



POLICY STATEMENT

The Government of Nunavut (GN), under the authority of the *Financial Administration Act*, may provide contributions to support a community based search and rescue.

PRINCIPLES

The policy is based on the following principles:

- A community based search and rescue should not replace public searches organized and funded by the Royal Canadian Mounted Police (RCMP), the Canadian Coast Guard, the Department of National Defence or Parks Canada, but may precede or follow them.
- A community based search and rescue should be conducted under the authority of the *Civil Emergency Measures Act*.
- The department encourages the creation of Search and Rescue Organizations (SAROs) in support of community based search and rescue activities.

SCOPE

This policy applies to all communities and SAROs.

DEFINITIONS

Community

A body of people living in the same locality and governed by a municipal corporation incorporated under the *Hamlets Act*, the *Cities, Towns and Villages Act*, or recognized as a settlement under the *Settlements Act*.

Community Council

A council of a municipal corporation or a body representing a recognized settlement.

Community Based Search and Rescue

A search for a missing person(s) organized and conducted by a community council or a SARO under the authority of the *Civil Emergency Measures Act* prior to, or immediately following, a public search.

Emergency Response Plan

A community, area, regional or territorial emergency response plan approved in



accordance with the *Civil Emergency Measures Act*.

Private Search

A search for a missing person(s) conducted by individuals or groups of friends and family members performed without benefit of government assistance.

Public Search

A search for a missing person(s) organized and conducted by the RCMP (land search and rescue), the Canadian Coast Guard (marine search and rescue), the Department of National Defence (air search and rescue) or Parks Canada (search and rescue within a national park).

Search And Rescue Organization (SARO)

A community based non-profit society that has been designated as an authority by the Local Authority or Mayor of the respective community (as per the *Civil Emergency Measures Act*) to act as the sole agent for collecting funds for and carrying out a community-based search.

Non-Profit Organization

A society or not-for-profit corporation that is registered and is in good standing with Nunavut Legal Registries.

AUTHORITY AND ACCOUNTABILITY

1. The Minister

The Minister of CGS is accountable to Cabinet for the implementation of this policy.

2. Deputy Minister

The Deputy Minister of CGS:

- (a) is responsible for the administration of all provisions pursuant to this policy;
- (b) is responsible for the immediate notification of the appropriate designated authority responsible for a public search;
- (c) may authorize a community-organized search upon the request of a community council or an SARO that has been designated authority by the respective mayor of the community;



- (d) may approve grants and contributions subject to the conditions outlined in this policy;
- (e) may through a letter of instruction, delegate authority to a Regional Director of Operations or the Director of Emergency Management Services to make the appropriate notification to a designated authority, and approve contributions;
- (f) may issue an advance payment for the expenditure of search-related funds where necessary and upon the authority of the *Financial Administration Act*; and
- (g) determines the eligibility of expenditures under this policy.

PROVISIONS

1. Eligibility

Eligibility is restricted to municipal corporations, volunteer organizations, groups or individuals, as set out in the financial conditions and attached schedules in this policy.

2. Application

- (a) When requested, CGS shall provide application forms and assist applicants with the preparation of proposals.
- (b) Requests shall be submitted by the community council or the SARO to the Deputy Minister or delegate.
- (c) Requests made by telephone or other means must be verified in writing as soon as time permits.
- (d) Meeting the eligibility requirements of this policy does not guarantee approval for funding.

3. Financial Conditions

- (a) The financial conditions, as detailed in the attached schedules, shall apply to the programs administered under this policy.
- (b) Where full financial accounting or reporting requirements are not submitted, recipients will not be considered for further funding until



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the required financial statement is received, or the amount unaccounted for is repaid.

- (c) Prior to the issue of payment, the recipient(s) of a contribution awarded under the conditions detailed in schedule 2 or 3 (see attached), shall sign a contribution agreement, which contains their project goals and objectives, guidelines for allowable expenditures, completion timeline and reporting and accounting requirements.

FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval by the Legislative Assembly, and on the availability of funds in the appropriate budget.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting contributions for a community based search and rescue outside the provisions of this policy.

SUNSET CLAUSE

This policy shall be in effect from the date of the signature until May 31, 2008.



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**CONTRIBUTIONS
SCHEDULES**

Support for Community Based Searches	1
Search and Rescue Organization Startup Funds	2
Ongoing Support for Search and Rescue Organizations	3



**SCHEDULE 1
CONTRIBUTIONS
SUPPORT FOR COMMUNITY BASED SEARCHES**

Purpose	To assist with community based search and rescue (SAR) operations.
Eligibility	<p>Municipal corporations or SAROs that are involved in or conduct community based search and rescues.</p> <p>Eligible recipients shall:</p> <ul style="list-style-type: none">• Consult the designated body in charge of a public search (for example the RCMP)• Make an official request to the Deputy Minister or delegate to carry out a community-based search and rescue.
Review	<p>Reviews shall use the following criteria:</p> <p><u>Eligible expenditures</u></p> <p>Fuel, emergency supplies, groceries, lubricants, minor machine parts and the support of aircraft charter costs.</p> <p><u>Non-eligible expenditures</u></p> <p>Wages, loss of income, equipment rental charges and repair of equipment to its pre-search condition.</p> <p>Where unusual circumstances warrant special consideration, the Deputy Minister or delegate may deem excluded items to be eligible expenditures.</p> <p>Expenditures made during public or private searches shall not be eligible for financial assistance under this policy.</p>
Supporting Data	<p>At the conclusion of a community-organized search, community council or SARO shall:</p> <ul style="list-style-type: none">• Submit a summary of expenditures with a brief substantiation and a report on search-related activities.• Where an advance was issued, pursuant to the <i>Financial Administration Act</i>, repay any unused portion of the advance payment issued in support of the search.



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Accountability	The municipal corporation or SARO shall submit a final report detailing the expenditures spent on the SAR activity to the Director of Nunavut Emergency Management. The report shall be submitted within two months of the SAR activity.
Amount	Assistance will be allowed for a reimbursement of actual eligible expenses to a maximum of \$5,000.
Payment	Payments are made as reimbursements to the municipal corporations or SAROs. Claims must be submitted by the municipal corporation or SARO and supported by a copy of the original invoice (s) or receipts.
Term	This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.



**SCHEDULE 2
CONTRIBUTIONS
SEARCH AND RESCUE ORGANIZATION START UP FUNDS**

Purpose	To assist SAROs with initial start up costs associated with their organizations. Start up costs may include training activities or regular operations and maintenance such as office supplies but shall not include any capital expenditures.
Eligibility	Newly established SAROs that have not previously received funding from CG&S under this schedule.
Review	The Director of Nunavut Emergency Management will gather and assess application forms.
Supporting Data	<p>A completed application form, provided by Nunavut Emergency Management, including:</p> <ul style="list-style-type: none">• The terms of reference for the SARO and a schedule of activities for that year.• Proof from Legal Registries that the SARO is registered as a non-profit society and has provided their annual financial statements.• A detailed budget outlining the projected expenditures and revenues of the SARO
Accountability	The SARO shall provide a report to Nunavut Emergency Management detailing their first year of operations. The report shall be submitted within two months of the end of the fiscal year (March 31).
Amount	A one-time start up of \$2,500 will be allowed under this policy.
Payment	Payments will be made as a one-time single installment to SAROs. Payments may be made as a reimbursement for a past year's startup cost, providing that sufficient supporting data is provided.
Term	This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.



**SCHEDULE 3
CONTRIBUTIONS
ONGOING SUPPORT FOR SEARCH AND RESCUE ORGANIZATIONS**

Purpose	To assist SAROs with ongoing annual costs associated with maintaining readiness and fundraising activities for their organization. Costs may include training activities or regular operations and maintenance such as office supplies but shall not include any capital expenditures.
Eligibility	SAROs
Review	The Director of Nunavut Emergency Management will gather and assess application forms.
Supporting Data	<p>A completed application form, provided by Nunavut Emergency Management, including:</p> <ul style="list-style-type: none">• The terms of reference for the SARO and a schedule of activities for that year.• Proof from Legal Registries that the SARO is registered as a non-profit society and has provided their annual financial statements.• A detailed budget outlining the projected expenditures and revenues of the SARO <p>Successful applicants of the SARO Startup Funds (see schedule 2) can use the same supporting data in their application for ongoing support.</p>
Accountability	The SARO shall provide a report to Nunavut Emergency Management detailing their first year of operations. The report shall be submitted within two months of the end of the fiscal year (March 31).
Amount	An ongoing support payment of up to \$2,500 is allowed under this policy.
Payment	Payments will be made as a single installment to SAROs. Payments may be made as a reimbursement, providing that sufficient supporting data is received before the end of the fiscal year for which the reimbursement is being made.
Term	This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.