



Hartland

POLICY P-012 – FIRE DEPARTMENT REMUNERATION POLICY

1. Purpose

The purpose of this policy is to establish clear, consistent, and transparent guidelines for remuneration of members of the Hartland Fire Department. The policy ensures that all payments:

- Support the recruitment and retention of qualified volunteer firefighters and officers
- Are administered fairly and responsibly
- Align with the Town's General Operating Budget
- Comply with the Local Governance Act, Fire Prevention Act, Firefighters' Compensation Act, and all other relevant provincial legislation
- Complement—rather than duplicate—the operational provisions established in By-Law D-07.02 Relating to Fire Protection and Prevention

2. Goals

The goals of this policy are to:

- Provide a structured framework for compensating eligible fire department members
- Enhance accountability through standardized reporting and approval processes
- Maintain financial transparency and accuracy for audits and public accountability
- Support the operational readiness of the Hartland Fire Department
- Ensure policy clarity regarding volunteer status and legal compliance
- Avoid duplication of roles, responsibilities, and authority already defined in By-Law D-07.02

3. Definitions

For the purposes of this policy:

- **Active Member:** A volunteer firefighter eligible to respond to calls and attend training, as designated by the Fire Chief.
- **Officer:** A department member holding an approved officer position as defined in By-Law D-07.02.
- **Operational Hours:** Time spent responding to emergencies, calls for service, or performing approved operational duties.
- **Training Session:** A scheduled, Fire Chief–approved training event or meeting.
- **Vehicle Maintenance Designate:** A volunteer appointed by the Fire Chief to perform vehicle cleaning and maintenance tasks.
- **Secretary / Treasurer:** Administrative support roles as defined in the Fire Departments internal document “Regulations Governing Hartland Fire Department”.



These definitions clarify eligibility and prevent future disputes.

4. Authority

This policy is created under the authority of the Town of Hartland Council and in accordance with:

- *Local Governance Act (NB) -*
- *Fire Prevention Act (NB)*
- *Firefighters' Compensation Act (NB)*
- *Town of Hartland By-Law D-07.02*

Where conflict arises, provincial legislation and municipal by-laws take precedence over this policy.

5. Volunteer Status Clarification

All members of the Hartland Fire Department receiving payments under this policy are considered volunteers.

Remuneration is an honorarium or stipend, not wages, and does not establish an employer–employee relationship under New Brunswick employment law.

6. Eligibility for Remuneration

Members are eligible for remuneration when:

- They are designated as active members by the Fire Chief
- Hours or attendance are properly recorded and submitted
- They meet minimum departmental performance standards (participation, training, conduct)
- Their service is documented in the Fire Chief's monthly report

Administrative members who are not operational firefighters are only eligible where explicitly stated.

7. Reporting Requirements

The Fire Chief shall:

- Submit a monthly activity report to Council identifying hours worked and training attendance
- Inform the CAO immediately of any new members and provide supporting documentation (eg: tax forms, copy of driver's license)
- Verify all entries before submission
- Maintain attendance and hours logs for audit compliance
- Approve training participation for stipend eligibility

These requirements complement By-Law D-07.02, which establishes monthly reporting but does not define remuneration.



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8. Remuneration Structure

Payments are issued twice annually:

- June: covering December 1 to May 31
- December: covering June 1 to November 30

Payments are processed through the Town's financial administration system.

8.1 Compensation Rates

Position / Activity	Compensation	Notes
Fire Chief	\$4,000 annually (two equal installments)	Honorarium
Officers	\$22.00/hour	Based on documented hours
Active Volunteers	\$20.00/hour	Based on documented hours
Secretary	\$20.00/hour	Administrative duties based on documented hours
Treasurer	Paid directly by Fire Department	For fundraising work
Vehicle Maintenance Designate	\$400 per pay period	Assigned by Fire Chief
Training Stipend	\$12.50 per training session as identified in attendance record	For participation in approved training
Training Expenses	*Eligible Expenses as defined below	As approved by the Fire Chief

*Eligible Expenses for Volunteers include course or tuition fees, travel/accommodations/meal expenses to participate in training, books or materials, and other preapproved expenses.

9. Conditions of Payment

- Payments are issued only for hours recorded in the Fire Chief's monthly report.
- Late or unverified hours will not be paid.
- Hours must reflect actual operational or approved tasks as noted in the monthly report to Council.
- Training stipend eligibility requires participation recorded on an approved attendance sheet.
- No payment will be made for fundraising activities.
- No remuneration will be issued for social or non-operational events.

10. Conflict-of-Interest Safeguards

- No member may approve their own hours.
- The Fire Chief's hours must be reviewed and approved by the CAO.
- Officers cannot approve hours for direct family members without CAO verification.



11. Budget Dependency Clause

All remuneration under this policy is subject to annual approval of the Town's General Operating Budget for Fire Protective Services.

Council may revise or suspend payments based on budgetary constraints.

12. Recordkeeping & Privacy Compliance

- Records must be retained for a minimum of five (5) years in accordance with applicable New Brunswick records management and archives legislation.
- Personnel information must be stored securely and accessed only by authorized individuals (Fire Chief, CAO, Finance staff).
- Privacy rules under provincial legislation must be followed.

13. Alignment with Provincial Legislation

This policy does not replace or conflict with benefits available under the:

- *Firefighters' Compensation Act*
- WorkSafe NB policies
- Any other provincial legislation

Stipends and honoraria under this policy do not constitute wages for the purpose of calculating statutory benefits.

14. Policy Review & Amendments

- This policy shall be reviewed annually during the municipal budget process.
- Council may amend this policy at any regular meeting by resolution.

15. Effective Date & Signatures

This policy comes into effect upon approval by Council and replaces all previous versions of Policy P-012.

Effective Date: January 27, 2026

Mayor: Tracey DeMerchant
Tracey DeMerchant

Clerk: Julie Stockford
Julie Stockford
(Affix Municipal Seal)

