

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**Safety Coordinator's Meeting - June 24, 2014**

There was a Meeting of the Safety Coordinators held in the Municipal Council Chamber on Tuesday, June 24, 2014.

Present: Councillor Margaret Whyte, Safety Coordinator  
Steve Osipenko, Fire Department  
Kathleen Rogers, Recreation Department  
Rose Curley, Municipal Office  
Peter Storie, Public Works Department

1. CALL TO ORDER

Councillor Whyte called the Meeting to order at 11:00 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by the Coordinator or staff.

3. MINUTES OF APRIL 07, 2014 MEETING

Members reviewed the minutes of the April 07, 2014 meeting.

4. BUSINESS ARISING:

Safety Audits:

The Safety Representatives and Councillor Whyte reviewed the safety audits with attendees.

4.1 **Public Works Garage**

Councillor Whyte welcomed Peter Storie, Public Works employee as the safety representative for the Public Works Department.

They reviewed his May 2014 inspection report. Attendees reminded representatives that it is especially important for staff to wear the required safety devices such as safety vests, glasses, boots, etc. when carrying out their job duties.

4.2 **Fire Hall**

Steve Osipenko noted that he was unable to carry out an inspection in May 2014 but will carry one out this month and report back at the next meeting. The only outstanding item is the door still going into the Fire Hall is a trip hazard as it is uneven. He will look into getting this repaired.

4.3 **Municipal Office**

Rose Curley reviewed her inspection reports for May and June 2014. She noted that there are several outstanding items that seem to carry over on each inspection report. She suggested highlighting the items on the report and giving a copy of these reports to the people responsible for carrying out the actions required. The members agreed that all representatives should do this. They discussed an interim measure for the uneven step at the front office would be to apply safety tape to warn clients of the potential trip hazard. She said she would purchase the tape and apply to the entrance.

4.4 **Community Centre/Rink**

Kathleen Rogers said that she carried out a safety inspection at the Community Centre in May and an inspection at the rink in

June 2014. She reviewed these inspections with the safety members. She noted that outstanding items at the community centre are the repair of 5 tables which have chipped edges, and seals on doors that need to be repaired. Outstanding items at the rink are cleaning of the big oven and replacement of rink boards. These items will be discussed at her next Recreation Committee meeting.

## 6. OTHER BUSINESS

The following items were discussed at the Infrastructure Committee meeting on June 11, 2014:

### 6.1 **Mould Inspection**

Councillor Larone described his findings on the roof inspection and inspection for mould in the Municipal office and storage room that he and Councillor Campbell carried out. No mould was found. They also discovered that there were no foam closure strips, no ice and water shield on either side of the gutters, no styrofoam vents out to the eaves and not sufficient insulation in the attic. He also found a hole in the valley, probably caused when ice buildup was removed to stop water from backing up in the spring melt. There were no screws in the roofing near the eavestrough.

### 6.2 **Roof over Front Entrance to Municipal Office**

The Infrastructure Committee Members reviewed a draft quotation document prepared by staff setting out the repairs to the roof including proper insulation and air vents in the eaves.

The Infrastructure Committee Members authorized that the tender be called, closing at the July 8<sup>th</sup> Council Meeting.

### 6.3 **Front Counter Glass Enclosure**

It was agreed by the Infrastructure Committee that staff would be invited to a future Committee Meeting to express their need for the glass counter and a door closing off the office hall way to the offices for the same reason.

### 6.4 **Door into Council Chamber – Glass Insert**

The Infrastructure Committee members noted that the glass was so that staff and the public could see there was a meeting going on in the council chamber when they wanted to walk through to the storage or lunch room. The Infrastructure Committee agreed to discuss this when staff attend to review the need for glass partition at the front counter.

After members reviewed and discussed the above comments by the Infrastructure Committee they agreed that Steve Osipenko and Councillor Whyte would meet this Committee at 3:30 p.m. on July 08, 2014 before the Regular Council Meeting. They would discuss the above noted items and also the need to carry out work in the parking lot and at the front door entrance where the pavement meets the cement. Kathleen Rogers said that she will confirm that this meeting date and time works for all parties and she will let Councillor Whyte and Steve Osipenko know once she has contacted Councillor Larone and Councillor Campbell.

## 7. NEXT SAFETY COORDINATORS MEETING

The next safety co-ordinators' meeting will be held on Tuesday, August 19, 2014 at 10:00 a.m. in the Municipal Council Chambers.

8. ADJOURNMENT

Moved by Steve Osipenko, Seconded by Peter Storie that this Safety  
Co-ordinators meeting be adjourned at 11:52 a.m.

Carried.

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CHAIR

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SECRETARY