

Facilitator: Glen Williams

Note taker: Meadd Miller

Attendees Invited:

- Gord Sims – PCT – **Phone-In** **Vacant– Ship Maintenance**
- Gordon Anderson – Island Tug & Barge – **Alternate**
Ailsa VandenBrink Present
- Arnold Vingnes – Catherwood Towing - **Present**
- Sandra Kolberg – WorkSafeBC - **Present**
- Johnathan Fleming – WestJet - **Absent**
- David Fagen – BC Ferries – **Alternate Ken Van**
Heyningen Present
- Jesse Santos – Thrifty Foods - **Present**

MINUTES

Topic:

Welcome and Introductions

Quorum achieved (6 of 8 voting members in attendance)

Meeting called to order at 10:00am

Chairperson:

- review of the revisions to the COR governance chart – COR BoD now is the BCMEA BoD and they approve our budget and that is all; Updates to TAC members as per the draft revisions to the Terms of Reference (further details under action items).
- TAC Purpose: provide feedback on CP program suggestions and new ideas for various topics that arise.
- WSBC Committee Member Purpose: provides updates from WSBC; ensures that the CP is meeting and following contractual obligations and the program Standards and Guidelines.

WSBC (ex-officio member):

- Structure of WSBC is very unique – claims, preventions, policy and research, assessments (collect insurance premiums) and COR is a small part.
- COR certified employers make up approximately 3 % of all employers in BC.
- WSBC's BoD said that COR requires a Policies Manual which will then change the program in its entirety, but what that will entail is not known at this time; Framework should be in place by October 2016; labour stakeholders will be included into the consultation phase

TAC Technical Advisory Committee Agenda

OLD BUSINESS

1. Minutes ~ *Review and accept previous minutes*

Review of Minutes from July 7th, 2015 meeting and November 18th conference call meeting

Motion to Accept: Accepted by Arnold Vingnes and seconded by Ken Van Heyningen

Motion Carried

2. Action Items ~ *Updates from last meeting*

- RTW Freeze
 - Frozen since 2013 for a full review by WSBC which means that any employers certified prior to that date were allowed to continue but not those certified afterwards
 - No real update since last meeting. (Full details can be found in the Action Items tracking sheet in Tab 3.)

ON HOLD

- WSBC COR Study:
 - Brief overview of the findings from the study (Full details are in the meeting minutes from July 7th, 2015)
 - Report previously provided to TAC members

CLOSED

- EAQA (WIVA) Process
 - **Closed** previously, but update since then:
 - WIVA is now a full scope audit as opposed to just one or 2 elements and it will now be considered as a recertification audit that is paid for by your CP and is to be done within the calendar year in order not to lapse our of certification;
 - new process added to the document is the WIVA suspended category, clarify Non-Compliance situations and general housekeeping (rewording) of some areas of the document; full process details are outlined in the BCMEA COR Policies and Procedures manual

CLOSED

- Auditor Recertification: 1 day course option
 - 1 day auditor recertification training is no longer an option.
 - Auditors have several options that are outlined on pages 23 and 24 of the BCMEA COR Policies and Procedures Manual (reviewed)

CLOSED

- Sample Size – Audit Scope Interpretation Guide
 - Still in draft because every project is on hold until the policies manual is complete
 - BCMEA has adopted the draft changes such as 5000 employees to be considered as a very large employer as opposed to 500 as it was previously

ON HOLD

- BCMEA COR TAC Member Vacancies & Amendments to Terms of Reference

TAC Technical Advisory Committee Agenda

- As a result of many vacancies on the committee, BCMEA requested of WSBC that we amend our Terms of Reference to include members from several of our COR employers that fall outside of our contracted CU list which was approved
- Invitations were sent to several prospects and accepted
- Review of the draft revisions to the ToR

Motion to Accept: All in favour (6 of 6 l's)

Motion Carried

CLOSED

- Policies and Procedures Manual Rewrite
 - Since our last TAC meeting, COR Staff met several times and thoroughly went through the document making notes, insertions, deletions ect. Required revisions were then passed off to the Technical Writing team to execute. The document was finalized November 2nd, 2015 and TAC approved the document on November 18th, 2015, via conference call meeting.
 - As a result of our action items following the WSBC CP Audit, there were a couple of minor revisions to make to the manual
 - Chairman reviewed the amended sections for External Auditor Training Standards on pages 20 and 21 and Exemptions on page 22

Motion to Accept: All in favour (6 of 6 l's)

Motion Carried

- WSBC's EAQA document was also revised in February 2016 (as previously discussed); the revised document has been included in the P&P Manual – no vote required

CLOSED

- SECOR Auditor Refresher/Recertification Training
 - after considering feedback from the last TAC meeting and comments from WSBC; BCMEA COR has decided to not create a separate course and the same will apply as does with regular COR auditors - equivalencies and 2 hr call or take the 1 day course again without student audit, but including the homework assignment in the classroom training day.

CLOSED

NEW BUSINESS

3. Changes to BCMEA COR BoD to BCMEA BoD ~ *For Information*

(Including amendments to the BCMEA COR BoD Terms of Reference)

- the BCMEA BoD is now the acting BoD for COR; their responsible for reviewing and approving our COR Budget.

4. Certifying Partner Audit by WSBC ~ *For Information*

- This audit is conducted every 3 years
- WSBC provides an audit template to each CP
- This is a huge project that months of preparation go into
- BCMEA COR conducted a full gap analysis and sent it to WSBC for review prior to on-site audit

TAC Technical Advisory Committee Agenda

- November 2015 the audit took place. Two auditors from WSBC spent a few days auditing our documents, conducting interviews and observations; full results on tab 4
- it's a non-scoring audit receiving either a C for in compliance or an N for Non-Compliance;
- BCMEA COR had 59/64 in compliance (92%)
- Next CP audit will be in 2018

5. 2016 BCMEA COR Work Plan ~ *For Information*

- Contractually with WSBC, each CP is required to complete an annual Workplan to go along with the funding application
- BCMEA COR is on track for the 2016 Work Plan items. Several items have been cancelled or put on hold pending the Partners Program review currently in progress with WSBC and their stakeholders.

6. Marketing: ~ *For Information*

• Conferences

- BCMEA COR has attended – Western Conference on Safety and VBOT.

• Ads

- BCMEA COR Ads are placed in several magazines: Western Mariner, BC Tugboat and BC Shipping News (copy of current ad in Tab 6)

• Booth Redesign

- currently looking into revamping the BCMEA COR display booth for a more modern and updated look; BCMEA COR met with Booth designers on May 3rd; more meetings and brainstorming to take place in the near future

• Informative Lunch & Learn

- This is something that BCMEA COR would like to provide to our registrants that have not yet certified. It would be a high level overview of what COR is all about probably lasting between 1-2 hours.

7. Auditor Training Courses ~ *Updates/For Information*

In 2015 four large employer auditor training sessions were held with a total of 26 participants, 18 of whom completed successful student audits and became certified or recertified.

SECOR Auditor Training: ran two sessions for a total of four participants, all of whom have completed successful audits and deemed as Certifying BCMEA SECOR Auditors.

2016:

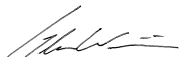
Large Employer Auditor Training: ran 1 session on April 7th and 8th with 6 participants – student audits are due in June, 2016 prior to auditor certification.

The next large employer auditor training session is scheduled for September 29th and 30th, 2016.

Meeting adjourned: 11:40am

Meeting Minutes accepted by committee and approved by Glen Williams – Committee Chair

Signature



Date Signed: November 8th, 2016