

SEP 24 2018  
South  
DCO



## Grant for Assistance Application

### Organization Information Sheet

Name of Organization:	GREENY LAKE VOLUNTEER FIRE DEPARTMENT SOCIETY
Mailing Address:	P.O. BOX 67 LAC LA HACHE, B.C. V0K1T0
Telephone (office):	SECRETARY (BILL ROSE) [REDACTED]
Purpose of Organization (From Constitution or Incorporation Documents):	- ATTACHED COPY CONSTITUTION - APPENDIX "A"
How long has the organization operated in the community?	INCORPORATED APRIL 11 <sup>TH</sup> , 2006
BC Society Registration Number:	S-0050520
Federal Charitable Registration Number: (if applicable)	857035125 RR0001
Chairperson's name:	GEORGE WILBY
Telephone:	[REDACTED]
Treasurer or Financial Officer's name:	OWEN WRIGHT
Telephone:	[REDACTED]

Date of last Annual General Meeting (Attach minutes and current list of Directors):

NOVEMBER 22<sup>ND</sup>, 2017

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

- ATTACHED -  
APPENDIX "A"

Previous Year Grant from CRD and District (if applicable)

"NO APPLICATION MADE  
IN 2017"

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Amount Requested

\$ 5000.00





## Grant for Assistance Application

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

- MEMBERSHIP FEES
- RECYCLING
- YEARLY RAFFLE - BOAT/MOTOR - ATV'S
- CAMPGROUND - GREENY LAKE
- OPEN HOUSE / BAKE SALE
- DONATIONS
- FOREST SERVICE CONTRACTS

2. If your organization charges user fees/memberships/admission, attach your current fee structure: - ATTACHED - APPENDIX - "B"

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

- RECRUIT ADDITIONAL BOARD MEMBERS, RECRUITMENT OF ADDITIONAL FIRE FIGHTERS.

\* - MAKE SURE THAT OUR FIREMEN ARE WELL TRAINED IN THE OPERATION OF ALL FIRE FIGHTING EQUIPMENT FOR SAFE AND EFFICIENT OPERATION ON THE JOB.

\* - ALWAYS A PRIORITY

4. Who does your organization serve? (% of clients from District, % of clients from South Cariboo) FROM OUR BYLAWS 48). b - THE BOUNDARY OF THE GREENY LAKE VOLUNTEER FIRE DEPARTMENT IS ANYWHERE 30KM FROM THE FIRE HALL - WE WILL ALSO PROVIDE MUTUAL AID TO THE LAC LA HACHE VOLUNTEER FIRE DEPARTMENT WITHIN ITS FIRE PROTECTION AREA AND WE WILL RESPOND TO B.C. FORESTRY WHERE AND WHEN AVAILABLE WITHIN OUR ABILITIES, THE DECISION TO BE MADE BY THE FIRE CHIEF.

5. Does your organization receive a rental subsidy from the CRD and/or District? If so, how much? "NONE"

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from District Tax Department) "NONE"

7. Does your organization use CRD or District owned facilities? If so, which ones? "NO"

8. How will you indicate that the CRD and District are contributing to your organization?

- NOTICE TO ALL OF OUR MEMBERS, SIGNAGE AT ANY FUNCTIONS THAT WE ARE PRESENT AT, WORD OF MOUTH



## Grant for Assistance Application



### Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:

WE ARE REMOVING THE BOX FROM OUR TRUCK #11 THAT NEEDED SOME REPAIRS TO THE UNDERCARRIAGE AND FRAME. THIS IS CURRENTLY A "PUMPER" ONLY WITH A 300 GALLON TANK ON BOARD, TO A 1700 GALLON TANK WITH A "TANKER/PUMPER" OPTION AND A MUCH STRONGER PUMP.

2. How do you know there is a need for this service/project in our community?

WE LIVE IN A SECLUDED AREA SURROUNDED BY LAKES THAT FREEZE IN THE WINTER (THUS NO WATER SOURCE READILY AVAILABLE). THE OTHER TRUCKS ONLY HAVE LIMITED WATER AVAILABLE. WITH THE LARGER CAPACITY TANK WE WOULD HAVE EXTRA WATER AVAILABLE TO FIGHT A FIRE WHEN NECESSARY.

3. Is your agency applying for funds from other levels of government or other sources for this project? "NO"

4. Would you still be able to complete the project if you do not receive the other funds applied for? "YES"

YES - WE FEEL THAT THE ADDITIONAL WATER SUPPLY IS ESSENTIAL TO OUR EFFICIENT OPERATION -

5. Please describe the impact of this application being denied or approval of an amount less than requested.

WE ARE COMMITTED TO GO AHEAD WITH THE PROJECT THAT WE FEEL WILL BE AN ASSET TO OUR FIRE DEPARTMENT. WE WOULD CERTAINLY APPRECIATE ANY ASSISTANCE THAT IS AVAILABLE TO US.

6. Start date of the project: OCTOBER, 2018

End date for the project: OCTOBER / NOVEMBER, 2018

## Grant for Assistance Application



7. Please describe the key activities that will take place to complete the project and any associated timelines.

WE HAVE REMOVED THE ORIGINAL BOX FROM THE TRUCK. WE HAVE A QUOTE FROM 100 MILE TIMBER MART TO SUPPLY THE NEW 1700 GALLON TANK. THEY WILL BRING IT UP FROM THE COAST AND DELIVER IT TO OUR FIRE HALL AT NO CHARGE. THEY WILL ALSO OFFLOAD IT FROM THEIR DELIVERY TRUCK AND PLACE THE TANK ON OUR EXISTING FRAME (ALSO AT NO CHARGE). ALL WORK TO COMPLETE THE INSTALLATION WILL BE PERFORMED BY OUR VOLUNTEER FIRE MEN.

8. Please provide a detailed financial budget for the project. - ATTACHED IS A QUOTATION FROM 100 MILE TIMBER MART. - DELIVERED - APPENDIX "D"
9. Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

WHEN WE ARRIVE AT A FIRE THAT REQUIRES MORE WATER THAN IS CARRIED ON OUR REGULAR TRUCK, WE WILL HAVE THE NECESSARY EXTRA WATER SUPPLY TO CONTINUE HOISING THE FIRE.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

  
President/Chairperson

(WILLIAM J. ROSE)

- SECRETARY



Greeny Lake Volunteer Fire Department Society  
Annual General Meeting  
Wednesday, November 22<sup>nd</sup>, 2017  
Greeny Lake Volunteer / Community hall

Members and Guests Present: Bill Rose, Willi Breining, Ulla Larsen, Steen Larsen, Bonnie Breining, Donna Larsen, Barbara Noiles, Debbie Hansen, Gail Giroday, Bonnie Kelly, Bob Kelly, Jamie Thompson, Michael Meier, Jordan Wood, George Wilby, Richard Armstrong, Rudy Ernst, Kathleen Cook, Laurie Gisby, Wally Gilfoy, Barry Bush, Pat Witty, Owen Wright, Stuart Blundell, Dave Martens, Sandy Martens, Dave Anderson, Kathy Anderson, Bob Anderson, Eric Lorimer, Dave Lorimer, Doug Witty

President Doug Witty called the meeting to order at 7:00pm. There was a quorum present and he noted that the meeting would be conducted under "Robert's Rules of Order".

Minutes of meeting held on October 19<sup>th</sup>, 2016 were circulated. There were no errors or omissions noted. A motion to accept as circulated was made by Owen Wright, seconded by Wayne Giroday – Carried

Business arising out of minutes – a motion was made to form a committee to look into replacing Tender # 12 with a budget of \$ 25,000.00. This proved to not be feasible so Doug made a motion to "Rescind the previous motion made". Seconded by Laurie Gisby – Carried.

Doug called for the appointment of scrutineers for the election of officers – Bonnie Breining and George Wilby.

Treasurer's Report – Owen Wright – see copy attached (3 pages)

Balance Sheet – as of September 30<sup>th</sup>, 2017

Current Assets	\$ 80,943.00
Capital Assets	280,469.00
Accumulated Amortization	<u>&lt;112,541.00&gt;</u>
	\$ 248,871.00
 Current Liabilities	 \$ 000,000.00
Member Equity	<u>248,871.00</u>
	\$ 248,871.00

Owen stated that we had no fund raisers this year including the boat raffle and as a result we had a total loss for the year of \$ 6,806.00. Motion made by Owen to accept the financial report as presented – Seconded by Kathleen Cook – Carried.

President's Report – As this was Doug Witty's first year as president he has been busy working with the directors to get ready for the transition of our updated bylaws for the new Societies Act requirements.

He thanked Rudy Ernst (past president) for his ten (10) years of service and for being a founding member of the Fire Department. A gift certificate for a restaurant in West Vancouver was presented to him. A plaque will follow at a later date.

We had a busy fire season in the Cariboo, thankfully fairly quiet in our area. A fire at the end of Timothy Lake was put out by our volunteers and we received funding from BC Forestry for our efforts. The monies received are being used towards new radios, batteries and turnout gear for our Fire Department.



Clarification of voting rules tonight. If you have paid your dues for the 2017/2018 fire season you are entitled to one vote per land title only.

Next year will be spent making long term plans for replacing additional turnout gear and also to replace our aging truck inventory.

#### Special Resolution

Bill Rose spoke on the new Societies Act that came into effect on November 28<sup>th</sup>, 2016. A transition for all communications is to be done with on-line computer programs (such as Word). Paper filings will no longer be available. The deadline for final information to be uploaded into the Corporate Registry Database is November 28<sup>th</sup>, 2018.

We need to adopt our new bylaws as received by each member tonight to enable us to file our documents in a timely manner. Two motions are to be made.

Motion #1 – “ To delete our existing bylaws of the Greeny Lake Volunteer Fire Department Society as on the Societies Act current website ” – Seconded by Owen Wright – no discussion – Carried.

Motion #2 – “ To approve the New Bylaws as presented to each member tonight ” – Seconded by Wayne Giroday.

Discussion –

Bylaw - 48(o) Rudy Ernst questioned how this would be controlled? He felt that members should be responsible and no need for the bylaw?

- Barry Bush agreed regarding the alcohol portion but felt that drugs should remain?
- Rudy Ernst felt a “buddy” system would work?
- Donna Larsen asked how it would be controlled?
- Kathleen Cook felt it could possible cause problems?
- Rudy Ernst made a motion “ that bylaw #48(o) be deleted as presented ” – Seconded by Kathleen Cook – in favour – 17, opposed – 4 – Carried.

Bylaw - 48(q) Kathleen Cook made a motion “ that we add Expenditures over \$ 1,500.00 must be approved by the Board prior to a cheque being written. Signatures must be by the President, Vice-President or Treasurer, any combination of the two ” Seconded by Willi Breining - Carried

Bylaw - 48(b) A discussion regarding the boundaries for fire protection should be in our bylaws, we need to add “ Out of Area Mutual Aid ” minimum/maximum boundaries – 30km from Fire Hall – we will respond to BC Forestry where and when available within our abilities – decision is made by the Fire Chief. A friendly amendment was accepted and changes will be made to our new bylaws.

Bylaw - 49). Rudy Ernst felt that “no authorization for borrowing under any circumstance for any purpose of the society” was not correct and wanted an opportunity to discuss? Doug Witty explained that it was worded as such to ensure that nobody has authority to borrow any funding needs. If the situation arose we could call a general meeting to change/override the bylaw at that time. The bylaw will stand as presented.

Bylaw - 48(o) This bylaw was deleted entirely. A discussion was brought up regarding the use of drugs on site? A motion was made by Bob Kelly “ that the Greeny Lake Volunteer Fire Department is hereby designated as a “ Drug Free Zone “. There shall be no Illegal Drugs or Cannabis on the premises or in any equipment owned by the Fire Department ” Seconded by Dave Gisby – Carried – Will be added to our new bylaws under the same item 48(o).



The motion to accept our new bylaws was changed to read " To approve the new bylaws and all amendments as presented and discussed tonight –  
In favour – 21, opposed – 0 - Carried

All Board members were relieved of their positions to allow for the " Election of Officers " for the new term. George Wilby conducted the nominations and election of new officers.

- President – Doug Witty
- Vice-President – George Wilby ( Bonnie Breining conducted this nomination and election )
- Secretary – Bill Rose
- Treasurer – Owen Wright
- Fire Chief – Dave Gisby - ( 3 years )
- Directors at large
  - Laurie Gisby
  - Ann Husdon
  - Wayne Giroday
  - Jamie Thompson

Fire Chief Dave Gisby spoke regarding " Turnout Gear " for the Firemen. Our stock is very old (hand-me downs ) and is up to thirty (30) years old. Work Safe BC has a limit of ten (10) years for safety reasons. The Board had approved the purchase of three (3) complete sets at our Board meeting on November 4<sup>th</sup>, 2017 (value @ \$ 1,500.00 per set ). He asked that we consider one (1) additional set for a total of four (4). Owen Wright made a motion " that we purchase one (1) additional set of Turnout Gear- Seconded by Rudy Ernst for a total expense of \$ 6,000.00 for the four (4) sets ". Kathleen Cook suggested that we should have additional sets right away and made a friendly amendment to the motion " that we purchase three (3) additional sets for a total expense of \$ 9,000.00 for a total of six (6) sets – change to motion accepted – Carried.

Kathleen Cook gave a formal " Thank You " to the volunteer firemen for supplying services and food to the Community on behalf of all residents – a cake was supplied to honor the occasion.

Dave Martens asked about the abilities of our volunteers to have the capability for " First Responders ". The main concern seems to be with a liability issue – Dave Gisby will look into the situation and call a special meeting to discuss viability.

The subject of " Delinquent Payers " was brought up by Doug Witty. Our deadline for each year is November 1<sup>st</sup>. A motion was made by Bonnie Breining " that after December 1<sup>st</sup>, the membership would become \$ 250.00 " – no seconder.

After much discussion it was decided that collecting the extra fee would be too much of a burden. A friendly amendment was made to the motion " After the cut-off date of November 1<sup>st</sup>, any member not paid forfeits his/her coverage until payment is received, no credit will be given for the time lapse – accepted by Bonnie – Seconded by Sandy Martens – Carried. This will be added to our new bylaws in Part 10 ( General ).

Bob Kelly suggested that we co-ordinate a membership drive with our earlier fund raisers during the year ( also mentioned by Sandy Martens ) – for consideration and follow-up by the Board.

Adjournment – 8:45pm

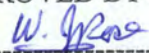

# GREENY LAKE VOLUNTEER FIRE DEPARTMENT

## Balance Sheet

30 September, 2017

	2017	2016
	\$	\$
<b>Current Assets</b>		
Cash - general	54,964	70,811
Cash - gaming	6,197	7,604
Cash - capital replacement account	15,424	-
Cash - shares	77	77
Recoverable GST	4,281	3,218
	<u>80,943</u>	<u>81,710</u>
<b>Capital Assets</b>		
Land	<u>10,124</u>	<u>10,124</u>
Office and equipment	4,116	4,116
Small equipment	19,858	16,835
Firetrucks	20,207	20,207
Communication equipment	22,780	22,780
Underground water tanks	19,969	19,519
Fire boat	3,581	-
Fire and community hall	<u>179,834</u>	<u>179,834</u>
	280,469	273,415
Accumulated amortization	<u>112,541</u>	<u>99,448</u>
	<u>167,928</u>	<u>173,967</u>
	<u>248,871</u>	<u>255,677</u>
<b>Current Liabilities</b>		-
<b>Members' Equity</b>	<u>248,871</u>	<u>255,677</u>
	<u>248,871</u>	<u>255,677</u>
	<u>248,871</u>	<u>255,677</u>

APPROVED BY THE DIRECTORS

 Director - ~~SECRETARY~~  
 Director, President



**GREENY LAKE VOLUNTEER FIRE DEPARTMENT****Statement of Income and Members' Equity****For the year ended 30 September, 2017**

	2017	2016
	\$	\$
<b>Revenues</b>		
Memberships	22,850	23,400
Hall Rentals	-	-
Donations	3,650	1,398
Recycling	929	1,518
Campground	7,552	11,052
Fund raising	-	2,177
Boat raffle, net of costs	-	14,064
	<u>34,981</u>	<u>53,609</u>
<b>Sundry Revenues</b>		
Cariboo Regional District	2,000	2,000
Recovery - BC Forestry	1,360	-
	<u>3,360</u>	<u>2,000</u>
<b>Total revenues</b>	<u>38,341</u>	<u>55,609</u>
<b>Expenses</b>		
<b>Operating</b>		
Repairs	3,110	11,927
Fuel	3,440	2,291
Hydro	942	692
Propane	3,384	2,128
Turnout gear	127	364
Campground expenses	371	664
Fund raising costs	-	600
Miscellaneous small items	1,900	1,345
Training and gear	276	1,709
Communications	4,452	3,973
Amortization	13,093	13,233
Vehicle expenses	3,746	4,551
	<u>34,841</u>	<u>43,477</u>



**GREENY LAKE VOLUNTEER FIRE DEPARTMENT**  
**Statement of Income and Members' Equity**  
**For the year ended 30 September, 2017**

	2017	2016
	\$	\$
<b>Expenses</b>		
<b>General and administration</b>		
Legal	25	25
Bank charges	49	24
Postage and courier	200	342
Building insurance	5,018	4,798
Directors' insurance	979	969
Office	790	249
Miscellaneous	3,245	4,476
	<u>10,306</u>	<u>10,883</u>
<b>Total expenses</b>	<u>45,147</u>	<u>54,360</u>
<b>Net income (loss) for the year</b>	- 6,806	1,249
<b>Members' Equity - beginning of the year</b>	<u>255,677</u>	<u>254,428</u>
<b>Members' Equity - end of year</b>	<u>248,871</u>	<u>255,677</u>



# Greeny Lake Volunteer Fire Department

## “ Constitution “

The Greeny Lake Volunteer Fire Department has as its purpose:

- 1). To provide life, safety and emergency services along with fire protection and preventative education to all members of the Society within the boundaries provided by the Cariboo Regional District.
- 2). These services will be provided in a manner and at a level the members of the Society are willing to support, while keeping the volunteer personnel as safe as possible.
- 3). A second objective is to mitigate damage when a fire or other emergency occurs.

## “ ByLaws “

### Part 1 ( Interpretation )

- 1). a). In these bylaws, unless the context otherwise requires:
    - “directors” means the directors of the society for the time being.
    - “Society Act” means the Society Act of British Columbia from time to time in force and all amendments to it ;
    - “registered address” of a member means the member’s address as recorded in the register of members .
  - b). The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
  - c). Order of conduct for all meetings shall be under – “ Robert’s Rules of Order “.
- 2). Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

### Part 2 ( Membership )

- 3). The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members in accordance with these bylaws and, in either case, have not ceased to be members.
- 4). A person may apply to the directors for membership in the society and on acceptance by the directors is a member.
- 5). Every member must uphold the constitution and comply with these bylaws.
- 6). The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 7). The person ceases to be a member of the society
  - a). by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society.
  - b). on his or her death or, in the case of a corporation, on dissolution.
  - c). on being expelled, or
  - d). on having been a member not in good standing for twelve (12) consecutive months.



- 8). (a) A member may be expelled by a special resolution passed at a general meeting.  
(b) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.  
(c) The person who is the subject of the proposed expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9). All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society and the member is not in good standing so long as the debt remains unpaid.

### Part 3 ( Meeting of Members )

- 10). General meetings of the society must be held at the time and place, in accordance with the Society Act, that the directors decide.
- 11). Every general meeting, other than an annual general meeting is an extraordinary general meeting.
- 12). The directors may, when they think fit, convene an extraordinary general meeting.
- 13). (a) Notice of a general meeting must specify the place, day and hour of the meeting and, in the case of special business, the general nature of that business.  
(b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings of that meeting.
- 14). The first annual general meeting of the society, must be held not more than fifteen (15) months after the date of incorporation and after that, an annual general meeting must be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last preceding annual general meeting.

### Part 4 ( Proceeding at General Meetings )

- 15). Special business is:
- (a) all business at an extraordinary general meeting except the adoption of rules of order and
  - (b) all business conducted at an annual general meeting, except the following:
    - the adoption of rules of order.
    - the consideration of the financial statements.
    - the reports of the directors.
    - the election of directors.
    - the other business that under these bylaws ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 16). (a) Business other than the election of a Chair and the adjournment or termination of the meeting must not be conducted at a general meeting at a time when a quorum is not present.  
(b) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.



- (c). A quorum is five (5) members present or a greater number that the members may determine at a general meeting.
- 17). If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting the members present constitute a quorum.
- 18). Subject to bylaw 19, the President of the society, the Vice President or, in the absence of both, one of the other directors present must preside as chair of a general meeting.
- 19). If at a general meeting:
- (a) there is no president, vice president or other director present within fifteen (15) minutes after the time appointed for holding the meeting , or
  - (b) the president and all the other directors present are not willing to act as the chair, the members present must choose one of their members to be the chair.
- 20). (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
- 21). (1) A resolution proposed at a meeting must be seconded.
- (2) In the case of a tie vote the president can then vote to decide the outcome of the resolution to determine if it passes or does not pass.
- 22). (1) A member in good standing present at a meeting of members is entitled to one (1) vote.
- (2) Voting is by show of hands.
- (3) Voting by proxy is not permitted.
- 23). A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

#### Part 5 ( Directors and Officers )

- 24). (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless to ;
- (a) all laws affecting the society.
  - (b) these bylaws, and
  - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- (2) A rule made by the society in a general meeting, does not invalidate a prior act of the



directors that would have been valid if that had not been made.

- 25). (1) The president, vice president, secretary, treasurer, fire chief and four (4) or more persons are the directors of the society.  
(2). The number of directors must be five (5) or a greater number determined from time to time at a general meeting.
- 26). (1) The directors must retire from office at each annual general meeting when their successors are elected ; except the Fire Chief who must resign only at the end of his/her three (3) year term.  
(2) Separate elections must be held for each office to be filled.  
(3) An election may be by acclamation, otherwise it must be by ballot.  
(4) If a successor is not elected, the person previously elected or appointed continues to hold office.
- 27). (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.  
(2) A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting.
- 28). (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.  
(2) An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.
- 29). The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- 30). A director must not be remunerated for being or acting as a director, but the director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

#### Part 6 ( Proceedings and Directors )

- 31). (1) the directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings as they see fit.  
(2) the president is the chair of all meetings of the directors, but if at a meeting the president is not present within thirty (30) minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to chair at that meeting.  
(3). A director may at any time, and the secretary on the request of a director, must convene a meeting of the directors.
- 32). (1) the directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.  
(2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.



- 33). A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within thirty (30) minutes, after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 34). The members of the committee may meet and adjourn as they think proper.
- 35). For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual general meeting of members , or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of directors is present.
- 36). A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex, cable or e-mail, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn.
- (a) a notice of meeting of directors is not required to be sent to that director, and
  - (b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 37). Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- 38). A resolution proposed at a meeting of directors or committee of directors must be seconded.
- 39). A resolution in writing, signed by all directors and placed with the minutes of the directors , is as valid and effective as if regularly passed at a meeting of directors.

#### Part 7 ( Duties of Officers )

- 40). (1) The president presides at all meetings of the society and of the directors.  
(2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
- 41). The vice president must carry out the duties of the president during the president's absence.
- 42). The secretary must do the following:
- (a) conduct the correspondence of the society.
  - (b) issue notices of meetings of the society and directors.
  - (c) keep minutes of all meetings of the society and directors.
  - (d) have custody of all records and documents of the society except those required to be kept by the treasurer.
  - (e) maintain the register of members.
- 43). The treasurer must:
- (a) keep the financial records, including books of account, necessary to comply with the



Society Act, and

(b) render financial statements to the directors, members and others when required.

44). (1) The offices of the secretary and treasurer may be held by one person who is known as the secretary-treasurer.

(2) If a secretary-treasurer holds office, the total number of directors must be not less than five (5) or the greater number that may be determined under bylaw 25(2).

45). In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

46). The fire chief

(a) The Fire Chief shall be appointed by the volunteer firemen and shall be approved by the Board of Directors.

(b) The Fire Chief shall be appointed for a three (3) year term commencing on " date of appointment " in the first year that he/she is appointed.

(c) The Fire Chief may be removed by the Board of Directors at any time and may be replaced by the Board for the balance of his/her term. Such removal shall be carried out subject to being given thirty (30) days notice and an opportunity to be heard by the Board.

(d) The Fire Chief carries out assigned administrative tasks and related duties in accordance with the policies and procedures established by the Greeny Lake Volunteer Fire Department.

47). The deputy fire chief

(a) The Deputy Fire Chief shall be appointed by the Fire Chief.

(b) The Deputy Fire Chief shall be appointed for a three (3) year term commencing on " date of appointment in the first year that he/she is appointed.

(c) The Deputy Fire Chief may be removed by the Board of Directors at any time and may be replaced by the Board for the balance of his/her term. Such removal shall be carried out subject to being first given thirty (30) days notice and an opportunity to be heard by the Board.

(d) The Deputy Fire Chief, under the direction of the Fire Chief, carries out assigned administrative tasks and related duties in accordance with policies and procedures established by the Fire Chief and by the Greeny Lake Volunteer Fire Department.

48). Fire Department

(a) all members of the Fire Department, except the Fire Chief shall be appointed by the Fire Chief.

(b) the limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the areas and boundaries of the Fire Protection Area, and no part of the fire apparatus shall be used beyond the limits of the area without the express authorization of a written contract or agreement entered into by the Board of Directors providing for the supply of fire fighting services outside the service area boundaries. The boundary of the Greeny Lake Volunteer Fire Department is anywhere 30km from the Fire Hall – we will also provide mutual aid to the Lac La Hache Volunteer Fire Department within its Fire Protection area and we will respond to B.C. Forestry where and when available within our abilities, the decision to be made by the Fire Chief.

(c) The Fire Chief has responsibility and authority over the fire department, subject to the direction and control of the Greeny Lake Board of Directors to which he/she shall be responsible, and in particular he/she is authorized to carry out, or cause to be carried out,



all fire protection activities as the Greeny Lake Board of Directors directs.

- (d) The Fire Chief may establish rules, regulations, policies and, committees not inconsistent with the rules, regulations, and policies of the Board, necessary for the proper organization and administration of the Fire Department, including but not limited to:
  - 1). Efficient and effective operations of the Fire Department,
  - 2). Use, care, and protection of Fire Department property,
  - 3). The conduct and discipline of officers and members of the Fire Department, and
  - 4). Work Safe BC operational health & safety requirements.
- (e) The Fire Chief, his/her Deputy, or in his/her absence, the ranking officer or senior member present, shall have control, direction, and management of all Fire Department apparatus, equipment, or manpower assigned to an incident and, where a member is in charge, he/she shall continue to act until relieved by a senior officer.
- (f) The Fire Chief, or other member in charge under section 48(e), shall take responsibility for all Fire Protection matters, including the enforcement of applicable sections of the Fire Services Act and regulations thereunder.
- (g) Officers and members of the Fire Department shall carry out the duties and responsibilities assigned to the Fire Department and the Fire Chief shall report to the Greeny Lake Volunteer Fire Department on the operations of the Fire Department or any other matter in the manner designed by the Greeny Lake Volunteer Fire Department.
- (h) The Fire Chief, or the member in charge at an incident, may at his/her discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him or her.
- (i) The Fire Chief, or the member in charge at an incident, may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in section 48(h).
- (j) The Fire Chief may obtain assistance from other officials as he/she deems necessary in order to discharge his/her duties and responsibilities under this bylaw.
- (k) No person shall damage or destroy, or obstruct, impede or hinder the operation of, any Fire Department apparatus or equipment.
- (l) No person at an incident shall drive a vehicle over any equipment without permission of the Fire Chief or the member in charge.
- (m) No person shall falsely represent themselves as a Fire Department member.
- (n) The Fire Chief, or the member in charge of an incident, may request persons who are not members to assist in whatever manner he/she considers necessary to deal with the incident including removing furniture, goods and merchandise from any building in danger and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident that is required to prevent the spread of fire to other buildings or structures.
- (o) The Greeny Lake Volunteer Fire Department is hereby designated as a "Drug Free Zone". There shall be no illegal Drugs or Cannabis on the premises or in any equipment owned by the Fire Department.
- (p) No individual shall enter in to any "Contract" on behalf of the Greeny Lake Volunteer Fire Department without first having it approved by a normal majority at a regularly scheduled board meeting. All signing authority for contracts are with the President, Vice-President and Treasurer, any combination of the two.
- (q) Accounting Principals and Practices
  - 1). Two authorized persons shall negotiate all cheques processed for the Greeny Lake Volunteer Fire Department.
  - 2). An upper limit for these cheques to be set at \$ 800.00 ( before taxes ).



- 3). When anticipated expenditure exceeds \$ 800.00 but is under \$ 1,500.00, the President must be advised of the expenditure and must approve it before a cheque is written.
- 4). Expenditures over \$ 1,500.00, must be approved by the Board prior to a cheque being written. Signatures must be by the President, Vice-President or Treasurer, any combination of the two.
- 5). At all regularly scheduled Board meetings, a set of financial statements shall be circulated, comparing year-to-date expenditures with the annual budgeted figures.
- 6). Collection of cash for any program that the Greeny Lake Volunteer Fire Department may be involved with must be strictly controlled.
- 7). All deposits of cash must be accompanied with corresponding receipts for back-up purposes.
- 8). Any expenditure for these or any other purpose must be supported by receipts for the expense and a cheque will be issued to cover the amount.

#### Part 8 ( Borrowing )

- 49). Borrowing is not authorized under any circumstance, for any purpose of the society.

#### Part 9 ( Notice to Members )

- 50). A notice may be given to a member, either personally, by mail to the member at the member's registered address or by e-mail.
- 51). A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Post Office receptacle.
- 52). (1) Notice of a general meeting must be given to:
  - (a) every member shown on the register of members on the day notice is given .
  - (b) No other person is entitled to receive a notice of a general meeting.

#### Part 10 ( General )

- 1). On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the Constitution and Bylaws of the society.
- 2). Membership Dues are payable by November 1<sup>st</sup> – After the cut-off date, any member not paid forfeits his/her coverage until payment is received, no credit will be given for the time lapse.
- 3). These bylaws must not be altered or added to except by special resolution.
- (4) This bylaw comes into force and takes effect on the date of its adoption by the Board of Directors of the Greeny Lake Volunteer Fire Department at the Annual General Meeting on November 22<sup>nd</sup> , 2017.

## Greeny Lake Volunteer Fire Department

### " Constitution "

The Greeny Lake Volunteer Fire Department has as its purpose:

- 1). To provide life, safety and emergency services along with fire protection and preventative education to all members of the Society within the boundaries provided by the Cariboo Regional District.
- 2). These services will be provided in a manner and at a level the members of the Society are willing to support, while keeping the volunteer personnel as safe as possible.
- 3). A second objective is to mitigate damage when a fire or other emergency occurs.



# Greeny Lake Volunteer Fire Department

P.O. Box 67, Lac La Hache, B.C. V0K 1T0

APPENDIX "C"

## 2018 – 2019 Membership Registration Form

Please check one of the following:

- ☐ It is my (our) wish to become or remain a member of the Greeny Lake VFD Society and pay the annual membership fee as follows:

- |   |           |
|---|-----------|
| 1). Bare land ( No structures ) less than 5 acres | \$ 50.00  |
| 2). Bare land ( No structures ) more than 5 acres | \$ 100.00 |
| 3). All other properties                          | \$ 200.00 |

Please note to receive these reduced rates property owners must provide the Greeny Lake VFD proof of bare land status ( a copy of current Tax Assessment will show bare land and size ) as well as proof that the property is easily accessible for our fire vehicles during all seasons.

**Please note: Membership fees are due by November 1<sup>st</sup>, 2018**

Information contact # 250 – 396 – 7463

- ☐ I (we) wish to participate as a volunteer fire fighter.
- ☐ I (we) am/are willing to help out the society when possible ( ie : administrative duties , fund raising, hall maintenance --- ).
- ☐ I (we) do not wish to become a member at this time and understand that I (we) will not be afforded fire protection.
- ☐ I (we) agree to allow Greeny Lake Volunteer Fire Department to use our driveway (s) to access ours and other neighbouring members' properties to reach a fire.

Name ( Property Owner ) : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Property Address in Lac La Hache : \_\_\_\_\_

Phone Number (local) 250-396- \_\_\_\_\_ Other : \_\_\_\_\_

E-Mail address : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Your personal information is used for Society administration only, in compliance with the Privacy Act.

PLEASE MAIL COMPLETED FORM TO:  
G.L.V.F.D.  
BOX 67  
LAC LA HACHE, BC  
V0K 1T0





Lone Butte Supply Ltd  
400 Exeter Road  
Box 999  
100 Mile House, BC V0K 2E0  
250-395-3835  
Fax: 250-395-3810

APPENDIX 'D'



# QUOTE

1808-175675 R3 PAGE 1 OF 1

<b>SOLD TO</b>
Cash Sales

<b>TO ADDRESS</b>
<del>GREENE</del> LAKE VFD DAVE <i>Greene</i> 250-396-7463

ACCOUNT	JOB
CASH	0
CREATED ON	08/23/2018
EXPIRES ON	09/02/2018
BRANCH	1000
CUSTOMER PO#	
STATION	RALF
CASHIER	RALPH
SALESPERSON	
ORDER ENTRY	RALPH
MODIFIED BY	RALPH

1

Item	Description	D	Quantity	U/M	Price	Per	Amount
SOTANKS	LEG BANDS FOR LEG TANK		4	EA	275.0000	EA	1100.0
SOTANKS	NORWESCO 1700 GALLON WATER TANK ELLIPTICAL LEG TANK 84"W x 56"H x 142"L ITEM # 40618		1	EA	4135.0000	EA	4135.0
GST/HST #R103380549					Subtotal		5,235.00
					PST 366.45 GST 261.75	Sales Tax	628.20
					Total		5,863.20

Buyer:

**FAXED**  
09/20/18

Signature