

THIS AGREEMENT is made the 1st day of April, 2026 (the "**Effective Date**").

BETWEEN:

BRITISH COLUMBIA FEDERATION OF LABOUR

having a place of business at
110 - 4259 Canada Way
Burnaby, BC V5G 1H1
("**BCFL**")

AND

WORKERS' COMPENSATION BOARD

doing business as WorkSafeBC
having its mailing address at
PO Box 5350 Station Terminal, Vancouver BC V6B 5L5
("**WorkSafeBC**")

WHEREAS:

- A. WorkSafeBC is created by and charged with the administration of the *Workers Compensation Act*, R.S.B.C. 2019, chapter 1 and amendments thereto (the "**Act**"), and pursuant to Section 17 of the Act, has the duties and powers to encourage or participate in conducting programs for promoting occupational health and safety;
- B. By Resolution 2010/07/20-03 of July 20, 2010, the Board of Directors of WorkSafeBC provided for and gave direction in regard to requests for funding from external groups which fall outside the grants and award programs and/or the normal operating budget of WorkSafeBC;
- C. BCFL is chartered by the Canadian Labour Congress and is composed of local unions and labour councils within British Columbia that are affiliated to or chartered by the Canadian Labour Congress. The purposes of the BCFL include, *inter alia*, to advance the economic and social welfare of workers in British Columbia;
- D. BCFL operates the Occupational Health and Safety Centre (the "**Centre**"), which provides occupational health and safety education and programs for workers in British Columbia in order to promote the prevention of workplace injuries and diseases;
- E. BCFL is committed to exhibit the characteristics of good corporate governance including corporate oversight, risk identification and mitigation, transparency, independence, accountability, responsibility, fairness, and fiscal and social responsibility; and
- F. BCFL made a proposal and presentation to the WorkSafeBC Joint Prevention and Finance Executive Committee on November 10, 2025 to request funding for the continued operation of the Centre, and WorkSafeBC Prevention Programs and Services presented the proposal on behalf of the BCFL to the President on November 25, 2025. On the basis of such proposal and presentation, the President has approved funding pursuant to a President's Approval dated November 25, 2025 for the continued operation of the Centre of up to \$8,164,078.00 for the period of April 1, 2026 to March 31, 2028, on the terms and conditions set out in this Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree as follows:

DEFINITIONS

1. In this Agreement, the following terms will have the following meanings:
 - (a) **"Budget"** means the financial document attached as Schedule B used to project BCFL's future income and expenses for 2026-2028 associated with the activities outlined in the Work Plan.
 - (b) **"Key Performance Indicators" or "KPIs"** means the parameters identified in the Work Plan against which the Centre will be reviewed by WorkSafeBC to ensure that BCFL is achieving the desired result of promoting occupational health and safety and the reduction of occupational injury, disease and death.
 - (c) **"Work Plan"** means BCFL's plan for the Centre for 2026-2028 attached as Schedule A which identifies BCFL's objectives, how it plans to achieve its objectives, and includes detailed information on resources, finances, and KPIs.

SERVICES

2. BCFL shall operate the Centre and deliver the programs and services for the Centre as described in the Work Plan in accordance with the terms and conditions of the Agreement (the **"Services"**) and in a competent, diligent and efficient manner to the full satisfaction of WorkSafeBC.
3. BCFL must ensure that all persons performing the Services on behalf of BCFL are qualified and competent to perform them and are properly trained, instructed and supervised.
4. BCFL shall:
 - (a) comply with all applicable laws, codes, by-laws and regulations in force in British Columbia, applicable professional standards and industry codes, and all applicable published WorkSafeBC policies in effect during the Term, and obtain all necessary licenses, permits, approvals and permissions to perform the Services;
 - (b) if an employer, be registered and in good standing with WorkSafeBC (or the entity with jurisdiction over BCFL equivalent to WorkSafeBC) throughout the Term;
 - (c) ensure the safety of persons providing the Services and comply at all times with the Act and Occupational Health and Safety Regulations made under it, and maintain a health and safety plan acceptable to WorkSafeBC and produce a copy of the plan to WorkSafeBC upon request; and
 - (d) provide the Services free from any conflict of interest, including but not limited to a conflict of interest arising from personal relationships or business relationships. The BCFL shall immediately notify WorkSafeBC in writing of any real or perceived conflict of interest. Without limiting the foregoing, BCFL shall exercise due financial diligence and use best efforts to not undertake any non-arm's length transactions with the Funding. In situations where it is not possible to avoid transactions that may appear to be at non arms-length in awarding any contracts, BCFL shall ensure that the selection is based on a valid and objectively justifiable rationale taking into account, amongst other factors,

other available service providers, appropriateness, qualifications, ability to perform or provide the services or goods, and costs.

5. BCFL shall not:
 - (a) advertise or promote its relationship with WorkSafeBC or the existence of this Agreement or make any representation that WorkSafeBC endorses or approves of BCFL, the Centre or any of its programs or services; or
 - (b) use WorkSafeBC's name, official marks, trademarks or any contents of this Agreement for any purpose, whether verbally or in written form,

except where WorkSafeBC provides BCFL prior written approval and then only in strict compliance with that approval. If WorkSafeBC, in its sole discretion, determines that there is any use in non-compliance with this section, WorkSafeBC may, as it determines in its sole discretion, direct BCFL to cease the non-compliance or may terminate this Agreement immediately under section 8 or both.

TERM AND TERMINATION

6. This Agreement shall commence on the Effective Date and expire on March 31, 2028 (the "**Term**"), unless otherwise earlier terminated.
7. Either party may terminate this Agreement at any time as it determines in its sole discretion and for any reason by providing 180 days' written notice to the other party.
8. WorkSafeBC may terminate this Agreement in whole or in part immediately upon written notice to BCFL if BCFL:
 - (a) fails to deliver the Services in accordance with the terms of this Agreement to the satisfaction of WorkSafeBC, which failure is not cured by BCFL at its own expense to WorkSafeBC's satisfaction within 30 days from receipt of notice from WorkSafeBC or such other greater period of time stipulated by WorkSafeBC;
 - (b) breaches any of its obligations under this Agreement with respect to privacy, confidentiality, conflicts of interest, or with respect to its occupational health and safety obligations under section 4(c);
 - (c) submits misleading information to WorkSafeBC, including but not limited to invoices or Program Status Reports that have material inaccuracies, including Services not performed or allocation of Funding;
 - (d) fails to rectify defaults where notice has been provided under this Agreement within the time set out in the notice; or
 - (e) becomes insolvent or bankrupt, has a receiver appointed, or is unable to continue to provide the Services for any reason.
9. In the event of a termination of this Agreement (which for the purposes of this section shall include the expiration of this Agreement at the end of the Term):
 - (a) if required by WorkSafeBC in its sole discretion, BCFL and WorkSafeBC shall execute a transition agreement to provide for the orderly wind-up and transition of the Services from BCFL to a replacement service provider selected by WorkSafeBC in its sole discretion; and
 - (b) BCFL shall prepare and provide to WorkSafeBC within 90 days of the effective date of the termination audited financial statements for the operation of the Centre and the provision of the Services in accordance with the Work Plan and Budget. WorkSafeBC shall review such financial statements and:

- (i) if WorkSafeBC determines that the total Centre costs incurred up to the effective date of termination exceed the amounts paid to BCFL under this Agreement, WorkSafeBC will pay the difference to BCFL up to the Funding amount; or
- (ii) if WorkSafeBC determines that the total Centre costs incurred up to the effective date of termination are less than the amounts paid to BCFL under this Agreement, WorkSafeBC shall notify BCFL in writing and BCFL shall re-pay the excess unspent amount to WorkSafeBC within 5 business days of receipt of the notice from WorkSafeBC.

FUNDING

10. WorkSafeBC will provide funding to BCFL in an amount not exceeding \$8,164,078.00 (the "**Funding**") in accordance with the terms and conditions set out in this Agreement.
11. Subject to receiving an invoice for each Funding Period that complies with this Agreement, WorkSafeBC shall pay BCFL the Funding in instalments as follows:
 - (a) for the period from April 1, 2026 to September 30, 2026, payment on April 1, 2026 of \$1,998,051.50;
 - (b) for the period from October 1, 2026 to March 31, 2027, payment on October 1, 2026 of \$1,998,051.50;
 - (c) for the period from April 1, 2027 to September 30, 2027, payment on April 1, 2027 of \$2,083,987.50;
 - (d) for the period from October 1, 2027 to March 31, 2028, payment on October 1, 2027 of \$2,083,987.50;
 (each a "**Funding Period**").
12. BCFL shall submit invoices by email to the attention of Dave McBride at David.McBride2@worksafebc.com at such other address that WorkSafeBC may advise at least 30 days prior to the Funding Period to which the invoice relates. Each invoice must set out any Goods and Services Tax (GST) and/or BC Provincial Sales Tax (PST) separately on each line item, along with the applicable GST and PST registration numbers.
13. If in any contract year during the Term, BCFL's costs to operate the Centre are less than the total amount paid to BCFL by WorkSafeBC for the same contract year under this Agreement, the difference shall be considered surplus funds (the "**Surplus Funds**"). BCFL agrees that: (i) Surplus Funds shall be deducted from the amount of approved funding to be provided by WorkSafeBC for the next following contract year, whether under this Agreement or any other like funding agreement for a period commencing upon the expiration of the Term, or, (ii) if directed by WorkSafeBC as determined in its sole discretion, BCFL shall repay the Surplus Funds to WorkSafeBC.
14. BCFL shall only use the Funding as set out in the Work Plan and Budget for the Services, which may include the lobbying or advocacy of health and safety issues that are related to the occupational health and safety education programs delivered by the Centre. BCFL shall not use the Funding for BCFL's general lobbying and advocacy purposes including those related to labour relations.
15. If WorkSafeBC becomes obligated or liable to pay any money to BCFL under this Agreement or otherwise, that sum, at the election of WorkSafeBC, and without limiting or waiving any right or remedy against BCFL, may be set-off against and applied to any amounts that are due and owing by BCFL to WorkSafeBC pursuant to the Act or

any amount by which BCFL has been overpaid under this Agreement until the amounts have been completely set-off. Under no circumstances will WorkSafeBC be liable to pay any interest with respect to an invoice.

REPORTING AND RECORDS

16. BCFL shall comply with the following reporting and record requirements:

- (a) BCFL shall produce and maintain segregated accounting and administrative records for the operation of the Centre, including how the Funding is spent in the delivery of the Services.
- (b) During the Term, BCFL shall provide to WorkSafeBC on an annual basis, within 90 days after BCFL's fiscal year end, audited financial statements for the operation of the Centre and the provision of the Services. BCFL shall ensure such financial statements are prepared in accordance with generally accepted accounting principles and include income and expenses statements and any retained earnings or accumulated surplus relating to the operation of the Centre and the Funding.
- (c) BCFL shall prepare and provide to WorkSafeBC, for each Funding Period, within 30 days after the end of the Funding Period, a status report setting out:
 - i. an explanation of the Centre's activities during the Funding Period;
 - ii. successes in achieving intended outcomes (including any variations in results or the Budget) laid out in the Work Plan, identifying any internal or external factors that may impact the next Funding Period's deliverables, a breakdown of program enrolment and participation which identify the program stream, number of participants per class and geographic location;
 - iii. recommendations and proposed action plan for development of programs or services at the Centre for the next following Funding Period(s) during the Term; and
 - iv. an analysis of the KPIs, including which KPIs were and were not met for the Funding Period and an explanation of remedial actions that BCFL will take for the upcoming Funding Period(s) to correct unmet KPIs,
 (each a "**Program Status Report**").
- (d) BCFL shall prepare and provide to WorkSafeBC on an annual basis, within 90 days after the end of each contract year (which, for greater certainty, aligns with BCFL's fiscal year), a status report setting out:
 - i. an explanation of the Centre's activities during the contract year;
 - ii. successes in achieving intended outcomes (including any variations in results or the Budget) laid out in the Work Plan, identifying any internal or external factors that may impact the next fiscal year's deliverables, a breakdown of program enrolment and participation which identify the program stream, number of participants per class and geographic location;
 - iii. recommendations and proposed action plan for development of programs or services at the Centre for the next contract year; and
 - iv. an analysis of the KPIs, including which KPIs were and were not met for the contract year and an explanation of remedial actions that BCFL will take for the upcoming contract year to correct unmet KPIs,

(each an "**Annual Report**").

- (e) BCFL shall provide WorkSafeBC with, and also make available on its online information portal or internet web site, the following information about the operation of the Centre, no later than 30 days after the signing of this Agreement unless another due date is specified below:
 - (i) the Work Plan, approved and signed by a BCFL executive team member;
 - (ii) the Budget, approved and signed by a BCFL executive team member;
 - (iii) the Annual Reports, no later than 90 days after the end of BCFL's fiscal year;
 - (iv) a list of BCFL's Officers; and
 - (v) the annual audited financial statements referred to in subsection (b), no later than 90 days after the end of BCFL's fiscal year.
 - (f) BCFL shall maintain all records and books, together with all relevant documents and materials:
 - (i) relating to the administration of this Agreement, the operation of the Centre and the provision of Services for the duration of this Agreement and for a period of three years from the date Services were last provided to WorkSafeBC; or
 - (ii) relating to fees invoiced or other financial records relating to this Agreement for a period of seven years from the date Services were last provided to WorkSafeBC.
 - (g) When requested by WorkSafeBC, and upon 15 days' notice, the BCFL shall make available to WorkSafeBC or its authorized representative the books and records referred to in subsection (f) for inspection, audit or reproduction by WorkSafeBC or its authorized representatives during normal business hours at BCFL's offices or place of business.
17. If there is a proposed change to the Budget or Work Plan, BCFL shall provide at least 60 days' written notice and request for approval of the proposed changes to the WorkSafeBC Director, Prevention Programs and Services. WorkSafeBC shall advise BCFL as soon as it is practicable whether it consents to such changes. BCFL shall not provide Services based on any requested changes until WorkSafeBC has provided its approval.
 18. BCFL represents and warrants that as of the Effective Date, its fiscal year is April 1 – March 31. BCFL shall provide WorkSafeBC with not less than 90 days' prior written notice of any change to BCFL's fiscal year.

ADDITIONAL SOURCES OF FUNDING

19. BCFL shall use:
 - (a) any additional funding obtained for the operation of the Centre from sources other than WorkSafeBC that is not included in the Work Plan and Budget; and
 - (b) any and all revenues received from materials, training or work product relating to the operation of the Centre,

received during the Term to operate the Centre and will report such additional funding and revenues under the financial statements relating to the operation of the Centre.

INTELLECTUAL PROPERTY

20. **"Work Product"** is defined as all discoveries, inventions, designs, drawings, processes, procedures, reports, plans, models, data, systems, programs, specifications, work-in-progress and documentation in any form whatsoever created or reduced to practice or fixed in a tangible medium of expression by or on behalf of BCFL, whether alone or with others, as part of or ancillary to the performance of the Services, but excludes BCFL Work Product. **"BCFL Work Product"** means all right, title and interest subsisting in any discoveries, inventions, designs, drawings, processes, procedures, reports, plans, models, data, systems, programs, specifications, work-in-progress and documentation created or owned by BCFL for BCFL's own uses prior to the Effective Date.
21. WorkSafeBC shall own all right, title and interest in the Work Product, and BCFL does hereby assign and transfer the Work Product, including the intellectual property rights therein, vested and contingent, to WorkSafeBC. BCFL hereby waives any moral rights in and to the Work Product and shall ensure that its employees, subcontractors and agents also waive any moral rights they may have in the Work Product. BCFL hereby warrants and represents that the Work Product does not infringe any third party intellectual property rights. BCFL agrees to execute any documents or do any acts WorkSafeBC reasonably requires to perfect WorkSafeBC's ownership, and will obtain all assignments in favour of WorkSafeBC of rights, title and interest from any employees and subcontractors to give effect to this section. BCFL shall provide to WorkSafeBC, at any time on request by WorkSafeBC, and/or when this Agreement ends or terminates the originals and all copies of the Work Product. Notwithstanding the foregoing, if WorkSafeBC and BCFL enter into a substantially similar funding agreement as this Agreement for the operation Centre for a period commencing upon the expiration of the Term, BCFL shall not, unless otherwise directed by WorkSafeBC, be required to return the Work Product to WorkSafeBC upon the expiration hereof.
22. WorkSafeBC hereby grants to BCFL a non-exclusive, non-transferable, revocable, royalty free, world-wide license to use, reproduce, publish and distribute in whole or in part the Work Product solely in connection with and to the extent necessary for purposes consistent with this Agreement.
23. BCFL grants to WorkSafeBC a non-exclusive, non-transferable, irrevocable, royalty free, world-wide license to use, reproduce, publish and distribute BCFL's Work Product solely in connection with and to the extent necessary for WorkSafeBC's receipt and use of the Services. WorkSafeBC may sublicense to its agents and subcontractors the right to have access to and use BCFL's Work Product solely for WorkSafeBC's receipt of the benefit of the Services.

ACCESS TO INFORMATION, PRIVACY AND CONFIDENTIALITY

24. BCFL agrees that it is a "service provider" to WorkSafeBC within the meaning of the British Columbia *Freedom of Information and Protection of Privacy Act* ("FIPPA") and agrees to comply with FIPPA in the performance of the Services. Without limiting the generality of the foregoing, BCFL acknowledges and agrees that this Agreement and any records provided to WorkSafeBC may be disclosable under FIPPA. In the event that a tribunal or court of competent jurisdiction rules that BCFL is not a "service provider" to WorkSafeBC, BCFL agrees to be bound by and apply FIPPA to the information and documentation provided to it by WorkSafeBC as though BCFL is a "service provider".
25. BCFL agrees to comply with the provisions of FIPPA, this Agreement and the Privacy Protection Schedule attached as Schedule C with respect to BCFL's collection, storage, access, use, disclosure and disposal of personal information as defined in Schedule C

in the performance of the Services. Without limiting the generality of the foregoing, BCFL shall:

- (a) provide regular training, not less than once annually, for personnel on proper handling of personal information under FIPPA;
 - (b) ensure that no personal information is stored, accessed, used or disclosed outside of Canada, including ensuring that email servers and data storage servers, including back-up and disaster recovery servers, are located within Canada;
 - (c) ensure all physical files containing personal information are secured with physical safeguards in a restricted area that is not accessible to the general public and ensure access is restricted to personnel who have a need to access the information;
 - (d) ensure all computers and other electronic devices used to access personal information are password-protected for specific users with the appropriate level of security, and that access to single files with personal information is available only to personnel with a needs to access the personal information, and ensure that computers and other electronic devices are adequately protecting from hacking and viruses;
 - (e) have policies and an operational privacy plan that addresses the collection, accuracy, correction, protection, storage, retention, disclosure, security and disposal of personal information, including a privacy breach protocol;
 - (f) immediately notify WorkSafeBC's FIPP Department at 604-279-8171 or fipp@worksafebc.com in the event of any breach of its privacy obligations, providing detailed information of the circumstances, the names and claim numbers of the individuals whose personal information has been compromised, and the date of the incident; and
 - (g) securely destroy personal information when no longer required to be retained as set out in this Agreement.
26. For the purposes of this Agreement, "Confidential Information" means all data and information, whether oral, written, graphic, machine readable or any tangible form whatsoever, relating to the business and management of either party, including proprietary and trade secrets, know-how, technology and accounting records and any other information that is marked "confidential" or that by its nature is confidential or proprietary. Confidential Information does not include any information that the non-owning party proves:
- (a) was or becomes generally or publicly available through no fault of the non-owning party;
 - (b) is already in the rightful possession of the non-owning party prior to its receipt from the other party;
 - (c) is independently developed by the non-owning party without reference to the other party's Confidential Information; or
 - (d) was provided in good faith to the non-owning party by a third party without breaching any obligations.
27. Each party shall protect the other party's Confidential Information with the same level of care that it would protect its own Confidential Information, but in any case not less than a reasonable standard of care. Without in any way limiting the generality of the foregoing, sections 8 and 12 of Schedule C apply to Confidential Information in addition

- to applying to personal information, and WorkSafeBC shall have the same rights with respect to its Confidential Information as it has in section 15 of Schedule C with respect to personal information.
28. Neither party shall copy or disclose to any third party whatsoever the other party's Confidential Information without prior written consent, which consent may be arbitrarily withheld, unless such use or disclosure is: (a) necessary to enable the party to perform its obligations under this Agreement; (b) required by law, including but not limited to FIPPA; (c) to the party's auditors or legal advisors, provided that the information is disclosed under a professional duty of confidentiality and that in all such cases the disclosing party advises the other party prior to disclosing the Confidential Information. Each party agrees to immediately notify the other both verbally and in writing in the event of any unauthorized access to or disclosure of Confidential Information or if the party receives a legal order, warrant or demand for disclosure that includes Confidential Information in its scope.
 29. Subject to section 25(g) with respect to personal information, when this Agreement ends or is terminated, BCFL shall return all WorkSafeBC Confidential Information to WorkSafeBC, or if requested, destroy it in the manner specified by WorkSafeBC.
 30. Nothing in this Agreement relieves BCFL of any obligations it may have under section 95 of the Act.
 31. In the event that BCFL violates any provision of section 24 - 30 or Schedule D, WorkSafeBC shall retain any and all legal rights and remedies, including the right to seek injunctive relief, in addition to its rights of termination under section 8.

INDEMNITY AND INSURANCE

32. Despite any WorkSafeBC insurance coverage, BCFL shall indemnify and save harmless WorkSafeBC, its directors, officers, employees, agents and sub-contractors from and against all claims, demands, losses, damages, costs, penalties, fines, complaints (including without limitation complaints under human rights legislation and FIPPA), liabilities, and/or expenses, including actual legal fees and disbursements, arising from or caused by any breach of contract, errors, omissions, wilful misconduct, breach of laws, or negligence of BCFL, its directors, officers, employees and subcontractors, except to the extent that such claims, demands, losses, damages, costs, penalties, fines, complaints, liabilities, and/or expenses is the result of errors, omissions, wilful misconduct, breach of laws, or negligence of WorkSafeBC, its directors, officers, or employees.
33. During the Term, BCFL shall maintain at its own expense commercial general liability insurance covering bodily injury, personal injury and property damage to third parties in an amount of not less than \$5,000,000 per occurrence. Such insurance shall include blanket coverage for contractual liability. WorkSafeBC shall be named as an additional insured for all purposes under the commercial general liability insurance which shall include a cross-liability clause. The BCFL shall provide, at the request of WorkSafeBC, documentation satisfactory to WorkSafeBC evidencing the insurance coverage required hereunder. BCFL will require its insurer to give WorkSafeBC 30 days' prior notice of changes to or cancellation of coverage. All insurance required to be obtained must be primary. Nothing herein relieves BCFL from its obligation to obtain all insurance that it is required to have at law or which may be necessary or advisable for BCFL to obtain.

NOTICES

34. Any notice required to be given under this Agreement shall be validly given if given by personal delivery, email or regular mail posted by first class mail in Canada addressed and sent to the applicable party as set out below:

(a) to WorkSafeBC:

Head of Prevention Services
WorkSafeBC
6951 Westminster Highway, Richmond BC V7C 1C6
Email address: todd.mcdonald@worksafebc.com

(b) if to BCFL:

Executive Director
British Columbia Federation of Labour
110 - 4259 Canada Way, Burnaby BC V5G 1H1
Email address: iweera@bcfed.ca

In the event of a postal strike, notice must be given by personal delivery or email. A notice will be deemed to be received when delivered if given by personal delivery and five days after posting if mailed. Any notice may be validly given by email sent to the email address noted above, or such other address as a party provides notice of, provided that there is an acknowledgement of receipt given to the sender within 24 hours of the email notice being sent that is not system generated or automated in any manner. In the event that a valid acknowledgement is not received within 24 hours, delivery of the notice must be made using another method permitted under this section.

Either party may give written notice to the other party of any change of address, and after giving such notice, the address shall, for the purposes of the preceding paragraph, be the address of the party giving such notice.

GENERAL

35. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, and each of the parties hereby attorns to the non-exclusive jurisdiction of the Courts of the Province of British Columbia.
36. BCFL shall not, without prior written approval of WorkSafeBC, assign or subcontract, either directly or indirectly, this Agreement or any right of the BCFL under this Agreement. BCFL remains liable for the performance of all Services, including the Services performed by subcontractors and for each subcontractor's compliance with this Agreement. A refusal to consent to an assignment to a non-Canadian entity or an entity that does not or cannot comply with FIPPA with respect to the storage, access, use and disclosure of personal information shall not be considered unreasonable.
37. BCFL agrees and acknowledges that it is an independent contractor and not an employee, agent or partner of WorkSafeBC. BCFL shall not, in any manner whatsoever, commit or purport to commit WorkSafeBC to any payment or obligation whatsoever.
38. Neither party will be liable to the other party nor be deemed to have defaulted under or breached this Agreement for any failure or delay in fulfilling or performing any term of this Agreement where such failure or delay extends beyond 30 days and is as a result of or caused by a "**Force Majeure Event**". A Force Majeure Event is any cause beyond a party's reasonable control, whether or not foreseeable, including but not limited to fires, explosions, earthquakes, floods, pandemic or local epidemic, strikes,

work stoppages or slowdowns or other industrial disputes or disturbances, riots, invasion, war or civil disturbances, acts of military authorities, orders or acts of government or a regulatory body whether federal, provincial or local, inability to obtain any license or consent necessary for use of any telecommunications facilities, or delays caused by carriers or material shortages where no other carrier or material provider is reasonably available. A party must promptly provide written notice to the other party if the party anticipates any failure or delay in fulfilling or performing any term of this Agreement as a result of a Force Majeure Event, and in that written notice, identify the anticipated or actual Force Majeure Event and the period of time the party expects the Force Majeure Event to continue. The party must provide the other party with updates to the information in the written notice as new information becomes available. During a Force Majeure Event, the impacted party must use reasonable efforts to limit the effects of the Force Majeure Event and to resume the performance of the party's obligations under this Agreement as soon as reasonably practicable. Nothing in this paragraph prejudices or limits any termination or suspension right of a party under this Agreement.

39. This Agreement and its schedules constitute the entire agreement between the parties regarding the Services and supersedes all proposals or prior understandings, communications, representations and agreements, whether oral or written. This Agreement shall not be varied except in writing and signed by both parties.
40. In addition to any other provision expressly stated to survive the termination or expiration of this Agreement or which would survive by implications, sections 5, 9, 13, 15, 16(b), (c), (e) and (f), 21, 23, 24 - 30, 32 and Schedule C survive the termination or expiration of this Agreement.
41. WorkSafeBC's failure to enforce a provision is not a waiver of that provision nor does it affect WorkSafeBC's right to enforce the provision or to consider the non-compliance as a breach. WorkSafeBC's waiver must be express and in writing before it is effective. In the event that a provision is deemed invalid or unenforceable, that provision shall be severed from the Agreement and the remainder of the Agreement shall have force and effect.
42. Any reference made in this Agreement to legislation, including any statute or regulation, shall mean and include any successor or amended legislation, and references to section numbers of legislation are automatically updated to any replacement section number in the successor or amended legislation.
43. BCFL acknowledges that it has read and understands this Agreement, that it has had the opportunity to obtain independent legal advice on this Agreement, and that it is entering into this Agreement with full knowledge of the contents hereof, of its own free will and with full capacity and authority to do so.
44. This Agreement may be entered into by each party signing a separate copy of this Agreement (including a faxed or an electronic PDF copy), each of which shall be deemed to be an original and together constitute one and the same agreement. Delivering the signed Agreement to the other party by fax or email shall be effective delivery.

[signatures on next page]

PO #38964

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

WORKERS' COMPENSATION BOARD,
by its authorized signatories:



Name: Todd McDonald
Title: Head of Prevention Services

DocuSigned by:


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Name: Tara Mudray
Title: Director, Procurement Services

BRITISH COLUMBIA FEDERATION OF LABOUR,
by its authorized signatory:



Name: Sussanne Skidmore
Title: President, British Columbia Federation of Labour

SCHEDULE A

Attach BCFL's Center 2026-2028 Work Plan approved and signed by the BCFL's President, dated September 12, 2025.

WORKPLAN TEMPLATE

Project Title:	Increasing Joint Committee Skills & Occupational Health and Safety (OHS)
Project Goal/ Expectation:	Deliver real-time facilitated worker and employer training and consultation to all sectors, union and non-union in all regions of BC on occupational health and safety, Joint Health & Safety Committees, ergonomics, conducting risk assessments and incident investigations as well as how to improve committee effectiveness.

OUTCOME #1 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Year 1 Delivery of OHS Prevention courses	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see OHS program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of OHS (Ishani Weera and Brenda Moores)</i>	<i>5,100 participants reached</i>	<i>Every 6 months</i>
Year 1 Delivery of OHS Joint Committee Skills Consultation	<i>OHS Director, Coordinators, Technology, travel</i>	<i>Please see OHS program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of OHS</i>	<i>160 hours of consultation</i>	<i>Every 6 months</i>
Year 2 Delivery of OHS Prevention courses	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see OHS program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of OHS</i>	<i>6,100 participants reached</i>	<i>Every 6 months</i>
Year 2 Delivery of OHS Joint Committee Skills Consultation	<i>OHS Director, Coordinators, Technology, travel</i>	<i>Please see OHS program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of OHS</i>	<i>192 hours of consultation</i>	<i>Every 6 months</i>

OUTCOME #1 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
<i>Increased compliance of OHSR 3.27 min. training for new joint committee members or worker health and safety representatives and OHSR</i>	<i>Course completion statistics</i>	<i>April 1, 2026 - March 31, 2028</i>	

<i>Increased compliance of OHSR 3.28 participation in effective investigations, Increased participation in joint committees, effective resolution of issues raised through Joint Committees</i>	<i>Qualitative interviews and quantitative surveys of employers, workers and supervisor cohorts</i>	<i>April 1, 2026 – March 31, 2028</i>	
<i>Increased OHS knowledge and awareness of rights of workers, increased awareness of WorkSafeBC regulations, guides and compliance requirements</i>	<i>Post training and post consultation surveys</i>	<i>April 1, 2026 – March 31, 2028</i>	

Project Title:	Increasing Psychological Injury Prevention Skills & Mental Health (MH)
Project Goal/ Expectation:	Deliver real-time facilitated worker and employer training and consultation to all sectors, union and non-union in all regions of BC on occupational health and safety including psychosocial hazards and psychological injury prevention, Mental Health First Aid, prevention of violence in the workplace, prevention of bullying and harassment, how to conduct risk assessments for psychological safety and improve committee effectiveness for addressing workplace psychological health.

OUTCOME #2 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Year 1 Delivery of MH Prevention courses	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see MH program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of Mental Health (Ishani Weera and Naleena Goundar)</i>	<i>1,200 participants reached</i>	<i>Every 6 months</i>
Year 1 Delivery of MH Joint Committee Skills Consultation	<i>OHS Director, Coordinators, Technology, travel</i>	<i>Please see MH program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of MH</i>	<i>30 hours of consultation</i>	<i>Every 6 months</i>
Year 2 Delivery of MH Prevention courses	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see MH program stream budget</i>	<i>April 1, 2027 – March 31, 2028</i>	<i>Executive Director and Director of MH</i>	<i>1,500 participants reached</i>	<i>Every 6 months</i>
Year 2 Delivery of MH Joint Committee Skills Consultation	<i>OHS Director, Coordinators, Technology, travel</i>	<i>Please see MH program stream budget</i>	<i>April 1, 2027 – March 31, 2028</i>	<i>Executive Director and Director of MH</i>	<i>60 hours of consultation</i>	<i>Every 6 months</i>

OUTCOME #2 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
<i>Adoption and maintenance of Psychological Safety Management Systems including through the implementation and continued compliance with CSA-z1003-12 and ISO 45003</i>	<i>Survey and course completion statistics</i>	<i>April 1, 2026 – March 31, 2028</i>	
<i>Improved ability for workers and employer Joint Committee members to participate in violence, bullying and harassment investigations and risk assessments</i>	<i>Survey</i>	<i>April 1, 2026 – March 31, 2028</i>	
<i>Increased Mental Health First Aid knowledge and adoption of worksite Mental First Aid Officers alongside Occupational First Aid Officers or other psychological injury prevention interventions</i>	<i>Survey, focus group interviews and course completion statistics</i>	<i>April 1, 2026 – March 31, 2028</i>	

Project Title:	Community Education (CE)
Project Goal/ Expectation:	Deliver real-time facilitated training, interactive presentations and consultation for vulnerable workers (workers hired through migrant work programs, workers speaking English as an additional language), young workers (in high school and employment or vocational programs) toward the prevention of physical and psychological injury and fatality.

OUTCOME #3 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Year 1 Delivery of Alive After 5 (AA5) for young workers	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of Community Education (Ishani Weera, Jennifer Lambert)</i>	<i>25,000 participants reached</i>	<i>Every 6 months</i>
Year 1 Delivery of English as an Additional Language Safety Training	<i>EAL facilitator, Coordinators, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of CE</i>	<i>50 participants</i>	<i>Every 6 months</i>
Year 1 Delivery of Migrant Worker Safety program	<i>Migrant Worker Coordinator, Travel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director, Director of CE and Coordinator of Migrant Worker</i>	<i>1,200 participants</i>	<i>Every 6 months</i>

				<i>Programs</i>		
Year 1 of Employment Program safety training	<i>Coordinator, Tevel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2026 - March 31, 2027</i>	<i>Executive Director and Director of CE</i>	<i>1,600 participants</i>	<i>Every 6 months</i>
Year 2 Delivery of Alive After 5 (AA5) for young workers	<i>Coordinators (content and delivery), Registration services staff (intake), Travel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of Community Education (Ishani Weera, Jennifer Lambert)</i>	<i>28,000 participants reached</i>	<i>Every 6 months</i>
Year 2 Delivery of English as an Additional Language Safety Training	<i>EAL facilitator, Coordinators, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of CE</i>	<i>50 participants</i>	<i>Every 6 months</i>
Year 2 Delivery of Migrant Worker Safety program	<i>Migrant Worker Coordinator, Travel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of CE</i>	<i>1,300 participants</i>	<i>Every 6 months</i>
Year 2 of Employment Program safety training	<i>Coordinator, Tevel, Technology</i>	<i>Please see CE program stream budget</i>	<i>April 1, 2027 - March 31, 2028</i>	<i>Executive Director and Director of CE</i>	<i>1,700 participants</i>	<i>Every 6 months</i>

OUTCOME #3 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
<i>Reduced vulnerability of young workers and marginalized workers</i>	<i>Focus groups and questionnaires for sample groups of voluntary participants</i>	<i>April 1, 2026 - March 31, 2028</i>	
<i>Increased awareness and understanding of rights and responsibilities by young workers and migrant workers and Employment Program participants</i>	<i>Surveys (self assessment)</i>	<i>April 1, 2026 - March 31, 2028</i>	
<i>Increased OHS knowledge and awareness of WorkSafeBC regulations by workers speaking English as an additional language</i>	<i>Surveys (quantitative)</i>	<i>April 1, 2026 - March 31, 2028</i>	
<i>Increased participation in Joint Committees by by young workers, workers speaking English as an additional language, and workers hired through migrant worker program</i>	<i>Post course surveys</i>	<i>April 1, 2026 - March 31, 2028</i>	

Approval

Approved by Association Board Chair:



(signature)

Sussanne Skidmore

(name)

Date Approved:

September 12, 2025

SCHEDULE B

Attach BCFL's Center 2026-2028 Budget approved and signed by the BCFL's President, dated September 12, 2025.

BC Federation of Labor - Health & Safety Centre

12-Sep-25

Date Prepared

Enter current year
YTD actuals here.

Section 1: BUDGET - IRI OPERATIONS	Budget	Budget (Year 1)	Budget (Year 2)	ACTUAL (audited)	ACTUAL
	Budget Sep 2023 to Mar 31, 2024 (7 months)	Budget Apr 1, 2024 to Mar 31, 2025	Budget Apr 1, 2025 to Mar 31, 2026	Actual Apr 2024 to March 2025	Current 4 months Apr 2025 to July 2025

Revenue:					
WorkSafeBC IRI Operations Funding	2,818,615	3,337,261	3,444,003	2,876,652	1,148,001
Interest Revenue	0	0	0	153,555	(9,201)
Training/Course Revenue	550,000	870,000	1,000,000	769,662	278,756
Other Revenue (list individually)				202,097	58,627
Total Revenue	3,368,615	4,207,261	4,444,003	4,001,965	1,476,183

Compensation Expense:					
Salaries	1,467,162	1,995,970	2,055,849	1,820,822	624,841
Benefits	630,880	858,268	884,015	940,896	358,335
Consultants & Contractors	375,181	100,000	120,000	161,924	45,365
Other Expense:					
Accounting & Legal Fees	32,520	36,600	37,455	19,411	2,394
Advertising & Sponsorships	3,000	12,000	14,400	4,237	1,291
Board Expenses	0	0	0	0	0
Building Maintenance & Repairs	0	0	0	0	15,062
Telecommunications & Freight	28,582	39,200	43,530	41,041	16,424
Conference Registration & Meeting Expenses	90,000	130,000	132,000	137,375	47,559
Furniture & Equipment	35,000	10,000	10,000	10,836	0
Office Supplies	21,588	33,400	36,740	34,633	10,606
Property Taxes & General Insurance	15,659	24,000	29,400	25,387	9,626
Publications & materials	100,000	143,833	172,600	124,812	56,315
Rent - Office	136,000	222,600	241,800	237,615	61,915
Technology	230,544	520,550	541,205	242,368	75,937
Training - Staff	15,000	18,000	20,000	18,075	2,252
Travel	176,250	192,840	231,409	176,497	56,759
Miscellaneous	11,250	20,000	23,600	19,691	5,393
Total Expenses	3,368,615	4,357,261	4,594,003	4,015,621	1,390,074

Revenue less Expenses	(0)	(150,000)	(150,000)	(13,656)	86,109
Less: Amortization expense (CRM & LHI)				(92,438)	(36,091)
				(106,093)	50,018

Note: Any significant expense account (>\$50,000) included in 2026-2028 budget and any significant variances (>20%) should be explained in **Section 5** below.

These two budget columns are linked to "Budget - sub-schedule" worksheets. No need to enter figures here.

Funding Period: From Apr. 1, 2026 to Mar. 31, 2028			
INJURY REDUCTION INITIATIVE PROPOSED BUDGET			
Year 1 Apr 1, 2026 to Mar 31, 2027	Year 2 Apr 1, 2027 to Mar 31, 2028		Total
3,996,103	4,167,975	0	8,164,078
25,000	25,000	0	50,000
1,000,000	1,200,000	0	2,200,000
0	0	0	0
0	0	0	0
5,021,103	5,392,975	0	10,414,078
2,286,178	2,399,651	0	4,685,829
1,126,028	1,181,917	0	2,307,945
196,200	230,860	0	427,060
35,000	38,500	0	73,500
35,000	16,500	0	51,500
1,000	1,100	0	2,100
30,865	33,951	0	64,816
62,883	52,671	0	115,554
162,000	167,000	0	329,000
15,000	15,000	0	30,000
28,000	30,800	0	58,800
38,449	50,300	0	88,749
180,000	216,000	0	396,000
202,500	220,725	0	423,225
300,000	360,000	0	660,000
35,000	35,000	0	70,000
260,000	312,000	0	572,000
27,000	31,000	0	58,000
5,021,103	5,392,975	0	10,414,078
(0)	(0)	0	0

Section 2: RESERVE FUND - IRI - Does Not Apply						2021-22	2022-23	2023-24
Opening Balance							-	-
Drawdown (-)								
Add Surplus Retained in Reserve Fund								
Additional Funds Requested								
Ending Balance						-	-	-
Describe the reason(s) for any drawdown of IRI Reserve Fund in the current year								
Does not apply to Injury Reduction Initiatives								

Section 3: COMPENSATION - IRI OPERATIONS		Budget (Year 1)	Budget for Current Contract (Year 2)	ACTUAL		INJURY REDUCTION INITIATIVE BUDGET		
		Budget Apr 1, 2024 to Mar 31, 2025	Budget Apr 1, 2025 to Mar 31, 2026	Actual Apr 2024 to March 2025		Year 1 Apr 1, 2026 to Mar 31, 2027	Year 2 Apr 1, 2027 to Mar 31, 2028	
<i>List the top ten highest compensated positions, including consultants (who are contracted on an ongoing basis), in the following annual compensation categories:</i>								
1. Number of positions with compensation \$1–\$39,999								
2. Number of positions with compensation \$40,000–\$79,999								
3. Number of positions with compensation \$80,000–\$119,999								
4. Number of positions with compensation \$120,000–\$159,999								
5. Number of positions with compensation \$160,000–\$199,999								
6. Number of positions with compensation \$200,000–\$249,999								
7. Number of positions with compensation \$250,000–\$299,999								
8. Number of positions with compensation \$300,000–\$349,999								
9. Number of positions with compensation \$350,000 and over								

Section 4: EXPENSE ALLOCATION - INJURY REDUCTION INITIATIVE
<i>a) Describe the method or formula used in the 2026-2028 budget to allocate common expenses and/or overhead expenses shared between OHS Center operations and the organization's head office (e.g., based on staffing FTE or square footage of office)</i>
Overall, common expenses will be shared with BCFED proper based on percentage of office space occupied by Centre Staff. Currently the Centre is sharing the office space at 38.4% with BCFED, which includes OHS staff work stations & offices, storage room, training classroom, and common area. Parking expense is shared with BCFED at the actual number of parking passes given to the Centre. Other expenses are shared at staff ratio 39%. See Section 4 b) for more information
<i>b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2026-2028 budget in Section 1.</i>
Rent & Maintenance (38.4%): - Rent - Cleaning & supplies - Office Repair & maintenance - Postage machine lease Operating Expenses 39%: - Internet - Coffee/dairy (for common staff kitchen) - Printer lease Other expenses: - Recycling & plant care (46%) - Security system (46%) - Telephone landline (50%) - IT cost & subscriptions (actual user count)
<i>c) Has the expense allocation method used in the 2026-28 budget changed from previous year, i.e., current contract term? If it has changed, explain why.</i>
There is no change to the allocation that being implemented in the current contract term 2025-2026.

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES (may use separate document to explain, if not enough space here)
<i>a) Provide an explanation for the funding increase over each of the proposed 2-year budget, compared with current 2025-2026 funding amount, if applicable.</i>
Year 1 (2026-2027): \$658,482 (19.74%) increase due to: 1) Increase in facilitation staffing (mainly in Mental Health stream). Also, we will continue to use regular seasonal facilitators (0.75FTE each) to reduce the need of casual facilitators for Community Education stream. 2) Increase in contractor & consultant expense to meet increase in demand and enhance management in HR and operations. 3) Increase in travel expense as the costs have increased over time, and we will have more face-to-face facilitation and trainings while maintaining the option of virtual delivery. 4) Increase in building repair & maintenance to better capture costs related to the office maintenance (it was included in office supplies in the past) Year 2 (2027-2028): \$171,872 (4.3%) increase compared to Year 1 to reflect the increasing cost of living.
<i>b) Provide an explanation for any funding increase over the 2026-2028 funding forecast amount included in rates setting, if applicable.</i>
Funding ask submitted Mar 31, 2025 = \$9,389,508 Funding ask in this application = \$8,164,078 Difference = \$1,225,430 decrease
<i>c) Any significant expense account (>\$50,000) included in the 2026-2028 budget, excluding salaries, should be explained here.</i>
- Benefits: it is tied to salaries and usually represents 45-50% of salary amount. - Consultants & Contractors: We need casual facilitators to provide coverage when regular facilitators are on vacation or leaves, and we also utilize BCFED's managers for HR & operational management. - Telecommunication & Freight: Increase in courier & postage costs. We also budget the costs for staff to upgrade their work cellphones for better communication & safety while travelling for work. - Conference Registration & Meeting Expenses: We use the training space in the office to delivery in-person sessions in the lower mainland, and occasionally rent meeting rooms from various facilities (hotel, community centre etc.) outside of the lower mainland. - Publications & materials: It includes course materials purchase, such as resource books and access codes, as well as printing materials in-house. There is an increase in cost of course materials. - Rent-office: Office lease stated that the increase for every 2-year period is 9%. - Technology: It includes regular IT related expenses, such as software license subscriptions, IT and website maintenance services, as well as replacing old equipments/hardware. It also includes technical support for the CRM and accounting software (to be launched in the 2025-2026). - Travel: Travel costs have increased significantly after the pandemic, and many customers (companies and schools) across BC prefer to have in-person facilitation which requires travel.
<i>d) Any significant expense account variance (>20%), including salaries, from current 2025-26 budget to the proposed 2-year funding request, should be explained here (i.e. significant expense between 2025-2026 and 2026-2027).</i>
- Benefits: 27% increase as there is new collective agreement for both bargaining units with updates in benefits, as well as increase of CPP & EI every year. - Contractors & consultant: 64% increase to make sure we have coverage while staff is on vacation or leaves. We also factor in the input from BCFED management in regards to HR & operational functions. - Advertising & sponsorships: 143% increase in Year 1 to reflect a one-time project for the Centre's 25-year anniversary promotion, plus regular advertising activities and supplies. - Board expense: 100% increase as we never budgeted any board-related expense in the past. We plan to incur expenses for technical advisory meetings. - Building Repair & Maintenance: 100% increase as we never budgeted any in the past, but grouped together with office supplies. However, in the new office setting, it is better to reclassify office maintenance related expenses to this category so that we can better track and manage the money spent on maintaining the office. - Telecommunications & Freight: 44% increase in Year 1 to reflect the need of upgrading staff work cellphones. - Conference registration & Meeting Expenses: 23% increase to reflect the increase of meeting room rental due to new office training facility and increased cost of external venue rental. - Furnitures & Equipment: 50% decrease as we want to leave a reasonable contingency fund for office fixtures and ergo furniture upgrades. - Office supplies: 24% decrease as we forecast a decrease in BCFED accounting time chargeback, and we reclassify office repair & maintenance expenses to "Building Repair & Maintenance" line. - Property Taxes & General Insurance: 31% increase to reflect the significant increase in insurance premiums especially in E&O insurance. We try our best to get the most competitive insurance plan in the market but the insurance premium is overall increasing significantly every year. - Technology: 45% decrease as we don't project any one-time project costs in this two-year period, only keeping the necessary subscriptions & maintenance, with technical support for CRM & new accounting software. - Training-staff: 75% increase as we plan to increase the learning and professional development opportunity for staff, especially the facilitation staff to polish their skills. We may also require training after the new accounting software starts running. Various expenses have significant increases to reflect the planned activity level and the increasing cost of living.
Section 6: APPROVAL

Approved by Organization Board Chair:



(signature)

Sussanne Skidmore

Date Approved:

12-Sep-25

BC Federation of Labor - Health & Safety Centre

No need to enter figures in this worksheet as it is linked to the Fixed Costs and Variable Costs worksheets.

12-Sep-25 Date Prepared

Funding Period Year 1: From Apr. 1, 2026 to Mar. 31, 2027

		Activity Categories					Apr 1, 2026 to Mar 31, 2027 Budget Total
IRI BUDGET ALLOCATION	Overhead (Fixed Costs)	Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
Revenue:							
WorkSafeBC IRI Operations Funding	3,996,103						3,996,103
Interest Revenue	25,000						25,000
Training/Course Revenue		1,000,000					1,000,000
Other Revenue	-		-	-	-	-	-
	-						-
Total Revenue	4,021,103	1,000,000	-	-	-	-	5,021,103
Compensation Expense:							
Salaries	2,286,178						2,286,178
Benefits	1,126,028						1,126,028
Consultants & Contractors	70,200	126,000	-	-	-	-	196,200
Subtotal	3,482,406	126,000	-	-	-	-	3,608,406
Other Expense:							
Accounting & Legal Fees	35,000						35,000
Advertising & Sponsorships	-	35,000	-	-	-	-	35,000
Board Expenses	1,000						1,000
Building Maintenance & Repairs	30,865						30,865
Telecommunications & Freight	62,883						62,883
Conference Registration & Meeting Expenses	-	162,000	-	-	-	-	162,000
Furniture & Equipment	15,000						15,000
Office Supplies	28,000						28,000
Property Taxes & General Insurance	38,449						38,449
Publications & materials	-	180,000	-	-	-	-	180,000
Rent - Office	202,500						202,500
Technology	300,000	-	-	-	-	-	300,000
Training - Staff	35,000						35,000
Travel	-	260,000	-	-	-	-	260,000
Miscellaneous	27,000						27,000
Subtotal	775,697	637,000	-	-	-	-	1,412,697
Total Expenses	4,258,103	763,000	-	-	-	-	5,021,103
Revenue less Expenses	(237,000)	237,000	-	-	-	-	(0)

BC Federation of Labor - Health & Safety Centre

No need to enter figures in this worksheet as it is linked to the Fixed Costs and Variable Costs worksheets.

12-Sep-25 Date Prepared

Funding Period Year 2: From Apr. 1, 2027 to Mar. 31, 2028

		Activity Categories					Apr 1, 2027 to Mar 31, 2028 Budget Total
IRI BUDGET ALLOCATION	Overhead (Fixed Costs)	Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
Revenue:							
WorkSafeBC IRI Operations Funding	4,167,975						4,167,975
Interest Revenue	25,000						25,000
Training/Course Revenue		1,200,000					1,200,000
Other Revenue	-		-	-	-	-	-
	-						-
Total Revenue	4,192,975	1,200,000	-	-	-	-	5,392,975
Compensation Expense:							
Salaries	2,399,651						2,399,651
Benefits	1,181,917						1,181,917
Consultants & Contractors	76,860	154,000	-	-	-	-	230,860
Subtotal	3,658,428	154,000	-	-	-	-	3,812,428
Other Expense:							
Accounting & Legal Fees	38,500						38,500
Advertising & Sponsorships	-	16,500	-	-	-	-	16,500
Board Expenses	1,100						1,100
Building Maintenance & Repairs	33,951						33,951
Telecommunications & Freight	52,671						52,671
Conference Registration & Meeting Expenses	-	167,000	-	-	-	-	167,000
Furniture & Equipment	15,000						15,000
Office Supplies	30,800						30,800
Property Taxes & General Insurance	50,300						50,300
Publications & materials	-	216,000	-	-	-	-	216,000
Rent - Office	220,725						220,725
Technology	360,000	-	-	-	-	-	360,000
Training - Staff	35,000						35,000
Travel	-	312,000	-	-	-	-	312,000
Miscellaneous	31,000						31,000
Subtotal	869,047	711,500	-	-	-	-	1,580,547
Total Expenses	4,527,475	865,500	-	-	-	-	5,392,975
Revenue less Expenses	(334,500)	334,500	-	-	-	-	(0)

BC Federation of Labor - Health & Safety Centre

12-Sep-25 Date Prepared

Fixed costs include salaries, rent, and expenses such as accounting and legal fees which are approximately the same year over year and are not optional. Fixed costs are often referred to as overhead costs and do not generally fluctuate directly with activities.

Fixed Costs Budget Worksheet - Enter proposed fixed costs budget in this worksheet.

	Year 1 Apr 1, 2026 to Mar 31, 2027	Year 2 Apr 1, 2027 to Mar 31, 2028									
Revenue:											
WorkSafeBC IRI Operations Funding *	3,996,103	4,167,975									
Interest Revenue	25,000	25,000									
Other Revenue											
Total Revenue	4,021,103	4,192,975									
Compensation Expense											
Salaries	2,286,178	2,399,651									
Benefits	1,126,028	1,181,917									
Consultants & Contractors	70,200	76,860									
Subtotal	3,482,406	3,658,428									
Other Expense:											
Accounting & Legal Fees	35,000	38,500									
Advertising and Sponsorship											
Board Expenses	1,000	1,100									
Building Maintenance & Repairs	30,865	33,951									
Telecommunications & Freight	62,883	52,671									
Conference Registration & Meeting Expenses											
Furniture & Equipment	15,000	15,000									
Office Supplies	28,000	30,800									
Property Taxes & General Insurance	38,449	50,300									
Publications & materials											
Rent - Office	202,500	220,725									
Technology	300,000	360,000									
Training - Staff	35,000	35,000									
Travel											
Miscellaneous	27,000	31,000									
Subtotal	775,697	869,047									
Total Expenses	4,258,103	4,527,475									

* Note: This should be the total annual funding amount being requested from WorkSafeBC to cover both fixed and variable costs.

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BC Federation of Labor - Health & Safety Centre

12-Sep-25 Date Prepared

Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (i.e., column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.

Activities / Initiatives Budget (Variable Costs) Worksheet - Enter budget in this worksheet					Funding Period Year 1: From Apr. 1, 2026 to Mar. 31, 2027						
					Expense Category						Net
Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	
1	Increasing Joint Committee Skills & OHS	Training		800,000	50,400	97,200	60,120	11,667		88,840	491,773
2	Increasing Psyc Injury Prevention Skills & Mental Health	Training		200,000	25,200	48,600	59,940	11,666		41,160	13,434
3	Community Education	Training		-	50,400	16,200	59,940	11,667		130,000	(268,207)
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
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		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
Total				1,000,000	126,000	162,000	180,000	35,000	-	260,000	237,000

BC Federation of Labor - Health & Safety Centre

12-Sep-25 Date Prepared

Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (i.e., column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.

Activities / Initiatives Budget (Variable Costs) Worksheet - Enter budget in this worksheet					Funding Period Year 2: From Apr. 1, 2027 to Mar. 31, 2028						
					Expense Category						Net
Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	
1	Increasing Joint Committee Skills & OHS	Training		960,000	61,600	100,200	72,144	5,500		106,608	613,948
2	Increasing Psyc Injury Prevention Skills & Mental Health	Training		240,000	30,800	50,100	71,928	5,500		49,392	32,280
3	Community Education	Training		-	61,600	16,700	71,928	5,500		156,000	(311,728)
		Please Choose One:									-
		Please Choose One:									-
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		Please Choose One:									-
		Please Choose One:									-
Total				1,200,000	154,000	167,000	216,000	16,500	-	312,000	334,500

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SCHEDULE C PRIVACY PROTECTION SCHEDULE

Definitions

1. In the Agreement and this Schedule C:
 - (a) **"FIPPA"** means the *Freedom of Information and Protection of Privacy Act* [RSBC 1996] chapter 165, as amended from time to time, and includes any successor or replacement legislation with respect to access to information or privacy;
 - (b) **"FIPPA Designate"** means the manager of the WorkSafeBC FIPP Office (fipp@worksafebc.com);
 - (c) **"Electronic Metadata"** means metadata generated by an electronic system that describes an individual's interaction with the system;
 - (d) **"Personal Information"** means any information about an identifiable individual, other than contact information as defined in FIPPA;
 - (e) **"Privacy Commissioner"** means BC's Information and Privacy Commissioner appointed under FIPPA.

FIPPA Application

2. The Contractor acknowledges that FIPPA, by its terms, applies to the Contractor as a service provider in the same manner as it applies to an employee of WorkSafeBC. The Contractor will comply with the requirements of FIPPA applicable to the Contractor as a service provider; any applicable order or request of the Privacy Commissioner; and reasonable directions given by WorkSafeBC with respect to FIPPA compliance and compliance with WorkSafeBC privacy policies.
3. Notwithstanding any provision of the Agreement or the laws of any jurisdiction, the law of British Columbia, including but not limited to FIPPA, applies with respect to any matter related to privacy and protection of Personal Information.
4. The Contractor warrants and represents it is knowledgeable with respect to FIPPA requirements applicable to service providers. The Contractor must ensure the Contractor and the Contractor's employees and permitted subcontractors involved in the performance of the Agreement are trained on FIPPA requirements and the requirements of this Schedule to the extent they differ from or are additional to the Contractor's privacy policies. FIPPA or privacy training must be refreshed at least annually.

Collection of Personal Information

5. Unless the Agreement otherwise specifies or WorkSafeBC otherwise directs in writing, the Contractor:
 - (a) may only collect or create Personal Information that is authorized under the Agreement and necessary for the performance of the Contractor's obligations under the Agreement;
 - (b) must, to the extent Personal Information is collected expressly for WorkSafeBC, collect Personal Information directly from the individual the information is about; and
 - (c) must, to the extent Personal Information is collected expressly for WorkSafeBC, tell an individual from whom the Contractor collects Personal Information:
 - (i) the purpose for collecting it;
 - (ii) the legal authority for collecting it; and

- (iii) to contact the FIPPA Designate to answer questions about the Contractor's collection of Personal Information at FIPP@worksafebc.com or (604) 279-8171.

Accuracy of Personal Information

- 6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any Personal Information collected by the Contractor in performing its obligations under the Agreement.
- 7. Upon notice from WorkSafeBC, the Contractor will correct Personal Information in its custody in a timely manner to ensure that any Personal Information is accurate, complete and up-to-date as required by FIPPA. The Contractor will advise WorkSafeBC when the correction is completed.
- 8. If the Contractor receives a request for correction of Personal Information from a person other than WorkSafeBC, the Contractor must advise the person to make the request to the FIPPA Designate.

Protection of Personal Information

- 9. The Contractor must protect Personal Information against unauthorized access, use, disclosure or disposal by making reasonable security arrangements through appropriate administrative, technical, and physical security controls and comply with any requirements with respect to such controls set out in the Agreement, any representations with respect to security made generally on a Contractor website or specifically to WorkSafeBC, and WorkSafeBC policies provided to the Contractor. These requirements are in addition to, and not replacement of, any higher standards required by a professional governing body, privacy certification or laws of a jurisdiction other than British Columbia.
- 10. All Personal Information must be encrypted in transit and at rest using industry accepted standards, strong encryption techniques, and current security protocols.
- 11. Where the Contractor or a permitted subcontractor or subprocessor has or generates Electronic Metadata as a result of the Services, the Contractor or a permitted subprocessor will not use the Electronic Metadata or disclose it, unless information in individually identifiable form is removed from the Electronic Metadata or is destroyed.
- 12. The provisions of this Schedule apply to Personal Information and metadata that is not Electronic Metadata, including if aggregated and de-identified (all Personal Information is removed and the Personal Information cannot be re-identified) unless specified otherwise in the Agreement.

WorkSafeBC Rights

- 13. WorkSafeBC has the exclusive right to determine if the Contractor's security arrangements are reasonable security arrangements as required under FIPPA.
- 14. The Contractor's physical custody of Personal Information, or that of a permitted subcontractor or subprocessor, for the purposes of the Agreement does not equate transfer of control. The rights to access, use, disclosure, destruction and integrity of the Personal Information remain in WorkSafeBC's control.

Data Residency

- 15. Unless the Agreement specifically provides otherwise, the Contractor must not store, access, or disclose Personal Information outside Canada. This includes ensuring that email servers, data storage servers, back-up servers and disaster recovery servers are located within Canada.

Access to, use and disclosure of Personal Information

16. The Contractor may only use Personal Information for the performance of the Contractor's obligations under the Agreement and must restrict access to only the Contractor and the employees and contractors (including any subprocessors) where access and use is necessary to carry out the obligations under the Agreement, and only to the extent necessary.
17. The Contractor may only disclose Personal Information to the extent the disclosure is authorized under the Agreement and necessary for the performance of the Contractor's obligations and the exercise of any rights of disclosure as set out in the Agreement.
18. If the Contractor receives a request for access to Personal Information from a third party, including any law enforcement agency or party acting under government authority, the Contractor must immediately contact the FIPPA Designate for instructions and not respond, unless required by law.

Disposition of Personal Information

19. Unless WorkSafeBC requests the return of Personal Information or unless retention is required by law or a professional regulatory body having jurisdiction over the Contractor, the Contractor will securely and irretrievably destroy all Personal Information on the earlier of:
 - (a) a request by WorkSafeBC;
 - (b) the Personal Information no longer being required for the purposes of the Services; or
 - (c) the Agreement ending,provided that the Contractor will retain any records that include Personal Information used by the Contractor to make a decision that directly affects the individual whom the Personal Information is about for one year after the decision is made.
20. The Contractor will be entitled to retain the copies of Personal Information in a back-up system in non-readable form or the copies as required by law or a professional regulatory body on the condition that such copies and any Personal Information remains subject to the requirements of this Schedule and are securely and irretrievably destroyed in accordance with the Contractor's usual destruction schedule.

Compliance and Notification Obligations

21. The Contractor must have a privacy management program in place that addresses the collection, access, use, disclosure, storage, retention, security and disposal of Personal Information in compliance with this Schedule, and a privacy breach protocol. The Contractor will provide WorkSafeBC with a copy of its privacy management program upon request, if not otherwise available through an open website link.
22. WorkSafeBC and/or the Privacy Commissioner may, at any reasonable time and on reasonable notice, conduct a review with respect to compliance with this Schedule. The Contractor will cooperate with WorkSafeBC and/or the Privacy Commissioner in a compliance review, and will provide such access, documents and assistance as are reasonably necessary. The Contractor must institute any recommended reasonable changes arising from a compliance review.
23. The Contractor must immediately notify the FIPPA Designate:
 - (a) of any breach or suspected breach of its obligations related to privacy as set out in the Agreement or this Schedule;

(b) if it anticipates it will be unable to comply with a provision in this Schedule in any respect,

and where requested, co-operate with WorkSafeBC in taking steps to address and/or prevent recurrence of the breach or in addressing the anticipated non-compliance. The Contractor will not notify any third parties whose Personal Information is involved in the breach as a result of the delivery of services to WorkSafeBC without WorkSafeBC's prior agreement, not to be unreasonably withheld.

24. The Contractor agrees to cooperate and assist WorkSafeBC and/or Privacy Commissioner in any investigation of a complaint that Personal Information has been used or disclosed contrary to FIPPA, the Agreement or this Schedule.
25. If the Contractor fails to comply with any requirements set out in this Schedule or any WorkSafeBC directions given under this Schedule, WorkSafeBC will, notwithstanding any provision of the Agreement to the contrary, be entitled to immediately terminate the Agreement without charge or penalty. If the Contractor's failure relates to accuracy and correction of Personal Information, WorkSafeBC's right to terminate will be subject to the Contractor first being given 10 business days to remedy the breach.