



New Brunswick Chapter

Annual General Meeting Minutes

Delta Beauséjour

Moncton, NB

October 5, 2008

Attendees:

| | | |
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| Garry Prosser | All Lift Truck Training | Director |
| Michael W. Allen | Moosehead Breweries Ltd. | Second Vice Chair |
| Greg Doran | Uponor Ltd. | Secretary |
| Bruce Harquail | WHSCC | Treasurer |
| Clinton Sharpe | NB Power | Chair |
| Scott Terrio | AWL | First Vice Chair |
| Michael Berubé | NBFISA | Member |
| Shelley O'Dell | Coast Tire & Auto Service | Member |
| Steve LeBlanc | Bird Rideau | Member |
| Jerry Doucett | City of Moncton | Member |
| Barbara McFarlane | NBFISA | Member |
| Dave McLeod | Kimber & Tucker | Member |
| Kelly Adams | SCEI | Member |
| Larry Farquhar | All Lift Truck Training | Member |
| Hubert Pickard | H. Pickard & Assoc. | Member |
| Greg Anderson | Irving Oil | Member |
| Stephen Garnett | NB Power | New Member |
| Greg Fergus | Moosehead Breweries Ltd. | Member |
| Dan Ouellette | Clow Canada | Member |
| Mary Lee Dawson | Safety Resources Consulting | Member |
| Daniel Ouellette | McCain Foods | New Member |
| Alton Newman | Levitt Safety | Member |
| Roland Roy | WHSCC | Member |
| Dan Keys | Versatile Training Solutions | New Member |
| Joyce Brown | NB DOT | Member |
| Melanie Matthews | All-Tech Environmental | Member – Western NS Chapter |
| Susi Chamberlain | RPC | Guest |
| Ed MacFarlane | WHSCC | Member |
| Garry Driscoll | Xstrata Zinc | Member |
| Roy Silliker | NBCSA | Member |
| Doug Doney | PCS Potash | Guest |
| Bill Nichol | WHSCC | Member |
| Cyril MacNeil | PCS Potash | Member |
| John Aspen | Source Atlantic | Member |
| Judy Doucett | JJ's Instructions | Guest |
| Ross Hoffman | Sunny Corner | Guest |



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| Gilles Hubert | DFO | Member |
| John Brake | AECL | Guest |
| Gail Levesque | NB Power – Dalhousie | Member |
| Alise Bachman | Rogers Communications | Member |
| Scott Campagna | AWL | Member |
| Bernard Beukeveld | Beukeveld & Assoc. | Member |
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Call to Order:

C. Sharpe called the meeting to order at 2:00 p.m.
Introductions.

C. Sharpe made two additions to the Agenda: 1) review of PDC held in Quebec City in September; 2) discussion on addition of a third Director to the Executive. B. Beukeveld motioned to approve; S. Leblanc second.

Call to approve Minutes from the 2008 AGM, held October 14, 2007. Moved: M. Allen; J. Doucett second.

C. Sharpe welcomed M. L. Dawson as the new Atlantic Region Vice President for CSSE National, and invited her to report on the PDC.

M. L. Dawson gave a report on the PDC, noting that over 700 delegates had attended. The 2009 PDC will be held in Calgary.

M. L. Dawson also reported that the Applied Risk Communications Course that was to be held in Moncton in October has been moved to November 3 & 4 (also in Moncton). See www.csse.org for further details on course content.

G. Prosser suggested that CSSE National let the NB Chapter know when it plans to bring courses to the province; the Chapter could help publicize the event.

C. Sharpe also recommended that similar courses should be timed to coincide annually with the WHSCC Conference.

Business Arising

None.

Correspondence

G. Doran provided an update on a question that was raised at the September meeting regarding the provision of bilingual or French-only CSSE literature to supplement the current offering. This topic has



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been added to the Agenda for the CSSE National Executive. With a growth in interest in the CSSE in Quebec and NB, this has become an important consideration.

G. Doran reviewed two emails received from CSSE National: NAOSH promotional products are on sale through National, and changes have been made to improve the CSSE insurance programme. All members should have received these emails directly from National.

Financial Report:

Balance sheet stands at \$6492.51 on-account as of October 4, with an additional \$5000.00 invested in GIC. B. Beukeveld motioned to accept; M. Berubé second.

B. Beukeveld and Steve LeBlanc were selected as Auditors for the 2008 Chapter Financial Audit.

Membership:

G. Doran reported official membership at 119-122 (four members are currently in flux).

New members since the September 4, 2008 meeting are:

Dan Keys, Versatile Training Solutions
Daniel Ouellette, McCain Foods Canada
Mathieu Losier, Prevention Pro
Jacques Thériault, Fraser Papers
Gino Babin, DND

Reports from Committees:

NAOSH Week Committee

Next meeting for NAOSH Week 2009 is October 17 in Saint John.

NAOSH Week 2009 – May 3-9, 2009

M. Allen noted that the Committee needs more involvement from CSSE members for 2009 to help out with organizing the breakfast events especially in Fredericton. Please step-up, make yourself known to Mike Allen, Barb McFarlane or Greg Doran, and lend a hand. Only with member support can the events take place.

WHSCC Conference Committee

The WHSCC Conference is being held currently from October 5-7, 2008 at the Delta Beauséjour. CSSE and NAOSH have split an information table to help raise awareness of the two groups' activities in the province.

The Chapter is hosting a Hospitality Room in the room in which the AGM is being held. This will begin immediately following the Annual General Meeting.

Social Committee

S. Terrio reviewed the Chapter's activities for the past three years during the annual Learning and Social Event. The 2009 event will likely be held once again near Moncton. Sponsors are welcomed;



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contact Scott Terrio, Bruce Harquail or Greg Doran for information on how you and/or your company can get involved.

Education Committee

G. Prosser opened, introducing the members of the Committee. J. Brown reported that eight people had registered to-date for the Applied Risk Communications course in November. This is one of the three courses that are currently required for the CHSC designation. The Education Committee would like to see the Chapter sponsor a course – specifically the Consulting Skills course. S. Terrio noted that more course information is located at www.csse.org.

S. LeBlanc distributed the Education Questionnaire that was developed to help the Chapter plan its 2009 activities. The group was given time to complete the questionnaire. The feedback will be reviewed by the Committee, which will then make an effort to focus its 2009 efforts accordingly.

S. LeBlanc reported on progress to-date toward development of a Generic Orientation package for NB businesses. This is a project that the NB Chapter was invited by WHSCC to participate in, the goal being to voluntarily develop a programme that can be used by NB businesses, rather than having to pursue legislated avenues. A programme such as this would be better received by business. Members of the Committee met with WHSCC on September 15 and received an outline of what WHSCC envisions the programme would contain. Once the package is developed, the goal will be to have the Chapter members adopt it first, with general roll-out to other businesses following. (This gives the Chapter the opportunity to lead the project, while allowing for further refinement based on Member feedback.)

Programme Committee

No report.

Awards & Recognition

On behalf of Lee Mercer, G. Doran distributed 15-year membership pins to Bernard Beukeveld and Bill Nichol.

NOTE: Steve Mullin received his five-year pin immediately following the meeting.

Members must be present at the AGM to receive their pins.

Nomination Committee

Lee Mercer and Bill Nichol comprise the Nomination Committee.

B. Nichol reviewed the current Executive membership, noting that five positions needed to be filled:
First Vice: This being a successionary position, M. Allen agreed to move from Second Vice into this position.

Second Vice: Barb McFarlane was nominated by the Committee.

Secretary: Greg Doran agreed to stand again for this.

Director: Steve LeBlanc was nominated by the Committee.

Chair: Clinton Sharpe agreed to stand again for this.



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For the position of Director, C. Sharpe requested nominations from the floor. This was repeated twice thereafter. With no nominations, nominations were declared closed. Steve LeBlanc was acclaimed.

For the position of Secretary, C. Sharpe requested nominations from the floor. This was repeated twice thereafter. With no nominations, nominations were declared closed. Greg Doran was acclaimed.

For the position of Second Vice, C. Sharpe requested nominations from the floor. This was repeated twice thereafter. With no nominations, nominations were declared closed. Barb McFarlane was acclaimed.

A motion to approve the 2009 Membership of the Executive Committee was brought forward by E. MacFarlane. G. Levesque second.

C. Sharpe discussed the desire of the Executive to add a third Director position to the Executive Committee. This was agreed to be needed in order to broaden the available resources for succession upward through the Chair position, and also to take on some of the added workload as the Chapter continues its evolution. R. Silliker motioned to approve; B. Nichol second.

The Nominations Committee suggested opening the floor to nominations for this position. J. Doucett motioned to open the floor for nominations; G. Driscoll second.

G. Prosser nominated Jerry Doucett.
B. Nichol nominated Joyce Brown.
B. Harquail nominated Roland Roy.

With no further names brought forward, C. Sharpe requested a motion to cease nominations. B. Harquail motioned to cease; E. MacFarlane second.

C. Sharpe asked the nominees if they were willing to stand. J. Doucett and J. Brown agreed to stand; R. Roy declined.

Voting took place for the position of Third Director. C. MacNeil and B. Nichol were the scrutineers.

B. Nichol returned a short while later after the votes were counted. Joyce Brown was elected to the position.

R. Silliker made a motion to destroy the ballots; B. Harquail second.

New Business:

None.



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Open Discussion:

R. Roy noted the CSA Standard for Confined Space will be issued in February for public review. He suggested that if the Chapter would like to lead the public review in NB he could facilitate.

R. Roy also noted that CSA has agreed to conduct a two-year trial making the Standards available online for read-only access. To access the Standards, people need only go to the CSA website, click on the appropriate icon and register. There is no fee for this.

From here, the user identifies the province in which they are interested. The Standards that are cited in that province's Act and Regulation(s) will then be listed for review. If there are newer standards than those cited these will also be listed.

R. Silliker offered to send the information to G. Doran for distribution.

R. Roy noted that CSA will be auditing the usage of the website and monitoring sales of Standards to see if they are impacted negatively.

B. Beukeveld asked a question regarding the servicing of electric vehicles in terms of lockout requirements, inquiring whether WHSCC had plans to provide guidance on this practice. E. MacFarlane noted there is a CSA Conference on the Electrical Safety Standard for workers being held locally from November 24-25. E. MacFarlane offered to send information on this to G. Doran for distribution. NOTE: E. MacFarlane was on the committee that developed this Standard.

With no further business raised, C. Sharpe requested a motion to adjourn. B. Harquail motioned; S. LeBlanc second.

Next Executive meeting: December 4, 2008

Next General meeting: 2009

(NOTE: Members with an interest in hosting a meeting or sponsoring an event in 2009, please let G. Doran know.)

Respectfully Submitted,

Greg Doran, Secretary.

Tel - 506-849-7846

E-mail – gwdoran@nb.sympatico.ca