

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NUMBER 2016-58

**"BEING A BY-LAW TO ADOPT A HONOURARIUM AND
REIMBURSEMENT POLICY FOR THE
EDWARDSBURGH/CARDINAL VOLUNTEER FIRE
DEPARTMENT"**

WHEREAS Section 2 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, requires municipalities to establish a fire department; and

WHEREAS Municipal Council deems it desirable to adopt the Firefighter Honourarium and Reimbursement Policy as previously approved under Council resolution R2013-032 and amended on Schedule "A" attached hereto;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Honourarium and Reimbursement Policy is hereby adopted in the form of Schedule "A".
2. That the Honourarium and Reimbursement Policy attached hereto as Schedule "A" shall form part of this by-law.
3. This by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 24th day of May, 2016.

Read a third and final time, passed, signed and sealed in open Council this 22nd day of August, 2016.

Mayor

D. Clerk

Schedule “A” Honorarium and Reimbursement Policy

Purpose:

To formalize an honorarium and reimbursement policy for the Edwardsburgh Cardinal Fire Department (ECFD).

Scope:

This applies to all Edwardsburgh Cardinal Fire Department Personnel who receive annual honorariums.

Procedure:

- The hour-based honorarium will be calculated by taking the total number of hours divided by the lump sum annual allotment minus the officer reimbursement. The lump sum honorarium shall be adjusted on an annual basis to reflect the same economic increase received by non-unionized employees of the Township.
- The Fire Chief shall review and approve all hours prior to submitting for recording and entry.
- The Fire Chief, in consultation with the appropriate Deputy Chief, shall discuss any honorarium anomalies.
- Officers of the Fire Department may receive reimbursement based on the percentage / performance based formula in tables 2 and 3 at the discretion of the Chief.
- The honorarium shall be processed and paid out on an annual basis. The normal payment period spans from December 1st to November 30th of the following year. All other reimbursements or expenses shall be paid out in a timely manner. If a member resigns, retires, or is terminated, she/he shall have their honorarium paid out at end of normal pay period, provided all Fire Department property in their possession has been returned and member has met the minimum hour total.
- Department members are encouraged to complete and submit to the Fire Chief, monthly tracking sheets for all activities participated in regardless of whether the activity is an honorarium or non-honorarium activity.
- When a department member attends an approved out of town event, course, or seminar, all efforts shall be made to provide an ECFD vehicle for their use. If a department vehicle is

unavailable, the department member shall be compensated for use of his or her personal vehicle mileage based on township approved rates.

- When the Fire Chief approves a department member to participate in an event, course, or seminar that is outside the Township where an overnight stay is required and where accommodations and meals are not provided as part of the event, those expenses will be paid based on approved township rates so long as receipts are produced.
- When attending an external course, seminar or training session approved by the Chief, the member will receive either hours of instructional time or the lump sum training allowance in Table 1.
- If a department member is required to attend court as the result of fire department activities, the member will receive reimbursement according to Table 1. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement.
- If a department member is required to attend court as the result of fire department activities, and if, as a result will lose pay from their regular employment, they will be reimbursed at their regular employment hourly rate provided a letter from their employer stating their hourly rate and the number of hours they were not paid. In addition, all meal and parking expenses may be submitted to the Chief for approval and reimbursement.

Emergency Responses

- For emergency responses under one hour, the responding member shall receive a minimum of one hour regardless of the time spent at the incident.
- For emergency responses over one (1) hour, the responding member shall receive honorarium in increments of 30 minutes, rounded to the closest 30-minute period.
- For honorarium purposes, a new incident shall only be initiated once all responding vehicles from the station have returned to station. In some circumstances, and at the discretion of the Fire Chief in consultation with the Officers, a new call may be initiated before all vehicles have been returned and are in service. (ex. vehicle(s) remaining for fire watch)
- ECFD shall attempt to provide nourishment when members are required to work longer than four (4) hours continuously.
- The provision of nourishment does not apply to scheduled activities such as training sessions, public education events, etc.

Regular Activities

- For regular in-house activities including; training, recruit training, vehicle/equipment and building maintenance, personnel shall receive honorarium hours for time all spent.

- If department members are required to respond to an incident during a training session, the additional one-hour minimum response honorarium will not apply.
- Personnel who prepare, develop and deliver in-house training shall submit their preparatory hours, on a monthly basis, to the Fire Chief for reimbursement consideration.

Fire Inspection Activities

- Personnel who perform approved fire inspections shall submit their time spent hours, on a monthly basis, to the Fire Chief for reimbursement consideration.

Fire Chief Assigned Activities

- Personnel who are assigned specific tasks by the Fire Chief are to submit time spent for reimbursement consideration.

Table 1

| <i>Description</i> | <i>Honorarium</i> | <i>Flat Rate value</i> |
|--|--------------------------|---|
| Emergency Response | 1 hour minimum then | N/A |
| | 30 minute intervals | N/A |
| In House Activities | Hours spent | N/A |
| Online Training | 1 hour per course | N/A |
| * Extra Training | Hours spent | N/A |
| **Special Training | N/A | \$75 per ½ day; \$150 per full day |
| Training Instruction | Hours spent | Maximum of \$1000/year |
| Fire Inspection/Prevention | Hours spent | Maximum of \$1000/year |
| Fire Chief Assigned Activities | Hours spent | Maximum of \$1000/year |
| Court Appearance | N/A | \$75 per ½ day; \$150 per full day or lost wages |
| Association Meetings (Mutual Aid, EOFA, etc.) | Hours Spent | N/A |
| In-house Association Meeting | Hours Spent | N/A |
| Minimum hours to receive honorarium (#) | 50 | N/A |
| Deduction for not regularly participating in department activities (public education, parades, etc.) (#) | 20 | N/A |

Online Training will only qualify for honorarium if approved by the Chief and successfully completed on time.

***Extra Training** is defined as training that is open to the entire department that is not “In house activities”. Examples include; extrication training on a Saturday or training seminars hosted by neighbouring departments.

**** Special Training** is defined as training that is not available to the entire department. Examples include Ontario Fire College Courses and other specialized training.

(#) - At the discretion of the Chief.

Officer Reimbursement

Deputy Chief

Table 2 max \$3000.00

| | |
|-----|---|
| 10% | Attendance (attends minimum of 50% of; training, calls, Officer meetings and truck/equipment maintenance) |
| 20% | Training Program – identify needs, develop program, assign facilitators, ensure personnel at respective station stay up to date |
| 25% | Station Operation – submit monthly; attendance, call reports, receipts, training records, etc. |
| 10% | L&G Chiefs Meeting – Attend minimum of 2 L&G Chiefs meetings per year |
| 25% | Professional Development – 5% per day to a max of 25% |
| 10% | Public Events – public education, parades etc. Minimum of 2 |

Captain

Table 3 max \$1200.00

| | |
|-----|---|
| 10% | Attendance (attends minimum of 50% of; training, calls, Officer meetings and truck/equipment maintenance) |
| 35% | Training – develop and deliver training as assigned |
| 20% | Preplan – prepare and present 1 preplan as assigned |
| 25% | Professional Development – 5% per day to a max of 25% |
| 10% | Public Events – public education, parades etc. Minimum of 2 |