



Committee of the Whole Excerpts
October 14, 2025

MUNICIPAL COMPLEX - SELECT 100 KING STREET OVER 76 MORISON DRIVE EXCERPT

Since consolidation in 2020, Council has explored options for establishing a central administrative hub to house all municipal operations. Over the past four years, discussions have focused on existing sites 100 King Street (Windsor) and 76 Morison Drive (West Hants), as well as potential leased or new-build alternatives. Key considerations included cost, accessibility, environmental impact, renovation needs, and long-term sustainability.

In 2024, direction was provided to issue an RFP to assess the options, but after receiving a single proposal from HATCH Engineering, the decision was made to complete the evaluation internally. Preliminary findings were presented in July 2024, but progress stalled due to limited staff capacity and the municipal election.

With a new Council now in place, there is renewed interest in revisiting the matter and advancing toward a final decision.

The recommended motion was that Diverse, Equitable and Inclusive Communities Committee recommends ...

COUNCIL DIRECT STAFF TO CONTINUE WITH CONCEPTUAL PLANS AND DESIGN OF 100 KING STREET, WINDSOR TO CONSOLIDATE MUNICIPAL ADMINISTRATIVE OPERATIONS.



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.

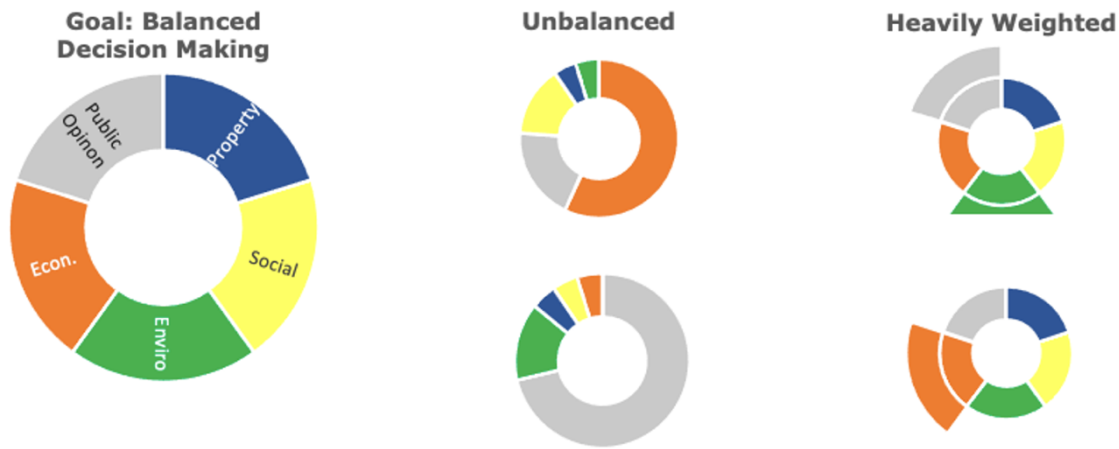
Option 4: Status Quo – Continue Operating Across Multiple Locations. Should Council not reach a consensus or wish to delay a final decision, the status quo could be maintained in the short-term, however, this is not recommended.

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
								m²	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										

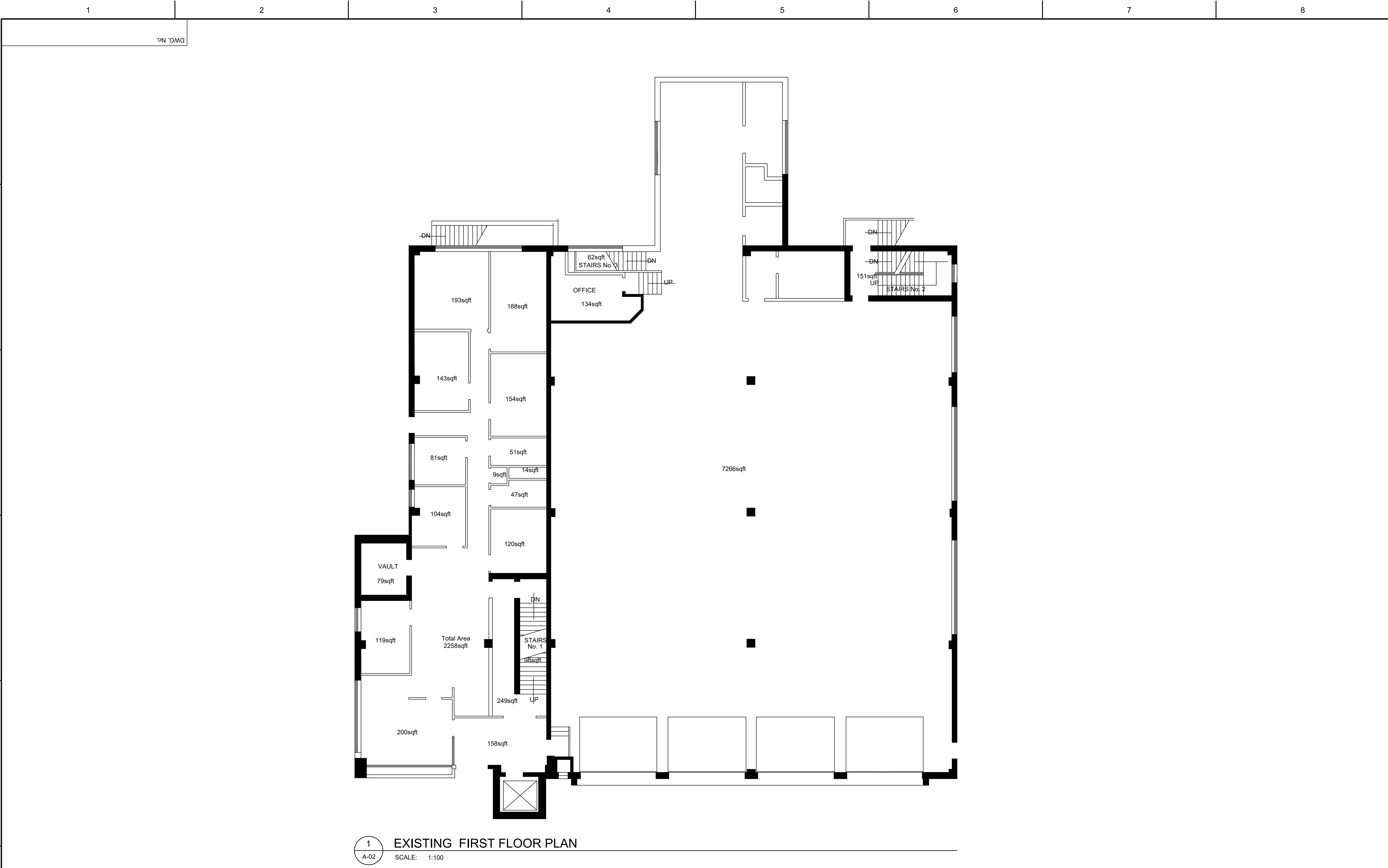
Fire Protection	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Sprinklers	No sprinkler system										New wet pipe sprinkler system would cost \$90,000
Sprinkler system may be required should major renovation of building take place											
Fire Pumps	Not Applicable										
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			√				√	
•										

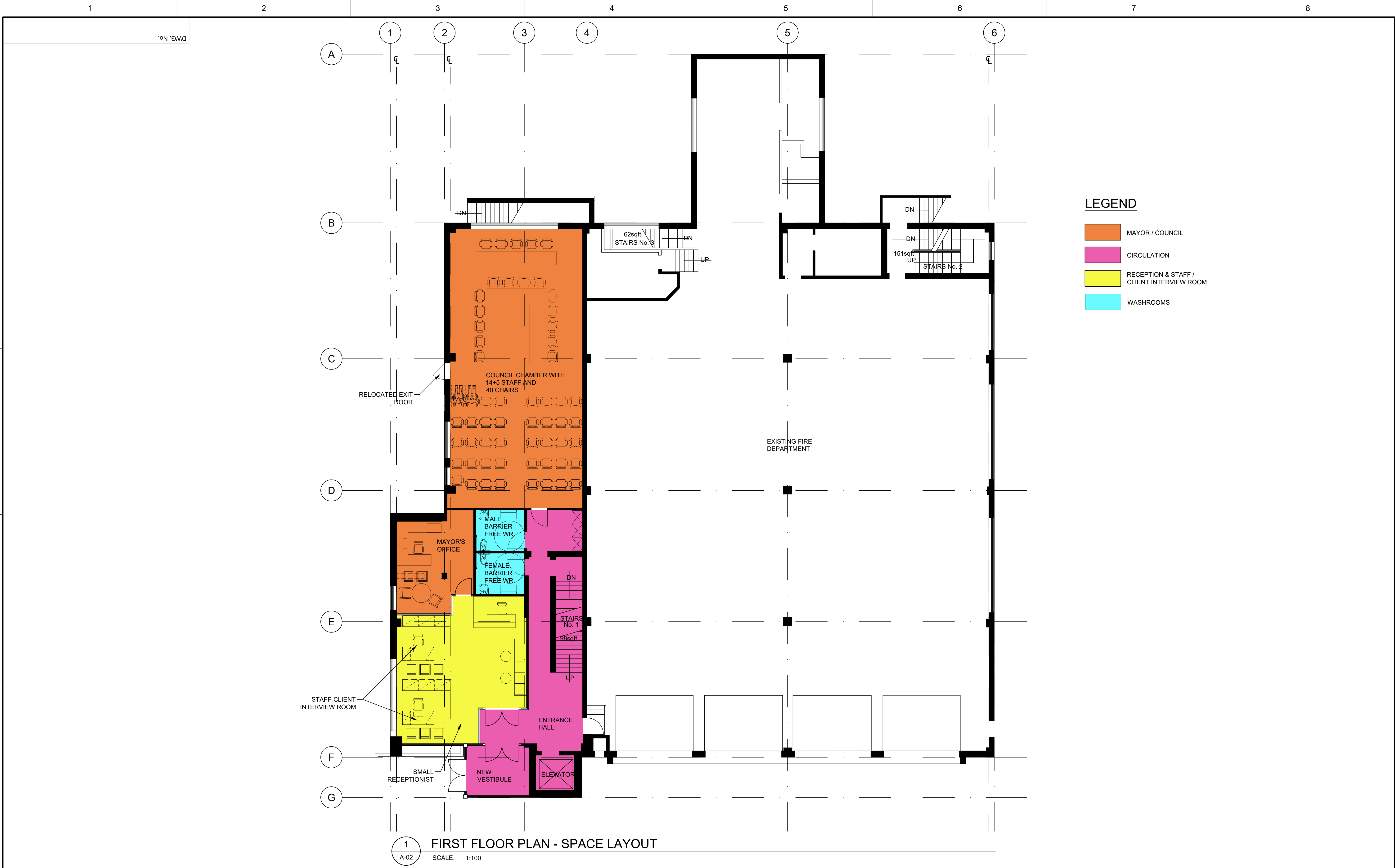
Communications and Security Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Telephone	By service provider										
•											
Data	By service provider										
•											
Intrusion Alarm	By service provider										
•											
Public Address	N/A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

Appendix C



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LORBERER, ANNA 12/12/2019 9:07 AM C:\P\WORKING\HATCH\GLOBAL\LORBERER\14D0634231\W.B. STEPHENS - PROPOSED_GOOD.DWG



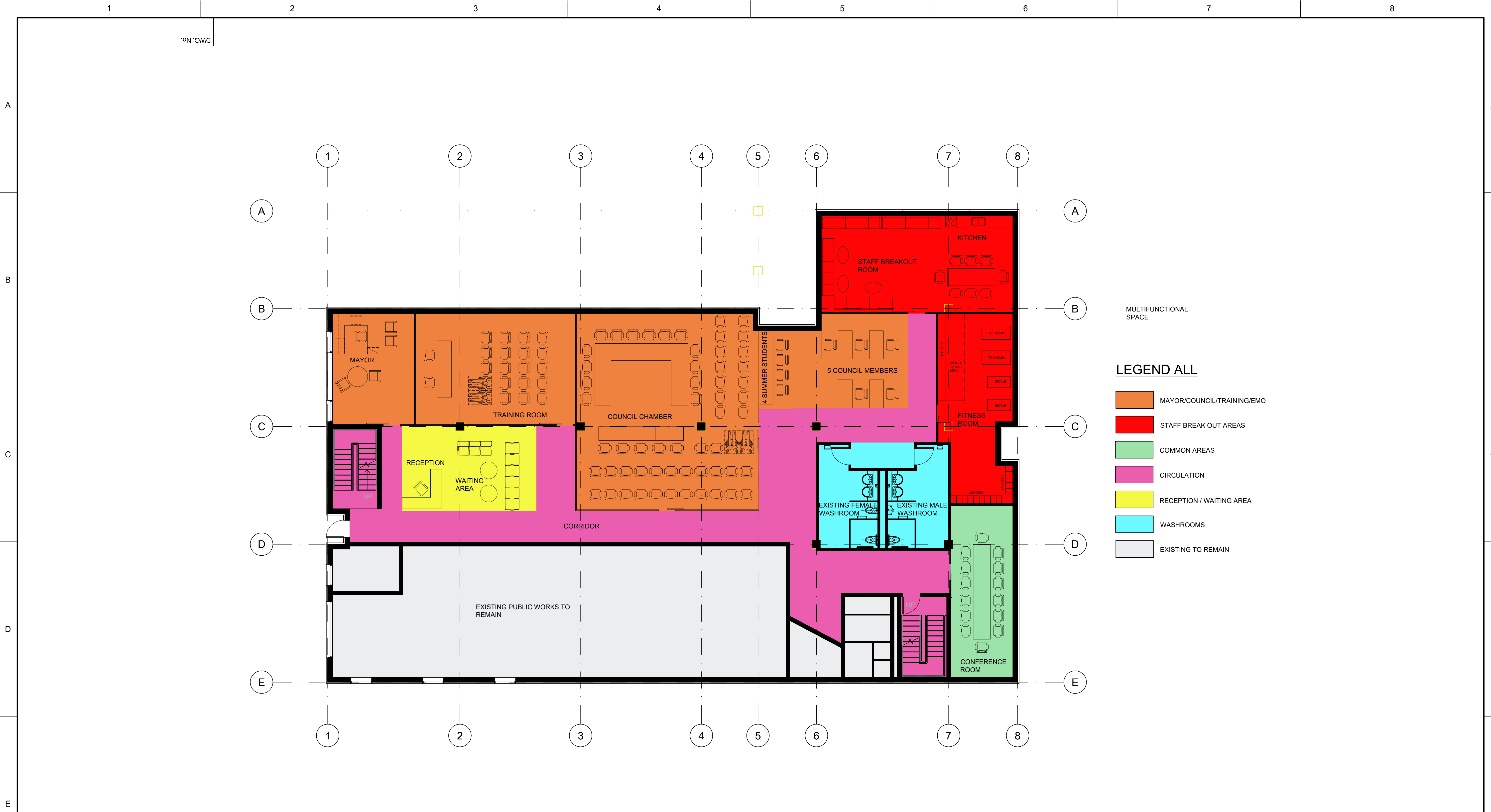
		ISSUED FOR INFORMATION		THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO THE RELEVANT AGREEMENT BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"). UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND 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 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		<table><tr><td>DRAFTSPERSON</td><td>A.L.</td><td>NR</td><td>2020/01/10</td></tr><tr><td>DESIGNER</td><td></td><td>NR</td><td></td></tr><tr><td>CHECKER</td><td></td><td></td><td></td></tr><tr><td>DESIGN COORD.</td><td></td><td></td><td></td></tr><tr><td>RESP. ENG.</td><td></td><td></td><td></td></tr><tr><td>LEAD DISC. ENG.</td><td></td><td></td><td></td></tr><tr><td>ENG. MANAGER</td><td></td><td></td><td></td></tr><tr><td>PROJ. MANAGER</td><td></td><td></td><td></td></tr></table>				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	
DRAFTSPERSON	A.L.	NR	2020/01/10																																														
DESIGNER		NR																																															
CHECKER																																																	
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		REGISTERED PROFESSIONAL				REVISIONS						DRAWING APPROVAL STATUS:		DRAS NOTED		A-02	A																																
1	2	3	4	5	6	7	8																																										



A-03 SCALE: 1:100

LORBERER, ANNA
12/12/2019 9:07 AM
C:\PWORKING\H\HATCHGLOBAL_LORB96614\0634231\W.B. STEPHENS - PROPOSED_GOOD.DWG

[illegible]

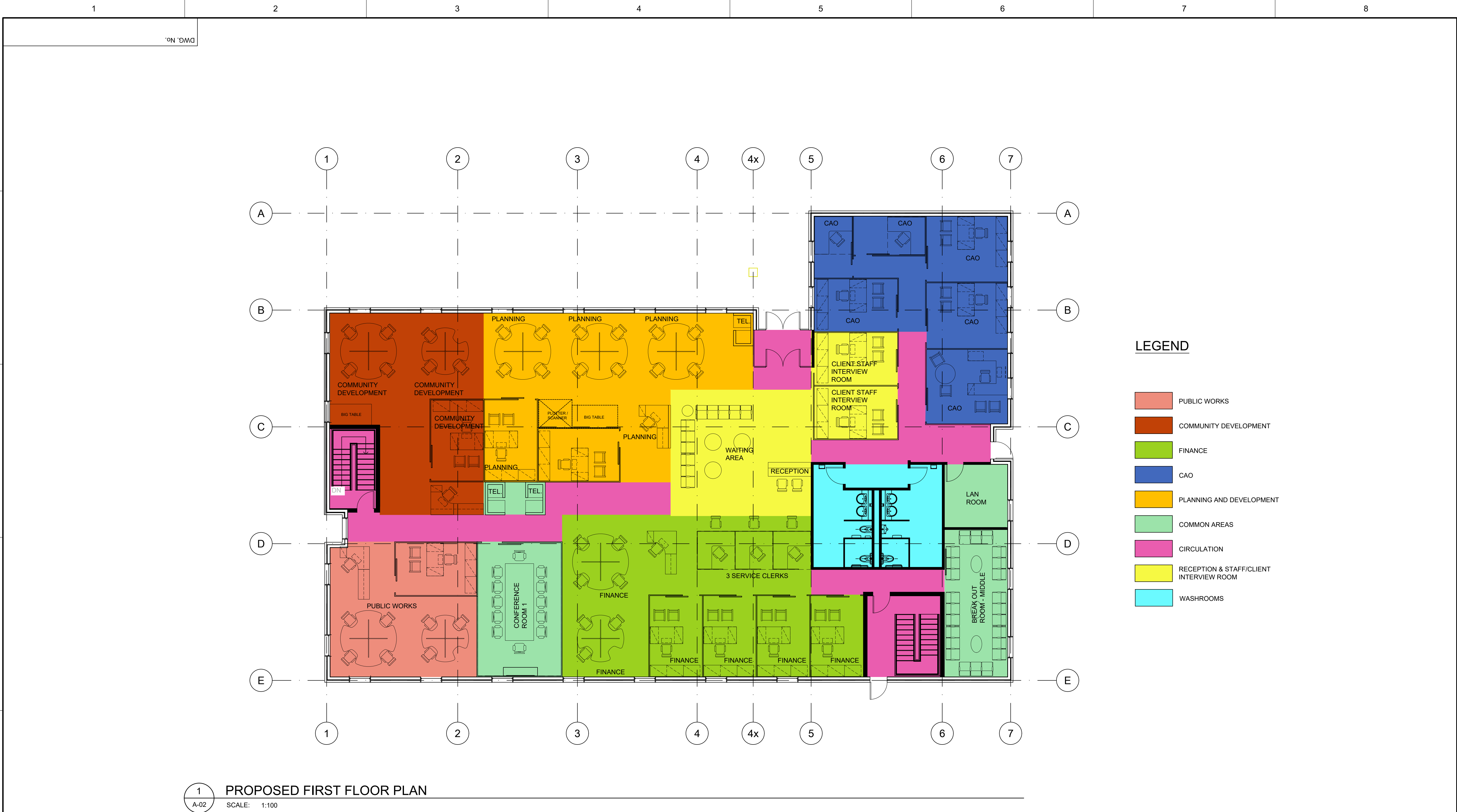


1 PROPOSED BASEMENT FLOOR PLAN
A-01 SCALE: 1:100

F			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.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											

LOBBE, ANNA
8:23:38 PM
C:\P\W\KING\HATCH\G\BAL L\REB\661\AD\6634231\WEST HANTS - BASEMENT FLOOR PLAN.DWG

[illegible]



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Appendix D

W.B. STEPHENS BUILDING ENVIRONMENTAL RISK REGISTER

[illegible]

WEST HANTS MUNICIPAL OFFICE ENVIRONMENTAL RISK REGISTER

[illegible]