




**Municipalité de / Municipality of Val Rita-Harty
January 27, 2026 - Regular Meeting of Council - 06:00 PM**

- 1 **Appel à l'ordre/Called To Order**
- 2 **Set Aside Interim Procedural Bylaw**
- 3 **Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**
- 4 **Récit de la mission et de la vision de la municipalité/Recital of the Municipal Mission and Vision Statement**
- 5 **Adoption de l'ordre du jour/Approval of Agenda**
- 6 **Déclarations d'intérêts divergents (pécuniaires)/Declarations of Disqualifying Interest (Pecuniary)**
- 7 **Discours du maire/Mayor's Address**
- 8 **Délégations/présentations/Delegations/Presentations**
- 9 **Session de travail du Comité plénier/Committee of the Whole Working Session**
- 9.1 Financial variance report to December 31, 2025
THAT the financial variance report to December 31, 2025 be received.
📎 Budget variance report to December 31, 2025
- 9.2 2026 budget update (verbal)
THAT the verbal budget variance report to November 30, 2025 be received.
- 9.2.1 Financial Governance and Audit
- 9.3 Onboarding of Municipal Services Coordinator
THAT the hiring and onboarding of the Municipal Services Corordinator report be received.
📎 Onboarding of Municipal Services Coordinator Report
- 9.4 Interim Procedural Bylaw - Working Group Procedures
📎 Draft Committee of the Whole Working Group Procedures
- 9.5 Feedback Management
📎 Draft Feedback Management Draft Bylaw
- 9.6 Human Resource Recruitment and Management
📎 Draft Human Resource Recruitment and Management Bylaw
- 9.7 Progress Update - E4m - For Information
THAT the E4m Progress Report be received.
📎 Progress Update - E4m - For Information

10 **Approbation du procès-verbal de la (des) dernière(s) réunion(s)/Approval of the Minutes of the Most Recent Meeting (s)**

THAT the minutes of the Regular Council meeting held December 9, 2025 be adopted as circulated.

 Minutes of December 9, 2025 Regular Meeting of Council

11 **Affaires législatives/Legislative Matters**

11.1 Township of Nairn & Hyman - Improvements to Hwy 11 & 17


WHEREAS the Council for the Township of Nairn and Hyman passed Resolution No. 2025-14-241 requesting Nation-building improvements to Highways 11 and 17, modernization which will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing; and enhance nation resilience and emergency response capacity; and

WHEREAS Council for the Municipality of Val Rita-Harty supports Nation Building improvements on the Trans-Canada Highway system, and Highway 17 and particularly Highway 11 across Northeastern Ontario which remains predominantly a two-lane corridor; and

WHEREAS analysis summarized by the Federation of Northern Ontario Municipalities (FONOM) outlines high freight demand on Highways 11 & 17; and

WHEREAS Council for the Municipality of Val Rita-Harty urges that the Government of Canada designate the initiative as a project of national interest and that the Province of Ontario expand the announced pilot to a corridor-wide program;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Val Rita-Harty hereby supports the Township of Nairn and Hyman resolution and BE IT FURTHER RESOLVED that a copy of this resolution be sent to: the Prime Minister of Canada, Premier of Ontario, Ontario Minister of Transportation, Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association (NOMA), Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Rural Ontario Municipal Association (ROMA), and our local MP and MPP.

 Township of Nairn & Hyman - Improvements to Hwy 11 & 17

11.2 Township of Nairn & Hyman - Support for Lumber & Steel Sectors


WHEREAS the Council for the Township of Nairn and Hyman passed Resolution No. 2025-14-247 to support federal measures aimed at stabilizing and strengthening Canada's steel and lumber sectors; and

WHEREAS Council for the Municipality of Val Rita-Harty supports all measures to strengthen these sectors and to relieve ongoing impacts and uncertainty, particularly in the lumber sector due to Northeastern Ontario's vital reliance on the industry; and

WHEREAS Council for the Municipality of Val Rita-Harty supports the Federation of Northern Ontario Municipalities (FONOM) media release supporting the Government of Canada response to ongoing tariff pressures; and

WHEREAS municipalities across Northern Ontario continue to experience economic

impacts which demonstrates the vulnerability of resource-dependent communities and a need for coordinated intergovernmental support; and
NOW THEREFORE BE IT RESOLVED that the Council supports the resolution commending the Government of Canada for its leadership and measures to support the lumber and steel sector during this volatile period; and
BE IT FURTHER RESOLVED that the Council urge the Government of Ontario to introduce additional financial, regulatory and policy-based supports to ensure that these sectors remain competitive and able to withstand ongoing international trade pressures; and
BE IT FURTHER RESOLVED that Council support the Township of Nairn and Hyman resolution to call upon the Province of Ontario to create programs and investments to protect, jobs, maintain capacity and support long-term industry growth in Northern Ontario;
BE IT FURTHER RESOLVED that Council for the Municipality of Val Rita-Harty forward a copy of this resolution be sent to: the Prime Minister of Canada, Premier of Ontario, Ontario Minister of Natural Resources, Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association (NOMA), Association of Municipalities of Ontario (AMO) and our local MP and MPP.


11.3  Township of Nairn & Hyman - Support for Lumber & Steel Sectors
City of Peterborough - Elect Respect

WHEREAS Council for the Municipality of Val Rita-Harty supports a healthy democracy with constructive communication which contributes to the well-being of our municipality; and

WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has outlined trends with fewer people voting in local municipal elections and running for municipal office; and


WHEREAS the Halton Elected Representatives (H.E.R.) has launched the Elect Respect Campaign to promote a healthy democracy and encourage individuals to participate in the political process; and

WHEREAS the Northern Ontario Women's Association (NOW) recognizes and supports the Elect Respect Initiative and Pledge from the City of Peterborough;
NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Val Rita-Harty hereby supports the City of Peterborough's resolution.

11.4  City of Peterborough - Elect Respect
Bylaws

11.4.1 Bylaw No. 1228-26 - Interim Tax Levy

THAT Bylaw No. 1228-26, being a Bylaw to authorize interim borrowing by the Treasurer for the Municipality of Val Rita-Harty is hereby read and adopted this 27th day of January, 2026.

11.4.2  Bylaw No. 1228-26 - 2026 Interim Tax Levy
Bylaw No. 1229-26 - Fire Protection Grant

That Bylaw No. 1229-26, being a Bylaw to enter into agreement for the Fire Protection Grant is hereby read and adopted this 27th day of January, 2026.

📎 Bylaw No. 1229-26 - Recommendation Report

📎 Bylaw No. 1229-26 - Fire Protection Grant

📎 Fire Protection Grant Agreement

📎 Ministry of the Solicitor General announcement

11.4.3 Bylaw 1230-26 - Use of French and English in prescribed municipal election forms

THAT Bylaw No. 1230-26, being a bylaw to authorize the use of French and English in prescribed municipal election forms is hereby read and adopted this 27th day of January, 2026.

📎 Bylaw 1230-26 - Use of French and English in prescribed municipal election forms

11.4.4 Bylaw 1231-26 - Temporary Borrowing

THAT Bylaw No. 1231-26, being a bylaw to authorize temporary borrowing be hereby read and adopted this 27th day of January, 2026.

📎 Bylaw 1231-26 - Temporary Borrowing Recommendation Report

📎 Bylaw 1231-26 - Temporary Borrowing

11.4.4.1 Bylaw 1232-26 - Obstruction of Roadways and Sidewalks and to Regulate the Removal, Dumping and Piling of Snow

THAT By-Law No. 1232-26, being a Bylaw to prohibit the obstruction of roadways and sidewalks within the Municipality of Val Rita-Harty and to regulate the removal, dumping and piling of snow thereon and to repeal Bylaw No. 1013-15 be read and adopted this 27th day of January, 2026.

📎 Bylaw 1232-26 - Obstruction of Roadways and Sidewalks and to Regulate the Removal, Dumping and Piling of Snow

11.4.5 Bylaw No. 1233-26 - Schedule "C" to Bylaw 1214-25 (Retention Period)

THAT By-law No. 1233-26 being a bylaw to amend Bylaw No. 1214-25 be read and adopted this 27th day of January, 2026.

📎 Bylaw No. 1233-26 - Schedule "C" to Bylaw 1214-25 (Retention Period)
Recommendation Report

📎 Bylaw No. 1233-26 - Schedule "C" to Bylaw 1214-25 (Retention Period)

📎 Bylaw No. 1233-26 - Schedule "C" to Bylaw 1214-25 (Retention Period)

12 Orientations du Conseil pour la réunion précédente/Council Direction From the Previous Meeting

12.1 Community Improvement Plan - Draft to be presented at next regular meeting

13 Recess Meeting to January 28, 2026 at 6 p.m.

THAT this January 27, 2026 regular meeting of Council be recessed at _____ p.m. and that the meeting resume at 6 p.m. on Wednesday January 28, 2026.

14 Resume Recessed Meeting

THAT the recessed regular meeting of Council from Tuesday January 27, 2026

resume at _____ on Wednesday January 28, 2026.

15 Continuation of Legislative Matters

15.1 Consent Agenda (includes items of correspondence not requiring reports/action, Committee reports not requiring action by Council--matters that are for information purposes only)

THAT Council receive the Consent Agenda items as listed on the agenda for the January 28, 2026 meeting.

- 🔗 OMAFA-Agricultural Impact Assessment Guidelines
- 🔗 Township of Perry - Removal of HST GST from New Homes
- 🔗 Val Rita DWS 2025-26 Inspection Report
- 🔗 Val Rita DWS - 2025 Audit Report
- 🔗 Val Rita-Harty Water & Wastewater system operational report
- 🔗 UCLG Municipal Accountability Act
- 🔗 Power Outage Safety New Public Education Video
- 🔗 Public Works Operator-Labourer
- 🔗 CDDSAB 2026 Municipal Cost Apportionment
- 🔗 North Cochrane POA minutes of March 27, 2025
- 🔗 TEAM Highway 11 North -Design and Engineering
- 🔗 2026 OPP Annual Billing Letter
- 🔗 OPP Annual Billing Statement
- 🔗 Update on Provincial Exercise
- 🔗 Minister Dunlop Memo to Heads of Council- Emergency Management Modernization Act
- 🔗 Nuclear Free North - Nuclear Waste Transportation Project

16 Affaires administratives/Administrative Matters

16.1 Public Works Supervisor Equipment Report - For Information

THAT the Public Works Supervisor equipment report be received.

- 🔗 Public Works Supervisor Equipment Report - For Information

16.2 2026 Municipal Insurance

THAT Council approve the insurance renewal for 2026 from Brokerlink at a cost of \$101,237.44, including accidental death insurance for the fire department and approve additional cost for Cyber security at a cost of \$1,411.56.

- 🔗 2026 Municipal Insurance Recommendation Report
- 🔗 2026 Municipal Insurance IPE Package
- 🔗 2026 Municipal Insurance-VFIS
- 🔗 2026 Municipal Insurance -Cyber

16.3 Key Municipal Election Dates - For Information

THAT Council receive the key municipal election information this 28th day of January, 2026.

16.4  Key Municipal Election Dates - For Information
Attendance at FONOM and AMO conferences

THAT Council approve the attendance of Mayor Baril and Councillor _____ at the 2026 FONOM Annual Conference and Mayor Baril and Councillor _____ at the 2026 AMO annual conference.

 Attendance at FONOM and AMO conferences

17 **Questions relatives à l'encadrement/Leadership Issues**

18 **Huis clos/Closed Session**

THAT Council move to Closed Session Meeting at _____ pursuant to the *Municipal Act* Section 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees; (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on, by or on behalf of the municipality or local board, and Section 239(3.1) Education and Training for the following matters:

1. Human Resources matters (3);
2. CEMC Negotiation;
3. Legal Matters (2);
4. E4m agreement extension negotiation;
5. Education and Training.

19 **Report from Closed Session**

THAT Council arise from Closed Session at _____p.m. and report as follows:

20 **Calendrier/Calendar**

21 **Confirmation des procédures/Confirmation of Proceedings**

THAT Bylaw No.1234-26, Being a bylaw to confirm the proceedings of Council for the Regular Council meeting held on January 27, 2026 and continued on January 28, 2026 are hereby read and adopted.

 Confirmation des procédures/Confirmation of Proceedings

22 **Ajournement/Adjournment**

THAT this Regular Meeting of Council be adjourned at _____p.m.

2025 BUDGET VARIANCE

LEVELS OF SERVICE	2025	
	BUDGET	ACTUAL
LEVELS OF SERVICE REVENUE		
Taxation	1,725,000	1,725,000
Human Resources	4,000	0
General Government Services	442,065	441,789
Protection to Persons & Property Services	17,800	6,066
Transportation Services	4,000	5,871
Environmental Services	0	200
Health Services	3,500	1,104
Recreation & Cultural Services	19,199	15,790
Planning & Development Services	2,050	3,570
LEVELS OF SERVICE TOTAL REVENUE	2,217,614	2,199,390
LEVELS OF SERVICE EXPENSE		
Taxation	14,800	14,809
Human Resources	1,177,102	864,462
General Government Services	73,474	59,190
Protection to Persons & Property Services	167,875	80,981
Transportation Services	37,900	38,585
Environmental Services	76,153	65,586
Health Services	251,645	243,813
Recreation & Cultural Services	7,550	7,757
Planning & Development Services	12,500	9,899
LEVELS OF SERVICE TOTAL EXPENSE	1,818,999	1,385,082
ASSET LIFECYCLE COSTS		
		2025
	BUDGET	ACTUAL
ASSET LIFECYCLE EXPENSE		
Taxation	0	0
Human Resources	0	0
General Government Services	25,000	0
Protection to Persons & Property Services	22,924	9,552
Transportation Services	173,908	125,127
Environmental Services	29,263	9,768
Health Services	0	0
Recreation & Cultural Services	94,113	37,629
Planning & Development Services	0	0
ASSET LIFECYCLE TOTAL EXPENSE	345,208	182,076

CAPITAL	2025	
	BUDGET	ACTUAL
CAPITAL REVENUE		
Taxation	0	0
Human Resources	0	0
General Government Services	0	0
Protection to Persons & Property Services	16,460	16,460
Transportation Services	77,691	114,928
Environmental Services	0	0
Health Services	0	0
Recreation & Cultural Services	0	0
Planning & Development Services	0	0
CAPITAL TOTAL REVENUE	94,151	131,388
CAPITAL EXPENSE		
Taxation	0	0
Human Resources	0	0
General Government Services	21,000	20,926
Protection to Persons & Property Services	22,130	34,260
Transportation Services	55,500	153,561
Environmental Services	43,000	0
Health Services	0	0
Recreation & Cultural Services	0	32,601
Planning & Development Services	0	0
CAPITAL TOTAL EXPENSE	141,630	241,348
SOLAR PANELS		
Revenue	45,500	26,033
Expense	9,900	0
LIBRARY		
Revenue	0	0
Expense	34,619	19,401
CEMETERY		
Revenue	6,000	4,718
Expense	12,909	12,606

	2025	
	BUDGET	ACTUAL
HARTY WASTE WATER		
Revenue	28,355	9,910
Expense	28,355	11,882
VAL RITA WATER/WASTE WATER		
Revenue	585,647	404,602
Expense	585,647	524,514

DRAFT



Municipalité de Val Rita-Harty Municipality

Item #: 9

From: Peggy Young-Lovelace, E4m

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : Hiring of Municipal Services Coordinator

Description:

To inform Council of the hiring of Nathalie Trudel for the position of Municipal Services Coordinator (MSC). She commences her work with the Municipality on January 26, 2026. The hiring criteria, offer of employment and execution of the employment agreement have been undertaken.

The following onboarding activities will be undertaken with the MSC:

Municipal Services Coordinator – Onboarding Plan

The onboarding for the Municipal Services Coordinator (“MSC”) will be intensive, structured, and designed to achieve full operational competence in front-line support, administration, and defined financial/tax tasks within three (3) months. Progress will be measured against clear expectations for handling resident inquiries, supporting administrative workflows, and performing basic QuickBooks and taxation functions with minimal supervision.

The MSC will manage day-to-day front-line operations, responding to resident inquiries, supporting administrative workflows, and performing defined financial and taxation tasks, while escalating issues to the Management Team as needed.

Onboarding Objective (3-Month Horizon)

By the end of three months, the MSC will be able to:

- Respond to and manage routine front-line municipal inquiries in-person, by phone, and via email.
- Support key administrative processes, including meetings, records, communications, and correspondence.

- Perform defined QuickBooks and taxation tasks within established procedures and approval limits.

Core Onboarding Components

1. Municipal Orientation

- Overview of the Township's governance structure and Management Team roles (Clerk, Treasurer, Public Works).
- Introduction to key municipal legislation relevant to daily tasks (*Municipal Act*, MFIPPA, OHSa, etc.).
- Review of local bylaws, standard forms, and service levels for common resident requests (taxes, permits, rentals, complaints).

2. Administrative and Customer Service Foundations

- Training in responding to resident inquiries in-person, by phone, and via email, including standard scripts and escalation protocols.
- Hands-on practice coordinating meetings (scheduling, agendas, minutes) and drafting basic correspondence, newsletters, and notices using Township templates.

3. Financial and Taxation Support

- Task-based training in QuickBooks and Easy Pay covering accounts payable/receivable, payroll support, and basic reporting within defined approval limits.
- Introduction to the managed taxation program for property lookups, tax bills, penalties, and supporting billing cycles under Treasurer supervision.

4. Other Municipal Functions

- Introductory training in cemetery administration (forms, records, coordination) and municipal lottery licensing, focusing on intake, documentation, and routing for approval.
- Records management practices for organizing, maintaining, and appropriately storing municipal files.
- Training to upload documents, etc.. to municipal website, recommend and undertake improvements.

Key Performance Indicators (First Three Months)

Service Quality & Independence - End of Month 1: Handles at least 60% of routine resident inquiries independently, using appropriate escalation when needed. - End of Month 3: Handles

at least 80% of routine inquiries independently, demonstrates professional conduct, and effectively de-escalates difficult interactions.

Process Accuracy & Reliability - End of Month 2: Completes AP/AR entries and basic tax lookups accurately within defined procedures. - End of Month 3: Prepares documentation for financial and tax tasks, runs routine reports, and maintains filing systems without significant errors.

Compliance Awareness - End of Month 2: Recognizes when tasks require guidance or escalation in at least 90% of scenarios. - End of Month 3: Demonstrates working knowledge of statutes and policies relevant to front-line tasks (e.g., MFIPPA, Cemeteries Act).

Documentation & Continuous Improvement - End of Month 2: Maintains up-to-date checklists and “how-to” notes for recurring tasks. - End of Month 3: Suggests at least two (2) practical improvements to processes or reference materials to support efficient solo office operations.

Monitoring & Council Reporting – Bi-weekly check-ins between the MSC and the Management Team to review progress against KPIs and adjust support as needed. - A brief three-month onboarding report to Council summarizing progress in operational competence, process accuracy, and readiness for continued development in front-line and administrative functions.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency, accountability and communications.

Recommandation / Recommendation:

For Information

Financial Implications: 2026 Budget (wages & benefits)

Rapport soumis par / Respectfully submitted:

Peggy Young-Lovelace

Expertise for Municipalities

Public Participation in Committee of the Whole Working Group Sessions

Purpose

This procedure establishes a clear and transparent framework for public participation in Committee of the Whole working group sessions. These sessions are intended to support Council's policy development and strategic planning by providing a forum for more informal, collaborative discussion and structured input from individuals with relevant knowledge, expertise, or perspectives.

Committee of the Whole working group sessions are not decision-making forums. No formal Council decisions are made during these sessions. Instead, they provide an opportunity for Council to explore issues, develop policy directions, and consider options that may later be brought forward for formal decision-making at a regular or special meeting of Council.

Scope and Governance Framework

Committee of the Whole working group sessions form part of a duly convened Council meeting and may be held during a regular or special meeting of Council.

All such sessions are subject to the Municipality's Procedure By-law, the *Municipal Act*, 2001, and applicable legislative requirements.

The Council Code of Conduct applies to all members of Council and participants during Committee of the Whole working group sessions.

Public participation is one component of Council's broader governance and procedural framework and does not alter Council's statutory authority or formal decision-making processes.

Purpose of Working Group Sessions

Committee of the Whole working group sessions are intended to:

- Provide a less formal forum for Council to collaborate, explore issues, and discuss policy ideas;
- Support the development of policy frameworks, plans, and strategic directions;
- Enable Council to benefit from informed perspectives and expertise; and
- Prepare matters for consideration and decision at a future Council meeting.

Participation by Members of the Public/External Experts

Members of the public may participate in a working group session in one of the following ways:

a) By Request:

Individuals may request participation by registering with the Clerk in advance of the meeting.

b) By Invitation:

Council may invite individuals, community representatives, or subject-matter experts to participate in a working group session on a specific topic.

Participants must demonstrate direct knowledge, relevant expertise, or a substantive interest in the matter under discussion.

Registration Process

a) Submission of Request

Individuals seeking to participate must submit a written request to the Municipal Clerk at least five (5) business days prior to the scheduled session. The request must include:

- Full name and contact information;
- Identification of the topic or agenda item of interest; and
- A brief summary of relevant experience, expertise, or perspective.

b) Review

The Clerk will review the request for completeness and consult with the Mayor or designate regarding suitability and alignment with the objectives of the working group session.

c) Notification

The Clerk will notify the applicant of the decision and, if approved, provide details regarding participation and meeting logistics.

Participation Guidelines

- Approved participants will be listed on the working group agenda and may contribute to discussion on the approved topic only.
- Participants do not have voting rights and do not participate in formal decision-making.
- Comments must be respectful, relevant, and directed through the Chair.
- Participants may be requested to submit written materials in advance for distribution to Council and staff.
- The Chair (Mayor or designate) may moderate discussion and may limit or conclude participation if decorum is not maintained or if comments fall outside the approved scope.

Transparency and Recordkeeping

Working group sessions involving public participation will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2001*, except where closed sessions are permitted by law. The Clerk will record participant names and summarize contributions in meeting notes or minutes, as appropriate.

THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

Insert Bylaw Number

BEING A BYLAW TO ADOPT A FEEDBACK MANAGEMENT POLICY

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.

Preamble

Council for the Corporation of the Township of Val Rita-Harty (the "Township") is committed to a high standard of public service.

Council is further committed to ensuring that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and responsiveness.

Council acknowledges that to do so, feedback from those receiving the Township's services is necessary to assist the Township in continuing to provide a high level of service excellence and the continuous improvement of its operations.

Council recognizes their responsibility to ensure the municipal work environment is free

from discrimination, harassment, bullying, and violence, as outlined in the **Township of Val Rita-Harty Workplace Anti-Violence, Harassment, and Sexual Harassment Policy**.

Council further acknowledges that it is necessary to establish guidelines and standards for the efficient management of feedback to effectively and efficiently address concerns raised and/or improve service delivery.

Decision

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to establish certain management practices related to how the Township will receive and deal with feedback from the public.

Direction

NOW THEREFORE the Council of the Corporation of the Township of Val Rita-Harty directs as follows:

1. That the Treasurer adopt administrative practices and procedures to carry out the direction of Council as expressed in this Bylaw (hereinafter referred to as Guidelines) which are compliant with applicable law.
2. That these guidelines be submitted to Council for information within thirty (30) days from the passing of this Bylaw and thereafter posted on the Township's website.
3. That the Treasurer cannot unilaterally amend, change, or fail to follow the established Guidelines without notification to Council prior to any amendment, change or decision not to follow an established Guideline.
4. That the Guidelines be reviewed one (1) year after the passing of this Bylaw, then once every four (4) years which shall be during the first year after an election and a report be delivered to Council by June 30, of the year in which a report is required, regarding adequacy of the Guidelines and the Schedules attached to this Bylaw which shall also include any recommended changes.
5. That the Treasurer shall submit to Council an annual report in February of any given year (**or as part of the budgeting process**) that includes:
 - a. The number of times the Township received Feedback in accordance with this Bylaw.
 - b. The general nature of the Feedback.
 - c. The average amount of time spent managing the Feedback.
 - d. Recommended service level or operational changes if any.
6. That at other times a Feedback summary or multiyear comparison report may be requested by resolution of Council.
7. That Feedback means an opinion or comment about a program, facility, service, or employee and includes compliments, service concerns/complaints and ideas for service improvement from an individual or group of individuals who a) reside, own land, operate a business within the geographic limits of the Township; or b) access a service provided

by the Township that is open to them.

8. That Feedback will not be considered by other parties unless the nature of such Feedback identifies an immediate or potential future threat to health or safety.
9. That anonymous Feedback will not be accepted unless the individual or group of individuals identifies an immediate or potential future threat to health and safety.
10. That frivolous, vexatious, and/or unreasonably persistent Feedback will not be accepted.
11. That for the purposes of this Bylaw:
 - a. **Frivolous** is defined as a complaint that is reasonably perceived by a municipal officer, employee, or volunteer to be without reasonable or probable cause, without merit or substance, or trivial, and is part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the Township, is made in bad faith, or for a purpose other than to obtain access.
 - a. **Vexatious** is defined as a complaint or request without merit that is pursued in a manner that is malicious; intended to inconvenience, embarrass, or harass the recipient; intended to be a nuisance; or is a pattern of conduct by the complainant that amounts to the misuse of the complaints, processes, and procedures.
 - a. **Unreasonably Persistent** is defined as a complaint or request that is likely to cause distress or disruption to the Township, its officers, employees, volunteers, or other members of the public, without any proper or justified cause. Behaviour that, because of the nature or frequency of an individual's or group of individuals' contact with the Township, negatively affects the ability of the Township to deal with their Feedback, the Feedback of others and/or or carry out its normal operations.
12. That the Guidelines shall identify situations that meet the criteria of vexatious, frivolous, and/or unreasonably persistent requests and the associated actions that may be undertaken in such circumstances.
13. That this Bylaw does not apply to:
 - a. Inquires/requests for information
 - b. Requests for service
 - c. Requests for accommodation
 - d. Employee, volunteer, and/or supplier complaints
 - e. External Boards, Local Boards and Committees of Council
 - f. Matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.
 - g. Issues addressed by legislation, or an existing municipal bylaw, policy, or procedure
 - h. The Integrity Commissioner or requests for inquiry made to the Integrity Commissioner
 - i. The Closed Meeting Investigator or requests for investigation made to the Closed Meeting Investigator
 - j. Complaints about members of Council
 - k. Decisions made by Council, Local Board or Committee of Council
 - l. Civil disputes between property owners
 - m. Personal criticisms of municipal officers, employees, or volunteers
14. That the Mayor or a Councillor may submit Feedback, and attach their name to the

submission, on behalf of the individual or group of individuals they received the Feedback from if they follow the established in the Guidelines.

15. That all Feedback will be retained in accordance with the Township's record retention Bylaw.
16. That those decisions resulting from an investigation carried out in accordance with this Bylaw may be appealed within fifteen (15) days of the decision being issued:
 - a. To the supervisor of the officer, employee or volunteer who completed the investigation and made the decision.
 - b. To the Clerk if the investigation was carried out by a Department Head/Manager.
17. That the following schedules outlining what must be included in the Guidelines attached hereto form part of this bylaw:
 - a. Schedule "A" - Receipt of Feedback
 - b. Schedule "B" - Investigation of Concerns/Complaints
18. That any changes to the Schedules may be adopted by resolution.
19. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
20. That this Bylaw and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association ("E4m") and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP (WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.
21. That all rights are reserved by E4m, and no part of this Bylaw may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.
22. That E4m has given license to the Municipality to print, copy, save, or post on its official website for its own use only and the Municipality may not repurpose or resell this Bylaw in any way.
23. This Bylaw takes effect on the day of its final passing.

Schedule "A" of Bylaw XXXXX - Receipt of Feedback

The Receipt of Feedback Guidelines shall include the following:

1. A process for providing informal Feedback which includes:
 - a. That describes that informal Feedback is generally Feedback that is most appropriately considered by statutory officers or municipal employees and does not require investigation or Council intervention.
 - b. How to submit informal Feedback including a standard form which at a minimum includes the name of the individual, group or business and relevant contact information.
 - c. How the receipt of informal Feedback will be acknowledged including:
 - i. A service standard wherein informal Feedback will be acknowledged by the Township under normal circumstances within two (2) business days of receiving the Feedback.
 - ii. Identifies circumstances when the standard may not be met (i.e. state of emergency, office closure, officer/employee vacation etc.)
 - iii. That acknowledgement will be made by way of:
 1. telephone, or in-person, and followed up in writing
 2. in writing including email or other electronic means (social media) or traditional mail
 - iv. An explanation of how the informal Feedback was or will be responded to by the Township and when a further response by the Township may be necessary.
 - d. How the receipt of informal Feedback will be documented including:
 - i. Who is responsible for documenting informal Feedback received
 - ii. How the informal Feedback will be statistically documented
2. A process for providing formal Feedback
 - a. That formal Feedback is generally Feedback that requires investigation by the Township.
 - b. How to submit formal Feedback including a standard form which at a minimum includes the name of the individual, group or business and relevant contact information.
 - c. How the receipt of formal Feedback will be acknowledged including:
 - i. A service standard wherein formal Feedback will be acknowledged by the Municipality under normal circumstances within two (2) business days of receiving the Feedback.
 - ii. Identifies circumstances when the standard may not be met (i.e. state of emergency, office closure, officer/employee vacation etc.)
 - iii. That acknowledgement will be made by way of:
 1. telephone, or in-person, and followed up in writing
 2. in writing including email or other electronic means (social media) or traditional mail
 - iv. Identifies who will be carrying out an investigation and the process that will be followed.
 - d. How the receipt of informal Feedback will be documented including:
 - i. Who is responsible for documenting informal Feedback received
 - ii. How the informal Feedback will be statistically documented

Schedule "B" of Bylaw XXXXX - Investigation of Concerns/Complaints

The Investigation of Concerns/Complaints Guidelines shall include the following:

1. A preliminary review of the Feedback received to determine if sufficient information has been provided or if the Feedback needs to be crystalized or made clear.
2. The preparation of an investigation strategy that includes:
 - a. A summary of the Feedback
 - b. A list of the law or policy that applies
 - c. An estimated timeline for completing the investigation that does not exceed ninety (90) days from the complaint unless there are extenuating circumstances
 - d. Who will be interviewed which at a minimum will include:
 - i. the individual(s) submitting the Feedback
 - ii. any officer, employee or volunteer identified
 - iii. witnesses
 - e. An interview schedule
 - f. A list of topics to be covered with each of the parties being interviewed
 - g. A list of documents or other evidence that needs to be obtained and why it is relevant
3. All investigations are confidential and that failure to maintain confidentiality by
 - a. the individual(s) providing the Feedback may result in the investigation stopped and the matter dismissed; and
 - b. Any officer, employee or volunteer involved and that any breach of confidentiality may result in disciplinary action.
4. All matters will be subject to the civil burden of proof.
5. A final report summarizing the investigation, the findings, and any related decision to be delivered to the individual(s) providing the Feedback within thirty (30) days of the completion of the investigation.

THE CORPORATION OF THE NAME

BYLAW NUMBER 2022-XX

**BEING A BYLAW TO CODIFY HUMAN RESOURCE RECRUITMENT
AND MANAGEMENT POLICIES**

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, (“*Municipal Act*”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Adoption of Policies

Section 270 of the *Municipal Act* requires the council of a municipality to adopt and maintain policies with respect to, among other things, its hiring of employees and the relationship between members of Council and the officers and employees of the municipality.

Health Benefits

Section 281 and 282 of the *Municipal Act* provide that the council of a municipality may establish a sick leave and benefit program for the municipality.

Employment Standards & Workplace Safety

Municipalities must comply with the *Employment Standards Act* R.S.O 1990 (the “*Employment Standards Act*”), as amended and the *Occupational Health and Safety Act* R.S.O. 1990 (the “*OHSA*”) as amended.

Related Municipal Policy

Council and Staff Communication Policy/Guidelines
Workplace Anti-Violence, Harassment & Sexual harassment Policy

Preamble

Council for the Corporation of The NAME has adopted the following vision and mission statement for the Municipality.

INSERT VISION

INSERT MISSION

Council has adopted an organizational structure in which all officers and employees of the NAME report to the (INSERT TITLE), and it is the responsibility of this position to ensure that all officers and employees of the NAME perform their work in a manner that exhibits the fundamental values or principles established by Council and facilitates the achievement of Council's Vision and Mission.

Council is committed to building a workplace in which employees can feel safe, engaged and productive.

Council will do this by adopting policies that relate to all aspects of the Employee Life Cycle.

Council further acknowledges that this Bylaw and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association (“E4m”) and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP (WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.

Council acknowledges and agrees that all rights are reserved by E4m, and no part of this Bylaw may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.

Council acknowledges that E4m has given license to the Township to print,

copy, save, or post on its official website for its own use only and the Township may not repurpose or resell this Bylaw in any way.

Decision

Council of the Corporation of the NAME decides it in the best interest of the Corporation to establish certain policies related to the recruitment and management of Officers and Employees of the Municipality.

Direction

NOW THEREFORE the Council of the Corporation of the NAME directs as follows:

1. That the (INSERT TITLE) adopt administrative practices and procedures that are compliant with the *ESA*, the *OHSA*, case law and any other applicable Act or Regulation or such successor Acts or Regulations to carry out the direction of Council as expressed in this Bylaw (hereinafter referred to as guidelines).
2. That these guidelines be submitted to Council for information within ninety (90) days from the passing of this Bylaw.
3. That the (INSERT TITLE) cannot unilaterally amend, change, or fail to follow the established guidelines without notification to Council prior to any amendment, change or decision not to follow an established guideline.
4. That the guidelines be reviewed on a bi-annual basis and a report be delivered to Council by June 30, of any given year in which a report is required, regarding adequacy of each of the Schedules attached to this Bylaw and if there are any recommended changes.
5. That (INSERT TITLE) be responsible to keep up to date on changes in law affecting the guidelines and that changes in law which require amendments to the guidelines and/or this Bylaw be delivered to Council in a report within thirty (30) days of the (INSERT TITLE) becoming aware of the changes.
6. That the direction outlined in the schedules attached to this Bylaw applies to all fulltime and part-time officers and employees of the Municipality (“Officers and Employees”; “Officers or Employees”). It does not apply to the (INSERT TITLE) (CAO/Senior Administrator), volunteers, volunteer firefighters or short-term contract positions.
7. That the following schedules attached hereto form part of this bylaw:
 - a. Schedule “A” - Attraction
 - b. Schedule “B” - Recruitment

- c. Schedule "C" - Onboarding
 - d. Schedule "D" - Development
 - e. Schedule "E" - Retention
 - f. Schedule "F" - Separation
 - g. Schedule "G" - Officer & Employee Code of Expected Behavior
8. That any changes to the Schedules may be adopted by resolution.
9. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
10. That this Bylaw repeals the following Bylaws/Policy:
- a. 2012 HR Policy (as amended)
11. This by-law takes effect on the day of its final passing.

DRAFT - DO NOT COPY

Schedule "A" – Attraction

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Council also recognizes that to attract and retain these individuals they must ensure that they support a workplace culture where Officers and Employees feel valued and respected; are included and consistently engaged; and can perform at their best and be successful as a public servant.

Council is committed to fostering inclusive employment and employee management practices. Council is also committed to a workplace culture that is focused on continuous and proactive improvement to ensure Officer and Employee success in the workplace as well as within role professional development.

Diversity, Equity, and Inclusion

The NAME will aim to foster, cultivate, and preserve a culture of diversity, equity and inclusion.

Council recognizes that human capital is the most valuable asset the NAME has. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our Officers and Employees invest in their work represents a significant part of not only the workplace culture, but also the effective and efficient delivery of Municipal services.

Council will support a workplace that embraces and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make Officers and Employees unique.

All Officers and Employees have a responsibility to always treat others with dignity and respect and are expected to conduct themselves in a manner that reflects inclusion in the workplace and at work-related functions.

The (INSERT TITLE) will promote a positive working environment where Officers and Employees collaborate to achieve the NAME's goals while cultivating a culture of diversity, equity, and inclusion.

Safe Workplace

Physical Safety

The (INSERT TITLE) will promote a positive working environment where management and employees collaborate to achieve the NAME's goals while promoting the physical health and safety of all employees.

Officers and Employees will:

- Fully comply with the *Occupational Health and Safety Act* and all related legislation.
- Prevent risk of injury and illness arising from the workplace environment.
- Ensure the physical health of all employees is protected.
- Encourage the co-operation of all employees, in complying with the Health & Safety Policy and Procedures.
- Establish and maintain a Health & Safety program in co-operation with the Joint Health & Safety Committee or Health and Safety Representative (Where applicable)

Psychological Safety

Council considers the mental health and psychological safety of its employees to be as important as other aspects of health and safety and is committed to supporting a mentally healthy workplace through appropriate policies, programs, and services which will be developed in accordance with the National Standard of Canada for Psychological health and safety in the workplace.

Council recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, the NAME aspires to a work environment where continuous improvement in work practices and processes address psychological safety and support mental health.

Further, Council acknowledges that psychologically healthy and safe workplaces:

- Support individuals and departments in creating a respectful, healthy and engaging work and learning environment
- Acknowledge psychological risk factors where they exist
- Provide the tools to positively, effectively and efficiently address any identified issues

The (INSERT TITLE) will promote a positive working environment where Officers and Employees collaborate to achieve the NAME's goals while promoting a psychologically healthy and safe workplace.

Compensation & Benefits

The (INSERT TITLE) will establish an equitable, comprehensive, and competitive compensation and benefits program to attract, retain and motivate qualified Officers and Employees. Compensation and benefit entitlements and practices and procedures will

be compliant with the *Employment Standards Act, 2000* (“ESA”); *Pay Equity Act, 2018*; and other applicable legislation.

Compensation

The NAME will attempt to be competitive in its salary schedule/wage grid (“Pay Grid”) for each position and/or classification of similar positions (“Classification”) in the municipal organization. The Pay Grid will cover a period of not less than five (5) and not more than seven (7) years. Council shall review and consider the Pay Grid every five (5) years.

The Pay Grid will be adopted by Bylaw and shall:

1. Establish base pay rates for each Classification based on the *ESA*, Pay Equity Plan, market comparison and/or survey of municipalities of similar size and structure, internal equity, and the municipal budget;
2. Provide merit-based step increases for all Classifications; and
3. Be presented to Council for consideration prior to the adoption of the municipal budget with a report that addresses:
 - a. The rationale for the rates established for each Classification;
 - b. How the proposed Payroll Grid meets pay equity obligations and follows *ESA* and case law.
 - c. The overall impact to the municipal budget.

New employees will start at a Classification and Pay Grid level that has been agreed upon in their employment contract, or employment offer and in accordance with the (INSERT TITLE)’s guidelines.

Merit-based increases shall be determined by the (INSERT TITLE) based on Officer and Employee performance. Employee performance will be assessed on an annual basis in accordance with the direction of Council adopted in Schedule D of this Bylaw. Upon receiving a satisfactory performance review, Officers and Employees may be moved to a higher level of pay within their position’s Classification by the (INSERT TITLE) upon receiving a recommendation from the individual’s supervisor/manager and if the increase can be supported by the NAME’s budget.

Cost of Living: Council shall consider wage increases or cost-of-living increases for individuals who have reached the top level for their Classification in the Pay Grid or, for the entirety of the pay rates in the Pay Grid upon request of (INSERT TITLE) prior to the adopting of the NAME’s budget.

Acting Pay: The (INSERT TITLE) may offer an Officer or Employee a temporary Acting assignment during the course of their employment. A regular full-time or part-time employee is in an Acting assignment when they are filling a position whose duties are

outside of those tasked in the employee's regular position. For the duration of an approved Acting assignment, the employee shall be paid Acting pay, which shall be in accordance with the guidelines established by the (INSERT TITLE).

Benefits

The NAME will offer a competitive group insurance plan to its eligible full-time Officers and Employees in the following categories:

- i. Regular, Full-Time Employees (under 70 years):
 - Extended health coverage
 - Dental coverage
 - Long-term disability
 - Life insurance
 - Accidental death and dismemberment insurance
- ii. Regular, Full-Time Employee (70) years or older):
 - Health Care Spending Account
 - Upon reaching age 70, eligible employees enrolled in a Group Extended Health and Dental plans will be transitioned into a Health Care Spending Account.
 - Flat amount of life insurance
- iii. Full-Time, Contract Employees:
 - Health Care Spending Account

Benefits for officers or employees continue until retirement or the age of 70.

Pension: All full-time municipal employees will participate in the Ontario Municipal Employees' Retirement System (OMERS) pension plan, in accordance with the OMERS administration guidelines. All municipal employees will also concurrently contribute to the Canada Pension Plan (CPP).

Employee Wellness/Employee Assistance Program

Council is committed to providing a healthy and psychologically safe work environment for its Officers and Employees at all municipal work sites.

A healthy and psychologically safe workplace leads to improved workplace satisfaction, higher level of employee morale, and generally a more effective/productive workplace. The NAME will encourage, support, and offer health related programs that will assist Officers and Employees in improving their own physical, mental, and emotional wellbeing.

The (INSERT TITLE) will provide Council with an annual or multi-year wellness initiative that at a minimum will include:

- Organizing or permitting time for Officers and Employees to participate or watch wellness education sessions relating to mental, physical, and emotional wellness;
- Improving employee access to healthy snack options in the workplace by providing healthy food options during events, meetings, etc.; and
- Encouraging and organizing friendly fitness and wellness competitions.

At the request of the (INSERT TITLE), Council may approve paid wellness days or alternative working hours or remote work opportunities or other measures that support a healthy and psychologically safe work environment.

Voluntary Participation

We encourage employees to participate in our wellness program, but their participation is completely voluntary. Any employee who chooses not to participate in the wellness initiatives will not be subject to punishment or adverse action.

Council will implement an Employee Assistance Program negotiating services with a benefit provider.

Vacation

The Municipality recognizes the importance for officers and employees to take time off from their regular work duties to spend time with family and friends to escape the daily pressures and stresses of work. It has been proven that employers who provide their employees with time away from work with pay, are rewarded with more productive and dedicated employees, which benefits the employer in more ways than one.

The Municipality shall provide vacation time and pay entitlements up to a maximum of six (6) weeks and in accordance with guidelines established by the (INSERT TITLE).

Vacation entitlements will be prorated for the first year for any Officer and Employee hired based on their start date and documented in the employment contract.

Officers and employees are required to take their vacation time during the calendar year. Only under exceptional circumstances and with the express approval of Council will vacation time be carried over to the next calendar year or paid to an employee in full prior to the 31st of December of the year in which the vacation time was earned and not taken.

Seasonal and part-time employees shall receive vacation pay in accordance with the *Employment Standards Act*.

In December of any given year, the Treasurer will provide the (INSERT TITLE) the number of vacation days each Officer and Employee is entitled to during the next year. The (INSERT TITLE) will ensure that all Officers and Employees are aware of their vacation entitlement.

Officers and Employees will advise their supervisor of the days they would prefer to take their annual vacation entitlement by a set date of any given year. The (INSERT TITLE) will establish a system/guideline to approve vacation leave for Officers and Employees that ensures:

- a) Levels of service are not interrupted;
- b) Any Officer or Employee is not on vacation leave for more than three (3) weeks in a row unless exceptional circumstances arise; and
- c) How requests for the same vacation leave period will be considered and resolved including when seniority may not be the determining factor.

Statutory Holidays

The following are paid statutory holidays:

Public Holidays

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Civic Holidays

- Family Day
- First Monday of August
- Remembrance Day

Municipal Holidays

- Easter Monday

From time-to-time others may be approved by resolution of Council.

An Officer or Employee who fails to work their scheduled regular day of work preceding or following a paid holiday, will not be entitled to the paid statutory holiday except where the Officer or Employee has taken scheduled vacation time.

Leaves of Absence

From time-to-time Officers and Employees may need to take leaves of absence from the workplace for various reasons that may be paid or unpaid based on the nature of the leave.

The (INSERT TITLE) shall establish guidelines for Officers and Employees to give notice for statutory leaves and be approved for non-statutory leaves.

Statutory leaves include:

- Bereavement Leave
- Domestic or Sexual Violence leave
- Emergency Leave
- Family Responsibility
- Parental Leave
- Pregnancy Leave
- Short- and Long-term Sick Leave

Non-statutory leaves include:

- Temporary Leave of Absence Without Pay
- To Vote in an Election
- For Jury Duty

The (INSERT TITLE) will also establish guidelines for how non-statutory leaves will be approved and how Officers and Employees may seek workplace accommodations.

Overtime

Council encourages Officers and Employees to carry out their work during normal working hours. However, Council recognizes that from time-to-time Officers and Employees may be required to work beyond their normal work hours. Salaried Officers and Employees will be required to track all overtime and will be compensated in accordance with the terms established in their employment contract. All other Officers and Employees will receive payment, or time-in-lieu of financial compensation, for approved overtime worked and amounts owed will be calculated in accordance with *ESA* standards.

Supervisors are required to approve all overtime prior to an Officer or Employee working the overtime. Overtime will not be approved in those circumstances in which an Officer or Employee can negotiate with their supervisor to manage their workload more effectively or the purpose is not urgent/necessary.

Every effort should be made for supervisors to allow Officers and Employees to work flexible hours to avoid overtime when possible.

The (INSERT TITLE) will establish a system for documenting overtime worked by Officers and Employees and provide an annual report to Council in preparation for the budget process which outlines the total number of hours worked and the overall cost to the NAME.

Flexible Work Arrangements/Remote Work

Council recognizes that Officers and Employees may require flexible work arrangements from time-to-time to effectively manage work and competing personal priorities. Council further recognizes the importance of Officer and Employee health and wellness and supports flexibility in Officer and Employee work arrangements and scheduled hours of work whenever it is possible and practical to do so without compromising the efficiency or effectiveness of the Municipal corporation or overall service delivery.

Flexible work arrangements are any working arrangements or schedules that differ from the Officer's or Employee's standard hours or days of work, and may include, but are not limited to, any of the following types or combinations of working arrangements:

- Compressed Work Week
- Flex Time
- Reduced Work Week
- Telecommuting/Remote Work
- Job Sharing
- Gradual Retirement
- Leaves and Sabbaticals
- Flexible Paid Leave
- Child Care/Elder Care Requirements
- Banking of Hours/Annualized Hours

The (INSERT TITLE) may authorize flexible work arrangements and will establish guidelines to implement flexible work arrangements.

Schedule "B" - Recruitment

PREAMBLE

Council acknowledges that a successful public service requires individuals with the appropriate skillset and personal/professional attributes to provide services and achieve the vision/mission/goals/priorities of Council. Additionally, Council acknowledges that recruitment processes may vary depending upon the position needing to be filled.

Council directs the (INSERT TITLE) to ensure that all recruitment processes adhere to the requirements of this Bylaw.

Position Vacancy

When an employee's position becomes vacant, the (INSERT TITLE) shall conduct a position needs assessment and report the result to Council prior to starting the process to fill the position. At a minimum the position needs assessment will consider:

- a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;
- b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

New Position

From time to time, it may be necessary to create a new position within the municipal organization to achieve a level of service set by Council. The position may be permanent full/part time or a short-term, non-permanent or contract, position.

All new permanent positions shall be approved by Council prior to recruiting for/filling the position internally when:

- a) the position is being created to comply with law;
- b) the position has not been included in the salaries/wages established by the budget;
- c) the payroll grid needs to be modified to accommodate the new position;
- d) the position is being created by external funding; and/or

- e) the position is best filled by an individual currently employed by the Municipality.

In the circumstances noted above, the (INSERT TITLE)] will submit to Council a business case that outlines:

- a) The name of the position and the expected duties;
- b) The value of the position and need for the position to the municipal operation/the level of service defined by Council;
- c) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- d) The qualifications and personality type/communication style necessary to be successful in the position; and
- e) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the position, the department and the overall workplace if the position is not being filled from within.

Position Profile

All Officers and Employees of the Municipality will have a Position Profile which at a minimum clearly describes and/or explains:

- a) The title of the position;
- b) The requirement for professional designations or certifications;
- c) The preferred education, skills and professional attributes required to successfully fulfill the obligations of the position;
- d) How the position fits within the operating structure of the Municipality;
- e) Who the position reports to within the municipal operating structure;
- f) The permitted channels of communication (i.e. interdepartmental, committees, external stakeholders etc.;
- g) The internal and external relationships that directly affect the position;
- h) General performance expectations for the position;
- i) Day to day duties and responsibilities; and
- j) Hours of work/work schedule.

Position Profiles will be attached to the employment contract.

Hiring and Selection

The hiring of Officers and Employees shall be carried out in an objective and impartial manner. The relatives of elected officials and Officers and Employees of the NAME may be considered for employment.

Relatives of existing employees or elected officials may apply for and secure employment with the NAME provided that:

1. They have made application for employment or promotion in accordance with established recruitment and selection policies and procedures.
2. They possess the necessary qualifications.
3. They are considered to be the most qualified and the most suitable candidate.
4. That the decision to hire was free from any real or perceived improper influence by the elected official, Officer or Employee who is the relative of the candidate.
5. The individual being hired will not be directly supervised by their relative.

All vacant, soon to be vacant or new positions with the NAME will be filled in accordance with this Bylaw.

The hiring and selection of Officers and Employees is the responsibility of the (INSERT TITLE) who will provide Council with a recruitment strategy ("Recruitment Strategy Report") for the position being filled that will include at a minimum:

- a) How and where the position will be advertised;
- b) The timeframe for recruiting and hiring;
- c) Who will be part of the selection group/committee;
- d) The selection criteria;
- e) How the evaluations of the candidates will be conducted;
- f) Potential obstacles to filling the position; and
- g) Alternatives to ensure adequate service delivery if the position cannot be filled within the expected timeframe.

For clarity, Council will not be part of a hiring committee for Officers and Employees who do not report directly to Council unless requested by the (INSERT TITLE) and approved by resolution of Council.

When the following positions are being recruited for, the (INSERT TITLE) shall ensure that the top Candidate be introduced to and interviewed by Council prior to a formal offer being made:

- Municipal Clerk;

- Municipal Treasurer;
- Fire Prevention Officer/Chief;
- Chief Building Official; and
- Community Emergency Management Coordinator.

Reference and Internet Checks

All Candidates will be subject to reference and Internet checks. Candidates are required to provide a minimum of three (3) employment related witnesses and sign a form acknowledging that their listed references may be contacted along with other individuals who they have not listed and that they will be subject to an Internet search that will include social media sites.

Reference and Internet checks will be conducted prior to any offer being made to a Candidate. The (INSERT TITLE) will ensure that all references checks conducted internally are done by two (2) individuals one of whom should be trained in how to conduct reference checks. A minimum of two (2) past employers will be contacted.

The (INSERT TITLE) shall establish guidelines and applicable forms to be used.

Criminal Records Check

Many positions at the NAME are safety or security sensitive or are otherwise assumed by the NAME by placing a high degree of trust in the integrity of its Officers and Employees.

As a provider of public services, it is incumbent on the NAME to exercise due diligence by ensuring, to the extent reasonably possible, that Officers and Employees who provide such services do not pose a risk to vulnerable individuals or to the Municipality's/Township's/Town's interest.

To minimize risk to the NAME, Council directs the (INSERT TITLE) to ensure that police background checks are conducted prior to the hiring of an Officer or Employee. Dependent upon the nature of the position and identified risks associated with the position, the Officer or Employee will be required to provide either a criminal record check or a vulnerable sector screening check before commencement of employment, or being permitted to volunteer for the Municipality.

Employees may be required to provide a renewed police background check if required by law at designated intervals. Additionally, any individual being assigned or promoted into a position requiring vulnerable sector screening check where it was not required or submitted at the start of their employment will be required to provide such prior to starting their new position.

Letter of and Employment Contracts

A successful Candidate will be given a Letter of Offer that gives them a minimum of five (5) business days to consider the offer of employment and any terms and conditions set out in the Employment Contract. The number of days for consideration should take into account enough time to allow the Candidate time to have the Employment Contract reviewed by their legal counsel. To be clear, the Letter of Offer and Employment Contract will be given to the Candidate at the same time.

Employment Contracts

All Officers and Employees of the Municipality will be required to enter into an Employment Contract that:

- a) Identifies the position;
- b) The performance requirements of the position;
- c) Initial wage rate, any increase after successful completion of the probationary period, benefit entitlements and vacation entitlements as may be negotiated/prorated;
- d) The length of the probation period;
- e) The requirement to adhere to Council policies as may be amended from time to time;
- f) Identifies how the employment relationship may be terminated;
- g) Progressive discipline guidelines;
- h) Circumstances in which may result in layoff; and
- i) An acknowledgement that they receive legal advice related to the contract.

Employment contracts for management or supervisory positions shall be drafted by an Employment Lawyer. Employment contracts for non-management/supervisory positions may be drafted internally and subject to a legal review.

Schedule “C” - Onboarding

PREAMBLE

The NAME is an exciting place to work and offers numerous opportunities to grow and develop future careers. Orientation for new Officers and Employees begins with onboarding. Officer and Employee onboarding is critical to learning job responsibilities, becoming familiar with performance expectations, and building positive working relationships. As such the NAME will provide an Officer and Employee onboarding program.

Definitions

Onboarding: Onboarding is a one-year process focusing on integrating a new employee into the organization to facilitate the acquisition of skills, knowledge, and behaviors necessary to be successful in their position. Onboarding begins the moment a candidate is interviewed and ends when a new employee is fully integrated and performing as expected.

Orientation: Orientation is a stage of onboarding where a new employee learns about the NAME and their job responsibilities. This typically occurs on their first day but could span over their first week.

Onboarding Program

The Onboarding Program will provide key information needed by Officers and Employees when commencing employment with the Municipality. The Onboarding Program will set out roles and responsibilities to ensure all new employees feel welcome at the NAME.

It will include the provision of key information Officers and employees will need immediately on topics such as:

- Pay
- Pensions and Benefits
- Occupational Health and Safety
- Municipal Policies
- Standards of Conduct
- Learning and Development Opportunities

It will also include:

- Orientation; and
- An “onboarding buddy” for the first (3) months. An Onboarding Buddy is a peer coach who assists the new hire to navigate the NAME’s systems. An Onboarding Buddy partners with a new Officer or Employee for the first few months of their employment to assist them by:
 - Offering encouragement and resources to help introduce

- them to the NAME's culture;
- Explaining basic operational issues;
- Supporting their immediate productivity on the job;
- Helping them build confidence; and
- Exemplifying the NAME's values.

The (INSERT TITLE) is responsible to establish an onboarding program and guidelines that will support the success of any new Officer and Employee.

DRAFT - DO NOT COPY

Schedule "D" - Development

PREAMBLE

Officers and Employees of the NAME are our most important asset. They are responsible to deliver the programs and services of the NAME which often requires them to have a professional designation, a special licence, and/or specific technical knowledge all of which require continuous learning. Additionally, it requires Officers and Employees who are committed to their work and professional improvement.

- Learning & Professional Development
- Performance Management
- Succession Planning

Learning and Professional Development

Council is committed to supporting a continuous learning workplace by investing in Officer and Employee professional development opportunities that improve the performance of both the individual and the NAME. Moreover, Council will:

- a) Invest in Officer and Employee development to ensure that employees maintain their acquired skills and job qualifications;
- b) Provide opportunities for Officers and Employees to add to and improve their skills to support future advancement with the NAME;
- c) Promote shared accountability between the Officers and Employees and the NAME for the Officer's and Employee's professional development; and
- d) Ensure fairness and equity in the application of employee professional development opportunities.

Council will commit a minimum of (5% of the total annual wage amount, **a minimum of X amount per person etc.**) in the NAME's budget for Officer and Employee professional development. Additionally, a reserve fund and applicable reserve fund policy shall be established for any portion of the budgeted amount not spent during the fiscal year to be used in the future. To be clear, any amount in the reserve fund is for future professional development opportunities over and above annual budget allocations.

Annually Council will adopt an Officer and Employee Professional Development Plan prior to the adoption of the NAME's budget.

The (INSERT TITLE) will provide Council with a report by July 31st of any given year that outlines:

- All Mandatory professional development required to be budgeted for in the next fiscal year;
- All professional development identified as necessary during the performance evaluation process that will need to be part of the Officer and Employee Professional Development Plan for the next fiscal year including expected outcomes (i.e. improved performance, increased knowledge etc.);
- A proposal for any additional professional development which must include:
 - The nature of the professional development and how the investment will benefit the individual and the NAME;
 - Measurable expected outcomes;
 - Timeframe for completion (can be multi-year); and
 - Cost
- Planned internal development opportunities:
 - Mentoring/Coaching
 - Knowledge sharing
 - Special or temporary work assignments
 - Cross training
- How the Officer and Employee Professional Development Plan fits within the NAME's Succession Plan.

The (INSERT TITLE) will provide Council with a report by November 30th of any given year that outlines:

- The success of the Officer and Employee Professional Development Plan which at a minimum will include:
 - What were the expected outcomes of the planned opportunities;
 - Who participated in each of the opportunities;
 - An analysis of whether the expected outcomes were achieved.
 - What was the total investment in professional development opportunities to date and if there is a projected surplus that should be reallocated to the reserve fund; and

- A report of how the training developed knowledge, skill and/or job proficiency as well as how what has been learned impacts the NAME.

Performance Management

The work of Officers and Employees is critical to the NAME being able to provide the desired levels of service and to the achievement of Council's Vision. Council is committed to effective and efficient service delivery which requires the appropriate alignment of human capital, resources, and workplace systems. The most effective way to achieve this is through appropriate human capital management practices.

The (INSERT TITLE) will adopt a practice of Officer and Employee performance management that includes:

- a) Officer and Employee engagement;
- b) On-going feedback related to work performance;
 - Informal – ongoing communication between supervisor and worker which is not documented
 - Formal – communication between supervisor and worker that is documented i.e. annual performance evaluation, progressive discipline
- c) Learning and professional development opportunities;

Officer and Employee Engagement

Key to a healthy and resilient workplace culture is having engaged employees. Engaged employees care about the work that they do, their workplace generally and the success of their employer. Most importantly, employees who feel engaged also feel that their efforts make a difference. Council is committed to a workplace where Officers and Employees are engaged.

On an annual basis, the (INSERT TITLE) will carry out a workplace satisfaction survey for all Officers and Employees to complete. The survey will provide feedback on how satisfied the Officers and Employees are with the workplace. The survey will be anonymous, and each Officer and Employee will be required to confirm that they did complete the survey. A report on the findings will be submitted to Council by August 31 of any given year. The report will contain at a minimum:

- The questions asked;
- The response summaries;
- Analysis of the results; and
- Recommendations for policy changes, if any.

Once per term of Council, the workplace satisfaction survey will be conducted by a qualified external party.

Work Performance Feedback

Foundational to Officer and Employee success is work performance feedback. Feedback, whether formal or informal, must be respectful and constructive and for the purpose of improving the individual's ability to be successful in the workplace.

Feedback Principles:

- The supervisor and the employee work together to plan, monitor and review an employee's work objectives. This includes clear deliverables, deadlines, and feedback
- Employee feedback is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting
- Employees are encouraged to actively participate in the planning, evaluating, and improving their performance
- Honesty and openness, with effective two-way communication are essential elements of the supervisor/employee relationship

Informal Feedback refers to routine communication and may be noted but not documented.

Formal Feedback refers to any feedback that is documented and placed in the personnel file.

Performance Evaluation

Council recognizes the importance of providing job performance related feedback to municipal employees in a clear and respectful manner. The Municipality is committed to providing an environment wherein performance is measured in a fair and equitable manner and further that Officers and Employees are aware of why, how, and when their performance will be evaluated.

Performance management is both a system and a process. It requires a consistent method of implementation [system] as well as a clear set of action steps [process]. It provides the necessary framework for each Officer and Employee to be successful in their position and for the overall success of the Municipality. This is accomplished by aligning the performance expectations of each employee with the overall goals of Council/the Municipality. Performance management itself is a continuous process.

The (INSERT TITLE) will ensure that all Officers and Employees receive a formal annual performance evaluation using a standardized process which includes:

- Establishing clear objective performance measures and performance

expectations - actual tasks to be completed.

- Setting subjective performance measures – feedback on task performance (competency) based on preset standards and will include a 360 evaluation for all managers/supervisors. At no time will the subjective measures account for more than thirty-five percent (35%) of the overall performance score.
- Self-assessment conducted by the Officer or Employee
- An Annual Performance Assessment report that outlines how performance was evaluated (including an overall performance score/rating) and reviewed with the individual. The Annual Performance Assessment Report will become part of the individual's personnel record.
- A Success Plan with key learning objectives.
- Semi annually progress review meetings to go over the established performance expectations and consider performance to date.

From time to time, work improvement plans, and progressive discipline may be required to support an employee in achieving satisfactory performance.

Performance management information shall be used for decisions related to:

- Selection (promotion or transfer)
- Organizational goal setting and budgeting
- Salary adjustments
- Succession planning
- Training and development requirements
- Restructuring
- Recognition

The (INSERT TITLE) will adopt guidelines for when work improvement plans or progressive discipline may be required.

Schedule "E" – Retention

PREAMBLE

The NAME relies on the individuals they employ to deliver programs and services as adopted by Council. Officer and Employee retention is important to the effectiveness and efficiency of the municipal operation. It is the responsibility of Council and the (INSERT TITLE) to create a working environment where Officers and Employees feel valued and remain committed to their position/role in the municipal corporation.

To do so, requires a workplace:

- Where Officers and Employees are hired for competency and cultural fit;
- Where the Employer ends the work relationship with Officers and Employees that do not fit the workplace culture;
- That considers the personal wellbeing of Officers and Employees;
- That is open to providing flexible work options;
- Where good performance is rewarded and opportunities for improvement/success are offered to those Officers or Employees whose performance does not meet the expected level;
- Where communication is open and transparent; and
- Where those in a position of leadership actively listen.

Officer and Employee Retention

Council recognizes that to retain Officers and Employees a commitment to a healthy and resilient workplace culture is required. In addition, an innovative retention strategy needs to be adopted. Council acknowledges that this strategy needs to:

- Be based on the overall vision and mission of the NAME;
- Respect the professionalism and loyalty of Officers and Employees;
- Recognize that Officers and Employees are required to provide their professional opinion, and not what Council wants to hear;
- Ensures that Officers and Employees are actively engaged;
- Prioritize Officer and Employee wellbeing; and
- Provide opportunities for professional growth and development.

The (INSERT TITLE) will adopt guidelines and processes that:

- a) Ensures new hires fit the workplace culture;

- b) Continuously monitors workplace culture as well as Officer and Employee job satisfaction/fit;
- c) Fosters inclusivity and professional growth;
- d) Looks at succession planning and internal advancement; and
- e) Allows for continued workplace flexibility and innovation.

DRAFT - DO NOT COPY

Schedule "F" - Separation

PREAMBLE

Council is committed to the retention of valued Officers and Employees until their retirement. However, Council recognizes that from time-to-time Officers and Employees choose to leave the workplace or may be involuntarily required to leave. Of utmost importance is that any time there is a departure of an Officer or Employee from the workplace that the focus should be on helping the exiting Officer or Employee to depart with as much grace, pride, and confidence as possible. This is of the utmost importance when the individual is not an optimal fit for the position or within the workplace culture.

Voluntary Departure

Any Officer or Employee will be considered to have voluntarily left the employment of the NAME if they:

1. Have given notice two (2) weeks (unless more notice is required in their employment contract) that they are leaving their employment with the NAME;
2. Have given notice eight (8) weeks (unless more or less notice is provided for in their employment contract) that they are retiring from their employment with the NAME;
3. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days (with legal advice); and
4. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days after a statutory or non-statutory leave (with legal advice).

The (INSERT TITLE) will adopt guidelines related to who an Officer or Employee is required to provide notice to in event that they plan to voluntarily leave the employment of the NAME. Additionally, the guidelines will include circumstances when an Officer or Employee may be excused from the full notice provision required.

Involuntary Departure

Temporary Layoffs

The NAME may need to layoff some or all Officers or Employees without notice. The (INSERT TITLE) will give as much notice as possible or practical that such a layoff will occur and will advise the potential length of the layoff and the reasons for the layoff.

Terminations

The NAME may need to end the employment relationship with an Officer or Employee with or without cause. Every effort will be made to alleviate the negative experience of such an action by helping the individual take the next steps of their employment career. The (INSERT TITLE) will notify Council prior to any Officer or Employee termination. The (INSERT TITLE) will adopt procedures for with cause and without cause terminations which at a minimum will include that:

- Letters of termination will be given to the Officer or Employee in person and generally not on a Friday;
- The individual will be treated with respect when they are advised of the ending of the employment relationship;
- Upon termination of employment, an Officer or Employee shall promptly deliver to the NAME any and all property, technology, data, manuals, notes, records, plans, or other documents, including any such documents stored on any video or software related medium, held by the Officer or Employee concerning the Municipality's/Township's/Town's services and programs, developments, and equipment. This includes intellectual or other property made or prepared by the Officer or Employee. An Officer or Employee may with written permission, retain samples of their work if such work is already in the public domain; and
- These considerations may be included in all employment contracts if agreed to by the Employment Lawyer drafting or reviewing the Employment Contract.

Schedule "G" - Officer & Employee Code of Expected Behaviour

PREAMBLE

The NAME is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Officers and Employees. In particular, the public is entitled to expect the highest standards of conduct from the Officers and Employees of its local government.

Officers and Employees are expected to:

- Perform their duties in a manner that maintains public confidence and trust;
- Not engage in actions which would result in personal gain as a result of their employment with the NAME;
- Not engage in actions that would be in conflict with their duties and obligations as an employee with the NAME; and
- Use good judgment regarding personal and professional conduct.

Officers and Employees shall comply with Federal, Provincial legislation and all law/rules/policies adopted by Council including but not limited to:

- Bylaw 2014-1410 – Purchasing/Procurement
- Council and Staff Communication Policy/Guidelines (Resolution 2014/06/173)
- Workplace Anti-Violence, Harassment & Sexual harassment Policy
- Bylaw 2019-1630 – Council Procedures

Definitions

Confidential Information

Confidential information includes information an Officer or Employee may have access to through their position with the NAME that is not available to the public. This includes but is not limited to:

- Documents, records or other information concerning the Municipality's/Township's/Town's operation, finances, plans or strategies;
- Documents, records or other information concerning taxpayers, employees, vendors and contractors of the NAME including personal information, employment status, vendor status, contractor status, personnel records, performance information, information related to rates of pay and job history;
- Privileged information including advice received from legal counsel and other advisors; and
- All work related information that is not generally available to the public.

Confidential information also includes but is not limited to information in the possession

of the NAME that the NAME is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered in a “closed session” meeting under section 239 of the *Municipal Act, 2001*.

Conflict of Interest

A “Conflict of Interest” refers to a situation in which an Officer or Employee has personal or private interests that may compete with the public interests of the NAME and make to fulfill one’s duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the NAME generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.

Apparent Conflict

An apparent conflict exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists, even if, in reality, it may not.

Real Conflict

A real conflict exists where a personal interest exists and that interest:

- a) Is known to the Officer or Employee; and
- b) Has a connection to the Officer’s or Employee’s duties that is sufficient to influence or interfere with the performance of those duties

Dishonesty or Deceit

Dishonesty or deceit includes any array of acts characterized by intentional deception. Dishonest, illegal or fraudulent activities include, but are not limited to:

- forgery or alteration of documents (cheques, time sheets, independent contractor agreements, purchase orders, etc.);
- misrepresentation of information by an individual;
- misrepresentation of information on documents;
- misappropriation of funds, securities, supplies or any other asset;
- unauthorized use, disappearance, or destruction of Municipal/Township/Town property, equipment, materials or records;
- improper handling or reporting of money transactions;
- authorization or receipt of payments for goods not received or services not performed;
- authorization or receipt of payments for hours not worked;
- any inappropriate expense claim made, which is unrelated or related to the business of the NAME or the Officer’s or Employee’s job responsibilities; and
- any apparent violation of Federal, Provincial or local laws.

Interests

Direct Interests: Direct interests are those interests in which the Officer or Employee, by virtue of a significant social or financial relationship, is likely to gain benefits or losses, advantages, or disadvantages.

Indirect Interests: Indirect interests are those interests in which the Officer or Employee, by virtue of a significant social relationship or a financial relationship, may reasonably appear to gain benefits or losses, advantages, or disadvantages, even though the employee may never have a direct interest.

Personal Information:

As defined in s. 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, ("MFIPPA"), is recorded information about an identifiable individual, and includes,

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, telephone number, fingerprints or blood type of the individual;
- e) the personal opinions or views of the individual except if they relate to another individual;
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- g) the views or opinions of another individual about the individual; and
- h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Expectations

Professionalism

All Officers and Employees are representatives of the Municipality and at all times expected to reflect a professional image. To be clear, Officers and Employees are expected to appear professional and act in a professional, courteous and objective manner when interacting with the public who they serve, and with all external stakeholders who may include:

- Provincial and Federal government representatives;
- Agencies and organizations;
- Contractors, suppliers, etc.
- Officers and Employees of other municipal corporations

Officers and Employees must also be professional and courteous with members of Council and their co-workers. They must comply with the Council Staff Relations Policy and the Respect in the Workplace Policy.

Personal Interests

Officers and Employees shall not seek to advance a personal interest, directly or indirectly, during the course of their duties.

Examples of advancing a personal interest include but are not limited to:

- a) Influencing or attempting to influence the NAME to contract with a person, partnership or corporation for any purpose in which the Officer or Employee has a personal interest, or for which the Officer or Employee has received or reasonably anticipates receiving some profit, payment, or compensation.
- b) Soliciting or accepting from any person or corporation any profit, commissions or other payments or favours in the way of price or other advantages, such as loans or services, when:
 - i. the person or corporation has had, or may reasonably be expected to have, any business, commerce or trade dealings with the NAME; or
 - ii. the person or corporation is seeking any decision, act, advice, comment, endorsement or anything whatsoever from the NAME.

Financial Integrity

Officers and Employees who maintain the NAME's financial and accounting records shall do so with the utmost integrity. They must show accurately and punctually all transactions, assets and liabilities of the NAME. All financial records, expense accounts, invoices, vouchers, bills, payroll and employee records and other reports are to be prepared with care and honesty. False or misleading entries, other false or misleading information, or omissions of entries in the financial records or reports of the NAME, or any unrecorded bank accounts, are strictly prohibited.

No Officer or Employee shall undertake any fraudulent activities. This includes misrepresenting information on documents, authorizing payment for goods and services not received, unauthorized use, destruction, or disappearance of municipal assets and information, and forgery or alteration of documents.

No employee shall establish or maintain secret or unrecorded cash funds or other assets of the NAME for any purpose or conceal any transaction from the auditors.

No employee shall use the NAME's funds for any personal use at any time.

Public Criticism of Council and/or the NAME

Officers and Employees are expected to respect and support all decisions of

Council and not publicly criticize the NAME or Council as a body or individual members of Council such that the public's perception is adversely affected.

Officers and Employees have a general right to freely express opinions on matters of public policy; however, this right is limited by their employment relationship with the NAME.

Public criticism may include but is not limited to:

- letters to the editor;
- interviews with the media;
- negative statements to the public; and
- posts on social media sites.

Public Speaking/Apearances & Media Relations

No Officer or Employee will speak as a representative of the NAME unless expressly authorized to do so by Council, by the (INSERT TITLE), or by policy. To be clear, Officers of Employees may not:

- speak to members of the press
- post on social media
- cause to have an article/letter to the Editor published related to the NAME

Officers or Employees asked to speak at a professional conference or meeting and are not representing the NAME must clearly state so in their presentation. Additionally, they must inform the (INSERT TITLE) prior to the event.

External Activities:

Officers and Employees by the nature of their employment relationship with the NAME may be seen to represent their employer even when participating in activities separate from the workplace. Officers and Employees are required to take steps to ensure their participation in these activities does not negatively affect the NAME.

a) Additional Employment

Officers and Employees may not engage in outside work or business activity which:

- requires the use of knowledge or information uniquely related to their employment with the NAME resulting in a conflict of interest;
- may negatively influence or affect them in carrying out duties related to their employment with the NAME;
- takes place while on duty with the NAME;
- is performed in a way as to appear to be representative of NAME;
- interferes with the delivery of the NAME's duties;
- involves the use of NAME resources; or

- conflicts or competes with services provided by the NAME.

An Officer or Employee who is considering becoming involved in additional employment, must notify the (INSERT TITLE) in writing, outlining the nature of such work and be approved prior to the accepting of the additional employment.

b) Political Activity

- Officers and Employees may exercise their civic right to run for public office, in accordance with legislative requirements. Should an Officer or Employee wish to run for a political office, they must first seek a leave of absence for the period between the day of nomination and ending on voting day, pursuant to the Municipal Elections Act. If the employee is elected, they must resign their employment with the NAME prior to assuming their new duties.
-
- Officers and Employees are entitled to support or be involved in the political campaign of a Municipal, Provincial or Federal candidate or party, provided they do so on personal time and do not present themselves as a representative of the NAME.
-
- At all times while conducting their employment duties, Officers and Employees must appear to be politically neutral and are to avoid expressing personal views on matters of public controversy, Municipal policy, or the Municipal administration if the comment will negatively affect public opinion of the NAME.
-
- Where an Officer or Employee is uncertain whether their actions or comments are appropriate, they should seek guidance from their immediate supervisor and if that individual is unavailable, the (INSERT TITLE).

c) Memberships on Boards or Committees

Officers and Employees may be allowed to participate on an external board, commission, or agency if such participation does not interfere with their employment duties and otherwise complies with the Expected Behaviour set out herein. Should an Officer or Employee consider such participation, they shall seek approval from the (INSERT TITLE).

Use of Municipal Resources

No Officer or Employee shall use, or permit the use of, Municipal equipment, land, facilities, supplies, services, staff, or other resource, including any municipally owned information, website, or municipal funds for any purpose or activity other than the lawful business of the municipal corporation.

No Officer or Employee shall seek or acquire any personal financial gain from the use or

sale of Confidential Information, or of any municipally owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the NAME.

Municipal Vehicles and Equipment

Municipal vehicles and equipment are valuable assets. Every operator of municipal vehicles or mobile equipment shall do so safely, responsibly and within the parameters set by legislation and workplace procedures.

Operators' responsibilities

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment and put the keys in their designated location.

Use of municipal vehicles and mobile equipment

1. Municipal vehicles and mobile equipment are not available for personal use.
2. Municipal vehicles are not available for use by non-profit organizations.
3. Municipal equipment may be used to assist local non-profit organizations by authorization of the Supervisor, Manager or other most senior member of the municipality responsible for such equipment. All such use shall be recorded and reported in the operational reports given to Council.
4. Those employees who require municipal vehicles to carry out their duties and who are called upon to work outside of their scheduled hours of work as part of their normal workplace responsibilities, may park their municipal vehicle at their residence outside of working hours.

Disclosure of Confidential or Personal Information

No Officer or Employee shall disclose, release, sell or publish by any means directly or indirectly, to any person or to the public generally, any Confidential Information acquired during their employment with the NAME, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.

No Officer or Employee shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

Unless required by law, no Officer or Employee shall disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.

An Officer or Employee will not disclose or make personal use of any of the following types of Confidential Information unless required by law:

- a) Information concerning litigation, negotiation or personnel or labour matters;
- b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
- c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
- d) Information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*; and
- e) Any other information or statistical data required by law not to be released.

Receipt/Acceptance of Gifts, Hospitality or Other Benefits

Officers and Employees shall not accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of their employment duties, unless permitted under one or more of the exceptions listed below:

- a) compensation authorized by law;
- b) Gifts, Benefits and Hospitality of the kind that normally is received as a token of appreciation, has a nominal financial value (less than \$100) and is provided as a common courtesy;
- c) for volunteer work that is normally not otherwise compensated;
- d) a suitable memento of a function honouring the Member;
- e) food and beverage consumed at a banquet reception or similar event, if:
 - i. attendance is for a legitimate municipal purpose;
 - ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
 - iii. the value is reasonable; and
- f) a sponsorship or donation for a community event organized that has been authorized by Council or any applicable municipal policy.

Gifts, Benefits and Hospitality provided, with an Officer’s or Employee’s knowledge, to their spouse, child or parent, that is connected directly or indirectly to the performance of their duties, are considered the same as Gifts, Benefits and Hospitality provided directly to that Officer or Employee.

No Officer or Employee shall accept a gift from an anonymous sender. Where an Officer or Employee receives a gift from an anonymous sender, they will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality’s approved donation list.

Reporting and Compliance

Officers and Employees aware of any action not compliant with the Officer and Employee Code of Expected Behaviour shall report their concern promptly. Any violation may result in disciplinary action up to and including termination of employment.

The (INSERT TITLE) shall adopt guidelines related to:

- how to report a non-compliant act;
- how and by whom an investigation into the matter will be carried out;
- the responsibilities of Officers and Employees during an investigation;
- the requirement of confidentiality during and after the investigation;
- how and when the parties will be given notice of the outcome; and
- when Council will be advised of the matter.

DRAFT - DO NOT COPY

Progress Report of action items undertaken by E4m Team.

ITEM	DESCRIPTION	STATUS/ADDITIONAL INFORMATION
<u>FINANCE</u>		
2024 Financial Audit & FIR	Completion of financial statement information for audit, approval of Audit and submission of FIR	Completed
2025 Budget	Approval of 2025 Budget. Confirmation of A/P, A/R, banking reconciliations ongoing	Significant research of A/P to determine invoices paid/not paid as some paid by statement without accompanying invoice, allocated to incorrect accounts, no supporting documentation. Work Ongoing
2026 Budget	Update to Council of initial budget and to receive directives from Council. Fees & rentals to be examined closer as well as Planning & development as not cost neutral	Draft cost variance report to Council and draft initial budget to Council in December.
Water Treatment Plant	Cost analysis undertaken and next steps; work with engineers; prepare briefing materials for lobbying government for 100% funding of WTP Rehab	Council approval of next steps
Levels of Service Plan	Education and Training to Council and approval with Plan; prepare/facilitate discussions on levels of service; work with staff/council to determine current levels of service; review of existing policy etc.	Ongoing
2026 Landfill Site Monitoring	Approved by Council	Completed
2025 Tax Ratio and Tax Rates bylaw	Approved	Completed
2025 budget variance reports (draft)	Presented to Council	Ongoing
Asset Management Plan	Asset Management Plan drafted, presented to Council and adopted	Completed and to be posted on municipal website.
Water and Wasterwater service rates	Presented to Council and approved	Completed

Fire Department grant submissions	Bylaws for transfer payments approved by Council	Transfer payment for Fire Protection Grant at Jan. 27, 2026 meeting for approval
2026-2031 Municipal Drinking Water financial plan	Presented to Council and approved	Completed
2025 Building and planning fees	Approved by Council.	Completed
2026 fees and rental rates	Part of 2026 budget considerations. Building fees require to be reviewed as not cost neutral, part of 2026 budget deliberations	Ongoing
Summer student application	Awaiting word on acceptance	Ongoing
2026 Insurance Renewal	Review of policy renewal; provide information to insurer as requested	To January 27, 2026 meeting of Council
Financial Recordkeeping Activities	Process payroll, process accounts payable and receivable; monitor bank account; preparation of tax certificates; respond to property tax related matters; prepare water and wastewater bills; prepare variance reports for Council	Ongoing
Change contact information	Change key contact information with various entities – Banks, Benefit provider; Government agencies; MPAC; OPTA; etc	Incomplete
Website & Kiosk	Working with external parties to develop “self-serve” features for website along with “RITA” utilizing AI; as well as remote office operations etc.;	Incomplete
	posting of material to the website/social media platforms	Ongoing
<u>ADMINISTRATION</u>		
Regular and Special Meetings	2025 - 22 meetings of Council and 1 public meeting for a planning matter held. Agenda pre, coordination and/or execution of follow-up correspondence, notice and public posting of meetings	Ongoing

Statutory and other bylaws	Bylaws approved to current	
Council vacancy and appointment	Notice, consideration by Council and appointment of Councillor Steven Lambet	Oath undertaken Completed
Retention & Disposition of Records	Bylaw approved by Council. Disposal of dated records undertaken, 2025 year to be reviewed	Ongoing
2026 Council meeting schedule	Approved by Council and posted on website	Completed
Retention & Disposition of Records and incorporation of Schedule "C" Standard Operating Practices including updating file classifications	Schedule completed and sent to auditor. Schedule "C" approved by auditor. A review of standard operating practices, files set-up and training of staff to be undertaken in February-March 2026.	By-law amendment to include Schedule "C" on agenda for January 26, 2026 Regular meeting of Council. Incomplete
2026 Municipal Elections	Council authorized Internet/Telephone Voting and execution of agreement with Intelivote. Elections Ontario street names verified.	Agreement executed. Ongoing: election planning on active schedule, update rules & procedures to internet/telephone voting; confirm voters re: Elections Ontario; review elections accessibility plan, undertake mentoring/training to new staff. Other matters Council can expect to see: Establishing/partnering for Compliance Audit Committee for 2026-2030 term; election sign bylaw; recount policy;
Emergency Preparedness & Response/EMO	Teleconference with Roger Lord, Faye Konopelky and Isabel Chicoine to determine interim steps for compliance. Emergency Plan reviewed, contact listing to be updated	Report to January 27, 2026 meeting of Council
Waste Collection Partnership Agreement with Municipality of Moonbeam	Bylaw and agreement executed	Completed
Interim Procedural Bylaw	Interim Procedural Bylaw approved by Council	Procedural bylaw to January 27, 2026 meeting for consideration

Public Works Operator/Labourer	Direction from Council, posted, interviewed and hired	Joel Parent commenced January 6, 2026
Snow on Roadways & Sidewalks	Discussion with PW Supervisor and report with bylaw completed	January 27, 2026
Public Forum	Public forum for questions from public held. It is proposed another forum be held in the spring	Completed
Policies Review and Development	Ongoing review of policies continues. Municipality has some policies however majority have not been approved by Council and/or are outdated. The following are policies to be brought forward for Council approval: <ul style="list-style-type: none"> • Council remuneration • Employment Conditions • Hiring Policy • 	
Closed Session Direction	Various matters	Complete and Ongoing
MFIPPA Annual report	2025 annual report submitted	
2026 ROMA delegation requests	Completed	Attending Mayor Baril & Councillor Lachance
AODA/Accessibility policy	Review of Accessibility and update.	February 17, 2026 meeting of Council
<u>HUMAN RESOURCES</u>		
Municipal Services Coordinator	Prepare learning/success plan as well as onboarding plan; onboard MSC	
Rink Attendants	Hired 2, require to advertise again	Incomplete
Appointment of Interim Planner	Approved by bylaw	Complete
RSM-Appointment of CBO	Approved by bylaw	Complete
Office hours & staffing	Office open 3 days per week up to Dec. 18/25. In-office enquiries recorded Telephones and emails monitored. In-office payments undertaken	Staffing a challenge in January. New staff to commence January 26, 2026 In-office monitoring to continue

Employee Recruitment	<p>Prepare job profile and application package for Manager of Municipal Services and Municipal Services Coordinator; conduct review of applications; conduct interviews; prepare letter of offer/employment contract;</p> <p>Prepare ad for Public Works Operator; prepare interview questions; conduct interviews; prepare letter of offer and employment contract</p>	Complete
<u>PLANNING AND DEVELOPMENT</u>		
Zoning bylaw amendment	Report, recommendations, notice and holding of public meeting for ZBLA	Complete
Community Improvement Plan	Public notice/invitation for public to submit suggestions was undertaken. No input was received. Council to submit suggestions by Jan. 10. 2026	Incomplete
Mapping/reference plans	Mapping of plans, etc... for the municipality is limited and work will require to be undertaken to bring property plans, etc... to best standard; discussion with MPAC representative regarding situation;	Ongoing
Planning development applications	Consult with RSM to bring applications forward	Council can expect 2 planning development applications within next couple months



Municipalité de / Municipality of Val Rita-Harty
Meeting Minutes
Regular Meeting of Council December 9, 2025 - 06:00 PM

Membres/Members: Roger Lachance – Deputy Mayor
Angele Beauvais – Conseillere/Councillor
Steven Lambert – Conseiller/Councillor
Alain Tremblay – Conseiller/Councillor
Johanne Baril – Maire/Mayor (virtual at 6:30 p.m.)

Employees: Barbara Major - Deputy Clerk - Virtual
Leanne Crozier – Treasurer – Virtual
Stefan Landry - Public Works Supervisor

Others: Peggy Young Lovelace – E4m -Virtual
Daniel Gagnon – E4m
Josh Young – E4m – Virtual

Public: 2

1 Appel à l'ordre/Called To Order

The Regular Meeting of Council was called to order at 6 p.m.

2 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement

None

3 Récit de la mission et de la vision de la municipalité/Recital of the Municipal Mission and Vision Statement

None

4 Adoption de l'ordre du jour/Approval of Agenda

Res. # 25-168

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council for the Municipality of Val Rita Harty adopts the agenda as circulated.

CARRIED

5 Déclarations d'intérêts divergents (pécuniaires)/Declarations of Disqualifying Interest (Pecuniary)

None

6 Discours du maire/Mayor's Address

None

7 Délégations/présentations/Delegations/Presentations

None

8 Session de travail du Comité plénier/Committee of the Whole Working Session

8.1 2025 Budget variance and proposed 2026 initial financials

Treasurer L. Crozier reviewed the draft 2025 budget variance report/2026 draft budget initial figures and responded to questions from Council.

8.2 Community Improvement Plan

Council reviewed the Community Improvement Plan incentive draft which was distributed at the meeting. Council will provide feedback on the draft incentives to J. Young by January 10, 2026 to prepare the draft Community Improvement Plan for final Council review at the January regular Council meeting.

9 Approbation du procès-verbal de la (des) dernière(s) réunion(s)/Approval of the Minutes of the Most Recent Meeting (s)

Res. # 25-169

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the minutes of the Regular Council meeting of November 18, 2025 and the Special Council meeting of November 27, 2025 be adopted as circulated

CARRIED

10 Orientations du Conseil pour la réunion précédente/Council Direction From the Previous Meeting

None

11 Affaires législatives/Legislative Matters

11.1 Municipality of Moonbeam Resolution Support - Aerial Spraying

Res. # 25-170

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

WHEREAS the Council of the Municipality of Moonbeam passed Resolution 125-2025 urging the Federal and Provincial governments to take immediate action to eliminate the negative impacts associated with aerial spraying of glyphosate; and **WHEREAS** forestry occupies a significant portion of our region, and residents, ecosystems, and wildlife may be adversely affected by this practice; and **WHEREAS** the Municipality of Moonbeam has called upon the Provincial government to establish and fund an expert stakeholder advisory committee to identify the best courses of action to protect land, vegetation, wildlife, waterways, air quality, and human health, and to end aerial spraying of glyphosate; and **WHEREAS** aerial spraying of glyphosate by the Ministry of Natural Resources has been linked to biodiversity loss, harmful health effects on wildlife, contamination of water sources, and concerns regarding human health, as well as the loss of land for recreational, tourism, and traditional uses; and **WHEREAS** new scientific evidence published since Health Canada's 2017 assessment associates glyphosate-based products with cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm; and **WHEREAS** the Province of Quebec banned glyphosate use for forestry purposes in 2001 and adopted manual forest thinning as a safer alternative; and **WHEREAS** municipalities have limited authority to address aerial spraying on Crown land and require provincial leadership and regulation; and **WHEREAS** the Province of Ontario has a responsibility to protect the environment and public health and must act to reduce harm caused by aerial spraying of glyphosate;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Val Rita-Harty hereby supports the Municipality of Moonbeam's resolution; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to:

- The Municipality of Moonbeam
- The Minister of Environment, Conservation and Parks
- The Minister of Natural Resources and Forestry
- The Association of Municipalities of Ontario
- The Federation of Northern Ontario Municipalities
- MPP for Mushkegowuk–James Bay, Guy Bourgouin

- MP for Kapuskasing–Timmins–Mushkegowuk, Gaetan Malette

CARRIED

11.2 Waste Collection

Res. # 25-171

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Bylaw No. 1226-25, being a bylaw to enter into agreement with the Municipality of Moonbeam for Solid Waste Collection Services for 2026 is hereby read and adopted this 9th day of December 2025.

CARRIED

11.3 Consent Agenda (includes items of correspondence not requiring administrative reports/action, Committee reports not requiring any action by Council -- matters that are for information purposes only).

Res. # 25-172

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT the Municipality of Val Rita-Harty Council receive the December 9, 2025 Consent Agenda items as listed:

1. Saugeen First Nation #29, Wellbeing Law, *Zaag'idiwin* brought into force November 17, 2025.
2. City of Brampton, Cancellation of Automated Speed Enforcement.
3. OCIF Reminders.
4. United Counties of Stormont, Dundas & Glengarry, Watershed Conservation Authorities.
5. North Centennial Manor Board of Directors meeting minutes for July 24 and September 30, 2025; and
6. Ministry of Municipal Affairs and Housing, Bill 177 amendments to Regulation 545/06.

CARRIED

11.4 Attendance at 2026 meetings/conferences

Res. # 25-173

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the Municipality of Val Rita-Harty Council approve the attendance of two members of Council at the following meetings/conferences: OGRA, FONOM, AMO and AFMO.

CARRIED

12 Affaires administratives/Administrative Matters

12.1 OCWA-2026 Major Maintenance Recommendations

Res. # 25-174

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT the Municipality of Val Rita-Harty Council hereby receive the Ontario Clean Water Agency Management Review, Capital Letters and Client Reports and direct the Treasurer to include estimates provided in the 2026 budgeting for these services.

CARRIED

12.2 Municipal Office Closure for Christmas and New Year

Res. # 25-175

THAT the Municipality of Val Rita-Harty Council approve the closure of the Municipal Office from and including December 19, 2025 with the Municipal Office reopening on Tuesday January 6, 2026.

12.3 Pothole Prevention and Repair Program

Pothole Prevention and Repair Program grant submitted, for information purposes.

13 Questions relatives à l'encadrement/Leadership Issues

13.1 Depositing snow on road allowance adjacent to neighbouring property

Res. # 25-176

Council for the Municipality of Val Rita-Harty directed staff to undertake the following: Update the Obstruction of Roadways and Sidewalks bylaw to incorporate administrative and penalty fees to recover costs associated with depositing snow on the travelled portion of a roadway or any part of the road allowance; send warning letters to residents contravening the bylaw; undertake public information campaign on the municipal website and social media to inform residents and FURTHERMORE that the bylaw be considered at a Special Meeting of Council, due to urgency.

14 Huis clos/Closed Session

Res. # 25-177

THAT Council does now move into Closed Session at 7:01 p.m. pursuant to the *Municipal Act* Section 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees; (f) advice that is subject to solicitor-client privilege, including communications necessary

for that purpose; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, for the following matters:

1. Statement of Claim
2. Human Resources matters (3)
3. E4m agreement extension negotiation.

CARRIED

15 Report from Closed Session

Res. # 25-178

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

Council for the Municipality of Val Rita-Harty arose from Closed Session at 8:18 p.m. and reported the following:

Council met in Closed Session pursuant to the *Municipal Act* Section 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (k) a position, plan procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. Council authorized E4m to proceed with direction pertaining to hiring of a public works Operator/Labourer.

CARRIED

16 Calendrier/Calendar

Res. # 25-179

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council for the Municipality of Val Rita Harty approve the 2026 meeting calendar and FURTHERMORE that the calendar be posted on the municipal website.

CARRIED

17 Confirmation des procédures/Confirmation of Proceedings

Res. # 25-180

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Bylaw No. 1227-25, Being a bylaw to Confirm the Proceedings of Council for the Special Council meeting of November 27, 2025 and this meeting of December 9, 2025 is hereby read and adopted.

CARRIED

18 Ajournement/Adjournment

Res. # 25-181

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

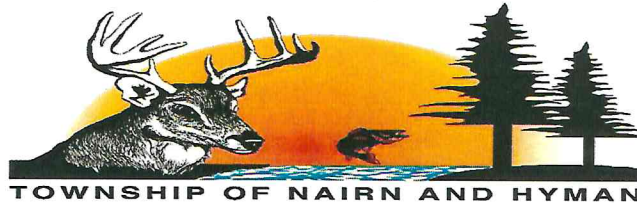
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT this regular meeting of Council adjourn at 8:20 p.m.

CARRIED

Mayor

Deputy Clerk



64 McIntyre Street • Nairn Centre, Ontario • P0M 2L0 ☎ 705-869-4232 📠 705-869-5248
Established: March 7, 1896 Office of the Clerk Treasurer, CAO E-mail: belindaketchabaw@nairncentre.ca

December 17, 2025

The Right Honourable Mark Carney
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister:

Re: Support Resolution

Please be advised our Council adopted the following resolution at their meeting of December 8, 2025:

**SUPPORT REQUEST FOR NATION-BUILDING IMPROVEMENTS TO HIGHWAY
11/17 (2+1 & FOUR LANE OPTIONS)**

RESOLUTION # 2025-14-241

MOVED BY: Karen Richter

SECONDED BY: Wayne Austin

WHEREAS Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors; and

WHEREAS four-laning the entirety of Highway 17 is the ultimate goal of the communities along the corridor; and

WHEREAS the proven "2+1" highway design - alternating passing lanes with a continuous median barrier - delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow; and

WHEREAS the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway; and

WHEREAS modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity; and

WHEREAS a phased 2+1 build - prioritizing Highway 11 (North Bay --+ Cochrane, then Cochrane--+ Nipigon) and key sections of Highway 17 (western border of County of Renfrew--+ Sudbury; Sault Ste. Marie --+ Sudbury; Thunder Bay--+ Kenora) - aligns with nation-building criteria, supports economic reconciliation with Indigenous partners, and enables integrated EV charging and low-carbon construction practices;

WHEREAS analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety/economic rationale for a 2+1 program;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project; and

THAT the Government of Canada be urged to designate this initiative as a project of national interest under the Building Canada Act and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction; and

THAT the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works as follows (subject to readiness and safety benefit):

THAT the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division; and

THAT both governments ensure early, ongoing, and capacity-supported engagement with affected Indigenous Nations, with opportunities for Indigenous training, contracting, and equity participation; and

THAT the program incorporates corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations}, resilience measures (closure mitigation, climate adaptation}, and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials; and

THAT this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Transport (Canada}, the Minister of Infrastructure (Canada}, the Ontario Minister of Transportation, local MPs and MPPs, Federation of Northern Ontario Municipalities (FONOM}, Northwestern Ontario Municipal Association (NOMA}, Association of Municipalities of Ontario (AMO}, Federation of Canadian Municipalities (FCM}, Rural Ontario Municipal Association (ROMA}, Eastern Ontario Wardens' Caucus (EOWC} for support.

CARRIED

Sincerely Yours,



Belinda Ketchabaw
CAO Clerk - Treasurer

BK/mb

- cc: Federal Minister of Infrastructure
- Federal Minister of Transport
- Premier of Ontario
- Ontario Minister of Transportation
- FONOM
- NOMA
- AMO
- FCM
- ROMA
- EOWC
- Local Member of Parliament
- Local Member of Provincial Parliament

For Immediate Release

Northern Ontario Hill Days: NOMA and FONOM Bring a Unified Northern Voice to Ottawa

Thunder Bay, ON / North Bay, ON — December 3, 2025 — The Northwestern Ontario Municipal Association (NOMA) and the Federation of Northern Ontario Municipalities (FONOM) have concluded two highly productive days of meetings on Parliament Hill as part of **Northern Ontario Hill Days**, a coordinated advocacy mission that brought municipal leaders directly to federal decision-makers to advance the priorities of Northern communities.

Over the two-day mission, representatives from NOMA and FONOM met with **MPs from all parties, Cabinet Ministers, Opposition Leaders, and senior federal officials**, underscoring a shared message: **supporting the North is essential to strengthening Canada's economy, infrastructure, and communities.**

High-Impact Meetings Across Parliament Hill

Throughout the mission, the delegation engaged in focused discussions with:

- **Staff from the Leader of the Official Opposition**
- **MP Marcus Powlowski (Thunder Bay–Rainy River)**
- **MP Pauline Rochfort (Nipissing–Timiskaming)**
- **Finance Minister François-Philippe Champagne**
- **Minister Patty Hajdu**
- **Minister Mélanie Joly**
- **Parliamentary Secretary for Infrastructure and Housing Jennifer McKelvie**
- **Parliamentary Secretary for Immigration Peter Fragiskatos**
- **Housing Critic Scott Aitchison (CPC)**
- **MP Eric Melillo (Kenora / Kiiwetinoong - CPC)**
- **Senior staff in the Prime Minister's Office**

These discussions centred on the urgent needs of Northern communities and the unique role the region plays in national economic growth, resource development, supply chain reliability, and community safety.

Advancing Key Priorities for Northern Communities

NOMA and FONOM presented a coordinated set of priorities, including:

- **Strengthening the Trans-Canada Highway System**

Northern Ontario is home to the most vulnerable stretch of the Trans-Canada Highway. The delegation called for federal investment in 2+1 highway models, redundancy around critical pinch points, and long-term resilience planning to ensure the continuity of Canada's national supply chain.

▪ **Addressing Labour Shortages Through Tailored Immigration Pathways**

Municipal leaders emphasized that severe labour shortages are slowing growth across essential services, small businesses, and major industrial projects. The delegation pressed for rural- and Northern-specific immigration solutions to attract and retain workers and to support regional post-secondary institutions facing enrolment pressures.

▪ **Community Safety and Meaningful Bail Reform**

Delegates urged the federal government to take decisive action on chronic reoffending, improve accountability within the bail system, and support measures that restore safety and confidence in Northern communities.

▪ **Unlocking Economic Growth and Critical Minerals Development**

NOMA and FONOM highlighted the global significance of Northern Ontario’s critical mineral potential and called for accelerated permitting, strategic infrastructure investments, and continued support for Indigenous-led partnerships.

Quotes:

“Northern Ontario’s highways are Canada’s highways. The Trans-Canada corridor through our region is the most vulnerable stretch in the entire country, and without real federal investment in redundancy, expansion, and safety upgrades, the national supply chain remains at constant risk. At the same time, our communities are facing historic labour shortages across every sector. We made it clear in Ottawa that Northern Ontario is ready to grow, but we need the workers—and the safe, reliable transportation infrastructure—to support that growth.”

— **Rick Dumas, President, Northwestern Ontario Municipal Association (NOMA)**

“Municipalities across Northern Ontario are confronting a community safety crisis driven by chronic and repeat offenders, and we pressed the federal government for meaningful bail reform that protects victims, reinforces accountability, and ensures our communities can feel safe again. At the same time, labour shortages are holding back everything from small businesses to major resource projects. Northern Ontario needs a federal partner committed to real solutions on both fronts if we are going to thrive.”

— **Dave Plourde, President, Federation of Northern Ontario Municipalities (FONOM)**

A Strong and Collaborative Presence

Northern Ontario Hill Days showcased unprecedented collaboration between the two regional associations, presenting a united and solutions-focused voice to federal leaders. Together, NOMA and FONOM affirmed that **a strong, growing Northern Ontario is foundational to building a strong and competitive Canada.**

Looking Ahead

NOMA and FONOM expressed their commitment to continuing this momentum through **annual federal engagement**, ensuring that the issues facing Northern communities remain front and centre in national discussions.

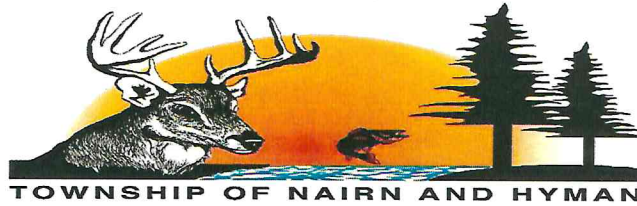
Both organizations also extended an invitation to federal leaders, stating that they **look forward to welcoming MPs, Ministers, and the Prime Minister** to their upcoming conferences to continue dialogue, strengthen relationships, and advance shared priorities for Northern Ontario.

—30—

Media Contacts:

Dave Plourde, President, FONOM
705-335-1615 | fonom.info@gmail.com

Rick Dumas, President, NOMA
807-683-6662 | admin@noma.on.ca



64 McIntyre Street • Nairn Centre, Ontario • P0M 2L0 ☎ 705-869-4232 📠 705-869-5248
Established: March 7, 1896 Office of the Clerk Treasurer, CAO E-mail: belindaketchabaw@nairncentre.ca

December 17, 2025

The Right Honourable Mark Carney
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister:

Re: Support Resolution

Please be advised our Council adopted the following resolution at their meeting of December 8, 2025:

**SUPPORT REQUEST FOR NATION-BUILDING IMPROVEMENTS TO HIGHWAY
11/17 (2+1 & FOUR LANE OPTIONS)**

RESOLUTION # 2025-14-241

MOVED BY: Karen Richter

SECONDED BY: Wayne Austin

WHEREAS Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors; and

WHEREAS four-laning the entirety of Highway 17 is the ultimate goal of the communities along the corridor; and

WHEREAS the proven "2+1" highway design - alternating passing lanes with a continuous median barrier - delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow; and

WHEREAS the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway; and

WHEREAS modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity; and

WHEREAS a phased 2+1 build - prioritizing Highway 11 (North Bay --+ Cochrane, then Cochrane--+ Nipigon) and key sections of Highway 17 (western border of County of Renfrew--+ Sudbury; Sault Ste. Marie --+ Sudbury; Thunder Bay--+ Kenora) - aligns with nation-building criteria, supports economic reconciliation with Indigenous partners, and enables integrated EV charging and low-carbon construction practices;

WHEREAS analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety/economic rationale for a 2+1 program;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project; and

THAT the Government of Canada be urged to designate this initiative as a project of national interest under the Building Canada Act and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction; and

THAT the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works as follows (subject to readiness and safety benefit):

THAT the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division; and

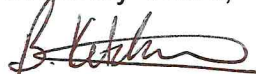
THAT both governments ensure early, ongoing, and capacity-supported engagement with affected Indigenous Nations, with opportunities for Indigenous training, contracting, and equity participation; and

THAT the program incorporates corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations}, resilience measures (closure mitigation, climate adaptation}, and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials; and

THAT this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Transport (Canada}, the Minister of Infrastructure (Canada}, the Ontario Minister of Transportation, local MPs and MPPs, Federation of Northern Ontario Municipalities (FONOM}, Northwestern Ontario Municipal Association (NOMA}, Association of Municipalities of Ontario (AMO}, Federation of Canadian Municipalities (FCM}, Rural Ontario Municipal Association (ROMA}, Eastern Ontario Wardens' Caucus (EOWC} for support.

CARRIED

Sincerely Yours,



Belinda Ketchabaw
CAO Clerk - Treasurer

BK/mb

cc: Federal Minister of Infrastructure
Federal Minister of Transport
Premier of Ontario
Ontario Minister of Transportation
FONOM
NOMA
AMO
FCM
ROMA
EOWC
Local Member of Parliament
Local Member of Provincial Parliament

For Immediate Release

Northern Ontario Hill Days: NOMA and FONOM Bring a Unified Northern Voice to Ottawa

Thunder Bay, ON / North Bay, ON — December 3, 2025 — The Northwestern Ontario Municipal Association (NOMA) and the Federation of Northern Ontario Municipalities (FONOM) have concluded two highly productive days of meetings on Parliament Hill as part of **Northern Ontario Hill Days**, a coordinated advocacy mission that brought municipal leaders directly to federal decision-makers to advance the priorities of Northern communities.

Over the two-day mission, representatives from NOMA and FONOM met with **MPs from all parties, Cabinet Ministers, Opposition Leaders, and senior federal officials**, underscoring a shared message: **supporting the North is essential to strengthening Canada's economy, infrastructure, and communities.**

High-Impact Meetings Across Parliament Hill

Throughout the mission, the delegation engaged in focused discussions with:

- **Staff from the Leader of the Official Opposition**
- **MP Marcus Powlowski (Thunder Bay–Rainy River)**
- **MP Pauline Rochfort (Nipissing–Timiskaming)**
- **Finance Minister François-Philippe Champagne**
- **Minister Patty Hajdu**
- **Minister Mélanie Joly**
- **Parliamentary Secretary for Infrastructure and Housing Jennifer McKelvie**
- **Parliamentary Secretary for Immigration Peter Fragiskatos**
- **Housing Critic Scott Aitchison (CPC)**
- **MP Eric Melillo (Kenora / Kiiwetinoong - CPC)**
- **Senior staff in the Prime Minister's Office**

These discussions centred on the urgent needs of Northern communities and the unique role the region plays in national economic growth, resource development, supply chain reliability, and community safety.

Advancing Key Priorities for Northern Communities

NOMA and FONOM presented a coordinated set of priorities, including:

- **Strengthening the Trans-Canada Highway System**

Northern Ontario is home to the most vulnerable stretch of the Trans-Canada Highway. The delegation called for federal investment in 2+1 highway models, redundancy around critical pinch points, and long-term resilience planning to ensure the continuity of Canada's national supply chain.

▪ **Addressing Labour Shortages Through Tailored Immigration Pathways**

Municipal leaders emphasized that severe labour shortages are slowing growth across essential services, small businesses, and major industrial projects. The delegation pressed for rural- and Northern-specific immigration solutions to attract and retain workers and to support regional post-secondary institutions facing enrolment pressures.

▪ **Community Safety and Meaningful Bail Reform**

Delegates urged the federal government to take decisive action on chronic reoffending, improve accountability within the bail system, and support measures that restore safety and confidence in Northern communities.

▪ **Unlocking Economic Growth and Critical Minerals Development**

NOMA and FONOM highlighted the global significance of Northern Ontario's critical mineral potential and called for accelerated permitting, strategic infrastructure investments, and continued support for Indigenous-led partnerships.

Quotes:

“Northern Ontario’s highways are Canada’s highways. The Trans-Canada corridor through our region is the most vulnerable stretch in the entire country, and without real federal investment in redundancy, expansion, and safety upgrades, the national supply chain remains at constant risk. At the same time, our communities are facing historic labour shortages across every sector. We made it clear in Ottawa that Northern Ontario is ready to grow, but we need the workers—and the safe, reliable transportation infrastructure—to support that growth.”

— **Rick Dumas, President, Northwestern Ontario Municipal Association (NOMA)**

“Municipalities across Northern Ontario are confronting a community safety crisis driven by chronic and repeat offenders, and we pressed the federal government for meaningful bail reform that protects victims, reinforces accountability, and ensures our communities can feel safe again. At the same time, labour shortages are holding back everything from small businesses to major resource projects. Northern Ontario needs a federal partner committed to real solutions on both fronts if we are going to thrive.”

— **Dave Plourde, President, Federation of Northern Ontario Municipalities (FONOM)**

A Strong and Collaborative Presence

Northern Ontario Hill Days showcased unprecedented collaboration between the two regional associations, presenting a united and solutions-focused voice to federal leaders. Together, NOMA and FONOM affirmed that **a strong, growing Northern Ontario is foundational to building a strong and competitive Canada.**

Looking Ahead

NOMA and FONOM expressed their commitment to continuing this momentum through **annual federal engagement**, ensuring that the issues facing Northern communities remain front and centre in national discussions.

Both organizations also extended an invitation to federal leaders, stating that they **look forward to welcoming MPs, Ministers, and the Prime Minister** to their upcoming conferences to continue dialogue, strengthen relationships, and advance shared priorities for Northern Ontario.

—30—

Media Contacts:

Dave Plourde, President, FONOM
705-335-1615 | fonom.info@gmail.com

Rick Dumas, President, NOMA
807-683-6662 | admin@noma.on.ca



City of
Peterborough

Office of the City Clerk, City Hall
500 George Street North
Peterborough, Ontario
K9H 3R9

December 11, 2025

Honourable Rob Flack, Minister of Municipal Affairs and Housing;
MP Emma Harrison;
MPP Dave Smith;
Dr. Piggott, Medical Officer of Health;
Stuart Betts, Peterborough Police Chief;
Chris Snetsinger, Peterborough Fire Chief;
Patricia Bromfield, Peterborough EMS Chief;
All Local School Board Chairs;
Association of Municipalities of Ontario
Federation of Canadian Municipalities; and
All Ontario Municipalities

Re: Elect Respect

The following resolution, adopted by City Council at their meeting on November 3, 2025, is forwarded for your information:

Whereas democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

Whereas Ontario's municipally elected officials and municipal staff are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

Whereas social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

Whereas in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against



harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

Whereas H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials and municipal staff that encourages individuals to participate in the political process.

Now Therefore Be It Resolved That the Council of the City of Peterborough supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

Be It Further Resolved That the City of Peterborough calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca; and

Be It Further Resolved That a copy of this resolution be sent to the:

Association of Municipalities of Ontario, the Federation of Canadian Municipalities, MP Emma Harrison, MPP Dave Smith, Minister of Municipal Affairs and Housing of Ontario Rob Flack, the Peterborough Police Chief, Peterborough Fire Chief, Peterborough EMS Chief, Medical Officer of Health, all local school board chairs and all Ontario Municipalities.

AND Be It Further Resolved That the City's Diversity, Equity and Inclusion Advisor be engaged in the implementation and communication of this initiative, and that staff explore opportunities to better integrate their expertise into Council's ongoing efforts to promote a safe, inclusive, and respectful civic environment

Sincerely,


John Kennedy,
City Clerk

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1228-26

BEING A BYLAW TO PROVIDE FOR AN INTERIM LEVY AND THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2026

Legal Authority

Scope of Powers

Section 317 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the Council of a local municipality may pass a bylaw to impose an interim levy on the assessment role for taxation in the current year for property in the municipality rateable for local municipality purposes.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council.

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Val Rita-Harty ("Council") deems it appropriate to provide for such interim levy on the assessment of property in the Municipality of Val Rita-Harty.

Decision

Council of the Corporation of the Municipality of Val Rita Harty deems it in the best interest of the Corporation to apply an Interim Tax Levy to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this bylaw is passed. **Direction**

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Val Rita-Harty directs as follows:

1. The Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year and shall be in the amount equal to fifty percent (50%) of the final taxes levied on the property for the previous year.

2. That when calculating the total amount of taxes for the current year under paragraph 1, if any taxes for municipal and school board purposes were levied on a property for part of the year an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school board purposes had been levied for the entire year.
3. That the said interim tax levy shall become due and payable in two (2) instalments due and payable as follows:
 - February 28, 2026
 - April 30, 2026
4. That on all taxes of the interim levy which are in default, a penalty of 15% per annum, or 1.25% per month, shall be added on the first day of each and every month the default continues.
5. That penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. That the Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
7. That a failure to receive the aforementioned notice in advance of the date for payment of the interim tax levy or any instalment does not affect the timing of default or the date or the date from which interest shall be imposed.
8. The Treasurer may accept part payment on account of any taxes due, but acceptance shall not affect interest under Section 4 of this Bylaw.
9. This Bylaw is deemed to come into force and take effect on January 1, 2026 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this bylaw is passed.

Read and adopted by Resolution 26-010 this 27th day of January 2026.

Mayor

Deputy Clerk



Municipalité de Val Rita-Harty Municipality

Item #: 11

Personnel responsable / staff: Deputy Clerk

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : Ontario Fire Protection Grant

Description:

The Fire Protection Grant supports municipal fire services with cancer prevention measures, health and safety, minor infrastructure improvements, technology improvements, etc... The Municipality submitted a funding application and has been approved for \$32,000 to support the purchase of a dryer, smoke removal fan, thermal imaging camera, bunker gear, helmets, gloves and a CO2 detector.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency, accountability and communications.

Recommandation / Recommendation:

That Council for the Municipality of Val Rita-Harty does hereby approve Bylaw No. 1229-26, Being a Bylaw to enter into Agreement with His Majesty the King in Right of Ontario as represented by the Solicitor General and the Municipality of Val Rita-Harty for the provision of funding under the Fire Protection Grant.

Financial Implications: 2026 budget

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1229-26

BEING A BYLAW TO ENTER INTO AGREEMENT WITH HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL AND THE CORPORATION OF THE MUNICIPALITY OF VAL RITA-HARTY FOR THE FIRE PROTECTION GRANT

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

WHEREAS Council for the Municipality of Val Rita-Harty deems it expedient to enter into an agreement with His Majesty the King in right of Ontario, as represented by the Solicitor General (hereinafter referred to as Province of Ontario) for the Ontario Fire Protection Grant, as per the attached agreement.

Decision/Direction

NOW THEREFORE the Council for the Municipality of Val Rita Harty directs as follows:

1. THAT the Mayor and Treasurer are hereby designated as signing officers and are authorized to execute the Ontario Fire Protection Grant Transfer Payment Agreement between the Corporation of the Municipality of Val Rita Harty and the Province of Ontario.

2. THAT the attached Agreement identified as Schedule "A", forms part of this bylaw.
3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-012 this 27th day of January, 2026

Mayor

Deputy Clerk

ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the

(The “Effective Date”)

BETWEEN:

**His Majesty the King in right of Ontario
as represented by the Solicitor General**

(referred to as the “Province”)

- and -

Corporation of the Township of Val Rita-Harty

(the “Recipient”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 **Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

- 3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

- 4.1 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

5.0 ACKNOWLEDGEMENT

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario;
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

- (f) the Province is bound by the Financial Administration Act (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Solicitor General**

Date

Name: Carrie Clark

Title: Deputy Fire Marshal

Corporation of the Township of Val Rita-Harty

Date

Name:

Title:

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means.

(a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b) and includes any such period or periods of time by which the Province extends that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C” and as may be amended from time to time.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution;
 - (ii) is in the name of the Recipient; and
 - (iii) is registered in TPON.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carrying Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient’s immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Interest. Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with

- an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTING, ACCOUNTING AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours, enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing

any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the Auditor General Act (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 Notice of Project-Related Communications. Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will,

- (a) provide to the Province, either,
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

A11.2 When Termination Effective. Termination under Article A11.1 will take effect as provided for in the Notice.

A11.3 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further installments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b);
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient;

- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in

the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

A15.5 Fails to Pay. Without limiting the application of section 43 of the Financial Administration Act (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with

any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations and relations of the

Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0, and Article A27.0.

-- END OF GENERAL TERMS AND CONDITIONS --

**SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

Maximum Funds	\$32,000
Expiry Date	March 31, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p>Fax: (705) 305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@ontario.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Name: Leanne Crozier</p> <p>Position: Treasurer</p> <p>Address: , , ,</p> <p>Phone: 705-335-6146</p> <p>Email: clerk@valharty.ca</p>

Additional Provisions:

None

SCHEDULE "C" PROJECT

The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year two of the Fire Protection Grant focuses on firefighter health and safety (specifically, cancer prevention measures) minor infrastructure updates and support for Lithium-Ion Incident Responses. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified five categories of eligibility:

- Cancer Prevention – Equipment and Supplies (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)
- Lithium-Ion Incident Response – Equipment and Supplies (such as extinguishing agents, fire decontamination systems and safety solutions)

The grant application window opened August 13, 2025 and closed September 30, 2025.

Corporation of the Township of Val Rita-Harty is approved for \$32,000

Funding to support the purchase of Purchase of a dryer, smoke removal fan, thermal imaging camera, bunker gear, helmets, gloves and a CO2 detector..

**SCHEDULE “D”
BUDGET**

Funding will be provided to Corporation of the Township of Val Rita-Harty upon execution of this Agreement.

Funding will be provided to Corporation of the Township of Val Rita-Harty explicitly for the purchase of one, or a combination of, the items prescribed within the listed summary in Schedule “C”. Copies of all invoices and receipts for said items will be provided to the Office of The Fire Marshal as part of the Report Back described in Schedule “F” that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

SCHEDULE "E" PAYMENT PLAN

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule "B".

E.2 PAYMENT SCHEDULE

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

SCHEDULE "F" REPORTS

As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received, through the Transfer Payment Ontario or as otherwise directed, by the end of Provincial Financial Quarter, Q3, to outline how the grant funding was utilized, and the benefit(s) seen at the department level.

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule "C".

Ministry of the Solicitor General

Office of the Fire Marshal

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél.: 647-329-1100
Télééc.: 647-329-1143



MEMORANDUM TO: All Ontario Fire Chiefs

FROM: Jon Pegg
Fire Marshal

DATE: December 10, 2025

SUBJECT: Announcement of 2025-2026 Fire Protection Grant Allocations

The Office of the Fire Marshal (OFM) is pleased to announce that the applications for Year 2 of the Fire Protection Grant have been approved.

The OFM received a total of 380 applications, each outlining projects focused on enhancing cancer prevention and health and safety initiatives for firefighters across Ontario.

The OFM will begin contacting successful fire departments to review and finalize the required Transfer Payment Agreements. Fire departments will be directed to their [Transfer Payment Ontario](#) (TPON) account to access and complete the necessary documentation.

Transfer Payment Agreements will contain all project details, including report-back requirements. The agreements will be executed through TPON and will require the signature of the fire department's municipal signing authority.

If you have any questions, please contact your local Fire Protection Adviser.

Thank you to all departments that submitted an application for the Fire Protection Grant. Your continued commitment to firefighter cancer prevention and health and safety is commendable and will have a lasting impact on the wellbeing of your firefighters.

Sincerely,

Jon Pegg
Fire Marshal

c: Mario Di Tommaso, O.O.M. Deputy Solicitor General, [Community Safety](#)

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1230-26

BEING A BYLAW TO AUTHORIZE THE USE OF FRENCH, IN ADDITION TO ENGLISH, IN NOTICES, FORMS AND OTHER INFORMATION PROVIDED UNDER THE *MUNICIPAL ELECTIONS ACT, 1996, AS AMENDED*

Legal Authority

Scope of Powers

Section 9(2) of the *Municipal Elections Act, 1996* ("*Municipal Elections Act*") as amended, provides that a municipal Council may pass a bylaw allowing the use of,

- a) French, in addition to English, in prescribed forms;
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

WHEREAS Council for the Municipality of Val Rita-Harty deems it expedient to provide prescribed forms under the *Municipal Election Act, 1996*, as amended in French, in addition to English, and additionally in public notices, forms (other than prescribed forms) provided under this Act.

Decision/Direction

NOW THEREFORE the Council for the Municipality of Val Rita Harty directs as follows:

1. THAT municipal election prescribed forms under the *Municipal Elections Act, 1996* be provided in French, in addition to English.
2. THAT French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act, 1996, c.32, Sched., s. 9(2).
3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-012 this 27th day of January, 2026

Mayor

Deputy Clerk



Municipalité de Val Rita-Harty Municipality

Item #: 11

Personnel responsable / staff:

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : Temporary Borrowing Bylaw

Description:

Council is requested to grant authority to the Treasurer to borrow, temporarily by way of a line of credit, funds that may be required to meet the current expenditures and liabilities for the Municipality of Val Rita-Harty before the receipt of property taxes and other revenues.

Staff do not anticipate utilizing the funds in 2026, however the adoption of the bylaw is a requirement under Section 40 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

The legal authority for the temporary borrowings under the Act allows municipalities to borrow amounts between January 1st and September 30th not to exceed 50% of total estimated annual revenues and to borrow amount between October 1st and December 31st not to exceed 25% of total estimated annual revenues. The request for authority is \$200,000.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency and accountability.

Recommandation / Recommendation:

THAT Bylaw No. 1231-26, being a bylaw to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2026 be adopted.

Financial Implications: The Municipality only pays interest expenses on the amount of funds that are borrowed. If the Municipality does not borrow funds, there is no interest expense incurred.

Rapport soumis par / Respectfully submitted:

Leanne Crozer, Treasurer

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1232-26

BEING A BYLAW TO AUTHORIZE TEMPORARY BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026

Legal Authority

Scope of Powers

Section 407 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides authority for a municipality to authorize the Treasurer to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year.

The total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Ontario Land Tribunal, is limited by Section 407 of the *Municipal Act*.

Until the budget is adopted for imposing rates for the current year, the limits upon borrowing shall be calculated using the estimates of the Municipality as set out in the budget adopted for the previous year.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council.

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Val Rita-Harty ("Council") deems it appropriate to provide for such interim levy on the assessment of property in the Municipality of Val Rita-Harty.

Decision

Council of the Corporation of the Municipality of Val-Rita Harty deems it in the best interest of the Corporation to approve the bylaw which authorizes the Treasurer to borrow from time to time to meet current expenditures.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Val Rita-Harty directs as follows:

1. The Treasurer is hereby authorized to borrow from time to time during the 2026 fiscal year such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. That the lender(s) from whom amounts may be borrowed under authority of this bylaw shall be La Caisse Populaire Alliance and such other lender(s) as may be determined from time to time by bylaw of Council with sums not to exceed \$200,000.
3. The total amount which may be borrowed at any one time under this bylaw plus any outstanding amounts of principal borrowed and accrued interest under Section 407 shall not exceed from January 1st to September 30th of the current year, 50 per cent (50%) of the total estimated revenues of the Municipality as set out in the budget approved for the current year; and from October 1st to December 31st of the current year, 25 per cent (25%) of the total estimated revenues of the Municipality as set out in the budget adopted for the current year.
4. Until the budget is adopted for the current year, the limits upon borrowing as set out in Section 3 of this bylaw shall be temporarily calculated using the estimated revenues of the municipality as set out in the budget adopted for the previous year.
5. The Treasurer shall, at the time when any amount is borrowed under this bylaw, ensure that the lender is or has been furnished with a certified copy of this bylaw, if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Act that have not been repaid.
6. For the purposes of this bylaw the estimated revenues referred to in Section 3 and 4 do not include revenues derivable or derived from a) arrears of taxes, fees or charges; or b) a payment from a reserve fund of the municipality whether or not the payment is for capital purposes.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this bylaw, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. Evidences of indebtedness in respect of borrowings made under Section 1 shall be signed by the Mayor and the Treasurer.
9. The lender shall not be responsible for establishing the necessity of temporary borrowing under this bylaw or the manner in which the borrowing is used.

10. Bylaw No. 1189-24 is hereby repealed.

11. This bylaw shall take effect on the final day of passing.

Read and adopted by Resolution 26-013 this 27th day of January 2026.

Mayor

Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1232-26

BEING A BYLAW TO PROHIBIT THE OBSTRUCTION OF ROADWAYS AND SIDEWALKS WITHIN THE MUNICIPALITY OF VAL RITA-HARTY AND TO REGULATE THE REMOVAL, DUMPING AND PILING OF SNOW THEREON AND TO REPEAL BYLAW 1013-15.

Legal Authority

Scope of Powers

Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended provides that the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance its ability to respond to municipal issues.

Section 10 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, authorizes municipalities to pass bylaws respecting health, safety and well-being of persons.

Section 27 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*"), as amended, provides that a municipality may pass bylaws in respect of a highway only if it has a jurisdiction over the highway.

Section 44 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended imposes a statutory duty on municipalities to keep highways under their jurisdiction in a reasonable state of repair, including winter maintenance activities.

Section 425 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*"), as amended, establishes that any person who contravenes a bylaw of a municipality is guilty of an offence.

Section 446 *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*"), as amended, provides that where a municipality has authority by an Act or Bylaw to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do so, the matter or thing shall be done at the person's expense and the municipality may recover the cost of doing the matter or thing from the person required to do it, by action or by adding the costs to the tax roll and collecting them in the same manner as taxes.

Section 181 of the *Highway Traffic Act*, RSO 1990, as amended, prohibits the depositing of snow or ice on a roadway without permission of the road authority responsible for the maintenance of the road.

Ontario Regulation 239/2 – *Minimum Maintenance Standards for Municipal Highways*, prescribes minimum winter maintenance standards for municipal highways and sidewalks.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council.

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Val Rita-Harty ("Council") deems it advisable and expedient to pass a bylaw prohibiting the obstructing of roadways and sidewalks and regulating the placement of snow thereon. Furthermore, Council for the Corporation of the Municipality of Val Rita-Harty deems it necessary to institute a fee to enable the Municipality to recover the expense incurred for contravention of this bylaw.

Decision

Council of the Corporation of the Municipality of Val-Rita Harty deems it in the best interest of the Corporation to pass a bylaw to provide for the removal of snow and ice from highways and sidewalks and to institute an administrative fee and a fee for recovery of costs (remedial action) at the expense of the property owner.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Val Rita-Harty directs as follows:

1. That attached Schedule "A", forms part of this Bylaw and is adopted.
2. That attached Schedule "B" – Administrative Fees, forms part of this Bylaw and is adopted.
3. That attached Schedule "C" - Remedial Action Expense, forms part of this Bylaw and is adopted.
4. This bylaw shall take effect on the final day of passing.
5. That Bylaw No. 2013-14 is hereby repealed.

Read and adopted by Resolution 26- this 27th day of January 2026.

Mayor

Deputy Clerk

SCHEDULE “A” TO BYLAW NO.1232-26

1. DEFINITIONS

“Administrative Fee” shall be a fee as outlined in Schedule “B” to this bylaw and shall be reviewed annually.

“Enforcement Officer” shall mean the Public Works Supervisor or any other person designated by Council for the purpose of this bylaw, who has the responsibility or duties with respect to the administration of this bylaw.

“Highway” means a common and public highway, street, avenue, lane, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for passage of vehicles and includes the area between the lateral property lines thereon.

“Municipality or Municipal” means the Corporation of the Municipality of Val Rita-Harty.

“Occupant” means any person or person over the age of eighteen (18) years of age in possession of the property.

“Owner” means the person holding registered title to land and the person for the time being managing or receiving the rent or paying the municipal taxes on the land in question, whether on his, her or its own account or as agent or trustee of any other person or who would so receive the rent if such were let, and shall also include a lessee or occupant of the land. Where the person holding registered title to the land is a condominium corporation, the owner is the corporation and not its member.

“Person” means any individual, firm, society, association, partnership, agent or trustee, the heirs, executors, administrators, corporation or legal representatives of a person to whom the context can apply according to law.

“Private Entrance” means an improved surface within a highway used or intended for use for vehicular access to and from private property adjacent to the highway.

“Remediation Cost Recovery” shall be a fee as outlined in Schedule “C” to this bylaw and shall be reviewed annually.

“Roadway” shall mean the municipal road allowance.

“Sidewalks” shall mean all such parts of the highway as are set aside for the use of pedestrians or used by the general public for the passage of pedestrians.

“Stockpile” shall mean a concentration of snow pushed into a pile above the height of five (5) feet.

“Travelled portion of the roadway” shall mean as that part of a roadway designated or intended for use by vehicular traffic.

“Windrow” shall mean the pile of snow that is left at the bottom of a driveway after the snowplow has cleared the road.

2. GENERAL PROVISIONS

- 2.1 No person shall deposit any snow or ice on any sidewalk, or in such a manner that it will obstruct drainage to any catch-basin, obstruct access to any fire hydrant, obstruct the passage of pedestrians on any sidewalk, or obstruct the passage of motor vehicles on a roadway/highway.

3. SIDEWALKS, HIGHWAYS AND TRAVELLED PORTION OF THE ROADWAY

- 3.1 No person shall deposit or cause to be deposited snow or ice on a travelled portion of the roadway or sidewalk within the Municipality of Val Rita-Harty.
- 3.2 No person shall deposit or cause to be deposited snow from private property, or cause any snow from private property, to be deposited on any part of a roadway allowance within the Municipality of Val Rita-Harty.
- 3.3 No person shall clear away or remove snow or ice from a municipal highway located in the Municipality of Val Rita-Harty except as may be necessary to clear away snow blocking access to a private entrance or driveway.
- 3.4 No person shall create, place or permit an accumulation of snow on any property or roadways in a manner that obstructs traffic, blocks pedestrian passage or impairs line of sight. Snow piles shall not exceed one meter in height within one meter on either side of a driveway entrance.
- 3.5 No person shall deposit, or cause to be deposited snow or ice to be piled or placed to a height exceeding one (1) meter within five (5) meters of an intersection (corner lot). Snow piles within this area shall not obstruct sightlines for drivers or pedestrians and must be maintained to ensure safe visibility and passage of vehicles and pedestrians.
- 3.6 No person shall deposit, or cause to be deposited snow or ice on, or immediately adjacent to a fire hydrant or in a manner that obstructs access to a fire hydrant.
- 3.7 No person shall deposit, or cause to be deposited snow or ice, in manner so as to obstruct drainage to any municipal owned ditch, drain or sewer.
- 3.8 No person shall place, or cause to be placed, ice or snow from private property or from roadway, onto private property of another person.
- 3.9 The accumulation of snow on the part of the municipal road allowance that is located along the entrance or driveway of a private property may be cleared and deposited by the owner of the property only on the part of the road allowance that fronts his property and that is not open for and used by or for pedestrians and vehicular traffic and parking.
- 3.10 No person, including any resident, property owner, contractor or third party, shall deposit snow by pushing, plowing or transporting it across a municipal highway to deposit onto another property. This includes moving from one side of the highway to the other or onto property. Such actions are prohibited to ensure traffic and pedestrian safety.
- 3.11 The Municipality of Val Rita-Harty shall not be responsible for the removal of the windrow.

4. ENFORCEMENT

- 4.1** This Bylaw shall be enforced by the Municipality of Val Rita-Harty, in accordance with the steps outlined in Schedule “B” and “C” to this bylaw.
- 4.2** Where a person is in default of any of the provisions of the bylaw, the Corporation of the Municipality of Val Rita-Harty, or its servants or agents shall carry out, or cause to be carried out, on behalf of the Corporation the work required to be done by this bylaw at the expense of the property owner, along with an administrative fee and the Municipality shall recover the expense (remediation cost recovery) incurred in doing it in like manner as municipal taxes in accordance with Section 446 *Municipal Act*, 2001, S.O. 2001, c.25, as amended.

5. ADMINISTRATIVE FEE AND REMEDIATION COST RECOVERY

- 5.1** When snow or ice is deposited in contravention of Section 3, notice shall be given to the property owner at the last known address to remove the material forthwith.
- 5.2** If the property owner fails to remove the snow or ice forthwith, or cannot be notified immediately, or if the property is vacant or if the material is of a nature, volume or consistency to create an immediate hazard, the Public Works Supervisor or his/her designate is authorized to have the material removed and the Municipality will invoice the property owner for the expense incurred (remediation cost recovery) and for the administrative fee.
- 5.3** The Municipality of Val Rita-Harty shall recover the administrative fee and remediation cost recovery incurred under Section 5.2 by action, or by adding the costs incurred to the tax roll and collecting them in the same manner as taxes in accordance with Section 446 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended.
- 5.4** Any person who contravenes provisions of this Bylaw is liable to pay an Administrative Fee (Schedule B) and a Remediation Cost Recovery Fee (Schedule C), as attached to this bylaw.
- 5.5** Where a contravention continues, each day or part of a day that the contravention continues shall be deemed to constitute a separate and distinct default.

6. OBSTRUCTION

- 6.1** No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly an officer or employee of the Municipality of Val Rita-Harty and/or agent in the lawful exercise or power or duty under this bylaw.
- 6.2** Any person who has been alleged to have contravened any of the provisions of this bylaw shall identify themselves to the officer or employee and failure to do shall be deemed to have obstructed or hindered the officer or employee in the execution of his/her duties.

7. VALIDITY AND SEVERABILITY

Should any section, subsection, clause, paragraph or provision of this bylaw be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the Part so declared to be invalid.

SCHEDULE "B" TO BYLAW NO. 1232-26

ADMINISTRATIVE FEE

The Administrative Fee for Default shall be as follows:

First Default:	\$200.00
Second Default within 12 months:	\$250.00
Third Default or subsequent Defaults with 12 months	\$300.00

Please Note:

Failure to respond to notices of default may result in additional administrative fees or collection acts.

*****This is an additional cost in addition to the Remediation Cost Recovery Fee. See Schedule "C" to Bylaw No. 1232-26.**

STEPS TO RECORD DEFAULT OF BYLAW

- a) During snow plowing and removal operations municipal staff is authorized to correctly record default of this Bylaw, as follows:
 - Photograph of default with time/date taken and record the correct street address;
 - Provide above information to the municipal administration office staff person.
- b) Administration is authorized to immediately mail/hand deliver letter to property owner explaining default, outlining the administrative fee and possible remediation cost recovery fee which will be levied if the situation is not corrected within five (5) days.
- c) Administration will communicate with Public Works Supervisor when letter is mailed/delivered and five (5) day count commences.
- d) In the event default of the bylaw is not corrected, public works staff will be authorized to correct the default and remedial cost recovery fee will be sent to the property owner.

** The Municipality of Val Rita-Harty shall recover the administrative fee and remediation cost recovery incurred under Section 5.2 by action, or by adding the costs incurred to the tax roll and collecting them in the same manner as taxes in accordance with Section 446 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended.

SCHEDULE "C" TO BYLAW NO. 1232-26

REMEDATION COST RECOVERY FEE

The Remediation Cost Recovery fee will be the Municipality of Val Rita-Harty public works rental hourly fee (minimum) for equipment rental (with operator), as follows:

2026 Fee for Equipment and Operator	\$250.00 (minimum hourly rate)
-------------------------------------	--------------------------------



Municipalité de Val Rita-Harty Municipality

Item #: 16

From: Deputy Clerk

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : Retention & Disposition Bylaw Schedule C – Retention Period

Description:

The amendment to the Retention and Disposition of Records Bylaw Schedule “C” has been reviewed and approved by the Municipal Auditor. The next steps to be undertaken involve standard operating practices and annual review of files. A significant disposition of records has been undertaken and in 2026 the review will be completed. The municipal files will be examined/revamped to include updating file classifications, incorporating best practices within applicable legislation and training staff.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency and accountability.

Recommandation / Recommendation:

THAT Bylaw No. 1233-26, Being a bylaw to amend Bylaw No. 1214-25 (Schedule C-Retention Period) be read and adopted.

Financial Implications:

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1233-26

BEING A BYLAW TO AMEND BYLAW NO 1214-25, RETENTION AND DISPOSITION OF RECORDS MAINTAINED BY THE MUNICIPALITY WITH THE ADDITION OF SCHEDULE "C", RETENTION PERIODS

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Records

Council for the Municipality of Val Rita-Harty adopted Bylaw No. 1214-25 by means of Resolution 25-092 on August 26, 2025. The bylaw required that the retention periods be reviewed and approved by the Auditor as being complete. The Municipal Auditor (Baker Tilly) has reviewed the retention periods and has approved the attached Schedule "C".

Decision/Direction

NOW THEREFORE the Council for the Municipality of Val Rita Harty directs as follows:

1. That Schedule "C", as attached, forms part of Bylaw No. 1214-25 and is hereby adopted.
2. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-015 this 27th day of January, 2026

Mayor

Deputy Clerk

**CORPORATION OF THE MUNICIPALITY OF VAL RITA-HARTY
SCHEDULE "C" TO BYLAW 1214-25 - RETENTION PERIODS**

C=Current Year P=Permanent

E=Event for which retention cannot be predetermined and must be kept until after defined activity. Can be defined to guide the decision.

SO=Superseded or Obsolete. Superseded means record has been updated and replaced with new version and Obsolete means the record is no longer required.

SCHEDULE "1"

PRIMARY HEADING: GENERAL GOVERNMENT/ADMINISTRATION SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
A00	Associations & Organizations	C + 1	Correspondence, notices, reports, etc..
A01	Complaints & Compliments	5	
A02	Staff Committees & Meetings	C + 4	Staff activity reports, minutes, etc...
A03	Computer Systems (IT)	SO + 6	Records re: design, changes, software, installations and requests for upgrades
	* Telephones & users	SO + 2	
A04	Conferences & Seminars	C+1	Invite, agendas, etc...
A05	Consultants	C+2	E=Completion of project. Files may be cross filed by project
A06	Inventory Control	6	
A07	Office Equipment & Furniture	1	Disposal of item
A08	Office Services	1	Includes records regarding rates for courier, mail, etc...
A09	POLICIES & PROCEDURES		
	Policies	C + 5	C=repeat or replacement
	Procedures	C + 1	C=repeat or replacement
	Programs	C + 1	C=repeat or replacement
	Levels of Service	C+5	C=repeat or replacement

A10	RECORDS MANAGEMENT			
	Records Management	SO	Information about management of corporate records such as classifications, etc...	
A11	Records Disposition	P	Includes record about disposition and method of disposition	
	Research & Planning	2		
A12	Telecommunications Systems	S		
A13	Travel and Accommodation	1		
A14	Uniforms & Clothing	S		
A15	Vendors & Suppliers	S		
	Purchase orders & requisitions	C + 7	Includes RFPs, Tenders, pre-qualification regarding selection process	
A16	Intergovernmental Affairs	5		
A17	Information Access & Privacy	C+2	C=Decision date or date resolved	
A18	Security	C+5	C=change of security passes, control of keys and closed circuit television output	
A19	Facilities Construction & Renovation	E + 2	E=Completion of facility	
A20	Properties Maintenance	S+5		
	Equipment & Furniture	E + 1	E = Disposal of item	
A21	Facilities Bookings	2	Includes bookings and rentals	
	Security	5		
A22	ACCESSIBILITY			
	Projects	2		
	Reporting	P		
	Feedback	2		
A24	Access control & Passwords	C + 5	C=User Departure or System Replacement	
A26	Building Structure Systems	C + 5	C=life of systems	
A27	Drawings	E	E=life of systems	
C00	COUNCIL & BYLAWS-GENERAL	1		
C01	Bylaws	P		
C02	Bylaws - other municipalities	1		
C03	Council Agenda & agenda packages	C+6	C= + 6 years; includes agenda and documents	
	Reports	P		
	Follow-up	C+1	C=End of term of Council	
	Correspondence	C+1	C=End of term of Council	
C04	Council Minutes	P		
	Recorded Minutes	C+1	Includes livestream	
C05	Council Committee Agendas	C+1		
C06	Council Committee Minutes	P		
	Recorded minutes	C+1	Includes livestream	

C07	ELECTIONS			
	Ballots	C+ 120 days	C=Voting Day or Resolution of Recount	
	Financial Reporting	E + 4	E=Voting Day	
	Administration & Forms	E + 4	E=Voting Day	
	Results	E + 4	E=Voting Day	
	Procedure	E+4	E=Voting Day	
C08	Goals/Strategic Plans	10	Excludes OP-see D08	
C09	Resolutions & Motions	P	Council term	
C11	Reports to Council	P		
C12	Appointments to Boards & Committees	C+5	C=end of term of appointee	
	Accountability, Transparency & Governance		Includes records relating to Code of Conduct complaints and related investigations, Int. Commissioner app'ts, Ombudsman investigations & reports, etc....	
C13		SO+ 2		
C14	Mayoral Decisions	P		

	FINANCE AND ACCOUNTING		
F01	Accounts Payable	CE + 7	C=close of fiscal tax year end
F02	Accounts Receivable	C+7	C=close of fiscal tax year end
F03	Audits	7	See F10-Audited Financial Statements (includes internal & external audits of accounts)
F04	Banking	C+7	C=close of fiscal tax year end (includes bank reconciliations and deposit records)
F05	Budget & Estimates	C+7	C=close of fiscal year end. (includes budget variances, capital and operating budgets & plans)
F06	Assets	C + 10	C=D/Disposal of asset
F07	Cheques	C+7	C=end of fiscal tax year. (includes cancelled cheques, listings, requisitions, NSF & bank statements)
F08	Debitures & Bonds	C+7	C=Debitures surrendered for exchange or cancellation
F09	Employee & Council expenses	C7	C=End of fiscal tax year
F10	Financial Statements	P	
F11	Grants & Loans	C+6	C=Repayment of loan or issuing or receiving of grant
F12	Investments	C+6	C=Closure of account
F13	Journal Vouchers	C+6	C=Close of fiscal tax year
F14	Sub ledgers, registers & Journals	C7	C=Close of fiscal tax year
F15	General Ledgers & Journals	P	
F16	Payroll (including T4)	C+6	C=Close of fiscal tax year (includes all records of payment of salary, ROE, honorarium & fees to Council)
F17	Purchase Orders & Requisitions	C+ 7	C=Close of fiscal tax year

F18	Quotations and Tenders	C+7	C=Close of fiscal tax year. (unsuccessful bids retained for 1 year from contract award.
F19	Receipts	C+7	C=Close of fiscal tax year
F20	Reserve Funds	C+7	C=Close of fiscal tax year
F21	Revenues	7	Revenues for mortgages must be kept for 10 years
F22	Tax Roll & Records	P	Includes assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards & tax collectors' roll)
F23	Write-offs	C+6	C=Close of fiscal tax year. (includes A/R that has been written off as uncollectible and record of bankruptcies.
F24	Trust Funds	C+7	C=Close of fiscal tax year. (records held in trust by Municipality)
F25	Security Deposits	C+7	C=closure of account
F26	Financial Working Papers	C+1	C=completion of Audit
F27	Regulatory Reporting-Financial	C+6	C=Includes regulatory, financial information returns, FIR, HST, tax rebate filings and MPMP
H00	HUMAN RESOURCES		
H01	Attendance & Scheduling	5	Driver daily log-6 months:
H02	Benefit program	SO	SO=Superseded by other program
H03	Employee Records		
	Employee Files	C+7	C-Date employee ceased to be employed
H05	HR Planning	C+1	C=Day last used. (includes succession planning, retirement programs, employment equity, etc...)
H06	Job Descriptions	SO	SO=Superseded/Obsolete
H07	Labour relations	C+10	E=expiry of contract
H08	Organizational Planning	SO	
H10	Pensions & Benefits	C+6	C=Date employee ceased to be employed. Excludes payment to OMERS- see FO1
H11	Recruitment	SO+1	To include competitions, resources and unsuccessful candidates. Successful candidate see H03
H12	Training & Development	SO+2	Drinking water training - 5 years
H13	Claims	3	Resolution of Claim
H14	Grievances	10	Resolution of Grievance
H18	Employee Medical Records	C+3	C=When STD/LTD claims are resolved
H21	Employee Recognition	5	
H22	Employee Certifications	C+2	C=certification has expired
L00	LEGAL		
L01	Appeals & Hearings	P	Excludes Litigation (L02-03) and Harassment & Violence (H15)
L02	Claims against Municipality	C+2	Resolution of Claim and all Appeals
	Delegated Authority	C+2	C=Resolution of Claim and all Appeals

	Insurance Claims	C+2	C=Resolution of Claim and all Appeals
L03	Claims by Municipality	C+2	C=Resolution of Claim and all Appeals
L04	Contracts & Agreements (under bylaw)	P	Includes all agreements which require a bylaw including collective agreements, construction, tax arrears, laneways, etc...
L05	INSURANCE		
	Appraisal	C+15	C=Expiry of policy
L06	Policies	C+15	C=expiry of policy
	Insurance Claim (not legal)	C+5	C=Resolution of Claim and all Appeals
	Insurance Certificates	C+5	C=Expiry of policy
L07	LAND ACQUISITION AND SALE		Tax Sales see F22
	Purchases	C+6	C=Property disposition
	Sales	C+6	C=Property disposition
	Inquiries	6	
	Appraisals	SO+6	
	Leases	C+6	C=end of lease
	Easement Agreements	C+6	C=termination of right
	Encroachment Agreements	C+6	C=termination of right
	Annexation/amalgamation	P	
L08	Opinions & Briefs	SO	Briefs prepared by legal counsel
L09	Precedents	SO	Includes judgements/decisions which may affect municipality's position re: legal matters
L10	Federal Legislation	SO	
L11	Provincial Legislation	SO	
L12	Vital Statistics	P	Includes deaths, births, marriages (if applicable)
L13	Prosecutions	C+7	C=Delivery of Judgement
L14	Contracts and Agreements	C+2	C=Expiry of Contract
M01	Media-Advertising	C=1	
M02	Events/Ceremonies	C+2	
M06	Press/Media Releases	C+1	
M08	Presentations/Speeches	C+2	
M10	Website/Social Media	SO+2	

SCHEDULE "2"

PRIMARY HEADING: PROTECTION SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
P00	Protective Services-General	1	
P01	Bylaw Enforcement	6	
P02	Daily occurrence logs	5	Maintained by Public Works Supervisor
P03	Emergency Planning	SO	SO=Expiry of Plan, new plan
P04	Hazardous Materials	SO +5	
P05	Incident - Accident Reports	5	
P06	Building & structural inspections	2	Fire system-life of system
P07	Health & Fire Safety Inspections	SO+ 1	
P08	Investigations	10	
P09	Licences	C+2	C=Expiry of Licence; Lottery License E-Expiry of licence + 7 years
P10	Building permits	P	
P11	Other permits	C + 2	C=Expiry of Permit
P13	Criminal Records & Investigations	C + 5	C=occurrence/investigation closed or disposition of charge
P14	Animal Control	C + 2	C = date animal was last in pound
P16	Emergency Services	5	
P17	EMS - Fire Significant Incident Reports	SO+5	
P18	EMS-Fire Accident Response Reports	SO+5	
P19	EMS - Fire Statistics	SO+ 2	
P20	Prohibition Orders & Notices	15	Includes prohibition such as Source Drinking Water Protection, building code applications denied because of prohibition

SCHEDULE "3"

PRIMARY HEADING: TRANSPORTATION SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
T00	Transportation Services-General	1	
T01	Illumination	C+6	C=removal of equipment
T02	Parking		
T04	Road Construction	C+6	C=Project Completion; Specifications-P
T05	Road Design & Planning	C+6	C=Project Completion; Specifications-P
T06	Road Maintenance	7	Specifications + 7 years
T07	Signs & Signals	C+1	C=Removal of sign/signal
T08	Traffic	C+1	C=Project completion
T09	Road & Lane Closures		
T10	Field Survey & Road Survey books	C+1	C=project finished; Temporary closures-2
T11	Bridges	C+2	C=Project finished; Specification=P
T12	Vehicles & Equipment-General	1	
T13	Fleet Management	C+2	C=disposal of asset; trip record=1; Inspection logs = E + 6 months

SCHEDULE "4"
PRIMARY HEADING: ENVIRONMENTAL SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
E00	Environmental Services (general)	1	
E01	Sanitary Sewers: Design, Construction & Maintenance	C+2	E=Project Completed. Specifications=life of asset-See A27
E02	Storm Sewers	C+2	E=Project Completed. Specifications=life of asset-See A27
E03	Treatment Plant-Wastewater	C+2	E=Project Completed. Specifications=life of asset-See A27
	Maintenance	5	
	Reports	15	
	Manuals	SO+1	SO=Superseded/Obsolete
E04	Tree Maintenance	5	Includes records of tree removal, planting & preservation
E06	Utilities	5	Includes maps & drawings provided from utility companies such as telephone, gas, power, etc..
E07	Waste Management	C+10	E=cease to apply, post landfill site closure documentation=closure + 25 years
E08	Waterworks-Drinking Water Plant	15	Specifications=P (A27)
	Licenses, Permits	SO+1	SO=Superseded/Obsolete
	Maintenance	5	
	Reports	15	
	Manuals	SO+1	SO=Superseded/Obsolete
	SCADA	15	
	DW/QMS	C+10	C=Conclusion of Audit
E09	Drains	SO+5	Specifications=P
E10	Pits & Quarries	5	Specifications are kept for the life of the pit or quarry
E12	Private Sewage Disposal Systems	P	
E13	Water Monitoring	C+15	C=created, approved or plan no longer inforce
E14	Water Sampling	C+15	C=created, approved or plan no longer infore
	Backflow Prevention & Cross Connection	C+15	C=Superseded
E20	Source Water Protection	C+15	C=Created, approved or plan no longer in force
E21	MOE Compliance Approvals	C+3	C=cease to apply
E22	Private/Small Water Systems	C+15	C=as long as equipment in use
E23	Land Quality Monitoring	7	
E24	Gasoline Storage & Dispensing	C+7	C=use, take, install, inspect & system removed +5
E25	Renewal Energy	C+15	Created, approved or plan no longer in place

**SCHEDULE "S"
PRIMARY HEADING: HEALTH SERVICES**

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
H01	Health Services - General	1	
H04	Health and Safety	3	Project accident reports: 1 year after completion of project
	Inspection Reports	2	
	Workplace Investigation	C+5	C=Resolution of Investigation
H15	Violence and Harassment	C+3	C=Resolution of Claim
H19	Disability Management	5	Includes accommodation records.
H20	Contributions & Donations		
	Sensenbrenner Hospital-HCR&R	C+1	C=term of Council
	Porcupine Health Unit	C+1	C=term of Council
	CDSSAB	C+1	C=term of Council
	Other	C+1	C=term of Council

SCHEDULE "6"
PRIMARY HEADING: SOCIAL AND FAMILY SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
S08	Social and Family Services - General	1	
	Public Health	S	SO=Review every couple years for relevant public information
S09	Cemetery Interment	P	Transfer to archives if no longer managed
S09	Burial Permits	2	
S20	Cemetery Operations	C+6	C=contract fulfilled or no longer applies

SCHEDULE "7"

PRIMARY HEADING: RECREATION AND CULTURAL SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
R00	Recreation & Culture General	1	
R01	Heritage Preservation	C+3	C=End of plan year or removal of designation
R02	Library Services	5	Includes circulation, collection, general operational records
R04	Parks Management	5	Playground equipment=15
R06	Recreation Programming	C+3	C=program development & evaluation
R07	Recreation Facilities	C+4	C=rentals, maintenance, etc...

SCHEDULE "8"
PRIMARY HEADING: PLANNING AND DEVELOPMENT SERVICES

CODE	SECONDARY HEADING	TOTAL RETENTION	NOTES
D00	Planning & Development-General	1	
D01	Demographic Studies	C+10	C=end of study
D02	Economic Development	10	Includes records regarding population growth, employment statistics
D03	Environment Planning	15	General types of environment studies, risk assessments, well development and Phase 1 &2 environmental assessments
D04	Residential Development	10	Available housing, needs for affordable housing
D05	Natural Resources Planning	5	Management & preservation of forests and natural resources
D06	Tourism Development	10	Records to promote tourism
D08	Official Plans	P	OP and exemptions & amendments, also secondary plans
D09	Official Plan Amendments	C+5	C=final decision or reflected in revised OP
D10	Severances	P	
D11	Site Plan Control	P	Application-2 years after final decision
D13	Variances	P	
D14	Zoning Applications	C+2	C=final decision
D15	Easements	P	
D16	Encroachments	P	
D18	Community Improvement Plans	C+6	C=Completion of project
D19	Municipal Addressing	SO+10	
D20	Reference Plans	P	
D21	Industrial & Commercial Development	10	
D22	Digital Mapping	SO	Excludes actual data residing on these systems
D23	Agriculture Development	10	
D24	Background reports for Official Plan	C+5	C=final decision
D25	Deeming Process	C+2	C=final decision
D26	Development Charges Studies	P	
D27	Part Lot Control	C+5	C=final decision

Ministry of Agriculture,
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroentreprise

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



January 12, 2026

Barbara Major
Deputy Clerk
Township of Val Rita-Harty
clerk@valharty.ca

Dear Barbara Major:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: www.ontario.ca/page/agricultural-land-use-planning-staff.

Sincerely,

Trevor Jones
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Le 12 janvier 2026

Bonjour,

J'ai le plaisir d'annoncer que le Document d'orientation sur l'évaluation des répercussions sur l'agriculture (ERA) est désormais accessible sur [Ontario.ca](https://www.ontario.ca) et le [Registre environnemental de l'Ontario](#). Ce document d'orientation actualisé reflète les observations des intervenants ainsi que les changements intervenus récemment dans la politique provinciale. Il vise à appuyer les municipalités, les experts-conseils et les parties intéressées à respecter les exigences d'évaluation des répercussions sur l'agriculture de la Déclaration provinciale sur la planification, 2024.

Les évaluations des répercussions sur l'agriculture sont un outil important pour circonscrire et régler les potentielles répercussions d'un aménagement non agricole sur le système agricole, promouvant la compatibilité entre les utilisations des terres à des fins agricoles et non agricoles, et favorisant la planification réfléchie du territoire et la viabilité à long terme du secteur agricole ontarien.

Les exploitations agricoles de l'Ontario contribuent de façon importante aux économies locales tout en favorisant l'accès à des aliments de qualité supérieure tant à l'échelle nationale qu'à l'échelle mondiale. Le secteur agroalimentaire emploie plus de 836 000 personnes et a contribué à hauteur de 48,8 milliards de dollars à notre économie provinciale. Notre gouvernement est déterminé à soutenir la croissance de l'industrie agricole et alimentaire, raison pour laquelle nous avons publié la [stratégie Cultiver l'Ontario : une stratégie provinciale pour le secteur agroalimentaire](#), afin de renforcer le secteur agroalimentaire, de favoriser la croissance économique et de garantir un approvisionnement alimentaire efficace, fiable et réactif pour la population ontarienne.

Je tiens à profiter de cette occasion pour vous remercier de votre engagement continu à soutenir la viabilité à long terme de l'agriculture parallèlement à la planification de la croissance en Ontario. Si vous avez des questions concernant le Document d'orientation sur l'évaluation des répercussions sur l'agriculture, je vous invite à communiquer avec le personnel du MAAAO : <https://www.ontario.ca/fr/page/personnel-de-lunite-de-la-planification-de-lutilisation-des-terres-agricoles>.

Je vous prie d'agréer nos salutations distinguées.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,



Trevor Jones

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



The Corporation of the Township of Perry

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: December 17, 2025

Resolution No.: 2025- 448

Moved By: Joe Lumley Seconded By: Paul Sowrey

Be it resolved that the Council of the Township of Perry hereby support the October 21, 2025 resolution of the Town of Bradford West Gwillimbury regarding the removal of the HST/GST from new homes purchased as primary residences to support housing affordability;

And that Council endorse the related November 3, 2025 supporting resolution of the Municipality of South Huron;

And that Council's supporting resolution be circulated to the Town of Bradford West Gwillimbury, Municipality of South Huron, the Prime Minister of Canada, Minister of Finance and the Minister of Housing, Infrastructure and Communities, the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, MP Scott Aitchison and MPP Graydon Smith, AMO, and to all municipalities in Ontario.

Carried: ✓ Defeated: _____

Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la Protection de
la nature et des Parcs

Drinking Water and Environmental
Compliance Division, Northern Region
Timmins District, Timmins Office
Ontario Government Complex
5520 Highway 101 East
PO Bag 3080
South Porcupine ON P0N 1H0
Tel.: 705 235-1500
Fax: 705 235-1520

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord
District de Timmins, bureau de Timmins
Complexe du gouvernement de l'Ontario
5520 Route 101 Est
C/P service de sacs 3080
South Porcupine ON P0N 1H0
Tél.: 705 235-1500
Télééc.: 705 235-1520

December 18, 2025

by Email

The Corporation of the Township of Val Rita-Harty
106 Government Rd W, PO Box 100
Val Rita, ON P0L 2G0

**RE: Val Rita Drinking Water System No. 220006348
2025-2026 Inspection Report 1-1398600027**

Enclosed is the Val Rita Drinking Water System Inspection Report and the corresponding Inspection Rating Report (IRR) resulting from an announced, focused inspection conducted on October 29, 2025. This report provides an assessment of compliance and conformance based on observations and information available during the inspection review period only.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results. These documents can be found under Appendix C of this report.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater

Electronic copies of this report have been sent to OCWA as the operating authority of the drinking water system. Copies have also been forwarded to the Northeastern Public Health Unit and the Ministry of Natural Resources in accordance with the Ministry's Municipal Drinking Water Inspection Protocol.

If you have any questions or concerns about this inspection report, please contact me at (705) 262-0540 or by email at connie.croisier@ontario.ca.

Regards,



Connie Croisier | Water Compliance Officer, Provincial Officer Badge No. 2049
Drinking Water and Environmental Compliance Division – Northern Region, Timmins District
Ministry of the Environment, Conservation and Parks

cc: Michael Case, Process and Compliance Technician – Ontario Clean Water Agency
Michel Plourde, Overall Responsible Operator – Ontario Clean Water Agency
Claude Rancourt, Sr Operations Manager – Ontario Clean Water Agency
Sue Lajoie, Manager of Environmental Health – Northeastern Public Health Unit
Kaitlin McCaw, Program Coordinator Environmental Health – Northeastern Public Health Unit
Wesley Woods, District Manager – Ministry of Natural Resources
Lori Duquette, A/Water Compliance Supervisor – Ministry of the Environment, Conservation and Parks



VAL RITA DRINKING WATER SYSTEM
Physical Address: 8 DES AULNES AVE, VAL
RITA, VAL RITA-HARTY, ON
POL 2G0

INSPECTION REPORT

System Number: 220006348
Entity: ONTARIO CLEAN WATER
AGENCY
CORPORATION OF THE
TOWNSHIP OF VAL RITA-
HARTY
Inspection Start Date: October 29, 2025
Site Inspection Date: October 29, 2025
Inspection End Date: December 03, 2025
Inspected By: Connie Croisier
Badge #: 2049



(signature)

We want to hear from you. How was my service? You can provide feedback at
1-888-745-8888 or Ontario.ca/inspectionfeedback

INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned by the Corporation of the Township of Val Rita-Harty and operated by the Ontario Clean Water Agency (OCWA).

The system serves an estimated population of 372 and is categorized as a Large Municipal Residential System. Information reviewed for this inspection covered the time period of September 27, 2024, to October 29, 2025. The Water Compliance Officer met with Michael Case, Process and Compliance Technician, and Philippe Dillon, Operator-in-Charge, as part of the inspection process.

Systems/Components

All locations associated with primary disinfection were visited as part of this inspection. The following sites were visited as part of the inspection of the drinking water system:

- Val Rita Water Treatment Plant (8 Des Aulnes Ave.)

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

- Municipal Drinking Water Licence 298-101 Issue No. 3
- Drinking Water Works Permit 298-201 Issue No. 5
- Permit to Take Water No. P-300-9076688999

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1007001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (1)1;			
Question: Was the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials. The two (2) production wells are located adjacent to the WTP and kept secured in chain-link fence enclosures. The wells were found to be fitted with appropriate well caps and maintained sufficiently to prevent entry of surface water and foreign materials.			

Question ID	DWMR1009001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were measures in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Measures were in place to protect the groundwater and/or GUDI source. Condition 16.0 of Schedule B to Municipal Drinking Water Licence (MDWL) No. 298-101 requires operations and maintenance manuals for the Val Rita DWS to include a well inspection and maintenance program which addresses the following: 16.2.8 - An inspection schedule for all wells associated with the drinking water system, including all production wells, standby wells, test wells and monitoring wells; 16.2.9 - Well inspection and maintenance procedures for the entire well structure of each well including all above and below grade well components; and 16.2.10 - Remedial action plans for situations where an inspection indicates non-compliance with respect to regulatory requirements and/or risk to raw well water quality.			

To satisfy these conditions, the operations and maintenance manual contains procedures for monitoring and maintaining wells on a routine, annual, and 5-year basis, as well as contingency plans for unforeseen incidents that could pose a risk to the groundwater source. The routine well inspection and maintenance program includes weekly bacteriological testing, weekly temperature and pH testing, monthly turbidity testing, and quarterly well inspections and static level checks. All well inspections are documented on the Quarterly Well Inspection logsheet and include a thorough assessment of the above grade components to check for security, site conditions, overall condition of the wells, and any possible issues or potential for contamination.

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Flow monitoring was performed as required. Condition 2.1 of Schedule C to the MDWL requires continuous flow measurement and recording to be undertaken for: 2.1.1 - The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system (treated water flow). 2.1.2 - The flow rate and daily volume of water that flows into the treatment subsystem (raw water flow). The Val Rita WTP is equipped with raw water flowmeters on each well pump discharge line as well as a raw water totalized flowmeter upstream of the package water treatment unit. The WTP is also equipped with a treated water flowmeter on the high lift pump common discharge header located at the end of the treatment process which measures flow to the distribution system. Raw and treated water flow are continuously measured and recorded using OCWA's Outpost data management system (Wonderware).			

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions.

Condition 1.1 of Schedule C to the MDWL requires the owner to ensure that the system is operated such that the maximum daily volume of water that flows from the treatment subsystem to the distribution system does not exceed the rated capacity of 432 m³/day.

The maximum daily volume of treated water supplied to the distribution system during the inspection period was 279 m³/day which equates to 65% of the rated capacity. The average daily volume of water supplied to the distribution system was approximately 118.5 m³/day which equates to 27% of the rated capacity.

Question ID	DWMR1018001	Question Type	Legislative
--------------------	-------------	----------------------	-------------

Legislative Requirement(s):

SDWA | 31 | (1);

Question:

Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner ensured that equipment was installed as required.

The Drinking Water System Description contained in Schedule A of Drinking Water Works Permit (DWWP) No. 298-201 lists all components and associated equipment for the Val Rita DWS.

A physical inspection of the treatment works confirmed that all equipment was installed in accordance with Schedule A of the DWWP.

Question ID	DWMR1025001	Question Type	Legislative
--------------------	-------------	----------------------	-------------

Legislative Requirement(s):

SDWA | 31 | (1);

Question:

Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All parts of the drinking water system were disinfected as required.

A review of the facility logbook, disinfection procedures and bacteriological sample results confirmed that all parts of the drinking water system were disinfected in accordance with AWWA standards.

Question ID	DWMR1023001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);</p>			
<p>Question: Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.</p> <p>Section 1-3 of Schedule 1 to O. Reg. 170/03 requires the owner of a drinking water system that obtains raw water from a groundwater supply to ensure provision of water treatment equipment that is designed to be capable of achieving, at all times, primary disinfection in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario, including at least 99% (2-log) removal or inactivation of viruses by the time water enters the distribution system.</p> <p>In accordance with Schedule E of the MDWL, the Val Rita WTP has been assigned 4+log removal/inactivation credits through chlorination based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met. In order to receive the assigned removal/inactivation credits for chlorination, the following criteria must be met:</p> <ol style="list-style-type: none"> 1. Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time (CT) has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and 2. At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned. <p>For this drinking water system, a CT value of 12.0 mg/L*minute is required in order to achieve primary disinfection. Information provided by the operating authority indicates that the three-celled chlorine contact clearwell provides a minimum T of 70.43 minutes based on maximum flows produced by the high lift pumps and a baffling factor of 0.3. Based on worst-case conditions (flow rate of 24.0 L/s, clearwell level of 2.0 m, pH of 8.0, free chlorine residual of 0.18 mg/L and temperature at or above 0.5°C), a CT value of 12.68 mg/L is achieved, thus providing adequate disinfection. As such, free chlorine residuals following contact time must be maintained above 0.18 mg/L to ensure the required CT of 12.0 mg/L*minute is achieved.</p> <p>For this inspection period, during worst-case conditions for highest treated flow rates and the corresponding lowest clearwell levels and free chlorine residuals, the required CT of 12.0 mg/L*minute was met or exceeded at all times.</p>			

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required. A review of the data provided for the inspection period confirmed that the free chlorine residual was maintained above 0.05 mg/L at all times and at all locations within the distribution system. The minimum recorded free chlorine residual was 0.35 mg/L.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. Subsection 7-2(3) of Schedule 7 to O. Reg. 170/03 requires the owner and operating authority to ensure that at least seven (7) distribution samples are taken each week and tested immediately for free chlorine residual if the system provides chlorination. Unless at least one sample is taken on each day of the week, secondary disinfectant residual testing must be conducted in accordance with subsection 7-2(4) of Schedule 7 to O. Reg. 170/03 such that: 1) At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week. 2) At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day referred to in paragraph 1. 3) When more than one sample is taken on the same day of the week under paragraph 1 or 2, each sample must be taken from a different location. A review of the distribution chlorine residual logs for the inspection period confirmed that the secondary disinfectant residual was monitored in accordance with the above requirements. Operators routinely collected four samples at different locations one day early in the week			

and three samples on a second day at least 48 hours after the last sample taken in the same week.

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required. Subsection 7-2(1) of Schedule 7 to O.Reg.170/03 requires the owner of a drinking water system that provides chlorination for primary disinfection to sample and test for free chlorine residual using continuous monitoring equipment in the treatment process at or near the location where the intended contact time (CT) has just been achieved in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario. This sampling point is located on the high lift pump common discharge header and represents the location where water is taken from the clearwell (where CT is achieved) and directed to the distribution system.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required. Continuous monitoring data from OCWA's Outpost data management system (Wonderware) is reviewed remotely Monday through Friday during an operating shift and by the on-call operator on weekends. Operators document instantaneous readings and minimums/maximums from the previous day to the Wonderware data review sheet and make note of any observations or abnormal conditions. The circular charts are also reviewed and signed when operators attend the WTP at least twice per week.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			

Question:

Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.

Subsection 6-5(1)1 of Schedule 6 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that continuous monitoring equipment, except when no water is being directed to users of water sampled by the equipment, tests for the parameter with at least the minimum frequency specified in the Table, and records the date, time, sampling location and result of every test. The Table specifies a minimum testing and recording frequency of 5 minutes for free chlorine residual required to achieve primary disinfection.

A review of the continuous monitoring data confirmed that continuous online analyzers tested and recorded free chlorine residual levels in accordance with the above requirements for the duration of the inspection period.

Question ID	DWMR1037001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);</p>			
<p>Question: Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards</p> <p>Subsections 6-5(1)5 and 6-5(1.1) of Schedule 6 to O. Reg.170/03 requires continuous monitoring equipment to be equipped with an automatic shut-off or designed and operated such that an alarm sounds immediately at the following locations if the equipment malfunctions, loses power, or a test result for a parameter is above or below the alarm standard:</p> <ul style="list-style-type: none"> i) The location where the equipment conducts tests. ii) A location where a person is present, if a person is not always present at the location where the equipment conducts tests. <p>The Table in Section 6-5 of Schedule 6 to O. Reg. 170/03 imposes a Minimum Alarm Standard for primary disinfection monitoring of no less than 0.1 mg/L less than the</p>			

concentration of free chlorine residual that is required to achieve primary disinfection.

In accordance with OCWA's standard operating procedure for Chlorine Contact Time, the minimum free chlorine residual required to ensure primary disinfection is achieved under worst-case conditions is 0.18 mg/L.

On the day of the inspection, the regulatory alarm for low primary disinfection was set at a free chlorine residual of 0.55 mg/L which exceeds the minimum free chlorine residual required to achieve CT and allows operators significant time to respond. This alarm is linked to an auto-dialer which alerts the on-call operator if free chlorine residual reaches this value or if the analyzer malfunctions or loses power, and initiates the shut-down of the well pumps.

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question: Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All continuous analysers were calibrated, maintained, and operated as required. Operators check all continuous monitoring equipment and perform in-house verifications as part of their routine inspection of the WTP. Analyzer maintenance is conducted when required and instrument calibrations are performed by OCWA's instrumentation technicians. The calibration records provided for the inspection period indicated that the continuous analyzer which monitors free chlorine residual for primary disinfection is calibrated twice per year. Raw and treated water flow meters are calibrated annually in addition to various other process analyzers. Calibration dates for the inspection period were November 27, 2024, February 19, 2025, May 6, 2025, and August 25, 2025.			

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A qualified person responded as required and took appropriate actions.			

A review of the continuous monitoring data and corresponding logbook entries confirmed that operators addressed all alarm scenarios in a timely manner and took appropriate action.

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			
Question: Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Treated microbiological sampling requirements were met. Section 10-3 of Schedule 10 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one sample of treated water is collected weekly and tested for E. coli, total coliforms, and general bacteria population expressed as colony counts on a heterotrophic plate count (HPC). A review of the water quality data confirmed that treated water microbiological monitoring requirements were met for the duration of the inspection period.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met.			

Section 10-2 of Schedule 10 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least eight (8) water samples are collected monthly from the distribution system (based on an estimated population of 372) with at least one sample collected each week. Samples must be tested for E. coli and total coliforms, and at least 25% of the samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

A review of the water quality data confirmed that the above microbiological monitoring requirements for the distribution system were consistently met during the inspection period. Operators routinely collected two distribution system samples each week and had them tested for E. coli and total coliforms, and had one of the samples tested for HPC.

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1084001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;			
Question: Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Inorganic parameter sampling requirements were met. Subsection 13-2(b) of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one treated water sample is collected every 36 months and tested for all parameters set out in Schedule 23 to O. Reg. 170/03 (inorganics). Sampling and testing for Schedule 23 parameters was most recently completed on October 24, 2023, and previously on October 20, 2020.			

Question ID	DWMR1085001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg.			

170/03 | 13-4 | (3);

Question:

Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Organic parameter sampling requirements were met.

Subsection 13-4(b) of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one treated water sample is collected every 36 months and tested for all parameters set out in Schedule 24 to O. Reg. 170/03 (organics).

Sampling and testing for Schedule 24 parameters was most recently completed on October 24, 2023, and previously on October 20, 2020.

Question ID	DWMR1086001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);</p>			
<p>Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met.</p> <p>Section 13-6.1 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one water sample is collected in each calendar quarter from a point in the distribution system likely to have an elevated potential for the formation of haloacetic acids (HAA) and have the sample(s) tested for HAAs. The Ontario Drinking Water Quality Standard (ODWQS) for HAAs is 80 µg/L expressed as a running annual average (RAA) of quarterly results.</p> <p>A review of the water quality data for the inspection period confirmed that sampling for HAAs was conducted on October 22, 2024, January 8, 2025, April 8, 2025, July 9, 2025, and October 6, 2025. The current RAA is 45 µg/L based on these results.</p>			

Question ID	DWMR1087001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);</p>			

<p>Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met.</p> <p>Section 13-6 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one water sample is taken in each calendar quarter from a point in the distribution system likely to have an elevated potential for the formation of trihalomethanes (THM) and have the sample(s) tested for THMs. The ODWQS for THMs is 100.0 µg/L expressed as a RAA of quarterly results.</p> <p>A review of the water quality data for the inspection period confirmed that sampling for THMs was conducted on October 22, 2024, January 7, 2025, April 8, 2025, July 9, 2025, and October 6, 2025. The current RAA is 61.1 µg/L based on these results.</p>

Question ID	DWMR1088001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			
Question: Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Nitrate/nitrite sampling requirements were met.			
Section 13-7 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one sample of treated water is taken every three months and tested for nitrite and nitrate.			
A review of the water quality data for the inspection period confirmed that samples were collected on October 22, 2024, January 7, 2025, April 8, 2025, July 9, 2025, and October 6, 2025.			

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Sodium sampling requirements were met.			
Section 13-8 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for			

the system to ensure that at least one sample of treated water is taken every 60 months and tested for sodium.

The most recent sample was collected on October 5, 2021, and previously on October 26, 2016. Both samples exceeded the ODWQS for sodium (20 mg/L). The Northeastern Public Health Unit has informed health care providers in the area of the high sodium content in the water supply so they may properly advise patients.

Question ID	DWMR1090001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met. Section 13-9 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one sample of treated water is taken every 60 months and tested for fluoride. The most recent sample was collected on October 5, 2021, and previously on October 26, 2016.			

Question ID	DWMR1094001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water quality sampling requirements were met. Condition 5.1 and Table 5 of Schedule C to the MDWL requires weekly raw water sampling from both production wells and testing for E. coli. In addition, Condition 5.2 and Table 7 of Schedule C to the MDWL requires weekly raw water (from the duty well), treated water, and distribution system sampling and testing for iron and manganese. A review of the water quality data and laboratory sheets provided for this inspection confirmed that the additional monitoring was conducted in accordance with the Licence. Raw water			

samples were collected each week from both production wells and tested for E. coli. Operators also performed in-house testing for iron and manganese on raw, treated, and distribution system samples at least once per week as required.

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system. The following security measures are currently in place for the Val Rita DWS: - The WTP building access door is steel-constructed and kept locked at all times			

- Both wellheads are located adjacent to the WTP and are fenced in and locked at all times.
- All keys are restricted to authorized staff
- All components of the drinking water system are visited by operations staff at least twice per week
- The WTP is equipped with exterior lighting and is located in a central area of the municipality

Note: There have been no reports of intrusion or vandalism at the WTP.

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem. OCWA has designated Michel Plourde as the overall responsible operator (ORO) and possesses the required certification for the system, categorized as "Water Treatment Subsystem Class 2" and "Water Distribution Subsystem Class 1".			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Were adjustments to the treatment equipment only made by certified operators?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators. A review of the facility logbook confirmed that all adjustments made to treatment equipment were conducted by certified operators. A designated Operator-in-Charge was available at all times, either in person or by phone, to provide written or verbal direction to an Operator-in-Training and ensured that records were maintained of all process adjustments in accordance with O. Reg. 128/04.			

Question ID	DWMR1117001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Were there any other items related to the drinking water system that should be recognized in the report?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The following items were noted as being relevant to the drinking water system: It is understood that the Township has retained funding for the purposes of water treatment infrastructure upgrades at the Val Rita WTP. The treatment upgrades proposed by EXP services include the replacement of the current package treatment unit with a new treatment system consisting of greensand filtration, nanofiltration, and UV. Additional equipment including the high lift pumps and MCC/PLC will also be replaced with like-for-like models, however the raw water source and associated well pumps will remain the same. It was also indicated during the previous MECP inspection that the clearwell is intended to be inspected and cleaned-out as part of the upgrades (Note: The most recent clearwell inspection/clean-out was conducted in 2009. Operators have not been able to complete this activity within the scheduled frequency of 5-7 years due to issues with the isolation valves). The project is still in the early planning stages and remains ongoing.			

APPENDIX A

Drinking Water System Components Description

DWS Component Information Report for 220006348

as of 16-DEC-2025

Drinking Water System Profile Information

DWS # 220006348
MOE Assigned Name Val Rita Drinking Water System
Category LMRS
Regulation O.REG 170/03
DWS Type Well Supply
Source Type Ground Water
Address 8 Des Aulnes Road, Val Rita, Ontario, P0L 2G0, Canada
Region Northern Region
District Timmins District
Municipality Val Rita-Harty
Public Health Unit Northeastern Health Unit

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Distribution	Other	Other		Val Rita distribution system serves a population of approximately 372 and has approximately 149 service connections. Based on the information provided by the municipality, all piping in this system consists of six inch PVC piping that was installed in 1991. This system has 26 hydrants and two dead end locations.
Well # 2	Source	Ground Water	8 Avenue Des Aulnes,	<p>Well No. 2 (known as the New Well), drilled in 2009, is located adjacent to the water plant at 8 Avenue des Aulnes. It is a 150 mm diameter 64 m deep drilled groundwater production well, equipped with a pitless adapter and a 1.5 kW submersible well pump rated at 300 L/min at 10 m total dynamic head (TDH), with a 75 mm diameter discharge line to the water treatment plant.</p> <p>This well is tagged with Ontario Well Tag No. A088649.</p>
Well # 1	Source	Ground Water	8 Avenue Des Aulnes,	<p>Well No. 1 (known as the Murray Well) is located adjacent to the water plant at 8 Avenue des Aulnes. It is a 125 mm diameter 25 m deep drilled groundwater production well, equipped with a pitless adapter and a 1.5 kW submersible well pump rated at 300 L/min at 10 m total dynamic head (TDH), with a 75 mm diameter discharge line to the water treatment plant.</p> <p>This well is tagged with Ontario Well Tag No. A413291</p>
Treated Water	Treated Water Poe	Treatment Facility	8 Avenue De Aulnes,	<p>Treatment Plant - One 681 m³/d package water treatment unit</p> <ul style="list-style-type: none"> - raw water is pre-chlorinated using sodium hypochlorite, pre-set dosing initiated on raw water start-up - alum coagulant feed system, pre-set dosing initiated on raw water start-up - polymer filter aid system, paced to flow based on raw water flow - Graver Monoplant package treatment unit for iron removal and consisting of: <ul style="list-style-type: none"> - a clarifier with centre cone draft-tube mixing zone - sludge recirculation - a flocculation zone - a settling zone with floc barriers and clarified water

DWS Component Information Report for 220006348

as of 16-DEC-2025

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
				<p>collector flume</p> <ul style="list-style-type: none"> - a flow splitter box - two compartment filter with 300 mm deep dual media (150 mm torpedo sand and 150 mm anthracite) and - a backwash storage compartment. - a three cell clearwell (423 m3) chlorine contact chamber. - five vertical turbine high lift pumps (duty, standby and fire pump) that pump water through a 150 mm discharge line with magnetic flow meter and two 1000 L hydro-pneumatic pressure tanks to distribution. <p>Waste Residual Management</p> <ul style="list-style-type: none"> - two sludge backwash wastewater holding tanks, total capacity 91 m3 - two submersible waste water pumps rated at 6 L/s at 6 m TDH - two centrifugal supernatant pump that discharges into the sanitary sewers <p>- one 100 kW diesel engine stand-by generator</p> <p>NOTE: In 2018, the owner of the DWS retained Harden Environmental Services Ltd. to assess the groundwater well supply. The study concluded that the wells are potentially groundwater wells under direct influence of surface water (GUDI). As such the minimum level of treatment to achieve primary disinfection at the Val Rita WTP is 4-log inactivation of viruses and ongoing raw water monitoring for E. coli.</p>

APPENDIX B

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/page/drinking-water



Click on the publication below to access it

- [Drinking Water System Profile Information Form - 012-2149E](#)
- [Laboratory Services Notification Form – 012-2148E](#)
- [Adverse Test Result Notification Form – 012-4444E](#)
- [Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils](#)
- [Procedure for Disinfection of Drinking Water in Ontario](#)
- [Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids](#)
- [Filtration Processes Technical Bulletin](#)
- [Ultraviolet Disinfection Technical Bulletin](#)
- [Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments](#)
- [Certification Guide for Operators and Water Quality Analysts](#)
- [Training Requirements for Drinking Water Operator](#)
- [Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption](#)
- [Drinking Water System Contact List – 7128E01](#)
- [Ontario's Drinking Water Quality Management Standard - Pocket Guide](#)
- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre ci-dessous ou faites une recherche à l'aide de votre navigateur Web.

Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/fr/page/eau-potable

Cliquez sur la publication pour y accéder

- [Renseignements sur le profil du réseau d'eau potable - 012-2149F](#)
- [Avis de demande de services de laboratoire – 012-2148F](#)
- [Avis de résultats d'analyse insatisfaisants et de règlement des problèmes – 012-4444F](#)
- [Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux](#)
- [Marche à suivre pour désinfecter l'eau potable en Ontario](#)
- [Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection](#)
- [Filtration Processes Technical Bulletin \(en anglais seulement\)](#)
- [Ultraviolet Disinfection Technical Bulletin \(en anglais seulement\)](#)
- [Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable](#)
- [Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable](#)
- [Exigences d'exploitant d'eau potable en formation](#)
- [Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption](#)
- [Liste des personnes-ressources du réseau d'eau potable](#)
- [L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche](#)
- [2020 Watermain Disinfection Procedure \(en anglais seulement\)](#)
- [Laboratoires autorisés](#)

APPENDIX C

Inspection Rating Report (IRR) and Risk Methodology Document

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2025-26)

DWS Name:	VAL RITA DRINKING WATER SYSTEM
DWS Number:	220006348
DWS Owner:	CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY
Municipal Location:	VAL RITA-HARTY
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	Oct-29-2025
Ministry Office:	Timmins District Office

Maximum Risk Rating: 436

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/21
Source	0/14
Treatment Processes	0/189
Water Quality Monitoring	0/112
Overall - Calculated	0/436

Inspection Risk Rating:	0.00%
--------------------------------	--------------

Final Inspection Rating:	100.00%
---------------------------------	----------------

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2025-26)

DWS Name:	VAL RITA DRINKING WATER SYSTEM
DWS Number:	220006348
DWS Owner Name:	CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY
Municipal Location:	VAL RITA-HARTY
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	Oct-29-2025
Ministry Office:	Timmins District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 436

Inspection Risk Rating:	0.00%
-------------------------	-------

FINAL INSPECTION RATING:	100.00%
---------------------------------	----------------

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4x8) and the lowest would be 0 (0x1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

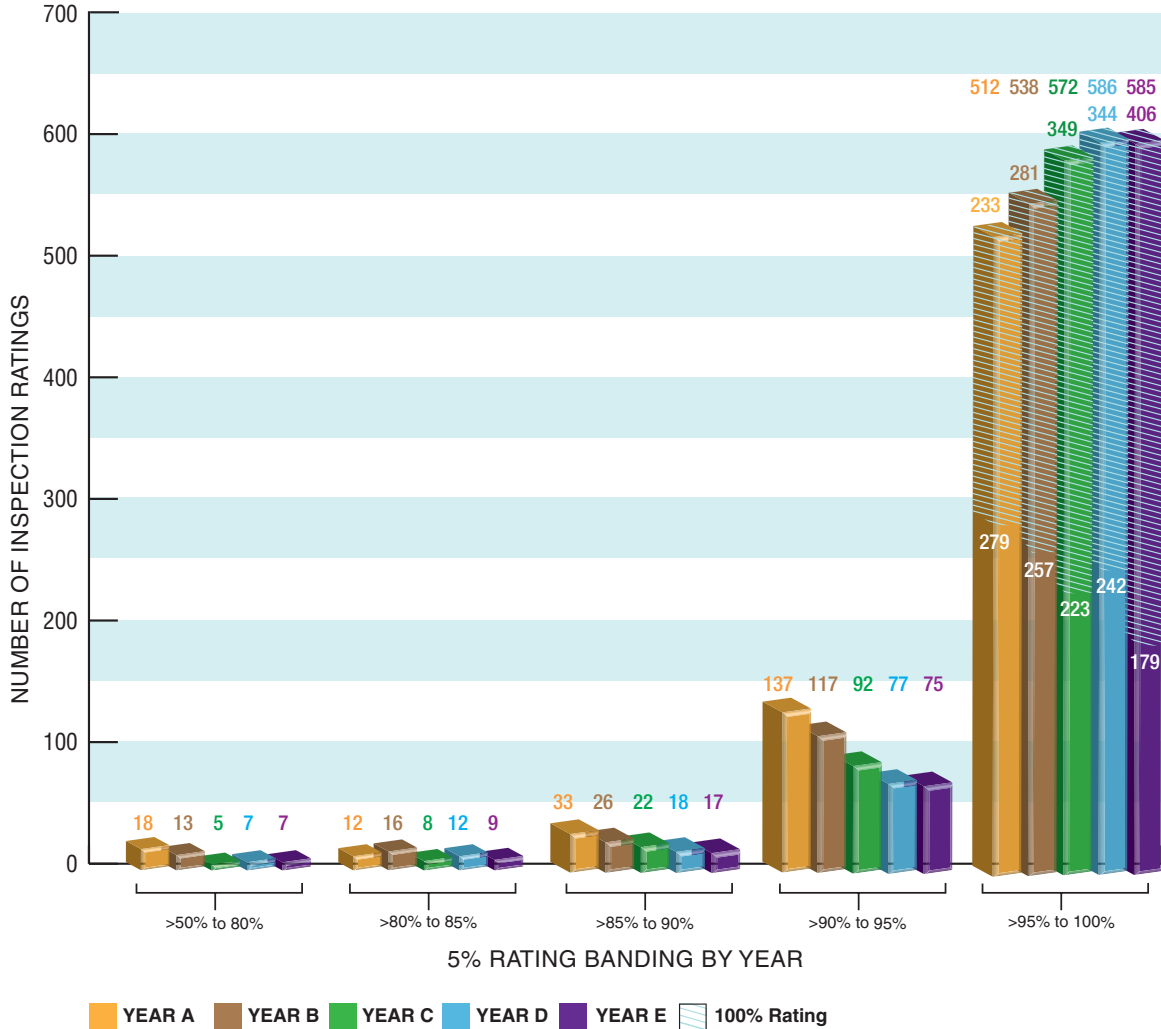
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry’s Chief Drinking Water Inspector’s Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

APPLICATION DE LA MÉTHODOLOGIE EN MATIÈRE DE RISQUES AFIN DE MESURER LES RÉSULTATS D'INSPECTION DES RÉSEAUX D'EAU POTABLE RÉSIDENNELS MUNICIPAUX



Le ministère de l'Environnement (MEO) possède un programme d'inspection rigoureux et exhaustif pour les réseaux d'eau potable résidentiels municipaux. Son objectif vise à déterminer la conformité des réseaux d'eau potable résidentiels municipaux aux exigences prévues par la *Loi de 2002 sur la salubrité de l'eau potable* et les règlements afférents. Les propriétaires de réseaux d'eau potable résidentiels municipaux ont la responsabilité de s'assurer que leurs réseaux d'eau potable se conforment à toutes les exigences légales applicables.

Ce document décrit la méthodologie d'évaluation des risques qui a été appliquée aux constatations tirées des résultats d'inspection des réseaux d'eau potable résidentiels municipaux du ministère depuis l'exercice 2008-2009. Le but premier de cette évaluation est d'encourager l'amélioration continue de ces réseaux et d'établir une manière de mesurer ce progrès.

Le MEO examine la méthodologie en matière d'évaluation du risque tous les trois ans afin de tenir compte des modifications législatives et sociétales qui affectent les niveaux de risque acceptables. À la suite du plus récent examen, la méthodologie a été modifiée afin de présenter un mode de mesure amélioré pour l'évaluation du risque et de la sécurité liés à l'exploitation des réseaux d'eau potable résidentiels municipaux.

Le protocole d'inspection des réseaux d'eau potable résidentiels municipaux du ministère comporte jusqu'à 14 modules d'inspection et environ 120 questions réglementaires. Ces questions du protocole sont également liées à l'orientation définitive que les inspecteurs du ministère utilisent lorsqu'ils inspectent les réseaux d'eau potable résidentiels municipaux. Les questions abordent un large éventail de problèmes réglementaires, allant des procédures administratives au contrôle de la qualité de l'eau potable. De plus, le protocole

ontario.ca/eaupotable

d'inspection contient un certain nombre d'autres questions qui ne touchent pas la réglementation.

Une équipe de spécialistes de l'eau potable du ministère a évalué chaque question réglementaire du protocole d'inspection pour déterminer le risque (non-conformité au règlement) qui existe à l'approvisionnement d'une eau potable salubre. Cette évaluation était fondée sur des principes d'évaluation des risques établis pour la province et chaque question s'est vue attribuer un indice de risque, appelé indice de risque de la question. Selon le nombre de domaines auquel un réseau est réputé ne pas se conformer au cours de l'inspection et l'importance de ces domaines sur les conséquences administratives, environnementales et sanitaires, un indice d'inspection basé sur le risque est calculé par le ministère pour chaque réseau d'eau potable.

Il est important de souligner qu'un indice d'inspection inférieur à 100 pour cent ne signifie pas nécessairement que l'eau potable du réseau est insalubre. Il indique les domaines du fonctionnement du réseau qui peuvent être améliorés. Pour ce faire, le ministère veille à ce que les propriétaires et les exploitants de réseau d'eau potable sachent ce qu'ils doivent faire pour être conformes.

L'indice d'inspection reflète les résultats d'inspection de ce réseau d'eau potable pour l'année sur laquelle porte le rapport. Depuis que la méthodologie est appliquée systématiquement sur plusieurs années, elle sert de mesure comparative tant à l'échelle provinciale que pour un réseau particulier. Tant le réseau d'eau potable que le public peuvent faire un suivi du rendement au fil du temps, ce qui encourage l'amélioration continue et permet aux réseaux d'identifier les domaines précis qui nécessitent une attention particulière.

Le programme d'inspection annuelle du ministère est un élément important du filet de sécurité qui veille à la qualité de l'eau potable. Le ministère et ses partenaires sont engagés à faire preuve d'excellence et nous continuons à faire des progrès en vue d'atteindre l'objectif de 100 pour cent en matière de conformité réglementaire.

Déterminer les risques d'atteinte à l'intégrité d'un approvisionnement en eau potable

L'approche en matière de gestion des risques utilisée pour les réseaux d'eau potable résidentiels municipaux est conforme au Cadre de gestion des risques du gouvernement de l'Ontario. La gestion des risques est une méthode systématique pour identifier les dangers potentiels, comprendre la probabilité et les conséquences de ces dangers et prendre des mesures pour réduire les risques si cela s'avère nécessaire et approprié.

Le Cadre de gestion des risques donne une formule qui sert à déterminer les risques :

$$\text{RISQUE} = \text{PROBABILITÉ} \times \text{CONSÉQUENCE}$$

(de la conséquence)

Chaque question réglementaire du protocole d'inspection possède une valeur de probabilité (P) pour une valeur de conséquence assignée (C), comme on le voit dans les **tableaux 1 et 2**.

TABLEAU 1	
Probabilité d'occurrence de la conséquence	Valeur de la probabilité
0 % à 0,99 % (possible, mais fort improbable)	P = 0
1 à 10 % (improbable)	P = 1
11 à 49 % (possible)	P = 2
50 à 89 % (probable)	P = 3
90 à 100 % (presque certaine)	P = 4

TABLEAU 2	
Conséquence	Valeur de la conséquence
Conséquence administrative moyenne	C = 1
Conséquence administrative majeure	C = 2
Conséquence environnementale mineure	C = 3
Conséquence sanitaire mineure	C = 4
Conséquence environnementale moyenne	C = 5
Conséquence environnementale majeure	C = 6
Conséquence sanitaire moyenne	C = 7
Conséquence sanitaire majeure	C = 8

Les valeurs de conséquence (de 0 à 8) sont choisies afin de s'harmoniser avec les autres programmes fondés sur le risque et les projets actuellement en cours d'élaboration ou d'utilisation au sein du ministère, tel qu'illustré dans le **tableau 2**.

L'indice de risque de la question de l'inspection prévue par le règlement provient d'une évaluation de chaque conséquence identifiée et correspond à la probabilité d'occurrence :

- tous les niveaux de conséquence sont évalués relativement à leur potentiel d'occurrence;
- la plus grande parmi toutes les combinaisons est choisie.

L'indice de risque de la question quantifie le risque de non-conformité de chaque question par rapport aux autres. Les questions avec les valeurs les plus élevées sont celles qui ont un impact possiblement plus important sur la salubrité de l'eau potable et une probabilité d'occurrence supérieure. La valeur la plus élevée possible est 32 (4x8) et la plus basse est 0 (0x1).

Le **tableau 3** présente une question type et montre le processus de détermination de l'indice de risque.

TABLEAU 3							
L'exploitant responsable s'assure-t-il que l'équipement et les processus sont contrôlés, inspectés et évalués?							
Risque = probabilité × conséquence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Conséquence administrative moyenne	Conséquence administrative majeure	Conséquence environnementale mineure	Conséquence sanitaire mineure	Conséquence environnementale moyenne	Conséquence environnementale majeure	Conséquence sanitaire moyenne	Conséquence sanitaire majeure
P=4 (presque certaine)	P=1 (improbable)	P=2 (possible)	P=3 (probable)	P=3 (probable)	P=1 (improbable)	P=3 (probable)	P=2 (possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application de la méthodologie aux résultats d'inspection

Un indice d'inspection global est calculé en fonction des résultats de l'inspection des réseaux d'eau potable résidentiels municipaux. Lors d'une inspection, les inspecteurs répondent aux questions reliées à la conformité réglementaire et inscrivent leurs réponses sous la forme de « oui », « non » ou « sans objet » dans la base de données du système d'information en matière d'eau potable (SIEP) du ministère. Un « non » indique la non-conformité. Le nombre maximal de questions réglementaires posées par un inspecteur varie selon le réseau (relié ou indépendant), le type d'inspection (ciblée ou détaillée) et le type de source (eau souterraine ou eau de surface).

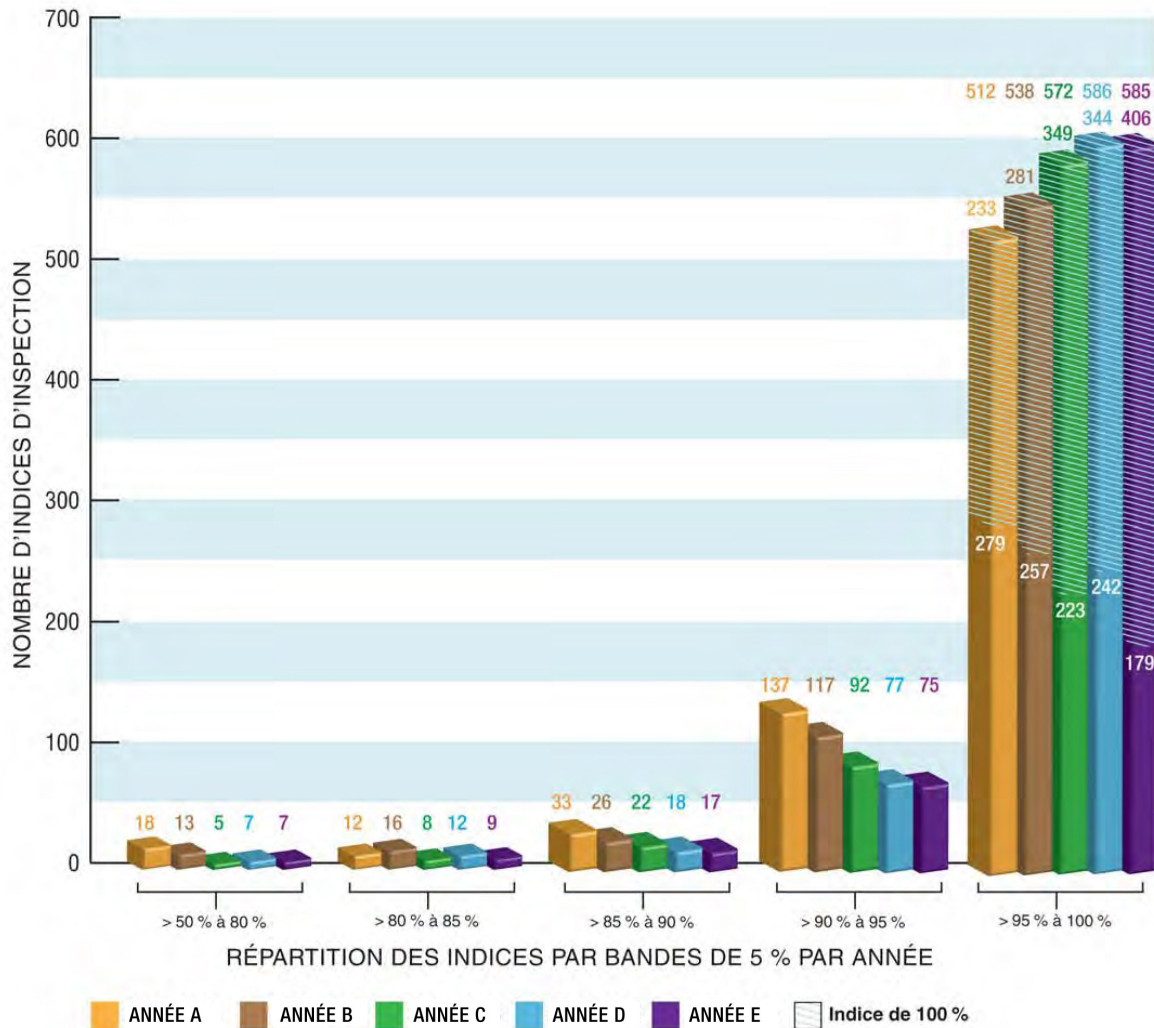
Les indices de risque de toutes les réponses non conformes sont totalisés et divisés par la somme des indices de risque de toutes les questions posées (indice des questions maximal). L'indice de risque d'inspection (en pourcentage) qui en résulte est soustrait de 100 pour cent afin d'obtenir l'indice d'inspection final.

Application de la méthodologie relative aux rapports publics

Les indices d'inspection totaux de chaque réseau d'eau potable résidentiel municipal sont publiés dans le rapport annuel de l'inspecteur en chef de l'eau potable du ministère.

La **Figure 1** donne la distribution des indices relatifs aux réseaux d'eau potable résidentiels municipaux à partir d'un échantillon d'inspections annuelles. Chaque réseau d'eau potable peut se comparer aux autres réseaux inspectés au cours d'une période donnée.

Figure 1 : Distribution sur douze mois des indices relatifs aux réseaux d'eau potable résidentiels municipaux



Transmission des résultats aux propriétaires et aux exploitants de réseaux d'eau potable résidentiels municipaux

Un sommaire des constatations d'inspection relatives à chaque réseau est généré sous la forme d'un dossier de l'indice d'inspection (DII). Les constatations sont regroupées dans les 14 modules

possibles du protocole d'inspection, ce qui fournit au propriétaire ou à l'exploitant d'un réseau des renseignements sur les domaines qui doivent être améliorés. Les 14 modules sont :

- | | | | |
|--------------------------------|---|--------------------------------------|---|
| 1. Source | 6. Réseau de distribution | 10. Relations avec les consommateurs | 13. Déclarations, avis et mesures correctives |
| 2. Permis de prélèvement d'eau | 7. Manuels d'exploitation | 11. Agrément et formation | 14. Autres conclusions de l'inspection |
| 3. Évaluation de la capacité | 8. Registres | 12. Contrôle de la qualité de l'eau | |
| 4. Procédés de traitement | 9. Planification des interventions et des mesures d'urgence | | |
| 5. Procédé pour les eaux usées | | | |

Renseignements : www.ontario.ca/eaupotable

Audit Report

Re-accreditation Audit for

Ontario Clean Water Agency Operating Authority for Township of
Val Rita-Harty

ACTY-2023-652221

Audited Address: 8 Des Aulnes, Ave, Val Rita, ON P0L 1G0

Start Date: August 28, 2025 End Date: August 28, 2025

Type of audit -
On-site Re-accreditation Audit

Issue Date: September 5, 2025

Revision Level: *Final*



Audit Report

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of Township of Val Rita Harty on August 28, 2025, to the DWQMS (version 2).

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DWQMS (Version 2)
Applicable codes:	ACTY-2023-652262; CPRJ-2023-143229; CMPY-205504
Scope of Certification:	DWQMS (Version 2)
Drinking Water System Owner:	Township of Val Rita-Harty
Operating Authority:	Ontario Clean Water Agency
Population Services:	372
Activities:	Treatment and Distribution
Drinking Water Systems	Val Rita-Harty Drinking Water System
Total audit duration:	Person(s): 1 Day(s): 0.75
Audit Team Member(s):	Ryan Bourner

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

An onsite audit to assess whether a QMS has been implemented for the subject system that meets the “DO” requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Report

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation and Parks.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2.

Review of any changes

Changes to the company since last audit include: None.

EXECUTIVE OVERVIEW

Based on the results of this onsite verification audit (Stage 2) and the results of the System audit (Stage 1) it has been determined that the management system is effectively implemented and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for certification will be submitted to Intertek - SAI Global review team.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Review the Operations Manual and Environmental Emergency Procedures for applicability and currency to the drinking water System.
- Ensure work orders are completed in the WMS in a timely fashion.
- Establish a table of contents to allow quicker reference to the procedures in the FEP Binder.

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Audit Report

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	2 OFI
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	OFI
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

Audit Report

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan (Compiled)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
The Operating Authority has implemented a QMS which meets the requirements of the standard.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	OP-02(rev. 1, 14-Aug-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
The Operating Authority works to meet the commitments listed in the QEMS Policy Statement. Staff displayed good awareness of the goals of the QMS and their role in the system.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	OP-03A (Rev. 1, 16-Oct-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Interviewed the Operations Manager to verify Top Management's Commitment to the QEMS by providing the resources needed to manage the QEMS and the Drinking Water System.	
The Operations Manager identified the representatives of the Owner are committed to the drinking water systems, within the challenges associated with their budgets.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	OP-04 (Rev. 0, 17-Dec-2018)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
The Process and Compliance Technician is acting in the role of the QEMS Representative. The SPC Manager provides back-up as needed (See Chapleau system).	

DWQMS Reference:	5 Document and Record Control
Client Reference:	OP-05 (Rev. 6, 27-Aug-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Opportunity for Improvement	
Review the Operations Manual and Environmental Emergency Procedures for applicability and currency to the drinking water system.	
Opportunity for Improvement	
Ensure work orders are completed in the WMS in a timely fashion.	

Audit Report

DWQMS Reference:	6 Drinking Water System
Client Reference:	OP-06 (Rev. 1, 5-Sep-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Verified the currency of system description during the site tour of the water treatment plant.	

DWQMS Reference	7 Risk Assessment
Client Reference:	OP-07 (Rev. 1, 31-Dec-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Verified the risk assessment was completed in December 2024, as a full risk assessment with the Senior Operations Manager, Process and Compliance Technician and one operator.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	OP-08A (Rev. 14, 31-Dec-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Verified operational limits matched or were more stringent than the limits in OP-08A. Operators described the processes for monitoring these CCP and responding to deviations:	
<ul style="list-style-type: none">• Lots of room to react to low chlorine turbidity.• Plant shuts down when below turbidity threshold. Filter to waste ensures they never reach adverse conditions in the plant.• Operators use a group chat to communicate the results of chlorine residuals with Operating Authority Staff.• If there are adverse conditions, they would contact the PCT and follow his direction for response.	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	OP-09 (Rev. 1, 15-Aug-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Interviewed the following staff to verify currency of roles and responsibilities.	
<ul style="list-style-type: none">• Senior Operations Manager• SPC Manager• Process and Compliance Technician• Certified Operators• Instrumentation Technician	

DWQMS Reference:	10 Competencies
------------------	-----------------

Audit Report

Client Reference:	OP-10 (Rev. 15-Aug-2024)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Operator licenses were verified to meet O. Reg 128/94 requirements for Operators acting in the OIC and ORO roles.</p> <p>Licensing is primarily an operator responsibility. OCWA Corporate sends the PCT updates on operator status monthly. OCWA maintains a training database for tracking training hours.</p>	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	OP-11 (Rev. 3, 17-Dec-2018)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms</p> <p>Operators cover the plants daily during staff working hours; The Senior Operations Manager schedules on-call in consultation with Operators (considering vacations and sharing stat holidays). The on-call list includes OIT, but a WT1/WDS1 Operator is always available to support any OIT after hours.</p> <p>Auto-dialers are tested on a monthly basis. These tests are recorded in the electronic logbooks.</p>	

DWQMS Reference:	12 Communications
Client Reference:	OP-12 (Rev. 5, 15-Aug-2025) OP-13 (Rev. 4, 17-Dec-2018)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>Communication was achieved by:</p> <ul style="list-style-type: none"> • Staff communication through group chat, e-mails of updates to QMS documents, weekly operations meetings, and annual DWQMS awareness presentations. • The Owner receives clients reports monthly and regular communication between the SOM and the Public Works department. • The QEMS Policy was posted on OCWA’s website, and the status and resolution of complaints was documented in the Management Review. • Tender agreements are provided to suppliers with QEMS Requirements. 	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	OP-13 (Rev. 3, 17-Dec-2018)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>An operator noted that parts are ordered by the Senior Operations Manager (SOM). Some parts are left in inventory at the site; The SOM will survey inventory and order supplies as needed. Operators verify NSF stamp upon receipt.</p> <p>Reviewed and verified the NSF/ANSI Stamps for parts and chemicals at the Water Treatment Plant. The Essential Supplies and Services List (Rev. 1, 4-Jun-2025) was reviewed and cross-</p>	

Audit Report

referenced with on-site materials to verify its currency.

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	OP-14(Rev. 3, 19-Oct-2018)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
The Operating Authority provided copies of the rolling capital maintenance recommendations on Nov 18, 2024.	
Several drafts of each capital plan were provided due to communication back and forth with the Owner. The Senior Operations Manager also provided e-mail communication with delivery of the Major Maintenance Recommendations.	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	OP-15 (Rev. 0, 17-Dec-2018)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
The summary of maintenance activities is provided within OP-15 and implemented using the Work Management System. The Senior Operator establishes the maintenance plan in the WMS.	
Monthly summary reports from the WMS are reviewed to assess the effectiveness of these programs.	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	OP-16 (Rev. 5, 16-Aug-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Verified continuous monitoring of critical control points during the site tour. Microbiological sampling was completed according to the sampling schedule and O. Reg 170/03 and verified for December 2024.	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	OP-17 (Rev. 3, 17-Dec-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Conforms.	
Measurement and recording equipment are maintained and scheduled through the WMS and by completing monthly calibration checks for handheld devices.	

DWQMS Reference:	18 Emergency Management
Client Reference:	OP-18 (Rev. 5, 15-Aug-2024)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i>	
Opportunity for Improvement	

Audit Report

Establish a table of contents to allow quicker reference to the procedures in the FEP Binder.

Verified completion of the following emergency tests:

CP-04 Loss of Service – May 8, 2024

CP-03 Critical Shortage – December 18, 2024

All CP were reviewed over the previous 5-year period.

Staff were able to describe response to emergencies such as Loss of Service and Watermain Breaks and referenced the Facility Emergency Plan (both on the server and the hard copy on site).

DWQMS Reference:	19 Internal Audits
Client Reference:	OP-19 (Rev. 5, 15-Aug-2024)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>The internal audit was completed by Michael Case on December 12, 2024. Michael undertook auditor training from the Walkerton Clean Water Centre (May 2024) and internally (July 2023); He was able to describe how the audit process is used to verify on-going conformity for previous corrective actions.</p>	

DWQMS Reference:	20 Management Review
Client Reference:	OP-20 (Rev., 1-Nov-2018)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>The Management Review was completed February 12, 2025, by the SOM, PCT, SPC Manager, and several Operators and submitted to the Owner June 26, 2025.</p> <p>All identified topics were addressed during the Management Review;</p>	

DWQMS Reference:	21 Continual Improvement
Client Reference:	OP-21 (Rev. 1, 10-Sep-2024)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>The Summary of Actions Items spreadsheet was used to address any corrective or preventive actions identified resulting from audits, the management review, MECP inspections, etc.</p> <p>In addition, the effectiveness of previous action items was reviewed during the 2024 Internal Audit and Best Management Practices were reviewed during the Management Review.</p>	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

Audit Report

This report was prepared by:

A handwritten signature in black ink that reads "Ryan Bourner". The signature is written in a cursive, slightly slanted style.

Ryan Bourner
Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - Intertek - SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

OPERATIONAL OVERVIEW

NOVEMBER 2025

SYSTEM HIGHLIGHTS

Overall, the plant is running well.

Operational highlights in the DWS include:

- There has been no significant operating issues during November
- The Smooth Rock crew has started to receive training from the Hearst crew
 - The facility will be slowly transitioned back to the Smooth Rock crew
- The pressure tanks were inspected by James Chen (Intact Insurance)
 - There were no issues with the pressure tanks, however, the insurance consultant identified a potential safety hazard due to corrosion on electrical disconnects
- The annual generator maintenance was completed by the Town Foreman
- Operations noticed that the plant had a low process chlorine residual on November 10
 - An operator attended the site and found that the pump head had expired
 - During the pump head replacement the operator also found some cracked fittings
 - The chlorine residual recovered shortly after replacing the parts & priming the system
- The remote monitoring system (Wonderware) stopped working due to a communication failure caused by corrosion issues
 - OCWA IT was contacted for a replacement networking device
- Generator testing continues to ensure proper functionality
- Hearst crew has temporarily taken over operations to support the Smooth Rock crew
 - The Smooth Rock crew will be taking over operations in early 2026
- Ongoing issues:
 - Raw water actuator stopped modulating for flow control
 - Well #2 has started to lose efficiency and it is now producing less than 3.5 L/s

And in the wastewater system:

- Alarms and station checks continue to verify proper operation and function
- Hearst crew has temporarily taken over operations to support the Smooth Rock crew
 - The Smooth Rock crew will be taking over operations in early 2026

MAJOR MAINTENANCE

Refer to Appendix A for a complete list capital expenditures and progress

OCWA has submitted a list of capital expenditures for 2026 on November 17.

Billing for capital items this month includes:

- Chemical Pump and Analyzer Parts
- Valve Turning Trailer
- Lab Spectrophotometer

INCIDENTS AND COMPLAINTS

There have not been any AWQI’s, bypasses, spills, ECA exceedances or community complaints during the reporting period.

CALL-OUT SUMMARY

SYSTEM	PREVIOUS TOTAL	CALL-OUTS THIS MONTH	TOTAL TO DATE
VAL RITA DWS	2	0	2
VAL RITA LAGOON	1	0	1
HARTY LAGOON	0	0	0
CALL-OUT TOTALS (CAP 4)	3	0	3

November 2025

Date	Callback Reason	Work Order	Count	Billing Comments
None	None	N/A	N/A	

REGULATORY INSPECTION FINDINGS

There was an announced, focused MECP inspection of the Val Rita Drinking Water System on October 29. The inspector is currently reviewing the data.

HEALTH AND SAFETY

The Health and Safety Meeting topics that were covered were site-specific concerns throughout the coverage area of the Smooth Rock Falls Group.

STAFF TRAINING

The operators have continued to participate in weekly Operations Meetings to discuss any and all operational challenges, upcoming work, sampling, staff absences, etc. This month operators received training and participated in a test for the Critical Injury contingency plan.

DRINKING WATER TREATMENT MONITORING SUMMARY

The table below provides a summary of usage, treatment and compliance data for the water treatment plant

WATER USAGE	NOVEMBER
Total monthly raw flow – Well 1 (m ³)	1,809
Total monthly raw flow – Well 2 (m ³)	2,222
Total monthly raw flow – Well 1 and 2 Combined (m ³)	4,031
Total monthly treated flow (m ³)	3,125

Note: Backwash flows are not accounted for in this summary

Refer to Appendix C for a graph of the total usage for past months.

WATER TREATMENT MONITORING	NOVEMBER	COMPLIANCE
Well 1 – maximum daily water taking (m ³ /d)	180	Max 432
Well 2 – maximum daily water taking (m ³ /d)	173	Max 432
Maximum treated flow rate (m ³ /d)	135	Max 432
Free chlorine residual from analyzer (mg/L)	0.95 – 2.39	0.05 - 4.0
Distribution free chlorine residual (mg/L)	0.83 – 1.68	Min 0.05

Refer to Appendix D for a daily summary of chemical usage, flows, treated free chlorine residuals, treated iron concentrations and treated manganese concentrations

HARTY WASTEWATER LAGOON MONITORING

The required monthly raw influent sample was collected on November 18.

VAL RITA WASTEWATER LAGOON MONITORING

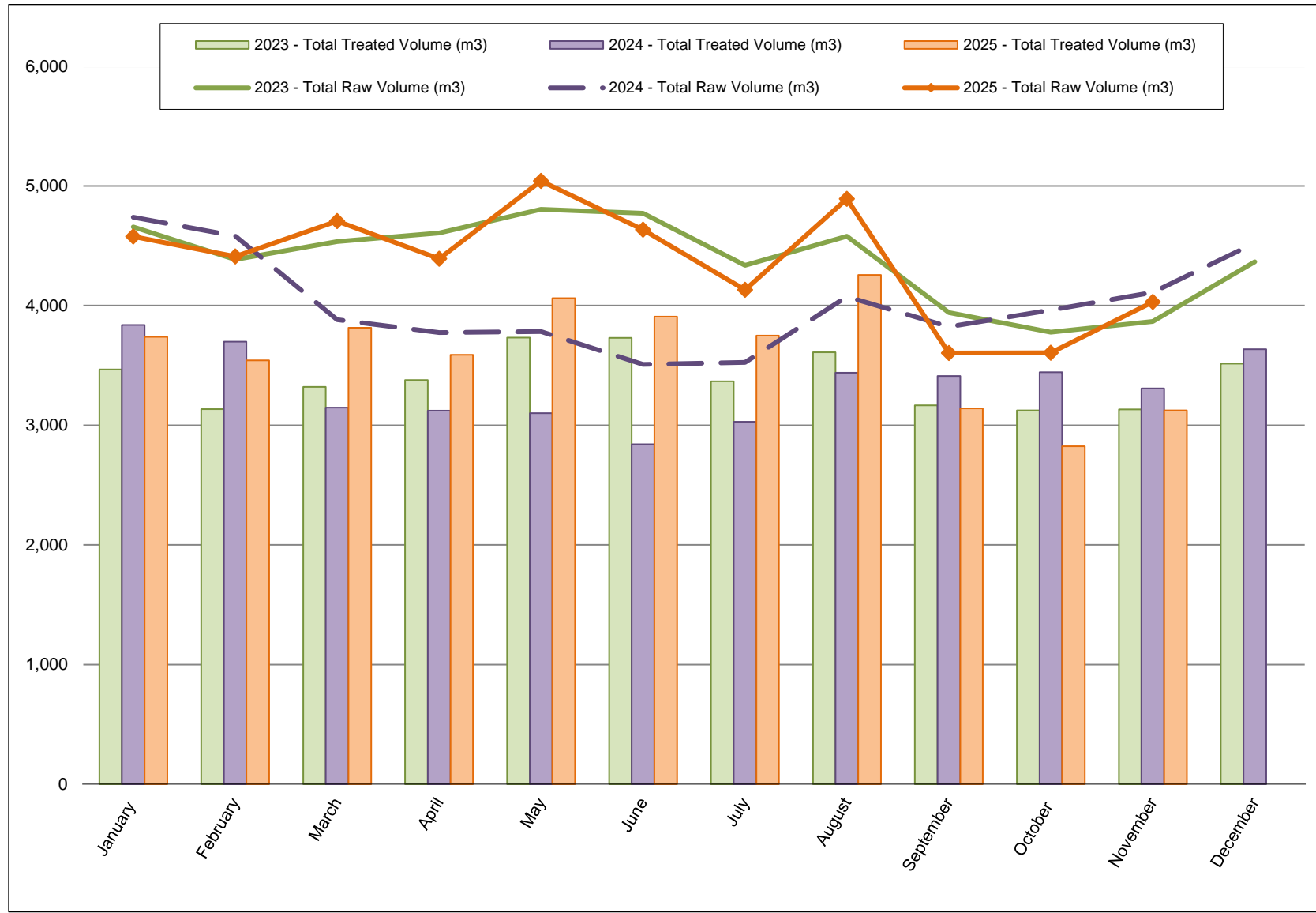
The required monthly raw influent sample was collected on November 18.

Refer to Appendix E for pump hour readings

APPENDIX A: MAJOR MAINTENANCE PROGRESS (FROM CAPITAL TRACKING SPREADSHEET MAINTAINED BY VICTOR LEGAULT)

Project Number	Project Name	Client PO#	Maximo WO#	Capital Letter	Estimated Completion	Billing Date	Quotation	Billed Revenue
VALRIN7202-25ZZ	chemical pump and analyzer parts		4337125	yes		29-May-25	\$6,000	\$4,462
VALRIN7202-25ZZ	chemical pump and analyzer parts		4337125	yes		25-Aug-25		\$1,382
VALRIN7202-25ZZ	confined space equipment certification		4554788	yes	June	25-Aug-25	\$1,000	\$220
VALRIN7202-25ZZ	UPS replacement		4760278	yes	September	18-Sept-25	\$3,000	\$2,294
VALRIN7202-25ZZ	UPS replacement		4760278	no	September	3-Oct-25		\$2,632
VALRIN7202-25ZZ	DWQMS third party audit		4763606	yes		23-Oct-25	\$3,000	\$3,582
VALRIN7202-25ZZ	lab spectrophotometer		4860843	yes		27-Nov-25	\$10,000	\$10,133
VALRIN7202-25ZZ	Chemical Pump and analyzers		4337125	yes		27-Nov-25	\$884	\$884
VALRIN7202-25ZZ	valve turning trailer job		4863325	yes		27-Nov-25	\$2,240	\$2,240
charge exp	TDS sampling for project			no			\$300	
	confined space Equipment inspection		4554788					
	TSSA inspection - vessel			yes			\$500	
	backflow preventer inspection			yes			\$1,200	
	DWQMS third party audit			yes			\$3,000	
	distribution valve turner			yes			\$2,500	
	Auberger SPS control panel			yes			\$75,000	
	CLI / ECA items			yes			\$10,000	

APPENDIX C: WATER USAGE FOR PAST MONTHS



APPENDIX D: DAILY PROCESS READINGS

VAL RITA DRINKING WATER SYSTEM - DAILY PROCESS READINGS

	Aluminum Sulphate Volume (L)	Polymer Volume (L)	Sodium Hypochlorite Volume (L)	Treated Free Chlorine Residual (mg/L)	Treated Flow (m³/d)	Treated Iron (mg/L)	Treated Manganese (mg/L)	Well 1 Flow (m³/d)	Well 2 (New Well) Flow (m³/d)
11/01/2025	7.8	30.0	11.8		95			158	0
11/02/2025	7.8	30.0	11.8		106			0	132
11/03/2025	7.8	30.0	11.8	1.72	90	0.22	0.181	48	36
11/04/2025	6.3	25.0	12.4		94			0	158
11/05/2025	6.3	25.0	12.4		87			78	0
11/06/2025	6.3	25.0	12.4	1.61	91			0	158
11/07/2025	7.6	29.0	12.2		92			126	0
11/08/2025	7.6	29.0	12.2		100			0	116
11/09/2025	7.6	29.0	12.2		101			117	19
11/10/2025	7.6	29.0	12.2		95			16	102
11/11/2025	7.6	29.0	12.2	1.33	102	0.15	0.027	113	25
11/12/2025	7.2	27.0	11.8		90			0	113
11/13/2025	7.2	27.0	11.8		89			96	19
11/14/2025	7.2	27.0	11.8	1.59	88			16	101
11/15/2025	8.1	33.0	13.8		104			144	0
11/16/2025	8.1	33.0	13.8		109			0	110
11/17/2025	8.1	33.0	13.8		110	0.23	0.121	4	126
11/18/2025	8.1	32.0	12.1	1.81	115			180	0
11/19/2025	8.1	32.0	12.1		101			0	126
11/20/2025	8.1	32.0	12.1	1.89	102			88	22
11/21/2025	8.1	34.0	13.3		106			0	173
11/22/2025	8.1	34.0	13.3		111			136	0
11/23/2025	8.1	34.0	13.3		112			6	117
11/24/2025	8.1	34.0	13.3	1.83	108	0.22	0.073	5	138
11/25/2025	6.8	27.5	11.6		103			146	0
11/26/2025	6.8	27.5	10.6		113			0	153
11/27/2025	8.1	37.5	15.2		126			150	0
11/28/2025	8.1	37.5	15.2	1.8	121	0.18	0.053	30	93
11/29/2025	10.8	38.3	16.9		129			106	75
11/30/2025	10.8	38.3	16.9		135			46	110
Total	234	929	386	-	3,125	-	-	1,809	2,222
Avg	7.8	31.0	12.9	1.70	104.2	0.20	0.091	60.3	74.1
Max	10.8	38.3	16.9	1.89	135	0.23	0.181	180	173
Min	6.3	25.0	10.6	1.33	87	0.15	0.027	0	0

APPENDIX E: PUMP HOUR READINGS

VAL RITA WASTEWATER TREATMENT LAGOON - PUMP HOUR READINGS

	Restaurant PS Pump 1 Run Time (hours)	Restaurant PS Pump 2 Run Time (hours)	Trailer Park PS Pump 1 Run Time (hours)	Trailer Park PS Pump 2 Run Time (hours)
11/01/2025				
11/02/2025				
11/03/2025	15345.2	12978.4	1322.7	1344.8
11/04/2025				
11/05/2025				
11/06/2025	15345.3	12978.2	1324.7	1346.8
11/07/2025				
11/08/2025				
11/09/2025				
11/10/2025				
11/11/2025				
11/12/2025				
11/13/2025				
11/14/2025	15345.7	12978.5	1329.4	1351.7
11/15/2025				
11/16/2025				
11/17/2025	15345.8	12978.6	1331.4	1353.7
11/18/2025				
11/19/2025				
11/20/2025	15345.9	12978.8	1333.0	1355.3
11/21/2025				
11/22/2025				
11/23/2025				
11/24/2025	15346.1	12979.0	1336.1	1358.5
11/25/2025				
11/26/2025				
11/27/2025				
11/28/2025	15346.3	12979.2	1339.4	1361.8
11/29/2025				
11/30/2025				
Hours Ran	1.1	1.0	16.7	17.0



The United Counties of Leeds and Grenville

Resolution No. CC- 179 - 2025

Date: December 18, 2025

Moved by Tory Descamps

Seconded by Nancy Peckford

WHEREAS on May 1, 2025, Bill 9, Municipal Accountability Act, 2025, re-introduced legislation originally proposed under Bill 241; and

WHEREAS Bill 9, if passed, would enable the creation of a new, standardized municipal code of conduct, an integrity commissioner inquiry process that would be consistent throughout the province and mandatory code of conduct training for members of council and certain local boards; and

WHEREAS Bill 9, Municipal Accountability Act, 2025, was ordered for a third reading on October 20, 2025; and

WHEREAS the Council of the Corporation of the United Counties of Leeds and Grenville deems it advisable for Bill 9 to be passed promptly.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the United Counties of Leeds and Grenville calls for Bill 9 to proceed to its third reading forthwith; and

THAT a copy of this resolution be forwarded to The Honourable Doug Ford, Premier of Ontario, The Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Steve Clark, MPP, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Carried Defeated Deferred

Corinna Smith-Gatcke
Corinna Smith-Gatcke, Warden

DATE: December 18, 2025

MEMORANDUM TO: Community and Ministry Emergency Management Coordinators

FROM: Lisa Priest
Assistant Deputy Minister
Emergency Preparedness Division
Ministry of Emergency Preparedness and Response

SUBJECT: Power Outage Safety 2025 and the Release of New Public
Education Video

Community and Ministry Emergency Management Coordinators,

I am pleased to announce the release of a new animated video designed to help Ontarians prepare for and stay safe during power outages.

With winter storms increasing the risk of power outages across Ontario, the Ministry of Emergency Preparedness and Response developed this resource, in English and French, to highlight practical steps Ontarians can take before, during, and after a power outage.

The video is available now on [EMO Central](#) and on [X](#) (formerly known as Twitter) and [YouTube](#).

To further support your outreach efforts, a flyer in 15 languages, including three Indigenous languages, is also available through [Publications Ontario](#) and [EMO Central](#). These resources are intended to complement and strengthen your local campaigns and community engagement initiatives. We encourage you to share them widely to help expand community awareness and preparedness.

The Ministry remains committed to strengthening community resilience and promoting equity by making preparedness information more accessible and inclusive.

Ministry of Emergency Preparedness
and Response

Ministre de la Protection civile et de l'Intervention en cas
d'urgence



Emergency Management Ontario

Gestion des situations d'urgence Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1

25, avenue Morton Shulman
Toronto ON M3M 0B1

Tel: 416-327-2333
Fax: 416-327-3790

Tél.: 416-327-2333
Télec. : 416-327-3790

Thank you for your continued leadership and commitment to advancing public education and preparedness within your communities. Your continued efforts help play a vital role in keeping Ontarians safe, practiced, and prepared.

Warm regards,

Lisa Priest

Assistant Deputy Minister | Emergency Preparedness Division

Emergency Management Ontario | Ministry of Emergency Preparedness and Response

Ontario Public Service

416-845-4281 | lisa.priest@ontario.ca



Municipalité de Val Rita-Harty Municipality

Item #: 12

Staff: Deputy Clerk

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : Hiring of

Description:

To inform Council of the hiring of Joel Parent for the position of Public Works Operator/ Labourer. The hiring criteria, offer of employment letter and execution of the employment agreement have been undertaken.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency, accountability and communications.

Recommandation / Recommendation:

For Information

Financial Implications: 2026 Budget (wages & benefits)

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

COCHRANE DISTRICT SERVICES BOARD
CALCULATION OF MUNICIPAL COST APPORTIONMENT - 2026
2026 Approved Budget

	WA %	Apportionment	Reserve Draw	Levy Cash Flow
Town of Cochrane	7.50%	\$ 1,617,028	\$ -	\$ 1,617,028
Town of Hearst	5.55%	1,195,695	-	1,195,695
Town of Iroquois Falls	5.86%	1,262,597	-	1,262,597
Town of Kapuskasing	7.37%	1,587,986	-	1,587,986
Town of Smooth Rock Falls	1.75%	378,126	-	378,126
Township of Black River-Matheson	5.43%	1,169,952	-	1,169,952
Township of Fauquier-Strickland	0.96%	206,031	-	206,031
Township of Mattice-Val Côté	1.02%	220,088	-	220,088
Township of Moonbeam	1.95%	420,039	-	420,039
Township of Opatatika	0.55%	118,647	-	118,647
Township of Val Rita-Harty	0.85%	182,293	-	182,293
City of Timmins	61.23%	13,201,887	-	13,201,887
Total Incorporated Municipalities	100.00%	\$ 21,560,369	\$ -	\$ 21,560,369
Unincorporated	11.2676%	2,737,823	-	2,737,823
Total		\$ 24,298,192	\$ -	\$ 24,298,192

Note 1: The 2026 Unincorporated Rate is 11.2676%. The Unincorporated portion is deducted from the total of all municipal contributions and the balance is then apportioned to the District Municipalities based on their percentage of total weighted assessments.

2025 → \$172,482

**MINUTES OF THE MEETING OF THE NORTH COCHRANE PROVINCIAL OFFENCES ACT
MANAGEMENT BOARD HELD AT BY ZOOM,
MONDAY MARCH 27TH, 2025, AT 2:00 P.M., LOCAL TIME.**

1 Roll call

Present: Municipal Representatives

Guylaine Coulombe, CAO, Township of Mattice-Val Coté
Melanie Breton, Clerk-Treasurer, Township of Opasatika
Yvan Marchand, CAO, Town of Smooth Rock Falls
Melanie Pilon, Interim CAO, Township of Hornepayne
Mireille Lemieux, Treasurer, Town of Hearst
Roxanne Hebert, CAO, Township of Fauquier-Strickland
Guylain Baril, Manager, Town of Kapuskasing

POA Official

Linda Joanis, POA Manager, Town of Cochrane

Absent: Municipal Representatives

Vickie Boudreau, CAO, Township of Val Rita-Harty
Monika Malherbe, CAO, Town of Cochrane
Brigitte Gravel Clerk-Treasurer, CAO, Township of Moonbeam

2. Declaration of Pecuniary Interest

Nil

3. Approval of agenda 01-2025

Moved by Guylain Baril
Seconded by Yvan Marchand

BE IT RESOLVED that the agenda be accepted as presented.

Carried

4 Approval of minutes

02-2025

Moved by: Guylain Baril
Seconded by: Mireille Lemieux

BE IT RESOLVED that the minutes of the regular meeting of November 27th, 2023 be
approved as presented

5.5 Accounts payable

07-2025

Moved by Mireille Lemieux
Seconded by Guylain Baril

BE IT RESOLVED that the accounts payable listing for the period of January 1st to December 31st, 2024 be hereby approved as presented.

Carried

5.6 Actual Revenues & Expenditures

08-2025

Moved by: Yvan Marchand
Seconded by: Guylain Baril

BE IT RESOLVED that the report of actual revenues amounting to \$711,289.57 and expenditures amounting to \$606,275.04 for the period of January 1st to December 31st, 2024 be approved as presented.

Carried

5.7 Revenue disbursement

09-2025

Moved by: Guylain Baril
Seconded by: Yvan Marchand

BE IT RESOLVED that the POA revenue disbursement report for the period of January 1st to December 31st, 2024 be hereby approved as presented.

Carried

5.8 Budget

10-2025

Moved by: Yvan Marchand
Seconded by: Mireille Lemieux

BE IT RESOLVED that the 2025 budget totalling \$743,300 in revenues and \$609,355 in expenditure be hereby approved as presented.

Carried

11.0 Adjournment

15-2025

Moved by Guylain Baril
Seconded by Mireille Lemieux

BE IT RESOLVED that the meeting be closed at 2:50 pm

Carried

Chairperson

Secretary-Treasurer

2025 Highway 11 North Annual Meeting

Cochrane District

Ministry of Transportation

December 2025



DEB Updates:

- Future Highway 11 Projects (2026-2029)
- 2+1 Pilot Project Update
- Highway 11 Cycling Infrastructure

Future Highway 11 Projects (2026-2029) Cochrane Area to Northwest Region Boundary (west of Hearst)

- 95 km of Highway 11 projects planned from 2026 to 2029



Scope

- Pavement & Structure Improvements



Treatments

- Preventive (micro-surfacing, resurfacing)
- Rehabilitation
- Reconstruction
- Expansion



Selection Criteria

- Pavement condition
- Historical performance
- Traffic Patterns

GWP 5144-23-00

Highway 11 – From Highway 66 to 3.5 km south of Highway 570, Kenogami Lake

Scope

- Pavement rehabilitation (11.4 km)

Status

- Project scoping for Engineering Assignment

Program Year

(*Subject to funding and design approvals)

- 2028



GWP 5229-21-00

Highway 11 – From 6.5 km to 18.3 km north of Highway 570, Sesekinika

Scope

- Pavement rehabilitation (11.8 km)

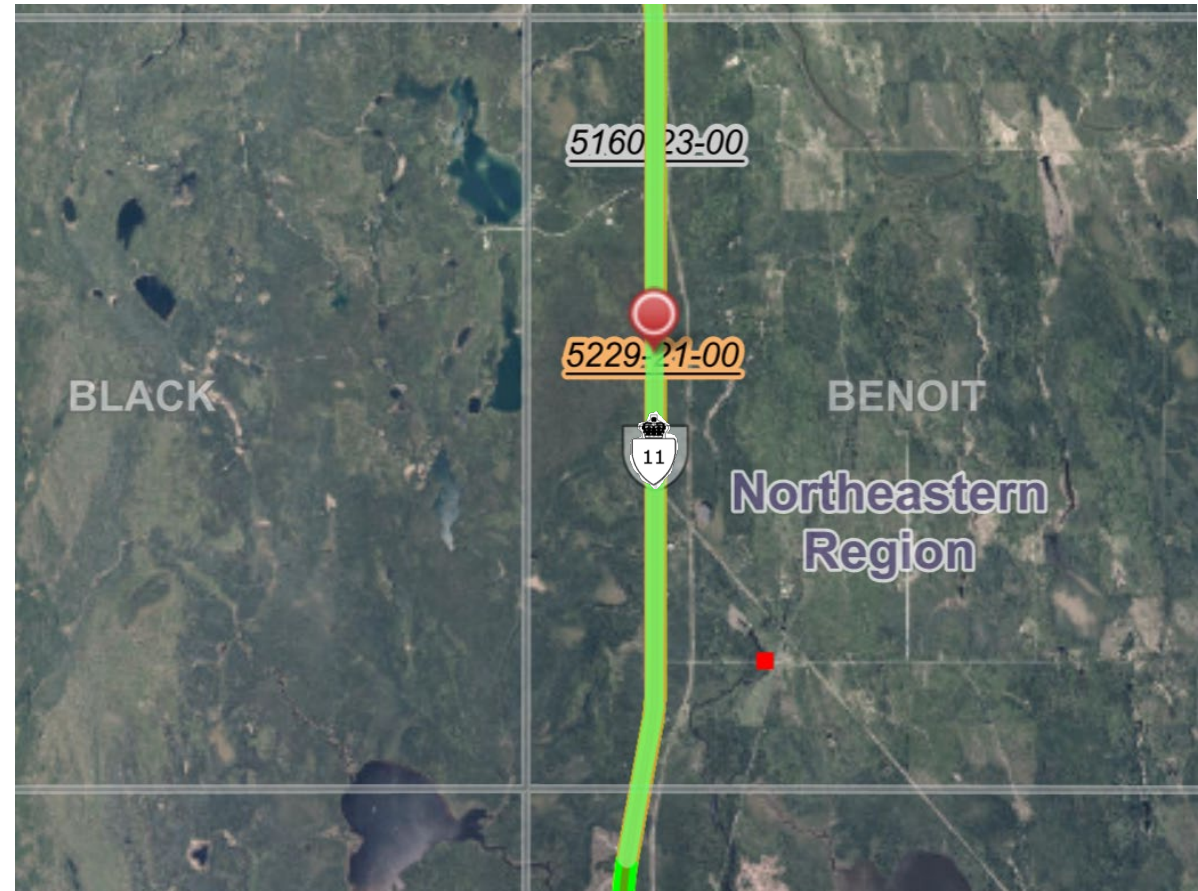
Status

- Project scoping for Engineering Assignment

Program Year

(*Subject to funding and design approvals)

- 2028



GWP 5109-20-00

Highway 11 - From 1.1 km north of Old Highway 578 (Nellie Lake Rd.) to 20.6 km north of Old Highway 578 (Nellie Lake Rd.), Nellie Lake

Scope

- Pavement rehabilitation (20 km)

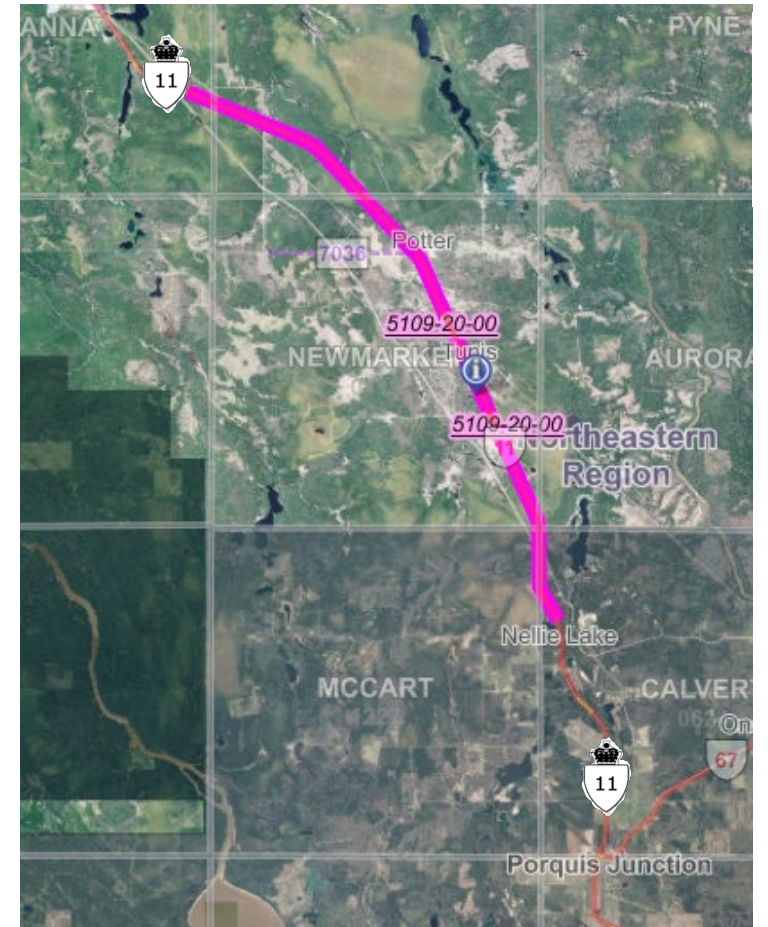
Status

- Currently completing Detail Design.
- New paved shoulders included within design

Program Year

(*Subject to funding and design approvals)

- 2026



GWP 5140-24-00

Highway 11 Structure – South Wicklow River Bridge, south of Cochrane

Scope

- Bridge Rehabilitation

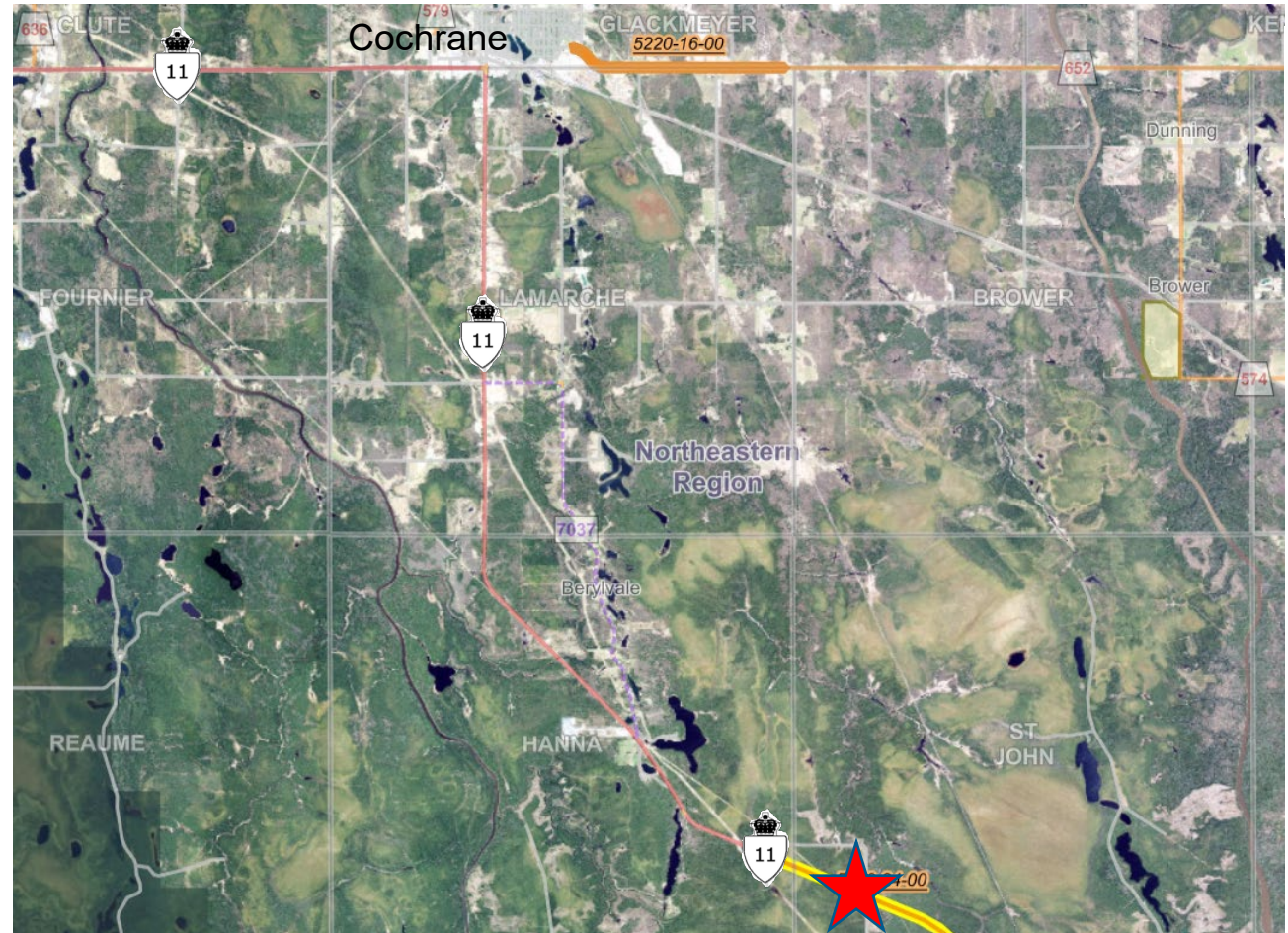
Status

- Project scoping for Engineering Assignment

Program Year

(*Subject to funding and design approvals)

- 2029



GWP 5220-16-00

Highway 652 – Cochrane By-Pass, Extension of Highway 652 from Genier Road to Highway 11 for 4.5 km, Town of Cochrane

Scope

- Extension to Highway 11

Status

- Preliminary Design
- Service Provider is completing field investigations and consultation processes
- Route alternatives currently under review by project team, stakeholders and indigenous communities.
- More info to be provided as project progresses.

Program Year

(*Subject to funding and design approvals)

- 2029



GWP 5230-21-00

Highway 11 – From Driftwood to 2.9 km north of Hwy 634, Smooth Rock Falls

Scope

- Pavement rehabilitation (26 km)

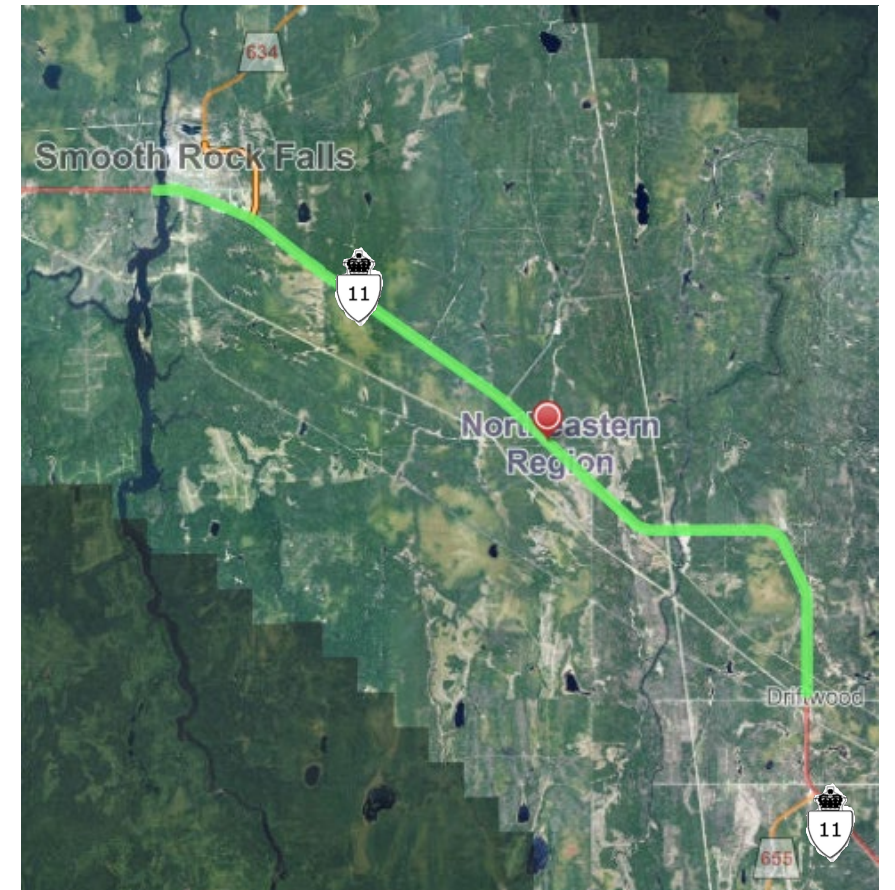
Status

- Service Provider Acquisition Process underway

Program Year

(*Subject to funding and design approvals)

- 2028



GWP 5278-19-00

Highway 11 – Poplar Rapids River Bridge, Smooth Rock Falls

Scope

- Bridge Replacement

Status

- Preliminary Design On-Going
 - Alternatives explored
 - Technically Preferred Alternative
 - On-going engagement with Indigenous Communities

Program Year

(*Subject to funding and design approvals)

- 2028



GWP 5101-22-00

Highway 11 – Wellington Creek Bridge, East of Fauquier

Scope

- Bridge Rehabilitation

Status

- Service Provider Acquisition Process underway

Program Year

(*Subject to funding and design approvals)

- 2029



GWP 5231-21-00

Highway 11 - Highway 663 to 7.7 km east of Highway 631, Calstock

Scope

- Pavement rehabilitation (21 km)

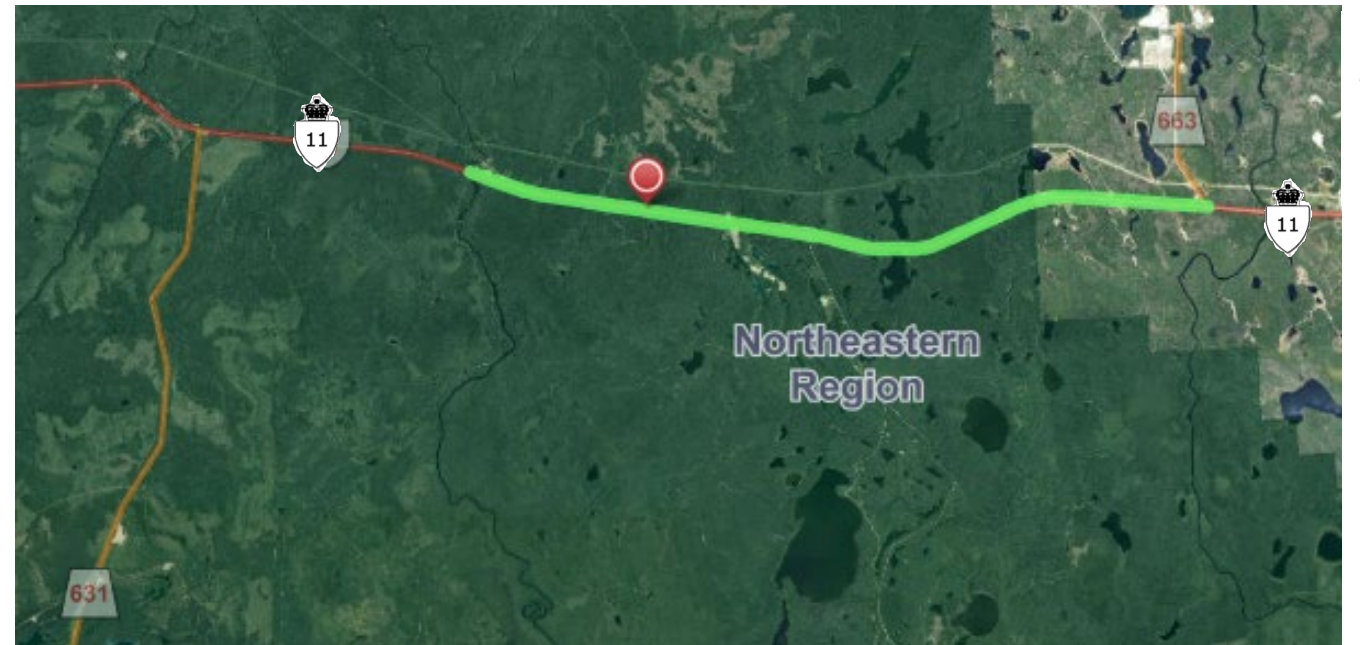
Status

- Detail Design Stage
- Engineering Assignment posted Nov 2025

Program Year

(*Subject to funding and design approvals)

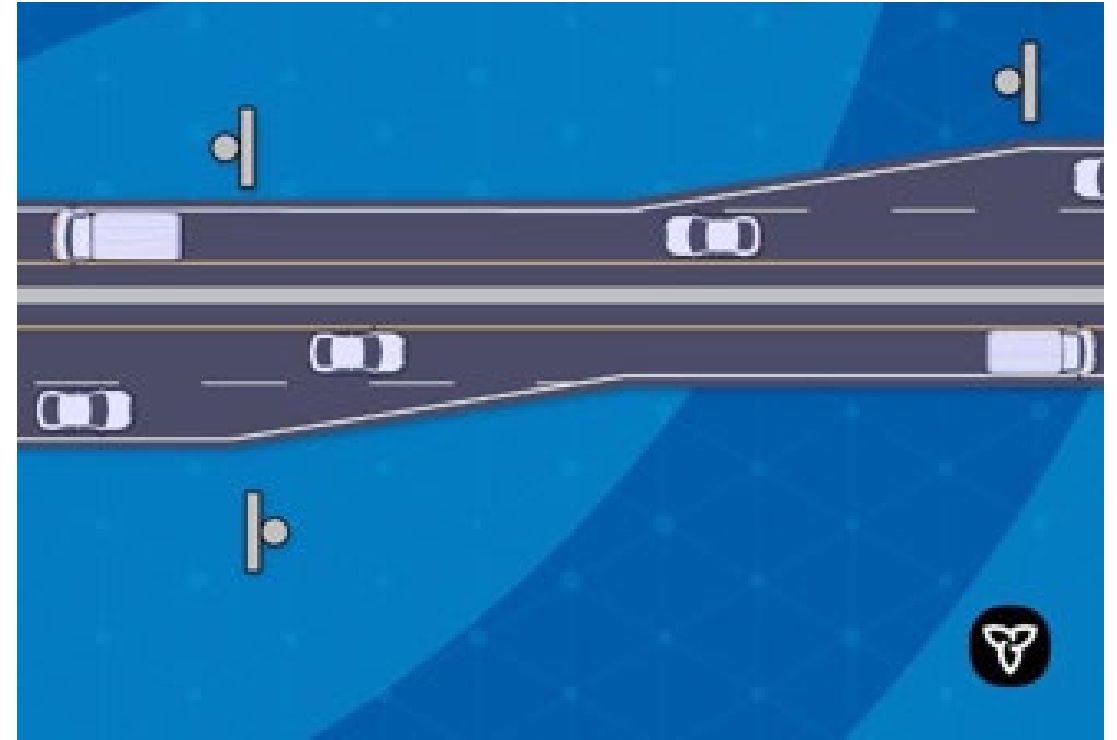
- 2028



2+1 Pilot Project Update

What is the 2+1 Roadway Model?

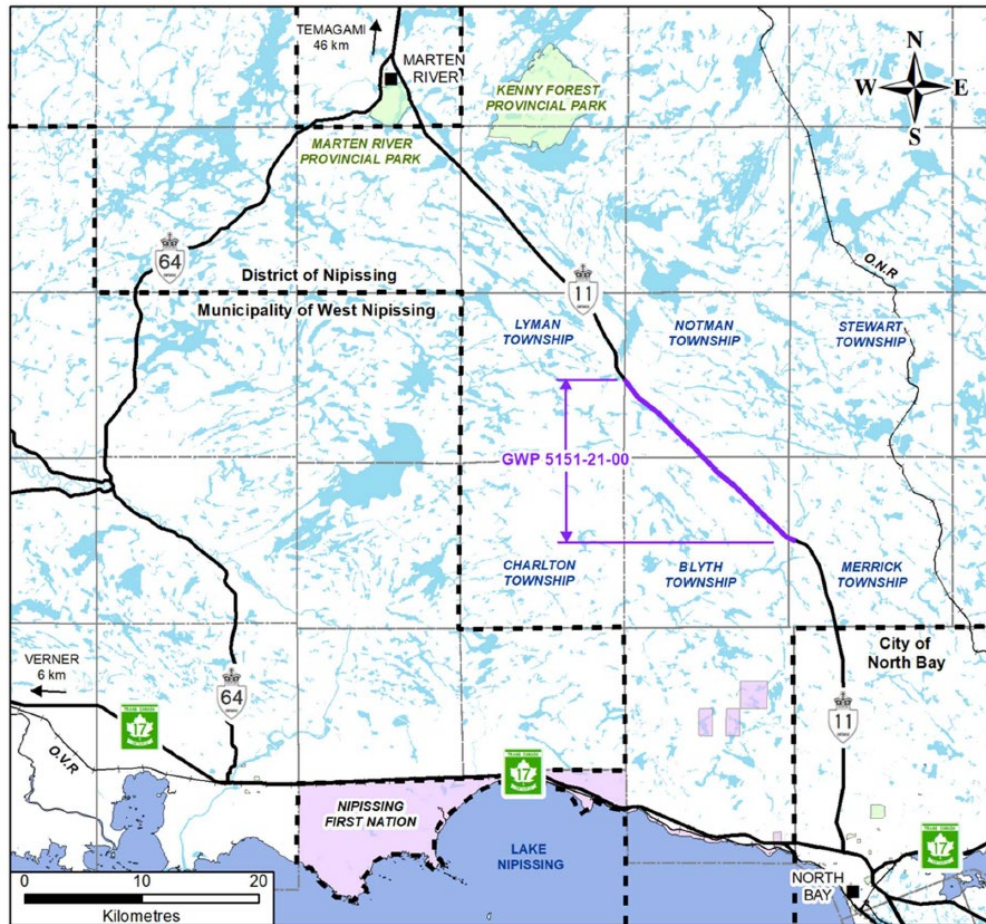
- 3 lanes of traffic, one in each direction and the third lane that alternates direction every few kilometers.
- Includes a median barrier system
- Promotes safer passing, improved traffic flow and reduces the potential for head on
- When complete, the 2+1 highway would be the first of its kind in North America.
- The pilot will determine the suitability of a 2+1 roadway model at other locations in Ontario.



[Highway 11 Pilot](#)

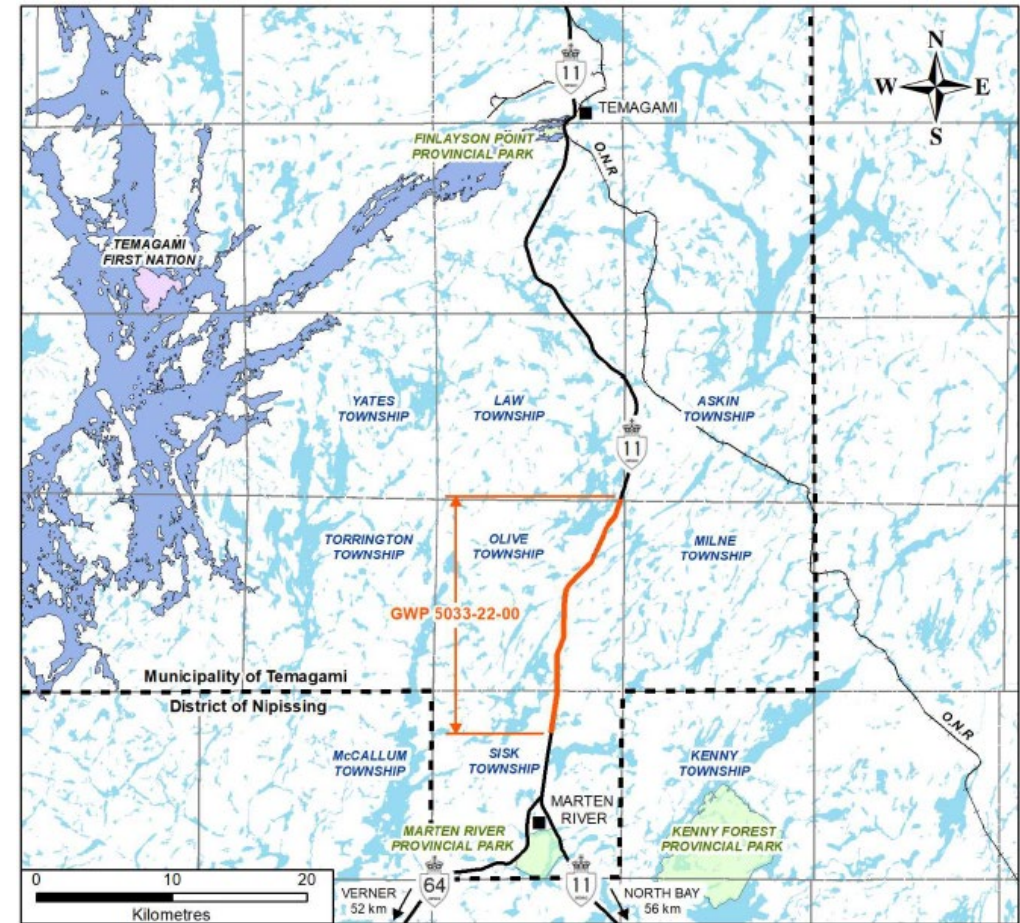
2+1 Pilot Project Update

There are 2 sections of the 2+1 Pilot Project that are currently in design:



GWP 5151-21-00

Highway 11 from Sand Dam Road to Ellesmere Road (14 km)



GWP 5033-22-00

Highway 11 from 4.6 km north of Highway 64 to Jumping Caribou Lake Road (11.4 km)

2+1 Pilot Project Updates

Main grading contract forecasted schedule:

	GWP 5151-21-00	GWP 5033-22-00
EA and Design Completion	End of 2027	End of 2028
Construction Duration	2028-2030	2029-2032

*Timelines are subject to change, pending approvals, property acquisition, utility relocation and potential additional design works.

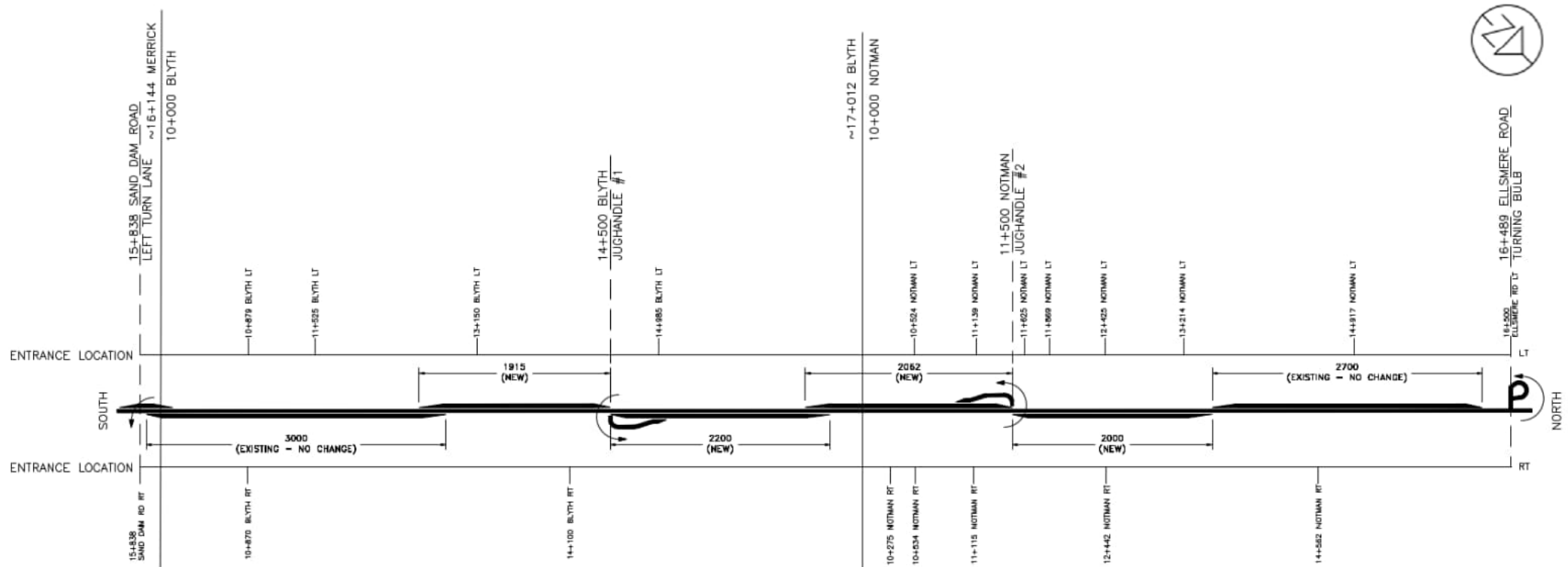
Additional contracts within the project limits:

- Installation of Ontario Build Signs (Contract 2025-5124)
 - Construction start October 2025
- Advance Clearing Contract (Contract 2025-5125)
 - Contract advertised in October 2025
 - Construction start anticipated for December 2025
 - Clearing for the purpose of relocating utilities in advance of the main grading contract construction start.

2+1 Pilot Project Updates

Notable design activities being undertaken:

- Turnarounds



2+1 Pilot Project Updates

Notable design activities being undertaken:

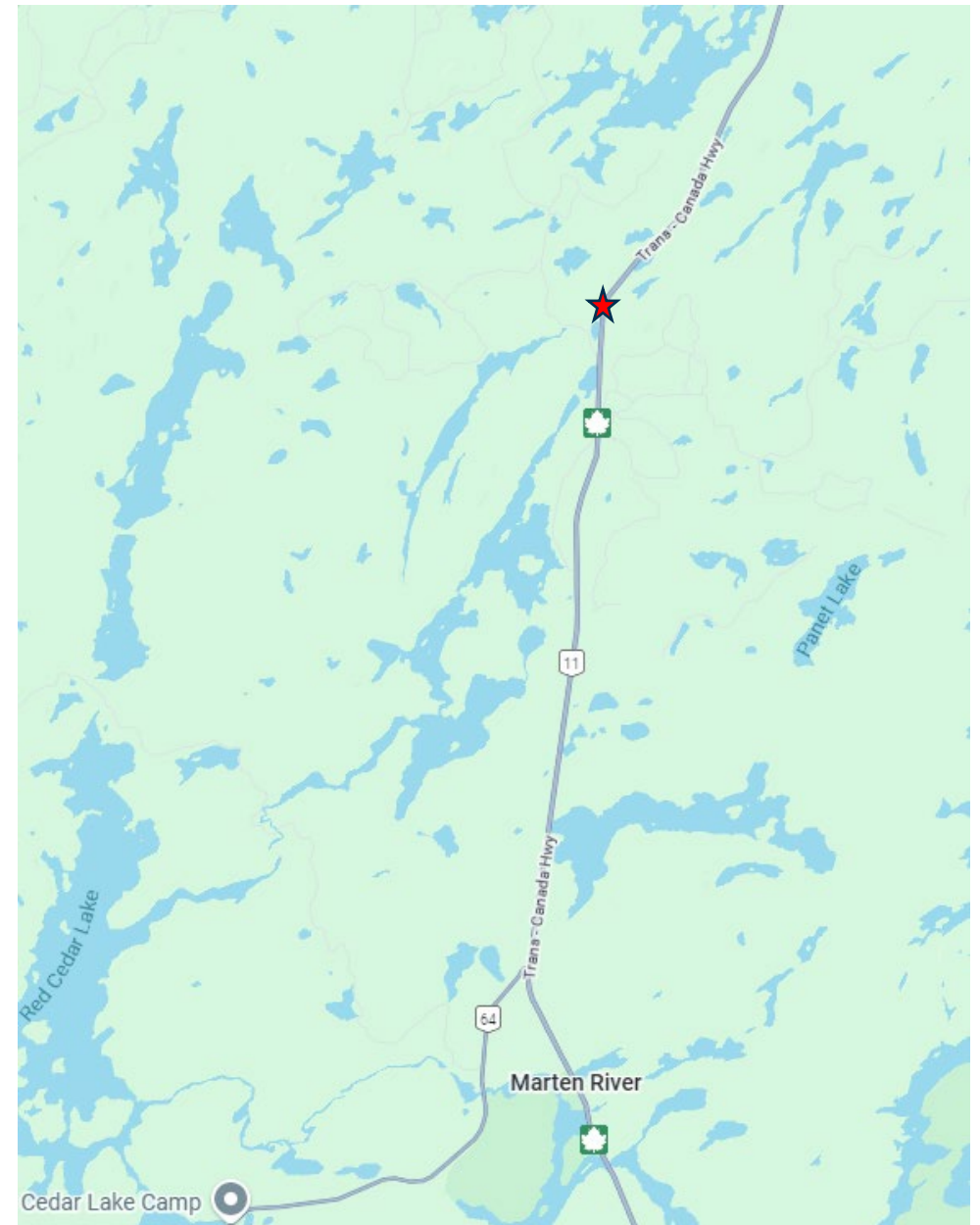
- Wildlife Collision Mitigation (Crossing and Fencing)



2+1 Pilot Project Updates

Notable design activities being undertaken:

- Realignment of Highway 11, from 400m south of Tonomo Lake Road northerly for 2.6 km (near Pan Lake)



Highway 11 Cycling Infrastructure

Highway 11 from North Bay to Nipigon


- **Connecting Route** on MTO's **Cycling Network**.

- 1. Pavement section selected for **Rehabilitation or Reconstruction**
- 2. Pavement section undergoes a **design analysis** as per the **MTO Bikeways Design Manual**.
- 3. **The type of cycling facility**—such as paved shoulders, designated cycling lanes, or use of existing roadway— selected based on **project-specific factors**:
 - **Annual Average Daily Traffic (AADT)**
 - **Operating Speed**
 - **Site-Specific Needs and Constraints**



The chosen facility is then **integrated into the overall project design**.

Highway 11 Cycling Infrastructure Cochrane Area to Northwest Region Boundary (west of Hearst)

•Accomplishments (2017–Present)

-  ~35 centreline-km of new paved shoulders and designated cycling lanes

•Future Plans

-  2026–2029 : ~47 centreline-km of paved shoulders and cycling lanes
(See MTO's Northern Highways Program)
-  2030+ : Completion of the remaining sections of Highway 11
with cycling infrastructure

Questions?

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



**Crime Prevention and Community
Support Bureau**
**Bureau de la prévention du crime et du
soutien communautaire**

777 Memorial Ave.
Orillia ON L3V 7V3

777, av. Memorial
Orillia ON L3V 7V3

Tel: 705 329-7680
Fax: 705 329-7593

Tél. : 705 329-7680
Télééc. : 705 329-7593

File Reference:

612-20

November 27, 2025

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached your Ontario Provincial Police (OPP) Annual Billing Statement package including 2026 estimated costs and a statement for the 2024 year-end reconciliation. The final cost adjustment from the 2024 reconciliation process has been applied as an adjustment to the calculated billing amount for the 2026 calendar year.

As noted in the letter sent to you by the Solicitor General dated September 26, 2025, any increase in total policing costs for calendar year 2026—including the 2024 year-end adjustment—has been capped at 11% over the final amount billed in 2025 (after 2023 year-end adjustment and all applicable discounts).

To provide clarity and transparency, your statement includes:

- The actual calculated billing amount for 2026.
- A capped amount, based on the final 2025 payable amount plus 11%.

The municipality will be billed the lower of these two amounts during the 2026 calendar year.

The final reconciliation of your 2026 annual costs will appear in your 2028 Annual Billing Statement. The reconciled 2026 costs will reflect the 11% cap applied for that year.

For more detailed information on the 2026 Annual Billing Statement package, please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, OPP Municipal Policing will host webinar information sessions in the new year. An e-mail invitation will be forwarded to the municipality advising of the session dates.

If you have questions about the Annual Billing Statement, please e-mail OPP.MunicipalPolicing@opp.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "B. (Bradley) McCallum". The signature is stylized and somewhat cursive.

B. (Bradley) McCallum
Chief Superintendent
Commander
Crime Prevention and Community Support Bureau

OPP 2026 Annual Billing Statement

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2026

Please refer to www.opp.ca for 2026 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	391		
	Commercial and Industrial	33		
	Total Properties	<u>424</u>	203.05	86,092
Calls for Service	(see summaries)			
	Total all municipalities	217,602,138		
	Municipal portion	0.0267%	137.21	58,176
Overtime	(see notes)		18.33	7,771
Prisoner Transportation	(per property cost)		2.08	882
Accommodation/Cleaning Services	(per property cost)		<u>6.32</u>	<u>2,680</u>
Total 2026 Estimated Cost			366.98	155,600
2024 Year-End Adjustment	(see summary)			<u>15,552</u>
Calculated Billing for 2026				171,152
Capped Payable for 2026				147,511
Total Billing for 2026 (Lesser of Calculated Billing or Capped payable)				147,511
2026 Monthly Billing Amount				12,293

Notes

Cost increases for the Total 2026 Billing amount have been capped at 11% over the Total 2025 Billing amount.

2025 Grand Total Billing Amount	132,893
11% of 2025 Grand Total Billing	<u>14,618</u>
Capped Payable for 2026	147,511

The capped payable for 2026 is lower than the calculated billing amount by \$23,641

OPP 2026 Annual Billing Statement

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2026

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2026 billing purposes the allocation of the municipal workload in detachments has been calculated to be 51.9 % Base Services and 48.1 % Calls for Service. The total 2026 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$203.05 estimated for 2026. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2021, 2022, 2023 and 2024 has been analyzed and averaged to estimate the 2026 costs. The costs incorporate the 2026 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2026 hours and salary rates and included in the 2028 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2026 costs have been estimated based on the 2024 activity levels. These costs will be reconciled to the actual cost of service required in 2026.

There was no information available about the status of 2026 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2024 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2026 Estimated Base Services and Calls for Service Cost Summary
Estimated Costs for the period January 1 to December 31, 2026

Salaries and Benefits	Positions		Base \$/FTE	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%		\$	\$	\$
Uniform Members	Note 1					
Inspector	27.66	100.0	192,976	5,337,714	5,337,714	-
Staff Sergeant-Detachment Commander	8.57	100.0	175,024	1,499,952	1,499,952	-
Staff Sergeant	41.04	100.0	160,995	6,607,217	6,607,217	-
Sergeant	237.81	51.9	147,894	35,170,721	18,256,061	16,914,660
Constable	1,663.92	51.9	123,513	205,515,029	106,674,098	98,840,931
Part-Time Constable	17.53	51.9	98,559	1,727,739	896,887	830,852
Total Uniform Salaries	1,996.53			255,858,373	139,271,930	116,586,444
Statutory Holiday Payout			6,387	12,640,216	6,798,379	5,841,836
Shift Premiums			1,129	2,165,924.16	1,124,243	1,041,681
Uniform Benefits - Inspector			28.64%	1,528,567	1,528,567	-
Uniform Benefits - Full-Time Salaries			36.39%	90,535,000	48,411,886	42,123,114
Uniform Benefits - Part-Time Salaries			20.76%	358,624	186,165	172,459
Total Uniform Salaries & Benefits				363,086,704	197,321,170	165,765,534
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	162.57	51.9	77,377	12,579,207	6,529,086	6,050,121
Detachment Operations Clerk	6.41	51.9	70,662	452,941	235,303	217,638
Detachment Clerk - Typist	2.61	51.9	64,030	167,117	86,440	80,677
Court Officer - Administration	38.91	51.9	94,216	3,665,926	1,903,154	1,762,772
Crimestoppers Co-ordinator	0.99	51.9	75,542	74,786	38,526	36,260
Cadet	6.72	51.9	52,627	353,653	183,668	169,985
Total Detachment Civilian Salaries	218.21			17,293,630	8,976,177	8,317,453
Civilian Benefits - Full-Time Salaries			35.46%	6,131,636	3,182,596	2,949,039
Total Detachment Civilian Salaries & Benefits				23,425,266	12,158,773	11,266,493
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			7,294	14,562,690	7,829,963	6,732,727
Prisoner Guards			2,425	4,841,585	2,603,189	2,238,396
Operational Support			7,250	14,474,843	7,782,730	6,692,113
RHQ Municipal Support			3,103	6,195,233	3,331,008	2,864,224
Telephone Support			162	323,438	173,904	149,534
Office Automation Support			937	1,870,749	1,005,851	864,898
Mobile and Portable Radio Support			325	654,569.50	351,839	302,731
Total Support Staff Salaries and Benefits Costs				42,923,106	23,078,484	19,844,623
Total Salaries & Benefits				429,435,076	232,558,427	196,876,649
Other Direct Operating Expenses	Note 2					
Communication Centre			152	303,473	163,169	140,304
Operational Support			1,292	2,579,517	1,386,936	1,192,581
RHQ Municipal Support			340	678,820	364,983	313,837
Telephone			1,203	2,401,826	1,291,396	1,110,429
Mobile Radio Equipment Repairs & Maintenance			197	396,770	213,268	183,502
Office Automation - Uniform			4,688	9,359,733	5,032,474	4,327,258
Office Automation - Civilian			1,199	261,634	135,799	125,835
Vehicle Usage			10,641	21,245,076	11,422,901	9,822,175
Detachment Supplies & Equipment			824	1,645,141	884,548	760,593
Uniform & Equipment			2,930	5,901,196	3,171,959	2,729,236
Uniform & Equipment - Court Officer			1,055	41,050	21,311	19,739
Total Other Direct Operating Expenses				44,814,234	24,088,745	20,725,489
Total 2026 Municipal Base Services and Calls for Service Cost				\$ 474,249,309	\$ 256,647,172	\$ 217,602,138
Total OPP-Policed Municipal Properties					1,263,977	
Base Services Cost per Property					\$ 203.05	

OPP 2026 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1 to December 31, 2026

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2021 through 2024. Additional service, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 84.1 FTEs with a cost of \$17,823,159 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2026 salaries incorporate the 2026 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024, 2.75% in 2025 and 2.75% in 2026.) The 2026 salaries also incorporate a 3% Frontline Patrol Premium and a 3% Second-In-Command premium.

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2025-26). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 51.9% Base Services : 48.1% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2025 Municipal Policing Cost-Recovery Formula.

OPP 2026 Calls for Service Billing Summary

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2026

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	1	0	1	0	1	4.9	2	0.0001%	283
Drugs	0	0	1	0	0	103.7	26	0.0014%	2,998
Operational	37	41	51	38	42	4.0	167	0.0089%	19,313
Operational 2	12	8	8	4	8	1.8	14	0.0008%	1,665
Other Criminal Code Violations	7	2	4	6	5	6.7	32	0.0017%	3,681
Property Crime Violations	18	8	10	11	12	5.8	68	0.0036%	7,881
Statutes & Acts	7	6	7	8	7	3.6	25	0.0013%	2,914
Traffic	5	2	8	1	4	3.8	15	0.0008%	1,758
Violent Criminal Code	8	14	10	12	11	13.9	153	0.0081%	17,682
Municipal Totals	95	81	100	80	89		503	0.0267%	\$58,176

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3,017	2,530	2,404	2,570	2,630	4.9	12,888	0.6849%	1,490,434
Drugs	1,071	818	940	944	943	103.7	97,806	5.1980%	11,310,991
Operational	182,938	178,694	182,556	198,566	185,688	4.0	742,754	39.4744%	85,897,052
Operational 2	48,875	46,769	47,507	47,198	47,587	1.8	85,657	4.5523%	9,905,960
Other Criminal Code Violations	12,312	12,464	13,135	14,777	13,172	6.7	88,252	4.6902%	10,206,039
Property Crime Violations	47,768	49,230	49,802	48,800	48,900	5.8	283,620	15.0733%	32,799,789
Statutes & Acts	33,390	33,258	34,566	37,180	34,599	3.6	124,555	6.6196%	14,404,335
Traffic	34,936	38,989	32,888	34,394	35,302	3.8	134,146	7.1293%	15,513,588
Violent Criminal Code	20,343	21,807	22,925	24,690	22,441	13.9	311,932	16.5779%	36,073,949
Provincial Totals	384,648	384,559	386,723	409,119	391,262		1,881,610	100%	\$217,602,138

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2022 municipal police force amalgamations.

This page intentionally left blank

OPP 2026 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Grand Total	95	81	100	80	89.00
Drug Possession	1	0	1	0	0.50
DRUG related occurrence	1	0	1	0	0.50
Drugs	0	0	1	0	0.25
Possession of cannabis for purpose of distributing	0	0	1	0	0.25
Operational	37	41	51	38	41.75
Animal - Bear Complaint	1	0	0	0	0.25
Animal - Dog Owners Liability Act	1	0	0	0	0.25
Animal Injured	1	0	0	0	0.25
Animal Stray	2	1	0	2	1.25
Assist Public	4	3	4	8	4.75
By-Law-Master code	0	0	1	0	0.25
Distressed / Overdue Motorist	0	1	0	0	0.25
Domestic Disturbance	7	9	14	3	8.25
FAMILY DISPUTE	3	3	8	8	5.50
Fire - Building	0	1	0	1	0.50
Fire - Vehicle	0	0	0	1	0.25
Found Property - Master Code	1	1	0	0	0.50
Insecure Condition - Master Code	0	0	1	0	0.25
Lost Property - Master Code	1	0	0	0	0.25
Medical Assistance - Other	0	0	1	0	0.25
Missing Person Located 12 & older	0	0	0	1	0.25
Missing Person Located Under 12	1	0	0	0	0.25
Neighbour Dispute	6	12	11	1	7.50
Noise By-Law	0	0	1	0	0.25
Noise Complaint - Animal	0	1	0	0	0.25
Noise Complaint - Master Code	0	2	0	3	1.25
Noise Complaint - Residence	0	0	3	0	0.75
Phone - Threatening - No Charges Laid	0	1	0	0	0.25
Sudden Death - Accidental	0	0	0	1	0.25
Sudden Death - Natural Causes	0	0	1	2	0.75
Sudden Death - Others	1	0	1	2	1.00
Suspicious Person	4	1	0	3	2.00
Suspicious vehicle	3	3	1	0	1.75
Trouble with Youth	1	1	2	1	1.25
Unwanted Persons	0	1	1	1	0.75
Vehicle Recovered - All Terrain Veh	0	0	1	0	0.25
Operational 2	12	8	8	4	8.00
911 call - Dropped Cell	4	2	1	0	1.75
911 call / 911 hang up	1	1	4	0	1.50
False Alarm - Others	1	0	0	0	0.25
False Holdup Alarm - Accidental Trip	0	0	0	1	0.25
Keep the Peace	6	5	3	3	4.25
Other Criminal Code Violations	7	2	4	6	4.75
Bail Violations - Fail To Comply	3	1	2	3	2.25

OPP 2026 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Bail Violations - Master Code	0	0	1	0	0.25
Breach of Probation	0	0	0	1	0.25
Breach of Probation - In relation to children	0	0	0	1	0.25
Child Pornography - Making or distributing	1	0	0	0	0.25
Child Pornography - Print/publish child pornography	0	0	0	1	0.25
Indecent acts - Other	0	0	1	0	0.25
Libel - Defamatory	2	1	0	0	0.75
Obstruct Public Peace Officer	1	0	0	0	0.25
Property Crime Violations	18	8	10	11	11.75
Arson - Building	1	0	0	0	0.25
Break & Enter	1	3	0	0	1.00
Fraud - False Pretence Under \$5,000	0	0	2	0	0.50
Fraud - Master Code	2	0	0	0	0.50
Fraud - Money/property/security Under \$5,000	1	1	0	0	0.50
Fraud - Other	2	0	1	1	1.00
Fraud - Welfare benefits	0	0	1	0	0.25
Mischief	3	3	2	3	2.75
Personation with Intent (fraud)	0	0	0	1	0.25
Property Damage	0	0	1	1	0.50
Theft Over - Master Code	0	0	0	1	0.25
Theft FROM Motor Vehicles Under \$5,000	2	0	0	0	0.50
Theft of - All Terrain Vehicles	1	0	0	0	0.25
Theft of Motor Vehicle	2	0	0	0	0.50
Theft Over \$5,000 - Trailers	1	0	0	0	0.25
Theft Under \$5,000 - Master Code	0	1	1	0	0.50
Theft Under \$5,000 - Other Theft	2	0	2	4	2.00
Statutes & Acts	7	6	7	8	7.00
Landlord / Tenant	0	2	0	1	0.75
Mental Health Act	2	1	4	3	2.50
Mental Health Act - Apprehension	0	0	2	1	0.75
Mental Health Act - Attempt Suicide	2	0	0	1	0.75
Mental Health Act - Threat of Suicide	2	1	0	0	0.75
Trespass To Property Act	1	2	1	2	1.50
Traffic	5	2	8	1	4.00
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION)	0	1	2	0	0.75
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION)	1	0	4	1	1.50
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION)	4	1	1	0	1.50
MVC (MOTOR VEHICLE COLLISION) - Master Code	0	0	1	0	0.25
Violent Criminal Code	8	14	10	12	11.00
Aggravated Assault - Level 3	0	1	0	0	0.25
Assault - Level 1	1	4	5	3	3.25
Assault With Weapon or Causing Bodily Harm - Level 2	2	3	0	2	1.75
Criminal Harassment	0	1	1	1	0.75
Extortion	1	0	0	1	0.50

OPP 2026 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2021 to 2024

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Indecent/Harassing Communications	1	1	1	1	1.00
Sexual Assault	2	2	0	1	1.25
Sexual Assault With a Weapon	0	0	0	1	0.25
Sexual Interference	0	1	0	1	0.50
Utter Threats to Person	1	0	3	1	1.25
Utter Threats-Master code	0	1	0	0	0.25

This page intentionally left blank

OPP 2024 Reconciled Year-End Summary
Val Rita-Harty Tp
Reconciled cost for the period January 1 to December 31, 2024

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$	Reconciliation Variance \$
Base Service	Property Counts					
	Household	390				
	Commercial and Industrial	31				
	Total Properties	421	179.78	75,685	69,712	5,973
Calls for Service						
	Total all municipalities	198,679,051				
	Municipal portion	0.0257%	121.19	51,019	46,994	4,025
Overtime			23.77	10,007	4,883	5,124
Prisoner Transportation	(per property cost)		1.87	787	472	316
Accommodation/Cleaning Services	(per property cost)		5.16	2,172	2,063	109
Total 2024 Costs			331.76	139,671	124,124	
2024 Billed Amount				124,120		
2024 Year-End-Adjustment				15,552		

Notes

The Year-End Adjustment above is included as an adjustment on the 2026 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2026.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

OPP 2024 Reconciled Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2024

Salaries and Benefits	Positions	Base	FTE	%	\$/FTE	Total Base Services	Base	Calls for
						and Calls for Service	Services	Service
						\$	\$	\$
Uniform Members	Note 1							
Inspector		26.21	100.0		182,588	4,785,639	4,785,639	-
Staff Sergeant-Detachment Commander		9.14	100.0		163,618	1,495,473	1,495,473	-
Staff Sergeant		36.76	100.0		152,805	5,617,096	5,617,096	-
Sergeant		222.37	50.4		136,574	30,369,854	15,318,086	15,051,768
Constable		1,613.61	50.4		116,074	187,298,667	94,469,399	92,829,269
Part-Time Constable		15.08	50.4		93,354	1,407,778	710,424	697,354
Total Uniform Salaries		1,923.17				230,974,507	122,396,117	108,578,391
Statutory Holiday Payout					6,050	11,543,670	6,038,603	5,505,066
Shift Premiums					1,129	2,088,959.07	1,053,632	1,035,327
Uniform Benefits - Inspector				28.64%		1,370,468	1,370,468	-
Uniform Benefits - Full-Time Salaries				36.39%		81,797,167	42,539,580	39,257,587
Uniform Benefits - Part-Time Salaries				20.76%		292,210	147,462	144,749
Total Uniform Salaries & Benefits						328,066,981	173,545,862	154,521,120
Detachment Civilian Members	Note 1							
Detachment Administrative Clerk		168.12	50.4		73,426	12,344,361	6,226,515	6,117,845
Detachment Operations Clerk		2.08	50.4		69,128	143,787	72,585	71,202
Detachment Clerk - Typist		1.06	50.4		60,677	64,318	32,159	32,159
Court Officer - Administration		25.63	50.4		74,937	1,920,625	968,930	951,695
Crimestoppers Co-ordinator		0.83	50.4		70,809	58,771	29,740	29,032
Cadet		0.68	50.4		49,848	33,897	16,948	16,948
Total Detachment Civilian Salaries		198.40				14,565,758	7,346,877	7,218,881
Civilian Benefits - Full-Time Salaries				35.46%		5,164,440	2,604,911	2,559,529
Total Detachment Civilian Salaries & Benefits						19,730,198	9,951,788	9,778,410
Support Costs - Salaries and Benefits	Note 2							
Communication Operators					6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards					1,996	3,838,647	2,007,477	1,831,170
Operational Support					6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support					2,751	5,290,641	2,766,818	2,523,822
Telephone Support					141	271,167	141,811	129,356
Office Automation Support					875	1,682,774	880,031	802,743
Mobile and Portable Radio Support					282	546,586.50	285,768	260,819
Total Support Staff Salaries and Benefits Costs						35,300,192	18,460,676	16,839,516
Total Salaries & Benefits						383,097,371	201,958,326	181,139,045
Other Direct Operating Expenses	Note 2							
Communication Centre					155	298,091	155,891	142,200
Operational Support					1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support					212	407,712	213,219	194,493
Telephone					1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance					147	284,923	148,964	135,959
Office Automation - Uniform					3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian					1,154	228,954	115,088	113,865
Vehicle Usage					9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment					548	1,053,897	551,151	502,746
Uniform & Equipment					2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer					994	25,476	12,852	12,624
Total Other Direct Operating Expenses						36,756,632	19,216,626	17,540,006
Total 2024 Municipal Base Services and Calls for Service Cost						\$ 419,854,003	\$ 221,174,952	\$ 198,679,051
Total OPP-Policed Municipal Properties							1,230,286	
Base Services Cost per Property							\$ 179.78	

OPP 2024 Reconciled Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2024

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$17,343,993 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2024 salaries incorporate the 2024 general salary rate increases set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements, (uniform and civilian staff - 4.50%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.44% Base Services : 49.56% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

This page intentionally left blank

DATE: January 16, 2026

MEMORANDUM TO: Emergency Management Ontario,
Emergency Management Training Network and
Indigenous Communities

FROM: Lisa Priest
Assistant Deputy Minister
Emergency Preparedness Division
Ministry of Emergency Preparedness and Response

SUBJECT: Updates on Provincial Priority Exercise

I am writing to provide an update on the timing and scope of the Provincial Priority Exercise.

Following a review of emergency management priorities across the province, the next provincial priority exercise is expected to take place in early 2027. This will enable us to accommodate operational demands on provincial and municipal emergency personnel during the summer season, and to avoid conflicts with the October 2026 municipal elections.

We will engage with partners once preliminary scope and timelines are established to ensure discussions are focused and productive, and to allow time for preparation. If you have any questions, please contact pe2027@ontario.ca.

Thank you for your continued leadership and collaboration in emergency management.

Warm Regards,



Lisa Priest
Assistant Deputy Minister | Emergency Preparedness Division
Emergency Management Ontario | Ministry of Emergency Preparedness and Response
Ontario Public Service | 416-845-4281 | lisa.priest@ontario.ca



DATE: December 9, 2025

MEMORANDUM TO: Heads of Council

SUBJECT: Emergency Management Modernization Act Achieves Royal Assent

Dear Heads of Council:

I am pleased to let you know that on December 3rd, 2025, the Government of Ontario's *Emergency Management Modernization Act, 2025*, which amends the *Emergency Management and Civil Protection Act* (EMCPA) received Royal Assent.

The EMCPA is Ontario's framework for managing emergencies and defines the authority and responsibilities of the province, municipalities and specific individuals in emergency management.

From ice storms to flooding and wildland fire, the risks facing communities have grown in scale and impact. That's why under the leadership of Premier Ford, Ontario has urgently modernized its legislation to reflect the rapidly changing landscape of emergencies.

The amendments we have made enable a more effective, coordinated and comprehensive approach to emergency management and ensures response plans are tailored to local needs. Key changes now include:

- Clarifying the role of the Ministry of Emergency Preparedness and Response as the provincial lead and one-window contact for coordinating emergency management activities.
- Outlining Ontario Corps as a key provincial emergency resource and capability that can be deployed to supplement local resources to support municipalities, when requested. (An emergency declaration is not required to request provincial support.)
- Strengthening Ontario's commitment to facilitating coordination among municipalities by implementing the joint emergency programs and plans for two or more municipalities.

The legislation will be implemented in phases, with future regulations to support it. Future work will enhance municipal emergency management by providing flexibility for programs based on local needs and capacity. Upcoming regulations will also clarify the process for municipal emergency declarations under the Act to ensure accountability.

Ongoing dialogue and collaboration with municipalities and emergency management partners will be key as the ministry continues engagement to inform future work related to these amendments.

On a personal note, it was a pleasure to meet with many of you this summer, including at the Association of Municipalities of Ontario (AMO) conference to discuss Ontario's emergency management modernization. The feedback we received has been instrumental in shaping these legislative amendments.

Thank you for your continued partnership and dedication to protect Ontario. I hope to see you at the Rural Ontario Municipal Association Conference in January. Your commitment to emergency management makes a difference, and I look forward to moving this important work forward with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jill Dunlop', with a long horizontal flourish extending to the right.

The Honourable Jill Dunlop
Minister of Emergency Preparedness and Response

cc: Rob Flack, Minister of Municipal Affairs and Housing
Robin Jones, President, Association of Municipalities of Ontario

NORTHWATCH

Date: January 9, 2026

To: Municipalities of Northeastern Ontario

From: Brennain Lloyd, Northwatch

Re: **Transportation of High-Level Radioactive Waste on Our Highways
Register Your Community's Concern by February 4th**

Earlier this week a [federal review](#) of the Nuclear Waste Management Organization's plan to transport, process, bury and eventually abandon all of Canada's high-level nuclear waste in northwestern Ontario was launched, with the first [comment period](#) closing on February 4th. Over these next several weeks it is important that municipalities register their interest with the Impact Assessment Agency of Canada and comment on the [Initial Project Description](#) now posted on the IAAC web site.

Of key importance: the NWMO is seeking to exclude the transportation of the high-level radioactive wastes through from the impact assessment process. In effect, that is excluding the concerns and voices of central and northeastern Ontario from the federal review. For us, it will be all risk, no reward, and not even the opportunity to have the impacts on our communities assessed in the federal review (expected to get underway in 2028).

Brief background: on November 28th 2024, after a multi-year siting process, the Nuclear Waste Management Organization (NWMO) [announced](#) that it had selected the Revell site between Ignace and Dryden as their intended destination for all of Canada's high-level nuclear fuel waste, coming from nuclear power generating stations in southern Ontario, Quebec and New Brunswick.

This may not seem like a pressing issue for municipalities in central and northeastern Ontario, but it is absolutely an issue on your doorstep: The NWMO estimates that transportation of the current waste inventory will require **2-3 trucks per day** for more than 50 years. Those trucks will be travelling through or near your community as they make the (on average) 1,700 km trip from the reactors in southern Ontario (Darlington and Pickering Nuclear Generating Stations just east of Toronto the Bruce station in Kincardine in Bruce County) and the even longer distances from reactors in Quebec and New Brunswick.

There is substantial public concern with nuclear waste transportation because of the ongoing risk from the low levels of radiation that will be emitted from each shipment, and because of the risk of larger releases under accident conditions. The public rightfully expects this major component of the project to be thoroughly evaluated during the public assessment process.

In August 2025, the NWMO made it known that they were seeking to have transportation of the radioactive wastes excluded from the project's impact assessment process. However, for 20 years, the NWMO has been describing transportation as part of their project, and the Impact Assessment Act requires that activities that are integral to - or, in the language of the Act "incidental" to - the project be included in the assessment.

Impact Assessment of NWMO's Project Proposed for the Revell Site

On January 5th the federal review of the NWMO's nuclear waste project was initiated when the Initial Project Description (IPD) was [posted](#) on the Assessment Agency's website and a 30-day comment period began.



Box 282, North Bay ON P1B 8H2 | 705 497 0373 | northwatch@northwatch.org | www.northwatch.org

Initial Project Descriptions are the first document filed by a proponent in a [federal Impact Assessment Process](#), and the information included must meet specific requirements.

During this first comment period, feedback on the Initial Project Description should focus on whether enough information was provided. This is an initial project description and not a full impact statement (that comes at a later stage, currently expected to be filed in 2028) but should provide a comprehensive description, identifying all project activities and potential impacts (and how impacts are to be avoided or reduced).

Significantly, the NWMO has excluded long distance transportation from their Initial Project Description, consistent with their ambition to have transportation excluded from the impact assessment process.

Next Steps

As part of the current phase of the impact assessment process – referred to as the “planning phase” – comments on the Initial Project Description are the first step. Following that, the Impact Assessment Agency will release a “summary of issues” that should reflect what they heard during the comment period, and the NWMO must respond to that summary. Following that a set of draft guidelines (the guidelines will serve as instructions to the NWMO for their preparation of the Impact Assessment Statement) and there will be a second and final comment period for this phase of the process. We will write again when the comment period on the draft guidelines is announced; we expect it will be in the spring this year.

Here are three steps you can take as a potentially impacted or concerned municipality:

- Email the Impact Assessment Agency and let them know your municipality wishes to be added to the distribution list for the Impact Assessment of the NWMO’s project (Ref. #88774) (email nuclearwaste-dechetsnucleaires@iaac-aeic.gc.ca)
- Provide comments on the Initial Project Description by February 4th. We’ll be sharing more analysis in the coming weeks to support you in preparing comments, but your comments do not have to be long or complex; they can simply state that as a potentially impacted municipality you fully expect transportation to be assessed in the federal review process. You can post your comments to the review registry [HERE](#).
- Many municipalities have already passed resolutions opposing the transportation and burial of nuclear waste in northern Ontario, and we encourage all municipalities to take this step (in updated template is [HERE](#)).

Please let us know how we can assist you. We would be pleased to provide you with additional information and analysis, either through presentations to Council or more informally.

Thank you for taking the time to read through this detailed letter and the [backgrounder](#) on nuclear waste transportation.

Sincerely,



Brennain Lloyd
Northwatch

December 2025 Backgrounder on Nuclear Waste Transportation is [HERE](#)

PUBLIC WORKS EQUIPMENT REPORT
for the month of **December 2025**

MAKE	Meter hrs beginning of month	Meter hrs this month	Total meter hrs end of month	Hours worked this month	Work done
Kubota 2004	5348	18	5366	18	Rink
COMMENTS: Regular maintenance.					

MAKE	Km beginning of month	Km this month	Total km end of month	Meter hrs beginning of month	Hrs this month	Total meter hrs end of month	Hours worked this month	Work done
2007 Mack 700 Truck/ S.P./ Sander	143910	1673	145583	8185	97	8282	7	Sanding
							90	Snow removal
COMMENTS: Regular maintenance.								

MAKE	Meter hrs beginning of month	Meter hrs this month	Total meter hrs end of month	Hours worked this month	Work done
2014 John Deere Backhoe/loader	6504	93	6597	93	Snow Removal
COMMENTS: Regular maintenance.					

MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	86693	351	87044		
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
1998 Champion Grader	17041	152	17193	152	Snow Removal
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
CAT D-5 DOZER	6870	23	6893	8	Compact Waste
				15	Snow Removal
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
Zamboni	8503	10	8513	10	Rink
COMMENTS:					

OTHER MONTHLY ACTIVITIES:

1. Snow Removal

2. Sanding

3. Rink

4. Recycle

5. Landfill

6.

7.

8.

9.

10.

11.

12.

SIGNATURE: Stefan Landry

DATE: January 8, 2026

<http://companyweb/shared documents/blank forms/public works equipment report.doc>



Municipalité de Val Rita-Harty Municipality

Item #: 15

From: Treasurer

Date : January 28, 2026

pour / for: conseil / Council

Sujet / Re : 2026 Municipal Insurance

Description:

The renewal for municipal insurance is required for the 2026 year, with breakdown of the three components attached for Council information. The 2025 cost was \$97,299.96 plus additional cost of \$2,729 for accidental death insurance for the fire department.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency and accountability.

Recommandation / Recommendation:

THAT Council approve the insurance renewal for 2026 from Brokerlink at a cost of \$101,237.44, including the cost of accidental death insurance for the fire department and to approve Cyber security at an additional cost of \$1,411.56.

Financial Implications:

Rapport soumis par / Respectfully submitted:

Leanne Crozier

Treasurer



Brokerlink Inc
 1400 Marcus Drive
 Sudbury, ON P3B 4K5
 Phone: (705) 335-2371 Fax: (705) 337-1528

Municipality of Val Rita-Harty
 106 Government Road - Box 100
 Val Rita, ON POL 2G0

Invoice # 1465195	Page 1 of 2
Account Number	Date
MUNIOFV-01	12/01/2025
BALANCE DUE ON	
1/1/2026	
Senior Account Manager	
Jessie Lefebvre, CAIB	
jlefebvre@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$98,290.12

Equipment Breakdown or Boiler	Policy Number: 16507151	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23239115	1/1/2026	RNWL	2026-2027 Equipment Breakdown Renewal	\$1,498.00
23239117	1/1/2026	ONTX	Ontario Retail Sales Tax	\$119.84
The provincial tax is applied only to the taxable portion of the policy premium.				

Commercial Automobile	Policy Number: A199153	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23239313	1/1/2026	RNWL	2026-2027 Commercial Automobile Renewal	\$9,607.00

Commercial Liability Insurance	Policy Number: CP82505A	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23238439	1/1/2026	RNWL	2026-2027 Commercial Liability Renewal	\$42,911.00
23238441	1/1/2026	ONTX	Ontario Retail Sales Tax	\$3,432.88
The provincial tax is applied only to the taxable portion of the policy premium.				

Commercial Property Insurance	Policy Number: FC42250	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23238928	1/1/2026	RNWL	2026-2027 Commercial Property Renewal	\$33,908.00
23238930	1/1/2026	ONTX	Ontario Retail Sales Tax	\$2,712.64
The provincial tax is applied only to the taxable portion of the policy premium.				

Legal Expense	Policy Number: LC01072	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23238623	1/1/2026	RNWL	2026-2027 Legal Expense Renewal	\$872.00
23238625	1/1/2026	ONTX	Ontario Retail Sales Tax	\$69.76

Your payment options:

1. Pay Online: <https://www.brokerlink.ca/pay>
(Credit Card, Online Banking, e-cheque, Interac e-Transfer)
2. For additional payment options, including payment plans, inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.



Brokerlink Inc
 1400 Marcus Drive
 Sudbury, ON P3B 4K5
 Phone: (705) 335-2371 Fax: (705) 337-1528

Municipality of Val Rita-Harty
 106 Government Road - Box 100
 Val Rita, ON POL 2G0

Invoice # 1465195	Page 2 of 2
Account Number	Date
MUNIOFV-01	12/01/2025
BALANCE DUE ON	
1/1/2026	
Senior Account Manager	
Jessie Lefebvre, CAIB	
jlefebvre@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$98,290.12

The provincial tax is applied only to the taxable portion of the policy premium.

Umbrella or Excess Liability	Policy Number: XL71802	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Intact Public Entities Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23239489	1/1/2026	RNWL	2026-2027 Excess Liability Renewal	\$2,925.00
23239493	1/1/2026	ONTX	Ontario Retail Sales Tax	\$234.00

The provincial tax is applied only to the taxable portion of the policy premium.

Total Invoice Balance: \$98,290.12

Thank you for your business!

- Your payment options:
1. Pay Online: <https://www.brokerlink.ca/pay>
(Credit Card, Online Banking, e-cheque, Interac e-Transfer)
 2. For additional payment options, including payment plans, inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.



Brokerlink Inc
 1400 Marcus Drive
 Sudbury, ON P3B 4K5
 Phone: (705) 335-2371 Fax: (705) 337-1528

Municipality of Val Rita-Harty
 106 Government Road - Box 100
 Val Rita, ON POL 2G0

Invoice # 1470816	Page 1 of 1
Account Number	Date
MUNIOFV-01	12/09/2025
BALANCE DUE ON	
1/1/2026	
Senior Account Manager	
Jessie Lefebvre, CAIB	
jlefebvre@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$2,947.32

Commercial Accident	Policy Number: VFP-9113461-19	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: AIG Insurance Company of Canada	

Item #	Trans Eff Date	Trans	Description	Amount
23317537	1/1/2026	RNWL	2026-2027 Commercial Accident Renewal	\$2,729.00
23317538	1/1/2026	ONTX	Ontario Retail Sales Tax	\$218.32
The provincial tax is applied only to the taxable portion of the policy premium.				
Total Invoice Balance:				\$2,947.32

Thank you for your business!

- Your payment options:
1. Pay Online: <https://www.brokerlink.ca/pay>
(Credit Card, Online Banking, e-cheque, Interac e-Transfer)
 2. For additional payment options, including payment plans, inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.



Brokerlink Inc
 1400 Marcus Drive
 Sudbury, ON P3B 4K5
 Phone: (705) 335-2371 Fax: (705) 337-1528

Municipality of Val Rita-Harty
 106 Government Road - Box 100
 Val Rita, ON POL 2G0

Invoice # 1465208	Page 1 of 1
Account Number	Date
MUNIOFV-01	12/01/2025
BALANCE DUE ON	
1/1/2026	
Senior Account Manager	
Jessie Lefebvre, CAIB	
jlefebvre@brokerlink.ca	
AMOUNT PAID	Amount Due
	\$1,411.56

Cyber Risk Liability	Policy Number: C4NZU-039223-CYBER-2026	Effective: 1/1/2026 to 1/1/2027
	Insurance Company: Coalition Inc.	

Item #	Trans Eff Date	Trans	Description	Amount
23238874	1/1/2026	RNWL	2026-2027 Cyber Risk Liability Renewal	\$1,207.00
23238876	1/1/2026	ONTX	Ontario Retail Sales Tax	\$96.56
23239064	1/1/2026	CFEE	Company Fee	\$100.00
23239066	1/1/2026	ONTX	Ontario Retail Sales Tax	\$8.00

The provincial tax is applied only to the taxable portion of the policy premium.

Total Invoice Balance: \$1,411.56

Thank you for your business!

Your payment options:

1. Pay Online: <https://www.brokerlink.ca/pay>
(Credit Card, Online Banking, e-cheque, Interac e-Transfer)
2. For additional payment options, including payment plans, inquire with your broker.

IMPORTANT: Any policy or renewal not required must be returned promptly for cancellation to avoid an earned premium being charged for the time it was in force. Late charges at 1.5% per month (18% per annum) are applied to overdue accounts.



Municipalité de Val Rita-Harty Municipality

Item #: 11

Date : January 27, 2026

Sujet / Re : 2026 Election Key Dates

Staff: Deputy Clerk

pour / for: conseil / Council

Description:

The following information outlines key deadline dates associated with the 2026 Municipal Elections and is provided to Council for information purposes.

Current	Access to Elections Ontario portal.
March 31, 2026	No by-elections after this date.
April 7, 2026	School boards to provide determination and distribution of school board trustees.
April 30, 2026	Establish rules and procedures regarding use of municipal resources.
May 1, 2026	Authorize use of voting and vote counting equipment and/or alternate voting method.
May 1, 2026	First possible day of candidate nomination period.
May 1, 2026	First possible day of third party advertiser registration period.
June 1, 2026	Establish procedures and forms for use of voting and vote counting equipment. **Final day for voters to update on MPAC school support information.
August 21, 2026	Nomination Day. ** Must be filed between 9 a.m. and 2 p.m. on this date.
August 24, 2026	By 4 p.m., Clerk to examine candidate nominations and if satisfied to certify the nomination.
August 26, 2026	Additional candidate nominations may be filed between 9 a.m. and 2 p.m. if the number of nominations filed for an office is less than the number of persons to be elected to the office.
August 27, 2026	By 4 p.m., Clerk to examine additional candidate nominations and if satisfied to certify the nomination.
August 27, 2026	By 4 p.m. Clerk to declare any candidate(s) elected by acclamation.
October 1, 2026	Deadline to establish Compliance Audit Committee
October 26, 2026	Voting Day

Recommendation / Recommendation:

For Information

Rapport soumis par / Respectfully submitted: Barbara Major, Deputy Clerk



Municipalité de Val Rita-Harty Municipality

Item #: 13

From: Deputy Clerk

Date : January 27, 2026

pour / for: conseil / Council

Sujet / Re : FONOM and AMO annual Conferences

Description:

Registrations for both the Federation of Northern Ontario Municipalities (FONOM) annual conference and the AMO Annual Conference are open.

FONOM conference will be held in Timmins May 11 to 13, 2026

AMO conference will be held in Ottawa August 16 to 19, 2026

Council had approved the attendance of two members of Council to attend conferences.

Direction from Council on who will be attending at the conferences is required.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by ensuring transparency, accountability and communications.

Recommandation / Recommendation:

THAT Council approve the attendance of _____ at the FONOM annual conference and _____ at the AMO Annual conference.

Financial Implications: Registration, accommodation and travel

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1234-26

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Val Rita Harty ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the Municipality of Val Rita Harty decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Val Rita Harty directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of January 27, 2026 and the Regular Council meeting of January 28, 2026 (continuation).
2. All By-Laws passed by the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-025 this 28th day of February, 2026.

Mayor

Deputy Clerk