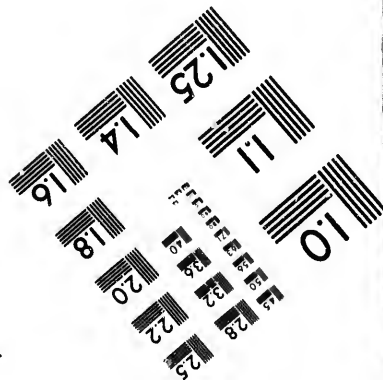
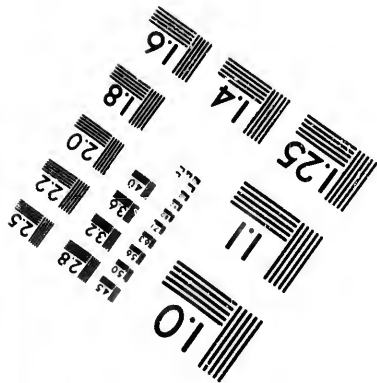
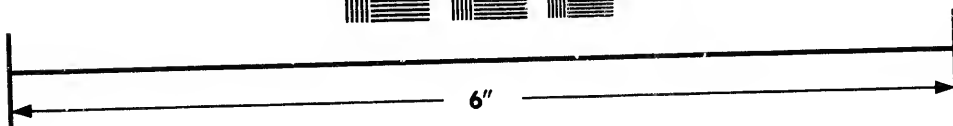
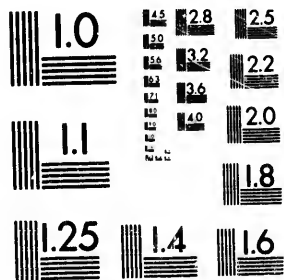


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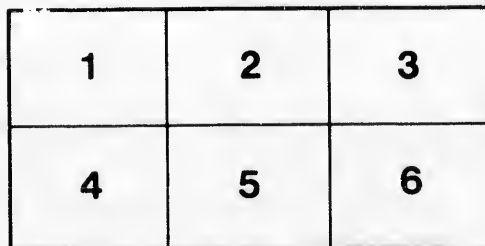
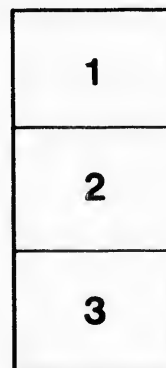
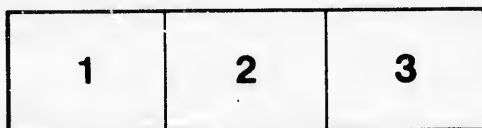
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CONSTITUTION,  
BY-LAWS,

—AND—

RULES OF ORDER

—OF THE—



Victoria Fire Department

VICTORIA,

VANCOUVER ISLAND, B. C.

PRINTED AT THE VICTORIA STANDARD OFFICE.

1873.

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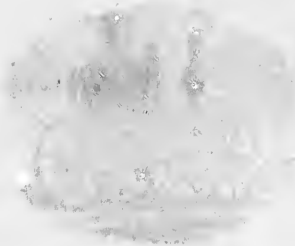
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Ch. 2

DEPARTMENT OF JUSTICE

BY-LAWS

RULES OF ORDER



House of Representatives

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OFFICERS OF THE  
**Victoria Fire Department**

---

PRESIDENT.....CHARLES GOWEN  
SECRETARY.....FRANK SYLVESTER  
TREASURER.....THOMAS GEIGER  
CHIEF ENGINEER.....WILLIAM LOHSE  
ASSISTANT ENGINEER.....FRANK SAUNDERS

---

BOARD OF DELEGATES.

---

**Tiger Engine Company, No. 2.**

CHARLES GOWEN, JOSHUA DAVIES,  
SAMUEL L. KELLY.

---

**Deluge Engine Company, No. 1.**

THOMAS GEIGER, JOHN DICKSON,  
WILLIAM McNIFF.

---

**Union Hook & Ladder Company, No. 1.**

E. GRANCINI, CHARLES HAYWARD.  
ROBERT JENKINSON.

147411



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STATEMENT OF WORK

1. PROJECT TITLE: [Illegible]

2. PROJECT OBJECTIVES: [Illegible]

3. PROJECT BUDGET: [Illegible]

**AN ACT**  
**TO EXTEND AND AMEND THE PROVISIONS OF**  
**THE FIREMEN'S PROTECTION ACT, 1860.**

WHEREAS, the provisions of the "Fireman's Protection Act, 1860," are by the said Act declared to be in force for the space of one year only from the passage thereof;

AND, WHEREAS, it is expedient to re-enact and amend the same—

Be it enacted by the Governor on Her Majesty's behalf, by and with the consent of the Legislative Council and Assembly of Vancouver Island and its Dependencies, as follows :

1. The Fire Department of the Town of Victoria shall be organized in the manner following.
2. The Fire Department shall consist of the existing Fire Companies, and such other Companies as may be from time to time admitted, pursuant to the By-Laws for the time being regulating the Department.
3. The officers of the Fire Department shall consist of a Chief Engineer, and an Assistant Engineer, a President, a Secretary, and a Treasurer.
4. There shall be a Board of Delegates, consisting of three persons from each Company. The first Delegates shall be elected within seven days after the passage of this Act; the Delegates shall be afterwards elected annually, on some day to be fixed by a By-Law.
5. Each member of an admitted Company shall have three votes in the election of Delegates, and he may vote for any three or less number of candidates; but his vote, if given for a less number than three, shall only count as a single vote for each candidate for whom he votes.

6. The Board of Delegates shall have the power of passing By-Laws for the regulation of the Fire Department, which after the approval, in writing, of the Governor for the time being, shall be binding and conclusive on all members of the Fire Department.

7. The Board of Delegates shall annually elect a President, Secretary and Treasurer of the said Fire Department, each member of the Board having one vote for each officer to be elected.

8. The first election of President, Secretary and Treasurer, shall take place on the seventh day after the election of the Board of Delegates. Subsequent elections shall take place on a certain day in each year, to be fixed by a By-Law.

9. Until the election of a Chief Engineer and Assistant Engineer, the present Chief Engineer and Assistant Engineer shall continue to hold office.

10. There shall be an annual election for Chief Engineer and Assistant Engineer, at which each member of the Fire Department shall have a vote for Chief Engineer, and also a vote for Assistant Engineer; and in case of an equality of votes for either office, the President shall have a casting vote.

11. The President of the Department shall call the said election, giving ten days' notice thereof in at least one of the local papers.

12. The election shall be held under such regulations as may be contained in By-Laws to be passed by the Board of Delegates in that behalf.

13. The election of Chief Engineer and Assistant Engineer shall be subject to the approval of the said Governor.

14. No member of a Fire Company, admitted as aforesaid, shall be liable for damage done by him to the property of any person, in the extinction of, or attempted extinction of fire, or in the removal of any erection, edifice or building which, regard being had to the safety of adjacent property, may be reasonably deemed expedient to remove.

15. Provided, always, that in the destruction or removal of property aforesaid, the immunities hereinbefore given shall not extend to any person who shall act in such destruction or removal contrary to or wit out the order of the Chief Engineer or Assistant Engineer, or other person who by virtue of some By-Law shall be authorized to direct the actions of the Fire Department.

16 Provided, also, that the immunities aforesaid shall not extend to any person who shall, in the destruction or removal of any property aforesaid, be guilty of malice, wanton mischievousness, or gross negligence.

17. In case of any suit or action brought by any person against any member of any Fire Company so admitted as aforesaid, in respect of damage done by such member, such member may obtain the benefit of this Act by a plea in the words and figures following: "Not guilty" by statute, without malice, wanton mischievousness, or gross negligence,

18. This Act may be cited for all purposes as the "Firemen's Protection Act, 1861."

Passed the House of Assembly 23d of August, 1861.

(Signed) E. ROWERS DOGGETT,  
Clerk of the House of Assembly.

Passed the Council 9th of September, 1861.

(Signed) JOSEPH PORTER,  
Acting Clerk of the Council.

Assented to this 10th day of September, A. D 1861.

(Signed) JAMES DOUGLAS,  
Governor.

**AN ACT**  
**TO ALTER AND AMEND THE FIREMEN'S PROTECTION ACT, 1861.**

“WHEREAS it is expedient to alter and amend “The Firemen's Protection Act 1861.”

“Be it therefore enacted by the Governor on Her Majesty's behalf by and with the advice and consent of the Legislative Council and House of Assembly of Vancouver's Island and its dependencies as follows:

1st:—That from and after the passing of this Act the whole of the apparatus whether Engine, Hose, Hooks, Ladders or other articles used with or belonging to, or in any way appertaining to the Fire Department of the City of Victoria, Vancouver's Island, shall be deemed for the purposes of this act, to be the property of the Victoria Fire Department, subject to the order and control of the Mayor and Corporation of the City of Victoria.”

2nd:—That from and after the passing of this act the active members of any Fire Company regularly attached to the Fire Department of the City of Victoria, as herein-after defined, shall be exempt from all Jury duty, other than that of Coroner's Inquests; Provided however that nothing contained in this section shall be taken or deemed to apply to other Fire Companies than those now existing and commonly known as the “Union Hook and Ladder Company No. 1. the Deluge Engine Company No. 1. and the Tiger Engine Company No 2.” and such exemptions from Jury duty shall not extend to more than sixty-five active members in each company as aforesaid.

3rd:—That it shall be the duty of each person claiming exemption from Jury duty under this act to produce to the Sheriff or officers serving a Jury Summons, a Certificate of his Active membership in the Fire Depart-

ment and Company to which he is attached signed by the Chief Engineer and the Secretary of the Department.

4th :—That it shall be the duty of the Foreman of every Company on the Third Monday of January, April, July, and October in each and every year to deliver a written list to the Sheriff or person discharging the duties of Sheriff for the time being, of all Active Members entitled to the benefit of this act and in default thereof he shall be liable to a fine not exceeding One hundred Dollars to be recovered in a summary manner before any Magistrate or Justice of the Peace in and for the City of Victoria.

5th :—Any person giving or using a false certificate which has expired or making a fraudulent return under this act shall upon conviction thereof before any Justice of the Peace be liable to a fine not exceeding One hundred Dollars to be recovered in a summary manner before any Magistrate or Justice of the Peace in and for the City of Victoria.

6th :—Provided always that no person liable by law to serve as a Juror shall be excluded from serving as such Juror by reason of being a Fireman entitled to exemption under this act.

7th :—This Act may be cited for all purposes as "The Firemen's Act, 1864."

Passed the Legislative Assembly 4th December 1863.

(Signed) R. W. TORRENS,

Clerk of Legislative Assembly.

Passed the Legislative Council 9th June 1864.

(Signed) E. J. NESBITT,

Clerk of Legislative Council.

Received my assent this 7th day of July 1864

(Signed) A. E. KENNEDY,

Governor.

**A N A C T**  
**TO ALTER AND AMEND THE FIREMEN'S PROTECTION ACT, 1861.**

[ASSENTED TO 21ST FEBRUARY, 1873.]

WHEREAS it is expedient to alter and amend "The Fireman's Protection Act, 1861."

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:—

1. Sections 6, 10, 13 and 14, of the aforesaid Act, are hereby repealed.
2. The Board of Delegates shall have the power of passing By-Laws for the regulation of the Fire Department, which, after the approval of the Corporation of the City of Victoria, to be given under their common seal, shall be binding and conclusive on all Members of the Fire Department.
3. There shall be an election, biennially, for Chief and Assistant Engineers, at which every member of the Fire Department shall have a vote for Chief Engineer, and also a vote for Assistant Engineer, and in case of an equality of votes for either office, the President shall have a casting vote.
4. The election of Chief Engineer and Assistant Engineer shall be subject to the approval of the Corporation of the City of Victoria, to be given under their common seal.
5. No Member of a Fire Company, admitted as aforesaid, shall be liable for damage done by him to the property of any other person, in the extinction of, or attempted extinction of fire, or at a wash or drill regularly ordered, and without gross negligence, or in the removal of any erection, edifice, or building which, regard being had to the safety of adjacent property, it may be reasonably deemed expedient to remove.
6. This Act shall be read with and form part of "The Firemen's Protection Act, 1861."
7. This Act may be cited for all purposes as "The Firemen's Protection Amendment Act, 1873."

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## REGULATIONS.

### ARTICLE 1.

Each and every company shall, at its stated meeting in September elect three of its members to the Board of Delegates, which Board shall consist of three representatives from each fire company. They shall assemble on the second Tuesday of September at  $\frac{1}{2}$  past 7 o'clock p. m. in the room of the Board of Delegates, and then and there organize by the election of a President, Secretary and Treasurer, whose terms of office shall be for one year or until their successors are elected and qualified. They shall make laws for the government of the Fire Department, subject to the approval of the Mayor and Council and all laws made by them and approved by the Mayor and Council shall be binding on every Company, officer or member of the Department and any Company, officer or member of the Department, who shall violate any of the said laws, or any of the provisions of the "Firemen's Protection Act" or who shall refuse to obey the lawful orders of the Chief or Assistant Engineers, shall upon complaint, be tried by the Board; and, if found guilty, be censured, suspended, fined, removed from office, or expelled from the Fire Department, as a majority of the Board, may in its judgment direct. They shall examine the returns and declare the result of all Engineers' elections and give their certificates of office. The election for Chief and Assistant Engineers shall be held Biennially, on the first Monday in October. Whenever a vacancy occurs in the office of Chief or Assistant Engineers, the President of the Department shall order an election to fill such vacancy for the unexpired term of said office.

### ARTICLE 2.

The President, Secretary and Treasurer elected by the Board of Delegates, shall be styled respectively, the President, Secretary and Treasurer of the Victoria Fire



Department. The President and Treasurer shall be elected from among the Delegates, but the Secretary may be elected from the Department at large.

#### ARTICLE 3.

A company shall be composed of not more than sixty-five nor less than twenty members, who shall have attained the age of eighteen years, all of whom must be duly registered members of the Department. The officers of a company shall be a Foreman, at least one Assistant Foreman, a Secretary and a Treasurer. A company desiring admission into the Department must make application to the Board of Delegates, accompanying such application with a copy of their regulations, signed by at least twenty members who shall have attained the age of eighteen years, the names of their officers, and the location they desire; and, should the Board by a vote of the majority of all its members decide to admit such company, the Secretary of the Department shall file with the clerk of the Municipal Council the said regulations, and upon the filing the company shall be deemed admitted into the Department.

#### ARTICLE 4.

Whenever a Fire Company, by reason of Deaths, Resignations or Expulsions, shall have reduced its roll to less than twenty Active Registered Members, it shall be the duty of the Chief Engineer to suspend such company until the next stated meeting of the Board of Delegates when, unless a majority of the members composing the same decide to reinstate the company, it shall be disbanded.

#### ARTICLE 5.

The Chief Engineer shall report to the Clerk of the City Council in the month of September of each and every year the number, location and condition of the Fire Apparatus and Cisterns, and the state of Fire Company houses, and all property of the City in keeping of said Department. Also, all accidents by fire which may have taken place, with the causes thereof, and a descrip-

tion of the property destroyed or injured, with the names of the owners of the same; also such other information, and such recommendations, as he may deem proper. He shall furthermore enquire into the causes of all fires and see that all persons criminally connected therewith are diligently prosecuted by the proper authorities.

ARTICLE 6.

All fines imposed by the Board of Delegates shall be appropriated to the Fire Department Charitable Fund. They shall be paid to the Treasurer of the Fire Department who is hereby authorized and instructed to pay over the same to the Treasurer of the Fire Department Charitable Fund.

ARTICLE 7.

CHIEF ENGINEER.

The Chief Engineer shall in all cases of fire or alarm thereof have sole and entire control over all apparatus and members of the Fire Department. He may call out the Department or part thereof for drill and by consent of the Board of Delegates, may call out the whole Department for Parade. He shall have power, and it shall be his duty, to suspend any engineer, company officer or company, for disobedience of, or unnecessary delay in executing his orders, or the orders of the Assistant, or for disrespectful language; and he shall report the names and facts connected therewith to the Board of Delegates when next convened for their action. He shall see that all fire apparatus, fire company houses, and public cylinders are kept in good order and condition, and report to the proper authorities repairs or supplies required by the Department or any company thereof. He shall upon learning of any improper practice in or about the house of any company, notify the Foreman thereof of the same and upon their repetition, report the name or names of the offenders, and facts connected therewith to the Board of Delegates when next convened for their action. He shall sign all certificates duly authorized by the Board of Delegates. He shall also endorse all orders for

supplies required for the use of the Department, and shall perform generally such duties as the laws of the Province and this Department may require of him.

#### ARTICLE 8.

##### ASSISTANT ENGINEER.

The Assistant Engineer shall immediately upon arriving at fires report himself to the Chief Engineer for his orders. At fires or alarm thereof, Engineers shall convey their orders to companies by their respective numbers, and if practicable, to the officer in command. Whenever the Chief Engineer shall be absent from the City, or shall be prevented from discharging the duties of his office, the Assistant Engineer shall perform the duties and possess the rights and powers of said office during such disability or absence.

#### ARTICLE 9.

##### PRESIDENT OF THE FIRE DEPARTMENT.

The President shall preside at all meetings of the Board of Delegates, shall preserve order and decorum, and enforce a strict observance of the Laws of the Department and rules of the Board. He shall call special meetings of the Board, when requested in writing by four members of the Board or whenever notified by the Secretary of the suspension by the Chief Engineer of an officer, or company, or whenever he may deem necessary. He shall at the commencement of his term of office, appoint Standing Committees, to consist of three (3) members each as follows; on Judiciary; on Finance; He shall sign all orders of the Board upon the Treasurer, and shall perform such duties as the laws of the Province and this Department may require of him. In case of his absence from a meeting, a member may be chosen to preside pro. tem.

SECTION 2.—The president shall have power to compel the attendance of all persons (members of the Department) and the production of all books and papers in their possession in all appeals and cases which may come before the Board of Delegates for trial or hearing.

SECTION 3.—Any member of the Department refusing or neglecting to obey the warrant of the President under seal of the Department shall be liable to suspension or expulsion.

## ARTICLE 10.

## SECRETARY OF THE FIRE DEPARTMENT.

The Secretary shall keep full fair and accurate minutes of the proceedings of the Board of Delegates. He shall keep a book, in which he shall write out in full the laws and standing resolutions adopted by the Board of Delegates and properly index the same. He shall keep a registry of the Department, which shall contain the names of all members of the same, arranged under the name and number of the company to which they may severally belong; and shall show opposite each name date of membership (which shall be understood to be the date of his signing the regulations of the company of which he is a member,) transfer (both from and to a company) expulsion, resignation, deaths and remarks. He shall likewise keep a book of all persons suspended, disbanded or expelled by the Board of Delegates from the Department. He shall have the custody of the Department seal, and affix the same when necessary, to the notices, resolutions, orders and laws of the Board of Delegates. He shall fill up and sign certificates of membership when directed by the Board of Delegates. He shall date certificates of membership in the Department from the time the same are paid for. He shall receive all monies for the use of the Department and pay the same over to the Treasurer taking his receipt therefor, and report the same at each regular meeting of the Board. He shall in the month of September of each year report the changes that have occurred in the registry of the Department during the preceding 12 months, setting forth the names of the parties, and whether elected, transferred, suspended, expelled, resigned or deceased. He shall previous to each Engineer's election

compare the returned rolls of the several companies with the registry of the Department, noting in the latter all who have been transferred, suspended or expelled or have resigned or deceased, and shall furnish the Judges of Election with a certified copy of the voting list of each company, which shall contain only the names of such persons whose membership shall have been reported to the Secretary of the Department fifty days immediately preceding such election. He shall report any discrepancies that may appear in the rolls of the several companies and the register of the Department. He shall require the Foreman and Secretaries of the various companies to certify to the correctness of their rolls as returned to the Board of Delegates, and shall endorse and preserve said rolls among the papers of the Department. He shall whenever any Engineer, company officer or company, shall be suspended by the Chief Engineer, immediately furnish the accused with a copy of the charges upon which he or they were suspended, together with notice of the next meeting of the Board of Delegates. He shall call meetings of the Board of Delegates when regularly ordered, shall attest all orders of said Board upon the Treasurer, shall furnish the Chairman of Committees of said Board with the names of their colleagues and copies of the matters respectively referred to them, and shall perform generally such duties as may from time to time, be imposed on him by the Board of Delegates. He shall within two days after the approval of the Board, on the election of the Chief and Assistant Engineer, forward their certificates of election to the City Council for their approval. He shall at the expiration of his term of office, promptly deliver up all books, papers and other property of the Department to the Board of Delegates.

SECTION 2.—The Secretary shall receive for his services such remuneration as the Board of Delegates may from time to time determine.

SECTION 3.—All stationery, company notices, account

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books &c., for the use of any company or the Department shall be furnished by the Secretary of the Department upon application made to him by the Secretary of the company requiring the same. He shall make a full report of all receipts and expenditures to the Board at their regular meeting in September of each year. He shall give bonds to the President for the faithful discharge of his duties in the sum of one thousand dollars.

## ARTICLE 11.

## TREASURER OF THE FIRE DEPARTMENT.

The Treasurer shall receive and safely keep all monies belonging to the Fire Department, paying out the same upon the order of the Board of Delegates, duly signed by the President, and attested by the Secretary, which shall be his vouchers. He shall at the stated meeting in September of each and every year submit to the Board of Delegates full reports of his receipts and disbursements, together with the amount of monies remaining in the Treasury. His accounts and vouchers shall at all times, be subject to the examination of committees appointed by the Board for that purpose. He shall, before entering upon the duties of his office, give a bond with one or more sureties in the sum of one thousand (\$1,000) dollars payable to the President of the Fire Department, conditional for the faithful discharge of his trust. He shall at the expiration of his term of office, promptly deliver up all funds, books, papers and other property of the Department, to the Board of Delegates.

## ARTICLE 12.

## BOARD OF DELEGATES.

SECTION 1.—The Board of Delegates shall be composed of such members (not more than three from each company) whose certificates of election by the company shall be certified by the Foreman and Secretary thereof.

SECTION 2.—The stated meetings of the Board shall be held on the second Tuesday of each month at  $\frac{1}{2}$  past 7 o'clock p. m., from October to March, and at 8 o'clock p. m. from April to September, inclusive.

SECTION 3.—Special meetings of the Board shall be ordered by the President, and at such meetings the only business in order shall be, roll call, collection of fines, admission of new members, reception of charges and specification of charges as per Article XVIII and the special business for which the meeting was called,

SECTION 4.—At all meetings it shall require a majority of all members of the Board to constitute a quorum for the transaction of business, but a less number may call the roll, have the absentees noted, and adjourn to a time stated or without day.

SECTION 5.—It shall be the duty of the Board to make such laws and regulations as may be necessary for the government of the officers and members of the Department. They shall, as hereinafter provided, try all charges made by the Chief Engineer against any officer company or member of the Department and charges made by one company against another, or by any officer or member of a company against an officer or officers of the Department, or an officer or member of another company, and charges against any member of the Department who shall be guilty of a breach of the peace, or disorderly conduct during a fire, or alarm thereof, or at any Fire Company house.

SECTION 6.—If any officer or member of a company shall appeal from any decision of his company, in which he is directly concerned, and it be shown that the company have acted in violation of the Department laws, or their own laws, the Board shall declare such action illegal and null, but if the contrary be shown, the Board shall declare the action of company sustained.

SECTION 7.—When a company makes application to be admitted into the Department, it shall be the duty of the Board, before granting admission to ascertain if the signers of their regulations have attained the age of eighteen: if they or any of them, are expelled members of the Department, if their regulations are in accordance with laws of the Department, and if their addition to the Department is necessary.



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**SECTION 8**—It shall be the duty of the committee on Judiciary to take into consideration such petitions and matters touching Judicial proceedings, as may come in question and be referred to them by the Board. It shall be their duty to report as to the law in cases of appeal before the Board and for such purpose, they shall have power to send for members of the Department and papers. They shall, when directed by the Board, report such laws for Provincial, Municipal or Department information as they may consider required for the welfare or government of the Department. All their reports shall be in writing.

**SECTION 9.**—It shall be the duty of the committee on Finance to examine such bills referred to them by the Board and report thereon at the earliest opportunity; and to take into consideration such matters pertaining to the Finances of the Board as may be referred to them or as they may deem the interests of the Department require. They shall in the month of September examine the annual reports of the Treasurer of the Charitable Fund, and shall have power, and it shall be their duty to examine the books, vouchers and securities in the custody of said Treasurer, and they shall report thereon, in writing at the next meeting of the Board.

**SECTION 10.**—Appeals to the Board shall only be presented within thirty days after proceeding, provided however that in case of the absence of a party from the City, a longer time may be granted.

**SECTION 11.**—In addition to cases provided for, the following, shall require the votes of a majority of all the members of the Board, to disband a company, to restore any officer, company or member of the Department, before the expiration of the term for which he or they were suspended, and to suspend or expel a Delegate, and the voting shall be *Viva Voce*.

**SECTION 12.**—Any Delegate absenting himself from a stated or special meeting of the Board (sickness or absence from the City only excepted) shall be fined one dollar.



**SECTION 13.**—The resignation of a Delegate must be tendered in writing to the Board. Upon the resignation of a Delegate the Secretary of the Fire Department shall within three days thereafter, notify his company of such resignation.

**SECTION 14.**—When the fines of a Delegate shall amount to the sum of five dollars he shall be liable to expulsion from the Board.

**SECTION 15.**—Any Delegate who shall wilfully violate any of the rules or orders of the Board, or shall refuse obedience to the Presiding Officer, when called to order, shall be liable to censure or expulsion from the Board.

**SECTION 16.**—The Board of Delegates shall endeavor to furnish all the Department supplies by tender.

#### ARTICLE 13.

##### COMPANIES.

**SECTION 1.**—Each and every company shall keep their apparatus in good order and condition, so that the same shall be ready for instant service.

**SECTION 2.**—They shall, during a fire, or alarm thereof have an officer in charge of their apparatus, and if upon the fire, another in charge of their pipe. It shall be the duty of said officers to receive their orders from the Chief and Assistant Engineers, and convey the same to their company or pipemen, as may be required.

**SECTION 3.**—Any laws of companies inconsistent with those of the Department, shall be void and of no effect.

#### ARTICLE 14.

##### FOREMEN.

Foremen of companies shall report promptly to the Chief Engineer any breakage or disarrangement of the apparatus, or repairs required to the house, under their respective charge, and shall see that the same are kept in good order and condition. They shall, at fires, or alarms thereof, see that the orders of the Chief and Assistant Engineers are punctually obeyed. They shall certify to the correctness of the annual and voting rolls of their respective companies. They shall in accordance

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with the provisions of the Amended Protection Act send to the Sheriff in the months of January, April, July and October, a full and correct list of all their active members. In the absence of the Chief and Assistant Engineers, the Foreman first arriving on the ground, with the apparatus of the company of which he has charge, shall be entitled to take command.

#### ARTICLE 15.

##### ASSISTANT FOREMAN.

Whenever the Foreman of a company shall be absent from a fire or alarm thereof, or from sickness or other causes, be unable to attend to the duties of his office, all his rights, powers and responsibilities, in and to the Department shall devolve upon the Assistant Foreman of such company, during such absence or disability.

#### ARTICLE 16.

##### SECRETARIES.

SECTION 1.—Secretaries of companies shall keep full, fair, and accurate minutes of the proceedings of their respective companies, and shall at the first regular meeting of the Board thereafter, return to the Board of Delegates the names of all persons elected, transferred, suspended, expelled, resigned or deceased, and the dates thereof.

SECTION 2.—They shall in the months of February and August, report to the Chief Engineer the condition of their respective companies, the number of times they have been in service, the average attendance at fires, and any other matters they may deem proper.

SECTION 3.—They shall in the months of February and August, report to the Board of Delegates the names of all the members of their respective companies; also, the names of all members elected, transferred, suspended, expelled, resigned or deceased during the preceding six months and the dates thereof. They shall at least ten days previous to each Engineer's Election, report to the

Secretary of the Fire Department, all of the Active Certificate Members of their respective companies who will be entitled to vote thereon. They shall certify to their rolls in the same manner as Foremen.

SECTION 4.—Companies' Secretaries requiring books, stationery, notices &c., shall apply in writing to the Department Secretary.

#### ARTICLE 17.

##### STEWARD OF THE FIRE DEPARTMENT.

SECTION 1.—The Steward of the Department shall be elected by the Board of Delegates at their meetings in October of each year, and they shall have power to fine, censure or discharge, said Steward for disobedience of orders, misbehavior, or neglect of duty as they may agree upon after due examination of charges to the above effect.

SECTION 2.—The Steward shall receive such remuneration for his services as the Board of Delegates may from time to time determine.

SECTION 3.—The Treasurer of the Department shall pay to the Steward his salary monthly, taking his receipt therefor, which receipt shall be his voucher.

SECTION 4.—The Steward shall, under the supervision of the Chief and Assistant Engineers, have charge of all Department property, including engine houses, and apparatus of the companies, and shall keep them in good order and condition at all times and see that no property of the Department is removed except with the permission of the Chief and Assistant Engineers or Foremen of the companies, unless during a fire or alarm of fire, and report any person who may deface any of the respective engine houses, or injure any property belonging to any of the respective companies or the Fire Department.

SECTION 5.—He shall obey all orders of the Foreman of the different companies, providing such orders do not conflict with any instructions from the Chief or Assistant Engineers.

SECTION 6.—It shall be his duty to see that the room of the Board of Delegates is kept in proper order, and all ways in readiness for the meetings of the Board.

SECTION 7.—It shall be his duty after a fire, alarm, parade or drill, to have the different apparatuses cleaned and placed in proper order at the earliest opportunity ; to report all breakages or accidents to any of the apparatuses to the Chief Engineer, and to perform such other duties as may be required of him by Chief or Assistant Engineers, Foreman of the companies or the Board of Delegates.

ARTICLE 18.

CERTIFICATE.

SECTION 1.—A Certificate of Membership in the Department, shall, upon the order of the Board of Delegates, and the payment of \$2 50 by the applicant, be given to each member of a company, duly certified to said Board.

SECTION 2.—A Certificate of Honorary Membership may, by a two-thirds vote of all the members of the Board, be given by the Board of Delegates to any person who shall have rendered the Department a valuable or important service.

SECTION 3.—A disabled member of the Department shall, during such disability, be entitled to a Certificate of Membership.

SECTION 4.—Whenever the certificate of a member of the Department shall have been injured, destroyed, or lost, he shall, upon producing satisfactory evidence thereof before the Board of Delegates, and making payment as herein stated, receive a duplicate of the same. For a duplicate of Certificate of Membership he shall be charged one dollar.

SECTION 5.—None but Certificate Members of the Department, shall, under any circumstances, be permitted to hold office in the Department, or any company thereof, or to vote at any Company or Department Election; and none shall vote at any Department Election but those who shall have been Certificate Members at least fifty days immediately preceding the same.

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**SECTION 6.**—In no case shall a certificate be signed by the Secretary of the Fire Department until the member's name, company, and date shall have been filled in, and it shall have received the proper signature.

#### ARTICLE 19.

##### CHARGES AND SPECIFICATIONS.

**SECTION 1.**—Charges and specifications of charges against officers and members of the Department shall be preferred in writing to the Board of Delegates, in the name of the Fire Department of the City of Victoria and a copy of the same furnished the accused at least six days before the trial. They may be preferred at any meeting of said Board, who shall forthwith appoint a time for their trial, not exceeding seven days, from the date of their preference, unless with the consent of both parties. All witnesses shall be examined in the following manner: first Prosecution, second, Defense. Rebutting Evidence may be admitted on either side. When the evidence shall have been closed, the Board, shall, without debate, proceed to find upon the guilt or innocence of the accused. If guilty the same shall then assess the punishment. In all cases the President shall appoint a member of the Board to conduct the prosecution; the accused may conduct his defence, or select a member of the Department for that purpose.

**SECTION 2.**—Neglect or refusal on the part of any officer or member of the Department to answer a charge preferred, as aforesaid, shall be considered an acknowledgement of guilt, and the Board shall proceed as though the charge had been sustained.

**SECTION 3.**—Company charges against officers or members thereof shall be preferred in writing, to their respective companies, and a time forthwith appointed for trial. The accused shall be furnished with a copy of the charge, or charges at least six days before trial. In all cases it shall require the votes of two thirds of the members present to suspend or expel an officer or member.

No officer or member of a company shall under this section, be convicted of an offence charged until an opportunity has been offered him to defend himself.

#### ARTICLE 20.

##### IMPEACHMENT, SUSPENSION AND EXPULSION.

SECTION 1.—The Foremen of the several companies of the Department when called together by a vote of any company thereof, shall have power to impeach any Engineer for neglect of duty, or inability to discharge the duties of his office, or for an unwarrantable exercise of power. If a majority of them shall adopt articles of impeachment, a copy of the same shall be forthwith served upon the officer accused, and the same shall seven days thereafter, be tried by the Board of Delegates and if they be sustained by said Board, he shall be liable to such further action as said Board may determine.

SECTION 2.—Any Engineer, company officer, company or member of the Department, who shall be suspended by the Board of Delegates, shall not, during the period of such suspension, be allowed any time as a member or members of the Department nor to vote at any Department company Election. A party suspended shall only be restored to membership before the expiration of the present period of suspension by the Board of Delegates.

SECTION 3.—An officer or member of a company who shall be suspended by his company, with the consent of the Board of Delegates, shall not be permitted to join another company, nor to have a vote in his own company or the Department. To restore such officer or member to his former rights and privileges, before the expiration of the prescribed period of suspension, shall require both the consent of the company and the Board of Delegates.

SECTION 4.—Any officer, company, or member of the Department who shall during his or their suspension by order or with the consent of the Board of Delegates neglect or refuse to perform the duties of active membership, shall upon conviction thereof by said Board, be expelled from the Department.

SECTION 5.—Any officer, company, or member of the Department, who, while suspended by the Chief Engineer shall exercise any of the powers or duties from which he or they were suspended, shall if convicted thereof by the Board of Delegates, be expelled from the Department.

SECTION 6.—No officer or member of the Department, while under suspension by the Chief Engineer, Board of Delegates, or his company, shall be permitted to resign from his company or the Department.

SECTION 7.—A suspended officer, company or member of the Department, who may have been restored to membership therein before the expiration of the prescribed period of his or their suspension, or by reason of the expiration thereof, shall immediately re-enter upon the rights, privileges and immunities from which he or they were suspended.

SECTION 8.—Any member of a company who shall be absent from the city for the space of three months without leave of absence from his company, may be returned to the Board of Delegates as having resigned or been expelled, as the company may deem proper. Any member for total neglect of duty for three months, laid down in the laws of his company, may be expelled without notification.

SECTION 9.—Any officer or member of the Department who shall conduct himself in any manner liable to bring the Department or his company into disrepute, or shall cause dissensions and discord amongst the members, shall be reprimanded, suspended, fined, or expelled.

SECTION 10.—Any officer or member, having been expelled from the Department, shall not, within the space of one year thereafter, be permitted to rejoin the same, or any company thereof, unless restored by the power or powers that expelled him.

#### ARTICLE 21.

##### VICTORIA FIRE DEPARTMENT CHARITABLE FUND.

SECTION 1.—The Board of Delegates shall, at their stated meeting in October, 1861, elect three Trustees.



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#### CHARITABLE FUND.

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### V. F. D. CONSTITUTION & BY-LAWS. 25

The person receiving the highest number of votes shall hold office for three years, the person receiving the next highest number shall hold office for two years, and the next highest for one year; and one annually thereafter for a term of three years. All vacancies in the Board of Trustees shall be filled by the Board of Delegates at the first stated meeting after they occur. No member of the Board of Delegates shall be eligible to election as a Trustee.

SECTION 2.—The duties of the Trustees shall be to receive donations to the Fire Department Charitable Fund, pay all monies so received to their Treasurer, taking his receipt therefor. All orders on their Treasurer shall be drawn by the Trustees, and unless so drawn no order shall be valid or paid. They, together with the Chief Engineer, shall be the only parties authorized to receive and receipt for monies on behalf of said fund. They shall personally attend to all applications for the relief of members of the Department, who shall have been disabled or injured while in active service and the indigent widows and orphans of members thereof, and tender them such pecuniary and other aid as they may require, provided the sum so tendered shall not exceed fifty dollars per month in each case. They may appropriate a sum not exceeding fifty dollars, to defray the funeral expenses of any member of the Department killed, or who shall die from injuries received in active service.

SECTION 3.—Applications for relief from said fund shall be made to one or more of the Trustees by the Fireman of the company of which the applicant, or the husband of the applicant, or the deceased, is or was a member. The Foreman shall certify in writing that the injured person is, or that the deceased husband or person was a duly registered certificate member of the Department, and communicate such other information respecting the sickness, injury, or death, as the case may demand. If each certificate and information be satisfactory to the Trustees, they shall draw an order upon their Treasurer for such sum (not exceeding as aforementioned) as they may deem proper.



SECTION 4.—The Board of Trustees shall annually in the month of October, elect a Treasurer. He shall receive and receipt for all moneys paid to him by the Trustees, Chief Engineer, or others; keep a correct account of the same in books provided for that purpose; and pay all orders properly drawn upon him by the Trustees, which shall be his vouchers for the same. He shall, in the months of February and August of each year, render a report of his receipts and disbursements on behalf of said fund to the Board of Delegates. He shall give good and sufficient bonds to the President in the sum of one thousand dollars for the faithful discharge of his trust.

SECTION 5.—The Treasurer of the Charitable Fund shall on the receipt of any monies, deposit the same in any reliable bank, or safely invest the same. His books shall at all times be open to the inspection of the Trustees, and the Committee on Finance of the Board of Delegates and shall be promptly delivered up to his successor in office.

## ARTICLE 22.

### UNIFORMS.

SECTION 1.—In order to designate Engineers and company officers at fires, or alarms thereof, the Chief and Assistant Engineers shall wear white caps, with their grade of office painted thereon, Foremen and Assistant Foremen shall wear white fronts to their caps with the number of the company and their grade of office painted thereon, and if a Hook and Ladder Company, a Hook and Ladder, or a Hose Company, a coil of hose, in addition to the number of the company and their grade of office.

SECTION 2.—The uniforms of the Board of Delegates shall consist of a black coat, black pants, black hat, and a belt with grade of office painted thereon.

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## STANDING RESOLUTIONS.

**SECTION 1.**—That all bills contracted by the companies shall be sent into the Board monthly for payment, and further that the Board shall not consider itself bound to pay such bills unless previously authorized by the supply committee and bearing their signature to that effect.

**SECTION 2.**—The Treasurer has the power to pay rents, gas, and water bills, Secretary and Steward's salaries, when called upon for payment,

**SUPPLY COMMITTEE.**—The Supply Committee shall consist of the Chief Engineer and President of the Department, and a member elected from the Board, who shall have power to purchase all articles for the use of the Department, by tender or otherwise.

**FIRE BELLS.**—That the fire bells shall only be rung at alarms of fire, unless when other occasions should require that they be rung, in which case due notice shall be given to the Officers of the Companies by the Chief Engineer.

**REFRESHMENTS.**—No refreshments for the members of the Department shall be paid for by the Board, unless in extreme cases, and then only when under the order of the Chief.

Articles to be paid for by the Board :

- Candles,
- Gas for houses,
- Coal oil for houses,
- Oil for cleaning,
- Matches,
- Cotton waste,
- Lamp wicks,
- Rags,
- Feather dusters,
- Brooms,
- Buckets,
- Scrub brushes,
- Materials for cleaning Engines and Trucks,
- Water, coal, and firewood,

General repairs,  
Drag and bell ropes,  
Oil and tallow for hose slushing,  
Torches and lanterns,  
Repairs to engine and truck houses,  
Stationery,  
Blank books, Circulars.

#### RULES OF ORDER.

1. At the stated meetings of the Board, the business shall be—

- 1st. Roll call and collection of fines.
- 2d. Reception of new members.
- 3d. Reading minutes of last meeting.
- 4th. Reports of Committees.
- 5th. Unfinished business.
- 6th. New business.

2. The President shall take the Chair precisely at the hour specified in the call; and, if a quorum be present, proceed with the business of the meeting. He shall preserve order and decorum, may speak to points of order in preference to other members—rising from his seat for that purpose—and shall decide questions of order subject to an appeal to the Board by any two members, on which appeal no member shall speak more than once unless by leave of the Board. He may appoint all Committees by consent of the Board. When any member is about to speak, or deliver any matter to the Board, he shall rise from his seat, and respectfully address himself to the President, and shall confine himself to the question under debate, and avoid personality.

3. If a member be called to order, he shall immediately sit down, unless permitted to explain, and the Board shall, if appealed to, decide on the case, without debate. If there be no appeal, the decision of the Chair shall be

submitted to. If the decision be in favor of the member called to order, he shall be at liberty to proceed; if otherwise, he shall not, in case any member object, without leave of the Board.

4. When two or more members happen to rise at once the President shall name the member who is to speak first.

5. No member shall speak more than twice on the same question, without leave of the Board.

6. No member shall vote on any question in the issue of which he is immediately and particularly interested.

7. Every member when a question is put shall give his vote, unless the Board, for special reasons, excuse him, which question shall be decided without debate. A motion to excuse can only be made before the house divides, or before the call of the ayes and noes is commenced.

8. When a motion is made and seconded, it shall be stated by the Chair, or being in writing, it shall be handed to the Chair, and read aloud by the Secretary, without debate.

9. Every motion shall be reduced to writing, if the Chair or any member desire it. A motion may be withdrawn by consent of the Board, before a decision or amendment.

10. When a question is under debate, no motion shall be received, but to adjourn, to lie on the table, the previous question, to postpone to a certain day, to commit or amend, or to postpone indefinitely—which several motions shall have precedence in the order in which they are arranged, and no motion to postpone to a certain day, to commit, or postpone indefinitely, being decided, shall again be allowed at the same meeting, or at the same stage of the question,

11. A motion to adjourn, and a motion to fix the day to which the Board shall adjourn, shall be always in order. These motions, and the motions to lie on the table, and the previous question, shall be decided with-

out debate. All incidental questions of order, arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

12. A question may be divided, if it comprehends propositions in substance so distinct that, one being taken away, a substantive proposition shall remain for the decision of the Board. A motion to strike out and insert, shall be deemed indivisible; but a motion to strike out, being lost, shall preclude neither amendment nor a motion to strike out and insert.

13. No motion or proposition on a subject different from that under consideration, shall be admitted under color of amendment.

14. A motion to reconsider must be made at the same or the next meeting, and by a member who voted in the majority; and such motion shall take precedence of all other questions, except a motion to adjourn.

15. When the reading of a paper is called for by a member, the President shall direct the Secretary to read the same.

16. Any member may excuse himself from serving on any Committee, at the time of his appointment, if he is then a member of two other Committees.

17. In all cases of election by the Board, the vote shall be taken by ballot.

18. The yeas and nays shall be ordered at the request of two members.

19. When it has been voted to lay a motion on the table, it can be taken up at the same meeting by the consent of two-thirds of the members present.

20. All questions of order not herein stated shall be decided in accordance with "Cushing's Manual."

21. Any section of the foregoing Rules and Orders may be suspended by a vote of two-thirds of the members present; but such suspension is not to go beyond the meeting.

22. Alterations or amendments to these Rules must be submitted at a stated meeting of the Board, and shall lie over until the succeeding stated meeting, and shall require the concurrence of two-thirds of the members of said Board for their adoption.

CONSTITUTION AND BY-LAWS  
OF THE  
VICTORIA FIRE DEPARTMENT  
**CHARITABLE ASSOCIATION.**

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At a regular meeting of the Board of Delegates of the Fire Department held on the 10th day of August, 1875, at the House of Union Hook and Ladder Co., No. 1, the following resolution was duly carried:

“WHEREAS, it is expedient that the Constitution and By-Laws of the Victoria Fire Department should be amended so as to provide for the separate custody, control and management of a Fund known as the ‘VICTORIA FIRE DEPARTMENT CHARITABLE FUND,’ Therefore be it enacted by the Board of Delegates of the Victoria Fire Department,

“That Article 21, together with such other sections of the Constitution and By-Laws of the Victoria Fire Department, so far as they have reference to the ‘Victoria Fire Department Charitable Fund,’ is hereby repealed, and the right, title and interest in all property, real and personal, held by the Trustees or Treasurer of the said Fund, is hereby vested in a Society organized (or about to be organized) under the name of the ‘VICTORIA FIRE DEPARTMENT CHARITABLE ASSOCIATION.’”

(Signed)

E. GRANCINI,  
PRESIDENT, V.F.D.

Attest:

(Signed) FRANK SYLVESTER, } L.S. }  
SECRETARY, V.F.D. }

CITY CLERK'S OFFICE, VICTORIA,  
September 21, 1875.

TO THE BOARD OF DELEGATES,  
VICTORIA FIRE DEPARTMENT:

GENTLEMEN,—I have the honor to inform you that the alterations in the Constitution and By-Laws of the Victoria Fire Department, as referred to in the foregoing resolution, have been sanctioned and approved by the Mayor and Council.

(Signed) J. S. DRUMMOND,  
Mayor of the  
City of Victoria, B. C.

{ L.S. }

The Corporation Seal  
attached this 21st day of Sept., 1875.

(Signed) WM. LEIGH,  
Clerk Municipal Council.

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## BY-LAWS.

### ARTICLE I.

This Society shall be known as the "Victoria Fire Department Charitable Association," and shall have for its object the establishment of a Fund for the relief of its members who shall have been injured or disabled while in active service in the Fire Department, and the indigent widows and orphans of members thereof, and to assist in defraying the funeral expenses of any member of the Fire Department killed, or who shall die from injuries received in active service.

### ARTICLE II.

The Society shall consist of all active members of the Victoria Fire Department on payment of an entrance fee of 50 cents.

## ARTICLE III.

The business of this Society shall be conducted by Five Trustees, two of whom shall be the Chief Engineer and President for the time being of the Victoria Fire Department. The other Trustees shall be elected annually: One by each of the three existing Fire Companies at their regular meeting in January of each year.

SEC. 2. The Trustees shall hold office until the election of their successors, and any member of the Fire Department shall be eligible for Trustee.

SEC. 3. In the event of the death or resignation of a Trustee, the remaining Trustees shall nominate a member of the Fire Department to fill the unexpired term.

SEC. 4. Joseph Wriglesworth, Esq.; E. Grancini, Esq.; Thos. Shotbolt, Esq.; E. Dickinson, Esq., and Jacob Sehl, Esq., shall be the first Trustees of this Society, and shall hold office until the election of their successors, as provided in this Article.

SEC. 5. It shall be the duty of the Trustees to solicit and receive donations to the funds of this Association, and to make such Rules and Regulations for the proper and safe custody, distribution and management of the funds as may to them appear desirable. Provided always, that no application for relief shall be granted, or any distribution of the funds made until an order to that effect be signed by at least three of the Trustees.

SEC. 6. The Trustees shall hold all lands now or hereafter the property of this Association, with power to lease, sell, and manage the same as they shall think proper.

SEC. 7. In case the objects for which this society is organized shall become incapable of being carried out, it shall be lawful for the Trustees to sell all lands in their possession and pay the amount received from such sale, together with any personal property, into the general funds of the Victoria Fire Department; to be there dealt with as the Department shall deem best.



## ARTICLE IV.

The President for the time being of the Victoria Fire Department shall be Chairman of the Trustees.

## ARTICLE V.

The Chairman, or any two of the Trustees, shall call meetings of the Trustees whenever they think proper.

## ARTICLE VI.

Two days' notice at least shall be given of every such meeting, either personally, or by letter addressed to the Trustees, and posted in the Victoria Post Office.

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I hereby certify that under and in pursuance of "The Charitable Associations Act, 1871," I have approved of the hereunto annexed Constitution and By-Laws of "The Victoria Fire Department Charitable Association," and I further certify that a transcript of the said Constitution and By-Laws was this day filed in the office of the Registrar General of Titles, pursuant to the provisions of the said Act.

{ L.S. }

In testimony whereof, I hereunto set my hand and seal of office, this 11th day of October, A.D. 1875, at the City of Victoria, in the Province of British Columbia.

H. B. W. AIKMAN,  
Reg. General.

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