

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

Minutes of the Special Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Wednesday, November 5, 2025 in person.

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

1. ADOPTION OF THE AGENDA

1.1 November 5, 2025 Special Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its special meeting scheduled for November 5, 2025 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 September 11, 2025 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 September 11, 2025 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 SVFD Fire Hall Replacement – Village of Anmore and Village of Belcarra

Chair Penner reminded Trustees that this meeting is specifically to decide if they want to approve a design-build method and not the specific details of the fire halls – this to come later. The Chair expressed excitement for the two communities and fire fighters if this goes forward.

Brant Arnold-Smith introduced the report. The current fire halls have served the villages for over 48 years and have played a vital role in protecting the residents and environment. Fire halls have been assessed for their suitability, and it has been recommended that both be replaced. The current fire halls are outdated, energy inefficient, and do not meet current WSBC requirements.

The proposed budget for the Anmore Fire Hall is \$13,445,543.98 plus additional building options.

The proposed budget for the Belcarra Fire Hall is \$7,658,516.23 plus additional building options.

These estimated costs include construction, fees, insurance, etc.

The benefits include improved health for the volunteer fire fighters, adherence to building codes, and increased ability to effectively manage emergencies. Both communities are at a high risk for events such as forest fires, landslides etc.

The total that is being proposed for approval from the Board of Trustees is \$21,914,060. Metro Vancouver would go out to RFP, and this would be done in the most cost-effective way possible. The amount put forward is the proposed budget, however, would be looking to spend much less while also being cognizant of inflation.

With regards to a timeline, once there is Metro Vancouver Board approval, MV staff would start the process immediately. Architectural work would need to occur with an anticipated project start in the spring of 2026.

Discussion

The cost of the firehalls included in the report come from the Liberty Construction report. If done through a design-build method, it could come at a savings. It would require financing to guarantee budget to move forward.

The RFP process would include going to market and selecting a proponent who meets the needs MV is looking for and as fiscally responsible as possible.

Trustee Clark expressed concerns about the increase in price over the past 6 years.

On the direction of Trustees, an RFP was completed for the conceptual drawings for two new fire halls. Liberty Construction provided the most up to date numbers based on the current market. The JD report is outdated but highlights the structural conditions of the fire halls and needs of the fire department.

With the increase in construction costs including escalation of tariffs, the longer

the wait is to build the fire halls, the greater the financial implications will be. Trustees discussed other projects such as the Anmore Community Hub and the various procurement processes that could offer cost savings opportunities. MV will work with procurement to be as fiscally responsible as possible. A comment that if MV anticipates that the costs will be lower than the proposed estimates, why not approve a budget at a lower amount. MV staff would like to make sure there is enough money in the budget so there isn't a need to come back to Trustees to approve additional funds. There remains some uncertainty with regards to site work required. The final costs of some other fire halls from around the province were brought up for discussion. MV staff emphasized the point that every fire hall and the needs of that community are going to be different. The conceptual drawings and proposed costs were brought from a qualified contractor. Funding opportunities and grants may be available to help offset the costs to the communities. Chair Penner commented on the operational costs of the Coquitlam fire hall at around 63 million dollars with about 93 percent of that spent on labour. This is a tough decision that must be made for the communities, the SVFD is a fantastic fire department at an incredible value.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees approve a Design Build approach and budget to replace the two fire halls in the Villages of Anmore and Village of Belcarra and direct Metro Vancouver staff to prepare required borrowing bylaws to secure funding for the projects.

CARRIED

4. OTHER BUSINESS

No other business.

5. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its special meeting of November 5, 2025.

CARRIED

(Time: 7:35 p.m.)
