

Virtual Meeting

MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	Executive Director
Rebecca	Chow	District of Saanich	President
Sergio	Picco	City of Burnaby	Treasurer
Candice	Roffe	City of White Rock	Secretary
Judith	Trottier	City of Surrey	Director
Nathan	Peters	City of Kelowna	Director
Dan	Smith	City of Vancouver	Director
Anastasia	Ribakova	City of Richmond	
Brett	Smith	CVRD	
Caroline	Barnhart	City of Lake Country	
Charity	Igiri	City of Pitt Meadows	
Christine	Zielke	BCMSA	
Daniella	Pozzobon	City of Vancouver	
Gerry	Parker	Sunshine Coast Regional District	
Hedy	Wong	City of Coquitlam	
Jacson	Lau	City of Coquitlam	
Janice	Williams	Capital Regional District	
Jen	Irwin	City of Vancouver	
Jody	Williams	City of Langley	
John	Weloy	City of Burnaby	
Judith	Trottier	City of Surrey	
Kelsey	Hynes	District of Mission	
Lidia	Felber	City of North Vancouver	
Lindsey	Valair	City of Vernon	
Melissa	Rombough	City of Vancouver	
Miriam	Bougie	Resort Municipality of Whistler	
Paige	Knapman	City of Courtenay	
Rasleen	Hans	BCMSA	
Robert	Ingraham	Capital Regional District	
Sam	Chauhan	City of Surrey	
Sarah	Josefson	City of Kelowna	
Sheldon	Weatherby	City of Nanaimo	
Tracy	Gowan	District of North Vancouver	

Guests

Jaret	Swanson	WorkSafeBC
Sudhir	Nair	WorkSafeBC
Tom	Waltz	BC Plant Health
Bill	Dyer	National Institute of Disability Management

The meeting opened at 9:39 am

Rebecca Chow called the meeting to order.

Additions to Agenda

No

Adoption of Previous Minutes

Rebecca Chow **Moved** to adopt the September 17, 2021 Regular General Meeting Minutes, seconded by Jen Irwin, **Carried**.

Presidents Report

Very proud of the work that the Board and Association has over the past 6 months. Yesterday, the Board made some decisions that support the financial viability of the BCMSA in a manner that I hope will catalyze meaningful cost mitigation for all LGs – allowing them to support their employees and ensuring our limited citizen finances can be spent on the projects and support needed for our citizens.

In September, the BCMSA held another fabulous conference – this time virtually. I was and continue to be in awe of the product that was delivered – well done! So well done, that I have personally have a list of things I want to do – but like many – I have limited resources to turn the concepts, ideas and tools into action. Our success – becomes our challenge. It can also become our opportunity. Wrap up with a share - A matter for my employer has me creating a chronology of key events in the first 8 months of the pandemic. It's made me aware that there are more things that I've forgotten than I remember, that BCMSA colleagues are amazing, and that together we are amazing and able to create so much more!

Looking for a worker representative for the Board of Directors. Expression of interest coming out soon.

Presentation

BC Plant Health Care: Understand the Changes to Part 26

- Tom Waltz presented on Changes to Part 26. If you would like a copy, please contact mroberts@bcmsa.ca.

WorkSafeBC Update, Information, and Initiatives relevant to Local Government

- Jaret Swanson from WorkSafeBC presented on Update, Information, and Initiatives relevant to Local Government. If you would like a copy, please contact mroberts@bcmsa.ca.

National Institute of Disability Management and Research (NIDMAR) BC WDA Grant Opportunities

- Bill Dyer Director, NIDMAR presented on National Institute of Disability Management and Research (NIDMAR) BC WDA Grant Opportunities. If you would like a copy, please contact mroberts@bcmsa.ca. Executive Director's Report

Executive Director Report

Working Groups:

From the last BOD and RGM the BCMSA staff were able to establish two working groups, an arborist and first aid. Both were very successful in fulfilling the objectives identified.

First aid working group produced a summary document of the proposed changes with recommendations for organization to submit to WorkSafeBC for consultation process. This document was shared on our forums networking page, and we encouraged organizations to provide their feedback to WorkSafeBC.

Arborists working group provided a document of the changes to Part 26 of the regulation. The objective of this group was to provide a high-level bulletin/ safety talk to help individuals interpret the changes. This document was also shared on the forums networking page for members to distribute to those in their organization that might be impacted by the changes.

Awards Committee – will be established in January 2022.

Errors and Omissions (EOI) - Insurance

Update, I conducted a survey with all the other HSA's and majority of them carry EOI of \$5M. I can confirm that the BCMSA does carry \$5M EOI and are well insured for all the streams of business we offer.

2022 WorkSafeBC Funding – HSA and COR

We submitted the board approved budgets and workplans for 2022 for both HSA and COR to WorkSafeBC on September 17th. Each budget had a small increase, \$3,560 for HSA and \$2,866 for COR from the WorkSafeBC March 2021 forecast submission. Both increases were not approved, and we had to adjust the budgets to meet the submission forecasts from March 2021. We quickly realized that asking for an increase in funds between a March forecast and the September final submission is not what WorkSafeBC is interested in seeing. Moving forward, we will forecast a slight increase in funding and reduce if needed for the final submission next September. You can expect a preliminary budget presentation at our March 3rd, 2022, board meeting for the 2023 budgets.

PWABC/BCMSA 2023 Contract

An adjustment to the contract for the 2023 event has been completed to push the next cancellation period until December 15, 2021. A recommendation has been made in the attached feasibility study to cancel the 2023 Whistler Contract and transition the event to Penticton then complete an RFP for 2022 and sign an updated partnership agreement with PWABC.

HR Overview

We have successfully filled the position for the Senior Health and Safety Advisor. Rasleen Uppal will be starting with the BCMSA the week of November 29th. Rasleen holds a Diploma, Occupational Health and Safety Management from the University of Western Ontario and a Bachelor of Kinesiology from the University of the Fraser Valley.

Amanda Weloy continues to support the BCMSA team in an Auxiliary Administrative Assistant position.

Finance

Our Accounting and Payroll Specialist has been working with our auditing company to problem solve a scheduling issue that prevents us from receiving our Annual Report in time for submission to WorkSafeBC as per our contract agreement. As a result of her good work, we will be near schedule for the report come submission time.

Strategic Plan/Operational Plan

As you are aware the BCMSA board of directors completed and approved the 2022-2024 strategic plan in June. The plan is now live and will be used to communicate with the organization the organizations goals, the actions needed to achieve those goals. The management team has completed the operational plan and will be shared with the board at the December 2nd board meeting.

CPHR LR Roundtable

The BCMSA, along with Dr. Joti Samra has been invited to speak at the CPHR LR Roundtable on January 19th. The session will be on PH&S Workplaces:

- A psychologically healthy and safe workplace promotes the psychological well-being of employees and prevents harm to their mental health in negligent, reckless and intentional ways. The COVID-19 pandemic has also had an unprecedented impact on workplaces as it has affected every facet of peoples' lives. This interactive session will review takeaways from the local government context, and applicable elsewhere, together with insights from a practicing psychologist working with clients to enhance their quality of life both personally and professionally and in support of a journey to psychological health, wellness and resilience.

Facilitators:

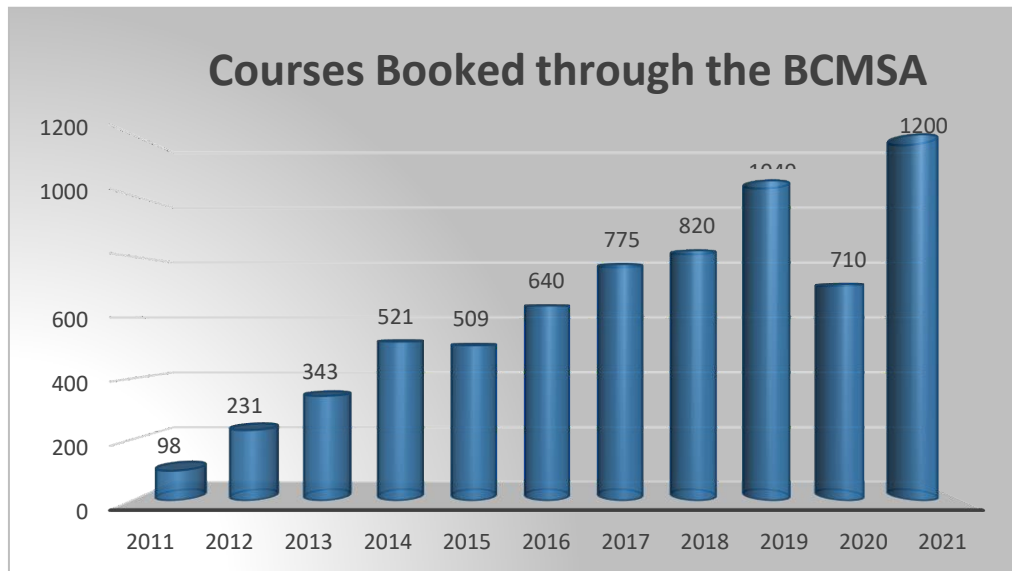
Mike Roberts, Executive Director, BCMSA

Dr Joti Samra, CEO & Founder, My WorkplaceHealth

Training Courses Booked

The BCMSA has booked 1200 training courses (virtual and in-person) in 2021. This is a momentous feat as this is a 13% increase in courses booked from 2019 which was the Association's largest training year to date by far.

- 50% of these courses have been virtual; 50% of these courses have been in-class operational and equipment courses (fall protection, confined space, utility locator specialist, chainsaw, load securement). With the increase in positive COVID-19 cases in the past few months, the Association anticipates training to follow the existing 50-50 trend until approximately Q2 of 2022.



PH&S Course and Certificate Program

The PH&S courses continue to be in high demand and the feedback remains excellent. The pilot is now complete, and the entire certificate program will be run through My Workplace Health (which includes the electives for the Manager Certificate). To date, the BCMSA has booked 43 PH&S training sessions for 2021. Please see the email below from Justin to the working group.

The pilot is now officially complete, and I wanted to make you aware of some of the key highlights, along with some of the modifications. The PH&S certificate will be run entirely through My Workplace Health; this will also include the electives. The framework of the certificate remains the same; the learning objectives and learning outcomes have not changed and will remain consistent with what has been taught to organizations in 2021. However, the names of the courses within the 3 certificate levels have been renamed to better suit the course content. Please see the updated course names below:

Psychological Health and Safety Certificate

Senior Leader Certificate – 8 hours total (2 Mandatory Courses – 4 hours each)

- Level 1: Psychological Health and Safety for Leaders
- Level 2: Psychological Health and Safety for Leaders

Participants (Minimum 6 – Maximum 20)

Manager Certificate: – 16 hours total (3 Mandatory Courses; 1 Elective - 4 hours each) Mandatory Courses:

- Level 1: Psychological Health and Safety in Your Workplace
- Level 2: Be a Psychologically Safe Leader
- Level 3: Enhance Your Emotional Intelligence & Resilience

Electives (Choose 1 of the following):

- Elective 4A: Managing Mental Health Issues in Your Workplace
- Elective 4B: Creating a Civil and Respectful Workplace

Participants (Minimum 6 – Maximum 20)

Employee Certificate: – 16 hours total (4 Mandatory Courses – 4 hours each)

- Level 1: Staying Mentally Healthy and Resilient
- Level 2: Civility & Respect in Communication and Conflict
- Level 3: Common Mental Health Issues
- Level 4: Finding Work-Life Harmony

Participants (Minimum 6 – Maximum 40)

The cost of the sessions remain the same and will retail at \$2100.00 per 4-hour session. Additionally, Dr. Joti Samra has increased her instructor pool due to high demand and now has a team of 8 instructors who will teach as part of the certificate. That being said, Dr. Samra will remain at the forefront of the certificate and will continue to teach alongside her colleagues. The first choice for the Senior Leader certificate will remain Dr. Samra.

I wanted to end by letting you know we have already begun booking into 2022 as we have over 40 sessions booked from various organizations. Our hope is to accommodate everyone – but our ask is that you get your dates into us as soon as possible so we can confirm availability with the instructors.

Resilient Minds for Firefighters – Train the Trainer

The BCMSA ran its second 3-day regional Train the Trainer session for the Metchosin Fire Department on November 5-7, 2021. The session was extremely well received and continues to add significance to the Association's attempt to promote mental health awareness within our industry. We have scheduled another 3-day Train the Trainer session for West Kelowna Fire on December 8-10, 2021. Have you, as the Board, heard of if your Fire Halls are wanting this training? We are looking at running a local TTT in Q1 or Q2 at the BCMSA office and would love to know if there is interest from your organizations.

New Courses to Training Portfolio

1-day ULS refresher

- This course has been approved and will be added to BCMSA website in next month.
- Onus will be on municipalities to check they have the prerequisite of full 3-day ULS course (this will be outlined in training guidelines for the course).
- This course will take place predominately in the field but will include a short theory refresher portion to begin the class.

Fundamentals of Underground Utility Locating

- This course will cover the fundamental principles and techniques in buried utility location. The course will include the 2 methods of signal detection (Passive and Active) among other fundamental principles of utility locating.
- ULL is designed for Supervisory and Management staff who do not locate but are responsible for assigning utility locating work.
- The course will be majority theory based with minimal practical component

Confined Space refresher (4 hours)

- Proposal given to BCMSA by SPI – in development stage.
- Prerequisite will be 8hr CSE Entrant Course – SPI.

- Max participants 12, mix 6.
- Designed for workers who enter confined spaces on a regular basis.

Fire Safety and Evacuation Training (90 minutes)

You will learn:

- emergency preparedness
- how to evacuate a building safely
- become familiar with your building's safety features
- how you can use them to save lives. The seminar will also discuss the duties and responsibilities of a building or company's fire safety director and floor wardens
- Max 30 participants, min 6

Fire Drill with Report (Practical) (90 minutes)

- trains your building occupants and employees in fire drill safety
- learn about the duties of key personnel prior to a fire drill
- will also conduct an actual fire drill and provide you with an immediate on-site critique followed by a written report
- Max 30 participants, min 6

Fire Safety/Evacuation Training and Fire Drill (2 hours)

You will learn:

- emergency preparedness
- how to evacuate a building safely
- become familiar with your building's safety features
- how you can use them to save lives. The seminar
- will also discuss the duties and responsibilities of a building or company's fire safety director and floor wardens.
- learn about the duties of key personnel prior to a fire drill
- will also conduct an actual fire drill and provide you with an immediate on-site critique followed by a written report by mail
- Max 30 participants, min 6

Earthquake Preparedness (90 minutes)

Here's what you'll learn:

- Earthquake Theory, what earthquakes are, how they are measured and what the associated hazards are
- Workplace Emergency Preparedness, detailed instruction on emergency management and preparing for an earthquake or other natural disaster. What food, supplies and gear go into a survival kit or pack. Detailed emergency preparedness checklist for your disaster plan.
- Survival Tips, how to survive the crucial first 72 hours following an earthquake: securing
- your environment, accessing supplies and responding to injuries. Where to hide and what
- to do during the shaking.

- Coping with the Aftermath, recognizing the symptoms of shock and administering basic
- first-aid until emergency services arrive. Recognizing emotional and psychological effects
- of a natural disaster on adults and children
- Max 30 participants, min 6

COR

COR Outreach

The Association has taken an active approach in reaching out and meeting with non-certified Municipalities to educate these organizations on the benefits of participating in the COR program. Furthermore, the COR team has created resources outlining these benefits and dispersed them to all non-certified municipalities throughout the province. The outreach has proved to be very effective as the Association is expecting 8-10 new municipalities to go through the COR program in the next 2 years.

Sub Committee Reports

Update in the Executive Directors report.

BCMSA Awards Recognition

Organizational Safety Excellence Award Winners:

- Surrey
- Coquitlam
- Dawson Creek
- Kamloops
- Lake Country
- Metro Vancouver
- Saanich

Safety Improvement Award Winner:

- CRD

Old Business

None

Round Table

- Candice Roffe (City of White Rock) – Working through vaccination policies. Renewed all Confined Space Entry alternate measures

RGM MEETING MINUTES

December 3, 2021

- Jen Irwin (City of Vancouver) – Vaccination policy, pushed mandatory vaccination date by a month. 3 contact with utilities incidents and a refusal on an excavation sight resulted in collaborative WorkSafeBC meeting.
- Rebecca Chow (District of Saanich) – Vaccination policy including contractors and employees in two different policies.
- Rasleen Hans (BCMSA) – Joined BCMSA from Fraser Health and Island Health
- Sam Chauhan (City of Surrey) – Will start testing January 4. Does not have a mandatory vaccination policy. Either proof provided or get tested. Excavations an area of concern with a young labour force who doesn't feel 4.5 deep is risky. Vaccine awareness training. Crane incident, knocked over crane with vehicle that drove away while attached. Provided training.
- Gerry Parker (Sunshine Coast Regional District) – Looking to pursue COR. Vaccination policy.
- Sergio Picco (City of Burnaby) – Vaccination policy with option of testing. Opening up City Hall in January. WIVA completed. New CAO and Director of HR.
- Rob Ingram & Janice Williams (Capital Regional District) – Vaccination policy

Meeting adjourned at 12:33pm

Upcoming Meetings:

- March 4th (RGM)
- June 3rd (AGM) (RGM)
- September 16th – Tentative (RGM)
- December 2nd (RGM)