

2020 SAR Grant Application - Assessment

Organization	Projects	# Tasks	Fixed Costs	Variable Costs	\$ Request	Agreed Amt	Assessment Notes
Chetwynd Search and Rescue	Operational - insurance, phone expenses, licenses, etc. <i>(fixed costs)</i>	4	\$ 6,000.00	\$ -	\$ 6,000.00		<b>Application incomplete</b> - question #9 unanswered applicant did not explain how funds would be used; missing financial information, detailed budget, AGM minutes and annual report for 2019 SAR grant (staff requested by email June 26, 2020); In good standing with Societies Act; no 2019 grant funding claimed to date - \$6,000 remains in balance must be claimed by September 5th 2020 as per policy (1 yr. of ratification).
North Peace Search and Rescue	Operational - licensing/insurance, fees, swift water tech training <i>(fixed costs)</i> ; equipment, gears, mapping technology <i>(variable costs)</i> .	20	\$ 16,958.48	\$ 16,994.00	\$ 33,952.48		<b>Note - The total request for NPSAR includes the amount requested (\$12,394 for Mapping Technology) previously thru the Regional GIA application process which was referred to EEC by the Regional Board at its May 7, 2020 meeting;</b> In addition NPSAR is asking for \$21,558.48 through the SAR Grant application process for a total request of \$33,952.48 in 2020 grant funds. The applicant meets the eligibility criteria and is in good standing with the Societies Act; all 2019 SAR grant funding has been claimed.
South Peace Emergency Response Team	Operational Costs: insurance, phone, licenses <i>(fixed costs)</i> ; minor repairs; 1st Aid training <i>(variable costs)</i>	4	\$ 10,993.87	\$ 9,213.18	\$ 20,207.05		Meets eligibility criteria; In good standing with Societies Act; 2019 Grant funds \$13,536.57 have not been claimed to date waiting on addition invoices (requested June 26); breakdown of training costs \$8,840.95
Tumbler Ridge Search and Rescue	Operational - Trailer and truck insurance, SAT fees <i>(fixed costs)</i>	10	\$ 4,540.00	\$ -	\$ 4,540.00		Meets eligibility criteria; In good standing with Societies Act; 2019 Grant funds unclaimed \$7,201.67 must be claimed per date of ratification September 5, 2019 - Staff - advised would move forward to EEC but Regional Board would have to waive policy to approve exception.
TOTALS		38	\$ 38,492.35	\$ 26,207.18	\$ 64,699.53	\$ -	

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

Date: May 31 2020Society Number: S0061259**APPLICANT INFORMATION**

Chetwynd Search and Rescue

- 1) Name of Organization: \_\_\_\_\_
- 2) Contact Person: Don Wheeler
- Position: President/SAR Manager
- Mailing Address: Box 1139 Chetwynd BC V0C 1J0
- Phone: 250-788-5446 Fax: \_\_\_\_\_
- Email: chetwyndsar@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 Phone: 250-788-5446 Email: chetwyndsar@gmail.com

**Vice President/Vice Chair**

Name: Alastair Atherton Phone: 250-601-0601 Email: drummerboyal@gmail.com

**Treasurer**

Name: Adam Gentry Phone: (250) 788-6040 Email: gentryadam1974@gmail.com

**Secretary**

Name: Melissa Lalonde Phone: (250) 401-3070 Email: mel\_scott22@hotmail.com

**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 250-788-5446 chetwyndsar@gmail.com

**5) How many volunteers does your group have registered? 14****6) TOTAL volunteer hours accumulated by your group in the previous year: 260****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**

#00055 Moderly Lk Road #203302

#00048 Murray River Missing canoes #202562

#00050 Mackenzie Lost Boy OP 3 #202536

#00049 Mackenzie 4 yr old missing OP1 #202536



- 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:

Recurit for Membership and Gsar Training

Year 4:

Recurit 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



Date: May 28, 2020Society Number: S-0030265**APPLICANT INFORMATION**

- 1) **Name of Organization:** North Peace Search and Rescue
- 2) **Contact Person:** Brian Lamond
- Position:** President
- Mailing Address:** Box 6933 Fort St John, B.C. V1J 4J3
- Phone:** 250-793-0761 **Fax:** \_\_\_\_\_
- Email:** [Redrock2018@shaw.ca](mailto:Redrock2018@shaw.ca) [contact@npsar.ca](mailto:contact@npsar.ca)
- Website:** [www.npsar.ca](http://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 Phone: 250-793-0761 Email: [Redrock2018@shaw.ca](mailto:Redrock2018@shaw.ca)**Vice President/Vice Chair**Name: William Cameron Phone: 250-794-2159 Email: [sar@terrycameron.ca](mailto:sar@terrycameron.ca)**Treasurer**Name: Stuart Gillet Phone: 250-263-4196 Email: [Stuart.gillet@yahoo.com](mailto:Stuart.gillet@yahoo.com)**Secretary**Name: Andrea Forrest Phone: 250-261-1654 Email: [Bellpurple310@yahoo.com](mailto:bellpurple310@yahoo.com)**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 250-793-0761

Sandy Ross 250-262-9314

Michel Lavallee 250-261-4640

**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 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)**

See Appendix B&amp;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 E1/E2/E3a/E3b

10) Total fixed costs requested from the Regional District: \$16,958.48

11) Total variable costs requested from the Regional District: \$16,994.00

12) TOTAL FUNDS requested from the Regional District: \$33,952.48

*\* 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 F1/F2/F3 **See Appendix H**
- 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 **See Appendix E**
- 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

*Brian Lamond*

## **NP SAR Application - Question 9 Additional text**

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.

C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

# North Peace Search and Rescue

ANNUAL HOUR REPORT – 2019 (January 1, 2019 – December 31, 2019)

## SUMMARY

### **OPERATIONAL TASKS:**

TASK INCIDENTS - 20,

Days on task 25 days,

Volunteers Involved – 153,

Total Hours Committed – 1135.15 hours

### **SAR PREVENTION AND EDUCATION:**

AdventureSmart Presentations – 18

Community Events – 9

SAR Prevention Events– 16

Total hours Committed – 315 hours

### **TRAINING:**

Training exercises – 65

Total hours committed – 4,700.33 hours

### **MAINTENANCE AND MEETINGS:**

Maintenance – 107 hours

Meetings - 380 hours

**2019 Total Team Hours – 6,637.48 hours**





## 2019 Task summary - North Peace SAR

	Task Number	Date	Description	Days	Volunteers	Hours
1	195873	Feb 11/19	Doig 3 yr old	1	1	0.2
2	196462	Mar 17/19	Murray Ridge - sledder	1	2	9.6
3	200533	Apr 30/19	Prestpatou - 14 yr old	1	10	38.6
4	200826	May 19/19	BCAS support - Big Bam	1	20	15
5	200996	May 28/19	Fort Nelson - trapper evac	1	1	0.6
6	201018	May 29/19	Hudson Hope Fisherman Ops 1	1	19	120.1
7	201018	May 30/19	Hudson Hope Fisherman Ops 2	1	9	69
8	201018	June 1/19	Hudson Hope Fisherman Ops 3	1	1	0.3
9	202266	August 5/19	Missing Boater Peace River	1	1	4.7
10	202318	August 7/19	Injured hunter Prophet	1	11	119.6
11	202536	August 17/19	Mutual Aid - Mackenzie 4 yr old.	2	23	541.7
12	202611	August 21/19	Fort Nelson - Racing river hunters	1	1	1
13	202937	Sept 6/19	Hudson Hope hunter	1	3	5.2
14	203093	Sept 15/19	Sikanni river guide/outfitter	1	10	2.75
15	203093	Sept 16/19	Sikanni river guide/outfitter	1	6	9.5
16	203014	Sept 10/19	Hunter - Tetsa River, Fort Nelson	1	1	1
17	203085	Sept 20/19	Redfern trail hunters	1	1	0.5
18	203261	Sept 26/19	Graham River Hunters	2	17	89.4
19	203342	Oct 5/19	Terrace mutual aid	4	1	54
20	203486	Oct 11/19	BCAS Kiskatinaw Bridge	1	15	52.4
21						
22						
23						
24						
25						
26						
27						
28						
				25	153	1135.15

Totals



Emergency  
ManagementBC

## APPLICATION FOR ANNUAL TRAINING TASK NUMBER

(For WCB and Third Party Liability ONLY as per Policy 3.01)

Date of Application April 6<sup>th</sup>, 2020 Fiscal Year: 2020-2021  
 Originator (please print) Alan Stebbings Email Address: training@npsar.ca  
 Phone Number: 778-256-0855 Fax Number: \_\_\_\_\_

Group Name (if applicable): North Peace SAR

EMBC Region:

- ☒ North East      ☐ Central      ☐ Vancouver Island  
☐ North West      ☐ South East      ☐ South West

Public Safety Lifeline  
Group or Discipline:

- ☐ Emergency Program / ESS /  
 Emergency Radio Communications / Road Rescue (LA Fire Dept)  
☒ SAR  
☐ PEP Air  
☐ Road Rescue (Society)      ☐ 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. Groups are encouraged to include an annual training plan to help facilitate training task number approvals.

*\* COVID is limiting our training now.*  
*Usually train once a week for GSAR and twice a month for Rope Rescue. Participate in a number of weekend training exercises for all disciplines (GSAR, Tracking, Rope Rescue, Swiftwater Rescue, Ice Rescue & Avalanche Rescue). Put on a couple of in-house courses each year (Ice Rescue, Hypothermia, etc.)*

Annual Training Plan attached

☐ Yes      ☒ No

Regional Manager

☐ Approved

☐ Not Approved

Comments \_\_\_\_\_

Regional Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Copy to Region ☐

Copy to EMBC Headquarters ☐

TRAINING TASK NUMBER: \_\_\_\_\_

# **NORTH PEACE SEARCH AND RESCUE**

## **Business Plan**



**2020**  
Year 4 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, 13 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).

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

**Appendix D**

## **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 AdventureSmart programs such as Hug-A Tree and Survive Outside.

**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**

**Appendix D**

North Peace SAR Executive 2020/21

NAME	POSITION	ADDRESS
Brian Lamond	President	Site 10, Comp 22, RR 1 Fort St John, BC V1J 4M6
William Cameron	Vice President	201 – 8220 92 Avenue Fort St John, BC V1J 6X2
Andrea Forrest	Secretary	RR 1, Comp 34 Fort St John, BC V1J 4M6
Stuart Gillet	Treasurer	8908 89 <sup>th</sup> Street Fort St John, BC V1J 5L9
Alan Stebbings	Training Officer	9820 112 Ave Fort St John, BC V1J 2W5
Michel Lavallee	Director	10503 103 Ave Fort St. John, BC V1J 2J1
Matthew Blaney	Director	SS#2 Site 27, Comp 4 Fort St John, BC V1J 4M7
Meiling Hong	Director	11727 97street, Fort St. John, BC V1J 0E9
Alysha Giesbrecht	Director	SS#2 Site 12 Comp 278 Fort St. John, BC V1J 4M7

## North Peace Search and Rescue

## Appendix E

Funding request for North Peace  
Search and Rescue - 2020

Item	Cost	Explanation
1 Response Truck #1 Insurance	\$3,150.00	Annual ICBC Insurance for our First Response Truck
2 Response Truck #2 Insurance	\$3,554.00	Annual ICBC Insurance for our First Response Truck #2
3 Command Trailer Insurance	\$164.00	Annual ICBC Insurance for our Command Trailer
4 Technical Rescue support unit Insurance	\$387.00	Annual ICBC for our Technical Rescue Support Trailer
5 Deck over trailer Insurance	\$103.00	Annual ICBC for our Deck Over Trailer
6 Technical storage trailer	\$139.00	Annual ICBC for our Technical storage Trailer
7 SAR 3 Side by side insurance	\$73.00	Annual ICBC for our Side by side
8 SAR 4 Quad insurance	\$73.00	Annual ICBC for our Quad
9 SAR 5 Quad insurance	\$73.00	Annual ICBC for our Quad
10 SAR 6 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
11 SAR 7 Snowmobile insurance	\$73.00	Annual ICBC for our Snowmobile
12 Swiftwater rescue Training	\$8,056.00	Swiftwater Technician refresher *Note
13 One Call Now Service	\$336.41	Annual cost of our group callout service
14 Mailbox Rental	\$181.65	Annual cost of our group mailbox rental
15 Annual website cost	\$130.42	Annual cost for website hosting
16 Annual Society Registration	\$40.00	Annual Society Registration
17 Radio Licensing	\$352.00	Annual radio Licensing
18 Drysuit replacement (2 units)	\$2,200.00	Replacements for our swiftwater drysuits
19 Mapping technology enhancements	\$12,394.00	Grant in aid referral from the Regional Board.
20 Rope rescue gear	\$2,400.00	Additional harnesses and hardware
Total Requested fixed	\$16,958.48	
Total Requested variable	16,994.00	
Total	\$33,952.48	

Referred from Regional  
Board Meeting - May 7, 2020

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





**Appendix E2**

May 14th, 2020

## **Estimate - Swiftwater Rescue Technician Training**

**Client:** North Peace SAR  
**Contact:** Alan Stebbing  
**Location:** FSJ/North Peace  
**Dates:** Summer 2020  
**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.

## 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/if needed  
Equipment shipping/extra baggage fees ..... n/a

### Instructor Travel Costs

Accommodations (4 nights @ \$150/night) .....\$600.  
Travel time ( @\$40/hour, up to \$500).....\$500.  
Mileage (1,614 km @ \$0.60/km) ..... \$968.

*Subtotal for Travel Costs ..... \$2,068.*

**Total for 10 Participants ..... \$7,058.**

**Total for 12 Participants ..... \$8,056.**

+ Tax

## 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.

# 2020 Annual General Meeting Minutes

NPSAR AGM Meeting Minutes

March 11, 2020

NPSAR Hall

Directors Present:

Brian Lamond, Stuart Gillet, Michel Lavallee, Andrea Forrest, Matthew Blaney, Terry Cameron, Alan Stebbing, Tim Repas, Evan Thomas

Also Present:

Laurie Ratcliffe, Andy Mueller, Stephan Cameron, Stephen Eicher, Geoff Lamond, Steven Payette, Valerie Taylor, Peter DeJong, Hannah Bolten, Greg Taylor, Meiling Hong, Kevin Kurkenimi, Shannon Champagne, Dave Batton, Dave McAleney, Joe Moser, Ethan Forrest, Sandy Ross, Jae Macala, Rob Jenkins, Jeremy Garner, Shelly McPhee, Darion W., Andre Legacy, Alycia Giesbrecht, Piotr Klisowski, Joel Christuneam

**NOTE: TEXT IN BOLD DENOTES ACTIVITIES THAT REQUIRE ACTION OR MOTION(S) PASSED.**

- *Call To Order:*

Brian Lamond chaired.

Meeting convened at 19:30.

Agenda was displayed.

Reviewed 2019 AGM minutes.

- *Adoption of Minutes:*

**Motion to adopt 2019 Minutes made by Andy Mueller and seconded by Laurie Ratcliffe.**

Passed unanimously.

- *Adoption of changes to constitution:*

**Motion to adopt changes made to the Constitution made by Evan Thomas and seconded by Andre Legacy.**

Passed unanimously.



- *Financial Statement:*

Reviewed NPSAR Financial Statement for March 2019 to February 28 2020, prepared and presented by Stuart Gillet. Statement filed in binder with physical copy of these minutes.

The bank total is \$37,744.30.

The building account total is \$150,975.72.

**Motion to adopt the Financial Statement made by Dave McAleny and seconded by Geoff Lamond.**

Passed unanimously.

**Motion made by Evan Thomas to dissolve the current Executive. Seconded by Michel Lavallee.**

Motion carried.

- *Election of Officers (led by Sandy Ross):*

**Election for Position of NPSAR President:** Nomination from the floor - Brian Lamond.

Brian Lamond voted President by acclamation.

**Election for Position of NPSAR Vice-President:** Nomination - William (Terry) Cameron

William (Terry) Cameron voted Vice President by acclamation.

**Election for Position of NPSAR Secretary:** Nomination - Andrea Forrest.

Andrea Forrest voted Secretary by acclamation.

**Election for Position of NPSAR Treasurer:** Nomination from the floor - Stuart Gillet

Stuart Gillet voted Treasurer by acclamation.

**Election for Position of NPSAR Training Officer:** Nomination from the floor – Alan Stebbing

Alan Stebbing voted Training Officer by acclamation.

**Election for Position(s) of NPSAR Directors:**

\*Nominations from the floor - Michel Lavallee, Tim Repas, Matthew Blaney, Alysha Giesbrecht, Meiling Hong, Andre Legacy

\* Michel Lavallee, Matthew Blaney, Alysha Giesbrecht and Meiling Hong voted as Directors.

**Motion to destroy ballots made by Jeremy Garner and seconded by Alan Stebbing.** Motion carried.

**Motion to close elections made by Shelly McPhee and seconded by Michel Lavallee.** Motion carried.

**Motion to adjourn AGM made by Geoff Lamond and seconded by Andrea Forrest.** Motion carried.

- Meeting adjourned at 20:38.

## NPSAR Financial Statement Chequing Account 14 March, 2019 - 28 February, 2020

## Income

Tasks		Paid amount	Expenses	Income	Expenditure
Sequence#	Task #				
11 (2017/18)	183311 second claim	\$	1,614.14		
18 (2018/19)	195873	\$	125.00		
1	196462	\$	624.77		
2	200533	\$	1,999.28		
3	200826	\$	125.00		
4	200996	\$	125.00		
5	201018 ops 1	\$	3,241.85		
6	201018 ops 2	\$	1,615.80		
6	201018 damaged equipment	\$	1,152.53		
7	201018 ops 3	\$	125.00		
8	202266	\$	621.00		
9	202318	\$	3,846.87		
10	202536	\$	10,943.29		
10A	202536 damaged equipment	\$	690.03		
11	202611	\$	125.00		
12	202937	\$	763.60		
13	203014	\$	172.50		
14	203093	\$	1,115.50		
15	203085	\$	125.00		
16	203261	\$	1,710.07		
17	203342	\$	3,246.59		
18	203486	\$	1,965.35		
18	205658		*		
20	205757		*		
21	205892		*		
Task reimbursement to team members		\$	14,665.55		
Totals		\$	36,073.17	\$	14,665.55

Donations					
	FSJ Co-op membership dividend	\$	15.00		
	Yoni Design, discount given on internal cabinets for new TST	\$	467.00		
	FSJ Elks	\$	600.00		
	Elizabeth Calder	\$	50.00		
	Total Donations	\$	1,132.00		
Grants					
	BC SARA Provincial Government support	\$	89,413.37		
	PRRD 2019	\$	22,493.43		
	Total Grants	\$	111,006.80		
Fundraising					
	Rotary Mothers Day Run	\$	500.00		
	City of Fort St John/Canada Day Parade	\$	1,000.00		
	River Rats Jet Boat Races	\$	1,000.00		
	City of Fort St John Santa Parade	\$	1,000.00		
	District of Hudson's Hope Polar Bear Plunge	\$	500.00		
	Total Fundraising	\$	4,000.00		
	Sale of replacement Team Ball Cap to a member	\$	28.04		
	Donation by Autographs when new TST was being decaled	\$	750.00		
	Reclaim from Clay Trailers of work to modify steps on new TST, work carried out by Yoni Design	\$	644.00		
	Trapper Gilowski donation from Task 196462	\$	67.68		
	Return of storage boxes to Staples	\$	13.41		
	Adventure Smart payment	\$	500.00		
	Regional support for NE Region SAR Group meeting in QC	\$	873.40		
	Tracking course income	\$	280.00		
	Trail Blazin Power deposit refund for sled rental for avalanche course	\$	1,384.00		
	Members contribution to Christmas Dinner	\$	550.00		
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Interest on \$10,000.00 GI/C used to cover credit cards	\$	100.00		
Total Income		\$	158,322.23		

## Expenses

Vehicles					
	Vehicle repairs	\$	5,178.40		
	Vehicle insurance	\$	6,815.00		
	Vehicle expenses	\$	13,996.95		
	Vehicle purchase	\$	33,041.75		
	Total Vehicles	\$	59,032.10		
Communications					
	One Call Now	\$	336.41		
	Radio Licenses	\$	352.00		
	Wed Hosting	\$	129.51		
	Total Communications	\$	817.92		
Registration fees					
	Society registration	\$	40.00		
	Total Registration fees	\$	40.00		
Training courses and expenses					
	Wilderness First Aid	\$	674.52		
	Rope Rescue course May	\$	1,613.86		
	Swift Water Rescue course	\$	7,406.75		
	Attending NE Region SAR Group meeting	\$	734.25		
	Rope Rescue Course June	\$	838.78		
	Hypothermia course	\$	1,386.72		
	Search Managers meeting	\$	47.82		
	Sled rental for Avalanche course \$2000.00 less \$1384.00 on income side	\$	2,000.00		
	Total Training	\$	14,702.70		
Equipment/supplies					
	Office supplies	\$	701.94		
	New/replacement equipment	\$	17,513.55		
	Team apparel	\$	19,298.51		
	Trade show	\$	1,035.90		
	Task expense	\$	1,154.43		
	Equipment repair	\$	166.68		
	Total Equipment/supplies	\$	39,871.01		
Bank charges					
	Bank and Visa card charges	\$	276.27		
	Total Bank charges	\$	276.27		
Transfer to Building Fund account					
	Interest credited by RBC for opening the Building Fund account three days late	\$	19.73		
	Lump sum transfer to Building Fund account	\$	150,000.00		
	Total transferred to Building Fund account	\$	150,019.73		
Social events					
	Miscellaneous member support	\$	125.43		
	Team/new members BBQ after summer break	\$	271.87		
	Christmas dinner	\$	2,280.00		
	Team awards issued at Christmas Dinner	\$	634.26		
	Team gifts presented at Christmas dinner	\$	1,455.60		
	Total Social events	\$	4,767.16		
Totals		\$	158,322.23	\$	284,192.44

Income

Expense

Net income/expenses \$ (125,870.21)

Starting balance \$ 163,614.51

Ending balance \$ 37,744.30

Difference \$ (125,870.21)

Actual bank balance \$ 37,744.30



Date:

Society #:

**Organization Information****1. Organization Name:****Civic Address:****Mailing Address:**  
(if different)**City:****Postal Code:****Contact Person:****Phone Number:****Email:****Project / Initiative Information**

Projects and initiatives submitted for grant-in-aid consideration must have a regional focus and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.

**2. Indicate which category is this project, event or service?**

Arts/Culture	Projects that enhance the provision and availability of arts and culture services and amenities
Economic Development	Projects related to creating or enhancing economic opportunities
Environmental	Projects that enhance, protect, or restore environmental values
Heritage	Projects that protect and interpret the region's heritage values
Social	Projects that support the health, well-being and diversity of individuals and communities
Sport/Recreation	Projects related to the provision of sports or recreation activities, tournaments or events
Other (Describe)	

**3. Identify which electoral areas and municipalities this project, event or service will provide benefit to?**

Electoral Area B	City of Dawson Creek	District of Taylor
Electoral Area C	City of Fort St. John	District of Tumbler Ridge
Electoral Area D	District of Chetwynd	Village of Pouce Coupe
Electoral Area E	District of Hudson's Hope	

**4. Description of project, event or service:**



5. Project Start Date:

Project End Date:

6. Is this project, event or service part of your core operations?

Yes

No

7. Is the project, event, or service already provided in the community by another organization?

Yes

No

If yes, provide details:

8. Who will benefit from the project, event or service?

9. What will those benefits be?

#### Budget Information

10. Total Cost of the Project, Event or Service:

\$

11. Grant-in-Aid Amount Requested:

\$

12. For how many years are you requesting funding?

1

2

3

13. Will you receive other sources of funding?

Yes

No

14. Have you applied to other sources, including municipalities for funding?

Yes

No

15. Please describe other sources of funding and amounts as anticipated or received:

Amount:

Source:

Amount:

Source:

Amount:

Source:

Amount:

Source:



### Application Authorization

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.

I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, a description of how funds were spent, and the outcomes achieved to the Regional District by **February 28** of the following year the grant funds were received.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.

### Application Submission

Please submit all grant applications and attachments by email to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **December 31**. The following attachments must be included with your application:

- 1 Project budget, including all sources of funding
- 1 Current financial statements showing expenses, revenues & savings

### Applicant Signature

Continued from Question 9:

There are a number of benefits to this project:

A. With advancing technologies our team is seeing an increased number of requests for rescue through electronic requests (SPOT and InReach device activations), from our tasking agencies. With advanced mapping using real time Geographic Information Services (GIS) and mapping it will allow us to develop enhanced Operational Plans. It will also allow for field deployment of hand held device with our responding teams to reduce rescue times (and improve survivability of subjects). and reduce risks to our responders.

B. Using advanced mapping using real time Geographic Information Services (GIS) and mapping for search operations will allow for Incident Command Planning and Logistics for field team deployment with predetermined team assignments. This will reduce time to develop search area assignments that are currently done using paper maps. With the team assignments being done on a real time GIS platform it will reduce wait times for team assignments. The ability to deploy portable devices with each operational team will enhance their field effectiveness and ensure that their assigned area is searched and the proper Probability of Detection (POD), is achieved. It will also allow the Incident Command Planning Section to download from the field devices to ensure the search area has been adequately covered and allow for development of next team assignments.

C. Interface in SAR field operations with the Everbridge system (currently being used by the PRRD), during specific area evacuation alert or order delivery will provide real time data to the PRRD's Emergency Operations Centre (EOC) of area coverage and notification deliveries. Using the data that the Everbridge system already has in place for identification of rural residences will allow for more accurate data collection and enhanced delivery ability to the PRRD EOC.

North Peace Search and Rescue Society  
Grant-In-Aid application Proposal

Hardware	Number	Cost	Total
iPad Pro (12.9" display)	3	\$1,649.00	\$4,947.00
liPad Mini 4	6	\$899.00	\$2,697.00
iPad Pro case	3	\$200.00	\$600.00
iPad Mini case	6	\$100.00	\$600.00
Wifi Hub	1	\$300.00	\$300.00
Pelican case	1	\$500.00	\$500.00
Chargers, cords, etc.	Misc	\$950.00	\$950.00
Software			
Touch GIS	9	\$200.00	\$1,800.00
			\$12,394.00
Total Grant-In-Aid request			\$12,394.00

**NPSAR Financial Statement 01 April, 2018 - 13 March, 2019**

Income

					Income	Expenditure
Tasks	Sequence#	Task #	Claim	Expenses		
	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

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 Oftebroro, 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 Resacue 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, \$1,564.45 claimed in 2017/18 financial year and accounted for, \$1,113.70		
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		\$ 4,431.86
	\$ 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

Stuart Gillet, 17:00, 13 March, 2019

Variance \$ (0.00)



## Search &amp; Rescue Grant Application

Schedule A

Date: May 30, 2020Society Number: S-0051379

## APPLICANT INFORMATION

- 1) Name of Organization: South Peace Emergency Response Team  
 2) Contact Person: Marcel Woodill  
 Position: President  
 Mailing Address: 1636 - 99 Ave Dawson Creek BC, V1G 1V1  
 Phone: 250-719-4800 Fax: \_\_\_\_\_  
 Email: jamzmarcelwoodill@yahoo.ca  
 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: <u>Marcel Woodill</u>  | Phone: <u>250 719 4800</u> | Email: <u>jamzmarcelwoodill@yahoo.ca</u> |  |
| Vice President/Vice Chair    |                            |  |  |
| Name: <u>Regina Saunders</u> | Phone: <u>250 219 8717</u> | Email: <u>g-saunders@live.ca</u>         |  |
| Treasurer                    |                            |  |  |
| Name: <u>Regina Saunders</u> | Phone: <u>250 219 8717</u> | Email: <u>g-saunders@live.ca</u>         |  |
| Secretary                    |                            |  |  |
| Name: <u>Jaymes George</u>   | Phone: <u>250 719 4043</u> | Email: <u>jaymesgeorge@hotmail.com</u>   |  |

- 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 250 719 4800

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

32

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

2,854

- 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: 4

Days per Task: 1-3 days per task

Volunteers per Task: 10-15 volunteers

Community Events - Adventure Smart, Car Show, Fusion Festival  
 D.C. Music Festival.

Training: Ground Search and Rescue, Wilderness First Aid,





## Search &amp; Rescue Grant Application

Schedule A

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

Year 1: 2021- GSTL, Managers course, First Aid

Year 2: 2022- Upgrade Response Vehicle

Year 3: 2023- Permanent Location Acquisition

Year 4: 2024 - Upgrading to digital mapping program

Year 5: 2025 - Regionalization and upgraded training.

## 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: Insurance Trailers: First Aid Training: \$8,840.95  
 Insurance Truck 1:  
 Insurance Truck 2:  
 Insurance ATV/UTV:  
 Radio Licence: \$376.00  
 Bank Fees: \$96.50  
~~Annual Report Fee:~~  
 Communications: \$1228.75  
 Insurance (Liability): \$2,073.00

Minor  
 Vehicle Repairs: \$372.23

10) Total fixed costs requested from the Regional District: \$ 10,993.87  
 11) Total variable costs requested from the Regional District: \$ 9,213.18  
 12) TOTAL FUNDS requested from the Regional District: \$ 20,207.05

\* 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

# 2019 Budget

## SOUTH PEACE EMERGENCY RESPONSE TEAM

INCOME	Actual	Budget	Difference
<b>Operating Income</b>			
PRRD Grant Funding	<del>8,500</del> 8,500	<del>15,000</del> 8,000	(6,500)
BCSARA Funding	<del>37,000</del> 37,000	<del>38,200</del> 37,000	(2,200)
Gaming Grants			-
Task Revenue	<del>10,000</del> 10,000		10,000
			-
<b>Total Operating Income</b>	<b>55,500</b>	<b>54,200</b>	<b>1,300</b>
<b>Non-Operating Income</b>			
Donations	5,000	5,800	(800)
Interest Revenue	480	500	(20)
			-
			-
			-
<b>Total Non-Operating Income</b>	<b>5,480</b>	<b>6,300</b>	<b>(820)</b>
<b>Total INCOME</b>	<b>60,980</b>	<b>60,500</b>	<b>480</b>

EXPENSES			
<b>Operating Expenses</b>			
Accounting and Legal		500	(500)
Promotional		470	(470)
Insurances		7,000	(7,000)
Lisences and Fees		376	(376)
Operational Equipment		800	(800)
Maintenance and Repairs		5,000	(5,000)
Training		9,000	(9,000)
Office Supplies		300	(300)
Vehicle Fuel		600	(600)
Team Development		2,000	(2,000)
Bank Charges		100	(100)
Volunteer Appreciation		500	(500)
Taxes		400	(400)
Telephone		1,000	(1,000)
Capital Expense		10,000	(10,000)
Utilities			-
Contingency		1,000	(1,000)
Hold over for New Hall		-	-
Hold over for New Truck		-	-
<b>Total Operating Expenses</b>	<b>-</b>	<b>39,046</b>	<b>(39,046)</b>
<b>Non-Recurring Expenses</b>			
			-
			-
Other			-
<b>Total Non-Recurring Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>



data:

**Ridge Wilderness Adventures**

1717 Salton Rd.  
 Abbotsford BC V2S7P2  
 604-477-4663  
 info@ridgewilderness.com  
 www.ridgewilderness.com  
 GST/HST Registration No.:  
 823259015RT001

**INVOICE****BILL TO**

South Peace Emergency  
 Response Team

**INVOICE #** 4109**DATE** 05-26-2020**DUE DATE** 04-23-2021**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
<b>First Aid</b> SAR Specific Wilderness First Aid Course - Minimum 8 participants - Dawson Creek April 23-April 25 2021	8	329.95	2,639.60	GST
<b>Travel expenses</b> Travel expenses for both weekends (includes flights, accommodations etc.)	1	1,536.00	1,536.00	GST
<b>First Aid</b> Advanced Wilderness First Aid Upgrade Course - Minimum 8 participants - Dawson Creek May 1-2 2021	8	259.95	2,079.60	GST

## Deposit Information:

Ridge Wilderness Adventures Ltd. (RWA) requires a deposit of 50%,  
 per person, of the price of the trip/lesson (hereinafter collectively  
 referred to as Trip) in order to secure your booking and reserve your  
 date. The deposit is

refundable upon written confirmation of the cancellation at least 14  
 days prior to the Trip. The balance of the payment is due on the day of  
 the Trip. 10% of the total is non-refundable

<b>SUBTOTAL</b>	6,255.20
<b>GST @ 5%</b>	312.76
<b>TOTAL</b>	6,567.96
<b>BALANCE DUE</b>	<b>\$6,567.96</b>

**TAX SUMMARY**

RATE	TAX	NET
GST @ 5%	312.76	6,255.20



# South Peace Search and Rescue

## Balance Sheet As at 12/30/2019

### ASSET

#### Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU Chequing #47701801	34,560.72	
LVCU Gaming #47701801	45.00	
LVCU HISA #47701801	64,567.70	
LVCU Shares #47701801	55.06	
Chequing Bank Account	0.00	
Foreign Currency Bank	0.00	
Total Cash		99,228.48
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
<b>Total Current Assets</b>		<b>99,233.57</b>

#### Inventory Assets

Inventory A	0.00
Inventory B	0.00
Inventory C	0.00
<b>Total Inventory Assets</b>	<b>0.00</b>

#### Capital Assets

Leasehold Improvements	0.00
Equipment	22,976.11
Accum. Amort. - Equipment	-2,523.67
Net - Furniture & Equipment	20,452.44
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
<b>Total Capital Assets</b>	<b>130,718.54</b>

#### Other Non-Current Assets

Computer Software	0.00
Goodwill	0.00
Incorporation Cost	0.00
<b>Total Other Non-Current Assets</b>	<b>0.00</b>

**TOTAL ASSET** **229,952.11**

### LIABILITY

#### Current Liabilities

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

Printed On: 05/30/2020

# South Peace Search and Rescue

## Balance Sheet As at 12/30/2019

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		5,812.00
<b>Total Current Liabilities</b>		<b>4,794.30</b>
<b>Long Term Liabilities</b>		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
<b>Total Long Term Liabilities</b>		<b>0.00</b>
<b>TOTAL LIABILITY</b>		<b>4,794.30</b>
<b>EQUITY</b>		
<b>Owners Equity</b>		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		189,645.13
Current Earnings		35,512.68
<b>Total Owners Equity</b>		<b>225,157.81</b>
<b>TOTAL EQUITY</b>		<b>225,157.81</b>
<b>LIABILITIES AND EQUITY</b>		<b>229,952.11</b>

# South Peace Search and Rescue

## Income Statement 01/01/2019 to 12/31/2019

### REVENUE

#### Sales

PRRD Grant Funding	8,914.20
BC SARA Funding (Rev)	37,847.09
Donations	5,789.16
EMBC Reimbursement	0.00
Gaming Grants	0.00
Task Revenue	13,505.76

<b>Net Sales</b>	<u>66,056.21</u>
------------------	------------------

#### Other Revenue

Interest Revenue	493.73
------------------	--------

<b>Total Other Revenue</b>	<u>493.73</u>
----------------------------	---------------

<b>TOTAL REVENUE</b>	<u>66,549.94</u>
----------------------	------------------

### EXPENSE

#### General & Administrative Expe...

Accounting & Legal	0.00
Advertising & Promotions	472.50
Member Reimbursement	2,574.83
Volunteer Appreciation	685.21
Business Fees & Licenses	0.00
Courier & Postage	0.00
GST Expense	0.00
PST Expense	0.00
Training Expense	9,039.45
Operational Equipment	972.03
Insurance	7,219.62
Interest & Bank Charges	96.50
Office Supplies	748.94
License and fees	376.00
Vehicle Repair/Maint. Expenses	6,407.77
Vehicle Fuel Expenses	629.37
Miscellaneous Expenses	0.00
Rent	0.00
Telephone and Communications	1,825.04
Utilities	0.00

<b>Total General &amp; Admin. Expen...</b>	<u>31,047.26</u>
--	------------------

<b>TOTAL EXPENSE</b>	<u>31,047.26</u>
----------------------	------------------

<b>NET INCOME</b>	<u><u>35,502.68</u></u>
-------------------	-------------------------



**South Peace Emergency Response Team  
Annual General Meeting**

**January 16th 2020  
JT Safety Training**

**In Attendance:**

Marcel Woodill, Jaymes Frank, Regina Saunders, Christina LaPlaca, Jenna Shaw, Brandy Studley, De Jensen, Aden Fulford, Sharon Hope, Jeff Harper, Jordy Hecker

**1. Call To Order:**

Marcel calls meeting to order as of 1910, Jaymes Seconds.

**2. Assess that quorum has been met:**

Quorum of 12 members, quorum met.

**3. Review of 2019:**

Total of 4 active incidents, 31 exercises, 24 events with 32 active members. Total time of 2737hrs and 52mins of annual time. Training calendar for 2020 has been up including the training schedule for the GSAR class of 2020. Monthly training regiment will continue with the first three Thursdays of the month including a one weekend training exercise.

Total operating revenue for 2019 was 66,956.21. Attached to these minutes will be a copy of our full annual financial report. A new reimbursement form will be

developed for team reimbursement. This is to eliminate “receipt chasing” and allows for better accountability.

#### **4. Update what the board has accomplished:**

- Our society has updated our bylaws. Which will be made for our February board meeting.
- Team policies have been updated
- We bought a new trailer to be utilized as a toy hauler and mobile command center, a trailer committee has been made.
- 5 members were sent to the SARVAC conference in Rocky Mountain House
- We sent two of our board members to the provincial SAR conference
- Talks have taken place with the village of Pouce Coupe to establish a new home for SPERT.
- A group of committees have been created to help assist the inner workings of the team. Committees include; Truck, Trailer, Equipment and Training committees.

#### **5. Confirm voting members:**

#### **6. Nominations:**

- Director at Large, 1 nomination for James Cromier
- Secretary, 1 nomination for Jaymes Frank
- Treasurer, 1 nomination for Gina Saunders

#### **7. Vote:**

- James voted as Director at Large by acclamation.
- Jaymes Frank is voted as Secretary by acclamation.
- Gina Saunders is voted as Treasurer by acclamation.
  
- Aden Fuford will be taken a temporary leave of absence as Vice President. Gina Saunders will assume as Acting Vice President as well as the Treasurer.

## **8. Adjournment:**

Meeting adjourned for 2000, Jaymes seconds.



Date: May 30, 2020

Society Number: ~~S-48952~~ **S-0048958**

## APPLICANT INFORMATION

- 1) **Name of Organization:** Tumbler Ridge Search and Rescue
- 2) **Contact Person:** Steven Tory
- Position:** President
- Mailing Address:** PO Box 1901 Tumbler Ridge BC V0C 2W0
- Phone:** 250-242-7195 **Fax:** n/a
- Email:** tumbleridgesar@gmail.com
- 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: Steve Tory Phone: 250-242-7195 Email: tumblersteven@gmail.com

**Vice President/Vice Chair**

Name: Amanda Coonce Phone: 250-242-8365 Email: acoonce1319@gmail.com

**Treasurer**

Name: Gerald Noksana Phone: 250-257-0773 Email: geraldnoxsana@gmail.com

**Secretary**

Name: Sarah Gamble Phone: 250-242-7733 Email: sarahllgamble@gmail.com

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

Steven Tory  
250-242-7195

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

20

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

2292 Hours in 2019

## 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)

Twice monthly regular training nights on topics spanning the full scope of SAR  
Team was called out on EMBC tasks 10 times in 2019



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

Year 1: Commission and equip new command vehicle; continue to deliver training with COVID in mind

Year 2: Further develop specialty teams; Recruit additional GSAR trainees

Year 3: Develop technical specialist program; coordinate regional training particularly for specialties

Year 4: Expand our team leader's numbers and capabilities; Fundraise for a new building

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)

- 1) Trailer insurance \$290
- 2) Truck insurance ~~\$7000~~ **July 11, 2020 requested to reduce insurance to \$3,500**
- 3) SAT phone fees \$750

10) Total fixed costs requested from the Regional District:	<del>\$8040</del> <b>\$4,540</b>	.
11) Total variable costs requested from the Regional District:	<del>\$0</del>	.
12) TOTAL FUNDS requested from the Regional District:	<del>\$8040</del> <b>\$4,540</b>	.

\* 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



# Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



## 2020 Operating Budget

Expected Revenue	
Provincial Allocation	\$ 29,400.00
PRRD Grant	\$ 8,040.00
Donations	\$ 1,000.00
EMBC Task Reimbursement	\$ 4,000.00
	<b>\$ 42,440.00</b>

Planned Expenditures:	
Training	\$ 17,480.00
PPE	\$ 4,590.00
Capital Expenses	\$ 3,525.00
Comms Subscriptions	\$ 140.00
Mapping Subscriptions	\$ 543.00
Insurance	<del>\$ 7,290.00</del> <b>\$3,500</b>
Comms	\$ 1,000.00
Merchandise and Member Rewards	\$ 5,000.00
Command Truck (Reserved funds)	\$ 105,777.33
	<del><b>\$ 145,345.33</b></del> <b>\$141,555.33</b>





# Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



## TRSAR 2019 Financial Statement

Opening Balance	\$ 57,880.30
Revenue	\$ 264,735.55
Expenditures	(\$ 138,945.03)
Total	\$ 125,790.52
Closing Balance	\$ 183,670.82

Major fundraising for our command truck resulted in high revenue in 2019. Much of our funds remain reserved for that project.

Sincerely,

Steven Tory  
President - Tumbler Ridge Search & Rescue  
250-242-7195  
tumblersteven@gmail.com



# Tumbler Ridge Search and Rescue Society

PO Box 1901, Tumbler Ridge, BC, V0C 2W0



PRRD,

I'm happy to confirm that our grant allocation from the PRRD has been spent as planned to the extent it could be. It has covered our Iridium sat phone providing us with an essential communications link across our large territory. It has also covered the cost of insuring our trailer – a foundation upon which many of our responses rely.

Unfortunately the delivery of our new Command Truck was delayed this year due to the temporary closure of Ford's assembly plants. Those plants are now running as of May 2020 and we expect to see that truck ready for service this winter and for many years to come.

Sincerely,

Steven Tory  
President - Tumbler Ridge Search & Rescue  
250-242-7195  
Tumblersteven@gmail.com

---

## Meeting Minutes

---

**Location:** Tumbler Ridge Search & Rescue Base (115 Commercial Park, Bay 5)  
**Date:** June 18, 2019  
**Time:** 18:00 – 19:00

### Agenda Details

---

**Call the Meeting to Order** at 1806 (Moved, Seconded, Carried)

---

**Accept the 2018 AGM Agenda** (Moved, Seconded, Carried)

---

**Accept the 2017 Annual General Meeting Minutes** (Circulated earlier in the year)  
(Moved, Seconded, Carried)

---

**President's Report** (Moved, Seconded, Carried)  
Letter from past president shared by Steve Tory

---

**Training Report** (Moved, Seconded, Carried)

---

**Financial Report** (Moved, Seconded, Carried)

---

#### **Board of Director Elections – Required Positions**

Based on *TRSAR Organizational Structure*

1. President – Steve Tory by acclamation
2. Vice-President – Amanda Coonce by acclamation
3. Treasurer – Gerald Noksana by acclamation
4. Secretary – Sarah Gamble by acclamation
5. Logistics – Jesse Coonce by acclamation
6. Operations – Derek Blackwell by acclamation
7. Past-President – Craig Waters

---

**Adjournment** – 1852 Moved, Seconded

---

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

## **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
---------------------------------	---------------------	-------	--------

- 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
---------------------------------	---------------------	-------	--------

## 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 31<sup>st</sup> 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.