

**VILLAGE OF MAYO  
BY-LAW**

**BY-LAW #365**

**A by-law to establish the Mayo Volunteer Fire Department and the procedures to be followed by the Department during the course of their operation.**

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**WHEREAS** Section 265 (a) of the Municipal Act provides that Council may by by-law establish a Fire Department;

**NOW THEREFORE** the Council of the Village of Mayo in open meeting duly assembled hereby **ENACTS AS FOLLOWS:**

1. This by-law may be cited as the Mayo Volunteer Fire Department By-Law.
2. In this by-law:
  - a) "Chief" means the Chief of the Mayo Volunteer Fire Department.
  - b) "Council" means the Council of the Village of Mayo.
  - c) "Department" means the Mayo Volunteer Fire Department.
  - d) "Member" means a member of the Mayo Volunteer Fire Department.
  - e) "Village" means the Village of Mayo.
  - f) "Officer" means the Chief, Deputy Chief, and Training Officer of the Mayo Volunteer Fire Department.
3. The Department shall consist of a Chief, Deputy Chief, Training Officer, and volunteers to a maximum of sixteen firefighters who shall be appointed by resolution of Council.
4. The Chief shall be the Executive Officer of the Department but shall be subject to the orders of Council.
5. All members of the Fire Department shall be at least 18 years of age.
6. Rates of pay (honoraria) for all members of the Department shall be as prescribed in Appendix "A" to By-Law #365.

7. In addition to the honoraria' a Fire Practice Incentive will be paid as prescribed in Appendix "B" to By-Law #365.
8. Attending Fire Department training sessions is an important part of being a Fire Department Member. Each Fire Department Member shall attend a minimum of 8 practice sessions per calendar year. Members who do not attend 8 or more practice sessions during the preceding calendar year will be removed from the Mayo Volunteer Fire Department.
9. The Chief shall:
  - (1) prepare, or cause to be prepared by the Deputy Chief, reports on the workings of the Department for Council as requested by them. These reports shall be filed with the Chief Administrative Officer, or the Clerk of the Village.
  - (2) have full control and command over all personnel of the Department and shall assign them their duties.
  - (3) prepare, or cause to be prepared a maintenance schedule for all equipment and apparatus of the Department. The Chief shall ensure that this schedule is duly followed.
  - (4) have the power to issue "General Instructions" to the Department provided that such instructions do not conflict with the provisions of any by-law or policy of the Village or any Act or Regulations of the Yukon Government.
  - (5) set the time and date of the regular practice sessions. Practice sessions shall be held twice per month (and no less than once a month depending on special circumstances).
  - (6) perform duties as Local Assistant to the Yukon Fire Marshall as required by the Fire Prevention Act.
  - (7) may from time-to-time designate volunteer fire department members as Fire Prevention Officers.
  - (8) prepare, or cause to be prepared, a list of required fire equipment and tools to be obtained through the Village's operation and maintenance or capital budgets by March of each year.
10. The Deputy Chief shall be next in rank to the Chief and shall assume full command and management of the Department in the absence of the Chief.
11. The Training Officer, under direction of the Chief, shall plan for and coordinate training and practice sessions for the Department.
12. All matters pertaining to or affecting the Department must be submitted to the Fire Chief before any action is taken.
13. (1) All appointed members shall be provided with protective clothing in accordance with the Occupational Health and Safety Act.

- (2) Every appointed member working at a fire or fire practice shall wear full issue of protective clothing.
  - (3) No appointed member shall sell, trade, transfer, give or lend his protective clothing or any property of the Department.
  - (4) All appointed members shall follow the instructions of the Chief or Deputy Chief. A member who refuses to follow instructions may be dismissed from the Department.
14. All members shall be required to pass a medical test prior to or immediately after being appointed to the Fire Department or as requested by the Fire Chief thereafter.
  15. The Chief and all members may inspect all public buildings (motels, hotels, schools, churches, apartment buildings, health centers, institutions, stores and factories and all municipal buildings) annually to familiarize themselves with the building layout.
  16. All officers shall familiarize themselves with the town layout and all premises outlined in Section 15 including floor plans of buildings where available, and this information shall be given to all members.
  17. Where any member other than an Officer is directed to act in the capacity of an Officer, his orders shall be obeyed in all cases with the same promptness as is given to the Officer regularly holding the rank.
  18. The first member arriving at a fire shall exercise command and control until a senior officer arrives to assume control.
  19. No member shall leave the fire grounds unless permission is granted by the Officer in charge.
  20. No member shall, during the course of his duties, be under the influence of intoxicants or drugs, whether caused by medical prescription or otherwise. Any member found in contravention of this section shall be subject to immediate dismissal.
  21. A member shall immediately report, to the Officer in charge, any accident or injury to himself or his equipment, whether the same be slight or serious (and complete a WCHSB workers report of injury and provide it to the Fire Chief or the CAO of the Village of Mayo.)

22. Only members of the Department that possess a valid Class 3 (or Class 1 and 2) will be allowed to drive the Fire trucks. Drivers must have an air brake endorsement on their license if they drive a Municipal vehicle equipped with air brakes. Fire Department members shall obtain a Class 3 Drivers License within six months of joining the Fire Department.
23. Every driver of any equipment of the Department shall strictly adhere to all existing traffic regulations in accordance with the Motor Vehicles Act as well as any existing Village of Mayo bylaws and policies.
24. A member answering an alarm with his own vehicle shall not park within 100 feet of any fire fighting apparatus.
25. All Fire Department equipment and apparatus shall be kept in a state of readiness at all times.
26. The Officer in charge of a fire may turn the premises over to the owner, occupant or R.C.M.P. Officer after the fire has been extinguished. If necessary, a member shall be left at the scene until an R.C.M.P. Officer arrives.
27. The Officer in charge of a fire shall inquire into the cause of the fire and ascertain the location, description of the building, the owner, occupant, the nature of the occupancy, the estimated fire loss to the building and contents, and where possible the names of agents or companies carrying insurance and any other relevant information. If the cause of the fire cannot be determined by the Officer, a preliminary investigation shall be conducted by the officer and notification given to the Yukon Fire Marshall.
28. In the event of a fire on premises where additional fire protection systems are installed, the Officer in charge of the fire shall note on the fire record whether or not such fire protection systems were used. If the systems were found unserviceable or unapproved, reports giving the full particulars shall be forwarded to the Yukon Fire Marshall and Council.
29. Where there is suspicion of arson, the Officer in charge of the fire shall order the fire department members to refrain from disturbing materials at the scene of the fire so far as possible, to leave conditions as found and to avoid the handling of materials, equipment, furniture and accessories to prevent the destruction of any evidence. In such cases the excessive use of water should be guarded against in an attempt to preserve all possible evidence. All members shall refrain from discussing the fire and any attending circumstances with anyone not connected with the Department. The Officer in charge in such cases shall immediately give all the information to an R.C.M.P Officer and notify the Yukon Fire Marshall.

30. Every member shall familiarize himself with all Acts, Regulations, by-laws and policies pertaining to the Department.
31. Each piece of equipment or apparatus of the Department shall have an inventory check sheet listing any and all accessories that are part of the equipment. Each piece of equipment or apparatus of the Department shall have an identification tag, which will be issued by the Village. The inventory shall be done prior to December 31 of any year and handed to the Chief Administrative Officer or the Clerk of the Village.
32. Responding to alarms outside the Municipal Boundaries:
  - (1) Members shall respond to an alarm outside municipal boundaries with the YTG Fire Truck.
  - (2) The Village Fire Truck shall not leave the Village boundaries, except by an agreement with Council, or at the Fire Chief's discretion.
  - (3) In the case of the Department responding to both a fire call inside the municipal boundary and outside the municipal boundary, the Village fire truck will remain in the Village boundaries, and the YTG Fire Truck shall be dispatched to the call outside the municipal boundary.
  - (4) No alarm will be responded to outside a five-kilometer radius of the Municipal Boundary except at the discretion of the Fire Chief, or the most senior person in charge at the incident.
33. Council may enter into an agreement with the Federal Government, Yukon Territorial Government, and the First Nation of Na-Cho Nyak Dun for mutual aid in cases of severe fire or emergency. A copy of such agreement shall be posted at the Fire Station.
34. The Mayo Volunteer Fire Department By-Law No. 301 is hereby repealed.
35. This By-Law shall come into full force and effect upon the final reading thereof.

Read a first and second time this 20 day of November 2024

Read a third and final time this 4 day of December 2024

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Mayor

  
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Chief Administrative Officer

**Appendix A to the Village of Mayo By-Law No. 365  
The Mayo Volunteer Fire Department By-Law**

**Rates of pay shall be as follows:**

<b>Fire Chief</b>	<b>\$300.00</b> per month for looking after equipment and facilities and running fire practices, in addition to the remuneration for responding to fire calls/ false alarms and attending practice and training sessions.
<b>Deputy Fire Chief</b>	<b>\$250.00</b> per month for looking after equipment and facilities and running fire practices, in addition to the remuneration for responding to fire calls/ false alarms and attending practice and training sessions.
<b>Training Officer</b>	<b>\$200.00</b> per month for looking after equipment and facilities and running fire practices, in addition to the remuneration for responding to fire calls/ false alarms and attending practice and training sessions.
<b>Fire Callout</b>	<b>\$31.00</b> per hour for response to an alarm for each hour spent at a fire and for cleaning equipment afterwards.
<b>Fire Practice</b>	<b>\$31.00</b> per practice for members attending practice sessions up to a maximum of two practices per month.
<b>Training Courses</b>	<b>\$31.00</b> per hour for training courses attended.
<b>False Alarm</b>	<b>\$31.00</b> per false alarm a member responded to.

**Note: new rates in effect as of December 5, 2024**

**Appendix B to the Village of Mayo By-Law No. 365  
The Mayo Volunteer Fire Department By-Law**

**FIRE PRACTICE INCENTIVES**

**MONTHLY INCENTIVE: \$100.00 Cheque**

**QUALIFICATIONS:**

- every regular member who has a Class 3 (or Class 1 or 2) Driver's License and has provided a medical certificate and has attended at least one practice per month is eligible for the monthly incentive draw,
- the Fire Chief and Deputy Chiefs are excluded from the monthly incentive draw
- Village Council makes the draw at the first Council meeting of each month

**ANNUAL INCENTIVE: Return full economy airfare for one person from Whitehorse to Vancouver, or the cash equivalent**

**QUALIFICATIONS:**

- all regular volunteer firefighters, including the Chief and Deputy Chiefs are eligible, AND
- at the end of the year, the cumulative attendance must average at least 50% of the total attendance possible, AND
- each member must be in good standing, as per stipulation outlined in by-law 365, AND
- each member must have provided a medical certificate and a Class 3 (or Class 1 or 2) Driver's License, to be included in the Fire Practice Incentive annual draw, AND
- the winning name is drawn yearly, at the Annual Fireman's Ball (at the beginning of December) AND
- the time period for each draw is to include November 1<sup>st</sup> of the previous year to October 31<sup>st</sup> of the current year.