



Making a difference...together

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 7, 2009**

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**SUBJECT:** Juan de Fuca (JdF) Search and Rescue (SAR) Contract

**PURPOSE:**

To propose funding a contracted administrative position in the JdF SAR program, as requested by the membership.

**BACKGROUND:**

The JdF SAR program was established under the CRD in 2003, through bylaw 3101. The funding for this program provides for equipment and training for the many volunteers associated with the program. To date, all work within the program has been done on a voluntary basis.

This year the membership has requested funding to be put aside to pay a nominal amount to the SAR manager to recognise the large amount of administrative work required to keep the program going. The money was presented in the 2009 budget and approved, but has not yet been accessed. The total amount requested was \$500/month (\$6,000 annual).

The administrative duties continue to be carried out and shared by two senior members, Bill Meikle and Vickie Weber, and the group would like the funding to be split between the two members (\$250/month each). Also, as the moneys were approved for the 2009 budget, the group has requested the contract be dated for July 1, to recognise the large amount of work done to date.

The duties required by the two members have been listed out and agreed upon and will be placed within the contract as schedule A, as we have done with other volunteer programs. The amount paid is not based on an hourly wage, or expected workload of specific hours per week, but rather structured as a reasonable amount to recognise the work done beyond that of a regular member, mostly in the area of record keeping, scheduling and administration.

**ALTERNATIVES**

1. Approve that a contract for administrative duties by a Program Coordinator for JdF Search and Rescue be put in place to a maximum of \$6,000 per year, paid from June 2009.
2. Not approve that a contract for administrative duties be put in place at this time.

**FINANCIAL IMPLICATIONS:**

The total budget for this line item is \$500/month between two people, to a total value of \$6,000 per year. The funding was approved in the 2009 budget and is again proposed in the 2010 budget.

**SUMMARY/CONCLUSIONS:**

This proposed contract was endorsed by the membership to recognise the many administrative hours put in by both V. Weber and B. Meikle. Both members are long time volunteers, and this stipend will help offset the large amount of time they dedicate to the program. The budgeted amount has previously been approved in the 2009 budget.

**RECOMMENDATION:**

That the Committee approve that a contract for administrative duties by a Program Coordinator for JdF Search and Rescue be put in place to a maximum of \$6,000 per year, paid from June 2009.

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Travis Whiting  
Acting General Manager,  
Planning and Protective Services