

Staff Report

To: Mayor Bazinet and Members of Council
Report From: Michaela Johnston, CEMC, Accessibility and Health & Safety Manager
Meeting Date: April 13, 2026
Subject: Joint Health and Safety Committee (JHSC) Terms of Reference - 2026
Attachment(s): JSCH Terms of Reference – Redlined

Recommendation:

That Goderich Town Council adopt the amended Joint Health and Safety Committee Terms of Reference dated April 13, 2026, and refer to By-Law 52 of 2026.

Report Summary:

The Terms of Reference for the Joint Health and Safety Committee (JHSC) are reviewed annually by members of the JHSC, with final review and approval by the Chief Administrative Officer. On March 26, 2026, at the JHSC meeting, members voted to amend the JHSC Terms of Reference as follows, on the recommendation received from the Health and Safety Steering Committee:

Section 7.1 – Inspection Schedule – The worksite inspection schedule shall be amended to exclude the MacKay Centre for Seniors, the Library, the Bannister Park AED, and the Pickleball Court AED.

Section 9.2 – Quorum – The requirements for quorum have been amended to reflect that the Health and Safety Manager does not need to be present in order to meet quorum.

Background and Analysis:

Pursuant to the Ontario Occupational Health and Safety Act (OHSA), it is the **employer** (the entity hiring staff, such as a third-party tenant or operator) rather than the **owner** (the municipality) who is typically responsible for conducting monthly inspections of the workplace.

However, while the employer/operator performs day-to-day inspections, the municipality as owner still has legal duties under the OHSA, such as ensuring that any structural, mechanical, or electrical work complies with safety regulations.

Neither the MacKay Centre for Seniors nor the Library is operated by the Town of Goderich. They therefore fall outside the requirements of JHSC inspections to be conducted by the Town of Goderich JHSC. The Town, however, shall continue to review the sites from an owner/maintenance perspective.

Similarly, the Pickleball Court AED and Bannister Park AED are inspected monthly by Town recreation and/or facilities staff from a maintenance and operational perspective. They are not Town worksites. Therefore, they have been removed from the formal JHSC inspection schedule.

The Town of Goderich JHSC inspection sites are now arranged into two (2) groups instead of four (4) groups, each group being inspected monthly, in a more efficient manner.

Linkage to the Corporate Strategic Plan (Choose all that apply):

- No. 1 Safe and Reliable Infrastructure
- No. 2 Welcoming and Caring Community
- No. 3 Strong Local Economy
- No. 4 Good Government
- No. 5 Environmental Stewardship

Linkage to Asset Management Plan:

This staff report is related to the following within the Town's Asset Management Program (Choose one):

- Road Network
- Water Network
- Sanitary Network
- Storm Network
- Fleet
- Facilities
- Land Improvements
- Machinery and Equipment

And directly impacts (Choose all that apply):

- State of Good Repair/Replacement
- Municipal Levels of Service
- Risk Management
- Growth Impacts
- Financial Strategy

Financial Impacts and/or Source of Funding:

No financial impact is associated with this report.

Consulted With:

Town of Goderich Joint Health and Safety Committee
Janice Hallahan, Chief Administrative Officer

Approved By:

Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk