

## **REIMBURSEMENT RATES - VOLUNTEERS AND VOLUNTEER GROUPS**

### **GENERAL**

1. The following policy replaces PEP Policy Bulletin 05.12 (July 2005) and will be effective from November 30, 2005

Changes have been highlighted for ease of reference.

### **POLICY**

2. PEP will reimburse emergency service volunteers and volunteer groups for defined personal out-of-pocket expenses and for the use of their personal equipment and property, such as vehicles, boats, horses, or aircraft, for approved emergency response or training tasks.

### **CONDITIONS**

3. The necessary approval, by either an emergency response or training task number, must be obtained before the appropriate reimbursements can be approved.
4. Correct rates must be shown on all expense reimbursement requests.
5. Reimbursement rates paid for emergency response and training tasks are different in some instances.
6. Wage replacement is NOT considered an eligible volunteer expense for either emergency response or training tasks and will not be reimbursed.

### **PROCEDURES**

7. A local authority, volunteer group or volunteers must obtain the necessary approval by either a training task number or an emergency response task number.

## **Training Tasks**

- A task application form, including estimated costs, must be completed and approved through the PEP regional office for each training task.
- The following rates include mechanical maintenance and operating expenses for vehicles/equipment. No claims for damage caused during training will be considered.

| <b>Item</b>  | <b>Rate</b>   |
|--|---|
| Private Vehicle  | <b>46</b> cents per kilometre (km)  |
| Land SAR Truck, such as feeding or communication vans, including all integral equipment except a generator | <b>46</b> cents per km  |
| Highway Rescue/Auto Extrication Truck, including all integral equipment except a generator                 | <b>46</b> cents per km  |
| Boat   | \$6.60 per metre of length per hour of operating time, maximum \$66.00 per hour |
| Trailer - boat or other, while being towed only. No claims will be paid for time the trailer is parked.    | First 15 minutes - nil, after 15 minutes - \$15 per hour or portion thereof     |
| Snowmobile   | \$26.25 per hour or portion thereof   |
| Snow Vehicle (enclosed)  | \$36.75 per hour or portion thereof   |
| All Terrain Vehicle  | \$26.25 per hour or portion thereof   |
|  |   |

|           |  |
|-----------|--|
| SAR dog   | \$25 per hour or portion thereof   |
| Horse     | \$20 per hour or portion thereof   |
| Aircraft  | Based on fuel factor and engine size; see Article 6.05 PEP Air Service Invoice |
| Generator | \$6.50 per hour or portion thereof   |

### ***Emergency Response Tasks***

- An emergency response task number must be obtained from the PEP Emergency Coordination Centre (ECC) 1-888-344-5888 (24 hours/day). **In order to ensure that volunteers are covered under the Workers' Compensation Act and have liability protection under the Emergency Program Act, an emergency response task number must be obtained from PEP Emergency Coordination Centre at the commencement of the task. Responding volunteers may use a designate to contact the ECC in situations where any delay will result in life safety issues.** The request must include details of the incident, requesting authority or agency and the estimated cost. Task authority will include a not-to-exceed cost.
- The following rates include all licencing, mechanical maintenance, and operating costs for vehicles/equipment.

| Item  | Rate                   |
|---|------------------------|
| <b>Private Vehicles</b>   |                        |
| Private Vehicles (including vehicles used solely to drive to an assembly point and not actually used in the operational task) | <b>46 cents per km</b> |

| <b>Land SAR Vehicles</b>  |  |
|---|--|
| Command vehicle, and feeding van (all inclusive rate, including associated equipment such as base radio, computers, copier, TV/VCR, generator, floodlights, antennas, etc.) | \$250 per 24-hour period or portion thereof. In addition, <b>46</b> cents per km will be paid for distances in excess of 150 km (round trip) per task. |
| First vehicle per group (not applicable for group claiming Command vehicle on task)   | \$68 per 24-hour period or portion thereof. In addition, <b>46</b> cents per km will be paid for distances in excess of 150 km (round trip) per task.  |
| Additional Land SAR Vehicles  | <b>46</b> cents per km   |
| <i>Note: Reimbursement will be made if the vehicle has responded but is cancelled en route.</i>   |  |
| <b>Highway Rescue Vehicles (See Bulletin 05.01 Road Rescue Services dated August 1, 2005)</b>   |  |

| <b>Item</b>   | <b>Rate per 24 hour period or portion thereof</b> |
|---|---|
| <b>Radio equipment</b>  |   |
| Handheld, and mobile. (All-inclusive-actual number used to maximum of 1 per 3 SAR personnel involved) | \$15.00   |
| Repeater (all inclusive- owned by SAR group or paid access)   | \$25.00   |

| item   | Rate per hour of operation or portion thereof (Minimum 2 hours)                 |
|--|---|
| <b>Miscellaneous Vehicles and Equipment</b>      |   |
| Aircraft   | Based on fuel factor and engine size; see Article 6.05 PEP Air Service Invoice  |
| Trailer - boat or other, while being towed only. | \$15  |
| Motorcycle                                       | \$26.25   |
| Mountain Bicycle                                 | \$10  |
| Snowmobile                                       | \$26.25   |
| Snow Vehicle (enclosed)                          | \$36.75   |
| All Terrain Vehicle                              | \$26.25   |
| Boat   | \$6.60 per metre of length per hour of operating time, maximum \$66.00 per hour |
| <b>SAR dog</b>                                   | <b>\$25</b>   |
| Horse  | \$20  |
| Chain Saw  | \$6.50  |
| Generator  | \$6.50  |

## Meal and Accommodation Reimbursement

- **Meal** expenses incurred as a result of an authorized task will be reimbursed as per bulletin 01.03.
- **Accommodation** expenses incurred as a result of an authorized task will be reimbursed at the applicable provincial government rates for commercial accommodation or private lodging.

Notes:

1. *When travelling in the United States:*

- *separate total distance into kilometres travelled in Canada and kilometres travelled in the U.S.; and*
- *meal allowances while in the U.S. may be claimed in American dollars, e.g., \$13.25 U.S.*

2. Identify those expenditures which were paid in U.S. currency and the exchange rate will be included when the claim is processed.



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