



2023 Terms of Reference

Fire & Flood Restoration Program Technical Advisory Committee

1. BACKGROUND

The Fire and Flood Restoration Contractors Technical Advisory Committee (TAC) was formed in 2005 under the name British Columbia Association of Restoration Contractors (BCARC). It was the first association in North America devoted exclusively to safety in the Fire and Flood Restoration industry and deals with industry issues relating to workplace health and safety. In 2016, BCARC merged with the BC Construction Safety Alliance (BCCSA) and the TAC continues to deliver safety training and safety resources to the restoration industry within the BCCSA under the name 'Fire & Flood Restoration Program TAC'.

The BCCSA mission is to engage BC Construction employers and employees and assist them in making construction safe and healthy. They will provide the construction industry with an unbiased infrastructure for companies to gather and work together on an equal basis.

2. MANDATE

The Fire and Flood Restoration Program Technical Advisory Committee (FFRP TAC) will promote knowledge exchange on occupational health and safety issues within the industry.

3. OBJECTIVES

The objectives of the FFRP TAC are as follows:

- Assess current industry safety best practices and outcomes
- Gather and disseminate statistics and other information to help “raise the bar” for safety
- Facilitate industry-driven safety reviews, as appropriate, with a view to maintaining and improving safety performance
- Review best practices to learn from the experiences of others
- Serve as a forum to discuss issues of common concern, and share useful findings and innovations with industry
- Provide industry with information to assist them in their role and responsibilities regarding occupational health and safety
- Recommend best practice development to the BC Construction Safety Alliance
- Assist industry with the resolution of current health and safety issues and or concerns

4. LIMITED SCOPE

The FFRP TAC will not endeavor to undertake any of the following:

1. Political lobbying
2. Adversarial positions against WorkSafeBC
3. Promoting or endorsing specific products or services excluding TAC resources.

5. MEMBERSHIP

FFRP TAC Membership includes health and safety representative's that work for companies registered with WorkSafeBC in CU 721022 'Fire and Flood Restoration'.

A BCCSA 'Letter of Participation and Representation' must be submitted by each member annually.

Ex-Officio Members

- BC Construction Safety Alliance Representative
- WorkSafeBC (by invitation)

The FFRP TAC is intended to be inclusive of the whole industry and, as such, invites interested parties to attend, and/or to apply for membership. Additional members may apply in writing to the Chair/Facilitator and upon being approved by a majority vote of the FFRP TAC will be invited to join.

Internal or external persons may be invited to attend the meetings at the request of the Chair on behalf of the committee to provide advice and assistance where necessary. The WorkSafeBC CES-Construction Representative will inform the Facilitator/Co-Chair when WorkSafeBC has requested to present to the TAC. Guests have no voting rights and may be requested to leave the meeting at any time by the chairperson.

In addition, committee members may be asked to participate in meetings outside of the FFRP TAC scope, for industry initiatives as applicable.

Committee members must communicate to the BCCSA Chair of their extended absence to maintain their good standing.

A representative unable to attend a monthly meeting is responsible for advising BCCSA. If the representative intends to provide an alternative guest, it is the responsibility of the representative to inform the BCCSA 24 hours prior to the meeting and forward the meeting information to the alternate.

Committee members will cease to be members of the FFRP TAC if they:

- Resign from the committee
- End their employment in the industry
- Breach confidentiality
- Are in a perceived conflict of interest which they decline to resolve in a timely fashion, as determined by the chairperson.

6. QUORUM

A quorum exists when 50% of the current members are in attendance in person or virtually. Each member has one vote, and voting occurs by show of hands. Decisions are passed if a simple majority of members vote in favour, and changes to the Terms of Reference and/or Mandate must be agreed upon by 75% of the members.

7. GOVERNANCE

FFRP TAC currently consists of representatives from various companies. The following members have been appointed:

- Justin McConville (On Side Restorations) – Chair
- Erin Linde (BCCSA)- Facilitator/Co-Chair

In the absence of the appointed Chair, Co-Chair or Facilitator, the committee will choose another member to undertake the position.

8. ROLES AND RESPONSIBILITIES

The BCCSA shall organize, host, participate and provide a representative for the role of Facilitator/Co-Chair.

The Chair shall:

- Control the meetings, normally in accordance with Robert’s Rules of Order
- Ensure the maintenance of an unbiased viewpoint
- Review previous meeting documentation and material prior to the meetings
- Attend other applicable meetings

If the Chair is unable to fulfill his/her duties, the facilitator/co-chair will undertake his/her responsibilities.

The Facilitator / Co-Chair shall:

- Assist in keeping the discussion on track
- Prepare meeting documentation (agenda, meeting minutes, etc.)
- Develop / Review agendas with Chair and with input from committee members
- Connect with WorkSafeBC, in collaboration with WorkSafeBC’s CES-Construction Department, regarding TAC issues

9. PROCESS

Monthly hybrid meetings of the FFRP TAC will be held on the second Thursday of the month, however; subcommittees may be assigned specific tasks and meet as necessary. An agenda shall be distributed prior to each meeting. Minutes will be recorded by the facilitator and sent to all committee members for review, prior to the next scheduled meeting. Meetings are open to interested parties, and such parties may be invited to participate at the discretion of the BCCSA and Chair. Only registered members or their designate can vote.

Members who are joining monthly meetings in person will meet at the BCCSA office:

#400, 625 Agnes Street
New Westminster, BC
V3M 5Y4

Members who are joining monthly meetings online will meet over Zoom (also in the calendar invite):

Zoom link: <https://us06web.zoom.us/j/83271893824?pwd=NE0yU2FhNjRQV3oweEFKbG03cDI1UT09>

Meeting ID: 832 7189 3824

Password: 647987

The Fire and Flood Restoration Program Technical Advisory Committee Terms of Reference will undergo annual review.

10. CONFIDENTIALITY

The committee encourages members to openly share workplace history and situations, keeping in mind that all members have agreed to general confidentiality. Information identified as confidential may not be discussed or circulated outside of meetings.

11. TERMS OF COMMITMENT

All representatives are responsible for understanding and abiding by the above Terms of Reference. It is expected that all representatives will participate on the committee demonstrating professional conduct and respect for everyone associated with FFRP TAC.

All members will be provided with a copy of the minutes and documentation through email monthly. Members are expected to review them to stay up to date on committee business and maintain them by bringing them to each meeting.

The FFRP TAC will be effective for the term of one year from January 1, 2023, to December 31st, 2023. At the end of the year, the committee will assess the results of their efforts and make any necessary changes to the Terms of Reference.

Justin McConville

May 2023

Chair

Date

Erin Linde

May 2023

Facilitator/ Co-Chair

Date