

THE CORPORATION OF THE TOWNSHIP OF HORTON

Special Public Works Committee Meeting

July 8, 2013

There was a Special Public Works Committee Meeting held in the Municipal Council Chambers on Monday July 8, 2013 called by Chair Glen Campbell. Present was Chair Campbell and Mayor Don Eady. Staff present was Rod Eady, Public Works Superintendent and Mackie McLaren, CAO/Clerk.

Chair Campbell called the Meeting to Order at 3:38 pm. He informed the Committee Members present that he was concerned with the Township's Policies and Procedures when an accident has happened. He said he heard about an accident involving one of our pickup trucks and a boat and trailer at the boat launch July 4, 2013 well after the fact from two different people. As Chair of the Department involved, he wasn't informed when it happened.

Chair Campbell said he doesn't want to go through the Township's policies but our Policy G-02 for accident reporting is more a Form 7 document for WSIB rather than under the Highway Traffic Act.

Chair Campbell did review our Form under Policy G-02 and it was acknowledged that the requirements in the policy were completed by staff as required.

Chair Campbell asked if pictures were taken. He is concerned that a claim for more damages than was done could come in. The CAO/Clerk said that we have the claim now, \$695.00 for a new boat trailer as it was cheaper to purchase a new one than to find parts that are obsolete (plastic fenders rather than steel fenders etc.). There will be a further claim for a transducer that was on the bottom of the boat for a fish finder.

Chair Campbell requested the Committee proceed into Closed Meeting to discuss the accident and the person involved in the accident.

Moved by Glen Campbell, Seconded by Don Eady that this Committee proceed into a Closed Meeting pursuant to Section 8 (b) (ii) of Procedural By-law 1998-08 as amended.

Carried

The meeting as closed at 3:46 p.m.

Chair Campbell called the Meeting back to Order at 3:55 p.m. and reported that during the closed Meeting the members discussed the person involved in the collision, his age, driving licence and experience. The Members also received a verbal report from the Public Works Superintendent his discussion and follow up training with the employee following the accident. Also the Members were informed of the name of the boat and trailer owner and of the discussions the owner had with our Superintendent.

In the Special Meeting Chair Campbell restated his belief that we need a separate form for vehicle collisions and personal injury, which the form we use is more suited for. We need pictures to protect ourselves in the future. He feels there should be policy to ensure the Chair of the Committee involved should be notified.

He expressed concern that we permit our students and young employees to drive our vehicles. The CAO/Clerk confirmed that students are required to drive the trucks from park to park cutting grass. They are required to have their G licence and this practice has been approved by our Insurance Company in the past.

Mayor Eady said he wasn't aware of the situation either. He said it appears staff did their due diligence in this matter. However he accepts that the Chair should be notified earlier. Staff agreed to inform the Chair within a minimum time line after a reportable accident.

Chair Campbell said he would forward suggested wording for the policy he has recommended we need for collisions.

Mayor Eady said the Township also needs a policy on who hires summer students. He said he supports this being completed by staff. The CAO/Clerk said a policy in this regard should also be established.

Mayor Eady said we have now identified several situations that we need to develop solutions for.

Chair Campbell restated that he needs to be informed.

Chair Campbell declared the Meeting to be adjourned at 4:30 p.m.

CHAIR

CAO/CLERK