



Date: March 4, 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	Marjorie Colebrook, Corporate Officer
Jamie Ovens, Deputy Chief	

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.

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

MOTION

That the agenda of March 4, 2026 General Meeting be adopted as amended

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

MOTION

To add Confirmation of Amui Cancellation

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

ADOPTION OF MINUTES

MOTION

That the February 4, 2026 General Meeting Minutes be adopted as adopted by

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

CORRESPONDENCE

B. Fidler	Trustee Compensation
L. Amuir	Communication
R. Appel	Resignation



Date: March 4, 2026
Time: 4:00 p.m.

MOTION

THAT as a matter of routine, all correspondence between legal counsel and any trustees be distributed to all trustees unless previously agreed.

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

FINANCIAL REPORT

The next report will be after the audit

COMMITTEE REPORTS

1. Finance Committee (Chair Chorneyko; all trustees)

MOTION

THAT Policy Select Committee be the empowered to develop Procurement Policy by the April Meeting

MOVED: David Chorneyko **Seconded:** Ray Appel **CARRIED**

MOTION

That the board approve the unaudited financials as reviewed at the last Financial Meeting and THAT material related to the status of the Mallet Creek Dam has circulated by Trustee Mercier be disclosed to the auditor and the material related to insurance deductibles be disclosed

MOVED: David Chorneyko **Seconded:** Diana Moher **SPLIT INTO TWO MOTION**

MOTION

That the motion be split into two motions

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

MOTION

THAT material related to the status of the Mallet Creek Dam has circulated by Trustee Mercier be disclosed to the auditor and the material related to insurance deductibles be disclosed

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

MOTION

That the board approve the unaudited financials as reviewed at the February 25, 2026 Financial Meeting.

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



Date: March 4, 2026
Time: 4:00 p.m.

2. Communications Committee Statement (Chair Moher; Moher and Appel)
3. Website Committee (Chair Appel; Appel and Chorneyko)
4. Freedom of Information Response Committee (Chair Johnson; Johnson, Bussler and Appel)
5. Policy and Bylaw 97 Review Committee (Chair Moher; Moher, Johnson, Bussler and Mercier)
6. HR Committee (Chair Bussler; Bussler, Mercier, and Moeller)
 - Met in-camera on Feb 9 and then open meeting on Feb 24.
 - Preparing GFPID / GVFD HR needs assessment. Staff reaching out to:
 - Greater Victoria Labour Relations Association and North Cowichan for recommendations.
 - Amui Inc. to ascertain what HR services were provided.
 - Labour Relations Board Collective Agreement Arbitration Bureau.
 - Once needs determined will reach out to consultants (<https://cphrbc.ca/resources/independent-consultant-directory-search/>) to determine how to best match needs with services and costs.
 - Requesting a committee mandate extension to April meeting.
 - Next meeting *March 24 at 1 pm*

MOTION

To extend the HR Select committee mandate be extended from March to April.

MOVED: Oliver Bussler **Seconded:** Wayne Mercier

CARRIED

7. Meeting Safety (Chair Bussler; Appel, Chorneyko, and Moeller)
 - Met on Feb 24.
 - Completed a literature review.
 - Staff is preparing a draft meeting guideline document that will include: definitions, examples of psychological safe environments and hazards, reasonable person test to assist with assessing situation, examples of respectful phrases, and tools currently available in Respectful Workplace Policy, Code of Conduct, Role of the Chair, and Bylaw 97.
 - Guidelines document to be used as a resource for GFPID meetings.
 - Guidelines document to be shared as part of onboarding package.
 - Next meeting *March 24 at 2 pm*



Date: March 4, 2026
Time: 4:00 p.m.

8. Performance Management Framework (Chair Bussler; Bussler, Moeller and Johnson)
- Met on Feb. 24
 - Two performance management frameworks are being investigated by the committee:
 - Salt Spring Island and Ontario examples
 - Draft templates to be prepared for next meeting
 - Requesting a committee mandate extension to April meeting.
 - Next meeting March 10 at 1pm.

MOTION

To extend the HR Performance Management mandate be extended from March to April.

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

9. Long Range Planning Committee (Chair Chorneyko; Bussler and Johnson)
Meeting: *March 18 at 1pm*

GUEST SPEAKERS - None

CORPORATE OFFICER REPORT

MOTION

THAT the GFPID recognise that the staff position of Corporate Officer, held by Marjorie Colebrook, is assigned the statutory responsibilities of Administrator and Treasurer as defined in GFPID Bylaw 109

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

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

THAT the board direct that Operational Guideline 4.08 SOS Training has no authority to set or direct financial matter. And that all SOS revenues be received, recorded and spent in the same manner as all other district revenues under the Board's established financial policies and approved budget.

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

MOTION

To table the motion to the April 1 meeting



Date: March 4, 2026
Time: 4:00 p.m.

Moved: Erik Johnson

Seconded: Diana Moher

DEFEATED

MOTION

To approve the Memorandum of Understanding (MOU) between Coastal Emergency Communication Association (CECA) and the Gabriola Fire Protection Improvement District.

Moved: Diana Moher

Seconded: Wayne Mercier

DEFEATED

MOTION

THAT the trustees opposed to the MOU communicate amongst themselves and send an email to the chief with conditions they would be

Moved: John Moeller

No Seconded

MOTION

That staff be directed to negotiate with CECA to arrive at an arrangement for continued use of the space in fire hall number one that conforms with the policy #23-06.

Moved: Wayne Mercier

Seconded: Ray Appel

CARRIED

MOTION

To approve the MOU between the Regional District of Nanaimo (RDN) Emergency Support Services (ESS) and the Gabriola Fire Protection Improvement District

Moved: John Moeller

Seconded: Ray Appel

CARRIED

MOTION

That the board authorized the Chief to deploy a type 6 engine and or a type 2 tactical tender and or a type 3 wildfire engine in response to requests from BC Wildfire

Moved: Diana Moher

Seconded: John Moeller

CARRIED

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Management Update – Ongoing

MOTION



Date: March 4, 2026
Time: 4:00 p.m.

That the corporate officer have until the June meeting 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

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

2. Bylaw 118: Fire Department Establishing Bylaw – standing item

MOTION

That the policy committee look at or examine Bylaw 118 and that chair seek input on Bylaw 118 from legal counsel.

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

3. Records and Information Management Bylaw

MOTION

That we accept the Records and Information Management bylaw as by the corporate officer for information.

Moved: Wayne Mercier **Seconded:** Erik Johnson **CARRIED**

4. Election Report (C. Hannebauer)

NEW BUSINESS

1. Adoption of Code of Conduct

MOTION

That the Board accept the Gabriola Fire Protection Improvement District Code of Conduct

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

MOTION

THAT we remove section (b) from the Section on Conflict of Interest

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

MOTION TO REFER TO COMMITTEE

That the Code of Conduct Policy be referred back to the Policy Committee to consider changes suggested by trustee Chorneyko, which he will circulate to the committee

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

2. Governance



Date: March 4, 2026
Time: 4:00 p.m.

Possible Contract with a lawyer

3. First Due – Preliminary Discussion

4. Trustee Access to Information

MOTION

THAT the Corporate Officer be directed to contact the Mr. Samuel M. Poyner of the firm Manning Law to obtain notarised copies of any contract documents entered into with Rogers Communications Inc And THAT such documents be made available to the Trustees without delay

Moved: Wayne Mercier

Seconded: Oliver Bussler

CARRIED

MOTION

THAT the Corporate Officer circulate, in advance of each in camera meeting, notice of in-camera meeting AND THAT in camera meeting minutes be made available to the Trustees

Moved: Wayne Mercier

Seconded: David Chorneyko

CARRIED

MOTION TO SPLIT Diana Moher No Second

5. Cost Associated with lawsuit

MOTION

THAT the Corporate Officer provide break down of all costs associated with settled civil lawsuit excluding settlement amount at the next finance committee.

Moved: Oliver Bussler

Seconded: David Chorneyko

CARRIED

6. Confirmation of Amui Cancellation

MOTION

THAT the Corporate Officer confirm in writing that, pursuant to the Board resolution of December 3, 2025, no further services are to be retained from Amui Inc. and that no further payments shall be issued.

Moved: Oliver Bussler

Seconded: David Chorneyko

CARRIED

Erik Johnson against

7. Camera Purchase

MOTION



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: March 4, 2026
Time: 4:00 p.m.

THAT the corporate officer be empowered to spend up to \$500 to purchase a camera and accessories to record trustee meetings.

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

QUESTIONS PERIOD

ADJOURNMENT

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

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

Next Meetings:

Communication Committee	March
Performance Management	March 10, 2026, at 1:00 pm
HR Committee	March 24, 2026, at 1:00 pm
Performance Management	March 24, 2026, at 1:00 pm
Meeting Safety Committee	March 24, 2026, at 2:00 pm
Finance Committee	March 18, 2026, at 2:00 pm
Next General (Open) Meeting	April 8, 2026, at 4:00 pm



GENERAL MEETING (OPEN) AGENDA

CALL TO ORDER

The Chair will call the meeting to order and respectfully acknowledge the Snuneymuxw First Nation on whose traditional territory the meeting is held.

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

MOTION:

THAT the agenda for the March 13, 2026 be adopted as circulated

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

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Governance Lawyer

MOTION:

THAT the Corporate Officer be authorized to send questions, bylaws and policies for written guidance to Peter Johnson of Stewart McDannold Stuart with an initial expenditure of up to \$5,000 be authorized.

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

MOTION:

THAT Working Groups be included in Bylaw 117 – Meeting Procedures

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

TABLED: That the motion be tabled until guidance from the lawyer

Moved: Erik Johnson **Seconded:** Wayne Mercier **CARRIED**

OB/DC against

MOTION:

THAT Draft Bylaw 117 – Meeting Procedures to be sent to the lawyer for review and that the question of working groups/sessions be flagged for review

Moved: Wayne Mercier **Seconded:** Ray Appel **CARRIED**

MOTION:

THAT the Code of Conduct be sent to the lawyer for review requesting guidance on Conflicts of Interest and Apprehension of Bias

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: March 13, 2026
Time: 1:00 p.m.

MOTION:

That all oral communication between the GFPID and legal counsel be memorialize in writing

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

2. Election Questions (C. Hannebauer)

MOTION

THAT the trustees direct the fire chief to schedule the open house not during the district voting

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

3. Bylaw 116 – Indemnification Bylaw

MOTION 1st Reading - Passed

MOTION 2nd Reading – Discussion

MOTION

THAT 2nd Reading of Bylaw 116 until it is reviewed by legal counsel and our insurer.

Moved: Wayne Mercier **Seconded:** **CARRIED**

QUESTIONS PERIOD

ADJOURNMENT 3:18 pm

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

NEXT MEETING - April 8th, 2026

Gabriola Fire Protection Improvement District

DRAFT Income Statement

For the Period Ended January 31, 2026

	Annual Levy	YTD Actual
REVENUES		
Provincial Levy, Operations Only	\$ 1,298,824	\$ 100,000
Donations	-	500
Grants, Firesmart & SPU	-	-
Deployment	-	-
Other Revenue - Leases, Interest, Training	-	13,540
	1,298,824	114,040
EXPENSES		
Wages & Benefits	758,824	50,788
SOS Instructor Wages	-	3,180
Insurance	120,000	5,869
Truck Operating Costs	80,000	3,240
Telephone & Utilities	57,000	4,095
Training	65,000	5,488
Firefighting Equipment & Maintenance	53,000	5,806
F.R. Supplies & Maintenance	8,000	2,252
Professional Fees	75,000	-
Office Expenses	22,000	3,199
GVFFA	16,500	-
Building & Grounds Maintenance	18,000	1,653
Advertising & Promotion	2,000	-
Travel	2,000	130
Hydrant Maintenance	2,000	-
Trustee Expenses	17,500	107
Firesmart Expense	-	3,906
EMR Expenditures	-	-
Deployment Expenses	-	-
Interest & Bank Charges	2,000	288
Amortization	-	-
Interest on Long Term Debt	-	817
	1,298,824	90,817
Surplus (Deficit) From Operations	0	23,224
Gain (Loss) On Disposal	-	-
Surplus (Deficit)	\$ -	\$ 23,224

Finance Report

Prepared by Finance Chair, Trustee Chorneyko

The lawsuit costs, incurred by the Improvement District, as reported by the Corporate Office Marjorie Colebrook at the Finance Meeting March 18th, were \$38,664:

- Stikeman Elliott \$31,664
- About \$7K from Amui Consulting

Further Professional Cost Analysis

Percent Increase of Professional Fees

Year	Professional Fees with lawsuit	Professional Fees ex-lawsuit	% Increase with lawsuit	% Increase ex-lawsuit
2025	\$112,029	\$73,365	131.4%	51.5%
2024	\$48,416	\$48,416	49.3%	49.3%
2023	\$32,420	\$32,420	49.5%	49.5%
2022	\$21,686	\$21,686		

- Professional fees from Statement of Operations from within Annual Reports

Professional Fees as a Percentage of OpEx

Year	Expences	Amortization	OpEx	Professional/OpEx with lawsuit	Professional/OpEx ex-lawsuit
2025	\$1,252,081	\$260,529	\$991,552	11.3%	7.4%
2024	\$1,172,023	\$252,286	\$919,737	5.3%	5.3%
2023	\$990,596	\$246,029	\$744,567	4.4%	4.4%
2022	\$977,438	\$252,292	\$725,146	3.0%	3.0%

- Operating Expense (OpEx) is total Expenses from Statement of Operations minus Amortization.

Professional Fee Makeup for 2024 and 2025

	2025	2024
Legal	\$64,645	\$4,688
Audit	\$18,781	\$11,350
HR Consulting	\$14,775	-
FOI requests	\$9,795	\$32,378
Complaints	\$4,033	
Total	\$112,029	\$48,416

Communications Committee Report (for APRIL 2026 Open Meeting)

Submitted by Ray Appel

The Communications Committee met on March 16, 2026, in the Training Room.

March 16, 2026 meeting:

Agenda

1. Call to Order
2. Purpose of Meeting: Board Direction on Correspondence
3. Review and Align:
 - Communications Policy
 - Correspondence Flow Chart
 - Correspondence Guidelines
4. Board Meeting Correspondence Process:
 - Assigning responsibility for responses
 - Deciding if responses return to the Board before being sent
5. Identify Required Revisions and Recommendations
6. Next Steps and Timeline (before the Election)
7. Adjournment

The meeting focused on trying to make the correspondence process clearer and more workable and transparent in practice. Most of the discussion focused on the flow chart (recently edited version below) and how correspondence should be handled from the moment it comes in to the point where a response is sent. We spent quite a bit of time talking about who should be responsible for replies and when that decision should happen. It seemed like we settled on a balanced approach where the Corporate Officer can suggest where items should go ahead of the meeting, and then the Board can confirm or adjust that during the correspondence section of the General meeting.

A big theme throughout the meeting was how to handle transparency properly. There was a lot of concern about posting correspondence publicly without context. In particular, we talked about situations where letters might be sensitive, contentious, or potentially misleading if they are published on their own. The idea that made the most sense was to pair correspondence with the official response whenever possible, so the public sees both sides together rather than just the initial message.

We also talked about where this information should live. While the calendar has been useful, it became clear that it is not always easy to search or navigate over time. There was growing support for creating a dedicated correspondence section on the website where items and their responses could be stored together in a more accessible way. The calendar will still be used, and correspondence will continue to appear in the Agenda Packages, but a dedicated webpage will be much more efficient to show **both** the initial queries and the official responses.



Another important part of the discussion was recognizing that some areas need legal input before being finalized. Questions around publishing criteria, sensitive or anonymous correspondence, and how confidential material is stored are not straightforward. There was general agreement that these pieces should be reviewed by legal counsel to make sure the approach is sound.

By the end of the meeting, we had a clear set of next steps. The draft correspondence policy will go to the Policy Select Committee for review and revision (a motion will be made at the April General Meeting). The draft guidelines will be considered by the Board and then referred for legal review. In the meantime, the proposed flow chart will be used on an interim basis to guide how correspondence is handled (a motion will be made at the April General Meeting). Overall, it felt like steady progress toward a process that is both transparent and practical.

Correspondence Flow Chart

During the meeting, the discussion focused on the Flow Chart (below). The flow chart discussion was really the core of the meeting. It wasn't just about tweaking a diagram. It was about deciding how correspondence actually moves through the system in a way that is clear, efficient, and defensible.

The first big piece was about when and how responses get assigned. There were two options on the table. As mentioned briefly above, one idea was assigning responsibility for responding before the meeting, and the other was doing the deciding on who would respond during the correspondence section of the open meeting. What we seemed to land on was a mix of both. The Corporate Officer can review incoming correspondence ahead of time and suggest where it should go, and then the Board confirms or adjusts that assignment during the meeting. That keeps things efficient but still transparent.

Another key point was keeping the meeting from getting bogged down. There was concern that if every piece of correspondence turns into a discussion, it could take over the meeting. So the idea is that most items are already pre-sorted, and the Board is really just confirming direction unless something needs more attention.

There was also a lot of discussion about levels of correspondence. Not everything needs the same treatment. Some things are simple and can be handled right away by the Corporate Officer, like basic information requests. Others might need a trustee, a committee, or even the full Board to respond. The flow chart is meant to clearly separate those pathways so we are not over-handling simple items or under-handling important ones.

We also touched on exceptions and judgment calls. The flow chart includes points where items might not be made public, especially if they involve personal matters, HR issues, legal concerns, or potentially harmful or misleading content (ie., FIOPPA). That part is not fully locked in yet and will need legal input, but it is clearly an important part of how the process works.

Another practical takeaway was the role of the Corporate Officer. Over time, as they get more familiar with the types of correspondence coming in, there was a lot of trust expressed that they can play a stronger role in initially directing items. That should help speed things up and reduce unnecessary back-and-forth.

Finally, the flow chart is being treated as a working tool, not a finished product. The decision was to use it on an interim basis while the policy and guidelines are still being finalized. That allows the Board to start using a consistent process right away, while still leaving room to adjust based on experience and legal advice. There will be a motion at the April to discuss this idea.

Correspondence Webpage



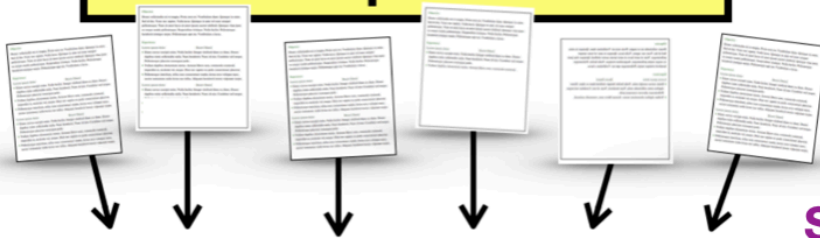
www.gabriolafire.ca/about-4-2

A Correspondence webpage is being developed as a central place for Board correspondence, where incoming letters and the official responses can be shared together in a clear and accessible way. The goal is to help the public follow both the questions being raised and how they are addressed, rather than seeing correspondence on its own without context. While the calendar currently includes links to agenda packages, correspondence received, and related materials, relying only on it can make it difficult to locate specific correspondence and match it with its reply over time.

This page is intended to bring those pieces together in one searchable location. At this stage, the page is a **draft** only and reflects a proposed approach that is still being refined. It will be reviewed, updated, and improved over time as the Board continues to develop its policies, receives legal guidance, and gains experience with how the process works in practice.

Correspondence

March 18, 2026



SHORT TERM

INITIAL RESPONSE

Corporate Officer sends back prompt initial response indicating receipt of correspondence.

Not Within Our Jurisdiction

Information Attached

Information Requested

Requests for Routine Records

LONG TERM

INITIAL CIRCULATION TO THE BOARD

Corporate Officer continues to send monthly correspondence directed to the whole Board as the items are received at the office, making note of items explicitly intended to be part of the public record (e.g., legal or policy submissions), ensuring it is acknowledged and recorded appropriately.

AGENDA PACKAGE

Corporate Officer continues to add correspondence to Agenda Package noting items which cannot be made public: FIOPPA exception 1 (in camera) and exception 2 (personal correspondence to and from individuals regarding specific personal matters).

BEFORE THE GENERAL BOARD MEETING

Before the General Board Meeting, the CO and Communications Committee and/or the Communications Officer* suggest who could be responsible for preparing a response and write that into the "Correspondence" section of the General Meeting on the Agenda (Package). During the meeting, the Board finalizes who will respond and whether those responses are required to return to the Board for review and/or confirmation.

* Communications Officer not yet designated.

OFFICIAL RESPONSE

After the Board/Committees/Trustees complete the response, the Corporate Officer sends back official Board response. The CO then files **both** the sent correspondence with the official reply. Those items continue to appear for the public on the website "Correspondence" page together, noting the items which **cannot** be made public: FIOPPA exception 1 (in camera) and exception 2 (personal correspondence to and from individuals regarding specific personal matters).

Correspondence Guidelines

Draft by Ray Appel Feb 16, 2026

Guiding Principles

The following Correspondence Guidelines are intended to supplement the Board's Communications Policy and Flow Chart. They do not *replace* policy. These guidelines are meant to be living documents and will be reviewed from time to time to reflect changes in practice or law, respond to community feedback, and improve clarity and consistency.

Correspondence Guidelines provide a more comprehensive reference for board and committee members on what to do in this situation without wasting policy space on details that constantly need to be updated, avoid having to reinvent the wheel every time a situation arises, and generally help streamline process.

How Correspondence Is Managed

Once correspondence is received, it is date stamped and logged by the CO, retained in accordance with records management and FOIPPA requirements, and continue to be circulated to Trustees even if it is not intended for publication. The correspondence is then reviewed to determine Board decision or direction, or whether it should be referred to staff, a committee, or another appropriate body (see Flow Chart).

Publication and Disclosure (Defamation, Criticism, Legal Context)

We will have to distinguish between **criticism** and **defamation**. The Chair and CO have been tasked with getting guidance from a lawyer on legal matters that include types of correspondence. The findings should explain not just what libel/defamation is, but also what is **not**, and to clarify the difference between criticism and defamation and provide concrete examples. There's plenty of case law in this area so this should be a straightforward request?

Some questions: What is the route for appeal if someone feels that their correspondence is pertinent based on published guidelines and has been excluded for no good reason? Is there a third party who can mediate?

Typically Made Public	Typically Withheld or Limited
Requires a Board decision or direction	Contains personal, personnel, legal, or confidential information
Provides relevant information related to an agenda item	Raises human resources or employment matters
Raises a substantive governance or policy issue within the Board's authority	Is subject to legal review or legal advice
Helps the public understand how the Board is responding to community concerns	Could be harmful or misleading if published without context

Summarizing Correspondence

If we choose to do summaries, the summaries could be kept brief and factual, for example noting that correspondence was received from a member of the public on a particular subject. Detailed paraphrasing or rewording of a writer's views will be avoided. This approach helps reduce the risk of unintentionally changing the tone, emphasis, or intent of the original correspondence.

Anonymous Correspondence

Anonymous submissions shouldn't be ignored without reason. In looking at anonymous submissions, the Board should recognize that there can be legitimate reasons for someone to remain anonymous and not necessarily judge the personal motivations behind that choice.

Anonymous correspondence could be published when it raises a real governance, policy, or safety issue that the Board actually has the authority to deal with and can be understood without knowing who wrote it. This includes things like pointing out a safety concern, highlighting a policy gap, or adding relevant information to something already before the Board. If anonymity is needed to protect the writer and the content can be shared without causing harm, the focus stays on the issue itself, not the person behind it.

Sensitive Complaints and Whistleblower Considerations

The District recognizes that some matters are sensitive and need to be handled carefully, especially complaints or allegations involving staff, officers, or Trustees, or situations that require confidentiality or independence. These situations are dealt with through separate policies, such as complaint or whistleblower procedures adopted by the Board.

Appeals and Review

If someone feels their correspondence was excluded even though it seems to meet the published guidelines, they can ask for a review or clarification. The issue may be referred to the Communications Committee and/or brought to the Board for consideration. Where appropriate, third party advice or mediation may also be considered.

Website Committee Report (for April 2026)

Submitted by Trustee Appel

Bylaws and Policies

www.gabriolafire.ca/bylaws

While updating the website, I added some of our current Bylaws that guide how we operate, along with older Bylaws as an archive (from 1971 onwards). Together they cover several areas, including how the board governs itself, how the fire department is established and regulated, financial matters such as taxation and reserves, meeting procedures and the authority to enter into various agreements. Organizing them on the website simply makes it easier for trustees and the public to find and understand the rules that guide the organization.

NEW



Alongside the bylaws, the page also now lists policies. As we know, policies tend to be more operational and practical. While bylaws create the legal framework and authority of the organization, policies describe how certain things are carried out in day to day operations, such as safety procedures or administrative practices.

Over the last while, I've been meeting with the Corporate Officer to continue work on the bylaws and policies webpage. Last month, I 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". Putting Bylaws and Policies on the website helps the community by reducing confusion, building trust, and saving time and money. When these are public, everyone can see the decisions are made, which cuts down on misinformation and potential repeated questions to staff.

There is always more work to do on this webpage as our board reviews, updates and, at times creates new Bylaws and Policies.

Election page

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

I added:

- ✓ a **Nomination Form**
- ✓ a **Nomination Application** and
- ✓ an updated **Voter Checklist**

As mentioned before, with the tremendous work of 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. In years to come, it's an easy matter of simply updating new dates and times, forms and details on this sections of the Trustee site for years to come.



Committees

<https://www.gabriolafire.ca/about-4-1>

This page has been added last month to outline the Standing and Select Committees that are currently in place. Much of the Board's detailed discussion and preliminary work takes place within these committees. Providing clear information about them helps ratepayers see how ideas and recommendations are developed, which trustees are responsible for particular subject areas, and where members of the public can direct questions or feedback. Being open about committee structures and responsibilities strengthens accountability, encourages informed public participation, and helps maintain confidence in the Board's governance.

A screenshot of a webpage titled "COMMITTEES" in large red letters. Below the title, there is a paragraph explaining the purpose of committees. A yellow highlight is under the sentence: "Specific dates and times of the committee meetings are located on the calendar here." Below this is a section titled "STANDING COMMITTEES" in red. Underneath, there is a table of committees. Each committee has a header with "DATE FORMED" and "NOTES" in a blue box. The committees listed are Finance, Website, Safety, Long-Range Planning, and Communications. Each entry includes the chair and members.

COMMITTEE	DATE FORMED	NOTES
FINANCE		
CHAIR: Trustee Chorneyko MEMBERS: All Trustees		
WEBSITE		
CHAIR: Trustee Appel		
SAFETY		
MEMBERS: All Trustees		
LONG-RANGE PLANNING		
MEMBERS: Trustee Chorneyko, Trustee Bussler and Chair Johnson		
COMMUNICATIONS		
CHAIR: Trustee Appel		

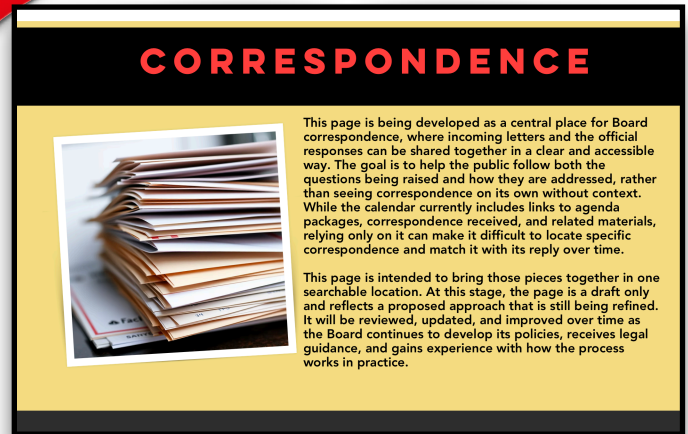
I also view this page as a way to continue to preserve institutional knowledge. While committee membership and structure may shift over time as trustees change, recording their roles and purposes helps maintain continuity. This reduces dependence on informal explanations or personal recollections and makes it easier for new trustees, staff, and interested residents to understand how the district's governance processes function.

Correspondence Webpage

www.gabriolafire.ca/about-4-2



A Correspondence webpage is being developed as a central place for Board correspondence, where incoming letters and the official responses can be shared together in a clear and accessible way. The goal is to help the public follow both the questions being raised and how they are addressed, rather than seeing correspondence on its own without context. While the calendar currently includes links to agenda packages, correspondence received, and related materials, relying only on it can make it difficult to locate specific correspondence and match it with its reply over time.



This page is intended to bring those pieces together in one searchable location. At this stage, the page is a **DRAFT** only and reflects a proposed approach that is still being refined. It will be reviewed, updated, and improved over time as the Board continues to develop its policies, receives legal guidance, and gains experience with how the process works in practice.

Routinely Available Records

www.gabriolafire.ca/routinely-available-record

Just a 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 should be the **first place to visit** if you are looking to obtain information from the office.

It includes a clear list of records considered “routinely available” in 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 outlined in Schedule A.

Calendar

www.gabriolafire.ca/meeting-schedule

Just a reminder that if you have any questions about what is on the calendar, please contact the Corporate Officer in the office at corporateofficer@gabriolafire.ca

Over the last six months or so, since its creation, the calendar works a bit like a map of the district’s governance process. For ratepayers who want to stay informed about the work of the district, it is often the simplest and most direct place to begin an inquiry.

As a reminder, many of the calendar entries also include links to **agenda packages**. These packages are the materials that trustees review before the meeting. They typically contain the draft agenda for the meeting, correspondence that has been submitted to the board, reports from committees, and background documents related to items that will be discussed or decisions that may need to be made.

The calendar entries are updated to include **meeting minutes**. At first these appear as draft minutes, and then once they are reviewed and approved at the next meeting they are replaced with the final approved version. This makes it possible for people to see both the discussion that took place and the formal record of decisions.

The calendar can also show **committee meetings** connected to the trustees. These are usually smaller working meetings where particular topics are discussed in more detail before coming back to the full board. Examples might include governance or policy committees or other working groups that the board has created to focus on specific issues.

Another feature of the calendar is that many entries include links to **full meeting videos**. This allows anyone who was not able to attend the meeting to watch the entire discussion afterward and see how decisions were made. At times, I have included slides as a PDF so they can be downloaded and used to see what is being talked about (if slides were used).

In practice, each calendar entry ends up acting as a kind of bundle of meeting materials, and this is all coordinated by the Corporate Officer. As mentioned above, if you have any questions about what is on the calendar, please contact the Corporate Officer in the office at corporateofficer@gabriolafire.ca

Next Steps

The Trustee portion of the website

As noted earlier, one of the quieter but most important roles of the website is preserving *institutional memory*. On a small board where trustees change regularly each year, continuity can be difficult to maintain. The website helps carry information forward in a way that people can easily access, so the board does not have to start from scratch every time there is a change in membership. Over time, that continuity supports better governance and helps the community feel more informed and confident about how things are evolving.

To help support that continuity, I have been working closely with the office to ensure the structure, files, and overall workflow of the website are clear and manageable. Back in the fall of 2025, the Corporate Officer began maintaining the calendar that was added to the site, regularly posting agendas, links to meeting videos, draft and revised minutes, full agenda packages, and notices of upcoming board and committee meetings several times each month.

That one item has **significantly** reduced the amount of time and effort I previously had to spend gathering, organizing, and uploading those materials myself, allowing me to focus more on other priorities related to the website, board communications, the meeting safety committee, and more.

Working with the Corporate Officer, I have also focused on making the layout and overall page structure clear, simple, and easy to navigate. The goal has been to ensure that routine updates, such as updating material, editing and creating new pages to the Trustee site can be

done quickly and comfortably without needing technical expertise. By keeping the structure straightforward and consistent, new information can be added without having to redesign pages or significantly rework the site each time something needs to be posted.

As mentioned in my last Website Report, I will continue to see this work through over the next four weeks, and I remain available for up to 30 days following the AGM if required, to support a smooth transition and make sure nothing important is left unfinished.

A handwritten signature in black ink, appearing to read "Raphael", written in a cursive style.

Trustee Appel
Website Committee

HR Select Committee Report (for April 2026 GFPID General Meeting)

March 30, 2026

Mandate: “THAT the Gabriola Fire Protection Improvement District strike a select committee consisting of Trustees Bussler, Moeller, and Mercier to report on HR contractual agreements and to report to the board at the March General Meeting.”

Select Committee Meetings:

February 3, 2026

February 24, 2026

March 24, 2026

Actions:

Investigated types of human resource (HR) services needed/used by GFPID and GVFD:

- Assisting with wrongful dismissal lawsuit
- Assisting with and conducting bullying and harassment investigations
- Amui Inc. has been used by GFPID/GVFD in past as a fractional HR resource. Contract expired in June 2023 and official cessation of business relationship via Motion in December 2025. Difficulty in determining the types of services that have been provided in past as no detailed work product is available, and invoices are not clear regarding work provided. Amui Inc. has been unresponsive to email inquiries.
- Fractional HR proposal Motion defeated at October 1, 2025 General Meeting.

The types of HR support needs envisioned going forward:

- Trustee management of non-union staff
- Non-union staff operational support
- Union related staff support

HR consultant directories:

- Local Government External Resource Database (<https://www.lgma.ca/externalresource>)
- Chartered Professionals in Human Resources Consultant Directory (<https://cphrbc.ca/resources/independent-consultant-directory-search/>)

Third party resources contacted:

- CivicExcellence
 - Do not provide fractional HR services.
- JB Consultants
 - Do not provide fractional HR services. Able to assist with governance related concerns. Also, with onboarding of Trustees.
- PeopleSmart HR Consulting

- Specific experience with CUPE and IAFF negotiations for paid on call and composite fire departments. Experience with collective agreement grievances processes and crafting of policies subject to collective agreements (drafts of which are available to share). Engagement pursuant to an hourly services contract like fractional HR.
- Peninsula HR
 - 24/7 HR advice for flat annual fee.
- Vertical Bridge Consulting
 - Specialize in small to medium size business HR support.
- Salt Spring Island Fire Protection District
 - Do not engage a fractional HR resource and develop policies, etc. in house.
- Labour Relations Board (LRB)
 - At the request of the employer or the union, the LRB Director of the Collective Agreement Labour Relations Arbitration Bureau (CAAB) may appoint an arbitrator or a settlement officer to act as a neutral party in settling grievances (<https://www.lrb.bc.ca/collective-agreement-arbitration-bureau#award>).
- Greater Victoria Labour Relations Association
 - No response received.
- Municipality of North Cowichan
 - Inhouse expertise.

Committee Conclusions:

1. GFPID/GVFD third party HR needs are unlikely to be met by one organization:
 - a. Peninsula HR and Vertical Bridge Consulting may be able to assist with non-union related HR matters.
 - b. PeopleSmart HR Consulting appears to have the union related expertise that would be of assistance to the GFPID.
2. The Local Government External Resource Database is a beneficial resource for finding specific expertise.
3. The GFPID use of third-party HR services should ensure that:
 - a. Current contracts are in place
 - b. Discussions and work products are documented and disseminated
 - c. Invoices reflect work completed

Recommendation:

THAT the GFPID Board schedule a meeting with PeopleSmart HR Consulting, Peninsular HR and Vertical Bridge Consulting (pending recommendation from Corporate Officer) to explore services and pursue formal services agreements.

Meeting Safety Select Committee Report (for April 2026 GFPIID General Meeting).

March 30, 2026

Mandate: “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.”

Select Committee Meetings:

January 27, 2026

February 24, 2026

March 24, 2026

Actions:

Reviewed:

- CSA Standard Psychological Safety in the Workplace.
- Literature related to psychological safety and conducts of boards.
- The Power of Framing: How the Way Questions Are Phrased Can Impact Root Cause Analysis (RCA). “the way questions are phrased during investigations significantly impacts the responses from witnesses and participants. Even subtle variations in language can influence how individuals interpret a situation, recall details, or feel about sharing information, ultimately affecting the quality and accuracy of the investigation.” <https://taproot.com/framing/>
- Existing GFPIID policies with a meeting and/or psychological safety focus.
 - Policy for the Role of the Chair
 - Code of Conduct (draft)
 - See section on Respect
 - Bylaw 97/117 (draft)
 - See section on Rules of Conduct and Debate
 - Policy for Handling Complaints
 - Respectful Workplace Policy
 - See section on Psychological Harassment or Bullying including examples

Citations in the chart are analyzed in the Literature Review:

Psychological Safety: The Board’s Ultimate Risk-Management Asset. Elizabeth King. n.p., 2025.

To Change Your Company’s Culture, Don’t Start by Trying to Change the Culture. Beer, Michael. *Harvard Business School Working Knowledge*, December 14, 2021.

When Psychological Safety Has a Seat on the Board. Stanislav Shekshnia. *INSEAD Knowledge*, 19 March 2025.

Debunking Misconceptions About Workplace Psychological Safety. Jay Lau. *Harvard T.H. Chan School of Public Health News*, June 26, 2025. Based on research by Amy C. Edmondson and Michaela J. Kerrissey, originally published in *Harvard Business Review*.

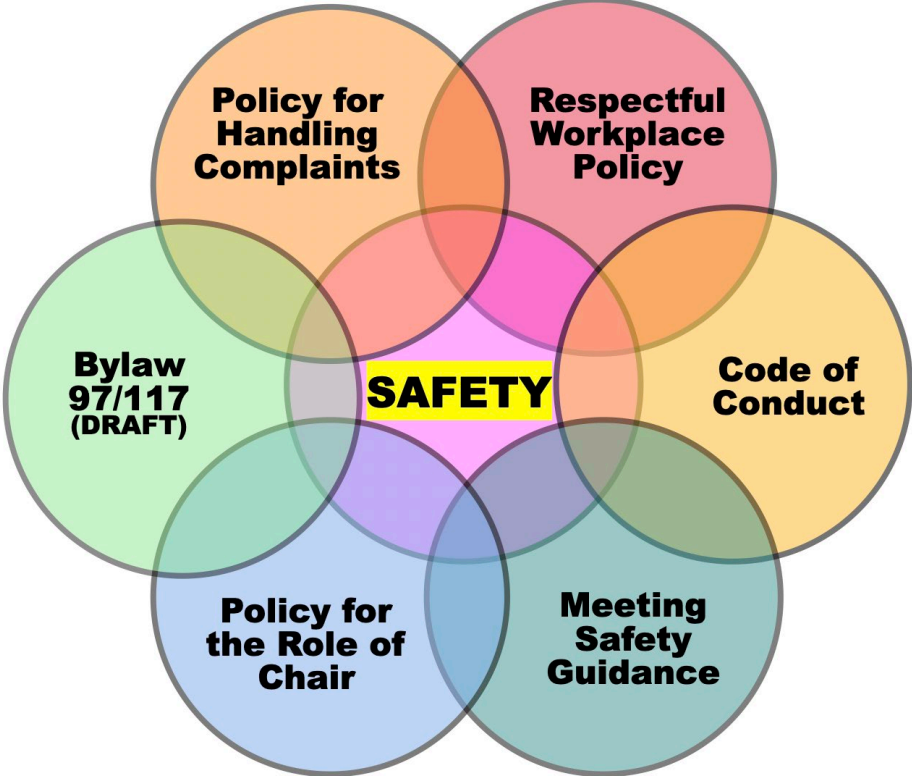
When Psychological Safety Gets Weaponized. Elizabeth Eldridge. *Arpeggio Health Services Blog*, January 22, 2025.

The Dark Side of Psychological Safety. Elmore, Tim. *Psychology Today*, October 9, 2025.

Drafted the attached Meeting Safety Guidance document.

Recommendation:

The Meeting Safety Guidance document to be included in Trustee orientation package.



Meeting Safety Guidance

Key Idea	Before	During	After	Non-Compliance Examples*
Psychological Safety	Think about framing questions, concerns, and different points of view around the issue rather than individuals . This helps keep discussion constructive and makes it easier for everyone to participate openly.	Psychological safety means trustees and/or staff can disagree respectfully and challenge ideas without fear of ridicule or retaliation. (Eldridge, 2025)	Did the discussion feel safe enough for honest input for both trustees and staff?	Dismissiveness or subtle pressure that discourages participation. Silence becoming the norm.
Preparation & Structure	Review agenda package and background reports so discussion can focus on decisions rather than catching up on information. Clear structure and predictable processes support open conversation for all at the table. (Beer, 2021)	Preparation allows the board and/or staff to spend time clarifying risks, assumptions, and options rather than absorbing information for the first time.	Did the agenda and preparation help the board and/or staff focus on the real issue? What information would have helped earlier?	Decisions effectively made before the meeting. Agenda used as a formality. Missing or incomplete agenda packages.
Speaking Up	Think ahead about questions, risks, or uncertainties you may want to raise. Silence can hide important information that boards/staff need to make good decisions. (King, 2025)	Raise questions and minority viewpoints early. Boards and staff make better decisions when different perspectives surface. (King, 2025)	Did anyone hold back something that might have been useful for the board and/or staff to hear?	Important concerns not raised. Informal discussions outside meetings replacing formal debate for both trustees and staff.
Shared Expectations	Clear processes reduce defensiveness and help tough questions feel routine rather than personal for both trustees and staff. (Beer, 2021)	Follow the meeting procedures and the Chair's guidance so discussion stays structured and fair for both trustees and staff.	Did the process help keep the discussion constructive rather than personal?	Ignoring procedures. Dominant voices overriding process.
Open Questioning	Come ready to ask questions about process, timing, risk, or assumptions.	Healthy organizations encourage questions, dissent, and uncomfortable issues when they are raised respectfully. (Edmondson / Lau, 2025)	Did questions improve the board's and/or staff's understanding of the issue?	Discouraging questions. Treating inquiry as disruption. Advancing issues without proper scrutiny.
Debate & Dissent	Preparation helps trustees and/or staff engage in thoughtful debate rather than reactive discussion.	Debate is normal and often a sign of engagement. Effective boards can look argumentative on the surface while still maintaining trust. (Shekshnia, 2025)	Did disagreement stay focused on ideas rather than people?	Shutting down dissent. Rushing decisions. Personalizing disagreement (ie., about character, competence, or intent), Elmore, 2025
Chair Facilitation	A clear agenda and expectations help the Chair guide discussion effectively.	The Chair helps keep the conversation focused, ensures all voices are heard for both trustees and staff, and slows discussion when needed. (Shekshnia, 2025)	Did the Chair's facilitation help balance open discussion with forward progress?	Chair dominating or allowing domination. Uneven participation. Skipping speakers.
Decision Making	Understand divisive topics before discussion begins. If there have been past voting issues, a statement at the beginning of the meeting can help set boundaries to adhere to.	During and after meetings, trustees and/or staff should never taunt or belittle another for how they vote, because doing so undermines respectful conduct required by the Board's own rules. (e.g. Bylaw 97/117)	Did we reach a decision at the right time, with enough discussion? Were all votes, regardless of outcome, treated with equal respect during and after the meeting?	Voting without enough discussion. Publicly questioning a trustee's competence or motives because of their vote.
Learning & Improvement	Consider what information might help the board and/or staff improve its understanding of the issue.	Notice how discussion unfolds and whether certain voices are missing.	What did we learn about how we work together? What might we try differently next time? (Elmore, 2025)	No reflection or follow-up. Repeating the same issues. Ignoring patterns or feedback.

* These are just a few examples for starting discussion.

Submitted by Trustee Appel, March 2026

Performance Management Select Committee Report (for April 2026 GFPID General Meeting)

March 31, 2026

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

Select Committee Meetings:

February 9, 2026 (in-camera)

February 24, 2026

March 10, 2026

Actions:

Investigated two different types of performance management policies:

- Ontario Library Association Executive Director Performance Evaluation
- Salt Spring Island Fire Protection District Annual Performance Review Senior Management Team Policy

Reviewed employment contracts for senior staff.

Drafted Senior Management Performance Evaluation Policy (attached).

Recommendation:

That the Board adopt the attached Senior Management Performance Evaluation Policy.

Policy Name: Senior Management Performance Evaluation	
Policy Number:	Policy Type: Role of the Board
Approval Date:	Date for Review
Revised:	

PURPOSE:

The Board of Trustees of the Gabriola Fire Protection Improvement District (GFPID) is responsible for hiring and overseeing the performance of the Fire Chief, Deputy Chief, and the Corporate Officer (collectively referred to as Senior Management Staff).

Regular performance evaluations provide constructive feedback, support professional development, and ensure alignment with the strategic objectives and operational priorities of the GFPID.

This policy establishes the process and guidelines for evaluating the performance of Senior Management Staff.

PROCEDURE:

1. The Board will conduct formal written performance reviews of the Senior Management Staff each calendar year, to be completed no later than April 30.
2. The Board and Senior Management Staff will establish performance goals and priorities at the beginning of each year, which will form the basis of the annual performance review.
3. The Chair of the Board will coordinate the performance review process on behalf of the Board.
4. The performance review process will assess the extent to which the Senior Management Staff has met the goals, priorities, and responsibilities established by the Board. The goals and priorities are to be documented in accordance with the Appendix A (Fire Chief), B (Deputy Chief), and C (Corporate Officer) examples and made available to the Senior Management Staff.
5. The performance review meeting shall be held in-camera and comments regarding performance shall be strictly confidential.
6. A comprehensive appraisal form based on the core competencies of the job descriptions and GFPID strategic objectives, as outlined in the Long Range Plan, will be developed by the Board. The appraisal form will be reviewed and accepted by the Board prior to meeting with the Senior Management Staff. An example of the form is attached to this policy document as Appendices A, B, and C.
7. The Senior Management Staff shall be given sufficient time to prepare for and respond to the performance appraisal. The Senior Management Staff shall have an opportunity to list goals, objectives and training requirements for their personal performance in the upcoming year for discussion during the review process. The performance review meeting will be a full meeting of the Board.

8. The completed performance appraisal document shall be signed by the Chair of the Board and employee and placed in their confidential personnel file.
9. Performance review documents shall be treated as confidential personnel records and maintained securely by the GFPID.
10. The Board Chair may conduct a mid-year performance check-in with the Senior Management Staff to review progress on goals and address emerging issues.

Appendix A: Performance Evaluation Form (Example for Fire Chief)

SECTION A: General Performance Factors

Rate each of the Performance Areas using the Rating Matrix.

Rating Matrix:

- Outstanding (O)
 - Performance consistently exceeds expectations of job requirements. Exceptional level of achievement.
- Meets Expectations (ME)
 - Achieves results in all or most key result areas; where results are not met, reasons are clearly beyond the control of the employee.
- Needs Improvement (NI)
 - Achieves some of the results identified but fails to meet all requirements of the job. Improvement is expected to be achieved through increased effort and/or through additional experience in the position.
- Unacceptable (U)
 - Performance consistently does not meet minimal expectations of job requirements. Immediate improvement is required.

Performance Area	Description	<i>DRAFT</i> Key Performance Indicators	Rating
Leadership and Professional Conduct	<ul style="list-style-type: none"> • Demonstrates professionalism and integrity • Supports a positive workplace culture • Communicates effectively with staff and union members 	<ul style="list-style-type: none"> • Annual retention rate of firefighters • Volunteer regular training and call participation rates • Exit interviews conducted for departing members • Evidence of positive team culture 	

		and respectful workplace practices	
Operational Leadership	<ul style="list-style-type: none"> • Emergency response readiness • Training and professional development • Apparatus and equipment management • Safety practices • Volunteer management and morale 	<ul style="list-style-type: none"> • Maintain target on-duty or available staffing levels as established by operational guidelines and response matrix • % of firefighters completing required annual training • New recruits complete core training within defined timeframe • Apparatus and equipment operational availability (e.g. >95%) • Complete preventative maintenance • Significant incidents reviewed and lessons communicated to members • Required safety policies and procedures maintained. • Regular safety meetings conducted and documented • All workplace incidents reported and documented according to WorkSafe BC policies. 	
Financial and Administrative Management	<ul style="list-style-type: none"> • Budget management • Financial accountability • Administrative organization • Records keeping and reporting 	<ul style="list-style-type: none"> • Operate within approved annual budget unless authorized by the Board • Equipment and other purchases follow District policies • Identify and pursue grant opportunities where appropriate • Timely submission of required reports to the Board • Incident reporting system implemented and maintained 	

		(First Due software)	
Governance and Board Relations	<ul style="list-style-type: none"> Keeps Board informed of significant operational matters Seeks Board approval when required Provides transparent information for Board decision making Implements Board decisions effectively Maintains professional communication with Trustees 	<ul style="list-style-type: none"> Board informed of significant operational issues Board directives implemented in a timely manner 	
Strategic Leadership	<ul style="list-style-type: none"> Long-term planning Community relations Coordination with external agencies Innovation and improvement initiatives 	<ul style="list-style-type: none"> Demonstrated progress on items in the Long Range Plan Collaboration with mutual aid partners, RDN Fire Services Advisory Committee, BC Wildfire Service, etc. Succession planning completed Public education initiatives, fire prevention programs, inspections, actively reducing burn complaints, etc. 	

SECTION B: Key Achievements

Summary of major accomplishments during the review period.

1.
2.
3.

SECTION C: Areas for Improvement and Training

Describe areas of performance that provide opportunities for improvement or further enhancement of skills or knowledge within the next review period.

1.
2.
3.

SECTION D: Goals for the Coming Year

Detail goals to be achieved for the organization in the coming year. These goals will be evaluated as part of the next year's performance evaluation.

1.
2.
3.

SECTION E: Overall Performance and Board Feedback Summary

Rating Matrix summary and general comments from the Board.

--

SECTION F: Employee Response

--

SECTION G: Signatures

The signatures below confirm that this evaluation has been reviewed and discussed.

Employee:	Date:
GFPID Board Chair:	Date:

Appendix B: Performance Evaluation Form Matrix (Example for Deputy Chief)

Performance Area	Description	<i>DRAFT</i> Key Performance Indicators	Rating
Leadership and Professional Conduct	<ul style="list-style-type: none"> • Demonstrates professionalism and integrity • Supports a positive workplace culture • Communicates effectively with staff and union members 	<ul style="list-style-type: none"> • Volunteer regular training and call participation rates • Exit interviews conducted for departing members • Evidence of positive team culture and respectful workplace practices 	
Operational Leadership	<ul style="list-style-type: none"> • Training and professional development • Fire prevention activities • Volunteer management and morale 	<ul style="list-style-type: none"> • % of firefighters completing required annual training • New recruits complete core training within defined timeframe • % of fire inspections completed • Training plan prepared in accordance with applicable standards 	
Financial and Administrative Management	<ul style="list-style-type: none"> • Budget management • Financial accountability • Administrative organization • Records keeping and reporting 	<ul style="list-style-type: none"> • Preparation of annual training budget • Operate within approved annual budget unless authorized by the Board • Equipment and other purchases follow District policies • Identify and pursue grant opportunities where appropriate 	
Strategic Leadership	<ul style="list-style-type: none"> • Long-term planning • Community relations • Coordination with external agencies • Innovation and improvement initiatives 	<ul style="list-style-type: none"> • Demonstrated progress on items in the Long Range Plan • Collaboration with mutual aid partners, RDN Fire Services Advisory Committee, BC Wildfire Service, etc. • Public education initiatives, fire prevention programs, inspections, actively reducing burn complaints, etc. 	

Appendix C: Performance Evaluation Form Matrix (Example for Corporate Officer)

SECTION A: General Performance Factors

Performance Area	Description	<i>DRAFT</i> Key Performance Indicators	Rating
Corporate Administrative Management	<ul style="list-style-type: none"> • Meeting minutes • Records management • Bylaws • Completes duties pursuant to Section 695 of the Local Government Act 	<ul style="list-style-type: none"> • Timely preparation of agendas • Accurate meeting minutes • FOI requests are completed in accordance with FOIPPA 	
Financial Administrative Management	<ul style="list-style-type: none"> • Budget management • Financial accountability • Administrative organization • Records keeping and reporting • Completes duties pursuant to Section 696 of the Local Government Act 	<ul style="list-style-type: none"> • Monitor financial transactions and ensure timely payment of invoices • Preparation of accurate monthly and annual financial statements • Accurate management of payroll. 	
Governance and Board Relations	<ul style="list-style-type: none"> • Keeps Board informed of significant matters • Seeks Board approval when required • Provides transparent information for Board decision making • Implements Board decisions effectively • Maintains professional communication with Trustees 	<ul style="list-style-type: none"> • Preparation of GFPID policies • Preparation of materials for AGM. • Coordination of annual Trustee election process. • Management of correspondence by ensuring accurate logging and timely responses • Ensures GFPID calendar and website is updated. 	

Long Range Planning Report

Prepared by Long Range Planning Chair, Trustee Chorneyko

The Corporate Officer is to prepare a draft Terms of Reference for the Long Range Planning Committee for the next meeting.

Motion:

- The Long Range Planning Committee recommends to the board that staff get a Depreciation Report for the Albert Reed Hall, with money from the Fire Hall Repair or Replacement Fund.



ENGIPRO.CA



INFO@ENGIPRO.CA



778-300-3935

DEPRECIATION REPORT PROPOSAL

Mar 20, 2026

Quote#: DR8116R

730 Church St, Gabriola, BC V0R 1X3

VIP23651 | Gabriola Volunteer Fire Department

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Cover Letter

Thank you for considering ENGIPRO Consulting Ltd. for your Depreciation Report needs. Our reports are **fully compliant with the Strata Property Act and Regulation**, ensuring they meet British Columbia's legislated standards while providing exceptional value tailored to your strata corporation's unique needs.

This proposal package includes:

- A no-obligation quotation for your consideration.
- Details about our methodology and the scope of services we provide.
- Guidance to help you navigate the process with confidence.

For your convenience, the service pricing is outlined on **page 8**. To proceed, please have an authorized representative review and sign on **page 9**.

We look forward to working with you to secure your strata's future. Thank you for trusting ENGIPRO to deliver reliable, actionable, and timely results.

Sincerely,

Jeff Leung, P.Eng., CRP, CEng MICE, PRA
Project Engineer & Depreciation Report Specialist
ENGIPRO Consulting Ltd.



Why ENGIPRO



Unmatched Expertise

Our certified professionals hold **P.Eng. (#59407)**, **CRP (#1007576)**, **CEng MICE (#8583 8404)**, and **PRA (#2358)** designations, ensuring expertise in every report.



5-Year Renewal Discount

Enjoy **20% off** when renewing after 5 years. If you receive a lower quote from another qualified company, we'll match their price for even greater value.



Insured for Quality & Trust

We carry **Commercial General Liability** and Errors & Omissions insurance to ensure quality, build trust, and protect our clients.



Extensive Local Experience

Our lead engineer has completed **300+ Engineering Reports** across BC, ensuring practical results tailored to your property.



Depreciation Report Methodology



Initial Consultation & Property Review

We begin by discussing your property's unique needs and reviewing any previous reports or maintenance plans to align our process with your objectives.



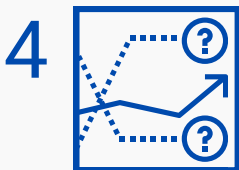
Comprehensive Building Inspection

Our team conducts a detailed inspection focused on the common property. The inspection assesses key building systems and components related to these areas.



Lifespan & Cost Analysis

Each component is analyzed to estimate its remaining useful life, and we calculate accurate cost projections for future repairs or replacements using industry data.



30-Year Financial Forecast

We create a comprehensive 30-year forecast that details the timing of major repairs or replacements and their associated costs, along with 5 tailored cash flow models for effective planning.



Final Report Review & Recommendations

We deliver the comprehensive report, review the findings with your strata council, and provide actionable recommendations to ensure long-term financial stability.



Project Timeline

Information Collection (Within 2 Business Days)

We will send a questionnaire to gather details about the building's replacement history, future project planning, and any visible defects. Please provide relevant documents, such as bylaws, drawings, or previous reports, if available.

Inspection Scheduling (Flexible: 1 Week to 2 Months)

After receiving the completed questionnaire and documents, we will schedule an on-site inspection by a qualified professional. This visual assessment will cover components listed in the Strata Property Regulation and may require unit access for limited common property (e.g., balconies).

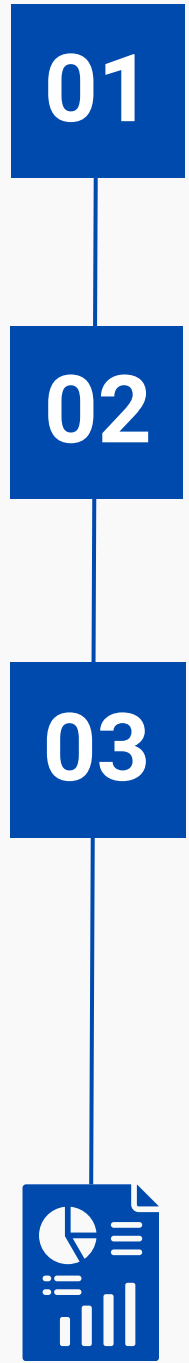
First Draft Report (Within 1 Month After Inspection)

We will prepare a fully compliant Report in accordance with the Strata Property Act and Regulation, including the following key sections:

- **Physical Component Inventory & Evaluation:** Descriptions, estimated lifespans, and maintenance responsibilities for all major components.
- **Summary of Repairs:** Common expenses occurring less frequently than once a year.
- **Financial Forecast:** 30-year cost projections, contingency fund analysis, and five funding models.

Final Report Submission (Within 2 Weeks of Feedback)

Feedback from the Strata Council will be reviewed and incorporated into the finalized report. If the Strata Council has specific deadlines, we can expedite the process to meet your requirements.



Building Summary

- Municipal Address: 730 Church St, Gabriola, BC V0R 1X3
- Real Property Type: Fire Department
- Designated Land Use: Institutional

PLAN #
VIP23651

LAND SIZE
11.65 ACRES

YEAR BUILT
2005

OF STOREYS
2



Marjorie Colebrook, Corporate Officer
(250) 247-9677
corporateofficer@gabriolafire.ca
Gabriola Volunteer Fire Department



Service Price

Mar 26, 2026
Quote Valid for 60 Days

Subtotal: **\$5,200**

Special Rates (10% Off): **\$4,680**

- Identify Property Elements**
Determine and confirm the components of the property that fall under the maintenance responsibility of the Strata Corporation.
- Review Maintenance and Financial Records**
Examine the Strata Corporation’s maintenance history and financial records relevant to common property assets.
- Conduct Visual Inspection**
Perform a thorough, non-invasive visual inspection of the common property assets, as outlined in the scope of work.
- Prepare 30-Year Inventory Analysis**
Develop a detailed inventory analysis of the common property assets, projecting their condition and lifecycle over a 30-year period.
- Estimate Repair and Replacement Costs**
Provide cost estimates for significant maintenance, repairs, and replacements anticipated within the 30-year timeline.
- Provide Financial Models**
Deliver five distinct funding scenarios (cash flow models) tailored to the Strata Corporation’s financial planning needs.
- Recommend Preventative Maintenance**
Offer professional recommendations for optional preventative maintenance to extend the lifespan of major common property components.
- Deliver Finalized Depreciation Report**
Include one-time revisions based on feedback and provide the finalized Depreciation Report.

Travel Fee: **\$300**

GST(5%): **\$249**

Total: **\$5,229**

Authorization

If this proposal meets your approval, please sign below, and email the signed document to info@engipro.ca.

The proposed fees are based on the assumption that the information provided regarding the building/project is accurate and that the Client will supply all required documentation and drawings. If any information is incomplete, inaccurate, or unavailable, ENGIPRO reserves the right to adjust the fees accordingly. No immediate payment is required; the full amount is due within 30 days of receiving the first draft report.

The fees include one site visit and a one-time finalization revision if required. Additional requests for report amendments beyond the included revision will be charged at \$150 per hour. Any additional travel or site visits beyond the initial visit will also be billed at \$150 per hour. Bound hardcopies of the report are available for \$100 per copy, including delivery. A 15-minute online meeting with an engineer can be arranged to summarize and explain the report, followed by a 15-minute Q&A session. This service is available for an additional fee of \$300. This quotation is subject to the Standard Terms and Conditions attached hereto.

Authorization Statement:

"I, the undersigned, hereby give authorization to ENGIPRO Consulting Ltd. to proceed with the Depreciation Report services as outlined in this proposal. I confirm that I have the legal authority and capacity to act on behalf of the strata corporation in this regard."

Name

Position

Signature

Date

Terms & Conditions

Right of Access

To ensure efficiency and keep costs low for our clients, we require your assistance in providing all necessary information to perform our services. This includes access to maintenance logs, operating manuals, financial statements, building plans, meeting minutes, and other relevant documents related to your strata corporation and common properties. We also require timely and unrestricted access to common property areas, including mechanical rooms, roofs, parkades, balconies, and other facilities. Access is strictly limited to tasks required for our services and will be conducted professionally and responsibly. In cases of unreasonable delays, canceled appointments, or restricted access to common areas or information, we reserve the right to recover additional costs. These costs will be discussed with you in advance to reach a mutually agreeable adjustment to the quoted price.

Safety

The safety of our personnel is our highest priority. Please notify us of any site hazards prior to our visit. This ensures our team can safely perform their duties without compromising workplace safety standards.

Termination

ENGIPRO Consulting Ltd. may terminate this agreement if the client breaches any obligations, including failure to provide accurate information, access delays, or unsafe site conditions. In such cases, ENGIPRO will be entitled to compensation for work completed, including reasonable profit and any damages incurred due to the termination.

Payment

Invoices are payable within 30 days of the delivery of the draft report. Late payments are subject to interest at an annual rate of 26%. The final signed and sealed report will be issued after full payment is received.

Unavoidable Delay

Neither party shall be liable for delays caused by factors beyond their control, including but not limited to acts of God, government regulations, labor disputes, war, terrorism, or other unforeseen circumstances.

Non-Disclosure of Terms

The terms of this agreement are confidential and may not be disclosed to third parties without prior written consent, except as required by law or for consultation with professional advisors.

Limitation of Liability

ENGIPRO's liability for any claims, damages, or losses arising from services provided will not exceed the total fees paid under this agreement. We are not liable for consequential, special, or incidental damages, including lost profits. You agree to indemnify ENGIPRO against third-party claims unless arising from ENGIPRO's deliberate misconduct.

Dispute Resolution

Any disputes will be resolved through arbitration under the Commercial Arbitration Act (British Columbia), and the arbitrator's decision will be binding on both parties.





CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	2. INSURED'S FULL NAME AND MAILING ADDRESS
To Whom It May Concern	ENGIPRO Consulting Limited 112-970 Burrard Street, #1786
POSTAL CODE	Vancouver British Columbia POSTAL CODE V6Z 2R4

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
Depreciation Reports, Warranty Reviews, Building Condition Assessments, and Engineering Investigations for BC Strata Corporations

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> <input type="checkbox"/>	Lions Gate Underwriting Agency - 00008511	2025/05/02	2026/05/02	COMMERCIAL GENERAL LIABILITY	\$1,000	\$1,000,000
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
				- EACH OCCURRENCE		
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$1,000,000
				PERSONAL INJURY LIABILITY		
				OR		
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$1,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$500,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Lions Gate Underwriting Agency -	2025/05/02	2026/05/02	NON-OWNED AUTOMOBILES		\$1,000,000
<input type="checkbox"/> HIRED AUTOMOBILES				HIRED AUTOMOBILES		
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE		
<input type="checkbox"/>						
OTHER LIABILITY (SPECIFY)	Lions Gate Underwriting Agency - 00008511	2025/05/02	2026/05/02	Professional Liability Claims Made	\$1,000	\$1,000,000
<input checked="" type="checkbox"/> Professional Liability						
<input type="checkbox"/>						

5. CANCELLATION

We will endeavour to mail 30 days written notice of cancellation or material change to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)
Schill Insurance Brokers Ltd. 302-15127 100 Avenue	Proof of Insurance Only
Surrey BC POSTAL CODE V3R 0N9	
BROKER CLIENT ID:	POSTAL CODE

8. CERTIFICATE AUTHORIZATION

ISSUER Schill Insurance Brokers Ltd.	CONTACT NUMBER(S)
AUTHORIZED REPRESENTATIVE Lovejeet Doal	TYPE Main NO. (604) 585-4445 TYPE Fax NO. (604) 585-1985
	TYPE NO. TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE May 30, 2025 EMAIL ADDRESS ldoal@schillinsurance.com

Corporate Officer Report – April 1, 2026

Completed Motions 2026

January	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.	COMPLETED
January	That the board accept the SOS contact as distributed by the chief for consideration and that it appears on the February agenda for ratification	COMPLETED
January	To approve moving the money (\$4000) from the sale of the auto-ex equipment to Capital Reserves - Equipment	COMPLETED
January	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	COMPLETED
January	That the board hire Cheryl Hannebauer as the Returning Officer for the 2026 Trustee Election.	COMPLETED
January	That Trustee Ray Appel act as Chair for all election responsibilities for the 2026 Gabriola Fire Protection Improvement District Election.	COMPLETED
January	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.	COMPLETED
January	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	COMPLETED
January	That briefing documents circulated in advance of this meeting on this matter to be disclosed to the auditor for 2025.	COMPLETED
January	That John Moeller's email in response be sent to the auditor	COMPLETED
February	That the February 25th Finance Meeting be in camera	COMPLETED
February	That the capital threshold be increased from \$500 to \$1200	COMPLETED
February	THAT Trustee Chorneyko (in his capacity as Finance chair) and the Corporate Officer meet with the auditor after the audit is completed and before approval.	COMPLETED
February	THAT read-only access on SAGE be established on the Firesmart Coordinator's computer in the office for Trustee use.	COMPLETED
February	To authorize Marjorie Colebrook to receive a Collabria Mastercard from Coastal Community Credit Union with a limit of \$5000	COMPLETED

February	Approval of opening a bank account at Coastal Community Credit Union for Marjorie Colebrook's Extended Health	COMPLETED
February	THAT Civic Excellence be considered amongst the governance lawyers that Eric Johnson as board chair in the corporate officer will be contacted.	COMPLETED
February	THAT the board be authorized to schedule an in camera meeting to review the contracts of full-time staff before the March General Meeting	COMPLETED
February	That the Corporate Officer be authorized to publish a notice in the Gabriola Sounder informing the public that all notifications to individuals for whom we have contract information have been sent. If individuals who worked for the Fire Department from 2009-2015 haven't been contacted to please contact the Corporate Officer	COMPLETED
February	That the Board directs the Corporate Officer to provide the auditor with a copy of GVFD Operational Guideline 4.08 SOS Training being signed October 21, 2025 as part of the materials available to the auditor	COMPLETED
February	To approve the contract with Harmac Pacific for live fire training on April 17 and 18, 2026	COMPLETED
February	THAT the board confirmed that April 14, 2026 10:00 am-12:00pm is an optional signing session for candidates to complete required election paperwork and that candidates may complete required signing and witnessing by appointment with the Corporate Officer and/or returning officer at other reasonable times and that the Corporate Officer update the published important dates to state clearly what documents must be completed who may witness them	COMPLETED
February	The draft of the Code of Conduct to the Policy Committee and that the mandate of the Policy Committee be extended to include the Code of Conduct	COMPLETED
March 4th	THAT material related to the status of the Mallet Creek Dam has circulated by Trustee Mercier be disclosed to the auditor and the material related to insurance deductibles be disclosed	COMPLETED
March 4th	That the board approve the unaudited financials as reviewed at the February 25, 2026 Financial Meeting.	COMPLETED
March 4th	THAT the GFPID recognise that the staff position of Corporate Officer, held by Marjorie Colebrook, is assigned the statutory responsibilities of Administrator and Treasurer as defined in GFPID Bylaw 109	COMPLETED
March 4th	THAT the board direct that Operational Guideline 4.08 SOS Training has no authority to set or direct financial matter. And that all SOS revenues be received, recorded and spent in the same manner as all other district revenues under the Board's established financial policies and approved budget.	COMPLETED

March 4th	To approve the MOU between the Regional District of Nanaimo (RDN) Emergency Support Services (ESS) and the Gabriola Fire Protection Improvement District	COMPLETED
March 4th	That the board authorized the Chief to deploy a type 6 engine and or a type 2 tactical tender and or a type 3 wildfire engine in response to requests from BC Wildfire	COMPLETED
March 4th	THAT the Corporate Officer provide break down of all costs associated with settled civil lawsuit excluding settlement amount at the next finance committee.	COMPLETED
March 13th	THAT the Corporate Officer be authorized to send questions, bylaws and policies for written guidance to Peter Johnson of Stewart McDannold Stuart with an initial expenditure of up to \$5,000 be authorized.	COMPLETED
March 4th	THAT the corporate officer be empowered to spend up to \$500 to purchase a camera and accessories to record trustee meetings.	COMPLETED
March 4th	THAT the Corporate Officer be directed to contact the Mr. Samuel M. Poyner of the firm Manning Law to obtain notarised copies of any contract documents entered into with Rogers Communications Inc And THAT such documents be made available to the Trustees without delay	COMPLETED - NO RESPONSE

On-going Motions 2026

Month	Motion	Status
March 13th	That all oral communication between the GFPIID and legal counsel be memorialize in writing	ON-GOING

Other Status Motions 2026

Month	Motion	Status
November	To approve the purchase of a heat pump for Hall 2 and allocate \$6000 from Capital Reserve Funds (Hall Maintenance)	Bylaw in agenda
January	That the budget for the Hall #2 Heat pump increased to \$8000	No Action
January	To approve the Respectful Workplace Policy as circulated	No Action
January	That the Corporate Officer be given electronic access to the TD accounts	NOT COMPLETE
March 13th	THAT the trustees direct the fire chief to schedule the open house not during the district voting	SPRING OPEN HOUSE CANCELED

Working on Motions 2026

August	To request that staff provide 3 estimates from consultants on the systems of the improvement district's cybersecurity.	Working on
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October	THAT the board accept the Privacy Management Program Outline submitted by Trustee Chorneyko - and THAT the Corporate Officer be directed to work with the board to establish a Privacy Management Program - and THAT the Corporate Officer report on progress towards the establishment of a Privacy Management Program at each regular General Meeting of the board until further notice	Draft sent to Board in September
November	THAT the board approve the Fire Chief to spend up to \$110,000 from the Capital Reserve Fund (Trucks) to purchase a replacement command vehicle and equip it as approved by the GVFD Officer Committee	Bylaw at in agenda
December	That the Corporate Officer develop a Records and Information Management Bylaw, similar to the one in Appendix A of the Records and Information Management Manual for Local Government Organizations, which was published by the Local Government Management Association of BC by March 2026	Working on
January	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.	Working On
January	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.	Working On
March 4th	That staff be directed to negotiate with CECA to arrive at an arrangement for continued use of the space in fire hall number one that conforms with the policy #23-06.	Working On
March 4th	That the corporate officer have until the June meeting 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	Working On

At Lawyer 2026

Month	Motion	Status
March 4th	That the policy committee look at or examine Bylaw 118 and that chair seek input on Bylaw 118 from legal counsel.	AT LAWYER
March 13th	THAT Draft Bylaw 117 – Meeting Procedures to be sent to the lawyer for review and that the question of working groups/sessions be flagged for review	AT LAWYER
March 13th	THAT the Code of Conduct be sent to the lawyer for review requesting guidance on Conflicts of Interest and Apprehension of Bias	AT LAWYER

March 13th	THAT 2nd Reading of Bylaw 116 until it is reviewed by legal counsel and our insurer.	AT LAWYER
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Bylaw Updates

Bylaw 114 RECORDS MANAGEMENT BYLAW	To be presented to the board at the April Meeting
Bylaw 115 Dispersing Halls	To be presented to the board at the April Meeting
Bylaw 116: Dispersing New Command Vehicle	To be presented to the board at the April Meeting
Bylaw 117: Meeting Procedures Bylaw (replacing 97)	At lawyers
Bylaw 118: Establishing Bylaw (replacing 98)	

Grants Updates

- UBCM 2024: Burn Building (\$40,000) – Final Report submitted
- UBCM 2025: SPU Trailer Expansion (up to \$30,000) – Submitted
- UBCM 2026: Next Generation 911 (up to \$45,000) - - Submitted

Fire Chief's Report – April 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

- March call volume report provided.

Monthly Operational Review

- I would like to commend GVFD firefighters on a job well done during the recent windstorm. Crews safely rerouted traffic and established alternate routes, ensuring emergency access remained open for all Gabriola residents while continuing to respond to emergency calls.
- A big thank you to Coastal Emergency Communications Association (CECA), who responded as a mutual aid partner. They supported emergency communications and staffed the hall for walk-in emergencies while 911 service was disrupted for many residents on Gabriola.

Community Events & Initiatives

- FireSmart debris chipping program scheduled for **April 18 and April 25 (10:00–14:00)**.
- Emergency Preparedness & FireSmart Open House originally scheduled for May 2 has been postponed to **Fire Prevention Week in October**.
- Jay Dearman Junior Firefighter Fund remains ongoing.

Equipment Readiness

- A 16-foot enclosed trailer has been procured through a FireSmart grant. It will be equipped and prepared for wildfire response this summer, with the capability to help protect approximately 25 structures.
- The trailer will be outfitted using approximately **\$30,000 from the UBCM Volunteer/Composite Training and Equipment Grant**.

Ongoing Projects

- Harmac Pacific will be conducting live fire training on **April 17 and 18**.
- Development of operational guidelines is underway for the following:
 - Safer Ocean Systems (SOS)
 - Open opportunities to training
 - Progressive discipline
 - Conflict of interest

Grants

- The Gabriola Fire Department was successful in securing the 2026 **UBCM Volunteer/Composite Training and Equipment Grant**. This funding will support the purchase of wildland firefighting equipment such as pumps, hose, and sprinklers to better defend structures from wildfire.
- A big thank you to our Corporate Officer for leading the grant writing and collaborating on identifying operational needs.
- The UBCM grant program may be reduced by the Province. Letters of community support advocating for continued funding would be beneficial.
- The FireSmart grant may also be reduced in 2027. Consideration may be needed to fund the coordinator position through the operational budget.

Staffing & Budget Considerations

- No changes in staffing since the last update.
- Support Unit 12 (1995 control cab on a 1965 body) is beginning to experience engine issues. While it has served the island well, replacement should be considered.
- A modern replacement vehicle could incorporate:
 - Patient extraction capability for medical calls
 - Rehabilitation space for firefighters at incident scenes
 - Storage for medical gear and multi-casualty equipment
- An electric van is being considered as a potential option.
- This replacement is currently scheduled for 2027 in the long-range plan; however, I recommend advancing it to **2026** due to operational need.
- A planned medical response vehicle purchase could be deferred by one year to accommodate this priority.

Safer Ocean Systems (SOS)

- April rent received: **\$2,000**
- Upcoming courses:
 - Advanced Refresher

Motion

- **That the Board approve entering into a lease and/or Memorandum of Understanding (MOU) with the Coastal Emergency Communications Association**

(CECA), with final terms to be established to support continued emergency communications operations on Gabriola Island.

- **Motion to move support 12 replacement replacement to the 2026 long range truck replacement budget, and delay the purchase of med #7 till 2027**

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

Respectfully submitted,
Fire Chief

GVFD Deputy Chief's Report – April 8, 2026

March Tuesday Night Training Summary Review

- Mar 03 Fire Medix Drowning
- Mar 10 Ch17 Fire Attack / Ch 5 Fire Behavior
- Mar 17 Fire Attack / Communications
- Mar 24 Live Fire prep (Cancelled due to Windstorm)
- Mar 28-29 **Live Fire weekend**
- Mar 31 RCMSAR boat orientation/Windstorm Debrief

April 2026

- April 7 – CPR Review with EMR accreditation
- April 14 - FUS Fire Underwriters Survey
- April 21 – WSPP-1 recert Classroom
- April 28 – WSPP-1 recert Practical

One Captain starting Fire Instructor 2 April 08-29

One Lieutenant starting Fire Instructor 2 April 08-29

One Officer Starting ESM-2 this month

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

Deputy Chief - Budget Management (FIRE-1130-OI001) Deputy Chief (Completed)

April 10-12 Chief and Deputy Chief and one FF will be attending BC Wildfire conference in Victoria

In May Deputy Chief and One Captain will be attending the Training officer Conference in Campbell River

In June Fire Chief will be attending Fire Chief conference in Victoria

Fire Prevention / Fire-Smart Update:

- Tree Chipping event April 18, 25 /2026

Fire Inspections:

- Gabriola Commons, CO-OP Gas station, BCL
- Folklife Village Community
- Wildrose Garden Centre

TO: J. Chan
Regional District of Nanaimo

FROM Coast Emergency Communications Association

RE Wind Event
Task 26-2135
Operational Period 1600hrs 2026-03-25 to 0900hrs 2026-03-26
Gabriola Island
2026 MARCH 24

At 1555 hrs 2026.03.24 CECA received a request from the Duty Officer of the Gabriola Fire Department to assist with communications. The sudden and unexpected occurring wind event was overwhelming parts of the departments operations.

Initially two members attended #1 Fire Hall and took over scribing duties and opening the radio room. It should be noted at this time every vehicle in the department has been deployed. These deployments included live wires down, trees blocking roads, live wires in trees, poles on fire and a report of a tree on a private residence. A very large portion of the island was without power, internet or phone service.

Subsequently two more members arrived. A request was made for a task number and contact was made with the EMCR radio room in Victoria. This contact was to advise we had been activated. No assistance from the Victoria radio room was expected at this time.

When it became apparent this was going to be a prolonged event EHS moved their vehicles and crews to #1 Fire Hall.

At 1745 Fire Command requested CECA maintain a presence in the hall overnight.

The movement of EHS staff and equipment as well as the request for CECA to maintain a presence in the hall overnight are part of the current operational plans.

Scribing of events continued throughout the evening, and at 2010 hrs a male walked into Hall #1 and presented a significant medical issue. EHS crews were notified, attended and transported the subject to hospital.

At 2200 hrs CECA staff was reduced to two members. Fire calls overnight took equipment to the Village Market on a report of a electrical fire and to a private residence to a medical call that required an extraction from a crawl space and transport. The patient in this case was removed from the island via air ambulance.

At 0900 hrs on 2025 March 25 CECA operations were terminated when Gabriola Fire Department daytime personnel were in place. EMCR Victoria was notified of the termination

A total of 44 volunteer hours were committed to this operation.

Additional Notes.

Environment Canada reports of wind during this event was in the order of 50 kph. Gabriola Island regularly receives winds of that strength with no damage. During this event the Entrance Island weather station reported winds of 70kph and the aircraft commander of the air ambulance reported winds of 83kph.

BC HYDRO had a response crew on the island by midnight of March 24 2026. This is basically unheard of. In most cases a power outage late in the day results in crews arriving the next morning. This initial crew was from Victoria, worked all night and at 0700 25 March three more crews arrived on the island.

During the height of this event nearly the entire island was without power, phone or internet major roads were blocked and there was a significant danger from fire and live wires. Power was restored for most areas late in the day on March 25 2026. It is my understanding that internet had not been fully restored by March 26 2026

CECA held a hot debrief with the members as well as the fire department. There were no issues identified and everyone was satisfied with the actions taken.

PJ GIFFIN
CECA.

GFPID Election Process Checklist

(Working Reference, Prepared March 2026)

Elections for the GFPID Board of Trustees matter.

Elections are how the community exercises its voice over decisions that directly affect public safety, services, and the responsible use of taxpayer dollars. Every vote represents trust placed in the Board to govern thoughtfully, transparently, and in the best interests of the community.



Because of that, the election process must be clear, consistent, and well understood. It cannot rely on memory, informal practices, or assumptions carried forward from year to year. Turnover on the Board is expected and healthy, but it also means knowledge can be lost if it is not intentionally captured. This document is part of building that institutional memory so that each election is run with the same level of care, fairness, and accountability, regardless of who is involved.

This overview in each section below and the accompanying checklist is designed to provide practical guidance and clarity at each stage of the process, from initial planning through to final results and follow-up. It supports a steady, well-documented approach that reduces uncertainty, strengthens confidence in the process, and helps ensure that elections are conducted in a way that reflects both legal requirements and the expectations of the community.

Setting Up the Election

The Board confirms the election date and appoints the Returning Officer through formal motions at a public meeting. An initial planning meeting is then held with the Returning Officer, Corporate Officer, and, if needed, a Board designate to establish timelines and the overall calendar.

All required Solemn Declarations are completed at this stage and filed appropriately. The election budget is confirmed, and a detailed breakdown is reviewed.



Checklist:

- Election date set and Returning Officer appointed
- Planning meeting held and timeline/calendar confirmed
- Declarations completed and filed
- Budget confirmed and reviewed

Notes: _____

Preparing for the Election

Poll Clerks are recruited and scheduled, with confirmations sent in advance. Materials for polling tables are prepared, including duties, voter check procedures, and confidentiality forms. The voters list is prepared from the BC Assessment roll and organized for use at polling tables, with a master copy available. Ballots are finalized, printed, and organized, with a simple control system in place.



Checklist:

- Poll Clerks scheduled and confirmed
- Polling materials prepared
- Voters list completed and organized
- Ballots printed and control system ready
- Advertising placed and compliant

Notes: _____

Nominations and Candidates

Nominations are opened and closed according to the timeline. Candidate eligibility and nominators are verified, and confirmations are sent. Candidates complete their declaration forms, and any scrutineers are properly documented and briefed.



Checklist:

- Nominations processed and verified
 - Candidate confirmations sent
 - Declarations completed
 - Scrutineers confirmed and Code of Conduct signed

Notes: _____

Acclamation Process

If there are only enough candidates to fill the open Board of Trustee positions, these candidates will then be acclaimed to the Board & no election will take place. If there are different terms of office, names will be placed in a hat & drawn out in order of terms in this order: Highest term first to the lower terms.



Notes: _____

Advance Poll

The polling space is set up in advance, and Poll Clerks are signed in and prepared. Voting is conducted during the scheduled hours, with all voters present at closing permitted to vote. At the end of the day, the ballot box is sealed, documented, and secured.



Checklist:

- Poll set up and staff ready
 - Voting conducted and managed appropriately
 - Ballot box sealed, signed, and secured
 - Advance poll tally recorded

Notes: _____

General Election Day

The polling area is set up and the ballot box is confirmed empty before opening. Voting is conducted consistently, with the Returning Officer handling any questions or special cases, including corporate or agent voters.



Checklist:

- Poll set up and ballot box confirmed empty
 - Voting conducted with consistent check-in process
 - Special cases reviewed and documented as needed
 - Poll closed and all voters accommodated

Notes: _____

Counting and Results

All materials are moved to the counting area. Advance ballots are counted first, followed by general ballots. The Returning Officer handles ballots while tally sheets are maintained. Totals are verified before results are announced.



Checklist:

- Ballots counted (advance, then general)
 - Spoiled/rejected ballots separated and recorded
 - Totals verified and confirmed
 - Results announced publicly

Notes: _____

After the Election

All materials are secured and filed. If needed, the inaugural Board meeting is scheduled following the completion of the count. The Returning Officer will submit a written report to the Board of Trustees at the following meeting after the election process. This report is compiled in consultation with the Corporate Officer.

Checklist:

- Materials secured and filed
 - Inaugural meeting scheduled (if required)

Notes: _____

General Notes

Keep the process steady, consistent, and well-documented. When questions arise, rely on the Returning Officer and the agreed upon process.

Notes: _____

As a working reference, this document should be reviewed and refined over time. Lessons learned from each election, along with practical feedback, should be incorporated to strengthen clarity, consistency, and overall effectiveness. Maintaining an open line of communication helps ensure the process remains well understood, properly administered, and responsive to the needs of the Board and the community.

Any questions, suggested improvements, or requests for clarification should be directed to the Corporate Officer at corporateofficer@gabriolafire.ca.

Board of Trustee Representative for Election Process

(Draft, April 2026)

This guide outlines the role of the Board-designated representative in supporting the election process. It is intended to provide clear direction, maintain consistency, and ensure that responsibilities are understood from the outset. A structured approach helps reduce confusion, supports accountability, and ensures that the election is conducted in a fair and organized manner.

Board of Trustee Representative

When the current Chair is completing their term and intends to run in the upcoming election, they must step away from all election-related duties. A Trustee is then appointed by the Board to act as the Board-designated representative. This role helps maintain a single point of contact between the Board, the Corporate Officer, and the Returning Officer, supporting a smooth and organized process.

- Confirm Chair is stepping away from election duties
- Board appoints a Trustee as Board-designated representative
- Ensure role is clearly communicated to all Trustees before the election

Election Planning and Setup

Once the election date has been set by Board motion, the Board-designated representative meets with the Corporate Officer and Returning Officer to establish the election timeline and overall calendar. This step ensures that all key dates, responsibilities, and requirements are clearly understood from the outset. All required Solemn Declarations are completed and properly filed at this stage.

- Confirm election date has been set by Board motion
- Meet with Corporate Officer and Returning Officer
- Establish election timeline and overall calendar
- Complete all required Solemn Declarations
- File declarations and provide copies as required



Election Budget Awareness

The Corporate Officer prepares an estimated election budget based on previous election costs. The Board-designated representative should be aware of this budget to understand the scope of the election and support overall awareness of the process.

- Review estimated election budget provided by Corporate Officer
- Understand general cost expectations based on previous elections

Ongoing Coordination

The Board-designated representative works closely with the Corporate Officer and Returning Officer throughout the election process. This helps maintain consistency, supports clear communication, and ensures the process remains organized and on track.

- Maintain regular communication with Corporate Officer and the Returning Officer
- Support consistent and organized election process

Board Communication

To support clarity and consistency, the Board-designated representative will coordinate with the Corporate Officer and the Returning Officer as needed to obtain clear, authoritative responses to questions or comments about the election.

Where questions are more detailed or complex, Trustees will be directed to contact the Returning Officer directly, as they are best positioned to provide precise and technically accurate guidance. Maintaining this structure also helps prevent triangulation, where a Trustee or Board-designated representative becomes caught between differing messages or partial information. By keeping communication clear and properly routed, the process remains fair, transparent, and focused on consistent application of the rules.

- Seek clarification from Corporate Officer or Returning Officer when needed
- Refer **detailed questions** Returning Officer when required

Public Communication

Members of the public are encouraged to contact the Board-designated representative with general questions about the election process. Where questions are more detailed or complex, the public will be directed to contact the Returning Officer directly. The website should also be maintained for the public to ensure material is accessible, consistent, and up to date for all electors. This helps reduce confusion, minimizes repeated inquiries, and provides a reliable reference point throughout the election period.

- Receive general election inquiries from the public
- Provide information or direction as appropriate
- Refer **detailed questions** to Corporate Officer or Returning Officer when required

Purpose of the Role

This approach supports a clear and consistent election process. Having a single Board-designated representative helps avoid confusion, reduces duplication, and ensures that communication flows in an organized and respectful way throughout the election.

- Maintain a single, consistent point of contact
- Avoid multiple or conflicting directions
- Support an organized and efficient election process



Please contact the Corporate Officer if you have questions/comments.

So Now You Are a Trustee

(Working Reference, Prepared March 2026)

Serving as a Trustee carries a clear responsibility to govern in the public interest. Decisions made by our Board affect public safety, services, and the responsible use of taxpayer dollars. Because of this, Trustees are expected to operate within a framework that is consistent, transparent, and grounded in legislation, bylaws, and established policy.

The role of a Trustee is governance. It involves setting direction, making informed decisions, and ensuring accountability, while respecting the boundaries between governance and operations. This requires a shared understanding of authority, process, and expectations at the Board table.

This document is intended to provide a simple, practical reference to support that work. It does not replace the governing materials, but helps bring them together in a way that is accessible and easy to apply. Board membership will change over time, and this document helps support continuity so that governance remains steady, regardless of who is serving.

Over time, this reference should be reviewed and refined. Ongoing use, feedback, and experience will help strengthen its clarity and usefulness, ensuring it continues to support effective governance and informed decision-making.

Core Documents

Strong governance begins with a clear understanding of the documents that define authority, roles, and expectations. These materials are not just background reading. They are the foundation for every decision made at the Board table. Becoming familiar with them early helps ensure consistency, reduces confusion, and supports confident participation.

www.gabriolafire.ca

Checklist:

- Code of Conduct (on website)
- Letters Patent (on website)
- Valid Bylaws (on website)
- GFPID Policies (on website)
- Improvement District Manual (online)
- Local Government Act (online)
- Robert's Rules (basic understanding)
- FIPPA guidance (online)



Hierarchy and Precedence

Not all documents carry the same authority, and understanding how they relate to each other is essential. Trustees are expected to make decisions that align with the proper hierarchy. When uncertainty arises, knowing which document takes precedence helps ensure decisions remain valid, defensible, and consistent with governing legislation.



Checklist:

- Understand legislation as highest authority
- Understand bylaws must align with legislation
- Recognize bylaws override policies

Notes:

Legal vs Policy

A clear distinction must be made between what is legally enforceable and what serves as internal guidance. Trustees are responsible for operating within the law while also using policies to guide decisions and behaviour. Confusing the two can lead to improper decisions or overstepping authority.



Checklist:

- Understand legislation/bylaws are enforceable
- Understand policies are guidance
- Recognize legal consequences apply to legislation/bylaws
- Recognize policies do not override law

Notes:

Role of a Trustee

The role of a Trustee is governance. This includes setting direction, making decisions in the public interest, and ensuring accountability. It does not include managing day-to-day operations, which are the responsibility of staff and operational leadership. However, governance takes precedence where operations are inconsistent with Board-approved bylaws, policies, or strategic direction. Maintaining this distinction supports clear roles, proper boundaries, and effective, respectful working relationships.

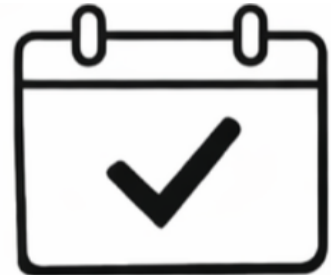
Checklist:

- Focus on governance
- Support decisions in the public interest
- Follow established authority structure
- Maintain transparency and accountability
- Avoid directing day-to-day operations

Notes: _____

Key Dates and Deadlines

Certain responsibilities follow fixed timelines and must be met each year. These dates are tied to legislative and reporting requirements and are not flexible. Awareness and early planning help avoid last-minute issues and ensure compliance.



Checklist:

- Budget submitted to Ministry (end of October)
- Election/AGM information submitted (by May 15)
- Key dates tracked and planned ahead

Notes: _____

Good Governance in Practice

Good governance is built through consistent behaviour, respectful discussion, and a shared understanding of process. Trustees are expected to approach discussions thoughtfully, focus on issues rather than individuals, and contribute to a stable and professional Board environment. This is supported by established frameworks such as Bylaw 97 (Meeting Procedures), the Respectful Workplace Policy, and the Code of Conduct, which together help guide expectations and reinforce a consistent standard for how the Board operates.

Checklist:

- Refer to source documents when needed (many are on the Trustees' website)
- Ask questions when unsure
- Focus discussions on issues, not individuals
- Maintain respectful conduct at all times
- Support consistency and continuity

Notes:

General Notes

Keep the process steady, consistent, and well-documented. When questions arise, rely on the other Trustees and the agreed upon processes.

Notes:

As a working reference, this document should be reviewed and refined over time. Lessons learned over time, along with practical feedback, should be incorporated to strengthen clarity, consistency, and overall effectiveness. Any questions, suggested improvements, or requests for clarification in this document should be directed to the Corporate Officer at corporateofficer@gabriolafire.ca.

Proposal to Upgrade Fire Reporting Software

Executive Summary

The GVFD has been working with outdated fire reporting software for many years and is recommending a transition from FirePro2 to First Due. This change will improve access to information in emergency situations, enhance payroll accuracy and efficiency, reduce administrative workload for Chief Officers, and provide modern technology accessible in the field.

The software requires an initial purchase and setup cost of \$12,626, funded through SOS revenues. After the first year, an annual subscription fee of \$10,379 will apply.

Overview

FirePro2 is the software package currently used by the GVFD to track fire fighter training activities and response to emergency and non-emergency calls. Tracking training for firefighters is essential to ensuring firefighters have the require skill to meet demands. FirePro2 is also the mechanism by which firefighter response to calls is logged making FirePro2 essential to payroll.

Due to multiple shortcomings in FirePro2, the Deputy and Corporate Officer have been researching software alternatives. Several options were considered and were found to be either too costly or insufficient to meet the needs leaving First Due as the recommended alternative.

Current Challenges

As identified previously, FirePro2 is outdated software that has several significant shortcomings including:

- FirePro2 reports provide actual minutes spent at a call as opposed to the required pay (minimum 1 hour) so each call record must be edited to determine payroll hours. An attempt to add a compensation module to FirePro2 was discontinued due to challenges encountered in the implementation. This occurred in part because FirePro2 customizes each module for each customer rather than having an 'out-of-the-box' solution for each module.

- Utilizing FirePro2 for payroll is a very intensive manual process requiring an estimated 3.75 hours for each pay period (itemized below).
- It is likely that the department will transition from quarterly pay for practice and callout to more frequent pay periods. This will require significantly more time devoted to payroll in the future.
- FirePro2 cannot be used in the field, requiring paper call logs that need to be entered into FirePro2 manually. An attempt to have duty officers doing the data entry into FirePro2 was unsuccessful in part because FirePro is counter intuitive and challenging for many users. The extra work involved in entering data into FirePro2 and a need to do the data entry at the fire hall were also contributing factors to the failure.
- The current version of FirePro2 cannot be used for fire inspection reporting or preplans. These are examples of the current need for paper logs needing to be entered into the computer later (in MS Word files rather than a central repository for all fire data). Any changes to preplans must be printed, copied, and added to binders located in the trucks.
- There is currently no mechanism for logging private water supplies such as cisterns or other valuable data. This information could be useful in a large wildfire event and could be easily gathered if a central repository existed. It is essential that such a system be easily accessible in the event of a major wildfire.
- The software can't be used with a Touch screen device and has no remote (offline) application ability. With Past Due retime applications can be preformed on site. Including calls, inspections and fire permits saving time form doing data entry back at the office. Also, pictures can be taken during inspections and integrated directly to our preplans. Improving accuracy in both our inspections and preplans.

Why First Due

First Due was established in 2016 and is utilized by over 3000 agencies across North America. As a cloud-based platform it can be used in the field during fire inspections, creating incident preplans and at emergency scenes. With a move to the use of Starlink and a CAD system, this is a natural technological progression for the department. It would allow duty officers to maintain call records in real time and create a significant time saving for the Chief and Deputy who currently do data input for all calls. The role of the Chief/Deputy would transition to overseeing and approving rather than data entry.

First Due has a complete suite of modules that are available 'out of the box' providing an option of starting with a few essential modules and expanding quickly/easily as needed. Because this suite is all standardized, once an individual understands how to use one module, minimal training is needed to expand to another.

Task Integration

FirePro2 is used to track firefighter practice and callouts. Fire inspections, preplans, equipment inventory records, personnel certifications, and payroll hours are all maintained manually.

First Due has ready to use modules to address these items. Once the user is familiar with a particular piece of software, using integrated software has a big advantage in reduced training time. First Due also provides data transfer services included in the purchase price. This will reduce (but not eliminate) the time spent by GVFD staff in setup.

Reduction of manual data entry (Chief/Deputy)

Every point of manual data entry introduces additional **risk** of error. For payroll this is a big issue. First Due significantly reduces the risk of payroll errors in two ways:

1. It is a much simpler system of data input for the duty officer and can be input one-time at a fire scene.
2. It improves data entry and reporting of call logs by allowing a (payroll) user to adjust payroll hours on a call-by-call basis and compare actual hours to payroll hours for all attendees at a call. This comparison helps prevent/catch errors and allows the payroll adjustment to occur on a daily basis, streamlining the payroll process.
3. First Due has a utility that will create an automatic upload from call/practice records to the payroll system for a selected date range. This is a big value in reducing risk of error due to manual data input.

Estimated Time Savings – Payroll Only

These are the estimated savings for each quarterly pay period.

	<u>Quarterly Hours</u>
Chief/Deputy-Printing call and practice records for each member (37)	1.50
Chief/Deputy-Manual adjustment of work hours to payroll hours for each member	1.00
Admin-Review reports for accuracy / data entry in Pay works	1.00
Review payroll for accuracy of data entry	<u>0.25</u>
Estimated quarterly time savings in payroll process	3.75

Annual Hours

Estimated Time Savings – Operations

Inspections-enter directly in First Due, eliminate paper 100 (.25 hrs each)	25.00
Data entry of emergency calls – reduce deputy workload/shift to duty officer (200)	50.00
Preplans-enter directly in First Due, eliminate paper, improve documentation	<u>50.00</u>
Estimated annual time savings for operational items	125.00

One Time Cost

First Due, initial year (required modules only)	\$ 12,626.00
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Annual Cost Comparison

First Due, required modules including dispatch integration	\$ 10,379.00
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FirePro + Active Alert (pager notification)	\$ 5,700.00
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Budget Considerations

For the reasons previously identified, this purchase is considered essential to the department. We recommend unbudgeted income from SOS be earmarked for the initial purchase. The addition of future modules will be included in the budget.



107 Seventh St
Garden City, NY 11530, United States

First Due Quote

Prepared By: Travis Grimsley
Valid Until: May 31, 2026
Quote Number: 1545132000366773405

Gabriola Volunteer Fire Department (BC)

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description

Occupancy Management & Pre-Incident Planning

Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.

Responder

Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.

Inspections

Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.

Incident Reporting - Provincial Fire Documentation

Fire Code Reporting Incident Documentation, Provincial Compliance

Personnel Management

Store, Manage and Access Employee Records including demographic data, certifications and employment information.

Basic Training Records

Assign Training, Record Completions, View Training Logs, and Manage Certifications.

Events & Activities

Create Events, View Global Activity Log, and Access Global Calendar.

CAD Integration (Other)

Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.

Essentials Online Training Package

Up to 4 Hours Online Training with certified First Due Instructor

Implementation and Configuration Services

Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

One-Time Subtotal	CA\$ 2,100.00
Subscription Subtotal	CA\$ 9,700.00
Total Year 1	CA\$ 11,800.00

*Excluding Tax

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

BYLAW NO. 115

A bylaw to authorize the disbursement of monies in the Capital Reserve Fund – Fire Hall Building and Repairs.

WHEREAS there is an unappropriated balance in the Capital Reserve Fund – Fire Hall Building and Repairs of \$ 121,195.00 as of December 31, 2025.

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No. 108 (Fire Protection – Capital Works, Renewal Reserve Fund Establishment) for the purpose of The Trustees of the Gabriola Fire Protection Improvement District

ENACT AS FOLLOWS

1. The sum of **\$13,428.34** distributed as \$6,958.34 (Hall #2 Heat Pump); \$4980 (Hall #1 Depreciation report) and \$1490 (reconciliation of previous purchases) is hereby appropriated from the Capital Reserve Fund – Fire Hall Building and Repairs to be expended on April 10, 2026.
2. The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by resolution of the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

This bylaw may be cited as the “Reserve Fund (Fire Hall Building and Repairs) Disbursement Bylaw, 2026.”

INTRODUCED and given first reading by the Trustees on the 8th day of April 2026.

RECONSIDERED and given second reading by the Trustees on the 8th day of April 2026

RECONSIDERED and finally passed by the Trustees on the 8th day of April 2026

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 115

Officer

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

BYLAW NO. 119

A bylaw to authorize the disbursement of monies in the Capital Reserve Fund – Capital Replacement Trucks.

WHEREAS there is an unappropriated balance in the Capital Reserve Fund – Capital Replacement Trucks of \$ 162,755.82 as of December 31, 2025.

AND WHEREAS it is deemed desirable to expend a portion of the monies imposed under Bylaw No. 108 (Fire Protection – Capital Works, Renewal Reserve Fund Establishment) for the purpose of The Trustees of the Gabriola Fire Protection Improvement District

ENACT AS FOLLOWS

1. The maximum sum of **\$110,000** is hereby appropriated from the Capital Reserve Fund – Capital Replacement Trucks for the purpose of purchasing a new command vehicle.
2. The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by resolution of the Trustees.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

This bylaw may be cited as the “Reserve Fund (Capital Replacement Trucks) Disbursement Bylaw, 2026.”

INTRODUCED and given first reading by the Trustees on the 8th day of April 2026.

RECONSIDERED and given second reading by the Trustees on the 8th day of April 2026

RECONSIDERED and finally passed by the Trustees on the 8th day of April 2026

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 119

Officer