

District of Metchosin

Minutes

Firehall Steering Committee Meeting
Wednesday, August 13, 2025 at 7:00 P.M.
Council Chamber
Metchosin Municipal Hall

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

Staff: Bob Payette, Chief Administrative Officer, and Tina Hansen, Deputy Corporate Officer.

Regrets: Scott Henning, Stephanie Dunlop, Fire Chief

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

1. Agenda, Additions and Approval

Moved and Seconded by Bruce McCall and Steve Malkow

THAT the Agenda of August 13, 2025, Firehall Steering Committee be adopted as circulated.

Carried

2. Public Participation

There was no participation from members of the public.

3. Adoption of Minutes

Moved and Seconded by Bruce McCall and Steve Malkow

THAT the minutes of the July 09, 2025, Firehall Steering Committee meeting be adopted.

Carried

4. Business Arising from the Minutes

a) As Built Drawings, J.E. Anderson & Assoc., Municipal Grounds and Sewage Disposal System documents obtained from Island Health

The Chair provided an overview of the sewage disposal system as-built drawings for the existing buildings on the Municipal Grounds.

Committee Discussion:

- Existing buildings on site
- Previous updates to the sewage disposal system
- Current and future capacity of the existing septic tank and field
- Adding onto existing field versus rebuilding the system in terms of building a new firehall
- The existing right of way on the property was noted

b) Herold Engineering Seismic Upgrade Costing Review, Existing Apparatus Bay Structure

The Chair provided an overview of the Herold Engineering Seismic Upgrade Costing Review for the existing firehall apparatus bay noting that the estimated costs provided were strictly related to structural upgrades for seismic and did not include work for mechanical, electrical, or architectural.

Committee Discussion:

- Analysis of existing apparatus bay roofing assembly
- Skyline Engineering Report:
 - reference to 2024 BC Building Code requirements related to seismic
 - reference to engaging a general contractor or quantity surveyor to provide order-of-magnitude costs related to the existing apparatus bay
- Additional work not included within the scope of the Herold Engineering Report; mechanical, electrical, architectural
- Estimated engineering costs for renovating existing apparatus bay are specific to seismic requirements only (walls, floors, foundation)
- Class D costing estimates and contingencies
- Alternate options presented in the Johnston, Davidson Architecture (JDa) Report
- Potential for flexibility in options in relations to a successful grant application
- Full costing analysis will be presented to Council
- Building on new proposed site versus building on existing site
- Loss of greenspace with Option 1a
- Current condition of existing administrative building and apparatus bay
- Options are to either rehabilitate existing buildings or build new

5. Reports

a) Chair's Report

The Chair had nothing new to report at this time.

b) CAO Report

The CAO reported that the Class D Estimates for the proposed firehall would be coming forward for Council consideration at an upcoming Special Council meeting. The CAO also noted that the new webpage for the proposed firehall project was under construction and will include updated information as the project moves forward.

6. Adjournment and Next Meeting Date

The meeting adjourned at 8:00 p.m.

The next meeting will be held on September 10, 2025, at 7:00 p.m.