



## Business Case

### *52 Collins Road – 2025 PRRD Dawson Creek Warehouse 2 Fire Code Upgrades*

#### Executive Summary

##### **Business Need**

To bring the existing Dawson Creek Warehouse 2 into compliance with the 2024 British Columbia Building Code (BCBC) standards.

##### **Expected Outcome**

1. By adding a layer of limited combustible materials under the noncombustible cladding, the combustible wood framing will be provided with substantial protection from heat and flame.
2. The building will be brought into compliance with the 2024 BCBC which will allow for future modifications to the structure through the building permit process.

##### **Recommendation**

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.

##### **Justification**

1. Ability to expand the indoor working environments at 52 Collins road to support growth of the organization through multiple functions and multiple department requirements and ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased fire protection of infrastructure.
3. Future improved utilization of existing space and maximize energy efficiency through the creation of the mezzanine area in shop 2 in 2026.

#### The Team

Team Member	Role
<b>General Manager of Environmental Services</b>	To provide overall program oversight to provide direction and support for implementation and budgetary considerations.
<b>Environmental Services Manager</b>	To provide a project management oversight to the project and oversee the implementation of the project management documents through contract management and operational oversight.
<b>Field Services Foreman</b>	To manage and coordinate on-site contractors, communicate with staff when contractual workers are in the area, construction oversight, and planning for staffing requirements when construction is anticipated to disrupt the existing facility.



<b>Field Services Labourer(s)/Assistant(s)</b>	To support the Field Services Foreman through relocation of equipment/materials/supplies, completion of delegated work tasks, and providing input when requested on potential design implications to ensure maximum efficiencies are obtained through design prior to construction.
<b>Finance Clerk</b>	Process invoices and ensure PO's and GL's are entered correctly.
<b>IT Manager</b>	To manage and coordinate the internet service and to work with the Field Services Foreman to best prepare for the construction requirements for installation.
<b>IT Coordinator</b>	To support the IT Manager and Environmental Services Staff.
<b>Procurement Officer</b>	Assist with contracts and purchases.
<b>Building Inspector</b>	Assist the Environmental Services Manager/Field Services Foreman, with the building permitting requirements with the City of Dawson Creek.
<b>Stakeholders and Partners</b>	Will include contractual agreements with contractors, City of Dawson Creek for Building permits and inspections, CAO, and Regional Board.

## Business Need Definition

### Problem Statement

Warehouse 2 Upgrades: As identified by the assessments conducted on warehouse 2, and as provided in the report attached as titled "PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187", 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.

### Impacts

1. 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 use of space and puts staff at risk of injury.
2. Inability to offer safe access to the stored materials without the risk of entering into a work zone.
3. Inability of Field Services Staff to adequately tidy up workspaces as a result of the lack of available storage for tools and materials.



## Project Overview

### Project

#### *52 Collins Road – 2025 PRRD Dawson Creek Warehouse 2 Fire Code Upgrades*

### Project Description

In 2022, the PRRD purchased 52 Collins Rd 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 into 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 at a cost of \$344,498 and would include engineering/architectural services for design and construction of the works. This original supplemental is attached to this report as “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, 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 in 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 within the 2026 budget process.

### Project Goals and Objectives

1. To bring the existing Warehouse 2 building up to 2024 BCBC standards.
2. To allow for future improvements to warehouse 2 to be conducted legally through the building permitting process.
3. Segregation of shop 2 into a storage space at the north end of the building with a separate entrance, including a closed in area away from the entrance of dust from the workshop by December 31, 2026.
4. All new construction will ensure accessibility and energy use/conservation practices are considered and implemented where required and achievable.



### **Project Performance Indicators**

1. Obtain Regional Board Approval through the 2025 budgeting process on November 21, 2024.
2. Obtain Regional Board adoption of the 2025 Financial Plan by March 30, 2025.
3. Complete the construction by December 31, 2025.

### **Assumptions**

1. A building permit will be able to be obtained by the City of Dawson Creek.
2. PRRD Field Services Staff will be able to complete 80% of the work.
3. There will be construction companies available to bid on the work and complete the work within the timeframe.
4. Materials will be readily available for the construction.

### **Constraints**

1. The City of Dawson Creek does not permit upgrades.
2. Inflation of construction costs impedes the ability of the PRRD to stay within budget.

### **Project Milestones**

1. Obtain Regional Board Approval for the Work on November 21, 2024.
2. Obtain Regional Board adoption of the 2025 Financial Plan by March 30, 2025.
3. Complete the construction by December 31, 2025.

### **Strategic Fit**

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



## Cost Benefits Analysis

The benefits of completing this project are:

1. Ability to expand the working environments at 52 Collins road to support growth of the organization through multiple functions and multiple department requirements and ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased accessibility for all staff to services equivalent to those provided at the Dawson Creek office and FSJ office.
3. Improved ability to address safety concerns..

Alternatives Reviewed

Alternative Solutions Reviewed	Reasons for Rejection
Do nothing	Too many safety concerns and 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 design of 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.

## Approvals

Regional Board Approval Resolution