

**SFPUC Workforce Development Site Visit**  
**October 11<sup>th</sup> & 12<sup>th</sup>**  
**Metro Vancouver**

**A G E N D A**

Day/Time	Item	Presenter
<b>Thurs. Oct 11<sup>th</sup> - Seymour Capilano Filtration Plant</b>		
12:00 – 1:00	Welcome & Lunch	
1:00 – 2:00	Introduction to Metro Vancouver / Seymour Capilano Filtration Plant (SCFP) <ul style="list-style-type: none"> <li>• Metro Vancouver Introduction (5mins)</li> <li>• Seymour Capilano Filtration Plant Introduction (5mins)</li> <li>• Metro Vancouver's Technical Training Program (20mins)</li> <li>• Open forum with staff involved in the program (30mins)</li> </ul>	Dan Donnelly, Division Manager, Water Treatment & Systems Control Marilyn Towill – Superintendent SCFP & Systems Control  Jennifer Crosby, Senior Engineer, Engineering, Systems and Planning  Tbd (Operations Staff)
2:00 – 3:00	Advanced automation open forum <ul style="list-style-type: none"> <li>• Automation at SCFP</li> <li>• Systems automation/instrumentation</li> <li>• Operations Optimization initiative</li> </ul>	Paul Kohl, Senior Engineer, Electrical, Instrumentation and Communications Brad Bator, SCADA & CDACS Supervisor Rick Marchand, Utility Systems Control Superintendent Marilyn Towill
3:00 – 3:05	Concluding remarks	Tameeza Jivraj, O&M Training and Procedures Project Coordinator
3:05 – 3:30	Optional Tour of SCFP	SCFP Operations
<b>Fri. Oct 12<sup>th</sup> - Metro Vancouver Head Office</b>		
8:30 – 9:00	Welcome & Coffee	
9:00 – 9:30	SFPUC Workforce Planning (incl. 5 yr strategic plan) and BAYWORK collaboration model including key learnings.	Cheryl Davis, Manager, Workforce Development Initiative, Water Enterprise
9:30 – 10:00	Presentation on training materials development model <ul style="list-style-type: none"> <li>• Program sustainability</li> <li>• Product demo - regional training system &amp; reference</li> </ul>	Catherine Curtis, Workforce Development Wastewater Enterprise
10:00 -10:15	Break	
10:15 – 12:00	Demonstration of Metro Vancouver's training materials and development process <ul style="list-style-type: none"> <li>• Competency Maps</li> <li>• Task Lists</li> <li>• Prioritization Tools (Critical Task Analysis and Hazard Identification)</li> <li>• Procedures</li> </ul>	Tameeza Jivraj Geoff Cole, Project Engineer, Water Treatment & Systems Control Training Project Coordinator
12:00 – 1:00	Lunch	
1:00-2:30	Demos of training materials with detailed explanations of development process <ul style="list-style-type: none"> <li>• E-learning module</li> <li>• Field Guides</li> <li>• Troubleshooting guide</li> <li>• Management of Change process</li> </ul>	Tameeza Jivraj & Geoff Cole
2:30 -2:45	Break	
2:45 – 3:00	Overview of Metro Vancouver Employee Conference	Jennifer Crosby
<i>Have a safe trip home</i>		

Above is based on:

THURSDAY, OCT 11:

9:15AM arrival at airport plus 1 hour to pick up luggage and clear customs

10:15AM pick up from airport

11:00AM arrival at hotel, check-in, drop off luggage

11:30AM pick up from hotel and travel to SCFP (MV to provide transportation)

FRIDAY, OCT 12:

Check out from hotel prior to coming to MV in the morning (or over lunch?)

Wrap up session no later than 3:30PM and drive to hotel to pick up luggage from storage room and drive to airport (1/2-1 hr drive)

Arrive at airport by no later than 5PM for departing flight at 7PM