



Municipalité de / Municipality of Val Rita-Harty
February 17, 2026 - Regular Meeting of Council - 06:00 PM

- 1 **Appel à l'ordre/Called To Order**
- 2 **Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**
- 3 **Récit de la mission et de la vision de la municipalité/Recital of the Municipal Mission and Vision Statement**
- 4 **Adoption de l'ordre du jour/Approval of Agenda**
THAT the agenda be adopted as circulated.
- 5 **Déclarations d'intérêts divergents (pécuniaires)/Declarations of Disqualifying Interest (Pecuniary)**
- 6 **Discours du maire/Mayor's Address**
- 7 **Délégations/présentations/Delegations/Presentations**
- 8 **Session de travail du Comité plénier/Committee of the Whole Working Session**
 - 8.1 Fees and Charges Administration - Facility use
 - 📎 Briefing Note re: Fees and Charges for Facility Use
 - 8.2 Council Remuneration
 - 📎 Draft Council Remuneration Bylaw
 - 8.3 Human Resources Recruitment and Management Schedule
 - 📎 Schedule A to HR Bylaw
 - 📎 Schedule A Guidelines
 - 📎 Schedule B to HR Bylaw
 - 📎 Schedule B Guidelines
 - 8.4 Communication Protocol
 - 📎 Draft Communication Protocol Bylaw
 - 📎 Implementation Guidelines
 - 📎 Communication Strategy Discussion Paper
 - 8.5 Draft Memorandum of Understanding with Library
THAT Council agree in principle to entering into a Memorandum of Understanding with the Val Rita-Harty Public Library Board.
 - 📎 Draft Memorandum of Understanding with Library
 - 📎 Library Board letter
 - 8.6 Electronic Corporate Seal

📎 Draft Bylaw Electronic Corporate Seal

9 **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 on January 27 and 28, 2026 be adopted as circulated.

📎 Regular Council meeting of January 27 & 28, 2026

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

10.1 Interim Procedural Bylaw - Future Meeting

10.2 Community Improvement Plan - Verbal Update

10.3 Financial Governance and Audit - Future Meeting

10.4 Feedback Management Bylaw - Future Meeting

11 **Affaires législatives/Legislative Matters**

11.1 2026-2031 Multi Year Accessibility Plan

THAT the Municipality of Val Rita-Harty Council receive and adopt the 2026-2031 Multi Year Accessibility Report as circulated.

📎 2026-2031 Multi Year Accessibility Plan Recommendation Report

📎 2026-2031 Multi Year Accessibility Plan

11.2 OCWA-2026 Major Maintenance Recommendations

THAT the Municipality of Val Rita-Harty Council hereby receive the Ontario Clean Water Agency capital expenditures request as amended and direct the Treasurer to include estimates in the 2026 budget for these services and sign the requests to proceed.

📎 OCWA-2026 Major Maintenance Recommendation Report

📎 OCWA-2026 Expenditure request & approval-Val Rita Free Chlorine Analyzer

📎 OCWA-2026 Expenditure request & approval-Val Rita High Lift Disconnects and letter from Intact Insurance

📎 OCWA-2026 Val Rita Harty Major Maintenance Recommendations

11.3 Statutory Statement from Treasurer re: 2025 Council Remuneration

THAT Council adopt the 2025 Statutory Statement from the Treasurer with respect to Council Remuneration.

📎 Statutory Statement from Treasurer re: 2025 Council Remuneration

11.4 Bylaws

11.4.1 Bylaw 1236-26 Being a Bylaw to amend Bylaw No. 1139-22, to appoint an Emergency Management Program Coordinator and Alternate Coordinators.

THAT Bylaw No. 1236-26, Being a Bylaw to amend Bylaw No. 1139-22, to appoint an Emergency Management Program Coordinator and Alternate Coordinators is hereby read and adopted this 17th day of February, 2026.

📎 Bylaw 1236-26 being a bylaw to appoint a CEMC and Alternate CEMCs

11.4.2 Bylaw 1237-26 being a Bylaw to adopt the Municipal Election Accessibility Plan, the Use of Municipal Resources Policy and the Recount Policy

THAT Bylaw No. 1237-26, being a bylaw to adopt the Municipal Electio Accessibility Plan, the Use of Municipal Resources Policy, the Recount Policy and to repeal Bylaw No.1119-22 is hereby read and adopted this 17th day of February, 2026.

📎 Bylaw 1237-26 being a Bylaw to adopt the Municipal Election Accessibility Plan, the Use of Municipal Resources Policy and the Recount Policy 1

📎 Schedule "A" to Bylaw 1237-26

📎 Schedule "B" and Schedule "C" to Bylaw 1237-26

11.5 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).

THAT Council receive the Consent Agenda items as listed on the agenda for the February 17, 2026 regular meeting of Council.

📎 Northeastern Public Health minutes of November 27, 2025.

📎 Northeastern Public Health minutes of January 12, 2026

📎 James Bay OPP Detachment Board minutes of September 15, 2025

📎 MMAH-New and Amending Regulations Under the Planning Act

📎 FONOM Youtube Video available - Rubbernecking vs. Reality: Why Highway 11 Shutdowns Affect All of Ontario,"

11.6 Request from FONOM for resolution support regarding closure of Lifelabs in Sudbury

WHEREAS LifeLabs has announced its intention to close its Greater Sudbury laboratory, and the transfer of medical specimen processing from Northern Ontario to laboratories in southern Ontario; and

WHEREAS the Greater Sudbury laboratory provides essential diagnostic services to communities across Northern Ontario, including urban, rural, and remote municipalities, and plays a critical role in ensuring timely and reliable medical testing for Northern residents; and

WHEREAS patients with chronic illness, newborns, long-term care residents, and individuals on time-sensitive medications depend on predictable laboratory turnaround times to support clinical decision-making; and WHEREAS transporting medical specimens long distances to southern Ontario increases the risk of delays, specimen degradation, and retesting, particularly during frequent winter highway closures—potentially jeopardizing patient outcomes; and

WHEREAS Northern Ontario is already experiencing shortages of health-care professionals, and the closure of this laboratory further undermines regional workforce stability, training capacity, and recruitment and retention efforts;

THEREFORE BE IT RESOLVED that the Municipality of Val Rita-Harty call on the Province of Ontario and the Ministry of Health to take immediate action to ensure that essential medical laboratory services remain accessible within Northern Ontario, including maintaining local laboratory processing capacity in Greater Sudbury; and BE IT FURTHER RESOLVED that the Province be urged to ensure reliable, timely, and medically appropriate laboratory turnaround times for Northern Ontario patients,

recognizing the unique geographic and climatic challenges of the region; and
BE IT FURTHER RESOLVED that the Province be requested to protect and support the Northern Ontario health-care workforce, including medical laboratory technologists, by preventing further service centralization that disproportionately impacts Northern communities; and
BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Minister of Health, local Members of Provincial Parliament, FONOM, AMO, and ROMA.

📎 Request from FONOM regarding closure of Lifelabs in Sudbury

12 **Affaires administratives/Administrative Matters**

12.1 Animal Rescue Kapuskasing

THAT Council -----.

📎 Animal Rescue Kapuskasing Recommendation Report

📎 Animal Rescue Kapuskasing

12.2 NEOMA and AFMO meeting attendance

THAT Mayor Baril and Councillor(s) _____ be authorized to attend the NEOMA meeting in Smooth Rock Falls and Mayor Baril and Councillor _____ be authorized to attend the Association francophone des municipalités de l'Ontario annual meeting on March 26 & 26, 2026 in Sudbury.

📎 NEOMA and AFMO meeting attendance Recommendation Report

📎 NEOMA Meeting Registration

📎 AFMO annual conference

12.3 2026 Membership Fees

THAT Council consider and authorize the Treasurer to pay for renewal of the organization/association fees for 2026 as outlined, including those where the membership fee at this time is to be determined.

📎 2026 Membership Fees Recommendation Report

12.4 Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide

THAT the Municipality of Val Rita-Harty Council approve a financial contribution of \$1,000 toward the Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide.

📎 Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide

📎 Northern Corridor Chamber of Commerce Request Letter

📎 Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide

12.5 Public Works Supervisor January Report

THAT Council receive the Public Works Supervisor Report for January, 2027.

📎 Public Works Supervisor January 2026 Equipment Report

12.6 Fire Chief December Report

THAT Council receive the Fire Chief reports for December, 2025 and January 2026.

📎 Fire Chief December 2025 Report

📎 Fire Chief January 2026 Report

12.7 MOU with Val Rita-Harty Library

THAT Council direct administration to share the draft Memorandum of Understanding with the Val Rita-Harty Public Library Board for comments.

13 Questions relatives à l'encadrement/Leadership Issues

13.1 Employment Options Emploi

THAT Council for the Municipality of Val Rita-Harty_____

📎 Employment Options Emploi Recommendation Report

📎 Employment Options Emploi Request

14 Huis clos/Closed Session

15 Calendrier/Calendar

📎 Calendrier/Calendar

16 Confirmation des procédures/Confirmation of Proceedings

THAT Bylaw No. 1238-26, being a bylaw to confirm the proceedings of Council for the Regular Council meetin held on February 17, 2026 be hereby read and adopted.

📎 Bylaw 1238-26 - Confirmatory Bylaw

17 Ajournement/Adjournment

THAT this Regular meeting of Council be adjourned at ____p.m.

Council Brief – Hub & Gym Fees

Purpose:

To provide Council with a summary of current issues related to hub and gym fees, and to obtain direction on rates, deposits, and website alignment to ensure consistency and transparency.

- Hub Rentals – Key Points
- Full-day rate: \$150 + HST, deposit \$250 (no half-day rate approved).
- Website shows different rates - discrepancy with Council-approved fees.
- No guidance on rentals during holiday periods (e.g., Christmas).

Direction Needed:

- Establish half-day rate? Define hours/time blocks.
- Confirm deposit amounts (full/half day) and key deposit policy.
- Ensure website reflects Council-approved fees consistently.

Gym / Fitness Centre – Key Points

- Two membership options: “Gym” vs. “Fitness Centre” – unclear differences in access, duration, privileges.
- Informal hourly/per-use access occurring; no Council-approved hourly rate.
- Website info unclear - risk of inconsistent user treatment.

Direction Needed:

- Establish hourly rate? Minimum time increments?
- Keep memberships separate? Define clear differences (access, duration, price).
- Deposit/key deposit policy? Conditions for refund/forfeit?

Next Steps

Staff will update fee schedule, website, and procedures/forms once Council provides direction.

Goal: full alignment between Council-approved fees, public information, and operational practices.

Draft Interim Resolution (for Council consideration):

"BE IT RESOLVED THAT Council suspend the application of the Fees and Charges By-law relating to the following items until further direction is provided: [insert items, e.g., hub half-day rental, gym hourly rate, memberships, deposits];

AND THAT staff be directed to implement temporary fees or procedures as necessary to accommodate resident requests in the interim, with such fees reported back to Council for formal approval at the next available meeting;

AND THAT all other provisions of the Fees and Charges By-law remain in effect."

**THE CORPORATION OF THE TOWNSHIP OF VAL RITA-
HARTY**

BYLAW NUMBER 2026-XX

**BEING A BY-LAW TO ESTABLISH REMUNERATION FOR COUNCIL,
COMMITTEES OF COUNCIL AND ITS LOCAL BOARDS TO PROVIDE FOR
REIMBURSEMENT OF EXPENSES**

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.

Remuneration and Expenses

Section 283(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“*Municipal Act*”) provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality.

Section 283(2) of the *Municipal Act* provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred.

Section 284 of the *Municipal Act* provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31.

Term of Council Review

Section 283(7) requires Council to review a by-law passed under subsection 283(5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

Preamble

In 2020 Council for the Corporation of the Township of Val Rita-Harty adopted Bylaw XXXX providing for the remuneration of Council and the payment of expenses incurred. Council is obligated under law to review the Bylaw once during the four-year term.

Council reviewed its remuneration practice and has determined that moving to a flat rate, monthly honourarium is a more efficient and cost-effective practice.

Decision

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to establish remuneration and expense reimbursement for members of Council.

Direction

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

1. That Members of Council for the United townships of Township of Val Rita-Harty shall receive remuneration in accordance with the provisions of Schedule "A", attached to and forming part of this Bylaw.
2. That remuneration shall be reviewed and adjusted annually during budget deliberations.
3. That the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", attached to and forming part of this Bylaw.

4. That the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of section 284 (1, 2) of the *Municipal Act* and the report will be posted on the Municipality's website prior to March 31, of any given year.
5. That Schedules "A" and "B" can be amended by resolution.
6. That Bylaw XXXXX is hereby repealed.
7. This By-law takes effect on the day of its final passing.

Read and adopted by Resolution 2026-XXX this XX Day of MONTH 2026.

Mayor

Clerk

Working Draft

**SCHEDULE "A" to Bylaw XXXX
Council Remuneration**

FLAT RATE HONOURARIUM - MEMBERS OF COUNCIL

Starting on January 1, 2026, the members of Council shall receive the following flat rate honourarium:

MAYOR	\$XXX PER ANNUM fully taxable
COUNCILLOR	\$XXX PER ANNUM fully taxable

The flat rate honourarium is to include the following:

- Meeting preparation and research;
- Attendance at all Council meetings which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or by means of virtual meeting;
- Meetings of Boards and Committees to which a Member of Council is appointed by Council whether attending in-person or by means of virtual meeting and is not compensated directly by the Board/Committee;
- Attendance at meetings held within the municipality with ratepayers, staff, consultants whether at their request or not, etc.;
- Attendance at on-site meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc.. and to interact with the staff and public; and
- Attendance at special function, public or ceremonial event related to the municipality.

The flat rate honourarium will be paid monthly and deposited directly into the Member's bank account as set out by the Treasurer.

Council by way of resolution can impose a reduction in remuneration for any Member who Council believes has not attended a sufficient number of meetings.

**SCHEDULE "B" to Bylaw XXXX
Reimbursement of Expenses**

APPROVED TRAINING SEMINARS, WORKSHOPS & CONFERENCES

For approved training seminars, workshops and conferences attended in person by a Council member(s) the municipality will reimburse the Member for accommodation and travel costs following the rules and rates as set out by the Treasury Board of Canada.

The Municipality will not pay for costs associated with alcohol charges or spousal expenses.

Remuneration paid to elected Members of Council of the Township of Val Rita-Harty is deemed as expenses incident to the discharge of their duties as members of the Council during their term of office.

Working Draft

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.

(INSERT TITLE) Guidelines – Employee Attraction

As required in *Bylaw XXXX-XX Being a Bylaw to Codify Human Resources Recruitment and Management*, and specifically related to Schedule A - Employee Attraction, the following are the (INSERT TITLE) guidelines for implementation of Council's direction.

Preamble

Council has directed that the (INSERT TITLE) has the overall responsibility of ensuring all Officers/Employees perform work exhibiting fundamental values established by Council. And shall:

- Adopt administration practices compliant with ESA, OHS and other applicable legislation;
- Not change or fail to follow established guidelines without the express permission of Council; and
- Keep up to date on change in law and reporting same within thirty (30) days of becoming aware if the changes impact *Bylaw XXXX-XX* or these guidelines and require amendments to one or both.

Existing Employment Contracts

Terms and conditions established in an Employment Contract which are not compliant with terms and conditions set out in this guideline, supersede the terms and conditions of this guideline unless the guideline provides an additional benefit then this guideline supersedes the specific term/conditions in the Employment Contract.

Compensation & Benefits

All Officers/Employees full-time, part-time and/or seasonal will be compensated in accordance with the Pay Grid adopted by Council. Employment contracts may provide enhanced compensation and benefit entitlements and will take precedence over these guidelines.

Compensation

New Officers/Employees

Officers/Employees starting employment with the Municipality/Township/Town will begin at the first step of the Pay Grid for the Classification of the position unless:

1. The Department lead/supervisor recommends to the (INSERT TITLE) that the individual's competency, education etc. merits starting at a different step in the Pay Grid and the (INSERT TITLE) agrees.

2. The Officer/Employee has negotiated a different starting rate and the Department lead/supervisor and (INSERT TITLE) believe it is in the best interest of the Municipality/Township/Town to agree to the negotiated rate.
3. In the case of a new employee who would report directly to the (INSERT TITLE) who has negotiated a different starting rate and the (INSERT TITLE) believes it is in the best interest of the Municipality/Township/Town to agree to the negotiated rate.

Any time a new Officer/Employee is compensated at a rate other than step 1 of the Pay Grid for the Classification of the position, the rationale will be documented and placed in the new employee's personnel file.

Existing Employees

Any time an existing Officer/Employee is promoted or transferred into a different position with the Municipality/Township/Town a new employment contract will be negotiated, and they will begin at the first step of the Pay Grid for the Classification of the position unless:

1. The Department lead/supervisor recommends to the (INSERT TITLE) that the individual's competency, education etc. merits starting at a different step in the Pay Grid and the (INSERT TITLE) agrees.
2. The Officer/Employee has negotiated a different starting rate and the Department lead/supervisor and (INSERT TITLE) believe it is in the best interest of the Municipality/Township/Town to agree to the negotiated rate.
3. In the case of an Officer/Employee who would report directly to the (INSERT TITLE) who has negotiated a different starting rate and the (INSERT TITLE) believes it is in the best interest of the Municipality/Township/Town to agree to the negotiated rate.

Should an existing Officer/Employee be compensated at a rate other than step 1 of the Pay Grid for the position Classification, the rationale will be documented and placed in the Officer's/Employee's personnel file.

Merit-Based Increases

The following will be used to determine if an Officer/Employee is entitled to a merit-based increase. Merit-based increases do not include increases in compensation after the successful completion of a probationary period.

An Officer/Employee may receive a merit increase if:

1. Their supervisor has completed a performance evaluation and they have recommended a merit increase and they are not at the top of the Pay Grid for their position Classification.
2. They have acquired a designation/additional education relevant to the position.
3. They have not received a merit increase in the past three (3) years and they are not on a performance improvement plan or at the top of the Pay Grid for their position Classification.

4. The increase can be supported by the Municipality's/Township's/Town's budget.

Cost of Living Increases

The Treasurer will provide the (INSERT TITLE) with a report by August 30 of any given year that identifies those Officers/Employees who have reached the top of the Pay Grid for their position Classification. Additionally, the Treasurer will provide the (INSERT TITLE) with the average cost of living increase between January and August 30 of any given year. The (INSERT TITLE) will prepare a report and recommend to Council cost-of-living increases for those employees who have reached the top of the Pay Grid for their position Classification.

Following any Council approved cost-of-living increase for either certain position Classifications or for the entirety of the Pay Grid, the Treasurer will ensure that the Pay Grid is updated to reflect the approved cost-of-living increase.

The Treasurer will then ensure that adjustments to any Officer/Employee compensation are completed the subsequent payroll cycle.

Acting Pay

During an Officer's/Employee's employment they may be offered a temporary assignment in which they are required to "Act" in the place of another Officer/Employee. To be clear, a regular full-time or part-time Officer/Employee is in an Acting assignment when they are filling a position whose duties are outside of those tasked in the Officer's/Employee's regular position.

Cover Off Assignment

The assignment of an Officer/Employee to perform some of the duties of another position while at the same time continuing to perform their normal job responsibilities is considered a cover-off assignment which does not involve changes in an Officer's/Employee's current rate of pay.

Acting Assignment

The assignment of an Officer/Employee to perform the duties of another position on a continuous basis for a specified period generally not to exceed one year is considered an Acting Assignment.

During an Acting Assignment the Officer/Employee receives Acting Pay. Acting pay shall be an increase of 5% based on their regular full-time or part-time position, or the base pay of the Acting position, whichever is the higher amount.

Any acting assignment is authorized at the discretion of the (INSERT TITLE) or designate. Department leads/supervisors must submit a temporary assignment plan to the (INSERT TITLE) for approval that outlines:

1. The temporary assignment,

2. The name and position of the individual to assume the duties during the temporary assignment,
3. The proposed length of the temporary assignment,
4. The development opportunity for the Officer/Employee, and
5. The financial impact to the overall operating cost.

In some circumstances, the Department lead/supervisor may consider more than one Officer/Employee being selected for the assignment and a rotation arrangement being implemented

In the situation where an Acting Assignment is expected to last for several months, an Officer/Employee development opportunity also exists. In these cases, the Department lead/supervisor is encouraged to balance operational effectiveness with employee development needs and **Municipal/Township/Town** equity practices.

Pay Methods and Periods

The Treasurer shall enrol all Officers/Employees the **Municipal/Township/Town** payroll system. Pay periods begin on the Sunday of a pay period and end on the Saturday fourteen (14) days later. Each Officer/Employee is required to submit a timesheet to their Department lead/supervisor on the **DAY OF THE WEEK** after the pay period ends.

Wages are paid on a bi-weekly basis on **DAY OF THE WEEK** via direct deposit or cheque.

Payroll Deductions and Garnishments

The Treasurer will ensure that Officers/Employees are subject to statutory deductions (e.g. Employment Insurance, Canadian Pension Plan, federal and provincial taxes) and provides for other Officer/Employee deductions (e.g. Canada Savings Bonds, benefits, premiums, submitted TD1 forms) where allowable and as requested.

The Treasurer shall garnish wages upon direction from lawful court orders, in amounts compliant with the *Wages Act, 1990*.

Benefits and Pension Plan

Benefits

Council has directed that the **Municipality/Township/Town** will offer a competitive benefit package to eligible Officers/Employees.

The (**INSERT TITLE**) will establish a Benefit Program in consultation with Officers/Employees that is in accordance with Council's direction in Schedule A to **Bylaw XXXX-XX**. The Benefit Program will be reviewed annually during the budget preparation process to ensure it remains relevant to the needs of Officers/Employees and continues to adhere to the direction of Council. To be clear, changes in the **Municipal/Township/Town** workforce may change the type of benefits needed.

The (INSERT TITLE) will seek a benefit provider to provide such service to the Officers/Employees of the Municipality/Township/Town.

The Treasurer is responsible for the management of the Benefit Program and will ensure that all eligible Officers/Employees are enrolled into the Benefit Program. Additionally, the Treasurer will familiarize themselves with how Officers/Employees may access the services of the Benefit Program and ensure that changes to the Benefit Program are communicated to the participants within ten (10) days of the Treasurer becoming aware of the changes.

Officers/Employees are responsible to submit Benefit Program enrollment forms and other required documentation to the Treasurer within two (2) business days of receiving the same.

Officers/Employees requiring information related to the Benefit Program will first access the online resources available to them. If they are unable to find the information or do not understand their obligations, they may make an appointment with the Treasurer to seek clarification.

Pension Plan and Retirement Benefits

All eligible full-time Officers/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).

New Officers/Employees of the Municipality/Township/Town shall become members of OMERS as a condition of employment. Officers/Employees who are already members of OMERS shall resume contributions as of the first day of employment.

The Treasurer is responsible for the management of the OMERS Program and will ensure that all eligible Officers/Employees are enrolled into the OMERS Program. Additionally, the Treasurer will familiarize themselves with how Officers/Employees may access the services of the OMERS Program and ensure that changes to the OMERS Program are communicated to the participants within ten (10) days of the Treasurer becoming aware of the changes.

Officers/Employees are responsible to submit OMERS Program enrollment forms and other required documentation to the Treasurer within two (2) business days of receiving the same.

Officers/Employees requiring information related to the OMERS Program will first access the online resources available to them. If they are unable to find the information or do not understand their obligations, they may make an appointment with the Treasurer to seek clarification.

Flexible Work Arrangements

From time to time the officers and employees of the Municipality may require various flexible work opportunities to assist employees in meeting their work and personal responsibilities. Officers or employees requiring flexible work arrangements may make a request to their immediate supervisor preferably in writing. All requests must include:

- I. The type of flexible work arrangement being requested.
- II. The request must outline the type of arrangement, duration of the arrangement, and any other information that may be beneficial for the supervisor to be aware of (i.e., reasoning).

Types of Flexible Work Arrangements

Flexible work arrangements are any working arrangements or schedules that differ from the Officer's/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
- Child Care/Elder Care Requirements
- Banking of Hours/Annualized Hours

Not all jobs and Officers/Employees may be suitable for each of the flex options outlined. All flexible work arrangement requests will be reviewed based on the individual, the position, and any other relevant considerations.

Definitions

Flexible Work Arrangements: Flexible work arrangements are changes to an Officer's/Employee's terms and conditions of employment. This allows them to achieve better work and home life balance.

Compressed Work Week: Officers/Employees work a longer workday in exchange for a reduction in the number of days at work. For example, an Officer/Employee works four (4) days a week for ten (10) hours a day; they are paid for forty (40) hours.

Flex Time: Officers/Employees work their regular daily and weekly hours, but outside the normal start and end times each day. For example, an Officer/Employee works 7-11 am and then 2-6 pm; they are still working eight (8) hours a day and are paid for forty (40) hours.

Reduced Work Week: Officers/Employees work less than the standard weekly hours with a proportional reduction in salary. For example, an employee works eight (8) hours a day for four (4) days a week; they are paid for thirty-two (32) hours.

Telecommuting/Remote Work: Officers/Employees complete their work from a home office or another remote location using devices such as telephones, fax machines, high-speed internet, smart phones, laptops, tablets, etc. Their primary work location is at home with specific expectations for working in person at the municipal office or any other municipal physical office space

Job Sharing: Under a job-sharing arrangement, two or more Officers/Employees share the responsibilities of one position. It should be clear before starting how these arrangements affect pay, benefits, and holidays. It is very important that those in a job-sharing arrangement work effectively as a team and communicate well. Job sharing may be an option when few part-time positions are available within the Municipality.

Gradual Retirement: Gradual retirement allows Officers/Employees to reduce their working hours or reduce their workload over a period of time rather than switching from full time employment to retirement abruptly. This phased period can be used to train the replacement Officer/Employee, to help others adjust to restructuring within the organization, to facilitate knowledge transfer, to document key information, or to adjust for the redistribution of tasks among the remaining employees.

Leaves and Sabbaticals: Leaves and sabbaticals are authorized periods of time away from work without loss of employment rights. Paid or unpaid leaves are usually granted for family, health care, education, or leisure reasons.

Child Care/Elder Care Requirements: This allows flexibility for child/elder care arrangements not covered under the ESA. Allowing employees to take time (paid or unpaid) to attend to childcare/elder care requirements. Officers/Employees must be prepared to demonstrate that they have pursued all reasonable efforts to secure safe alternative caregiving, such as daycare, spouses, or other family members and that no other reasonable option can be safely arranged

Banking of Hours/Annualized Hours: This arrangement allows Officers/Employees to choose, within negotiated boundaries, their days and hours of work to the maximum for a set period of time. This period of time may be weekly, monthly or yearly. Such arrangements are often a combination of flex time and compressed work week and can help reduce the amount of

overtime hours required. These arrangements may be suited to fields where there is variation in demands such as peak hours or seasonal peaks. For example, if an employee's seasonal peak is in the winter and they work overtime hours, they can bank those overtime hours to use as vacation days in the summer.

Responsibilities

Officer/Employee

Each Officer/Employee seeking flexible work arrangements will be responsible for:

- Having a thorough understanding of their job requirements
- Being self-motivated, well-organized, and disciplined in their approach to work
- Maintaining excellent communication with supervisor(s), colleagues, and clients (if applicable)
- Having a reliable internet connection with an ergonomic workstation if applicable

Department Lead/Supervisor

Each Department lead/supervisor of an Officer/Employee seeking, and approved for, flexible work arrangements will be responsible to:

- Monitor productivity and maintain communication with the Officer/Employee(s)
- Ensure the approved schedule/work arrangement(s) do not impact service levels of the individual or department
- Proactively voice concerns (if any) to relevant stakeholders (i.e., Officer/Employee, **(INSERT TITLE)**, etc.)
- Approve or deny the flexible work arrangement request submitted by the Officer/Employee in consultation with the **(INSERT TITLE)**
- Terminate an arrangement at any time with reasonable written notice in consultation with the **(INSERT TITLE)**:
 - minimum of one (1) week to a maximum of three (3) weeks of notice, depending on how long the arrangement had been in place and the purpose of the flexible arrangement

(INSERT TITLE)

The **(INSERT TITLE)** will be responsible to:

- Monitor service levels and operational objectives
- Stay abreast of the *Employment Standards Act* and how it relates to flexible work arrangements

Assessment

- Each request will be assessed by considering:
 - a. the nature of the job,

- b. the Officer/Employee's current standing and competency level,
 - c. the needs of the department, and
 - d. operational efficiencies.
- The supervisor will (whenever possible) respond to the request within thirty (30) calendar days. The supervisor will meet with the Officer/Employee to discuss the request.
 - Authorization and implementation of an alternative or flexible working arrangement is at the discretion of the (INSERT TITLE) and subject to maintaining service levels and meeting operational requirements.
 - In the case of a modified work week; the average period cannot exceed three (3) weeks and any workday cannot exceed ten (10) hours. Days off are scheduled as agreed with the Officer/Employee and approved by the supervisor.
 - Officers/Employees entering into any type of flexible work arrangement have a responsibility to fully participate in the agreement, follow the guidelines and actively work to support its success.
 - Supervisors are responsible for ensuring that the operational requirements are being met and that the guidelines and agreements are followed.
 - Flexible work arrangements are subject to regular review by the Municipality. Supervisors and the (INSERT TITLE) must determine if it continues to meet operational requirements and/or that participating Officers/Employees are in compliance with the guidelines established. If any issues arise, these will be discussed by the supervisor with the individual Officer/Employee and could result in notice of changes to or cancellation of the arrangement.

Non-Statutory Leaves and Notice of Statutory Leaves

Vacation - Officer/Employee

Each Officer/Employee commencing employment with the Municipality/Township/Town is entitled to paid vacation between January 1, and December 31, of any given year.

The vacation entitlement to each Officer/Employee during their first year of employment will be in accordance with vacation entitlements agreed to in the Officer/Employee contract prorated from their start date to December 31, of that year. For example, if an Officer/Employee starts work on June 30 (six (6) months to December 31), of the year and is entitled to the standard two (2) weeks vacation required by law, the Officer's/Employee's statutory prorated vacation leave will be half or one (1) week for the first year of employment.

Each Officer/Employee will accrue vacation time entitlements to a maximum of XX weeks based on the following schedule:

- o Two weeks of vacation for employees with less than five years of service.

- o Three weeks of vacation time for employees with five to nine years of service.

Commented [P1]: These are statutory. This section will need to be amended based on what is offered by each municipality.

Vacation accrual outlined in this section does not apply to Officers/Employees who have negotiated specific vacation entitlements as part of their Employment Contract. To be clear, an Officer/Employee cannot accrue additional vacation entitlements based on the schedules herein. Any change in vacation entitlements will be detailed in the Employment Contract allowing for incremental increases to a maximum of six (6) weeks. For example, an Officer/Employee negotiates four (3) weeks of vacation at the outset of employment and an additional week for each five (5) years of service to a maximum of six (6) weeks and the schedule herein does not add additional weeks of entitlement to an Officer/Employee.

Commented [P2]: This may need to be changed for some communities who only offer 4. Six is difficult to manage.....

Notice of Vacation Entitlements For Upcoming Year

On the first Monday in December in any given year, the Treasurer will provide the (INSERT TITLE) the number of vacation days each Officer/Employee is entitled to during the next year.

The (INSERT TITLE) will ensure that all Officers/Employees and their department lead/supervisor are aware of their vacation entitlement.

Approval of Vacation

Each department lead/supervisor shall select a date prior to March 31, of any given year in which any Officer/Employee must select their preferred weeks of vacation.

Each department lead/supervisor will establish a system/guideline to approve vacation leave for Officers/Employees reporting directly to them to be approved by the (INSERT TITLE) which ensures:

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

Notice of Vacation Entitlements Not Taken

On the last Monday of September in any given year, the Treasurer will provide the (INSERT TITLE) with a list of Officers/Employees who have not taken their allocated vacation. The (INSERT TITLE) will then consult with the Officer's/Employee's supervisor to determine if the vacation entitlement will be exhausted by December 31.

The Officer's/Employee's supervisor will advise the Officer/Employee of the vacation entitlement not yet taken and remind them that they will need to schedule their vacation entitlement immediately or submit a request to the (INSERT TITLE) by the first Friday in October to request a carry over or payout.

Application for Carryover or Payout

Any Officer/Employee not able to take their vacation entitlement during the calendar year due to extenuating work circumstances, may apply to the (INSERT TITLE) by no later than the first Friday in October of any given year and request their entitlement be carried over to the next year or be paid out as of December 31 in the year that the vacation entitlement has been earned. The (INSERT TITLE), in their sole discretion, can approve or deny the carryover or payout. To be clear, the (INSERT TITLE) can require an Officer/Employee to take their vacation entitlement in the year that it has been earned.

Vacation - Seasonal and Part-Time Employees

The Treasurer will ensure that vacation entitlements are be paid to seasonal and part-time employee as a percentage each pay period based on the requirements of the *Employment Standards Act*.

Paid Holidays

The Treasurer by the last Friday in December of any given year shall provide a calendar of dates for the next year related to the Public, Civic and Municipal/Township/Town paid holidays approved in Bylaw XXXX-XX to the (INSERT TITLE).

The Treasurer is responsible to monitor attendance before and after any paid holiday to ensure that compliance with Bylaw XXXX-XX. Prior to refusing payment to the Officer/Employee the Treasurer will provide a report to the (INSERT TITLE) any time an Officer/Employee does not qualify for the paid leave.

Any time the (INSERT TITLE) receives a report that an Officer/Employee does not qualify for a paid holiday they will:

1. If the Officer/Employee reports directly to the (INSERT TITLE), the (INSERT TITLE) will:
 - a. Meet with the Officer/Employee to determine the reason they were absent from work the day before or the day after a paid holiday.
 - b. Determine if there is a valid reason for the absence.
 - c. Provide the Officer/Employee and the Treasurer with a written decision to pay or not to pay the Officer/Employee the paid holiday.
2. If the Officer/Employee reports directly to another supervisor, the (INSERT TITLE) will advise the Department lead/supervisor who will:
 - a. Meet with the Officer/Employee to determine the reason they were absent from work the day before or the day after a paid holiday.
 - b. Determine if there is a valid reason for the absence.
 - c. Provide the (INSERT TITLE) a recommendation to pay or not pay the Officer Employee the holiday pay.
 - d. Upon approval of the (INSERT TITLE) provide the Officer/Employee and the Treasurer with a written decision to pay or not to pay the Officer/Employee the paid holiday.

Statutory Leave

Officers/Employees are entitled to take job-protected leave under the following circumstances:

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

In all circumstances an Officer/Employee will notify their immediate supervisor prior to starting any leave of absence, preferably in writing. There are some circumstances when advance notice may not always be possible. In such cases, the Officer/Employee must contact their supervisor as soon as practical, and notice can be given orally.

In accordance with the *Employment Standards Act* the Officer/Employee will need to provide reasonable evidence of eligibility for leave. The Department lead/supervisor and/or the (INSERT TITLE) is/are responsible to ensure that reasonable evidence is received.

All statutory leave will be documented on the Officer's/Employee's file.

Prior to starting a leave of absence, Officers/Employees **must** purchase statutory leave in accordance with OMERS pension plan administration guidelines.

Commented [P3]: Need to determine if this is a May or a Must situation.

It is the responsibility of the Officer/Employee to be aware of their rights and responsibilities under each of the leaves. Detailed information regarding eligibility and entitlements to statutory leave of absence are available online in *Your Guide to the Employment Standards Act*, <https://www.ontario.ca/document/your-guide-employment-standards-act-0>.

Officers/Employees may also be eligible for Employment Insurance (EI) and other benefits through the federal government when on statutory leave. Refer to the ESA for further information. If the Officer/Employee is eligible for EI benefits, the Treasurer will ensure that the proper information is provided to the Officer/Employee within three (3) business days after the last pay to the Officer/Employee.

Sick Leave

Officers/Employees who have worked at least two (2) consecutive weeks are entitled to three (3) days of unpaid sick leave.

Officers/Employees who have successfully completed their probation will accrue sick leave credits at a rate of **X days** for every month of service to a maximum of **Y days** per calendar year for personal illness, injury, medical emergencies and medical appointments. Where possible,

employees are expected to schedule medical appointments outside of work hours. The Supervisor may ask for a medical note for absences longer than three (3) days to ensure reasonable circumstances of entitlement of leave and support accommodations at work if required.

Bereavement Leave

Officers/Employees who have worked at least two (2) consecutive weeks are entitled to four (4) days paid leave of absence upon the death and funeral of any of the following family members:

- spouse, including common-law or same-sex spouse
- parents including stepparents and parents of spouse
- children including stepchildren
- brother, and brother of spouse
- sister, and sister of spouse
- son-in-law
- daughter-in-law
- grandparent, including grandparent of spouse
- grandchild

Bereavement leave must be taken between the day of the death and seven (7) calendar days following the funeral.

If the death of a family member occurs during an Officer's/Employee's vacation, the Officer/Employee will be granted bereavement leave with pay and the vacation credits will be restored.

Family Responsibility/Caregiver Leave

Officers/Employees who have worked at least two (2) consecutive weeks are entitled up to three (3) days of unpaid family responsibility leave per year.

Officers/Employees must submit a written request to their supervisor and provide as much notice as possible. The **Municipality/Township/Town** recognizes that in extenuating circumstances an Officer/Employee may request this leave at very short notice. In their request the Officer/Employee must provide the name of the relative, the relationship to the Officer/Employee, and a statement indicating that absence is required due to the relative's medical situation.

Childcare/Eldercare

Officers/Employees who have successfully completed their probation may request a leave of absence to care for their spouse, children, or elderly relatives for up to one (1) year.

Officers/Employees must submit a written request to their supervisor and provide as much notice as possible. The **Municipality/Township/Town** recognizes that in extenuating circumstances an Officer/Employee may request this leave at very short notice. In their request the Officer/Employee must provide the name of the relative, the relationship to the

Officer/Employee, a statement indicating that absence is required due to the relative's medical situation and the length of leave requested.

Childcare or eldercare leaves are subject to the approval of the (INSERT TITLE) in consultation with the Officer's/Employee's Department lead/supervisor.

An Officer/Employee can request childcare leave as an extension of parental leave. Requests for an extension beyond one year must be made in writing and are subject to the approval of the (INSERT TITLE) in consultation with the Officer's/Employee's Department lead/supervisor.

An Officer/Employee returning from childcare or eldercare leave will return to his/her former position or a suitable alternate position if available.

Pregnancy Leave

An eligible Officer/Employee is entitled to seventeen (17) weeks of pregnancy leave.

The leave may start up to seventeen (17) weeks before an Officer's/Employee's expected date of delivery.

An Officer/Employee must provide at least two (2) weeks written notice before the start of the leave. The notice period is waived in the event of pregnancy complications or premature birth, however written notice is still required.

An Officer/Employee must provide at least four (4) weeks notice before returning to work from pregnancy leave.

An Officer/Employee returning from pregnancy leave will return to their former position or a comparable position.

An Officer/Employee who has a still-birth or miscarriage will be eligible for twelve (12) weeks of pregnancy leave.

An Officer/Employee receives no pay for the first two weeks of pregnancy leave.

Officers/Employees who are eligible for pregnancy benefits under the *Employment Insurance Act* may collect benefits for up to fifteen (15) of the seven (17) weeks of pregnancy leave. Basic benefits coverage continues during the seventeen (17) week pregnancy leave, for Officers/Employees eligible for benefits. Officers/Employees are responsible for premiums that they would normally pay for such as group life insurance. Service and eligibility for benefits, including sick pay accrual (where applicable) continue to accrue during pregnancy leave. However, the period of leave does not count towards completion of the probationary period. An Officer's/Employee's vacation entitlement is not affected by pregnancy leave.

Commented [P4]: This needs to be adjusted if the municipality tops up the difference between the EI payment and the current rate of pay.

Commented [P5]: This may need to be adjusted if there is no benefit program or the municipality will not contribute their share during the leave.

If an Officer/Employee wants to maintain pension service credits, they must pay the Officer's/Employee's pension contributions for the duration of the leave. The **Municipality/Township/Town** will match these contributions.

In accordance with the *Employment Insurance Act*, a mother intending to take a combined pregnancy and parental leave will select the length of parental leave at the start of the pregnancy leave for Employment Insurance purposes. This selection will be shared by and be applicable to both eligible parents.

Parental Leave

An Officer/Employee may be entitled to parental leave. Currently, the employment standards legislation defines parent as:

- a natural or adoptive parent
- a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own

A birth mother who has taken a pregnancy leave is entitled to up to sixty-one (61) weeks of parental leave. A father, or any non-birth parent is entitled to up to sixty-three (63) weeks of parental leave. The leave is provided to care for a child who has come into the care, custody or control of a parent for the first time.

A birth mother must begin their parental leave when their pregnancy leave ends.

A father or any other non-birth parent must begin their parental leave no later than seventy-eight (78) weeks after the birth or after the child first comes into their custody, care or control.

Officers/Employees are encouraged to provide as much notice as possible before taking parental leave. They must give at least two (2) weeks of notice before the start of the leave.

Officers/Employees must give the **Municipality/Township/Town** notice of when they plan to end the leave and if they wish to change the return date to an earlier or later time.

If an Officer/employee wishes to extend the period of their parental leave, they must apply for a childcare leave prior to the end of their parental leave.

An Officer/Employee returning from parental leave will return to their former position or a comparable position.

Any Officer/employee who decides not to return to work after parental leave, must give the **Municipality/Township/Town** at least four (4) weeks notice of their intention to resign their employment.

Domestic or Sexual Violence Leave

Officers/Employees who have been employed by the **Municipality/Township/Town** for at least thirteen (13) consecutive weeks are entitled to domestic or sexual violence leave if the Officer/Employee or the Officer's/Employee's child has experienced or been threatened with domestic or sexual violence, and the leave is taken for any of the following purposes:

- To seek medical attention for the employee or the child of the employee because of a physical or psychological injury or disability caused by the domestic or sexual violence
- To access services from a victim services organization for the employee or the child of the employee
- To have psychological or other professional counselling for the employee or the child of the employee
- To move temporarily or permanently
- To seek legal or law enforcement assistance, including making a police report or getting ready for or participating in a family court, civil or criminal trial related to or resulting from the domestic or sexual violence

An Officer/Employee is not entitled to this leave if the Officer/Employee committed the domestic or sexual violence.

“Child” means a child, step-child, child under legal guardianship or foster child who is under 18 years of age.

The first (5) days of leave are paid, regardless of whether the five (5) days are taken from the ten (10) day or fifteen (15) week entitlement; the remaining entitlement is unpaid leave.

The pool of fifteen (15) weeks are counted in full weeks (even if only a partial week is taken), but do not have to be taken consecutively. Notice must be given every time leave is taken.

Officers/Employees are encouraged to provide as much notice as possible before taking domestic or sexual violence leave to their supervisor. The supervisor shall report such leaves to the **(INSERT TITLE)** and the Treasurer.

The Treasurer shall document the leave and ensure that the Officer/Employee receives five (5) days of pay as required.

Other Statutory Leaves

Officers/Employees are also entitled to the following leaves and must provide notice to their supervisor as herein described:

1. **Infectious Disease Emergency Leave** – there is no maximum time limit per year for this leave however, the government may revoke it at any time. An Officer/Employee must provide oral or written notice and the **Municipality/Township/Town** may request evidence to support the leave.

2. **Family Medical Leave** – maximum twenty-eight (28) weeks per year. An Officer/Employee must provide written notice and the Municipality/Township/Town may request evidence to support the leave.
3. **Critical Illness Leave** – seventeen (17) to thirty-seven (37) weeks. An Officer/Employee must provide written notice with a timeline for return and the Municipality/Township/Town may request evidence to support the leave.
4. **Child Death Leave** – maximum of one-hundred-four (104) weeks. An Officer/Employee must provide written notice with a timeline for return and the Municipality/Township/Town may request evidence to support the leave.
5. **Crime-Related Child Disappearance Leave** – two (2) weeks (no death)/ one-hundred-four (104) weeks (death). An Officer/Employee must provide written notice with a timeline for return and the Municipality/Township/Town may request evidence to support the leave.
6. **Organ-Donor Leave** – thirteen (13) weeks and then another thirteen (13) week extension. An Officer/Employee must provide two (2) weeks of written notice with, and the Municipality/Township/Town may request evidence to support the leave.
7. **Reservist Leave** - there is no maximum time limit per year for this leave. An Officer/Employee must provide four (4) weeks of written notice and the Municipality/Township/Town may request evidence to support the leave.

Upon being given notice from an Officer/Employee of any of the above noted leaves, the Department lead/supervisor must:

- I. Provide notice immediately to the (INSERT TITLE);
- II. Ensure that the applicable evidence is received from the Officer/Employee;
- III. Ensure a copy of the notice and the supporting evidence is placed in the Officer's/Employee's personnel file; and
- IV. Advise the Treasurer in writing of any statutory obligation related to wage/benefit continuance and the date when the Officer/Employee will return to work.

Non-Statutory Leave

Officers/Employees may request leave of absence without pay or time away from work to vote in an election. Additionally, Officers/Employees may be required to participate on a jury and will need to request a leave of absence from the workplace during the period of jury duty. Officers/Employees may request non-statutory leave in writing to their supervisor. The Department lead/supervisor will consider and approve the request after consultation with the (INSERT TITLE).

All non-statutory leave will be documented on the Officer's/Employee's file.

Leave of Absence without Pay

Once per calendar year, an Officer/Employee may submit a request in writing or by email for a personal leave of absence without pay for up to ten (10) working days to their supervisor for

consideration. The Department lead/supervisor will report the request along with their recommendation to the (INSERT TITLE) within two (2) business days of receiving the request.

The (INSERT TITLE) will review and approve/deny the request for a leave of absence without pay with two (2) business days to the Department lead/Supervisor.

The Department lead/supervisor will then notify the Officer/Employee requesting the leave within one (1) business day.

Approved leaves of absence without pay will not affect coverage of any other benefit the Officer/Employee may be receiving or vacation accrual.

If the employee is submitting a request for leave of absence without pay for a period greater than ten (10) working days (up to a maximum of one (1) year), the following conditions will apply:

- The Officer/Employee is responsible for covering health, dental and life insurance benefit coverage costs after the first thirty (30) days of leave.
- Short- and long-term disability coverage is maintained only for the first ten (10) days of leave. The employee will not have the option to continue paying for these coverages during the remaining leave.
- Vacation time will only be accrued for the first ten (10) days of leave.
- Employees returning from leave will be subject to the “Returning to Work” provisions of this Guideline.

Voting

Officers/Employees who are eligible to vote in a municipal, provincial, or federal election are entitled to three consecutive hours of paid, job-protected leave during periods in which the polls are open. However, polling stations often remain open after regular working hours. If any Officer/Employee is unable to attend the polling station after normal working hours and requires leave to vote will notify their supervisor in writing a minimum of one (1) week prior to voting day.

The Department lead/supervisor will report the request along with their recommendation to the (INSERT TITLE) within one (1) business days of receiving the request.

The (INSERT TITLE) will review and approve/deny the request for leave to vote with one (1) business days to the Department lead/Supervisor.

The Department lead/supervisor will then notify the Officer/Employee requesting the leave within one (1) business day.

If a personal emergency comes up and an Officer/Employee requires time away from work to vote, they may contact their supervisor to request time away from work to vote. The

supervisor under such circumstances may approve/deny the request and will notify the (INSERT TITLE) immediately.

Jury Duty

Any Officer/Employee who is required to attend jury selection will be compensated their regular pay for the day(s) they are required to participate in the selection process if they notify their supervisor in advance of the date.

Any Officer/Employee selected to participate as a juror will be compensated at their regular rate of pay for the first ten (10) days. Thereafter, they will be compensated at a reduced rate for a period of no more than thirty (30) days. Their regular pay will be reduced by the standard daily payment from the Court for their services as a juror.

If the period of jury duty occurs during an Officer's/Employee's scheduled vacation, the Officer/Employee may request that their vacation be rescheduled. The Officer's/Employee's supervisor may approve the request. In the circumstance where the supervisor is unable to approve the request, or the Officer/Employee is only required to attend jury selection/duty for one (1) or two (2) days while on vacation, they can request that those days be restored to their vacation entitlement in writing to their supervisor.

Returning to Work From Extended Leaves

Officers/Employees returning from extended absences such as disability leave and leave without pay will assume their former position, wherever possible. If the same position is not available, the Municipality/Township/Town will make every effort to find a comparable position and level without loss of compensation and/or benefits. If this is not possible, the Officer/Employee will be offered first consideration for any available position for which they are qualified.

Unauthorized Leave

Any unauthorized leaves of absence will be subject to non-payment. It is the obligation of the Department lead/supervisor to notify the (INSERT TITLE) and the Treasurer of any unauthorized leave.

Where an Officer/Employee is absent for one (1) day without notifying their supervisor, the supervisor will attempt to contact the Officer/Employee to ensure their well-being, ascertain the reason for their absence and determine the date of their return.

Any Officer/Employee who is absent without proper notification and approval for three (3) or more consecutive scheduled days may be deemed to have abandoned their position and employment may be terminated at the discretion of the (INSERT TITLE) in consultation with the Officer's/Employee's Department lead/supervisor.

Overtime and Other Related Compensation

Overtime Senior Management

Officers/Employees considered senior management are required to attend evening meetings and are often required to work extra hours due to the nature of their position. They are entitled to XXXX hours/weeks of management leave in lieu of overtime pay. Time in lieu hours must be taken within the same fiscal year and is not eligible for carry-over to the following year.

Any newly hired Officers/Employees filling a senior management position will receive time in lieu of overtime pay will have this time pro-rated based on the start date of employment.

Overtime Full-time Officers/Employees

Overtime must be kept to a minimum and will only be approved by a the Officer's/Employee's Department lead/supervisor if it is deemed necessary for the essential operation of the Municipality/Township/Town or the department.

Overtime shall be paid to employees who are required to work in excess of their regular scheduled hours providing the following:

- I. Any and all overtime has been pre-approved by the Department lead/supervisor or their designate by submitting and "Authorization for Overtime" form. The form shall state the date the overtime will occur, the reason the overtime is needed and whether the overtime will be paid or banked to be taken at a later date.
- II. Any overtime worked by an Officer/Employee that has not obtained prior approval will not be compensated for their time unless in extraordinary circumstances deemed reasonable by the (INSERT TITLE).
- III. Any overtime worked that an employee wishes to bank must be taken as time off within ninety (90) days of the date the overtime was worked. All banked hours shall be taken prior to December 31st of every calendar year and is not eligible to be carried-over to the following year.
- IV. Employees will not be compensated for overtime of less than fifteen (15) minutes.
- V. Overtime will be paid at 1.5 times the employee's regular hourly wage and will only be paid once the employee has worked the maximum hours set out in the Employment Standards Act for the type of work.
- VI. Any amount of overtime allowed to work by an employee shall not exceed the limits established under any applicable legislation.

Overtime Part-time Officers/Employees

Overtime for part-time Officers/Employees will only be accepted under special circumstances and must be approved by the (INSERT TITLE) by submitting an "Authorization for Overtime" form. The form shall state the date the overtime will occur, the reason the overtime is needed.

- I. Any overtime worked by an Officer/Employee that has not obtained prior approval will not be compensated for their time unless in extraordinary circumstances deemed reasonable by the (INSERT TITLE).
- VII. Any overtime worked shall be paid at 1.5 times the employee's regular hourly wage and will only be paid once the employee has worked an excess of the total weekly hours as set out in the *Employment Standards Act* for the type of work.
 - II. Any overtime worked in any given week shall be paid on the next scheduled pay period. Part-time employees will not be eligible to bank any overtime worked.

Callouts

If an Officer/Employee is called out to fulfill a job-related duty after normal operating hours, they will be entitled to:

- III. A minimum of three (3) hours of worked time.
- IV. Overtime at 1.5 hours per hour for any hour of the three (3) hours of worked time which is more than the maximum working hours before overtime applies.
- V. Accrue time from the point of departure (if not the Officer's/Employee's main residence) for the length of time required until the Officer/employee returns to the point of departure or their main residence immediately after they have completed the activity they were called out for.

Standby

An Officer/Employee is considered to be on standby when:

- I. The Officer/Employee is required to be available to report to a work location, outside of their regular workday/week
- II. The Officer/Employee is required to be available to resolve work related problems via another means (such as telephone, computer) outside of their regular workday/week
- III. The Officer/Employee is required to carry and respond to a communication device (such as a cell phone or pager) as an alternative to being scheduled to work
- IV. The Officer/Employee is required to respond to emergency situations based on a 24 hour/7-day week rotational system. Employees required on standby shall receive XXXXX per week which will be paid within each bi-weekly pay period
- V. The (INSERT TITLE and Department leads/supervisors are not entitled to the standby benefit. It is expected that as part of their job description that they are to be available in the case of an emergency and therefore, their wage of pay shall reflect the same.

Commented [P6]: These sections will need to be modified based on each workplace.

Exceptions

Officers/Employees are not entitled to overtime in the following instances:

- VI. Time spent at educational or training seminars, conferences, or workshops for which the employee, in consultation with the Department lead/supervisor, has elected to attend.

VII. Time spent on travel to attend educational or training seminars, conferences or workshop for which the employee, in consultation with the Department lead/supervisor, has elected to attend.

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.

(INSERT TITLE) Guidelines – Employee Attraction

As required in *Bylaw XXXX-XX Being a Bylaw to Codify Human Resources Recruitment and Management*, and specifically related to Schedule B - Employee Recruitment, the following are the (INSERT TITLE) guidelines for implementation of Council's direction.

Preamble

Council has directed that the (INSERT TITLE) has the overall responsibility of ensuring all Officers/Employees perform work exhibiting fundamental values established by Council. And shall:

- Adopt administration practices compliant with ESA, OHSa and other applicable legislation;
- Not change or fail to follow established guidelines without the express permission of Council; and
- Keep up to date on change in law and reporting same within thirty (30) days of becoming aware if the changes impact *Bylaw XXXX-XX* or these guidelines and require amendments to one or both.

Employee Recruitment Process

The following recruitment process will be followed when recruiting to fill a position with the *Municipality/Township/Town*.

1. Pre-Recruitment Analysis
2. Recruitment Strategy, Hiring and Selection
 - a. Screening Applications
 - b. Interviews
 - c. Selection Tests/Assessments
3. Reference and Internet Checks
4. Police Reference Check
5. Letter of Offer/Employment Contract

Pre-Recruitment Analysis

Vacancy

When a non-management level Officer/Employee position becomes vacant, a position needs assessment will be carried out by the Department lead/supervisor.

When a management level Officer/Employee position becomes vacant, a position needs assessment will be carried out by the (INSERT TITLE).

The position needs assessment will include:

- I. A review of the job profile/job description to determine if it is adequate and still meets the needs of the department and/or the Municipality/Township/Town.
- II. A review of exit interview feedback from the Officer/Employee leaving the position when possible.
- III. An analysis of communication and other internal relationships impacted by the position within the organizational structure to consider gaps and look for opportunities to improve workplace culture and resilience.
- IV. An analysis of relevance to determine if there is still a need for the position or if the position needs to be modified or realigned or changed completely; and
- V. Identification of key attributes (competency, communication style, personality) necessary for an individual to be successful in the position and that are the best fit for the workplace.

New Position

A Department lead/supervisor may propose the creation of a new position in their department by submitting a business case to the (INSERT TITLE) who will then provide a business case to Council.

The (INSERT TITLE) propose the creation of a new position that will directly report to them by submitting a business case to Council.

The position may be permanent full/part time or a short-term, non-permanent or contract, position and the business case will:

- I. Identify the need for the new position and a proposed position title along with the expected duties (Position Profile);
- II. Explain value of, and need for the position to the municipal operation/the level of service defined by Council;
- III. Identify communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;
- IV. Identify key attributes (competency, communication style, personality) necessary for an individual to be successful in the position and that are the best fit for the workplace; and
- V. 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 internally.

Position Profile

All Department leads/supervisors are required to ensure that Position Profiles are created, reviewed during every performance evaluation and updated as necessary. Each Position Profile will identify:

- I. The title of the position;
- II. The requirement for professional designations or certifications;

- III. The preferred education, skills and professional attributes required to successfully fulfill the obligations of the position;
- IV. How the position fits within the operating structure of the Municipality;
- V. Who the position reports to within the municipal operating structure;
- VI. The permitted channels of communication (i.e. interdepartmental, committees, external stakeholders etc.;
- VII. The internal and external relationships that directly affect the position;
- VIII. General performance expectations for the position;
- IX. Day to day duties and responsibilities; and
- X. Hours of work/work schedule.

Recruitment Strategy, Hiring and Selection

Department lead/supervisors will be responsible for the recruitment and hiring of Officers/ Employees to fill vacant or new positions in their department.

The (INSERT TITLE) will be responsible for the recruitment and hiring of Officers/Employees to fill vacant or new Department lead/supervisor positions or other positions in which the Officer/Employee will report directly to the (INSERT TITLE).

Prior to advertising a vacant, soon to be vacant or new positions with the Municipality/Township/Town the Department lead/supervisor or the (INSERT TITLE) as the case may be, will prepare a recruitment strategy for the position being filled that will include at a minimum:

- I. How and where the position will be advertised;
- II. The timeframe for recruiting and hiring;
- III. Who will be part of the selection group/committee;
- IV. The selection criteria;
- V. Selection tests/assessment that will be used to ensure competency and fit;
- VI. How the evaluations of the candidates will be conducted;
- VII. Potential obstacles to filling the position; and
- VIII. Alternatives to ensure adequate service delivery if the position cannot be filled within the expected timeframe.

A Candidate selected to fill one (1) of the following positions will 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

Department leads/supervisors will be responsible to ensure that any candidate they are considering making an offer of employment to completes the “Reference and Internet Checks Authorization Form”. Prior to providing any candidate with a letter of offer and employment contract, reference and internet checks must be completed and submitted to the (INSERT TITLE).

Department leads/supervisors will provide the (INSERT TITLE) with a reference and internet check plan that:

- I. Identifies who will be conducting the reference checks (if being done internally, requires two (2) people).
- II. Identifies who will be conducting the internet checks.
- III. Lists the questions that will be asked of the candidate’s references.
- IV. Identifies who will be contacted to provide a reference for the candidate.

Once reference checks have been completed the Department lead/supervisor will provide the (INSERT TITLE) with a “Confirmation of Reference Checks Report” that will include:

- I. A summary of internet checks including but not limited to what searches were conducted and the results of those searches.
- II. A summary of responses to the questions asked of the candidate’s references.
- III. A recommendation to or not to make an offer of employment to the candidate.

The (INSERT TITLE) will be responsible to ensure that any candidate they are considering making an offer of employment to completes the “Reference and Internet Checks Authorization Form”. Prior to providing any candidate with a letter of offer and employment contract, reference and internet checks must be completed by the (INSERT TITLE).

The (INSERT TITLE) will prepare a reference and internet check plan that:

- I. Identifies who will be conducting the reference checks (if being done internally, requires two (2) people).
- II. Identifies who will be conducting the internet checks.
- III. Lists the questions that will be asked of the candidate’s references.
- IV. Identifies who will be contacted to provide a reference for the candidate.

Once reference checks have been completed the (INSERT TITLE) will prepare a “Confirmation of Reference Checks Report” that will include:

- I. A summary of internet checks including but not limited to what searches were conducted and the results of those searches.
- II. A summary of responses to the questions asked of the candidate’s references.
- III. A recommendation to or not to make an offer of employment to the candidate.

Confirmation of Reference Checks Reports will become part of the candidate’s personnel file if they are offered and accept the position. In those circumstances when the candidate is not offered the position or does not accept the position, the Confirmation of Reference Check

Reports will be maintained on file in accordance with the **Municipality's/Township's/Town's** record retention policy.

Police Reference Check

Not all Officer/Employee positions in the **Municipality/Township/Town** requires a police reference check. For any position requiring such a check, the Department lead/supervisor in consultation with the **(INSERT TITLE)** will prepare as part of the Job Profile those criminal charges which would prohibit an individual from holding the position.

Department leads/supervisors and the **(INSERT TITLE)** will be responsible to ensure that any candidate they are considering making an offer of employment to submits a Criminal Record Check or a Vulnerable Sector Police Reference Check if the position the candidate is to fill requires one to be completed.

Criminal Record Check

A summary of an individual's criminal charges and their dispositions, including convictions and discharges, as stored in the RCMP National Repository of Criminal Records.

Vulnerable Sector Police Reference Check

A police reference check conducted by the Ontario Provincial Police Service or any other police service in Canada, which includes a criminal record check and confirms whether an individual has been granted a pardon for a registered sex offense in Canada. A vulnerable sector police reference check includes a summary of information contained in local police service databases that have not been provided to the RCMP National Repository of Criminal Records.

Criminal Record Check or a Vulnerable Sector Police Reference Check will become part of the candidate's personnel file if they are offered and accept the position. In those circumstances when the candidate is not offered the position or does not accept the position, the Confirmation of Reference Check Reports will be maintained on file in accordance with the **Municipality's/Township's/Town's** record retention policy.

Letter of and Employment Contracts

Department leads/supervisors and the **(INSERT TITLE)** will be responsible to prepare a Letter of Offer and Employment Contract for a successful candidate using the approved "Employment Contract Template".

The **(INSERT TITLE)** may have the Letter of Offer and Employment Contract reviewed by an Employment Lawyer.

THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

BYLAW NUMBER 2026XX

BEING A BYLAW TO ESTABLISH A COMMUNICATIONS PROTOCOL

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 Township of Val Rita-Harty ("Council") recognizes the importance of clear, accurate, timely, and consistent communication with the public and the need to distinguish between governance and administration.

Decision

Council of the Township of Val Rita-Harty believes it is in the best interest of the Township to adopt a communications protocol.

Direction

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

1. **Communications Protocol Established:** This By-law establishes a Municipal Communications Protocol that defines authority, roles, and decision-making responsibility for official municipal communications.
2. **Collective Authority of Council:** Council shall speak collectively through resolutions, by-laws, and adopted policies.
3. **Role of the Head of Council:** The Head of Council is authorized to speak on behalf of Council on governance, policy, and Council-approved positions.
4. **Limitation on Individual Council Members:** No individual Council Member, other than the Head of Council, may speak on behalf of Council unless expressly authorized.
5. **Administrative Authority for Operational Communications:** The Manager Of Municipal Services, Clerk, or other senior staff as designated by Council (the “Administrative Authority”) is authorized to speak on operational and service delivery matters.
6. **Social Media and Public-Facing Channels:** Municipal social media and public-facing channels are official communication channels managed by the Administrative Authority. These channels are for the distribution of information only. Interactive features, including public comments, shall be disabled where reasonably practicable.
7. **Council Member Personal Communications:** Council Members may maintain personal or political communication channels provided they clearly distinguish personal views from official municipal positions.
8. **Election Period Communications:** During a municipal election period, official communications shall be limited to factual, operational, and legislatively required information. Routine service notices, emergency communications, and statutory notices may continue uninterrupted.
9. **Communications Guidelines:** The Administrative Authority shall develop and maintain Communications Guidelines to support this Protocol.
10. This bylaw shall take effect on the final day of passing.

Read and adopted by Resolution 2026-XXX this XX day of MONTH 2026.

Mayor

Clerk

Implementation Guide Municipal Communications Protocol

How to apply the Protocol in day-to-day operations

Governance Structure

Official Spokespersons

Council has defined roles:

- Head of Council (Mayor): speaks for Council on governance, policy, and approved positions.
- Administrative Authority: Manager of Municipal Services, Clerk, or other designated senior staff handles operational communications.

All staff and Council should be aware of who is authorized to speak on behalf of the Township. Keep a simple internal list for reference.

Communication Channels

Official Channels

The Township communicates through specific official channels, including:

Municipal website

- Official municipal social media accounts (comments disabled where feasible)
- Public notices, emails, and media releases
- Council meeting communications

Only the Administrative Authority posts on these channels to ensure accuracy and consistency.

Interactive Features

Comments and interactive features should be turned off wherever possible. If a platform does not allow this, the Administrative Authority should monitor and manage public responses carefully.

Internal Procedures

Approval Process

Communications follow a clear workflow to ensure the right level of review:

Communication Type	Drafted By	Approved By	Published By
Operational updates	Staff/Clerk	Administrative Authority	Administrative Authority
Council positions	Clerk/CAO	Head of Council	Administrative Authority
Emergency communications	Staff	Administrative Authority or Head of Council	Administrative Authority

Communication Type	Drafted By	Approved By	Published By
Media inquiries	Administrative Authority	Appropriate Spokesperson	Administrative Authority

Communication Type | Drafted By | Approved By | Published By
 Operational updates | Staff/Clerk | Administrative Authority | Administrative Authority
 Council positions | Clerk/CAO | Head of Council | Administrative Authority
 Emergency communications | Staff | Administrative Authority or Head of Council | Administrative Authority
 Media inquiries | Administrative Authority | Appropriate Spokesperson | Administrative Authority
 Staff should refer to a one-page workflow chart to know exactly who handles each type of communication.

Council Roles

Speaking on Behalf of Council

Council members speak collectively through resolutions, by-laws, or policies. Individual members cannot represent Council unless formally delegated.

Disclaimers for Personal Channels

Council members using personal channels should make it clear their views are personal: "The views expressed here are my own and do not represent the official position of the Township of Val Rita-Harty or its Council."

Operational Management

Intake and Review

All communication requests go through the Administrative Authority. Submissions should include purpose, timeline, audience, and content details.

Information Repository

Maintain a shared archive of:

- Council-approved statements
- Templates
- Past press releases and notices
- Emergency messages
- Branding and formatting guidelines

This ensures consistency and accuracy across all communications.

Election Period

During an election period, official communications focus on:

- Factual information
- Routine service notices
- Emergency communications
- Statutory notices

Political or promotional messaging must be avoided, and existing content should be reviewed to prevent misinterpretation.

Documentation

Templates

Use standardized templates for public notices, emergency messages, media releases, and Council statements.

Communication Log

Maintain a simple log of all official communications including date, type, approver, and distribution channel. This protects the Township and helps demonstrate compliance with the Protocol.

Training

Council Orientation

- Understand roles and limits under the Protocol
- Learn proper disclaimers and acceptable communication channels

Staff Training

- Know how to submit communications and who approves them
- Follow accessibility, plain language, and social media guidelines
- Understand rules during election periods

Regular refresher training ensures everyone stays current.

Monitoring and Compliance

The Administrative Authority monitors:

- Social media accounts
- Council member channels for disclaimers
- Website postings and media coverage

Breaches are reported to the Clerk, and corrective action includes clarifying s

Review

The Protocol and associated guidelines should be reviewed annually for relevance, technological changes, legislative updates, and lessons learned. Updated guidelines are shared with staff and Council and stored in the internal repository.

Township of Val Rita-Harty

Discussion Paper – Communications to Support Long-Term Sustainability Planning

Purpose of This Discussion

Council has previously discussed the importance of improving communication with residents. The Township is now at a point where significant long-term infrastructure and financial decisions must be made. These include a water treatment plant project exceeding \$5 million, the anticipated replacement of a fire truck at approximately \$700,000, and ongoing infrastructure upgrades identified through asset management planning.

The water treatment plant upgrades and fire truck replacement are not discretionary projects. They are being driven by changes in provincial legislation, regulatory standards, and compliance requirements. These obligations limit the Township's flexibility and require responsible long-term financial planning.

At the same time, operating costs must be controlled. Administrative service levels in the municipal office are being reduced, and additional areas may need to be reviewed to ensure sustainability.

Council has not yet formally adopted the proposed Communications Protocol. That document will be discussed in conjunction with this paper. If Council intends to proceed with structured, coordinated public messaging, the Protocol will provide the framework to ensure clarity, consistency, and collective responsibility.

This discussion seeks direction from Council on how to communicate the Township's sustainability plan clearly, proactively, and collectively.

Context: Infrastructure, Legislation, and Sustainability

Val Rita-Harty faces infrastructure obligations that cannot be deferred. Provincial regulatory changes have increased standards for water treatment systems and fire services equipment. Compliance is mandatory and tied directly to public safety and environmental protection.

The Mayor has been actively lobbying senior levels of government to secure 100 percent funding for the water treatment plant project. While this advocacy continues, Council must plan responsibly in the event that full funding is not secured.

These pressures are not temporary. They are structural realities that require long-term financial planning, prioritization, and operating discipline.

Communications Alignment and Governance

As Council considers major sustainability decisions, consistent communication will be essential. If the Communications Protocol is adopted, it will clarify:

- Who speaks on behalf of the Township;
- How official messages are approved and distributed;
- The distinction between individual and collective communication.

Before public messaging begins, Council should be aligned on the core narrative and key messages. Residents must hear a consistent explanation of why infrastructure investments are required and why operating costs are being reviewed.

Core Sustainability Narrative

Communications during this period should focus on:

- Protecting essential infrastructure;
- Meeting provincial regulatory requirements;
- Ensuring long-term financial stability;
- Prioritizing public safety;
- Adjusting operations responsibly to remain sustainable;
- Advocating for external funding wherever possible.

This is not simply a discussion about service reductions. It is about maintaining a viable and compliant municipality for current and future residents.

Proposed Communications Approach and Schedule

The Township would benefit from a phased, predictable communications rollout.

Initial Sustainability Overview

Provide residents with a comprehensive “State of the Township” update explaining:

- The water treatment plant requirements and legislative drivers;
- The fire truck replacement and compliance standards;
- Infrastructure obligations more broadly;
- Operating cost pressures and office restructuring;
- The Mayor’s efforts to secure full funding;
- The sustainability objective guiding Council’s review.

This overview should establish context before specific service adjustments are discussed.

Infrastructure and Operating Review Updates

Following the overview, provide focused updates explaining:

- What infrastructure investments are unavoidable;
- What operating adjustments have already occurred;

- What additional efficiencies may be considered;
- The financial trade-offs between taxation and service levels.

These updates should emphasize prioritization and long-term viability.

Public Survey

A structured public survey should be considered before final direction is confirmed. The survey should be concise and practical. It may ask residents to:

- Rank infrastructure versus service priorities;
- Consider trade-offs between tax increases and service reductions;
- Identify services they consider core or essential;
- Provide open-ended feedback on sustainability planning.

Survey results would be compiled and presented publicly to Council. The survey would inform decision-making but would not replace Council's governance responsibility.

Decision Communication

Once direction is established, Council should clearly communicate:

- What decisions were made;
- Why those decisions were necessary;
- How legislative requirements influenced them;
- How public input was considered;
- What residents can expect next.

Ongoing Updates

Regular updates should continue on:

- Infrastructure project progress;
- Funding outcomes related to provincial advocacy;
- Budget tracking and financial performance;
- Implementation of operating adjustments.

Predictable communication reinforces stability and accountability.

Risks of Not Communicating Strategically

Without structured communications, infrastructure investments may be viewed in isolation. Operating reductions may appear arbitrary. Financial decisions may be interpreted as reactive rather than strategic.

With structured communication, residents see the full picture. They understand the regulatory requirements, the financial constraints, and the long-term plan.

Direction Requested from Council

Council is asked to consider:

- Whether to adopt the Communications Protocol to guide this process;
- Whether to endorse a phased sustainability communications rollout;
- Whether to proceed with a structured public survey;
- Whether to commit to collective and consistent messaging once direction is set.

The decisions before Council are about long-term sustainability, compliance, and public safety. Residents may not agree with every outcome, but they should understand the reasons behind them.

Clear, steady, and coordinated communication will strengthen trust and demonstrate responsible leadership during this period of change.

MEMORANDUM OF UNDERSTANDING

Between

The Corporation of the Township of Val Rita-Harty

(the Township)

and

The Val Rita-Harty Municipal Library Board

(the Library Board)

Purpose

The Township recognizes the importance of accessible public library services to the community and wishes to support the provision of those services for its residents.

The Library Board exists to govern and operate the public library for the benefit of the community.

This Memorandum of Understanding (MOU) establishes a governance framework that sets out the principles guiding the relationship between the Township and the Library Board, including financial support, accountability, and respective roles.

This MOU is intended to support clarity, transparency, and constructive collaboration.

Guiding Principles

The Township and the Library Board agree to the following principles:

Respect for Statutory Roles

The Library Board operates as an independent corporation responsible for governing and managing library services. The Township is responsible for municipal funding decisions and stewardship of public resources.

Transparency and Accountability

The Library Board will provide clear annual budget estimates and reporting to support Council's decision-making. The Township will consider library funding in the context of overall municipal financial

sustainability.

Financial Responsibility

Council retains sole discretion over the amount of the annual municipal grant. The Library Board is responsible for managing its operations within approved funding and other revenues.

Operational Independence

The Library Board is solely responsible for governance, staffing, payroll, programming, collections, and day-to-day operations. Library staff are employees of the Library Board and not of the Township.

Collaboration

The parties commit to open communication and good-faith dialogue on matters affecting library services, municipal finances, or shared facilities.

Annual Budget and Municipal Support

Each year, the Library Board shall submit to Council its estimates of the funding required to deliver library services by **DATE**.

Council may approve, amend, or decline funding requests and will determine the amount of any municipal grant.

The Library Board will manage its operations within the funding approved and any additional revenues it receives.

Use of Municipal Facilities

Where the Library operates within Township-owned facilities, the Township retains ownership and responsibility for base building infrastructure. The Township also provides additional municipal services to support Library operations as described in Schedule 'A' – Municipal Services Provided. Services not listed in Schedule 'A' remain the responsibility of the Library Board unless otherwise agreed in writing.

The Library Board is responsible for the day-to-day condition and safe operation of its designated space.

Specific operational arrangements respecting facilities, cost sharing, or insurance not listed in Schedule 'A' shall be mutually agreed in writing.

Review and Dialogue

This MOU is a working governance document.

The parties agree to review its effectiveness at least every [X] years, or sooner if requested by either party.

Council and the Library Board may, by mutual agreement, amend this MOU to reflect evolving community needs, financial realities, or legislative changes.

The intent of this review process is to support constructive dialogue and continuous improvement rather than rigid prescription.

Term and Termination

This MOU shall take effect on [start date] and remain in force until amended or terminated by mutual agreement or upon six (6) months' written notice by either party.

Termination does not affect statutory responsibilities of either party.

General

This MOU reflects the shared commitment of the Township and the Library Board to provide sustainable, community-focused library services while respecting their distinct governance roles.

Signed this ____ day of _____, 2026.

The Corporation of the Township of Val Rita-Harty

Mayor

Clerk

We have authority to bind the Corporation.

Val Rita-Harty Municipal Library Board

Board Chair

Chief Executive Officer

We have authority to bind the Corporation.

Memorandum of Understanding
Schedule 'A' – Municipal Services Provided

Category	Services Provided	Notes / Conditions
Facilities	Designated space within the Community Centre	Ownership remains with Township
Utilities	Heating, electricity, water/sewer	Base building services only
Maintenance & Cleaning	Exterior grounds maintenance (lawns, walks, parking, snow removal), capital repairs to building and lands	Day-to-day cleaning inside library space is Board responsibility
IT / Communications	Internet access for Library operations, access to municipal network where applicable	Limitations as agreed between Township IT and Library
Governance / Administrative Support	Non-binding HR guidance, legal advisory support, administrative templates	Decisions remain Board responsibility
Insurance	Inclusion in municipal insurance program where applicable	Library pays allocated share if required
Financial Oversight	Audit support, accounting or reporting advice	Library responsible for day-to-day financial management
Other Services	Any additional municipal services agreed in writing	To be updated if circumstances change

Val Rita-Harty Public Library Board

January 30, 2026

Municipality of Val Rita-Harty
106 Gov't Road West,
Val Rita, Ontario
POL 2G0

Attention: Peggy Young-Lovelace

Dear Peggy,

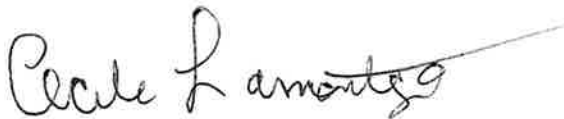
Effective February 17, 2026, the Val Rita-Harty Public Library Board will assume responsibilities for managing all matters relating to the library.

In preparation for this transition, we kindly request copies of the library's accounting expenditures for the year 2024 and 2025 to ensure a smooth handover and continued proper management of library's operations.

We would also appreciate confirmation that the Municipality will continue to support the library financially and allow the Library to use its facilities for library operations.

We thank you in advance for your cooperation and support and we look forward to working together to provide valuable library services to our community

Sincerely yours,



Cécile Lamontagne, President

Val Rita-Harty Public Library Board

Caisse Alliance
Head Office

1870 Bond Street
North Bay, ON P1B 4V6
1-888-404-2246
support@caisse.coop
www.caissealliance.com



A void cheque includes:

Address of financial institution,
Transit number,
Institution number,
Account number,
Cheque digit.



BIBLIOTHEQUE MUNICIPALE VAL RITA-HARTY

CP 69
VAL RITA, Ontario, P0L2G0

DATE 2 0 Y Y M M D D
W Y Y Y Y M M D D

Pay to the
order of

VOID

\$

100 DOLLARS

Security Measures
included.
Details on back.

Val Rita
2, rue de l'Église
VAL RITA, Ontario, P0L2G0

MEMO _____ MP

|| 13352 890 961000210807 ||

THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

Bylaw Number 2026-XX

BEING A BYLAW TO AUTHORIZE THE USE OF AN ELECTRONIC CORPORATE SEAL

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.

Electronic Documents and Signatures

Section 15 of the *Electronic Commerce Act*, 2000 S.O. 2000, c. 17 ("*Electronic Commerce Act*") gives authority to a public body to electronically deal with documents it has the power to create, collect, receive, store, transfer, distribute, publish or otherwise deal with.

Purpose and Context (Preamble)

Council for the Corporation of the Township of Val Rita-Harty ("Council") recognizes the need to modernize municipal administrative practices and to

authorize the use of an electronic corporate seal in a manner that is secure, controlled, and consistent with legislative requirements.

Council further recognizes the role of the Clerk as the statutory officer responsible for the custody and use of the municipal seal.

Decision

Council of the Corporation of the Township of Val Rita Harty decides it in the best interest of the Corporation to authorize the application of an electronic seal on electronic documents.

Direction

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

Authorization

1. That the use of an Electronic Corporate Seal is hereby authorized for municipal purposes where the use of a corporate seal is required or permitted by law.

Effect of Electronic Corporate Seal

2. That an Electronic Corporate Seal applied in accordance with this Bylaw shall have the same force and effect as the physical corporate seal of the Municipality.

Authority of the Clerk

3. That the Clerk, or a person acting under the Clerk's written authority, is hereby authorized and directed to:
 - A. establish and manage the secure technology used for the Electronic Corporate Seal and any related electronic signatures;
 - B. determine which municipal documents may be executed using the Electronic Corporate Seal; and
 - C. establish administrative procedures governing access to, use of, and protection of the Electronic Corporate Seal.

Execution of Documents

4. That where a bylaw, resolution, or applicable law requires a document to be signed and sealed on behalf of the Municipality, such requirement may be satisfied by:
 - A. the application of electronic signatures by the authorized signing officer(s); and

- B. the application of the Electronic Corporate Seal to the same electronic document, in accordance with procedures established by the Clerk.

Limits and Exceptions

- 5. That the Electronic Corporate Seal shall not be used:
 - A. where legislation prohibits the use of electronic documents, signatures, or seals;
 - B. where a third party’s consent to electronic execution is required and not obtained; or
 - C. where the Clerk determines that use of the physical corporate seal is required or more appropriate.

Records and Retention

- 6. That documents executed using the Electronic Corporate Seal shall be retained and managed in accordance with the Township of Val Rita-Harty Records Retention Bylaw and any applicable legislative requirements.
- 7. That the Clerk shall ensure appropriate records are maintained to demonstrate the application and use of the Electronic Corporate Seal.

Conflict and Severability

- 8. That where a provision of this Bylaw conflicts with provincial or federal legislation, such legislation shall prevail.
- 9. That if any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

Effective Date

- 10. This Bylaw shall come into force and take effect on the date of its final passing.

Read and adopted by Resolution XXX this XX day of MONTH 2026.

Mayor

Clerk



Municipalité de / Municipality of Val Rita-Harty Meeting Minutes

Regular Meeting of Council January 27, 2026 - 06:00 PM

Membres/Members:	Johanne Baril - Maire/Mayor Roger Lachance – Conseillere/Councillor Angele Beauvais – Conseillere/Councillor Steven Lambert – Conseiller/Councillor Alain Tremblay – Conseiller/Councillor
Employees:	Barbara Major - Deputy Clerk - Virtual Leanne Crozier – Treasurer – Virtual Stefan Landry - Public Works Supervisor Nathalie Trudel - Municipal Services Coord. – Virtual-Jan.28/26
Others:	Peggy Young Lovelace – E4m Josh Young – E4m
Public:	3 (Jan.27, 2026 meeting) Public 2 (Jan. 28, 2026 meeting)

1 **Appel à l'ordre/Called To Order**

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

2 **Set Aside Interim Procedural Bylaw**

Res. # 26-001

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council for the Municipality of Val Rita-Harty set aside the Interim Procedural Bylaw, Section 6 (Agenda) with the agenda items to be considered at two meetings of Council, as outlined on the agenda.

CARRIED

3 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement

January 27, 2026 - Johanne Baril

In the spirit of Truth and Reconciliation, the Municipality of Val Rita-Harty respectfully acknowledges that it was established on the homelands of First Nations and Métis Peoples. Our Municipality is located on Omushkegowuk Nation territory, governed by Mushkegowuk Council representing several Cree First Nations along the James Bay coast and inland regions. Communities include Moose Cree First Nation, Fort Albany First Nation, Attawapiskat First Nation, Kashechewan First Nation, Chapleau Cree First Nation, Taykwa Tagamou Nation, and Missanabie Cree First Nation.

Beyond a land acknowledgement, Council understands that reconciliation is a practice. We gratefully respect and seek insight from Elders and Knowledge Keepers who generously share their gifts and teachings with us so that we may better understand and honor their wisdom. As we work to increase awareness in our non-Indigenous community, the Municipality of Val Rita-Harty will continue to practice reconciliation by listening, learning, and fostering a culture of mutual respect and trust.

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

Vision Statement

The Municipality of Val Rita-Harty envisions a vibrant, inclusive community where residents of all backgrounds thrive together in a safe, affordable environment. Guided by a spirit of unity and sustainability, we aim to be a model of small-town living with a stable economy, sufficient housing for all, and the capacity to grow while preserving our unique charm and fostering a deep sense of belonging.

Mission Statement

Our mission is to ensure that Val Rita-Harty remains a welcoming, diverse, and dynamic municipality. We are dedicated to: Maintaining a safe and affordable place to live for residents of all ages and backgrounds. Supporting economic stability and sustainable growth through strategic planning and partnerships. Providing accessible housing and essential services to meet the needs of our growing population. Fostering a strong sense of community through engagement, collaboration, and shared values. Together, we strive to build a future that balances progress and tradition, making Val Rita-Harty a place everyone is proud to call home.

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

Res. # 26-002

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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

CARRIED

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

None were declared.

7 Discours du maire/Mayor's Address

Mayor Baril provided a verbal update on the ministerial meetings held at the recent ROMA Conference attended by herself and Councillor Lachance. She spoke to the successful roundtable session held with other Northeastern Ontario municipalities and Ministries and the likelihood of the roundtable becoming an annual event. Topics of discussion with Minister(s) included Hwy 11 improvements; access to increased infrastructure funding and more specifically for the Municipal Water Treatment Plant project and funding for damage on concession roads due to detour of highway traffic.

8 Délégations/présentations/Delegations/Presentations

No delegations.

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

9.1 Financial variance report to December 31, 2025

Res. # 2026-003

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT the draft financial variance report to December 31, 2025 be received. The Treasurer advised that the final/actual reports will be presented at the next regular meeting.

CARRIED

9.2 2026 budget update (verbal)

The Treasurer provided a verbal report to Council outlining challenges associated with 2025 financial processes, discrepancies, 2026 capital funding and work being undertaken for the 2026 budget.

9.2.1 Financial Governance and Audit

Discussion was deferred to a later date pending clarity.

9.3 Onboarding of Municipal Services Coordinator

Res. # 26-004

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the hiring and onboarding of the Municipal Services Coordinator report be received.

CARRIED

9.4 Interim Procedural Bylaw - Working Group Procedures

Council reviewed and provided comments on the draft Committee of the Whole Working Group procedures. The procedures will be incorporated into the Procedural Bylaw. The associated policies will be brought forward to Council for consideration. Peggy Young-Lovelace also provided notice to Council that the Council Remuneration bylaw will be considered at the next Regular Meeting of Council.

9.5 Feedback Management

Council reviewed and provided comments on the draft Feedback Management Bylaw. The Bylaw will be brought forward to the Committee of the Whole Working Sessions for future review and consideration.

9.6 Human Resource Recruitment and Management

Council reviewed and provided comments on the draft Human Resources Recruitment and Management Bylaw. Council was informed that the draft Bylaw Schedules and guidelines will be brought forward to the Committee of the Whole Working Sessions for review and consideration.

9.7 Progress Update - E4m - For Information

Res. # 26-005

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT the E4m Progress Report be received.

CARRIED

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

Res. # 26-006

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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

CARRIED

11 **Affaires législatives/Legislative Matters**

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

Res. # 26-007

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

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.

CARRIED

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

Res. # 26-008

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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.

CARRIED

11.3 City of Peterborough - Elect Respect

Res. # 26-009

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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.

CARRIED

11.4 Bylaws

11.4.1 Bylaw No. 1228-26 - Interim Tax Levy

Res. # 26-010

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

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.

CARRIED

11.4.2 Bylaw No. 1229-26 - Fire Protection Grant

Res. # 26-011

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

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.

CARRIED

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

Res. # 26-112

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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.

CARRIED

11.4.4 Bylaw 1231-26 - Temporary Borrowing

Res. # 26-013

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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

CARRIED

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

Res. # 26-014

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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 is hereby read and adopted this 27th day of January, 2026.

CARRIED

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

Res. # 26-015

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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

CARRIED

11.4.6 Bylaw No. 1234-26 - Pothole Prevention and Repair Program

Res. # 26-016

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Bylaw No. 1234-26 being a bylaw to enter into agreement for the Pothole Prevention and Repair Program is hereby read and adopted this 27th day of January, 2026.

CARRIED

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.

Res. # 26-017

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT this January 27, 2026 regular meeting of Council be recessed at 7:38 p.m. and that the meeting resume at 6 p.m. on Wednesday January 28, 2026.

CARRIED

14 Resume Recessed Meeting

Res. # 26-018

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the recessed regular meeting of Council from Tuesday January 27, 2026 resume at 6:01 p.m. on Wednesday January 28, 2026.

CARRIED

15 Continuation of Legislative Matters:

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

Res. # 26-019

PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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

CARRIED

16 Affaires administratives/Administrative Matters

16.1 Public Works Supervisor Equipment Report - For Information

Res. # 26-120

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the Public Works Supervisor equipment report be received.

CARRIED

16.2 2026 Municipal Insurance

Res. # 26-021

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

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.

CARRIED

16.3 Key Municipal Election Dates - For Information

Res. # 26-022

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

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

CARRIED

16.4 Attendance at FONOM and AMO conferences

Res. # 25-023

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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

CARRIED

17 Questions relatives à l'encadrement/Leadership Issues

Nil

18 Huis clos/Closed Session

Res. # 26-024

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council move to Closed Session Meeting at 6:32 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; (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. Negotiations (2);
3. Legal Matters (4);
4. Education and Training.

Public Works Supervisor and Municipal Services Coordinator departed the meeting for the Closed Session.

CARRIED

19 Report from Closed Session

Res. # 26-025

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council arise from Closed Session at 9:28 p.m. and report as follows: Council met in Closed Session Meeting at 6:32 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; (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.

Council authorized E4m to proceed with direction pertaining to legal matters and human resource matters, and recommended the following: the development of a draft MOU for Council consideration; approval of Level 2 agreement with Phoenix Emergency Management Logic, and in-person training and exercise costs for CEMC services with bylaw to be presented at the next regular meeting of Council; and Extension of the current agreement with E4m from December 31, 2025 to December 31, 2026.

CARRIED

20 Legislative Matter - Donation to Library Board

Res. # 26-026

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council authorize the Treasurer to pay a \$1,000 donation to the Library Board.

CARRIED

21 Calendrier/Calendar

22 Confirmation des procédures/Confirmation of Proceedings

Res. # 26-027

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Bylaw No.1235-26, 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 is hereby read and adopted.

CARRIED

23 Ajournement/Adjournment

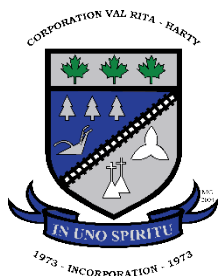
Res. # 26-028

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT this Regular Meeting of Council be adjourned at 9:30 p.m.

CARRIED



Municipalité de Val Rita-Harty Municipality

Item #: 11

Personnel responsable / staff: Deputy Clerk

Date : February 17, 2026

pour / for: conseil / Council

Sujet / Re : Multi-Year Accessibility Plan

Description:

In accordance with Ontario Regulation: Integrated Accessibility Standards under the Accessibility for Ontarians Act, 2005, S.O. 2005 c.11, the Regulation establishes accessibility standards for each of the following: information and communications employment, transportation and the design of public spaces and customer services. It outlines the obligation to develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meetings it requirements.

The Township of Val Rita-Harty Multi-Year Policy 2026-2031 will be posted to the municipal website and the annual status report will be submitted.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council receive and accept the 2026-2031 Multi Year Accessibility Report as circulated.

Financial Implications: n/a

Rapport soumis par / Respectfully submitted:

Barbara Major
Deputy Clerk

**Multi Year Accessibility Plan
Corporation of the Township of Val Rita-Harty
2026-2031**



February 2026

Approved by Resolution No.

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Introduction

The Municipality of Val Rita-Harty (“the Municipality”) is pleased to introduce the 2026-2031 Multi-Year Accessibility Plan which represents an ongoing commitment to accessibility under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

The Plan reaffirms the Municipality’s strong commitment to accessibility, inclusion and full compliance with Ontario’s accessibility legislation. It sets out the Municipality’s actions and priorities for identifying, removing and preventing barriers that affect people with disabilities, ensuring that everyone can access and benefit from our programs, services and facilities.

We are committed to treating persons with disabilities in accordance with the principles of dignity, autonomy and integration, and we are committed to meeting the needs of persons with disabilities in a timely manner by eliminating and preventing obstacles to accessibility while respecting the requirements, as outlined in the Ontario accessibility legislation and the Human Rights Code.

As part of this commitment, the Municipality is embedding accessibility into its Asset Management Plan and incorporating accessibility considerations into future updates of municipal plans, policies and service delivery. By planning and integrating accessibility into how we manage, maintain and invest in municipal assets, we are working toward a more inclusive and barrier-free community over time.

Our goal is to ensure that all people—regardless of age or ability—can live, work and visit the Municipality of Val Rita-Harty with independence and dignity, maintaining the principles of equality, integration and respect for every individual.

This Multi-Year Accessibility Plan also applies to the: Val Rita-Harty Municipal Library.

Council’s commitment to accessibility

The Council for the Corporation of the Municipality of Val Rita-Harty is committed to providing equal access and opportunity for all people and ensuring that its services, programs and facilities are inclusive, accessible and welcoming.

The Municipality will:

- Treat all individuals in a manner that allows them to maintain dignity, independence and equality of opportunity.
- Identify, remove and prevent barriers that hinder accessibility in the workplace, in public facilities and in the delivery of municipal services.
- Ensure that accessibility considerations are integrated into all policies, planning, procurement and infrastructure decisions.
- Continue training new staff, summer student employees, Council Members and municipal volunteers on their responsibilities to provide accessible customer services pursuant to the customer service standards.

- Meet or exceed the requirements of Ontario’s accessibility laws, including the AODA, the Integrated Accessibility Standards Regulation (IASR), the Ontario Building Code and the Ontario Human Rights Code.

In accordance with the AODA, the Township of Val Rita-Harty is classified as a “small designated public sector organization” having 10 or less employees.

In accordance with the legislation, Val Rita-Harty Council is thus further committed to:

- Posting of the 2026-2031 Multi-Year Accessibility Plan on its website.
- Providing this Plan in an accessible format upon request.
- Reviewing and updating this Plan (as may be necessary) at least once every 5 years.
- Continuing consultations with persons with disabilities.

We welcome feedback from the public at any time. Input from residents, visitors and community groups helps us better understand accessibility challenges and continue removing barriers in our facilities, services and programs.

Legislative Framework

This plan is guided by key legislative requirements, as follow:

- Ontarians with Disabilities Act, 2001 (ODA);
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA);
- Integrated Accessibility Standards Regulation (IASR)
- Ontario Human Rights Code;
- Ontario Building Code (Accessibility Standards).

Recent achievements in terms of accessibility

Prior to the ODA of 2001, the Municipality was active in the removal and prevention of physical barriers on municipal properties within the community, as well as the delivery of specialized services to disabled residents within the catchment area.

The most recent initiatives are listed below.

- 2022 – Community Hub renovations
- 2022 - Accessible front counter at the Administrative Offices
- 2024- Project ready, awaiting funding mechanism, washrooms in Community Hub Gym.
- 2026- IT Rita Kiosk, information availability. Budgeted for 2026

Identification of Barriers

A barrier is anything that prevents a person with disability from fully participating in all aspects of society because of his/her disability. The Municipality recognizes five primary forms of barrier:

- Physical and architectural Barriers, eg: stairs without ramps, narrow doorways or uneven surfaces.
- Information and Communication Barriers, eg: printed materials not available in accessible formats.
- Attitudinal Barriers, eg: assumptions or stereotypes about abilities.
- Technological Barriers, eg: websites or systems not compatible with assistive technology.
- Systematic Barriers, eg: policies or procedures that unintentionally create obstacles.

Ongoing consultation

The success of this plan depends upon consultation with persons with disabilities and other persons offering support services in the community on a continuous basis. Regular assessment of public infrastructure and spaces, as well as proposed municipal by-laws, policies and services to meet accessibility standards, will ensure that the Municipality remains inclusive for all. Through these processes, accessibility barriers will be identified, and recommendations will be brought to Municipal Council, who will select priorities based on the budget.

Monitoring the Multi-Year Plan and Policies

This Multi-Year Accessibility Plan will be reviewed and updated at least once every five years, with annual progress reports made available to the public and Municipal Council.

Training

The Municipality will ensure that all employees, volunteers, Council members and policy developers receive training on:

- The AODA and the Integrated Accessibility Standards Regulation (IASR); and
- The Ontario Human Rights Code as it pertains to people with disabilities.

Training records will be maintained, and refresher training will be provided as needed to reflect legislative or procedural changes.

Customer Service Standards

The Municipality is committed to providing equitable, respectful and accessible customer service to all residents and visitors

Action Taken:

- Staff trained in Accessible Customer Service.
- Accommodation provided upon request.
- Accessible municipal elections conducted with post-election accessibility report.

Action Planned:

- Solicit and act on public feedback, including from persons with disabilities.
- Maintain accessibility accommodations as needs evolve.
- Review customer service policies and practices periodically.
- Regularly review policies to remove systematic barriers and ensure inclusion in service delivery.
- Strengthen the formal feedback process for accessibility concerns.

Information and Communication Standards

The Municipality will ensure that information and communications are clear, accessible, and available in multiple formats when requested.

Actions Taken:

- Publicized availability of accessible document formats and communication supports.

Action Planned:

- Develop procedures to provide alternative formats promptly upon request.
- Train staff in accessible document creation and digital accessibility.
- Upgrade municipal website to implement and maintain compliance with WCAG 2.0 Level AA standards for web content.
- Provide emergency and safety information in accessible formats.

Employment Standards

The Municipality is committed to accessible and inclusive employment practices, ensuring fair and equitable treatment throughout recruitment, employment, and accommodation processes.

Action Taken:

- Implement accommodation procedures for employees with disabilities.
- Job postings include accommodation statements.

Actions Planned:

- Regularly review accommodation and back-to-work policies.
- Maintain accessible hiring and interview processes.
- Review and update emergency and accommodation plan annually.

Design of Public Spaces Standards

The Municipality is committed to ensuring that all newly constructed or significantly renovated public spaces – including parks, trails, recreational facilities and parking – are designed and maintained to meet or exceed accessibility standards.

Actions Taken:

- Community Hub renovations, with exception of washrooms at gym, are completed and include:
 - ✓ Accessible universal washroom with safety features.
 - ✓ Sensor operated automatic main entrance doors that allow individuals using mobility aids to enter and exit independently.

- ✓ Accessible main entrance doors, entry and hallways.
- ✓ Motion s lighting in the gym washrooms.

Actions Planned:

- Identify funding opportunities to support accessibility upgrade to gym washrooms.
- Identify funding opportunities to support additional accessibility upgrades across public spaces and parklands.
- Remove aging or unsafe play structures.
- Add features such as accessible seating and/or rest areas.
- Continue to integrate accessibility into all infrastructure and facility projects.

Transportation Standards

The Municipality does not operate/provide public transportation services.

Maintenance of Accessible Elements

In accordance with Section 80.44 of the IASR, the Municipality has procedures in place for the inspection, repair, and maintenance of accessible elements in public spaces and municipal facilities.

These include the following:

- Scheduled monthly inspections with documentation and tracking for all accessibility features.
- Proactive replacement of worn or damages components.
- In terms of Emergency Maintenance -- response within 4 hours for reported issues, prioritize repairs impacting access or safety and communicating updates to affected individuals and staff.
- In terms of temporary disruptions – reasonable advance notice is provided through notice on the website, direct communication and signage which includes details about duration, reason and available alternatives, where possible provide interim accommodations, log and review all disruptions for improvement.

Feedback

The Municipality welcomes feedback from the public on accessibility policies, programs and services to help identify and address barriers. Feedback will be acknowledged and reviewed promptly.

Contact:

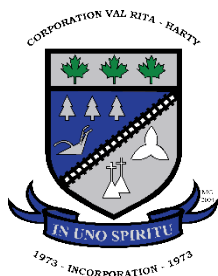
Administration, Corporation of the Township of Val Rita-Harty

Telephone: 705-335-6146

Email: clerk@valharty.ca

Availability of the public plan

This Multi-Year Accessibility Plan are available at the Municipal Office and the municipal library. The Plan will also be available on the municipal website, which is in a format accessible by persons using a reading software for computers. The Plan is available in alternate formats, upon request.



Municipalité de Val Rita-Harty Municipality

Item #:	Personnel responsable / staff: Treasurer
Date February 17, 2026	pour / for: conseil / Council
Sujet / Re : OCWA 2026 Major Maintenance/Capital Works Amendements	

Description:

An amendment to the 2026 Major Maintenance/Capital Works estimates as approved by Council in the amount of \$ 50,400 on December 9th, 2025 has been received and requires approval by system owner. The amendment includes emergency repairs and requests to proceed.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council hereby receive the Ontario Clean Water Agency capital expenditures request as amended and direct the Treasurer to include estimates in the 2026 budget for these services and sign the requests to proceed.

Financial Implications: 2026 Budget \$ 145,400

Rapport soumis par / respectfully submitted:

Leanne Crozier
Treasurer

 Outlook

Expenditure request - Val Rita Free Chlorine Analyzer Replacement

From Claude Rancourt <CRancourt@ocwa.com>

Date Tue 2026-02-10 11:50 AM

To Leanne Crozier <Leanne@e4m.solutions>; publicworks@valharty.ca <publicworks@valharty.ca>

Cc Patti O'Handley <PO'Handley@ocwa.com>

 1 attachment (189 KB)

ExpenditureApproval 5017772 - Val Rita Free Chlorine Analyzer.pdf;

Morning Leanne/Stefan,

Attached is the expenditure request for the emergency repairs; 5017772 - Free Chlorine Analyzer Replacement

Note 1: In order to remain compliant, we have install the spare group analyzer.

Note 2: The two request are project excel rows #27 & #28 - version #2 of the capital letter

For your review and approval

Merci,

Claude Rancourt C.E.T. 

Senior Operations Manager - Ontario Clean Water Agency

Northeastern Ontario Hub - Hearst Group


1215 Edward St. - Box 2560 - Hearst - Ontario - P0L1N0

Phone: 705-362-8481 - Fax: 705-362-4684 - Mobile: 705-362-2197

E-mail Invoices To: apnortheast@ocwa.com



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Expenditure Request and Approval to Proceed

OCWA Contact: Claude Rancourt
Phone: 705 3628481
Email: CRancourt@ocwa.com

Client: Municipality of Val Rita-Harty
Client Contact: Leanne Crozier, Treasurer

Part 1 - Submitted By OCWA

Work Description: Emergency 2026: Val Rita WTP Free Chlorine Analyzer Replacement 7202 **Work Order:** 5017772
Facility/Location: 7202-WTVR-F, Val Rita & Harty WTP & DS, Facility **Work Type:** CAP
Total Cost: \$11,409.18 **Project Start Date:**

It is recognized that this is a budget estimate and the final price and/or start date may vary. OCWA will provide additional justification where the final invoice price varies from the estimate by more than 10%

Work Details:

Scope of work
 -
 Procure and purchase replacement parts, remove the defective equipment and install the new equipment, commissioning.
 This is specified in the facility design documents and in the Drinking Water Works Permit issued by the Ministry of Environment, Conservation and Parks (MECP). There is a requirement to maintain all systems in proper operating condition under the terms of the Drinking Water Works Permit.
 Included are approximate freight and and approx. 250\$ contingency funds for unknown variables/expenses

NOTE: Final invoice will reflect incurred all project expenses. The prices quoted herein are based on the current tariff rates, duties, government charge the date of this quote.

Item/Description	Qty/Hrs	Unit Price	Amount
Labour			
ELECT	8	\$95.00	\$760.00
Materials			
Electrical Components	1	\$150.00	\$150.00
Shipping (Approx)	1	\$100.00	\$100.00
Material	1	\$8,500.00	\$8,500.00
Contingency (if required)	1	\$250.00	\$250.00
Meals, Tools	1	\$100.00	\$100.00
Non-Recoverable Tax Expense*		1.76%	\$160.16
SUBTOTAL			\$10,020.16
Administrative Fee		15.0%	\$1,389.02
TOTAL			\$11,409.18

**OCWA has been designated as a municipality and therefore only receives 11.24% of the 13% HST paid on applicable purchases. The remaining 1.76% is a cost to OCWA and included in the cost of this work.*

Submission Prepared By:

Claude Rancourt
 Name (Print)

Claude
Rancourt

Digitally signed by
 Claude Rancourt
 Date: 2026.02.10
 11:29:44 -05'00'

Signature

February 10, 2026

Date

Authorized Representative for the Ontario Clean Water Agency

PART 2 - To be Completed by Client

Approval to Proceed:



Expenditure Request and Approval to Proceed

OCWA Contact: Claude Rancourt
Phone: 705 3628481
Email: CRancourt@ocwa.com

Client: Municipality of Val Rita-Harty
Client Contact: Leanne Crozier, Treasurer

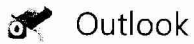
Approved
 Declined
 Deferred
 Comment:

Upon approval, The Ontario Clean Water Agency is authorized to proceed with the project/expenditure according to the description and cost estimate provided above. This may include but is not limited to the hiring of sub-contractors, consulting firms, etc. as required. The Client agrees to pay OCWA the costs associated with this work upon its completion based on the terms of the Client's agreement with OCWA.

Approved By:

Name (Print)	Signature	Date
--------------	-----------	------

Authorized Representative
 Municipality of Val Rita-Harty
 106 Government Road P.O. Box 100
 Val Rita , Ontario
 P0L 2G0



Expenditure request - Val Rita High Lift Disconnects

From Claude Rancourt <CRancourt@ocwa.com>

Date Tue 2026-02-10 9:21 AM

To Leanne Crozier <Leanne@e4m.solutions>; publicworks@valharty.ca <publicworks@valharty.ca>

Cc Patti O'Handley <PO'Handley@ocwa.com>

 2 attachments (481 KB)

Recommendation Letter_20251107105715308.pdf; ExpenditureApproval 5017683 - Val Rita High Lift Disconnects.pdf;

Morning Leanne/Stefan,

Attached is the expenditure request for the emergency repairs:

- 5017683 - Val Rita High Lift Disconnects

For your review

Merci,

Claude Rancourt C.E.T. 

Senior Operations Manager - Ontario Clean Water Agency

Northeastern Ontario Hub - Hearst Group

1215 Edward St. - Box 2560 - Hearst - Ontario - P0L1N0

Phone: 705-362-8481 - Fax: 705-362-4684 - Mobile: 705-362-2197

E-mail Invoices To: apnortheast@ocwa.com



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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Expenditure Request and Approval to Proceed

OCWA Contact: Claude Rancourt
Phone: 705 3628481
Email: CRancourt@ocwa.com

Client: Municipality of Val Rita-Harty
Client Contact: Leanne Crozier, Treasurer

Part 1 - Submitted By OCWA

Work Description: Emergency 2026: Val Rita High Lift Disconnects Replacement 7202 **Work Order:** 5017683
Facility/Location: 7202-WTVR-F, Val Rita & Harty WTP & DS, Facility **Work Type:** CAP
Total Cost: \$7,605.90 **Project Start Date:**

It is recognized that this is a budget estimate and the final price and/or start date may vary. OCWA will provide additional justification where the final invoice price varies from the estimate by more than 10%.

Work Details:

Scope of Work
 -
 As per Intact Equipment Breakdown Inspection - 8 Des Aulnes Avenue, Val Rita, ON;
 Recommendation Number: 2025-11-01 – Important
 We recommend that three pump 30A 600V disconnect should be repaired or replaced ASAP due to current rusted and risky for operation conditions. See insurance report provided by email.
 Procure and purchase replacement parts, remove the defective equipment and install the new equipment, commissioning.
 This is specified in the facility design documents and in the Drinking Water Works Permit issued by the Ministry of Environment, Conservation and Parks (MECP). There is a requirement to maintain all systems in proper operating condition under the terms of the Drinking Water Works Permit.
 Included are approximate freight and and approx. 250\$ contingency funds for unknown variables/expenses
 NOTE: Final invoice will reflect incurred all project expenses. The prices quoted herein are based on the current tariff rates, duties, government charge the date of this quote.

Item/Description	Qty/Hrs	Unit Price	Amount
Labour			
ELECT	8	\$95.00	\$760.00
Materials			
Contingency (Estimate, if required)	1	\$250.00	\$250.00
Shipping (Estimate, if required)	1	\$100.00	\$100.00
Material	1	\$5,000.00	\$5,000.00
Misc Electrical Hardware	1	\$250.00	\$250.00
Meals, Tools, Room	1	\$250.00	\$250.00
Non-Recoverable Tax Expense*		1.76%	\$102.96
SUBTOTAL			\$6,712.96
Administrative Fee		15.0%	\$892.94
TOTAL			\$7,605.90

**OCWA has been designated as a municipality and therefore only receives 11.24% of the 13% HST paid on applicable purchases. The remaining 1.76% is a cost to OCWA and included in the cost of this work.*

Submission Prepared By:

 Claude Rancourt
 Name (Print)

Claude
Rancourt

Digitally signed by
 Claude Rancourt
 Date: 2026.02.10
 09:18:38 -05'00'

 Signature

February 10, 2026

 Date

Authorized Representative for the Ontario Clean Water Agency

2/10/26 09:14:33

Expenditure Request and Approval to Proceed

OCWA Contact: Claude Rancourt
Phone: 705 3628481
Email: CRancourt@ocwa.com

Client: Municipality of Val Rita-Harty
Client Contact: Leanne Crozier, Treasurer

PART 2 - To be Completed by Client

Approval to Proceed:

Approved
 Declined
 Deferred
 Comment:

Upon approval, The Ontario Clean Water Agency is authorized to proceed with the project/expenditure according to the description and cost estimate provided above. This may include but is not limited to the hiring of sub-contractors, consulting firms, etc. as required. The Client agrees to pay OCWA the costs associated with this work upon its completion based on the terms of the Client's agreement with OCWA.

Approved By:

Name (Print)	Signature	Date
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Authorized Representative

Municipality of Val Rita-Harty
 106 Government Road P.O. Box 100
 Val Rita , Ontario
 P0L 2G0



Ontario Clean Water Agency
2085 Hurontario Street Suite 500
Mississauga, Ontario
L5A4G1

Date: 07 November 2025

Reference No: 1154441

Policy No: REB926133

Contact: Philip Dillon Backup

Location of Risk: 8 DES AULNES AVENUE
VAL RITA, Ontario

Recent Risk Control Assessment – Plan of Action Required Within 30 Days

Hello,

At Intact Insurance, we are committed to providing exceptional customer service and insurance solutions for you and your business. We would like to thank you for your time on 04 November 2025. The objective of this assessment was to help improve and manage identified hazards to minimize risk and loss potential.

Recommendation(s) in the attached summary outline risk control issues that require your immediate attention. Please review the recommendation(s) and respond within 30 days from the date of this notification advising how the recommendation(s) were addressed. If not completed, include your plan for completion. Recommendations identified as "Critical" require immediate attention due to their high potential for losses.

Please refer to the above-noted policy number or Risk Control Services Reference/ID Number during all communications.

We appreciate that you've chosen Intact Insurance to help protect what's important to you.

Sincerely,

A handwritten signature in black ink that reads "James Chen".

James Chen
Intact Insurance Risk Control
2 Prologis Blvd
Mississauga, Ontario L5W0G8
Telephone: 365-384-0939
Email: james.chen@intact.net

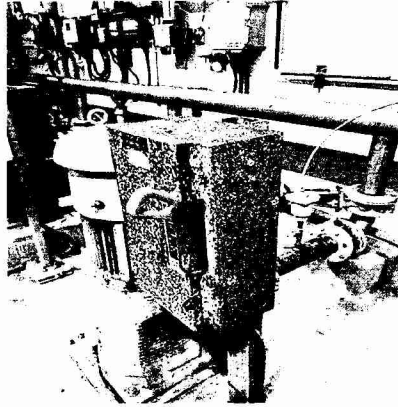
Copies to: 51623583 - MARSH CANADA LIMITED (RISK MANAGEMENT)

This report and any recommendation made herein are solely for insurance practices. The report should not, in any fashion, be used or considered by persons or entities other than the insured. The information contained in this report is based on conditions and practices observed at the time of the visit and information shared by management and personnel. It does not, in any way, purport to identify all hazards or deficiencies, or imply that other hazards or deficiencies do not exist. No representation is made by Intact Insurance that the Insured is compliant with any governmental, regulatory, or other requirement, law, standard, or practice. Furthermore, Intact Insurance does not represent that the implementation of any measure suggested in the report will necessarily eliminate the risk of loss or exposure that the Insured may face.

RECOMMENDATION(S):

Recommendation Number: 2025-11-01 – Important

We recommend that three pump 30A 600V disconnect should be repaired or replaced ASAP due to current rusted and risky for operation conditions.



(10-Year Recommended Capital/Major Maintenance from 2026 to 2035)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate										Compliance	DWQMS RA Outcome*	Health and Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project	
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035										
Municipal Capital Projects - OCWA Recommendations for funding application																					
1	Val Rita Lagoon - Structure work and valving																				
2	New SPS Generator, to prevent sewer backup and/or minimize VAC Truck expense																				

Municipal emerging issues																				
None																				

OCWA Municipal Support - Additional services (contact your Business Development Manager for the following services)																				
Resources Management																				
Financial and Capital Planning (Capital Planning, Capital Financing and Procurement Services)																				
Asset Planning and Asset Management (Asset Management Plans & Strategies, Asset Data Reliability & Accuracy Studies, Resiliency Planning)																				
Engineering and Capital Delivery (Design, Construction, Commissioning and Start-up)																				
Training																				
Utility Management (Emergency Services, Regulatory Advisory, Asset Management Advisory, Process & Energy Advisory, Automation & Innovative Technologies)																				
First Nation Support																				

Water Treatment Plan (WTP) - Recommended Capital Expenditures (Note: Invoiced separately by projects)																						
1	Well #2 Repair / Replacement - Mandatory	\$10,000																			●	Repair or replace the well pump by Certify Technician. Try to coordinate similar work with Opasatika
2	High Lift Corroded Disconnects Replacements - New, 2025 Insurance Recommendation - Mandatory	\$10,000																				Needs to be replaced as per insurance / TSSA recommendation
3	Free Chlorine Analyzer Replacement 2021 - Deferred many years - Defective - Mandatory	\$8,000																				Probe type unit, less supplies to maintain. Button are corroded, can't access menu to do calibration work. No longer repairable. Needs to be replaced
4	Backflow Preventer - Purchase and Installation - Deferred 2022	\$5,000																				Need to be installed by Certify Technician
5	Raw Water Valve - Replace faulty actuator	\$5,500																				New Valve & Actuator
6	Raw Water Valve on UPS power - Deferred 2022	\$2,000																				Electrical work
7	Clearwell - Cleaning, Inspection and Report (10y) - 2021 - Deferred, many years - RFP, Estimated @ 75K	\$75,000																				Remove residue accumulation hence reduces bi-products like THM, HAA's, ect.. Last cleaning/inspection was done back in Dec 2009, using ROV - noted 9-12" of debris accumulation.
8	Clearwell Valve Replacement, to be added to RFP																					Faulty isolation valve, get quotes for work, robot cleaning maybe not an viable option required,
9	Clearwell miscellaneous, to be added to RFP																					To be added to RFP, exterior water storage or tanker, piping, pumps, BWA, sampling requirements, ect..
10	Clearwell - engineering service, to be added to RFP																					Not required unless structural defects are found during cleaning process
11	Clearwell - Inspection and Report (5y)																					ROV inspection
12	HVAC System & Engineering Service - 2020 - Deferred RFP, Estimated @ 80K		\$80,000																			Chlorine fumes/corrosion, need adequate ventilation in plant
13	MCC Repair or Replace - RFP, Estimated @ 80K			\$80,000																		
14	PLC & SCADA Upgrade - RFP, Estimated @ 100K				\$100,000																	
15	Chemical Pumps and Controllers - 2021 & 2022 - Deferred, RFP, Estimated @ 75K					\$75,000																Was noticed as defective during MECP inspection. Requires 8 chemical pumps and 4 controllers
16	Filter System Valves and Actuators						\$40,000															
17	Filter System Rehabilitation (Paint, Diffusers, Drainage System, Media)							\$50,000														
18	Fire Pump Replacement								\$60,000													Access to the plant remotely
19	Secondary High Lift - Lead Pump Replacement									\$50,000												Check Valves, New flowmeter & replace piping
20	Secondary High Lift - Lag Pump Replacement										\$50,000											Water treatment train should be replaced as it is rusted and in bad condition. The plant is near the end of it's life.

(10-Year Recommended Capital/Major Maintenance from 2026 to 2035)

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		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035									
21	Primary High Lift - Lead Pump Repair/Replace										\$20,000		X	X	X	X	X			
22	Primary High Lift - Lag Pump Repair/Replace										\$20,000		X	X	X	X	X			
23	Building - Barrier / Protection for Generator (2020 - Deferred)	Client responsibility											X	X	X		X			Need some protection around generator, cement barriers to prevent vehicles accidents
24	Building Repair - Office Space and a washroom (2020 - Deferred)	Client responsibility												X	X		X			We need a dry place to store the electronic equipment and the plants documents
25	Building Repair - Electrical Receptacle(s), on exterior walls (2020 - Deferred)	Client responsibility												X	X		X			To plug a vehicle in the winter or other exterior use receptacle
26	Building - Other Repairs, as required	Client responsibility												X	X		X			The mortar between the bricks on the outside walls is cracking and should be repaired. Suggest budgeting (Carry over from 2016)
27	Boiler/Pressure Vessel - TSSA Inspection (3y)			\$500			\$500			\$500		X		X	X		X			Pressure Tank TSSA Inspection
28	Wells Inspections (5y to 7y)						\$35,000					X	X	X	X	X	X			Last Inspection done by IWS in May 2023
29	Well Pump Repair/Replace, if required (5y to 7y)						\$5,000					X	X	X	X	X	X			
	Total Estimate - WTP Recommended Capital		\$115,500	\$80,000	\$80,500	\$100,000	\$115,000	\$100,500	\$60,000	\$50,000	\$50,500	\$40,000								

(10-Year Recommended Capital/Major Maintenance from 2026 to 2035)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref.	Scope of Work	Cost Estimate										Compliance	DWQMS RA Outcome*	Health and Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project	
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035										
Water Treatment Plan (WTP) - Annual Maintenance (Note: Invoiced quarterly under one invoice, subtotal by projects)																					
1	Chemical - Pumps and Analyzers - Parts and Maintenance Kits	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	X		X	X			X		Keeps the equipment in good operating condition, prevents call-outs
2	Chemical - Feed lines - Teflon tubing & PVC fitting (Stock)		\$1,500			\$1,500			\$1,500			\$1,500					X		X		The chemical feed lines (tubing) needs to be replaced periodically and re-stock pvc fittings
3	Chemical - Drum Pump, Repair and/or Replace - 3y		\$2,000			\$2,000			\$2,000			\$2,000			X	X	X				Maintenance, Repair or Replace as needed
4	Generator - Annual Maintenance	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	X	X	X						Keeps the equipment in good operating condition, prevents call-outs
5	Generator - Re-fuel, as required	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	OCWA to coordinate with CLIENT	X	X	X						As required
6	Generator - Batteries - 5y				CLIENT Responsibility						CLIENT Responsibility		X		X						Battery replacement recommended every 5 years
7	Generator - Load Test - CSA - 3y			CLIENT Responsibility					CLIENT Responsibility				X		X						Load testing recommended every 3 years
8	Backflow Preventer - Inspection and Certification	n/a	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	X	X	X						Need to be installed by Certify Technician, closest in Timmins
9	Fire extinguishers - Inspection and Certification	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility			X						The ABC extinguisher must be recharge and tested every 6 years, \$40 each approx. ABC extinguisher replacement cost is \$100/each.
10	DWQMS Audits and Accreditation	\$1,000	\$1,000	\$4,500	\$1,000	\$1,000	\$4,500	\$1,000	\$1,000	\$4,500	\$1,000	\$1,000	X								Off-site for 2 years, On-site on the 3 year
11	MDWL Application - Municipal Financial Plan - 6 year period	CLIENT Responsibility					CLIENT Responsibility						X								Application must include a copy of the council resolution approving an updated 6 year financial plan
12	MDWL - License Renewal Application - 5y	\$1,800					\$1,800						X								Next due date in 05/05/2026
13	PTTW Application - 10y					\$2,000							X								Next due date in 03/27/2030
14	New Sampling Requirements in MDWL (Algae Bloom, etc..)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	X								Not required at this time, unsure of parameters and cost
15	Confined Space Equipment - Inspection and Certification	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			X						The cost to maintain a complete confined space entry unit is split between participating municipalities, which decreases the price of maintenance considerably. All the equipment is kept in a cargo trailer supplied and maintained by OCWA.
16	HVAC Maintenance and Inspection	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility			X	X					Keeps the equipment in good operating condition, prevents call-outs
17	Lifting Devices Inspection and Certification	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility			X						To ensure the lifting equipment is safe for use
18	Extra Chemical Cost - Estimate	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000									
19	PLC & HMI Programming & Maintenance Work (Estimate, if required)	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	X					X			Keeps the equipment in good operating condition, prevents call-outs
Total Estimate - WTP Annual Maintenance		\$12,800	\$16,000	\$16,000	\$12,500	\$18,000	\$17,800	\$12,500	\$16,000	\$16,000	\$12,500										

Water Distribution (WD) System - Recommended Capital Expenditures (Note: Invoiced separately by projects)																					
1	Distribution System - Valve Turning Trailer - Activation and Report		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500					X					Valve Turning Trailer equipped with tools to do the repairs
2	Distribution System - Valve Exercising Program and Report		OCWA Responsibility		OCWA Responsibility		OCWA Responsibility		OCWA Responsibility		OCWA Responsibility						X				OCWA has a distribution valve exercising program, to maintain the system in good order a list of defective valves are supplied for follow up repairs.
3	Fire Hydrant Winterizing - Food Grade Antifreeze	\$500		\$500		\$500		\$500		\$500					X	X					Winterized with food grade antifreeze
4	Fire Hydrant - Flushing and Winterizing Program and Report	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility			X	X					OCWA has a fire hydrant flushing and winterizing program in place every fall to flush the distribution system and to test the hydrants. A list of defective hydrants is supplied for follow up repairs.
5	Linear Asset - Field Validation	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	X	X	X		X				Locate, collect and validate underground assets,, RHM will rationale to client
6	Linear Asset - GIS Management	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	X	X	X		X				GIS Management & Mapping, RHM will rationale to client

(10-Year Recommended Capital/Major Maintenance from 2026 to 2035)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref.	Scope of Work	Cost Estimate										Compliance	DWOQS RA Outcome*	Health and Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035									
7	Fire Hydrant - Inventory - Repairs Kits & Spare	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility				X			X		Must meet MDWL requirement (NSF, etc..)
8	Fire Hydrant - Flow Testing	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services			X						NFPA requirement
9	Distribution System - Valves Inventory - Repairs Kits & Spare	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility				X			X		Must meet MDWL requirement (NSF, etc..)
10	Distribution System - Swabbing	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services				X					A swabbing program should be in place to minimize the formation of slime on the pipes walls.
Total Estimate - WD Recommended Capital		\$500	\$2,500	\$500	\$2,500	\$500	\$2,500	\$500	\$2,500	\$500	\$2,500									

Val Rita and Harty Wastewater Lagoons (WWTP) and Collection Systems (WVC) - Recommended Capital Expenditures (Note: Invoiced separately by projects)																					
1	CLI - Significant Drinking Water Threat Assessment 2025 - Declined - OCWA Estimate - Mandatory	\$1,100																			Mandatory
2	CLI - Wet Weather Flow Assessment - O&M Manual 2025 - Declined - OCWA Estimate - Mandatory	\$3,000																			Mandatory
3	CLI - Sanitary System - O&M Manual 2025 - Declined - OCWA Estimate - Mandatory	\$7,500																			Mandatory
4	CLI - Stormwater - O&M Manual - OCWA Estimate - Mandatory	\$5,000																			Mandatory
5	Auberge Inn SPS - Control Panel Upgrade & Install		\$60,000															X		X	The panel need to be replaced, Bottom is rusted out, estimate at 60K. OCWA personnel can not open these for H&S reason - Electrical Shock. If needed, they are directed to contact an electrician 24-7.
6	Auberge Inn SPS - New Pumps, Guidepoles, Piping			\$45,000														X		X	
7	Auberge Inn SPS - Generator Hookup				\$7,500														X		
8	Portable Generator - Purchase	CLIENT Responsibility																	X		To prevent the use of VAC truck service, prevent basement floodings
9	Trailer Park SPS - Pump Repair / Refurbished (10y)					\$10,000	\$10,000											X	X	X	To ensure proper operation of station, prevent flooding
10	Auberge Inn SPS - Pump Repair / Refurbished (10y) - 2038																	X	X	X	
11	Val Rita and Harty Lagoons - Road and Berm Maintenance (Gravel, Grass, Alders, Cattails, etc..)	CLIENT Responsibility			CLIENT Responsibility			CLIENT Responsibility			CLIENT Responsibility								X	X	
12	Val Rita and Harty Lagoons - Sludge Level Assessment	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services								X		An assessment should be done to determine the amount of sludge in the lagoon
13	Val Rita and Harty Lagoons - Fence and Gate Repairs	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility								X	X	Security
14	Val Rita Lagoon - Effluent structure valve replacement	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility								X		
15	Val Rita Lagoon - Interconnecting valve issue	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility								X		
16	Val Rita Lagoon - Discharge Pipe Repairs	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility								X		This is at the very end of discharge pipe (1K)
17	Val Rita Collection System - Manhole Inspection and Report	OCWA Responsibility		OCWA Responsibility		OCWA Responsibility		OCWA Responsibility		OCWA Responsibility									X	X	X
18	Val Rita Collection System - Camera Inspection and Report	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services								X		
19	Val Rita Collection System - Smoke Testing Inspection and Report	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services								X		
20	Val Rita Collection System - Cleaning	CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility									X		VAC Truck with Spool (2.5K/Day)
21	Val Rita and Harty Storm Sewer System - Camera Inspection and Report	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services	OCWA Quote for Services								X		
22	Val Rita and Harty Storm Sewer System - Cleaning	CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility									X		VAC Truck (2.5K/Day)
23	Val Rita - Trailer Park SPS and Auberge SPS - Wet Well Cleaning		CLIENT Responsibility			CLIENT Responsibility		CLIENT Responsibility		CLIENT Responsibility									X		

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		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035									
	Total Estimate - WWTP and WWC Recommended Capital	\$16,600	\$60,000	\$45,000	\$7,500	\$10,000	\$10,000	\$0	\$0	\$0	\$0									

Val Rita and Harty Wastewater Lagoons (WWTP) and Collection Systems (WWC) - Annual Maintenance (Note: Invoiced quarterly under one invoice, subtotal by projects)																				
1	CLI ECA - Annual Review	N/A	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	X			X				
2	CLI - Waste Water Annual Report, intergrated with water	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	OCWA Responsibility	X			X				
3	CLI - Storm Water Annual Report	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	CLIENT Responsibility	X			X				
4	Lagoon - Alum Treatment	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	X							To treat phosphorus levels with dry alum, estimated around 750\$
5	SPS Generator - Annual Maintenance - Defective Unit	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	X		X	X				Keeps the equipment in good operating condition, prevents call-outs
6	SPS Generator - Re-fuel - if required	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	X		X	X				
7	SPS Generator - Batteries - 5y				Cancelled							Cancelled				X				Battery replacement recommended every 5 years
8	SPS Generator - Load Test - CSA - 3y			Cancelled				Cancelled				Cancelled				X				Load testing recommended every 3 years
	Total Estimate - WWTP and WWC - Annual Maintenance	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000								
	Total Capital Estimate	\$145,400	\$159,500	\$143,000	\$123,500	\$144,500	\$131,800	\$74,000	\$69,500	\$68,000	\$56,000									

2026 Recommended Capital Presented by: Claude Rancourt
2026 Recommended Capital Approved by: Name

* NOTE: a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's infrastructure review

- Legend:
- H High priority recommended to be completed in upcoming year
 - M Medium priority recommended to be completed in 1 to 3 years
 - L Low priority recommended to be completed in years 4 to 5
 - TBA To Be Assessed - More information required, recommended to be complete in the said
 - RFP Request For Proposal Required

The Corporation of the Township of Val Rita-Harty
Council Statement of Remuneration and Expenses
For the Period from January 1st, 2025 to December 31st, 2025

Per Municipal Act RSO 2001, Section 284 (1, 2); Township By-law 1155-23

Elected Position	Name	Honorariums	Expenses	Total
Mayor	Johanne Baril	\$ 8,838.96	\$ 3,000.00	\$ 11,838.96
Councillor	Angele Beauvais	\$ 7,181.04	\$ 3,000.00	\$ 10,181.04
Councillor	Roger Lachance	\$ 7,181.04	\$ 3,000.00	\$ 10,181.04
Councillor	Steven Lambert	\$ 1,795.26	\$ 750.00	\$ 2,545.26
Councillor	Carole Lessard	\$ 1,741.26	\$ 750.00	\$ 2,491.26
Councillor	Alain Tremblay	\$ 7,181.04	\$ 3,000.00	\$ 10,181.04
Total remuneration and expenses paid to Council				\$ 47,418.60

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1236-26

BEING A BYLAW TO AMEND BYLAW NO. 1139-22, TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COORDINATOR AND ALTERNATE COORDINATORS.

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.

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 and Ontario Regulation 380/04 requires the formulation and implementation of an emergency plan by the Council of the community.

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. Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Preamble

Council for the Corporation of the Municipality of Val Rita Harty ("Council"), by means of Bylaw No. 1139-22, has adopted an emergency management program and an emergency response plan to meet other requirements under the *Emergency Management and Civil Protection Act*.

Decision

Council for the Corporation of the Municipality of Val Rita Harty deems it expedient to amend Bylaw No. 1139-22 with the appointment of a Community Emergency Management Coordinator and two (2) Alternate Community Emergency Management Coordinator.

Direction

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

1. That Phoenix Emergency Management Logic (Jeff Edwards) is hereby appointed to provide emergency management services including such services as Community Emergency Management Coordinator for the Corporation of the Township of Val Rita-Harty.
2. That Schedule "A", attached to and forming part of this bylaw, outlines the Level 2 Services to be provided by Phoenix Emergency Management Logic, 2026 level of compensation and responsibilities.
3. That Roger Lachance and Bert Filion be hereby appointed as Alternate Emergency Management Coordinators for the Corporation of the Township of Val Rita-Harty.
4. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-035 this 17th day of February, 2026.

Mayor

Deputy Clerk

Schedule “A”

To Bylaw No. 1236-26

Agreement details with Phoenix Emergency Management Logic (Jeff Edwards)

1. Provision of CEMC services which includes:
 - Yearly emergency management program improvements: (2026 – review and updating of Emergency Response Plan, the 2027-2028 Evacuation Plan, the 2028-Generator Plan).
 - Ensuring Municipality is compliant with the *Emergency Management and Civil Protection Act*.
 - Provide in person training and exercise.
 - Respond to emergencies if available.
2. 2026 Compensation in the amount of \$8,000.
3. Travel to the Municipality of Val Rita-Harty for in person training and exercise at a cost of \$2,500.
4. Term of current appointment: One (1) year 2026
Renewal for subsequent years will require resolution from the Council.
5. That any material developed by Phoenix Emergency Management Logic for the Township of Val Rita-Harty will not be shared with other municipalities who are not the municipalities that are part of the amalgamation of CEMC Services, unless agreed to by the Township of Val Rita-Harty and Phoenix Emergency Management Logic.
6. That PEML shall maintain detailed and accurate records, copies of which shall be maintained on file at the Township of Val Rita-Harty municipal office.

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1237-26

BEING A BYLAW TO ADOPT THE MUNICIPAL ELECTION ACCESSIBILITY PLAN, THE USE OF MUNICIPAL RESOURCES POLICY AND THE RECOUNT POLICY AND TO REPEAL BYLAW NO. 1119-22.

Legal Authority

Scope of Powers

Section 12.1 of the *Municipal Elections Act, 1996, S.O.1996, c.32*, as amended, provides that the Clerk is responsible for conducting the Municipal Elections and prepare a plan regarding identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting in a regular election. establishing policies and procedures to ensure that all electors have the ability to fully participate in the 2026 municipal elections.

Section 88.18 of the *Municipal Elections Act 1996, S.O.1996, c.32*, as amended, states that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period. The policy also reflects the provisions of Sections 88.8(4) and 88.12(4) of the Act, which prohibits municipalities from making contributions to candidates or registered third parties in the form of money, goods or services.

Section 56 (3) of the *Municipal Elections Act 1996, S.O.1996, c.32*, as amended, states that a Municipality may, by bylaw, adopt a policy with respect to the circumstances in which the municipality requires the Clerk to hold a recount of the votes case in an election. For a regular election the bylaw is to be passed on or before May 1 in the year of the election and with respect to a by-election it is to be passed more than 60 days before voting day.

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. Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Preamble

Council for the Corporation of the Municipality of Val Rita Harty (“Council”) considers it advisable to adopt the plan and policies.

Decision

Council for the Corporation of the Municipality of Val Rita Harty deems it expedient to adopt a Municipal Elections Accessibility Plan, a policy for Use of Municipal Resources and a Recount policy.

Direction

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

1. That the Municipal Elections Accessibility Plan, attached as Schedule “A”, forms part of this Bylaw.
2. That the Use of Municipal Resources Policy, attached as Schedule “B”, forms part of this Bylaw.
3. That the Recount Policy, attached as Schedule “C”, forms part of this Bylaw.
4. That Bylaw No. 1119-22 be hereby repealed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-36 this 17th day of February, 2026.

Mayor

Deputy Clerk



CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**Approved February 17, 2026
Resolution No. 26-036
Schedule "A" to Bylaw No. 1237-26**

2026 Municipal Election Accessibility Plan

This plan is for use in the 2026 Municipal Election in conjunction with the Municipality's Multi Year Accessible Policy.

The Township of Val Rita-Harty abides by the following principles when conducting the Municipal Elections

- Integrity of process maintained throughout election;
- Secrecy and confidentiality of the individual vote;
- Election is fair and non-biased;
- Election is accessible to the voters;
- Certainty that results reflect votes cast;
- Voters and candidates treated fairly and consistently.

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1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Corporation of the Township of Val Rita-Harty, hereinafter referred to as the "Municipality".

The Municipality of Val Rita-Harty is committed to providing all of our services in an accessible and barrier-free manner.

This plan is developed in accordance with the *Municipal Elections Act, 1996, S.O. 1996, c.32*, the *Ontarians with Disabilities Act, 2001 (ODA)* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. The policy ensures that the 2026 Municipal Election is consistent with the core principles of the Acts. This planning document was developed in advance of the election to identify measures to be taken and reported to Council following the election.

2. LEGISLATIVE REQUIREMENTS

The Municipal Clerk is responsible for conducting the Municipal Elections and establishing policies and procedures to ensure that all electors have the ability to fully participate in the 2022 Municipal Elections.

The Municipal Elections Act, 1996, S.O. 1996, c.32, states that:

12.1 (1) – A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12.1 (2) – The Clerk shall prepare a plan regarding the identification, removal and preventions of barriers that affects electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

12.1 (3) – Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

41 (3) – The Clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).

45 (2) – In establishing the locations of voting places, the clerk shall ensure that each voting places is accessible to electors with disabilities.

3. SCOPE

This plan is intended to highlight measures that the Municipality of Val Rita-Harty will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That persons with disabilities are able to independently cast their vote and verify their selection.

- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as notices, bulletins, the Municipal website and social media.
- That the voting assistance location is accessible.

4. DEVELOPMENT OF THE POLICY AND REVIEW

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. In order to develop the plan, several steps were taken in order to ensure that the statutory requirements were met, and a feasible implementation plan was in place. During the development of the 2026 Municipal Election Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities are able to vote in a positive customer service environment and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

This policy will be reviewed every four (4) years prior to the Municipal Elections or whenever it is deemed necessary to update as new barriers or improvements are identified or if there is a change in legislation.

5. VOTING METHODS

The 2026 Township of Val Rita-Harty Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone, internet or in-person at the Voter Help Centre during the October 19 – 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home or anywhere in the world during the designated voting period. The online voting presents a modern, efficient, and accessible way for electors to participate. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other electors. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at the in-person Voter Help Centre offered at the Municipal Community Centre facility throughout the voting period.

5.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and the PIN number contained in their Voter Information Letter to access an audio ballot. Communications barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

5.2 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

5.3 In-person Voting at Voter Help Centre

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, several dates for the Voter Help Centre and Election Day Voter Help Centre will be open to provide in-person internet voting opportunities via a laptop, tablet and touch screen monitor.

Access to the Voter Help Centre interior and voting area shall be level and slip-resistant, with the exterior main door having an automatic door opener. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards.

Doors inside the voting location that do not have an automatic opener shall be propped open for the duration of the elections to ensure that every area is completely accessible to any electors. Routine checks shall be made by Election Officials to ensure that the entrances and exits remain free of barriers.

An accessible voting area will be available at the Voter Help Centre location. The area shall have a wide area to allow for individuals who use a wheelchair, scooter or other assistive device to pass through easily enabling them to vote independently and secretly. The voting area shall be well lit and seating shall be available. Entrance and corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

5.4 Voting Booths

Voting booths which are easily accessible will be available and shall be as close as possible to the entrance/exit. Voting booths will be low in height and have a wide area to allow individuals who use a wheelchair or scooter to vote independently and secretly. Magnifiers will be made available to assist any individual with low vision as well as a note pad and a paper for individuals with a hearing impediment.

5.5. Voter Help Centre Location

For the 2026 Municipal Elections electors may attend the Voter Help Centre location throughout the voting period at the times designated.

In accordance with Section 45(1) of the *Municipal Elections Act, 1996*, the Clerk shall establish the number and location of voting places considered convenient for the electors. The Municipality will be operating the following Voter Help Centre during the Advance Voting Period:

The following outlines hours for the Voter Place Help Centre:

Corporation of the Township of Val Rita Harty - Community Centre Gym

- Monday October 19, 2026, 10 am to 4 pm;
- Wednesday October 21, 2026, 10 am to 4 pm;
- Friday October 23, 2026, 10 am to 4 pm; and
- Monday October 26, 2026, 10 am to 8 pm.

The following Voter Help Centre location will be open on Election Day, Monday October 26, 2026 from 10:00 a.m. to 8:00 p.m.

Corporation of the Township of Val Rita-Harty – Community Centre Gym

106 Government Road
Val Rita, Ontario

6. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are taken into account when determining which location(s) will be used:

6.1 Accessible Route

Proximity of the Voter Help Centre to accessible routes shall be considered in the selection of the voting location. The name and/or address of the Voter Help Centre and location shall be clearly visible. An easily navigable route will be marked for entry into the Voter Help Centre and into the voting area within the location. The voting area shall be identified with

clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

6.2 Entrance and Exit

The route to the entrance of the Voter Help Centre shall be unobstructed and accessible. The route shall be wide enough to allow an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

6.3 Parking

Accessible parking shall be available at all Voter Help Centre locations. The designated parking space shall be clearly marked and will be on firm and level ground, close to the entrance of the Voter Help Centre location. Election official(s) will monitor and enforce parking at Voter Help Centre locations throughout the day.

6.4 Health and Safety Procedures

The voting location shall have hand sanitizer and masks available for the electors. The voting booths shall be placed in a manner that encourages social distancing of at least 6 feet and shall be routinely cleaned and disinfected by an election staff.

7. VOTING ASSISTANCE

7.1 Support Person/Friend of the Voter

Pursuant to the Municipal Accessible Customer Service Policy people with disabilities shall be permitted to be accompanied by a support person at any Voter Help Centre location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

7.2 Service Animals

Pursuant to the Municipal Accessible Customer Service Policy, individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

7.3 Support persons

Electors with disabilities may be accompanied by a support person within the voting location. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

7.4 Assistive personal equipment

Electors with disabilities may use assistive personal devices including wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping.

Each voting place will be equipped with a magnifying glass to assist an individual with low vision.

7.5 Attendance on electors with disabilities by Election Officials

As per the Municipal Elections Act, 1996, section 45 (9), the Clerk or a Deputy Returning Officer shall attend on an elector with a disability anywhere within the area designated as the voting place. At the in-person Voter Help Centre location, upon request, Election Officials are available to assist any voter who requires assistance in casting their online ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

7.6 Campaign expenses

Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability that are directly related to the disability and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

8. COMMUNICATION

The 2026 Municipal Election Accessibility Plan will be made available at the Municipal Administration Office bulletin board and by way of the website at www.valharty.ca. Alternative formats will be made available upon request.

8.1 Election Materials

The Municipality is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Municipality and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Municipality or is supplied by a third party, the Municipality will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Municipality will be provided in a Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Municipality on the website in relation to the election will be compliant with WCAG 2.0 Level AA, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2026 municipal election shall incorporate audio and captioning.

8.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality's control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Municipal website – Election Section. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

9. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible.

10. FEEDBACK

The Municipal Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Town can improve the delivery of an accessible Election. This Plan is a living document and will continue to undergo changes. Please provide us with your feedback so we know how to best provide an accessible election. Feedback on this Plan can be submitted by using the contact information provided at the end of this plan.

Individuals requiring this information in a different format may contact the Administration Office at 705-335-6146 or by email: clerk@valharty.ca

11. REPORTING

Pursuant to Section 12.1 of the Municipal Elections Act, 1996, within 90 days after voting day, the Township of Val Rita-Harty Clerk or designate shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

12. CONTACT INFORMATION

Any questions or comments regarding this plan or the accessibility of the elections shall be directed to the Clerk:

Email: clerk@valharty.ca

Telephone: 705-335-6146

13. ACCESSIBLE ELECTIONS CHECKLIST

To ensure all voting locations are free of barriers and are accessible to all electors, a checklist has been developed for election staff to use when conducting the site visit of the voting location.

Voting Location: Township of Val Rita-Harty Community Centre Gym

- Barrier free on the path of travel from the parking lot/sidewalk
- Barrier free in the parking lot
- Barrier free in the inside of the voting location
- Equipped with door operators or accessible doors
- Well lit

Individual Voting Booths are:

- Equipped with laptop
- Equipped with magnifying glass sheet
- Equipped with chairs
- Equipped with election signage outlining directions for Internet Voting
- Equipped with a notepad and a pencil for electors with hearing impediment

Voting location is clearly identified by:

- Ensuring there is designated or reserved parking for electors with disabilities at each voting location where parking is available
- Ensuring the parking spaces are clearly marked with accessibility symbols or signs
- Providing appropriate signage at voting places
- Ensuring electors with accessibility needs are directed to the accessible voting entrance by prominent signage



**CORPORATION OF THE
TOWNSHIP OF VAL RITA-HARTY**

**Approved February 17, 2026
Resolution No. 26-036**

Schedule "B" to Bylaw No. 1237-26

Use of Municipal Resources

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Schedule "B" **To Bylaw No. 1237-26**

Use of Municipal Resources during Election Period

1. POLICY STATEMENT

The *Municipal Elections Act*, 1996, as amended, requires municipalities to establish rules and procedures with respect to the use of municipal resources during an election period.

Municipalities are prohibited from making campaign contributions to municipal candidates or registered third parties. As a campaign contribution may take the form of money, goods or services, this Policy provides a fair and consistent approach on how municipal corporate resources can and cannot be used during a municipal election.

This policy supports compliance with the *Municipal Elections Act*, 1996, as amended, the Council Code of Conduct, Council-Staff Relations, and the Employee Code of Conduct.

This policy has been enacted to:

- a. Protect the interest of Candidates, Third Party Advertisers, the Municipality and Staff;
- b. Ensure a consistent approach and direction to Municipal employees on how municipal resources can and cannot be used during municipal and school board election campaigns respecting a question on a ballot;
- c. Clarify that a municipality is prohibited from making a contribution to a municipal election candidate and that all municipal election candidates are required to follow the provisions of the *Municipal Elections Act*, 1996 respecting contributions during municipal election campaigns.
- d. To recognize that Members of Council are holders of their office until the end of the term and support them in continuing to fulfill their responsibilities as Members of Council. Nothing in this Policy shall preclude a Member of Council from performing their duty as an elected official, nor inhibit them from representing the interests of their constituents, even during a municipal election. Members of Council are accountable for their adherence to this Policy.
- e. Allow the Municipality to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third party advertiser or political party is provided with an unfair advantage.

2. SCOPE

This policy applies, where applicable, to municipal council and school board elections or by-elections.

This policy applies to:

- all candidates for a municipal election or by-election;
- all elected officials of the town including those not seeking re-election;
- all municipal staff, including E4m consultants; and
- registered third parties; and members of the public.

3. DEFINITIONS

Act: means the *Municipal Elections Act, 1996 S.O. 1996, C32, as amended*.

Campaign contribution: anything of value given to influence an election, may take the form of money, goods, or services.

Campaign related activities: any activity by or on behalf of a registered candidate, registered third party, or question on a ballot meant to elicit support during the election period.

Campaign materials: any materials, including political advertising, used to solicit votes for a candidate(s) or question in an election or any materials that promote or oppose the candidacy of a person for elected office. Including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials also include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media. Campaign materials do not include election signs, which are governed by the Township's Sign regulations (found under Building bylaw).

Candidate: means a person who has been nominated under Section 33 of the Act.

Certified Candidate: means a Certified Candidate whose nomination has been certified under Section 35 of the Act.

Clerk: means the Clerk of the Township of Val Rita-Harty.

Corporate resources: may include facilities, infrastructure, assets, equipment, supplies, services, staff or any resource that belongs to or is funded by the township.

Corporate brand: refers to the unique corporate identity, standards, and images associated with the Corporation of the Township of Val Rita-Harty and is shaped by various elements, including the town's name, logo, visual design (including colours), values, messaging, and overall community strategy.

Crest: For the purposes of this Policy, the township crest is the ceremonial coat of arms to be used exclusively for official town business pertaining to the Municipality's elected municipal officials such as official documentation and proclamations.

Election period: the specific duration during which an election campaign takes place, and includes the timeframe leading up to the actual voting day when political candidates or parties actively engage in campaigning to garner support from voters.

Election campaign period (election period): specific to municipal elections and in accordance with Section 88.24 of the *Municipal Elections Act, 1996*, as amended, begins on the day in which nomination papers are filed and ends on December 31 in the case of a regular election and 45 days after voting day in the case of a by-election.

Municipality (Municipal): means the Corporation of the Township of Val Rita-Hart.

Nomination Day: as defined in the *Municipal Elections Act, 1996*, as amended.

Political advertising: advertising that takes a position on an issue that can reasonably be regarded as closely associated with a registered third party or candidate.

Registered Third Party: means in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the Act.

Voting Day: as defined in the *Municipal Elections Act, 1996*, as amended.

4. POLICY

Municipal resources, assets or funding may not be used for any election-related purposes, except as identified in this Policy.

5. ELECTION CAMPAIGNING

- a) Election campaign activities are not permitted at any Municipal facilities and/or properties.
- b) Election campaign materials may not be displayed at any Municipal facilities and/or properties.
- c) Municipally owned or run assets and facilities are not available for public rental for campaign purposes.
- d) The Municipality will not host, organize, or advertise all-candidates meetings or debates.
- e) Election signs on township property are not permitted.
- f) Registered candidates and registered third parties may attend Municipally organized or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.

6. USE OF CORPORATE IDENTIFIERS AND RESOURCES

- a. The corporate logo identifies the Corporation of the Township of Val Rita-Harty and is used to represent Municipal programs, services, and facilities.
- b. The Municipality's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers or that of its affiliates, shall not be used by registered candidates or registered third parties for any election campaign-related purposes.
- c. Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the Municipality or its affiliates for any election campaign-related purposes.
- d. Use of photographs or videos not produced by the Municipality or its affiliates, and taken from a publicly accessible place, in campaign advertising containing the corporate logo, corporate branding, crest, chain of office, coat of arms, slogan or other corporate identifiers is not in contravention of paragraph 6(b) of this Policy.
- e. Municipal resources shall not be used for the development, creation, design, printing, or distribution (electronic or print) of:
 - i. any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - ii. any campaign material that makes reference to, or contains the names or photographs, or identifies registered candidates.
 - iii. any material that is linked in any way to an election campaign (i.e. campaign messaging, a campaign logo, or a social media handle or hashtag which links to campaign social media channels, web sites and/or materials).
- f. No Municipal consumable materials, such as toner and paper, associated with computer systems shall be used for election campaign-related purposes.
- g. Municipal records, lists, and files produced using Municipal resources, with the exception of those specifically made for the use of candidates and registered third party advertisers for election purposes in accordance with the *Municipal Elections Act, 1996*, may not be used by any candidates or registered third party advertiser, unless the database has already been released for public use.
- h. In accordance with the Communications policy, the Municipality will not publish any material used to promote individual political opinions or campaigns.

7. MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

Election related questions:

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Municipal Clerk (Returning Officer) or Designate:

Questions pertaining to the Municipality's administration

Access to Staff: Candidates are invited to set up meeting requests through the Clerk's office.

An appointment should be arranged in advance. To ensure fairness, access to senior staff shall be the same for all candidates, including existing Members of Council.

All other questions should be directed to the Municipal Clerk, who will follow up with the appropriate staff.

8. TOWNSHIP STAFF

Municipal services

- a. During a municipal election period, the following municipal-based services shall be discontinued for Members of Council as of nomination day:
 - i. All development, creation, design, printing, or distribution of members' flyers, newsletters, advertisements, mail outs, publications, etc., whether electronic or print.
 - ii. Use of municipally owned or run assets and facilities, unless rented in accordance with municipal agreements and current rates and fees (as identified in Section 1(c) of this Policy).
 - iii. The prohibitions set out in Section 8(a) of this Policy do not apply to a Member who is acclaimed, or who is retiring from office and, therefore, is not a candidate in the election.
- b. Municipal resources (such as Municipal issued phones and email addresses) shall be provided to current Members of Council for council related purposes and to serve their constituents and shall not be used to support an election campaign.

9. TECHNOLOGY RELATED PROVISIONS

- a. Any links to external personal sites from an individual Member of Council's landing page on the valharty.ca website will be removed as of the date nomination papers are filed during a municipal election year. These links may include election-related web sites, social media links or domain names.
- b. Websites, domain names, municipal Facebook page, emails, or other Municipal corporate systems shall not include any election-related campaign material or links to sites that feature election-related campaign material. The exception being the official Municipal website and Facebook where election material information to the public will be posted during the election period.
- c. Candidates are prohibited from offering electronic equipment to electors to vote (eg: cell phone, laptop).

10. SOCIAL MEDIA

- a. If a Member of Council uses any social media account for campaigning, such account must not be created or supported by Municipal resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers.

- b. Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account's home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.
- c. Online communications for official Municipal purposes will be supported in accordance with the Municipality's Communications Policy and related procedures.

11. MUNICIPALLY ORGANIZED/HOSTED EVENTS

- a. Where a current Member of Council or elected official is invited to an event, whether a Municipal event or community event, in the capacity of their elected position, they are not to speak of their candidacy, their intention to run, or any campaign-related matters.
- b. Elected officials must adhere to bi-partisan commitments by not including campaign materials (including, but not limited to, uniforms, tents, signage, images, or messaging) that is indicative of their candidacy or associated political party.
- c. Candidates, registered third party advertisers, ballot question campaigns and their representatives may attend Municipal events in their capacity as private citizens, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- d. Candidates, registered third party advertisers and representatives of ballot question campaigns shall not be invited to deliver formal remarks at a Municipal event in their capacity as a candidate, registered third party advertiser or ballot question campaign representative.

12. ACCESS TO INFORMATION AND STAFF

- a. Information provided to one candidate or registered third party that is of a general nature and may provide valuable guidance to all others will be provided to all registered candidates and registered third parties through the Township's web site to ensure equal access to information.

13. RESPONSIBILITIES

a. Members of Council

- Understand, support, and comply with this Policy, Council Code of Conduct, the Council Remuneration, Resources and Expenses Policy and related procedures.
- Seek clarification of any aspect of this Policy, as required, and seek independent legal advice, where appropriate.

b. Municipal Staff and Contracted Administration Staff

- Shall provide all Municipal services in a fair and impartial manner.
- Refrain from canvassing or actively working in support of a Candidate or Third Party Advertiser during normal working hours.
- Ensure relevant requirements of this Policy are fulfilled in any duties and activities undertaken in their official position as a Municipal employee.
- Understand and support this Policy and ensure accountability for their actions.
- Seek clarification of any aspect of this Policy, as required.

14. MUNICIPAL CLERK OR DESIGNATED ELECTION OFFICIAL

- Ensure the administration, communication, and interpretation of this Policy.
- Receive and respond to any complaints, concerns and inquiries/requests for guidance related to this Policy.
- Delegate in writing any designate(s) assigned to administer any or all of this Policy.
- Review this Policy every term of Council and implement changes as required by legislation. The Municipal Clerk is authorized to make administrative changes as

may be necessary to maintain compliance and consistency with legislation, while respecting and preserving the intent of the Policy.

15. GUIDANCE AND INTERPRETATION

The Municipal Clerk (or designate) has the authority to provide guidance with respect to election-related matters in relation to this Policy, and to issue in writing any interpretation on the application of this Policy and any related approvals or prohibitions. Such guidance, interpretation, approvals, and prohibitions shall be based on the overarching legislative requirement for public funds and resources not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

16. ENFORCEMENT

The Municipality focuses on being an open, accessible, inclusive and accountable Municipality. The Municipal Clerk or designate shall have the authority to receive and investigate any written complaint with respect to the alleged use of corporate resources in contravention of this Policy.

- a. Violations of this policy will be addressed, where applicable, pursuant to the provisions of the *Municipal Elections Act*.
- b. The following options are available for complaints related to election candidates, including Members of Council or Members of Council running for re-election:
 - i. Submit a written complaint to the Municipal Clerk (clerk@valharty.ca). Written complaints must set out specific example(s) and corresponding details of how the alleged use of a particular corporate resource may have contravened this Policy.
 - ii. File an informal or formal complaint in accordance with the Township Integrity Commissioner - Inquiries/Advice Procedure (No investigation shall be commenced or continued under the Council Code of Conduct, nor shall the Integrity Commissioner report to Council respecting an investigation, within the election period). An Integrity Commissioner cannot investigate matters regarding Municipal Elections Act related complaints (including third party advertising) or election campaign finances.
 - iii. Contact the Office of the Ontario Ombudsman.
 - iv. Pursue private legal remedies, including court action.
- c. Complaints or concerns related to campaign finances may be addressed through the compliance audit process outlined in Section 88.33 of the Municipal Elections Act.
- d. Complaints or concerns related to election signs may be submitted to the Municipal Clerk or designate.
- e. Complaints or concerns related to graffiti involving election matters or material may be submitted to the Municipal Clerk or designate.
- f. Complaints or concerns related to actions or behaviours of an egregious nature or any form of hate crime will be transferred to the James Bay Detachment, Ontario Provincial Police.



**CORPORATION OF THE
TOWNSHIP OF VAL RITA-HARTY**

**Approved February 17, 2026
Resolution No. 26-036**

Schedule "C" to Bylaw No. 1237-26

Recount Policy

Schedule "C"

To By-Law

Policy Recount Policy

1. POLICY STATEMENT

The *Municipal Elections Act*, 1996, as amended, requires municipalities to establish rules and procedures with respect to Recount procedures. This policy outlines the Township of Val Rita-Harty's procedures for a recount in accordance with the *Municipal Elections Act*, 1996 and Ontario Regulation 101/97.

2. APPLICATION

This policy applies to an election or by-election conducted for the following:

- Office of Mayor
- Councillors
- This policy does not apply to recounts on votes on a bylaw or question.
- This policy does not apply to recounts held pursuant to Section 60(3) of the *Municipal Elections Act*.

3. WHEN RECOUNT IS REQUIRED

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count in accordance with Section 60 (1) of the *Municipal Act*, 1996 unless ordered otherwise by a judge under s.60 (3) of the *Municipal Elections Act*, 1996.

A recount is required when:

- a. there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- b. by resolution of Council (for Council offices);
- c. by resolution of local board (for offices on a local board);
- d. by order of the Minister (for questions Submitted by the Minister);
- e. by order of the Superior Court of Justice.

4. TIMELINE FOR RECOUNT

- a) In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act*, the Clerk shall request from the eVoting Service Provider a re-tabulation of the votes cast for the office(s) that are subject to the recount procedure. The eVoting Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
- b)
- c) Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and the recount shall be undertaken at the Township of Val Rita-Harty Municipal Administration Office located at 106 Government Road, Val Rita.
- d) The Clerk shall designate the date and time of the recount and give notice of the recount date, time and place on "Notice of Recount" Form EL39 to the following:
 - all certified candidates for the office which is the subject of the recount;
 - where a resolution is involved, the Council or local/school board which passed the resolution;
 - the Minister when an order has been made;
 - the applicant in the case of a court order;
 - in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;

- notice of recount will be given by registered mail or personal service.
- e) A recount shall be conducted in the same manner as the original count under Section 60 (1) unless ordered otherwise by a judge under Section 60 (3).
- f) Any expenses incurred by a candidate will be the responsibility of the candidate eg: legal counsel in attendance on behalf of the candidate.
- g) Pursuant to Subsection 61(1) of the *Municipal Elections Act*, the following persons will be authorized to attend the recount:
 - i. the Clerk or designate and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer, if required;
 - ii. every certified candidate for the office;
 - iii. the lawyer for each of the candidate(s); and
 - iv. only one (1) scrutineer for each of the candidate(s).
- h) The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act* shall apply, being as follows:

“If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful candidate or candidates by lot”.

- i) In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - a. The Clerk or designate shall determine the texture and quality of the paper used for this process and each candidate or the candidates’ lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
 - b. The Clerk or designate shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates’ lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by the all candidates, the candidates’ lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk or designate shall fold the papers bearing each candidate’s name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk or designate shall determine the box to be used for this process.
 - d. Upon completion of this process, the Clerk or designate shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and the Clerk will draw only one (1) or the required number for the purpose of determining the successful candidate(s).
 - e. The Clerk shall state "the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container." and shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
 - f. Once completed, the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper including the box.
 - g. Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by posting the “Declaration of Recount Results” Form EL41 at the Municipal Office and on the Municipal website.

MINUTES

Northeastern Public Health Board of Health

Regular Meeting held on November 27, 2025 at 4:00 PM

Microsoft Teams

1.0 **ROLL CALL**

Board of Health Members

Michelle Boileau	City of Timmins
Mark Wilson	Temiskaming Shores
Andrew Marks	City of Timmins
Jeff Laferriere	Temiskaming Shores
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Gary Fortin	Kapuskasing
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opasatika, Val Rita Harty
Casey Owens	Kirkland Lake
Curtis Arthur	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson
Suzanne Perras	Provincial Appointee
Rock Whissell	City of Timmins

Regrets

Cindy Campbell	Provincial Appointee
Peter Politis	Cochrane, Smooth Rock Falls
Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region

Northeastern Staff Members

Dr. Lianne Catton	Medical Officer of Health/Chief Executive Officer
Randy Winters	Director of Corporate and Protection Services
Rosa Montico-Reimer	Director of Finance
Lori McCord	Executive Assistant

Guests

Chris Pomeroy, CPA, CA, LPA KPMG LLP
Lori Stoltz Morris + Stoltz LLP

1.1 **CALL TO ORDER:** Chair Boileau called the meeting to order at 4:05 pm.

1.2 **APPROVAL OF AGENDA**

MOTION #54-R-2025

Moved by: Paul Kelly

Seconded by: Tory Delaurier

That the agenda for the Board of Health meeting on November 27, 2025, be approved.

CARRIED

1.3 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

2.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

2.1 **2024 Legacy PHU Final Audit Financial Statements and Report**

MOTION #55-R-2025

Chris Pomeroy, Senior Manager, KPMG, provided a presentation of KPMG’s final findings of the Audit of the Financial Statements for the Porcupine Health Unit for the year ending December 31, 2024, including the asset retirement obligation (ARO). It was a clean audit with no significant findings identified. The immense work of the Finance team, led by Director Rosa Montico-Reimer was acknowledged by both the auditors and the Board in ensuring a clean audit and supporting the auditors with their assessment requirements.

Moved by: David Lowe

Seconded by: Paul Kelly

That the Board of Health approves the 2024 Legacy PHU Final Audit Financial Statements and Report.

CARRIED

3.0 **Inquest**

Dr. Catton provided a report on the inquest proceedings and recommendations regarding the unprecedented blastomycosis outbreak in Constance Lake First Nation. The outbreak was incredibly tragic with the loss of five beloved community members and ongoing traumatic impacts for the entire community. The inquest began on October 15th and extended to November 17th with the verdict of the jury read on November 19th. As a result of the approved application for standing status there were important opportunities to contribute to materials shared during the inquest, ask questions of other witnesses, and to collaborate on the public health recommendations as related to the outbreak. and support important recommendations for the North and ongoing health inequities for First Nation populations

and Indigenous communities.

Seventy-nine recommendations with eleven themes were made. The *Jury Recommendations Verdict of Inquest* were shared with the Board and Dr. Catton advised the Board that more fulsome reports, ongoing updates and further discussion would be forthcoming. While jurisdiction did not factor into the public health response due to strong pre-existing relationships, it was important to apply a broad lens to recommendations to ensure it does not impact any in the future across the Province. Some recommendations reinforce commitments NEPH has prioritized for some time such as cultural mindfulness training. This has been a requirement of orientation since 2019 and at the time of the inquest 85% of staff have completed the training and is also an expectation of the Board of Health. Ongoing opportunities to learn and grow are provided for the team, and there is appreciation for the need to continue to reflect, deepen our understanding and apply this to our relationships and the work we do. NEPH remains committed to the recommendations of the inquest and to cultivating meaningful relationships respecting self-determination with First Nations communities and Indigenous peoples we are so fortunate to share lands with.

4.0 **CLOSED SESSION**

The Board went into a closed session at 4:55 pm. as outlined in the Ontario Municipal Act, 2001, c.25, s 239 (s) (a) security of a property (e) litigation or potential litigation, including matters before tribunals affecting the Board (b) personal matters about an identifiable individual, including Board employees.

MOTION #56-R-2025

Moved by: Mark Wilson

Seconded by: Gary Fortin

THAT the Board of Health move in camera.

4.1.1 Inquest – Lori Stoltz, Morris + Stoltz LLP

4.1.2 Personnel

CARRIED

The Board of Health rose from the closed session at 6:47 pm.

MOTION #57-R-2025

Moved by: Paul Kelly

Seconded by: Marc Dupuis

That the Board of Health for the Northeastern Health Unit rise with report

CARRIED

MOTION #58-R-2025

Moved by: Tory Delaurier

Seconded by: David Lowe

That the Board of Health receive the reports shared in-closed session for information

purposes and agrees with the approaches presented.

CARRIED

5.1 **NEPH BOARD OF HEALTH MINUTES – October 23, 2025**
MOTION #59-R-2025

Moved by: Andrew Marks

Seconded by: Todd Steis

That the Board of Health approve the minutes for the meeting dated October 23, 2025.

CARRIED

6.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

6.1 **Infrastructure Update**

Dr. Catton provided an update of the Pine St. Timmins HVAC system, the work completed to date and measures taken to reduce impacts on client and patient services. The timeline for expected completion is mid-December.

6.2 **Proposed Meeting Schedule**

The Board of Health meeting schedule for 2026 was previously shared.

MOTION #60-R-2025

Moved by: Marc Dupuis

Seconded by: Sue Perras

That the Board of Health approve the 2026 schedule of meeting dates as presented.

CARRIED

6.3 **Procurement Policy Edits**

The Procurement Policy was previously shared. Dr. Catton provided an overview of the changes to the policy which included the change to the amount allocation for Managers and Directors to align with the organizational structure.

MOTION #61-R-2025

Moved by: Andrew Marks

Seconded by: Mark Wilson

That the Board of Health approve the Procurement policy as presented

CARRIED

6.4 **Provincial Appointees**

Chair Boileau advised that Curt Arthur, Sue Perras, Todd Steiss, Cindy Campbell, and David Lowe have been approved for a three-year term as Provincial Appointees. Chair Boileau thanked the appointees for their commitment to the Board, and the goal of strengthening public health across Northeastern Ontario.

6.5 alPHa Fall Conference Attendance

alPHa’s Fall Symposium was held virtually November 5th to 7th.

6.5.1 Association of Local Public Health Agencies Conference Updates

Sue Perras reported that alPHa’s Fall Symposium was once again an excellent opportunity to connect, participate and learn. An informative session was held on *Leading Others: Understanding Communication Styles*. Important updates from alPHa, Dr. Kieran Moore, CMOH and Karima Velji, Chief Nursing Officer, were also received.

7.0 MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER REPORT

Dr. Catton provided an update on the organization and shared recent highlights of services and programs. The enclosed presentation summarizes the main points shared for information purposes. Chair Boileau thanked Dr. Catton for her report.

8.0 CORRESPONDENCE

The correspondence was received for information purposes.

9.0 DATE OF NEXT MEETING

Next meeting of the Board of Health to be held on January 29, 2026 at 4:00 p.m.

10.0 ADJOURNMENT

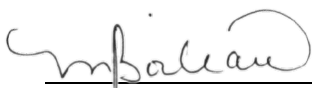
MOTION #62-R-2025

Moved by: Andrew Marks

Seconded by: Tory Delaurier

That the next meeting of the Board of Health be held January 29, 2026 at 4:00 p.m. and that this meeting be adjourned at 7:20 p.m.

CARRIED



January 29, 2026

Michelle Boileau, Board Chair
Lori McCord, Recorder

MINUTES

Northeastern Public Health Board of Health

Special Meeting held on January 12, 2026 at 4:00 PM

Microsoft Teams

1.0 **ROLL CALL**

Board of Health Members

Michelle Boileau	City of Timmins
Mark Wilson	Temiskaming Shores
Andrew Marks	City of Timmins
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opatatika, Val Rita Harty
Casey Owens	Kirkland Lake
Peter Politis	Cochrane, Smooth Rock Falls
Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region
Cindy Marks-Campbell	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson
Suzanne Perras	Provincial Appointee
Curtis Arthur	Provincial Appointee
Rock Whissell	City of Timmins

Northeastern Staff Members

Dr. Lianne Catton	Medical Officer of Health/Chief Executive Officer
Randy Winters	Director of Corporate and Protection Services
Lori McCord	Executive Assistant

Regrets

Savion Nakogee	Rural Far North: Moosonee, James Bay and Hudson Bay region
Gary Fortin	Kapuskasing
Jeff Laferriere	Temiskaming Shores
Rosa Montico-Reimer	Director of Finance

1.1 **CALL TO ORDER:** Chair Boileau called the meeting to order at 4:05 pm.

1.2 **APPROVAL OF AGENDA**

MOTION #01-S-2026

Moved by: Tory Delaurier

Seconded by: Todd Steis

That the agenda for the Board of Health meeting on January 12, 2026, be approved.

CARRIED

1.3 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

2.0 **AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**

2.1 **Resignation**

On December 29th, after much reflection and discussion, Dr. Catton, Medical Officer of Health and Chief Executive Officer of the Northeastern Public Health issued a letter to the Board Chair and Board of Health advising of her resignation, due to personal reasons. Dr. Catton advised the Board that it has been both an honour and a privilege as the lead for public health for this region the past almost ten years with an incredible team of professionals across the region that support the work. Dr. Catton assured the Board that the leadership team in place is strong and committed to continuing the momentum of the merger and in fulfilling their duties of the board, to our communities and to strengthening public health. On behalf of the Board, Chair Boileau, thanked Dr. Catton for her dedication, and her leadership navigating the region through extraordinary times with grace.

2.2 **MOH/CEO Recruitment Briefing Note Review**

Dr. Catton provided an overview of the legislative requirements for the appointment of a Medical Officer of Health as outlined in the Health Protection and Promotion Act (HPPA). Dr. Catton advised that while the recruitment process is underway, there is an Acting MOH option. The title of *Acting* is used in two situations: short term coverage while an MOH is away or unable to perform their duties, or in vacancy when recruitment is underway. Once the Board appoints a MOH to fill the permanent position the individual remains an Acting MOH until formal Minister approval is received.

2.3 **Timeline**

An overview of the events to date, was provided including work underway and next steps. Dr. Catton's last day as the Medical Officer of Health and Chief Executive

Officer is February 20, 2026.

2.4 **Executive Committee Recruitment Plan Review**

The Board Executive, comprised of the Board Chair Michelle Boileau, Vice Chair Mark Wilson, Finance Chair Andrew Marks and Finance Vice Chair Curt Arthur met on December 29th and again on January 6th. Historically duties of the Executive Committee include the MOH/CEO evaluation and recruitment process for both Thu and PHU.. In light of the timing of the announcement and to expedite the process, Randy had connected with several health units to obtain their recent approach to recruitment with three firms identified and recommended. The Executive concurred and recommended obtaining the services of an executive search firm to assist with the recruitment process. A letter requesting an expression of interest has been issued to these executive search firms and the posting will be shared through regular channels once ready. With the support of Randy Winters, Director of Corporate Services and Lori McCord, Board Secretary, it is proposed that the Selection Committee comprised of the Board Executive, work through the recruitment process with the recommendation returning to the Board for decision.

MOTION #02-S-2026

Moved by: Todd Steis

Seconded by: Rock Whissel

That the Board approves the proposed recruitment approach as presented by the Board Executive.

CARRIED

MOTION #03-S-2026

Moved by: Marc Dupuis

Seconded by: Paul Kelly

That the Board appoints the Board Executive (Michelle Boileau, Mark Wilson, Andrew Marks and Curt Arthur) as the Selection Committee with Randy Winters, Director of Corporate Services, and Lori McCord, Secretary to the Board providing administrative and logistical support.

CARRIED

3.0 **CLOSED SESSION**

The Board went into a closed session at 4:28 pm. as per the Municipal Act, 2001, c.25, s 239 (s) (b) personal matters about an identifiable individual, including Board employees.

MOTION #04-S-2026

Moved by: David Lowe

Seconded by: Andrew Marks

THAT the Board of Health move in camera.

3.11 Personnel

CARRIED

The Board of Health rose from the closed session at 4:45 pm.

MOTION #05-S-2026

Moved by: Paul Kelly

Seconded by: Andrew Marks

That the Board of Health rise with report.

CARRIED

MOTION #06-S-2026

Moved by: Tory Delaurier

Seconded by: Todd Steis

That the Board approves an interim CEO position to be implemented as of February 23, 2026 to be filled by the current Finance Director, to ensure business continuity during the recruitment and transition of a permanent MOH/CEO.

CARRIED

4.0. DATES OF NEXT MEETING

Next meeting of the Board of Health to be held on January 29, 2026 at 4:00 pm.

5.0 ADJOURNMENT

MOTION #07-S-2026

Moved by: Kurt Arthur

Seconded by: Andrew Marks

That the meeting of the Board of Health adjourns at 4:55 pm.

CARRIED



January 29, 2026

Michelle Boileau, Board Chair

Lori McCord, Recorder

JAMES BAY OPP DETACHMENT BOARD (2)
MEETING

kapuskasing

HELD ON Monday, September 15, 2025 AT
11:30 AM, Kapuskasing Public Library Board
Room

PRESENT Mayor Dave Plourde, Town of Kapuskasing
Councillor Ken Munnoch, Town of Kapuskasing
Councillor Claude Brunet, Township of Fauquier-Strickland
Mayor Luc Léonard, Township of Moonbeam
Councillor Raymond Sigouin, Township of Opasatika
Councillor Alain Tremblay, Township of Val Rita-Harty
Dany Degrace, Provincial Appointee (via TEAMS)
Albert Routhier, Community Appointee

-and-

Chantal Guillemette, Kapuskasing CAO/Municipal Clerk (Board Secretary)

-and-

James Bay OPP Detachment: Inspector Detachment Commander R. Paille, Acting Staff Sgt.J. Butler, Area Crime Sgt. G. Dupuis, and PLT Unit C. Tozer

CALL TO ORDER

- a) Appointment and administration of Oath of Office for Councillors R. Sigouin and C. Brunet.

The oaths and affirmations of office were administered by the Municipal Clerk of the Town of Kapuskasing, Chantal Guillemette to the following members:

- Councillor Raymond Sigouin, Township of Opasatika
- Councillor Claude Brunet, Township of Fauquier-Strickland

- b) Board Group Photo (if all members are present)

Deferred to the next meeting due to some members that were not in attendance.

APPROVAL OF AGENDA

- a) Motion to approve the agenda.

Moved By: Councillor A. Tremblay

Seconded By: Mayor L. Léonard

RESOLUTION #2025-19 That the agenda be approved as amended.

CARRIED.

DECLARATION OF PECUNIARY INTEREST & GENERAL INTEREST THEREOF

- a) -Nil-

ADOPTION OF MINUTES

- a) Motion to adopt the minutes of the James Bay Detachment Board (2)
Meeting held May 12, 2025.

Moved By: B. Routhier

Seconded By: Councillor K. Munnoch

RESOLUTION #2025-20 That the minutes of the meeting held May 12, 2025 be approved.

CARRIED.

UNFINISHED BUSINESS

- a) -Nil-

NEW BUSINESS

- a) -Nil-

PUBLIC SAFETY MATTERS

- a) OPP REPORTS AND STATISTICS

The Board reviewed and accepted the OPP Detachment Board Report ending September 2025.

The Board was provided an update on initiatives and improvements for the detachment area, including statistical data of the detachment occurrences in the Town of Kapuskasing and surrounding areas for Highway 11, Val Rita-Harty, Opasatika, Moonbeam and Fauquier-Strickland.

- b) OTHER - Victim Support Grant and RIDE 2025-2029 Program Update
The Board was informed that an application for funding has been submitted.

- c) Highway Safety Advocacy

The Board discussed issues regarding the use of all-terrain vehicles on Highway 11, including an increased use and presence of e-scooters/electric vehicles/mobility scooters on municipal roads and highways. The Board agreed that there is a need for more community engagement and education on safe operations of different types of electric vehicles, and all-terrain vehicles. The OPP will work with its stakeholders to review municipal by-laws and focus on community engagement.

CORRESPONDENCE AND GENERAL INFORMATION

- a) OAPSB/ZONE 1A AND ALL CHIEFS MEMOS

-Draft Zone 1A May 6 and 7, 2025 Minutes

-OAPSB Update 2025 Planning for our Future

-OAPSB Quarterly Newsletter - June 2025

The Board reviewed and accepted the OAPSB correspondence as presented.

- b) OTHER CORRESPONDENCE

-Standard Operating Procedure: OPP Detachment Board Standardized Branding/Logo Use

The Board reviewed and accepted the Standard Operating Procedure: OPP Detachment Board Standardized Branding/Logo Use as presented.

FINANCIAL REPORTS

a) James Bay Detachment Board 2 - 2025 Cost Statement

Moved By: Councillor K. Munnoch

Seconded By: Councillor A. Tremblay

RESOLUTION #2025-21 That the Cost Statement ending August 31, 2025

CARRIED.

CLOSED SESSION

a) -Nil-

DATE OF THE NEXT MEETING

a) The next meeting is scheduled for December 8, 2025.

Confirmatory By-Law

a) Motion to adopt the Confirmatory By-Law No. 04-2025

Moved By: Councillor C. Brunet

Seconded By: Councillor R. Sigouin

RESOLUTION #2025-22 That Confirmatory By-Law No. 04-2025, being a by-law to confirm the proceedings of the regular scheduled meeting of the James Bay Detachment Board 2 dated September 15, 2025, be enacted and passed, and that the by-law be signed by the Board Chair and the Board Secretary.

CARRIED.

ADJOURNMENT

a) Motion to adjourn the meeting.

Moved By: B. Routhier

Seconded By: Councillor A. Tremblay

RESOLUTION #2025-23 That this meeting be adjourned at 12:22 p.m.

CARRIED.

Chair

Clerk/Board Secretary

From: Provincial Planning <ProvincialPlanning@ontario.ca>

Sent: Wednesday, February 4, 2026 3:11 PM

To: Provincial Planning <ProvincialPlanning@ontario.ca>

Subject: New and Amending Regulations Under the Planning Act and the City of Toronto Act, 2006 - Certified Professionals

Please see the following message, sent on behalf of Laura Evangelista, Director of the Planning and Housing Policy Branch, Ministry of Municipal Affairs and Housing.

New and Amending Regulations Under the *Planning Act* and the *City of Toronto Act, 2006* - Certified Professionals

Good day,

I am writing to provide an update regarding the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17) which received Royal Assent on June 5, 2025. As you know, Bill 17 made changes to the *Planning Act* and the *City of Toronto Act, 2006* to create regulation-making authority for the Minister to scope complete application requirements by, among other things, providing greater recognition of planning studies and reports prepared by certified professionals.

New and amending regulations under the *Planning Act* and *City of Toronto Act, 2006* have been filed to specify professional engineers as “certified professionals” for the purposes of a complete application.

The identification of professional engineering as a prescribed profession for the purposes of a complete application is intended to help speed up planning approvals and reduce some initial application costs for development applications. This provides greater recognition of reports prepared by professional engineers and requires municipalities to automatically accept these studies or reports in the first instance as satisfying complete application requirements.

These changes were filed on January 22, 2026 and took effect upon filing.

Below are links to the new and amended regulations:

- O. Reg. 6/26 (amending O. Reg. 197/96) under the *Planning Act* re: consents; <https://www.ontario.ca/laws/regulation/960197>
- O. Reg. 7/26 (amending O. Reg. 544/06) under the *Planning Act* re: plans of subdivision; <https://www.ontario.ca/laws/regulation/060544>
- O. Reg. 8/26 (amending O. Reg. 545/06) under the *Planning Act* re: zoning by-laws; <https://www.ontario.ca/laws/regulation/060545>
- O. Reg. 9/26 (amending O. Reg. 543/06) under the *Planning Act* re: official plans; <https://www.ontario.ca/laws/regulation/060543>

- O. Reg. 10/26 under the *Planning Act* re: site plan control; <https://www.ontario.ca/laws/regulation/r26010> and
- O. Reg. 11/26 under the *City of Toronto Act, 2006* re: site plan control <https://www.ontario.ca/laws/regulation/r26011>

Updates have also been made to the ERO posting available through this link <https://ero.ontario.ca/notice/025-0462>

Sincerely,

Laura Evangelista, Director

Planning and Housing Policy Branch

Ministry of Municipal Affairs and Housing

laura.evangelista@ontario.ca

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Sent: Wednesday, February 11, 2026 9:20 AM

Subject: Please Share: Highway 11 – Rubbernecking vs. Reality

Dear FONOM Members,

FONOM has created a short YouTube video as part of our ongoing advocacy around the modernization of Highways 11 and 17.

The video, **“Rubbernecking vs. Reality: Why Highway 11 Shutdowns Affect All of Ontario,”** is a series of real photos from transport accidents on Highway 11 North in Northern Ontario.

It delivers a simple message: while Southern Ontario drivers may experience slowdowns on the 400-series highways, when Highway 11 shuts down, there is no parallel route and no quick detour. Everything stops.

Highway 11 is part of Canada’s Trans-Canada Highway system, yet much of it remains a two-lane road. More than \$200 million in goods move along this corridor every day. When a serious collision occurs, the highway may be closed for hours or even days. Trucks stop. Commerce stops. Supply chains stall. Amazon packages are delayed.

And the impacts do not remain in the North. They reach manufacturers, retailers, and consumers across Ontario, including the GTA.

This video is not about shock value.

It is about illustrating the real economic and safety consequences of relying on outdated infrastructure for a modern economy.

Safe, reliable highways are not a Northern luxury. They are a national necessity.

We encourage you to:

- Share the video through your municipal social media channels
- Circulate it to your councils and local stakeholders
- Use it in your own advocacy discussions

The more coordinated our message, the stronger our voice.

You can view and share the video here:

<https://www.youtube.com/shorts/t2aXq-iLQH8>

Thank you for your continued support and partnership as we advocate for infrastructure that reflects Northern Ontario’s role in Canada’s economy.

Sincerely,

Mac Bain

Executive Director

The Federation of Northern Ontario Municipalities

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Sent: Friday, January 30, 2026 1:00 PM

Subject: Fwd: Closure of LifeLabs

Good afternoon

Please share this Resolution with your Mayor, Council, and Senior Management

The attached DRAFT Municipal Resolution, regarding the closing of the laboratory at Sudbury's LifeLabs, is for your council's consideration.

If a member of your Council would like to bring it forward to your next meeting, please let your Clerk know.

Suggested comment in support of this resolution

Colleagues, I'm bringing this resolution forward because the planned closure of the LifeLabs laboratory in Greater Sudbury has real implications for Northern Ontario communities like ours.

That Sudbury lab doesn't just serve one city. It processes medical tests for patients across the North urban, rural, and remote areas. When lab work is delayed, it's not an inconvenience; it can affect diagnosis, treatment decisions, and patient outcomes, especially for people with chronic illness, seniors in long-term care, newborns, and anyone on time-sensitive medications.

Sending samples hundreds of kilometres south may work on paper, but in Northern Ontario, we know the reality. Winter weather, highway closures, and long distances introduce risks that simply don't exist in southern Ontario. Delays, lost samples, and retesting are not theoretical; they're things we already deal with.

There's also a workforce issue here. Northern Ontario is already short on health-care professionals. Losing trained lab technologists and centralizing services further south makes it harder to recruit and retain the people our health system depends on.

This resolution is not about telling a private company how to run its business. It's about asking the Province to step in and make sure Northern Ontarians continue to have reliable access to essential health services. It's about fairness and patient safety.

Passing this resolution allows our municipality to add its voice and say clearly that Northern communities should not be disadvantaged simply because of geography. I believe this is a reasonable and responsible position for the Council to take, and I'm asking for your support.

Happy to chat

Talk soon, Mac.

Mac Bain

Executive Director

The Federation of Northern Ontario Municipalities

665 Oak Street East, Unit 306

North Bay, ON, P1B 9E5



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Deputy Clerk

Date : February 17, 2026

pour / for: conseil / Council

Sujet / Animal Rescue Kapuskasing

Description:

Animal Rescue Kapuskasing is requesting that Council give consideration to providing a donation to the organization in support of ongoing services in caring for animals in the area. The animals in ARK's care are placed in foster homes until they are adopted. The Treasurer advises that the Municipality has not provided a donation in recent years and furthermore the Municipality does not have a "Donation" policy.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT Council provide direction to staff regarding the request for donation by Animal Rescue Kapuskasing and direct staff to prepare a "Donation"s policy for Council's consideration.

Financial Implications: n/a

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

ANIMAL RESCUE OF KAPUSKASING
P.O. Box 355, Kapuskasing, ON
P5N 2Y4
animalrescuekap@hotmail.com
January 21, 2026

2100
Clerk
Treasurer
23 Jan 2026

Municipality of Val Rita,
106 Government Road W,
Val Rita, ON
POL 2G0

To Municipality of Val Rita
Attention Johanne Baril

1

Animal Rescue of Kapuskasing has been functioning since year 2000 as an all-volunteer organization trying to make a difference for many animals in need in our community and surrounding areas such as Val Rita. This service has been provided to Val Rita for years. We depend on our supporter's generosity to assist with our expenses of veterinary care to the animals. The animals that come under ARK's care are vet checked, spay/neutered, vaccinated and dewormed. There are also instances where other vet care is necessary, for example: wound care, medication and dental cleaning. Each case is different.

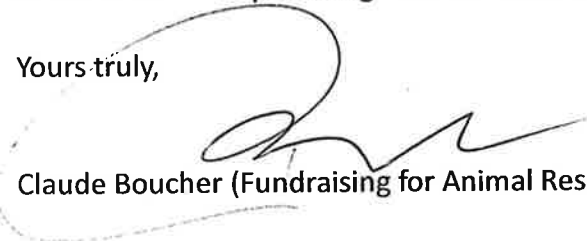
ARK'S veterinary expenses from January to December 2025 were \$ 70, 036.28. Vet care is over 95% of our expenses. We also face other expenses such as cat litter, cat, kitten and dog food.

It has been a busy year as the need for animal rescue continues. ARK has taken into our care 21 dogs/puppies and 65 cats/kittens in 2025. This has given these animals a second chance on life. The animals in ARK'S care are placed in our foster homes until they are adopted.

ARK fundraises throughout the year with draws and events. ARK promotes responsible pet ownership with necessity of spay/neutering.

We would be grateful if you would consider a donation of to Animal Rescue of Kapuskasing in order to continue providing these services to Val Rita.

Yours truly,



Claude Boucher (Fundraising for Animal Rescue of Kapuskasing) 705-335-0006



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Deputy Clerk

Date : February 17, 2026

pour / for: conseil / Council

Sujet / AFMO Annual Meeting and NEOMA Meeting

Description:

The next NEOMA meeting is being held in Smooth Rock Falls on February 27, 2026 and the AFMO annual meeting is being held in Sudbury March 25 & 26, 2026.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT Mayor Baril and Councillor(s) _____ be authorized to attend the NEOMA meeting in Smooth Rock Falls and Mayor Baril and Councillor _____ be authorized to attend the Association francophone des municipalités de l'Ontario annual meeting on March 26 & 26, 2026 in Sudbury.

Financial Implications: 2026 budget

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

NEOMA

Northeastern Ontario Municipal Association

Sylvie Charron-Lemieux, President
(705) 709-1498
NEOMAPresident@gmail.com

Madeleine Tremblay, Vice President
(705) 339-2551
Mtremblay@fauquierstrickland.com

Guylaine Ouellette, Sec/Treas.
(705) 332-2840
NEOMASecretary@gmail.com

February 27, 2026
Smooth Rock Falls Curling Hall, 195 Fifth Street
10am-2pm

MEETING REGISTRATION FORM

Municipality:		
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Name		
Title / Position		
Email		
Attendance	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual

- Completed Registration Forms to be returned to NEOMASecretary@gmail.com by **Friday February 13, 2026**.
- A \$30 registration fee for in-person attendance will be invoiced to the Town.

HOME

AFMO ▾

OUR MEMBERS ▾

OUR SERVICES ▾

NEWS

EVENTS SOIS PRÊT-E À EN FAIRE PARTIE!

CONTACT

FR

UN CONGRÈS. DES CONNEXIONS. UN IMPACT.

Le rendez-vous incontournable
des leaders municipaux
francophones approche...



AFMO Association francophone

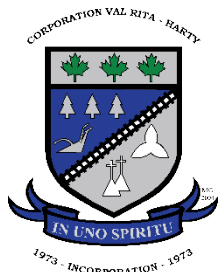
2026 Conference

On March 25–26, 2026, AFMO will bring together municipal leaders, managers, and partners from across Ontario for a strategic conference focused on innovation, influence, and the lasting impact of Francophone and Francophile municipalities.

This flagship event will provide a unique space to anticipate emerging issues, co-create practical solutions, and strengthen the alliances that will shape municipal development in French-speaking Ontario in the years ahead.

Save the date : March 25–26, 2026

Location : Sudbury, Ontario



Municipalité de Val Rita-Harty Municipality

Item #: 12	Personnel responsable / staff: Treasurer
Date : February 17, 2026	pour / for: conseil / Council
Sujet / 2026 Membership Fees	

Description:

The list below outlines organization/association membership fees that the Municipality of Val Rita-Harty has traditionally paid annually. Council is requested to consider renewal of these membership fees, including those organizations/associations where amounts are undetermined at this time.

2026 MEMBERSHIP FEES

Organization	Description	2025	2026
AFMO	Membership		\$ 500.00
AMCTO	Membership		533.36
AMO	Membership	\$ 947.28	973.30
Northern Corridor Chamber of Commerce	Membership & Christmas Promo(\$250)	537.38	287.38
FCM	Membership	351.78	358.54
Municipal Finance Officers (MFOA)	Membership	367.25	395.50
Municipal Employer Pension Centre of Ontario	Membership	29.66	29.66
Radio Communautaire de Kap Nord	Membership	35.00	TBD
FONOM	Membership	176.40	176.40
NEOMA	Membership	80.00	TBD
Northeast Community Network	EDO FTE Mun. Contrib	1,500.00	TBD
NOW Assoc. (City of Timmins)	Membership	25.00	TBD

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 consider and authorize the Treasurer to pay for renewal of the organization/association fees for 2026 as outlined, including those where the membership fee at this time is to be determined.

Financial Implications: 2026 Budget

Rapport soumis par / Respectfully submitted:

Leanne Crozier

Treasurer



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Deputy Clerk

Date : February 17, 2026

pour / for: conseil / Council

Sujet / Re : Northern Corridor Chamber of Commerce Information/Tourist Guide

Description:

The Northern Corridor Chamber of Commerce is requesting a financial contribution of \$1,000 from the Municipality toward participation in the 2026 Information/Tourist Guide. One of the featured municipalities is the Township of Val Rita-Harty. The guide will be distributed across the North to the hospitality sector distribution. The Chamber advises that the Township of Val Rita-Harty has previously participated in the initiative. Attached to this report is the request and the promotional material previously utilized in the guide.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council approve a financial contribution of \$1,000 toward the Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide.

Financial Implications: \$1,000 - 2026 Budget

Rapport soumis par / Respectfully submitted:

**Barbara Major
Deputy Clerk**

December 2, 2025

Subject: Partnership for 2026 Information / Tourist Guide

Dear Mayor Johanne Baril and Members of Council,

I hope this letter finds you well. On behalf of the **Northern Corridor Chamber of Commerce**, I am pleased to inform you of the development of our **6th edition of the Northern Corridor Business and Tourist Guide**—a bilingual publication dedicated to promoting the vibrant communities and businesses along the Highway 11 Corridor from Hearst to Cochrane.

The **Northern Corridor Business and Tourist Guide** serves a dual purpose:

- As a **tourism resource**, it highlights the unique attractions, events, and points of interest in each municipality.
- As a **business directory**, it showcases the wide range of enterprises across our region, providing valuable visibility for local businesses and services.

This year's edition will feature the municipalities of **Hearst, Mattice/Val-Côte, Val Rita-Harty, Kapuskasing, Moonbeam, Fauquier-Strickland, Smooth Rock Falls, and Cochrane.**

Our objective is to print **2,500 copies** of the guide and provide each municipality with a **digital version** for online use. The printed guides will be distributed across the North to high-traffic areas such as hotels, restaurants, arenas, airports, bus stations, and tourist information centres—ensuring wide regional exposure.

To make this initiative successful, we are seeking a **financial contribution of \$1,000.00 from the Town of Val Rita ~ Harty**. Your partnership will help us secure additional funding through **FedNor** and other sponsorship opportunities, allowing for broader reach and higher production quality.

In addition to financial support, we kindly request the following from your municipality:

- A **brief updated write-up** and **new high-quality photos** that capture the essence of your community.
- Assistance in providing an **accurate and up-to-date list of local businesses** to include in the directory.

We ask that all materials be submitted by **February 29, 2026**, as we plan to send the guide to print by the **end of February 2026**.

Each municipality will have the opportunity to highlight their unique offerings, such as:

- **Things to do in Val Rita ~ Harty** (events, outdoor activities, attractions)
- **Community facilities** (library, community centre, recreational areas)
- **Photos, points of interest, and local businesses**



Your feedback and input on the content are both welcomed and appreciated. Together, we can ensure that this publication reflects the pride and character of our region while driving local tourism and investment.

Should you have any questions or require additional information, please feel free to contact me at **705-335-2332 (office), 705-335-0435 (cell)**, or by email at **info@ncchamber.ca**.

We sincerely appreciate your continued partnership and look forward to working closely with the **Town of Val Rita ~ Harty** on this exciting regional initiative.

Warm regards,

Donna Todd

Executive Director

Northern Corridor Chamber of Commerce



Pour en savoir plus To find out more



MUNICIPALITÉ DE / MUNICIPALITY OF

VAL RITA-HARTY

WELCOME / BIENVENUE / WACHEYA

Val Rita-Harty, nichée le long de la route 11, abrite une communauté dynamique. Malgré sa petite population, Val Rita-Harty offre une abondance de possibilités !

De notre centre communautaire exceptionnel aux installations extérieures comme les parcs et les terrains de sport, nous accordons la priorité à l'établissement de liens communautaires solides. Le gymnase de notre école ajoute de la polyvalence à notre offre. Pour améliorer la qualité de vie des résidents, nous disposons d'une patinoire extérieure, de terrains de tennis et d'une aire de repos adaptée aux voyageurs, le tout étoffé par une excellente bibliothèque. Val Rita-Harty incarne la connectivité, la vitalité et l'inclusion. Avec de nombreux clubs et comités, il y a une multitude de façons de se mobiliser et de contribuer.

NOTRE CENTRE COMMUNAUTAIRE

En juin 2022, les bureaux municipaux ont officiellement déménagé dans le centre communautaire anciennement connu sous le nom de « " l'École catholique Ste-Rita " ».

Val Rita-Harty, nestled along Highway 11, is home to a vibrant community. Despite its small population, Val Rita-Harty offers a wealth of opportunities!

From our outstanding community center to outdoor amenities like parks and sports courts, we prioritize fostering strong community bonds. Our school gym adds versatility to our offerings. Enhancing residents' quality of life, we feature an outdoor skating rink, tennis courts, and a traveler-friendly rest area, all complemented by an excellent library. Val Rita-Harty embodies connectivity, vitality, and inclusivity. With numerous clubs and committees, there are countless ways to engage and contribute.

OUR COMMUNITY CENTER

In June 2022, the municipal offices have officially moved their location to the Community Center previously know as "L'École catholique Ste-Rita'."

Our Community Center has been meticulously designed to cater to the diverse needs of our residents. This

Notre centre communautaire a été méticuleusement conçu pour répondre aux divers besoins de nos résidents. Cet espace centralisé abrite une gamme variée d'installations essentielles, servant d'épicentre à la vie sociale de notre ville. Le centre communautaire comprend une bibliothèque moderne, des bureaux municipaux pour une gouvernance efficace, un centre de conditionnement physique bien-équipé pour la santé et le bien-être, et des salles polyvalentes à louer pour divers événements. De plus, le centre dispose d'une salle de tissage, symbole de notre engagement à préserver l'artisanat et les traditions locales. Le parc extérieur et le terrain de basketball offrent des espaces pour les activités récréatives et la création de liens au sein de la communauté. Le gymnase de notre école, un espace polyvalent adaptable à de nombreux usages, renforce encore les aspects multifonctionnels de

centralized space houses a diverse range of essential facilities, serving as the epicenter of our town's social life. The community center encompasses a modern library, municipal offices for efficient governance, a well-equipped gym for health and wellness, and versatile hall rentals suitable for various events. Additionally, the center features a weaving room, symbolizing our commitment to preserving local crafts and traditions. The outdoor park and basketball court provide spaces for recreational activities and community bonding. Our school gym, a versatile space adaptable for numerous uses, further enhances the multifunctional aspects of our community center.



notre centre communautaire.

CENTRE COMMUNAUTAIRE – LOCATIONS

Libérez le potentiel de votre entreprise ou de vos événements sociaux à Val Rita-Harty !

Saviez-vous que nous offrons des espaces polyvalents à louer pour répondre à tous vos besoins d'affaires ? Que vous organisiez des réunions, des ateliers ou des cours de conditionnement physique, des fêtes d'anniversaire, des mariages ou des fêtes prénatales, nous avons la solution idéale pour vous :

Salle de réunion : Idéale pour les conférences, les présentations et les séances de remue-méninges.

Gymnase : Parfait pour les activités de renforcement

COMMUNITY CENTER – RENTALS

Unlock the Potential of Your Business or social events in Val Rita-Harty!

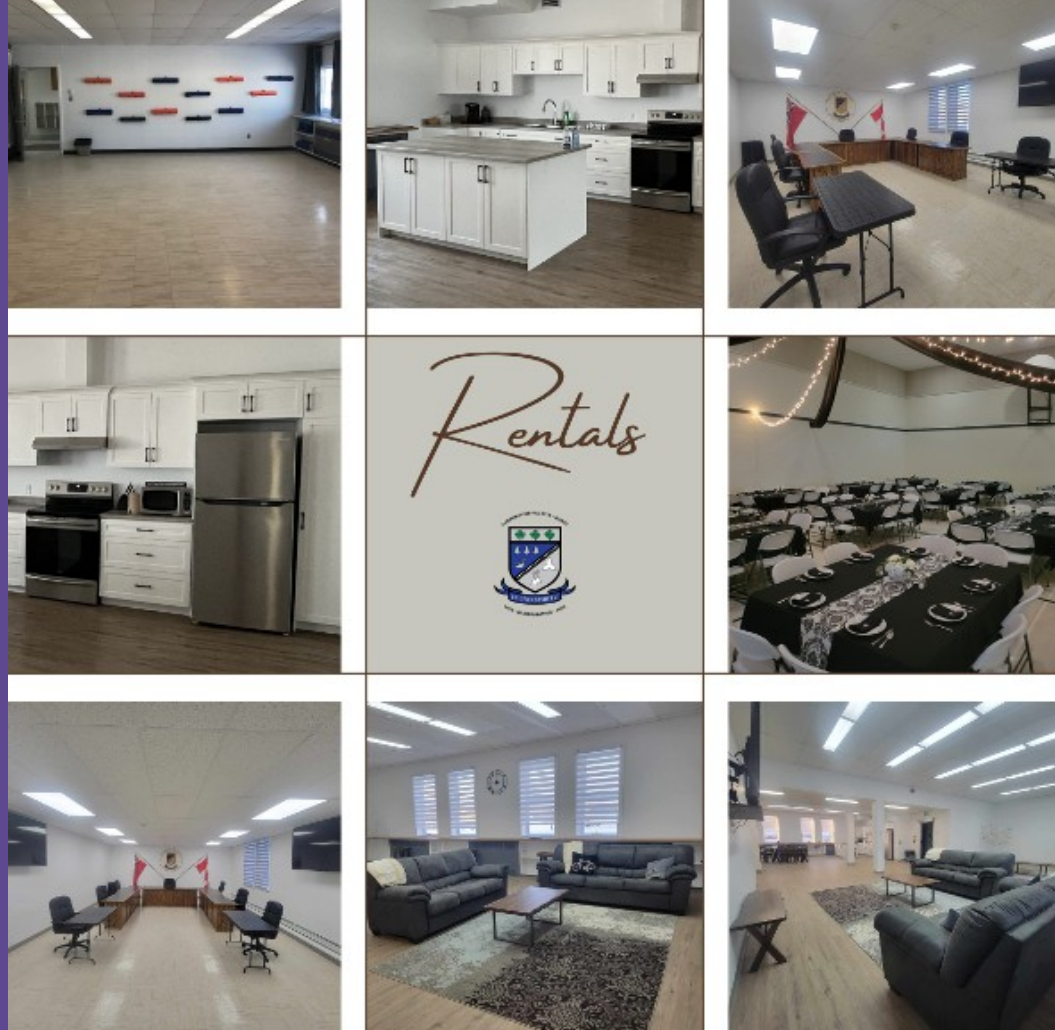
Did you know that we offer versatile spaces for rent to meet all your business needs? Whether you're hosting meetings, workshops, or fitness classes, we have the perfect solution for you:

Meeting Room: Ideal for conferences, presentations, and brainstorming sessions.

Gymnasium: Perfect for team-building activities, fitness classes, and recreational events.

Community Hub: A dynamic space for networking events, seminars, and community gatherings.

Yoga Room: Serene and tranquil, ideal for yoga classes, meditation sessions, and wellness workshops.



Rentals



de l'esprit d'équipe, les cours de conditionnement physique et les événements récréatifs.

Pôle communautaire : Un espace dynamique pour les événements de réseautage, les séminaires et les rassemblements communautaires.

Salle de yoga : Sereine et tranquille, elle est idéale pour les cours de yoga, les séances de méditation et les ateliers de bien-être.

Créez des expériences mémorables dans nos espaces de location flexibles et dynamiques. Contactez-nous dès aujourd'hui pour réserver votre espace et libérer le potentiel de votre entreprise à Val Rita-Harty.

BÂTIR UN MEILLEUR AVENIR

Val Rita-Harty est un modèle de progrès. Notre secteur agricole est en plein essor, apportant abondance et prospérité à notre communauté. Les bâtiments commerciaux font l'objet de rénovations excitantes, reflétant notre engagement en faveur de la modernisation et de la croissance. Les collaborations sont florissantes, favorisant des partenariats qui renforcent nos liens et amplifient notre impact.

Create memorable experiences in our flexible and vibrant rental spaces. Contact us today to book your space and unleash your business's potential in Val Rita-Harty!

BUILDING A BETTER TOMORROW

Val Rita-Harty thrives as a beacon of progress. Our farming industry is booming, yielding abundance and prosperity for our community. Commercial buildings are undergoing exciting upgrades, reflecting our commitment to modernization and growth.

Collaborations are flourishing, fostering partnerships that strengthen our bonds and amplify our impact.

In addition to these advancements, we're thrilled to introduce affordable housing opportunities through municipal lots in the heart of Val Rita. These lots are subject to the condition of commencing construction within two years of contract signature, ensuring swift development and enriching our community's social and economic landscape. This initiative aligns with our strategic plan for sustainable growth, fostering a vibrant and inclusive community.

En plus de ces réalisations, nous sommes ravis de proposer des logements abordables sur des terrains municipaux situés au cœur de Val Rita. Ces lots sont soumis à la condition de commencer la construction dans les deux ans suivant la signature du contrat, ce qui garantit un développement rapide et enrichit le paysage social et économique de notre communauté. Cette initiative s'inscrit dans le cadre de notre plan stratégique de croissance durable, qui favorise l'émergence d'une communauté dynamique et ouverte à tous.

Avec un engagement inébranlable en faveur de la durabilité, nous façonnons activement un avenir qui profitera non seulement à notre petite communauté, mais aussi aux régions avoisinantes. Ensemble, nous cultivons un écosystème résilient et prospère, jetant les bases de la prospérité pour les générations à venir.

With an unwavering commitment to sustainability, we are actively shaping a future that benefits not only our small community but also the surrounding areas. Together, we are cultivating a resilient and thriving ecosystem, laying the foundation for prosperity for generations to come.



5 STAR EVACUATION AND TRAINING

MANITOULIN TRANSPORT
705-335-8585

PATSY SEWING & REPAIRS
705-367-5361

BIZIER'S CARPENTRY
705-367-4058

MECO SELF STORAGE
705-335-5589

PETERBILT PARTS & SERVICE
705-335-8496

BOIS A. LACHANCE TRUCKING
705-335-1157

MELO TRADUCTION
Translation Services
819-208-6403

POSITIVE HEALING
705-347-4036

CAISSE ALLIANCE CENTRE DE SERVICES DE VAL RITA
2, de l'Église St.
705-335-6577

MURRAY OK TIRE
705-335-8496

ROUTHIER SOD N PAVING STONES
705-337-1015

CANADA POST
705-335-6640

MUNICIPALITE DE VAL-RITA HARTY
106, Government Road
705-335-6146
administration@valharty.ca
<https://valharty.ca/>

VIRTUCORE BUILDERS
2 avenue de l'Église
705-335-3021
<https://www.facebook.com/virtucorebuilders/>

FRESH COAT
705-367-5912

NORTHERN LIGHTS THERAPEUTIC RIDING ASSOCIATION
705-367-6570

YVES LAMONTANGE EXCAVATION
198 Hwy 11
705-335-0317
Yves.lamontagne@hotmail.com

LA SOCIÉTÉ DU DÉVELOPPEMENT ÉCONOMIQUE COMMUNAUTAIRE VAL RITA-HARTY (SDEC)
106, Government Road
705-335-6146

NORTHERN WAREHOUSING & STORAGE
705-335-5589

PUBLIC WORKS EQUIPMENT REPORT
for the month of **January 2026**

MAKE	Meter hrs beginning of month	Meter hrs this month	Total meter hrs end of month	Hours worked this month	Work done
Kubota 2004	5366	8	5374	8	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	145583	1590	147173	8282	114	8396	102	Snow Removal
							12	Sanding
COMMENTS New speed sensor. Change two hydraulic hoses. Fabricate parts on wing.(main pin swivel).								

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	6597	146	6743	146	Snow Removal
COMMENTS: Replaced front dump cylinder.					

MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	87044	561	6734		
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	17193	79	17272	79	Snow Removal
COMMENTS: Two new batteries installed.					

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	6893	21	6914	15	Compact Waste
				6	Snow Removal
COMMENTS: Two new batteries installed					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
Zamboni	8513	6	8519	6	Rink
COMMENTS:					

OTHER MONTHLY ACTIVITIES:

1.Snow Removal

2. Sanding

3. Recycle

4. Rink maintenance. / Rink Training

5. equipment maintenance, including annual maintenance on Fire truck #2 .

6. Landfill.

7. Community Center Maintenance

8.

9.

10.

11.

12.

SIGNATURE: Stefan Landry

DATE: February 04, 2026

<http://companyweb/shared documents/blank forms/public works equipment report.doc>

VAL RITA HARTY FIRE DEPARTMENT

MONTHLY REPORT

December 1-31st 2025

December 12th 2025- Meeting and training

8 volunteers attended

December 30th 2025- Residential call for propane leak

7 firefighters attended

Bert Filion

A handwritten signature in black ink, appearing to read 'Bert Filion', with a long horizontal line extending to the right.

Fire Chief

Event Chronology

Summary

Event Number/Type	Location	First Call
F254452	246 11 HY VAL	BAILEY SOLOMON
FD-ODOR (ODOR (STRANGE/UNKNOWN))	Cross Streets DES GRONDEURS RD/HARTY PIT RD	249 511-8761 Call Source ANI/ALI
Assigned Units	Dispositions	Event Time
	NO_REPRT	Started 12/30/2025 13:21:26
Case Numbers	Cross-References	Created 12/30/2025 13:23:13 Closed 12/30/2025 14:09:27

Date/Time	Terminal	Details
12/30/2025 13:21:26	cgslm34	ANI/ALI 249 511-8761 11 HIGHWAY VAL RITA-HARTY, ON TELMU T0020 LTE
12/30/2025 13:23:13	cgslm34	TFD event F254452 created at 246 11 HY VAL Cross Street DES GRONDEURS RD Cross Street HARTY PIT RD Type FD-ODOR (ODOR (STRANGE/UNKNOWN)) Dispatch Group FIR1 Priority 2 Beat VAL Alarm Level 1
12/30/2025 13:23:13	cgslm34	New Call Phone Number 249 511-8761 BAILEY SOLOMON 228 CELLULAR ST VAL Call Source ANI/ALI
12/30/2025 13:23:13	cgslm34	New Comment HWY 11 NORTH
12/30/2025 13:23:14	cgslm34	Event Updated AgencyEventData_ProQACaseld 8800 AgencyEventData_ProQACaseType FIRE
12/30/2025 13:23:14	cgslm34	New Comment Dispatch Code: 60B03 (Outside odor (other/unknown source)) Suffix: O (Odor only) Response Text: * Chief Complaint: Gas leak/odor outside Problem: STRONG SMELL OF PROPANE OUTSIDE ---- The caller is on scene (1st party). ---- The problem is reportedly outside. ---- The gas can be smelled only. ---- It is not known where the leak is coming from, but there is an odor. ---- No one is reportedly sick or injured.
12/30/2025 13:23:48	8gslm34	Event Updated First Viewed Time 12/30/2025 13:23:48
12/30/2025 13:23:48	8gslm34	New Comment ** Event F254452 was viewed at: 2025/12/30 13:23:48 ** >>>> by: 299 on terminal: 8gslm34
12/30/2025 13:24:06	cgslm34	New Comment Response Text: *
12/30/2025 13:24:47	8gslm34	New Comment TEXT SENT
12/30/2025 13:24:49	8gslm34	New Comment ** Event F254452 was viewed at: 2025/12/30 13:24:49 ** >>>> by: 299 on terminal: 8gslm34
12/30/2025 13:25:44	8gslm34	New Comment PAGE SENT
12/30/2025 13:25:53	cgslm34	New Comment CALLER ADVISES SMELL ONLY, ALSO STATES HIS HOUSE IS NOT WARMING UP, SO NOT SURE IF ITS RELATED
12/30/2025 13:25:56	8gslm34	New Comment ** Event F254452 was viewed at: 2025/12/30 13:25:56 ** >>>> by: 299 on terminal: 8gslm34
12/30/2025 13:29:46	8gslm34	New Comment ** Event F254452 was viewed at: 2025/12/30 13:29:46 ** >>>> by: 299 on terminal: 8gslm34
12/30/2025 13:32:17	8gslm34	New Comment SECOND PAGE
12/30/2025 13:33:56	8gslm34	New Comment ** Event F254452 was viewed at: 2025/12/30 13:33:56 ** >>>> by: 299 on terminal: 8gslm34
12/30/2025 13:33:59	8gslm34	New Comment TRUCK 2 ON SCENE
12/30/2025 14:07:09	9dplm34	New Comment ** Event F254452 was viewed at: 2025/12/30 14:07:09 ** >>>> by: 556 on terminal: 9dplm34
12/30/2025 14:08:33	9dplm34	New Comment ** Event F254452 was viewed at: 2025/12/30 14:08:33 ** >>>> by: 556 on terminal: 9dplm34
12/30/2025 14:09:00	9dplm34	New Comment TRUCK 2 IS BACK AT THE HALL
12/30/2025 14:09:27	9dplm34	Disposition Type NO_REPRT Assigned
12/30/2025 14:09:27	9dplm34	Event Closed OPTIC-OPP VB

12/30/2025 14:09:27	9dplm34	Event Updated Closing Comment OPTIC-OPP VB
12/30/2025 14:09:27	9dplm34	New Comment REPORT: 556
12/30/2025 14:09:27	9dplm34	New Comment CCB: ALL CREW BACK AT THE HALL - :CCE
12/30/2025 14:09:27	9dplm34	New Comment ** Cancel Event:OPTIC-OPP VB



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View incident report

Incident Report Version **Final** OFM-ISPC **LOW**

Fire department incident # 2 **Fire department station** No **OFM investigations contacted** 4 **Aid to/from other fire departments** 4 Not applicable
F254452

Section A - All emergency responses														
Incident location		Fire department		Date of incident		Initial call received		Dispatch time		Time on scene				
CODE	NFPP	CODE	NFPP	DATE (DD/MM/YYYY)	DATE (DD/MM/YYYY)	HOUR	MINUTE	SECONDS	HOUR	MINUTE	SECONDS			
5670	00	5670	00	30/12/2025	30/12/2025	13	21	26	13	24	47	13	33	59
Initial personnel		Estimated KM distance		Alarm to fire department		Response type		Rescues		Firefighter INJURIES		FATALITIES		
2	6	5	1 911	42 Gas Leak - Propane	0	0	0	0	0	0	0	0	0	
Section D - Incident address: All incidents														
Street or lot number		Street name/line or concession		Apt number		City/Town/Township		Postal code						
246 Hwy 11 N		246 Hwy 11 N				Harty		POL1M0						

Draeger Safety Canada Ltd
1300 Lorne Street
Sudbury, ON P3C 5N1

921 College Hill Road
Fredericton, NB E3B 6Z9
Canada Tel: 506.452.1212
Fax: 506.452.1395
www.rpc.ca

Project: 25-016201
Attention: Paul Laframboise
RPC Cylinder ID: HP_282
Sample Location: Val Rita-Harty FD
Compressor: Jordair K100-1EH
Serial Number: 97/1227/03
Operating Pressure: 4500 psig

Sample Received: November 21, 2025
Date of Analysis: November 26, 2025

Compressed Breathing Air Analysis to CSA Standard Z180.1-19 (High Pressure)

RPC Sample ID			25-016201-3-1
Component	Method ID	Allowable Concentration	
Oxygen	CAG.82	20 - 22 %	21 %
Nitrogen & Rare Gases	CAG.82	78 - 80 %	79 %
Carbon Monoxide	CAG.82	≤ 5 ppmv	< 0.5 ppmv
Carbon Dioxide	CAG.82	≤ 600 ppmv	34 ppmv
Methane	CAG.82	≤ 10 ppmv	2 ppmv
Volatile Non-Methane Hydrocarbons	CAG.82	≤ 5 ppmv	< 0.5 ppmv
Volatile Halogenated Hydrocarbons	CAG.82	≤ 5 ppmv	< 0.5 ppmv
Atmospheric Dew Point	CAG.02	≤ -53 °C	-60 °C
Odour	CAG.80	None,Slight	None
Oil, Particulate and Condensates	CAG.04	≤ 1 mg/m ³	< 0.1 mg/m ³

This report relates only to the sample and information provided to the laboratory.

Volatile Non-methane Hydrocarbons as methane equivalents.

Volatile Halogenated Hydrocarbons as dichloromethane equivalents.

Compressed breathing air in cylinders or piping operating at pressures equal to or greater than 15.3 Mpa (2216 psig) shall have an atmospheric dew point not exceeding -53 °C (-63°F) and should have a pressure dew point 5 °C (9 °F) below the lowest temperature to which the cylinder or piping can be exposed to at any season of the year.

Based on the above analysis, the submitted sample **MEETS** the requirements of the Standard (subject to dew point limitations).

Based on system pressure and water vapour content, the use temperature should be limited to -17°C and warmer.

This certificate will expire on **May 26, 2026**.

RPC is accredited with Standards Council of Canada (SCC) and conforms to the requirements of ISO/IEC 17025 for analyses indicated on our scope of accreditation. Our full Scope of Accreditation can be viewed at www.rpc.ca/english/quality.html.



Bryan Bourque
Compressed Air and Gases



921 College Hill Road
Fredericton, NB
E3B 6Z9 Canada
Tel: 506.452.1212
Fax: 506.452.1395

Standards Council of Canada accredited laboratory (No. 144) for testing of compressed breathing air

CERTIFICATE OF CONFORMANCE

Vai Rita-Harty FD

Compressor: Jordair K100-1EH

Serial Number: 97/1227/03

has satisfactorily met the purity requirements of
Breathing Air CSA Standard Z180.1-19


Bryan Bourque
Compressed Air and Gases

RPC Sample ID 25-016201-3-1

Date of Analysis: November 26, 2025

Expiry Date: May 26, 2026

Note: The dewpoint limits the use of air to temperatures defined for Breathing Air CSA Standard Z180.1-19. This certificate is valid until the date shown. Maintenance of the compressor system, other than routine maintenance, or any tampering with, or changes made to, the compression system automatically invalidates this certificate and requires the air to be retested.

VAL RITA HARTY FIRE DEPARTMENT

MONTHLY REPORT

January 1st-31st 2026

January 06 2026- Medical tiered response with ambulance Rue Du Parc

4 firefighters responded

January 09 2026- Assist other agencies for woman with arm stuck in car

7 firefighters attended

January 15 2026- Inspection at Villa Rita at 24 Deschenaux. CDSB were contacted regarding snow banks blocking apartment doors. Follow up visit was done and all the doors were cleaned

Bert and Roger attended

January 25 2026- Mutual Aid call for garage fire in Opastika

Truck #2 with 4 firefighters responded

Truck #1 with 2 firefighters waited at the Val Rita station

Bert Filion

A handwritten signature in black ink, appearing to read 'Bert Filion', with a long horizontal line extending to the right.

Fire Chief

Event Chronology

Summary

Event Number/Type: F260062 FD-TIERED (TIERED RESPONSE)	Location: 15 DU PARC AV VAL Cross Streets DES LAURIERS ST/MUNICIPALE ST	First Call: Call Source PHONE
Assigned Units:	Dispositions: NO_REPRT	Event Times: Started 01/06/2026 08:34:37 Created 01/06/2026 08:34:43 Closed 01/06/2026 09:31:58
Case Numbers:	Cross-References:	

Date/Time	Terminal	Details
01/06/2026 08:34:43	8gslm34	TFD event F260062 created at 15 DU PARC AV VAL Cross Street DES LAURIERS ST Cross Street MUNICIPALE ST Type FD-TIERED (TIERED RESPONSE) Dispatch Group FIR1 Priority 1 Beat VAL Alarm Level 1
01/06/2026 08:34:43	8gslm34	New Call Call Source PHONE
01/06/2026 08:34:46	8gslm34	New Comment 54YOF, VSA
01/06/2026 08:34:48	8gslm34	Event Updated First Viewed Time 01/06/2026 08:34:48
01/06/2026 08:34:48	8gslm34	New Comment ** Event F260062 was viewed at: 2026/01/06 08:34:48 ** >>>> by: 237 on terminal: 8gslm34
01/06/2026 08:35:45	8gslm34	New Comment PAGED
01/06/2026 08:36:02	9dplm34	New Comment ** Event F260062 was viewed at: 2026/01/06 08:36:02 ** >>>> by: 592 on terminal: 9dplm34
01/06/2026 08:38:41	8gslm34	New Comment TEXT SENT
01/06/2026 08:40:06	8gslm34	New Comment TRUCK 2 WITH 1
01/06/2026 08:45:32	8gslm34	New Comment ** Event F260062 was viewed at: 2026/01/06 08:45:32 ** >>>> by: 237 on terminal: 8gslm34
01/06/2026 08:50:48	5gslm34	New Comment ** Event F260062 was viewed at: 2026/01/06 08:50:48 ** >>>> by: 384 on terminal: 5gslm34
01/06/2026 09:31:58	8gslm34	Disposition Type NO_REPRT Assigned
01/06/2026 09:31:58	8gslm34	Event Closed OPTIC-OPP VB
01/06/2026 09:31:58	8gslm34	Event Updated Closing Comment OPTIC-OPP VB
01/06/2026 09:31:58	8gslm34	New Comment REPORT: 237
01/06/2026 09:31:58	8gslm34	New Comment CCB: CLEARING CALL :CCE
01/06/2026 09:31:58	8gslm34	New Comment ** Cancel Event:OPTIC-OPP VB



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Incident Report

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Fire department incident # Fire department station
F260062 1

OFM investigations contacted
No

Aid to/from other fire departments
3 Fire Protection Agreement

Section A - All emergency responses													
Incident location		Fire department		Date of incident		Initial call received		Dispatch time		Time on scene			
CODE	NFPP	CODE	NFPP	DATE (DD/MM/YYYY)	HOUR	MINUTE	SECONDS	HOUR	MINUTE	SECONDS	HOUR	MINUTE	SECONDS
5670	00	5670	00	06/01/2026	8	34	43	8	35	45	8	40	6
Initial personnel		Estimated KM distance		Alarm to fire department		Response type		Rescues		Firefighter INJURIES		FATALITIES	
3	5	1	1	3	From Ambulance	89	Other Medical/Resuscitator Call	0	0	0	0	0	0
Section D - Incident address: All incidents													
Street or lot number		Street name/line or concession number		Apt number		City/Town/Township		Postal code					
15 Du Parc Avenue		15 Du Parc Avenue				Val Rita		P0L2G0					

Event Chronology

Summary

Event Number/Type	Location	First Call
F260124 FD-ASSIST (MUTUAL AID/ASSIST OUTSIDE AGENCY)	248 11 HY VAL Cross Streets DES GRONDEURS RD/HARTY PIT RD	EMS Call Source PHONE
Assigned Units	Dispositions	Event Times
	NO_REPRT	Started 01/09/2026 23:46:24 Created 01/09/2026 23:47:19 Closed 01/10/2026 00:35:40
Case Numbers	Cross-References	

Date/Time	Terminal	Details
01/09/2026 23:47:19	8gslm34	TFD event F260124 created at 248 11 HY VAL Cross Street DES GRONDEURS RD Cross Street HARTY PIT RD Type FD-ASSIST (MUTUAL AID/ASSIST OUTSIDE AGENCY) Dispatch Group FIR1 Priority 2 Beat VAL Alarm Level 1
01/09/2026 23:47:19	8gslm34	New Call EMS Call Source PHONE
01/09/2026 23:47:19	8gslm34	New Comment 46 YOF, HAS HER ARM STUCK IN THE CAR, UNSURE WHAT IT MEANS, NOT AN MVC
01/09/2026 23:47:19	8gslm34	New Comment EMS ENR ON A PRIORITY RED
01/09/2026 23:47:19	8gslm34	New Comment NEED FD FOR POSSIBLE EXTRICATION
01/09/2026 23:47:23	9dplm34	Event Updated First Viewed Time 01/09/2026 23:47:23
01/09/2026 23:47:23	9dplm34	New Comment ** Event F260124 was viewed at: 2026/01/09 23:47:23 ** >>>> by: 574 on terminal: 9dplm34
01/09/2026 23:48:32	8gslm34	New Comment PAGING FOR VAL RITA FD
01/09/2026 23:52:02	8gslm34	New Comment FD TEXT SENT
01/09/2026 23:54:45	8gslm34	New Comment 2ND PAGE FOR VAL RITA
01/09/2026 23:55:36	8gslm34	New Comment TRUCK 2 IS ON SCENE
01/09/2026 23:59:11	9dplm34	New Comment ** Event F260124 was viewed at: 2026/01/09 23:59:11 ** >>>> by: 574 on terminal: 9dplm34
01/09/2026 23:59:31	9dplm34	New Comment PUMP1 RESPONDING
01/10/2026 00:00:11	8gslm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:00:11 ** >>>> by: 333 on terminal: 8gslm34
01/10/2026 00:01:06	9dplm34	New Comment EMS ON SCENE
01/10/2026 00:03:49	9dplm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:03:49 ** >>>> by: 574 on terminal: 9dplm34
01/10/2026 00:08:08	8gslm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:08:08 ** >>>> by: 333 on terminal: 8gslm34
01/10/2026 00:08:43	9dplm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:08:43 ** >>>> by: 574 on terminal: 9dplm34
01/10/2026 00:31:56	8gslm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:31:56 ** >>>> by: 333 on terminal: 8gslm34
01/10/2026 00:32:06	8gslm34	New Comment PUMPER2 IS BACK AT THE HALL
01/10/2026 00:32:37	8gslm34	New Comment VAL RITA FD CALLED, ALL TRUCKS ARE BACK AT THE HALL
01/10/2026 00:32:41	8gslm34	New Comment ** Event F260124 was viewed at: 2026/01/10 00:32:41 ** >>>> by: 333 on terminal: 8gslm34
01/10/2026 00:35:40	8gslm34	Disposition Type NO_REPRT Assigned
01/10/2026 00:35:40	8gslm34	Event Closed OPTIC-OPP VB
01/10/2026 00:35:40	8gslm34	Event Updated Closing Comment OPTIC-OPP VB
01/10/2026 00:35:40	8gslm34	New Comment REPORT: 333
01/10/2026 00:35:40	8gslm34	New Comment CCB: ALL UNITS BACK AT THE HALL :CCE
01/10/2026 00:35:40	8gslm34	New Comment ** Cancel Event:OPTIC-OPP VB



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Incident Report

Fire department incident # **F260124** Fire department station **1,2**

OFM investigations contacted
No

Aid to/from other fire departments
1 Mutual Aid

Section A - All emergency responses

Incident location CODE	Fire department CODE	Fire department NFPP	Date of incident Date (DD/MM/YYYY)	Initial call received HOUR MINUTE	Dispatch time HOUR MINUTE	Rescues	Time on scene HOUR MINUTE	Firefighter INJURIES	FATALITIES
5670 NFPP 00	5670	00	09/01/2026	23 47	23 48	2	23 55	0	0
Initial personnel 4	Total personnel 7	Estimated KM distance 5	Alarm to fire department 1 911	Response type 93 Assistance to Other Agencies (exc 921 and 922)		1			

Section D - Incident address: All incidents

Street or lot number	Street name/line or concession number	Apt number	City/Town/Township	Postal code
	248 Hwy 11 N		Harty	P0L1M0

vent Chronology

Summary

Event Number/Type 60321 FD-ASSIST (MUTUAL AID/ASSIST OUTSIDE AGENCY)	Location 9 STE ANNE ST N OPA Cross Streets NOTRE DAME ST/PINEAULT ST	First Call OPSATIKA FD 888 402-1111 Call Source PHONE
Signed Units	Dispositions NO_REPRT	Event Times Started 01/25/2026 01:47:48 Created 01/25/2026 01:50:10 Closed 01/25/2026 04:31:41
Phone Numbers	Cross-References	

Time	Terminal	Details
01/25/2026 01:50:10	8gslm34	TFD event F260321 created at 9 STE ANNE ST N OPA Cross Street NOTRE DAME ST Cross Street PINEAULT ST Type FD-ASSIST (MUTUAL AID/ASSIST OUTSIDE AGENCY) Dispatch Group FIR1 Priority 2 Beat OPA Alarm Level 1
01/25/2026 01:50:10	8gslm34	New Call OPSATIKA FD Call Source PHONE
01/25/2026 01:50:10	8gslm34	New Comment STRUCTURE FIRE
01/25/2026 01:51:08	9dplm34	Event Updated First Viewed Time 01/25/2026 01:51:08
01/25/2026 01:51:08	9dplm34	New Comment ** Event F260321 was viewed at: 2026/01/25 01:51:08 ** >>>> by: 555 on terminal: 9dplm34
01/25/2026 01:51:31	8gslm34	New Comment PAGING
01/25/2026 01:51:32	9dplm34	New Comment RESPONDING UNITS IN OPA - DEP FIRE CHIEF REQUESTING MUTUAL AID
01/25/2026 01:51:42	9dplm34	New Comment HOME IS FULLY ENGULFED AND THREATENING NEIGHBORING HOMES
01/25/2026 01:51:56	9dplm34	New Comment REQUEST SECOND TRUCK AND AT LEAST A COUPLE OF FIREFIGHTERS
01/25/2026 01:51:59	9dplm34	New Comment ** Event F260321 was viewed at: 2026/01/25 01:51:59 ** >>>> by: 555 on terminal: 9dplm34
01/25/2026 01:52:13	9dplm34	Updated Call Phone Number 888 402-1111 OPSATIKA FD Call Source PHONE
01/25/2026 01:52:14	9dplm34	New Comment ** Event F260321 was viewed at: 2026/01/25 01:52:14 ** >>>> by: 555 on terminal: 9dplm34
01/25/2026 01:52:53	8gslm34	New Comment TEXT SENT
01/25/2026 01:53:09	9dplm34	New Comment OPP AND EMS ARE ALSO CALLED OUT AS PER OPA FD
01/25/2026 01:53:54	5gslm34	New Comment ** Event F260321 was viewed at: 2026/01/25 01:53:54 ** >>>> by: 367 on terminal: 5gslm34
01/25/2026 01:54:41	8gslm34	New Comment ** Event F260321 was viewed at: 2026/01/25 01:54:41 ** >>>> by: 556 on terminal: 8gslm34
01/25/2026 01:56:17	8gslm34	New Comment 2ND PAGE
01/25/2026 01:58:07	8gslm34	New Comment 2ND TEXT SENT
01/25/2026 01:58:38	8gslm34	New Comment TRUCK 2 - 2
01/25/2026 02:13:01	5gslm34	New Comment ** Event F260321 was viewed at: 2026/01/25 02:13:01 ** >>>> by: 367 on terminal: 5gslm34
01/25/2026 03:31:18	8gslm34	New Comment ** Event F260321 was viewed at: 2026/01/25 03:31:18 ** >>>> by: 556 on terminal: 8gslm34
01/25/2026 04:30:58	8gslm34	New Comment ** Event F260321 was viewed at: 2026/01/25 04:30:58 ** >>>> by: 556 on terminal: 8gslm34
01/25/2026 04:31:14	8gslm34	New Comment HARTY - PUMP 2 BACK AT HALL
01/25/2026 04:31:41	8gslm34	Disposition Type NO_REPRT Assigned
01/25/2026 04:31:41	8gslm34	Event Closed OPTIC-OPP VB
01/25/2026 04:31:41	8gslm34	Event Updated Closing Comment OPTIC-OPP VB
01/25/2026 04:31:41	8gslm34	New Comment REPORT: 556
01/25/2026 04:31:41	8gslm34	New Comment CCB: ALL CREWS RETURNED TO HALL , REPORT :CCE



Ministry of the
Solicitor General

OFFICE OF THE FIRE MARSHAL

View incident report

Version
Final

OFM-ISPC
Low

Incident Report

Fire department incident # Fire department station
F260321 2

OFM investigations contacted
No

Aid to/from other fire departments
1 Mutual Aid

Section A - All emergency responses

Incident location CODE NFPP	Fire department CODE NFPP	Date of incident DATE (DD/MM/YYYY)	Initial call received HOUR MINUTE SECONDS	Dispatch time HOUR MINUTE SECONDS	Time on scene HOUR MINUTE SECONDS		
5673 00	5670 00	25/01/2026	1 50 10	1 52 53	2 9 0		
Initial personnel	Total personnel	Estimated KM distance	Alarm to fire department	Response type	Rescues	Firefighter INJURIES	FATALITIES
2	6	12	1 911	1 Fire	0	0	0

Section B - All fires or explosions (response types 1 and 2)

App of agent HOUR MINUTE SECONDS	Under control date/time DATE (DD/MM/YYYY)	Status on arrival Flames showing from large area (more than one storey, large area outdoors)	Water Tanker shuttle service available (no hydrant)	Fire control Extinguished by fire department
2 13 0	25/01/2026		4	1
Property type	Area of origin	Ignition source	Ignition fuel	
365 Detached Garage	99 Undetermined	999 Undetermined	97 Other, unclassified	
Object first ignited		Possible cause		

99 Undetermined	99 Undetermined	Estimated \$ loss \$60,000.00	Estimated total value \$100,000 to \$109,999	Total exposures 0	Exposure number 0	Civilians only INJURIES 0	FATALITIES 0
Vehicle Purpose FUEL	Estimated \$ loss \$60,000.00	Insurance estimate 9 Undetermined	Estimated total value \$100,000 to \$109,999	Total exposures 0	Exposure number 0	Civilians only INJURIES 0	FATALITIES 0

Persons rescued CHILD 0 ADULT 0 SENIOR 0	Physical condition 98 Not applicable, no persons rescued
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Civilian actions: Fire control 9 Undetermined	Civilian actions: Evacuation 1 All evacuated	Non evacuation reasons 8 Not applicable -all evacuated, no person present, or suicide 8 Not applicable -all evacuated, no person present, or suicide
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Other agencies contacted OPP MOE TSSA ESA MOL EMS CANUTEC GAS UTILITY HYDRO UTILITY MUNICIPAL BUILDING HEALTH POLICE OTHER

Section C - All structure fires or explosions (response types 1 and 2)

Initial detection 9 Undetermined	Extent of fire 8 Entire Structure	Smoke spread 10 Spread beyond building of origin	Est # Displaced 0
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Business impact 8 Not applicable (not a business)	Complex 97 Other	Occupancy Status 8 Not applicable (formerly Undetermined)	TYPE 9 Undetermined
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Building status 8 Not Applicable	Illegal use 8 Not applicable	Building height 12	Level of origin 001 1st Floor	Age of structure 9 Undetermined
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Smoke alarms
Alarm on floor or in suite of fire origin

PRESENCE AND OPERATION 1 Floor/suite of fire origin: No smoke alarm	FAILURE TO OPERATE 98 Not applicable: Alarm operated, presence/operation undetermined, no alarm	TYPE 8 Not applicable - no smoke alarm or presence undetermined
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Municipalité de Val Rita-Harty Municipality

Item #:	Personnel responsable / staff: Deputy Clerk
Date : November 18, 2025	pour / for: conseil / Council
Sujet / Re :	

Description:

At the request of Councillor Lambert the letter from Council Employment Options Emploi is placed on the Regular meeting agenda for consideration by Council.

Employment Options Emploi is considering to offer services to the residents of Val Rita-Harty and are seeking a location, at no cost, for a couple hours per week, where they would be able to meet with clients.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council provide direction to staff.

Financial Implications:

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

Le 2 février 2026

Objet : Demande de collaboration pour offrir les services d'Options Emploi à Val-Rita/Harty

Bonjour,

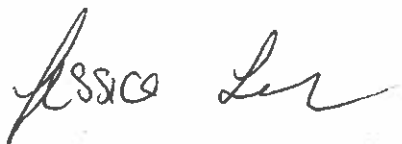
Je vous écris au nom d'Options Emploi, situé au Collège Boréal de Kapuskasing. Nous aimerions explorer la possibilité d'offrir nos services d'emploi personnalisés aux résidents de Val-Rita/Harty.

Afin de rendre ces services accessibles, nous cherchons un espace sans frais, même pour quelques heures par semaine, où nous pourrions rencontrer les résidents et les accompagner dans leurs démarches professionnelles.

Si cette initiative vous intéresse, nous pourrions convenir ensemble la journée et les heures qui vous conviendraient afin que je puisse planifier mes visites.

Je serais ravie d'en discuter avec vous et de voir comment nous pourrions collaborer pour mieux soutenir la communauté.

Merci et au plaisir de collaborer avec vous,



Jessica Leclair
Consultante itinérante, services d'emploi
Options Emploi
705-337-6673 poste 5422

→ 3, avenue Aurora, Kapuskasing ON P5N 1J6

Calendar of Meetings

Name	Date	Location
NEOMA	February 27, 2026	Smooth Rock Falls
Regular Council Meeting	March 17, 2026	
AFMO	March 25-26, 2026	Sudbury
Ontario Good Roads	March 29-April 1, 2026	Toronto
FONOM	May 11 to 13, 2026	Timmins
AMO	August 16 to 19, 2026	Ottawa

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1238-26

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 Bylaw shall be for the Regular Council meeting of February 17, 2026.
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 26-047 this 17th day of February, 2026.

Mayor

Deputy Clerk