



2011 ANNUAL REPORT



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Agenda

23rd Annual General Meeting
Sheraton Wall Centre, 1088 Burrard Street, Vancouver
Tuesday, November 29, 2011 at 5:15 pm

1. Introductions & Welcome:

1. Board of Directors & Office Staff
2. Special Guests

2. Adoption of 2010 Annual General Meeting Minutes

3. Presentations

1. Carolyn Sinclair – ESS Lifetime Achievement Award

4. Reports

1. President – Bernadette Voit
2. Treasurer – Andrew Wilson
3. Executive Director – Janine Aussem

Other New Business

Adjournment

Board of Directors & Staff - 2010/2011

President

Bernadette Voit

Vice-President

Elaine Balul

Treasurer

Andrew Wilson

Secretary

Cheryl Lalonde

Directors

John McEwan

Sven Braune

Ieva Cornford

Jackie Kloosterboer

Brigitte Prochaska

Elizabeth Thomson

Brad Nastiuk

Barbara Morgan

Executive Director

Janine Aussem

Program Support

Kerry Campbell

2010 AGM Minutes

2010 AGM Minutes

22nd Annual General Meeting
 Tuesday, November 23, 2010 ~ 6:15 pm
 Sheraton Wall Centre, Vancouver BC

The Annual Report is a separate document, which is available via the ESSA office at 604-435-1442 or 1-800-910-ESSA or info@essa.ca.

Attendance

ESSA BOARD	
President	Bernadette Voit
Vice President	Elaine Balul
Treasurer	Andrew Wilson
Secretary	Cheryl Lalonde
Director	Jackie Kloosterboer
Director	Ieva Cornford
Director	Elizabeth Thomson
Director	Brigitte Prochaska
ESSA STAFF	
Executive Director	Janine Aussem
Program Support	Kerry Campbell
ADDITIONAL ATTENDEES	
Keith Davies – Esquimalt	Catherine Williams – Central Okan/Kelowna
Luana Kaleikini – Revelstoke	Clyff Doherty – Columbia Shuswap E.P.
Laurie Bean – North Shore	Sybil Sanderson – Cowichan Valley R.D.
Laurel Exner – Mission	Tom Burchill – Langford
Mike Andrews – EMBC	Sandra Burchill – Langford
Rocio Andrews – NSEMO	Barbara Morgan – Maple Ridge
Sally Pollock – Lions Bay	Laurel Exner – District of Mission
Jan Schnieder – Lions Bay	Brad Nastiuk – District of Mission
John McEwen – Salvation Army	Laurie Bean – NSEMO
Rosanna von Sacken – Advanced Consulting EM	Nansi Benitson – Oak Bay
Paulette Mossop – NSEMO	Cheryl Lalonde – Port Coquitlam
Clare Fletcher – EMBC	Brent Watson – Vernon
Heather Lyle	Bev Stenning – Victoria
	Ian Macpherson - Victoria

Regrets

ESSA BOARD	
Director	Sven Braune
Individual Member	Bill Andrews

1. INTRODUCTIONS & WELCOME

Board of Directors & Office Staff

Bernadette Voit, ESSA President addressed the room and welcomed everyone behalf of the ESSA Board of Directors. Bernadette introduced the current Board of Directors, office staff and special guests.

2. ADOPTION OF 2009 ANNUAL GENERAL MEETING MINUTES

Motion: That the minutes of the 2009 ESSA Annual General Meeting be adopted as presented.

Moved: Luana Kaleikini /Jackie Kloosterboer Seconded: ~ All in favour: CARRIED.

3. REPORTS

Presidents Report – Bernadette Voit

Bernadette Voit's official report is in the Annual Report. Highlights from the report include: Mention of the wonderful conference 2009 held in Williams Lake and the most recent conference in 2010 held in Kelowna; The Advisory Forum forges on strong and steady – the toolkit CD and organization chart continue to be distributed; The 5th annual ESSA conference will be held on April 2, 2011 in North Vancouver – please note the change of date and continue to view website for updates, including registrations and agenda; Financial struggles – ESSA has been dipping into resources to sustain and also took part in a fundraising campaign and sent out 100 requests for funding with all of the responses negative, with the opinion that government should be funding this. The good news: ESSA now a pre-approved contract with EMBC - details to be announced. The contract will run December 1, 2010 thru to March 31, 2012 – with a financial contribution of \$50K for the duration of the contract. At this time ESSA is still waiting response on funding from gaming.

Treasurer's Report – Andrew Wilson

Andrew Wilson's official report is in the Annual Report. The report reflects the fiscal year of 09/10 up until March 31, 2010. Andrew notes that his report was written prior to the good news funding. On behalf of the BODs, staff, ESSA members and volunteers around BC, Andrew expressed deep gratitude to EMBC and gaming commission for their financial contributions which are beyond valuable. Note, all monies are gratefully accepted! There have been interesting financial times in the economy. This resulted in decline in revenues and memberships plus fewer grant monies received from gaming.

When reviewing the financial reports in the annual report for a year to year comparison, it is a tad complicated due to the training funds received. A financial bonus to ESSA was the GST rebate of almost \$6500, good news! ESSA's reserves have been drawn down, currently at \$25K, down \$15K previous year. There is also an operating loss last year \$26K. There is a concern from Directors and staff that costs cannot be cut much further to be able to successfully maintain operations. In the past gaming has not granted excessive funds due to our reserves, since the reserves are being depleted, this may actually result in an increase in gaming funds. The financial reports were completed by Murray Ovens, thank you.

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Please note that the financial report is unaudited. It is very expensive to audit the financial statements (a cost of approximately \$5000/6000), so the Board of Directors would like to ask members to waive audit of books.

Motion: That the financial statements for the fiscal year-ending March 31, 2010 be adopted as presented and that the books remain unaudited.

Moved: Clyff Doherty/ Seconded: Elizabeth Thomson ~ All in favour: CARRIED.

Executive Directors Report – Janine Aussem

Janine Aussem's official report is in the Annual Report. Janine expressed a thank you to the board of directors, staff, advisory forum, and support organizations. The goals for upcoming year include: Concerns around communication; ESSA's role as an advocate - moving forward volunteers identified issues; providing tools that are useful - i.e. org charts; and Mentorship - networking & sharing for new ESSDs. People have been inquiring about the promotional items, specifically why are we selling Budweiser license plate holders? We aren't! That license plate is just an example; they will actually be ESS plates.

2011 membership invoices will be arriving in the next month. ESSA really appreciates the support of memberships as 15% of revenue comes from membership. ESSA continues to look at value of membership - please let Janine know if there is anything you are lacking so that we can continue to meet your needs. While ESSA is mostly comprised of memberships from communities and individuals, any associations or organizations are also able to join.

4. ELECTION OF OFFICERS 2010/2011

Janine Aussem began by explaining the procedure and the commitment required as a board member. She further stated the following directors are up for election and seeking nomination: Jackie, Cheryl, Ieva, Bernadette.

Five directors have just completed their first of a two year term and will continue on: Andrew, Sven, Brigitte, Elizabeth, Elaine

The floor was opened up for further nominations and the following names were put forward: John McEwan (TSA), Brad Nastick (ESS Mission), and Barbara Morgan (ESSD Maple Ridge)

Everyone nominated agreed to stand. Janine Aussem called for nominations a second and a third time. No further nominations were put forward. Nominations were closed and all previous directors nominated were accepted by acclamation. Terms and positions of each director will be sorted out at a future meeting.

5. NEW BUSINESS

There is no new business at this time

6. PRESENTATIONS

Laurie Bean – ESS Lifetime Achievement Award

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Bernadette Voit presented the 3rd Annual ESSA Lifetime Achievement award to Laurie Bean. It is with great pleasure that ESSA presents Laurie Bean the 2010, 3rd Annual, ESSA Lifetime Achievement Award in recognition of her past and present contributions to Emergency Social Services (ESS) in British Columbia.

Laurie has been instrumental in creating an environment for the ESS Community which encourages the sharing of resources and information. Her colleagues in the Southwest credit her for developing an extensive database of ESS leaders in the Southwest region which has significantly increased their ability to work together and share information. For the last few years Laurie has expanded that network on behalf of ESSA to include the entire province.

As NSEMO's Administrative Supervisor/Teams Support & North Shore ESS Director, Laurie established a strong commitment to make ESS a priority as a goal of addressing the needs of local ESS volunteers, including their recognition and education. ESSA presented Laurie with a silver necklace bearing the symbol of an EAGLE. The eagle is closely associated with power, strength. It represents ability to go further. ESSA's hope is that when Laurie wears this necklace, people will ask her about it, opening the door for her to speak about ESS in BC and her contributions.

7. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:50 pm.

President's Report - Bernadette Woit

ESSA is a non-profit association with the goal to encourage and support ESS in the preparation and execution of their social services response plan in the event of an emergency or disaster in their community (see our website www.essa.ca 'About Us'). As ESSA completes the 23rd year as an association, we celebrate the successes, and achievements of ESSA and the many ESS practitioners in BC.

Some of ESSA's successes include the Advisory Forum members: Jeff Norburn, Deanna Selver, Carolyn Sinclair, Elaine Balul, Cathy Semchuk and Luana Kaleikini, (Ruth Manning & Judy Hagen recently retired from this committee) worked with determination to present at the conference a toolkit package and a version #2 CD to each paid ESSA membership community; National Municipal ESS Network funds ESSA as administrators of the NMESSN, ESSA coordinates monthly conference calls and quarterly electronic newsletters; mESSAges newsletter (now saving a tree and available on-line!); website with lots of links to valuable information, training and networking opportunities.

In 2008 ESSA honoured Sally Pollock, 2009 Heather Lyle, 2010 Laurie Bean and this year we will recognize Carolyn Sinclair for ESSA's 'Lifetime Contribution to Emergency Social Services (ESS)'. Carolyn is the City of New Westminster's Emergency Services Deputy Director Alternate. She is a member and Provincial lead alternate for Disaster Psychosocial Services (DPS) under the umbrella of Provincial Health. She is member of the Emergency Social Services Association's Provincial Advisory Forum team who provide guidance and support to ESS program and training initiatives in BC. Carolyn is an instructor at the Emergency Management Division of the Justice Institute of BC. During the past 11 years she has worked with numerous organizations and municipalities in developing customized training and plans in the areas of emergency and disaster management.

The 6th Annual ESSA Conference to be held Saturday, May 5th in Prince George. This conference/event will be a hosted by the ESS Teams in PG with ESSA. We are expecting ESSD's and ESS practitioners from all over BC plus some from the National ESS Network group to attend. Mark your calendars and check our website for up to dates information and news as we really hope to see as many of you in there, as the PG facility will hold!

We want to acknowledge EMBC/PEP's Carol McClintock, Bob Kennedy & Dave Scott, thank you as always for your support to ESSA. Also to the 2011 Pacific Northwest Preparedness Society for the donation of the use of space for ESSA's 23rd Annual AGM.

ESSA has a great group of leaders - The 2011 ESSA Board of Directors – Andrew Wilson, Elaine Balul, Cheryl Lalonde, Jackie Kloosterboer, Liz Thomson, Ieva Cornfield, Brigitte Prochaska, Barb Morgan, John McEwen, Brad Nastiuk, and Sven Braune. Janine Aussem is our Executive Director and Kerry Campbell, Program Support. Our meetings are monthly via office meeting or tele-conference calls.

We the Board of Directors and myself, must also acknowledge that over the past few years, ESSA has lost a number of financial grants that are no longer available. In an attempt to overcome this funding shortfall and continue ESSA's operations, we engaged in fundraising (twice 2005/6 & 2009/10), cut paid staff time (to one part-time), moved operations to a home-based office and adopted many other cost cutting measures such as from paper based newsletters to electronic only versions. These measures proved insufficient. In the last

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several months it has become obvious that, in the absence of guaranteed and ongoing funding, ESSA and its programs are no longer financially sustainable.

We regret deeply that ESS volunteers and communities will lose the support and services that ESSA provided over the last 22 years, and we hope we have contributed to the strength and ongoing success of the ESS teams within BC. We would like to thank everyone who supported and participated in the association and made it the success that it has been. Our sincere gratitude goes out to all current and past Board members, program participants, and members of the ESS community in British Columbia.

ESSA will be shutting down its operations as of [mid-late 2012], after the 6th Annual ESSA Conference in Prince George, May 5, 2012.

This decision was not made lightly or easily. We have been unable to find a reliable and ongoing source of funding and consider that situation unlikely to change in the future. This means that the closure of ESSA is certain. Therefore, we have reluctantly decided that our due diligence requires us to halt ESSA's operations in an orderly and planned shut-down.

It has been an honour to be connected with such wonderful professionals, colleagues and friends as the President of ESSA. I have a great respect for you all!

I/ we would like to reiterate our hope that the ESS community will continue with the programs and initiatives started through ESSA in order to provide the needed support for the volunteers who are the heart of ESS in our province.

Respectfully submitted

Bernadette

Bernadette Voit, President ESSA

PS. We'd also like to remind you to participate in ShakeOut BC, *the Biggest Earthquake Drill in BC & Canada history*, 10 am October 18, 2012. Register @ www.shakeoutbc.ca

Treasurer's Report – Andrew Wilson

I am pleased to present the 2011 Treasurer's Report for the Emergency Social Services Association for the fiscal year 2010-04-01 to 2011-03-31.

To begin with, ESSA would like to acknowledge and express our deep gratitude for the monies granted by the BC Gaming Commission and Emergency Management British Columbia. This funding, together with the drawing down of our reserves, allowed us to continue delivering the services ESSA specialises in and to support our member volunteers and communities.

Murray Ovens, Certified General Accountant, has again compiled our Statement of Financial Position and Statement of Operations and Fund Balances and provided the numbers I report below. Mr Ovens notes that he did not perform an audit or review engagement. I would like to express my deepest thanks to our Executive Director for her work in ensuring that our bookkeeping and administrative work is current.

As I have noted in my last two financial reports, we have continued to grapple with the consequences of the ongoing global and provincial financial challenges. Those effects became more significant during the year. That said, a great deal of work by Janine and others led to the memberships, donations and other revenue showing an increase of around \$7,000 up to \$20,521. These levels were last seen in FY2007/08 and are quite an achievement and, I believe, signify that there is widespread recognition of the value ESSA has provided to the province and our stakeholders. We were also able to increase our program revenues to \$15,692, an increase of some \$4,000 over FY2009/10.

We received \$30,000 from the Gaming Commission for which we are very grateful. The amount is less than we requested and, at the time we were awarded this money, we received a number of warnings. Of particular relevance to the budget are the notes that a) our proportion of government funding exceeded the maximum permissible by the Gaming Commission and b) that they considered our work to be supporting "government run programs" and, therefore, ineligible for Gaming Commission funding. The remaining \$13,121 of government revenue grants is the remainder of the previous cycle of grants which is a consequence of the difference between ESSA's financial cycle and the grant cycle. The GST rebate of \$1,076 was some \$5,000 less than last year.

We again managed to reduce our spending and spent some \$3,000 less than last year. However, that still left us with a shortfall. Therefore, ESSA continued to draw down on its General Account leaving us with \$29,392 at year end. This is \$16,120 less than the previous year and leaves us with a net year-on-year loss of \$22,403 for FY2010/11. This continues the trend of the four previous years in each of which we have lost money.

In my last report, I mentioned the possibility of a contract between ESSA and EMBC. This did, in fact, occur and was signed at the end of FY2010/11. However, its provisions only took effect during the current (FY2011/12) year and are therefore not included in this report. It is also important to note the implications of this government contact in light of the warnings from the Gaming Commission.

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As I look forward, the picture is dire. We have lost money for each of the last five years. Our reserves are at the point where their end is clearly in sight during the current (FY2011/12) fiscal year. Our primary source of funding, the Gaming Commission, has issued stern warnings about our eligibility for future grants. I note that, at time of writing, we do not have a response to our most recent request for Gaming funds.

Following consultation with our accountant, the Executive Director and the President, it has been my sad duty to advise the President that, under current conditions, ESSA's operations can no longer be sustained. ESSA's Board needs to exercise its fiduciary responsibilities accordingly.

Respectfully submitted,
Andrew Wilson

Executive Director's Report - Janine Aussem

ESSA engaged in many great initiatives during the 2010 – 11 year. The energy and enthusiasm which was prevalent for both the Kelowna and North Vancouver ESSA conferences was exhilarating. In planning for the initial ESSA conference in 2007, I had no idea of how the conference would take off. Who knew how much the host teams would get behind the conferences, and how volunteers would attend! The events in New Westminster, Squamish, Williams Lake, and Kelowna were an absolutely phenomenal success. The local planning committees, their volunteers, the presenters who give generously of their time and experience, have resulted in inspirational events every time. The conference in North Vancouver found us in a location that was so swanky, I had to take a minute when it was all over to let it sink in; our little conference had hit the big time. For me, what was important from the beginning was that we provided an experience that would indicate to ESS volunteers and practitioners that their work is significant. They deserved a conference that recognized their professionalism and the unique issues faced by ESS. Also, the conference had to acknowledge that there are local ESS practitioners and volunteers with the knowledge and experience to facilitate the conference sessions. Every single conference from the first to the fifth has hit those marks. The 6th annual ESSA Conference in Prince George will be an outstanding event. I am really looking forward to it! If you can make it, you should.

The other ESSA initiative that I want to mention is the Advisory Forum. This endeavour started out as a vague vision of what could be, and with the help of Andrew Wilson and every single member of the Advisory Forum, past and present, the Advisory Forum has become an amazing resource for the ESS program throughout BC. This group of individuals has been working diligently to create tools to share invaluable information and resources for ESS workers. They are a group that is willing to shed light on the faults of the program, but they are also the first to look for solutions. This is a resourceful group, and it has been a privilege to work with them! I thank each one of you for your time and commitment to the AF and to ESS.

My thanks to the ESSA Executive and Directors, these people have demonstrated a great deal of faith in ESSA and in me. It is hard to accept that despite that faith, ESSA is wrapping up operations. However, together, I think we have done some great things with very little. The ESSA Conference, Advisory Forum, tools, supplies, training and communications that have been relevant to the ESS community. Your willingness to step up and give of your time has benefited many.

Kerry Campbell, ESSA Program Support – thank you for all you do and for keeping me (mostly) on deadline with the newsletters! It's been great working with you.

Finally, I thank Bernadette Voit for being a generous, bold and determined advocate for ESS volunteers and practitioners, as well as a committed leader for ESSA. Bernadette has never hesitated to remind people of the value and contributions of ESS. I assure you, no one could have asked for a stronger advocate for ESS. It has been my privilege to work with and learn from Bernadette, my sincere thanks to you.

Thank you, the ESS community; your contributions to Emergency Management in BC are so generous – It has been a pleasure to get to know many of you.

Respectfully yours, Janine Aussem

Financial Statements

Emergency Social Services Association of British Columbia

**Financial Statements
(Unaudited see Notice to Reader)**

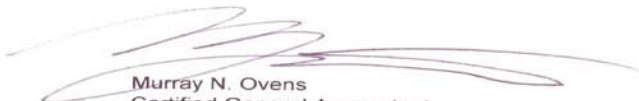
March 31, 2011

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*Murray N. Ovens, Certified General Accountant
New Westminster, BC*

Notice to Reader

On the basis of information provided by management, I have compiled the statement of financial position of ESSA Emergency Social Services Association of British Columbia as at March 31, 2011 and the statements of operations and changes in net assets for the 12 months then ended. I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.



Murray N. Ovens
Certified General Accountant
New Westminster, B.C.

June 11, 2011

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**Emergency Social Services Association of British Columbia
Statement of Financial Position
(Unaudited see Notice to Reader)
As At March 31, 2011**

	General Fund	Capital Asset Fund	Total 2011	Total 2010
Current Assets				
Cash				
General account	29,392		29,392	45,512
Gaming account	21,045		21,045	33,453
GST rebate receivable	1,076		1,076	6,490
	<u>51,513</u>		<u>51,513</u>	<u>85,455</u>
Capital Assets (Note 2)				
Office Equipment		11,517	11,517	11,517
Accumulated Amortization		(11,517)	(11,517)	(11,252)
		<u>0</u>	<u>0</u>	<u>265</u>
	<u>51,513</u>	<u>0</u>	<u>51,513</u>	<u>85,720</u>
Current Liabilities				
Accounts Payable	2,913		2,913	2,962
Deferred revenue				
Memberships	8,200		8,200	7,234
Direct Access Grant (Note 2)	21,045		21,045	20,462
Other				13,040
	<u>32,158</u>		<u>32,158</u>	<u>43,698</u>
Fund Balances				
Unrestricted	19,355	0	19,355	41,757
Invested in Capital Assets	0	0	0	265
	<u>19,355</u>	<u>0</u>	<u>19,355</u>	<u>42,022</u>
	<u>51,513</u>	<u>0</u>	<u>51,513</u>	<u>85,720</u>

Approved by the Board:

_____, Director

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**Emergency Social Services Association of British Columbia
Statement of Operations and Changes in Fund Balances
(Unaudited see Notice to Reader)
For the Year Ended March 31, 2011**

	General Fund		Capital Asset Fund	
Revenues	2011	2010	2011	2010
Government Grants	43,121	292,147		
Program Fees	15,668	6,753		
Memberships	15,692	11,632		
Donations	1,810	1,000		
Other	3,019	497		
	79,310	312,029	0	0
Program Expenditures				
Volunteer Support Initiatives	7,839	6,986		
Community Support Initiatives	5,630	5,354		
Public Education and Seminars	19,993	9,641		
Newsletter and Website	5,236	14,354		
Provincial ESS Training	0	236,776		
Overhead charged to programs	26,589	25,342		
	65,287	298,453	0	0
Expenses				
Accounting	1,975	2,445		
Amortization	0	0	265	529
Bank Charges and Interest	363	269		
Computer Expenses	598	3,736		
Delivery and Courier	189	161		
Employee wages and benefits	50,104	47,320		
Insurance	2,828	2,782		
Occupancy costs	3,074	3,364		
Office and Sundry	713	717		
Telephone	2,354	2,943		
Travel and meeting expense	817	477		
Program Recovery				
Wages & Benefits	(25,052)	(23,660)		
Occupancy Costs	(1,537)	(1,682)		
	36,426	38,872	265	529
Excess of Expenses over Revenues	(\$22,403)	(\$25,296)	(\$265)	(\$529)
Fund Balance Beginning of the Year	\$41,758	\$67,054	\$265	\$794
Investment in Capital Assets				
Fund Balance End of the Year	\$19,355	\$41,758	\$0	\$265

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**Emergency Social Services Association of British Columbia
Notes To Financial Statements
(Unaudited see Notice to Reader)
March 31, 2011**

NOTE 1 Purpose of the Emergency Social Services Association of British Columbia

The Association's purpose is to assist communities in preparing their social service response in the event of an emergency. The Association is incorporated under the B.C. Societies Act and it is a registered charity under the Income Tax Act.

NOTE 2 Summary of Significant Accounting Policies

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The general fund accounts for the Society's delivery of market and administrative activities. This fund reports unrestricted resources and restricted operating funding.

Fund Accounting

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives.

Investments

Investments are recorded at the lower of cost and market value.

Revenue Recognition

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed. Membership fees are recognized as revenue of the General Fund when collected. Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Bylaws

MEMBERSHIP AND SPONSORSHIP

1. Members of the Association are subscribers to the Constitution and By-Laws.
2. The annual membership in the Society shall be exclusive to members who are in good standing, as defined in Section 5 of the By-Laws. Members in good standing are those who have paid their annual dues for the current calendar year.
3. A person under the age of nineteen (19) years may be admitted as a member of the Association but may not be elected or appointed to the Board of Directors.
4. A member may withdraw from the Association by tendering his or her resignation in writing to the Secretary of the Association or may be expelled from the Association by a special resolution of the members passed by a recorded vote of 75% (seventy five percent) of the members present at a duly constituted general meeting.
5. There shall be three classes of membership in the Association:
 - 1) Community Membership:

Open to cities, districts, regional districts, towns, villages and electoral districts in the Province of British Columbia, who may designate Emergency Social Services personnel as their voting representatives (as defined in Section 7 of the By-Laws) consisting of: Emergency Social Services Directors and Alternates and Emergency Social Services Coordinators and their alternates.
 - 2) Associate Membership:

Open to individuals with a special interest in Emergency Social Services, who support the objects of the Association.
 - 3) Sponsor Membership:

Open to all: Provincial Ministries/Governments/Community Groups/businesses and related Organizations, with a special interest in Emergency Social Services, who support the objects of the Association.
6. Membership fees shall be paid annually according to a schedule established by the Board of Directors, from time to time, at a properly constituted meeting.
7. No member shall have voting privileges until he or she has been a member of the Association for

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fourteen (14) consecutive days. Voting is open only to those emergency social services personnel designated by Community, Associate or Sponsor membership. No proxy shall be permitted.

8. No person may serve on the Board of Directors while he or she is being paid a salary by the Association.
9. Sponsorship is open to non-profit associations and to Ministries, Departments and Agencies of the Government of Canada and Provincial Governments and all public-spirited companies, business and related organizations, both inside and outside the Province of British Columbia.

GENERAL MEETING:

10. The Annual General Meeting shall be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last preceding annual General Meeting at such a place within the Province as the Directors may determine and on a day fixed by the Directors and fourteen (14) days notice of such a meeting shall be posted or mailed or handed to all members by the secretary. Non-receipt of the notice by any member shall not invalidate the proceedings or any resolution passed at any general meeting.
11. At any general meeting where it is proposed that a special resolution is to be passed, then fourteen (14) days written notice of such meeting and resolution shall be posted or mailed or handed to all members confirming details of the resolution.
12. No business shall be transacted at any general meeting unless a quorum of ten (10) member designates entitled to vote shall be present. If within one (1) hour from the time appointed by the general meeting, a quorum is not present; the meeting shall be adjourned sine die.
13. All votes shall be taken by ballot or show of hands, as the meeting shall decide, with the exception of the election of Board members and officers, which shall be by secret ballot.
14. The President or, in his or her absence, the Vice President, shall preside at every general meeting of the Association. If neither is present, the members present shall choose a member to act as Chairman of the meeting.
15. A - The Board of directors shall consist of: Past President, President, Vice President, Secretary, Treasurer, and two further voting directors. The Board of Directors shall have the authority to appoint up to five further voting directors and up to 50% of the total board (maximum of 6) non-voting board members. Maximum total for non and voting board members is 18.

B - Directorship is restricted to Emergency Social Services volunteers and/or volunteers who demonstrate a vested interest in ESS and share in ESSA's goals and purpose. Each member municipality is entitled to two votes at the Annual General Meeting or any extraordinary general meeting. Each member municipality shall designate two of their Emergency Social Services volunteers or staff to vote on their behalf.

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16. The Directors of the Association shall take office on the fifteenth day of the month following the annual General Meeting in each year. The term of office for four Directors shall end on the fourteenth day of the month following the Annual General Meeting in each year. The term of office of the remaining three Directors shall end on the fourteenth day of the month following the Annual General Meeting in the second calendar year following appointment. The directors of the Association shall administer, direct and manage the affairs of the Association and make or cause to be made for the Association in its name any kind of contract or agreement or understanding which the Association may lawfully enter into and generally may exercise all powers and such other otherwise authorized to exercise and do, subject always, however, to the provisions of the Societies Act, R.S.B.C., 979 and amendments thereto.
17. The President shall request a chairperson for any committees of the Board. All such chairpersons must be members of the Board of Directors.
18. Vacancies on the Board of Directors, however caused may be filled by a quorum of the Directors by a majority vote.
19. If any member of the Board of Directors shall resign his offices or without reasonable excuse absent himself from three (3) or more Directors' meetings, the Directors may declare his office vacated and may appoint a successor in his place to hold office until the next general meeting. Directors' meetings shall be held at least six (6) times per year in places as the Directors may from time to time determine, and fifty percent of the Directors shall form a quorum for the transaction of business.
20. The President shall have an additional casting vote only in the case of a tie.
21. Two thirds of the Board of Directors may, at their discretion, request the resignation of any active member.
22. Notice of meetings of the Board of Directors shall be delivered or telephoned to each Director not less than one (1) week before a meeting is to take place.
23. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes which shall be taken by ballot if so demanded by any Director present but if no demand be made the vote shall be taken in the usual way by assent or dissent.
24. The Board of Directors may from time to time employ such employees and persons, as they deem necessary to carry out the purposes of the Association.
25. The President, or in his/her absence the Vice President, shall act as Chairman of all meetings of the Board of Directors or if neither is present the Directors may nominate a Chairman for the meeting.

TREASURER:

26. The Treasurer shall be responsible for the financial records, ensure the payment of all bills on authorization of the Board of Directors; shall present regular financial reports and shall participate in

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any monetary discussions of the association.

MINUTES OF THE MEETING:

27. The Secretary shall cause minutes to be kept in books provided for the purpose of all proceedings, questions, resolutions and other matters at all meetings of the Association and of the Board of Directors and shall be responsible for all correspondence.

BOOKS AND RECORDS:

28. The Directors shall see that all necessary books and records of the Association required by the Bylaws of the Association or by law as required are properly kept.
29. The Directors shall from time to time determine what times and places and under what conditions any member of the Society may inspect the accounts and books of the Association.

FUNDS:

30. For the purpose of carrying out the objectives of the Association, the Directors may borrow or raise or secure the payment of monies in such manner, as they think fit. However, debentures shall not be issued without the sanction of a special resolution.
31. The Board of Directors shall have control of all funds of the Association and shall from time to time determine by resolution the disposition and disbursement of the same.

AUDITING OF ACCOUNTS:

32. The fiscal year of the Association shall be from April 1st until March 31st of the following calendar year. At the end of each fiscal year the accounts and books of the Association shall be examined and their correctness ascertained by one or more auditors who shall be appointed annually by the Association at its Annual General Meeting, provided however, that if any casual vacancy occurs in the office of the auditor, the Board of Directors shall forthwith appoint an auditor in his place until the next Annual General Meeting. The auditors should make a report to the Board of Directors of the Association at their first meeting in June upon the books and accounts and general state of the finances of the Association. The Board of Directors may elect from time to time, at a properly constituted meeting, to waive the appointment of an auditor. The Treasurer must prepare a full report on the Finances of the Association for the Annual General Meeting.

SEAL:

33. The Board of Directors may adopt a seal, which shall be the common seal of the Association, and the common seal shall be under the control of the Directors and the responsibility of its custody and use from time to time shall be determined by the Directors.

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ALTERATION OF BY-LAW:

34. The Bylaws shall not be amended, altered or added to except by special resolution of the Association.
35. A special resolution of the Association may be passed by a majority of 75% (seventy five percent) of voting members' designates present at a General Meeting.

INTERPRETATION:

36. When construing the by-laws, reference shall be made to the said Societies Act conditions and expressions in the by-laws shall, so far as the context does not otherwise require, have the same meaning as would be the case when used in that act.
37. In these by-laws, unless the context otherwise requires, words denoting the singular number or the masculine gender shall include the plural number of the feminine gender as the case may be and vice versa. Reference to persons shall include firms, corporations, societies and regularly constituted governmental bodies.
38. Roberts Rules shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws.

DATED at Delta, Province of British Columbia this 22nd day of June 1988 A.D.

Constitution

1. The name of the Association is "ESSA Emergency Social Services Association of British Columbia".
2. The purposes for which the Association is established are:
 - a) To foster on-going and regular communications and co-ordinate planning efforts between Emergency Social Services planners, volunteers, field workers, and others engaged in Emergency Social Services in B.C.
 - b) To represent the needs of all those engaged in the provision of Emergency Social Services in British Columbia, and lobby governments at all levels to raise the priority of Emergency Social Services.
 - c) To provide training, educational support and materials to ESS providers, so as to upgrade existing knowledge and skills in the area of Emergency Social Services
 - d) To raise public awareness of the role and importance of Emergency Social Services and Emergency Social Services planning.
 - e) To operate an organized volunteer service to perform the functions outlined above, and to maintain a registry of such volunteers.
 - f) To operate as a strictly non-profit and charitable organization and to receive, acquire and hold gifts, donations, legacies and devices from donors or testators.
3. It is the unalterable intention of the Association to cooperate with existing federal and provincial government organizations, such as Emergency Preparedness Canada, the Provincial Emergency Program, the Ministry of Human Resources and other governmental and non-governmental agencies in providing networking opportunities, educational services and information to Emergency Social Services volunteers and thereby avoiding duplication of effort.
4. Upon dissolution of the Association, and after payment of all debts and liabilities, it is the Association's unalterable intention that the remaining property of the Association shall be distributed and disposed of, as determined by the Board of Directors, to a recognized charitable organization.
5. ESSA recognizes that a number of individuals and volunteers from diverse organizations make up the membership. The core of which incorporates volunteers and/or individuals from recognized charitable organizations. This is a new clause and is to be alterable in the future.

ESSA's Member Communities

Region 1: Vancouver Island North

Cowichan Valley R.D.
Comox Valley Emergency Program
Ucluelet, District of

Region 1: Vancouver Island South

Alberni-Clayoquot R.D.
Central Saanich, District of (PEMO)
Colwood
Esquimalt
Highlands, District of
Juan de Fuca Capital R.D.
Nanaimo, R.D. – Gabriola Island
Oak Bay, District of
Southern Gulf Islands
Sunshine Coast R.D.
Victoria

Region 2: Southwest Coast

BCIT
Burnaby
Coquitlam
Delta
JIBC
Lions Bay
New Westminster
North Shore Emergency Management Office
Port Moody
Port Coquitlam
Richmond
Squamish, District of
Surrey
University of BC
Vancouver

Region 2: Fraser Valley

Abbotsford
Kent-Harrison R.D.
Langley Emergency Program
Maple Ridge/City of Pitt Meadows, District of
Mission
Old Massett Village

Region 3: Central

Columbia Shuswap Emergency Program
Kamloops
Logan Lake, District of
Merritt
Okanagan-Similkameen, R.D.
Revelstoke and Area
Thompson-Nicola R.D.
Vernon

Region 4: Kootenays

Central Kootenay R.D. (Nelson, Areas E, F, Kaslo Area D)
Central Kootenay R.D. (Creston, Salmo, Areas A, B, C, G)
Central Kootenay R.D. (Nakusp, Area K & Slocan/Area H)
Revelstoke

Region 5: North East

100 Mile House
Bulkley-Nechako R.D.
Dawson Creek
Fraser Fort George R.D.
Peace River R.D.
Prince George
Quesnel
Tumbler Ridge
Williams Lake

Region 6: North West

Burns Lake
Kitimat, District of
Kitimat-Stikine, R.D.
Port Edward

Honourary Members

Sally Pollock
Ian Chang
Heather Lyle
Larry Pearce
Bryan Larrabee
Rob Johns

Individual Members

Bill Andrews
Brad Nastiuk
Elaine Balul
I. Douville