



## **Policies & Procedures Manual**

### **Policy No.7.7 (BP-Britannia Beach VFD Recruitment & Retention Fund)**

#### **Britannia Beach VFD Recruitment & Retention Fund**

### **Purpose**

The intent of this policy is to establish:

- a) a recruitment and retention fund (the "Fund") for the Britannia Beach Volunteer Fire Department of the Howe Sound East Fire Protection Service (the "Department"), as an alternative to providing a "pay per call" remuneration structure; and
- b) guidelines and procedures for the operation of the Fund and related remuneration policies.

### **Background**

The Department became a Regional Fire Department of the SLRD under the Howe Sound East Fire Protection Service with the adoption of SLRD Fire Protection Services Regulation Bylaw No. 1110, 2008. Administration and operation of the Department's budget is conducted through the financial and administrative staff of the SLRD in conjunction with the Fire Chief, using a Purchase Order system.

Remuneration for the Department has been based in the past upon the number of members attending practice nights and event call-outs, with the funds being subsequently allocated by the Department to recruitment and retention initiatives. In recognition of actual practice, the SLRD and the Department have elected to formalize the Fund as an alternative to a pay per call remuneration structure.

### **Policy**

1. The Department shall continue to keep records of its members who attend practices and event call-outs, but will no longer submit such records for the purposes of remuneration by the SLRD and the SLRD shall no longer pay such remuneration to the Department.
2. The SLRD shall establish the Fund within the current year budget of the Department in an amount comparable to the annual cost of a pay per call remuneration structure based upon the approximate total allocated for practices and call-outs in the previous calendar year. For the 2014 budget, the amount has been set at \$25,000.
3. The objective of the Fund shall be to provide recognition for the Department and the fostering of team building, pride of work, professionalism, community spirit, recruitment and retention of dedicated, well-trained volunteer fire fighters.

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4. The Fund shall be administered by the Fire Chief of the Department on behalf of the Britannia Beach Volunteer Firefighters Association, a non-profit society duly registered under the laws of the Province of BC with membership comprised of the members of the Department (the "Society"). The Society shall establish a bank account in its own name into which the Fund shall be paid.

5. Any other monies fundraised by the Department or received by the Department or the SLRD, outside of the budget for the Department, on account of the use of Department assets or services performed by the Department, shall be paid into the Fund and governed by the terms of this policy.

6. Notwithstanding section 5, where third parties such as, but not limited to, festival organizers or movie production companies, provide funds to the SLRD for the use of Department services or assets, Department members who contribute their time on behalf of the related event may elect, in advance and in writing, to receive remuneration in accordance with the pay scales established by the SLRD under Schedule "A" and:

- a) participating members must submit the requisite Canada Revenue Agency forms to the SLRD Finance Department, which will determine the appropriate withholding and filing obligations prior to processing net pay upon confirmation by the Fire Chief of the hours worked by the member;
- b) the Fire Chief will calculate the proportionate share attributable to any Department assets in accordance with charge-out schedules for such assets as may be established from time to time in accordance with the current Inter-Agency Working Group Report Reimbursement Rates attached hereto as Schedule "B" and forming a part of this policy;
- c) the SLRD Finance Department will allocate monies received on account of the use of Department assets to the Department's capital works and equipment reserve budget, less a 5% administration fee for the foregoing services based upon the total amount received from the third party. The administration fee shall only be payable in the event of one or more Department members electing to receive remuneration in accordance with the foregoing requirements.

7. For clarity, and subject to section 8, section 6 of this policy does not apply to funds received from the BC Wildfire Management Branch, BC Parks or Emergency Management BC on account of compensation for Department responses to events which fall under the respective policies of those Provincial agencies. Any funds received from these Provincial agencies on account of Department responses to qualifying events shall be deposited to the Department's capital works and equipment reserve budget.

8. In the case of a major fire incident or event such as, but not limited to, a wildland fire, wherein members of the Department are required to be on duty for an extended period of time resulting in loss of income from their normal employment activities:

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- a) the Fire Chief, in consultation with the CAO, may deem the event to be a "Major Incident" and in such a case, affected members of the Department may apply, in writing, for remuneration and follow the procedure in section 6 (a) of this policy;
- b) where there is an external source of funding for the Major Incident, the procedures in sections 6 (b) and (c) shall apply; and
- c) where there is no external source of funding for the Major Incident, payment shall be made from the operating budget of the Department and in accordance with section 5 of Schedule "A" attached hereto and forming part of this policy.

9. Legal title to assets used in the operation of the Department which are obtained by the Society through its own fundraising efforts or grant applications, shall be transferred to, or otherwise deemed to be owned by, the SLRD. All capital assets, or improvements thereto, are and must continue to be held by the SLRD. Legal title to non-operational and non-capital assets obtained by the Society through their own efforts may be retained by the Society.

10. Nothing herein authorizes the Society to contract on behalf of or bind the SLRD, including with respect to the use of SLRD services or assets.

11. It shall be an explicit requirement of the administration of the Fund that no financial remuneration shall pass from the Fund to the members of the Department, either directly or indirectly through the Society and the Society's constitution and bylaws shall prohibit any such financial remuneration.

12. The Society shall provide the SLRD with a copy of its constitution and incorporating bylaws and shall immediately notify the SLRD of any changes to the constitution and bylaws. The Society shall provide the SLRD with a copy of its annual filings with the BC Corporate Registry.

13. Eligible expenditures under the Fund shall include, but shall not necessarily be limited to, the following:

- a) Off duty disability insurance for members, who may elect to add family benefits at their own expense;
- b) Jackets, ball caps and other informal apparel containing identification of the Department;
- c) Improvements to the Fire Hall which are not primarily of an operational nature;
- d) Amenities within the Fire Hall not primarily of an operational nature, such as workout equipment or audio visual equipment;
- e) Community events including:
  - i) Easter Egg hunt for community children;
  - ii) Fireworks and hot chocolate;
  - iii) Christmas with Santa, including presents for community children;
  - iv) Summer barbecue;

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- v) Social events for the Department members and their spouses;
- vi) Social events for the community at large, including the Fireman's Ball;
- f) Recognition for achieving attendance targets set by the Fire Chief, with such non-financial rewards intended to foster team building and other values of the Department as determined by the Fire Chief;
- g) An annual scholarship for a community youth attending a post-secondary institution;
- h) Support of youth sports in the community;
- i) Recruiting events;
- j) Courses and seminars not specific to fire fighting, but which provide useful skills (e.g.: diesel mechanic courses, leadership training, basic accounting, computer software skills, etc.);
- k) Benevolent support for a Department member in the event of a serious illness affecting the member or their immediate family; and
- l) Such other means, as determined by the Fire Chief, of providing recognition for members of the Department in order to foster team building, pride of work, professionalism, community spirit, recruitment and retention of dedicated, well-trained volunteer fire fighters.

14. By the end of January of each year, the Fire Chief shall provide a report to the SLRD Board outlining the works performed and accounting for all monies received and all expenditures under the Fund for the prior year. Annual renewal of the Fund through the Financial Plan, including the considerations in section 2 of this policy regarding the amount of the Fund for the ensuing year, shall be at the sole discretion of the Board.

15. This policy shall be reviewed annually until such time as the Board amends the review intervals or rescinds the policy.

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## **Schedule “A”**

### **Rates for Personnel and Apparatus-Equipment**

1. The base calculation in section 2 of this policy shall be as follows:  
“# of events in prior year x \$20.50 per event x # of fire fighters attending”  
wherein 2 hours shall be allocated for each event and an “event” shall be defined as:  
“a regular practice/training night, other practice/training exercises or courses, an officers’ meeting or a dispatched call-out”
2. The calculation in section 6 of this policy shall be in accordance with Schedule “B” attached hereto. Rates for the use of SLRD assets not covered by Schedule “B”, including but not limited to the fire hall premises at Britannia Beach, shall be negotiated on a case by case basis taking into account the nature of the request, the potential impacts on the Department and the property owners served by the Department, and any other factors relevant in the circumstances.
3. The calculation in section 7 of this policy shall be in accordance with the current rates of the applicable Provincial agency. Where no such rates apply in the circumstances, the calculation shall be in accordance with Schedule “B”.
4. The calculation in section 8 (b) of this policy shall be in accordance with the current rates of the applicable Provincial agency. Where no such rates apply in the circumstances, the calculation shall be in accordance with Schedule “B”.
5. The calculation in section 8 (c) of this policy shall be as follows:  
“# of qualifying hours x \$10.25 per hour, less any Canada Revenue Agency withholding requirements”

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**Schedule “B”**  
**Rates for Personnel and Apparatus-Equipment**

**Inter-Agency Working Group Report**  
**Current Reimbursement Rates**

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