
MEMBERS IN ATTENDANCE:

Nela Graham	Metro Vancouver	President
Sergio Picco	City of Burnaby	Treasurer
Rebecca Chow	District of Saanich	Secretary
Cris Bendall	City of Coquitlam	Director
Clay Fredin	City of Vernon	Director
Caleb Mierau	City of Kamloops	Director
Nathan Peters	City of Kelowna	Director
Parm Phangura	City of Abbotsford	Director
Rondi Shanks	City of Port Alberni	Director
Mike Roberts	BCMSA	Executive Director
Kim Stubbs	WorkSafeBC	Guest

By phone:

Nancy Taylor	LGMA	Director
Andrew Ross	City of Vancouver	Vice President

Regrets:

Lisa Houle	WorkSafeBC	Guest
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LOCATION - Pacific Gateway Hotel, 3500 Cessna Drive, Richmond.

The meeting opened at 9:34 am. Nela Graham called the meeting to order.

MINUTES - from March 28, 2019 Board Meeting

Moved to accept the March 28th, 2019 minutes as circulated. **Seconded, Carried.**

AGENDA - for the June 6, 2019 Board Meeting

Amendments:

- Treasurer's report – remove Annual Report
- Change to order of the agenda
- Addition of Round Table

Moved to accept the amended June 6th, 2019 agenda. **Seconded, Carried.**

PRESIDENT'S REPORT – Nela Graham

- Nella shared information regarding the governance sessions coordinated by WorkSafeBC for the Health and Safety Associations (HSAs). This is reflected by governance being added to today's board meeting.

- There has been more activity in regulatory changes and facilitating proposals to WorkSafeBC. Nella suggested to bring forward issues that individual municipalities are experiencing to ensure BCMSA and WorkSafeBC are aware of these.
- BCMSA's role as an HSA was acknowledged and the balance of advocacy without lobbying. It was noted that the work of sub-committees is helpful to manage this. The municipalities have a greater impact with WorkSafeBC's Policy, Regulation and Research Division (PRRD) when multiple municipalities share the same concern or more similar submissions, rather than one HSA. Nella shared information regarding Board Member development and training, with the goal of strengthening the Board.

EXECUTIVE DIRECTOR'S REPORT – Mike Roberts

Operations:

- Operational changes to staff were shared. Mike has recently reviewed BCMSA's staff policies (14). These policies have been reviewed and updated. All staff will go through the policies together in September.
- Mike provided an update on the construction of the new building that will house the BCMSA office.

Training:

- Mike shared information regarding continued growth in the number of courses BCMSA offers. Large training contracts could result in up to a 45% increase in courses offered in 2020. Mike noted that in relation to this, he plans to bring a staffing proposal to the Board in the future.
- British Columbia Construction Safety Association (BCCSA) is now allowing TCP holders to recertify early. Those with a valid TCP can now recertify by taking the one day course at any time.
- Mental Health:
 - A new regional mental health course is being offered.
 - A mental health course related to the CSA Standard will also be launched in the fall.
 - BCMSA and Canadian Mental Health Association (CMHA) are discussing the administration of the Resilient Minds program. The hope is that through a partnership this course would be added to the British Columbia Structure Firefighter Competency and Training Playbook.
 - Board members inquired if the Resilient Minds course could be customized for offer to other municipal staff such as Bylaw, Inspectors, and Emergency Communications.
 - Changes to the Workers Compensation Act (WCA) are delayed. In anticipation of these changes, BCMSA training materials were modified to refer to the WCA in general. At the same time the materials were rebranded.

COR Program:

- Related to COR, the Manager Auditing and Training Services is finding it challenging to get out of the office and as he will be leading the COR audit changes, this will likely continue. Quality control for instructors and auditors is also a challenge.
- Ongoing COR meetings with WSBC and Certifying Partners (CPs) are taking place. Focus has been the audit tool, audit scope, training, administration, external auditor process and credentials. Regarding the audit tool, BCMSA continues to probe add-ons or customization for municipalities. Contracts between organizations and auditors may be replaced with another process.

Other Topics

- BCMSA has been approached by WorkSafeBC to engage in early consultation in two areas – Traffic Control and High Visibility Apparel. Key changes are the requirement for traffic control risk assessments and aligning high visibility apparel with the CSA standard.
- Guidelines 19.25 and a modified 30M33 form have been provided to BCMSA for feedback. **ACTION:** Mike to share with additional municipalities and confirm and communicate the deadline for feedback to WorkSafeBC.
- Information regarding the WorkSafeBC Board Governance sessions will be shared on the Board web page.
- Mike attended the recent Human Resource Advisory Committee (HRAC) meeting. Board members noted that the presentation was well received and thanked Mike for the focus and delivery of his presentation. Resulting from the presentation is desire for HRAC and BCMSA to work more closely in the future.
- BCMSA AGM can be moved. The date has historically been in March as WSBC requires financial reports from BCMSA prior to March 31. It was noted that the budget could be completed and submitted to WorkSafeBC. It could then be approved in June and any changes submitted to WorkSafeBC. Nela **Moved** to move the BCMSA AGM to the June meeting each year starting in 2020. **Second** by Cris, **Carried**.

TREASURER'S REPORT – Sergio Picco

The *Summary, Financial Report June 2019* was circulated prior to the meeting and reviewed at the meeting. Variance greater than 20% were noted on both the 2019 HAS Budget-to-Actual Variance Report and the 2019 COR Budget-to-Actual Variance Report. The “why” related to each variance was provided in the report. The Monthly Comparison Revenue Charts and Investment Balance Sheet were also reviewed.

- The Board was updated on changes to Investments which occurred in keeping with the Investment Policy.
- Caleb **Moved** to accept the Treasurer's report. **Second** by Nela, **Carried**
- The Board expressed thanks to Mike and Sergio for the improved layout and format of the report.

WORKSAFEBC REPORT – Kim Stubbs

- Regional WSBC rate sessions are coming up. Feedback is appreciated regarding the content.
- More information was shared regarding the governance sessions coordinated by WorkSafeBC noting 3 had taken place with each Executive Director, President and Vice-President attending.
- The final Penetration Survey (conducted by WSBC on BCMSA's behalf) was received yesterday. This was noted as a contract obligation every 3 years. A challenge with the first distribution of the survey was noted. In total 53 of 500+ employers responded. The survey was sent to the organization's contact as registered with BCMSA. Initial review of the report shows findings in the areas of communication, networking and training. The report will be posted on the BCMSA web site.
- WSBC Board of Directors expressed interest in expanding HSA services. Industry and Labour Services (ILS) is looking into this. This could mean BCMSA would expand into other classification units (rather than only 753004).
- New bulletin regarding Food Trucks was shared. Bulletin may be of interest to municipality that permit food trucks.
- Regarding mental health, new presumptive occupations were noted as was tabloid data available at employer and industry levels.

PRESENTATION – Utilization of Tablets in Training – Justin Chouhan and Christine Zielke

- Refer to presentation to be posted on Board web page.
- Aspects of evaluations, version control, customization, non-tablet users, connectivity, leasing costs, cost savings, privacy impact assessments, and piloting were discussed.
- The presentation and action plan for the pilot were endorsed by the Board.
- The Board expressed thanks to Justin and Christine for an excellent presentation.

SUB-COMMITTEE REPORTS**Educational Technical Advisory Committee (EDTAC) - Sergio Picco**

- The first offering of the regional mental health course hosted by Langley was a success. Saanich is hosting a Vancouver Island session.
- Anita from Maple Ridge has stepped down from EDTAC and committee is in the process of looking for two additional members.
- Suggestion to try and recruit someone from a smaller municipality.

Certificate of Recognition Technical Advisory Committee (CORTAC) – Mike Roberts

- Mike shared that members of CORTAC have been confirmed and a CORTAC meeting will be scheduled sometime after the next WSBC – CP meeting which occurs next Thursday. Likely end of August or first week of September.

STRATEGIC PLAN 2018-2020 UPDATE

- Mike updated the Board on the progress towards the goals and objectives set out in the Strategic Plan. He shared a spreadsheet used amongst the BCMSA staff to track progress to date.
- Regarding Knowledge item #3 – New Initiatives, **ACTION:** Board members to send any potential partnership contacts to Mike.
- Mike asked for ideas for future webinars (Knowledge Item #4). Regarding posting the webinar after the date of delivery, the presentation can be posted, but not the audio.
- Mike shared overall Strategic Plan is 70% complete with 85% completion of 2020 initiatives (removing COR related items)

ON-GOING BUSINESS**Conference Committee – Joint BCMSA/PWABC Conference – Nathan Peters**

- Nathan shared committee is currently reviewing presentations
- Vendor booths are almost sold out. Sponsorship has been good. Early bird registration is out already. Board members have been registered.
- Board members reminded of BCMSA – PWABC Joint Board lunch on Sunday.
- Mike shared information regarding new award proposed. Board discussed further and recommended a sub-committee work with Mike to finalize. **ACTION:** Mike to circulate revised award information to Nela, Parm, Caleb and Rebecca. Subcommittee to provide feedback so as to finalize the award criteria.

Governance – Nela Graham and Drew Ross

- Governance sessions coordinated by WorkSafeBC are being facilitated by Jeffrey Wilcox of Third Sector Company.
- Nela shared a portion of a presentation that focused on “why” organizations exist (from Simon Sinek’s work – Start with Why) and noted Richard Ingram’s book Ten Basic Responsibilities of Non-Profit Boards.
- Board members completed a Board Governance Assessment and briefly discussed the tool and their findings.
- **ACTION:** Mike to contact Jeffrey Wilcox to see if he could present to the board in Penticton on Saturday, September 14.

NEW BUSINESS

- None

ROUND TABLE

- Committee members shared information.

DATES TO REMEMBER

- Sept 15th – Board of Director's meeting - Penticton
- September 16th - Regular General Meeting - Penticton
- December 5th – Board of Director's meeting – Delta
- December 6th - Regular General Meeting - Delta

Moved to adjourn the June 6, 2019 Board of Director's Meeting. **Seconded, Carried.** The meeting was adjourned at 4:07 pm.