

Virtual Meeting

MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	<i>Executive Director</i>
Nela	Graham	Metro Vancouver	<i>President</i>
Andrew	Ross	City of Vancouver	<i>Vice President</i>
Rebecca	Chow	District of Saanich	<i>Secretary</i>
Clay	Fredin	City of Vernon	<i>Director</i>
Chris	Bendall	City of Coquitlam	<i>Director</i>
Nathan	Peters	City of Kelowna	<i>Director</i>
Rondi	Shanks	City of Port Alberni	<i>Director</i>

Alan	Lucas	City of Chilliwack
Anastasia	Riabkova	City of Richmond
Andrew	Ross	City of Vancouver
Christine	Zielke	BCMSA
Candice	Roffe	City of White Rock
Charity	Igiri	City of Pitt Meadows
Cheralee	Miket	MOTI
Dan	Smith	City of Vancouver
Daniel	York	City of Penticton
David	Richards	City of Richmond
Jacson	Lui	City of Coquitlam
Jen	Irwin	City of Vancouver
Jeremy	Ryan	City of Vancouver
Justin	Chouhan	BCMSA
Lee	McGillivray	City of Vancouver
Lidia	Grzesiuk	City of North Vancouver
Nicole	Horspool	City of Vancouver
Paige	Knapman	City of Courtenay
Rebecca	Chow	District of Saanich
Sam	Chauhan	City of Surrey
Steve	Langdon	City of Prince George
Tracy	Gowan	District of North Vancouver
Yinka	Adewole	City of Dawson Creek

Guests

Kim	Stubbs	WorkSafeBC
Lisa	Houle	WorkSafeBC

The meeting opened at 10:05 a.m.

Nela Graham Moved to call the meeting to order.

Adoption of minutes from the 2019 Annual General Meeting

Nela Graham Moved to adopt the 2019 Minutes, **Seconded** by Jen Irwin, **Carried**.

President's Report

This has been a year of challenges and I have never been so proud to be a part of an association. BCMSA has been a leader in both our industry and also supporting our partner industries, sharing resources and reinventing ourselves. It shows organizational resilience. The board has been looking at strategic plans and ways Board has been working hard to look at strategic plans and re-invention of services utilizing technology. Part of strategic plan was to use technology to better reach remote communities to share resources and tools. As a result of those changes we were able to leverage those technologies to respond to primary needs.

Dan Smith Moved to adopt the President's report, **Seconded** by Steve Langdon, **Carried**.

Treasurer's Report

A review of the financial statement was completed. Training revenue was high and it was a positive financial year.

Candice Roffe moved to accept the annual report. **Paige Knapmann** seconded, **Carried**.

Candice Roffe Moved to adopt the treasurers report, **Seconded** by Paige Knapmann, **Carried**.

Appointment of Auditor for 2020

Nela Graham Moved to appoint Mona Warnstaff of Hantke Redekop Warnstaff & Company as the BCMSA's Financial Reviewer for 2019, **Seconded** by Rebecca Chow, **Carried**.

Executive Director's Report

First off, it has been my honor to work and service the municipal industry in Health and Safety.

This report today has a few highlights of the BCMSA's activities in 2019. To me this serves as an important element of the accountability that the BCMSA has back to its members.

Our work is always focused on our mission, to improve worker health and safety and enhance safety culture through the sharing of knowledge and resources. That mission – and our resulting activities – are classified into three broad areas: Resources, Training, and the Certificate of Recognition.

These three broad areas are constructed in the BCMSA's 2018-2020 Strategic Plan which continues to provide guidance, strong framework for ongoing technical advancement and forward-thinking for our association.

This plan focuses on five Strategic Focus Areas:

- Knowledge
- Communication
- Financial Sustainability
- COR Program
- Board Governance

Knowledge

- Current Training Review – Reviewed and updated all of our training materials, which included our new rebrand
- Future Conferences
- Completed our 2019 conference with over 400 attendees
- New Initiatives
- Creating partnerships for Mental Health and Mobile equipment
- Technology
- we engage in a three-phase technology project which includes research, development and implementation (two of the three phases have been completed)
- developed 4k videos to improve the learners experience in the classroom

Communication

- Outreach on social media platforms
- Launched an internal social media strategy that has overnight improved our LIKES/thumbs up
- Website and brand – improve look and interaction for the end user
- Measure the effectiveness and inventory of our resources

Financial Sustainability

- Training Fees – to ensure we are offering municipalities cost effective training
- Investments – working with the investors more frequently to maximize our earnings

COR Program

- Administration and oversight
- Review internal BCMSA processes
- Continued to increase our internal auditor pool of trainers

Board Governance

- Completing all of our governance policies 2019. Probably the number one priority of the strategic plan in my eyes. To me governance is at the heart of any successful business. It is essential for the

BCMSA to achieve its objectives and drive improvement, as well as maintain legal and ethical standing in the eyes of members, regulators and the wider community.

All have multiple actions identified to help us improving health and safety in our industry.

In 2019 the BCMSA had complete 82% of strategic actions as of today we have complete 96%.

So, what are some of the highlights that we have successfully completed in 2019:

- 2019 we continued to respond to the demand and needs from industry for training. Much of the year was focused on supporting members needs and advancing ideas for specific health and safety topics. This included:
 - Fatigue management
 - Mobile equipment
 - Resilient Minds for First Responders
 - Compassion Fatigue
 - Traffic Control certification and recertification
 - Mental Health Return to Work for Supervisors
 - Webinars on various topics that we were able to host from your input
 - Safety Awards – congratulations to all the winners in 2019
 - With a selection of new courses implemented and in place for 2019, the BCMSA trained 13, 900 workers. (just to let you know that represents just over 30% of the municipal work force), thank you for choosing us! Continuous improvement and high-quality educational programming continue to be one of our largest priorities for 2020.

Lastly,

I also want to recognize all the work you all have done around the number of WorkSafeBC initiatives in 2019, such as confined space and others, it continues to be a challenge every year for everyone and I believe it's important to be recognized for all the great work you are doing for your community.

As 2019 has ended, I would like to thank the British Columbia Municipal Safety Association Board of Directors, members, trainers, consultants, partners and WorkSafeBC for their continued support.

Finally, to the BCMSA team. 2019 could not have been done without you. Thank you for your dedication and your commitment to this great association.

Clay Fredin Moved to adopt the Executive Director's report, **Seconded** by Nela Graham, **Carried**.

Notice of Motion:

To amend the Bylaws of the BC Municipal Safety Association as approved by the Board of Directors and presented by the President.

- 21 The elections for positions on the Board may be done by any of the following means
- a) An election by voting in person;

- b) A mail-in ballot sent to all members in good standing; or
 - c) An election process conducted using electronic means.
- Consequential amendment to all other numbers.

Nela Graham Moved to approve the Notice of Motion, **Seconded** by Rebecca Chow, **Carried**.

Meeting Adjournment

Moved by Nela Graham to adjourn the AGM, **Seconded** by Nathan Peters, **Carried**. Meeting adjourned at 10:40a.m.

Upcoming Meetings

2020:

1. Dec 4th (RGM)

2021:

2. March 26thth (RGM)
3. June 4th (AGM/Elections/RGM)
4. September 17th (RGM)
5. December 3rd (RGM)