

Present: Gord Hamilton, Claire Hardie (1101), John Hardie (1101), Maie Liiv (2107), Lillian Mierzwa (2504), Marsha Melnik (2403) (chair/recorder), Pauline Walsh (2005), Sean Cumming (Board Liaison)

1. Minutes of Nov - additions:

- a) Add to "Board Recommendation": remove redundant and unnecessary signage on entrance doors to draw attention to new STOP sign.
- b) Sean has spoken to Isan regarding putting up a pamphlet rack. Note: The area to the right of the Management Office (where the lockers are) could be used.

2. Agenda accepted.

3. Communications from the Board - Sean

A letter is being prepared for residents regarding the smoking issue.

Marsha asked that any decisions made at Board meetings regarding our committee be forwarded on to the Chair and not just recorded in the Board minutes.

Police Safety Audit - The Board will wait for the committee to finalize the report. During the Police Safety Audit, the police said that the entrance to the building was the weakest link to our safety.

Recommendations from previous meetings:

Marsha

A. Vinegar/Baking Soda products for foyer - More information is needed.

Lillian reported that the glass panes in the foyer are being cleaned with soap and water. It seems that less toxic supplies are being used. There is still a question about whether aerosols are being used. Marsha will ask one of her contacts to make a short presentation at our next meeting. Carlos will be invited.

B. Notice in floor garbage rooms - This is being done on an ad hoc basis by Carlos.

Sean

C. Delivery signs (all deliveries on Gothic) to be set up on the street.

Additional Recommendation: Street sign should also include ONE WAY info (or ENTRANCE/EXIT) and street number (50). Also the one way signage should also be painted on the asphalt of the driveway itself.

D. Health and Safety Website - tabled

E. Bulletin Board near mailboxes for Board committees - tabled

Sean

The Committee asks that the line item "Report from Health and Safety Committee" always be included in the Board minutes. If it is not dealt with due to time constraints a phrase such as "deferred to next meeting" could be used.

Gord 4. Non-smoking Initiative sub-committee: Gord Hamilton was asked to meet with the sub-committee and come up with recommendations for the Board.

5. Fire Department workshop: The workshop was well presented and well attended (about 20 residents).

We would like to have the workshop in the evening, sometime in late March. The Board will be asked

Pauline

for the go-ahead. Pauline will then try to book Ron Jones for a Wednesday evening.

Pauline will ask Isan if the Condo Corporation can cover the cost of refreshments for future workshops that are available for all residents to attend.

6. Pamphlets - We have a growing number of pamphlets (from the Police and from the Fire Dept) as well as Claire's "Info Sheets". We will hold off distribution until the Corporation puts up a pamphlet rack. (See 1b above) Sean asked Marsha to speak to Isan about the rack.

Marsha 7. Emergency Assistance Info Notice: Suggestions were received (and accepted) for the notice. We recommend that it be a) posted permanently on the bulletin boards on P1/P2/MR
b) posted in the elevators every four months for 2-3 days as a reminder
c) printed in the newsletter twice a year

8. 'Emergency' use of the PA system.

Discussion took place and recommendations by the committee will be made at the next meeting.

John 9. Emergency Supplies flyer - for the next meeting
Flyer with pictures of emergency supplies for each unit that can be purchased by residents.

Claire 10. Condo Info Brochure - A committee is currently working on updating the brochure for new residents. Claire will submit a short paragraph on safety to Sean.

Recommendation to the Board:

1. A sign be posted by the automatic door opener to the foyer (possible wording):
"For security reasons, please use the manual door is possible." With a STOP sign attached.
And remove the redundant and unnecessary signage that is currently there.
2. Street Sign: The sign(s) should say:
 - a) 50 Quebec
 - b) Entrance/Exit only - One Way (Also painted on the driveway)
 - c) All deliveries to be made on Gothic Avenue
3. Health and Safety Website - as part of a 50 Quebec Website
4. Another Bulletin Board be placed in the corner beside the Board one, opposite the mailboxes. This Board would be for use only by Condo Committees - Energy, Site/Lobby, Landscape, Health and Safety
5. A pamphlet rack be set up where the lockers currently beside the Management Office are.

Next meeting: **Monday, Jan 10** **at 7:00** **in the Meeting Room**