



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Council

Submitted by: Todd Richard, Director of Public Works

Date: December 2, 2025

Subject: **CD and PW – Operations Facility**

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

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

PURPOSE

This report provides information regarding the proposed Public Works/Community Development Operations Building.

DECISION REQUEST OR RECOMMENDATION

Direction on addressing the short- and long-term requirements of an operations maintenance facility for Community Development and Public Works Departments.

BACKGROUND

In June of 2024, Council approved the award of RFP WHRM24-01 for the design services for the operations building contract to TA Scott Architecture for the price of \$214,040 plus applicable taxes.

At the June 24, 2025, Council meeting, concerns were raised about the proposed facility, including cost, the number of existing municipal buildings, and unresolved plans for Morison Drive and King Street. Safety issues introduced during the meeting added further uncertainty.

Council noted the facility was not included in the current budget and questioned its ability to

accommodate future growth. The recently renovated staff room, which quickly became inadequate, was cited as an example.

With a number of difficult decisions during budget deliberations, Council agreed to defer the Operations Building to the 2026/27 budget and requested cost estimates for bringing the current building up to standard.

Current Facility

The existing facility, designed for 10 staff, now supports 19 full-time employees plus students. It has one washroom and an outdoor portable toilet year-round. Locker rooms are in separate buildings with no private changing area.

This facility maintains and fuels the entire municipal fleet, which has grown alongside municipal infrastructure and service levels. Current space and amenities do not meet operational needs and fail to address long-term requirements for Public Works and Community Development.

Key Issues

- Temporary measures are needed for washrooms, locker rooms, heating, air quality, and storage.
- No provision for future growth or permanent solutions.
- Council’s motion to move staff to 100 King and declare 76 Morison surplus will further reduce capacity with the loss of the repair bay for Community Development.
- Currently no space for Community Development within existing facility
- Lack of adequate floor space and an indoor wash bay for fleet maintenance.

NEXT STEPS

After direction is given by council, staff will proceed with collecting higher accuracy cost estimates for temporary improvements to meet minimum standards into the 2026-27 capital budget while long-term solutions are considered and identified in the 5-year capital plan.

FINANCIAL IMPLICATIONS

See attached chart for detail of estimated costs, it is important to note that there estimated expenditures would only address the immediate needs and not remove the needs for the overall requirements for our growing municipality and needs to meet our service level and maintenance, storage, and long-term requirements.

- Capital Investment needed for temporary short-term needs \$1,410,625
 - Annual additional operating costs for short-term needs \$ 42,375
 - Setup Costs \$ 24,625
- Staff time, engineering, and design costs are not included in these costs.**

TEMPORARY SHORT TERM WORK REQUIRED - * DOES NOT ADDRESS EXTRA SPACE REQUIREMENTS AND LONGER TERM NEEDS					
Description		Capital Cost	Operational Cost		Notes
			Rental/yr	Set up/removal	
Washroom Trailer Two rooms PW2T 3 Urn, 3 T			\$6,900.00	\$700.00	Electrical upgrade would be required at the compound. Waste tank needs emptied at least once/week. Water tank would need filled as required (depending on usage).
Locker room Trailer PW (no washroom. Two rooms for changing)			\$23,000.00	\$4,000.00	Electrical upgrade would be required at the compound.
Electrical Upgrade \$64/sqft 5250sqft		\$336,000.00			Pad mount transformer required and upgraded panels/ other electrical work
Heating		\$100,000.00			
Vehicle exhaust extraction system		\$40,000.00			Management of exhaust fumes
Sealing of clean spaces for air quality		\$50,000.00			Sealing of areas to prevent toxic fumes from entering offices and lunch room areas
Fencing 350m @ \$150/m		\$52,500.00			to accommodate outside storage
Wooden Building reno to gain storage space \$162/sqft Elec, Mech, Insul, sheath, civil, water/sewer		\$550,000.00			Remove/relocate walls, add doors, electrical, insulate, HVAC Electrical upgrade , floor drain, etc.
Current CD repair bay 78x22	1700				Not Addressed in costs no space available, reason for new build / addition
Current PW floor space used for Mech, wash bay, storage office/WR/LR	4500 usable				Not Addressed in costs no space available, reason for new build / addition
Water / Sewer Hookup				\$15,000.00	
Annual maint costs			\$4,000.00		
Set Up Costs					
Increased Annual Costs					
Sub Total		\$1,128,500.00	\$33,900.00	\$19,700.00	
Contingency 25%		\$282,125.00	\$8,475.00	\$4,925.00	
TOTAL		\$1,410,625.00	\$42,375.00	\$24,625.00	

Table 1. - Shows a high-level estimate of funding requirements to address immediate needs.

ALTERNATIVES

- Council give direction to release tender documents for bidding on construction of new operations building as per completed engineered design.
- Draft an RFP for design and engineering for short-term operations building requirements

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
Troy Burgess, Operations Manager &
Todd Richard, Director of Public Works

Report Reviewed by: _____
Tim Bouter, Project Engineer

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

Report Approved by: _____
(Name and Title)