



2022 Annual Report

The Path Forward



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ACKNOWLEDGEMENTS

It is recognized and acknowledged that the lands which make up our nation are the ancestral homelands of the aboriginal peoples: First Nations, Inuit and Metis. For the British Columbia Association of Emergency Managers, we live, work, learn and play in the Province of British Columbia. We express our gratitude and appreciation to the aboriginal peoples in our province for being the caretakers of these lands for time immemorial.

ABOUT

The BCAEM is a professional association for Emergency Managers working in diverse sectors, including: First Nations, Government, Private, Non-Profit, Volunteer and Post-secondary institutions. The association supports this diverse membership in their efforts to holistically enhance emergency management initiatives in British Columbia. The Association accomplishes this by providing and maintaining resources that support emergency management professionals to build comprehensive, integrated and effective emergency management programs.



BOARD OF DIRECTORS

Deborah Jones-Middleton, Director and Chair

Paul Edmonds, Director and Vice-Chair

Mike Andrews, Director

Terry Balan, Director

Tarina Colledge, Director

Phil Folkersen, Director

Harpreet Jaswal, Director

Charmaine Pflugrath, Director

Kevin Skrepnek, Director

Sybille Sanderson, Executive Director

We welcome further engagement regarding the content of this report and can be contacted through any of the following means:



outreach@bcaem.ca



[linkedin.com/company/bcaem/](https://www.linkedin.com/company/bcaem/)



bcaem.ca



MESSAGE FROM THE CHAIR

A warm welcome to all new and current BCAEM members and a special thank you to all the Emergency Management professionals and amazing volunteers across the province. Thank you for all that you do to keep our communities and residents safe!

This year was both challenging and full of many opportunities for our Association. The year started off with many communities busy recovering from the wildfires, and the atmospheric river that caused flooding, and landslides in 2021. It was inspiring to see how we came together as a profession to support one another and those impacted. As we adjusted to living in a COVID-existing world, BCAEM took the opportunity to closely review priorities while building on the successes from previous year. Milestones and successes from this year included:

- Partnership with Dr. Jennifer Spinney, York University, supporting research to determine the impacts of stress on Emergency Managers and the tools available to support us;
- Contributing to the Core Competencies Working Group (CCWG), a partnership initiative of CRHNet and IAEM-Canada, ensuring BCAEM has a voice to inform guideline development;
- Exploring Partnerships with Post Secondary Institutions to support future EM professionals;
- Actively supporting EPICC and the Pacific Northwest Emergency Preparedness Society in planning the EPBC conference;
- Streamlining the BCAEM branding for Association communications and business;
- Hosting inter-disciplinary webinars as part of our Community Recovery series to promote knowledge and professional development;
- Increasing engagement with members and future members by building-up our presence on Social Media including launching a BCAEM LinkedIn page – with 300+ followers and growing;
- Developing a Role and Compensation Guide to support the recruitment of EM professionals;
- Participating in a Canadian Red Cross Advisory Working group;
- Sponsorship of grassroots conferences like NESST, the Northern Emergency Support Services Training Conference, and VIEPC, the Vancouver Island Emergency Preparedness Conference;
- Developing a Member Initiative process to allow members with ideas to bring them forward;
- Initiating a review of Board governance policies and procedures.

A big thank you to all the Directors and Members who supported or lead the projects above.

I would also like to take this opportunity to thank our Executive Director, Sybille Sanderson, who will be stepping away from our leadership team. Sybille has been serving the BCAEM and the Board in various capacities since 2011, sharing her knowledge, experience, and passion for emergency management to guide the Association in achieving success. She is the main administrative support for the Association and does everything from managing memberships, updating the website, bookkeeping and financial reporting, minute-taking and secretarial work, as well as many other tasks - too many to list here. On behalf of the current Board and membership, I sincerely thank Sybille for all that she has contributed to the Association and to the emergency management field. I am grateful to Directors Pflugrath, Colledge and Jaswal for their willingness to take on the Executive Director duties and work with Sybille as we transition. All the very best to you, Sybille.

I look forward to seeing many of you at this years EPBC conference in November. Please do not hesitate to come by and say hello. Until then, stay safe and stay healthy.

Sincerely,

A handwritten signature in black ink, appearing to read 'DJM', written in a cursive style.

Deborah Jones-Middleton
Chair

2022 ANNUAL GENERAL MEETING AGENDA

Date: October 18, 2022

Time: 12:00 – 13:00 hrs

Venue: Zoom

1. Call to Order and Confirmation of Quorum
2. Welcome by the Chair and Introduction of the 2022 Board of Directors
3. Approval of the 2022 Meeting Agenda
4. Approval of the 2021 Annual General Meeting Minutes
5. 2021 Financial Statements
6. Message from the Chair
7. Association Milestones and Highlights
8. New Association Initiatives and Member Q & A
 - a. Research Project - Demonstrating/Validating the Physical Stress on Emergency Management Professionals
 - b. Governance Review – Constitution, Bylaws and Policies
 - c. Flock Discussion Forum
 - d. EPBC Conference Participation
9. Election (via Zoom Poll)
10. Looking Forward – Next Steps
11. Adjournment

2021 ANNUAL GENERAL MEETING MINUTES

Via Zoom

November 17, 2021 @ 1200 hours

IN ATTENDANCE:

Unfortunately, due to the atmospheric river that caused flooding, and landslides in 2021 in BC attendance for the 2021 Annual General Meeting was very low.

Board Members:	Jon Wilson, Chair (12:23) Terry Balan, Director Charmaine Pflugrath, Director	Paul Edmonds, Vice-Chair Deborah Jones-Middleton, Director
Executive Director:	Sybille Sanderson	
Regrets:	Mike Andrews, Director Harpreet Jaswal, Director Tanya Spooner, Director	Tarina Colledge, Director Kevin Skrepnek, Director
Members Present:	Andy Ackerman Ryan Benson Anita DeDreu Phil Folkersen Luana Kaleikini Gary Lok Jen McEachen John Oakley Christopher Walker	Jeff Ballingall Bob Black Natalie D'Hollander Paul Gadbois (12:47) Chris Marsh Anne Martin Norm McLeod Alsid Prime Cameron Weir

1. CALL TO ORDER AND CONFIRMATION OF QUORUM

Chair Edmonds confirmed quorum present, meeting called to order at 1208 hours with 24 voting members in attendance.

2. WELCOME BY THE CHAIR/ INTRODUCTION OF BOARD MEMBERS

Chair Edmonds welcomed new and returning BCAEM members and introduced Board members and acknowledged the challenging times we are in and thanked all those working so hard for the communities impacted by the recent flooding event.

3. ADOPTION OF THE AGENDA:

MOTION: That the Agenda for the November 17, 2021 Annual General Meeting be adopted.

M/S/CARRIED UNANIMOUSLY

4. APPROVAL OF 2020 ANNUAL GENERAL MEETING MINUTES:

MOTION: That the November 6th minutes of the 2020 BCAEM Annual General Meeting be approved as presented.

M/S/CARRIED UNANIMOUSLY

5. FINANCIAL STATEMENTS:

Executive Director Sanderson gave the highlights of the report and shared the financial pages within the 2021 BCAEM Annual Report.

MOTION: That the 2020 Financial Report be approved.

M/S/CARRIED UNANIMOUSLY

6. CHAIR'S REPORT: AN OVERVIEW OF 2021

Chair Edmonds summarized the Chair's Report as provided in the 2021 BCAEM Annual Report providing a brief overview of our past year and encouraged members to read the report which was distributed by email and available on the BCAEM website.

MOTION: That the Chair's Report for the November 17, 2021 Annual General Meeting be adopted.

M/S/CARRIED UNANIMOUSLY

7. ELECTION OF BOARD MEMBERS:

Due to the virtual nature of the conference, members had been requested to provide their nominations by November 10th to ensure that we could prepare a ballot of nominees for a virtual Zoom poll.

Executive Director Sanderson noted that the following individuals had been nominated and those that were present were given an opportunity to provide a brief bio and overview of what they hope to contribute to BCAEM:

Terry Balan

Tarina Colledge

Phil Folkersen

Deborah Jones-Middleton

Since there were only 4 nominations and 6 Board positions available, there was no need to hold an official vote.

MOTION: That the above noted individuals who were duly nominated and allowed their names to stand be acclaimed for a two-year term beginning immediately following the AGM.

M/S/CARRIED UNANIMOUSLY

Board members acclaimed for a 2-year term are:

Terry Balan

Tarina Colledge

Phil Folkersen

Deborah Jones-Middleton

Board Members continuing until the AGM in 2022:

Mike Andrews

Paul Edmonds

Harpreet Jaswal

Charmaine Pflugrath

Kevin Skrepnek

Chair Edmonds thanked all the Directors that served on the Board this last year for their generous contributions.

8. ITEMS FROM THE FLOOR

Bob Black asked about the membership status.

ED Sanderson replied that we currently have 153 members and 12 that have already paid for 2022.

Phil Folkersen asked how our members are spread out geographically throughout the province and how we are represented by the various sectors.

ED Sanderson responded that we do have good geographic representation, in part due to working via Zoom and being able to offer more digitally but in terms of sectors, most members represent local governments but the Board has recently looked at broadening and reaching out to attract other members and look forward to working on this initiative with Phil.

Andy Ackerman asked if BCAEM has reached out to the provincial government and is being proactive to request that the province engage with BCAEM to ensure representation of front line members in their After-Action Reviews.

Chair Edmonds responded that BCAEM has reached out and with the wildfires of the summer and the unprecedented flooding we are currently experiencing, it is vitally important to reach out again. We need to strengthen our ties to the provincial government moving forward

Director Pflugrath asked if Andy Ackerman would be open to working with the Board to provide an independent review? Absolutely was Andy Ackerman's response! Thank you Andy!

Jon Wilson (outgoing chair) thanked the Board for all their great work over the last few years and looking forward to more collaboration in the future. Jon thanked ED Sanderson for all her hard work behind the scenes and for doing much of this gratis. Jon also thanked Deb Borsos for her contribution to the Association and appreciates that this is now recognized by the Board with a lifetime membership.

Chair Edmonds thanked everyone for attending the AGM and encouraged them to access and contribute to the BCAEM website and Facebook Group regularly and bring ideas forward for engaging in projects with the Board.

Cameron Weir also thanked the Board and ED Sanderson for all their hard work!

9. ADJOURNMENT

The 2021 BC Association of Emergency Managers (BCAEM) Annual General Meeting was adjourned at 1248 hours.

2021 FINANCIAL STATEMENTS

The association has compiled the statement of financial position for the British Columbia Association of Emergency Managers as of December 31, 2021, including the Balance Sheet and Income Statement. We have not performed an audit or review of these financial statements and, accordingly, express no assurance thereon.

Please note that these financials are managed on a cash basis, so revenue and expenses are counted and reported in the year they are received/expensed in the banking system.

The BCAEM Board would like to recognize the following significant in-kind contributions:

- Directors provide countless hours of time both for participating in monthly Board meetings as well as private time actioning Board decisions and projects.
- Executive Director Sanderson provides Sync.com backup and virtual access to all BCAEM records to the Board at a cost of \$100 annually and donates many hours of time to Board meetings, preparation, reporting, financial, website, and membership management, etc.

Readers are cautioned that these statements are for the purpose of reporting to the membership and may not be used for any other purpose.

Sybille Sanderson,
Executive Director
Duncan, BC
October 1, 2022

Balance Sheet

As at December 31, 2021

ASSETS

Current Assets

RBC Operating Account	\$6,856.93	
VanCity Operating Account	907.96	
VanCity Shares	7.96	
<i>Subtotal Cash</i>		<i>\$7,772.85</i>
VanCity Term Deposit 1	2,500.00	
VanCity Term Deposit 2	2,500.00	
<i>Subtotal Investment Receivable</i>		<i>5,000.00</i>
TOTAL CURRENT ASSETS		\$12,772.85

LIABILITIES

Current Liabilities	0.00	
<i>Subtotal Current Liabilities</i>		<i>\$0.00</i>

EQUITY

Fund Balances		
Fund Balances (beginning of year)	9,648.89	
Current Earnings	3,123.96	
<i>Subtotal Equity</i>		<i>\$12,772.85</i>
LIABILITIES AND EQUITY		\$12,772.85

Income Statement

For the period January 01, 2021 - December 31, 2021

REVENUE

Sales Revenue		
Membership Fees	\$4,660.00	
Service Directory	300.00	
Other Income	2,000.00	
<i>Subtotal Sales Revenue</i>		<u>\$6,960.00</u>
Other Revenue		
Dividends & Shares	\$0	
Term Deposit Interest	\$45.12	
Chequing Account Interest	\$0	
<i>Subtotal Other Revenue</i>		<u>\$45.12</u>
TOTAL REVENUE		\$7,005.12

EXPENDITURES

Advertising and Promotions	0	
Annual General Meeting	0	
Contracted Services: Executive Director	2,070.00	
Fees: Business & Licences	55.00	
Fees: Stripe Merchant	158.63	
GST Expenses	113.68	
Licenses: Communications (Zoom)	147.30	
Insurance	737.00	
Interest and Bank Charges	12.00	
Office Supplies	0.00	
Post Office Box	173.00	
Refunds (Membership Overpayments)	172.50	
Sponsorship: NESST	0	
Sponsorship: VIEPC	0	
Website	242.05	
TOTAL EXPENDITURES		\$3,881.6
NET INCOME		\$3,123.96

2022 PROJECTED FINANCIAL STATEMENTS

Projected Balance Sheet

To December 31, 2022

ASSETS

VanCity Shares	8.36	
VanCity Operating Account	917.96	
RBC Operating Account	7,345.73	
<i>Subtotal Cash</i>		<i>8,272.05</i>
VanCity Term Deposit 1	2,500.00	
VanCity Term Deposit 2	2,500.00	
<i>Subtotal Investment Receivable</i>		<i>5,000.00</i>
TOTAL CURRENT ASSETS		\$ 13,272.05

LIABILITY

Current Liabilities	0.00	
<i>Subtotal Current Liabilities</i>		<i>0.00</i>

EQUITY

Fund Balances (beginning of year)	12,772.85	
Current Earnings	499.20	
<i>Subtotal Equity</i>	<i>13,272.05</i>	<i>13,272.05</i>
TOTAL LIABILITIES AND EQUITY		\$ 13,272.05

Projected Income Statement

For the period January 01 - December 31, 2022

REVENUE

Sales Revenue		
Membership Fees	\$5,000.00	
Service Directory	450.00	
Other Income	3,500.00	
<i>Subtotal Sales Revenue</i>		<i>\$8,950.00</i>
Other Revenue		
Dividends & Shares	0.00	
Term Deposit Interest	10.00	
Chequing Account Interest	0.00	
<i>Subtotal Other Revenue</i>		<i>\$10.00</i>
TOTAL REVENUE		\$8,960.00

EXPENDITURES

Advertising and Promotions	\$0.00	
Annual General Meeting	\$1,500.00	
NESST Sponsorship	\$516.31	
NESST Sponsorship - RDFFG Grant	\$2,062.50	
Business Fees & Licences	\$40.00	
Post Office Box	\$0.00	
Stripe Merchant Fees	\$206.61	
Refunds for Double Payments	\$200.00	
Insurance	\$770.00	
Interest and Bank Charges	\$60.00	
Office Supplies	\$0.00	
Website	\$201.63	
Communications (Zoom)	\$214.00	
GST Expenses	\$61.75	
Recovery Webinar Series Expenses	\$1,593.00	
Executive Director Contract	\$1,035.00	
TOTAL EXPENDITURES		\$8,460.80
NET INCOME		\$499.20

MEMBERSHIP SUMMARY

Membership Type	2019	2020	2021	2022
Individual Members	98	49	54	81
Individual Members - Early Bird	26	36	46	0
Service Directory Member	3	3	5	6
Service Directory - Early Bird	5	5	4	0
Service Directory without membership	2	1	0	0
Volunteer Members	2	5	16	7
Volunteer Members - Early Bird	14	13	15	0
Life Members	5	5	5	5
Total Memberships:	155	117	145	99

ELECTION OF BOARD MEMBERS

The Association Bylaw allows for a total of eleven (11) members to the Society.

There are seven (7) Board positions available.

The following Directors will continue their 2-year term on the Board:

- Terry Balan - EMBC South East Region
- Tarina Colledge - EMBC South West Region
- Phil Folkersen - EMBC South West Region
- Deborah Jones-Middleton - EMBC North West Region

The following Directors have completed their 2-year term and are standing for re-election:

- Harpreet Jaswal - EMBC South West Region
- Charmaine Pflugrath - EMBC South West Region

The following members in good standing have been duly nominated:

- Christina Carbrey - EMBC South East Region
- Karen Collins - EMBC South West Region
- April Diver - EMBC Vancouver Island Coastal Region
- Sandra Follack - EMBC Central Region
- Alsid Prime - EMBC Central Region
- Ginger Sherlock - EMBC South West Region
- Mark Stephens - EMBC South East Region

NEXT STEPS

The BCAEM seeks and partakes in the open exchange of ideas related to the promotion and continual improvement of both the field and profession of emergency management.

The BCAEM Board of Directors is prepared and willing to engage in building opportunities for partnership and collaboration and working on initiatives committed to advocating positive change, advancing consistency in best practices, and bridging gaps that support the purposes of our organization and are in the best interests of our members.

THANK YOU!

Thank you to all the members that support BCAEM every year! Thank you to all the Board Members, past and present, for your time and energy to continue moving BCAEM forward. Thank you to the Emergency Preparedness and Business Continuity Conference for providing BCAEM with the Parkville Room at the conference to host our BCAEM Social. We also sincerely thank Directors Mike Andrews, Paul Edmonds and Phil Folkersen for generously providing \$500 each to assist with the costs of the BCAEM Social on Wednesday, November 9th, 2022.