



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

GENERAL MEETING (OPEN) AGENDA

I. CALL TO ORDER

The Chair will call the meeting to order and respectfully acknowledge the Snuneymuxw First Nation on whose traditional territory this meeting takes place.

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

Review of the Code of Conduct in the policies. (attached)

Introduction of Late Agenda Items.

II. ADOPTION OF MINUTES

1. Motion:

That the Board approve the May 7, 2025, Regular Open Meeting as circulated.

2. Motion:

That the Board approve the June 18, 2025, Inaugural Meeting minutes as circulated.

III. CORRESPONDENCE

IV. FINANCIAL REPORT

V. COMMITTEE REPORTS

1. Communications Committee
2. Finance Committee
3. Hiring Committee
4. Website Committee

VI. GUEST SPEAKERS

None currently scheduled.



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

VII. FIRE CHIEF REPORT AND DEPUTY CHIEF REPORT

See attached

Recommendation:

THAT the June 2025 Fire Chief's and Deputy Chief's Report be received for information.

VIII. 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.

Suggested Motion:

THAT the board establish a select committee 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 60 days.

Suggested Motion:

THAT the Gabriola Fire Protection Improvement District initiate a formal review of its policies, procedures, and record-keeping practices with the goal of conforming to FIPPA and the Open Governance Standards recommended by the Office of the Ombudsperson for British Columbia, and that the Corporate Officer be specifically empowered to engage with the Public Authority Consultation and Training Team (PACT) of the BC Office of the



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

Ombudsperson for the purpose of working towards administrative fairness in the work of the GFPID

2. Hiring

Suggested Motion:

THAT the board direct the Hiring Committee to revise the job description for the Corporate Officer position to reflect the primary statutory obligations of the corporate officer

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.

Suggested 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.

4. Election

Report by Corporate Officer and Returning Officer

5. Committees



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

Suggested Motion:

THAT the reports of the standing committees to be presented at the next General Meeting of the Gabriola Fire Protection Improvement District contain draft terms of reference and goals to be submitted for approval by the board

IX. NEW BUSINESS

1. Corporate Officer Personal Leave - Chair's Recommendation

The current corporate officer, requires a period of personal leave from July 03 to July 12

Suggested Motion

THAT the duties of ADMINISTRATOR as set out in GFPID bylaw 66 be assigned to **A MEMBER OF THE BOARD** during that period

And that

The duties of TREASURER as set out in GFPID bylaw 66 be assigned to **A MEMBER OF THE BOARD WITH SIGNING AUTHORITY** during that period

The present Corporate officer is on a limited term contract. Decisions will need to be made about this contract and how the work of the corporate officer will be managed going forward. **Because these matters touch on protected private and personal information they will be considered in camera.**

2. Bylaw 66 - Chair's Recommendation

Suggested 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

3. Access to GFPID Records - Chair's Recommendation

Suggested Motion:



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

THAT the Board authorize the current Chair and the Corporate Officer to access the archived Microsoft Outlook account and email records previously used by the former Chair of the Gabriola Fire Protection Improvement District (Paul Giffin), for the purpose of recovering records of operational, legal, or administrative value to the District; and that a log of reviewed or copied materials be maintained to support accountability and records classification.

4. Legal Authorisation - Chair's Recommendation

The Gabriola Fire Protection Improvement District is currently engaged in legal matters requiring ongoing communication with its legal counsel;

And

The former Chair was previously the designated point of contact for such communication, and no current resolution governs this authority;

It is therefore necessary that the Trustees appoint someone to the primary contact for the lawyers in matters related to the current civil suit.

5. Discretionary Spending - Chair's Recommendation

Suggested 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
 - a. 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.



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

- 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.

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

Suggested 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 receipt of the 2025 tax levy revenues.

7. Policy Review - Chair's Recommendation

Suggested Motion:

THAT the board of trustees commissions a select committee to engage in a review and audit of current policies, that committee to report to the board within 60 days, the report to address

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

8. Financial Management Review - Chair's Recommendation



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

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

Suggested Motion:

THAT the board commission a subcommittee of the Finance Committee, and that this subcommittee be directed to undertake a comprehensive review of the Gabriola Fire Protection 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;

And

THAT the Committee provide a report to the Board within 60 days, the report to include:

- a. A clear statement of deficiencies or risks in the current system;
 - a. A proposed goal state reflecting best practices for a public body of GFPID's scale; and
 - a. A recommended process for transitioning from current state to goal state, including policy and personnel implications.

10. Renaming the Fire Department - submitted by Trustee Moeller

Suggested motion

THAT the fire department be renamed, to henceforth be designated as the "Gabriola Fire Department" or "GFD"

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

X. LATE ADDITIONS

XI QUESTIONS PERIOD

XII: ADJOURNMENT

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



GDPID OPEN BOARD OF
TRUSTEES MEETING

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

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

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



GDPID OPEN BOARD OF
TRUSTEES MEETING - INAUGRAL

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 Cherneyko** seconded.

CARRIED

Diana Moher and John Moeller abstain

2. Appointment to Standing Committees

- a. Communication Committee – Ray Appel, Diana Moher
- b. Finance Committee – David Cherneyko and Oliver Bussler
- 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 Cherneyko and Oliver Bussler
- b. Hiring Committee – Erik Johnson and Oliver Bussler
- c. Website Committee – Ray Appel and David Cherneyko

Moved: Wayne Mercier

Seconded: Oliver Bussler

THAT the trustees appoint membership of select committees as proposed

CARRIED



GDPID 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 Cherneyko.

III: ADJOURNMENT at 11:07pm

Fire Chief's Report – July

Fire Hazard Rating

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

Fire Permits

- Burn permits are **currently suspended** due to elevated fire risk.
-

Call Volume Report

- The **June call volume report** is still **pending** and will be shared once compiled.
-

Monthly Operational Review

On **Tuesday, June 24**, we completed a major **multi-agency wildfire simulation exercise** in the Whalebone area.

- Two task forces were deployed:
 1. **Evacuation team**
 2. **Wildfire structural protection team**
- Agencies involved included:
 - **BCEHS**
 - **RCM SARs**
 - **CECA** (ham operators)
 - **Cranberry Fire Department** (mutual aid partner)
 - **RDN ESS**
- A huge thank you to all who participated in this critical preparedness event.

We are now preparing for a **busy July and August**, as wildfire activity typically increases during this time.

Community Events and Initiatives

- The **FireSmart team** will attend several **farmers' markets in July**, offering **FireSmart home assessments** to the public.
 - Officers have formed a **Truck Committee** to manage:
 - Oversight of the new apparatus' command of service
 - Transition and relocation of equipment between trucks
-

Equipment Readiness

- We have added our **second wildfire skid**, obtained through a grant from **GlobalMedic** last summer.
 - This unit is mounted on a trailer and carries **1,000 litres of water** and essential wildfire equipment.
 - Give us another tool for **wildfire response**.
-

Upcoming Events

- No community events are currently scheduled for July.
 - We are keeping the schedule open in anticipation of a **high call volume** or **potential deployments** during peak wildfire season.
-

Ongoing Projects

- With our summer operations in place, we're shifting focus to improving our **burn building** training site:
 - **Water supply system**
 - **Propane-powered vehicle fire prop**
 - **Apron and lighting installation**
 - **Additional minor upgrades**
 - These improvements are funded by our **\$40,000 UMBC grant** (awarded in March).
 - We aim to deliver a **more dynamic and realistic training experience** for our crews.
 - We are also completing **FireSmart landscaping and improvements** at **Fire Hall #1**.
-

Staffing and Budget Considerations

- We are **proposing the addition of a third full-time Chief** to strengthen our leadership capacity.

- The department is also requesting that a portion of **rental revenue from the old hall (currently leased to SOS)** be allocated to:
 - A **paint job** and **minor exterior improvements** for the **burn building**
 - Enhancements to **Fire Hall #2**

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

Respectfully submitted,

Fire Chief

GVFD Deputy Chief Training Report – July 2, 2025

June Tuesday Night Training Summary

- June 3 MCI/ Fire medic/ Overdose (Hearing Test)
- June 10 Water Supply (Theory and strategy)
- June 17 Water Supply (Supplying water to Residential structure fire) 7:00 p.m.
- June 24 Taskforce/SPU/Wildland training 18:00 start

Upcoming Training

July 2025
<ul style="list-style-type: none">• July 8 Rehab/Decon New O.G.• July 15 Water Supply Tactics/Pumping• July 22 Forcible entry and Tools/Ropes• July 29 Platoon Training Ch 11 Ladders

Deputy Chief attended Chiefs Conference in Penticton
Critical incident stress management training for two members

Election 2025 Report – Cheryl Hannebauer:

The Gabriola Fire Improvement District 2025 Election was held on June 18, 2025, from noon to 7pm.

The final count was as follows

Ballots cast	1035
Spoiled Ballots	3
Rejected Ballots	2

Oliver Bussler	764	3-year term
David Chorneyko	734	3-year term
Wayne Mercier	690	2-year term
Chris Bowers	303	
Rick Jackson	291	
Paul Giffin	172	

I would like to thank Will, Jamie & all the volunteers who helped make this a very successful day. A special thanks to Marjorie & Amelia, couldn't have done it without all your expertise & help with the organization of the process.

Recommendations:

1. Review Candidate package to include the following
 - Policy 24-09
 - Form B - Statutory Declaration
 - o Add witnessed by
 - Form D – Scrutineer Code of Conduct
 - o Add Witnessed by: Returning Officer or Corporate Officer
 - Form E- Poll Clerk Soleman Declaration
 - o Add Witnessed by: Returning Officer or Corporate Officer
2. Send an email to verify date and time for Candidate & Scrutineers to come for signatures of form D, asking for acknowledge receiving of email from Candidates
3. Future Elections:
 - Set up bay area worked well - 3 voting tables, 3 screens, 1 table for Ballot Box. We need to make the ballot box more visible (paint, neon signs, balloons)
 - Information report/sheet for tally of (to be handed over to the Board chair for the AGM) with Total Ballots cast, Spoiled Ballots, Rejected Ballots and space for list of candidates & the year terms with vote counts.
 - Poll clerks – poll clerks with a close personal association (married, family, etc..) with each other should know ahead of time they will be on different tables

- the information sheet from the policy on the voting process, to be handed out or for the on the voting tables.
4. Additional Forms
 - Create a Returning officer & Corporate officer assistant Declaration in the forms
 5. Investigate the feasibility of advanced voting with respect to
 - Ballot security
 - Cost

Costs:

Advertising = \$1090.62 (ads in Sounder)

Returning Officer = \$900

Assistant to Corporate Officer = \$330 (ballot preparation, and assistance on voting day)

Staffing on voting day = 0 (I would like to thank all the fire fighters and community members who volunteered their time to keep election costs low. This saved us approximately \$1225).

TOTAL: \$2,320.62