space owned by the Municipality;

(iv) land deemed by the Recreation Director for the Municipality to be required for recreational purposes;

(v) land located in the Water Supply (W) zone; **or**

(vi) land that is outside of the subdivision area and owned by the landowner that will contribute to the parks and open space network described in the Parks and Open Space Plan or meets the needs of citizens who are underserviced in terms of parks and open space.

(c) Any land to be conveyed to the Municipality other than that meeting the requirements of subsection 73(b) shall abut a public road or private road **and contain a frontage on said public road or private road of not less than 30.48 metres (100 feet) unless a frontage of less than 30.48 m (100') is considered desirable for the future development of a Neighbourhood Park, as determined by the Development Officer in consultation with the Recreation Director.** Land to be conveyed to the Municipality pursuant to the requirements of subsection 73(b) shall be accessible by a public street or private road or by a public easement a minimum of 15.24 metres (50 feet) in width and providing a connection to a public road.

Municipal Planning Strategy for West Hants

1. Change the title at Section 13.2 "Open Space" to "Parks and Open Space" and change the word "open space" to 'parks and open space" where appropriate throughout the MPS;

2. Include in Section 13.2 or 16.4, policy that enables 10% Dedication in growing areas, such as: "Notwithstanding other requirements of this Municipal Planning Strategy, an amount of land, cash-in lieu of land or a combination of land and cash-in-lieu equal to 10% of the market value of lands to be subdivided shall be transferred to the Municipality if such lands fall within areas on the West Hants Generalized Future Land Use Map (GFLUM) labelled as Hamlet, Village, Village Core, Residential, and Commercial Core. These areas are generally seen as growth areas within the Municipality";

3. Update Policy 16.4.1(c) to state: "requirements for dedication of **open space** or cash-in-lieu **for the purpose of parks and open space**; and,

4. Update the West Hants Zoning Map and Generalized Future Land Use Map (GFLUM) to reflect the parks and open space opportunities identified in this plan.

5. Include provisions to accommodate the addition of 71(e).

6. Include provisions to accommodate the addition of 73(a)(ix).

7. Include provisions to accommodate the addition of 73(b)(vi).

Municipal Planning Strategy for Hantsport

1. Update the Hantsport Generalized Future Land Use Map (GFLUM) to reflect the parks and open space opportunities identified in this plan. Of particular note are opportunities for Municipally owned lands west of the Hantsport Riverbank Cemetery (identified in 'Area 1 Network Opportunities') and overall roadside improvements for walking.

Municipality of the District of West Hants

Parks and Open Space Plan

2016 - 2026













ARCHITECTS+PLANNERS

Acknowledgements

Consultant Team

Teresa Thomas, Planner and Project Manager, TEAL Architects+Planners Inc.

Stephen Cushing, Landscape Architect, TEAL Architects+Planners Inc.

Emily Macdonald, Planner, TEAL Architects+Planners Inc.

Tom Emodi, Architect and Senior Advisor, TEAL Architects+Planners Inc.

Ian Bryson, GIS Analyst, CBCL Ltd.

Adam Clark, Structural Engineer, CBCL Ltd.

Municipality of the District of West Hants Project Team

Bekah Reagan, Project Manager, Active Living Coordinator

Kathy Kehoe, Director of Parks and Recreation

Karen Dempsey, Director of Planning

Tracy Robinson, Planning Technician

Jeanne Bourque, Planner

Photo Credits

Cover photo: Chris Geworsky (2016) and Municipality of the District of West Hants Staff (2016).

Other photos: Stephen Cushing (2016) and Municipality of the District of West Hants Staff (2016).

Created September 2015 - May 2016.

Contents

Acknowledgements 2

Contents 3

Maps, Tables and Figures 6

Glossary 7

Acronyms 11

EXECUTIVE SUMMARY 13

1.0 INTRODUCTION 15

1.1 Purpose 15

1.2 Values Based Planning Approach 15

1.3 Guiding Principles 16

1.4 Methods and Analysis 17

2.0 PLANNING CONTEXT 21

2.1 People and Recreation 22

2.2 Policy Context 23

3.0 PUBLIC ENGAGEMENT 27

3.1 Where We Go 27

3.2 What We Do 29

3.3 What We Value 31

Contents

4.0 INVENTORY + OPPORTUNITIES 33

4.1 Existing Parks and Open Space 33

4.2 Parks and Open Space Types in West Hants 36

4.3 Current Parks and Open Space Level of Service 40

4.4 Top 5 Priority Parks and Costs 50

4.5 Future Parks and Open Space Network: Summary of Opportunities 68

5.0 IMPLEMENTATION 85

5.1 Prioritized Actions 85

5.2 Decision-Making Toolkit for Land Management Decisions 86

5.3 Education and Promotion Opportunities 88

APPENDICES



Falmouth Mini Park and Causeway Trail

Maps, Tables and Figures

List of Maps

Map 1: Population and Places of Residence 21
Map 2: Places People Recreate or Would like to Recreate 29
Map 3: Current West Hants Parks and Open Space Properties 34
Map 4: Water Access Locations 35
Map 5: Gap Analysis of Park Types 41
Map 6: Top 5 Parks 50
Map 7: Falmouth Mini Park and Causeway Trail 53
Map 8: Avondale Wharf and Waterfront 58
Map 9: Irishmans Road Recreation Site (and Context Map) 61
Map 10: Eldridge Road Recreation Site 64
Map 11: St. Croix Recreation Site 67
Map 12: West Hants Park Planning Area 1 69
Map 13: West Hants Park Planning Area 2 72
Map 14: West Hants Park Planning Area 3 75
Map 15: West Hants Park Planning Area 4 78
Map 16: West Hants Park Planning Area 5 81

List of Tables

Table 1: Guiding Principles. 16
Table 2: Which parks and open spaces do you visit? 28
Table 3: Parks and Open Space Types in West Hants. 37

List of Figures

Figure 1: Population of West Hants by Age Category (2001 - 2011). 22
Figure 2: Policy Documents. 25
Figure 3: The Planning Areas Where Residents of Each Planning Area Recreate. 27
Figure 4: How do you get to your parks? 28
Figure 5: What activities do we do? 30
Figure 6: What activities do we do in Winter? 30
Figure 7: For what do we most value our parks and open space? 31
Figure 8: Should we spend more money on parks and open space? 31
Figure 9: Acquisition Priorities. 86
Figure 10: Process to Identify Priority Lands. 87

Glossary

Acquisition	The process of purchasing or obtaining parks or open space. Acquisition may also apply to access of outdoor spaces that are not Municipally-owned, such as through land lease agreements.
Action	A term used in this plan to indicate the steps required or recommended for the Municipality to ensure the successful implementation of this plan.
Active Transportation	All forms of human powered or non-motorized transportation. It typically refers to walking, running and cycling, but also rollerblading, skateboarding, wheelchair use, etc.
Adaptive Management	Referred to as 'adaptive management', parks and open space plan objectives and outcomes should be regularly evaluated in order to meet the changing needs of people and the environment. Regular refinement of standardized evaluation, management and design guides, such as the Decision-Making Toolkit and Municipal policy and recommendations, is essential to being 'adaptive'.
ArcGIS	Produced by ESRI, it is a geographic information system (GIS), or software, for creating and working with maps and geographic information.
Asset Mapping	A mapping activity that relies on the community to identify its assets and to generate a plan to solve problems.
Citizens	People who reside in West Hants either full time or part time during the course of a year.
Community Park	Typically 2 hectares (5 acres) or more, these parks are usually home to athletic facilities, picnic areas, paths, schools and other passive recreation opportunities. May accommodate community food garden plots. These typically attract people within a 5 kilometre radius of the park.
Crown Land	Public land administered by Provincial and Federal governments. Crown land is officially entitled to the Canadian monarch, Queen Elizabeth II, however this is in her position as sovereign, not an individual therefore Crown land cannot be sold by the sovereign without the proper advice and consent of her (Canadian) ministers.
Cultural Park	These include outdoor spaces that have an attached historical or cultural value (e.g. gardens, cemeteries, church properties, memorials, etc.). Cultural Parks may accommodate community food garden plots and they attract people from 30 kilometres of the park.

Dissemination Area	The smallest standard geographic area for which all Statistics Canada census data are disseminated, it is a relatively stable geographic unit with a population of 400 to 700 persons.
Divestment	The sale of unsuitable or unusable land by the Municipality.
Downzoning	The assignment of a zoning grade to land under which the permitted density of housing and development (and therefore future profitability) is reduced.
Environmentally Sensitive Areas	Areas required for the preservation of plant and animal life; habitats for fish and wildlife species; areas required for ecological and other scientific purposes; rivers, streams, bays, estuaries and coastal beaches, lake shores, banks of rivers and streams, and watershed lands.
Gap Analysis	The comparison of actual performance with potential or desired performance (e.g. of policy, or park lands)
Geographic Information System	(GIS). A computerized system for geographical data collection, storage, manipulation, and analysis.
Green Infrastructure	The planted and natural greenspaces of the Municipality that are used to ensure the health and safety of citizens and to adapt to a changing climate. Green infrastructure includes parks and open space, stormwater infiltration and street trees.
Hazard Area	Areas requiring special management or regulations, (e.g. steep slope areas, floodplains, wetlands, watersheds, geo-hazards)
Integrated Community Sustainability Plan	A long-term plan, developed in consultation with citizens, to help the community realize sustainability objectives within environmental, cultural, social and economic dimensions of its identity.
Ipsos Reid	Canada's largest market research and public opinion polling firm.
Land Use By-Law (LUB)	Land Use By-laws are regulations that specify development controls and land use development policies found in the MPS.
Level of Service	The measurable quantity and quality of service (of parks and open space) provided to citizens by the Municipality.

Linear Park

A variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.

Management

Outdoor space operations, maintenance, acquisition of new spaces, divestment of superfluous spaces, funding for outdoor spaces, and coordination of outdoor community groups.

Municipality

The Municipality of the District of West Hants.

Municipal Climate Change Adaptation Plan

(MCCAP). A plan adopted by Council that identifies the impacts of climate change in West Hants, and also policy and procedures that could help protect people, properties, special places, and essential municipal services.

Municipal Government Act

The legislative framework that delegates provincial authority to municipal councils in Nova Scotia.

Municipal Planning Strategy

A Municipal document that provides the framework to guide the growth and development in West Hants and sets out the policies of council regarding future developments.

Natural Areas

Areas designated by the Province of Nova Scotia to be protected as representative native ecosystems, for the protection of endangered species, and used for education and research.

Neighbourhood Park

The smallest-sized park type in West Hants, which is used on a daily basis by members of a neighbourhood typically within a 1 kilometre radius of the park. Informal active recreation or passive recreation are typical and informal fields, playgrounds, picnic areas, and seating are found. May accommodate community food garden plots.

Open Space

Lands owned by government or other entity that are not programmed for recreational use and typically do not contain buildings or other structures. These may be unused naturalized land, environmentally-sensitive land, landscape views or lands within prescribed setbacks or other reserves on private property. In this plan, Open Space falls within the Preservation and Production park, and open space type.

Opportunities, standards and other references to Open Space in this plan refer to Municipally-owned lands only, unless otherwise specified.

Park

Land owned by the Municipality or other entity that is programmed for active or passive recreational enjoyment. There are five park types in West Hants, which are defined by uses, size and numbers of people serviced: Neighbourhood, Community, Regional, Cultural and Linear. Parks typically contain buildings or sports/play infrastructure and standard levels of service apply.

Park Planning Area

Useful for determining levels of service, and for education and promotion, these signify the sections of West Hants where citizens both live and recreate (without going outside of that Area), as determined through public engagement.

Preservation And Production (Open Space)

Typically at least 4 hectares (~10acres) in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.

Protected Water Area (PWA)

A designation administered by the Province of Nova Scotia under the Environment Act that enables the universally accepted multiple-barrier framework for managing municipal drinking water supplies in Nova Scotia.

West Hants is host to three water supply areas, two that are designated and one with designation in draft form, respectively: Mill Lake, French Mill Brook and Davidson Lake.

Regional Park

Typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses.

Opportunities, standards and other references in this plan refer to Municipally-owned lands only, unless otherwise specified.

'Right of First Refusal' or 'Option on Land'

A contractual right to acquire property prior to it being available on the open market. It is typically obtained through a formal request to the land owner and may or may not be accompanied by a fee.

Stakeholder

Groups, individuals, or organizations (e.g. business, government, recreation) who have a financial, business, or public stake in the parks and open space network. The interest and stake is different than that of the general public.

Stormwater

Water originating from precipitation events (e.g. rain, snow) that 'runs off' of paved surfaces (e.g. sidewalks, roads, parking lots) into catch basins, drainage areas, or water bodies.

Subdivision

The division of land into smaller pieces for ease of sale or development.

Usable Land	Land considered usable as parks or open space as defined by the Municipality of the District of West Hants and the former Town of Hantsport Subdivision By-laws.
Subdivision By-law	This by-law includes regulations that establish standards for how land can be subdivided.
Value	Qualities and characteristics that citizens of West Hants describe as important in their outdoor spaces.
Values-Based Planning Approach	The inclusive and transparent process that considers the values of West Hants citizens into parks and open space decision-making. Values can be used in many ways including the prioritization of open space management, to determine the allocation of resources, to identify conflicts in the landscape, and to maintain or enhance landscape elements that are favoured.
West Hants	The geographic area governed at the municipal level by the Municipality of the District of West Hants, which excludes Windsor but has included Hantsport since July 1, 2015.
Wilderness Areas	Areas designated by the Province of Nova Scotia to contain representative landscapes and native biodiversity and also used for recreation.

Acronyms

AT	Active Transportation
DA	Dissemination Area
GIS	Geographic Information System
ICSP	Integrated Community Sustainability Plan
GFLUM	Generalized Future Land Use Map
LUB	Land Use By-law
MCCAP	Municipal Climate Change Adaptation Plan
MGA	Municipal Government Act
MPS	Municipal Planning Strategy
PWA	Protected Water Area



Cambridge Beach

EXECUTIVE SUMMARY

Citizens of the Municipality of the District of West Hants use parks and open space for personal and organized recreation, to connect with people, and to enjoy nature. A ten-year comprehensive plan has been developed to direct the management (e.g. operations, maintenance, acquisition, divestment, funding, programming, education) of approximately 175 hectares (435 acres) of Municipally-owned land. This plan will ensure that the local network of parks and open space will continue to meet recreational needs, and protect unique natural and cultural resources.

The Municipality of the District of West Hants Parks and Open Space Plan stands as a milestone in the Municipality for two reasons: First, a full inventory and review of approximately 165 Municipally-owned parcels has been conducted. Second, for the first time, citizens of the Municipality have been consulted on what they value about the entire parks and open space network and what the future of the network should look like. Identifying what people value in their outdoor spaces is a more proactive approach than focusing on problems. These values help define 'suitable' future parks and open space when using the Suitability Framework found in Appendix 1. This plan also includes a review of public policy, planning precedents, gap analysis, and six Guiding Principles to shape future decisions.

Four methods of data collection contributed to the formation of the Parks and Open Space Plan: 1) a review of best planning practices across Canada; 2) a review of existing policy frameworks set out by the Municipality of the District of West Hants, and policy set in place by the Province of Nova Scotia; 3) an extensive public engagement process including paper and online surveys, community open houses and workshops, a stakeholder workshop, and a youth engagement session; and 4) ground-truthing of 165 parcels to collect pertinent site information, which is now available to the Municipality in a database.

A series of 15 prioritized management actions stem from the analysis of collected parks and open space information. Three analysis tools were used to reveal these 15 actions. First, a gap analysis was completed to identify the locations of citizens who are lacking access to certain types of parks. Second, using plan Guiding Principles as a framework, gaps in parks and open space policy was revealed. Third, site opportunities were developed from the review and synthesis of the parks and open space data collected during site visits. A 'top 5' list of well-used and frequently visited parks and open space was identified. For each of the five spaces, site opportunities were extensively evaluated and cost estimates provided. Concept drawings were illustrated to highlight the approximate locations of site opportunities. Additionally, five park planning areas were identified based on park location, park capture area, and location of dwellings.

In addition to the establishment of park types and standards for West Hants, a key deliverable from this Parks and Open Space Plan is a Decision Making Toolkit to be used by Municipal staff or a committee. The Toolkit can guide decisions about the Parks and Open Space network, to ensure decisions about land acquisition, divestment and development meet the intent of the plan. Users of this toolkit will be able to evaluate and prioritize lands for acquisition based on the four standards described in detail in the Toolkit: usability, suitability, budget, and urgency.

For the next ten years, decision-makers, community groups, and other stakeholders will be able to use this plan to deliver a parks and open space network that will meet the needs of citizens in West Hants.



Irishmans Road Recreation Site

1.0 INTRODUCTION

1.1 Purpose

Parks and open space are public properties that enable recreation and enjoyment. They also protect the environment, and preserve culturally important places. This Parks and Open Space Plan comprehensively reviews community values and the West Hants parks and open space inventory to identify the best possible network to meet the needs of citizens for the next ten years.

Municipal policy documents[1] have called for the creation of a Parks and Open Space Plan. As a result, this plan serves as an important milestone in West Hants for two reasons:

A Citizens' Values are Identified

For the first time, citizens of West Hants were consulted on what they value about the entire parks and open space network and what the future of the network should look like. This is significant as parks and open space research and planning show that a truly sustainable network of open space and the resources within it depends on a broad set of values identified by the public (e.g. Digby Open Space Strategic Plan, HRM Urban Forest Master Plan, Point Pleasant Park Master Plan, CSA Sustainable Forest Management). This is balanced by public policy and planning precedents.

B Management Plan Identified

The development of this plan included the inventory and analysis of Municipally-owned land. This plan ensures that all Municipally-owned and accessible lands will be inventoried and analysed. Importantly, management actions have been outlined for the horizon of 2016 to 2026.

West Hants spans some 1,345 square kilometres (332,356 acres). The Municipality owns and manages 175 hectares (435 acres) of parks and open space lands. Although this plan strategically considers all parts of the network (e.g. Municipal, Provincial and private lands), Municipally-owned lands are the primary focus.

1.2 Values Based Planning Approach

Identifying what people value in outdoor spaces is a more positive approach than simply focusing on problems. Values are qualities and characteristics that citizens of West Hants have described as important in their outdoor spaces. A range of values have been collected and used to inform this Plan. These values are easily organized into two types:

- Ecological (e.g. biodiversity of plant species, removal of carbon from the atmosphere, wildlife habitat, flooding mitigation, soil stabilization, mitigation of climate change effects), and
- Social (e.g. physical activity, personal well-being, natural beauty, community gathering).

In the West Hants Parks and Open Space Plan, values have been used, in part, to:

- Define 'suitable land' for parks and open space use in West Hants;
- Identify challenges with the current parks and open space network; and to
- Suggest improvements to the current parks and open space network.

1 Plans include the Active Living Strategy, West Hants Municipal Planning Strategy and Integrated Community Sustainability Plan

1.3 Guiding Principles

Guiding principles direct the creation and management of the parks and open space network. These principles come from community values, municipal policies, and best practices:

Table 1: Guiding Principles

Prioritize environmental protection.	Environmental protection must be considered a high priority to ensure sensitive lands, waters, and wildlife habitat are not unduly harmed by human recreation.
Plan green infrastructure to adapt to climate change.	Green infrastructure includes the planted and natural greenspaces that are used to ensure the health and well-being of citizens and to mitigate the negative effects of climate change. Mitigative actions include carbon sequestration, stormwater capture, flood mitigation and shoreline stabilization. Green infrastructure may be a key component of parks such as trees, garden, rain gardens, and swales. Parks may be developed around green infrastructure such as stormwater management ponds.
Plan spaces for all interests and abilities.	Access to active and passive recreation is important to all citizens of West Hants for their physical and mental health. 'Access' means having appropriate amenities, such as flat and stable walking surfaces, water access, and stimulating appropriate recreation spaces within a suitable proximity to where citizens live.
Link parks and open space with other places.	Linking people from their home to parks using trails, multi-use paths, and water access points enables active transportation, and the freedom for people of all ages to access the parks and open space network.
Showcase community identity and history.	Sense of identity is strengthened when valued outdoor spaces are enhanced. Enhancements may prominently display park aspects related to West Hants history, resource production, natural processes, and geography (e.g. Mi'kmaw and Acadian land works and settlements, resource production and harvesting, among others). Good park maintenance and design can also strengthen community pride.
Evaluate and update plans over time.	Referred to as 'adaptive management', parks and open space plan objectives and outcomes should be regularly evaluated in order to meet the changing needs of people and the environment. Regular refinement of standardized evaluation, management and design guides, such as the Decision-Making Toolkit and Municipal policy and recommendations, is essential to being 'adaptive'.

1.4 Methods and Analysis

Methods

M1 Best Practice Review

Four park and open space plans and related subdivision by-laws were reviewed in detail for local understanding. This review included definitions of usable land, park department budgets and park types. This review is attached in Appendix 5 (Detailed Policy Framework). Plans from across Canada were used as precedents and to inform the Suitability Framework, Guiding Principles, park size and catchment area standards, and gap analysis.

M2 Policy Review

The West Hants Parks and Open Space Plan conforms to Municipal and Provincial policy. To design the best parks and open space network, amendments to policy and regulation were evaluated. Policy documents reviewed for this plan are described in Section 2.0 Planning Context. A detailed review using the Guiding Principles to identify gaps is in Appendix 5, and proposed changes to existing regulation are in Appendix 6.

M3 Public Engagement

A) Online and Paper Survey

To reach a large group of citizens in West Hants, surveys were distributed in digital and paper formats. The online survey was hosted on the survey website called Survey Monkey and the link was distributed via the Municipal website, Facebook, Twitter, posters in public spaces and at schools, and newspaper and various organizations' newsletter advertisements. The paper survey was distributed at schools, public buildings, at a youth engagement session and to interested seniors groups. A mixture of open and closed-ended questions were administered to create an accurate picture of where people go outside, what they do, what they value and would like to improve in these outdoor spaces.

B) Community Open Houses and Workshops

Five community engagement sessions were held in the Municipality in November 2015. The program for engagement included:

> ***Open House:*** Upon arrival, event participants were given unstructured time to interact with the Consultant Team to ask questions and gain clarity on the purpose and methods of the Parks and Open Space Plan. At each open house session, participants were able to illustrate, with stickers on a map, where they live and recreate within the Municipality.
>
> ***Workshop***: Each session began with an introduction of the Consultant Team and a brief presentation on the value of public participation and how the session would run.
>
> In small groups, participants were invited to respond to a series of questions by writing and drawing on maps, paper, and post-it notes.
>
> After each session, participants reviewed and prioritized all responses collected during the engagement session.

C) Stakeholder Workshop

Parks and open space stakeholders are individuals, organizations, or groups within West Hants that have a special interest in the parks and open space network (e.g. outdoor related businesses, recreation groups, school board, tourism groups). A stakeholder workshop was conducted on November 12, 2015. Questions specific to organizational mandates, funding opportunities, and open space network were asked.

D) Youth Engagement Session

Youth in West Hants were an asset in the development of the Parks and Open Space Plan. Youth, active in their respective communities in West Hants, were invited to attend an interactive workshop on October 19, 2015. Discussion, asset mapping, and multimedia exercises were used to draw out ' ideas for the future of outdoor spaces in West Hants. The youth from this session were given surveys and posters to disseminate at their respective schools and communities.

M4 Ground Truthing

After a detailed desktop review of parks and open space in West Hants, the consultant team visited and evaluated each parcel of municipally-owned land (approximately 165 parcels) to collect pertinent site condition information showing in the Parks and Open Space Inventory in this Plan. Detailed site criteria were collected from October to December, 2015.[2]

2 The resulting inventory is showcased in Appendix 2

Analysis

Three analysis tools were used to evaluate the data collected.

A1 Park and Open Space Standards Gap Analysis

A gap analysis was completed to identify the locations of citizens who are lacking access to certain types of parks. This analysis was done using mapping software (ESRI ArcMap); Catchment areas of various standard sizes were drawn around parks according to the park type.[3]

A2 Park and Open Space Policy Gaps

An opportunity exists for the Municipality to have a parks and open space network that fulfils the Guiding Principles. After Municipal policies were sorted by the Guiding Principles, gaps in policy (related to certain Principles) became apparent. Some recommendations in this report suggest policy amendments that provide new or updated policy that will address important aspects of each Guiding Principle, such as proposed amendments to the definition of usable land found in the Subdivision By-Law(s).

A3 Parks and Open Space Network Analysis

Based on the parks and open space data collected during site visits, opportunities and recommendations were developed. A further analysis for surrounding activities and connections was made possible through a desktop analysis using mapping tools (e.g. ArcGIS, aerial photos land owner information, park and open space maps developed in this plan).

The full inventory of West Hants parks and open space is presented in Appendix 2 (Inventory and Opportunities).

3 Park types and standards, and park type catchment areas are explained in Table 3.

Information Limitations

Information in this plan is based on trends, assumptions, and data, which come from various sources. As such, information has its parameters and limitations. The list below reports such parameters and limitations by chapter in this Plan:

2.0 Planning Context

Population Counts: Statistics Canada 2011, grouped by Dissemination Area - part time citizens such as cottagers are likely not to be included in this population count.

Park Planning Areas: derived from public engagement sessions, existing road network, and Dissemination Area boundaries. Public input was limited to those who responded.

Resident Locations: Building points for buildings not commercial, cottage, industrial or otherwise non-residential. Hantsport building points not readily available for display.

Ipsos Reid Survey: See survey to view limitations.

3.0 Public Engagement

1A: Where We Go - Based on responses received through online and paper surveys. More than 450 people were represented, achieving a 95% confidence level for responses. Age groups were adequately represented. These were 0-15, 16-30, 31-40, 41-60 and 60+.

1B: What We Do - This is from responses received through online and paper surveys. Respondents listed the activities they perform and these responses were tallied.

1C: What We Value - Based on Responses received through online and paper surveys, as well as workshop sessions, Top 5 values were chosen from a list of values, and other values described are related to Top 5 but in the words of individuals rather than the prescribed options.

4.0 Inventory + Opportunities

Map 3: Current Parks and Open Space - Parks are limited to Municipally-owned lands only.

Map 4: Water Access Locations - Limited to locations noted during public consultation, and planning consultants' observances during site visits to Municipal lands. Locations may or may not be on public land.

Table 3: Parks and Open Space Types in West Hants - Park Types were adapted from planning standards and enhanced to address local conditions

4.3: Current Parks and Open Space Level of Service - Based on the Park Type Standards. The amount of land area for Neighbourhood Parks is comparable to that of Community Parks because most Community Parks are also considered Neighbourhood Parks. Many parks have more than one park type designation.

Map 5: Gap Analysis of Park Types - Green, grey and hatched buffers represent catchment areas for each Municipal parcel that is considered 'used' by citizens for park use. Parcels that are deemed 'under-used' do not have a buffer attached and therefore are not seen as servicing citizens. 'Used' and 'under-used' designations are found in the Detailed Inventory in Appendix 2.

4.4: Top 5 Parks - These parks were selected based on popularity and future infrastructure needs. Proposed infrastructure and site opportunities were identified through public consultation, from Municipal Staff knowledge, and consultant input (based on experience and best practices).

4E: Network Opportunities - These were derived from public consultation, Municipal Staff knowledge and consultant input, which is based on experience and best practices.



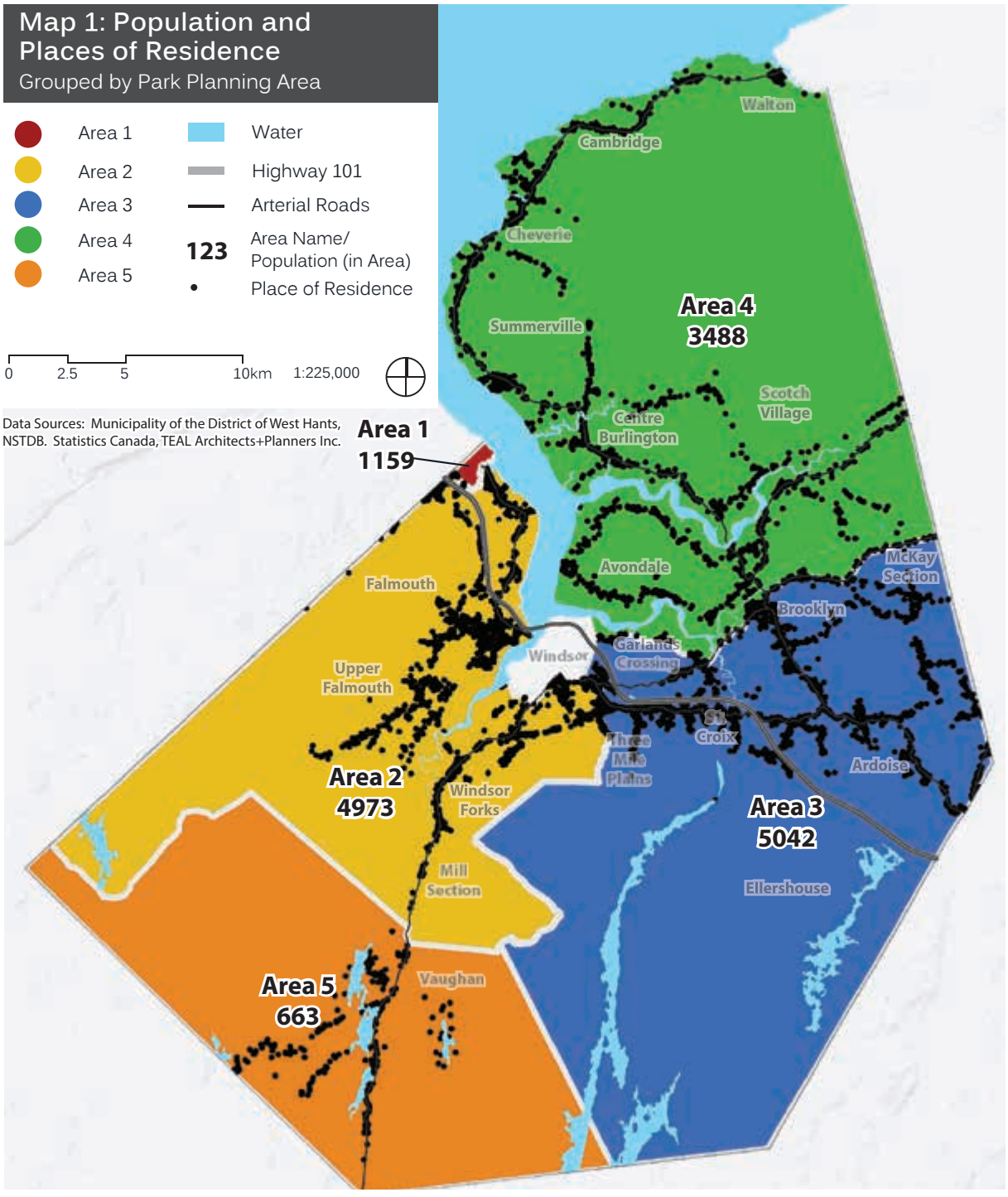
Kempt Quarry Recreation Site



A West Hants Open Space, Hantsport

2.0 PLANNING CONTEXT

This chapter identifies current and future demographics, the existing parks and open space network, and the local policy context that form the base understanding for planning the future West Hants park network. The planning context and other information throughout this Plan are grouped into five 'Park Planning Areas', which are seen below. These high-level areas generally represent the boundaries of where people live and the parks and open spaces they visit and are useful in understanding the gaps in parks and open space service provided by the Municipality.



2.1 People and Recreation

West Hants is one of the few municipal districts in Nova Scotia that is experiencing positive population growth. The former Town of Hantsport dissolved and merged with West Hants on July 1, 2015.[4,5] At the time of the 2011 Census, West Hants had a population of 14,165 and Hantsport had a population of 1,159.

A report completed prior to the dissolution of Hantsport projected that the population of West Hants would increase by 4.5% by the year 2031.[6] The same study projected that Hantsport (then a separate municipality) would lose 12.6% of its population. In actual numbers, this would result in total populations of 14,802 for West Hants (excluding Hantsport) and 1013 in Hantsport, a total of 15,815 in West Hants (including Hantsport) in the year 2031.[7] Combining projections for both areas, this represents overall growth of 3.2% between the years 2011 and 2031.

The distribution of citizens of West Hants is shown in Map 1. A successful parks network enables most current and future citizens to access various park types, such as neighbourhood and community parks. As the population grows, West Hants will have to monitor what is needed to service parks and open space needs. Service standards are detailed further in this Plan.

West Hants has a slightly younger population compared to that of Nova Scotia, with 23% of people under 20 years of age and 16% over 65, compared to 21% and 17%, respectively, for Nova Scotia. Trends of an aging population are similar to those of most, if not all, communities in Nova Scotia. Trends show an increasing number of older people, and a decreasing number of younger people. Trends are displayed in more detail in Appendix 3.

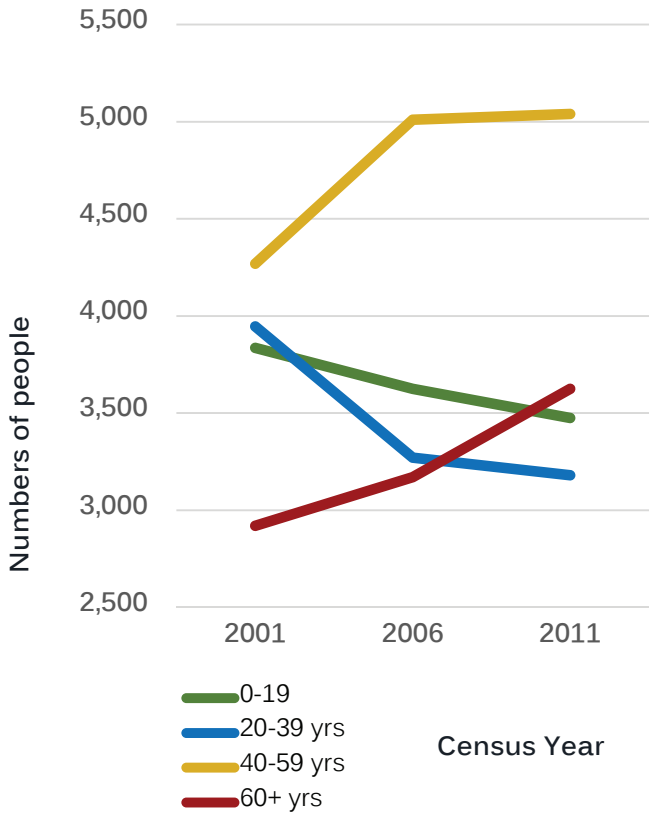


Figure 1: Population of West Hants by Age Category (2001 - 2011)

An Ipsos Reid phone survey of 300 West Hants citizens over the age of 18 was conducted in 2012. Information collected from this survey complements data gathered from the survey and public workshops completed during the creation of this Plan.

The Ispos Reid Survey found that the most popular activity for adults was walking. Sixty percent (60%) of respondents said they walk on a regular basis. Other activities mentioned by at least 7% to 9% of respondents were swimming, running, biking, and skiing/snowboarding. The most popular activities for children, as reported by parents, were skiing/snowboarding, soccer, and swimming.

Facilities used by both groups include trails or pathways, and sports fields or courts. Activities that both adults and children take part in are swimming, skiing/snowboarding, walking, and running.

4 The addition of Hantsport's population to that of West Hants is not reflected in Census data and is not a contributor to population growth in West Hants for the purpose of this report.
5 Census information for West Hants and Hansport used in this section has been combined unless otherwise indicated. Data tables are displayed in Appendix 01.
6 Hantsport Governance Study (2014), S. 2.4
7 This 10-year plan time horizon falls short of the year 2031 by 5 years, however these projections are nonetheless considered appropriate for the purposes of this plan.

Outdoor spaces used at least once a month include:

Adults[8]

Sidewalks and road shoulder	*67%*
Trails or pathways	*56%*
Parks or green spaces	*47%*
Beaches or lakes	*37%*
Sports fields or courts	*18%*

Children (reported by parents)[9]

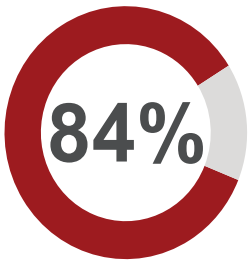
Sports fields or courts	*67%*
Playgrounds	*62%*
Trails or pathways	*55%*

When asked what would help adults become more physically active, most adults (84%) chose "access to paths, trails, and green spaces" as an important factor. Other responses suggest that adults' physical activity could increase with the following improvements to parks and open space:

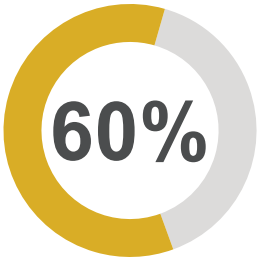
- Improve walking routes to key destinations (shops, services, work, school, community facilities)
- Provide walking space at the sides of roads (paved shoulder, trail, or sidewalks)
- Support walking events, programs, or clubs
- Develop more trails and pathways
- Improve safety (not crime-related) on walking routes (consider vehicle traffic, barriers or obstructions)

8 The lists of facilities were not extensive and some facilities listed as options for adults were not listed as options of facilities used by children (e.g. "sidewalks and space at the side of the road", "beaches or lakes" and "parks or green space").

9 Percentage represents the portion of parents who responded that their child (or children) participates in the activities listed. Each positive response may represent one or more children participating in the activities.



Adults walk on a regular basis



Adults say access to paths, trails, and green spaces would encourage physical activity.

2.2 Policy Context

A successful parks and open space network is described in complementary policy and planning documents. In West Hants, land-use plans and by-laws exist for both West Hants and Hantsport. Only the Active Transportation Plan (2014) considers the two communities together (see Figure 2).

Consideration has been given to strategic initiatives undertaken by other organizations, such as the Waterfront Development Committee's Waterfront Strategic Plan (for Lake Pisiquid) and Bicycle Nova Scotia's Blue Route. It is anticipated that coordination between organizations will occur at appropriate times to ensure the success of all initiatives.

Key components from relevant municipal documents are listed below and on the following pages. A comprehensive review of Municipal policies, regulations and other statements is found in Appendix 5.

MGA

The Municipal Government Act (MGA) is Provincial legislation that enables and requires Municipalities, in various ways, to plan their communities. In terms of parks and open space planning, highlights from the MGA include:

- A requirement for the Municipality to make the public aware and seek feedback when considering the divestment of lands for parks or open space acquired through the subdivision process.
- Minimum and maximum amount of land, or cash-in-lieu, to be taken by the Municipality upon the subdivision of land.
- The ability for Municipalities to define 'useable land' for parks and open space use.

- Money in exchange for lands that were acquired through the subdivision process must be re-invested in the parks and open space network.

Subdivision By-law, West Hants

- Lands for parks and open space use are collected primarily through the dedication of land upon subdivision approval.[10]
- Land required to be dedicated upon subdivision is currently 5% of the total land area or the equivalent of 5% of market value of the land in cash to the Municipality.[11,12]
- A combination of land and cash is also permitted, as well as a transfer of land that is not a part of the proposed subdivision but located elsewhere.
- Notably, when lands proposed for subdivision have water frontage, the By-law requires a portion of the land to be dedicated for public access to the water.

Subdivision By-law, Hantsport

- No requirement for 'parkland' dedication, nor a definition of usable land.

Municipal Planning Strategy (MPS), West Hants

- Open Space is intended to be permitted in all zones.
- Community use designation is intended to be applied to all open spaces for community recreation in the Generalized Future Land Use map.
- Only municipally-owned lands should be zoned for open space purposes.

Municipal Planning Strategy (MPS), Hantsport

- Several mentions of the municipality's responsibility to provide open space and recreation opportunities.
- Future land use should be according to the Generalized Future Land Use map.

Land Use By-law, West Hants

- Parks and open space are permitted in all zones, pursuant to Section 5.35
- Three zones and one overlay (special area) exist specifically for the designation of parks and open space and related uses: Open Space (OS) zone, Recreation Commercial (RecC) zone and Water Supply zone, and Dykelands Overlay. It is to be noted that new structures are extremely limited in the Dykelands Overlay pursuant to Section 34.1.
- Water Supply (W) zone promotes the protection of watersheds by limiting subdivision of land and permitted uses. This zone establishes a 4.05 hectare (10 acre) minimum lot size requirement and a 91.4m (300 ft) minimum length of water frontage.
- All structures must be set back from a watercourse a distance of 15.24 m (50 ft), pursuant to Section 5.49.

Land Use By-law, Hansport

- Buildings must be set back from a watercourse a distance of 30 m (~98 ft).
- Two zones exist to serve the purpose of designating areas for parks and open space: Recreation Open Space (ROS) zone and Conservation Open Space (COS) zone.

10 Municipality of the District of West Hants Municipal Planning Strategy (2008), p.103, http://www.westhants.ca/planning.html
11 Municipality of the District of West Hants Subdivision By-law (2008, as amended), http://www.westhants.ca/component/com_docman/Itemid,180/view,docman/
12 These funds must be used for the acquisition or development of parks and open space.

Municipality of the District of West Hants Integrated Community Sustainability Plan (ICSP)

- Commits Council to consider the preparation of a Parks and Open Space Plan for the Municipality.
- Encourages eco-tourism development (e.g. salt water marshes, bike routes, interpretive centres, etc.).
- Encourages community gardens in urban areas.

Active Avon: Active Transportation Plan for the Avon Region

- Proposes improved linkages between trails, AT routes, and existing recreation facilities.
- Proposes connections between schools and neighbourhoods for youth to walk and bike.
- Notes that siting of recreation opportunities close to existing communities is critical to maintaining a community feel and reducing costs to the municipality.
- Notes that signage can improve sense of arrival at parks and open spaces.
- Identifies trailhead opportunities.
- Identifies proposed trail locations.

Municipality of the District of West Hants: Active Living Strategy

- Calls for the protection of public access to lakes and the Minas Basin waters through a parks and open space plan.
- Mentions the need to develop a parks and open space plan to identify ways to improve citizens' access to physical activities.

Municipality of the District of West Hants: Municipal Climate Change Adaptation Plan (MCCAP)

Reveals that coastal flooding, drought, and inland flooding are the three most concerning natural hazards in terms of risks to life and damage to infrastructure.

- Lands within a 10m elevation from the current highwater mark are projected to be affected by rising tides and storm surges by 2100.
- Presents strategies to limit greenhouse gas emissions, improve organizational adaptive capacity, strengthen emergency management capabilities and reduce risks of adverse effects of climate change.



Figure 2: Policy Documents



West Hants Public Engagement

3.0 PUBLIC ENGAGEMENT

Information in this section was derived from the online and paper survey.

3.1 Where We Go

Useful for determining levels of service, and for education and promotion, the charts signify the sections of West Hants where citizens both live and recreate (without going outside of that Area), as determined through public engagement.

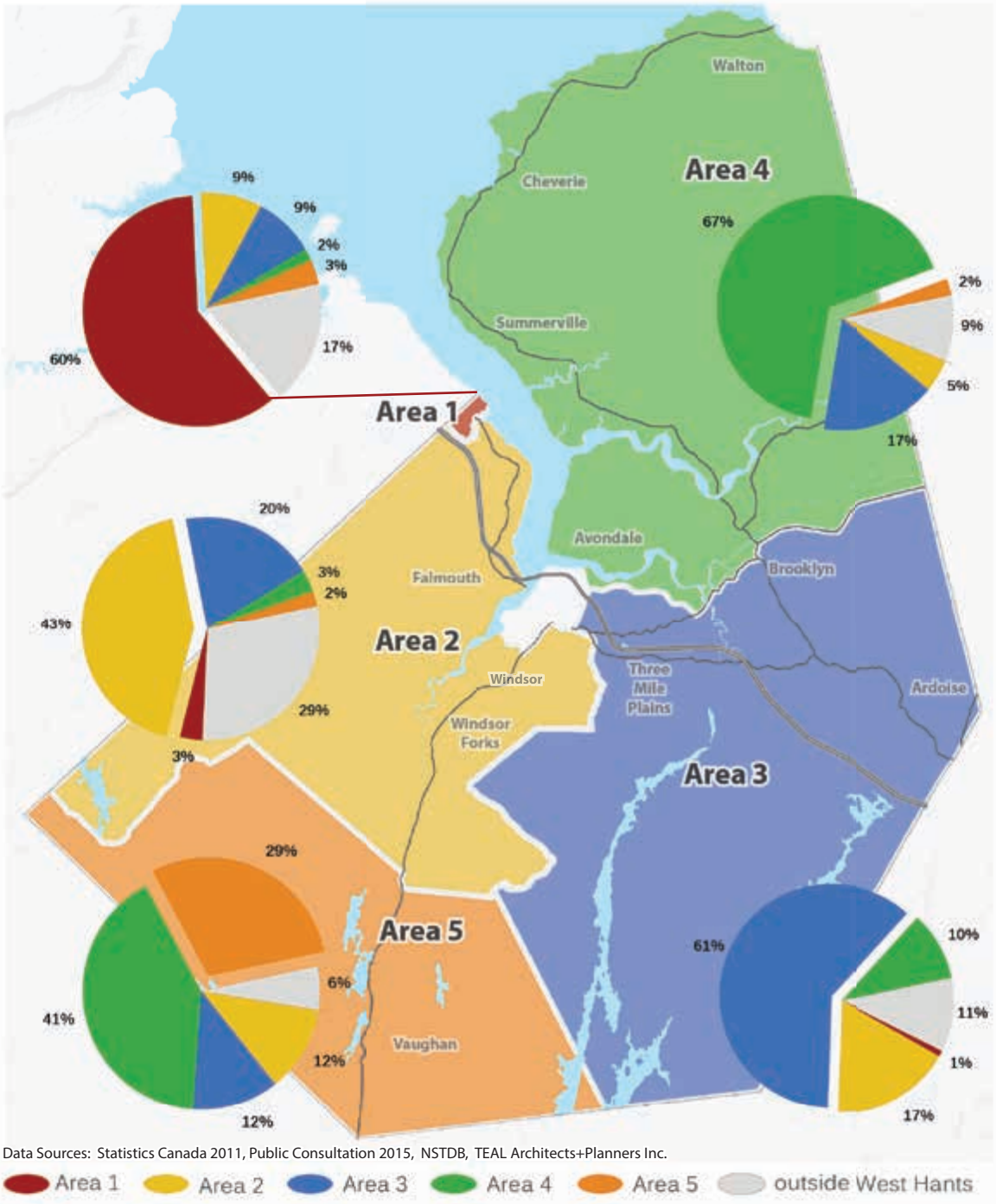


Figure 3: The Planning Areas Where Residents of Each Planning Area Recreate

Table 2: Which parks and open space properties do you visit?

Municipal Locations	# of mentions
Falmouth Mini Park and Causeway Trail	21
Eldridge Road Recreation Site	17
Avondale Wharf and Waterfront	13
Hobarts Beach	12
Irishmans Road Recreation Site	12
Kempt Quarry Recreation Site	11
Cheverie Salt Marsh Restoration Trail	6
Brooklyn District Elementary School Trail	5
Foundry Field	5
St. Croix Recreation Site	4

Locations	# of mentions
Falmouth Mini Park and Causeway Trail	21
Eldridge Road Recreation Site	17
Avondale Wharf and Waterfront	13
Hobarts Beach	12
Irishmans Road Recreation Site	12
Kempt Quarry Recreation Site	11
Cheverie Salt Marsh Restoration Trail	6
Brooklyn District Elementary School Trail	5
Foundry Field	5
St. Croix Recreation Site	4
Beaches along Kempt Shore	12
Bramber Beach	5
Windsor Forks District School	4
Provincial - Smileys Park	48
Private - HMCC	28
Private - Ski Martock	19
Provincial - Falls Lake	9
Provincial - road sides	7
Laurie Saulnier Memorial Trail (Akins Marsh)	6
Rail or old road	6
Private - Castle Frederick Farm Trails	5
Private - Grey Mountain	5

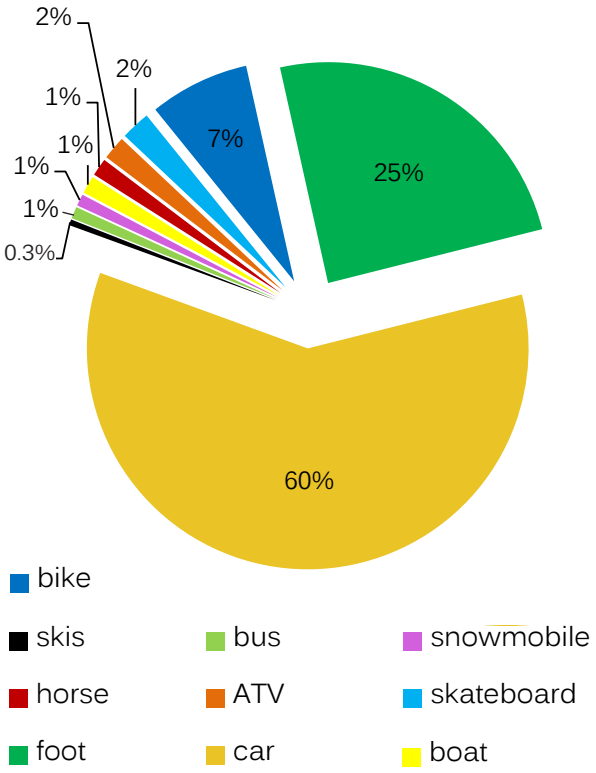
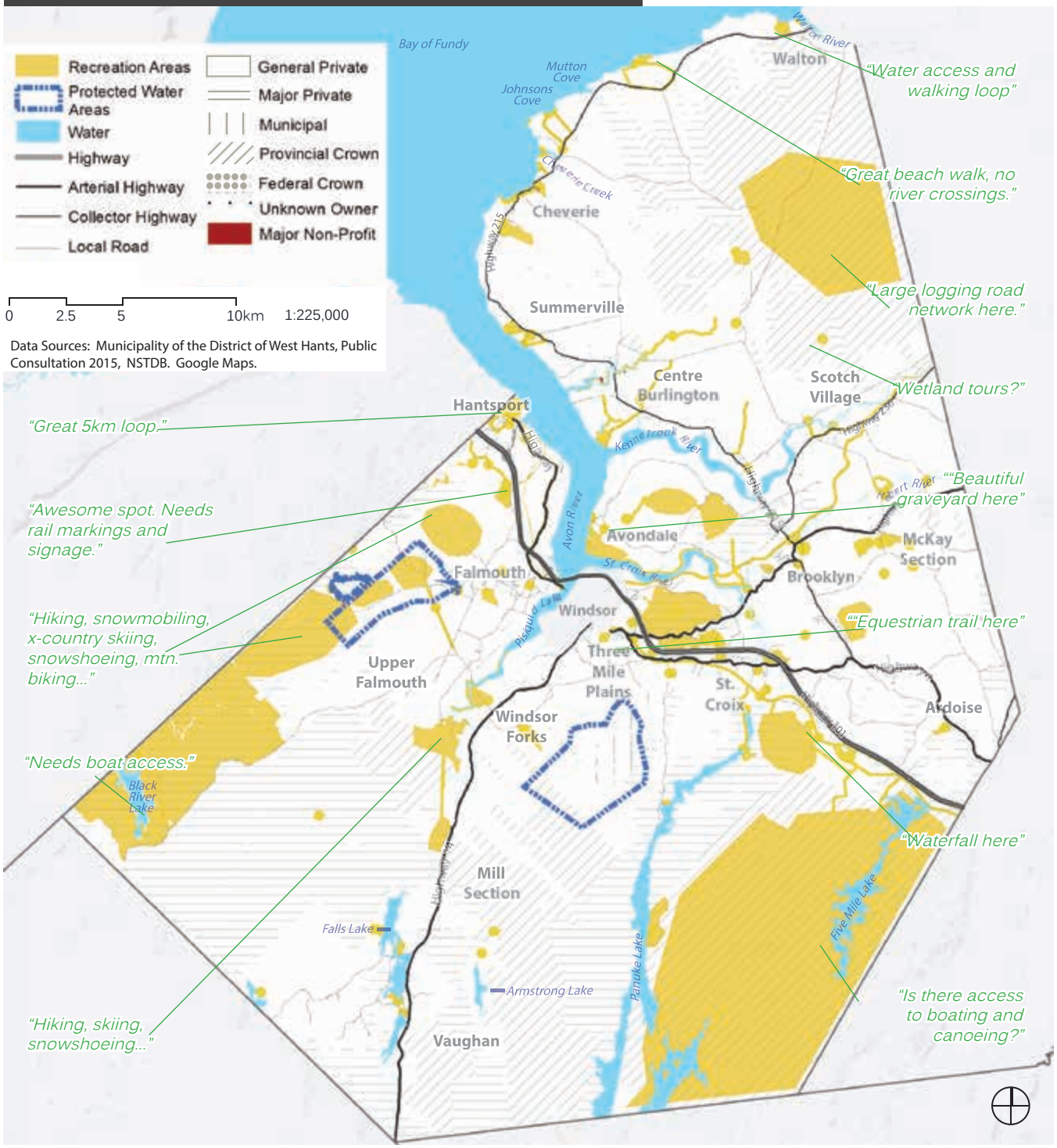


Figure 4: How do you get to your parks?

3.2 What We Do

Draw on a map where you recreate.*

Map 2: Places People Recreate or Would like to Recreate



* This map is a representation of responses from public engagement events and is not an endorsement by the Municipality to recreate on private lands.

Top 10 Activities:

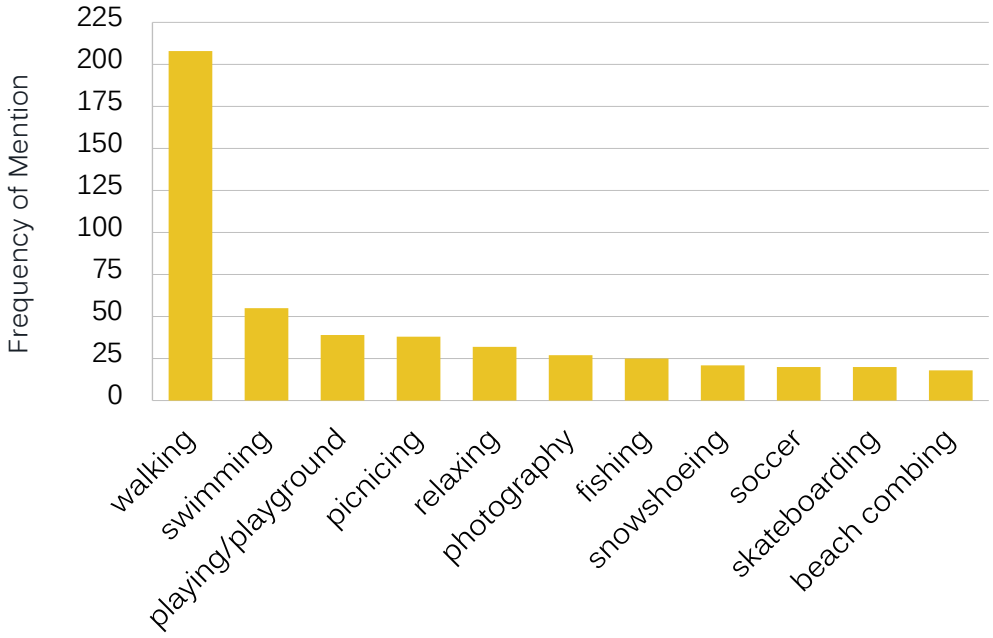


Figure 5: What activities do we do?

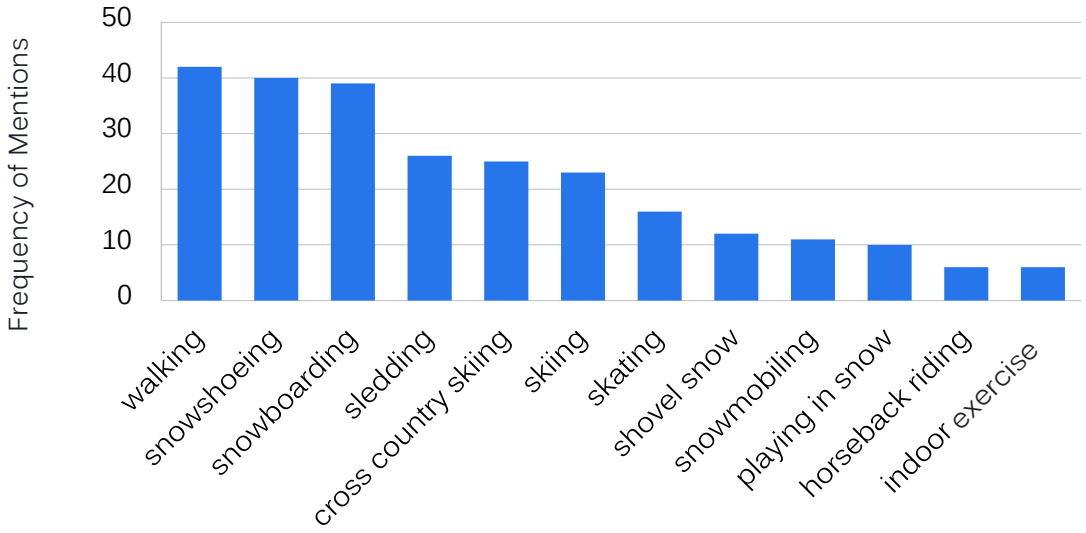


Figure 6: What activities do we do in Winter?

3.3 What We Value

Physical health
exercise, fresh air, health benefit, multi-use, sports, activities

Mental well-being
peace, serenity, freedom, isolation, permission relaxation, tranquillity, zen, adventure

Recreation
good connection to other trails, extensive networks for ATV, safe for children

Aesthetics & natural beauty
clean natural beauty, natural processes (tides), natural quality, no traffic, views, smells

Wildlife habitat
fauna, flora, habitat conservation

Figure 7: For what do we most value our parks and open space?

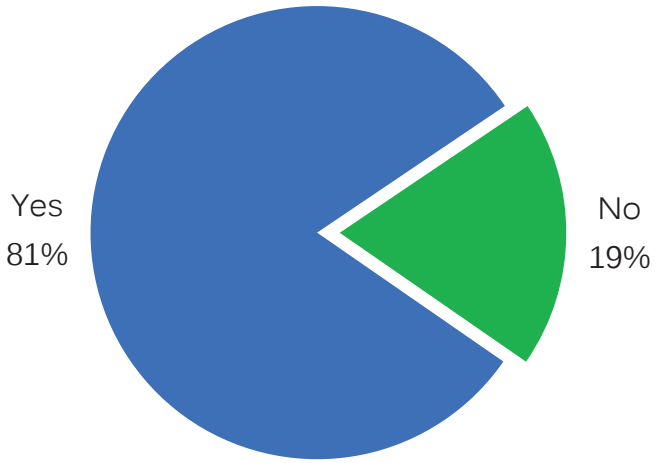


Figure 8: Should we spend more money on parks and open space?



Hobarts Beach

4.0 INVENTORY + OPPORTUNITIES

4.1 Existing Parks and Open Space

An inventory of the West Hants parcels has been developed using Municipal data, a desktop review and by visiting each parcel. The highlights below help form a base understanding of the existing network that may be enhanced over the lifetime of this Plan.

The Municipality currently owns and/or manages over 20 parks and seven (7) school parks including:

1. Dr. Silas Rand Park
2. Shamrock Ball Field
3. Chittick Park
4. John Wiley Walkway
5. Fundy Centennial Park
6. Foundry Field
7. McDade Park
8. Hantsport Riverbank Cemetery
9. Prince Street Path
10. Eldridge Road Recreation Site
11. Halewood Drive Field 1
12. Halewood Drive Field 2
13. Halewood Drive Path
14. Falmouth Mini Park and Causeway Trail
15. Falmouth District School
16. Falmouth Boat Launch
17. Windsor Forks District School
18. Underwood Road Parcels 1+2
19. Three Mile Plains District School
20. Irishmans Road Recreation Site
21. Newport Station District School (closed)
22. St. Croix Recreation Site
23. Lakewood Drive Pond
24. Brooklyn Fire Hall Trail
25. Brooklyn District Elementary School
26. Brooklyn Municipal Cemetery
27. Bramber Beach Water Access
28. Cheverie Salt Marsh Restoration Trail
29. Kempt Quarry Recreation Site
30. Hobarts Beach
31. Dr. Arthur Hines Elementary School
32. Upper Burlington Planters Trail
33. Avondale Wharf and Waterfront
34. West Hants Middle School
35. Chateau Lane
36. Armstrong Lake
37. Riverview Road, Vaughan

- There are 43 parcels of land are held by the Municipality that are used by citizens for recreation. Some parcels are small, such as a pathway off Halewood Drive (<0.25 acres or 0.1 ha), and some are large, such as Irishmans Road Recreation Site (172 acres or 69.6 ha).
- 11 parcels of land are held by the Municipality for the purpose of recreation, are currently under-used but have potential to be a part of the future park and open space network.
- 19 parcels of land held by the Municipality for the purpose of recreation are under-used by citizens and may not benefit current or future citizens due to their location and/or condition.
- 199 hectares (492.5 acres) of West Hants land is owned by the Municipality and is currently used for recreation purposes.

Some of the parks and open space that citizens in West Hants use are not owned by the Municipality. Some of these lands are owned by the Province of Nova Scotia, some are privately-owned and managed, and some are maintained by the Municipality under a land lease (these lands are included in the comprehensive Inventory found in this plan).

Newport Station District School has closed, however, the park amenities remain in place.

Falmouth Mini Park and Causeway Trail is an example of a park managed by the Municipality, but whereby the land is not owned by the Municipality.

Most non-Municipal lands used by citizens for recreation are included in the mapping found in this plan and are identified as such, however, a comprehensive review by the Municipality is essential when acquisition or maintenance opportunities arise.

Map 3: Currently Maintained West Hants Parks and Open Space

Grouped by Park Planning Area



Area 1

1. Dr. Silas Rand Park
2. Shamrock Ball Field
3. Chittick Park
4. John Wiley Walkway
5. Fundy Centennial Park
6. Foundry Field
7. McDade Park
8. Hantsport Riverbank Cemetery
9. Prince Street Path

Area 2

1. Eldridge Road Recreation Site
2. Halewood Drive Field 1
3. Halewood Drive Field 2
4. Halewood Drive Path
5. Falmouth Mini Park & Causeway Trail
6. Falmouth District School
7. Falmouth Boat Launch
8. Windsor Forks District School

Area 3

1. Underwood Road Parcels 1+2
2. Three Mile Plains District School
3. Irishmans Road Recreation Site
4. Newport Station District School
5. St. Croix Recreation Site
6. Lakewood Drive Pond
7. Brooklyn Fire Hall Trail
8. Brooklyn District Elementary School
9. Brooklyn Municipal Cemetery

Area 4

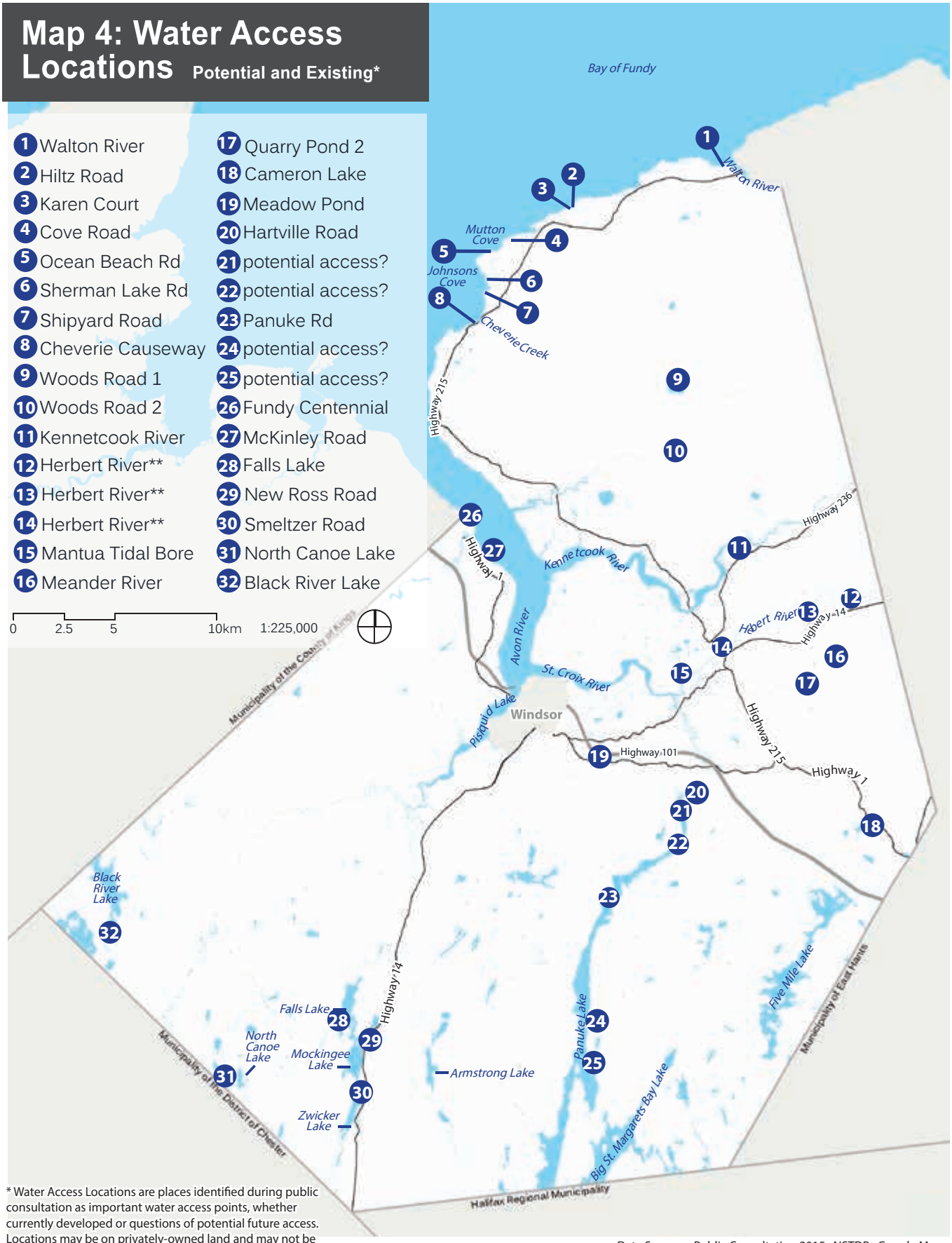
1. Bramber Beach Water Access
2. Cheverie Salt Marsh Restoration Trail
3. Kempt Quarry Recreation Site
4. Hobarts Beach
5. Dr. Arthur Hines Elementary School
6. Upper Burlington Planters Trail
7. Avondale Wharf & Waterfront
8. West Hants Middle School

Area 5

1. Chateau Lane
2. Armstrong Lake
3. Riverview Road, Vaughan

Data Sources: Public Consultation 2015, NSTDB. Google Maps, CBCL Ltd., TEAL Architects+Planners Inc.

Map 4: Water Access Locations **Potential and Existing***



* Water Access Locations are places identified during public consultation as important water access points, whether currently developed or questions of potential future access. Locations may be on privately-owned land and may not be currently available for all residents. For more detail contact the Municipal Office.

** Herbert River water access locations noted in numbers 12 and 13 are suggestions for paddling entry points, and number 14 is a suggested paddling exit point.

Data Sources: Public Consultation 2015, NSTDB. Google Maps, CBCL Ltd., TEAL Architects+Planners Inc.

4.2 Parks and Open Space Types in West Hants

The parks and open space type classifications in Table 3 are sorted by characteristics of open space types. Each type has typical characteristics, such as size, primary purpose, and expected amenities. Parks and open space types have been adapted from the Ontario Ministry of Culture and Recreation's open space standards[13] and enhanced to address local conditions. Establishing parks and open space types, specific to West Hants, will provide guidance to the Municipality in determining geographic locations and distribution of varying types of parks and open space throughout the Municipality.

13 Guidelines for Developing Public Recreation Facility Standards (1998), Ontario Ministry of Tourism, Culture and Sport, http://lin.ca/resources/guidelines-developing-public-recreation-facility-standards



Cheverie Salt Marsh Restoration Trail

Table 3: Parks and Open Space Types in West Hants

Parks and Open Space Type	Description	Catchment Area	Provision Standard / 350 people (min.)	Parcel Size	Local Examples	Base-Level Development Standards
Neighbourhood	The smallest-sized park, which is used on a daily basis by citizens of a neighbourhood, typically drawing from a one kilometre radius of the park. Informal active recreation or passive recreation are typical and infrastructure may include multi-purpose fields, playgrounds, picnic areas, and seating. May accommodate community food garden plots.	1km (0.62 miles)	1ha (2.47 acres)	0.04 ha + (0.1 acres +)	• Falmouth Mini Park and Causeway Trail • Halewood Drive Field 1 and 2 • Chittick Park • McDade Park	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Adequate lighting
Community	Community parks are typically two hectares or more in area. These parks are usually home to athletic facilities, picnic areas, paths, schools and other passive recreation opportunities. May accommodate community food garden plots. These typically attract people within a five kilometre radius of the park.	5km (3.11 miles)	1.5ha (3.71 acres)	2ha + (5 acres +)	• School parks • Foundry Field • Fundy Centennial Park • Avondale Wharf and Waterfront • Hobarts Beach • HMCC* * HMCC is not owned or managed by the Municipality.	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Playground infrastructure (base, drainage, curbing and sand) • Parking for sports fields • Adequate lighting

Parks and Open Space Type	Description	Catchment Area	Provision Standard/350 ppl (min.)	Parcel Size	Local Examples	Base-Level Development Standards
Regional	Regional Parks are typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses, however in West Hants the Municipality owns and operates three Regional Parks itself.	30km (18.64 miles)	3ha (7.41 acres)	20-100ha (49.42 - 247.10 acres)	• St. Croix Recreation Site • Irishmans Road Recreation Site • Eldridge Road Recreation Site	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Playground infrastructure (base, drainage, curbing and sand) • Parking for sports fields • Washroom(s) as part of on-site facilities • Adequate lighting
Cultural	Cultural Parks include outdoor spaces that have an attached historical or cultural value (e.g. gardens, cemeteries, church properties, memorials, etc.). Cultural Parks may accommodate community food garden plots and they attract people from a 30 kilometre radius of the park.	30km (18.64 miles)	N/A	Varies greatly	• Upper Burlington Planters Trail • McDade Park • Avondale Wharf and Waterfront	N/A

Parks and Open Space Type	Description	Catchment Area	Provision Standard/350 ppl (min.)	Single Open Space Size	Local Examples	Base-Level Development Standards
Linear	Linear Parks form a variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.	N/A	N/A	Varies greatly	• Falmouth Mini Park & Causeway Trail • Cheverie Salt Marsh Restoration Trail	N/A
Preservation and Production	Preservation and Production lands are typically at least 4 hectares in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.	N/A	4ha (9.88 acres)	Varies greatly	• Upper Burlington Planters Trail • Avondale Wharf and Waterfront • Protected Water Areas (PWA)	N/A

4.3 Current Parks and Open Space Level of Service

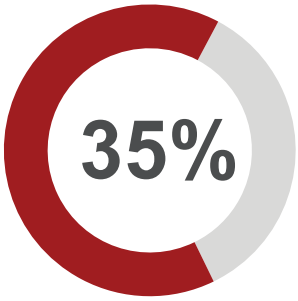
Arguably, the most-used parks are those near the homes of citizens, such as Neighbourhood Parks and Community Parks. These types of parks serve the every-day social and physical needs of users and are consequently the focus of gap analysis mapping (Map 5).

Overall, citizens of the Municipality of the District of West Hants are well-served in terms of parks and open space in terms of area and park type (e.g. neighbourhood, cultural, etc.) This is determined by mapping where people live and the catchment area of each park type. For example, the Brooklyn District Elementary School property (including the trail system) serves approximately 365 citizens of West Hants within a 1km radius as a Neighbourhood Park, and approximately 2,042 citizens within 5km as a Community Park. Comparing these facts with the Park Type Standards in Section 4.2 of this plan identifies the level of service each resident receives. As citizens spread throughout rural West Hants, providing services to every household is likely to be financially impossible for the Municipality.

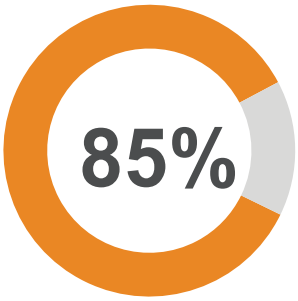
There are many reasons why citizens may or may not feel they are being adequately served in terms of parks and open space. By using service standards adapted to the local context, an adequate level of service can be identified. Many parks are currently in good condition and are well-used. Some parks should be improved to encourage more use. Potential improvements are listed by park in Section 4.4 and Appendix 2.

The following pages show the gap analysis catchment buffers of each Neighbourhood and Community Park in the Municipality. All citizens are serviced with District and Cultural Parks and therefore are not shown on Gap Analysis maps. Solid buffers represent parks managed by the Municipality whereas hatched buffers represent well-used privately-owned park spaces. A grid was used to view all areas of West Hants adequately (the Park Planning Areas vary too much in size).

Further details about the level of service can be accessed by contacting the West Hants Municipal Office, where staff have the digital form of mapped information (using ESRI ArcMap).



% citizens served by a Neighbourhood Park



% citizens served by a Community Park

16

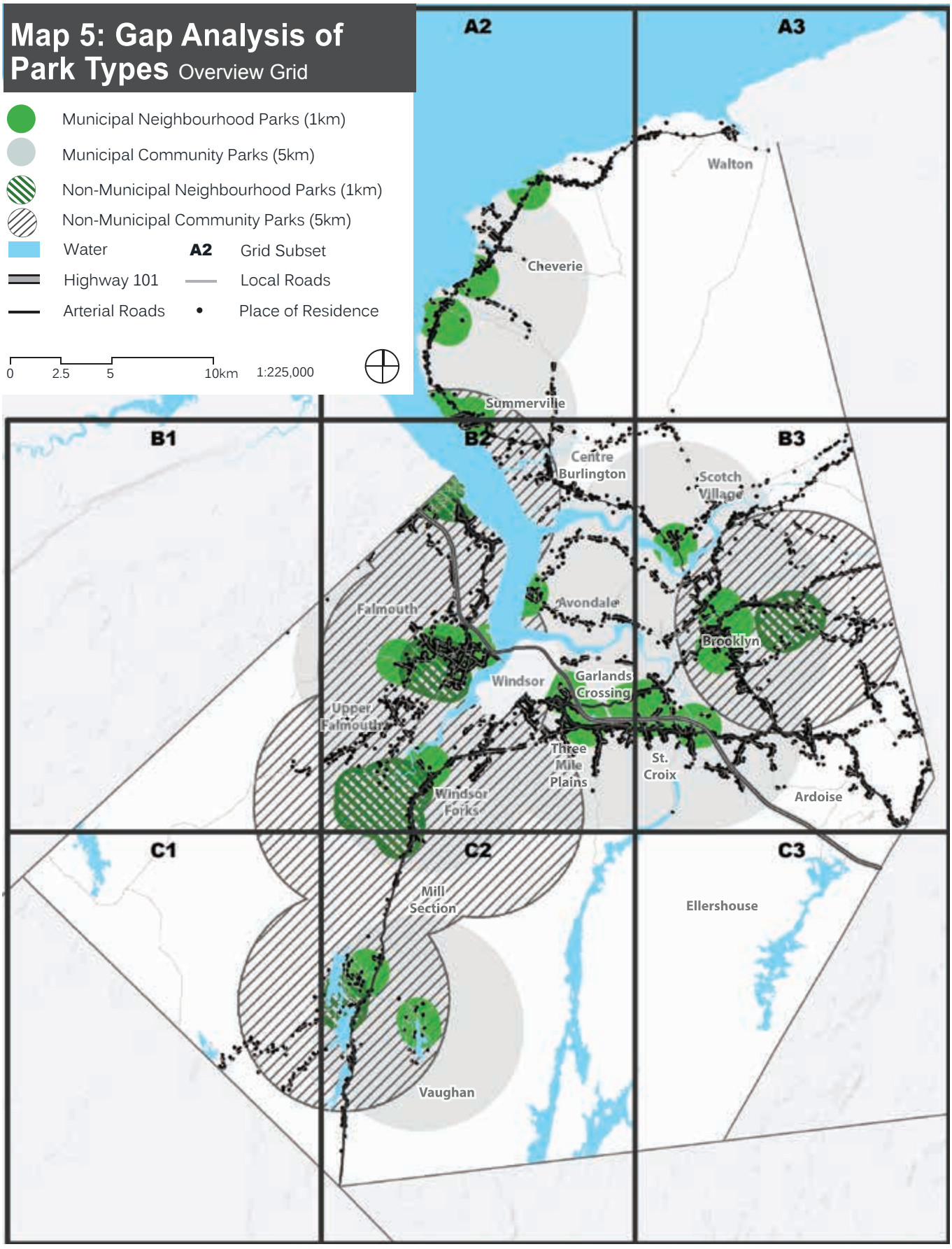
Number of hectares of Neighbourhood Parks (40 acres)*

155

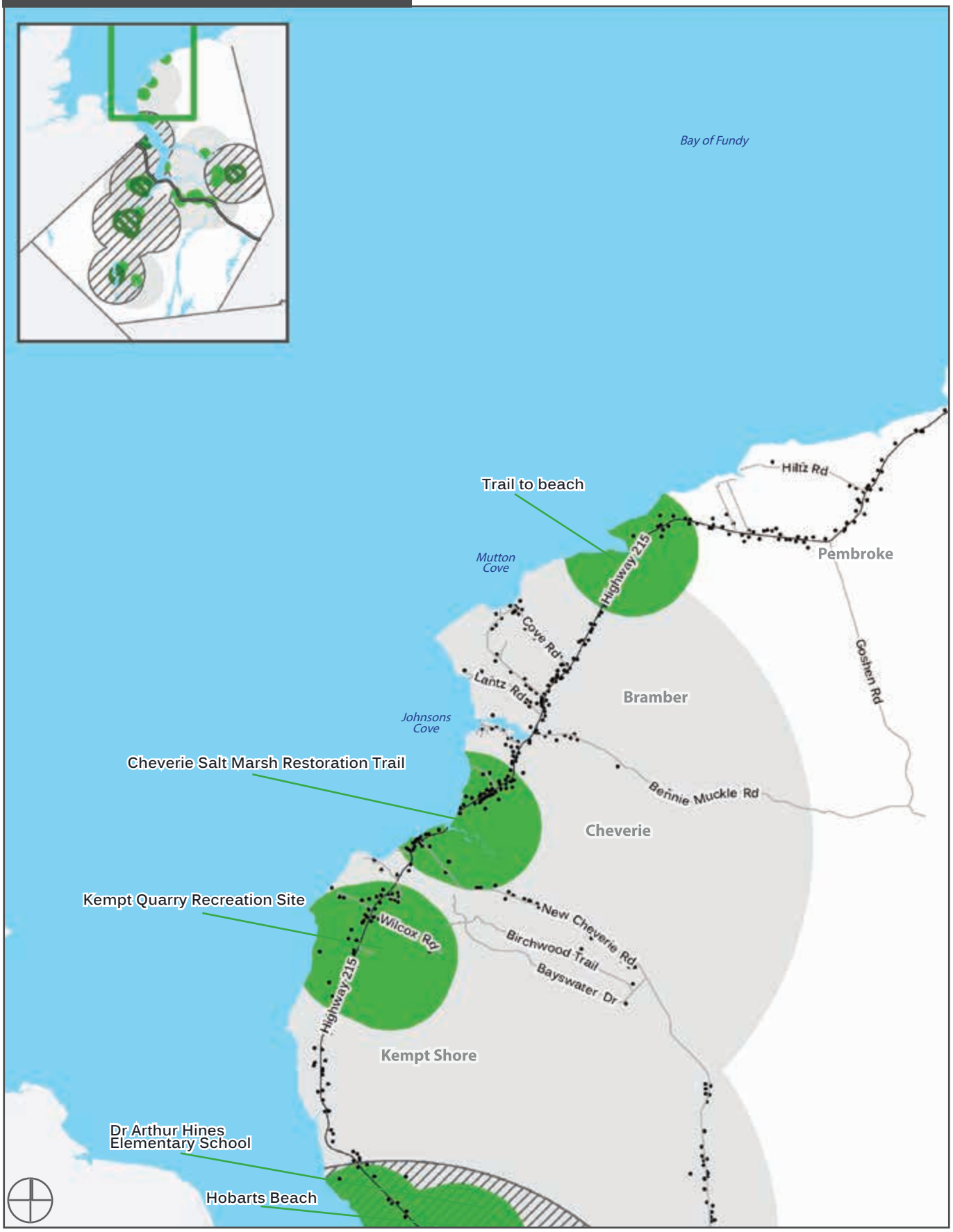
Number of hectares of Community Parks (383 acres)**

** Regional and Community Parks are often used as Neighbourhood Parks as well. This total area for Neighbourhood Parks* would be 161ha (398 acres).

** Regional Parks are often doubled as Community Parks and are factored into this area.


Map 5: Gap Analysis of Park Types Overview Grid
Municipal Neighbourhood Parks (1km)
Municipal Community Parks (5km)
Non-Municipal Neighbourhood Parks (1km)
Non-Municipal Community Parks (5km)
Water
A2 Grid Subset
Highway 101
Local Roads
Arterial Roads
Place of Residence
0 2.5 5 10km 1:225,000
A2
A3
B1
B2
B3
C1
C2
C3
Walton
Cheverie
Summerville
Centre Burlington
Scotch Village
Avondale
Falmouth
Brooklyn
Windsor
Garlands Crossing
Upper Falmouth
Three Mile Plains
St. Croix
Ardoise
Windsor Forks
Mill Section
Ellershouse
Vaughan

Gap Analysis Subset A2



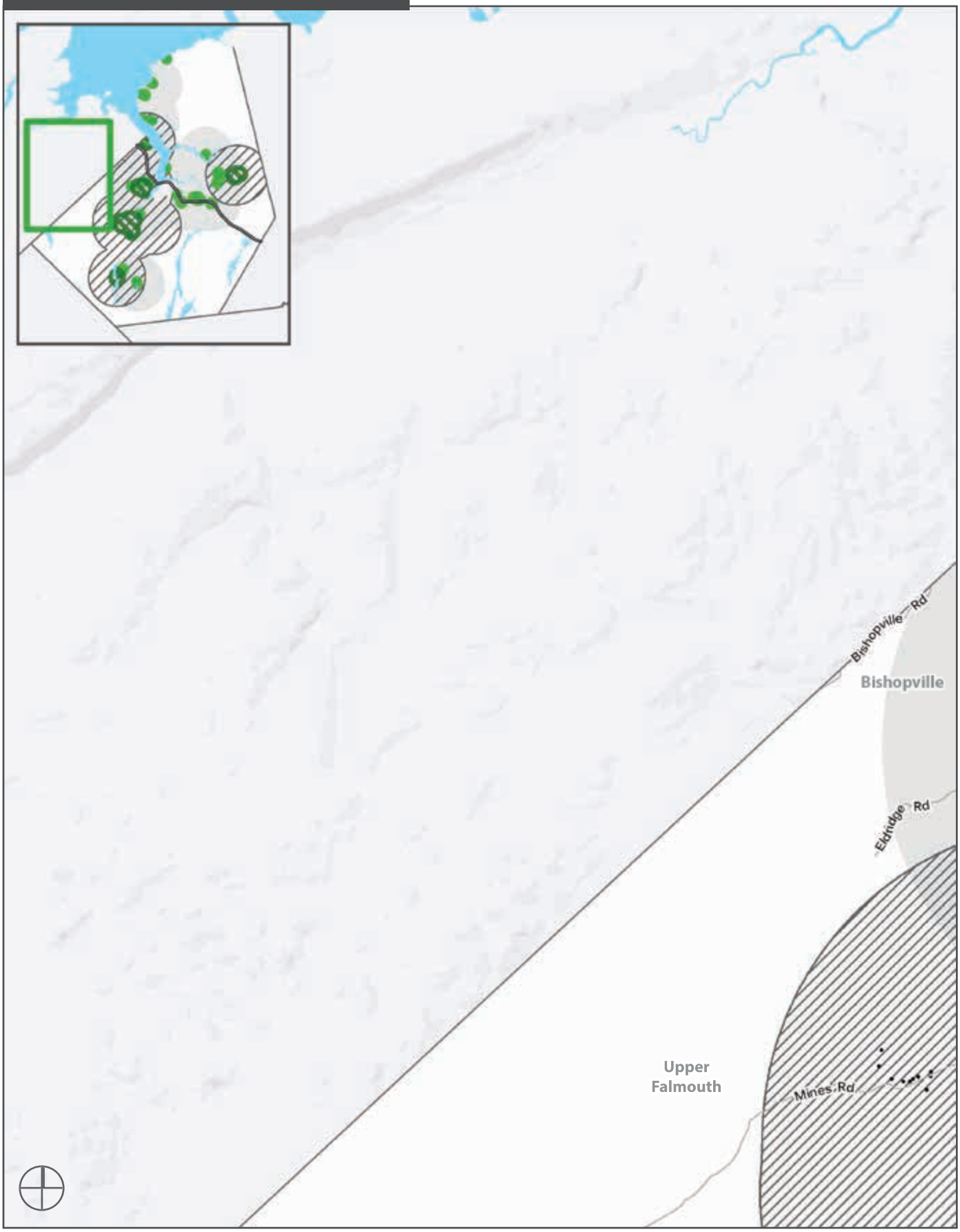
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset A3



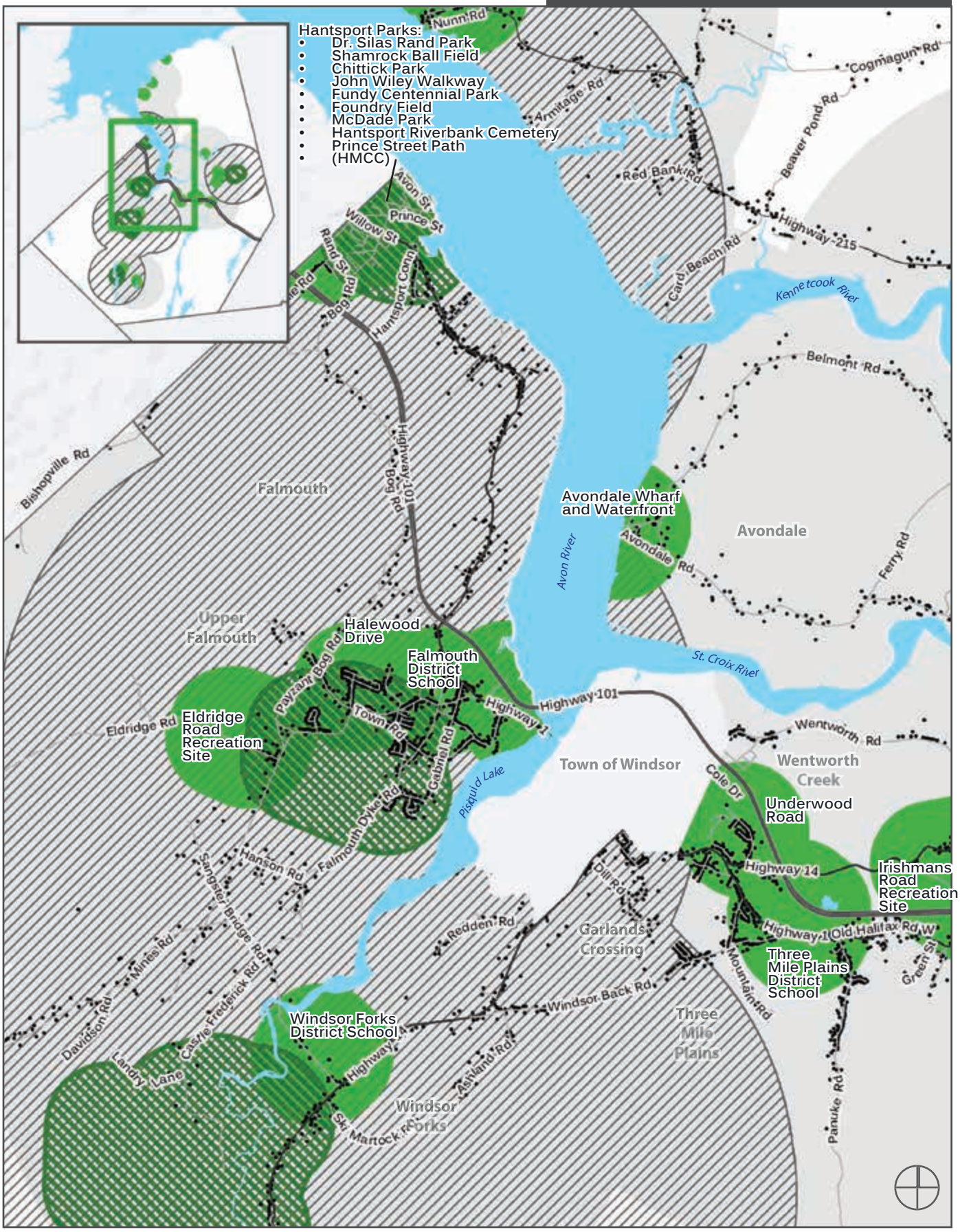
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset B1



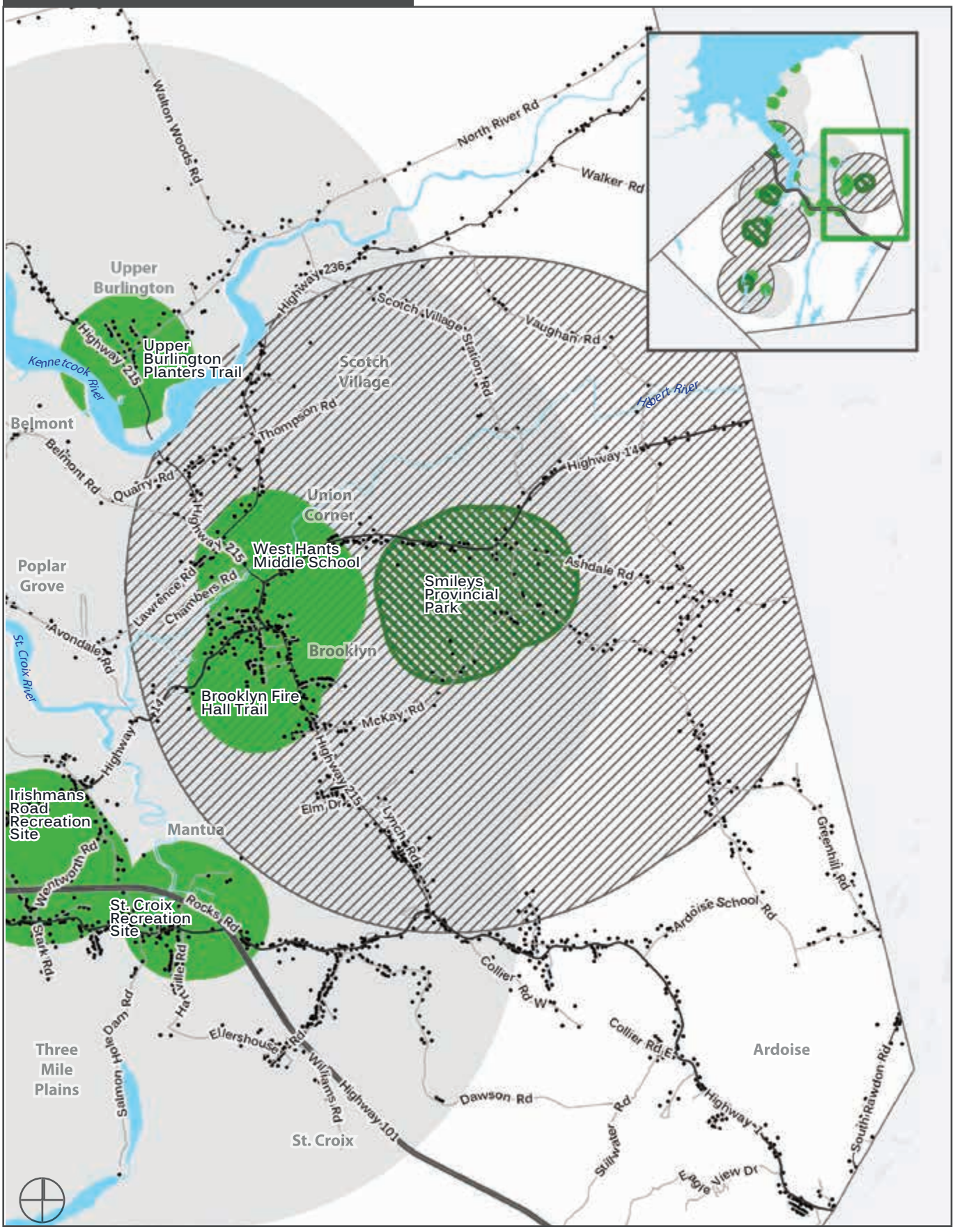
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset B2



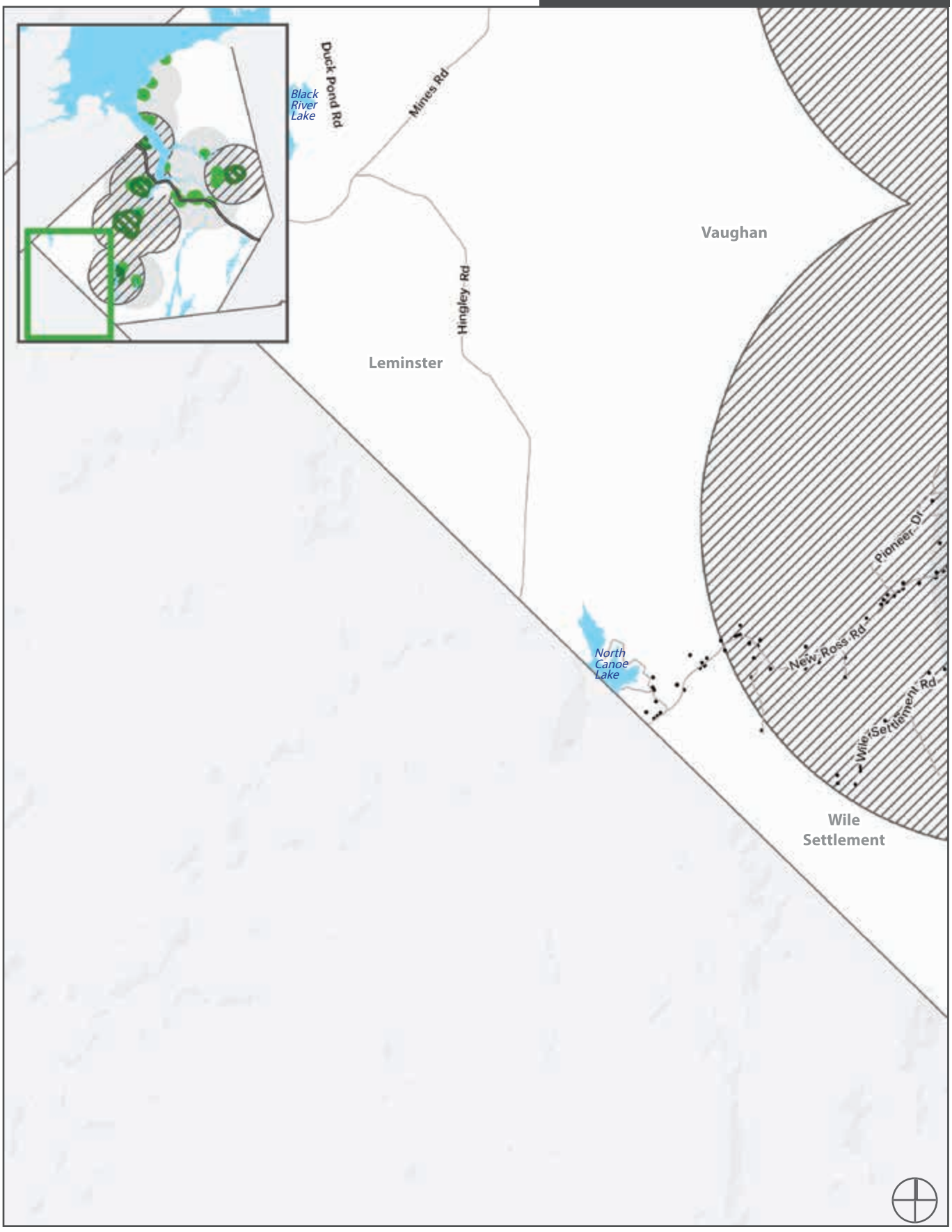
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset B3



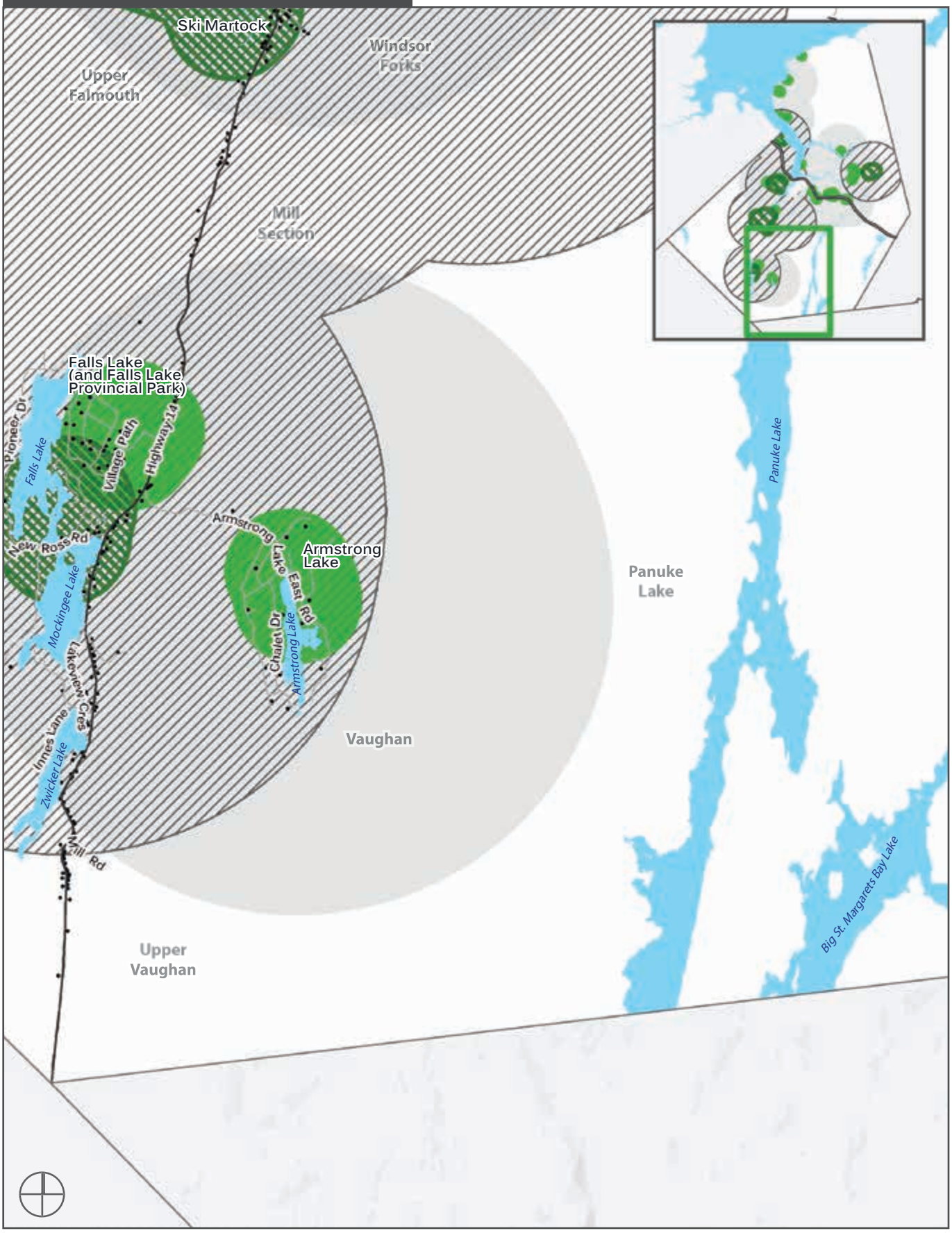
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C1



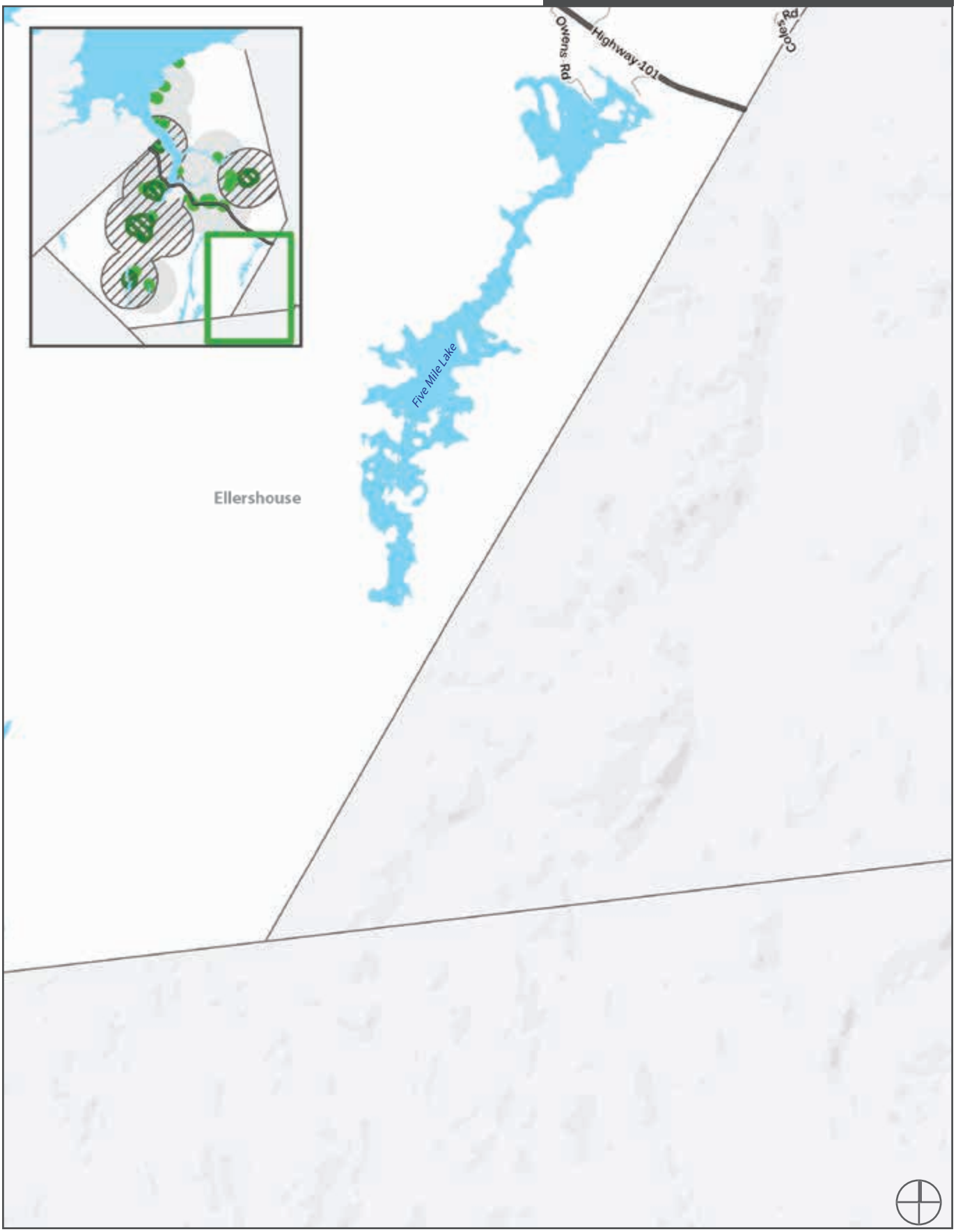
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C2



0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C3



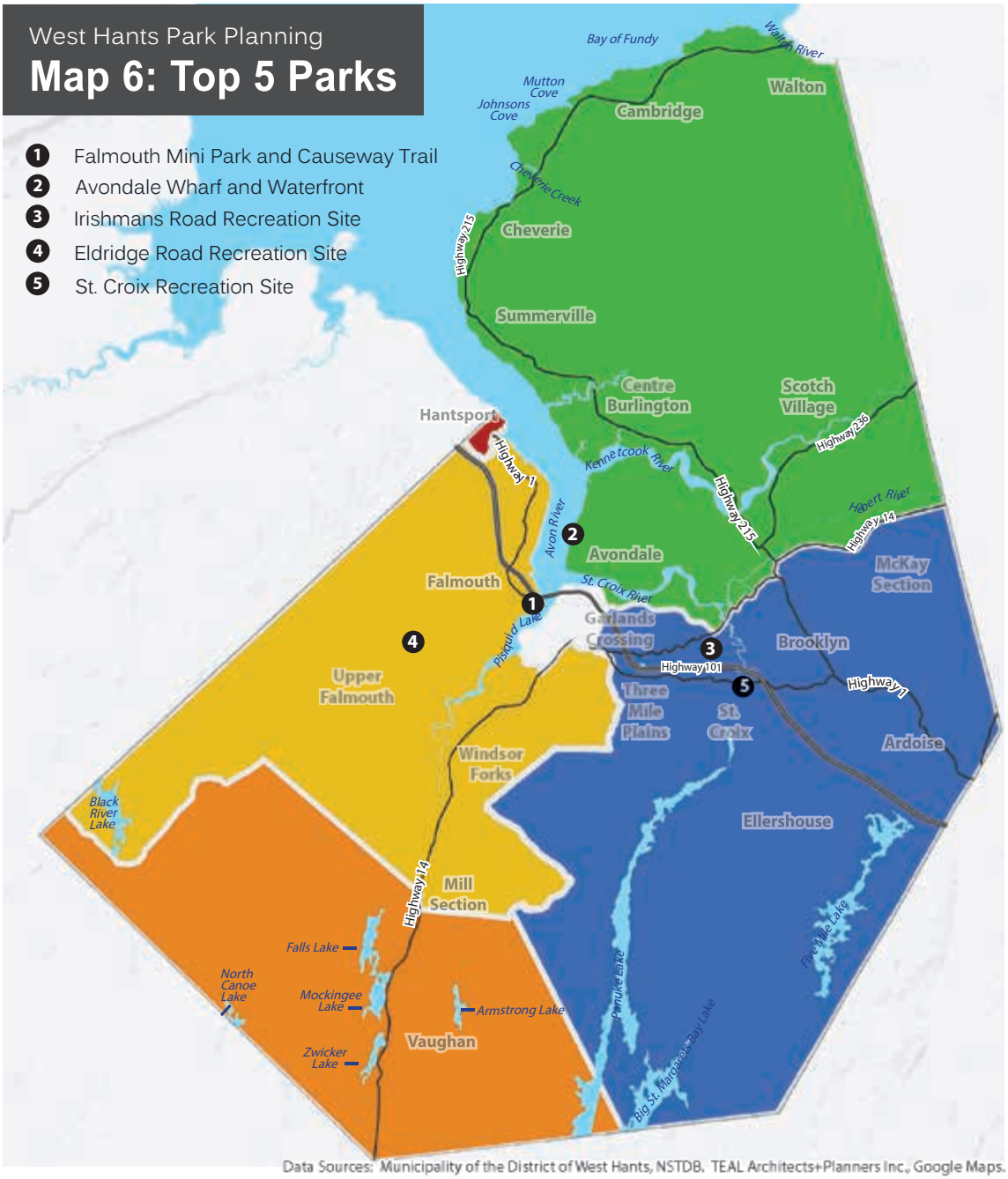
0 1.25 2.5 5km 1:70,000

4.4 Top 5 Priority Parks and Costs

Five parks in West Hants have been identified as priorities for investment or upgrades:

- Falmouth Mini Park and Causeway Trail
- Avondale Wharf and Waterfront
- Irishmans Road Recreation Site
- Eldridge Road Recreation Site
- St. Croix Recreation Site

Details for each park follow the next page. For each of the five parks, site opportunities have been extensively evaluated and a "Class D" cost assessment provided. These assessments estimate the cost of improvements and it should be noted that true costs may be within 25% of the estimate. Conceptual park layout drawings are also included, which highlight the approximate locations of possible site improvements.



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

1

Falmouth Mini Park and Causeway Trail

Overview

PID: 45224458

Coordinates: 44.9942, -64.1474

Date visited: November 9, 2015.

Address: 2127 Highway #1 Falmouth, NS.

Classification: Neighbourhood, Community Parks.

Size: 1.55 acres (0.63 ha), Total area of provincial land in which the park occupies: 9.10 acres (3.68 ha).

Land cover: A mixture of turfed open areas (75%) and treed naturalized areas (25%). Paved paths and gravel parking area are part of these open areas.

Topography: A fairly flat parcel gently sloping from the northwest to the southeast towards the water. Steep banks to the water in the northwest cove, a more gentle slope at the picnic area.

Maintained by: Municipality; owned by the Province of Nova Scotia.

Use: Swimming, boating, walking, picnicking.

Access: From Evangeline Trail or multiple points in Downtown Windsor.

Parking: 5-10 spaces; not well defined.

Signage: No signage indicating park from the road. Park maintenance signage throughout the park.

History: The Municipality entered into a lease agreement with the Department of Transportation in the early 1980's that allowed the use of the land for recreational purposes. In the early 1990's the Municipality and the Windsor and Area Jaycees agreed to develop the lands and create what is now the Falmouth Mini Park.

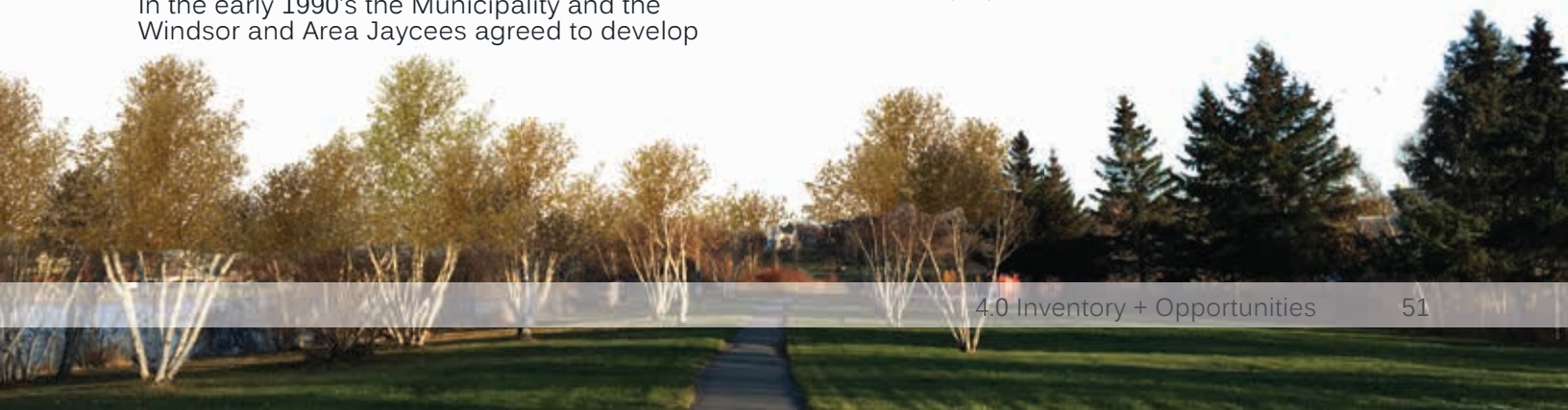
Overlapping Management Plans: 2013 Trails Plan, p.55.

Observations

- No entrance signage indicating park, use, or a map.
- Parking area in conflict with pedestrian spaces/playground.
- Many small trees, but few large shade trees on site.
- Fencing along the west side of the park is in need of replacement.
- Well maintained grounds.
- Access to water isn't clearly indicated or available.

Opportunities

- Reconfigure parking area that makes better use of space and separates pedestrians from cars.
- Landscape park entrance to buffer from road traffic and provide an aesthetic gateway to park.
- Design and development of new trail on highway side of park for shorter secondary loop.
- Improve access to the water from the picnic area.
- Install dock for small boat access, fishing, sitting.
- Improve lighting along highway and in interior of the park.
- Design and install interpretive signage highlighting stormwater movement through the park.
- Create shade over children's play area (e.g. trees, shade structure).
- Phase out invasive species (e.g. Norway Maple).



Falmouth Mini Park and Causeway Trail

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Signage				
Park map (48” x 36”)	each	1	850.00	850.50
Parking upgrades				
Roadway	m^2	400	32.00	12,800.00
Parking area	m^2	400	32.00	4,800.00
Causeway Trail Loop				
Trail	m	200	40.00	8,000.00
Fence	m	240	105.00	25,000.00
Beach Upgrade				
Beach construction & retaining wall	L.S.	1	30,000.00	30,000.00
Floating dock	L.S.	1	2,500.00	2,500.00
Entrance landscape plan & landscaping	L.S.	1	15,000.00	15,000.00
Lighting				
Option 1: strategically placed bollards	each	30	375.00	11,250.00
Option 2: bollards along entire length of trail loop (not including length along Highway 101)	each	84	375.00	31,500.00
TOTAL (with Option 2)				**$130,450.50**

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



District of the Municipality of West Hants
Parks and Open Space Plan

Park Opportunities Concept Plan: Falmouth Mini Park and Causeway Trail

Item	Description
A	Redesigned parking area to separate people from cars.
B	New landscaping to create a buffer between the park and road and to create a sense of entrance.
C	Proposed beach area with retaining wall and steps.
D	Proposed area of bollard lighting.
E	Proposed dock for launching canoes, kayaks.
F	Shade tree planting around play structures.
G	Proposed stormwater interpretive panel.
H	Opportunity area for future park and open space development.
I	Proposed 200m trail loop.
J	New fence along shoreline.
K	Proposed picnic /rest area.

Prepared by: SC

Date: April 3, 2016

Avondale Wharf and Waterfront

Main Parcel

2

Overview

PID: 45171279

Coordinates: 45.02204, -64.1312

Date visited: November 26, 2015.

Address: 15 Belmont Rd, Avondale.

Classification: Community, Cultural, Neighbourhood Parks.

Size: 1.61 acres (0.65ha).

Land cover: Mostly managed turf with compacted gravel driveway and parking areas, and building footprints.

Topography: Relatively flat terrain sitting lower than Belmont Road at the field and at road elevation at Museum entrance. Gently sloping towards the wharf.

Maintained by: Primarily by community volunteers with support from the Municipality.

Use: Baseball, soccer, sitting, picnicking, walking, playground, bird watching, boating, fishing.

Access: From Belmont Road and Avondale Road.

Parking: No formal parking, opportunities for approximately 10-20 cars.

Signage: Collection of signs at Heritage Museum entrance for buildings/amenities. Newport Landing sign along road shoulder along field. Park entrance sign at southern driveway.

History: This area is formerly a New England Planter settlement. Due to the proximity to water, ship building was an important industry. The Wharf was divested from the Federal Government to the Municipality in 1990 and was rebuilt by the community for $13,000.00. In 1996, the Municipality entered into a lease agreement with the Avon River Heritage Society to allow that organization to develop a portion of the property.

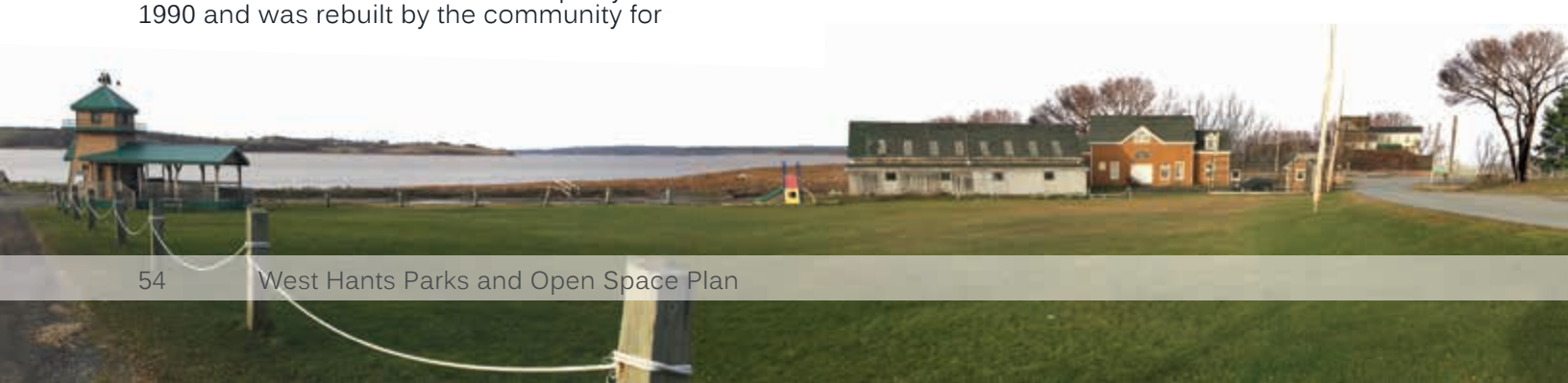
Overlapping Management Plans: MCCAP.

Observations

- Outdoor spaces around museum and boat house not well-defined (e.g. parking, gardens, turf).
- Sports field is well maintained. Standing water at field perimeter.
- Playground in good condition.
- Poor drainage, uneven surface, and irregular mixture of materials (e.g. soil, gravel) outside the playground and shipyard shed.
- Tide rising over wharf, boat launch, and driveway causing erosion and structural damage.
- Signage is not coordinated, should be centralized with park use, ownership, and rules identified.

Opportunities

- Site landscape plan to identify optimal pedestrian circulation and landscaping.
- Evaluate the stability and effectiveness of dykes/berms. Further development may be necessary along river to the north and boat launch to the south.
- Engineering assessment of wharf structure.
- New park signage consistent with municipal brand and materials at park entrances.
- The Municipality should consider climate change and work with the MCCAP Committee on projects that relate to the Avondale Wharf and Waterfront.
- Work with the MCCAP Committee to address climate change effects on parcel.



Avondale Wharf and Waterfront

South Shoreline

2

Overview

PID: 45183118

Coordinates: 45.02126, -64.132

Date visited: November 26, 2015.

Address: 1 Avondale Rd, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.10 acres (0.45ha).

Land cover: Primarily tidal grassland with trees and shrubs growing at eastern border.

Topography: Slight slope from eastern edge of parcel to the water.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal zone, wildlife habitat, no current recreational use.

Access: From the beach at low tide or from Avondale Wharf and Waterfront Main Parcel driveway.

Parking: Few potential spaces at boat launch.

Signage: None.

History: Deeded to the Municipality of the District of West Hants in 1996 by USG Canadian Mining Limited.

Overlapping Management Plans: MCCAP.

Observations

- No obvious human activity on site.
- Large area covered by water during high tide.

Opportunities

- Little recreational opportunity due to tidal flow, but valuable as wildlife habitat.
- Potential to develop a dyke/berm system to prevent flooding into southern border of Avondale Wharf and Waterfront Main Parcel.



2

Avondale Wharf and Waterfront

North Shoreline

Overview

PID: 45225513

Coordinates: 45.02268, -64.1318

Date visited: November 26, 2015.

Address: 1 Avondale Road, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.13 acres (0.46ha).

Land cover: Primarily tidal grassland with exposed sand/sediment during low tide.

Topography: River channel flowing through property. Steep grass-covered/muddy banks on either side of channel.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal flow, wildlife habitat, boat access.

Access: From Avondale Wharf and Waterfront Main Parcel.

Parking: Parking available in Avondale Wharf and Waterfront Main Parcel and roadside,

Signage: None.

History: In May, 1760 the first New England Planters arrived aboard sloops Lydia and Sally. Water lot was deeded to the Municipality in 1990

Overlapping Management Plans: MCCAP.

Observations

- Boat access damaged during previous weather events.

Opportunities

- Improve access to water.



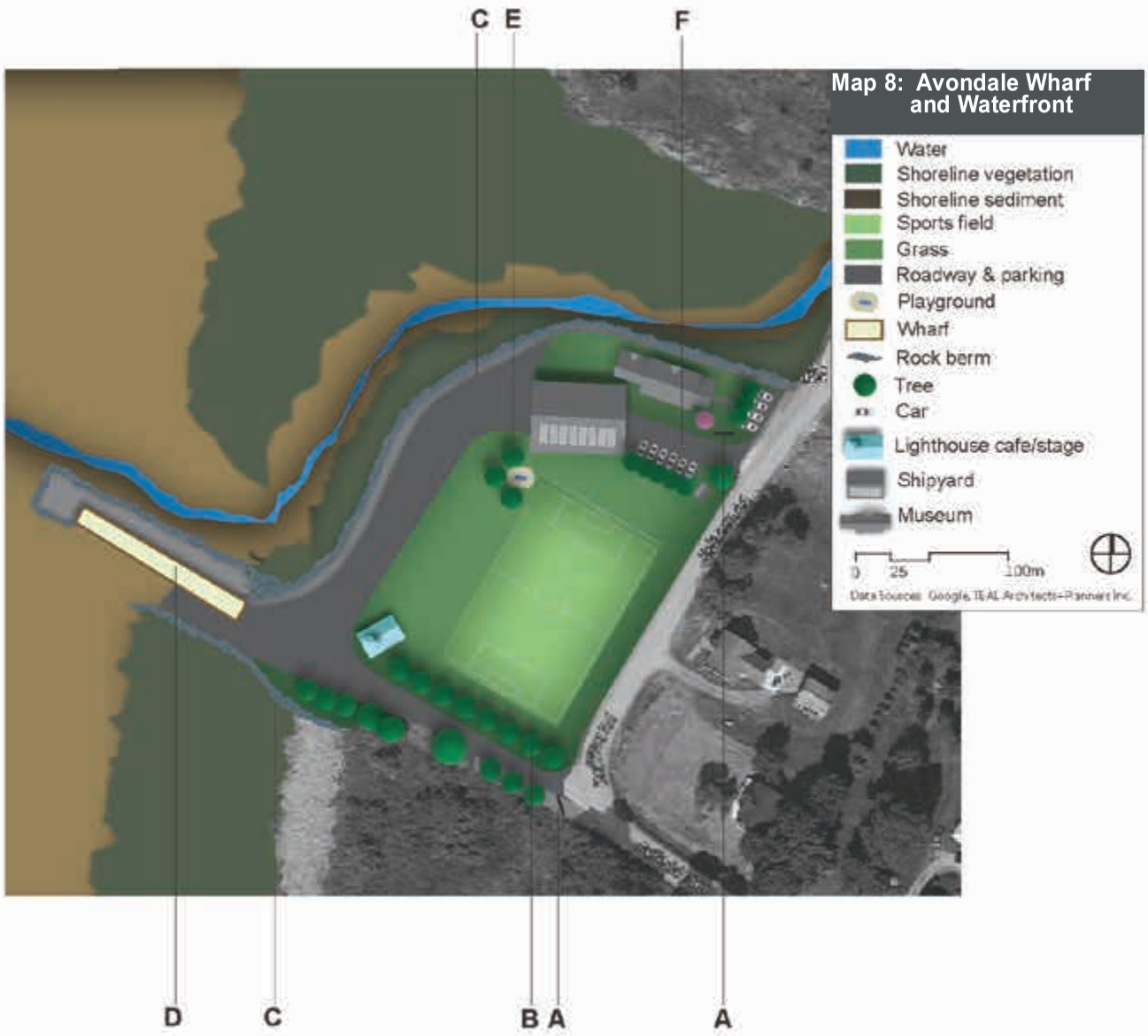
Avondale Wharf and Waterfront

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Wharf upgrades				
Option 1: Remove existing wharf, do not replace.	L.S.	1	20,000	20,000
Option 2: Repair existing decking, ladders, curbs.	L.S.	1	60,000	60,000
Option 3: Remove existing wharf & replace with new wharf at same deck elevation.	L.S.	1	170,000	170,000
Option 4: Remove existing wharf & replace with new wharf at 1.5m above existing deck elevation.	L.S.	1	310,000	310,000
A high tide is estimated to over top the existing wharf by approximately 1.0m. An extreme high tide is estimated to over top the existing wharf by approximately 2.5m.				
Reconfigured parking area	m^2	350	32.00	6,400
Berm upgrades & development				
North berm (1.0m additional height)	L.S.	1	120,000	120,000
South Berm (1.0m average height)	L.S.	1	25,000	25,000
Detailed Landscape Plan	L.S.	1	15,000	15,000
TOTAL (with Option 4)				**$476,400**

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included. Price would vary depending on the type, length and quality of the wharf to be constructed. Required permits have not been factored into the cost estimate.



District of the Municipality of West Hants
Parks and Open Space Plan

Park Opportunities Concept Plan:
Avondale Wharf & Waterfront

Item	Description
A	Existing/new signage moved closer to the main road.
B	Trees added to define the entrance and create shade fo sp spectators, visitors.
C	Berms strengthened and raised to prevent tide from flooding park.
D	Wharf upgraded to make structurally sound.
E	Trees planted to shade playground.
F	Redesigned entrance area.

Prepared by: SC

Date: April 3, 2016

3

Irishmans Road Recreation Site

Overview

PID: 45061843

Coordinates: 44.97263, -64.0588

Date visited: November 16, 2015.

Address: 151 Irishmans Road, Newport Station.

Classification: District, Community, Neighbourhood Parks.

Size: 172 acres (69.61 ha).

Land cover: Primarily a mixed forested stand of red and white spruce, hemlock, yellow birch, sugar maple and American beech. Turf is managed on two sports fields and at their perimeter and along driveways. Gravel parking areas are found at the main entrance and at the upper sports field.

Topography: Main road bed is relatively flat with slight incline to the north east (with drainage ditch on either side). Upper sports field to the west is 25-30 feet above main road. Lower sports field in a depression. Trail to the is north of the lower sports field rises and falls with the hillside. Karst topography (i.e. sinkholes formed by soluble gypsum). Is visible in the north and west portions of the park.

Maintained by: Municipality. Portion leased by Glooscap Heritage Archers Association.

Use: Archery, walking, running, mountain biking, soccer.

Access: Park access from Irishmans Road.

Parking: 20-30 spaces along driveway and at the second gate, 20-30 spaces at the top field, evidence of additional parking on grass shoulders and at the sport field entrances.

Signage: No official signage indicating "Irishmans Road Recreation Park". Signage indicating management and use and prohibiting motorized vehicle use.

History: The park sits on land formerly used as a Municipal landfill, which was decommissioned in 1984. The soccer fields were named the Ryan Lahey Memorial Soccer fields in 2011 in memory or Ryan Lahey.

Overlapping Plans: 2013 Trails Plan, p.47.

Observations

- Entrance to the trail from the second gate is unclear.
- Free standing wall (remaining from landfill) to the north east of the lower field.
- Standing water along trail to the north of the lower field.
- Bleachers at upper field in need of upgrades (e.g. wooden boards).
- Upper parking area needs new base material. Shale is difficult parking surface.
- Area of karst topography found in the north and west areas of the park.
- Fence on the west of the upper field in need of replacement.
- Slumping observed on the west side of the upper field.

Opportunities

- Install entrance and trail signage.
- Design and install interpretive panels to educate the community about former uses, and reclamation of former landfill lands into a recreation facility.
- Expansion of parking area at the second gate and at the upper field.
- Development of a new trail and interpretive area to learn about Karst Topography.
- New fence along the west side of the upper sports field.
- Upgrade sports field (e.g. topdressing, seeding, corrected slumping).
- Potential for additional trails

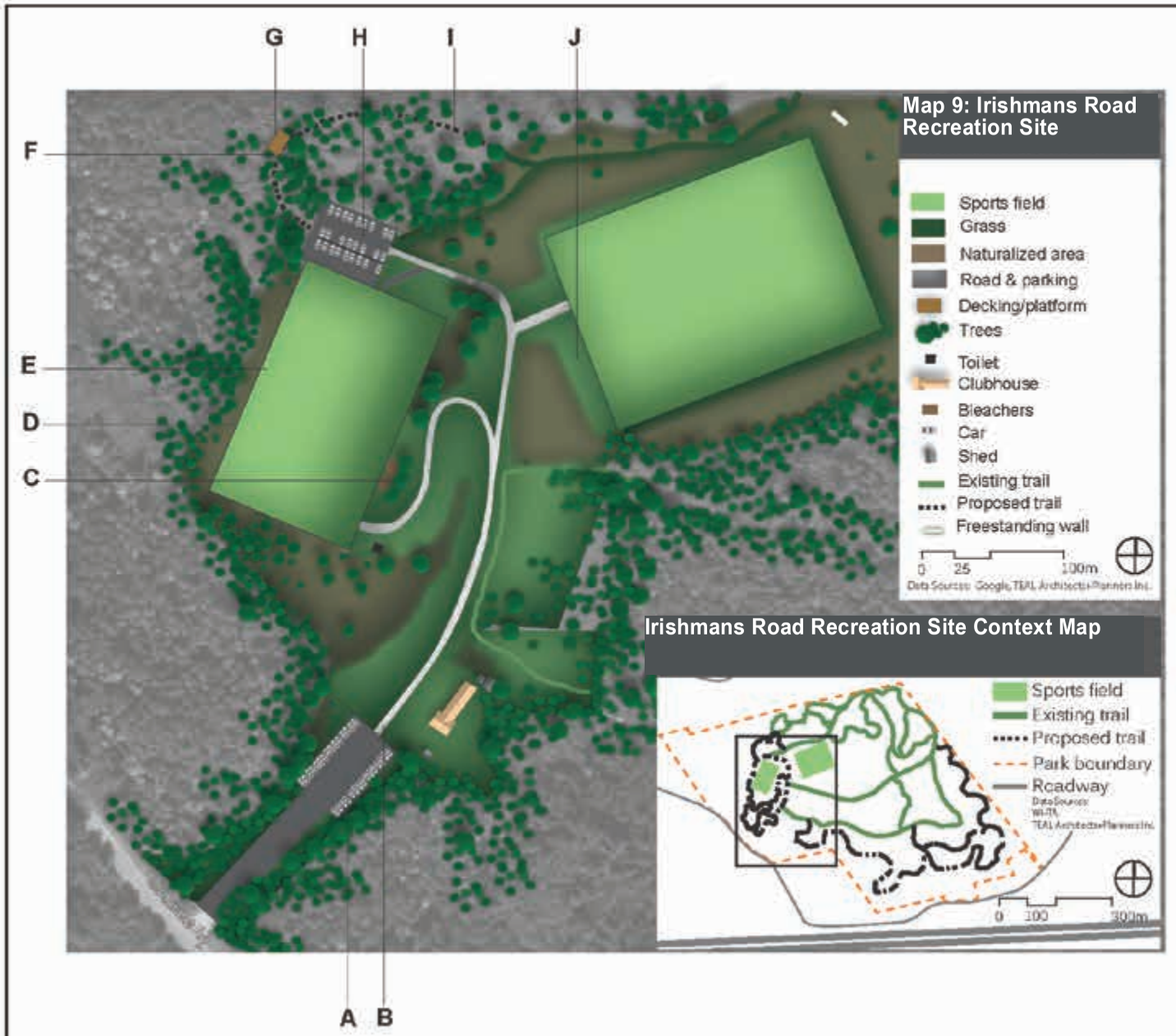
Irishmans Road Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Signage				
Landfill remediation interpretive board.	each	1	850.00	850.00
Karst topography interpretive board.	each	1	850.00	850.00
Parking upgrades (gravel)				
Upper parking area	m^2	1,200	32.00	38,400.00
Entrance parking area	m^2	300	32.00	9,600.00
West sports field fence upgrade				
Removal of current fencing	L.S.	1	1,000.00	1,000.00
Ground work	L.S.	1	7,000.00	7,000.00
Fencing installation	L.S.	1	4,000.00	4,000.00
Karst Topography look-off				
Trail loop	m	250	40.00	10,000.00
Wood platform (7m x 3m)	L.S	1	5,000.00	5,000.00
Fencing (post and rail)	m	25	60.00	1,500.00
Sports field upgrades				
Aeration *(in-house staff & equipment, 2-3 times per year)*				
East field	L.S.	1	375.00	375.00
West field	L.S.	1	250.00	250.00
Topdressing				
East field	m^2	10,400	0.48	5,000.00
West field	m^2	7,600	0.48	3,750.00
Overseeding				
East field	m^2	10,400	0.075	780.00
West field	m^2	7,600	0.075	570.00
TOTAL				**$88,145**

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



District of the Municipality of West Hants
Parks and Open Space Plan

Park Opportunities Concept Plan: Irishman s Road Recreation Site

Item	Description
A	Expanded gravel parking area.
B	New interpretive board outlining the former landfill site and reclamation into a recreation park.
C	New shade trees planted behind bleachers.
D	Chain link fence replacement.
E	Installation of new sub-base to correct field slumping.
F	New interpretive board highlighting Karst Topography, plant life, and significance to the area.
G	New platform/decking overlooking Karst Topography.
H	Resurfaced and expanded parking area.
I	New trail to Karst Topography look-off.
J	New bleacher seating.

Prepared by: SC

Date: April 3, 2016

4

Eldridge Road Recreation Site

Overview

PID: 45211836

Coordinates: 44.99139, -64.208

Date visited: November 20, 2015.

Address: 156 Eldridge Rd, Upper Falmouth.

Classification: District, Community, Neighbourhood Parks.

Size: 15.55 acres (6.29 ha).

Land cover: Sports complex area is primarily managed turf; gravel parking lot and roadway; remaining property forested (e.g. red and white spruce, sugar maple, white and yellow birch, red oak, balsam fir) with turf, soil, and gravel paths.

Topography: Fairly flat terrain with undulating places due to drainage swales and natural depressions.

Maintained by: Municipality.

Use: Soccer, tennis, basketball, walking, tug-of-war, playing (playground), picnicking, sitting, snowmobiling.

Access: From Eldridge Road.

Parking: Unmaintained gravel lot with overflow parking on grass at eastern park entrance.



Signage: Signage indicating maintenance and sponsors; faded trail markings at former softball field.

History: Parcel was purchased in 1988 from Bernard Curry. The land was developed cooperatively between the Falmouth Community Hall Association and the Municipality of the District of West Hants.

Overlapping Management Plans: None.

Observations

- Recent investment in infrastructure (e.g. tennis court surface, playground).
- Standing water on north and south length of west soccer field.
- North soccer field slow to drain.
- Former softball dugouts in fair shape, roof needs repairs.
- Parking area with standing water.
- Standing water outside play space.
- Former softball field post and chain fence rusting and leaning.
- Retaining wall around former softball field is deteriorating.

Opportunities

- Landscaping upgrades at park entrance.
- Install signage to identify site amenities and trails.
- Correct field drainage for sports fields.
- Paint lines on basketball court.
- Repair and replace damaged boards on benches, picnic tables, bleacher seating.
- Upgrade dugout roofs.
- Redesign the layout of parking area to make more efficient and separate from people spaces.
- Install drainage and new sod around playground space.
- Install new fence along north soccer field perimeter.
- Remove wood retaining wall behind the dugouts at north soccer field perimeter. Replace with drainage swale.

Eldridge Road Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Signage				
Park map	each	1	850.00	850.00
Soccer field drainage improvements				
Option 1:French drain along north boundary	m	150	35.00	5,250.00
Option 2: Shallow swale along north boundary	m	150	65.00	9,750.00
Parking upgrades				
Roadway	m^2	1,300.00	32.00	41,600.00
Parking area	m^2	600	32.00	19,200.00
Basketball court grade correction				
Option 1: Chain-link fence on North and East side of court	m	45	165.00	7,425.00
Option 2: Add fill to lessen slope on North and East sides of court	L.S.	1	5,000.00	5,000.00
Basketball court line painting	L.S.	1		
Back soccer field fence extension	m	48	105.00	5,040.00
Back soccer field swale	m	60	150.00	9,000.00
Site lighting (tennis courts, parking lots), mounted on existing utility poles	L.S.	2	2,0000.00	4,000.00
Entrance landscape plan & landscaping	L.S.	1	20,000.00	20,000.00
Picnic area upgrades				
Steel park grill/BBQ	each	3	400.00	1,200.00
Picnic tables	each	3	250.00	750.00
Total (with Soccer field drainage Option 2 and basketball court Option 2)				**$129,065**

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



Map 10: Eldridge Road Recreation Site

District of the Municipality of West Hants
Parks and Open Space Plan

Park Opportunities Concept Plan: Eldridge Road Recreation Site

Item	Description
A	Redesigned parking area.
B	Regraded drainage swale.
C	Painted basketball court lines.
D	Interior park lighting.
E	Snowmobile off-loading area.
F	Redesigned entrance parking area.
G	New entrance landscaping.
H	New shade trees at playground.
I	New drainage system for soccer field perimeter.
J	Picnic/bbq space in clearing.
K	New swale around backstop of former softball field.
L	Chain link fence extension.

Prepared by: SC

Date: April 3, 2016

5

St. Croix Recreation Site

Overview

PID: 45339231

Coordinates: 44.96515, -64.0255

Date visited: November 12, 2015.

Address: 54 Ball Park Rd, St. Croix.

Classification: District, Community, Neighbourhood Parks.

Size: 9.60 acres (3.88 ha).

Land cover: Primarily managed turf with gravel surfaces for driveway, parking, and pathways.

Topography: Grade level, seeded, maintained.

Maintained by: Municipality.

Use: Softball, community gathering, horseshoe, picnicking, fishing.

Access: From Ball Park Road.

Parking: 150-200 cars possible on road shoulder, abandoned field, and gravel area to the east.

Signage: No entrance signage. Signage present to indicate maintenance, security, and horseshoe club, but signs are dated and in need of replacement.

History: Land originally owned by Aubrey Smiley and was purchased by the Crown when Highway 101 was constructed. The Crown deeded the remaining lands to the Municipality in 1975 with the stipulation that it be used for recreation purposes.

Overlapping Management Plans: None.

Observations

- Out-buildings are showing signs of weather damage (e.g. water damaged wood, outdated electrical, rotting windows/trim).
- Bleacher footprints made of gypsum (unsuitable structural base).
- Field to east of ballfields is abandoned with old backstop still in place.
- Slope around east ball field bleachers too steep and inaccessible.
- Wiring on east ball field unearthed and is a tripping hazard.
- Wood decking at the top of west ball field is narrow and showing signs of rot.
- Clubhouse ramp on crumbling concrete footings.

Opportunities

- Develop easy access to pond.
- Coordinate signage to indicate park, maintenance, usage, and wayfinding.
- Upgrade wooden out-buildings and clubhouse.
- Replace gypsum bleacher footings with more stable base.
- Install new pathways to improve site accessibility.
- Develop regrading plan for east ball field bleachers are to reduce slope or overcome slope and refine surface materials (e.g. sod instead of large gravel).
- Upgrade decking at top of west ball field observation area.

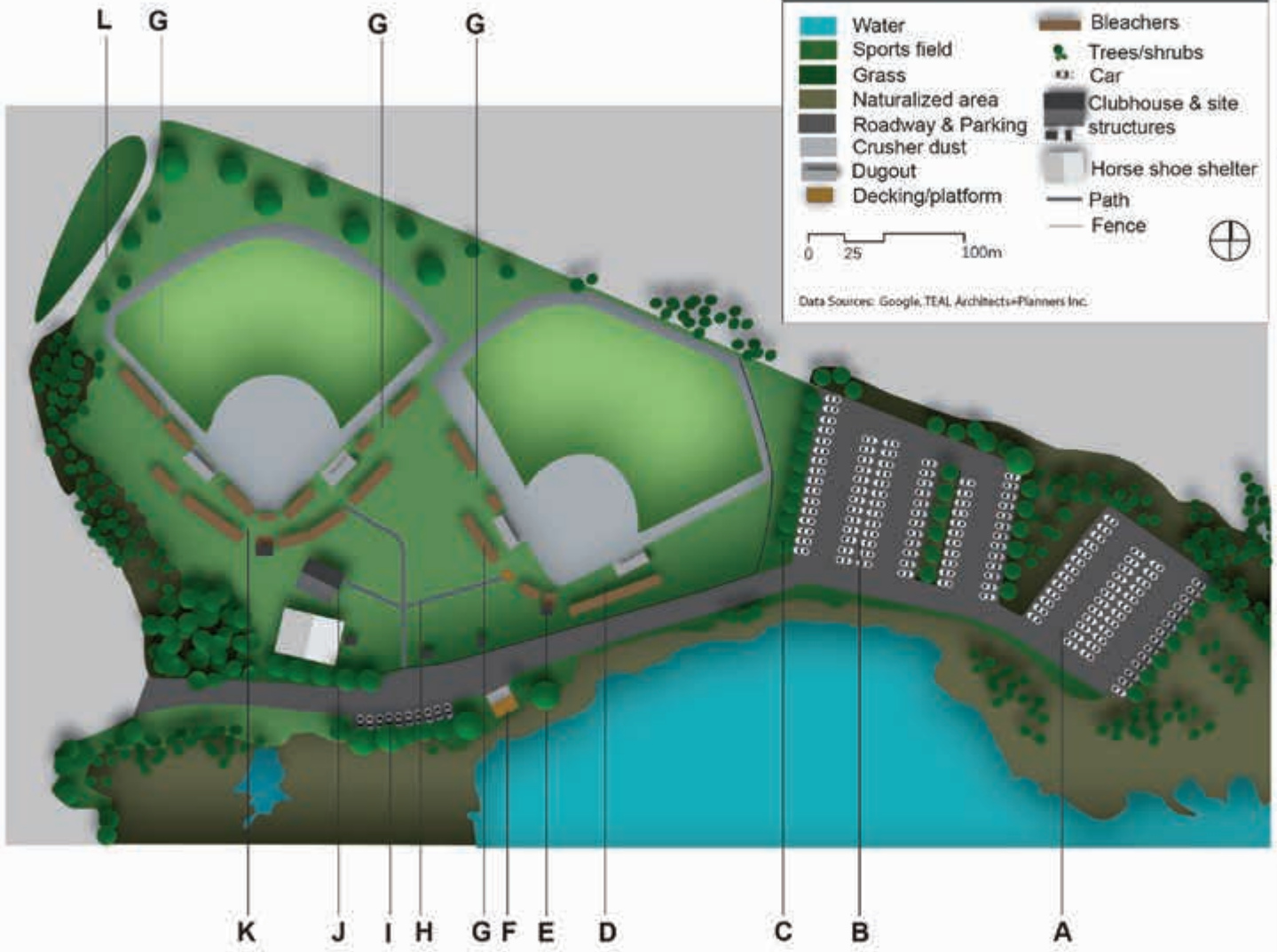


St. Croix Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Lighting upgrades				
Clubhouse, Horseshoe area, Announcer's towers	L.S.	1	2,000.00	2,000.00
Site grading				
Stairs built into berm at Eastern field	each	2	2,000.00	4,000.00
Replace gravel underneath bleachers	L.S.	1	3,500.00	3,500.00
Backstop removal	L.S.	1	2,000.00	2,000.00
Parking upgrades (gravel)				
East parking area	m^2	1,875	13.00	24,375.00
West parking area	m^2	2,850	32.00	91,200.00
West gravel turn-around	m^2	450	13.00	5,850.00
Accessible pathways				
To East bleachers	m	30	40	1,200.00
To West bleachers	m	30	40	1,200.00
Structural upgrades				
Horse shoe shed painting	L.S.	1	1	450.00
Entrance shed (new slab, framing, cladding, external painting)	L.S.	1	1	2,050.00
Ticket booth (new slab, framing, cladding, external painting)	L.S.	1	1	800.00
Announcer's tower West field (new framing, cladding, external painting), or if more feasible, replace.	L.S.	1	1	13,400.00
Announcer's tower East field (replace selected framing and cladding panels, external painting), or if more feasible, replace.	L.S.	1	1	6,700.00
Club house interior (new internal painting, floor upgrades, plumbing fixture upgrades, kitchen counter upgrades)	L.S.	1	1	30,700.00
Clubhouse exterior (selected cladding replacement, and external stripping and repainting)	L.S.	1	1	5,600.00
Site landscaping plan & landscaping	L.S.	1	1	10,000.00
TOTAL				**$205,025**

Prices include 25% allowance for contingencies and engineering, but exclude HST. Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



District of the Municipality of West Hants
Parks and Open Space Plan

Park Opportunities Concept Plan: St. Croix Recreation Site

Item	Description
A	Resurfaced overflow parking area.
B	New parking area.
C	Site landscaping.
D	Re-graded slopes in viewing area.
E	Out-buildings upgraded and lighting added.
F	Proposed decking/platform overlooking the pond.
G	New aggregate base to replace gypsum base underneath bleachers.
H	Accessible paths to viewing platform.
I	Retain existing parking area for accessible parking.
J	Clubhouse upgrades (e.g. new siding, floors, lighting).
K	Upgrades to wood decking in between West ballfield and clubhouse.
L	New gravel surface in turn-around.

Prepared by: SC
Date: April 3, 2016

4.5 Future Parks and Open Space Network: Summary of Opportunities

These 'Priority 2 Park' opportunities were identified through:

- Gap analysis;
- Public engagement sessions;
- Review of all parks and open space in West Hants for spaces that connect parks and open space to people/other key locations.

It is expected that these Priority 2 Parks will be addressed when budgets and opportunities to partner arise. Partnerships are needed for the development of some parks, as noted below. Municipally-owned 'second priority' parks and opportunities are explained in detail in the Network Opportunities in Section 4.5, as referenced below.

Municipal Parks

1. Kendall Lane (see page 73)
2. Hobarts Beach (see page 79)
3. Kempt Quarry Recreation Site (see page 79)
4. Underwood Road (see page 76)

Government Partnerships

5. Roadsides improved for walking and walking loops signed (see pages 71)
   - Sign well-used and appropriate roadside walking loops throughout the Municipality. Some are shown in GIS data under the consultation input file's 'areas' and 'suggestions' Shapefiles, such as a 5k loop through Hantsport and the Hiltz Road walking loop in Cheverie.
6. Fundy Shore Beach Walks (see page 80)
7. McKinley Road Park (see page 74)

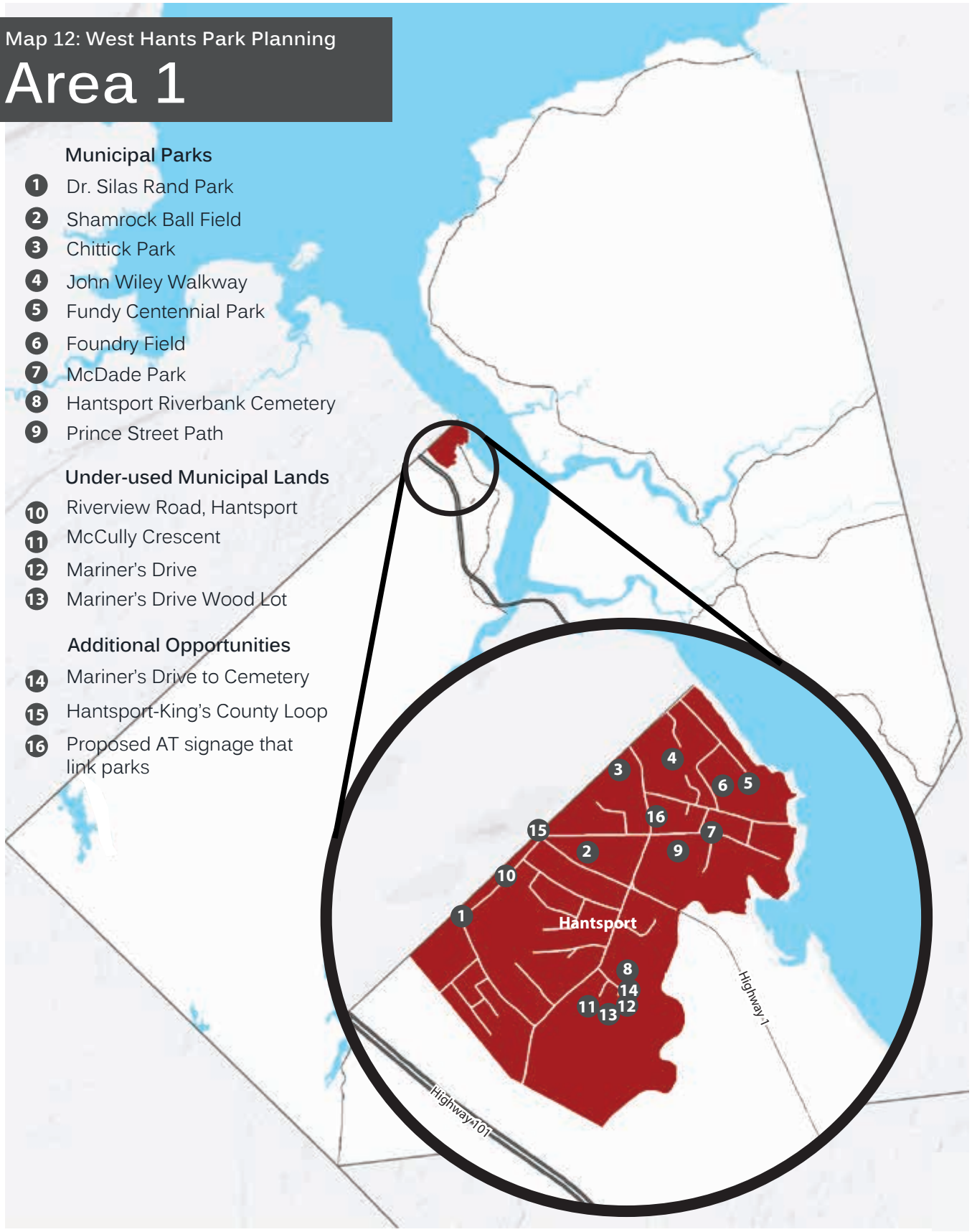
Private Partnerships

8. Castle Frederick Farm Trails (see page 74)
9. Rail to Trail (throughout West Hants)
   - Work with landowners to formalize trail in railway right-of-way including lease agreements, signage, trailheads, receptacles, emergency kits where appropriate and doggy bags.



Map 12: West Hants Park Planning

Area 1



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Dr. Silas Rand Park

- Park signage.
- More seating options.
- Addition of a shade tree or shade/picnic structure.
- Opportunity for community gardens.

2 Shamrock Ball Field

- Park signage.
- Addition of garbage receptacles by dugouts.
- Dugout upgrades (e.g. concrete patch work, improve drainage behind dugouts, painting).
- If desired, a treed buffer between residents to the south and west of the field could be planted.
- Investigate community interest and cost of field lighting.

3 Chittick Park

- Signage, including interpretive sign related to river and history.
- Staff education regarding mowing around trees.
- Have an arborist monitor tree condition around fountain.

4 John Wiley Walkway

- Property serves as potential access point to rail-trail if rail line is to be converted.



5 Fundy Centennial Park

- Park signage.
- Need for more garbage receptacles on site.
- Renovation of gazebo needed (e.g. shingles, trim).
- Reset brick pad to gazebo.

6 Foundry Field

- Ensure Maintenance.

7 McDade Park

- Park signage.
- Create plan to reorganize park monuments to have better use of space.
- New coat of paint on park bench.
- Addition of garbage can by park bench.
- Remove block planter from park. Plant shrubs directly into ground. No need for raised planter.

8 Hantsport Riverbank Cemetery

- Park signage.
- Create a plan for future cemetery expansion.
- Strategically plant shade and ornamental trees for shade and visual interest for visitors.
- Develop a trail loop along upper portion of slope past cemetery, along adjacent Municipally-owned land through to Mariner's Drive.

9 Prince Street Path

- Maintain connection to HMCC from Prince Street.
- Walkway signage indicating ownership/ maintenance.

Under-used Municipal Lands

10 Riverview Road, Hantsport

- Given the close proximity to other parks and open spaces, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.

11 McCully Crescent

- Divest parcel from Municipal holdings and invest in other park and open space opportunities in the area.

Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

12 Mariner's Drive

- Retain parcel as part of future park and open space expansion (with adjacent municipally-owned land for Hantsport Cemetery).
- Portion of property (e.g. along McCully Crescent) could be subdivided without compromising future park development on this parcel.
- Any park and open space/trail development would require a fence along the top of the slope.

13 Mariner's Drive Wood Lot

- Parcel ideal for residential lot.
- Lumber from trees can be harvested for community purpose (e.g. amenity structure).
- Divest land to fund the development of nearby municipally-owned parcels for park and open space use.

Additional Opportunities

14 Mariner's Drive to Hantsport Cemetery

- Subdivide and divest lands not needed to enhance trail connection/loop and Cemetery park. Expand on Cemetery with loop and parkland.

15 Hantsport - King's County Walking Loop (Priority 2 Park)

- Consider signing urban walking loops. A 5k loop was identified during consultation and in former Town of Hantsport Trails Map in the Hantsport Municipal Planning Strategy.

16 Proposed AT signage that link parks

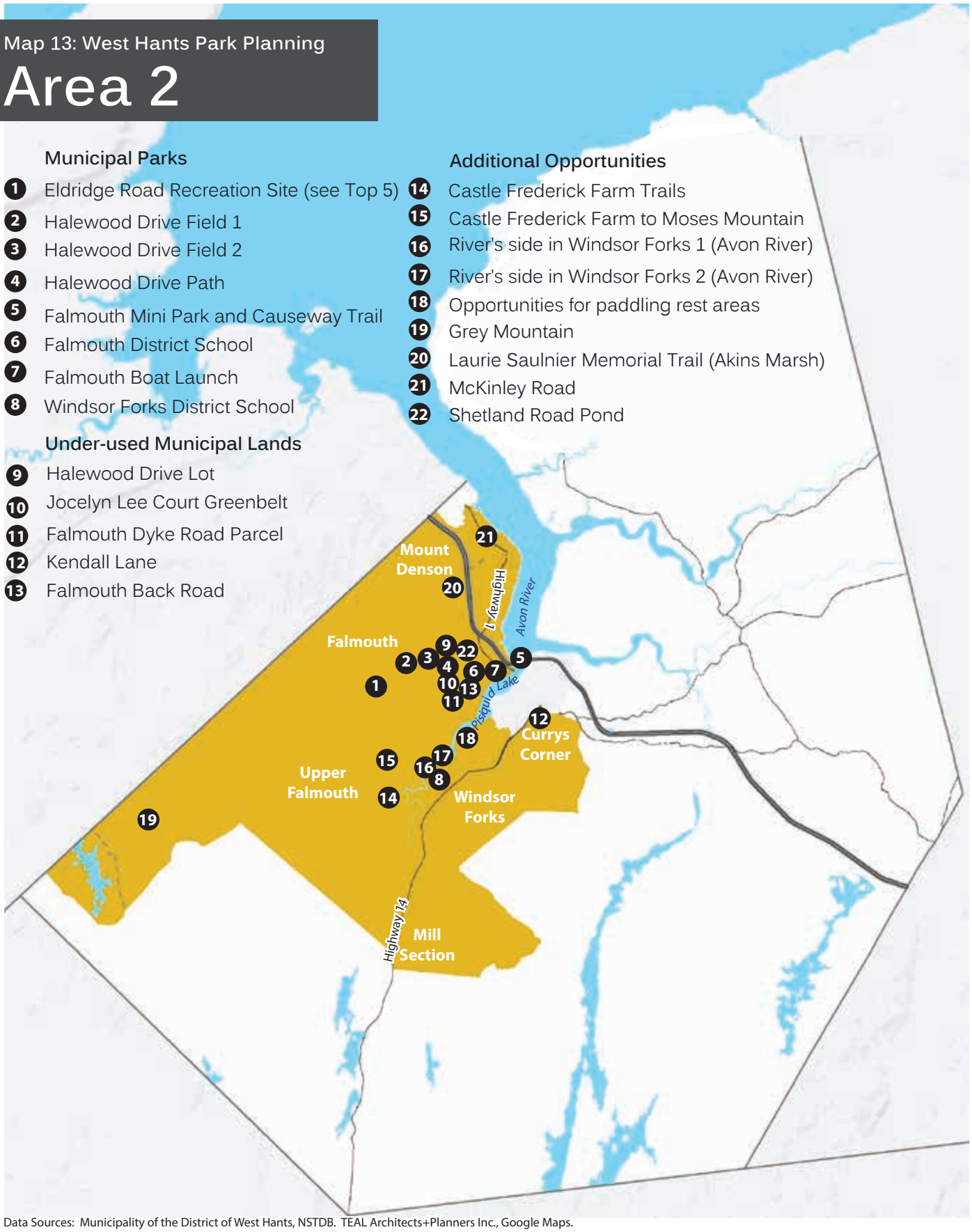
- Consider signing AT corridors to direct traffic to parks and open space.



Hantsport Cemetery

Map 13: West Hants Park Planning

Area 2



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Municipal Parks

1. Eldridge Road Recreation site (See Top 5)

2. Halewood Drive Field 1
   - Signage
   - Continue to own and maintain parcel to be used by the neighbourhood.
   - Formalize entrance to parcel from Halewood Drive.
   - Consider adding amenity features to the site (e.g. benches, trail loop).

3. Halewood Drive Field 2
   - Signage indicating ownership, management, hours of use.
   - Signage to identify stormwater movement on site and importance of water management for local ecology.
   - Low point in south eastern portion of field requires topsoil fill.

4. Halewood Drive Path
   - Signage to indicate ownership and maintenance.
   - Pave the path for ease of maintenance.
   - Lighting attached to existing utility poles.
   - If privacy becomes a concern by neighbouring residents, consider wooden post style fencing along each side rather than chain link fencing.

5. Falmouth Mini Park and Causeway Trail (See Top 5 pages)

6. Falmouth District School
   - No recommendations for properties managed by School Board.

7. Falmouth Boat Launch
   - Signage upgrades (when needed)
   - Cut back vegetation from ramp shoulders.
   - Remove existing concrete ramp and replace with gravel (short term), concrete (long term).

8. Windsor Forks District School
   - No recommendations for properties managed by School Board.

Under-used Municipal Lands

9. Halewood Drive Lot
   - Given the number of parks and open space parcels in the neighbourhood, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.

10. Jocelyn Lee Court Greenbelt
    - Retain as municipal greenbelt.
    - Trail loop possible on upper side of slope.

11. Falmouth Dyke Road Parcel
    - Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

12. Kendall Lane (Priority 2 Park)
    - Signage.
    - Consider regrading a portion of the parcel to create flat accessible surface; will require wall construction and drainage.
    - Opportunity for shade trees, community garden, sitting areas, playground.
    - Work with Kendall Court Seniors Complex and surrounding neighbours to identify parks and open space needs.

13. Falmouth Back Road
    - Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.



Kendall Lane

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Additional Opportunities

14 Castle Frederick Farm Trails (Priority 2 Park)
- Portions of this land are culturally significant and are voluntarily protected by the landowner in partnership with the Archaeological Land Trust of Nova Scotia. Detailed information is found here: http://www.altns.ca/castlefrederick.htm
- Work with owners of Castle Frederick Farm to: install wayfinding, entrance and interpretive signage; enhance accessibility of the trails; and develop appropriate rest and play areas.

15 Castle Frederick Farm to Moses Mountain
- See MWH Trails Plan p. 82 for proposed trail network, also supported through consultation for this Parks and Open Space Plan.

16 River's side in Windsor Forks 1 (Avon River)
- Explore possibility of a picnic table/ paddling rest area.

17 River's side in Windsor Forks 2 (Avon River)
- Explore possibility of a picnic table/ paddling rest area (on island).

18 Opportunities for paddling rest areas
- Explore other locations for picnic table/ paddling rest area.

19 Grey Mountain
- Explore the value of land use or lease agreements to the parks and open space network on privately held land holdings throughout Grey Mountain areas (excluding the Water Protection Areas.

20 Laurie Saulnier Memorial Trail (Akins Marsh)
- See Trails Plan 2013 for details.
- Support relationship between Hants West Wildlife Association, DNR, Ducks Unlimited Wildlife Habitat Canada.

21 McKinley Road
- Develop a Neighbourhood Park overlooking water with signed and safe water access for paddlers and possibly swimmers. If permitted, connect to rail to trail. Seek partnership with Provincial Government to establish park on its land.

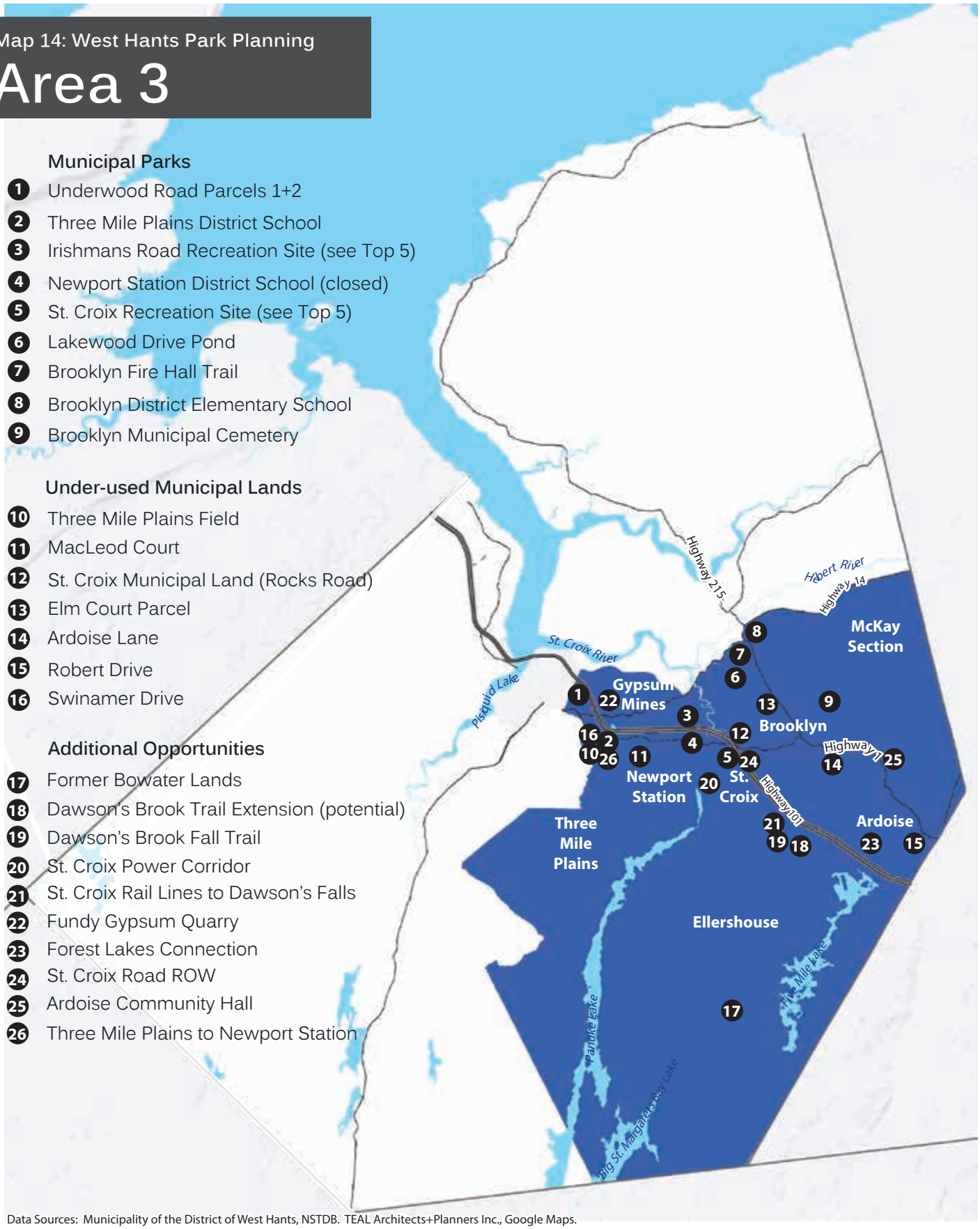
22 Shetland Road Pond
- This is a stormwater retention pond. However, due to its visual significance and recreation potential for sitting, watching and playing nearby, issues regarding liability and safety should be considered to enable the safe use by residents.
- Improve seating, signage, trees to buffer noise and view from the highway and shade tree for shelter.



Atkins Marsh

Map 14: West Hants Park Planning

Area 3



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 3

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Underwood Road Parcels 1+2

- Signage.
- Evaluate encroachment into municipal land by surrounding residents (e.g. tree clearing, landscaping).
- Retain as treed, naturalized area for shade, stormwater attenuation, wildlife habitat. Retain open space and develop as formal neighbourhood park.
- Formalized access into the park (e.g. delineate public from private property along entrance).
- Work with neighbourhood to develop a park needs assessment for future park amenities.

2 Three Mile Plains District School

- No recommendations for properties managed by School Board.

3 Irishmans Road Recreation Site (see Top 5)

4 Newport Station District School (closed)

- Close proximity to Irishmans Road. Explore potential to link the properties via a new trail corridor.
- Explore partnerships with community groups who may be able to lease the building.
- Explore opportunities for a Public/ Private Partnership or sale of building to retrofit school into seniors living.

5 St. Croix Recreation Site (see Top 5)

6 Lakewood Drive Pond

- Improve access to water.
- Signage indicating ownership, use, and maintenance.

7 Brooklyn Fire Hall Trail

- Create resting spots for sitting, picnicking, include receptacles.
- Switchbacks or curve in trail bed would lessen the slope in some areas and create more visual interest.
- Trail bed could be made more accessible by using crusher dust.
- Planting of trees (native or ornamental) would provide visual interest along the trail route.
- The addition of trees and/or children's playspaces **must** be reviewed in conjunction with Fire Department Executive due to space limitations as this is a helicopter landing area.

8 Brooklyn District Elementary School

- No recommendations for properties managed by School Board.

9 Brooklyn Municipal Cemetery

- More noticeable signage to mark cemetery.
- Interpretive boards documenting history.
- Expansion of gravel pad at entrance for additional parking.

Under-used Municipal Lands

10 Three Mile Plains Field

- Retain as a multi-functional space for use by community centre users.

11 MacLeod Court

- Divest parcel to fund the development of nearby municipally-owned parcels.



Irishmans Road Recreation Site

Network Opportunities for Area 3

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

12 St. Croix Municipal Land (Rocks Road)
- See Trails Plan 2013 for additional details.
- Although isolated by the highway, this property is an excellent display of local geology, West Hants dykelands, freshwater ecology, and walking trails.
- Public access to the creek.
- Promote as recreation area (e.g. walking, picnicking, sitting, sports).
- Work with the Province of Nova Scotia on possible trail connections to St. Croix Recreation Site underneath Highway 101.

13 Elm Court Parcel
- Develop as a Neighbourhood Park.
- Regrade entrance to make accessible.
- Create simple trail loop
- Install garbage bin and seating area.
- Entrance signage indicating use and management

14 Ardoise Lane
- Although this parcel is in an ideal geographic location for a Neighbourhood Park, this lot and its set back into a quiet residential street does not suit itself to be a well-visited park space.
- Divest from Municipal holdings and invest in other parks or open space in the area.

15 Robert Drive
- Work with developer at Forest Lakes Community to outline future parks and open space development in close proximity to Robert Drive parcel. This parcel could become a municipal access point to proposed open space and trails. If road access to Forest Lakes is created at the foot of Robert Drive, this municipal parcel would not be required. At that time, this parcel should be considered for divestment

16 Swinamer Drive
- Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.

Additional Opportunities

17 Former Bowater Lands
- Consider working with the Province of NS and motorized vehicle groups such as SANS and ATVNS to determine if signage or amenities are required and/or possible in the motorized vehicle trail network.

18 Dawson's Brook Trail Extention (potential)
- Identify and connect trail to any waterfalls.

19 Dawson's Brook Fall Trail
- See trails Plan 2013 for details.
- Formalize walking trail with landowner to Dawson's Falls; sign roadways.

20 St Croix Power Corridor
- Consider working with landowner to formalize walking trail in power and turbine corridor to Dawson's Falls; sign roadways.

21 St Croix Rail Lines to Dawson's Falls
- Consider working with landowner to formalize walking on old railbed to Dawson's Falls; sign roadways.

22 Fundy Gypsum Quarry
- Maintain relationship with Fundy Gypsum Lands in the event that trails may be developed through the site.

23 Forest Lakes Connection
- Ensure public trail connections to (future) Forest Lakes Country Club greenspaces.

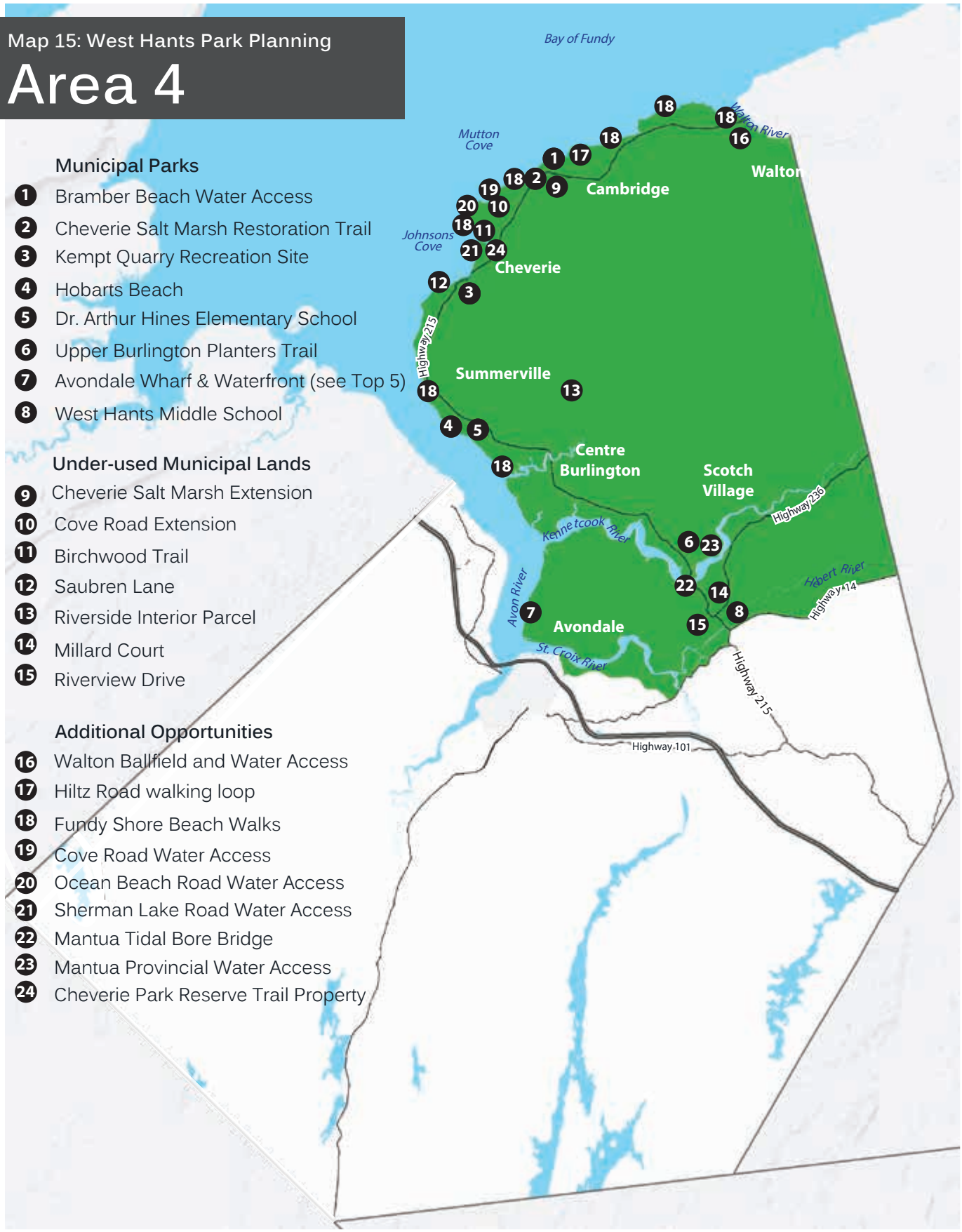
24 St. Croix Road ROW
- Connect St. Croix Recreation Site with underused Municipal parcel on opposite side of Highway PID 45061223.

25 Ardoise Community Hall
- Consolidate parking to one side (e.g. across road), expand community garden, create outdoor social/passive recreation space, outdoor learning space for children.

26 Three Mile Plains to Newport Station
- Evaluate opportunity to develop a trail loop connecting Three Mile Plains District School, Gypsum Mines, Irishmans Road and Newport Station District School.

Map 15: West Hants Park Planning

Area 4



Municipal Parks

1. Bramber Beach Water Access
2. Cheverie Salt Marsh Restoration Trail
3. Kempt Quarry Recreation Site
4. Hobarts Beach
5. Dr. Arthur Hines Elementary School
6. Upper Burlington Planters Trail
7. Avondale Wharf & Waterfront (see Top 5)
8. West Hants Middle School

Under-used Municipal Lands

9. Cheverie Salt Marsh Extension
10. Cove Road Extension
11. Birchwood Trail
12. Saubren Lane
13. Riverside Interior Parcel
14. Millard Court
15. Riverview Drive

Additional Opportunities

16. Walton Ballfield and Water Access
17. Hiltz Road walking loop
18. Fundy Shore Beach Walks
19. Cove Road Water Access
20. Ocean Beach Road Water Access
21. Sherman Lake Road Water Access
22. Mantua Tidal Bore Bridge
23. Mantua Provincial Water Access
24. Cheverie Park Reserve Trail Property

Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Bramber Beach Water Access

- Install signage to identify ownership, uses, and to house tidal information.
- Expand parking area at trailhead.
- Regrade trail bed to improve walking surface and drainage. Raising the trail bed may be required near the beach.
- Monitor for illegal dumping and/or add receptacles at trail head.
- Connect to larger network of beach access points on Highway 215.

2 Cheverie Salt Marsh Restoration Trail

- Repairs to Camera Obscura internal structure (e.g. door).
- Signage to identify Camera Obscura, maintenance, views.
- Define path (trailhead) from parking lot to Camera Obscura.

3 Kempt Quarry Recreation Site (Priority 2 Park)

- Signage and wayfinding.
- Develop visual/physical barrier between trail and parking.
- Upgrade paths to improve accessibility around the pond to picnic and swimming area.
- Install sod over exposed gravel (on gypsum sinkholes).
- Consult with an arborist to evaluate tree health around amenities.
- Basic site landscaping at entrance and picnic area to improve park aesthetic.
- More seating and picnic opportunities around the Quarry.

4 Hobarts Beach (Priority 2 Park)

- Redesign parking lot for more efficient layout, to create a visual/physical barrier between people and cars, and to improve drainage.
- Shoreline stabilization necessary around boat launch.
- Signage at top of Block Wharf Road and at parking lot.
- Formalize fire pits with steel boxes/BBQ.
- Regrade picnic area for accessibility.
- Monitor for illegal dumping.

5 Dr. Arthur Hines Elementary School

- No recommendations for properties managed by School Board.

6 Upper Burlington Planters Trail

- Signage at roadside indicating trail and cultural site, signage at trail head.
- Interpretive signage/shelter in need of structural and cosmetic upgrades.
- Weeding of gravel baseball diamond
- New or updated basketball court

7 Avondale Wharf & Waterfront (see Top 5)

8 West Hants Middle School

- No recommendations for properties managed by School Board.

Under-used Municipal Lands

9 Cheverie Salt Marsh Extention

- Consider future connection to existing trail and boardwalk.

10 Cove Road Extension

- Divest from Municipal holdings and invest in other parks or open space in the area.

11 Birchwood Trail

- With large wooded residential parcels adjacent to municipal parcel, it is unlikely that the development of public park would be well-used; divest from municipal ownership to fund other parks and open space in the area.

12 Saubren Lane

- Divest parcel from municipal holdings and invest in other parks and open space opportunities in the area.

13 Riverside Interior Parcel

- Divest from Municipal holdings and invest in other parks or open space in the area.

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

14 Millard Court
- Divest from Municipal holdings and invest in other parks or open space in the area.

15 Riverview Drive
- Little potential for water access or recreation use due to steep slope.
- Divest from Municipal holdings and invest in other parks or open space in the area.

Additional Opportunities

16 Walton Ballfield and Water Access
- Consider exploring partnership with landowner to clear a stable walking track around the ballfield and formalize water access.

17 Hiltz Road walking loop
- Explore opportunity for walking loop clearing, formalizing access to beach, promotion, signage

18 Fundy Shore beach walks (2nd Priority)
- Identify beach walks with existing or potential formalized water/land access points; develop a consistent wayfinding and interpretive signage program for key points along the walks; consistency should be in signage materials, colours, locations, information available (excepting special site-specific information); include tide charts at each interpretive sign.

19 Cove Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

20 Ocean Beach Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

21 Sherman Lake Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

22 Mantua Tidal Bore Bridge
- Install interpretive signage at this bridge.

23 Mantua Provincial Water Access
- Consider working with Province to install water access park, signage for tubers, boogie boarders, swimmers, etc. of the Mantua Tidal Bore (if appropriate location and widely desirable activities. This was noted during public engagement.)

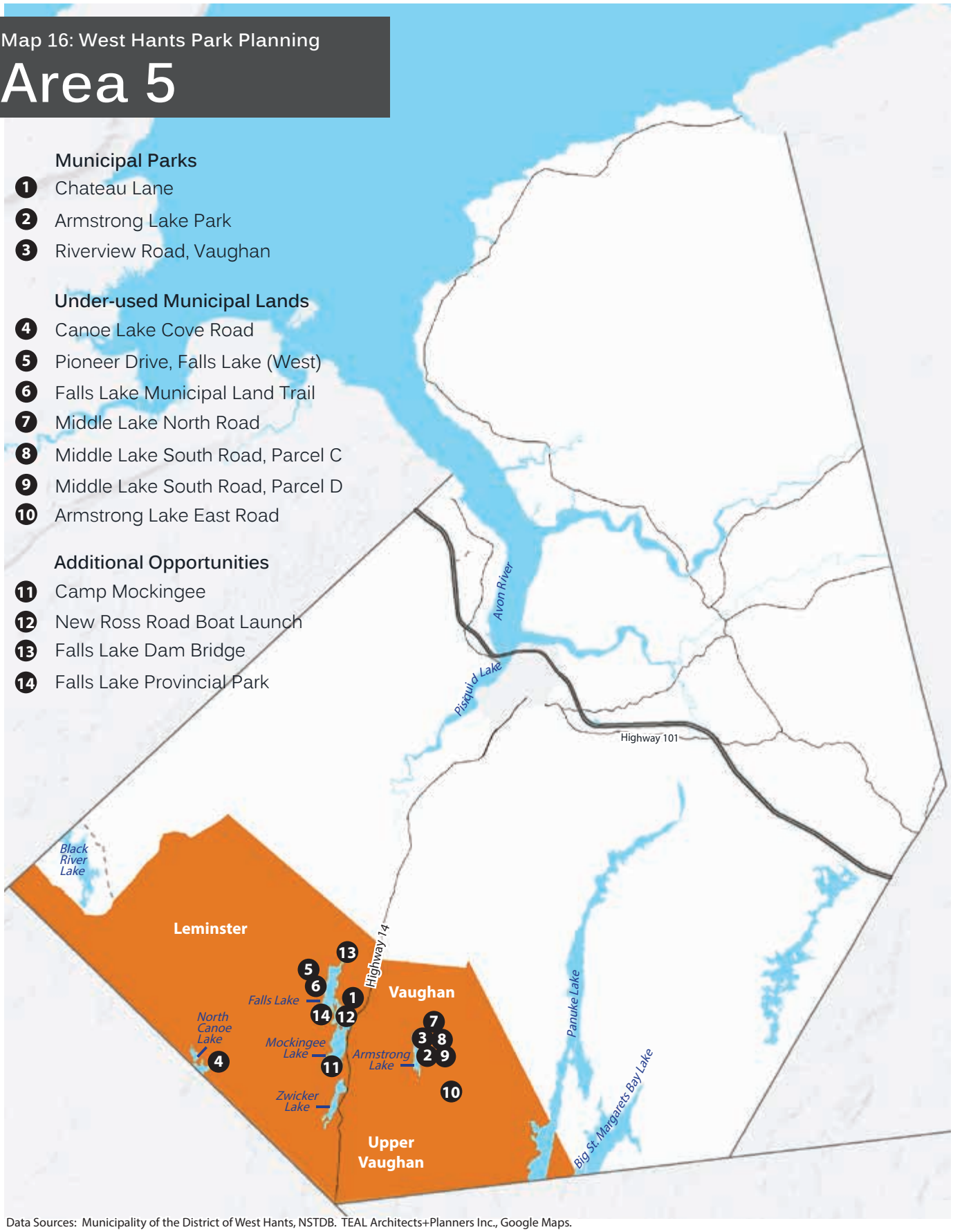
24 Cheverie Park Reserve Trail Property
- See Trails Plan 2013 for details on the property.
- Request right of first refusal should adjacent lands ever be for sale.



Cheverie Salt Marsh Restoration Trail

Map 16: West Hants Park Planning

Area 5



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 5

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Chateau Lane
- Install entrance signage and trail markers.
- Retain land and develop as formal trail loop.
- Create formal access point from surrounding roadway.
- Potential for expanded/renovated trail system on property.
- Establish partnership with Sugar Shack property owners to encourage use of trail and outdoor programs.

2 Armstrong Lake Park
- Entrance signage
- New interpretive signage about local wildlife (to replace Loon signage that is damaged).
- New trail /water access markings with post.
- New gravel surface for boat launch to improve access to water.

3 Riverview Road, Vaughan
- Retain land to protect wetland habitat and for recreation value.
- Partner with community group or NGO to highlight importance of ecosystem.
- Interpretive signage before the bridge at gravel area.
- Boardwalk or platform on the water for recreation (e.g. fishing) and interpretation.
- Signage to signify ownership and park use.
- Formally connect parcel with Armstrong Lake Park to the south.

Under-used Municipal Lands

4 Canoe Lake Cove Road
- Develop public access to the lake.

5 Pioneer Drive, Falls Lake (West)
- Trail connection opportunity to improve water access from Levy Meadow Trail.
- Subdivide or enact an easement/land use agreement on the remainder of the property.
- Trail connection opportunity to improve water access from Levy Meadow Trail.
- Subdivide or enact an easement on the remainder of the property.

6 Falls Lake Municipal Land Trail
- More visible signage.
- Promote as a public water recreation area.
- Beach improvement (e.g. sand, benches, fire pit/BBQ area).
- Garbage receptacles.
- Periodic site monitoring.

7 Middle Lake North Road
- Middle Lake is not a high value amenity area. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

8 Middle Lake South Road, Parcel C
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

9 Middle Lake South Road, Parcel D
- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

10 Armstrong Lake East Road
- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



Riverview Road

Network Opportunities for Area 5

Details for each parcel area provided in Appendix 2.

Additional Opportunities

11 Camp Mockingee
- Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).

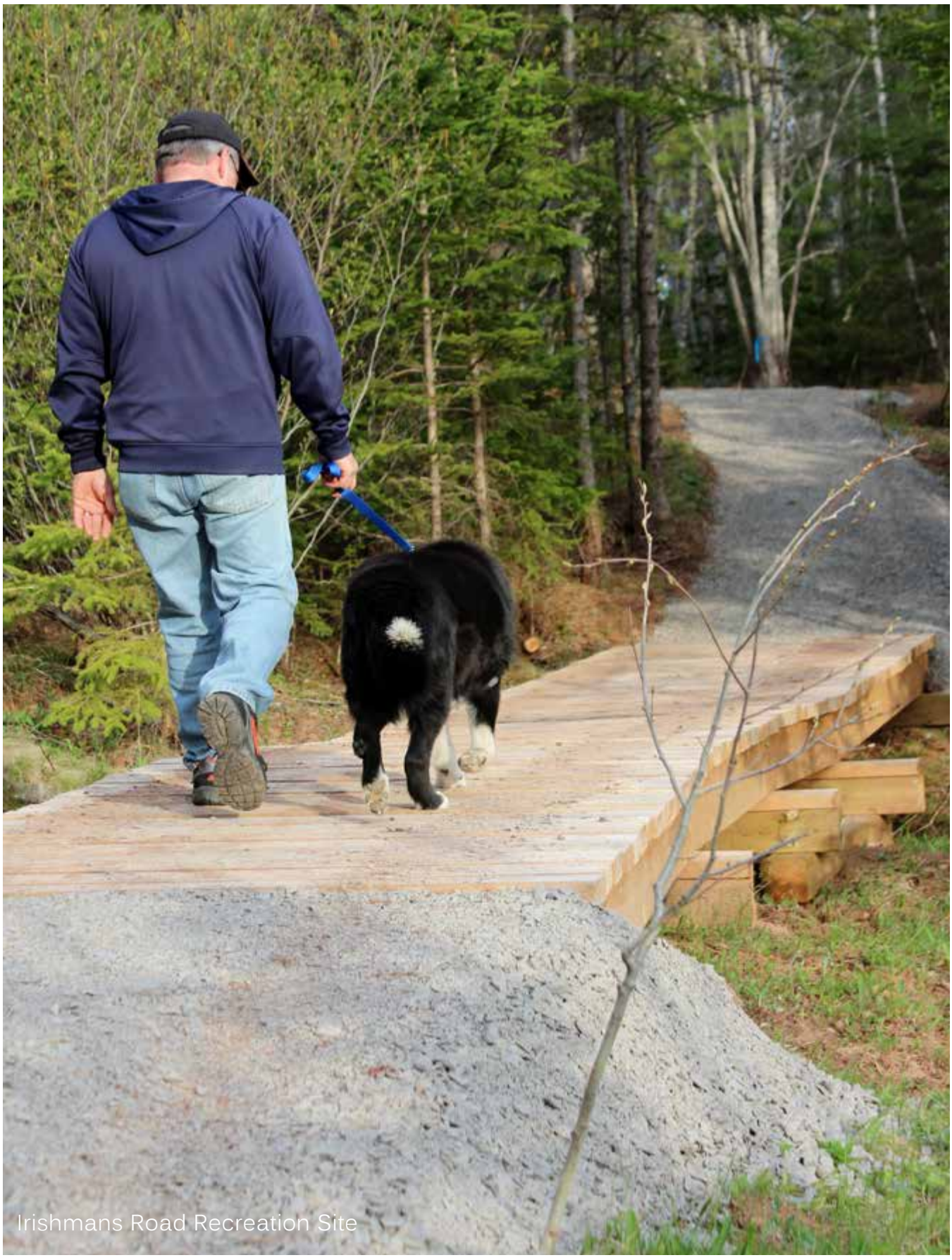
12 New Ross Road Boat Launch
- Consider acquiring easement or purchase property and enable an easement for NS Power to ensure safe public access to the boat launch.

13 Falls Lake Dam Bridge
- Consider partnership with NS Power to permit the public to cross the dam's pedestrian bridge. (This was noted during Public Engagement).

14 Falls Lake Provincial Park
- Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).



Armstrong Lake



Irishmans Road Recreation Site

5.0 IMPLEMENTATION

5.1 Prioritized Actions

Year 1

1. Request Council to adopt this Plan, which includes Appendix 1: iv. *Suitability Framework*, which may help the Municipal staff to evaluate the suitability of new lands for park and open space purposes.

2. Present this Parks and Open Space Plan to Stakeholders and general public for promotion. Collectively, citizens of West Hants may work together in various ways to achieve the opportunities identified during consultation and which are listed in this plan.

3. Amend policy documents to enable the outcomes of this plan. See Appendix 6 for suggestions for the Subdivision By-law(s) and Municipal Planning Strategies.

4. Ensure the Municipality has the ability to provide tax receipts for donations to the 'parks budget' (e.g. Charitable Status with Canadian Revenue Agency).

5. Assign staff to regularly track and update a new database of funding and partnership opportunities for the development and maintenance of parks and open space.

6. Phase in new Active Avon signage with upgrades to parks and open space.

7. Adopt a plan review at the one-year and five-year points after the initial adoption of this plan. Amendments should be made and adopted by Council before the end of each scheduled review period.

8. Obtain and train staff on a tracking software to monitor and schedule park maintenance, acquisition and development of parks and open space.

Years 1 - 3

9. Build on existing parks and open space education programs, as recommended in Section 5.3, to increase knowledge of natural assets and benefits of outdoor spaces in West Hants.

10. Initiate an official marketing campaign to promote the existing and potential West Hants Parks and Open Space Network. Use opportunities identified in this plan to supplement other Municipal initiatives.

Years 1 - 10

11. Actively seek to identify, protect and develop, through easement or acquisition, water access points (some are identified on Map 4). This could be facilitated by a 'West Hants Water Access Plan'.

12. Develop or upgrade Priority 2 Parks and Partnership Opportunities seen in Section 4.5 as soon possible.

13. Improve the places where people walk as recommended in the Avon Region Active Transportation Plan.

14. Consider adding to the lending program of sports equipment - free of charge - for items such as cross country skis, etc.

15. Consider adding the West Hants Cultural Landscape to this Plan. Survey the Municipal District for locations of cultural significance, such as Acadian Heritage sites, Mi'kmaq Heritage Sites, Planters Heritage Sites, culturally-significant views, and so on. Consider connecting with the group that promotes Acadian Heritage to protect or support promotion for Acadian Heritage sites, seen online at http://ns1763.ca/remem/acadianheritagesigns.html.

    (Note: Two Acadian Heritage Sites currently fall on or within 50m of Municipal lands: one across from Cheverie Salt Marsh and one at Avondale Wharf and Waterfront.)

These Actions should be completed in their order to achieve the intent of this Plan.

5.2 Decision-Making Toolkit for Land Management Decisions

A Decision Making Toolkit was developed to be used by Municipal staff. The Toolkit will guide decisions about the West Hants Parks and Open Space network to ensure decisions about parkland acquisition, divestment and development meet the needs of citizens and protect unique natural and cultural resources. Users will be able to evaluate and prioritize lands for acquisition based on four standard issues: useability, suitability, budget and urgency.

Priority land is that which provides a solution to all of the four issues. This is illustrated in Figure 9 below.

Also included in the Toolkit is information about acquisition methods, the definition of useable land, a land suitability criteria, funding opportunities, and scenarios that illustrate the issues of urgency and land divestment.

The Toolkit is in Appendix 1.

The decision-making process is on the next page.



Figure 9: Acquisition Priorities.

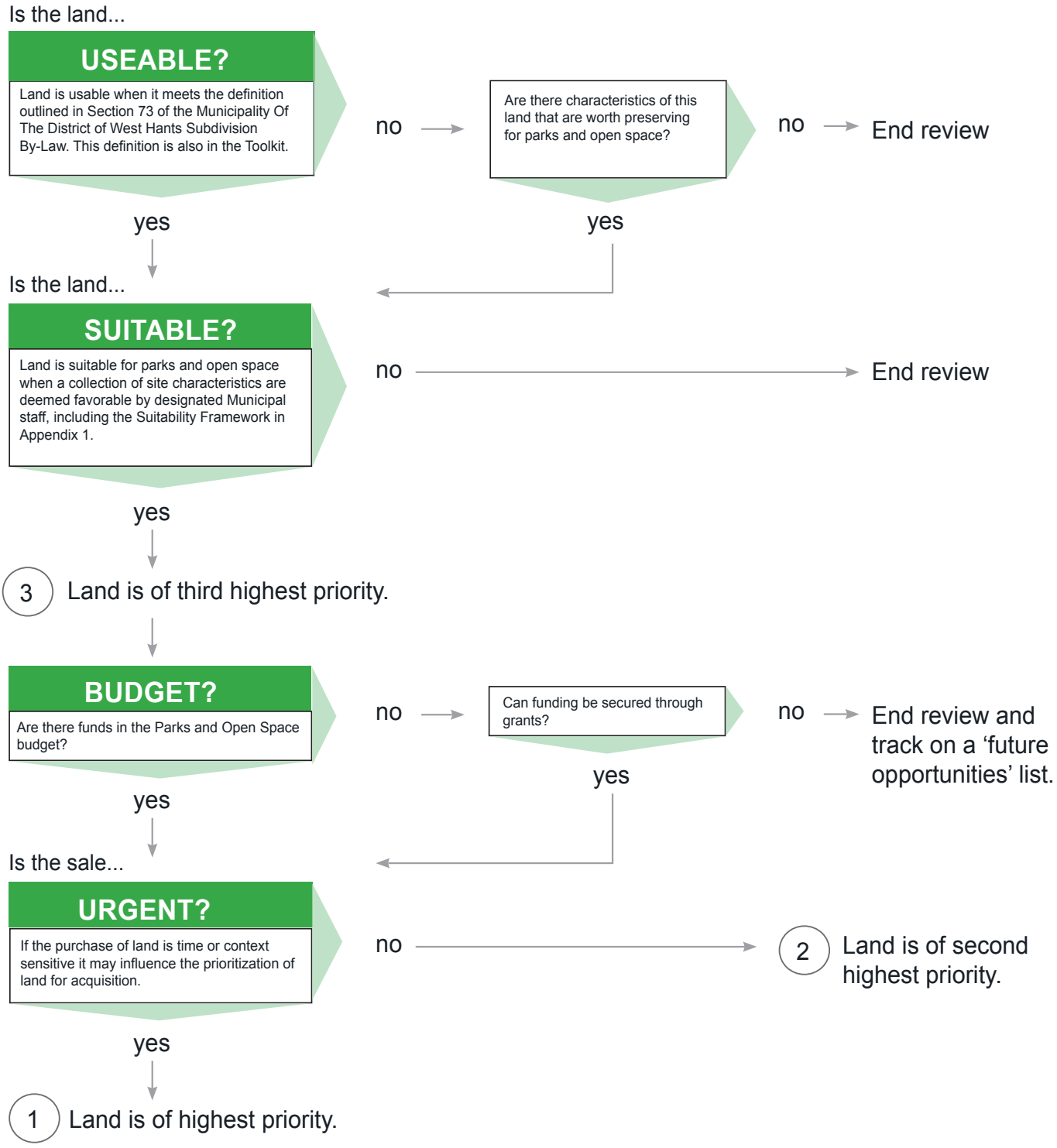


Figure 10: Process to Identify Priority Lands.

5.3 Education and Promotion Opportunities

The more citizens know about the parks and open space in their communities the more they will feel pride and desire to use and even become stewards of these shared spaces. When information is shared about events in these spaces people can be connected to members of the broader West Hants community. Citizens can plan day trips to various parks and open space when the unique features of each space is available and promoted and physical health can improve with increased activity in the great outdoors. Widely promoting the West Hants parks and open space network will attract visitors who will come to experience the rich history, beauty and local business offerings in West Hants. Below identifies many opportunities for education and promotion of the West Hants parks and open space network:

A. Initiate an online parks and open space marketing campaign

I. Develop a Web Page

Promoting parks and open space is more than hosting information online, it should also be action oriented. Online promotional methods can profile outdoor spaces and activities in the Municipality. In addition to background information, news postings should be frequent, consistent in quality and message, and highlight the benefits of parks and open space to citizens.

The West Hants Municipal Website should contain a stand-alone page for Parks and Open Space. This space would be available for park-related documents (for download), links to interactive mapping or relevant parks and recreation sites (like Acadian Heritage Sites page, Trails NS, NS Department of Environment, West Hants Trail Association, etc.).

Effort must be made to launch West Hants Park Network information on other agencies' websites (e.g. Province of Nova Scotia). The quality and accuracy of parks and open space information hosted on these websites must be monitored and updated. 'Active Avon' branding should be used.

II. Develop an online interactive map for use by citizens and visitors.

Municipally-hosted interactive maps enable Municipal Staff to distribute up-to-date, and easy-to-understand park and open space network information to a large audience. Information includes parks and open space sizes, locations, measuring tools, amenities available, activities on site, photos, related links and so on. Unlike paper maps, online maps can be easily updated as information changes and the number of people viewing online content can be monitored.



B. Printed park and trails maps/ brochures.

Some citizens of West Hants do not have (nor require) access to internet. We see value in producing a parks and open space brochure with inset maps to highlight 'Places To Go'. These brochures can be hosted in prominent locations around the Municipality (e.g. fire halls, community halls, gas stations, municipal office, convenience stores). In addition to hosting information, these brochures in themselves are promotional material that can easily be shared and used while in parks and open space for direction.

C. Establish a coordinated system of cultural and environmental interpretation.

Some outdoor spaces have great examples of park interpretation associated with them (e.g. Upper Burlington Community Hall, Cheverie Salt Marsh), but their design and content is inconsistent. Creating a coordinated design, materials, and shelters (if required) will help create a Municipal wide brand that will help to inform citizens and visitors of the unique features of outdoor spaces in the Municipality.

A key component to a coordinated Fundy Shore Beach Walk is signage at multiple locations that highlight the changing schedule of tides. The timing and height of tide change with the day and the season, a calendar of high and low tides will allow citizens and visitors to plan their beach walks accordingly. This tidal signage would be changed seasonally and would be in line with 'Active Avon' branding.

Actively promote parks and open space for regional, national, and international sporting and entertainment events: Promoting existing parks and open space as ideal destinations for entertainment and sporting events can generate revenue from venue rental and spin-offs to the local economy. Local citizens can be involved in planning which can create a sense of pride and ownership of the spaces.

D. Guided outdoor walks and talks.

Building on existing guided walks we see value in expanding this program to highlight each of the six park planning areas. This would bring attention to not only the large parks and open space, but the smaller spaces and connections in between. Information sharing can be a new component to these events. Informative walks related to native tree and plant species, karst topography, or Acadian or Mi'kmaq cultural tours (among others) would allow for visiting educators or locally led tours.



E. Enable Stewardship

i. Volunteering and Donations

Create opportunities for volunteers to be stewards of parks and open space. Examples of stewardship may be pruning of fruit and shade trees, gardening, donating plants or doggy bags, design/build projects such as community gardens, rain gardens and special play spaces (e.g. trails, natural playgrounds public art).

Another opportunity is for citizens to donate funds, perform activities such as gardening or other maintenance like the 'Adopt a Highway' Program.

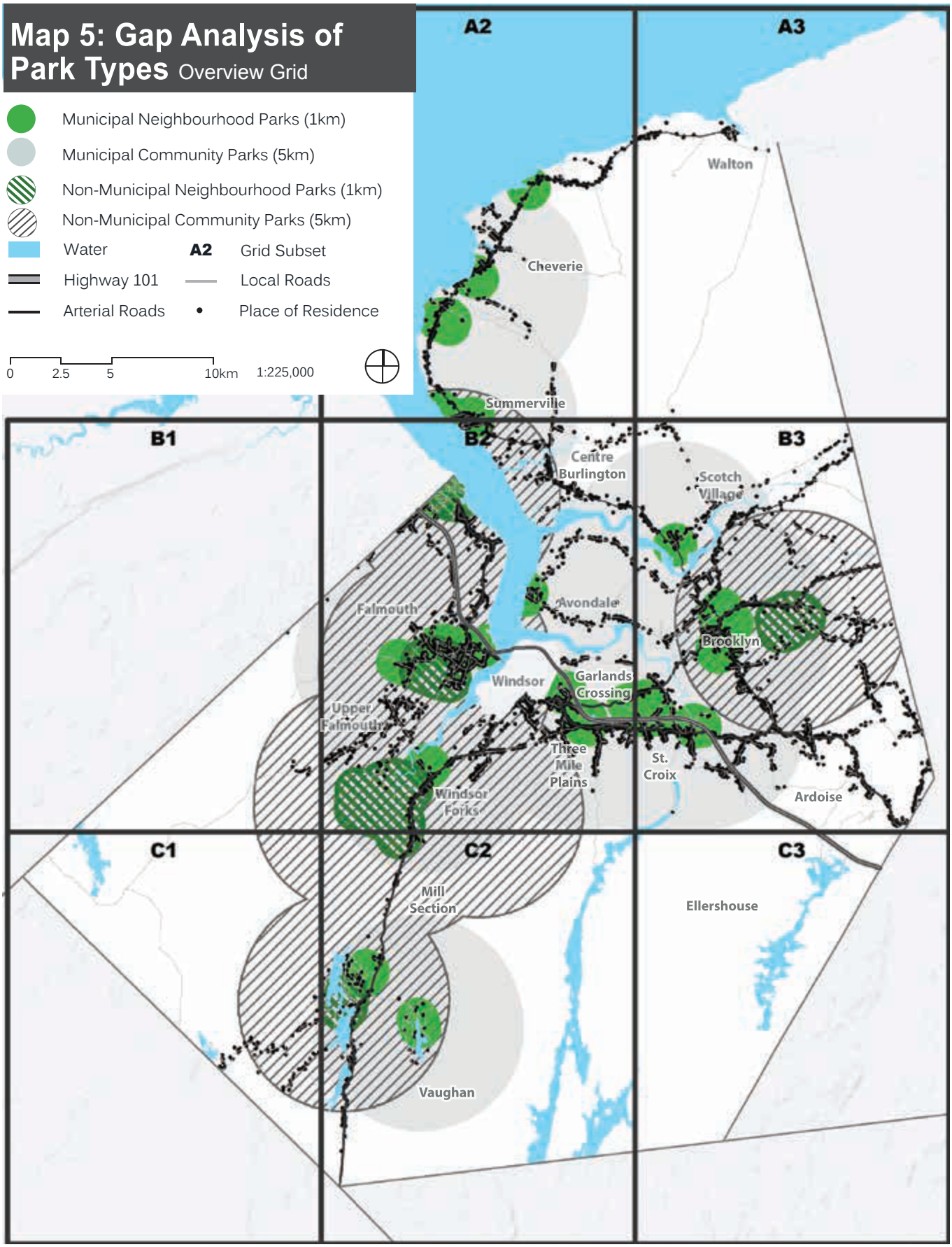
Opportunities may be facilitated on a section of the Website where citizens see maintenance and capital items needed for parks and open space.

ii. Workshops

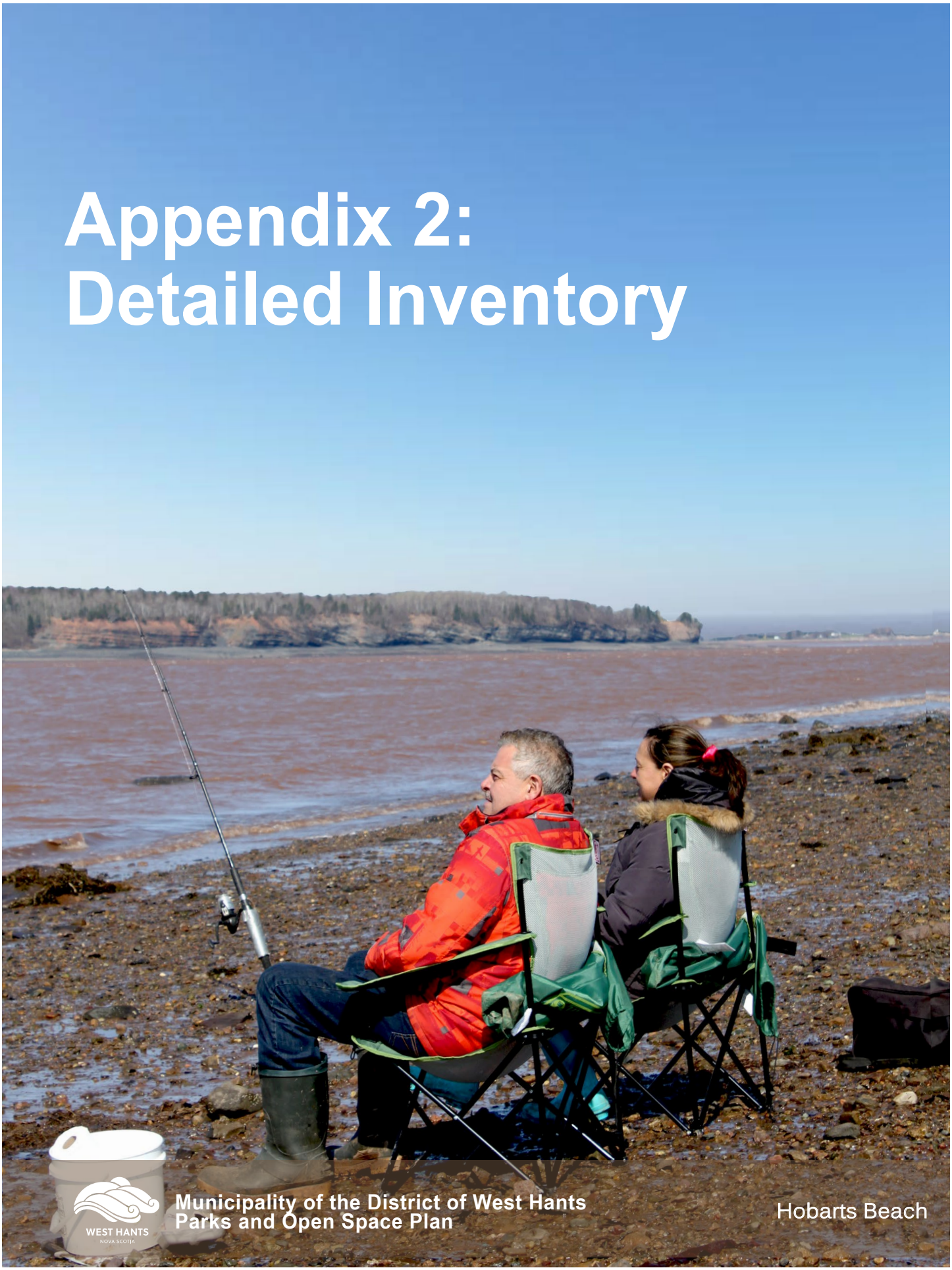
Community learning may be possible by hosting workshops with trained professionals (e.g. horticulturists, trail groups, designers, community facilitators, etc.).



Bike Maintenance 101 Workshop


Map 5: Gap Analysis of Park Types Overview Grid
Municipal Neighbourhood Parks (1km)
Municipal Community Parks (5km)
Non-Municipal Neighbourhood Parks (1km)
Non-Municipal Community Parks (5km)
Water
A2 Grid Subset
Highway 101
Local Roads
Arterial Roads
Place of Residence
0 2.5 5 10km 1:225,000
A2
A3
B1
B2
B3
C1
C2
C3
Walton
Cheverie
Summerville
Centre Burlington
Scotch Village
Avondale
Falmouth
Brooklyn
Windsor
Garlands Crossing
Upper Falmouth
Three Mile Plains
St. Croix
Ardoise
Windsor Forks
Mill Section
Ellershouse
Vaughan

Appendix 2: Detailed Inventory



Municipality of the District of West Hants
Parks and Open Space Plan

Hobarts Beach

Contents

Introduction 3

Park Planning Area 1 Parks and Open Space Parcel Details 4

Park Planning Area 2 Parks and Open Space Parcel Details 18

Park Planning Area 3 Parks and Open Space Parcel Details 32

Park Planning Area 4 Parks and Open Space Parcel Details 50

Park Planning Area 5 Parks and Open Space Parcel Details 72

Photo Credits

Cover photo: Municipality of the District of West Hants Staff, 2016.

Other photos: Stephen Cushing and Municipality of the District of West Hants Staff, 2016.

Introduction

Inventory Organization

This document highlights the field work conducted by the Consultant Team. A full inventory of site features and analysis of opportunities has been provided for each of the 73 Municipally-owned parcels of parks and open space land.

Top 5 Priority Park Sheets

Found in Chapter 4.0, five parks in West Hants have been highlighted based on need for park investment/upgrades:

- Falmouth Mini Park and Causeway Trail
- Avondale Wharf and Waterfront
- Irishmans Road Recreation Site
- Eldridge Road Recreation Site
- St. Croix Recreation Site

For each of the above parks, Site opportunities have further been evaluated and a “Class D” cost assessment provided. A concept plan with locations highlights the approximate locations of site opportunities.

Inventory Sheets by Area

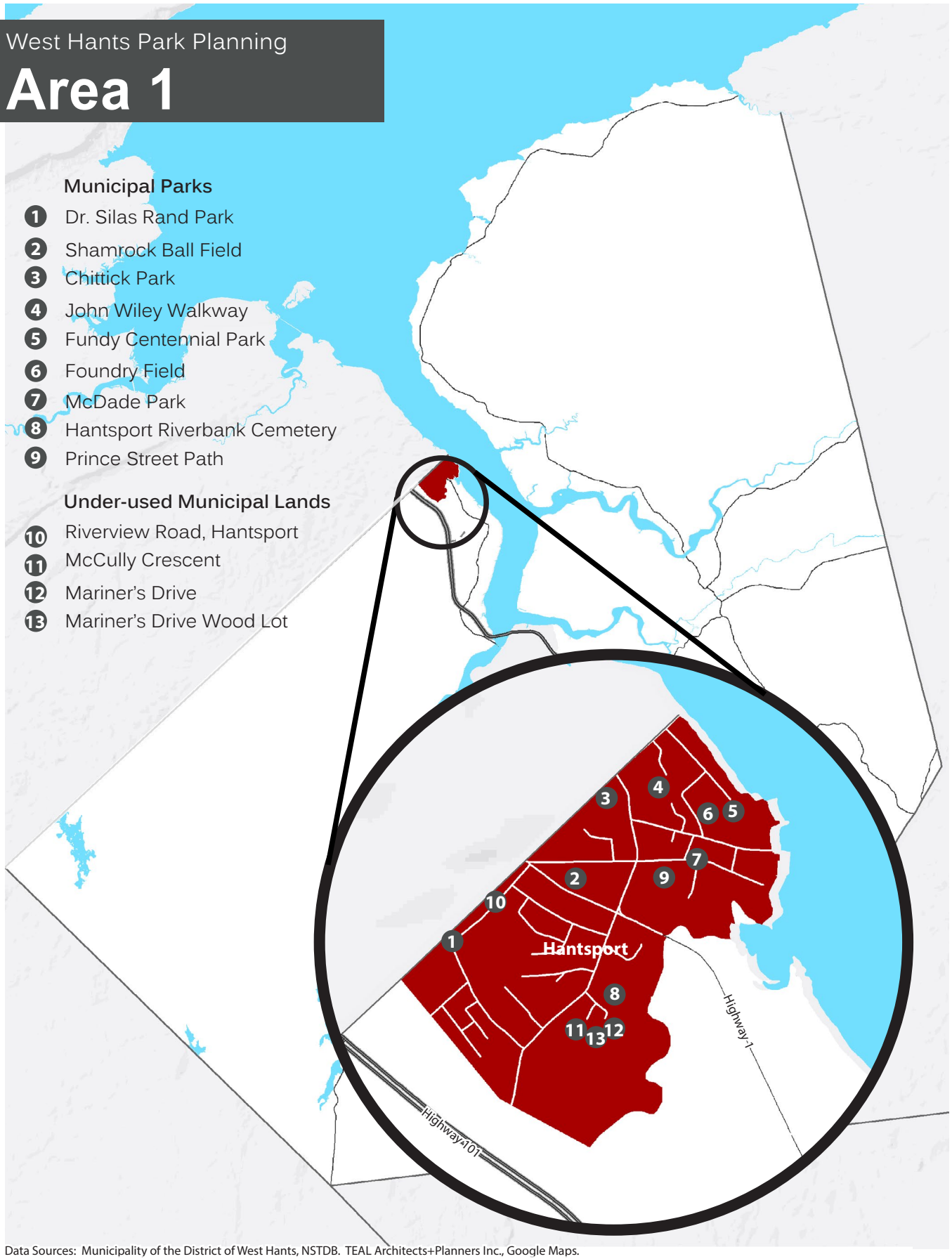
The remaining 68 parks are organized by the Park Planning Area they fall into within West Hants. Five Park Planning Areas were created that represent where people live and play. These Areas are defined by population, household location, geographic area, and potential to promote as a parks and open space destination.

Additional Opportunities

Unachieved opportunities were discovered during the creation of this Plan. These are listed in Chapter 4.0 within each Park Planning Area subsection.

West Hants Park Planning

Area 1



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Dr. Silas Rand Park

1

Overview

PID: 45062668

Coordinates: 45.06278, -64.1916

Date visited: November 26, 2015.

Address: Riverview Road, Hantsport.

Classification: Neighbourhood Park.

Size: 0.12 acres (0.05 ha).

Land cover: Managed turf with a crusher dust path.

Topography: Land gently sloping to the north and west.

Maintained by: Municipality.

Use: Sitting, walking.

Access: From Rand Street and Riverview Road.

Parking: Gravel pad to the north, space for 1 car.

Signage: Small plaque on boulder in a garden close to the intersection.

History: Land donated to the former Town of Hantsport from Leo and Joyce Vaughn in 1995. Park named after Dr. Silas Rand, a Baptist Missionary to the Mi'kmaq people.

Extensive history is available at the Municipal Office.

Overlapping Management Plans: None.

Observations

- Low wooden fence along eastern perimeter.
- Overgrown corner garden with park history plaque.
- Gravel path filling in with grass.
- No opportunity for shade.

Opportunities

- Park signage.
- More seating options.
- Addition of a shade tree or shade/picnic structure.
- Opportunity area for community gardening groups.



2

Shamrock Ball Field

Overview

PID: 45048246

Coordinates: 45.06578, -64.1829

Date visited: November 26, 2015.

Address: 11 School St, Hantsport.

Classification: Community, District Parks.

Size: 2.00 acres (0.81ha).

Land cover: Managed turf and a sand ball diamond.

Topography: Very flat parcel graded specifically for baseball.

Maintained by: Municipality.

Use: Baseball, softball.

Access: From School Street.

Parking: None. 28 parking spaces in adjacent school lot. Parking on road shoulder.

Signage: None.

History: This land parcel was deeded to the former Town of Hantsport in 1928 by the Hantsport Amateur Athletic Association.

Overlapping Management Plans: None.

Observations

- Well maintained park and structures.
- Standing water in sand and outfield.
- Standing water behind dugouts.
- Two bleachers on site, one outside backstop on sidewalk. Both in good shape.
- Fence on top of dugouts pulling off.
- Some rusting on western bleachers.

Opportunities

- Park signage.
- Addition of garbage receptacles by dugouts.
- Dugout upgrades (e.g. concrete patch work, improve drainage behind dugouts, painting).
- If desired, a treed buffer between residents to the south and west of the field could be planted.
- Investigate community interest and cost of field lighting.



3

Chittick Park

Overview

PID: 45057387

Coordinates: 45.06915, -64.1819

Date visited: November 16, 2015.

Address: 19 Chittick Ave, Hantsport.

Classification: Community Park.

Size: 8 acres (3.24 ha).

Land cover: Turfed park with gravel walking paths. Much of upper park around fountain is under tree cover. Small garden beds along road on either side of fountain. Park continues along vegetated and naturalized river channel.

Topography: Flat.

Maintained by: Municipality.

Use: Sitting, reflecting, walking, riparian habitat, stormwater/drainage channel.

Access: From Chittick Avenue.

Parking: Road Shoulder, parking lot behind the grocery store.

Signage: Brass plaque identifying memorial to fire fighters.

History: The park was created during the former Town of Hantsport's Centennial year, 1995.

Overlapping Management Plans: None.

Observations

- Many trees damaged at bases by mower and trimmer activity.
- Upper park lit by flood lights.
- Fountain in good condition, some stone caps lifting.
- Trees and seating along upper river bed by Evangeline Trail Bridge.
- Well established shade trees.

Opportunities

- Park signage.
- Staff education related to mowing around trees.
- Have an arborist monitor tree condition around fountain.



4

John Wiley Walkway

Overview

PID: 45239100

Coordinates: 45.07062, -64.178

Date visited: November 26, 2015.

Address: LOT GA-1 Smith Crescent, Hantsport.

Classification: Linear Park.

Size: 0.21 acres (0.08 ha).

Land cover: Managed turf with small gravel parking area at the south eastern end of the parcel.

Topography: Flat parcel.

Maintained by: Municipality; The Municipality holds a lease with the Windsor and Hantsport Railway Company for the remainder of the trail between Smith Crescent and Foundry Road.

Use: No signs of use, possibly used by adjacent residents for sitting, playing.

Access: From Smith Crescent or via trail that connects Foundry Road.

Parking: 2-3 spaces at the end of Smith Crescent or along road shoulder.

Signage: None.

History: This land parcel was deeded to the former Town of Hantsport in 1993 by Donald and Nancy Hussey.

Overlapping Management Plans: None.

Observations

- Well maintained turf area.
- Neighbour parking RV on property.

Opportunities

- Property serves as potential access point to rail-trail if rail line is to be converted.
- Continue maintenance.



5

Fundy Centennial Park

Overview

PIDs: 45045028, 45238664

Coordinates: 45.06922, -64.1739

Date visited: November 26, 2015.

Address: 1 Avon St, Hantsport.

Classification: Neighbourhood Park.

Size: 1.30 acres (0.53 ha).

Land cover: The park is divided into two parcels. The northern parcel has a tree cover of approximately 90%. Managed turf and a gravel path lead towards the shoreline. Beyond a naturalized slope is a rocky shoreline. The southern portion of the park is a managed turf area with a gravel parking lot, asphalt path and a brick paver walkway to a gazebo.

Topography: The property boundary on the south east corner of the southern parcel is the highest point of the two parcels. The landscape slopes to the north west, north, and north east from this high point. A very steep slope exists along the water's edge.

Maintained by: Municipality.

Use: Walking, sitting, swimming, picnicking.

Access: From Avon Street or from Foundry Road. A asphalt turn around available for pedestrian drop-off.

Parking: A gravel parking lot for approximately 10 cars.

Signage: No obvious signage to identify the park, use, or maintenance. A small plaque mounted on a large gypsum boulder outlines park history. An interpretive panel at the top of the wooden stairs indicate the history of shipping gypsum in Hants County.

History: Lands donated by USG Canadian Mining Ltd, Fundy Gypsum Company Division to the former Town of Hantsport for recreation in 1993. The park was created during the former Town of Hantsport's Centennial year, 1995.

Overlapping Management Plans: None.

Observations

- Washrooms available on site; well maintained and in good shape.
- Park gazebo showing signs of weather damage.
- Wooden staircase to water in good shape.
- Time capsule marked by granite post.
- Brick pad to gazebo (and gazebo base is sunken and filling in with sediment).

Opportunities

- Park signage.
- Need for more garbage receptacles on site.
- Renovation of gazebo needed (e.g. shingles, trim).
- Reset brick pad to gazebo.



6

Foundry Field

Overview

PID: 45044948

Coordinates: -64.17551, 45.06932

Date visited: November 26, 2015.

Address: 10 Foundry Road, Hantsport.

Classification: Community.

Size: 4.04 acres (1.63 ha).

Land cover: Turfed, grassed.

Topography: Flat.

Maintained by: Municipality; owned by Minas Basin Pulp and Power Company Limited.

Use: Sports, play, dog play.

Access: From Foundry Road.

Parking: Avon Street parking lot, along road shoulders.

Signage: Park name sign.

History: A lease agreement was developed in 2005 between the Minas Basin Pulp and Power Company Ltd. and the former Town of Hantsport to develop a soccer field for soccer players, who had previously been using the baseball pitch.

Overlapping Management Plans: None.

Observations

- Well-managed property.

Opportunities

- Continue maintenance.



7

McDade Park

Overview

PID: 45044187

Coordinates: 45.06665, -64.1761

Date visited: November 26, 2015.

Address: Prince Street, Hantsport.

Classification: Community Park, Neighbourhood Park.

Size: 0.14 acres (0.056 ha).

Land cover: Half of the parcel is managed turf with an asphalt path and the other half is a densely planted area of pine trees with turf below. Firefighter memorial established. Marker of former church also present.

Topography: A flat parcel with a raised berm occupying the north and east of the park.

Maintained by: Municipality.

Use: Sitting, walking.

Access: From Prince and Oak Streets.

Parking: None.

Signage: A small plaque identifying the park's history.

History: Park named after 19th mayor of the former Town of Hantsport, Garnet McDade.

The park sits on the original site of the Presbyterian Church (1897-1980).

Overlapping Management Plans: None.

Observations

- Park bench showing signs of weather damage.
- No garbage receptacles.
- Concrete block planter falling apart; overgrown with plant material.
- Large European Beech tree in south west corner a healthy specimen tree.
- Park monuments (valuable community elements, but layout has resulted in a cluttered park).

Opportunities

- Park signage.
- Create plan to reorganize park monuments to create better use of space. Consider moving the firefighter memorial to Chittick Park.
- New coat of paint on park bench.
- Addition of garbage receptacle by park bench.
- Remove block planter from park. Plant shrubs directly into ground. No need for raised planter.



8

Hantsport Riverbank Cemetery

Overview

PIDs: 45048261, 45277845

Coordinates: 45.06109, -64.1798

Date visited: November 26, 2015.

Address: Riverbank Drive, Hantsport.

Classification: Cultural.

Size: 9.60 acres (3.88 ha).

Land cover: A mixture of cleared (60%) and forested conditions (40%). Cleared areas composed of managed turf with memorial headstones. Forested areas primarily along slope towards the river.

Topography: Undulating topography with a high point within the top driveway loop. Very steep slope along forested slope down to the river.

Maintained by: Municipality.

Use: Memorial, walking.

Access: From Riverbank Road.

Parking: Along road shoulders.

Signage: None.

History: Part of this land parcel was deeded to the former Town of Hantsport in 1956 by Raymond Burgess. The other portion parcel was a parks and open space contribution from land subdivision.

Overlapping Management Plans: Town of Hantsport Riverbank Cemetery By-Law.

Observations

- Well managed property with horticultural features.
- Property used as local walking trail.
- Property with view of river and agricultural land.

Opportunities

- Create a plan for future cemetery expansion.
- Strategically plant shade and ornamental trees for shade and visual interest for visitors.
- Develop a trail loop along upper portion of slope past cemetery, along adjacent Municipally-owned land through to Mariner's Drive.



9

Prince Street Path

Overview

PID: 45048113

Coordinates: 45.06616, -64.1779

Date visited: November 26, 2015.

Address: Prince St, Hantsport.

Classification: Linear Park.

Size: 0.24 acres (0.09 ha).

Land cover: Gravel turn-around with managed turf on either side of this driveway. Trees border this long narrow parcel.

Topography: Gentle slope upward to the south.

Maintained by: Municipality.

Use: Walking.

Access: From Prince Street and HMCC.

Parking: None.

Signage: Signage indicating park surveillance.

History: This land parcel was deeded to the former Town of Hantsport in 1975 by Doris Harrington. The path was created during the former Town of Hantsport's Centennial year, 1995.

Overlapping Management Plans: None.

Observations

- Fire hydrant at walkway entrance.
- Trees surround parcel on neighbouring properties.

Opportunities

- Maintain connection to HMCC from Prince Street.
- Walkway signage indicating ownership/ maintenance.



Riverview Road, Hantsport

10

Overview

PID: 45045952

Coordinates: 45.06459, -64.189

Date visited: November 26, 2015.

Address: Parcel C Rand Street, Hantsport.

Classification: Underused.

Size: 0.13 acres (0.05 ha).

Land cover: Parcel mostly treed (deciduous and evergreen) with the front half of the parcel being managed turf with a stand of trees along the street.

Topography: Land gently sloping to the east and north.

Maintained by: Municipality.

Use: Walking.

Access: From Riverview Road.

Parking: On Street.

Signage: None.

History: This land parcel was deeded to the former Town of Hantsport in 1984 by Harry Salter.

Overlapping Management Plans: None.

Observations

- Property grading and landscaping indicates the former site of a dwelling.
- An informal walking path apparent from Riverview Drive to the tree line.

Opportunities

- Given the close proximity to other parks and open spaces, it is recommended that there is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



11

McCully Crescent

Overview

PID: 45387768

Coordinates: 45.05938, -64.1829

Date visited: November 26, 2015.

Address: Lot Hdl-3 Holmes Hill Road, Hantsport.

Classification: Underused.

Size: 1.74 acres (0.70 ha).

Land cover: Property cleared, but now naturalizing with perennials. A stand of trees grows along western boundary.

Topography: Property sloping upward to the north and north west. A berm rises along the western edge.

Maintained by: Municipality.

Use: None.

Access: From McCully Crescent.

Parking: Along the road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Little evidence of human activity on site.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



12

Mariner's Drive

Overview

PID: 45275278

Coordinates: 45.05864, -64.1812

Date visited: November 26, 2015.

Address: Lot 2b (portion of) Mariner's Drive, Hantsport.

Classification: Underused.

Size: 5.70 acres (2.30 ha).

Land cover: Both treed (40%) and open land (60%). Trees limited to western boundary and along eastern slope. Open area primarily naturalized perennials species.

Topography: Parcel is relatively flat at its top then sloping to the east and south east. Slope becomes almost a vertical face at tree line falling towards the river.

Maintained by: Municipality.

Use: None.

Access: From McCully Crescent and Mariner's Drive.

Parking: 2-3 spaces at the foot of Mariner's Drive.

Signage: None.

History: This land parcel was deeded to the former Town of Hantsport in 2011 by the Hantsport Development Limited.

Overlapping Management Plans: None.

Observations

- Evidence of walking paths from the end of Mariner's Drive.
- Young tree species beginning to colonize after land clearing.
- Slope along eastern boundary is dangerously steep.

Opportunities

- Retain parcel as part of future parks and open space expansion (with adjacent municipally-owned land for Hantsport Riverbank Cemetery).
- Portion of property (e.g. along McCully Crescent) could be subdivided without compromising future park development on this parcel.
- Any parks and open space/trail development would require a fence along the top of the slope.



13

Mariner's Drive Wood Lot

Overview

PID: 45391554

Coordinates: 45.05908, -64.1812

Date visited: November 26, 2015.

Address: Lot Hdl-19z Mariner's Drive, Hantsport.

Classification: Underused.

Size: 0.20 acres (0.08 ha).

Land cover: White pine planted in rows, mixed perennial understory.

Topography: Land sloping to the south east.

Maintained by: Municipality.

Use: None.

Access: From Mariner's Drive.

Parking: 2-3 spaces at the foot of Mariner's Drive.

Signage: None.

History: White pine tree farm or plantation.

Overlapping Management Plans: None.

Observations

- White pine trees planted in rows is an indicator of a former woodlot or tree farm.
- Land is accessible from Mariner's Drive should people want to walk through.

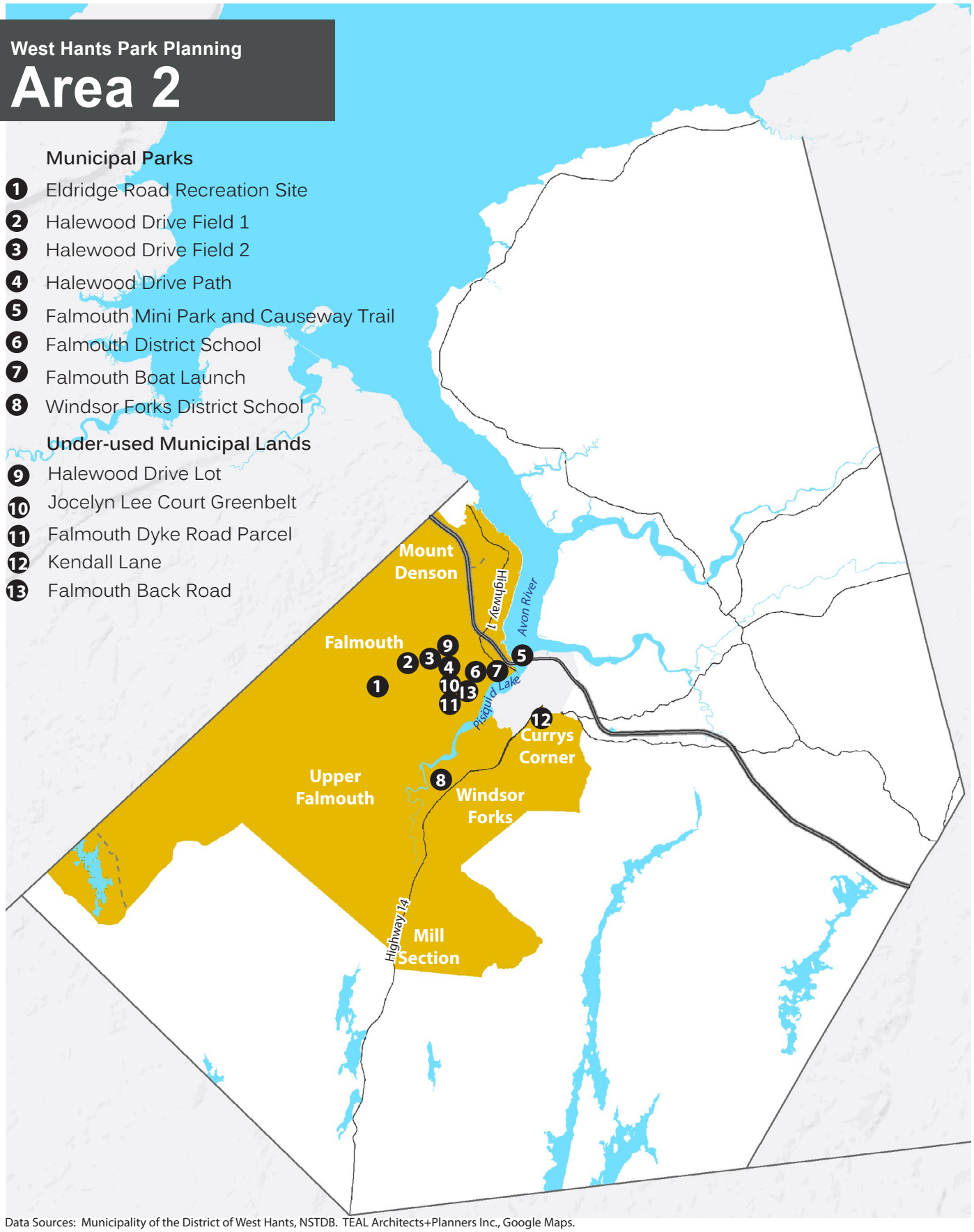
Opportunities

- Parcel ideal for residential lot.
- Lumber from trees can be harvested for community purpose (e.g. amenity structure).
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



West Hants Park Planning

Area 2



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

1

Eldridge Road Recreation Site

Overview

PID: 45211836

Coordinates: 44.99139, -64.208

Date visited: November 20, 2015.

Address: 156 Eldridge Rd, Upper Falmouth.

Classification: District, Community, Neighbourhood Parks.

Size: 15.55 acres (6.29 ha).

Land cover: Sports complex area is primarily managed turf; gravel parking lot and roadway; remaining property forested (e.g. red and white spruce, sugar maple, white and yellow birch, red oak, balsam fir) with turf, soil, and gravel paths.

Topography: Fairly flat terrain with undulating places due to drainage swales and natural depressions.

Maintained by: Municipality.

Use: Soccer, tennis, basketball, walking, tug-of-war, playing (playground), picnicking, sitting, snowmobiling.

Access: From Eldridge Road.

Parking: Unmaintained gravel lot with overflow parking on grass at eastern park entrance.

Signage: Signage indicating maintenance and sponsors; faded trail markings at former softball field.



History: Parcel was purchased in 1988 from Bernard Curry. The land was developed cooperatively between the Falmouth Community Hall Association and the Municipality of the District of West Hants.

Overlapping Management Plans: None.

Observations

- Recent investment in infrastructure (e.g. tennis court surface, playground).
- Standing water on north and south length of west soccer field.
- North soccer field slow to drain.
- Former softball dugouts in fair shape, roof needs repairs.
- Parking area with standing water.
- Standing water outside play space.
- Former softball field post and chain fence rusting and leaning.
- Retaining wall around former softball field is deteriorating.

Opportunities

- Landscaping upgrades at park entrance.
- Install signage to identify site amenities and trails.
- Correct field drainage for sports fields.
- Paint lines on basketball court.
- Repair and replace damaged boards on benches, picnic tables, bleacher seating.
- Upgrade dugout roofs.
- Redesign the layout of parking area to make more efficient and separate from people spaces.
- Install drainage and new sod around playground space.
- Install new fence along north soccer field perimeter.
- Remove wood retaining wall behind the dugouts at north soccer field perimeter. Replace with drainage swale.

2 Halewood Drive Field 1

Overview

PIDs: 45026259, 45226982

Coordinates: 44.99877, -64.1846

Date visited: November 26, 2015.

Address: 422 Falmouth Back Rd, Falmouth.

Classification: Neighbourhood.

Size: 1.11 acres (0.45 ha).

Land cover: Parcel is 50% forested and 50% cleared (e.g. managed turf).

Topography: Flat parcel with slight undulations in managed turf where water collects.

Maintained by: Municipality.

Use: Walking.

Access: From Halewood Drive.

Parking: None.

Signage: None.

History: This is a Public Works parcel which once had a open water reservoir pond. The pond was filled in when the Falmouth Water Standpipe was installed.

Overlapping Management Plans: None.

Observations

- Entrance to the parcel is not clear from Halewood Drive. Drainage ditch limits access from Municipal right-of-way.
- Some maintenance completed by surrounding neighbours.

Opportunities

- Park signage.
- Continue to own with potential for future community recreational use.
- Formalize entrance to parcel from Halewood Drive.
- Consider adding amenity features to the site (e.g. benches, trail loop).



3

Halewood Drive Field 2

Overview

PID: 45363264

Coordinates: 44.99917, -64.1813

Date visited: November 9, 2015.

Address: Parcel P-1 Halewood Drive, Falmouth.

Classification: Neighbourhood Park.

Size: 0.61 acres (0.25 ha).

Land cover: Primarily turf. Mixture of evergreen and deciduous tree and shrub species (planted and natural) around three sides with drainage ditch surrounding. Stormwater/drainage corridor from park to south loop of Halewood Drive.

Topography: Multi-purpose field is relatively flat with slight undulations. Entire western portion of property is a stormwater drainage area running from south to north.

Maintained by: Municipality.

Use: Field sports, drainage area.

Access: Park access from Halewood Drive.

Parking: No organized parking; road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Drainage ditch along north side of the field, access via a driveway in the north east corner of the parcel.
- Residential properties back onto park.
- Part of stormwater drainage area in neighbourhood.
- Informal trail from field through drainage area to south Halewood Drive.

Opportunities

- Park signage indicating ownership, management, hours of use.
- Signage to identify stormwater movement on site and importance of water management for local ecology.
- Low point in south eastern portion of field requires topsoil fill.



4

Halewood Drive Path

Overview

PID: 45363249

Coordinates: 44.99886, -64.1794

Date visited: November 26, 2015.

Address: Parcel Ww-1 Aylward Road, Falmouth.

Classification: Linear Park.

Size: 0.16 acres (0.66 ha).

Land cover: Gravel path with managed turf shoulders. Trees planted along eastern side of path.

Topography: Land sloping upward towards the east.

Maintained by: Municipality.

Use: Walking.

Access: From Halewood Drive and Aylward Road.

Parking: None.

Signage: None.

History: The Halewood Drive subdivision was created in 2006 during which a waterline connection was installed between the Halewood Drive subdivision and Aylward Road. The developer established a path on top of the buried waterline to create pedestrian crossing between Halewood Drive and Aylward Road.

Overlapping Management Plans: None.

Observations

- Utility poles pass through same right-of-way.
- Right-of-way not defined.

Opportunities

- Park signage to indicate ownership and maintenance.
- Pave the path for ease of maintenance.
- Lighting attached to existing utility poles.
- If privacy becomes a concern by neighbouring residents, consider wooden post style fencing along each side rather than chain link fencing.



5

Falmouth Mini Park and Causeway Trail

Overview

PID: 45224458

Coordinates: 44.9942, -64.1474

Date visited: November 9, 2015.

Address: 2127 Highway #1 Falmouth, NS.

Classification: Neighbourhood, Community Parks.

Size: 1.55 acres (0.63 ha), Total area of provincial land in which the park occupies: 9.10 acres (3.68 ha).

Land cover: A mixture of turfed open areas (75%) and treed naturalized areas (25%). Paved paths and gravel parking area are part of these open areas.

Topography: A fairly flat parcel gently sloping from the northwest to the southeast towards the water. Steep banks to the water in the northwest cove, a more gentle slope at the picnic area.

Maintained by: Municipality; owned by the Province of Nova Scotia.

Use: Swimming, boating, walking, picnicking.

Access: From Evangeline Trail or multiple points in Downtown Windsor.

Parking: 5-10 spaces; not well defined.

Signage: No signage indicating park from the road. Park maintenance signage throughout the park.

History: The Municipality entered into a lease agreement with the Department of Transportation in the early 1980's that allowed the use of the land for recreational purposes.

In the early 1990's the Municipality and the Windsor and Area Jaycees agreed to develop the lands and create what is now the

Falmouth Mini Park.

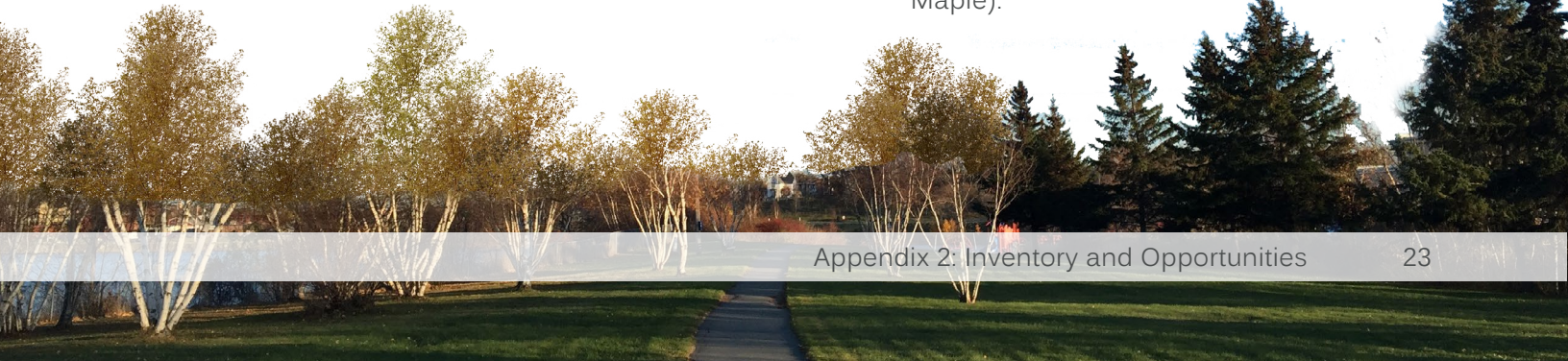
Overlapping Management Plans: 2013 Trails Plan, p.55.

Observations

- No entrance signage indicating park, use, or a map.
- Parking area in conflict with pedestrian spaces/playground.
- Many small trees, but few large shade trees on site.
- Fencing along the west side of the park is in need of replacement.
- Well maintained grounds.
- Access to water isn't clearly indicated or available.

Opportunities

- Reconfigure parking area that makes better use of space and separates pedestrians from cars.
- Landscape park entrance to buffer from road traffic and provide an aesthetic gateway to park.
- Design and development of new trail on highway side of park for shorter secondary loop.
- Improve access to the water from the picnic area.
- Install dock for small boat access, fishing, sitting.
- Improve lighting along highway and in interior of the park.
- Design and install interpretive signage highlighting stormwater movement through the park.
- Create shade over children's play area (e.g. trees, shade structure).
- Phase out invasive species (e.g. Norway Maple).



Falmouth District School

6

Overview

PID: 45075108

Coordinates: 44.99421, -64.1664

Date visited: 26 November, 2015.

Address: 30 School St, Falmouth.

Classification: Neighbourhood Park, Community Park.

Size: 5.21 acres (2.11 ha).

Land cover: Large open space composed of managed turf (40%), 40% of parcel is asphalt parking and building footprint. Woodlot in southern portion of parcel occupies almost 20% of land area.

Topography: Land sloping to the south west.

Maintained by: Annapolis Valley Regional School Board.

Use: Walking, playing (playground), sitting, picnicking, sports (e.g. soccer, football, basketball).

Access: From School Street.

Parking: School parking lot has a capacity for approximately 30 cars.

Signage: On the school building.

History: Property is under the management of the Annapolis Valley Regional School Board.

Overlapping Management Plans: None.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



7

Falmouth Boat Launch

Overview

PID: 45192507

Coordinates: 44.99347, -64.1501

Date visited: November 9, 2015.

Address: 2058 Highway 1, Falmouth.

Classification: Linear Park.

Size: 3.5 acres (1.42 ha).

Land cover: Entire parcel is a road and vegetated right-of-way with trees, shrubs, and tall grasses growing along the driveway shoulder.

Topography: Relatively flat road parcel with slight slope to the east. Boat launch more steeply sloped to the water.

Maintained by: Municipality.

Use: Water access.

Access: From Evangeline Trail.

Parking: Parking for 5-10 in gravel turn around and more parking available along driveway shoulder.

Signage: Entrance signage, warning of boat launch conditions.

History: This 3.5 acre property was deeded to the Municipality in 1972 by the Dominion Atlantic Railway Company. As been used by the community as boat launch area for access to Lake Pisiquid.

Overlapping Management Plans: None.

Observations

- Concrete boat launch ramp deteriorating and pieces have fallen away.
- Top of ramp paved with asphalt, in good shape.

Opportunities

- Cut back vegetation from ramp shoulders.
- Remove existing concrete ramp and replace with gravel (short term), concrete (long term).



8

Windsor Forks District School

Overview

PID: 45061355

Coordinates: 44.94585, -64.1907

Date visited: November 26, 2015.

Address: 120 Sangster Bridge Road.

Classification: Community Park, School.

Size: 10.60 acres (4.29 ha).

Land cover: Located in an agricultural area, this property is surrounded by open fields. The back sports field is the only managed turf area. The remainder of the parcel is naturalized with trees, shrubs, and perennials (50% of land area) An asphalt paved driveway and school yard exists around the school footprint.

Topography: Flat, grassed.

Maintained by: Annapolis Valley Regional School Board.

Use: Walking, playing (playground), sitting, picnicking, sports (e.g. soccer, football, basketball).

Access: From Sangster Bridge Road.

Parking: 20 marked spaces.

Signage: Entrance signage and signage on the building.

History: Property is under the management of Annapolis Valley Regional School Board.

Overlapping Management Plans: None.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



9

Halewood Drive Lot

Overview

PID: 45226636

Coordinates: 45.00002, -64.184

Date visited: November 9, 2015.

Address: Parcel P-1 Halewood Drive, Falmouth.

Classification: Underused.

Size: 0.57 acres (0.23 ha).

Landcover: Wooded lot. Mixture of evergreen and deciduous plant species. Drainage ditch along the north length of the property.

Topography: Land sloping to the north and east.

Maintained by: Municipality.

Use: None.

Access: No formal access created. Access would be from Halewood Drive.

Parking: No organized parking; road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

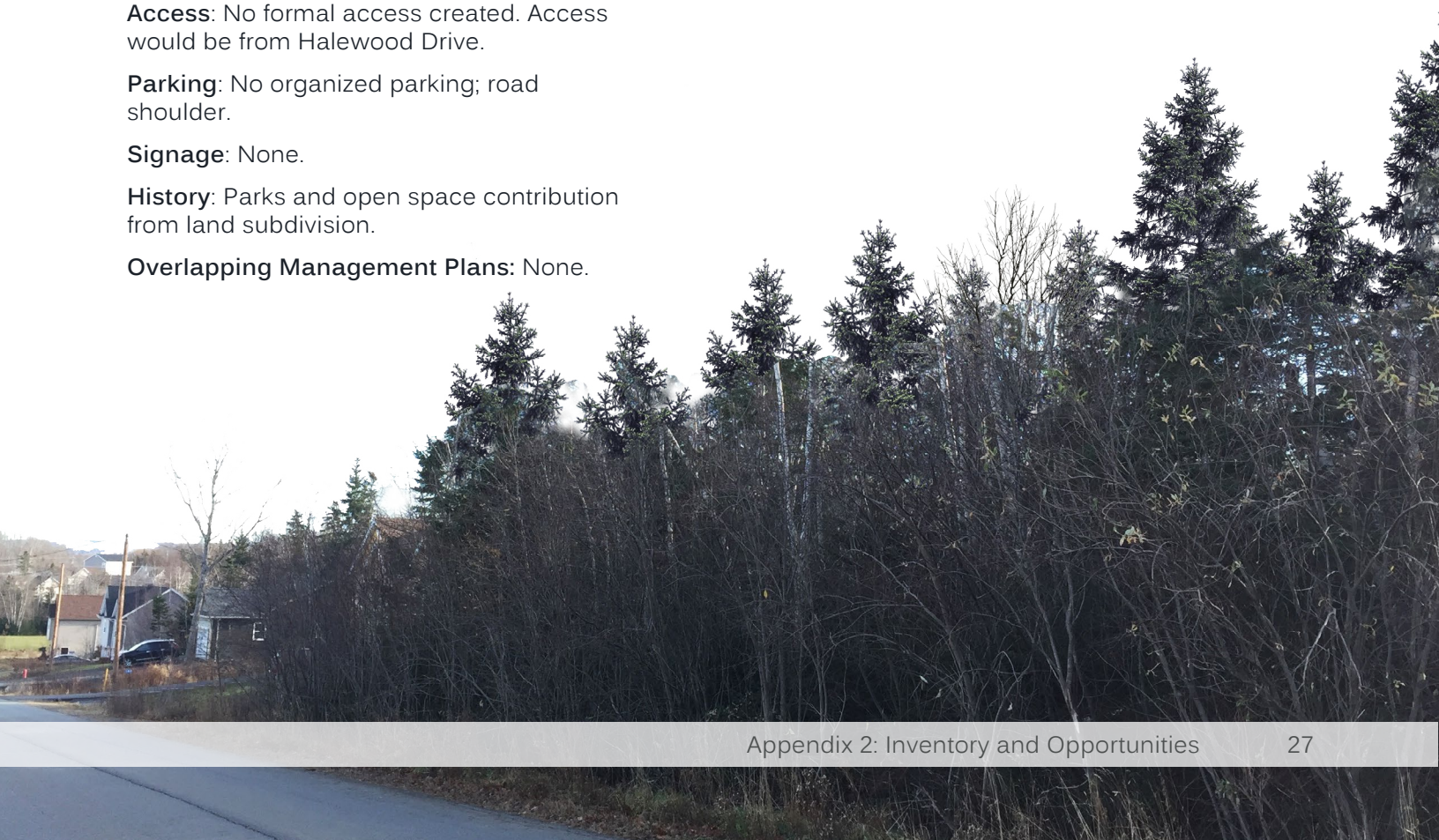
Overlapping Management Plans: None.

Observations

- No obvious signs of access of use by residents.

Opportunities

- Given the number of parks and open space parcels in the neighbourhood, it is recommended that there is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



10

Jocelyn Lee Court Greenbelt

Overview

PID: 45293016

Coordinates: 44.99086, -64.1776

Date visited: 26 November, 2015.

Address: Between 49 and 44 Jocelyn Lee Court, Falmouth.

Classification: Underused.

Size: 5.92 acres (2.40 ha).

Land cover: Parcel treed along the western boundary with the remained naturalizing with shrub and perennial species.

Topography: Parcel is at the top of the slope which slopes to the north west. Beyond the property line is a 20m drop to a river below. Access point at the end of Jocelyn Lee Court is a low point with undulated soil that has naturalized with perennial species.

Maintained by: Municipality.

Use: None.

Access: From Jocelyn Lee Court.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

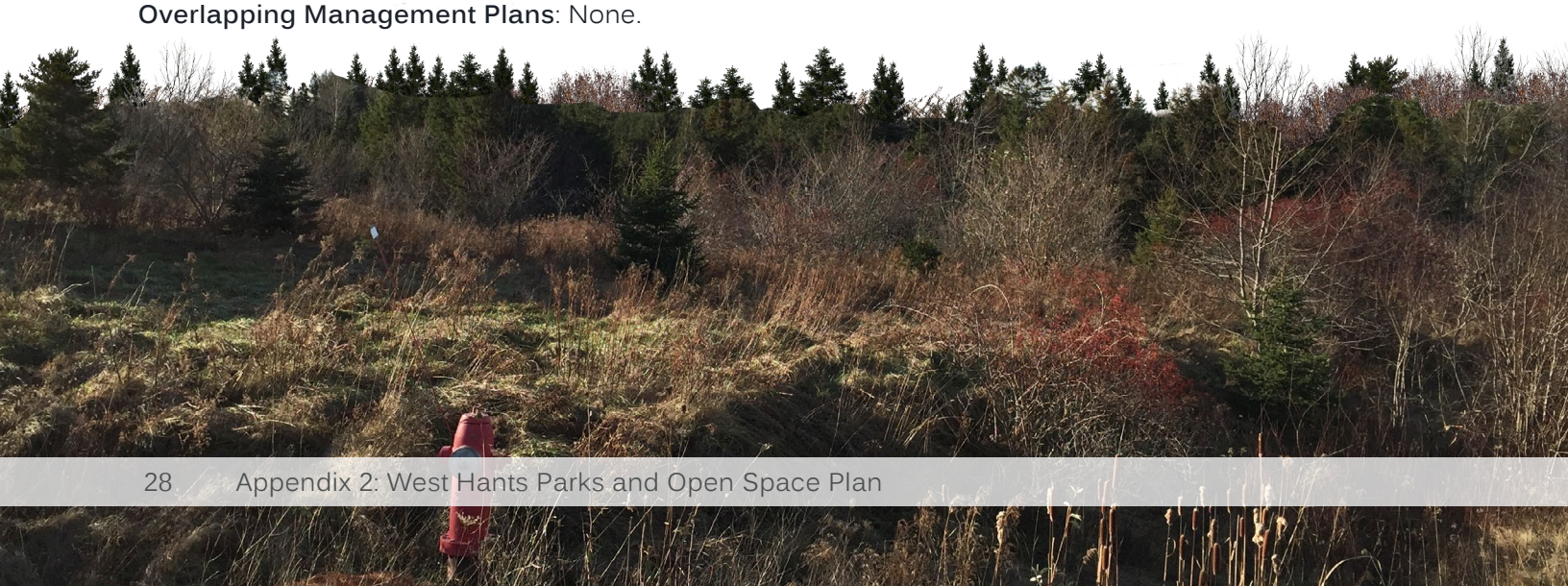
Overlapping Management Plans: None.

Observations

- Only one public access point.
- Informal walking trails observed.
- No formal access point to parcel.
- Residential properties back onto parcel
- Encroachment into municipal land apparent (e.g. land clearing, landscaping)
- Topography makes this site difficult for walking.

Opportunities

- Retain as municipal greenbelt.
- Trail loop possible on upper side of slope.



11

Falmouth Dyke Road Parcel

Overview

PID: 45196268

Coordinates: 44.98617, -64.1796

Date visited: November 26, 2015.

Address: Parcel E Falmouth Dyke Road, Falmouth.

Classification: Underused.

Size: 0.46 acres (0.19 ha).

Land cover: Small parcel with 100% tree cover.

Topography: Land sloping to the South West.

Maintained by: Municipality.

Use: None.

Access: None.

Parking: None.

Signage: None.

History: This land parcel was deeded to the Municipality in 1978 through the parks and open space contribution from land subdivision by the Greenwood Estates Ltd.

Overlapping Management Plans: None.

Observations

- No access through public right-of-way.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



12

Kendall Lane

Overview

PIDs: 45191541, 45191533

Coordinates: 44.97456, -64.1279

Date visited: November 25, 2015.

Address: Lot 2,3 Kendall Lane, Currys Corner.

Classification: Underused.

Size: 0.37 acres (0.15 ha) total.

Land cover: Managed turf.

Topography: Land sloping to the south and south west.

Maintained by: Municipality.

Use: No obvious signs of use.

Access: From Kendall Lane.

Parking: Parking on the road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Access to the site is limited due a perimeter drainage ditch.
- Not many neighbourhood park opportunities in the local area.

Opportunities

- Park signage.
- Consider regrading a portion of the parcel to create flat accessible surface; will require wall construction and drainage.
- Opportunity for shade trees, community garden, sitting areas, playground.
- Work with Kendall Court Seniors Complex and surrounding neighbours to identify parks and open space needs.



13

Falmouth Back Road

Overview

PIDs: 45062676

Coordinates: 44.992355, -64.188832

Date visited: November 26, 2015.

Address: Lot P-1 Falmouth Back Road, Falmouth.

Classification: Unused.

Size: 1.86 acres (0.75 ha).

Land cover: The western-half of the parcel is forested with white pine and paper birch. The eastern-half of the parcel is occupied by a flood plain, vegetated with grass species and perennials.

Topography: Parcel slopes more than 5m (16.4 feet) to the north and east towards a brook below.

Maintained by: Municipality.

Use: None (other than electrical towers).

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Parcel intersected by power transmission corridor and houses a transmission tower.
- Neighbouring property uses municipal parcel for personal property access and parking.
- The slope of the parcel and presence of a floodplain limits the site useability for parks and open space.

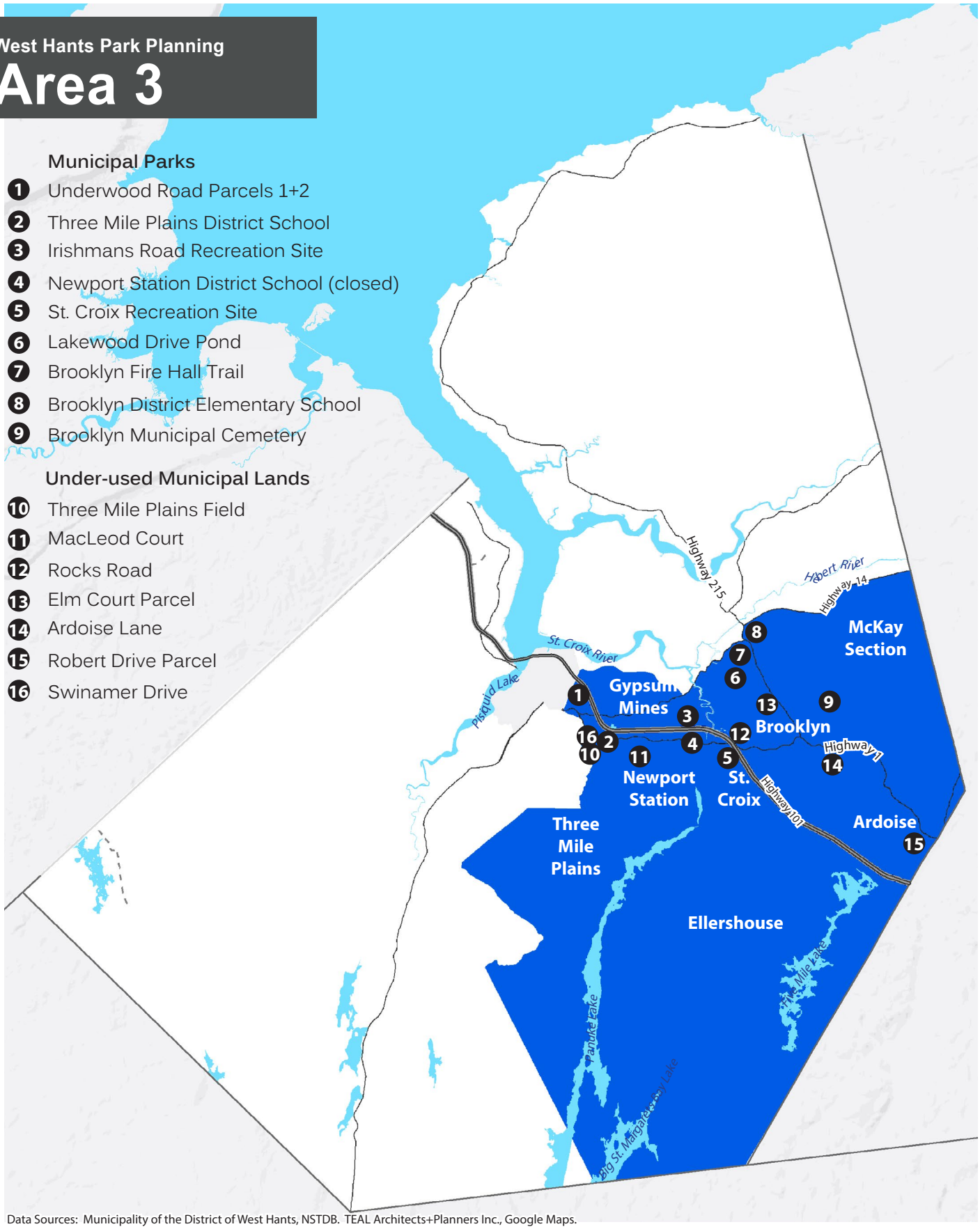
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



West Hants Park Planning

Area 3



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

1

Underwood Road

Parcel 1

Overview

PID: 45208188

Coordinates: 44.97933, -64.1065

Date visited: November 25, 2015.

Address: Lot A-1b Underwood Road, Garlands Crossing.

Classification: Neighbourhood Park.

Size: 0.77 acres (0.32 ha).

Land cover: Managed turf area occupies approximately 60% of land area, naturalized area in remaining area (40%).

Topography: The main gathering area of this space is a flat managed turf surface. Houses to the south about 10 feet above the open area, houses to the north at the same elevation. Mid-way through the property, a naturalized area of trees and shrubs occupies the low point of the property.

Maintained by: Municipality, community volunteers.

Use: Playing, walking, community gathering.

Access: From Underwood Road.

Parking: Available along road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Well used outdoor spaces used primarily by surrounding residents.
- Access point from Underwood Road is not defined from adjacent empty lot.

Opportunities

- Retain parcel and develop as formal Neighbourhood Park.
- Park signage.
- Formalized access into the park (e.g. delineate public from private property along entrance).
- Work with neighbourhood to develop a park needs assessment.



1

Underwood Road

Parcel 2

Overview

PID: 45365285

Coordinates: 44.97886, -64.1059

Date visited: November 25, 2015.

Address: Parcel Bdl-1 Jared Court, Garlands Crossing.

Classification: Neighbourhood Park.

Size: 0.96 acres (0.39 ha).

Land cover: Almost 50% treed. Remaining parcel is managed turf.

Topography: Fairly flat parcel.

Maintained by: Municipality.

Use: Playing, walking, community gathering.

Access: From Jared Court.

Parking: Available along road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Access to parcel is not obviously public.
- Well-treed parcel shared by surrounding residents.

Opportunities

- Park signage.
- Evaluate encroachment into Municipal land by surrounding residents (e.g. tree clearing, landscaping).
- Retain as treed, naturalized area for shade, stormwater attenuation, wildlife habitat.



2

Three Mile Plains District School

Overview

PID: 45075470

Coordinates: 44.9667, -64.0941

Date visited: November 12, 2015

Address: 4555 Hwy 1, Three Mile Plains.

Classification: Community, Neighbourhood Parks; school.

Size: 38.00 acres (15.37 ha).

Land cover: Two parcels make up this property. To the north and south of Highway 10. The north parcel is 90% forested with a small clearing along the highway that has an ATV trail. To the south of the highway is the school property, including a pond. The school property is forested to the north and west with scattered trees along the eastern and southern boundary. Turf is managed for a sports field and play space behind the school. Asphalt driveway, parking, school yard, and building footprint occupy almost 5% of the southern parcel.

Topography: The school building is positioned on a high point of the south property with land sloping away in all directions. The slope to the west is steep, but more gentle to the other directions.

Maintained by: Annapolis Valley Regional School Board.

Use: Walking, playing, sitting, picnicking, sports (e.g. soccer, football, basketball).

Access: From Evangeline Trail.

Parking: Parking for 60-70 cars; most spaces occupied by school staff.

Signage: On the school building.

History: In operation since 1963. Property is under the management of Annapolis Valley Regional School Board.

Overlapping Management Plans: 2013 Trails Plan, p.70.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



3

Irishmans Road Recreation Site

Overview

PID: 45061843

Coordinates: 44.97263, -64.0588

Date visited: November 16, 2015.

Address: 151 Irishmans Road, Newport Station.

Classification: District, Community, Neighbourhood Parks.

Size: 172 acres (69.61 ha).

Land cover: Primarily a mixed forested stand of red and white spruce, hemlock, yellow birch, sugar maple and American beech. Turf is managed on two sports fields and at their perimeter and along driveways. Gravel parking areas are found at the main entrance and at the upper sports field.

Topography: Main road bed is relatively flat with slight incline to the north east (with drainage ditch on either side). Upper sports field to the west is 25-30 feet above main road. Lower sports field in a depression. Trail to the is north of the lower sports field rises and falls with the hillside. Karst topography (i.e. sinkholes formed by soluble gypsum). Is visible in the north and west portions of the park.

Maintained by: Municipality. Portion leased by Glooscap Heritage Archers Association.

Use: Archery, walking, running, mountain biking, soccer.

Access: Park access from Irishmans Road.

Parking: 20-30 spaces along driveway and at the second gate, 20-30 spaces at the top field, evidence of additional parking on grass shoulders and at the sport field entrances.

Signage: No official signage indicating "Irishmans Road Recreation Park". Signage indicating management and use and prohibiting motorized vehicle use.

History: The park sits on land formerly used as a Municipal landfill, which was decommissioned in 1984. The soccer fields were named the Ryan Lahey Memorial Soccer fields in 2011 in memory or Ryan Lahey.

Overlapping Plans: 2013 Trails Plan, p.47.

Observations

- Entrance to the trail from the second gate is unclear.
- Free standing wall (remaining from landfill) to the north east of the lower field.
- Standing water along trail to the north of the lower field.
- Bleachers at upper field in need of upgrades (e.g. wooden boards).
- Upper parking area needs new base material. Shale is difficult parking surface.
- Area of karst topography found in the north and west areas of the park.
- Fence on the west of the upper field in need of replacement.
- Slumping observed on the west side of the upper field.

Opportunities

- Install entrance and trail signage.
- Design and install interpretive panels to educate the community about former uses, and reclamation of former landfill lands into a recreation facility.
- Expansion of parking area at the second gate and at the upper field.
- Development of a new trail and interpretive area to learn about Karst Topography.
- New fence along the west side of the upper sports field.
- Upgrade sports field (e.g. topdressing, seeding, corrected slumping).
- Potential for additional trails

4

Newport Station District School

Overview

PID: 45062270

Coordinates: 44.96551, -64.0547

Date visited: November 26, 2015.

Address: 1989 Wentworth Rd, Newport Station.

Classification: Community Park.

Size: 19.28 acres (7.80 ha).

Land cover: Primarily a forested parcel (60%) with a clearing created for the school footprint, paved school yard, sports field, and playground.

Topography: School yard is positioned at high point on the property. Property slopes in all directions away from the school, steeply on the south side of the school and more gently to the north.

Maintained by: Municipality.

Use: Walking, playing (playground), sitting, picnicking.

Access: From Wentworth Road.

Parking: 40-50 spaces on paved school yard.

Signage: None.

History: Formerly a school property, but now under Municipal management.

Overlapping Management Plans: Trails Plan 2013, p.59.

Observations

- Open area set back some distance from Wentworth Road.
- Densely forested buffer between the road and school building/playground.
- Outdoor spaces and equipment still well managed despite not being used as a school.

Opportunities

- Close proximity to Irishmans Road Recreation Site. Explore potential to link the properties via a new trail loop.
- Explore partnerships with community groups who may be able to lease the building.
- Re-establish old and build new trails at the site.



5

St. Croix Recreation Site

Overview

PID: 45339231

Coordinates: 44.96515, -64.0255

Date visited: November 12, 2015.

Address: 54 Ball Park Rd, St. Croix.

Classification: District, Community, Neighbourhood Parks.

Size: 9.60 acres (3.88 ha).

Land cover: Primarily managed turf with gravel surfaces for driveway, parking, and pathways.

Topography: Grade level, seeded, maintained.

Maintained by: Municipality.

Use: Softball, community gathering, horse-shoe, picnicking, fishing.

Access: From Ball Park Road.

Parking: 150-200 cars possible on road shoulder, abandoned field, and gravel area to the east.

Signage: No entrance signage. Signage present to indicate maintenance, security, and horseshoe club, but signs are dated and in need of replacement.

History: Land originally owned by Aubrey Smiley and was purchased by the Crown when Highway 101 was constructed. The Crown deeded the remaining lands to the Municipality in 1975 with the stipulation that it be used for recreation purposes.

Overlapping Management Plans: None.

Observations

- Out-buildings are showing signs of weather damage (e.g. water damaged wood, outdated electrical, rotting windows/trim).
- Bleacher footprints made of gypsum (unsuitable structural base).
- Field to east of ballfields is abandoned with old backstop still in place.
- Slope around east ball field bleachers too steep and inaccessible.
- Wiring on east ball field unearthed and is a tripping hazard.
- Wood decking at the top of west ball field is narrow and showing signs of rot.
- Clubhouse ramp on crumbling concrete footings.

Opportunities

- Develop easy access to pond.
- Coordinate signage to indicate park, maintenance, usage, and wayfinding.
- Upgrade wooden out-buildings and clubhouse.
- Replace gypsum bleacher footings with more stable base.
- Install new pathways to improve site accessibility.
- Develop regrading plan for east ball field bleachers are to reduce slope or overcome slope and refine surface materials (e.g. sod instead of large gravel).
- Upgrade decking at top of west ball field observation area.



6

Lakewood Drive Pond

Overview

PID: 45208329

Coordinates: 44.9982, -64.0131

Date visited: November 26, 2015.

Address: Lakewood Dr, Brooklyn.

Classification: Neighbourhood Park.

Size: 4.01 acres (1.62 ha).

Land cover: A densely forested lot (deciduous and evergreen) with a large oval pond.

Topography: Fairly flat parcel with the banks of the pond sloping inward towards the water.

Maintained by: Municipality.

Use: Boating, skating, pond hockey.

Access: From Lakewood Drive.

Parking: Along road shoulders.

Signage: None.

History: Parks and open space contribution from land subdivision.

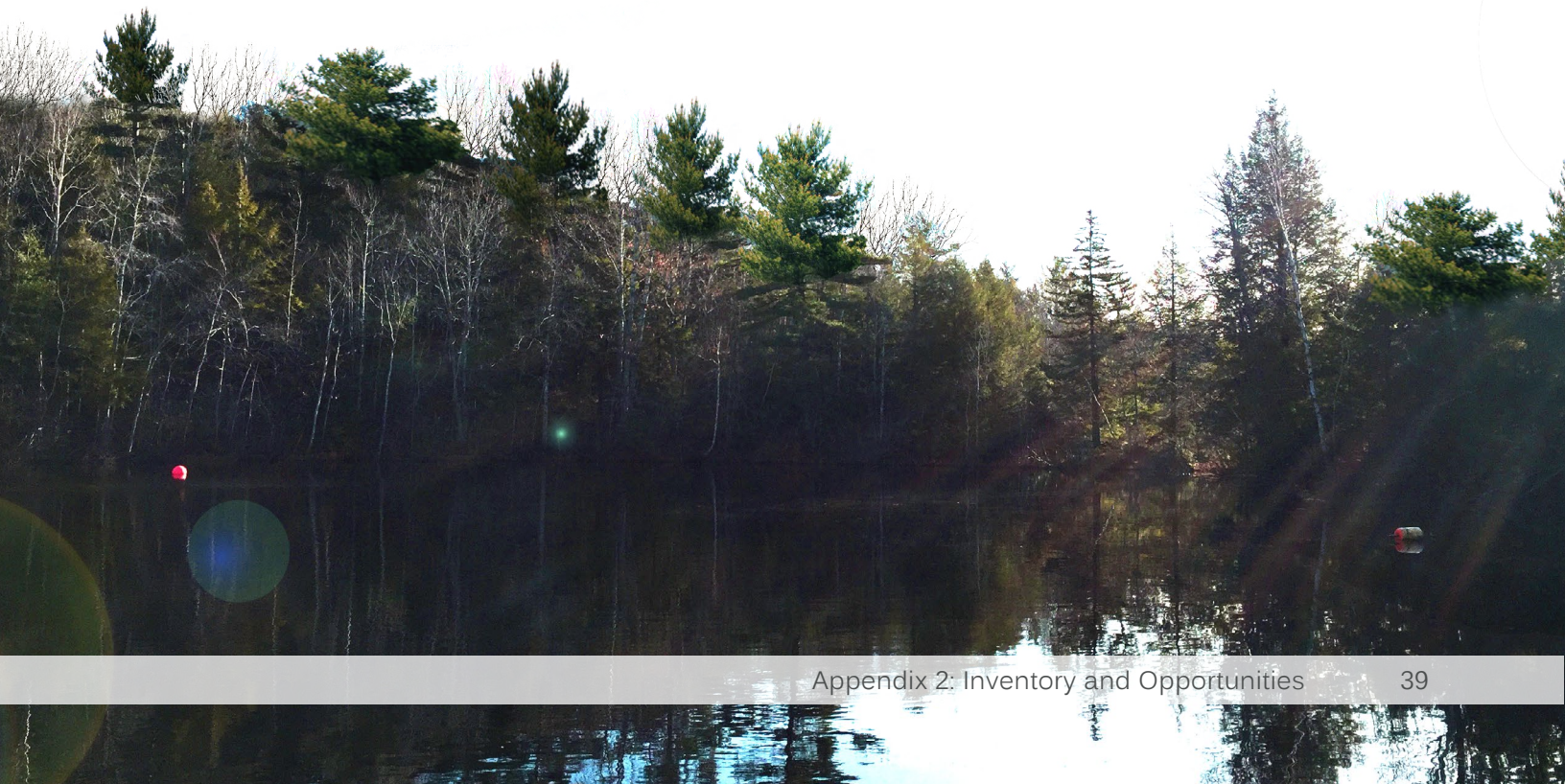
Overlapping Management Plans: None.

Observations

- Hockey net stored on shoreline indicated winter use.
- Access to water not cleared.
- Water collection infrastructure at roadside for Fire Department.

Opportunities

- Improve access to water.
- Signage indicating ownership, use, and maintenance.



7

Brooklyn Fire Hall Trail

Overview

PID: 45060761

Coordinates: 45.00423, -64.0091

Date visited: November 26, 2015.

Address: 995 Highway 215, Brooklyn.

Classification: Community Park.

Size: 7.18 acres (2.91 ha).

Land cover: A mainly open parcel with trees and shrubs along the parcel perimeter. Managed turf along trail shoulders.

Topography: The centre of the parcel is a high point and sloping away from centre in all directions, more steeply to the north, west, and south.

Maintained by: Municipality.

Use: Walking.

Access: From western side of Fire Hall parking lot.

Parking: At Fire Hall.

Signage: Signage at north and south trailhead.

History: The path was developed in 2011 as an outdoor of the indoor walking opportunity that is hosted at the Brooklyn Civic Centre.

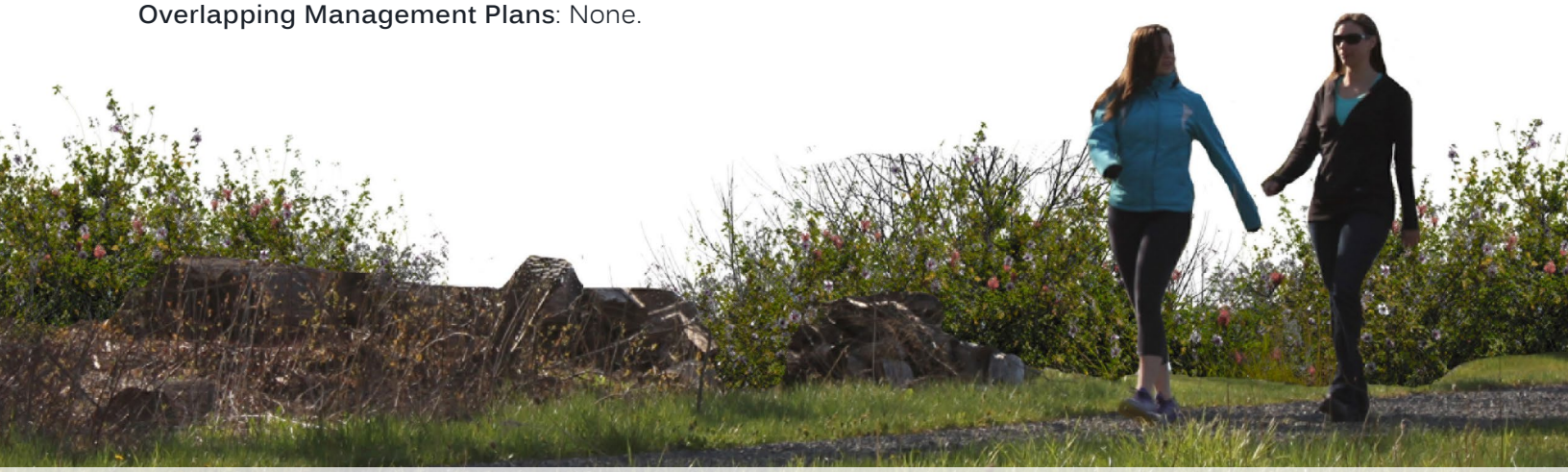
Overlapping Management Plans: None.

Observations

- No benches or garbage receptacles.
- Damage by ATV use in interior of parcel.
- Trailhead in northeastern corner very steep.
- Dumping of waste in northwestern corner of parcel.

Opportunities

- Create resting spots for sitting, picnicking, include garbage receptacles. (Clearly identifying walking and sitting areas should deter ATV use in desirable locations).
- Switchbacks or curve in trail bed would lessen the slope in some areas and create more visual interest.
- Trail bed made more accessible by using crusher dust.
- Planting of trees (native or ornamental) would provide visual interest along the trail route.
- The addition of trees and/or children's playspaces **must** be reviewed in conjunction with Fire Department Executive due to space limitations as this is a helicopter landing area.



8

Brooklyn District Elementary School

Overview

PID: 45060795

Coordinates: 45.01087, -64.0071

Date visited: November 26, 2015.

Address: 8008 Highway 14, Brooklyn.

Classification: Community Park, School.

Size: 22.78 acres (9.22 ha).

Land cover: Primarily a forested parcel (80%) with managed areas (e.g. school footprint, sports field, tennis courts, playground, and parking).

Topography: Parcel lowest at Highway 14 sloping upward to the south.

Maintained by: Annapolis Valley Regional School Board.

Use: Walking, playing, sitting, picnicking, sports (e.g. soccer, football, basketball, tennis).

Access: From Highway 14.

Parking: Parking for approximately 50 cars (school parking occupies most of the available volume).

Signage: Entrance signs and limited wayfinding trail signage.

History: Trail system in the southern portion of the parcel was developed in the early 1990s by the school Physical Education teacher. Property is under the Management of Annapolis Valley Regional School Board.

Overlapping Management Plans: 2013 West Hants Trails Plan, p.20.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



9

Brooklyn Municipal Cemetery

Overview

PID: 45062395

Coordinates: 44.99392, -63.9849

Date visited: November 26, 2015.

Address: 241 McKay Rd, McKay Section.

Classification: Cultural Park.

Size: 0.67 acres (0.27 ha).

Land cover: Forested parcel of White Pine with managed turf understory. Stone grave markers underneath trees.

Topography: Drainage ditch along entire southern border of parcel along road. Steep slope to the north towards the river. Undulating topography along ridge at highest point.

Maintained by: Municipality.

Use: Municipal Cemetery.

Access: From McKay Road.

Parking: One space at main gate.

Signage: Entrance signage present.

History: Previous location of the West Hants County Poor Farm, closed in 1966.

Overlapping Management Plans: None.

Observations

- Well-managed property.
- Property fenced with wire fencing and wooden posts.
- Erosion on the slope on the north side of the parcel.

Opportunities

- More noticeable signage to mark cemetery.
- Interpretive boards documenting history.
- Expansion of gravel pad at entrance for additional parking.
- Address slope erosion as necessary.



10

Three Mile Plains Field

Overview

PID: 45000502

Coordinates: 44.96446, -64.0993

Date visited: November 26, 2015.

Address: Lot 2 No 1 Hwy, Three Mile Plains.

Classification: Underused.

Size: 1.09 acres (0.44 ha).

Land cover: An open area with managed turf. A small stand of trees present at the southern property boundary. Northern boundary, along the drainage ditch, is naturalized with perennials.

Topography: Land gently sloping to the north and east.

Maintained by: Municipality.

Use: Unclear.

Access: From the adjacent Community Hall.

Parking: In the parking lot of the adjacent Community Hall.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Well maintained parcel, but use is unclear.
- Slope too steep for field sports, but gentle enough for passive recreation.

Opportunities

- Retain as a multi-functional space for use by community centre users.



11

MacLeod Court

Overview

PID: 45231586

Coordinates: 44.95837, -64.0828

Date visited: November 26, 2015.

Address: PARCEL P-1 MacLeod Court.

Classification: Underused.

Size: 0.18 acres (0.07 ha).

Land cover: Parcel covered with naturalized perennials and shrubs with some tree cover to the western boundary.

Topography: Slight slope to the north.

Maintained by: Municipality.

Use: None.

Access: No municipal access to the site.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No access from public right-of-way.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



12

Rocks Road

Overview

PID: 45061223

Coordinates: 44.96576, -64.0197

Date visited: November 26, 2015.

Address: Rocks Rd, St Croix.

Classification: Preservation and Production.

Size: 50.40 acres (20.40 ha).

Land cover: Approximately 50% of the parcel is forested with the remaining space being managed grassland or naturalized perennials and shrubs. A portion of the land is managed for agriculture. A dyke runs along the west, north boundary of the parcel. Thumb Hill Creek runs parallel to the dyke and then continues through the middle of the parcel.

Topography: A fairly flat parcel with a raised dyke and drop towards the creek's edge.

Maintained by: Municipality.

Use: agriculture, walking, swimming.

Access: From Rocks Road.

Parking: None on site; parking available at the park-and-ride area at the south east corner of the parcel.

Signage: None.

History: Land parcel originally owned by Aubrey Smiley was purchased by the Crown when Highway 101 was constructed.

The Crown deeded the remaining lands, divided into two land parcels, to the Municipality in 1975 with the stipulation that it be used for recreation purposes.

Overlapping Management Plans: 2013 Trails Plan, p.66.

Observations

- Informal footpaths and ATV routes found within the property.
- Large displays of exposed gypsum cliffs.
- Evidence of agricultural activity, unsure if field is still in use.
- No signage to indicate property maintenance or usage.

Opportunities

- Although isolated by the highway, this property is an excellent display of local geology, West Hants dykelands, freshwater ecology, and walking trails.
- Public access to the creek.
- Promote as recreation area (e.g. walking, picnicking, sitting, field sports).
- Work with the Province of Nova Scotia on possible trail connections to St. Croix Recreation Park underneath Highway 101.



13

Elm Court Parcel

Overview

PID: 45060779

Coordinates: 44.98104, -63.9936

Date visited: November 26, 2015.

Address: Parcel P-1 Elm Court, Brooklyn.

Classification: Underused.

Size: 2.00 acres (0.81 ha).

Land cover: Cleared parcel with forested (deciduous and evergreen) boundary to the south and forested north west corner. Shrubs and tall perennials filling in remainder of parcel.

Topography: Gently sloping to the east towards Highway 215.

Maintained by: Municipality.

Use: Walking, ATVing.

Access: From Elm Court.

Parking: 5-8 cars.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Gravel turn-around and shoulder used for parking.
- Two main ATV tracks well traveled by two properties on east side of parcel.
- ATV use has left parcel rutted with standing water.
- Uneven surfaces difficult for walking.

Opportunities

- Develop as neighbourhood park for residents.
- Regrade entrance to make accessible.
- Create simple trail loop.
- Install garbage receptacles and seating area.
- Entrance signage indicating use, management, etc.



14

Ardoise Lane

Overview

PID: 45219284

Coordinates: 44.95866, -63.9529

Date visited: November 26, 2015.

Address: Lot 4 Ardoise Lane, Ardoise.

Classification: Underused.

Size: 1.16 acres (0.47 ha).

Land cover: Undeveloped forested lot with forested and partially cleared lots surrounding.

Topography: Relatively flat parcel sloping away from road. Drainage ditch at road shoulder.

Maintained by: Municipality.

Use: Walking.

Access: From Ardoise Lane.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No obvious site access.
- Power lines and poles along drainage ditch.
- White spruce/white pine forest.
- Low population density in the surrounding neighbourhood.

Opportunities

- Although this parcel is in an ideal geographic location for a Neighbourhood Park, this lot and its set back into a quiet residential street does not suit itself to be a well-visited park space.
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



15

Robert Drive Parcel

Overview

PID: 45061181

Coordinates: 44.92348, -63.9047

Date visited: 26 November, 2015.

Address: 16 Robert Drive, Ardoise.

Classification: Underused.

Size: 1.20 acres (0.49 ha).

Land cover: Forested parcel with narrow access point from the road.

Topography: Parcel sloping down from road to the west.

Maintained by: Municipality.

Use: No programmed use; informal walking.

Access: From Robert Drive. No cleared access. Worn down foot path apparent.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Close to the border of Forest Lakes Community.
- Well traveled ATV paths running adjacent to parcel.
- Wet and muddy conditions in low points.
- Very dense understory growth.

Opportunities

- Work with developer at Forest Lakes Community to outline future parks and open space development in close proximity to Robert Drive parcel. This parcel could become a municipal access point to proposed open space and trails. If road access to Forest Lakes is created at the foot of Robert Drive, there would be little potential to develop as amenity space. At that time, this parcel should be considered for divestment.



16

Swinamer Drive

Overview

PID: 45289790

Coordinates: 44.966915, -64.105733

Date visited: November 26, 2015.

Address: Lot 12 Swinamer Drive, Three Mile Plains.

Classification: Unused.

Size: 0.37 acres (0.15 ha).

Land cover: Naturalized property with small shrubs and perennial species present. Presence of water tolerant perennial species indicate standing water in the low-point of the parcel.

Topography: Relatively flat parcel with a low point in the centre of the parcel.

Maintained by: Municipality.

Use: None.

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Public land that feels private with arrangement of surrounding houses.
- Narrow street frontage.
- Standing water on-site.

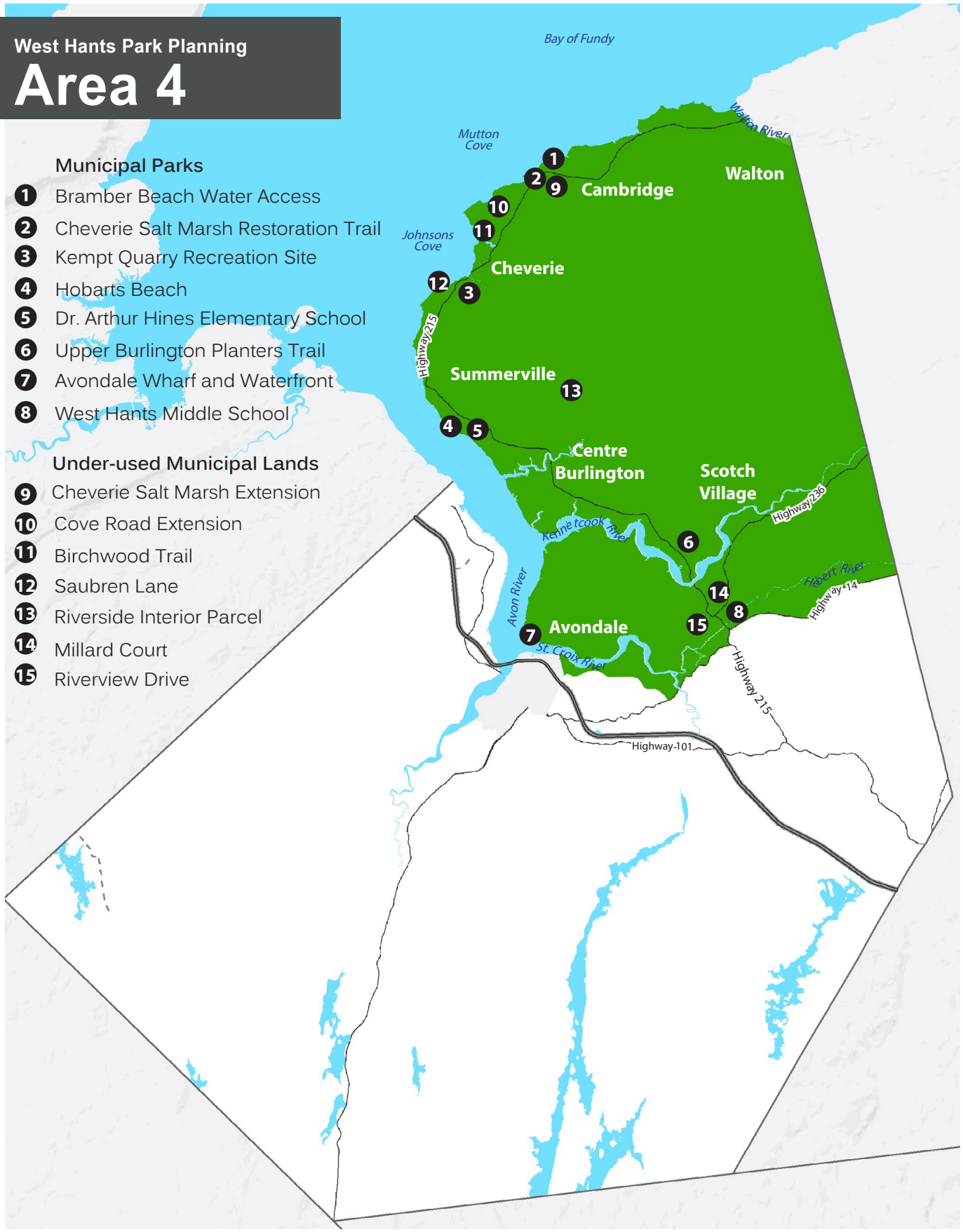
Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



West Hants Park Planning

Area 4



Municipal Parks

1. Bramber Beach Water Access
2. Cheverie Salt Marsh Restoration Trail
3. Kempt Quarry Recreation Site
4. Hobarts Beach
5. Dr. Arthur Hines Elementary School
6. Upper Burlington Planters Trail
7. Avondale Wharf and Waterfront
8. West Hants Middle School

Under-used Municipal Lands

9. Cheverie Salt Marsh Extension
10. Cove Road Extension
11. Birchwood Trail
12. Saubren Lane
13. Riverside Interior Parcel
14. Millard Court
15. Riverview Drive

Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

1

Bramber Beach Water Access

Overview

PID: 45154861

Coordinates: 45.19936, -64.1332

Date visited: November 16, 2015.

Address: No 215 Hwy, Bramber.

Classification: Neighbourhood, Community Parks.

Size: 1.50 acres (0.61 ha).

Land cover: Grass path leading to tidal shoreline. Grasses and perennials line the embankment towards the river and thick shrubbery imposes into the path from the private property and Crown Land to the east.

Topography: Parcel sloping north towards the beach and west towards the river.

Maintained by: Municipality.

Use: Walking, beach access.

Access: Pedestrian access from Highway 215.

Parking: One parking space.

Signage: None.

History: Designated a beach under the Beaches Preservation and Protection Act in 1986.

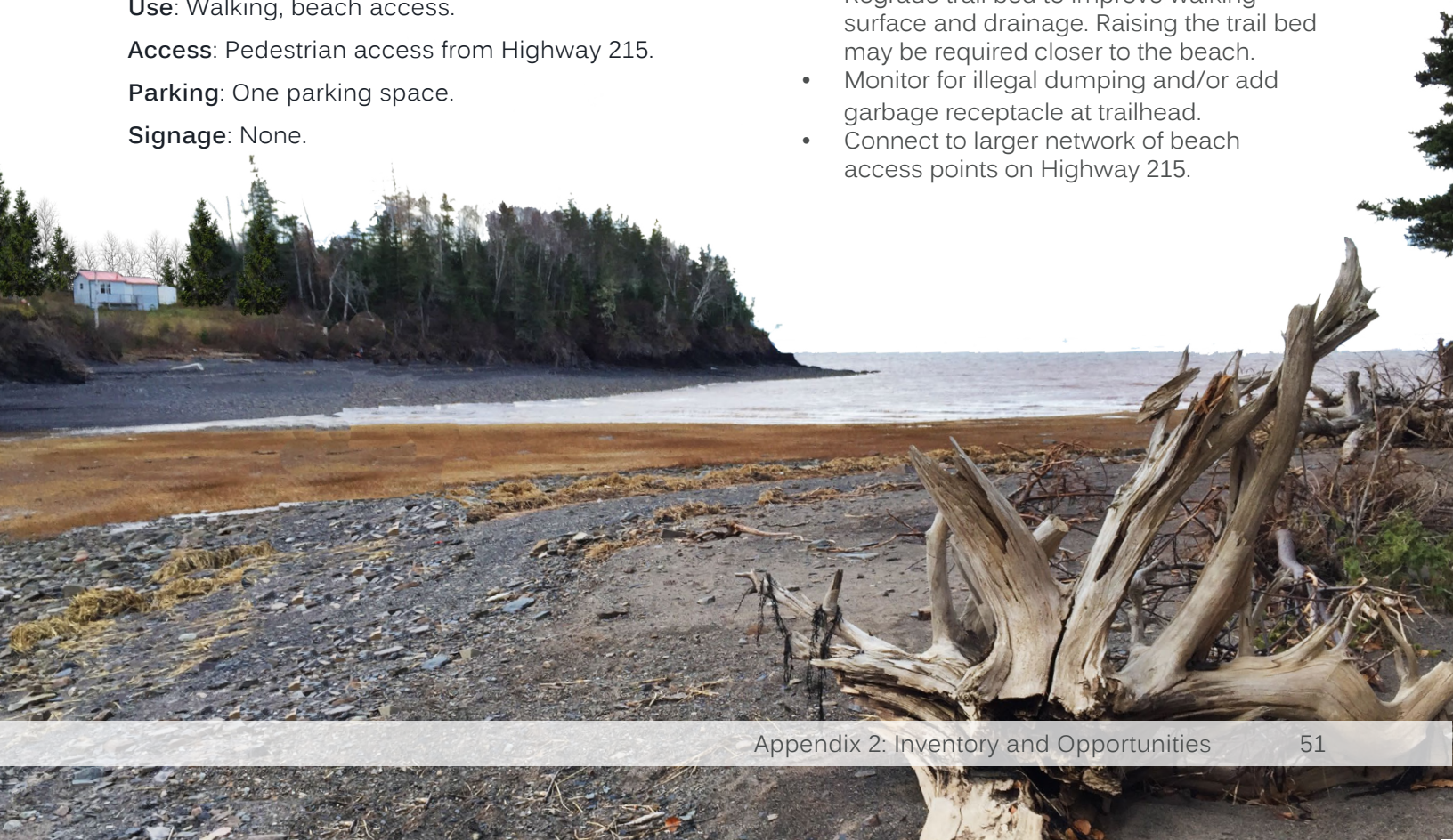
Overlapping Management Plans: None.

Observations

- Standing water at trailhead (large pothole).
- Appears to be well-used by community.
- Garbage collecting on site.
- Path empties into grassed tidal area.
- Erosion apparent at northern edge of parcel.

Opportunities

- Install entrance signage to identify ownership, uses, and to house tidal information.
- Expand parking area at trailhead.
- Regrade trail bed to improve walking surface and drainage. Raising the trail bed may be required closer to the beach.
- Monitor for illegal dumping and/or add garbage receptacle at trailhead.
- Connect to larger network of beach access points on Highway 215.



2

Cheverie Salt Marsh Restoration Trail

Overview

PID: 45177706

Coordinates: 45.16016, -64.1658

Date visited: November 16, 2015.

Address: 6500 Highway 215, Cheverie.

Classification: Community, District Parks.

Size: 8.98 acres (3.63 ha).

Land cover: Partially wooded parcel in between marsh and Camera Obscura. Turf trail cut into naturalized shrubs and grasses. Turf picnic area at entrance. Parking lot and driveway are compacted gravel. Wetland along southern boundary of property.

Topography: Northern edge of parcel is a high point that slopes to the south and west.

Maintained by: Municipality and the West Hants Trails Association.

Use: Parking, walking, picnicking, sitting.

Access: From Highway 215.

Parking: Gravel parking lot/turn-around.

Signage: Entrance signage for marsh. Interpretive panels and maps; roadside signage.

History: This parcel was purchased in 2006 by the Municipality from Lacy Calcutt and Willie McKay. The Restoration Trail is leased by the West Hants Trails Association and the inventory and restoration of the salt marsh was initiated by the community. The local community organized the Cheverie Crossway Salt Marsh Society. Camera Obscura built by Dalhousie University Architecture students in 2012.

Overlapping Management Plans: 2013 West Hants Trails Plan, p.28.

Observations

- Marsh signage visible from road, but only indicating marsh. No signage indicating direction to, purpose, or use of Camera Obscura.
- Camera Obscura doors cracked/broken preventing closure.
- Unobstructed views of water and Blomidon.
- Picnic tables and garbage receptacles sited at park entrance.
- Well maintained trail bed, vegetation, trailhead signage, boardwalk.
- Land agreement with adjacent property owner for looping trail from marsh to Camera Obscura.

Opportunities

- Repairs to Camera Obscura internal structure (e.g. door).
- Park signage to identify Camera Obscura, maintenance, views.
- Define path (trailhead) from parking lot to Camera Obscura.



3

Kempt Quarry Recreation Site

Overview

PID: 45179199

Coordinates: 45.14055, -64.1835.

Date visited: November 16, 2015.

Address: Kempt Forest Drive, Kempt Shore.

Classification: Community, District Parks.

Size: 43.7 acres (17.7 ha).

Land cover: Primarily tree covered property with grassed open areas for recreation. Pond on property occupies approximately 40% of parcel. Driveway and parking is compacted gravel.

Topography: Fairly flat terrain with low points in the pond and lower elevations (sinkholes) in wooded area.

Maintained by: Municipality.

Use: Daily use: picnicking, swimming, sitting, trail walking/running.

Access: From Highway 215.

Parking: Large parking area with overflow parking on grass.

Signage: Entrance signage; sinkhole warning signage.

History: Decommissioned gypsum quarry. The land was deeded to the Municipality in 1976. It was developed as a recreation site in the mid 1990's, spearheaded by the community.

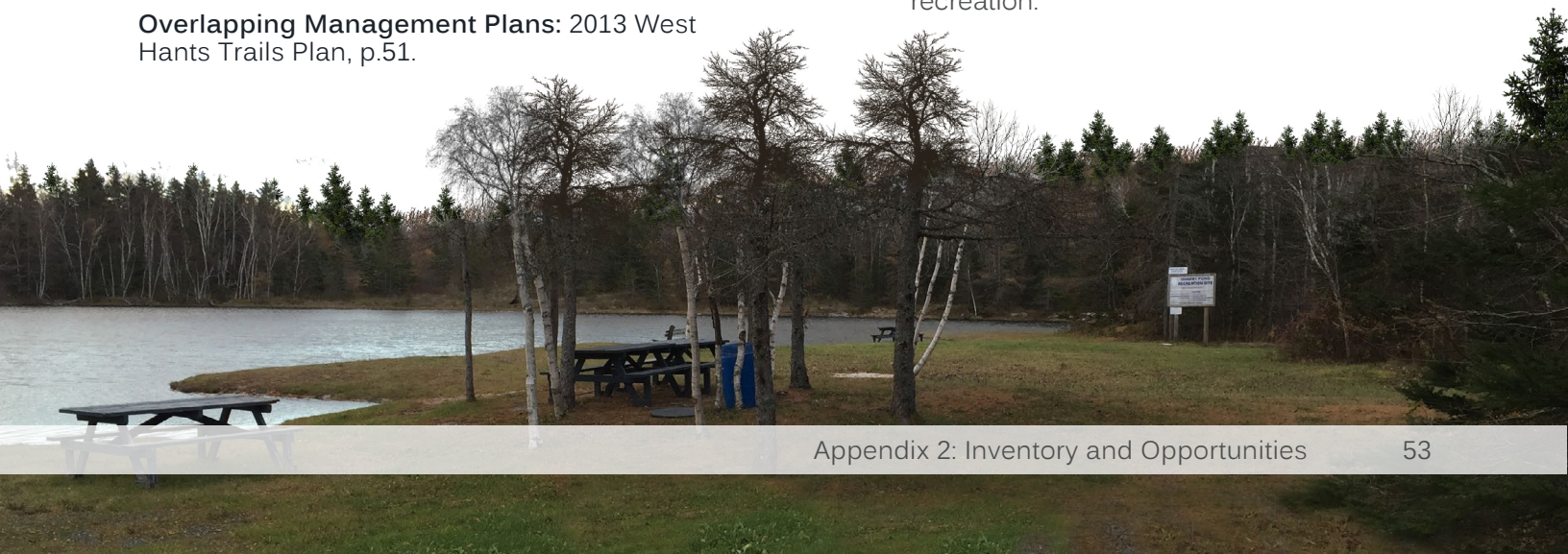
Overlapping Management Plans: 2013 West Hants Trails Plan, p.51.

Observations

- Park signage aging and vandalized.
- Parking area not well defined which leads to parking on shoulders and grass with unsuitable base.
- Standing water in parking area.
- Boundary between trail and parking area is unclear.
- Obvious efforts to fill sinkholes with gravel.
- Dead and declining trees around picnic area.
- Trail to picnic area filling in with grass.
- Long plastic drainage pipe (beaver barrier) on surface of brook connecting to pond.
- Fire department water pumping station on west end of the pond.
- Seating and picnic tables sited on south side of the pond.

Opportunities

- Park/trail signage and wayfinding.
- Develop visual/physical barrier between trail and parking.
- Upgrade paths to improve accessibility around the pond to picnic and swimming area.
- Install sod over exposed gravel (sinkholes).
- Consult with an arborist to evaluate tree health around amenities.
- Basic site landscaping at entrance and picnic area to improve park aesthetic.
- More opportunities for sitting around the pond.
- Maintain ice surface in winter for recreation.



4

Hobarts Beach

Overview

PID: 45182623

Coordinates: 45.09981, -64.1839

Date visited: November 26, 2015.

Address: 192 Block Wharf Rd, Summerville.

Classification: Community Park.

Size: 9 acres (3.6 ha).

Land cover: Sandy beach during low-tide, only rocky shoreline exposed during high-tide. Managed turf picnic and seating area to the north of the existing parking lot. Approximately 90% of the parcel is forested.

Topography: Block Wharf Road slopes westerly towards the beach. Parking area relatively flat. Land sloping upward to the north of the parking lot. Undulating topography from parking area to northern boundary. Steep bank sloping west towards the waters edge.

Maintained by: Municipality.

Use: Swimming, fishing, bird watching, walking, picnicking, sitting, bonfires.

Access: From Block Wharf Road.

Parking: Approximately 15-20 spaces.

Signage: None.

History: Deeded to Municipality on November 21, 1991 by Fundy Gypsum Company Limited.

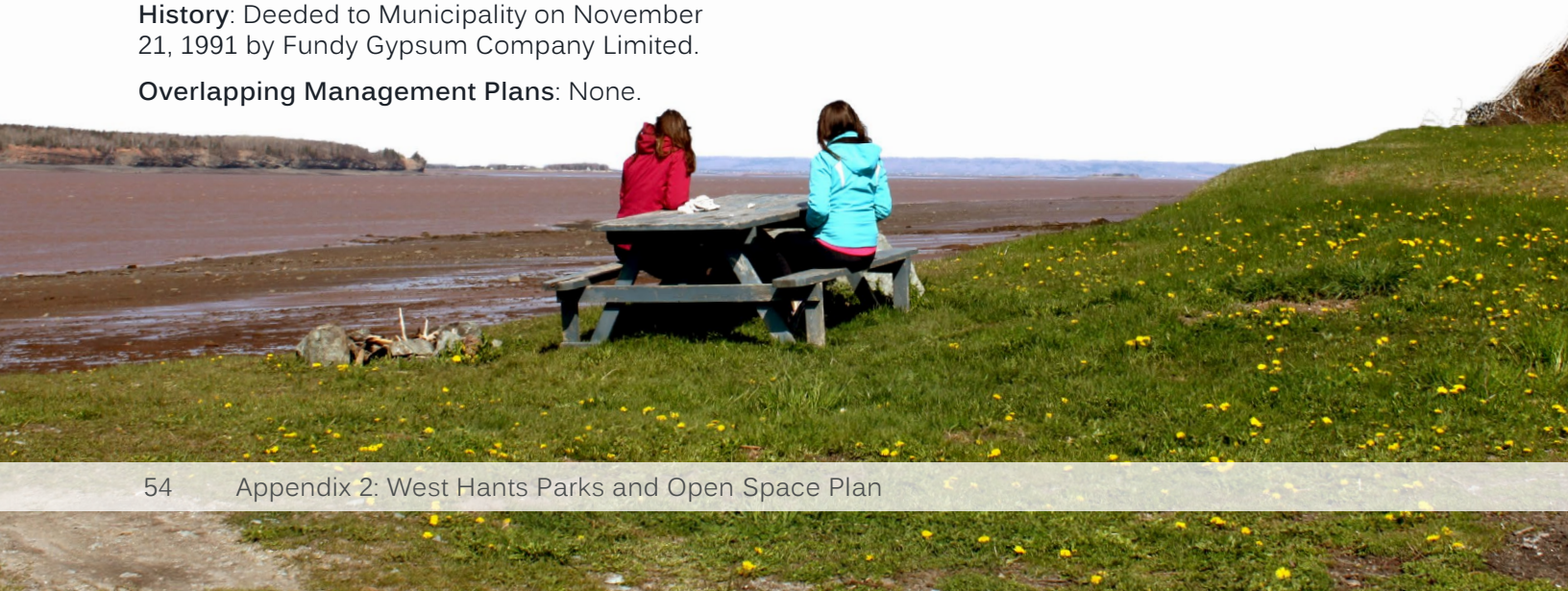
Overlapping Management Plans: None.

Observations

- Parking lot ill-defined from recreation areas.
- Standing water in parking lot.
- Shoreline erosion around boat launch.
- Transition from parking area to picnic area not accessible.
- Irregular grade in picnic area.
- Boat launch filled with rocks and debris limiting access to water and beach.
- Litter and illegal dumping apparent.
- Fire pits not fully enclosed by rocks.

Opportunities

- Redesign parking lot for more efficient layout, to create a visual/physical barrier between people and cars, and to improve drainage.
- Shoreline stabilization necessary around boat launch.
- Signage at top of Block Wharf Road and at parking lot.
- Formalize fire pits with steel boxes/BBQ.
- Regrade picnic area for accessibility.
- Monitor for illegal dumping.



5

Dr. Arthur Hines Elementary School

Overview

PID: 45180429

Coordinates: 45.09831, -64.1678

Date visited: November 26, 2015.

Address: 75 Musgrave Road, Summerville.

Classification: Community Park, School

Size: 6.00 acres (2.43 ha).

Land cover: Managed turf with asphalt and gravel surfaces around the school.

Topography: Relatively flat terrain. Raised berm amphitheater in centre of parcel. Steep bank along the southern edge of the sports field.

Maintained by: Annapolis Valley Regional School Board.

Use: Playground, soccer, football, gardening, sitting, picnicking. There is an unmaintained trail that surrounds the property (Harmony Park).

Access: From Musgrave Road.

Parking: School parking for approximately 40 cars.

Signage: Granite park marking on east side of the school.

History: Under Management of Annapolis Valley Regional School Board. Friends of Harmony Park Society operates, maintains, and improves Harmony Park.

Overlapping Management Plans: 2013 West Hants Trails Plan, p.31.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



6

Upper Burlington Planters Trail

Overview

PID: 45285103

Coordinates: 45.04414, -64.0398

Date visited: November 26, 2015.

Address: No 215 Hwy/ Old Walton Road, Upper Burlington.

Classification: Community, Cultural Parks.

Size: 3.00 acres (1.21 ha).

Land cover: Approximately 50% of the parcel is managed for agricultural purposes. A fallow gravel baseball diamond to the east of the agricultural field. Shrubby perimeter along the southern border of the parcel. Forested eastern boundary and north eastern corner of parcel.

Maintained by: Municipality.

Topography: Mainly flat parcel with slight slope rising to the north towards the Community Hall.

Use: Agriculture, walking, sitting, basketball, baseball, education.

Access: From North River Road (Community Hall) or Old Walton Road.

Parking: None. Parking for 10 cars at the adjacent Community Hall.

Signage: Trail signage, interpretive panels.

History: This park parcel is situated on (and near) land that was once inhabited by Mi'kmaq, Acadian, Planter, and Loyalist communities. This 3.0 acre property was purchased by the Municipality in September 1998 and then leased to the Upper Burlington Community Hall Association on January 13, 2000 to be used for recreation purposes only.

Overlapping Management Plans: None.

Observations

- Community Hall playground and shed on Municipal land.
- Wooden playground not structurally sound. Structure leaning and chains rusting.
- Basketball court (concrete pad) very small with chipping paint.
- Baseball diamond growing in with weeds.
- Interpretive panels in fair shape, some rotting wood, cracked panels, and water damage.
- Trail running from Community Hall along eastern border and along entire southern border.

Opportunities

- Signage at roadside indicating trail and cultural site, signage at trailhead.
- Interpretive signage/shelter in need of structural and cosmetic upgrades.
- Weeding of gravel baseball diamond
- New or updated basketball court



7

Avondale Wharf and Waterfront

Main Parcel

Overview

PID: 45171279

Coordinates: 45.02204, -64.1312

Date visited: November 26, 2015.

Address: 15 Belmont Rd, Avondale.

Classification: Community, Cultural, Neighbourhood Parks.

Size: 1.61 acres (0.65ha).

Land cover: Mostly managed turf with compacted gravel driveway and parking areas, and building footprints.

Topography: Relatively flat terrain sitting lower than Belmont Road at the field and at road elevation at Museum entrance. Gently sloping towards the wharf.

Maintained by: Primarily by community volunteers with support from the Municipality.

Use: Baseball, soccer, sitting, picnicking, walking, playground, bird watching, boating, fishing.

Access: From Belmont Road and Avondale Road.

Parking: No formal parking, opportunities for approximately 10-20 cars.

Signage: Collection of signs at Heritage Museum entrance for buildings/amenities. Newport Landing sign along road shoulder along field. Park entrance sign at southern driveway.

History: This area is formerly a New England Planter settlement. Due to the proximity to water, ship building was an important industry. The Wharf was divested from the Federal Government to the Municipality in 1990 and was rebuilt by the community for $13,000.00. In 1996, the Municipality entered into a lease agreement with the Avon River Heritage Society to allow that organization to develop a portion of the property.

Overlapping Management Plans: MCCAP.

Observations

- Outdoor spaces around museum and boat house not well-defined (e.g. parking, gardens, turf).
- Sports field is well maintained. Standing water at field perimeter.
- Playground in good condition.
- Poor drainage, uneven surface, and irregular mixture of materials (e.g. soil, gravel) outside the playground and shipyard shed.
- Tide rising over wharf, boat launch, and driveway causing erosion and structural damage.
- Signage is not coordinated, should be centralized with park use, ownership, and rules identified.

Opportunities

- Site landscape plan to identify optimal pedestrian circulation and landscaping.
- Evaluate the stability and effectiveness of dykes/berms. Further development may be necessary along river to the north and boat launch to the south.
- Engineering assessment of wharf structure.
- New park signage consistent with municipal brand and materials at park entrances.
- The Municipality should consider climate change and work with the MCCAP Committee on projects that relate to the Avondale Wharf and Waterfront.
- Work with the MCCAP Committee to address climate change effects on parcel.



7

Avondale Wharf and Waterfront

South Shoreline

Overview

PID: 45183118

Coordinates: 45.02126, -64.132

Date visited: November 26, 2015.

Address: 1 Avondale Rd, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.10 acres (0.45ha).

Land cover: Primarily tidal grassland with trees and shrubs growing at eastern border.

Topography: Slight slope from eastern edge of parcel to the water.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal zone, wildlife habitat, no current recreational use.

Access: From the beach at low tide or from Avondale Wharf and Waterfront Main Parcel driveway.

Parking: Few potential spaces at boat launch.

Signage: None.

History: Deeded to the Municipality of the District of West Hants in 1996 by USG Canadian Mining Limited.

Overlapping Management Plans: MCCAP.

Observations

- No obvious human activity on site.
- Large area covered by water during high tide.

Opportunities

- Little recreational opportunity due to tidal flow, but valuable as wildlife habitat.
- Potential to develop a dyke/berm system to prevent flooding into southern border of Avondale Wharf and Waterfront Main Parcel.



7

Avondale Wharf and Waterfront

North Shoreline

Overview

PID: 45225513

Coordinates: 45.02268, -64.1318

Date visited: November 26, 2015.

Address: 1 Avondale Road, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.13 acres (0.46ha).

Land cover: Primarily tidal grassland with exposed sand/sediment during low tide.

Topography: River channel flowing through property. Steep grass-covered/muddy banks on either side of channel.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal flow, wildlife habitat, boat access.

Access: From Avondale Wharf and Waterfront Main Parcel.

Parking: Parking available in Avondale Wharf and Waterfront Main Parcel and roadside,

Signage: None.

History: In May, 1760 the first New England Planters arrived aboard sloops Lydia and Sally. Water lot was deeded to the Municipality in 1990

Overlapping Management Plans: MCCAP.

Observations

- Boat access damaged during previous weather events.

Opportunities

- Improve access to water.



8

West Hants Middle School

Overview

PID: 45060787

Coordinates: 45.01459, -64.0103

Date visited: November 26, 2015.

Address: 8009 Highway 14, Brooklyn.

Classification: Community Park, School.

Size: 16.30 acres (6.60 ha).

Land cover: Mainly cleared parcel (e.g. managed turf, asphalt parking, building footprint) with tree-lined southern boundary and large forested area to the north of the school along the river.

Topography: Relatively flat parcel with sports field to the west in a depression. Trail extends to Newport Rink.

Maintained by: Annapolis Valley Regional School Board.

Use: Sitting, walking, sports (e.g. football, soccer).

Access: From Highway 14.

Parking: Parking for approximately 60 cars (school parking occupies most of the available volume).

Signage: Entrance signage and signage on building front.

History: Property is under the management of Annapolis Valley Regional School Board.

Overlapping Management Plans: None.

*No management recommendations are provided as management is at the discretion of the Annapolis Valley Regional School Board.



9

Cheverie Salt Marsh Extension

Overview

PID: 45177763

Coordinates: 45.15626, -64.1605

Date visited: November 16, 2015

Address: Highway 215, Cheverie.

Classification: Underused.

Size: 5.25 acres (2.12 ha).

Land cover: Open wetland.

Topography: Unknown.

Maintained by: Municipality.

Use: None (currently).

Access: None.

Parking: On adjacent Municipal parcel.

Signage: None.

History: This parcel was deeded to the Municipality in 2006 by Lacy Calcutt and Willie McKay. It was purchased at the same time as the Cheverie Salt Marsh Restoration Trail land parcel.

Overlapping Management Plans: 2013 West Hants Trails Plan, p.28.

Observations

- No cleared access to parcel.
- Land is in riparian area and primary land cover is wetland.

Opportunities

- Consider how to link to existing board-walk or if parcel is needed at all.



10

Cove Road Extension

Overview

PID: 45063146

Coordinates: 45.1897, -64.1578

Date visited: November 16, 2015.

Address: PARCEL P-1andP-2 Cove Road Extension, Bramber.

Classification: Underused.

Size: 0.73 acres (0.29 ha).

Land cover: Forested parcel with turf maintained at road shoulder and along northeast corner of parcel.

Topography: Fairly flat parcel with western edge sloping to the west.

Maintained by: Municipality.

Use: None.

Access: Park access from Cove Road Extension.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No obvious signs of park use.
- Road terminates at western property boundary.
- Close proximity to public beach access.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



11

Birchwood Trail

Overview

PID: 45182912

Coordinates: 45.14649, -64.1644

Date visited: November 16, 2015.

Address: Birchwood Trail, Cheverie.

Classification: Underused.

Size: 6.34 acres (2.57 ha).

Land cover: Forested parcel fronting on two roads with a drainage ditch.

Topography: Parcel sloping north from road shoulder. Small pond of standing water in northeast boundary line of parcel.

Maintained by: Municipality.

Use: None.

Access: From Birchwood Trail and Bayswater Drive.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Very poor road conditions leading to parcel (i.e., grading, washouts).
- Low population density in subdivision.
- Parcel a densely forested property with no obvious signs of use or access.
- Standing water observed on site.

Opportunities

- With large wooded residential parcels adjacent to Municipal parcel, it is unlikely that the development of public park would be well-used.
- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



12

Saubren Lane

Overview

PID: 45225018

Coordinates: 45.14967, -64.1883

Date visited: November 16, 2015.

Address: Saubren Lane, Cheverie.

Classification: Underused.

Size: 1.74 acres (0.70 ha).

Land cover: Primarily forested parcel with a cleared approach from Saubren Lane.

Topography: Flat, dry, relatively cleared of trees, unmaintained.

Maintained by: Municipality.

Use: None.

Access: From Saubren Lane.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Front approach to parcel is regularly maintained by adjacent land owners.
- Signs of ATV use on the southern border of the parcel.
- Signs of previous land clearing and tree regrowth.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



13

Riverside Interior Parcel

Overview

PID: 45233517

Coordinates: 45.12471, -64.1319

Date Visited: N/A

Address: Kempt Forest Dr, Kempt Shore.

Classification: Underused.

Size: 16.3 acres (6.6 ha).

Land cover: Densely forested parcel.

Topography: unknown

Maintained by: Municipality.

Use: None.

Access: No access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

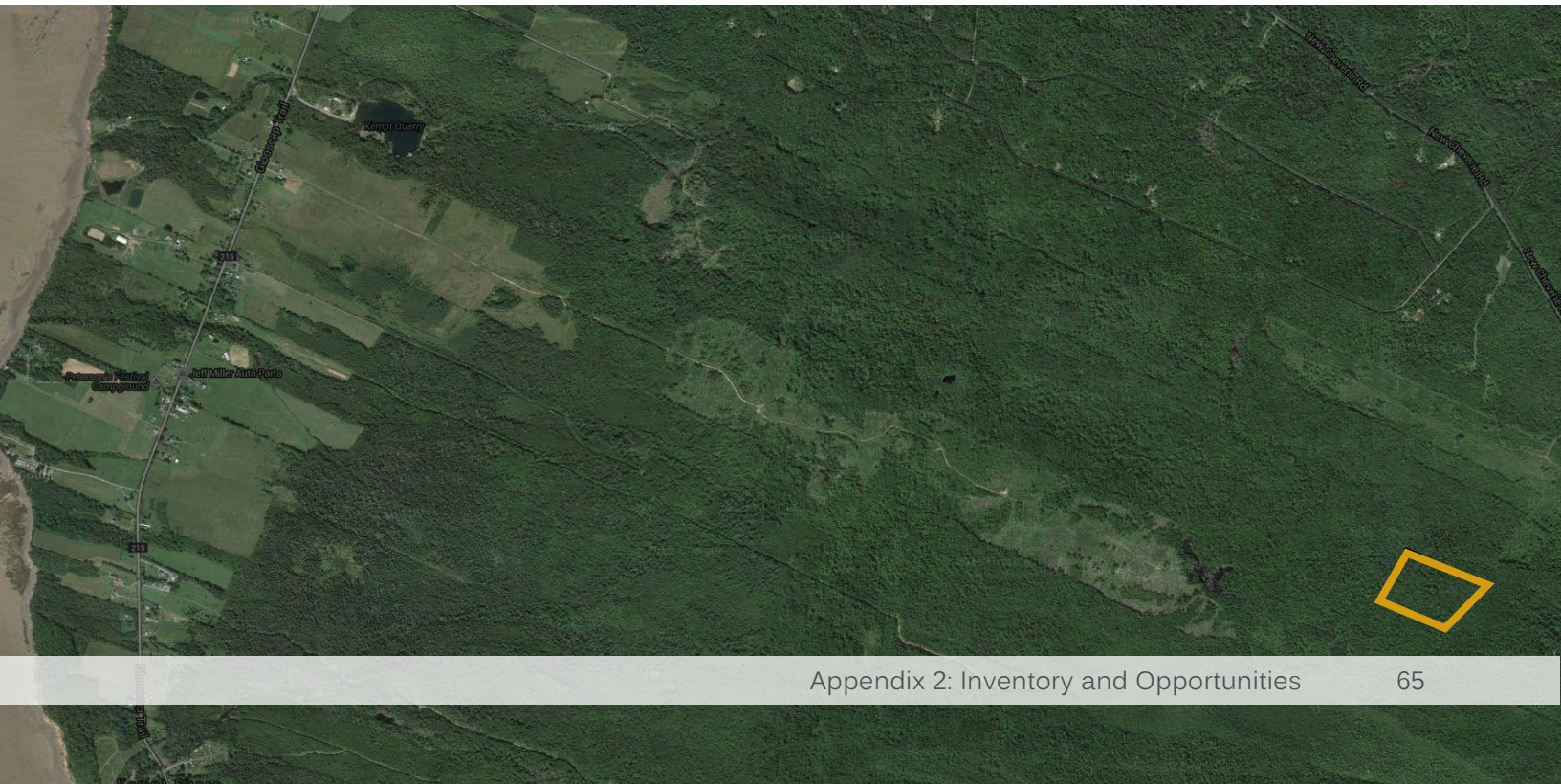
Overlapping Management Plans: None.

Observations

- Parcel is inaccessible.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



14

Millard Court

Overview

PID: 45236601

Coordinates: 45.02995, -64.0171

Date visited: November 26, 2015.

Address: Lot 13 Millard Court, Union Corner.

Classification: Underused.

Size: 2.05 acres (0.83 ha).

Land cover: Forested parcel of spruce and birch with a shrubby and turf area near the road.

Topography: Land sloping to the north east.

Maintained by: Municipality.

Use: None.

Access: Parcel fronts onto Millard Court.

Parking: None; parking on the road shoulder.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Low population density surrounding parcel.
- Signs of an informal trail and ATV activity.
- Standing water at north east corner of parcel.
- Parcel surrounded by other forested parcels.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



15

Riverview Drive

Overview

PID: 45215290

Coordinates: 45.00908, -64.0214

Date visited: November 26, 2015.

Address: Lot 22 Riverview Drive, Brooklyn.

Classification: Underused.

Size: 2.75 acres (1.11 ha).

Land cover: Forested parcel (e.g. red and white spruce, white pine, white birch).

Topography: Very steep slope to the north west towards the river (30m drop).

Maintained by: Municipality.

Use: None.

Access: From Riverview Drive; no cleared access point.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- No signs of human access.

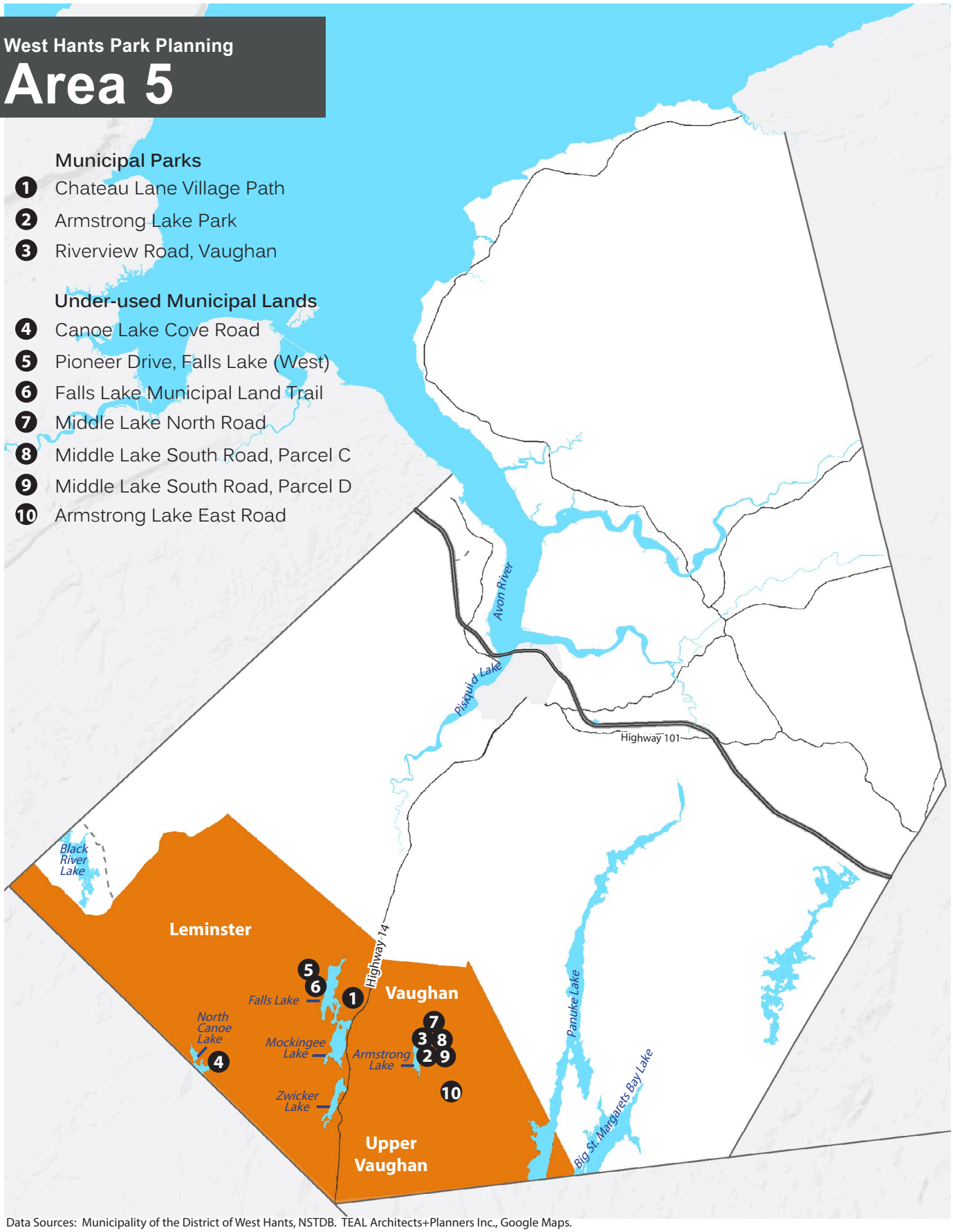
Opportunities

- Little potential for water access or recreation use due to steep slope.
- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



West Hants Park Planning

Area 5



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

1 Chateau Lane Village Path

Overview

PID: 45214632

Coordinates: 44.855, -64.2267

Date visited: November 20, 2015.

Address: Lot 24 Alpine Way, Vaughan.

Classification: Neighbourhood Park.

Size: 18.50 acres (7.48 ha).

Land cover: Forested lot with sections of standing water.

Topography: Fairly flat parcel of land with slight undulations throughout. Village Path (to the north) raised above the parcel.

Maintained by: Municipality.

Use: Trail walking, ATVing.

Access: Through private property (Sugar Shack).

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

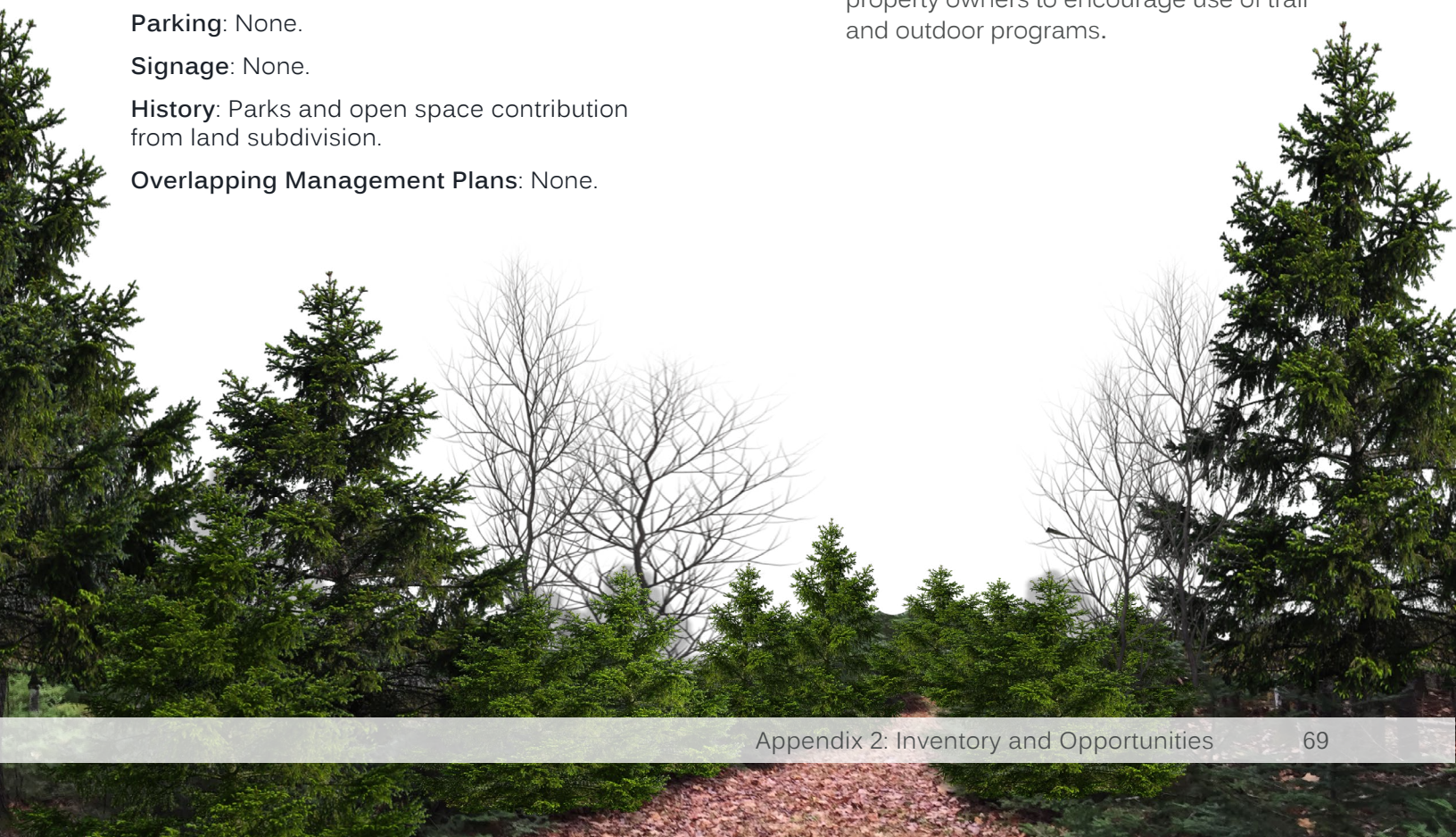
Overlapping Management Plans: None.

Observations

- Two looping trails currently accessed from private property.
- Trails used by locals for walking and ATV use.
- Trails in good shape, save for a few areas deeply rutted by ATV use.
- Standing water in low points.

Opportunities

- Installation of entrance signage, trail markers.
- Retain land and develop as formal trail loop.
- Create formal access point from surrounding roadway.
- Potential for expanded/renovated trail system on property.
- Establish partnership with Sugar Shack property owners to encourage use of trail and outdoor programs.



Armstrong Lake Park

2

Overview

PID: 45216538

Coordinates: 44.83331, -64.1931

Date visited: November 20, 2015.

Address: 640 Armstrong Lake East Road, Vaughan.

Classification: Community Park, Neighbourhood Park.

Size: 4.15 acres (1.68 ha).

Land cover: Primarily a forested (e.g. white pine, balsam fir, red spruce, paper birch) parcel with a small clearing for a park entrance along Armstrong Lake East Road.

Topography: Undulating topography, but generally sloping from the east to the west towards the lake.

Maintained by: Municipality.

Use: Walking, sitting, canoeing, swimming.

Access: From Armstrong Lake East Road.

Parking: Parking for 8-10 vehicles.

Signage: Trail and canoe launch signs. Educational signage about Loons.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Loon information sign fallen over.
- Signage fastened to trees.
- Footpath naturalized, uneven surface.
- Boat launch surface uneven with large rocks.

Opportunities

- Entrance signage.
- New interpretive signage about local wildlife (to replace Loon signage that is damaged).
- New trail/water access signage.
- New gravel surface for boat launch to improve access to water.



3

Riverview Road, Vaughan

Overview

PID: 45221959

Coordinates: 44.83702, -64.1947

Date visited: November 20, 2015.

Address: Parcel B Riverview Road, Vaughan.

Classification: Neighbourhood.

Size: 3.80 acres (1.53 ha).

Land cover: Marsh conditions with forested boundary to the east.

Topography: Land fairly flat with gentle slope to the west (towards the river).

Maintained by: Municipality.

Use: Boating, fishing.

Access: From Riverview Road, or by water via Armstrong Lake.

Parking: Gravel parking space for 1-2 cars.

Signage: None.

History: Parks and open space contribution from land subdivision.

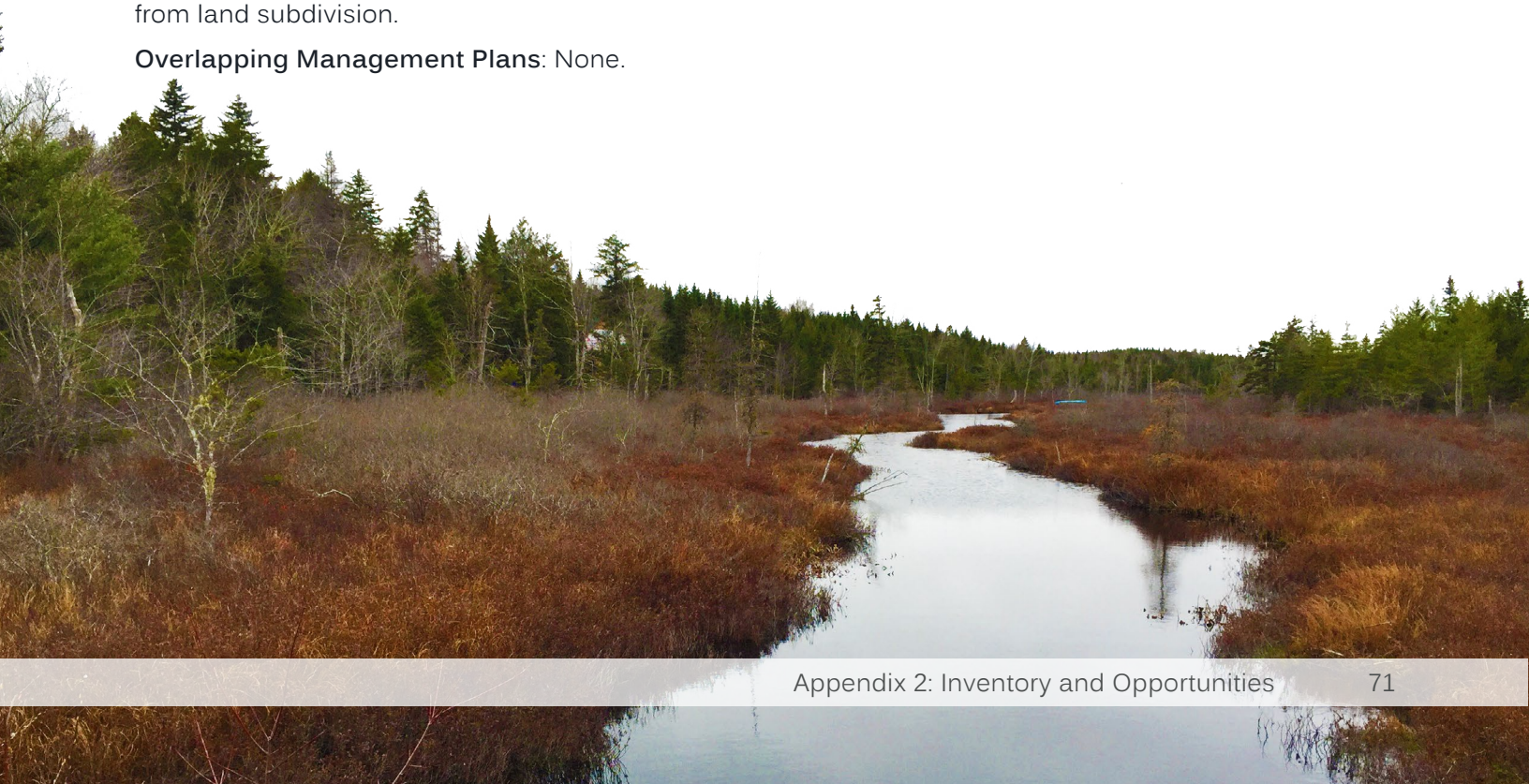
Overlapping Management Plans: None.

Observations

- River connects Middle Lake to Armstrong Lake.
- Bridge a popular stopping place to view the river and the lake.
- Fresh water bog with aesthetic interest.

Opportunities

- Retain land to protect wetland habitat and for recreation value.
- Partner with community group or NGO to highlight importance of ecosystem.
- Interpretive signage before the bridge at gravel area.
- Boardwalk or platform on the water would pair well with recreation (e.g. fishing) and interpretation.
- Park signage to signify ownership and park use.
- Formally connect parcel with Armstrong Lake Park to the south.



4

Canoe Lake Cove Road

Overview

PID: 45182953

Coordinates: 44.82312, -64.3205

Date visited: November 20, 2015.

Address: Canoe Lake Cove Road, Leminster.

Classification: Underused.

Size: 1.22 acres (0.49 ha).

Land cover: Parcel is 100% forested with both deciduous and evergreen species.

Topography: Land sloping to the south west (towards lake).

Maintained by: Municipality.

Use: None.

Access: From Canoe Lake Cove Road.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

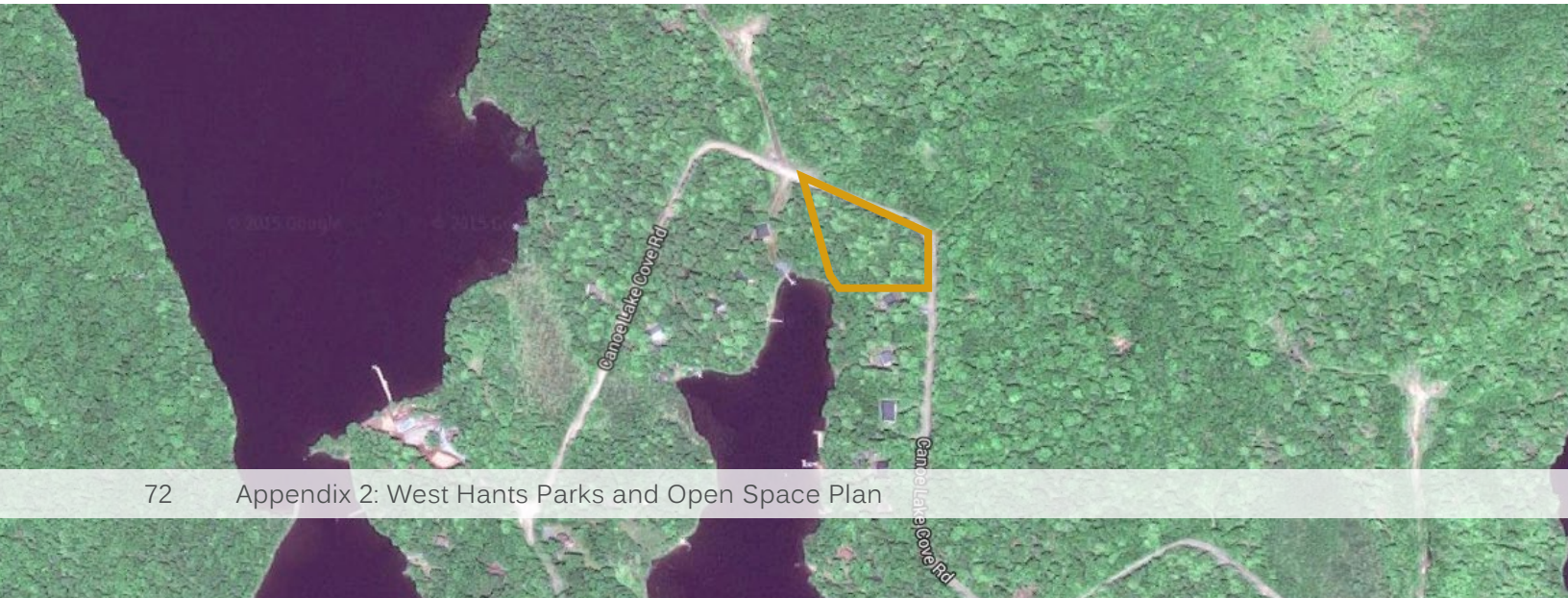
Overlapping Management Plans: None.

Observations

- Parcel has small area of water frontage.
- Parcel positioned in a cove off of North Canoe Lake.

Opportunities

- Develop public access to the lake.
- Improve/install park signage.



5

Pioneer Drive, Falls Lake

West

Overview

PID: 45281664

Coordinates: 44.85033, -64.2535

Date visited: November 20, 2015.

Address: Pioneer Dr, Vaughan.

Classification: Underused.

Size: 11.8 acres (4.75 ha).

Land cover: Primarily forested lot (e.g. spruce, white pine, hemlock, balsam fir, maple, birch, larch). There is a pond within the parcel with brook flowing east towards Falls Lake.

Topography: Parcel gently sloping towards Falls Lake.

Maintained by: Municipality.

Use: None.

Access: From Pioneer Drive. Municipally owned connection from Levy Meadow Trail.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Crescent-shaped pond in parcel.
- Running water through parcel.
- Densely forested.
- Directly across from another Municipally owned parcel.
- No sign of human activity from the road.

Opportunities

- Trail connection opportunity to improve water access from Levy Meadow Trail.
- Subdivide or enact an easement on the remainder of the property.



6

Falls Lake Municipal Land Trail

Overview

PID: 45275914

Coordinates: 44.84927, -64.2505

Date visited: November 20, 2015.

Address: 550 Pioneer Dr, Vaughan.

Classification: Linear Park.

Size: 4.00 acres (1.61 ha).

Land cover: Densely forested parcel (e.g. hemlock, spruce, maple). Running water present on parcel flowing toward Falls Lake. Parcel meets ditched road and lake front.

Topography: Parcel gently sloping towards lake.

Maintained by: Municipality.

Use: None.

Access: From Pioneer Drive.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

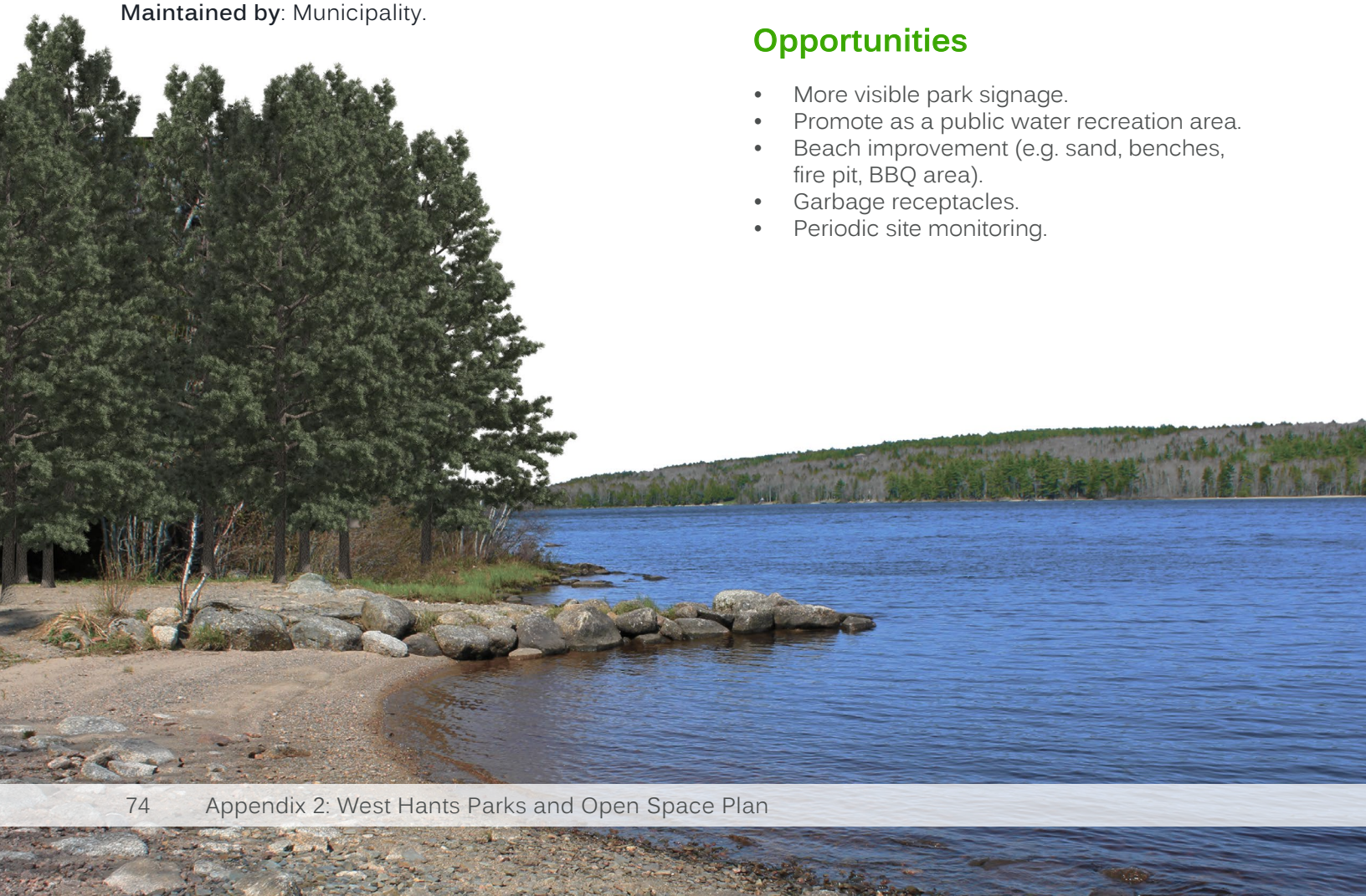
Overlapping Management Plans: None.

Observations

- Directly across from other Municipally owned parcel.
- Roadway cut into the property for water access.
- Garbage observed on site.

Opportunities

- More visible park signage.
- Promote as a public water recreation area.
- Beach improvement (e.g. sand, benches, fire pit, BBQ area).
- Garbage receptacles.
- Periodic site monitoring.



7

Middle Lake North Road

Overview

PID: 45221868

Coordinates: 44.84118, -64.1925

Date visited: November 20, 2015.

Address: Parcel A Middle Lake North Road, Vaughan.

Classification: Underused.

Size: 5.35 acres (2.17 ha).

Land cover: Forested lot with marsh conditions and standing water.

Topography: Fairly flat parcel sloping towards Middle Lake.

Maintained by: Municipality.

Use: None.

Access: From Middle Lake North Road.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Difficult walking conditions due to the presence of blowdown and dense understory growth.
- Property meets Middle Lake, but no formal access created.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby Municipally owned parcels for parks and open space use.



8

Middle Lake South Road

Parcel C

Overview

PID: 45222049

Coordinates: 44.83537, -64.191

Date visited: November 20, 2015.

Address: Parcel C Middle Lake South Road, Vaughan.

Classification: Underused.

Size: 12.64 acres (5.12 ha).

Land cover: Spruce/birch forest with dense undergrowth at southern boundary and wetland on remainder of site. Rock outcrops evident.

Topography: This parcel is almost entirely wetland with little undulation in topography. Road position at a high point above the parcel.

Maintained by: Municipality.

Use: None.

Access: No formal access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

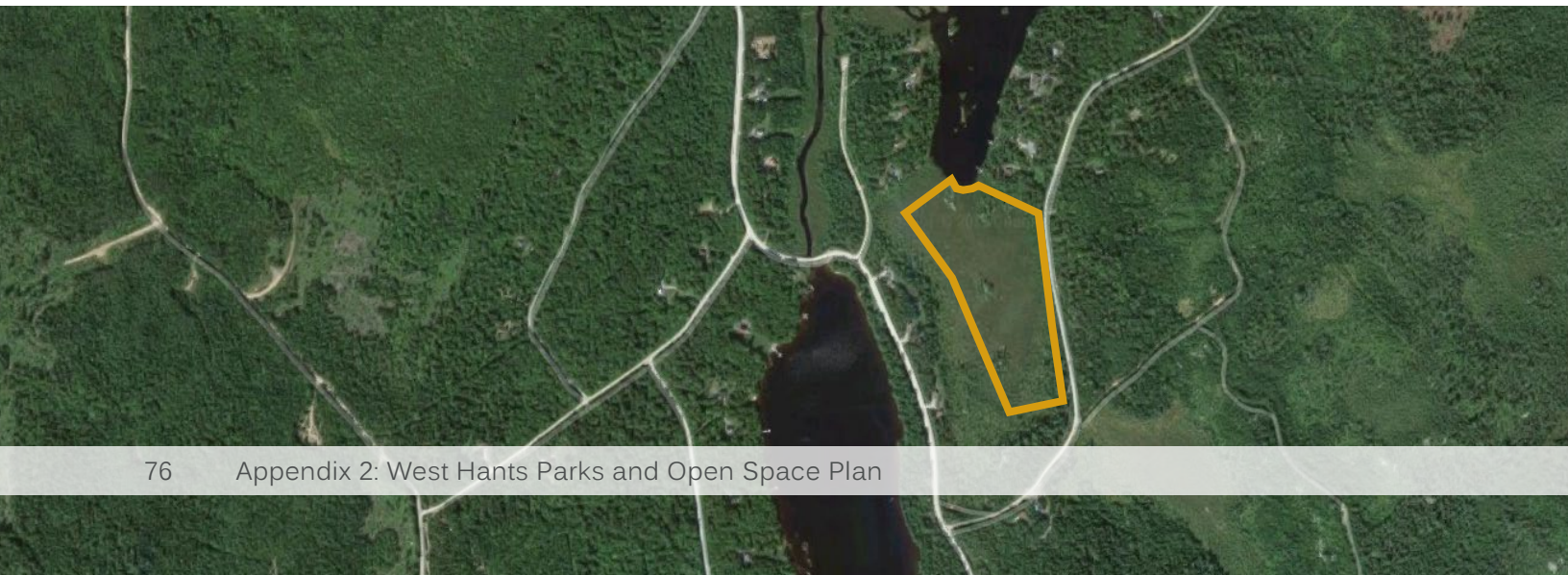
Overlapping Management Plans: None.

Observations

- Wetland conditions for most of property.
- Residential properties to the north of the parcel.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



9

Middle Lake South Road

Parcel D

Overview

PID: 45222254

Coordinates: 44.83266, -64.1893

Date visited: November 20, 2015.

Address: Parcel D Middle Lake South Road, Vaughan.

Classification: Underused.

Size: 3.86 acres (1.56 ha).

Land cover: Spruce/birch forest with dense undergrowth and standing water. A portion of this parcel is wetland.

Topography: The road shoulder is a high point with land dropping off and sloping to the east.

Maintained by: Municipality.

Use: None.

Access: None.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

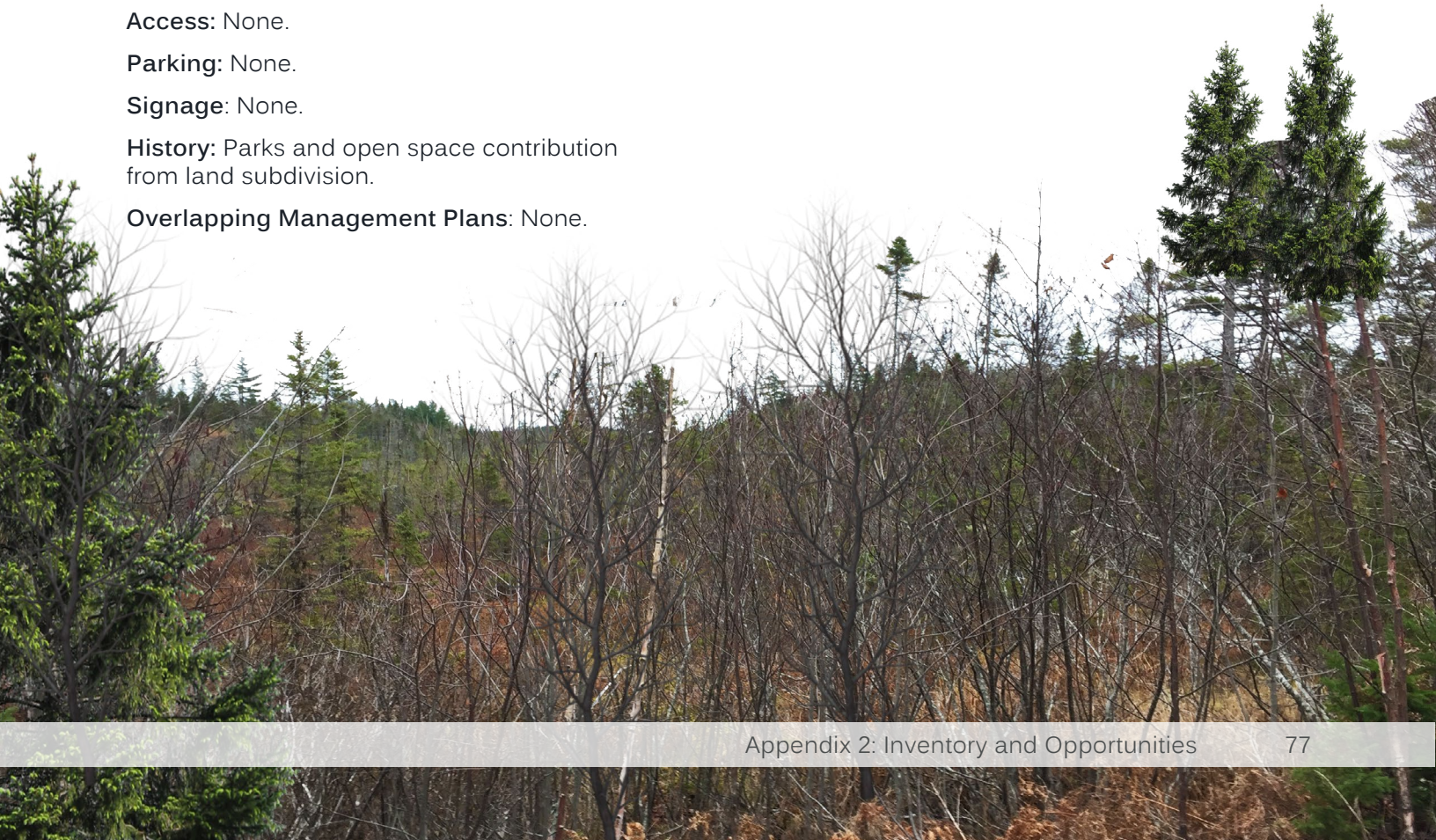
Overlapping Management Plans: None.

Observations

- Topography and poor drainage makes use of this site difficult.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



10

Armstrong Lake East Road

Overview

PID: 45218658

Coordinates: 44.81883, -64.1857

Date visited: November 20, 2015.

Address: Lot 128 Armstrong Lake East Road, Vaughan.

Classification: Underused.

Size: 16.17 acres (6.54 ha).

Land cover: Large forested parcel with 95-100% tree cover.

Topography: Land sloping to the south east.

Maintained by: Municipality.

Use: None.

Access: From Armstrong Lake East Road; no cleared access.

Parking: None.

Signage: None.

History: Parks and open space contribution from land subdivision.

Overlapping Management Plans: None.

Observations

- Parcel positioned behind low density residential lots.
- Drainage ditch along parcel frontage.
- Large parcel with no formal access point.
- No obvious signs of human activity on the property.

Opportunities

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

Property ☑	Public Opinion ☐	Environment ☐	Social ☐	Economic ☑	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: July 11, 2023

Subject: Purchase of Equipment (WHRMPW23-06)

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approves the award of tender for the purchase of two 1 Ton Trucks, upfitted as tendered (WHRMPW23-06) from Pothier Motors Ltd for the tendered price of $105,744.22, and $130,642.92 plus applicable taxes less trade in values of $45,000.

BACKGROUND

The equipment tendered (WHPW23-6) was identified and approved in the 2023/24 Capital budget.

DISCUSSION

As per the West Hants Regional Municipality's Procurement Policy and the evaluation formula set out in the tenders document the following are the results after review and evaluation of the above-mentioned tenders.

Tender #WHRMPW23-06 had one tender submission for the 1 Ton Trucks. After evaluation both trucks met tendered specification needs, warranty, service availability and the combined price was within budget.

NEXT STEPS

Pending approval of Council; staff would award the equipment tender and issue Purchase Orders to the successful proponent.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	May 1, 2023
Closing Date	May 18, 2023
Price Expiry Date	August 10, 2023
Days Remaining	22 Days

2023-24 Capital Budget – Truck Replacement – Unit 41

Tender Pricing	$105,744.22
Non-Recoverable Tax *(4.29%)*	$4,536.43
Tender Total	**$110,280.65**
Less: Trade in Value	($20,000.00)
Total Cost to WHRM	**$90,280.65**
2023-24 Budget Value	$130,000.00
Variance (over budget)	$39,719.35

Within the 2023-24 Capital Budget, this Unit 41 replacement truck is scheduled to be funded through the WHRM Vehicle Reserve. This reserve has a projected March 31, 2024, reserve balance of $8,571. With this vehicle coming in $39,719.35 under budget, this will increase our expected year-end reserve balance to $48,290.35.

2023-24 Capital Budget – Truck Replacement – Unit 35

Tender Pricing	$130,642.92
Non-Recoverable Tax *(4.29%)*	$5,604.58
Tender Total	**$136,247.50**
Less: Trade in Value	($25,000.00)
Total Cost to WHRM	**$111,247.50**
2023-24 Budget Value	$130,000.00
Variance (over budget)	$18,752.50

Within the 2023-24 Capital Budget, this Unit 35 replacement truck is scheduled to be funded between the WHRM Vehicle Reserve and the former Town of Windsor Public Works Equipment Reserve. With this vehicle coming in $18,752.50 under budget, it is my suggestion to continue to withdrawal the full $68,541 from the Windsor Public Works Equipment Reserve, as this reverse is scheduled to have a zero balance on March 31, 2024, reflect the savings in the WHRM Vehicle Reserve. This will further increase our expected March 31, 2024, balance for this reserve, up to 67,042.85.

ALTERNATIVES

1. Council may choose not to proceed with the purchases.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The equipment purchases are in alignment with the 2023/24 Capital budget approvals and are under budget.

I support the recommendation.

Report Prepared by: _____

Troy Burgess, Manager of Public Works Operation

Report Reviewed by: _____

Todd Richard, Director of Public Works

Report Approved by: _____

Mark Phillips, Chief Administrative Officer