

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)  
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 5, 2024 in person and via Teams.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Carolina Clark, Belcarra  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra (via Teams)  
Councillor Kim Trowbridge, Anmore

**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Brant Arnold-Smith, Program Manager, Protective Services and Emergency Management, Metro Vancouver  
Amie Hadley, Office Supervisor, Corporate Safety, Protective Services and Emergency Management, Metro Vancouver  
Ravi Chhina, Deputy CAO Operations, Metro Vancouver  
Dorothy Shermer, Director, Board and Information Services, Metro Vancouver  
Linda Sabatini, Director, Financial Operations, Metro Vancouver

**GUESTS PRESENT:**

Scott Zukiwsky, Vice President, Liberty Construction Group

**1. ADOPTION OF THE AGENDA**

**1.1 September 5, 2024 Regular Meeting Agenda**

Item 3.3 moved up to 3.1 to allow presentation from Liberty Construction Group to proceed first.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda with changes made at its regular meeting scheduled for September 5, 2024.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 March 14, 2024 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held March 14, 2024 as circulated.

**CARRIED**

**3. REPORTS FROM COMMITTEE OR STAFF**

**3.1 Fire Hall Conceptual Drawings – Liberty Construction Group**

Scott Zukiwsky shared a presentation on screen.

Scope of work to be completed beginning of October.

Discussion followed with questions from Trustees on what will be included in the new facilities.

Chief Sharpe confirmed that the training grounds will be moved to the Public Works Yard.

Trustees emphasized the importance of having areas at both halls where volunteers can socialize and decompress following an incident. It was also noted that preference would be for separate living quarters and not dorms.

Chief Sharpe would like to see the project by Liberty Construction finalized and a budget produced prior to being distributed to Trustees.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the status update of the conceptual drawing of the two fire halls.

**CARRIED**

**3.2 SVFD Service Review**

Metro Vancouver staff provided a verbal update on the process of a service review initiated under s. 257 of the *Local Government Act*.

To make changes to the cost apportionment, the Board must adopt a service establishing bylaw. The bylaw can only be adopted with the consent of 2/3 of participating areas, in this case, both Anmore and Belcarra must agree to the terms.

A preliminary service review must be conducted within 120 days from the date it was initiated, and as such, the first meeting must be held no later than October 17, 2024.

Should either party wish to withdraw from the continued service, it would be necessary to adopt and repeal a service establishing bylaw.

Discussion followed on what the potential costs would be for a service review. This would be dependent on the points of disagreement and whether external legal is required.

At the preliminary service review, the scope can be limited to discuss only certain points of the disagreement. The province can also provide a financial analyst. Discussion ensued between Trustees on what type of split Belcarra would be looking for and what would influence this. Also discussed were the potential downsides of a service review.

Ravi Chhina confirmed that MV will recommend working towards adopting a Service Establishing Bylaw at the first meeting. MV as staff will continue to seek approval from the Trustees and will move forward with building the fire halls until told otherwise.

Mayor McEwen put forward a motion that would see Belcarra responsible for bearing the costs as the initiators of a service review.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees establish that the cost of drafting of the Service Establishing Bylaw be split 50/50 as it relates to the original letters patent; and that the cost of a service review be fully covered by Belcarra as the initiators of the review.

**CARRIED**

Mayor Ross and Councillors Clark and Wilder voting against.

**3.3 Loan Authorization Bylaw and Budget Planning for SVFD Capital Facilities**

Linda Sabatini presented a report regarding the borrowing process and budget impacts for the construction of the new fire halls.

SVFD as a Metro Vancouver function would follow the borrowing process through the Municipal Finance Authority of British Columbia (MFA).

The overall borrowing process was discussed with the entire process looking at between 4-6 months.

Requires adoption from MV Board and certification from the province.

Three bylaws must be in place to borrow money, and the estimated costs must be included in the MV budget.

Linda Sabatini reviewed figures 1-3 detailing the Bylaw Procedures that would be required.

Attachment 2 of the report includes the household tax impact and estimated annual debt servicing costs for each of the Villages.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the report titled “Borrowing Process and Budget Impact for the Construction of New Fire Halls”.

**CARRIED**

**3.4 2025 Draft Budget – Sasamat Fire Protection Service**

Brant Arnold-Smith reviewed the draft 2025-2029 Financial Plan.

There was a slight decrease in the 2025 budget due to absence of a one-time increase in contributions in 2024 to the Communications Capital Reserve Fund and Emergency Equipment Reserve Fund.

Work is ongoing with communication with BC Hydro for yearly funding.

There was agreement by Trustees that the Capital Facility Reserve yearly contribution should increase to \$400,000.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase in the yearly contribution to the Capital Facility Reserve to \$400,000.

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees endorse the 2025 – 2029 Financial Plan for the Sasamat Fire Protection Service as presented in the report dated September 5, 2024 titled “2025 – 2029 Financial Plan – Sasamat Fire Protection Service”.

**CARRIED**

**3.5 2024 SVFD Quarterly Work Plan Update**

Report was provided.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees endorse the Work Plan as presented in the report dated September 3, 2024 titled “2024 SVFD Quarterly Work Plan Update”.

**CARRIED**

**3.6 Fire Chief’s Report**

**Manpower** – Currently 39 responders.

**Equipment** – Continue to train on new Engine 3. Most members have now signed off to drive it. Further work on Tender 2 replacement has been put on hold. Old Engine 3 went 3 cycles at auction, has been purchased by Hawkins Lake Volunteer Fire Department.

**Halls and Grounds** –Tarmac at Anmore Hall in front of Rescue 5 bay has now been repaired.

**Training** – 5 new recruits in training.

**Reports and Information** – Antenna replacement has made a noticeable difference in reception.

Jay to report back to Trustees regarding the current review of the stipends paid to the volunteers.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 5, 2024, titled "SVFD Fire Chief's Report".

**CARRIED**

**4. INFORMATION ITEMS**

None

**5. OTHER BUSINESS**

None

**6. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 5, 2024.

**CARRIED**

(Time: 9:08 p.m.)