



COMMUNITY SOCIAL SERVICES Health & Safety Association of BC

Annual General Meeting MINUTES

Date: Tuesday, June 20, 2023

Time: 1:00 pm – 3:00 pm

Place: Webex Video Conference (broadcasted from #800-555 Burrard Street, Vancouver, BC)

Board Members:

Rick FitzZaland – Board Chair

Gentil Mateus – Immediate Past Board Chair
(*regrets*)

Tammy Khanna – Secretary

Michael Reed – Treasurer (*regrets*)

Janice Barr

Tanya Behardien

Brian Campbell

J. Gordon Cote (*regrets*)

Christine Fewtrell (*regrets*)

Chantel Foden (*regrets*)

Diane Hong

Christina Lloyd-Jones

Jonny Morris (*regrets*)

Pamela Pye

Denise Subotin (WSBC)

Judy Valsonis

Michael (Mike) Wisla

Staff:

Satvinder Basran – CEO

Ana Lucia Mateus (*recorder*)

1. Welcome & Introduction

Satvinder welcomed everyone to the Annual General Meeting (AGM) at 1:02 pm and made land acknowledgments. Satvinder introduced our new Board Chair, Rick FitzZaland. Rick is a pioneer with great vision and leadership in supporting our sector as a whole on health and safety.

Rick welcomed everyone and acknowledged that 24 members/participants are in attendance at the AGM and, therefore, reached quorum. Motions will be moved and seconded in the chat. We will ask for any objections to the motions first and then voting by raising of hands.

2. Adoption of the Rules of Order

Rick outlined that the Bylaws say Robert's rules of order. Instead, we will adopt the practice of being respectful to each other. Chair the meeting in a way where everyone that wants to say something gets an opportunity to do that. Rick has seen meetings where Robert's rules were weaponized and that does not serve what we are trying to achieve. Let us be respectful and tolerant with each other and achieve the business of the Association.

3. Approval of Agenda

*Moved by Pamela Pye that the agenda be approved as presented. Seconded by Brian Campbell.
CARRIED by the Members*

4. Approval of Minutes of May 4, 2022 Annual General Meeting

Moved by Pamela Pye that the minutes of the May 4, 2022 Annual General Meeting be approved as presented. Seconded by Brian Campbell. CARRIED by the Members

5. Financial Statement Update (January 1, 2022 to December 31, 2022 and January 1, 2023 to March 31, 2023)

Satvinder outlined the following:

- The financial engagement review is currently underway:
 - The WorkSafeBC Contract is with CSSEA and therefore the reporting for this forum is as an update of the financials as they are tied to the proposed budget.
 - Currently the Engagement Review is still being done for January 1, 2022 to March 31, 2023 by WL & Company.
 - There will be two reports – first report for the period of January 1, 2022 to December 31, 2022, and the second report will be for the period of January 1, 2023 to March 31, 2023 (over 15 months to align with the fiscal year).
- Cost of the Association IT and website is ongoing:
 - Association IT complies with confidentiality and privacy protocols for WorkSafeBC.
 - Association has a server and hardware which was completed March 31, 2023.
 - Association website is independent and we are in the process of updating the website – populating with information resources.
- The unaudited statement of operations from January 1, 2022 to March 31, 2023.

Moved by Janice Barr that the Financial Statement update be accepted as presented. Seconded by Brian Campbell. CARRIED by the Members

6. Appointment of an Auditor

Satvinder suggested that the new Board decide this at a later time. Currently, the contract is between CSSEA and WorkSafeBC.

7. Directors' Annual Report

Satvinder began by thanking our previous Board Chair, Doug Campbell, for his hard work over the short period of time at the Association. Satvinder was pleased to share that Doug was recently appointed as the Chair of the 2026 FIFA World Cup Vancouver Organizing Committee. We wish him the very best!

Satvinder outlined the Directors' Annual Report:

Association Achievements in 2022-2023

This has been a very productive period where several key milestones were achieved by the Association.

- In February 2022, the Association became a registered society, and
- In May 2022, the Association held its first Annual General Meeting.

CSS Violence Risk Assessment Tool

- In early 2022, the Association launched the CSS Violence Risk Assessment Tool for the sector, a benchmarking resource for the sector to support injuries arising from violence or force in the workplace.

Webinars

Throughout 2022, we conduct five webinars where a total of 384 participants registered:

- CSS Violence Risk Assessment Tool (VRAT) & Health & Safety 101 Presentation
- WorkSafeBC CSS High-Risk Strategies (Health Care & Social Services)
- CSS Disability Management & Return To Work Information

- CSS Psychological Health & Safety Resources
- WorkSafeBC 2023 Rate Information

Industry Outreach (in-person)

- An extensive industry outreach (in-person) was done in the months of September and October 2022, where Community Social Services Health & Safety presentations were made throughout the province (Prince George, Terrace, Cranbrook, Victoria, Nanaimo, Kelowna, and Vancouver).
- A total of 95 participants from 71 organizations participated at the presentations. The presentations included information on WorkSafeBC injury statistics, the CSS Violence Risk Assessment Tool, general best practices, resources, and an opportunity to engage in a questions/answer for participants.
- We were pleased to have regional WorkSafeBC Prevention Officers and Consultants present at the sessions to provide information and guidance.

Psychological health and safety

- Partnerships with the Canadian Mental Health Association (BC Division) and BC Ministry of Mental Health and Addictions supported the development of a Community Social Services Mental Health Hub which provides Care to Speak support, CARE training and resources to the sector.

WorkSafeBC COR

- Over the past several years, the Association has worked in partnership with the BC Municipal Safety Association (BCMSA) by supporting access to the WorkSafeBC Certificate of Recognition (COR) program for the community social services (CSS) sector. The Association will continue to work with WorkSafeBC, BCMSA, and SafeCare BC to explore more opportunities to improve access to the COR program for the sector.

The Federation of Community Social Services of BC (The Federation) Proposal

- Community Social Services Health & Safety Training Initiative Proposal – 3 year initiative for the amount of \$699,000.00. The Initiative will establish a virtual training hub on the Association’s website for the industry to access. This resource will establish training modules (industry level best practices) in the areas of: Violence Prevention in the Workplace, Prevention on Musculoskeletal Injuries, and Disability Management & Recovery at Work process.
- We sincerely would like to thank The Federation Board of Directors for their support on health and safety over the many years!

Board Development & Strategic Planning

- I am pleased to convey the Board will be embarking on Board Development Training and a Strategic Planning Session in the next few months. I look forward to following their guidance on establishing priorities for the sector over the next 3 years.

Acknowledgements & Thank You

- Advisory Panel members for their outstanding support and superb work:
 - Jeremy Bara, Graham Chaplow, Kim Hess, Laura Faccione, Farzad Kasad, Harrison Mak, Matthew Marier, Terri Nakayama, Mandy Rhodes and Brandon Thistle.
- BCMSA (Mike Roberts), SafeCare BC (Saleema Dhalla), and sister Health and Safety Associations

- WorkSafeBC (Chris Back & Denise Subotin)
- Our sectorial partners (BC CEO Network, The Federation, CSSEA, & CSSBA)
- Rick’s incredible vision and support on health and safety for the sector and to our good fortune is our Chair; Gentil for his steadfastness and impeccable leadership on health and safety; and the Board of Directors for their support over the past years bringing the sector together.
- Special thanks to Eric Peraro, Pauline Irving, David Small, Doris Sun, Bouwe Wierdsma and Ana Mateus.

8. Appointment of Directors

Rick FitzZaland outlined the following:

- 13 out of 14 current Board members representing employers and workers in the community social services sector have submitted signed Nomination Declaration and Consent Forms confirming they would like to continue serving on the Association’s Board of Directors.
- In accordance to section 7.5 of the Bylaws, Directors will be appointed as follows – 1/3 for one year, 1/3 for two years, and 1/3 for three years. The Board composition consists of 17 Directors and we will appoint 13 today with one vacancy to fill at a later date representing the Worker, Non-Union area of our sector.
- The Board Chair (Rick FitzZaland) was appointed by the Board with a 1 year contract to March 31, 2024 which may be extended.
- The Immediate Past Board Chair (Gentil Mateus) and Director representing WorkSafeBC (Denise Subotin) will be appointed to the Board by the Board of Directors at an upcoming Board meeting.
- In reviewing the Bylaws to understand the process for reappointment of directors, he found it a little confusing and it did not seem as clear as it should be. He has made a commitment in working to bring forward some applicants from Indigenous organizations/workers to sit on the Board. The work done so far shows that it should be an organized process and there are a number of Indigenous groups that need to be engaged in a conversation of who would come forward.
- Currently, the membership of the Board reflects the three streams in the sector (Community Living, Indigenous, and General Services) and it seems reasonable that there is a process that flows those nominees from those three areas to be selected to the Board. In the past it was through The Federation, CSSEA and CSSBA; we may consider a different process.
- This is a topic to be discussed at the strategic planning meeting in August and then a process brought forward to the membership for consideration.

Moved by Melinda Freitas that the following Directors be appointed to the Board with the appointment terms outlined. Seconded by Ernie Baatz.

Board Member	Appointment Term
<i>Janice Barr</i>	<i>1 year</i>
<i>Tanya Behardien</i>	<i>1 year</i>
<i>Gordon Cote</i>	<i>1 year</i>
<i>Jonathan Morris</i>	<i>1 year</i>
<i>Diane Hong</i>	<i>2 year</i>
<i>Christina Lloyd-Jones</i>	<i>2 year</i>
<i>Carmen Sullivan</i>	<i>2 year</i>
<i>Judy Valsonis</i>	<i>2 year</i>

<i>Chantel Foden</i>	<i>3 year</i>
<i>Brian Campbell</i>	<i>3 year</i>
<i>Tammy Khanna</i>	<i>3 year</i>
<i>Pamela Pye</i>	<i>3 year</i>
<i>Michael Wisla</i>	<i>3 year</i>

CARRIED by the Members

9. Adjournment

Rick FitzZaland thanked everyone for joining us today and showing their commitment to the Community Social Services Health and Safety Association.

The meeting was adjourned at 1:36 pm.