



To: Evangeline Hanuse, Acting CAO
CC: Board of Directors, CCRD
From: Yene Byun, Finance Manager and Ken McIlwain, Operations Manager
Meeting Date: December 09, 2021
Subject: Fire Fighters Honorarium

Board Meeting
 DEC 09 2021
 CCRD ITEM C) (F)

Recommendation:

THAT the board of directors authorize payment to the Hagensborg Fire Department members in the amount of \$20 per practice for a total amount of \$4,140; and

THAT the board of directors authorize a \$50 gift certificate to each member of the Hagensborg Fire Department and the Bella Coola Fire Department; and

THAT the above funds be derived from the General Operations budget in recognition of those funds being included in the apportioned administration expense of the Hagensborg Fire Department budget; and

THAT in an effort to standardize compensation for firemen in both service areas, the board of directors requests administration to bring forward a policy to address payment of honorariums (and other relevant considerations) for both the Hagensborg and Bella Coola Fire Departments.

Issue/Background Summary:

The Hagensborg Fire Department has paid honorariums to its members for their attendance at fire practices. As a result of confusion with regard to honorariums in the preparation of the financial plan, this expenditure is within the budget but not itemized as honorariums. For this reason, as well as the fact that a policy was not found, it is being brought to the board for authorization.

Policy, Bylaw or Legislation:

Hagensborg Waterworks District Bylaw 215 – Fire Department Establishment and Operations Bylaw, Section 45 states: “Upon the recommendation of the Fire Chief, the rates for honorarium including attendance at practices and other activities, shall be set in policy and approved by the board.”

A policy as noted in the bylaw, has not been located, however the recommendations in this request for decision reflect the recommendation of the Fire Chief.

A policy or bylaw regarding the payment of honorariums to the fire department members in the Bella Coola Service area does not exist. At the request of the Fire Chief it has been many years since they were compensated for their time and effort.

Financial/Budgetary Implications:

There was \$5,000 put in the 2021 budget for honorariums, but because it was deemed to be for trustees, the amount was placed in apportioned administration expenses for the Hagensborg Fire Department.

Time Requirements – Staff and Elected Officials:

Administrative time will be required to generate 11 cheques prior to December 31st and to draft a policy for the board’s consideration and approval. It is estimated that this will take approximately 1.5 days to complete. Time requirements of elected officials will be for the consideration of this request for decision, plus consideration of the new policy in 2022.

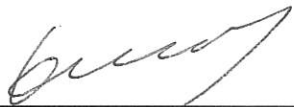
Options to Consider:

- a) Authorize payment for the honorarium only.
- b) Authorize payment for the gift certificates only.
- c) Authorize payment for both the honorarium and gift certificates
- d) Authorize the gift certificates to only one fire department
- e) Do not request that a policy be brought forward but suffice it is authorized by virtue of it being included in the financial plan.
- f) Consider a policy for one or both fire departments.


Risk Management – Refer to Policy A-36:

The categories that account for potential risks that may be realized by the district during its regular operations are: financial, asset management, information technology and business continuity. The risk or potential risks have been evaluated and assessed as low, although non-payment of the honorarium could create issues against the expectation.

There are no additional plans, controls or mitigation steps that will be implemented or taken to minimize the risk to the Central Coast Regional District.

Submitted by: 
Yene Byun, Finance Manager


Ken McIlwain, Operations Manager

Reviewed by: 
E. Hanuse, Acting Chief Administrative Officer