

PEACE RIVER REGIONAL DISTRICT

Emergency Executive Committee Meeting A G E N D A

for the meeting to be held on Thursday, July 25, 2019
in the Regional District offices, Dawson Creek, BC
commencing at 9:30 am

1. **CALL TO ORDER:** **Director Sperling, Committee Chair**
2. **ADOPTION OF THE AGENDA:**
3. **MINUTES:**

M-1 Search and Rescue Grant Allocation Meeting Minutes of July 5, 2018
4. **REPORTS:**

R-1 June 25, 2019 – Lyle Smith, CFO, Search and Rescue Grant Application Review

R-2 June 24, 2019 – Lyle Smith, CFO, Unclaimed 2017 Search and Rescue Grant Allocations
5. **ADJOURNMENT:**



**PEACE RIVER REGIONAL DISTRICT
EMERGENCY EXECUTIVE COMMITTEE**

DATE: Thursday, July 5, 2018

TIME: 1:00 pm

PLACE: Regional District Office, Dawson Creek, BC

PRESENT: Director Sperling, Committee Chair
Director Goodings, via teleconference
Director Rose
Director Bumstead
Director Ackerman
Director McPherson

Deborah Jones-Middleton, Protective Services Manager
Jill Rickert, Community Services Coordinator
Suzanne Garrett, Corporate Services Coordinator

CALL TO ORDER: The meeting was called to order at 1:00 pm

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Bumstead,
That the Emergency Executive Committee agenda for the July 5, 2018 meeting,
including Director's New Business and additional items for the agenda, be
adopted as amended:

1. Call To Order:
2. Directors' Notice of New Business:
3. Adoption of the Agenda:
4. Adoption of the Minutes:
5. Business Arising from the Minutes:
6. Items for Information:
7. Correspondence:
8. Reports:
 - R-1 June 27, 2018 – Search and Rescue Grant Application Review
 - R-2 June 27, 2018 – Unclaimed 2016 Search and Rescue grant applications
9. New Business:
10. Adjournment:

CARRIED.

REPORTS:

R-1 June 27, 2018
SAR grant application
review meeting

MOVED by Director Rose, SECONDED by Director Bumstead,
That the Emergency Executive Committee authorize the date of the 2018
Search and Rescue Grant Allocation meeting to be July 11, 2018; and further
that it be held in the Dawson Creek office from 10:00 am to 12:00 noon.

CARRIED.

It was noted that if Search and Rescue (SAR) grant funding has been allocated in the financial plan then the allocation meeting process is operational. Staff confirmed that \$25,000 was budgeted under Grants to Community Organizations as part of the 2018 Annual Financial Plan. In July 2017 the Regional Board, by policy 0340-30-7 delegated to the Committee the authority to review all SAR grant applications to determine which groups should receive funding and invite those applicants to an allocation meeting.

It was felt that the policy should be revised.

MOVED by Director Rose, SECONDED by Director McPherson,
That the Emergency Executive Committee appoint a minimum of one (1)
Committee member to Chair the 2018 Search and Rescue Grant Allocation
meeting and act on behalf of the entire Committee during the allocation of
grant funding.

CARRIED.

MOVED by Director McPherson, SECONDED by Director Rose,
That Director Bumstead, as a member of the Emergency Executive Committee,
attend the July 11, 2018 Search and Rescue Grant allocation meeting.

CARRIED.

MOVED by Director Rose, SECONDED by Director Bumstead,
That the Emergency Executive Committee, upon review of the 2018 Search and
Rescue Grant applications, authorize staff to invite the eligible applicants to
attend the 2018 Search and Rescue Grant Allocation meeting on July 11, 2018.

CARRIED.

Reports: (cont'd)

R-2 June 27, 2018
Unclaimed 2016 SAR
grant allocations

MOVED by Director Rose, SECONDED by Director McPherson,
That the Emergency Executive Committee recommends to the Regional Board
that the following unclaimed 2016 Search and Rescue grant funding be carried
forward as a surplus and used to reduce the following year's tax requisition for
Grants to Community Organizations, Search and Rescue in the following
amounts:

Chetwynd Search & Rescue Society	\$ 342.66
Tumbler Ridge Search & Rescue Society	\$ <u>334.00</u>
Total amount to be carried forward	\$ 676.66

CARRIED.

NEW BUSINESS:

NB-1 SAR grant
funding policy

MOVED by Director Ackerman, SECONDED by Director Bumstead,
That the Emergency Executive Committee recommends to the Regional Board
that Search and Rescue Policy and Procedure #340-30-7 be revised to reflect
operational procedures.

CARRIED.

NB-2 Regional Model

It was suggested that the SAR grant funding budget be reviewed during 2019
budget discussions. Each SAR Society is faced with operational pressures and
current funding grants may not be sufficient to meet the needs of each group.

Another suggestion was looking at a "regional model." Economies of scale
could be realized if the societies merged, i.e. - training, equipment, etc. What is
the most effective structure? Staff could commence conversations with the
groups to determine interest in a SAR delivery model and funding support.

Volunteers and leadership is the biggest issue being faced by the Societies.
Smaller communities struggle, staff continue to encourage the Societies to work
together.

ADJOURNMENT:

The Chair adjourned the meeting at 1:30 pm.

Director Sperling,
Committee Chair

Suzanne Garrett
Corporate Services Coordinator



REPORT

To: Emergency Executive Committee

Date: June 25, 2019

From: Lyle Smith, Chief Financial Officer

Subject: 2019 Search and Rescue Grant Application Review

RECOMMENDATION:

That the Emergency Executive Committee review the 2019 Search and Rescue Grant applications and determine which groups are eligible to receive funding.

BACKGROUND/RATIONALE:

Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District may make application for grant funding to assist with operations and minor capital requirements under the Search and Rescue Grant Policy. Under this policy, the Regional Board has delegated to the Emergency Executive Committee the authority to:

- determine which SAR organizations meet the eligibility criteria;
- adjudicate the applications based on need and available funds;
- accept, reject or amend any application at its sole discretion; and
- distribute grant funding by consensus of the eligible SAR applicants and a representative from the Emergency Executive Committee when the total applications exceed the budget commitment.

Following identification of eligible organizations, staff will set a date for the allocation meeting to be held in July with the eligible SAR organizations and a Committee representative chosen by the Emergency Executive Committee. The purpose of this meeting is to allocate funding from the budgeted amount of \$50,000 as the total request from the combined Search and Rescue grant applications is \$72,910.88..

The attached assessment summary of the 2019 SAR grant applications outlines each applicants intended use for the funding, the number of tasks completed, the amount requested (including fixed and variable costs) and assessment notes. These assessment notes highlight information pertaining to eligibility criteria, unspent prior year funding, and any missing documentation.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide direction on how to proceed with the 2019 Search and Rescue Grant applications.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Staff Initials:

Dept. Head:


July 25, 2019

CAO:



Page 1 of 2

\$50,000 was budgeted under Grants to community Organizations as part of the 2019 Financial Plan for the purposes of assisting Search and Rescue organizations in the Peace Region with funding support through grants.

COMMUNICATIONS CONSIDERATION(S):

Applicants will be notified in writing with regard to the Emergency Executive Committee's review of their application as per the approval process outlined in the policy.

OTHER CONSIDERATION(S):

Attachments:

1. 2019 Search and Rescue Grant Assessment Summary
2. 2019 Search and Rescue Grant Application Package
3. Search and Rescue Summary of Payables – July 8, 2019
4. Search and Rescue Year to Date Grant Contributions
5. Search and Rescue Grants Policy #0340-30-7

2019 Search & Rescue Grant Applications

Organization	Projects	2018/2019 Tasks	Fixed Costs	Variable Costs	\$ Request	Agreed Amt	Assessment Notes
Chetwynd Search and Rescue	Operational - insurance, phone expenses, licences, etc	5	\$ 6,000.00	\$ -	\$ 6,000.00		Meets eligibility criteria, in good standing with Societies Act; Society has 2017 unclaimed \$1589 (recommendation to return to funding area in process); no financials - system crashed having to re-enter back to 2013, bank statement was provided. Staff recommended copy of financials should be brought to allocation meeting.
North Peace Search and Rescue	Operational - licencing/insurance; 1st aid trng; radio upgrades.	20	\$ 15,616.68	\$ 17,350.00	\$ 32,966.68		Meets eligibility criteria, in good staqnding with Societies Act; no unclaimed prior year funds, quote for training expense in excess of \$3,000 provided
South Peace Emergency Response Team	Operational Costs: insurance, phone, licences; variable truck repairs	1	\$ 9,474.20	\$ 16,500.00	\$ 25,974.20		Meets eligibility criteria, in good standing with Societies Act; no unclaimed prior year funds, breakdown of training costs requested to be submitted by June 25, 2019 ; budget is outlined in application.
Tumbler Ridge Search and Rescue	Operational - insurance, SAT fees, GPS/Mapping	4	\$ 7,970.00	\$ -	\$ 7,970.00		Meets eligibility criteria BUT incomplete application - missing budget, financials, AGM minutes and annual report. Staff requested to be sent in by June 25, 2019 ; In good standing with Societies Act; 2017 grant \$1,075 unspent - no claim submitted (recommendation to return to funding area in process)
TOTALS		30	\$ 39,060.88	\$ 33,850.00	\$ 72,910.88	\$ -	

Total Commitment	
Total Fund	\$ 50,000.00
Total Allocated	\$ -
Total Available	\$ 50,000.00

Date: May 31 2019Society Number: S0061259**APPLICANT INFORMATION**

Chetwynd Search and Rescue

- 1) Name of Organization: _____
- 2) Contact Person: Don Wheeler
- Position: President/SAR Manager
- Mailing Address: Box 1120 Chetwynd BC V0G 1H0
- Phone: [REDACTED] Fax: _____
- Email: chetwynd.sar@gmail.com
- Website: http://chetwynd.vr-sar.org

Please list our organization on the PRRD website as a "Local Community Group" Yes No (please check one)

3) Executives of Your Organization:

President/Chair

Name: Donald G Wheeler

Vice President/Vice Chair

Name: Alastair Atherton

Treasurer

Name: Adam Gentry

Secretary

Name: Melissa Lalonde

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Don Wheeler [REDACTED]

5) How many volunteers does your group have registered? 17

6) TOTAL volunteer hours accumulated by your group in the previous year: 573

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application) 5 Task as listed

8 #00027 body Recovery #194454

6 #00026 Search Zombacke Road #194183

8 #00025 Lamoray Role Over #193009

7 #00013 Commotion Creek Area #192165

9 #00011 Sundance Lake Area #191695



8) Please provide a 5 year action plan for your organization.

Carry on with establishing a base (perment) for Chetwynd SAR

Year 1:

Send three member to be trained as Team Leaders

Year 2:

Send Two Members to carry on as SAR Manager

Year 3:

Recruit for Membership and Gsar Training

Year 4:

Recruit for Membership and Gsar Training

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District:	\$ 6000.00
11) Total variable costs requested from the Regional District:	\$ _____
12) TOTAL FUNDS requested from the Regional District:	\$ 6000.00

:

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Completed Society Annual Report Form 11.
- Annual report detailing how Regional District grant funds were spent in the previous year.

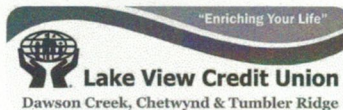
SIGNATURE OF APPLICANT

Signature of Applicant

July 25, 2019

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	Totals
EXPENSES														
CELL PHONE	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$71.02	\$852.34
SAT PHONE	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$86.81	\$1,042.00
TRAILER	\$0.00	\$0.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.00
IRT CREWCAB Chet 1 Insurance	\$0.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
MIC Chet 2 Insurance	\$0.00	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
4X4 Quad Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
Equipment Floater Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
6X6 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
TOTAL EXPENSES	\$157.83	\$157.83	\$3,502.83	\$157.83	\$1,017.83	\$157.83	\$157.83	\$157.83	\$267.83	\$157.83	\$157.83	\$157.83	\$157.83	\$6,366.79

Total



CHETWYND BRANCH
PO Box 925
CHETWYND BC
V0C 1J0

STATEMENT OF ACCOUNTS

STATEMENT DATE	MEMBER NO.	PAGE
30 Apr 2019	638905	1 OF 2

006363

CHETWYND SEARCH & RESCUE SOCIETY

DATE	DESCRIPTION	NUMBER	WITHDRAWALS	DEPOSITS OR LOAN PAYMENT	LOAN PRINCIPAL	INTEREST	BALANCE
01 Apr 19	Opening Balance						27,737.68
15 Apr 19	Ext Wd Bill Payment Telus Mobility 016977930		70.56				27,667.12
18 Apr 19	External Withdrawal Telephone Bill Payment GLOBALSTAR CANADA SATELLITE CO 1000000010164231		106.99				27,560.13
30 Apr 19	Service Charges		10.00				27,550.13
	Total Cheques	0					
01 Apr 19	Opening Balance						85.90
END OF STATEMENT							

**Lake View
Credit Union**

To ensure the ongoing integrity of our MemberDirect Banking service, we will be implementing best practices and improving internet security and encryption protocols effective May 1st, 2019. Clients using old browsers will be required to upgrade. We anticipate these changes will impact less than 2% of current MemberDirect users. For more information, please visit: www.lakeviewcreditunion.com.

Please take the time to review your statement carefully. You have 30 days to report any problems or concerns. Contact us at lvcu@lvcu.ca or by telephone.

Dawson Creek: (250) 782-4871

July 25, 2019 Chetwynd: (250) 788-9227

Tumbler Ridge: (250) 242-4871

OD = Overdraft
DR = Debit Balance
EX = Credit Limit Exceeded

**Chetwynd Search and Rescue Society
Annual General Meeting
May 30th, 2019**

R-1

Members in Attendance:

Don Wheeler, Alastair Atherton, Emily Francis, Adam Gentry, Brent Berezowski,
Aaron Berezowski

Meeting Start Time: 19:33

M-1 Minutes from Previous mtg.

C-1 Correspondence

PRRD Grant in process.

Funding for General Operations

Last year for Provincial grant funding received \$25,000.

Provincial Funding has been announced for SAR teams

R-1 Finance Report

Summary of year

- a. Approx \$21,000 in funds
- b. \$30,000 in grant from Province and regional district
- c. New gear:
 - a. New trailer as base
 - b. New to us Sled
 - c. Radios

R-2 SAR Activities 2018 - 2019 Summary

- 1. Canada Day Parade.
- 2. 6 call outs for year
 - a. 2 body recovery
 - b. 2 missing persons
 - c. 2 stand downs .

- a. Acquire:
 - i. Feasibility of: side by side vs. boat vs. Argo
 - ii. Clothing: Pants
 - iii. Team Leader course in Fall (FSJ)
 - iv. Winter Avalanche training
- b. New D4H App for team

NB-1 New Business

Vision: Need to keep Society status current and be visible in the community.

Need :

- 1. Replacement SAR Manager
- 2. Training of MIT's

2019-01 to authorise Don Wheeler to pay funding required to keep CHETSAR operational through 2019 and renew society act.

Carried

2019-02 Motion to approve the election of officers of the Chetwynd Search and Rescue Society.

Elections:

President: Don Wheeler
Vice President: Alastair Atherton
Treasurer: Adam Gentry
Secretary: Melissa Lalonde

Directors:

Equipment – Aaron Berezowski, Brent Berezowski
Training – Alex Lepp, Emily Francis

Motion Carried

Meeting Adjourned at 20:32

Respectfully Submitted,



Alastair Atherton for Alex Lepp Secretary

Date: May 16, 2019Society Number: S-0030265**APPLICANT INFORMATION**

- 1) **Name of Organization:** North Peace Search and Rescue
- 2) **Contact Person:** Brian Lamond
- Position:** President
- Mailing Address:** [REDACTED]
- Phone:** [REDACTED] **Fax:** [REDACTED]
- Email:** [REDACTED]
- Website:** www.npsar.ca

Please list our organization on the PRRD website as a "Local Community Group" Yes X No *(please check one)*

3) Executives of Your Organization:**President/Chair**Name: Brian Lamond P**Vice President/Vice Chair**Name: William Cameron P**Treasurer**Name: Stuart Gillet P**Secretary**Name: Andrea Forrest P**4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

Brian Lamond [REDACTED]

Sandy Ross [REDACTED]

Michel Lavallee [REDACTED]

5) How many volunteers does your group have registered?

34 Operational members, 4 members in training, 4 members on LOA

6) TOTAL volunteer hours accumulated by your group in the previous year:

See Appendix A

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

See Appendix B&C



8) Please provide a 5 year action plan for your organization.

Year 1: See Appendix D

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

See Appendix E

10) Total fixed costs requested from the Regional District: \$ 15,616.68.

11) Total variable costs requested from the Regional District: \$ 17,350.00.

12) TOTAL FUNDS requested from the Regional District: \$ 32,966.68.

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information. See Appendix F
- b) Minutes of the most recent Annual General Meeting. See Appendix G
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000. See Appendix H
- d) Completed Society Annual Report Form 11. Not required (as per cover sheet requirements)
- e) Annual report detailing how Regional District grant funds were spent in the previous year. See Appendix I

SIGNATURE OF APPLICANT



Peace River Regional District

R-1 Search & Rescue Grant Application

Schedule A

Signature on original.

Signature of Applicant

North Peace Search and Rescue

Appendix E

Funding request for North Peace
Search and Rescue - 2019

Item	Cost	Explanation
1 Response Truck #1 Insurance	\$2,257.00	Annual ICBC Insurance for our First Response Truck
2 Response Truck #2 Insurance	\$3,474.00	Annual ICBC Insurance for our First Response Truck #2
3 Command Trailer Insurance	\$220.00	Annual ICBC Insurance for our Command Trailer
4 Technical Rescue support unit Insurance	\$628.00	Annual ICBC for our Technical Rescue Support Trailer
5 Deck over trailer Insurance	\$127.00	Annual ICBC for our Deck Over Trailer
6 Swiftwater rescue Training	\$7,880.00	Swiftwater Technician refresher *Note
7 One Call Now Service	\$331.72	Annual cost of our group callout service
8 Mailbox Rental	\$177.45	Annual cost of our group mailbox rental
9 Annual website cost	\$129.51	Annual cost for website hosting
10 Annual Society Registration	\$40.00	Annual Society Registration
11 Radio Licensing	\$352.00	Annual radio Licensing
12 Drysuit replacement (2 units)	\$2,200.00	
13 Generator 3000w	\$2,750.00	
14 Rope rescue gear	\$2,400.00	
15 Organized Avalanche Team Leader - Sled based	\$10,000.00	
Total Requested fixed	\$15,616.68	
Total Requested variable	17,350.00	
Total	\$32,966.68	

*Note - Requests sent to Raven Rescue, Overhang and Dive Rescue International - only received quote from Raven Rescue



April 3rd, 2019

Estimate - Swiftwater Rescue Technician Training

Client: North Peace SAR
Contact: Timothy Repas
Location: Fort St John, BC
Dates: May - June 2019
Participants: 10-12

TRAINING OVERVIEW

The course to be provided is Swiftwater Rescue Technician - Level 1. This comprehensive swiftwater course puts the emphasis on identifying risks, self rescue, and low-risk options for rescuing others. The SRT1 is the “standard-of-care” or recommended training for those who work **in or on** moving water. This course is compliant with the NFPA 1670 and 1006 Standards for technical swiftwater rescue incidents and is recognized across Canada and around the world.

DELIVERABLES

- Swiftwater Rescue Technician (SRT 1) - Training and Certification (3 days of training)
- First day of the course is classroom-based, and days two and three are held on-river
- Documentation:
 - Certificate of Completion
 - Personalized Skill Sheet (written assessment/training record)
 - Rescue 3 *Swiftwater Rescue* Manual
 - Wallet card with registration number and expiry date
 - Registration in Rescue 3 International student database for credential tracking
 - Rescue 3 ID Card with QR code for instant on-site certification verification

CLIENT TO PROVIDE

- Classroom space for the first day of the course
- A/V equipment for the classroom day including a projector, screen and whiteboard
- Transportation of students to and from river sites
- All personal protective equipment (or rental equipment, see Cost Estimate)



COURSE CONTENT

- Swiftwater dynamics and water-related physiology.
- Site safety assessment and safe working procedures.
- Applicable communications systems (whistles, hand signals etc.)
- Signs and symptoms of specific medical problems related to water accidents.
- Rescue and extricate an accident victim from the water.
- Safely swim swiftwater so as to negotiate river hazards and obstacles at various water levels.
- Swiftwater rescue team organization and victim responses.
- Ford shallow and fast-moving water utilizing various techniques.
- Cross deep, slow-moving and fast-moving water utilizing basic rope systems.



Raven Rescue

Box 861 - 2773 Anderson Road
Smithers, British Columbia
Canada V0J 2N0

R-1

Training and Safety Services

COST ESTIMATE

Training Fees

Swiftwater Rescue Technician Level 1 (SRT1) \$499/participant
Classroom Space client to provide

Subtotal for 10 participants (minimum charge) \$4,990.

Subtotal for 12 participants \$5,988.

Equipment Rental Fees

Helmet and PFD rental N/C
Drysuit rental..... \$100/participant/TBD
Equipment shipping/extra baggage fees..... TBD

Instructor Travel Costs

Accommodations (4 nights @ \$150/night) \$600.
Travel time (2 days @ \$250 per day)..... \$500.
Mileage (1,320 km @ \$0.60/km) \$792.

Subtotal for Travel Costs \$1,892.

Total for 10 Participants \$6,882.

Total for 12 Participants \$7,880.

+ Tax

Official Canadian Agent for Rescue 3 International



Toll-free 800-880-0287 • Ph 250-847-2427 • Fx 250-847- 8896 • info@ravenrescue.com • www.ravenrescue.com

July 25, 2019



NOTES

1. Our minimum charge is for 10 students per instructor.
2. Maximum student-to-instructor ratio is 12:1. If you have a larger number, we can provide a second instructor for an additional cost.
3. We only charge for the number of drysuits used. If you do not require rental equipment, please disregard the rental fee above.
4. Airfare, hotel and rental vehicles are charged out at cost plus 10%. Shipping/extra baggage costs are charged out at cost. Receipts provided upon request.
5. Equipment that is damaged due to mis-use will be repaired at cost plus 10%. Equipment that is damaged beyond repair is replaceable at cost.
6. If you cannot provide a classroom location for day 1 we can find a suitable location and add the cost to the final invoice.
7. We have done our best to estimate costs accurately, but please allow for a 15% variance in travel expenses at the time of booking.
8. This estimate is valid for 60 days.

PAYMENT & CANCELLATION POLICY

No deposit is required, but once dates are agreed upon, we consider a contract to be in place for which we require 14 days' advance notice of cancellation. Cancellation less than 14 days prior to the first day of the course will result in a charge for the minimum course fee quoted above, and any travel or shipping costs already incurred.

Raven Rescue reserves the right to postpone or cancel any course due to unsafe local conditions. However, if travel or shipping costs have been already incurred, the client will be responsible for their payment. Course fees and equipment rental charges are waived if Raven Rescue cancels.

Payment is due 30 days following conclusion of training. We accept Purchase Orders, Visa and MasterCard, direct deposit, and company cheques.

Terms are 30 days. Interest is charged on overdue balances at the rate of 2% per month, or 24% per annum.

Income

		Claim	Expenditures	Income	Expenditure
Tasks	Sequence# Task #				
	1 190674	\$ 1,432.58			
	2 191276 ops 1 + 2	\$ 6,577.31			
	2A 191276 supplemental 1	\$ 497.54			
	2B 191276 supplemental 2	\$ 1,432.18			
	2C 191276 supplemental 3	\$ 1,204.00			
	3 191619	\$ 172.50			
	4 191276 ops 3	\$ 9,108.16			
	4A 191276 supplemental 4	\$ 500.00			
	5 191952	\$ -			
	6 191995	\$ 4,409.46			
	7 192630	\$ 3,118.23			
	8 193371	\$ 125.00			
	9 193516	\$ 1,992.15			
	10 193467 ops 1	\$ 4,815.19			
	10A 193467 ops 1 supplemental	\$ 59.36			
	11 193467 ops 2	\$ 7,513.89			
	12 193467 ops 3	\$ 1,808.95			
	13 193467 ops 4	\$ 1,971.10			
	14 193467 ops 5	\$ 1,534.10			
	15 193319	\$ 625.20			
	16 194387	\$ 2,565.54			
	17 194741	\$ 1,762.03			
	18 195873	\$ -			
		* Claimed not yet reimbursed			
	Task reimbursement to team and members	\$ 28,184.95			
	Totals	\$ 53,224.47	\$ 28,184.95	\$ 53,224.47	\$ 28,184.95

Donations		
RBC	\$ 200.00	
Wild Sheep Society	\$ 5,000.00	
Convergent volunteers	\$ 5,594.50	
SAR members	\$ 35.01	
CRL Transload	\$ 500.00	
Taylor Hose Lay	\$ 1,500.00	
FSJ Elks	\$ 900.00	
Valerie Oftebro, in memory of Darren Oftebro	\$ 1,500.00	
Total Donations	\$ 15,229.51	
Grants		
BC SARA Provincial Government support	\$ 84,830.87	
PRRD 2017	\$ 9,001.63	
PRRD 2018	\$ 9,125.80	
Total Grants	\$ 102,958.30	
Fundraising		
Mothers Day Run	\$ 1,000.00	
Canada Day Parade	\$ 600.00	
Pride Walk	\$ 250.00	
River Rats jet boat races	\$ 3,000.00	
Taylor Hose Lay	\$ 702.00	
FSJ Literacy Run	\$ 250.00	
Santa Parade	\$ 1,000.00	
Total Fundraising	\$ 6,802.00	
Sale of used Rescuer Boggan	\$ 1,000.00	
Credit from team member after purchase of online order on their own credit card	\$ 32.09	
Trade Show credit	\$ 2.00	
Adventure Smart payment	\$ 500.00	
Members contribution to Christmas Dinner	\$ 500.00	
Credit of credit card GICs (\$2,500.00 + \$7,500.00)	\$ 10,000.00	
Bank interest, GIC interest and closing balance on old account	\$ 125.34	
Total income	\$ 190,373.71	

Expenses

Vehicles		
Vehicle repairs	\$ 1,372.67	
Vehicle insurance	\$ 8,166.00	
Vehicle expenses	\$ 8,412.34	
Vehicle purchase	\$ 35,000.00	
Total Vehicles	\$ 52,951.01	
Communications		
One Call Now	\$ 331.72	
Mail box rental	\$ 177.45	
Roadpost	\$ 475.60	
Total Communications	\$ 984.77	
Registration fees		
FSJ Co-op lifetime membership	\$ 5.00	
Society registration	\$ 80.00	
MEC lifetime membership	\$ 5.00	
Total Registration fees	\$ 90.00	
Training courses and expenses		
PSLV	\$ 44.51	
Evacuation training in Prince George	\$ 261.38	
OFA 1	\$ 145.95	
Wilderness First Aid patr 2	\$ 249.95	
Rope rescue	\$ 383.77	
Avalanche course	\$ 51.27	
Total Training	\$ 1,136.83	
Equipment/supplies		
Office supplies	\$ 727.37	
New/replacement equipment	\$ 26,510.73	
Team apparel	\$ 5,754.30	
Trade show	\$ 105.23	
Training supplies	\$ 398.58	
Task expense	\$ 3,257.91	
Equipment repair	\$ 819.80	
Total Equipment/supplies	\$ 37,573.92	
Purchase of new GIC to increase credit card balance from \$2,500.00 to \$10,000.00	\$ 7,500.00	
Purchase of New GIC following credit of old \$2,500.00 and \$7,500.00 GICs that had been credited	\$ 10,000.00	
Bank and Visa card charges	\$ 194.50	
Task 186480, \$1,364.45 claimed in 2017/18 financial year and accounted for, \$1,113.70	\$ 450.75	
Paid in 2018/19 financial year, difference \$450.75	\$ 450.75	
Account realignment, projected to actual, details in executive minutes January 2019	\$ 6,967.86	
Social events		
Miscellaneous member support	\$ 68.31	
Preparing vehicle for Canada Day parade	\$ 49.10	
Team/new members BBQ after summer break	\$ 204.68	
Present for David Dickenson for all his support in preparing team vehicles	\$ 86.79	
Christmas dinner	\$ 2,634.20	
Team gifts presented at Christmas dinner	\$ 1,388.78	
Total Social events	\$ 4,433.86	
	\$ 190,373.71	\$ 150,466.45

Income Expense

Net income/expenses \$ 39,907.26

Starting balance \$ 123,707.25

Ending balance \$ 163,614.51

Difference \$ 39,907.26

Actual bank balance \$ 163,614.51

Variance \$ (0.00)

Stuart Gillet, 17:00, 13 March, 2019



RBC Royal Bank®

Close

Chequing

13 Mar 2019

Current Balance: \$163,614.51
Available Balance: \$163,614.51
Authorized Overdraft: \$0.00

Show all transactions for the last 30 days

Showing 14 transactions from page 1 of 1

Date	Description	Withdrawals	Deposits	Balance
11 Mar 2019	Cheque - 146	24.00		163,614.51
8 Mar 2019	Cheque - 142	82.68		163,638.51
7 Mar 2019	Cheque - 147	35,000.00		163,721.19
7 Mar 2019	Cheque - 143	51.27		
7 Mar 2019	Credit Memo		0.20	
	Posting correction			
	Chq scanned @552.62 s/b 552.42 Cleared			
6 Mar 2019	Cheque - 144	29.74		198,772.26
6 Mar 2019	Cheque - 145	11.92		
5 Mar 2019	Cheque - 141	177.45		198,813.92
4 Mar 2019	Cheque - 140	69.72		198,991.37
4 Mar 2019	ATM deposit - BB853912		9,125.80	
1 Mar 2019	Cheque - 119	30.00		189,935.29
27 Feb 2019	Cheque - 123	552.62		189,965.29
13 Feb 2019	Cheque - 116	408.60		190,517.91
13 Feb 2019	Cheque - 139	232.16		

Royal Bank of Canada Website, © 1995 - 2019

2018 Task summary - North Peace SAR

Appendix B

Task Number	Date	Description	Days	Volunteers	Hours	
1	185426	Jan 3, 2018	Missing 9 yr old FSJ	1	20	50
2	186480	Feb 24, 2018	17 yr old female Dawson	1	18	36
3	186668	Mar 7, 2018	BCAS assist Dawson	1	13	15
4	186818	Mar 17, 2018	Sledder Bully Glacier	1	1	6
5	190674	May 5, 2018	Missing Kayakers - Fish Creek	1	13	36.5
6	191276	Jun 10, 2018	Missing boater - Murray River OPS 1&2	2	29	374.5
7	191619	Jun 26, 2018	2 missing boaters - Atlin	1	1	2.5
8	191276	Jun 30, 2018	Missing boater - Murray River OPS 3	1	11	133.5
9	191952	Jul 13, 2018	Possible rescue of dog	1	10	13
10	191995	Jul 15, 2018	Body recovery - Murray River	1	17	70
11	192630	Aug 13, 2018	Possible missing person Site C area	1	17	94.5
12	193371	Sep 23, 2018	Swamped boat Dunlevy area	1	7	11
13	193467	Sep 30, 2018	Old Fort ops 1	1		
14	193467	Oct 1, 2018	Old Fort ops 2	1		
15	193516	Oct 2, 2018	Missing hunter mile 78	1	11	58
16	193467	Oct 6, 2018	Old Fort ops 3	1		
17	193467	Oct 7, 218	Old Fort ops 4	1		
18	193467	Oct 8, 2018	Old Fort ops 5	1		
19	194387	Nov 26, 2018	Missing motorist Wonowon	1	11	80.5
20	194741	Dec 16, 2019	Sledder Terminator Myn.	1	1	7.5
21						
22						
23						
24						
25						
26						
			21	180	988.5	Totals

200120

Emergency
Management BCAPPLICATION FOR
ANNUAL TRAINING TASK
NUMBER

Date of Application March 31, 2019 Fiscal Year: 2019
 Originator (please print) Timothy Repas Email Address: training@npsar.ca
 Phone Number: 250 329 5207 Fax Number: _____

Area: North Peace SAR

EMBC Region: ☒ North East ☐ Central ☐ Vancouver Island
☐ North West ☐ South East ☐ South West

Public Safety Lifeline ☐ ESS ☐ Road Rescue
 Organization or ☒ SAR ☐ Emergency Radio Communications
 Discipline: ☐ PEP Air ☐ Other _____

Emergency Program Coordinator Signature or
 Training Coordinator Signature (If Applicable)

Description of Training All training activities to be covered under the training task number must be noted below or on a separate attachment. Organizations are encouraged to include an annual training plan to help facilitate training task number approvals. See attached training plan.

Annual Training Plan attached ☒ Yes ☐ No

Regional Manager ☒ Approved ☐ Not Approved

Comments _____

Regional Manager Signature KT Date April 1, 2019

Copy to Region ☐ Copy to EMBC Headquarters ☐

TRAINING TASK NUMBER:
 EMBC / March 2016

North Peace Search and Rescue Annual Training Plan: 2019

During the 2019 fiscal year, North Peace Search and Rescue is intending to engage in the following training activities:

Regular Training and Skills Maintenance

- Skills and scenario based training
- Rope team skills maintenance
- Avalanche team skills maintenance
- Swiftwater team skills maintenance
- Tracking team skills maintenance

Joint Exercises

- Joint training with the local RCMP detachment and canine unit
- Joint training with the local BCAS station
- Joint training with other regional teams

Team Capacity Courses

- Standard First Aid, OFA 1
- JIBC courses (SAR Management, GSAR Train the Trainer, Rope Rescue Course/Evaluation)
- SAR 100 – Ground Search and Rescue, tentatively early September

During the 2019 fiscal year, North Peace Search and Rescue may complete the following training activities:

Specialty Training

- Tracking (depends on instructor and course availability)
- Swiftwater Rescue – maintain and upgrade capacity to comply with the new SAR provincial operating guidelines
- Rope Rescue (course and possibly evaluation)
- Avalanche Training (AST1, AST2, OARTM, OARTL, CAA Level 1)
- HETS (depends on instructor and helicopter availability)



North Peace Search and Rescue
BCSARA Organization

SUMMARY

	TOTAL	DURATION
INCIDENTS	16	317hrs 8m
EXERCISES	64	726hrs 30m
EVENTS	43	255hrs 59m
TOTAL ACTIVITIES	123	1,299hrs 37m
ACTIVE MEMBERS	52	7,636hrs 14m

PERSONNEL

	INCIDENTS	EXERCISES	EVENTS	DURATION	TOTAL
Alan Stebbing	8	36	13	232hrs 55m	57
Alysha Giesbrecht	0	32	5	114hrs 45m	37
Andre Lagace	0	22	1	79hrs 33m	23
Andrea Forrest	13	52	25	367hrs 20m	90
Andy Mueller	5	34	15	208hrs 20m	54
Ben Scholten	4	4	3	36hrs 10m	11
Brad Best	14	39	8	320hrs 56m	61
Brian Lamond	20	55	36	479hrs 28m	111
Carole Savage	0	5	1	40hrs 0m	6
Cornelia Thomi	1	6	1	17hrs 7m	8
Crystal Wiens	0	1	3	8hrs 40m	4
Dave McAleney	11	28	11	205hrs 4m	50
David Batten	4	5	3	41hrs 30m	12
David Terry	1	12	1	60hrs 45m	14
Derick Crolla	2	15	6	63hrs 30m	23
Devrey Crossley	5	13	6	142hrs 25m	24
Edward Stanford	0	1	0	3hrs 0m	1
Erica Clausen	0	17	2	65hrs 9m	19
Evan Thomas	0	17	2	67hrs 5m	19
Geoff Lamond	12	18	9	187hrs 44m	39
Greg Taylor	11	52	19	295hrs 45m	82
Hannah Bolten	4	33	12	158hrs 9m	49
Harleen Kaur	4	28	10	147hrs 29m	42
Jeremy Garner	1	35	7	164hrs 1m	43
Joe Moser	11	39	18	305hrs 27m	68
Joel Singh David Singh Christuneam	0	20	3	81hrs 29m	23
Katie Zimmerman	1	11	2	32hrs 55m	14

Kevin Kurkiniemi	0	20	3	85hrs 55m	23
Kirsten Anderson	0	10	1	23hrs 55m	11
Kylah Bryde	1	5	4	24hrs 58m	10
Laurie Ratcliffe	10	22	6	134hrs 50m	38
Lindsay Jardine	3	13	4	118hrs 9m	20
Marty Mellway	0	0	0	0hrs 0m	0
Matthew Blaney	14	52	19	329hrs 3m	85
Meiling Hong	6	36	11	172hrs 29m	53
Michel Lavallee	11	27	22	259hrs 23m	60
Miles Bies	0	5	0	11hrs 10m	5
Nicole Hare	0	3	1	10hrs 26m	4
Peter DeJong	4	31	7	164hrs 51m	42
Piotr Klisowski	0	19	1	70hrs 35m	20
Sandy Ross	9	33	14	245hrs 10m	56
Shannon Champagne	1	33	5	139hrs 18m	39
Shelly McPhee	3	10	12	67hrs 7m	25
Simon Shaw	2	5	1	17hrs 40m	8
Stephen Cameron	11	41	12	223hrs 25m	64
Stephen Eicher	1	24	7	106hrs 23m	32
Steven Payette	0	34	11	143hrs 59m	45
Stuart Gillet	12	30	21	246hrs 33m	63
Terry Cameron	7	49	20	327hrs 2m	76
Tim Repas	6	28	24	200hrs 55m	58
Todd Penney	4	22	5	133hrs 55m	31
Trevor Doyle	9	22	11	158hrs 14m	42
Valerie Taylor	12	49	16	294hrs 8m	77

TAGS

	INCIDENTS	EXERCISES	EVENTS	DURATION	TOTAL
ADMINISTRATION					
Administrative - General	0	2	8	104hrs 0m	10
Data Management System (DMS) - Data Entry	0	1	2	58hrs 0m	3
Fundraising (Activities)	0	0	5	20hrs 0m	5
Maintenance - Equipment	0	2	5	14hrs 45m	7
Maintenance - Facilities	0	1	1	4hrs 0m	2
Meeting - External	0	1	3	65hrs 0m	4
Meeting - General, Team	0	1	4	17hrs 30m	5
Meeting - Governance	0	0	9	107hrs 0m	9
Planning - General	0	0	4	7hrs 30m	4
Training - Development and Delivery	0	1	2	11hrs 0m	3
AIR					

Fixed Wing	1	0	0	38hrs 30m	1
Helicopter - CDFL	0	0	0	-	0
Helicopter - Hover Exit	0	0	0	-	0
Helicopter - Non Technical	2	1	0	46hrs 26m	3
Helicopter - Winch Rescue	0	0	0	-	0
Rotary Wing	2	0	0	41hrs 5m	2
Unmanned Ariel Vehicle (UAV)	0	0	0	-	0
COMMUNITY RELATIONS					
Adventuresmart	0	0	7	30hrs 59m	7
Community Events	0	1	16	103hrs 45m	17
SAR Prevention and Education	0	0	11	57hrs 29m	11
FLAT WATER					
Flat Water Rescue	1	1	0	13hrs 57m	2
Flat Water Search	0	1	0	2hrs 0m	1
Watercraft Training	0	0	0	-	0
GROUND					
Bicycle	0	0	0	-	0
Code 3	0	0	0	-	0
Door Knocking	0	0	0	-	0
Equine Search	0	0	0	-	0
Ground Search (Inc. Swiftwater Cold Zone)	0	0	0	-	0
Ground Search (Inc. Swiftwater Warm Zone)	2	0	0	42hrs 41m	2
Ground Search - Type 1 Searching	3	7	0	27hrs 50m	10
Ground Search - Type 2 Searching	2	0	0	50hrs 30m	2
Ground Search - Type 3 Searching	0	0	0	-	0
K-9 Search	0	0	0	-	0
Off Road Vehicle (UTV/ATV)	2	1	0	16hrs 30m	3
Tracking	0	1	0	2hrs 15m	1
Trailerling	0	2	0	4hrs 0m	2
Vehicle (Non ORV)	3	2	0	30hrs 30m	5
INCIDENT OUTCOMES					
Evacuated by Agency	0	0	0	-	0
Evacuated by SAR	2	0	0	13hrs 2m	2
False Alarm	1	0	0	6hrs 29m	1
Found (by SAR)	3	0	0	17hrs 45m	3
Found by agency	1	0	0	1hr 17m	1
Found by Family/Friends	0	0	0	-	0
Found deceased	1	0	0	4hrs 10m	1
Not Found	3	0	0	56hrs 59m	3
Stood down (after field deployment) - Response	2	0	0	50hrs 30m	2

Stood Down (before field deployment) - Call-out	2	0	0	5hrs 55m	2
Walked out/Self-rescued	1	0	0	4hrs 11m	1
MEDICAL					
Bleeding Control	0	2	0	38hrs 30m	2
CPR/AED	0	2	0	38hrs 30m	2
Despondent	0	0	0	-	0
First Aid (general)	0	11	2	78hrs 30m	13
Head/Spinal Management	0	4	0	42hrs 30m	4
Heat/Cold Injuries	0	4	0	43hrs 0m	4
Illness	0	1	0	34hrs 30m	1
Lower Extremity Fracture	2	4	0	55hrs 32m	6
Minor Injury	0	3	0	40hrs 30m	3
No Apparent Distress	1	0	0	8hrs 4m	1
Patient Packaging and Transport	0	6	1	21hrs 0m	7
Sprains & Strains	0	2	0	38hrs 30m	2
Stretcher Carry	0	5	0	44hrs 30m	5
Upper Extremity Fracture	0	3	0	40hrs 30m	3
MOUNTAIN					
Mountain Rescue	0	0	0	-	0
ROPE					
Rope - High Angle Rescue	1	16	0	118hrs 15m	17
Rope - Low Slope Rescue	0	12	1	84hrs 45m	13
SAR TASKING					
Body Recovery	1	1	0	6hrs 10m	2
Cave Incident	0	0	0	-	0
CISM Defusing/Debriefing	0	0	0	-	0
Civil Emergency Response (Other)	0	1	0	4hrs 0m	1
Civil Emergency Response - Evacuations	1	1	0	203hrs 44m	2
Evidence Search	0	1	0	4hrs 0m	1
Formal SAR Review	0	0	0	-	0
Incident Debrief	0	0	0	-	0
Lost	2	0	0	9hrs 21m	2
Medical	0	1	1	7hrs 0m	2
Motor Vehicle - No Injury	0	0	0	-	0
Motor Vehicle Injury	0	0	0	-	0
Mutual Assistance	0	0	0	-	0
Overdue/Missing	4	0	0	54hrs 50m	4
Radio Communications	0	1	2	40hrs 0m	3
Skiing/Snowshoing/Snowboarding - Backcountry	0	0	0	-	0
Skiing/Snowshoing/Snowboarding - Frontcountry	0	0	0	-	0

NORTH PEACE SEARCH AND RESCUE

Business Plan



2019
Year 3 of 5

Business Plan

Mission Statement

To save lives by fostering, coordinating and encouraging excellence in volunteer Search and Rescue in the North Peace Region.

Vision

A Ground Search and Rescue volunteer must be competent in SAR disciplines, act professionally and ethically, able to communicate, assess risks, make decisions, and perform safely.

Purpose

To provide effective response and education to those persons in the North Peace area, and beyond to area within the Peace River area and adjacent Regions, through interagency cooperation and communications with other response agencies, in those disciplines that North Peace Search and Rescue is able to provide.

General

North Peace Search and Rescue Society is a registered society. Its primary function is that of a community resource to assist the approved tasking agencies in a variety of search and rescue functions. All of our members are volunteers and some take time off work if we get called to a task. All members are also required to purchase their own gear which can be very costly. We currently have 3 Search Managers, 9 Team Leaders, 4 Ground SAR Instructors, 3 Rope Team Leaders, 2 Tracking Instructors, combined total membership of 34 Operational members and 4 Members in Training (MIT's).

We provide service to the citizens and visitors of the North Peace by conducting searches for lost or missing persons, rescuing trapped and/or injured persons, doing body recoveries, evidence searches and assisting at any community emergency that may arise when requested to do so by the authorized tasking agencies (based on EMBC policy).

History

North Peace Search and Rescue (NPSAR) formed a Society in 1991, with approximately 20 members. At this point NPSAR began training its members following the Emergency Management B.C. (EMBC) guidelines for Ground Search and Rescue. Every member is required to have the Ground Search and Rescue training and from there they can obtain training in other specialty areas of SAR.

Through our own efforts and resources we have achieved the following;

- Providing training to a bulk of the membership to the minimum of EMBC standards in BC (GSAR and First Aid).
- Established relations with local business to support NPSAR in the involvement of Search and Rescue and training operations.
- Acquired various SAR equipment to provide service.
- Provide education to various community groups.

Community Involvement

Promote education and awareness through events such as Avalanche Awareness workshops and continued involvement in delivering programs such as Hug-A Tree and Survive and Adventure Smart.

Participate in community initiatives such as Air Show parking, Annual Fort St John Triathlon, Annual Mother's Day Run, school presentations, Career Days and Municipal Emergency Plan development.

Develop corporate sponsorship to become more self-sufficient.

**North Peace Search and Rescue Society
PO Box 6933
Fort St John B.C.
V1J-4J3**

Goals to Improve Response

1. Providing a location to do training and store equipment.
2. Obtain sustainable income to; purchase and maintain group equipment and provide regulatory required training to NPSAR volunteers.
3. Establish and maintain Occupational Health and Safety Program for NPSAR volunteers
4. Building North Peace SAR group capacity.

In pursuit of becoming proficient at Search and Rescue in the North Peace we have established sound histories with emergency services and have continued our involvement in the community. We have provided training for ourselves and acquired some equipment. Given limited resources our accomplishments to date have been exemplary. To continue our efforts in becoming proficient in Search and Rescue in the North Peace we require additional funding to facilitate this process.

North Peace Search and Rescue Society
PO Box 6933
Fort St John B.C.
V1J-4J3

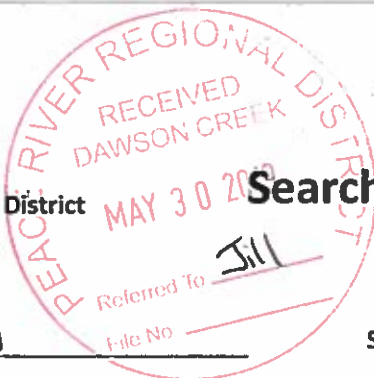
R-1

North Peace SAR Executive 2019/20

NAME	POSITION	ADDRESS
Brian Lamond	President	[REDACTED] [REDACTED]
William Cameron	Vice President	[REDACTED] [REDACTED]
Andrea Forrest	Secretary	[REDACTED] [REDACTED]
Stuart Gillet	Treasurer	[REDACTED] [REDACTED]
Tim Repas	Training Officer	[REDACTED] [REDACTED]
Michel Lavallee	Director	[REDACTED] [REDACTED]
Matthew Blaney	Director	[REDACTED] [REDACTED]
Alan Stebbings	Director	[REDACTED] [REDACTED]
Evan Thomas	Director	[REDACTED] [REDACTED]



Peace River Regional District



Search & Rescue Grant Application

Schedule A

Date: May 25, 2019Society Number: S-0051379

APPLICANT INFORMATION

1) Name of Organization: South Peace Emergency Response Team2) Contact Person: Marcel WoodillPosition: President

Mailing Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

Please list our organization on the PRRD website as a "Local Community Group"

☒ Yes☐ No

3) Executives of Your Organization:

President/Chair

Name: Marcel Woodill

Phone: [REDACTED]

Vice President/Vice Chair

Name: Aden Fulford

Phone: [REDACTED]

Treasurer

Name: Michelle Wassenaar

Phone: [REDACTED]

Secretary

Name: Regina Saunders

Phone: [REDACTED]

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Marcel Woodill [REDACTED]

Kerry Clark [REDACTED]

Kate Mana [REDACTED]

5) How many volunteers does your group have registered?

25

6) TOTAL volunteer hours accumulated by your group in the previous year:

1862 hrs 20 mins.

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of days per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

• Number of tasks: 1 call-out (491 hrs 55 mins)

• Number of Days/task: 3 days.

• Volunteers per task: Average of 10 volunteers/task

• Community events include Ultimate night out, Adventure smart, DC music Festival, Car Show, July 1st events, First aid volunteers.

• Training: Ground SAR, EOC Training, CISM Training, Tracking, GSAR TEAM LEADER, GSAR Search management, wilderness first aid, ATV/UTV Training.

• B1 - Weekly - Bear Aware, communications GPS/MAP/COMPASS, Search methods, stretcher carry, transportation, PPE, Rope use/care.



Peace River Regional District

Search & Rescue Grant Application

Schedule A

8) Please provide a 5 year action plan for your organization.

- Year 1: 2019 - Ongoing recruitment, train the trainer
- Year 2: 2020 - GSTL training, SAR Management training / EUC training
- Year 3: 2021 - Modify operational plans to accommodate regional growth
- Year 4: 2022 - Maintain Joint training, public awareness
- Year 5: 2023 - Review Pre-plans and Rewrite, ongoing recruitment

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

FIXED

Radio licence \$376.00
 Bank Fees \$ 85.00
 Annual report fee \$ 40.00
 Mobile plan (comms) \$1579.20
 Insurance (equip) \$1973.00
 Insurance (SAR1) \$1650.00
 Insurance (SAR2) \$3241.00
 Insurance (Trailer) \$328.00
 Insurance (ATV) \$202.00

MINOR EXPENSE

Vehicle Repairs \$2500.00
 Equipment \$1500.00
 First aid \$2500.00
 Training \$10,000.00

10) Total fixed costs requested from the Regional District:

\$ 9474.20

11) Total variable costs requested from the Regional District:

\$16500.00

12) TOTAL FUNDS requested from the Regional District:

\$ 25974.20

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Michelle Wassenaar
 Signature of Applicant

**South Peace Emergency Response Team
2019 AGM**

January 17, 2019

Meeting called to order 19:26

In attendance: Marcell Woodill, Aden Fulford, Jaymes Frank, Michelle Wassenaar, De Jensen, Gina Saunders, Del, Candace, James Cromier, Kate Mana, Dan (RCMP), Keri, Tina LaPlaca

1. Training calendar overview – final approval from EMBC for calendar Schedule – year pending approval
2. Priorities for 2019
 - a) 200 hours provincial tax credit
 - b) 200 hour primary or secondary only
 - c) Canada day July 1st – Hug a tree presentations
 - d) July 4th BBQ at Marcells
3. Add in calendar training overview
 - a) Train the trainer course
 - b) Swift Water
 - c) GSTL
 - d) Avalanche
 Training hours available – Marcel looking for volunteers to help

Financial Update

4. Donations - \$1500.00 – Car Show
EMBC reimbursed \$14,564.26
Grants PRRD \$43,457.47
5. Expenses
Advertisement \$175.25
Member Reimbursement \$11,915.62
6. Business fees \$456.00
Training \$9354.03
Operations \$3230.29
Insurance \$7661.00
Bank Fees \$82.92
Office Supplies \$21.08
Vehicle Repair \$4740.70
Truck Fuel \$1187.75
Telephone \$1520.58
 = \$40,401.29

Fundraising

7. Fundraising committee discussed by new board
Sustainable Funding
BC Government - \$30,000.00 grant ended
Kate and Brien meeting with the PRRD about financial allocation Jan 31. 2019

2018 Task Update

8. Murray River Search
 - a) SPSAR, NPSAR, TRSAR
10 members, 3 operational periods
RCMP helicopter and dog
Volunteers, boats
Mainly supplied logistics support
 - b) Equipment
Truck and Trailer deployment
 - c) Follow proper media protocols, must be approved by SAR manager and/or RCMP

Project Update

9. Door
 - a) New key pad programming needs to be finished
 - b) Codes to certain members, approved by new board
- Truck
 - a) New parts – waiting on labour/donated by
 - b) New winch getting installed
- Equipment
 - a) Ropes out of service (outdated)
Mountain View Safety has provided storage for truck and trailer
New computer and printer in the hall
Inreach
Managers Box – Paperwork for command post
Tool kits for both trucks

Roles and responsibilities

10. Officers Positions
 - a) President - Face of the team to public, contact person, cheque signer
 - b) Vice President – Available when president is unavailable, committees and planning, chair commel
 - c) Secretary – Generating Documents, meeting minutes, correspondence of organization, emails and community, website
 - d) Treasurer – Financial duties with president, cheque signer, yearly financial reports, develop yearly operating budget; present to board, fundraising efforts, bookkeeping

Directors – available to complete tasks as delegated to them, head up committees

Elections

Tina at 20:42

Board Nominations

1. President: Kate Mana, Marcel Woodill, Jaymes Frank, Aden Fulford
2. Vice President: Kate Mana, Marcel Woodill, Jaymes Frank, Aden Fulford
3. Secretary: Jaymes Frank, Kate Mana, Regina Saunders, Christina LaPlaca, Michelle LaCarte
4. Treasurer: Kate Mana, Michelle LaCarte, Regina Saunders, Marcell Woodill, Christina LaPlaca, Aden Fulford, Del Gerlinsky, Jaymes Frank, Kerry Clark, De Jensen

Elected Board Members

1. President – Marcel Woodill
2. Vice President – Aden Fulford
3. Secretary – Regina Saunders
4. Treasurer – Michelle Lacarte
5. Directors – De Jensen, Kate Mana, Jaymes Frank

Aden Fulford made motion to accept all positions as elected, Michelle seconded. All in favour.

Motion to adjourn meeting at 21:08 by Kate Mana. Seconded by Jaymes Frank.

Motion accepted

Meeting adjourned at 21:08

South Peace Search and Rescue
Income Statement 01/01/2018 to 12/31/2018

R-1

Page

REVENUE

Sales Revenue	
Donations	1,500.00
EMBC Reimbursement	526.32
Grants	43,457.47
Net Sales	<u>45,483.79</u>

Other Revenue	
Interest Revenue	702.67
Miscellaneous Revenue	16.74
Total Other Revenue	<u>719.41</u>

TOTAL REVENUE	<u>46,203.20</u>
----------------------	------------------

EXPENSE

Cost of Goods Sold	
Subcontracts	875.00
Total Cost of Goods Sold	<u>875.00</u>

General & Administrative Expe...	
Accounting & Legal	0.00
Advertising & Promotions	175.25
Member Reimbursement	11,915.62
Business Fees & Licenses	456.00
Courier & Postage	56.07
GST Expense	0.00
PST Expense	0.00
Training Expense	9,354.03
Operational Equipment	3,230.29
Insurance	7,661.00
Interest & Bank Charges	82.92
Office Supplies	21.08
Vehicle Repair/Maint. Expenses	4,740.70
Vehicle Fuel Expenses	1,187.75
Miscellaneous Expenses	0.00
Rent	0.00
Telephone and Communications	1,520.58
Utilities	0.00
Total General & Admin. Expen...	<u>40,401.29</u>

TOTAL EXPENSE	<u>41,276.29</u>
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NET INCOME	<u>4,926.91</u>
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South Peace Search and Rescue

Balance Sheet As at 12/31/2018

R-1

Page

ASSET

Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU Chequing #47701801	-2,936.25	
LVCU Gaming #47701801	45.00	
LVCU HISA #47701801	74,826.05	
LVCU Shares #47701801	51.25	
Chequing Bank Account	0.00	
Foreign Currency Bank	0.00	
Total Cash		71,986.05
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	5.09	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		5.09
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		71,991.14

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00
Total Inventory Assets		0.00

Capital Assets

Leasehold Improvements		0.00
Equipment	8,893.86	
Accum. Amort. - Equipment	-2,523.67	
Net - Furniture & Equipment		6,370.19
Vehicle	149,202.46	
Accum. Amort. -Vehicle	-38,936.36	
Net - Vehicle		110,266.10
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		116,636.29

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Total Other Non-Current Assets		0.00

TOTAL ASSET 188,627.43

LIABILITY

Current Liabilities

Accounts Payable	112.00
Import Duty Clearing	0.00
Bank Loan - Current Portion	0.00
Bank Advances	0.00

Printed On: 05/25/2019

**South Peace Search and Rescue
Balance Sheet As at 12/31/2018**

R-1

Page 1

Visa Payable	0.00	
MasterCard Payable	0.00	
American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	-1,129.70	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		-1,129.70
Prepaid Sales/Deposits		0.00
Total Current Liabilities		-1,017.70
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		-1,017.70
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		184,718.22
Current Earnings		4,926.91
Total Owners Equity		189,645.13
TOTAL EQUITY		189,645.13
LIABILITIES AND EQUITY		188,627.43

Printed On: 05/25/2019

Date: May 23 2019Society Number: S-48958**APPLICANT INFORMATION**

- 1) **Name of Organization:** Tumbler Ridge Search and Rescue
- 2) **Contact Person:** Gerald Noksana
- Position:** [REDACTED]
- Mailing Address:** [REDACTED]
- Phone:** _____ **Fax:** _____
- Email:** [REDACTED]
- Website:** _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

3) Executives of Your Organization:**President/Chair**Name: Brandon Lewis Phone: _____**Vice President/Vice Chair**Name: Steven Tory Phone: _____**Treasurer**Name: Gerald Noksana Phone: _____**Secretary**Name: Amanda Coonce Phone: _____**4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**Sarah Waters[REDACTED][REDACTED]**5) How many volunteers does your group have registered?**25 certified GSAR members.**6) TOTAL volunteer hours accumulated by your group in the previous year:**Approximately 1200 hours accumulative for the 2018/2019 year.**7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)**Core lodge avalanche call out 2019Murry river forest service road call out 2019thunder mountain call out 2019Murry River call out 2018



8) Please provide a 5 year action plan for your organization.

Year 1: Continue building team with trained GSAR members.

Year 2: Have mobilized response rescue truck

Year 3: Build and train rope rescue team

Year 4: Build and train swift water team

Year 5: Have members trained as specified team leaders.

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

- 1) trailer insurance \$250
- 2) truck insurance \$7000
- 3) society fee \$50
- 4) GPS mapping \$170
- 5) SAT phone fee \$500

- | | |
|--|-----------|
| 10) Total fixed costs requested from the Regional District: | \$ 7970 . |
| 11) Total variable costs requested from the Regional District: | \$. |
| 12) TOTAL FUNDS requested from the Regional District: | \$ 7970 . |

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



Peace River Regional District Search & Rescue Grant-in-Aid Summary of Payables

Monday, July 8, 2019

Current Year Allocation

	2011	2012	2013	2014	2015	2016	2017	2018	GIA Remaining
9,125.80 North Peace Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8,914.20 South Peace Emergency Response Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
960.00 Tumbler Ridge Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	1,075.00	960.00	2,035.00
6000.00 Chetwynd Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	1,589.00	0.00	1,589.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	2,664.00	960.00	3,624.00

SAR Summary of Payables

	TOTAL	2011	2012	2013	2014	2015	2016	2017
North Peace Search & Rescue	\$68,255.48	5,988.00	12,657.40	9,869.64	6,406.00	7,276.41	7,930.60	9,001.63
South Peace Emergency Response Team	\$55,734.24	5,538.90	9,342.60	3,681.18	6,116.00	6,723.59	7,494.40	7,923.37
Tumbler Ridge Search & Rescue	\$14,100.28	3,443.10	0.00	2,569.18	3,478.00	2,000.00	575.00	1,075.00
Chetwynd Search & Rescue	\$36,880.00	0.00	0.00	5,880.00	6,000.00	\$6,000.00	6,000.00	7,000.00
TOTAL	\$174,970.00	14,970.00	22,000.00	22,000.00	\$22,000.00	22,000.00	22,000.00	25,000.00

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-7
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	July 13, 2017
Board Resolution # and Date:	RD/17/07/34	Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	February 19, 2008
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and determine which groups should receive funding in that year and invite those applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. That following the review of applications, that an allocation meeting be held in July of each year with the eligible SAR organizations and the EEC, to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative.
- 1.9. As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

5. DEFINITIONS

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the Regional Board and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the Regional Board.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



REPORT

To: Emergency Executive Committee

Date: June 24, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **2017 Search and Rescue Grants – Unclaimed Allocations**

RECOMMENDATION:

That the Emergency Executive Committee recommend to the Peace River Regional District Board that the unclaimed 2017 Search and Rescue grant allocations, in the amount of \$2,664, be returned to the Grants to Community Organizations function.

BACKGROUND/RATIONALE:

This report is being brought forward to the Emergency Executive Committee as a result of the Search and Rescue Grant Policy #0340-30-7, Section 1.13 which states "Search and Rescue organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year." The following Search and Rescue organizations have a balance remaining in their 2017 grant allocations:

- | | | |
|----|---|--------------|
| 1. | Chetwynd Search and Rescue Society | \$1,589; and |
| 2. | Tumbler Ridge Search and Rescue Society | \$1,075. |

Chetwynd Search and Rescue was allocated \$7,000 to assist with operational expenses; however they only claimed \$5,411. Tumbler Ridge Search and Rescue received an allocation amount of \$1,075 to assist with the cost of insurance and has not made any claim for reimbursement. This funding was ratified by the Regional Board on July 27, 2017 meaning the groups had until July 27, 2018 to claim their allocations.

ALTERNATIVE OPTIONS:

1. That the Emergency Executive Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The annual budget commitment for Grants to Organizations, Search and Rescue is \$50,000.

COMMUNICATIONS CONSIDERATION(S):

1. Upon approval of Search and Rescue grants, all recipients are notified in writing that they must utilize their grant funding within the year of ratification by the Board and that funds will not be carried over year to year.

Staff Initials:

Dept. Head: 

CAO: 

Page 1 of 2

July 25, 2019

2. Both Chetwynd Search and Rescue and Tumbler Ridge Search and Rescue will be notified of the Boards decision and a letter will be sent for their records.

OTHER CONSIDERATION(S):

Attachments:

1. Search and Rescue Grant Policy #0340-30-7
2. Search and Rescue Grants Summary of Payables, June 24, 2019



**Peace River Regional District Search & Rescue Grant-in-Aid
Summary of Payables**

Monday, June 24, 2019

**Current Year
Allocation**

	2011	2012	2013	2014	2015	2016	2017	2018	GIA Remaining
9,125.80 North Peace Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8,914.20 South Peace Emergency Response Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
960.00 Tumbler Ridge Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	1,075.00	960.00	2,035.00
6000.00 Chetwynd Search & Rescue	0.00	0.00	0.00	0.00	0.00	0.00	1,589.00	0.00	1,589.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	2,664.00	960.00	3,624.00

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-7
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
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		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	February 19, 2008
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and determine which groups should receive funding in that year and invite those applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. That following the review of applications, that an allocation meeting be held in July of each year with the eligible SAR organizations and the EEC, to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative.
- 1.9. As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	3 of 3
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5. DEFINITIONS

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
- 7.2. Staff will review each application to determine its completeness and eligibility.
- 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
- 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
- 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the Regional Board and the procedures to claim such funding.
- 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the Regional Board.
- 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.



Peace River Regional District

Search & Rescue Grant Application

Schedule A

Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) **Name of Organization:** _____
- 2) **Contact Person:** _____
Position: _____
Mailing Address: _____
Phone: _____ **Fax:** _____
Email: _____
Website: _____

Please list our organization on the PRRD website as a “Local Community Group” Yes No *(please check one)*

- 3) **Executives of Your Organization:**
President/Chair
Name: _____ Phone: _____ Email: _____
Vice President/Vice Chair
Name: _____ Phone: _____ Email: _____
Treasurer
Name: _____ Phone: _____ Email: _____
Secretary
Name: _____ Phone: _____ Email: _____

- 4) **Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.**

- 5) **How many volunteers does your group have registered?**
- 6) **TOTAL volunteer hours accumulated by your group in the previous year:**
- 7) **Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)**



8) Please provide a 5 year action plan for your organization.

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

10) Total fixed costs requested from the Regional District:	\$	_____.
11) Total variable costs requested from the Regional District:	\$	_____.
12) TOTAL FUNDS requested from the Regional District:	\$	_____.

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

—Signature of Applicant—



PEACE RIVER REGIONAL DISTRICT

Search and Rescue Grant – Application Checklist Schedule B

Date: _____

Applicant Name: _____

All application packages must be submitted by 4:30 pm on May 31st and include the following items:

APPLICATION:

- .. Completed SAR Grants-in-Aid **application form** (all fields must be completed).
- .. **Financial statements** for the previous year including an income statement and balance statement.
- .. Detailed project and/or operating **budget**. Funding cannot be provided for the payment of debt or wages.
- .. **3 quotes** for any services, materials and equipment valued at \$3,000 or more is required.
- .. 1 member as GSR Search Manager
- .. **AGM minutes**
- .. **Annual report** detailing how your SAR Grant-In-Aid funding has been utilized.

Please note: Organizations are not required to provide a copy of the Society Form 11. This information is checked annually by PRRD Staff through BC Online

Staff Notes: _____



Search & Rescue Grant CLAIM FORM – Schedule C

Mailing Address: _____
Address
City
Postal Code

Amount You Are Claiming:

[illegible]

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201
[**prrd.dc@prrd.bc.ca**](mailto:prrd.dc@prrd.bc.ca)

For Office Use Only

Coding	Year	Amount	
			Approved
Total Claim			

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	