



**PURPOSE:**

Honorariums are monetary disbursements distributed annually to active volunteers in the Conception Bay South Fire Department. These monies are intended to express a token of appreciation for the time and efforts given to the citizens of the Town of Conception Bay South.

**AUTHORITY:**

- Section 99 of the *Municipalities Act, 1999*
- Council Discretion

**PROCEDURE:**

The value of each member's share of the honorarium budget is based on both objective records and subjective opinions of the Steering Committee. The maximum value possible will be 12 shares plus any amounts assigned as offer premiums.

When share metrics are assigned, the Captains review individual results with each member, and if they are not in agreement with the assignment, the Steering Committee will again review the overall assessment. Where deemed appropriate, changes will be made. Otherwise, the assigned value is upheld.

A memo recommending disbursements is sent from the Office of the Fire Chief to the Town Council for approval and issuance of cheques.

The concept of having an "Honorarium" was intended to display a small token of the appreciation for the tireless efforts and services offered by the "volunteers" of the Conception Bay South Fire Department, and is in no way intended to be construed as "pay for services."

The volunteers of the Fire Department offer themselves freely and willingly on a 24 hour basis, 365 days a year, with non regard for time of day or weather conditions. While others are sent home during winter storms, the volunteers are on duty at the fire stations so that the citizens are ensured of a prompt response should an emergency of any type arise. Consistent with the growth rate in the Town, the volume of activity too has increased considerably over the years.

Responding to emergency calls can cause the volunteers to incur expenses both for vehicle, and at times, laundromat and dry cleaning. On a number of occasions, volunteers have had social activities disrupted, and have had to leave spouses and



**Town of Conception Bay South Policy Manual**

**Title: Honorarium Philosophy & Policy**  
**Policy Number:**

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guests behind, and while dressed in formal attire, don their turnout gear to extinguish fully involved structure fires. The requirement of this type of commitment is somewhat unique to an organization of this type.

When members join the Conception Bay South Fire Department, they are advised of the commitment they are expected to deliver, and of the time required to meet those commitments. Training sessions, meetings, and socials are all a part of developing the bond of trust and camaraderie that must exist among members. To this end, activities throughout the year are documented, and are reviewed monthly at Steering Committee Meetings. Consideration is given to both activity records and turnout at emergency scenes (fire calls, MVA, etc.) Any anomalies are discussed, and a plan of action is highlighted. Immediate feedback to those involved is the usual recourse.

Each year, in October, the Steering Committee reviews the overall annual activities of each member, and assigns a relative metric value to each member's net worth to the organization. Based on this metric, the honorarium pool of money is disbursed.

To aid in the administrative function, the Department has developed several computerized record keeping and mathematical programs. One is essentially a catalog of activities of the Department throughout the year. These records are then applied against developed weighting formulas to create a summary matrix and permits a quick "first glance" comparison of members activities. This, coupled with a review of the Crew Officer's noted, is used to assign relative worth metrics. As much as practical, this method offers an objective method of fair evaluation. This process has been reviewed with all members, and has been accepted as fair and equitable.

**REVISION HISTORY:**

Revision:	Resolution #:	Change Made:	Date: