

FBCA Board Meeting Minutes

October 23, 2025 7:00 pm in person at Fanny Bay Hall

1. Call to order at 7:03
2. Attendance: Tammy, Lesley, Alaine, Charlie, Elaine, Jess
Regrets Kathryn, Dominique, Teresa
3. Approval of Consent Agenda, including:
 - a. Part 1 Reports
 - b. Part 2 Minutes of September 25, 2025, Governance Minutes October 15, 2025
 - c. Part 3 Correspondence

Motion to accept: Alaine

4. Motion to approve agenda with additions: Charlie

Business

- 10 min Welcome new Board member Director at large - Jess Plensky
- 5 min Upcoming Pedestrian Awareness workshop on November 6 with power point presentation. Tammy is lead organizer. Alaine will contact volunteers for refreshments and set-up. Tammy will buy cookies.
- 5 min Updates from Dominique: deferred
Summer Market,
Camera installation,
Waivers for Children's Program
- 5 min Grants updates: See Grant Report. It is important that board is aligned with proposals. Lesley needs 2024/25 program and events stats for pickleball, aerobics, family and markets for Gaming Grant proposal.
- 10 min Next steps in Community Conversation and strategic planning: Understanding emerging trends in government, in society, with community centres and with technology is an important aspect of conducting a community needs assessment. We will then compare it to what our community is saying and what we are actually doing to meet current and emerging needs.
- 10 min Food Truck –An individual has expressed interest in setting-up a seasonal food truck in FBCA parking lot from June to September. He plans to have it drive-up only and reasonably priced offerings. He is offering \$500.00/monthly.

Motion: Alaine- That the FBCA is open to investigating further. Tammy will follow-up.

- 5 min Strathcona Tree Service cut the branches over the pickleball court free of charge.

Motion: Jess -That Strathcona Tree Service be recognized in the Board Buzz in November Flyer edition and offered a free half page ad in the Flyer for the next three editions.

New Business

Building roof and foundation report: Remediation of roof required. Ties need to be corrected and snow guards removed. Meeting with contractor October 24 to determine remediation strategies and costs. Highest priority for immediate action.

Music Club – Planning Caroling in Fanny Bay. Would like to coordinate with Children’s Christmas Party and the Fire Departments.

- Would like to plan an FBCA Valentine Dance.

Board is in support of both events.

Meeting Evaluation: Really well, fast and efficient

Adjournment: 7:53

Next meetings: Governance: November 18, Board Meeting date: November 27

Meeting Materials:

- Reports: Concerts, Programs and Events, Grants, Community Conversations & Strategic Planning, Buildings & Grounds, Financial
- Minutes: September Board Minutes, October Governance Minutes
- Correspondence: Good Samaritan

Buildings and Grounds Report

Submitted by: Tammy Mercer

It has been some time since a formal report has been submitted regarding the buildings and grounds. We continue to seek one or more community members interested in taking on this important Board position.

Building Monitors

We are pleased to welcome **Ross Haynes** and **Jules Reynolds** as our new Building Monitors. They can be reached at **250-898-3147** for any building-related questions or concerns. Their contact information will be added to the FBCA phone list once email addresses are confirmed.

Outdoor Water Taps

Locks have been placed on all three exterior water taps over the past few years—one at Spirit Grove and two on the main building—to prevent unauthorized use. This past summer, the lock on the parking-lot side tap was removed, and it has since been replaced with a more secure model.

Given the changing climate and the increasing likelihood of seasonal water shortages, the Board may wish to consider, at a future date, offering limited water access to FBCA members, should it be feasible within our volunteer capacity.

Refrigerator / Cooler Issues

The kitchen refrigerator/cooler has experienced ongoing water leakage for several months. I have been in regular contact with both **Habco** (the manufacturer) and **Alberni Valley Refrigeration Ltd.** (the contractor) to resolve the problem.

The issue appears to stem from the doors not sealing properly. Replacement doors were installed, but the problem persists. Habco has suggested that high kitchen humidity is affecting performance, a claim the contractor disputes. As of last week, the contractor was following up directly with Habco. I will continue to serve as the main contact until the issue is resolved.

Storage Container (C-Can)

The storage container has now been placed on FBCA property. Ritchie will be installing shelving and bringing electrical power into the unit shortly. Two secure padlocks are in place, with spare keys stored in the key lock box.

Fundraising for the project is ongoing, with **\$1,220 raised toward our \$5,000 goal**. Publicity has been a challenge due to the Canada Post strike (No Fanny Bay Flyer) and limited reach on social media. While the post has been pinned to the Fanny Bay Community Facebook page, it can be easily overlooked. I have posted on the Fanny Bay Hall Facebook page but we have very few members on that site. Sharon Upton will display the fundraiser on the hall marquee when space allows to help boost visibility.

Pickleball / Basketball Court

A big thank-you to **Strathcona Tree Care** for donating their time and equipment to trim the overhanging branches around the court. This work should help reduce moss accumulation and extend the life of the court surface.

Building Foundation

The Structural Engineering Technologist from **McElhanney Engineering** was delayed in completing his report due to illness but has now submitted it. A copy is attached. I have followed up with several questions, particularly regarding the roof's snow load and recommended next steps. Once I receive clarification, I will meet with the **CVRD** representatives to discuss a plan of action. At this stage, we do not yet have a cost estimate for the required repairs.

Parking Lot

A local contractor from **Bluestone Aggregate** will be providing a quote to supply gravel and grade the parking lot before winter. The cost may exceed this year's available funds; however, Lesley has included this work in a recent grant application.

Signage

The **"All-Inclusive"** sign has been installed on the front door, along with three small **"No Smoking / No Vaping"** signs inside the hall. Larger exterior signs—requesting no smoking or vaping within 10 meters of the doors—have been ordered and are expected to arrive within the week.

Dog Park

Rosemary, who has been kindly refilling the water jug at the Dog Park, has decided to step down from this volunteer role. I was not aware that we had a designated person handling this task since Wendy Keating moved away, so the position has not yet been advertised.

I recommend that we invite regular Dog Park users to nominate a new volunteer—or a small group of volunteers—to take on the responsibility of maintaining the water supply. This is not a top priority for me right now as we head into cooler weather.

PRELIMINARY STRUCTURAL ASSESSMENT

To

Tammy Mercer, President
Fanny Bay Community Association
7793 S Island Hwy, Fanny Bay, BC

From

Jordan Hargrave, ASCT, BCQ
McElhanney Ltd.

Re

Preliminary Structural Assessment
Fanny Bay Community Hall
7793 S Island Hwy, Fanny Bay, BC

Date

October 9, 2025

1. Introduction

McElhanney Ltd. (McElhanney) was engaged by the Fanny Bay Community Association (FBCA) to complete a preliminary structural assessment of the Fanny Bay Community Hall (“the hall”) building located at 7793 S Island Hwy, Fanny Bay, BC. This assessment is generally based on Engineers and Geoscientists British Columbia (EGBC) Professional Practice Guidelines for Structural Condition Assessments of Existing Buildings.

McElhanney's assessment consisted of the following:

- Desktop review of building permit records obtained from the Comox Valley Regional District.
- Desktop review of Facility Condition Assessment report prepared by McCuaig & Associates Engineering Ltd. dated January 31, 2025.
- On site visual walk through of the building completed June 10, 2025.

Floor plan sketches produced from this inspection are contained in Appendix A and photographs from the site walk through are contained in Appendix B.



Figure 1 Northeast Elevation of the Hall

McElhanney

1211 Ryan Road, Courtenay BC Canada V9N 3R6
Tel. 250-338-5495 | Fax. 1-855-407-3895 | www.mcelhanney.com

2. Notes and Observations

The hall is a 2 storey wood frame building approximately 8.1 m in height and 450 sq.m. in building area constructed in 1931. Building permit records indicate that the front entry and main hall canopies were added in 2009 and a 33 sq.m. bathroom addition was constructed in 2013. The date of the kitchen and stage additions is unknown.

The main floor of the building contains the entry lobby, main hall, meeting room, commercial kitchen and washrooms. An upper floor studio space of approximately 90 sq.m. is accessed by an internal stair and an exterior fire exit stair.



2.1. ROOF FRAMING

The main hall roof consists of 1x6 horizontal strapping on 2x6 rafters spaced at 16" on centre with raised ceiling ties spanning approximately 36'. Substantial deflection of the roof rafters is visible from the exterior, likely due to the rafter to ceiling tie connection not being designed to adequately resist the outward thrust of the roof rafters.

Many rafters have been sistered with additional 2x6 members and steel cable tension ties have been installed at the top plate height. It was noted that the Crosby clips on the steel cable tension ties appear to have been improperly installed and have slipped. No engineering record for the roof framing or steel cable tension ties was located.

The upper floor studio roof is comprised of 1x6 horizontal strapping on 2x6 rafters spaced at 16" on center supported on 6x6 beams and posts. At the intersection with the main hall roof, valley framing is set on top of the main hall roof rafters. Substantial deflection of the valleys is visible from the exterior.

It was noted that snow stops have been installed on the standing seam roof and blown in ceiling insulation has been added to the attic in recent years. The snow stops prevent snow from easily sliding

off the roof and the additional insulation will slow the rate of snow melt. Although unintended, together these two items work in combination to increase the design snow loading on the roof.

Based on building permit drawings, the canopy and washroom addition roofs are comprised of plywood sheathing or spaced lumber strapping on pre-engineered roof trusses spaced at 24" on center supported on timber beams and exterior walls.

2.2. WALL FRAMING

Exterior and load bearing walls were concealed with finishes. The walls of the original building are assumed to consist of horizontal lumber sheathing over 2x4 or 2x6 studs spaced at 16" or 24" on center. It was observed that the hall main room exterior walls appear to be leaning outwards likely due to the outward thrust of the roof rafters. As noted above, steel cable tension ties have been installed at the top plate height.

Based on building permit drawings, the exterior walls of the bathroom addition consist of plywood or OSB sheathing on 2x6 studs spaced at 16".

2.3. FLOOR FRAMING

The studio upper floor appears to be framed with 2x6 joists spaced at 16" on center supported on interior walls, timber beams and posts. The main floor below the kitchen consists of 2x10 joists spaced at 16" on center. Subflooring was concealed by finishes and spray foam insulation, but is assumed to consist of horizontal or diagonal lumber sheathing. There is concrete topping on the floor in the furnace room.

Substantial sloping and settlement of the floors was noted throughout the building.

2.4. FOUNDATIONS

The foundations of the original building consist of timber floor beams supported on a combination of dry stack CMU piers supported on cast in place concrete pad footings, as well as wood rounds directly in contact with the ground. Anchorage of the building frame to the foundations was not observed.

Concrete slab on grade foundations are provided for the stage and washroom additions.

3. Structural Review and Recommendations

3.1. STRUCTURAL DESIGN CRITERIA

Design loads as per the 2024 BC Building Code are provided below. No geotechnical reports for the existing building were available to McElhanney at the time of review.

Roof Dead Load:	0.75 kPa
Upper Floor Dead Load:	0.75 kPa
Main Floor Dead Load:	0.75 kPa
Ground Snow Load:	2.4 kPa
Companion Rain Load:	0.4 kPa



Roof Snow Load:	2.32 kPa
Floor Live Load (Assembly):	4.80 kPa
Hourly Wind Pressure $q(50)$:	0.48 kPa
Hourly Wind Pressure $q(30)$:	0.41 kPa
Seismic Site Class:	E (assumed, site class unknown)
Seismic Design Values (2% exceedance in 50 years)	
$S_a(0.2, X_E) = 1.05$	$S_a(2.0, X_E) = 0.827$
$S_a(0.5, X_E) = 1.40$	$S_a(5.0, X_E) = 0.252$
$S_a(1.0, X_E) = 1.12$	$S_a(10.0, X_E) = 0.855$
$PGA(X_E) = 0.467$	$PGV(X_E) = 1.1$
Ductility-Related Force Modification Factor	$R_d = 3.0$ (wood based shearwalls)
Overstrength-Related Force Modification Factor	$R_o = 1.7$ (wood based shearwalls)

3.2. GRAVITY LOAD RESISTING SYSTEMS

The roof framing is generally overspanned and excessive deflection of individual rafters and beams was observed. Due to the deflection of the main hall roof system and outward thrust on the exterior walls, it is recommended that structural design for repairs should be completed. Repairs are expected to consist of a combination of roof framing repairs and new tension ties installed at the top plate level.

Until repairs are completed, it is recommended that the roof snow stops be removed and that occupancy of the hall be avoided during high snow load events. Annual structural reviews of the building are recommended until repairs have been completed.

3.3. SEISMIC FORCE RESISTING SYSTEMS

The building is not provided with a clearly defined seismic force resisting system (SFRS). A global seismic upgrade plan should be developed for the building with consideration for phasing to allow the seismic upgrade to proceed in conjunction with other projects.

Example: Concurrent with replacement of the metal roofing, new plywood or OSB sheathing should be installed to provide a diaphragm capable of transferring seismic loads to the SFRS.

3.4. FOUNDATIONS

The building is not provided with suitable foundation systems to support imposed gravity or lateral loads. New perimeter and interior cast in place foundations should be provided to support the building and provide resistance to sliding and overturning from seismic loads. Consideration should be given to allow phasing of the new foundations to proceed in conjunction with other projects.

4. Closure

We trust that the information contained in this report is suitable for your current needs. If you have any questions or require additional information, please do not hesitate to contact us.



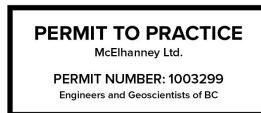
October 9, 2025

Sincerely, McElhanney Ltd.

Prepared by:

Reviewed by:

J. H -



Jordan Hargrave, ASCT, BCQ
jhargrave@mcelhanney.com

Alan Blakeley, P. Eng.
ablakeley@mcelhanney.com

Revision History

Date	Status	Revision	Author
2025-10-09	Issued for Client Review	00	Jordan Hargrave

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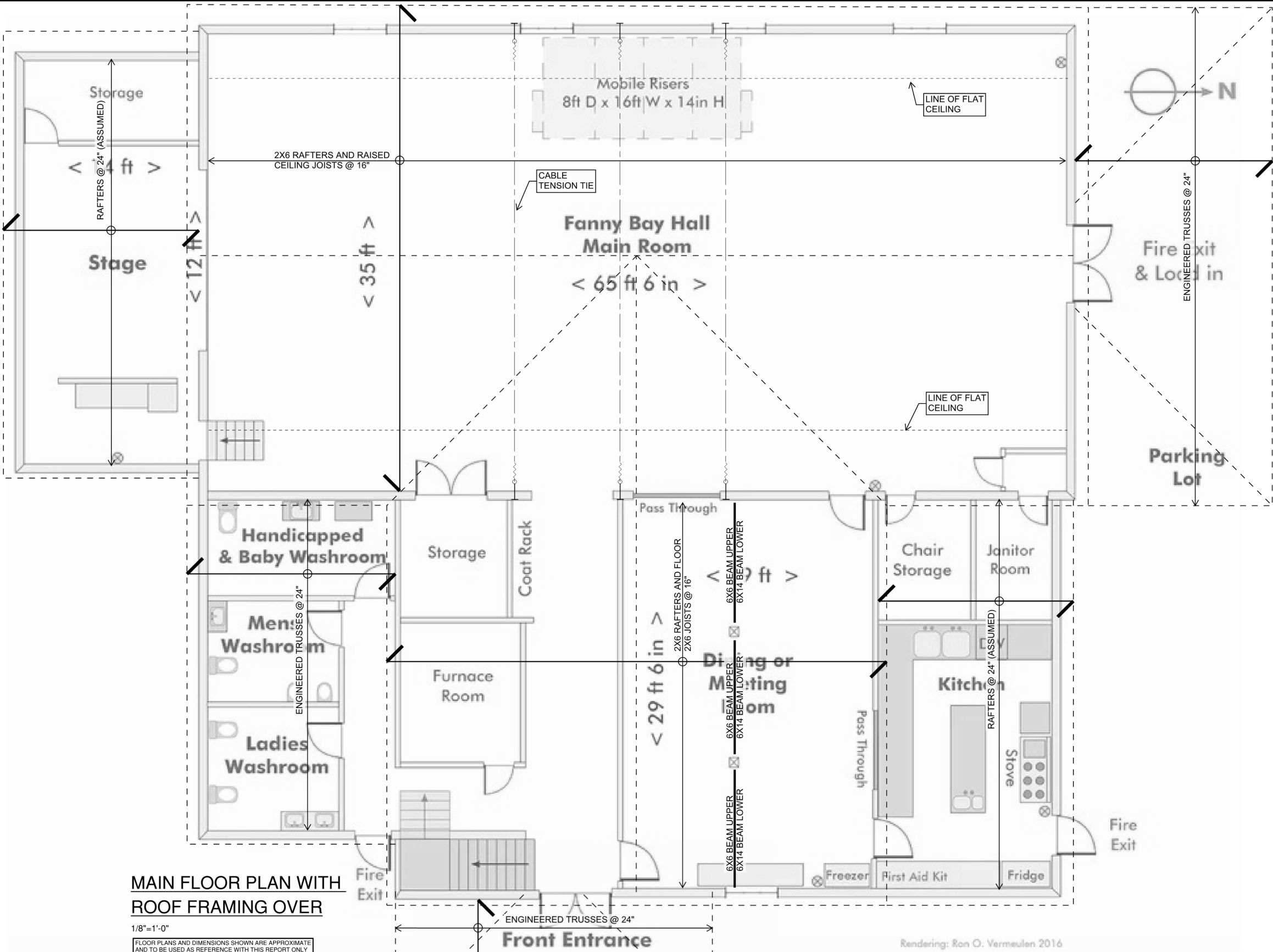
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APPENDIX A

APPENDIX A FLOOR PLAN SKETCHES

DATE: 2025-03-19, 10:23 FILE: C:\Users\JHayden\OneDrive - McElhanney Group\Desktop\Temp Plot Folder\ML-ST_IMP_TITLEBLOCKS.dwt
McElhanney ANSIB - 2024-02-05



Rev	Date	Description	Drawn	Design	App'd

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ORIGINAL DWG SIZE: ANSI B (11" x 17")

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**PRELIMINARY
NOT FOR
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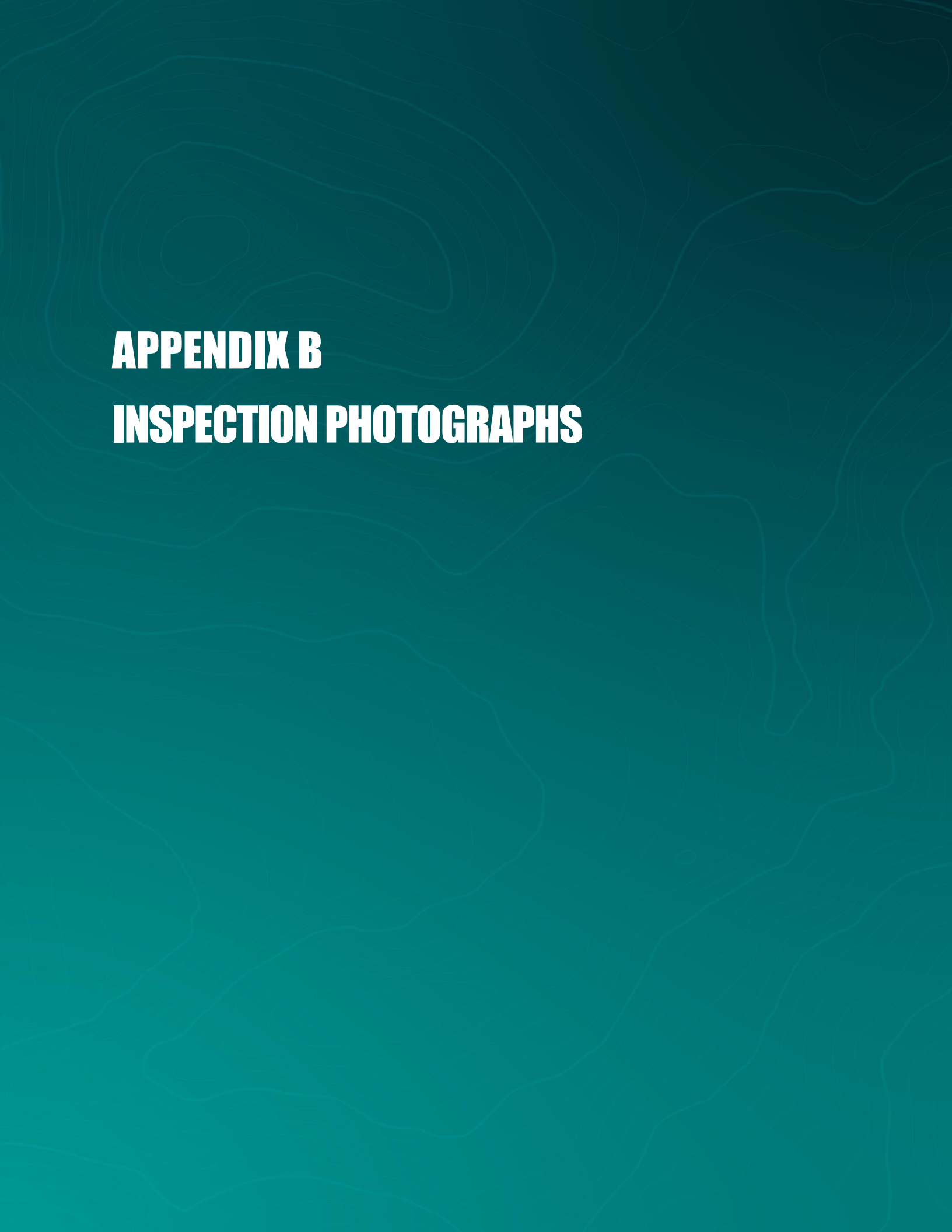
THIS DRAWING HAS NOT BEEN APPROVED AND MAY CONTAIN ERRORS AND OMISSIONS

FANNY BAY COMMUNITY HALL
7793 S ISLAND HWY, FANNY BAY, BC

**STRUCTURAL
MAIN FLOOR PLAN WITH
ROOF FRAMING OVER**

Drawing No.	SK1
Project Number	2211-72042
Rev.	

DESTROY ALL PRINTS BEARING PREVIOUS REVISION



APPENDIX B

INSPECTION PHOTOGRAPHS



Figure 2 Northeast elevation



Figure 3 Northwest elevation





Figure 4 Typical deflection at valley framing



Figure 5 Roof framing deflection over the main hall





Figure 6 Roof framing over the main hall



Figure 7 Roof framing over the main hall with sistered rafters along lower eaves



Figure 8 Intersecting roof framed on top of main hall roof framing

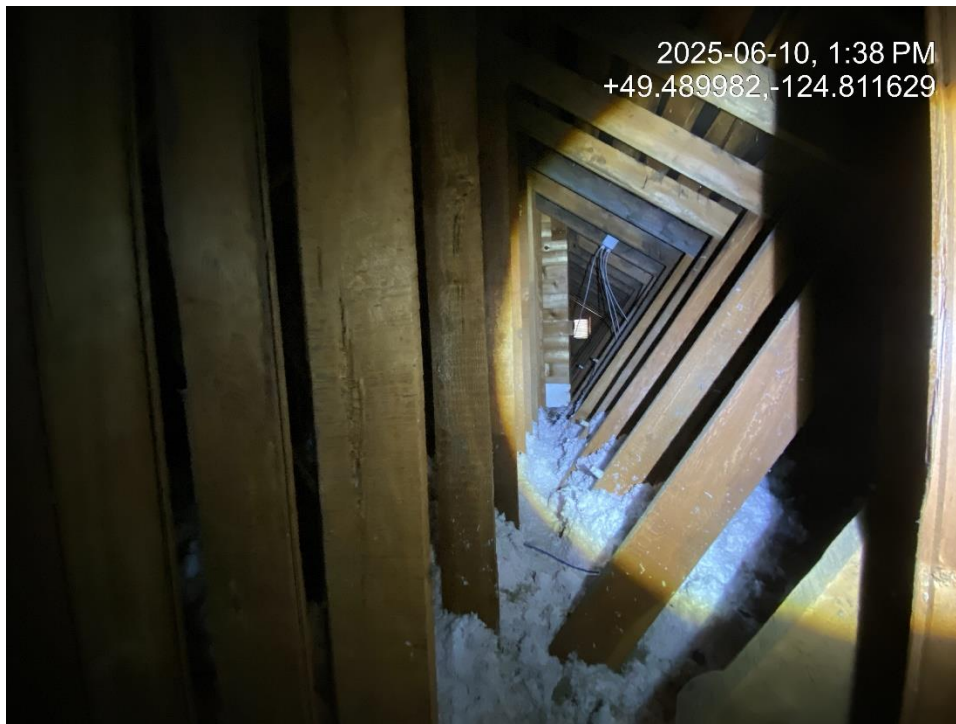


Figure 9 Studio roof framing





Figure 10 Main hall with steel cable tension ties



Figure 11 Tension ties



Figure 12 Tension tie to eye-bolt connection



Figure 13 Wood and masonry supports

October 9, 2025



Figure 14 Floor beam and masonry supports



Figure 15 Wood rounds supporting floor beams set directly on the ground





Figure 16 Masonry rubble wall below the kitchen



Figure 17 Wood rounds supporting floor beams set directly on the ground