Gabriola Fire Protection Improvement District

Handbook of Governing Policies

Last Updated in June 2024

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ABBREIVATIONS:

Gabriola Fire Protection Improvement District	**GFPID**
Gabriola Volunteer Fire Department	**GVFD**

ORGANIZATION GUIDELINES AND STRUCTURE

PURPOSES AND PROCEDURES

SECTION 1.1 PURPOSE/GOALS AND OBJECTIVES:

1. To provide a continuing, approved standard of fire protection to the district's landowners and taxpayers through the formation and management of an efficient Fire Department, the acquisition, maintenance, and operation of works, buildings, and equipment and all things incidental to that purpose and the hiring of an Administrative Secretary to assist in the administration of these purposes.
2. To provide for future expansions to the community and greater demands for services through the development, implementation and maintenance of a Long-Range Plan designed to provide for expected future maintenance and acquisitions necessary to keep pace with expected development within the community.

SECTION 2.1 TRUSTEE'S DUTIES:

1. Each trustee, upon commencement of his term, will receive copies of this document, all Gabriola Fire Protection Improvement District (GFPID) bylaws, letters patent, and any other relative documents and information.
2. Each Trustee is expected to become familiar with, and abide by, the content and meaning of the GFPID bylaws, this document, the Improvement District Manual and any other related documents and information.
3. Two Trustees, other than the Secretary and Treasurer, shall be signing officers for GFPID. bank accounts.
4. Trustees shall attend all meetings whenever possible.
5. Trustees will be expected to volunteer, or be appointed, to serve on standing or special committees from time to time to achieve certain goals determined by the GFPID.
6. Trustees serving on special or standing committees shall arrange amongst themselves to meet and resolve the tasks laid out and shall prepare reports of their activities or findings for each regular meeting.
7. Trustees attending a meeting, when a question is put, shall cast a vote unless they have a personal and/or financial interest in the question.
8. The first meeting after the Annual General Meeting the Trustees will elect from within themselves a Chairman, Secretary and Treasurer, form any standing or special committees required and review this document, the Administrative Secretary's appointment and terms of employment and other expenditure and hiring policies.

SECTION 2.2 CHAIRPERSON DUTIES

1. The Chairperson shall call all regular and extraordinary meetings.
2. The Chairperson or his appointee shall preside at all meetings and ensure that the meetings are conducted in an orderly manner following the guidelines contained in "regular meetings" below in this document.
3. Should the chairperson be unable to attend any meeting called, the trustees shall appoint, from within themselves, a temporary chairperson for that meeting.
4. The Chairperson shall act as spokesperson for the GFPID and be its chief signing officer.
5. The Chairperson shall sign as correct all minutes presented and adopted by the GFPID
6. The Chairperson shall be the chief signing officer.
7. The Chairperson shall cast the final vote on all votes.

SUBSECTION 2.3 SECRETARY'S DUTIES:

1. The Secretary shall, in association with the Administrative Secretary, keep all necessary and incidental files, documents, and books in an orderly and accessible fashion.
2. The Secretary shall, in association with the Administrative Secretary, prepare agendas for all meetings.
3. The Secretary shall be a signing officer for G.F.P.D. bank accounts.

SUBSECTION 2.4 TREASURER'S DUTIES:

1. The Treasurer shall maintain, in association with the district's accountant and the Administrative Secretary, an accurate and orderly system of bookkeeping of all G.F.P.D. financial transactions sufficient to satisfy the requirements of the Municipal Act (sec. 844.1).
2. The Treasurer shall advise on and oversee the management of all GFPID financial matters.
3. The Treasurer shall be a signing officer for all GFPID financial matters.
4. The Treasurer shall, in association with the Administrative Secretary, prepare financial reports for all regular meetings.
5. The Treasurer shall, in association with the district's accountant and the Administrative Secretary, prepare and present the required financial statements at the Annual General Meeting.

SECTION 3.1 REGULAR MEETINGS:

a. A GFPID meeting shall be held monthly if required.

b. GFPID meetings shall be open to the public but a person may be excluded for improper conduct.

c. The Trustees may also choose to exclude persons other than its members if such exclusion is deemed to be in the public's interest.

d. A quorum shall consist of four of the seven trustees.

e. If a quorum is not present within 30 minutes of the scheduled starting time the names of those present shall be recorded and the meeting adjourned and regular business put aside until the next meeting.

f. A regular GFPID meeting shall follow the procedure below:

I. Meeting called to order by Chairperson.

II. Minutes of previous regular meeting are distributed by Administrative Secretary, read by the Trustees, and moved, seconded and voted upon for adoption.

III. Correspondence Secretary/Treasurer reports on pertinent correspondence sent and received.

IV. Financial Report on financial activities and any other information deemed pertinent since the last report is distributed by Administrative Secretary, read by the Trustees, and moved, seconded and voted upon for adoption.

V. Committee reports on activities.

VI. Guest speakers (if any) make their presentations.

VII. Fire Chief Report on fire department activities and equipment and unexpected requests for purchases and projects exceeding $500.00 (to be discussed under new business).

VIII. Old Business arising from the previous minutes or reports is discussed and resolved whenever possible.

IX. New Business arising from correspondence, the various reports, or other questions are discussed and resolved whenever possible or referred to a committee to deal with the matter.

X. Other matters/comments deemed for the good of the organization.

XI. Questions from the floor (if any public present).

XII. Adjourn meeting.

SECTION 4.1 IN CAMERA SESSIONS/MEETINGS:

1. Regular or Extraordinary meetings may only go "In Camera" for the resolution of questions pertaining to personnel contracts and wages or legal matters.
2. The Administrative Secretary shall attend "In Camera" sessions that do not relate to that position and shall keep separate and confidential minutes of those In Camera sessions and shall also keep personal confidentiality of any matters dealt within those sessions.

SECTION 5.1 BYLAW MEETINGS:

1. Any meeting were a bylaw that concerns the public's freedoms or financial interests is being given first reading shall be publicized in two different local newspapers a minimum

of two weeks prior to that meeting and if desired by the posting of additional notices in public places within the district.

SECTION 6.1 EXTRAORDINARY MEETINGS:

1. The Chairperson by themself or at the request of any one Trustee may call an extraordinary meeting for a specific purpose of a pressing nature and requiring an expedient resolution.
2. The Chairperson or Administrative Secretary shall give a minimum of forty-eight hours notice to each Trustee of an extraordinary meeting.
3. Extraordinary meetings called to resolve situations concerning fire department operations, equipment use, maintenance or purchases shall have the Fire Chief in attendance.
4. Business at an extraordinary meeting shall be confined to the reason for calling the meeting.

SECTION 7.1 ANNUAL GENERAL MEETINGS:

1. Notices to landowners in the district of the Annual General Meeting shall be placed in two different local newspapers to run twice consecutively two weeks before the meeting or by notice by ordinary first-class mail two weeks before the meeting and if desired by the posting of additional notices in public places in the district.
2. An Annual General Meeting will be held the second or third Tuesday evening of March each year for the landowners in the district for the purposes of:

a. Presentation of previous years financial statement by Auditor.
b. Reports from Fire Chief and Commissioner for previous year.
c. Reports from the Trustees on relevant projects.
d. Election of Trustees (nominations from the floor, balloting held as per the Municipal Act).
e. Remuneration of Trustees (motion, seconder, discussion, and vote from the floor).
f. Appointment of an auditor for current year (motion, seconder, discussion, and vote from the floor).
g. Questions from the floor.

SECTION 8.1 SPECIAL GENERAL MEETINGS:

1. The Chairperson, by themselves, or at the request of two or more Trustees, or by petition from the public, may call a Special General Meeting of the landowners of the district for a specific purpose of a pressing nature and requiring an expedient resolution.
2. Notices to landowners in the district of a Special General Meeting shall be placed in two different local newspapers to run twice consecutively two weeks before the meeting or

by notice by ordinary first class mail two weeks before the meeting and if desired by the posting of additional notices in public places in the district.

3. Business at a Special General Meeting shall be confined to the specific purpose for the calling of the meeting.
4. A Special General Meeting of the district's landowners will be held within 60 days of any Trustee's position becoming vacant through resignation, death, or other cause for the purpose of electing a replacement.

SECTION 9.1 VOTING PROCEDURES AT REGULAR AND EXTRAORDINARY MEETINGS:

1. Voting shall take place for resolution of the following:
    a. Expenditures over one thousand dollars (other than normal & expected maintenance and capital costs).
    b. Forming new policies and practices for the fire department or the GFPID
    c. Amendments to this or any other relevant documents.
    d. Adoption of bylaws.
    e. Decisions to commit projects.
    f. Appointment of Fire Chief, Deputy and Administrative Secretary.
    g. The hiring of personnel for any GFPID works.

2. All matters to be discussed and voted upon shall have a mover and a seconder and require a majority vote of the quorum to be passed.
3. When a motion has been seconded and is open for discussion, each Trustee shall have an equal opportunity to state their position once and then another opportunity to answer any queries and reiterate their position, the Chairperson shall then clearly state the question and call the for a vote.
4. Voting shall normally be made by show of hands but may at the request of any Trustee be held by secret ballot.
5. The motion, the mover, seconder and the results of each vote shall be recorded in the minutes, and by request of any Trustee the names and vote of each Trustee will be recorded unless that vote was by secret ballot.
6. A Trustee must be present at a meeting to cast a vote.
7. Each Trustee has one equal vote except one who has a personal and/or financial interest in the question.
8. A refrained vote other than that mentioned in the previous sentence shall be considered an affirmative vote.
9. Any member of the public present at any meeting may speak to a question, as in the above sentence, but shall not have a vote.
10. When a motion under consideration contains distinct propositions, upon the request of any Trustee, each proposition will be considered and voted upon separately.
11. Robert's Rules of Order shall stand for any procedural questions not covered herein.

History and Amendments

HISTORY:

N/A	
N/A	

ORIENTATION POLICY OF NEW BOARD MEMBERS

When a person is elected to the Board of Trustees the following shall occur.

1. They shall receive an information packet containing:
   I. All current valid Bylaws.
   II. A copy of Letters Patent.
   III. The current website address for the Trustee Handbook.
   IV. Current website address for the Local Government Act.
   V. Copies of all current GFPID policies
   VI. Trustee website for Improvement District handbook
2. The Chair shall ensure each new Trustee is assigned a mentor.
3. The Chair shall assign a board member to liaise with the GVFD Training Officer to arrange tours of fire halls for each new Trustee. If possible, this should be arranged within 30 days of being elected.
4. Each new Trustee will supply to the corporate office a valid email address, street address, and phone number.
5. Within 30 days of election each new Trustee will supply to the webmaster a resume suitable for posting on the website.

History and Amendments

HISTORY:

N/A	
N/A	

POLICY FOR THE ROLE OF THE CHAIR

POLICY NUMBER: 23-04

This policy is written in conjunction with the Local Government Act {RSBC} 2015 Part 17 Division 3, The Improvement District Trustee Handbook, Improvement Districts Manual, and the Gabriola Fire Protection Improvement District Bylaw 97.

The role of the Trustee is to contribute to the Board as it carries out its mandate to achieve its vision, core purpose and goals. The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board Delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that the meetings are conducted in accordance with the Local Government Act, the Improvement District Trustee Handbook, Improvement Districts Manual, and the Bylaws of the Gabriola Fire Protection Improvement District and where those are silent, Robert's Rules of Order.

2. Prior to each meeting the Chair will consult with other Trustees, the Fire Chief, the Corporate Officer, and any other appropriate person to develop a meeting agenda.

3. Perform the following duties during Board meetings:
    - Maintain order and proper conduct and decorum of the meeting so that motions may be formally debated;
    - Ensure that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the questions, shall, when they are of the opinion that the discussion is not relevant to the question, remind members they must speak to the question;
    - Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

4. Keep informed of significant developments within the District.

5. Keep the Board fully informed in a timely manner of all matters coming to their attention which might affect the Board.

6. Be in regular contact with the Fire Chief to maintain a working knowledge of current issues and events.

7. Bring to the Board all matters requiring a Board decision.

8. Act as the chief spokesperson for the Board except in those instances where the Board has delegated this role to another individual or group.

9. Act as an ex-officio member of all committees appointed by the Board.

10. Act as the conduit to the Corporate Officer for all trustees questions/concerns.

11. Address inappropriate behaviour on the part of a Trustee.

12. Ensure that new Trustees are provided with their information package per the Gabriola Fire Protection Improvement District Orientation Policy.

13. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

I hereby certify that the foregoing is a true copy of Policy No. 23-04 as adopted by the District and sealed with the district seal on August 02, 2023.

History and Amendments

HISTORY:

Approved (Accepted as amended)	August 31, 2022
Amended	August 02, 2023

COMMUNICATIONS POLICY

POLICY NUMBER: 24-08

Goal of this policy is to provide accurate, factual, and balanced information to the public at large with the use of a Communications Officer in conjunction with the Chair of the Board of Trustees.

The Communications Officer, with input from the Chair will:

- Maintain a strong working relationship with the Chair of the Board.
- Ask for clarification and provide information to proper sources that will correct misinformation or disinformation.
- When deemed necessary, respond to incoming correspondence that contains errors of fact, omissions or statements that may require clarification.

Publish clarifications and corrections for public awareness in areas to be determined.

Provide access to facilitate a connection for a timely avenue and method for the Press to verify statements made.

May post a monthly Bulletin/newsletter of the activities of the Board in the newspaper and social media.

The Chair and Communications Officer will provide updates to all trustees by all appropriate means and methods.

I hereby certify that the foregoing is a true copy of Policy No. 24-08 as adopted by the District and sealed with the district seal on February 08, 2024.

History and Amendments

HISTORY:

Approved	February 07, 2024

E-Mail Use and Guide

This policy is intended to cultivate and develop a healthy and functional working environment for the Trustees and Firehall employees. Emails regarding Trustees business should be limited to critical and/or time sensitive situations, including (but not limited to) passing a motion for financial needs, notices, agenda items, the need to call a special meeting and simple special requests. Every effort should be made to avoid late evening and/or weekend emails requiring a response. All request for information and correspondence should be directed through the Chair.

This policy is further designed to establish acceptable and appropriate use of computer and information systems (i.e. email) by the Trustees in accordance with government directions under The Privacy Act, FOIPPA, Information Management Act (IMA) and Appropriate Use Policy.

This network and email policy is to be used for the purposes of conducting Fire Trustee business.

All emails must be compliant with the Improvement District's policies on ethical conduct and security of business data.

All emails must be compliant with the direction of this policy.

The emails shall not be used for creating, distributing or accessing any offensive or illegal material, including, but not limited to material with offensive comments about gender, race, age, sexual orientation, religious beliefs, or defamatory statements in any way or manner.
Any offensive material received by email must be reported to the Chair and Corporate Officer without undue delay.

Use of the Firehall email address shall be used for all Firehall related material.

Personal email use, for Firehall use, should be limited to a minimum and incidental use, with a copy sent to the Firehall email address as soon as possible.

Fire Trustees must follow applicable legislation, policies and standards for managing information in the course of their work and ne guided by the Appropriate Use Policy (Of not is section 1.16, restricting the use of emails to transmit confidential information).

Fre Trustees email use must comply with FOIPPA, The BC Privacy Act, Information Management Act and the Appropriate Use Act.\, such as;

Use of personal email only for brief, extenuating circumstances.

Send a copy to the Trustees email, if created, or to Gabfire, and make a note that a copy was sent and why the work was being done.

Delete from personal email and Trash, after forwarding and send note to government email to confirm action and that NO copies have been made.

Keep emails simple and to a single subject, requiring quick answers rather than long discussions. Keep it simple. Complex threads may split into separate conversations, losing information. The system may delete intermediary emails that are older than the final email in the collection.

Limit the amount of confidential information distributed via email. Avoid emails to send confidential, sensitive, protected or secret information unless absolutely necessary.

9. The Fire Trustees must follow the government data retention and deletion timeline for guidance in proper procedures and protocols in data management, for both the Trustees and the Firehall.

History and Amendments

HISTORY:

OPERATIONAL SERVICE LEVEL FOR THE GABRIOLA VOLUNTEER FIRE DEPARTMENT

POLICY NUMBER: 24-10

PURPOSE

To establish a policy for declaring fire rescue service and training levels for the Gabriola Volunteer Fire Department.

POLICY DECLARATION

The following service level is declared for the Gabriola Volunteer Fire Department.

Full-Service Operations

Definitions

1. **Exterior Operations**
Fire service firefighters shall not enter any building, vehicle, dumpster or other object if an Immediately Dangerous to Life and Health (IDLH) atmosphere is present. If an IDLH atmosphere is present, Exterior Operations firefighters shall only engage in external fire suppression activities.

2. **Full-Service Operations**
Fire Rescue Departments are equipped and have completed the appropriate training identified in the BC Structural Firefighters Minimum Training Standards to provide a full spectrum of fire services. These services are based on the competencies included within the NFPA 1001 Firefighter 2 Standards and relevant NFPA 1021 Fire Officer Standards.

3. **IDLH (Immediately Dangerous to Life and Health)**
Refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure and includes any oxygen-deficient atmosphere or any untested confined space.

4. **Interior Operations**
Fire Rescue Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structures. Interior Operations may also include larger or more complex structures that have been assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Operational Standard and Limitations

5. The number of personnel, qualifications and equipment available for delivery of emergency services will determine the level of service the Fire Rescue Department can provide at the time of an emergency incident. Services may be limited to a lesser level, specifically, Exterior Operations Level. Also, an increased level of service may be conducted on larger more complex structures if the structure has been pre-planned, members have been appropriately trained, and sufficient qualified staff and equipment are available.

Training Standard

6. The Fire Rescue Departments shall train its members to the minimum competencies required by the BC Structural Firefighters Minimum Training Standards for the Interior Operations Level.
7. The required training competencies, as described in the BC Structural Firefighters Minimum Training Standard, will be achieved by members within 2 years of start date.
8. During the 24-month training period, new firefighters will progress through Exterior, then Interior Operations Service Level training as described in the BC Structural Firefighters Minimum Training Standards. During this qualification period firefighters will only be authorized to operate under the qualification they have achieved.

Responsibilities

9. The Fire Chief is responsible for ensuring this policy is compliant through use of appropriate operational guidelines as well as service/ mutual aid agreements.
10. The Fire Chief shall, on a regular basis or as directed, report to the Gabriola Fire Protection Improvement District Board of Trustees on the departments' readiness, effectiveness and efficiency.

I hereby certify that the foregoing is a true copy of Policy No. 24-10 as adopted by the District and sealed with the district seal on April 03, 2024.

History and Amendments

HISTORY:

Approved	April 03, 2024

ACCESS POLICY

POLICY NUMBER: Policy # 23-02

The GFPID Trustees are permitted access to the #1 fire hall during regular business hours. Exceptions may be made by a request to the Chair who will liaise with the Fire Chief.

I hereby certify that the foregoing is a true copy of Policy No. 23-02 as adopted by the District and sealed with the district seal on August 02, 2023.

History, Amendments, and Signatory

X _____

Chairperson (or Trustee)

HISTORY:

Approved	February, 2022
Amended	June 07, 2023

CODE OF CONDUCT AND HANDLING COMPLAINTS

CODE OF CONDUCT

The purpose of this Code of Conduct is to identify the standards of behaviour by which trustees of the Gabriola Fire Protection Improvement District (GFPID) must abide.

Accountability:

Trustees

a. Are accountable for their decisions and actions to the GFPID and the community and must submit themselves to whatever scrutiny is appropriate to their role.
b. Will seek to achieve and maintain an understanding necessary to the performance of their duties.
c. Will be informed by bringing relevant issues to the Board of Trustees for discussion.

Confidentiality:

Trustees

a. Shall respect confidentiality. Confidential information shall not be released, unless required to do so by law.
b. Must maintain confidentiality after their term.
c. Cannot use confidential information for furthering any private interest or as a means of making personal gains.

Personal Conduct:

Trustees

a. Shall conduct themselves with fairness, honesty, integrity, and accountability while protecting the interest of the GFPID.
b. Shall act consistent with the values of the GFPID.
c. Shall support he mission and vision of the GFPID and the GVFD.
d. Shall recognize lawfully made decisions made by the trustees, even when not supporting the decision.
e. Shall work respectfully to meet their mandate.

No trustee shall participate in or condone bully or harassment.

Bullying and harassment includes any inappropriate conduct or comment by a person toward another trustee, employee, or member of the Gabriola Fire Department that the trustee knew, or reasonably ought to have known, would cause that person to be humiliated or intimidated.

Conflict of Interest:

Trustees

a. Shall avoid real/perceived conflicts of interest.
b. Who find themselves in a conflict of interest shall declare that conflict of interest to the Board of Trustees.

History and Amendments

HISTORY:

N/A	
N/A	

POLICY FOR HANDLING COMPLAINTS

Complaints against any of the Gabriola Fire Protection Improvement District's Trustees, personnel, or Fire Chief must be in writing and shall be directed to the Chairman of the GFPID.

The chairman of the GFPID shall within 2 working days, call a special meeting of the Trustees, to be held within 7 days after calling the meeting, to review the complaint and decide upon a course of action to rectify the situation.

1. Business at a meeting called to handle a complaint shall be confined to the compliant.
2. The public are not allowed to attend a meeting called to handle complaints.

The Fire Chief shall be present to hear the complaint and explain their position in regard to the complaint after which they may be requested to leave the meeting to allow the Trustees to further discuss the matter.

If the complaint has come from a person or persons outside the GFPID they may be requested to attend as in the above paragraph.

After hearing the issues around the complaint, the Trustees shall discuss and decide upon a course of action to take to resolve the situation.

The decision of the Trustees concerning the complaint shall be sent, in writing, to all concerned parties.

In our day-to-day operations a certain level of friction is bound to periodically occur between members of the GVFD an, or the public. Every reasonable effort should be made by the parties involved to defuse these situations amicably.

Should the parties involved not be able to deal satisfactorily with the problem, a formal complaint may be the route to follow.

Any complaint must be detailed in wiring, or it will not be considered.

Any complaint regarding a member or officer of the GVFD shall be directed to the Fire Chief.

In our day-to-day operations a certain level of friction is bound to periodically occur between members of the GVFD and, or the public. Every reasonable effort should be made by the parties involved.

Should the parties involved not be able to deal satisfactorily with the problem, a formal complaint may be the route to follow.

Any complaint must be detailed in writing, or it will not be considered.

Any complaint regarding a member or officer of the GVFD shall be directed to the Fire Chief.

The Fire Chief shall within 2 working days or receiving the complaint review it and decide upon a course of action to rectify the situation.

Any complaint regarding the Fire Chief shall be directed to the Chair of the Gabriola Fire Protection Improvement District and copied to the Fire Chief's office.

The Chair shall, within 2 working days of receiving the complaint, call a special meeting of the Trustees. The meeting will be held within 7 working days and the Trustees shall review the complaint and decide upon a course of action to rectify the situation.

Business at a meeting called to handle a complaint shall be confined to the complaint.

GVFD members of the general public are not allowed to attend a meeting called to handle a complaint.

The person or persons who filed or are named in the complaint shall be present and explain their position, after which they may be requested to leave the meeting to allow the Fire Chief/and or Trustees, if applicable, to further consider the matter.

If the complaint has come from a person or person outside of the GVFD they may be requested to attend, as in the above paragraph.

After hearing the issues around the complaint, the Fire Chief/and or the Trustees, if applicable, shall decide upon a course of action to take to resolve the situation.

The decision regarding the outcome of the complaint shall be sent, in writing, to all concerned parties.

History and Amendments

HISTORY:

N/A	
N/A	

LABOUR POLICIES

EMPLOYEE VACATION SCHEDULE

All employees shall be entitled to a vacation in accordance with the following schedule:

- Upon completion of six (6) months service the employee is entitled to receive a paid vacation of five (5) working days, which will be deducted from their total entitlement. Vacation pay for an employee not completing one (1) year's service shall be paid at the rate of four percent (4%) of gross earnings.

- Each Employee who completes one (1) year of service shall receive fifteen (15) working days paid vacation. Pay for such vacation shall be at the employee's current salary or six (6%) of gross earnings for the period of which vacation was earned, whichever is greater.

- Each employee who completes five (5) years service shall receive twenty (20) working days paid vacation. Pay for such vacation shall be at the employee's current salary or eight (8%) of gross earnings for the period of which vacation was earned, whichever is greater.

- Each employee who completes ten (10) years service shall receive twenty-five (25) working days paid vacation. Pay for such vacation shall be at the employee's current salary or eight (10%) of gross earnings for the period of which vacation was earned, whichever is greater.

- Each employee who completes fifteen (15) years service shall receive thirty (30) working days paid vacation. Pay for such vacation shall be at the employee's current salary or eight (12%) of gross earnings for the period of which vacation was earned, whichever is greater.

- Each employee who completes twenty-five (25) years service shall receive thirty-five (35) working days paid vacation. Pay for such vacation shall be at the employee's current salary or eight (14%) of gross earnings for the period of which vacation was earned, whichever is greater.

- Employees shall be allowed to bank ten (10) days of vacation and take it in the following year subject to the following:
    - An employee may bank greater than ten (10) days of vacation subject to special circumstances warranting the banking of this extra vacation time, and the banked vacation time shall be taken at a time mutually agreed upon.

Supplementary Vacation Plan

1. After ten (10) years — Five (5) extra days
2. After fifteen (15) years — Five (5) extra days
3. After twenty (20) years — Ten (10) extra days
4. After twenty-five (25) years — Ten (10) extra days

- The supplementary vacation must be taken prior to the employee becoming eligible for their next earned period of supplementary vacation.

RRSP

- The employee will receive 10% of his gross salary, after one years service, for the purpose of a retirement plan.
- Upon retirement the employee shall receive $100.00p/y, in either cash or the equivalent as a gift.

Bereavement Leave

- In case of death in the immediate family the employee shall be granted leave of absence without loss of pay for five (5) consecutive working days immediately following or within a reasonable period following the death. Immediate family is defined as the employee's spouse, finance, children, stepchildren, foster children, parent, stepparent, siblings, or stepsibling.
- The employee shall be granted leave of absence without loss of pay for there (3) consecutive working days immediately following or within a reasonable time following the death of the employee's parent-in-law, sibling-in-law, grandparents, and grandchildren. The employee shall be entitled up to two (2) extra consecutive days with pay if attending a funeral out of town. Out of town means the requirement of total travel time more than six (6) hours.

History and Amendments

HISTORY:

N/A	
N/A	

INFORMATION POLICIES

GABRIOLA

FIRE & RESCUE

LAND AND FACILITIES USE

LAND USE POLICY

POLICY NUMBER: 23-06

This policy replaces "POLICY FOR USE OF GFPID LAND OR FACILITIES, APRIL 2010."

Purpose and Scope:

This policy outlines the guidelines and requirements for outside entities seeking to lease land owned by the GFPID. The primary goal of this policy is to ensure that any leasing activities adhere to the GFPID's mission, and objects as laid out in Section 3 of the Letters Patent, and do not hinder or compromise the Fire Department's operations.

Application Process:

Interested parties must submit a formal application to the GFPID's administrative office. The application must include detailed information about the intended use, the duration of the lease, and any potential impact on GFPID operations and resources.

1. **Approval Criteria:**
    - Compatibility with Mission: The proposed use should be complementary to the GFPID's mission and objects as per Section 3 of the Letters Patent and not interfere with operational capabilities or the safety of personnel and stakeholders.
    - Financial Viability: The leasing entity should provide evidence of financial stability and capability to fulfill the lease agreement's financial obligations.
    - Insurance and Liability: The leasing entity must provide adequate liability insurance coverage to protect the GFPID from any potential claims arising from the leasing activity.
2. **Lease Terms and Conditions:**
    - The lease duration shall be clearly defined and agreed upon by both parties, ensuring that the GFPID can regain control of the land when desired.
    - Rent and Payments: The leasing entity will pay a mutually agreed-upon rent for the use of the land, which shall be paid to the GFPID.
    - Maintenance and Restoration: The leasing entity will be responsible for maintaining the leased area in a safe and clean condition throughout the lease period.
    - Any proposed physical modifications or alterations to the leased land, including but not limited to structures, buildings, or landscaping, must be submitted in writing to the Chief and the GFPID Board for approval before any such modifications are carried out.
3. **Emergency Access and Response:**

- Emergency Access: The leasing entity must provide unimpeded access to the leased area for GFPID personnel and equipment in case of emergencies.

4. **Termination and Renewal:**
   - Termination: The GFPID reserves the right to terminate the lease agreement with the leasing entity in case of non-compliance with the terms and conditions of the lease or if the leased land is required for emergency response or operational purposes.
   - Renewal: Lease agreements may be renewed upon mutual agreement between the GFPID and the leasing entity, provided that all terms and conditions are met satisfactorily.
5. **Right to Access:**
   The GFPID retains the right to access the leased land for official purposes, including inspections, maintenance, and any other necessary activities related to its operations.
6. **Public Notification:**
   The GFPID will ensure that the public is informed about any significant leasing activities concerning its land, providing transparency and opportunities for community input when necessary.
7. **Liability and Indemnification:**
   - Liability Responsibility: The leasing entity shall assume all liability for any injury to persons, damage to property, or other incidents arising from their use of the leased land.
   - Indemnification: The leasing entity agrees to indemnify, defend, and hold the GFPID, its officers, employees, and agents harmless from any and all claims, demands, suits, or actions arising from the leasing entity's use of the leased land.
   - Insurance Coverage: The leasing entity must maintain comprehensive general liability insurance with limits adequate to cover any potential liability arising from the leasing activity. The GFPID must be named as an additional insured on the insurance policy.
   - The leasing entity shall provide the GFPID with a current and valid insurance certificate evidencing the required coverage and naming the GFPID as an additional insured. The certificate shall be submitted to the GFPID prior to the commencement of the lease and must be renewed and kept current throughout the lease term.
   - Waiver and Release: As a condition of entering into the lease agreement, the leasing entity, to the fullest extent permitted by law, shall waive all claims against the GFPID for injury, damage, or loss arising out of the leasing entity's use of the leased land.

I hereby certify that the foregoing is a true copy of Policy No. 23-06 as amended by the District and sealed with the district seal on January 10, 2023.

History and Amendments

HISTORY:

Approved	September 06, 2023
Amended	December 07, 2023

FACILITIES USE POLICY

POLICY NUMBER: 23-07

Purpose:

The purpose of this policy is to establish guidelines for the use of GVFD facilities by outside entities while ensuring that the fire department's primary mission and operational readiness are not compromised. (As per Section3 of The Letters Patent).

Eligibility:

Outside entities, including community organizations, non-profits, and governmental agencies, may apply for the use of fire department facilities for non-emergency purposes.

Application Process:

Interested entities must submit a formal application to GVFD administrative office. The application should include a completed GVFD Facilities Use Form.

Approval Criteria:

- Alignment with Mission: The proposed use must align with, or be complimentary to, the mission and objects of the GVFD and GFPID as per Section 3 of The Letters Patent, and such use should not conflict with emergency response readiness or training activities.
- Non-Interference: Facility use should not impede the fire department's day-to-day operations or hinder access to emergency response equipment and apparatus.
- Liability Responsibility: The applicant shall assume all liability for any injury to persons, damage to property, or other incidents arising from their use of the leased land.

Priority of Use:

Any use of Fire Department facilities by outside entities, must be using the space for activities that contribute to the welfare and safety of the community.

Agreement and Liability:

- Written Agreement: A formal written agreement will be established between the fire department and the outside entity, outlining the terms of facility use, responsibilities, and any associated fees.
- Liability Responsibility: The outside entity shall assume all liability for any injuries, damages, or losses that may occur during the facility use. The entity must indemnify and hold the fire department harmless from any claims arising from the activity.
- The outside entity agrees that upon the conclusion of the approved event/activity, it shall promptly and diligently restore the space to the same condition it was in prior to use.
- The outside entity agrees to remove all garbage created during the event/activity.
- Facility Access: The outside entity will have access only to the designated portion of the building(s) intended for their use, as well as the washroom facilities. The remaining areas of the facility will be restricted and unavailable to them.

I hereby certify that the foregoing is a true copy of Policy No. 23-07 as adopted by the District and sealed with the district seal on September 06, 2023.

History and Amendments

HISTORY:

Approved	September 6, 2023
N/A	

FINANCIAL POLICIES

INVESTMENT POLICY

POLICY NUMBER: 23-01

Pursuant to Section 377 of the Local Government Act [RSBC 2015] CHAPTER 1 and subject to the approval of the Chairman of the Finance Committee, the Corporate Officer may invest District funds in the following:

a. securities of the Municipal Authority
b. pooled investment funds under section 16 of the Municipal Finance Authority Act;
c. securities of Canada or of a province;
d. securities guaranteed for principal and interest by Canada or by a province;
e. securities of a municipality, regional district or greater board;
f. investments guaranteed by a chartered bank;
g. deposits in a savings institution, or non-equity or membership shares of a credit union;
h. other investments specifically authorized under the Community Charter Act or another Act. other investments specifically authorized under this or another Act.

I Hereby Certify that the foregoing is a true copy of Policy No. 23-01 as adopted by the District and sealed with the district seal on September 06, 2023.

History and Amendments

HISTORY:

Approved	June 2023
Amended	September 06, 2023

CHARITABLE RECEIPTS POLICY

POLICY NUMBER: ?

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:

1. Be made payable to the Gabriola Fire Protection Improvement District
2. Be in cash or in-kind.
3. Be voluntary.

4. 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:

a. Compliance with Gabriola Fire Protection Improvement District policies/bylaws.
b. Consistency with the Gabriola Fire Departments priorities, mandates, and strategic and Long-Range Plan.
c. Compliance with the laws, conventions, and treaties of the other levels of government.
d. Associated risks (e.g. financial risks, political risk, health, and safety issues).
e. Condition of the donation.
f. Value of the donation.
g. Usefulness of the donation to the Fire Department.
h. 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:
  a. Appraisal by knowledgeable internal staff; plus
  b. Valuation from online auction and shopping website

- $1,000.00 or more:
  a. External appraisal by an independent and arm's length competent individual is required.
  b. Responsibility and costs associated with obtaining a qualified appraisal shall be the responsibility of the donor.

Authority for acceptance of 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.

History and Amendments

HISTORY:

Approved	[redacted]
Amended	June 2024

ELECTION POLICIES

GABRIOLA

FIRE & RESCUE

POLICY AND PROCEDURES FOR ELECTIONS CONDUCTED BY THE GABRIOLA FIRE PROTECTION IMPROVEMENT DISTRICT

POLICY NUMBER: Policy #24-09

This policy replaces "Gabriola Fire Protection Improvement District Trustee Elections"

This policy is implemented by the elected Board of Trustees of the Gabriola Fire Protection Improvement District (GFPID) as a process to determine the conduct of Elections.

DEFINITIONS

1. Corporate Officer means the Corporate Officer of the Gabriola Fire Protection Improvement Distinct.

2. Assistant to the Corporate Officer means assisting the Corporate Officer with administration of the election.

3. Poll Clerk

    a. assists the Presiding Election Official in the set up and opening of the voting place and ensures the voting proceeds in an orderly and safe fashion.

    b. confirms an individual's identity and residential address and therefore their eligibility to vote.

    c. assists with the counting of ballots

4. Presiding Election Official

    a. is appointed by the Board of Trustees of the Gabriola Fire Protection Improvement District.

    b. shall oversee the voting and counting of ballots.

    c. shall assist poll clerks in determining eligibility of a voter.

    d. shall act at the Returning Officer.

5. Scrutineer

    a. a person to represent the candidate by observing the conduct of voting and counting proceedings for the election.

PROCESS

1. The date and time for the Annual General Meeting and Election or a Special General Meeting will be called by the Board of Trustees of the Gabriola Fire Protection Improvement District at a public meeting and in a manner consistent with the Letters Patent

2. Once the election is called the Corporate Officer shall give notice of the election by a notice in the local paper and/or our website and/or a letter sent by ordinary first-class mail setting out the date time and place for the meeting.

3. Nominations shall follow the process as set out in the Nomination Process of this policy and must be received by the Corporate Officer no later than 14 business days prior to the election.

4. The time of voting shall be set out by the Board of Trustees and be included in the notice of the meeting.

5. The election results shall be announced at the end of the Annual General Meeting or the Special General Meeting if the Special General Meeting includes voting.

NOMINATION PROCESS

1. The nomination period shall be set out in the first Notice of Election in the local paper and/or our website and/or a letter sent by ordinary first-class mail.

2. The candidate cannot self nominate but must be nominated by one person.

    a. a person may nominate only one candidate in any election.

3. The candidate must meet the following criteria

    a. a Canadian citizen

    b. eighteen years of age or older

    c. an owner of land in the Gabriola Fire Protection Improvement District

    d. a resident of the Province of British Columbia for the prior six months or legal representative of land an owner of land in the Gabriola Fire Protection Improvement District who has died, become insolvent or insane.

4. The candidate and nominator shall complete the Nomination Application Form. *(Appendix Form A)*

5. A candidate continues to be a candidate until the date of the election, unless the individual is declared invalid by the courts, dies, or withdraws.

6. Should there be a challenge raised against a candidate the ELECTION ACT [RSBC 1996] CHAPTER 106 as amended shall apply

7. If a candidate dies between the end of the nomination period and the close of final voting, the election is cancelled, and the election process must be start again as if the election was called on the day in which the corporate officer received notification of death.

8. At any time up until 48 hours before the start of voting, a candidate may withdraw from the election by delivering a signed withdrawal to the corporate officer.

a. candidate's signature on a withdrawal must be witnessed by at least one other individual who must sign the withdrawal as witness.

b. if only one candidate remains after a withdrawal, the remaining candidate shall be declared elected by acclamation.

9. The Candidate shall complete a Statutory Declaration. *(Appendix Form B)*

SCRUTINEERS

1. A candidate may appoint candidate representatives in accordance with this section to represent the candidate by observing the conduct of voting and counting proceedings for the election.

a. the appointment must be in writing and signed by the candidate. *(Appendix Form C)*

b. the appointment shall include what duties the scrutineer will perform.

1. observing the election

2. ballot counting

3. both election observation and ballot counting

2. If more than one scrutineer is appointed the times between which the duties shall be performed shall be noted.

3. There shall be only one scrutineer per candidate performing duties at any one time.

4. The scrutineer shall wear identification at all times and shall carry a copy of their appointment papers.

5. The scrutineer shall present their appointment papers *(Appendix Form C)* to the presiding election official prior to commencing their duties.

6. The scrutineer shall not interfere with the duties of the presiding election official or handle election documents.

7. The scrutineer shall not interfere with or assist any person marking a ballot.

8. The scrutineer shall not attempt to discover how someone marked their ballot or how they voted.

9. The scrutineer must not display, distribute, or post any election advertising or any material that identifies a candidate or elector organization.

10. The scrutineer must not carry, wear, or supply a flag badge or other thing indicating support of a candidate, group, elector organization or result in voting.

11. The scrutineer shall complete the Scrutineers Code of Conduct *(Appendix Form D)*

12. Only a candidate or a scrutineer may be present during the vote count, not both

13. A candidate may not act as a scrutineer

BALLOTS

1. A ballot must not include any of the following

   a. an indication that a candidate is holding or has held an elected office.
   b. a candidate's occupation
   c. an indication of a title, honour, degree, or other decoration received or held by the candidate.
   d. if two or more candidates have the same surnames and given names or, in the opinion of the corporate officer the names are likely to cause confusion the corporate officer may modify the names to include additional information to assist voters. The restrictions under 1 a through c shall apply.

2. Ballot control procedures

   a. all ballots will be numbered
   b. ballots shall be produced by the corporate officer and one person delegated by the Chair
   c. ballots will remain locked with dual locks
   d. ballots shall never be left unattended or unsecured
   e. ballots may be released in groups of 50 by the Corporate Officer to the delegated person using a sign out sheet. The designated person will take the signed-out sheet and signed out ballots to the Poll Clerks who will sign for receipt of the ballots. The sign out sheet will then be returned to the Corporate Officer
   f. Poll clerks will not leave their station without having authorized back up to fill their station and maintain custody of ballots
   g. when voting closes the assistant to the corporate officer or Corporate Officer will collect all unissued ballots and deliver them to the Presiding Election Official
   h. the Presiding Election Official will take custody of the ballot box containing all votes and administer the vote counting
   i. reconciliation of all used and unused ballots will be performed by the Corporate Officer and the assistant to the corporate officer after the vote count is completed. Any discrepancies will be reported to the Chair.

j. after the vote count is completed, all counted ballots will be placed into a sealed envelope, initialed and given to the Corporate Officer for safe keeping

k. after reconciliation, all unused ballots will be placed into a sealed envelope, initialed and given to the Corporate Officer for safe keeping

VOTING

1. The polling location shall be arranged in accordance with the directions of the Presiding Election Official

2. Poll clerks shall be appointed by the Corporate Officer and approved by the Presiding Election Official. Poll Clerk Solemn Declaration *(Appendix Form E)* and Poll Clerk Approval Forms *(Appendix Form F)* shall apply.

3. Poll clerks will confirm eligibility of the voter. Any questions regarding the eligibility shall be directed to the Presiding Election Official. If the issue cannot be resolved it shall be referred to the Chair of the Board of Trustees of the Gabriola Fire Protection Improvement District.

a. If the Chair is a candidate these duties shall be assigned to a Trustee not currently a candidate in the election. This transfer of duties shall be in writing.

4. Voting eligibility criteria:

a. a Canadian citizen

b. 18 years of age or older

c. resided in the Province of British Columbia for at least six months prior to voting day or the authorized agent or legal representative

d. be a registered owner of real property in the Gabriola Fire Protection Improvement District.

e. not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law.

f. not previously voted in this election.

5. The following forms of identification are not acceptable

a. scanned copy of identification on cell phones or other electronic devices

b. photocopies or scanned versions of documents that were not issued electronically.

ie. passport, drivers' licence

6. If the voter presents themselves as an agent of a Board or Corporation or legal representative, the Voter must also present formal documentation supporting that the individual has been

assigned authority as agent for that Board or Corporation interest or legal representative in property owned within the Gabriola Fire Protection Improvement District. Only one agent per Board or Corporation will be permitted to vote. The poll clerk will identify the voter to the Presiding Election Official who will

a. ask the Voter to fill out and sign the Property Owner elector Solemn Declaration as to property ownership and identity, attaching a copy of the Board Or Corporation's authorization as agent or legal representative documentation

b. ask the Voter to sign the statutory declaration page

c. provide the Voter with a voting ballot

7. If the voter presents themselves as an individual voter a poll clerk will confirm the identification produced is valid and acceptable. The second poll clerk will be provided the voters name.

a. the second poll clerk checks the name and address of the voter, strikes through the entire name and address on the assessment role

b. the voter will then be asked to "Please read the declaration regarding eligibility criteria on the desk *(Appendix Form G)* and if the information is correct and true then you can sign to attest it is correct and true."

c. the voter will then sign the declaration /voter list.

d. the poll clerk will prepare and initial the back of the ballot

e. the voter will then be instructed to

1. go behind the voting screen
2. mark up to "XX = number of vacant positions" candidate boxes
3. do not make any other markings on the ballot
4. when complete place the vote in the ballot box and leave the voting place

8. Poll clerks should not touch the ballot after it has been issued.

9. The statutory declaration form is Appendix Form H of this policy

10. The declaration and eligibility form is Appendix Form H of this policy

11. Mail in Balloting is not permitted.

12. Advance Polls are not permitted.

BALLOT COUNTING

1. Only the Presiding Election Official, Assistant to the Corporate Officer, Poll Clerk(s) and candidates or appointed scrutineers are present at the count.

    a. a candidate OR their scrutineer, but not both, may observe the ballot count proceedings to ensure a transparent and consistent process is followed and that any potentially spoiled ballots are ruled on by the Presiding Election Official in a fair and consistent manner.

2. The Presiding Election Official shall open the sealed ballot box

3. The Presiding Election Official will count the ballots using tally sheets

    a. a ballot will be counted when it clearly selects not more then the number of vacant positions.

    b. a tick mark or filled in box will be accepted if the intent of the elector is clearly indicated and,

    c. any writing, drawing, or distinguishable markings on the face will spoil the ballot and the ballot will not be counted towards the total vote.

5. Record the total ballots cast, the ballots counted, and the ballots rejected/spoiled

6. Declaration of voting results by the Presiding Election Official

    a. eligible votes cast and number of spoiled ballots

    b. the candidate(s) with the greatest number of votes cast will be elected to the vacant trustee positions; based on vote count

    c. if there is a vacancy for different term lengths the candidate with the greatest number of votes cast will hold office for the longest term. The candidate with the second greatest number of votes cast hold office for the next longest term.

7. In the event of a tie the result of the election shall be determined by lot as follows

    a. the name of the candidates are to be written on a separate piece of paper as similar as possible to the other pieces of paper.

    b. the pieces of paper are to be folded in a uniform manner in such as way that the names of the candidates are not visible

    c. the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for this purpose.

    d. the Presiding Election Official will direct one person who is not a candidate or a candidate representative to withdraw one piece of paper address

e. the Presiding Election Official shall then declare the elected the candidate whose name appears on the paper.

ELECTION CHALLENGE

1. A person who is qualified to vote at Gabriola Fire Protection Improvement District Election and who voted or applied to vote in the election may appeal to the Supreme Court against the order of the Returning Officer accepting or rejecting a vote or ballot or the result of election.
2. The appeal must be made in writing within two weeks after the election.

RETENTION AND DESTRUCTION OF ELECTION DOCUMENTS

1. The Corporate Officer is responsible for the retention of documents following the election.

2. Until the end of the appeal period, 14 days after the election the Corporate Officer

a. must keep the sealed ballot package in their custody

b. is responsible for retaining the nomination documents for the election proceedings

c. is responsible for retaining the remainder of the election materials

3. The Corporate Officer shall destroy the following material as soon as practicable with 60 days after the expiry of the appeal period or a court decision has been made regarding an appeal

a. nomination documents

b. ballots used in the election proceedings

c. any copies of the list of electors used for the purposes of voting proceedings

d. any voting books

e. any solemn declarations and any written statements or declarations in relation to voting proceedings

PROHIBITIONS

1. While voting is being conducted at a voting place, an individual, group or organization must not do any of the following in or within 100 metres of the building where the voting is being conducted:

a. post, display or disseminate

1. campaign period election advertising or
2. any material that identifies a candidate, registered political party or group, unless this is done with the authorization of the Presiding Election Official

b. canvass or solicit votes or otherwise attempt to influence how a voter votes

c. carry, wear, or display a flag, badge or other thing indicating that the individual using it is a supporter of a particular candidate, group, or registered political party

d. post, display, disseminate or openly leave a representation of a ballot marked for a particular candidate, group, or registered political party

History and Amendments

HISTORY:

N/A	
N/A	

APPENDICES:

*All sample forms are subject to change without notice.

BOARD OF TRUSTEES CANDIDATE NOMINATION APPLICATION FORM

How to become a candidate

Review this page carefully and see the reverse side for information on how to file your nomination once complete.

To become a candidate, you must:

- meet all of the qualifications (see below);
- file a Nomination Application (this form) with the Corporate Officer of the Gabriola Fire Protection Improvement District no later than 14 days before the election.

You will not become a candidate until a complete nomination has been submitted, accepted and a notification of Candidacy has been issued.

Once filed, your nomination documents are available to the public. You may request to keep some of your information private.

Changes to nomination documents after filing:

- You may amend matters of fact that have changed since the time of filing by notifying the Corporate Officer.

Nominators

Your nomination requires the signed declaration of at least one nominator. A candidate cannot self-nominate.

Nominators may only nominate one individual in an election,

To qualify for nomination as a candidate you must:

- be a Canadian citizen.
- be 18 years of age or older, or if an election is in progress, be 18 years of age on General Voting Day for the election.
- be an owner of land within the Improvement District.
- have been a resident of British Columbia for at least six months immediately before becoming a candidate.

- not be disqualified by the *Local Government Act*, or any other enactment from voting in an election or from being nominated for, being elected to, or holding office, or otherwise disqualified by law.

Once filed, your full nomination, including the information below is available to the public. You can keep some of your information private by checking the appropriate box.

Information for candidate:

1. What is your full (legal) name?

Last Name	First Name	Middle Name(s)

2. What name do you want to appear on the ballot?

Ballot Last Name	Ballot First Name

3. Where do you live?

Address	
Town	Postal Code

Keep my address private. ☐

4. What is your mailing address?
Same as residential address ☐

or,

Address	
Town	Postal Code

5. What is the address of a property you own within the improvement district, or for which you are the authorized agent or legal representative?

Address

6. How can we contact you?

Primary Phone Number (required)
Secondary phone number (optional)
Email

Keep my primary phone number private. ☐

Keep my secondary phone number private. ☐

Keep my email address private. ☐

7. Your signature:

I, the undersigned, declare that:

- I am qualified for nomination as a candidate for election as a Trustee of the Gabriola Fire Improvement District.
- I consent to my nomination as candidate and that if elected, I will serve as Trustee.
- that all information contained in this application is, to the best of my knowledge and belief, true and correct; and
- I will accept documents delivered or served to my postal address and can be contacted at the primary phone number provided with this application.

Signature X	Date signed

NOMINATOR

I, the undersigned, nominate the person named above as a candidate for Trustee of the Gabriola Fire Protection Improvement District. I declare that I have not nominated another candidate and that to the best of my knowledge and belief the candidate is qualified to be nominated.

This form is available for public inspection. If requested, addresses may be obscured, but names and signatures remain publicly available.

Name of Nominator	
Residential address	
City	Postal Code
Address of property owned within the Improvement District	
Keep above addresses private ☐	
Signature X	Date signed

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

STATUTORY DECLARATION

In the matter of the Local Government Act and the election of trustees for the Gabriola Fire Protection Improvement District:

I, _____ a resident of Gabriola Island , British Columbia, Canada, DO SOLEMNLY DECLARE that I meet the eligibility requirements for Trustee candidacy in the above stated improvement district by virtue of the following set of criteria:

A Canadian citizen;
18 years of age or older;
A resident of British Columbia for the past 6 months;
Be an owner of land located within the improvement district or the authorized agent or legal representative of a deceased owner of such land;
Not otherwise be disqualified from voting under section 29 of the Election Act

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

_____ _____

Signature of Declarant Date Signed

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

APPOINTMENT OF CANDIDATE SCRUNTINEER

Name of Candidate Scrutineer:_____

Candidate's Name:_____

I hereby appoint the above-named individual to act as Scrutineer.

Duties include *(circle one)*:

- Observing the election
  - *If more than one Scrutineer please indicate between the hours of:*

- Ballot counting

- Both election and ballot counting
  - *If more than one Scrutineer please indicate between the hours of:*

Signature of Candidate: _____ Date:_____

"Appendix Form D - Sample Form"

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

SCRUNTINEER CODE OF CONDUCT

As a Scrutineer I shall:

- Comply with the Scrutineer Code of Conduct;
- Complete a Solemn Declaration before the Corporate Officer;
- Present a properly completed Appointment of Candidate Scrutineer form to the Returning Officer at time of entering the voting place;
- Perform my duties with honesty and integrity and in a manner that is helpful, respectful, and courteous;
- Be guided at all times by the values of respect, integrity, and professionalism when dealing with members of the public, electors, election officers, colleagues, and all election stakeholders;
- Remain in the designated area for scrutineers to observe the voting proceedings;
- Be in the voting place before the end of voting to observe the count;
- Carry a copy of my appointment papers.

As a Scrutineer, I shall not:

- Engage in any political campaigning or promotion for or against a candidate while performing my duties at a voting place;
- Display, distribute, post any election advertising or any material that identifies a candidate or elector organization;
- Carry, wear or supply a flag, badge or other thing indicating support of a candidate, elector organization or result in the voting;
- Unduly interrupt the voting process or the orderly conduct of the election;
- Handle election documents;
- Make or accept cell phone calls, or texts in the voting place;
- Take any photographs in the voting place;
- Interfere with or assist a person marking a ballot;
- Attempt to discover how someone voted or marked their ballot;
- Engage in harassing[1] or discriminatory[2] behaviour; or
- Make abusive, derisive, threatening, insulting, offensive, or provocative statements or gestures to or about another person.

A Scrutineer who fails to comply with this Code of Conduct will be removed from the voting place if, in the opinion of the Returning Officer, the Scrutineer fails to comply with the Scrutineer Code of Conduct.

Harassment is any conduct by an individual that is directed at and offensive to another person in the voting place, and that the individual knows or ought reasonably to know would cause

offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat.

Discrimination involves treating someone differently or unfairly because of a personal characteristic or distinction.

_____	_____
Name (Printed)	Witness Name (Printed)
_____	_____
Signature	Witness Signature
_____	_____
Date	Date

POLL CLECK SOLEMN DELCARATION

I, the undersigned, solemnly declare that:

- I will exercise the powers and perform the duties of my office in an impartial manner and according to law;
- I will maintain and aid in maintaining the secrecy of the vote;
- I will not communicate or use the personal or other information obtained in the course of exercising my powers or performing my duties for purposes other than those related to the exercise of those powers or the performance of those duties;
- I will respect the confidentiality and security guidelines issued

_____	_____
Name (Printed)	Witness Name (Printed)
_____	_____
Signature	Witness Signature
_____	_____
Date	Date

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

POLL CLERK APPROVAL FORM:

Poll Clerk names and sample initials

Name	Initial

Presiding Election Official Name:_____

Presiding Election Official Signature:_____ Date: _____

ELIGIBILITY CRITERIA:

- I am a Canadian citizen;
- I am 18 years of age or older;
- I have resided in British Columbia for at least six months immediately preceding voting day;
- I am a registered owner of real property in Gabriola Fire Protection Improvement District immediately preceding voting day or the authorized agent or legal representative;
- I am not disqualified under section 29 of the Election Act or any other enactment from voting in this election;
- I have not previously voted in this election.

Gabriola Fire Protection Improvement District
Election and AGM *(date)*

STATUTORY DECLARATION

In the matter of the Local Government Act and the election of trustees for the Gabriola Fire Protection Improvement District:

I, _____ a resident of _____ , British Columbia, Canada, DO SOLEMNLY DECLARE that I meet the eligibility requirements for voting in the above stated improvement district by virtue of **one** of the **three** following sets of criteria:

1. I am a Canadian citizen; eighteen years of age or older; I have resided in the Province of British Columbia for the previous six months; and I am the lawful owner of the following lands by virtue that under the terms of the said agreement for sale, deed, or lease, I am liable for all taxes levied against the said lands and that I have not disposed of, or assigned my interest in the said lands namely,
   _____ .

OR

2. I am the authorized agent of a board or corporation namely,
   _____ that is an owner of land in the Gabriola Fire Protection Improvement District with offices at _____ .

OR

3. I am the legal representative of an owner of land in the Gabriola Fire Protection Improvement District namely _____ who has died, become insolvent or insane and whose last address was, or whose current address is, _____.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

_____

Signature of Declarant

I am satisfied the information given above is correct and the person stated appears qualified to vote. Declared before me this _____ day of _____ , 20 ____ .

_____

Returning Officer

I Hereby Certify that the foregoing is a true copy of Policy No. 24-09 as adopted by the District and sealed with the district seal on March 06, 2024.

_____

Paul Giffin, Chair

HISTORY:

Approved	February 07, 2024
Amended	March 06, 2024