

	<h1 style="color: red; margin: 0;">POLICY</h1>	<b>Department:</b> Salisbury Fire Department
	<h2 style="margin: 0;">SFR HONORARIUM POLICY</h2>	
<b>Effective Date:</b> October 16, 2024		<b>Last Reviewed Date:</b> September 19, 2024

## 1. PURPOSE STATEMENT

The purpose of this policy is to provide the framework and guidelines for consistent application of honorarium payments to individuals who volunteer to serve on Salisbury Fire Rescue, based on a percentage-based approach that can account for different honorarium budgets year-over-year.

The volunteer firefighters play a crucial role in the community and the municipality recognizes the importance of these volunteers as they as they play an important part in the safety and well-being of the community.

## 2. APPLICATION

This Policy applies to all volunteer Members of Salisbury Fire Rescue and does not apply to Town employees. These honorariums are distributed based on annual budget approved by council, pursuant to the terms of this Policy.

## 3. DEFINITIONS

- **“Chief”** means Salisbury Fire Rescue (“SFR”) active Chief or delegate, as appointed by Council;
- **“Chief Administrative Officer”** means the head of the municipal administration. The individual is the only employee who reports directly to Council (“CAO”);
- **“Extra Responsibilities”** means certain tasks, roles, or responsibilities that may be assigned to Members throughout the year, including but not limited to: truck/vehicle maintenance, truck selection committees, training committees, or other roles within the Department, assigned and deemed to be extra responsibilities for the purposes of this Policy, at the discretion of the Chief;
- **“Firefighter”** refers to the individual serving SFR at any rank;

- **“Honorarium”** refers to ex-gratia payment made to a person for services provided in a volunteer capacity to recognize and acknowledge the contribution of gratuitous services to the Salisbury Fire Rescue and the Town of Salisbury;
- **“Member”** means an individual who serves in a capacity with Salisbury Fire Rescue, including but not necessarily limited to active Firefighters on the Department (e.g.: Chaplain);
- **“SFR”** means Salisbury Fire Rescue.

## 4. ANNUAL HONORAIUM DISTRIBUTION

The honorarium is calculated on an annual basis using two components:

1. A percentage amount of the approved annual honorarium budget is distributed to Firefighters based on rank and responsibilities. These percentage amounts are identified in Section 5 of this Policy. Certain Firefighters or Members serving with the Department may have an honorarium limited to the role-based premium and shall not receive an attendance-based honorarium (ie: Chief).
2. The remaining annual honorarium budget is divided based on a point system. Points are calculated based on dispatched calls and training for the calendar year, as of October 31. Points are calculated as follows:
  - Each call responded is worth one (1) point.
  - Each training session attended is worth four (4) points.

The total amount of points accrued by all Firefighters is the total amount of points for the Department. The remaining honorarium budget is then distributed with the same distribution percentage as individual Firefighter points in relation to the points of all Firefighters.

- Example:
  - \$10,000 is the remaining honorarium amount, after rank-based premiums are distributed.
  - The total amount of points of all Firefighters in a year is 1000. An individual Firefighter has 50 points.
  - The individual Firefighter would get 5% (50/1000) of the remaining honorarium budget, being \$500.

## 5. Role-Based Premiums

The Honorariums for role-based premiums are distributed as follows:

Rank	Eligible for Points System in Addition to Role-Based Premium	Percentage Amount of Annual Honorarium Budget
Chief/Deputy Chief	NO	10.0%
Captain	YES	2.5%
Lieutenant	YES	2.5%
Chaplain	YES	1.0%
Retired Officer	YES	1.0%
Firefighter	YES	0.0%
Extra Responsibilities	NO	0.5%

The total percentage for role-based premiums noted above are distributed as-noted above to each Member with those roles. For example, if there are four (4) captains, 10% of the honorarium budget is distributed to Captains (4 x 2.5%).

In the event of appointments mid-year, the responsibilities are considered to have occurred as of the start of the year and are not prorated.

Extra responsibility percentage honorariums are provided per-responsibility as assigned by the Chief. For example, if a Member is on two committees, they receive 1% (0.5% per extra responsibility) for this contribution.

## 6. ROLES & RESPONSIBILITIES

The policy requires the commitment of all stakeholders. The roles and responsibilities of the Council, municipal staff, and Salisbury Fire Rescue related to the Honorarium Policy are described below:

### **Municipal Council**

- Council approves the honorarium budget on an annual basis during budget deliberations.

### **Chief Administrative Officer**

- The CAO resolves any questions and/or disputes related to the distribution/allocation of the annual honorarium, at the request of the Chief.

**Fire Chief**

- Calculates the honorarium amount for each firefighter, based on the terms of this Policy.
- Provides honorariums to Clerk/Treasurer and CAO for approval and disbursement.

**Clerk/Treasurer**

- Deposits honorarium by December 15 of each calendar year.
- Processes electronic T4s by the last day of February following the calendar year to which the information return applies, pursuant to Canada Revenue Agency requirements.

**Firefighters**

- Read, understand, and respect this policy.
- Provide any updated banking information to the Clerk/Treasurer for proper processing of the Honorariums.