

**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 Wednesday, November 20, 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
Councillor Kim Trowbridge, Anmore

STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Brant Arnold-Smith, Division Manager, Protective Services and Emergency Management, Metro Vancouver
Amie Hadley, Office Supervisor, Corporate Safety, Protective Services and Emergency Management, Metro Vancouver
Dorothy Shermer, Director, Board and Information Services, Metro Vancouver
Sonu Kailley, Director, Financial Planning, Metro Vancouver

GUESTS PRESENT:

Scott Zukiwsky, Vice President, Liberty Construction Group

1. ADOPTION OF THE AGENDA

1.1 November 20, 2024 Regular Meeting Agenda

During consideration of adoption of the agenda, Mayor Ross indicated that he would like the minutes of the September 5, 2024 meeting corrected, and also that he would like to further discuss item 3.2 – SVFD Service Review from the September 5, 2024 meeting.

Staff noted that Item 3.2 – SVFD Service Review on the current meeting agenda concerns the same issue, and would allow further discussion on this topic without the addition of a separate agenda item.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its meeting scheduled for November 20, 2024 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 September 5, 2024 Regular Meeting Minutes

Councillor Clark requested a change to the minutes to record that all Belcarra Trustees voted in opposition to the motion under item 3.2 – SVFD Service Review.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held September 5, 2024 with the following amendment to note that all Belcarra Trustees voted in opposition to the motion in item 3.2 – SVFD Service Review.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 Fire Hall Conceptual Drawings – Liberty Construction Group

Scott Zukiwsky shared a presentation on screen and provided a background on the scope of the project.

Scott reviewed the features of the drawings of the Belcarra fire hall and then Anmore.

Presentation slides provided a breakdown and then total estimated project totals: Belcarra at \$7,658,516 and Anmore at \$13,445,543.

The projected totals are complete project costs including site work and reflect today's costs.

Discussion and questions followed regarding more specific details such as the various types of generators. Scott confirmed that included within the budget is an energy model to analyze the needs of the fire halls.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the update with project planning presentation of the two fire halls.

CARRIED

3.2 SVFD Service Review

Metro Vancouver staff Dorothy Shermer provided a verbal update on the Service Review initiated under s. 257 of the *Local Government Act* by the Village of Belcarra.

Representatives for Metro Vancouver, Anmore, and Belcarra attended a Preliminary Meeting for the Sasamat Volunteer Fire Department Service Review on September 27, 2025. It was agreed that the scope of the Service Review would be to review the following three options for allocation of capital costs:

1. Apportionment based on the net taxable value of land and improvements for each municipality;

2. Apportionment based on the size of the geographical area of each municipality; and
3. Apportionment based on the population size of each municipality.

Negotiations will begin by no later November 26, 2024, with Metro Vancouver providing the three options to each of the three review participants.

Staff noted that a Service Conversion Bylaw will need to be in place before any changes can be made to the service, and that, with the agreement of Service Review representatives, Metro Vancouver staff have been preparing a Service Conversion Bylaw for consideration at the MVRD Board meeting to be held on November 29, 2024. The provisions in the Service Conversion Bylaw will match current provisions in the Supplementary Letters Patent as much as possible.

While the SVFD Board of Trustees resolved at the previous meeting that costs associated with the Service Review will be the responsibility of the Village of Belcarra as the initiator of the Review, and the cost of developing the Service Conversion bylaw would be split equally between Anmore and Belcarra, staff noted that section 356(1)(c) of the *Local Government Act* stipulates that any costs incurred by the board in relation to the Service Review are deemed to be the costs of the service and must be apportioned and recovered from the service area on the same basis as other cost of the service. Staff further noted that all work on the Service Review and the Service Conversion Bylaw have been performed by Metro Vancouver staff, that no outside costs have been incurred, with the result that there are currently no requirements to recover any costs associated with the review.

Staff provided further information on the expected timeline for consideration of the Service Conversion Bylaw, noting that the Bylaw will go to the Metro Vancouver Board at the November 29th meeting; after 3 readings, it will be referred to the Villages of Anmore and Belcarra. There will be a reasonable timeline to consider this at the respective council meetings – maybe sometime in January.

Chair Penner notes that these processes have not happened before, this is a unique situation, and all members are trying to find a way through a complicated process.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the verbal update regarding a service review.

CARRIED

3.3 Update to Budget Impact for the Construction of New Fire Halls

Metro Vancouver staff Sonu Kailley provided a verbal update.

Metro Vancouver staff worked with BC Assessment and Belcarra Village staff for a more accurate number of households. The previous calculations included water lots.

The updated table provided a 10 million borrowing scenario as well.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the report titled "Update to Budget Impact for the Construction of New Fire Halls".

CARRIED

4. INFORMATION ITEMS

As a follow up to an earlier inquiry, Brant Arnold-Smith provided the cost incurred so far from Liberty Construction which is approximately \$14,000.

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 special meeting of November 20, 2024.

CARRIED

(Time: 8:30 p.m.)