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# SATURNA ISLAND FIRE PROTECTION SOCIETY

## **POLICY #18 SATURNA ISLAND RESCUE (SIR) VOLUNTEER COMPENSATION**

Approved: May 1, 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 SIR 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 SIR volunteers who have either a First Responder or Emergency Medical Responder license issued by EMALB (the "Eligibility Requirement") shall be eligible to be compensated for their time on shift and/or time attending dispatch calls.
2. SIR volunteers who meet the Eligibility Requirement shall be paid \$1.00 per hour for each complete hour they volunteer to be on shift.
3. Two SIR volunteers who each meet the Eligibility Requirement shall each be paid \$20.00 per hour when dispatched on a 911 call. In certain circumstances (such as supporting a newly licensed volunteer), and at the discretion of the SIR Chief, a third volunteer attending the same 911 call may be paid the same rate.
4. 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 the calendar month.
5. SIR volunteers may opt to decline receiving the compensation described in this policy by providing notice in writing of their decision to the SIR Chief.
6. All compensation paid is considered taxable income by the Canada Revenue Agency (CRA) unless certain taxable income exemption options apply.
7. 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 SIR volunteers who meet the Eligibility Requirements must 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 SIR volunteers who meet the Eligibility Requirements shall complete an Employee Enrollment Form and provide a VOID cheque before any compensation is paid.
3. The SIR Chief (or designate) shall maintain a monthly on-shift timesheet and a monthly call dispatch log for eligible SIR volunteers which shall form the basis of all amounts to be paid in a given Pay Period.
4. The monthly on-shift timesheet and call dispatch log shall be approved by the SIR Chief 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 timesheet and call dispatch log information and recorded 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 day five (5) following the Pay Period and:
  - a) pay stubs shall be emailed to each SIR volunteer who earned compensation in each Pay Period.
  - b) Net pay amounts due shall be direct deposited to the SIR 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 SIR 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 SIR Chief shall promptly advise the Bookkeeper and Treasurer when any SIR volunteer no longer meets the Eligibility Requirement.

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