



# 2016 ANNUAL REPORT

**British Columbia**  
**Municipal Safety**  
Association

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# 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

# CONTENTS

Vision, Mission & Principles	2
President's Message	3
Executive Director's Message	4
Board of Directors	6
At the Office	9
Certificate of Recognition	10
Course Catalogue	12
2015 Annual General Meeting Minutes	14
Financial Statements	17

# PRESIDENT'S MESSAGE

As the President of the British Columbia Municipal Safety Association it is again my privilege to report on the activities of our Association over the past year.

The BCMSA Board of Directors continues to focus on our strategic direction and vision to be the Health and Safety Resource of Choice. One of the key tasks for our Board of Directors has been to focus on good governance. We began the process to review and update our Board policies, and work is continuing in this area.

This year saw a few changes in Board membership. Paul Elsoff from the Corporation of Delta was elected to the Board at our AGM in March. Thank you to Sergio Picco from the City of Burnaby for filling a board vacancy prior to our elections. Jason Duchak from the City of Nanaimo was appointed as a worker representative to the Board in the fall. Scott McMillian from the City of Surrey resigned from the Board to pursue opportunities in another industry sector. Scott's knowledge, experience and sense of humour will be missed.

In 2016 we explored ways to respond to issues related to mental health for first responders and employees within our organizations. We partnered with the Fire Chiefs Association of BC and WorkSafeBC to develop the Safe In The Hall program. We are always looking for new initiatives and are open to any ideas from our members.

The Association has continued to see significant growth in the training programs, both in the number we provide and the number of participants. Our success in this area

is a true testament to the quality and value of courses, as well as the quality of our programs and instructors.

It can be a challenge for our members to keep up with constant and significant changes in WorkSafeBC Regulation.

That is one of the reasons that I am so grateful for the BCMSA and our members, where we work co-operatively to understand and implement these changes. It is the Vision of the BCMSA to be the "Resource of Choice" for our employers to turn to, particularly when new legislation is introduced.

The Certificate of Recognition, or COR, program continues to be an important component of our business and is a great tool for encouraging the development of Safety Management Systems in our members and naturally aligned organizations. The WorkSafeBC Partners in Injury and Disability Prevention Program continues to be under review and we are hopeful that the program will soon receive direction so that we can continue to work with our members.

Plans are well underway in preparing for the 2017 Municipal Occupational Health and Safety conference in Penticton. This conference provides an excellent opportunity to see new and innovative products, learn from great sessions and presenters, and network with other safety professionals. I look forward to seeing you all there.

**Our success in training growth, both in the number of courses and participants, is a true testament to the quality and value of courses, as well as the quality of our programs and instructors.**

Our success is achieved through the dedication of all of the staff, members of the Board of Directors, and all of those who volunteer time to attend association meetings, conferences, and participate in the development of our programs and projects. "Sharing the Knowledge" through our website, yahoo email groups, and discussions with other members continues to provide value to each organization.

The BC Municipal Safety Association continues to be, in my opinion, one of the best safety organizations and I truly believe that we are all having an impact. Our injury rates continue to decrease to a historic low of 3.7 per 100 employees. There is still a lot of work to be done around claims durations and claims costs so the pressure is not off. The BCMSA will continue to provide the information, programs and tools our members need to continue to develop strong safety cultures and exceptional safety management systems.

As always I would encourage everyone 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

## 2016 was a record breaking year for the BCMSA!

As we completed our eighth year as a funded Health and Safety Association, I am able to look back and marvel at how far we have come, and how much we have achieved, in such a relatively short period of time.

It is my very great pleasure to say I have been a part of this fantastic organization since its humble beginnings as a group of safety advisors meeting at lunch to compare stories, through everything we have accomplished since then.

2016 was a challenging year for us as we had to make some difficult decisions and take some extreme steps, to ensure we maintain the integrity of our training and auditing programs.

2016 was also a record-breaking year for us, in terms of the number of courses, the number of people trained, and the volume and quality of resources provided to our members. Our Vision “to be the health and safety resource of choice” has become a reality, and one we will continually work to be worthy of.

Have you ever taken a step back and thought, “Wow. How did we get here? What do we do now?” I have done that, repeatedly, over this long road. (along with a lot of: “how did we do all this, already?”)

How we got here was by determining what we wanted to accomplish and then often stepping out on the limb to do it - through the determination and perseverance from our dedicated staff and our burgeoning stable of professional trainers, and through support and encouragement from our Board of Directors and our members.

What do we do now? The work done by municipal staff is as diverse as it is dangerous. There is a never ending list of hazards our workers are exposed to, from violence in the workplace to occupational diseases and everything in between. Knowledge of these hazards is key to establishing safe practices to keep our workers safe. Hence our motto, “Sharing the Knowledge”.

**Our Vision  
“to be the health  
and safety resource of  
choice” has become a  
reality, and one we will  
continually work to  
be worthy of.**

The motivation to continually improve, continually create and continually engage our members is because we understand there is always more that can and should be done in health and safety, to make sure everyone returns home, in one piece, at the end of the day.

I want to thank our staff — Mike Roberts, Manager of Audit and Training Services; Helga Hildebrandt, Office Manager; Dale Seth, Administrative Assistant and Erin Mark, Administrative Assistant — and our Board of Directors and our members, for participating with us in this path to a healthier and safer workplace for all municipal employees.

Cathy Cook  
Executive Director, BCMSA



# YOUR HEALTH AND SAFETY RESOURCE OF CHOICE

33,000+  
PARTICIPANTS TRAINED

22 YEARS AS  
A SOCIETY

8+  
YEARS  
FUNDED

# 2016 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 22 years of HR experience, including 17 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 is Health and Safety Manager for the City of New Westminster. Carie has been involved with wellness, disability management and workplace health and safety in the City of New Westminster for over twenty years. She completed a BCIT Occupational Health and Safety Diploma in 1996 and a Kwantlen Polytechnic University Marketing Management Diploma in 1993.

Carie has been involved with the BC Municipal Safety Association and the Board of Directors since she started working with the City of New Westminster in 1996.

# 2016 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 24 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 17 years.

## DIRECTOR

**JASON DUCHAK**  
OH&S Coordinator  
City of Nanaimo

Jason is a graduate of the BCIT Occupational Health and Safety Program and has been the Occupational Health and Safety Coordinator for the City of Nanaimo since 2007. He has earned his Canadian Registered Safety Professional designation as well as the Certified Health and Safety Consultant designation.

Jason volunteers for the Canadian Society of Safety Engineering Pacific Rim Chapter having served as the Chapter Chair, Director of Membership and currently holds the position of Treasurer. In the winter he enjoys spending his weekends volunteering on Mount Washington Ski Patrol as a senior trainer and paramedic.

Jason joined the Board of Directors in December 2016 as the worker representative to the Board.

## 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) certifications. She is currently enrolled in a graduate certificate in Strategic Human Resources through Royal Roads University. At the City of Victoria, 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

**PAUL ELSOFF**  
Health & Safety Manager  
Corporation of Delta

Paul has been involved in the health and safety field since 1997 and employed full time in both the private and public sector. He has been in the local government sector since 2010. At the Corporation of Delta, he is responsible for the safety management program and WorkSafeBC claims management and appeals. Paul completed his Occupational Health & Safety Diploma in 1997 and Bachelor of Technology Degree in Environmental Engineering in 2009 at BCIT. He holds a Canadian Registered Safety Professional (CRSP) designation and is a member of the Canadian Society of Safety Engineers (CSSE) and the American Industrial Hygiene Association/BC-Yukon Local Section (AIHA). Paul has held various Board positions for the Health Care Safety Professionals Association and the Delta Marine Rescue Society. Paul was elected to the BCMSA Board of Directors in 2016.

# 2016 BOARD OF DIRECTORS

## 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.

## DIRECTOR

### SCOTT McMILLAN

Occupational Health  
and Safety Specialist  
City of Surrey

Scott recently returned to the Fraser Valley to join the OH&S team at the City of Surrey. His past ten years of experience at the City of Prince George helped 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. 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. He left the municipal sector in September 2016.

## 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.



# 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. Her primary responsibilities are bookkeeping and marketing. Previously she held positions in commercial 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 Certificate at BCIT.

## 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.

## 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.

## ERIN MARK ADMINISTRATIVE ASSISTANT

Erin is the newest team member at BCMSA who joined us in June 2016. Erin has most recently worked for the City of Pitt Meadows and the City of Maple Ridge in research, administrative, and community engagement roles. Prior to that she provided executive administrative support on the Abbotsford Regional Hospital and Cancer Centre construction project and the Syncrude UE-1 project. She enjoys tackling project-based work and during her time at BCMSA has been responsible for the implementation of a new Learning Management System.

Erin has studied business administration at Mount Royal University, the University of Calgary, and the Vancouver Community College.

# CERTIFICATE OF RECOGNITION (COR)

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

AdvoCare Home Health Services
BC Rapid Transit Company Ltd.
Beacon Community Services
Burnaby Public Library
Central Okanagan School District No. 23
Chilliwack Society for Community Living
City of Burnaby
City of Coquitlam
City of Courtenay
City of Kamloops
City of Kelowna
City of Maple Ridge
City of Nanaimo
City of Port Alberni
City of Port Coquitlam
City of Port Moody
City of Powell River
City of Prince George
City of Vernon

City of West Kelowna
Coast Mountain Bus Company
Corporation of Delta
Delta Community Living Society
District of North Vancouver
District of Saanich
Greater Vancouver Community Services Society
Kerr Wood Leidal Associates Ltd.
Metro Vancouver
posAbilities Association of British Columbia
Protrans BC Operations Ltd.
Pro Vita Care Management
Simpe'Q' Care Inc.
Sooke School District #62
Surrey School District #36
Township of Langley
Westcana Services Inc.
West Coast Express Limited

37  
COR CERTIFIED  
ORGANIZATIONS

8  
CERTIFIED  
EXTERNAL  
AUDITORS

72  
CERTIFIED  
INTERNAL  
AUDITORS

# COURSE CATALOGUE

Asbestos Awareness for Firefighters	MSD Reduction Strategies for Supervisors
Asbestos Awareness for Firefighters - Train the Trainer	Municipal Worker Safety Certificate Program
Asbestos, Lead, Mould and Silica Awareness	Office Ergonomics
Awareness of Mental Health	PoolSafeBC (on-line)
Chainsaw Operations and Safe Practices	PPE Basics
Chlorine Handling for Municipal Aquatics	Presentation Skills, Communication & Crew Talks
Confined Space Entrant	Prevention of Workplace Violence
Confined Space Entrant/Attendant/Rescue/Supervisor	Respectful Conduct in the Workplace
Contractor Safety Management	Responding with Respect - On the Front Line
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	SET Applied Field Practice
Fall Protection	Supervisor Safety Certificate Program
First Aid with St. John Ambulance	Traffic Control Planning & Layout
Hazard Awareness/Recognition for Municipal Inspectors	Train-the-Trainer – Mobile Equip Operator - Inst/Eval
Hazard Identification and Risk Assessments	Transportation of Dangerous Goods
Incident Investigations	Utility Awareness for Municipal Workers
Incident Investigations Level 2	Utility Locator Specialist
Internal Auditor for Local Government COR Audits	WHMIS 2015 (on-line)
Isolation and Lockout	WHMIS: Blended (1988) and 2015
Ladder Safety	Worker Responsibilities for Safety
MSD Prevention (IndustryField)	Worksite Safety Inspections



46  
CONTRACTED  
TRAINERS / TRAINING  
ORGANIZATIONS

576  
CLASSROOM  
SESSIONS

60  
MUNICIPAL WORKER SAFETY  
CERTIFICATE PROGRAM  
COMPLETIONS

9395  
PARTICIPANTS (INCLUDING ONLINE)

195  
NEW SUPERVISOR SAFETY  
CERTIFICATE PROGRAM  
COMPLETIONS (826 TOTAL)

# 2015 ANNUAL GENERAL MEETING MINUTES

MARCH 11, 2016 AT THE SUNDANCE MOTEL, DELTA BC

## MEMBERS IN ATTENDANCE:

Caleb Mierau	City of Kamloops	President
Andrew Ross	City of Vancouver	Vice-President
Cathy Cook	BCMSA	Executive Director
Chris Gonev	District of North Vancouver	Secretary
Cris Bendall	City of Coquitlam	Director
Rebecca Chow	City of Victoria	Director
Clay Fredin	City of Vernon	Director
Scott McMillan	City of Surrey	Director
Sergio Picco	City of Burnaby	Director
Lee McGillivray	City of Vancouver	
Larry Ford	City of Richmond	
Dan Smith	City of Vancouver	
Alan Lucas	City of Chilliwack	
Cheralee Miket	Ministry of Transportation	
Glenn Robertson	City of Penticton	
Tracy Wynnyk	Ministry of Transportation	
Charity Igiri	City of Pitt Meadows	
Ed Dowling	WSBC	
Garry Wilson	WSBC	
Jackie Ng	Metro Vancouver	
Laraine Fowler	Capital Regional District	
Rita Coshan	District of Sannich	
Paige Knapman	City of Courtney	
Gail Townsley	City of Richmond	
Christine Zielke	City of Port Coquitlam	
Sam Chauhan	City of Surrey	
Kulwant Sekhon	Delta Police	
Julia Trasler	Delta Police	
Craig New	Delta Police	
Mike Roberts	BCMSA	
Paul Elsoff	Corporation of Delta	

## REGRETS:

Nancy Taylor	LGMA	
Carie Sandferd	City of New Westminster	Treasurer

# 2015 AGM MINUTES CONTINUED

## MARCH 11, 2016 AT THE SUNDANCE MOTEL, DELTA BC

The meeting was called to order by President Caleb Mierau, at 10:00 a.m.

### ADDITIONS TO THE AGENDA

Caleb Mierau asked if there were additions to the agenda and hearing none, he **Moved** to adopt the Agenda, **Seconded** by C. Bendall, **Adopted**.

### ADOPTION OF PREVIOUS MINUTES

The minutes from the 2014 Annual General Meeting held March 13, 2015 have been posted on the BCMSA website and emailed to those who RSVP'd for this meeting.

As there were no errors or omissions noted, it was **Moved** by C. Gonev to adopt the Minutes of the March 13<sup>th</sup>, 2015 AGM, **Seconded** by R Chow, **Adopted**.

### PRESIDENTS REPORT

Caleb Mierau presented his report, highlighting the hectic pace and heavy workload taken on by the Organization in 2015. He was pleased to see that the BCMSA had fulfilled its 2015 obligations and thanked those for their dedication and hard work. The full Presidents' report is contained in the Annual Report.

C. Mierau **Moved** to adopt the President's report, **Seconded** by S. Picco, **Adopted**.

### TREASURERS REPORT

C. Bendall provided a summary of the BCMSA's financial position and report as of December 31<sup>st</sup>, 2015, as noted in the audited Financial Statement contained in the Annual Report.

At the end of 2015, the BCMSA had net assets totaling \$470,508, as detailed on page 4 of the audited financial statements. These assets were distributed between three accounts including the funds the Association had when we became a funded association in 2009, which are used for Conferences, the Health and Safety fund to which our members contributed and all training activities go through, and the Certificate of Recognition fund, which is used solely for the COR Program. We closed the year in a positive financial state, for all three funds.

A full copy of the financial report is included in the Annual Report which is posted on the website.

**Moved** to adopt by C. Gonev, **Seconded** by C. Fredin, **Adopted**.

### APPOINTMENT OF AUDITOR FOR 2016

C. Bendall **Moved** to appoint Mona Warnstaff of Hantke Redekop Warnstaff & Company as the BCMSA's Financial Reviewer for 2016, **Seconded** by C. Mierau, **Carried**.

### EXECUTIVE DIRECTOR'S REPORT

Cathy summarized her report. She was pleased to report that the BCMSA continues to be the safety resource of choice. She thanked its employees, partners and the Board for all their hard work and support. She reported that the Organization's training numbers were similar to the year before. A full copy of her report is included in the Annual Report.

**Moved** to Adopt by C Gonev, **Seconded** by A. Ross, **Carried**.

# 2015 AGM MINUTES CONTINUED

## MARCH 11, 2016 AT THE SUNDANCE MOTEL, DELTA BC

### BYLAW AMENDMENTS

Cathy led those present through the organization's proposed bylaw amendments, including revisions to come into compliance with the new *Societies Act* and the provision of a dedicated Board seat for a Bargaining Unit (Union) Representative. The reason for this change was to honour WSBC's wishes to follow their Best Practices Guide. After detailing the proposed changes, C. Cook **Moved** to Adopt the changes, **Seconded** by A. Ross, **Carried**.

### RESOLUTION TO DISSOLVE THE BOARD OF DIRECTORS

It was **Moved** by C. Fredin to dissolve the current Board, **Seconded** by S. Chauhan, **Carried**.

### ELECTIONS

C. Cook facilitated the election for the Board of Directors.

#### Nominated for election:

Cris Bendall – City of Coquitlam

Rebecca Chow – City of Victoria

Paul Elsoff – Corporation of Delta

Clay Fredin – City of Vernon

Chris Gonev – District of North Vancouver

Scott McMillan – City of Surrey

Caleb Mierau – City of Kamloops

Sergio Picco – City of Burnaby

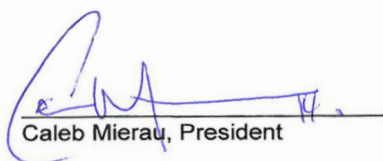
Cris Bendall, Rebecca Chow, Paul Elsoff, Clay Fredin, Chris Gonev, Scott McMillan and Caleb Mierau were elected to the Board of Directors. Andrew Ross – City of Vancouver – has a non-elected position on the Board.

After a brief meeting of the new Board, Cathy Cook announced that Caleb Mierau was selected as President, Andrew Ross, Vice President, Chris Gonev, Secretary and Carie Sandferd, Treasurer.

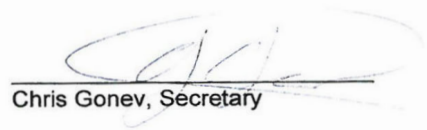
**Moved** by C. Mierau to destroy the ballots, **Seconded** by S. McMillan. **Carried**.

**Moved** by C. Mierau to adjourn the AGM, **Seconded** by R. Chow. **Carried**.

Meeting adjourned 10:45 a.m.



Caleb Mierau, President



Chris Gonev, Secretary



**B.C. MUNICIPAL SAFETY ASSOCIATION**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

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## B.C. MUNICIPAL SAFETY ASSOCIATION

### INDEX TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2016

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	Page
INDEPENDENT AUDITOR'S REPORT	1
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 10

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# HANTKE REDEKOP WARNSTAFF & CO.

*Chartered Professional Accountants*

1

C.A. HANTKE, BMus, CPA, CGA

T.J. REDEKOP, CPA, CMA, CGA (Retired)

M.D. WARNSTAFF, CPA, CGA

## INDEPENDENT AUDITOR'S REPORT

To the Members of B.C. MUNICIPAL SAFETY ASSOCIATION

We have audited the accompanying financial statements of B.C. Municipal Safety Association, which comprise the statement of financial position as at December 31, 2016 and the statement of operations, statement of changes in net assets and statement of cash flows for the year ended December 31, 2016, 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of B.C. Municipal Safety Association as at December 31, 2016 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, we report that, in our opinion these principles have been applied on a basis consistent with that of the preceding year.

March 6, 2017  
Aldergrove, BC

  
HANTKE REDEKOP WARNSTAFF & CO.  
*Chartered Professional Accountants*

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ALDERGROVE, B.C. V4W 3P8  
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hrw.co@shawbiz.ca



**B.C. MUNICIPAL SAFETY ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2016**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
<b>ASSETS</b>					
<b>CURRENT</b>					
Cash & cash equivalents (Note 3)	\$ 120,709	\$ 93,629	\$ 225,718	\$ 440,056	\$ 458,562
Accounts receivable (Note 4)	-	230,164	202,032	432,196	414,369
GST rebate receivable	-	5,587	1,830	7,417	17,559
GST receivable	88	-	-	88	-
Inventory	-	9,023	60	9,083	13,752
Prepaid expenses and deposits	11,210	60,818	6,644	78,672	70,012
	132,007	399,221	436,284	967,512	974,254
<b>INVESTMENTS</b> (Note 5)	-	-	100,131	100,131	-
<b>TANGIBLE CAPITAL ASSETS</b> (Note 6)	53	4,016	4,898	8,967	8,671
<b>INTANGIBLE CAPITAL ASSETS</b> (Note 7)	-	-	50,052	50,052	34,834
	<b>\$ 132,060</b>	<b>\$ 403,237</b>	<b>\$ 591,365</b>	<b>\$1,126,662</b>	<b>\$1,017,759</b>
<b>LIABILITIES</b>					
<b>CURRENT</b>					
Accounts payable & accrued liabilities	\$ 291	\$ 88,404	\$ 25,115	\$ 113,810	\$ 124,985
Wages payable	-	5,572	6,781	12,353	10,240
GST payable	-	14,459	10	14,469	22,827
Deferred revenue (Note 8)	12,045	153,853	214,126	380,024	389,199
	12,336	262,288	246,032	520,656	547,251
<b>NET ASSETS</b>					
Invested in capital assets	53	4,016	54,950	59,019	43,505
Externally restricted (Note 9)	-	-	98,750	98,750	45,503
Unrestricted	119,671	136,933	191,633	448,237	381,500
	119,724	140,949	345,333	606,006	470,508
	<b>\$ 132,060</b>	<b>\$ 403,237</b>	<b>\$ 591,365</b>	<b>\$1,126,662</b>	<b>\$1,017,759</b>

**APPROVED ON BEHALF OF THE BOARD:**

 \_\_\_\_\_ Director

 \_\_\_\_\_ Director

 \_\_\_\_\_ 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, 2016**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
<b>REVENUES</b>					
Conference revenue	\$ -	\$ -	\$ -	\$ -	\$ 154,853
Membership dues	-	300	-	300	300
Naturally Aligned Organization fees	-	-	11,655	11,655	12,285
WorkSafeBC funding	-	300,194	353,658	653,852	668,000
Training revenue	-	805,986	5,235	811,221	619,533
3E Online MSDS Management revenue	-	52,304	-	52,304	44,195
Other revenue	-	2,234	154	2,388	5,087
Interest revenue	968	-	3,855	4,823	1,733
	968	1,161,018	374,557	1,536,543	1,505,986
<b>EXPENSES</b>					
Accounting & legal	66	8,137	27,422	35,625	15,608
Advertising	-	9,377	6,595	15,972	23,287
Amortization of tangible assets	13	1,733	1,883	3,629	3,742
Amortization of intangible assets	-	1,590	6,866	8,456	8,457
Benefits	-	28,709	22,695	51,404	47,682
Benefits – Executive Director	-	11,519	11,519	23,038	22,775
Board expenses	-	6,785	3,851	10,636	2,428
Buildings services	-	1,402	934	2,336	2,325
Communications	-	8,097	4,286	12,383	9,365
Conference & conventions	5	1,728	1,675	3,408	168,287
Consultants & contractors	-	650,720	30,855	681,575	536,823
External events & meetings	-	3,633	3,387	7,020	8,976
Furniture & equipment	-	4,492	2,970	7,462	4,413
Insurance	-	4,854	3,270	8,124	7,391
Miscellaneous	-	2,213	1,140	3,353	4,627
Office supplies	-	5,101	2,970	8,071	7,333
Publications	-	22,752	4,306	27,058	45,734
Rent - Office	-	17,398	11,599	28,997	28,290
Salaries	-	100,172	96,440	196,612	181,257
Salary administration	-	798	533	1,331	1,197
Salaries – Executive Director	-	58,778	58,778	117,556	115,681
Technology	-	93,095	22,919	116,014	80,095
Training - Staff	-	4,092	571	4,663	2,785
Travel	-	13,209	13,113	26,322	24,267
	84	1,060,384	340,577	1,401,045	1,352,825
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 884</b>	<b>\$ 100,634</b>	<b>\$ 33,980</b>	<b>\$ 135,498</b>	<b>\$ 153,161</b>

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, 2016**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
<b>BALANCE</b> , beginning of year	\$ 118,840	\$ 40,315	\$ 311,353	\$ 470,508	\$ 317,347
Excess of revenues over expenses for the year	884	100,634	33,980	135,498	153,161
<b>BALANCE</b> , end of year	<b>\$ 119,724</b>	<b>\$ 140,949</b>	<b>\$ 345,333</b>	<b>\$ 606,006</b>	<b>\$ 470,508</b>

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, 2016**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
<b>OPERATING ACTIVITIES</b>					
Cash received from conference	\$ 545	\$ -	\$ -	\$ 545	\$ 139,943
Cash received from funding	-	300,194	353,658	653,852	668,000
Cash received from sponsorship	11,500	-	-	11,500	-
Cash received from training	-	829,843	5,988	835,831	662,598
Cash received from other sources	968	2,534	3,977	7,479	7,120
Cash received (paid) from GST recoverable	(163)	2,493	(634)	1,696	(10,116)
Cash paid to employees	-	(198,190)	(188,307)	(386,497)	(366,955)
Cash paid to suppliers	(13,714)	(856,167)	(145,301)	(1,015,182)	(881,951)
Net cash generated (used) through (in) operating activities	(864)	80,707	29,381	109,224	218,639
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>					
Purchase of tangible assets	-	(2,355)	(1,570)	(3,925)	(3,120)
Purchase of intangible assets	-	-	(23,674)	(23,674)	-
Purchase of investments	-	-	(100,131)	(100,131)	-
Net cash used in financing and investing activities	-	(2,355)	(125,375)	(127,730)	(3,120)
<b>NET INCREASE (DECREASE) IN CASH</b>	(864)	78,352	(95,994)	(18,506)	215,519
<b>CASH &amp; CASH EQUIVALENTS, beginning of year</b>	121,573	15,277	321,712	458,562	243,043
<b>CASH &amp; CASH EQUIVALENTS, end of year</b>	<b>\$ 120,709</b>	<b>\$ 93,629</b>	<b>\$ 225,718</b>	<b>\$ 440,056</b>	<b>\$ 458,562</b>

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, 2016**

**1. PURPOSE OF ORGANIZATION**

B.C. Municipal Safety Association ("the Association") was incorporated under the British Columbia Societies Act on October 31, 1994. Its 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	60 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, 2016**

**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
Web based questionnaire (in progress)	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	2016 Total	2015 Total
Cash	\$ 45,833	\$ 93,629	\$ 39,641	\$ 179,103	\$ 153,603
GIC (maturing March 10, 2017)	70,119	-	182,000	252,119	-
GIC interest	3,881	-	1,900	5,781	3,375
Accrued interest	876	-	2,177	3,053	-
	120,709	93,629	225,718	440,056	156,978
Money Maximizer - principal	-	-	-	-	267,622
Money Maximizer - interest	-	-	-	-	3,403
Accrued interest	-	-	-	-	174
	-	-	-	-	271,199
IGI Premium Money Market	-	-	-	-	30,000
IGI Premium - dividends paid	-	-	-	-	385
	-	-	-	-	30,385
	<b>\$ 120,709</b>	<b>\$ 93,629</b>	<b>\$ 225,718</b>	<b>\$ 440,056</b>	<b>\$ 458,562</b>

**4. ACCOUNTS RECEIVABLE**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
Training fees receivable	\$ -	\$ 100,664	\$ -	\$ 100,664	\$ 66,299
Funding receivable	-	129,500	202,000	331,500	347,597
Other	-	-	32	32	473
	<b>\$ -</b>	<b>\$ 230,164</b>	<b>\$ 202,032</b>	<b>\$ 432,196</b>	<b>\$ 414,369</b>

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**B.C. MUNICIPAL SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**5. INVESTMENTS**

	2016	2015
B2B Bank GIC (maturing March 10, 2018)	\$ 45,503	\$ -
Home Trust Company GIC (maturing March 10, 2018)	53,247	-
Accrued interest	1,381	-
	<b>\$ 100,131</b>	<b>\$ -</b>

**6. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	Net Book Value 2016	Net Book Value 2015
Equipment	\$ 6,270	\$ 4,226	\$ 2,044	\$ 2,145
Computer equipment	18,209	16,875	1,334	1,459
Furniture & fixtures	13,746	8,838	4,908	4,126
Leasehold improvements	1,135	454	681	908
Training packages	652	652	-	33
	<b>\$ 40,012</b>	<b>\$ 31,045</b>	<b>\$ 8,967</b>	<b>\$ 8,671</b>

**7. INTANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	Net Book Value 2016	Net Book Value 2015
Software	\$ 2,575	\$ 2,575	\$ -	\$ -
On-line training course	15,906	15,906	-	3,181
Audit tool program	52,755	26,377	26,378	31,653
Web page design (in progress)	23,674	-	23,674	-
	<b>\$ 94,910</b>	<b>\$ 44,858</b>	<b>\$ 50,052</b>	<b>\$ 34,834</b>

**8. DEFERRED REVENUE**

	Existing Fund	Health & Safety Activities Fund	COR Program Fund	2016 Total	2015 Total
Conference Income	\$ 2,045	\$ -	\$ -	\$ 2,045	\$ -
3E Online MSDS Management	-	18,995	-	18,995	17,829
WorkSafeBC	10,000	-	-	10,000	-
WorkSafeBC (re: 2017)	-	129,500	202,000	331,500	347,597
Naturally Aligned Organizations	-	-	12,126	12,126	21,843
Official Disability Guidelines	-	108	-	108	90
Training revenue (re: 2017)	-	5,250	-	5,250	1,840
	<b>\$ 12,045</b>	<b>\$ 153,853</b>	<b>\$ 214,126</b>	<b>\$ 380,024</b>	<b>\$ 389,199</b>



**B.C. MUNICIPAL SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**9. EXTERNALLY RESTRICTED NET ASSETS**

Certificate of Recognition Program Reserve Fund

	2016	2015
Balance, beginning of year	\$ 45,503	\$ -
Additions	53,247	45,503
Balance, end of year	<b>\$ 98,750</b>	<b>\$ 45,503</b>

The Association's Board of Directors has established a Reserve Fund with the approval of WorkSafeBC. The Association can only utilize funds from the Reserve Fund with authorization from the Association's Board of Directors and prior written approval from WorkSafeBC. Reserve Funds may only be used for purposes as outlined in the agreement with WorkSafeBC dated December 1, 2016.

**10. MUNICIPAL PENSION PLAN**

The Association and its employees contribute to the Municipal Pension Plan, a jointly trusted pension plan. The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of the plan funding. The most recent valuation as at December 31, 2015, indicated a \$2.2 billion funding surplus for basic pension benefits on a going concern basis.

The Association paid \$31,121 for employer contributions to the plan in fiscal 2016 (\$30,319 in fiscal 2015).

**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:

2017	\$ 28,997
2018	29,722
2019	22,707
	<b>\$ 81,426</b>

The Association leases a printer/copier under a long-term lease that expires on August 31, 2020.

Future minimum lease payments are as follows:

2017	\$ 4,788
2018	4,788
2019	4,788
2020	3,591
	<b>\$ 17,955</b>





**B.C. MUNICIPAL SAFETY ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**12. SUBSEQUENT EVENTS**

On December 1, 2016 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, 2017 and ending December 31, 2017.

**13. ECONOMIC DEPENDENCE**

The Association is economically dependant on WorkSafeBC funding which represents 43% of total revenue (44% in 2015).

**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 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.

**15. MANAGEMENT OF CAPITAL**

The Association's principal sources of capital are funding received from WorkSafeBC and training revenue. 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.

**16. CONTINGENT LIABILITY**

The Association has been named as defendant in a lawsuit. At this time it is premature to assess the merits of this claim; therefore, an estimate of contingent loss cannot be made.

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