
Hybrid Meeting

MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	CEO
Rebecca	Chow	District of Saanich	President
Candice	Roffe	City of White Rock	Secretary
Sergio	Picco	City of Burnaby	Treasurer
Nathan	Peters	City of Kelowna	Director
Nela	Graham	Metro Vancouver	Director
Magnus	Enfeldt	City of Vancouver	Director
Rondi	Shanks	Comox Valley Regional District	Director
Shaun	Bradley	City of Colwood	Worker Rep Director
Candice	Roffe	City Of White Rock	
Charity	Igiri	City of Pitt Meadows	
Chris	Gonev	City of Maple Ridge	
Christine	Zielke	BCMSA	
Coreen	Wolanski	BC PSA	
Damian	Couture	Village of Cache Creek	
Dan	Smith	Surrey Police Service	
Darren	Beattie	City of Prince George	
Daryl	Calvert	Township of Langley	
Janice	Williams	CRD	
Jennie	Small	District of Squamish	
Justin	Chouhan	BCMSA	
Kelsey	Hynes	City of Mission	
kim	kennedy	City of Vancouver	
Lee	McGillivray	City of Vancouver	
Lindsey	Valair	The City of Vernon	
Parm	Phangura	City of Abbotsford	
Rasleen	Hans	BCMSA	
Robert	Ingraham	Capital Regional District (CRD)	
Tracy	Wynnyk	Transportation Investment Corp	
Tracy	Gowans	District of North Vancouver	
Guests			
Melanie	Vipond	Gall Legge Grant Zwack LLP	
Morris	Benetton	WorkSafeBC	
Sudhir	Nair	WorkSafeBC	

The meeting opened at 9:30 am

Rebecca Chow called the meeting to order.

Additions to Agenda

No

Adoption of Previous Minutes

Chris Gonev **Moved** to adopt the October 3, 2022, Regular General Meeting Minutes, seconded by Nela Graham, **Carried**.

President Report

Kudos to CUPE and Shaun Bradley for their August 30, 2022, article “Making a difference for worker health and safety”. The point that resonated for me most in the article was “Bradley’s experience should inspire others to pursue similar opportunities.” Sincere thank you to Shaun, Trevor and CUPE for allowing BCMSA to share our appreciation in the article. The article is a great example of the joint commitment, partnership and strength that comes from having a worker representative on the BCMSA Board.

Our conference was again a huge success. Being back face to face was amazing. It was a fabulous opportunity to connect and share with our public works colleagues including the PWABC Regional Representatives who were in attendance. The sessions were appreciated, the keynotes got us connecting on another level and the collaboration and sense of community created will continue to build bridges and maintain collaboration with our public works colleagues and each other as safety professionals. I’m already looking forward to Penticton!

On November 1, 2022, I got the opportunity to take the Harbour Air float planes to join Mike in the association’s funding presentation to WorkSafeBC. My flight over was humbling as many on the flight with me were travelling to honour fallen RCMP Constable Shaelyn Yang. It was a poignant reminder of what our day-to-day efforts mean and how the association helps support those efforts.

The presentation to WorkSafeBC was uncharted territory as this was BCMSA’s first such opportunity. Under Mike’s leadership the presentation created by Christine and Justin was truly a sight to see. The achievements shared by Mike were numerous and impactful across not only municipalities but many other industries, and they were relevant to the struggles municipalities have experienced and triumphed over. There were very few questions pertaining to the funding requested by the BCMSA. Of note was a focus and encouragement to in future provide metrics that spoke to not only volume, but impact. Creating these will be a necessary area of focus for the BCMSA over the next year. What this looks like is yet to be determined but I do know that **the BCMSA will need your assistance on this**.

As the year ends, I’d like to express my sincere appreciation to all of you who have supported me in this role. It has been in some ways more than expected and at the same time a true honour.

In our industry there does not seem to be a “slow” time anymore. Despite this, over the next few weeks on a professional level, I wish for you to have some peace and time to reflect on the past year and re-energize and focus on what is ahead. On a personal level, I wish for you to have time for self, others, and the things you truly love and that give you the joy and energy that fills life!

CEO Report

Financials

Our new Accounting and Payroll Specialist has been training in the role successfully with external contracted supporting the financial function with advice services, training, and senior accounting duties.

Our annual interim audit took place November 16 and 17, 2022 with our new financial auditor MNP.

HR Overview

A successful recruitment was completed for two new positions with BCMSA. Liz Kim has been hired as our new COR Audit Specialist and Sydney Carter has been hired as our Operations Assistant. They will begin in their new role starting in January 2023. We are currently recruiting two new members to our client services team to replace Sydney and Liz.

#JAC2022

The conference report will be sent out to the membership through the forums group.

2024-2027 Partnership Agreement with PWABC

Contract conversations are underway with PWABC. It is recommended that we pursue an ongoing partnership relationship with PWABC for another term 2024-2027 to allow us to secure venues. A new partnership model is recommended where we have a partnership for a 3-year term with each event undertaken its own MOA that dictates the effort and financial commitments of both parties.

WorkSafeBC Funding Presentation

On November 2nd, 2022, the BCMSA provided the WorkSafeBC executive team a presentation on the following topics and content:

Much of the presentation (35-40 minutes) was focused on proposed work plans for 2023:

- 2 or 3 top objectives for 2023
- The why, (i.e.: the data, primary drivers for the initiatives)
- The plan/strategy/initiative.
- Highlights of some planned activities; and
- Expected measurable outcomes and evaluation
- How we measure the effectiveness of your strategies and initiatives

The WorkSafeBC executives wanted to hear about efforts that are connected to the most pressing OH&S issues facing the industry. We explain how the proposed 2023 budget is linked to the work plan, any substantive funding increases. We also focused on the 2021/2022 accomplishments to date and describe the measurable outcomes.

Feedback was excellent, they said the presentation was well done. One item that they would like us to focus on was KPI's and on measurable outcomes. We have some idea's and will be exploring these ideas in 2023.

Next presentation will be in the fall of 2024. Note, Rebecca accompanied me for the presentation.

Occupational Awareness Training Program for BC Fire Fighters Update:

The project is ahead of schedule, content and filming has been completed. Rough cut will be reviewed mid December and beta testing the project will be in Q1 2023. Testing will be performed on a cross section of seniority fire fighters.

Promotion/ Communication:

- BCMSA conference
- BCTOA meeting
- First Responder Committee meeting
- BCPFFA meeting
- VFA BC meeting
- Human Resources Advisory Committee

Program will be available to industry April 1st, 2023.

Safety Culture Survey

The survey has been launched to industry. The survey will be a free resource for local government until the end of 2023. A handful of organizations have met with Rasleen to discuss further details about the survey with consideration of moving forward in 2023. This resource provides a custom link for each organization and final report with recommendations. Once we have five organizations complete the survey, we will be able to provide benchmarking for local government.

2023 Safety Talks

2023 calendar year safety talks are close to completion. All the topics will be posted on our website at the end of December. Each month will have two safety talks available. Additional topics will be released on a need basis; this includes the Safety Alerts.

Webinars

JOHSC Evaluation Webinar

On October 27th a lunch and learn webinar was held by Rasleen on JOHSC Evaluations. There were 80 registrants which included local government, school districts and other health and safety associations. The webinar discussed regulatory requirements, who completes the evaluation, what an evaluation should include and available resources and tools.

HRAC Speaking Engagement

On October 20, Justin conducted a presentation for HRAC around:

- Preliminary base rates: WorkSafeBC
- New free services (industry dashboard and safety culture survey)
- Occupational Awareness Training for BC Firefighters
- Changes to COR program
- Training update
- Opportunity for Directors/Managers within local government to part-take in PH&S steering committee

Regional Psychological Planning Committee (RPPC)

The BCMSA is on the RPPC which is an integrated committee of public and Psychological Health and Safety stakeholders from across Vancouver Island/Coast and Mainland/Southwest Regions.

The purpose of the RPPC is to leverage expertise of the members to influence and inform other stakeholders who manage programs and projects with tangible outcomes or deliverables that affect aspects of Psychological Health and Safety within these two regions. The BCMSA believes this committee will be an excellent resource for local government.

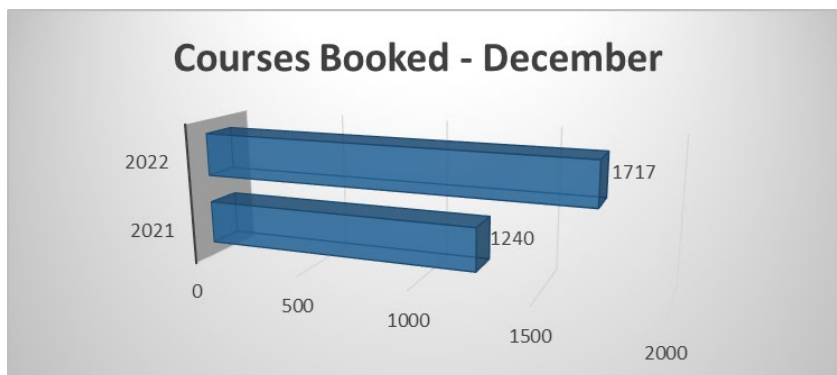
Director of Programs and Initiatives Report

Training

Courses Booked through December – 2021 and 2022

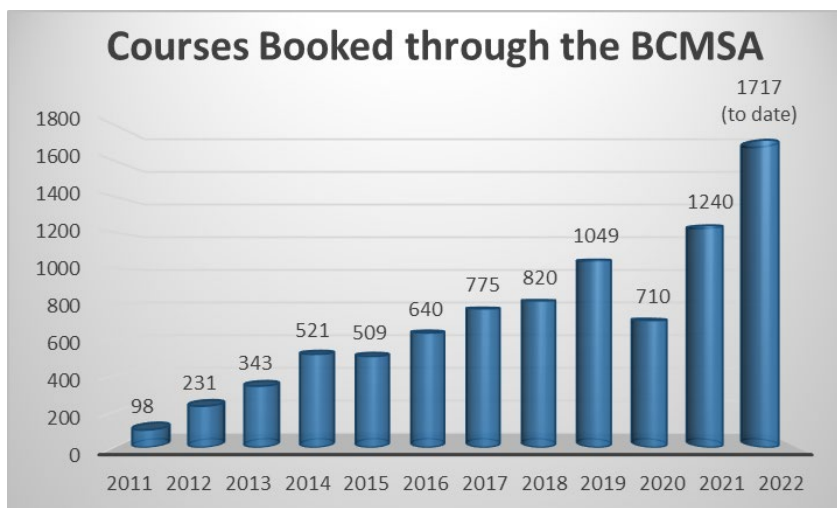
The BCMSA has seen major growth in courses booked in 2022. Overall, there is a 39% increase in courses booked in comparison to 2021 and virtual training continues to be the training method of choice for our core safety courses in our SSCP. Chart 1 below outlines the difference in total number of courses booked in December of 2021 and 2022.

Chart 1



Furthermore, 2022 has become the biggest training year for the Association till date. Chart 2 below outlines the total number of courses booked from the year 2011-2022.

Chart 2



PH&S Certificate Program

The Association completed its first virtual PH&S open enrollment session for Senior Leaders on September 27 and 29 of this year and was very well received.

In Addition, the BCMSA and My Workplace Health are in the process of completing an 8-hour PH&S JOHSC pilot for the City of Vancouver. The Association plans to roll this out to the membership in 2023.

In 2022, the Association booked 125 PH&S sessions (in comparison to 43 in 2021) which was a massive increase of 190%. The BCMSA anticipates this number to stay consistent in 2023.

SSCP E-learning courses

The BCMSA is in the finishing stages of converting their SSCP to an e-learning format. These include core courses such as:

- Due Diligence for Supervisors
- Hazard Identification and Risk Assessment
- Incident Investigations
- Worksite Safety Inspections
- MSD Reduction Strategies and Supervisors

The courses will go live on the BCMSA online learning portal in January 2023.

BCMSA Training Material Revision

BCMSA core courses are currently being revised. The revision includes:

- Content review and quality assurance of each course including review of legislation
- Evaluation of exercises and scenarios within course
- Consistency in course delivery amongst instructors
- Multimedia and gamification within the courses

The PowerPoint revisions will be completed by December 23, 2022 and ready for distribution in the new year.

COR

COR Audit Tool and Training

The BCMSA has moved forward with AuditSoft to develop a similar tool to its current tool, with advancements but no changes to the COR questions itself. The tool provides a more user-friendly model and will mirror the old audit tool. However, the interface will look different than the previous tool. Currently:

- The BCMSA has trained all External auditors on the new COR audit tool
- Internal Auditors with maintenance audits occurring in Q1 of 2023 will be trained in December 2022
- Remaining Internal Auditors will be training in Q2 of 2023
- BCMSA will be on-boarding 4/5 new external auditors in Q1 of 2023

Internal Auditor Training

The BCMSA ran its 3rd Internal Auditor training of 2022 on October 18-19 at the BCMSA office. The session was run both in-person and virtually.

COR Specialist

The BCMSA is happy to announce that Liz Kim will be filling the position of COR Specialist for the BCMSA in January 2023. Liz has a bachelor's degree in political science and has auditing experience in a previous role within social services. She is also a certified BCMSA internal auditor.

WorkSafe BC Report

- Bill 5 – asbestos training, pre-consults have taken place and feedback consensus is they support the measures taken thus far. Looking for more clarity on who should be certified and the threshold.
 - BCMSA is involved in consultation process. Intent of Bill 5 is around contractors but the definition of who is required does not fit a definition of contractor. Meeting to follow-up on Dec 8 with WorkSafeBC.
- PH&S regulation – in analysis stage currently. No estimated times for pre-consult stage. Next Priority after Bill 5
- 1st Aid amendment – reviewing reconsult, no anticipated date for next public consult
- Guideline 20.79 – Underground utility services and excavation. In review by independent consultant, feedback will be reviewed by select external stakeholders including BCMSA. Will be available for public consumption January 1, 2023
- NOP Tower Crane going into pre-consult Q1 2023
- High Risk Strategy Initiatives– MSI, falls from elevations, high voltage limits of approach and struck by incidents. 2023 – MSI will have largest focus
- 2023 – 10 initiatives down from 17, on WorkSafeBC website in the next 2 weeks
 - Prevention officers focus: Hazard ID risk management
 - Terminology Change: Planned inspections used instead of high-risk strategies
- In person consultation initiatives: inform on high-risk strategy and planned inspections
 - Will be following up to learn impact of resources
 - Tool on website to find resources and engage with program. Local Government CEU is not included yet
- Focus on motor vehicle accidents in 2023

Presentations

Morris Benetton, Prevention Field Services, WorkSafeBC

- The Serious injury challenge and preventing struck-by incidents'

Melanie Vipond: PARTNER, GALL LEGGE GRANT ZWACK LLP:

- Disconnect policy - Recently adopted in Ontario
- Overview of the proposed amendments in Bill 41 - Workers Compensation Amendment Act (No.2), 2022
- Workplace Status - Policy Changes – Effective Jan 1, 2023

Kate Baillie: Vice President of Marketing, Communications and Client Experience Technical Safety BC:

- Unintended Consequences

Sub Committee Reports

Covered in the Director of Programs and Initiatives report.

Round Table

- Rebecca Chow (District of Saanich) – awareness around public consultation around hazardous drugs on December 16, 2023. Change in nomenclature in this part of regulation could impact local government. Dealing with Sooty Bark disease, looking for other resources. G8.3 around PPE. Part 30 laboratory, preliminary revisions to plumbing requirements.
- Magnus Enfeldt (City of Vancouver) – COV re-org of safety teams.
- Daryl Calvert (TOL) – new to local government, welcome
- Chris Gonev (City of Maple Ridge) – Working on reviewing bylaw community safety risk assessments. SWP on traffic control draft. Looking for resources around both.
- Dean Murphy (City of Maple Ridge) – new to local government, welcome.
- Rasleen Hans (BCMSA) – Webinars and safety dashboards available online. Interested in safety culture survey contact Rasleen.
- Mike Roberts (BCMSA) - PH&S committee for local government looking for members. Looking for Senior Leader/Directors, OHS people and fire service people. Establishing in Q2 2023.

Meeting adjourned at 12:23pm.

Upcoming Meetings for 2023:

- March 3rd, RGM
- June 2nd, AGM, RGM – BCMSA Board Elections
- September 25th RGM
 - BCMSA/PWABC Joint Conference September 26 & 27 - Penticton Lakeside Resort
- December 8th