

# Agenda



## Yellowknife Search and Rescue Annual General Meeting

Date: Wednesday, June 18, 2025  
Time: 6:30 PM MT  
Location: Yellowknife River Day Use Area  
(If rained out: Arctic Response, 101-349 Old Airport Road)

- |   |                                                                                                                              |                         |
|---|------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1 | <b>Welcome</b>                                                                                                               |                         |
| 2 | <b>Additions to / Approval of Agenda</b>                                                                                     |                         |
| 3 | <b>Approval of / Amendments to 2024 AGM Minutes</b>                                                                          |                         |
| 4 | <b>Approval of 2024-2025 Financials</b>                                                                                      |                         |
| 5 | <b>Amendment to Bylaws</b><br><i>To address missing provision as indicated by Corporate Registries during annual filing.</i> | Amanda                  |
| 6 | <b>Other Business</b><br>President's Report<br>Operations Report<br>Finance – 5-Year Forecast (2025-2030)                    | Amanda<br>Tom<br>Amanda |
| 7 | <b>YKSAR Board of Directors – 2025 Elections</b>                                                                             |                         |
| 8 | <b>Adjournment</b>                                                                                                           |                         |
| 9 | <b>Volunteer Appreciation Cookout!</b>                                                                                       |                         |

# Current YKSAR Board



2024 to 2025

**President:** Amanda Herbert

**Vice President:** Amar Maharaj

**Treasurer:** Kavitha Balaji

**Member-at-Large:** Tom Girrior (Operations Section Chief)

**Member-at-Large:** Jurjen van der Sluijs (Logistics – Equipment Director)

**Member-at-Large:** Andrea Olayvar-Lowing

**Member-at-Large:** Danielle Wendehorst

**Secretary:** Jacqueline Mo

# Minutes



## 2024 Yellowknife Search and Rescue Annual General Meeting

Date: June 13, 2024  
Time: 6:00 PM MST  
Location: Yellowknife River Day Use Area

Present: 23 voting members plus 1 non-voting – QUORUM REACHED.  
(Only 10 voting members needed for quorum.)

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### 1 Welcome and Call to Order – 6:06 PM MST

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### 2 Approval of Agenda – Approved

Motion – Elaine. Second – Claire. None opposed. Motion carried.

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### 3 Approval of 2023 AGM Minutes – Approved

Motion – Eva. Second – Amar. None opposed. Motion carried.

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### 4 Director's Reports

#### President – Amanda

- Thanks for joining us to celebrate YKSAR's 25<sup>th</sup> anniversary. Our original incorporation papers show that May 9<sup>th</sup> is actually the date we dropped our papers off at Corporate Registries. Thanks to Dane for designing our 25<sup>th</sup> anniversary logo, which you can also see is on our anniversary cake!
- Fund development was a large focus for the Board this year. We raised \$1,000 through bingo nights, received a \$1,000 donation from the GAP softball team's tournament weekend. We also applied for a DeBeers' grant, but have not yet heard back – we asked for funding for GPSs with InReach capability.
- Unfortunately Per Lunder, our Treasurer, passed away in February, so we have been without an official Treasurer since that time. We send our thanks to Per for the time he spent with us and for his contributions; we really appreciated his stepping up to the task of Treasurer.
- We have some vacancies on the Board that we'd like to fill today during the elections part of the agenda. For your consideration, page 2 of the AGM package shows our Current Board and where vacancies are.
- Refer to the AGM package for more information as we run through the agenda today. The AGM package contains reports from various parts of our organization in more detail.



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### Treasurer's Report and Approval of 2023-2024 Financials – Amanda

- This year, Kate and Richard reviewed the financials after Amanda completed them in the absence of a Treasurer. Thank you both for stepping up to complete the audit!
- Amanda took the membership through the Income Statement and Balance Sheet and noted that we do “cash-basis accounting”; we recognize in our ledger when funds come in and out of our account. The numbers in red on the Income Statement correspond to notes found on the Balance Sheet page that explains any irregularities associated with those items.
- For example, as seen in Note 2: our website costs will not be captured until next year's financials, because Per passed away in February, around the same time our website invoices came in. Per had the cheque books, so by the time we were able to obtain them, we were in the next fiscal year.
- Amanda also noted that we are showing a \$400 surplus, but only because the radio licence and SARVAC fee weren't captured in this fiscal's financials (see Notes 3 and 4). If they were both in this fiscal's financials, we would be showing a deficit.
- Our insurance fees went up again this year, while our membership fees went down by approximately \$600. There are various reasons for membership fees being down: members leave the organization or move away; fewer new members join; and new members who are also members of organizations such as the Great Slave Snowmobile Association and the Paddling Club pay less. Also, with annual membership fees due on April 1, sometimes e-transfers arrive early (paid in March) and are therefore reflected in the previous fiscal year (see Note 6).
- Amanda further noted that the Training Costs line item is covered by MACA and is not really a cost for us.
- At the end of the fiscal year, we had a little over \$17,000 in the bank. We don't have a cash flow problem, but we are in a situation where if costs keep going up, we'll have to keep up.
- Question from Kate: Going forward, are there any aspirations to spend any money that we would need to fundraise for?
  - Amanda: the Board has not committed to spending anything at present besides our usual annual fees. Any additional purchases the Board is contemplating have been covered under the DeBeers' grant we applied for. It will be up to the incoming Board to decide further.
- **Motion:** The membership approves the 2023-2024 YKSAR financials as they currently stand.
  - Motion – Eva. Second – Lore. None opposed. Motion carried.

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### 5 YKSAR Board of Directors – 2024 Elections

For the purposes of time, the agenda moved on to the 2024 Elections next.

- President: Amanda Herbert (acclaimed)
  - Motion – Eva. Second – Carole. None opposed. Motion carried.
- Vice President: Amar Maharaj (acclaimed)



- Motion – Carole. Second – Amanda. None opposed. Motion carried.
- Member-at-Large (Operations Section Chief): Tom Girrior (acclaimed)
  - Motion – Bill. Second – Eva. None opposed. Motion carried.
- Member-at-Large (Equipment Director): Jurjen van der Sluijs (acclaimed)
  - Motion – Emma. Second – Lore. None opposed. Motion carried.
- Treasurer: Kavitha Balaji (acclaimed)
  - Motion – Kate. Second – Emma. None opposed. Motion carried.
- Secretary: Jacqueline Mo (acclaimed)
  - Motion – Kate. Second – Bill. None opposed. Motion carried.
- Member-at-Large: Danielle Wendehorst
  - Motion – Amanda. Second – Leila. None opposed. Motion carried.
- Member-at-Large: Andrea Lowing
  - Motion – Amanda. Second – Jenny. None opposed. Motion carried.

Leila indicated that she would like to volunteer for a role with Volunteer Resources. The Volunteer Resources team thus far consists of Amanda and Leila.

This change of Board will take place upon adjournment of this AGM.

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## 6 Other Business

### Operations – 2023-2024 Searches and Training – Tom

- For those who may not know, the title of “Operations Section Chief” used to be “Training Director”. We have changed the title to align with the ICS organizational structure.
- This year, a lot of volunteers have stepped up to support Tom with training. Tom thanked (in no particular order) Eva, Jenny, Bill, Emma, and Niels.
- Beyond his report, Tom shared a few plans for upcoming training:
  - A GPS course will be scheduled later this year.
  - We are waiting for gear to arrive to hold a basic introduction to Low Angle Rescue, possibly this fall.
  - The Fall Basic Searcher will take place the second and third weekends of September this year (after Labour Day and before Truth and Reconciliation Day). If anyone wants to help out, let Tom know.
  - Team Leader training is also on the radar, possibly after the Basic Searcher.



- We will probably run a Winter Survival course this December. If the weather is too mild, we will move it to January or February.
- We have an active search going on right now. As long as an active search is going on, we will not run our monthly drills. That being said, if anyone has ideas that would be good for monthly training drills, Tom is always open to ideas. Others have led monthly drills in the past, so let Tom know if you are interested.
- Question from member: is there any training we can do on our own?
  - Tom: Yes – practice your GPS skills, go on hikes, watch rope-tying videos, practice what you learned during your Basic Searcher. Complete the ICS-100; the ICS-100, along with the Basic Searcher, GPS, and Wilderness First Aid (WFA) will get you the basic requirements that meet the national certification standard.
- As noted in Tom's report, the Baby, It's Cold Outside (BICO) course has switched to a user-pay model since its funding ended. Luckily, Tom has all the course content, so shoot him an email and he'll get you the videos. Alternatively, you can pay \$50 to do it online and receive the certification. Remember to let the Volunteer Resources Coordinator know once you are certified.

#### **Liaison – GNWT Report by MNP LLP – Amanda**

- Amanda gave an overview of the report, noting that in summary, MNP LLP acknowledges that:
  - the GNWT has responsibility for SAR in the NWT, but nobody is leading it; and
  - the GNWT could be doing more to provide funding and a lot more in terms of support.
- If you want to read the report, it is posted on our website.
- The Board will be looking to write a letter to the GNWT to respond to the report. Let the Board know if you are interested in supporting this initiative.
- Amanda reiterated that as YKSAR volunteers, we don't volunteer to fundraise for YKSAR – we volunteer to actually DO search and rescue. However, the current situation is such that we are self-funded and will need to look at how to obtain long-term sustainable funding to maintain our operational costs.
- If anyone is interested in joining Amanda this fall for some strategic planning on how to respond to the report and next steps, let Amanda know.

#### **Finance – 2024-2025 Budget – Amanda**

- Amanda wanted to let membership know where we are at with the current financial situation and discuss YKSAR's budget for the upcoming year.
- As noted during the approval of last year's financials, the radio licence, website cost, and SARVAC fee will all be paid this coming fiscal.
- With the other annual expenses that will be coming out of this year's fiscal, we are currently running a \$1,300 deficit.
- Bingo nights net us \$500 per bingo, so even if we do two bingos this coming year, we are still going to be running around \$1,500 short.



- Amanda had a good chat with the Yellowknife Community Foundation (YKCF), who informed her that their rules recently changed: they are now able to give donations to nonprofits again – so we no longer need to be a charity or apply for charitable organization status to receive funding from them. At this point, the YKCF will need to make some administrative changes to their Constitution and Bylaws in order to allow for this to happen, but they informed Amanda that they're hoping to be able to give us funding by next fiscal year.
- This means our current deficit is a problem for this year, but hopefully not next year.
- Amanda also noted that our income tax has not been completed in the past two years while we've been without a long-term Treasurer – something our incoming Treasurer Kavitha may have to add to her list.

#### **Fund Development – Amanda**

- If anyone is interested in joining the Fund Development team, let Amanda know; Amanda could use some help with this team. Various people already support this team: this past year, Michelle supported us by bringing us the DeBeers' grant application, which Tom and Jurjen helped provide supporting information for.
- The Fund Development team would be responsible for grant applications and finding potential funding streams. For example, today, the Co-op generously supported our 25<sup>th</sup> Anniversary BBQ with a \$300 donation towards food, beverages, and snacks.
- We also recently signed up with the Bottle Depot: we now have a Drop & Go account and are on the list above the kiosk. You can drop off your bottles and direct the funds to the YKSAR Bottle Depot account.

#### **Logistics – Equipment – Amanda for Jurjen**

- Amanda presented Jurjen's report on his behalf: without a need to plan another huge move, this year was a quieter year for the Equipment team.
- Reminder to those who borrowed GPS devices: please return them by connecting with Jurjen and Jenny. Jurjen has a log and a list of names.
- Please read Jurjen's report. If you have any questions, please feel free to reach out to him.
- Comment from Kate: We're looking to possibly order brighter orange vests. Kate pointed to the orange vest Tom was wearing and noted that it is more technical, has more practical pockets and better suit our needs. If we wanted to explore another order again, Kate would be willing to help source. Amanda will take this back to the Board and discuss at the next meeting.

#### **Logistics – Volunteer Resources – 2023-2024 Membership – Bill**

- Bill took the membership through his 2023-2024 Membership Report.
- 4 searches were conducted between April 1, 2023 to March 31, 2024, amounting to 361 person-hours. All 4 were successful searches. In the cold case search, the lost individual was not found, but teams successfully covered the targeted area.



- As of today, we are at 57 active members. Bill expects numbers to go down because anyone who hasn't paid their membership dues by July 1 is taken off the list.
- One thing to highlight is that the volunteer tax credit doubled this year, but the requirement remains the same at 200 hours. In order to qualify, sign yourself up for 2 weeks on the A-Team because that time is eligible for the tax credit and it's an easy way to get your hours. Let the Volunteer Resources Coordinator know if you want to sign up for the A-Team.
- This year, 11 members were eligible for the tax credit.
- Bill reiterated what the A-Team does and what is expected, noting that the A-Team is usually the first point of contact.
- Remember to update your availability so that we do not call you unnecessarily for an active search if you are out of town or unavailable.

#### **Logistics – Volunteer Resources – Volunteer Opportunities – Amanda**

- We are nothing without our searchers. Everything we do is in support of searching, but there is a lot of other stuff going on in the background that the Board used to take care of, unseen.
- We are always looking for volunteers to support on our various ICS teams.
- Right now we have a Public Information team of 5 people, who are responsible for tasks such as maintaining our social media presence and graphic design. This team is well-staffed at the moment, more than any other team, and helps immensely because the Board no longer has to take on those tasks. It is much better to have volunteers take these tasks on who can ensure that things are done more consistently.
- What we really need help with now is Volunteer Resources, which essentially operates like Human Resources. The Volunteer Resources team would handle all membership intake, keep track of records and maintain training certifications and hours. It's great that Leila volunteered during the elections, but ideally, we need at least 3 more people to help with this. Bill has been doing all of this and more for the past few years, but we need to prepare for succession planning.
- Volunteer Resources may not necessarily look important, but is incredibly so – in fact, in an emergency, Amanda noted that she usually staffs that team first.
- As mentioned earlier, another team that could use more support is Fund Development. If you have an interest, let us know.
- Now that she has rejoined the Board as Treasurer, Kavitha stated that she is happy to do both bookkeeping and Treasurer tasks for the time being. Elaine also offered to help with general bookkeeping, but not as a Board member. She will step in only if we're under pressure, to help with Finance-related tasks.
- Amanda reminded the membership that you do not have to be a searcher to help out with YKSAR. If you are interested in any of the areas discussed, please reach out. At 50 volunteers, we are at max capacity, so all the help we get is greatly appreciated.
- Go to our website – click on "Join Us" – to learn more. Feel free to forward to your friends and spread the word.



- Question from Dave: Lots of high school students are looking to fill volunteer hours – perhaps they might be a good resource to tap into?
  - Amanda: it's a good thought, but right now our volunteers need to be 19 to be a member. That being said, high school students can potentially support in other ways. The Board has previously discussed how else younger volunteers could help.
  - Elaine noted they could likely support if we had car wash fundraisers.
- On a last note: we would like to thank Bill, because we are losing Bill from the Board this year. He is stepping down from the role of Membership Director, but thankfully will be staying on to support YKSAR in his other various roles. Bill plays a lot of roles in the organization, so we're glad we're not losing him from YKSAR on the whole. Thank you, Bill, for all your years on the Board – you will certainly be missed.

#### **AdventureSmart – Kate**

- For anybody interested in becoming an AdventureSmart presenter, Kate is the NWT AdventureSmart Coordinator.
- AdventureSmart is a nation-wide prevention program that supports the work that SAR does, by trying to put SAR into the mindset of the public. It aims to help us SAR volunteers do our jobs better, but more so to help people stay safe and not need SAR in the first place. Teaching people preventative methods is better than waiting for people to get lost and require SAR.
- Hug a Tree is the main AdventureSmart program, which teaches kids how to stay safe outdoors. AdventureSmart offers resources from a national level, and it's a lot of fun to deliver these programs.
- It is also a bilingual organization, so if you can deliver the material in French, there is a lot of demand for it.
- AdventureSmart is further working on translating some colouring and information books into Indigenous languages across the country.
- If you're interested in being a presenter, reach out to Kate. The email for the NWT Coordinator is also on the AdventureSmart website.

#### **Public Information Recruitment Campaign – Eva**

- Eva put out a call to local media outlets; Radio Taiga invited a YKSAR representative to come speak. Eva reported that the interview went very well and aired on the radio before the Basic Searcher.
- Tom can also give media interviews – he has been our main spokesperson in the past. Send any media requests moving forward to the Public Information team to coordinate.
- The Basic Searcher training dates were also on the Cabin Radio calendar, but the dates were incorrect.

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#### **7 Adjournment – 8:37 PM MST**

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# YELLOWKNIFE SEARCH AND RESCUE

| INCOME STATEMENT                 |                                |  |                    |  |                   |  |
|----------------------------------|--------------------------------|--|--------------------|--|-------------------|--|
| April 1 to March 31 (Cash Basis) |                                |  |                    |  |                   |  |
|                                  |                                |  |                    |  |                   |  |
|                                  |                                |  |                    |  |                   |  |
| REVENUES                         |                                |  | 2024-2025          |  | 2023-2024         |  |
|                                  | Bank Interest                  |  | \$0.00             |  | \$0.00            |  |
|                                  | Donations                      |  | \$1,055.00         |  | \$195.00          |  |
|                                  | Fund Raising                   |  | \$1,000.00         |  | \$2,000.00        |  |
|                                  | Grants *                       |  | \$11,921.00        |  | \$3,114.84        |  |
|                                  | Membership Dues                |  | \$2,225.00         |  | \$1,415.00        |  |
|                                  | Miscellaneous / Other          |  | \$0.00             |  | \$0.00            |  |
|                                  | Promotions                     |  | \$225.00           |  | \$0.00            |  |
|                                  | Recoveries (equipment)         |  | \$0.00             |  | \$0.00            |  |
|                                  | Recoveries (search)            |  | \$1,485.56         |  | \$0.00            |  |
|                                  | Recoveries (training)          |  | \$0.00             |  | \$0.00            |  |
|                                  | <b>TOTAL REVENUE</b>           |  | <b>\$17,911.56</b> |  | <b>\$6,724.84</b> |  |
|                                  |                                |  |                    |  |                   |  |
|                                  |                                |  |                    |  |                   |  |
| EXPENDITURES                     |                                |  |                    |  |                   |  |
|                                  | Advertising & Promotion        |  | \$350.31           |  | \$367.50          |  |
|                                  | Equipment                      |  | \$0.00             |  | \$236.45          |  |
|                                  | Insurance                      |  | \$2,180.00         |  | \$2,054.00        |  |
|                                  | Licences and permits           |  | \$681.85           |  | \$336.00          |  |
|                                  | Miscellaneous / Admin          |  | \$1,091.63         |  | \$206.84          |  |
|                                  | Operational searches           |  | \$1,288.48         |  | \$0.00            |  |
|                                  | Special Events                 |  | \$0.00             |  | \$0.00            |  |
|                                  | Training Costs                 |  | \$0.00             |  | \$3,144.63        |  |
|                                  | <b>TOTAL EXPENDITURE</b>       |  | <b>\$5,592.27</b>  |  | <b>\$6,345.42</b> |  |
|                                  |                                |  |                    |  |                   |  |
|                                  |                                |  |                    |  |                   |  |
|                                  | <b>TOTAL SURPLUS (DEFICIT)</b> |  | <b>\$12,319.29</b> |  | <b>\$379.42</b>   |  |

\* revenues for 2024-25 include grant of \$8,500 for equipment which will be purchased in 2025-26 and later. Also, VODC grant was received late, so expenses have to be reimbursed to member for \$3370.45

*Ananda Hilt*  
2025-06-17

PRESIDENT

*Jmo*

SECRETARY

# YELLOWKNIFE SEARCH AND RESCUE

## BALANCE SHEET

as at March 31

### ASSETS

|                     | 2025               | 2024               |
|---------------------|--------------------|--------------------|
| Cash                | \$29,477.10        | \$17,157.81        |
| <b>TOTAL ASSETS</b> | <b>\$29,477.10</b> | <b>\$17,157.81</b> |

### LIABILITIES

### EQUITY

|                                       |                    |                    |
|---------------------------------------|--------------------|--------------------|
| Opening Balance                       | \$17,157.81        | \$16,778.39        |
| Current Earnings                      | \$12,319.29        | \$379.42           |
| Closing Balance                       | <b>\$29,477.10</b> | <b>\$17,157.81</b> |
| <b>TOTAL ASSETS &amp; LIABILITIES</b> | <b>\$29,477.10</b> | <b>\$17,157.81</b> |



PRESIDENT

2025-06-17



SECRETARY

## **YELLOWKNIFE SEARCH AND RESCUE SOCIETY BYLAWS**

Adopted (date) June 15, 2023

### **DEFINITIONS**

1. In these bylaws,
  - a) “YKSAR” is an acronym for “Yellowknife Search and Rescue”;
  - b) “Director” means a director of YKSAR; and
  - c) “Board” means the Board of Directors of YKSAR.

### **MEMBERSHIP**

2. Membership in the Society is categorized as follows:
  - a) Regular Member: an individual residing in or around Yellowknife, of the age of 19 years or older, who has paid all required membership fees;
  - b) Life Member: an individual who, upon approval by the Board, is thereafter exempt from paying annual membership fees; and
  - c) Associate Member: an individual who, by invitation or application, and payment of any applicable fee, participates with YKSAR in a non-voting capacity.
3. Members of the Society have the right to take part in activities and to use facilities established by the Society for the promotion of its objects subject to such regulations and the payment of such additional fees as the Board may, from time to time, prescribe for specific activities.
4. Any Member may withdraw from membership in the Society by notice in writing to the Secretary.
5. The membership fee of the Society is determined by the Board.
6. Membership fees are due the first day of the first month of each fiscal year. There is no pro-rating of membership fees.
7. A Member is in arrears if the membership fee is not paid within three (3) months of the start of the new fiscal year. While in arrears, the Member is not entitled to membership privileges in the Society until reinstated.
8. In order to be reinstated, the membership fees for the current fiscal year must be paid. Any disputes relating to outstanding membership fees are resolved by the Board.

9. The Board may revoke membership for cause with written notice to the individual(s).
10. All disciplinary action or Member removal must be voted on by the Board by secret ballot.

## **BOARD OF DIRECTORS**

11. The Board consists of a minimum of five (5) Members.
12. The Board consists of the President, Vice-President, Secretary, Treasurer and additional Directors as elected at the Annual General Meeting.
13. Vacancies arising between AGMs may be filled by the Board, by appointment.
14. The total number of Directors will be set by the Board.
15. Any Director may be expelled by a two-thirds (2/3) majority vote of Directors for proven dishonesty, or for gross misconduct, or for failing or refusing to carry out his or her duties as a Director as provided in these bylaws.
16. The Board, subject to the bylaws, or directions given by a majority vote at any meeting properly called and constituted, has full control and management of the affairs of the Society.
17. Meetings of the Board will be held as often as may be required, but at least once every three (3) months, called by the President.
18. A special meeting of the Board may be requested by any three (3) Members of the Board, in writing to the President, stating the business to be brought before the meeting.
19. A quorum at any duly-called Board meeting consists of a majority of the Board members.

## **OFFICERS**

20. The President, Vice-President, Secretary and Treasurer are designated as the officers of the Society.
21. The President
  - a) takes the lead in running the Society;
  - b) chairs General and Special Meetings of Members;
  - c) chairs meetings of the Board;

- d) consults with other Officers as required to prepare the agenda before meetings;
- e) ensures that notice of meetings has been sent according to the bylaws;
- f) manages meetings; and
- g) is not entitled to vote on any motion except in the event of a tie.

22. The Secretary

- a) maintains the files and records of the Society, including the minutes, copies of letters, grant applications, annual reports, briefs and proposals, and keeps these records safe;
- b) distributes minutes and agendas to Board members before meetings;
- c) receives and reads correspondence, and brings it to the attention of the appropriate officer;
- d) records motions and decisions of meetings (minutes); and
- e) acts as chairperson, if both the President and Vice-President are absent, and appoints an acting Secretary for that meeting;

23. The Treasurer

- a) reports to the Board to ensure the financial integrity of the Society;
- b) keeps the corporation's funds in a safe place (a bank account) as directed by the Society;
- c) co-signs cheques with another authorized signing officer;
- d) ensures the Society's financial records are kept current and reconciled at all times by keeping accurate records of all receipts and expenditures;
- e) pays accounts as approved by the Board;
- f) submits regular financial statements to the Board;
- g) ensures that all annual financial reports are prepared;
- h) oversees the development of the Society's budget and its presentation to the Board for approval;
- i) monitors the budget and advises the Board of problems and any other financial management issues; and

- j) ensures that funding sources, Members, governments receive timely and accurate financial reports, as required.
- 24. The Vice-President exercises the duties and powers of the President, Secretary and Treasurer in their respective absences.
- 25. The offices of the Secretary and Treasurer may be combined into one office to be known as Secretary-Treasurer.

## **DISPOSAL OF FUNDS**

- 26. All monies received by or on behalf of the Society must be deposited in the Society's bank account for the Society, which account must be with one of the chartered banks of Canada.
- 27. All disbursements from the bank account must be made by cheques signed by two Directors who are formally authorized by the Board to approve payment.
- 28. Expenditures over \$500.00 must be approved in advance by a majority of the Board.

## **ANNUAL FINANCIAL STATEMENTS**

- 29. The fiscal year of the Society runs from April 1 to March 31 of the following year.
- 30. The annual Financial Statements are reviewed by two Members appointed by the Board. An independent audit of the annual Financial Statements is not required.
- 31. Following the review, the annual financial statements are approved by the Board, then signed by the President and Treasurer for presentation to the membership at the Annual General Meeting. These statements must include the:
  - a) Assets and Liabilities of the Society in the form of a Balance Sheet as at fiscal year-end; and
  - b) Revenues and Expenditures of the Society in the form of an Income Statement for the fiscal year just ended.
- 32. The books and records of the Society, whether electronic or hard copy, may be inspected by any member of the Society at the Annual General Meeting. Members may inspect the books and records at any other time subject to making suitable arrangements with the Treasurer.

## **ANNUAL GENERAL MEETING AND SPECIAL MEETINGS**

- 33. The Society holds an Annual General Meeting between 31 and 180 days following the end of the fiscal year. Notice must be delivered to the membership at least fourteen (14) days before the date of the meeting.

- 34. General Meetings and Special Meetings of the Society may be called at any time by the President by notice to the membership at least fourteen (14) days before the date of such meeting.
- 35. A Special Meeting must be called by the President upon receipt of a petition signed by one-third (1/3) of the Members, setting forth the reasons for calling such a meeting. The membership must be notified in writing at least fourteen (14) days before the meeting.
- 36. Notification must be by written notice to the last known address of each Member delivered by mail, hand, facsimile or e-mail.
- 37. A quorum at any duly called General Meeting or Special Meeting is ten (10) voting Members present.

### **VOTING**

- 38. Any Regular or Life Member has the right to vote at any General or Special Meeting of the Society.
- 39. A motion passes with a majority vote of Members present at the meeting.
- 40. Nominees for office must accept nominations in writing or in person.
- 41. Elections for the Board are conducted by secret ballot.
- 42. All other business may be voted on by a show of hands or secret ballot as deemed appropriate.

### **REMUNERATION**

- 43. No member of the society is permitted to receive any remuneration from the Society for their services.

### **RAISING OR BORROWING FUNDS**

- 44. For the purpose of carrying out its objects, the Society may raise money.
- 45. Borrowing money is not permitted.

### **REVISIONS TO BYLAWS**

- 46. The bylaws may be rescinded, altered or added to in accordance with the procedures outlined in the Societies Act and Regulations pertaining thereto.
- 47. Amendments to the bylaws can be passed by either an/a:

- a) ordinary resolution at an Annual General Meeting at which a majority of those Members present are required to approve the resolution; or
  - b) special resolution, where three-quarters (3/4) of those Members present are required to approve the resolution at a Special Meeting for which notice of the intention to pass the resolution was provided at least fourteen (14) days in advance.
48. No rescission, alteration or addition has any effect until registered with the Registrar of Societies.

# President's Report



April 2024 to March 2025 – Amanda Herbert, President

I'm happy to report that in 2024-2025, we got a lot of things done! Since we've been operating in accordance with the Incident Command System (ICS) structure for the past few years, please find this year's President's Report outlined in similar fashion.

## **GOVERNANCE**

Since the last Annual General Meeting (AGM), we had eight board meetings in July, September, October, December, January, February, March, and April.

## **COMMAND**

We continued implementing the Incident Command System (ICS) and further filled out YKSAR's organizational chart. For new members unfamiliar with ICS, please do not hesitate to ask; it informs much of how we operate!

## **SAFETY**

As wildfires have become an annual reality, the Operations team took steps to address safety concerns related to searching in burned areas with potentially unstable and dangerous trees, and also looked into how fire retardant might affect us as searchers. Information pertaining to this – as well as how to search safely in burned areas – have been incorporated into pre-shift briefings.

If anyone has any safety concerns when they are volunteering with us, please take steps to address it and raise it with your supervisor(s).

## **LIAISON**

### **→ Search and Rescue Volunteer Association of Canada (SARVAC)**

The SARVAC Humanitarian Workforce (HWF) is an initiative aimed at developing and coordinating a national network of Search and Rescue (SAR) volunteers capable of responding to national emergencies and providing aid to affected communities when called upon. SARVAC has identified nine areas where SAR teams could play a role in disaster events, including Incident Management, GIS Mapping, Search and Rescue, and Wellness Checks.

This past year, Bill was appointed the SARVAC Humanitarian Workforce Champion for the Northwest Territories (NWT). In October 2024, Danielle and Leila attended a two-day SARVAC Humanitarian Workforce (HWF) exercise in Ontario, where they participated in mock scenarios and were assigned various tasks such as setting up heaters, filling sandbags, and providing first aid.

Members interested in being part of the HWF can submit their names directly to SARVAC. Learn more at [www.sarvachwf.ca](http://www.sarvachwf.ca).

Kate is the AdventureSmart Coordinator for the NWT. AdventureSmart is a national prevention program for kids, focused on reaching all who may participate in outdoor recreational activities in order to reduce the

number and severity of SAR incidents in Canada. Reach out to Kate ([nt@adventuresmart.ca](mailto:nt@adventuresmart.ca)) if you are interested in volunteering.



### → Government of the Northwest Territories (GNWT)

SAR was discussed in the legislature twice in February 2025. Unfortunately, the GNWT has made it clear that they will not be funding SAR in the NWT for the foreseeable future. After much discussion, and given the current political and economic environment, the Board decided not to approach the GNWT for funding at this time (but may reconsider it in the future).

### → RCMP

Operations continues to liaise regularly with the RCMP as and when needed. Andrea continues to email the RCMP our A-Team list weekly, taking over from Bill. Thanks to Bill for having done this for so many years, and for Andrea for taking over!

## INFORMATION

Eva had to step away in the fall, and Dane and Aurora took over the Information team responsibilities. Thanks to their tireless efforts, we launched a new website ([yksar.ca](https://yksar.ca)), replacing the old one ([yksar.com](https://yksar.com)); updated our membership application form; created new digital photo IDs; and maintained our social media channel, sharing training opportunities, fundraising initiatives (we have a Bottle Depot account!) and coordinating a great volunteer recruitment campaign.

## OPERATIONS

The Beaulieu search concluded in July 2024. The Fall Basic Searcher had 13 complete the classroom session and 9 complete the entire course, including the field portion. (Welcome to our new searchers!) Later that fall, we conducted a search for a paddler with a broken leg on the Yellowknife River, involving 10 searchers for nearly 50 hours.

The Team Leader training in February went very well, with 9 participants. The Frostbite 55 event took place in mid-March and YKSAR supported as we do every year with basecamp set-up.

Unfortunately, we were unable to offer Wilderness First Aid (WFA) training this past fiscal because MACA stopped their annual funding of it. We appreciate the many years that MACA covered the cost of that course, as it allowed us to keep our volunteers trained at a high level.

We appreciate the impressive response rates from our A-Team. Thanks as always to Tom for leading the Operations team and being at the heart of everything we do. Thanks as well to all the volunteers who attended training sessions, callouts, and monthly drills.

## FUND DEVELOPMENT

This past year, establishing a Fund Development team became more important than ever: we lost MACA funding for Wilderness First Aid and ICS, as well as MACA's VODC grant. Thanks to volunteers who stepped up, we established a Fund Development team with Claire handling bingo nights, Tori focusing on grant-writing, Amar and Shane developing a GNWT Legislative Engagement Strategy, and Amanda coordinating.

Thanks to Michelle, with work from Jurjen and Tom, we were awarded the CAF America – DeBeers' Ambassadors for Good Grant, providing YKSAR up to \$8500 over three years for field communications equipment.

We held two bingos, raising \$1000, and received a \$2500 City of Yellowknife Community Service Grant for the next fiscal year. YKSAR opened a Bottle Depot account this past year as another fundraising avenue. Additionally, we received a significant anonymous cash donation of \$1000. In-kind donations included 10 free Microsoft 365 business licences from TechSoup and Google for Nonprofits, which provides free Google Workspace for Businesses.



### **PLANNING – SITUATION**

Operations started using SARTopo, a lightweight, easy mapping application for searches. The team continues to use ESRI for more complex analyses.

### **PLANNING – RESOURCES**

As mentioned above, Andrea took over from Bill the task of maintaining availability and updating callout lists, including sending weekly A-Team lists to the RCMP. Bill continues to do the monthly callouts, while Tom is doing the A-Team audits. Elaine often does the live search callouts.

### **PLANNING – DOCUMENTATION**

Another huge undertaking accomplished this year involved the transition of all our files from Dropbox to Google Drive just before the end of the fiscal year, in preparation for our migration to Google Workspace.

### **LOGISTICS – EQUIPMENT**

After the October 2024 paddler search, in which a SAM Splint was used to great effect, we purchased three additional SAM Splints for our gear bag.

Regarding the DeBeers' grant: the baseline Starlink/InReach subscriptions for the new GPS units will cost just over \$1000 per year. As you'll see noted in Jurjen's report, the postal strike and subsequent trade war impacted our equipment purchases related to the DeBeers' grant.

With Jenny away over the next year, we recruited new team members for the Equipment team – Chris Shapka and Andrea.

### **LOGISTICS – VOLUNTEER RESOURCES**

Bill stepped away from the Membership Director role at the last AGM, necessitating the establishment of a Volunteer Resources team in late fall consisting of Amanda, Andrea, Aingeal, and Jackie. After a slow start and time spent learning the processes and systems, they worked hard to catch everything up. The importance and time-intensive nature of this role became clear, and we are very thankful for Bill's years of dedicated service.

In total, we had 58 members over the course of 2024-2025. In January, we provided letters recognizing 15 volunteers who volunteered more than 200 hours each in a Search and Rescue capacity; all were members of the A-Team. Thank you to all our volunteers for all the contributions they make to our organization.

### **FINANCE**

Kavitha took on the role of Treasurer at the last AGM, and she handled all the bookkeeping for the fiscal year. Kavitha took over e-transfers and membership receipts from Bill. Our thanks to Kavitha for sharing her knowledge and the good recordkeeping.

We started the year facing a potential deficit of \$2000 but overcame it with an anonymous \$900 donation and other small donations. Membership fees were also up compared to the previous year. Identifying and securing new sources of sustainable operational funding must remain a priority.



This past fiscal year also saw us running out of cheques and needing to order new ones from our BMO account. Unfortunately, they got caught in the postal strike, but did eventually make it to Yellowknife just in time.

In March, we applied for a Scotiabank credit card backed by a \$500 GIC to pay for monthly reoccurring Starlink/InReach subscription costs. We are also planning to attach the credit card to our Microsoft account, to be charged if we exceed our 10 free licences (but that should never happen). We will evaluate the usefulness of the low-limit, annual-fee credit card over the next two years, while we have funding for the Starlink/InReach subscriptions, and we can hopefully claim the annual fee as an administrative expense associated with the DeBeers' grant. The annual fee for the credit card is \$80.

A note when reading the 2024-2025 Financials: the large \$12,000 plus surplus does not recognize about \$11,500 of expenses that will be paid in future fiscal years (see the note on the Income Statement). One is reimbursement to Tom for course expenses and \$8500 is related to the DeBeers' grant, where the expenses will come out over the next few fiscal years.

#### **THANK YOU**

On behalf of the YKSAR Board of Directors, thank you to everyone who helped us out over the 2024-2025 fiscal year with donations and volunteering! All your contributions make us stronger together. We appreciate you being part of our team.

# Operations/Training Report



April 2024 to March 2025 – Tom Girrior, Operations Section Chief

The Operations team focuses on two key areas of responsibility – training and searching.

## **YKSAR training focuses on three key areas:**

- Core Training: Basic Searcher, Team Leader, and First Aid.
- Supplemental Training: ICS, GPS, BICO, Lost Person Behaviour, and Winter Orientation. ICS and GPS are required for those seeking national certification.
- Monthly Training Drills tie everything together in a very practical way.

## **SEARCHING**

We've been running three to five searches annually over the past few years and this year has been no exception. What has been noticeable though is an increase in the number of rescue calls we've received. It seems that alerting technologies like Zoleo, Spot and InReach are getting more use here in the north.

Our monthly callout drills are a parallel to live searches in that our lost/missing/overdue search subjects have a great deal of discretion in deciding where they will be found. They are also committed to remaining lost until found. These searches are very real and a great way to keep your skillsets current.

We also have a revitalized A-Team which allows for prompt response to calls.

## **COMING UP**

As mentioned in the President's Report, over the past year there have been significant cutbacks to GNWT funding, which we used in the past for training expenses. It remains to be seen what impact this will have on our ability to offer adequate training to our members.



# Logistics/Equipment Report

April 2024 to March 2025 – Jurjen van der Sluijs, Equipment Director

## **SAR Loft**

The 2024-2025 fiscal year was relatively quiet.

- Full recount of YKSAR equipment inventory completed (with Jenny).
- Equipment inventory spreadsheet created following ICS terminology.

## **Human Resources**

- Jenny Tjhin served on the Equipment Team but stepped aside in May for a year for personal reasons.
- Fellow Board member Andrea Olayvar-Lowing and member Christopher Shapka have stepped up and volunteered to serve on the team. Onboarding and setting goals/projects will occur in June.

## **Funding**

- Received funding in October 2024 under the DeBeers's Ambassadors for Good program (\$8500), meant to procure GPSs with InReach capabilities, as well as a Starlink.
  - Our existing 20 GPS units will remain in operation as they meet our needs.
  - Funding adds InReach communication capabilities so our Team Leaders can connect with the Search Manager without requiring radios.
  - Our Command Post will obtain Starlink capabilities for communication with RCMP and search operation planning.
- We experienced delays in equipment procurement due to several reasons:
  - Confusing Anglo-American/CAF/Ambassador program communication once funding was awarded;
  - Canada Post strike in December;
  - YKSAR requiring credit approvals to obtain credit card for InReach/Starlink subscriptions; and
  - Trump's economic war on Canada had us considering Canadian alternatives.

## **Objectives for next year:**

- Onboard new equipment
- Maintain equipment (camping stoves and water filters need some attention, as do our first aid kits).

# Membership Report



April 2024 to March 2025

## Membership Numbers

- **58 active members**
  - We expect the number to go down by the number of members who do not pay membership renewal fees by July 1, 2025.
  - 5 Search Managers
  - 11 Team Leaders

## Total Volunteer Hours

- **A total of 2,033 hours were volunteered by YKSAR members**
  - This does not include the tens of thousands of on-call hours credited to the A-Team.

## Administration

- **Countless hours were volunteered for administrative tasks.** These include:
  - Board Meetings and ICS Team Meetings
  - Financials
  - Website Development and Maintenance
  - Weekly A-Team Callouts and Monthly Membership Callouts
  - Instructor Preparation Time
  - Membership Availability Updates
  - Gear Maintenance
  - Report Preparation, CRA Volunteer Letters
  - Email Management and Correspondence

## The A-Team – on-call 24/7

- The A-Team is the group of members who are available 24 hours a day to receive calls for service from the RCMP.
- The RCMP receive an updated list of on-call A-Team members weekly.
- Often the ones tasked for an immediate hasty search on short notice.
- A-Team on-call hours are eligible for the CRA volunteer tax credit.
  - Only A-Team members accumulated the 200 hours required for the tax credit **(15 people in 2024-2025)**.
- Frequent tests check the readiness of the A-Team.
  - Member receives credit for volunteer hours for the past week if they immediately respond as being Available.
  - Responsiveness is reported for auditing purposes.
- Any YKSAR member can become a member of the A-Team if they can commit to answering a phone call at all hours of the day.



### REMINDER: Membership Renewal

- Membership renewal fee (\$25) to be paid before running in or voting in election.
- Current criminal records check required (within past 5 years).
- Current First Aid required.

### REMINDER: Keep Your Availability Updated

- The online callout list is updated once a week as the status of members' availability changes.
- If you have not advised that you are unavailable, you are listed on the callout list and you should expect that you could receive a call at any time of the day.
- A reminder that we have added a new Reporting section to the password-protected [Members page](#) of our website. Please report when you are away using the **YKSAR Not Available form** on the Members page:



SUPPORT US

TRAINING

RESOURCES

FAQ

MEMBERS

CALENDAR

SUPPORTERS

CONTACT

## Protected: YKSAR Members Information

### Reporting

To update your contact information – please email [volunteer\\_records@yksar.ca](mailto:volunteer_records@yksar.ca)

To let us know you are unavailable for callouts – complete this [YKSAR Not Available form](#).

Please note the call out list is only updated on Sunday evenings

To report volunteer hours for yourself or other team members – complete this [Volunteer Hours form](#)

# Information Team Report



April 2024 to March 2025 – Dane Cruickshank and Aurora Nind

In 2024-2025, Eva stepped down as Information Team Lead. We sincerely thank her for her dedication and contributions to the Information Team over the past years. Leadership of the team was transitioned to Dane and Aurora in Fall 2024, and we're pleased to welcome Pablo and Nate as new members of the team.

## **Recruitment Campaigns**

In 2024-25, we ran two recruitment campaigns—one in the spring and another in the fall recruiting new members who took the Basic Searcher Training and increased the size of our membership base.

## **New Website**

The Information Team developed and launched a new and improved YKSAR website: [yksar.ca](https://yksar.ca). The previous website (yksar.com) has now been retired. The updated site features a more user-friendly layout and is optimized for both desktop and mobile use. Thank you to all of those who have identified issues and quirks with the new website so we could fix those.

## **Digital YKSAR Identification Cards**

In 2025, we transitioned from physical to digital ID cards. This change simplifies ID verification for the RCMP and eliminates the annual costs for ID cards, allowing those funds to be used elsewhere. The new cards include a QR code that can be scanned to confirm membership status, which is required by some companies offering Pro Deals. A list of available Pro Deals, compiled by Arielle, has been added to the "Members" section of the website and was emailed to all members. Members who have paid their 2025-2026 dues should have received a digital ID card, which can be conveniently stored on their phones.