



REPORT

To: Chair and Directors

Report Number: ENV-BRD-209

From: Environmental Services

Date: November 21, 2024

Subject: 2025 Function 100 Administration, Warehouse 2 Fire Code Upgrades - Supplemental Req

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board include the 2025 Supplemental Request for 52 Collins Road Warehouse 2 Upgrades totalling \$234,430 (excluding taxes) for Function 100 Administration, in the 2025 Financial Plan.

BACKGROUND/RATIONALE:

Project Overview

In 2022, the PRRD purchased 52 Collins Road which includes a main warehouse building with office space, a second warehouse which includes carpentry, welding, and office storage shelves, and a third three-sided storage building. On January 12, 2023, a supplemental request was approved by the Regional Board for addition to the 2023 Budget. This request included upgrading the internet services to the buildings, segregation of the storage area and workshop area in Shop 2, creation of a mezzanine with a staircase to allow for additional storage and maximization of workspace, and the creation of an additional washroom in shop 2. These upgrades were to use the funds obtained through the sale of the original warehouse for \$344,498 and would include engineering/architectural services for design and construction of the works. The original supplemental request is provided as a link at the end of this report titled "2023 Business Case 52 Collins Road ENV-BRD-116". Works were initiated towards this project in 2023, with upgrades to the internet being completed, procurement of an architectural firm and design being initiated.

On May 30, 2024, following the completion of the architectural/engineering review of the building and design parameters, a report was brought forward to the Regional Board outlining the identified shortcomings of the existing warehouse 2 building. To move forward with the construction of the mezzanine or the addition of a second washroom, increased fire rating protection to the building shell is required. In May 2024, the request for a grant funding allocation towards the Building Code upgrade project was denied with Board direction to bring back a report for consideration during the 2025 budget. Should the building upgrades be approved, funding considerations for the construction of the mezzanine and upgrades to the washrooms will be presented during the 2026 budget process.

Problem Statement and Impacts of Problem

Warehouse 2 Upgrades: As identified by the assessments conducted on warehouse 2 as provided in the report titled "PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187" (see link provided at the end of this report), to obtain a building permit from the City of Dawson Creek, warehouse 2 must be brought up to the fire protection standards of the Building Code prior to any additional upgrades to the facility being conducted.

Benefits

1. Ability to expand the indoor working environments at 52 Collins Road to support the growth of the organization through multiple functions and multiple department requirements and the ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased fire protection of infrastructure.

Risks including barriers, policy, non-compliance, approvals

Currently, for Shop 2, there will not be any opportunities to complete any upgrades to the building without upgrading to Fire Code standards. This restricts the use of space and puts staff at risk of injury.

Alternatives Reviewed and Reasons for Rejection:

Alternative Solutions Reviewed	Reasons for Rejection
Do nothing	Too many safety concerns and an inability to complete any changes to the current shell of the building.
Addition of a new building for storage	Space constraints in the yard. Engineering/Architectural costs have already been incurred for the design of the mezzanine. Does not solve the Fire Code upgrade requirements for long-term planning of the existing building use. Cost of construction, design, staff time would be similar in scope.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Organizational Effectiveness
 - Develop a Corporate Asset Management Program
 - Support and Develop Human Resources
 - Health and Safety
 - Accessibility

FINANCIAL CONSIDERATION(S):

All prices listed in Table 1 are excluding taxes.

Table 1: 2025 Capital Upgrades for 52 Collins Road

Financial Information						
Capital						
Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Sale of Assets (Capital Reserve)	\$234,430					\$234,430
	\$234,430	-	-	-	-	\$234,430
Expenses	2025	2026	2027	2028	2029	5 Year Total
Construction Cost Estimate	\$162,000					\$162,000
Construction Contingency	\$24,300					\$24,300
Professional Fees for Construction Administration Services	\$6,000					\$6,000
Additional contingency, permitting, and technical consultation	\$42,130					\$42,130
	\$234,430	-	-	-	-	\$234,430

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The financial commitment to bring Warehouse 2 closer to compliance with the BC Building Code does not include the addition of a washroom, partition wall, or mezzanine.

Attachment:

1. 2025 Business Case_52 Collins Rd.pdf

External Links:

1. [January 12, 2023 Regional Board Meeting](#) – See Item 8.12 “2023 Supplemental Request for 52 Collins Road Capital Upgrades – ENV-BRD-116”
2. [May 30, 2024 Regional Board Meeting](#) – See Item 8.16 “PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187”