

**SEARCH AND RESCUE GRANTS**

Department	Finance	Policy No.	0340-58
Section	Grants	Date Approved by Board	July 13, 2017
Repeals	Emergency Executive Committee Policy	Board Resolution #	RD/17/07/33

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 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 search and rescue activities.

2. Scope

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

3. Definitions

- 3.1 *Emergency Executive Committee*: as defined in Peace River Regional District Emergency and Disaster Operations Bylaw No. 1599, 2005.
- 3.2 *Major Capital Items*: refers to any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings.
- 3.3 *Minor Capital Items*: refers to any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 3.4 *Operational Costs*: refers to costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses.
- 3.5 *Search and Rescue Organization*: refers to 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.

4. Policy



- 4.1 Search and Rescue (SAR) organizations operating within the boundaries of the Peace River Regional District (PRRD) are permitted to apply to the PRRD for grant funding to assist with operations and minor capital requirements.
- 4.2 On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the PRRD Annual Financial Plan under the Grants to Community Organizations function.
- 4.3 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.
- 4.4 Search and Rescue organizations may submit a formal application to the Regional District once per year on or before **May 31st** of each year.
- 4.5 All applications will be adjudicated based on need and available funds in the fiscal year.
- 4.6 The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 4.7 That, following the review of applications, 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.
- 4.8 SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.
- 4.9 If the 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.
- 4.10 As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 4.11 To be eligible for funding, SAR 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.

- 4.12 Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 4.13 Grant applications to acquire land, buildings and major capital items will not be permitted.
- 4.14 Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Regional Board.
- 4.15 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.
- 4.16 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.

Affiliated Procedure	Search and Rescue Grants Procedure
Reference	PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005.