

COMMITTEE MINUTE FORM

Manitoba



Labour and Immigration
Workplace Safety & Health Division
401 York Avenue, Winnipeg, Manitoba R3C 0P8
T 204 945-3446 F 204 948-2209

Complete Name and Address of Workplace Qualico 1 Dr. David Friesen Drive Winnipeg, MB R3X 0G8 Phone: Which Committee (if more than one): Qualico/StreetSide/Kensington/Foxridge/Broadview Sterling/Qualico Properties/DesignQ Meeting date: July 23 rd , 2025 Date of next meeting: September 2025 Number of employees at the workplace: 250	Employer Members (list all) Martha Vincent Kyle Holodryga (Co-Chair)	Occupation Senior Commercial Property Manager Manager, Corporate Purchasing	Present Yes Yes	Absent
	Worker Members (list all) Bonnie Pott (Co-Chair) Melanie Waterman Dave Jopling Graham Vincent Halle Doerksen Miles Trach Paige McNabb Sheri Henkel	Chair Worker Rep Worker Rep Worker Rep Worker Rep Worker Rep Worker Rep Worker Rep	Yes Yes Yes No Yes No Yes Yes	
	Guests (list any)			

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
23-July-25	Review of last meeting minutes		
23-July-25	1. Building inspections were completed in May/June to coincide with the COR audit.	There were no real issues aside from some boxes partially blocking an exit in DesignQ.	Complete
	2. The yearly fire drill happened in June.	There were no issues reported.	Complete
	3. Sheri mentioned in the last meeting that the hallway to Broadview/Sterling gets very warm with the sunlight in the summer.	New blinds have been installed.	Complete
	4. Sheri brought issues at the last meeting with fire alarm covers and emergency lighting in DesignQ.	New fire alarm covers have been installed, and new emergency lighting was installed in the dark area.	Complete
	5. At the last meeting, Martha brought up that complaints were made about shrubs by the parking ramp.	These shrubs have now been trimmed.	Complete
	6. Discussed upcoming renovations.	Painting continues throughout the building and an odorless paint is being used so there shouldn't be any complaints. There are also upcoming renovations happening in the reception/atrium area. Carpet is being removed, and new tile will be installed throughout.	Ongoing
	7. Sheri – Boxes/packages sitting on the ground for too long. Makes for a tripping hazard to staff and the public.	Bonnie will reach out to Amanda to discuss, and the committee will send out a bulletin if necessary.	Ongoing
	8. Kyle – Tap in main kitchen on 3 rd floor has no pressure when cold water is on.	Martha will investigate.	Ongoing
	9. Halle – Skipping rope use in the gym is causing damage to walls and also almost hitting other staff.	Bonnie will reach out to the Health & Wellness committee regarding this issue.	Ongoing
	10. Paige – A few people mentioned the lack of recycling in the lunchroom.	They can use their blue bins in the meantime and the recycling bins will be coming back to the lunchroom with the renovation.	Complete
	11. Martha – Office etiquette for the training room.	There have been staff that are not cleaning up after themselves in the training room. A message will be sent out regarding this issue when the training room is booked.	Ongoing

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
	13. No other concerns at this time. Next meeting will be in September.		

Other Business:

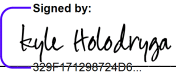
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Chair: Kyle Holodryga (X) Print Name of Worker Co-Chair: Bonnie Pott

Signature  Signed by: 329f174298724d6...

Signature  DocuSigned by: 1cf94d0649b54e4...