

POLICY STATEMENT

SERVICES – EMERGENCY MANAGEMENT Search and Rescue Funding – Supplemental Funds

Definitions:

- a) “Emergency Executive Committee” is as defined in Bylaw No. 1599, 2005.
- b) “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
- c) “minor capital items” means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment
- d) “operational costs” means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- e) “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.

1. This policy is intended to supplement the operating funds of the Search and Rescue groups in the Peace River Regional District. Groups are expected to fundraise for alternate sources of funds and for major capital items.
2. To be eligible for funding, Search and Rescue organizations must meet the following criteria:
 - a. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - b. 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;
 - c. 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.

Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.

3. Search and Rescue organizations must submit a formal application for operating and minor capital items 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’.
4. On an annual basis the Emergency Executive Committee shall determine the annual budget amount for Search and Rescue Funding to be included in the Peace River Regional District Annual Financial Plan.
5. Upon approved application by the Regional District, eligible Search and Rescue organizations, along with a representative of the Emergency Executive Committee, will meet in July of each year to allocate funding to each of the Search and Rescue organizations from the budgeted amount as per the current Annual Financial Plan. Search and Rescue

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organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

6. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible Search and Rescue organizations and the Emergency Executive Committee representative.
7. All applications will be adjudicated based on need and available funds in the fiscal year of the established service. The Emergency Executive Committee reserves the right to accept, reject or amend any application at its sole discretion.
8. All decisions of allocations for funding must be ratified by the Emergency Executive Committee.
9. Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Emergency Executive Committee but not before.
10. Search and Rescue organizations must utilize allocated funds within 1 year of ratification by the Emergency Executive Committee and will not be permitted to carry over funds to the following year.
11. Grant applications to acquire land, buildings and major capital items will not be permitted.
12. The Search and Rescue organization shall be responsible to raise funds for major capital projects including land and buildings by seeking other funding sources including but not limited to donations, corporate sponsorships and/or applications to other senior government agencies.
13. Unallocated funds from the annual requisition for the Search and Rescue service shall be carried forward as a surplus to reduce the following year's emergency planning tax requisition.
14. Member municipalities and/or Electoral Areas that may currently provide financial assistance to Search and Rescue organizations in their jurisdictions may, at their sole discretion, continue to provide said financial assistance.



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)*

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- 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 funds requested from the Regional District: \$_____.

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) Completed Society Annual Report Form 11.
- e) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant