

Minutes from Regular Council Meeting
June 15, 2021

PRESENT:

Mayor Currie, Councillors Baker, Parent, Brick, Selenski, and Schaeffer, Chief Administrative Officer Samantha Gillies and Assistant Administrator Ruth Solie

084-21 A quorum being present Mayor Currie called the meeting to order at 7:00 PM.

At 7:02 Mayor Currie moved the meeting to in camera to discuss Human Resources.

At 7:23 PM Mayor Currie returned the meeting to a public meeting.

085-21 Councillor Schaeffer that the agenda be accepted with the following additions:

- Tax Notices
- Fire Hydrants
- Fire Training
- Landfill

Carried

086-21 Councillor Parent that the minutes from the regular meeting of May 18, 2021 and the special meeting of May 26, 2021 are accepted as presented and filed.

Carried

087-21 Councillor parent that correspondence is accepted as presented and filed.

Carried

072-21 Councillor Parent that accounts payable for May 18, 2021 in the amount of \$44,978.78 are approved and bills are paid.

Carried

073-21 Councillor Selenski that the financial statement for the month ended April 30th, 2021 is accepted as presented and filed.

Carried

074-21 Councillor Parent that the action plan is accepted as presented.

Carried

076-21 Councilor Parent that the draft audited financial statements are accepted as presented.

Carried

A BYLAW FOR THE VILLAGE OF SEDLEY TO REGULATE COUNCIL PROCEDURES

077-21 Councillor Parent that Bylaw No 2021-05 known as The Council Procedures Bylaw is read a second time.

Carried

078-21 Councillor Schaeffer that Bylaw No 2021-05 is read a third time and adopted.

Carried

079-21 Councillor Baker that the following Job Safety Analysis Policy is adopted.

1.0 Purpose

The purpose of this policy is to focus on the relationship between the worker, the worker's activities or job task(s), the tool and the work environment to identify hazards before accidents, or property damage occurs.

2.0 Scope

This policy provides guidance to all Village of Sedley staff on how to perform a job safety analysis (JSA) on a job/task. JSAs must be performed on all jobs which:

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- have resulted in an incident/accident trend or death
- have a potential for severe injury or property damage

The JSA must be re-evaluated when any changes in job procedures or equipment occur.

3.0 Responsibility

Council is responsible for adopting the policy regarding the Job Safety Analysis policy. Management is responsible for allocating resources and provide high level oversight of the Job Safety Analysis policy. Management is also responsible for ensuring the organizational resources are appropriately utilized to ensure service delivery.

Public Works Foreman shall:

- Conduct a JSA on all applicable jobs/tasks identified in Schedule A
- Ensure all employees have copies of and are trained on JSAs related to their jobs
- When an incident or accident occurs, perform an analysis to determine if proper procedures were followed or if procedures should be revised. Update JSAs when there is a change in job procedures or equipment and provide training
- File a copy of all JSAs with Management

Step 1 – Perform the Analysis

The PWF responsible for the job/task should perform the JSA using the Job Safety Analysis Checklist. The PWF shall conduct the JSA with the help of the contractor(s) performing the job/task. The job being analyzed should be broken down into a sequence of steps which describe the process in detail. Avoid two common errors:

- Making the breakdown too detailed so an unnecessarily large number of steps result; or
- Making the job breakdown so general the basic steps are not distinguishable.

Step 2 – Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

- Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
- Can the employee be caught in, by or between objects?
- Is there a potential for a slip or trip? Can someone fall on the same level or to another?
- Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
- Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat or radiation)?

Using the Job Safety Analysis form, document hazards associated with each step. Check with the employee who performed the job and other experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion.

Step 3 – Develop Solutions

The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

- Change the physical conditions which create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
- Change the work procedure to eliminate the hazard. Investigate changes in the job procedure which would enable employees to perform the task without being exposed to the hazard.

Step 4 – Recordkeeping for Job Safety Analysis

Documentation is an important part of performing a JSA. Records must be uniform and consistent so many people can understand and use this information. JSA forms should be maintained in the department creating the documents and should be readily accessible.

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7.0 Review Date

This policy has a life of 5 years or less at the discretion of the current Council. It will be reviewed in June 2026.

Mayor Signature

Council Meeting Date

SCHEDULE A
JOBS REQUIRING A JOB SAFETY ANALYSIS

Transportation Services

- Any job/task requiring the use of power mobile equipment. For example:
 - post hole digging
 - grading of roads
 - trenching
 - digging
 - lifting heavy objects

Utilities – Water/Sewer

- lagoon inspections
- water line repairs
- sewer line repairs
- manhole repairs

Carried

080-21

Councillor Baker that given the conditions set by Ministry of Environment, the Sedley landfill is converted to a transfer station. The supplier of the bins for the transfer station will be Loraas Disposal. The costs will be as follows:

Initial delivery - \$150
Monthly rental - \$95/bin
Empty & return - \$225
Landfill rate - \$95/MT

Additionally, curbside pickup of household garbage will cease and curbside carts, provided by Loraas, will be implemented. The cost to ratepayers will be \$19/month which will be added to quarterly water/sewer bills. Start dates for each of these projects to be determined.

Carried

Declaring pecuniary interest, Councillor Selenski excused herself from the discussion of the sale of 225 Francis Street at 7:55 PM

081-21

Councillor Schaeffer that the offer to purchase 225 Francis Street submitted by Jeff Selenski for \$9,500 is accepted and the property is sold.

Councillor Selenski rejoined the public meeting at 8:05 PM.

The next regular meeting of council will be held July 20, 2021 at 7:00 PM at Sedley New Horizon's.

082-21

Councillor Baker that the meeting be adjourned at 8:31 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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