

**GABRIOLA FIRE PROTECTION DISTRICT
GENERAL MEETING - August 03, 2022**

A General Meeting of the Gabriola Fire Protection District was held August 03, 2022 with seven Trustees, Corporate Officer, Fire Chief and Training Officer in attendance.

Attendees: Paul Giffin (Chair), Sean Lewis, Fred Apstien, Chris Windess, Diana Moher, James Arends, John Moeller, Jessie Longo (Corporate Officer), Will Sprogis (Fire Chief), Kitt Stringer (Training Officer), Members of the public

The meeting was called to order at 4:09 p.m. by Chairman Paul Giffin, who also advised the meeting will be recorded.

James Arends gave the opening greeting "The GFPID acknowledges that we are gathering within the traditional lands of the Snuneymuxw Nation"

The Chairman asked to accept the June 01, 2022 meeting Sean Lewis advises near the end in the June 01 minutes the Chair says, "Sean's complaint" Sean advised it was a motion. (In review of June 01, 2022 recorded minutes, the word "Complaint" was used.)

Sean Lewis requests to have that motion on this meeting's agenda - Discussion took place and it was advised the Finance Committee is on the agenda and we will review the item at that point.

The Chairman again asks to accept the June 01, 2022 meeting, moved by Sean Lewis that the minutes be accepted as presented seconded by Diana Moher, no further discussion, carried.

Correspondence:

Discussion Re: Steve Towes letter. Second email received, a letter from the Trustees to acknowledge first correspondence was sent out a day before the second email received. This is considered resolved.

Treasurer's Report: N/A

Committee Reports:

- **Communications: N/A**

- **Select Committee Report - Trustee Review:**
Paul Giffin pays Thanks to Howard Houle and Select Committee. Howard Houle Thanks all Committee members.
It was described that in the package there is the initial report that was submitted and an addendum. Paul Giffin asks for a motion, "To receive the Committee Report and upon receipt of the Committee Report the Committee will be disbanded" Fred Apstein moved,

seconded by John Moeller, Carried. James Arends abstained from voting as he was part of the Committee.

See Appendix A for Select Committee - Trustee Review and addendum.

- **Finance Committee:** Paul Giffin, reporting on behalf of the Finance Committee, moved “that we recommend the board of Trustees accept the proposal of salaried staff subject to approval of our auditor”

Paul Giffin confirms motion with board to be, “For the Improvement District to move to self insured health benefits for the employees, a maximum account balance of \$50,000.00. The money is not to be used for any other purpose and the program will be reviewed in a year as proposed in the draft. Subject to the auditor.” It was explained to the public this is cost neutral. John Moeller seconded, Carried.

Delegation/Guest Speaker:

Dr. Bob Rooks addresses the board. Suggests how to improve the meetings, and how they are run as a government entity.

The following points were brought up:

- Robert’s Rules, pages 30-32
- Questioned transparency; In camera meeting two months ago was three hours long
- Need to be accountable and transparent
- Fire Chief and Training Officer are responsible to Trustees
- The Fire Department needs to lead by example. Pointed out a Training Fire on May 10, 2022. Questioned if the board knew about it. As a Contractor his burns have to be a certain way, and speaks to the rules he has to abide by.

The timer goes off, the Chair speaks to Section 26 of the bylaw, delegation gets ten minutes, and it’s been eleven. The board will have to vote to continue.

The board votes in favour to continue.

- Dr. Bob Rooks states the question, “Needs to understand how your fires are different from mine.”
- Dr. Bob Rooks gave his opinion on combustible storage, fire hazards and composting.

- Dr. Bob Rooks stated that his experience in the past the current Fire Chief and he have not gotten along. Asks the board to have preferably somebody else with fire experience, the only Trustee on the board with fire experience is Sean Lewis. Asked to have Sean Lewis to be the contact and a lieutenant, not the training officer to inspect his areas.
- Dr. Bob Rooks directed concern to Howard Houle about being sidestepped and never contacted for the Governance Review.
- Dr. Bob Rooks stated this is not to criticize the volunteers. Ask for change in the way the board works, tear down the firewall. Trustees once or twice a month go to the fire hall and go through training.

Fire Chief Report:

Calls for the month of June - 41

Brush Fire - 2
 Structure Fire - 1
 False Alarms - 1
 Hydro Related - 3
 Burn Complaints - 2
 First Responder - 26
 Other - 6

Calls for the month of July - 57

Brush Fire - 1
 Structure Fire - 2
 M.V.I. - 2
 False Alarms - 2
 Hydro Related - 1
 Burn Complaints - 11
 First Responder - 35
 Other - 3

Evacuation Planning

On July 24 the Fire Department ran the evacuation drill at Gabriola Garden Homes retirement village for a vulnerable sector. The drill was to simulate a wildfire threatening the building and

residents. The fire alarm was activated to represent an imminent fire approaching. All units participated in the drill and 14 residents were evacuated to the ferry terminal on GERTIE. The stakeholders involved in the evolution were RDN EOC, RDN ESS, CECA, GERTIE, Gabriola Garden Home Fire Committee and Gabriola Fire Department.

The event was well received by all parties that took part.

Planning of the August 14 scenario of evacuating the whole zone of the Whale bone area is coming along nicely. Kitt will speak more to this as it is his training report.

Deputy Fire Chief

The department has been working on succession planning.

We brought up the level of qualifications of our officers and feel now is a good time to look at the position for a Deputy Chief. The roles of the deputy would include public education, prevention, inspections and training. Shift coverage would be Fridays and the weekends when other officers are not available.

The budget to pay for the deputy could come out of many small positions to make one larger position. For example, using portions of the training officer, prevention officer and the duty officer budgets.

I will be proposing this at the finance committee meeting to see if there could be eligible funds for an increase in regard to a potential line item of deputy chief.

Lantzville Mutual Aid

I have met with Chief Rukus from Lantzville Fire and chatted about a possible Mutual Aid agreement. I've sent an agreement to him and I'm waiting to hear back.

I've included the mutual Aid agreement in your package so you can review. It is the same Mutual Aid agreement that we have in place with Cranberry and Cedar.

FireSmart

Oliver Bussler is taking on the role of FireSmart coordinator and has prepared a budget for the recent FireSmart Grant received from the RDN. The coordinator has been active with planning home assessments, and public education and exposure via a table at every second Farmers Market. This is also included in your package.

Operational Review

The Gabriola Fire Department does many internal annual audits. Including one for the Office of the Fire Commissioner and another for WorkSafe B.C. however, to date Gabriola Fire Department operations has never done an independent external review.

The Gabriola Fire Department is also undergoing some administrative changes; We've hired a new secretary/corporate officer.

Additionally, we're undertaking changes in the operational guidelines, administrative policy, training programs and record-keeping practices. We want to make sure that the changes comply with worksafe, occupational health and safety, motor vehicle act, Provincial structural fire fighting training standard and are all in line with the Office of the Fire Commissioner of B.C. statutory laws and regulations.

The Fire Improvement District is working on a new 10 year long range plan and I feel this is the most appropriate time for an external independent operational review. At first we were looking at other fire departments, such as our mutual aid partners, to undertake the review of operations. However, this being the first, I felt it would be best to have a professional consultant do the review.

I directed the Training Officer to acquire proposals and quotes to see if this was a feasible idea. I'll turn this over to the Training Officer to go over the scope and proposals.

Scope for the review:

Phase 1

- 1. Service level*
- 2. Operational guidelines*
- 3. Administration and office of the Fire Chief***
- 4. Training and Training Officer***
- 5. Records keeping for front office***
- 6. Play book compliance*

Phase 2

- 7. Apparatus*
- 8. Facilities*
- 9. Long range planning*
- 10. Next gen 911*

Out of scope:

- 1. Fire Improvement District Policy*
- 2. local government*

Quotes:

1. Tim play and Associates under the flag of (Dave Mitchell) \$15,500.00

2. Firewise Consulting (Ernie Poulson) \$16,482.50
3. Jay Brownlee Consulting (Jay Brownlee) \$5,000.00

Fire Chief Sprogis speaks to Budget Rational:

The Training budget received a \$10,000.00 grant from the Red Cross this past year which set us ahead in the areas of Officer training. We've also saved money with First Responder training because normally we have to train 5 to 10 new first responders, but this year we are able to use funds from the Don Elkington fundraiser Challenge to train 5 to 10 new EMRs instead. Based on the budget for 2022 I feel that we could allocate funds from the Training budget to support the \$5,000.00 operational review, and I also feel that a review would fall under the scope of Training.

Fire Chief Sprogis brought forward information on an independent operational review for the Fire Hall and asked for a motion to have Jay Brownlee Consulting do a review for \$5,000.00 and also help set in stone moving towards the long range plan.

Discussion took place. It was mentioned by one Trustee the Select Committee should have been involved. The Fire Chief advised the department would like to do the scope for the long range plan, and the review would be a good starting block.

Chair noted this is two separate items;

- The review for is for operations
- Select Committee is 10 year long range plan

- Sean Lewis mentioned Trustees willing and able to work on it, they should do so.
- Diana Moher applauded the Fire Chief for investigating all this, and by doing this now it appears we get a very highly regarded person at an extremely good price, we need to get it going - happy to make a motion to proceed and then meet with the Chief for a long range plan.
- Fred Apstein gave a 'hearty well-done' and brought up again wishes Trustees were involved, and would want to add to the review; input on scope and communication with the consultant.
- It was mentioned by the Training Officer these independent plans have been used by other Fire Departments to bring to their Trustees and used to steer the ship. No contract has been signed in terms of scope, items can be added and shuffled around. One time deal at this rate based on Jay Brownlee being on vacation. If you want to wait to wait to decide on the consultant, that's your decision.
- It was brought up by John Moeller that it is possibly crossing into operations to become overly involved in the review process.

- Chief Sprogis indicated all three consulting agencies gave similar scopes.
- Suggestion for Select Committee to meet.

Sean Lewis motions the board approves the review as outlined in the Chief report subject to meeting with Select Committee, Training Officer and Chief to finalize. Seconded by Fred Apstein

Motion for funding in question, James Arends moves "Subject to meeting with Select Committee. \$5,000.00 be allocated from the training budget to hire Jay Brownlee Consulting" Questioned, seconded by Chris Windess, carried.

Training Officer Report:

- WSPP-WFF-1 certification being sent in to the province for whole department
- Intern arrived and is now on duty as frontline
- Duty officer training took place for all duty officers- this is to ensure that all duty officers are consistent with high-risk activities as set out by the province for our fire season. Gabriola follows BC Forestry's recommendations for HighRisk activities just like the other gulf islands in our area. The management of this position requires specific training from the fire chief.
- 2 weeks of marine and shipboard firefighting practice, scenario at Degnan bay, used new water pipe fittings from maple down to denan, and also practiced Water rescues for First Responders and firefighter in the water drill.
- 2 joint training sessions with Cedar FD- One in Cedar and one in Gabriola- things went well and our departments worked excellently together..
- BC Wildfire Guests- Crew leader- Derek Rushton-Structural Protection Specialist- Paul Windsor- BC Wildfire led a training exercise that included structural sprinkler protection and progressive hose lay to assist wildfire crews.
- Last summer training in burn building was held in June, full department training "dave attenborough" session.
- rehab training in preparation for transition to EMR
- Confined space training for frontline took place
- Grant application in the works for wildland trailer
- Upcoming Regional Wildfire Tabletop exercise in Nanoose tomorrow
- Evacuation drill Aug 14th
- EMR budget review

Association: N/A

Old Business:

Discussion around the proposed amendments for burning bylaw, all words in definition are capitalized, body should reflect that as well. Further discussion ensues. Chair asks if this could be tabled until next month.

Discussion for business by email policy, Diana Moher to write

Motion by Diana Moher to accept Charitable Receipt policy, Fred Apstein seconds, discussion. carried. *See Appendix B for policy*

Re: Complaint of Kitt Stringer, tabled at last meeting. Resolution of complaint did not happen at the lunch Kitt Stringer and Fred Apstein attended at Chris Windess place. James Arends moved to have the matter closed, Fred Apstein stated, "I'll second that." Fred Apstein withdraws his second and has a motion. It was reiterated by the Chair that this was Kitt Stringer's complaint, and he should have a say. Discussion continued about how and who could speak.

Paul Giffin - Interest in a full and complete record, and in the interest of those who are present given the accusations of those that were just made. Paul Giffin reads a letter that was addressed to Fred Apstein, regarding Fred's behaviour at the March 02, 2022 meeting. The board conducted deliberation. The board cannot condone Fred's behaviour at the March 02, 2022 meeting. Fred is bound by the Code of Conduct. It was noted that Fred was part of the process that created the Code of Conduct in 2021. Pursuant to section 74 of Bylaw 97 GFPID goes to state Robert's Rules will apply if not stated in the Bylaw. The Board concluded that an apology is an appropriate resolution for this issue. Therefore at the next regular meeting of the Board of Trustees with Fred Apstein present a motion will be brought forward having Fred apologize for his behaviour on March 02, 2022. It was stated the letter was approved by the majority of the Trustees.

Further discussion, disagreement of letter by Fred Apstein. John Moeller stated this has been on the meetings agendas for a very long time, perhaps a mutual apology could happen, and then we could move on.

Fred Apstein states he has a motion.

James Arends restates his original motion to consider the matter concluded.

Sean Lewis advised he has yet to know what the exact complaint was. Kitt Stringer clarified, and noted he apologized.

It was asked if Kitt and Fred could both apologize now and move forward and this will be off the agenda.

Fred Apstein questions what he needs to apologize for.

Further discussion took place and referenced those who were at previous meetings know what happened. Heads will never meet. James Arends motions, "that the matter concluded."

Seconded by Sean Lewis. Carried

Sean Lewis stated, "We still have to do that Finance Committee thing. Said we would deal with that."

Fred Apstein said, "We did, we voted and accepted."

Sean Lewis, "I must have missed that."

New Business:

Fred Apstein moves, "We authorize signing authority for Jessie Longo" Sean Lewis seconds, carried.

The meeting adjourned at 5:55 P.M.

Appendix A

July 22, 2022

Gabriola Fire Prevention Improvement District
Board of Trustees
Albert Reed Memorial Hall #1
730 Church Street
Gabriola Island, BC V0R 1X0

Report of Special Review Committee **Board of Trustees Governance Review**

The Board of Trustees of the Gabriola Fire Prevention Improvement District (GFPID) directed that a Performance Advisory Select Committee (ASC) be formed to undertake an independent and objective review of the performance of the Board of Trustees. The Terms of Reference for the ASC are attached as Appendix 1. The members of the ASC volunteered on behalf of the residents of Gabriola Island to conduct a review of GFPID Board operations.

The ASC members gained information on the functioning of the board by attending board meetings (public and in-camera), by soliciting information via a questionnaire to current and former board members, and by discussion at select committee meetings. The ASC reviewed the Letters Patent, current by-laws, Trustee handbook and other relevant board material including past minutes, agendas, and financial statements.

The current Board of Trustees have demonstrated in their monthly meetings that the relations amongst board members, employees, firefighters and members of the public are not effective and need to be improved. Although the board can function well, as demonstrated in the hiring committee, there appears to be an observable lack of cohesion and trust amongst the board exists. The ASC observed several areas of board performance that could benefit from implementing policies, standardizing procedures, having annual training sessions, and engaging in social activities with board members and members of the Gabriola Volunteer Fire Department (GVFD).

In its review, the ASC arrived at the following recommendations. The recommendations are based on nine key areas in which the ASC identified specific opportunities for improvement.

Recommendations

1. **Board Meeting Agendas and Minutes.** In conducting the review, the ASC found that there was a lack of standardization of expectations for the content and timeliness of agendas, minutes, and reports. To rectify that, it is recommended that:

- a. agendas be distributed to the trustees at least of one week before the meeting and copies be available to the trustees who are unable to print them;
- b. agendas be available to the public attending meetings to allow the public to follow along in the meetings;
- c. agendas be standardized to include monthly financial reports, report from the fire chief, report from the training officer and any requests for equipment by the fire chief. The inclusion of the documents will provide trustees time to review the information, requests, financial implications and be prepared for discussion at the meeting. Documents can be included in the board meeting minutes;
- d. all relevant bylaws and policies concerning agenda items be available at the meeting and be sent to the trustees along with the agenda in advance of the meeting to allow the trustees more time to consider matters prior to the meeting;
- e. all reports to the board should be in written format rather than only provided orally. Furthermore, they should be provided in electronic pdf format so they may be attached to the meeting minutes;
- f. the board develop a policy for standardized agenda items. Agenda items should include background material or other pertinent information for the item being discussed;
- g. the board develop a policy for a standardized fire chief's monthly report, including the minimum information required;
- h. a town hall segment be added to the agenda to allow the public to address matters on the agenda; and
- i. the board chair sign off on the minutes once approved.

2. ***In Camera meetings.*** At monthly board meetings, the ASC observed that some trustees demonstrated a lack of awareness of the process and reasons for in-camera meetings. It is recommended that

- a. the board clarify and specify the reasons for having a meeting in camera. These can include:
 - i. The buying and selling of property of the GFPID;

- ii. Legal issues - which is understood to include situations where someone is suing the department, or the department is suing someone (or has the potential to);
- iii. Issues involving trustees in the performance of their role in the GFPID;
- iv. Personnel issues involving the fire chief, the corporate officer, and the firefighters. *Personnel is understood to not include the trustees but this should be clarified with legal counsel.*

3. **Board Effectiveness.** The ASC observed that the GFPID board of trustees has a mixture of long-serving and new members. The knowledge and awareness of the roles and responsibilities varies significantly. Although the Improvement District Trustee's Handbook provides overall information on the roles and responsibilities, it is recommended that the board develop policies and procedures for the purpose of evaluating how the board is fulfilling the mandate of the GFPID and supporting the mandate of the GVFD.

4. **New Board Member Orientation.** From both observation and responses to questions posed by the ASC to current and past board members, it was noted that there is not a standardized on-boarding process for new trustees. The importance of providing board members with the tools to fulfil their role cannot be understated. To improve the understanding of the trustee role, it is recommended that:

- a. new trustees be directed to the trustee's web site to review the various materials available regarding the GFPID;
- b. the chair meet with new trustees to review and discuss their role and responsibilities as a trustee;
- c. the fire chief provides new trustees with a tour of the facilities and explains operational procedures, including the general operations of the GVFD.
- d. Trustees be provided with copies of:
 - i. The Government of BC Improvement District Trustee's Handbook;
 - ii. All current by-laws and letters patent of the GFPID; and
 - iii. All current policies of the GFPID.

Copies of all the above noted documents should also be made available on the trustee website.

5. **Policies & By-Laws.** It is the ASC's understanding that great strides have already been made in updating by-laws and policies, more work is required to eliminate uncertainty around policies and by-laws. It is recommended that:

- a. the board ensures that the GFPID utilizes performance policies and processes that are clear, in writing, and available to all Board members and employees;
- b. the complaints policy for the GFPID should be redrafted and updated, including:
 - i. hearing procedures being clearly specified;
 - ii. informal resolution efforts should be made to address complaints prior to any hearing occurring;
 - iii. complaints need to specify the complaint and include supporting documentation to understand the complaint, and resolution desired;
 - iv. the rights of the complainant and respondent to attend any hearing regarding a formal complaint, and their right to third-party assistance, including legal counsel, if desired;
 - v. the confidentiality of the deliberations;
 - vi. the decisions to be provided to both complainant and respondent in writing; and
 - vii. a form of enforcement or recommendation mechanism should be implemented.
- c. the board conduct a comprehensive review of the current three sets of by-laws for the GFPID and the letters patent with an aim of consolidating by-laws as appropriate, utilising uniform terms and definitions, creating enforcement procedures, and ensuring letters patent are in compliance with provincial legislation.

6. **Relationship between the GFPID and the GVFD.** In observing the relationship between the GFPID and the GVFD the ASC recommends that:

- a. the board clearly delineate the responsibilities of the board of trustees of the GFPID and the officers of the GVFD;
- b. the board clearly delineates the responsibilities of the board for governance and oversight and the fire chief for operations;

- c. conduct of the trustees, employees, officers and public must at all times be professional and courteous. Failure to maintain such conduct undermines the status of both the GFPID and GVFD;
- e. the fire chief be provided with training in media relations as the fire chief is the spokesperson for the GVFD to the press;
- f. the fire chief provides an annual report to the board regarding the status and any updates to the GVFD operational guidelines; and
- g. the board create an exit interview questionnaire with questions and issues relevant to the board. This questionnaire would be provided to departing GVFD members and clearly state any responses will be read by the trustees.

7. **Relationship between the GFPID and the Corporate Officer.** It was observed by the ASC that there was a lack of understanding of the role and responsibilities of the corporate officer is, who should assign work to the corporate officer, and what records the corporate officer should be maintaining and/or providing. It is recommended that:

- a. the obligations and responsibilities of the corporate officer should be clearly specified in writing;
- b. contact between the trustees and the corporate officer be primarily through the chair; and
- c. the records maintained by the corporate officer be reviewed to ensure they are meeting the obligations of the GFPID. This would include such items as financial records, corporate documents, board minutes, GFPID informational materials, policies & procedures, and by-laws.

8. **Website.** Both at board meetings, and with the board representative on the ASC, it was brought up that the current process of the GFPID Trustee tab within the GVFD website is not sufficient. To rectify this situation, it is recommended that:

- a. the trustees have a separate GFPID trustee website that is separate, but linked with the GVFD website;
- b. the GFPID hire a website designer to create a trustee website and train the corporate officer regarding website maintenance;
- c. the GFPID website includes:
 - i. links to the GVFD website and other relevant websites;
 - ii. biographies of the trustees;

- iii. all current by-laws, letters patent, and policies for the GFPID;
- iv. a clear description of the obligations of the GFPID and its relationship and oversight of the GVFD;
- v. the improvement district handbook;
- vi. copies of all board agendas, minutes, and reports;
- vii. election information, including both present and past election results; and
- viii. a method for trustees to communicate with firefighters and the public on issues involving the GFPID.

9. **Practices to enhance the Board of Trustees.** To improve the overall relationships within the board of trustees and to foster a better understanding of the GVFD and its firefighters, the ASC recommends that:

- a. the board of trustees have an informal dinner once a year to include the fire chief, corporate officer, and their partners;
- b. all board members endeavor to attend any event they are invited to (eg. fire hall open house, dinners, etc.); and
- c. trustees should serve a maximum of two consecutive three-year terms, with a minimum of one three-year term before being permitted to run for re-election.

Provided on behalf of the Review Committee:

Howard Houle (chair)
James Arends
Glenys Bussler
Carol Keane
Sean Lewis

Appendix 1 – GFPID Performance Advisory Select Committee (ASC) Terms of Reference

GFPID Performance Advisory Select Committee (ASC)

Terms of Reference

Purpose:

The purpose of the GFPID Performance Advisory Select Committee is to undertake an independent and objective review of the performance of the Board of Trustees. Specific issues that will be examined as part of the performance review include:

Board effectiveness, including:

- Evaluating how the board is fulfilling the mandate of the Board of Trustees and supporting the mandate of the Gabriola Fire Department.
- New board member orientation.
- Utilizing performance policies and processes that are clear, in writing, and available to all Board members.
- The relationship between the Board of Trustees and the Fire Chief, including roles and responsibilities of each party.
- The relationship between the Board of Trustees and the Corporate Officer, including roles and responsibilities of each party.
- To look at how to effectively we maintain records (such as minutes, financial information, other internal documents and public communications), share information with all GFPID members, and improve communication with the general public.
- Best practices and procedures in board performance that would strengthen the performance of the Board of Trustees.
- Other Board performance-related issues that may arise in the course of this review.

ASC Membership:

- Members will be appointed by the Board of Trustees.

Members of the ASC should possess the following qualifications:

- Independence, objectivity and without preconceptions as to the outcomes of the review.
- Prior experience on other boards or similar committees.
- Good communication skills.

- Familiarity with general board performance principles and procedures (including Roberts Rules of Order).
- A basic understanding of the legal framework within which public Boards operate.
- A willingness to participate as a member of the ASC as a volunteer.

The ASC will consist of:

- Four (4) Members and one (1) Trustee.
- A Chair will be selected by the ASC members.

Term of service:

- The members of the ASC will be appointed only for the purpose of completing an independent performance review of the Board of Trustees and only for a specific time frame unless extra time requested from the Board by the ASC and the additional time is approved.
- It is hoped that the ASC will begin its work in March 2022 and submit a performance report to the GFPID for discussion by late June 2022.

Workplan, Meetings and Minutes:

- The ASC will create a workplan outlining what tasks they will undertake when and by whom, with the goal of completing their work by late June 2022.
- The ASC will decide how often to meet, based on the workplan, and ensure that all ASC members receive copies of draft documents that are developed in order to complete the workplan and submit a report on the GFPID performance review.

Report:

ASC members shall only have discussions during committee meetings.

Once the draft performance review report is submitted to the GFPID, it will be discussed in an at the next GFPID meeting, with at least three members of the ASC present, one of whom will be the ASC Chair.

After considering the feedback from the GFPID, the ASC will revise the performance review report and submit it to the GFPID.

After the report has been presented to the GFPID the committee will be dissolved.

The Gabriola Fire Protection Improvement District is seeking 4 volunteers for a Select Committee is to undertake an independent and objective review of the performance of the Board of Trustees

Volunteers should possess the following qualifications:

- Independence, objectivity and without preconceptions as to the outcomes of the review.
- Prior experience on other boards or similar committees.
- Good communication skills.
- Familiarity with general board performance principles and procedures (including Roberts Rules of Order).
- A basic understanding of the legal framework within which public Boards operate.

It is hoped that the Committee will begin its work in March 2022 and submit a performance report to the GFPID for discussion by late June 2022.

If you are interested please contact: gabriolafiretrustees@gmail.com

August 03, 2022

**Amendment to Report of Special Review Committee
Board of Trustees Governance Review:**

#5 Polices & By-Laws: Complaints polices: After both parties have stated their case if there are no questions from the trustees that the parties be asked to leave the room so the trustees can deliberate in private. At the conclusion of the special meeting the Chairperson to contact the parties and share the board's decision.

Appendix B

GABRIOLA VOLUNTEER FIRE DEPARTMENT
Box 89 Gabriola Island B.C. VOR 1X0
Telephone: (250) 247-9677 Fax: (250) 247-9850

Charitable Receipts - Policy

Gabriola Fire Protection Improvement District will issue official receipts that qualify as charitable donations. If requested, the Fire Department will issue receipts for eligible donations with a cash value or net Fair Market Value of \$25.00 or more.

Purpose: The policy formalizes the charitable donations receipts program, including accounting for donations of cash or in-kind made to the Gabriola Fire Protection Improvement District.

This policy also outlines the standards for evaluation of donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

Scope: The policy of Gabriola Fire Protection Improvement District: all agreements between the department and individuals that contribute either financially or in-kind to the department, and programs.

Definitions:

Charitable Donations - voluntary transfers of tangible property, including cash. Donations in-kind - tangible property, other than cash, that are eligible donations.

Fair Market Value (or Valuation) - The highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the purchaser.

Non-Qualifying Donations - Donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

Policy Guidelines:

To be eligible for an official receipt, the donation must:

- Be made payable to the Gabriola Fire Protection Improvement District
- Be in cash or in-kind
- Be voluntary
- Be supportive of Fire Department mandate or beneficial to the Gabriola Fire Protection Improvement District

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with Gabriola Fire Protection Improvement District policies/bylaws
- Consistency with the Gabriola Fire Departments priorities, mandates, and strategic and long range plan
- Compliance with the laws, conventions, and treaties of the other levels of government
- Associated risks (e.g. financial risks, political risk, health and safety issues)
- Condition of the donation
- Value of the donation
- Usefulness of the donation to the Fire Department
- Cost/benefit analysis.

The Fire Chief would consider installation, storage, maintenance, renewal, replacement and relevant costs when considering the item.

Donations in-kind for official receipts should have written evaluation, done within the last 6 months, with the following requirements:

- \$1,000.00 or less:
 - Appraisal by knowledgeable internal staff; plus
 - Valuation from online auction and shopping website
- \$1,000.00 or more:
 - External appraisal by an independent and arm's length competent individual is required
 - Responsibility and costs associated with obtaining a qualified appraisal shall be the responsibility of the donor.

Authority for acceptance or denial of donations in-kind with appraised value of:

- \$0.00 - \$9,999.99 - Corporate Officer/Fire Chief
- \$10,000.00 or more - Approved by the Gabriola Fire Protection Improvement District

Non-Qualifying Donations that cannot be acknowledge with official receipts for income tax purposes in accordance with CRA guidelines:

- Intangibles such as services, time, skills and effort.