



COUNCIL REPORT

To: Mayor and Council

Date: July 22, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **Fire Hall 32 Replacement – Project Update No. 5**

Prepared by: Jason Brolund, Fire Chief and Erin Goodwin, Facilities Manager

Reviewed by: Lisa Siavashi, A/Director of Finance/Chief Financial Officer

PURPOSE

To provide Council with an update on the Fire Hall #32 Replacement Project.

RECOMMENDATION:

THAT the staff report titled “Fire Hall #32 Replacement – Project Update No. 5”, dated July 22, 2025, be received for information.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

Foster Safety and Well-Being – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

BACKGROUND

The purpose of this report is to provide Council with a progress update related to the Fire Hall 32 Replacement project for the quarterly period ending June 30, 2025.

With total completion just over 3 months away, the scope, budget and schedule are all trending positively towards occupancy.

PROJECT STATUS UPDATE

During the last quarterly period, several key milestones were achieved, including but not limited to the following:

- Exterior painting completed
- Fire bay doors installation
- Drywall and painting throughout
- Hose tower stairs
- Site prep and grading for pickleball and sport court
- Footings poured for wheelchair ramp to community hall patio
- Precast sections of accessible ramp installed
- Glass windows and doors installation completed
- BC Hydro excavation completed
- Water tanks and generator installed
- Pathways through sport court/pickleball/playground area poured
- Accessible ramp completed and painted
- Pad poured and fence installed for waste bins
- Electrical kiosk prepared for inspection
- Firehall kitchen millwork completed
- Parks area irrigation work in progress
- Mutli-sport court completed – boards, surface, fence and basketball hoops in place
- Sidewalk poured around hose tower exterior

Colliers Project Leaders continues to work closely with the City team on this project. They have provided some visuals of the project during this reporting period (Attachment 1).

Schedule

The contractor is projecting substantial completion on August 29, 2025. This represents a decrease of 7 days from the previous update and is being closely monitored. A moving committee has been established and will meet on a weekly basis up to project completion to coordinate the final details related to occupying and moving into the facility. The projected in-service date has not yet been finalized but is currently trending towards a fully operational fire hall by end of October. Further details will be shared in the coming months.

The project schedule is deemed by Colliers to be low-risk. However, there is uncertainty with the timing of BC Hydro works which affects final paving, and the date for permanent power energization. All involved are monitoring this closely and in regular communication with the contractor and BC Hydro to maintain the project schedule. Recent communications with BC Hydro have been positive.

Budget

The project budget is now deemed by Colliers to be on-track, which is an improvement from the previous reporting period that was classified low risk. Since the last update, the project contingency is trending in a positive direction, currently sitting at \$146K at the end of June.

Only minimal change orders and cash allowances are remaining to be finalized. These will be carefully managed with a focus on maintaining the proposed budget. At this time, based on known information, contingency funds are expected to be sufficient to cover outstanding issues during the final 3 months of construction. Any unforeseen changes to the budget will be reported back to Council.

RISK ASSESSMENT

Project risks are monitored through an ongoing Risk Log prepared in collaboration with the City and the project team. Many of the identified risks have now been closed out, however a new risk for BC Hydro site works and energization has been added. Below are some of the outstanding risks still needing to be resolved.

<i>Risk</i>	<i>Description</i>	<i>Assessment</i>
BC Hydro Site works and Energization	Delay to site works and subsequent permanent power energization may affect the schedule critical path and cause substantial completion to be pushed out. This could also have cost impact as the contractor may claim staffing and general conditions costs for additional time on site.	All involved are monitoring this closely and in communication with BC Hydro to maintain the project schedule. Recent communications with BC Hydro have been positive.
Owner-Supplied Items and Moving Delays	As the project nears completion, there are some owner-supplied items such as signage, FFE and IT/AV to complete. Supply chain and trade worker availability, could propose a risk to project schedule.	<ul style="list-style-type: none">- CWK and Colliers to begin moving committee meetings On July 2 to the end of the project- Signage package in process and install on-track before completion- IT/AV coordination with CWK and contractor ongoing
Cash Allowances	Cash allowances included in the Project Budget being converted to actual costs.	City team continuing to monitor these very closely to ensure invoices correlate

		to conversion of allowances. This is a moderate-low risk at this time.
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FINANCIAL IMPLICATIONS

Project Budget: \$14,314,900

Council Approved Funding Strategy	
Debt	8,000,000
Reserves	3,800,000
Developer contributions	150,000
Parks DCC	1,187,000
Growing Communities Fund	1,177,900
Total:	\$ 14,314,900

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Nov. 28/23	<p>THAT Council direct Administration to complete an Alternative Approval Process (AAP), to gain elector assent, in 2024, for the Firehall 32 Project;</p> <p>AND THAT “City of West Kelowna Loan Authorization Bylaw No. 0313, 2023”, a bylaw to authorize the borrowing of up to \$8,000,000 towards the construction of a new Fire Hall 32 building, be read a first, second and third time, by title only, on this 28th of November 2023.</p>	C387/23
Jan. 23/24	<p>THAT the elector response form, as attached to the report titled “Alternative Approval Process Form – Fire Hall 32 Replacement Project” dated January 23, 2024 from the Legislative Services Manager/Corporate Officer, be approved;</p> <p>AND THAT Friday, March 15, 2024 at 4:00pm be set as the deadline for receipt of the elector response forms.</p>	C048/24
Feb. 13/24	<p>THAT the updated elector response form, “Alternative Approval Process Form – Fire Hall 32</p>	C065/24

	Replacement Project” from the Legislative Services Manager/Corporate Officer, be approved;	
	AND THAT Thursday, March 21, 2024 at 4:30 pm be set as the deadline for receipt of the elector response forms.	
Mar. 26/24	THAT the report titled “Sufficiency Report for the Fire #32 Replacement Project – Alternative Approval Process”, dated March 26, 2024 from the Legislative Services Manager/Corporate Officer and Deputy CAO/Deputy Corporate Officer, be received for information;	C099/24
	AND THAT City of West Kelowna Loan Authorization Bylaw No. 0313, 2023 be adopted	
Apr. 23/24	THAT the report titled “Fire Hall #32 Replacement Project – Next Steps” from the Deputy CAO, dated April 23, 2024, be received for information.	C134/24
May 14/24	THAT the report titled “Fire Hall #32 Replacement Project – Update – May” from the Deputy CAO, dated May 14, 2024, be received for information.	C152/24
Aug 27/24	THAT the report titled “Fire Hall #32 Replacement Project – Project Update #1” from the Deputy CAO, dated August 27, 2024, be received for information	C221/24
Oct 22/24	THAT the report titled “Fire Hall #32 Replacement Project – Project Update #2” from the Deputy CAO, dated October 22, 2024, be received for information	C264/24
Jan 28/25	THAT the report titled “Fire Hall #32 Replacement Project – Project Update #3” from the Deputy CAO, dated January 28, 2025, be received for information.	C018/25
Apr 22/25	THAT the report titled “Fire Hall #32 Replacement – Project Update No. 4” from the Fire Chief and Facilities Manager, dated April 22, 2025, be received for information.	C102/25

PowerPoint: Yes ☐ No ☒

Attachments:
Attachment 1 – Site Pictures