



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

**1 Appel à l'ordre/Called To Order**

The Regular Meeting of Council is called to order at \_\_\_\_\_p.m.

**2 Set Aside Interim Procedural Bylaw**

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.

**3 Appointment of Deputy Mayor**

THAT the Municipality of Val Rita-Harty Council approve the appointment of Councillor Steven Lambert as Deputy Mayor, effective March 18, 2026, for the remainder of the term of Council.

📎 Appointment of Deputy Mayor

**4 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**

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

**6 Adoption de l'ordre du jour/Approval of Agenda**

THAT the agenda be adopted as circulated.

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

**8 Discours du maire/Mayor's Address**

**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 of February 17, 2026 and the Special Council meeting of March 5, 2026 be adopted as circulated.

📎 Regular Council meeting of February 17, 2026 Minutes

📎 Special Council meeting of March 5, 2026 minutes

**10 Délégations/présentations/Delegations/Presentations**

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

**11.1 Interim Procedural Bylaw**

- 11.2 Community Improvement Plan
- 11.3 Financial Governance and Audit (includes Donation Policy)
- 11.4 Feedback Management Bylaw
- 11.5 Human Resources Recruitment and Management
  
- 12 Affaires législatives/Legislative Matters**
- 12.1 Session de travail du Comité plénier/Committee of the Whole Working Session
- 12.1.1 Claude Rancourt - Ontario Clean Water Agency
- 12.1.2 Fees and Charges
  - 📎 Fees Schedule
- 12.1.3 Sentinel Lights
- 12.1.4 Draft Surplus of Land Bylaw
  - 📎 Draft Surplus of Land Bylaw
- 12.1.5 Draft Council Remuneration Bylaw
  - 📎 Draft Council Remuneration Bylaw Updated
- 12.1.6 Communications Protocol - Updated
  - 📎 Communications Protocol - Updated
- 12.1.7 Electronic Corporate Seal - Updated
  - 📎 Draft Electronic Corporate Seal Bylaw - Updated
- 12.1.8 Human Resource Recruitment and Management Schedule C
  - 📎 Schedule C - Onboarding (Draft)
  - 📎 Schedule C Guidelines
- 12.1.9 Human Resource Recruitment and Management Schedule D
  - 📎 Schedule D - Development
  - 📎 Schedule D Guidelines
- 12.1.10 Human Resource Recruitment and Management Schedule E
  - 📎 Schedule E - Retention
  - 📎 Schedule E - Guidelines
- 12.1.11 Quarterly Operational Reports
- 12.2 BYLAWS
- 12.2.1 Bylaw No. 1240-26 - Enter into MOU with Val Rita-Harty Public Library
 

THAT Bylaw No. 1240-26, Being a Bylaw authorizing the Mayor and Deputy Clerk to execute a Memorandum of Understanding with the Val Rita-Harty Public Library be read and adopted this 17<sup>th</sup> day of March, 2026.

  - 📎 Bylaw 1240-26 Recommendation Report
  - 📎 Bylaw No. 1240-26 To enter into MOU with Val Rita-Harty Public Library
  - 📎 Memorandum of Understanding
- 12.2.2 Bylaw No. 1241-26 Being a bylaw to appoint CBO and delegate authority
 

THAT Bylaw No. 1241-26, Being a bylaw to appoint building officials, to delegate appointment authority under the *Building Code Act* to Devon Staley for the Corporation of the Municipality of Val Rita-Harty and to repeal Bylaw No.1200-25 be read and adopted this 17<sup>th</sup> day of March 2026.



reliability of Highway 11, a vital link for the movement of goods, services and people across provincial boundaries; and

WHEREAS Motion M-26 calls upon the Federal Government to designate Highway 11 as a Project of National Interest under the Building Canada Act;

NOW THEREFORE Council for the Municipality of Val Rita-Harty hereby supports Motion M-26 and the efforts of MP Gaetan Malette to send a strong and unified message regarding the importance of this corridor.

📎 Gaetan Malette: Support for M-26 Trans-Canada Highway

#### 12.4 Fire Truck Mandatory replacement cycles

WHEREAS fire department apparatus, including the Municipality of Val Rita-Harty's primary fire truck, is essential for delivery of fire protection services and ensuring safe, reliable operations; and

WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council; and

WHEREAS the Municipality of Val Rita-Harty fire truck is 24 years old and meets all safety regulations; and

WHEREAS mandatory 20-year replacement cycles for functional trucks create significant budget pressures for smaller municipalities; and

WHEREAS, fire apparatus requirements are governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS); and

WHEREAS, Fire Underwriters Survey (FUS) establishes apparatus replacement schedules based on safety and risk mitigation; and

WHEREAS, no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Val Rita-Harty petition the Provincial Government and FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities; and

FURTHERMORE BE IT RESOLVED that this resolution be sent to the Federation of Northern Ontario Municipalities (FONOM), Association of Municipalities of Ontario (AMO), Ministry of Municipal Affairs and Housing, the Federation of Canadian Municipalities (FCM), Mushkegowuk-James Bay MPP Guy Bourgouin and Kapuskasing-Timmins-Mushkegowuk MP Gaetan Malette.

#### 12.5 Committee of Adjustment Meeting Recommendations

##### 12.5.1 Consent Application VRH-02

THAT Council approve Consent Application File VRH-002 pursuant to Section 53 of the Planning Act, subject to the following conditions:



1. The Certificate of Consent pursuant to Section 53(42) of the Planning Act shall be issued within two years of the notice of decision. Any request for the Certificate of Consent must include a written submission demonstrating that all conditions of the consent have been satisfied.
2. That the following parcels be merged through a deeming by-law enacted by the Municipality and recorded on title at the Land Registry Office (details in Figure 1):
  - PCL 11269 SEC CC; BLK B PL M315C OWENS; VAL RITA-HARTY
  - PCL 12999 SEC CC; PT LT 9 CON 18 OWENS PT 4, 6R3240; VAL RITA-HARTY
  - PCL 11268 SEC CC; PT LT 9 CON 18 OWENS PT 2 & 3, 6R3240; VAL RITA-HARTY
  - PCL 12998 SEC CC; PT LT 9 CON 18 OWENS PT 6, 6R3240, PT 2, 6R5992; VAL RITA-HARTY
  - PCL 10883 SEC CC; PT LT 9 CON 18 OWENS PT 5, 6R3240; VAL RITA-HARTY
  - PCL 6662 SEC CC; PT LT 9 CON 18 OWENS PT 2, CR229; VAL RITA-HARTY
  - PCL 10395 SEC CC; PT LT 8 CON 17 OWENS PT 9, 6R3240; VAL RITA-HARTY
3. That the restriction be removed from the Land Registry records on:
  - PCL 10883 SEC CC; PT LT 9 CON 18 OWENS PT 5, 6R3240; VAL RITA-HARTY
4. That all applicable fees for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By-law.
5. That a draft reference plan, prepared by an Ontario Land Surveyor and illustrating the lands subject to Consent File VRH-002, be submitted to the Municipality for review and approval prior to registration in the applicable Land Registry Office.

#### 12.5.2 Consent Application VRH-03

THAT Council approve Consent Application File VRH-003 pursuant to Section 53 of the Planning Act, subject to the following conditions:

1. The Certificate of Consent pursuant to Section 53(42) of the Planning Act shall be issued within two years of the notice of decision. Any request for the Certificate of Consent must include a written submission demonstrating that all conditions of the consent have been satisfied.
2. That the following parcels be merged or adjusted through a deeming by law enacted by the Municipality and recorded on title at the Land Registry Office (details in Figure 1):
  - PCL 9133 SEC CC; PT LT 8 CON 17 OWENS PT 21, 6R2225; VAL RITA-HARTY
  - PT LT 8 CON 17 OWENS BEING PTS 22 AND 23, 6R2225; TOWNSHIP OF VAL RITA-HARTY
3. That all applicable fees for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges By law.
4. That a draft reference plan, prepared by an Ontario Land Surveyor and illustrating the lands subject to Consent File VRH-003, be submitted to the Municipality for review and approval prior to registration in the applicable Land Registry Office.
5. That any outstanding property taxes applicable to both the severed and retained parcels be paid in full.
6. That the severed industrial lot (M1 portion) comply with all applicable Zoning By-law provisions. Any identified non-conformities (e.g., parking) must be addressed through a zoning amendment, minor variance, or other mechanism prior to development.
7. That the retained lot, currently dual-zoned (M1 & A1) and containing a non-conforming industrial use, be required to:
  - Rezone the lot to a single zone that reflects the intended future use and aligns with the Official Plan (e.g., M1 to formalize the existing industrial use, or Rural (A1) for continued rural use).
  - Submit a zoning amendment application to the Municipality prior to finalization of the consent and complete the rezoning process within a timeframe established by Council.
8. That the owner provide confirmation of municipal servicing availability (water and sewer) for the severed lot prior to issuance of the Certificate of Consent.

#### 12.6 Township of Hornepayne Resolution Support

WHEREAS there is a visible disparity between the northern and southern population

of Ontario; and

WHEREAS Northern Ontario has an abundance of opportunity in the form of municipally serviced building lots for both Industry and population growth; and

WHEREAS high residential property taxes in northern Ontario discourage and prohibit the construction of new residential single-family dwellings; and

WHEREAS the addition of a Small Northern New Residential property tax class and subclass would create an incentive for the building of new homes in small northern Ontario communities.

NOW THEREFORE BE IT RESOLVED that the Council for the Municipality of Val Rita-Harty does hereby request that the Honorable Minister Peter Bethlenfalvy, the Minister of Finance, amends the Assessment Act to include a Small Northern New Residential property tax class and subclass;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the Honourable Doug Ford Premier of Ontario; MPP Guy Bourguin; the Honourable Minister Peter Bethlenfalvy, Minister of Finance; the Honourable Minister George Pirie, Minister of Northern Economic Development and Growth; the Honourable Minister Rob Flack, Ministry of Municipal Affairs and Housing; AMO; FONOM; NEOMA and ROMA.

 Township of Hornepayne Resolution Support

**13 Recess to March 18, 2026 at 6 p.m.**

THAT this March 17, 2026 meeting of Council be recessed at \_\_\_\_\_p.m. and that the meeting resume at 6 p.m. on Wednesday March 18, 2026.

**14 Resume Recessed Meeting**

**15 Affaires administratives/Administrative Matters**

**15.1 Community Bulletins**

THAT Council for the Municipality of Val Rita-Harty receive the Municipal Bulletin Mailout Proposal report; AND FURTHERMORE that Council authorize staff to proceed with the publishing of a Bulletin on a regular basis and approve associated costs, as presented.

 Community Bulletins Recommendation Report

**15.2 Website Maintenance**


THAT Council receive the report recommending the retention of Ontario North Consulting for website maintenance and content upload services, and THAT Council approve expenditures up to a maximum of \$2,500 with a service review to be conducted in September, 2026.

 Website Maintenance


**15.3 Employment Options Emploi**

THAT Council receive the report for use of space by Employment Options Emploi concur with the recommendation for Employment Options Emploi to utilize space at


the Val Rita-Harty Public Library, at no cost, for employment intake and assistance to residents.

- 15.4  Employment Options Emplo  
Public Works Supervisor February Report



THAT the Public Works Supervisor equipment report for February be received.

- 15.5  Public Works Supervisor February Report  
Summer Student 2026 hour rate of pay

THAT the Municipality of Val Rita-Harty Council approve the hiring of two (2) Summer Students for the 2026 season for the Public Works Department; AND FURTHERMORE the hourly rate be set at \$20.00 per hour.

- 15.6  Summer Student 2026 hour rate of pay  
Health Care Recruitment and Retention Committee

THAT Council for the Municipality of Val Rita-Harty receive the Health Care Recruitment and Retention Committee annual report and authorize payment of the 2026 HCR&RC contribution amounting to \$3,473.02.

- 15.7  Health Care Recruitment and Retention Committee Recommendation Report  
 HCR&RC Annual Report  
Fees Schedule

That Council direct staff to incorporate into the Fees Schedule the addition of a fee for printing of Council meeting agendas for the public, as follows: \_\_\_\_\_

- 15.8 2026 Budget Deliberation

THAT Council hold a Special meeting(s) on March 30, 2026 at 6 p.m. for 2026 preliminary budget deliberations and on March 31, 2026 at 6 p.m. for planning and development.

- 15.9 NEOMA Annual Meeting

- 15.10 Fire Smart Project

THAT the Municipality of Val Rita-Harty Council terminate the existing Ontario Fire Smart Communities (Transfer Payment Agreement) and reapply in the Spring if so recommended by the Fire Chief.

- 15.11  Fire Smart Project Recommendation Report  
Sentinel Lights

THAT Council provide direction to staff as follows with respect to payment of electricity reimbursement for Sentinel lights \_\_\_\_\_

- 16 **Questions relatives à l'encadrement/Leadership Issues**

- 17 **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 March 17, 2026 regular meeting of Council.

-  Minister of Rural Affairs

- 📎 Val Rita-Harty WWS 2025 Annual Report
- 📎 MMAH 2025 Financial Indicator letter
- 📎 MMAH Financial Indicator Review
- 📎 2025 Public Sector Salary Disclosure Attestation
- 📎 Kapuskasing LCC meeting minutes of January 14, 2026
- 📎 Copy of letter from M. D'Amours letter to corridor Mayors
- 📎 New Highway 11 Rest Area
- 📎 FONOM Call for Nominations - Executive Award
- 📎 James Bay OPP Detachment Minutes of December 8, 2025 minutes
- 📎 Township of Val Rita-Harty eVoting Policies and Procedures

**18 Huis clos/Closed Session**

THAT Council move to Closed Session Meeting at \_\_\_\_\_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. Personal Matters about identifiable individuals (5);
2. Litigation/Potential Litigation (1)
3. Advice subject to solicitor-client privilege (2);
4. Education and Training (1).

Regarding Aboriginal Housing Claim, Statement of Defence, Return for Service agreements and Procedural Bylaw-Voting Reconsideration training.

**19 Report from Closed Session**

THAT Council arise from Closed Session Meeting at \_\_\_\_\_p.m. Council met in Closed Sessiokn 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 directed as follows:-----

**20 Calendrier/Calendar**

- 📎 Calendrier/Calendar

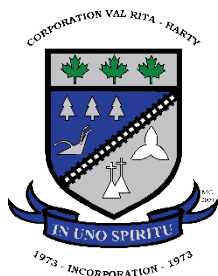
**21 Confirmation des procédures/Confirmation of Proceedings**

THAT Bylaw 1248-26, Being a bylaw to confirm the proceedings of Council for the Regular Meeting of March 17, 2026 be hereby read and adopted.

📎 Bylaw No. 1248-26 to confirm the proceedings of Council

**22 Ajournement/Adjournment**

THAT this regular meeting of Council be adjourned at \_\_\_\_\_p.m.



## Municipalité de Val Rita-Harty Municipality

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<b>Item #: 2</b>	<b>Personnel responsable / staff: Deputy Clerk</b>
<b>Date : March 17, 2026</b>	<b>pour / for: conseil / Council</b>
<b>Sujet / Re : Appointment of Steven Lambert as Deputy Mayor</b>	

### **Description:**

Council is requested to approve the appointment of Councillor Steven Lambert as Deputy Mayor, to take effect on April 1, 2026 for the remainder of the term of Council.

### **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 approve the appointment of Councillor Steven Lambert as Deputy Mayor, effective March 18, 2026, for the remainder of the term of Council.

**Financial Implications:** N/A

### **Rapport soumis par / Respectfully submitted:**

**Barbara Major**  
**Deputy Clerk**





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

Membres/Members	Johanne Baril - Maire/Mayor Roger Lachance – Conseillere/Councillor Angele Beauvais – Conseillere/Councillor Steven Lambert – Conseiller/Councillor
Regrets:	Alain Tremblay – Conseiller/Councillor
Employees:	Barbara Major - Deputy Clerk - Virtual Leanne Crozier – Treasurer – Virtual
Others:	Peggy Young Lovelace – E4m - Virtual
Public:	2

**1 Appel à l'ordre/Called To Order**

The Regular Meeting of Council is called to order at 6:02 p.m.

**2 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**

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. The municipal buildings we occupy are 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, we understand 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 honour 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.

**3 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.

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

**Res. # 26-029**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT the agenda be adopted as circulated and amended with deferral of Agenda Item 10.2

**CARRIED**

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

No declarations.

**6 Discours du maire/Mayor's Address - Nil**

**7 Délégations/présentations/Delegations/Presentations**

Nil

**8 Session de travail du Comité plénier/Committee of the Whole Working Session. PLEASE NOTE: Agenda Items Nos. 9, to and including 11.3, see below, dealt with first following Committee Working Group Item No. 8.1**

Council changed order of the agenda items as follows: Moved from Working Group Item No. 8.1 to Agenda Item Nos. 9, to and including Item 11.3, shown below.

**8.1 Fees and Charges Administration - Facility use**

Council reviewed the report requesting clarity pertaining to fees and charges for the Hub and Gym. Council concurred that there would be no half day rental rate for the Hub and directed staff to present a report at the next Regular meeting of Council with recommendations relating to deposits, membership options, rentals during vacations such as Christmas and Easter, etc...Council further recommended that the 2025 hub rental fees be utilized and the municipal website be updated.

**8.2 Council Remuneration**

Council reviewed the Working Draft Bylaw to establish remuneration for Council, Committees and its Local Boards to provide for reimbursement of expenses. Staff was directed to work on language, incorporate a semi-annual review process in terms of meeting & conference attendance by Council to ensure fairness to all members of Council and Council concurred with a bi-weekly payment remuneration combining remuneration and car allowance.

**8.2.1 Resolution to approve bi-weekly payments**

**Res. # 26-030**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Council authorizes the Treasurer to commence bi-weekly payment to Council, comprised of remuneration and car allowance, with payments to commence the first pay period in March, 2026.

**CARRIED**

**8.3 Human Resources Recruitment and Management Schedule**

Council discussed Schedule "A"-Attraction and Schedule "B"-Recruitment schedules to the Draft Human Resources and Recruitment and Management Bylaw. It was noted that Council approves the pay grid however there is no consistent human resources policy. The draft policy conforms with current legislation. Staff was directed to incorporate ageism to ensure the policy is non-discriminatory; and to modify language to have the hiring process and reference checks to be outsourced by qualified individuals. The revised Schedules and Guidelines will be returned to the Working Group for consideration.

#### **8.4 Communication Protocol**

Council reviewed the draft Communications Protocol bylaw, implementation guidelines and strategy discussion paper. Staff was directed to amend the protocol to incorporate a mechanism enabling public statements in exceptional circumstances under the authority of the Mayor without need for approval at Council meeting. Council concurred with the recommendation that the Municipal Facebook site be amended to reflect best practices by turning off public comments. The draft bylaw will be presented at the next Regular meeting of Council for adoption.

Staff was additionally directed to prepare a letter for the next Council agenda seeking support to lobby the government to amend legislation which currently requires that firetrucks beyond 25 years be replaced, as is the case for the Municipality.

#### **8.5 Val Rita-Harty Municipal Facebook Page**

**Res. # 26-031**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT Council authorizes staff to turn off comments on the Municipality of Val Rita-Harty Facebook page, as per best practice.

**CARRIED**

#### **8.6 Draft Memorandum of Understanding with Library**

**Res. # 26-032**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT Council agree in principle to entering into a Memorandum of Understanding, as amended, with the Val Rita-Harty Public Library Board.

**CARRIED**

#### **8.7 Electronic Corporate Seal**

Council reviewed the draft Bylaw to authorize the use of an electronic corporate seal and recommended staff amend the bylaw to include a review of the bylaw at the August 2026 Regular meeting of Council. The bylaw will be presented for adoption at the next Regular Meeting of Council.

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

**Res. # 26-033**

**PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT the minutes of the Regular Council meetings held on January 27 and 28, 2026 be adopted as circulated.

**CARRIED**

- 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 - Deferred to the next Regular Council meeting**
- 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**

**Res. # 26-034**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Alain Tremblay

THAT the Municipality of Val Rita-Harty Council receive and adopt the 2026-2031 Multi Year Accessibility Report as circulated and amended and FURTHERMORE that training be scheduled for Members Council and copy of the Plan be shared with the Public Library.

**CARRIED**

**11.2 OCWA-2026 Major Maintenance Recommendations**

**Res. # 26-035**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT the Municipality of Val Rita-Harty Council hereby receive the Ontario Clean Water Agency capital expenditures request as amended and direct that the Treasurer discuss with OCWA to determine recommendation items that are considered critical (to include \$50,000 approved in December); approve the two maintenance items as per Intact Insurance assessment letter; invite OCWA to attend at the next Regular Council meeting for further discussion and that the Treasurer include estimates in the 2026 budget for critical items services and sign the requests to proceed.

**CARRIED**

**11.3 Statutory Statement from Treasurer re: 2025 Council Remuneration**

**Res. # 26-036**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

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

**CARRIED**

**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.  
Res. # 26-037**

**PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

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.

**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  
Res. # 26-038**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT Bylaw No. 1237-26, being a bylaw to adopt the Municipal Election 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.

**CARRIED**

**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).**

**Res. # 26-039**

**PROPOSÉE PAR / MOVED BY:** Councillor Steven Lambert

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

THAT Council receive the Consent Agenda items as listed on the agenda for the February 17, 2026 regular meeting of Council and FURTHERMORE that card/letter of congratulations be sent to Dr. Lianne Catton on her retirement from the Porcupine Health Unit in Timmins.

**CARRIED**

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

**Res. # 26-040**

**PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

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.

**CARRIED**

## **12 Affaires administratives/Administrative Matters**

### **12.1 Animal Rescue Kapuskasing**

Council gave consideration to a request for financial assistance from Animal Rescue Kapuskasing and Council passed on the request. Council further directed that staff prepare a Donation Policy for consideration at a future Working Group session. The Treasurer will prepare listing of Municipal donations for the previous five years.

**CARRIED**

**12.2 NEOMA and AFMO meeting attendance**

**Res. # 26-042**

**PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

THAT all Members of Council be authorized to attend the NEOMA meeting in Smooth Rock Falls on February 27, 2026 and Councillor Roger Lachance be authorized to attend the Association francophone des municipalités de l'Ontario annual meeting on March 26 & 26, 2026 in Sudbury.

\*\*Council will confirm with the Deputy Clerk if they intend to participate at the NEOMA meeting, for registration purposes.

**CARRIED**

**12.3 2026 Membership Fees**

**Res. # 26-043**

**PROPOSÉE PAR / MOVED BY:** Councillor Steven Lambert

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

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

**CARRIED**

**12.4 Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide**

**Res. # 26-044**

**PROPOSÉE PAR / MOVED BY:** Councillor Steven Lambert

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT the Municipality of Val Rita-Harty Council does not participate in the Northern Corridor Chamber of Commerce 2026 Information/Tourist Guide.

**CARRIED**

**12.5 Public Works Supervisor January Report**

**Res. # 26-045**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

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

**CARRIED**

**12.6 Fire Chief December Report**

**Res. # 26-046**

**PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais

**APPUYÉE PAR / SECONDED BY:** Councillor Steven Lambert

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

**CARRIED**

**12.7 MOU with Val Rita-Harty Library**

**Res. # 26-047**

**PROPOSÉE PAR / MOVED BY:** Councillor Steven Lambert

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

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

**CARRIED**

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

**13.1 Employment Options Emploi**

**Res. # 26-048**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Council for the Municipality of Val Rita-Harty direct staff to evaluate a location at the Community Centre for use by Employment Options Emploi for a few hours weekly, at no cost, to enable Employment Options Emploi to offer services to residents of Val Rita-Harty; and FURTHERMORE that a report to be presented at the next Regular Council meeting for consideration.

**CARRIED**

**14 Huis clos/Closed Session**

Nil

*Education and Training from January 27 and 28, 2026 meeting deferred to next Closed Session meeting.*

**15 Calendrier/Calendar**

Calendar provided for Information purposes.

**16 Confirmation des procédures/Confirmation of Proceedings**

**Res. # 26-049**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

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

**CARRIED**

**17 Ajournement/Adjournment**

**Res. # 26-050**

**PROPOSÉE PAR / MOVED BY:** Councillor Steven Lambert

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT this Regular meeting of Council be adjourned at 8:25 p.m.

**CARRIED**

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Mayor

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Deputy Clerk



## Municipalité de / Municipality of Val Rita-Harty Meeting Minutes

Special Council Meeting March 5, 2026 - 06:00 PM

Membres/Members: Steven Lambert – Deputy Mayor  
Roger Lachance – Conseillere/Councillor  
Angele Beauvais – Conseillere/Councillor  
Alain Tremblay – Conseiller/Councillor

Regrets: Johanne Baril - Mayor

Employees: Barbara Major - Deputy Clerk - Virtual  
Leanne Crozier – Treasurer – Virtual

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

Public: 0

### 1 Call To Order

This Special Meeting of Council is called to order at p.m. 6:01 p.m.

### 2 Appointment of Deputy Mayor

Res. # 26-051

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Councillor Steven Lambert be appointed as Deputy Mayor for this Special Meeting of Council.

**CARRIED**

**3 Land Acknowledgement**

Nil

**4 Recital of the Municipal Mission and Vision Statements**

Nil

**5 Adoption of the Agenda**

**Res. # 26-052**

**PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

THAT the agenda be adopted as circulated with the addition of one (1) Closed Session Matter under Section (b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**6 Declaration of Pecuniary and General Conflict of Interest**

None declared.

**7 Closed Meeting Session**

**Res. # 26-053**

**PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Council move to Closed Session Meeting at 6:03 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; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on, by or on behalf of the municipality or local board, for the following matters:

1. Human Resources matters: (2) Municipal Staff and Appointment;
2. Instruction-Contract: E4m Contract; and
3. Legal Matters: Aboriginal Housing

**CARRIED**

**8 Report from Closed Session**

**Res. # 26-054**

**PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

THAT Council arise from Closed Session at 7:57 p.m. and report as follows: Council met in Closed Session pursuant to the *Municipal Act* Section 239 (2) to consider: (b) personal matters about an identifiable individual, including



municipal or local board employees; (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; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on, by or on behalf of the municipality or local board. Council gave direction to staff regarding a legal matter pertaining to Aboriginal Housing, appointment bylaw and E4m contract matters.

**CARRIED**

**9 Confirmatory Bylaw**

**Res. # 26-055**

**PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay

**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Bylaw No. 1239-26, being a bylaw to confirm the proceedings of Council for the Special Council meeting held on March 5, 2026 be hereby read and adopted.

**CARRIED**

**10 Adjournment**

**Res. # 26-056**

**PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay

**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

THAT this Special Meeting of Council be adjourned at 7:59 p.m.

**CARRIED**

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Mayor

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Deputy Clerk



## Municipalité de Val Rita-Harty Municipality

**Item #: 11-Working Group**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Amend Fees and Charges bylaw**

### **Description:**

That the Committees of the Whole Working Group give consideration provide direction with respect to the Fees Schedule to include a fee for individuals and/or organizations requesting copy of Council meeting agendas. Council agendas can be between 200-300 pages in length.

Enquiries have been made with the following municipalities with respect to fees they charge:

- Hearst: Charge the photocopy rate and a cost of recovery.
- Mattice: Receive no requests, agendas provided at no charge.
- Smooth Rock Falls: Charge at photocopy rate of \$1 per page.
- Kapuskasing: Charge at photocopy rate of \$1 per page

The fee for photocopying in Val Rita-Harty is \$.50 per page for black and white copies and \$1 for colour copies. Agenda packages have been copied as black and white.

The Municipality of Val Rita-Harty agendas are made public and are available on the municipal website prior to meeting(s). The cost to print agendas for the public includes the paper, photocopier and staff time.

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## BYLAW NO. ??????

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### Being a By-law to Govern the Disposal of Real Property of the Corporation of the Township of Val Rita-Harty

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#### **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.

##### **Delegation of Powers and Duties**

Section 23.1 of the *Municipal Act* authorizes a municipality to delegate its duties under the *Municipal Act*, subject to certain requirements.

##### **Appoint a Chief Administrative Officer (“CAO”)**

Section 229 of the *Municipal Act* provides that a municipality may appoint a chief administrative officer who shall be responsible for,

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality.

### **Appoint a Treasurer**

Section 286(1) of the *Municipal Act* provides that the municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.

### **Sale and Disposition of Municipal Land**

Section 270 of the *Municipal Act* requires municipalities to adopt a policy on how they will sell or otherwise dispose of land owned by the municipality.

### **Preamble**

The *Municipal Act* requires that a municipality adopt a policy on how it will sell or otherwise dispose of municipally owned land.

By-law ??? (as amended) is the policy that is currently in place and requires updating.

### **Decision**

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to update its policy for the sale and other disposition of Town owned land.

### **Direction**

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

1. That the Township of Val Rita-Harty will dispose of surplus land in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the Township.
2. That **Land(s)** shall mean any real property owned by the Township including any structures and buildings located thereon.
3. That **Other Disposition** shall mean the granting of the use of land by:
  - a. Lease for a period of five (5) years or more, or
  - b. A lease with options to renew for a period greater than five (5) years, but this does not include a licence given by the Township which is revocable by the Township within the twenty-one (21) year period.
4. That **Sale** shall mean a transfer of legal title in land and shall include a lease of 21 years or longer.
5. That the following Township owned properties with water frontage shall not be sold:
  - a. No Town lands with water frontage shall be sold unless such sale is for the good of the Township as a whole;

- b. Lands used as a public park maintained by the Township, or a Local Board shall remain for public use and no encroachment or use other than as a public park will be permitted; and
- c. Lands that are unopened road allowances, or lots reserved for access to the lake and not maintained by the Township may be used and maintained by the public provided no trees are cut unless permission is given by the Senior Manager, all garbage and debris is removed, no structures are erected, no fires are permitted, and no camping is allowed. Any person maintaining land is not exclusive and cannot prohibit its use by other members of the public. Signs may be posted at the discretion of Council or the Senior Manager.

### **Procedures for Disposal**

- 6. That the CAO or most Senior Manager (“SM”) in conjunction with the Treasurer establish guidelines to govern sale and disposal of surplus land owned by the Township of Val Rita-Harty that comply with this by-law including that:
  - a. Land disposal procedures may be initiated in response to inquiries from the public, unsolicited offers or as the result of internal municipal decisions and the decisions of Council.
  - b. Council reserves the right to undertake activities to increase the value of lands prior to appraisal(s) and/or sale.
  - c. Surplus land is sold on an “as is” basis and at all times the Township makes no representations or warranties regarding title or any other matters relating to the land to be sold. Surplus land is sold on an “as is” basis.

### **Declaring Property Surplus**

- 7. That prior to selling any land, Council shall by resolution, declare the land to be surplus to the needs of the Township.
- 8. That prior to declaring the lands surplus to the Township, the Senior Manager shall provide a report with their recommendation(s) for Council to consider which at a minimum will include:
  - a. The current use of the land(s) and if the current use complies with the Provincial Policy Statement, Official Plan & Zoning By-law.
  - b. The location of the land(s), the zoning and potential uses for the land as set out in the Zoning By-law.
  - c. The potential use of the land(s) for public purposes.
  - d. The preferred method of valuation and the Current Value Assessment set out by the Municipal Property Assessment Corporation.
  - e. The preferred method of disposal.
  - f. The minimum acceptable sale price.
  - g. Feedback from Township Department Heads, the contracted Land Use Planner, and other such agencies or government bodies the Town Manager believes appropriate or required by law.
  - h. Other such information as may be necessary for Council to make an informed decision.

9. Council may declare lands to be surplus for any reason, including but not limited to economic growth, income, job creation, community development, etc.

### **Appraisal**

10. That an Appraisal shall mean a formal written opinion of the fair market value of the land which will be considered valid for a maximum of one (1) year after being received by Council. This may be provided by any one or all of the following methods:
  - a. By the Senior Manager's office, having reference to assessed values in the surrounding area, or,
  - b. By an opinion of an independent Real Estate Agent, having knowledge of land values in the area, or,
  - c. By a formal valuation by a qualified Real Estate Appraiser.
11. That the disposition of Township owned land may be for no less than the fair market value of the land determined through at least one independent appraisal completed by an accredited appraiser through the Appraisal Institute of Canada, or such other method of valuation as determined by the Senior Manager.
12. That an alternative method of valuation may include the value assigned by the Municipal Property Assessment Corporation or a letter of opinion of the fair market value of the land from a real estate brokerage firm or an independent real estate agent. Alternative methods may also be used for non-viable land or a lease.
13. That notwithstanding the sections above, and whereas otherwise not or prohibited by legislation and regulation from doing so (i.e. anti-bonusing provisions), the disposition of land may be at a price different than fair market value if, in Council's opinion it is in the best interest of the Township to do so.

### **Sale Price**

14. That Council at its absolute discretion can establish the sale price of surplus land(s) even if the sale price is less or more than the appraised value.
15. That once Land(s) is/have been declared surplus and a minimum acceptable sale price decided by Council, the Treasurer in consultation with the Senior Manager may execute all required documents for the sale on behalf of the Township.

### **Survey**

16. Prior to selling any surplus land at the discretion of Council or the Senior Manager, the Township may obtain or require a survey or reference plan of the land from a Registered Ontario Land Surveyor in accordance with the laws of the Province of Ontario. This requirement may be waived if an existing survey or reference plan or property identification Number (PIN) is available. A reference plan shall be provided if a new lot is being created.

### **Other Approvals**

17. That nothing in this by-law shall prevent Council from deciding to retain or dispose of the land on such terms and conditions as may be decided by Council and not set out in this by-law, which shall include the power to sell the land to whomever it directs.
18. That all land, with or without improvements, shall be sold on an "as is" basis unless



Council directs otherwise.

19. That the Township is under no obligation by virtue of the sale of land to grant any approvals, including approvals for changes to the Official Plan or Zoning Bylaw or with respect to site plan control, minor variances and building permits or to support approvals required by any other approval authority, which may be necessary for the use of the land by the purchaser, express or otherwise.

#### **Notice Requirements**

20. Once the lands have been declared surplus by Council, notice shall be provided in accordance with the Township Notice Policy.
21. That the Notice shall identify:
  - a. That the lands have been declared surplus to the Township needs.
  - b. The municipal address, legal description and/or a key map to identify the lands to be sold.
  - c. The name and contact person who can respond to questions.
  - d. The proposed date, time and location of the meeting where the sale of land will be considered by Council.
  - e. If a decision is not made at the specified Council meeting, no further notice is required provided that a resolution is passed indicating Council's decision. This shall also apply to any further referrals or deferrals of the matter.
22. Any person may submit an objection to the Clerk in writing and include the person's name, address and reason(s) for the objection. Council must consider all comments received prior to a sale commitment. Council may revoke the surplus declaration at any time prior to the conveyance of land for any reason and may choose not to sell the land(s).

#### **Methods of Sale**

23. That Surplus Land(s) will be sold by one of the following methods:
  - a. Unsolicited bid from a potential purchaser,
  - b. Public tender, or
  - c. Township initiative.
24. That the Treasurer shall develop guidelines for the sale of land by the Township which are compliant with law and are in keeping with best practices in fiscally responsible asset disposal.

#### **Agreement of Sale**

25. That the Mayor and the Treasurer are authorized to enter into an agreement to sell any land declared surplus on behalf of the Township providing it complies with this by-law.

#### **General**

26. That this by-law repeals By-Law **?????** and any other by-law, resolution or policy that is contrary to these provisions.
27. This by-law takes effect on the day of its final passing.
28. That the Clerk for the Township of Val Rita-Harty is hereby authorized to make minor

modifications or corrections of a grammatical or typographical nature to the Bylaw and schedule after the passage of this Bylaw, where such modifications or corrections do not alter the intent of this Bylaw.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

Working Draft

**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**

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**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 **bi-weekly** and deposited directly into the Member’s bank account as set out by the Treasurer.

**Reduction of Remuneration for Attendance**

Council may, by resolution, impose a reduction in remuneration for any Member who has not attended a sufficient number of meetings. Reductions shall be based on documented attendance records, approved by Council resolution, and recorded by the Treasurer for accountability. Council shall review attendance and any reductions annually to ensure fairness and transparency.

**Additional Remuneration for Council Members**

Council by way of resolution may authorize additional remuneration for members who undertake substantially greater responsibilities than their peers, including participation on multiple committees, chairing committees, or leading assigned projects. Additional remuneration shall be based on documented workload differences, approved by Council resolution, and recorded by the Treasurer for accountability. Council shall review additional remuneration annually to ensure fairness relative to workload.

**Review of Council Activity**

Council shall review the workload and attendance of all Members to determine any adjustments to remuneration—including both additional remuneration and reductions—twice annually, in July and December, except in municipal election years. In election years, only the July review shall be conducted, as the Council term concludes in November.

**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

**THE CORPORATION OF THE  
TOWNSHIP OF VAL RITA-HARTY  
BYLAW NUMBER 2026XX**

**BEING A BYLAW TO ESTABLISH A COMMUNICATIONS PROTOCOL**

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**Legal Authority**

**Scope of Powers**

Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides municipality with broad authority to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's 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.

**Broad Authority**

Section 10(2)2 of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting Accountability and transparency of the municipality and its operations and of its local boards and their operations.

**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 Bylaw 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. **Time-Sensitive or Urgent Matters:** Official municipal communication channels may be used for time-sensitive or urgent matters, including situations that are negative, pose a high risk to the municipality’s reputation, or constitute an actual or potential emergency requiring prompt attention. In such cases, communications must be coordinated by the Administrative Authority designated under this bylaw and approved by the Mayor, as the official municipal spokesperson, prior to release wherever time permits.
8. **Council Member Personal Communications:** Council Members may maintain personal or political communication channels provided they clearly distinguish personal views from official municipal positions.
9. **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.
10. **Communications Guidelines:** The Administrative Authority shall develop and maintain Communications Guidelines to support this Protocol.
11. 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

# 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

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#### **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.
4. That the Clerk shall ensure that access to the Electronic Corporate Seal is restricted through secure authentication controls (such as passwords, encryption keys, or multi-factor authentication) and that only authorized persons may use or trigger application of the seal.

5. That any person authorized by the Clerk to use the Electronic Corporate Seal shall do so only in accordance with written procedures and shall acknowledge their responsibilities in writing prior to being granted access

### **Execution of Documents**

6. 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**

7. 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**

8. 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.
9. That the Clerk shall ensure appropriate records are maintained to demonstrate the application and use of the Electronic Corporate Seal.

### **Monitoring and Reporting**

10. That the Clerk shall maintain a secure log of all instances in which the Electronic Corporate Seal is applied, including:
  - a. the date and time of use;
  - b. the document name or reference number;
  - c. the name and position of the individual authorizing the use; and
  - d. the purpose for which the seal was applied.
11. That the Clerk shall prepare and submit to Council a quarterly report summarizing how often the Electronic Corporate Seal was used and for what types of documents, and shall report any concerns about its use.

12. That Council may, by resolution, direct an internal or external audit of the use and administration of the Electronic Corporate Seal at any time.

**Conflict and Severability**

13. That where a provision of this Bylaw conflicts with provincial or federal legislation, such legislation shall prevail.

14. That if any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

**Effective Date**

15. 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

Working Document

## Schedule “C” - Onboarding

### **PREAMBLE**

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

### **Definitions**

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

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

### **Onboarding Program**

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

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

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

It will also include:

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

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

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

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# (INSERT TITLE) Guidelines – Employee Onboarding

As required in *Bylaw XXXX-XX Being a Bylaw to Codify Human Resources Recruitment and Management*, and specifically related to Schedule C - Employee Onboarding, 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.

## Onboarding Program

This Guideline governs the onboarding process and sets out roles and responsibilities to ensure all new Officers/employees feel welcome at the Municipality/Township/Town.

The following key information each new Officer/Employee will need immediately are topics such as:

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

## Definitions

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

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



**Training:** Workplace training is the process of developing knowledge, skills and efficiency in your job. Employers conduct different types of training depending on their requirements, the urgency of their needs and the availability of resources.

### **Responsibilities**

Responsibility for onboarding is shared among many individuals, however, the new Officer/Employee and their supervisor play the most significant roles in the orientation, onboarding, and training process.

Every Officer/Employee, whether new to the Public Service or new to a particular position, is encouraged to take an active role in the Onboarding process.

## **Prior to the Start of Employment**

The immediate supervisor of the new Officer/Employee will send the new hire an email **5 days before** their start date that includes the following:

- The date and time of the first day
- What they need to bring (i.e., paperwork, void cheque, etc.)
- Location of the office and parking instructions (if applicable)
- Who to ask for or where to go upon arrival on the first day
- Dress code expectation and PPE requirements where applicable
- A basic overview of the first day's events

In preparation for the new Officer's/Employee's first day, the supervisor will:

- Make an announcement to the Council, staff, and other stakeholders regarding the arrival of the new Officer/Employee
- Ensure that the new Officer's/Employee's work area is properly set up including equipping the area with office supplies and establishing computer network access
- Assign an "onboarding buddy" to the Officer/Employee and brief them of their three (3) -month role in the onboarding process
  - An onboarding buddy is a top performing colleague who is knowledgeable on job duties, company culture, best practices, etc.
  - For more information on the Onboarding Buddy Program see the **Onboarding Buddy Guide**
- Ensure the Officer's/Employee's email address has been created and access to network has been granted

## **Orientation**

Below are the typical steps and responsibilities for a new Officer's/Employee's orientation program.

### **Supervisor**

- Facilitate/lead introductory meeting with the team
- One on one meeting with the new Officer/Employee to discuss:
  - History of the Municipality/Township/Town and their vision, mission, and values
  - Expectations
  - First week goals/deliverables
  - Answer any initial questions
- Ensure all relevant HR and accounting paperwork has been completed
- Tour of the office building pointing out key areas such as restrooms, the printer, lunchroom, meeting rooms, etc.
- Provide relevant resources and equipment (i.e., computer, phone, office supplies, etc.)
- Ensure the new employee can sign in and navigate relevant software with the correct permission levels (i.e., email, intranet, LMS, etc.)
- Provide benefits information and forms for review and sign-up
- Confirm that the new Officer/Employee and onboarding buddy have met

### **Onboarding Buddy**

- Meet the new Officer/Employee
  - Answer any initial questions
  - Explain expectations and format of onboarding buddy program

### **New Officer/Employee**

- Read and sign-off on applicable policies and procedures which include, but are not limited to:
  - Health and Safety Policies
  - Employee Code of Conduct
  - Internet Use Policy
  - Violence and Harassment Policy
  - Employee Handbook
- Meet their Department lead/supervisor and the (INSERT TITLE) as may be applicable

### **Training**

On the job training helps Officers/Employees develop the skills, competencies, and knowledge they need to carry out their role in the organization. On-the-job training that will be provided to the new Officer/Employee within their first year includes:

- Self-paced eLearning
  - a structured course or learning experience delivered electronically
- Coaching or mentoring

- Mentors: share their knowledge, skills and/or experience, to help another to develop and grow
- Coaches: provide guidance to a new Officer/Employee on their goals and helps them reach their full potential
- Job shadowing
  - Follow an Officer/Employee and observe them in their day-to-day work

**Mandatory training topics include:**

- Accessibility for Ontarians with Disabilities Act (AODA)
- Workplace Hazardous Materials Information System (WHMIS)
- Worker/Supervisor Health and Safety Awareness
- Workplace Violence and Harassment
- Other position-specific training/certifications as required

**Check-ins**

Throughout the new Officer’s/Employee’s first year, the following check-ins will take place:

- Weekly check-ins with supervisor to discuss progress and deliverables for the first 3 months
- Weekly check-ins with their onboarding buddy for the first 3 months ensuring all the new Officer’s/Employee’s questions are answered
- Monthly check-ins with supervisor from month 3-12 to discuss goals, progression, and feedback on the onboarding process

## Onboarding Buddy Guide

### **What is an Onboarding Buddy?**

An onboarding buddy is a peer coach who assists the new hire to navigate the Municipality’s systems. A buddy partners with the new employee for the first few months of their employment to assist them by:

- Offering encouragement and resources to help introduce them to the Municipality’s culture
- Explaining basic operational issues
- Supporting their immediate productivity on the job
- Helping them build confidence
- Exemplifying the Municipality’s values

Toward the end of the few months, you and the new employee can discuss with the supervisor if and how to continue the relationship.

## Buddy Responsibilities

- Establish a rapport with the new employee
- Have lunch or a coffee break with the new employee at least once a month
- Act as an informational resource on policies and procedures
- Help socialize the new employee to the Municipality's guidelines, norms, and culture
- Answer general/routine questions
- Make introductions to other members of the Municipality
- Follow up with the new employee on a weekly basis for 3 months

## Buddy Selection Criteria

Supervisors are responsible for selecting a buddy for their new employee. Selections should be based on the following characteristics:

- Demonstrates strong performance
- Is given time to be accessible to the new employee Is skilled in/has knowledge of the new employee's job
- Is a peer of the new employee
- Has patience and good communication and interpersonal skills
- Wants to be a buddy
- Is well regarded and accepted by peers

## What an Onboarding Buddy is not

An onboarding buddy is **not**:

- Responsible for the entire onboarding process
- A mentor who is involved with developing an employee
- A supervisor, responsible for the new employee's job performance

The buddy is not positioned to resolve performance, policy, or disciplinary matters. However, the buddy can share opinions on how to resolve these matters. Ultimately, a buddy directs a new employee to the supervisor to resolve a relevant issue(s).

## Why Onboarding Buddies are Important

New Employee Benefits	Buddy Benefits	Municipality Benefits
Early productivity	Leadership development	Increased employee engagement & retention
One-on-one assistance	An increased network	Enhanced onboarding process
Understanding of how things get accomplished	Opportunity to support others	Increased employee productivity
Single point of contact	Recognition as a strong performer	Increased employee communication

### Tips

You do not have to be an expert or know everything to be a buddy. Just focus your attention on assisting the new employee with an open mind and with a good attitude and identifying resources as needed. Ask questions like “What do you need?” or “How can I help?”.

Do's	Don'ts
Offer feedback	Don't be judgemental
Be patient	Don't try to cover everything at once
Talk about each other's communication preferences as you likely have different styles	Don't try to force a relationship; it may take time to develop one

## Schedule "D" - Development

### PREAMBLE

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

- Learning & Professional Development
- Performance Management
- Succession Planning

### Learning and Professional Development

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

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

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

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

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

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

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

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

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

## **Performance Management**

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

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

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

## **Officer and Employee Engagement**

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

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

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

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



## Work Performance Feedback

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

### Feedback Principles:

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

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

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

## Performance Evaluation

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

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

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

- Establishing clear objective performance measures and performance

expectations - actual tasks to be completed.

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

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

Performance management information shall be used for decisions related to:

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

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

# (INSERT TITLE) Guidelines – Employee Development

As required in *Bylaw XXXX-XX Being a Bylaw to Codify Human Resources Recruitment and Management*, and specifically related to Schedule D - Employee Development, 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.

## 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.

## Performance Management

Performance management is both a system and a process. It requires a consistent method of implementation [system] as well as a clear set of action steps [process]. It provides the necessary framework for each employee to be successful in their position and for the overall success of the Municipality/Township/Town. This is accomplished by aligning the performance expectations of each Officer/Employee with the overall goals of Council/the Municipality/Township/Town. Performance management is continuous throughout the year. From time to time, work improvement plans, and progressive discipline may be required to support an Officer/Employee in achieving satisfactory performance.

Annual reviews will be conducted using the Municipality's/Township's/Town's "Standard Performance Measurement Tool" and adopted process which includes self-assessments completed by each Officer/Employee.

The tool consists of objective [actual tasks completed] and subjective [competency] performance measures that are agreed upon on an annual basis between Council and the (INSERT TITLE).

## **Assessment Tool**

A standardized assessment tool should be used to ensure consistency in how performance is assessed year after year and throughout the entirety of the municipal/township/town operation. This does not mean that the tool cannot be modified from time to time to meet the needs of the Municipality/Township/Town. It does mean that the approach to conducting performance assessments will be standardized as a practice across the Municipality/Township/Town for all Officers/employees.

The Performance Assessment tool used by the Municipality/Township/Town consists of objective [actual tasks completed] and subjective [ability to do the “job” duties/competency] performance measures. This type of evaluation tool balances the performance information being considered by limiting bias, minimizing personality similarities/differences, and increasing the validity of the feedback being given to an Officer/Employee. However, the value or weight of each of these measures will be unequal when analyzing the overall performance rating. To be clear, the subjective measures should count for between one (1) and thirty-five (35) percent of the total rating only.

The percentage or weight given to the subjective measures would vary based on position within the municipal/township/town operation. The more important contact/work with other people the higher the weight or value the subjective measures ought to have in comparison to the objective measures. For example, a weight or value between 25% and 35% would be appropriate for the Municipal Clerk or a Management position. For a position like an equipment operator (where technical skill proficiency is more essential than working well with people) the weight or value would be between 15% and 20%.

## **Objective Measures = Performance Expectations/KPIs**

Objective performance measures [performance expectations or key performance indicators (KPIs)] are fact based. Either some task or activity was completed well and on time, or it was not.

Each position within the municipal/township/town operation has its own set of performance expectations or KPIs based on the function of the position; which may include legislated/mandatory activities as well as tasks/actions directly related to the Municipality’s/Township’s/Town’s Council Term Plan or other strategic priorities.

### Example for a Management Position

Focus	KPI	Measure
Build a workplace culture that supports employee success	Develop performance expectations for direct reports	<ul style="list-style-type: none"> <li>- Review the job description for each direct report by <b>July 31, 20XX</b></li> <li>- Review previous performance evaluations for each direct report by <b>August 15, 20XX</b></li> <li>- Draft performance expectations based on the job descriptions and goals as set by Municipal Clerk for each direct report by <b>September 15, 20XX</b></li> <li>- Meet with each direct report to review potential changes to the job description and the performance expectations by <b>October 30, 20XX</b></li> </ul>
Work to develop a governance culture of accountability, increased transparency & inclusion.	Develop a system/process of reporting to Council to ensure that accountability, transparency & inclusion are addressed in applicable staff/other reports	<ul style="list-style-type: none"> <li>- Attend training on staff report template and provide training to staff on how to use the template by <b>July 31, 20XX</b> if the process is adopted by Council.</li> </ul>

### Example for Front-Line Position

Focus	KPI	Measure
Build a workplace culture that supports employee success	Successfully complete established performance expectations	<ul style="list-style-type: none"> <li>- Meet with Management Position Supervisor to review potential changes to the job description and the performance expectations by <b>August 15, 20XX</b></li> <li>- Log work carried out as described in the performance expectations</li> </ul>
Work to develop a governance culture of accountability, increased transparency & inclusion.	Develop a system/process of reporting to Council to ensure that accountability, transparency & inclusion are addressed in applicable staff/other reports	<ul style="list-style-type: none"> <li>- Train direct reports on staff report template on the information needed to complete the template <b>by August 31, 20XX</b> if the process is adopted by Council.</li> </ul>

### **Subjective Measures = How Others Perceive the Employee's Competency**

Subjective performance measures are perception based and not fact based. They are more about the experience the individual assessor has about the employee. Perception can be based on personal opinions/perspectives, ethics/attitudes, and beliefs. It can also be shaped by the opinion of others. Subjective measures can be difficult to rate if there is insufficient detail within the overall measure since they can mean different things to different people. Key to consider when using subjective performance measures is to provide some definitive statements to clearly outline the expectation.

Overall measures should include the following themes. The definitive statements would be different based on where the position fits within the municipal organization. Expectations are higher for positions of authority than for front-line workers, but they could all still apply.

- Leadership
- Communication
- Planning & Goal Setting
- Decision-making
- Team Building
- Time Management & Productivity
- Change Management
- Stress Management
- Emotional Intelligence
- Personal Development
- Community & Partnerships
- Performance Management

As an example of more definitive statements Leadership could include:

- Builds a solid foundation of trust and respect
- Leads through example
- Is seen as a strong leader
- Is honest and ethical in dealings with others
- Creates an environment of trust
- Keeps promises
- Makes others feel valued
- Is able to influence and persuade others
- Builds positive relationships
- Provides regular, effective one-on-one coaching
- Is a patient and helpful coach.

All or a selection of these could be evaluated based on the position being assessed. The scale that will be used to rate the individual's competency in each area such as Never, Rarely, Sometimes, Often, Always. Then an overall performance score will be calculated by averaging the responses. A 360 evaluation approach will be used in this circumstance.

### **Conducting the Assessment**

Prior to the annual performance assessment/evaluation of an Officer/Employee the supervisor conducting the assessment will need to get ready for the review.

1. Set a date and time for the annual review meeting with the employee. Make sure that the date selected provides ample time to conduct a review of the performance expectations and the competencies. A 360 can take a number of days to more than a week to collect all of the responses and then prepare the analysis.
2. The supervisor may choose to have another supervisor or contract a third party to assist with the performance assessment.
3. Provide the Assessment Template to the Officer/Employee and complete it as their supervisor. Ask that they complete and return it by a set date.
  - a. Circulate the competency portion of the Assessment Template with the appropriate instructions and due date to:
  - b. All/Select Direct Reports
  - c. Coworkers
  - d. External Stakeholders which may include:
    - i. Ratepayers
    - ii. Members of Committees/Local Boards
    - iii. External Colleagues
    - iv. Provincial or Federal Government Representatives
4. Summarize/analyze the results.
5. Identify areas of strength
6. Identify areas needing additional support or professional development.
7. Review the results with the Employee.

### **Analyzing the Feedback**

Once all participants have returned their responses using the Assessment Template, the data will need to be reviewed and scored. With the Assessment Model there should be two (2) separate scores:

- Performance Expectations (Objective Measures)
- Competency (Subjective Measures)

Reviewing the Performance expectations should not be onerous. The Assessor and the Officer/Employee should be well versed on how well the Officer/Employee is achieving these expectations based on the quarterly review/updates. The score will be based on the number of the expectations that have been successfully completed. Once calculated, the score will then need to be converted to a weighted percentage that is in keeping with the overall percentage assigned to the subjective measures.

The results of the Competency portion will need to be converted to a percent. We would suggest the following scoring be used then the overall total score be averaged.

Never	= 1
Rarely	= 2
Sometimes	= 3
Often	= 4
Always	= 5

Once the average has been calculated the result will need to be weighted so that it reflects the 1% to 35% value that was agreed upon.

The two (2) numbers are then added to complete the overall score.

Note: if the competency value is 25% then the performance expectations would need to be 75% for an overall score out of 100%.

As an example, assume all 12 Competency Areas are used and the maximum score that can be achieved for each is 15 then  $15 \times 12 = 180$  (a perfect score) if the employee scores 162 out of 180 you would divide  $162/180 = .90$  and then multiply that rate by 25/100 or  $(.90 \times .25) \times 100 = 22.5$  out of 25

A similar calculation would need to be done for the objective measures.

### **Preparing the Report**

The Report should follow a consistent format and include at a minimum the following:

Date of the performance assessment

- Name of the Officer/Employee
- Who is responsible for carrying out the assessment
- Who actually conducted the review (if a third party is used etc.)
- Brief Summary of previous assessments
- How the current assessment was conducted
- What the benchmark performance expectations are and how the employee scored
- Identify any areas of concern
- Identify areas of success
- The competency score and other feedback
- Identify any areas of concern
- Identify any areas of success

### **Meeting with the Officer/Employee**

Once the report is completed a meeting date will be scheduled with the Officer/Employee. A copy of the report will be given to the Officer/Employee prior to the meeting date.



On the scheduled date, the meeting with the Officer/Employee report will be reviewed. It is important that this be done in a constructive and not punitive way. This is an opportunity to review the successes and identify areas for improvement or professional development.

It is also the time to discuss the performance expectations for the next year and prepare the success plan.

### **Success Plan**

The Success Plan captures the agreed to performance expectations for the next review year, the related competencies that will be measured during the next review (including the value percentage 1% - 35%) and any learning/improvement strategies or professional development or other resources that may be required to assist the employee in being successful in their position.

### **Progressive Discipline**

If an Officer/Employee violates Municipal/Township/Town policy or exhibits problematic behavior, a system of progressive discipline will be followed. To be clear, progressive discipline can be issued in relation to policy violations, attendance, conduct, health & safety, or performance concerns.

Officers/Employees will be given four (4) opportunities to correct the unwanted behavior unless the behaviour or concern is severe in nature. If the concern is sufficiently egregious, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

- I. Coaching
- II. Verbal Warning
- III. Written Warning
- IV. Final Written Warning with Possible Suspension
- V. Termination

Each progressive discipline step will be documented with the Officer/Employee receiving a written notice which will:

- Explain the violation;
- Explain the applicable Municipal/Township/Town policy and/or workplace expectations;
- Advise of any consequences associated with further violations;
- Provide guidance/suggestions for improvement; and
- Be placed in the Officer's/Employee's personnel file.

### **Investigation and Documentation**

Prior to issuing progressive discipline, a proper investigation will be conducted and documented by the Officer's/Employee's supervisor. While an investigation is being conducted an Officer/Employee may be suspended from the workplace at the discretion of the (INSERT TITLE).

If such a suspension is required, the Officer/Employee will be notified in writing of the decision, the proposed timeline for the investigation and the reasons for the suspension. This form of suspension is not disciplinary. It is intended to allow a thorough examination of the issues and determine appropriate action. Should the investigation not be completed during the expressed timeline, the (INSERT TITLE) may authorize an extension to the suspension.

The suspended Officer/Employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended Officer/Employee must ensure that they be available for interviews during this period. If the suspended Officer/Employee fails to make themselves available, the investigation will proceed, and determinations will be made based on the information available. Should the suspended Officer/Employee need to leave town or be otherwise unavailable for interviews, they must submit a request to (INSERT TITLE) and be granted approved leave.

The suspended Officer/Employee will have the right to legal representation, or a support person present at any such interview, and will be given a minimum of twenty-four (24) hours written notice prior to any interviews taking place.

Any Officer/Employee who is placed on suspension with pay will be required to temporarily turn over their office keys, identification, and credit cards. All Municipal/Township/Town property, business information, and confidential information are to remain at the worksite. If any Officer/Employee placed on suspension maintains any files or equipment at their residence which are the property of the Municipality/Township/Town, they will be required to return these items to the (INSERT TITLE), until such time as the investigation is completed.

Officers/Employees placed on suspension should not have contact with anyone from the workplace, including the Municipal/Township/Town Council, other than their designated point of contact.

### **Appeals**

In the event that an Officer/Employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the (INSERT TITLE). If the Officer/Employee reports directly to the (INSERT TITLE) they may file their appeal with the Mayor.

Written appeals must contain:

- I. Details of the discipline;
- II. Events surrounding the discipline; and
- III. Why the employee feels the discipline is not warranted or appropriate.

The (INSERT TITLE) shall review and respond to all written appeals within ten (10) business days.

The Mayor upon receipt of a written appeal will refer the matter to a third party to review and provide a response.

## Schedule “E” – Retention

### **PREAMBLE**

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

To do so, requires a workplace:

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

### **Officer and Employee Retention**

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

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

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

- a) Ensures new hires fit the workplace culture;

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

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# **(INSERT TITLE) Guidelines – Employee Retention**

As required in *Bylaw XXXX-XX Being a Bylaw to Codify Human Resources Recruitment and Management*, and specifically related to Schedule E - Employee Retention, 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.

## **Workplace Culture**

The Municipal/Township/Town workplace is team oriented with a focus on the Vision, Mission, and Strategic Objectives of Council. Additionally, Officers/Employees share a core set of values.

### **Shared Values**

1. Respect
2. Professionalism
3. Work-life Balance
4. Excellent Service
5. Continuous Learning and Improvement

### **1. Respect**

Officers/Employees must always be respectful of others in the workplace. They are expected to foster:

- Respect by treating others in a professional, fair and courteous manner;
- Inclusivity by Acknowledging and valuing the differences in others;
- A psychologically safe workplace where everyone is able to be authentic and can expect open and civil communication;
- Officer/Employee recognition;
- A work environment where conflict is addressed early; and
- A culture of cooperation and empowerment of others.

## **2. Professionalism**

Officers/Employees are expected to exhibit professionalism no matter their function within the Municipality/Township/Town. To be clear, Officers/Employees are expected to:

- Perform their duties consistently with skill and competency;
- Be reliable and trustworthy;
- Act in a manner that supports the Vision, Mission, Strategic Objectives of Council; and
- Refrain from gossip or being openly critical of other Officers/Employees, Council, Ratepayers and other Stakeholders.

## **3. Work-life Balance**

Work-life balance involves reducing/minimizing work-related stress/stressors and promoting a way of working that allows Officers/Employees to maintain their physical/emotional health and overall wellbeing.

Officers/Employees at all levels are expected to be responsible for their own health and wellbeing and be able to self-advocate as may be required.

The (INSERT TITLE) and Department leads/supervisors will actively integrate, promote, and support activities that support work-life balance including but not limited to:

1. Leading by example;
2. Creating an environment where their direct reports feel safe to communicate their concerns about work-life balance;
3. Workload management;
4. Boundaries Between Workplace and Personal Technology;
5. Ensuring that those who report to them take their vacation and other leaves; and
6. Providing support and resources as may be required.

## **4. Excellent Service**

Officers/Employees are public servants and are expected to perform their duties in a manner that consistently meeting and often exceeds the expectations of those the Municipality/Township/Town serves. Officers/Employees are expected to:

1. Act as an ambassador of the Municipality/Township/Town and understand that their attitude while carrying out their duties should focus on making a good impression.
2. Remember that the Municipality/Township/Town is a “people” focused operation, and that relationship building is important even when enforcing policy.
3. Instill confidence in the Municipal/Township/Town administration/operation by speaking positively about other Officers/Employees and Council.
4. Speak with positive focus not negative – for example saying, “*we would be happy to assist you with that on Tuesday the 10<sup>th</sup> at 10 A.M.*” instead of saying “*We can’t do that for two weeks*”.
5. Go the extra mile – this may not always be possible, but it should always be the goal!
6. Handle difficult people respectfully.

7. Remember that how they treat others while carrying out their duties impacts the attitudes of others.

### **5. Continuous Learning and Improvement**

Continuous learning and improvement are critical to the sustainability of Municipal/Township/Town operations. Officers/Employees are key to the successful delivery of Municipal/Township/Town services and often must adapt or change how they carry out their duties due to regulatory changes or updated sector best practices. It is important that each Officer/Employee monitor and evaluate the effectiveness and efficiency of the approach/method of service delivery.

Each Officer/Employee is expected to:

- Be open to new ways of doing things;
- Provide feedback about what is going well and what can be improved;
- Identify roadblocks or challenges along with potential solutions;
- Be willing to take training and/or participate in learning opportunities; and
- Be future focused and not focused on how things have been done historically.

### **Workplace Culture Assessments**

The (INSERT TITLE) and the Department leads/supervisors will create an annual workplace culture assessment plan that includes at a minimum:

- Creation of an assessment tool or approach (survey, focus groups, etc.);
- The date when the assessment will be completed and who will carry out the assessment (this may be carried out by a third party which could include the senior administrator of another municipality); and
- The date when the results will be shared with all Officers/Employees.



## Municipalité de Val Rita-Harty Municipality

**Item #: 11**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Authorizing entering into a MOU agreement with the Val Rita-Harty Public Library**

### **Description:**

The Draft Memorandum of Understanding has been sent and reviewed by the Val Rita-Harty Public Library Board and was accepted by the Board.

### **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 Bylaw No. 1240-26, Being a Bylaw authorizing to enter into a Memorandum of Understanding with the Val Rita-Harty Public Library be read and adopted this 17<sup>th</sup> day of March, 2026.

**Financial Implications:** N/A

### **Rapport soumis par / Respectfully submitted:**

**Barbara Major**

**Deputy Clerk**



# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

## ***BYLAW NUMBER 1240-26***

### **BEING A BYLAW TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE VAL RITA-HARTY PUBLIC LIBRARY**

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#### **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.

##### **Public Libraries Act**

Section 29(1) of the *Public Libraries Act*, 2001, R.S.O.,1990, chapter P.44, as amended provides that the Council of a municipality may, instead of establishing or maintaining a public library, enter into a contract with a public library board for the purpose of providing the residents of the municipality with library services, on the terms and conditions set out in the agreement.

Section 29(2) of the *Public Libraries Act*, 2001, R.S.O.,1990, chapter P.44, as amended, the municipal council, local service board or band council entering into a contract under subsection(1), shall make any report required by this Act or the regulation or requested by the Minister.

##### **Preamble**

WHEREAS Council for the Municipality of Val Rita-Harty deems it expedient to enter into a Memorandum of Understanding (MOU) with the Township of Val Rita-Harty Public Library Board, as per the attached MOU agreement.

**Decision/Direction**

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

- 1. THAT the Memorandum of Understanding is hereby attached as Schedule “A” and forms part of this bylaw.
- 2. That the Mayor and Deputy Clerk are hereby designated as signing officers and are authorized to execute the Memorandum of Understanding with the Public Library Board.
- 3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-0 this 17<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

# MEMORANDUM OF UNDERSTANDING

## Between

The Corporation of the Township of Val Rita-Harty

(the Township)

and

The Val Rita-Harty Public 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 December 1<sup>st</sup>.

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 Two (2) 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 March 18, 2026 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

\_\_\_\_\_  
Deputy Clerk

We have authority to bind the Corporation.

Val Rita-Harty Public Library Board

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Chief Executive Officer

We have authority to bind the Corporation.

**Memorandum of Understanding**  
**Schedule 'A' – Municipal Services Provided**

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



## Municipalité de Val Rita-Harty Municipality

**Item #: 13**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Update bylaw to appoint CBO**

### **Description:**

Devon Staley, Chief Building Official Services Manager and the Municipal Consulting CBO with RSM has requested that the appointment bylaw to delegate authority to appoint inspectors and Deputy CBOs be updated. This will allow timely engagement of staff, maintain uninterrupted building services during team changes, and ensure ongoing compliance with the Building Code Act. Requiring approval for each appointment creates delays that could impact service delivery.

### **Lien avec plan stratégique / Link to Strategic Plan:**

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

### **Recommandation / Recommendation:**

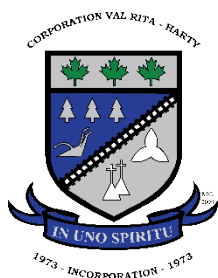
THAT Bylaw No. 1241-26, Being a bylaw to appoint building officials, delegate appointment authority under the *Building Code Act* to Devon Staley for the Corporation of the Municipality of Val Rita-Harty and to repeal bylaw no. 1200-25 be read and adopted this 17<sup>th</sup> day of March 2026.

**Financial Implications:** N/A

### **Rapport soumis par / Respectfully submitted:**

**Barbara Major**

**Deputy Clerk**



## Municipalité de Val Rita-Harty Municipality

**Item #: 11**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Update bylaw to appoint CBO**

### **Description:**

Devon Staley, Chief Building Official Services Manager and the Municipal Consulting CBO with RSM has requested that the appointment bylaw to delegate authority to appoint inspectors and Deputy CBOs be updated. This will allow timely engagement of staff, maintain uninterrupted building services during team changes, and ensure ongoing compliance with the Building Code Act. Requiring approval for each appointment creates delays that could impact service delivery.

### **Lien avec plan stratégique / Link to Strategic Plan:**

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

### **Recommandation / Recommendation:**

THAT Bylaw No. 1241-26, Being a bylaw to appoint building officials and delegate appointment authority under the *building code act* for the corporation of the municipality of Val Rita-Harty and to repeal bylaw no. 1200-25 be read and adopted this 17<sup>th</sup> day of March 2026.

**Financial Implications: N/A**

### **Rapport soumis par / Respectfully submitted:**

**Barbara Major  
Deputy Clerk**





## Municipalité de Val Rita-Harty Municipality

**Item #: 12**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : 2026 Municipal Elections – Lane Duck Provisions and Delegation of Authority**

### **Description:**

The following is an update to the Municipality of Val Rita-Harty Council with respect to the Restricted Acts or “Lame Duck” period in relation to the 2026 Municipal Elections. Delegation of Authority must be undertaken prior to Nomination Day.

Under Section 257 of the *Municipal Act*, a municipal council is prohibited from performing certain actions in a municipal election year where it is determined that there will be a material change in its membership during the next term of office. This is commonly referred to as the “restricted acts clause” (or “lame duck” council).

### **Determination:**

The next municipal election is on October 26, 2026. Section 275 (1) of the *Municipal Act* states that if the new Council will include less than three-quarters of the members of the outgoing Council, then Council enters a Restricted Acts or “Lame Duck” phase. In the case of the Municipality of Val Rita-Harty it means that three (3) members are less and four (4) members are more. The Municipality of Val Rita-Harty could be in a Restricted Acts (Lame Duck) phase during one or both of the following municipal election timeframes:

➤ **August 21, 2026 (Nomination Day) to Election Day**

Starting on nomination day, if it is determined that less than four (4) of the five (5) current members of the outgoing Council will be returning to sit on the new Council. The determination shall be based on the 2026 Candidates election nominations to the new Council that have been certified by the Elections Clerk or designate (on August 24, 2026) and any acclamations made to the new Council; and

➤ **October 26, 2026 (Election Day) to end of the term (November 14, 2026)**

After Election Day (October 26, 2026), the test is if the new Council will be composed of less than four (4) out of five (5) members of the outgoing Council.

**Restrictions:** Once the determination has been undertaken that the Council is “Lame Duck” for either or both time frames, then the restrictions in Section 275(3) will apply. Council shall not take the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

Exceptions to clauses ‘C’ and ‘D’ above to not apply if the disposition or liability was included in the most recent budget adopted by the Council before Nomination Day of the 2026 Municipal Election.

There are no other restrictions on Council’s ability to make decisions or exercise powers during this period.

**Land Matters:** Pursuant to Section 275(3)(c), a municipality can close a real estate transaction during the 'Lame Duck' period only if the Council passed a By-law approving the execution of the agreement of purchase and sale in advance of the 'lame duck' period.

**Expenditures:** A contract could be awarded by a 'Lame Duck' Council in excess of \$50,000 so long as the amount was included in the approved 2026 annual budget. However, the 'Lame Duck' Council would not be able to award a contract, if the amount of the tender or bid exceeds the amount included in the budget.

**Emergencies:** Pursuant to Section 275(4)(4.1) which states that nothing in this section 275 of a 'lame duck' Council under the restrictions, there is nothing that prevents a municipality from taking any action in the event of an emergency within the Municipality.

**Delegation of Authority:** Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

**Determination:** In order to determine if Council is in a 'Lame Duck' position, the Elections Clerk will follow Section 275 of the *Municipal Act, 2001* and advise Council at the first meeting following August 24, 2026. (deadline to certify nominations) if Council is now in a 'Lame Duck' position.

After Election Day, on October 26, 2026, if necessary, the Elections Clerk will report on the Township of Val Rita-Harty election results and advise if Council is in a 'Lame Duck' position.

Pursuant to Section 6 of the *Municipal Elections Act*, the 2026-2030 term of office commences for the newly elected Council on November 15, 2026 and the incoming Council is deemed organized when quorum of members have taken declaration of Office pursuant to section 232 of the *Municipal Act, 2001*. It is recommended that this will be done at the **Inaugural Meeting** of Council to take place on **Monday November 16, 2026**, in accordance with the Interim Procedural Bylaw.

Sections 23.1, 270 (1)6 and 276(6) of the *Municipal Act, 2001*, as amended, contemplate that Council may delegate its powers to any person and that such delegation remains in effect despite the lame duck rule, as long as the delegation is made prior to nomination day.

It is recommended that Council for the Municipality of Val Rita-Harty delegate authority to Leanne Crozier, Treasurer.

The proposed Delegation of Authority By-Law, as presented, expires on November 30, 2026. Treasurer Leanne Crozier will report to Council on any actions taken under the restrictions between Nomination Day and the commencement of the Council term.

**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 receive the Restricted Acts (Lame Duck Period) report from the Deputy Clerk for information purposes; and FURTHERMORE that the Bylaw for Delegation of Authority be adopted and the Inaugural Meeting date for the Incoming Council be scheduled for November 16, 2026.

**Financial Implications: Nil**

**Rapport soumis par / Respectfully submitted:**

**Barbara Major**  
**Deputy Clerk**

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## *BY-LAW NUMBER 1242-26*

### BEING A BY-LAW TO DELEGATE AUTHORITY FOR RESTRICTED ACTS “LAME DUCK” RESTRICTIONS OF COUNCIL FOLLOWING 2026 MUNICIPAL ELECTION NOMINATION DAY AND ELECTION DAY.

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#### **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*, as amended, 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*, as amended, 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*, as amended, 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**

Section 275 of the *Municipal Act*, 2001, as amended, restricts Council from taking certain acts after nomination day or the election of a new Council, depending on the results of the nominations (August 21, 2026) or election (October 26, 2026). The Section provides that the following authorities of the Council will cease in the event of Restricted Acts on Nomination Day and Voting Day:

- a) The appointment or removal from office of any officer of the municipality.
- b) The hiring or dismissal of any employee of the municipality.
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.

- d) Making any expenditure or incurring any other liability which exceeds \$50,000.

Section 275(6) of the Municipal Act, 2001, provides that nothing prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council;

AND WHEREAS Council of the Township of Val Rita-Harty deems it expedient to delegate certain duties during that period that Council is restricted in its actions under Section 275.

### **Decision**

That if Council of the Township of Val Rita-Harty is in a restricted acts position (Lame Duck) after Nomination Day (August 21, 2026) and/or Election Day (October 26, 2026) to the commencement of the new term of council (November 15, 2026) Council delegates authority to the Treasurer to take action, where necessary, on certain restrictions listed in Section 275(3) of the Municipal Act, 2001;

### **Direction**

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

1. THAT the Treasurer is hereby delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000.
2. THAT the Treasurer is hereby delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
3. THAT the Treasurer is hereby delegated authority to repeal by-laws appointing Officers of the Township of Val Rita-Harty which have ceased employment with the Corporation and for hiring and removal of any employee of the Corporation.
4. THAT in the extended absence of the Treasurer, the Deputy Clerk shall have the same authority as the Treasurer under this by-law.
5. THAT the Treasurer will report to Council on any actions taken under the restrictions between Nomination Day and the commencement of the Council term.

6. THAT this delegation expires on November 30, 2026.
7. THAT this By-law takes effect on the day of its final passing.
8. Any bylaw or resolution inconsistent with this bylaw is hereby repealed.

Read and adopted by Resolution #26- this 17<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

**BYLAW NUMBER 1243-26**

**BEING A BY-LAW TO APPOINT A DEPUTY CLERK PRO TEM FOR THE 2026 MUNICIPAL ELECTION**

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**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.

**Appoint a Deputy Clerk**

Section 228(2) of the *Municipal Act* authorizes a municipality to appoint Deputy Clerks who shall have all of the same powers and duties of the Clerk under the *Municipal Act* or any other Act.

**Direction**

Council of the Corporation of the Township of Val Rita-Harty deems it necessary and expedient to pass a bylaw to appoint an Elections Clerk.

Council of the Corporation of the Township of Val Rita-Harty therefore enacts as follows:

1. That Barbara Major is hereby appointed as the Deputy Clerk Pro Tem for the purposes of the Corporation of the Township of Val Rita-Harty 2026 Municipal and

School Board Election and will be known as the Elections Clerk.

2. That the powers and duties of the Clerk shall be as set forth in the *Municipal Act*, and every other Act that sets out powers and duties for a municipal Clerk.
3. That this Bylaw will remain in effect until such a time as all duties of the Elections Clerk with respect to the 2026 Municipal and School Board Election have been satisfied.
4. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution \_\_\_\_\_ this 17<sup>th</sup> day of March, 2026

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DEPUTY CLERK



# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## BYLAW NUMBER 1244-26

### BEING A BYLAW TO ESTABLISH A COMMUNICATIONS PROTOCOL

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#### **Legal Authority**

##### **Scope of Powers**

Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides municipality with broad authority to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's 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.

##### **Broad Authority**

Section 10(2)2 of the *Municipal Act* provides that a single-tier municipality may pass by-laws respecting Accountability and transparency of the municipality and its operations and of its local boards and their operations.

##### **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 Bylaw 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. **Time-Sensitive or Urgent Matters:** Official municipal communication channels may be used for time-sensitive or urgent matters, including situations that are negative, pose a high risk to the municipality’s reputation, or constitute an actual or potential emergency requiring prompt attention. In such cases, communications must be coordinated by the Administrative Authority designated under this bylaw and approved by the Mayor, as the official municipal spokesperson, prior to release wherever time permits.
8. **Council Member Personal Communications:** Council Members may maintain personal or political communication channels provided they clearly distinguish personal views from official municipal positions.
9. **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.
10. **Communications Guidelines:** The Administrative Authority shall develop and maintain Communications Guidelines to support this Protocol.
11. This bylaw shall take effect on the final day of passing.

Read and adopted by Resolution 2026-0 this 17<sup>th</sup> day of March 2026.

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Mayor

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Deputy Clerk

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## *Bylaw Number 1245-26*

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

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#### **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.
4. That the Clerk shall ensure that access to the Electronic Corporate Seal is restricted through secure authentication controls (such as passwords, encryption keys, or multi-factor authentication) and that only authorized persons may use or trigger application of the seal.
5. That any person authorized by the Clerk to use the Electronic Corporate Seal shall do so only in accordance with written procedures and shall acknowledge their responsibilities in writing prior to being granted access.

### **Execution of Documents**

6. 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**

7. 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**

8. 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.
9. That the Clerk shall ensure appropriate records are maintained to demonstrate the application and use of the Electronic Corporate Seal.

### **Monitoring and Reporting**

10. That the Clerk shall maintain a secure log of all instances in which the Electronic Corporate Seal is applied, including:
  - a. the date and time of use;
  - b. the document name or reference number;
  - c. the name and position of the individual authorizing the use; and
  - d. the purpose for which the seal was applied.
11. That the Clerk shall prepare and submit to Council a quarterly report summarizing how often the Electronic Corporate Seal was used and for what types of documents and shall report any concerns about its use.
12. That Council may, by resolution, direct an internal or external audit of the use and administration of the Electronic Corporate Seal at any time.

### **Conflict and Severability**

13. That where a provision of this Bylaw conflicts with provincial or federal legislation, such legislation shall prevail.

14. That if any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

**Effective Date**

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

Read and adopted by Resolution 26-0 this 17<sup>th</sup> day of March 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## **BYLAW NUMBER 1246-26**

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

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#### **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 2023 Council for the Corporation of the Township of Val Rita-Harty adopted Bylaw 1155-23 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 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 1155-23 is hereby repealed.
7. This By-law takes effect on the day of its final passing.

Read and adopted by Resolution 26-0 this 17<sup>th</sup> Day of March 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

**SCHEDULE “A” to Bylaw 1246-26  
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 **bi-weekly** and deposited directly into the Member’s bank account as set out by the Treasurer.

**Reduction of Remuneration for Attendance**

Council may, by resolution, impose a reduction in remuneration for any Member who has not attended a sufficient number of meetings. Reductions shall be based on documented attendance records, approved by Council resolution, and recorded by the Treasurer for accountability. Council shall review attendance and any reductions annually to ensure fairness and transparency.

**Additional Remuneration for Council Members**

Council by way of resolution may authorize additional remuneration for members who undertake substantially greater responsibilities than their peers, including participation on multiple committees, chairing committees, or leading assigned projects. Additional remuneration shall be based on documented workload differences, approved by Council resolution, and recorded by the Treasurer for accountability. Council shall review additional remuneration annually to ensure fairness relative to workload.

**Review of Council Activity**

Council shall review the workload and attendance of all Members to determine any adjustments to remuneration—including both additional remuneration and reductions—twice annually, in July and December, except in municipal election years. In election years, only the July review shall be conducted, as the Council term concludes in November.

**SCHEDULE "B" to Bylaw 1246-26  
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.

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## BYLAW NO. 1247-26

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### BEING A BYLAW TO GOVERN THE DISPOSAL OF REAL PROPERTY OF THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

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#### **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.

##### **Delegation of Powers and Duties**

Section 23.1 of the *Municipal Act* authorizes a municipality to delegate its duties under the *Municipal Act*, subject to certain requirements.

##### **Appoint a Chief Administrative Officer ("CAO")**

Section 229 of the *Municipal Act* provides that a municipality may appoint a chief administrative officer who shall be responsible for,

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality.

### **Appoint a Treasurer**

Section 286(1) of the *Municipal Act* provides that the municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.

### **Sale and Disposition of Municipal Land**

Section 270 of the *Municipal Act* requires municipalities to adopt a policy on how they will sell or otherwise dispose of land owned by the municipality.

### **Preamble**

The *Municipal Act* requires that a municipality adopt a policy on how it will sell or otherwise dispose of municipally owned land.

Bylaw No. 1155-23 (as amended) is the policy that is currently in place and requires updating.

### **Decision**

Council of the Corporation of the Township of Val Rita-Harty deems it in the best interest of the Corporation to update its policy for the sale and other disposition of Town owned land.

### **Direction**

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

1. That the Township of Val Rita-Harty will dispose of surplus land in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the Township.
2. That **Land(s)** shall mean any real property owned by the Township including any structures and buildings located thereon.
3. That **Other Disposition** shall mean the granting of the use of land by:
  - a. Lease for a period of five (5) years or more, or
  - b. A lease with options to renew for a period greater than five (5) years, but this does not include a licence given by the Township which is revocable by the Township within the twenty-one (21) year period.
4. That **Sale** shall mean a transfer of legal title in land and shall include a lease of 21 years or longer.
5. That the following Township owned properties with water frontage shall not be sold:

- a. No Town lands with water frontage shall be sold unless such sale is for the good of the Township as a whole;
- b. Lands used as a public park maintained by the Township, or a Local Board shall remain for public use and no encroachment or use other than as a public park will be permitted; and
- c. Lands that are unopened road allowances, or lots reserved for access to the lake and not maintained by the Township may be used and maintained by the public provided no trees are cut unless permission is given by the Senior Manager, all garbage and debris is removed, no structures are erected, no fires are permitted, and no camping is allowed. Any person maintaining land is not exclusive and cannot prohibit its use by other members of the public. Signs may be posted at the discretion of Council or the Senior Manager.

#### **Procedures for Disposal**

6. That the CAO or most Senior Manager (“SM”) in conjunction with the Treasurer establish guidelines to govern sale and disposal of surplus land owned by the Township of Val Rita-Harty that comply with this bylaw including that:
  - a. Land disposal procedures may be initiated in response to inquiries from the public, unsolicited offers or as the result of internal municipal decisions and the decisions of Council.
  - b. Council reserves the right to undertake activities to increase the value of lands prior to appraisal(s) and/or sale.
  - c. Surplus land is sold on an “as is” basis and at all times the Township makes no representations or warranties regarding title or any other matters relating to the land to be sold. Surplus land is sold on an “as is” basis.

#### **Declaring Property Surplus**

7. That prior to selling any land, Council shall by resolution, declare the land to be surplus to the needs of the Township.
8. That prior to declaring the lands surplus to the Township, the Senior Manager shall provide a report with their recommendation(s) for Council to consider which at a minimum will include:
  - a. The current use of the land(s) and if the current use complies with the Provincial Policy Statement, Official Plan & Zoning By-law.
  - b. The location of the land(s), the zoning and potential uses for the land as set out in the Zoning By-law.
  - c. The potential use of the land(s) for public purposes.
  - d. The preferred method of valuation and the Current Value Assessment set out by the Municipal Property Assessment Corporation.
  - e. The preferred method of disposal.
  - f. The minimum acceptable sale price.
  - g. Feedback from Township Department Heads, the contracted Land Use

Planner, and other such agencies or government bodies the Senior Manager believes appropriate or required by law.

- h. Other such information as may be necessary for Council to make an informed decision.
9. Council may declare lands to be surplus for any reason, including but not limited to economic growth, income, job creation, community development, etc.

### **Appraisal**

10. That an Appraisal shall mean a formal written opinion of the fair market value of the land which will be considered valid for a maximum of one (1) year after being received by Council. This may be provided by any one or all of the following methods:
  - a. By the Senior Manager's office, having reference to assessed values in the surrounding area, or,
  - b. By an opinion of an independent Real Estate Agent, having knowledge of land values in the area, or,
  - c. By a formal valuation by a qualified Real Estate Appraiser.
11. That the disposition of Township owned land may be for no less than the fair market value of the land determined through at least one independent appraisal completed by an accredited appraiser through the Appraisal Institute of Canada, or such other method of valuation as determined by the Senior Manager.
12. That an alternative method of valuation may include the value assigned by the Municipal Property Assessment Corporation or a letter of opinion of the fair market value of the land from a real estate brokerage firm or an independent real estate agent. Alternative methods may also be used for non-viable land or a lease.
13. That notwithstanding the sections above, and whereas otherwise not or prohibited by legislation and regulation from doing so (i.e. anti-bonusing provisions), the disposition of land may be at a price different than fair market value if, in Council's opinion it is in the best interest of the Township to do so.

### **Sale Price**

14. That Council at its absolute discretion can establish the sale price of surplus land(s) even if the sale price is less or more than the appraised value.
15. That once Land(s) is/have been declared surplus and a minimum acceptable sale price decided by Council, the Treasurer in consultation with the Senior Manager may execute all required documents for the sale on behalf of the Township.

### **Survey**

16. Prior to selling any surplus land at the discretion of Council or the Senior Manager, the Township may obtain or require a survey or reference plan of the land from a Registered Ontario Land Surveyor in accordance with the laws of the Province of Ontario. This requirement may be waived if an existing survey or reference plan or property identification Number (PIN) is available. A reference plan shall be provided if a new lot is being created.

### **Other Approvals**

17. That nothing in this bylaw shall prevent Council from deciding to retain or dispose of the land on such terms and conditions as may be decided by Council and not set out in this by-law, which shall include the power to sell the land to whomever it directs.

18. That all land, with or without improvements, shall be sold on an “as is” basis unless Council directs otherwise.

19. That the Township is under no obligation by virtue of the sale of land to grant any approvals, including approvals for changes to the Official Plan or Zoning Bylaw or with respect to site plan control, minor variances and building permits or to support approvals required by any other approval authority, which may be necessary for the use of the land by the purchaser, express or otherwise.

### **Notice Requirements**

20. Once the lands have been declared surplus by Council, notice shall be provided in accordance with the Township Notice Policy.

21. That the Notice shall identify:

- a. That the lands have been declared surplus to the Township needs.
- b. The municipal address, legal description and/or a key map to identify the lands to be sold.
- c. The name and contact person who can respond to questions.
- d. The proposed date, time and location of the meeting where the sale of land will be considered by Council.
- e. If a decision is not made at the specified Council meeting, no further notice is required provided that a resolution is passed indicating Council's decision. This shall also apply to any further referrals or deferrals of the matter.

22. Any person may submit an objection to the Clerk in writing and include the person's name, address and reason(s) for the objection. Council must consider all comments received prior to a sale commitment. Council may revoke the surplus declaration at any time prior to the conveyance of land for any reason and may choose not to sell the land(s).

### **Methods of Sale**



23. That Surplus Land(s) will be sold by one of the following methods:
- a. Unsolicited bid from a potential purchaser,
  - b. Public tender, or
  - c. Township initiative.

24. That the Treasurer shall develop guidelines for the sale of land by the Township which are compliant with law and are in keeping with best practices in fiscally responsible asset disposal.

**Agreement of Sale**

25. That the Mayor and the Treasurer are authorized to enter into an agreement to sell any land declared surplus on behalf of the Township providing it complies with this by-law.

**General**

26. That this by-law repeals Bylaw 1153-22 and any other by-law, resolution or policy that is contrary to these provisions.

27. This by-law takes effect on the day of its final passing.

28. That the Clerk for the Township of Val Rita-Harty is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the Bylaw and schedule after the passage of this Bylaw, where such modifications or corrections do not alter the intent of this Bylaw.

Read and adopted by Resolution 26-0 this 17<sup>th</sup> Day of March, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

 Outlook

**FW: Motion M-26 (Trans-Canada Highway 11 - Route transcanadienne 11)**

**From** Clerk <clerk@valharty.ca>

**Date** Thu 2026-03-05 10:35 PM

**To** Barbara Major <Barbara@e4m.solutions>

 2 attachments (1 MB)

Motion M26, English.jpg; Motion M26, francais.jpg;

**From:** Johanne Baril <mayor@valharty.ca>

**Sent:** March 5, 2026 10:18 PM

**To:** Clerk <clerk@valharty.ca>

**Subject:** Fw: Motion M-26 (Trans-Canada Highway 11 - Route transcanadienne 11)

FYI

Sent from my Bell Samsung device over Canada's largest network.

**From:** Malette, Gaétan - M.P. <gaetan.malette@parl.gc.ca>

**Sent:** Thursday, 05 March 2026 16:31:39

**To:** Malette, Gaétan - M.P. <gaetan.malette@parl.gc.ca>

**Subject:** Motion M-26 (Trans-Canada Highway 11 - Route transcanadienne 11)

Dear Mayor,

On behalf of Member of Parliament Gaétan Malette, our office is writing to request your municipality's support for **Motion M-26**, currently before the House of Commons regarding the future of **Trans-Canada Highway 11**.

Motion M-26 recognizes the urgent need to improve the safety and reliability of Highway 11, a critical corridor for the movement of goods, services and people across provincial boundaries. The motion calls on the Government of Canada to designate Highway 11 as a **Project of National Interest under the Building Canada Act**, prioritize long-term planning for upgrades, and establish a coordinated strategy with provincial partners to strengthen this essential route.

As you know, Highway 11 plays a vital role for many Northern and rural communities, supporting economic development, supply chains, and travel for many residents and businesses. Given your leadership and commitment to your community, your support would send a strong and unified message regarding the importance of this corridor.

We would greatly appreciate your consideration of supporting Motion M-26 and sharing the motion with members of Council.

Thank you for your continued leadership and service to your community.

Sincerely,

**Office of MP Gaétan Malette**

Link: [M-26 Trans Canada Highway 11 45th Parliament, 1st Session - Members of Parliament - House of Commons of Canada](#)

Madame la mairesse / Monsieur le maire,

Au nom du député Gaétan Malette, notre bureau vous écrit afin de demander l'appui de votre municipalité à la **motion M-26**, actuellement devant la Chambre des communes concernant l'avenir de la **route transcanadienne 11**.

La motion M-26 reconnaît le besoin urgent d'améliorer la sécurité et la fiabilité de la route 11, un corridor essentiel pour le transport des biens, des services et des personnes à travers les frontières provinciales. La motion demande au gouvernement du Canada de désigner la route 11 comme un **projet d'intérêt national en vertu de la Loi sur Bâtir le**

**Canada**, de prioriser la planification à long terme des améliorations et d'établir une stratégie coordonnée avec les partenaires provinciaux afin de renforcer cette route essentielle.

Comme vous le savez, la route 11 joue un rôle vital pour de nombreuses communautés du Nord et rurales, en soutenant le développement économique, les chaînes d'approvisionnement et les déplacements de nombreux résidents et entreprises. Étant donné votre leadership et votre engagement envers votre communauté, votre appui enverrait un message fort et uni quant à l'importance de ce corridor.

Nous vous serions très reconnaissants d'envisager d'appuyer la motion M-26 et de la partager avec les membres du conseil municipal.

Merci de votre leadership et de votre service continu envers votre communauté.

Cordialement,

**Bureau du député fédéral Gaétan Malette**

Lien: [M-26 Autoroute transcanadienne 11 45e législature, 1re session - Députés - Chambre des communes du Canada](#)



Office of / Bureau de Gaétan Malette

100, rue de la Montée, Ottawa, Ontario K1N 6K5

Associate Shadow Minister for Natural Resources (Mining and Forestry)

Ministre associé du Cabinet fantôme responsable des Ressources naturelles (mines et forêts)

1-877-382-7243

1-877-382-7243

Téléphone: 1-877-382-7243

É-mail: [gaetan.malette@parl.gc.ca](mailto:gaetan.malette@parl.gc.ca)

# Proposed Small Northern New Residential Property Tax Class



TOWNSHIP OF  
**Hornepayne**

Our Proposal

**Amend the Assessment Act to add  
a Small Northern New Residential  
Property Tax Class**

# The problem we are solving



## Background: From Company Towns to Surplus Serviced Land

- Many northern Ontario communities were built around railways, mines, and mills and other industries that expanded rapidly in the 1950s–60s
- Industrial closures in the 1980s led to population loss, business closures, and municipal fiscal strain
- Demolition over time left inventories of serviced, surplus vacant residential land across small Northern Ontario communities
- Current property tax policies do not promote new construction in small northern Ontario Municipalities perpetuating population stagnation or loss

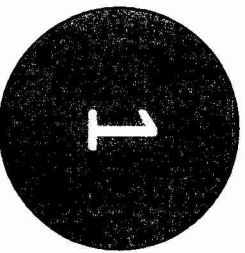
## **How We Will Solve the Problem**



### ***By implementing this property tax class***

- Small Northern Municipalities with a population of 5,000 or less will be able to reduce the residential property tax rate for new construction for a period of 30 years
- The proposed amendment will enable municipalities to tailor the rate reduction to meet their individual needs

# Our ask of You



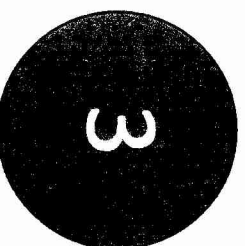
## Municipalities

- Pass a resolution of support urging the Province to amend the Assessment Act to add a Small Northern New Residential property tax class and subclass.



## Businesses/Industry

- Provide a letter of support describing how housing affordability affects workforce attraction and why this tax class would help.



## Everyone

- Send copies to provincial ministers, associations, [cao@hornepayne.ca](mailto:cao@hornepayne.ca) and the Minister of Finance at [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)



# What this Amendment Will Do

## Why Your Support Matters



### For Municipalities (<5,000 pop.)

Lower taxes on new builds can unlock the potential of serviced vacant lots, grow assessment base, and ease burden on current residents

Supports workforce attraction/retention for local industries, employers and public services

Encourages growth through migration to Northern Ontario communities

# What this Amendment Will Do

## Why Your Support Matters



### For Industry and Business

Northern economic potential depends on the interaction between industry and residents.

Industry growth requires a local workforce; the workforce requires affordable local housing

Reduced reliance on temporary camps outside municipal boundaries; more local spending and stability.

# Key Challenges this Amendment will Address



Housing Shortages

High cost of residential development in remote settings

High residential property tax rates

Limit feasibility of new builds

Industry accommodations

Bunkhouses outside municipal boundaries leverage local infrastructure without proportional revenues

Service limitations

Municipalities focus on core services; fewer amenities to attract residents

## Expected Outcomes



- Increased feasibility of new home construction; greater housing supply.
- Attract and retain workforce needed for industry growth.
- Population growth broadens municipal tax bases over time, easing burden on current residents.
- Signal of provincial commitment to northern housing during a province-wide housing crisis

# Implementation Pathway



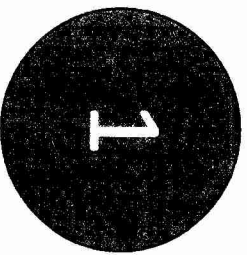
**Province:** Amend the Assessment Act to create the new class/subclass.

**Municipalities:** Adopt by-laws setting the rate for eligible new residential properties.

**Administration:** Simple eligibility criteria (e.g., location, occupancy certificate date) to minimize burden vs. CIPs.

**Monitoring:** Track new permits, completions, and assessment growth to evaluate outcomes.

# Reminder: What You Can Do



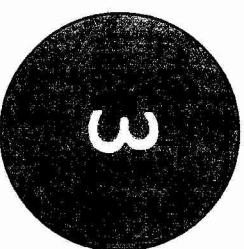
## Municipalities

- Pass a resolution of support urging the Province to amend the Assessment Act to add a Small Northern New Residential property tax class and subclass.



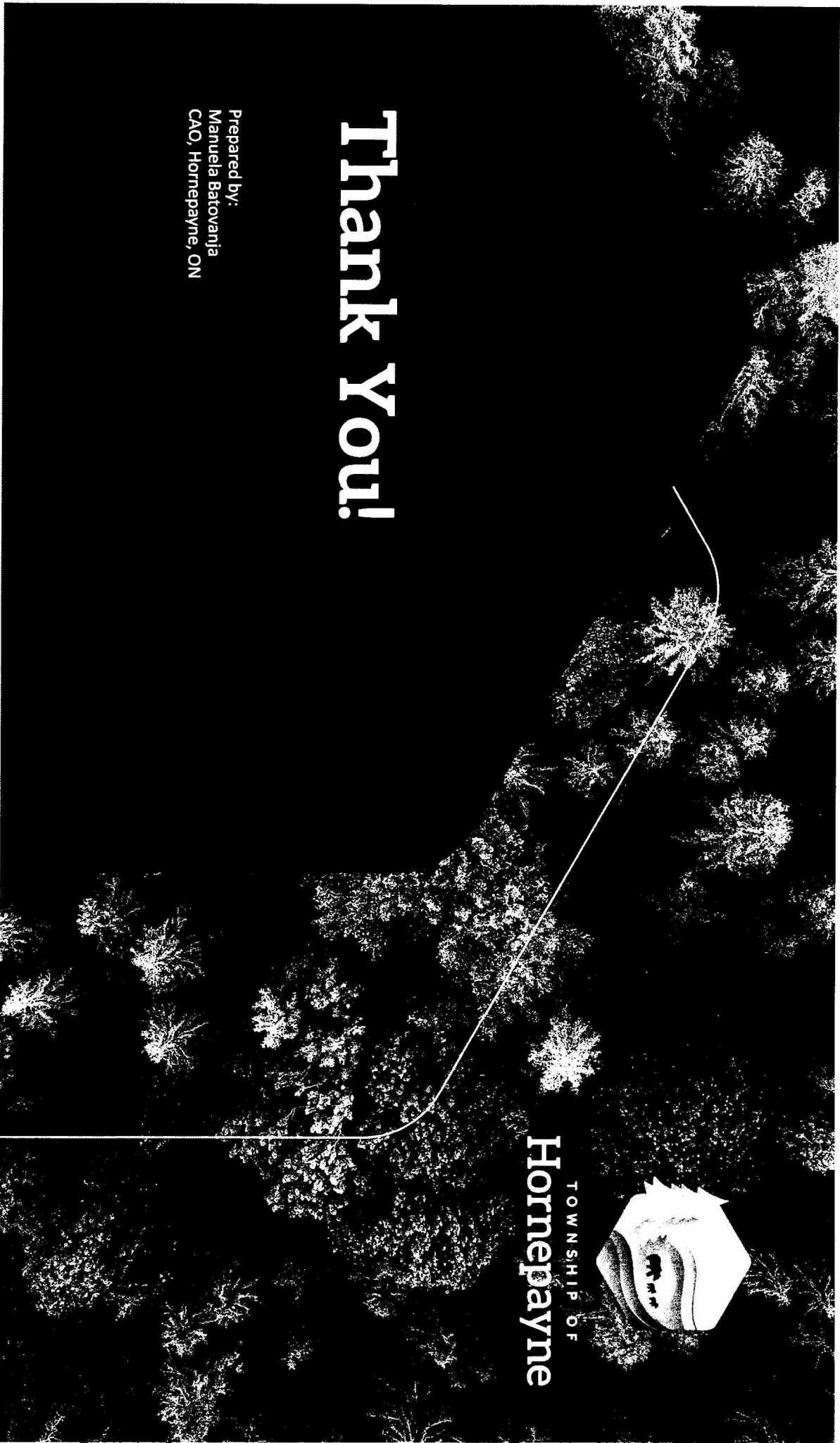
## Businesses/Industry

- Provide a letter of support describing how housing affordability affects workforce attraction and why this tax class would help.



## Everyone

- Send copies to provincial ministers, associations, [cjo@hornepayne.ca](mailto:cjo@hornepayne.ca) and the Minister of Finance at [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)



**Thank You!**

Prepared by:  
Manuela Batovanja  
CAO, Hornepayne, ON



TOWNSHIP OF  
**Hornepayne**



## Municipalité de Val Rita-Harty Municipality

**Item #:13**

**Personnel responsable / staff: Deputy Clerk & MSC**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Community Bulletin Mailout Proposal – Canada Post Pricing and Logistics**

### **Description:**

Council is requested to consider and approve the production and distribution of Community Bulletins to those residing in Val Rita-Harty with distribution to be undertaken approximately every 6 (six) weeks. The bulletins would contain important municipal information, upcoming key dates and educational material relevant to local services and programs.

This would strengthen communications with residents, ensure broad access to essential information and reduce enquiries regarding services and timelines. The bulletins would provide municipal service updates, message from the Mayor on behalf of Council, waste collection and recycling calendar, key dates for public meetings, due dates for taxes and water invoices and information/education about the 2026 municipal elections.

Costs would include printing and preparation (In-house & staff time) and Canada Post distribution fees.

Costing information as follows:

- Estimated cost: approximately \$70 per mailout for Val Rita-Harty.
- Maximum recommended size: 2 to 3 pages (printed in-house).
- If more than one page is included, pages must be stapled together.
- The cost remains the same within the 2-3 page limit.
- Estimated quantity: approximately 307 copies for Val Rita-Harty.

The Bulletins would also be published on the municipal website.

### **Lien avec plan stratégique / Link to Strategic Plan:**

The proposed mailout supports transparency, accessibility, and improved public communication with residents by delivering timely and relevant information to residents.



**Recommandation / Recommendation:**

THAT the Council for the Municipality of Val Rita-Harty receive the Municipal Bulletin Mailout Proposal report; AND FURTHERMORE that Council authorize staff to proceed with the publishing of a Bulletin on a regular basis and approve associated costs, as presented.

**Financial Implications:** 2026 Budget – approximately \$600.00  
Estimated cost per mailout: \$70 (Val Rita-Harty distribution).  
Costs for photocopying and bulletin preparation.

**Rapport soumis par / Respectfully submitted:**

**Barbara Major, Deputy Clerk and Nathalie Trudel, Municipal Services Coordinator**



## Municipalité de Val Rita-Harty Municipality

**Item #: 13**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : OntarioNorthConsulting maintenance and update/upload of documents**

### **Description:**

Ontario North Consulting originally developed and maintained the Municipality of Val Rita-Harty website. In 2024 the service agreement ended, and municipal staff assumed responsibility for updating and uploading website content. It has since become apparent that updates have occurred on to a limited degree, resulting in outdated or missing information.

The municipal website is a critical communications tool for residents of the Municipality of Val Rita-Harty – providing access to important information such as Council agendas and minutes, tax and water bill deadlines, fee schedules and more. It is also vital that the website prominently highlight information related to the 2026 Municipal Elections, which currently is difficult to locate. The website will serve as a primary communication platform for election-related notices, meetings and Township activities.

It is recommended that Ontario North Consulting be retained --- not to rebuild the website --- but to carry out the following targeted improvements:

- Remove outdated content and replace with current information.
- Create a visually prominent section dedicated to the 2026 Municipal Elections, Council meeting agendas and minutes, bylaws and related materials.
- Improve over website accessibility. and
- Perform regular (weekly) content uploads and updates at the Municipality's request.

### **Lien avec plan stratégique / Link to Strategic Plan:**

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

**Cost:** 2026 budget: \$2,000

➤ \$85.00 per hour (for initial updates and ongoing weekly/bi-weekly uploads)

**Recommandation / Recommendation:**

THAT Council receive the report recommending the retention of Ontario North Consulting for website maintenance and content upload services, and THAT Council approve expenditures up to a maximum of \$2,500 with a service review to be conducted in September, 2026.

**Financial Implications:** 2026 - \$2,500

**Rapport soumis par / Respectfully submitted:**

**Barbara Major**

**Deputy Clerk**



## Municipalité de Val Rita-Harty Municipality

**Item #: 13**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Employment Options Emploi**

### **Description:**

At the February 2026 Regular meeting, Council directed that staff seek a location in the Community Centre for Employment Options Emploi to utilize on a weekly basis at no cost.

Conversation was undertaken with the Librarian Genevieve Couture, Val Rita-Harty Public Library, as in some other municipalities the Library is utilized by Employment Options Emploi. The Librarian has advised that there is adequate space in the Library and the additional traffic created would be welcomed.

With the approval of Council, further contact will be made with Jessica Leclair of Employment Options Emploi informing that the Library has available space and to make direct contact with the Library to establish arrangements, during the opening hours of the Library, to commence the service to Val Rita-Harty residents.

### **Lien avec plan stratégique / Link to Strategic Plan:**

The report aligns with the Municipal Strategic Plan by ensuring transparency, accountability and service to residents.

### **Recommandation / Recommendation:**

THAT the report for use of space by Employment Options Emploi be received and Council concur with the recommendation for Employment Options Emploi utilize the Val Rita-Harty Public Library, at no cost, for employment intake and assistance to residents.

**Financial Implications:** N/A

### **Rapport soumis par / Respectfully submitted:**

**Barbara Major  
Deputy Clerk**

**PUBLIC WORKS EQUIPMENT REPORT**  
for the month of **February 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	5374	7	5381	7	Rink
<b>COMMENTS: Regular maintenance.</b>					

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	147173	1634	148807	8396	111	8507	21	Snow removal
							78	Haul snow
							12	Sanding
<b>COMMENTS: Installed new steering box (Left hand side). Two new front rims</b>								

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	6743	105	6848	22	Snow removal
				83	Haul snow
<b>COMMENTS: Regular maintenance.</b>					

MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	87605	561	88166		
<b>COMMENTS: Regular maintenance.</b>					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
1998 Champion Grader	17272	73	17345	19	Snow removal
				54	Cut banks/ice in concessions
<b>COMMENTS: Regular maintenance</b>					

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	6914	17	6931	17	Compact waste and snow removal
<b>COMMENTS: Regular maintenance.</b>					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
Zamboni	8519	6	8525	6	Rink
<b>COMMENTS:</b>					

**OTHER MONTHLY ACTIVITIES:**

**1. Snow removal**

---

**2. Sanding**

---

**3. Equipment maintenance**

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**4. Rink**

---

**5. Landfill**

---

**6. Recycle**

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**7. Community Center maintenance**

---

**8. Solar Panel (Cargil)**

---

**9.**

---

**10.**

---

**11.**

---

**12.**

---

**SIGNATURE: Stefan Landry**

**DATE: March 3, 2026**

<http://companyweb/shared documents/blank forms/public works equipment report.doc>



## Municipalité de Val Rita-Harty Municipality

**Item #: 13**

**Personnel responsible / staff:  
Public Works Supervisor**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Subject / Re : Public Works Summer Student**

### **Description:**

Public Works – Summer Student Positions (2026)

The Public Works Department is requesting approval to hire two (2) Summer Students for the 2026 season, consistent with previous years.

In 2024, the approved hourly rate for this position was \$18.00 per hour. Staff are recommending that the 2026 hourly rate be adjusted to \$20.00 per hour.

The increase is being proposed in order to:

- Reflect current labour market conditions
- Improve recruitment competitiveness with neighbouring municipalities and private employers
- Recognize increased operational demands during peak summer months
- Support retention and attract reliable and physically capable students

Duties will include grass cutting operations, painting, cleaning municipal facilities, beautification projects, and other assigned Public Works tasks.

An updated job posting will be prepared based on the 2024 version currently on file.

### **Lien avec plan stratégique / Link to Strategic Plan:**

The report aligns with the Municipal Strategic Plan by supporting effective service delivery, operational efficiency, and responsible workforce planning.



**Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council approve the hiring of two (2) Summer Students for the 2026 season for the Public Works Department;

AND THAT the hourly rate be set at \$20.00 per hour.

**Financial Implications: 2026 Budget**

Based on a 16-week term at 40 hours per week:

2 students × 40 hrs/week × 16 weeks × \$20/hour

= \$25,600 (excluding employer contributions)

This represents an increase of approximately \$2,560 compared to the 2024 rate.

Funds are to be allocated within the 2026 Public Works operating budget.

**Rapport soumis par / Respectfully submitted:**

**Stefan Landry**

**Public Works Supervisor**



## Municipalité de Val Rita-Harty Municipality

**Item #:13**

**Personnel responsable / staff: Deputy Clerk**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Health Care Recruitment & Retention Committee**

### **Description:**

The 2025 annual report from the Health Care Recruitment and Retention Committee is attached for Council information. The Report on Page 12 outlines the 2025 contributions and Return of Service Contributions. The 2026 contribution for the Municipality of Val Rita-Harty is \$3,473.02 and the Return of Service Agreement is \$4,840.50 and this is not due until 2028 upon completion of the agreement.

### **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 Council for the Municipality of Val Rita-Harty receive the Health Care Recruitment and Retention Committee report and authorize payment of the 2026 HCR&RC contribution amounting to \$3,473.02.

**Financial Implications:** 2026 Budget - \$3,473.02

**Rapport soumis par / Respectfully submitted:**

**Barbara Major**

HEALTH CARE  
RECRUITMENT  
AND RETENTION  
COMMITTEE  
YEARLY REPORT  
FOR 2025 FISCAL  
YEAR

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## **Re: Financial Contribution for 2025 Fiscal Year**

On behalf of the Kapuskasing & District Professional Health Care Recruitment & Retention Committee, I would like to extend our sincere appreciation for your generous financial contributions in 2025 and your steadfast support as a valued funding partner.

Your commitment has been instrumental in advancing our mission to recruit and retain healthcare professionals in Kapuskasing and the surrounding area. Your contributions have had a meaningful impact, enabling us to sustain vital healthcare services in our community and, in some cases, even expand them.

As we look ahead to 2026, we are committed to sustaining and expanding our efforts to recruit and retain healthcare professionals. The healthcare landscape is continuously evolving, and we recognize the challenges posed by the rising cost of living.

Considering these factors, we are reaching out to our valued partners to request a 2.1 % increase as per the 2025 Consumer Price Index. This additional support will be instrumental in helping us address emerging challenges and continue providing essential healthcare services to our community. Please refer to Figure 1 for further details.

We remain dedicated to upholding the highest standards of healthcare services in Kapuskasing and the surrounding area, ensuring that our community continues to attract and retain top healthcare professionals.

We recognize the importance of fiscal responsibility and assure you that every dollar contributed will be used strategically to achieve our shared objectives. Your continued partnership is crucial to the success of our mission, and we believe this increase will play a significant role in the sustainability and growth of our healthcare initiatives.

### **2025 Year in Review**

#### **Obstetrical Services**

The temporary closure of the Obstetrical Program in Hearst during the summer of 2023 has led to a significant increase in deliveries, placing additional demands on the physicians providing obstetrical care. Managing this increased workload presents challenges, making it essential to ensure our healthcare team receives the necessary support to maintain high-quality care for expectant mothers and their newborns.

Sensenbrenner Hospital is the only obstetrics program in the 800-kilometer stretch of Northern Ontario between Timmins and Thunder Bay.

Dr. Laflamme successfully completed her specialized training in Obstetrical Enhanced Skills. This advanced training further strengthens our commitment to providing comprehensive healthcare services to the community. Dr. Laflamme plays a vital role in

our healthcare system, offering services in the Emergency Department, Hospitalist care, and Obstetrical services.

Dr. Sylvestre stepped back from providing obstetrical care as of December 1, 2024, after 7 years of dedicated services. Dr. Laflamme’s transition into this role has been invaluable.

Having Dr. Laflamme along with Dr. Cheung greatly benefits our communities, strengthens our obstetrical services, and enhances the level of care available to patients.

Dr. Louis has expressed interest in providing Obstetrical services as well, and we are in the process of finalizing the process to add him to our Obstetrical roster.

Dr. Gillissie has also expressed interest in providing obstetrical services once she starts practicing in August 2026.

This is a significant development for our healthcare system. Their involvement will allow us to distribute on-call responsibilities among four physicians, an improvement from the current two-physician arrangement. This expansion will enhance service availability and support a more sustainable work-life balance for our medical team.

In the meantime, we are fortunate to have secured two locum obstetrical physicians, providing essential support and much-needed relief for our local physicians. Their contributions have been instrumental in maintaining uninterrupted access to obstetrical services, ensuring that our community members continue to receive high-quality care.

## **General Surgery Services**

Our community is privileged to have three general surgeons (Dr. Jeshiah Thiessen, Dr. Susan Krajewski, Dr. Uitsile Mgwisi) who deliver high-quality surgical services which also include cesarian section services to our community and surrounding regions.

Dr. Thiessen joined the General Surgery team in May 2024, bringing with him a wealth of experience and expertise. His addition strengthens our surgical services, enhancing the quality of care available to our community.

We recognize the importance of continuity in healthcare and want to assure you that we are taking all necessary steps to ensure a seamless transition. Our commitment remains focused on providing consistent, high-quality surgical care to meet the needs of our patients.

Having three General Surgeons in our community has been instrumental in not only maintaining essential surgical services but also expanding the range of procedures available to community members.

The ongoing difficulties in securing locum General Surgeons in Hearst continue to place significant strain on our healthcare resources. However, with three General Surgeons in

place, we are better positioned to manage these increased demands and provide more consistent, reliable access to surgical care

## **GP / Anesthesia Services**

The addition of Dr. Migueal Proulx to our team as a General Practitioner/Anesthetist in July 2024 has significantly enhanced the comprehensive care we provide for our community. Having both Dr. Cheung and Dr. Proulx has been essential in improving work–life balance within our GP/Anesthesia team and ensuring that our Surgical Services continue to operate smoothly.

Dr. Proulx’s original interest-free loan of \$150,000 has been restructured in accordance with the agreement and is now comprised of a \$100,000 grant and a \$50,000 interest-free loan. The original interest-free loan was funded through contributions of \$75,000 from the Town of Kapuskasing and \$75,000 from Sensenbrenner Hospital. With the completion of this additional year, the revised grant contributions can be seen in Figure 2.

The remaining \$50,000 continues as an interest-free loan under the existing terms.

These funds are not due until 2028, upon completion of Dr. Proulx’s Return of Service Agreement. Should you wish to submit your contribution in installments, please advise our coordinator.

## **New Recruits**

A site visit in November 2024 led to the successful recruitment of Dr. Judelin Louis, who joined our community in September 2025. Dr. Louis began practicing at the Centre de Santé Communautaire and provides valuable services in the Emergency Department and as a Hospitalist and will eventually also provide Obstetrical services. We had the opportunity to meet Dr. Louis at the Fédération des Médecins Résidents du Québec. This connection played a key role in the successful recruitment of Dr. Louis.

Dr. Emilie Gillissie is presently completing her remaining six months of residency training. She will be ready to start practicing in the summer/fall 2026. We anticipate that she will be providing primary care, hospitalist, Emergency Department and obstetrical services.

Additionally, Dr. Samuelle Villeneuve is also presently completing her second year of residency training and will be starting her practice in September 2026. She has also indicated that along with primary care she would be interested in providing hospitalist and emergency department services.

Dr. Jane Keating and Dr. Janik Dufour have both started their residency training in Kapuskasing as of July 2025 and are both expected to start practicing in summer/fall 2027.

These additions to the team will further enhance the healthcare services available in Kapuskasing, contributing to the continued growth and sustainability of our medical infrastructure.

As of December 31, 2025, a total of 8,776 patients across our communities are rostered and have an assigned primary care provider. This leaves approximately 2,225 patients who are currently without access to a primary care provider. With the arrival of our new recruits, we are moving closer to our goal of ensuring equitable access to primary care services for all community members.

While four new recruits are expected to join over the next two years, it is important to plan for potential periods of parental leave. To ensure continuity of care and appropriate staff support during these times, the availability of locum coverage should be considered.

While we do not anticipate any retirements in the near future, physician and locum recruitment is a lengthy process and can often take years. For this reason, it is essential that we continue attending recruitment events to support the ongoing stability and continuity of primary care services in our communities.

### **Northern Ontario School of Medicine University**

Our community remains dedicated to fostering a supportive environment for medical education and training. We continue to uphold our longstanding tradition of welcoming new learners, with a particular focus on meeting the needs and educational objectives of third-year medical students and residents.

Each July, we welcome the arrival of our Residents, followed by four new third-year medical students joining our community every September. These learners bring considerable potential and enthusiasm, and we are committed to supporting their growth and development as future healthcare professionals.

Kapuskasing has become a highly sought-after training site for third-year medical students, thanks to the exceptional quality of teaching provided by our medical staff and the collaborative team approach. This reputation has positively contributed to our ongoing recruitment efforts. We have been a part of the Northern Ontario School of Medicine University 3<sup>rd</sup> year Comprehensive Community Clerkship for the past 18 years.

Furthermore, in addition to incoming medical students and residents, we warmly welcome a diverse group of residents, medical learners, physician assistants, and allied health students. Embracing this diversity enriches the educational experience for all participants and underscores our commitment to providing comprehensive healthcare education.

Our Coordinator diligently prepares monthly schedules that are thoughtfully designed to provide a diverse range of clinical experiences and learning opportunities. These schedules support the development of essential skills and competencies required for future medical practice.



To promote collaboration and ensure seamless coordination, the schedules are distributed to both the learners and our medical staff through software called When 2 Work.

## **Recruitment and Educational Events**

As part of our ongoing efforts to strengthen and expand our healthcare team, I would like to provide a summary of the recruitment and educational events attended by our team in 2025.

### **Physician Recruitment Events:**

- **Rural Ontario Medical Program Family Medicine** – February 20-21, 2025
- **Western FM Resident Retreat** – May 10, 2025
- **Fédération des Médecins Résidents du Québec** – September 19, 2025
- **Kitchener-Waterloo Family Medicine** – September 22, 2025
- **Ottawa U 1st and 2nd Year Residence Fair** – October 24, 2025
- **Sudbury NOSM University Job Fair (Medical Students)** – November 13, 2025

### **Specialist Recruitment Events:**

- **Updates in General Surgery** – April 3-4, 2025
- **Ontario Association of General Surgery** – November 8, 2025

### **Educational Events:**

- **Canadian Society of Staff Physician Recruiters Conference** – April 13-15, 2025
- **Northern Ontario School of Medicine SAC Retreat** – May 8-9, 2025 (funded by NOSM University)

These events have provided valuable opportunities for engagement, networking, and recruitment, helping us to attract top medical professionals and enhance healthcare services in our community.

## **Collaboration with Health Force Ontario Programs**

We maintain a strong partnership with the following **Health Force Ontario** programs to ensure seamless healthcare delivery:

1. **Emergency Department Locum Program (EDLP):** Engaging locum physicians to provide consistent and reliable coverage in our Emergency Department.
2. **Northern Specialist Locum Program (NSLP):** Securing specialized locum coverage across various medical specialties to support patient care.
3. **Rural Family Medicine Locum Program (RFMLP):** Facilitating locum physician availability within our Rural Family Medicine Locum Clinic.

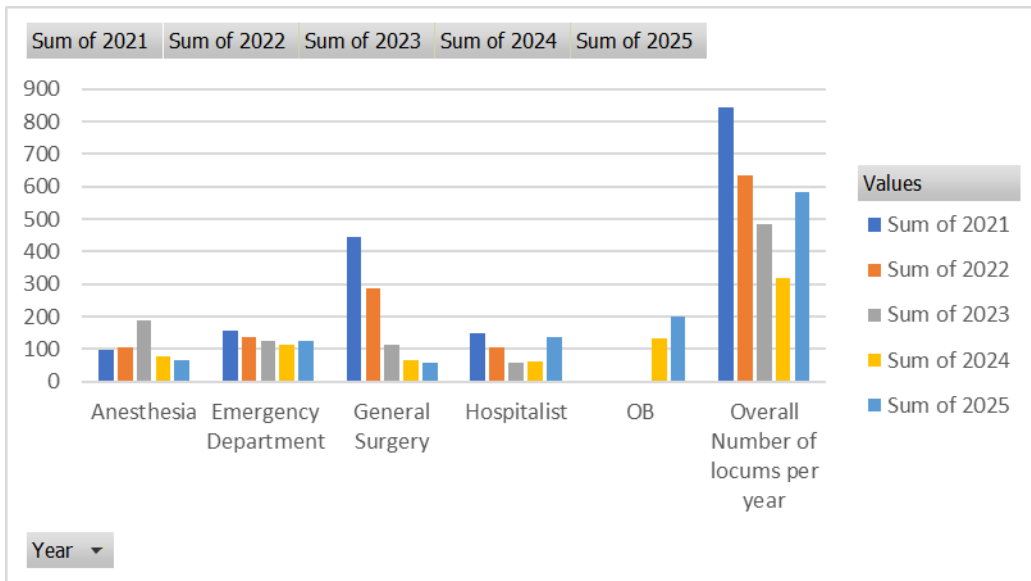
Our ability to deliver high-quality patient care is reinforced by these programs. To ensure timely reimbursement for locum physicians, we diligently submit monthly requests for review and approval.

We recognize the essential role locum physicians and specialists play in sustaining critical healthcare services, particularly in our Emergency Department, Surgical Services, and Hospitalist Program. Their contributions enhance our capacity to provide exceptional care, supporting both hospital-based services and community-based practices.

By strategically utilizing locum coverage, we maintain a balanced and effective healthcare system, allowing local practitioners to manage their workloads efficiently while continuing to deliver outstanding patient care. This approach has significantly improved work-life balance for our medical staff, ensuring their sustained commitment to both hospital and office-based practice.

The continued success of our healthcare services is a testament to the collaboration between our dedicated local team and the invaluable support of locum physicians. We sincerely appreciate the ongoing commitment of all stakeholders in recognizing and supporting these essential locum initiatives, which are crucial for maintaining high-quality, uninterrupted patient care.

Please see below breakdown of locum days provided in 2025 and a comparison of 2021-2022-2023-2024-2025.



Row Labels	Sum of 2021	Sum of 2022	Sum of 2023	Sum of 2024	Sum of 2025
Anesthesia	97	105	188	76.5	65
Emergency Department	156	137	124.5	114	123
General Surgery	445	286	113	67	56
Hospitalist	147	105	59	61.5	138

**Financial Contribution for 2025 Fiscal Year**

Ensuring continuous and reliable healthcare services through the strategic use of locum physicians is essential to retaining local healthcare professionals and delivering the highest quality care to our communities. The consistent availability of services not only enhances the work-life balance of our physicians but also strengthens the overall well-being of the community.

By proactively minimizing service gaps with locum physician support, we foster a stable and sustainable healthcare environment. This approach underscores the importance of a resilient healthcare system—one that can adapt to evolving demands while promoting job satisfaction and professional fulfillment among our dedicated medical staff.

By leveraging multiple advertising platforms, we expand our reach and enhance our ability to attract highly qualified candidates. Our multi-channel approach includes Health Force Ontario’s HFO Jobs website, JobConnect.Health, Cherry Health, CaSPR and various social media platforms such as LinkedIn, Facebook and Instagram, ensuring maximum visibility and engagement. This strategic outreach helps us connect with a diverse pool of professionals, supporting our mission to maintain high-quality healthcare services for our community.

### **Schedule Coordination and Physician Retention**

It has been a longstanding practice for the Committee’s Coordinator to assume responsibility for preparing the monthly on-call schedule for the Emergency Department, Surgeons, Anesthetists, Hospitalists, Surgical Assistants and baby doctors for C-sections. This schedule is essential to the seamless operation of our healthcare services, particularly in managing emergent situations that require timely intervention and specialized expertise.

To promote effective communication and coordination, the finalized schedule is also shared with the Administrative On-Call team. This proactive measure ensures that after-hours issues are addressed promptly and efficiently, thereby maintaining the quality of patient care and supporting overall operational continuity.

At La Résidence Jody Blais, we continue to provide accommodation conveniently located near the hospital—a feature that has been highly valued by our locum physicians. The proximity not only enhances their convenience but also supports their overall comfort and well-being throughout their stay.

From a logistical standpoint, we carefully prepare a detailed schedule outlining the stays of locum physicians to ensure effective coordination and optimal resource allocation. This schedule plays a vital role in maintaining operational efficiency.

The schedule is also shared with the Administration On-Call team. This allows for the prompt resolution of any issues that may arise after hours.

The Visiting Specialist Locum Program plays a critical role in ensuring that patients in Kapuskasing have access to specialized medical care without the need to travel outside the community. This not only enhances patient convenience but also significantly improves overall well-being, particularly for individuals with limited mobility or other travel-related challenges.

Recognizing the importance of providing a broad range of specialty services locally, we continue to actively recruit specialists to participate in the program. Thanks to these efforts, the following Specialty Clinic Services are currently available in Kapuskasing:

- Pediatrics
- Nephrology
- Ear, Nose and Throat (ENT)
- Obstetrics/Gynecology
- Pain Management
- Neurology
- Orthopedics
- Urology
- Rheumatology

In conjunction with the Visiting Specialist Locum Program, we organize Lunch and Learn sessions for our local medical staff. These sessions serve as valuable opportunities for knowledge exchange, professional development, and interdisciplinary collaboration. By fostering continuous learning and dialogue, they contribute to enhancing the overall quality of care delivered by our healthcare team.

## **Administration**

The Coordinator plays an integral role in several key meetings and initiatives that support the optimization of healthcare services and the ongoing development of our healthcare professionals. Their active involvement contributes to strategic planning, operational efficiency, and collaborative engagement across the region. Key areas of participation include:

### **1. Monthly Cochrane District Capacity Planning Meetings**

These meetings are vital for assessing system capacity and ensuring our facilities are equipped to meet patient care demands effectively.

### **2. District Scheduling and Credentialing Meetings**

The Coordinator supports discussions focused on scheduling logistics and credentialing processes, helping to ensure regulatory compliance and operational efficiency.

3. **Northwest & Northeast Physician Recruitment Meetings**  
Participation in these meetings enables the Coordinator to contribute to regional physician recruitment and retention efforts, strengthening our medical workforce.
4. **Surgical Suites and Specialty Clinic Scheduling Meetings**  
These meetings are crucial for coordinating surgical and specialty clinic schedules, facilitating timely and well-organized patient care delivery.
5. **CASPR Meetings (Canadian Society of Physicians Recruitment)**  
Through active involvement in CASPR meetings, the Coordinator supports regional planning and service coordination, promoting alignment and collaboration among healthcare stakeholders. She also participates on the Education Committee, contributes to the organization's strategic planning initiatives, and serves on the Conference Committee.
6. **Site Administrative Coordinator Meetings (NOSM U)**  
Engagement in these meetings keeps the Coordinator informed about educational initiatives with the Northern Ontario School of Medicine (NOSM), reinforcing the integration of healthcare delivery and medical education.
7. **Family Medicine Administrator Meetings (NOSM U)**  
Participation in these sessions fosters collaboration and sharing of best practices among family medicine administrators, supporting the advancement of primary residency program in Kapuskasing.
8. **NORSTAR Compass Advisory Committee (NOSM U)** Participating in the NORSTAR Compass Advisory Committee offers a meaningful opportunity to shape the future of physician recruitment and retention in Northern Ontario. As a member, the coordinator contributes expertise to guide the strategic implementation of a program that directly supports medical learners and physicians serving rural and remote communities. Our involvement helps strengthen the healthcare workforce, improve access to care, and foster collaborations across the region.

In addition to these monthly and periodic engagements, the Coordinator actively participates in bi-weekly Sensenbrenner Hospital Leadership meetings, where strategic priorities and operational matters are discussed to advance the organizational goals. She also holds weekly meetings with our local Northern Ontario School of Medicine University Site Liaison Clinician, Dr. Julie Boucher to ensure ongoing support for our Comprehensive Community Clerkship (CCC) students.

The Coordinator's consistent involvement in these meetings underscores our commitment to supporting our healthcare community and enhancing the quality of patient care. These contributions are invaluable in driving continuous improvement and fostering collaboration among all stakeholders.

Sensenbrenner Hospital welcomed Mylene Lacroix as Medical Affairs Administrative Assistant during the year. She has played a key role in ensuring a seamless onboarding process for all locum physicians prior to their arrival, including coordination of hospital privileges, accommodation details, identification badges, system access, and related requirements. In addition, Ms. Lacroix provides valuable support across a wide range of

administrative functions. Her contributions have been greatly appreciated and have had a positive impact on the efficiency of Medical Affairs operations.

### **Reorganization**

In September, we had the pleasure of organizing a small event hosted at the cross-country ski club. This gathering provided an invaluable opportunity for our medical staff and learners to come together in a relaxed setting, fostering camaraderie and strengthening professional relationships. The event was well received and greatly appreciated by all who attended.

Additionally, as part of our efforts to show appreciation for the hard work and dedication of our medical staff, medical students, residents, and their families, we organized a Christmas Appreciation event at Papa Franco’s Restaurant. This event, held during the holiday season, was a resounding success, drawing a large turnout and providing a festive atmosphere filled with joy and laughter. It served as a wonderful opportunity for our medical staff, residents and students along with their families to come together, to celebrate the holiday spirit. As part of ongoing efforts to recognize and appreciate the hard work and dedication of our medical staff, medical students, residents, Christmas gifts were purchased for all members of the medical staff.

Thank you once again for your kind gesture and unwavering commitment to our healthcare community.

Please do not hesitate to contact us with any questions or concerns.

*Denis Bérubé*

**Denis Bérubé**  
Chair

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#### **Contributions for 2025 (FIGURE 1)**

<b>Contributors</b>	<b>Contributions for 2025</b>	<b>Contribution for 2026</b>
Sensenbrenner Hospital	\$29,004.31	\$29,613.40
Town of Kapuskasing	\$29,004.31	\$ 29,613.40
Centre de Santé Communautaire de Kapuskasing	\$4,060.59	\$4,145.86
<b>Total:</b>	<b>\$62,069.21</b>	<b>\$ 63,372.66</b>

### **Municipal Contributions**

Contributors	Population 2016 Stat.	Percentage	Contribution for 2025	Contribution for 2026
Fauquier	536	19.46%	\$2,393.14	\$2,443.40
Moonbeam	1231	44.68%	\$5,494.65	\$5,610.04
Val-Rita / Harty	762	27.66%	\$3,401.59	\$3,473.02
Opasatika	226	8.20%	\$1,008.41	\$1,029.59
Total:	2,755	100%	\$12,297.79	\$12,556.04

### **Total of Maintained and Municipal Contributions**

	Amount
Maintained Contributions	\$63,372.66
Municipal Contributions:	\$12,556.04
Total:	\$75,928.70

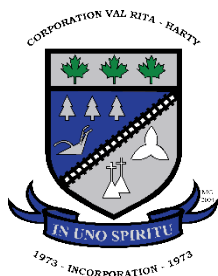
### **Dr. Migueal Proulx Interest Free Loan changes to Grant (FIGURE 2)**

*Please note: These funds are not due until 2028, upon completion of Dr. Proulx's Return of Service Agreement. Should you wish to submit your contribution in installments, please advise the Coordinator.*

Contributing Partners:	Grant Contributions:	Paid Interest Free Loan already	New Interest Free Loan Amount	Amount owing to Town of Kapuskasing and Sensenbrenner Hospital from other contributing partners listed below
• Town of Kapuskasing:	\$41,250.00	\$ 75,000.00	\$ 25,000.00	\$ 8,750.00
• Sensenbrenner Hospital:	\$41,250.00	\$ 75,000.00	\$ 25,000.00	\$ 8,750.00
• Township of Moonbeam:	\$7,819.00			
• Township of Val Rita–Harty:	\$4,840.50			
• Township of Fauquier:	\$3,405.50			
• Township of Opasatika:	\$1,435.00			
Breakdown of Grant	\$100,000			

• Township of Moonbeam:	\$7,819.00			
• Township of Val Rita–Harty:	\$4,840.50			
• Township of Fauquier:	\$3,405.50			
• Township of Opatatika:	\$1,435.00			
Total Amount to be reimbursed	\$17,500.00			\$17,500.00





## Municipalité de Val Rita-Harty Municipality

**Item #: 15**

**Personnel responsable / staff: Fire Chief**

**Date : March 17, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Terminate existing Fire Smart agreement**

### **Description:**

The Ontario Fire Smart Communities Grant became available in late 2025. The grant was made available to create a Community Wildland Fire Protection plan(CWFPP). The plan would need to include hazard identification, risk assessments, guide, strategies and action plans. We would also be required to create hazard maps within both communities, and action plans for emergency response training. This grant requires five strict reporting periods for project and status review, TPON also requires two reports to review project status, as well as a final review to ensure alignment with standards, and possible adjustments. This project would require us to hire a consultants and contractors to complete the requirements of the grant. When the Val Rita-Harty Fire Department was made aware of this grant, we requested that we do not move forward with it at that time. The first reason was that it is beyond the scope of what a volunteer fire department was capable of taking the lead on. The second reason was that our municipality was undergoing changes including new staff, so it wasn't the best time to add to their workload. This grant has been offered in the past and will be available in the future. When the municipality feels that they are able to take on the requirements of what the grant requires, they will be able to reapply with no penalty for cancelling this current grant.

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council terminate the existing Ontario Fire Smart Communities (Transfer Payment Agreement) and reapply in the Spring if so recommended by the Fire Chief.

### **Lien avec plan stratégique / Link to Strategic Plan:**

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

**Financial Implications:** Nil

**Rapport soumis par / Respectfully submitted:**

**Bert Filion**

**Fire Chief**

Ministry of Rural Affairs

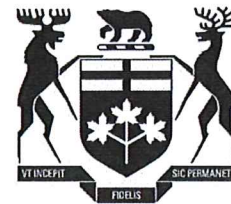
Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 28th Floor  
Toronto, Ontario M7A 2J3  
Tel: 647-329-1485

777, rue Bay, 28<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 647-329-1485



Ontario

Your Worship  
Mayor Johanne Baril  
Township of Val-Rita Harty  
[mayor@valharty.ca](mailto:mayor@valharty.ca)

February 20, 2026

Dear Mayor Baril:

I wanted to extend my thanks to your delegation for meeting with my Parliamentary Assistant, (PA) Bob Bailey at this year's Rural Ontario Municipal Association (ROMA) conference.

When our rural leaders gather at this conference each year, community efforts are highlighted, connections are made and most of all - things get done. I know PA Bailey appreciated hearing about water treatment plant funding and damaged local roads concerns in your community.

As you know, on January 19, 2026, I announced the second intake of the Rural Ontario Development (ROD) Program. You may wish to explore how the program might support local priorities such as economic diversification, workforce development or sector-specific planning initiatives. You can find out more here: [www.ontario.ca/page/rural-ontario-development-program](http://www.ontario.ca/page/rural-ontario-development-program).

If you are interested in applying, I encourage you to connect with Pierrette Desrochers, Economic and Business Advisor for the Township of Val-Rita Harty. Pierrette can be reached by email at or [Pierrette.Desrochers@ontario.ca](mailto:Pierrette.Desrochers@ontario.ca) or by phone at 705-690-9790.

I look forward to our continued collaboration to strengthen our rural communities and protect Ontario. Please accept my best wishes.

Sincerely,

Lisa M. Thompson  
Minister of Rural Affairs

c. Bob Bailey  
Parliamentary Assistant to the Minister of Rural Affairs



# VAL RITA DRINKING WATER SYSTEM 2025 ANNUAL COMPLIANCE AND SUMMARY REPORT

Prepared by the Ontario Clean Water Agency  
on behalf of the Township of Val Rita – Harty

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## INTRODUCTION

Municipalities throughout Ontario are required to comply with Ontario Regulation 170/03 made under the *Safe Drinking Water Act, 2002*. The Act was passed following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking-water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

O. Reg. 170/03 requires the owner to produce an Annual Report, under Section 11. This report must include the following:

1. Description of system and chemical(s) used
2. Description of any major expenses incurred to install, repair or replace equipment
3. Summary of all required testing
4. Summary of any adverse water quality reports and corrective actions

This Annual Report must be completed by February 28 of each year.

The regulation also requires a Summary Report which must be presented and accepted by Council by March 31 of each year for the preceding calendar year reporting period.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The *Safe Drinking Water Act, 2002* and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

1. A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows.
2. A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The two reports have been combined and presented to council as the Annual Compliance and Summary Report.



## SECTION 11 ANNUAL REPORT

### SYSTEM INFORMATION

Drinking-Water System Name:	VAL RITA DRINKING WATER SYSTEM
Drinking-Water System No.:	220006348
Drinking-Water System Owner:	The Corporation of the Township of Val Rita - Harty
Drinking-Water System Category:	Large Municipal, Residential System
Population:	372
Reporting Period:	January 1 to December 31, 2025

### REPORT AVAILABILITY

Hard Copy Available at:	Val Rita - Harty Municipal Office, 106 Government Road, Val Rita, ON P0L 2G0
Electronic Copy Available:	N/A
Public Notification via:	Public access/notice

### DESCRIPTION OF THE DRINKING WATER SYSTEM

Well #1, known as the Murray well is a 125 mm diameter, 25 m deep drilled groundwater production well that lies adjacent to the main plant. The well is equipped with a pitless adapter, a 1.5 kW submersible well pump rated at 300 L/min., a magnetic flow meter, and a raw water sampling line and tap. Water is directed to the water treatment plant through a 75 mm diameter discharge line.

New Well #2 is located at 8 Avenue des Aulnes; 6 meters from Well #1. It was installed on November 10, 2009 and put into service on April 16, 2010. It is a 150 mm diameter 64 m deep drilled groundwater production well equipped with a pitless adapter and a 1.5 kW submersible well pump rated at 300 L/min, a magnetic flow meter, and a raw water sampling line and tap. Water is directed to the main plant through a 75 mm diameter discharge line.

The raw water sources are controlled by an automated 'lead/lag' duty system. The well pumping cycle changes after each filling of the reservoir; Well #1 would lead, then New Well #2 would lead. Raw water from the wells enters the treatment plant through two separate raw water headers. Water from the wells can be directed to the package treatment unit or to a flushing line which would allow the operator to flush each well individually to the waste water collection tank.

Raw water is pre-chlorinated using sodium hypochlorite which is paced to flow based on raw water flow. The pre-chlorination system consists of 300 litre storage tank and two metering pumps.

The alum coagulant feed system is paced to flow based on raw water flow. The system consists of one 454 litre day tank and two metering pumps, both rated at 8.4 L/hour. The filter aid system is also paced to flow based on raw water flow. The system consists one 454 litre polymer storage day tank and two metering pumps, both rated at 8.4 L/hour. All three of these chemicals are added to the raw water prior to entering the treatment unit.

The water then enters a “Graver Monoplant” package treatment plant for iron removal. A center cone draft tube mixing clarifier with a 681 m<sup>3</sup>/d capacity is used, a flocculation zone, a settling zone with floc barriers and clarified water collector flume, and a flow splitter box. Sodium hypochlorite is added to the water as it enters the filters. This chlorination system consists of one 300L tank and a peristaltic chemical pump. A two compartment filter with 300 mm deep dual-media consisting of 150 mm torpedo sand and 150 mm anthracite, processes and filters the treated water. A backwash storage compartment, consisting of two holding tanks with a combined capacity of 91 m<sup>3</sup>, pumps water through a common header to a sanitary sewer by means of a centrifugal supernatant pump.

The chlorine contact clearwell consists of three cells and has an overall capacity of 423 m<sup>3</sup>. It is connected to a 181 m<sup>3</sup> high lift pump well where five vertical turbine high lift pumps are in place; two are rated at 5 L/s with 2 kW motors, two are rated at 5 L/s with 4 kW motors and one rated at 38 L/s with 22 kW motor used for fire protection. The water is pumped through a 150 mm discharge line, a magnetic flow meter and two 1000 litre hydro-pneumatic pressure tanks to the distribution.

A 100 kW diesel generator with fuel tank is available at the facility to maintain all aspects of the operations during power failures.

The Val Rita Drinking Water System is classified as a Large Municipal Residential Drinking Water System and serves an estimated population of 372 residents through 145 service connections. The distribution system consists of 6 inch PVC piping which was installed in 1991, 26 fire hydrants and 2 dead end locations. There is no off-site water storage facility associated with the system.

## **WATER TREATMENT CHEMICALS USED**

- Sodium Hypochlorite - Disinfection by Chlorination
- Aluminum Sulphate - Coagulation/Flocculation
- Polymer - Aids in Coagulation/Flocculation

All treatment chemicals are NSF/ANSI approved.

## **MAJOR EXPENSES INCURRED TO INSTALL, REPAIR OR REPLACE EQUIPMENT**

- |  |                                     |
|--|-------------------------------------|
| ○ MDWL Renewal                           | ○ Lab Spectrophotometer Replacement |
| ○ Chemical Pump and Analyzer Parts       | ○ Primary UPS Replacement           |
| ○ DWQMS Third Party Audit                | ○ Valve Turning Trailer Work        |
| ○ Confined Space Equipment Certification | ○ TSSA Pressure Tank Inspection     |



## REPORTING ADVERSE TEST RESULTS AND OTHER PROBLEMS

Details on the notices required in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Date	Details (Parameter, Limit, Result, Corrective Action, Date, etc.)
NONE	NONE

*Please refer to the original Notices of Adverse Test Results and Issue Resolution (Schedule 16) for full details*

## SCHEDULE 7 - OPERATIONAL TESTING

Parameter	Number of Samples	Range of Results (min to max)	Unit of Measure	Standard
Turbidity – Well 1	30	0.15 – 5.36	NTU	-
Turbidity – Well 2	31	0.15 – 5.84	NTU	-
Free Chlorine Analyzer (WTP)	8760	0.42 – 3.10	mg/L	-
Distribution Free Chlorine Residuals	364	0.63 – 2.19	mg/L	≥0.05

**Note:** For continuous monitors use 8760 as the number of samples.

## SCHEDULE 10 - MICROBIOLOGICAL TESTING

Sample Type	Number of Samples	<i>E.coli</i> Results (min to max)	Total Coliform Results (min to max)	Number of HPC Samples	Range of HPC Results (min to max)
Raw – Well 1	52	0 – 1	0 – 79	-	-
Raw – Well 2	52	0 – 0	0 – 1	-	-
Treated	52	0 – 0	0 – 0	52	<10 – 200
Distribution	104	0 – 0	0 – 0	54	<10 – 10
MAC	-	0	0	-	-

Maximum Acceptable Concentration (MAC) applies only to treated or distribution samples

## SCHEDULE 13 - NITRATE AND NITRITE AT THE WATER TREATMENT PLANT

Date of Sample	Nitrate Result Value (mg/L)	Nitrite Result Value (mg/L)	Exceedance
January 7, 2025	<0.1	0.04	No
April 8, 2025	0.1	<0.01	No
July 9, 2025	<0.05	<0.05	No
October 6, 2025	<0.05	<0.05	No
MAC	10	1	-

MAC - Maximum Acceptable Concentration

## SCHEDULE 13 - TOTAL TRIHALOMETHANES IN THE DISTRIBUTION SYSTEM

Date of Sample	Result (ug/L)	Running Four Quarter Average	Exceedance
January 7, 2025	52.3	57.0	No
April 8, 2025	60.1	57.5	No
July 9, 2025	61	55.7	No
October 6, 2025	63.8	59.3	No

Maximum Acceptable Concentration (MAC) for Trihalomethanes = 100 ug/L Four Quarter Running Average

## SCHEDULE 13 – HALOACETIC ACIDS (HAA) IN THE DISTRIBUTION SYSTEM

Date of Sample	Result (ug/L)	Running Four Quarter Average	Exceedance
January 8, 2025	26	32.8	No
April 8, 2025	48	34.3	No
July 9, 2025	47	40.3	No
October 6, 2025	59	45.0	No

Maximum Acceptable Concentration (MAC) for HAA = 80 ug/L Four Quarter Running Average

## SCHEDULE 13 – SODIUM AT WATER TREATMENT PLANT

Date of Sample	Result (mg/L)	Maximum Acceptable Concentration	Exceedance
October 5, 2021	36.0	20	YES (AWQI 156003)
October 19, 2021	36.0	20	N/A – Re-sample

**Note:** sample required every 60 months

## SCHEDULE 13 – FLUORIDE TESTED AT WATER TREATMENT PLANT

Date of Sample	Result (mg/L)	Maximum Acceptable Concentration	Exceedance
October 5, 2021	0.44	1.5	No

**Note:** sample required every 60 months

## SCHEDULE 15.1 – LEAD IN THE DISTRIBUTION

The Val Rita water supply system qualified for the ‘Exemption from Plumbing Sampling’ as described in section 15.1-5 (9) and 15.1-5 (10) of Ontario Regulation 170/03

As such, the system was required to test for total alkalinity and pH in one distribution sample collected during the periods of December 15 to April 15 and June 15 to October 15. This testing is required in every 12-month period with lead testing in every third 12-month period.

Sampling Dates	Number of Samples	Range of Results (min to max)		
		Lead (ug/L)	pH	Alkalinity (mg/L)
<b>Winter Period</b>				
April 6, 2023	1	0.5	7.42	396
April 10, 2025	1	-	7.22	380
<b>Summer Period</b>				
September 13, 2023	1	0.2	7.28	387
September 24, 2025	1	-	7.59	395

## SCHEDULE 23 - INORGANIC PARAMETERS SAMPLED AT THE WATER TREATMENT PLANT

Sample Date: October 24, 2023

Parameter	Result	MAC	MAC Exceedance	1/2 MAC Exceedance
Antimony	<0.5	6.0	No	No
Arsenic	<1	10.0	No	No
Barium	274	1000.0	No	No
Boron	7	5000.0	No	No
Cadmium	<0.1	5.0	No	No
Chromium	5	50.0	No	No
Mercury	<0.1	1.0	No	No
Selenium	<0.2	50.0	No	No
Uranium	<1	20.0	No	No

MAC – Maximum Acceptable Concentration

No inorganic parameter(s) exceeded half the standard found in Schedule 2 of the ODWS during the reporting period

## SCHEDULE 24 - ORGANIC PARAMETERS SAMPLED AT THE WATER TREATMENT PLANT

Sample Date: October 24, 2023

Parameter	Result	MAC	MAC Exceedance	1/2 MAC Exceedance
1,1-Dichloroethylene	<0.3	14	No	No
1,2-Dichlorobenzene	<0.2	200	No	No
1,2-Dichloroethane	<0.2	5	No	No
1,4-Dichlorobenzene	<0.3	5	No	No
2,3,4,6-Tetrachlorophenol	<0.3	100	No	No
2,4,6-Trichlorophenol	<0.2	5	No	No
2,4-D (2,4-Dichlorophenoxy acetic acid)	<1.41	100	No	No
2,4-Dichlorophenol	<0.2	900	No	No
Alachlor	<0.361	5	No	No
Atrazine + N-dealkylated metabolites	<0.5	5	No	No
Azinphos-methyl	<0.27	20	No	No

Parameter	Result	MAC	MAC Exceedance	1/2 MAC Exceedance
Benzene	<0.1	1	No	No
Benzo(a)pyrene	<0.01	0.01	No	No*
Bromoxynil	<0.094	5	No	No
Carbaryl	<3	90	No	No
Carbofuran	<4	90	No	No
Carbon Tetrachloride	<0.2	2	No	No
Chlorobenzene (Monochlorobenzene)	<0.5	80	No	No
Chlorpyrifos	<0.27	90	No	No
Diazinon	<0.27	20	No	No
Dicamba	<0.353	120	No	No
Dichloromethane (Methylene Chloride)	<1	50	No	No
Diclofop-methyl	<0.588	9	No	No
Dimethoate	<0.27	20	No	No
Diquat	<0.2	70	No	No
Diuron	<10	150	No	No
Glyphosate	<20	280	No	No
Malathion	<0.27	190	No	No
MCPA (2-methyl-4-chlorophenoxyacetic acid)	<5.88	100	No	No
Metolachlor	<0.18	50	No	No
Metribuzin	<0.18	80	No	No
Paraquat	<0.2	10	No	No
Pentachlorophenol	<0.3	60	No	No
Phorate	<0.18	2	No	No
Picloram	<0.0823	190	No	No
Prometryne	<0.0901	1	No	No
Simazine	<0.27	10	No	No
Terbufos	<0.18	1	No	No
Tetrachloroethylene	<0.3	10	No	No
Total PCBs	<0.04	3	No	No
Triallate	<0.18	230	No	No
Trichloroethylene	<0.2	5	No	No
Trifluralin	<0.18	45	No	No
Vinyl Chloride	<0.1	1	No	No

Note\*: Benzo(a)pyrene – Schedule 13-5 of O. Reg. 170/03 requires increased frequency of sampling if an analytical result obtained for any of the parameters listed in Schedule 24 exceeds one half of the MAC. The Ministry has set the reporting detection limit (RDL) for Benzo[a]pyrene at 50 per cent or more of the MAC, due to the limitations of the current analytical methods to achieve lower detection limits. The RDL for benzo[a]pyrene is 0.01 ug/L. For this parameter, a licenced laboratory must be able to achieve a method detection limit (MDL) at least equal to the RDL. A positive result above their MDL would trigger increased frequency of sampling, but a result equal to their MDL would not.

MAC – Maximum Acceptable Concentration

No organic parameter(s) exceeded half the standard found in Schedule 2 of the ODWS during the reporting period

## ADDITIONAL TESTING AND SAMPLING

MUNICIPAL DRINKING WATER LICENCE 298-101

Parameter	Weekly Sample Monitoring Location	Number of Samples	Range of Results (min to max)
Iron (mg/L)	Raw water - Well 1 when it was the duty well	30	2.94 – 3.28
	Raw water - Well 2 when it was the duty well	31	2.23 – 3.23
	Point of Entrance to distribution system	61	0.10 – 0.38
	A point in the distribution system	53	0.03 – 1.42
Manganese (mg/L)	Raw water - Well 1 when it was the duty well	30	0.333 – 0.602
	Raw water - Well 2 when it was the duty well	31	0.311 – 0.674
	Point of Entrance to distribution system	61	0.009 – 0.330
	A point in the distribution system	53	0.011 – 0.455

## SCHEDULE 22 - SUMMARY REPORTS FOR MUNICIPALITIES

This report is a summary of water quality information for the Val Rita Water Treatment System. It is published in accordance with Schedule 22 of Ontario’s Drinking Water Systems Regulation 170/03 for the reporting period of January 1 to December 31, 2025 and must be submitted to members of council.

The report must include:

- Any requirements the system failed to meet during the reporting period
- A summary of quantities and flow rates and a comparison to the imposed limits

## PERMITS AND LICENCES

Municipal Drinking Water Licence (MDWL)	298-101 Issued March 2, 2021
Drinking Water Works Permit (DWWP)	298-201 Issued March 2, 2021
Permit to Take Water (PTTW)	P-300-9076688999 Expires March 27, 2030

## REQUIREMENTS THE SYSTEM FAILED TO MEET

Compliance with the Safe Drinking Water Act involves conforming to the system’s approval and any order issued at any time during the period covered by this report. The duration of the failure and details of the actions that were taken to correct the failure must be described.

The following table lists, to OCWA’s knowledge, the requirements of the Act, its Regulations, the system’s Approvals and any Provincial Officer Order issued during the 2025 reporting period.

## SUMMARY OF REQUIREMENTS THE SYSTEM FAILED TO MEET

<b>Legislation</b>	<b>Requirement(s) the System Failed to Meet, Corrective Actions and Status</b>
None	None that OCWA is aware of at this time

## SUMMARY OF FLOW RATES

For the purpose of enabling the owner of the system to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report. Under schedule 22-2(3) of Ontario Regulation 170/03, the Summary Report must include the following:

1. A summary of the quantities and flow rates of water supplied, including the monthly average and the maximum daily flows
2. A comparison of both the average and maximum flow rate summary to the rated capacity approved in the systems approval, drinking water works permit or municipal drinking water licence

The following tables and graphs indicate the quantities and flow rates of water taken and produced during the reporting period, including monthly average flows, maximum daily flows and the total monthly volumes. A comparison of the water data is made to the rated capacity and flow rates specified in the system's Municipal Drinking Water Licence.

## SUMMARY OF DAILY RAW WATER USAGE

	Maximum (L/min)		Maximum (m <sup>3</sup> /d)		Average (m <sup>3</sup> /d)		Total Usage (m <sup>3</sup> )	
	Well 1	Well 2	Well 1	Well 2	Well 1	Well 2	Well 1	Well 2
January	209	210	165	168	76	72	2,356	2,222
February	204	203	172	180	74	83	2,073	2,337
March	203	200	158	184	73	79	2,273	2,434
April	203	206	156	166	79	68	2,363	2,029
May	200	201	165	175	79	83	2,464	2,578
June	211	195	170	189	75	80	2,239	2,396
July	209	196	160	158	66	67	2,061	2,070
August	207	190	292	191	88	70	2,719	2,174
September	204	186	155	153	55	65	1,649	1,955
October	201	182	144	164	63	53	1,962	1,644
November	199	181	180	173	60	74	1,809	2,222
December	197	178	141	191	70	74	2,157	2,298

## SUMMARY OF DAILY VOLUME OF TREATED WATER INTO THE DISTRIBUTION SYSTEM

	Total Usage (m <sup>3</sup> )	Maximum (m <sup>3</sup> /d)	Average (m <sup>3</sup> /d)	% Rated Capacity
January	3,738	134	121	27.9
February	3,543	143	127	29.3
March	3,815	136	123	28.5
April	3,589	143	120	27.7
May	4,063	146	131	30.3
June	3,908	158	131	30.3
July	3,749	162	121	28.0
August	4,256	279	138	32.0
September	3,141	156	105	24.2
October	2,825	112	91	21.1
November	3,125	135	104	24.1
December	3,440	141	111	25.7

**Note:** % Rated capacity compares the monthly averages to the system's rated capacity

## SUMMARY OF FLOW COMPARISON

### COMPARISON OF RAW FLOWS TO SYSTEM'S PERMIT TO TAKE WATER (PTTW)

<b>PTTW – maximum for either well</b>		<b>432 m<sup>3</sup>/day</b>	<b>300 L/min</b>
Average Daily Flow for 2025	Well 1	72 m <sup>3</sup> /day	50 L/min
	Well 2	72 m <sup>3</sup> /day	50 L/min
Maximum Daily Flow for 2025	Well 1	292 m <sup>3</sup> /day	211 L/min
	Well 2	191 m <sup>3</sup> /day	210 L/min
Total Raw Water	Well 1	26,125 m <sup>3</sup> /a	-
	Well 2	26,359 m <sup>3</sup> /a	-
Total Raw Water Used in 2025		52,484 m <sup>3</sup> /a	-

### COMPARISON OF TREATED FLOWS TO SYSTEM'S MUNICIPAL DRINKING WATER LICENCE (MDWL)

<b>Rated Capacity of the Plant (MDWL)</b>	<b>432 m<sup>3</sup>/day</b>	
Average Daily Flow for 2025	118 m <sup>3</sup> /day	27.4 % of the rated capacity
Maximum Daily Flow for 2025	279 m <sup>3</sup> /day	64.6 % of the rated capacity
Total Treated Water Produced in 2025	43,192 m <sup>3</sup>	

Based on the information above, the plant is able to meet the demands of the consumers.



**From:** Portelance, Brandon (MMAH) <Brandon.Portelance@ontario.ca>

**To:** Clerk <clerk@valharty.ca>

**Cc:** Lise Bérubé <administration@valharty.ca>

**Subject:** Township of Val Rita-Harty - 2025 Municipal Financial Indicator Threshold and Profile



Hi / Bonjour,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators which are compared to established provincial thresholds.

Please find attached the financial indicator threshold report that has been calculated using your 2024 Financial Information Return (FIR) data.

The formulas (SLC references and calculations) are included in the report for all indicators to provide you with the FIR schedule, line, and column that we have drawn the data from. For each financial indicator, medians and averages have been calculated for comparator groupings relevant to your municipality. Please note that medians and averages reflect the FIRs submitted at the time your municipality's indicators were generated.

Although financial indicators may provide important information about a municipality's fiscal health, it is important to remember that they only provide a financial snapshot at a particular moment in time, should never be used in isolation and instead should be supported with other information and local knowledge.

Also enclosed with the financial indicator template is the Municipal Financial Profile for your municipality. The profile spreadsheet contains data points from the FIR, as well as a variety of calculations based on the FIR information. Other information comes from sources such as, the Municipal Property Assessment Corporation (MPAC), Statistics Canada and the On-Line Property Tax Analysis (OPTA) system.

Section 294 (1) of the Municipal Act states that the treasurer of a municipality shall in each year provide the Minister with a return containing information designated by the Minister with respect to the financial affairs of the municipality. This takes the form of the annual Financial Information Return (FIR).

In 2025, the Township of Val Rita-Harty had two indicators that were within the “moderate” level of risk: Asset Consumption Ratio (67% against a low risk threshold of < 50%) and Annual Surplus/Deficit (-3.7% against a low risk threshold of > -1%); and zero indicators that were within the “high” level of risk.

If you have any questions, please let me know.

Best,

**Brandon Portelance**

Municipal Advisor (bilingual) | Conseiller en gestion municipale (bilingue)  
Municipal Services Office (Northeast) | Bureau des services aux municipalités (Nord-Est)  
Ministry of Municipal Affairs & Housing | Ministère des Affaires municipales et du Logement  
159 Cedar Street, Suite 401 | 159 rue Cedar, Suite 401  
Sudbury, ON P3E 6A5  
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# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

## Val Rita-Harty Tp

Date Prepared:	4-Nov-25	2024 Households:	326	Median Household Income:	81,000
MSO Office:	Northeast	2024 Population:	757	Taxable Residential Assessment as a	
Prepared By:	Brandon Portelance	2025 MFCL Index:	6.9	% of Total Taxable Assessment:	45.3%
Tier:	ST			Own Purpose Taxation:	1,812,080

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	North - Population <= 1000		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2020	11.6%	12.4%	16.9%	MODERATE
		2021	9.0%	11.3%	15.7%	LOW
		2022	7.8%	10.5%	15.0%	LOW
		2023	7.8%	10.6%	15.8%	LOW
		2024	8.4%	10.5%	15.3%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2020	-4.1%	86.0%	79.9%	LOW
		2021	9.8%	80.5%	80.9%	LOW
		2022	13.5%	66.8%	65.4%	LOW
		2023	23.6%	42.1%	10.6%	LOW
		2024	22.9%	40.0%	15.9%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2020	24.2%	62.1%	67.6%	LOW
		2021	24.0%	63.1%	68.6%	LOW
		2022	17.1%	53.0%	61.0%	MODERATE
		2023	22.0%	50.8%	61.7%	LOW
		2024	22.4%	40.8%	59.9%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2020	155.5%	538.5%	672.2%	LOW
		2021	325.2%	559.6%	766.2%	LOW
		2022	69.9%	445.8%	607.1%	LOW
		2023	371.9%	377.4%	544.4%	LOW
		2024	308.5%	535.8%	976.5%	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: > 10%	2020	7.0%	1.4%	2.4%	MODERATE
		2021	6.7%	1.7%	2.8%	MODERATE
		2022	3.7%	1.5%	2.8%	LOW
		2023	2.4%	1.7%	3.0%	LOW
		2024	2.2%	2.0%	2.5%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2020	59.2%	51.9%	51.2%	MODERATE
		2021	62.2%	52.5%	50.8%	MODERATE
		2022	62.6%	50.8%	50.1%	MODERATE
		2023	65.3%	50.2%	49.9%	MODERATE
		2024	67.0%	49.2%	49.3%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2020	-7.1%	9.8%	23.5%	MODERATE
		2021	-8.2%	16.3%	32.2%	MODERATE
		2022	16.2%	14.0%	26.8%	LOW
		2023	-3.5%	3.8%	13.2%	MODERATE
		2024	-3.7%	11.0%	15.0%	MODERATE

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
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# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

Val Rita-Harty Tp

## NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.

A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.

- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

### Additional Notes on what Financial Indicators may indicate:

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - Shows how much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Source Revenues** - Indicates how much property tax and user fee revenue is servicing debt.

**Reserves and Reserve Funds as a % of Municipal Expenses** - Indicates how much money is set aside for future needs and contingencies.

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Indicates how much cash and liquid investments could be available to cover current obligations.

**Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)** - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

**Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)** - Indicates how much of the assets' life expectancy has been consumed.

**Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCI)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

Val Rita-Harty Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied

SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)

Net Financial Assets or Net Debt as % of Own Source Revenues

SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 -  
SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 -  
SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

Total Reserves and Reserve Funds as a % of Municipal Expenses

(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)

SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)

SLC 51 9910 10 / SLC 51 9910 06

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues

(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 -  
SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 -  
SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

## Statement of No Employee Salaries to Disclose

### Déclaration selon laquelle il n'y a pas de traitement d'employés à divulguer

Township of Val Rita - Harty

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(Name of Organization / nom de l'organisation)

To the best of my knowledge and belief, no employees of the above organization were paid a salary as defined in the *Public Sector Salary Disclosure Act, 1996*, in the calendar year 2025 of \$100,000 or more.

À ma connaissance, aucun employé de l'organisation susmentionnée n'a reçu un traitement, au sens de la *Loi de 1996 sur la divulgation des traitements dans le secteur public*, au cours de l'année civile 2025, de 100 000 \$ ou plus.

Leanne Crozier

**Name / Nom**

(Highest Ranking Officer)

(dirigeant / dirigeante de l'organisation qui occupe le rang le plus élevé)

Treasurer

**Position Title / Poste**



---

**Signature / Signature**

February 27, 2026

**Date / Date**

Prepared under the *Public Sector Salary Disclosure Act, 1996*

Préparée en vertu de la  
*Loi de 1996 sur la divulgation des traitements dans le secteur public*

# Kapuskasing Local Citizens' Committee Meeting Minutes

Minutes of the meeting held on Wednesday, January 14<sup>th</sup>, 2026, 6:30 pm to 8:30 pm in-person.

## Attendance:

Laurier Guillemette, Vice-chair and Kapuskasing Citizen  
Réginald Manning, Municipality of Mattice-Val Côté  
Roger Lachance, Municipality of Val Rita - Harty  
Jacques Della Pieta, Municipality of Moonbeam  
Denis Bérubé, Friends of Remi Lake

Kevin Del Guidice, GreenFirst Forest Products  
Peter Terris, GreenFirst Forest Products  
Taylor Sigouin, GreenFirst Forest Products  
Joshua Breau, Ministry of Natural Resources

### 1) **Review of the Agenda**

The proposed agenda for this meeting is hereby approved with the removal of the amendment to add two Silviculture Ground Rules to table FMP-5.

Proposed by Réginald Manning  
Seconded by Laurier Guillemette

**Carried**

### 2) **Review of previous meeting minutes, November 12<sup>th</sup> 2025, and business arising from the minutes.**

That the minutes of the meetings held on November 12<sup>th</sup> 2025, be hereby adopted as presented.

Proposed by Jacques Della Pieta  
Seconded by Roger Lachance

**Carried**

### 3) **The Annual Report of forestry activities for the period of April 1<sup>st</sup> 2024 to March 31 2025.**

GreenFirst staff presented the Annual Report for the period of April 1<sup>st</sup> 2024 to March 31 2025. It's the 5<sup>th</sup> year of the 2020-2030 Forest Management Plan for the Gordon Cosens Forest. The presentation covers harvest volumes and area, road construction and all silviculture activities that include site preparation, tree planting, slash alignment and burning, tending, natural disturbances and compliance monitoring activities.

If you are interested in the details of this presentation, please refer to the handout.

**4) Plan amendments to update the Area of Concern (AOC) identifier from Indigenous Concern (IC) to Cultural Value (CV) as per the direction in the Technical Specifications.**

This amendment proposed to change the name and label of the Indigenous Concern (IC) Area Of Concern (AOC) to Classified Value (CV) Area Of Concern (AOC). The proposed change reflects the direction in the Forest Information Manual Technical Specifications. The only change to the Forest Management Plan and Annual Work Schedule is how the values will be labeled on the maps and described in the text.

The Kap LCC has identified this amendment as an editorial change not impacting any stakeholders and benefit the protection of these values by not drawing attention to them.

The Kap LCC recommends that this amendment proceed as an Administrative Amendment.

**5) Updates – the plan amendment for Columbia Forest Products.**

MNR and GreenFirst provided feedback to Columbia on the areas identified for the proposed amendment. We are now waiting for Columbia to review and update the areas based on the comments provided. Once more information is available, it will be shared with the Kap LCC.

**6) Round Table.**

MNR will be sending out information to the Kap LCC for a Science Insights seminar on Forest Management Impacts on Mercury in Ontario's Boreal Forest. Session is on January 22, 2026.

All good; good; good meeting; all good; was a good meeting; very informative.

**Meeting adjourned.**

Minutes recorded and prepared by Joshua Breau.



February 2026

Corridor mayors:

### **The New Northlander: Do You Like Sleeping in a Chair – Because That's the Option**

*"I don't know about you, but I don't care to spend the night propped up like laundry on a line."* –  
Lynne Martin Veilleux

This is a follow-up note, and a call for clarity.

Let's be clear about what is being proposed.

In its current form, the new Northlander is a daytime rail service. It is not designed for overnight travel. There are no sleeping quarters. No sleeper coach. No dining car experience suited to long-haul northern distances. That matters.

For generations, passenger rail in northern Ontario was built to carry people across vast stretches of geography, comfortably, and often overnight. What is now being presented does not meet that historic standard.

Ontario Northland may not be technically misleading in its promotional language, but it is certainly allowing expectations to swell beyond what the service will actually deliver. When you revive a name with as much legacy as the Northlander, you inherit its history — and its benchmark. And that benchmark is not modest.

The long-awaited return of this train will be scrutinized well beyond our region. Travel writers, rail advocates, and national publications such as *Travel + Leisure*, *Condé Nast Traveler*, and *National Geographic Traveler* will evaluate the service for what it is, not what it is marketed to be.

They will compare it to modern passenger rail standards. They will compare it to the service that once operated here. And they will not temper their assessments out of nostalgia.

After years of anticipation, northern residents deserve transparency, not ambiguity. If this is a daytime connector service, then say so plainly. If overnight capacity is not being offered, acknowledge it openly.

Reviving a historic service carries responsibility. Passenger rail helped open northern Ontario in the early twentieth century and became embedded in our social and economic fabric. That legacy is not ornamental; it is foundational.

If we are going to bring back the Northlander, then we must hold it, and its operator, to a standard worthy of the name.

[lynnemartinveilleux@yahoo.com](mailto:lynnemartinveilleux@yahoo.com)      [mdamours.Kap@gmail.com](mailto:mdamours.Kap@gmail.com)







# **The last Northlander train en route to Kapuskasing, January 1990**





**From:** EGIS NA Northern Highway Rest Areas <[NorthernHighwayRestAreas.canada@egis-group.com](mailto:NorthernHighwayRestAreas.canada@egis-group.com)>

**Sent:** Thursday, 05 March 2026 10:00:26

**To:** EGIS NA Northern Highway Rest Areas <[NorthernHighwayRestAreas.canada@egis-group.com](mailto:NorthernHighwayRestAreas.canada@egis-group.com)>

**Cc:** SHARP Jason <[Jason.SHARP@egis-group.com](mailto:Jason.SHARP@egis-group.com)>; KING Jeff <[Jeff.KING@egis-group.com](mailto:Jeff.KING@egis-group.com)>; Keats, Lindsay (MTO) <[lindsay.keats@ontario.ca](mailto:lindsay.keats@ontario.ca)>

**Subject:** GWP 5133-22-00 - Highway 11 Opatatika/Kapuskasing - New Rest Centre/Nouvelle aire de repos - Notice of Study Completion/Avis d'achèvement de l'étude

Hello,

The Ontario Ministry of Transportation (MTO) retained Egis to complete a Preliminary Design Study and Class Environmental

Assessment (Class EA) for a new rest centre located on Highway 11 in the vicinity of Opatatika/Kapuskasing, Ontario.

Following a detailed evaluation of alternatives, **Alternative 7 – Vacant Crown Land/Municipality of Opatatika Land** was identified as the preferred location.

This notice is to inform stakeholders that a Transportation Environmental Study Report is available for a 30-day public review period from **March 5, 2026 to April 4, 2026**, on the project website: [www.NorthernHighwayRestAreas.com](http://www.NorthernHighwayRestAreas.com).

Please see the attached notice for details.

Thank you,

Bonjour,

Le ministère des Transports de l'Ontario (MTO) a retenu les services d'Egis pour entreprendre une étude de conception préliminaire et une évaluation environnementale de portée générale (EE de portée générale) pour l'aménagement d'une nouvelle aire de repos sur l'autoroute 11 à proximité d'Opatatika/Kapuskasing, Ontario.

Après une évaluation détaillée des solutions de rechange, la **solution 7 – terre de la Couronne vacante/ Municipalité d'Opatatika** a été retenue comme étant l'emplacement privilégié.

Le présent avis vise à informer les parties prenantes que un rapport d'étude environnementale sur les transports est disponible pour une période d'examen public de 30 jours, du **5 mars 2026 au 4 avril 2026**, sur le site Web du projet: [www.NorthernHighwayRestAreas.com](http://www.NorthernHighwayRestAreas.com).

Veuillez consulter l'avis ci-joint pour plus de détails.

Merci,



**Project Team**

**MTO Ontario - Northern Highway Rest Areas**

[www.northernhighwayrestareas.com](http://www.northernhighwayrestareas.com)







## **Executive Award Call for Nominations**

**Nominations are now being accepted from municipalities and individuals in Northeastern Ontario for the FONOM Executive Award to be presented at the upcoming FONOM Conference in the City of Timmins.**

**The following is a description of the purpose of the award and eligibility requirements.**

### **Purpose**

The purpose of this award is to honour an individual member of FONOM who has contributed in a special and meaningful way toward the enrichment and betterment of the lives of the residents of Northeastern Ontario and who has exerted tireless efforts over a period of years in promoting the objectives of FONOM regionally and provincially.

**Who is eligible?** To qualify for the Executive Award, recipients must have served in an elected office in one of the municipalities within the FONOM membership district.

### **When are the awards presented?**

The award is presented concurrent with the annual FONOM Conference. The recipient and their nominator will be notified in advance of the awards ceremony.

### **When is the deadline for nominations?**

Any person or organization can nominate an individual by completing the following nomination form and sending the signed form to the address below, no later than **April 6th, 2026**.

**Previous recipients of the FONOM Executive Award are:**

- 1997 Joe Mavrinac, Kirkland Lake
- 1998 John Hodder, Manitoulin
- 1999 Marcel Noel, West Nipissing
- 2000 Fred Poulin, Smooth Rock Falls
- 2001 Vic Power, City of Timmins
- 2002 Austin Hunt, Manitoulin
- 2003 Jim Gordon, Sudbury
- 2004 Richard Adams, Parry Sound
- 2005 Phyllis Floyd, Former Executive Director, Sudbury
- 2006 Henry (Chick) Goertzen, Township of Laird
- 2008 Ellwood McKinnon, Township of Johnson
- 2009 George Farkouh, City of Elliot Lake
- 2010 John Rowswell, Sault Ste. Marie
- 2011 Michael "J.J." Doody, Timmins
- 2012 Frank Gillis, Espanola
- 2013 Austin Hunt, Billings
- 2014 Stephen Butland, Sault Ste. Marie
- 2015 Vyrn Peterson, Blind River
- 2016 Tom Laughren, Timmins
- 2017 Alan Spacek, Kapuskasing
- 2018 Jamie McGarvey, Parry Sound
- 2019 Mac Bain, North Bay
- 2020 Merrill Bond, Charlton and Dack
- 2021 Georges Bilodeau, Huron Shores
- 2022 Lynn Watson, Township of Macdonald, Meredith & Aberdeen Additional
- 2023 Councillor Paul Borneman, Town of Parry Sound
- 2024 Mayor Paul Schoppmann, Municipality of St.-Charles
- 2025 Mayor Victor Fedeli, City of North Bay
- 2026

**Need more information?**

Further information and nomination forms may be obtained from:

**Federation of Northern Ontario Municipalities**

Address: 306-665 Oak Street East North Bay, Ontario P1B 9E5

Email: [fonom.info@gmail.com](mailto:fonom.info@gmail.com)

**Nominations must be submitted by April 6th so please submit your nomination forms as soon as possible. Thank you!**



**JAMES BAY OPP DETACHMENT BOARD (2)**  
**MEETING**

**HELD ON Monday, December 8, 2025 AT 11:30 AM,**  
**Kapuskasing Civic Centre Auditorium**

**PRESENT** Mayor Dave Plourde, Town of Kapuskasing (Chair)  
Mayor Luc Léonard, Township of Moonbeam (Vice-Chair)  
Councillor Ken Munnoch, Town of Kapuskasing  
Councillor Claude Brunet, Township of Fauquier-Strickland  
Councillor Raymond Sigouin, Township of Opasatika  
Councillor Alain Tremblay, Township of Val Rita-Harty  
Alan Spacek, Provincial Appointee (Virtual)

-and-

CAO Chantal Guillemette, Kapuskasing (Board Secretary)  
General Manager of Protective Services Normand Beauchamp  
Deputy Clerk, Jessica Côté-Girard

-and-

James Bay OPP Detachment: Detachment Commander R. Paillé  
James Bay OPP Detachment: Detachment Commander Staff Sgt. D. Crowell  
James Bay OPP Detachment: Detachment Area Crime Staff Sgt. G. Dupuis  
James Bay OPP Detachment: Detachment Operational Support Sgt M.  
Malette

-and-

Citizens: 1

**CALL TO ORDER**

a) Meeting was called to order at 11:33 a.m.

**APPROVAL OF AGENDA**

a) Motion to approve the agenda.

Moved By: Councillor Claude Brunet

Seconded By: Councillor Alain Tremblay

RESOLUTION #2025-24 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 OPP Detachment Board 2 meeting held September 15, 2025.

Moved By: Mayor Luc Léonard

Seconded By: Councillor Ken Munnoch

RESOLUTION #2025-25 That the Minutes of the meeting held September 15, 2025 be approved.

**CARRIED.**

**UNFINISHED BUSINESS**

a) Board Group Photo (pending all members present)  
Deferred to next meeting due to some members that were not in attendance.

### **NEW BUSINESS**

- a) Request to support the Partnership and Collaboration Project "The Birth of Change" - Prescription Diversion Project  
The Board was informed of the request to support the Partnership and Collaboration Project "The Birth of Change", a Prescription Diversion Project. The Board was cautioned regarding the need for further analysis to avoid broad generalizations, including considerations for people with disabilities, mobility limitations, and weather-related barriers, and, recognizing the need for multi-ministry and government level collaboration. The Board recommended to bring the matter forward to the respective Town Councils for consideration.
- b) Request from MPP Bourgouin to support the re-introduction of Private Member's Bill Chad's Law (2025)  
The Board was informed of MPP Bourgouin's request for support of the re-introduction of Private Member's Bill Chad's Law (2025), which proposes prohibiting passing across double solid yellow lines. The Board discussed and noted that there was insufficient information to make a recommendation at this time, while the OPP advised that similar laws already exist and further review is required before providing direction.
- c) Renaming of the James Bay OPP Detachment Board  
Councillor Munnoch noted that the three OPP Detachment Boards within the James Bay Detachment area are currently identified as Board 1, Board 2, and Board 3, and that at least one Board has adopted, or is in the process of adopting, a geographic name. To avoid confusion and align with this approach, Councillor Munnoch proposed that this Board begin the process of adopting an official geographic name. The Board agreed to bring forward a formal motion at the next meeting to consider an official name change and necessary process to be undertaken.

### **PUBLIC SAFETY MATTERS**

- a) OPP Statistical Reports  
The Board received the OPP Detachment Reports for January-November and September-November 2025, which highlighted progress in addressing outstanding occurrences and an increase in proactive enforcement activities. The reports also noted enhanced collaboration with community partners and continued efforts to strengthen local safety and engagement.
- b) For Information - 2024 OPP Annual Report  
The Board was informed of the key provincial trends outlined in the 2024 OPP Annual Report, including high call volumes, increasing mental health and social-related demands, and the importance of strong community partnerships to guide future local action planning.
- c) James Bay OPP Detachment 2026–2029 Action Plan  
The Board was informed of the 2026–2029 James Bay OPP Detachment Action Plan, which outlines shared policing priorities for the next four years, and agreed to review the plan and collaborate with Boards 1, 2, and 3 to prepare a unified message demonstrating collective vision and partnership in advancing these goals.
- d) For Information: Ontario Launching Road Safety Initiatives Fund  
The Board was informed that the Province has launched the Road Safety Initiatives Fund, providing \$210 million to support traffic-calming measures in school and community safety zones such as speed bumps, raised crosswalks, and enhanced signage, with eligible non-for-profit organizations and partnership with municipalities are able to apply for funding to improve local road safety.

### **OAPSB - ZONE 1A & OTHER ITEMS**

- a) OAPSB Zone 1A Meeting Report – North Bay, November 20–21, 2025  
The Board was advised of Councillor Ken Munnoch's attendance at the OAPSB Zone 1A Fall Meeting in North Bay and received an update on the key discussions and takeaways from the session.
- b) Minutes of the OAPSB Zone 1A Meeting held May 6-7, 2025  
The board received the minutes of the OAPSB Zone A1 Meeting, as presented.
- c) Provincial Bail Notification Program (Victim Services Presentation and Letter of Support)  
The Board was informed of recent bail-reform measures introducing stricter conditions for repeat and violent offenders, enhanced sentencing provisions, and improved victim

protections. Victim Services requested that OPP Detachment Boards support the development of a provincial Bail Notification Program, and it was recommended that this request for a letter of support be brought to the respective Town Councils for consideration.

- d) Cecil Facer Youth Center Closure Opposition Letters  
The Board reviewed the opposition letters regarding the planned closure of the Cecil Facer Youth Centre, discussed the significant operational and community impacts of transporting youth even farther, agreed that advocacy is needed to keep the facility open, and endorsed Councillor Munnoch's request to bring the matter to respective Town Councils to prepare a formal resolution, to be circulated with FONOM and NEOMA.
- e) OAPSB Recommended Minimum Policies for OPP Detachment Boards and OPP Detachment Board Start-Up Checklist  
The Board reviewed the OPP Detachment Board Checklist, confirmed that most recommended minimum policies are complete, and will continue working on the few remaining items.
- f) Detachment Commander Performance Management Framework (Resource Guide)  
The Board reviewed the performance evaluation framework, which guides OPP Detachment Boards in completing an annual, consistent, and legislatively compliant evaluation of the Detachment Commander, ensuring accountability and transparency, and confirmed that we will respect the annual evaluation cycle through the calendar year.

#### **FINANCIAL REPORTS**

- a) Table to the next meeting.

#### **CLOSED SESSION**

- a) -Nil-

#### **DATE OF THE NEXT MEETING**

- a) -March 9, 2026  
-June 15, 2026  
-September 14, 2026  
-December 14, 2026 (new terms of Council)

#### **CONFIRMATORY BYLAW**

- a) Motion to adopt the Confirmatory By-Law No. 05-2025.

Moved By: Councillor Ken Munnoch

Seconded By: Councillor Claude Brunet

#### **RESOLUTION #2025-26**

That Confirmatory By-Law No. 05-2025, being a by-law to confirm the proceedings of the regular scheduled meeting of the James Bay Detachment Board (2) dated December 8, 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: Mayor Luc Léonard

Seconded By: Councillor Alain Tremblay

#### **RESOLUTION #2025-27**

That this meeting be adjourned at 12:36pm.

**CARRIED.**

---

Chair

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Clerk/Board Secretary



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

**TELEPHONE/INTERNET VOTING**

**ELECTION POLICIES and PROCEDURES**

**for the 2026 ONTARIO MUNICIPAL ELECTIONS**

Approved by the  
Elections Clerk / Returning Officer  
The Corporation of the  
Township of Val Rita-Harty  
this 11<sup>th</sup> day of March, 2026

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These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended and the *Good Government Act, 2009*.

### 1. AUTHORITY

On November 18, 2025, the Council of the Township of Val Rita-Harty adopted By-law Number 1224-25 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

The *Municipal Elections Act*, more specifically Subsection 42(3), states as follows:

#### Procedures and forms

(3) The clerk shall,

(a) establish procedures and forms for the use of,

(i) any voting and vote-counting equipment authorized by by-law, and

(ii) any alternative voting method authorized by by-law; and

(b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the clerk shall provide the procedures and forms on or before June 1 in the year of the election.

Subsection 42(4), states that the procedures and forms established by the clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

These principles are generally recognized as being that:

- a) The secrecy and confidentiality of the voting process is paramount;
- b) The election shall be fair and non-biased;
- c) The election shall be accessible to the voters;
- d) The integrity of the voting process shall be maintained throughout the election;
- e) There is to be certainty that the results of the election reflect the votes cast;
- f) Voters and candidates shall be treated fairly and consistently; and
- g) The proper majority vote governs by ensuring that valid votes are counted and invalid votes are rejected so far as reasonably possible.

In addition, the Council for the Township of Val Rita-Harty has adopted Resolution No. 25-157 authorizing the Deputy Clerk to enter into an agreement with an eVoting Service Provider for Telephone/Internet Voting service for the 2026 Municipal & School Board Elections.

Subsection 11(2) of the *Municipal Elections Act* states that the clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

- a) preparing for the election;
- b) preparing for and conducting a recount in the election;
- c) maintaining peace and order in connection with the election; and



- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

With respect to the duties and authority of a municipal clerk, the Municipal Elections Act further states as follows:

12(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the clerk's opinion, is necessary or desirable for conducting the election.

12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

13(2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting – being Telephone/Internet Voting – was to eliminate proxies, and By-law Number No. 1224-25 of The Township of Val Rita-Harty provides that Section 43 and Section 44 of the *Municipal Elections Act*, as amended does not apply, therefore voting proxies are not applicable.

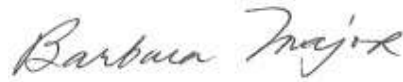
The *Municipal Elections Act*, more specifically Section 53, also provides that the clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the principles of the *Municipal Elections Act*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

## 2026 Ontario Municipal Elections – Policies, Procedures and Forms

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Therefore, as Elections Clerk for the Corporation of the Township of Val Rita-Harty and Returning Officer for the 2026 Municipal & School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal & School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

March 11, 2026  
Date Approved



\_\_\_\_\_  
Elections Clerk / Returning Officer

### 1. DEFINITIONS

- a) Auditor – means a person appointed by the Elections Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.
- b) Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- d) Certified Candidate - means a candidate whose nomination has been certified by the Elections Clerk under Section 35 of the Municipal Elections Act, 1996.
- e) Clerk - means the Election Clerk of The Township of Val Rita-Harty who is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*, as amended. *(This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act)*
- f) Close of Voting - means 8 pm Eastern Standard time on October 26, 2026.
- g) Election official - means the Elections Clerk/Returning Officer or other person(s) appointed in writing by the Elections Clerk to carry out election duties under the *Municipal Elections Act, 1996*. An election official can only carry out the tasks and duties as assigned in writing by the Elections Clerk and must take the prescribed oath.
- h) Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996.
- i) Friend - means a person who has been requested by an elector to assist him or her in the voting process.
- j) Municipal Office - means the Township of Val Rita-Harty Community Centre which includes the municipal administration office located at 106 Government Road West, Val Rita.

- k) Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- l) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- m) Preliminary List of Electors (PLE) - means a list of electors for The Township of Val Rita-Harty compiled by Elections Ontario (EO) and provided to The Township of Val Rita-Harty by August 14, 2026 of an election year as agreed upon by EO and the Elections Clerk.
- n) Registered Third Party Advertiser - means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose Notice of Registration for Third Party Advertiser has been certified by the Election Clerk.
- o) Regular Office Hours - means Tuesdays, Wednesdays and Thursdays from 9 a.m. to 4 p.m.
- p) Returning Officer - means the Elections Clerk of the Township of Val Rita-Harty, who is responsible for conducting the election and announcing the results.
- q) Satisfactory Identification - means the identification required under the Municipal Elections Act, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- r) Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- s) Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- t) Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- u) Voter Help Centre - means a location provided by The Township of Val Rita-Harty to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre is located at the Township of Val Rita-Harty Council Chambers, 106 Government Road West, Val Rita, P0L 2G0
- v) Voters' List - means the Preliminary List of Electors, as corrected by the Elections Clerk, under the provisions of Section 22 of the *Municipal Elections Act* 1996, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).

- w) Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 26, 2026.
- x) Voter Information Letter - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the voters' list or who has completed an application, duly approved by an election official, for inclusion on the voters' list, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the voters' list.
- y) Voting Period – means the period in which an eligible voter may cast their vote, via internet and/or telephone, and shall span from Thursday, October 15, 2026 at 10 am a.m. to Monday, October 26, 2026 at 8 p.m.
- z) Website - means the designated municipal website for election information ([www.valharty.ca](http://www.valharty.ca) (2026 Elections Section)).

### 2. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act* and applies to the Telephone/Internet Voting being conducted by The Township of Val Rita-Harty between October 15, 2026, and October 26, 2026.
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the *Municipal Elections Act*.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act* with the same being determined and established by the Elections Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Elections Clerk of The Township of Val Rita-Harty. Any amendment to these procedures shall be signed by the Elections Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for The Township of Val Rita-Harty and/or school boards.

### 3. SECRECY

1. The Elections Clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at the Voter Help Centre may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 and 90 of the *Municipal Elections Act, 1996*.

### 4. PRELIMINARY LIST OF ELECTORS

- a. The Preliminary List of Electors (PLE) shall be requested from Elections Ontario (EO) in an electronic format. The list shall be reviewed by the Elections Clerk of The Township of Val Rita-Harty and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*.
- b. The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Elections Clerk needs to determine for which offices each elector is entitled to vote, such as school board support.
- c. In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land.
- d. The list shall be reviewed by the Elections Clerk of the Township of Val Rita-Harty and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*.
- e. The Elections Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the Voters' List for a local municipality only once.
- f. Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence.
- g. It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once.
- h. The list shall be approved for use as the Voters' List.

#### ***Certification of Voters' List (s. 23)***

The corrected list becomes the Voters' List, once it is reproduced and identified with a "Voters List Cover Sheet" on or before September 1, 2026.

The Elections Clerk may place on the municipal website on or before September 2, 2026 a "Notice of the Voters' List" (Municipality) Form EL22.

The Elections Clerk shall inform electors using various methods how revisions are to be made on the Voters' List. An online Voter Look Up tool will be made available on the Township's website for this purpose.

#### ***Requests for Copies of Voters' List (s. 23)***

Upon written request, but not before September 1, 2026, the Elections Clerk shall give every candidate the part of the Voters' List that contains the names of the electors who are

entitled to vote for that office a copy of the Voters' List. For example, if a candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Access shall be through one (1) paper copy or the Intelivote portal/electronic copy. The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" Form EL14. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form EL14.

### ***Access to the Voters' List***

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

### ***Amendments to the Voters' List (s 24 & 25)***

The Voters' List may be amended using the prescribed form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg.304/13*, between the 1<sup>st</sup> day of September, 2026 and 26<sup>th</sup> day of October, 2026 between during regular business hours and on the 26<sup>th</sup> day of October until 8 pm (Section 24).

- a. The Elections Clerk/designated Alternate, on their own initiative, may remove an elector's name from the voting list up until Voting Day, October 26, 2026 if they are satisfied that the person is deceased.
- b. Other names can be removed from the Voters' List by using the form "Application for Removal of Another's Name from the Voters List" Form EL16 if the Election Clerk is satisfied that the person has died. (Section 25 (1)).
- c. Revisions to the voters list will be made at the Municipal Administration Office, 106 Government Road West, Val Rita ON, on forms available from the Elections Clerk during regular office hours up to October 22, 2026 and on October 26, 2026 from 10 am to 8 p.m.
- d. Applications for revision to the voters' list may be filed in person or by mail by the applicant or by his/her authorized agent.

### ***Final List of Changes (s. 27(2))***

On or before September 30, 2026, the Elections Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expenses" Form EL37A for the 2026 Municipal Election.

## **5. VOTERS' LIST**

- a. The Interim List of changes to the Voters List list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23, 27(1)(b) of the Act. (see 5.d)



The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.

- b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
- c. Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.
- d. The Elections Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the *Municipal Elections Act*, shall be available on or before September 30, 2026 at the Township of Val Rita-Harty Administration office, 106 Government Road West, Val Rita.
- e. The voters' list, as corrected by the Elections Clerk pursuant to Section 22 of the Municipal Elections Act, 1996 shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

Voter Information Letters shall be distributed by incentive letter mail or hand delivered as required, to all eligible electors to enable them to use the Telephone/Internet Voting service.

### 6. VOTERS HELP CENTRE

1. The Voter Help Centre shall be responsible for the following:
  - a. Eligible electors who attend the Voters Help Centre and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
    - i. Their names will be added to the voters' list, and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
    - ii. they will be able to vote at the Voter Help Centre if they so wish during the voting period.
  - b. Verifying and re-issuing a Voter Information Letter to qualified voters:
    - i. where a person on the voters' list has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically

mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

- c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
  - i. where a person on the voters' list has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

### 7. NOTICES

1. The Elections Clerk shall post a "Notice of Election Information" as a minimum, in two conspicuous places within the Municipality, on the municipal website and on the bulletin Board at the Community Centre, advising of the voting method, relevant information such as outlined in the "Notice of Election Information" Form EL24, to include the following:
  - a. that municipal & school board elections are being held for The Township of Val Rita-Harty and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Telephone/Internet Voting;
  - b. the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
  - c. the office(s) of the council and/or school boards;
  - d. who is eligible to vote in the municipal & school board elections; and
  - e. the location(s) and dates, and hours of operation of the Voter Help Centre, how persons can check to see if their name is on the voters' list and the procedures by which their name can be added or information corrected on the voters' list.
2. At the Election Clerk's discretion, notices will be published in bulletins and posted on the Municipality's website at [www.valharty.ca](http://www.valharty.ca) (elections section) and Municipal social media. All notices shall be made available in English and French.

The following essential notices shall be issued:

- a. Notice of Election Information;

- b. Notice of Revision of Voters' List;
- c. Notice of Nomination; and
- d. Certified Election Results.

The Elections Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

- 3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
- 4. Each person on the voters' list shall be mailed, by "Incentive Letter Mail" (Canada Post) a sealed Voter Information Letter containing:
  - a. his or her Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
  - b. instructions on how to vote;
  - c. dates and hours of voting; and
  - d. the location and telephone number(s) of the Voter Help Centre.
- 5. All Voter Information Letters shall be made available in English and French languages.

### **8. VOTING**

- 1. A Telephone/Internet Voting method shall be used for the 2026 Municipal & School Board Elections.
  - a. Telephone/Internet Voting:
    - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
    - ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by Incentive (Canada Post) Letter Mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
    - iii. The eVoting Service Provider, will allow the eligible voter to vote using a telephone or the internet.

- iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
    - v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
    - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
  - b. Voting will commence on Thursday October 15, 2026.
2. Prior to the eVote activation, being on October 15, 2026 at 10 am, the auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.  
The eVote will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.
3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
4. The eVoting Service Provider will make available online a list to the Elections Clerk and any other appropriate individuals of The Township of Val Rita-Harty, of all voters' list individuals by order of polling subdivision, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Election Clerk's office or by electronic means by the eVoting Service Provider at the Election Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.
5. If so allowed by the Elections Clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. This capability does not provide the candidate or their designate information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election.

7. Where a voter is associated with multiple properties within The Township of Val Rita-Harty, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Elections Clerk and/or election official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
8. Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
10. The Elections Clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
  - a. that were sent to voters on the voters' list;
  - b. that were undeliverable and returned from the Post Office;
  - c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
  - d. that were re-issued to an eligible elector;
  - e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
  - f. Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Elections Clerk, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator.
  - g. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction,

questions and answers of the voter and, if deemed appropriate, the clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

- h. If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the election official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- i. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.
- j. Where an eligible voter has received an incorrect Voter PIN in terms of school support association, the voter can contact a Voter Help Centre and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

11. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Elections Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

### 9. VOTER QUALIFICATIONS

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, 2026, he or she:
  - i. is a Canadian citizen,
  - ii. is at least 18 years old,
  - iii. resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
  - iv. is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act*, 1996 or otherwise, by law.

### 2. *Persons Prohibited from Voting (s.17 (3))*

The following are prohibited from voting

- i. A person who is serving a sentence of imprisonment in a penal or correctional institution.
- ii. A corporation.
- iii. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with Section 44.
- iv. A person who was convicted of the corrupt practice described in subsection 90(3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

## 10. VOTING PROCESS

### 1. Eligible voters may vote by:

- a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,

- b. or by accessing the internet address provided by using an internet connected device.

- c. Eligible voters may vote by:

- i. Attending the Voter Help Centre during the following hours:

**Township of Val Rita-Harty Council Chambers (located at the Community Centre)**

- **Friday October 16, 2026, 10 am to 4 pm;**
- **Tuesday October 20, 2026, 10 am to 4 pm;**
- **Thursday October 22, 2026, 1 pm to 4 pm;**
- **Friday October 23, 2026, 10 am to 4 pm and**
- **Monday October 26, 2025, 10 am to 8 pm**

and using the internet access provided.

- d. Attending a Voter Help Centre during hours identified in paragraph (c) with a support person, taking the appropriate oath(s) (Form EL27) and having a support person vote using the internet access provided. In the absence of a support person, the voter may request the assistance of an election official, who may provide assistance only after the appropriate oath (Form EL27) has been taken.
    - e. Attending a Voter Help Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s) (Form EL27), and voting using the internet access provided.

### 11. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the *Municipal Elections Act*, 1996. If appointed, scrutineers will be entitled to the following:
  - a. Upon request and after producing the properly signed “Appointment of Scrutineer”, (Form EL12A) and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots and determine who has voted.
  - b. Upon request and after producing the properly signed appointment of scrutineer form (Form EL12A) and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Elections Clerk or election official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend the Voter Help Centre.
  - c. To be present at the time and place where results are received by the Elections Clerk including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Help Centre by any candidate or scrutineer.

### 12. SYSTEM

1. The integrity of the voting process shall be the responsibility of the Elections Clerk of The Township of Val Rita-Harty and shall be preserved by:
  - a. ensuring that every eligible elector on the voters’ list is mailed, using Incentive Letter Mail (Canada Post) or hand-delivered as required, a sealed Voter Information Letter which contains the voter’s unique PIN;
  - b. ensuring that no one except the eVoting Service Provider, the Elections Clerk of The Township of Val Rita-Harty, or designate, maintains a list of Personal Identification Numbers that matches each voter’s name and address; and



- c. providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8 pm.
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
  - a. checking the wording of the script;
  - b. checking the Voter Help Centre telephones and internet access;
  - c. checking Script and input timing;
  - d. attempting to use a PIN more than once;
  - e. balancing a predetermined number of votes with those cast;
  - f. matching PINs to names and addresses;
  - g. checking the system which is used for activating PINs; and
  - h. deliberately entering the wrong information.
3. All certified candidates are to provide to the Elections Clerk the proper pronunciation of their name, in English and, in French, no later than August 19, 2026.

### **13. CORRUPT ELECTION PRACTICES PROVINCIAL OFFENCE AND PROSECUTION**

1. Sections 89 and 90 of the *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although The Township of Val Rita-Harty will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the *Municipal Elections Act* continues by stating:  
*A person is guilty of an offence if he or she*
  - a. votes without being entitled to do so;
  - b. votes more times than this Act allows;
  - c. votes in a voting place in which he or she is not entitled to vote;
  - d. induces or procures a person to vote when that person is not entitled to do so;
  - e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy (not applicable for the Township of Val Rita-Harty 2026 elections);

- f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died (not applicable for the Township of Val Rita-Harty elections);
- g. before or during an election, publishes a false statement of a candidate's withdrawal;
- h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- i. without authority, supplies a ballot to anyone;
- j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- k. takes a ballot away from the voting place;
- l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89."

Penalties for offences under the Act are described in Section 94.1 of the act and include amounts of fines and terms of imprisonment.

4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the *Municipal Elections Act*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment of not more than six (6) months.
6. Although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the "alternative form" of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Elections Clerk of The Township of Val Rita-Harty in this alternative form of voting, has agreed to the following rules and regulations:
  - a. THAT all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be investigated by the Elections Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;

- d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e. THE Elections Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### **14. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION**

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since The Township of Val Rita-Harty will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Elections Clerk of The Township of Val Rita-Harty in this alternative form of voting has agreed to the following rules and regulations:
  - a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Elections Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Elections Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e. THE Elections Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### 15. RESULTS

1. The Township of Val Rita-Harty shall keep its public internet and telephone voting open until 8 pm on October 26, 2026 and its Voter Help Centre access opened until the Elections Clerk confirms that all eligible voters in the Voter Help Centre at 8 pm on October 26, 2026 have completed voting.
2. The Elections Clerk of The Township of Val Rita-Harty at 8 pm on October 26, 2026, providing that all eligible electors within the Voter Help Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate.
3. The Elections Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after close of voting on October 26, 2026 at the Voter Help Centre located at the Township of Val Rita-Harty Council Chambers (Community Centre) located at 106 Government Road West, Val Rita.
4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996* concerning “Recount”, the Clerk shall on October 27, 2026 at the Municipal Administration Office located at 106 Government Road West, Val Rita:
  - i. declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
  - ii. declare the result of any vote on a by-law or question.
5. The “Official Results” of each candidate shall be available at the Municipal Administration Office, as soon as possible after Voting Day. Also, the Elections Clerk shall post the “Official” results (Form EL32) on the Municipality’s website and on the bulletin board at the Municipal Administration Office.

### 16. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act*, the Elections Clerk of The Township of Val Rita-Harty shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within fifteen (15) days after the Elections 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 West, Val Rita.
3. The Elections Clerk shall 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 Elections Clerk who was responsible for the conduct of the vote in the other municipality;
  - notice of recount will be given by mail or personal service.
4. A recount shall be conducted in the same manner as the original count under *Sec. 60 (1)* unless ordered otherwise by a judge under *Sec. 60 (3)*.
  5. Any expenses incurred by a candidate will be the responsibility of the candidate ie: legal counsel in attendance on behalf of the candidate.
  6. Pursuant to Subsection 61 of the *Municipal Elections Act*, the following persons will be authorized to attend the recount:
    - i. the Elections Clerk and any other election official appointed by the Elections Clerk for the recount procedure including the Municipal lawyer;
    - 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).
  7. Within 15 days after the declaration of the election results, the Elections Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by polling subdivisions, if applicable. The eVoting Service Provider shall send the results of the recount by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
  8. The Elections 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 Elections Clerk shall choose the successful candidate or candidates by lot”.*
  9. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:

- a. The Elections Clerk 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 Elections Clerk 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 Elections Clerk 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 Elections Clerk shall determine the box to be used for this process.
10. Upon completion of this process, the Elections Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the designated Municipal lawyer or Alternate to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
  11. The designated Municipal lawyer or Alternate shall hand directly to the Elections Clerk the selected and required number of papers and the clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
  12. Once completed, the designated Municipal lawyer or Alternate shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.
  13. Unless an application has been made for a judicial recount, the Elections 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 web site.

### **17. AFTER VOTING DAY**

1. At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Election Act*, 1996.

### **18. EMERGENCIES**

Pursuant to the *Municipal Elections Act*, 1996, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the

Elections Clerk/returning officer or assistant returning officer which prevents her/him from conducting the election pursuant to the *Municipal Elections Act*.

In the event of an emergency, the Elections Clerk/Returning Officer shall post notices on the municipality's website, to the extent possible, that the election has been delayed.

In the event of an emergency, the eVoting Service Provider under direction from the Elections Clerk/Returning Officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

In the event the Elections Clerk/Returning Officer or Assistant Returning Officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

### **19. ACCESSIBILITY**

The Elections Clerk shall have regard for the needs of candidates and electors with disabilities.

The Elections Clerk shall ensure the Voter Help Centre is accessible to candidates and electors with disabilities.

The Elections Clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

Election officials will be available for assistance during the Voting Period and on Voting Day.

The Township of Val Rita-Harty has an Accessibility Policy and a Municipal Elections Accessibility Plan. The Municipal Election for the Township of Val Rita-Harty will be conducted with having regard to the policies as established.

### **20. NOMINATIONS**

#### ***Giving of Notice (s. 32)***

The Elections Clerk shall give notice of the offices for which persons may be nominated and of the nomination procedure under the Act. The giving of notice for nominations shall be on the "Notice of Nomination for Office" Form EL17 and shall be made public at the Municipal Administration Office and on the municipal website.

"Nomination Paper" Form 1 for the following offices will be available at the Township of Val Rita-Harty Administration Office, during regular business hours (Tuesday, Wednesday and Thursday from 9 am to 4 pm, closed from 12 noon to 1 pm), from Friday May 1, 2026 to Thursday, August 20, 2026, and between 9 am and 2 pm on Friday, August 21, 2026 (Nomination Day) for the following offices:

- Mayor (1)
- Councillors (4)

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- District School Board Ontario North East (Zone G) / English Public
- Northeastern Catholic District School Board (Zone A) / English Separate
- Conseil scolaire public du nord-est de l'Ontario (Zone I) / French Public
- Conseil scolaire du district des Grandes Rivières (Zone G) / English Separate

A person may be nominated for an office by filing a nomination, as follows:

- a) In the Elections Clerk or designate office, in person or by an agent, during regular office hours (Tuesdays, Wednesdays and Thursday from 9 am to 4 pm, Closed 12 Noon to 1 pm ) from Tuesday, May 5, 2022 to Thursday, August 20, 2026 and between 9 am and 2 pm on Friday August 21, 2026 (Nomination Day). It is required that an appointment be scheduled as Nomination Papers require to be signed by the Elections Clerk and therefore the Municipal Services Coordinator will arrange a zoom or video call for this purpose;
- b) Electronic filing of nomination for positions on Council will be permitted under the following conditions:
  - i. Electronic filing of a nomination will be accepted only until **Wednesday August 19, 2026 at 3 p.m. No exceptions will be permitted.**
  - ii. **Prior approval** of the Elections Clerk must be obtained and electronic filing of nomination papers will be permitted only under extenuating situations such as lockdowns, other declared emergency situations or not being able to attend at the Municipal Administration office to file nomination during regular office hours;
  - iii. To be submitted along with the Nomination Form is the required electronic submission of one piece of valid and current identification on which there is a photo and signature such as a drivers license, passport, Ontario Photo Card or Health card.
  - iv. Please note that a nomination that is filed electronically is not considered filed until such time when the prescribed filing fee is paid and the nomination form is signed by the Elections Clerk.
  - v. Person who electronically files a nomination shall retain the copy of the document bearing the original signature and shall ensure that the original document is delivered to the Municipal Administration Officer by no later than **Thursday August 20, 2026 at 3 p.m.**
- c) With the prescribed nomination filing fee of \$200.00 for head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the Township of Val Rita-Harty.
- d) With proof of identity and residence as prescribed in O. Reg. 304/13; and



- e) No faxed nomination paper will be accepted - original signatures are required.

The Elections Clerk shall administer the Declaration of Qualifications on the Nomination Paper Form 1 and the “Declaration of Qualifications – Municipal Council” Form EL18A (or for the Clerk responsible for the School Board Elections) the “Declaration of Qualifications-School Board” candidates oath to the candidate. The date and time of filing are to be filled in by the Elections Clerk and initialed by the candidate or his/her agent. The signing of the Nomination Paper and Declaration of Qualifications by the candidate and Elections Clerk will be undertaken by Zoom call or other virtual means.

The nomination fee will be deposited with the Township of Val Rita-Harty Administration Office.

***Estimated Interim Maximum Campaign Expenses (s. 33.0.1)***

The Elections Clerk shall calculate the interim maximum campaign expenses for each office on the “Certificate of Maximum Campaign Expenses” Form EL37A and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Election Clerk’s calculation is final.

***Notice of Penalties (s. 33.1, 88.23 (2) and 92 (1))***

The Elections Clerk shall before Voting Day, provide a notice of penalties on the “Notice of Penalties” Form EL43A to the candidate or their agent, related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive.

***Municipal Freedom of Information & Protection of Privacy Act***

Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

The candidate shall sign the consent to release personal information Form EL52 authorizing the Elections Clerk to release personal information to the public and media.

***Unofficial List of Candidates***

The Elections Clerk shall provide notice of the unofficial list of candidates by preparing and posting at the Municipal Office and on the municipal website an “Unofficial List of Candidates” Form C03 which is to be updated as each Nomination Paper is filed.

***Nomination Day – August 21, 2026 (s. 31)***

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

Procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

### ***Certification of Nomination Papers (s. 35)***

On or before Monday, August 24, 2026, at 4 p.m., the Elections Clerk will undertake an examination of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, the Elections Clerk will complete the “Certification by Elections Clerk” section on “Nomination Paper” Form 1.

### ***Rejection of Nomination Papers (s. 35(3), (4))***

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Elections Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” Form EL05 shall be sent, by Mail, as soon as possible, to:

- the person who sought to be nominated, and
- to all candidates for the office.

### ***Withdrawal of Nomination Papers (s. 36)***

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” Form EL19 with the Elections Clerk before 2 pm on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2 pm on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations. Any withdrawals sent by email, mail or fax are not permitted as it must be filed in person with the Election Official or delegated alternate.

The withdrawal shall be noted on the “Unofficial List of Candidates” Form C03.

### ***Official List of Candidates***

The final list of certified candidates will be posted at the Municipal Office and on the municipal website [www.valharty.ca](http://www.valharty.ca), as a minimum, on or before Thursday, August 27, 2026 using the “List of Certified Candidates” Form EL07.

### ***Declaration of Election (s. 40)***

If after 4 pm on Monday, August 24, 2026 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Elections Clerk shall declare an election to be conducted.

### ***Acclamations (s. 37)***

If after 4 pm on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Elections Clerk shall immediately declare the candidate(s) elected by acclamation. The Elections Clerk shall post a “Declaration of Acclamation to Office” on Form EL20. In this situation there shall be no election conducted for this position(s).

### ***Fewer Number of Nomination Papers than Office (s. 33(5))***

If at 4 pm on Monday, August 24, 2026 the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9 a.m. and 2 p.m. on Wednesday, August 26, 2026. The Elections Clerk shall post a “Notice of Additional Nominations” Form EL17B advising that additional Nomination Papers may be filed for that office during the specified time. If at 2 pm on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

### ***Additional Nominations More than Number of Offices Remaining (s. 33(5))***

If between 9 am and 2 pm on Wednesday, August 26 ,2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

### ***Withdrawal of Additional Nominations (s. 36)***

Withdrawal of additional nominations must take place prior to 2 pm on Wednesday, August 26, 2026. Follow the procedure in the Withdrawal of Nomination Paper section above.

### ***Additional Nominations Equivalent to Number of Offices (s.37(2))***

If at 4 pm on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Elections Clerk shall post a “Declaration of Acclamation to Office – Additional Nominations” on Form EL20.

### ***Insufficient Number of Nomination Papers Filed to Form a Quorum-Municipal Council***

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

### ***Sufficient Number of Nomination Papers Filed to Form a Quorum-Municipal Council***

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001, as amended* shall apply.

### ***Death or Ineligibility of a Candidate (s. 39)***

If a certified candidate dies or becomes ineligible before the close of voting and

- the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)) provides that the sixty day (60) period starts as of the date of death).
- the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Elections Clerk shall post the notice of the death in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

In either case the Elections Clerk shall post a “Notice of Death of Candidate” on Form EL21.

No votes are to be counted for the candidate who has died or become ineligible.

***Final Calculation of Campaign Expenses (s. 88.9.1(4), 88.20 (13) and (88.21(14))***

The Elections Clerk shall, after determining from the number of eligible electors from the Voters’ List for each office, calculate the maximum amount of campaign expenses, contributions to a candidate’s own election campaign and maximum amount for parties etc.. after voting day that each candidate may incur for that office and prepare a final “Certificate of Maximum Campaign Expenses” Form EL37A. The certificate shall be provided to each candidate on or before Wednesday September 30, 2026.

The number of electors to be used in this final calculation is to be the greater of the following.

- The number determined from the Voters’ List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. (Section 88.20(11)).

The Elections Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

**21. CAMPAIGNING AND CAMPAIGN MATERIAL**

***Campaigning and Campaign Material***

Campaigning, including signage and other materials, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

***Municipal Employee Communication with Candidates***

The primary contact person at Township of Val Rita-Harty regarding election questions shall be the Elections Clerk. The following provides contact information:

Elections Clerk Barbara Major  
Township of Val Rita-Harty  
Email: deputyclerk@valharty.ca  
Telephone: 705-335-6146

The Elections Clerk will communicate with candidates by email, phone, or written correspondence as per their provided contact information and advise them of any new posted information on the election pages on the Township's website.

### ***Questions pertaining to the Municipality's Administration***

Questions should be directed to the Deputy Clerk, who will follow up with the necessary staff. Answers to questions posed by candidates will be shared with all registered candidates without identifying the questioner and posted on the Municipal website generally within one week.

All candidates, registrants and supporters will receive fair and consistent treatment from Municipal staff to ensure the integrity of the electoral process and a fair and unbiased election. Incumbents are aware of a restriction on the use of Municipal resources for campaign purposes.

### ***Campaigning and Campaign Material – Municipally Owned/Leased Facilities***

Election campaigning or the distribution/posting of election campaign material at municipally-owned or leased facilities is not permitted, with the exception of municipal road allowances. Each candidate/Registered Third Party Advertiser will also be provided copy of the Ministry of Transportation Policy with respect to Election Signs.

The use of corporate resources is not permitted for election purposes. This procedure sets out provisions for the use of municipal resources and infrastructure during an election period, in order to preserve the public trust and integrity in the elections process and to comply with the Municipal Elections Act, 1996 (the "Act"). A copy of the *Use of Corporate Resources* policy will be provided to each candidate/Registered Third Party Advertiser.

- a) No member shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities.
- b) No member shall undertake campaign-related activities on municipal property.
- c) No member shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

To allow for fairness and the communication of consistent information, the Elections Clerk will respond in writing or via email to enquiries and the response will either be shared to all candidates via email or information will be posted on the election pages on the Township website.

The following provides a summary of election sign requirements and limitations.

### ***Are there any places that are restricted to place a sign?***

- Election signs shall not be placed on Municipal property, except in road allowance areas, as long as sight lines are not affected;
- Election signs shall not be placed on private property without the owner's consent.

***Can I put a logo on the election sign next to my name?***

No person shall display a logo, trademark or official mark on any election sign.

***What date can I start to display my election signs?***

Election signs can be displayed no sooner than **Tuesday September 1, 2026.**

***How many days do I have after the election to remove my election signs?***

All election signs must be removed by the candidate or the candidate's representative by **11:59 p.m. on Wednesday, October 28, 2026.**

***What are the height restrictions for election signs?***

Posts used should not be higher than the top of the sign area to cause any safety hazard such as wood or metal stakes or posts with sharp edges.

***Can I display an election sign on my vehicle? If so, what are the restrictions?***

- Signs can be displayed no sooner than Tuesday September 1, 2026.
- Signs shall not be displayed within the property of the Voter Help Centre at any time while the Voting Centre is open to the public.
- Signs shall not be displayed in proximity or upon the Municipal property where the Community Centre, Council Chambers and Administration Office is located.

***Can the Municipality remove an election sign without notifying the candidate?***

The Municipality reserves the right to remove, without notice to any person, including the candidate, any election sign which it deems to be a hazard or in contravention of the *Municipal Elections Act*.

***Vandalism***

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the local police force by the complainant. The Municipality or any of its municipal officers, employees or agents will not be responsible.

Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One Network, Public Utilities Commissions, Bell Canada or other public utilities will require the permission of these respective approving authorities. Candidates are to refer to the provincial policy with respect to the posting of campaign material on provincial road allowances. Refer to Ministry of Transportation Election Sign guidelines.

### 22. CANDIDATE FINANCIAL DISCLOSURE

#### ***Candidate Financial Disclosure Section 88.25 (1) and (9)***

Candidates are responsible for all financial aspects of their own election campaign. The provisions relative to the financial responsibilities are found under Sections 88.1 to 88.32.

The deadline for filing financial statements for the election campaign period which ends on December 31, 2026, is the last Friday in March, which is on or before 2 pm, Friday March 26, 2027.

At least 30 days before the filing date, but no later than March 1, 2026, the Elections Clerk shall give to every candidate whose nomination was filed and Registered Third Parties by mail, notice of:

- All the filing requirements;
- The candidate's entitlement to receive a refund of the nomination filing fee if he/she/they meets the requirements of section 34; and
- The penalties set out in subsections 88.23 (2) and 92.

The notice shall be given on "Notice to Candidate of Filing Requirements" Form EL42.

A "Notice of Default" Form EL43A shall be given to the candidate by regular mail and to the relevant council or local board in the event that a candidate has not submitted the "Financial Statement - Form 4" by 2 pm on March 26, 2027. If the candidate is elected, the Council or local board is to be notified in writing. The Elections Clerk must also make this information public and this will be undertaken by means of the municipal website under the Elections section.

Candidates should seek their own advice and counsel regarding campaign finances.

A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

#### ***Refund of Nomination Filing Fee (s.34)***

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2 pm as of March 26, 2027.

Refunds will be processed as soon as possible.

The Elections Clerk is required to make public a report of candidates who filed financial statements and who did not.

For questions regarding campaign finances, the Election Clerk should direct the candidate to Section 88.

### ***Extension of Campaign Period (88.23, 88.25 and 88.32)***

For further information, refer to the *Municipal Elections Act*, 1996, as amended.

### **20. REGISTERED THIRD PARTY FINANCIAL STATEMENTS** Section 88.29(1) & (7)

Contributions can only be made to a Registered Third Party for Registered Third Party advertisements and can only be made during the campaign period. A third-party advertiser that is registered can only incur expenses during the campaign period.

The campaign period is determined by the application of the following rules,

#### ***For the 2026 municipal election - the election campaign:***

- The Nomination and Registration periods commence no earlier than Nomination Day (May 1, 2026) and on the day the third-party registers for the election (registration must be certified by the Elections Clerk); and
- ends on December 31, 2026.

Individuals, corporations or trade unions are eligible to register as Registered Third Party advertisers provided that they have formally registered with the Elections Clerk as a Registered Third Party advertiser. There is no registration fee for Registered Third Party advertising. The Elections Clerk shall examine the registration and then certify a notice of registration if deemed compliant or reject the registration (s. 88.6(13)).

The notice must be filed in the prescribed form, Form 7 and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be. A notice of registration may be filed in person or by an agent.

Upon filing a registration and certification by the Elections Clerk, registered third parties will be provided a preliminary certificate of Maximum Campaign Spending Limits and the maximum amount for parties after Voting Day.

If the third-party advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, the campaign may be recommenced. Once the third-party advertiser notifies the Elections Clerk in writing of the campaign period recommencement, the Elections Clerk shall pay the third-party advertiser any surplus being held in trust for the candidate, together with interest.

Where the campaign period has recommenced, the third-party advertiser may incur expenses and accept contributions until June 30, 2027 or where an alternate provision of the *Municipal Elections Act* has been met under section 88.28 (4).

#### ***Filing Requirements***

All registered third parties are required to file a financial statement using the prescribed Form 8.



The registered third party must file their financial statements and auditor's report in the prescribed forms by 2 pm on March 26, 2027 for the filing period ending December 31, 2026. If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by March 31, 2027.

Third-party advertisers also have a maximum amount for parties etc. after Voting Day. For the 2026 election, the prescribed formula will use the number of electors on Nomination Day from the previous regular election. The Elections Clerk shall calculate the maximum amount no later than September 26, 2022. When a third-party originally registers, the Elections Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day.

### ***Application by Third-Party for Extension of Filing Date (s. 88.27(3))***

The registered third-party may before the last day for filing a financial statement under Section 88.30, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The Registered Third Party shall notify the Elections Clerk in writing before 2 pm on the last day for filing a financial statement under s.88.29 or 88.32 that an application has been made.

### ***Election Clerk to Give Notice (s. 88.29 & 88.27(2))***

The Elections Clerk shall give notice of all of the filing requirements and of the penalties under the Act to every third-party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to election campaign finances.

If the third-party advertiser has a deficit at the time the election campaign period would otherwise end and the third-party advertiser has notified the Elections Clerk in writing on or before December 31, 2026, the campaign period is extended until the earliest of:

- June 30 in the year following the regular election.
- The day the Registered Third Party Advertiser notifies the Elections Clerk in writing that he, she or it will not accept further contributions.
- The day A equals the total of B and C, where
  - A = any further contributions.
  - B = the expenses incurred during the extension of the campaign period.
  - C = the amount of the registered third party's deficit at the start of the election campaign period.

### ***Supplementary Reporting Periods/Filing Dates (s. 88.30)***

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the 6-month period following the year of the election or in the case of a by-election, the supplementary reporting period is the 6-month period following the 45th day after Voting Day.

Where a third-party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2 pm on the last Friday in September. It should be noted that even if a campaign has been extended, a third-party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026. Campaign Surplus (s. 88.31)

Where a third-party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Elections Clerk at the time of filing and the Elections Clerk shall hold the monies in trust. If the Registered Third Party subsequently incurs expenses related to a compliance audit, the Elections Clerk shall pay the amount held in trust, with interest, to the Registered Third Party, Section.88.32.

The surplus becomes the property of the municipality/local board when the Elections Clerk is satisfied that all of the following conditions are met:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

### ***Registered Third Party Filing Default (s.88.27)***

A registered third party cannot participate in the next regular election if;

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Elections Clerk;
- The financial statement shows that the third-party advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the Registered Third Party registered has not paid the surplus to the Elections Clerk by the relevant date.

### ***Elections Clerk to Give Notice of Default (s. 88.27(2))***

The Elections Clerk is required to notify the registered third-party in writing that a default has occurred and the nature of the default. The Elections Clerk shall also make this information public.

### ***Penalties***

In accordance with the *Municipal Elections Act* , s. 88.23, 88.27 and 88.35.

### **21. COMPLIANCE AUDIT COMMITTEE**

#### ***Establish Compliance Audit (s.88.37)***

In the Township of Val Rita-Harty, a joint Compliance Audit Committee will be established in conjunction with neighbouring communities, as per past practice.

Terms of Reference will be developed to be adopted by By-law by all participating municipalities. Once adopted, the recruitment process will be initiated through an advertisement that must be, at minimum, posted to the municipal website.

Before October 1, 2026, Council shall approve the appointment of the members of the Compliance Audit Committee by resolution or by-law.

Candidates should familiarize themselves with the campaign finance requirements and penalty provisions under the Act for themselves or any contributor to their campaign.

#### ***Review of Contributions to Candidates (s. 88.34)***

The Elections Clerk shall review the contributions reports on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 (Maximum Contributions to Candidates).

#### ***Report, Contributions to Candidates for Council***

As soon as possible after June 28, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9, and

- a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same Council.

The Elections Clerk shall forward each report prepared, to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

#### ***Decision of Compliance Audit Committee Regarding Candidates (Section 88.34(8))***

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the Candidate's or Registered Third Party's election

campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

***Same – Report, Contributions to Registered Third Parties (Section 88.36 (1-4))***

The same process as described under the sub-heading “Report, Contributions to Candidates for Council” and “Decision of Compliance Audit Committee Regarding Candidates” shall apply to Registered Third Parties who appear to have contravened any of the contribution limits under Section 88.13 and Section 88.36(1-5).

### 22. ELECTION RECORDS

#### *Election Records*

All information containing personal elector information shall be protected by the Candidate and Registered Third Party Advertisers and shall not be used for any purpose other than the 2026 Municipal Elections.

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and Registered Third Party advertisers and shall not be used for any purpose other than the Municipal Election. All Voter information obtained by the Candidate during the Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Elections Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware and confirming in writing to the Elections Clerk. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

#### *Destruction of Records*

After 120 days from declaring the results of the election under Section 55, the Elections Clerk may destroy any other documents and materials related to the election except those listed below under the Retention of Records .

#### *Retention of Records*

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

### 23. AMENDMENTS TO PROCEDURES

The Elections Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

**23. ATTACHMENTS – FORMS**

The following forms have been approved for use by The Township of Val Rita-Harty for the election process:

<b>Form #</b>	<b>Name of Form</b>	<b>Section</b>
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17	Notice of Nomination for Office	(S.32)
EL18(A)	Declaration of a Qualified Candidate – Municipal	(S.35(2))
EL18(B)	Declaration of a Qualified Candidate - School Trustee	
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL10	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25(A)	Certificate and Receipt for Ballots	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EL 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(A)	Voting Instructions	(S.52(3),(4))
EL29(B)	Voter Instructions and Sample Ballot	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37	Certificate of Maximum Campaign Expenses	(S.76(7))

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EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)
EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL46	Ballots Account	
EL47	Election Official Application	
EL48	Refund of Nomination Fee	

Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the Municipal Elections Act, 1996, S. O. 1996.

## Calendar of Meetings

<b>Name</b>	<b>Date</b>	<b>Location</b>
AFMO	March 25-26, 2026	Sudbury
Ontario Good Roads	March 29-April 1, 2026	Toronto
Special Council Meeting	March 30, 2026	
Special Council Meeting	March 31, 2026	
NEOMA Annual Meeting	April 10, 2026	Kapuskasing
Regular Council Meeting	April 21, 2026	
FONOM	May 11 to 13, 2026	Timmins
Regular Council Meeting	April 19, 2026	
AMO	August 16 to 19, 2026	Ottawa



# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

## **BYLAW NUMBER 1248-26**

### **BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

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#### **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 March 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 26-0\_\_ this 17<sup>th</sup> day of March, 2026.

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Mayor

\_\_\_\_\_  
Deputy Clerk