

Canadian Coast Guard Auxiliary

National Guidelines



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Revision Record – Summary of Changes

Section	Summary of Changes

NATIONAL GUIDELINES – CANADIAN COAST GUARD AUXILIARY

FORWARD:

1. The Canadian Coast Guard Auxiliary National Guidelines are issued under the Joint Authority of the President and Chair of the Canadian Coast Guard Auxiliary National Board of Directors and the Director General, Maritime Services, Canadian Coast Guard. The purpose of these guidelines is to assist members of the Canadian Coast Guard and the Canadian Coast Guard Auxiliary in the administration and delivery of the Auxiliary program.
2. Amendments of this publication shall be coordinated through the Canadian Coast Guard and will be issued under the joint authority of the CCGA and the CCG. Suggested changes shall be forwarded to:

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3. This edition of the CCGA National guidelines is effective upon receipt and supersedes previous versions.

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Abbreviations

1CAD	1 st Canadian Air Division
AC	Assistant Commissioner
CASARA	Civil Air Search and Rescue Association
CCG	Canadian Coast Guard
CCGA	Canadian Coast Guard Auxiliary
CF	Canadian Forces
CMRA	Canadian Marine Rescue Auxiliary
CSA	Canada Shipping Act
CSI	Canada Steamship Inspection
CSS	Coordinator Surface Search
DFO	Department of Fisheries and Oceans
DG	Director General
DND	Department of National Defence
DRV	Dedicated Response Vessel
FAA	Financial Administration Act
GRT	Gross Registered Tonnes
GST	Goods and Services Tax
HP	Horsepower
HST	Harmonized Sales Tax
HQ	Headquarters
IAMSAR	International Aeronautical & Maritime Search and Rescue
ICAO	International Civil Aviation Organization
IMO	International Maritime Organization
ISAR	International Search and Rescue Competition
JRCC	Joint Rescue Coordination Center
kW	Kilowatt
MS	Maritime Services
MCTS	Marine Communications and Traffic Services
MOU	Memorandum of Understanding
MRSC	Maritime Rescue Sub Center
NIF	New Search and Rescue Initiatives Fund
NSS	National Search and Rescue Secretariat
OSC	On-Scene Coordinator
OSH	Occupational Safety and Health
P & I	Protection and Indemnity
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PST	Provincial Sales Tax
RCMP	Royal Canadian Mounted Police
RHIB	Rigid Hull Inflatable Boat
RSMS	Regional Supervisor Maritime Search and Rescue
SAR	Search and Rescue
SERS	Safety and Environmental Response Systems
SITREP	Situation Report
SMC	Search Mission Coordinator
SOLAS	Safety of Life at Sea
SRR	Search and Rescue Region
SRU	Search and Rescue Unit

TBS
TCMS
USCGA

Treasury Board Secretariat
Transport Canada Marine Safety
United States Coast Guard Auxiliary



CHAPTER 1 – INTRODUCTION AND GLOSSARY OF TERMS

1.0 PREAMBLE

Canadian law, like that of most maritime nations, requires that vessels at sea respond to distress situations to the extent they can do so without undue risk. However, many public-minded Canadians in a position to respond, irrespective of their being at sea or in port, voluntarily go out of their way to assist fellow mariners in distress.

In the late 1970's it became evident that if some of these marine volunteer efforts could be coordinated to function as part of Canada's Search and Rescue system, more could be achieved by the same volunteer effort. As a result, the Canadian Coast Guard (CCG) sponsored the formation of the Canadian Marine Rescue Auxiliary (CMRA) associations to provide a framework for this coordination. An Agreement was established under which the Canadian Coast Guard agreed to reimburse the CMRA Associations for reasonable out of pocket expenses incurred while conducting SAR activities authorized by the Coast Guard.

The six Canadian Coast Guard Auxiliary (the former CMRA) corporations are federally incorporated, not for profit organizations which share common objectives with the Canadian Coast Guard in maritime Search and Rescue (SAR) Operations and SAR Prevention activities. The mission of the CCGA is:

“To Provide a National Volunteer Maritime Rescue Service”

To fulfill this mission the objectives of the Canadian Coast Guard Auxiliary are to:

- Save 100% of lives at risk;
- Reduce the number and severity of SAR incidents;
- Promote marine safety;
- Support the Canadian Coast Guard;
- Provide a humanitarian service;
- Maintain the highest professional standards; and,
- Promote dedication and pride of membership.

1.1 PURPOSE

The purpose of these guidelines is to provide policy and operational direction to guide members of the Coast Guard Auxiliary and the Canadian Coast Guard in conducting activities under the terms of the Contribution Agreement between the Crown as represented by the Minister of Fisheries & Oceans Canada and each CCGA Corporation.

These guidelines respond to the requirement by the Government that measures be established by Fisheries and Oceans Canada / Canadian Coast Guard (DFO/CCG) to ensure that Canadian Coast Guard Auxiliary (CCGA) activities conducted under the

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terms and conditions of the Contribution Agreements between DFO/CCG and the CCGA will be conducted in a manner consistent with that of a corporation that has been authorized to be identified and function as an Auxiliary to the Canadian Coast Guard and in accordance with all applicable Government rules.

1.2 AUTHORITY / RESPONSIBILITY OF MASTER OR PERSON IN CHARGE OF AN AUXILIARY VESSEL

Nothing in these guidelines should be construed to restrict the authority or judgment of the master or person in charge of the CCGA vessel as the practices of good seamanship may require. The ultimate decision of which method is used to perform a particular task in a SAR operation rests with the master or person in charge, keeping in mind that the first priority is the crew's safety.

Nothing in these guidelines shall be construed as relieving the operator in charge of any Auxiliary vessel of their responsibilities for the safe navigation/operation of the vessel in compliance with all applicable laws and regulations and for the safety of all those on board ¹.

1.3 AUTHORITY

The Canadian Coast Guard Auxiliary National Guidelines are issued under the Joint Authority of the President and Chair of the Canadian Coast Guard Auxiliary National Board of Directors and the Director General, Maritime Services, Canadian Coast Guard. The purpose of these guidelines is to assist members of the Canadian Coast Guard and the Canadian Coast Guard Auxiliary in the administration and delivery of the Auxiliary program.

1.4 GLOSSARY OF TERMS

1.4.1 General

"Number and Gender" means that words importing the singular number only shall include either gender, the plural and vice versa, as appropriate.

For the Purposes of these guidelines:

"Authorized Activity" means an activity, within one of the categories listed in Schedule A of the Contribution Agreement, and which is either:

- listed in the Annual Business Plan that has been approved by the Minister;
- a maritime SAR activity authorized, through the assignment of a case number, by the officer in charge (or his or her authorized delegate) of a Joint

¹ Interpreted from the Canada Shipping Act 2001 – International Regulations for Preventing Collisions At Sea, 1972



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Rescue Coordination Centre (JRCC) or the officer in charge (or his or her authorized delegate) of a Maritime Rescue Sub-Centre (MRSC) authorized in writing by the Minister; or otherwise authorized in writing by the Minister.

“Auxiliary” means all or any of the six Canadian Coast Guard Auxiliary Corporations hereinafter referred to as the CCGA, namely:

- Canadian Coast Guard Auxiliary (National) Incorporated;
- Canadian Coast Guard Auxiliary (Pacific) Incorporated;
- Canadian Coast Guard Auxiliary (Central & Arctic) Incorporated;
- Canadian Coast Guard Auxiliary (Quebec) Incorporated;
- Canadian Coast Guard Auxiliary (Maritimes) Incorporated;
- Canadian Coast Guard Auxiliary (Newfoundland & Labrador) Incorporated.

“Auxiliarist” means a member of any of the above mentioned Auxiliary Corporations.

“Auxiliary Bylaws” mean the Bylaws established by and applicable to the Auxiliary, as an incorporated organization.

“Auxiliary Vessel” means a vessel, which meets the requirements set out in Section 6.8 – “Acceptance Criteria for Vessels” and 6.9 – “Acceptance Criteria for Vessels in the North” of these guidelines.

“CCGA vessel length” for reimbursement purposes means the measurement, in meters between exterior of stem and stern, excluding bowsprits, pulpits, swim platforms or other protrusions (length between perpendiculars).

“President & Chair of the CCGA National Board of Directors” means the person elected by the CCGA National Board of Directors to be the National spokesperson for the CCGA and who is also the Chair of the CCGA National Board of Directors.

“Coast Guard” means the Canadian Coast Guard (CCG) which is a Special Operating Agency (SOA) of the Department of Fisheries & Oceans.

“Commissioner” means the person holding the position in an acting or permanent capacity of the Commissioner, Canadian Coast Guard.

“Assistant Commissioner” means the person holding the position in an acting or permanent capacity of the Regional Assistant Commissioner, Canadian Coast Guard.

“Director General, Maritime Services” means the person holding the position in a permanent or acting capacity of the Director General, Maritime Services, Canadian Coast Guard.

Director, Safety Environmental Response Systems means the person holding the position in a permanent or acting capacity of the Director, Safety and Environmental Response Systems

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NATIONAL GUIDELINES**



“Disabled” is a situation wherein a vessel or aircraft, afloat and not in distress, has lost propulsion, steering or control to such a degree as to be incapable of proceeding to safety without assistance.

“Distress” is a situation wherein there is a reasonable certainty that a ship or other craft or person(s) are threatened by grave and imminent danger and requires immediate assistance.

“FAA” means the Financial Administration Act of the Government of Canada.

“Fisheries & Oceans” means the Department of Fisheries & Oceans (DFO).

“IAMSAR” means the International Aeronautical and Maritime Search and Rescue Manual, as amended and published by the International Maritime Organization (IMO) and the International Civil Aviation Organization (ICAO).

“JRCC” means the Joint Rescue Coordination Centre(s) at Halifax, Nova Scotia; Trenton, Ontario or Victoria, British Columbia.

“Manager” means the person holding the position in an acting or permanent capacity of the Manager, Search and Rescue, Canadian Coast Guard.

“MCTS” means the Marine Communications and Traffic Services program of the Canadian Coast Guard.

“Member” means a person who has met the standards for membership as provided in the Auxiliary Bylaws, has agreed to the Memorandum of Understanding instituted by the CCGA, in agreement with the Canadian Coast Guard and in accordance with the provisions of the Canadian Human Rights Act, and has been accepted and enrolled by the Auxiliary.

“Minister” means the Minister of Fisheries & Oceans, and includes any official of the Department of Fisheries and Oceans, including the Canadian Coast Guard, acting on behalf of the Minister.

“MRSC” means the Maritime Rescue Sub Centre(s) in St. John’s, Newfoundland and Labrador, or Quebec, Quebec.

“National Board” also known as the “CCGA National Board of Directors” means the board of directors of Canadian Coast Guard Auxiliary (National) Inc.

“National SAR Manual” means the National Search and Rescue Manual issued jointly by the Department of National Defence and the Canadian Coast Guard.

“Regional Auxiliary Coordinator” means the person holding the position in a permanent or acting capacity as the Regional Auxiliary Coordinator, Canadian Coast Guard, who is identified as the person responsible for liaising with the Canadian Coast Guard Auxiliary Program within their region. This position may go by another

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title in some regions. The duties of this position may fall under the responsibility of another CCG officer.

“**Regional Director Maritime Services**” means the person holding the position in a permanent or acting capacity of the Regional Director Maritime Services, Canadian Coast Guard.

“**Safe Haven**” is a location, which is sufficiently sheltered from the elements where arrangements for necessary repairs and/or assistance can be made, or a further tow can be arranged, or where medical attention can be obtained, if required as designated by the SAR Mission Coordinator.

“**SAR**” means maritime Search and Rescue, and more specifically the search for and provision of aid to persons, ships or other craft which are, or feared to be in distress or imminent danger.”

“**SAR Prevention**” means the Canadian Coast Guard’s SAR Prevention program undertaken to minimize the number and severity of small vessel SAR incidents and associated loss of life and injury through prevention measures focused on those owners/operators statistically most likely to become involved in such SAR incidents.

“**Search and Rescue Mission Coordinator**” means the official temporarily assigned to co-ordinate response to an actual or apparent distress situation.

“**SRR**” means a Search and Rescue Region as defined in the International Convention on Maritime Search and Rescue, 1979, as amended and described in the National SAR Manual.



CHAPTER 2 – ROLES AND RESPONSIBILITIES

2.0 INTRODUCTION

Canada is a party to a number of international agreements involving search and rescue and has an obligation to provide various search and rescue services under the terms of International Maritime Organization (IMO) and International Civil Aviation Organization (ICAO) agreements. Federal maritime SAR responsibilities have evolved over time from a large number of acts and regulations. These acts and international agreements, in conjunction with past government policy guidelines, provided the legislative and policy framework for the Canadian Search and Rescue system.

Flowing from the above, the mission of the Department of Fisheries & Oceans is “to manage Canada’s oceans and major waterways so that they are clean, safe, productive and accessible, to ensure sustainable use of fisheries resources, and to facilitate marine trade and commerce.”

The mission of the Canadian Coast Guard is “to ensure the safe and environmentally responsible use of Canada’s waters, support understanding and management of oceans resources, facilitate the use of our waters for shipping, recreation and fishing, and provide marine expertise in support of Canada’s domestic and international interests.”

In fulfilling this mission the Canadian Coast Guard provides a wide range of maritime services, including, inter alia, marine navigation services, marine communications and traffic services, icebreaking operations, fleet management, environmental response, and search and rescue.

2.1 THE CANADIAN SEARCH AND RESCUE SYSTEM

Federal involvement in maritime search and rescue dates back to the early days of Confederation when the Department of Marine and Fisheries (the forerunner of Transport Canada and Fisheries & Oceans) was made responsible for lifeboat services around the Nova Scotia coast. Today, the Department of National Defence and the Department of Fisheries & Oceans are the main federal departments involved. The Royal Canadian Mounted Police, Parks Canada Agency and other federal government departments are also components of the National SAR Program. In addition, the Ontario Provincial Police, the Quebec Provincial Police and the RCMP by provincial contract are responsible for search and rescue operations on inland waters and ground SAR operations in the provinces they police.

The Department of National Defence (DND) has the role of lead agency for coordinating SAR response activities in Canada. Strategically located Joint Rescue Coordination Centres (JRCCs) staffed by Coast Guard maritime rescue and National Defence aeronautical experts coordinate maritime and aeronautical SAR response operations. Coast Guard provides Maritime Rescue Sub Centres in St. John’s,

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Newfoundland and Labrador and Quebec, Quebec to assist in coordinating local maritime SAR operations.

Canadian Coast Guard (DFO) provides the primary maritime SAR response (patrol ships and lifeboats, including hovercraft). DND (First Canadian Air Division) provides the primary airborne SAR response (rescue helicopters and fixed wing aircraft). DFO/CCG and DND primary SAR resources are available 24 hours a day, 7 days a week to respond to SAR incidents. CCG, DND and other government departments and agencies also operate a number of other vessels and aircraft that may be called upon on as required to assist in SAR response.

The mission of the Canadian Coast Guard Search and Rescue Program is:

“To save and protect lives in the marine environment.”

To fulfill this mission, the objectives are to:

- Save 100% of lives at risk;
- Reduce the number and severity of SAR incidents;
- Minimize loss of life, injury, property damage and risk to the environment;
- Support and involve the Canadian Coast Guard Auxiliary;
- Maintain the highest professional standards;
- Provide national leadership and effective SAR Program management;
- Provide international SAR leadership;
- Maximize SAR system efficiency through innovation;
- Promote volunteerism;
- Increase awareness of the SAR Program;
- Assist in the development of the National SAR Program;
- Foster cooperative SAR agreements; and,
- Provide humanitarian aid and civil assistance where possible.

Simply stated, the CCG’s maritime SAR mission is to prevent loss of life and injury at sea. With Canada’s vast area of Search and Rescue responsibility which extends some 1000 nautical miles east of St. John’s, Newfoundland and Labrador into the Atlantic and 800 nautical miles west of Victoria, British Columbia into the Pacific, north to the Pole, combined with its harsh climate, sparse population and the longest coastline of any maritime nation, provision of effective maritime search and rescue response coverage is difficult.

However, Canada’s search and rescue system includes roles for federal, provincial and local authorities within their defined areas of jurisdiction and for participation by the private sector and members of the public, including volunteer groups. The idea is that by working together, the job can be done. The efforts contributed by CCGA volunteers play an important part in the effectiveness of the maritime component of the Canadian search and rescue system.

In 1978, at the instigation of the Coast Guard, the Canadian Marine Rescue Auxiliary was formed of volunteers who wanted to “sign up” their boats and efforts to support the common objective of “the prevention of loss of life and/or injury, including, where possible and directly related thereto, reasonable efforts to minimize damage

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to or loss of property” through two primary areas of activity; SAR response and Boating Safety.

The roles and responsibilities of the Canadian Coast Guard Auxiliary are fulfilled by working with the Canadian Coast Guard to achieve their common objectives. CCGA members agree, by becoming a signatory, to the Memorandum of Understanding between the Canadian Coast Guard Auxiliary Corporation and the CCGA member, to undertake the following responsibilities:

- Make available and operate suitable seaworthy vessels meeting all safety, equipment, and capability standards established by the CCGA, the CCG and the Canada Shipping Act;
- Contribute skilled, voluntary effort or special services desired and identified as needed by the Auxiliary;
- Abide by the CCGA Corporation bylaws and applicable guidelines;
- Undertake training identified by the CCGA/CCG as necessary for the safe and effective conduct of SAR activities;
- Undertake only those activities that can be done without causing undue risk to themselves, their vessels, other persons or other vessels, and to take all reasonable precautions which may be prudent under the circumstances;
- Conduct themselves in a professional manner so as not to bring disrepute to the CCGA, the Coast Guard or the Government of Canada; and,
- Carry out all CCGA activities without any profit or gain and waive any salvage rights which may arise from an authorized activity.

The Coast Guard reimburses the CCGA for out of pocket expenses incurred, while conducting SAR activities authorized by the Coast Guard including the cost of associated insurance protection and provides training and other support consistent with the terms and conditions of Contribution Agreements between the Department of Fisheries & Oceans/Canadian Coast Guard and each CCGA Corporation. The Coast Guard also arranges for the CCGA to function as a part of the Canadian Search and Rescue system.

2.2 SPECIFIC ROLES AND RESPONSIBILITIES

2.2.1 CCGA National Board of Directors

The composition, role and administration of the CCGA National Board of Directors are described in the Bylaws of the Canadian Coast Guard Auxiliary (National) Inc.

The role of the CCGA National Board of Directors under the leadership of the National President and Chair is to represent the six Canadian Coast Guard Auxiliaries in their common dealings with the CCG headquarters officials. The CCGA National Board of Directors is responsible for national coordination and standardization of the five

regional Auxiliary Corporations and their activities. Its responsibilities include fundraising, managing the insurance program, marketing, training standards, policy and administration.

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The National Auxiliary shall take steps to ensure that safe practices are followed by the Regional Auxiliary Corporations and their members while engaged in Authorized Activities under this Agreement or authorized activities under the contribution agreements between the Minister and each of the Regional Auxiliary Corporations. The Minister will cooperate with the National Auxiliary in the establishment of such practices.

The National Auxiliary shall ensure that Auxiliary members are trained to meet the National Training Standards.

2.2.2 CCGA Board

In consultation with Coast Guard, each CCGA Board, under the leadership of the President, is responsible for the administration of the Auxiliary within its respective geographic area consistent with the requirements of Federal Incorporation rules, the Financial Administration Act, the DFO/CCG - CCGA Contribution Agreement and other applicable laws, regulations, policies, standards and guidelines.

2.2.3 CCG Headquarters Staff

Director General, Maritime Services

The Director General Maritime Services, CCG is responsible for providing national leadership and direction for the Canadian Coast Guard's Search and Rescue Program.

The Director General, Maritime Services reports directly to the Commissioner.

Director, Safety and Environmental Response Systems

The Director, Safety and Environmental Response Systems, CCG is responsible for providing national leadership and direction for the Canadian Coast Guard's Search and Rescue Program.

The Director, Safety and Environmental Response Systems reports directly to the Director General, Maritime Services.

Manager, Search and Rescue

The Manager, Search and Rescue, CCG is responsible for exercising national functional authority and direction in relation to the maritime SAR program activities of the CCG and for developing associated CCG policies, standards and guidelines.

The Manager, SAR reports directly to the Director, Safety and Environmental Response Systems, Canadian Coast Guard.



National Program Manager, Canadian Coast Guard Auxiliary

The National Program Manager, Canadian Coast Guard Auxiliary is responsible for the day to day management, administration and co-ordination of the National CCGA program that supports the Canadian Coast Guard's Maritime Search and Rescue program.

The National Program Manager, Canadian Coast Guard Auxiliary reports directly to the Manager, Search and Rescue.

2.2.4 CCG Regional Staff

Assistant Commissioner, Canadian Coast Guard

Assistant Commissioner Canadian Coast Guard is designated, on behalf of the Commissioner, as the senior officers responsible to effect, on a regional basis, in collaboration with the search and rescue Region Commander, implementation of those CCG policies, standards and objectives designed to provide an effective search and rescue service to the maritime community. The Assistant Commissioner Canadian Coast Guard are responsible to the Commissioner, Canadian Coast Guard to ensure, on a daily basis, the adequate provision and disposition of resources within their respective regions in support of SAR operations.

The Assistant Commissioner Canadian Coast Guard reports directly to the Commissioner, Canadian Coast Guard.

Regional Director, Maritime Services

Regional Director, Maritime Services is responsible for CCG search and rescue activities, including authorized CCGA activities carried out in each region. The Regional Superintendent, Maritime Search and Rescue manages these duties on behalf of the Regional Director, Maritime Services.

The Regional Director, Maritime Services reports directly to the Assistant Commissioner, Canadian Coast Guard.

Regional Superintendent, Maritime Search and Rescue

Regional Superintendent, Maritime Search and Rescue is responsible for planning, organizing and directing the activities of the Canadian Coast Guard Maritime Search and Rescue program and managing and co-ordinating the activities of the Canadian Coast Guard Auxiliary for the assigned geographical area of responsibility.

The Regional Superintendent, Maritime Search and Rescue reports directly to the Regional Director, Maritime Services.



Regional Supervisor, Maritime Search and Rescue

The Regional Supervisor, Maritime Search and Rescue is the senior Canadian Coast Guard (CCG) officer assigned to a joint rescue co-ordination centre (JRCC) to ensure the continuing effectiveness of the maritime search and rescue system within the Search and Rescue Region except those areas assigned to maritime rescue sub-centres (MRSCs).

The Regional Supervisor, Maritime Search and Rescue reports directly to the Regional Superintendent, Maritime Search and Rescue.

Regional Auxiliary Coordinator

Regional Auxiliary Coordinator is responsible for liaising with the Canadian Coast Guard Auxiliary within their region. The duties of this position may fall under the responsibility of another CCG officer.

The Regional Auxiliary Coordinator reports directly to the Regional Superintendent, Maritime Search and Rescue.



CHAPTER 3 - SEARCH AND RESCUE OPERATIONS

3.0 GOAL

As previously indicated, the goal of Search and Rescue operations is to prevent injury and/or loss of life through SAR alerting, responding, and aiding activities including, where possible and directly related thereto, reasonable efforts to minimize damage to, or loss of property.

Search and Rescue Operations include those activities authorized by a JRCC/MRSC and/or designated Coast Guard authority(ies) necessary for the effective and expeditious resolution of a Search and Rescue incident, namely alerting/detecting, responding and aiding.

In general, all mariners are obliged by law to assist other mariners in distress. In fact, this obligation is enshrined internationally in the Safety of Life at Sea (SOLAS) Convention, and by Canada, in Section 131, of the Canada Shipping Act, 2001 which states:

131. (1) Subject to this section, the master of a vessel in Canadian waters and every qualified person who is the master of a vessel in any waters, on receiving a signal from any source that a person, a vessel or an aircraft is in distress, shall proceed with all speed to render assistance and shall, if possible, inform the persons in distress or the sender of the signal.

(2) If the master is unable or, in special circumstances of the case, considers it unreasonable or unnecessary to proceed to the assistance of a person, a vessel or an aircraft in distress, the master is not required to proceed to their assistance and is to enter the reason in the official log of the vessel.

(3) The master of any vessel in distress may requisition one or more of any vessels that answer the distress call to render assistance. The master of a requisitioned vessel in Canadian waters and every qualified person who is the master of a requisitioned vessel in any waters shall continue to proceed with all speed to render assistance to the vessel in distress.

(4) The master of a vessel shall be released from the obligation imposed by subsection (1) when the master learns that another vessel is complying with a requisition referred to in subsection (3).

(5) The master of a vessel shall be released from an obligation imposed by subsection (1) or (3) if the master is informed by the persons in distress or by the master of another vessel that has reached those persons that assistance is no longer necessary.

Penalties to the Master of a Canadian ship for not complying with these Canada Shipping Act requirements may be a fine and up to 18 months in prison.



The CCGA, by agreeing to participate in the National Search and Rescue Program, volunteers to go one step further than Canadian laws require by making its members available to be called upon to respond to SAR incidents while their vessels are in port as well as at sea.

3.1 OVERRIDING RESPONSIBILITY OF AUXILIARY VESSEL OPERATORS

Nothing in these Guidelines shall be construed as relieving the master in charge of any Auxiliary vessel of their responsibilities for the safe navigation/operation of the vessel in compliance with all applicable laws and regulations and for the safety of all those on board.

3.2 AUTHORIZATION TO RESPOND TO SAR INCIDENTS

Auxiliary vessels may be authorized to respond to SAR tasking activities by:

- A Joint Rescue Coordination Centre; or
- A Maritime Rescue Sub Centre.

After authority to proceed to the scene has been given, a SAR incident case number is assigned and the Auxiliary member's involvement becomes an "Authorized Activity" as defined in the Contribution Agreement between the Department of Fisheries & Oceans and the Canadian Coast Guard Auxiliary.

3.3 AUTHORITY OF MARITIME SEARCH AND RESCUE COORDINATORS

Maritime Search and Rescue Coordinators (officials staffing JRCC/MRSCs) derive their authority to organize search and rescue operations from Section 130, subsection (1) and (2) of the Canada Shipping Act 2001, which states:

130. (1) The Minister may designate persons as rescue coordinators to organize search and rescue operations.

(2) On being informed that a person, a vessel or an aircraft is in distress or is missing in Canadian waters or on the high seas off any of the coasts of Canada under any circumstances that indicate that they may be in distress, a rescue coordinator may:

- (a) direct all vessels within an area that the rescue coordinator specifies to report their positions;
- (b) direct any vessel to take part in a search for that person, vessel or aircraft to otherwise render assistance;
- (c) give any other directions that the rescue coordinator considers necessary to carry out search and rescue operations for that person, vessel or aircraft; and,
- (d) use any lands if it is necessary to do so for the purpose of saving the life of a shipwrecked person.

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Drawing on this authority JRCCs/MRSCs may request the assistance of the CCGA and its members. However, it is essential that CCGA members undertake only those activities which can be done without causing undue risk to themselves, their vessels, other persons or other vessels, and to take all reasonable precautions which may be prudent under the circumstances.

JRCCs/MRSCs may give such instructions as they deem necessary in relation to co-ordinating an effective search and rescue response and therefore may decline the assistance of an Auxiliary vessel or request an Auxiliary vessel to discontinue involvement in a distress incident.

Any continuance in disregard of a JRCC/MRSC request could be construed as interfering with SAR operations. Once an Auxiliary vessel has been requested to discontinue by the JRCC/MRSCs any further CCGA involvement shall no longer be deemed to be an Authorized Activity. Therefore should the CCGA member continue, he/she would no longer be eligible for any CCGA benefits including insurance coverage. However, once released from the case, Auxiliarists who comply will continue to receive all benefits until they have returned to their prior activities or returned to port.

3.4 EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances an Auxiliary vessel operator, having become aware of an incident where life is in imminent or immediate danger and circumstances are such that communications with JRCCs/MRSCs are impossible or impractical, may proceed directly to the distressed vessel's assistance. Cases where such response action must be undertaken without obtaining prior JRCC/MRSC authority should be rare. It is essential that the JRCC/MRSC be notified as soon as possible in these cases and an incident number obtained in order to validate insurance protection and reimbursement claims.

3.5 CONTACTING JRCC / MRSC

JRCCs / MRSCs can be contacted directly by telephone or through the closest Coast Guard Marine Communications and Traffic Services (MCTS) station by radiotelephone.

3.6 CAPABILITY OF VESSEL AND CREW

When responding to a SAR tasking, the person in charge must proceed with all reasonable care.

It is emphasized that the master of an Auxiliary vessel must not respond to a tasking if, in their judgment, the assignment is beyond the safe capability of their vessel and/or crew. The JRCC/MRSC must be so notified.



If an assigned tasking is found to be beyond the capabilities of the Auxiliary vessel on arrival at the scene, the Auxiliary vessel must so notify the JRCC/MRSC without delay, so that other response arrangements can be made.

3.7 ONSCENE COORDINATION

Coordinator Surface Search (CSS)

The Maritime Coordinator at the JRCC/MRSC may designate the Coordinator Surface Search (CSS). It will normally be the first maritime SAR resource arriving on the scene that is best suited for this role. The CSS will provide liaison and communication between all maritime resources and the On Scene Coordinator or the JRCC/MRSC.

Oncene Coordinator (OSC)

In major SAR operations where several rescue units respond to a call, an On-Scene Coordinator (OSC) is normally appointed by the JRCC/MRSC. An Oncene Coordinator is the commanding officer of a vessel or aircraft designated by JRCC/MRSC to coordinate SAR operations within a specified area. Oncene Coordinator authority may be delegated to primary Coast Guard SAR vessels, DND aircraft, secondary Coast Guard vessels or other government vessels that have suitable equipment and trained personnel for the expeditious conduct of SAR operations.

If a suitable government vessel is not available to assume the duties of Oncene Coordinator, JRCC/MRSC may ask another ship participating in the operation to assume these responsibilities. Where an OSC has been designated, the OSC shall be responsible for the following tasks to the extent they have not been performed by the responsible JRCC/MRSC:

- Coordinate operations of all SAR facilities onscene;
- Receive the search action plan or rescue plan from the JRCC/MRSC or plan the search or rescue operation, if no plan is otherwise available;
- Modify the search action or rescue plan as the situation onscene dictates, keeping the JRCC/MRSC advised (done in consultation with the JRCC/MRSC when practicable);
- Coordinate onscene communications;
- Monitor the performance of other participating facilities;
- Ensure operations are conducted safely, paying particular attention to maintaining safe separations among all facilities, both surface and air;
- Make periodic situation reports (SITREPs) to the JRCC/MRSC. SITREPs should include but not be limited to:
 1. weather and sea conditions;
 2. the results of search to date;
 3. any actions taken; and,
 4. any future plans or recommendations.



- Maintain a detailed record of the operation:
 1. onscene arrival and departure times of SAR facilities, other vessels and aircraft engaged in the operation;
 2. areas searched;
 3. track spacing used;
 4. sightings and leads reported;
 5. actions taken; and
 6. results obtained.

- Advise the JRCC/MRSC to release facilities no longer required;
- Report the number and names of survivors to the JRCC/MRSC;
- Provide the JRCC/MRSC with the names and designations of facilities with survivors onboard;
- Report which survivors are in each facility;
- Request additional JRCC/MRSC assistance when necessary (for example, medical evacuation of the sick and injured).

3.8 SITUATION REPORTS (SITREPS)

Situation Reports shall be provided to JRCC/MRSC as necessary when engaged in a SAR incident to keep authorities informed on how the incident response is progressing. Such reports shall normally be made through Coast Guard MCTS stations in a timely fashion, and shall include the information required for JRCC/MRSC authorities to appreciate what is currently taking place. Updates shall be provided as required to advise of new developments, progress made, or further support/assistance required.

3.9 MAINTAINING RECORDS

Auxiliary members on Authorized Activities shall maintain an incident log book or record of their activities, and shall also compile a communications log in compliance with Department of Industry Regulations (A CCGA "Incident Log Book" is available to CCGA vessel operators/owners for this purpose). All records shall be retained intact as they may be required for later investigation of the incident, or for courts of inquiry or financial audits.

3.10 REPORTING

Upon completion of a SAR mission, the master of the Auxiliary vessel shall complete the applicable report form(s) and send to the designated officer for processing. This form is the basis of claims for reimbursement and insurance coverage and will provide important records for statistical analysis and other Coast Guard purposes. The master shall retain the second copy.



3.11 DISEMBARKATION OF NON-CCGA MEMBERS

When tasked for an authorized activity the Auxiliarist in charge should give non-CCGA members an opportunity to disembark, if it is possible and practical to do so. Any non-CCGA member, who remains onboard, and who volunteers their service for

the task in absence of sufficient crew, are eligible to receive the protection of CCGA insurance, but will receive none of the other benefits of CCGA membership.

The name(s) of any non CCGA members, irrespective of age, must be recorded and written on the incident report. JRCC/MRSC should also be notified at the commencement of the tasking if person(s) are onboard who are not members of the CCGA.

3.12 MONITORING OF CALLING AND DISTRESS FREQUENCIES

Auxiliary vessels should maintain a radio listening watch on the appropriate calling and distress frequencies when operational, consistent with the requirements of regulations applicable to vessel radiotelephone stations.

3.13 AVAILABILITY FOR SAR

It is the responsibility of the master of an Auxiliary vessel to ensure their Unit Leader and/or JRCC/MRSC is kept informed of their availability and the availability of their vessel (or any vessel under their charge) for SAR and the designated CCGA member or employee to keep JRCC/MRSC authorities informed of the status of each Unit in terms of availability to be called upon and capability to respond to SAR taskings.

It is important that JRCC/MRSC authorities are kept advised of the availability and capability of Auxiliary vessels at all times, in order that they will know with certainty what response capability can be called upon whenever an incident occurs and no time is wasted trying to call out a vessel that is not available. It is the responsibility of the individual CCGA member to advise the designated CCG official of any changes to their vessel's state of readiness and in doing so ensure that JRCC/MRSC is advised.

3.14 THE WEARING OF PERSONAL PROTECTIVE EQUIPMENT BY THE CANADIAN COAST GUARD AUXILIARY DURING THE CONDUCT OF AUTHORIZED ACTIVITIES

3.14.1 Purpose:

This policy is issued by the Canadian Coast Guard Auxiliary, in cooperation with the Canadian Coast Guard, to communicate the requirements for the wearing of Personal Protective Equipment (PPE) during the conduct of on water "Authorized Activities".



3.14.2 Policy:

Canadian Coast Guard Auxiliary volunteers are reminded **that the wearing of an inherently buoyant approved lifejacket, personal floatation device (PFD) or marine anti-exposure suit is mandatory** under the following conditions:

- At all times when onboard CCGA vessels of open construction, including rigid hull inflatable boats (RHIB);
- At any time when on the exposed decks of CCGA vessels of closed construction, including commercial vessels and commercial fishing vessels;
- At any time that the Master or Coxswain of a CCGA vessel determines that there is a risk of accidental immersion in water.

Canadian Coast Guard Auxiliary volunteers are also reminded **that the wearing of an "approved" Fast Rescue Craft helmet is mandatory on all CCGA rigid hull inflatable boats (RHIB)** when a risk assessment identifies potential hazards including glancing blows to the side of the head, slipping and falling resulting in a head strike, or, the risks inherent in rough water evolutions.

Only helmets conforming to the following standards shall be considered "approved":

- the Marine Safety Helmet - PAS 028:2002 (e.g. the Gecko);
- the Whitewater Sports - EN 1385 (e.g. wake board helmets);
- the Occupational Protective Helmets - AS/NZS1801 (e.g. Pacific Helmets R7H (V, VS, VP)), with a breakaway strap);
- or greater (e.g. the Gallet);

3.14.3 Background:

This policy is being issued to align with the best practices of the Canadian Coast Guard which ensures compliance with governmental and departmental policies that dictate the wearing of personal protective equipment.

3.14.4 Application:

This policy applies to all CCGA volunteers, employees and any person embarked on a CCGA vessel while engaged in on water authorized activities.

3.14.5 References:

Canada Occupational Health and Safety Regulations - 12.11, SOR/86-304

CAN/CGSB 65.7-M88 Lifejackets, Inherently Buoyant Type Canadian General Standards Board 01-Apr-1988

Fleet Safety Manual 7D14 - 3.3.2



3.15 FLYING OF AUXILIARY PENNANT

During daylight hours when engaged in an authorized activity, Auxiliary vessels should fly the Auxiliary pennant for identification. The CCGA pennant may also be flown when not on Authorized Activities, but members are reminded that their vessels are then identifiable as CCGA facilities and they are to ensure that their activities reflect well on the organization.

3.16 IDENTIFICATION OF AUXILIARY VESSELS

In order to avoid confusing members of the public, police and other search and rescue agencies, the following three items that are protected under the Trademarks Act shall not be used for identification of Auxiliary vessels:

- The Canada word mark, which is the word Canada with the small Canadian flag over the last "A";
- The white stripe slanting from fore to aft; and
- The words Coast Guard, Garde côtière.

It is understood that words Coast Guard Auxiliary/Garde côtière auxiliaire may be used in identifying Auxiliary vessels however, every effort should be made to ensure that the vessel is clearly identified as a Coast Guard Auxiliary vessel and cannot be mistaken for a Coast Guard vessel. Identification of Auxiliary vessels should have a nationally consistent "look and feel" as determined by the CCGA in cooperation with the CCG.

3.16.1 Blue Flashing Light

On January 30, 2003 Canadian Coast Guard Auxiliary vessels were extended permission to exhibit the Blue Flashing Light during SAR operations, as per Rule 45 (c) of the Collision Regulations.

Rule 45 allows a 'government ship' to exhibit as an identification signal a blue flashing light when providing assistance in a search and rescue operation or when engaged in law enforcement activities. The amendment to this Rule allows CCGA vessels to also exhibit the blue flashing light while engaged in SAR activities.

Rule 45 was amended in response to a request from the CCGA that was fully supported by the Canadian Coast Guard.

3.16.2 Use of the Blue Flashing Light by Auxiliary Vessels

CCGA vessels are only permitted to exhibit the blue flashing light during authorized SAR activities. The Onscene Coordinator (OSC) shall be consulted prior to using the



blue flashing light. This is necessary to avoid confusion when more than one government or CCGA vessel is trying to identify itself on scene at any given time.

CCGA vessels shall only exhibit the light when the CCGA vessel needs to identify itself while providing assistance to any vessel or other craft, aircraft or person that is threatened by grave and imminent danger and requires immediate assistance.

CCGA vessels shall only exhibit the light at or near the scene of the SAR incident, not during transit to or from an incident.

CCGA Vessels that are no longer involved in SAR operations shall not exhibit the blue flashing light.

It should be noted that the blue flashing light provides no special privileges with respect to rules of the road.

The blue flashing light is also used as an identification signal by Canadian and United States law enforcement ships when engaged on law enforcement duties. Any misuse of the blue flashing light will not only detract from its effectiveness both as a safety and an enforcement identification signal, but may create confusion, distract vessels or have other serious consequences. Since in the United States, the blue flashing light is only permitted to be exhibited by law enforcement vessels, proper use by CCGA vessels in waters bordering the United States is particularly important.

Installation of the light by CCGA vessels is strictly voluntary.

This regulation facilitates the identification of CCGA vessels and helps Auxiliarists carry out SAR operations more effectively.

3.17 ASSISTANCE TO DISABLED VESSELS – SRU PROCEDURES

It is recognized that the timely provision of towing or other technical assistance to disabled vessels in distress or non-distress incidents can be an effective way of meeting the national SAR objective of preventing loss of life and/or injury.

Towing assistance by search and rescue units (SRUs) of the Federal Government or its agents will be provided only if the coxswain or master of the SRU determines that the operation is within the capabilities of the assisting vessel and can be conducted without imperiling the assisting vessel, or tow, or persons onboard either the assisting vessel or tow.

Such operations should always be to the nearest place of refuge or to a rendezvous position where the tow can be safely transferred to commercial or private mobile facilities if that is closer.

On arrival at the place of refuge, it is not the responsibility of the SRU to secure the disabled vessel, however the coxswain or master may take such action as is necessary, having due regard for the circumstances of the case, to ensure that the disabled vessel is safely secured or anchored.



SRUs may have to cast off the tow in order to respond to a distress situation or incident of a more serious nature. In instances when the persons onboard the disabled vessel consider themselves to be in potential danger and wish to abandon, the coxswain or master of the SRU should consider the risks and if prudent to do so, evacuate these persons and continue on with the more serious incident in the knowledge that these persons may have to remain onboard the SRU for an extended period. The coxswain or master shall notify the JRCC/MRSC of the action taken.

When any SRU has a disabled vessel in tow and commercial or private assistance arrives onscene, the coxswain or master shall hand over the tow to the commercial/private vessel provided that by mutual agreement it appears capable and the transfer can be conducted safely.

Technical assistance other than towing may be more appropriate in some circumstances. Any fuel or provisions transferred to the disabled vessel will be strictly on account of the owner/operator of the Auxiliary vessel.

Whether written or verbal, the towing conditions must be formally explained by the coxswain or master of the SRU to the master or person in charge of the disabled vessel.

3.18 CLAIMS AGAINST THE CCGA AND/OR THE CROWN

CCGA vessel operators shall immediately advise regional Coast Guard SAR authorities if there is any reason to believe that a claim might be made against the CCGA and/or the Crown as a result of providing assistance and/or declining assistance to a disabled vessel.

3.19 REPORTING OF ACCIDENTS

The Auxiliary shall immediately advise the Minister in writing of any accidents involving Auxiliary Vessels or Members, and any claims against the Auxiliary or its Members, so that the Minister can work with the Auxiliary to ensure that corrective action is taken to prevent the reoccurrence of such accidents.

3.20 PATROLS

3.20.1 Goal

The Coast Guard's goal in authorizing patrols in specific situations is to increase SAR response effectiveness/efficiency by:

- Placing a suitable response closer to where it is most likely to be needed, in situations where Coast Guard considers incidents may occur; and,



- Searching for vessels/mariners in distress in situations as described above, where it is suspected that the persons/vessel in difficulty have been unable to communicate a distress alert.

3.20.2 Authorization

Authorized patrols may be conducted in all CCG Regions after consultation with CCGA regional officials and under the direction and authority of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator.

3.20.3 Application

Regional Directors, Maritime Services or delegated officials such as the Regional Superintendents, Maritime Search and Rescue or the Regional Auxiliary Coordinator after consultation with CCGA officials may authorize patrols in areas where there is a continuing high number of maritime SAR incidents occurring annually or where specific high risk events are scheduled to take place.

Application for patrol authorization should be made well in advance, with the purpose and patrol details being clearly identified.

When the Auxiliary is requested to provide lifesaving craft for races, regattas and other maritime events it should be pointed out that it is normally the responsibility of the organizers to provide rescue vessels and arrangements for lifesaving craft. Requests to provide lifesaving craft for such activities must be pre-authorized by the Regional Director Maritime Services or their delegate after consultation with CCGA officials.

3.20.4 Encountering Vessels in Distress

When encountering a vessel in distress during patrol activities, CCGA vessels shall treat the incident as any other SAR incident and provide assistance and concurrently notify JRCC/MRSC, providing pertinent information including position, situation and assistance requested/required.

3.20.5 Unusual Occurrences

During authorized patrols, (or anytime) unusual occurrences such as oil slicks, malfunctioning aids to navigation, etc., should be reported to Coast Guard authorities through the appropriate Coast Guard MCTS Station.



3.20.6 Reimbursement

If during a patrol, a CCGA vessel assists a distressed vessel, a case number must be obtained from the JRCC/MRSC. The SAR incident rate of reimbursement shall apply until completion of the SAR incident at which point, should the patrol continue, the patrol rates will again apply.

Reimbursement for expenses during authorized patrols shall be at the current patrol rate set by the Coast Guard authorities for this activity in consultation with CCGA officials.

Incident report forms shall be completed for each authorized patrol. These reports should be forwarded to the appropriate CCGA office within 30 days for necessary action.

3.21 ABSOLUTE PROHIBITIONS

3.21.1 Absolute Prohibition on Diving

Auxiliary members are not permitted to engage in any type of diving activity, including but not limited to rescue diving, recovery diving and investigative diving.

3.21.2 Absolute Prohibition on Firing of Pyrotechnic Distress Flares for Demonstration Purposes

Auxiliary members are not permitted to launch or fire pyrotechnic distress flares during demonstrations of this equipment.

3.21.3 Absolute Prohibition on Being Hoisted into Helicopters during Training

Auxiliary members are not permitted to be hoisted into helicopters during training exercises.

The Auxiliary shall ensure that all its members are advised in writing of these prohibited activities, and that any Auxiliary member who participates in any such activity will be doing so at their own risk and outside the terms and conditions of the Contribution Agreement and therefore will not be covered by the CCGA national insurance policies.

3.22 AUTHORIZED ACTIVITIES LIST

The following list is reproduced from the Contribution Agreements. In the case of a conflict or discrepancy between the two the Contribution Agreement will supersede the wording in the National Guidelines.



SAR Operations

- Search and Rescue (SAR) response;
- Assisting disabled vessels;
- Towing of disabled vessels;
- Fire fighting to save lives;
- Self-tasking for distress incidents;
- Major SAR disaster response;
- Provision of humanitarian assistance;
- Provision of rescue vessels for public events such as sailing races, fireworks displays;
- Co-crewing on Canadian Coast Guard Vessels.

Training

- Participation in international SAR competitions and training activities;
- Participation in national and regional SAR competitions;
- Participation in training courses and exercises;
- Participating in joint training with Canadian Coast Guard vessels, United States Coast Guard vessels, United States Coast Guard Auxiliary vessels, the Canadian Forces, or other SAR agencies;
- Familiarization patrols;
- Participation in environmental response training activities;
- Preparation of training manuals and equipment.

Membership Activities

- Attendance at CCGA meetings and approved meetings of other organizations;
- Travel to CCGA authorized activities;
- Conference attendance;
- Administration / organizational activities;
- Recruitment activities;
- Awards and recognition activities;
- Fundraising activities;
- Data gathering.

SAR Prevention

- Safety patrols;
- SAR prevention activities such as presentations, staffing booths at boat shows, demonstrations of SAR equipment;
- Checking, reporting of, and transport of technicians to repair out of position, damaged and malfunctioning aids to navigation;
- Conference attendance.



Other

- Participation in environmental response activities;
- Any other activities authorized in writing by the Minister.



CHAPTER 4 - SEARCH AND RESCUE PREVENTION PROGRAM

4.0 GOAL

The goal of the Canadian Coast Guard's SAR Prevention Program is to minimize the number and severity of small vessel SAR incidents and associated loss of life and injury through prevention measures focused on those vessel owners/operators most commonly involved in SAR incidents.

4.1 DESCRIPTION

SAR Prevention measures are those designed to minimize the number and severity of small vessel SAR incidents, and to enhance the likelihood of personal survival in an emergency.

4.2 CCGA INVOLVEMENT

By carrying out SAR Prevention activities to promote safe practices by the maritime population, members of the CCGA contribute to a very important aspect of the maritime SAR program. Just setting a good example helps. Small vessel safety activities are a proven means of reducing the number and severity of SAR incidents.

As provided for in the Contribution Agreement the Canadian Coast Guard may authorize the CCGA to assist in or to conduct SAR Prevention activities.

4.3 COORDINATION OF EFFORT

Authorized CCGA SAR prevention activities shall be planned jointly by the Canadian Coast Guard Auxiliary and the Canadian Coast Guard and their partners, consistent with Canadian Coast Guard priorities.

4.4 STATISTICS

Reports of CCGA SAR Prevention activities are to be forwarded by the Auxiliary to the Regional Director, Maritime Services, Canadian Coast Guard to maintain records of service performed, for planning purposes and for reimbursement of out-of-pocket expenses.

4.5 AUTHORIZED SAR PREVENTION ACTIVITIES

- SAR prevention activities such as presentations, staffing booths at boat shows, demonstrations of SAR equipment;

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-
- Checking and reporting of, and transport of technicians to repair out of position, damaged and malfunctioning aids to navigation;
 - Conference attendance; and,
 - Safety patrols.

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CHAPTER 5 - TRAINING

5.0 BASIC KNOWLEDGE, SKILLS AND ABILITIES OF CCGA MEMBERS

CCGA members assuming the functions of master/coxswain or crewmember of a CCGA vessel, persons are expected (amongst other things) to:

- Be the master/coxswain of a suitable vessel and have the knowledge, skills, ability and relevant regulatory certificate of competency;
- Be willing to voluntarily operate the vessel to provide SAR services; and,
- If not the vessel owner, possess needed knowledge/skills/abilities they are willing to contribute in support of the common CCGA/CCG objective of preventing loss of life at sea.

It is recognized that persons participating in search and rescue operations North of 60° N latitude require special skills, knowledge and abilities, therefore, variations in membership qualifications for these persons may be accepted by mutual agreement between CCG and CCGA.

5.1 PURPOSE OF TRAINING – TO ENHANCE NEEDED KNOWLEDGE / SKILLS

The Canadian Coast Guard Auxiliary, subject to the availability of resources and other priorities, shall arrange for the provision of training of CCGA members in knowledge and skill areas that will enhance their capability to provide effective SAR services where such training is determined to be warranted by the Coast Guard.

The CCGA will build on its own training delivery capacity by training a sufficient number of instructors and evaluators in order to maximize participation and provide cost effective training.

5.2 TRAINING STRATEGIES AND STANDARDS

The CCGA and CCG are to jointly develop training strategies in each region suited to SAR operational needs and conditions of the region and its district. The annual business plan for the CCGA will include a training plan that identifies the annual training objectives and the resources required to accomplish the goals of the training strategy.

The following information sources should be consulted to ensure that the Region's Training Strategy meets accepted and standard knowledge, skills and abilities:

- The CCG SAR Skills Training Standard (TP9224);
- IMO-IAMSAR Manual, Volume III (ISBN 92-801-6085-0);
- CCGA-P SAR Crew Training Manual (ISBN 0-9730217-0-5);
- CCG-SAR Seamanship Reference Manual; and
- CCGA National Training Standards.

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CCGA regions should maximize efficiency by sharing knowledge, expertise and training material to develop training programs that enhance common baseline SAR skills while meeting the specific needs of a Region.

5.3 AUTHORIZATION

All training activities must be authorized by the Canadian Coast Guard and comply with all issued training, operational, safety or regulatory standards in order to be considered an Authorized Activity for reimbursement and insurance purposes.

5.4 NATIONAL TRAINING STANDARDS

The importance of the CCGA to SAR operations and SAR prevention has generated the need for a common approach and universally agreed professional training standard for the various roles of the CCGA member. The successful delivery of CCGA services depends upon competent and experienced persons to discharge the various responsibilities of the CCGA.

Training and proficiency endorsements of CCGA members are a pre-requisite to the provision of operationally qualified personnel capable of contributing to safe and efficient search and rescue activities. This will help to ensure a clear understanding and appropriate performance of the diverse tasks inherent in CCGA membership roles and the proper management of relations between the CCGA and the CCG.

The National Training Standards set out the minimum training requirements and certification standards for CCGA members to safely and competently participate in SAR operations. The National Standards can be modified jointly by CCG and CCGA and can be augmented with regional standards where deemed required by Regional CCG and CCGA management.

The Canadian Coast Guard College shall be the holder of the CCGA National Training Standard and be responsible for its maintenance and monitoring.

The objectives of the National Training Standards are to:

- Provide the CCGA with guidelines for recruiting potential CCGA members;
- Ensure that CCGA members are qualified to fulfill the various roles of the Auxiliary;
- Provide a formal reference for training on the specific knowledge and skills required for qualification in the various roles as a CCGA member;
- Maintain an effective level of operational performance through the systematic provision of refresher and/or advancement training for qualified members;
- Provide the CCGA with guidelines for recruiting potential CCGA members;
- Ensure that personnel are qualified to fulfill the various roles of the CCGA;
- Support, as far as is practicable, the consistent application of standard operating procedures by CCGA;
- Foster pride within the CCGA;



- Foster a strong relationship between CCGA and CCG;
- Provide the basis for future development of training for all aspects of Maritime Search and Rescue Operations and SAR Prevention activities.

The National Training Standards will not be revised except as mutually agreed to by the Canadian Coast Guard and the Canadian Coast Guard Auxiliary.

The CCGA National Board of Directors in conjunction with each of the five CCGA Regional Board of Directors shall ensure that Auxiliary members meet the National Training Standards.

5.5 AUTHORIZED TRAINING ACTIVITIES

- Participation in international SAR competitions and training activities;
- Participation in national and regional SAR competitions;
- Participation in training courses and exercises;
- Participation in joint training with Canadian Coast Guard vessels, U.S. Coast Guard vessels, U.S. Coast Guard Auxiliary vessels, the Canadian Forces, or other SAR agencies;
- Familiarization patrols;
- Participation in environmental response training activities; and,
- Preparation of training manuals and equipment.



CHAPTER 6 - ADMINISTRATION

6.0 INTRODUCTION

The purpose of this section is to provide information and direction with respect to the administration of authorized CCGA activities.

6.1 ORGANIZATION

The Canadian Coast Guard Auxiliary is made up of six separate corporations sharing similar geographical boundaries as the Canadian Coast Guard administrative regions, with the exception of CCGA National. Each of the six CCGA Corporations is registered as a non-profit corporation, represented by a Board of Directors and an Executive Committee or Officers of the corporation.

The Department of Fisheries & Oceans maintains a Contribution Agreement with each of the six CCGA Corporations that specifies the conditions under which the Auxiliary and CCGA members are reimbursed for out-of-pocket expenses, insurance coverage, training and administrative costs.

Coast Guard administers funds provided under the contribution agreement as required by law and government policy for all authorized CCGA activities. Reimbursements are made to the Auxiliary upon verification that an Authorized Activity has occurred.

Within each of the Coast Guard regions the SAR areas are divided into districts and/or zones and/or units, which are geographical areas, used for CCGA administrative and operational purposes.

The bylaws of each CCGA Corporation specify the role of the President and Officers of the CCGA and must adhere to the provisions of Part II of the Canada Corporations Act concerning Non-Profit Corporations.

Each President participates in a National Board where matters of national policy are decided.

The Chair of the CCGA National Board of Directors is elected from amongst the CCGA membership and is the National representative of the organization.

6.2 CCGA MEMBERSHIP ACCEPTANCE CRITERIA

It is expected that in order to work within the umbrella of the Canadian SAR system as a CCGA member, a person must meet, and continue to meet the following criteria, which satisfy agreed Coast Guard and CCGA standards:



- The member must be a vessel operator or owner with the requisite knowledge, skill and certification to operate the vessel in a safe and efficient manner; and/or,
- The member must be a crewmember with the skills and knowledge required to perform duties aboard a vessel accepted in the Auxiliary; and/or,
- The member must be able to contribute in some other way which would be of benefit to the Search and Rescue organization and/or the CCGA;
- The member must agree to the terms and conditions of the Memorandum of Understanding between the CCGA and the CCGA member which outlines the obligations and responsibilities of the CCGA member;
- The member must be the age of majority in the province or territory in which they reside, and reside within the boundaries of the CCGA Corporation;
- The member must possess the requisite licenses/certificates necessary to carry out the functions for which they volunteered;
- CCG/CCGA will not reimburse expenses for Auxiliary members to obtain commercial certification;
- The member must be willing to continue to actively contribute.

6.3 CCGA MEMBERSHIP ACCEPTANCE CRITERIA FOR MEMBERS IN THE ARCTIC

It is expected that in order to work within the umbrella of the Canadian SAR system in the Arctic as a CCGA member, a person must meet, and continue to meet the following criteria, which satisfy agreed Coast Guard and CCGA standards. It is recognized that members in the Arctic will not have access to the same type of training, opportunities and equipment offered in Southern Canada.

- The member should be a vessel operator or owner with the requisite knowledge and skill to operate the vessel in a safe and efficient manner; and/or,
- The member should be a crewmember with the skills and knowledge required to perform duties aboard a vessel accepted in the Auxiliary; and/or,
- The member must be able to contribute in some other way which would be of benefit to the Search and Rescue organization and/or the CCGA;
- The member must agree to the terms and conditions of the Memorandum of Understanding between the CCGA and the CCGA member which outlines the obligations and responsibilities of the CCGA member;
- The member must have reached the provincial/territorial age of majority in the province or territory in which they reside, and reside within the boundaries of the CCGA Corporation;
- CCG/CCGA will not reimburse expenses for Auxiliary members to obtain commercial certification;
- The member must be willing to continue to actively contribute.



6.4 MEMBERS OF THE PUBLIC SERVICE OF CANADA

No member of the Public Service of Canada shall serve as an officer of the CCGA or hold any position in the CCGA which constitutes, or which may appear to constitute, a conflict of interest situation

6.5 DISENROLLMENT OF A CCGA MEMBER

Disenrollment of a CCGA member may be carried out as set out in the bylaws of the CCGA and may also be requested by the Coast Guard for just cause.

6.6 JUNIOR MEMBERSHIP

Junior Membership is open to individuals ages 14 to the age of majority in the province or territory of residence. There are two classes of Junior Members, Junior "A", age 14-16 and Junior "B", age 17 to the age of majority in the province or territory of residence.

- Junior "A" Members may participate in any CCGA activity **EXCEPT** SAR operations;
- Junior "B" Members may take part in ALL CCGA activities including SAR operations.

In order to be accepted as a Junior Member of the CCGA, all Junior Members must submit a consent form signed by themselves, their legal guardian and their Unit Leader. It is the responsibility of the Unit Leader to ensure that both the Junior Member and signing legal guardian understand the terms and conditions (including insurance coverage) under which they sign.

Neither class of Junior Member may hold office.

The following is the insurance coverage and limitations for Junior Members:

- \$100,000 Accidental Death & Dismemberment;
- \$20,000 Excess Medical;
- No Permanent Total Disability, Weekly Accident Indemnity or Heart Attack coverage.

6.7 INTERACTING WITH MINORS

All Auxiliary members interacting with minors during an authorized activity other than in the provision of SAR services to a minor will require a police background check or certificate of conduct that will allow them to interact with children. Any costs associated with this activity will be borne by the regional CCGA Corporation.



6.8 ACCEPTANCE CRITERIA FOR VESSELS

To be accepted for use during CCGA authorized activities, Auxiliary vessels must meet the following criteria:

- The vessel must meet all applicable regulatory requirements and must provide up to date Transport Canada Marine Safety Canada Steamship Inspection (CSI) certificates when required;
- The vessel must have an approved marine radiotelephone;
- The vessel must meet all regional CCGA requirements including those as agreed with the Canadian Coast Guard;
- The vessel must be maintained in a seaworthy condition as determined by an appropriate authority;
- The declared value of the vessel must be less than the maximum insurance carried by the CCGA;
- Vessels may be subjected to re-examination on a periodic basis. The examination may be subject to verification by an authorized CCG officer;
- Power driven vessels should not be less than 5.5 metres in length and should be powered by (an) engine(s) of not less than 37.5 kW (50 hp). Variations may be allowed by the CCGA Board of Directors with the agreement of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- Sailing vessels should not be less than 8 metres (26 feet) in length and should be powered by (an) engine(s) of not less than 15 kW(20 hp). Variations may be allowed by the CCGA Board of Directors with the agreement of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- The vessel must be offered, examined and approved for use on Authorized Activities to be eligible for any membership privileges including but not limited to insurance protection and reimbursement;
- Commercial fishing vessels over 15 gross registered tons (GRT) must possess a valid Inspection Certificate issued by Transport Canada.

CCGA vessels in violation of any requirements should not be assigned to authorized activities. At the CCGA Board of Directors' discretion the owner of a vessel in violation of the requirements, may be allowed a period of time to meet the requirements. This period of time should not normally exceed thirty (30) days from examination.

6.9 ACCEPTANCE CRITERIA FOR VESSELS IN THE ARCTIC

To be accepted for use during CCGA authorized activities Auxiliary vessels must meet the following criteria:

- The vessel must meet all applicable regulatory requirements and must provide up to date Transport Canada Marine Safety (CSI) certificates when required;

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- The vessel must meet all regional CCGA requirements including those as agreed with the Canadian Coast Guard;
- The vessel must be maintained in a seaworthy condition as determined by the CCG, the CCGA or Transport Canada Marine Safety;
- The declared value of the vessel must be less than the maximum insurance carried by the CCGA;
- Vessels may be subjected to re-examination on a periodic basis. The examination may be subject to verification by an authorized CCG officer;
- Power driven vessels should not be less than 5.5 metres in length and should be powered by (an) engine(s) of not less than 37.5 kW (50 hp). Variations may be allowed by the CCGA Board of Directors with the agreement of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- Sailing vessels should not be less than 8 metres (26 feet) in length and should be powered by (an) engine(s) of not less than 15 kW(20 hp).
- Variations may be allowed by the CCGA Board of Directors with the agreement of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- The vessel must be offered, examined and approved for use on Authorized Activities to be eligible for any membership privileges including but not limited to insurance protection and reimbursement;
- Commercial fishing vessels over 15 gross registered tons (GRT) must possess a valid Transport Canada Marine Safety (CSI) Certificate.

CCGA vessels in violation of any requirements should not be assigned to authorized activities. At the CCGA Board of Directors' discretion the owner of a vessel in violation of the requirements, may be allowed a period of time to meet the requirements. This period of time should not normally exceed thirty (30) days from examination. During this time period, these vessels are not permitted to engage in authorized CGA activities.

6.10 DEDICATED RESPONSE VESSELS

In addition to CCGA members' privately owned vessels, the Auxiliary may operate Dedicated Response Vessels (DRVs). Dedicated Response Vessels are publicly or privately owned vessels or owned by the regional CCGA corporation that are usually crewed, or are on standby 24 hours per day. Generally, the purpose of Dedicated Response Vessels is to provide a SAR response in areas of demonstrated high marine activity. Dedicated Response Vessels often belong to non-profit societies specifically set up for that purpose or they may belong to municipalities, fire departments and/or ambulance services.

Crew members of Dedicated Response Vessels are often residents of the local community and may be members of local groups or organizations such as police and fire departments, yacht clubs, marinas and Canadian Power and Sail Squadrons.



The not for profit societies/organizations are set up as any other not for profit organization, managed by a Board of Directors, usually consisting of a President, Vice President, Secretary, Treasurer, Directors and their membership. As non-profit corporations they are funded through provincial and municipal grants, private and corporate donations, and fund raising activities. The vessel(s) and all the directors and members are enrolled in the regional CCGA membership.

Municipally owned Dedicated Response Vessels have a team of Unit commanders/coxswains who manage the day to day operations of the Unit such as maintenance of the vessel, duty crew lists, training schedules, recruitment, public relations, etc. Municipally owned Dedicated Response Vessels are funded through a municipal operating budget, private and public donations and fund raising activities. The rescue vessel(s) and crewmembers are enrolled in the regional CCGA membership.

In other communities the municipal fire department or ambulance service has acquired a rescue vessel and their members provide crew. Again the vessel(s) and crew would be enrolled in the regional CCGA membership.

Dedicated Response Vessels must meet the requirements outlined above to be eligible for acceptance into the CCGA.

It is recommended that all persons in charge of Dedicated Response Vessels and crewmembers become CCGA members where possible, in order that they may be eligible for all of the applicable insurance protection and reimbursement for authorized activities. The person in charge of an Auxiliary vessel on authorized activity **MUST** be a registered CCGA member in order for the mission to be considered as an authorized activity.

6.11 ALLOCATION OF SAR RESOURCES

It is the responsibility of the Canadian Coast Guard in conjunction with the CCGA Corporations to assess the need for CCGA members and vessels.

In order to ensure adequate SAR coverage is in place, the Regional Supervisor, Maritime Search and Rescue (RSMS) and the Regional Superintendent, Maritime Search and Rescue, and where applicable, the Regional Auxiliary Coordinator will formally meet with the Auxiliary at least once a year to review regional SAR Plans and to identify those areas requiring additional Auxiliary Search and Rescue vessels and/or members.

6.12 REIMBURSEMENT AND FINANCE

The Canadian Coast Guard shall ensure Auxiliary members are reimbursed for authorized SAR Operations through the Contribution Agreements.



In turn, the Auxiliary commits to ensure that vessels are properly equipped and readily available for SAR Operations and up-to-date vessel and membership lists are provided to the Joint Rescue Coordination Centre and/or Maritime Rescue Sub Centre.

6.13 BUDGET

6.13.1 Introduction

All funds allocated by the Federal Government for the operation of the Auxiliary remain under the control of the Department of Fisheries & Oceans and are administered regionally by the Assistant Commissioners, Canadian Coast Guard; Regional Directors, Maritime Services; and Regional Superintendents, Maritime Search and Rescue or their designates and are administered nationally by the Commissioner, Canadian Coast Guard; Director General, Maritime Services; Director, Safety and Environmental Response Systems and the Manager, Search and Rescue.

The CCGA represents a valuable resource that provides cost effective service to mariners. However, it is appropriate that CCGA expenditures should come under the same scrutiny as other DFO/CCG expenditures. The CCG therefore wishes to ensure that the Canadian public continues to benefit from CCGA services and that these services be provided in a cost effective manner.

With this in mind, the following principles and process shall be adhered to.

6.13.2 CCGA Expenses

All CCGA expenses, funded under the Contribution Agreement, shall be included within the budget and identified in the Annual Business Plan.

6.13.3 Annual Business Plan Preparation

As a signatory to the Contribution Agreement between the Minister of Fisheries and Oceans and each of the six CCGA Corporations the Auxiliary is required to provide the Minister with an Annual Business Plan which has been approved by the CCGA National Board of Directors by February 15th each year detailing the projected expenditures for the upcoming fiscal year. The Annual Business Plan shall include:

- An update of the current Fiscal Year's Eligible Costs incurred and paid up to December 31;
- A description of the proposed Authorized Activities to be pursued during the upcoming Fiscal Year;
- Projected quarterly financial requirements;
- The projected forecast of Eligible Costs broken down into the following seven main expenditure categories:
 1. Administration;

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2. Employee Costs;
3. SAR Operations;
4. Support to SAR Operations;
5. Training;
6. Membership; and,
7. SAR Prevention.

Each of the seven main expenditure categories mentioned above are broken down into appropriate lines of expenditure. A detailed Expenditure Form in Microsoft Excel identifying CCGA expenditures line item by line item is provided to each CCGA Corporation to assist them in developing their annual budgets.

Each Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue and/or the Regional Auxiliary Coordinator as applicable should assist the CCGA in developing their Annual Business Plan for the upcoming fiscal year, and to cost out the elements of this plan according to the categories explained above. Any other items of ongoing expenditure should be included.

6.13.4 Business Plan Approval Process

Each Auxiliary corporation shall provide a copy of their Business Plan to the CCGA National Board of Directors for review. The CCGA National Board of Directors will meet to review and discuss the six Annual Business Plans and come to a consensus on the funding allocation for each Corporation. The Chair of the CCGA National Board of Directors shall submit the proposed funding allocations for each Corporation to the Director General, Maritime Services for final approval.

The budget allocation ceilings for each CCGA corporation shall be provided annually by the Director General, Maritime Services, Canadian Coast Guard based on the amount of Contribution funds available for the fiscal year.

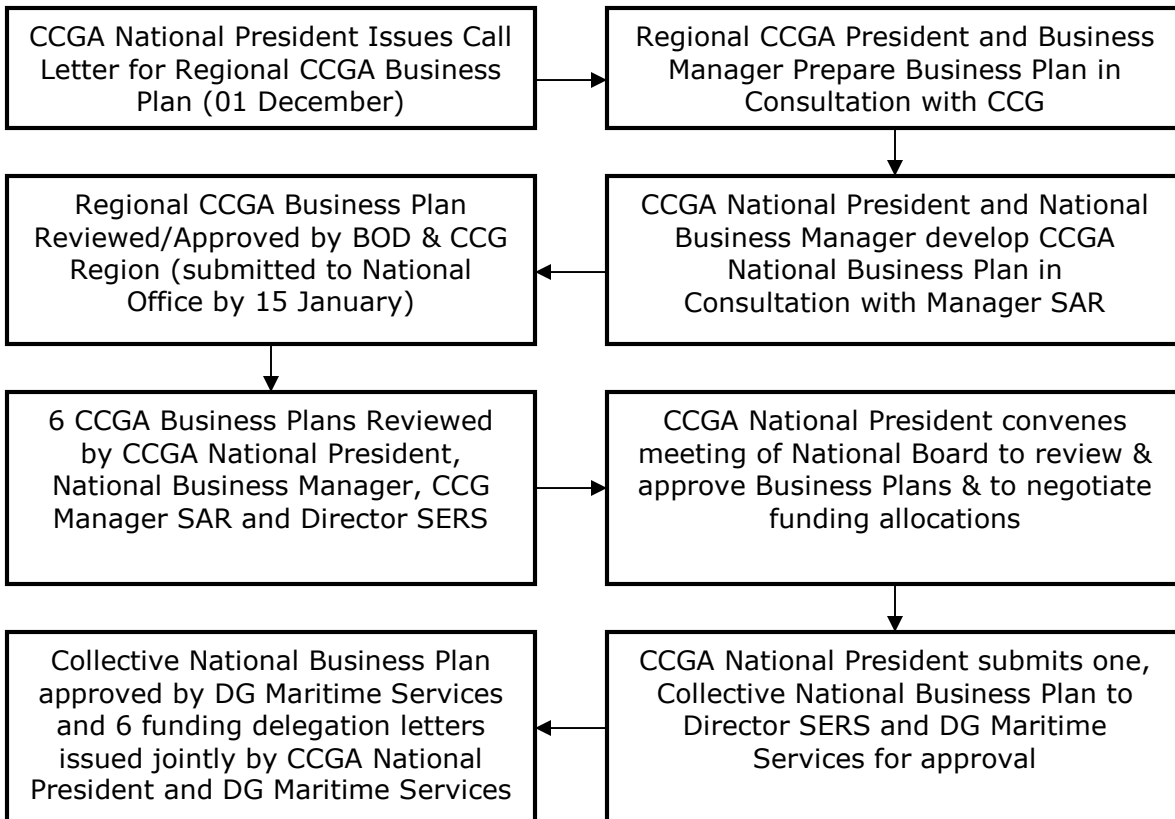
It should be noted the Contribution Agreement budget allocations to DFO/CCG by Treasury Board are strictly controlled and amounts are subject to the authorization limits approved by Treasury Board and the requirements of Federal Budget statements. Any items falling outside the budgetary allocation should be listed by priority and placed as an addendum to each budget.

The CCGA should lead in all stages of developing the budget and annual business plan. The business plan and draft budget should then be reviewed in consultation and collaboration with the CCG. The expenditure breakdown by budget category may change and unfunded items from the addendum may be included, as long as the overall ceilings are not exceeded. A formal budget should then be drawn up showing expenditures on a quarterly basis by budget category and signed off by the Assistant Commissioner and the President of the CCGA. These budgets, together with the addendum of unfunded items, priority proposals, and previous year's expenditures should be forwarded to the Director General, Maritime Services for approval to ensure adherence to the Financial Administration Act and the terms and



conditions of the Contribution Agreement. Normal operating procedures and expenditure control and reporting measures should be followed upon receipt of budget delegation.

CCGA National Business Planning Process:



1. In the event of any dispute with respect to the 6 funding allocations, the mechanism for dispute resolution shall rest with the CCGA National President and Chair of the National Board and the CCG Director – Safety and Environmental Response Systems. In the event that funding pressures may potentially affect CCGA program delivery in a Region, the Regional Director – Maritime Services shall be engaged in the dispute resolution process.
2. It is conceivable that some CCGA Business Plan goals and objectives may be outside of the funding available to the CCGA through the Contribution Agreement. In this case, additional funding from regional CCG allotments may be transferred to the Contribution Agreement to fund these CCGA goals and objectives **OR** CCGA goals and objectives shall be categorized as **CRITICAL, ESSENTIAL** or **DEFERRABLE**.

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3. Any additional Business Plan goals and objectives sponsored by other sources of revenue such as fundraising or corporate sponsorship shall be identified to the CCG.

6.13.5 Eligible Cost Variance

Once the Annual Business Plan has been approved by the Minister, the Auxiliary must obtain written approval from the Minister if there is to be a variance of 10% or more in any of the categories of Eligible Costs. However, any proposed adjustment resulting in an increase or decrease of 10% or more (in aggregate) of the original approved amount for any category will require the written approval of the Minister.

6.13.6 Operational Over Expenditure

Due to the demand driven nature of SAR response, the possibility exists for the annual budget to be exceeded. CCGA members will be reimbursed for expenses incurred when tasked by JRCC/MRSC to SAR incidents however; every effort should be made to operate within the predetermined annual budget.

6.13.7 Budget Flexibility

Regional Directors, Maritime Services or delegated officials such as the Regional Superintendents, Maritime Search and Rescue, in consultation with the CCGA, have managerial flexibility within the overall CCGA budget to transfer resources from one expenditure category to another, providing the overall annual budget is not exceeded and applicable policies and guidelines are followed.

6.13.8 Advance Funding

Subject to the approved Annual Business Plan and budget, funds shall be advanced to the CCGA on a quarterly basis.

6.13.9 Initial Advance

An initial advance shall be made to the Auxiliary based on the forecast of cash flow requirements for eligible costs to be incurred during the first advance period, as set out in the Annual Business Plan.

6.13.10 Subsequent Advances

Subsequent advances shall be made to the Auxiliary based on the projected cash flow requirements for the relevant quarter.



6.13.11 Statement of Account

Each advance payment must be accounted for by the Auxiliary, to the satisfaction of the Minister, within the delay set out in the chart below. The Auxiliary shall provide a statement of account of the Eligible Costs incurred and paid during the advance period. The statement of account shall consist of a summary of expenses paid that clearly identifies the date, brief explanation of the expense, the amount and a total of the summary of expenses.

In any Fiscal Year, no more than three (1) quarterly advance shall be made without receiving a statement of account, satisfactory to the Minister for the previous advance. Where any statement of account are outstanding, the Minister may require the Auxiliary to return current advanced funds, or refuse to make further advances until the situation is resolved, without prejudice to other remedies applicable under this Agreement.

Advances are subject to:

- approval by the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue;
- approval by the Director General, Maritime Services or delegated official such as the Manager, Search and Rescue;
- Coast Guard approval of the CCGA budget and projected quarterly financial requirements (the advance of excess funding is to be avoided);
- the excess funding remaining, at year-end, to be returned to the Receiver General for Canada;
- deficits, for non-authorized costs, are the responsibility of the CCGA; and
- bank loans are to be paid in full at the earliest opportunity and utilized, only as a last resort for temporary funding.

For quarterly advance received in:	Statement of account due by:
April	August 31
July	November 30
October	February 15
January	May 15



6.13.12 Deduction of Excess Amounts

If the amount of the advance payments exceeds the amount of the Contribution payable for that period, the Minister may deduct the excess amount from any subsequent advance by the Minister under the terms of the Contribution Agreement.

6.13.13 Supporting Documents

The Auxiliary acknowledges that funding to the Auxiliary through the Contribution Agreement represents a significant investment of public funds and that all disbursements are subject to an appropriate level of public accountability. All claims and reports provided by the Auxiliary under the Contribution Agreement may be substantiated by such documents, records and information as may be requested by the Minister, including invoices or any other documentation required to verify the expenditures and other information included in the claims and reports. The Minister will have no obligation to make any payment of the Contribution unless all requested information and supporting documentation has been provided.

6.13.14 Excess Annual Funding

At the end of each Fiscal Year, any Contribution funds paid to the Auxiliary which exceed the funding required for that Fiscal Year shall be dealt with as follows:

- An amount not exceeding the anticipated requirements for Eligible Costs to be incurred in April of the next Fiscal Year may be retained by the Auxiliary and applied to those Eligible Costs, and accounted for in the same way as any other quarterly advance;
- Any additional amount shall be returned to the Receiver General for Canada on or before May 15 in the next Fiscal Year; and
- On the expiry or early termination of the Contribution Agreement, the Auxiliary shall return excess contribution funds to the Receiver General for Canada by May 15 in the next Fiscal Year or within the delay set out in Article 13.0 of the Contribution Agreement, as applicable.

6.13.15 Overpayments

Any overpayment of the Contribution, including disallowed expenses or unexpended balances, shall be repaid by the Auxiliary promptly and no later than thirty (30) days from notice by the Minister (the "due date"), together with interest from the due date, in accordance with the Interest and Administrative Charges Regulations under the Financial Administration Act. Any such amount is a debt due to Her Majesty in right of Canada and is recoverable as such.



6.13.16 Bank Accounts

Each CCGA corporation shall maintain a corporate bank account for the payment of all CCGA expenses.

All Auxiliary Corporations are to arrange their finances so as to avoid penalty charges and reduce bank charges as far as practicable.

6.13.17 Requests for Special or Increased Funding

CCGA requests for special funding and/or increases in annual allotments should be discussed initially with the Regional Superintendent, Maritime Search and Rescue. The request would then be brought to the attention of the Regional Director, Maritime Services. CCGA National requests for special funding and/or increases in annual allotments should be initially discussed with the Manager, SAR. This request would then be brought to the attention of Director, Safety and Environmental Response Systems.

Once endorsed by the Regional Director Maritime Services and/or the Director of Safety and Environmental Response Systems, the request will be referred to the Director General, Maritime Services for final approval.

It should be noted that these requests for special or increased funding will be considered after all efforts to work within existing annual budget allocations have been examined.

In the event that additional funds are required prior to the end of the fiscal year for a CCGA activity, every effort shall be made to utilize funds from the CCGA administration and organizational budget allocations. Training shall take precedence over all administration, organizational, and travel costs including meetings. Training shall only be cut as a last resort to provide funds for reimbursement to Auxiliary members for SAR operations.

6.13.18 Hospitality Costs

It is recognized that the Auxiliary is required to host regional and international functions and that hospitality costs may be incurred. The Auxiliary shall respect the maximum hospitality allowances as indicated in the Treasury Board Secretariat (TBS) Hospitality Policy. The costs of alcoholic beverages are not eligible for reimbursement under the terms and conditions of the Contribution Agreement. All hospitality must be pre-approved in writing by the Minister or authorized delegate.



6.13.19 Ineligible Expenditures

The following expenditures are not eligible for reimbursement under the terms of the Contribution Agreement:

- The portion of Provincial Sales Tax (PST) and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) which is eligible for reimbursement or exemption;
- Construction or purchase (including capital leasing) of capital assets, including vessels or aircraft, but excluding vehicles;
- Purchase of land;
- Purchase of Auxiliary vessel equipment (other than equipment used exclusively for SAR-demonstrations);
- Construction or purchase of buildings;
- Construction or purchase of docks, piers or jetties;
- Ongoing operating and maintenance costs for any Auxiliary-owned vessel and its equipment;
- Maintenance of any equipment not acquired under this Agreement, including equipment acquired under the NIF program (Note: Maintenance of SAR pumps is an eligible expense);
- Purchase of SAR equipment;
- Purchase of Auxiliary uniforms; and,
- Expenditures related to any prohibited activities.

6.13.20 Government Loaned Equipment

Provision for maintenance and operational costs for Government equipment loaned to the CCGA is to be agreed between Coast Guard and the CCGA.

The provisions of the Treasury Board Personal Property Loan Regulations are to be complied with when providing loan equipment and, also, for details and information on "short" and "long" term loans. In keeping with DFO policy every effort should be made to transfer ownership of vessels and/or equipment to the CCGA rather than the loan process.

6.13.21 Purchase of Equipment

Equipment purchased for the Auxiliary through Contribution funds must be mutually agreed between the CCGA and the CCG. It should be noted that, it is not normally the intent of the Contribution Agreement to provide for capital acquisitions such as property, vessels, boat motors or buildings.

6.13.22 Uniform Costs

Uniform clothing is not a reimbursable expense.



6.13.23 New SAR Initiatives Fund (NIF) Projects

The National Business Manager, CCGA, or his delegate is responsible for the development, coordination and preparation of NIF submissions. In order to ensure that regional NIF submissions are not competing for the same dollars against other

regional CCGA corporations, regional CCGA Corporations are required to forward initial proposals through the National Business Manager prior to submitting them to their sponsor or to the National Search and Rescue Secretariat.

It is recommended that the "NEW SEARCH AND RESCUE INITIATIVES FUND APPLICANT'S GUIDE" be consulted to determine if the proposal meets the NIF criteria prior to writing or developing the proposal. The Manager, Search and Rescue will also provide guidance in this matter.

6.13.24 Distribution of Equipment Purchased through NIF

Search and rescue equipment acquired through national submissions from the New SAR Initiative Fund shall be distributed to the regions on a percentage basis based on the number of vessels in each region.

6.13.25 Maintenance of Equipment Purchased though NIF

Contribution funds cannot be used for maintenance of equipment purchased through the New SAR Initiative Fund. Maintenance of SAR pumps is an eligible expense.

6.13.26 Costs for National Meetings

CCGA costs for national meetings, authorized by the Manager, Search and Rescue, Canadian Coast Guard, are the responsibility of CCGA National. A permanent budget delegation has been transferred to each regional CCGA Corporation to cover the travel expenses of its President. The costs associated with the travel expenses of the Immediate-past National President and Chair of the CCGA National Board of Directors are the responsibility of CCGA National.

6.14 REIMBURSEMENT TO CCGA MEMBERS

Generally a CCGA member receives compensation for out-of-pocket expenses as follows:

- For authorized search and rescue incident response a member receives compensation at the approved vessel reimbursement rate as specified by the Director General, Maritime Services on a periodic basis;
- For authorized travel, CCGA members are eligible for reimbursement as specified in Treasury Board guidelines;



- Other authorized expenses may be reimbursed at the discretion of the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue.

6.15 REIMBURSEMENT FOR AUTHORIZED VESSEL USE

Coast Guard reimburses CCGA for authorized vessel use. For These Calculations:

- The length shall be the measurement between exterior of stem and stern, excluding bowsprits, pulpits, swim platforms or other protrusions;
- The period shall be a minimum of one hour and any part of the first hour shall be deemed one full hour of compensation. Thereafter, use in excess of one hour shall be calculated on a proportional basis;
- The current rate of reimbursement for authorized vessel use (operations, patrols, and exercises) shall be reviewed and adjusted, if necessary, by the Director General, Maritime Services on a periodic basis;
- Payment is for one vessel only unless more than one vessel of the same owner is specifically tasked by CCG;
- CCGA units that have two or more CCGA vessels enrolled in the Auxiliary, the rate of reimbursement will be calculated based upon the length of the CCGA vessel utilized in the authorized activity;
- The start of compensation will begin at the time of departure from the dock, anchorage or mooring. If the CCGA vessel is underway, compensation will commence at the time of tasking and will end when the CCGA vessel is secured or has returned to its pre-task state; and
- A lesser vessel reimbursement rate may be approved by formal written agreement of the parties.

6.16 USE OF CCGA TENDERS

A tender is defined as an ancillary CCGA vessel that has been included in the facility offer of use made by an Auxiliary member and has met all the acceptance criteria for vessels. For the purposes of the National Guidelines a tender does not include small dinghies and inflatable's normally secured to the stern of a vessel.

A CCGA vessel's tender must be included in the facility offer of use made by an Auxiliary member and inspected under the same schedule to comply.

When a CCGA vessel is underway and dispatches it's tender to resolve or attend a SAR incident or participate in an authorized activity, reimbursement will be calculated based on the length of the CCGA vessel and not the tender.

When a CCGA vessel remains at its moorage, anchorage, dock, etc., but dispatches its tender to resolve or attend to a SAR incident or participate in an authorized activity, reimbursement will be calculated based on the length of the tender.

Notwithstanding the above, the operation of an approved and inspected tender is subject to the terms and conditions of the DFO/CCGA Contribution Agreement,

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Bylaws of the Auxiliary and other applicable guidelines and regulations. When a CCGA tender is used on authorized activities, though reimbursement can be rated separately, it remains an extension of a CCGA vessel's facility of offer.

Payment for authorized SAR activities is dependent upon the Auxiliarist obtaining a case number from JRCC/MRSC and returning a completed SAR Mission Report to CCG.

6.17 PARTICIPATING IN ACTIVITIES OTHER THAN PREVIOUSLY SPECIFIED SAR ACTIVITIES

When Auxiliarists are requested to participate in authorized activities other than search and rescue, appropriate prior approval must be obtained from CCG.

6.18 AUDITS AND REVIEWS

The Director General, Maritime Services may require progress reports, on the activities funded, in order to effectively monitor the situation in regards to funding arrangements.

The Canadian Coast Guard has the authority to audit any and all expenditures involving funding provided through the Contribution Agreement, in accordance with Treasury Board, Comptroller General and Department of Fisheries & Oceans policies and guidelines on the audit of federal contributions. A reputable, independent auditor must perform such financial audits. The CCG will be responsible for the costs of its auditors.

An internal audit and/or review may be conducted by the Director General, Maritime Services in consultation with the CCGA.

6.18.1 Audit Costs

The reasonable costs incurred by CCGA to engage an independent auditor approved by Coast Guard, for the annual financial audit as required by the terms of incorporation, are to be reimbursed under the terms of the Contribution Agreement.

6.18.2 Annual Audited Financial Statements

On or before September 30 each year during the term of the Contribution Agreement, the Auxiliary shall provide the Minister with a copy of its annual audited financial statements for the previous fiscal year, which account for the expenditure of all Contribution funds and are presented in conformity with Canadian generally accepted accounting principles.

Note: All of the above financial guidelines are consistent with the requirements of the Financial Administration Act and Government policies relative to the use of

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Contribution Agreement funds which require that expenses incurring under the terms and conditions of the Contribution Agreement be paid only from funds allocated for that purpose and that total expenditures shall not exceed the total annual authority granted to the department for expenditures under each Contribution Agreement and associated funding allocations by Treasury Board to DFO/CCG for this purpose.

6.19 ANNUAL REPORTS

On or before June 30, of each year during the term of the Contribution Agreement, the Auxiliary shall provide to the Minister a complete report, satisfactory to the Minister, on the Authorized Activities approved for that Fiscal Year, including those set out in the Annual Business Plan approved by the Minister. The Annual Report shall include the following for the preceding calendar year:

- Number of members;
- Number of vessels;
- Number of taskings;
- Number of members trained in each specific CCGA activity;
- Number and type of each training activity;
- Number of junior members;
- Total value of vessels in the region;
- Number of community-based vessels;
- Number of vessels owned by the Auxiliary;
- Number of vessels owned by CCGA members offered for use in the CCGA;
- Total volunteer hours for SAR operations;
- Total vessel hours;
- Total hours for training activities;
- Total hours for other activities, including administration, patrols, meetings, and organization; and,
- Total hours for fundraising activities.

6.19.1 Annual Report on Activities for CCGA National Insurance Program

On or before March 31 each year, during the term of the Contribution Agreement, the Auxiliary shall provide to the Minister the information required for renewal of the CCGA National Insurance Program. The report shall include information for the preceding calendar year.

6.20 INSURANCE COVERAGE

Under the terms of the Contribution Agreement the Coast Guard provides funding to the CCGA for the costs of Auxiliary insurance coverage. The CCGA carries insurance in the event that certain accidents occur during authorized activities.

In the event of an accident during authorized activities, regional procedures must be followed. It is essential that all claims be reported immediately to the appropriate

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regional Canadian Coast Guard Auxiliary authority and the insurers. Except for emergency measures to stay afloat, no insured repairs may be commenced until approval has been obtained from the insurers.

Claims should be reported in the first instance by telephone followed by the written "Collision, Wreck and Injury" report.

6.20.1 Deductibles

When the estimated amount of a claim falls below the specified insurance deductible, the CCGA in consultation with the Regional Superintendent, Maritime Search and Rescue, the Regional Auxiliary Coordinator or designate shall arrange for examination by a CCG official or other designated officer if circumstances warrant, collect estimates and subsequent invoices from the claimant for review and, if satisfactory, arrange for authorization of payment. The CCGA will reimburse the claimant for these expenses upon the satisfactory review of the estimates and subsequent invoices. If the claim is below the deductible, but over \$1,000, a claims adjuster, as approved by the insurer must substantiate the claim.

After the claim has been submitted to the insurer, all further action related to the claim rests with the CCGA member (the claimant).

A summary of the insurance provided appears at the end of the Memorandum of Understanding between the CCGA and the Member. A detailed summary is provided to each region and to the President of the CCGA on a yearly basis. In all cases the actual policies dictate the extent of coverage available.

The CCGA maintains protection in six areas of insurance coverage:

- Hull & Machinery and Protection & Indemnity;
- Comprehensive General Liability;
- Group Accident;
- Excess Marine Liability;
- Directors and Officers Liability;
- Fiduciary Liability.

Reminder to CCGA Vessel Owners: It is the responsibility of the CCGA vessel owner or operator to ensure that the CCGA and the insurers are kept up to date of any additions/alterations to the vessel and/or new equipment purchases. This is for your own insurance protection.

Reminder to CCGA Members: It is the responsibility of the CCGA member to ensure that their Declaration of Beneficiary is kept up to date.



6.21 VEHICLE RENTAL BY AUXILIARISTS

Auxiliary members renting a vehicle for CCGA business must rent in their own name AND the CCGA to be covered by the CCGA insurance policies. The value of the vehicle shall not exceed \$65,000.

Rental of sports cars and/or exotic vehicles is prohibited.

6.22 USE OF CCGA OWNED VEHICLES

All Auxiliary members who are regular drivers of CCGA owned vehicles must be identified in writing in advance to the CCGA insurers.

6.23 CREWING GUIDELINES

A minimum of one trained, qualified Auxiliary captain/coxswain shall be on board for authorized activities, and where possible crew should be taken from the CCGA membership.

Under no circumstances is an Auxiliarist permitted to operate a CCGA vessel alone during an Authorized Activity.

6.23.1 Crewing on Canadian Coast Guard Vessels

Auxiliary members may crew onboard Coast Guard vessels or assist in performing other CCG tasks at the discretion of the Regional Director, Maritime Services and the Regional Director, Operational Services. In these cases the following applies:

- CCGA members must meet any training and/or certification requirements as specified by the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- CCGA members must adhere to established chains of command when onboard a Coast Guard vessel or in a Coast Guard facility;
- All activities onboard Coast Guard vessels must be pre-authorized by the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- CCGA members must meet Health Canada Requirements for Sea Going Occupations;
- Canadian Coast Guard Fleet Circular 10-2005 entitled "Safe Manning for Simultaneous Operations with Small Craft" shall govern this activity.



6.24 USE OF COAST GUARD AUXILIARY IDENTIFICATION

Members of the CCGA may use the name "Canadian Coast Guard Auxiliary" as a means of identification only when engaged in activities agreed to by the Canadian Coast Guard or the Canadian Coast Guard Auxiliary.

Members of the CCGA must use care when using the CCGA name or emblems so as not bring discredit to the Canadian Coast Guard Auxiliary or the Canadian Coast Guard or the Government of Canada.

6.25 USE OF THE COAST GUARD EMBLEM

Use of the Coast Guard emblem for all activities and agreements must receive prior approval from the CCGA National Board of Directors and the Canadian Coast Guard.

6.26 DEALING WITH THE MEDIA

When dealing with the media, members must identify themselves as members of the Canadian Coast Guard Auxiliary. When media inquiries are made concerning the details of a search and rescue incident the following guidelines apply:

- **Names of those assisted or causes of incidents should not be released;**
- Care must be given not to bring discredit to the Canadian Coast Guard Auxiliary, Canadian Coast Guard or the Government of Canada;
- Questions may be answered to the best of the member's ability;
- For any further information, the media should be advised to contact JRCC/MRSC; and,
- Only provide facts, no interpretation or personal comments.

CCGA members are under no obligation to speak to the media representatives and may refuse to do so.

The Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue, should be advised of any media interviews in which the CCGA are involved and shall render appropriate assistance in this respect.

It is the responsibility of the individual member to ensure that their President is advised before contacting the media. Subsequently, the regional President shall advise the President and Chair of the CCGA National Board of Directors of their proposed media plans.



6.27 DISPUTE RESOLUTION

Disputes between the CCGA and Coast Guard on any matter concerning CCGA activities conducted under the terms of DFO/CCG-CCGA agreements which cannot be resolved by the Regional President of the CCGA Corporation and the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue, Canadian Coast Guard shall be referred to the respective regional Assistant Commissioner, Canadian Coast Guard. If the dispute cannot be resolved it will be forwarded to an impartial third party for resolution.

Disputes with CCG HQ officials which cannot be resolved by the President and Chair of the CCGA National Board of Directors and the Director General, Maritime Services shall be referred to the Commissioner of the Canadian Coast Guard. If the dispute cannot be resolved it will be forwarded to an impartial third party for resolution.

6.28 PUBLICATIONS GUIDELINES

All Regional Association publications produced by the CCGA with the use of Contribution Agreement funds must be approved by the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue prior to publication. National publications must be approved by the Director, Safety and Environmental Response Systems.

All publications produced by the CCGA must contain a disclaimer that opinions expressed are those of the author and/or the CCGA and do not necessarily represent official Government of Canada, Department of Fisheries & Oceans, or Canadian Coast Guard policy.

6.29 AWARDS AND CERTIFICATES

The primary objective of Coast Guard awards to CCGA members or groups is to provide recognition for outstanding performance, meritorious contributions and ongoing service including, recognition for significant SAR Operations and SAR Prevention activities.

CCGA members are eligible for many national and regional CCG awards, all of which have specific selection and nomination criteria.

In particular, nominations for "The Commissioner's Commendation" must be endorsed by the Regional Director, Maritime Services or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator and the CCGA President prior to being forwarded to the Manager, Search and Rescue.



6.30 PERFORMANCE MEASUREMENT

In order to meet Treasury Board requirements and as a signatory to the Contribution Agreements between the Minister of Fisheries and Oceans and the Canadian Coast Guard Auxiliary (CCGA) Corporations, the Auxiliary is required to capture

performance measurement data. To meet this requirement the Auxiliary shall, where possible, gather the following information:

- Total number of hours for SAR Operations;
- Total number of hours for SAR Prevention activities;
- Total Number of hours for Training including preparation for and travel to and from;
- The number of each type of training course;
- The number of training participants who pass/fail each type of training course;
- Total Number of hours for all other activities such as administration, meetings, patrols, organization, etc.

6.31 TRAVEL

Travel costs and expenses for Authorized Activities will be reimbursed in accordance with the Treasury Board Travel Directive. A travel claim, in the form provided by the Minister, and supported by satisfactory invoices and receipts, must be submitted by

the Auxiliary as directed by their CCGA Corporation in cooperation with CCG. The claims are vetted and approved by CCGA officials. Reimbursement is made by CCGA from funds previously advanced.

6.31.1 International Travel

International travel (including travel to the United States) is a specially controlled item of expense and must be identified in the Annual Business Plans and pre-approved in writing by the Minister. On or before February 15 each year, the Auxiliary will submit a proposed plan for international travel in the next Fiscal Year, including the rationale for each trip, to the Minister for approval. All international travel not approved in the plan must be pre-approved in writing by the Minister on a case by case basis.

Proposals for International travel for regional CCGA members and employees shall be forwarded to the Regional Director, Maritime Services for review. Proposals for international travel for national CCGA members and employees shall be forwarded to the Manager, Search and Rescue for review.

All proposals for international travel will be subject to approval by the Director General, Maritime Services.



Participation in training exercises and patrols with the United States Coast Guard and the United States Coast Guard Auxiliary and other SAR partners is not considered international travel but follow the normal approval process for authorized activities.

6.32 MEETINGS WITH CANADIAN COAST GUARD PERSONNEL

6.32.1 National Policy Meetings

National Policy Meetings will be policy focused and shall normally be held once a year. It is recognized that additional meetings may be necessary as required.

Attendees shall include the five Regional CCGA Presidents, the President and Chair of the CCGA National Board of Directors, the Immediate Past-President and Chair of the CCGA National Board of Directors, the Director General, Maritime Services, the Director Safety and Environmental Response Systems, the Manager, Search and Rescue and the Regional Directors, Maritime Services.

6.32.2 National Operations Meetings

National Operations Meetings will be operationally driven and will require the CCG personnel who work with the CCGA on a day to day basis and who manage and direct the operational relationship with the CCGA. National Operations Meetings shall normally be held once per year. It is recognized that additional meetings may be necessary as required.

Attendees shall include the five Regional Presidents (or their designate), the President and Chair of the CCGA National Board of Directors, the Immediate Past-President and Chair of the CCGA National Board of Directors, the CCGA National Business Manager, the Manager, Search and Rescue, the National Program Manager, Coast Guard Auxiliary, the Regional Superintendents, Maritime Search and Rescue and the CCGA Business Managers.

6.32.3 Annual General Meetings

The Commissioner, Deputy Commissioner, Assistant Commissioners and the Director General, Maritime Services always appreciate an invitation to the CCGA Annual

General Meetings and accept when circumstances permit. Normally however, the Regional Directors, Maritime Services shall lead the regional attendance. CCG Headquarters staff will attend each Annual General Meeting as appropriate.



**6.33 LINES OF COMMUNICATION BETWEEN THE CANADIAN COAST GUARD
AUXILIARY AND THE CANADIAN COAST GUARD**

With regards to overall policy and financial matters the Manager, Search and Rescue shall be the CCG Headquarters point of contact and the Regional Directors, Maritime Services shall be the regional points of contact.

On day to day guidance the Manager, Search and Rescue and the Superintendent, Coast Guard Auxiliary will remain the Headquarters points of contact and the

Regional Superintendents, Maritime Search and Rescue and/or the Regional Auxiliary Superintendents shall be the regional points of contact.

The following table identifies the distinction between policy and operational business.

Policy Items	Operational Items
National CCGA Board of Directors Bylaws & Letters Patent	SAR Planning, Recruitment and Placement of CCGA members & vessels
Financial Matters	ISAR Competition
Approval of Business Plans & Allocation of Funding	Development of Business Plans
Establishment of Vessel Reimbursement Rates	Validation of Vessel Reimbursement Rates application
Attendance of CCGA personnel at National & International Forums	Development and application of Performance Measurement Tools
Attendance of CCG personnel at CCGA venues	Management of National Insurance Program
Use of Coast Guard Name and Trademarks	Application of Use of Coast Guard Name and Trademarks
Approval of Contribution Agreements	Development of Contribution Agreements

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**CANADIAN COAST GUARD AUXILIARY
NATIONAL GUIDELINES**



Approval of National Guidelines	Development of National Guidelines
Approval of CCGA Uniform Guidelines	Management of NIF Projects
Approval of CCGA National Training Standards	Development & Implementation of CCGA National Training Standards
Approval & Development of Memorandum of Understanding with other organizations	Government Travel Directive Interpretations
National Awards Policy	Assist CCGA in application and delivery of National Awards Program
National Sponsorship Policy	Security clearance for CCGA members
National Fundraising Policy	Training exercises
Expansion, change or reduction of CCGA Services	Conduct and Management of Audits & Reviews
Approval of Terms of Reference for Audits & Reviews	Conduct and Management of Studies and Strategic Planning Sessions
Approval of Terms of Reference for Studies and Strategic Planning Sessions	
CCGA employee compensation	
Note: It is recognized that the above is not an exhaustive list and that issues raised and discussed at the Policy Meetings may sometimes have to be referred to the Operations Meetings.	Note: It is recognized that the above is not an exhaustive list and that issues raised and discussed at the Operations Meetings may sometimes have to be deferred to the Policy Meetings.

6.34 CCGA NATIONAL RESPONSIBILITIES

- Promote a national organization.
- Manage the CCGA National Insurance Program.
- Negotiate and purchase insurance coverage.

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- Develop, purchase and distribute CCGA insignia.
- Develop and implement national uniform guidelines.
- Establish and approve national guidelines.
- Establish national awards & recognition programs.
- Develop national fundraising plans in consultation with regions.
- Establish national training standards in cooperation with regional CCGA representatives and CCG officials.
- Liaise with national SAR organizations.
- Liaise with international SAR organizations.
- Represent the Auxiliary on national and international issues.
- Establish national and regional budget allocations.
- Write and publish The Auxiliarist.
- Work with NSS on SARSCENE conference.
- Establish areas of service criteria.
- Coordinate national NIF submissions.
- Coordinate national SAR skills competition.
- Develop and maintain CCGA national web site.
- Produce CCGA videos and Public Service Announcements (PSA's).
- Steer uniform committee.
- Develop national sponsorship policy.
- Manage National Contribution Agreement.
- Liaise with Commissioner CCG and Deputy Commissioner CCG on matters of common interest.
- Provide Commissioner with Annual Report.
- Coordinate audits and reviews of the CCGA program.
- Ensure national bylaws are current and accurate.
- Operate and administer the Corporation in a business like/corporate manner.
- Hire national business manager/fundraiser.
- Maintain historical record of CCGA National Board of Director Meetings.

6.35 CCGA REGIONAL RESPONSIBILITIES

- Solicit, examine, approve and track vessels for SAR operations.
- Recruit members.
- Process insurance claims.
- Conduct SAR operations.
- Conduct SAR prevention activities.
- Develop regional fundraising plans.
- Develop and provide training to members.
- Conduct training courses and exercises.
- Conduct regional SAR skills competitions.
- Operate and administer the Corporation in a business like/corporate manner.
- Develop regional business plans and budgets in conjunction with regional CCG.
- Assist CCGA and CCG National with audits and reviews.
- Ensure regional bylaws are current and accurate.
- Provide JRCC and MRSC with an up to date membership list.
- Hire and supervise regional business managers/fundraisers and other employees.

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- Coordinate regional activities with the CCGA National Board of Directors.
- Promote the regional Auxiliary Corporation.
- Establish regional awards and recognition program.
- Participate in the development and implementation of the National Training Standards into regional training plans.
- Produce and publish regional newsletter.
- Develop and maintain regional Web site.
- Coordinate regional NIF submissions.
- Produce regional videos and Public Service Announcements (PSA's).
- Develop regional sponsorship committee.
- Manage regional contribution agreement.
- Provide Assistant Commissioner, CCG with report of regional CCGA activities.
- Liaise with CCG personnel on matters of common interest.
- Liaise with regional American and Canadian Boating organizations.
- Liaise with USCGA as per MOU between the two Auxiliaries.
- Liaise with International Organizations and keep CCGA National informed.
- Assist in the delivery of regional SAR Prevention and SAR activities on inland waters as per nationally established criteria.
- Distribute CCGA insignia to membership.
- Provide CCGA National with vital statistics for annual insurance renewal.
- Liaise with NSS on SARSCENE conference.
- Administer regional uniform program.
- Assist in the development of CCGA national guidelines.

6.36 OFFICIAL LANGUAGES

The Auxiliary shall, wherever warranted and whenever possible, provide Auxiliary services in both official languages.