

THE CORPORATION OF THE TOWNSHIP OF HORTON

Safety Coordinator's Meeting

September 30, 2014

There was a Meeting of the Safety Coordinators held in the Municipal Council Chamber on Tuesday, September 30, 2014.

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

Absent: Steve Osipenko, Fire Department

1. CALL TO ORDER

Councillor Margaret Whyte, Safety Coordinator called the meeting to order at 10:10 a.m.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MINUTES OF AUGUST 19, 2014 & SPECIAL MEETING OF AUGUST 26, 2014 MEETING

Members reviewed the minutes of the August 19, 2014 and August 26 Minutes were previously approved by council.

Rose reported on the special meeting with the Infrastructure Committee in regards to the health and safety concerns regarding the front counter window and hallway and Council Chambers door.

Marg Whyte reported that council approved the project for the Hallway door and the front counter with a project cap of \$5000.00. The council Chambers door project has been deferred until the new council.

Rose Curley noted that when we start our new term of council we need to review the structure required for Health and Safety Standards of Practice. Do we have the right type of committee set up?

4. BUSINESS ARISING:

4.1 SAFETY AUDITS:

Public Works Garage

Public works Employee Peter Storie submitted his August and September inspection reports to Chair Margaret Whyte and had nothing to report.

Fire Hall

Volunteer, Steve Osipenko was absent and sent his regrets. We will request that he submit his August/September reports for Chair Whyte to review.

Municipal Office

Rose Curley reported that she has not yet completed a report for September but has had progress on last month's concerns. Rose noted that she has contacted businesses to come in and quote on our requirements for a new door and windows for the counter.

Community Centre/Rink

Kathleen Rogers reported on the Rink inspection and noted that repairs have been made to the Rink Boards and they have been painted on the inside. The far end doors have been rebuilt and need to be mounted; Public works staff Dave Radke is making new hinges. The boards connecting to these boards have been replaced and rebuilt and reinforced by mounting to the end roof support pillar. The boards need to be painted on the outside now and support posts need to be welded into the protective fencing at both ends of the rink.

4.2 FRONT COUNTER GLASS ENCLOSURE

Rose Curley reported that the only contractor to come in so far is Tim Perry, Renfrew County Window and Door (RCWD). He will provide a quote for tempered windows at the counter with a dog house opening of 14" wide and 12" high mounted on Brushed Aluminum stainless steel posts.

4.3 HALLWAY DOOR

Tim Perry measured for the hallway door. Rose noted that electrical will have to be moved and a door frame built and finished with drywall and paint, Public Works may be called in to assist with this project. This door would also have an Auto lock keypad with a handle. The door will have a window. Mr. Perry will get back to us with a quote by Wednesday.

5. OTHER BUSINESS

5.1 TIMBER DOME STRUCTURE FAILURE NOTICE

Chair Whyte noted that she had received a letter from Public Works Manager Janet Collins noting that the Ministry of Labour has provided a notice, issued Sept. 2, 2014 alerting the public to the potential hazards, precautions and control measures and the Occupational Health & Safety Act., in regards to the failure of Timber Dome Structures in the province between March and April of 2014.

Staff has forwarded a copy of this concern to the company performing our asset management process in regards to the assessment of our buildings. They have been asked to report on their assessment of our sand dome structure and whether we should request an additional structural analysis be done.

We are awaiting their response.

6. NEXT SAFETY COORDINATORS MEETING

The next Safety Coordinators meeting will be held on Tuesday, November 18, 2014 at 10:00 a.m. in the Municipal Council Chambers

7. ADJOURNMENT

Moved by Peter Storie, Seconded by Rose Curley

That the Safety Coordinators meeting be adjourned at 10:30 a.m.

Carried.

SAFETY COORDINATOR

SECRETARY