

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 539, 2003**

**Lytton Fire/Rescue Constitution Bylaw**

A bylaw to amend the Lytton Volunteer Fire Department Constitution Bylaw 511, 2000

**WHEREAS** pursuant to the provisions of Section 517 of the Local Government Act RS Chap 323, The Village of Lytton may by bylaw, make provision for appointing, controlling and regulating members of Lytton Fire/Rescue as from time to time may be necessary.

**WHEREAS** the strict observance of this constitution is necessary for the prosperity and success of Fire/Rescue Department and members shall respect each other and obey the Officers while on duty, therefore;

**BE IT RESOLVED** that the following constitution will represent the basis for the operation of Lytton Fire/Rescue.

**1. ORGANIZATION**

This organization shall be known as Lytton Fire/Rescue

**2. MISSION STATEMENT**

The Lytton Fire/Rescue Mission Statement is to minimize the loss of life and property by public education and the ongoing training of Lytton Fire/Rescue personnel using current fire suppression and rescue techniques.

**3. MEETINGS**

All meetings shall be held in the Fire Hall unless otherwise provided and;

- a. Fifty percent (50%) of active members shall constitute a quorum;
- b. General meetings shall be held once a month except in December where there may not be a meeting.
- c. Special meetings may be called by the Fire Chief or may be requested by six members and the Fire Chief shall honour their request.
- d. Members shall be expected to attend meetings on a regular basis.

**4. PRACTICES**

- a. The regular fire practices of Lytton Fire/Rescue shall be held every Thursday, January through November. No practices will be held in December except when requested by the Fire Chief or six members. Practices start at 19:00 hours and the length of the practice may be determined by the Fire Chief, Assistant Fire Chief or Captains in charge.
- b. Special fire practices of Lytton Fire/Rescue shall be held at the discretion of the Fire Chief or the Assistant Fire Chief.
- c. Any member missing three consecutive practices without just cause may be suspended and will be required to attend the next meeting for reinstatement. The member will be notified in writing of the suspension.

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 539, 2003**

**Lytton Fire/Rescue Constitution Bylaw**

**5. DEPARTMENT MEMBERSHIP**

- a. All applicants must be 19 years or older; of good character and shall agree to a driver's abstract and a criminal record check being obtained.
- b. Application for membership shall be made on the form provided by Lytton Fire/Rescue and shall be referred to the screening committee for approval. If acceptable the application shall be referred to the membership for approval followed by a recommendation to Village Council for final approval.
- c. Remuneration for Call-outs will commence after the probationary period is completed, retroactive to date of membership acceptance.
- d. All members of Lytton Fire/Rescue must complete BC Fire Fighter Training Program, Fire Fighter Level 1 prior to completion of probation.
- e. If required, the screening committee shall interview the applicant.
- f. The Village Council shall set the number of Fire/Rescue members.

**6. LEAVE OF ABSENCE CLASSIFICATION**

Members of Lytton Fire/Rescue who request leave, or who are required to leave the area for an indefinite length of time, may request a leave of absence in writing giving the length of time and the reason for such leave. If such leave is granted, the officer/member may be placed in one of the following Reserve Classifications by the screening committee and with approval of the membership.

- a. Class A Reserve – a member placed in this classification may apply for Active Roster status and shall attain such status upon first vacancy.
- b. Class B Reserve – a member placed in this classification may apply for Active Roster status and may attain such status subject to a ballot of at least sixty-five per cent (65%) of the Active Roster and upon vacancy in the roster.

Reserve classification will be voted on for the member wishing to be placed as a reserve by sixty-five per cent (65%) of the membership.

**7. OFFICERS AND COMMITTEES**

- a. Officers of Lytton Fire/Rescue shall comprise of:
  - i. A Fire Chief, who shall be appointed by the Lytton Village Council in conjunction with the recommendations from Lytton Fire/Rescue membership.
  - ii. An Assistant Fire Chief, who shall be appointed by Lytton Village Council.
  - iii. Two Captains, who shall be appointed by the Fire Chief of Lytton Fire/Rescue.
- b. A screening committee shall be comprised of the Officers listed in (a).
- c. Special committees may be formed at the discretion of the Fire Chief. Members to such committees shall be appointed by the Fire Chief.

**8. DUTIES OF OFFICERS AND ACTIVE FIRE FIGHTERS**

- a. **Fire Chief**
  - i. To ensure the readiness of Lytton Fire/Rescue for all emergencies
  - ii. To call all regular and special meetings pertaining to Lytton Fire/Rescue
  - iii. Fire fighting and rescue.
  - iv. To exercise a general supervision over all affairs of Lytton Fire/Rescue

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 539, 2003**

**Lytton Fire/Rescue Constitution Bylaw**

- v. To act as member ex-officio of all committees of the Lytton Fire/Rescue
- vi. To ensure each subordinate officer carries out his/her duties
- vii. To give casting votes in case of a tie on Lytton Fire/Rescue matters and to carry out and enforce this Constitution to the best of his/her ability.
- viii. To be present at all fires, if practical and plan the attack and to direct the action of Lytton Fire/Rescue
- ix. To do everything within his/her powers to enforce all laws, local, Provincial or Federal regarding fire prevention within the Village of Lytton and areas designated for fire/rescue protection.
- x. To notify the Assistant Chief or Captains of his/her absence from the Village.

**b. Assistant Fire Chief**

Duties of the Assistant Chief shall be to assist the Fire Chief in the discharge of his/her duties, to obey his/her orders and in the absence of the Fire Chief, assume all his duties.

**c. Captains**

- i. It shall be the duty of each Captain to command the Company and to have control thereof while on duty
- ii. After each fire or practice, he/she shall see that all apparatus pertaining to his Company is returned and properly cared for and left in readiness to answer subsequent alarms
- iii. The senior Captain shall act as Officer-In-Charge during the absence of the Assistant Fire Chief and the Fire Chief.

**d. Active Firefighters**

- i. It shall be the first duty of all members of Lytton Fire/Rescue to obey all commands of the Officers while on duty
- ii. It shall be the duty of every member, in the event of a fire alarm, to proceed to the Fire hall and if the Fire Truck has gone then to proceed to the fire and immediately report to an Officer and remain on duty until dismissed by an Officer
- iii. In the case of a meeting or practice, it shall be the duty of every member to report to the Fire Hall at the appointed time
- iv. No member shall appear at a fire, meeting or practice of Lytton Fire/Rescue in a state of intoxication, or otherwise be a disgrace to Lytton Fire/Rescue or unable to perform the duties of an Active Fire Fighter
- v. No member shall be excused from attendance at meetings, practices or fires, except on grounds of;
  - 1. Absence from the Village of Lytton
  - 2. Sickness
  - 3. Absolute necessity due to work or family
- vi. Missing of three (3) consecutive meetings, practices or fires without a valid reason shall be grounds for dismissal;
  - 1. Upon missing three (3) consecutive meetings, practices or fires, the Executive, through the Fire Chief, shall request written explanation

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 539, 2003**

**Lytton Fire/Rescue Constitution Bylaw**

- for the absences, said explanation to be submitted to the Executive prior to the next meeting;
2. Failure to provide acceptable reasons for the absences shall constitute grounds for dismissal. Such dismissal shall be recommended to the Village Council.
  - vii. Upon resignation from the membership in Lytton Fire/Rescue all gear and equipment shall be returned to the Fire Chief
  - viii. Whenever it shall be considered that a member is repeatedly neglectful of his/her duties, or in violation of the Constitution, such matters shall be referred to the Screening Committee for action.
  - ix. It shall be the duty of all members and Officers to report their intention of absence from the Village of Lytton
  - x. Misconduct, missing practices and/or meetings may be sufficient cause for suspension or dismissal, at the option of Lytton Fire/Rescue Screening Committee. The member will be notified in writing of the disciplinary action taken.

**9. DUTIES OF THE SCREENING COMMITTEE**

It shall be the duties of the Screening Committee to:

- i. Review and report on all applications for membership forwarded by the membership.
- ii. Investigate, report and recommend action to be taken on all matters of violation of Lytton Fire/Rescue duties.
- iii. Investigate, report and recommend action to be taken on all matters referred to it.
- iv. Any violation of duties above should be reported to the Village Administrator or Councillor responsible for Lytton Fire/Rescue

**10. SECRETARY AND TREASURER**

- a. A Secretary and Treasurer shall be appointed by the Fire Chief and/or the Assistant Fire Chief
- b. Duties of Secretary
  - i. Keep a record of all minutes of Lytton Fire/Rescue
  - ii. Keep a record of member attendance at fire, meetings and practices.
  - iii. Handle all Lytton Fire/Rescue correspondence
- c. Duties of Treasurer
  - i. Keep an account of all monies received and paid out on behalf of Lytton Fire/Rescue and the members.
  - ii. Provide a monthly report of all receipts and disbursements
- d. All other positions held with Lytton Fire/Rescue shall be appointed by the Fire Chief and/or Assistant Fire Chief

**11. INSURANCE, COMPENSATION AND REMUNERATION**

- a. Fire Fighters shall be covered by compensation at all times when on duty at fires and practices as defined in the Worker's Compensation Board of British Columbia Act
- b. Life and AD&D Insurance shall be provided to all active Fire Fighters

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**Bylaw No. 539, 2003**

**Lytton Fire/Rescue Constitution Bylaw**

- c. Fire Fighters may be covered by other types of insurance purchased by the Village of Lytton
- d. Lytton Fire/Rescue shall receive a specified remuneration, as agreed upon with the Village of Lytton Council, for attendance at fires and practices and any other duty agreed upon by the Village of Lytton and Lytton Fire/Rescue

**12. GRIEVANCE**

- a. Any grievance by members of Lytton Fire/Rescue must be in writing and placed before the Screening Committee. Grievances or any recommendation of action against the Fire Chief or Assistance Fire Chief must be forwarded to the Village Council through the Village of Lytton Administrator.
- b. Should a member of Lytton Fire/Rescue be dismissed, he/she may appeal to the Village of Lytton Council within thirty (30) days of notice.

**13. RATIFICATION OF AND AMENDMENTS TO THIS CONSTITUTION**

- a. The provisions of the Constitution shall not become effective until adopted by bylaw of the Village of Lytton.
- b. Amendments to the constitution shall follow the subsequent procedures:
  - i. Amendments shall be made in writing and notice of such amendment shall be given at a regular or annual meeting;
  - ii. Such amendments shall be considered for two weeks minimum before a vote is taken thereon;
  - iii. All members of Lytton Fire/Rescue shall receive written notice of the amendment at least seven (7) days prior to the date of voting
  - iv. All amendments shall receive a vote of at least seventy-five per cent (75%) of the members present at the meeting at which the vote is taken recommending approval of the said amendment
  - v. All amendments become effective upon adoption by Council of the said bylaw.

**14. PROPERTY OF THE VILLAGE AND FIRE/RESCUE DEPARTMENT**

- a. Members having items of clothing and other wearing apparel which are meant for fire fighting or representing Lytton Fire/Rescue are forbidden the use of same for any purpose except when fire fighting or representing Lytton Fire/Rescue except items of clothing approved by the Fire Chief and Village Administrator. *[refer to Operating Guidelines for exceptions]*
- b. No apparatus or property belonging to the Village of Lytton and Lytton Fire/Rescue pertaining to fire fighting equipment shall be taken out of the Fire Hall or the Fire Truck, without the consent of the Fire Chief, except in the response to a fire call, maintenance, repairs or refueling. Equipment taken will be subject to the instructions of the Fire Chief.
- c. The Fire Hall is Village property. Members shall maintain the Fire Hall ensuring that it is clean and tidy at all times. The Village is responsible for building maintenance.
- d. All fire fighting equipment and property belongs to the Village of Lytton and should be respected and maintained to the best of the members ability.

THE CORPORATION OF THE VILLAGE OF LYTTON  
Bylaw No. 539, 2003

Lytton Fire/Rescue Constitution Bylaw

**15. VIOLATIONS**

Deliberate violations of any clause of this constitution or the neglect or omission of any of the duties herein described by any member, shall be considered an offence which shall be subject to such disciplinary action as the Screening Committee of Lytton Fire/Rescue deems just.

**16. SEVERABILITY**

If at any time, any provision of this bylaw is declared or held to be illegal, invalid, or *ultra vires*, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or *ultra vires* provision.

**17. TITLE**

This Bylaw may be cited for all purposes as "Lytton Fire/Rescue Constitution Bylaw No. 539, 2004"

**18. REPEAL**

Lytton Volunteer Fire Department constitution bylaw No. 511, 2000 and any amendments thereto, are hereby repealed in their entirety.

**19. ENACTMENT**

READ A FIRST TIME this	12 day of January, 2004
READ A SECOND TIME this	12 day of January, 2004
READ A THIRD TIME this	12 day of January, 2004

RECONSIDERED AND ADOPTED this 26 day of January, 2004

  
MAYOR

  
CORPORATE OFFICER