DISTRICT OF METCHOSIN
AGENDA

FIRE HALL STEERING COMMITTEE MEETING

Wednesday, August 13, 2025, at 7:00 p.m.
Council Chambers

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1. Agenda, Additions, Approval

2. Presentation

3. Public Participation

4. Adoption of Minutes
a) Fire Hall Steering Committee Meeting, July 09, 2025 1

5. Business Arising from the Minutes
a) As Built Drawings, J.E. Anderson & Assoc., Municipal Grounds 5
b) Sewage Disposal System documents obtained from Island Health 7
c) Herold Engineering Seismic Upgrade Costing Review 13

6. Receipt of Minutes

7. Reports
a) Chair's Report
b) CAO Update
- Costing of Project
- Website Update

8. Other Business

9. Adjournment and next meeting

District of Metchosin

Minutes
Firehall Steering Committee Meeting
Wednesday, July 9, 2025, at 7:00 P.M.
Council Chamber
Metchosin Municipal Hall

Present: (Chair) Mike Hornick, Scott Henning, Brent Donaldson, Johnny Carline, Bruce McCall, Shane Cyr, Councillor Sharie Epp, Councillor Shelly Donaldson.

Regrets: Steve Malkow

The meeting was called to order at 7:00 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by S. Henning and B. Donaldson
THAT the Agenda of the July 9, 2025, Firehall Steering Committee be approved as amended to include the addition of a new agenda item under Other Business, to discuss the creation of a website to inform the public of Firehall Project particulars.

Carried

2. Presentations

John Ranns, resident, presented the Committee with a Plan B firehall rebuild concept plan authored by John Ranns and Ed Watson.

3. Public Participation

Gary Lamb: Asked three questions. Why are the microphones not on? Why were the subcommittee recommendations submitted to Council before the Firehall committee? What was the rational for the subcommittee.

Eric White: Expressed concern of Firehall location on visual impact and impression of rural Metchosin image.

4. Adoption of Minutes

B. Donaldson wanted it noted that the intent of his motion regarding addressing the field adjacent to the current firehall and ALR exclusion be "explored" rather than moving forward to remove the land from the ALR.

Moved and Seconded by B Donaldson and S. Henning
THAT the minutes of the May 14, 2025, Firehall Steering Committee meeting be adopted.

Carried

5. Receipt of Minutes

Moved and Seconded by Mike Hornick and S. Henning
THAT the minutes of the June 4, 2025, Committee of the Whole, Joint Meeting with the Firehall Steering Committee be received.

Carried

6. Business Arising from the Minutes

Lengthy discussion of role and recommendation around JDA option 1a. including:

- Concept of its cost estimate providing a baseline for comparing other potential options.
- Acknowledgment that other options are still on the table and require costing so that Council will have information to inform their deliberations and ultimately present to the public.
- Concerns and commitments around information flow expressed.

Committee clarification was sought from CAO Payette regarding grant funding:

- Type of grant funding (100% or matching grant)
- Potential for grant opportunities in the future
- Ability to modify or accommodate changes to plans once a grant is approved

Discussion about splitting project into components or not and utilizing current location:

- Replace Administration building, retaining bays.
- Replace Administration building, updating bays.
- Replace Administration building, replacing bays.

This discussion generated a motion to explore cost estimates for each.

Moved and Seconded by B. Donaldson and S. Henning
THAT the CAO obtain cost estimates to explore renovation upgrades to the current apparatus bay.

(i.e., see what it would cost to have the engineer/contractor to estimate updates).

The following was also noted:

- JDA is proceeding with a mock-up and class D estimate for option 1a.
- The JDA report on options has been amended on page 13 to reflect correct area size of current Firehall and bays.

7. Reports

a) Chair's Report

Action:
There are 4 Action Items outstanding from Staff. See minutes from March 11, 2025. The Committee requests them for next meeting.

8. Correspondence

a) None

9. Other Business

a) Creation of a Website or page on District Website

Moved and Seconded by S. Henning and B. Donaldson
THAT the Committee recommend creation of a page on the District's website dedicated to the firehall project or create a website for the same, for public information.

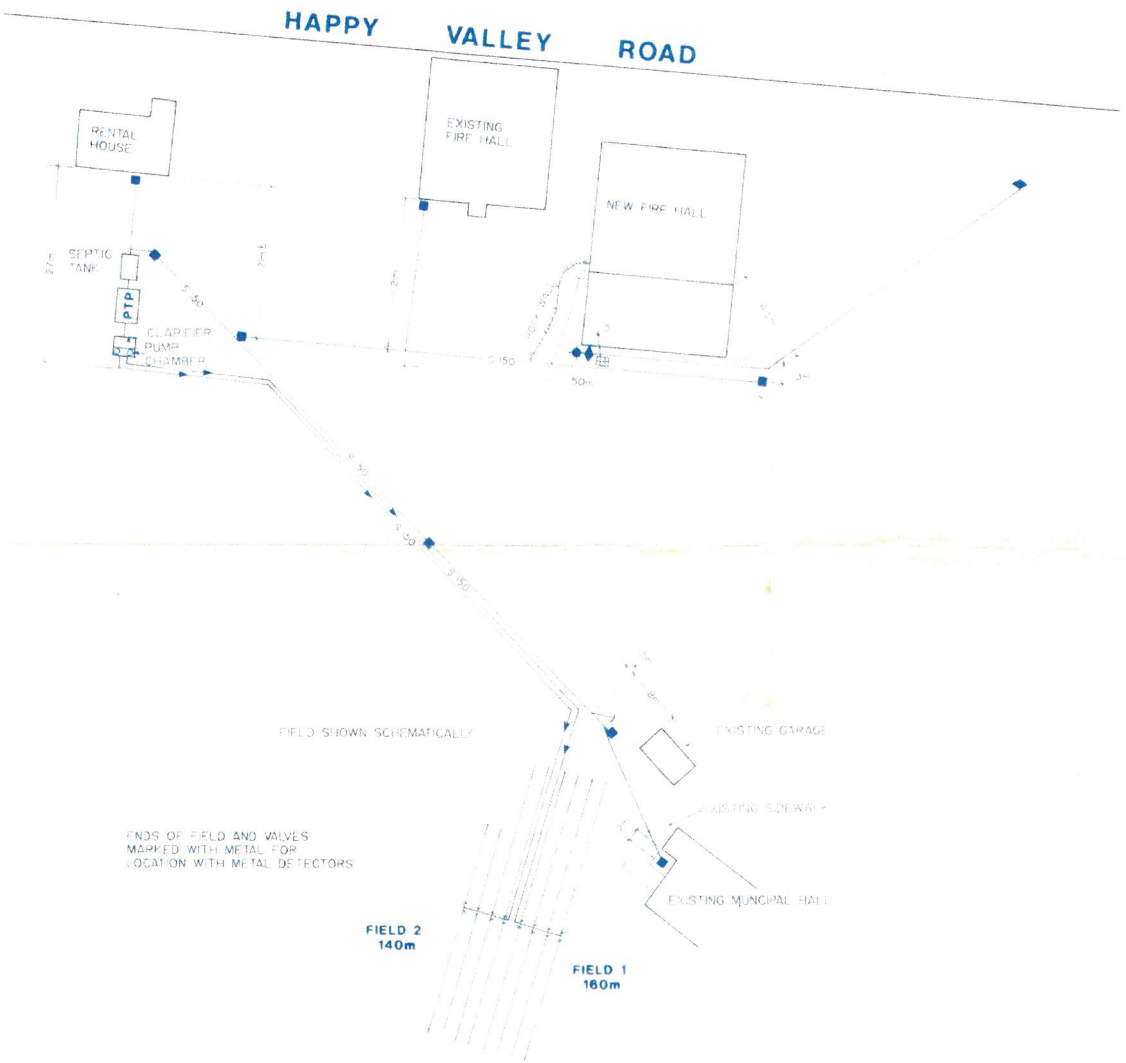
Carried

10. Adjournment and Next Meeting Date

Moved and Seconded by J. Carline and S. Henning that the Committee adjourn the meeting at 9:45 p.m.

Carried

The next meeting will be held on August 13, 2025, at 7:00 p.m.



LEGAL DESCRIPTION

LOT A, PLAN VIP55047
SECTION 2, METCHOSIN DISTRICT

RECEIVED
MAY 2 4 1994

J.E. Anderson and Associates

SURVEYORS ENGINEERS

VICTORIA NANAIMO

DISTRICT OF METCHOSIN

METCHOSIN MUNICIPAL GROUNDS

SEWER AS/B

MAY 17 1994

DESIGN PCB	DRAWN TDH	APPROVED
SCALE 1:500 HORIZ.	VERT.	DATE MAY 94

18266 AS/B

MUN FILE	MUN DWG	SHEET 1 OF 1

5

5

Province of British Columbia · Ministry of Health PUBLIC HEALTH PROTECTION

POSTED

APPLICATION FOR A PERMIT TO CONSTRUCT A SEWAGE DISPOSAL SYSTEM

THE APPLICANT LISTED BELOW HEREBY MAKES APPLICATION FOR A PERMIT TO CONSTRUCT A SEWAGE DISPOSAL SYSTEM PURSUANT TO THE REQUIREMENTS OF THE SEWAGE DISPOSAL REGULATIONS AND AS DESCRIBED IN THE PLAN AND SPECIFICATIONS CONTAINED HEREIN AND/OR ATTACHED HERETO

PLEASE PRINT OR TYPE

APPLICANT [redacted]

LEGAL DESCRIPTION AND STREET ADDRESS: LOT A PL VIP55047 SEC 2 MRD DIST. 4450 Happy Valley RD

OWNER'S ADDRESS [redacted]

POSTAL CODE [redacted]

TYPE OF PREMISES SERVED: ☐ SINGLE FAMILY DWELLING ☐ DUPLEX ☑ OTHER, SPECIFY: MUNICIPAL HALL, FIRE HALL + RENTAL HOUSE

ESTIMATED TOTAL DAILY SEWAGE FLOW (REFER TO APPENDIX 1 OF REGULATIONS FOR MINIMUM FLOWS): 1140 GALS	DIMENSIONS OF LOT: IRREG.	LOT AREA:		
DEPTH OF SOIL TO HARDPAN OR BEDROCK OR HIGHEST WATER TABLE: 3' EXISTING	SEPTIC TANK (NAME IF PREFABRICATED): PRE TANK 5T CYR PUMP CHAMBER	MATERIAL: CONCRETE	LIQUID CAPACITY: 1000 & 600 } GAL	
TYPE OF ULTIMATE DISPOSAL: ☐ CONVENTIONAL SYSTEM ☑ ALTERNATE (DESCRIBE): TREATMENT PLANT	TOTAL LENGTH OF DISPOSAL PIPE: 975	TYPE OF PIPE: P.V.C.	INSIDE DIAMETER OF PIPE: 1¼"	

DISTANCES FROM SOURCES OF DOMESTIC WATER: T 10' FROM OWN G.V.W.D. — FROM NEIGHBOURS — FROM STREAM OR LAKE

IF A PACKAGE TREATMENT PLANT IS PROPOSED: MAKE AND MODEL: CHROMA GLASS C.A. 20 N.P.S. TREATMENT CAPACITY: + 2000 GALS

NOTE: A SITE PLAN MUST BE SUBMITTED WITH THIS APPLICATION (see below) AND PERCOLATION TEST RESULTS MUST ALSO BE PROVIDED. RESULTS SHOULD BE RECORDED ON PLOT PLAN.

THE SEWAGE DISPOSAL SYSTEM DESCRIBED ABOVE MUST BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SEWAGE DISPOSAL REGULATIONS. THE MEDICAL HEALTH OFFICER OR HIS DELEGATE MUST BE NOTIFIED WHEN THE INSTALLATION IS READY FOR USE AND BEFORE COVERING.

DATE [redacted]

PERMIT TO CONSTRUCT

PURSUANT TO THIS APPLICATION AND THE SEWAGE DISPOSAL REGULATIONS, PERMISSION IS HEREBY GRANTED FOR THE CONSTRUCTION OF A SEWAGE DISPOSAL SYSTEM.

CONDITIONS OF PERMIT

Enhanced trench profile (24"wide x 24"deep) drain rock under disposal pipe.
Alternative method. Pump/pump chamber required. Pressure Distribution.
2 feet of soil fill, perc rate of 10-20 minutes, (see attached Y-ENV-7).
Treatment Plant. Contractor layout plan required before installation.
2000 gallon minimum septic tank prior to treatment plant.

1993 August 18
DATE OF ISSUANCE

MEDICAL HEALTH OFFICER OR PUBLIC HEALTH INSPECTOR

NOTE: CONSTRUCTION MUST NOT COMMENCE UNTIL THIS PERMIT HAS BEEN SIGNED BY THE MEDICAL HEALTH OFFICER OR PUBLIC HEALTH INSPECTOR. AUTHORIZATION TO USE THE SEWAGE DISPOSAL SYSTEM MUST BE GRANTED IN WRITING BY THE AUTHORITY HAVING JURISDICTION BEFORE BACKFILLING. CHECK WITH YOUR LOCAL AUTHORITIES REGARDING BUILDING AND ZONING BY-LAWS. **THIS PERMIT IS NOT TRANSFERABLE AND EXPIRES SIX MONTHS FROM DATE OF ISSUE.**

cc: Bldg. Inspector, 4450 Happy Valley Road, V9B 5T8

POSTED

COMMENTS: FENCE REQUIRED SURROUNDING TREATMENT PLANT, TANK AND PUMP CHAMBER TO EXCLUDE UNAUTHORIZED PERSONNEL

BUILDING INSPECTOR NOTIFIED AND AUTHORIZED ☐ YES ☐ NO DATE 07 FEB 94

MEDICAL HEALTH OFFICER OR PUBLIC HEALTH INSPECTOR

A PLOT PLAN SHOWING LOCATIONS OF BUILDINGS, SEPTIC TANKS, DISPOSAL FIELDS (YOURS AND YOUR NEIGHBOURS), ALL DRINKING WATER SOURCES, WATER LINES, PERCOLATION HOLES AND RESULTS, 4 FOOT TEST HOLES AND SURFACE WATERS MUST BE PROVIDED WITH THIS APPLICATION.

INSERT NORTH ARROW

"THIS IS NOT A BUILDING PERMIT. A VALID BUILDING PERMIT MUST BE OBTAINED PRIOR TO ANY BUILDING CONSTRUCTION. 3 SCALED PLOT PLANS ARE REQUIRED."

PERC RATES 5
15
15

COPY 1 — HEALTH DISTRICT COPY 2 — LOCAL GOVERNMENT COPY 3 — APPLICANT

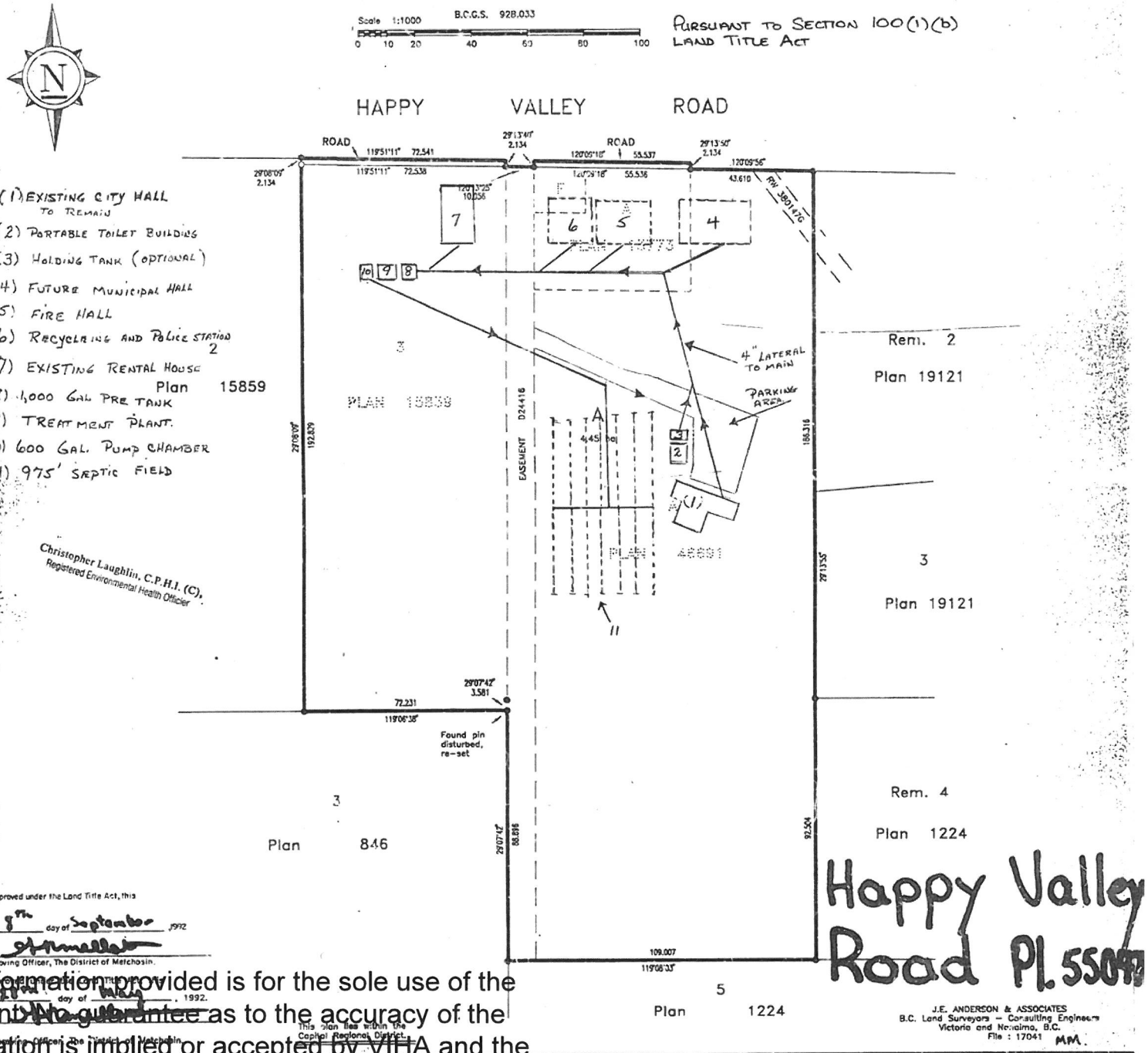
REFERENCE PLAN

~~PLAN OF SUBDIVISION~~ OF PARCEL F (DD 282682I) of LOT 3, PLAN 1224, LOT A, PLAN 13773, LOT 3, PLAN 15859, and LOT A, PLAN 46691, all in SECTION 2, METCHOSIN DISTRICT

Scale 1:1000 B.C.G.S. 92B.033

0 10 20 40 60 80 100

PURSUANT TO SECTION 100(1)(b) LAND TITLE ACT



Happy Valley Road Pl. 55047

REFERENCE PLAN

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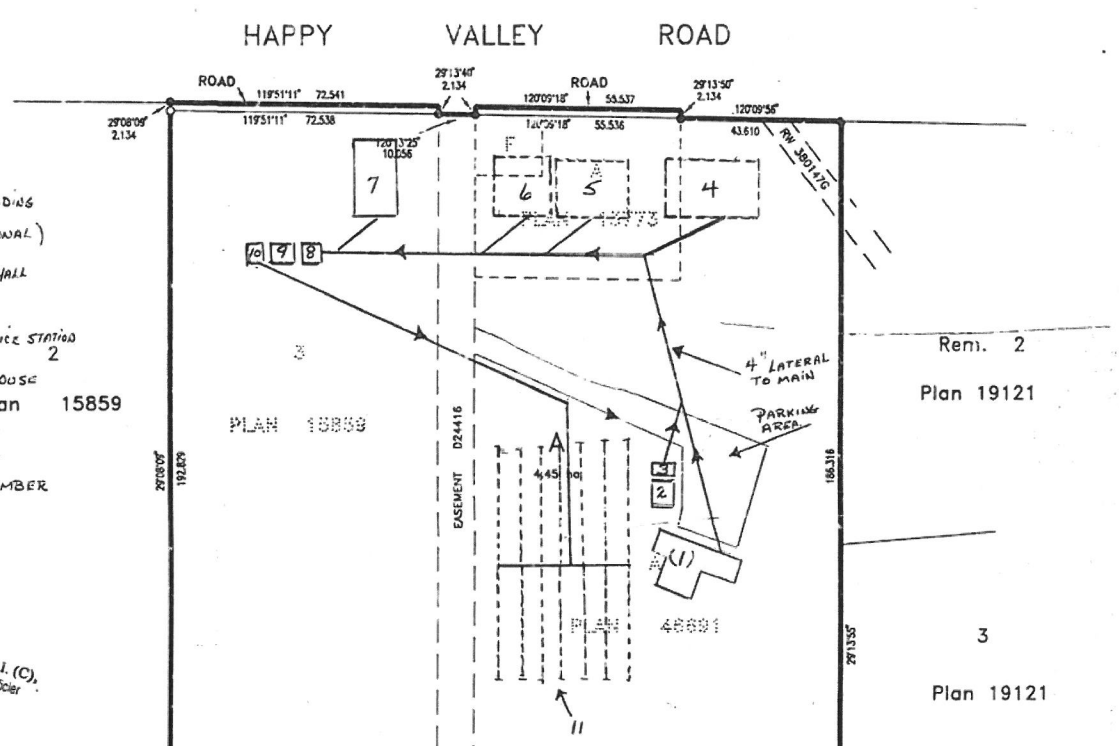


Reapproved under the Land Title Act, this 9th day of September 1992

Approving Officer, The District of Metchosin.

Approved under the Land Title Act, this 28th day of May 1992

This plan lies within the Capital Regional District

J.E. ANDERSON & ASSOCIATES
B.C. Land Surveyors — Consulting Engineers
Victoria and Nanaimo, B.C.
File : 17041 MM

Happy Valley Road Pl. 55077

PC

Mansell's Bobcat Service Ltd.

3163 Humpback Rd., R.R.#6
Victoria, B.C. V9B 5T9
Phone: 478-9458 Fax: 474-5946

C.R.D. Health Board
Langford Dept.

August 16, 1993

Please find enclosed an application for the proposed septic system of the District of Metchosin, to service the existing buildings and the proposed new buildings. Total gallons required are as follows:

Fire Hall	30 volunteer firemen @ 20 G.P.D.	=	600 gals.
Hall	10 municipal employees @ 20 G.P.D.	=	200 gals.
Hall	2 police officers @ 20 G.P.D.	=	40 gals.
House	1 2 bedroom	=	300 gals.

According to the new regulations, we would need a design for 1140 G.P.D. Our application is based on a load of 1550 G.P.D. so as to give a bit more freedom in any future plans.

All buildings would be hooked up to 6" solid sewer piping via 4" diameter laterals c/w appropriate clean-outs. All sewer construction would follow sanitary sewer plumbing codes.

Sanitary sewer would flow into a 1,000 gal. pre-tank, then into a chroma-glass CA20 from Northern Purification, with a capacity of 2,000 G.P.D. It would then flow into a 600 gal. clarifier pump chamber and be pumped into the field area.

The septic field area (see drawing) needs approximately 1' of soil coverage. This soil would be obtained from the excavation of the new fire hall. A total of 975' of treatment plant trenches would be installed amongst the trees, below the existing city hall. No trees are to be cut down, and any roots larger than 10 cm. are to tunnelled under. The length of the disposal lines was determined by using a perk rate of 6-15 minutes loam. (650' per 1,000 gals. = 975' in total) All lines in the field will be pressurized and controlled by ball valves.

Also, please find enclosed a letter requesting installation of a portable building for toilets to satisfy Metchosin Day celebrations. We would be either installing a separate tank or pumping plant, pre and post tanks before and after day of celebrations. Also, please find enclosed a letter of approval by Mr. Bradbury regarding this matter.

CRD

CAPITAL REGIONAL DISTRICT - HEALTH
HEALTH PROTECTION AND
ENVIRONMENT PROGRAM

SEWAGE DISPOSAL REGULATION

Schedule 1

SITE INVESTIGATION REPORT

Owner of prope [redacted]

Owner's addres [redacted]

Legal description of property being tested:

LOT A PLAN VIP55047 SEC 2 MRT. DIST.

Street address: 4450 HAPPY VALLEY RD

Number of (4ft.) deep inspection holes as per subsection 1(a)

Conditions found: (depth of native undisturbed permeable soil) including depth of water table, clay, hardpan and rock)

2.5' - 3.0' of ROCKY LOAMY SOIL THEN HARD PACKED SILTY SOIL.

NEEDS 1' - 1.5' of IMPORTED SOIL / SOIL PLACED THERE FROM EXCAVATION OF NEW FIRE HALL ETC.

PERCOLATION TEST RESULTS AS PER SUBSECTION 1 (b)

Test hole 1 @ 5 **minutes** (21" **Inches) deep**

Test hole 2 @ 16 **minutes** (21" **Inches) deep**

Test hole 3 @ 10 **minutes** (22" **Inches) deep**

Test hole 4 @ ____ **minutes** (____ **Inches) deep**

SITE INVESTIGATION PERFORMED BY:

Name: MANSELL'S BOBCAT

Address: R.R. 6 HUMPBACK RD **Postal code:** V9B 5T9

Date of test: July 28/93

Signature: M. Mansell **Telephone Number:** 478-9458

N.B. This report contains the minimum requirements. The Public Health Inspector may require alternative or additional tests (as per subsection 3(2).

Y - FRV 25 (90/1)

10:30

CRD Health

HEALTH PROTECTION AND ENVIRONMENT PROGRAM

2778A MILLSTREAM ROAD, VICTORIA, B. C. V9B 3B6

Declaration/Request for Final Inspection
of Sewage Disposal System

I hereby declare that the sewage disposal system at:

Address: 4450 HAPPY VALLEY Rd

Legal Description: LOT A PL VIP 55047 SEC 2 MATCHOSIN

for which a permit was issued on AUG 12/93 will be

ready for final inspection on FEB 7/93. The installation

has been completed in accordance with the Sewage Disposal Regulations

of British Columbia and conditions specified on the permit.

Waiver of Indemnity:

The undersigned, applicant, developer, contractor, or owner, assumes all risks or hazards incidental to health inspection services and agrees to release, dissolve, save harmless and keep indemnified the Capital Regional District and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the health inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the Capital Regional District, its officers, employees, officials, agents, servants and representatives. It is understood that no warranty is implied for health inspection services of the Capital Regional District and that this agreement is to be binding on my self, my heirs, executors and assigns.

FEB 7/93
DATE

[redacted]

Name of O

Present A

Telephone

Contracto

Telephone

N.B. 1) [redacted] **DECLARATION IS COMPLETED AND SUBMITTED.**

2) **A $100.00 FEE WILL BE CHARGED FOR REINSPECTION**

July 31, 2025 0005-040

Via email: bpayette@metchosin.ca

Metchosin Firehall
4440 Happy Valley Rd,
Victoria, BC
V9C 3Z3

Attn: Bob Payette, CAO

Re: Metchosin Firehall Costing Review
Final Report

Introduction

Herold Engineering Limited has been retained by the District of Metchosin to provide a seismic assessment of the existing apparatus bay structure located at 4440 Happy Valley Road in Metchosin, BC. The purpose of the assessment is to determine structural seismic upgrades that would be required to meet current code requirements and to provide an opinion of probable cost for implementing the upgrade work. To carry out this assignment, Herold has reviewed existing reports, performed a visual on-site investigation of the structure, and conducted an analysis of the current code requirements and the probable capacity of the existing structural system.

Existing Structure

Information on the existing building structure was gathered from a visual examination of the exposed structure during a site visit in June 2025 and a review of previous reports. Existing structural drawings were not available at the time of this review.

Originally constructed in 1996, the apparatus bay is a 340m^2 single storey structure with a partial mezzanine and training tower. The roof is constructed of wood sheathing on pitched wood trusses that bear on 190mm thick tilt-up concrete wall panels. It is assumed that the walls bear on conventional strip footings based on the favourable geotechnical conditions at the site noted in a previous report, however the configuration of the footings cannot be confirmed by Herold Engineering.

Seismic Code Analysis

The apparatus bay would have been designed to comply with the 1992 BC Building Code (BCBC 1992). Seismic requirements under the 1992 code were notably less stringent than the current BCBC 2024 provisions, especially for post-disaster buildings. As noted in the table below, the BCBC 1992 seismic requirements were 40% of the current code requirements.

Unit 600 - 1112 Fort Street, Victoria, BC V8V 3K8 Telephone: 250-590-4875 email: mail@heroldengineering.com

Design Building Code	Seismic Base Shear, V	% of Current BCBC 2024 Seismic Design Load
BCBC 2024	0.99 x w	100%
BCBC 1992	0.40 x w	40%

w = building weight

Gravity Load Code Analysis

The apparatus bay roof structure would have been designed to comply with the 1992 BC Building Code (BCBC 1992). Design values for ground snow load under the 1992 code were typically 1.5kPa in Greater Victoria, however it is unknown if the District of Metchosin had any specific bylaw requirements for snow load design at the time. Under the current code, design snow load values for Metchosin are 1.88kPa. The current code also includes a requirement to increase design snow loads by an additional 25% for post-disaster buildings which results in a total increase of 56% over the 1992 code requirements. Given that the existing roof structure is comprised of wood trusses, it would require an in-depth investigation of the geometry, connection configuration, and material properties of the wood species to accurately determine the capacity of the trusses to resist the current post-disaster snow load requirements and this specific analysis is beyond the scope of this report.

Existing Structure Deficiencies and Proposed Seismic Upgrades

The existing building has two primary weaknesses governing the seismic capacity of the structure: the lack of stiffness in the east-west direction due to the large overhead door openings for trucks, and a low-capacity, poorly connected wood roof diaphragm supporting heavy concrete walls. To address these weaknesses, Herold has developed a schematic design to illustrate the scope of work anticipated to bring the building in compliance with current code seismic requirements.

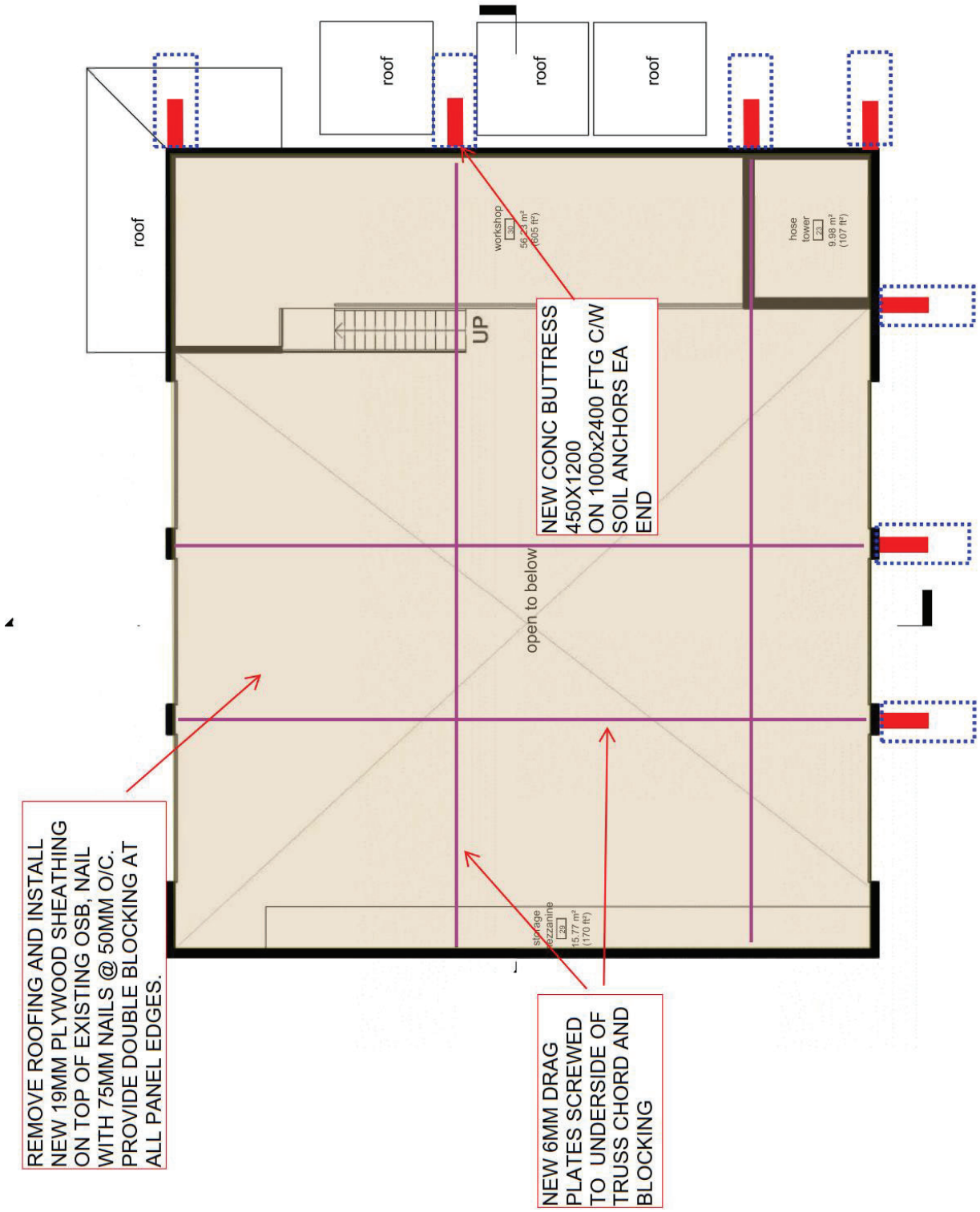
The proposed seismic upgrade work includes new lateral elements to address the weakness in the east-west direction and to reduce the diaphragm loads in both directions to a level that can be accommodated by wood construction as well as work to upgrade the existing wood diaphragm to meet current demand. The structural scope of work is as follows and as shown on page 4:

- Construction of seven new reinforced concrete buttresses around the exterior of the building. Buttresses to be 450mm wide x 1200mm long x 5200mm tall on new 1000mm wide x 2400mm long x 750mm thick footings. Soil anchors are needed to resist the buttress overturning loads at each end of the footing.

- Remove existing roofing and install new 19mm plywood sheathing over the existing OSB sheathing and install new double wide wood blocking around all panel edges. Blocking can be installed from either the attic space or by locally cutting out strips of the existing OSB sheathing. Add new steel tie plates connecting the roof diaphragm to the new buttress walls and install new roofing.

- Provide new steel strap connection plates between the upgraded roof diaphragm and the existing tilt-up concrete walls.

The above noted scope of work will have some mechanical, electrical, and architectural impacts and these items would need to be considered when locating the new buttress walls and developing a comprehensive project budget.


roof
roof
roof
roof
workshop
30
56.23 m²
(605 ft²)
hose
tower
23
9.98 m²
(107 ft²)
UP
NEW CONC BUTTRESS
450X1200
ON 1000x2400 FTG C/W
SOIL ANCHORS EA
END
open to below
storage
28
15.77 m²
(170 ft²)
REMOVE ROOFING AND INSTALL
NEW 19MM PLYWOOD SHEATHING
ON TOP OF EXISTING OSB, NAIL
WITH 75MM NAILS @ 50MM O/C.
PROVIDE DOUBLE BLOCKING AT
ALL PANEL EDGES.
NEW 6MM DRAG
PLATES SCREWED
TO UNDERSIDE OF
TRUSS CHORD AND
BLOCKING

Opinion of Probable Cost of Structural Seismic Upgrades

Based on the schematic upgrade design shown and our experience with similar upgrade projects, the estimated probable costs for the structural upgrades is **$900,000.00***. This figure does not include associated removal and reinstatement (re and re) work for mechanical, electrical, or architectural items and we recommend that these items be investigated to determine if any additional upgrades should be undertaken coincident to the structural upgrade work. Additional exclusions include design fees, permit costs, escalation, phased implementation, and owner's administration.

**Herold Engineering cannot control the cost of labour and materials, the general contractor or any subcontractors' methods of determining prices, or competitive bidding and market conditions. Therefore, the opinion of probable cost included in this Report is based on the experience, qualifications, and best judgement of Herold Engineering and our knowledge of the construction industry. Herold Engineering cannot and does not warranty that proposals or actual construction costs will not vary from this estimate.*

We trust that the information contained within this report satisfies your current requirements. Should you have any comments or questions, please do not hesitate to contact the undersigned.

Yours truly,

HEROLD ENGINEERING LIMITED

Prepared By

Kate Ulmer, P.Eng.
Principal