



BCMSA Board of Directors Meeting October 15, 2017

MEMBERS IN ATTENDANCE:

Caleb	Mierau	City of Kamloops	President
Andrew	Ross	City of Vancouver	Vice-President
Paul	Elsoff	City of Delta	Secretary
Mike	Roberts	BCMSA	Executive Director
Cris	Bendall	City of Coquitlam	Director
Clay	Fredin	City of Vernon	Director
Nancy	Taylor	LGMA	Director
Sergio	Picco	City of Burnaby	Director

Guest	Lisa Houle	WorkSafeBC
Regrets	Jason Duchak, Director	City of Nanaimo
	Carie Sandferd, Treasurer	City of New Westminster
	Chris Gonev, Director	District of North Vancouver

The meeting opened at 12:39 pm

C. Mierau called the meeting to order.

Minutes from June 7, 2017 Board Meeting

There were no minutes from the previous meeting to adopt due to a technical issue resulting in the minutes being unrecoverable.

Additions to Agenda

No additions to the agenda.

President's Report

C. Mierau welcomed Mike Roberts to the position of Executive Director and thanked Cathy Cook, Susan Ney and the Hiring Committee. The BCMSA hired on Justin Chouhan as the Manager of Audit & Training Services.

C. Mierau **Moved** to accept the President report as dictated.
Seconded by S. Picco, **Carried**

Treasurer's Report

S. Picco provided the Treasurer's Report on behalf of C. Sandferd. The Board has requested that M. Roberts provide the Board the total amount of the financial loss from the conference cancellation. The financial loss from the conference will be covered from the existing funds account.



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C. Fredin joined the meeting at 1:05 pm

S. Picco **Moved** to accept the Treasurers report. **Second** by C. Mierau, **Carried**

Executive Director's Report

M. Roberts reported that there was an administrative position vacancy and filled by Christine Zielke from the City of Port Coquitlam. The Manager of Audit & Training is filled by Justin Chauhan from the City of Coquitlam. Efforts are underway to fill the new position that was recently approved by November 6, 2017.

C. Cook created a confined space working group focused on reviewing the OH&S Regulation Section 9 for a pre-consultation session, a meeting is scheduled for October 25, 2017. Nela Graham is representing Metro Vancouver and the BCMSA. The group is anticipating meeting with WorkSafeBC prior to consultation of Section 9.

Meeting dates for 2018 have been tentatively scheduled for:

- March 1, 2018 (Annual General Meeting)
- June 8, 2018 (Regular General Meeting)
- September 14, 2018 (Regular General Meeting)
- December 6, 2018 (Regular General Meeting)

Training course availability is very limited for the balance of the year. Training requests are projected to increase about another 15% for 2018; for 2017 there have been 765 requests and 641 for 2016. There have been 25 requests for the JOHSC Fundamental Course since its launch this year.

The BCMSA will be running a SONAR Pilot Leadership course on November 3, 2017 in Vancouver and administered by the FIORE group.

The BCMSA completed its third webinar in 2017. The webinar was viewed by 35 members, and 33 out of 35 members were located outside of the lower mainland.

The Interim COR Policy has been extended from December 31, 2017 to July 1, 2018. The policy will be released for public consultation in February or March 2018 and will include practices as well (new terminology for Standards and Guidelines).

The COR online assessment tool has been launched, about 175 employers have utilized the tool.

C. Mierau **Moved** to accept the Executive Directors report. **Second** by A. Ross, **Carried**

WorkSafeBC Report

Lisa Houle informed the Board that preliminary rates have gone down from \$2.03 to \$1.91; rate consultation sessions have been published. The Law Enforcement classification unit will move to a new rate group in 2018.



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WorkSafeBC has also developed a winter initiative called "Shift into Winter" which touches base on risks associated with winter driving. There are different tools open for use on the WorkSafeBC website. WorkSafeBC has completed an inspectional initiative with Fire Departments that identifies different fire risks. WorkSafeBC is following up with a wrap up letter to the Fire Departments.

Letters were sent out to employers in August/September as part of the Employer Incident Report Initiative. The initiative is reminding employers of their obligations in reporting and investigating incidents within the legislated time frames.

WorkSafeBC launched about 8 new online tools for employers including employer tool kits, incidents, and dash board reports.

Sub Committee Report

Education Technical Advisory Committee (ED TAC), Minutes of the last meeting will be circulated to the Board. The Board reviewed the Terms of Reference for the committee that included updates regarding members and membership.

P. Elsoff **Moved** to accept the ED TAC Terms of Reference with the strike out of 3a. **Second** by A. Ross, **Carried**

Ongoing Business

Action Plan from BOD training session – Policy Development
Policy development will continue in Planning session.

Claims Duration Initiative

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Strategic Planning

Moved to Strategic Planning session

Credit Card Policy

The Board reviewed the Credit Card Policy and amended the reference to TD Canada Trust to a recognized banking institution.

C. Mierau **Moved** to accept the Credit Card Policy as revised. **Seconded** by S. Picco, **Carried**

New Business

RAW/SAW app – Demo

M. Roberts presented a demo of a smart phone application that could be used to assist first aid attendants and supervisors to help with modified duties and return to work from an injury. M. Roberts will report back at the December meeting with an update.

Honorary Membership – Rebecca Chow

The BOD recommends that Rebecca Chow become an honor member of the BCMSA, as confirmed by email on September 12, 2017.



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Part 9 revisions – Committee established
Outlined in Executive Director Report.

Conference 2018

M. Roberts presented an opportunity to work with the Public Works Association of BC (PWABC) in having a joint conference where the PWABC would coordinate the conference at Sun Peaks and the BCMSA would administer the registration/payments and website for the conference. The net revenue from the conference would be greater than a BCMSA conference alone. The PWABC Board has given approval to connect with the BCMSA. The conference would have one stream on safety (3 sessions, 4 blocks for 2 days) and the conference held in September 2018. PWABC is requesting a 3-year commitment from the BCMSA to hold a conference annually.

N. Taylor **Moved** that the Board of Directors approve the conference in principal until the Executive Director provides a business plan and to commit to a 3-year contract with the ability to opt out at any point. The business plan needs to include insurances that PWABC can manage 50% of the financial loss, and the hours of safety training, and the ability to rebrand and market the conference with a BCMSA/safety element. **Second** by C. Bendall. **Carried**

Adjourned at 4:30 pm