

# RGM MEETING MINUTES

## June 2, 2023

### Hybrid Meeting

#### MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	<i>CEO</i>
Rebecca	Chow	District of Saanich	<i>President</i>
Sarah	Josefson	City of Kelowna	<i>Secretary</i>
Magnus	Enfeldt	City of Vancouver	<i>Treasurer</i>
Parm	Phangura	City of Abbotsford	<i>Director</i>
Darren	Beattie	City of Prince George	<i>Director</i>
Nela	Graham	Metro Vancouver	<i>Director</i>
Sam	Chauhan	City of Surrey	<i>Director</i>
Jacson	Lau	City of Coquitlam	<i>Director</i>
Shaun	Bradley	City of Colwood	<i>Worker Rep Director</i>

Brett	Smith	Cowichan Valley Regional District
Catherine	Davidson	City of Vancouver
Charity	Igiri	City of Pitt Meadows
Cheralee	Miket	MOTI
Coreen	Wolanski	MOTI
Christine	Zielke	BCMSA
Dan	Smith	Surrey Police
Hedy	Wong	City of Coquitlam
Janice	Williams	Capital Regional District
Jennie	Small	District of Squamish
Jennifer	Irwin	City of Vancouver
Jeremy	Tringham	MOTI
Joanie	Grandy	Capital Regional District
John	Weloy	City of Burnaby
Judith	Trottier	City of Surrey
Justin	Chouhan	BCMSA
Kelsey	Hynes	City of Mission
Kim	Kennedy	City of Vancouver
Lee	McGillivray	City of Vancouver
Lindsay	Bowie	City of Fort St John
Lindsey	Valair	City of Vernon
Loren	Cusator	City of Kamloops
Meghan	Maclean	City of Surrey
Nathan	Peters	City of Kelowna
Neetu	Chouhan	City of Burnaby
Rasleen	Hans	BCMSA
Robert	Ingraham	Capital Regional District
Rohan	Bender	Regional District of Nanaimo

# RGM MEETING MINUTES

## June 2, 2023

---

Ronald	Enns	Metro Vancouver
Rondi	Shanks	Comox Valley Regional District
Sarah	Goodwin	District of Lake Country
Victoria	Hui	City of Vancouver

### Guests

Sudhir	Nair	WorkSafeBC
Jaret	Swanson	WorkSafeBC
Michael	Pain	WorkSafeBC
Sandeep	Mangat	WorkSafeBC
Cory	Vanderhorst	MNP

## The meeting opened at 10:02 am

---

Rebecca Chow called the meeting to order.

## Additions to Agenda

---

No

## Adoption of Previous Minutes

---

Rebecca Chow **Moved** to adopt the March 3, 2023, Regular General Meeting Minutes, seconded by John Weloy, **Carried**.

## CEO Report

---

### Operations

#### Financials

We completed the 2022 financials. We had another successful year. We have met with our auditor and the board has approved the draft annual report. The 2022 annual report will be available to the membership to vote on at the June AGM.

To diversify revenue streams an application to the Bell community fund was submitted to support funding costs to transition our PH&S certificate programs to e-learning. The Community Fund provides annual grants of up to \$25,000 to increase access to mental health supports and services in communities across Canada.

Two Canada Summer Grants have been submitted but it is yet to be determined if there will be a need for additional summer staff.

### #JAC2023

Preparations for JAC2023 are underway. Contract negotiations are in place between BCMSA/PWABC and our event planner Venue West. The 2023 call for presentations is out for #JAC2023. A conference speaker committee has been established for the BCMSA which includes Christine, Sydney, Sam (Surrey), Jen (Vancouver) and Daryl (TOL), PWABC also has five members as well. Each association is responsible for their speakers. Registration for the conference will be opening in early Q2. To maintain levels of service to our membership reduced levels of BCMSA will be attending the conference this year and as such we hope to more heavily rely on our BOD volunteers to support the event.

### 2024-2026 Partnership Agreement with PWABC

Contract review has been completed by APWA regarding the 2024-2026 partnership agreement with PWABC. It is recommended that we pursue an ongoing partnership relationship with PWABC for another term 2024-2026 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 has its own MOA that dictates the effort and financial commitments of both parties. The contract is ready for approval.

### 2023 Membership Awards

We want to celebrate the outstanding accomplishments our membership is achieving across British Columbia. Do you know someone or are you someone who deserves recognition for your achievements in OHS in local government. If so, we want to hear from you! Awards will be formally presented at an Awards Luncheon hosted at the 2023 BCMSA/PWABC 4th Annual Joint Conference and Tradeshow.

### BC Occupational Awareness Training for Fire Fighters

The development of the BC Occupational Awareness Training for Fire Fighters has been completed. The program included a beta test component which consisted of a peer review from every level within fire service personnel. This included, Administration, Career, Volunteer, Dispatchers, a mix of fire fighters on disability leave and OHS professionals who manage psychological claims with their municipality. A total of 65 individuals have participated in this peer review work, which included municipalities such as the District of Saanich, City of Kelowna, and the District of North Vancouver. The program will launch April 1<sup>st</sup>, 2023, and is free for all individuals in fire service. The BCMSA will provide access to anyone who manages psychological first responder claims within municipalities as well.

### Events

BCMSA will be attending the following events:

- BC Fallen Fire Fighters Memorial which we will be speaking of the Occupational Awareness Training Program.
- Langara College to present the SSCP to students that have graduated from the Recreation Program
- Legislature to speak to MLA's about the BCMSA and also support the BC Common Ground Alliance in the proclamation for Dig Safe month.

---

## Director of Programs and Initiatives Report

---

### New Courses/Partnerships

#### *ORCA Safety*

BCMSA has partnered with ORCA Safety to offer wide range of courses on the island which include:

- Confined Space (1 day, 2 day and refresher), Fall Protection, Gas Detection, WHMIS, JOHSC Fundamentals, Isolation and Lockout
- Confined Space Refresher and Gas Detection are new courses to the BCMSA catalogue

#### *CMHA*

CMHA is developing a Burnout course which will have a municipal focus. This course is in the development stage and the BCMSA hopes to release this in the summer.

#### *Threat Assessment and Management*

Met with Kevin Calder of K. Calder & Associates regarding the addition of Threat Assessment and Management training for the municipal sector. From here, Kevin will be conducting a webinar for industry and released the 4-hour course in the fall of 2023.

### E-Learning

#### *Fatigue Management*

BCMSA has partnered with Mike Harnett from SOLARIS, to offer Fatigue Awareness and Lifestyle Training as an e-learning course. The course is a 5-module course that takes approximately 120 minutes to complete. Certificate of completion is offered after the course completion.

#### *CMHA*

BCMSA is working with CMHA to develop awareness courses into E-learning format for the fall. This project is in the early stages but we are hopeful to offer this after the summer.

#### *Due Diligence for Supervisors*

BCMSA is working with AMSHA on revising the Due Diligence for Supervisors course. This re-vamped course will be complete in Q4 of 2023.

#### *Psychological Health and Safety*

BCMSA has partnered with MWH to develop the PH&S Manager Certificate into E-learning format. The development will begin in June and the first course will be launched at the start of September.

### Resilient Minds for Firefighters

#### *Open Enrollment*

BCMSA office – June 26-28, 2023

- BCMSA is hosting it's first ever open enrollment session for RM TTT in Langley on June 26-28, 2023. Please register through the website if you have members interested in attending.

VFFABC – Open Enrollment

- BCMSA is also hosting an open enrollment session strictly for volunteer firefighters on October 15-18, 2023. This training will be free of charge for volunteer fire halls. Please reach out to Thanh Vo directly for registration.

### PowerPoint Presentations

The following courses have been updated:

- Shoring and Excavation
- Presentation Skills

Courses going through future updates include:

- TCPL, TCM and TCLCS
- Utility Locator Specialist
- Contractor Safety Management

### COR

#### External Auditors

BCMSA certified 3 new external auditors in Q2 of 2023 and now has a full complement of 14 external auditors for the Association. This is the largest audit pool the Association has ever had and is due to the anticipated growth in COR certified organizations in 2023 and 2024.

#### Internal Auditor Training

The Association is running it's 2nd Internal Auditor Training session on June 7 and 8 at the BCMSA office. This will be a virtual training session and there are 4 spots left.

### Resources

#### Heat and Air Quality Working Group

As a request from membership a heat and air quality group was established. The group includes representation from District of Saanich, Regional District of Central Kootenay, City of Vancouver and City of Kamloops. The concern being addressed by the group is the extreme inconsistency with how each organization are being asked to meet the requirements of the regulation around heat and air quality. Outcomes of this working group will include:

- Education session presented by WSBC on how to comply with the OHSR around heat and air quality.
- Focus: outdoor workers, wildfire, and smoke exposure
- Intent: provide municipal specific guidelines and examples on how the regulation can be met.

### Webinars

Webinar Content Satisfaction

Future webinars in collaboration with CMHA and EOCP include:

- Compassion Fatigue: Wednesday, June 14, 11:30AM - 12:10PM
- Tips for those on the front line: Wednesday, October 11, 11:30AM - 12:30PM
- Self care and stress management: Wednesday, December 13, 11:30AM - 12:10PM

The webinars will be recorded, and a one-time view link will be shared with anyone who has registered. 0.1 EOCP CEUs per webinar are available to those who attend the live webinar.

### 2023 Safety Talks

Calendar year of safety talks are available for download on our website. There are two topics available for download each month. This resource is widely used, and the download numbers are reflective of this. Below is breakdown and trend for downloads per month.

### Needs Assessment Survey for RGM

Rasleen presented the findings for the BCMSA Needs Assessment Survey. Overall, the findings were very positive with 90% of municipalities throughout BCMSA acknowledging that they have used the BCMSA in some shape or form. We would also like to congratulate Andre Noel of RDCK and Sheldon Weatherby of City of Nanaimo who were awarded gift cards for the Needs Assessment Survey draw.

### WorkSafeBC Report

---

- Part 3 Hazard ID and Risk Assessment – recommending organizations use common language and employees understand the difference between hazard id, risk assessment and mitigation. Pre-Consultation end Q2 beginning of Q3.
- PH&S project – WorkSafeBC BOD have dedicated resources to pushing an enterprise approach forward.
- Part 4 worker participation – going to public consult at the end of Q2 and beginning of Q3.
- Part 4 violence and harassment – has been pushed to the end of Q2 and beginning of Q3
- Part 6 combustible dust – is available and in public consult.
- Part 9 confined space – will go to pre-consult in Q4.
- Part 20 certification and licensing – anticipated release of providers that have been vetting and approved. In September 2023 there will be a government announcement to focus on licensing and the regulation is expected to go live in January of 2024.
- Part 20.7 - Proposed guideline for improvements adjacent to excavations. Draft documents have been circulated to interested parties. Feedback meeting with interested parties in the next few weeks. Changes may be made and guidelines moved forward post meeting.
- Recommendation to have Don Shorten Senior Manager policy regulation come to sept meeting to speak about the proposed policy projects.
- Prevention field service activities – Last year of 3-year cycle. More focus on identified hazards of falls, struck by's, MSIs, contacts with voltage, violence and asbestos.
  - Unofficial initiative to focus on facilities accepting drywall to ensure ECP's are appropriate and in place. May have short term effects in the levels of dumping in municipalities. Let BCMSA know if you see an increase in dumping.
- Risk analysis unit provided presentation on cured in piping last meeting. Project is underway and inspections are happening across the province. Offer is open for anyone who wants to partner on the project.
- Prevention service division strategic plan is approved. Todd McDonald will do external communications with external stakeholders and will be meeting with Senior leadership in HSA's this month.

---

## Presentations

---

Sandeep Mangat, WorkSafeBC Presentation: Psychological Health and Safety

## Sub Committee Reports

---

Covered in the Director of Programs and Initiatives report.

## Round Table

---

- Candice Roffe (City of White Rock) – Departing City of White Rock.
- Mike Roberts (BCMSA) – JAC2023, early bird is sold out. Look at budgets and try to get people there. RGM will be at the conference. Applications for awards open, please submit your applications.
- Rebecca Chow (District of Saanich) – Consultation out for part 5, hazmat inventories 5-100 risk assessments component. New WHMIS labelling coming. Chlorine leak incident occurred happy to share learnings. Looking at PPE for working in heat stress. Moving away from polymer items. Use of cooling towels can be choke issues, looking for groups with experience around.
- Megan Maclean (City of Surrey) – have a summer student working with the team.
- Sam Chauhan (City of Surrey) – In year 2 of COR certification strategy. Hopeful to be ready for a full audit in the fall. For cities who receive inspection orders and are able to comply share with Rasleen for all parties to learn. Serious incident from stair fall, was able to learn what happened through CCTV, wasn't holding handrail and had a coffee.
- Sarah Josefson (City of Kelowna) – PH&S prime with socio development concerns in community. Currently 75% through engagement process with front line staff to learn better solutions to mitigate risks. Safety strategic plan almost finalized.
- Cheralee Miket (MOTI) – Welcome Jeremy Tringham new Corporate Safety Manager.
- Janice Williams (Capital Regional District) – Over halfway through WSBC process safety inspections. Completed ERP and working on critical controls. Getting ready for second COR internal audit. In midst of implementing SMS software program (Prismatic). Have a don't walk by program that triggered overhead bridge goes over bath tanks. Has a trolley that picks up bags and hoists them over the bath tanks. The operator didn't have anywhere to tie off and unfortunately chose an inappropriate spot and was getting electromagnetic induction from a conductor bus. If tying off to a crane needs to be locked out and deenergized.
- Robert Ingram (CRD) – recognize Janice Williams as one of the top Safety Professionals in the Country. CRD is happy to provide advice on implementing COR. Happy to share learnings from process safety inspection process. Can provide samples of alternative measure applications.
- Darren Beattie (City of Prince George) – Is it possible to filter out SIF and see how much is happening and where it happened. Then sharing incident learnings.

---

Meeting adjourned at 12:43pm

---

### Upcoming Meetings for 2023:

---

- September 25th RGM
  - BCMSA/PWABC Joint Conference September 26 & 27 - Penticton Lakeside Resort
- December 8th