

# Canadian Coast Guard Auxiliary

## National Guidelines



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## Revision Record – Summary of Changes

Section	Summary of Changes
6.9	Amendment to section 6.9 approved by e-vote

# **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 National Strategies, 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:

Mr. Francois Vezina  
National Business Manager  
Canadian Coast Guard Auxiliary  
47 Riverview Street  
Gatineau, Quebec J9H 4S7

Director, Preparedness and  
Response  
National Strategies  
Canadian Coast Guard  
200 Kent Street, 5<sup>th</sup> Floor  
Ottawa, Ontario K1A 0E6

E-mail: vezinaf@videotron.ca

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

## Alphabetical Index

Absolute Prohibitions	3.21
Acceptance Criteria for Vessels	6.8
Allocation of SAR Resources	6.10
Annual Report	6.17
Assistance to Disabled Vessels – SRU Procedures	3.17
Audits and Reviews	6.16
Authority – Introduction	1.3
Authority of a Person In Charge of a Vessel	1.2
Authority of Maritime SAR Coordinators	3.3
Authorization to Respond to SAR Incidents	3.2
Authorization – Training	5.3
Authorized Activities	3.22
Authorized Activities – SAR Awareness	4.3
Authorized Training Activities	5.5
Availability for SAR	3.13
Awards and Certificates	6.26
Basic Knowledge, Skills and Abilities – CCGA Members	5.0
Budget	6.12
Canadian Search and Rescue System	2.1
Capability of CCGA Vessel and Crew	3.6
CCGA Involvement – SAR Awareness	4.2
CCGA National Responsibilities	6.31
CCGA Regional Responsibilities	6.32
Claims Against the CCGA and/or the Crown	3.18
Contacting JRCC / MRSC	3.5
Crewing Guidelines	6.21
Dealing with the Media	6.24
Dedicated Response Vessels	6.9
Description – SAR Awareness	4.1
Disembarkation of Non CCGA Members	3.11
Disenrollment of a CCGA Member	6.5
Dispute Resolution	6.25
Exceptional Circumstances – SAR Operations	3.4
Flying of the Auxiliary Pennant	3.15
Glossary of Terms	1.4
Goal – SAR Operations	3.0
Goal – SAR Awareness	4.0
Identification of Auxiliary Vessels	3.16
Insurance Coverage	6.18
Interacting with Minors	6.7
Introduction – Administration	6.0
Introduction – Roles and Responsibilities	2.0
Junior Membership	6.6
Lines of Communication between the CCGA and the CCG	6.30
Maintaining Records – SAR Operations	3.9
Meeting with CCG Personnel	6.29
Membership Acceptance Criteria	6.2

Membership Acceptance Criteria – Members in the Arctic	<b>6.3</b>
Members of the Public Service of Canada	<b>6.4</b>
Monitoring of Distress and Calling Frequencies	<b>3.12</b>
National Competency Standards	<b>5.4</b>
Official Languages	<b>6.33</b>
Onscene Coordination – SAR Operations	<b>3.7</b>
Organization – Administration	<b>6.1</b>
Overriding Responsibilities – CCGA Vessel Operators	<b>3.1</b>
Patrols	<b>3.20</b>
Performance Measurement	<b>6.27</b>
Preamble – Introduction	<b>1.0</b>
Purpose – Introduction	<b>1.1</b>
Purpose of Training	<b>5.1</b>
Reimbursement and Finance	<b>6.11</b>
Reimbursement for Authorized Vessel Use	<b>6.14</b>
Reimbursement to CCGA Members	<b>6.13</b>
Reporting of Accidents	<b>3.19</b>
Reporting – SAR Operations	<b>3.10</b>
Situation Reports – SAR Operations	<b>3.8</b>
Specific Roles and Responsibilities	<b>2.2</b>
Training Strategies and Standards	<b>5.2</b>
Travel	<b>6.28</b>
Use of CCGA Identification	<b>6.22</b>
Use of CCGA Owned Vehicles	<b>6.20</b>
Use of CCGA Tenders	<b>6.15</b>
Use of Coast Guard Emblem	<b>6.23</b>
Vehicle Rental by Auxiliaries	<b>6.19</b>
Wearing of Personal Protective Equipment	<b>3.14</b>

## Table of Contents

1.0	Preamble – Introduction & Glossary of Terms	Chapter 1 / Page 1
1.1	Purpose – Introduction & Glossary of Terms	Chapter 1 / Page 2
1.2	Authority / Responsibility of Master in Charge of a V/L	Chapter 1 / Page 2
1.3	Authority	Chapter 1 / Page 2
1.4	Glossary of Terms	Chapter 1 / Page 3
2.0	Introduction – Roles & Responsibilities	Chapter 2 / Page 1
2.1	The Canadian Search and Rescue System	Chapter 2 / Page 1
2.2	Specific Roles & Responsibilities	Chapter 2 / Page 3
3.0	Goal – Search and Rescue Operations	Chapter 3 / Page 1
3.1	Overriding Responsibilities of Auxiliary Vessel Operator	Chapter 3 / Page 2
3.2	Authority to Respond to SAR Incidents	Chapter 3 / Page 2
3.3	Authority of Maritime SAR Coordinators	Chapter 3 / Page 2
3.4	Exceptional Circumstances	Chapter 3 / Page 3
3.5	Contacting JRCC / MRSC-Q	Chapter 3 / Page 3
3.6	Capability of Vessel and Crew	Chapter 3 / Page 3
3.7	On-Scene Coordination	Chapter 3 / Page 4
3.8	Situation Reports	Chapter 3 / Page 5
3.9	Maintaining Records	Chapter 3 / Page 5
3.10	Reporting	Chapter 3 / Page 5
3.11	Disembarkation of Non-Auxiliary Members	Chapter 3 / Page 5
3.12	Monitoring of Calling & Distress Frequencies	Chapter 3 / Page 6
3.13	Availability for SAR	Chapter 3 / Page 6
3.14	The Wearing of Personal Protective Equipment by the CCGA	Chapter 3 / Page 6
3.15	Flying of Auxiliary Pennant	Chapter 3 / Page 7
3.16	Identification of Auxiliary Vessels	Chapter 3 / Page 7
3.17	Assistance to Disabled Vessels – SRU Procedures	Chapter 3 / Page 9
3.18	Claims Against the CCGA and/or the Crown	Chapter 3 / Page 9
3.19	Reporting of Accidents	Chapter 3 / Page 9
3.20	Patrols	Chapter 3 / Page 9
3.21	Absolute Prohibitions	Chapter 3 / Page 11
3.22	Authorized Activities List	Chapter 3 / Page 11
4.0	Goal – SAR System Awareness	Chapter 4 / Page 1
4.1	Description – SAR Prevention	Chapter 4 / Page 1
4.2	CCGA Involvement – SAR Prevention	Chapter 4 / Page 1
4.3	Authorized SAR Prevention Activities	Chapter 4 / Page 1
5.0	Basic Knowledge, Skills and Abilities – Training	Chapter 5 / Page 1
5.1	Purpose of Training	Chapter 5 / Page 1
5.2	Training Strategies & Standards	Chapter 5 / Page 1
5.3	Authorization – Training	Chapter 5 / Page 2
5.4	National Competency Standards	Chapter 5 / Page 2
5.5	Authorized Training Activities	Chapter 5 / Page 3
6.0	Introduction – Administration	Chapter 6 / Page 1
6.1	Organization – Administration	Chapter 6 / Page 1
6.2	CCGA Membership Acceptance Criteria	Chapter 6 / Page 1



6.3	CCGA Membership Acceptance Criteria in the Arctic	Chapter 6 / Page 2
6.4	Members of the Public Service of Canada	Chapter 6 / Page 2
6.5	Disenrollment of a CCGA Member	Chapter 6 / Page 2
6.6	Junior Membership	Chapter 6 / Page 2
6.7	Interacting with Minors	Chapter 6 / Page 3
6.8	Acceptance Criteria for Vessels	Chapter 6 / Page 3
6.9	Dedicated Response Vessels	Chapter 6 / Page 3
6.10	Allocation of SAR Resources	Chapter 6 / Page 4
6.11	Reimbursement & Finance	Chapter 6 / Page 4
6.12	Budget	Chapter 6 / Page 5
6.13	Reimbursement to CCGA Members	Chapter 6 / Page 11
6.14	Reimbursement for Authorized Vessel Use	Chapter 6 / Page 12
6.15	Use of CCGA Tenders	Chapter 6 / Page 12
6.16	Audits and Reviews	Chapter 6 / Page 13
6.17	Annual Reports	Chapter 6 / Page 14
6.18	Insurance Coverage	Chapter 6 / Page 14
6.19	Vehicle Rental by Auxiliarists	Chapter 6 / Page 15
6.20	Use of CCGA Owned Vehicles	Chapter 6 / Page 15
6.21	Crewing Guidelines	Chapter 6 / Page 15
6.22	Use of Coast Guard Auxiliary Identification	Chapter 6 / Page 16
6.23	Use of Coast Guard Emblem	Chapter 6 / Page 16
6.24	Dealing with the Media	Chapter 6 / Page 16
6.25	Dispute Resolution	Chapter 6 / Page 16
6.26	Awards and Certificates	Chapter 6 / Page 17
6.27	Performance Measurement	Chapter 6 / Page 17
6.28	Travel	Chapter 6 / Page 18
6.29	Meeting with CCG Personnel	Chapter 6 / Page 18
6.30	Lines of Communication between the CCGA and CCG	Chapter 6 / Page 19
6.31	CCGA National Responsibilities	Chapter 6 / Page 20
6.32	CCGA Regional Responsibilities	Chapter 6 / Page 21
6.33	Official Languages	Chapter 6 / Page 22

## Abbreviations

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

<b>SRR</b>	Search and Rescue Region
<b>SRU</b>	Search and Rescue Unit
<b>TBS</b>	Treasury Board Secretariat
<b>TCMS</b>	Transport Canada Marine Safety
<b>USCGA</b>	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 Awareness activities. The mission of the CCGA is:

*The Canadian Coast Guard Auxiliary saves life on the water*

#### *Vision*

*The Canadian Coast Guard Auxiliary aspires to become the premier volunteer water rescue and safety organisation by:*

- *Striving to save all lives at risk*
- *Educating water-users about safe practices*
- *Sustaining a Canada-wide service in partnership with the Coast Guard and other agencies*

#### *Values*

*In all we do or say, we will:*

- *Celebrate the courage, dedication and humanity of our volunteer crew members*
- *Seek the highest standards of professionalism*
- *Sustain our voluntary fellowship*
- *Maintain our independence*
- *Gain the awareness and support of the public*

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- *Encourage open and honest communications at all levels*
- *Promote teamwork, both amongst ourselves, and with our mission partners*

## **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 and conditions of the Contribution Agreement between the Crown as represented by the Minister of Fisheries & Oceans Canada and each CCGA Regional 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 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 as an Auxiliary and function as a partner with the Canadian Coast Guard and in accordance with all applicable Government rules. CCGA organizations shall make every effort to ensure that any Regional policies and procedures do not conflict with the spirit and intent of these National guidelines.

## **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.

## **1.3 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, Operations, 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 shall only 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 (or his or her authorized delegate);
- 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 “Rescue Coordination Centre (JRCC)” or the officer in charge (or his or her authorized delegate) of the “Maritime Rescue Sub-Centre (MRSC), Quebec” 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 operating as RCM-SAR;
- 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.

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

“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).



**CANADIAN COAST GUARD AUXILIARY NATIONAL GUIDELINES  
FOR ACTIVITIES COVERED BY THE CONTRIBUTION AGREEMENT**



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

“Director, Operational Support” means the person holding the position in a permanent or acting capacity of the Director, Operational Support

“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.

“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 Contribution Agreement Terms and Conditions 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.

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“MRSC” means the Maritime Rescue Sub-Centre in 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.

“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 title in some regions. The duties of this position may fall under the responsibility of another CCG officer such as a SAR Program Officer.

“Regional Director Coast Guard Programs” means the person holding the position in a permanent or acting capacity of the Regional Director Coast Guard Programs.

“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, imminent danger and/or requiring assistance.”

“SAR Awareness” means the Canadian Coast Guard Auxiliary’s SAR Awareness activities 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” The designated person selected to direct and coordinate support for a specific search and rescue mission

“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 Canadian Aeronautical and Maritime 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 “through sound science, forward-looking policy, and operational and service excellence, Fisheries and Oceans Canada employees work collaboratively toward the following three strategic outcomes:

- Economically Prosperous Maritime Sectors and Fisheries;
- Sustainable Aquatic Ecosystems;
- Safe and Secure Waters. ”

The Canadian Coast Guard, a Special Operating Agency within DFO, is responsible for the programs and services that contribute to the safety, security and accessibility of Canada's waterways.

In fulfilling this mission the Canadian Coast Guard provides a wide range of maritime services, including, among other things, marine navigation services, marine communications and traffic services, icebreaking operations, environmental response and search and rescue coordination and response.

### **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 in Search and Rescue. The Royal Canadian Mounted Police, Parks Canada Agency and other federal government departments are also components of the National SAR System. In addition, the Ontario Provincial Police, the Sûreté du Québec 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 Canadian Armed Forces, within the Department of National Defence (DND), has the primary responsibility for the provision of aeronautical SAR services and are responsible for the effective operation of the Federal aeronautical and maritime SAR



system.. Strategically located Joint Rescue Coordination Centres (JRCCs) jointly staffed by Coast Guard and National Defence coordinate maritime and aeronautical SAR response operations. Coast Guard operates a Maritime Rescue Sub-Centre in Quebec City, Quebec to provide additional bilingual coordination capacity.

Canadian Coast Guard provides maritime SAR response (patrol ships and lifeboats, including hovercraft) and is the lead agency for maritime SAR provision in Canada. DND (A3 SAR in Winnipeg) 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 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 up to 30 degrees west longitude into the Atlantic and 800 nautical miles west of Vancouver Island, 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 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 awareness and response.

The roles and responsibilities of the Canadian Coast Guard Auxiliary conducted under the Contribution Agreement 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:

- Provide, operate and maintain community owned or owner operated vessels with crews and vessels in compliance with the Canada Shipping Act, related regulations, CCG and CCGA procedures and policies.
- Not operate or allow the operation of a vessel or crew which are not capable to respond to a SAR tasking in a safe and competent manner.
- Contribute skilled trained volunteers meeting as a minimum the CCGA national competency standard;
- Abide by the CCGA Corporations regional 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 authorized expenses incurred while conducting SAR activities authorized by the Coast Guard including; the cost of associated insurance protection, 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 coordinates CCGA’s participation in the Canadian Search and Rescue system.

## **2.2 SPECIFIC ROLES AND RESPONSIBILITIES**

### **2.2.1 CCGA National Board of Directors**

The role of the National Board of Directors is:

- To provide statistical data required for negotiation of insurance benefits and premium;
- To share best practices among the Regions;
- To be accountable and transparent for monies granted for its operations;



- To be directly accountable to the Regions in all its operations and fiscal responsibilities;
- To provide national guidelines for minimal standards of training, vessels and equipment;
- To provide translation services as required;
- To provide a venue for National Awards;
- To provide representation at various events as approved by the Council;
- To manage the website;
- If requested by the Council, develop and file requests for NIF projects to the NSS or other projects from any other organizations.

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.

### **2.2.2 CCG Headquarters Staff**

#### **Director General, National Strategies**

The Director General National Strategies, CCG is responsible for providing national leadership and direction for the Canadian Coast Guard's Search and Rescue Program. This directorate acts as the liaison with the CCGA for non-financial matters.

#### **Director General, Operations**

The Director General, Operations, CCG is responsible for the signing and financial management of the CCGA Contribution Agreements.

The Director General reports to the Deputy Commissioner, Operations.

#### **Director, Preparedness and Response**

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

The Director, Preparedness and Response, reports directly to the Director General, National Strategies.

#### **Manager, Preparedness and Response Policies**

The Manager, Preparedness and Response Policies acts as the departmental liaison, for all non-financial matters, with the CCGA.



The Manager, Preparedness and Response Policies, reports directly to the Director, Preparedness and Response.

#### Director, Operational Business

The Director, Operational Business, CCG is responsible for the financial management of the CCGA Contribution Agreements.

The Director, Operational Business, reports directly to the Director General, Operations.

#### Manager, Operational Service Delivery

The Manager, Operational Service Delivery, CCG is responsible for the management of the Contribution Agreement funding of the CCGA and manages the Business Plans and any associated Business cases produced by the CCGA regions.

The Manager, Operational Service Delivery, reports directly to the Director of Operational Business

### **2.2.3 CCG Regional Staff**

#### Assistant Commissioners, Canadian Coast Guard

Assistant Commissioners, Canadian Coast Guard are 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 Commissioners 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, CCG Programs

Regional Director, CCG Programs 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, CCG Programs.

The Regional Director, CCG Programs reports directly to the Assistant Commissioner, Canadian Coast Guard.



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### 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 monitoring the activities of the Canadian Coast Guard Auxiliary for the assigned geographical area of responsibility.

The Regional Superintendents, Maritime Search and Rescue, report directly to the Regional Director, CCG Programs.

### 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).

The RSMS will supervise all Coast Guard Maritime Coordinators and will report operationally to the Office in Charge (OIC) of the JRCC and administratively to Senior Coast Guard management.

### Regional Auxiliary Coordinator

Regional Auxiliary Coordinators are 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 such as a CCG SAR Program Officer.

Regional Auxiliary Coordinators report directly to their 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/coxwain in charge of any Auxiliary vessel of their responsibilities for the safe navigation/operation of the vessel with regard to due diligence and prudent seamanship in compliance with all applicable laws and regulations and for the safety of all those on board and in distress.

### **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;
- RCMP (Arctic Operations) or
- The Maritime Rescue SubCentre (Quebec).

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 JRCCs/MRSC) 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,

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- (d) use any lands if it is necessary to do so for the purpose of saving the life of a shipwrecked person.

Drawing on this authority JRCCs/MRSC 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/MRSC may give such instructions as they deem necessary in relation to coordinating 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 disregard of an authorized tasking authority request could be construed as interfering with SAR operations. Once an Auxiliary vessel has been requested to discontinue or stand-down by an authorized tasking authority, any further CCGA involvement shall no longer be deemed to be an Authorized Activity. However, once released from the tasking, Auxiliarists who comply will continue to receive all benefits until they have returned to their prior activities or returned to port.

Upon arrival to port, the CCGA member shall call the JRCC/MRSCQ as soon as possible to debrief and pass on relevant information of the case.

### **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 the authorized tasking authority are impossible or impractical, may proceed directly to the distressed vessel's assistance. Cases where such response action must be undertaken without obtaining prior authorization should be rare. It is essential that the authorized tasking authority be notified as soon as possible in these cases and an incident number obtained.

### **3.5 CONTACTING JRCC / MRSC Q**

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

### **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/coxwain 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.

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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**

#### **On-scene 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 On-scene Coordinator is the commanding officer of a vessel or aircraft designated by JRCC/MRSC to coordinate SAR operations within a specified area. On-scene Coordinator authority may be delegated to primary Coast Guard SAR vessels, DND aircraft, secondary Coast Guard vessels, CCGA Vessels or other government vessels that have suitable equipment and trained personnel for the expeditious conduct of SAR operations.

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 maritime and air resources;
- 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 on-scene dictates, keeping the JRCC/MRSC advised (done in consultation with the JRCC/MRSC when practicable);
- Coordinate on-scene communications;
- Monitor the performance of other participating facilities;
- Ensure operations are conducted safely, paying particular attention to maintaining safe separations among all facilities, maritime 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. on-scene arrival and departure times of SAR resources, 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 resources no longer required;



- Report the number and names of survivors to the JRCC/MRSC ;
- Provide the JRCC/MRSC with the names and designations of SRUs with survivors onboard;
- Report which survivors are in each SRU;
- 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) or electronic report and send to the designated officer for processing. This report is the basis of claims for reimbursement and insurance coverage and will provide important records for statistical analysis and other Coast Guard purposes.

### **3.11 DISEMBARKATION OF NON-CCGA MEMBERS**

When tasked for an authorized activity the Auxiliarist in charge should ask non-CCGA members 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 must also be notified at the commencement of the tasking if person(s) onboard are not members of the CCGA. An exception is granted to CCGA-NL where most crewmembers are not members of the CCGA.



### 3.12 MONITORING OF CALLING AND DISTRESS FREQUENCIES

Auxiliary vessels must maintain a radio listening watch VHF 16 the calling and distress frequency 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 CCGA official of any changes to their vessel's state of readiness and updated contacts such as cell/satellite numbers to ensure that JRCC/MRSC Q 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 flotation 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.

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### **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 65.7-2007 Lifejackets, Inherently Buoyant Type Canadian General Standards Board

Fleet Safety Manual 7.C.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. For more information, refer to the Contribution Agreement.

## **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.



### **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.

### **3.16.2 Use of the Blue Flashing Light by Auxiliary Vessels**

#### **Guidelines on Use of Blue Flashing Light by CCGA Vessels**

- Strict adherence to the proper use of the blue flashing light is essential. CCGA vessels are only permitted to exhibit the blue flashing light during authorized response to SAR incidents when tasked by the Joint Rescue Co-ordination Centre/Maritime Rescue Sub-Centre.
- 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.
- The blue flashing light is NOT to be exhibited during transit to and from an incident.
- The blue flashing light is NOT a towing light.
- CCGA Vessels 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 boundary waters is particularly important.
- Canadian Coast Guard Auxiliary vessels are not required to outfit their vessels with a blue flashing light. Installation of the light by CCGA vessels is strictly

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voluntary and contribution funds are not to be used to purchase these for members' vessels.

### **3.17 ASSISTANCE TO DISABLED VESSELS – SRU PROCEDURES**

When providing assistance to disabled vessels, CCGA units will comply with the CCG *Policy and Operational Procedures on Assistance to Disabled Vessels*.

<http://www.dfo-mpo.gc.ca/Library/342657.pdf>

### **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 DURING AUTHORIZED ACTIVITIES**

The Auxiliary shall immediately advise the Minister in writing of any serious 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 and the CCGA consider 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**

The Regional CCGA authorizes SAR patrols according to the definition agreed to by the CCG and the CCGA and the budget is part of the annual business plan.



### **3.20.3 Application**

Regional Directors, CCG Programs or delegated officers 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 to the CCGA headquarters 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.

### **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 up to the current rate set by the Coast Guard authorities for this activity in consultation with CCGA officials. For more information, refer to Schedule B (1.8) of the Contribution Agreement.

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





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### **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.

#### **3.21.4 Absolute Prohibition on CCGA transporting CCG technicians**

As of June 2009, auxiliary members are no longer allowed to transport Canadian Coast Guard technicians, as identified in a SAR Bulletin dated June 1<sup>st</sup>, 2009.

### **3.22 AUTHORIZED ACTIVITIES LIST**

The list of authorized activities is included in Schedule A of the Contribution Agreement.



## **CHAPTER 4 - SEARCH AND RESCUE AWARENESS**

### **4.0 GOAL**

The goal of the Canadian Coast Guard Auxiliary's SAR Awareness activities 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 Awareness 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 Awareness 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 Awareness activities.

### **4.3 AUTHORIZED SAR AWARENESS ACTIVITIES**

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



## **CHAPTER 5 - TRAINING**

### **5.0 BASIC KNOWLEDGE, SKILLS AND ABILITIES OF CCGA MEMBERS**

CCGA members designated as the master/coxswain or crewmember of a CCGA vessel 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 CCG and CCGA, 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 requirements of the minimum training/qualification as promulgated by the CCGA National Competency Standards shall at all times remain in effect.

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 in conjunction with the CCG is to 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, as approved by the regional SAR Superintendent.

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

- CCG Rescue Specialist Competency profile and Training Standard
- CCG Small Craft Operator and RHIOT Training Standard
- CCG Mobile Facilities and On-Scene Coordinator Training Standard

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- 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 Competency Standards.

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**

Training activities must be identified in the CCGA regional business plans to obtain a blanket authorization by the Canadian Coast Guard. They must comply with all issued training, operational, safety or regulatory standards in order to be considered an Authorized Activity.

### **5.4 NATIONAL COMPETENCY STANDARDS**

The importance of the CCGA to SAR operations and SAR awareness has generated the need for a common approach and universally agreed professional training standard for the various roles of a 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 Competency 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/or CCGA management.

The objectives of the National Competency 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;

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- 
- 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 Competency Standards will not be revised except as mutually agreed to by the Canadian Coast Guard and the Canadian Coast Guard Auxiliary.

The CCGA Regional Boards of Directors shall ensure that Auxiliary members meet the National Training Standards.

## **5.5 AUTHORIZED TRAINING ACTIVITIES**

- Participation in training activities including SAR awareness training;
- 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 or local government agencies; (any joint training with USCG, DND or foreign authorities shall be requested through the CCG SAR Superintendent or designate for approval)
- 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. 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 and the Canadian Coast Guard maintain a Contribution Agreement with five of the six CCGA Corporations (the five regions) that specifies the conditions under which the Auxiliary and CCGA members are reimbursed for out-of-pocket expenses, insurance coverage, training and administrative costs.

The bylaws of each CCGA Corporation specify the role of the President and Officers of the CCGA and must adhere to the provisions of the Canada's Not for Profit Corporations Act.

Each regional representative 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.

Activities of the National Corporation are funded through a funding MOU signed between the National and the Regional CCGA corporations.

### **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 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 when required for employment;
- 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 standards which satisfy Coast Guard and CCGA. It is recognized that members in the Arctic may not have access to the same type of training, opportunities and equipment offered in Southern Canada.

### **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 for just cause as per the bylaws of the CCGA.

### **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.



## **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 in accordance with the bylaws of 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 Inspection certificates when required;
- The vessel must meet all regional CCGA requirements including those as agreed with the Canadian Coast Guard;
- The declared value of the vessel must be less than the maximum insurance carried by the CCGA;
- 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, CCG Programs 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 18 hp. Variations may be allowed by the CCGA Board of Directors with the agreement of the Regional Director, CCG Programs 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 Regional 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 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

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Response Vessels is to provide a SAR response in areas of demonstrated high marine activity.

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.

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.

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.

## **6.10 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.

## **6.11 REIMBURSEMENT AND FINANCE**

The Canadian Coast Guard shall ensure regional auxiliaries are reimbursed for authorized SAR activities through the Contribution Agreements.



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

## **6.12 BUDGET**

### **6.12.1 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, CCG Programs; and Regional Superintendents, Maritime Search and Rescue or their designates. The funds are administered nationally by the Commissioner, Canadian Coast Guard; Director General, Operations; Director, Operational Business.

The CCGA represents a valuable resource that provides cost effective service to mariners. However, CCGA expenditures come under the same Federal Government and treasury Board controls and accountability 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.

### **6.12.2 CCGA Expenses**

All CCGA expenses, funded under the Contribution Agreement, shall be included within the budget, identified in the Annual Business Plan and must be considered eligible costs as per Schedule B of the agreement.

### **6.12.3 Annual Business Plan Preparation**

On or before February 15 of each year, the Auxiliary shall provide to the Minister, for approval by the Minister, an Annual Business Plan for the upcoming Fiscal Year, which has been approved by the Auxiliary's board of directors and by the Regional Assistant Commissioner. The Annual Business Plan shall include:

- a) an update of the current Fiscal Year's Eligible Costs incurred and paid up to December 31;
- b) a description of the proposed Authorized Activities to be pursued during the upcoming Fiscal Year, and
- c) the projected annual forecast of Eligible Costs for the upcoming Fiscal Year, broken down into the categories set out in Schedule B (Eligible Costs).



#### **6.12.4 Business Plan Approval Process**

Each Auxiliary corporation shall provide a copy of their Business Plan and proposed Business Cases to CCG Operational Business for review. Following this review process, Operational Business will submit the five business plans to the Director General, Operations for final approval.

The budget allocation ceilings for each CCGA corporation shall be provided annually by the Director General, Operations, CCG based on the amount of Contribution funds available for the fiscal year.

It should be noted the Contribution Agreement budget allocations to DFO/CCG from 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 take the 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 corresponding CCG region. 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 high-level formal budget should then be drawn up showing expenditures on a quarterly basis by budget category and signed off by the regional CCGA President. These budgets, together with the addendum of priority proposals and previous year's expenditures should be forwarded to the Director General, Operations 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.

1. In the event of any dispute with respect to the funding allocations, the mechanism for dispute resolution shall rest with the CCGA National President and the CCG Director – Operational Business. In the event that funding pressures may potentially affect CCGA program delivery in a Region, the Regional Director – CCG Programs 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, if Grants and Contribution funding is available in the Department, to fund these CCGA goals and objectives and CCGA goals and objectives shall be categorized as **CRITICAL, ESSENTIAL** or **DEFERRABLE**.

#### **6.12.5 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

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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.

#### **6.12.6 Operational Over Expenditure**

Due to the demand driven nature of SAR response, the possibility exists for the annual budget to be exceeded. If a specific category, such as SAR Operations has been exceeded, CCGA members will be reimbursed for expenses incurred when tasked by JRCC/MRSC to SAR incidents however from another budget category. Every effort should be made to operate within the predetermined annual budget, as there is no additional funding remaining in the annual contributions.

#### **6.12.7 Budget Flexibility**

Regional Directors, CCG Programs 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.

#### **6.12.8 Advance Payments**

The Minister may, if satisfied that it is essential to the successful completion of the Authorized Activities, pay all or part of the Contribution, by issuing periodic advance payments as follows”

##### **a) 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.

##### **b) Subsequent Advances**

The Minister may advance additional funds on a quarterly basis on the request of the Auxiliary and based on projected cash flow requirements for the relevant quarter.

##### **c) 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. If requested, the auxiliaries must also be able to clearly identify the date, provide a brief explanation of the expense, the amount and a total of the summary of expenses.

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**CANADIAN COAST GUARD AUXILIARY NATIONAL GUIDELINES  
FOR ACTIVITIES COVERED BY THE CONTRIBUTION AGREEMENT**



In any Fiscal Year, no more than two (2) quarterly advances 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, Coast Guard Programs or delegated official such as the Regional Superintendent, Maritime Search and Rescue;
- approval by the Director General, Operations or delegated official;
- 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 by May 15<sup>th</sup>. Operational Business must be informed of any funds being returned to the Receiver General.

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

**d) 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.

**6.12.9 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.

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### **6.12.10 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; Auxiliaries must inform Operational Business of excess funds and ensure these funds are tracked separately from new fiscal year funds. This documentation will be filed with other documentation from the same fiscal year;
- Auxiliaries must inform Operational Business of excess funds and ensure these funds are tracked separately from new fiscal year funds. This documentation will be filed with other documentation from the same fiscal year;
- 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.

### **6.12.11 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.

### **6.12.12 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.

### **6.12.13 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, CCG Programs. CCGA National requests for special funding and/or increases in annual

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allotments should be initially discussed with the Superintendent, SAR. This request would then be brought to the attention of Director, Operational Business.

Once endorsed by the Regional Director, CCG Programs and/or the Director of Operational Business, the request will be referred to the Director General, Operations 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.

#### **6.12.14 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) Directive on the Management of Expenditures on Travel, Hospitality and Conferences*. 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.

#### **6.12.15 Ineligible Expenditures**

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

The following expenditures are not eligible for reimbursement under this 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)

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- Purchase of SAR equipment
- Purchase of Auxiliary uniforms
- Expenditures related to any activities in waterways where the CCG does not provide SAR services; and,
- Expenditures related to any prohibited activities.

#### **6.12.16 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.

#### **6.12.17 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.

#### **6.12.18 Costs for National Meetings**

CCGA costs for national meetings, authorized by the Manager, Operational Service Delivery, 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 representatives. The costs associated with the travel expenses of members of the executive are the responsibility of CCGA National unless these representatives act, at the same time, as a regional representative.

### **6.13 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, Operations on a periodic basis;
- For authorized travel, CCGA members are eligible for reimbursement up to the maximum specified in National Joint Council (NJC) guidelines;
- Other authorized expenses may be reimbursed at the discretion of the Regional Director, CCG Programs or delegated official such as the Regional

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Superintendent, Maritime Search and Rescue as per the Contribution Agreement.

## **6.14 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, Operations on a periodic basis;
- Payment is for one vessel only unless more than one vessel of the same owner is specifically tasked or authorized 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.

## **6.15 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, Bylaws of the Auxiliary and other applicable guidelines and regulations. When a

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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 a recognized tasking authority and returning a completed SAR Mission Report to CCG.

## **6.16 AUDITS AND REVIEWS**

The Director General, Operations 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. CCG will be responsible for the costs of its own auditors.

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

### **6.16.1 Audit Costs**

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

### **6.16.2 Annual Audited Financial Statements**

On or before September 30<sup>th</sup> 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. These 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 Contribution Agreement funds. The agreement requires that expenses incurred 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.



## **6.17 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 all items required by the Contribution Agreement.

### **6.17.1 Annual Report on Activities for CCGA National Insurance Program**

On or before March 31<sup>st</sup> of 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.

## **6.18 INSURANCE COVERAGE**

Under the terms and conditions of the Contribution Agreement the CCG 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 regional CCGA authority and the insurers. Except for emergency measures to stay afloat or prevent further damage, 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.

### **6.18.1 Deductibles**

When the estimated amount of a claim falls below the specified insurance deductible, the CCGA will reimburse the claimant for these expenses upon the satisfactory review of the estimates and subsequent invoices.

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:

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- 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 their 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.

### **6.19 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.

### **6.20 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.

### **6.21 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 normal circumstances an Auxiliarist is not permitted to operate a CCGA vessel alone during an Authorized Activity. In exceptional circumstances, JRCC/MRSC will make the decision to task or not.

#### **6.21.1 Crewing on Canadian Coast Guard Vessels**

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



- CCG vessels are manned by CCG personnel to meet the ship crewing profile. CCGA members may augment the crewing profile to enhance the effectiveness of the SAR operations or for training purposes.
- In order to fulfill the assigned Supernumerary duties, CCGA members must meet any training requirements as specified by the Regional Director, CCG Programs or a 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 CCG vessels must be pre-authorized by the Regional Director, CCG Programs or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator;
- CCGA members must have a valid Transport Canada Seafarers Medical to be onboard a CCG vessel in a Supernumerary capacity.

## **6.22 USE OF COAST GUARD AUXILIARY IDENTIFICATION**

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

All CCGA vessels, whether owner-operator or DRV, shall endeavour to identify that they are a member of the CCGA, utilizing the National CCGA emblem or the Team SAR logo, in a conspicuous location, either on the hull or by flying the CCGA pennant.

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, the Canadian Coast Guard or the Government of Canada.

## **6.23 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.

## **6.24 MEDIA RELATIONS**

When dealing with the media, CCGA members must comply with DND Media Relations and Public Announcements. (<http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-2000/2008-2.page>).

## **6.25 DISPUTE RESOLUTION**

Disputes between the CCGA and the CCG on any matter concerning CCGA activities conducted under the terms and conditions of DFO/CCG-CCGA agreements which cannot be resolved by the Regional President of the CCGA Corporation and the

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Regional Director, CCG Programs or a delegated official such as the Regional Superintendent, Maritime Search and Rescue, CCG shall be referred to the respective regional Assistant Commissioner, Canadian Coast Guard.

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, Operations shall be referred to the Commissioner of the Canadian Coast Guard.

If the Parties fail to reach an agreement within a period of thirty days or such greater period as may be mutually agreed upon after such dispute arises, then the Parties may agree to refer the dispute to mediation or arbitration under the *Commercial Arbitration Act*, R.S.C. 1985. C.17 (2<sup>ND</sup> Supp.) or such arbitration rules as may be agreed upon by the Auxiliary and the CCG.

## **6.26 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 System awareness 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, CCG Programs or delegated official such as the Regional Superintendent, Maritime Search and Rescue or the Regional Auxiliary Coordinator and the CCGA President.

## **6.27 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 System Awareness 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.
- The number of active members; and,
- The number of active vessels.



## **6.28 TRAVEL**

Travel costs and expenses for Authorized Activities will be reimbursed in accordance with the National Joint Council Directives. A travel claim, in the form provided by the CCGA, and supported by satisfactory invoices and receipts, must be submitted by the Auxiliary as directed by their CCGA Corporation. The claims are vetted and approved by CCGA officials. Reimbursement is made by CCGA from funds previously advanced.

### **6.28.1 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 before reimbursement will be made.

Proposals for International travel for regional CCGA members and employees shall be forwarded to the Regional Director, CCG Programs for review. Proposals for international travel for national CCGA members and employees shall be forwarded to the Director, Operational Business for review.

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

Participation in pre-approved 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 approval process for this type of authorized activities.

## **6.29 MEETINGS WITH CANADIAN COAST GUARD PERSONNEL**

### **6.29.1 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.

### **6.29.2 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.

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### **6.29.3 Annual General Meetings**

The Commissioner, Deputy Commissioners, Assistant Commissioners and the Director General, Operations and/or National Strategies, always appreciate an invitation to the regional CCGA Annual General Meetings and accept when circumstances permit. Normally however, the Regional Directors, CCG Programs shall lead the regional attendance. CCG Headquarters staff will attend Annual General Meetings as appropriate.

The National Annual General Meeting, typically occurring in the spring, is attended by the CCGA National Council members and various representatives from the Canadian Coast Guard regions or National Headquarters.

### **6.30 LINES OF COMMUNICATION BETWEEN THE CANADIAN COAST GUARD AUXILIARY AND THE CANADIAN COAST GUARD**

With regards to overall policy matters the Manager, Preparedness and Response Policy shall be the CCG Headquarters point of contact. For financial matters the Manager, Operational Service Delivery shall be the CCG Headquarters point of contact. The Regional Superintendents, Maritime Search and Rescue shall be the regional points of contact.

### **6.31 CCGA NATIONAL RESPONSIBILITIES**

#### **ROLE OF THE NATIONAL COUNCIL**

1. To provide statistical data required for negotiation of insurance benefits and premium;
2. To share best practices among the Regions;
3. To be accountable and transparent for monies granted for its operations;
4. To be directly accountable to the Regions in all its operations and fiscal responsibilities;
5. To provide national guidelines for minimal standards of training, vessels and equipment;
6. To provide translation services as required;
7. To provide a venue for National Awards;
8. To provide representation at various events as approved by the Council;
9. To manage the web site;
10. If requested by the Council, develop and file requests for NIF projects of NSS or other projects from any other organizations.

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## **ROLE OF THE NATIONAL CHAIR**

1. To support the role of the National Council;
2. To organize and chair Council meetings;
3. To ensure the agendas for National Council meetings are distributed to the Regions, and all regions are invited to add to or adjust the draft agenda in a timely manner;
4. To maintain a National perspective, and to divest him/herself from personal interest in his/her own Region;
5. To function only in the best interests of the CCGA and the 5 Regions;
6. To represent the Regions as required at various events with the approval of the Council.
7. The National Chair will hold no CCGA Board position within his/her own Region and will perform his/her duties with the highest ethical standards.

### **6.32 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.
- 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.

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- 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 Awareness and SAR activities on inland waters as per regionally 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.

### **6.33 OFFICIAL LANGUAGES**

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