



Bible Hill Fire & Emergency Honoraria Policy

Approved: 2025-07-15

Motioned by Commissioner Shea

"I move that Village of Bible Hill adopt the Bible Hill Fire & Emergency Honoraria Policy as amended."

Seconded by Commissioner Van Kroonenburg

Motion carried

Purpose

1. To establish qualifying criteria for ex gratia payment of honoraria to volunteer Bible Hill Fire & Emergency (BHFE) members.

Definitions

2. In this policy,
 - a. "honorarium" (plural "honoraria") means a voluntary payment made to a BHFE member, who is not a Village of Bible Hill employee, in recognition of the individual's commitment to their role in providing volunteer emergency services for the community.
 - b. "leadership rate" means an amount of money available based on an executive position.
 - c. "member" means a person formally recognized as a volunteer of BHFE in good standing.
 - d. "participation rate" means an amount of money available based on level of involvement.
 - e. "weekend duty rate" means an amount of money available based on assigned and completed weekend duties by a member.

Terms of Policy

Funding

3. The Village may annually budget or otherwise resolve to define one or more allocations of funding for honoraria which may be paid using the following approach:

Position	Leadership rate	Weekend duty rate	Participation rate	Graduating rate	Payment frequency
Fire Chief	Eligible	-	-	-	Monthly
Deputy Fire Chief	Eligible	Eligible	Eligible	-	Annually
Captain	Eligible	Eligible	Eligible	-	Annually
Lieutenant	Eligible	Eligible	Eligible	-	Annually
Secretary	Eligible	Eligible	Eligible	-	Annually
Steward	Eligible	Eligible	Eligible	-	Annually
Junior member	-	-	-	Eligible	Once
All other	-	Eligible	Eligible	-	Annually

Consideration

4. The Fire Chief may annually submit to the Clerk and Treasurer a summary of active operational members eligible for an honorarium payment(s) under this policy. The

summary must include a member's name, position, mailing address, social insurance number, and sufficient detail to confirm the member's eligibility. For processing purposes, the completed summary should be submitted during the month of January.

Leadership rate eligibility

5. A member who, during the previous calendar year, served in an executive position is recognized as eligible for a leadership honorarium. Leadership rates shall be pro-rated based on the length of time served during the year.

Weekend duty rate eligibility

6. A member, other than the Fire Chief, who, during the previous calendar year, has been assigned and completes weekend duties meeting the requirements of the commitment shall be allocated \$50 per weekend.

Participation rate eligibility

7. A member, other than the Fire Chief, who, during the previous calendar year, meets or exceeds the following participation criteria is recognized as an active operational member of the volunteer fire service for purposes of this policy:
 - a. Attendance at no less than 30% of all regular and special meetings of BHFE, as determined by duly approved meeting minutes;
 - b. Attendance at no less than 30% of all regular and special training sessions, as determined by training records; and
 - c. Response to no less than 30% of all emergency calls, as determined by call records.
8. A member who does not qualify as an active operational member shall not be considered for a participation rate honorarium payment.
9. When a member resigns during the year, the requirements of section 7 shall be applied against the member's term of service during the year, rather than the calendar year, and any eligible payment will be prorated accordingly.

Participation rate formula

10. Active operational members shall be allocated points for participation in section 7 criteria such that one point is allocated per member for each four-hour period of

participation, with a maximum of two points per member per day. Points shall be weighted as follows:

- a. Meetings under 5(a) – 15%
- b. Trainings under 5(b) – 100%
- c. Emergency calls under 5(c) – 50%

Graduating rate eligibility

11. A member who, during their final year as a junior member, meets or exceeds the following criteria is recognized as eligible for a \$1,000 bursary payment, intended for use in paying the costs associated with post-secondary education, to be cost-shared equally by the Village and BHFE:
 - a. The requirements of section 7;
 - b. Completed a minimum of 1 year of service with BHFE and 'Level 1 firefighter competency training'; and
 - c. Provides proof of acceptance at a recognized post-secondary educational institution.
12. Notwithstanding the criteria set out in section 11, a member who, during their final year as a junior member, met the criteria of 11(a) and 11(b) but not of 11(c), may submit the requirements of 11(c) no later than December 31 three years following their final year as a junior member and be recognized as eligible for payment.

Payment

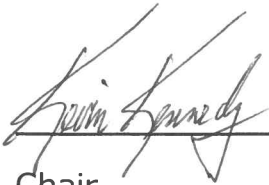
13. Out of the funding allocation Commissioners make available to active operational members, the amounts which may be paid as leadership and weekend duty rates shall be first priority for the use of funds. The remaining funding shall be divided by the total number of points earned by all active operational members, which will determine the value of each point for that calendar year.
14. The participation rate which may be paid for each active operational member shall be determined by multiplying the value of each point by the total number of points allocated to each member, plus a member's weekend duty allocation, up to a maximum of \$1,500.00. Leadership rates paid may result in this stated maximum being exceeded.
15. Payments of the graduating rate to junior member(s) and the leadership rate to the Fire Chief are independent of the methodologies previously described.

Policy Document Attestation

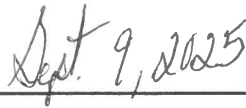
Date of Notice to Village Commission of intent to consider: 2025-07-15

Date of adoption of policy: 2025-07-15

I certify that this policy was adopted by Village Commission as documented above:



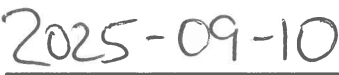
Chair



Date



Clerk and Treasurer



Date