

**British Columbia  
Association of Emergency Managers**



**STRATEGIC PLAN  
2017 - 2022**

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# Section 1: Background

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The British Columbia Association of Emergency Managers (BCAEM) is an association of dedicated professionals whose main purpose is to promote emergency management and represent the interests, aims and perspectives of those who are involved in the mitigation/prevention, preparedness, response and recovery of emergencies and disasters.

## 1.1 BCAEM History

In the past, most emergency managers worked primarily in isolation within their communities and had little or no representation or affiliation with each other. In 2005, a group of emergency coordinators met at a Regional District planning workshop in Kamloops and decided the time was right to pursue the idea of bringing all regional district emergency managers together as an association under the name of BC Emergency Managers Association (BCEMA). Soon after that, the membership was opened to include all persons involved in emergency management. Meanwhile, the Canadian Emergency Preparedness Association of BC (CEPA) was devolving as a registered society and decided to transfer their remaining assets and society status to the newly formed BC Association of Emergency Managers (BCAEM).

To facilitate communications between members and the association, a website was created that can be found at [www.bcaem.ca](http://www.bcaem.ca). This website was revamped in 2016 and members are encouraged to contribute materials and to use the discussion forum for sharing of information, questions and issues related to emergency management.

To facilitate attendance for the Annual General Meeting (AGM) of the BCAEM Society, we have frequently and gratefully accepted the accommodation of the Emergency Preparedness/Business Continuity Conference for providing a venue for the AGM at the conference.

## 1.2 Membership

Membership is open to all current practitioners and those with an interest in Emergency Management, including:

- Emergency Program Coordinators – regional district, municipal, first nations, provincial, federal, private sector and non-government organizations (NGO)
- Emergency Program volunteers
- Frontline Responders
- Business Continuity and Risk Management Specialists
- Occupational Health and Safety Professionals
- Students in Emergency Management

## 1.3 Vision and Mission

### *BCAEM Vision*

“Supporting Emergency Management Professionals in B.C.”

### *BCAEM Mission*

BCAEM seeks to support its diverse membership in their efforts to enhance emergency management initiatives in British Columbia. The Association will accomplish this by providing and maintaining programs that support emergency managers to build comprehensive, integrated and effective emergency management programs.

## 1.4 Purpose

- a. advocate for common local, regional, provincial or national emergency management issues;
- b. promote the development of ethics, values and professional standards in the emergency management field;
- c. encourage cooperation and knowledge sharing between all parties and stakeholders involved in emergency management activities in BC;
- d. provide a wide range of emergency management resources and tools to its members;
- e. work with the academic community in research to advance the emergency management field;
- f. liaise with other provincial, national and international emergency management organizations on issues of mutual interest and/or concern;
- g. foster cooperative working relationships with governments, the business community, public agencies, volunteer associations, and other non-government organizations to enhance the emergency management profession; and,
- h. remain as a strictly not for profit organization that is able to accept donations and gifting for the betterment of the membership.

## **Section 2: Goals, Objectives and Strategies**

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**Goal 1: Advocate for common local, regional, provincial or national emergency management issues.**

Objective 1: Represent the profession on local, provincial and federal emergency management related issues and concerns.

Strategy 1: Provide representation on provincial initiatives.

Strategy 2: Provide open discussion opportunities with members to identify emergency management related issues and concerns.

Strategy 3: Share the Association's position regarding pressing emergency management issues, as required.

Strategy 4: Meet with decision makers to evoke improvements to policies and/or legislation.

**Goal 2: Promote the development of ethics, values and professional standards in the emergency management field.**

Objective 1: Identify and support coaching and mentoring opportunities for members.

Strategy 1: Develop a coaching/mentoring program process and policy.

Strategy 2: Create online/live meeting forums with experienced EPCs providing short presentations on specific topics (i.e. training, exercising, plan development, etc.) followed by open discussion with participants.

Objective 2: Support emergency deployment of members.

Strategy 1: Develop best practices and tools to support emergency deployment of members.

Strategy 2: Provide EMBC with current information to assist in the deployment process.

**Goal 3: Encourage cooperation and knowledge sharing between all parties and stakeholders involved in emergency management activities in BC.**

Objective 1: Promote BCAEM services to new and potential members.

Strategy 1: Determine and implement achievable methods of reaching out to emergency management professionals in BC to encourage participation as active members in the Association.

Strategy 2: Seek opportunities to promote the Association with other organizations.

Strategy 3: Develop presentations to promote BCAEM for use at conferences and events.

Strategy 4: Develop and distribute “welcome” packages for new members, including information about the services and initiatives of BCAEM.

**Goal 4: Provide a wide range of emergency management resources and tools to its members.**

Objective 1: Maintain a website for information sharing.

Strategy 1: Include relevant and up-to-date information on the website (i.e. BCAEM news, job opportunities, membership application process, and upcoming events).

Strategy 2: Maintain a tool kit of resources for members and encourage members to share best practices, lessons learned, plans, templates and exercises.

Strategy 3: Post new information on the website regularly and email information link to membership for “push notification”.

Objective 2: Maintain electronic discussion forum.

Strategy 1: Maintain members only discussion list and encourage members to contribute their ideas and questions to promote discussion and information sharing.

Strategy 2: Consider the use of social media tools (i.e. Facebook, Twitter and LinkedIn, etc.) when feasible.

Objective 3: Provide training, exercises and public education resources to the membership.

Strategy 1: Identify, research, develop and share exercise and training materials on the website.

Strategy 2: Liaise with training providers for input into curriculum development.

Objective 4: Maintain communication between board members and the general membership.

Strategy 1: Encourage directors to initiate contact with members.

Strategy 2: Post Board Meeting Highlights, Strategic Plan updates and other Board initiatives to the website.

Strategy 3: Hold Annual General Meetings.

Strategy 4: Consider attending or hosting regional emergency management forums.



**Goal 5: Work with the academic community in research to advance the emergency management field.**

Objective 1: Support academic organizations that conduct research in the emergency management field.

Strategy 1: Liaise with academic organization and encourage member participation in research projects.

Strategy 2: Encourage the sharing of research results with the membership.

Strategy 3: Work with academic organizations to identify ways to implement lessons learned and best practices.

**Goal 6: Liaise with other provincial, national and international emergency management organizations on issues of mutual interest and/or concern.**

Objective 1: Identify and share membership perspectives on local, provincial and federal emergency management related interests, issues and concerns.

Strategy 1: Liaise with the Union of BC Municipalities (UBCM) and Emergency Management BC (EMBC) on matters of common interest to emergency managers in BC.

Strategy 2: Participate in forums that promote emergency management.

Objective 2: Investigate affiliations with provincial, national and international associations.

Strategy 1: Continue information sharing and discussions with the International Association of Emergency Managers – Canada (IAEM-Canada).

Strategy 2: Identify potential affiliations with First Nations associations to promote and support emergency management initiatives.

Strategy 3: Identify potential affiliations with other emergency management related organizations (i.e. Business Continuity, Disaster Recovery, and Occupational Health & Safety) to share and support emergency management initiatives.

**Goal 7: Foster cooperative working relationships with governments, the business community, public agencies, volunteer associations, and other non-government organizations to enhance the emergency management profession.**

Objective 1: Liaise with provincial and federal emergency management organizations to promote emergency management capabilities in rural and first nation communities.

Strategy 1: Foster relationships between local governments and First Nations communities for emergency management.

Strategy 2: Foster relationships between regional and municipal governments for emergency management.

Strategy 3: Foster relationships between local, provincial and federal governments and agencies.

Strategy 4: Foster relationships between local governments and the private sector.

Strategy 5: Encourage joint training and exercise initiatives.

**Goal 8: Remain as a strictly not for profit organization that is able to accept donations and gifting for the betterment of the membership.**

Objective 1: Meet *BC Societies Act* requirements.

Strategy 1: Maintain administrative and financial records.

Strategy 2: Develop administrative policies, as required.

Objective 2: Review operational needs of the Association as required.

Strategy 1: Review the Strategic Plan annually and prioritize objectives and strategies for the coming year.

Strategy 2: Develop portfolios for directors to ensure that strategic objectives and/or projects are completed.

Objective 3: Ensure accountability of directors to the Association and its membership.

Strategy 1: Create position descriptions for board positions.

Strategy 2: Establish and maintain confidentiality agreements with all directors.

Objective 4: Investigate potential revenue sources.

Strategy 1: Review membership fees and structure.

Strategy 2: Research potential grants and project funding.