



ANNUAL REPORT

2014

www.bcmsa.ca

OUR VISION, MISSION & PRINCIPLES

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

OUR STRATEGY

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

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PRESIDENT'S MESSAGE

As the new President of the British Columbia Municipal Health & Safety Association it is my privilege to report about the activities of our Association over the past year. I would like to first acknowledge and thank Sam Chauhan as the past President. His contributions as President and as an ongoing Board of Directors member has been significant.

As with all Associations, the hard work and dedication of all of the Board of Directors members is key to its success. This current Board of Directors has worked diligently over the last year to continue to move our Association forward and provide the direction and vision needed to make us all so successful. In June 2014 the Board of Directors participated in a training session where we started to explore our roles and functions as a Board. We recognize that we are still continuing to grow from

that small group of professionals meeting in a coffee shop to a team providing direction to an Association and office that

"There are countless individuals out there who contribute and participate in Association activities often giving up both work and personal time to make our Association great."

supports local governments across the Province. We acknowledge the need to ensure that appropriate policies and procedures are in place to ensure that the association is operated in a prudent and financially responsible manner.

The BCMSA office continues to be the heart of our association. We all know that Cathy and the staff work tirelessly to make everything we do a success. Thank you to Cathy and her team. In 2014 we hired Mike Roberts as our new Manager of Audit and Training Services. Mike replaces Chelsea Steinfeld who wanted to spend more time and focus on her young family. 2014 saw another

significant increase in the number of safety related courses facilitated by the BCMSA. Throughout the province more workers than ever were trained in courses specifically designed for municipal employees. We truly have become the go to resource for safety training in the Local Government sector which continues to support our goal of being "The Resource of Choice".

Lastly, but never the least, is all of the members of our association. There are countless individuals out there who contribute and participate in Association activities often giving up both work and personal time to make our Association great. From answering questions posed by members on the BCMSA Yahoo email group, attending our quarterly

meetings and contributing to the round table discussions, participating in sub committees or supporting the BCMSA through the use of our resources. This Association would not exist were it not for the support of all of our members and their willingness to work together.

Over the years the BCMSA has contributed in so many ways to improvements in Health and Safety for our Classification Unit and its members. The Certificate of Recognition program continues to be one of the key initiatives for the Association. 2014 was a recertification year for many of the previously certified organizations and for the most part the number of participants remained the same. The COR certification process is one of

the programs that has been extremely important to me. The benefits to my municipality have been significant for both the financial savings and development of our safety culture.

Through the COR rebate process and the savings seen in our experience rating the City of Kamloops has saved over \$750,000 over the last number of years. In addition to the direct cost savings, the audit process has helped engage our

organization in safety discussions and the development of our Safety Management System and Return to Work Program. I would encourage all organizations to explore the COR certification process and to contact the BCMSA office for any assistance they may need.

Moving forward into 2015 I am excited to be part of continuing the great work that this association and all of its members have undertaken. I truly believe that we are making a positive impact in the lives of our members, their families, and working to reduce costs to Local Governments across the Province.

As always I would encourage anybody to contact me or any of the Board of Directors with any questions, suggestions or comments. Feedback is important and always appreciated.

Caleb Mierau, President, BCMSA

EXECUTIVE DIRECTOR'S MESSAGE

As we complete our sixth year as a funded Health and Safety Association (and our twentieth as a non-profit Society) I have the very great fortune to be able to say I have been involved from the start with a progressive and dynamic organization, whose sole aim is to improve worker health and safety.

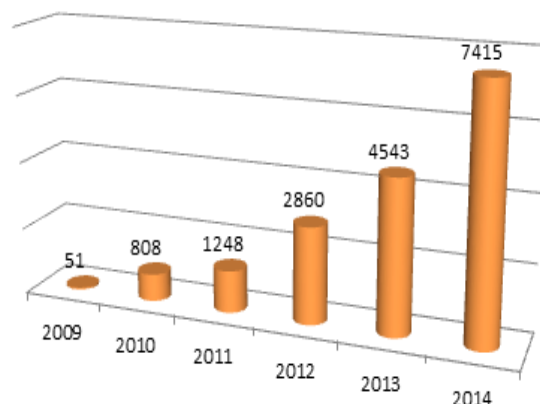
Are we making a difference in health and safety? We do know that the number of time loss claims in Local Government & Related Occupations has been dropping since 2009, but that isn't the only measure of success in health and safety. I wish there was a clear yardstick to measure the BCMSA contribution towards improved safety performance, but there are too many factors – internal and external – that contribute to success, to identify exactly what impact we are having. The work that each individual worker, supervisor

and manager does within their own organization to improve safety is what results in success. Recognizing the need for safety training, and calling us to arrange it for them, certainly contributes to that success.

Since our training programs started, we have trained more than 15,000 participants in a wide variety of safety courses, ranging from WHMIS Live to Confined Space Rescue. We are happy to say that for many organizations, we have met our vision to be the “safety resource of choice”. Being a safety resource doesn't just mean providing training – we are here, at the end of the phone or the end of the email, ready to help with whatever safety questions you may have.

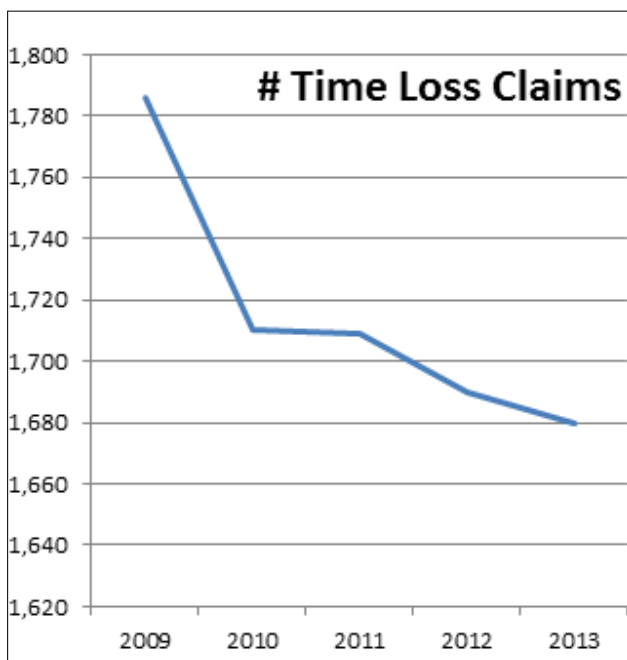
On the Certificate of Recognition program side, our numbers of certified organizations continues to grow, albeit slowly (see the list on page 10). We believe the freeze on new participants in Return To Work CoR, has delayed participation from some organizations hoping to achieve the additional 5% incentive. Others have said they are simply too overwhelmed by the requirements and the process to begin the CoR process. We're working on a “toolkit” to

BCMSA Training Numbers by Year



help employers work towards CoR, for distribution early in 2015. We are hoping that WorkSafeBC will roll out the new “Work Disability Prevention” program and get the second Certification back up and running, soon.

We had various sub-committees engaged through 2014 in a variety of initiatives, including our 2015 Municipal Health and Safety Conference (June 14-16, Whistler), the CoR Technical Advisory Committee, our Education Technical Advisory Committee (looking at various online training programs), and a group working on the ever-present issue of AC Pipe cutting with power tools. This is still an outstanding issue, with a complete ban on using any powered tool to cut AC pipe, while the sub-committee looks at options that will include appropriate control of asbestos through the use of water and local exhaust ventilation. Our Board of Directors are actively involved in most sub-committees, as well as the overall governance of



The health and safety resource of choice.

our Association. Thank you to every individual member of the Board, for their continued guidance and support of our staff and our efforts. Read more about our Board members, starting on page 6.

2014 saw some additional changes in our office. Early in the year we were sorry to see Chelsea Steinfeld leave our organization but know she is having a great time with her three kids and doing a bit of safety consulting. We were so fortunate to be able to hire Mike Roberts into the position of Manager of Audit and Training Services, and municipalities throughout BC have been benefiting from his experience and expertise. Finally, we moved into a new office, just 5 km west of our former location. The new office has double the space, which was certainly needed. It's a former bank building, complete with three conversation-starting vaults. We're happy to see that our terrific new landlord has ensured his company is CoR certified.

We have grown so much from a group of municipal safety advisors meeting at lunchtime in the early 90's, to an office staffed with highly competent people all working towards the common goal of improving worker health and safety. All of our staff have been working full-out to meet the needs of our members, and this is the perfect opportunity for me to say "thank you" to them: Mike Roberts, Manager of Audit & Training Services; Helga Hildebrandt, Office Manager and Dale Seth, Administrative Assistant. We absolutely could not be doing the work to help you, without them.

Cathy Cook, Executive Director

6
YEARS
FUNDED

20
YEARS AS
A SOCIETY

15,000+
PARTICIPANTS
TRAINED

"The work that each individual worker, supervisor and manager does within their own organization to improve safety is what results in success."

2014 BOARD OF DIRECTORS

PRESIDENT

CALEB MIERAU, CRSP, 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.

VICE-PRESIDENT

ANDREW ROSS
Manager, Organizational Safety
City of Vancouver

Andrew is the Manager of Organizational Safety for the City of Vancouver. Before becoming the manager in 2009, 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 has been an active BCMSA contributor since 2001 providing guidance on occupational hygiene safety programs and issues required of municipalities. He is a current BCMSA board member and he has held past board president positions with the Vancouver Civic Employee Assistance Society and the American Industrial Hygiene Association/BC-Yukon Local Section.

SECRETARY

CHRIS GONEV
Senior 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 Senior 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 has been involved with wellness, disability management and workplace health and safety in the municipal industry in British Columbia for almost twenty years. Carie is manager of health and safety for the City of New Westminster. She has experience working with a variety of departments within the municipality including Electric Utility, Police, Fire, Library, Engineering, Parks Culture and Recreation and others. Carie has been involved with the British Columbia Municipal Safety Association and the Board of Directors for most of her 20 years with New Westminster. Carie enjoys working with the BCMSA team to help promote a municipal safety culture.

2014 BOARD OF DIRECTORS

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 22 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 15 years.

DIRECTOR (PAST-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 25 years and has been a member of the executive BCMSA for the last 15 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.

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 almost 20 years. She obtained a BSc (Hon) in Kinesiology and holds both Canadian Registered Safety Professional (CRSP) and Certified Disability Management Professional (CMDP-NIDMAR) certifications. As the Manager, H&S at the City of Victoria since 2008, 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 City 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.

2014 BOARD OF DIRECTORS

DIRECTOR

JASON HINDSON

Supervisor, Safety, Security and
Emergency Management
Metro Vancouver

Jason currently works as the OHS Supervisor for Metro Vancouver, formally the GVRD. He started with the organization as a Safety Management System Supervisor for the Operations and Maintenance department before starting his current role. Prior to MV Jason played a critical role as a partner in Canpro (CKR Global) Safety and Rescue, a Safety and Rescue consultancy. Jason was also a career firefighter for the City of Coquitlam from 1999 to 2011. He played an active role in not only fire suppression but also in training recruits and the department's technical rescue teams. He holds a Bachelor of Science from the University of British Columbia and maintains the designations of CRSP and CHSC.

DIRECTOR

SCOTT McMILLAN

Occupational Health and Safety Advisor
City of Prince George

With ten years of experience at the City of Prince George, Scott helps to bring a Northern perspective to the Board of Directors. He followed a Bachelor of Science in General Biology from SFU with an OH&S Diploma from BCIT, graduating in 2001. Currently he develops and implements the safety program at the City of Prince George, and assists with the Wellness Program. He has been a CSSE member since 2005 and is the chair of the BC North Central Interior chapter. In 2010 he achieved his Canadian Registered Safety Professional designation. Scott was elected to the Board of Directors in 2012.

DIRECTOR

NANCY TAYLOR

Executive Director

Local Government Management Association
Nancy joined the LGMA in January 2013 as Executive Director. She brings over 25 years of experience leading and managing programs to support public sector development and deliver skills training in a wide range of technical and professional fields. Nancy has worked at both the provincial and government levels in Canada. Working with not-for-profit agencies and international organizations such as the United Nations and the Inter-American Development Bank, Nancy has also helped to build public sector capacity, good governance and promote professional leadership in more than 30 countries. She holds a Masters Degree in International Relations with a specialization in conflict resolution from the Norman Paterson School of International Affairs at Carleton University, as well as a diploma in Conflict Resolution from the Justice Institute of British Columbia.

*Sharing
the
knowledge!*

AT THE OFFICE

CATHY COOK **EXECUTIVE DIRECTOR**

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.

HELGA HILDEBRANDT **OFFICE MANAGER**

Helga has worked with the BCMSA since August 2009. Previously she held positions in banking, the steel fabricating industry and consulting engineering offices.

She has studied Business at the University of the Fraser Valley and Construction Operations at British Columbia Institute of Technology. She is currently pursuing a Graphic Design Associate Certificate at BCIT.

MIKE ROBERTS **MANAGER OF AUDIT & TRAINING SERVICES**

Mike is the Manager of Audit and Training Services for the BC Municipal Safety Association. Previously he worked for the City of Burnaby as the Safety and Security Manager for Parks and Engineering where he was responsible for policy and procedure development, worksite inspections, accident investigations, training, first aid and a liaison for WorkSafeBC. Mike played a major role in that organization's Safety Management System, and helped the organization attain their Certificate of Recognition in 2012.

Mike has attended BCIT for many different programs, including Transportation, Leadership and OH&S and continues to work on his professional career.

DALE SETH **ADMINISTRATIVE ASSISTANT**

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.

CERTIFICATE OF RECOGNITION

Congratulations to the following local governments and naturally-aligned organizations for achieving COR!

BC Rapid Transit Company Ltd.	Delta Community Living Society
Beacon Community Services	District of Maple Ridge
Burnaby Public Library	District of North Vancouver
Central Okanagan School District No. 23	District of Saanich
Chilliwack Society for Community Living	District of West Kelowna
City of Burnaby	Greater Vancouver Community Services Society
City of Coquitlam	Kerr Wood Leidal Associates Ltd.
City of Kamloops	Metro Vancouver
City of Kelowna	posAbilities Association of British Columbia
City of Nanaimo	Protrans BC Operations Ltd.
City of Port Alberni	Simpe'Q' Care Inc.
City of Port Coquitlam	Slizek Investment Inc. (AdvoCare)
City of Powell River	Sooke School District #62
City of Prince George	Surrey School District #36
City of Vernon	Township of Langley
Coast Mountain Bus Company	West Coast Express Limited
Corporation of Delta	

9
EXTERNAL
AUDITORS

33
COR
CERTIFIED
ORGANIZATIONS

81
INTERNAL
AUDITORS

COURSE CATALOGUE

Asbestos and Mould Awareness	Isolation and Lockout
Asbestos Awareness for Firefighters	MSD Prevention (IndustryField)
Asbestos-Containing Drywall Disposal	MSD Reduction Strategies for Supervisors
Chainsaw Operations and Safe Practices	Office Ergonomics
Chlorine Handling for Municipal Aquatics	PoolSafeBC
Confined Space Awareness	PPE Basics
Confined Space Entrant	Presentation Skills, Communication & Crew Talks
Confined Space Entry and Rescue	Prevention of Workplace Violence
Contractor Safety Management	Respectful Driver
Driver Training	Safe and Sound: Psychologically Safe/Healthy Workplace
Due Diligence for Supervisors	Safety Committee Member Responsibilities
Electrical Hazard Awareness for Municipal Workers	Safety Management Systems (on-line)
Emergency Scene Traffic Control	Shoring & Excavation Training (SET)
Emergency Scene Traffic Control Train-the-Trainer	Supervisor Safety Certificate Program
Fall Protection	Traffic Control Planning & Layout
Fall Protection End User	Train-the-Trainer – Mobile Equip Operator - Inst/Eval
Fall Protection Refresher	Transportation of Dangerous Goods
Hazard Awareness/Recognition for Municipal Inspectors	Utility Locator Specialist
Hazard Identification and Risk Assessments	WHMIS (on-line)
Incident/Accident Investigations	WHMIS Live
Internal Auditor for Local Government COR Audits	Worksite Safety Inspections

2014:

45+
COURSES
OFFERED

555
SESSIONS

7415
SEATS
FILLED
(INCL ONLINE)

468
SUPERVISOR
SAFETY
CERTIFICATE
PROGRAM
COMPLETIONS

2013 ANNUAL GENERAL MEETING MINUTES

MARCH 28, 2014 AT THE SUNDANCE MOTEL, DELTA BC

10:00 a.m. at the Sundance Motel, Delta BC

MEMBERS IN ATTENDANCE:

Sam Chauhan	City of Surrey	President
Andrew Ross	City of Vancouver	Vice President
Cathy Cook	BCMSA	Executive Director
Carie Sandferd	City of New Westminster	Treasurer
Chris Gonev	District of North Vancouver	Secretary
Caleb Mierau	City of Kamloops	Director
Scott McMillan	City of Prince George	Director
Clay Fredin	City of Vernon	Director
Rebecca Chow	City of Victoria	Director
Cris Bendall	City of Coquitlam	Director
Kim Talaber	SFU Student (Guest)	
Hanna Park	City of Port Coquitlam	
Tracy Wynnyk	MOTI (Associate Member)	
Gary Wilson	WSBC (guest)	
Paul Elsoff	City of North Vancouver	
Jason Hindson	Metro Vancouver	
Coreen Wolanski	BCPSA (Associate Member)	
Sonny Dhasi	BCPSA (Associate Member)	
Gary Klein	MOTI (Associate Member)	
Tracy Gowans	District of North Vancouver	
Sergio Picco	City of Burnaby	
Alan Lucas	City of Chilliwack	
Candice Roffe	City of White Rock	
Janyce Mah	Corporation of Delta	
Karen Sinclair	City of Richmond	
Glenn Robertson	City of Penticton	
Mike Roberts	City of Burnaby	
Nathan Peters	City of Kelowna	
Chelsea Steinfeld	BCMSA	
Nicole Horspool	City of Vancouver	
Chris Adolph	City of Vancouver	

Regrets:

Rick Kroeker	City of Nanaimo
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2013 AGM MINUTES CONTINUED

MARCH 28, 2014 AT THE SUNDANCE MOTEL, DELTA BC

The meeting convened at 10:09 a.m.

Introductions, Announcements

Sam Chauhan opened the meeting.

First order of business is the adoption of the minutes for the 2012 Annual General Meeting.

Chris Gonev noted that the Minutes of the 2012 Annual General meeting held March 8, 2013 were provided to members by posting them on the website, and providing copies at the March 28, 2014 meeting.

Chris noted one correction to the minutes: in the Executive Directors report, it should state that over 2800 people were trained in 2012, not 2013. He asked if there were any other errors or omissions to the minutes. Hearing none,

Adoption of Previous Minutes

Moved by S. Chauhan to adopt the Minutes of the 2012 AGM as amended, **Seconded** by S. Picco, **Carried**.

Presidents Report

Sam Chauhan presented his report. He expressed how proud he is to be a member of the organization and witnessed the achievements made to date. He reported on the positive feedback received from the BCMSA Safety Calendar and the success of the Supervisor Safety Certificate Program. He reported on the success of our conferences, citing over 300 participants at the last conference. In future, he would like to see a "Best Practices Committee" to set the standard for safe work procedures. Over 20 municipalities have signed up with the 'Online 3E MSDS Program'. The accident rate for local government has declined over the years. Finally, he thanked Cathy Cook for all her hard work.

Moved to adopt by S. Chauhan, **Seconded** by A. Ross, **Carried**.

Treasurers Report

Carie Sandferd provided a summary of the BCMSA's financial position as of December 31st, 2013. A copy of the audited financial statement was included in the Annual Report provided to the members in attendance.

The Treasurer noted that the Association operated in a deficit in 2013 in both the Health and Safety and Certificate of Recognition funding streams.

The Association had a reserve fund set up in previous years, for the Health and Safety funding stream. The Board of Directors has approved decreasing the Reserve by the amount of deficit in the Health and Safety stream in 2013. The Board of Directors has further approved increasing the request for funding from WorkSafeBC for 2015, to replace the deficit from the COR funding stream.

Moved to adopt the audited financial statement as presented: Sergio Picco, **Seconded** by Sam Chauhan. **Carried**.

Appointment of Auditor for 2014

Moved by C. Sandferd to appoint Mona Warnstaff of Hantke Redekop Warnstaff & Co. as the BCMSA's Auditor for 2014, **Seconded** by C. Roffe. **Carried**.

2013 AGM MINUTES CONTINUED

MARCH 28, 2014 AT THE SUNDANCE MOTEL, DELTA BC

Executive Director's Report

It has been five years and three months since we started this ride – and what a ride it's been!

As Sam said, the training numbers tell the tale. We started in 2009 with the vision to be the resource of choice for local governments, and truly believe we are accomplishing that vision.

My report can be read in full in the Executive Director's message in the Annual Report. What I want to read to you today came from one of our previous members, directors, President, and currently a trainer for us. This completely echoes how I feel.

(It's) hard not to be an ambassador. I'm very proud of what the BCMSA has become and all of the work over the many years we all did. I also think of what that represents to the industry and the progress we helped make toward health and safety to municipal workers over that long period going back to the late 80's. It's part of our legacy and I am very proud of that.

No one told us to do this or how we should do it. By the looks of it we built the best model for a safety association within our industry right across Canada and maybe all industries because of the fact it was built by safety people. Always impressed with that. We did what we knew was right and under our own direction and steam. We really started out with nothing except the collective power of working together as a group and continuously building and moving forward. I always wear my BCMSA vest and during introductions of each session I always make sure to tell the BCMSA story and its history and what it was like 30 years ago and how safety has progressed to where the statistics have improved as proof that our workplaces are much safer. It's a great story and one I'm very proud to have been, and fortunately still am, part of. I know it sounds corny but it's really true.

Moved to Adopt by C Cook, **Seconded** by S. Picco, **Carried**.

Resolution to Dissolve the Board of Directors

Moved to dissolve the current Board by S. Chauhan, **Seconded** by C. Sandferd, **Carried**.

Elections

Cathy Cook, Executive Director, announced that the Board of Directors is comprised of eleven members. The City of Vancouver and the Local Government Management Association are guaranteed seats on the Board. WorkSafeBC sits as a resource to the Board as ex-officio. The other nine voting members are elected every two years, under the by laws of the BC Municipal Safety Association. Nominations and the required two supporting nominations were received for the following:

Cris Bendall
Sam Chauhan
Rebecca Chow
Clay Fredin
Chris Gonev
Jason Hindson
Scott McMillan
Caleb Mierau
Nathan Peters
Carie Sandferd

2013 AGM MINUTES CONTINUED

MARCH 28, 2014 AT THE SUNDANCE MOTEL, DELTA BC

Cathy called three times for additional nominations from the floor.

Hearing none, the new candidates (Jason Hindson and Nathan Peters) were invited to introduce themselves to the group and each gave a short speech.

Elections were then held by secret ballot.

Elected for the term 2014 to 2016 were:

Cris Bendall

Sam Chauhan

Rebecca Chow

Clay Fredin

Chris Gonev

Jason Hindson

Scott McMillan

Caleb Mierau

Carie Sandferd

Following the elections, the new Board of Directors convened a special meeting to select the Executive, in accordance with the bylaws of the Association.

Cathy Cook announced that Caleb Mierau was elected President, Andrew Ross, Vice President, Chris Gonev, Secretary and Carie Sandferd as Treasurer.

Moved by C. Mierau to dispose of the ballots, **Seconded** by S. Chauhan. **Carried.**

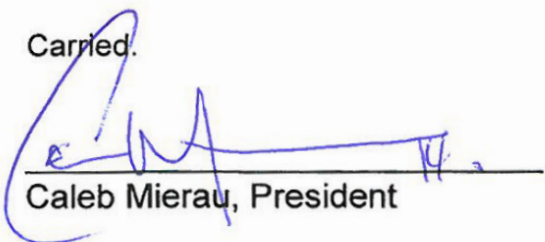
Meeting adjourned at 10:45 a.m.

Next Meeting Date: June 20, 2014, Whistler BC

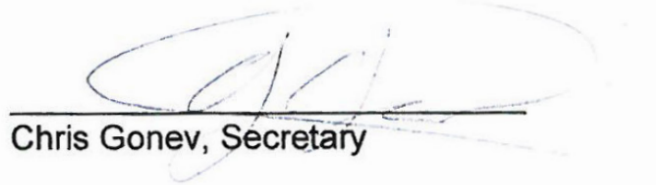
Subsequent to the AGM, the following motion was adopted by the Board of Directors:

Moved by Clay Fredin, **Seconded** by Scott McMillan, that the signing authorities for the BCMSA bank account with the Toronto-Dominion bank be any two of the President, Vice President, Treasurer or Executive Director.

Carried.



Caleb Mierau, President



Chris Gonev, Secretary

B.C. MUNICIPAL SAFETY ASSOCIATION

FINANCIAL STATEMENTS

DECEMBER 31, 2014



B.C. MUNICIPAL SAFETY ASSOCIATION

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HANTKE REDEKOP WARNSTAFF & CO.

Accountants

1

G.R. HANTKE, CFP
C.A. HANTKE, BMus, CPA, CGA

T.J. REDEKOP, CPA, CMA, CGA
M.D. WARNSTAFF, CPA, CGA

INDEPENDENT AUDITOR'S REPORT

To the Members of B.C. MUNICIPAL SAFETY ASSOCIATION

I have audited the accompanying financial statements of B.C. Municipal Safety Association, which comprise the statement of financial position as at December 31, 2014 and the statement of operations, statement of changes in net assets and statement of cash flows for the year ended December 31, 2014, 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, 2014 and its financial performance and its cash flows for the year then ended 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 9, 2015
Aldergrove, BC


M.D. Warnstaff, CPA, CGA
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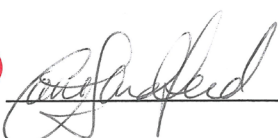


B.C. MUNICIPAL SAFETY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
ASSETS					
CURRENT					
Cash & cash equivalents (Note 3)	\$ 89,465	\$ (7,059)	\$160,637	\$243,043	\$179,408
Accounts receivable (Note 4)	360	170,692	212,517	383,569	355,218
GST rebate receivable	-	13,488	2,153	15,641	23,828
GST receivable	765	-	-	765	-
Inventory (Note 5)	-	25,884	1,100	26,984	41,595
Prepaid expenses	76,090	43,416	3,894	123,400	43,327
	166,680	246,421	380,301	793,402	643,376
TANGIBLE CAPITAL ASSETS (Note 6)	83	3,116	6,093	9,292	12,560
INTANGIBLE CAPITAL ASSETS (Note 7)	-	3,181	40,110	43,291	51,747
	\$166,763	\$252,718	\$426,504	\$845,985	\$707,683
LIABILITIES					
CURRENT					
Accounts payable & accrued liabilities	\$ 12,538	\$ 58,848	\$ 31,524	\$102,910	\$ 37,454
Wages payable	-	4,011	4,948	8,959	6,835
GST payable	-	30,743	1,047	31,790	27,649
Deferred revenue (Note 8)	14,910	145,801	224,268	384,979	318,488
	27,448	239,403	261,787	528,638	390,426
NET ASSETS					
Invested in capital assets	83	6,297	46,203	52,583	64,307
Internally restricted (Note 9)	-	10,297	-	10,297	24,119
Unrestricted	139,232	(3,279)	118,514	254,467	228,831
	139,315	13,315	164,717	317,347	317,257
	\$166,763	\$252,718	\$426,504	\$845,985	\$707,683

APPROVED ON BEHALF OF THE BOARD:

 _____ Director

 _____ Director

March 10, 2015 _____ 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, 2014

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
REVENUES					
Conference revenue	\$ 2,100	\$ -	\$ -	\$ 2,100	\$170,015
Membership dues	-	450	-	450	300
Naturally Aligned Organization fees	-	-	14,686	14,686	12,810
WorkSafeBC funding	-	226,000	350,000	576,000	561,000
Training revenue	-	567,969	8,700	576,669	349,473
3E Online MSDS Management revenue	-	33,005	-	33,005	8,959
Other revenue	-	5,043	454	5,497	2,971
Interest revenue	1,164	4	319	1,487	2,112
	3,264	832,471	374,159	1,209,894	1,107,640
EXPENSES					
Accounting & legal	333	8,787	6,007	15,127	17,098
Advertising	-	10,651	7,765	18,416	28,051
Amortization of tangible assets	21	1,650	2,989	4,660	7,744
Amortization of intangible assets	-	1,591	6,866	8,457	9,141
Benefits	-	23,960	19,514	43,474	32,919
Benefits – Executive Director	-	10,691	10,688	21,379	21,998
Board expenses	-	5,650	3,762	9,412	8,968
Buildings services	-	2,759	1,823	4,582	948
Communications	-	9,929	3,463	13,392	13,144
Conference & conventions	1,913	56	56	2,025	157,424
Consultants & contractors	-	466,543	46,450	512,993	382,686
External events & meetings	-	2,096	8,186	10,282	12,248
Furniture & equipment	-	2,688	1,792	4,480	4,354
Insurance	-	4,416	2,944	7,360	7,334
Miscellaneous	-	1,980	1,458	3,438	2,974
Office supplies	-	7,410	4,404	11,814	8,906
Publications	-	102,002	6,095	108,097	66,588
Rent - Office	-	16,807	11,211	28,018	26,946
Salaries	-	87,598	76,267	163,865	109,398
Salary administration	-	665	450	1,115	1,236
Salaries – Executive Director	-	56,710	56,711	113,421	114,002
Technology	-	54,521	22,071	76,592	95,072
Training - Staff	-	2,052	986	3,038	2,077
Travel	374	11,158	11,593	23,125	30,894
	2,641	892,370	313,551	1,208,562	1,162,150
	623	(59,899)	60,608	1,332	(54,510)
Loss on disposal of capital assets	-	(414)	(828)	(1,242)	(47)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	\$ 623	\$ (60,313)	\$ 59,780	\$ 90	\$ (54,557)

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, 2014**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
BALANCE , beginning of year	\$138,692	\$ 73,628	\$104,937	\$317,257	\$371,814
Excess (deficiency) of revenue over expenses for the year	623	(60,313)	59,780	90	(54,557)
BALANCE , end of year	\$139,315	\$ 13,315	\$164,717	\$317,347	\$317,257

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, 2014

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
OPERATING ACTIVITIES					
Cash received from conference	\$ 9,110	\$ -	\$ -	\$ 9,110	\$155,515
Cash received from funding	-	226,000	350,000	576,000	280,500
Cash received from sponsorship	10,000	-	-	10,000	2,400
Cash received from training	-	603,494	41,577	645,071	380,900
Cash received from other sources	3,272	5,500	773	9,545	14,336
Cash received (paid) from GST recoverable	(1,935)	15,246	(1,748)	11,563	1,068
Cash paid to employees	-	(177,600)	(162,245)	(339,845)	(271,733)
Cash paid to suppliers	(70,576)	(674,616)	(109,983)	(855,175)	(915,364)
Net cash generated (used) through (in) operating activities	(50,129)	(1,976)	118,374	66,269	(352,378)
CASH FLOW FROM FINANCING ACTIVITIES					
Purchase of capital assets	-	(1,833)	(801)	(2,634)	(7,498)
Proceeds on capital assets sale	-	-	-	-	250
Purchase of intangibles	-	-	-	-	(684)
Purchase of investment	-	-	-	-	-
Investment maturing within 12 months	-	-	-	-	56,000
Net cash generated (used) through (in) financing and investing activities	-	(1,833)	(801)	(2,634)	48,068
NET INCREASE (DECREASE) IN CASH	(50,129)	(3,809)	117,573	63,635	(304,310)
CASH & CASH EQUIVALENTS, beginning of year	139,594	(3,250)	43,064	179,408	483,718
CASH & CASH EQUIVALENTS, end of year	\$ 89,465	\$ (7,059)	\$160,637	\$243,043	\$179,408

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



**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

1. PURPOSE OF ORGANIZATION

B.C. Municipal Safety Association ("the 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 (ASNPO).

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 WorkSafeBC Health and Safety Activities Agreement.

The COR Program Fund reports the assets, liabilities, revenues and expenses (including related administrative expenses) related to the WorkSafeBC 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	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
FOR THE YEAR ENDED DECEMBER 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Intangible Capital Assets

Intangible capital assets are stated at cost less 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. CASH & CASH EQUIVALENTS

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
Cash	\$ 15,099	\$ (17,681)	\$127,604	\$125,022	\$105,282
GIC (maturing April 14, 2015)	56,000	-	-	56,000	-
GIC (maturing March 27, 2014)	-	-	-	-	56,000
GIC interest	2,377	-	-	2,377	-
Accrued interest	714	-	-	714	-
	74,190	(17,681)	127,604	184,113	161,282
Money Maximizer - principal	14,119	10,297	2,000	26,416	16,119
Money Maximizer - interest	1,142	325	741	2,208	2,007
Accrued interest	14	-	3	17	-
	15,275	10,622	2,744	28,641	18,126
IGI Premium Money Market	-	-	30,000	30,000	-
IGI Premium - dividends paid	-	-	289	289	-
	-	-	30,289	30,289	-
	\$ 89,465	\$ (7,059)	\$160,637	\$243,043	\$179,408

4. ACCOUNTS RECEIVABLE

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
Training fees receivable	\$ -	\$ 46,510	\$ -	\$ 46,510	\$ 60,520
Funding receivable	-	122,500	211,500	334,000	288,000
Other	360	1,682	1,017	3,059	6,698
	\$ 360	\$170,692	\$212,517	\$383,569	\$355,218

**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

5. INVENTORY

On January 1, 2014 the training manual inventory from the WorkSafeBC COR program was transferred to the WorkSafeBC HSA program. The Health & Safety Activities Fund reimbursed the COR Program Fund for the cost of the manuals in the amount of \$25,081.

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2014	Net Book Value 2013
Equipment	\$ 5,861	\$ 3,180	\$ 2,681	\$ 2,280
Computer equipment	15,745	13,459	2,286	3,518
Furniture & fixtures	10,709	6,580	4,129	5,162
Leasehold improvements	-	-	-	1,242
Training packages	652	456	196	358
	\$ 32,967	\$ 23,675	\$ 9,292	\$ 12,560

7. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2014	Net Book Value 2013
Software	\$ 2,575	\$ 2,575	\$ -	\$ -
On-line training course	15,906	4,772	11,134	9,543
Audit tool program	52,755	20,598	32,157	42,204
	\$ 71,236	\$ 27,945	\$ 43,291	\$ 51,747

8. DEFERRED REVENUE

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2014 Total	2013 Total
Conference Income	\$ 4,910	\$ -	\$ -	\$ 4,910	\$ -
3E Online MSDS Management	-	23,140	-	23,140	12,562
WorkSafeBC	10,000	-	-	10,000	2,100
WorkSafeBC (re: 2015)	-	122,500	211,500	334,000	288,000
Naturally Aligned Organizations	-	-	12,768	12,768	15,826
Official Disability Guidelines	-	161	-	161	-
	\$ 14,910	\$145,801	\$224,268	\$384,979	\$318,488

9. INTERNALLY RESTRICTED NET ASSETS

Health and Safety Activities Fund Reserve

	2014	2013
Balance, beginning of year	\$ 24,119	\$ 24,119
Less: amount applied to 2013 deficit in Health and Safety Activities Fund	(13,822)	-
Balance, end of year	\$ 10,297	\$ 24,119

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**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

10. 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.

In addition, during the year the Association paid one of its executive officers the amount of \$16,267 and accrued another \$15,702 for consulting fees. The transactions occurred in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

11. LEASE COMMITMENTS

The Association leases premises under a long-term lease that expires on September 30, 2019. The lease contains one five year option to renew.

Future minimum lease payments are as follows:

2015	\$ 27,600
2016	28,290
2017	28,997
2018	29,722
2019	22,707
	<hr/>
	\$137,316

12. SUBSEQUENT EVENTS

On December 5, 2014 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, 2015 and ending December 31, 2015.

13. ECONOMIC DEPENDENCE

The Association is economically dependant on WorkSafeBC funding which represents 48% of total revenue (51% in 2013).

14. 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 on 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.

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.



**B.C. MUNICIPAL SAFETY ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

15. 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.



