



## POLICY

### Department of Municipal and Community Affairs Contributions for Community Organized Searches

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#### 1. Statement of Policy

The Department of Municipal and Community Affairs may provide contributions to support community organized searches for missing persons.

#### 2. Principles

The Department of Municipal and Community Affairs will adhere to the following principles when implementing this Policy:

- (1) Community organized searches should not replace public searches organized by the Royal Canadian Mounted Police or federal government agencies, but may precede or follow them; and
- (2) Community organized searches must be conducted under the authority of the *Civil Emergency Measures Act*.

#### 3. Scope

This Policy applies to all communities within the Northwest Territories.

#### 4. Definitions

The following terms apply to this Policy:

Public Search – A search for a missing person(s) organized and conducted by the Royal Canadian Mounted Police, Parks Canada (within a national park), or another federal agency.

Contribution - A conditional transfer payment made to a recipient subject to an audit at a later date for which the Department of Municipal and Community Affairs will receive no goods or services in return.

Community Organized Search – A search for missing person(s) organized and conducted by a community government under the authority of the *Civil Emergency Measures Act* prior to, or immediately following, a public search.



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Private Search - A search for a missing person(s) conducted by individuals or groups of friends and family members, performed without the benefit of government assistance.

Community Government - The locally elected structure that is responsible for the management, administration and delivery of municipal programs and services to residents of a defined area and represents any of the community concerns.

Emergency Response Plan – A community, area, regional or territorial emergency response plan approved in accordance with the *Civil Emergency Measures Act*.

Regional Superintendent – For the purposes of this Policy means the most senior official of the Department of Municipal and Community Affairs in a specific Region.

#### 5. Authority and Accountability

(1) General

This Policy is issued in accordance with Financial Management Board direction to delegate to Ministers authority to establish grants and contribution programs. Authority and accountability is further defined in Financial Administration Manual directives, 401, 401-1, 401-2, and 401-4 and as follows:

(a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the Financial Management Board for the implementation of this Policy.



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(b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

(2) Specific

(a) Minister

The Minister may:

- (i) approve changes to this Policy;
- (ii) approve grants or contributions according to the terms and conditions outlined in this Policy; and
- (iii) delegate the authority to approve grants and contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to the Director responsible or to Regional Superintendents:

- (i) approve a community organized search upon the request of the community government;
- (ii) approve contributions to a community government to offset costs associated with a community organized search to a maximum of ten thousand dollars (\$10,000.00);



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- (iii) where necessary and upon the authority of the Comptroller General under Section 54(1) of the *Financial Administration Act*, issue an advance payment for the expenditure of search related funds; and
- (iv) determine the eligibility of expenditures under this policy.

#### 6. Provisions

##### (1) Eligibility

- (a) When a community government determines that circumstances warrant a search for a missing person or persons prior to the commencement of or after the conclusion of a public search, the Deputy Minister may provide a contribution to support the community organized search when:
  - (i) The community has consulted with the Royal Canadian Mounted Police and have determined that a public search is not currently underway;
  - (ii) The community government makes an official request to the Deputy Minister to approve a community organized search; and
  - (iii) The Deputy Minister authorizes the community organized search under the *Civil Emergency Measures Act*.
- (b) Where there is no recognized community government, the Deputy Minister may provide a contribution to an appropriate group or organization.



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#### (2) Criteria

- (a) The Deputy Minister may approve search-related expenditures and shall determine reasonable costs associated with conducting a community organized search.
- (b) Eligible expenditures may include; aircraft charter costs, the purchase of groceries, fuel, lubricants and minor machine parts.
- (c) The following costs are not eligible: wages, loss of income and equipment rental, and repair of equipment to its pre-search condition.
- (d) Where unusual circumstances warrant special consideration, the Deputy Minister may deem excluded items to be eligible expenditures.
- (e) Expenditures made during public or private searches shall not be eligible for financial assistance under this Policy.

#### (3) Financial Conditions

At the conclusion of a community organized search, the community government shall:

- (a) Submit a summary of expenditures with appropriate substantiation and a report on search-related activities to the Deputy Minister for reimbursement of actual eligible expenses to a maximum of ten thousand dollars (\$10,000); and
- (b) Where an advance was issued, pursuant to Section 54 (3) of the *Financial Administration Act*, repay any unused portion of the advance payment issued in support of the search.



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#### (4) Applications

The following conditions shall apply in considering a community government's request for search assistance under this policy:

- (a) Requests shall be submitted by the community government to the Deputy Minister; and
- (b) Requests made by telephone or other means must be verified in writing as soon as time permits.

#### **7. Financial Resources**

Financial resources required under this policy are conditional on approval of funds in the Main Estimates by the Legislative Assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.

#### **8. Prerogative of the Minister**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting contributions. In this regard, the Minister may make a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

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Michael McLeod  
Minister

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Date