



# minutes

## Yellowknife Search and Rescue Board Meeting

Date: December 18, 2024  
Time: 7:00 PM MT  
Location: [MS Teams](#)

Present: Amanda Herbert | Tom Girrior | Amar Maharaj | Kavitha Balaji | Andrea Lowing | Danielle Wendehorst | Jacqueline Mo  
Regrets: Jurjen van der Sluijs

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### 1 Call to Order – 7:04 PM MT

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### 2 Approval of Previous Meeting Minutes – October 2024 Approved

Motion – Tom. Second – Kavitha. None opposed. Motion carried.

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### 3 Governance

#### Insurance Payment – Amanda

- The insurance cheque was mailed out, but due to mailing issues payment was then sent via e-transfer. Now that the Canada Post strike is over, the insurance company has confirmed that they will keep an eye out for the original cheque and will confirm if we want it destroyed.

#### Meeting Dates/Board Away Dates/Quorum – Amanda

- Wednesdays are no longer an option; we will try for Tuesday, January 14 for the next meeting. The February date will be scheduled in the new year.

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### 4 Liaison

#### SARVAC Update – Tom

- SARVAC is canvassing for up to 4 volunteers to be part of their Peer Mental Wellness Team, under the Humanitarian Workforce (HWF): individuals who would be willing to be deployed on short notice to respond as part of a crisis management team. They would play a critical incident/mental health first aid sort of role. Interested individuals must be willing to receive the required virtual training over 2 days. Tom will send an email to membership.



- For the next callout drill, Bill will give a presentation on the Humanitarian Workforce: what the HWF is, and what his role is. Tom will send an email to membership.

#### **GNWT Update (no more WFA funding or ICS-100 training) – Tom**

- GNWT (MACA) has advised us that they will no longer pay for Wilderness First Aid or provide ICS-100 training. Tom is on the hunt for alternative ICS training; it's possible that it may be offered through SARVAC. Tom will also check if FEMA is offering the course to Canadians.
- The cost of WFA in the past has been around \$7,000 per course (through Advanced Medical Solutions). Arctic Response quoted \$4,300 for 6 people (instead of 12 people). Tom will meet with Arctic Response again in January to discuss further. Arctic Response usually charges \$725 per student.
- If we apply for MACA's VODC again (\$4,000/year from MACA), the entire grant will go towards funding WFA, rather than towards the annual Basic Searcher Training sessions.
- Tom reports that this is not an issue in the short term and that we are good for a year; we just have to see where this pans out.
- Bill communicated to Amanda that there may be \$7,500 coming from SARVAC and the HWF. Tom will reach out to Bill to learn more about this.

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## **5 Safety**

**Post-Wildfire/Dangerous Trees – Tom – deferred.**

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## **6 Operations**

### **Training Report and Monthly Call-Out Drill – Tom**

- Tom has been coordinating the A-Team and reports that the process (having taken this task over from the Membership Director) is going well.
- There may be a need to reiterate the criteria for being on the A-Team:
  - A-Team members must not only be available but *must be in town*. They must be available to search at a moment's notice, meaning they need to be physically available.
  - In the past, in order to be eligible to join the A-Team, you had to be a YKSAR member for at least a full year. Are we still following these criteria?
  - Action Item: Tom will take a look at all of this and return to discuss.
- Monthly Call-out Drill: Bill will be presenting on the HWF at the next call-out drill. If anyone has any ideas for further call-out training drills, please let Tom know.
- Upcoming Training:
  - End of January – possible Team Leader training course to be confirmed; will send an email to membership soon.
  - Mid-March – as usual, YKSAR will take part in setting up for the Frostbite 55. We have traditionally used this as a training exercise. Tom will work on the logistics for this with Jurjen.



- April – if we can set up Wilderness First Aid this month, we will.
- End of May/Early June – Basic Searcher. Tom reports that we used the VODC grant to acquire equipment for this, and that the equipment has been purchased, with around \$3,300-3,400 spent. Tom will pass the hard copies of all expense receipts to Kavitha.

#### **Recent Searches – Tom**

- No recent searches, but the most recent search (for the paddler with a broken leg) was covered in a [Media Ténos article](#).
- Amanda will ask our Information Team to share on social.

#### **Equipment Suggestions (Jackets vs. Technical Vests) – deferred.**

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## **7 Fund Development**

#### **Sustainable Funding Plan Update – Amar**

- Amar introduced the Board to a draft framework for what will be the Sustainable Funding Plan.
- Overall, the plan will include the following:
  - a sustainable funding strategy
  - a marketing plan
  - a legislative engagement strategy
- 4 key areas have been identified as requiring sustainable funding:
  - Administrative Operations
  - Equipment and Resources
  - Training and Development
  - Prevention Programs
- There will be a 3-phased approach towards implementation:
  - Building a foundation by establishing administrative frameworks and sustainable funding mechanisms;
  - Enhancing capacity by expanding on training capabilities and upgrading equipment; and
  - System integration and looking at long-term funding possibilities.
- For the marketing plan, the draft includes a SWOT Analysis, identifying a target audience (the GNWT and other grant-making organizations), and marketing objectives (developing a government relations marketing strategy).
- The legislative engagement strategy will include targeting the Ministers of MACA, Justice, and Finance, as well as the Standing Committee on Government Operations. The team intends to develop an engagement package, reach out one-on-one, and include media engagement.
- Amar and Shane are working to finalize the draft and will share with the Board once it's ready. They hope to send to the Board for review at the next meeting.



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#### **Grants (DeBeers' Ambassadors for Good, YK Community Foundation, City of YK, etc.) – Amanda**

- Amanda received a "Post-Program Survey" from the organization behind the DeBeers grant, which caused some initial confusion. Thankfully, Amanda received confirmation that we are not expected to have purchased everything by the end of 2024. We have received the funding; now that the Canada Post strike is over, Jurjen will begin procuring the equipment in the new year once the postal backlog is relieved.
- The City of Yellowknife grant has been drafted in its entirety by Tori, with a deadline of January 15, 2025. Tori and Amanda will reconnect on January 6 to continue work on this.
- The City of YK grant will cover a maximum of 30% of our operating budget. We can ask for what we need, but we need to make it clear how this benefits the City of YK within the boundaries of the City of YK. Amanda will send the Board the draft grant document.
- Have we explored asking The Elks for funding – even to just give them a call? Kavitha advises we reach out to the Elks' Board Chair.
- Also, the Legion – perhaps we can sit down with them to see if there's any value in us applying for funding.
- VODC grant – this is the grant that Tom works on annually, that funds the Basic Searcher costs.
- The United Way was suggested to us by MACA, as perhaps another avenue we pursue. They have one grant specifically related to emergency management. Amanda isn't sure we're a good fit for that grant, since it is primarily focused on large-scale evacuations, but perhaps a missing person is a community emergency on a smaller scale? This grant does not have a deadline; Tori and Amanda will give it some more thought.
- Shield Journal – Tori came across this grant. It looks like we may be a fit: they specifically fund volunteer firefighters and SAR volunteers.
- SARVAC HWF funding – as mentioned earlier, there may be \$7,500 for the next two years. Tom will look for more information from Bill.
- Diavik may also have an applicable grant.
- All of these possible grants will require more work – we may need to build up the Fund Development team before we can advance all of these.

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## **8 Logistics**

**Equipment Director's Report – Jurjen – deferred.**

#### **Volunteer Resources Update – Amanda**

- The Volunteer Resources team is still working away and will be meeting again in the new year.

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## **9 Finance**

#### **Ordering Cheques – Kavitha**

- The 200 cheques have been ordered; we are still waiting for them to arrive by mail; Jackie to keep checking the mailbox now that the Canada Post strike is over.



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#### **Credit Card Options – Kavitha**

- Kavitha found two no-fee credit cards through BMO Mastercard; recommends the cashback card over the one that collects Air Miles.
- Motion: The Board approves of YKSAR (Kavitha) to apply for the BMO Cashback Mastercard credit card with \$0 in annual fees.
  - Motion – Amar. Second – Tom. None opposed. Motion carried.
  - Action Item: Kavitha will look into this in the new year.

#### **25/26 Budget (add WFA and ICS) – Kavitha/Amanda**

- Amanda would like to figure out how best to present our budget for 25/26 – because in the 25/26 budget, we will have to include equipment purchases and subscription costs. We will also have to figure out how to show our training costs, especially with WFA and ICS costs potentially coming back in.
- Amanda will email the budget around for the Board to review. Kavitha will build a 25/26 budget in January.

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### **10 Information (formerly Public Information)**

#### **New Team Leads – Amanda**

- Dane and Aurora, new team leads, will onboard with Eva soon.
- The Information team will share the recent Media Ténois article and a Bottle Depot reminder.

#### **Updated Membership Application Form – Amanda**

- Aurora has combined our membership application forms into one form – thank you, Aurora!
- If you have any feedback for the form, please email Amanda before the end of the year.

#### **Website Update – Amanda**

- The new website ([YKSAR.ca](https://yksar.ca)) is up and running and exists!
- Amanda will be meeting with Dane and Aurora next Monday to discuss the look – at present, it uses a random template.

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### **11 Next Meeting and Away Dates – Tuesday, January 14, 2025.**

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### **12 Adjournment – 8:58 PM MT**

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