

Sept 15th DJOHS Meeting

Opening

Chair: "Good morning everyone, I'd like to call this meeting of the District 64 Joint Health and Safety Committee to order. Thank you all for being here. Let's start with introductions, especially since we have some new faces this year."

(Go around the table, names and roles.)

Chair: "Before we get into business, do we have quorum? Per our constitution, that's fifty percent of recognized JHSC members present." *(Confirm count "We have quorum with 6 of 7 members present.")*

Adopting the agenda

Chair: "You should all have the agenda in front of you. Can I get a motion to adopt the agenda as presented, or with amendments?"

(Motion passed)

Approving prior minutes, if applicable

Not done (first meeting of the year)

Purpose and scope reminder

Chair: "Before we get into the year's business, I want to reset our shared understanding of this committee's role. This committee exists because it's written into the Terms of Reference, not because the Workers Compensation Act or WorkSafeBC regulations require a district-level committee. Our job is to provide recommendations, communication, and trend awareness at the district level, not duplicating the inspection and hazard work already happening at each site."

Committee structure walkthrough

Chair: "I'd like to walk through our formal structure so everyone understands where they fit and what's expected."

Required composition (Section VI):

Seat	Represents
Clare Lundy	Managers (HR)
Dan Sparanese	Occupational Health and Safety District Principal
Cam Fergusson	Maintenance (CUPE)

Seat	Represents
Cathy Walker	Principals/VPs (GIPVPA)
Myriah Michaux	Teachers (GITA)
Angie Gray	Outer Island (CUPE)
Greg Lucas	District Trustee

Chair: "Comparing that to who we have in the room today, it looks like we're not missing any representatives.

(Motion passed)

Core duties by role (Section VII), for reference:

Role	Core Duty
Co-Chairs (Dan Sparanese and Cam Fergusson)	Convene meetings, set agenda, official spokesperson, submit annual report
OHS Supervisor / Managers Rep (Clare Lundy)	Liaison to management, process JHSC forms, support annual report
Recording Secretary (Angie Gray)	Keep minutes, distribute them, maintain the Constitution copy
Maintenance (CUPE) Rep (Cam Fergusson)	Liaison to maintenance workers and CUPE
Principals/VPs Rep (Cathy Walker)	Liaison to school principals
Teachers (GITA) Rep (Myriah Michaux)	Liaison to GITA
Outer Island (CUPE) Rep (Angie Gray)	Liaison to outer island schools
District Trustee Rep (Greg Lucas)	Liaison to the Board of Trustees

Chair: "Every rep role includes a liaison function both ways: bringing committee information back to your group, and bringing your group's concerns back here. That two-way piece is what I want to formalize with our new reporting structure this year."

Elections: Co-Chairs and Recording Secretary

Chair: "Per Section VI, we hold elections every September for two Co-Chairs, one elected by worker representatives and one by management representatives, and for our Recording

Secretary, elected by all representatives. I'd like to open the floor for nominations for the worker representative Co-Chair position. Nominations must be verbal and seconded."

(Nominate → second → "Any further nominations?" → close nominations → elect by acclamation or secret ballot if contested.)

(Repeat for management Co-Chair, then Recording Secretary.) Results in the table above.

Standing agenda structure for the year

Chair: "I want to propose a change to how we structure our meetings. Right now the planning, agenda-setting, and reporting has fallen mostly to me. I'd like each represented group to bring a short, two to three minute standing report to every meeting: any safety concerns raised by your group since our last meeting. This uses the liaison duty already written into each seat's role, and makes better use of the release time everyone receives to attend. I'll continue providing the district-level incident trend data and safety bulletin updates."

Chair: "I'd like to move that we adopt this standing reporting structure for our meetings this year."

(Motion passed)

Review of last year's work

Informational: brief walkthrough of monthly communications, incident trend reviews, and safety bulletins from last year.

Meeting cadence confirmation

Chair: "I'd like to confirm our meeting schedule for the year: monthly, September through June, per our constitution. Any concerns with the proposed dates?" *(Motion Passed)*

Open floor

You: "Before we close, I'd like to open the floor. What do people want to see from this committee this year? Any concerns about our current scope or workload?"

- Discussion around training and how to access training for JOHSC members

Adjournment

You: "If there's no further business, I'll entertain a motion to adjourn." *(Motion passed, adjourned at 3:00pm)*