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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



\_\_\_\_\_  
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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1785**

**A BYLAW TO ESTABLISH A SERVICE IN A PART OF ELECTORAL AREAS F, G, AND H  
FOR THE PURPOSE OF CONSTRUCTING, ACQUIRING AND OTHERWISE OBTAINING BUILDINGS TO  
PROVIDE FIRE PROTECTION SERVICES**

WHEREAS under the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service in a part of Electoral Area F, Electoral Area G, and Electoral Area H for the purpose of constructing, acquiring and otherwise obtaining buildings to provide fire protection services;

AND WHEREAS the approval of the electors in the participating areas has been obtained by an alternative approval process in accordance with the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

**1. Citation**

This bylaw may be cited for all purposes as the “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”.

**2. Service**

A service to construct, acquire and obtain buildings to provide fire protection services is hereby established.

**3. Boundaries**

The boundaries of the Service area are as shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**4. Participating Areas**

The Participating Areas for the service are Electoral Areas F, G, and H.

**5. Cost Recovery**

In accordance with section 378 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;
- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. Maximum Requisition**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Two Hundred and Fourth Nine Thousand Seven Hundred and Thirty Six (\$249,736) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.4471 per \$1,000 applied to the net taxable value of land and improvements in the Service area.

Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 2019.

Received the approval of the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2019.

Received the approval of the electors under section 345 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_, 2019.

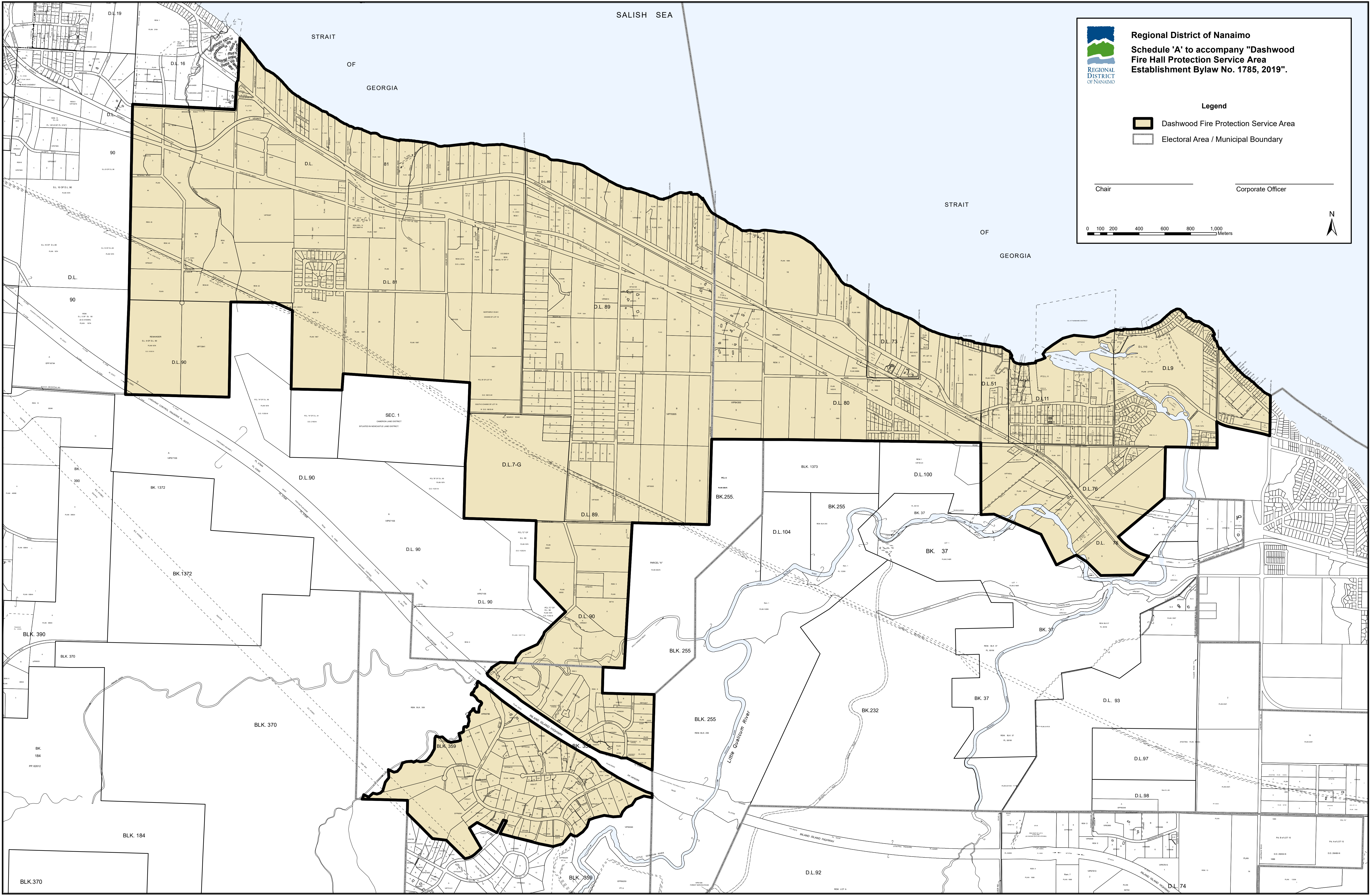
Adopted this \_\_\_ day of \_\_\_\_\_, 2019.


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CHAIR



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CORPORATE OFFICER



 **Regional District of Nanaimo**  
**Schedule 'A' to accompany "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019".**

**Legend**

-  Dashwood Fire Protection Service Area
-  Electoral Area / Municipal Boundary

Chair \_\_\_\_\_ Corporate Officer \_\_\_\_\_

0 100 200 400 600 800 1,000 Meters

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**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1789**

**A BYLAW TO AUTHORIZE THE BORROWING OF  
FOUR MILLION (\$4,000,000) DOLLARS  
FOR THE DASHWOOD FIRE HALL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Dashwood Fire Hall Service (the "Service") pursuant to Bylaw No. 1785, cited as "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019" for the purpose of constructing, acquiring and otherwise obtaining buildings to provide fire protection services in part of Electoral Areas F, G and H;

AND WHEREAS the approval of the electors in the participating areas has been obtained by an alternative approval process in accordance with the *Local Government Act* to borrow in order to design and construct a new fire hall in connection with the Service (the "Works");

AND WHEREAS the amount of borrowing required to complete the Works, including expenses incidental thereto, is the sum of Four Million (\$4,000,000) Dollars;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act* and the *Community Charter*;

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as the "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design and construction of a new fire hall for the purpose of the Works in connection with the Service and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Regional District a sum not exceeding Four Million (\$4,000,000) dollars.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.
4. The borrowing authorized relates to the Dashwood Fire Hall Service established pursuant to Bylaw No. 1785, cited as "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019".



Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 2019.

Approved by the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2019.

Received the approval of the electors under section 345 of the Local Government Act this \_\_\_ day of \_\_\_\_\_, 2019.

Adopted this \_\_\_ day of \_\_\_\_\_, 2019.

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CHAIR

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CORPORATE OFFICER

**“Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”**

**“Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019”**

to establish a service to facilitate borrowing of up to \$4,000,000 (4 Million Dollars) to be repaid over a period not to exceed 25 (twenty-five) years in order to finance the costs of constructing a fire hall to serve the Dashwood Fire Hall Service Area within the Regional District of Nanaimo

Pursuant to Section 269(b) of the *Local Government Act*, the Regional District of Nanaimo is proposing to seek approval of the electors by alternative approval process in accordance with Section 86 of the *Community Charter*.

By completing this Elector Response Form I certify that:

- I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo (outlined in the attached map);
- I have not previously signed an Elector Response Form with respect to these Bylaws; and
- I am **OPPOSED** to the adoption of “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” which authorizes the Board of Directors to establish a service and facilitate borrowing of up to \$4,000,000 (4 Million Dollars) to be repaid over a period not to exceed 25 (twenty-five) years in order to finance the costs of constructing a fire hall to serve the Dashwood Fire Hall Service Area within the Regional District of Nanaimo, without first obtaining the assent of the electors in a voting proceeding (referendum).

The deadline for submitting this Elector Response Form is **4:00 p.m. on Friday, July 26, 2019**. The address for submission is:

**Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2**

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Form may not be returned by email or by fax.

If at least 10% (175) of eligible electors sign and submit a completed Elector Response Form by the deadline, the Regional District Board may not proceed with adopting “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” unless elector approval is obtained by assent voting (referendum).

**FULL NAME OF ELECTOR:**

(e.g. Donald Smith – not D. Smith)

\_\_\_\_\_  
(Please Print)

**ELECTOR’S RESIDENTIAL ADDRESS:**

\_\_\_\_\_  
(Full residential (Street) Address including Town/City)

**SIGNATURE OF ELECTOR:**

\_\_\_\_\_  
(Signature)

**DATE:**

\_\_\_\_\_

**To be completed (in addition to the above) if you are a Non-Resident Property Elector**

I am a non-resident property elector who lives in another community and owns property in the RDN located at:  
(insert full residential (Street) address of property below)

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

In order to sign an elector response form in relation to the alternative approval process (AAP), a person must either be a **resident elector** or a **non-resident property elector** (not both) within the proposed service area. For the purposes of this AAP, portions of Electoral Areas F, G and H of the Regional District of Nanaimo (outlined in the attached map) apply.

A **resident elector** is an individual who is qualified to vote in a jurisdiction by virtue of **living (residing)** in the jurisdiction. To sign an elector response form as a resident elector a person must:

- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- be a resident within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo for at least 30 days before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

A **non-resident property elector** is an individual who **does not live (does not reside)** in the participating service area but is entitled to vote by virtue of owning a real property in that jurisdiction. To sign an elector response form as a non-resident property elector a person must:

- not be entitled to register as a resident elector in the participating service area; and
- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- be the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust; and
- be a registered owner of real property within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo for at least 30 days before signing this elector response form.
  - If a property is owned by **more than one** individual, only **one** of them may sign an elector response form (with the written consent of the majority of the owners);
  - A person may register as a non-resident property elector in relation to **one** parcel of real property in the service area.

**Note: There is no Corporate Vote** - No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

## INSTRUCTIONS

**OPPOSED** - if you are **OPPOSED** to the adoption of “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” you can sign and submit an Elector Response Form if you qualify as an elector of the participating service area. All Elector Response Forms **must** be received in the office of the RDN no later than the deadline of **4:00 p.m. on Friday, July 26, 2019**. If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

**NOT OPPOSED** – if you are **NOT OPPOSED** you need do nothing.

A copy of the Bylaws, a Staff Report summarizing this project, and Elector Response Forms are available on our website at [www.rdn.bc.ca](http://www.rdn.bc.ca) and at the RDN office (6300 Hammond Bay Road, Nanaimo, BC) Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m.; and Wednesday from 8:30 a.m. to 5:30 p.m., excluding statutory holidays.

For further information contact: Jacquie Hill, Corporate Officer, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2; 250-390-6750; [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

Note: An accurate copy of this Elector Response Form may be utilized (either single-sided or double-sided), provided that it is made of the form prior to any electors signing such form, so that only Elector Response Forms with original signatures are submitted.

SALISH SEA

Strait of Georgia

**ELECTORAL AREA H**

**ELECTORAL AREA G**

**ELECTORAL AREA F**

0 0.5 1 1.5 2 Kilometers

