



2012 ANNUAL REPORT

British Columbia
Municipal Safety
Association

sharing the
Knowledge

BC MUNICIPAL SAFETY ASSOCIATION

2012 ANNUAL REPORT

The **vision** of the British Columbia Municipal Safety Association is to be the health and safety resource of choice.

The **central purpose** of the BC Municipal Safety Association is to improve worker health and safety through the sharing of knowledge and resources within local government.

The **principles** governing BCMSA's actions include the following:

- Credible – remaining an accurate and knowledgeable information source
- Responsive – addressing the issues affecting our members in a timely fashion
- Customer focused – providing quality and cost-effective training programs and services to meet members' needs
- Innovative – setting the standard for health and safety solutions by embracing new ideas and technologies

The **strategic objectives** of the BC Municipal Safety Association are to:

1. create and deliver training and education programs throughout the year
2. reach the maximum number of members by facilitating and/or delivering training programs throughout the Province
3. ensure the Certificate of Recognition program is available to all its members and naturally aligned organizations
4. embark on an aggressive marketing plan to become the resource of choice

The following important strategies will also be followed:

1. collaborate with naturally aligned associations and capitalize on appropriate relationships
2. review and redistribute previously developed programs, ensuring they are current and technically correct

Amended and confirmed by the Board of Directors, September 1, 2011

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PRESIDENT'S MESSAGE

Vision, Responsiveness, Credibility, Customer Focus and Innovation are a powerful combination. When applied with passion and reliability, these 5 words have a powerful influence on our safety culture. At the BCMSA, we dedicate ourselves to doing just that – building our workplace safety cultures with vision, responsiveness, credibility, customer focus and innovation – now and in the future.

Our vision is to be the health & safety resource of choice for local government employers within BC. We want to enable our workshop participants to acquire a first-rate, comprehensive understanding of workplace safety hazards and controls. We are here to be a value added service to meet the needs of local governments in this province.

Our trajectory of growth and influence is exciting and I look forward to seeing with you where it will take us. In the last year, we have made some remarkable progress.

I would like to draw your attention to several important developments, the success of which resulted from the dedication and ingenuity of our Executive Director and staff:

- **Sharing the Knowledge-Education and Training** – We have released our fourth Occupational Health and Safety calendar, which contains 12 monthly safety talks to support safety discussions in the workplace. It is an easy, free, simple tool for supervisors and managers to use to increase safety awareness among workplace teams.

We have trained more than 2500 participants in the 31 different educational workshops that we offered throughout the province. I encourage all local governments to take advantage of our cost effective training programs and ask you to share this important message. I look forward to seeing an increase in the number of training participants for 2013.

- **Certificate of Recognition Program Appointments** – In 2012, 25 Employers were rewarded for developing and implementing a safety management system in alignment with our industry based standards. I want to congratulate these employers for taking a proactive role in promoting workplace health and safety.
- **OHS Conference** – Plans are underway for our 2013 BC Municipal Safety Conference. The Conference will be held at the Victoria Conference Centre in Victoria, BC on October 20-22, 2013. We are expecting up to 400 participants from Municipalities and Public Sector Organizations in BC. The 2013 Conference goal

is to provide a forum for all delegates to exchange successful strategies on Health & Safety and Disability Management issues. For further conference details, please check out the BCMSA website at www.bcmsa.ca.

- **Municipal Supervisors Safety Certification Program** – We rolled out this new program at the end of 2012. It's time that we recognize the importance of investing time and energy in supporting supervisors in learning key elements of occupational health & safety. I look forward to recognizing the first graduates sometime in 2013.
- **Funding** – I am happy to report that we are a financially sound association. BCMSA is funded by WorkSafeBC and by the investment returns of this funding. We are accountable for managing these funds in the best interests of our Local Government Classification Unit. Annually, we receive 1 cent per 100 dollars of the assessable payroll for our industry for non COR related activities. We will continue to be financially stable and work within our budget to achieve our safety initiatives.

Although BCMSA is aware and respectful of the past, we have our sights clearly set on the future. As we continue to build on the Association's firm foundation, we are helping our local government employers and their workers meet their aspirations for a safer future.

I am confident in the future of the British Columbia Municipal Safety Association and thanks to its staff, board of directors and stakeholders who share their knowledge to ensure its success. Communication is the key. Working together, we will endeavour to be the most successful, most efficient and most progressive Safety Association in British Columbia. Thank you again for your time and your support.

Sam Chauhan
President

EXECUTIVE DIRECTOR'S MESSAGE

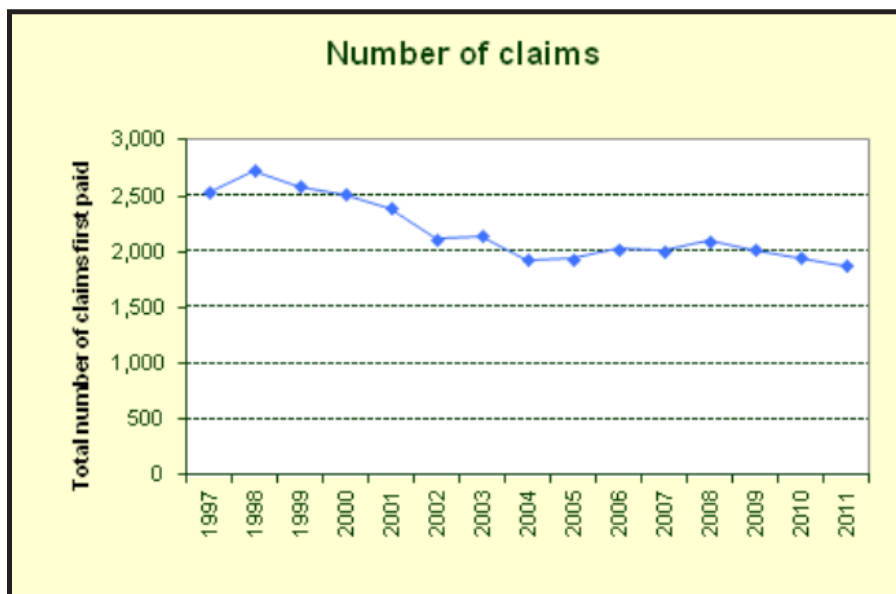
As I look back on 2012, I am amazed at how much a small organization can accomplish with just a few individuals, all focused on delivering quality, engaging and effective training and resources to our members.

2012 saw an increase in safety training of 240%. We had more than 2800 seats filled in 231 classes. In 2012 we continued to develop and introduce new courses aimed at improving worker health and safety, delivered by our team of engaging, experienced trainers. We had planned on producing two new training programs – but far surpassed that goal with eighteen new courses facilitated in 2012. We are so fortunate to have established working relationships with many recently-retired municipal safety managers and former WorkSafeBC staff – who better qualified to deliver safety training to our members?

On the Certificate of Recognition Program side of our business, we continued to encourage our members to become involved in this incentive program. We know that organizations who successfully achieve COR, have strong safety management systems, and many have strong stay at work/return to work systems. Strong systems will lead to a safer workplace, and reduced injuries. By the end of 2012, 15 local governments and 10 naturally-aligned organizations had achieved COR through the BCMSA. Congratulations to all of these safety leaders.

In January 2012 we welcomed Chelsea Steinfeld to the Organization as the Manager of Audit and Training Services; in August, Chelsea and her husband Aaron welcomed their twin daughters, Hazel and Scarlett. In December, we hired Dale Seth as our part time COR Administrative Assistant, to help keep up with the multitude of training records necessary in any training organization. Along with Helga Hildebrandt, our Office Manager, we have had a great time fulfilling the mission of the BCMSA: to improve worker health and safety through the sharing of knowledge and resources.

The key objective behind our organization is to reduce worker injury and illness, through sharing of resources and providing effective training. While the 2012 injury statistics won't be available for a few more months, a look at WorkSafeBC's statistics from 1997 to 2011 tells an interesting tale:



Can this gradual decline to the fewest claims since before 1997 be attributed to the work we do? We like to think we play a role in the improvement, however, it's the work done by our members in establishing and maintaining safer workplaces, that makes the difference. We're just here to help provide resources.

The end of 2012 marked the fourth full year we have been a funded Association. In many cases our members are just starting to realize the value of having an Association who is here to provide safety resources; our vision is to be the health and safety resource of choice – and we feel we are well on our way!

Cathy Cook
Executive Director

2012 BOARD OF DIRECTORS and STAFF

PRESIDENT

SAM CHAUHAN

Manager, Occupational Health & Safety, City of Surrey

Sam has been the Manager, Occupational Health & Safety for the City of Surrey since 2000, where he is responsible for managing the City of Surrey's Corporate Health, Safety and Disability Management Programs. Sam has worked in local government for over 23 years and has been an member of the executive BCMSA for the last 12 years. Sam Graduated from BCIT, OHS Program (honours) in 1997. He has been a member of the British Columbia Institute of Technology OHS Advisory committee since 1995 and the Canadian Society of Safety Engineering and American Society of Safety Engineering since 1996.

VICE-PRESIDENT

ANDREW ROSS

Manager, Organizational Safety, City of Vancouver

Andrew is the Manager, Organizational Safety at the City of Vancouver where he previously held the position of Occupational Hygiene Coordinator. He completed his master's degree in Occupational Hygiene at the UBC School of Environmental Health where he also worked as a research assistant. In addition, he previously worked for WorkSafeBC as a senior research assistant. He currently serves on the Board of Director's with the Vancouver Civic Employee Assistance Society and is a past president of the American Industrial Hygiene Association/ BC-Yukon Local Section.

SECRETARY

CHRIS GONEV

Human Resources Advisor, District of North Vancouver

Chris has more than 20 years of HR experience, including 15 years managing health & safety issues in the public sector, and is currently the Human Resources Advisor for the District of North Vancouver. Prior to his work in HR and safety, he held several private sector operations and administrative management positions. He was born and raised in British Columbia and is a BCIT graduate. Chris has been on the BCMSA Board of Directors since 2004.

TREASURER

CARIE SANDFERD

Manager, Health & Safety, City of New Westminster

Carie is the Manager, Health & Safety for the City of New Westminster. She has worked for the City of New Westminster in wellness, occupational health and safety, and disability management in the Human Resources Department for 17 years. She completed a Diploma in Occupational Health and Safety from BCIT and a Diploma in Marketing Management from Kwantlen Polytechnic University. Carie has been a member of the BCMSA executive for over 10 years. Carie hopes to be able to contribute to the work the BCMSA does, as she believes it to be very important.



2012 BOARD OF DIRECTORS and STAFF

DIRECTOR

CRIS BENDALL, OH&S, CHRP

Health & Safety Advisor, City of Coquitlam

Cris has been employed with the City of Coquitlam Human Resources Department for the last 20 years where his duties include Occupational Health and Safety, Disability Management and Labour Relations. He completed his Diploma in Occupational Health and Safety and Certificate in Human Resource Management at BCIT and attended SFU for his Canadian Risk Management designation. Cris is a Certified Human Resource Professional – HRMA. He has been a member of the BCMSA Executive for the last 13 years.

DIRECTOR

REBECCA CHOW

Manager Health & Safety, City of Victoria

Rebecca has been involved in the health and safety field since 1994; and employed full-time in public sector occupational health and safety and disability management for the past 15 years. She obtained a BSc (Hon) in Kinesiology and has held both Canadian Registered Safety Professional (CRSP) and Certified Disability Management Professional (CMDP-NIDMAR) certification for the past 10 years. As the Manager, H&S at the City of Victoria for the past 4 years she is responsible for the City's Safety Management and RTW/SAW systems, WorkSafeBC claims management, duty to accommodate, EFAP and wellness. She is grateful for the assistance that the BCMSA has provided to her and her organization and appreciates the opportunity to give back.

DIRECTOR

CLAY FREDIN

Health & Safety Coordinator, City of Vernon

Clay is currently employed with the City of Vernon as the Health and Safety Coordinator after joining them in 2008. His main focus for the last 4.5 years has included developing, implementing and maintaining the Safety Management System as well as overseeing the Disability Management Program. He earned his Diploma of Technology in Occupational Health and Safety in 2001 and has continued to maintain a current membership with the Canadian Society of Safety Engineers. Clay spent several years in healthcare after graduating BCIT before moving into local government in 2006. He became a member of the BCMSA after joining the municipal sector and was elected to the Board in 2012.

DIRECTOR

RICK KROEKER

Manager, Occupational Health & Safety, City of Nanaimo

Rick began his career with WCB of BC in 1988 as a claims adjudicator and moved on to become a Claims Manager in Richmond, Prince George and Nanaimo for a total of 14 years. He joined the Employers Advisers in Nanaimo and covered mid and north Island for 5 years. In 2007, he accepted his current position as the Manager, Occupational Health & Safety for the City of Nanaimo. Rick holds a degree in Science from SFU; Environmental Health from BCIT and CHSC designation from CSSE plus countless courses and training in OH&S over the years. Rick is proud to have been able to lead Nanaimo for their COR designation in 2011.

DIRECTOR

TOM MACDONALD

Executive Director, Local Government Management Association

Tom brings a background in both local government administration and finance to the position of Executive Director with the Local Government Management Association which he has held since 2003. Tom's career also includes 25 years in local government including positions as Deputy Treasurer, Municipal Clerk, and Deputy CAO as well as 3 years in the private investment sector. Tom holds a Senior Certificate in Municipal Administration from the Board of Examiners, a Bachelors Degree in Economics, and a Masters Degree in Public Administration. As well, he has completed the Canadian Securities program. In 2011, Tom was awarded the British Columbia Lieutenant Governor's Silver Medal for Excellence in Public Service.

2012 BOARD OF DIRECTORS and STAFF continued...

DIRECTOR

SCOTT McMILLAN

Occupational Health and Safety Advisor, City of Prince George

While working as a lifeguard for the City of Richmond, Scott studied Biology at SFU and Safety at BCIT. He also provided First Aid during the Millennium Line Skytrain expansion. After graduation he began safety consultation for a variety of companies (a gold concentrator manufacturer, a fishing lodge, and an electrical contractor). In 2005 he moved to North Central BC to work for the City of Prince George as the OHS Advisor. He joined the CSSE and is the current chapter chair person. In 2010 he achieved his Canadian Registered Safety Professional designation. He's excited about the opportunity to serve on the Board of Directors for the BCMSA, and looks forward to providing a Northern perspective!

DIRECTOR

CALEB MIERAU, CRSP, Diploma OH&S

Safety Manager, City of Kamloops

Caleb is the Safety Manager with the City of Kamloops where he oversees the development of all safety activities and initiatives, program policy and procedure development, worksite inspections, accident investigations, training, first aid, WCB appeals and claims management. He earned his Diploma of Technology in Occupational Health and Safety from BCIT in 2001. He has been a Director for the BCMSA since October 2005 and is currently a Director and Treasurer on the executive of the Thompson Okanagan Chapter of the Canadian Society of Safety Engineering.

DIRECTOR

KEITH ARKELL

Corporate Safety Supervisor, Safety, Security and Emergency Management, MetroVancouver

Keith is currently employed with MetroVancouver and has worked in various health and safety roles since 1979. He has been a member of the Canadian Society of Safety Engineering since 1980 and is a founding member / director of the BCMSA since 1993. At present he is working towards becoming a Certified Health & Safety Consultant.

Keith retired from Metro Vancouver in 2012.

DIRECTOR

ROBB ARMSTRONG

Manager, Occupational Health & Safety, City of Richmond

Robb is currently President and was one of the original founders of the BCMSA. He has worked for the City of Richmond for 35 years. His first 12 years were in construction and excavation work as a supervisor before working as Richmond's first full time OH&S officer. He has been Manager, Occupational Health and Safety for Richmond for 9 years.

Robb retired from the City of Richmond in 2012.



AT THE OFFICE

EXECUTIVE DIRECTOR

CATHY COOK

Cathy has been involved with the BCMSA since its' inception in the early '90's, as a member, director, and for six years as the Association President, prior to becoming the first Executive Director in 2009.

Cathy has a Certificate in Business Administration, and The Diploma in Public Sector Management from the University of Victoria. She spent nearly twenty years in Human Resources, Safety and Training with the Corporation of Delta, and ten years as a Human Resources Manager in the forest sector. She has a passion for improving worker health and safety in the local government sector, through program development and training.

OFFICE MANAGER

HELGA HILDEBRANDT

Helga has worked with the BCMSA since August 2009. Previously she held positions in banking, the steel fabricating industry and consulting engineering offices. Her training includes Business Studies at the University of the Fraser Valley and Construction Operations at British Columbia Institute of Technology. She is currently studying Graphic Design at BCIT.

ADMINISTRATIVE ASSISTANT

DALE SETH

Dale began her career at the BC Municipal Safety Association in December 2012. She brings a strong administrative background, including 12 years of experience within the Workers' Compensation Board, 8 of those years as an Appeal Officer within the Appeal Division. Previously, she worked in the publishing industry, and both on and off-site construction offices. She studied Business Management at British Columbia Institute of Technology.

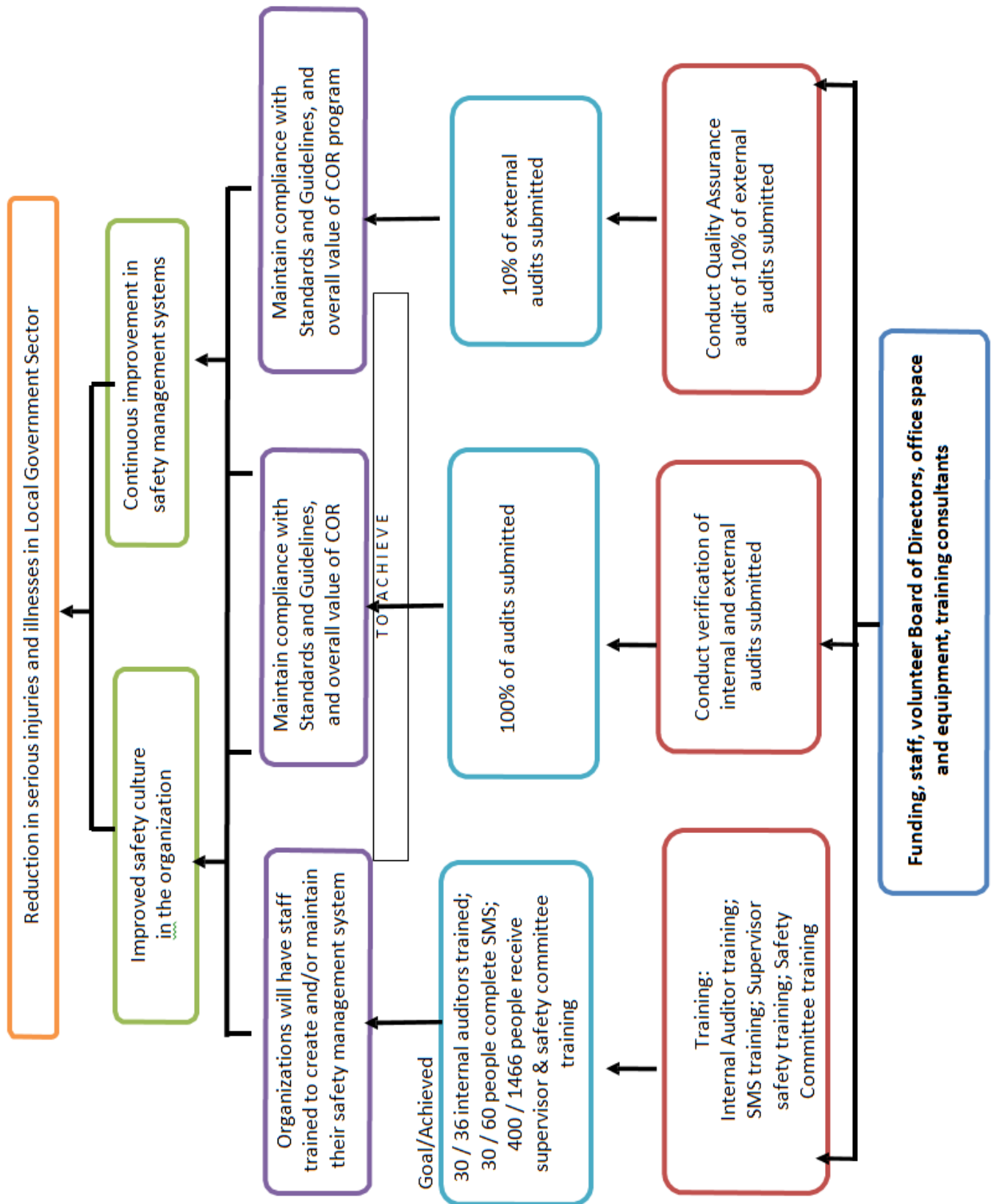
MANAGER OF AUDIT & TRAINING SERVICES

CHELSEA STEINFELD

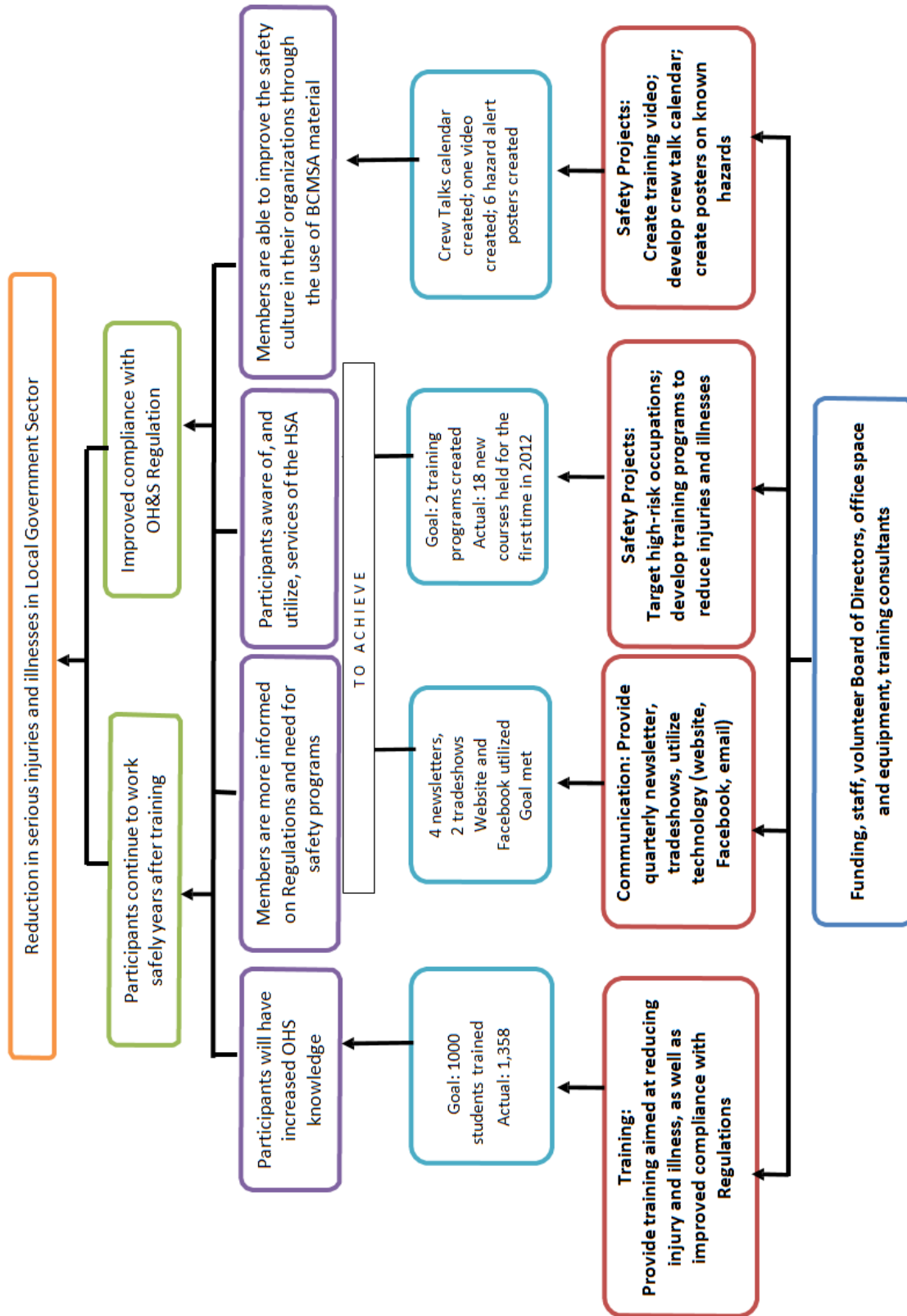
Chelsea Steinfeld is the Manager of Audit and Training Services for the BC Municipal Safety Association. Previously she worked for the Township of Langley as their Safety Advisor. She played a major role in that organization's Safety Management System, and helped the organization attain their Certificate of Recognition.

Chelsea is a graduate of the BCIT OH&S Program, and worked in Health Care, construction, demolition and education before beginning her health and safety career in the municipal sector.

CERTIFICATE OF RECOGNITION PROGRAM WORKPLAN 2012



HEALTH AND SAFETY ASSOCIATION WORKPLAN 2012



BCMSA 2011 ANNUAL GENERAL MEETING MINUTES

MARCH 9, 2012

SUNDANCE PLACE, DELTA, BC

MEMBERS IN ATTENDANCE:

Cathy Cook	BCMSA	<i>Executive Director</i>
Robb Armstrong	City of Richmond	<i>President</i>
Carie Sandferd	City of New Westminster	<i>Treasurer (Secretary for this meeting)</i>
Sam Chauhan	City of Surrey	<i>Director</i>
Caleb Mierau	City of Kamloops	<i>Director</i>
Rick Kroeker	City of Nanaimo	<i>Director</i>
Cris Bendall	City of Coquitlam	<i>Director</i>
Keith Arkell	Metro Vancouver	<i>Director</i>
Rebecca Chow	City of Victoria	<i>A/Director</i>

Regrets:

Andrew Ross	City of Vancouver	<i>Vice President</i>
Chris Gonev	District of North Vancouver	<i>Secretary</i>

Chelsea Steinfeld	BCMSA
Ed Dowling	WSBC
Sergio Picco	City of Burnaby
Mike Roberts	City of Burnaby
Paul Elsoff	City of North Vancouver
Sandra Ciparis	Township of Langley
Glenn Robertson	City of Penticton
Ken Lear	City of Abbotsford
Janyce Mah	Corporation of Delta
Candice Roffe	City of White Rock
Kim Kennedy	City of Vancouver
Christine Swanson	City of Langley
Dave Lordy	District of Campbell River
Trevor Davies	City of Colwood
Paige Knapman	City of Courtney
Karen Sinclair	City of Richmond
Agnes Warzybok	Resort Municipality of Whistler
Clay Fredin	City of Vernon
Steve Traviss	District of Maple Ridge
Alan Lucas	City of Chilliwack
Laraine Fowler	Capital Regional District

BCMSA 2011 ANNUAL GENERAL MEETING MINUTES continued...
MARCH 9, 2012
SUNDANCE PLACE, DELTA, BC

Call to Order

R. Armstrong opened the meeting at 10:00 a.m. Introductions were made.

Adoption of Previous Minutes

C. Sandferd moved that the minutes of the previous AGM be adopted. Hearing no errors or omissions, T. Davies **moved** to adopt the Minutes of March 11, 2011 meeting, **seconded** by C. Bendall, **Adopted** as distributed.

President's Report

Robb provided his report.

I take great pleasure reporting where our Association is at in our growth, and that we are right on target, fulfilling our goals and objectives as a funded safety association.

Our first phase of developing and implementing our audit system is now well established and many municipal and naturally aligned employers have successfully utilized the process to develop formal safety and return to work programs. As a result, the first wave of municipalities will begin to experience a shift towards safer worksites, resulting in fewer workers being injured. Year-by-year as more employers come on board, safety across the Province will continue to improve within our industry. That is the bottom line. It's encouraging to hear that many employers are re-investing the financial incentive of up to 15% of annual WorkSafe premiums back into OH&S and Wellness resources. This is a win, win and win all around. We often hear that we have the best safety audit tool in the province. This is a great testament to the BCMSA, our staff and the many safety officers who helped build the audit tool.

Our plan from the beginning was once our auditing service was established and running, our focus would shift towards our theme of being "The Resource of Choice" for all of our industries' safety needs.

Under this banner we have now established a catalogue of safety training topics designed with a municipal focus, case studies of our hazard examples and desired safe work practices. We have established agreements with the most highly recognized training providers to supply the more unique and specialized courses our operations require. Our industry and province-wide membership power has given us the ability to negotiate the same training resources cheaper than what individual employers are paying when hiring them directly.

The BCMSA is now delivering training to all corners of the province, and are developing and delivering municipal topics we have been needing for years on examples such as ergonomic training for both outside workers and their supervisors (representing the majority of our injuries), a dedicated safety certificate program for our supervisors, a Municipal Excavation Safety course to compliment our video and a long overdue heavy and light equipment instructor/evaluator program. Look for many more topics unique to our business that you won't find elsewhere. We are far from done on the issue of training development.

To assist our smaller and more remote municipalities and districts around the province we have been developing cost effective online interactive training programs. Our first topic utilizing this technology is our Safety Management System training. We are about to launch our own online WHMIS training system for as low as \$7 per employee. This year we will be launching more interactive Webinar training, as a cost-effective means of reaching out to all our members through BC. The next two topics will be on Bill 14 (the "stress claim" legislation) and the new CSA Standard for selection of Respirators.

This will be my last Presidents report as I join the first generation of long-time municipal safety officers retiring within this term and in the near future. Thank-you to my colleagues Keith Arkell and Randy Hooge for their great years of help in the development of this great Association.

The BCMSA has been an incredible journey for me and I can't express how proud I am of this group and all of the great colleagues I have had the pleasure of working with over the last 20 plus years, building this association into what it is today. It's been an absolutely amazing and fulfilling ride for all of us to have had the opportunity to make a difference in the safety of all of our workplaces and workmates.

BCMSA 2011 ANNUAL GENERAL MEETING MINUTES continued...
MARCH 9, 2012
SUNDANCE PLACE, DELTA, BC

Not only can I confirm that working as a municipal Safety professional been an incredibly rewarding job but participating in a group of peers like this has taken it to another level. I look forward to sharing my experiences of the past 36 years into the classroom, motivating others toward Occupational Health and Safety.

Moved to adopt the Presidents report: T. Davies, **Seconded** by S. Chauhan, **Adopted** as read.

Treasurers Report

C. Sandferd presented the Audited financial report, which was also circulated in the Annual Report.

Moved to adopt by K. Arkell, **Seconded** by K. Sinclair. **Adopted** as read and provided in the Annual Report.

Appointment of Financial Reviewer for 2012

C. Sandferd **moved** to appoint Hantke Redekop Warnstaff & Co. as Auditor for 2012 and further, that they be authorized to do an interim audit in the fall of 2012, **seconded** by R. Golob, **Carried**.

Executive Director's Report

Cathy Cook presented her report.

For me, 2011 was the busiest, most productive and most fulfilling year so far for our Association – including the sixteen years we were a volunteer Association.

In 2011, we had seven municipalities successfully complete the Certificate of Recognition (COR) Program; three of those received COR for both their safety management and stay at work/return to work systems. We were also the Certifying Partner for “naturally aligned” organizations in public education, health care and public transit; an additional six of these completed COR. It has been my pleasure to personally present the Certificates at Council and Board Meetings throughout the Province. Employers who achieve COR, regardless of their industry, are truly leaders in health and safety. It stands to reason that effective safety management and return to work systems will improve the safety of workers, resulting in lower injury rates and lower assessment rates. What a powerful sense of satisfaction, knowing we play a role in this achievement!

Also in 2011, we developed training programs which focused on eliminating exposure to Asbestos for municipal workers. Courses were developed and facilitated for Municipal Inspectors, not only for Asbestos but for a variety of hazards they are exposed to every day. We partnered with the Corporation of Delta and WorkSafeBC, to develop a procedure for cutting AC Pipe with a K-12 saw and water attachment; this proved to be a safe alternative for the old “hand tool only” method. The issue of safe disposal of discarded possibly-asbestos-containing discarded drywall prompted another procedure and training program.

In 2010, we had eleven BCMSA-branded or facilitated training programs; in 2011 that increased to thirty two! To say we were busy is an understatement.

The eighth Municipal Occupational Health and Safety Conference was held at the Sheraton Wall Centre Hotel in November. More than 340 delegates attended municipal-specific presentations on an exceptionally wide variety of topics, and had the opportunity to network with their peers at this biennial conference.

Throughout the year, we took opportunities to cooperate with organizations that have a similar focus as us – helping organizations and workers in health and safety, and training. Cooperative efforts with the Public Works Association of BC, Common Ground Alliance of BC, BC Recreation & Parks Association, and all of the other Health and Safety Associations in BC has been beneficial for all parties and these alliances will continue to be formed and promoted. You'll see our logo on initiatives such as “Care Around Roadside Workers”, “Occupational Road Safety”, “City of Excellence Award” and “BC Works”, to name a few.

BCMSA 2011 ANNUAL GENERAL MEETING MINUTES continued...
MARCH 9, 2012
SUNDANCE PLACE, DELTA, BC

How many people can truly say, "I love my job!"? I can! I want to take this opportunity to thank the Board of Directors of the BC Municipal Safety Association for their direction, support and encouragement again this year. Two of our founding and Board of Director members, Robb Armstrong and Keith Arkell, are expected to retire soon. Their contributions and work over our nineteen year existence, and especially through our first three years as a funded Association, have helped mold us into the organization we are today.

Cathy announced that this would be the final Annual General Meeting attended by Robb Armstrong and Keith Arkell. Both were presented with thank you gifts for their extraordinary years of service to the BC Municipal Safety Association.

Moved to adopt the Executive Directors Report: R. Kroeker, **seconded** by S. Picco, **Carried**.

Resolution to Dissolve the Board of Directors

R. Armstrong **moved** to dissolve the Board of Directors. **Seconded** by T. Davies, **Carried**.

Meeting Adjournment

Meeting adjourned at 1030 hours. Next meeting will be in March 2013, date to be determined.

Elections

C. Cook and C. Steinfeld ran the elections. Cathy reminded everyone of the structure of the Board: Nine directors elected at the Annual General Meeting, for a two year term; the City of Vancouver has a voting position on the Board; the Local Government Management Association has a voting position on the Board; the Executive Director has a non-voting position on the Board and WorkSafeBC sits as a resource on the Board. Following the election, Cathy announced the new board of directors: K. Arkell, R. Armstrong, C. Bendall, S. Chauhan, C. Fredin, C. Gonev, R. Kroeker, C. Mierau and C. Sandferd.

Following the elections, the new directors determined the executive members, they are:

Sam Chauhan – President

Drew Ross - Vice-President

Chris Gonev – Secretary

Carie Sandferd – Treasurer



Sam Chauhan
President



Cathy Cook
Executive Director

B.C. MUNICIPAL SAFETY ASSOCIATION

FINANCIAL STATEMENTS

DECEMBER 31, 2012



B.C. MUNICIPAL SAFETY ASSOCIATION

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DECEMBER 31, 2012

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HANTKE REDEKOP WARNSTAFF & CO.

Accountants

G.R. HANTKE, DIPT., CFP
C.A. HANTKE, B.MUS., C.G.A.

T.J. REDEKOP, C.M.A., C.G.A.
M.D. WARNSTAFF, C.G.A.

INDEPENDENT AUDITOR'S REPORT

To the Members of B.C. MUNICIPAL SAFETY ASSOCIATION

Report on the financial statements

I have audited the accompanying financial statements of B.C. Municipal Safety Association, which comprise the statement of financial position as at December 31, 2012, December 31, 2011, and January 1, 2011, and the statement of operations, statement of changes in net assets and statement of cash flows for the years ended December 31, 2012 and December 31, 2011, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organization, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error in making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of B.C. Municipal Safety Association as at December 31, 2012, December 31, 2011 and January 1, 2011 and its financial performance and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

Report on other legal and regulatory requirements

As required by the British Columbia Society Act, I report that, in my opinion these principles have been applied on a basis consistent with that of the preceding year.

March 5, 2013
Aldergrove, BC


M.D. Warnstaff, C.G.A.
HANTKE REDEKOP WARNSTAFF & CO.

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B.C. MUNICIPAL SAFETY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2012

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	December 31, 2012 Total	December 31, 2011 Total	January 1, 2011 Total
ASSETS						
CURRENT						
Cash & cash equivalents (Note 4)	\$ 76,553	\$180,985	\$226,180	\$483,718	\$197,892	\$432,866
Accounts receivable (Note 5)	946	34,671	34,644	70,261	23,566	18,900
HST rebate receivable	-	12,424	17,994	30,418	19,299	10,757
HST receivable	1,220	-	-	1,220	-	1,124
Inventory	-	3,182	8,929	12,111	4,292	1,222
Prepaid expenses	10,670	1,571	17,060	29,301	7,750	21,574
	89,389	232,833	304,807	627,029	252,799	486,443
INVESTMENTS (Note 6)	56,000	-	-	56,000	54,942	54,942
TANGIBLE CAPITAL ASSETS (Note 7)	130	4,254	8,719	13,103	12,397	14,183
INTANGIBLE CAPITAL ASSETS (Note 8)	-	6,362	53,842	60,204	36,414	-
	\$145,519	\$243,449	\$367,368	\$756,336	\$356,552	\$555,568
LIABILITIES						
CURRENT						
Accounts payable & accrued liabilities	\$ 3,180	\$ 17,740	\$ 22,925	\$ 43,845	\$ 53,779	\$ 49,053
Benefits payable	-	-	-	-	-	991
HST payable	-	21,293	13,097	34,390	18,290	6,094
Deferred revenue (Note 9)	10,150	138,669	181,587	330,406	25,335	294,186
	13,330	177,702	217,609	408,641	97,404	350,324
NET ASSETS	132,189	65,747	149,759	347,695	259,148	205,244
	\$145,519	\$243,449	\$367,368	\$756,336	\$356,552	\$555,568

APPROVED ON BEHALF OF THE BOARD:

 Director

 Director

MARCH 5, 2013 Date

The accompanying notes are an integral part of these financial statements.



B.C. MUNICIPAL SAFETY ASSOCIATION
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
REVENUES					
Conference revenue	\$ -	\$ -	\$ -	\$ -	\$181,762
DVD sales	30	-	-	30	36
Membership dues	300	-	-	300	300
WorkSafeBC funding	-	216,000	355,000	571,000	523,072
Training revenue	-	171,910	90,319	262,229	110,281
Other revenue	-	942	7,543	8,485	26,668
Interest revenue	1,668	319	593	2,580	-
	1,998	389,171	453,455	844,624	842,119
EXPENSES					
Advertising	-	11,650	12,581	24,231	36,795
Amortization of tangible assets	33	2,147	5,699	7,879	4,338
Amortization of intangible assets	-	1,952	7,588	9,540	-
Benefits	-	9,082	18,195	27,277	28,302
Benefits – Executive Directors	-	13,072	10,191	23,263	21,342
Building services	-	252	506	758	282
Communications	-	4,573	7,891	12,464	9,757
Conference expenses	-	-	-	-	163,015
Consulting fees	-	152,115	101,649	253,764	103,728
Furniture & equipment	-	1,316	2,229	3,545	18,106
Insurance	-	2,440	4,879	7,319	6,793
Meetings	302	3,615	6,129	10,046	11,932
Miscellaneous	68	417	1,127	1,612	8,057
Office supplies	-	1,801	4,424	6,225	4,465
Office rent	-	6,676	13,352	20,028	18,770
Professional fees	2,625	2,995	5,989	11,609	13,611
Program delivery	-	7,383	12,774	20,157	11,204
Publications	502	12,530	24,124	37,156	64,977
Salaries	-	29,482	52,732	82,214	104,255
Salary administration	-	474	580	1,054	964
Salaries – Executive Director	-	62,170	46,968	109,138	107,712
Special projects	-	-	-	-	10,696
Staff training	-	3,022	3,020	6,042	4,992
Technology	-	1,967	34,661	36,628	4,950
Travel	127	4,997	14,885	20,009	14,423
	3,657	336,128	392,173	731,958	773,466
	(1,659)	53,043	61,282	112,666	68,653
FUNDING ADJUSTMENT (Note 10)	-	-	-	-	(14,749)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	\$ (1,659)	\$ 53,043	\$ 61,282	\$112,666	\$ 53,904

The accompanying notes are an integral part of these financial statements.



B.C. MUNICIPAL SAFETY ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2012

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
BALANCE , beginning of year	\$133,848	\$ 36,823	\$ 88,477	\$259,148	\$205,244
Reserve Fund	-	(24,119)	-	(24,119)	-
Excess (deficiency) of revenue over expenses for the year	(1,659)	53,043	61,282	112,666	53,904
BALANCE , end of year	\$132,189	\$ 65,747	\$149,759	\$347,695	\$259,148

The accompanying notes are an integral part of these financial statements.

B.C. MUNICIPAL SAFETY ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2012

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
OPERATING ACTIVITIES					
Cash received from conference	\$ 639	\$ -	\$ -	\$ 639	\$165,551
Cash received from funding	-	326,500	500,000	826,500	226,402
Cash received from sponsorship	10,000	-	-	10,000	-
Cash received from training	-	156,607	57,903	214,510	98,053
Cash received from other sources	2,269	1,298	22,660	26,227	28,320
Cash received (paid) from HST recoverable	(3,067)	10,749	(3,561)	4,121	3,157
Cash paid to employees	-	(113,564)	(128,150)	(241,714)	(263,031)
Cash paid to suppliers	(8,502)	(214,768)	(263,214)	(486,484)	(479,463)
Net cash generated (used) through (in) operating activities	1,339	166,822	185,638	353,799	(221,011)
CASH FLOW FROM FINANCING ACTIVITIES					
Purchase of capital assets	-	(2,553)	(6,032)	(8,585)	(2,551)
Purchase of intangibles	-	(2,607)	(55,723)	(58,330)	(11,412)
Purchase of investment	(1,058)	-	-	(1,058)	-
Net cash generated (used) through (in) financing and investing activities	(1,058)	(5,160)	(61,755)	(67,973)	(13,963)
NET INCREASE (DECREASE) IN CASH	281	161,662	123,883	285,826	(234,974)
CASH & CASH EQUIVALENTS, beginning of year	76,272	19,323	102,297	197,892	432,866
CASH & CASH EQUIVALENTS, end of year	\$ 76,553	\$180,985	\$226,180	\$483,718	\$197,892

The accompanying notes are an integral part of these financial statements.



**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

1. PURPOSE OF ORGANIZATION

B.C. Municipal Safety Association ("Association") was incorporated under the provincial society act on October 31, 1994. It's purpose is to promote the education of BC Municipal employees on safety and health issues, to undertake projects as defined by the Board of Directors of an educational nature for the promotion of safety and health, to cooperate with other organizations having aims and objectives similar to those of the Association by conducting and participating in joint activities, and to function at all times as an independent, non-political, non-profit body for the purpose of carrying out the purpose of the Association. The Association is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Association have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The Existing Fund reports the assets, liabilities, revenues and expenses related to the B.C. Municipal Occupational Health and Safety Conference.

The Health & Safety Activities Fund reports the assets, liabilities, revenues and expenses (including related administrative expenses) related to the WorkSafe BC Health and Safety Activities Agreement.

The COR Program Fund reports the assets, liabilities, revenues and expenses (including related administrative expenses) related to the WorkSafe BC Certificate of Recognition Program ("COR Program") Agreement.

Revenue Recognition

Restricted Contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted Contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Cash and Cash Equivalent

Cash equivalents are comprised of highly liquid investments with maturities of 12 months or less from the year end date.

Inventory

Inventory is valued at the lower of cost or net realizable value, using the FIFO method of cost allocation.

Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives using the following rates and methods:

Equipment	20% declining balance method
Computer equipment	100% & 55% declining balance method
Furniture and fixtures	20% Declining balance method
Leasehold improvements	62 months straight-line method
Training packages	60 months straight-line method



B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Intangible Capital Assets

Intangible capital assets are stated at cost reduced by accumulated amortization. Amortization is provided annually over the estimated useful lives of the assets at the following rates:

Software	100% declining balance method
On-line training course	5 years straight-line method
Audit tool program	10 years straight-line method

Intangible assets are tested for impairment when events or changes in the circumstances indicate the carrying values will not be recoverable.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the financial position date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include useful lives of capital assets, and accrued liabilities.

3. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective January 1, 2011 the Association adopted the Canadian accounting standards for the not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the *Handbook - Accounting Part V* Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition day, which is the first day of the period for which comparative information is presented. Although the Association made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required.

4. CASH & CASH EQUIVALENTS

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
Cash	\$ 26,076	\$156,772	\$158,776	\$341,624	\$173,773
GIC maturing January 26, 2012	-	-	-	-	24,119
Money Maximizer	50,477	24,213	67,404	142,094	-
	\$ 76,553	\$180,985	\$226,180	\$483,718	\$197,892

5. ACCOUNTS RECEIVABLE

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
Training fees receivable	\$ -	\$ 34,186	\$ 33,656	\$ 67,842	\$ 19,757
Other	946	485	988	2,419	3,809
	\$ 946	\$ 34,671	\$ 34,644	\$ 70,261	\$ 23,566

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B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012

6. INVESTMENTS

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
GIC 2.10%, maturing March 27, 2014	\$ 56,000	\$ -	\$ -	\$ 56,000	\$ -
GIC 1.9%, maturing March 23, 2012	-	-	-	-	54,942
	\$ 56,000	\$ -	\$ -	\$ 56,000	\$ 54,942

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2012	Net Book Value 2011
Equipment	\$ 3,936	\$ 1,939	\$ 1,997	\$ 2,497
Computer equipment	13,692	9,733	3,959	864
Furniture & fixtures	8,222	4,258	3,964	4,956
Leasehold improvements	7,333	4,672	2,661	4,080
Training packages	652	130	522	-
	\$ 33,835	\$ 20,732	\$ 13,103	\$ 12,397

8. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2012	Net Book Value 2011
Software	\$ 1,892	\$ 1,892	\$ -	\$ -
On-line training course	15,906	3,181	12,725	11,414
Audit tool program	52,755	5,276	47,479	25,000
	\$ 70,553	\$ 10,349	\$ 60,204	\$ 36,414

9. DEFERRED REVENUE

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2012 Total	2011 Total
Membership	\$ 150	\$ -	\$ -	\$ 150	\$ -
Training income	-	4,050	-	4,050	335
WorkSafeBC	10,000	-	-	10,000	25,000
WorkSafeBC (re: 2013)	-	110,500	170,000	280,500	-
Naturally Aligned Organizations	-	-	11,587	11,587	-
Reserve Fund	-	24,119	-	24,119	-
	\$ 10,150	\$138,669	\$181,587	\$330,406	\$ 25,335



**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

10. FUNDING ADJUSTMENT

WorkSafeBC conducts an annual review of the Financial Statements and may adjust for any operating surplus or deficit. Prior years funding adjustments are recognized in the fiscal year in which they are determined. In 2011, \$14,749 in COR surplus (relating to 2009 & 2010) was refunded to WorkSafeBC.

11. RELATED PARTY TRANSACTIONS

Related party consists of the Association's Executive Director. Transactions with the related party (other than expense reimbursements are recorded in the following accounts: Salaries - Executive Director and Benefits - Executive Director.

12. LEASE COMMITMENTS

The Association leases premises under a long-term lease that expires on September 30, 2014. Under the lease, the Association is required to pay a base rent of \$775 per month. In addition to the above base rent, the Association must pay for its proportionate share of utilities, property taxes, maintenance and other related costs for the leased premises estimated at \$910 per month to 2014. The lease contains one three-year option to renew.

Future minimum lease payments are as follows:

2013	\$ 20,220
2014	15,165

13. SUBSEQUENT EVENTS

On December 3, 2012 the Association signed new funding agreements with WorkSafeBC for both Health and Safety Activities and COR Program funding. The agreements are effective for the period commencing January 1, 2013 and ending December 31, 2013.

On February 1, 2013 the Association leased additional space with the same expiry date as the original lease. The base rent is \$254 per month and common area and maintenance fees are estimated at \$31 per month.

Future minimum lease payments are as follows:

2013	\$ 3,135
2014	3,420

14. ECONOMIC DEPENDENCE

The Association is economically dependant on WorkSafeBC funding which represents 66% of total revenue (62% in 2011).

15. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities and benefits payable. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest rate or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted. The Association is not exposed to currency risk.



**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

15. FINANCIAL INSTRUMENTS - continued

Interest Rate Risk

The Association is exposed to interest rate risk with respect to its interest-bearing investments that bear interest at fixed rates due to fluctuations in the market interest rates. Interest rate risk is not considered significant. The Association does not use financial instruments to reduce its interest rate risk exposure.

Credit Risk

The Association is exposed to credit risk with respect to its financial assets as reported on the Statement of Financial Position. Credit risk is not considered significant because the Association's cash is held in deposit with Canadian financial institutions in insured accounts; funds receivable are due from WorkSafeBC with no history of default.

16. MANAGEMENT OF CAPITAL

The Association receives its principal source of capital through funding received from WorkSafeBC. The Association defines capital to be net assets.

The Association's objectives when managing capital are to fund its operational requirements and capital assets additions. The Association makes adjustments based on available funding and economic conditions. Currently, the Association's strategy is to monitor expenditures to preserve capital in accordance with available and budgeted funding.

The Association is not subject to debt covenants or any other capital requirements with respect to operating funding. Funding received for designated purposes must be used for the purpose outlined in the bylaws, budget and funding instructions. The Association has complied with the external restrictions on the funding provided.

17. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.



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