



2023 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 FOR NOVEMBER 2022 TO NOVEMBER 2023

Deborah Jones-Middleton, Chair

Tarina Colledge, Secretary

Terry Balan, Director

Christina Carby, Director

Karen Collins, Director

April Diver, Director

Harpreet Jaswal, Vice Chair

Charmaine Pflugrath, Treasurer

Phil Folkersen, Director

Sandra Follack, Director

Mark Stephens, Secretary

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



outreach@bcaem.ca



bcaem.ca



<https://www.facebook.com/bcaemCAN>



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



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 has seen wildfires, and drought impacting many areas of the province, some with significant impacts that will require extended recovery periods. I am always heartened by the way emergency responders at all levels come together to support residents, and industry impacted by these events.

Over the last year the BCAEM Board has worked together to develop a Strategic Plan, which will be presented by Director Diver this year at our Annual General Meeting, other projects the Board of Directors has been working on include:

- 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, which is slated to begin in 2024;
- Exploring Partnerships with Post Secondary Institutions to support future EM professionals;
- Exploring an opportunity to partner with EPICC in planning the future of the EPBC conference.
- Hosting a series presented by Emergency Management & Climate Readiness to provide a look at the proposed *Emergency and Disaster Management Act* and an opportunity to ask questions to enhance our understanding;
- Continued growth and engagement with members and future members via our LinkedIn page currently at 1,200 followers and growing;
- Developing a Role and Compensation Survey to support the recruitment of EM professionals, a member led initiative;
- Sponsorship of grassroots conferences like the Network of Emergency Support Services Teams Conference (NESST);
- In depth review of Board governance policies and procedures, which will require further work due to the revisions to the *Societies Act* in May and June of this year.

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 Director Charmaine Pflugrath (3 Years), Director Phil Folkersen (2 Years), Director Mark Stephens (1 year), Director Karen Collins (1 year), and Terry Balan (1 year) who have stepped down from the BCAEM Board. Each of these directors have provided great support to the BCAEM Board during their tenure. We wish them all the very best and invite them to continue to participate as members of the BCAEM.

It is a great honour to represent the BCAEM, this association is a grassroots group that aims to support emergency management personnel in BC, if you have a project that you feel would be of service to the greater body of emergency management, or you have questions please bring it forward to any of the Board Members we want to hear from you.

Thank you for your continued support of the BCAEM, until we meet again 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

2023 ANNUAL GENERAL MEETING

AGENDA

Date: November 21, 2023

Time: 12:00 – 13:00 hrs

Venue: Zoom

1. Call To Order And Confirmation Of Quorum
2. Land Acknowledgement
3. Welcome and Introductions
4. Adoption of the 2023 Annual General Meeting Agenda
5. Approval of the 2022 Annual General Meeting Minutes
6. Chair's Report: An Overview of 2023
7. Overview of Financial Statements
8. Presentation: Strategic Plan
9. Board Elections
10. Adjournment

MINUTES

2022 ANNUAL GENERAL MEETING MINUTES

October 18, 2022 @ 1200 hours via Zoom

IN ATTENDANCE:

Board Members:

Deborah Jones-Middleton, Chair

Mike Andrews, Director

Tarina Colledge, Director

Harpreet Jaswal, Director

Paul Edmonds, Vice-Chair

Terry Balan, Director

Phil Folkersen, Director

Charmaine Pflugrath, Director

Executive Director: Sybille Sanderson

Regrets: Kevin Skrepnek, Director

Members Present:

Andy Ackerman

Aimee Alspaugh

Deb Borsos

Meredith Burmaster

Wylie Bystedt

Christina Carbrey

Karen Collins

Stephanie Coutu

April Diver

Bill Elsner

Sandra Follack

Jon Jackson

Michelle Jefferson

Chris Marsh

Kyle McGhee

Maureen Parsley

Carlene Pines

Alsid Prime

John Rempel

Simran Sandhu

Bill Seymour

Mark Stephens

John Topolovec

Rob Tulett

Cameron Weir

1. CALL TO ORDER AND CONFIRMATION OF QUORUM

Chair Jones-Middleton confirmed quorum present, meeting called to order at 1201 hours with 34 voting members in attendance.

2. INDIGENOUS ACKNOWLEDGEMENT

It is recognized that the lands which make up what we today call British Columbia are the ancestral, traditional and unceded homelands of aboriginal peoples: First Nations, Inuit and Metis. BC Association of Emergency Managers acknowledges that they have been the caretakers of these lands for time immemorial. We express sincere gratitude and appreciation for granting us the opportunity to share these lands so that we may live, work, learn and play.

3. WELCOME BY THE CHAIR/ INTRODUCTION OF BOARD MEMBERS

Chair Jones-Middleton welcomed new and returning BCAEM members and introduced the 2022 Board of Directors. and expressed 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!

4. ADOPTION OF THE AGENDA:

MOTION: That the Agenda for the October 18, 2022 Annual General Meeting be adopted.

M/S/CARRIED UNANIMOUSLY

5. APPROVAL OF 2021 ANNUAL GENERAL MEETING MINUTES:

MOTION: That the November 17th minutes of the 2021 BCAEM Annual General Meeting be approved as presented.

M/S/CARRIED UNANIMOUSLY

6. FINANCIAL STATEMENTS:

Executive Director Sanderson gave the highlights of the report and shared the financial pages within the 2022 BCAEM Annual Report.

MOTION: That the 2021 Financial Report be approved.

M/S/CARRIED UNANIMOUSLY

7. CHAIR'S REPORT: AN OVERVIEW OF 2021

Chair Jones Middleton provided the following update:

Association Milestones and Highlights

This year was both challenging and full of many opportunities for our Association.

Some of the 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. 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 October 18, 2022 Annual General Meeting be adopted.

M/S/CARRIED UNANIMOUSLY

8. ELECTION OF BOARD MEMBERS:

Due to the virtual nature of the conference, members were requested to provide their nominations by October 2nd 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:

Christina Carbrey	Karen Collins	April Diver
Sandra Follack	Harpreet Jaswal	Charmaine Pflugrath
Alsid Prime	Ginger Sherlock	Mark Stephens

Since there were 9 nominations and only 7 Board positions available, voting was conducted via Zoom poll with directions to choose up to 7 members for the role of BCAEM Director.

Board members voted in for a 2-year term are:

Christina Carbrey	Karen Collins	April Diver
Sandra Follack	Harpreet Jaswal	Charmaine Pflugrath
Mark Stephens		

Board Members continuing until the AGM in 2023:

Terry Balan	Tarina Colledge	Phil Folkersen
Deborah Jones-Middleton		

Chair Jones-Middleton thanked all the Directors that served on the Board this last year for their generous contributions and expressed looking forward to working with the 2022-23 Board of Directors. Chair Jones-Middleton also thanked the two nominees who were not voted in and encouraged them to look for other ways to serve and engage with BCAEM.

Chair Jones-Middleton asked if there were any questions from the floor and seeing as there were none, called for a motion of adjournment.

9. ADJOURNMENT

The 2022 BC Association of Emergency Managers (BCAEM) Annual General Meeting was adjourned at 1245 hours.

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.

Note: The BCAEM utilizes a cash basis of accounting, 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.

Charmaigne Pflugrath

Treasurer

October 23, 2023

2022 Statement of Changes in Financial Position

As at: 2022 December 31

01-Jan-2022	Opening Balance	GENERAL FUND	\$7,764.89
		GAMING FUND	-
		Term Deposits: Maturity 2023Jan10	5,000.00
		VanCity: Membership Shares	7.96
	<i>Consolidated Opening Bank Balance</i>		\$12,772.85
GENERAL	Deposits	Net increase in Cash for Period	\$13,865.14
	Payments	Net Decrease in Cash for Period	(13,252.72)
	<i>Net Change to Financial Position: GENERAL FUND</i>		\$612.42
GAMING	Deposits	Net increase in Cash for Period	\$-
	Payments	Net Decrease in Cash for Period	-
	<i>Net Change to Financial Position: GAMING FUND</i>		\$-
SHARES	Deposits	Net increase in Shares for Period	\$0.40
	Payments	Net Decrease in Shares for Period	-
	<i>Net Change to Financial Position: SHARES</i>		\$0.40
31-Dec-2022	Closing Bank Balance		\$13,385.67

2022 Balance Sheet

As at December 31, 2022

ASSETS

Cash & Cash Equivalents	\$13,385.67
TOTAL CURRENT ASSETS	\$13,385.67

LIABILITIES

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

EQUITY

Current Earnings	13,385.67
<i>Equity</i>	
TOTAL LIABILITIES AND EQUITY	\$13,385.67

2022 Income Statement

For the period January 01, 2022- December 31, 2022

REVENUE		
Membership Fees		
Lifetime	-	
Individual	\$4,900.00	
Volunteer	125.00	
	<u> </u>	\$5,025.00
Service Directory		525.00
Other Income		-
<i>Subtotal Sales Revenue</i>		<u> </u> \$5,550.00
Sponsorships	1,500.00	
Grants	2,000.00	
Investment Interest	10.00	
Chequing Account Interest	-	
<i>Subtotal Other Revenue</i>		<u> </u> \$3,510.00
TOTAL REVENUE		<u> </u> \$9,060.00
EXPENDITURES		
Advertising and Promotions		-
Annual General Meeting		-
Bookkeeping		-
Executive Director Contract		1,086.75
Fees		
Bank	62.50	
Society Filing Fees	-	
Stripe Merchant	267.32	
	<u> </u>	329.82
Sponsorships		
NESST	500.00	
RDFFG Grant to NESST	2,000.00	
	<u> </u>	2,500.00
Licenses: Communications (Zoom)		-
Insurance		-
Interest and Bank Charges		-
Office Supplies		-
Website Hosting		201.63
TOTAL EXPENDITURES		<u> </u> 4,118.20
NET INCOME (LOSS)		<u> </u> \$4,941.80

MEMBERSHIP SUMMARY

Membership Type	2019	2020	2021	2022	2023
Individual Members	98	49	54	103	84
Individual Members - Early Bird	26	36	46	0	0
Service Directory Member	3	3	5	8	9
Service Directory - Early Bird	5	5	4	0	0
Service Directory – Non member	2	1	0	0	0
Volunteer Members	2	5	16	4	6
Volunteer Members - Early Bird	14	13	15	0	0
Life Members	5	5	5	5	5
Total Memberships:	155	117	145	120	104

2021/22 Membership (Paid last 2 months 2021) 10 (Revenue Counted in 2021)

Individual	10
Volunteer	0
Service Directory	0

2022 Membership (Paid First 10 months of 2022) 86

Individual	72
Volunteer	3
Lifetime	5
Service Directory	6

2022/23 Membership (Paid in last 2 months 2022) 24

Individual	21
Volunteer	1
Service Directory	2

TOTAL 2022 Memberships 120

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:

- Harpreet Jaswal
- Christina Carbrej
- April Diver
- Sandra Follack

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

- Deborah Jones-Middleton
- Tarina Colledge

The following members in good standing have been duly nominated:

- Tarina Colledge
- Deborah Jones-Middleton
- Amanpreet Kaur
- Gary Lok
- Kyle McGhee
- Maureen Parsley
- Diane Radymski
- Erin Stockill



NEXT STEPS

The BCAEM seeks and partake 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! Thank you to all the Board Members, past and present, for your time and energy to continue moving BCAEM forward.