

Virtual Meeting

MEMBERS IN ATTENDANCE:

| | | | |
|-----------|-------------|----------------------------------|---------------------------|
| Mike | Roberts | BCMSA | <i>Executive Director</i> |
| Rebecca | Chow | District of Saanich | <i>President</i> |
| Candice | Roffe | City of White Rock | <i>Secretary</i> |
| Sergio | Picco | City of Burnaby | <i>Treasurer</i> |
| Judith | Trottier | City of Surrey | <i>Director</i> |
| Nathan | Peters | City of Kelowna | <i>Director</i> |
| Nela | Graham | Metro Vancouver | <i>Director</i> |
| Dan | Smith | City of Vancouver | <i>Director</i> |
| Rondi | Shanks | Sunshine Coast Regional District | <i>Director</i> |
| Adrien | Miller | City of Campbell River | |
| Anastasia | Riabkova | City of Richmond | |
| Cheralee | Miket | MOTI | |
| Christine | Zielke | BCMSA | |
| Daniel | York | City of Penticton | |
| David | Richards | City of Richmond | |
| Hedy | Wong | City of Coquitlam | |
| Jennie | Small | City of Squamish | |
| Jennifer | Irwin | City of Vancouver | |
| John | Weloy | City of Burnaby | |
| Justin | Chouhan | BCMSA | |
| Lee | McGillivray | City of Vancouver | |
| Lidia | Felber | City of North Vancouver | |
| Loren | Cusator | City of Kamloops | |
| Mona | Cheng | City of Vancouver | |
| Preet | Rana | City of Vancouver | |
| Rick | Newlove | Peace River Regional District | |
| Sam | Chauhan | City of Surrey | |
| Sergio | Picco | City of Burnaby | |
| Sheldon | Weatherby | City of Nanaimo | |
| Tracy | Gowans | District of North Vancouver | |
| Tracy | Wynnyk | MOTI | |
| Yinka | Adewole | City of Dawsons Creek | |

Guests

| | | |
|--------|---------|----------------------------|
| Jaret | Swanson | WorkSafeBC |
| Sudhir | Nair | WorkSafeBC |
| Mike | Harnett | Solaris Fatigue Management |

The meeting opened at 9:36 am

Rebecca Chow called the meeting to order.

Additions to Agenda

No

Adoption of Previous Minutes

Rebecca Chow **Moved** to adopt the December 3, 2021 Regular General Meeting Minutes, seconded by Dan Smith, **Carried**.

Presidents Report

With us being on what I hope is the downward slope of the most recent pandemic wave, it's great to have so many of us in person. I appreciate your time travelling and your commitment to attending.

At yesterday's Board meeting we:

- Celebrated all of the association's amazing accomplishments in 2021
- Set the financial structure in place for 2023 (9+ months in advance)
- We discuss our vacant worker representative chair
- Discussed a recent board self-assessment we completed and agreed upon areas of focus for an upcoming day focused on Board development and governance
- We heard of many initiatives, engagements and opportunities
- It was great to hear how the BCMSA has engaged and supported not only the industry, but a number of specific local governments to meet their unique individual needs.

With this being my second President's Report, it's resulted in my reflecting on how visible the Board is to our membership. I believe that those LGs who have employees who participate in our RGM have some sense of who the Board is, what we do and what we are focusing on. For all the other LGs we may be hidden. I asked the Board member to consider this as we moved through our Self-Assessment discussion yesterday. I would also invite you to share any ideas you have on this topic – Board visibility.

On a final note, I would like to share something I am extremely proud of – my PHSC certificate. Thank you BCMSA!

Executive Director Report

PWABC/BCMSA 2022/2023 Contract

Formal cancellation was processed for the 2023 Whistler conference with the Westin Whistler. Moving forward contract negotiations are in progress with PWABC and with potential event sites for both the 2022 and 2023 hybrid Joint Annual Conference & Tradeshow. An RFP was done for 2022 for a site location in the lower mainland and a temporary hold has been placed on the Penticton Trade and Convention Centre for 2023. An external event planner has been included

in the budgeted for 2022 to ensure the workload split between associations is more even. At the time of the board meeting, we are hopeful to have a negotiated contract with PWABC and a venue and date for the 2022 event.

RFP 22-01 - eLearning

A request for proposal was issued on January 19, 2022, to secure a contractor to develop our current Supervisors Safety Certificate content into eLearning.

Technology

The BCMSA web developer has been contracted to create a solution to better present our training course information. At the end of the project, it will be more easily filterable and sorted in a more meaningful way than it currently is. It will also give us the ability to recommend associated courses as "ads" underneath the selected course.

Safety Climate (Culture) Survey

We are working towards building of a safety climate (culture) survey tool that our Senior Occupational Health & Safety Advisor can use when doing outreach with our engagement initiative work. The tool will also be available for use by all other members of local government.

Training Program Financial Review

Our annual training program financial review has been completed. JOHSC was the most profitable course of the year. In 2021 we ran this course as an open enrollment session monthly in addition to the training booked directly by organizations.

TCP Webinar

Rasleen collaborated with Sudhir Nair and Dale Alcock from WSBC to present a webinar that reviewed the new Part 18 traffic control regulation that came into effect on December 1, 2021. The webinar was two hours long; 45-minute presentation with 75-minutes for questions. There was a total of 293 registrants, with 247 participants who logged in. A FAQ will be released in the coming weeks to capture some of the common questions asked. 3

Initiative: Organizations with Lagging Indicators

BCMSA is undertaking a new initiative to identify organizations with lagging indicators. Two groups of employers were considered: employers with 100-200 and employers with 200-300 persons years. The BCMSA will provide a service of conducting a small-scaled audit and safety culture survey (development is currently underway). The objectives of this initiative are to:

- Reduce injury rates and overall health and safety performance
- Develop a road map based on findings
- Reduce injury costs of workplace injuries
- Ongoing collaboration between the organization and BCMSA

Currently there are two organizations that have shown interest and are considering proceeding forward:

- City of Langley (Committed to the initiative)
- Municipality of North Cowichan (in the approval phase) Rasleen to follow up with a presentation.

Safety Talks

The calendar year topics are now up on our website. Previously we have uploaded one topic per month. This year we have added two talks for each month with the goal of having more mental health safety talks. For April and May, we will be releasing pop up safety talks for Day of Mourning and NAOSH Week.

WSBC Data Report (Tableau)

EHS Analytics, a contractor we have been collaborating with for a couple of years, has been provided permission to access employer and industry related data (from WorkSafeBC) to create a dashboard that allows easy viewing and comparison options. The current dashboard does not allow for comparison of data between similar employers nor easy functions to export data that is multilayered. EHS Analytics provided the BCMSA with a demo which was impressive. The BCMSA has asked EHS Analytics to provide us with a proposal.

Forums Group

Rasleen will be the primary contact for the forums group moving forward. This will allow her to build relationships with our membership.

Opportunity of Engagement: The Firefighter Wellness Course Series: Increasing Workplace Capacity and Well-Being: Promoting Psychological Wellness through Digital Education

The following proposed project seeks to bring together stakeholder groups that include: the BCMSA, WorkSafeBC, the BC Fire Chief's Association, the BC Training Officer's Association, and the BC Professional Firefighters' Association under a combined framework that collectively champions the establishment of an evidence-informed psychoeducational series. This series would draw upon curriculum and research that has shown promise in contributing to the workplace health and well-being of all fire fighters. The objective of this series would be to assist members in identifying current level of psychological health and functioning while promoting the importance of accessing upstream care prior to the onset of a serious psychological challenge that warrants the filing of a psychological injury claim. This series would extend the objectives of the First Responder Steering Committee and the BCPFFA Mental Wellness Committee by encouraging knowledge dissemination that highlights existing culturally appropriate resources and programs in British Columbia.

As psychological claims are a significant area of concern to local government, the BCMSA needs to collaborate and partner in some way with this project. If resources are needed this would be an excellent opportunity to access the RDO account for 2023. The BCMSA needs to increase our presence within fire services.

Manager of Audit and Training Services Report

Training

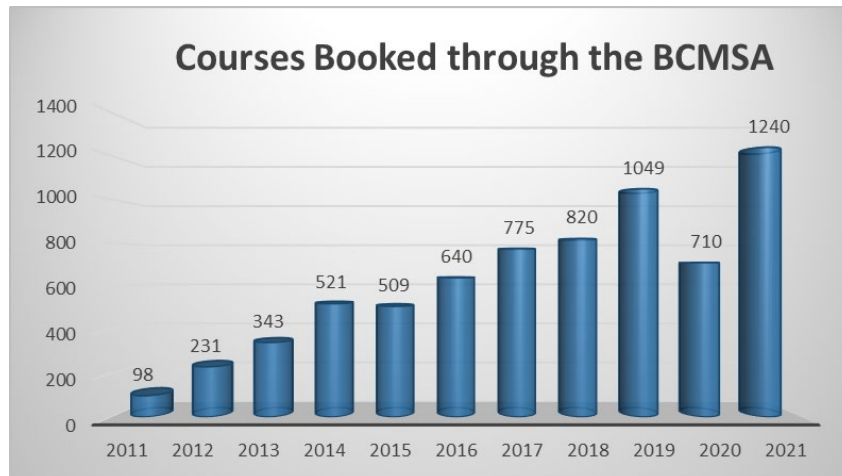
Courses Booked

The BCMSA booked 1240 training courses (virtual and in-person) in 2021. This is a significant feat as this is a 18% increase in courses booked from 2019, which was the Association's largest training year to date by far.

RGM MEETING MINUTES

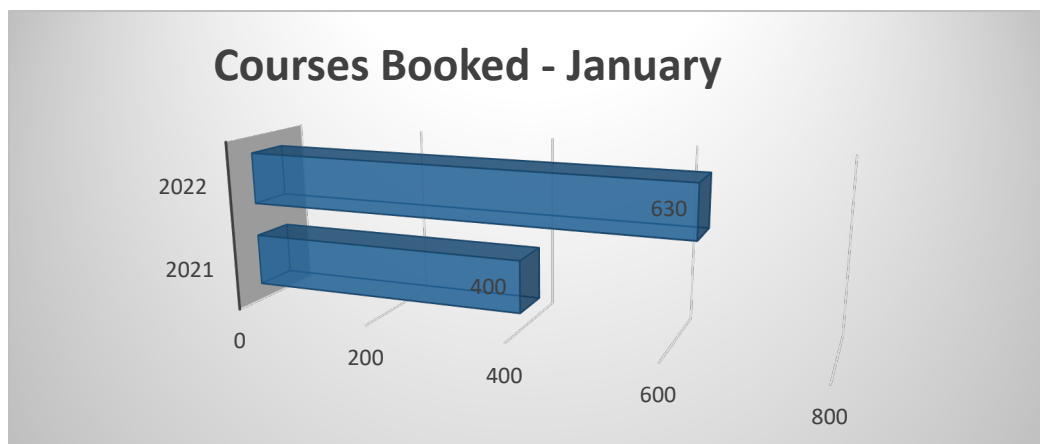
March 4, 2022

- 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). This ratio also remained consistent in January 2022 and the Association forecast this will be the case until June 2022 at the minimum.



Courses Booked in January – 2022 and 2021

Furthermore, the course booking numbers for January 2022 have been astonishing to say the least. The BCMSA has booked 630 courses as of January 2022 as compared to 400 courses in January 2021. This is a 58% increase in courses booked in a year alone.



Association Outreach

In Q1 of 2022, the Executive Director and Manager of Audit and Training Services have made a concerted effort to meet with municipalities within northeastern BC and explain the benefits of utilizing BCMSA training, resources and benefits of achieving COR. These include connecting with:

- The City of Dawson Creek
- The City of Fort St. John
- District of Taylor
- Peace River Regional District

PH&S Certificate Program

The PH&S courses continue to be in high demand and the feedback remains excellent. The BCMSA has already booked 50% of the total courses ran in 2021 for the PH&S certificate in January alone. If you are interested in this training, please reach out to Justin so that you can finalize a date for the session(s).

Resilient Minds for Firefighters – Train the Trainer

The BCMSA is forecasting that there will be a minimum of three Train the Trainer sessions in 2022. The first two will be taking place at:

- Delta Fire – April 27-30, 2022
- Lions Bay Fire – TBD

The BCMSA will also run an open enrollment session at their Langley office in Q3 of 2022. Have you, as the Board, heard of if your Fire Halls are wanting this training? We would be able to host this training as long as we can meet the minimum numbers of 12 students for the session.

Environment Operators Certificate Program – (CEU'S)

The BCMSA was successful in obtaining approval from EOCP for CEU's for an additional 24 courses that were recently submitted. This will provide workers more diversity in training while maintaining their required certification.

CPHR BC & YUKON Pre-Approved CPD Hours Program

The BCMSA has applied to have 30 courses approved by the program, this will provide continuous education credits for Human Resources Professionals and help grow the knowledge in Health and safety.

The CPHR BC & Yukon pre-approved CPD hours program provides academic institutions and organizations that deliver HR and strategic business programming the ability to guarantee CPD hours. Eligible continuing education events must be directly in line with the HR Competencies and have an established set of standards for quality and consistency in program delivery.

2022 BCMSA Awards

The BCMSA is in the process of updating our awards:

- Organizational Safety Excellence
- Safety Improvement
- BC Common Ground: City of Excellence – Underground Prevention

Additional awards for 2022 could include:

- Manager of the Year
- Worker of the Year
- JOHSC member of the Year
- Initiative of the Year

The BCMSA is seeking volunteers to participate on the awards committee, if you're interested, we encourage you to contact Mike Roberts at mroberts@bcmsa.ca

Working Group: Permanent Psychological Disability Benefits Policy Review

Special thanks to the City of Vernon, Burnaby and Surrey for their participation. Findings and information from the working group can be found on the BCMSA Forums Discussion Group under Managers/Advisors.

COR

New COR Organizations in 2021

The Association is proud to announce that we added three new COR organizations within local government in 2021. These include:

- The City of Dawson Creek
- Capital Regional District
- District of West Vancouver

External Auditor Additions

The BCMSA put out an express of interest for 2 new external auditors in December 2021 as the Association needed to expand their external auditor pool with the forecasted addition of new organizations coming into the COR program in 2022. The Association was able to add two qualified external auditors to their pool and both have been trained and become certified auditors for the BCMSA. They are:

- Gurdev Singh – currently auditing for other Certifying Partners and formerly a COR specialist with MSABC
- Stephen Melendy – formerly employed by the Regional District Kootenay Boundary

COR Presentation

On January 25, Justin conducted a COR award presentation to Mayor and Council for the City of Dawson Creek for their achievement in 2021.

WIVA Audits

WorkSafeBC issued two WIVA audits for BCMSA COR certified organizations in 2022. In addition, each external auditor for the BCMSA was given an opportunity to bid for the two WIVA audits. The WIVA's have now been assigned to two auditors within the BCMSA auditor pool.

Internal Auditor Training

The BCMSA ran its 1st Internal Auditor training session of 2022 on February 22 and February 23. The session had a full class of 14 students and 12 of the students attended virtually.

Proof of Concept Pilot

The Proof of Concept took place for the City of Courtenay in November and has recently completed its Quality Assurance process. The audit has now been sent to WorkSafeBC and is currently in the review process along with audits from the other Certifying Partners. WorkSafeBC will be assessing the feedback from CP's and meeting with them in late January to discuss the next steps.

WorkSafe BC Report

Public Admin CU claim numbers re COVID 19 – 82 COVID claims registered in 2020 and 39 allowed. Senior retirements in WorkSafeBC. Bill 5 will have an update soon. Day of Mourning will be a hybrid event in 2022.

Update to Confine Space Regulation

Confined space regulation is with legislative counsel. Hopefully Q3 the regulation will be out for public consultation.

First Aid

Hold on as more changes to first aid are coming.

Presentations

WorkSafeBC: Findings from the Water and Wastewater Initiative

WorkSafeBC: 2022 Construction High Risk Strategy and How the Strategy May Impact Local Government

Mike Harnett Solaris FM: Come Hell or High Water: How Covid and Climate are Driving Stress and Fatigue

Sub Committee Reports

Update in the Executive Directors report.

Old Business

None

Round Table

- Daniel York (City of Penticton) – Working towards COR.
- Rondi Shanks (SCRD) – Reassessing PPE requirements at Works yard, flow of traffic and signage for contractors. NAOSH Week events related to connection.
- Rasleen Hans (BCMSA) – Initiative to support organizations with lagging indicators, providing a gap analysis and safety culture survey. Will open it up to sign up next year.
- Judith Trottier (City of Surrey) – Recent near miss with excavator counterweight came in contact with employee. Working on blind spot education for staff.
- Jen Irwin (City of Vancouver) – 2 serious incidents. Employees and desensitization towards human to mobile equipment interface. Increase hazard ID and Risk Assessments, get people talking about the risk and hazard of working around mobile equipment.

RGM MEETING MINUTES

March 4, 2022

- Anastasia Riabkova (City of Richmond) – Traffic Control Risk Assessment up and running and making sure Supervisors understand their responsibility. New worker orientations. Working on knight street bridge so preparing for working around heights. New Health & Safety Manager.
- Cheralee Miket (MOTI) – Busy months as a result of extreme weather events. DOC enacted. In field services two sites found 60 sticks of dynamite from 1977, had to managed avalanche risk, preparing for 2022 season, working with contractors to ensure service levels utilizing engagement with WorkSafeBC. Reinforcement of using our QA policies and programs for management of contractors.
- Tracey Wynnyk (MOTI) – taking on Safety Management Role, moving from Safety Plan to SMS.
- Sam Chouhan (City of Surrey) – Young supervisors having more incidents around working near mobile equipment. Visit from WCB look at SWP for bylaw entering residential homes, updating procedures to ensure proper SWP in place. Very busy, already 18 covid related accidents this year, typically off for a week and seem to be minor in nature.
- Sergio Picco (City of Burnaby) – Reviewed last 5 year claims, focused on high durations. Phase two of rapid testing moved offsite prior to shift. Hearing assessments last year in FD can share the data.
- John Weloy (City of Burnaby) – Staff retention and turn over at high numbers meaning supervisors have less than 5 years of experience. Training new staff in essential training then having them leave the organization. Senior Foremen have additional stress because of changes in regulation and ensuring they are working safely. Ensure they are training their staff then they are leaving for more money.
- Rebecca Chow (District of Saanich) – BCMSA has made a callout on whether there is a want for a video related to mobile equipment. Embarking on incident investigation refresh. Looking at an update to forms, philosophy and culture update around it. Corporate engagement survey leading to changes, included OHS and PH&S. Bylaw and licensing need more safety supports and PH&S needed in Public Works.

Meeting adjourned at 12:30pm

Upcoming Meetings:

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