



**BCMSA Regular Business Meeting**

September 13<sup>th</sup>, 2009 5:00 p.m. at the Delta Whistler Village Suites, 4308 Main Street, Whistler BC

**MEMBERS IN ATTENDANCE:**

<b>Cathy</b>	<b>Cook</b>	<b>BCMSA</b>	<b><i>Executive Director</i></b>
<b>Robb</b>	<b>Armstrong</b>	<b>City of Richmond</b>	<b><i>President</i></b>
<b>Andrew</b>	<b>Ross</b>	<b>City of Vancouver</b>	<b><i>Vice-President</i></b>
<b>Chelsea</b>	<b>Steinfeld</b>	<b>Township of Langley</b>	<b><i>Treasurer</i></b>
<b>Chris</b>	<b>Gonev</b>	<b>District of North Vancouver</b>	<b><i>Secretary</i></b>
<b>Randy</b>	<b>Hooge</b>	<b>City of Abbotsford</b>	<b><i>Director</i></b>
<b>Keith</b>	<b>Arkell</b>	<b>Metro Vancouver</b>	<b><i>Director</i></b>
<b>Cris</b>	<b>Bendall</b>	<b>City of Coquitlam</b>	<b><i>Director</i></b>
<b>Sam</b>	<b>Chauhan</b>	<b>City of Surrey</b>	<b><i>Director</i></b>
<b>Caleb</b>	<b>Mierau</b>	<b>City of Kamloops</b>	<b><i>Director</i></b>
<b>Rick</b>	<b>Kroeker</b>	<b>City of Nanaimo</b>	<b><i>Director</i></b>

Brad	Buck	BC Public Service Agency
Scot	Mortimer	Ministry of Transportation
Ellen	Hanson	WorkSafeBC
Glenn	Robertson	City of Penticton
Kathryn	Bekkering	District of Mission
Karen	Sinclair	City of Richmond
Rick	Lane	District of West Vancouver
Clay	Fredin	City of Vernon
Chris	Pearson	City of Coquitlam
Ed	Dowling	WorkSafeBC
Greg	Wightman	Corporation of Delta
Lynda	Cuddy	CUPEBC
Jason	Duchak	City of Nanaimo
Laraine	Fowler	Capital Regional District
Keith	MacDonald	City of Chilliwack
Erik	Schmidt	City of Burnaby
Ron	Van't Schip	City of Powell River
Steve	Mah	BCMSA
Sergio	Picco	City of Burnaby
Marlene	Kantz	CUPE BC

#### Introductions, Announcements

The meeting was opened at 5:05 p.m; introductions were made

#### Additions to the Agenda

Robb Armstrong asked for additions to the agenda. None.

#### Adoption of Previous Minutes

C. Mierau **Moved** to adopt May 1<sup>st</sup>, 2009 regular meeting minutes, **Seconded** by R. Kroeker, **Adopted** as distributed

#### Financial Report

Chelsea Steinfeld presented the financial report. Moved to receive by R. Hooge, Seconded by S. Chauhan. **Received.**

#### Executive Director's Report

Cathy Cook presented her quarterly report (see attached).

Robb expressed his pleasure on how smoothly the staffing process went, and is looking forward to the exciting year ahead.

#### **WCAT Decision re: Development Permits & Circus Act Dilemma**

Sam Chauhan spoke about Surrey's liability regarding a fatality as a result of a shoring collapse on a land developer's worksite. The issues stems from orders written against the City of Surrey (as the owner). The City of Surrey failed to appoint the "prime contractor" and failed to file a Notice of Project, and failed to have a "Qualified Safety Coordinator". As a result, the City will determine whether the Developer is appointed Prime or appoints someone as the Prime Contractor. Recommended wording for contractor documents can be found on the BCMSA website.

Robb Armstrong spoke on an accident by a Circus company, which occurred on property owned by the City of Richmond. WorkSafeBC informed the City that had the accident been more severe, the City would have been held partially liable for the incident, as the owner. This raises concerns on how municipalities will handle contractor coordination issues with organizations who rent or lease municipal facilities.

#### **Survey**

Robb Armstrong spoke about the BCMSA survey which asks how the BCMSA can help municipalities. He stressed the importance of every municipality providing input with regard to future BCMSA priorities and initiatives.

Round Table

**Laraine Fowler, CRD:** Informed that Jim Allman has been contracted to help the CRD revise their Contractor Coordination Program.

**Keith MacDonald, City of Chilliwack:** advised that the City is under WSBC scrutiny as the property owner due to an accident at their agricultural centre. Keith also spoke about a “friendly visit” of a WSBC Safety Officer who came to visit their firehall. The next day they received eight orders.

**Ron Van’t Schip, City of Powell River:** reports the City is dealing with the Mill over tax payments.

**Erik Schmidt, City of Burnaby:** The City is starting its automated Solid Waste pick up.

**Steve Mah, BCMSA:** is looking forward to his new career with the BCMSA

**Andrew Ross, City of Vancouver:** has recently been promoted to Manager of Health & Safety. Currently dealing with an issue where a paid volunteer was deemed to be a City Employee as result of a failure to appoint a Prime Contractor for a local event provided by an independent society. He’s also dealing with issues over traffic control. The city is working on a municipal specific type MOTM manual.

**Cris Bendall, City of Coquitlam:** is seeing increasing concerns from employees over the possible future influenza pandemic.

**Greg Wightman, Corporation of Delta:** Is transitioning back into the bargaining unit and trying to get Delta’s new OH&S coordinator up to speed.

**Keith Arkell, Metro Vancouver:** Reports that the Metro Vancouver tunnel is about 55% through the mountain. It appears that Metro Vancouver appears to have gotten the first alternate procedures for waste water approved by WSBC.

**Rick Kroeker, City of Nanaimo:** Reports that their major OH&S Program re-write is going well.

**Jason Duchak, City of Nanaimo:** Reports that CHSC has revised the course format. Anyone interested in going through the program is welcome to contact him.

**Scot Mortimer, Ministry of Transportation:** Mirrored budget hardships faced by municipalities.

**Glenn Robertson, City of Penticton:** Ramping up for Flu Season. He reports that one of his workers received an order for not wearing a life jacket.

**Kathryn Bekkering, District of Mission:** Is also ramping up the District’s Exposure Control Plan for a possible pandemic. She is currently dealing with orders re: traffic control.

**Sergio Picco, City of Burnaby:** Is also working on an Influenza Pandemic Plan.

**Rick Lane, District of West Vancouver:** Has partnered up with the two other North Shore Municipalities on a Pandemic Response plan.

**Chris Gonev, District of North Vancouver:** Has been asked to work with North Shore Rescue to assist with their OH&S program. He will involve the other North Shore municipalities.

**Chelsea Steinfeld, Township of Langley:** Has revised their Pandemic preparedness plan. WSBC has asked the Township to conduct fit testing for their fire department.

**Caleb Mierau, City of Kamloops:** WSBC is conducting silica dust testing when milling and cutting pavement

**Robb Armstrong, City of Richmond:** Is dealing with building design re: green roofs and fall protection for roof top gardeners.

Next Meeting Dates: November 27<sup>th</sup> 2009, 10:00 a.m. (Delta) (Annual General Meeting and Regular Business Meeting)

Executive Directors report for September 13/09 general meeting

I'm very pleased to report that as of today we are fully staffed, with Helga Hildebrandt starting August 10<sup>th</sup> and Steven Mah starting just today. Helga has already proven to be indispensable to me, she jumped in with both feet right off the bat to help set up the office. We had our grand opening on August 28<sup>th</sup>. Some of you may have seen the "before" pictures on the website, where we had the most un-ergonomically set up with camp tables, lawn chairs and computers on boxes. We didn't get a lot of work done in the first week. I've posted a picture of what it looks like now. It's the perfect spot for us. We have selected the External Auditor Candidates for the Certificate of recognition program. They will receive training the week of September 28<sup>th</sup>. After that, they will have six months to successfully complete a student audit, before they become Certified to perform Audits under the COR program. If your municipality is interested in having a student audit performed, please let me know. It's the perfect opportunity for you to get an assessment of where your safety management system is now and what improvements can be made, before you hire an auditor to perform the actual audit to get COR designation.

There are a few spots left for Safety Management System training on September 28<sup>th</sup>, and in the Local Government Audit process from September 29<sup>th</sup> to October 2<sup>nd</sup>. Application forms are on our website if you're interested in attending either of those. The sessions are being held in Langley.

We had offered two courses at the end of the conference, but registration was too low, so we have deferred them until November 26<sup>th</sup> – the day before the next regular and the annual general meeting. PoolSafeBC and Work Zone Set up training application forms are at our booth at the conference centre. These training sessions will be in Delta.

Finally, I'm happy to report that we are pleased to have nearly 300 delegates registered for this year's conference. In the current economic times experienced by everyone and especially by municipalities, we're very happy to have this number. The final figures won't be in for a few weeks, but we expect to break even on the conference.

Respectfully submitted,

Cathy Cook  
Executive Director