



## POLICY STATEMENT

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

## PRINCIPLES

The policy is based on the following principles:

- The department encourages the creation of local Search and Rescue Organizations (SAROs) in support of community based search and rescue activities.
- A community based search and rescue should be conducted under the authority of the *Emergency Measures Act*.
- The GN is committed to Inuit Qaujimagatuqangit principles of Piliriqatigiinniq/Ikajuqtigiinniq (working together for a common cause) and Pilimmaksarniq/Pijariuqsarniq (development of skills through practice, effort and action) in the planning, conducting and reviewing of all Search and Rescue Initiatives. In accordance with Inuit Societal Values, it is important to recognize the value of teaching and learning at all levels and from all sources.
- In accordance with Inuit Societal values, self-reliance will be supported by building on our strengths, respecting and highlighting the unique elements of our residents and our communities. Building the capacity of communities will strengthen Nunavut.

## SCOPE

This policy applies to all Nunavut communities and SAROs.

## DEFINITIONS

### Search and Rescue Operation

A search is to look for a person(s) whose location is unknown and who is considered to be at risk. A decision whether or not to implement a search shall be based on the information supplied and the belief that to delay a search may result in loss of life or unnecessary suffering.

A rescue operation is an operation organized to assist a person(s) whose location is known, but due to equipment failure, injury or other circumstances is at risk and to delay the rescue may result in loss of life or unnecessary suffering.



A Search and Rescue Operation does not include the recovery of equipment that has failed, or the supply of fuel or other items necessary for the operation of the equipment.

#### Search and Rescue Volunteer

A search and rescue volunteer is a person who offers his/her time and equipment to assist in the location and rescue of members of his/her community who are missing or at risk, and who does so without the expectation of remuneration.

#### Community Council

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

#### Community Based Search and Rescue

A public search for a missing person(s) organized and conducted by the Canadian Coast Guard, Department of National Defense or Parks Canada and supported by a community council or a SARO under the authority of the *Emergency Measures Act* and may be prior to, or immediately following, a private search. Nunavut Emergency Management and the Royal Canadian Mounted Police shall be notified of the search and the details around the search before the search begins.

#### Emergency Management Program

A program, plan, arrangement or other measure used for the following:

- (a) mitigation of hazards that may cause emergencies;
- (b) prevention of emergencies;
- (c) preparedness for emergencies;
- (d) response to emergencies;
- (e) mitigation of the effects of emergencies;
- (f) recovery from emergencies.

#### 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.

#### 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 *Emergency Measures Act*) to act as the sole agent for collecting funds for and carrying out a community-based search.

#### Non-Profit Organization

A non-profit organization is a community, regional or territory-wide organization that is registered under the *Societies Act (Nunavut)* as being non-profit in nature. In order to be eligible for funding all non-profit organizations must be in good standing with the Registrar of Societies.

### **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) under this policy; and
- (d) may, delegate authority to the Director of Nunavut Emergency Management.

3. Director of Nunavut Emergency Management

The Director of Nunavut Emergency Management:

- a) may authorize a community-organized search upon the request of a person representing the community council or an SARO that has been designated authority by the respective council or mayor of the community;



- b) may issue an advance payment for the expenditure of search-related funds where necessary and upon the authority of the FAA and FAM; and
- c) May request an audit of a search and rescue appropriation made under this policy.
- d) determines the eligibility of expenditures under this policy.

## PROVISIONS

### 1. Eligibility

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

### Application

- (a) When requested, CGS may 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.
  - (e) A community based ground search and rescue may be funded in support of public searches. In the case of a public search the Royal Canadian Mounted Police (RCMP), shall be notified of the search and will investigate the circumstances leading up to the search.
3. A Search and Rescue Operation does not include the recovery of equipment that has failed, or the supply of fuel or other items necessary for the operation of the equipment.
4. When a missing rescued person requests the assistance from a search and rescue group or SARO to recover equipment, the costs of recovery will be



billed to that person.

5. The On the Land Medivac Agreement (see appendix A) will be applied when a request to assist persons that are injured or need emergency medical assistance is made.
6. A search and rescue operation does not include the ongoing cost to recover the remains of a deceased person presumed or known to be deceased unless approved in writing by the Deputy Minister.
7. 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 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 (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 available under this policy are conditional on approval by the Legislative Assembly and on the availability of funds in the Search and Rescue Organization 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 April 1, 2022



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY BASED SEARCH AND RESCUE  
CONTRIBUTIONS POLICY**

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Peter Taptuna, Premier

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Date



**DEPARTMENT OF COMMUNITY AND  
GOVERNMENT SERVICES (CGS)**

**COMMUNITY BASED SEARCH AND RESCUE  
CONTRIBUTIONS POLICY**

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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
Search and Rescue Organization Aircraft Charter Request	4
Repair or Replacement of Equipment Damaged during a Search and Rescue Operation	5
Transfer of Surplus Government Equipment to Community search and rescue groups or SARO's	6





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

<b>Purpose</b>	To assist with community based search and rescue (SAR) operations.
<b>Eligibility</b>	<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"><li>• Consult the designated body in charge of a public search (for example Nunavut Emergency Management or in certain circumstances the RCMP).</li><li>• Make an official request to the Deputy Minister or delegate to carry out a community-based search and rescue.</li></ul>
<b>Review</b>	<p>Reviews shall be conducted by the Director, Nunavut Emergency Management using 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 under the Search and Rescue Organization Aircraft Charter, Schedule 4, and the repair of equipment damaged during a search under the Repair or Replacement of Equipment Damaged During a Search, Schedule 5 of the Community Based Search and Rescue Contributions Policy.</p> <p><u>Non-eligible expenditures</u></p> <p>Wages, loss of income, equipment rental charges unless approved in writing prior to the rental and repair of equipment to its pre-search condition for which a conditional report has not been completed, signed and submitted at the start of the search</p> <p>Recovery of failed equipment other than equipment operated by a search and rescue volunteer.</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 private searches shall not be eligible for financial assistance under this policy.</p>



Costs of the recovery operation for persons deceased.

Costs for search and rescue volunteers to assist local police authorities in a criminal investigation.

**Supporting  
Data**

At the conclusion of a community supported search, the community council shall:

- Submit a summary of expenditures with a brief substantiation and a full report on the forms supplied by Nunavut Emergency Management.
- A full report of equipment supplied by the Government of Nunavut that may have been damaged during the search and the reason for damage.
- A full report of damages or loss of personal equipment and an estimate of costs to repair where a condition report has been submitted prior to the beginning of the search.
- Where an advance was issued, pursuant to the *FAA and FAM*, repay any unused portion of the advance payment issued in support of the search.

**Accountability**

The municipal corporation 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, but no later than April 30 of a fiscal year unless a SAR activity is on-going or has taken place within two months of the end of a fiscal year.

**Amount**

Assistance will be allowed for a reimbursement of actual eligible expenses to a maximum of \$10,000, excluding air charter costs. Where in the opinion of the Deputy Minister of Community and Government Services or delegate additional funding is required during a search this funding shall be approved in writing.

**Payment**

Payments are made as reimbursements to the municipal corporations. Claims must be submitted by the municipal corporation and supported by a copy of the original invoice (s) or receipts and a full report of the search activities as required by the Director of Nunavut Emergency Management where a SARO that has been designated authority by the respective council or mayor of the community payment may be made directly to the SARO. Payment is subject to having the available funds in the Search and Rescue Organization budget.

**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**

<b>Purpose</b>	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.
<b>Eligibility</b>	Newly established SAROs that have not previously received funding from CGS under this schedule.
<b>Review</b>	The Director of Nunavut Emergency Management will gather and assess application forms.
<b>Supporting Data</b>	<p>A completed application form, shall be provided to Emergency Management, including:</p> <ul style="list-style-type: none"><li>• The terms of reference for the SARO and a schedule of activities for that year.</li><li>• Proof from Legal Registries that the SARO is registered as a non-profit society and has provided their annual financial statements.</li><li>• A detailed budget outlining the projected expenditures and revenues of the SARO.</li></ul>
<b>Accountability</b>	The SARO shall provide a report to Emergency Management detailing their first year of operations. The report shall be submitted within one month of the end of the fiscal year (March 31).
<b>Amount</b>	A one-time start-up of \$1000.00 will be allowed under this policy.
<b>Payment</b>	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. Payment is subject to having the available funds in the Search and Rescue Organization budget.
<b>Term</b>	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**

<b>Purpose</b>	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.
<b>Eligibility</b>	SAROs
<b>Review</b>	The Director of Nunavut Emergency Management will gather and assess application forms.
<b>Supporting Data</b>	<p>A completed application form shall be provided to Emergency Management, including:</p> <ul style="list-style-type: none"><li>• The terms of reference for the SARO and a schedule of activities for that year.</li><li>• Proof from Legal Registries that the SARO is registered as a non-profit society and has provided their annual financial statements.</li><li>• A detailed budget outlining the projected expenditures and revenues of the SARO.</li></ul> <p>Successful applicants of the SARO Startup Funds (see schedule 2) can use the same supporting data in their application for ongoing support.</p>
<b>Accountability</b>	The SARO shall provide a report to Emergency Management detailing their first year of operations. The report shall be submitted within one month of the end of the fiscal year (March 31).
<b>Amount</b>	An ongoing support payment up to \$1000.00 is allowed under this policy.
<b>Payment</b>	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. Payment is subject to having the available funds in the Search and Rescue Organization budget.
<b>Term</b>	This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.



**SCHEDULE 4  
CONTRIBUTIONS  
SEARCH AND RESCUE ORGANIZATION AIRCRAFT CHARTER REQUEST**

**Purpose** To support a community search and rescue operation when a request for air support is urgently required.

**Eligibility** Community Council or the appointed SARO coordinator.

The request may be made verbally but shall be followed in writing as soon as time permits. The request shall include supporting documentation including:

- age and physical condition of missing person(s);
- length of time missing;
- weather conditions or imminent weather conditions;
- list of survival equipment that the missing person(s) may have;
- any other justification for the request deemed relevant; and
- the list of the SARO members intended to be used as spotters is submitted.

**Review** The Deputy Minister or delegate shall authorize the request based on the following criteria.

Eligibility considerations:

- Availability of aircraft in the region;
- weather conditions being conducive to a safe and successful search;
- the need for aircraft support considering the age and resources for survival available to those missing;
- any underlying physical conditions of the person(s) that may require an accelerated response; and
- the length of time the person(s) have been missing.

Non eligible expenses:

- Aircraft that is volunteered by either private or corporate entities;
- any damages including injuries or loss of life of any SARO member while being conveyed or acting as a spotter in an



aircraft volunteered by either private or corporate entities.

**Supporting  
Data**

The Government of Nunavut's Air Charter Policy shall be followed and any air support for search and rescue must be substantiated by the following:

- When time is of the essence in obtaining an air charter and an established standing offer agreement is not in place with the most readily available company a sole source justification form shall be submitted;
- in all cases a commercially operated and insured aircraft shall be used; and
- only those persons listed as spotters shall be approved to travel on the aircraft.

**Accountability**

The SARO shall provide a report to Emergency Management detailing their operations. The report shall be submitted within one month of the end of the fiscal year (March 31).

**Amount**

Assistance will be allowed for reimbursement of actual expenses up to a maximum of \$25,000.00 per search and rescue Incident. Where unusual circumstances warrant special consideration, the Deputy Minister or delegate may deem excluded items or limits to this policy to be eligible expenditures.

**Payment**

Payments are made subject to the FAA and FAM and must be supported by providing a copy of the original invoice (s) or receipts. Payment is subject to having the available funds in the Search and Rescue Organization budget.

**Term**

This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year. Payment is subject to having the available funds in the Search and Rescue Organization budget.

**SCHEDULE 5  
CONTRIBUTIONS**



**REPAIR OR REPLACEMENT OF EQUIPMENT DAMAGED DURING A SEARCH  
AND RESCUE OPERATION**

**Purpose** To support community search and rescue volunteers who may damage or lose equipment during a tasked search and rescue.

**Eligibility** Search and rescue volunteers who are registered on the official log sheets prior to going out on a search and have had a completed equipment condition report attached to the search file.

**Review** The Deputy Minister or delegate shall authorize the request for payment based on the following criteria:

Eligibility considerations:

- The volunteer is registered on the official search logs.
- A condition report was completed and signed off by a local RCMP member or the Senior Administration Official for the community or a person approved by the tasking agency, ( Emergency Management in the case of a ground search) prior to the start of the search.
- The equipment damaged or lost is listed on the condition report and the damages are the result of participation in a tasked search and rescue operation.
- The equipment reported damaged or lost is not covered by insurance for which a claim may be filed to recover the loss.
- A report of the damages and the circumstances that resulted in the damage or loss is filed with the completed search report, condition equipment condition report and an estimate of the cost of the damage or loss.



Non-eligible expenses:

- Labor charges where the equipment is repaired by the owner or by persons employed by the Hamlet without prior written approval from the tasking agency.
- Repairs or loss of equipment that was not listed on the equipment condition report.
- Repairs or replacement of equipment that exceeds pre-damage loss condition unless equivalent replacement is not available or for which the additional cost is not covered by the owner and written approval has been approved by the tasking agency.
- Repairs of equipment that was operated outside the manufacturer's recommendations or was caused by negligence by the operator. This may include operation without the proper fluids or oil. Lack of manufacturer recommended maintenance or a known defect for which the manufacturer has issued a recall notice. Operation outside of the manufacturer's recommended operational guidelines.

**Supporting Data**

The Government of Nunavut requires the following documentation to be provided to the Deputy Minister or delegate to process any compensation due to damage or loss of equipment while partaking in a search and rescue event:

- Completed search reports on a form approved by the tasking agency shall be submitted with every request for repair or replacement of damaged or lost equipment.
- The completed equipment condition form signed by an approved person shall be included.
- The estimate of repair costs and the written approval to completed the repairs or replacement must be included.
- A final invoice from the Hamlet or the registered search and rescue organization (SARO) along with copies of actual receipts for repairs or replacement of damaged or lost items.

**Accountability**

The SARO shall provide a report to Emergency Management detailing their operations. The report shall be submitted within one month of the end of the fiscal year (March 31).





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**Amount** Assistance will be allowed for reimbursement of actual expenses up to a maximum of \$5,000.00 per incident.

Where unusual circumstances warrant special consideration, the Deputy Minister or delegate may deem excluded items or limits to this policy to be eligible expenditures.

Expenditures shall never exceed the original cost of the equipment and shall be prorated based on the age and reported condition of equipment that is lost or cannot be repaired to its original condition.

**Payment** Payments are made as reimbursements to the municipal corporations. Claims must be submitted by the municipal corporation and supported by a copy of the original invoice (s) or receipts.

Where a SARO that has been designated authority by the respective mayor of the community payment may be made directly to the SARO.

When payment is made to the municipal corporation or an approved SARO under this policy the Government of Nunavut shall not be held responsible for any future claims.

This program is administered on an annual basis, with a reporting period from April 1, to April 31 of each fiscal year and is subject to having the available funds in the Search and Rescue Organization budget.

**Term** This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.



**SCHEDULE 6  
CONTRIBUTIONS  
TRANSFER OF SURPLUS GOVERNMENT EQUIPMENT TO COMMUNITY  
SEARCH AND RESCUE GROUPS OR SARO'S**

**Purpose** To support community search and rescue volunteer groups or SARO's with surplus Government of Nunavut equipment that is not covered under other provisions of this policy. This equipment may include capital equipment such as snow machines, boats, outboard motors or office equipment.

**Eligibility** Search and rescue volunteer groups or SARO's who identify a need for such equipment and submit a request in writing outlining the need and justification.

**Review** The Deputy Minister or delegate shall review the request for equipment based on the following criteria:

Eligibility considerations:

- The request comes from an approved representative of the community council or a SARO's in writing.
- The equipment that is surplus is available within the community or by written agreement between Emergency Management and the requesting agency it will be transported to the community by the government by the most cost effective transportation means available.
- The equipment is transferred to the requesting party on an "as is/where is" basis unless moving of the equipment meets the preceding clause.
- The equipment is to be used within the terms of a written contribution agreement between the Government of Nunavut and the requesting agency.
- The requesting agency shall be responsible for the ongoing maintenance and use of the equipment.
- Consideration shall be given to the need based on information supplied with the request.
- The approval to transfer equipment shall be done to address the greatest need; approval of a request is not guaranteed if there are additional requests that show a greater need.



Non-eligible expenses:

- Cost to transfer title, or to insure equipment that requires insurance.
- Cost to repair or maintain equipment or the replacement of consumable items unless covered under Schedule 1, Support for Community Based Searches.
- The cost of disposal of end of life items and equipment.

**Supporting Data**

Schedule 1 requirements and:

- The written request outlining the need and justification for the requested item.
- Contribution agreement between the approved requesting agency and the Government of Nunavut.

**Accountability**

The SARO shall provide a report to Emergency Management detailing their operations. The report shall be submitted within one month of the end of the fiscal year (March 31).

- The Government of Nunavut's Surplus Policy shall be followed at all times.
- No person that is an employee of the Government of Nunavut, the Municipal Council or an employee of the municipality or a member of the SARO's shall gain any benefit for the use of or disposal of equipment transferred under this policy.

**Term**

This program is administered on an annual basis, with a reporting period from April 1, to March 31 of each fiscal year.