

# 2014-15 ANNUAL REPORT



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## IAEM Canada Council 2014-15 Board of Directors

### Elected Officers:



President  
Rebecca Wade



Immediate Past President  
John Saunders



Vice President  
Sherry Hiriart



Secretary  
Karen-Denise Cyr



Treasurer  
Stacey Jyrkkanen



Alberta Region  
Scott Holland

**Appointed Directors:**



Communications and Marketing  
Perron Goodyear (Chair)



Professional Development  
Tracy Blaine



Partnership Engagement  
Brian Moore, Chair



Student Chapter President  
David Peterson



Representative to North  
American CEM Application  
Review Commission  
Jennifer Smysnuik



Membership Engagement  
Dan Metcalf



## **Vision and Mission Statements**

### **Vision**

IAEM Global shall be known as the premier international organization for excellence in Emergency Management globally. IAEM-Canada will represent this vision in all of its activities.

### **Mission**

To serve the Emergency Management community by:

- Encouraging the development of resilience of communities to mitigate the impact of disaster
- Acting as the clearinghouse for information on comprehensive Emergency Management Issues
- Providing a forum for creative and innovative problem-solving on Emergency Management issues.
- Maintaining and expanding standards for Emergency Management programs and professionals
- Fostering informed decision-making on public policy in the Emergency Management arena at the local level.

# **IAEM Canada Council Governance Structure**

## **Officers** (Elected)

- Immediate Past President
- President
- Vice President
- Secretary
- Treasurer
- Alberta Region President (elected by members of Alberta Region)

## **Directors** (Appointed)

- CEM representative
- IAEM Canada Student Region President (ex-officio, elected by Student Region Members).

## **Standing Committees**

(Directors serving as Committee chairs are appointed by Officers of the Board)

- Professionalization of Emergency Management
- Membership Engagement
- Partnership Engagement
- Communication and Marketing
- Governance

# **IAEM Canada Board Reports**

## **President, Canada Council Rebecca Wade**

As outlined in our 3 year strategic plan, IAEM Canada has continued its reorganization and restructuring in order to engage membership and align our efforts with our strategic objectives. We appointed five Directors who are actively recruiting members and working to achieve the goals that they have each set. This year we have seen more interaction on social media, continued updates through the monthly President's Message, more professional development opportunities for members to use towards their CEM, the review and input of many acts and standards across Canada, and we were granted a Certificate of Continuance from Industry Canada for our newly approved bylaws.

As a member driven organization we strive to continually provide opportunities to bring in new members from various background to strengthen IAEM Canada. This past year through "*Operation Invite a Friend*" we have brought in 268 new members to IAEM Canada. Through our Membership Engagement Committee we are now looking at ways to engage all of our members to ensure they are getting value from their membership.

In January 2015, the CEM requirements were amended to recognize long service and the need to change re-certification requirements for those that had been on the job for a while. In addition, the CEM Commission enabled us to re-certify and apply for certification using an online portal. There were some challenges to this as emergency managers got used to the new system and the IAEM Headquarters support team worked out any bugs. In the long run a paperless system is the way of the future especially when Commissioners are located throughout all of North America, as it helps reduce the travel costs and keep certification affordable. IAEM Canada had 10 members receive their AEM/CEM certifications this past year.

The Alberta Region found its stride this year with a newly elected Board and the development of a strategic plan. They are working towards holding an Alberta Region AGM and networking event as well as engaging Alberta students. We look forward to seeing the progress that the Alberta Region makes in the upcoming year.

The Student Region's members have newly elected a President and are in the process of appointing an interim Board of Directors. The Student Region is in the process of creating Bylaws and working with the Canada Council Board to find

more opportunities to engage students. Watch over the next year as we work with them to bring more opportunities to Students.

I would be remiss not to recognize the passing of a long time IAEM Canada member and Emergency Management colleague – Joel Chéruet. Joel was passionate about the work he did and will truly be missed. The hard work and dedication of individuals like Joel has built a foundation for Emergency Managers in the future.

IAEM Canada relies on you-our members to help grow and strengthen our association. Please take the time to help mentor a colleague through the AEM/CEM process, create opportunities for students, and sit on committees and in Board positions in order to make IAEM Canada stronger. Please tell a friend/colleague about IAEM Canada and provide them with the information they need to connect with Emergency Management professionals from coast to coast!

I am blessed to be the 1<sup>st</sup> IAEM Canada – President to serve you for a 2<sup>nd</sup> term and I look forward to working with all of you in the coming year.

## **Vice President Sherry Hiriart**

The VP role through 2014/2015 focused on development of IAEM Canada programs across the country with an understanding of the provincial and local variations inherent in Emergency Management in Canada. The focus this year was on:

- The redevelopment of the Alberta Region.
- Transitioning the past M&M Committee to the Communication and Marketing Committee and the Membership Engagement Committee.
- Developing relationship with the Emergency Management Canada Magazine.
- Increase IAEM Canada membership.

### **Accomplishments in 2014-15**

- Alberta Region is a fully functional Region with an excellent team of dedicated EM Professionals at the helm.
- Both the Communication and Marketing Committee and the Membership Engagement Committee have strong leaders working to develop those committees.
- Relationship with the Emergency Management Canada Magazine. Their premiere issue released in the fall of 2014 included an IAEM Canada Membership promotion.
- As a result of the IAEM Canada Invite a Friend membership campaign, 268 new members were added to the IAEM-Canada Council membership roster. These new members received one year of IAEM membership free of charge, along with the opportunity to participate in our network, attend our incredible Annual Conference, participate in our growing range of IAEM-Canada committees and

caucuses, receive our IAEM Bulletin, and have a voice in our profession and the policies that impact our communities.



- Increased content on the IAEM Canada website.
- Development of IAEM Canada Award categories

#### **Recommendations going forward**

- Promote IAEM Canada awareness and membership benefits.
- Seek EM Professionals to support the great work IAEM Canada is doing to increase the professionalization of emergency management in Canada.

## **Treasurer**

### **Stacey Jyrkkanen**

#### **Goals for the year**

- update the accounting practices
- provide more detailed financials to the membership

#### **Accomplishments**

- Compiled a number of the record-keeping documents into one to reduce redundancies.
- Completed a budget review process in order to match global bylaws
- Introduced standard practices to meet global bylaws
- Provided detailed financials to membership
- Balanced and reconciled financials

#### **Recommendations going forward**

- Continue with the new budget process
- Update expense forms to show more detail – allows for better tracking of expenses.
- Going forward, track spending year over year, now that consistent revenue and expense categories have been created based on Global financial.

## **Secretary**

### **Karen-Denise Cyr**

IAEM Canada Council was granted a “Certificate of Continuance” from Industry Canada for complying with the new regulations under the Canada Not-for-profit Corporations Act. IAEM Canada is now required to file an annual return online within 60 days of the anniversary of the issue of the Certificate of Continuance (July 25<sup>th</sup>). This process is much more efficient than what was required of Industry Canada in the past to keep our association in good standing.

It has been a pleasure serving as Secretary to IAEM Canada Council this year and I look forward to opportunities to engage in the activities of the board in the coming year.

## **President, Alberta Region Scott Holland**

### **Members of the Alberta Region board include:**

- Dean Howard – Vice President
- Kathy Sokolan-Oblak – Secretary
- Tom Watts and Ramon Zulueta

### **Goals for the year**

#### **Expand IAEM membership in Alberta**

- Establish the Alberta Region and support Alberta's voice at the IAEM Canadian Council
- Promote IAEM membership across the province of Alberta (announce our agenda & purpose)
- Establish a student chapter and potentially sponsor practicum's.

#### **Raise the profile and benefits of IAEM to partners**

- Promote IAEM in Alberta with internal and external Stakeholders (Promote our agenda & purpose)
- Gain endorsements of industry

#### **Provide a forum for creative and innovative sharing on Emergency Management Information:**

- Host one networking session for Alberta membership in conjunction with AGM
- Lead a professional development session each year

#### **Encourage the development of resilience of communities to mitigate the impact of disaster:**

- Increase awareness of the need for individual and community preparedness which in turn will increase the ability and capacity to adapt and recovery quickly from a disaster through public education and awareness, and community engagement and planning.
- Lead efforts to engage all levels of government and private industry in building capabilities and developing partnerships.

#### **Support informed decision making in Alberta within the Emergency Management environment, the local level and provincial level:**

- Build relationships with the Alberta Region both locally and provincially
- Recruit within Alberta IAEM members for board succession planning
- Review previous Alberta Region bylaws and make revisions to align with IAEM Canada bylaws
- Engage and inform key partners in Emergency Management particularly private sectors.

## **Alberta Region (Continued)**

### **Accomplishments**

- Expanded IAEM membership in Alberta

### **Recommendations going forward**

- Utilizing budget allocated from Canada Council, the Alberta region board of Directors will continue to work towards the goals listed in the strategic plan.
  - Establish the Alberta Region and support Alberta's voice at the IAEM Canadian Council
    - Presidents voice at Canada Council (ongoing)
  - Promote IAEM membership across the province of Alberta (announce our agenda & purpose)
    - Presidents welcome letter and sharing our strategic plan (Jan 2015)
    - Presidents emails in March promoting professional Development opportunities (March 2015)
    - Kathy's conversations with AEMA regarding the Alberta region supporting the next Summit (Jan 2015)
    - Registration contest for IAEM Alberta member ( \$1300 value) resilience 2015 in Calgary Alberta. Thank you to the Conference Board of Canada (April 2015)

# **Committee Reports**

## **Communications and Marketing Perron Goodyear and Sherry Hiriart**

### **Goals for the year**

- Continue to increase social media reach
- Recruit additional committee members
- Look for additional opportunities to promote IAEM Canada

### **Accomplishments**

- Streamlined social media accounts and ensured consistency
- Implemented new committee model and appointed Director

### **Recommendations going forward**

- Find ways to engage membership and emergency management professionals in social media conversations

## **Partnership Engagement Brian Moore**

**Committee members included:** David Diabo, Ian Foss, Jim Montgomery, Peter Schalk, Pierre Legault, Rick Dunning, Sarah Hunn, Tim Trytten, Troy McQuinn

### **Goals for the year**

- Get the committee up and running to our mission standards:
  - To foster relationships with the local, provincial/territorial, aboriginal and national levels of government.
  - To foster relationships with the private sector agencies and associations, boards, and commissions that support emergency management and planning initiatives.
  - To monitor proposed legislation at the local, provincial/territorial, aboriginal and national levels which may impact emergency management activities or the goals of the Association, or may set a precedent for future legal implication.
- Create a marketable product that would benefit our membership and beyond

### **Accomplishments**

- Committee is up, running (meeting as a whole on a monthly basis; some work groups meeting more frequently) and ready to pass on a lot of relevant information to our membership

# Professional Development

## Tracy Blaine

### Committee members included:

Elizabeth Clark (Committee Co-Chair, Climate Adaptation Working Group Chair)

David Day (Committee Secretary)

Richard Bochenek (Healthcare Working Group Chair)

Jonathan Pulik (Humanitarian Working Group Chair)

Ryna Brideau-Thombs (Utilities Working Group Chair)

Ali Vaezi, Amanda Vigeant, Amy Romanas, Carolyn Dumbeck, Fritz Y. Jean-Louis, Jason Jarrett, Lisa Shallow, Philip Jewell, Rebecca Hanson, Tali Serota, Carolyn Salem.

### Goals for the year

- Committee established November 2014
- Establish committee and industry or interest area specific working groups
- Determine role of and goals for committee and working groups
- Develop a list of professional development available in Canada

### Accomplishments

- Committee Terms of Reference developed and approved by the board
- Four Working Groups established
  - Climate Adaptation
  - Healthcare
  - Humanitarian
  - Utilities
- Terms of reference for working groups developed to provide focus and immediate goals
- List completed of Canadian post-secondary courses in emergency management.

### Recommendations going forward

- Expand participation in working groups
- Engage industry organizations to promote the role of emergency managers
- Provide professional development opportunities to members through webinars
- Provide training materials for use by members beginning with industry specific ICS 200 scenarios

## **IAEM Canada Student Region**

### **David Peterson, Student Region President**

Executive: Peter Schalk, Edward Ip and Jen Whelley.

The Canada Student Region (CSR) was not very active in 2014-15. As newly elected President, the 2015-16 Executive and I have established the following priorities:

1. Develop a budget for the CSR and associated financial statements
2. Increase student engagement, leading towards increased membership in CSR by:
  - a. Expanding relationship with Canada Council and Alberta Region so CSR might benefit from networking opportunities and outreach initiatives with educational institutions.
  - b. Increasing participation by CSR Executive at Regional events.
3. Develop by-laws for CSR

CSR will work with both Canada Council and Global Student (GSC) to be viable in the future.

## **Representative to North American CEM Application Review Commission**

### **Jennifer Smysnuik**

#### **Accomplishments**

##### **Application Review**

The CEM Commission met 2 times in person over the past year with reviews conducted both times. The Commission conducted three additional on-line reviews during this period.

The on-line review process is proving to have some challenges but is well underway.

The North American Commission received 707 applications from June 1, 2014-May 14, 2015. Out of those, 204 are resubmissions so that means 503 are first time CEM, AEM, Recertification, Lifetime or Upgrade applications.

23 applications were received from Canadian candidates during this time period (8 CEMs; 1 AEM; 12 Re-certifications; 2 upgrades). There are 5 Canadians awarded CEM since June 1, 2014 and 2 AEMs awarded since June 1, 2014.

Deborah Procter, CEM  
Jeffrey Tochkin, CEM  
Carolyn Dumbeck, AEM  
Stephanie Cramm, AEM  
Robert Holland, CEM  
Michael Andrews, CEM  
Robert Williams, CEM

### **CEM Commission Structure**

The CEM Commission structure was changed. As of January 1, 2015 the US/Canada and Oceania / Asia CEM Application Review Commissions were integrated into a single CEM Commission. The three key recommendations were approved as follows:

- 1) Dissolve the Global CEM Commission name and rename it *The CEM Commission* which will serve as the governing and policy body of the CEM Commission.
- 2) Rename the Oceania-Asia CEM Commission as the Oceania-Asia Application Review Commission, which will have appointed members represent their interests.
- 3) Rename the USA Council CEM Commission as the North American Application Review Commission, which will have appointed members represent their interests.

### **CEM Exam**

A New 100-Question Multiple Choice CEM/AEM Exam Was Released in February 2015 (Feb 2015) A revised study guide with recommended study materials for the new exam is now available on the IAEM website. Beginning Feb. 1, 2015, all candidates will be scheduled to take the new exam.

### **CEM Revised Requirements**

There are now revised requirements for recertification beginning Jan. 1, 2015 that reward CEMs and AEMs who maintain their certification. These changes were designed to streamline the recertification process as well as make the recertification process more relevant to a certified professional's progress in the emergency management field. As individuals maintain the certification, the training requirements decrease while the professional contribution requirements increase.

Requirement Type	5 years certified	10 years certified	15 years certified	20 years certified	25+ years certified
<b>Training</b>	100 hours 25 general mgmt. 25 EM 50hrs GM or EM	75 hours 20 general mgmt. 20 EM 35hrs GM or EM	50 hours 15 general mgmt. 15 EM 20hrs GM or EM	40 hours 15 general mgmt. 15 EM 10hrs GM or EM	25 hours 10 general mgmt. 10 EM 5hrs GM or EM
<b>Professional Contributions</b>	3	4	5	6	6

## Membership Engagement

### Dan Metcalf

#### Goals for the year

- Develop additional opportunities for the Members to provide expertise for IAEM Canada programs and committees.
- Enhance benefits of membership, in conjunction with the Professional Development Committee through educational opportunities.
- Roll-out IAEM Canada Awards Program.
- Recruit additional committee members.
- Seek additional opportunities for IAEM Canada Members.

#### Accomplishments

- Implemented new committee model and Director appointed.

#### Recommendations going forward

- Increase Member awareness of the work and opportunities through IAEM Canada

# 2014-15 Financial Statements

## STATEMENT OF REVENUES AND EXPENSES

Income	Revenue	Expenses	Expenses
Membership Dues	\$ 10,989.87	<b>Administration</b>	
Interest Income	\$ -	Teleconferencing	\$ 883.75
Donations & Sponsorship	\$ -	Postage & Courier	\$ -
		Office Supplies	\$ -
		Industry Canada	\$ -
		Total Admin Expenses	<b>\$883.75</b>
<b>Board Travel Summary</b>		<b>Board &amp; Committee Travel</b>	
WCDM - Past President		Registration Fees	\$ 356.37
WCDM - VP		Airfare	\$ 2,220.25
IAEM Canada Caucus Mtg - President		Accommodations	\$ 2,702.36
CEM Commission - CEM Chair		Meals	\$ 105.00
Public Safety Canada - Past President (2)		Transportation (Taxi/Mileage)	\$ 1,437.22
CSA Technical Meeting - PEC Cmte Member			
		Total Travel Exp	<b>\$6,821.20</b>
		<b>Membership &amp; Marketing</b>	
		Conference Promotion	\$ 1,595.24
		Printing	\$ 649.81
		Translation Services	\$ -
		Recognition/Honoraria	\$ 49.94
		Total Membership Exp	<b>\$2,294.99</b>
		<b>Finance</b>	
		Bank Fees	\$ 14.00
		Financial Review	\$ -
		Total Finance Expenses	<b>\$14.00</b>
<b>Total</b>	<b>A</b>	<b>Total</b>	<b>B</b>
	\$10,989.87		\$10,013.94

## STATEMENT OF FUNDS

Balance Beginning of the period:	Date <u>6/1/2014</u>	\$17,235.38
<i>(attach a copy of prior period report if available)</i>		
Current Year:		
Revenue	(Box A above)	\$10,989.87
Expenses	(Box B above)	\$10,013.94
	Box A minus Box B	\$975.93
Balance End of the period:	Date <u>5/4/2015</u>	\$18,211.31