

No January 2025
Meeting

Gabriola Fire Trustees Monthly Meeting

Wednesday, Feb 5, 2025

Call to Order - 4:04 pm

Present: Paul Giffin, Chair, Diana Moher, John Moelier, Charleen Wells, Kent Moen, Ray Appel, Erik Johnson

Adoption of December Minutes. Chair Giffin advises that minutes are not available due to computer issues.

Committees

Communication: we are videotaping meetings and posting to the Website. An Ad will be attached to explain the setup.

Fire Chief's Report: please see attached

Deputy Chief's Report: please see attached

Comments to the Chief and Deputy were made from the board regarding information from an article in The Sounder that 1,100 more houses were needed on Gabriola to handle housing issues. Guidance on how that will/would affect the work level of the hall and budget items would be appreciated. Note was made that Victoria was downloading costs of 911 to different sections of its municipalities, increasing some areas taxes by 2.5%.

Motion: To approve the policy titled "Audio and Video Recording of Board of Trustees Meetings Policy"

Moved by Erik
Seconded by Charleen
Carried

Late Items:

Election

Motion: That Trustee Moher take on the responsibilities of the Chair for the upcoming election, generally held in April.

Moved by Erik
Seconded by Kent
Carried

Motion to move to in camera for personnel matters-4:23pm

Moved by John
Seconded by Erik
Carried
Sent from my iPad



Trustee Board Meeting

Wednesday, March 5th, 2025

Present: John Moeller, Ray Appel, Charleen Wells, Erik Johnson, Paul Giffin, Diana Moher, Kent Moen, Chief Sprogis, Deputy Chief Ovens

Greeting by Chair Giffin

Call to Order-4:11 pm

Adoption of Dec 4th, 2024 minutes.

Motion: Erik

2nd: Kent

Carried

Committee Meetings

Finance Committee:

Just had a committee meeting in public. Reviewed the report provided by the Chief for a new paid position within the Department. Chief Sprogis feels it will save upwards of \$30,000.

Motion to table the report to the next monthly board meeting to allow the Chief and Deputy Chief to complete tasks associated with the request.

Moved: John

2nd: Ray

Carried

Chief's Report: see attached

Open House on May 10th for Firesmart.

Deputy Chief report: see attached

Association: only news was election. Carol Waldo was elected as President.

Freedom of Information report: see attached

Recent bill: \$1,388.00

Questions from the floor

April 2nd, 2025 Meeting Minutes

Gabriola Island Fire Improvement District Board of Trustees

Meeting

Call to Order: 4:02 pm

Present: Erik Johnson, Ray Appel, John Moeller, Charleen Wells, Kent Moen, Chair, Paul Giffin, Diana Moher

Adoption of Feb 4th, 2025 meeting minutes

Moved: Ray Appel

2nd: John Moeller

Carried

Adoption of March 5th, 2025 meeting minutes.

Moved: Erik Johnson

2nd: Charleen Wells

Carried

Communication Committee Report:

FAQ - working on establishing and activating a section on the website.

Fire Chief's Report:

See attached

Request for motion regarding new position put forth by Chief Sprogis.

Motion: To acknowledge the Chief's request to withdraw the full time Captain's position to allow for further assessment.

Moved: Charleen Wells

2nd: John Moeller

Carried

Deputy Chief Report:

See attached



Association:

President Carol Waldo reported on recent Fire Smart Actions.

Old Business:

Privacy Commissioner:

No Invoice from Privacy Works, so up-to-date.

Multiple FOI requests with 18, 20, and 50 requests within each request.

Hiring Committee:

*review job description

*hrs/week

*posting of job

*identify suitable candidates

Motion: to form a hiring committee consisting of John Moeller, Ray Appel and Diana Moher to work within the above noted stipulations. The said committee then becomes a committee of the whole for hiring.

Moved: Erik Johnson

2nd: Charleen Wells

Carried

AGM

Proposal to move the AGM and election to June 18th, 2025.

Moved: Erik Johnson

2nd: John Moeller

Carried

Late Items:

Auditor

Motion to hire an appropriate person to review the documentation before it goes to the auditor.

Moved by John Moeller

2. Erik Johnson

Carried

Long Range Plan:



Meeting with Sean Lewis on the 8th of April, 2025 to see his suggestions. To report back at next meeting.

Question regarding Bullying and Harassment Investigation HR Consultants:

Received invoice from company on March 7th, AFTER the March 5th meeting, contrary to the information provided by other parties.

Motion to adjourn to move to In Camera for legal and personnel matters. 5:35 pm

Moved: Erik Johnson

2nd: John Moeller Carried

Carried



Minutes of the May 7th Board of Directors meeting

Started: 4:00pm

Present: John Moeller, Ray Appel, Erik Johnson, Charleen Wells, Chair Paul Giffin, Diana Moher

Diana Moher read the acknowledgment.

Adoption of April 24th Minutes

Moved by Erik

2nd by John

Carried

Communication

Ray Appel has put together a compilation of frequently asked questions (FAQ's) and is in the process of putting it up on the Trustees link on the Firehall Department website.

Notice re: election and call for nominations for Trustees are in the next two issues of the Sounder.

Group met with Sean Lewis re: long range plan. Felt the meeting went well.

Fire Chief's Report: (see attached)

Motion by the Chief to have a finance committee meeting to review the new position requested of an Assistant Fire Chief.

Moved by John

2nd Charleen

Carried

Deputy Chief's Report: (see attached)

Old Business:

AGM: Cheryl will be the Returning Officer for the election.

Henry finished all the bookkeeping work for the audit.

No FOI requests

Two FOI requests still in process at the Commissioner's.



We have filed a response to the civil suit. It is in the paper. We will not be making a comment at this time.

New Business:

Motion to appoint Marjorie as interim, part time Corporate/Admin Officer

Moved, Erik

Seconded, John

Carried

Late Items:

No Late Items

4:30pm

Motion to move In Camera for legal and Personnel matters

Moved by Charleen

2nd by John

Carried

MC
BK



Date: June 18, 2025
Time: 10:56 pm

INAUGRAL MEETING MINUTES

I. CALL TO ORDER

The Corporate Officer called the meeting to order at 10:56pm and respectfully acknowledge the Snuneymuxw First Nation on whose traditional territory this meeting takes place.

II. NEW BUSINESS

1. Election of the Chair

The Corporate Officer raises the need for the election of a Chair.

Erik Johnson nominates **John Moeller**. **John Moeller** declines.

Oliver Bussler nominates **Wayne Mercier**. **David Chorneyko** seconded.

CARRIED

Diana Moher and John Moeller abstain

Erik Johnston against

2. Appointment to Standing Committees

- a. Communication Committee – Ray Appel, Diana Moher
- b. Finance Committee – all trustees
- c. Safety Committee – all trustees

Moved: Wayne Mercier

Seconded: Oliver Bussler

THAT the trustees appoint membership of standing committees as proposed

CARRIED

3. Appointment to Select Committees

- a. Long-Rane Planning Committee – David Chorneyko and Oliver Bussler
- b. Hiring Committee – Erik Johnson and Oliver Bussler
- c. Website Committee – Ray Appel and David Chorneyko

Moved: Wayne Mercier

Seconded: Oliver Bussler

THAT the trustees appoint membership of select committees as proposed

CARRIED



GFPID OPEN BOARD OF
TRUSTEES MEETING - INAUGRAL

Date: June 18, 2025

Time: 10:56 pm

4. Changes to bank accounts

Moved Wayne Mercier

Seconded David Chorneyko

THAT the trustees instruct staff to remove Paul Giffin as a signatory to financial accounts, and assign Wayne Mercier to the accounts

CARRIED

5. Mentors to new trustees. Erik Johnson will mentor Oliver Bussler and Diana Moher will mentor David Chorneyko.

III: ADJOURNMENT at 11:07pm

APPROVED BY:

Wayne Mercier (Chair)

Marjorie Colebrook (Corporate Officer)



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



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



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



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

APPROVED BY:

A handwritten signature in black ink, appearing to read "Wayne Mercier".

Wayne Mercier (Chair)

A handwritten signature in black ink, appearing to read "Marjorie Colebrook".

Marjorie Colebrook (Corporate Officer)



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

APPROVED BY:


Wayne Mercier (Chair)


Marjorie Colebrook (Corporate Officer)



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: August 6th, 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	Marjorie Colebrook, Interim Corporate Officer
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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 LATE AGENDA ITEMS/ADOPTION OF AGENDA

MOTION

That the Board approve the August 6, 2025, Regular Open Meeting Agenda as amended
CARRIED

ADOPTION OF MINUTES

MOTION

THAT the Board approve the July 2, 2025, Regular Open Meeting as amended
CARRIED

MOTION

THAT the Board approve the July 23, 2025, Inaugural Meeting minutes as amended
CARRIED

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
- James Arends – Letters Patent & EMR Program
- James Arends – Overtime and Staffing Issues



MOTION

THAT correspondence be received for information and referred to the communications committee for response.

Moved: Wayne Mercier

Seconded: Erik Johnson

CARRIED

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
 - o Financial Process review
3. Hiring Committee
4. Website Committee
5. Freedom of Information Response Committee
6. Policy Review Committee

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: August 6th, 2025

Time: 4:00 p.m.

2. Report from Trustee Chorneyko about Privacy Management Program

MOTION

THAT the board accept the Privacy Management Program Outline submitted by Trustee Chorneyko

and

THAT the Corporate Officer be directed to draft a plan of work for establishing 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

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

MOTION TO TABLE to September Meeting

Moved: Erik Johnson

Seconded: John Moeller

CARRIED

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 – Read and passed
- Bylaw 110 – Amending Bylaw 97 – Read and passed

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
Completed

- 8. Motion to nullify the resolution to pay the chair for FOI work
MOTION
THAT the August 2023 motion to pay the chair for FOI request be withdrawn.
Moved: Wayne Mercier **Seconded:** Erik Johnson **CARRIED**

- 9. Review of the FR Study (Chief) – moved to September 2025 meeting

- 10. Audit Update

From Anna Jones at Grant Doan "The fee I will quote for the December 31, 2025, fiscal year is \$14,000. We also have a 9% technology fee, so the total fee before GST would be \$15,260."

MOTION
THAT it is necessary to bring the Grant Doan estimate back to the landowners for consideration
Moved: Wayne Mercier **Seconded:** Erik Johnson **DEFEATED**

MOTION
THAT a special general meeting with the landowners be convened on September 3, 2025 at 7pm for consideration of the auditor for 2026.
Moved: Wayne Mercier **Seconded:** Ray Appel **CARRIED**

NEW BUSINESS

- 1. Hiring Committee



GFPID OPEN BOARD OF
TRUSTEES MEETING

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

MOTION

THAT staff be directed to provide the hiring committee with a description of what they do by August 27, 2025

and

THAT staff be directed to provide the finance committee with a list of contractors performing administrative functions (e.g. bookkeeping fees, AMUI, Privacyworks, etc.) and the associated annual expenses by August 27, 2025

and

THAT staff be directed to work with the finance committee to draft cost estimates for the establishment of a dedicated Corporate Officer and a fire hall clerk by September 17, 2025

and

THAT the finance committee provide the board with a recommendation for staffing structure of the improvement district that balances financial realities with the administrative responsibilities of the organization by October 1, 2025.

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

MOTION TO TABLE to September Meeting

Moved: Erik Johnson **Seconded:** Diana Moher **CARRIED**

2. Budget and Tax Levy 2026
3. 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

MOTION

To request staff to provide 3 estimated from consultants on the systems of the improvement district cybersecurity.

Moved: Wayne Mercier **Seconded:** John Moeller **CARRIED**

QUESTIONS PERIOD

ADJOURNMENT at 7:16pm



GFPID OPEN BOARD OF
TRUSTEES MEETING

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

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

Moved: Erik Johnson

Seconded: Wayne Mercier

CARRIED


Next Meetings:

Finance Committee Meeting

August 26, 2025

Next General (Open) Meeting

September 3, 2025


WAYNE MERCIER





Date: September 3, 2025
Time: 4:00 p.m.

THAT the Board approve the August 6, 2025, Regular Open Meeting as amended

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

URGENT BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. 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

MOTION

THAT the Gabriola Fire Protection Improvement District authorize recovery of the following capital expenditures from the Capital Reserve Fund for Buildings. Those are the installation of a Level 2 smart charger at Hall 1, which costs \$4,435. The two compressor replacements for Hall 1 are for \$11,710 and \$11,944. For Hall 2, the installation of a Level 2 smart charger at the cost of \$3,815. Those capital expenditures, the cost of which we're aiming to recover, total \$31,904

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

Bylaw 111 (Fire Hall Repair and Replacement 2024 Reserve):

Readings 1–3 completed; adopted unanimously.

MOTION

That Bylaw 111 passed the third reading be adopted.

Moved: John Moeller **Seconded:** Erik Johnson **CARRIED**

MOTION

THAT payment of \$562,722 from the capital reserve bylaw for trucks be authorized to complete payment to Fort Garry Trucks for the construction of engine number nine.

Moved: John Moeller **Seconded:** Erik Johnson **CARRIED**

Bylaw 112 (Capital Truck Replacement Reserve):

Readings 1–3 completed; adopted unanimously.

MOTION

That Bylaw 111 passed the third reading be adopted.

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: September 3, 2025
Time: 4:00 p.m.

2. Budget and Tax Levy 2026

MOTION

THAT the Finance Committee meeting be held in camera from 2 p.m. to 4 p.m. in advance of the public meeting on September 10th.

CORRESPONDENCE

- James Arends re: Letters Patent & EMR Program
- James Arends re: Overtime and Staffing Issues
- Drew Staniland re: election advertising (page 7)
- Giselle Rudischer re: Corporate Officer Position (page 8)
- Chris Bowers re: Corporate Officer Position (page 9-10)
- Glenys Bussler re: business by email (page 11-12)
- James Arends re: Finance Policy (page 13)
- Paula Mallinson re: Corporate Officer Position (page 14)
- John Moeller re: Staffing (page 15) – for reference only

MOTION

To include late-arriving August letters in the August minutes package. **CARRIED**

MOTION

THAT correspondence be received for information and referred to the Communications Committee for response. **CARRIED**

MOTION

THAT the corporate officer compile the information requested in the correspondence from Mr. James Arends. Consisting of the names of all members of the finance committee during the period specified. The names of the chairs of the finance committee during those periods. The dates for the finance committee had meetings. The minutes for the finance committee from those meetings. Any forms, guidelines, policies, or procedures regarding the use of any credit cards used by the Gabriola Fire Protection Improvement District and or the Gabriola Volunteer Fire Department. Any forms, guidelines, policies, or procedures regarding reimbursement of expenses and or disbursements by the Gabriola Fire Protection Improvement District and or the Gabriola



Date: September 3, 2025
Time: 4:00 p.m.

of Fire Department. And the operational guidelines in use by the Gabriola Fire Department, in electronic form, to be distributed to the trustee.

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

FINANCIAL REPORT

MOTION

THAT the most recent financial statements be presented at the next meeting (two-month lag)

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

COMMITTEE REPORTS

1. Finance Committee (Chorneyko)
- 2026 Levy

MOTION

THAT the board ratify the in-camera meeting held on August 26 be ratified.

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

MOTION

THAT the motion of July 2025 to the Finance Committee to conduct a comprehensive review and analysis of the Gabriola Fire Improvement District's current financial management practices be rescinded, as it is covered elsewhere.

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

2. Communications Committee (Moher)
- Responses to August Correspondence from Communications Committee
3. Hiring Committee (Johnson)
- posting of Corporate Officer Position
4. Website Committee (Appel)
5. Freedom of Information Response Committee
6. Policy Review Committee

Established by the following resolution passed at the July 02 General Meeting



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: September 3, 2025
Time: 4:00 p.m.

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

MOTION

To extend the timeline for the select committee to report in December, involve community experts, and examine the language of the letters patent in addition to their original scope.

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

GUEST SPEAKERS - None currently scheduled.

FIRE CHIEF REPORT

MOTION

To extend the meeting until the conclusion of the Chief's report. **CARRIED**

MOTION

THAT the Board authorize the department (via Chief) to apply for the 2026 UMBC Volunteer Fire Department Training and Structural Protection Equipment grant (up to \$30,000). **CARRIED**

*5 UBCM
MC*

POSTPONED TO THE OCTOBER MEETING

DEPUTY CHIEF REPORT AND ASSOCIATION

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Commissioner (Report from the Chair)
2. FIPPA records program
3. Bylaw XXX Fire department establishing bylaw
4. Review of the FR Study (Chief)
7. Need to formalise mutual aid agreements by bylaw
8. Security of File Sharing
 - a. OneDrive concerns
9. Audit Update



Date: September 3, 2025
Time: 4:00 p.m.

10. Hiring Motion

Corporate Officer position – tabled from August 06 General Meeting

NEW BUSINESS

1. Purchase of LGMA Records and Information Management Manual
2. Approval of ICBC payout to Capital Reserves

ADJOURNMENT at 6:06pm

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

Next Meetings:

Next General (Open) Meeting October 1, 2025


Wayne Mercier (Chair)


Marjorie Colebrook (Corporate Officer)



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

The Chair called the meeting to order at 4 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

To add the Overtime Policy to New Business

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

MOTION

To postpone the Overtime Policy discussion

Moved: Erik Johnson **Seconded:** John Moeller **DEFEATED**

MOTION

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

CARRIED

ADOPTION OF MINUTES

MOTION

THAT the Board approve the September 3, 2025, Regular Open Meeting minutes

CARRIED

CORRESPONDENCE

- Ryan St. Pierre re: BC Training Grant
- Sean Lewis re: Job descriptions and Administrative Services



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

- James Arends re: Audits & Deficiency Reports
- Paula Mallison re: in camera meeting
- Mike Stewart re. Bylaw 102
- Keith Jellis re: Health & Safety concerns, Robert's Rules of Order

MOTION

THAT the Board refer correspondence to the Communication Committee

CARRIED

FINANCIAL REPORT

July 2025 Financial Statement

COMMITTEE REPORTS

1. Finance Committee (Chorneyko)

MOTION

To accept the Finance Committee's recommendation that the election budget be \$10,000

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

CARRIED

MOTION

To accept the Finance Committee's recommendation that the board formalize the administrative support position.

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

CARRIED

MOTION

To accept the Finance Committee's recommendation that the board allocate \$50,000 to HR services (based on quotes). Any excess money will be allocated to the capital equipment budget.

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

DEFEATED

MOTION

To accept the Finance Committee's recommendation that the board approve the early disbursement from the 2026 Levy of \$100,000 on January 2, 2026.

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

CARRIED



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

MOTION

To accept the Finance Committee's recommendation that the board adopt the Terms of Reference for the Finance Committee as amended

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

2. Communications Committee (Moher)

MOTION

That the corporate officer be given permission to respond to correspondence using the responses developed by the Communication Committee, responses will be selected at the end of the general meeting for correspondence accepted at that meeting.

Moved: Diana Moher **Seconded:** Erik Johnson **TABLED**

Move to table

Moved: John Moeller **Seconded:** Erik Johnson **CARRIED**

3. Hiring Committee (Johnson)

MOTION

That the board accept the job description, job posting, hiring ad and time management policy and that the board approve moving forward with the hiring process for the Corporate Officer.

Moved: John Moeller **Seconded:** Erik Johnson **CARRIED**
Oliver Bussler, David Chorneyko and Wayne Mercier opposed

4. Website Committee (Appel)

5. Policy Review Committee (Moher)

Motion to extend the timeline for the select committee, involve community experts, and likewise examine the language of the letters patent, in addition to their original charge, passed at the September meeting.

Deadline set for December meeting.

6. Freedom of Information Response Committee (Johnson)



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

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.

MOTION

Request for a 30-day extension

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

GUEST SPEAKERS - None currently scheduled.

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

To allocate \$25,000 from 2025 deployment, \$25,000 from capital equipment reserves and \$30,000 from 2025 SOS income to purchase Auto Ex Equipment for \$80,000 from Associated Fire Safety Group

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

MOTION

To apply for the UBCM Nexgen 911 grant for CAD

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

MOTION

That the new command vehicle be an electric vehicle

Moved: David Chorneyko **Seconded:** None

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Report from the In Camera meeting held in September to discuss legal and personnel matters.
 - i. Trustees are entitled to access district records subject to the privacy program.
 - ii. CO must provide records/information in a timely manner.
 - iii. CO and Fire Chief are Board employees and accountable to it.



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

- iv. Establish secure banking protocol using district resources (not personal devices).
 - v. Separate personnel files from district records.
 - vi. Trustees to be shown district files (took place Sep 23, 2025).
2. Report on motion from September Meeting – Records to be provided to Trustees
3. Budget

MOTION

To approve the GFPID budget today and the bylaw at another meeting

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

QUESTION PERIOD FROM PUBLIC ON BUDGET

MOTION

That the board accept the current model

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

MOTION

To approve the current model budget of #1,711,374 for 2026

Moved: Wayne Mercier **Seconded:** Erik Johnson **CARRIED**
Ray Appel, Oliver Bussler and Wayne Mercier opposed

Bylaw 113 Fire Protection Taxation Bylaw 2026

Readings 1–3 completed; adopted unanimously.

MOTION

That Bylaw 113 passed the third reading be adopted.

Moved: Erik Johnson **Seconded:** Diana Moher **CARRIED**

4. Privacy Commissioner (Report from the Chair)

One active FOI request at this time, likely to require engagement of consultants, but being handled internally at this point

5. Privacy Management Motion tabled from the August 06 General Meeting

MOTION



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

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

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

6. Bylaw XXX Fire department establishing bylaw

MOTION

To have the Establishing bylaw as a standing item on future agendas

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

POSTPONED TO THE NOVEMBER MEETING

7. Need to formalize mutual aid agreements by bylaw
8. Security of File Sharing and OneDrive concerns
9. Audit Update
10. Hiring Motion
11. Corporate Officer position – tabled from August 06 General Meeting

THAT staff be directed to provide the hiring committee with a description of what they do by [date] and

THAT staff be directed to provide the finance committee with a list of contractors performing administrative functions (e.g.: extra audit fees, AMUI, Privacyworks, etc.) and the associated expenses by [date]

and THAT staff be directed to work with the finance committee to draft cost estimates for the establishment of a dedicated Corporate Officer and a fire hall clerk by [date]

and THAT the finance committee provide the board with a recommendation for staffing structure of the improvement district that balances financial realities with the administrative responsibilities of the organization by [date]

12. Purchase of LGMA Records and Information Management Manual



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: October 1, 2025
Time: 4:00 p.m.

13. Approval of ICBC payout to Capital Reserves

NEW BUSINESS

1. UBCM 2026 Next Generation 911 Grant – Mobile Terminals for Vehicles – Chief’s report
2. Adoption of Correspondence Policy
3. Rescue tools (tariff-free until the end of October 2025) – Chief’s report
4. Overtime Policy

QUESTION PERIOD

ADJOURNMENT

MOTION To adjourn at 8 pm


Moved: Erik Johnson **Seconded:** John Moeller

CARRIED

Next Meetings:

Next General (Open) Meeting November 5, 2025


Erik Johnson
Chair


Marjorie Colebrook
Corporate Officer



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

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

MOTION (Corporate Officer)

That the board accept the resignation of Wayne Mercier as Board Chair, as received on October 22, 2025, by email.

Moved: Marjorie Colebrook **Seconded:** Erik Johnson **CARRIED**

MOTION (Corporate Officer)

That the board declare the position of chair as vacant

Moved: Marjorie Colebrook **Seconded:** Diana Moher **CARRIED**

The Corporate Officer calls for nominations from the board. Erik Johnson nominated. No other nominations. Erik Johnson elected by acclamation.

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

MOTION

That the Board approve the agenda for the November 2025 Regular Open Meeting Agenda as amended

Moved: Erik Johnson **Seconded:** John Moeller **CARRIED**

ADOPTION OF MINUTES

MOTION



THAT the Board approve the October 1, 2025, Regular Open Meeting minutes as amended.

Moved: Erik Johnson **Seconded:** David Chorneyko **CARRIED**

CORRESPONDENCE

N. Johnston	re: Supplementary Meeting Material
J. Arends	re: Election Policy
J. Arends	re: Provincial Levy & Funding Advances
N. Johnston	re: Communications Committee
S. Earle	re: Command Vehicle

MOTION

THAT the Board refer the above correspondence to the Communication Committee

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

FINANCIAL REPORT

August 2025 Financial Statement

MOTION from Committee

That the Financial Statement include reimbursements to staff

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

Motion to move the Finance Committee

Moved: John Moeller **Seconded:** David Chorneyko **CARRIED**

COMMITTEE REPORTS

1. Finance Committee (Chorneyko)

MOTION from Committee

That the board accept the Finance Committee recommendation that a Jay Dearman Youth account for donations to the fire department youth program be opened at the Coast Capital Credit Union.

Moved: David Chorneyko **Seconded:** Diana Moher **CARRIED**

MOTION from Committee

To correct Coast Capital Credit Union to Coastal Community Credit Union.

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

2. Communications Committee (Moher)

Recommended MOTION (Appel)

THAT the Corporate Officer be authorized to acknowledge receipt of correspondence to incoming correspondence in collaboration with the Communications Committee, using response templates developed by that Committee; **AND**

THAT the Communications Committee is responsible for forwarding all matters requiring further action to the appropriate Committee Chair and/or to the Board.

Moved: Ray Appel

Seconded: John Moeller

CARRIED

MOTION AMENDMENT

ADD

AND that information identified in policy 24-11 as being available without special request be provided immediately

Moved: Wayne Mercier

Seconded: David Chorneyko

CARRIED

3. Hiring Committee (Johnson)

MOTION

THAT the November 12, 2025 meeting of the Hiring Committee be held in camera to look at recommendations to the Board

Moved: Wayne Mercier

Seconded: Ray Appel

CARRIED

4. Website Committee (Appel)

5. Freedom of Information Response Committee (Johnson)

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.

MOTION

THAT the term of the FOI Committee be extended to February 2026

Moved: Wayne Mercier

Seconded: Ray Appel

CARRIED

6. Policy Review Committee (Moher)



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

*Motion to extend the timeline for the select committee, involve community experts, and likewise examine the language of the letters patent, in addition to their original charge, passed at the September 2025 meeting.
Deadline set for December 2025 meeting.*

MOTION

THAT Committee Reports be submitted in writing one week in advance of each general meeting to the Corporate Officer for inclusion in the Agenda Package distributed before Board meetings

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

MOTION

THAT all Committee meetings be posted on the District's website (www.gabriolafire.ca/) calendar on the Trustee page as soon as possible before the scheduled meeting, to ensure adequate public notice and transparency.

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

GUEST SPEAKERS - Cheryl Hannebauer – Updated Election Policy

MOTION

THAT the Election Policy presentation be accepted. **CARRIED**

CORPORATE OFFICER REPORT

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

THAT the board approve the Fire Chief to purchase an electric vehicle up to \$100,000 as the new command vehicle.

Moved: David Chorneyko **Seconded:** none

MOTION

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

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

MOTION

To approve the purchase of a heat pump for Hall 2 and allocate \$6000 from Capital Reserve Funds (Hall Maintenance)

Moved: John Moeller **Seconded:** Wayne Mercier **CARRIED**

MOTION

THAT the Chief's report going forward include an accounting of staff and material resources allocated to work with SOS during each month
and

THAT this report include an update on our agreement to "discuss how [we] ... can reasonably support ... the creation of additional training for the STCW Advanced Fire Fighting course and MED Domestic Vessel Safety" as set out in our contract with SOS

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

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Commissioner (Report from the Chair)

One current FOI request. The contact trustees are John Moeller and Diana Moher. The information has been submitted to the applicant, and the file is now closed.

2. Privacy Management Update

3. Bylaw XXX: Fire Department Establishing Bylaw

MOTION

To consult with the Office of the Inspector of Municipalities about the best way to incorporate the training services provided to SOS by the Gabriola Volunteer Fire Department.

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

4. Need to formalize mutual aid agreements by bylaw

5. Security of File Sharing- and OneDrive concerns

A meeting with Sleepdeprived will be scheduled mid-November



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

6. Hiring Motion

The Corporate Officer Position has been posted. Deadline is November 11, 2025

7. Purchase of LGMA Records and Information Management Manual

MOTION

To approve the purchase of one 2024 Records and Information Management Manual for Local Government Organizations, Sixth Edition from the Local Government Management Association.

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

8. Approval of ICBC payout to Capital Reserves

MOTION

To nullify motion#24-G15 (from March 2024) and place the \$19,000 insurance money into the Capital Reserves (Truck) fund.

Moved: Wayne Mercier **Seconded:** John Moeller **CARRIED**

AMENDING MOTION

THAT the insurance money stays in the operation account

Moved: David Chorneyko **Seconded:** none

NEW BUSINESS

1. WorkSafe Order

MOTION

THAT the corporate officer liaises with Trustee Moeller and WorkSafeBC and develop a plan for bringing the GFPID and GVFD into compliance with their directives about bullying and harassment and present that plan to the board at the December General Meeting for approval and implementation

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

2. Code of Conduct/Governance

3. Updated Election Policy

MOTION

To accept the revised Election Policy as presented

Moved: John Moeller **Seconded:** Wayne Mercier **CARRIED**

MOTION



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: November 5, 2025
Time: 4:00 p.m.

THAT the District implement advance voting for a trial period of three election cycles. During this period, the public shall be informed of the number of advance votes cast, the costs incurred, and any other relevant data. At the conclusion of the three-year election cycles, the Board will review the results and determine whether advance voting should be continued, modified, or discontinued.

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

4. Privacy Breach

MOTION

To move the item to the in-camera portion of the meeting.

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

5. BCEHS Emergency Accommodation

MOTION

THAT the GVFD work with BCEHS to formalize the Emergency Hosting agreement and present it to the board at the December General Meeting

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

QUESTIONS PERIOD


ADJOURNMENT at 6:28 pm

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

Next Meeting:

Next General (Open) Meeting December 3, 2025 at 4:00 pm


Erik Johnson
Chair


Majorie Colebrook
(Corporate Officer)



GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

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

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

POINT OF ORDER (Wayne Mercier)

I understand that the finance report submitted by the chair of the finance committee was edited before inclusion in the agenda. I believe this to be improper, and I request that the report be circulated as submitted to the board and included in the minutes as submitted.

POINT WELL TAKEN

MOTION

that the Chair of the Finance Committee present his report as submitted, and that report as submitted be included in the minutes of this meeting.

Moved: Wayne Mercier **Seconded:** David Chorneyko **For WM, OB, DC, EJ**
Against JM, DM
CARRIED

MOTION

That the Board approve the agenda for the December 2025 Regular Open Meeting Agenda

Moved: Diana Moher **Seconded:** Erik Johnson **CARRIED**

ADOPTION OF MINUTES

MOTION

THAT the Board approve the November 5, 2025, Regular Open Meeting minutes



Date: December 3, 2025
Time: 4:00 p.m.

Moved: Wayne Mercier

Seconded: Erik Johnson

CARRIED

CORRESPONDENCE

POINT OF ORDER (Wayne Mercier)

The point of order is that an impropriety was committed and trustees engaged in inappropriate deliberation outside of a properly convened meeting by e-mail.

POINT WELL TAKEN

MOTION

THAT the board reaffirms that a breach of the rules has occurred. Reaffirms that all deliberation and decision-making must occur in duly convened meetings. And acknowledges that recent discussion and debate regarding district business took place through e-mail outside such meetings, which is improper and inconsistent with open meeting requirements

And that the board directs all trustees to refrain from discussing, debating, or attempting to predetermine district business through e-mail or other non-meeting channels, except for scheduling or the distribution of background materials. And directs the corporate officer to record in the minutes of this meeting that concerns were raised regarding improper deliberation by e-mail, and that the board has reaffirmed its obligation to conduct all debate and decision-making in open session.

Moved: Wayne Mercier

Seconded: Erik Johnson

For WM, OB, DC

Against JM, DM, EJ

Defeated

POINT OF ORDER (Wayne Mercier)

At our last meeting, the board decided that all incoming correspondents would be acknowledged and then sent to the communications committee so the right person could respond on behalf of the board. Since then, the chair, on his own initiative, replied directly to two correspondents and asked one of them to conceal the exchange. That goes against the process the board agreed on.

The board, not any individual trustee, sets how correspondence is handled. When we adopt a process, we all have to follow it. I'm asking that we return to the process the board approved and that any replies made outside that process be brought into the record so the board can deal with the correspondents properly

POINT NOT WELL TAKEN

The decision of the Chair was appealed.

Trustees Mercier, Bussler, Chorneyko voted against the decision of the Chair.



GFPID OPEN BOARD OF TRUSTEES MEETING

Date: December 3, 2025
Time: 4:00 p.m.

Trustees Moher and Moeller voted to support the decision of the Chair.

Chair's decision overturned

MOTION

THAT the corporate officer record in the minutes the correspondence with landowners was handled improperly, and that the board recommit itself to adhere to the correspondence policy adopted at the November general meeting

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

Four emails have been received regarding the Privacy Breach. Each email will be responded to once more information is available.

MOTION

To approve the correspondence as received

Moved: John Moeller **Seconded:** Erik Johnson **CARRIED**

MOTION

That staff provides the trustees with a copy of all correspondence between the Gabriola Fire Protection Improvement District or the Gabriola Volunteer Fire Department and SOS which is Safer Ocean Systems for the calendar year 2025 and the correspondence about the Rogers contract be similarly provided and the correspondence between the Gabriola Fire Protection Improvement District or its staff with Amui HR Inc. **about contracts** be similarly provided and the correspondence between the Gabriola Fire Protection Improvement District or its staff and other oversight or regulatory bodies not limited to the Office of the Inspector of Municipalities, the Ministry of Finance, ECEHS and the Canada Revenue Agency be similarly provided.

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

MOTION TO TABLE

Moved: Diana Moher **Seconded:** Erik Johnson **FAILED**

MOTION TO AMEND

To add "**about contracts**" between Amui HR Inc. ----- be

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

FINANCIAL REPORT

September 2025 Financial Statement



Date: December 3, 2025
Time: 4:00 p.m.

MOTION

That the corporate officer prepare a report breaking down all professional expenses by consultant to be presented in camera.

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

MOTION

That the Gabriola Fire Protection Improvement District cease all business relations with Amui HR consultancy effective December 31, 2025

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

MOTION TO TABLE

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

MOTION

That the Gabriola Fire Protection Improvement District strike a select committee consisting of Trustees Busler, Moeller, and Mercier to report on HR contractual agreements and to report to the board at the March General Meeting.

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

COMMITTEE REPORTS

1. Finance Committee (Chorneyko)

MOTION

That the board instruct the corporate officer to reach out to Debbie Murphy at the Mill Bay Fire Protection District, who has been referred to us by the officer, the office of the Inspector of Municipalities as being open to assisting other improvement district corporate officers to investigate how that district handles budgeting, advancing advances and shortfalls and report back to the board.

Moved: Wayne Mercier **Seconded:** No second

2. Communications Committee (Moher)

COMMITMENT OF THE CHAIR

to provide that document to the trust, to see that that document (GVFD Operational Guidelines) is provided by the trustees by December 31st

3. Hiring Committee (Johnson)

MOTION



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: December 3, 2025
Time: 4:00 p.m.

That the board extend Marjorie Colebrook's contract to February 28, 2026 or until the permanent position has been filled with a wage increase to \$30/hour starting January 1, 2026.

Moved: Erik Johnson

Seconded: Diana Moher

CARRIED

4. Website Committee (Appel)
5. Freedom of Information Response Committee (Johnson)
6. Policy Review Committee (Moher)

POINT OF ORDER (Wayne Mercier)

The policy review select committee has exceeded its mandate. The select committee was commissioned to engage in a review and audit of current policies.

That committee to report to the board at September general meeting. That deadline was extended to this meeting, the report to address our production improvement district policies, correctly adopted, which should be continued improvement district policies, which require revision and formal adoption policies, which should be done away with or revised entirely and policy gaps. The report submitted by the committee addresses all of these matters and makes further recommendations and suggests other work, which moves well beyond its mandate, including new policy development and a wholesale restructuring of our procedural bylaw.

No justification is provided for this major undertaking. Bylaw 97, our existing procedural bylaw specifies that upon completion of its assignment, a select committee is dissolved unless decided other by the board. I request that the policy review select committee be dissolved.

If mandate did not include development of new policy, if work is desired on the development of procurement policy or an examination of bylaw 97, new select committees should be struck to address those specific matters. If the policy review select committee is extended, it essentially becomes a standing committee. Per Roberts rules Section 50:8, a standing committee to manage all business of a certain class, like policy review and development, requires a two-thirds vote of the board.

POINT WELL TAKEN

GENERAL CONSENT

That the corporate officer maintain the digital file available to trustees containing all current policies and their status



Date: December 3, 2025
Time: 4:00 p.m.

MOTION

That the purposes and procedures policy be annulled and declared void

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

MOTION

To strike a select committee policy committee consisting of trustees Moher (Chair), Johnson, Bussler, and Mercier for the purpose of examining a replacement for bylaw 97 and unifying the presentation and composition of each policy -to ensure consistent numbering, formatting and eliminate contradictions. That committee to report to the board at the March general meeting

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

MOTION

To rescind the unnumbered vacation policy

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

MOTION

To approve the updated Extended Health Policy

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

GUEST SPEAKERS - None scheduled

CORPORATE OFFICER REPORT

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

That the chief report on the changes to service provision with the SOS contract, and provide records of those changes at the next general meeting

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

MOTION

To approve the sale of old auto ex equipment for \$4000 to Mudge Island

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

MOTION

That the board approve the changes to the GERTIE contract as circulated in advance of the meeting

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



Date: December 3, 2025
Time: 4:00 p.m.

MOTION

That the board approve the changes to the BC Emergency Health Services (BCEHS) –
Emergency Hosting agreement as circulated in advance of the meeting

Moved: Wayne Mercier **Seconded:** John Moeller **CARRIED**

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Commissioner - No pending FOIs
2. Privacy Management Update – On-going
3. Bylaw XXX: Fire Department Establishing Bylaw – standing item
4. Communication Policy (Moeller)

MOTION

That the board approve the communications policy as amended

Moved: Wayne Mercier **Seconded:** Oliver Bussler **For EJ JM, DM,**
Against WM, OB, DC
DEFEATED

OBJECTION TO CONSIDERATION OF QUESTION (Wayne Mercier)

MOTION

That the communications policy not be considered until the board obtains legal
advice about how to distinguish between content which offers legitimate criticism and
content which is defamatory.

And that a rubric for making such a decision be included in the policy

Moved: Wayne Mercier **Seconded:** Oliver Bussler **For WM, OB, DC**
Against JM, DM, EJ
DEFEATED

AMMENDMENT

That section five, responses to correspondence, be struck as conflicting with the
correspondence policy passed at the November general meeting

Moved: Wayne Mercier **Seconded:** John Moeller **CARRIED**

5. Respectful Workplace Policy Due to WorkSafeBC by December 6, 2025

PROPOSED CHANGES:



Date: December 3, 2025
Time: 4:00 p.m.

- that the words offender or alleged offender be struck from the policy and be replaced with the word respondent as appears in the definitions section (WM) **ACCEPTED**
- Gabriola Volunteer Fire Department be struck from the first section under responsibility (WM) **NO SECOND**
- that the words fire chief be struck from the section on page nine, detailing how complainants should address complaints against staff, trustees, contractors, and the public, because the fire chief has no authority to deal with complaints against trustees or complaints about the public **WITHDRAWN**
- that the investigation process for staff, trustees, contractors, and public complaints requires three trustees rather than two trustees **ACCEPTED**
- to amend the proposed respectful workplace policy to be renamed to the GFPID bullying and harassment policy (DC) **NOT ACCEPTED**
- removing all references to the GVFD, and then adding into the definitions, call a quote, GFPID means the Improvement District, and it's one department, the GVFD (DC) **NOT ACCEPTED**
- . Amend the respectful workplace policy by removing all references to the assistant and the assistant chief (DC) **ACCEPTED**
- changing false, frivolous, and malicious in the bad faith complaint section to false, frivolous, vexatious, or malicious (DC) **ACCEPTED**

MOTION

That the board submit the respective workplace policy as amended to WorkSafe BC for feedback, and reconsider the policy based on that feedback

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

MOTION

That the fire protection improvement district directs staff to develop a policy to set out how we will fulfill the requirement that “performance problems are identified and addressed in a constructive, objective way that does not humiliate or intimidate.”

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

6. Privacy Breach Update

MOTION



Date: December 3, 2025
Time: 4:00 p.m.

That the Gabriola Fire Protection Improvement District strike a select committee consisting of trustees Johnson, Mercier, Moher, and the Corporate Officer for the purpose of examining the device involved in the privacy breach reported in October 2025, compiling a register of affected persons, reporting to the board, and composing notifications which meet the requirements of the Freedom of Information Protection and Privacy Act, the committee to report in January, and that the committee be chaired by Chair Johnson

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

MOTION

That the board approved the sum of \$2,000 for the purchase of an appropriate identity monitoring product for persons affected by the privacy breach

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

7. Bylaw 97

MOTION

That we postpone the discussion about by-law 97 until January 2026

Moved: Diana Moher **Seconded:** Erik Johnson **CARRIED**

OBJECTION TO CONSIDERATION OF QUESTION (Wayne Mercier) FAILED

MOTION

That the draft revision of Bylaw 97, distributed to the trustees on Monday, November 17th, 2025, be published with the minutes of this meeting, and that the corporate officer provide all trustees the full background materials, including board directions, committee minutes, drafts, correspondence, and working documents related to the draft revision of Bylaw 97, distributed to the trustees on Monday, November 17th, 2025, and that this material be distributed by December 12th, 2025.

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



NEW BUSINESS

1. Records and Information Management Bylaw

MOTION

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

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

QUESTIONS PERIOD

ADJOURNMENT at 10:23 pm

Next General (Open) Meeting January 7, 2026 at 4:00 pm

M Colebrook

A stylized handwritten signature mark, possibly initials, consisting of a few sweeping lines.



GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

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

CALL TO ORDER

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

CODE OF CONDUCT

INTRODUCTION OF LATE AGENDA ITEMS AND ADOPTION OF AGENDA

MOTION

To add trustee meeting safety to agenda

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

MOTION

To add Capital Reserves to agenda

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

MOTION

To add bullying and harassment to agenda

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

MOTION

To add slides motion to the agenda

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

MOTION

To add performance management select committee

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



MOTION

To move guest speaker to the beginning of the agenda

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

MOTION

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

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

GUEST SPEAKERS - Gabriola Connects

ADOPTION OF MINUTES

MOTION

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

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

MOTION

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

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

MOTION

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

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

CORRESPONDENCE

None received as of January 7

FINANCIAL REPORT

No report

COMMITTEE REPORTS

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



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

MOTION:

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

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

MOTION

To table till next meeting

Moved: Wayne Mercier **CARRIED**

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

CORPORATE OFFICER REPORT

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

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

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

MOTION

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

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

MOTION

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

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





MOTION

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

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

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Management Update – On-going

MOTION

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

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

MOTION

To table till next meeting and be on the agenda

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

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

3. Respectful Workplace Policy Due to WorkSafeBC

MOTION

To approve the Respectful Workplace Policy as circulated

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

WM/OB/DC Against

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

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

NEW BUSINESS

1. Election

MOTION

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

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



MOTION

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

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

MOTION

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

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

2. Capital Reserve

MOTION

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

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

MOTION

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

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

MOTION

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

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

MOTION

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

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

MOTION

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

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



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

3. Meeting Safety

MOTION

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

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

MOTION

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

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

4. Slides at Meetings

MOTION

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

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

5. Performance Management Select Committee

MOTION

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

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

QUESTIONS PERIOD

ADJOURNMENT at 6:46 pm



GFPID OPEN BOARD OF
TRUSTEES MEETING

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

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

Next Meetings:

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



MOTION

That the capital threshold be increased from \$500 to \$1200

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

MOTION

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.

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

Motion from Committee

THAT read-only access on SAGE be established on the Firesmart Coordinator's computer in the office for Trustee use.

Moved: David Choneyko **Seconded:** Ray Appel **CARRIED**

2. Communications Committee (Chair Moher; Moher and Appel)

3. Hiring Committee (Chair Johnson; Johnson, Bussler, Moeller and Moher)

MOTION

To formally appoint Marjorie Colebrook be appointed as the Corporate Officer of the Gabriola Fire Protection Improvement District with the statutory responsibilities of administrator and treasurer as defined in GFPID Bylaw 109

Moved: Erik Johnson **Seconded:** Diana Moher **DISMISSED**

AMENDMENT

To add" with the statutory responsibilities of administrator and treasurer as defined in GFPID Bylaw 109"

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

MOTION to dismiss the motion

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

MOTION:

To authorize Marjorie Colebrook to receive a Collabria Mastercard from Coastal Community Credit Union with a limit of \$5000

Moved: Erik Johnson **Seconded:** John Moeller **CARRIED**

MOTION:

Approval of opening a bank account at Coastal Community Credit Union for Marjorie Colebrook's Extended Health



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

Moved: Erik Johnson **Seconded:** John Moeller **CARRIED**

MOTION:

To confirm that Marjorie Colebrook and Erik Johnson (as board chair) contact a governance lawyer for guidance on legal matters that arise for the Gabriola Fire Protection Improvement District, such as, but not limited to, the inclusion of correspondence,

Moved: Erik Johnson **Seconded:** Diana Moher **AMENDED**

AMENDMENT

To solicit a written opinion from a BC attorney with a designation in governance on best practices for handling correspondence to public bodies and obtain an estimate of retainer costs for further consultation on governance best practices and report to the Board at next general meeting.

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

UPDATED MOTION

That the Gabriola Fire Protection Improvement district authorize Marjorie Colebrook and Erik Johnson to solicit a written opinion from a BC attorney with a designation in governance on best practices for handling correspondence to public bodies and obtain an estimate of retainer costs for further consultation on governance best practices and report to the Board at next general meeting.

Moved: Erik Johnson **Seconded:** Diana Moher **CARRIED**

MOTION:

That the Hiring Committee be dissolved.

Moved: Erik Johnson **Seconded:** John Moeller **CARRIED**

- 4. Website Committee (Chair Appel; Appel and Chorneyko)

- 5. Freedom of Information Response Committee (Chair Johnson; Johnson, Bussler and Appel)

MOTION

To extend the reporting deadline to the April meeting

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



6. Policy and Bylaw 97 Review Committee (Chair Moher; Moher, Johnson, Bussler and Mercier)

7. HR Committee (Chair Bussler; Bussler, Mercier, and Moeller)

MOTION

THAT Civic Excellence be considered amongst the governance lawyers that Eric Johnson as board chair in the corporate officer will be contacted.

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

MOTION

THAT the board be authorized to schedule an in camera meeting to review the contracts of full-time staff before the March General Meeting

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

AMENDMENT

Change the from the Select Committee to fully board

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

8. Meeting Safety (Chair Bussler; Appel, Chorneyko, and Moeller)

9. Performance Management Framework (Chair Bussler; Bussler, John Moeller and Johnson)

10. Privacy Breach Committee (Chair Johnson; Johnson, Moher, and Mercier)

MOTION:

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

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

MOTION:

That the Privacy Breach Committee be dissolved.

Moved: Erik Johnson **Seconded:** Diana Moher **CARRIED**

GUEST SPEAKERS - None



CORPORATE OFFICER REPORT

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND ASSOCIATION

MOTION

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

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

MOTION

To approve the contract with Harmac Pacific for live fire training on April 17 and 18, 2026

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

AMENDMENT

To change signing the authorization to the Gabriola Fire Protection Improvement District from the Gabriola Volunteer Fire Department

Moved: Wayne Mercier **Seconded:** John Moeller **CARRIED**

AMENDMENT

To mirror the insurance information from the SOS agreement

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

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:** John Moeller **TABLED**

Motion to table:

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



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

MOTION

To change the Memorandum of Understanding (MOU) to a lease agreement between Coastal Emergency Communication Association (CECA) and the Gabriola Fire Protection Improvement District

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

MOTION

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

TABLED

MOTION

To use the money from BCEHS for the rental of the fire hall to purchase job shirts for 40 members at a cost of \$100 per shirt for a total of \$4000 to show our solidarity and appreciation

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

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Management Update – Ongoing

MOTION

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

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

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

3. Records and Information Management Bylaw

MOTION

That the board affirmed that it wishes to receive regular reporting on the status of board resolutions after they are adopted.

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



MOTION

That the corporate officer be directed to report on the status of board resolutions with reasons for any unfulfilled resolutions that each general meeting as part of the Corporate Report

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

NEW BUSINESS

1. Disclosure of Conflict of Interest – Trustee Chorneyko and the data breach
2. Election

MOTION

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

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

3. Code of Conduct

MOTION

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

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

4. Governance (moved to March Meeting)

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.

Erik Johnson

Board Chair

Marjorie Colebrook

Corporate Officer



GFPID OPEN BOARD OF
TRUSTEES MEETING

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



GFPID OPEN BOARD OF
TRUSTEES MEETING

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

Next Meetings:

Communication Committee	February 9, 2026, at 2:00 pm
HR Committee	February 24, 2026, at 1:00 pm
Meeting Safety Committee	February 24, 2026, at 2:00 pm
Finance Committee (in camera)	February 25, 2026, at 2:00 pm
Next General (Open) Meeting	March 4, 2026, at 4:00 pm



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**



GFPID OPEN BOARD OF
TRUSTEES MEETING

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.

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 authorize 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

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



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

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
 Possible Contract with a lawyer
3. First Due – Preliminary Discussion



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

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

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



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

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 1, 2026, at 4:00 pm	(Moved to April 8)

Erik Johnson

Board Chair

Marjorie Colebrook

Corporate Officer



GENERAL MEETING (OPEN) MINUTES

PRESENT:

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

STAFF:

Marjorie Colebrook, Corporate Officer

CALL TO ORDER

The Chair called the meeting to order at 1:00pm 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**



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

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**

MOTION:

That all oral communication between the GFPIID 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

Erik Johnson
Board Chair

Marjorie Colebrook
Corporate Officer



Date: April 8, 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 4:02pm and respectfully acknowledged 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 of the April 8,2026 General Meeting be adopted

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

ADOPTION OF MINUTES

MOTION

That the March 4, 2026 and March 13, 2026 General Meeting Minutes be adopted as amended

Moved: David Chorneyko **Seconded:** Diana Moher **CARRIED**

CORRESPONDENCE

J Arends	- Pending FOIs
N Johnson	- Thanks to Trustee Appel
P Mallison	- Open House

FINANCIAL REPORT

January Statement

COMMITTEE REPORTS

1. Finance Committee (Chair Chorneyko; all trustees) – May 20th at 3 pm with 1:30 LRP



Date: April 8, 2026
Time: 4:00 p.m.

2. Communications (Correspondence) Committee Statement (Chair Moher; Moher and Appel)

MOTION FROM COMMITTEE

THAT the Board direct the Policy Select Committee to review and revise the Correspondence Policy (drafted by Trustee Moeller) and bring forward the Policy with recommended revisions to the Board.

Moved: Diana Moher **Seconded:** John Moeller **DEFEATED**
MOTION TO TABLE Wayne Mercier **Seconded:** David Chorneyko **WITHDRAWN**

MOTION FROM COMMITTEE

THAT the Board consider the DRAFT Correspondence Guidelines as presented, and if further refinement is required, direct that the Guidelines be initially referred to legal for review and recommended revisions prior to final adoption.

Moved: Diana Moher **Seconded:** David Chorneyko **CARRIED**

MOTION FROM COMMITTEE

THAT until final approval of the Correspondence Policy and Correspondence Guidelines (Flow Chart) are adopted, the Board use the proposed Correspondence Flow Chart on an interim basis to guide the handling of correspondence.

Moved: Diana Moher **Seconded:** David Chorneyko **CARRIED**

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)

RECOMMENDED MOTION

~~To make the policy committee a standing committee with a mandate to allowing the creation of a schedule to review policies on an appropriate schedule (e.g. Respectful Workplace to be reviewed in December 2026)~~

To change the policy committee standing committee with a mandate to review and to develop the policies of the improvement district and ensure consistency across the organization."

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

AMENDMENT



Date: April 8, 2026
Time: 4:00 p.m.

Change wording “standing committee with a mandate to review and to develop the policies of the improvement district and ensure consistency across the organization.”

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

6. HR Committee (Chair Bussler; Bussler, Mercier, and Moeller)

MOTION FROM COMMITTEE

That the board schedule meetings with PeopleSmart HR, Peninsula HR and Vertical Bridge and the board meeting in camera as soon as possible after to make a decision

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

7. Meeting Safety (Chair Bussler; Appel, Chorneyko, and Moeller)

MOTION

To add the “Meeting Safety Guidelines” chart to the new trustee package

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

MOTION

To dissolve the Meeting Safety Committee

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

8. Performance Management Framework (Chair Bussler; Bussler, John Moeller and Johnson)

MOTION

THAT the board adopt the attached Senior Management Performance Evaluation Policy

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

9. Long Range Planning Committee (Chair Chorneyko) – May 20th at 1:30pm

MOTION FROM COMMITTEE

That the board that staff get a Depreciation Report for the Albert Reed Hall, with money from Capital Reserve Fund – Fire Hall Building and Repairs

Moved: David Chorneyko **Seconded:** Wayne Mercier **CARRIED**
EJ, DM, JM against

GUEST SPEAKERS - None

CORPORATE OFFICER REPORT



Date: April 8, 2026
Time: 4:00 p.m.

FIRE CHIEF REPORT, DEPUTY CHIEF REPORT, AND CECA REPORT

MOTION

To allow the SOS advance refresher course in April 2026 to run as scheduled in January 2026

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

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

1. Privacy Management Update – Ongoing
2. Bylaw XXX: Fire Department Establishing Bylaw – standing item
3. Records and Information Management Bylaw – will present at June Meeting
4. Code of Conduct

MOTION

To accept the Code of Conduct as edited by Peter Johnson of SMS Law

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

Amendment

To remove the section on the Conflict of Interest from the Policy

Moved: David Chorneyko **Seconded:** Oliver Bussler **CARRIED**
EJ/DM against

5. Election Report (C. Hannebauer)

MOTION (R. Appel)

That the board established that the election and AGM can be held each year in the month of April including advanced voting the days preceding the general voting date in accordance with applicable legislation and policy and that the open house we held after the advance voting election.

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

6. First Due

MOTION

That the board authorize that staff move forward with the First Due within current budgets.

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

NEW BUSINESS

1. Bylaw 115 Dispersing Bylaw – Halls

First Reading : **Moved:** John Moeller **Second:** Wayne Mercier **CARRIED**

Second Reading: **Moved:** Erik Johnson **Second:** Oliver Bussler **CARRIED**



Date: April 8, 2026
Time: 4:00 p.m.

Third Reading: **Moved:** David Chorneyko **Second:** Wayne Mercier **CARRIED**

2. Bylaw 119 Dispersing Bylaw – New Command Truck

First Reading : **Moved:** Wayne Mercier **Second:** Oliver Bussler **CARRIED**

Second Reading: **Moved:** David Chorneyko **Second:** Oliver Bussler **CARRIED**

Third Reading: **Moved:** Diana Moher **Second:** Ray Appel **CARRIED**

3. Lessons Learned (D. Chorneyko)

MOTION

THAT staff be directed to develop a proposal and obtain a cost estimate from a qualified, independent consultant to conduct a lesson learned review of the circumstances and processes related to the lawsuit and the privacy breach, for consideration at the June General Meeting.

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

Minimum Wage Increase

MOTION

To increase the practice and call-out wage for recruits and candidates to \$18.25 (June 1 BC minimum wage), effective March 18th, 2026.

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

QUESTIONS PERIOD

MOTION

That the board meet in camera on April 29th at 3 p.m.

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

ADJOURNMENT – 8:14 pm

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

Next Meetings:

- Annual General Meeting** May 6th, 2026, at 7:30 pm
- Inaugural Board Meeting** May 7th, at 6:00 pm
- Finance Committee** May 20th at 3:00 pm
- Long Range Planning Meeting** May 20th at 1:30pm
- Next General (Open) Meeting** June 3, 2026, at 4:00 pm (tentative)



Date: April 29, 2026
Time: 4:00 p.m.

**No recording due to technical issues.

GENERAL MEETING (OPEN) MINUTES

PRESENT:

Wayne Mercier Erik Johnson (Chair) 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 4:05pm and respectfully acknowledge the Snuneymuxw First Nation on whose traditional territory the meeting is held.

BUSINESS ARISING FROM THE MINUTES and UNFINISHED BUSINESS

- 1. Election Report (C. Hannebauer)

MOTION

That David Chorneyko in the place of Ray Appel as Board delegate for the 2026 Election

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

- 2. HR Selection

MOTION

That the Board hire Vertical Bridge time Corporate Consulting, Inc as our HR consultant based on their project proposal

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

NEW BUSINESS

- 1. Command vehicle update

MOTION

That we authorize the chief to place an order for a replacement med vehicle per the capital trucks plan as presented to the board

AND

That the corporate officer be directed to prepare a bylaw authorizing the necessary transfer of fund



GFPID OPEN BOARD OF
TRUSTEES MEETING

Date: April 29, 2026
Time: 4:00 p.m.

Moved: Wayne Mercier **Seconded:** John Moeller

CARRIED
DC against

(confirmed that the order can be cancelled without penalty)

ADJOURNMENT – 4:50 pm

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

Next Meetings:

Finance Committee	<i>May 20th at 3:00 pm</i>
Next General (Open) Meeting	June 3, 2026, at 4:00 pm (tentative)



GFPID OPEN BOARD OF
TRUSTEES MEETING - INAUGURAL

Date: May 7, 2026
Time: 6:00 pm

INAUGURAL MEETING MINUTES

PRESENT:

Wayne Mercier	Oliver Bussler	David Chorneyko	Matt Dow
John Rankin	Dimitri Tzotzos	Liz Wallinger	

STAFF:

Marjorie Colebrook, Corporate Officer Jamie Ovens, Deputy Chief

CALL TO ORDER

The Corporate Officer called the meeting to order at 6:00 pm and respectfully acknowledged the Snuneymuxw First Nation on whose traditional territory the meeting is held.

NEW BUSINESS

1. Election of the Chair – Wayne Mercier elected as chair
2. Appointment to Standing Committees
 - a. Communication/Correspondence Committee (Chair Tzotzos, Chorneyko)
 - i. Communications Officer – Wayne Mercier
 - b. Finance Committee – (Chair Rankin) committee of the whole

proposed Finance Subcommittee - Finance Policy Review (Chair Wallinger, Bussler, Rankin)

- to fulfill the resolution passed at the July 2025 meeting - 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;

MOTION

THAT the Board commit, in the pursuit of its committee work, to solicit involvement and incorporate participation from the community to contribute expertise and guidance

AND



GFPID OPEN BOARD OF
TRUSTEES MEETING - INAUGURAL

Date: May 7, 2026
Time: 6:00 pm

that the respective committees present draft terms for this process to be applied to their committee by the June general meeting

MOVED: W Mercier **SECONDED:** D. Tzozos **CARRIED**

- c. Safety Committee – (Chair Chorneyko) committee of the whole
- d. Policy Committee (Chair Bussler, Dow, Rankin, Tzozos)

Motion: Chair Wayne Mercier moved for the Trustees to establish the Standing Committees.

Oliver Bussler seconded.

CARRIED

3. Appointment to Select Committees

- a. Website Committee – move to IT Committee
- b. Freedom of Information Committee (Chair Bussler, Dow)
initial report to formalize past work due in September
- c. Long-Range Planning Committee (Chair Chorneyko, Bussler, Dow and Rankin)
initial report in August

d. **MOTION**

To establish a *Committee of the Whole* to meet in advance of the general meeting and set up the initial agenda. (Chair Mercier)

MOVED: W. Mercier **SECONDED:** D. Tzozos **CARRIED**

e. **MOTION**

To establish a *Records Audit Committee* to audit the print and digital records of the GFPID, to conduct a privacy audit compliant with the FIPPA, with the initial report in August (Chair Mercier, Dow, Tzozos, Wallinger)

MOVED: W. Mercier **SECONDED:** D. Tzozos **CARRIED**

f. **MOTION**

To establish an *IT and Digital Records Management* (Chair Dow, Bussler) to develop methods for the secure handling and security of digital records, to develop methods of securely sharing confidential records electronically, to



GFPID OPEN BOARD OF
TRUSTEES MEETING - INAUGURAL

Date: May 7, 2026
Time: 6:00 pm

report to the board with a cost estimate for implementing these plans and to incorporate the work on digital records management done by the CO with the initial report due in October

MOVED: W. Mercier **SECONDED:** M. Dow **CARRIED**

g. **MOTION**

To establish a *Management Committee* to meet regularly with management staff and discuss matters of mutual concern and be empowered to meet in camera

MOVED: W. Mercier **SECONDED:** J Ranking – Withdrawn – to be brought to HR consultant for clarity.

Motion: Chair Wayne Mercier moved for the Trustees to establish the Select Committees. David Chorneyko seconded.

MOTION

That draft terms of reference for committee participation from the community should be presented at the July meeting

MOVED: J. Rankin **SECONDED:** D. Tzotzos **CARRIED**

4. Changes to bank accounts

MOTION

That Diana Moher and John Moeller be removed from the accounts, and add John Rankin and Liz Wallinger as signers to the financial accounts.

MOVED: W Mercier **SECONDED:** D. Tzotzos **CARRIED**

MOTION

That John Rankin be the primary signatory

MOVED: W Mercier **SECONDED:** D. Chorneyko **CARRIED**

5. Mentors to new trustees

Matt Dow - none

John Rankin – Wayne Mercier

Dimitri Tzotzos – David Chorneyko

Liz Wallinger – Oliver Bussler



GFPID OPEN BOARD OF
TRUSTEES MEETING - INAUGURAL

Date: May 7, 2026
Time: 6:00 pm

MOTION

That the Chair be provided access to the archived mailboxes of the departed trustees

MOVED: W Mercier

SECONDED: L. Wallinger

CARRIED

ADJOURNMENT at 7:42 pm

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