



Date: January 14, 2026
Time: 4:00 p.m.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

Wayne Mercier	Oliver Bussler	Erik Johnson (Chair)	Ray Appel
John Moeller	Diana Moher	David Chorneyko	

STAFF:

Will Sprogis, Fire Chief Jamie Ovens, Deputy Chief
Marjorie Colebrook, Interim Corporate Officer

CALL TO ORDER

The Chair called the meeting to order at 4:00 pm and respectfully acknowledged the Snuneymuxw First Nation on whose traditional territory this meeting takes place.

CODE OF CONDUCT

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

MOTION

To add trustee meeting safety to agenda

Moved: David Chorneyko **Seconded:** Wayne Mercier **CARRIED**

MOTION

To add Capital Reserves to agenda

Moved: Wayne Mercier **Seconded:** Oliver Bussler **CARRIED**

MOTION

To add bullying and harassment to agenda

Moved: John Moeller **Seconded:** Diana Moher **CARRIED**

MOTION

To add slides motion to the agenda

Moved: Ray Appel **Seconded:** Diana Moher **CARRIED**

MOTION

To add performance management select committee

Moved: Oliver Bussler **Seconded:** David Chorneyko **CARRIED**



MOTION

To move guest speaker to the beginning of the agenda

Moved: David Chorneyko **Seconded:** Wayne Mercier **CARRIED**

MOTION

That the Board approve the agenda for the January 2026 Regular Open Meeting Agenda as amended

Moved: John Moeller **Seconded:** Oliver Bussler **CARRIED**

GUEST SPEAKERS - Gabriola Connects

ADOPTION OF MINUTES

MOTION

THAT the Board approve the December 3, 2025 Regular Open Meeting minutes as amended

Moved: John Moeller **Seconded:** Oliver Bussler **CARRIED**

MOTION

Subject to verification – Point of Order on page 5 changed to well taken

Moved: Wayne Mercier **Seconded:** David Chorneyko **CARRIED**

MOTION

To make a correction to the October 1, 2025, minutes, Unfinished business #5, changing the word Board to Chair. Add that the motion was amended by Chair Mercier.

Moved: David Chorneyko **Seconded:** Wayne Mercier **CARRIED**

CORRESPONDENCE

None received as of January 7

FINANCIAL REPORT

No report

COMMITTEE REPORTS

1. Finance Committee (Chorneyko) - no report no meeting – Next Meeting **January 21st at 2pm**



2. Communications Committee Statement (Moher) – verbal report
3. Hiring Committee (Johnson)
4. Website Committee (Appel)

MOTION:

That the Board direct the Website Committee to develop a page on the Trustee section of the website entitled "Respectful Workplace Policy", noting that the page is in an early, exploratory stage and has not yet been brought to the Board for discussion, facilitation, or approval.

Moved: Ray Appel **Seconded:** Oliver Bussler **TABLED**

MOTION

To table till next meeting

Moved: Wayne Mercier **CARRIED**

5. Freedom of Information Response Committee (Johnson) - no report no meeting **January 22nd at 3pm**
6. Policy and Bylaw 97 Review Committee (Moher) - no report no meeting
7. HR Committee (Mercier, Moeller, **Bussler – Chair**) - no report no meeting
8. Privacy Breach Committee (Johnson)

CORPORATE OFFICER REPORT

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

That staff provide Trustees with copies of all GFPID facility-related contracts entered into with third parties, including CECA, BC Wildfire Service, and ESS, as well as an update on the status of the agreement with BCEHS.

Moved: Oliver Bussler **Seconded:** Diana Moher **CARRIED**

MOTION

That the board accept the SOS contact as distributed by the chief for consideration and that it appears on the February agenda for ratification

Moved: Wayne Mercier **Seconded:** Oliver Bussler **CARRIED**

MOTION

That the budget for the Hall #2 Heat pump increased to \$8000

Moved: John Moeller **Seconded:** Diana Moher **CARRIED**



MOTION

To approve moving the money (\$4000) from the sale of the auto-ex equipment to Capital Reserves - Equipment

Moved: Diana Moher **Seconded:** Wayne Mercier **CARRIED**

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Management Update – On-going

MOTION

That the corporate officer provide the trustees with a work plan and timeline for bringing the GFPID into compliance with 36.2. Which is implemented in privacy management program and have this due at the February

Moved: David Chorneyko **Seconded:** Oliver Bussler **TABLED**

MOTION

To table till next meeting and be on the agenda

Moved: Diana Moher **Seconded:** John Moeller **CARRIED**

2. Bylaw XXX: Fire Department Establishing Bylaw – standing item (additional information in Corporate Officer Report).

3. Respectful Workplace Policy Due to WorkSafeBC

MOTION

To approve the Respectful Workplace Policy as circulated

Moved: Diana Moher **Seconded:** Wayne Mercier **CARRIED**

WM/OB/DC Against

4. Records and Information Management Bylaw (in Corporate Officer report)

The Corporate Officer and Trustee Chorneyko will work on the bylaw,

NEW BUSINESS

1. Election

MOTION

That the Board of Trustees set the date for the upcoming election as **May 6 from 11 am to 7 pm and with advanced polls on May 2 from 11 am to 7 pm**

Moved: Wayne Mercier **Seconded:** David Chorneyko **CARRIED**



MOTION

That the board hire Cheryl Hannebauer as the Returning Officer for the 2026 Trustee Election.

Moved: Diana Moher **Seconded:** John Moeller **CARRIED**

MOTION

That Trustee Ray Appel act as Chair for all election responsibilities for the 2026 Gabriola Fire Protection Improvement District Election.

Moved: Erik Johnson **Seconded:** Oliver Bussler **CARRIED**

2. Capital Reserve

MOTION

The motion is that the board recognizes shortfalls in policy governing the management of capital funds and direct staff to the buying policy that reflects the requirements of the Local Government act and guidance from the Improvement District Manual are reported on this process, to be made at the March General Meeting.

Moved: Wayne Mercier **Seconded:** Oliver Bussler **CARRIED**

MOTION

THAT instructions be provided to TD bank, where the capital accounts are held, such that confirmation of registered bylaw and dual authorisation be required for disbursement or transfer of funds from capital reserve accounts

Moved: Wayne Mercier **Seconded:** Oliver Bussler **CARRIED**

MOTION

That briefing documents circulated in advance of this meeting on this matter to be disclosed to the auditor for 2025.

Moved: Wayne Mercier **Seconded:** Oliver Bussler **CARRIED**

MOTION

That the Corporate Officer be given electronic access to the TD accounts

Moved: John Moeller **Seconded:** Diana Moher **CARRIED**

MOTION

That John Moeller's email in response be sent to the auditor

Moved: John Moeller **Seconded:** Diana Moher **CARRIED**



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3. Meeting Safety

MOTION

That Trustee Moeller and Trustee Chorneyko are authorized to spend up to \$10K to hire a third-party HR consultant to do a safety assessment of the December 2025 General Meeting and to come up with a process to manage safety concerns in Trustee Meetings going forward.

Moved: David Chorneyko **Seconded:** Oliver Bussler **DEFEATED**

MOTION

To strike a select committee of Trustees, Ray Appel, Oliver Bussler (Chair), David Chorneyko, and John Moeller, for the purpose of reviewing legislation and coming up with a strategy for psychological safety at meetings and bring back to the board by the April meeting.

Moved: Oliver Bussler **Seconded:** Ray Appel **CARRIED**

4. Slides at Meetings

MOTION

That the Board use the ceiling-mounted projector at public meetings to display information as needed (slides) so the final wording/charts/graphs are visible to trustees and the public in order to improve clarity, accuracy, and transparency. The information for these slides will be sent to Trustee Appel in a timely manner before the meeting.

Moved: Oliver Bussler **Seconded:** Ray Appel **CARRIED**

5. Performance Management Select Committee

MOTION

To create a select committee consisting of Trustees Oliver Bussler (Chair), John Moeller and Erik Johnson tasked with developing a performance management framework for the full-time staff by the March meeting.

Moved: Oliver Bussler **Seconded:** David Chorneyko **CARRIED**

QUESTIONS PERIOD

ADJOURNMENT at 6:46 pm



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: January 14, 2026
Time: 4:00 p.m.

THAT the meeting be moved to an in-camera session to consider confidential (legal/personnel) matters, per Bylaw 97 s.9, if necessary.

Next Meetings:

Next General (Open) Meeting February 4, 2026 at 4:00 pm

From: [Paula Mallinson](#)
To: [gabfire](#); [GFPID Corporate Officer](#)
Subject: Trustee Mtg
Date: January 7, 2026 4:22:01 PM

Dear Board of Trustees:

I would like to apologize for leaving the last meeting so abruptly, but my concerns remain the same. I attended expecting a regular meeting, but once again the meeting was hijacked and after an hour we had not even moved past correspondence. It was clear that a particular Trustee's motions were the main reason for the delay. These motions were based on topics from previous meetings and were clearly prepared in advance. Proper protocol would have been to request that they be placed on the agenda, giving the rest of the Trustees notice and allowing the meeting to proceed more efficiently. Failing to include these motions on the agenda shows a lack of transparency — ironic, given that this Trustee has, unsuccessfully, accused prior Boards of the same.

I also read the Sounder's recent comments and agree with their point that "no one on the Board should be trying to get a 'got-you moment' over the rest of the Trustees." Unfortunately, that is exactly what this felt like.

I believe more members of the public would attend meetings if they knew they wouldn't turn into marathons, two hours is pushing it but 6.5 hours shows a disregard for the public's time. People, like myself, are interested in what is happening with the Fire Department and how taxpayer money is being managed. Those who want the detailed discussions can attend committee meetings. General meetings should involve short, clear motions—one or two sentences—so business can be handled efficiently.

It has come to my attention that a "breach of a computer" was discussed at the end of the last meeting. I believe this likely refers to my old computer, which was retired when I left. How someone was able to remove it from the Hall seems to be a mystery—apparently known only to a few individuals who have chosen not to disclose who had it. Given that, I find it disingenuous for any of these individuals to now express concern about a possible breach of private information when they are the very people who would have knowledge of how the computer was accessed and handled.

I would also like to understand why, when the computer was returned, the then-Chair, Wayne Mercier, chose to examine it on his own rather than following proper procedure. The Board acts collectively, and the Chair has no independent executive authority unless such authority has been explicitly delegated, taking the matter into his own hands was not consistent with governance practices.

Yours truly,
Paula Mallinson

January 17, 2026

To the Gabriola Fire Protection Improvement District board:

During the January 14th GFPID meeting I was happy to hear that investigations with regard to the recent discovery of a data breach show that that concerns about the malicious use are minimal, but I am very concerned about the way the matter has been publicly discussed in the last two board meetings.

In the December GFPID meeting (approximately 4:55 on the video) Trustee Mercier reported that when the missing computer was returned to him, he was told that “the device was placed in the kitchen, accessible to the firefighters, and that they were told that it was, along with a bunch of other material, up for grabs.” He said that he reported this account in his statement to the police (and noted that this information was also given to the police by the individual who returned the computer).

Chair Johnson said, “That doesn’t hold any water with me,” and that he had been told a different version of events, adding, “I’m not saying it’s a theft, but it disappeared without anybody that I’ve talked to here saying that they authorized it.” He declined to say who he had talked to, but based on what he explicitly said at various points during the meeting, he believes that the item was taken without permission.

During question period (approximately 6:02 on the video) an audience member said that they did not want to hear suppositions about what happened made without proof. During the following discussion Chair Johnson stated that as far as the RCMP were concerned, the removal of the computer was “theft under \$1000.” When asked why the police would assume theft, he stated, “Because for the purposes of an insurance policy, we have to say that it was removed without our permission.” Unsurprisingly this statement, which implies that the Board would benefit financially if the removal of the computer was declared a theft, generated considerable pushback. During this discussion Chair Johnson reiterated that taking something without permission is theft.

It was eventually clarified that Chair Johnson meant that *if* the RCMP had brought a charge it would have been classified as “theft under \$1000”, but that the RCMP had not made any determination and did not intend to bring charges.

I thought that was likely the end of it, but during the most recent board meeting on January 14th, during Question Period, Chair Johnson again made references to stealing.

Obviously there are two stories circulating in our community: one, that the computer was given away without anyone realizing what was on it, the other, that it was taken without permission. But that is exactly what they are: stories.

Chair Johnson can have whatever opinions he likes as a private individual, but it is absolutely inappropriate and irresponsible for the Chair of a governmental body to assert or imply that suppositions are fact.

In this case, such statements, in the absence of hard proof and/or a legal finding, may open the GFPID to charges of defamation should the person who had the computer decide to make their identity public.

During the meeting Chair Johnson, when challenged on his use of the word “steal”, said something to the effect of, he didn’t know what else to call it. The answer to that is simple: “removal of the computer” covers both narratives without implications of criminal behaviour.

I ask that the Board ensure that going forward, only neutral language is used to describe the events relating to the privacy breach.

Nola Johnston
Gabriola BC V0R 1X2

Gabriola Fire Protection Improvement District

DRAFT Income Statement

For the Period Ended November 30, 2025

	Annual Levy	YTD Actual
REVENUES		
Levy	\$ 1,406,023	\$ 1,406,023
Donations	-	3,463
Grants, Firesmart & SPU	-	38,552
Deployment	-	37,779
Other Revenue - Leases, Interest, Training	-	83,110
	1,406,023	1,568,927
EXPENSES		
Wages & Benefits	540,983	403,346
SOS Instructor Wages	-	16,439
Insurance	105,000	89,893
Truck Operating Costs	60,000	45,802
Telephone & Utilities	58,000	27,365
Training	65,000	32,899
Firefighting Equipment & Maintenance	60,000	36,087
F.R. Supplies & Maintenance	8,000	9,286
Professional Fees	65,000	103,069
Office Expenses	21,000	12,485
GVFFA	16,500	16,500
Building & Grounds Maintenance	20,000	15,193
Advertising & Promotion	2,500	1,857
Travel	2,200	1,627
Hydrant Maintenance	2,000	-
Trustee Expenses	4,000	5,128
Firesmart Expense	-	23,837
EMR Expenditures	-	1,613
Deployment Expenses	-	12,374
Interest & Bank Charges	-	2,471
Amortization	-	-
Interest on Long Term Debt	-	14,658
	1,030,183	871,927
Surplus (Deficit) From Operations	375,840	697,000
Gain (Loss) On Disposal	-	-
Surplus (Deficit)	\$ 375,840	\$ 697,000

Website Committee Report (for February 2026)

Submitted by Trustee Appel

Election page

<https://www.gabriolafire.ca/general-6>

With the Returning Officer for the Election and the Corporate Officer, I created this webpage to ensure our community has clear, timely, and reliable access to information about the Gabriola Fire Protection Improvement District election. By centralizing election details in one publicly available location, I wanted to remove barriers to access and make it easy for residents to find important dates, voting information, and nomination requirements.

Making election information openly available demonstrates the District's commitment to fair, open governance and helps build trust with the community. As a trustee, I believe it is important that residents can clearly see how leadership is selected and how decisions are guided by established processes.

Call-Outs

www.gabriolafire.ca/about-5

Recently, we added Call Outs to the HOME page of gabriolafire.ca so the public can now see the callouts throughout the year. This can be downloaded in both PDF or as a Word document. Currently it shows the whole year of 2025, but I will be adding past years as well as data every few months. Please note that the data is as accurate as possible, but some of the data may need to be confirmed by Surrey Dispatch (which happens on a regular basis).

RETURNING OFFICER
CHERYL HANNEBAUER

TRUSTEE CHAIR FOR ELECTION RESPONSIBILITIES
TRUSTEE APPEL

IMPORTANT DATES

MARCH 23
NOMINATIONS OPEN

APRIL 9
NOMINATIONS CLOSE AT 2PM

APRIL 14
CANDIDATES SIGN FORMS IN OFFICE WITH RETURNING OFFICER (10AM-NOON)

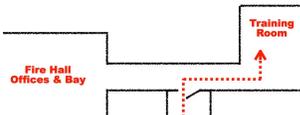
MAY 2
ADVANCE POLLS IN THE FIRE HALL TRAINING ROOM (11AM-7PM)

MAY 6
ELECTION IN THE FIRE HALL TRAINING ROOM (11AM-7PM)

MAY 6
AGM (7:30PM IN THE TRUCK BAY)

UPDATES WILL ALSO BE FOUND ON THE CALENDAR [HERE](#).

NOTE: THERE WILL BE A FIRE HALL OPEN HOUSE ON MAY 2. THE ELECTION WILL BE HELD IN THE TRAINING ROOM (NOT THE TRUCK BAY) ON MAY 2 AND MAY 6.



Click on the button below to see the Callouts for the dates indicated. The second link will automatically download an editable Word file. Callouts will be added monthly and then condensed as needed.

[2025 Whole Year PDF](#)

[2025 Whole Year WORD](#)

Data indicated in the chart is as accurate as possible. Any revisions to the charts will be uploaded to this site asap.

Routinely Available Records

www.gabriolafire.ca/routinely-available-record

Just another reminder that to make the website and contents even more accessible, I added a section back in November on the Trustee portion of the website dedicated to information access called "Routinely Available Records". This section includes a list of what is considered "Routinely Available" as per compliance with Section 70 of the BC Freedom of Information and Protection of Privacy Act (FIPPA) which requires public bodies to proactively release certain records as per Schedule "A". See list to the right.

I'm on the FOI Committee with Trustee Bussler and the Chair and we hope that this will be a first step towards saving the district money as it could be a place to go to *before* requesting an FOI.

Bylaws and Policies

www.gabriolafire.ca/bylaws

I've cleaned up the Bylaws page so that when searching for a Bylaw, you can either go by the number listed on the buttons or go by the description. For example, if you want know which Bylaw deals with Fire Regulations, the description on the button shows it's "Bylaw 102". Easy.

The next steps are adding the **Policies** for the public as per Section 70 of FIOPPA. We are in the process of working on that.

The Website Committee believes that the publication of bylaws and policies as part of strengthening community engagement and local governance. When tax payers understand how their local fire protection services are structured, and the legal framework behind them, they are more likely to participate in meetings, ask questions, and stay involved in issues that matter to their safety and wellbeing.

**Public bodies must establish reasonable timelines within which records that are disclosed pursuant to Section 70 must be produced in response to an informal request. These timelines should be much shorter than the timelines for access requests; generally a week or less. Most records established as routinely releasable should be available "on demand".

Schedule 'A' Routinely Available Records*

- Annual Reports
- Minutes of Annual and Special General
- Meetings (once approved)
- Audited Financial Statements
- Minutes of Committee meetings (once approved) (Exception: 1)
- Budgets
- Minutes of District Board meetings (once approved) (Exception: 1)
- Bylaws
- Correspondence Sent and Received by the Board (Exception 1 and 2)
- Policies
- District Board and Committee agendas (Exception: 1)
- Public Notices
- District Board Trustee List
- Referendum and other Voting results
- Election results Resolutions

BYLAWS & POLICIES

Bylaw 66 deals with Office positions, powers, duties and responsibilities

Bylaw 88 deals with levying taxes of the years 2014 to 2028 inclusive

Bylaw 97 deals with the calling of Meetings

Bylaw 98 deals with the establishment of a Fire Department

Bylaw 100 deals with Assistance Agreements with other Fire organizations

Bylaw 102 deals with Fire Regulations

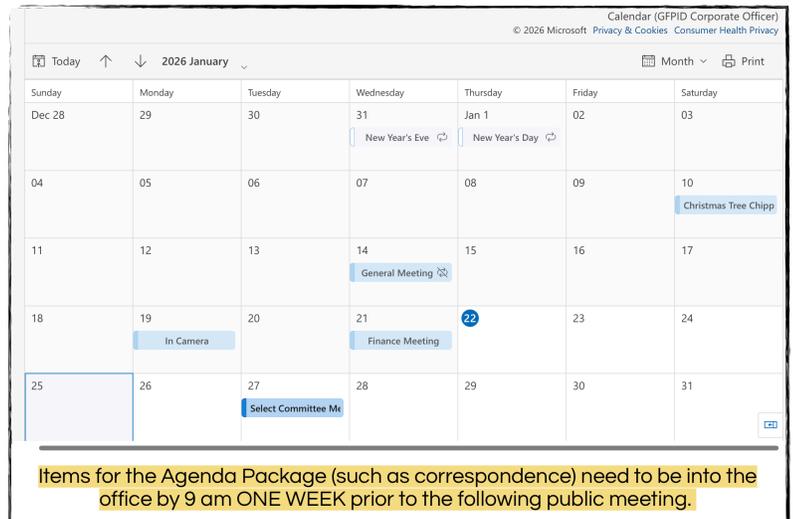
Bylaw 103 deals with the levying of taxes

Calendar

www.gabriolafire.ca/meeting-schedule

A ratepayer approached me with a great idea: a subscription button on the calendar! I would love to add a subscription button to the calendar so that when items are added to the calendar, or when changes are made, a simple email will be sent to you. Currently, I'm finding it very tricky as I try to navigate between WIX, Microsoft and Google calendars. I'm working on it!

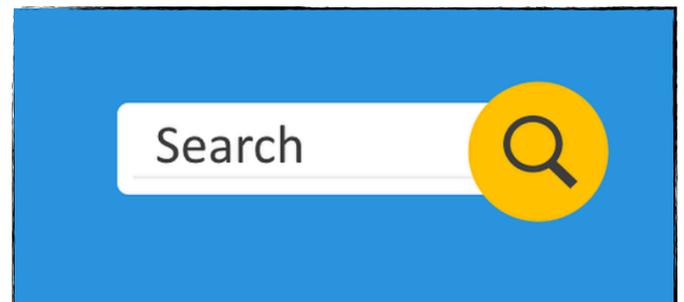
As the last four months have shown, having a shared, publicly visible calendar strengthens transparency and accountability. When meeting schedules are posted in advance and kept up to date, the community can see that governance is happening in an open and predictable way. It demonstrates there are regular, structured opportunities for oversight and participation.



Next Steps

SEARCH BUTTON?

I would like to add a Search feature to the site. Adding a search feature to the Trustee portion of the website would significantly improve transparency, usability, and efficiency. The Trustee section contains governance-related material such as bylaws, policies, agendas, minutes, and other records that users often access for very specific purposes.



A search function would allow Trustees, staff, and members of the public to quickly locate particular policies, past decisions, or references without having to manually scan multiple documents or pages. This would be especially helpful when reviewing historical records, confirming whether documents are current, or responding to information requests. Overall, a search feature would make the Trustee area easier to navigate, support informed decision-making, and reinforce the Board's commitment to openness and good governance.

Trustee Appel and Trustee Chorneyko

Communications Committee Report (for February 2026 Open Meeting)

The Communications Committee will have a public meeting on **February 9 at 2 pm** to review current communication practices and to discuss opportunities to improve clarity, accessibility, and transparency for the community.

WEBSITE:

The Committee has discussed ongoing improvements to the Trustee portion of the website, recognizing its value as a central location for Board information, and routinely available records. The Committee's ongoing goal is to ensure that records such as agendas, approved minutes, bylaws, policies, and other frequently requested materials remain easy to locate and up to date.

One item to explore is how correspondence (both sent and received) is included on the website (noting the exceptions as per the "Routinely Available Records" section of FOIPPA).

CORRESPONDENCE:

Currently, correspondence has been included in the monthly Agenda Package (when correspondence has been received for the previous month, by 9:00 am the week before the Open Meeting).

In terms of correspondence matters, we need to continue to include correspondence on the website that requires a Board decision or direction, so trustees and the public can see what matters are actively before the Board.

Second, we should continue to include correspondence that adds new, relevant information connected to an agenda item or raises a substantive governance or policy issue within the Board's authority.

Third, we should continue to include correspondence whose inclusion helps the public understand how the Board is responding to concerns, while excluding material that is potentially harmful if republished without context.

We want to show that **openness** works best when it's paired with **judgment**.

****** Public bodies must establish reasonable timelines within which records that are disclosed pursuant to Section 70 must be produced in response to an informal request. These timelines should be much shorter than the timelines for access requests; generally a week or less. Most records established as routinely releasable should be available "on demand".

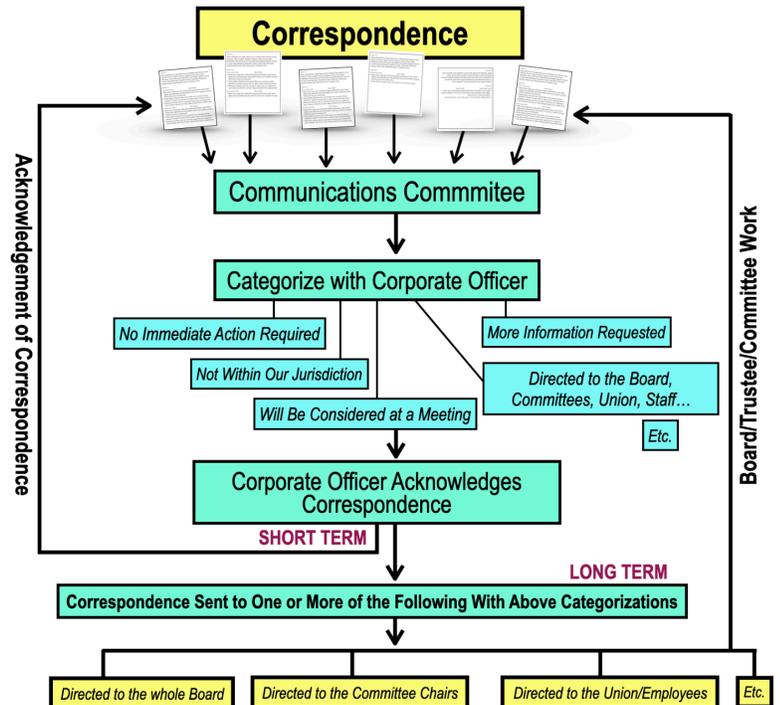
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FLOW CHART:

A flow chart was created in October. By showing how correspondence moves from receipt through review and response, the chart seemed to reduce confusion, help prevent ad hoc decision-making, and support a shared understanding among trustees and staff.

At the same time, the document also highlights where problems may arise. If the chart does not accurately reflect current practice, it risks creating confusion rather than clarity. Unclear decision points, particularly around who is responsible at each stage or when FOI and privacy considerations apply, could lead to delays, inconsistent responses, or unnecessary referrals.



We are going to take another look at the Flow Chart to see how it has/hasn't been working.

COMMUNICATIONS POLICY

The other item we will discuss is the Communications Policy. At the December meeting, this policy came up in the discussion... ETC. (summary here?)

One of the main advantages of the policy is the strong emphasis on privacy and confidentiality. The ability to redact personal information and withhold correspondence related to personnel, legal, or sensitive matters protects individuals and the District from privacy breaches and legal risk.

At the same time, there are some things to consider. Summarizing correspondence rather than publishing it in full could be perceived by some members of the public as limiting transparency, particularly if they feel the summary does not fully reflect their concerns. While the policy gives discretion to the Corporate Officer and Chair, this discretion could lead to criticism if decisions about what to include or withhold are not well explained or consistently applied.

Another possible drawback is that the centralized and committee-based response process may slow down responses, especially for straightforward inquiries. Requiring acknowledgement, committee drafting, and potential Board direction can improve consistency but may feel bureaucratic to the public if response times are longer than

expected. Overall, the policy offers strong governance, privacy protection, and clarity, but its effectiveness will depend on careful, consistent application and clear communication with the public about how correspondence is handled and why certain decisions are made.

The public Communications Meeting on **February 9 at 2 pm** will explore the ongoing work of the use of the website, matters dealing with types correspondence made public and decision making around the flow of correspondence.

Corporate Officer Report – January 28th, 2026

Bylaw Updates

Bylaw 114 RECORDS MANAGEMENT BYLAW	First draft completed Sent to Trustee Chorneyko
Bylaw 115 Dispensing New Command Vehicle	Awaiting final delivery of truck in Feb 2026

Audit Updates

- Deadline for first information to the auditor was January 12
- Finance Meeting to review Financial statements, February 24
- All documents must be submitted to the auditor by March 23

Policy/Bylaw Updates

- Creating an Overtime Policy
- Recommend Updating Bylaw 97 – Meeting Procedures

Grants Updates

- UBCM 2024: Burn Building (\$40,000) – Nearing completion
- UBCM 2025: SPU Trailer Expansion (up to \$30,000) - Submitted
- UBCM 2026: Next Generation 911 (up to \$45,000) - Working on application

Fire Chief's Report – February 2026

Fire Hazard Rating

- The current fire hazard rating is **Low**.
- **Category 1 campfires** are permitted.
- **Campfires and burn barrels** are allowed.
- **Category 2 and 3 open burning** is permitted with a valid burn permit.

Fire Permits

Burn permits may be obtained through the Fire Department office or by emailing info@gabriolafire.ca.

Call Volume Report

- **January call volume report** provided.

Monthly Operational Review

- Ongoing servicing and maintenance of apparatus and equipment.
- Installation of the new heat pump at **Fire Hall No. 2**.
- **BCEHS** was based out of the hall on **January 28** due to a power outage.

Community Events & Initiatives

- **FireSmart debris chipping program** scheduled for **Saturday, April 18 and April 25**.
- **Emergency Preparedness & FireSmart Open House** on **May 2**.
- **Jay Dearman Junior Firefighter Fund** ongoing.

Equipment Readiness

- Hose testing and general equipment maintenance currently underway.

Ongoing Projects

- Exploring a future training partnership with **Harmac Pacific**, who have expressed interest in using our training facility and instructors for live fire training. For April 17-18

Grants

- **2026 grant applications** in progress.

Staffing & Budget Considerations

- To date, the department has received **\$4,000** from **BCEHS** for rental of the fire hall.
- I recommend that a portion of this surplus be used to purchase **uniform shirts for all members** to support morale and team cohesion.
- Historically, these shirts have been purchased by individual members, which has resulted in some members not having uniform shirts.
- The approximate cost is **\$100 per shirt**, including embroidery and name, for approximately **40 members**.
- I recommend that the **Trustees authorize this purchase using unbudgeted surplus funds**.

Safer Ocean Systems (SOS)

- **Advanced Marine Firefighting** course held **January 20–22**.
- Course revenue: **\$7,200**
- Facility rental (January): **\$2,000**
- Facility rental (February): **\$2,000**
-
- **Total gross revenue: \$11,200**
- expenses: **\$3,180**
- **Net revenue toward 2026: \$8,020**

Thank you for your continued support and commitment to community fire safety.

Respectfully submitted,
Fire Chief

GVFD Deputy Chief's Report – February 4, 2026

January Tuesday Night Training Summary Review

- Jan 06 Fire Medix Stroke
- Jan 13 Chainsaw safety and maintenance
- Jan 20 S212 **Radio Course** Jan 06 Fire Medix Stroke
- Jan 27 Platoon Check in Respectful workplace

Upcoming Training

January 2025
<ul style="list-style-type: none">• Feb 03 Fire Medix Primary & Secondary (SCAB MASK FIT TEST)• Feb 10 EVO (Emergency Vehicle Operations)• Feb 17 Portable Fire Extinguishers• Feb 24 Platoon Training TIC/GAS/Hydro/DTA

Two members are completed Fire Instructor 1 online training January 2026.

One member starting Fire Instructor 1 online training February 2026.

One Officer Starting ESM-2 in April.

One Lieutenant is starting Fire Leadership Jan 15 – April 15, 2026

Fire Prevention/FireSmart Update:

- Tree Chipping event April 18, 25/2026

Fire Inspections:

- Main Roads
- New Location of Wishbone
- Construction inspection location of old location of IHAG

Gabriola Fire Protection Improvement District Code of Conduct

Date Approved: _____

The purpose of this Code of Conduct is to identify the standards of attitudes, behaviours and actions by which trustees of the Gabriola Fire Protection Improvement District (GFPID) must abide.

Integrity – means conducting oneself honestly and ethically.

Trustees will -

1. Be truthful, honest, and open in all dealings, including those with other trustees, staff, and the public, while protecting confidentiality.
2. Behave in a manner that promotes public confidence, including actively avoiding any participation in a matter in which the trustee has a conflict of interest, or where participation would constitute an improper use of office or unethical conduct.
3. Ensure that their actions are consistent with the shared principles, values, and policies collectively agreed to by the board.
4. Behave ethically in all GFPID matters, including at open and closed meetings.
5. Follow through on their commitments.
6. Direct their minds to the merits of the decisions before them, ensuring that they do not discriminate, and act on the basis of relevant information and principles with due consideration of the consequences of those decisions.
7. Express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

Respect – means having respect for others' perspectives, objectives, and rights.;

Trustees will:

1. Treat every person with dignity, understanding, and respect.
2. Acknowledge that every person's values, beliefs, ideas, and contributions add diverse perspectives that contribute to better decision-making.
3. Demonstrate awareness of their own conduct, avoid discrimination, and consider how their words or actions may be perceived by others as offensive or demeaning.
4. Not engage in behaviour that is indecent, insulting, abusive, or constituting Bullying or Harassment. This behaviour includes Sexual Harassment, unwanted physical contact, or other aggressive actions that may cause any person harm or make a person feel threatened.

5. Recognize and value the distinct roles and responsibilities of the Fire Chief and Corporate Officer.
6. Call for and expect respect from the community towards staff and volunteers.
7. Ensure that public statements and social media posts that concern other elected officials, staff, volunteers, and the public are respectful.

Accountability – means an obligation and willingness to accept responsibility or to account for one's actions.

Trustees will:

1. Be responsible for the decisions that they make, be accountable for their own actions, and honour the intentions of the Board.
2. Carry out their duties in an open and transparent manner so that the public can understand the processes and rationale used to reach decisions and the reasons for taking certain actions.
3. Ensure that information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
4. Correct any mistakes or errors in a timely and transparent manner.
5. Listen to and consider the opinions and needs of the community in all decision-making.
6. Act in accordance with the law, which includes, but is not limited to, applicable statutes and policies that govern or guide local government
7. Seek to achieve and maintain an understanding necessary to the performance of their duties.
8. Be informed by bringing relevant issues to the Board of Trustees for discussion.

Leadership and Collaboration – mean the ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective effort.

Trustees will

1. Behave in a manner that builds public trust and confidence.
2. Consider the issues before them and make decisions as a collective body. As such, trustees will actively participate in debate about the merits of a decision, but once a decision has been made, all trustees will recognize the democratic majority, ideally acknowledging its rationale when articulating their opinions on a decision.
3. Recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other trustees and staff to provide their perspectives on relevant issues.
4. As leaders of their communities, calmly face challenges and provide considered direction on issues they face as part of their roles and responsibilities while empowering their fellow trustees and staff to do the same.

5. Recognize, respect, and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other trustees, staff, volunteers, and the public.
6. Recognize the importance of the role of the chair of meetings and treat that person with respect at all times.
7. Provide considered direction on district policies and support fellow trustees and staff to do the same.
8. Educate colleagues and staff on the harmful impacts of Discriminatory conduct and take action to prevent this type of conduct from recurring if necessary.
9. Foster positive working relationships between trustees, staff, volunteers, and the public.
10. Positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

Confidentiality:

Trustees

1. Shall respect the confidentiality of Board discussions and deliberations, as well as information concerning, but not limited to, personnel, or legal affairs of the GFPID
2. Confidential information shall not be released unless required to do so by law
3. Confidential information must be maintain confidentiality after their term.
4. Cannot use confidential information for furthering any private interest or as a means of making personal gains.
5. Can only access GVPIF information and records for GFPID current business and not for furthering any private interest or as a means of making personal gains.
6. All confidential matters must stay on site. Materials handed out at meetings must be returned.

Conflict of Interest:

Trustees shall avoid, where possible, real or perceived conflicts of interest. Trustees who find themselves in a conflict of interest shall declare that conflict of interest to the Board of Trustees.

Signed: _____

Print name: _____

Date: _____