



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of Council

Submitted by: Mark Phillips, Chief Administrative Officer

Date: September 22, 2026

Subject: W.B. Stephen's Building Assessment Report/ Municipal Complex

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

Not Applicable as this report is for informational purposes.

BACKGROUND

Property ✓	Public Opinion ✓	Environment ✓	Social ✓	Economic ✓	Councillor Activity ✓
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Since consolidation in 2020, Council has explored a range of options for establishing a centralized administrative facility capable of accommodating all municipal operations under one roof. Over the past four years, extensive discussions have focused on the viability of:

- 100 King Street (Windsor)
- 76 Morison Drive (West Hants)
- Other leased or newly constructed facility options

Discussions have centred around operational costs, property values, accessibility, parking availability, environmental considerations, renovation requirements, and the ability to meet evolving workplace and public health standards.

Discussions have also weighed immediate cost-saving opportunities against the long-term vision of creating a facility that supports future growth, strengthens community identity, and promotes operational efficiency and sustainability.

In 2024, the CAO was directed to issue a Request for Proposals (RFP) to assess the two existing municipal buildings as well as the feasibility of constructing a new administrative complex. HATCH Engineering was the sole proponent to respond. Ultimately, Council chose not to award the contract and instead directed staff to complete the assessment internally.

Preliminary findings were presented to Council in July 2024; however, it was stated that information gaps remained and further progress was delayed due to staff capacity constraints and the 2024 municipal election.

Following the election of the current Council, discussions around this matter resumed and during the October 28, 2025 Council meeting the following motion was made and approved by Council:

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR P. MORTON THAT COUNCIL DIRECT STAFF TO CONTINUE WITH CONCEPTUAL PLANS AND DESIGN OF 100 KING STREET, WINDSOR TO CONSOLIDATE MUNICIPAL ADMINISTRATIVE OPERATIONS. MOTION CARRIED. Nays: Ivey and McLean

DISCUSSION

The objective of this report is to provide the Region with an analysis of the W.B. Stephen's Building in Windsor to support informed decision-making regarding the most suitable use of the asset in the short and medium term.

With limited professional expertise in building condition assessments and facility planning, staff engaged HATCH Consulting Engineering to provide technical analysis and recommendations.

The assessment considers three potential options:

- (1) minimal upgrades to the existing building,
- (2) a complete renovation of the existing building, and
- (3) construction of a new facility.

Each option was evaluated based on a set of established criteria, including an architectural review, the development of conceptual floor plans, and order-of-magnitude construction cost estimates to determine the feasibility, benefits, and long-term value of each approach.

As part of this evaluation, the architectural review examines the Region's functional requirements for both short- and medium-term use and assesses how effectively each of the proposed options can accommodate those needs.

Option 1 - Minimal Upgrades to Existing Building

Total Base Building Construction Cost Estimate		\$90.00	\$1,191,960.00
Architectural / Engineering Fees	12.50%	11.25	\$148,995.00
Geotechnical, Survey, Environmental (Asbestos abatement)	5.00%	4.50	\$59,598.00
Commissioning & Testing	3.00%	2.70	\$35,758.80
Furnishings Allowance (New furniture for 50 employees +/-)	41.95%	37.76	\$500,027.22
Owner Contingency	15.00%	13.50	\$178,794.00
Escalation Contingency	6.00%	5.40	\$71,517.60
Total Project Cost Estimate (Including Allowances)		\$165.11	\$2,186,650.62

Option 2 – Complete Renovation of Existing Building

Total Base Building Construction Cost Estimate		\$302.00	\$3,999,688.00
Architectural / Engineering Fees	12.50%	37.75	\$499,961.00
Geotechnical, Survey, Environmental (Asbestos abatement)	1.40%	4.23	\$55,995.63
Commissioning & Testing	3.00%	9.06	\$119,990.64
Furnishings Allowance	12.51%	37.78	\$500,360.97
Owner Contingency	15.00%	45.30	\$599,953.20
Escalation Contingency	6.00%	18.12	\$239,981.28
Total Project Cost Estimate (Including Allowances)		\$454.24	\$6,015,930.72

Option 3 – New Facility

Total Base Building Construction Cost Estimate		\$515.66	\$8,250,560.00
Architectural / Engineering Fees	11.50%	59.30	\$948,814.40
Geotechnical, Survey, Environmental	2.00%	10.31	\$165,011.20
Commissioning & Testing	3.00%	15.47	\$247,516.80
Furnishings Allowance	7.50%	38.67	\$618,792.00
Owner Contingency	10.00%	51.57	\$825,056.00
Escalation Contingency	6.00%	30.94	\$495,033.60
Total Project Cost Estimate (Including Allowances)		\$721.92	\$11,550,784.00

This does not include the purchase of land or site preparation

NEXT STEPS

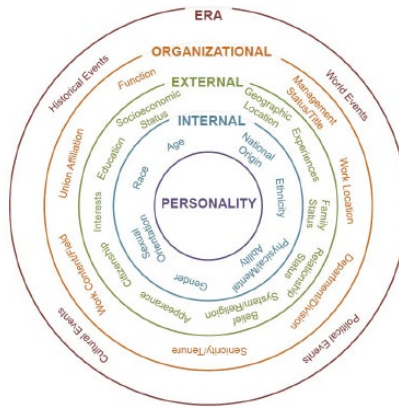
To be determined by Council

FINANCIAL IMPLICATIONS

None, Information report only.

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

The evaluation of the W.B. Stephen's Building options incorporates considerations related to diversity, accessibility, equity, and inclusion (DAEI). Each option has been assessed with respect to its ability to provide accessible, welcoming, and inclusive spaces that support the diverse needs of residents, staff and elected officials. Improvements to accessibility, including compliance with current accessibility standards, barrier-free access, inclusive design principles, and equitable access to municipal services, are key factors in the assessment. Options that enhance accessibility, improve user experience for individuals of all ages and abilities, and create opportunities for greater community inclusion will support the Region's commitment to fostering an equitable and accessible environment for all.



ENVIRONMENTAL CONSIDERATIONS

The options outlined in the HATCH Consulting Engineering report may have different environmental impacts. Renovation or construction of a new facility could improve energy efficiency and reduce long-term operating costs through modern building systems. Upgrading the existing building may reduce construction waste by extending the life of the current structure. Environmental considerations should be weighed alongside operational needs, costs, and long-term sustainability goals when evaluating future options.

ALTERNATIVES

This report is being presented for informational purposes only. The analysis prepared by HATCH Consulting Engineering evaluates the three identified options for the W.B. Stephen's Building and outlines the associated functional, architectural, and financial considerations for each. No recommendation is being made at this time.

Should Council wish to explore additional options or alternative approaches, further analysis and reporting can be undertaken at the direction of Council.

ATTACHMENTS

HATCH - Town of Windsor WWH - Municipal Building Renovation Options/Municipal Buildings Renovation Options Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

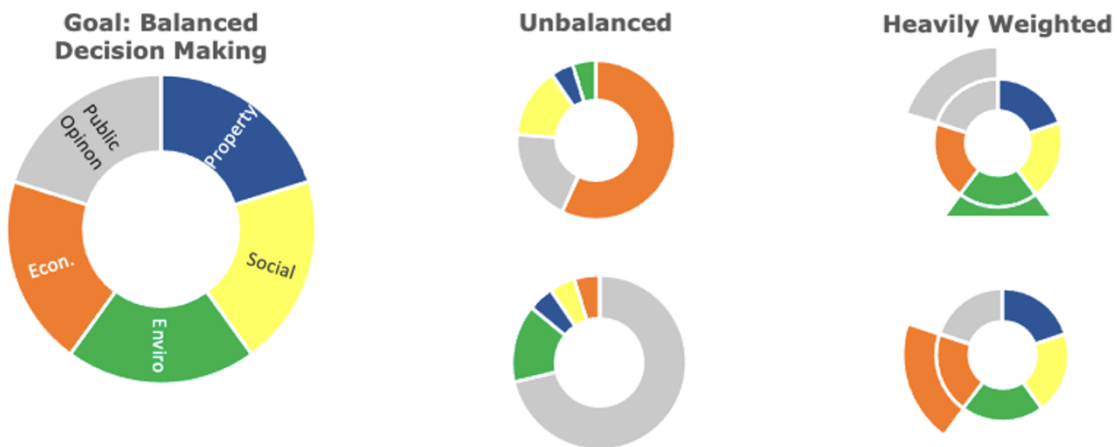
Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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.



Town of Windsor
WWH - Municipal Building Renovation Options
Municipal Buildings Renovation Options Report

						
2026-09-16	0	Approved For Use	M. Begbie	C. Sutton	J. Molenaar	N/A
Date	Rev.	Status	Prepared By	Checked By	Approved By	Approved By
HATCH						Client

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- Appendix C – Option 2 Concept Floor Plan
- Appendix D – Class D Cost Estimate Breakdown

1. Introduction

The Municipality of the District of West Hants (the Region) is a vibrant and growing community located in the heart of Nova Scotia's Annapolis Valley. Strategically positioned between the Halifax Regional Municipality and the Town of Windsor, West Hants encompasses a diverse landscape of rural communities, agricultural lands, natural resources, and expanding residential and commercial development areas. With approximately 15,000 residents, the municipality serves as an important regional gateway, benefiting from strong transportation connections, access to key economic corridors, and proximity to major urban centres.

Since the consolidation of municipal governance with the former Town of Windsor in 2020, West Hants has continued to strengthen its role as a regional service centre. With this being the goal, the municipality is looking at economies of scale and efficiency within the existing properties.

2. Objective

The objective of this report is to provide the Region with an analysis of the W.B. Stephen's Building (Windsor), to allow the stakeholders to make an informed decision as to the best use for the asset to meet their needs in the short and medium term. The following three options are considered:

1. Minimal upgrades to the existing building,
2. Complete renovation of the administration building, and
3. A new facility

The criteria developed for the review of the proposed three options includes:

- Architectural review,
- Conceptual floor plans, and
- Order of magnitude construction cost estimates for short- and medium-term gain.

2.1 Architectural Review of Functional Requirements

The architectural review consists of reviewing the Regions requirements for the short- and medium-term use of the building and applying them to each of the three proposed options. Functional requirements are determined based on the staffing list provided by the Region; the staffing list is included in Appendix A.

2.2 Concept Floor Plans

Concept floor plans have been prepared for Options 1 and 2. The floor plans illustrate how the functional requirements of the building are being captured. The concept floor plans are included in Appendix B and Appendix C, respectively.

2.3 Cost Estimate Objective

The construction cost estimates developed for the three options are Class D estimates. The accuracy of a Class D estimate, generally -20% to +30%, is the early-stage indicative

estimate used for planning, option analysis and initial funding discussions during the scope development.

The pandemic fundamentally changed construction cost estimating. For the development of costing, we can no longer simply rely on historical unit rates and standard escalation factors because the market experienced unprecedented volatility in labor, materials, supply chains, and project delivery timelines. Recent data indicates that construction cost inflation has moderated compared to the peak pandemic years, but costs remain significantly above pre-2020 levels with commercial/municipal building market prices at approximately 42% higher (Q2 2026) compared with pre-pandemic levels. The current costing is also subject to change given the ongoing trade hostilities between Canada and the US.

3. Option 1 – Minimal Upgrades to Existing Building

Option 1 reviews what upgrades are required to accommodate the 50 +/- employee within the existing building with minimal upgrades and maintaining space usability and operational efficiency.

To achieve the preferred employee count of 50 people, some of the existing spaces that are currently being utilized for storage will need to be relocated to either the basement or top level. Some of the existing walls and doors were altered to achieve the spaces required while maintaining access routes.

Electrical and mechanical building system changes will be implemented to support the updated building layout.

Option 1 does not meet Rick Hansen accessibility guidelines.

Option 1 does not incorporate any NECB 2022 Tier 2 efficiencies or meet NBCC 2020 as the current building is "grandfathered".

3.1 Functional Requirements

The functional requirements that were considered for Option 1 include:

- Maintain the Council Chambers and public access to it.
- Maintain existing egress routes.
- Maintain existing washroom facilities.
- The layout to accommodate 50 workstations. Refer to Appendix A for department and staffing numbers.
- The layout to accommodate 3 new hot desks.
- Requirement for new workstation furniture for all staff.
- Upgrade to the first-floor HVAC.
- Asbestos abatement.
- Additional second floor washroom.
- Allowance for repair to exterior walls and windows.

- Refer to Appendix B for the Option 1 Conceptual Floor Plan.

3.2 Cost Estimate

The Class D estimate summary for this option is presented in the image below, with a total option 1 cost of \$2,186,650.62 plus Applicable Tax. The costing includes an allowance for new furniture for all employees and an allowance for asbestos abatement.

Total Base Building Construction Cost Estimate		\$90.00	\$1,191,960.00
Architectural / Engineering Fees	12.50%	11.25	\$148,995.00
Geotechnical, Survey, Environmental (Asbestos abatement)	5.00%	4.50	\$59,598.00
Commissioning & Testing	3.00%	2.70	\$35,758.80
Furnishings Allowance (New furniture for 50 employees +/-)	41.95%	37.76	\$500,027.22
Owner Contingency	15.00%	13.50	\$178,794.00
Escalation Contingency	6.00%	5.40	\$71,517.60
Total Project Cost Estimate (Including Allowances)		\$165.11	\$2,186,650.62

The cost estimate does not take into account the associated cost for the relocation of staff during the construction period. See Appendix D for additional cost estimate breakdown.

4. Option 2 – Complete Renovation of Administration Building

Option 2 explores a complete interior renovation of the existing administration portion of the building to accommodate over 50 employees in a layout to improve functional use of the space. With modern space planning principles of open and closed workspaces the layout can be optimized for the footprint of the building. Washrooms will be renovated or repositioned to accommodate the layout.

Public access will be enhanced by moving the Council Chambers to the First Floor, for easy and accessible access. This will also separate the municipal office from the public access spaces.

Electrical, mechanical and life safety building systems will be reviewed and updated to meet current code requirements as per NBCC 2020. An energy code analysis of the building will be completed to ensure all building systems meet current code requirements, as per NECB 2020 Tier 2.

Under Option 2, the building will not be LEED certified but the philosophy and strategies of LEED will be incorporated.

Option 2 will require an analysis on the existing elevator to ensure it meets accessibility codes.

4.1 Functional Requirements

The functional requirements that were considered for Option 2 include:

- Council Chambers with separated public access.
- Floor layout to accommodate minimum 50 workstations (84 provided in the proposed new layout).
- The layout to accommodate 3 new hot desks.
- New washrooms to accommodate the proposed workload.
- 2 Meeting rooms for office use.

- Storerooms for general use.
- Asbestos abatement
- Implementation of Rick Hansen Foundation – Accessibility Strategies
- Building energy performance in accordance with NECB 2020 Tier 2
- Requirement for new workstation furniture for all staff
- Refer to Appendix C for the Option 2 Conceptual Floor Plan.

4.2 Cost Estimate

The Class D estimate summary for this option is presented in the image below, with a total option 2 cost of \$6,015,930.72 plus Applicable Tax.

Total Base Building Construction Cost Estimate		\$302.00	\$3,999,688.00
Architectural / Engineering Fees	12.50%	37.75	\$499,961.00
Geotechnical, Survey, Environmental (Asbestos abatement)	1.40%	4.23	\$55,995.63
Commissioning & Testing	3.00%	9.06	\$119,990.64
Furnishings Allowance	12.51%	37.78	\$500,360.97
Owner Contingency	15.00%	45.30	\$599,953.20
Escalation Contingency	6.00%	18.12	\$239,981.28
Total Project Cost Estimate (Including Allowances)		\$454.24	\$6,015,930.72

The cost estimate does not take into account the associated cost for the relocation of staff during the construction period. See Appendix D for additional cost estimate breakdown.

5. Option 3 – New Facility

Option 3 explores the cost of building an entirely new two storey facility of a similar size to accommodate the 50+/- employees and the town of Windsor's functional requirements. The new facility is estimated to be 16,000 sqft to better accommodate space layout.

The new facility will be designed to meet current building and energy code requirements.

Under Option 3, the building will not be LEED certified but the philosophy and strategies of LEED will be incorporated.

5.1 Functional Requirements

The functional requirements that were considered for Option 3 include:

- Council Chambers with separated public access.
- Floor layout to accommodate minimum 50 workstations.
- The layout to be optimized to accommodate a balance of offices, access routes, washrooms, storerooms and meeting rooms.
- Implementation of Rick Hansen Foundation – Accessibility Strategies
- Building energy performance in accordance with NECB 2020 Tier 2
- New workstation furniture for all staff

5.2 Cost Estimate

The Class D estimate summary for this option is presented in the image below, with a total option 3 cost of \$11,550,784.00 plus Applicable Tax.

Total Base Building Construction Cost Estimate		\$515.66	\$8,250,560.00
Architectural / Engineering Fees	11.50%	59.30	\$948,814.40
Geotechnical, Survey, Environmental	2.00%	10.31	\$165,011.20
Commissioning & Testing	3.00%	15.47	\$247,516.80
Furnishings Allowance	7.50%	38.67	\$618,792.00
Owner Contingency	10.00%	51.57	\$825,056.00
Escalation Contingency	6.00%	30.94	\$495,033.60
Total Project Cost Estimate (Including Allowances)		\$721.92	\$11,550,784.00

The capital construction cost estimate for this option, does **NOT** include the purchase of a suitable property and the associated closing and site prep costs. See Appendix D for additional cost estimate breakdown.

6. Conclusion

The analysis demonstrates that all three options can satisfy the Municipality's space requirements; however, each option provides a different balance of capital investment, operational efficiency, and long-term value.

	Cost	Summary
Option 1 – Minimal upgrades to the existing building	\$2.19 million	Provides limited flexibility for future growth and does not fully optimize building functionality.
Option 2 – Complete renovation to the existing building	\$6.02 million	Significantly improves building efficiency, accessibility, and workplace functionality while utilizing the existing asset.
Option 3 – New Facility	\$11.55 million	Provides the greatest opportunity to develop a purpose-built municipal facility capable of meeting current and future needs. Note, cost does not include the purchase of a suitable property and the associated closing and site prep costs.

Based on the findings of this review, stakeholders should consider both the short-term accommodation needs and the long-term strategic objectives of the Municipality when determining the preferred path forward. Additional design development and refinement of project requirements are recommended before proceeding to the next phase.

Appendix A

WHRM Office Space Table

Department	Position	Level	Nature and Style	Furniture/Fixtures	Technology
Finance	Manager Accounting and Financial	First Floor	Office	Desk, Chair	Laptop
Finance	AP Coordinator	First Floor	Office	Desk, Chair	Laptop
Finance	Payroll	First Floor	Office	Desk, Chair	Laptop
Finance	Manager Revenue and Cash	First Floor	Office	Desk, Chair	Laptop
Finance	Revenue Services Supervisor	First Floor	Office	Desk, Chair	Laptop
Finance	Tax Clerk	First Floor	Office	Desk, Chair	Desktop
Finance	Utility Clerk	First Floor	Office	Desk, Chair	Desktop
Finance	Finance Clerk	First Floor	Cubicle		
Finance	Customer Service Clerk #1	First Floor	Front Reception	Desk, Chair	Desktop
Finance	Customer Service Clerk #2	First Floor	Front Reception	Desk, Chair	Desktop
Finance	Revenue Services Assistant	First Floor	Cubicle	Desk, Chair	Laptop
Finance	Director	First Floor	Office	Desk, Chair, Table, filing cabinets, etc	Laptop
Finance	Administrative Assistant	First Floor	Cubicle	Desk, Chair	Laptop
CAO Office	CAO	Second Floor	Office	Desk, Chair, Table, filing cabinets, etc	Laptop; TV for Group Share or smart
CAO Office	Clerk	Second Floor	Office	Desk, Chair Cabinet	Laptop
CAO Office	Human Resources Manager	Second Floor	Office	Desk, Chair, Filing Cabinets	Laptop
CAO Office	Director of Fire Services	Second Floor	Office	Desk, Chair	Laptop
CAO Office	EMC	Second Floor	Office (no current space)	Desk, Chair	Laptop
Community Dev	Director	Second Floor	Office	Desk, Chair, Table, filing cabinets, etc	Laptop
Community Dev	Administrative Assistant	Second Floor	Open Departmental	Desk, Chair	Laptop
Community Dev	Manager Economic Development	Second Floor	Office	Desk, Chair	Laptop
Community Dev	Manager of Parks and Recreation	Second Floor	Office	Desk, Chair	Laptop
Community Dev	Manager of Recreation and	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Director	Second Floor	Office	Desk, Chair, Table, filing cabinets, etc	Laptop
Planning and Dev			Open Departmental		
Planning and Dev	Administrative Assistant	Second Floor	Reception/Cubicle; Common area for large table for	Desk, Chair; Table for Maps	Laptop, Plotter, Scanner
Planning and Dev	Manager Building & Fire Inspection	Second Floor	Office	Desk, Chair Cabinet	Laptop
Planning and Dev	Building & Fire Official #1	Second Floor	Shared Office	Desk, Chair	Laptop
Planning and Dev	Building & Fire Official #2	Second Floor	Shared Office	Desk, Chair	Laptop
Planning and Dev	Building & Fire Official #3	Second Floor	Shared Office	Desk, Chair	Laptop

Planning and Dev	By-Law Officer #1	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	By-Law Officer #2	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Planning Technician	Second Floor	Shared Office	Desk, Chair	Laptop
Planning and Dev	GIS Technician	Second Floor	Shared Office	Desk, Chair	Laptop
Planning and Dev	Manager of Developmental Services	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Development Officer	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Development Control Technician	Second Floor	Office		Laptop
Planning and Dev	Manager of Planning	Second Floor	Office		Laptop
Planning and Dev	Senior Planner	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Planner	Second Floor	Office	Desk, Chair	Laptop
Planning and Dev	Planning Assistant	Second Floor	Cubicle	Desk, Chair	Laptop
Public Works	Director	Second Floor	Office	Desk, Chair, Table, filing cabinets, etc	Laptop; Large Flat Screen TV for SCADA
Public Works	Administrative Assistant	Second Floor	Office	Desk, Chair, Large Table for maps	Laptop, Plotter, Scanner
Public Works	Manager of Public Works Operations	Second Floor	Office	Desk, Chair	Laptop
Public Works	Project Engineer	Second Floor	Office	Desk, Chair	Laptop
Public Works	Environmental Tech	Second Floor	Office	Desk, Chair	Laptop
Public Works	Engineering Tech	Second Floor	Office	Desk, Chair	Laptop
Finance	IT Specialist	Second Floor	Office	Desk, Chair	Laptop

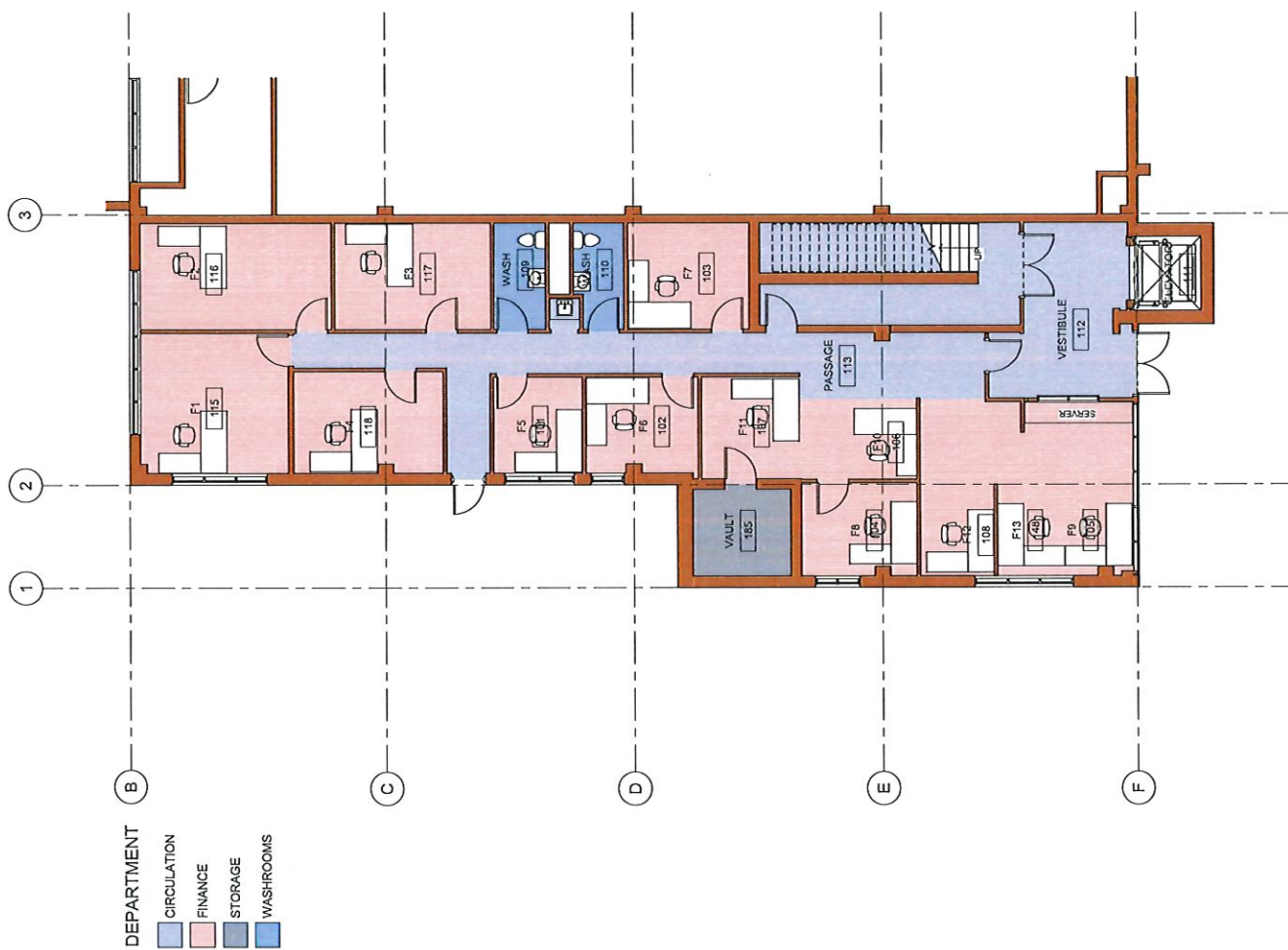
Appendix B

Option 1 Concept Floor Plan

DEPARTMENT

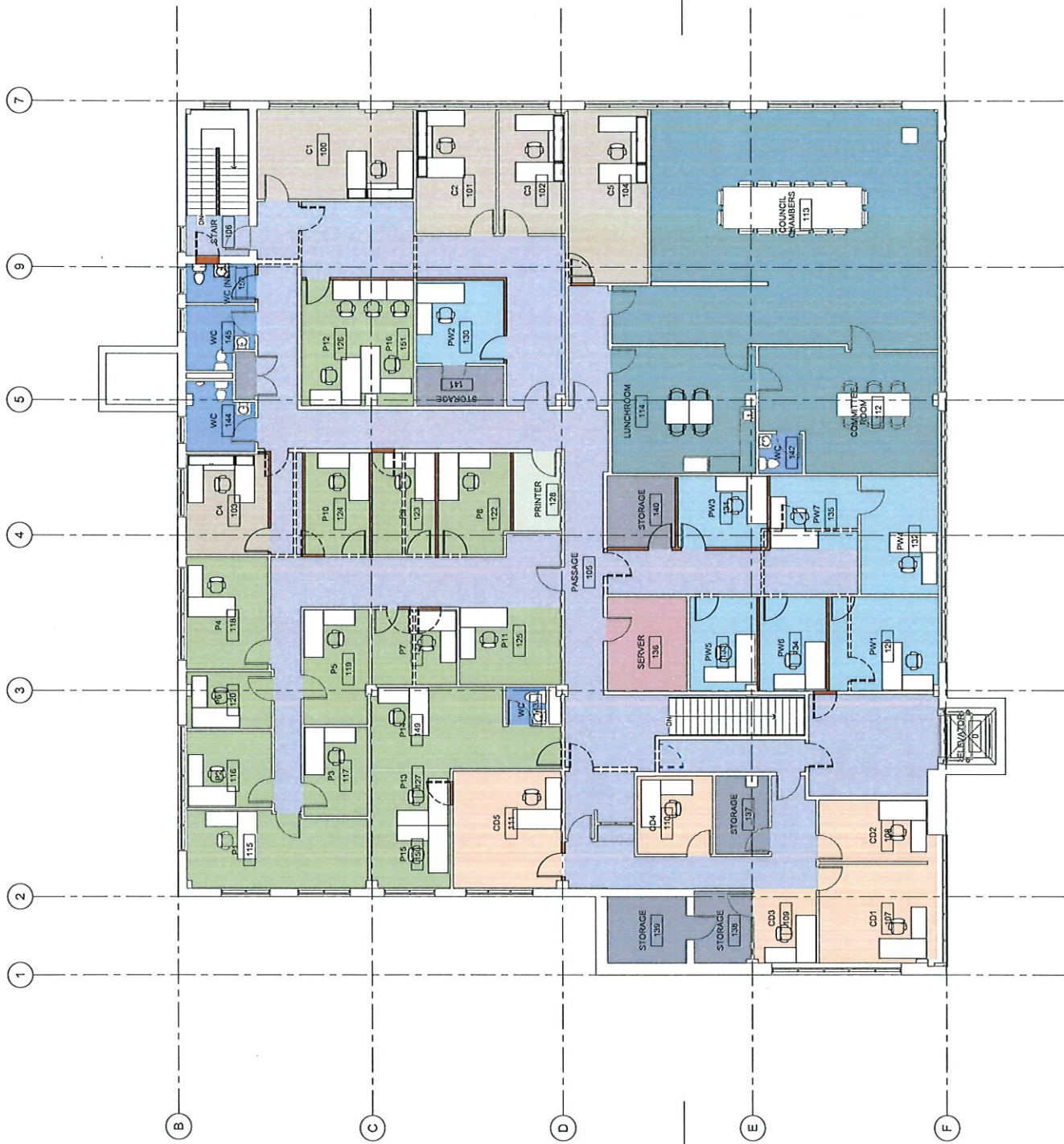
- CIRCULATION
- FINANCE
- STORAGE
- WASHROOMS





DEPARTMENT

- GAO OFFICE
- CIRCULATION
- COMMUNITY DEVELOPMENT
- MEETING
- PLANNING & DEVELOPMENT
- PRINTER
- PUBLIC WORKS
- SERVER
- STORAGE
- WASHROOMS



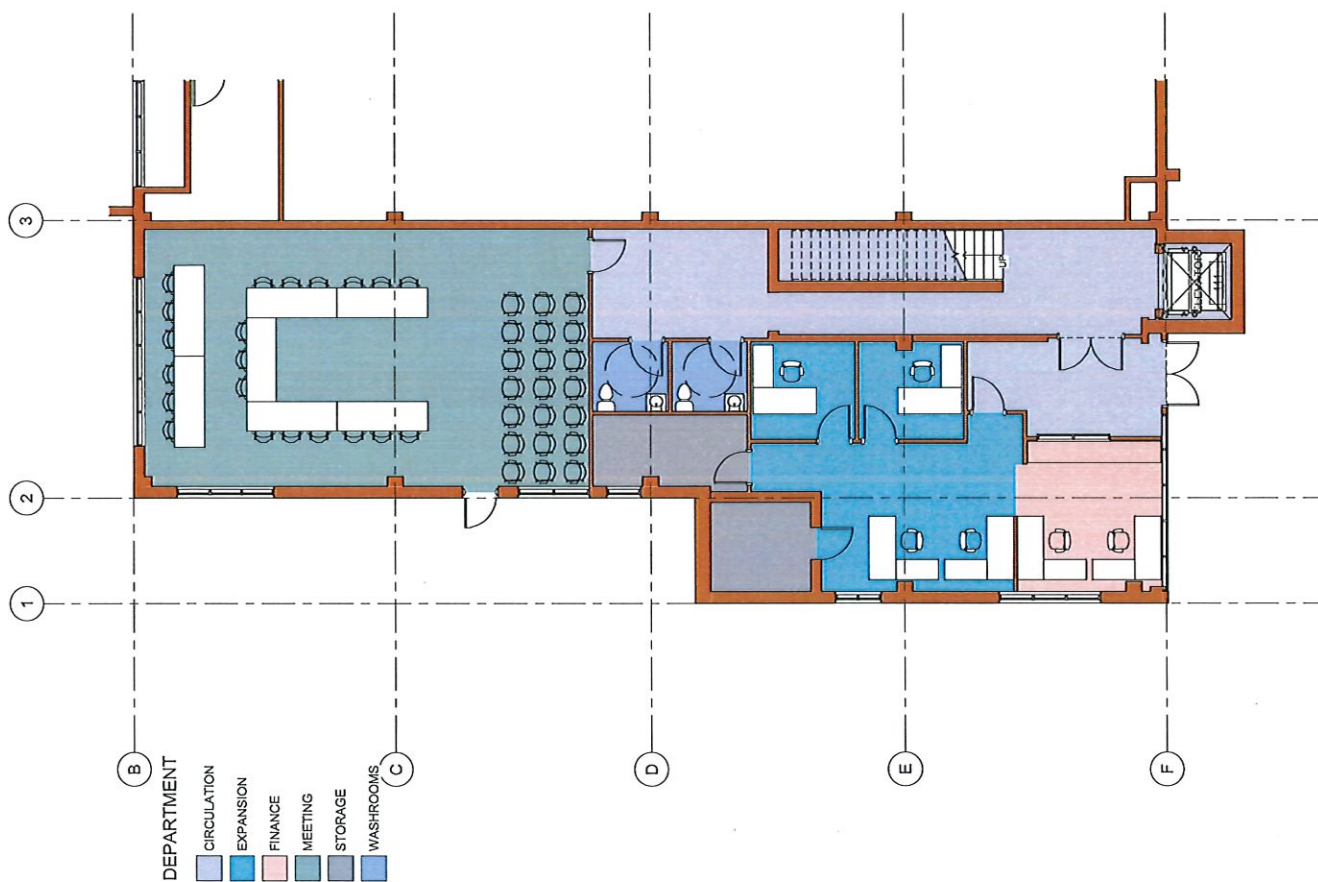
DEPARTMENT

- CAO OFFICE
- CIRCULATION
- COMMUNITY DEVELOPMENT
- MEETING
- PLANNING & DEVELOPMENT
- PRINTER
- PUBLIC WORKS
- SERVER
- STORAGE
- WASHROOMS



Appendix C

Option 2 Concept Floor Plan





DEPARTMENT

- CAO OFFICE
- CIRCULATION
- COMMUNITY DEVELOPMENT
- EXPANSION
- FINANCE
- MEETING
- PLANNING & DEVELOPMENT
- PUBLIC WORKS
- SERVER
- STORAGE
- WASHROOMS

Appendix D

Class D Cost Estimate Breakdown

HATCH

Class D - Cost Estimate Report

Estimate Name:	Municipal Building Renovation Options Option 1 (Minimum Renovation for Occupancy)
Building Type:	Masonry / Rigid Steel / Concrete
Location:	Windsor, NS
Story Count:	2
Story Height (L.F.):	12
Floor Area (S.F.):	13244
Labor Type:	STD
Basement Included:	yes
Data Release:	Year 2026 (Quarter 2)
Base Building Cost/Sq. Ft:	\$90.00
Building Cost:	\$1,191,960.00
Total Project Cost/Sq. Ft:	\$165.11
Total Project Cost:	\$2,186,650.62



		% of Total	Cost Per S.F.	Cost
A Substructure		0.00%	0.00	0.00
B Shell		23.76%	21.38	283,209.70
B1010	Floor Construction (Repair Allowance)	1.40%	1.26	16,687.44
B1020	Roof Construction (Repair Allowance)	1.45%	1.31	17,283.42
B2010	Exterior Walls	4.89%	4.40	58,286.84
B2020	Exterior Windows	6.02%	5.42	71,755.99
B2030	Exterior Doors	4.00%	3.60	47,678.40
B3010	Roof Coverings	5.75%	5.18	68,537.70
B3020	Roof Openings	0.25%	0.23	2,979.90
C Interiors		17.10%	15.39	203,825.16
C1010	Interior Partitions	4.80%	4.32	57,214.08
C1020	Interior Doors	2.90%	2.61	34,566.84
C2012	Interior Stairways (Code Upgrade)	1.00%	0.9	11,919.60
C3010	Wall Finishes	1.90%	1.71	22,647.24
C3015	Celling Finishes	2.30%	2.07	27,415.08
C3020	Floor Finishes	3.30%	2.97	39,334.68
C3040	Painting	0.90%	0.81	10,727.64
D Services		49.14%	44.23	585,729.14
D1013	Passenger Elevators	1.00%	0.9	11,919.60
D2010	Plumbing Fixtures	1.10%	0.99	13,111.56
D2020	Domestic Water Distribution	1.95%	1.755	23,243.22
D2030	Sanitary Waste	1.25%	1.125	14,899.50
D2040	Rainwater Drainage	0.25%	0.225	2,979.90
D3040	HVAC Distribution (2nd Floor modifications to existing)	4.50%	4.05	53,638.20
D3040	HVAC Distribution (New Ventilation - ERV for 1st floor)	7.34%	6.606	87,489.86
D3050	Terminal & Package Units (Modifications to existing 2nd floor terminals)	3.25%	2.925	38,738.70
D3050	Terminal & Package Units (Addition of new 1st floor heat pumps/terminal units)	8.25%	7.425	98,336.70
D3060	Controls & Instrumentation	3.50%	3.15	41,718.60
D3080	Testing, Adjusting & Balancing (TAB)	0.75%	0.675	8,939.70
D4010	Fire Extinguishers	0.15%	0.135	1,787.94
D5010	Electrical Service/Distribution	9.50%	8.55	113,236.20
D5020	Lighting, Power and Branch Wiring	5.50%	4.95	65,557.80
D5030	Communications and Security	0.85%	0.765	10,131.66
E Equipment & Built-in Furnishings		2.00%	1.80	23,839.20
E2010	Fixed Fittings & Equipment	2.00%	1.8	23,839.20
F Special Construction		0%	0	0
G Building Sitework		0.00%	0.00	0.00
Z General Requirements		8.00%	7.20	95,356.80
Z1100	General Requirements	5.50%	4.95	65,557.80
Z1200	Contractor Fees	2.50%	2.25	29,799.00
SubTotal		100.00%	\$90.00	\$1,191,960.00
Total Base Building Construction Cost Estimate			\$90.00	\$1,191,960.00
Architectural / Engineering Fees		12.50%	11.25	\$148,995.00
Geotechnical, Survey, Environmental (Asbestos abatement)		5.00%	4.50	\$59,598.00
Commissioning & Testing		3.00%	2.70	\$35,758.80
Furnishings Allowance (New furniture for 50 employees +/-)		41.95%	37.76	\$500,027.22
Owner Contingency		15.00%	13.50	\$178,794.00
Escalation Contingency		6.00%	5.40	\$71,517.60
Total Project Cost Estimate (Including Allowances)			\$165.11	\$2,186,650.62



Class D - Cost Estimate Report

Estimate Name:	Municipal Building Renovation Options Option 2 (Full Building Recapitalization)
Building Type:	Masonry / Rigid Steel / Concrete
Location:	Windsor, NS
Story Count:	2
Story Height (L.F.):	12
Floor Area (S.F.):	13244
Labor Type:	STD
Basement Included:	yes
Data Release:	Year 2026 (Quarter 2)
Base Building Cost/Sq. Ft:	\$302.00
Building Cost:	\$3,999,688.00
Total Project Cost/Sq. Ft:	\$454.24
Total Project Cost:	\$6,015,930.72



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		% of Total	Cost Per S.F.	Cost
A Substructure		0.00%	0.00	0.00
B Shell		24.00%	72.48	959,925.12
B1010	Floor Construction (Repair Allowance)	1.50%	4.53	59,995.32
B1020	Roof Construction (Repair Allowance)	1.50%	4.53	59,995.32
B2010	Exterior Walls	5.00%	15.10	199,984.40
B2020	Exterior Windows	6.00%	18.12	239,981.28
B2030	Exterior Doors	4.00%	12.08	159,987.52
B3010	Roof Coverings	5.75%	17.37	229,982.06
B3020	Roof Openings	0.25%	0.76	9,999.22
C Interiors		18.00%	54.36	719,943.84
C1010	Interior Partitions	5.00%	15.1	199,984.40
C1020	Interior Doors	3.00%	9.06	119,990.64
C2012	Interior Stairways (Code Upgrade)	1.00%	3.02	39,996.88
C3010	Wall Finishes	2.00%	6.04	79,993.76
C3015	Ceiling Finishes	2.50%	7.55	99,992.20
C3020	Floor Finishes	3.50%	10.57	139,989.08
C3040	Painting	1.00%	3.02	39,996.88
D Services		42.58%	128.59	1,703,067.15
D1013	Passenger Elevators	2.75%	8.305	109,991.42
D2010	Plumbing Fixtures	1.45%	4.379	57,995.48
D2020	Domestic Water Distribution	1.95%	5.889	77,993.92
D2030	Sanitary Waste	1.25%	3.775	49,996.10
D2040	Rainwater Drainage	0.75%	2.265	29,997.66
D3040	HVAC Distribution	6.65%	20.083	265,979.25
D3050	Terminal & Package Units	6.45%	19.479	257,979.88
D3060	Controls & Instrumentation	2.15%	6.493	85,993.29
D3080	Testing, Adjusting & Balancing (TAB)	0.70%	2.114	27,997.82
D4010	Sprinklers	2.75%	8.305	109,991.42
D5010	Electrical Service/Distribution	8.75%	26.425	349,972.70
D5020	Lighting, Power and Branch Wiring	5.48%	16.5496	219,182.90
D5030	Communications and Security	1.50%	4.53	59,995.32
E Equipment & Built-in Furnishings		1.85%	5.59	73,994.23
E2010	Fixed Fittings & Equipment	1.85%	5.587	73,994.23
F Special Construction		0%	0	0
G Building Sitework		0.00%	0.00	0.00
Z General Requirements		13.57%	40.98	542,757.66
Z1100	General Requirements	5.50%	16.61	219,982.84
Z1200	Contractor Fees	2.50%	7.55	99,992.20
Z1300	NECB 2020 Tier 2	4.24%	12.80	169,586.77
Z1300	Rick Hansen Accessibility Certification	1.33%	4.02	53,195.85
SubTotal		100.00%	\$302.00	\$3,999,688.00
Total Base Building Construction Cost Estimate			\$302.00	\$3,999,688.00
Architectural / Engineering Fees		12.50%	37.75	\$499,961.00
Geotechnical, Survey, Environmental (Asbestos abatement)		1.40%	4.23	\$55,995.63
Commissioning & Testing		3.00%	9.06	\$119,990.64
Furnishings Allowance		12.51%	37.78	\$500,360.97
Owner Contingency		15.00%	45.30	\$599,953.20
Escalation Contingency		6.00%	18.12	\$239,981.28
Total Project Cost Estimate (Including Allowances)			\$454.24	\$6,015,930.72



Class D - Cost Estimate Report

Estimate Name:	Municipal Building Renovation Options Option 3 (New Base Building)
Building Type:	Masonry / Metal Panel / Rigid Steel / Concrete
Location:	Windsor, NS
Story Count:	2
Story Height (L.F.):	12
Floor Area (S.F.):	16000
Labor Type:	STD
Basement Included:	No
Data Release:	Year 2026 (Quarter 2)
Base Building Cost/Sq. Ft:	\$515.66
Building Cost:	\$8,250,560.00
Total Project Cost/Sq. Ft:	\$721.92
Total Project Cost:	\$11,550,784.00



		% of Total	Cost Per S.F.	Cost
A Substructure		6.68%	34.45	551,137.41
A1010	Standard Foundations	4.62%	23.82	381,175.87
A1030	Slab on Grade	1.25%	6.45	103,132.00
A2010	Foundation Excavation	0.81%	4.18	66,829.54
B Shell		30.10%	155.21	2,483,418.56
B1010	Floor Construction	6.22%	32.08	513,280.00
B1020	Roof Construction	5.44%	28.06	448,960.00
B2010	Exterior Walls	7.05%	36.37	581,920.00
B2020	Exterior Windows	6.82%	35.18	562,938.56
B2030	Exterior Doors	1.74%	8.98	143,680.00
B3010	Roof Coverings	2.50%	12.88	206,080.00
B3020	Roof Openings	0.32%	1.66	26,560.00
C Interiors		8.54%	44.04	704,597.82
C1010	Interior Partitions	1.88%	9.68	154,880.00
C1020	Interior Doors	0.52%	2.66	42,560.00
C2012	Interior Stairways	1.21%	6.24	99,840.00
C3010	Wall Finishes	1.04%	5.37	85,877.82
C3015	Celling Finishes	1.48%	7.65	122,400.00
C3020	Floor Finishes	1.46%	7.53	120,480.00
C3040	Painting	0.95%	4.91	78,560.00
D Services		32.00%	165.01	2,640,179.20
D1013	Passenger Elevators	1.94%	10.01	160,160.00
D2010	Plumbing Fixtures	1.19%	6.14	98,240.00
D2020	Domestic Water Distribution	1.57%	8.12	129,920.00
D2030	Sanitary Waste	1.16%	5.98	95,680.00
D2040	Rainwater Drainage	1.25%	6.42	102,720.00
D3040	HVAC Distribution	3.79%	19.54	312,640.00
D3050	Terminal & Package Units	4.76%	24.54	392,640.00
D3060	Controls & Instrumentation	1.71%	8.82	141,120.00
D3080	Testing, Adjusting & Balancing (TAB)	0.97%	4.99	79,840.00
D4010	Sprinklers	1.40%	7.22	115,520.00
D5010	Electrical Service/Distribution	6.10%	31.48	503,680.00
D5020	Lighting, Power and Branch Wiring	4.25%	21.94	351,040.00
D5030	Communications and Security	1.90%	9.81	156,960.00
E Equipment & Built-in Furnishings		1.85%	9.54	152,635.36
E2010	Fixed Fittings & Equipment		10.96	152,635.36
F Special Construction		0%	0	0
G Building Sitework		6.94%	35.79	572,588.86
G2010	Roadways	1.82%	9.40	150,405.00
G2020	Parking Lots	2.33%	12.02	192,314.00
G2030	Pedestrian Paving	0.78%	4.02	64,314.00
G2050	Landscaping	0.77%	3.95	63,245.86
G3010	Water Supply	0.64%	3.31	52,954.00
G3020	Sanitary Sewer	0.60%	3.08	49,356.00
Z General Requirements		13.89%	71.63	1,146,002.78
Z1100	General Requirements	6.02%	31.03	496,450.00
Z1200	Contractor Fees	1.43%	7.38	118,052.78
Z1300	NECB 2020 Tier 2	4.55%	23.44	375,000.00
Z1300	Rick Hansen Accessibility Certification	1.90%	9.78	156,500.00
SubTotal		100.00%	\$515.66	\$8,250,560.00
Total Base Building Construction Cost Estimate			\$515.66	\$8,250,560.00
Architectural / Engineering Fees		11.50%	59.30	\$948,814.40
Geotechnical, Survey, Environmental		2.00%	10.31	\$165,011.20
Commissioning & Testing		3.00%	15.47	\$247,516.80
Furnishings Allowance		7.50%	38.67	\$618,792.00
Owner Contingency		10.00%	51.57	\$825,056.00
Escalation Contingency		6.00%	30.94	\$495,033.60
Total Project Cost Estimate (Including Allowances)			\$721.92	\$11,550,784.00