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Agenda

21st Annual General Meeting
Sheraton Wall Centre, 1088 Burrard Street, Vancouver
Tuesday, November 24, 2009 at 5:15 pm

1. Introductions & Welcome:

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

2. Adoption of 2008 Annual General Meeting Minutes

3. Reports

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

Election of Officers

Other New Business

Presentations

1. Heather Lyle – ESS Lifetime Achievement Award

Adjournment

Board of Directors & Staff - 2008/2009

President

Bernadette Voit

Vice-President

Susanne MacKinnon

Treasurer

Andrew Wilson

Secretary

Elaine Balul

Directors

Jackie Kloosterboer
Marijke Edmondson
Cheryl Lalonde
Elizabeth Thomson
Ieva Cornford

Executive Director

Janine Aussem

Program Support

Kerry Evans

2008 AGM Minutes

20th Annual General Meeting
 Tuesday, November 25, 2008 ~ 5:00 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	Suzanne MacKinnon
Treasurer	Debbie Schachter
Secretary	Lise Anne Pierce
Director	Jackie Kloosterboer
Director	Marijke Edmondson
Director	Ingrid Mravunac
Director	Joyce McLeod
ESSA STAFF	
Executive Director	Janine Aussem
ADDITIONAL ATTENDEES	
Heather Lyle – Corporation of Delta	Larry Pearce
Laurie Pearce	Rob Johns – Victoria / Esquimalt
Sally Pollock	Colleen Vaughan - JIBC
Sarah Wareing - JIBC	Bill Andrews
Doreen Myers	Maggie Grant - JIBC
Kerry Evans - ESSA	Lynne Powells
Brenda Fox – ESS Office	Dave Scott – ESS Office
Cam Filmer – PEP Executive Director	Laurel Exner – District of Mission
Cheryl Lalonde – City of Port Coquitlam	Rachel Minger – Burns Lake
Crystal Ironside – District of Tofino	Jani Thomas – RD Nanaimo
Andrea Bonkowski – RD Nanaimo	Mike Andrews - PEP
Lisa – Lions Bay	Karen Miller – Red Cross
Katheryn Willy	Bob McLeod – Kitimat
Bob Dendoff – Qualicum/Parksville	Sue Saunders
Elizabeth Thomson	Eva – North Shore
Andrew Wilson	Ivan Carlson
Bev Stenning	Debbie Preston - Langford

Regrets

ESSA BOARD	
Director	Elaine Balul
Director	Shawn Scotchman
Director	Moirra McCulloch

1. INTRODUCTIONS & WELCOME

Board of Directors & Office Staff

Janine Aussem, ESSA Executive Director addressed the room and welcomed everyone on behalf of the ESSA Board of Directors. She then turned the floor over to Bernadette Voit, ESSA President, who facilitated the remainder of the meeting. Bernadette introduced the current Board of Directors that were present.

Special Guests

Bernadette called attention to some special guests in the room: Ivan Carlson, a founding person of ESSA who spoke a bit about the history of how ESSA came to be; past board members such as: Sally Pollock, Bill Andrews, Colleen Vaughan, Laurie Pearce, and Doreen Myers; past ESSA Presidents: Heather Lyle, Rob Johns, and Larry Pearce; and some other supporters of ESSA: Maggie Grant, Dave Scott, Lynne Powells, Brenda Fox, Cam Filmer, and Sarah Waering.

Cam Filmer, Executive Director, PEP

On behalf of the Minister John VanDongen, who was unable to attend the meeting but is very proud of ESSA's success and is well aware of the role ESSA plays and sends his best regards, Cam Filmer congratulated ESSA on celebrating 20 years. Looking at the past and present ESSA board members, these have become some of the best in the country for ESS but are also leaders in Emergency Management. Cam presented a plaque to ESSA to acknowledge 20 years of excellence.

2. ADOPTION OF 2007 ANNUAL GENERAL MEETING MINUTES

Motion: That the minutes of the 2007 ESSA Annual General Meeting be adopted as presented.

Moved: Bill Andrews /Seconded: Bernadette Voit ~ all in favour: CARRIED.

3. REPORTS

Presidents Report – Bernadette Voit

Bernadette Voit's official report is in the Annual Report. Further to her official report, Bernadette emphasized that 20 years of a volunteer run organization is a really great success that continues to grow and thrive. There have been some changes implemented over the past year: ESS supplies are now ordered through ESSA, the new Provincial Advisory Forum, lots of strategic planning, and invited everyone in the room to attend the 2009 ESSA conference in Williams Lake on May 30th, 2009.

Executive Directors Report – Janine Aussem

Janine Aussem's official report is in the Annual Report. Further to her official report, Janine remarked on how great it was to see such a large attendance at the AGM, and even more wonderful to see all the representation from beyond the Lower Mainland. It has been a major focus to make sure that ESSA is touching base with everyone in the province. The advisory forum has been very motivating and it is great to be able to have the face-to-face interactions. The newsletter is one of the best connections the volunteers have between communities and is a great way to demonstrate pride in ESS in BC. The online forum, developed by Rob Johns,

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was the catalyst for ESSA to move forward on the 'desire to share' notion. Although the forum has not taken off as expected, it has allowed for moving forward on each others learning and experience. Janine thanked many people as you can read in the annual report.

Treasurer's Report – Debbie Schachter

Debbie Schachter's official report is in the Annual Report. In addition to the information in the official report, Debbie wished to thank and acknowledge the gaming commission and the Provincial Emergency Program. ESSA continues to be fiscally responsible. Last year ESSA saw a loss of \$18,000 in comparison to the \$14,000 the previous year. ESSA continues to provide their main services: cost-share program, seminars, website, and newsletter. The expenses are breaking even and the board has further reduced costs by eliminating office space and the downsizing of staff. The floor was opened to questions.

Question: Laurie Pearce questions if the overhead charges seen in the financial reports are primarily salary. The answer is yes, plus some office expenses.

Motion: That the financial statements for the fiscal year-ending March 31, 2008 be adopted as presented.

Moved: Marijke Edmondson/ **Seconded:** Susanne MacKinnon ~ **All in favour:** CARRIED.

4. ELECTION OF OFFICERS

Bernadette Voit 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: Bernadette Voit, Elaine Balul, and Joyce McLeod.

Four directors have finished their terms and will be moving on: Debbie Schachter, Moira McCollough, Ingrid Mravunac, and Shawn Scotchman.

Four directors have just completed their first of a two year term and will continue on: Susanne MacKinnon, Lise Anne Pierce, Jackie Kloosterboer, and Marijke Edmondson.

The floor was opened up for further nominations and the following names were put forward: Elizabeth Thomson (nominated by Jackie Kloosterboer), Cheryl Lalonde (nominated by Susanne MacKinnon), Andrew Wilson (nominated by Marijke Edmondson), and Bernadette, Elaine, and Joyce received nominations also from Marijke Edmondson.

Everyone nominated agreed to stand. Bernadette Voit 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. PRESENTATIONS

Brenda Fox – Certificate of Recognition

Brenda Fox, current Manager, Training & Volunteer Programs at PEP, will retire at the end of November, 2008. ESSA presented Brenda with a certificate of excellence to thank and demonstrate our appreciation for all her hard work and wish her all the best in her retirement. Brenda commented that it was a difficult decision to retire but she will definitely keep in touch.

Sally Pollock – ESS Lifetime Achievement Award

As a founding member of ESSA, who has played an integral role at bridging the JIBC and ESS/PEP together, Sally was presented with the first ever ESS Lifetime Achievement award from ESSA. Sally was presented with a First Nations sterling silver bracelet with a raven carving to represent respect, knowledge, and prestige. Sally remarked that ESS is a personal passion of hers and that she has chosen to stay involved, even in her retirement.

Past ESSA Presidents – Lifetime Honourary Membership

The five past presidents: Ian Chang (not present), Heather Lyle, Larry Pearce, Bryan Larrabee (not present), and Rob Johns were presented with lifetime memberships to ESSA as a thank you to their visionary roles in ESSA.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:30 pm.

President's Report - Bernadette Voit

ESSA is a non-profit association formed 21 years ago to encourage and support ESS in the preparation and execution of their emergency social services response plan in the event of an emergency or disaster in their community (see our website www.essa.ca 'About Us'). Our funding primarily has come from community memberships and Provincial grants. 2009 kept the ESSA Board of Directors and staff engaged with many challenges and successes!

The primary challenges of course, being the cutting of funds to ESSA & to ESS programs (such as supplies) and training (JIBC) by PEP. Provincial funding was also cut to support organization training programs such as Red Cross and Salvation Army. But we have faced those challenges and continue to look to alternative methods of solutions, creativity, and fundraising. Providing us with no boring meetings!

ESSA's successes elevate our energy! Just to mention a few... conference in Williams Lake 'Lassoing Challenges' (special thanks to Rilla, Elaine and Joy); ESS Training @ JIBC (Jeff and Lori, thanks for your guidance and Bob at PEP); ESSA's Advisory Forum Team, National ESS Advisory Group; a new look to the website with lots of links including upcoming training (way to go Janine & Kerry) and online forum/chat room, *mESSAges* Newsletter; cost-sharing program and the overall connections with ESS teams & practioners in BC whom inspire us all.

Look for upcoming details on ESSA's 2010 conference in Kelowna!

The ESSA Volunteer Board of Directors consists of dedicated and committed persons who in addition to their own professional careers & families, contribute to this Board: **Susanne McKinnon**, Vice-President; **Marijke Edmondson/Andrew Wilson**, Treasurer; **Elaine Balul**, Secretary; **Jackie Kloosterboer**, **Elizabeth Thomson** and **Ieva Cornfeld**. **Joy McLeod** and **Lise-Anne Pierce** bid us adieu, and we offer them well wishes. The part-time staff consists of **Janine Aussem**, Executive Director and **Kerry Evans**, Program Support, who keep us all in line!

As ESSA supports all of you, we need your assistance in doing so. We currently have openings on our Board of Directors (monthly meeting via tele-conferencing). You can provide us with constructive feedback and any offerings you may be able to provide ESSA such as time, expertise and knowledge and attend our annual conference (as participant or presenter). To help the environment, we encourage you to read *mESSAges* via email or ESSA's website.

Please drop by ESSA's booth (Janine & I will be 'wo-manning' it) at the 22nd Vancouver Emergency Preparedness Conference, and join ESSA at our annual AGM to be held in conjunction with the conference, November 24th @ 5:15 pm. We look forward to meeting you there!

As ESSA grows with the challenges and successes, so do I/we/all in the ESS world of BC.

Respectfully submitted by
Bernadette Voit
President, ESSA

Treasurer's Report – Andrew Wilson

I am pleased to present the 2009 Treasurer's Report for the Emergency Social Services Association for the fiscal year 2008-04-01 to 2009-03-31. I would like to extend my thanks to both **Debbie Schachter** and **Marijke Edmondson** for very ably performing the Treasurer's role during that period. Debbie passed the baton to Marijke following last year's AGM. Marijke, in turn, passed the baton to me in June of this year. It has been a steep but interesting learning curve and I'm deeply grateful to Marijke for her contribution to this report and our current budget processes.

ESSA would like to acknowledge and express our deep gratitude for the money's granted by the BC Gaming Commission and the Provincial Emergency Program. This funding allowed us to continue delivering the services ESSA specializes in and to support our member communities and volunteers.

Revenue overall came in some \$550 under budget although this masks two trends. Firstly, revenues from memberships, donations and the BC Gaming Commission were down significantly. Secondly, there was unexpected revenue from a contract reached with the Public Health Agency of Canada and the National ESS Network and higher than expected interest earnings. The two trends effectively offset each other. Expenses were generally in line with the budgeted allocations and exceeded the budget by less than 1% which reflects a considerable achievement by Janine.

In sum, ESSA realized a loss of almost \$800 for the 2008/09 fiscal year. This compares very favorably with the loss of some \$18,000 for the 2007/08 fiscal year. One thing which needs to be noted by those comparing the "Gaming Account" entry under Current Assets and the associated "Direct Access Grants" entry under Current Liabilities with the 2007/08 values is that the sharply increased assets of \$295,599 reflects the \$250,000 special grant dedicated to the funding of the JIBC-offered training. This training is to be delivered during the 2009/10 financial year.

Murray Ovens, Certified General Accountant, compiled our Statement of Financial Position and Statement of Operations and Fund Balances. He notes that he did not perform an audit or review engagement. I would like to express my thanks to our Executive Director, **Janine Aussem**, for her work in ensuring that our bookkeeping and administrative work is current.

As I look forward, I note that, at the last AGM, Debbie Schachter said that ESSA was continuing "to look for new and innovative projects". As the current Treasurer, I can say that one should be careful for what one wishes for. The period reviewed in this report turned out to be a comparatively tranquil launching pad for significant changes in ESSA's activities. Like all other non-profits, we are grappling with the local consequences of the global financial challenges. Those consequences have only really started to bite in the 2009/10 fiscal year. Financial issues and their related operational implications have occupied a significant part of the Board's attention this year and are likely to do so for the foreseeable future.

As ESSA moves forward in the current uncertain financial and operational environment, I believe that we are facing unprecedented challenges. With those challenges, of course, go great opportunities.

Respectfully submitted by,
Andrew Wilson
Treasurer, ESSA

Executive Director's Report - Janine Aussem

I am really pleased with the outcome of ESSA's undertakings this year. The energy that has surrounded our key initiatives has been extremely motivating. The ESSA Board of Directors and I are committed to providing programs and services that are beneficial to ESS volunteers and practitioners in all regions of BC. I believe ESSA has done a good job in that regard and the opportunities to further that goal are constantly presenting themselves.

Working within the limitations that are common to any organization, such as finances and staffing, ESSA's role is to be responsive to the needs of our members and the ESS community in its entirety. The downloading of ESS training by the Provincial Emergency Program (PEP) to ESSA presented a significant burden to the Association to provide a quality training program, consistent with the standard ESSA strives to provide for all of our programs. While PEP staff provides assistance with the training coordination, there remain many aspects of the training program which take my time, in order to ensure the output is organized and effective. This additional program has impacted the time I have to dedicate to all of the other programs we offer, as well as the time available to work effectively with partner agencies, the Board of Directors, support staff and our membership. ESSA is actively pursuing a solution to this issue. I believe that ESSA can manage the training program successfully and with this belief in mind, I look forward to ESSA providing an outstanding training program for ESS volunteers and practitioners in 2010.

An unfortunate loss to ESS, due to PEP's funding withdrawal was the suspension of the distribution of ESS Logo supplies such as the ESS Director business cards and brass volunteer name badges. ESSA took on the ordering and distribution of the logo supplies approximately 1.5 years ago, at the request of PEP as PEP was no longer able to use the ESS Broken House logo. ESSA felt that these supplies were important to ESS volunteers and therefore agreed to take over the service, contingent on receiving funding from the province to provide the service. (Please recall that ESSA saw an almost complete cut to its former funding by the province in 2006, therefore, has needed to be vigilant about not overextending the budget) For 18 months ESSA did an excellent job managing the supply orders and distribution. This spring, we were informed by PEP that there would be no money for the supplies. ESSA was left with no alternative but to suspend the supplies distribution. ESSA regrets this loss of service to ESS Teams, and should in the future any funds be released to ESSA, will endeavour to restart this program.

I look forward to the upcoming year, to hearing more from our members via the new editorial section in the newsletter and on the blog and online forum on the redesigned website. In order to be a voice for ESS Volunteers and Practitioners, we need to hear what you think, so don't hesitate to call, email or join the chat on the website.

In closing I must say that I could not be more pleased with our program outlook for the upcoming year. We are going to see our biggest conference yet, demonstrate that bringing ESS leaders from across the province together can create amazing results, and develop a destination website recognized as the location to find all sort of resources, tools and information.

Respectfully submitted by,
Janine Aussem
Executive Director, ESSA

Financial Statements

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, 2009 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 14, 2009

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**Emergency Social Services Association of British Columbia
Statement of Financial Position
(Unaudited see Notice to Reader)
As At March 31, 2009**

	General Fund	Capital Asset Fund	Total	
			2009	2008
Current Assets				
Cash				
General account	60,759		60,759	76,366
Gaming account	295,599		295,599	63,283
Accounts receivable	15,526		15,526	3,111
GST rebate receivable	1,237		1,237	837
	<u>373,121</u>	<u> </u>	<u>373,121</u>	<u>143,597</u>
Capital Assets (Note 2)				
Office Equipment		11,517	11,517	11,517
Accumulated Amortization		<u>(10,723)</u>	<u>(10,723)</u>	<u>(10,194)</u>
		<u>794</u>	<u>794</u>	<u>1,323</u>
	<u>373,121</u>	<u>794</u>	<u>373,915</u>	<u>144,920</u>
Current Liabilities				
Accounts Payable	2,113		2,113	2,914
Deferred revenue				
Memberships	8,306		8,306	10,031
Direct Access Grant	265,598		265,598	63,283
Other	30,050		30,050	50
	<u>306,067</u>	<u> </u>	<u>306,067</u>	<u>76,278</u>
Fund Balances				
Unrestricted	67,054		67,054	67,319
Invested in Capital Assets		794	794	1,323
	<u>67,054</u>	<u>794</u>	<u>67,848</u>	<u>68,642</u>
	<u>373,121</u>	<u>794</u>	<u>373,915</u>	<u>144,920</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, 2009**

	General Fund		Capital Asset Fund	
	2009	2008	2009	2008
Revenues				
Government Grants	47,685	50,217		
Program Fees	52,721	1,675		
Memberships	14,188	16,275		
Donations	2,292	1,695		
Other	1,429	2,004		
	118,315	71,866	0	0
Program Expenditures				
Volunteer Support Initiatives	7,821	1,026		
Community Support Initiatives	5,936	3,233		
Public Education and Seminars	9,843	2,820		
Newsletter and Website	31,447	14,486		
Overhead charged to programs	24,783	26,081		
	79,830	47,646	0	0
Expenses				
Accounting	2,157	1,050		
Amortization	0	0	529	1,081
Bank Charges and Interest	510	315		
Computer Expenses	819	342		
Delivery and Courier	143	436		
Employee wages and benefits	48,365	46,032		
Insurance	2,742	3,721		
Moving expense	0	676		
Occupancy costs	3,030	6,129		
Office and Sundry	926	2,883		
Telephone	2,103	2,575		
Travel and meeting expense	2,738	3,261		
Program Recovery				
Wages & Benefits	(23,268)	(23,016)		
Occupancy Costs	(1,515)	(3,065)		
	38,750	41,339	529	1,081
Excess of Expenses over Revenues	(\$265)	(\$17,119)	(\$529)	(\$1,081)
Fund Balance Beginning of the Year	\$67,319	\$84,841	\$1,323	\$2,001
Investment in Capital Assets		(403)		\$403
Fund Balance End of the Year	\$67,054	\$67,319	\$794	\$1,323

**Emergency Social Services Association of British Columbia
Notes To Financial Statements
(Unaudited see Notice to Reader)
March 31, 2009**

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 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.
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

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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 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.

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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.

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.

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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
Port Hardy, District of

Region 1: Vancouver Island South

Colwood/View Royal
Esquimalt
Highlands, District of
Juan De Fuca Emergency Program
Langford
Oak Bay, District of
Saanich, District of
Southern Gulf Islands
Strathcona R.D.
Victoria

Region 2: Southwest Coast

Coquitlam
Delta
Lions Bay
Metro Vancouver
New Westminster
Port Moody
Port Coquitlam
Richmond
Sunshine Coast R.D.
Surrey
Vancouver, North & West
Whistler

Region 2: Fraser Valley

Kent-Harrison R.D.
Langley
Maple Ridge/City of Pitt Meadows, District of

Region 3: Central

Armstrong, Enderby, Spallumcheen
Cache Creek
Shuswap Emergency Program

Central Okanagan R.D.
Kamloops
Lillooet, District of
Logan Lake, District of
Merritt
Summerland
Vernon

Region 4: Kootenays

Kaslo, Village of
Revelstoke
Central Kootenay R.D. (Areas E, F, D)
Central Kootenay R.D. (Areas A,B,C,G, Salmo)

Region 5: North East

Dawson Creek
Peace River R.D.
Tumbler Ridge, District of

Region 6: North West

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

Honourary Members

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

Individual Members

Bill Andrews
Doreen Myers
Howie Siemens
Anne Edgson
Jim Edgson
Debbie Schachter
Elinor Warner