

***New London Rural
Community Fire
Company By-Laws***

Amended and Approved at Annual Meeting January 29, 2018

Be it enacted by the directors of the New London Rural Community Fire Company that the following By Laws shall be the By Laws of the Company enacted 1969 and amended in 1975, 1984, 1990, 1992, 1993, 1994, 1996, 2000, 2001, 2003, 2009, 2011, 2014, 2015, 2016 and 2018.

1. *Head Office*

The Head Office of the Company shall be located in New London, PEI

2. *Objectives*

The objective of the New London Rural Community Fire Company shall be to Provide Emergency Services to the districts of Clinton, New London, Granville, Long River, Park Corner, French River, Spring Brook, Grahams Road and Stanley Bridge

3. *Mutual Assistance*

The New London Rural Community Fire Company will be responsible to its neighboring fire departments in providing mutual assistance when requested.

4. *Fee Structure*

The fee structure will be reviewed by the Board of directors prior to the annual meeting. Recommendations will be presented to all property owners at the annual meeting. A vote will take place and fees will be set at that meeting.

5. *Directors*

a. The affairs of the Fire Company shall be managed by a Board of Directors. The Board is responsible to oversee the operations and expenditures of the New London Rural Community Fire Company by reviewing and approving all expenditures on a month by month basis. The Board shall also approve and present the year end financial statement at the annual meeting. It shall be the duty of the Board members to foster a spirit of friendliness, cooperation and goodwill between fellow members of the board and the volunteer firefighters .

b. The Board shall be composed of 11 members and shall be as follows:

i) 9 Directors shall be elected at the annual general meeting from property owners in the districts covered by the fire company.

Note: Directors are immediately eligible for re-election at the annual meeting at which they retire.

ii) 1 director shall be members in good standing of the volunteer fire fighters and are to be elected by a majority vote of their members each November or by special ballot. That person will be considered a regular director and will be expected to serve on the board for a 3 year term Should the firefighters wish to change their representative, prior to the annual meeting, the firefighters shall inform the board immediately of the change.

All directors shall be elected for a 3 year period with at least 3 resigning each year.

iii) The Fire Chief, or Deputy Fire Chief, shall attend all board meetings and will have the same privileges as a regular board member.

c Any Executive Director or Director may vacate his/her office at anytime by written resignation and any such vacancy may be filled by the remaining board at a regular board meeting.

6. Officers

a. There shall be a President, Vice President, Secretary and Treasurer. These positions will be referred to as Executive Directors and shall be formed by the Board of Directors.

b. With the exception of the President, all Executive Directors and board members have the right to vote on all matters.

c. The President shall vote only in the event of a tie.

d. The President shall, if present, preside at all regular monthly meetings and the annual meeting. The Vice President shall be vested with all powers and shall perform the duties of the President in his/her absence. He shall also have such other powers and duties as may from time to time be assigned to him by the President.

e. The secretary will be responsible for the keeping of the minutes and the recording of all minutes of the monthly meetings, annual meeting or any special meetings that may be called. The filing of letters will be responsibility of the secretary as well as keeping record of all out going mail.

f. The treasurer will be responsible for all the money entrusted to him/her by the Fire Company, which shall be deposited in the name of the New London Rural Community Fire Company in such bank or with such depository or depositories as the Board of directors may direct and shall keep or cause to be kept the book of accounts. The financial procedures are detailed in Annex "A".

7. Meeting of Members

Definition: members of the New London Fire Company shall consist of property owners in the district serviced by the New London Fire Company and volunteer firefighters of the New London Fire Company.

a. The annual meeting of the members shall be held the last Monday of January in such place and time as the Board of Directors may determine and will be advertised 2 weeks prior. Other General meetings of the members may be convened by order of the President or Vice President or Board of Directors at any time or any place.

b. Notice of the time and place of any general meetings of the membership and the general nature of the business to be transacted shall be advertised in the area in which the company is located.

- c. The quorum at an annual meeting or at the general meeting of the property owners shall be representation from twenty property owners.
- d. Each property owner's family shall be limited to three voting persons at the annual, general or special meeting.
- e. All Members of the New London Rural Fire Company, regardless of where they live, would have a vote at the annual, general or special meeting.

8. *Directors Meetings*

- a. The monthly meeting of the Board of Directors shall be held on the third Monday of each month. Other special meetings of the board may be convened by in order of the President or the Vice-president (in the absence of the President).
- b. A special meeting of the Board of Directors shall be convened within eight days if a written request is received by the President or Vice-president from at least four of the directors.
- c. A Board member must attend at least fifty percent of the meetings called by the President or Vice-president or the Board has the power to expel him/her and to appoint an interim director; and the individual that has been expelled will not be eligible for re-election for the following year.
- d. The quorum for the directors meeting shall be 50% +1 of the voting directors.

9. *Fiscal Year*

The fiscal year for the New London Rural Community Fire Company will be January 1st to December 31st.

10. *Amendments to the By Laws*

These By Laws may be amended at any Annual Meeting. They may also be amended at any special meeting called for that purpose.

11. *Committees*

- a. The Fire Company shall have 2 standing Committees which report to the Board of Directors,
 - i)The Liaison Committee responsible for reviewing and allocating Fire Dues to property owners. See Annex "B"
 - ii)The Nominating Committee responsible for recruiting volunteers to fill vacant board and committee positions.
- b. Other Committees will be formed as deemed necessary by the Board of Directors.

ANNEX “A” New London Rural Community Fire Company

Financial Guidelines

All matters relating to the collection and distribution of funds shall be under the control of the Treasurer. The Treasurer shall be elected at the Fire Company’s Annual meeting IAW article 6 of the By-Laws. An independent Audit of all financial records shall be carried out each year prior to the Annual meeting.

Duties of the Treasurer

- Pick up and distribute the mail
- Prepare the following monthly statements/reports.
 - unpaid bills
 - monthly statements for all accounts
- Pay regular monthly bills as received.
- Pay all bills as approved by the Board.
- Send out invoices
- Maintain a detailed listing all receipts and expenditures (sorted according to category), ensure the ledger is kept up to date and balanced
- Prepare the following Annual Reports
 - Detailed summary of receipts and expenditures
 - Proposed budget for the upcoming year
 - Projected budgets for the next 5 years
- Monitor balances of all accounts, recommending to the board fund transfers between Savings and Chequing accounts as required
- Submit HST rebate applications (Annually)
- Review Charitable Donations and ensure receipts are issued and proper record of the same.
- A bookkeeper may be used to assist the treasurer of his/her duties and to ensure the accuracy in reporting, when prior approval is given by the board, however that person shall have no access to and funds of the New London Fire Company. All bills must be approved by the treasurer following the guidelines, supplied by the Board of directors.

Duties of the Auditor

- Review ledgers and reports as required (at least once Annually)
- Verify statements from Financial Institutions for all accounts
- Certify all financial records as accurate/correct prior to the Annual Meeting.

Spending Authorizations

All expenditures must be reported to the general public at the Annual Meeting.

All expenditures, purchases, repairs exceeding \$ 3000.00 must have 3 quotations, with the lowest or any quotation not necessarily accepted. In the event of an emergency circumstance when repairs exceeding this amount are deemed necessary to continue the coverage of fire service, and it would be unreasonable or detrimental to public safety to wait and have tenders acquired,

authorization for exceeding this limit, may be given immediately when agreed by the Chief, Deputy Chief, (or in their absence a Captain of the Fire Company, if Chief or Deputy chief was unable to give authorization) President (or in his absence Vice President or a member of the executive if the President or vice president were unable to give authorization) and at least one or more members of the Board of directors of the New London Fire Company .

All expenditures above the limits set below must be approved by a majority vote of the Board of Directors.

The following officers may authorize expenditures as listed, all such expenditures are to be reported to the Board of Directors at the next Monthly Meeting.

Fire Chief

- \$3000. For the purchase or rental of any equipment required in response to an Emergency.
- \$200. For the purchase or repair of any required equipment.

President (the Vice-President may assume this authorization during the absence of the president)

- \$3000. For the purchase or repair of any required equipment or material.

Treasurer

- \$200. For the purchase of Office Supplies, Cheques, etc

Secretary

- \$200. For the purchase of Office Supplies.

Disbursement of Funds Received

All Fire dues received from the Provincial Treasury and Cavendish Resort Municipality are to be deposited into the operational account to cover operating costs. Funds surplus to operational requirements may be transferred into the Building/Equipment account.

Funds received from Controlled Burns and Water sales are to be deposited into the operational Account, with 50% of the amount received paid to the New London Firemen's Association

All donations/grants received are to be deposited into the Building/Equipment Account for the upgrade/purchase of facilities and or equipment.

ANNEX “B” - New London Fire District Liaison Committee

The roll of the New London Fire District Liaison Committee is to provide support to the New London Rural Community Fire Company and represents a gate way between the Fire District and the Provincial Treasury. The Committee is made up of at least three members one of which acts as Chair.

The New London Fire District Liaison Committee is tasked with the responsibility to ensure the fire district is managed in a way that the communities involved are provided adequate fire protection and within the means of the resources collected and distributed by the Provincial Treasury under the Provincial Tax Act. This involves understanding the needs of the district and assigning levies (fees) to those properties within the district to be used for fire protection according to the wishes of the community.

The New London Rural Community Fire Company, at its annual meeting or special meeting called for that purpose, establishes a fee structure in the New London Fire district based on property values and the committee is then tasked with assigning these fees.

Annually the Provincial Treasury Department provides the Liaison Committee with a roll-up of all properties in the district, their values and ownership. The Committee then assigns a fee structure to every property according to the categories in the attached schedule which may be updated at an Annual Meeting of the Fire Company.

Upon completion to their review of the Roll-up the Liaison Committee provides the Board of Directors with a summary of the total number of properties assigned to each category, The Board will then use these numbers to determine how much revenue it will be receiving from the Provincial Treasury. This summary is included as part of the Report to the Annual Meeting of the New London Rural Community Fire Company.

Note: The roll-up received from the Provincial Treasury Department contains privileged information and the committee is vested with the responsibility to protect this information and insures the fees are assigned fairly.

Schedule 1 to ANNEX B

New London Rural Community Fire Company By-Laws

The following are the categories which will be assigned by the Liaison Committee to all properties with-in the New London Fire District

Category	Property Value
1	Residences valued at less than \$100,000.
2	Residences valued from \$100,000. - \$250,000
3	Residences valued greater than \$250,000.
4	Vacant Lots
5	2 nd and subsequent agricultural properties up to 5 Lots per owner
6	Properties in excess of 5 Lots per owner

The Liaison Committee will determine the appropriate category for properties utilizing the assessed property value as listed in the “Rollup” received annually from the Provincial Treasure.

Property Owners will then be charged the applicable Fire Rate (Dues) that have been established at the Annual Meeting of the Fire Company.

These Categories are to be reviewed by the Board of Directors, who will present any recommend changes to the fire Company Annual Meeting for approval.