

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda

October 14, 2025 - 6:00 p.m.

In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also YouTube Livestream)

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



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
4. Declaration(s) of Conflict of Interest
5. Announcements
 - a) Introduction of Staff Sergeant Ed Nugent to Council and the community
6. Approval of Previous Meeting Minutes
 - a) 2025-09-09 Committee of the Whole Minutes
7. Presentations
 - a) West Hants Historical Society Update
 - b) Windsor Township Business Association Quarterly Update
8. Unfinished Business/Postponed Motions
 - a) Accessibility Advisory Committee Work Plan – Chair Bourgeois and Committee Member Jordan Stevens (**Moved up on the agenda**)
 - b) Municipal Complex - Select 100 King Street Over 76 Morison Drive Recommendation Report – CAO Phillips
 - c) Windsor Stormwater Management Plan – Presentation by CBCL
9. Reports
 - a) CAO Activity Update - Information Report
 - b) Dangerous or Unsightly Report for April 01, 2025-August 31, 2025
10. Correspondence
 - a) Information
Correspondence Received Ledger as of October 3rd, 2025
 - i. 2025-10-01 Todd James Re Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan, NS
 - ii. 2025-10-02 Letter from Jan Simpson, CUPW National President

- iii. 2025-10-07 DMA Letter Re Amendments through the Municipal Modernization (2025) Act.
- b) Correspondence Sent - None
- 11. New Business
 - a) Exploring Municipal Support for Residents with Dry/Failed Wells – Councillor Remme
 - b) Review of Utility Assistance Rebate Policy – Councillor Remme
 - c) Advisory Committee Member Appointments Recommendation Report – Clerk Snair
 - d) Design Exceedance - Windsor & Falmouth Interconnection Recommendation Report – Project Engineer Bouter
 - e) RFP Award - Integrated Resource Plan – Project Engineer Bouter
- 12. Public Comment Period
- 13. In-Camera - None
- 14. Next Meeting Date / Adjournment – October 28, 2025 Council Meeting at 6 p.m.

Matter	Start Date	Deadline / Update	Status/Progress Updates	Resp.
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		Ongoing, Item remains on the Dashboard, Awaiting mtg dates from Glooscap	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	Unknown	Item remains on the Dashboard, Mayor will follow up.	Mayor/CAO
Noise By-Law/Peace and Good Order - staff revisit the Noise By-Law/Peace and Good Order.	2023-09-12	2025	Postponed (October 2025 Council Mtg)	CAO
Fresh Water Resources/Explore Ownership of the pond - staff determine if the property known as Town Pond is or was ever a public resource, further if it was a public resource but is no longer, then when and how did it transition from public to private ownership.	2023-10-10	2025	Verbal update provided. Will remain on the agenda until follow up completed.	PW/PLAN/CAO
Industrial/Commercial Lands - Staff report back on potential future industrial/commercial lands for future discussion.	2024-03-26	2025	Ongoing	Plan
Payzant Wentworth Connection - Lights - Staff to provide a Class D estimate on installing street lights at the intersection of Payzant and Wentworth	2024-04-09	2025	Ongoing	PW
Municipal Complex - 1. staff look at a rough class D estimate cost on an new build for a municipal complex looking at using existing municipal land or buying, estimates on rental options and/or purchases within the market. 2. staff bring back a report on costing of asbestos abatement at 100 King Street and an accessibility study and approximate costs of renovations at 100 King making it a functional and safe space	2024-05-28	On-going	Ongoing	CAO/PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Prograss Updates</u>	<u>Resp.</u>
Reserve Policy - staff bring back a report on developing policy to create 3 Reserve accounts from a) Landfill Tipping fees, b) deed transer tax and c) windfarm revenues with the purpose of allocating a percentage of revenues from these sources to projects and expenditures decided upon by Council beginning in the 2025-26 budget year	2024-05-27	2025	Ongoing	Fin
CSO Sewer Charge Credit – For CSO Events on and into Private Properties - staff to prepare a report outlining the criteria and process for the issuance of a no-fault credit, equal to but not to exceed the annual sewer charges for each year an affected property has been impacted by a CSO event (over-the-curb /onto the property), from July 2021 to date and for future CSO events that may occur.	2024-07-09	2025	Ongoing	Fin

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
CSO Buyout Program Information - 1. undertake expedited property appraisals of the homes involved for the purposes of determining a cost estimate for their inclusion in the CSO residential buyout program as discussed at the July 24/24 meeting & further fund these through the operating reserve. 2. undertake an expedited estimate of additional costs expected to be involved & include as part of the cost estimate for the CSO residential program as discussed at the July 24/24 meeting. 3. undertake on an expedited basis the development of a CSO residential buyout program as originally directed at the July 9th COTW meeting with input from the council meeting on July 24 taken into account. 4. present results of the costs and program not later than the September 10, 2024 Committee of the Whole meeting or sooner through a special meeting of council.	2024-07-24	On-going	Ongoing	CAO
WHRM's Active Transportation Plan -A pprov and adopt the West Hants Regional Municipality Active Transportation & Trail Strategy 2025 as presented.	2025-09-09	2025-09-23	Approved	CD

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Prograss Updates</u>	<u>Resp.</u>
Award of RFP# WHRMPL25-01: Consulting Services to Complete a Zero Emissions Transportation Feasibility Study - 1. Approve awarding RFP# WHRMPL25-01 for consulting services to complete a zero-emissions transportation feasibility study to WSP Canada Inc., for the proposed cost of \$92,845.00 plus applicable taxes. 2. Approve a 10% consulting contingency in the amount of \$9,284.50 plus applicable taxes for the zero-emissions transportation feasibility study.	2025-09-09	2025-09-23	Approved	Plan
Appointment of Alternate Development Officer - Appoint William Overholt as alternate Development Officer in the absence of the Development Officer effective September 24th, 2025 in accordance with Section 243 of the Municipal Government Act.	2025-09-09	2025-09-23	Approved	Plan
Diverse, Equitable, Inclusive Communities Committee - Appoints Jess West as voting citizen member to become a representative and support to the Diverse, Equity and Inclusive Communities Committee for a two (2) year term beginning September 23, 2025 until September 23, 2027.	2025-09-09	2025-09-23	Approved	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
MFD 2025 Fall Debentures - Approves a Temporary Borrowing Resolution (TBR) in the amount of \$563,401, as outlined in the September 9, in the Fall 2025 Debenture Report. Further the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7% to enable WHRM to issue a 5-year debenture of \$261,356, for fire equipment purchased for HFD and electronic meter reading system. the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7% to enable WHRM to issue a 10-year debenture of \$302,045, for the purchase of a RTV Trailer for BFD and sidewalk machine, and repairs to the WFD apparatus area.	2025-09-09	2025-09-23	Approved	Finance/CAO
Updated HMCC Resolution - Approve the updated 2025-26 Hantsport Memorial Community Centre Area Rate Charge as presented to Council on September 9, 2025.	2025-09-09	2025-09-23	Approved	Finance/CAO
Emergency Sludge Pumping and Repairs - Approves the emergency pumping and transportation of approximately 700,000L of sludge from the Falmouth Wastewater Treatment Plant digesters to allow critical emergency repairs to the aeration system for the quoted price \$63,000.00 plus applicable taxes, to be funded through the Sewer Reserves.	2025-09-09	2025-09-23	Approved	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
O'Brien Street Renewal Engineering Services RFP Award - 1. Approve the award of the O'Brien Street Renewal Engineering Design and Tendering Services to CBCL Ltd. for the price of \$122,895 before applicable taxes. 2. Approve the award of the O'Brien Street Renewal Engineering Project Management Services to CBCL Ltd. for the price of \$52,235 before applicable taxes, pending approval of the construction contract. 3. Approve an engineering contingency amount of \$24,870 before applicable taxes..	2025-09-09	2025-09-23	Approved	PW
Windsor Sidewalk Replacement Tender Award - 1. Approve the award of Tender WHRMPW25-11 — Windsor Sidewalk Replacement — to Sheehy Construction Ltd. for the tendered price of \$396,456.85 before applicable taxes, to be funded through the Canada Community Building Fund. 2. Approve a construction contingency amount of \$59,468.53 before applicable taxes, to be funded through the Canada Community Building Fund.	2025-09-09	2025-09-23	Approved	PW
West Hants RCMP Multi-Year Financial Plan - Approves in principal the RCMP Multi-Year Financial Plan for 2025-2031.	2025-09-23	2025-09-23	Approved	Finance
Barrier Free Small Business Accessibility Grant Policy – RCOFN-015.00 - Adopt the Barrier Free Small Business Accessibility Grant Policy RCOFN-015.00	2025-09-23	2025-09-23	Approved	CD/Finance

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Closure of the Windsor Court House – Proposal to Deem Property Surplus and Issue Request for Proposals for Redevelopment - Deem the property and building known as the Hants County Court House located at 226 King Street (PID #45059987) as surplus and that staff be directed to prepare and issue a Request for Proposals (RFP) for its future use, sale, or redevelopment.	2025-09-23	2025-09-23	Approved	CAO
Elmcroft Play Structure - Staff proceed with the tendering process for the replacement of the Elmcroft play structure.	2025-09-23	2025-09-23	Approved	CD
Grading and Finishing WHRMCD25-07 Award of Tender - 1. Approves the award of tender WHRMCD25-07 RFP to Axeman Construction. for the grading and gravel on the rail line trail in the amount of \$149,760.00 plus applicable taxes to be funded through the Canada Community Building Fund. 2. Approves a contingency amount of \$7,500 plus applicable taxes for the project, to be funded through the Canada Community Building Fund.	2025-09-23	2025-09-23	Approved	CD

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Prograss Updates</u>	<u>Resp.</u>
Consulting Services – Comprehensive Needs Assessment Parks & Recreation Facilities WHRMCD25-08 - 1. Approve the award of tender WHRMCD25-08 Request for Proposals Consulting Services for a Comprehensive Needs Assessment for Parks & Recreation Facilities contract to Eastpoint Engineering and ASBB Economics and Research for the tendered price of \$64,971.00 plus applicable taxes. 2. Approve a contingency amount of \$3,248.55 plus applicable taxes for this project.	2025-09-23	2025-09-23	Approved	CD
Windsor WTP Expansion — GRID Application - Approve the Windsor WTP Expansion project for submittal under the Growth and Renewal for Infrastructure Development (GRID) program.	2025-09-23	2025-09-23	Approved	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
2025-26 Tax Rate re the Correction for 2023-24 Budget - CAO to engage staff to provide a report to Council identifying: 1. the costs which contribute to the increased residential area rate of 4 cents for the residents of WH for the 2025-26 fiscal tax year, 2. The costs which resulted in a budgeted amount within the WH operating reserve of \$ 1.180 million for purposes of reducing a potential tax rate increase for WH residential properties in 2024-25 fiscal tax year. 3. The identification of changes in any area rated or general rated cost allocations as well as any miscalculations or oversights that may have contributed to the upward pressure on the WH tax rates which may include the general rating or roads, increased principal and interest payments, allocation of costs for RCMP and / or any other items deemed relevant. 4. The calculations used in determining the Operating Reserve ratio (10% of revenues)	2025-09-23	2025-09-23	Approved	CAO/Finance
Emergency Funding Request – Supplement water from Avon River to Mill Lakes Watershed, Operation Make it Rain — Approve a funding allotment up to \$347,500 before applicable taxes for the implementation of the contingency plan “Operation Make it Rain”, allowing authorization for purchasing of pipe, material, equipment and applicable labour and expenses related to this project.	2025-10-07	2025-10-07	Approved	PW

Design Concept and Update

Pesikitk Cultural Heritage Centre

West Hants Nova Scotia

October 2025

Pesikitk Cultural Heritage Centre

When complete, the PCHC will:

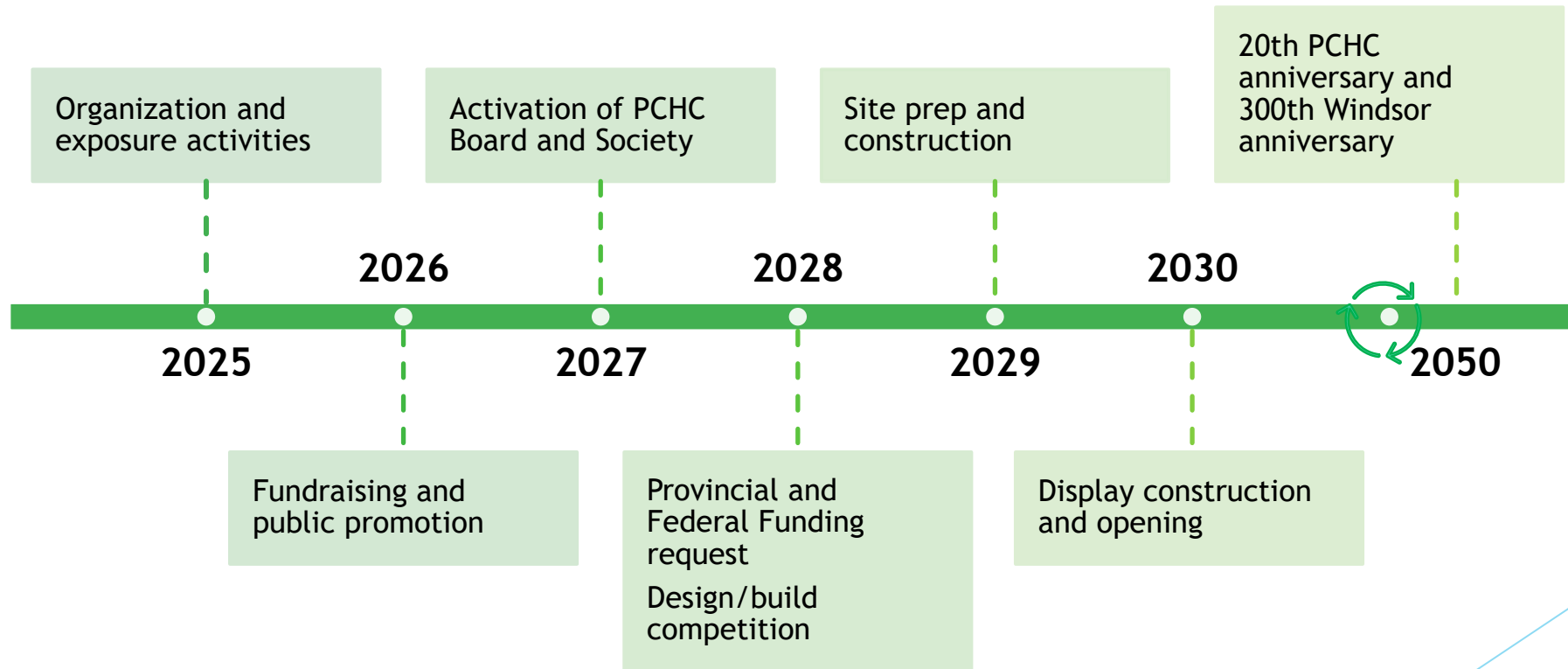
- ▶ Be the year-round, staffed apex of cultural activity in West Hants
- ▶ Be the entry point to Valley tourism activities
- ▶ Explore the untold stories of West Hants development
- ▶ Be a major tourism attraction
- ▶ Become an economic driver for Windsor and the area
- ▶ Raise the profile and pride of the entire municipality



Project History Recap



Project Timeline



Progress to date and 2026 activity

- 20 information presentations given
- Register PCHC Society and CRA
- Recruit stakeholder representatives
- Elect the first PCHC board
- Public events and appeals
- Public promotion and membership sales
- Corporate, organizational and legacy funding
- Recruit architect/designer
- Design internal historical display
- Brief federal/provincial officials re need for funding

Design Concept

**Pesikitz Cultural
Heritage Centre**

Pesikitk Cultural Heritage Ce

RECEPTION
Visitor Centre
Office
Boardroom
Gift Shop

Pesikitk Cultural

PERMENANT DISPLAY

Tapestry of History
depicting the
overlapping events
and societies that
formed West
Hants.

RECEPTION

Visitor Centre
Office
Boardroom
Gift Shop

GENEOLOGICAL RESEARCH CENTRE

Containing family
history records in
temp/humidity
controlled vault and
research area.
History
the
events
societies that
formed West
Hants.

West Cultural

RECEPTION

Visitor Centre
Office
Boardroom
Gift Shop

GENEOLOGICAL
RESEARCH CENTRE

Containing family
history records
temp/humidity
controlled vault and
research tables.

...ping
and societies
formed West
Hants.

SALONS

Flexible space configurable
for exhibits, displays,
performances, and events
linking our historic cultural
life to our contemporary
community.

SALONS

Flexible space configurable
for exhibits, displays,
performances, and events
linking our historic cultural
life to our contemporary
community.

GENEOLOGICAL RESEARCH CENTRE

Containing family
history records
temp/humidity
controlled vault and
research tables.

...ping
and societies
formed West
Hants.

Mi'kmaq
Long
House

Amphi
theatre

Heritage
Garden



Pesikitk Cultural Heritage Centre

Thank You

WEST HANTS HISTORICAL SOCIETY
WHHS.CA





Karen Cooper, Program Coordinator
Ezra Edelstein, Board Chair
October 14, 2025

On the Agenda Tonight

1. Recap June to September 2025
2. October 2025 to March 2026 Plans
3. Questions?

June 2025



July & August 2025



July & August 2025



Avon River Days

GRAND PARADE

SATURDAY, AUGUST 2, 2025 @10:30
Wentworth/Gerrish Parade Route

SPONSORED BY

WINDSOR
TOWNSHIP

IN PARTNERSHIP with the following Member Businesses



THE BIG FUR
GROOMING SHOP



BACKYARD
WELLNESS
HOT YOGA • MASSAGE • AYURVEDA



THE LOCKER ROOM



studio
TWENTY TWO



BLOSSOM
FLOWER SHOP



BRANCHES
PSYCHOLOGY



SCOTI'S HANDMADE
TREASURES



classy cards



Dr. Adrienne Wood
Naturopathic Doctor
902.799.0796
www.drwoodnd.com



All Lathered Up Soap Co.
Natural Soaps



July & August 2025



September 2025

IT'S IMMEDIATE

if your choosing it not coverage area!



over to a new one appearing, September 1st, 1st time to sign up
for entry for a \$25.00 gift card of his choice made of your
choosing to our coverage area!



Façade Improvement Program

The full budget of \$8500.00 has been allocated and there are applications still coming in.

Completed

- ✓ Accelerate Chiropractic
- ✓ Gerrish & Gray Cafe
- ✓ Todie Bogles
- ✓ Studio Twenty Two

To be completed

- ☐ Blossom Shop
- ☐ Readers' Haven
- ☐ RD Dunham – old Napa building



Façade Improvement Program



October 2025 to December 2025

October

- Downtown Tidy Up
- Small Business Week Social



November

- Holiday Planters
- Decorating Contest

December

- Business & Community Social



January to March 2026

January & February 2026

- Focus on business visits and preparing for WinterThing

March 2026

- WinterThing
- International Women's Day

Regular Activities

1. Meeting with businesses one-to-one



2. Newsletter



3. Participating in other community events

Questions?

How to reach the WTBA

Karen Cooper

Info@windsortownship.ca

Cell: 902-579-7652

FB: <https://www.facebook.com/windsortownshipNS>

IG: <https://www.instagram.com/windsortownship/>

Website: <https://windsortownship.ca/contact/>





WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Michel Bourgeois, Accessibility Advisory Committee Chair

Date: October 14, 2025

Subject: Accessibility Advisory Committee Work Plan

LEGISLATIVE AUTHORITY

Accessibility Advisory Committee Terms of Reference

RECOMMENDATION or DECISION REQUEST

The WHRM Accessibility Advisory Committee recommends that Council adopt the Work Plan as presented.

BACKGROUND

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

In March 2025 Council approved the West Hants Anti-Racism, Equity and Accessibility Strategy. The 10-year plan outlines actions and objectives.

The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities.

DISCUSSION

An annual Work Plan can provide an effective means of mapping a pathway to meet the objectives of the Municipality's Accessibility Plan and the Accessibility 2030 mandate of the Provincial Government.

The Accessibility Advisory Committee drew upon their lived experience, professional knowledge and passion to create the attached Work Plan.

The goal of this initial Work Plan is to provide Council with a cohesive, measurable indication of the current state, while setting policy, training and awareness initiatives in motion. Each of the recommendations aligns with an identified action in the Anti-Racism, Equity and Accessibility Plan.

An accurate assessment of the accessibility status of the Municipality's assets is a crucial first step. This information can then be used to make informed decisions and better understand the work ahead.

Training and Public Awareness were seen as an essential piece of the foundation required for long-term success.

Ongoing community outreach and support are considered essential to promote and support the objectives. Public recognition of community and business efforts to improve accessibility is an important recommendation of the Work Plan.

Effective measures to embed accessibility in processes and policies are equally important.

The Work Plan as presented provides Council with a clear sense of progress made as well as areas that may require resources. The Work Plan can help provide focus to the work of Council, staff, and the Accessibility Advisory Committee to meeting achievable goals.

NEXT STEPS

Move forward with the Accessibility Advisory Committee 2026 Work Plan.

FINANCIAL IMPLICATIONS

All financial requests would be submitted to Council for review and approval as part of the annual budget process.

ALTERNATIVES

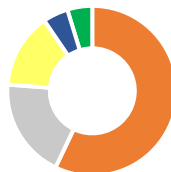
Council could choose not to adopt the Work Plan.

ATTACHMENTS

Accessibility Advisory Committee 2026 Work Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

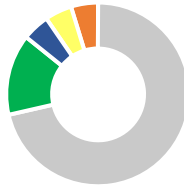
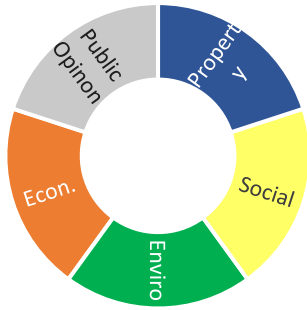
Unbalanced



Heavily Weighted



**Goal: Balanced
Decision Making**



(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: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

West Hants Regional Municipality Accessibility Advisory Committee Work Plan 2026



Why We Need a Work Plan

West Hants has committed to the Nova Scotia Accessibility 2030 goals. To meet them, Council needs clear steps and good information. This Work Plan gives us a starting point.

Our role as the Accessibility Advisory Committee is to give advice and recommendations to Council. This plan sets out practical actions that Council, staff, and our committee can support and work on together.

The first plan is mostly about **collecting information and setting up processes**. That may not seem exciting, but it's important. If we don't know where we are, we can't decide where we need to go or how to get there.

Our Focus for 2025-2026

1. Accessible Parking

Goal: Make sure municipal parking is safe, consistent, and meets accessibility standards.

Actions:

- Review all existing accessible parking spaces on West Hants streets and at municipal facilities.
- Use the **CSA Standard (B651-23)** and the **Nova Scotia Built Environment Accessibility Standard** to check if spaces meet requirements.
- If spaces don't meet the standard and can't be fixed where they are, look for better locations.
- Create a plan to upgrade spaces that need improvement.
- Update the WHRM Standards Manual so that all future parking spaces are built to the correct standards.

- Ask for public feedback on where accessible curbside parking should be.
- Post a list and map of accessible parking locations on the municipal website so residents can plan trips more easily.

2. Accessibility in Council Reports

Goal: Make accessibility part of every municipal decision.

Actions:

- Add an “Accessibility Considerations” section to all Council and committee report templates.
- Staff will explain what they did to make sure projects or policies are accessible.
- Any consultations with the Accessibility Committee should be noted in the report.
- Departments must review reports to make sure accessibility has been considered from the start.
- Create a simple checklist for report writers to use. This will make sure accessibility is looked at in a consistent way.

3. Facility Review and Inventory

Goal: Know the current state of accessibility in all municipal spaces.

Actions:

- Create one complete inventory (master list) of all municipal buildings, parks, and public spaces.
- Develop a simple template for assessments so data is collected the same way each time.
- Start site visits and accessibility assessments as soon as possible.
- Build a dashboard to track what has been assessed, who is responsible, and progress on upgrades.
- Include municipal workplaces as part of the review.

- Work toward the **Rick Hansen Foundation Accessibility Certification (RHFAC) Gold** for new buildings and major renovations, as set out in the Equity, Anti-Racism and Accessibility Strategy.

4. Training for Staff, Council, and Committees

Goal: Build understanding and skills around accessibility, equity, and anti-hate.

Actions:

- Provide ongoing training opportunities for all staff, Council members, and advisory committee members.
- Use local trainers and resources whenever possible.
- Develop training with input from both the Accessibility Committee and the Diverse, Equitable and Inclusive Communities Committee.

5. Outreach, Engagement, and Community Support

Goal: Help businesses, organizations, and events become more accessible.

Actions:

- Include Accessibility Committee and Diverse, Equitable and Inclusive Communities Committee members on any municipal special event task forces or working groups.
- Create a plain language “Accessible Event Guide” for event organizers.
- Review provincial and federal event guides to add to local resources.
- Develop a recognition program for businesses and organizations that improve accessibility (for example: a WHRM-branded window decal and recognition on the municipal website or social media).
- Create a short “Accessibility Tips” handout for businesses and community groups, with practical ideas that make a big difference.

6. Communications and Website

Goal: Make municipal information easier to find, understand, and use.

Actions:

- Review the WHRM website and begin aligning it with **Web Content Accessibility Guidelines (WCAG)**.
- Provide training to staff who update the website and create public documents.
- Start updating communications now so the municipality is ready for the provincial information and communication standards expected in 2028-2029.
- Make sure all municipal documents, websites, and public communications are written in plain language.
- Involve the Diverse, Equitable, and Inclusive Communities Committee when developing policies related to anti-racism and equity.

Moving Forward

This first Work Plan is just the beginning. It focuses on building a strong base: understanding where we are, setting standards, and embedding accessibility into how the Municipality works.

By supporting these actions, Council will be showing real commitment to equity and accessibility. Staff will have clear direction, and residents will see steady, practical progress toward a more inclusive West Hants.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: Mayor Zebian and Members of Council

Submitted by:

Date: October 14, 2025

Subject: Recommendation to Select 100 King Street Over 76 Morison Drive

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA), Section 50 (5)(b) sell property at market value when the property is no longer required for the purposes of the municipality;

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

RECOMMENDATION or DECISION REQUEST

COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL DIRECT 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 ☐
------------	---------------------	---------------	----------	------------	---

Since municipal consolidation in 2020, Council has discussed and explored multiple options regarding a central administrative hub to house all municipal functions under one roof. Considerable dialogue has occurred over the past four years evaluating:

- 100 King Street (Windsor)
- 76 Morison Drive (West Hants)
- Other potential leased or new build options

Key topics included operational costs, market values, accessibility, parking, environmental impacts, renovation requirements, and future pandemic compliance. Council previously debated

whether to meet short-term cost-saving needs or plan for a long-term vision that better reflects growth, community identity, and operational sustainability.

A motion was passed in 2024 directing the CAO to issue an RFP to evaluate the two existing buildings, along with the possibility of a new complex. HATCH Engineering was the sole proponent for this project. Council did not to proceed with awarding the contract, staff were directed to undertake the work internally.

In July 2024, preliminary information was provided, though gaps remained. Staff capacity and the 2024 municipal election delayed further progress. With the new Council now seated, there is renewed interest in discussions and potentially finalizing a decision.

DISCUSSION

As part of the renewed discussions, staff have been directed to collect updated information.

New Building Costs (Based on Class D estimate)

2025 Estimated Values 16,000 sq ft x \$500 / sq ft = \$8,000,000 16,000 sq ft x \$1,000 / sq ft = 16,000,000

Commercial Rental Rates – West Hants

2022 Net Rentals range from \$11.50 – \$20.00 per sq. ft. (psf) Additional notes: - CAM charges can fluctuate based on operating costs and property taxes. - Utility costs may be billed separately or included in CAM, depending on metering arrangements.
2024 Net Rentals range from \$20.00 psf (\$11.50 + \$8.) - \$28.50 psf (\$20.00 + \$8.50) Additional notes: Rental rates vary significantly based on square footage requirements, tenant improvements, and property specifics.

*In Summary Commercial rental rates in West Hants vary widely depending on property type, location, lease conditions, and tenant requirements. Across the properties surveyed, net rents generally range from \$11.50 to \$25.00 psf, with common area maintenance (CAM) and additional costs adding \$8.50 – \$10.00 psf. **Total net effective rental rates typically fall between \$20.00 and \$28.50 psf.***

Tax Calculation based on private ownership

100 King - 2025 Commercial Rate Commercial Tax Value: \$38,500 / year	76 Morison Commercial Rate Commercial Tax Value: \$17,800 / per year
---	--

Market Sale and Rent Values

100 King Street Values (2021 Appraisal) March 2021 Appraisal = \$1,200,000 (Sale) March 2021 Appraisal = \$6.05 / sq ft (Rent)	76 Morison Drive Values (2021 Appraisal) March 2021 Appraisal = \$1,575,000 (sale) March 2021 Appraisal = \$9.64 sq ft (rent)
---	--

Operating Costs / Revenue

100 King Street As of March 31, 2024: \$208,110 (exp) 2025 Budget Figure: 197,955 As of March 31, 2024 (\$75,979) (WFD rev) Net cost of admin space = \$100,668 Approximately 16,000 sq ft of admin space = \$6.29 / sq ft <i>100 King Revenue Sources (total: \$129,993)</i> WFD \$75,979 Cell Tower \$9,540 ScotianWEB. \$44,474	76 Morison Drive As of March 31, 2024 - \$130,402 (exp) 2025 Budget Figure: \$140,070 Approximately 16,000 sq ft of admin space = \$8.15 / sq ft
VCFN related infrastructure IT Infrastructure (<i>wiring, servers, etc.</i>) <i>are all present at 100 King and would have to be accommodated or moved if the building was vacated</i>	Community Development Parks and Grounds Crews and gear would need to be relocated

The W.B. Stephens Building, located at 100 King Street in Windsor, is centrally positioned and offers sufficient space, adaptability for future modifications, and accessibility features.

Constructed in 1960, the building comprises two levels plus a finished basement with a total gross area of approximately 30,560 sq ft. The basement level includes an assembly hall and office space currently utilized by the Windsor Fire Department (WFD). The ground level houses four double-deep fire apparatus bays, as well as former administrative offices of the Town of Windsor. The second floor, which also previously served as municipal office space, is currently occupied by Public Works management and administrative staff of the West Hants Regional Municipality.

A comprehensive report prepared by Hatch Consulting Group in December 2019 outlined the building's capitalization and renovation history, including significant maintenance and upgrade activities. The facility has been assessed to be in overall "Fair to Good" condition.

In addition to property and financial considerations associated with both buildings under review, several strategic and operational factors contributed to the decision to consolidate municipal operations at the 100 King Street location:

- **Co-location and Shared Infrastructure**
Modernizing 100 King Street to support the next generation of municipal service delivery provides an opportunity to co-locate with the Windsor Fire Department. This cohabitation allows for shared infrastructure upgrades and long-term cost efficiencies.
- **Economic Development and Business Support**
The 100 King Street site is situated in a designated growth centre, generating potential economic spin-offs for nearby businesses. Its proximity to the core business district and adjacency to local business support services strengthens its role in fostering start-ups and supporting business retention strategies.
- **Improved Accessibility and Walkability**
The central location improves accessibility for both residents and staff. 100 King Street supports a more walkable and pedestrian-friendly environment.
- **Enhanced Opportunities for Health and Wellness**
Staff located at 100 King Street will benefit from nearby active transportation infrastructure and access to recreational amenities, promoting physical activity and overall wellness during the workday.
- **Marketability of 76 Morison Drive**
The 76 Morison Drive property is considered highly marketable due to its adaptability and location within a business park experiencing strong demand and low vacancy. Notably, there is interest in the building if placed on the market.
- **Potential Capital Revenue from Property Disposition**
Pending a formal updated appraisal and surplus designation, the sale of either property could generate significant unbudgeted capital revenue. These funds could be used to partially offset renovation costs or be allocated to other capital expenditures.
- **Building Condition and Structural Integrity**
Despite its age, the W.B. Stephens Building is structurally sound, with the 2019 Hatch report indicating no short- or medium-term concerns. The building's robust construction, or "good bones," supports continued use.
- **Alignment with the Regional Fire Study (2019)**
The December 2019 Regional Fire Study recommends continued use of the current location and building for the Windsor Fire Department.

Preliminary analysis indicates that, should direction be provided to proceed with the recommended course of action, the sale of the surplus facility could yield significant financial

proceeds. These funds could be strategically reinvested to offset the capital costs associated with necessary renovations at the selected complex, ensuring it is appropriately configured to support staff workflows, meet legislated accessibility and safety standards, and accommodate projected staff growth. Renovations may include interior reconfigurations, technological upgrades, and improvements to public-facing service areas.

Leveraging the sale proceeds in this manner would contribute to a more fiscally viable transition by reducing the need for additional capital funding or debt financing. Consolidating municipal operations into a single facility is expected to improve interdepartmental collaboration, streamline public access to services, and enhance the overall effectiveness of municipal service delivery.

NEXT STEPS

To be determined by Council. If direction is provided to continue with conceptual plans and design of 100 King Street, Windsor to consolidate municipal administrative operations, staff will proceed with a detailed improvement plan for renovations and cost estimates for Council to review. In addition, staff will explore development of a phased transition planning for full occupation of the building by a specified date and develop a public communication strategy to inform residents of the transition.

FINANCIAL IMPLICATIONS

If council proceeds with the recommendation of 100 King Street, it will create operational efficiencies, including incoming and outgoing mail, duplication of equipment (plotters, copiers, etc.), staff time on maintenance. The recommendation would eliminate the cost of maintaining the 76 Morison Drive building.

Assuming Council proceeds with the sale of 76 Morison, any necessary renovation to 100 King Street can be made using the proceeds. There would also be potential of an increase in the assessment base for the property if sold, with the change of owner. If additional funding was needed for renovations debt servicing on a \$1 million, would be \$70,351. Which would be less than the current cost of operating 76 Morison Drive.

Comparison of facility specific expenses over the last four years below.

100 King St.								
EXPENSES								
		ACTUALS						BUDGET
Administration & Facilities		2021-22	2022-23	2023-24	2024-25	2025-26		
Total 100 Kings St. Building Expenses		\$ 180,446	\$ 183,347	\$ 163,987	\$ 208,110	\$ 197,955		
76 Morison								
EXPENSES								
		ACTUALS						BUDGET
Administration & Facilities		2021-22	2022-23	2023-24	2024-25	2025-26		
Total 76 Morison Dr. Building Expenses		\$ 108,179	\$ 105,789	\$ 134,670	\$ 130,402	\$ 140,070		

If Council were to not proceed with the recommendation and gives different direction, we would have some additional costs to surplus 100 King Street that we wouldn't occur with 76

Morison. For example, consulting with other parties, Valley Regional Fibre Network, and Windsor Fire Department. It has the potential to reduce rental and lease revenue. However, it would also result in the same potential assessment base increase if sold, and a reduction in the Asset Retirement Obligation expense, estimated at \$47,040 annually based on current conditions.

ALTERNATIVES

If Council does not support 100 King Street, the following options could be considered:

Option 1: Reconsider 76 Morison Drive as the Preferred Location

Option 2: Explore a New Build at a Neutral or Strategically Located Site. If neither existing building meets Council's expectations, a new purpose-built municipal complex could be explored. This would ensure the facility is custom designed for long-term needs, incorporating modern building codes, energy efficiency, accessibility, and future growth.

Option 3: Lease or Rent an Existing Commercial Facility. Council could pursue leasing or renting a third-party commercial property that meets the 16,000 sq. ft. space requirement.

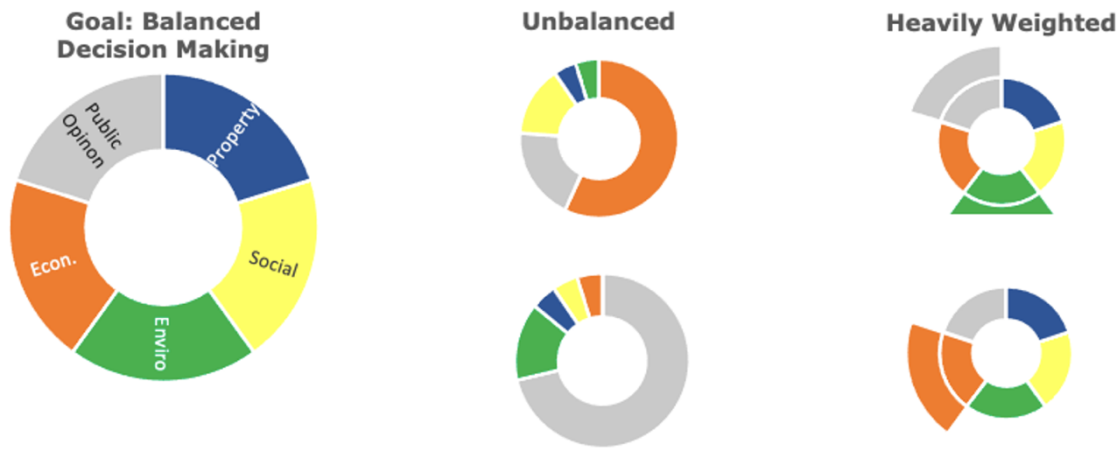
Option 4: Status Quo – Continue Operating Across Multiple Locations. Should Council not reach a consensus or wish to delay a final decision, the status quo could be maintained in the short-term, however, this is not recommended.

ATTACHMENTS

HATCH Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



(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: _____
Deanna Snair, Municipal Clerk



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

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

1. Introduction

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

2. Objective

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

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

3. Functional Building Program

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

See Appendix A for the table.

4. Existing Buildings Assessments

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

Mechanical and Electrical Systems

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

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

5. Energy Analysis

5.1 Historical Consumption

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

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

5.2 Building Energy Performance Index

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

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

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

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

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

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

6. Conceptual Floor Plans

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

See Appendix C for the floor plans.

7. Construction ROM Estimates

W.B. Stephens Building Upgrade:

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

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

West Hants Office Upgrade:

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

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

8. Options Analysis

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

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

9. Appendix

Appendix A

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

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

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Public Works Nine (9) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop Large Flat Screen TV for SCADA Monitoring and Traffic Cameras	1	18.9	203	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD) Common area for large table for drawings / plan review. Could be shared with Planning.	Low POD	Desk, Chair, Large Table for maps	Desktop, Plotter, Scanner	1	14.7	158	
	Manager Technical Engineering Services	Back	Isolated Area	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Capital Works	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager PWs Operations	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Engineering Tech	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Waste Management Services	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Water Treatment	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Waste Treatment	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
Finance Fifteen (15) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	4.2	45	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	IT Specialist	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	IT Consultant	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Accounting and Financial Reporting	Back	Executive Office	N/A	Desk, Chair	Desktop	1	12.2	131	

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

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

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

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

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

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

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

Appendix B

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

Capitalization/Renovation History (date/scope)

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

Major Maintenance Renovation History:

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

General Condition:

- 1) Fair to good overall

Problems:

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



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

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

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

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

Mechanical Systems

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

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

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

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

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

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

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

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

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

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

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

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

Mechanical Systems

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

Project #: H361616

• 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

A

B

C

D

E

F

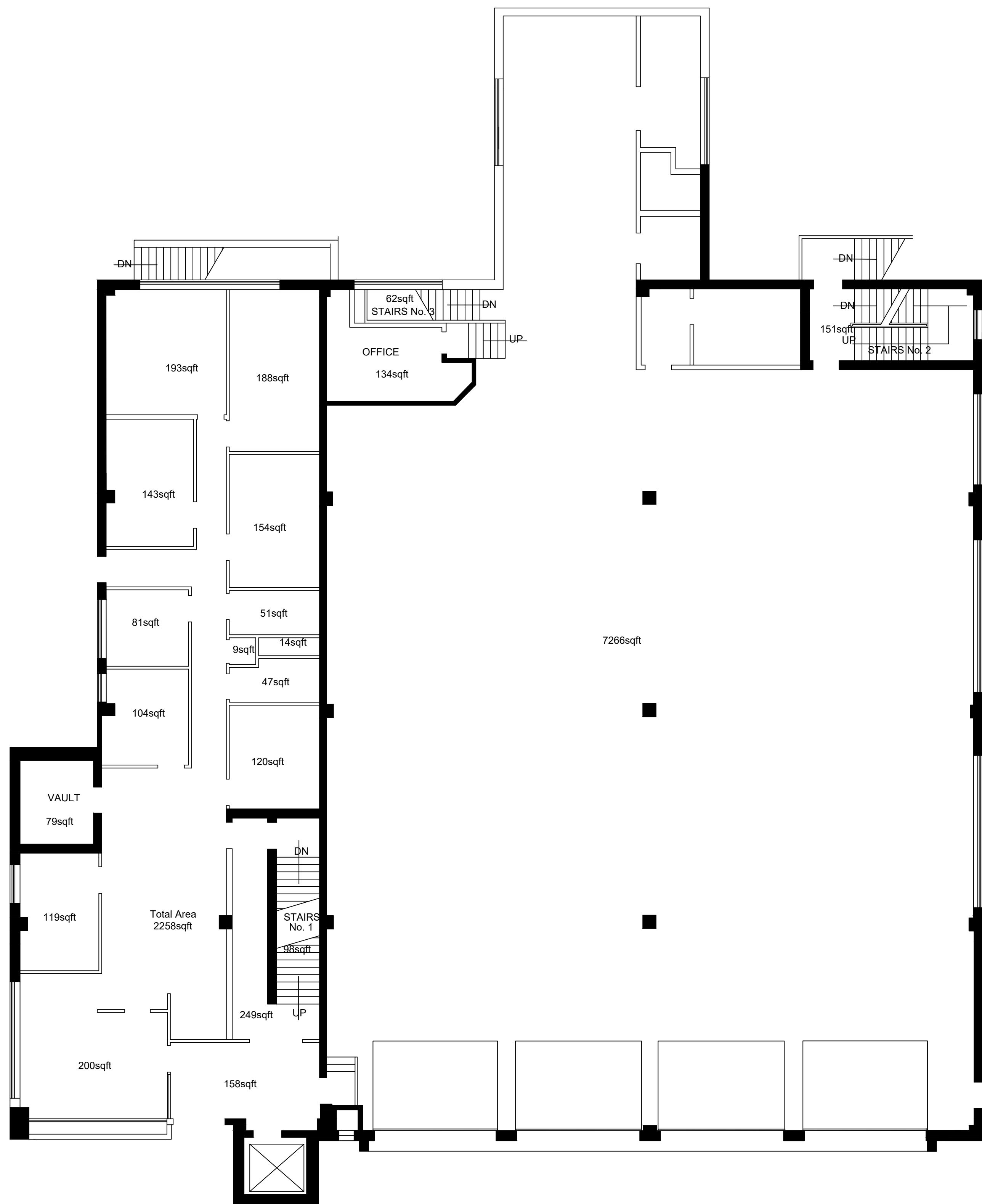
A

B

C

D

E



1 EXISTING FIRST FLOOR PLAN
A-02 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"). NO OTHER RIGHTS ARE RESERVED BY 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.

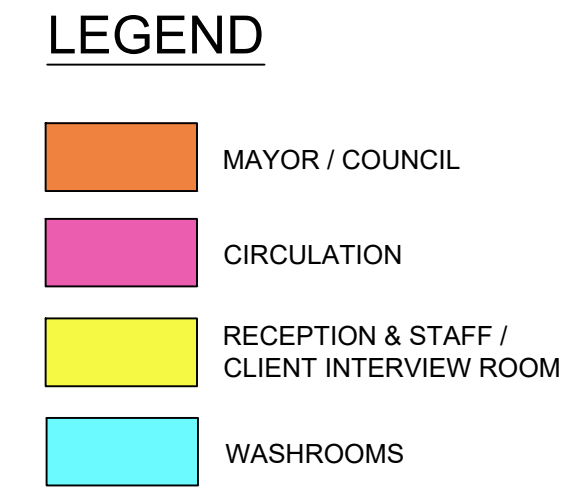


DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING FIRST FLOOR PLAN

			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	WINDSOR - WEST HANTS MUNICIPAL COMPLEX RENOVATION				
										DESIGNER		NR						
										CHECKER								
										DESIGN COORD.								
										RESP. ENG.								
										LEAD DISC. ENG.				WINDSOR EXISTING FIRST FLOOR PLAN				
										ENG. MANAGER								
										PROJ. MANAGER								
DRAWING No.	DRAWING TITLE		No.	DESCRIPTION	BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	REV				
REFERENCE DRAWINGS		REGISTERED PROFESSIONAL	REVISIONS							DRAWING APPROVAL STATUS:				OR AS NOTED	A-02	A		



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.



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

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

[illegible]



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.



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

		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.									
									DRAFTSPERSON	A.L.	NR	10/12/2019	WINDSOR - WEST HANTS MUNICIPAL COMPLEX RENOVATION			
									DESIGNER		NR					
									CHECKER				WINDSOR EXISTING SECOND FLOOR PLAN			
									DESIGN COORD.							
									RESP. ENG.							
									LEAD DISC. ENG.							
								ENG. MANAGER								
								PROJ. MANAGER								
DRAWING No.	DRAWING TITLE	No.	DESCRIPTION	BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	REV			
REFERENCE DRAWINGS		REVISIONS					DRAWING APPROVAL STATUS:					OR AS NOTED	A-03	A		

LORBERER, ANNA
12/12/2019 9:07 AM
C:\P\WORKING\HATCH\GLOBAL_LORBERER\14100634231W.B. STEPHENS - PROPOSED_GOOD.DWG

A

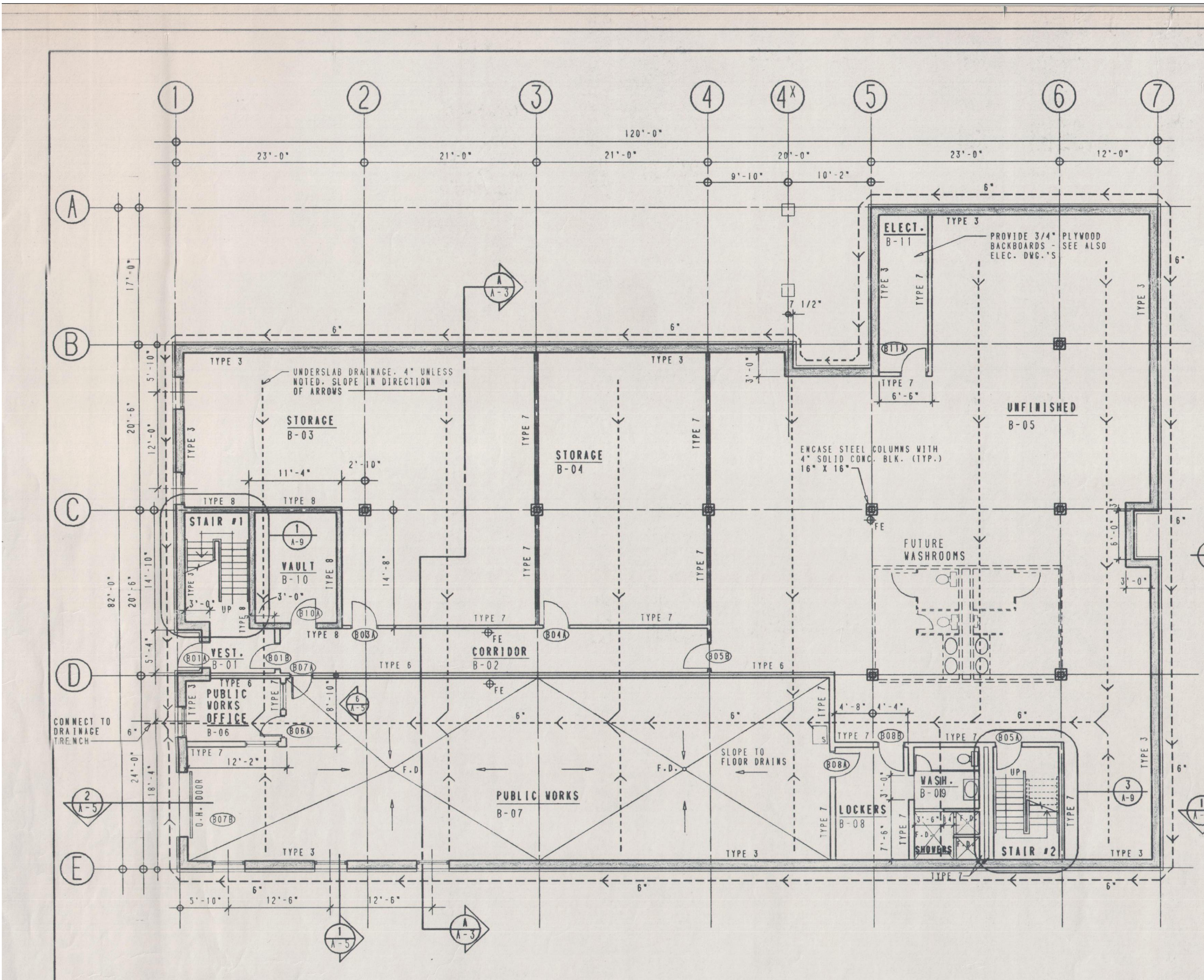
B

C

D

E

F



1

EXISTING BASEMENT FLOOR PLAN

A-01

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.

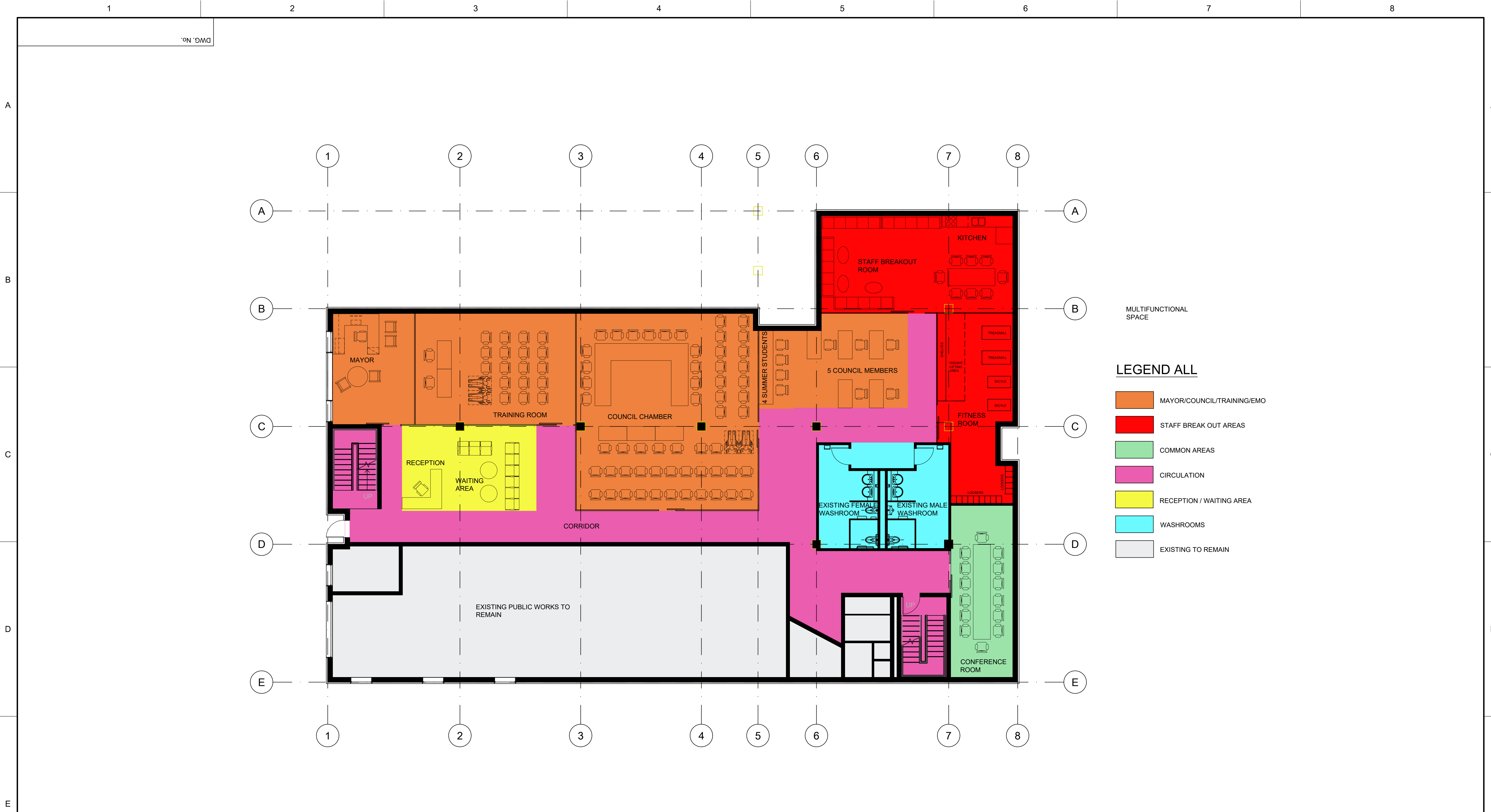


DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING BASEMENT PLAN

DRAWING No.	DRAWING TITLE	No.	DESCRIPTION	BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	REV
REFERENCE DRAWINGS		REGISTERED PROFESSIONAL		REVISIONS		DRAWING APPROVAL STATUS:		OR AS NOTED		A-01		A	



1 PROPOSED BASEMENT FLOOR PLAN
A-01 SCALE: 1:100

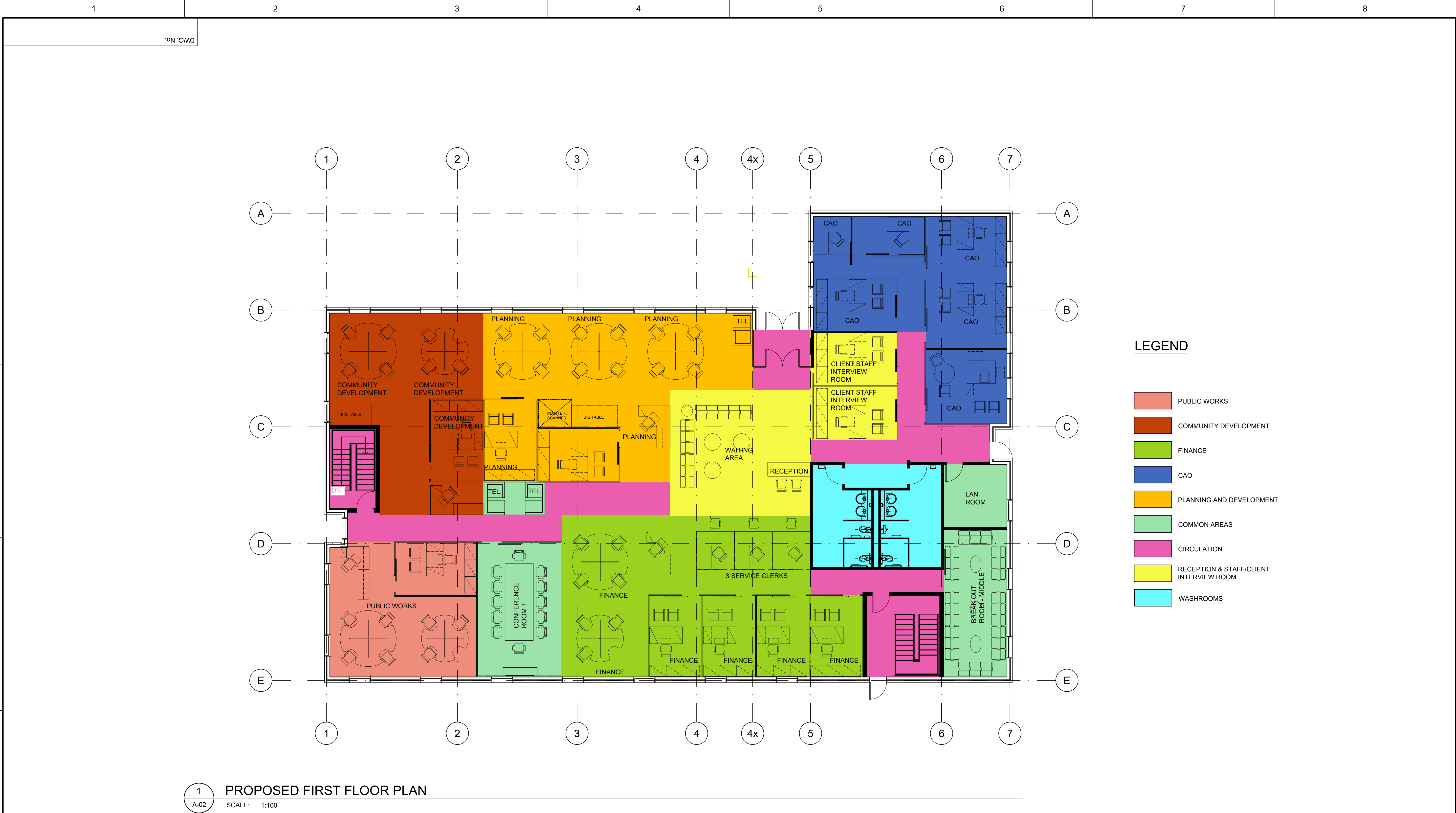
F			REGISTERED PROFESSIONAL	ISSUED FOR INFORMATION	THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"). UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, [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.								WINDSOR - WEST HANTS MUNICIPAL COMPLEX RENOVATION							

LOBBE, ANNA
8:23:38 PM
C:\P\W\KING\HATCH\GLOBAL\0034231\WEST HANTS - BASEMENT FLOOR PLAN.DWG



		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 ABUSE 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				WINDSOR - WEST HANTS MUNICIPAL COMPLEX RENOVATION				
							DESIGNER NR												
							CHECKER												
							DESIGN COORD.												
							RESP. ENG.				WEST HANTS EXISTING FIRST FLOOR PLAN								
							LEAD DISC. ENG.												
							ENG. MANAGER												
							PROJ. MANAGER												
DRAWING No.	DRAWING TITLE		No.	DESCRIPTION				BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	A-02	REV	
REFERENCE DRAWINGS			REGISTERED PROFESSIONAL		REVISIONS						DRAWING APPROVAL STATUS:				OR AS NOTED				
		REVISIONS																	

LOPERER, ANNA 2:38 PM 10/26/2015



																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

Appendix D

W.B. STEPHENS BUILDING ENVIRONMENTAL RISK REGISTER

[illegible]

WEST HANTS MUNICIPAL OFFICE ENVIRONMENTAL RISK REGISTER

[illegible]



Windsor Stormwater Management Plan

Final Report



221101.01 • August 2025

02	Final Report	A. Ehrenholz	1-Aug-2025	A. Baillie
01	Issued for Review	A. Ehrenholz	6-June-2025	A. Baillie
Rev.	Issue	Reviewed By:	Date	Issued By:
		This document was prepared for the party indicated herein. The material and information in the document reflect CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.		



August 1, 2025

Todd Richard
Director of Public Works
West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0

Dear Mr. Richards:

RE: Town of Windsor Final Stormwater Management Plan

We are pleased to submit the Stormwater Management Plan for Windsor, for your consideration. This report summarizes the relevant background information and existing conditions in Windsor, the conceptual options that were modelled in PC SWMM, potential construction phasing options, and opinions of probable cost for the proposed infrastructure upgrades. Should you have any questions, require clarifications, or wish to discuss any aspects of this letter, please contact Alan Ehrenholz or Aaron Baillie. We look forward to continuing to work with you on this project with you.

Yours very truly,

CBCL Limited

Prepared by:
Aaron Baillie, P.Eng.
Manager Municipal Engineering
Direct: 902-492-6750
E-Mail: aaronb@cbcl.ca

Bobby Pettigrew P.Eng.
Sen. Water Resource Engineer
Direct: 343-655-1964
E-Mail: bpettigrew@cbcl.ca

Reviewed by:
Alan Ehrenholz, P.Eng.
Group Lead Linear Infrastructure
Direct: 604-317-9720
E-Mail: aehrenholz@cbcl.ca

Project No.: 221101.01

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.

Contents

1	Background Information.....	1
1.1	Survey Program.....	2
1.2	Flow Metering.....	3
1.3	Modeling Approach	4
1.3.1	Hydrology	4
1.3.2	Hydraulics.....	6
1.3.3	Calibration.....	7
1.4	Design Criteria.....	8
2	Existing Conditions	9
2.1	Modeling Approach	9
2.2	Sewershed	10
2.2.1	Sewershed 1 (Haliburton)	10
2.2.2	Sewershed 2 (Albert Street).....	11
2.2.3	Sewershed 3 (Cunnabel Creek)	13
2.2.4	Sewershed 4 (Gerrish Street).....	17
2.3	Regional Interceptor.....	18
3	Conceptual Design.....	20
3.1	Summary of Previous Options.....	20
3.1.1	Remove Flow from Cunnabel Creek.....	20
3.1.2	Replacement of Existing System	20
3.1.3	Spilt Flow Between Albert Street and Cunnabel Creek	20
3.2	Stannus Street Options.....	21
3.2.1	Option 1 – Albert Street Diversion and Storage	24
3.2.2	Option 2 – King Street Diversion.....	29
3.2.3	Option 3 – Stannus Storage and Pumping	29
3.2.4	Option 4 – Stannus Storage and Pumping with Connection to Cunnabel Creek Combined Sewer.....	33
3.2.5	Option 5 – Stannus Street Stormwater Connection to Tregothic Marsh	37

3.3	Integrated Option Evaluation.....	43
3.3.1	Integrated Option 1 – Albert Street Diversion with Option 3/4 – Stannus Street Storage and Pumping	43
3.3.2	Integrated Option 2 – Albert Street Diversion with Option 5 – Stannus Street Stormwater Connection to Tregothic Marsh	47
3.3.3	Summary of HGL Performance	50
3.3.4	Recommendation and Next Steps.....	51
4	Construction Phasing	54
4.1	Area 1.....	55
4.1.1	Area 1A.....	55
4.1.2	Area 1B	56
4.1.3	Area 1C.....	56
4.2	Area 2.....	56
4.2.1	Area 2A.....	56
4.2.2	Area 2B	57
4.2.3	Area 2C.....	57
4.3	Area 3.....	58
4.4	Area 4.....	58
4.5	Area 5.....	58
4.6	Area 6.....	59
4.7	Area 7.....	59
4.8	Area 8.....	59
4.9	Area 9.....	60
4.10	Area 10	60
4.11	Area 11	60
5	Opinion of Probable Cost	61
6	Conclusion	64

Appendices

- A Drawings and Figures
- B Class C Opinion of Probable Cost

1 Background Information

Windsor is currently subject to flooding issues during large rainfall events. During one such event on July 27, 2021, Windsor experienced significant flooding as shown below in Figure 1.1.

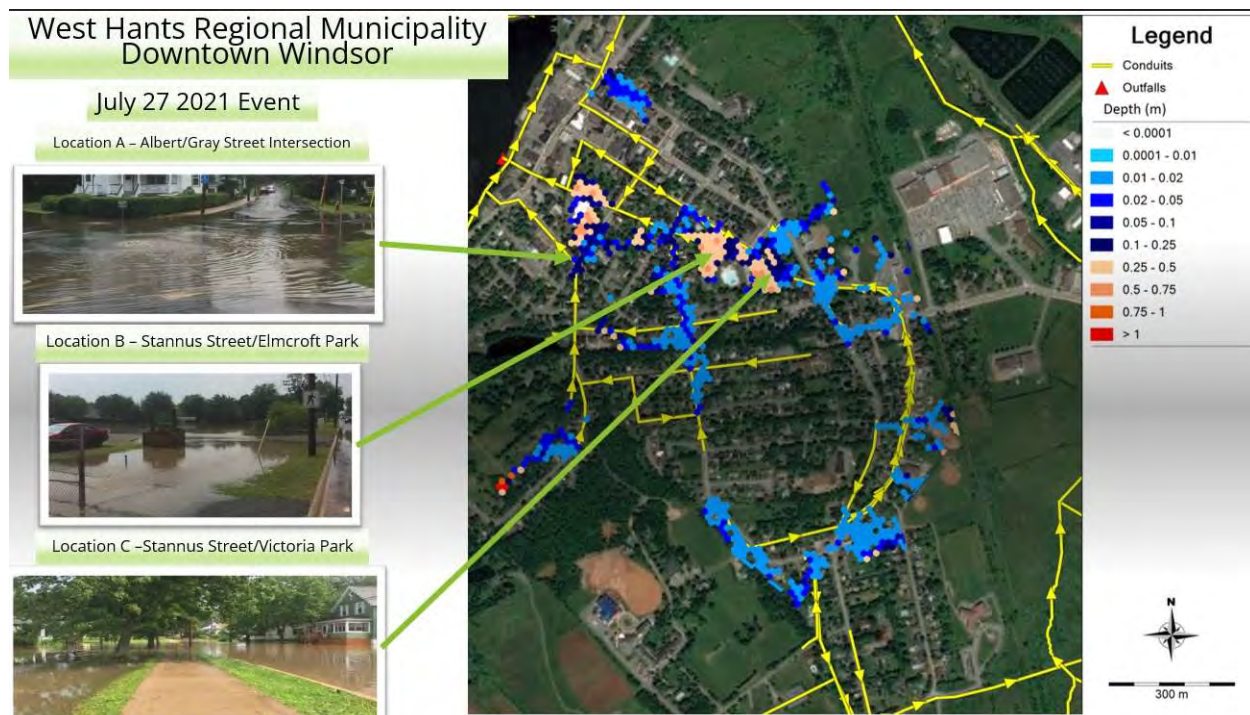


Figure 1.1: Flooding in Windsor on July 27, 2021

This event, along with similar events, resulted in the Municipality issuing a request for proposals to retain an engineering firm to investigate the problem and develop a plan to separate the combined sewer system. CBCL Limited (CBCL) was retained to complete this plan. The development of the plan included a large field investigation program to confirm system operation, pipe sizes, pipe slopes, and existing flows.

This information was used to develop a calibrated model of the existing combined system. This model was used to predict flooding levels for current and future storms to evaluate how the system would perform if it were separated. During this process it became obvious that separating the combined system would not stop the flooding issues in Stannus Street area due to other external factors such as water levels in the receiving water, Lake Pisiquid.

Several options were investigated but all options needed further study to confirm performance, constructability, and cost.

CBCL was retained to complete the additional investigations to better define the issues preventing stormwater drainage and to develop a concept option that would mitigate the current flooding issues noted in Figure 1.1. This report describes the existing problem and the stormwater management plan that is proposed to mitigate the flooding. The December 2023 Windsor Stormwater Plan describes the field data collection program, development of the model, options considered, performance of the options, and opinion of probable construction costs.

1.1 Survey Program

The project began with significant effort put towards data collection. This began with a review of existing record drawings and GIS data, after which a gap analysis was completed. Following this analysis, a data collection program was completed to fill in the gaps in existing information and supplement existing data where required. The program was completed by WHRM and CBCL during the summer and fall of 2022. The data collection program developed was an intensive and well-coordinated effort. Approximately 180 manholes were surveyed, and information on pipe material, depth to inverts, flow direction, type of sewer (combined, storm, sanitary) and pipe diameter was collected.

Additional field investigation was completed in the summer and fall of 2024 to review operations of the combined sewer, confirm pipe sizes, inverts, and connection points at key locations, confirm overland flow paths, and ensure all required information for the development of the conceptual models was acquired.

See Figure 1.2 on the following page to see the extents of the survey program.



Figure 1.2: CBCL Field Survey Program

This survey program provided invaluable understanding of the existing system, which then informed the flow metering program.

1.2 Flow Metering

Flow monitoring was undertaken during a two-month period in 2024 from early April to late May. During this period twelve (12) rainfall events occurred, with a 12-hour interevent period. None of the events were greater than a 1 in 2-year return period.

Eight (8) flow meters were installed at key locations across the combined sewer network. Locations are shown in Figure 1.3. The values obtained at Flow Meter 4 were unsuitable on review and a regression analysis was completed to produce realistic values for the monitor location based on the results of the other monitors.



Figure 1.3: Flow Monitoring Program

Once the flow monitoring program was completed, CBCL developed the existing condition model.

1.3 Modeling Approach

The Windsor model was developed using PCSWMM, a modelling program developed by Computational Hydraulics International (CHI) that integrates Version 5 of the Storm Water Management Model (SWMM) with a GIS engine. SWMM is a hydrologic and 1D-2D hydraulic model produced by the United States Environmental Protection Agency to study urban drainage systems. This software can perform unsteady flow calculations to simulate water backup, pooling, and pipe and culvert hydraulics.

1.3.1 Hydrology

1.3.1.1 Watershed Delineation and Parameters

Four main watersheds were delineated, refer to Figure 1.4. Sub catchments were delineated using a digital elevation model (DEM) and the watershed delineation tool in PCSWMM. The DEM consisted of LiDAR data downloaded from the provincial GeoNova site. Within urban areas the sub catchment delineation was refined based on infrastructure and

localized topography, such as curbs and gutters and small roadside ditch systems, conveying flow to catch basins that would not be captured in the DEM only based watershed delineation.

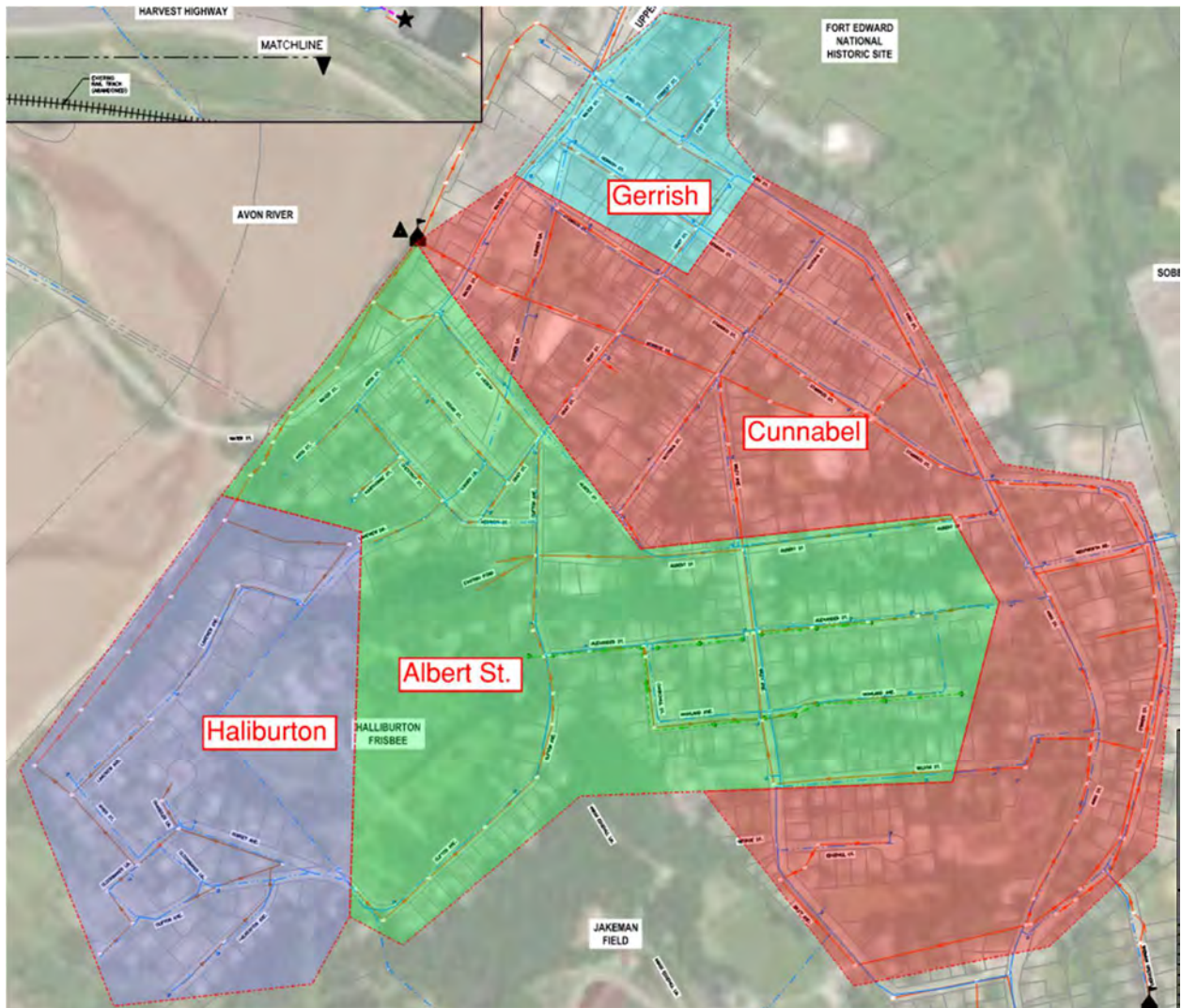


Figure 1.4: Existing Catchment Areas

Sub catchment characteristics were determined from the DEM and the 2015 land cover mapping from Agriculture and Agri-food Canada, which includes:

- ▶ Area.
- ▶ Width.
- ▶ Flow length.
- ▶ Basin slope.
- ▶ Imperviousness.
- ▶ Roughness for pervious and impervious areas.

The Green-Ampt Infiltration method was selected for infiltration calculations. Soil information for the study area was obtained from the National Soil Data Base available

through Agriculture and Agri-Foods Canada in shapefile format. The Soil Survey of Hants County Nova Scotia report and shapefile were used to determine soil characteristics for the sub catchment areas. Original soil characteristics modelled for the soil include:

- ▶ Suction head: 210.06mm.
- ▶ Hydraulic Conductivity: 1.02mm/hr.
- ▶ Initial Deficit: 0.277.

The Hydraulic Conductivity soil parameter was used for calibration and varies across the model.

1.3.1.2 Storm Distribution

The WHRM municipal services specification manual, issued in September 2022, prescribes storm sewer systems shall be designed based on a storm frequency of 1 in 5-years, except in areas designated for commercial or industrial development where a design storm frequency of 1 in 10-years should be used. Roadways, road cross culverts, watercourse crossings, and other major drainage systems should have a capacity to convey stormwater from a design storm frequency of 1 in 100-years.

Intensity Duration Frequency (IDF) curves for the Kentville station are available and are based on over 44 years of historical rainfall data. The Kentville IDF curves were used in Phase 2 to provide continuation to the modelling undertaken in Phase 1 of the project as the rainfall produced is slightly more conservative than the new IDF curves prepared for the municipal guidelines.

A Chicago distribution was used to produce 24-hour design rainfall events at 5-minute increments using the IDF curves for the Kentville CDA station for 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. As per the Phase 1 analysis, consideration for climate change was incorporated by means of a 30% increase in precipitation intensity for the year 2090. This 30% value is consistent with CBCL's experience throughout Atlantic Canada in applying climate change parameters.

1.3.2 Hydraulics

A combined 1D-2D model of the existing underground storm sewer system, including existing separated and combined systems in the Windsor Downtown, was developed to identify locations where existing infrastructure is at or under capacity for the 1 in 5-year design storm. Collected survey data and invert elevation information described above, in addition to reviewing historical record drawings, was used to develop the modelled network. The existing conditions model covered approximately 103 Hectares, including approximately 102 manholes, 8,900m of sewer, and 1 sewage lift station. The 2D aspect of modelling was incorporated to show the extents of surface flooding when the existing system was at capacity.

1.3.2.1 Coastal Boundary Conditions

Within the Windsor model, tide levels had negligible impact on the water levels in the system due to the relative difference in elevation. For efficiencies in run times of the model, the tide timeseries was removed from the model outfalls.

1.3.3 Calibration

The model was calibrated to both the dry weather flow periods and the wet weather flow periods. Calibration involved changes to the average sanitary flow rate and development of a flow pattern during dry weather periods, and changes to the hydraulic conductivity and width parameters of the hydrology during the wet weather events.

Since none of the recorded wet weather events were of significance compared to the IDF return period events, the rainfall period on April 11, 2024, to April 15, 2024, was selected for calibration. The peak rainfall intensity during this period was 6.1 mm/hr and a total of 17.5mm of rain fell.

The results of the calibration are provided in Table 1.1 for peak flow rate and Table 1.2 for volume.

Table 1.1: Calibration Comparison (Peak Flow Rates)

Monitor	Metered Peak Flow (l/s)	Modelled Peak Flow (l/s)	Difference
1	62.94	64.46	2%
2	63.33	75.3	19%
3	13.23	13.69	3%
4	73.56	101.8	38%
5	141.1	165.1	17%
6	136.2	147	8%
7	60.82	67.59	11%
8	152.1	255.9	68%

Guidance issued by the CIWEM UDG Code of Practice for the Hydraulic Modelling of Urban Drainage Systems 2017, which is typically recognized in the industry, suggests that suitable calibration is achieved when the peak flow rate is within +25% to -15% of the recorded rates. The majority of the sites are within this band with the exception of flow monitors 4 and 8. Flow monitor 4 was subject to regression analysis and may not be reflective of actual rates while monitor 8 is downstream of the system and could be affected by other factors not accounted for in the modelling. It does not affect flows in the area of interest within the Windsor urban area.

Table 1.2: Calibration Comparison (Volumes)

Monitor	Metered Volume (m ³)	Modelled Volume (m ³)	Difference
1	2683	2452	-9%
2	3378	3154	-7%
3	403.6	774.9	92%
4	3281	5376	64%
5	7421	12320	66%
6	9442	11610	23%
7	2632	2171	-18%
8	4384	18890	331%

Guidance issued by the CIWEM UDG Code of Practice for the Hydraulic Modelling of Urban Drainage Systems 2017, which is typically recognized in the industry suggests that suitable calibration is achieved when the volume is within +20% to -10% of the recorded rates. Sites 4 and 8 are outside of this zone, consistent with the peak flow analysis. Site 5 is downstream of both sites 6 and 7, however, outside of the peak of the event, flows at site 5 downstream are recorded as lower than the upstream flows. This is difficult to represent in the model but may be indicative of constraints in the pipe system which is causing the reduction in flow. Sites 6 and 7 are within the margin of error for calibration.

Site 3 is not fully captured in the model and was not able to be fully calibrated.

1.4 Design Criteria

The typical design standards and best practices state that piped stormwater systems should be able to contain the 1 in 5-year storm event with flows above this, accommodated with surface drainage pathways that discharge into a receiving body. This will be the design criteria for most of the system. Due to the topography in Sewershed 3 (Section 2.2.3) an overland flow pathway cannot be established for flows above 1 in 5-year and therefore the piped system will need to be accommodated for a 1 in 100-year event, including climate change projections for this area.

2 Existing Conditions

2.1 Modeling Approach

Using the calibrated model discussed above, the existing combined system in Windsor was modelled with a 1 in 5-year design storm. While surcharging of the existing combined sewer system does not occur throughout the entire system, notable surcharging and flooding does occur at the intersection of Gray and Albert Street, throughout Stannus Street, Elmcroft Park, and King Street for the 1 in 5-year design storm. The modeled extents of surcharging and flooding for a 1 in 5-year storm are similar to the flooding and surcharging which was observed during the July 2021 event. Model results for the 1 in 5-year design storm in the Windsor area are presented in Figure 2.1 on the following page.

Flooding can occur as a result of many factors, some of which include:

- ▶ Undercapacity sewers for the selected design storm (i.e., insufficient slope or diameter of pipe).
- ▶ Back-graded pipes.
- ▶ Low topographic elevations with respect to the tidal level.
- ▶ Among others.

Multiple simulations have been run to investigate the potential factors resulting in flood risk at various locations within the Windsor area. The results of the 1 in 5-year design rainfall event on the existing system are summarized in the following section.

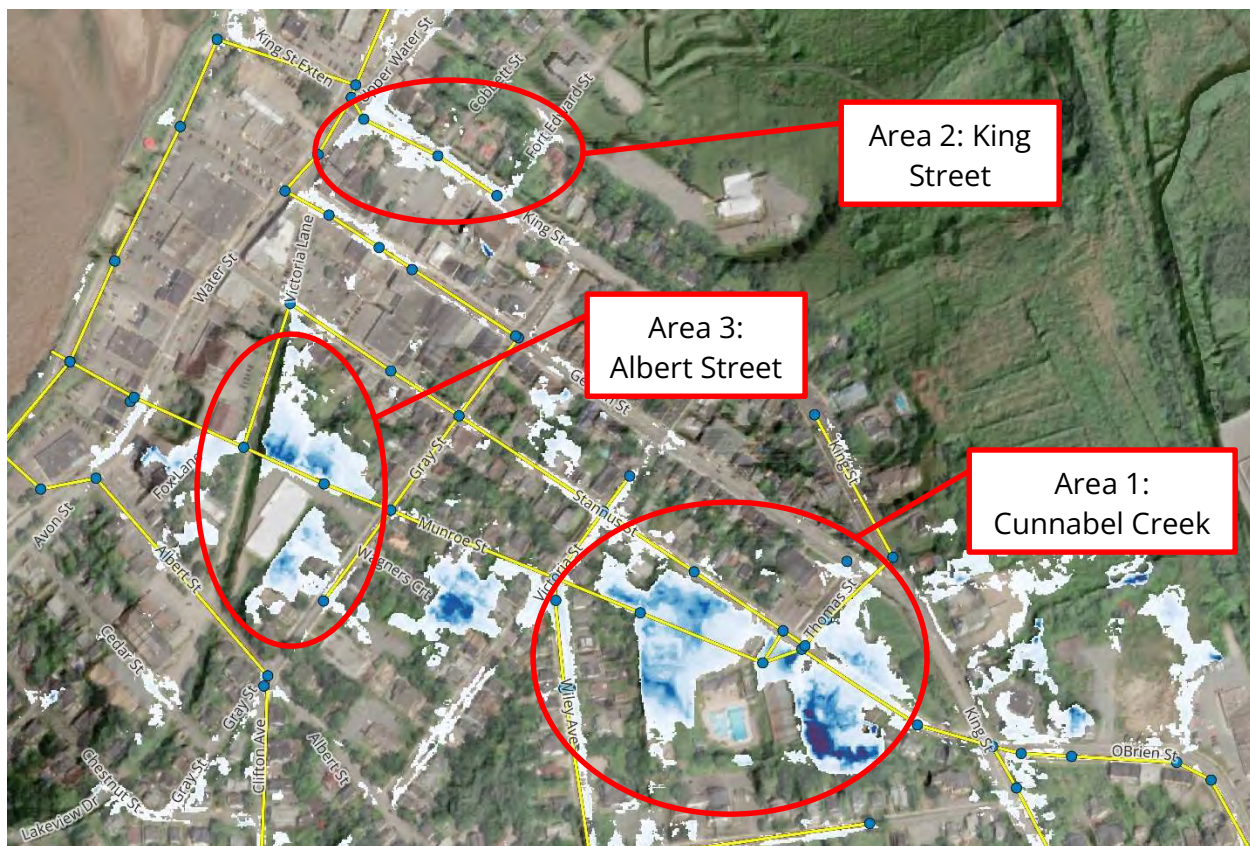


Figure 2.1: Simulated Surface Flooding during the 1 in 5-year Design Storm

Windsor has 4 sewer sheds which all drain into a common collect that runs parallel to Lake Pisiquid. Figure 2.2 provides an overview of the entire combined sewer system with additional information provided on each sewer shed provided.

2.2 Sewershed

The existing system has been divided into 4 main sewer sheds, discussed below. Drawing 1 in Appendix A provides a complete map of the existing system; the following section provides individual sewershed maps and descriptions.

2.2.1 Sewershed 1 (Haliburton)

This is a small sewershed, approximately 222,500 m², servicing approximately 60 homes. The existing system is mostly separated, consisting of open ditch stormwater collection and dedicated sanitary sewer. There are some stormwater connections to the sanitary system, however, they are limited, and the sanitary system isn't intended to be a combined system. The system consists of 200mm gravity pipe that drains to the regional interceptor adjacent to Lake Pisiquid. Figure 2.2 provides an overview of this sewershed.

There are no reported issues in this area. Separation of this area can be completed but it is not a high priority.

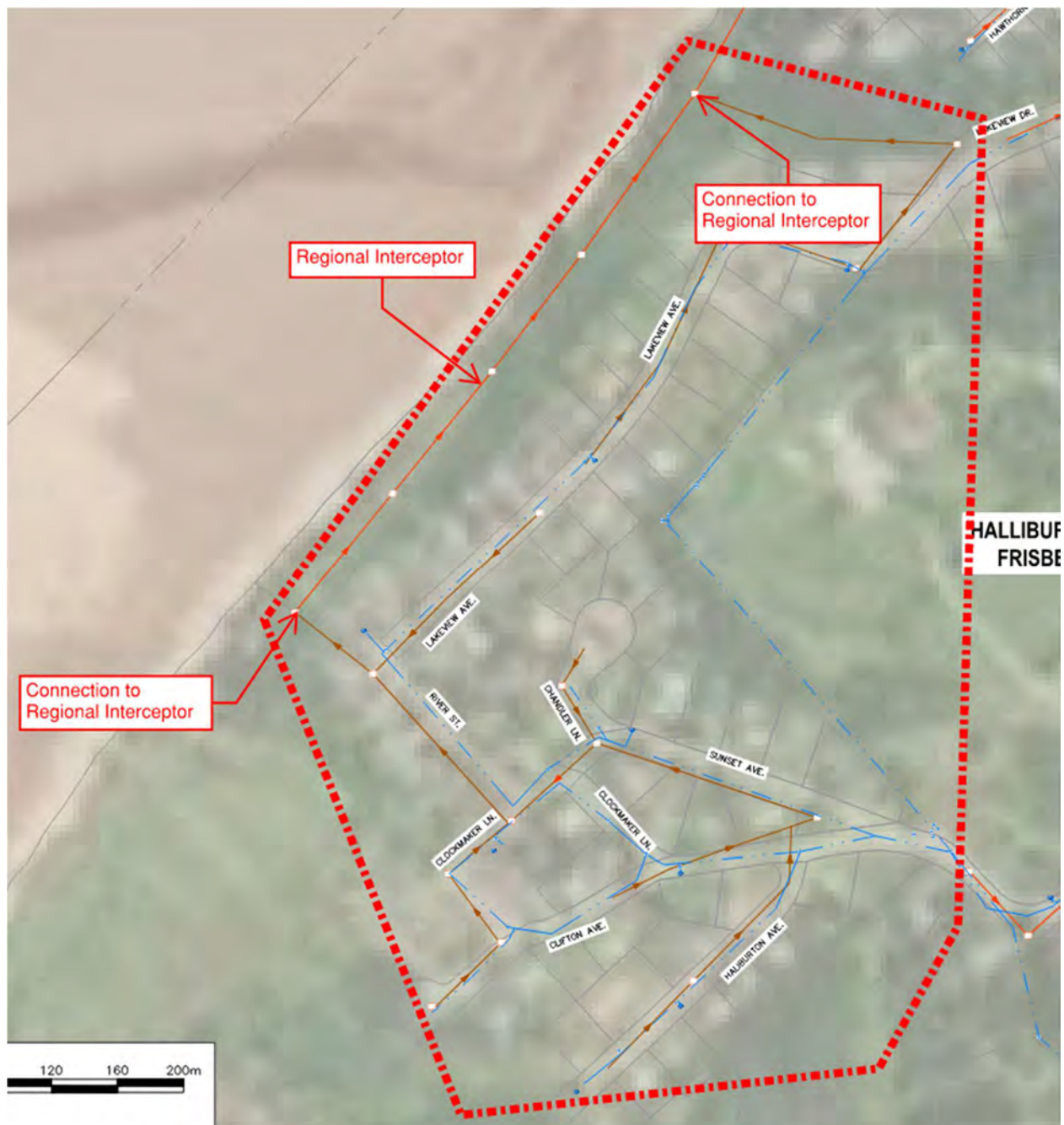


Figure 2.2: Sewer Shed Overview

2.2.2 Sewershed 2 (Albert Street)

The Albert Street sewershed is a major sewershed with an area of approximately 425,000 m² and services approximately 200 homes. Highland Avenue, Alexander Street, and Albert Street have been separated and then connect back into the combined system on Wiley Avenue. This system connects to a major 900mm diameter collector main that runs along

Albert Street and connects to the regional interceptor adjacent to Lake Pisiquid. Figure 2.3 provides an overview of this sewershed.

The major issue reported in this sewershed is flooding at the intersection of Gray Street and Albert Street which is a result of overland flow and surcharging of the combined sewer system in this area. The water flows overland to Sewershed 3, Cunnabel Creek. Overland flow also continues down Wiley Avenue into the Cunnabel Creek sewershed. A plan and profile view of the combined sewer currently installed in Albert Street, from Water Street to the intersection of Willow Street and Clifton Avenue, during a 1 in 5-year design storm is shown in Figure 2.4.

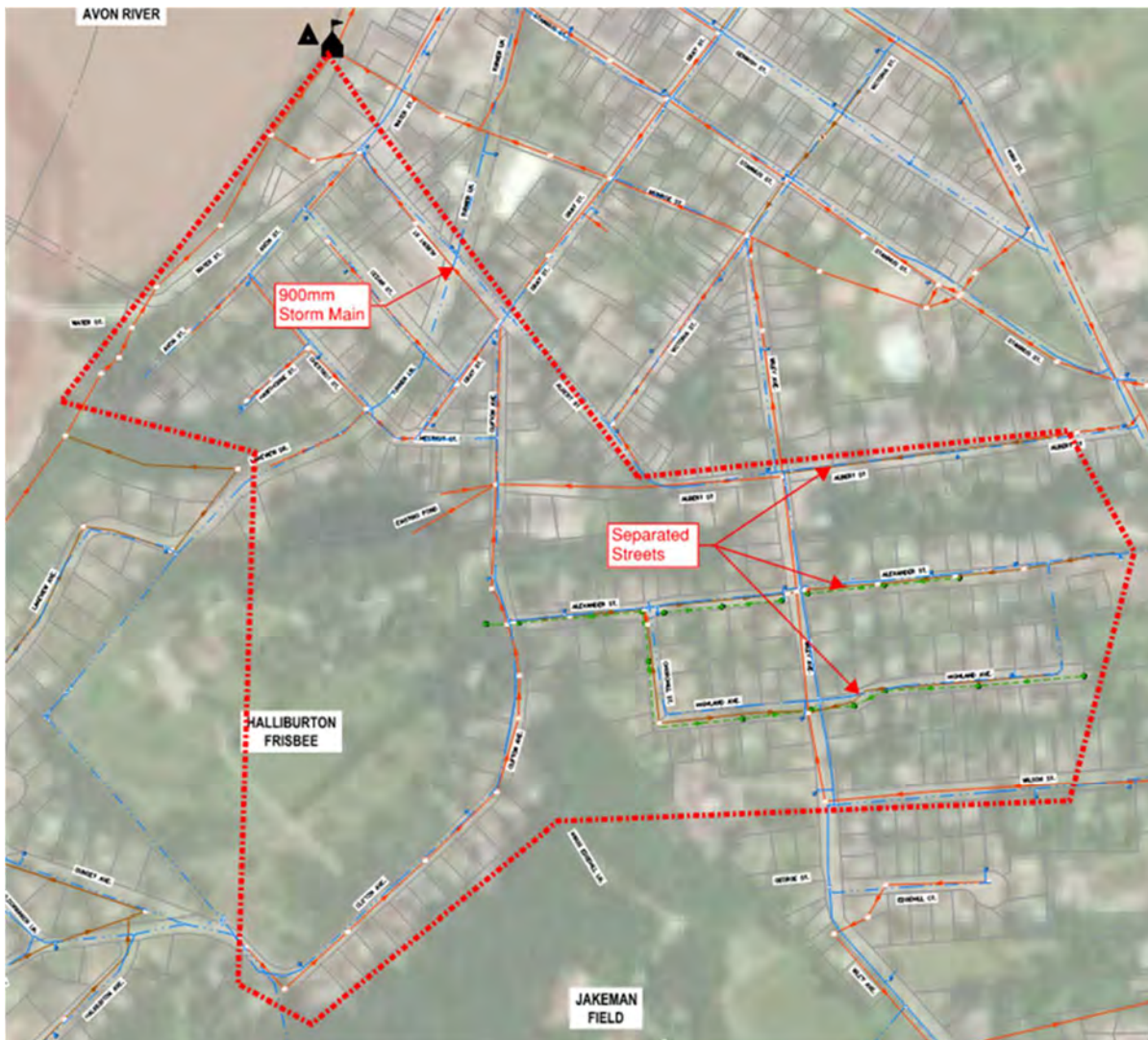


Figure 2.3: Sewer Shed Overview



Figure 2.4: Plan and Profile View of the Sewer on Albert Street during the Existing Conditions 1 in 5 Year Design Storm

The manhole circled in red is at the intersection of Gray and Albert Street illustrates the theoretical water elevation in the system at this location, which is showing as surcharging out of the combined sewer. Once the flow reaches the surface it travels along Gray Street and collects in the lower area near the curling club,

2.2.3 Sewershed 3 (Cunnabel Creek)

The Cunnabel Creek Sewershed is a major sewershed with an area of approximately 441,000 m² and servicing approximately 220 homes. Historically there was a creek, called Cunnabel Creek, which drained the area to Lake Pisiquid. Over the years as development occurred this creek was infilled and piped to the Lake and is now know as the Cunnabel Creek combined sewer which is connected to Pump Station 1 (PS1). PS1 pumps the combined sewer into a 1500 diameter regional interceptor. In large rain events, however, PS1 overflows as there is not sufficient capacity pumping capacity or capacity in the regional interceptor. Figure 2.5 provides an overview of the existing collection system.

The lower section of the sewershed is flat and at low elevation relative to the projected high-high water elevation of Lake Pisiquid (6m), and the surrounding topography generally slopes to this area. These site characteristics result in the area being the natural receiving environment for overland flow which cannot drain to a natural receiving environment. This combination, in addition to the Cunnabel Creek combined sewer capacity limitation, results

This aerial map illustrates the proposed sewer infrastructure for the Halliburton Frisbee area. Key features include:

- Regional Interceptor:** Indicated by a red dashed line and a black triangle symbol in the upper left corner.
- PS1:** A specific point or station marked in the upper left.
- Cunnabel Creek Combined Sewer:** A major sewer line running through the center of the map, highlighted with a red dashed line.
- HALLIBURTON FRISBEE:** The primary area of interest, outlined by a red dashed line.
- JAKEMAN FIELD:** Located at the bottom of the map, below the main development area.
- Streets:** Numerous streets are labeled, including Adams St, Baker St, Carter St, Davis St, Edwards St, Franklin St, Grant St, Harrison St, Jackson St, Lincoln St, Madison St, Monroe St, Nelson St, Oliver St, Parker St, Quinn St, Reed St, Stewart St, Taylor St, Turner St, Vance St, Warren St, and White St.
- Infrastructure:** The sewer system is shown with red dashed lines, while other utilities or roads are shown with blue solid lines. A green dashed line is also visible in the lower central part of the map.

Figure 2.5: Sewershed Overview

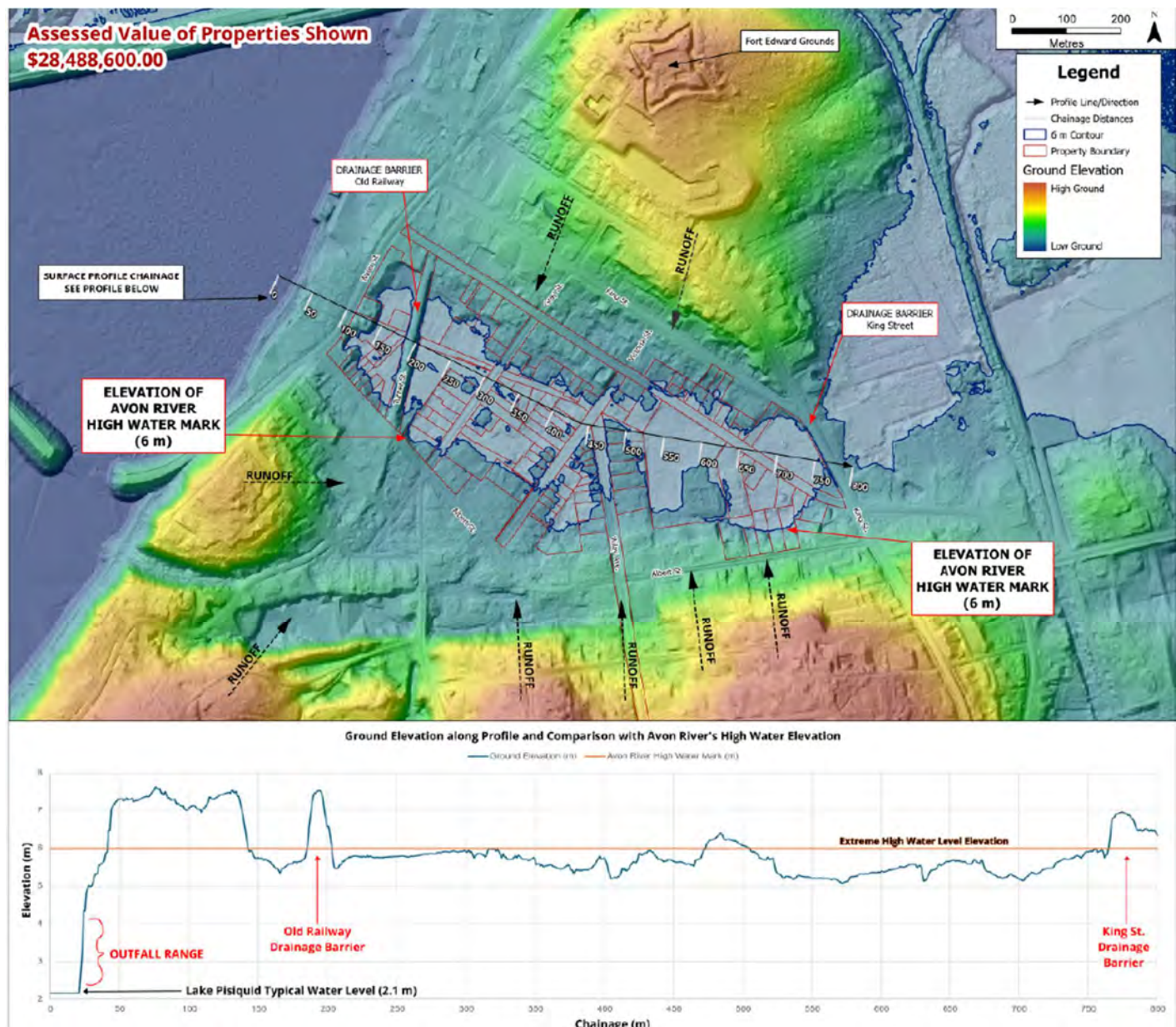


Figure 2.6: 6m Elevation Contour and Old Railway Corridor

During large storms the capacity of the Cunnabel Creek combined sewer is met with upstream piped flows entering the system from O'Brien and King Street. The overland flow entering the area has no natural drainage pathway out of the area and collects and floods the area until there is capacity in the combined sewer to drain the area. In addition to the collection of overland flow the combined sewer does surcharge in this area. A profile view of the combined sewer currently installed in Cunnabel Creek, from Water Street to the intersection of O'Brien and King Street during a 1 in 5-year storm is shown in Figure 2.7, and Figure 2.8 illustrates the modeled flooding limits for a 1:100 year storm with climate change.

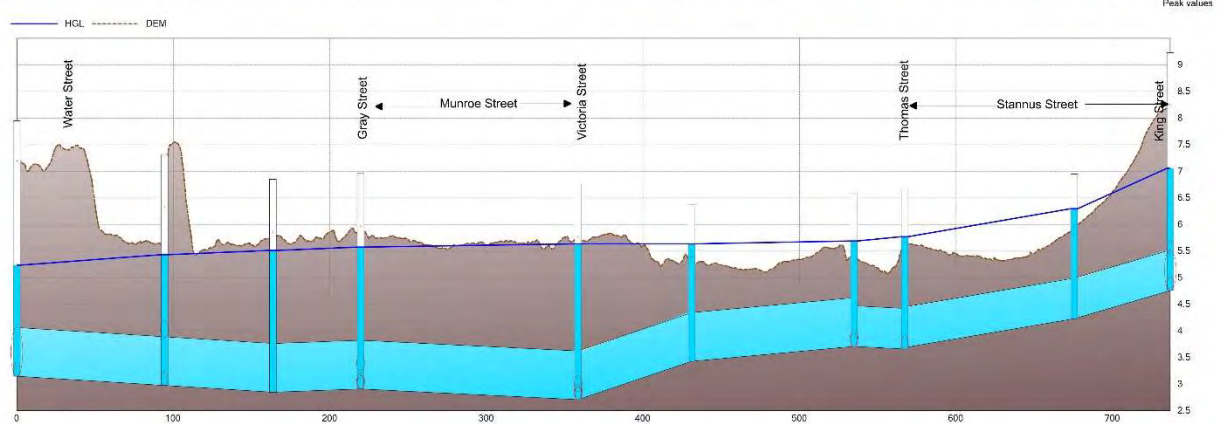
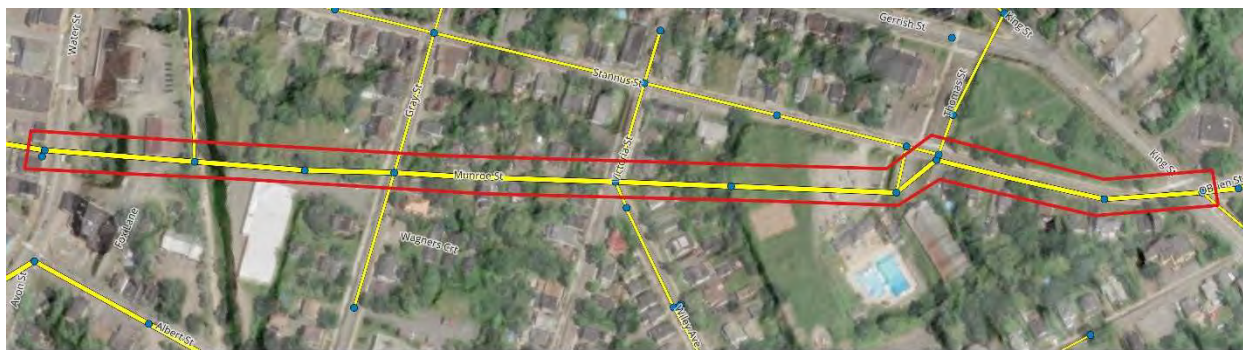


Figure 2.7: Plan and Profile View of the Cunnabel Creek Area during the Existing Conditions 1 in 5-Year Design Storm

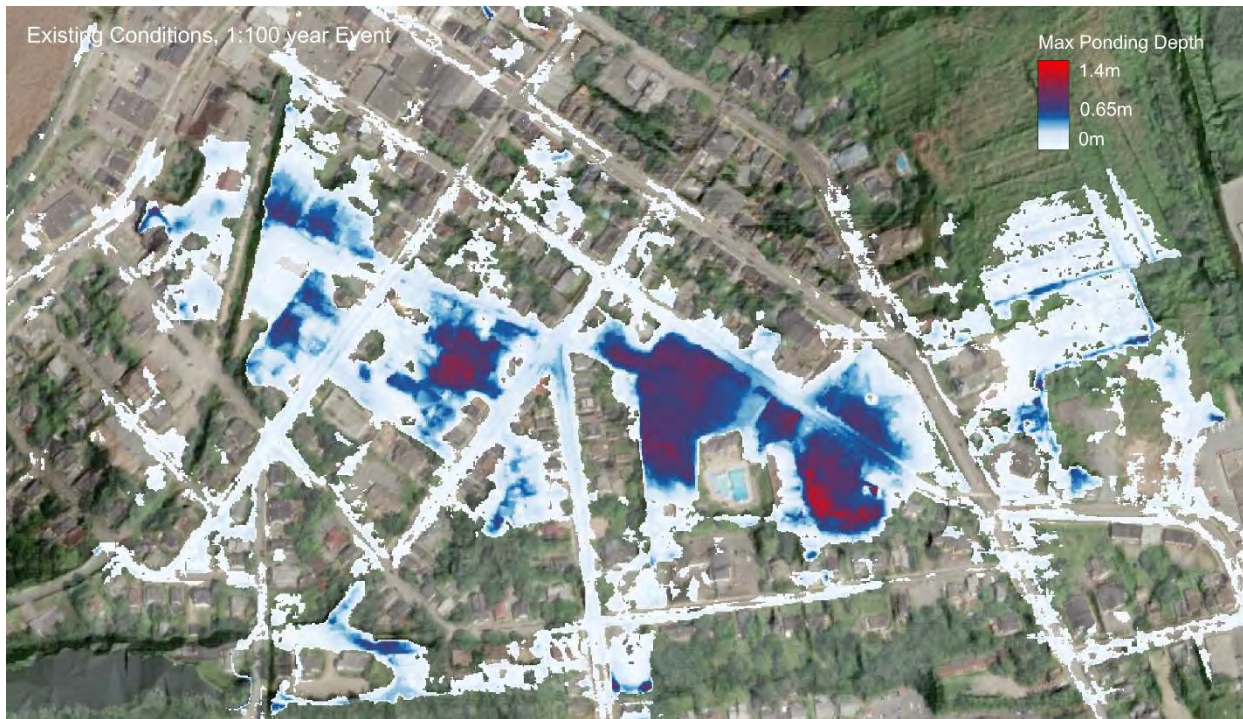


Figure 2.8: Existing Conditions in 1 in 100-year Storm with Climate Change

The Cunnabel Creek Right-of-Way (ROW) is the existing main corridor for combined sewer through this sewershed. CBCL reviewed drawings provided by WHRM for the Cunnabel Creek ROW from Water Street to Elmcroft Park. A drawing dated in 1915, provided in Appendix A, showed a variable width ROW, ranging from 9.15m wide at Water Street, to 3.05m near Elmcroft Park. A review of Nova Scotia property mapping information, aerial imagery, and on-site photos taken by WHRM staff, show that there are houses near the 6.10m ROW on Munroe Street. It appears that one house is infringing on the ROW along Munroe Street, and there are multiple sheds/small buildings on the ROW east of Victoria Street. In addition, the drawing from 1915 did not show a ROW from Water Street to the Avon River, and there are currently two commercial properties approximately 6.0m apart that would make constructing a large diameter structure to the outfall difficult. Any option reusing this corridor will need to take this into consideration.

2.2.4 Sewershed 4 (Gerrish Street)

This is small sewershed, 58,000 m², servicing approximately 50 homes and businesses. The system consists of 200mm gravity pipe that drain to the regional interceptor adjacent to Lake Pisiquid. Figure 2.9 provides an overview of this sewershed.

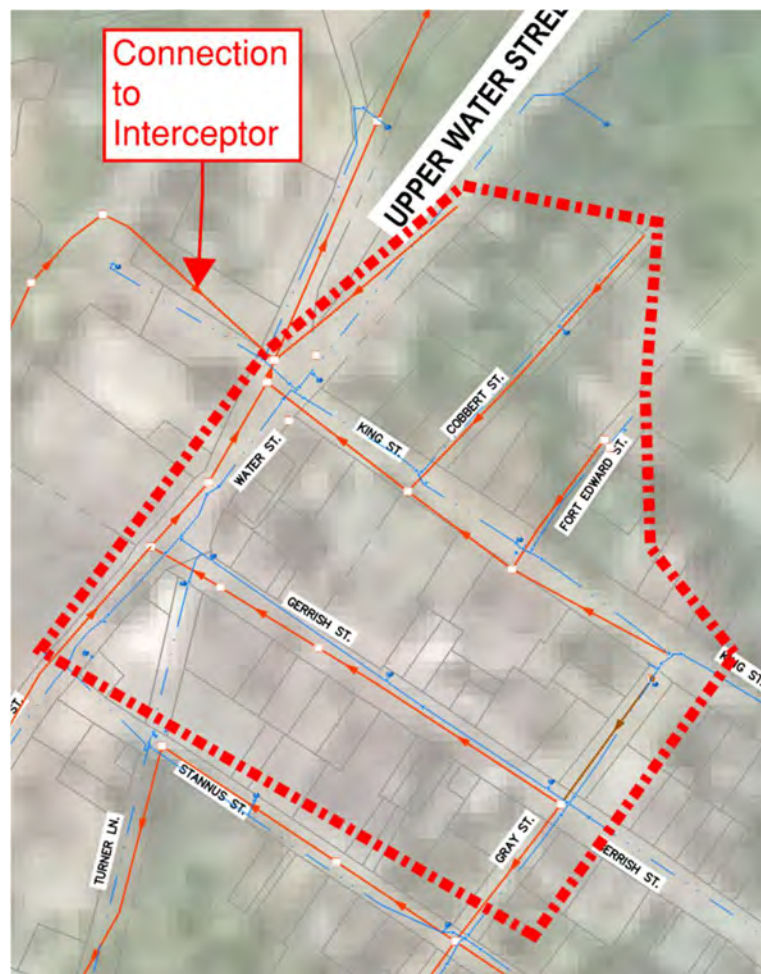
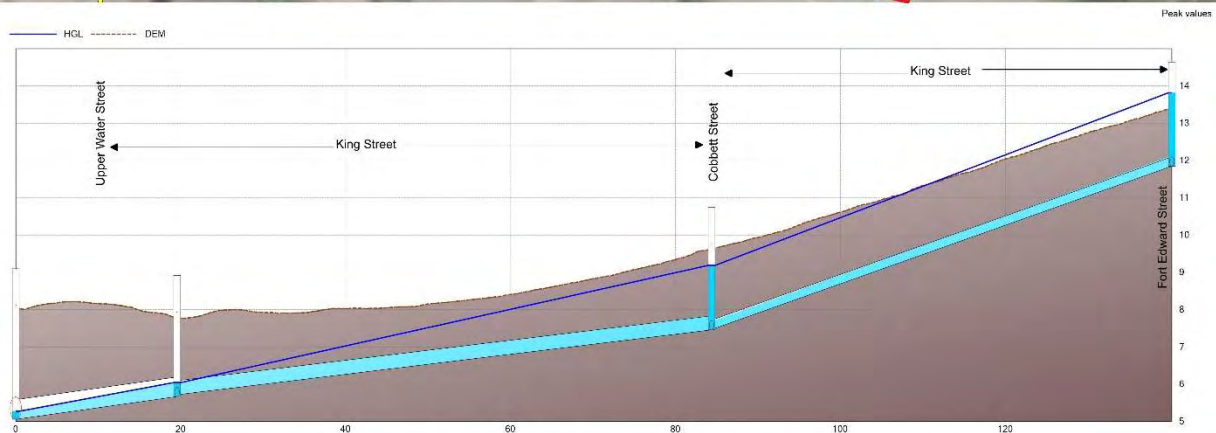


Figure 2.9: Sewer Shed Overview

There is a localized area on King Street that has capacity issues associated with pipe size, there have been no reported issues associated with existing condition as the surface water can follow the street and discharge to Lake Pisiquid. Separation of this area is recommended but it is not a high priority. It is recommended that an investigation be conducted on King Street to confirm no private properties have been impacts as result of the capacity issue. Figure 2.10 shows the pipe of concern on King Street.



2.3 Regional Interceptor

3 Conceptual Design

Each option below describes the core drainage pathway. It is intended that the sub catchments will be separated and connected to the new separated stormwater and sanitary sewers discussed below. Profiles of the major drainage pathways have been developed as part of this study to confirm slope and capacities and are presented in Appendix A. Prior to implementing the detail design within a sewershed, the main drainage pathway should be surveyed and designed to a level sufficient to confirm that all sub catchments can connect and there are no conflicts affecting the alignment that could impact the proposed slopes used in this report to calculate capacity and pipe size.

3.1 Summary of Previous Options

During the initial phase of the project several fully separated options were reviewed:

3.1.1 Remove Flow from Cunnabel Creek

To avoid having to structurally support houses during construction along Cunnabel Creek or acquire property to facilitate the installation of a large storm sewer, Option 1 proposes that storm water be diverted away from the existing Cunnabel Creek ROW, towards Albert Street in a large diameter box culvert along Stannus and Victoria Street. This will avoid installing large diameter sewers in close proximity to houses and businesses along the existing ROW but will increase the sewer depth as Albert Street is at a higher elevation than Cunnabel Creek.

3.1.2 Replacement of Existing System

This option mimics how the system currently operates with the current drainage pathways maintained which would require placing a large diameter stormwater pipe within the Cunnabel Creek easement, which as noted may result in significant private property impacts.

3.1.3 Spilt Flow Between Albert Street & Cunnabel Creek

This option balances the stormwater flow between Albert Street and Cunnabel Creek drainage areas to minimize pipes sizes. This was done by diverting flows from O'Brien Street, currently going to Cunnabel Creek, to Albert Street.

All these options rely upon gravity drainage to Lake Pisiquid, which cannot be guaranteed for Sewershed 3, Cunnabel Creek. As a result of this limitation the stormwater system servicing the Stannus Street and Gray Street areas would need to be sized to accommodate a 1 in 100-year storm with climate change. To address this issue additional work was conducted to determine how to mitigate the stormwater issue in this sewershed as discussed in the Stannus Street Options section.

3.2 Stannus Street Options

Due to the Stannus Street and Gray Street areas being at a low elevation with no natural gravity drainage pathway to Lake Pisiquid, strategies were developed to allow these areas to drain for a 1 in 100-year event. The strategies investigated included: diversion, storage, and pumping.

Each approach looked to improve the existing condition in a different way. Diversion focuses on directing peak flows away from Stannus Street area to limit infrastructure sizing. Storage looks to mitigate peak flows by allowing volumes of water to be stored and released at specified rates to limit impacts on downstream infrastructure.

Pumping was looked at as an option as gravity drainage to Lake Pisiquid is not possible under all conditions. In addition, an option of extending a gravity storm pipe to discharge at the Highway 101 culverts in Tregothic Marsh was investigated as an alternative to pumping to Lake Pisiquid. Further detail and explanation on each of these strategies is provided below in Figure 3.1.

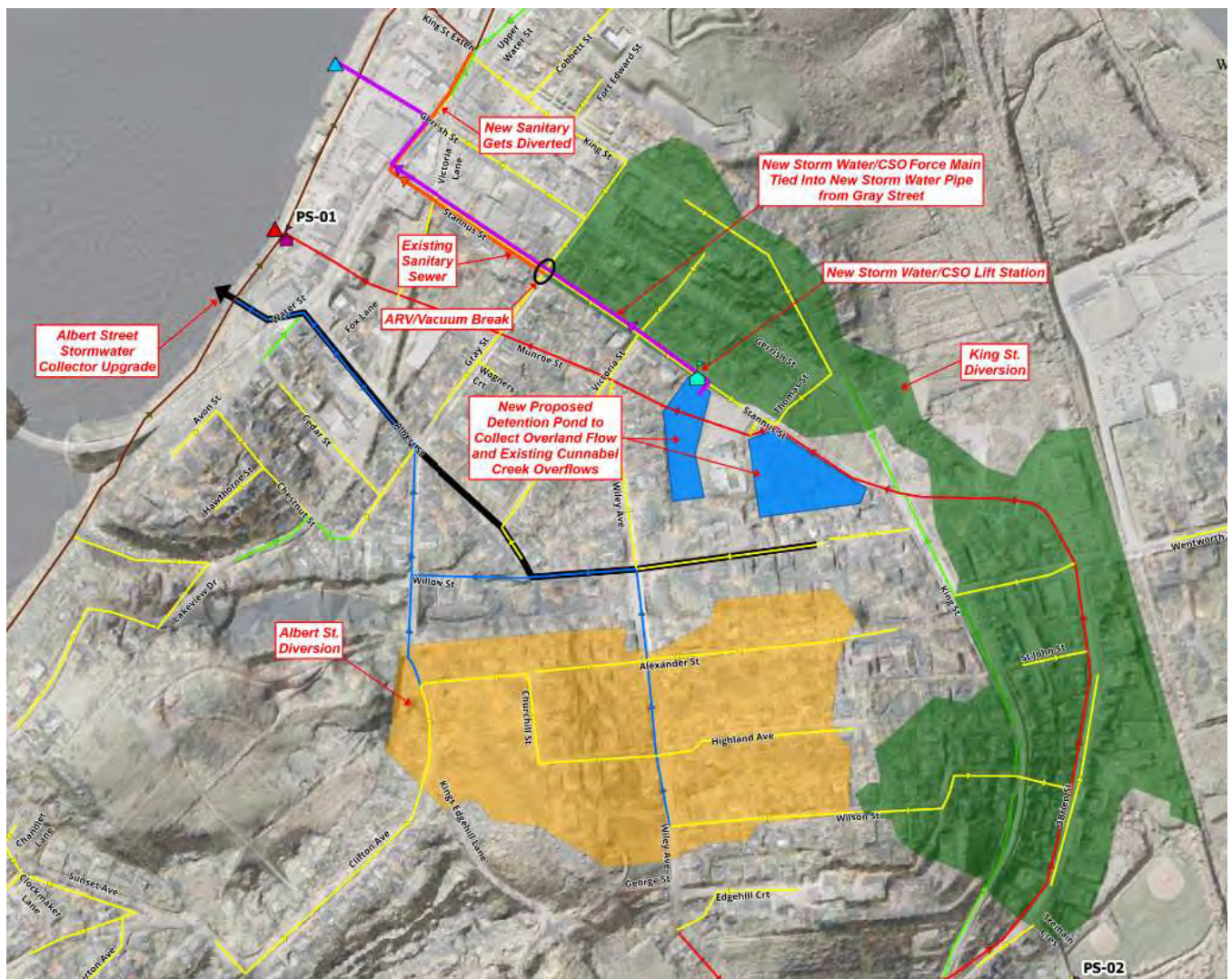


Figure 3.1: Overview of Conceptual Options

The options presented below will be compared to the existing combined sewer performance during 1 in 5-year, 1 in 10-year, and 1 in 100-year storm with climate change included. The hydraulic grade line through the Cunnabel Creek combined sewer will also be presented for comparison. Note that these options are being evaluated on their own with no other separation being completed in the community, other than what is provided in the description of each option.

Figure 3.2 to Figure 3.4 (on the following page) illustrate the flooding levels in the existing conditions for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. Figure 3.5 shows the hydraulic grade line through the Cunnabel Creek combined sewer.



Figure 3.2: Existing Conditions with 1:5-year and Climate Change

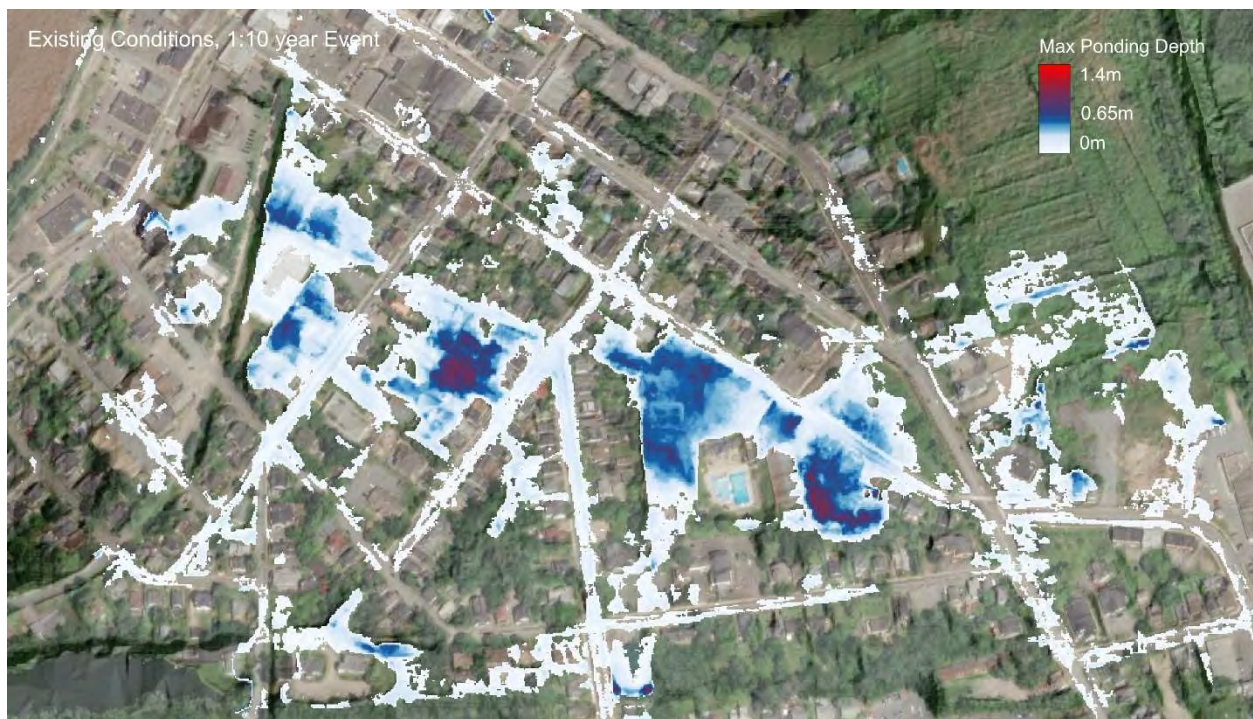


Figure 3.3: Existing Conditions with 1:10-year and Climate Change

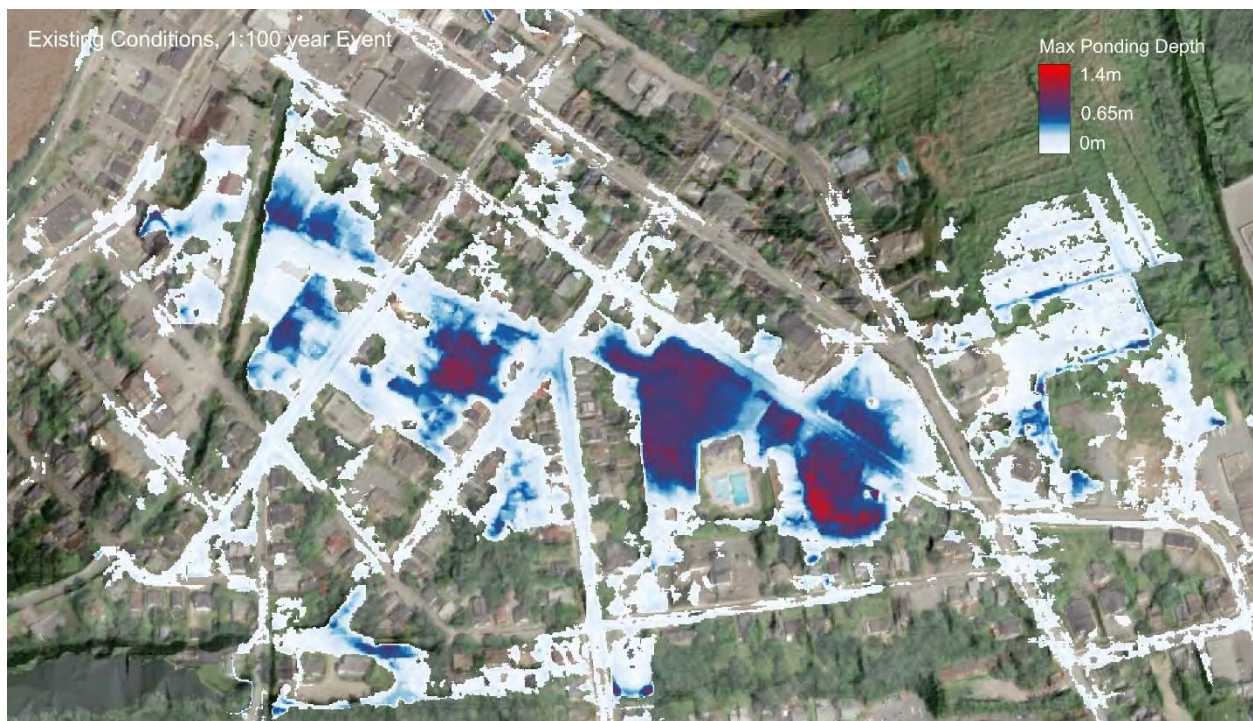


Figure 3.4: Existing Conditions with 1:100 year and Climate Change

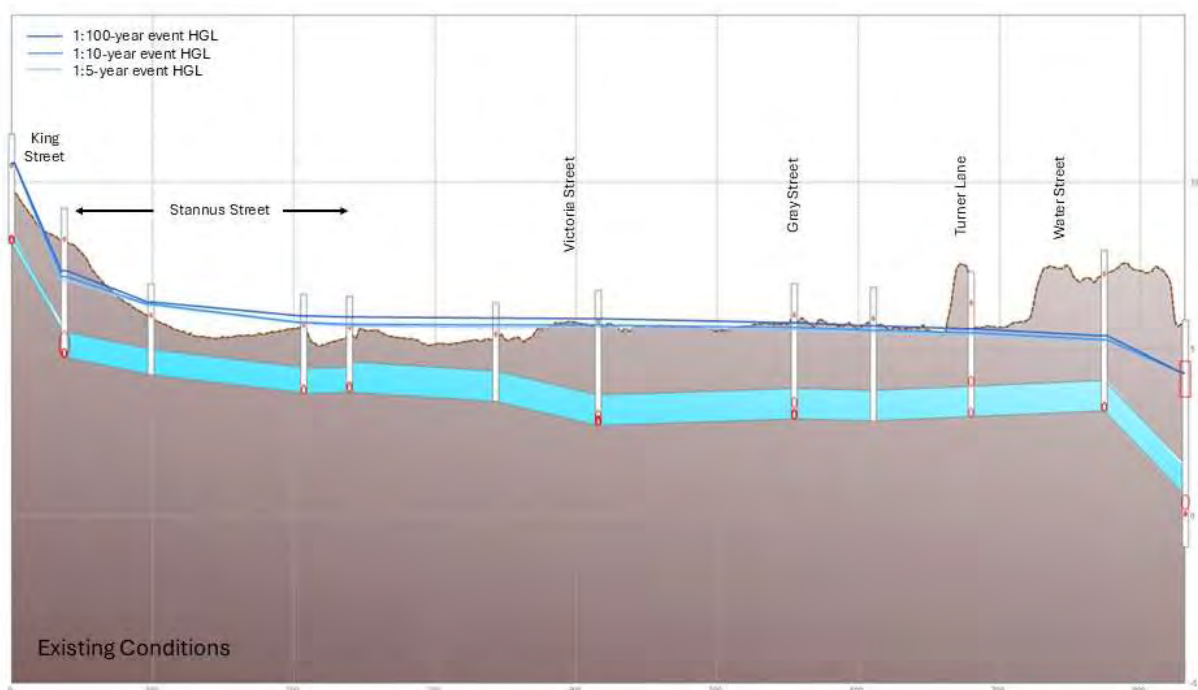


Figure 3.5: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.2.1 Option 1 – Albert Street Diversion and Storage

The natural overland path is down Wiley Avenue, reaching Stannus Street via Victoria Street. This puts additional strain on the already overloaded Stannus Street/Cunnabel Creek system.

The objective of this option is to divert overland flow from Albert Street and Wiley Avenue away from Stannus Street, see Figure 3.6 for the layout of the proposed infrastructure.

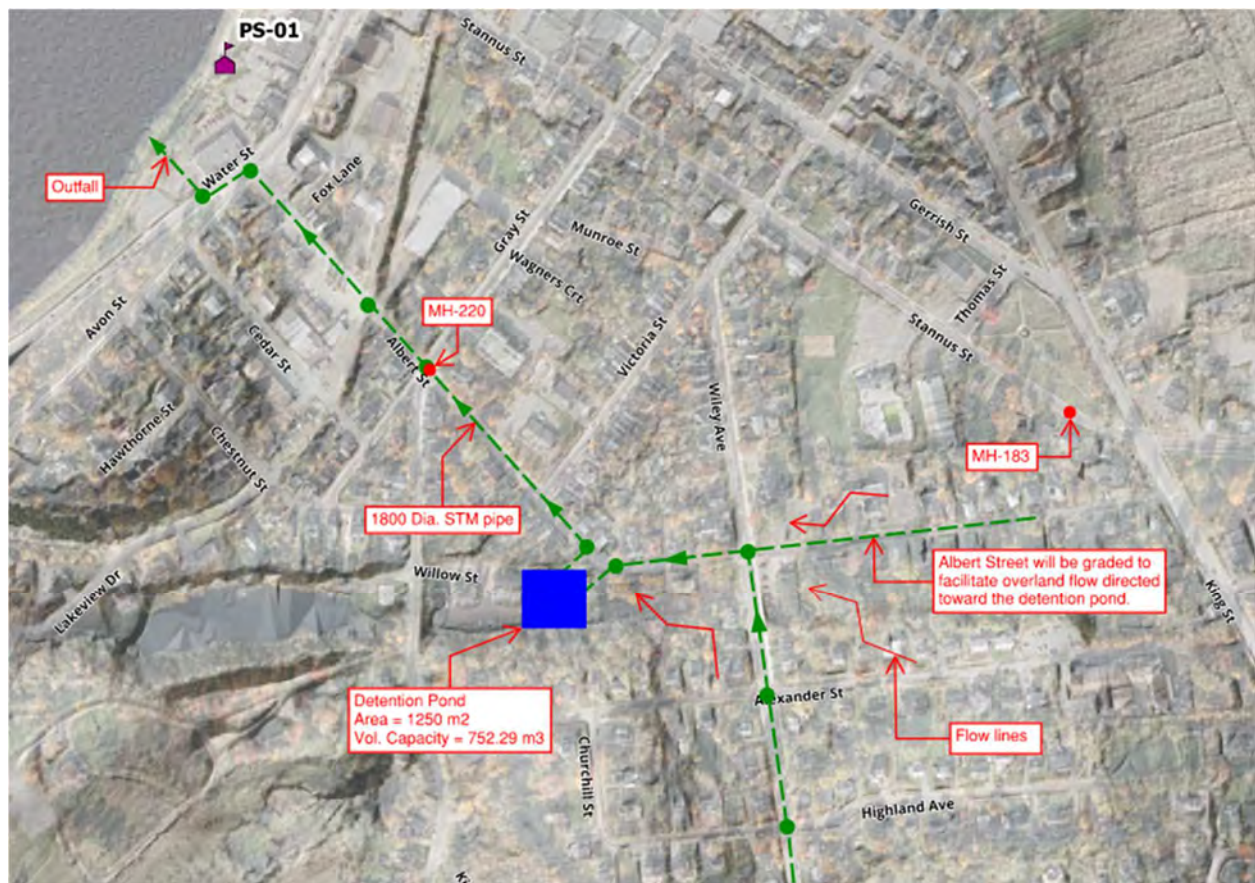


Figure 3.6: Albert Street Diversion and Storage

This conceptual option would include the following infrastructure upgrades:

- ▶ Fully separating all storm and sanitary pipes in this sub catchment.
- ▶ Significantly increasing the size of the Albert Street storm sewer main to create a trunk sewer that can accommodate as much of a 1 in 100-year storm as possible.
- ▶ Creating a new Albert Street stormwater outfall.
- ▶ Disconnecting the Albert Street storm sewer from the Wiley Avenue storm sewer, so that pipe flows are no longer directed toward Stannus Street.
- ▶ Regrading the Wiley Avenue and Albert Street intersection so that overland flows are no longer directed toward Stannus Street.

The modeled flood extents are presented below. The results indicated that there was improvement in the Gray Street area as expected as this flooding is partially caused by the Albert Street system surcharging and running overland until it collects in the low areas around the curling club.

To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street. The MHs

are identified in Figure 3.6 and have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.1 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.1: Comparing the HGL Improvements for Option 1

	Storm Events (yr)	Surface Elevation (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Option 1 (m)
MH-220	1:5	6.55	6.94/7.05	4.63
	1:10		7.01/7.10	4.70
	1:100		7.15/7.29	4.80
MH-183	1:5	5.95	6.25/6.30	6.29
	1:10		6.29/6.32	6.32
	1:100		6.34/6.40	6.39

Notes:

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 - Water level based on future design storm with climate change

The results show that the manholes both surcharge with the existing combined sewer system for the current and future design storms. With Option 1 implemented the water level is reduced to below surface level on Gray Street but no improvements are made on Stannus St. This results on Stannus St are expected as the capacity in the Cunnabel Creek combined sewer is being consumed by flows from King Street and O' Brien Street which are not being mitigated with this Option.

Figure 3.7 to Figure 3.9 (below) illustrate the flooding levels in the existing conditions for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. Figure 3.10 shows the hydraulic grade line through the Cunnabel Creek combined sewer.



Figure 3.7: Model Flood Extents 1 in 5-year and Climate Change



Figure 3.8: Model Flood Extents 1 in 10-year and Climate Change

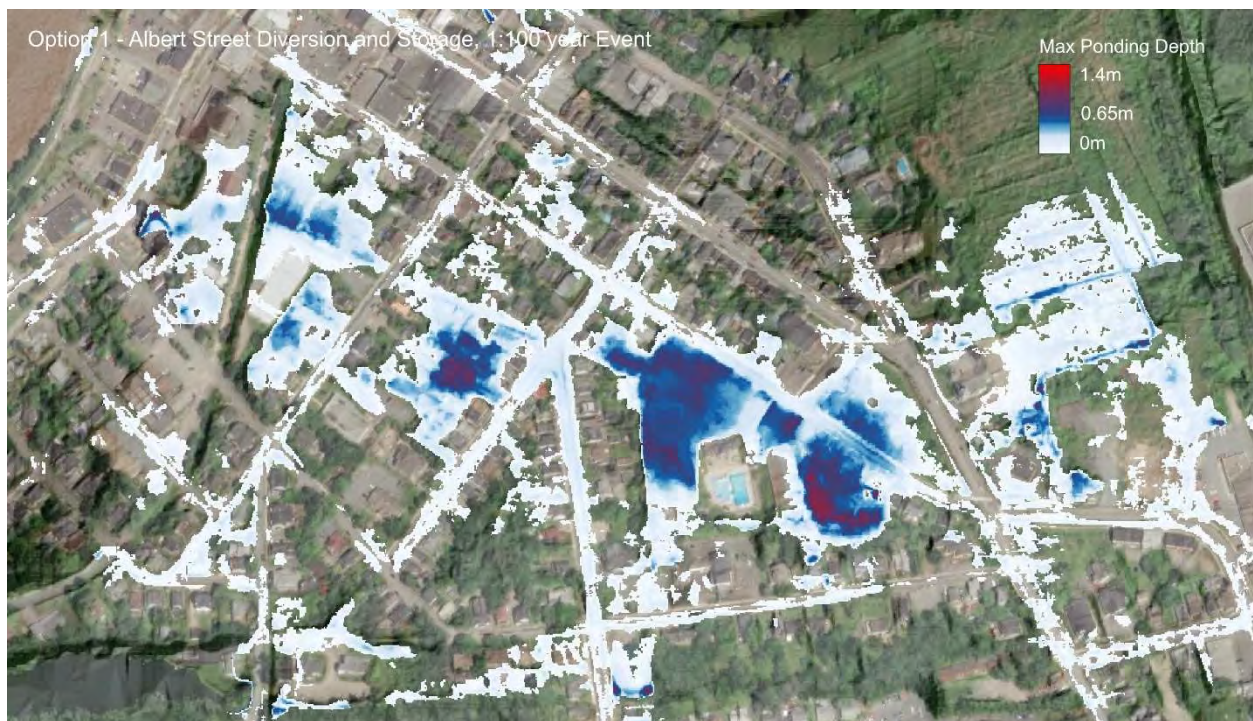


Figure 3.9: Model Flood Extents 1 in 100-year and Climate Change

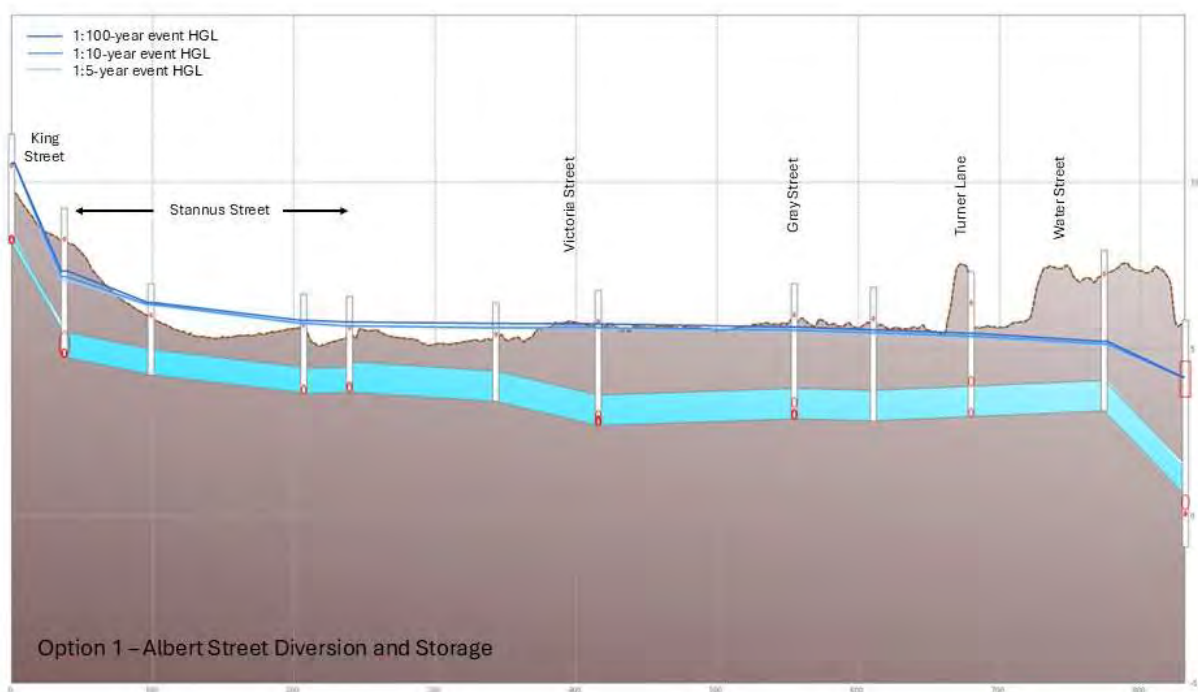


Figure 3.10: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.2.2 Option 2 – King Street Diversion

The objective of this option was to investigate how much of an impact overland flow from the green area of Figure 3.1 is impacting Stannus Street.

This conceptual option would include the following infrastructure upgrades:

- ▶ Fully separating all storm and sanitary pipes in this sub catchment.
- ▶ Increasing the size of the King Street storm sewer main based on modelling requirements.

The green area shown in Figure 3.1 is split into two distinct area. The first area encompasses King Street and O'Brien Street. The piped flow from these two streets is directed to Stannus Street; however, the overland flow is directed in the marsh area. This means that diverting flow has a minimal impact on the total flow going towards Stannus Street. The second area includes King Street and Gerrish Street; and while the overland and piped flow from this area is directed towards Stannus Street, it is a smaller total value. When considering these factors, this option did not provide significant improvement to flooding in Stannus Street.

3.2.3 Option 3 – Stannus Storage and Pumping

The Stannus Street area is the receiving environment for stormwater because it is a natural low area. This leads to significant surface flooding as well as combined sewer surcharging. The diversion of flows away from the area will help, however, as shown in the Albert Street diversion option this isn't enough to prevent surface flooding or surcharging of the Cunnabel Creek combined sewer.

The objective of this option is to evaluate a stormwater system in this area that can collect and store the surface water, reducing flooding risk until full separation is completed, and pump the water to the receiving environment, Lake Pisiqid.

This conceptual option would include the following infrastructure upgrades, shown in Figure 3.11.

- ▶ Fully separating all storm and sanitary pipes in this sub catchment.
- ▶ Adding a new stormwater pumping station.
- ▶ Adding a new stormwater storage facility.

Separate scenarios were evaluated for different pumping vs storage requirements and based on the assessment it was designed to go with minimal storage to not impact the parks as well as the constructability issues of high ground water and poor soil conditions.

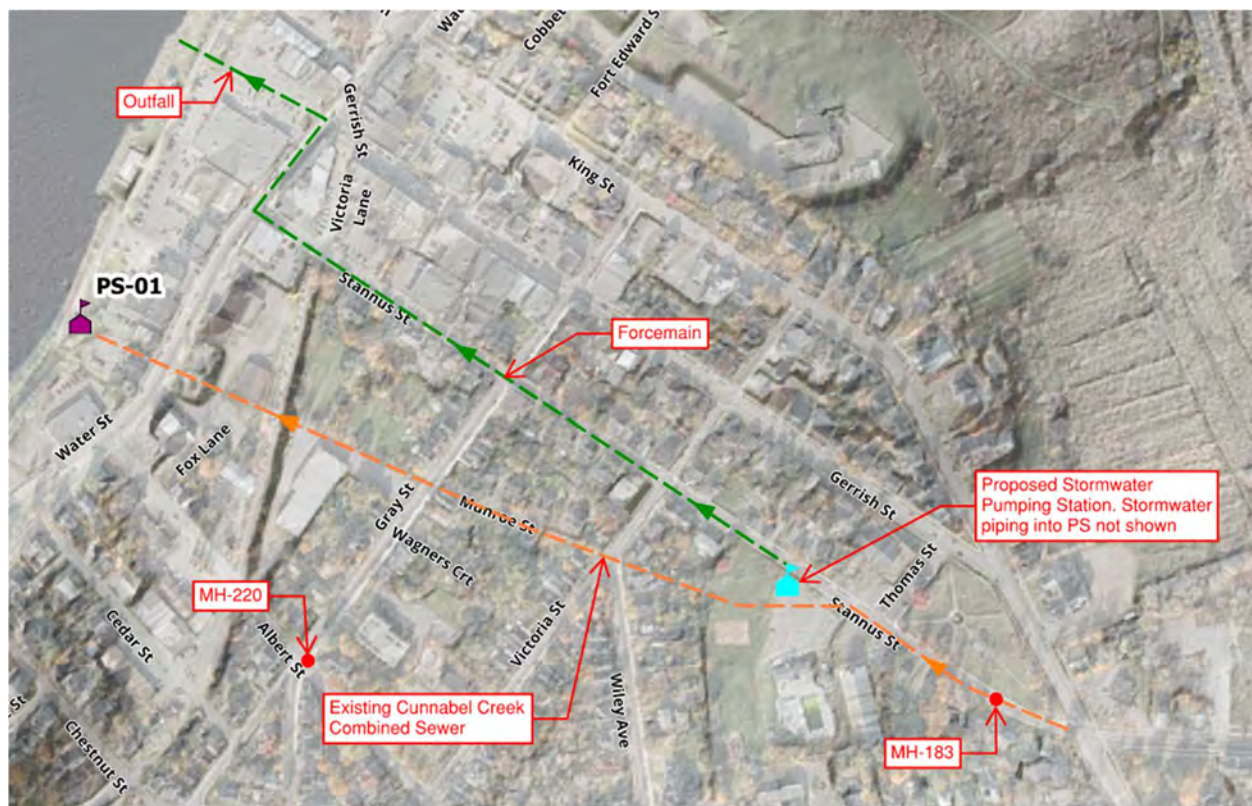


Figure 3.11: Proposed Layout for Stannus Storage and Pumping

The modeled flood extents are presented below. The results indicated that there was improvement in the Stannus Street area as expected as this flooding is caused by a combination of overland flow and combined sewer surcharging. This option provides a means of collecting the surface water and discharging it to Lake Pisiquid.

There was less improvement around Gray Street with this option as it does not address the surcharging from Albert Street which is a large contributor to the flooding at the curling club.

In this option, the hydraulic grade line along the Cunnabel Creek combined sewer still appears to be surcharged. This is a result of the capacity in the Cunnabel Creek combined sewer being consumed by piped flows from King Street and O' Brien Street which are not being mitigated with this approach. During the review of the results, it was thought that a combined sewer overflow connection from Cunnabel Creek combined sewer to the pump station may improve the hydraulic grade line of the Cunnabel Creek combined sewer; this option is discussed next.

To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street, have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.2 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.2: Comparing the HGL Improvements for Option 3

	Storm Events (yr)	Rim Elevations (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Option 3 (m)
MH-220	1:5	6.55	6.94/7.05	7.05
	1:10		7.01/7.10	7.10
	1:100		7.15/7.29	7.28
MH-183	1:5	5.95	6.25/6.30	6.14
	1:10		6.29/6.32	6.18
	1:100		6.34/6.40	6.23

Notes:

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 – Water level based on future design storm with climate change

The results show that the manholes both surcharge with the existing combined sewer system for the current and future design storms. With Option 3 implemented the water level is reduced but the system still surcharges on Stannus Street. On Gray Street there are no improvements. The results on Gray Street are expected as the capacity along Albert Street are not being mitigated with this Option.

Figure 3.12 to Figure 3.14 (below) illustrate the flooding levels in the existing conditions for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. Figure 3.15 shows the hydraulic grade line through the Cunnabel Creek combined sewer.

**Figure 3.12: Model Flood Extents 1 in 5-year and Climate Change**



Figure 3.13: Model Flood Extents 1 in 10-year and Climate Change



Figure 3.14: Model Flood Extents 1 in 100-year and Climate Change

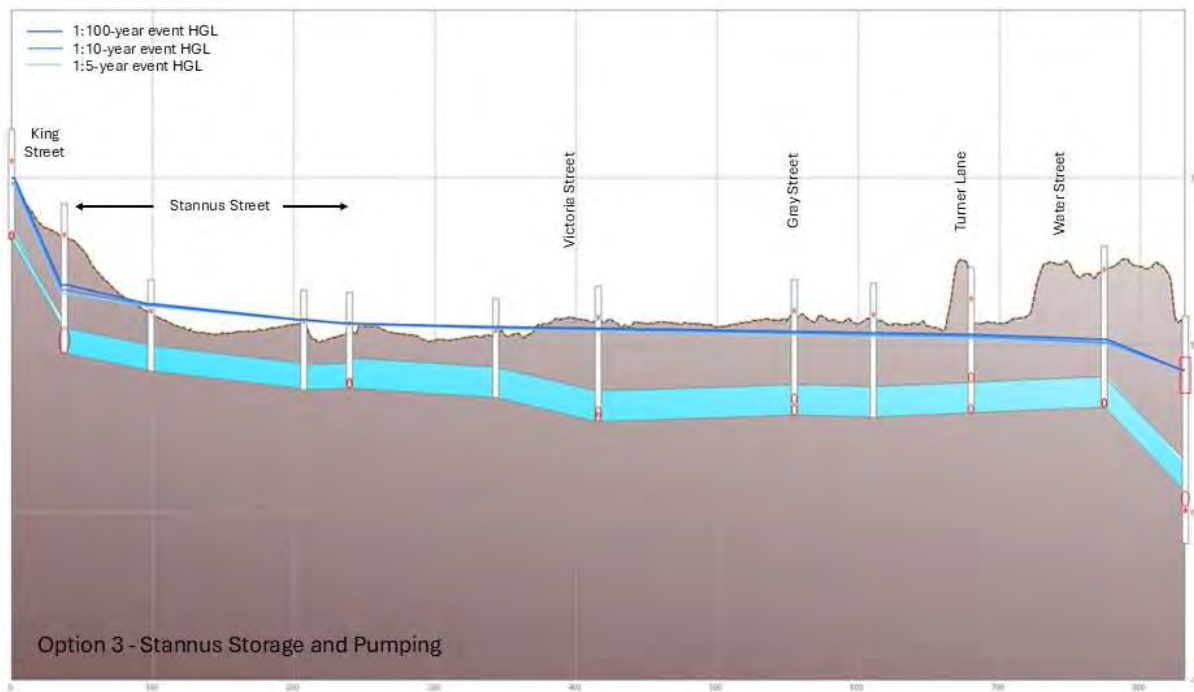


Figure 3.15: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.2.4 Option 4 – Stannus Storage and Pumping with Connection to Cunnabel Creek Combined Sewer

This option was explored following the review of the previous option as a way to lower the hydraulic grade line in the Cunnabel Creek combined sewer. The objective of this connection would be to divert flow from the combined sewer system into the pump station preventing the release of combined sewer to surface. This option would include the following infrastructure upgrades, shown in Figure 3.16.

- ▶ Fully separating all storm and sanitary pipes in this sub catchment.
- ▶ Adding a new stormwater pumping station.
- ▶ Adding a new stormwater storage facility.
- ▶ Adding a combined sewer overflow connection to Cunnabel Creek combined sewer into the pump station.

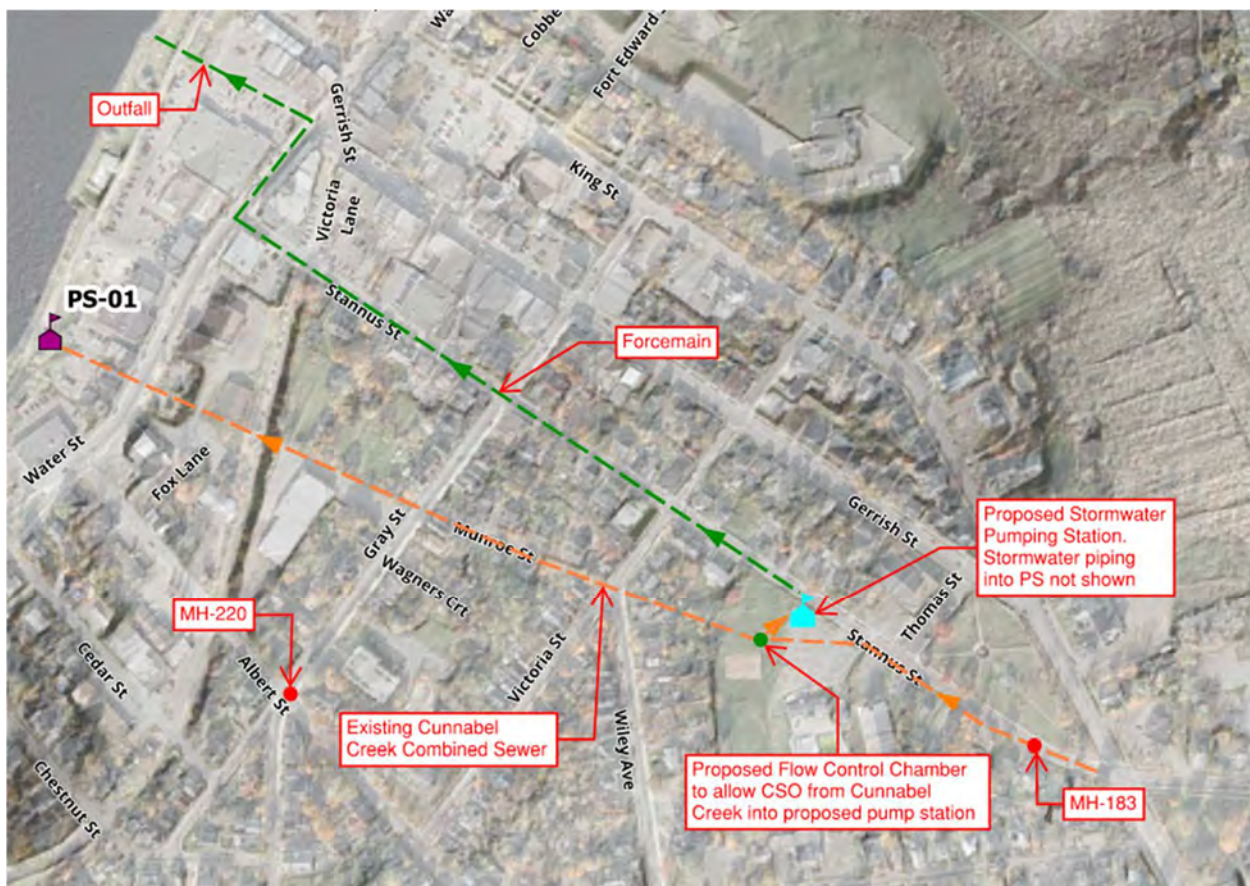


Figure 3.16: Proposed Layout Stannus Storage and Pumping with Connection to Cunnabel Creek Combined Sewer

The modeled flood extents are presented below. The results are very similar to the previous option as expected as there was no change in the ability of the system to collect additional surface water.

The hydraulic grade line along the Cunnabel Creek combined sewer dropped from the previous option as the overflow provided a release point. There may still be surcharging in low level manholes, however this is expected to be a low occurrence and an improvement to the system overall performance.

To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street, have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.3 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.3: Comparing the HGL Improvements for Option 4

	Storm Events (yr)	Rim Elevations (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Option 4 (m)
MH-220	1:5	6.55	6.94/7.05	7.05
	1:10		7.01/7.10	7.10
	1:100		7.15/7.29	7.29
MH-183	1:5	5.95	6.25/6.30	5.32
	1:10		6.29/6.32	5.35
	1:100		6.34/6.40	5.39

Notes:

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 – Water level based on future design storm with climate change

The results show that the manholes both surcharge with the existing combined sewer system for the current and future design storms. With Option 4 implemented the water level is reduced to below surface level on Stannus Street but no improvements are made on Gray Street. The results on Gray Street are expected as the capacity along Albert Street are not being mitigated with this Option.

Figure 3.17 to Figure 3.19 (on the following page) illustrate the flooding levels in the existing conditions for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. Figure 3.20 shows the hydraulic grade line through the Cunnabel Creek combined sewer.

**Figure 3.17: Model Flood Extents 1 in 5-year and Climate Change**



Figure 3.18: Model Flood Extents 1 in 10-year and Climate Change



Figure 3.19: Model Flood Extents 1 in 100-year and Climate Change

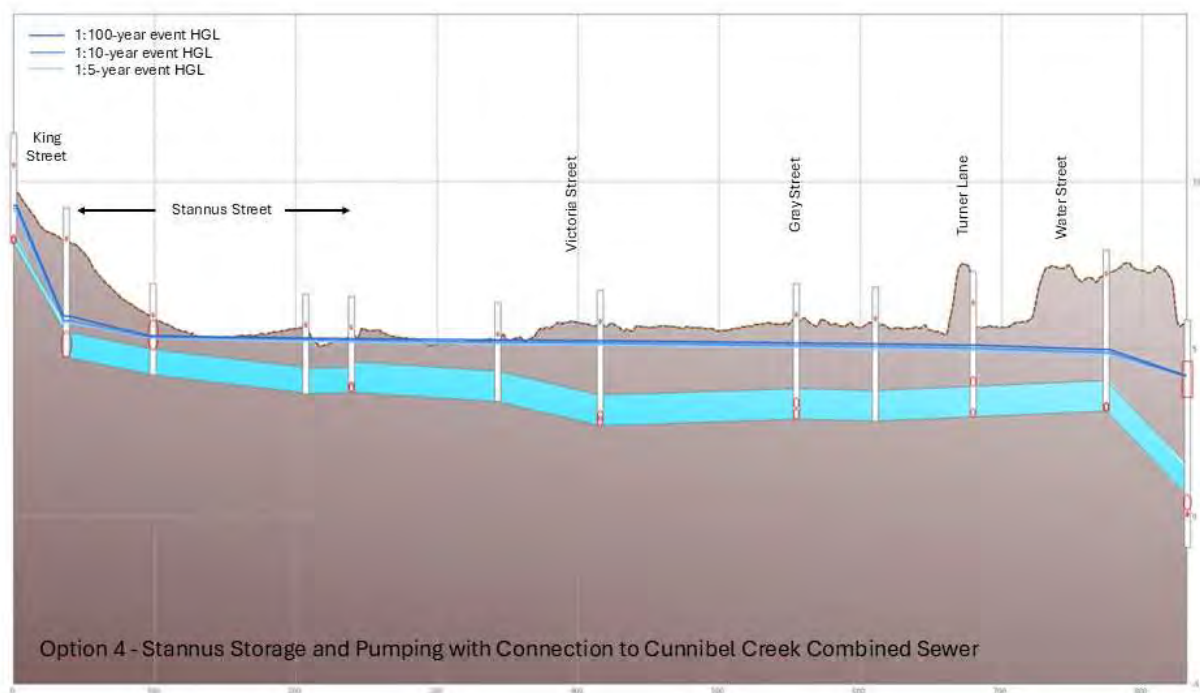


Figure 3.20: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.2.5 Option 5 – Stannus Street Stormwater Connection to Tregothic Marsh

This option would change the receiving environment from Lake Pisiqid to Tregothic Marsh. This would be a wholistic change in how the system operates and is being considered as there are plans for a stormwater pump in the future to service Tregothic Marsh. Directing flow to this location would result in the Municipality only needing to construct and maintain one pump station instead of two which is a significant advantage for the Municipality. Figure 3.21 shows the proposed layout of this option.



Figure 3.21: Proposed Layout Stannus Street Stormwater Connection to Tregothic Marsh

A storm water pump station with a pumping capacity of $8.1 \text{ m}^3/\text{s}$ is required to maintain a maximum water level of 1.6m Elev. on the back side of the dike during high tides and a 1:100-year storm event. The pump station would consist of a 10m wide concrete inlet structure and sump containing individual pump bays for three (3) submersible axial flow propeller pumps. The inlet structure would have a raised concrete curb and static bar screen to prevent sedimentation and debris from accumulating in the sump. The pumps will discharge through 1.4m diameter riser columns above the normal high tide elevation into a spillway on the backside of the dike.

The pump station will normally operate on only two pumps with the third pump acting as a spare. The single pump duty point is 4.05m³/s at 8m TDH for a combined station capacity of 8.1m³/s. A 1500kW backup generator and automatic transfer switch (ATS) would be included to allow continued operation of two 600hp pumps in the event of a utility power failure. No building structures are required, and the generator, ATS, and control panels would all be housed in lockable weatherproof enclosures.

An approximate 150m long 4m wide gravel access road will be provided from Colonial Rd to the PS site which would include a minimum 6m wide laydown area at the site to permit the use of a boom truck to install and remove the pumps as necessary. 3-phase electricity will be extended approximately 600m along Colonial Rd from near the Headworks Wastewater Treatment Plant to the Pump Station site and will include a new pad mount transformer.

The existing aboiteau will remain operational for day-to-day discharges and the pump station would be activated based on a high level setpoint on the backside of the dike. One option for the pump configuration is provided in Figure 3.22, other options would be evaluated at the design stage.

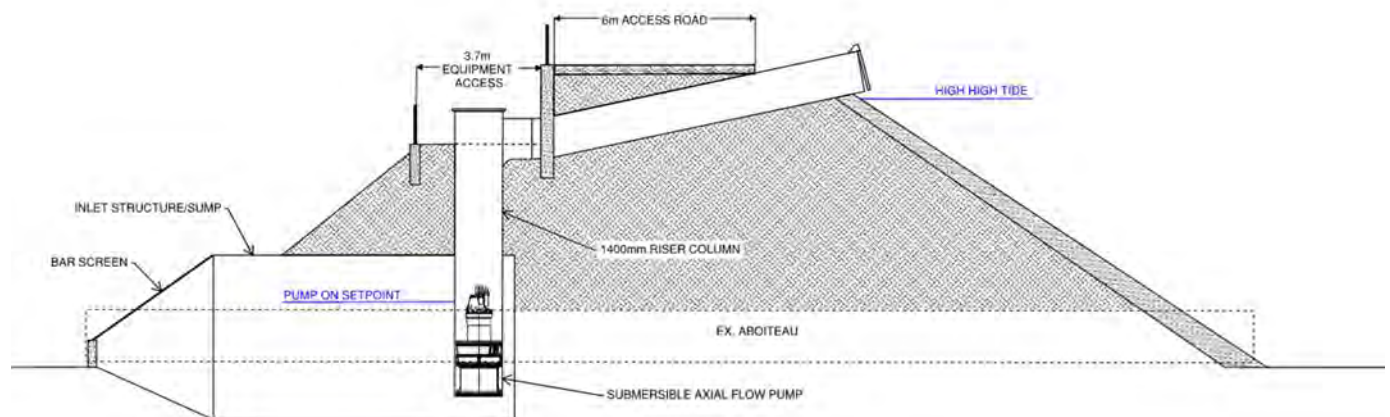


Figure 3.22: Pump Configuration Option

This conceptual option would include the following infrastructure upgrades:

- ▶ No separation of storm and sanitary pipes, except for Stannus Street from Gray St to the CSO chamber.
- ▶ Rerouting the storm pipes as needed to allow for gravity flow to Tregothic Marsh.
- ▶ Adding a new storm sewer main that directs flow to culvert crossing under highway 101
- ▶ In the future a stormwater pump station would be added at the existing aboiteau to allow stormwater to be discharged during high tide.

The modeled flood extents are similar to Options 3 and 4. This is expected as everything is the same except the means of removing the stormwater from the area and both methods are capable of removing the required stormwater. However, this option doesn't require a large pump station to be built in a public park with poor soil conditions and high ground water as an initial phase. This construction would be very difficult, time consuming and expensive.

The hydraulic grade line for Option 5 through Cunnabel Creek combined sewer is slightly higher than Option 4 but less than Option 3. To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street, have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.4 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.4: Comparing the HGL Improvements for Option 5

	Storm Events (yr)	Rim Elevations (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Option 5 (m)
MH-220	1:5	6.55	6.94/7.05	7.05
	1:10		7.01/7.10	7.10
	1:100		7.15/7.29	7.29
MH-183	1:5	5.95	6.25/6.30	5.30
	1:10		6.29/6.32	5.33
	1:100		6.34/6.40	5.37

Notes:

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 - Water level based on future design storm with climate change

This option would require a large storm sewer, or open ditch, to be designed to collect the stormwater from the sewershed and direct it to the culverts crossing at Highway 101. This will result in additional water being added to the Tregothic Marsh watershed which also has flood issues. The impacts of this were reviewed by using the modeled highwater elevation at the discharge point as the tailwater elevation in the model and modeling the new tailwater elevation as a boundary condition in the Tregothic Marsh model, to determine if this will result in additional flooding around the exhibition grounds. The results of the modeling are presented in Figure 3.23 to Figure 3.26, on the following page. The reason the flooding has not increased around the exhibition ground is that this flooding is caused by undersized culverts, ditches, downstream systems, and is not directly related to the water level at Highway 101. Figure 3.27 shows the hydraulic grade line through the Cunnabel Creek combined sewer.

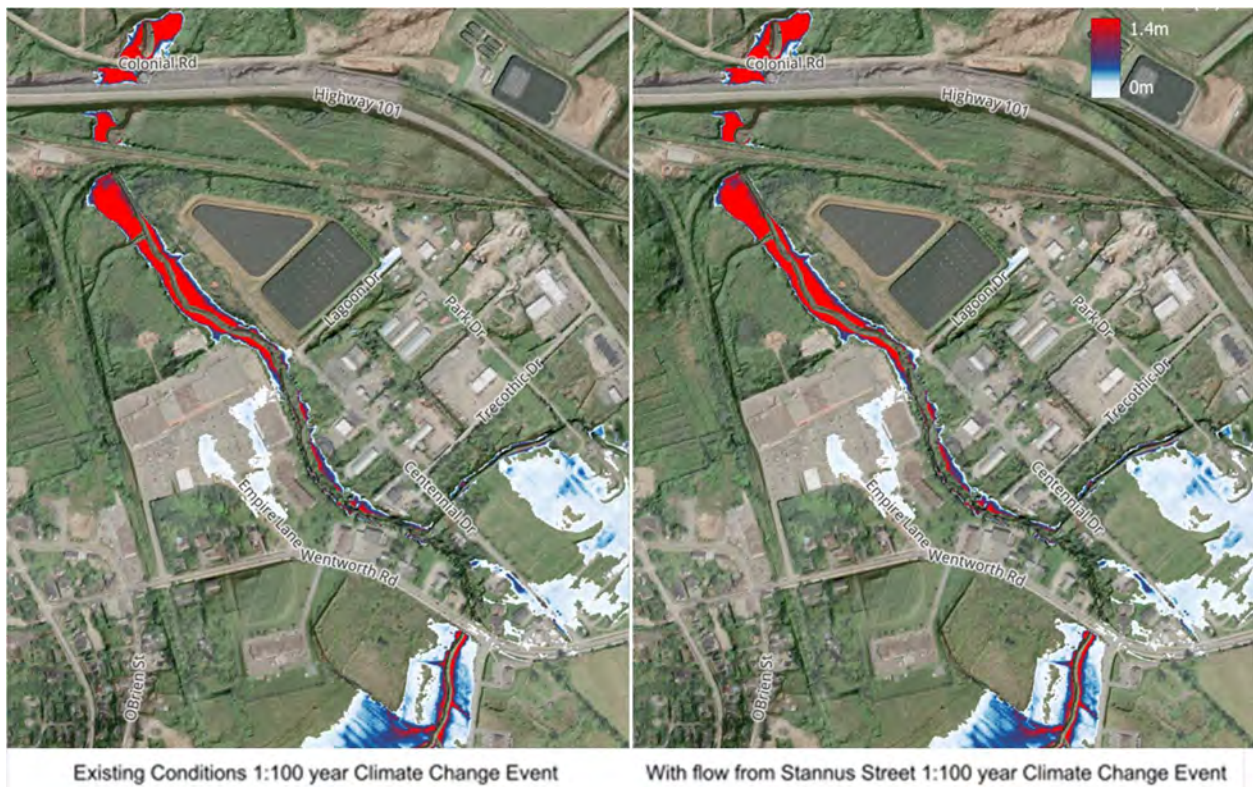


Figure 3.23: Flooding Comparison at Exhibition Grounds

This option will rely on provincially owned infrastructure such as the culverts under Highway 101 and the aboiteau structure to allow for water to reach the receiving environment. Discussion with the groups responsible for this infrastructure will need to be engaged to confirm they agree with this approach.



Figure 3.24: Model Flood Extents 1 in 5-year and Climate Change



Figure 3.25: Model Flood Extents 1 in 10-year and Climate Change

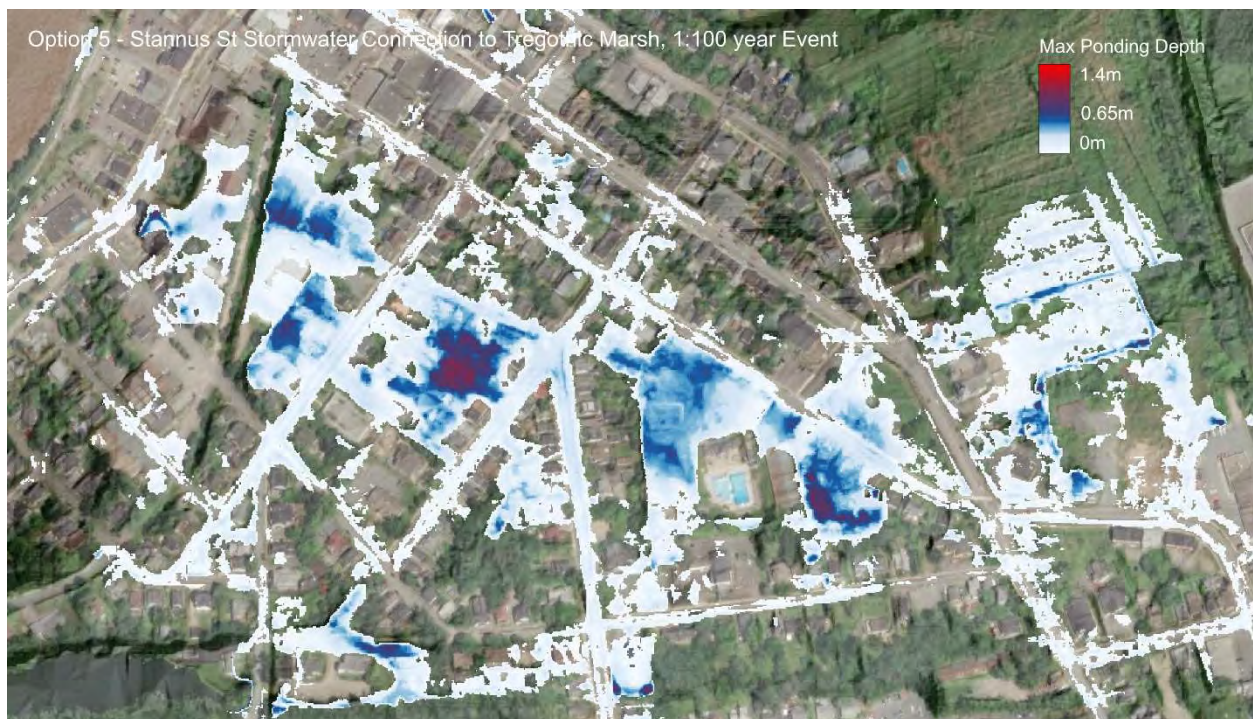


Figure 3.26: Model Flood Extents 1 in 100-year and Climate Change

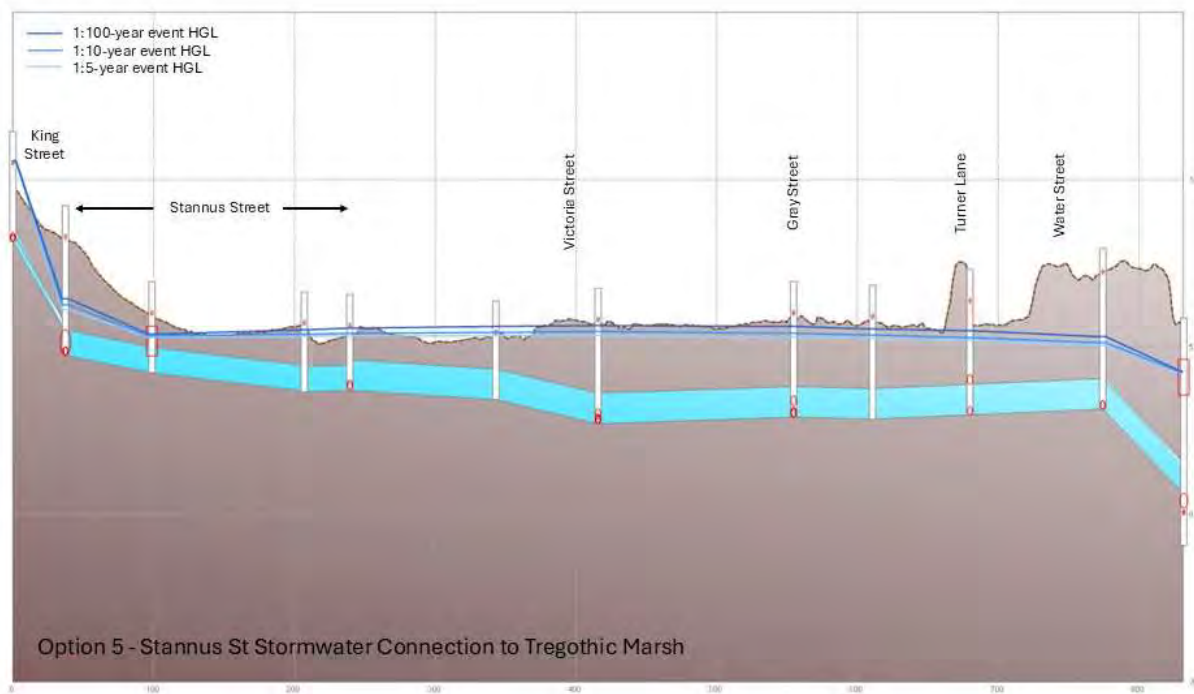


Figure 3.27: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.3 Integrated Option Evaluation

Option 1, 3, 4 and 5 provided positive results in terms of options that could be implemented as first steps prior to the rest of the system being separated. Two combinations of options were explored to see how they worked together:

- ▶ Integration Option 1 – Albert Street Diversion with Option 3/4 – Stannus Street Storage and Pumping.
- ▶ Integration Option 2 – Albert Street Diversion with Option 5 – Stannus Street storm water Connection to Tregothic Marsh.

Option 3 and 4 have the same system layout and are considered equal in comparing results and therefore only one option was used to evaluate this combination. The evaluation below considered the integrated options, described above, connected into the existing system. This evaluation does not include the system being fully separated.

3.3.1 Integrated Option 1 – Albert Street Diversion with Option 3/4 – Stannus Street Storage and Pumping

This option combines the Albert Street diversion with a stormwater pump station near Stannus Street. This option addresses overland flow from the Albert Street sewershed into the Stannus area as well as provides a means of removing collected surface water from the area.

The modeled flood extents, presented below, show significant improvements in flood protection in both the Stannus Street and Gray Street areas. Figure 3.28 to Figure 3.30 (below) illustrate the flooding levels for this option, for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events.

To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street, have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.5 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.5: Comparing the HGL Improvements for Integrated Option 1/3 & 1/4

	Storm Events (yr)	Rim Elevations (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Integrated Option 1/3 (m)	Water Level ² Based on Integrated Option 1/4 (m)
MH-220	1:5	6.55	6.94/7.05	4.56	4.51
	1:10		7.01/7.10	4.64	4.60
	1:100		7.15/7.29	4.75	4.71
MH-183	1:5	5.95	6.25/6.30	6.12	5.29
	1:10		6.29/6.32	6.17	5.33
	1:100		6.34/6.40	6.23	5.37

Notes:

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 – Water level based on future design storm with climate change

The water level for option 1/3 and 1/4 results in the water at Gray Street not surcharging from the manhole. The water level on Stannus Street for option 1/3 is reduced slightly but surcharging of combined sewer is still expected. The model results for Stannus Street for Option 1/4 indicates that combined sewer will not surcharge and exit the system onto the street.



Figure 3.28: Model Flood Extents 1 in 5-year and Climate Change



Figure 3.29: Model Flood Extents 1 in 10-year and Climate Change



Figure 3.30: Model Flood Extents 1 in 100-year and Climate Change

The modeled hydraulic grade line along Cunnabel Creek is different depending on if the CSO connection is implemented. As noted previously there is an improvement to the hydraulic grade line when the CSO is connected to the pump station. Figure 3.31 and Figure 3.32 show the hydraulic grade line through the Cunnabel Creek combined sewer.

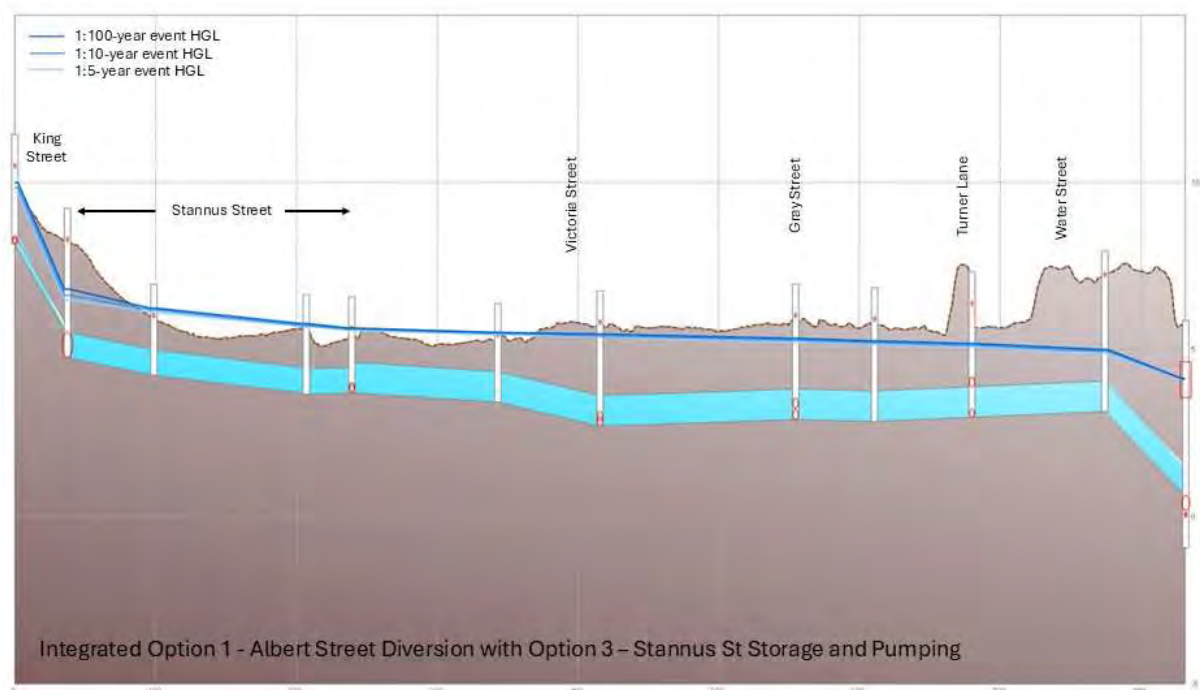


Figure 3.31: Hydraulic Grade Line through Cunnabel Creek Combined Sewer with No CSO Connection to the Pump Station (Option 1/3)

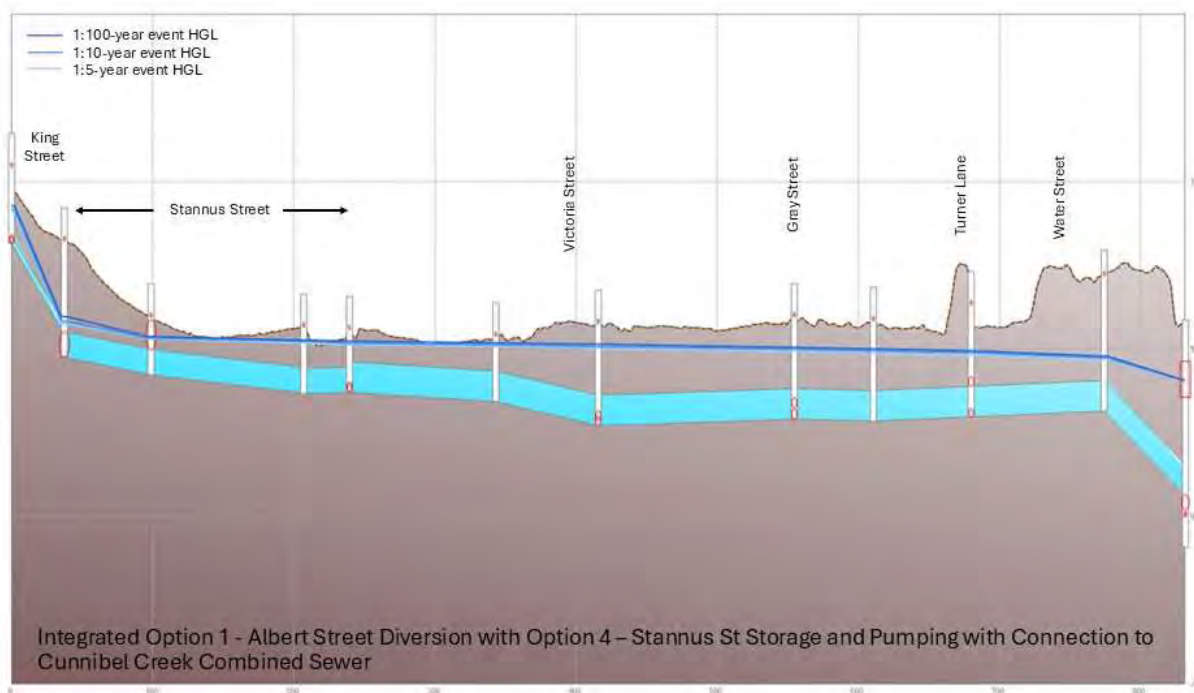


Figure 3.32: Hydraulic Grade Line through Cunnabel Creek Combined Sewer with CSO Connection to the Pump Station (Option 1/4)

3.3.2 Integrated Option 2 – Albert Street Diversion with Option 5 – Stannus Street Stormwater Connection to Tregothic Marsh

This option combined Albert St diversion with a stormwater pipe to divert stormwater to the Highway 101 culverts in Tregothic Marsh and a CSO connection to Cunnabel Creek. This option addresses overland flow from the Albert Street sewershed into the Stannus area as well as provides a means of removing collected surface water from the area.

The modeled flood extents, presented below, show significant improvements in the flood protection in both the Stannus Street and Gray Street areas. The hydraulic grade line along Cunnabel Creek line should limit surfacing of combined sewer onto Stannus Street. Figure 3.33 to Figure 3.35 (on the following page) illustrate the flooding levels in the existing conditions for the 1 in 5-year, 1 in 10-year, and 1 in 100-year storm events. Figure 3.36 shows the hydraulic grade line through the Cunnabel Creek combined sewer.

To demonstrate the impact of implementing this option on the hydraulic grade line, two representative manholes, MH-220 on Gray Street and MH-183 on Stannus Street, have been selected to compare water levels for existing conditions and future conditions. It is important to note that MH-220 and MH-183 both experience flooding during existing storm events. Table 3.6 presents the water level modeled over the MHs during various storm events for existing and future conditions.

Table 3.6: Comparing the HGL Improvements for Integrated Option 2

	Storm Events (yr)	Rim Elevations (m)	Water Level ¹ Based on Existing Combined System (m)	Water Level ² Based on Integrated Option 2 (m)
MH-220	1:5	6.55	6.94/7.05	4.57
	1:10		7.01/7.10	4.65
	1:100		7.15/7.29	4.76
MH-183	1:5	5.95	6.25/6.30	5.26
	1:10		6.29/6.32	5.29
	1:100		6.34/6.40	5.35

1 -Water level on the left is based on current design storms, water level on the right is based on future design storm with climate change

2 – Water level based on future design storm with climate change

This option has similar results to Option 1/4 and there would be no surcharging of combined sewer on Gray Street or Stannus Street.



Figure 3.33: Model Flood Extents 1 in 5-year and Climate Change



Figure 3.34: Model Flood Extents 1 in 10 year and Climate Change



Figure 3.35: Model Flood Extents 1 in 100-year and Climate Change

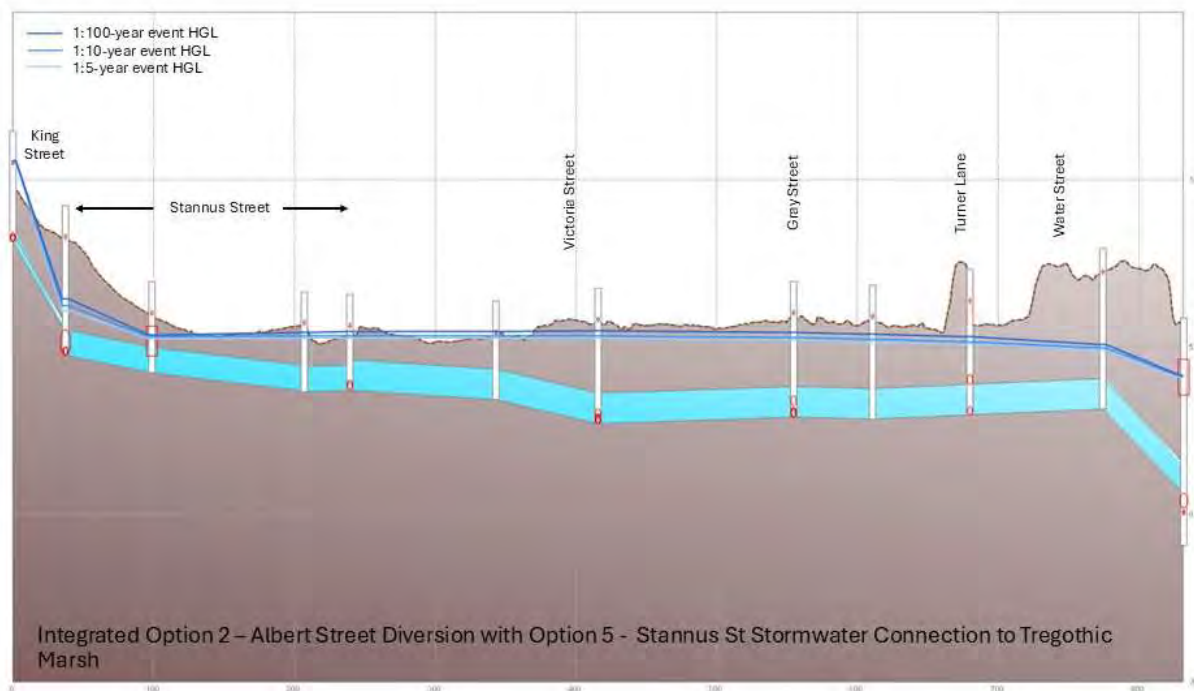


Figure 3.36: Hydraulic Grade Line through Cunnabel Creek Combined Sewer

3.3.3 Summary of HGL Performance

A summary table showing the elevation at MH220 and MH183 is provided below for various storms and options. This shows that integrating the options is needed to have the best performance and that best performance is only achieved once the system is fully separated. Drawing 2 in Appendix A presents the fully separated system.

Table 3.7: Comparing the HGL Improvements for Integrated Option 2

	MH-220			MH-183		
Storm Events (yr)	1:5	1:10	1:100	1:5	1:10	1:100
Rim Elevations	6.55			5.95		
Existing ¹	7.05	7.10	7.29	6.30	6.32	6.40
Option 1 ²	4.63	4.70	4.80	6.29	6.32	6.39
Option 3 ²	7.05	7.10	7.28	6.14	6.18	6.23
Option 4 ²	7.05	7.10	7.29	5.32	5.35	5.39
Option 5 ²	7.05	7.10	7.29	5.30	5.33	5.37
Integrated Option 1/3 ²	4.56	4.64	4.75	6.12	6.17	6.23
Integrated Option 1/4 ²	4.51	4.60	4.71	5.29	5.33	5.37
Integrated Option 2 ²	4.57	4.65	4.76	5.26	5.29	5.35
Full Separation ²	3.75	3.75	3.75	4.28	4.28	4.28

1 - Water level is based on future design storm with climate change

2 - Water level based on future design storm with climate change

3.3.4 Recommendation and Next Steps

3.3.4.1 Recommended Option

Both integrated options provide acceptable results and could be implemented. The difference between the two integrated options is how they remove the stormwater from Sewershed 3, Cunnabel Creek. Integrated Option 1 uses pumping to move the collected stormwater to Lake Pisiquid while Integrated Option 2 uses a gravity system to convey stormwater to Tregothic Marsh near Highway 101. Due to the complexity and time to construct a pump station and force main it is recommended to proceed to the next steps with Integrated Option 2.

3.3.4.2 Gray Steet – Deep Storm sewer

The stormwater system on Gray Street will consist of a large storm sewer that will start near the curling club and travel to the pump station. There is a significant, but short, change in grade near the intersection of Stannus Street and Gray Street which results in a very large and deep excavation to accommodate the pipe. This is required to collect the stormwater in this area and convey it to the proposed pump station or gravity storm system. This is a very small, localized sub catchment of Sewershed 3 and an alternative to this is to leave this area of the system as combined. The benefit of this would be the improved constructability of the storm sewer on Stannus Street, less impacts to property owners, and lower capital cost.

Based on the cost saving and simplified construction on Stannus Street, it is recommended to keep this area as combined. In this scenario, when the Cunnabel Creek combined sewer is eventually replaced, the proposed pipe will still need to be sized for the 1 in 100-year event, as stormwater will still be present in the system. This section of Cunnabel Creek is past the narrow right of way, and so replacing the existing pipe with one of similar size should be feasible.

3.3.4.3 Cunnabel Creek Combined Sewer Replacement

The existing Cunnabel Creek combined sewer is made of various material with varying slope and shape. Sections of the pipe are wood box culverts, circular CSP, or concrete pipes. It is our understanding the pipe is in poor condition and will need to be replaced or rehabilitated, if possible. The section of pipe in Victoria Park will likely be replaced with conventional open trench. The section from Victoria Street to PS1 is located in a difficult area to work and options such as slip lining, rehabilitation, or horizontal directional drill should be explored. For the purpose of this study, we assumed the existing pipe would be replaced with a variety of methods, open trench, horizontal directional drill, and slip lining. A conceptual profile is included in Appendix A.

The section just past Victoria Park under the homes will be slipped lined due to inability for conventional excavation. The section from Gray Street to Turner Lane will be open

trenched. The existing right of way should have room to allow for the removal of the existing combined sewer and replacement of the smaller sanitary sewer. This will need to be explored in more detail during design.

The section from Turner Lane to PS1 will be horizontal direction drilled. Slip lining was investigated, however, the existing combined sewer appears to be back graded and therefore it is not possible to install a pipe with an acceptable grade. Open excavation is not practical due to depth of excavation and proximity of existing buildings.

We have recommended that Area 1C not be separated and that it continues to drain into the Cunnabel Creek combined sewer in the Gray Street area. As a result, the piping from Gray Street to PS1 will need to be sized to accommodate 1 in 100-year storm with climate change.

3.3.4.4 Next Steps

The suggested phasing is presented in Chapter 4, which has the proposed gravity sewer and CSO chamber being construction in 2027. To meet this schedule, design would need to start immediately. This approach assumes that project funding is available; if this is not available, these steps would be delayed until funding is secured. To achieve construction in 2027, all things would need to go smoothly to allow this work to start immediately and approvals obtained without resistance.

Preliminary Design

This includes the development of the selected option to the point that discussion could be started with regulatory agencies and property owners that may be impacted by the construction. This would include confirming the alignment and elevation of the stormwater system, obtaining survey, and conducting geotechnical investigations.

Land purchase requirements are a project risk as it is not known how willing the current landowners would be to sell the land.

Regulatory permits would consist of wetland delineation and alteration permits. These permits require field work to be completed during the summer months to confirm boundaries and functions of wetlands. This would need to be initiated quickly to allow the work to be completed in the 2027 season.

The phasing of this project will result in CSO being discharged into an area that currently doesn't receive CSO. This will need to be discussed with NSE, and approval obtained for this. The CSO is also going to flow into the Bay and DFO will need to be consulted on this process. This process is a project risk as it can be difficult and timely. Discussion should be initiated as soon as possible with the appropriate regulatory agencies.

Detailed Design

Once the route is confirmed, land acquisitions are obtained, and regulatory requirements are understood, the project can move forward into detailed design. Detailed design would include the development of the design drawings and specifications used for construction and advancing the process of receiving regulatory approval.

Construction

After the preparation of Issued for Tender drawings, receiving regulatory approval, and securing all required funding along with Council approval, the construction phase of the project would begin. Depending on the availability of funding, the project could proceed with design of future phases while the construction of the current phase is underway.

The proposed construction phasing is based on building the separated storm sewer infrastructure, so it provides incremental improved performance of the stormwater and sanitary sewer systems. As the phases progress, the system's ability to prevent backups into basements from the existing combined sewer system will improve. In addition, the likelihood of surface flooding from overland flow in sewershed 3, and more specifically the Stannus Street and Gray Street areas, will be reduced. The overall phasing plan is provided in Appendix A as Dwg 03, and a screen shot of this is provided below for reference.

**CBCL**

Profiles for the main sewer along Albert Street, Cunnabel Creek and the Wentworth storm sewer were developed to confirm grades and pipe sizes. The local sanitary and storm sewers will be sized as a part of the detailed design, which will also confirm routing, sizing and elevation of the main sewers.

In order to allow the construction to be phased, a flow control structure will need to be designed and constructed where the new separated sanitary and storm sewer connect to the existing combined sewers. This will need to be completed at the detailed design stage.

During the construction of the stormwater system there will be opportunities to upgrade and replace other infrastructure such as the road surface, sidewalks, curbs, and watermain that are outside the limits of work required to separate the existing combined sewer system. Assumptions were made in the preparation on the costs estimate for reinstatement and generally, unless noted otherwise, it was assumed that work would take place in one travel lane and new curbs would be installed on one side of the road. This method was used to limit the project budget to the work required to complete this separation scope. The scope could be increased at detailed design to include complete road resurfacing or other works that could be done efficiently at the same time.

The phasing approach was based on achieving the quickest improvements to the Stannus Street and Gray Street area. The improvements are noticeable with the completion of Area 1A but are greatly improved when Area 2 is completed. The rest of the system separation will continue to improve the performance of the system with full benefits occurring when the system is fully separated. The key implementation areas are Area 1 and 2, which should be implemented as quickly as possible, with 5 years being a reasonable time frame to complete this work. The remaining areas could be phased over the next 20-25 years.

4.1 Area 1

Area 1 is where majority of the flooding occurs. It has been broken down into three subareas Area 1A, 1B, and 1C, for phasing purposes.

4.1.1 Area 1A

This area should be the first phase of work to be completed as it includes the major trunk storm sewer to collect and convey stormwater to Tregothic Creek. The work in this area will include separating Stannus Street between Gray Street and the proposed combined sewer overflow (CSO) chamber. The purpose of the CSO chamber is to allow combined sewer to discharge from Cunnabel Creek to the stormwater system once the combined sewer is at capacity. This chamber will be looked at further during detailed design and could consist of a fixed weir, bending weir, or other flow control systems. The stormwater system on Stannus Street will be sized for 1 in 100-year storm with climate change and have additional surface access to allow for stormwater to enter the system. This work will

require obtaining a permit to discharge stormwater and combined sewer at the proposed location from Nova Scotia Environment. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	667
Additions	
Storm Sewer	1209
Sanitary Sewer	667

4.1.2 Area 1B

This area consists of local collection and is not a high priority over the next 5 years. However, it should be completed as soon as possible after Area 2A and 2B are completed, as it will provide additional capacity for surface water to enter the stormwater system. A summary of the linear infrastructure removal and additions are provided below.

Removals	Quantity (m)
Combined Sewer	428
Additions	
Storm Sewer	308
Sanitary Sewer	428

4.1.3 Area 1C

This area is recommended to remain as combined sewer collection system, so no work is required in this area. This was done to eliminate the deep stormwater system along Gray Street and Stannus Street. Due to its small size, the cost to separate it was not considered feasible. A separate stormwater pipe could be installed along this street to provide additional access for stormwater to enter the system in low lying areas, if desired.

4.2 Area 2

Area 2 is the source of significant overland flow entering Stannus Street area. The work in this area will help divert the overland flow away from Stannus Street. Due to the large infrastructure and area required to complete the diversion in Area 2, the area has been broken down into three subareas Area 2A, 2B, and 2C for phasing purposes.

4.2.1 Area 2A

This area includes the separation of Albert Street from the outfall to Gray Street. The new storm sewer will be sized for a 1 in 100-year storm with climate change and will have additional inlet capacity added. This work will require obtaining a permit to construct a new

outfall from Nova Scotia Environment as well as DFO. This should be the first phase of Area 2 to be built, and if possible, this phase should be extended to include the additional pipe and storage pond area which are currently labelled under Area 2B. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	293
Additions	
Storm Sewer	454
Sanitary Sewer	293

4.2.2 Area 2B

This area consists of stormwater piping and a storage pond to collect overland flow. The existing combined sewer will be separated, and the new storm sewer will be sized for a 1 in 100-year storm with climate change and have additional inlet capacity. The intent is to regrade Albert Street to collect the overland flow and convey it to the storage pond. Alexander Street, Highland Avenue, and Albert Street east of Wiley Avenue are already separated and will be connected to the new stormwater sewer on Wiley Avenue. The objective of the pond is to provide attenuation to limit downstream stormwater infrastructure size. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	720
Additions	
Storm Sewer	1359
Sanitary Sewer	720

4.2.3 Area 2C

Area 2C was previously separated, however, the storm sewer does not have capacity to accommodate the required design storm and will need to be replaced. The sanitary sewer will remain. The new storm sewer will be sized for a 1 in 100-year storm with climate change and have additional inlet capacity. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	0
Additions	
Storm Sewer	223
Sanitary Sewer	0

4.3 Area 3

This area contributes to the Albert Street storm sewer; however, can be considered low priority. The combined sewer would be separated when this phase is completed. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	758
Additions	
Storm Sewer	593
Sanitary Sewer	758

4.4 Area 4

This area also contributes to the Albert Street storm sewer; however, can be considered low priority. The combined sewer would be separated when this phase is completed. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	782
Additions	
Storm Sewer	980
Sanitary Sewer	782

4.5 Area 5

The stormwater in this area is collected by ditches and generally flows overland to Lake Pisiquid. There is no work required in this area; however, a piped stormwater system could be installed if desired. This would require a new outfall to be design and approved. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	0
Additions	
Storm Sewer	339
Sanitary Sewer	0

4.6 Area 6

The stormwater in this area is collected by ditches and generally flows overland to Lake Pisiquid. There is no work required in this area; however, a piped stormwater system could be installed if desired. This would require a new outfall to be design and approved. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	0
Additions	
Storm Sewer	349
Sanitary Sewer	0

4.7 Area 7

In this area the combined sewer would be separated. The stormwater system does not contribute to the Stannus Street area, making this area a low priority. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	0
Additions	
Storm Sewer	558
Sanitary Sewer	0

4.8 Area 8

In this area the combined sewer would be separated. The piped flow from this area is directed to Stannus Street and this area would be considered high priority once Area 2 is completed. The overland flow from this area travels away from Stannus Street, however, some of this flow is captured by King Street and O'Brien Street and flows via the asphalt surfaces to Stannus Street. There are changes to the overland flow paths as part of this work. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	2382
Additions	
Storm Sewer	1495
Sanitary Sewer	2382

4.9 Area 9

In this area the combined sewer would be separated. Most overland flows from this area flow to Stannus Street. There are changes to the overland flow paths as part of this work. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	980
Additions	
Storm Sewer	821
Sanitary Sewer	980

4.10 Area 10

In this area the combined sewer would be separated. The stormwater system does not contribute to the Stannus Street area, so this area is low priority. There is a section of combined sewers on King Street that has limited capacity, and this section of pipe may need to be addressed prior to separating this area fully. A summary of the linear infrastructure removals and additions are provided below.

Removals	Quantity (m)
Combined Sewer	895
Additions	
Storm Sewer	593
Sanitary Sewer	895

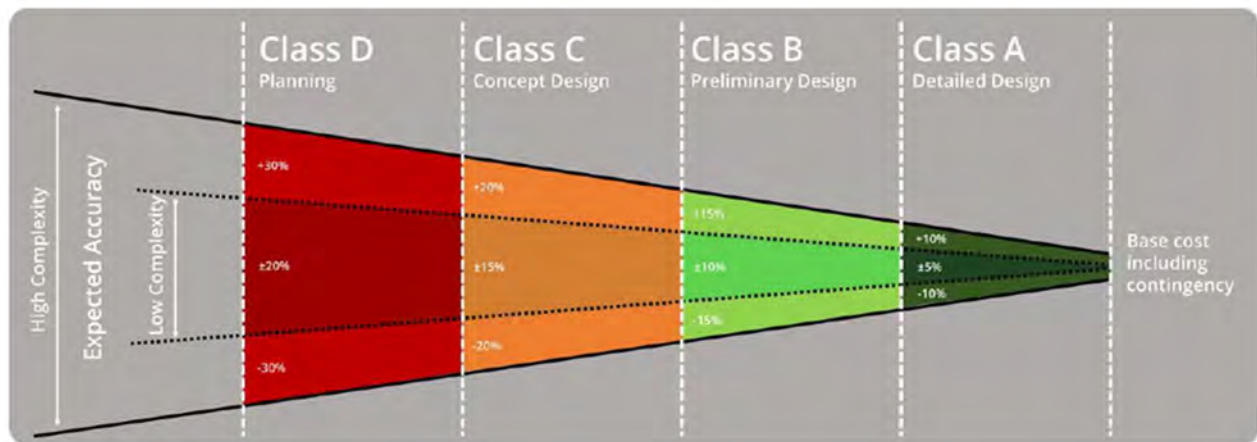
4.11 Area 11

In this area, a new stormwater pump station is required to manage drainage during high tide and 1-in-100-year storm events. It is likely that this station will not be needed until the Tregothic Marsh improves are completed. The existing aboiteau will remain in operation for day-to-day discharges, while the pump station will activate when water levels exceed a high setpoint behind the dike. The pump station is necessary to maintain a maximum water level of 1.6 m Elev. during critical conditions.

5 Opinion of Probable Cost

Costs were developed as part of the project to allow for comparison of options, not to set project budgets. In order to set actual project budgets further design will be required to confirm routing, exact sizing of new infrastructure, existing infrastructure conflicts (that may result in the need to relocate or replace existing works), construction methods, property impacts, environmental requirements, and numerous other issues.

The estimates prepared as part of this project are considered Class C Cost (Concept Design) Estimates for a complex project. The typical range of accuracy of an estimate at this stage in project development is +/-35%. As the projects become more defined and developed the costs will be better defined. We have included a figure below that helps to illustrate this general concept. As more information is obtained and more engineering work carried out , cost certainty increases.



The costs presented below were developed based on a combination of measured units (typically linear length) with estimated unit rates (\$/meter for example) and numerous allowances. Units were calculated from the model for existing combined sewer and new stormwater sewers.

The estimates contain contingencies for design development, construction, and engineering. A brief description of each follow.

Design development contingency is used to account for items that have not been investigated or known to be part of the project at this stage. A value of 40% was used for these estimates.

Construction contingency is to account for items that may come up during construction as unforeseen conditions during the project design phase. A value of 10% was used for these estimates.

Engineering contingency is used to estimate design services that may be required in the design and construction phase of the project. These could include items such as engineering services, geotechnical investigation, survey, and approvals. A value of 13% was used for these estimates.

Note that items such as land purchases, legal services, staff time, and complex environmental assessment, are not included in the estimate. A summary of our opinion of probable costs are provided below, a complete break down of the costing is provided in Appendix B for each Area.

OPINION of PROBABLE CONSTRUCTION COSTS
Stormwater Management Plan Town of Windsor



(Based on CBCL Stormwater Report Plan - dated 03-06-2023)

Date:	01/08/25
Project No.:	221101.00
Prepared & Revised by:	LI / AT / AB
Budget Class	Class C

SUMMARY

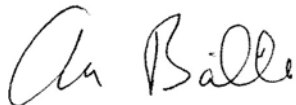
No.	AREA	AREA TOTALS
1	AREA 01A - Stannus Street	\$ 18,200,000
2	AREA 01B - Victoria Street	\$ 5,000,000
3	AREA 01C - Gray Street	\$ -
4	AREA 2A - Albert Street to Outfall	\$ 5,200,000
5	AREA 2B - Wiley Ave. to Albert Street	\$ 8,700,000
6	AREA 2C - Optional Albert Street	\$ 1,500,000
7	AREA 3 - Clifton Ave	\$ 5,900,000
8	AREA 4 - Cedar, Avon, and Chestnut Street	\$ 7,600,000
9	AREA 5 - Lakeview Drive	\$ 2,300,000
10	AREA 6 - Sunset Ave to River Street	\$ 6,700,000
11	AREA 7 - Wiley Avenue	\$ 3,900,000
12	AREA 8 - O'Brien and King Street	\$ 14,500,000
13	AREA 9 - Gerrish Street	\$ 8,200,000
14	AREA 10 - Water Street and King Street	\$ 6,400,000
15	AREA 11 - Aboiteau Pump Station	\$ 21,640,000
16	Cunnabel Creek - Upgrades	\$ 10,241,000
17	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1	Included
18	CONSTRUCTION CONTINGENCY - Note 2	Included
19	LOCATION FACTOR - Note 3	Included
20	ESCALATION (Based on 2025 Dollars) - Note 4	Not Included
21	TOTAL - OPINION of PROBABLE CONSTRUCTION COSTS Less HST	\$ 126,000,000
22	Engineering & Design	\$ 16,400,000
	TOTAL - ENGINEERING & DESIGN and CONSTRUCTION COSTS Less HST	\$ 142,400,000

6 Conclusion

We hope that you find this stormwater management plan report sufficiently describes the required infrastructure upgrades for the Windsor area at a conceptual. Should you have any questions, require clarifications, or wish to discuss any aspects of this letter, please contact Alan Ehrenholz or Aaron Baillie. We appreciate the opportunity to be part of this project and look forward to its continued success.

Yours very truly,

CBCL Limited



Prepared by:
Aaron Baillie, P.Eng.
Manager Municipal Engineering
Direct: 902-492-6750
E-Mail: aaronb@cbcl.ca



Bobby Pettigrew P.Eng.
Sen. Water Resource Engineer
Direct: 343-655-1964
E-mail: bpettigrew@cbcl.ca

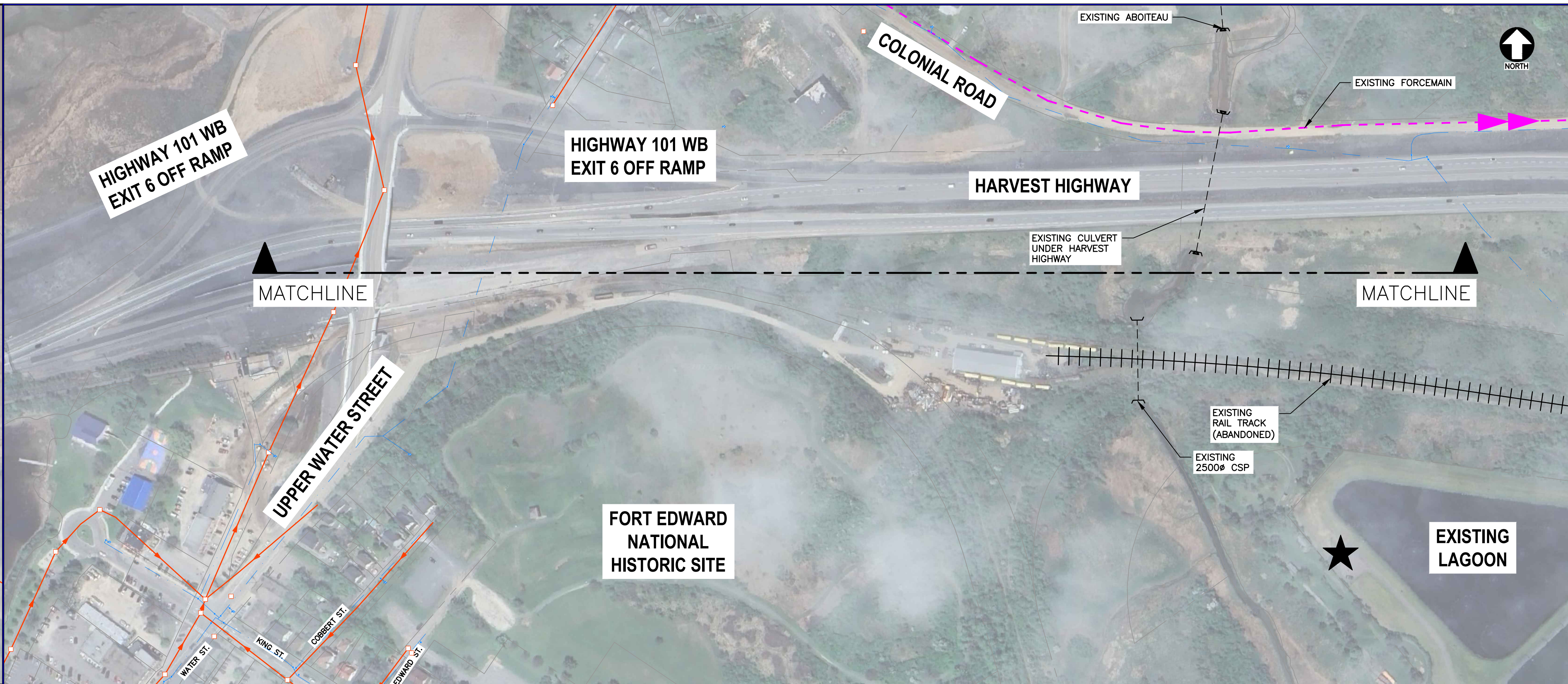
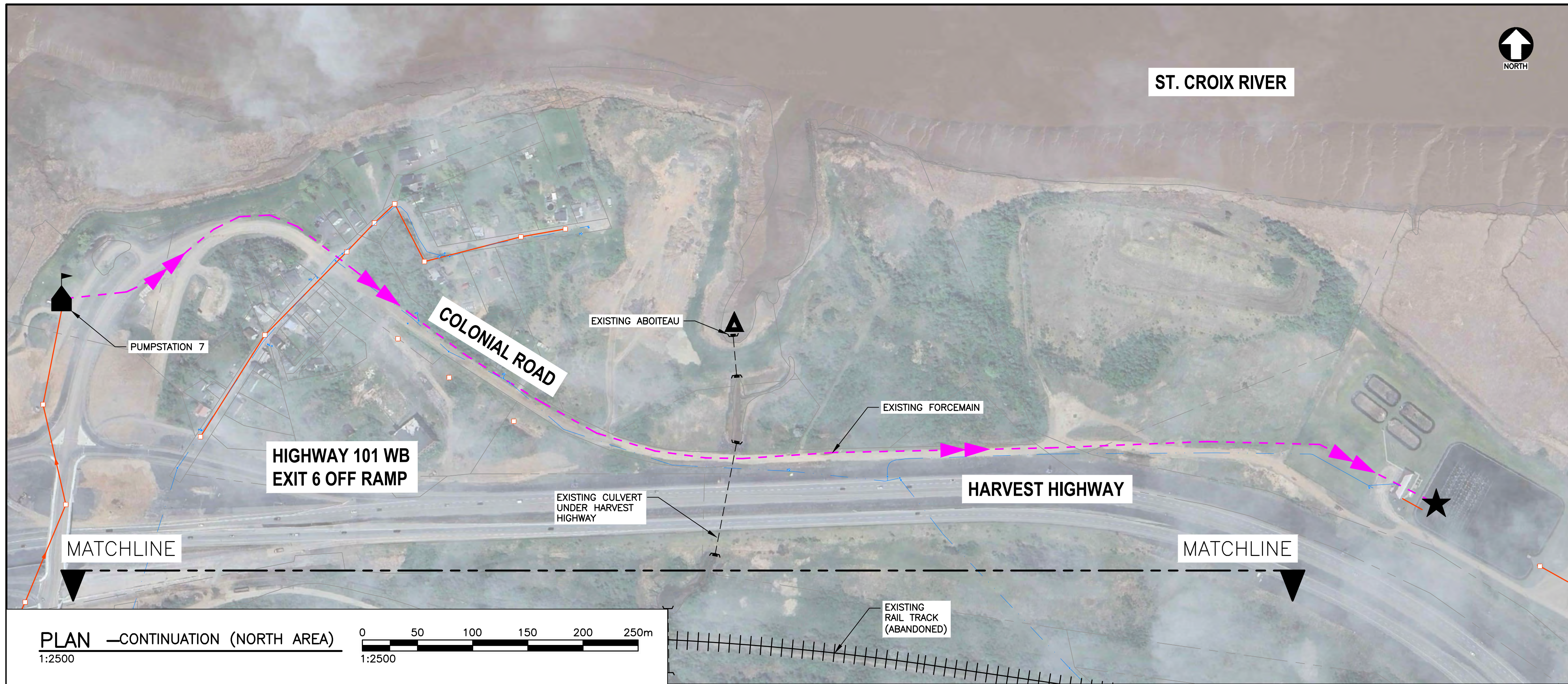


Reviewed by:
Alan Ehrenholz, P.Eng.
Group Lead Linear Infrastructure
Direct: 604-317-9720
E-Mail: aehrenholz@cbcl.ca

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.

APPENDIX A

Drawings and Figures



LEGEND

- PROPERTY LINE (EX.)
- FORCE MAIN (EX.)
- WATER MAIN (EX.)
- SANITARY SEWER (EX.)
- SANITARY SEWER (PR.)
- COMBINED SEWER (EX.)
- COMBINED SEWER (PR.)
- STORM SEWER (EX.)
- STORM SEWER (PR.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-CSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- TREATMENT PLANT (EX.)
- OUTFALL (EX.)

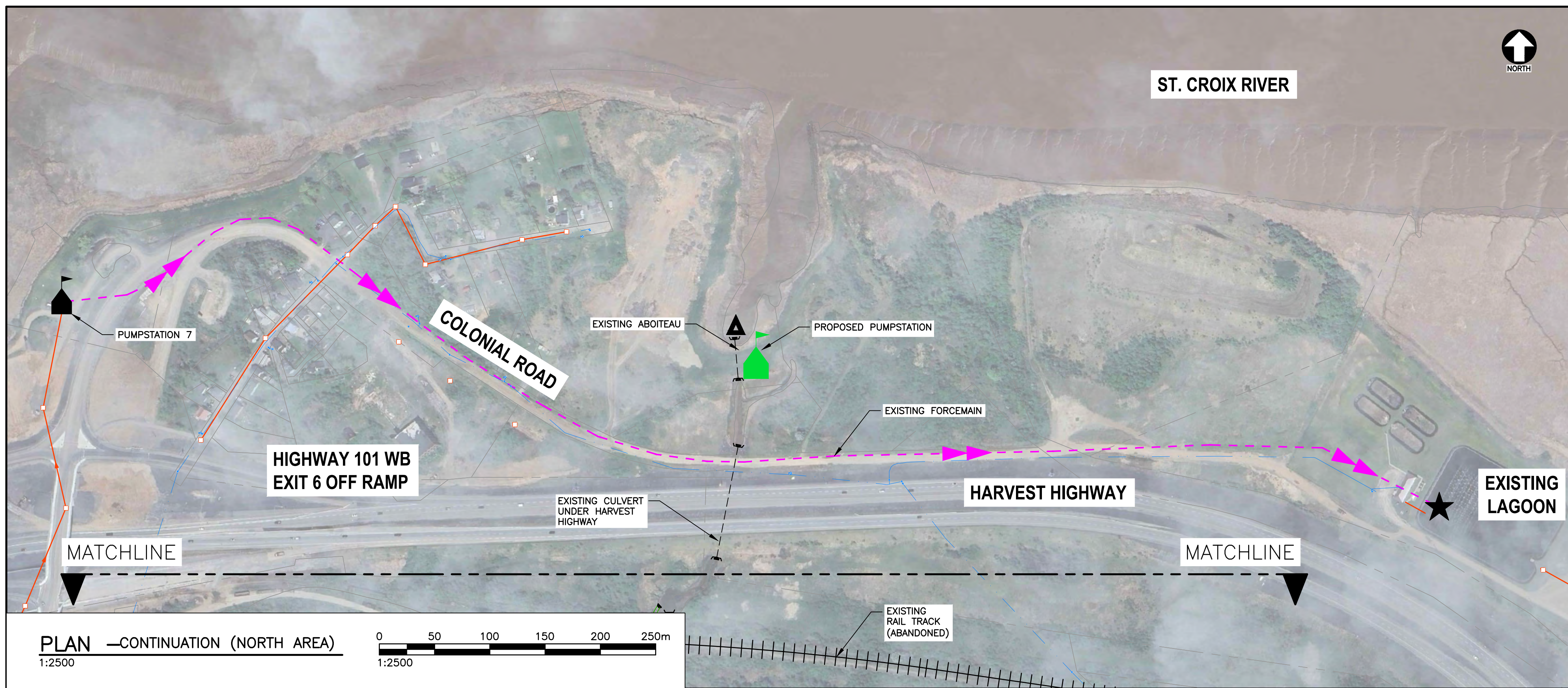
DWG 01

WINDSOR STORMWATER MANAGEMENT PLAN

EXISTING CONDITION

DATE:	1/8/2025	
DRAWN BY:	EJ	
CHECKED BY:	AE	
APPROVED BY:	AB	
NOTES:		
SCALE:	AS NOTED	

West Harts
CBCL



LEGEND

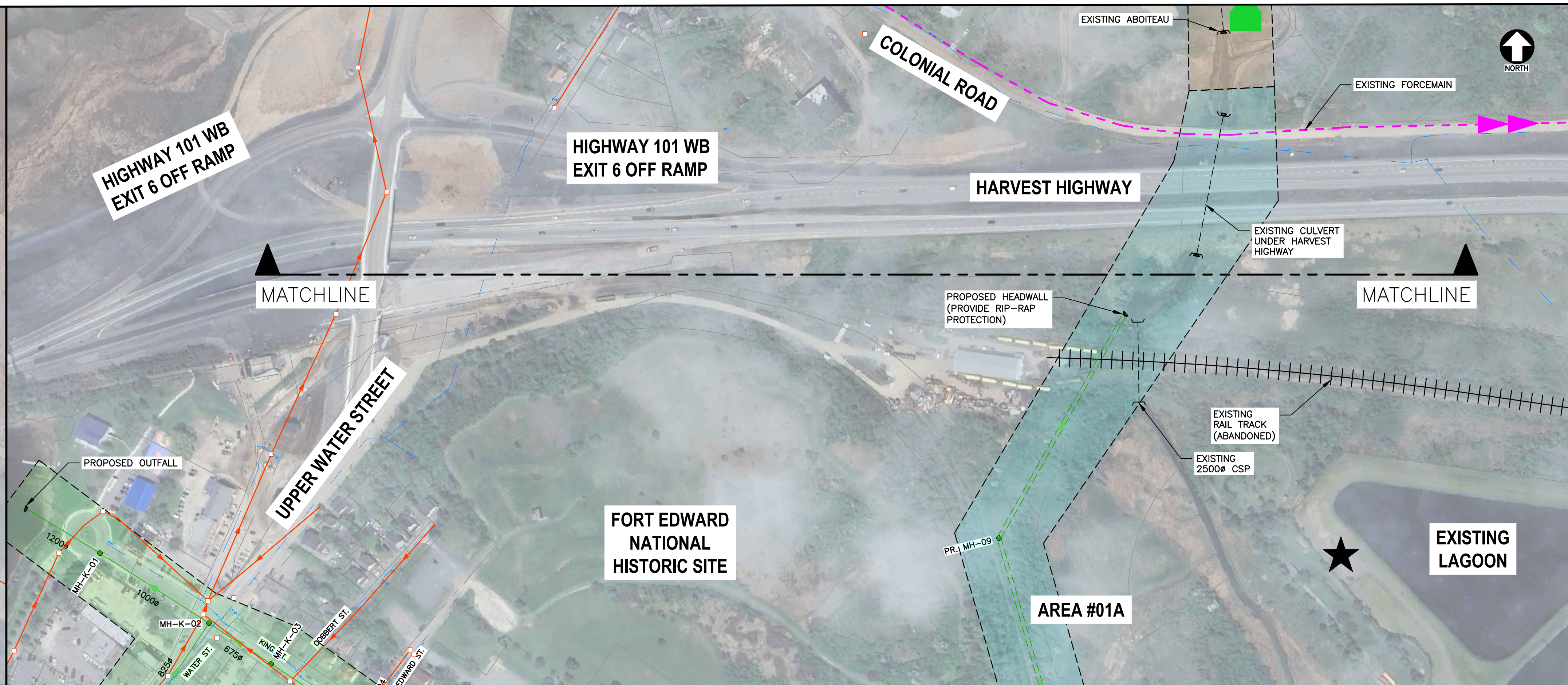
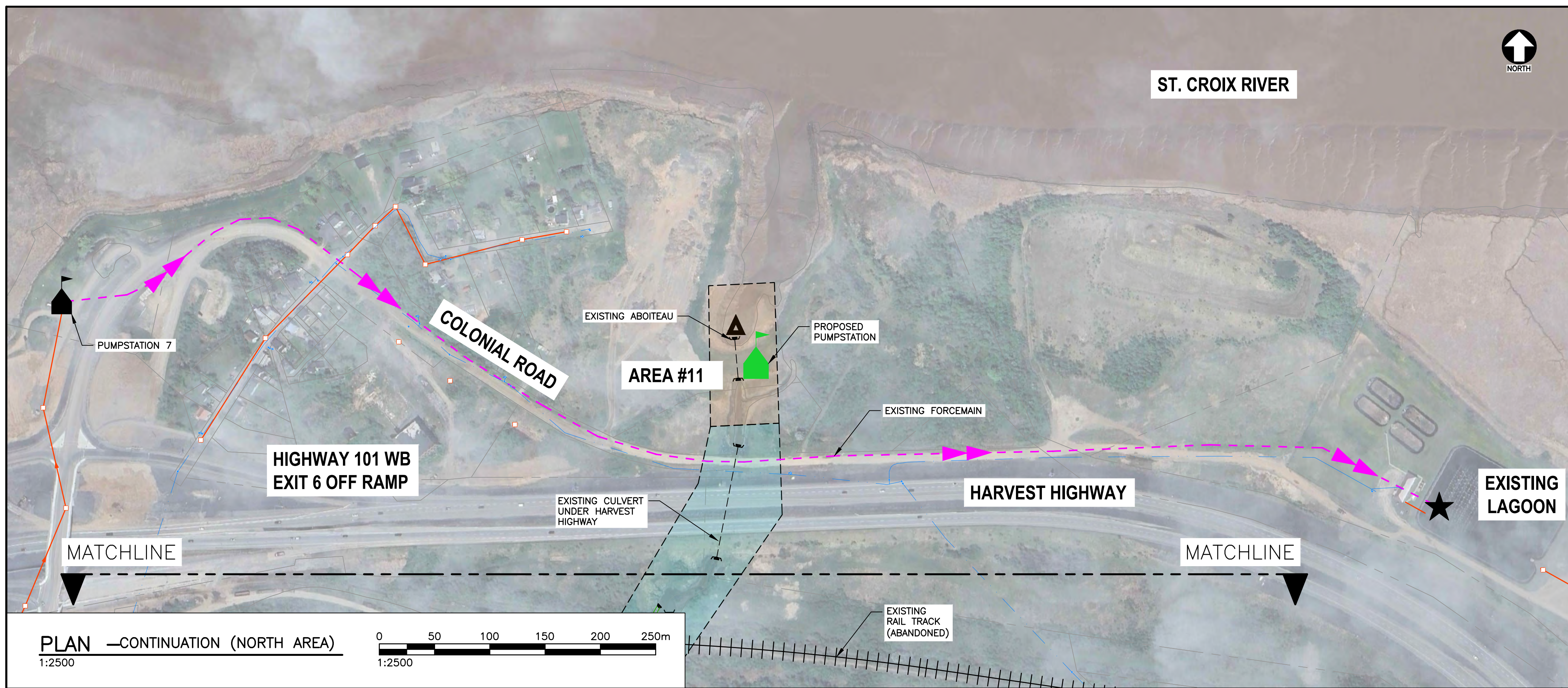
- PROPERTY LINE (EX.)
- FORCEMAIN (EX.)
- WATERMAIN (EX.)
- SANITARY SEWER (EX.)
- SANITARY SEWER (PR.)
- COMBINED SEWER (EX.)
- COMBINED SEWER (PR.)
- STORM SEWER (EX.)
- STORM SEWER (PR.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-CSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- TREATMENT PLANT (EX.)
- OUTFALL (EX.)

DWG 02 West Harts CBCL

WINDSOR STORMWATER MANAGEMENT PLAN

PROPOSED CONDITION

DATE:	1/8/2025
DRAWN BY:	EJ
CHECKED BY:	AE
APPROVED BY:	AB
NOTES:	
SCALE:	AS NOTED



LEGEND

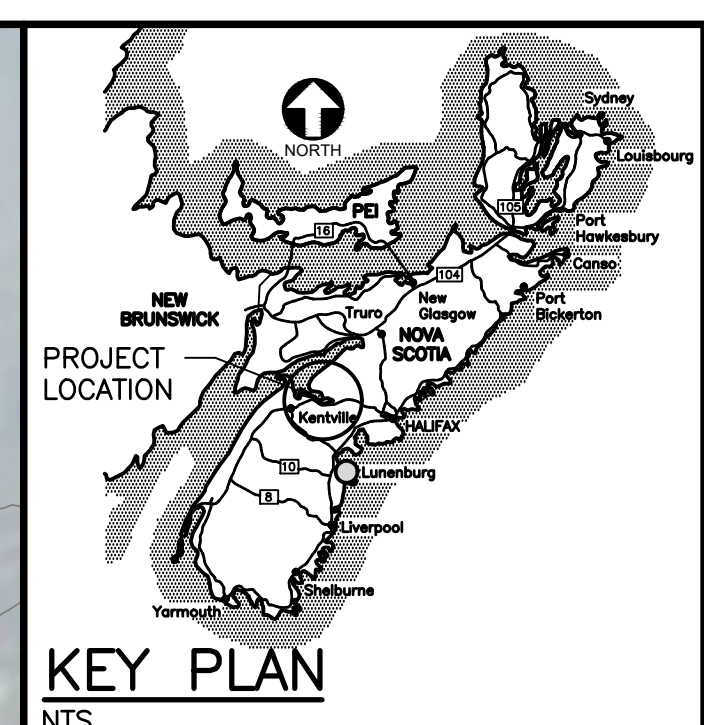
- PROPERTY LINE (EX.)
- FORCEMAIN (EX.)
- WATERMAIN (EX.)
- SANITARY SEWER (EX.)
- COMBINED SEWER (EX.)
- STORM SEWER (EX.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-CSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- TREATMENT PLANT (EX.)
- OUTFALL (EX.)

DWG 03 West Harts CBCL

WINDSOR STORMWATER MANAGEMENT PLAN

PROPOSED STORMWATER PLAN

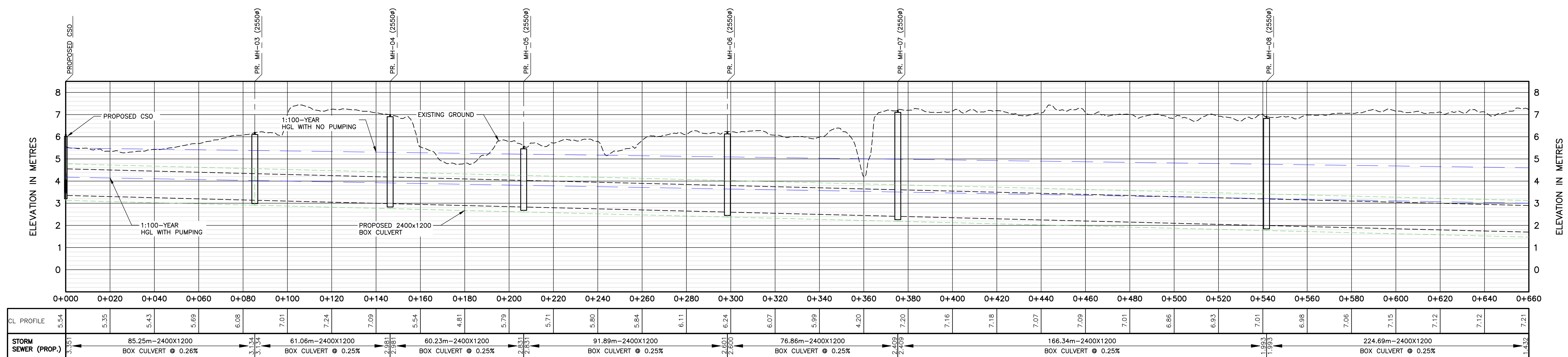
DATE:	1/8/2025	
DRAWN BY:	EJ	
CHECKED BY:	AE	
APPROVED BY:	AB	
NOTES:		
SCALE:	AS NOTED	



- ## LEGEND
- | | |
|---|-----------------------------------|
|  | PROPERTY LINE (EX) |
|  | FORCEMAN (EX) |
|  | WATERMAIN (EX) |
|  | SANITARY SEWER (EX) |
|  | SANITARY SEWER (PR) |
|  | COMBINED SEWER (EX) |
|  | STORM SEWER (PR) |
|  | BOX CULVERT STORM SEWER (PR) |
|  | COMBINED MH (EX) |
|  | STORM MANHOLE (PR) |
|  | COMBINED SEWER OVERFLOW--CSO (PR) |
|  | PUMP STATION (EX) |
|  | PUMP STATION (PR) |
|  | CUNNELL GREEK PIPE (EX) |
|  | STORM HEADWALL (PR) |
|  | STORM HEADWALL (EX) |
|  | TOP OF SLOPE (EX) |
|  | RAIL TRACKS (EX) |

NOTES

1. THIS DRAWING IS CONCEPTUAL ONLY.
DO NOT USE FOR CONSTRUCTION.



NOT FOR
CONSTRUCTION

A	ISSUED FOR SMALL REPORT	07/23/2025	AB
No.	Description	Date	By

File No. _____

WINDSOR
STORMWATER
MANAGEMENT PLAN

STUDY
CIVIL

TREGOTHIC MARSH STORMWATER PLAN AND PROFILE



CBL No 221101	Contract No
Date 08/01/2025	Scale AS NOTED
Designed AE	Drawn EJ
Checked AB	Approved AB
Sheet No 1 of 2	

Drawing No
DWG 4A



PROJECT LOCATION

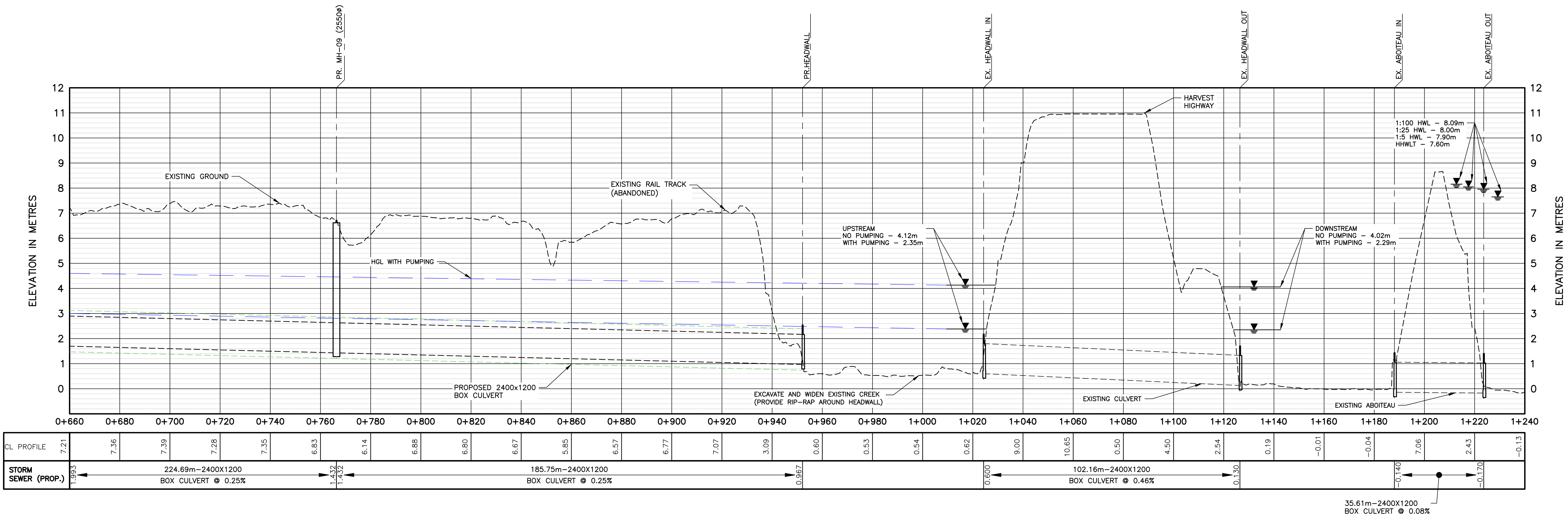
KEY PLAN NTS

LEGEND

- PROPERTY LINE (EX.)
- FORCEMAIN (EX.)
- WATERMAIN (EX.)
- SANITARY SEWER (EX.)
- SANITARY SEWER (PR.)
- COMBINED SEWER (EX.)
- STORM SEWER (PR.)
- BOX CULVERT STORM SEWER (PR.)
- COMBINED MH (EX.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-CSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- CUNNINGHAM CREEK PIPE (EX.)
- STORM HEADWALL (PR.)
- STORM HEADWALL (EX.)
- TOP OF SLOPE (EX.)
- RAIL TRACKS (EX.)

NOTES

1. THIS DRAWING IS CONCEPTUAL ONLY. DO NOT USE FOR CONSTRUCTION.



PROFILE
1:1000[H] 1:100 [V]

NOT FOR CONSTRUCTION

ISSUED FOR SMALL REPORT	07/23/2025	AB	
No.	Description	Date	By
Revision or Issue			

File No.

WINDSOR STORMWATER MANAGEMENT PLAN

STUDY CIVIL

TREGOTHIC MARSH STORMWATER PLAN AND PROFILE

CBCL

CBCL No.	Contract No.
221101	
Date	Scale
08/01/2025	AS NOTED
Designed	Drawn
AE	EJ
Checked	Approved
AB	AB
Sheet No.	of 2
2	
Drawing No.	
DWG 4B	

841-1189 TITLE SHEET (50 A0)

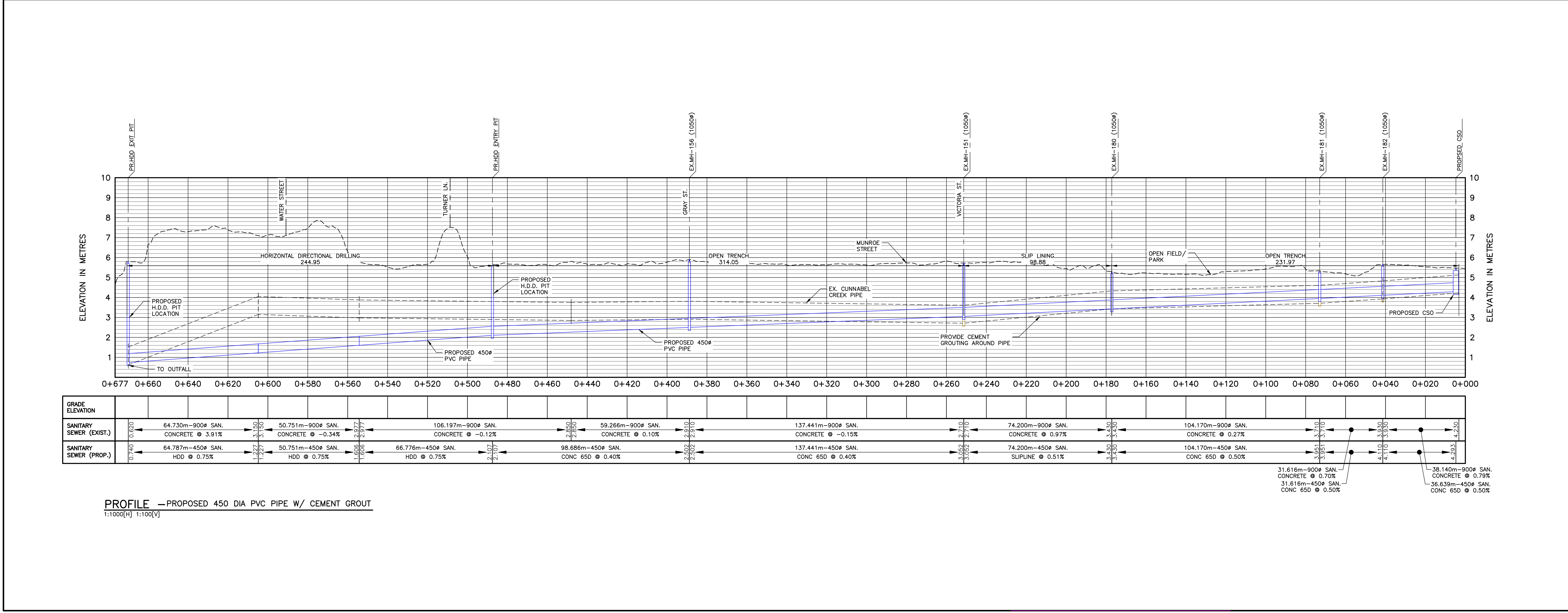


KEY PLAN
NTS

LEGEND

- PROPERTY LINE (EX.)
- FORCEMAIN (EX.)
- WATERMAIN (EX.)
- SANITARY SEWER (EX.)
- SANITARY SEWER (PR.)
- COMBINED SEWER (EX.)
- STORM SEWER (PR.)
- BOX CULVERT STORM SEWER (PR.)
- COMBINED MH (EX.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-CSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- CUNNABEL CREEK PIPE (EX.)
- STORM HEADWALL (PR.)
- STORM HEADWALL (EX.)
- TOP OF SLOPE (EX.)
- RAIL TRACKS (EX.)

NOTES
1. THIS DRAWING IS CONCEPTUAL ONLY.
DO NOT USE FOR CONSTRUCTION.



NOT FOR CONSTRUCTION

No.	Description	Date	By
A	ISSUED FOR SMALL REPORT	07/23/2025	AB

Revision or Issue

File No.

WINDSOR STORMWATER MANAGEMENT PLAN

STUDY CIVIL

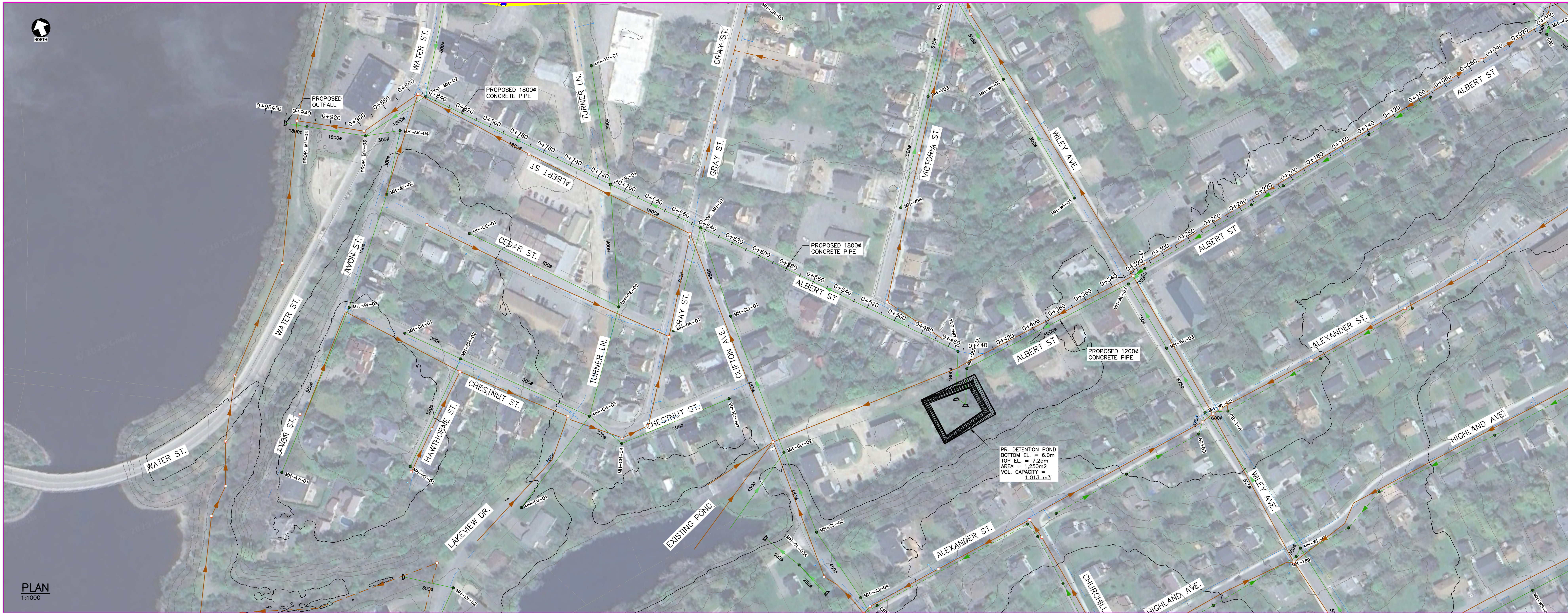
CUNNABEL CREEK PROPOSED PIPE PLAN AND PROFILE

CBCL

Drawn	Checked	Approved
AE	AB	AB

Sheet No. 1 of 1

DWG 5



KEY PLAN
NTS

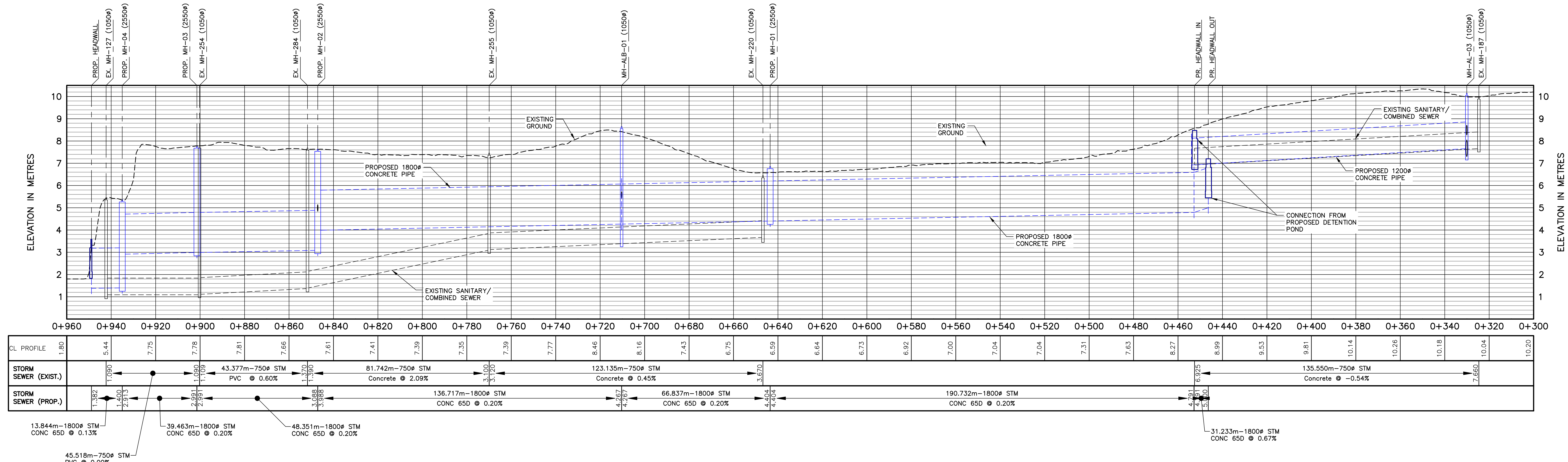
LEGEND

- PROPERTY LINE (EX.)
- FORCEMAIN (EX.)
- SANITARY SEWER (EX.)
- SANITARY SEWER (PR.)
- COMBINED SEWER (EX.)
- STORM SEWER (PR.)
- BOX CULVERT STM SEWER (PR.)
- COMBINED MH (EX.)
- STORM MANHOLE (PR.)
- COMBINED SEWER OVERFLOW-SSO (PR.)
- PUMP STATION (EX.)
- PUMP STATION (PR.)
- CUNIBEL CREEK PIPE (EX.)
- STORM HEADWALL (PR.)
- TOP OF SLOPE (EX.)
- RAIL TRACKS (EX.)

NOTES

1. THIS DRAWING IS CONCEPTUAL ONLY. DO NOT USE FOR CONSTRUCTION.

PLAN
1:1000



PROFILE —PROPOSED 1800 DIA CONCRETE PIPE ALONG ALBERT STREET
1:1000[H] 1:100[V]

NOT FOR CONSTRUCTION

No.	Description	Date	By
A	ISSUED FOR SMALL REPORT	07/23/2025	AB

Revision or Issue

File No. #####

MWH WINDSOR STORMWATER PLAN

STUDY
CIVIL

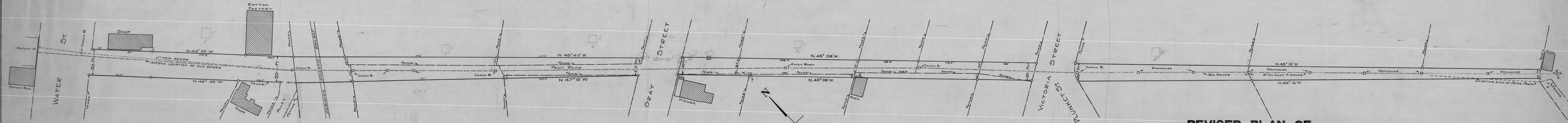
ALBERT STREET PROFILE FROM THE OUTFALL TO WILEY AVE.

CBCL

Drawn	Checked	Scale	Contract No.
AE	AB	AS NOTED	221101

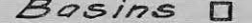
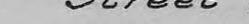
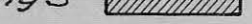
Sheet No. 1 of 1

DWG 6



**REVISED PLAN OF
RIGHT OF WAY FOR
CUNNABEL CREEK SEWER
TOWN OF WINDSOR, N.S.**

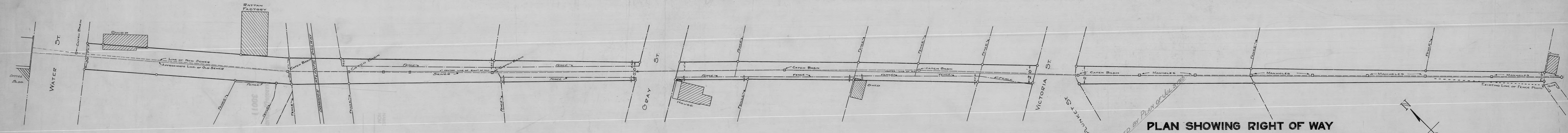
SCALE 30 FT. = 1 IN.

LEGEND
Steel Pins Placed on Right-of-Way Boundaries Shown thus 
Existing Fences  Catch Basins 
Street Lines  Buildings 
Line of Sewer 

SURVEY & PLAN BY *W.D. Black*
July 3, 1915.

APPROVED *W.H. Roach*
MAYOR

APPROVED *Charles A. Royce*
CHAIRMAN SEWER COMM.



APPROVED..... MAYOR
APPROVED..... CHAIRMAN SEWER COMM.

PLAN SHOWING RIGHT OF WAY FOR CUNABEL CREEK SEWER

AS STAKED OUT FROM AN OLD TRACING NOW IN
THE POSSESSION OF THE TOWN

SCALE 30 FT. = 1 IN.

LEGEND
Steel Pins Placed on Right of Way Boundaries Shown thus ○
Existing Fences ——— Catch Basins □
Street Lines ——— Buildings ▨
Line of Sewer ——— Note: Width of R.O.W. at East End has been
Reduced from 12 ft. to 10 ft.

SURVEY & PLAN BY *W. H. [Signature]*
JUNE 17, 1915

APPENDIX B

Class C Opinion of Probable Cost

OPINION of PROBABLE CONSTRUCTION COSTS
Stormwater Management Plan Town of Windsor



Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

SUMMARY

No.	AREA	AREA TOTALS
1	AREA 01A - Stannus Street	\$ 18,200,000
2	AREA 01B - Victoria Street	\$ 5,000,000
3	AREA 01C - Gray Street	\$ -
4	AREA 2A - Albert Street to Outfall	\$ 5,200,000
5	AREA 2B - Wiley Ave. to Albert Street	\$ 8,700,000
6	AREA 2C - Optional Albert Street	\$ 1,500,000
7	AREA 3 - Clifton Ave	\$ 5,900,000
8	AREA 4 - Cedar, Avon, and Chestnut Street	\$ 7,600,000
9	AREA 5 - Lakeview Drive	\$ 2,300,000
10	AREA 6 - Sunset Ave to River Street	\$ 6,700,000
11	AREA 7 - Wiley Avenue	\$ 3,900,000
12	AREA 8 - O'Brien and King Street	\$ 14,500,000
13	AREA 9 - Gerrish Street	\$ 8,200,000
14	AREA 10 - Water Street and King Street	\$ 6,400,000
15	AREA 11 - Aboiteau Pump Station	\$ 21,640,000
16	Cunnabel Creek - Upgrades	\$ 10,241,000
17	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - <i>Note 1</i>	<i>Included</i>
18	CONSTRUCTION CONTINGENCY - <i>Note 2</i>	<i>Included</i>
19	LOCATION FACTOR - <i>Note 3</i>	<i>Included</i>
20	ESCALATION (Based on 2025 Dollars) - <i>Note 4</i>	<i>Not Included</i>
21	TOTAL - OPINION of PROBABLE CONSTRUCTION COSTS Less HST	\$ 126,000,000
22	Engineering & Design	\$ 16,400,000
	TOTAL - ENGINEERING & DESIGN and CONSTRUCTION COSTS Less HST	\$ 142,400,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1** This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2** The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3** This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4** This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Budget Definitions

A **Class "C" Budget** is based on a full description of the preferred option, construction/design experience and market conditions. This estimate should be sufficient for making correct investment decisions and obtaining preliminary project approval. Design development is typically in the order of 25% complete.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 01A - Stannus Street

Date:	01/08/25
Project No.	221101.00
Prepared & Revieed by:	EJ / AT / AB
Budget Class	Class C

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 1,000,000	\$ 1,000,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
A.	Pipe					\$ 10,700,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	0	\$ -	
3	350 PVC DR35	m	\$ 2,700	0	\$ -	
4	375 PVC DR35	m	\$ 2,750	84	\$ 231,000	
5	400 PVC DR35	m	\$ 2,800	0	\$ -	
6	450 Concrete 65D	m	\$ 2,775	66	\$ 183,150	
8	500 Concrete 65D	m	\$ 2,800	66	\$ 184,800	
13	750 Concrete 65D	m	\$ 2,950	225	\$ 663,750	
20	2.4x1.2m Box Culvert	m	\$ 8,000.00	954	\$ 7,632,000	
B.	Structure					
1	Manholes (1.05m Dia.) Precast	no.	\$ 6,000.00	3	\$ 18,000	
2	Manholes (1.80m Dia.) Precast	no.	\$ 12,000.00	8	\$ 96,000	
3	Manholes (2.40m Dia.) Precast	no.	\$ 20,000.00	5	\$ 100,000	
4	CSO Cast-in Place	no.	\$ 80,000.00	1	\$ 80,000	
5	Headwall Outfall Cast-in Place	no.	\$ 10,000.00	1	\$ 10,000	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200.00		\$ -	
2	250 PVC DR35	m	\$ 1,200.00	667	\$ 800,400.00	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000.00	9.00	\$ 54,000.00	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.		0	\$ -	
Watermain Management						
1	200 DR18 Water		\$ 1,500.00	0	\$ -	
Services						
1	House	ea	\$ 10,000	44	\$ 440,000	
10	ENVIRONMENTAL PROTECTION	LS	\$ 180,000	1	\$ 180,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 4,720,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 16,520,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 1,652,000	
15	LOCATION FACTOR - Note 2			0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 18,200,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1
- This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2
- The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3
- This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4
- This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

**Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor**



(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 01B - Victoria Street

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 1,000,000	\$ 1,000,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
A.	Pipe					\$ 2,100,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	93	\$ 245,136	
9	525 Concrete 65D	m	\$ 2,800	144	\$ 403,190	
10	550 Concrete 65D	m	\$ 2,875	0	\$ -	
11	600 Concrete 65D	m	\$ 2,875	0	\$ -	
12	675 Concrete 65D	m	\$ 2,950	71	\$ 210,198	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000	5	\$ 30,000	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.	\$ 10,000	0	\$ -	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200		\$ -	
2	250 PVC DR35	m	\$ 1,200	428	\$ 513,600	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000	4	\$ 24,000	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.		0	\$ -	
Services						
1	House	ea	\$ 10,000	46	\$ 460,000	
10	ENVIRONMENTAL PROTECTION	LS	\$ 180,000	1	\$ 180,000	
.1	Silt Fencing	m	\$ -	0	<i>Included</i>	
.2	Ditch Dykes	Ea	\$ -	0	<i>Included</i>	
.3	Settling Ponds	Ea	\$ -	0	<i>Included</i>	
.4	Ground Cover	m ²	\$ -	0	<i>Included</i>	
.5	Debris Boom	m	\$ -	0	<i>Included</i>	
.6	Silt Curtain	m	\$ -	0	<i>Included</i>	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 1,280,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 4,480,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 448,000	
15	LOCATION FACTOR - Note 2			0%	<i>Included</i>	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	<i>Not Included</i>	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 5,000,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1** This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2** The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3** This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4** This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor



(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 01C - Gray Street

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 1,000,000	\$ 1,000,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
A.	Pipe					\$ 400,000
1	250 PVC DR35		\$ 2,650	0	\$ -	
2	300 PVC DR35		\$ 2,650	0	\$ -	
3	350 PVC DR35		\$ 2,700	0	\$ -	
4	375 PVC DR35		\$ 2,750	0	\$ -	
5	400 PVC DR35		\$ 2,800	0	\$ -	
6	450 Concrete 65D		\$ 2,775	0	\$ -	
7	475 Concrete 65D		\$ 2,775	0	\$ -	
8	500 Concrete 65D		\$ 2,800	0	\$ -	
9	525 Concrete 65D		\$ 2,800	0	\$ -	
10	550 Concrete 65D		\$ 2,875	0	\$ -	
11	600 Concrete 65D		\$ 2,875	0	\$ -	
12	675 Concrete 65D		\$ 2,950	0	\$ -	
13	750 Concrete 65D		\$ 2,950	0	\$ -	
14	825 Concrete 65D		\$ 3,000	0	\$ -	
15	900 Concrete 65D		\$ 3,100	0	\$ -	
16	1000 Concrete 65D		\$ 3,100	0	\$ -	
17	1050 Concrete 65D		\$ 3,100	0	\$ -	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000.00	0	\$ -	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.	\$ 10,000.00	0	\$ -	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200.00		\$ -	
2	250 PVC DR35	m	\$ 1,200.00		\$ -	
B.	Structure					
1	Manholes Precast	0	\$ 6,000.00		\$ -	
2	U.G. Tank Cast-in Place	0			\$ -	
3	Headwall Outfall Cast-in Place	0	\$ 10,000.00		\$ -	
Services						
1	House	ea	\$ 10,000	22	\$ 220,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 180,000	1	\$ 180,000	
.1	Silt Fencing	m	\$ -	0	<i>Included</i>	
.2	Ditch Dykes	Ea	\$ -	0	<i>Included</i>	
.3	Settling Ponds	Ea	\$ -	0	<i>Included</i>	
.4	Ground Cover	m ²	\$ -	0	<i>Included</i>	
.5	Debris Boom	m	\$ -	0	<i>Included</i>	
.6	Silt Curtain	m	\$ -	0	<i>Included</i>	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 600,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 2,100,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 210,000	
15	LOCATION FACTOR - Note 2			0%	<i>Included</i>	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	<i>Not Included</i>	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 2,400,000	



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 2A - Albert Street to Outfall

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM		LS 10%	1	\$ 400,000	\$ 400,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE		LS \$ 50,000	1	\$ 50,000	\$ 50,000
Stormwater Management						
AREA 2A ALBERT STREET to OUTFALL						
2A.1 1800 DIA AND OUTFALL						
A. Pipe	Shallow (1m to 2.0m)					\$ 2,900,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	80	\$ 213,291	
11	600 Concrete 65D	m	\$ 2,875	69	\$ 197,142	
12	675 Concrete 65D	m	\$ 2,950	0	\$ -	
13	750 Concrete 65D	m	\$ 2,950	0	\$ -	
14	825 Concrete 65D	m	\$ 3,000	0	\$ -	
15	900 Concrete 65D	m	\$ 3,100	0	\$ -	
16	1000 Concrete 65D	m	\$ 3,100	0	\$ -	
17	1050 Concrete 65D	m	\$ 3,100	0	\$ -	
3	1800 concrete 65D	m	\$ 5,000	305	\$ 1,526,060	
B. Structure						
1	1.05mØ Manholes	no.	\$ 6,000.00	1	\$ 6,000	
2	2.40mØ Manholes	no.	\$ 20,000.00	4	\$ 80,000	
3	Headwall Outfall	1.80 dia. Pipe C no.	\$ 5,000.00	1	\$ 5,000	
Sanitary Management						
A. Pipe						
1	200 PVC DR35	m	\$ 1,200.00		\$ -	
2	250 PVC DR35	m	\$ 1,200.00	293	\$ 351,600.00	
B. Structure						
1	Manholes Precast	no.	\$ 6,000.00	6	\$ 36,000.00	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.		0	\$ -	
Services						
1	House	ea	\$ 10,000	7	\$ 70,000.00	
Land Purchase					\$ 300,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 60,000	1	\$ 60,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 1,340,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 4,690,000	
14	CONSTRUCTION CONTINGENCY - Note 2			10%	\$ 469,000	
15	LOCATION FACTOR - Note 3			0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 4			0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 5,200,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3This Location Factor is for variances between construction costs at the location of the project & historical costs data.

Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor



(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 2B - Wiley Ave. to Albert Street

Date:	01/08/25
Project No.	221101.00
Prepared & Revieed by:	EJ / AT / AB
Budget Class	Class C

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 500,000	\$ 500,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
AREA 2B WILEY AVE. TO ALBERT STREET						
2B.1						\$ 5,000,000
A.	Pipe					
1	250 PVC DR35	Shallow (1m to 2.0m)	m	\$ 2,650	0	\$ -
2	300 PVC DR35		m	\$ 2,650	303	\$ 803,361
9	525 Concrete 65D		m	\$ 2,800	111	\$ 310,554
10	550 Concrete 65D		m	\$ 2,875	0	\$ -
11	600 Concrete 65D	2.50m Deep	m	\$ 2,875	0	\$ -
12	675 Concrete 65D		m	\$ 2,950	50	\$ 147,432
13	750 Concrete 65D		m	\$ 2,950	50	\$ 147,432
B.	Structure					
1	Manholes		no.	\$ 6,000.00	7	\$ 42,000
2	U.G. Tank		no.	\$ 20,000.00	0	\$ -
3	Headwall Outfall		no.	\$ 10,000.00	0	\$ -
2B.2						
A.	Pipe	Between (2.0m to 3.2m)				
13	750 Concrete 65D		m	\$ 2,950	15	\$ 44,398
2B.4	LARGER PIPE (1800 & 1200 Dia.) & DETENTION POND					
A.	Pipe					
1	1200 2.5m Deep		m	\$ 3,500	146	\$ 509,905
2	1800 2.5m Deep		m	\$ 5,000	230	\$ 1,148,970
B.	Structure					
1	2.40mØ Manholes	3.0m Deep	no.	\$ 20,000	2	\$ 40,000
2	1.50mØ Manholes	2.5m Deep	no.	\$ 11,000	2	\$ 22,000
3	Detention Pond	1.25m deep	no.	\$ 229,279	1	\$ 229,279
4	Headwall Outfall	1.20 dia. Pipe Ou	m	\$ 10,000	1	\$ 10,000
5	Headwall In	1.80 dia. Pipe In	m	\$ 10,000	1	\$ 10,000
Sanitary Management						
A.	Pipe					
1	200 PVC DR35		m	\$ 1,200.00		\$ -
2	250 PVC DR35		m	\$ 1,200.00	720	\$ 864,000
B.	Structure					
1	Manholes	Precast	no.	\$ 6,000.00	8	\$ 48,000
Services						
1	House		ea	\$ 10,000	49	\$ 490,000.00
10	ENVIRONMENTAL PROTECTION	LS	\$ 50,000	1	\$ 50,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1				40%	\$ 2,240,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 7,840,000
14	CONSTRUCTION CONTINGENCY - Note 1				10%	\$ 784,000
15	LOCATION FACTOR - Note 2				0%	Included
16	ESCALATION (Based on 2025 Dollars) - Note 3				0%	Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 8,700,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1	This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.
Note 3	This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4	This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Budget Definitions



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 2C - Optional Albert Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 100,000	\$ 100,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 30,000	1	\$ 30,000	\$ 30,000
Stormwater Management						
2C	ALBERT STREET (OPTIONAL)				Optional	
2C.1	Shallow (1m to 2.0m)					
A.	Pipe					
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	0	\$ -	
3	350 PVC DR35	m	\$ 2,700	0	\$ -	
4	375 PVC DR35	m	\$ 2,750	48	\$ 132,327	
5	400 PVC DR35	m	\$ 2,800	0	\$ -	
6	450 Concrete 65D	m	\$ 2,775	0	\$ -	
7	475 Concrete 65D	m	\$ 2,775	0	\$ -	
8	500 Concrete 65D	m	\$ 2,800	0	\$ -	
9	525 Concrete 65D	m	\$ 2,800	0	\$ -	
10	550 Concrete 65D	m	\$ 2,875	0	\$ -	
11	600 Concrete 65D	m	\$ 2,875	92	\$ 263,310	
12	675 Concrete 65D	m	\$ 2,950	83	\$ 244,635	
13	750 Concrete 65D	m	\$ 2,950	0	\$ -	
14	825 Concrete 65D	m	\$ 3,000	0	\$ -	
15	900 Concrete 65D	m	\$ 3,100	0	\$ -	
16	1000 Concrete 65D	m	\$ 3,100	0	\$ -	
17	1050 Concrete 65D	m	\$ 3,100	0	\$ -	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000.00	1	\$ 6,000	
2	U.G. Tank	Cast-in Place	no. \$ 20,000.00	0	\$ -	
3	Headwall Outfall	Cast-in Place	no. \$ 10,000.00	0	\$ -	
Services						
1	House	ea	\$ 10,000	12	\$ 120,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 10,000	1	\$ 10,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 364,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 1,274,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 127,400	
15	LOCATION FACTOR - Note 2			0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 1,500,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 3 - Clifton Ave

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 250,000	\$ 250,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 70,000	1	\$ 70,000	\$ 70,000
Stormwater Management						
3	AREA 03 CLIFTON AVE.					
3.1	Shallow (1m to 2.0m)					
A.	Pipe					\$ 3,500,000
1	250 PVC DR35	m	\$ 2,650	251	\$ 665,150	
2	300 PVC DR35	m	\$ 2,650	169	\$ 447,850	
6	450 Concrete 65D	m	\$ 2,775	174	\$ 482,850	
B.	Structure					
1	Manholes	no.	\$ 6,000.00	10	\$ 60,000	
2	U.G. Tank	no.	\$ 20,000.00	0	\$ -	
3	Headwall Outfall	no.	\$ 10,000.00	0	\$ -	
3.2	Between (2.0m to 3.2m)					
A.	Pipe					
6	450 Concrete 65D	m	\$ 2,775	160	\$ 444,505	
B.	Structure					
1	Manholes	no.	\$ 6,000	1	\$ 6,000	
2	U.G. Tank	no.	\$ 23,000	0	\$ -	
3.3					\$ -	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200		\$ -	
2	250 PVC DR35	m	\$ 1,200	758	\$ 909,600	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000	11	\$ 66,000	
2	U.G. Tank Cast-in Place	no.			\$ -	
3	Headwall Outfall Cast-in Place	no.	\$ 10,000		\$ -	
Services						
1	House	ea	\$ 10,000	35	\$ 350,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 30,000	1	\$ 30,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 1,528,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 5,348,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 534,800	
15	LOCATION FACTOR - Note 2			0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 5,900,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1**

This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2**

The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3**

This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4**

This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 4 - Cedar, Avon, and Chestnut Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM		LS 10%	10%	\$ 450,000	\$ 450,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE		LS \$ 80,000	1	\$ 80,000	\$ 80,000
Stormwater Management						
3	AREA 04 CEDAR, AVON AND CHESNUT STREET					
4.1	Shallow (1m to 2.0m)					
A.	Pipe					\$ 4,400,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	634	\$ 1,678,974	
B.	Structure					
1	Manholes	no.	\$ 6,000.00	10	\$ 60,000	
2	U.G. Tank	no.		0	\$ -	
3	Headwall Outfall	no.	\$ 10,000.00	0	\$ -	
4.2	Between (2.0m to 3.2m)					
A.	Pipe					
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	188	\$ 499,241	
9	525 Concrete 65D	m	\$ 2,800	158	\$ 441,319	
10	550 Concrete 65D	m	\$ 2,875	0	\$ -	
11	600 Concrete 65D	m	\$ 2,875	0	\$ -	
12	675 Concrete 65D	m	\$ 2,950	0	\$ -	
13	750 Concrete 65D	m	\$ 2,950	0	\$ -	
B.	Structure					
1	Manholes	no.	\$ 6,000	3	\$ 18,000	
2	U.G. Tank	no.		0	\$ -	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200		\$ -	
2	250 PVC DR35	m	\$ 1,200	782	\$ 938,400	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000	11	\$ 66,000	
2	U.G. Tank Cast-in Place	no.		0	\$ -	
3	Headwall Outfall Cast-in Place	no.	\$ 10,000	0	\$ -	
Services						
1	House	ea	\$ 10,000	59	\$ 590,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 75,000	1	\$ 75,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%		\$ 1,972,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 6,902,000
14	CONSTRUCTION CONTINGENCY - Note 1			10%		\$ 690,200
15	LOCATION FACTOR - Note 2			0%		Included
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%		Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 7,600,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1

This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2

The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3

This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4

This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 5 - Lakeview Drive

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 200,000	\$ 200,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 50,000	1	\$ 50,000	\$ 50,000
Stormwater Management						
3	AREA 05 LAKEVIEW AVE.					
5.1	Shallow (1m to 2.0m)					
A.	Pipe					\$ 1,200,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	339	\$ 898,716	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000.00	5	\$ 30,000	
2	U.G. Tank	Cast-in Place	no.	0	\$ -	
3	Headwall Outfall	Cast-in Place	no. \$ 10,000.00	1	\$ 10,000	
Services						
1	House	ea	\$ 10,000	15	\$ 150,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 30,000	1	\$ 30,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%	\$ 580,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY				\$ 2,030,000	
14	CONSTRUCTION CONTINGENCY - Note 1			10%	\$ 203,000	
15	LOCATION FACTOR - Note 2			0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST				\$ 2,300,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1	This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.
Note 3	This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4	This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor



Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 6 - Sunset Ave to River Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 600,000	\$ 600,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
3	AREA 06 SUNDET AVE. TO RIVER STREET					
6.1	Shallow (1m to 2.0m)					
A.	Pipe					\$ 3,600,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	213	\$ 564,151	
3	350 PVC DR35	m	\$ 2,700	0	\$ -	
4	375 PVC DR35	m	\$ 2,750	117	\$ 321,750	
9	525 Concrete 65D	m	\$ 2,800	117	\$ 327,496	
10	550 Concrete 65D	m	\$ 2,875	0	\$ -	
11	600 Concrete 65D	m	\$ 2,875	31	\$ 89,125	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000.00	8	\$ 48,000	
2	U.G. Tank	Cast-in Place	no.	0	\$ -	
3	Headwall Outfall	Cast-in Place	no. \$ 10,000.00	1	\$ 10,000	
6.2	Between (2.0m to 3.2m)					
A.	Pipe					
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	56	\$ 149,269	
6	450 Concrete 65D	m	\$ 2,775	104	\$ 287,729	
7	475 Concrete 65D	m	\$ 2,775	0	\$ -	
8	500 Concrete 65D	m	\$ 2,800	0	\$ -	
9	525 Concrete 65D	m	\$ 2,800	55	\$ 154,591	
B.	Structure					
1	Manholes	no.	\$ 6,000	2	\$ 12,000	
6.3	Deep (More than 3.20m)				\$ -	
A.	Pipe					
11	600 Concrete 65D	m	\$ 2,875	70	\$ 202,495	
12	750 Concrete 65D	m	\$ 2,950	279	\$ 822,289	
B.	Structure					
1	Manholes	no.	\$ 6,000.00	3	\$ 18,000	
2	U.G. Tank	no.		0	\$ -	
Services						
1	House	ea	\$ 10,000	43	\$ 430,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 150,000	1	\$ 150,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%		\$ 1,720,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 6,020,000
14	CONSTRUCTION CONTINGENCY - Note 1			10%		\$ 602,000
15	LOCATION FACTOR - Note 2			0%		Included
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%		Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 6,700,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1	This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.
Note 3	This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4	This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 7 - Wiley Avenue

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 300,000	\$ 300,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 75,000	1	\$ 75,000	\$ 75,000
Stormwater Management						
3	AREA 07 WILEY STREET (END)					
7.1	Shallow (1m to 2.0m)					
A.	Pipe					\$ 2,100,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	125	\$ 331,764	
3	350 PVC DR35	m	\$ 2,700	0	\$ -	
4	375 PVC DR35	m	\$ 2,750	125	\$ 344,674	
9	525 Concrete 65D	m	\$ 2,800	188	\$ 526,943	
14	825 Concrete 65D	m	\$ 3,000	120	\$ 361,293	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000.00	7	\$ 42,000	
2	U.G. Tank	Cast-in Place	no.	0	\$ -	
7.2	Between (2.0m to 3.2m)					
B.	Structure					
1	Manholes	no.	\$ 6,000	2	\$ 12,000	
2	U.G. Tank	no.		0	\$ -	
Services						
1	House	ea	\$ 10,000	37	\$ 370,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 45,000	1	\$ 45,000	
.1	Silt Fencing	m	\$ -	0	Included	
.2	Ditch Dykes	Ea	\$ -	0	Included	
.3	Settling Ponds	Ea	\$ -	0	Included	
.4	Ground Cover	m ²	\$ -	0	Included	
.5	Debris Boom	m	\$ -	0	Included	
.6	Silt Curtain	m	\$ -	0	Included	
.7	USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%		\$ 990,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 3,465,000
14	CONSTRUCTION CONTINGENCY - Note 1			10%		\$ 346,500
15	LOCATION FACTOR - Note 2			0%		Included
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%		Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 3,900,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1

This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
- Note 2

The Construction Contingency is to factor in potential post tender Change Orders.
- Note 3

This Location Factor is for variances between construction costs at the location of the project & historical costs data.
- Note 4

This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor



Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 8 - O'Brien and King Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth		Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM		LS	10%	10%	\$ 700,000	\$ 700,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE		LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management							
3	AREA 08	O'BRIEN AND KING STREET					
8.1	Shallow (1m to 2.0m)						
A.	Pipe						\$ 8,600,000
2	300 PVC DR35		m	\$ 2,650	130	\$ 343,305	
6	450 Concrete 65D		m	\$ 2,775	5	\$ 13,614	
9	525 Concrete 65D		m	\$ 2,800	81	\$ 227,346	
11	600 Concrete 65D		m	\$ 2,875	88	\$ 252,782	
12	675 Concrete 65D		m	\$ 2,950	64	\$ 188,071	
13	750 Concrete 65D		m	\$ 2,950	282	\$ 831,251	
14	825 Concrete 65D		m	\$ 3,000	140	\$ 420,891	
16	1000 Concrete 65D		m	\$ 3,100	88	\$ 272,800	
17	1050 Concrete 65D		m	\$ 3,100	98	\$ 303,800	
B.	Structure						
1	Manholes	Precast	no.	\$ 6,000.00	14	\$ 84,000	
8.2	Between (2.0m to 3.2m)						
A.	Pipe						
9	525 Concrete 65D		m	\$ 2,800	125	\$ 350,050	
12	675 Concrete 65D		m	\$ 2,950	138	\$ 406,017	
13	750 Concrete 65D		m	\$ 2,950	133	\$ 391,604	
B.	Structure						
1	Manholes		no.	\$ 6,000	7	\$ 42,000	
8.3	Deep (More than 3.20m)					\$ -	
A.	Pipe						
12	750 Concrete 65D		m	\$ 2,950	123	\$ 361,779	
B.	Structure			\$ 2,950.00			
1	Manholes		no.	\$ 6,000.00	1	\$ 6,000	
Sanitary Management							
A.	Pipe						
1	200 PVC DR35		m	\$ 1,200		\$ -	
2	250 PVC DR35		m	\$ 1,200	2,382	\$ 2,858,400	
B.	Structure						
1	Manholes	Precast	no.	\$ 6,000	28	\$ 168,000	
Services							
1	House		ea	\$ 10,000	95	\$ 950,000.00	
10	ENVIRONMENTAL PROTECTION		LS	\$ 120,000	1	\$ 120,000	
	.1 Silt Fencing		m	\$ -	0	Included	
	.2 Ditch Dykes		Ea	\$ -	0	Included	
	.3 Settling Ponds		Ea	\$ -	0	Included	
	.4 Ground Cover		m ²	\$ -	0	Included	
	.5 Debris Boom		m	\$ -	0	Included	
	.6 Silt Curtain		m	\$ -	0	Included	
	.7 USE AS NEEDED		Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1				40%	\$ 3,760,000	
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 13,160,000	
14	CONSTRUCTION CONTINGENCY - Note 1				10%	\$ 1,316,000	
15	LOCATION FACTOR - Note 2				0%	Included	
16	ESCALATION (Based on 2025 Dollars) - Note 3				0%	Not Included	
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 14,500,000	

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1 This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2 The Construction Contingency is to factor in potential post tender Change Orders.
Note 3 This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4 This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 9 - Gerrish Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM		LS 10%	10%	\$ 700,000	\$ 700,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE		LS \$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
3	AREA 09 GERRISH STREET					
9.1	Shallow (1.0m to 2.0m)					
A.	Pipe					\$ 4,500,000
2	300 PVC DR35		m \$ 2,650	520	\$ 1,377,141	
6	450 Concrete 65D		m \$ 2,775	153	\$ 423,224	
9	525 Concrete 65D		m \$ 2,800	74	\$ 207,813	
10	550 Concrete 65D		m \$ 2,875	0	\$ -	
11	600 Concrete 65D		m \$ 2,875	74	\$ 213,325	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000.00	13	\$ 78,000	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35		m \$ 1,200		\$ -	
2	250 PVC DR35		m \$ 1,200	980	\$ 1,176,000	
B.	Structure					
1	Manholes	Precast	no. \$ 6,000	6	\$ 36,000	
Services						
1	House		ea \$ 10,000	81	\$ 810,000.00	
10	ENVIRONMENTAL PROTECTION		LS \$ 120,000	1	\$ 120,000	
	.1 Silt Fencing		m \$ -	0	Included	
	.2 Ditch Dykes		Ea \$ -	0	Included	
	.3 Settling Ponds		Ea \$ -	0	Included	
	.4 Ground Cover		m ² \$ -	0	Included	
	.5 Debris Boom		m \$ -	0	Included	
	.6 Silt Curtain		m \$ -	0	Included	
	.7 USE AS NEEDED		Ea \$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%		\$ 2,120,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 7,420,000
14	CONSTRUCTION CONTINGENCY - Note 1			10%		\$ 742,000
15	LOCATION FACTOR - Note 2			0%		Included
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%		Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 8,200,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1	This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.
Note 3	This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4	This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.

Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor



(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

AREA 10 - Water Street and King Street

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description	Depth	Unit Price	Qty	TOTALS	AREA TOTALS
1	MOBILIZATION, BONDS, INSURANCE, PCM	LS	10%	10%	\$ 700,000	\$ 700,000
2	DEMOLITIONS & DISPOSAL ALLOWANCE	LS	\$ 100,000	1	\$ 100,000	\$ 100,000
Stormwater Management						
3	AREA 10 WATER STREET AND KING STREET					
10.1	Shallow (1.0m to 2.0m)					
A.	Pipe					\$ 3,300,000
1	250 PVC DR35	m	\$ 2,650	0	\$ -	
2	300 PVC DR35	m	\$ 2,650	280	\$ 743,071	
9	525 Concrete 65D	m	\$ 2,800	69	\$ 193,575	
14	825 Concrete 65D	m	\$ 3,000	88	\$ 264,417	
15	1000 Concrete 65D	m	\$ 3,100	94	\$ 291,784	
16	1050 Concrete 65D	m	\$ 3,100	0	\$ -	
17	1200 Concrete 65D	m	\$ 3,500	62	\$ 216,629	
B.	Structure					
1	Manholes Precast		\$ 6,000.00	8	\$ 48,000	
2	U.G. Tank Cast-in Place			0	\$ -	
3	Headwall Outfall 1.20 dia. Pipe Outfall		\$ 10,000.00	1	\$ 10,000	
Sanitary Management						
A.	Pipe					
1	200 PVC DR35	m	\$ 1,200		\$ -	
2	250 PVC DR35	m	\$ 1,200	895	\$ 1,074,000	
B.	Structure					
1	Manholes Precast	no.	\$ 6,000	12	\$ 72,000	
Services						
1	House	ea	\$ 10,000	17	\$ 170,000.00	
10	ENVIRONMENTAL PROTECTION	LS	\$ 120,000	1	\$ 120,000	
	.1 Silt Fencing	m	\$ -	0	Included	
	.2 Ditch Dykes	Ea	\$ -	0	Included	
	.3 Settling Ponds	Ea	\$ -	0	Included	
	.4 Ground Cover	m ²	\$ -	0	Included	
	.5 Debris Boom	m	\$ -	0	Included	
	.6 Silt Curtain	m	\$ -	0	Included	
	.7 USE AS NEEDED	Ea	\$ -	0	\$ -	
12	DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1			40%		\$ 1,640,000
13	OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY					\$ 5,740,000
14	CONSTRUCTION CONTINGENCY - Note 1			10%		\$ 574,000
15	LOCATION FACTOR - Note 2			0%		Included
16	ESCALATION (Based on 2025 Dollars) - Note 3			0%		Not Included
17	OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST					\$ 6,400,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Note 1	This Design Developmnt Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.
Note 3	This Location Factor is for variances between construction costs at the location of the project & historical costs data.
Note 4	This Escalation / Inflation Allowance is for increases in construction costs from the time of budget development to Tender Call.



OPINION of PROBABLE CONSTRUCTION COSTS
Town of Windsor
AREA 11 - Aboiteau Pump Station
(Based on CBCL Submission dated July 15, 2025)

DATE:	01/08/25
CBCL FILE No.:	221101.00
PREPARED BY:	PG/AT
EST. DESCRIPTION:	Class C

No.	DESCRIPTION	UNIT	EST. QTY.	UNIT COST	TOTAL
CIVIL					
1	Civil Site Work	LS	1	\$ 3,100,000	\$ 3,100,000
MECHANICAL					
8	Process Equipment and Mechanical	LS	1	\$ 3,800,000	\$ 3,800,000
ELECTRICAL					
10	Electrical & Instrumentation	LS	1	\$ 2,000,000	\$ 2,000,000
11	Generator System	LS	1	\$ 1,700,000	\$ 1,700,000
CONTINGENCIES & ALLOWANCE					
12	Design Development & Construction Contingency			40%	\$ 4,200,000
13	Inflation Adjustment to 2029 ALLOWANCE			15%	\$ 2,300,000
TOTAL OPINION OF PROBABLE CONSTRUCTION COSTS (including contingencies allowance)					\$ 17,100,000
ENGINEERING					
14	Engineering Allowance			10%	\$ 1,710,000
TOTAL OPINION of PROBABLE CONSTRUCTION & ENGINEERING COSTS					\$18,810,000
				Taxes (Net HST)	\$ 2,830,000
TOTAL OPINION of PROBABLE PROJECT COSTS c/w HST					\$ 21,640,000

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

Budget Definitions

A Class "C" Budget is based on a full description of the preferred option, construction/design experience and market conditions. This estimate should be sufficient for making correct investment decisions and obtaining preliminary project approval. Design development is typically in the order of 25% complete.

**Opinion of Probable Construction Costs
STM & SAN Management Plan Town of Windsor**



(Based on CBCL Stormwater Report Plan - dated 05-06-2025)

Date:	01/08/25
Project No.	221101.00
Prepared & Reviewed by:	EJ / AT / AB
Budget Class	Class C

Cunnabel Creek - Upgrades

SCHEDULE OF QUANTITIES AND UNIT PRICES

<u>Item</u>	<u>Description</u>	<u>Depth</u>	<u>Unit Price</u>	<u>Qty</u>	<u>TOTALS</u>	<u>AREA TOTALS</u>
Stormwater Management						\$ 6,650,000
A	Pipe					
	1 450mm storm sewer	m	\$ 10,000	665	\$ 6,650,000	
DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - Note 1						40% \$ 2,660,000
OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY						\$ 9,310,000
CONSTRUCTION CONTINGENCY - Note 1						10% \$ 931,000
LOCATION FACTOR - Note 2						0% <i>Included</i>
ESCALATION (Based on 2025 Dollars) - Note 3						0% <i>Not Included</i>
OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Less HST						\$ 10,241,000



Solutions today | Tomorrow **IN** mind

   
www.CBCL.ca



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
---------------	---	---	--

To: West Hants Regional Municipality, Committee of the Whole

Submitted by: Ryan Parker, By-Law Enforcement Officer

Date: October 14, 2025

Subject: Dangerous or Unsightly Premise Report

LEGISLATIVE AUTHORITY

MGA Section 345 (3)

RECOMMENDATION or DECISION REQUEST

Information report.

BACKGROUND

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

DISCUSSION

This update will cover Dangerous or Unsightly Premises complaints from April 1, 2025, through August 31, 2025. During the reporting period 12 complaints were received in writing. Of the 12 complaints, 6 were remedied by the owner, 6 are in progress of the property owner remedying the condition of the property and have yet to require an order at this point.

The previous report had 8 files in progress. Seven of those files have been remedied and closed while one is nearing completion.

Number of orders issued for property clean up by the Administrator: 0

NEXT STEPS

The next reporting period will cover September 1, 2025-March 31, 2026.

FINANCIAL IMPLICATIONS

N/A

ALTERNATIVES

N/A

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

No further comments.

Report Prepared by: _____
Ryan Parker, By-Law Enforcement Officer

Report Reviewed by: _____
Kari Fougere, Acting Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
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	Forand	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

Correspondence Received

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
Darren	Porter	2022-09-16	2022-09-27 Council

Correspondence Received

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	11-02	2022-	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
Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.		2023-01-09	2023-01-10 COTW

Correspondence Received

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	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
Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council

Correspondence Received

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	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

Correspondence Received

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
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
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

Correspondence Received

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	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
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

Correspondence Received

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
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

Correspondence Received

Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW
Carrilee Eddy	Re Declining to meet with Nikki-Marie Lloyd	(WHRM copied) 2023-07-12	2023-07-25 Council
East Hants Letter	Re Bill 236 - Railways Act - Windsor Hantsport Rail	(WHRM copied) 2023-07-19	2023-07-25 Council
Matt Dunfield	Re Question Re Falmouth Family Park	2023-07-20	2023-07-25 Council
Laura de Boer	Re St. Croix Dam Evacuation - Flood Mapping Request	2023-07-23	2023-07-25 Council
Benjamin Dykeman	Re Municipal Funding to Community Crisis Response	2023-07-24	2023-07-25 Council
Louis Coutinho	Re EMO and Torrential Rain & Flooding	2023-07-24	2023-07-25 Council
Peter Moore	Re Where's the pump X 4	2023-07-24 and July 25, 2023	2023-07-25 Council
Denise Forand	Re Questions re Cunnable Creek and overflow	2023-07-24 and 2023-08-14	2023-09-12 COTW
CCBF	Re Confirmation of Funding Re Pisiquid Canoe Club	2023-08-01	2023-09-12 COTW
Municipality of Kings County	Re Flood Event	2023-07-28	2023-09-12 COTW
Hants County Condominium Corp.	Re Damages to Critical infrastructure	2023-08-09	2023-09-12 COTW
UARB	Re 2023 Municipal Boundary Notice of Approval	2023-08-10	2023-09-12 COTW
Virginia Deering	Re Flooding on Chittick Ave.	2023-08-09 and 2023-08-11	2023-09-12 COTW
Hon. Greg Morrow response to Correspondence Re Fresh water resource for the Agricultural Community	Re Fresh water resources for the Agricultural Community	2023-08-14	2023-09-12 COTW
Jacqueline and Ryan Heffler	Re Bus transportation needed	2023-08-25	2023-09-12 COTW
MP Kody Blois	Re Letter to Minister Morrow re Dyke Land (WHRM copied)	2023-08-31	2023-09-12 COTW
Darren Porter	Re Water Testing and follow up emails	2023-08-14 and 2023-09-05	2023-09-12 COTW
Pamela DeNicola	Re Agricultural land preservation and protection	2023-09-06	2023-09-12 COTW
Jean Sanford	Re chairs	2023-09-12	2023-09-26 Council
Keith Aucoin	Re Impact of Hurricane Lee	2023-09-12	2023-09-26 Council
Luke Garagan	Re Transportation for West Hants	2023-09-12	2023-09-26 Council
Maria Medioli	Re Response to Blaise Fraser and Jackie Doucet Re Kings Meadows (WHRM copied)	2023-09-13	2023-09-26 Council

Correspondence Received

Peter Moore	Re Unprecedented weather event and Preparedness	2023-09-13 and 2023-09-14	2023-09-26 Council
Jennifer Moore	Re Preparedness	2023-09-14 x 2	2023-09-26 Council
Steve Turner	Re Windsor Hantsport Railway (WHRM copied)	2023-09-14	2023-09-26 Council
Laura Moore	Re Abuse of Emergency Management Act	2023-09-16	2023-09-26 Council
Daniel Steeves	Re Short Term Rental	2023-09-21	2023-09-26 Council
Kings County	Re Notice of Public Hearing	2023-09-21	2023-09-26 Council
Colleen Rogers	Re Transportation in West Hants	2023-09-23	2023-09-26 Council
Selling Scotia	Re Discussions around banning STRs	2023-09-25	2023-09-26 Council
Hants Health and Wellness Team	Re Transportation Options and Municipal Staff to undertake a Feasibility Study	2023-09-28	2023-10-10 COTW
Sherry Williams	Re Concern for Kings Meadows Closing (WHRM copied)	2023-09-29	2023-10-10 COTW
Peter Moore	Re CBC, below sea-level	2023-09-30	2023-10-10 COTW
Denise Forand x2	Re CBCL	2023-10-04	2023-10-10 COTW
Peter Moore	Re Weather	2023-10-05	2023-10-10 COTW
Peter Moore	Re A Study or Plan and why it matters	2023-10	2023-10-24 Council
NS Public Works	Response to Reimagine the Windsor and Falmouth Waterfront area	2023-10-11	2023-10-24 Council
Shelburne Counties	To NSFMR Re Cellular Coverage (WHRM copied)	2023-10-11	2023-10-24 Council
Glen LeBlanc	Re Poor Cellular Service	2023-10-13	2023-10-24 Council
Letter mailed to WHRM	Re 35 William Street Developer	2023-10-16	2023-10-24 Council
Response from Maria Medioli	Re King's Meadows (WHRM copied)	2023-10-17	2023-10-24 Council
King's Meadows Residence	Re Non-Profit Options	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re Future Energy Security for NS letter to Councillor	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re YourHealthNS app	2023-11-02	2023-11-14 COTW
Sheldon Hebb	Re Curbside Waste Collection	2023-10-25	2023-11-14 COTW
VREN	Re Land and Asset Database Update and User Integration	2023-11-06	2023-11-14 COTW
Kelsey MacNeil	Re Wind Strength Update	2023-11-08	2023-11-14 COTW
Steven Hart (Protect Vaughans	Re Amendment to Policy 4.22.4 (3 emails)	2023-11-02	2023-11-14 COTW

Correspondence Received

Community)			
Mandy Singleton	Re Riverview Drive Rezoning Brooklyn	2023-11-09	2023-11-14 COTW
Ian Daniels	Re Windsor Elementary School	2023-11-13	2023-11-14 COTW
Sandra Watson	Re Rezoning PID 45215290 Riverview Drive Brooklyn	2023-11-15	2023-11-28 Council
Steven Hart	Re Follow-up to Policy Amendment 4.22.4 (4 emails)	2023-11-16	2023-11-28 Council
Amanda Dunfield	Re Windsor Stormwater: CSO Outfall Signage	2023-11-20	2023-11-28 Council
Hon. Kim Masland	Re Provincial Intersection Street lighting	Sent 2023-04-03 and resent 2023-11-21	2023-11-28 Council
Amanda Dunfield	Re Minas Basin Sessions/Requests Recording of Community Events	2023-11-23	2023-11-28 Council
Kelsea MacNeil, Director, Public Relations & Business Development Membertou Development Corporation	Re Bear Lake Wind Project Information Session	2023-11-23	2023-11-28 Council
Residents of the Concerned Citizens	Call to Action	2023-11-24	2023-11-28 Council
MADD Annapolis Valley	Re Red Ribbon Request	2023-11-16	2023-11-28 Council
Dykeland Lodge	Re Request for a Secondary Exit from College Road	2023-11-21	2023-11-28 Council
Protect Vaughans Community (Steven Hart)	Re Follow-Up To Wind Farm	2023-11-21	2023-11-28 Council
Kelsey McNeil	Re Bear Lake Wind Information - Tax Memo & Community Benefits	2023-11-30	2023-12-05 COTW
Lubna Jamshaid	Re Support Ceasefire in Gaza!	2023-11-28	2023-12-05 COTW
Jill Pasquet	Re Cease Fire	2023-11-28	2023-12-05 COTW
Shawkat Ali	Re Support for Ceasefire in Palestine	2023-11-28	2023-12-05 COTW
Youseff Rafih	Re Ceasefire Now! Not Pause	2023-11-30	2023-12-05 COTW
Ahmed Nassrat	Re Motion for Peace	2023-11-29	2023-12-05 COTW
Andrew Zebian	Re Call for Ceasefire	2023-11-30	2023-12-05 COTW
Jennifer Crawford	Re West Hants call for ceasefire in Gaza	2023-11-30	2023-12-05 COTW
Kody Blois to the Premier	Re Marshlands (WHRM copied)	2023-12-01	2023-12-05 COTW

Correspondence Received

Amanda Dunfield	Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials	2023-11-30	2023-12-05 COTW
Elizabeth Tuck	Re In Support of a Ceasefire	2023-12-03	2023-12-05 COTW
Frank Bezanson	Re A call for a permanent ceasefire	2023-12-03	2023-12-05 COTW
Mohammed Barrah	Re Urgent Letter to Mayor Zebian and WHRM Council	2023-12-04	2023-12-05 COTW
Lubna Jamshaid	Re: Support Ceasefire in Gaza	2023-12-05	2023-12-12 Council
Andrea Parker	Re Health Plan Survey Opportunity	2023-12-06	2023-12-12 Council
MLA Sheehy-Richard	Re: Response Re Additional Carpool Parking Lot	2023-12-12	2023-12-12 Council
Myra Stephen	Re: When you know better, do better	2023-12-13	2024-01-09 COTW
Katherine Wadden	Re: PID 45215290 Riverview Drive Brooklyn	2023-12-13	2024-01-09 COTW
Jeff Dunfield	Re: Council Meeting Called for Next Week (Dec. 19, 2023)	2023-12-15	2024-01-09 COTW
Peter Moore	Re December 19th Special Council Meeting	2023-12-18	2024-01-09 COTW
NSFM	Re: Letter To Minister Morrow Re Dyke System (WHRM copied)	2023-12-20	2024-01-09 COTW
Peter Moore	Re: COTW - October 12, 2021	2023-12-20	2024-01-09 COTW
Minister Rushton	Re: Response to WHRM Re Smiley's Park	2023-12-21	2024-01-09 COTW
Robert Crow	Re: Lot 13 Rezoning Milliard Crt	2024-01-03	2024-01-09 COTW
Annapolis Valley Regional Library	Re: Letter to Minister MacMaster (WHRM copied)	2023-12-05, Received 2024-01-04	2024-01-09 COTW
Emily Seaboyer	Re: Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-04	2024-01-09 COTW
Denise Forand	Re: The rezoning of gifted lands for subdivisions and our Historic Architectural zone	2024-01-06	COTW2024-01-09
Elizabeth Rondhuis	Re: Land Rezoning PID45236601	2024-01-07	2024-01-09 COTW
Karl Coutino	Re Request for Postponement of Commercial Wine Support Program Announcement	2024-01-08	2024-01-09 COTW
Peter Moore	Re Rainfall Warning	2024-01-09	2024-01-09 COTW
Christina Hudgins	Re Millard Court	2024-01-09	2024-01-23 Council
Emily Seaboyer, Shawn Seaboyer & Family	Re Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-09	2024-01-23 Council
Phil Pidgeon	Re Rezoning of PID 45236601 Millard Court, Union Corner	2024-01-12	2024-01-23 Council
Haley Brown	Re Urgent Request for Postponement of Commercial Wine Support Program	2024-01-12	2024-01-23 Council

Correspondence Received

	Announcement		
Wine Growers Nova Scotia (WGNS)	Re Important Update on Nova Scotia Farm Wine Industry Developments with attached letters	2024-01-16	2024-01-23 Council
Mary Penner	Re Thank You to Citizens of Windsor	2024-01-18	2024-01-23 Council
West Hants Historical Society Letter to WHRM	Re Paris Name	2024-01-17	2024-01-23 Council
Andrew Hardman	Re Supreme Court Decision re Permit D2023-019	2024-01-23	2024-01-23 Council
2024 Update	Re Regional Chairs Coordinators activities at the Provincial level for Waste Management.	2024-01-18	2024-02-13 COTW
Avon Street Erosion Society	Re Registered as a Not-for-Profit Society	2024-01-18	2024-02-13 COTW
Cathy Illsley	Re Discontinuing Aquafit Classes	2024-01-25	2024-02-13 COTW
Denise Forand	Re Opposed to Rezoning PID 45215290 Riverview Drive Brooklyn	2024-01-25	2024-02-13 COTW
Debbie Spears	Re Aqua fitness	2024-01-26	2024-02-13 COTW
HCCC #1 Letter to WHRM	Re Request for Financial Support	2024-02-01	2024-02-13 COTW
Jennifer Enright	Proclamation Request Re Amyloidosis Awareness Month	2024	2024-02-13 COTW
Denise Forand	Re Snow removal from the causeway highway	2024-02-08	2024-02-13 COTW
Birthplace of Hockey Tournament Costs		2024-02-09	2024-02-13 COTW
Amanda Dunfield	Re Windsor Stormwater Municipal Snow Storage	2024-02-09	2024-02-13 COTW
Response from Minister Lohr	Re WHRM Affordable Housing Letter	2024-02-09	2024-02-13 COTW
Carrilee Eddy	Re Assembly of NS Mi'kmaw Chiefs	2024-02-13	2024-02-13 COTW
Kjeld Mizpah Conyers-Steede	Re Valley REN Board Member Connection	2024-02-14	2024-02-27 Council
Andrew Hardman	Re Ken No. 522430 - Hardman et al v. West Hants Regional Municipality	2024-02-15	2024-02-27 Council
Mike Murphy	Re 2-hour parking on Stannus Street	2024-02-15	2024-02-27 Council
Keith Aucoin	Re Excessive Property Evaluation	2024-02-17	2024-02-27 Council
Wine Growers NS	Re Letter to the Premier Re Consequences of the Government of Nova Scotia's Commercial Wine Support Program	2024-02-22	2024-02-27 Council
Mimi O'Handley	Re Coastal Announcement from the Province	2024-02-26	2024-02-27 Council
Letter from the Province to Mayors, Wardens, Councillors	Re Coastal Protection	2024-02-26	2024-02-27 Council
Letter from Chief Paul	Letter to West Hants Council Re Bear Lake Wind Farm	2024-02-27	2024-02-27 Council
Lloyd Blagdon	Re Windmill project Vaughan	2024-02-27	2024-02-27 Council

Correspondence Received

From HCCC#1 Board of Directors	Re Canyon Point Road Community Temporary Laneway Flooded	2024-02-29	2024-03-12 COTW
Peter Moore	Re Capped Property Assessment (WHRM copied)	2024-02-29	2024-03-12 COTW
Randy Hussey	Re Underwood Road Traffic Safety Issue	2024-03-07	2024-03-12 COTW
Jennifer Moore	Re Home Flood Protection Program Information Report	2024-03-12	2024-03-12 COTW
Avon River Heritage Society	Re Flooding March 11th, 2024	2024-03-12	2024-03-26 Council
Jennifer Moore	Re Information Report Home Flood Protection program	2024-03-12 and 13th	2024-03-26 Council
Maryann Norbury	Re Payzant Drive Extension	2024-03-12	2024-03-26 Council
Dorothy Read	Re Opposition to Willow Street rezoning application	2024-03-14	2024-03-26 Council
Royal Canadian Legion, Hants County Branch No. 9	Re Grant for Veteran Banner Program	2024-03-14	2024-03-26 Council
Joe Alcorn and Donna Smith	Re Payzant Road - Roundabout or Extension	2024-03-18	2024-03-26 Council
Judi Wilson	Re Payzant Connector Road	2024-03-19	2024-03-26 Council
Response to Mr. Hussey from MLA Sheehy-Richard	Re Underwood Road Traffic (WHRM copied)	2024-03-19	2024-03-26 Council
Cathy and Dave Pemberton	Re New builds - roads	2024-03-20	2024-03-26 Council
Jamie Leopold	Re Safety Concern at the West Hants Sportsplex	2024-03-21	2024-03-26 Council
Emme Manuel	Re Open Arms New Outreach Program	2024-03-21	2024-03-26 Council
Petition from Hantsport Residents	Re: Request to defeat Williwow Street Application	2024-03-21	2024-03-26 Council
Kim and John Olejnik	Re Payzant Drive extension over to Hwy 1, (sometimes referred to Hwy 14)	2024-03-25	2024-03-26 Council
Jeanette Poirier	Re Payzant Drive Extension	2024-03-25	2024-03-26 Council
Avon River Heritage Society Newport Landing	Re Flooding	2024-03-25	2024-03-26 Council
Memo to Council	Re voting and Planning matters	2024-03-25	2024-04-09 COTW
Gail Stone	Re The Crossing	2024-03-26	2024-04-09 COTW
Krista Beeler	Re Dykeland Lodge - Correspondence Request - Secondary Emergency Road	2024-03-26	2024-04-09 COTW
Peter Moore	Re Suggestions for Windsor Flood Zone crisis.	2024-03-26	2024-04-09 COTW
Steve Hart	Re Official correspondence to counsel requesting URGENT funding	2024-03-26	2024-04-09 COTW
Hon. Minister John Lohr	Re Emergency Management	2024-03-28	2024-04-09 COTW

Correspondence Received

Hon. Minister John Lohr	Re Service Exchange	2024-03-28	2024-04-09 COTW
Merve Ferguson	Re March 26th Council Meeting Concerns	2024-03-28	2024-04-09 COTW
Karen Prince	Re Wind farms	2024-03-30	2024-04-09 COTW
Anne Jodrey	Re Protect Vaughan	2024-04-02	2024-04-09 COTW
Elizabeth Skelhorn	Re Protect Vaughan	2024-04-02	2024-04-09 COTW
Andrea Lynn	Re Vaughans Windfarms	2024-04-03	2024-04-09 COTW
Richard Murphy	Re Speeding	2024-04-03	2024-04-09 COTW
David & Carolyn Borden	Re PID 45218658, Armstrong Lake East, Vaughan	2024-04-04	2024-04-09 COTW
Duane and Shirley Walker	Re Bear Lake Windfarm	2024-04-04	2024-04-09 COTW
MLA Response to Kim Lake	Re Newport Landing Flooding (WHRM copied)	2024-04-05	2024-04-09 COTW
Shirley Walker	Re Further Point on the Bear Lake Windfarm	2024-04-07	2024-04-09 COTW
Greg Hazel	Re ATV proposal	2024-04-07	2024-04-09 COTW
Alva Construction Limited	Re Hartville Quarry Expansion, 783 Ellershouse Road, Windsor West Hants	2024-04-03	2024-04-09 COTW
Michael Hackett	Re Information Council Meetings	2024-04-11	2024-04-23 Council
Honourable John A. Lohr	Re Canyon Point	2024-04-12	2024-04-23 Council
Public Works Minister Kim Masland	Re Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2024-25	2024-04-12	2024-04-23 Council
D Forand	Re Armstrong Lake OS	2024-04-13	2024-04-23 Council
Angela Hiltz	Re Landfill	2024-04-13	2024-04-23 Council
Edward Edelstein Letter to West Hants Municipality	Re Regarding the Proposed Development Agreement for Lot W-7 A Gray Street, Windsor NS	2024-04-15	2024-04-23 Council
Jennifer Moore	Re Dashboard item - sewer odour	2024-04-15	2024-04-23 Council
Troy Harvie	Re Payzant Drive roundabout	2024-04-16	2024-04-23 Council
Michael Langois	Re Payzant to King Connection	2024-04-18	2024-04-23 Council
Deputy Minister Byron Rafuse	Re CCBF Funding	2024-04-19	2024-04-23 Council
Mayor Blair	Re Minister Lohr Letter re Service Exchange (WHRM copied)	2024-04-15	2024-05-14 COTW
Hon. John Lohr	Re Canyon Point revised	2024-04-26	2024-05-14 COTW

Correspondence Received

Sydney Caldwell	Re Potentia Windfarm Ellershous	2024-04-27	2024-05-14 COTW
Eleanor Roulston, Warden East Hants	Re Rails to Trails - Windsor-Hantsport Railway (WHRM copied)	2024-05-01	2024-05-14 COTW
Craig MacPherson	Re Funding for Pickleball	2024-05-01	2024-05-14 COTW
Sally Ross	Re Request to take over ownership of the Sainte Famille Cemetery	2024-04-12	2024-05-14 COTW
Minister Masland	Re Trunk 1 concerns	2024-05-02	2024-05-14 COTW
Lisa Bland	Re Paintball facility feedback	2024-05-03	2024-05-14 COTW
Pamela Dreiling	Re NO to rapid, irreversible population growth and development in West Hants (WHRM copied)	2024-05-07	2024-05-14 COTW
Art Crowell	Re The Bay of Fundy adventure trail letter request	2024-05-08	2024-05-14 COTW
Grace Crawford	Re Ellershous 3 wind turbine project and wetlands - flood control	2024-05-08	2024-05-14 COTW
WTBA	Re Request for Long-term Strategic Funding for Windsor Township Business Association	2024-05-09	2024-05-14 COTW
Minister Lohr to Mayors and Wardens	Re MGA Amendments	2024-05-10	2024-05-14 COTW
Amanda Dunfield	Re WHRM WINDSOR STORMWATER re Emerg Resp Plan	2024-05-10	2024-05-14 COTW
Anne-Marie Tetrault	Re Gray Street Development	2024-05-12	2024-05-14 COTW
Response letter from Minister Masland	Re Flooding on Belmont and New Town Roads in WHRM	2024-05-16	2024-05-28 Council
Windsor Bluefins	Re loss of funding for the Windsor Bluefins Swim team	2024-05-17	2024-05-28 Council
Bruce Wright, HCFA	Re Preservation of farmland in Hants County	2024-05-19	2024-05-28 Council
West Hants Historical Society	Letter of Support Re Percy Paris (2024-01-17)	2024-05-24	2024-05-28 Council
Karen Wallace	Re Questions arising from the Meeting May 28 meeting	2024-05-29	2024-06-11 COTW
Tim Carr	Re PID 45045879 Willow Street Hantsport	2024-05-29	2024-06-11 COTW
Jason Tucker	Re Denial of re-zoning application in Hantsport	2024-05-29	2024-06-11 COTW
Response from Minister Masland	Re Letter from Warden Roulston - Bill 236 (WHRM copied)	2024-06-04	2024-06-11 COTW
Correspondence from the Office of the Attorney General and Minister of Justice		2024-06-04	2024-06-11 COTW
Amanda Dunfield	Re WHRM WINDSOR COMBINED SEWER OVERFLOWS	2024-06-05	2024-06-11 COTW
AVRL	Letter to Minister MacMaster (WHRM copied)	2024-03-28	2024-06-11 COTW
Jennifer Moore	Re Stannus Street	2024-05-28	2024-06-25 Council
K. Zwicker	Re DAR Rail	2024-06-08	2024-06-25 Council
K. Zwicker	Re Tractors	2024-06-08	2024-06-25 Council
K. Zwicker	Re Municipal Vehicles	2024-06-11	2024-06-25 Council
Kim Lake - Avon River Heritage	Re Berm Thank You	2024-06-13	2024-06-25 Council

Correspondence Received

Society			
Hants North Legion	Re Letter requesting funding	2024-06-14	2024-06-25 Council
Amanda Dunfield	Re WHRM Utility Request	2024-06-15	2024-06-25 Council
Denise Forand	Re Flooding risk increases for downtown Windsor for the sake of fake lake levels	2024-06-27	2024-07-09 COTW
Jennifer Moore	Re Flood advisory	2024-07-05	2024-07-23 Council
Peter Moore	Re Windsor Flood Zone Resident Buy-Out program	2024-07-08	2024-07-23 Council
Colleen Walsh-Bouman	Re Combined Sewer Overflow Stannus Street	2024-07-09	2024-07-23 Council
Darren Porter	Request to amend water testing policy	2024-07-09	2024-07-23 Council
Honourable Greg Morrow	Re Response to WHRM Dyke Maintenance	2024-07-09	2024-07-23 Council
Jennifer Moore	Re CSO event, July 8, 2024	2024-07-09	2024-07-23 Council
Alicia Hennessey	Re Stannus Street flooding and impacts	2024-07-12	2024-07-23 Council
Gerry Parfitt	Re Windsor NS Contaminated Flood Zone	2024-07-15	2024-07-23 Council
Peter Moore	Re CSO smell	2024-07-15	2024-07-23 Council
Peter Moore	Re Information from or for the Buy Out Input on Possible Program	2024-07-15	2024-07-23 Council
Residents of Forest Lakes Re Waste	Re Waste Collection	2024-07-15	2024-07-23 Council
Assistant Commissioner Commanding Officer RCMP Nova Scotia	Re Correspondence to CAO Phillips	2024-07-16	2024-07-23 Council
Cathy Ross	Re home flooding on Sunset Ave.	2024-07-16	2024-07-23 Council
Honourable John A. Lohr	Re Letter to Mayors and Wardens – Re Emergency Alerts	2024-07-16	2024-07-23 Council
Jennifer Moore	Re Medical treatment after CSO exposure	2024-07-17	2024-07-23 Council
Honourable John Lohr	Re CCBF	2024-07-18	2024-07-23 Council
Media Statement	NSFM Collaborates on Enhanced Emergency Alert System	2024-07-18	2024-07-23 Council
Pierre Tabbiner	Re Flooding of Gray Street, July 2024	2024-07-18	2024-07-23 Council
Amanda Dunfield	Re WHRM Windsor Combined Sewer Overflows	2024-07-19	2024-07-23 Council
Mermaid Theatre	Re	2024-07-23	2024-09-10 COTW
Carrilee Eddy	Re sewage pollution in Windsor, NS	2024-07-31	2024-09-10 COTW
Brenda Shiers	Re Maple Wood Cemetery	2024-08-02	2024-09-10 COTW
Honourable John A. Lohr, Minister of Municipal Affairs and Housing	Re purchase of homes affected by overland stormwater	2024-08-02	2024-09-10 COTW
Dawn Allen	Re proposed West Hants (Cogmagun) Landfill expansion and Climate Change	2024-08-04	2024-09-10 COTW
Greg Miller flooding	Re Stannus Street	2024-08-04	2024-09-10 COTW
Keith Aucoin	Re Memo to Mayor Zebian CSO	2024-08-04	2024-09-10 COTW
Denise Forand	Re Unacceptable flooding	2024-08-05	2024-09-10 COTW
Pierre Tabbiner	Re Another flooding	2024-08-05	2024-09-10 COTW

Correspondence Received

Carrilee Eddy	Re Sewage flood risk	2024-08-06	2024-09-10 COTW
Denise Forand	Re No new sewer or water hook ups permitted on systems until the flooding stops for downtown	2024-08-06	2024-09-10 COTW
Honourable John Lohr	Re Letter to municipalities re code of conduct	2024-08-09	2024-09-10 COTW
Natalie Lane	Re Curbside garbage pickup	2024-08-17	2024-09-10 COTW
Rob Blackwood	Re Please help.....we need garbage removal	2024-08-17	2024-09-10 COTW
Avon Street Erosion Society	Re Request for Letter of Support	2024-08-27	2024-09-10 COTW
Jennifer Moore	Re Vaccination for CSO exposure (WHRM copied)	2024-08-27	2024-09-10 COTW
Marcie Lane	Re Garbage pickup	2024-08-18	2024-09-10 COTW
Rick Smith	Re Amalgamate Windsor & West Hants Water Utilities	2024-08-29	2024-09-10 COTW
Steven and Jason Hart	Re Follow up Wind Farms	2024-09-10	2024-09-24 Council
Suzanne Ley	Re Letter to WHRM Re Support for the Unhoused	2024-09-16	2024-09-24 Council
Stephen Adams	Re Beech Brook Road Upgrade Request	2024-09-19	2024-09-24 Council
Bev Hubley & Sheldon Gouthro	Re Beech Brook Road	2024-09-23	2024-10-08 COTW
Tasia Robinson	Re Lights in school zone	2024-10-01	2024-10-08 COTW
Keith Aucoin	Re Stannus St. CSO Issue	2024-10-03	2024-10-08 COTW
Gretchen Archibald	Re Landfill Expansion Thoughts (WHRM copied)	2024-10-06	2024-10-08 COTW
Kimm Kent	Re Cogmagun Dump near Cogmagun River (WHRM copied)	2024-10-06	2024-10-08 COTW
Honourable Minister John Lohr	Letter to Mayors-Wardens Re GRID	2024-10-07	2024-10-08 COTW
Pamela Snow	Re Cogmagun Landfill	2024-10-17	2024-11-12 COTW
Ed Kelly	Re Speeding on the South Rawdon Road	2024-10-21	2024-11-12 COTW
Ryan MacNeil	Re Sewer gas in Windsor again	2024-10-27	2024-11-12 COTW
Rick Smith	Re Committee of the Whole Minutes	2024-10-31	2024-11-12 COTW
Carol Bradley	Re Cogmagun Landfill	2024-11-06	2024-11-12 COTW
Keith Aucoin	Re Joint Resolution Committee	2024-11-14	2024-11-26 Council
Correspondence from the Province	Re WHRM Wind Turbine Setbacks	2024-11-19	2024-11-26 Council
Lachlan Riehl	Re Halfway River - Information Re Flooding and Erosion Risks	2024-11-19	2024-11-26 Council
Pete Hope	Re Teens from the AVHS on private property	2024-11-21	2024-11-26 Council
Amanda Dunfield	Re WHRM Correspondence Windsor Combined Sewer Overflows PVSC	2024-11-22	2024-11-26 Council
Rick Smith	Re Committee of the Whole Minutes	2024-11-29	2024-12-03 COTW
Amanda Dunfield	Re Windsor Flood Zone Combined Sewer Overflows: PVSC - NSFMM / Intact 2024 Municipal Climate Resiliency Grants Program	2024-12-10	2025-01-14 COTW
Rick Smith	Re Audit Committee Brief	2024-12-18	2025-01-14 COTW
Avon River Pickleball Club	Re Letter of intent	2024-12-19	2025-01-14 COTW
Hon. John Lohr	Re Congratulatory letter for municipalities on	2024-12-30	2025-01-14 COTW

Correspondence Received

	adopting the code of conduct		
Rick Smith	Re Tremain Crescent Flooding	2025-01-02	2025-01-14 COTW
Amanda Dunfield	Re WHRM Windsor CSO - inquiry council elect briefing buyout discussions	2025-01-09	2025-01-14 COTW
Denise Forand	Re Add exceptions to the new proposed land map use documents	2025-01-10	2025-01-28 Council
Sana Amin	Re Local Economic Impact of Nova Scotia Wind Projects	2025-01-13	2025-01-28 Council
Seamus Marriott	Re MPS-Visual Intrusiveness	2025-01-14	2025-01-28 Council
Department of Municipal Affairs	Re WHRM Planning Strategy and Land Use By-law amendments re	2025-01-14	2025-01-28 Council
Minister Masland	Re Moving towards Consistent and Impactful Emergency Response	2025-01-17	2025-01-28 Council
St Croix Community Club	Re Funding Request	2025-01-22	2025-01-28 Council
Petition	Re Against proposed cell phone tower location	2025-01-23	2025-01-28 Council
Prime Minister	Re Request for Financial Assistance to Support a Property Buyout Program	2025-01-24	2025-01-28 Council
Karen Wallace	Re Wind Amendment	2025-01-28	2025-02-11 COTW
Hon D Ritchey	Re Library Funding Formula Increase	2025-01-29	2025-02-11 COTW
Markus Kehoe	Re PAC HAC Members Dismissed	2025-02-03	2025-02-11 COTW
Avon Community Farmers Market Board of Directors	Re Funding Request	2025-02-04	2025-02-11 COTW
Tim Carr	Re Citizen Participation PAHAC	2025-02-05	2025-02-11 COTW
Margaret Johnston	Re Planning Committee Restructuring Amendment	2025-02-06	2025-02-11 COTW
Shared Tower Letter to Council	Re Telecom Infrastructure	2025-02-06	2025-02-11 COTW
Jane Davis	Re Deep Disappointment in Decision to Reduce Citizen Representation on PACHAC	2025-02-06	2025-02-11 COTW
KJ Conyers-Steede	Re Concern Over the Restructuring of the Planning Advisory Committee	2025-02-07	2025-02-11 COTW
Guide Furlani	Re Planning and Heritage Committee re-instatement amendment and motion	2025-02-07	2025-02-11 COTW
Alicia Hennesey	Re Concerned Citizen about the PAC_HAC committee	2025-02-09	2025-02-11 COTW
Carol Bradley	Re West Hants PACHAC	2025-02-10	2025-02-11 COTW
Vanessa Brunt	Re Concerned Citizen about the PACHAC committee	2025-02-10	2025-02-11 COTW
Amanda Dunfield	Re WHRM PACHAC Restructuring	2025-02-10	2025-02-11 COTW
Carrilee Eddy	Re PACHAC Committee	2025-02-11	2025-02-25 Council
Donna Dunfield	Re reduction of PACHAC	2025-02-11	2025-02-25 Council
Jeff Dunfield	Re Concerns About Planning Advisory Committee Changes	2025-02-11	2025-02-25 Council
Alicia Hennesey	Re Feb 11th COTW comments	2025-02-11	2025-02-25 Council
Letter to Mayors and Wardens		2025-02-11	2025-02-25 Council
NSFM Letter to Elected Officials		2025-02-12	2025-02-25 Council
Anna Steadman	Re Letter from Premier Huston requesting your	2025-02-13	2025-02-25 Council

Correspondence Received

	support (Hon. John Lohr)		
Guide Furlani	Re Dismissal of PACHAC Committee Members - Policy Concerns	2025-02-13	2025-02-25 Council
Karen Beazley	Re Letter from John Lohr to Mayors and Wardens	2025-02-13	2025-02-25 Council
Markus Kehoe	Re PACHAC Committee Policy Concerns	2025-02-13	2025-02-25 Council
Jennifer Moore	Re PACHAC committee membership	2025-02-18	2025-02-25 Council
Krista Lloy	Re Support for Stannus Street Rink	2025-02-18	2025-02-25 Council
Amanda Dunfield	Re Cunnabel Creek Stormwater Management Report and Buyout Program	2025-02-19	2025-02-25 Council
Barb Harris	Re Letter to Marco MacLeod, MLA (WHRM copied)	2025-02-13	2025-02-25 Council
Denise Forand	Re Request for Transparency Regarding Minister Lohr's Call for Resource Development Support and Land Use changes	2025-02-20	2025-02-25 Council
NSFM Letter to Elected Officials	Re Pending Legislation	2025-02-21	2025-02-25 Council
Karen Beazley	Follow-up Re Letter from John Lohr to Mayors and Wardens	2025-02-21	2025-02-25 Council
Glenn Ross	Re Library Concerns	2025-02-22	2025-02-25 Council
Amanda Dunfield	Re Minister's Request for Support Resource Development etc.	2025-02-21	2025-02-25 Council
Anne Bishop	Re Minister Lohr's Letter	2025-02-22	2025-02-25 Council
Jan Morrell	Re Great Concerns	2025-02-23	2025-02-25 Council
Karen Beazley	Re Concerns and questions about Bill 6	2025-02-24	2025-02-25 Council
Brian Casey	Re Stannus Street Rink	2025-02-25	2025-02-25 Council
Karen Beazley	Re Concerns and questions remain about Bill 1	2025-02-25	2025-02-25 Council
Andrea Lynn	Re Lohr's request to Mayors and Wardens	2025-02-25	2025-02-25 Council
Denise Forand	Re Our LUB and MAPS for Municipalities	2025-02-25	2025-03-11 COTW
Craig MacPherson	Re Support for an indoor Pickleball facility	2025-02-28	2025-03-11 COTW
Holly Ross	Re Pickleball	2025-02-28	2025-03-11 COTW
Joyce Anne Hines	Re Pickleball facility	2025-02-28	2025-03-11 COTW
Karen Wallace	Re West Hants Pickleball	2025-02-28	2025-03-11 COTW
Cynthia DeMont	Re Recreation in West Hants	2025-03-01	2025-03-11 COTW
Denise Forand	Re EverWind Fuels' owner Trent Vichie getting political and financial support from Nova Scotia	2025-03-01	2025-03-11 COTW
Karen Wallace	Re SOS democracy at stake	2025-03-01	2025-03-11 COTW
Monique Wood,	Re Recreational facilities	2025-03-01	2025-03-11 COTW
Todd Miller	Re letter to council Re Taxes	2025-03-02	2025-03-11 COTW
Amanda Dunfield	Re WHRM COMBINED SEWER OVERFLOWS Invitation	2025-03-03	2025-03-11 COTW
Gordon Callan, President of the Gordon Hughes Tennis Club	Re Develop Facilities at Sportsplex	2025-03-04	2025-03-11 COTW
NS physicians warn of health risks related to fracking and		2025-03-04	2025-03-11 COTW

Correspondence Received

uranium mining			
NSFM President	Re Letter to Elected Officials Re Bill #24, Temporary Access to Land Act & Joint Regional Transportation	2025-03-04	2025-03-11 COTW
DMA Minister	Re Letter to Mayors Wardens CAOs Re Setback Regulations.pdf	2025-03-07	2025-03-11 COTW
The Honourable Harjit Sajjan	Response Re Financial Assistance Request	2025-03-07	2025-03-11 COTW
Barb Gallagher	Re Dr. Maxwell Re Uranium	2025-03-10	2025-03-11 COTW
Minister Masland Letter	Re Update on Municipal Disaster Financial Assistance Claims	2025 03 13	2025-03-25 Council
Gliders Letter to WHRM Council	Re Recreation Space	2025-03-14	2025-03-25 Council
Rick Smith	Re Stormwater - Tremain Crescent	2025-03-15	2025-03-25 Council
Wayne Hamm	Re Activity Centre for West Hants Seniors	2025-03-17	2025-03-25 Council
Claire McCarthy	Re Creation of indoor pickleball courts in the Windsor area	2025-03-18	2025-03-25 Council
Julia Merritt	Re Provincial Budget 2025-26 and Library Services	2025-03-19	2025-03-25 Council
Denise Forand	Re As of right issues	2025-03-19	2025-03-25 Council
DMA Letter to Mayors and Wardens	Re Code of Conduct	2025-03-19	2025-03-25 Council
	Re Invitation to Participate in Bear Lake Wind Project Community Liaison Committee	2025-03-20	2025-03-25 Council
Janet Morrell	Re Submission regarding Bill 24 (WHRM copied)	2025-03-23	2025-03-25 Council
Anne Bishop	Re Public Bills Committee Bill#24 (WHRM copied)	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM WINDSOR CSOs Estimate	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM Assessment Act follow up	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM Windsor CSOs Silenced for Speaking Up	2025-03-25	2025-03-25 Council
Community Letters	Re Requesting a Community Centre	2025-03-26	2025-04-08 COTW
Tim Carr	Re Support for Avon River Days Society Funding	2025-04-01	2025-04-08 COTW
Pat Taylor Re fireworks regulations	Re fireworks regulations	2025-04-01	2025-04-08 COTW
Markus Kehoe	Re File #24-03 Development Agreement Bear Lake Wind Farm - Process	2025-04-02	2025-04-08 COTW
Attorney General and Minister of Justice	Re Adapting the Additional Officer Program	2025-04-10	2025-04-22 Council
Department of Municipal Affairs	Re 12 months' notice 2026-2027 (WHRM copied)	2025-04-14	2025-04-22 Council
Minister Masland and Lohr Letter to All Municipalities	Re Fire Services Review	2025-04-17	2025-04-22 Council
Minister Lohr	Re Letter to Mayors Wardens Re Fire Records Management System	2025-04-24	2025-05-13 COTW
Eric Bowdridge	Re Troubled by Ecological Degradation - Avon River Causeway	2025-05-03	2025-05-13 COTW

Correspondence Received

Karen Wallace	Re A Very Proud Week – Broomball Nationals	2025-05-08	2025-05-13 COTW
Karen Wallace	Re Everwind Again	2025-05-20	2025-05-27 Council
Sean Kirby	Re Uranium	2025-05-20	2025-05-27 Council
Chad Pothier	Re Opposition to Proposed Uranium Mining - Millet Brook	2025-05-21	2025-05-27 Council
Dial-A-Ride	Re line on the budget	2025-05-21	2025-05-27 Council
Emily Carroll R	Re Serious Safety and Zoning Concerns – Proposed Childcare Centre, PID 45285103 Redacted	2025-06-21	2025-07-08 COTW
West Hants Uniacke Community Health Board	Re Advocacy for Emergency Shelter Funding	2025-06-23	2025-07-08 COTW
Attorney General and Minister of Justice	Re Comprehensive Policing Review Update on June 25, 2025	2025-06-25	2025-07-08 COTW
Kathleen O'Brien	Re Telecommunication Tower Procedure	2025-06-29	2025-07-08 COTW
Acadia's Environmental & Sustainability Studies Letter to Premier	Re Uranium Exploration (WHRM copied)	2025-07-02	2025-07-08 COTW
Correspondence from DEM	Re Response to Funding for Property Buyout Program	2025-07-08	2025-07-22 Council
Todd and Staphanie Janes	Re Residential waste collection Cozy Crescent, Falls Lake, Vaughan, NS	2025-07-16	2025-07-22 Council
Rick Smith	Re WHRM Water Utility Consumption Report Dated March 31, 2025	2025-07-15	2025-07-22 Council
DMA - Minister of Municipal Affairs	Re Nova Scotia Firefighters School	2025-08-05	2025-09-09 COTW
NSFM Letter to Elected Officials	Re Strong Mayor Powers	2025-09-16	2025-09-23 Council
Todd Janes	Re Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan, NS	2025-10-01	2025-10-14 COTW
Letter from Jan Simpson, CUPW National President		2025-10-02	2025-10-14 COTW
Department of Municipal Affairs Letter	Re Amendments through the Municipal Modernization (2025) Act.	2025-10-07	2025-10-14 COTW

From: [Abraham Zebian](#)
To: [WWH Council](#)
Subject: Fwd: Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan, NS
Date: October 2, 2025 11:15:24 AM
Attachments: [Waste Removal Truck.png](#)

From: Todd Janes
Date: October 1, 2025 at 9:52:21 PM ADT
To: Kayla Leary-Pinch <Councillor.Leary-Pinch@westhants.ca>, Abraham Zebian <Mayor.Zebian@westhants.ca>, Jenny LaPierre <JLaPierre@westhants.ca>
Subject: Fwd: Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan, NS

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Councillor Leary-Pinch
Mayor Zebian

We write you as a follow up to our past correspondence below. We were able to view your efforts via the online video link for the last Council meeting. As we were very appreciative of your efforts in bringing our concerns forward, the results did come as a great disappointment for us. The issue appeared to be derailed from a matter of providing an essential service to tax paying residents, to a misdirected issue of additional cost to provide such service. We have difficulty in understanding where the additional cost would be incurred? Is not the budgeted cost of garbage collection for the municipality based on a "per household" model. I see a number of new streets and home developments in the community of Windsor currently ongoing. Will they be automatically included in the municipal waste collection program or does a cost analysis have to be done to assess the fiscal feasibility of providing such a service to them? Our assumption is no such assessment will be requested or required, as

the expense of the collection will be pooled into the cost of collection "per household" for which is equally divided and accounted for in each household's municipal taxes. Doing so in Windsor means everyone pays the same and receives the same service, regardless if you live in an existing residential area or a newly developed one. Further to this, it is our assumption that our house in Vaughan is included in this same waste collection budget and is charged on our taxes in the same fashion. Do we not pay the same for waste collection as all other residents? Does the amount we pay not help cover the cost of waste collection for Windsor residents as much as paying for our own? If by chance our waste collection were to actually cost less than providing waste collection in Windsor, would we not still pay the same because it is a "pooled" cost to cover the entire budget? To decide to neglect to provide us with our rightful waste collection service because there is an assumption of additional cost to the municipality is flawed and unjust. We pay the same as everyone else, so therefore we should receive nothing less than the same level of service. Furthermore, we have difficulty understanding just where the additional cost to provide roadside collection in our development would be incurred? The service provider will be collecting the exact same amount of waste as they do currently. The volume will not increase. They may have to drive a short distance more, however our development road is not lengthy, and to suggest it is an additional cost to the municipality is not rational. How could it be considered an additional cost when they already provide the service to every other household with the driving distance factored in their fees? The fact that they do not currently provide the roadside service to us now should be considered a cost savings for the service provider as we are currently paying for it but not receiving it. For these reasons we cannot agree that cost is a determining factor for the council to vote against your motion

In addition, we disagree with the argument from council that if you provide service to our street then you would have to provide waste collection to all private roads in the area. This is not a reasonable generalization. If their road is not deemed accessible and safe, then they have the option to upgrade the road to standard width, compaction, and surface condition to be eligible for the service. Any private road that is already considered viable and safe (which is the case for Destination Way and Cozy Crescent) should be afforded the opportunity to request the full service they pay for and are entitled to receive. The waste management provider has already stated our road is safe and accessible, and is undeniable, as evident in the photo below of one of their trucks turning around on Destination Way this past summer. I am unsure of the number of private roads in the municipality that meet the standard, but

regardless if it is just ours or 50 others, if they meet the standard they should be provided with their rightful waste removal service if they request it. To continue to deny them of the service just because they are on a private road is an oversimplification and unjust. It is our belief that concerns of safety would be better directed toward our developments residents, including our seniors, who on every Sunday night must make multiple trips, dragging heavy bins, down unlight, slippery roads, in the middle of winter, to the edge of New Ross Road, where vehicles pass you in excess of the posted speed limit of 80 kms per hour on a sharp turn in the road! This is what is truly unsafe and extreme in expectations for our municipality to demand of its residents. In addition to safety, there is the consideration for sanitation as well. The entrance to our development is starting to look like a dump site. The garbage and compost is often torn open by wildlife before it is collected. We are in a heavily wooded area and when we are outside we should be able to do so without the fear of bears and other wildlife roaming in search of garbage.

Our road is considered private and therefore we receive no municipal snow clearing. We receive no municipal road or drainage maintenance, We have no access to avail of municipal water and sewer services. We have no municipally maintained greenspaces or recreational facilities in our development. There are no street lights or fire hydrants serviced by the municipality. The list goes on, and I am sure an argument could be made by council why they are not responsible for each one of them. This despite the fact that we too are obligated to help finance these services while never utilizing any of them. Just what do we receive for our contributions? It is our belief that the aspirations of those elected to municipal council should be to represent each and every community development. To strive to direct their efforts to find ways to enhance the services provided to all residents, rather than salvaging excuses to deny them assistance.

I know the council as a whole must consider and debate difficult decisions relating to public safety which are often enhanced by budgetary restrictions. However, for the reasons stated, we believe that the decision whether to provide us with roadside waste collection is neither a matter of financial cost nor safety concerns. It was suggested in the last council meeting that proceeding with a vote on this matter at that meeting would mean it could not be brought forward again for a long period of time. I am unsure why. I respectfully plea for you not to shelve this matter of such high importance to us. Delaying the possibility of bringing it before council again does not make it any easier on us with winter coming on and only enhancing the problem.

We continue to appreciate you and thank you for your ongoing efforts in

this matter.
Sincerely,

Todd & Stephanie Janes



----- Forwarded message -----

From: **Abraham Zebian** <Mayor.Zebian@westhants.ca>

Date: Wed, 16 Jul 2025 at 23:33

Subject: Re: Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan,

NS

To: Todd Janes <tjanesgb@gmail.com>

Cc: Kayla Leary-Pinch <Councillor.Leary-Pinch@westhants.ca>, Jenny LaPierre <JLaPierre@westhants.ca>, Deanna Snair <DSnair@westhants.ca>

Thank you for the email Todd and Staphanie.

Im so sorry you are experiencing any inconveniences.

We will include your email as correspondence for councils information.

Kindest regards.

Mayor Abraham Zebian
West Hants Regional Municipality
76 Morrison Drive
Windsor NS
B0N 2T0
902-790-1566

On Jul 16, 2025, at 12:19 PM, Todd Janes <tjanesgb@gmail.com> wrote:

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Mayor Zebian,
Councillor Leary-Pinch,

I write to you in plea of assistance with an ongoing problem we are experiencing with our residential waste collection.

We currently reside at 68 Cozy Crescent at Falls Lake in Vaughan.

We are new to this area as recent retirees.. We have invested heavily in developing our property to be our retirement home in which we live full-time permanently.

Since arriving we have been told that our street is a private road and that we are required to carry our garbage bins all the way to the entrance to Destination Way from New Ross Rd. This is about a 15 minute walk each way. So it takes us 1/2 hour to drag our bin behind us to the road and return home. (This is a task often performed in the rain or snow.) Then we have to repeat this process to bring our recycling bags and cardboard which increases our journey to at least 1 hour if we can carry all of it in one trip which is not always the case. The following morning we have to repeat the process to retrieve our bin. This is a frustrating and daunting task, and extreme in expectations as I have recently undergone heart surgery, or for my wife to perform alone.

Enhancing these frustrations is a repeating problem we

are experiencing with our compost bin. We are careful to ensure we follow all of the rules and guidelines for composting. We even freeze our compost prior to putting it out on collection day to avoid the smell and insects it creates around our home. We drag our bin all the way to New Ross Road on the Sunday evening before the Monday morning collection. However, on 3 occasions now, when we return to pick up our bin we find it has not been emptied and there is a green sticker attached to the top stating that there are non-compostable products in the bin. Upon opening the lid we find that someone passing by has disposed of their garbage in our bin on top of our compost making it unacceptable to the employees doing the collection. We are unsure who is doing it. It may be people passing by on New Ross Rd, or the tenants of the AirBnb's of Destination Way, disposing of their garbage on the way home on a Sunday evening. Either way, it leaves us to deal with the stench of rotting compost and insects at our house for another 2 weeks which is something we worked diligently to avoid in the first place. If we are not going to be afforded the service of residential pick-up, I am unsure how we can be accountable for what goes into our bin when it is out of our supervision.

In an effort to avoid this reoccurrence, I even tried moving our bin back a little way from New Ross Rd, however I then got another green sticker stating that my bin was more than 10 feet from the curb and was unacceptable to the employees doing the collection.

I have approached the developer of this subdivision and he has informed me that he is not responsible for waste collection as his company does not create the garbage nor are they responsible for its removal. Further he says he went above and beyond the requirements for road construction in the development as to allow for usage by large trucks such as those used for waste collection. He says he has contacted the waste disposal company and they said they have no issue performing residential collection in our area but first they need approval from the municipality.

I have called the municipal waste coordinator who informed me that the matter was brought to council to be resolved but was voted down? I am being told that we are responsible for our own road maintenance and snow clearing, our own water and sewer, our own street lights, but our waste collection is one service that we should receive in return for our municipal tax payments. Council may claim that we are indeed receiving that service, but I have to question if it is anywhere near the same level of service as other residents in this area?

I have followed up with the developer to see if there may be any other solution I could develop with him, such as a dedicated garbage corral, however he has no interest in giving up any further land for such use. His suggestion is to sue the municipality to get the service we should be receiving. This is not a route we desire to take, as we feel this residential collection is not a large ask from the municipality in return for the large municipal tax paid on these the properties in this development that come with high municipal assessments.

I respectfully request that the council could re-examine this ongoing concern in hopes a more reasonable waste collection service can be established.

I offer our sincere gratitude in advance for your consideration and assistance to us in this matter.

Todd and Staphanie Janes
68 Cozy Crescent
Vaughan, NS
B0N 2T0
cell 709-897-7930

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Letter from Jan Simpson, CUPW National President
Date: October 2, 2025 3:27:28 PM
Attachments: [2025-10-01_Resolution Municipalities E.pdf](#)

From: Marty Le Gallez
Date: October 2, 2025 at 3:08:00 PM ADT
To: Abraham Zebian <Mayor.Zebian@westhants.ca>
Subject: Letter from Jan Simpson, CUPW National President

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

BY EMAIL

October 2, 2025

Mayor Abraham Zebian
West Hants Regional Municipality
PO Box 3000 76 Morison Dr
Windsor (NS) B0N 2T0
mayor.zebian@westhants.ca

Dear Mayor Zebian,

Re: Federal Government Attacks Public Postal Service – Stop the Cuts!

I had written you a few days ago to let you know about the pending mandate review of Canada Post and the *Canadian Postal Service Charter*. It seems that the Government could not wait for public input and instead chose to announce drastic service cuts. These cuts are based on the Industrial Inquiry Commission (IIC) recommendations made by William Kaplan – a process that had very little public awareness or consultation. The cuts include:

- Ending door-to-door delivery for four million households, eliminating thousands of jobs.
- Scrapping the moratorium on post office closures which could lead to degraded service or the complete removal of community post offices from some municipalities.
- Degrading service standards for mail, especially when some people still rely on it for daily needs.

These cuts will have a particularly hard impact on seniors, people with disabilities, and rural, remote and Indigenous communities. Minister Lightbound made no announcements about how Canada Post could increase services and diversify its revenue streams.

Postal workers went on a nation-wide strike to protect this vital public service and because we are still without new collective agreements after two years of negotiations. We know it's not easy for many to live without the high-quality postal service that we are proud to deliver, but we ask for your support in defending our public post office.

I am asking your municipality to pass or update your resolution to:

- 1) Demand an immediate halt to the service cuts, to look instead for ways to increase services and revenues in other areas, and that no mandate review takes place until Canada Post returns to stabilized operations,
- 2) Ask the Government to commit to a fully transparent, public process for the upcoming mandate review involving input and hearings from all stakeholders in all regions, and;
- 3) Make a written and/or oral submission to the mandate review – if you have the capacity and depending upon how the review is structured.

Sincerely,

Jan Simpson
National President
Canadian Union of Postal Workers

Encl.

c.c.: CUPW National Executive Board and Regional Executive Committees, CUPW Locals, CUPW Specialists

Hands Off Our Post Office - Stop the Cuts

WHEREAS the Federal Government has announced drastic cuts to our treasured public post office – eliminating good jobs, ending door-to-door delivery, removing the moratorium protection on post office closures, and changes to delivery standards for the mail.

WHEREAS the Federal Government has done this without meaningful public consultation and has made this decision unilaterally prior to a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026, effectively eliminating any opportunity for input from the people who will be most affected;

WHEREAS thousands of postal jobs will be destroyed and four million households will lose door-to-door delivery, most within next few years;

WHEREAS post office closures could degrade or completely remove service in many communities;

WHEREAS these cuts will hurt seniors and people with disabilities in particular;

WHEREAS it is crucial for the Government and mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, keeping daily home mail and parcel delivery to the door, improving postal banking, greening Canada Post, adding EV charging stations, adding food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities to help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining;

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to:

- Demand an immediate halt to the service cuts, and to look instead for ways to increase services and revenues in other areas, such as those as noted above,
- Demand that no mandate review takes place until Canada Post returns to stabilized operations, and;
- Demand that any review of Canada Post and the *Canadian Postal Service Charter* must be done through a full and thorough transparent public review, including public hearings, with all key stakeholders, in every region of Canada;

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

MAILING INFORMATION

1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

October 7, 2025

Dear Mayors and Wardens:

On October 3, 2025, the *Municipal Modernization (2025) Act* received Royal Assent in the Nova Scotia Legislature. The Act includes several amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, *Halifax Regional Water Commission Act*, *Municipal Elections Act*, *Municipal Grants Act*, and the *Housing in the Halifax Regional Municipality Act*. The *Municipal Modernization (2025) Act* also includes a new *Transportation Corridors Control Act*.

These changes aim to support development across the province, modernize existing provisions to improve municipal elections, as well as a suite of other requested changes to update the legislation.

Due to the number of amendments included in the *Municipal Modernization (2025) Act*, I have included a summary document that provides amendment descriptions, amendment section numbers within the amended legislation, amendment clause numbers within the *Municipal Modernization (2025) Act*, and clarification about whether the amendments have been proclaimed or still require regulations.

I want to thank you for your continued support in making Nova Scotia a better place and taking bold steps together to meet the changing needs of your communities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lohr'.

Honourable John A. Lohr
Minister of Municipal Affairs

c: Juanita Spencer, NSFM

Attached

Summary of Amendments through the *Municipal Modernization (2025) Act*.

Changes to the Municipal Government Act and HRM Charter				
Amendment	Amendment Description	Section # in Act	Clause # in MMA	Regulations Required for Proclamation?
Tax Reductions due to Natural Disasters	Allow municipalities to adopt policies to reduce property taxes for homes rebuilt after destruction by wildfire, hurricane, flood, or other natural disasters. Enables reimbursement of overpayments and considers pre-disaster assessed values.	87A (HRMC) 69B (MGA)	2, 26	This amendment has received Royal Assent.
Establishment of Childcare Centre Areas	Enable the Minister to designate sites for Provincially licensed childcare operated by a private for profit, or not-for-profit entity to be exempt from the application of municipal land use requirements established by Municipal Planning Strategies and Land Use Bylaws, and the associated approval processes.	229D (HRMC) 214D (MGA)	8, 28	This amendment has received Royal Assent.
Allowing Tax Sale Payments to be Made Electronically	Allow municipalities to accept electronic payment for tax sale purchases - options like online banking, debit or credit card payment, wire transfer or Automated Clearing House payments, bank transfers, or digital wallet/virtual card payments.	163 (1), 163(1A) (HRMC) 148(1), 148 (1A) (MGA)	4, 27	This amendment has received Royal Assent.

Changes to the HRM Charter and Halifax Regional Water Commission Act				
Amendment	Amendment Description	Section # in Act	Clause # in MMA	Regulations Required for Proclamation?
Ministerial Authority to Mandate Planning Documents	In situations where the Minister has refused to approve planning documents, the Minister can now require council to amend its planning documents within a prescribed timeline and set parameters for the required public participation program.	219(3), 223A (1) (HRMC)	6, 7	This amendment has received Royal Assent.

Changes to the HRM Charter and Halifax Regional Water Commission Act				
Site Plan to the External Appearance of Structures HRM Wide	Expands the current authority of Development Officers to approve changes to the external appearance of buildings—currently limited to the Downtown and Centre Plan areas—so that it applies across all areas of the Halifax Regional Municipality.	246(3)(1) (HRMC)	10	This amendment has received Royal Assent.
Enable Bonds and Liens to be Applied to Municipal Permit Fees	Enable HRM to apply either a bond or a lien to secure permit fees that had been deferred until occupancy.	188(2)(e) (iva), (ivb), (ivc) (HRMC)	5 (2)	This amendment has received Royal Assent.
Cogswell Energy District Authority	To enable property owners located outside the mandatory connection to the Cogswell District Energy System area to voluntarily connect to the system with the consent of the municipality, and to allow the municipality to set terms and recover costs of that connection and extends liability protection to Halifax Water for voluntary connections the same as for mandatory connections.	104A(1) (aa), 188(1) (laa), 235(5) (jba) (HRMC) 2(1) (ea), 9(1), 26(a)(i), 27A (HRWCA)	3, 5 (1), 9, 11, 12, 13, 14	This amendment has received Royal Assent.

Municipal Grant Act Amendments				
Amendment	Amendment Description	Section # in Act	Clause # in MMA	Regulations Required for Proclamation?
Removal of requirement for Governor in Council approval for annual Municipal Financial Capacity Grant allocations	This is an administrative amendment only. It removes the requirement for the Minister to obtain annual approval from Governor in Council for the amount of the Municipal Financial Capacity Grant (MFCG). The MFCG is distributed to municipalities based on the formula included in regulation and adheres to the formula agreed as part of the negotiated Service Exchange Agreement.	8(2)	30	This amendment has received Royal Assent.

<i>Municipal Elections Act Amendments</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Allowing returning officers to vote</i>	Removes the prohibition against a returning officer being on the municipal list of electors and eligible to vote.	15 (a)	23	This amendment has received Royal Assent.
<i>Amend Elector Eligibility Trigger Date</i>	Amends the trigger date for the determination of the eligibility of an individual to vote in a municipal election from the current “first advanced” polling date, to upon the “ordinary” polling date for consistency with provincial and federal eligibility.	14	22	This amendment has received Royal Assent.
<i>Provide Optional Methods for Public Notice</i>	Allows municipalities to post notice on the municipality’s publicly accessible website and in at least five conspicuous places in the municipality rather than in the newspaper.	2A	21	This amendment has received Royal Assent.
<i>Elector Privacy</i>	Allows an elector to have their name obscured from any copies of the list of electors that are to be made public or shared. Only the municipal returning officer’s final list of electors for internal use will still include the elector’s name and other personal information so that the person can participate in the election.	35(1)(ba), 35 (2A), 35 (2B), 36 (5), 36 (6)	24, 25, 32	Yes.

<i>Housing in the Halifax Regional Municipality Act Amendments</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Remove barriers on development in Special Planning Areas</i>	The amendment broadens the language to clarify the original intent that the Minister has authority to create, amend, or repeal planning documents—such as Municipal Planning Strategies (MPS), land use by-laws, and subdivision by-laws—in designated Special Planning Areas. Previously, this authority was implicit, as changes to an MPS required corresponding changes to other planning documents to fulfill the intent of the Act.	16(1), 16(2), 16(3), 16(5)	18	This amendment has received Royal Assent.

<i>Housing in the Halifax Regional Municipality Act Amendments</i>				
<i>Update legislative requirements for public notification</i>	This amendment will allow for public notification to take place on the Province's public website rather than in the newspaper.	15(3)(b), 17(3)(a)	17, 19	This amendment has received Royal Assent.

<i>New: Transportation Corridors Control Act</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>New legislation</i>	Enables the Province to designate priority transportation projects and their corridors to safeguard land for future transportation and infrastructure development, especially in urbanizing areas, and streamline coordination among government departments, landowners, municipalities, developers, and utility companies.	N/A	31, Schedule	Yes.

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
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 Intermunicipal 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

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
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
NS Minister of Agriculture, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Fisheries and Aquaculture, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Nic Juurlick, President of the Hants County Federation of Agriculture	Re Permanent Freshwater Resource for Agricultural Communities	2023-07-20	2023-07-25 Council

Correspondence Sent

Federal and NS Ministers of Environment and Climate Change, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Municipality of Kings County	WHRM Letter of Support for the Residents of Avon Street, Hantsport Re Erosion	Sent 2023-07-21	2023-07-25 Council
CRTC and Innovation Science and Economic Development Canada Re Poor Cellular Service	Re Poor Cellular Service Connectivity	Sent via mail August 9, 2023	2023-09-12 COTW
MLA Sheehy-Richard	Re Additional Carpool Parking Lot	2023-11-27	2023-11-28 Council
Minister Masland	Re Smileys Provincial Park	2023-11-30	2023-12-05 COTW
Prime Minister of Canada	Re Call for an immediate ceasefire by all parties in the occupied Gaza Strip and Israel	2023-12-18	2024-01-09 COTW
Annapolis Valley Regional Centre for Education	Re School Bus Cancellation Concerns	2023-12-18	2024-01-09 COTW
Premier, Minister Lohr, MP Blois and MLA Sheehy-Richard	Re Affordable Housing	2024-01-18	2024-01-23 Council
WHRM Letter to NS Public Works and MLA Sheehy-Richard	Re Roadwork from Windsor to St. Croix	2024-04-02	2024-04-09 COTW
WHRM Letter to the Province and Minister Lohr	Re Canyon Point Resort and DFA Funding	2024-04-02	2024-04-09 COTW
WHRM Letter to Premier, Minister Masland, MLA Sheehy-Richard and Mr. Lamal	Re Flood concerns on the Belmont & New Town Roads	2024-04-16	2024-04-23 Council
WHRM letter to Premier, Minister Masland, Minister Morrow and MLA Sheehy-Richard	Re Dyke maintenance along the St. Croix River beside Highway 14, the Kennetcook River along Route 236 and the Herbert River	2024-06-19	2024-06-25 Council
WHRM letter to Premier Houston and Minister Lohr	Re Homes impacted by Combined Sewer Over flooding	2024-07-04	2024-07-09 COTW
WHRM letter to Premier Houston, Minister Lohr, MP Kody Blois and MLA Sheehy-Richard	Re Financial support for the under housed population in West Hants	2024-07-31	2024-09-08 COTW

Correspondence Sent

WHRM letter to Dave Jones, Regional Executive Director of Education AVRCE MP Kody Blois MLA Sheehy-Richard Paul Hanson, Avon View High School Principal Donna MacMillan, Avon View High School Interim Vice-Principal Doug Jackson, Avon View High School Vice-Principal Ashley Connors, Avon View High School Vice-Principal Steve Carrington, Student Counsellor for Brooklyn and Dr. Arthur Hines Elementary Schools Rayvonne Carrington, Black Educators Association Heather Kidd, Teacher and Equity Coordinator for WHMS	Re Support to hire a fulltime equity coordinator in both the West Hants schools	2024-07-31	2024-09-08 COTW
WHRM letter to MLA Sheehy-Richard	Re Request for advocacy to have vaccinations covered for those exposed to Combined sewer overflow events	2024-10-01	2024-10-08 COTW
WHRM Letter of Support for Avon Street Erosion Committee	Re Provincial Sustainable Communities Challenge Fund Grant	2024-10-01	2024-10-08 COTW
WHRM Letter to Annapolis Valley Regional Centre for Education	Re Installing a fence along the perimeter of Avon View High School property	2024-12-10	2025-01-14 COTW
WHRM Letter to Federal and Provincial Governments	Re Financial support to fund a residential property buyout program	2025-01-09	2025-01-14 COTW
WHRM Letter to Minister Lohr	Re Requesting Additional Information	2025-03-18	2025-03-25 Council
WHRM signed letter	Re Support for AVRL	2024-03-27	2025-04-08 COTW
WHRM Follow-up Letter to the Province	Re Financial support to fund a residential property buyout program	2025-04-02	2025-04-08 COTW
WHRM Letter to the Province	Re Urgent Concerns Regarding Uranium Exploration and Need for Increased Transparency	2025-06-25	2025-07-08 COTW



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: WHRM Committee of the Whole
Submitted by: Chrystal Remme, Councillor District 3
Date: October 1, 2025
Subject: Exploring Municipal Support for Residents with Dry/Failed Wells

LEGISLATIVE AUTHORITY

The Municipal Government Act provides municipalities with the authority to deliver services and supports that protect the health and welfare of residents. Specifically:

- Section 65 authorizes municipalities to make bylaws and policies respecting services and programs, including water supply and financing.
- Sections 81–82 permit municipalities to provide financing for private infrastructure improvements such as wells or septic systems, with repayment collected through property taxation.
- Section 172 enables borrowing and loan programs to support capital works and municipal services.

RECOMMENDATION or DECISION REQUEST

That Council direct staff to prepare a report on the feasibility of establishing a municipal program to support residents experiencing well failures, including a review of models used in other Nova Scotia municipalities.

BACKGROUND

Residents across West Hants are experiencing wells running dry, particularly during periods of drought. A recent inquiry from a District 3 resident highlighted the impacts: their well has failed repeatedly and no longer holds water, leaving them with livestock to care for, limited financial means as a pensioner, and no affordable options for drilling a new well.

Currently, West Hants does not have a policy or program to assist residents facing failed wells. For many households, the cost of drilling or repairing a well — often \$10,000–\$20,000 — is prohibitive, particularly for seniors, residents on fixed incomes, or families with agricultural needs.

Other municipalities in Nova Scotia have developed structured programs to address similar issues, offering examples that West Hants may consider.

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

DISCUSSION

Several Nova Scotia municipalities have introduced well and water supply upgrade programs that allow residents to spread out the cost of well repair or replacement:

- Municipality of Argyle – Well Upgrade Lending Program
Residents can borrow funds from the Municipality for well replacement or upgrades, repaid over 10 years through their property tax bill. This reduces the burden of upfront costs.
- Municipality of Chester – Water Supply Upgrade Lending Program
Offers loans up to \$15,000 for new wells, well deepening, or cisterns, with repayment over 10 years. The program provides reliable water access without immediate high expenses.
- Municipality of East Hants – Well & Septic Loan Program
Provides loans up to \$20,000 for well or septic upgrades. Repayment is made over 10 years through property taxes. The program addresses both water security and environmental protection.

These programs are designed to ensure residents have access to safe, reliable water while maintaining municipal cost recovery. Some municipalities also include flexibility for seniors or low-income households.

By asking staff to research these models and their applicability to West Hants, Council can consider whether a similar program should be implemented locally.

NEXT STEPS

If Council approves the recommendation, staff would:

- Research well support programs in other Nova Scotia municipalities.
- Assess how such a program could be structured for West Hants, including loan amounts, repayment terms, and eligibility criteria.
- Report back to Council with options, costs, and recommendations.

FINANCIAL IMPLICATIONS

There are no immediate financial impacts from this recommendation.

Should Council decide to establish a program, the financial implications would depend on the model chosen:

- Loan Program – Minimal upfront cost to the Municipality, with funds recouped through property taxes over time.
- Grant or Forgivable Loan Program – Direct municipal expenditure, requiring budget allocation.
- Hybrid Model – A mix of loans and partial grants, balancing resident affordability with cost recovery.

Staff would provide financial projections, including likely participation and average household costs, before any program is implemented.

ALTERNATIVES

- Status Quo – Take no action, leaving residents responsible for covering well failures privately.
- Provincial/Federal Partnerships – Explore coordination with higher levels of government before establishing a municipal program.
- Pilot Program – Test a small-scale program (limited funding or eligibility) before expanding municipality-wide.
- Technical Support Only – Offer assistance with assessments, well yield testing, or engineering advice without financial aid.

ATTACHMENTS

Municipality of Argyle – Well Upgrade Lending Program

<https://www.munargyle.com/well-upgrade-lending-program.html>

Municipality of Chester – Water Supply Upgrade Lending Program

<https://chester.ca/water-sewer/water-supply-upgrade-lending-program>

Municipality of East Hants – Well & Septic Loan Program

<https://www.easthants.ca/well-and-septic-loan-program/>

CHIEF ADMINISTRATIVE OFFICER REVIEW

Councillor Remme has provided examples of existing municipal programs from other units. The WHRM Home Flood Protection Pilot Program (HFPPP) and the Switch West Hants Program could be referenced as well as enabling programs.

Staff await direction of Council.

Report Prepared by: Chrystal Remme, Councillor District 3 WHRM

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: WHRM Committee of the Whole

Submitted by: Chrystal Remme, Councillor District 3

Date: October 3, 2025

Subject: Review of Utility Assistance Rebate Policy – Water Hauler Support

LEGISLATIVE AUTHORITY

The Municipal Government Act (MGA) provides municipalities with the authority to deliver services and supports that protect the health and welfare of residents.

- Section 65 authorizes municipalities to make bylaws and policies respecting services and programs, including water supply and financing.
- Sections 81–82 permit municipalities to provide financing for private infrastructure improvements, with repayment collected through property taxation.
- Section 172 enables municipalities to borrow for capital works and to establish loan or financing programs within prescribed limits.

RECOMMENDATION or DECISION REQUEST

That Council direct staff to review the Utility Assistance Rebate Policy and explore ways it could be expanded to support residents who rely on water haulers because of drought and failed wells, and report back with recommendations.

BACKGROUND

Residents in rural areas of West Hants have been reaching out as they struggle with the impacts of the current drought. In some cases, wells have gone dry or no longer produce enough water, leaving households reliant on water haulers. For many, this means significant unexpected costs just to meet basic needs. At an average cost of \$125 per load, hauling water adds up quickly, and the financial strain is especially hard on seniors, families on fixed incomes, and households with livestock.

From the residents I have spoken with, it is clear that people are doing everything they can to conserve water — stretching what little they have, making careful choices, and using only what is essential. Even with these efforts, the costs of hauling water are more than many households can manage.

While the Municipality has the Utility Assistance Rebate Policy, it was not designed with widespread drought in mind. The program is helpful but limited, and it does not address the immediate and ongoing costs that residents face when water shortages persist.

Drought on this scale has been unprecedented in our area, but with climate change, conditions like this may become more frequent. The Municipality should be prepared to support residents if water shortages continue in future years.

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

DISCUSSION

West Hants is currently experiencing significant drought conditions, and Council has already had many conversations over the past several months about how to best support residents. Measures such as free drinking water distribution and allowing residents to shower at the Sports Complex have been important steps, but they may not be enough to address the full scope of the problem. Some residents have turned to water haulers, but at an average cost of \$125 per load, this quickly becomes unmanageable for those on fixed incomes or for households with livestock.

The Municipality cannot change the water rate itself, as bulk water prices are regulated by the Nova Scotia Utility and Review Board (UARB). However, there are other ways to provide support. Options could include expanding the rebate so that residents continue to pay the regulated rate but receive partial financial relief afterward, creating targeted supports for vulnerable groups such as seniors and low-income households, or partnering with haulers to offset delivery costs. Council may also wish to consider a voucher or token system that covers a set number of loads each year, or an emergency drought fund that is only activated during critical shortages.

As part of this discussion, Council should also consider how to structure any program to ensure funds are used effectively. In some cases, water delivered directly into wells has drained away because of the low water table. Any program should therefore include clear criteria, such as requiring residents to have a safe way to store hauled water (e.g., cisterns or tanks), so that assistance goes where it will make the most difference.

This drought has been unprecedented, but with climate change, it is likely that conditions like this will continue to occur. The Municipality should be prepared to support rural residents when water shortages place an unsustainable financial burden on them. The goal is not to choose one program today, but to give staff direction to review what is possible and bring back options for Council to consider.

NEXT STEPS

If Council supports this recommendation, staff would:

- Review the current Utility Assistance Rebate Policy.
- Assess how it could be expanded to include residents using water haulers.
- Explore options such as rebates, targeted support, hauler partnerships, vouchers/tokens, or an emergency drought fund.
- Report back with recommendations and financial details.

FINANCIAL IMPLICATIONS

There are no immediate financial impacts from this recommendation.

Any financial implications would depend on how the program is adjusted. Options could range from modest annual subsidies to targeted supports for vulnerable residents to a seasonal emergency fund triggered only during drought. Staff would return with cost projections and options for covering them.

ALTERNATIVES

- Maintain the current program as is.
- Make a minor adjustment, such as extending the rebate deadline.
- Create a stand-alone program for water hauling support outside of the rebate framework.

ATTACHMENTS

[Utility Assistance Rebate Policy \(RCOFN-016.00\)](#)

CHIEF ADMINISTRATIVE OFFICER REVIEW

Councillor Remme has attached the Utility Assistance Rebate Policy for reference. In addition, I have added the COTW excerpt from the May 28, 2024 Council meeting for background. Councillor Remme has made some suggestions for further review and expansion of the program, and staff will pursue these options and others if directed by Council.

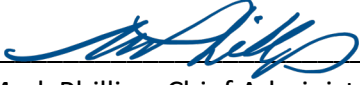
To support the discussion, I have provided an example of a typical water tank used by water haulers or homeowners to represent the water cost component. The following represents the cost per cubic metre or per 219 imp gallons. The water costs related to the gross charge or total bill for the water delivered “to the door” is scaled up or down depending on the volume of water delivered.

Example: Water Tank

Dimensions:	1m x 1m x 1m
Volume:	1m ³ or 1000L or 219 imp gallons
Cost per m ³ :	\$9.1611
Total Cost to fill 1m ³ water tank:	\$9.16



Report Prepared by: Chrystal Remme, Councillor District 3 WHRM

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
May 14, 2024

FINANCIAL SERVICES POLICIES EXCERPT

The Municipal Government Act (MGA) , Section 23 gives council the power to adopt policies as specifically outlined in the Act, or for any matter that the council considers conducive of effective management of the municipality. Based on previous direction the following policies have been amended to reflect that direction. The policies provide detailed guidelines on general account receivable collection process, property tax assistance for residents, and assistance for residential municipal sewer costumers and residential non-utility costumers receiving bulk water through a bulk water hauler. guidelines on general account receivable collection process, property tax assistance for residents, and assistance for residential municipal sewer costumers and residential non-utility costumers receiving bulk water through a bulk water hauler.

RCOFN-011.01 Residential Property Tax Assistance Policy – provide tax assistances to residential taxpayers within the Municipality.

RCOFN-015.0 Accounts Receivable Policy – ensure the prompt, effective, and efficient collection of all non-tax and non-water utility revenues due to West Hants Regional Municipality.

RCOFN-016.0 Utility Assistance Rebate Policy - establish guidelines for providing a utility rebate to residential consumers receiving bulk water services through a bulk water hauler, and/or municipal sewer services, within the West Hants Regional Municipality, whose total income from all sources, in the previous year.

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

COUNCIL APPROVES THE UPDATED RESIDENTIAL PROPERTY TAX ASSISTANCE POLICY RCOFN-011.01 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024.

COUNCIL APPROVES THE ACCOUNTS RECEIVABLE POLICY RCOFN-015.00 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024.

COUNCIL APPROVES THE UTILITY ASSISTANCE REBATE POLICY RCOFN-016.00 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: West Hants Regional Municipality's Committee of the Whole

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: May 14, 2024

Subject: Financial Services Policies - Recommendation Report

LEGISLATIVE AUTHORITY

- Municipal Government Act, Section 23 and Section 69

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves the updated Residential Property Tax Assistance Policy RCOFN-011.01 as presented to Committee of the Whole on May 14, 2024.

. . . Council approves the Accounts Receivable Policy RCOFN-015.00 as presented to Committee of the Whole on May 14, 2024.

. . . Council approves the Utility Assistance Rebate Policy RCOFN-016.00 as presented to Committee of the Whole on May 14, 2024.

BACKGROUND

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

The Municipal Government Act, Section 23 gives council the power to adopt policies as specifically outlined in the Act, or for any matter that the council considers conducive of effective management of the municipality. The policies discussed below provide detailed

guidelines on general account receivable collection process, property tax assistance for residents, and assistance for residential municipal sewer costumers and residential non-utility costumers receiving bulk water through a bulk water hauler.

DISCUSSION

RCOFN-011.01 Residential Property Tax Assistance Policy – Update

The purpose of this Policy is to establish guidelines for providing tax assistances to residential taxpayers within the Municipality. These guidelines include a maximum total household income that cannot be exceeded, application requirements and deadlines. Additionally, this Policy describes how the Municipality will manage the assistance program, through an assistance fund that will be distributed equally to all qualified applicants on a prorated basis.

The policy has been updated to reflect the following:

- Increase in the property owner's gross income from all sources, including the income of all persons residing within the home, to \$46,000 from \$25,000.
- Extend the deadline from June 30th to July 31st.
- Add clarity that the 50% capped amount is based on previous year's taxes.
- Change all the community capped values to \$400.

RCOFN-015.0 Accounts Receivable Policy – New

This policy works to ensure the prompt, effective, and efficient collection of all non-tax and non-water utility revenues due to West Hants Regional Municipality. It provides a standard and consistent practice for collecting accounts receivable, and for dealing with delinquent accounts. It also allows the Municipality to collect interest on outstanding accounts in the same manner and rate as outstanding property taxes.

RCOFN-016.0 Utility Assistance Rebate Policy – New

The purpose of this Policy is to establish guidelines for providing a utility rebate to residential consumers receiving bulk water services through a bulk water hauler, and/or municipal sewer services, within the West Hants Regional Municipality, whose total income from all sources, in the previous year, is below a specific amount.

Council made the following motions:

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SHERMAN THAT COUNCIL DIRECT STAFF TO CREATE A REGIONAL SEWER REBATE IN THE SAME MANNER AS THE LOW-INCOME RESIDENTIAL TAX REBATE THAT INCLUDES A \$50/QUARTER REBATE WITH OPTIONS OF FUNDING AVENUES TO BE PRESENTED BY STAFF. MOTION CARRIED.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SMITH THAT COUNCIL DIRECT STAFF TO CREATE A REGIONAL BULK WATER REBATE THAT WOULD BE SIMILAR TO THE LOW-

INCOME RESIDENTIAL TAX REBATE THAT INCLUDES A \$200/YEAR/RESIDENTIAL PROPERTY OWNER TO BE FUNDED THROUGH AVENUES THAT WILL BE PRESENTED BY STAFF. MOTION CARRIED.

The policy was drafted with similar requirements as the Residential Property Tax Assistance Program. It is recommended that the Sewer Assistance Rebate and the Bulk Water Rebate be funded through general operations, like other assistance programs and grants.

NEXT STEPS

Should Council approve the suggested policies, the next step would be to advertise of the assistance available through the policies.

FINANCIAL IMPLICATIONS

The financial implication of the Residential Property Tax Assistance policy is within the existing operating budget. There would be additional interest revenue if Council were to adopt the Account Receivable Policy. The Utility Assistance Rebate Policy is recommended to be funded through general operations, like other assistance programs and grants. \$40,000 has been proposed for these rebates in the 2024-25 Draft Operating Budget.

ALTERNATIVES

- Council could choose not to update the existing policy, and not to adopt one or more of the of the proposed new policies.
- Council could choose to update the existing policy, and not to adopt one or more of the proposed new policies.
- Council could direct staff on additional changes to the policies.

ATTACHMENTS

- Proposed updated Residential Property Tax Assistance Policy RCOFN-011.01
- Proposed new Accounts Receivable Policy RCOFN-015.00
- Proposed updated Utility Assistance Rebate Policy RCOFN-016.00

CHIEF ADMINISTRATIVE OFFICER REVIEW

It's been staff's intent to deliver policy based on Council's direction. We look forward to Council's comments.

I support the recommendation.

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

Report Reviewed by: _____

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

1. PURPOSE

The purpose of this Policy is to establish guidelines for providing tax assistance, to residential taxpayers, within the West Hants Regional Municipality, whose total income from all sources, in the previous tax year, is below a specific amount.

2. DEFINITIONS

For the purposes of this Policy, the following definitions are provided:

- a. CAO – the Chief Administrative Officer of the Municipality.
- b. Council – the Council of the Municipality.
- c. Counillor – a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise.
- d. MGA – the *Municipal Government Act*.
- e. Municipality – the West Hants Regional Municipality.

3. APPLICATION

Each tax year, the Municipality will advertise the availability of the assistance program. This assistance will be applied directly to Property Tax Bills prior to being issued. Qualified applicants are subject to the following conditions:

- a. Applications will be accepted until **July 31st** of the current fiscal year.
- b. A property owner's gross income from all sources, including the income of all persons residing within the home, much be \$46,000 or less on Line 15000 of their Notice of Assessment from the Canada Revenue Agency in the immediately preceding calendar year. This amount will be adjusted yearly for the December Consumer Price Index (CPI) increase. Proof of such must be provided by all persons within the home by providing a copy their prior year's Notice of Assessment.

- c. Where a property is assessed to more than one person, any person who is entitled to assistance may receive only the portion of the exemption equal to that person's share of the total assessment for the property. Where the different interests are not separated, then to only that portion determined by the Treasurer or designate, whose determination is final.
- d. No assistance will exceed 50% of the previous year's taxes and is capped by the residential community the application is for. Below are the capped rates by community, which will be adjusted yearly for the Consumer Price Index (CPI) increase.
 - a. Community of West Hants is capped at \$400.00
 - b. Community of Hantsport is capped at \$400.00
 - c. Community of Windsor is capped at \$400.00
- e. A property owner's previous year's taxes must be paid in full at the time of their application.
- f. Tax assistance will only be granted to residents where the property is their primary residence and occupied year-round.

4. REVIEW

The Municipality will review the Residential Property Tax Assistance Policy every three (3) years, or as necessary.

5. REPEAL

The Low-Income Partial Tax Exemption Policy (2019/20) of the former Town of Windsor is hereby repealed.



**WEST HANTS REGIONAL MUNICIPALITY
RESIDENTIAL PROPERTY TAX ASSISTANCE POLICY**

RCOFN-011.01

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

Deanna Snair,
Municipal Clerk

Adoption	
Notice to Council	Date: July 14, 2020
Approval	Date: July 28, 2020
Description: <i>Initial approval of Residential Property Tax Assistance Policy, RCOFN-011.00.</i>	
Notice to Council	Date: June 3, 2021
Approval	Date: June 8, 2021, Special Council
Description: <i>Amended policy to allow for Cost Price Indexing adjustment annual to income level and rebate amount.</i>	
Notice to Council	Date:
Approval	Date:
Description: <i>Amended policy to extend the application deadline and clarify the 50% capped amount is based on previous year's taxes. Adjustment to increase the total gross income, and make all the community capped values the same.</i>	

1.0 PURPOSE

This policy works to ensure the prompt, effective, and efficient collection of all non-tax and non-water utility revenues due to West Hants Regional Municipality. It provides a standard and consistent practice for collecting accounts receivable, and for dealing with delinquent accounts.

2.0 DEFINITIONS

For the purposes of this policy, the following definitions are provided:

- a. “CAO” refers to the Chief Administrative Officer of the Municipality.
- b. “Council” refers to the Council of the Municipality.
- c. “MGA” refers to the Municipal Government Act.
- d. “Municipality” refers to West Hants Regional Municipality.
- e. “Other Receivable” refers to any receivable owed to the Municipality other than tax or water utility accounts.

3.0 APPLICATION

- a. Municipality staff will maintain an aged list of other receivables outstanding.
- b. When any other receivables account has been outstanding for 30 days or more, that account will be charged interest.
 - i. Interest will be charged on overdue accounts at the rate of one and a quarter percent (1.25%) per month (fifteen percent (15%) per annum) simple interest.

- c. Payments are applied first against all accrued interest with the remaining being applied to the principal in the order of oldest to most recent.
- d. Reminder notices will be sent to the customer of the outstanding account when it enters arrears. Once the balance becomes 90 days outstanding, a final notice will be sent. If payment has not been received within thirty days from the date of the final notice, the account may be turned over to a collection agency for further action.
- e. Where the above collection steps have failed, and the account is greater than 120 days, the account may be sent to a collection agency, and those additional costs will be borne by the customer.
- f. The Municipality reserve the right to reject a program registration or facility rental if there is a balance on the account over 90 days.
- g. An account is deemed to be uncollectible after all internal and external means of collection have been exhausted. Uncollectible accounts will be approved by the Director, Financial Services. Anything over the Director's signing authority, will additionally be brought back to Council for approval, prior to being written off.

4.0 REPEAL

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the (Day) day of (Month), 2024.



WEST HANTS REGIONAL MUNICIPALITY
ACCOUNTS RECEIVABLE POLICY

RCOFN-015.00

Deanna Snair
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date:</i>
<i>Approval:</i>	<i>Date:</i>
<i>Description: Initial approval of the Accounts Receivable Policy, RCOFN-00X.00</i>	

1. PURPOSE

The purpose of this Policy is to establish guidelines for providing a utility rebate to residential consumers receiving bulk water services through a bulk water hauler, and/or municipal sewer services, within the West Hants Regional Municipality, **whose total income from all sources, in the previous year, is below a specific amount.**

2. DEFINITIONS

For the purposes of this Policy, the following definitions are provided:

- a. CAO – the Chief Administrative Officer of the Municipality.
- b. Council – the Council of the Municipality.
- c. Counillor – a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise.
- d. MGA – the *Municipal Government Act*.
- e. Municipality – the West Hants Regional Municipality.
- f. Utility – services outlined within this policy including residential sewer services provided by the Municipality and the provision of bulk water to non-utility consumers.
- g. Bulk Water Hauler – Water haulers who meet the annual inspection requirements to access the bulk water hauler fillup station.

3. ASSISTANCE REBATES

A. Sewer Assistance Rebate

This rebate is for residential sewer customers. Qualified applicants are subject to the following conditions:

-
- a. A applicant's gross income from all sources, including the income of all persons residing within the home, must be \$46,000 or less on Line 15000 of their Notice of Assessment from the Canada Revenue Agency in the immediately preceding calendar year. This amount will be adjusted yearly as per the December Consumer Price Index (CPI) increase. Proof of such is required for all persons within the home by providing a copy their prior year's Notice of Assessment.
 - b. The Utility account must be in the applicant's name, or the applicant must have a valid tenant acknowledgment agreement on file.
 - c. Assistance will not exceed 50% of the previous year's sewer bill and is capped at \$200 per year. This amount will be adjusted yearly as per the December Consumer Price Index (CPI) increase. This assistance will be applied directly to water utility account quarterly.
 - d. The Utility account must be paid in full at the time of application.
 - e. The sewer assistance rebate will only be granted to residents where the property is their primary residence and occupied year-round.

B. Bulk Water Assistance Rebate

This rebate is for residential customers who receive bulk water from an approved bulk water hauler.

- a. A applicant's gross income from all sources, including the income of all persons residing within the home, must be \$46,000 or less on Line 15000 of their Notice of Assessment from the Canada Revenue Agency in the immediately preceding calendar year. This amount will be adjusted yearly as per the December Consumer Price Index (CPI) increase. Proof of such is required for all persons within the home by providing a copy their prior year's Notice of Assessment.
- b. The applicant must provide their previous year's bulk water hauler receipts and identify the name of the property owner and civic address where the services

were delivered.

- c. Assistance will not exceed 50% of the previous year's water hauling receipts and is capped at \$200 per year. This amount will be adjusted yearly as per the December Consumer Price Index (CPI) increase. The rebate will be issued as a one time non-refundable property tax account credit.
- d. A property owner's previous year's taxes must be paid in full at the time of application.
- e. The water assistance rebate will only be granted to residents where the property is their primary residence and occupied year-round.

4. APPLICATION

Each fiscal year, the Municipality will advertise the availability of the rebate program.

- a. Applicants must complete the form with all supporting documentation attached, as outlined in Section 3 of the policy.
- b. Applications will be accepted until **July 31** of the current fiscal year.

5. REVIEW

The Municipality will review the Utility Assistance Rebate Policy every three (3) years, or as necessary.



**WEST HANTS REGIONAL MUNICIPALITY
UTILITY ASSISTANCE REBATE POLICY**

RCOFN-016.00

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

Deanna Snair,
Municipal Clerk

Adoption	
Notice to Council	Date:
Approval	Date:
Description: <i>Initial approval of Residential Assistance Rebate Policy, RCOFN-016.00.</i>	



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: Mayor Zebian and Members of Council

Submitted by: Deanna Snair, Municipal Clerk

Date: October 14, 2025

Subject: Citizen Advisory Committee Member Appointments – Audit Committee, Climate Action Committee, Police Advisory Board and Planning and Heritage Advisory Board

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommends that ...

1. Council approves Carla Rafuse be appointed to the Police Advisory Board for the term October 28, 2025 to October 31, 2027.
2. Council approves Dave Moore be appointed to the Planning and Heritage Advisory Committee as a Windsor representative for the term October 28, 2025 to October 31, 2027.
3. Council approves Lisa Sisson be appointed to the Climate Action Committee for the term October 28, 2025 to October 31, 2027.
4. Council approves Lauchlin McKenzie be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.
5. Council approves Nicole Hubley be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.
6. Council approves Vicki Robertson be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.

BACKGROUND

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

Regional Council has various advisory boards and committees who hold meetings to review and provide advice to staff and Regional Council.

Advisory committees provide advice and guidance to the Municipality and decision-makers, offering specialized knowledge, diverse perspectives, and feedback on specific goals, challenges, or opportunities. Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. They function as a neutral, informal sounding board without formal authority as Council is the decision-making body for the Municipality.

DISCUSSION

In recent months, each of the above advisory committees has experienced the resignation of one member. In accordance with the WHRM's procedural bylaws and Advisory Committee Terms of Reference, it is necessary to appoint replacement members to restore full committee composition and maintain quorum requirements.

The Advisory Committees provide strategic advice and community insight to Council and/or municipal staff on their respective mandates:

- *Audit Committee:* Provides independent review and oversight of the municipality's financial reporting, risk management, and audit processes.
- *Climate Action Committee:* Advises on policies and programs to advance the municipality's climate change mitigation and adaptation goals.
- *Planning and Heritage Advisory Committee:* Provides input on planning matters and heritage conservation, including land use planning, urban design, and cultural preservation.
- *Police Advisory Board:* Offers community-based input on policing priorities, public safety concerns, and community-police relations.

Each committee has specific eligibility requirements and desired areas of expertise as outlined in their Terms of Reference. Staff have reviewed applicants in accordance with these criteria.

A public call for applications was issued on July 28, 2025 and was promoted through multiple channels including the local newspaper, the municipal website, social media platforms, and the municipal newsletter. This outreach effort resulted in several expressions of interest from community members regarding the available vacancies on the advisory committees. Following a staff-led shortlisting process and consultation with committee chairs, the above individuals are recommended for appointment.

Appointments are recommended based on the following criteria:

- Relevant experience or expertise related to the advisory committee's mandate;
- Demonstrated interest and commitment to civic engagement and community service;
- Availability to attend regular meetings and participate actively in committee work;
- Consideration of diversity, including background, lived experience, and geographic representation within the municipality;
- Compliance with eligibility requirements as outlined in each committee's Terms of Reference.

NEXT STEPS

If supported, the newly appointed resident-member will be contacted and notified of their appointment.

FINANCIAL IMPLICATIONS

Resident members appointed to Committees of Council receive remuneration in accordance with the West Hants Regional Municipality's Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council could choose to not support these recommendations and direct staff to readvertise for the vacancy.

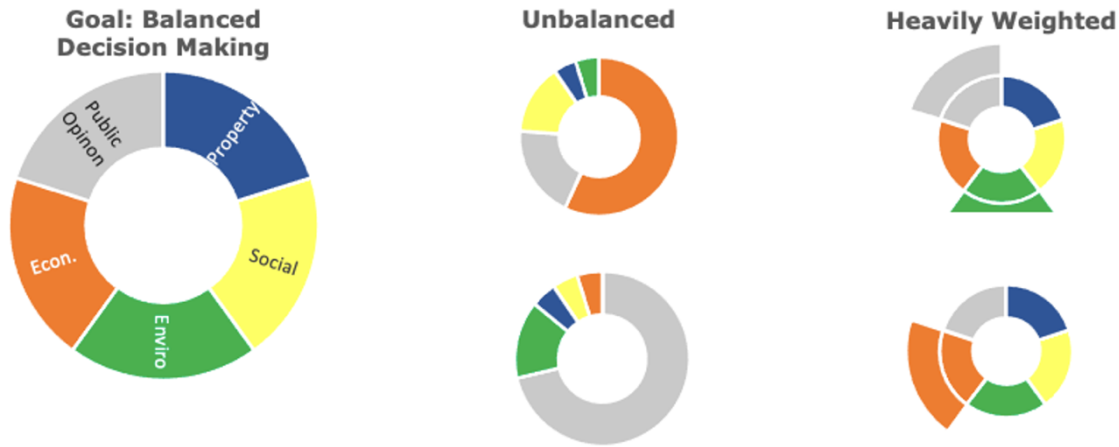
ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

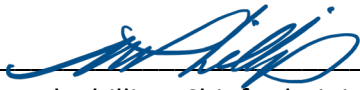
Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



(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: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Committee of the Whole

Submitted by: 
Todd Richard, Director of Public Works

Date: October 14, 2025

Subject: Design Exceedance — Windsor & Falmouth Interconnection

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve an additional \$50,060 before applicable taxes to CBCL Ltd. for changes to the design phase scope of the Windsor & Falmouth Interconnection project.***
- 2. Approve \$10,200 before applicable taxes to CBCL Ltd. for tender phase services for the Windsor & Falmouth Interconnection project.***

BACKGROUND

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

On September 26, 2023, Council awarded the design of the Windsor-Falmouth Water Main Interconnection project to CBCL Ltd. for a total estimated design cost of \$178,956 + HST. Council has identified this water infrastructure expansion project as a priority in support of population growth and development. The interconnection is one of the critical path efforts that will support

continued residential and business development within the Falmouth, Windsor and Three Mile Plains growth centres. The main objective for connecting the Windsor and Falmouth water distribution systems is to supplement water supply from the Windsor system to the Falmouth system to support the daily demand along with development growth. The system interconnection will also support regulatory redundancies required for the Falmouth Water Treatment Plant, without the requirement of significant upgrades to the existing system or raising existing dam levels within the French Mill Brook watershed. This interconnection will also have the capability for supplemental water supply to the existing Windsor Water Utility from the Falmouth Water Utility if required with the planned design for a two-way infrastructure system.

DISCUSSION

CBCL's original design scope consisted of the design of a booster station with a pressure-reducing valve (PRV), capable of supplying water between the Windsor and Falmouth systems from either direction. The original scope allowed for the design of 800m of interconnecting pipe between the two systems.

The siting analysis for the booster station was significantly more complicated than originally anticipated. Three different sites (one in Windsor and two in Falmouth) were analyzed with various degrees of geotechnical review, engineering modeling and stakeholder engagement. Ultimately, none of these sites were deemed to be suitable, and a decision was made to determine the feasibility of siting the booster station at the end of Station Lane in Falmouth. This location is 815m further than originally planned for (doubling the length of the transmission main) but met the geotechnical and hydraulic requirements for the booster station. The new location also has the advantage of being owned by WHRM and was chosen as the selected site.

Due to the prolonged process leading to Station Lane as the selected site, CBCL incurred additional costs related to siting analysis, geotechnical investigation, surveying/traffic control and detailed design. There were also additional costs associated with planning for contaminated soil, and incorporating the existing bulk water station at the end of Station Lane into the new booster station. CBCL's additional costs are outlined in more detail in their letter request outlined in Appendix A. The original request was for an additional amount of \$84,060 + HST. Although this cost represents actual costs incurred, CBCL agreed to lower their request to \$50,060 following a detailed review and negotiations with Public Works management. The recommendation is to approve this reduced fee increase, since the scope changes are valid and could not have been anticipated during the proposal stage. CBCL has shown good faith in working with WHRM through the design and financial challenges posed to date.

CBCL's original proposal included \$10,200 + HST for tender phase services. This project is expected to go to tender later this fall or in the early winter. CBCL's tender phase services are being included as a secondary recommendation in this report, and their construction administration services will be included along with the construction award recommendation in a future report.

FINANCIAL IMPLICATIONS

September 2023 Report

2023-24 Capital Budget – Windsor-Falmouth Water Interconnection – Phase 1

<i>Tender Pricing</i>	<i>\$178,956.00</i>
<i>Non-Recoverable Tax (4.29%)</i>	<i><u>\$7,677.21</u></i>
<i>Tender Total</i>	<i>\$186,633.21</i>
<i>2023-24 Budget Value</i>	<i>\$200,000</i>
<i>Variance (over budget)</i>	<i>\$13,366.79</i>

ALTERNATIVES

- No other alternatives are recommended. Although CBCL's request should have ideally been made earlier, the changes to the project scope are valid and were required to bring the design project to completion.

ATTACHMENTS

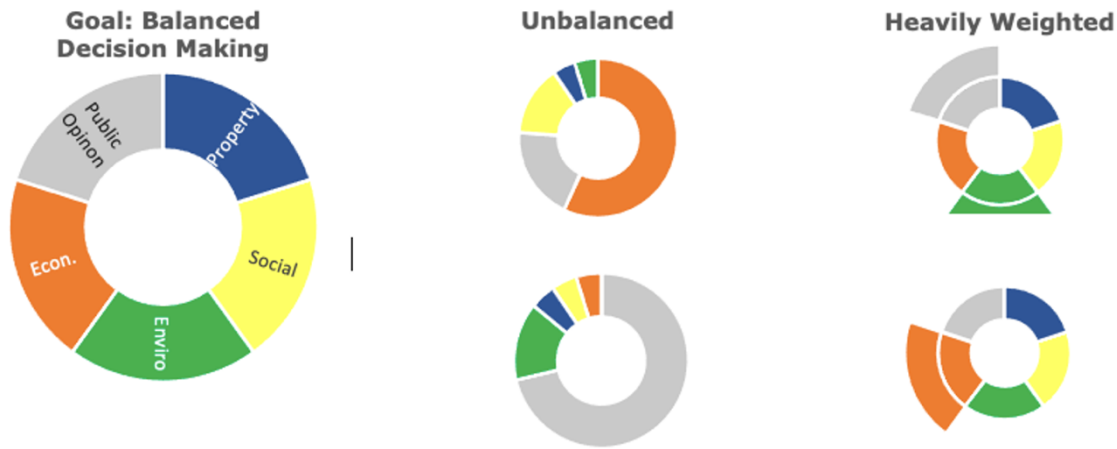
- Appendix A — Additional Design Phase Scope Request

CHIEF ADMINISTRATIVE OFFICER REVIEW

After reviewing the initial report from September 12, 2023 compared to the increased costs noted in this report, the information rationalizes the request. The location of the booster station as noted is the primary reason for the increased costs.

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: Tim B
Tim Bouter, Project Engineer

Report Reviewed by: T. Richard
Todd Richard, Director of Public Works

Report Approved by: Mark Phillips
Mark Phillips, Chief Administrative Officer

**Appendix A —
Additional Design Phase Scope Request**

September 9, 2025

Tim Bouter, P.Eng
Project Engineer
West Hants Regional Municipality
100 King Street
Windsor, NS B0N 2T0

Dear Mr. Bouter:

RE: WHRM Windsor-Falmouth Water System Interconnection – Additional Design Phase Scope

The design development of the project is 90% complete and a review package has been issued to WHRM on August 22. As discussed, development of the design resulted in changes to the scope that results in additional engineering effort not originally captured in our proposal. The additional design phase scope generally includes:

- ▶ Siting analysis for multiple sites for the booster station. Our revised fee proposal letter (Dated ~~\$30,420~~ August 17, 2023) stated we did not include a building siting analysis. However, we have spent ~~\$10,420~~ considerable effort working with WHRM to arrive at a suitable site given the development and property constraints that exist, particularly in Falmouth. This included reviewing land-use bylaws, additional meetings, sitting plans and subsequent revisions. Time was also spent developing the design for a potential site in Windsor which was ultimately abandoned as a result of geotechnical conditions.
- ▶ Traffic control for the surveys within the traveled way of Highway 1 as per NSPDW Traffic ~~\$4,940~~ Manual. Traffic control was not included in our fee as per our original proposal (Dated June 15, 2023).
- ▶ Additional effort for the design development and drawing for water main on Highway 1 in ~~\$26,620~~ Falmouth. Our original proposal (Dated June 15, 2023) assumed that the end of the ~~\$16,620~~ interconnecting watermain termination of the existing 150 diameter AC water main in Falmouth (Civic 2130 Highway 1). Due to the selected building location, the watermain now terminates on Station Lane which is 815 m of additional watermain added to the project. The additional water main required additional survey, engineering and plan and profile drawings.
- ▶ Additional geotechnical investigation. The original proposal allowed for a geotechnical ~~\$4,940~~ investigation based on a single (6m deep) borehole on the booster station site. Two boreholes were drilled (one to 8.4m and the other to 9.5m deep) at the proposed booster station site on Water Street in Windsor in 2024. Based on these boreholes it was found that the soils were not favorable, and the site was abandoned. (note that drilling of the second borehole was approved prior to the work for an estimated fee of \$1,476). Following selection of the Station Lane building site, it was agreed that the geotechnical investigation would consist of CBCL witnessing the excavation of a test pit performed by WHRM forces.

► It is expected that contaminated soil will be encountered along Highway 1 in Falmouth.
\$7,840 Addressing contaminated soil in the design requires additional engineering effort to select compatible pipe materials and appurtenances as well as capturing the contaminated soil risk in the project budget and contract documents. A separate fee to testing soils at the booster station site for contamination was submitted separately and as in not included in this price. As well, additional monitoring and testing will be needed during construction which is not included in this additional scope and fee.

► Incorporation of the existing Station Lane truck fill piping and control system into the new pump station building.
\$5,300

~~Contingency: \$4,000~~

\$50,060

We are requesting a budget increase of ~~\$84,060~~ for this additional scope. Including this budget increase, the total design phase budget is:

Original Design Phase Budget		\$178,956
Additional Design Phase Scope	\$50,060	\$84,060
Total Project Budget (excl. HST)	\$229,016	\$263,016

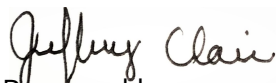
Spent to Date: \$230,000

Tender and construction phase fees are separate from this budget and were excluded from the project award. There will be additional fees for that phase of work which can be provided later after the full scope of the project and our services is defined. Note that additional fee may be required should relocation or modification of the booster station building be necessary to accommodate the existing overhead power.

We look forward to completing the project and thank you for the opportunity to work on this important project.

Yours very truly,

CBCL Limited



Prepared by:

Jeffrey Clair, P.Eng

Senior Municipal Engineer

Direct: (782) 482-0573

E-Mail: jclair@cbcl.ca

Report No: 231042.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Committee of the Whole

Submitted by: 
Todd Richard, Director of Public Works

Date: October 14, 2025

Subject: RFP Award — Integrated Resource Plan

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve the award of the Integrated Resource Plan to CBCL Ltd. for the price of \$229,795.00 before applicable taxes.***
- 2. Approve an engineering contingency amount of \$5,413.65 before applicable taxes.***

BACKGROUND

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

On August 7, 2025, the Public Works Department issued an RFP for engineering services from pre-qualified Consultants for the creation of an Integrated Resource Plan (IRP) for West Hants Regional Municipality (WHRM). The IRP's purpose is to deliver a robust, data-driven roadmap for infrastructure planning and investment over 25-year horizon, directly supporting sustainable growth, regulatory compliance, and enhanced quality of life for WHRM's residents. The IRP will

focus primarily on WHRM's water and wastewater infrastructure, with a secondary focus on stormwater management (integrating existing studies/priorities into the IRP), transportation and asset management.

The IRP will enable WHRM to operate more strategically, sustainably, and efficiently — delivering better value to the community while making the most of limited resources. Some key benefits of the IRP include the following:

- **Long-term Sustainability**
 - Confirms existing operational capacities.
 - Incorporates population growth and development forecasts.
 - Aligns infrastructure requirements and investments with future needs.
- **Improved Decision-Making**
 - Provides a data-driven foundation for prioritizing projects.
 - Supports long-term planning while remaining flexible for short-term needs.
- **Strategic Investment**
 - Identifies major capital improvement projects for the next 5, 10, and 25 years.
 - Identifies opportunities for cost savings through resource sharing, joint procurement, and preventive maintenance.
 - Justifies budget requests through clear, integrated plans.
 - Facilitates funding and financing readiness.
- **Transparency and Accountability**
 - Provides a clear roadmap of priorities and actions for stakeholders, elected officials, and the public.
 - Enhances accountability through measurable outcomes and performance metrics.
- **Better Service Delivery**
 - Ensures more reliable and responsive public services.
 - Reduces service interruptions and improves public satisfaction.
- **Holistic Resource Management**
 - Aligns infrastructure, staff, equipment, and budget across all public works functions (e.g. water, sewer, storm, roads).
 - Optimizes use of existing resources and identifies gaps or redundancies.
- **Enhanced Coordination**
 - Encourages collaboration across departments and disciplines (e.g. planning, engineering, operations) and with external stakeholders.
 - Reduces siloed operations and promotes shared goals.
- **Risk Management & Resilience**
 - Helps anticipate and mitigate risks (e.g., climate change, infrastructure failure).
 - Improves WHRM's ability to adapt to emergencies or changing conditions.
- **Regulatory and Policy Compliance**

- Assists in meeting municipal, provincial and federal requirements for infrastructure and utilities.
- Supports sustainability and climate action goals.

The project schedule includes the following milestones:

- Kick-off meeting — week of November 2, 2025
- Background Data Review — November, 2025 to January, 2026
- Detailed Analysis — February, 2026 to July, 2026
- Submission of Draft IRP — August, 2026
- WHRM Review and Workshop — September, 2026
- Submission of Final IRP — November, 2026

DISCUSSION

On September 18, 2025, three submissions were received for engineering services for the IRP. Proposals were scored by Engineering and Planning staff based on the following evaluation criteria outlined in the RFP:

Criteria	Weight
A. Compliance with RFP (demonstrated understanding of the requirements and objectives outlined in RFP)	20
B. Qualifications/Experience of Consultant	20
C. Quality of Proposal (Completeness and Presentation)	5
D. Similar Experience	25
Total Technical Points	70
Total Cost Points	30
Total Proposal Score	100

The proposal costs and scores for each vendor are shown below:

Vendor	Proposal Cost (excluding HST)	Total Score
CBCL Ltd.	\$229,795.00	94.4
Dillon Consulting Ltd.	\$297,483.13	79.3
WSP Canada Inc.	\$217,672.00	90.3

CBCL Ltd. had the highest score for this project. CBCL has significant experience with similar projects in Atlantic Canada and have detailed knowledge of WHRM's infrastructure systems. Their submission met all the RFP requirements and are therefore being recommended to Council for award of this project.

NEXT STEPS

Following award of the RFP by Council:

- Sign Form of Agreement with successful consultant.
- Issue Purchase Order to successful consultant.
- Provide background/technical information to successful consultant.
- Conduct milestone review and provide feedback to successful consultant.
- Project Engineer will be responsible for contract administration/management.

FINANCIAL IMPLICATIONS

Procurement Timeline: 60 days

Posted to Procurement	August 7, 2025
Closing Date	September 18, 2025
Price Expiry Date	N/A
Days Remaining	N/A

2025-26 Capital Budget - Integrated Mangement Plan

Tender Pricing	\$	229,795.00
Scope Development Costs	\$	5,500.00
Contingency (2.4%)	\$	5,413.65
Non-Recoverable Tax (3.86%)	\$	9,291.35
Total Project Costs	\$	250,000.00
2025-26 Budget Value	\$	250,000.00
Variance (nil)	\$	0.00
<u>Proposed Funding</u>		
Housing Accelerator Fund (HAF) (Action Item 9)	\$	250,000.00

The total project costs are within the budget, leaving 2.4% remaining for contingency items. This is funded through the Housing Accelerator Fund, under action item nine.

ALTERNATIVES

- Council may choose not to proceed with Engineering Services at this time (not recommended).

ATTACHMENTS

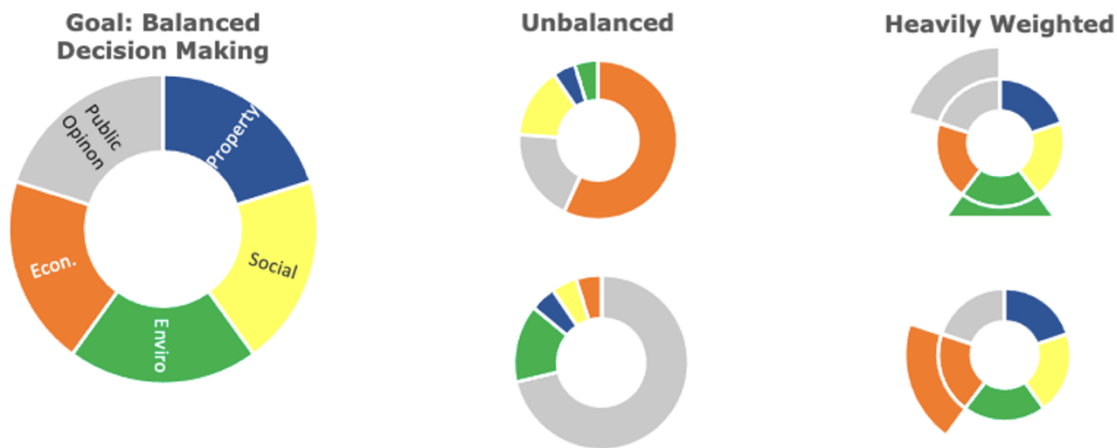
- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The IRP is a critical component supporting the future growth of the municipality. It continues to support the housing accelerator action plan and is funded through this program. The scoring of the proposals and the rationale for the vendor selection is provided.

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C "Decision Making by Council and Committee of the Whole" as a reminder of the principles highlighted for good decision making.



Report Prepared by: Tim B

Tim Bouter, Project Engineer

Report Reviewed by: T. Richard

Todd Richard, Director of Public Works

Report Approved by: [Signature]

Mark Phillips, Chief Administrative Officer