



**Joint Occupational Health and Safety Committee
Meeting Minutes**

June 19, 2025 – 1pm - Council Chambers

Member	In Attendance	Apologies
Jeff Milliken		X
Jeff Westlake	X	
Josh Livermore	X	
Reece Clark	X	
Thomas Sikora	X	
Gabrielle Stauber	X	

Workplace Incident Review:

Any new incidents in May 2025

PW May 23 Struck By

PDCC May 20 Struck By

Workplace Inspections:

Any items of concern following inspections in May 2025?

No items of concern.

Current Action Items:

Updates to current action items

Date	#	Action	Status	Who	By When
7.Feb.23	13	<p>Review of Driver Standards Policy and Procedure:</p> <ul style="list-style-type: none"> Launch hybrid approach to pre-trip inspections, launch QR code and create a binder with inspection forms, driver policy, insurance docs and fuel card info Create a post trip QR code and have a space to report maintenance issues Monitor progress of process implementation to the JOHSC Include You Tube video in comms. PW to support admin staff to complete vehicle inspection training. <p>UPDATE Jan 2025: Gabrielle will work with Josh to implement.</p> <p>UPDATE Feb 2025: Josh created QR code. Now will work with Heather to implement. SOP will need to be created and circulated. To be</p>	Complete	Gabrielle / Josh L / Heather	Apr 2023 May 2023 Oct 2023 Dec 2023 Feb 2025 March 2025 April 2025 June 2025

		<p><i>completed Feb 28, 2025</i></p> <p>UPDATE March 2025: Gabrielle to touch base with Heather to confirm status. Will provide update next meeting. UPDATE April 2025: Meeting scheduled for April 10 to finalize SWP. UPDATE May 2025: meeting occurred, Gabrielle will compile documents and finalize SOP. Emphasize taking accountability when using the company vehicle. UPDATE June 2025: COMPLETE</p>			
07.Nov. 23	30	<p>Add signage to Muni Hall front desk regarding verbal abuse. Collaborate with PDCC on mechanisms/approach for handling challenging members of the public. UPDATE June 2025: working with Michelle to come up with an appropriate signage. Sent an email to RMOW requesting their assistance.</p>	In Progress	Gabrielle / Gwendolyn	Dec-2023 March 2025 April 2025 June 2025 July 2025
19-Sep-24	56	<p>Research other providers for working alone technology. Show and tell on current WWTP device. Organize trial UPDATE Feb 2025: Confirmed that the Loner App is useful. Next step: Gabrielle to speak with finance to confirm cost. Aim to have this completed by Feb 28, 2025. UPDATE March 2025: Finance has approved cost. Working Alone policy is in progress. Please note: WWTP has a temporary system in place to ensure the worker is safe. UPDATE April 2025: Gabrielle will complete Work Alone SWP by the end of month. UPDATE May 2025: Work Alone SWP completed and reviewed with JOHSC. Gabrielle to connect with Loner app provider to initiate program. JOHSC agreed to look at the G7 Lone Worker monitor for WWTP and Parks Labour 1 rather than phone app. This will ensure that people that are replacing regular members on days off have access to a loner tracker. The monitor will be accessible to all workers. The app is limited to individual phones. Request quote from Loner Mobile for the monitor. Obtain approval from accounting for new quote. Gabrielle will present SWP to Thomas and Eliabeth for final approval. UPDATE June 2025: Loner App has gone live. COMPLETE</p>	Complete	Gabrielle	May-2024 March 2025 April 2025 June 2025
9-Jan-25	1	<p>De-escalation course for PW and possibly to all VOP staff UPDATE Feb 2025: Gabrielle source</p>	In progress	Gabrielle	March 2025

		out trainers. Will present options at next meeting. UPDATE March 2025: Suggested I connect with Christine for recommendations. Thought was to wait for summer staff to be onboard before offering course. UPDATE April 2025: Heather, Angelena, Hayley and Grace completed the course offered on www.homelesstraining.com . Jeff W. is coordinating for Misha to complete this month. Re-evaluating the need for all staff to participate. UPDATE May 2025: Jeff W. to confirm if Misha completed training. UPDATE June 2025: Misha has been very busy with new amenity building. She will be on holidays for the month of July. Upon her return, she will complete the training.			April 2025 June 2025 Aug 2025
15-May-25	2	Connect with Lyndsey A and possibly Christine B to source out resources for Cultural training. De-escalation has been presented but the committee would like to have more direct cultural training available for our staff. It has been presented in the past. UPDATE June 2025: Connected with Lyndsey to possible source out training opportunities. This is a broader opportunity and no longer a safety requirement. JOHSC made decision to finalize action item. COMPLETE	Complete	Gabrielle	May 2025

New Business:

Housekeeping item: Discuss succession plan for Thomas' replacement.
July 30th Staff Update will have Wellness theme.

Meeting adjourned:

- Time: 1:45 pm
- Date of next meeting: July 10, 2025

Received by:


Elizabeth Tracy, Chief Administrative Officer