



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: August 6th, 2025
Time: 4:00 p.m.

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 this meeting takes place.

INTRODUCTION OF LATE AGENDA ITEMS

ADOPTION OF MINUTES

Adoption of July 2, 2025, and July 23, 2025, General Meeting Minutes

CORRESPONDENCE

- Drew Staniland – re: indemnification
- Chris Bowers – re: conduct of the Chair
- Charleen Wells – re: advice wrt Robert's Rules of Order
- Burt Fiddler – re: discretionary spending
- Penelope Bahr – re: corporate officer responsibilities

FINANCIAL REPORT

2025 2nd Quarter Financial Statement

Breakdown of Professional Fees to June 30, 2025

Amui	13,275	HR Consulting
KMA	3,521	Audit
Orca Health and Safety	4,033	Complaints
Privacy Works	4,245	FOIs
Stikeman Elliott	61,018	Legal (FOIs, complaints, lawsuit and union certification)
	<u>86,092</u>	

COMMITTEE REPORTS

1. Communications Committee
2. Finance Committee
 - Financial Process review
3. Hiring Committee
4. Website Committee
5. Freedom of Information Response Committee
6. Policy Review Committee



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: August 6th, 2025
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GUEST SPEAKERS

None currently scheduled.

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT AND ASSOCIATION

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Commissioner (Report from the Chair)
 - Still 2 active investigations
2. Report from Trustee Chorneyko about FIPPA records policy
3. Report on decisions made at the **July 23** in camera meeting that can be disclosed to the general assembly
 - Motion
THAT the board place the following amounts into accounts as specified in the 2025 Levy
 - \$200,000 into the truck reserve fund at TD
 - \$30,000 into the equipment reserve fund at TD
 - \$75,000 into the Fire Hall reserve fund at TD
 - \$10,000 into the Contingency fund at Coastal Community**CARRIED**
 - Immediately prior to the meeting on July 23 the Board met with representatives from the Office of the Inspector of Municipalities. The purpose of this meeting was to provide guidance and instruction to the board about its governance and administration practices. The Office of the Inspector of Municipalities, recognising that this is a time of transition for the board, reached out with an offer to meet.
4. Hiring
 - M Colebrook has agreed to extend her term until 2026
5. Amending Bylaws
 - Bylaw 109 – Amending Bylaw 66
 - Bylaw 110 – Amending Bylaw 97



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6. Bylaw XXX Fire department establishing bylaw
 - a. need to revise bylaw to incorporate deputy chief, also EMR status
 - i. Has been circling for some time
 - ii. Has been through multiple drafts, last iteration (in November 2024) had it ready to be sent to Inspector of Municipalities for review
 - iii. Should seek their input about how to incorporate revenue generation from paid training with third party (SOS)
7. Tax Levy and Back Pay for Firefighters
8. Motion to nullify the resolution to pay the chair for FOI work
9. Review of the FR Study (Chief)

NEW BUSINESS

1. Budget and Tax Levy 2026
2. Establish Bylaws for Removing Money from the Capital Reserve Fund for
 - a. 2024 Capital Upgrades to Fire Hall 1
 - b. 2025 Purchase of Fire Truck
3. Need to formalise mutual aid agreements by bylaw, as per instruction received from the office of the inspector of municipalities
4. Security of File Sharing
 - o OneDrive concerns

QUESTIONS PERIOD

ADJOURNMENT

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

Next Meetings:

Finance Committee Meeting	August 26, 2025
Next General (Open) Meeting	September 3, 2025



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 2nd, 2025
Time: 4:00 p.m.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

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

Introduction of new trustees – Wayne Mercier (chair), Oliver Bussler and David Chorneyko

CHANGES TO/ADOPTION OF AGENDA

- Move new business Items 3 and 4 to In camera
- Renumber 10 to 9 and 11 to 10.
- Remove No. 9

MOTION

That the Board approve the July 2, 2025, Regular Open Meeting Agenda as amended

Moved: Wayne Mercier

Seconded: David Chorneyko

CARRIED

Erik Johnson against

ADOPTION OF MINUTES

MOTION

THAT the Board approve the May 7, 2025, Regular Open Meeting as amended

Moved: Wayne Mercier

Seconded: Ray Appel

CARRIED

DC, OB abstain

MOTION

THAT the Board approve the June 18, 2025, Inaugural Meeting minutes as amended

Moved: Erik Johnson

Seconded: Oliver Bussler

CARRIED



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 2nd, 2025
Time: 4:00 p.m.

CORRESPONDENCE

MOTION

THAT correspondence be received for information.

Moved: John Moeller

Seconded: Ray Appel

CARRIED

FINANCIAL REPORT (given orally)

- 2025 Levy not yet received
- Account status \$18,000 and \$13,500
- Outstanding cheques \$4362.77
- Held Invoices \$19, 612.11
- Outstanding benefits to staff ~\$15,000

COMMITTEE REPORTS

1. Communications Committee – Ray Appel and Diana Moher – no report
2. Finance Committee – all – audit will be done by July 9, 2025
3. Hiring Committee – Erik Johnson, Oliver Bussler, John Moeller, Diana Moher and Chief Will Sprogis and Deputy Chief Jamie Ovens
4. Website Committee – Ray Appel and David Chorneyko

FIRE CHIEF REPORT, DEPUTY CHIEF AND ASSOCIATION REPORT

See attached

MOTION:

THAT the June 2025 Fire Chief's, Deputy Chief's and Association Reports be received for information.

CARRIED



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 2nd, 2025
Time: 4:00 p.m.

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Commissioner - report by the chair

- There are aspects of the ongoing **FOI situation that touch on legal and protected matters, these aspects will be considered as part of the in-camera portion of the meeting** including:
- Wayne Mercier must recuse himself from the consideration of certain matters with the OIPC, due to conflict of interest, and another trustee must be designated as liaison
- Two ongoing FOI requests at the Commissioner's.
- One FOI request was received on May 20, 2025. It has been completed by Stikeman Elliot.

MOTION

THAT Trustee Chorneyko draft an outline of what would be required to create a Privacy management program in accordance with FIPPA 36.2 and report at the next general meeting

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

MOTION

THAT the board establish a select committee consisting of trustees Bussler, Appel, and Johnson to examine the handling of FOI requests and generate recommendations for the purpose of reducing future costs. That the committee be empowered to examine the practice of the GFPID, the policies of other improvement districts, and to seek consultation with subject matter experts. The committee will report to the board within 90 days.

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

2. Hiring

Moved to in camera

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

3. AGM

- 2024 Audit



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 2nd, 2025
Time: 4:00 p.m.

Report from the chair on the status of the audit

The situation around the audit may have legal and governance implications, **deliberation about the presentation of the 2024 audit will take place in camera.**

- 2025 Audit

The landowners, at the AGM, appointed Doane Grant Thornton as the auditors for the 2025 fiscal year, which is the calendar year.

MOTION

THAT the GFPID confirm the appointment of Doane Grant Thornton as auditor for the current fiscal year, in accordance with the decision of the landowners at the 2025 Annual General Meeting, subject to the receipt and board approval of a written proposal outlining scope of work, estimated cost, and expected deliverables for the current fiscal year audit, and that the Corporate Officer be authorized to initiate contract discussions accordingly.

AND that the results of those discussions be reported to the board, and be brought back to the landowners for reconsideration, if deemed necessary.

Moved: Wayne Mercier

Seconded: David Chorneyko

CARRIED

4. Election

Report by Corporate Officer and Returning Officer

NEW BUSINESS

1. Bylaw 66 - Chair's Recommendation

MOTION:

THAT the board direct staff to compose a new Officer Positions Establishment Bylaw which accurately reflects the current Local Government Act and present that bylaw to the board for passage at the next General Meeting

Moved: Oliver Bussler

Seconded: David Chorneyko

CARRIED



Date: July 2nd, 2025
Time: 4:00 p.m.

5. Discretionary Spending - Chair's Recommendation

MOTION

THAT the Gabriola Fire Protection Improvement District immediately suspend all discretionary spending until such time as:

- a. The board has reviewed and ratified the financial statements for the first quarter of the current fiscal year; and
- b. The board has received and assessed the findings of the current year's audit.

And

THAT Discretionary spending shall include but not be limited to:

- a. Engagement of consultants not previously authorized by specific board resolution.
 - a. Non-essential purchases or commitments outside of the district's core operational obligations.

And further

THAT spending necessary for the continued delivery of essential fire protection services, pre-approved contractual obligations, and emergency expenditures may proceed, subject to board reporting at the earliest opportunity.

Moved: Wayne Mercier

Seconded: Oliver Bussler

DEFEATED

6. Tax Levy and Back Pay for Firefighters - Chair's Recommendation

MOTION

THAT the Board of Trustees affirms its intention to implement the approved firefighter pay increase retroactively, and authorizes the payment of back pay covering the period from January 1, 2025, to the date the new rates are implemented, calculated in accordance with the rates approved in the 2025 budget;

And further

THAT the Corporate Officer be directed to calculate and disburse the back pay as part of the next regular payroll cycle following processing of the 2025 tax levy revenues.

Moved: Wayne Mercier

Seconded: David Chorneyko

CARRIED



GFPID OPEN BOARD OF
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7. Policy Review - Chair's Recommendation

MOTION

THAT the board of trustees commissions a select committee - consisting of Trustees Moher, and Bussler and Johnson to engage in a review and audit of current policies, that committee to report to the board at the September General Meeting, the report to address

- a. GFPID Policies correctly adopted which should be continued
- b. GFPID Policies which require revision and formal adoption
- c. GFPID Policies which should be done away with or revised entirely
- d. Policy gaps

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

CARRIED

8. Financial Management Review - Chair's Recommendation

Given the delay in the presentation of the Audited Financial Statements for 2024:

MOTION

THAT the board commission the Finance Committee, to undertake a comprehensive review and analysis of the Gabriola Fire Improvement District's current financial management practices, including but not limited to: procurement, invoice processing, expense approvals, emergency expenditures, reimbursements, petty cash, signing authority, and account access procedures;

Moved: David Chorneyko

Seconded: Erik Johnson

CARRIED

11. Fire Department Painting Project - arising from the Fire Chief's Report

MOTION

THAT \$6000 dollars be allocated to the painting of the burn building/live fire centre and Hall #2 as requested in the Chief's report

Moved: Wayne Mercier

Seconded: Erik Johnson

CARRIED

QUESTIONS PERIOD



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 2nd, 2025
Time: 4:00 p.m.

ADJOURNMENT at 7:19pm

THAT the Board adjourn into closed session pursuant to section 90(1)(c), 90(1)(k), and 90(2)(c) of the Community Charter to discuss matters that are related to employee relations and other human resources matters, and the approval of minutes for a closed session of a committee or Board meeting, if necessary.

Next Meetings:

Continuation of AGM July 9, 2025

Next General (Open) Meeting August 6, 2025



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: July 23rd, 2025
Time: 4:00-7:00 p.m.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

The Chair called the meeting to order at 4:09pm and respectfully acknowledged the Snuneymuxw First Nation on whose traditional territory this meeting takes place.

Recessed for 10 min

Reconvened at 4:20pm

COMMITTEES

1. Freedom of Information Response Committee –
Chair: Erik Johnson
Members: Ray Appel and Oliver Bussler
2. Policy Review Committee
Chair: Diana Moher
Members: Oliver Bussler and Erik Johnson

IN CAMERA MEETING

THAT the meeting be moved to in camera session to consider confidential (legal/personnel) matters, per Bylaw 97 s.9 at 4:27pm

ADJOURNMENT

At 8:01 pm

Next General (Open) Meeting August 6, 2025

GFPID Corporate Officer

From: PJ Bahr <pjbahr@gmail.com>
Sent: July 22, 2025 7:45 PM
To: GFPID Corporate Officer
Subject: Finance Committee & The Board of the GFPID

I got an email returned to me today saying that an earlier draft of my email to the above address could not be delivered. I do hope that this email is received. Please let me know by return mail. If not I will try to have it printed out and deliver it in person tomorrow. I do not want the letter to appear only in the local newspaper as it was meant to be sent directly to you, with a cc to the Sounder.

Thank you.
Penelope Bahr

ATTN: Board of Trustees

Thank you so much for the timely and informative agendas found on the GVFD website for the meetings of July 23, 2025.

I cannot attend the meeting next Wednesday, and so am writing to the future Finance Committee re issues that I realize are not necessarily part of the July 23 agenda, but may be filed under Correspondence for future consideration. I believe these are topics that should be discussed at a monthly general meeting.

Ongoing concerns: To remain an autonomous Fire Improvement District more of the budget needs to go to administration. In particular, for the Finance Committee to do its job well, it will need administrative support for more frequent financial reports and statements. Evident at the AGM's presentation of the 2024 auditor's report, was that the community wanted more detailed accounting from the Board re expenses. And, it would seem that dedicated support needs to come from the Corporate Officer. So my concerns start there.

* The Corporate Officer's job description should be upgraded to reflect the level of responsibility, the need for computer and accounting skills, government experience, discretion and confidentiality. They work for seven trustees after all, and have duties ranging from preparing committee meeting minutes, to advertisement, to liaison with the Provincial government and the public.

I feel the corporate officer should have a password protected computer of their own and ideally their own office too. There needs to be clear separation of expenses between Board and firefighting. The firefighting staff, including the Chief, should not have open access to GFPID correspondence or in-camera meeting information unless specified by the Board. There are times when trustees and the public need to have their privacy respected.

* The Corporate/Administrative Officer of the Improvement District should not wear two hats, and be the administrative assistant/secretary to the Fire Chief as well.

I strongly feel, the Corporate Officer will have more than enough work with re-working Financial Reports, keeping minutes and agendas up-to date and upgrading the By-Laws. Having two separate bosses with equal power is not tenable; loyalties can get divided.

* Please consider hiring a part-time, administrative assistant for the Chief instead of approving another costly Fire Chief as administrative help. It would be far more cost-effective and efficient to hire a personal office assistant, with business office skills.

* Separate the firefighters from the Board's or Chief's administrative duties. The firefighters volunteer to fight fires, perform rescue operations, and work as first responders/EMRs. They sign up to train in order to assure our community's safety. They do not sign up to serve the Board, or Chief, as accountants or typists.

Firefighters, should not be asked to do more than what they signed up for. It can put them in an awkward position. First off, it's another two-boss problem/potential conflict of interest. Then, the very nature of a volunteer, makes it hard for them to say no if they are asked to 'help out', especially if asked by their superiors. Such requests could be mistaken as a requirement, in respect to promotions, or as an unfair advantage by those without those extra skills.

* Please begin to provide monthly financial reports and quarterly financial statements.

Again, thank you for keeping us informed and for this opportunity to correspond; it is so important for community concerns to be heard. Open public discussion is important for the taxpayers to know where their trustees stand on issues.

Penelope Bahr
Landowner, 495 Berg Road

Cc: The Gabriola Sounder

July 14, 2025

Attention: Gabriola Island Fire Protection and Improvement District Board

Re: Inappropriate posting on website

Dear Fire Board,

I must first commend Chair Mercier on having the good grace to recognise he can't claim the authority to reprimand meeting attendees for calling his statements to account during fire board meetings, given his own past performance.

My main reason for writing however, is concern that the days one of the department staff was going to be on leave were posted, apparently by Mercier, on the fire department website.

I believe that if the chair consults with the appropriate provincial legislator, or even with a couple of his supporters who were at the meeting, he will learn that this is not best practice – particularly if that information is shared gratuitously and in a small community.

Good leadership is far more about taking responsibility – including acknowledging one's mistakes – than it is about exercising power.

A primary responsibility for someone who leads a staffed organisation is to ensure the best possible working conditions for staff. One would expect anyone who congratulated our firefighters on forming a union would understand this.

The staff person in question deserves an apology, not to have their concerns dismissed.

Regards,
Chris Bowers

GFPID Corporate Officer

From: Burt <fbfidler@gmail.com>
Sent: July 18, 2025 12:49 PM
To: GFPID Corporate Officer
Subject: Attention Trustees re: fire chief's requests for items non budgeted expenses

At the July 2, 2025 Trustee meeting, the Fire Chief requested funding to paint the old fire hall and the burn practice building. I believe the funds requested were in the neighbourhood of \$6,000.00 or more.

Trustee Chernenko challenged the urgency of this request and asked why there was a need to request these funds at this time instead of including it within the budget to be set for the upcoming year.

WE have observed over the last couple of years that the Chief often makes requests for funds during his reports that don't seem to be budgeted items and in some cases appear to catch the trustees off guard. As rate payers, we find this situation to be unacceptable, especially in light of the extreme increase we have seen this year in our taxes levied for fire protection. The Trustees are not the chief's ATM machine and we think he needs to be reined in a bit with the ad hoc spending requests and be held to spending within budgeted limits for everything with the only possible exceptions of emergency unforeseen expenses.

Gabriola Volunteer Firefighters Association
730 Church Street
Gabriola, BC

Gabriola Fire Protection Improvement
District
730 Church Street
Gabriola, BC

July 16, 2025

Re: Potential GVFD name change

On behalf of the Gabriola Volunteer Firefighters Association, I respectfully request that the trustees engage in consultation with the Association prior to reaching any decision regarding a potential name change for the Gabriola Volunteer Fire Department.

Kind regards

A handwritten signature in black ink, appearing to read 'Carol Waldo', with a stylized, cursive script.

Carol Waldo, President GVFFA

GFPID Corporate Officer

From: Drew Staniland <darklylit productions@gmail.com>
Sent: July 10, 2025 9:06 AM
To: GFPID Corporate Officer
Subject: Questions for the Board of Trustees

Dear Members of the GFPID Board,

At the continuation of the Annual General Meeting on July 9, 2025, the Chair advised that legal counsel had instructed the board not to discuss matters related to the pending civil case involving the GFPID, Fire Chief Will Sprogis, and former Chair Paul Giffin (Court File No. NAN-S-S-101698, Nanaimo Registry). I understand and respect the importance of protecting legal strategy.

However, I am writing to request clarification on matters of public accountability and financial governance, which are distinct from the specifics of the case itself.

In that regard, I am asking the Board to confirm the following:

1. Has the Board passed a formal resolution, in compliance with the *Local Government Act*, to authorize the use of GFPID funds to cover legal expenses for:
 - (a) Fire Chief Will Sprogis; and/or
 - (b) Former Chair Paul Giffin?
2. If so, please confirm the date and content of the resolution(s) and whether they were duly recorded in the meeting minutes.
3. Are the GFPID, Mr. Sprogis, and Mr. Giffin each represented by separate legal counsel, given the potential conflicts of interest raised by the civil claim?
4. Has the Board filed a claim or received a response from its Directors & Officers (D&O) insurance or Errors & Omissions (E&O) policy regarding coverage for either individual?

I understand the board may be limited in what it can discuss regarding the lawsuit itself. However, these are questions related to governance, insurance coverage, and use of taxpayer funds, and I believe the public has a right to this information.

I respectfully request a timely and transparent response.

Sincerely,

Drew Staniland

Property owner within the Gabriola Fire Protection Improvement District

Gabriola Fire Protection Improvement District

Income Statement

For the Period Ended June 30, 2025

	Annual Levy	YTD Actual
REVENUES		
Levy	\$ 1,406,023	\$ -
Donations	-	-
Grants, Firesmart & SPU	-	33,647
Deployment	-	-
Other Revenue - Leases, Interest, Training	-	32,835
	1,406,023	66,482
EXPENSES		
Wages & Benefits	540,983	201,431
SOS Instructor Wages	-	8,082
Insurance	105,000	49,458
Truck Operating Costs	60,000	32,565
Telephone & Utilities	58,000	14,714
Training	65,000	10,855
Firefighting Equipment & Maintenance	60,000	7,934
F.R. Supplies & Maintenance	8,000	3,297
Professional Fees	65,000	86,092
Office Expenses	21,000	8,368
GVFFA	16,500	-
Building & Grounds Maintenance	20,000	5,129
Advertising & Promotion	2,500	-
Travel	2,200	491
Hydrant Maintenance	2,000	450
Trustee Expenses	4,000	2,299
Firesmart Expense	-	11,754
EMR Expenditures	-	-
Deployment Expenses	-	1,183
Interest & Bank Charges	-	1,497
Amortization	-	-
Interest on Long Term Debt	-	7,995
	1,030,183	453,595
Surplus (Deficit) From Operations	375,840	(387,113)
Gain (Loss) On Disposal	-	-
Surplus (Deficit)	\$ 375,840	(\$ 387,113)

Privacy Management Program Outline

The Gabriola Fire Protection Improvement District (GFPID) is a local government body and, as such, must comply with the provincial [Freedom of Information and Protection of Privacy Act](#) (FOIPPA). 36.2 of FOIPPA states: “The head of a public body must develop a privacy management program for the public body and must do so in accordance with the directions of the minister responsible for this Act.” From this, it should be fair to state that the GFPID requires a Privacy Management Program (PMP)

The ministry responsible for this Act issued the following [Privacy Program Management Directions](#):

1. The designation, by the head of a public body, of an individual(s) to be responsible for the following:
 - a. being a point of contact for privacy-related matters such as privacy questions or concerns;
 - b. supporting the development, implementation, and maintenance of privacy policies and/ or procedures; and
 - c. supporting the public body’s compliance with FOIPPA.
2. A process for completing and documenting privacy impact assessments as required and information-sharing agreements as appropriate under FOIPPA.
3. A documented process for responding to privacy complaints and privacy breaches.
4. Privacy awareness and education activities to ensure employees are aware of their privacy obligations. These activities may be scaled to meet the volume and sensitivity of personal information in the custody or under the control of the public body and should be undertaken at timely and reasonable intervals.
5. Privacy policies and any documented privacy processes or practices available to employees and where practicable, to the public.
6. Method(s) to ensure that service providers are informed of their privacy obligations (e.g., awareness activities, contractual terms that address privacy obligations).
7. A process for regularly monitoring the privacy management program and updating as required, to ensure it remains appropriate to the public body's activities and is compliant with FOIPPA.

The Office of the Information and Privacy Commissioner for British Columbia (OIPC) has provided guidance for British Columbia public bodies on how to implement effective PMP, by publishing the [Accountability Privacy Management in BC’s Public Sector](#). The first part of this document outlines the fundamentals of a PMP, including an organizational commitment to privacy compliance, program controls, risk assessment and training. The second part of the document provides suggestions for how public bodies can review, revise and maintain their PMPs on an ongoing basis.

The Office of the Information and Privacy Commissioner for Nova Scotia published a [Privacy Management Program Gap Analysis - Getting Started For Smaller Public Bodies & Municipalities](#). Nova Scotia's PMP requirements are similar to the British Columbia requirements, so this gap analysis is a good test for the GFPID to understand our compliance. Basically... we haven't started.

Proposed Motion:

- Motion to accept Trustee Chorneyko's submitted Privacy Management Program Outline and task the GFPID Corporate Officer with starting and moving a Privacy Management Program forward. There shall be monthly Privacy Management Program progress reports by the Corporate Officer.

This report has been created by Trustee Chorneyko, after being tasked with creating an outline of what A Privacy Management Program would look like, in the July 2, 2025 General GFPID Trustee Meeting. It would look like what the Province's guidance tells us it would look like, which is provided in this document.

July 14, 2025
Best Regards,
Trustee Chorneyko

Fire Chief's Report – August

Fire Hazard Rating

- The current fire hazard rating is **High**.
 - A **seasonal campfire ban** is now in effect.
 - **Campfires and burn barrels are prohibited**.
 - **Category 2 and 3 burns** are not permitted under Fire Department regulations.
-

Fire Permits

- **Burn permits remain suspended** due to elevated wildfire risk.
-

Call Volume Report

- The **July call volume report** is currently pending and will be shared once compiled.
-

Monthly Operational Review

- We've responded to **multiple burn complaints in Cox Park**.
 - A reminder to the public: **Cox Park is available for overnight sheltering only between 9 PM and 7 AM**. All possessions should be removed.
 - Please remain **vigilant**—if you notice smoke, report it to our **Duty Officer at 250-755-9289**.
 - We are working with the **Finance Committee** on the **2026 budget**.
 - Preparations are underway for the arrival of the **new apparatus in mid-August**. Equipment is being reassigned to ensure it is properly outfitted and ready for immediate service.
-

Community Events and Initiatives

- The **FireSmart team** attended several **farmers' markets in August**, offering **FireSmart home assessments** to residents.
- We participated in the **August 3rd Show & Shine at Aggie Hall**, promoting fire safety and selling fire extinguishers and fire blankets:
 - **Fire extinguishers** – \$65

- **Fire blankets** – \$20
(Cash or cheque only)
-

Equipment Readiness

- **Tender 8**, one of our backup tenders, is now **pump-and-roll capable**.
 - A used pump was installed to support **relay pumping** and **attack operations**, expanding the unit's operational capacity.
-

Upcoming Events

- No additional community events are scheduled for August.
 - The schedule remains **flexible** to accommodate potential increases in call volume or **wildfire-related deployments**.
-

Ongoing Projects

- At **Fire Hall 2**, preparations are underway to paint the **burn facility**. Surfaces are currently being prepped, and paint has been ordered.
 - As part of the **UMBC grant**, we have ordered a **fire prop kit**, including a controller, gas lines, and a simulation prop for **live vehicle fire training**.
-

Staffing and Budget Considerations

- Our **2014 Honda Ridgeline**, serving as the current **command vehicle**, is now 11 years old with over **200,000 km** logged.
 - While reliable, it is showing signs of wear, and replacement was identified in our **long-range capital plan**.
 - A **Truck Committee** within the Officer pool has been tasked with evaluating suitable replacements for Gabriola's needs.
 - **Unit #6** will be reassigned to **Hall 2** as the **primary First Responder vehicle**.
-

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

Respectfully submitted,
Fire Chief

GVFD Deputy Chief Training Report – August 05, 2025

July/August Tuesday Night Training Summary Review

- July 8 Rehab/Decon New O.G.
- July 15 Water Supply Tactics/Pumping
- July 22 Forcible entry and Tools/Ropes
- July 29 Platoon Training Ch 11 Ladders
- Aug 5 Rescue/Lifting Bags/Patient extraction

Upcoming Training

August 2025
<ul style="list-style-type: none">• Aug 12 Salvage and Overhaul• Aug 19 Ch 23 Fire Attack/ Theory based• Aug 26 Platoon Training/EVO/ Defensive Driving

We are proud to share an exciting update on the progress of our current class of fire department recruits. Over the past few months, they have shown exceptional dedication and determination as they continue their journey through the 1001 training program.

Our recruits will start completing their written examinations in the coming weeks, having already demonstrated a strong grasp of foundational firefighting knowledge. In the practical portion of training, they've tackled several key skill areas, including:

- **Ropes and Ladder Operations** – mastering safe techniques for rescue scenarios.
- **PPE (Personal Protective Equipment)** – learning the correct donning and doffing procedures to ensure safety on the fireground.
- **Fire Extinguisher Use**
- **Water Supply Operations** – establishing and maintaining effective water flow from hydrants and apparatus.
- **Hand Tool Proficiency**

This group continues to train hard, support each other, and uphold the values of professionalism, service, and teamwork. We look forward to seeing their continued growth as they progress toward becoming fully certified firefighters.

Stay tuned for more updates as they move into the next phase of their training!

We are also thrilled to announce that we have a new **NFPA 1001 Inter FF** joining our team – **Adam!** Adam will be stepping into the role of our **Day Firefighter** this fall and will be a valuable addition to our crew.

I have also shared several training videos and have already been simulating fire attack scenarios while practicing the tactics we plan to use with our new Engine, which is expected to arrive in late August.

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

BYLAW NO. 109

A bylaw to amend Bylaw No. 66, being the "Officer Positions Establishment Bylaw No. 66"

The Trustees of the Gabriola Fire Protection Improvement District ENACT AS FOLLOWS:

1. That the improvement district's Bylaw No. 66 passed by the Trustees on the 2nd day of May 2001 and registered by the Inspector of Municipalities on the 9th day of May 2001, is hereby amended by deleting Section 1 thereof and substituting the following:

OFFICER'S POSITIONS: The following positions are established as officer positions:

- (a) Officer responsible for corporate administration under section 695 of the Local Government Act whose title shall be "Administrator."
- (b) Officer responsible for financial administration under section 696 of the Local Government Act whose title shall be "Treasurer."

2. This bylaw may be cited as the "Bylaw No. 109 Amending Bylaw".

INTRODUCED and given first reading by the Trustees on the ____ day of ____, 2025.

RECONSIDERED and finally passed by the Trustees on the ____ day of ____, 2025

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 109

Officer

GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

BYLAW NO. 110

A bylaw to amend Bylaw No. 97, being the "Meeting Procedures Bylaw 2021"

The Trustees of the Gabriola Fire Protection Improvement District ENACT AS FOLLOWS:

That the improvement district's Bylaw No. 97 passed by the Trustees on the 7th day of April 2021, is hereby amended by deleting Section 1 thereof and substituting the following:

In this Bylaw,

"Chair" means the person elected by the trustees to the position of chair, or the acting chair presiding at the meeting, as the context requires.

"Corporate Officer" means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 695 of the Local Government Act.

"Board" means the trustees holding office as provided under Section 683 of the Local Government Act including the trustee elected as chair.

2. This bylaw may be cited as the "Bylaw No. 110 Amending Bylaw".

INTRODUCED and given first reading by the Trustees on the ____ day of ____, 2025.

RECONSIDERED and finally passed by the Trustees on the ____ day of ____, 2025

Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 110

Officer