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**TO:** Electoral Area Services Committee      **MEETING:** April 9, 2019  
**FROM:** Daniel Pearce      **FILE:** 0810 03 DFH  
Director, Transportation and  
Emergency Services  
**Subject:** Dashwood Fire Hall Replacement

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### **RECOMMENDATIONS**

1. That “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
3. That the participating area approval is to be obtained for the entire proposed service area.
4. That the Board approve the Elector Response Form as provide in Attachment 3, establish 4:00 p.m. on Friday, July 26, 2019 as the deadline for receiving elector responses for the alternative approval process, and determine the total number or electors to which the approval process applies to be 1751.

### **SUMMARY**

To obtain the approval of the Board to initiate an alternative approval process (AAP) in order to obtain elector approval to establish a service and loan authorization bylaw to borrow for the replacement of the Dashwood Fire Department main fire hall. Detailed conceptual plans for the replacement of the Dashwood fire hall have been completed and cost to construct the fire hall is estimated at \$4,000,000.

As part of the AAP, the Board must provide three readings to both the Service Establishment bylaw and the Loan Authorization bylaw, set the deadline for receiving elector response forms, approve the elector response form, and determine the number of electors of the area to which the AAP applies (part of Electoral Areas, F, G and H).

For consideration of Board approval, “Dashwood Fire Hall Service Area Establishment Bylaw 1785, 2019” (Attachment 1) and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” (Attachment 2) is attached for the Board’s review. If the Board gives Bylaw No. 1785 and Bylaw No. 1789 three readings and adopts the recommendations, the bylaws will be forwarded to the Ministry of Municipal Affairs and Housing for the approval of the Inspector. Following approval, the notice of the AAP will be published. The deadline for receiving elector response forms must be established by the Board and be at least 30 days after the second publication of the notice. The recommended date is Friday, July 26, 2019. A drafted elector response form for the Board’s consideration is included in Attachment 3.

Pursuant to section 86(1) of the Community Charter, approval of the electors has been obtained if, at the end of the time period for receiving elector response forms, the number of response forms received is less than 10% of the number of electors of the area to which the approval process applies. This AAP process applies to a portion of Electoral Areas F, G and H, and the total number of electors of the participating areas is determined to be 1,751. Therefore, if less than 175 elector response forms are received prior to Friday, July 26, 2019, elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1785 and Bylaw No. 1789.

## **BACKGROUND**

In 2012, a seismic assessment of the Dashwood Fire Hall was completed by Herald Engineering Limited outlining the potential seismic risks, upgrade solutions, and estimated retrofit costs. The report included construction options to either retrofit or replace the fire hall with a completely new building. Costs to retrofit and renovate the fire hall to meet building code requirements and add additional space were estimated above the costs of replacing the fire hall. The original two bay fire hall was constructed in 1985 and a third bay addition was built onto the side of the original structure in 1996. Each bay currently has space to hold one piece of apparatus. The most recent additions to the building are 23 years old and much of the building is more than 35 years old. In September 2015, the Dashwood Fire Department Board of Directors requested to open discussion with the Regional District of Nanaimo (RDN) regarding the design and construction of the replacement fire hall.

There are six volunteer fire departments under the authority of the RDN with six main and three satellite fire halls. Over the next 5 to 10 years, the RDN may build as many as six new fire halls. As part of the design process for the Dashwood fire hall, the RDN collaborated with the local fire chiefs during regional fire chief meetings to initiate the standardization of fire halls project. Main fire hall and satellite fire hall design requirements and framework were developed to provide for a standardized concept design. The standardized design is expected to reduce architectural and engineering costs for future fire hall projects. The standardization of fire halls project was endorsed by the RDN Board of Directors at the June 26, 2018 Regular Board meeting.

Zeigler Architecture and Praxis were the selected consultants and with input from the six fire departments and the RDN, conceptual design plans were developed. The project update was endorsed by the RDN Board of Directors at the September 18, 2018 Regular Board meeting with an anticipated timeline of April-May 2019 for informational open houses. The completed design was presented to the Dashwood Fire Department Board Committee in September 2018.

The Dashwood conceptual main hall design includes:

- Two drive through bays that can hold a total of four pieces of apparatus
- Designed to permit for future expansion of one additional bay that can hold two more pieces of apparatus
- An administration area and three offices
- Separate areas for radio communications, IT, mechanical, electrical, sprinkler, gear, storage, training, and laundry
- Two multi-use washrooms and washdown space
- A Workshop
- A self-contained breathing apparatus (SCBA) and compressor room

- Access to a second floor that will be pre-wired and plumbed for future completion (kitchen, fitness, washroom/shower, laundry and possible sleeping quarters)
- An engineered pad for a future training/hose drying tower

The proposed design will be pre-wired and plumbed for future energy saving opportunities (solar water and heat recovery systems). The functionality of the building has been improved by providing adequate space for the department and apparatus, improved traffic flow and the design allows for future expansion. The expansion options provide for long term growth of the department and a second floor that can continuously be enhanced with fundraising and volunteer efforts well into the future.

The project is on time and an open house will be scheduled to share the completed design and 3D modelling with the Dashwood public. The RDN with collaboration from the Dashwood Fire Department has created a "Get Involved" webpage for the Dashwood Fire Hall Replacement project that can be accessed by the public for information about the current fire hall, new fire hall and AAP process.

## **ALTERNATIVES**

1. Proceed with first, second and third readings of Bylaw No. 1785 and Bylaw No. 1789 and adopt the recommendations relating to the alternative approval process.
2. Do not proceed with the Alternative Approval Process.
3. Move forward through an Assent Voting Process – often referred to as a Referendum. The Board is not obligated to conduct an AAP, and instead could proceed to an Assent Voting process. The costs and staff resources associated with Assent Voting are significant and similar to a general election.

## **FINANCIAL IMPLICATIONS**

The cost of the AAP is estimated at \$10,000. This includes two publication of the AAP notice, and an open house.

Based on an estimated interest rate of 3.5%, the annual debt payment cost will be \$249,711 per year, including interest and principal. The MFA 25-year indicative market rate on March 15, 2019 estimates 3.36%, however, using a 3.5% estimate provides for some contingency, should interest rates change before borrowing would occur. If the project proceeds, borrowing would be amortized over 25 years at an approximate annual cost of \$44.70 per \$100,000 of property assessment.

The average residential property value in the Dashwood Fire Protection service area is estimated at \$594,449 with total residential assessment at \$549,271,200 and assessment for all property classes at \$558,570,217. The additional tax cost for the new fire hall would total approximately \$265.72 per year for the average residential property.

The Dashwood Fire Department has contingency funds available of \$150,000 that will be utilized for temporary housing, to furnish the interior, landscaping and elector process. Remaining funds will be directed to the construction of the hall to reduce borrowing.

## STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Will Fund Infrastructure In Support Of Our Core Services Employing An Asset Management Focus



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Daniel Pearce  
[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)  
April 4, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachment

1. Dashwood Fire Hall Protection Service Area Establishment Bylaw 1785, 2019
2. Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019
3. Elector Response Form