



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
Public Works: 250-557-4295
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

3:00 PM Special Meeting of Council, Thursday, November 23rd, 2023

AGENDA

This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

- 1. ADOPT AGENDA**
- 2. GOVERNMENT**
G-1— Ambulance Station – Facilities Renovation Proposal
- 3. ADJOURNMENT**



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy CAO
Date: November 23, 2023
RE: Ambulance Station Renovation Proposal

BACKGROUND:

The Village has received information from the Acting Unit Chief, Alana Dickson, that BCEHS facilities has agreed to complete renovations to the bay portion of the Ambulance Station.

In the Village's software it is identified that the Ambulance Station/Clinic was built in 1989 by locals under a Local Initiatives Project program. Its life expectancy is identified as 50 years (2039). Overtime there have been renovations to the building, more recently with the roof with ventilation and vinyl soffits in 2017, and the clinic flooring being replaced in 2018. As an older building there have been growing maintenance needs, with recent items over the years involving heating, gutters, lights, among other items. Additionally, while the facility was built for the service needs of the 1980s there have been notable changes since, such as the increase in ambulance size which prevents the current ambulance from being able to fit and be parked inside the bay as intended. In 2019, the changing needs for an ambulance staff area for rest, bathroom and shower facilities lead BCEHS to install a mobile trailer with the Village's permission.

DISCUSSION:

As the building and property are owned by the Village of Port Clements and only leased to BCEHS, all renovations must be approved by the Village, especially if they potentially can impact the structural integrity of the facility.

The projects that BCEHS is proposing to undertake at their expense are:

1. Replacement of the current sinks and cupboards at the back of the room with a real kitchenette including base cupboards and a sink with two upper cabinets on the wall.
2. Washable commercial grade linoleum (compatible with the in-floor heating system) to be installed on the heated floor.
3. Replacing the bay door with an exterior wall complete with insulation, a man door and opening window.

As such, BCEHS facilities needs a letter of permission and support from the Village of Port Clements before they can proceed. In addition, they are requesting that the Village donate siding it has in its inventory to match the existing exterior (it has been identified that the Village has sufficient supplies from a previous renovation, and potentially even a matching stain).

BCHES facilities has a contractor, REDDOG, that is willing to donate a large opening window to the project, and submitted an estimate for half the cost, but are asking in exchange for the old bay/garage door. Given that this is the Village's property, this also requires the Village's permission to enable this exchange.

If Village approval is received, they estimate that the project would be completed on or before January 31st, 2024. However, in order to accomplish this, they would need to receive the letter of permission and support this week.

CONCLUSION:

It is the Village's discretion whether to permit such renovation to be undertaken or not, though if it is being provided at no cost to the Village and enhances the facility to support its renter then it is a beneficial opportunity. However, it may be advisable to request copies of the proposed alteration plans for records.

STRATEGIC (Guiding Documents Relevancy)

N/A

FINANCIAL (Corporate Budget Impact)

If the projects are done solely at the BCEHS facilities' cost, then there is no budget impact. It has been asked that the Village donate siding/matching stain that it has in its inventory from previous renovation work on the building, which would mean that if the Village had to undertake maintenance it possibly would need to purchase new materials if it no longer has it on hand. The old garage door potentially could be sold by the Village, but it may not be worth it for the time spent to store and advertise it for sale. Compared to the cost of the renovation itself, the value of these aspects are minor.

ADMINISTRATIVE (Workload Impact and Consequence)

It has increased workload to schedule a special meeting at the last minute for the proposed project, but if the Village is not being asked to coordinate or oversee the project then the workload impact should be minimal, though it could be expected that public works may be needed to facilitate some aspects (ex. water disconnection/connection).

RECOMMENDATION:

THAT Council gives its support and permission to BCEHS facilities for the proposed projects (replacement and installation of a kitchenette, washable commercial grade linoleum compatible with the in-floor heating system, and replacing the bay door with an exterior wall complete with insulation, a man door and opening window) to be undertaken at no cost to the Village AND THAT the Village donate the siding and matching stain that it may have in its inventory and the old bay/garage door to facilitate the project.

Respectfully submitted: Elizabeth Cumming, Deputy CAO