
SATURNA ISLAND FIRE PROTECTION SOCIETY

POLICY #17 FIRE DEPARTMENT VOLUNTEER COMPENSATION

Approved: November 10, 2023

Amended: May 25, 2026

Preamble

The Board of Directors approved this policy to clarify one of the Society’s financial commitments to support and secure the ongoing recruitment and retention of Fire Department volunteers. It is anticipated that any annualized income, as defined in this policy, will generally be sufficient to offset the potential for lost wages that may result when a volunteer responds to emergency dispatch calls on their normal workdays.

Policy

1. All fire department volunteers who meet a minimum threshold of 100 hours (the “Eligibility Requirement”) in the previous year shall be eligible to be compensated under this policy. See Appendix A attached.
2. The following compensation rates shall apply:
 - a) Firefighters and Lieutenant(s) \$20.00 per hour
 - b) Captains and the Communications Officer \$22.50 per hour
 - c) Fire Chief and Deputy Fire Chief \$25.00 per hour.
3. The compensation year shall be divided into twelve (12) monthly pay periods (“Pay Period”) based on calendar months with each Pay Period ending on the last day of that calendar month.
4. Fire Department volunteers may opt to decline receiving the compensation described in this policy by providing notice in writing of their decision to the Fire Chief.
5. The Fire Chief (or designate) shall maintain a duty roster of volunteers who have met the Eligibility Requirements and those named shall receive compensation when responding to duty pagers (unless the volunteer has declined receiving compensation).
6. Volunteers shall be paid a minimum of one (1) hour if they have responded to either fire hall, or if they have responded directly to a non-fire emergency scene and performed relevant duties at the scene.
7. The monitoring clock begins when the pager goes off (the “Pager Time”). Volunteers shall be paid from the Pager Time until they have completed all necessary duties pertaining to the call and they leave the fire hall.
8. If a volunteer responds in a delayed manner (i.e. more than 0.5 hours after the Pager Time), their compensation hours clock shall begin when their duties commence either

at a fire hall or at an emergency scene.

9. Paid hours for any given call will be rounded up to the nearest half hour interval.
10. All compensation paid is considered taxable income by the Canada Revenue Agency (CRA) unless certain taxable income exemption options apply.
11. SIFPS has engaged a third-party payroll processor to administer the payroll. The payroll provider will receive instructions from the Bookkeeper, withhold statutory source deductions and remit same to the CRA, and process net pay by direct debit to volunteers' bank accounts.

Process

1. All fire department volunteers who meet the Eligibility Requirements shall complete and sign federal and provincial TD1 forms before any compensation is paid. Completed TD1 forms information will be used by the payroll processor to calculate any source deduction obligations, as required by the CRA.
2. All fire department volunteers who meet the Eligibility Requirements shall complete an Employee Enrollment Form and provide a VOID cheque before any compensation is paid.
3. The Fire Chief (or designate) shall maintain a monthly duty roster of eligible fire department volunteers and a record of the number of qualifying hours to be paid in that Pay Period.
4. The monthly duty roster shall be approved by the Fire Chief (or designate) and submitted to the Bookkeeper (plus a copy to the Treasurer) within two (2) days following each calendar month end.
5. Based on the approved duty roster information and hours, the Bookkeeper shall complete and submit Payroll Worksheets promptly to the third-party payroll processor.
6. The payroll process shall be completed on or before five (5) days following the Pay Period and:
 - a) pay stubs shall be emailed to each fire department volunteer who earned compensation in each Pay Period.
 - b) Net pay amounts due shall be direct deposited to the fire department volunteer's designated bank account within ten (10) days of the Pay Period end. Volunteers receiving compensation in a Pay Period will receive a pay stub via email.
7. The third-party payroll processor shall be responsible for remitting tax withholding amounts directly to the CRA.
8. All fire department volunteers who receive compensation under this policy in a calendar year will be issued a T4 within sixty (60) days of the end of the respective calendar year.
9. The Fire Chief shall promptly advise the Bookkeeper and Treasurer when a Fire Department volunteer no longer meets the Eligibility Requirement.

This policy may be amended or withdrawn at any time by the Society's board of directors.

APPENDIX A

Saturna Fire Rescue (SFR)

1. A probationary period of one calendar year shall be required during which new volunteers can begin accumulating hours to satisfy the Eligibility Requirements.
2. A volunteer is required to accumulate and maintain at least 100 eligible hours in the prior twelve-month period measured on a rolling four-quarter annual total basis.
3. Eligible hours include hours of physical attendance at the following example activities:
 - a) Tuesday evening firefighter practices (including rope rescue and apparatus checks)
 - b) Incident call outs (including any stand down calls)
 - c) Recognized training courses and seminars as approved by the Fire Chief
 - d) Working at Firefighter Association functions are assigned a pro-rated 50% of actual worked time counting towards the 100 eligible hours requirement.
 - e) Extra duty hours specified by the Fire Chief associated with fire department or Saturna Island Rescue vehicles, equipment, or the two emergency service buildings.