

# RGM MEETING MINUTES

## September 25, 2023

Hybrid Meeting

### MEMBERS IN ATTENDANCE:

Mike	Roberts	BCMSA	CEO
Rebecca	Chow	District of Saanich	President
Sergio	Picco	City of Burnaby	Vice-President
Magnus	Enfeldt	City of Vancouver	Treasurer
Nela	Graham	Metro Vancouver	Director
Sam	Chauhan	City of Surrey	Director
Jacson	Lau	City of Coquitlam	Director
Parm	Phangura	City of Abbotsford	Director
Darren	Beattie	City of Prince George	Director
Shaun	Bradley	City of Colwood	Worker Rep Director
Candace	Witkowski	LGMA	Director (appointed)
Amanda	Alberti	Harris and Company LLP	Director (appointed)

Andre	Noel	Regional District Central Kootenay
Catherine	Davidson	City of Vancouver
Charity	Igiri	City of Pitt Meadows
Christine	Zielke	BC Municipal Safety Association
Coreen	Wolanski	BC Public Service Agency
Cris	Bendall	City of Coquitlam
Daniel	York	City of Penticton
Hedy	Wong	City of Coquitlam
Jacson	Lau	City of Coquitlam
Jennifer	Irwin	City of Vancouver
Jeremy	Tringham	Ministry of Transportation and Infrastructure
Kelsey	Hynes	City of Mission
Lidia	Palfi	City of Abbotsford
Miriam	Bougie	Resort Municipality of Whistler
Nathan	Peters	City of Kelowna
Rasleen	Hans	BC Municipal Safety Association
Rob	Cooke	Town of Sidney
Sandy	Ghag	City of Abbotsford
Sara	Negrin	City of Fort St. John
Shaun	Bradley	City of Colwood
Tracy	Gowans	District of North Vancouver
Tracy	Wynnyk	Transportation Investment Corp.

#### Guests

Don	Schouten	WorkSafeBC
Kiran	Bhatti	WorkSafeBC

Gerry  
Sudhir

Paquette  
Nair

WorkSafeBC  
WorkSafeBC

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## The meeting opened at 1:17 am

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Rebecca Chow called the meeting to order.

## Additions to Agenda

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No

## Adoption of Previous Minutes

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Rebecca Chow **Moved** to adopt the June 2, 2023, Regular General Meeting Minutes, seconded by Jen Irwin, **Carried**.

## President Report

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There is lots of stress and strain created by the pace of change with legislation, regulation, and policy. Please know that those who are in influential positions are sharing our experiences as much as they can with WorkSafeBC. But it really takes multiple voices. It really takes being heard from multiple venues for WorkSafeBC to really understand the impact it is having. Not only on local municipalities, but safety professionals in general. I encourage you to try to be the employer's voice and try to make sure that employer's voice is heard. When I say employer's voice, we're always speaking from the standpoint of the employer's voice, the employer's perspective, but so much more important, the workers perspective. Some of the policies and changes and things like that. There's that component of practicability of them and when they're not practical, our workers get stuck in the middle. If the processes don't work and they're not fair and they're not understood, and they get they get caught in the and we really want to update that as much as possible to really encourage that employee's voice aspect as much as we can.

Reflecting on some of the new activities, you'll see a lot of focus on psychological health and safety initiatives. When we look at our base rates and our ERA we're definitely getting an increase in those which is causing more citizen money to be paid to WorkSafeBC.

The board continues to work on our strategic priorities and we're looking to add to the board processes. The board is working on succession planning by creating a board buddies program. If you are looking to join the board in the future let us know.

I want to recognize law enforcement Memorial Day, which was yesterday, and I just want to thank our allied law enforcement individuals for all that they do for us and our citizens.

## CEO Report

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### Operations

#### #JAC2023

PWABC and BCMSA have contracted the services of Venue West to support JAC2023. Registration for both Sponsors/Exhibitors and Delegates is now open. Unfortunately, registrations are significantly lower than seen in previous years. Sponsor/Exhibitor registration is only 69% sold out (was sold out at this time in 2019) and delegate registration is 77% sold out (was 81% sold out in 2019).

Based on final outcomes including last minute registrations the Associations post pandemic conference strategies may need to be revisited.

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

The partnership agreement between BCMSA and PWABC is fully executed with the understanding that each event will have a separate MOU to dictate the effort and financial commitments of both parties.

A soft hold has been placed on the Penticton Trade and Convention Centre as the hosting location for 2024 and 2026's JAC. An RFP is underway to identify other potential locations for the 2025 JAC.

## Director of Programs and Initiatives Report

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### Training

The BCMSA has booked 1580 courses (virtual and in-person) thus far in 2023. We currently have 11% more courses booked this year than we did at this time in 2022.

### BCMSA Course Updates

#### *New Courses/Partnerships*

##### SPI

BCMSA has included two need refresher courses with SPI:

- Fall Protection (half day refresher),
- Confined Space Attendant/Entry Supervisor (1-day refresher)
  - These courses will be up and ready to go in October 2023

##### 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 fall.

##### Driver Training – Thinking Driver

BCMSA has partnered with Thinking Driver to offer 7 new safety driver courses for the municipal sector. Amongst these include are:

- Driver Training: Hazard Avoidance Training for Municipal Drivers
- Driver Training: Safe Backing Course for Municipal Drivers
- Driver Training: Light Duty Utility Trailer Towing Course for Municipal Drivers

- Driver Training: Heavy Duty Trailer Towing Course for Municipal Drivers
- Driver Training: Winch Safety for Municipal Drivers
- Driver Training: Four-Wheel Drive Safe Operation for Municipal Drivers
- Driver Training: Vehicle Orientation and Quality Assurance Check for Municipal Drivers

### *E-Learning*

#### 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 has begun and the first course will be launched in September will be:

- Manager Level 1: Psychological Health and Safety in Your Workplace (E-Learning)

### *Resilient Minds for Firefighters*

Open Enrollment – BCMSA office – June 26-28, 2023

BCMSA hosted its first ever open enrollment session for RM TTT in Langley on June 26-28, 2023 and the Association envisions running similar workshops like this in the future.

#### 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.

### *BCMSA Course Updates/Collaboration*

#### PowerPoint Presentations

Courses going through updates include:

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

### *Resources*

#### *HSA/COR Workplans and Budgets*

BCMSA has created and submitted the preliminary HSA/COR Workplans and Budgets to WorkSafeBC. The workplans and budgets will be signed off at the BOD meeting and submitted for approval after the conference.

### *LGMA Conference*

BCMSA presented at the LGMA conference on June 15, 2023, on investing in Workplace Health and Safety for Local Government Sustainability. The presentation focused on how the Association uses data analytics to make informed decision and had a good turnout of Senior Leaders within the municipal sector and was also well received.

### *Letters of Communication*

Letters of communication were sent to three different categories this year.

1. Organizations who remain on the list, total 10. This identifies organizations who have an Experience Rating of 30% and above. The letter identifies their standing and how the BCMSA can further support them through training, resources, and engagement project.
2. Organizations with improved performance (8). The letter congratulates them on their hard work and encourages them to continue the valuable work being done.
3. Organizations new to the list (1). The letter identifies their performance compared to a like sized organization and cost savings.

Any organizations who are new or remain on the list and meet the criteria of the Engagement Project are offered to the opportunity to participate.

### Engagement Project

For 2023, BCMSA has identified two organizations that will go through the project.

- July: Resort Municipality of Whistler (In Progress)
- Fall: City of Cranbrook

For the fall we have had District of North Cowichan step down from the opportunity. City of Cranbrook has stepped up and would like to partake for Fall 2023.

Rasleen also continues to support City of Langley and City of Kimberley through their road map.

### 2024 Safety Talks

Calendar year of safety talks are being developed for 2024. Based on results from BCMSA Needs Assessment, WorkSafeBC Inspectional Initiatives, and industry recommendations the below topics have been chosen:

**January**-Joint Occupational Health and Safety Committees, Asbestos

**February**-Return to Work/Recover at Work, MSI-Pushing and Pulling

**March**-Employer/Supervisor/Worker Responsibilities, Psychological Health and Safety: Resiliency

**April**-Psychological Health and Safety: Compassion Fatigue, MSI Repetition Duration: Working Without Variety

**May**-NAOSH Week, Psychological Health and Safety: Post Traumatic Stress Disorder

**June**-Wildfire Preparedness, Crushing Hazard: Dressing Appropriately

**July**-Striking Hazard: Flying Objects, Psychological Health and Safety: Asking For Help

**August**- Sharps and Drugs, MSI Cold Temperature: Working in the Cold of Winter

**September**-First Aid, Psychological Health and Safety: Checking-In

**October**-New and Young Workers, Interacting With Homelessness Individuals

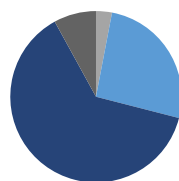
**November**-Winter Ready: Steps, Stairs and Ladders, Contact Stress: Lower Extremity

**December**-Vehicle Safety, Psychological Health and Safety: Working In Conflict

### Webinars

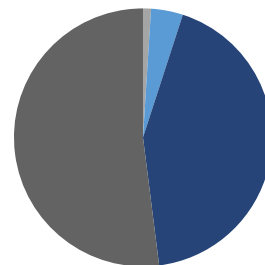
Webinar Content Satisfaction

Outdoor Workers Exposure to Heat and the Impact of Wildfire Smoke



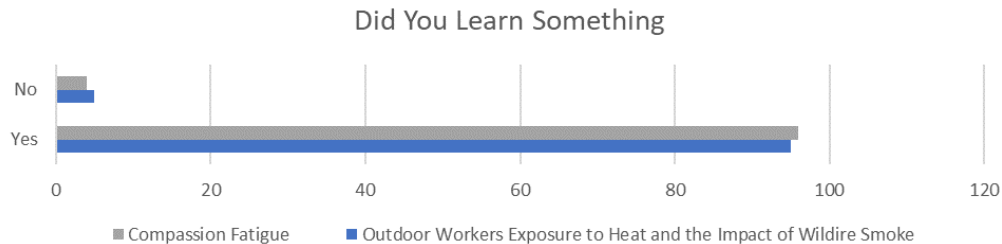
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Compassion Fatigue



■ 1 Star ■ 2 Star ■ 3 Star ■ 4 Star ■ 5 Star

### Learning Outcomes



Future webinars in collaboration with CMHA and EOCP include:

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

Other webinars:

- Threat Management Webinar occurred on Wednesday, August 23 11AM-12PM and was very well received. The BCMSA will be holding a workshop in fall of 2023.

WorkSafeBC Lunch & Learn Webinars

BCMSA continues to collaborate with WSBC on webinars. The following topics will be covered. Date and details are to be confirmed.

- Fall: Asbestos Certification/Licensing Scheme (Bill 5)
- Winter: Excavations- in particular reference to 20.78-Improvements adjacent to excavations

## COR

### *WorkSafeBC Certifying Partner Audit*

WorkSafeBC conducted a CP Audit for the BCMSA from June 19-23, 2023. The audit included looking at the Association's fiscal management, documentation management, operational management and accuracy of reporting all in relation to the COR program (among other variables). The BCMSA is proud to report back that the Association passed on all accounts and did extremely well in the CP audit. There are no areas of concern in the BCMSA managing the COR program for local government and naturally aligned organizations.

### *Internal Auditor Training*

The Association ran it's 2<sup>nd</sup> Internal Auditor Training session on June 7 and 8 at the BCMSA office. The third Internal Auditor Training session will be held on October 17 and 18 at the BCMSA office. This will be a hybrid event so students can access the training virtually as well. We currently have 9 spots left for registration.

### *COR Benchmarking Reports*

With the onset of our COR dashboard, the BCMSA has utilized this program to develop COR Benchmarking reports for COR certified municipalities. Each municipality will receive a report once their audit has been completed which will allow them to compare their results with like minded associations as well as compare their results with internal previous years scores. This report will give organizations valuable information which they use to better their safety management system and processes.

### *COR Audit Tool(s) for Naturally Aligned Organizations*

BCMSA is currently working with CSSHSA and Safe Care BC on developing sector specific audit tools for their industry. This will allow for a more efficient audit for all sectors involved whom audit within the BCMSA scope. The Association plans on having the new tools developed and in use for the Internal Auditor course in October.

### Presentations

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Kiran Bhatti, WorkSafeBC Presentation: Increase in BCMSA's Base rate for 2024 - Assessments  
Don Schouten, WorkSafeBC Presentation: Prevention Regulation & Policy Department: Update on Regulations & Policies

### Sub Committee Reports

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Covered in the Director of Programs and Initiatives report.

### Round Table

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- Daniel York, City of Penticton: New OHS administrator role. Working on COR Audit.
- Jen Irwin, City of Vancouver: Taking new position at WorkSafeBC
- Rebecca Chow, District of Saanich: BIO Mass boiler, if you have would like to learn best practices. Looking for advice from others on chlorine gas bump testing.

### Meeting adjourned at 3:46pm.

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### Upcoming Meetings for 2023:

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- December 8th