



**Municipalité de / Municipality of Val Rita-Harty  
May 19, 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 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**

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

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

THAT the agenda be adopted as circulated.

**\*\*Due to the number of items on the Agenda, the regular meeting of Council may be recessed to Thursday May 21, 2026 at 6 p.m. This decision will be announced at the May 19th Council meeting.**

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

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

**7 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 April 21 2026 and the Special Council meeting of May 5, 2026 be adopted as circulated.

📎 Regular Council meeting of April 21, 2026

📎 Special Council meeting of May 5, 2026

**8 Délégations/présentations/Delegations/Presentations**

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

9.1 Updated Procedural Bylaw - June Meeting

9.2 Financial Management Bylaw

9.3 Human Resources Recruitment and Management - Outstanding Schedules

9.4 Community Improvement Plan - June meeting

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

10.1 Public Works policies

📎 Public Works Policies Recommendation Report

📎 Public Works - Minimum Maintenance Standards

10.2 Expression of Interest Clerk & Treasurer Working Document

📎 Document for Discussion

10.3 HR Bylaw Schedule A & B

📎 HR Bylaw Schedule A

📎 HR Bylaw Schedule B

📎 Vacation Policy - Current

📎 Overtime - Current

📎 Inclement Weather Policy - Current

📎 Work from Home Policy - Current

📎 Holiday Season Contribution Policy - Current

📎 Municipal Vacation comparisons

📎 Comparisons-Other Municipalities

10.4 Workplace Harassment Policy

📎 Respectful Workplace Policy

📎 Workplace Violence and Harassment Policy

10.5 Cemetery governance

📎 Cemetery governance

10.6 Financial Reports from Treasurer

10.6.1 2026 Draft Budget #2

📎 2026 Draft Budget

10.6.2 Reserve Report

📎 Reserve Report

10.6.3 Tax arrears

📎 Tax arrears

**11 Affaires législatives/Legislative Matters**

11.1 Bylaws

11.1.1 Bylaw No. 1252-26, Being a bylaw to amend Bylaw No. 1250-26, Establish a Municipal Election Compliance Audit Committee

THAT Bylaw No. 1252-26, Being a bylaw to amend Bylaw No. 125-26, to Establish a Municipal Election Compliance Audit Committee be read and adopted this 19th day of May, 2026.

📎 Bylaw No. 1252-26, Being a bylaw to amend Bylaw No. 1250-26, Establish a Municipal Election Compliance Audit Committee 1

11.1.2 Bylaw No: 1253-26 being a bylaw to adopt Municipal policies

THAT Bylaw No. 1253-26, Being a bylaw to approve Municipal Policies be read and adopted this 19th day of May, 2026.

📎 Bylaw No: 1253-26 being a bylaw to adopt Municipal policies

11.1.3 Bylaw 1254-26 being a bylaw to adopt a Feedback Management Policy

THAT Bylaw No. 1254-26, Being a bylaw to adopt a Feedback Management Policy be read and adopted this 19th day of May, 2026.

📎 Bylaw 1254-26

**12 Affaires administratives/Administrative Matters**

12.1 Sentinel Lights

THAT the Municipality of Val Rita-Harty Council receive the Sentinel Lights update report.

📎 Sentinel Lights Update Report

12.2 Summer Student Recommendation Report

THAT the Municipality of Val Rita-Harty Council accept the report from the Public Works Supervisor with respect to hiring of two summer students for the Public Works Department.

📎 Summer Student Recommendation Report

12.3 Quarterly Operational Reports

THAT Council accept the Quarterly Report to March 31, 2026.

📎 Quarterly Operational Reports

12.4 Green First Forest Products

THAT the Municipality of Val Rita-Harty Council accept the report from the Public Works Supervisor and Deputy Clerk with respect to use of municipal roads by Green First Forest Products.

📎 Green First Forest Products Report

📎 Green First Forest Products photo of turnaround

12.5 Public Works Supervisor : Community Centre boilers

THAT the Municipality of Val Rita-Harty Council receive the report from the Public Works Supervisor regarding Community Centre boilers.

📎 Public Works Supervisor: Community Centre Boiler Report

12.6 Public Works Supervisor - annual road tour

THAT Council schedule a road tour for \_\_\_\_\_, 2026.

12.7 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 May 19, 2026 Regular meeting of Council.

📎 Ministry of Municipal Affairs and Housing Annual Repayment Limit

📎 2026 ARL

📎 Township of Opasatika, re: rest area

📎 Greater Sudbury: Special Economic Zone

📎 Northeastern Public Health: Building & Planning Department

📎 Municipality of Wawa: Extend OCIF

📎 OCWA: Val Rita Lagoon Incident Report North Cell

📎 OCWA: Val Rita Lagoon Incident Report South Cell

📎 Fire Chief April Report

- 📎 Public Works Supervisor April Equipment Report
- 📎 Val Rita-Harty OPP Billing Property Count
- 📎 Ministry of Municipal Affairs and Housing: Stormwater Fees Regulations
- 📎 May 25, 2026 - Spring Clean Up
- 📎 25 mai - Nettoyage du printemps 2026

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

**14 Huis clos/Closed Session**

THAT Council moved to Closed Session meeting at \_\_\_\_\_p.m. pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (c) a proposed or pending acquisition or disposition of land by the municipality or local board regarding an Expression of Interest.

**15 Calendrier/Calendar**

- 📎 Calendrier/Calendar

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

THAT Bylaw No. 1255-26, Being a bylaw to confirm the proceedings of Council at its Special Meeting of May 5, 2026 and regular Council meeting of May 19, 2026 be read and adopted this 19th day of May, 2026.

- 📎 Confirmation des procédures/Confirmation of Proceedings

**17 Ajournement/Adjournment**

THAT this meeting be adjourned at \_\_\_\_\_p.m.



## Municipalité de / Municipality of Val Rita-Harty

### Meeting Minutes

Regular Meeting of Council April 21, 2026 - 06:00 PM

Membres/Members	Johanne Baril - Maire/Mayor Angele Beauvais – Conseillere/Councillor Steven Lambert - Conseillere/Councillor Roger Lachance – Conseillere/Councillor Alain Tremblay – Conseiller/Councillor
Employees:	Barbara Major - Deputy Clerk (virtual) Stefan Landry- Public Works Foreman
Others:	Peggy Young Lovelace – E4m (virtual) Josh Young - E4m (virtual)

#### 1 Appel à l'ordre/Called To Order

This Regular Meeting of Council is called to order at 6:01 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.

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

Nil

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

**Res. # 26-102**

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

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

THAT the agenda be approved as circulated.

**CARRIED**

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

None declared.

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

Nil

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

**Res. # 26-103**

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

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

THAT the minutes of the Regular Council meeting of March 17 (as amended) & 18, 2026 and the Special Council meetings of March 30 (as amended) and 31, 2026 be adopted as circulated.

**CARRIED**

**8 Délégations/présentations/Delegations/Presentations**

Nil

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

*Council directed that policies, budget and bylaws be distributed in advance to permit adequate time for review.*

**9.1 Sentinel Lights - Consolidation and Recommendation to be presented at May meeting.**

**9.2 Interim Procedural Bylaw- to be presented at May meeting.**

**9.3 Financial Governance and Audit (includes Donation Policy)- to be renamed as Financial Management Bylaw, to be presented at May meeting.**

- 9.4 **Feedback Management Bylaw, to be presented at May meeting.**
- 9.5 **Human Resources Recruitment and Management - Outstanding schedules to be presented at May Working Group session.**
- 9.6 **Community Improvement Plan - draft document for review to be presented at May Working Group session.**

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

**10.1 Parks, Beautification and Cemetery Committee**

Council recommended that the Parks, Beautification and Cemetery terms of reference and mandate be separated as Parks and Beautification under one mandate and Cemetery under another. Staff was directed to provide recommendations pertaining to Cemetery governance at the May regular meeting.

**10.2 Draft Video Camera Use by Members Attending Municipal Meetings**

Council reviewed the draft Video Camera Use by Members attending municipal meetings bylaw. Council concurred that the draft bylaw be incorporated into the Procedural Bylaw and be amended to provide/define for invited special guest attendance.

**11 Affaires législatives/Legislative Matters**

**11.1 Bylaws**

**Res. # 26-104**

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

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

THAT Bylaw No. 1250-26, Being a Bylaw to establish the 2026 Municipal Elections Joint Compliance Audit Committee be read and adopted this 21st day of April, 2026.

**CARRIED**

**11.2 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. # 26-105**

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

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

THAT Council receive the Consent Agenda items as listed on the agenda for the April 21, 2026 Regular meeting of Council.

**CARRIED**

**12 Affaires administratives/Administrative Matters**

**12.1 Fire Department Funding Application Request Recommendation Report**

**Res. # 26-106**

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

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

THAT the Council for the Municipality of Val Rita-Harty supports the grant funding application to the Royal Canadian Legion Ontario Command by the Val Rita-Harty Fire Department in the amount of \$9,340 for essential communications equipment.

**CARRIED**

**12.2 CRA - SDEC**

**Res. # 26-107**

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

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

THAT Council for the Municipality of Val Rita-Harty direct that E4m staff reach out to La Societe Developpment Economique Board Chair and members regarding CRA correspondence and plans going forward.

**CARRIED**

**12.3 Municipal Property Development Projects - Committee of the Whole Working Group Recommendation**

**Res. # 26-108**

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

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

THAT Council for the Municipality of Val Rita-Harty approves the expansion of the Settlement Boundary and authorizes expenditures associated with the following:

1. Seek and/or acquire PINS on all municipally owned properties from the Land Registry Office or other means, with PINS to be acquired first for vacant and saleable (connections to water and sewer) municipal properties.
2. Authorize Wishart LLP to undertake separation of the follow lots so can be sold:
  - OWENS CON 18 PT LOT 10 PCL 4659CC
  - 35 DU PARC AVE
  - 36 MUNICIPALE ST
3. Prepare and submit RFQ for Flood Plan Study;
4. Explore subdivision design options;
5. Conduct servicing cost analysis; and
6. Undertake municipal website improvements to attract buyers for sale of property(ies).

**CARRIED**

**12.4 Sanding in front of MTO and Harty Pit Road**

Public Works Foreman S. Landry advised Council that expenditures associated with sanding in front of MTO and Harty Pit Road is no greater expense due to the haul as in previous years. No direction was provided to staff.

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

1. Councillor Lambert is unable to attend the AMO conference and Council had approved attendance of two members of Council. Council was directed to advise the Deputy Clerk as soon as possible to secure accommodation.
2. Council was informed that a Special meeting of Council will be forthcoming in May and agenda will be sent to Council.

**14 Huis clos/Closed Session**

Nil

**15 Calendrier/Calendar**

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

**Res. # 25-109**

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

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

THAT Bylaw No. 1251-26, Being a bylaw to confirm the proceedings of Council for the Special Council meetings of March 30 and 31, 2026 and the Regular Council meeting of April 21, 2026 be hereby read and adopted.

**CARRIED**

**17 Ajournement/Adjournment**

**Res. # 26-110**

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

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

THAT this meeting be adjourned at 6:54 p.m.

**CARRIED**

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Mayor

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Deputy Clerk



**Municipalité de / Municipality of Val Rita-Harty**  
**Meeting Minutes**  
**Special Meeting of Council May 5, 2026 - 06:00 PM**

Present Steven Lambert - Deputy Mayor  
Angele Beauvais – Conseillere/Councillor  
Roger Lachance – Conseillere/Councillor  
Alain Tremblay – Conseiller/Councillor  
Johanne Baril - (Virtual- departed from Meeting for Closed Session  
and rejoined Closed Session at 6:22 p.m.)

Employees: Barbara Major - Deputy Clerk

Others: Peggy Young Lovelace – E4m (Virtual at 6:30 p.m.)  
Josh Young - E4m

Public: 0

**1 Call To Order**

The meeting was called to order at 6 p.m.

**2 Land Acknowledgement**

None

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

None

**4 Adoption of the Agenda**

**Res. # 26-111**

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

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

THAT the agenda be adopted as circulated.

**CARRIED**

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

Mayor Baril declared conflict of interest regarding a Closed Session item and departed from the Closed Session.

**6 Closed Meeting Session Resolution**

**Res. # 26-112**

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

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

THAT Council move to Closed Meeting Session at 6:01 p.m. pursuant to the *Municipal Act* Section 239 (2) to consider: (b) personal matters about an identifiable individual including municipal or local board employee, (d) labour relations or employee negotiations and (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 Section 239 (3.1) education and training for the following matters:

1. Legal matter pertaining to identifiable individual;
2. Job transition; and
3. Education and Training with respect to reconsideration of resolutions.

**CARRIED**

**7 Report from Closed Meeting Session**

**Res. # 26-114**

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

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

THAT Council moves to Public meeting at 7:08 p.m. 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, (d) labour relations or employee negotiations and (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 Section 239 (3.1) education and training. Council gave directions to E4m with respect to addressing human resource matters on an interim basis.

**CARRIED**

**8 Adjournment**

**Res. # 26-115**

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

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

THAT this meeting be adjourned at 7:09 p.m.

**CARRIED**

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Deputy Mayor

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Deputy Clerk



## Municipalité de Val Rita-Harty Municipality

**Item #:10-Working Group**

**Personnel responsable / staff: Deputy Clerk**

**Date : May 19, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Public Works Policies**

### **Description:**

The Public Works Supervisor and Deputy Clerk have reviewed and updated the Public Works department policies. The attached policies include Culvert Maintenance, Ditching Maintenance and Plowing/Sanding. These have not been previously approved by Council. Additional policies will be forthcoming for Council approval.

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

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

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council adopt the Public Works policies.

### **Financial Implications:**

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

Stefan Landy  
Public Works Supervisor

Barbara Major  
Deputy Clerk



## TOWNSHIP OF VAL RITA-HARTY

### CULVERT MAINTENANCE

The Township of Val Rita-Harty recognizes that the key to effective maintenance is a regular schedule of inspections to determine the maintenance needs and to ensure that required maintenance is done. Inspections are done by the Public Works Department at regular intervals during the service life of the culvert to ensure that satisfactory conditions exist and to evaluate needs for cleanup and repair in advance of the wet season.

Inspections are also made to monitor existing defects that have not been repaired as well as to monitor any defects that had been repaired. Inspections can be divided into the following categories:

**General Inspections:** is a routine and frequent inspection conducted to culverts located in critical areas, i.e. flooding areas and areas adjacent to third party development. The inspections are undertaken at regular/frequent interval, as and when required to detect for damage structure and blockage of waterway at early stage within a visible range.

**Periodic Inspection:** Is primarily designed to carry out more detail inspection periodically for culverts on foot by accessing the subject as close as possible. These inspections should determine the current serviceability and structural status of the culverts. The frequencies of inspections are undertaken at an interval of once a year. These inspections may require the use of a camera monitoring system.

**Special Inspection:** Is the supplementary inspection in addition to the general inspection and periodic inspection, for example, in occasional cases such as storm and heavy rain.

#### **Elements for Inspection:**

Check for accumulation of debris, siltation or other flow impediments at inlets and outlets; including beaver activity.

Inspect the culvert barrel, if possible, for tree or other vegetation roots, mineral deposits, trash or silt accumulations and other foreign objects obstructing flow paths.

Examine inlet and outlet areas for evidence of soil erosion, which generally leads to scour, undermining and caving of adjacent soil supporting the culvert. Soil erosion quickly leads to reduced structural and hydraulic performance.

Inspect all visible structures such as sumps, headwalls, wingwalls, culverts and aprons for sign of wear and breakage.

Check upstream for evidence of backup or prolonged surface water presence that indicates reduced inflow. Check downstream for evidence of foreign material that indicates reduced filtration of soil or structural degradation of the drainage system itself.

## **Size and Dimensions of Entrance Culverts**

The Municipality will install the first entrance culvert on a property at no charge. Any future replacement entrance culverts are the sole responsibility of the property owner, and all costs will be charged in accordance with the Municipality's equipment and staff fee schedule. An entrance culvert will be replaced at no charge only when the Municipality is undertaking a road project or when the existing culvert is causing damage to the road. All replacement requests must be submitted in writing to the Public Works Supervisor for review and consideration. The maximum culvert length is 40 feet.

### **Inspection of Waterway:**

Hydraulic Capacity -

*To determine any high water marks indicating flood or presence of obstruction causing ponding.*

Siltation and Debris in or near Culvert -

*To check the severity of siltation and debris within the culvert barrel as well as at inlet and outlet of culvert and its depth shall not be greater than  $0.2D$  where  $D$  is diameter of pipe culvert or height of box culvert.*

Vegetation -

*To check the vegetation growth within the waterway both at inlet or outlet of the culvert and coverage shall not be greater than 20% of waterway section.*

Scouring or Undermining -

*To check for scouring and undermining at the ends of culvert or at the edge of apron.*

### **Inspection of Culvert Structures:**

Reinforced Concrete Pipe / Box Culvert / VBC

*To check the culvert barrel for settlement, abrasion of lining cracking/spalling of concrete, and corrosion of reinforcement.*

Corrugated Metal Pipe Culvert (CMP) / High Density Poly Ethylene (HDPE)

*To check for change of shape of culvert barrel, abrasion of lining, damaged or deterioration to paint or galvanizing, corrosion of metal and loose or corroded bolts.*

Inlet and Outlet Structure for Drainage / RHS and LHS Entrance for VBC

*To check movement (settlement or sideways movement)*

*For concrete structures to check for cracking/spalling of concrete and corrosion of reinforcement*

*For masonry structures to check for cracking, poor pointing or deterioration of bricks or stone*

## **Conclusion**

It is vital to ensure the functionality of the culverts is at its optimum condition. Schedule routine maintenance and periodic up-keeping of the condition of the culverts and their surroundings must be programmed and monitored at all times. Any discrepancy in the programme will affect the performance of the culvert and as a result more allocations have to be spent in ensuring that the culverts are in good working condition. The Public Works Department will maintain a listing of culvert maintenance/repair and culvert replacement will be updated by staff to the CGIS system.

The Public Works Department will maintain a schedule to conduct the inspection activity. A culvert inventory and information base of culverts is available and condition updated annually. A culture of maintenance is adhered with to ensure the culvert life is prolonged and secured.



## TOWNSHIP OF VAL RITA-HARTY

### DITCHING MAINTENANCE

It is recognized the Township of Val Rita-Harty has a duty of care in maintaining ditches which make up part of its drainage network.

#### Annual Inspections:

The Township Public Works Department will be responsible for conducting annual ditch inspections. Annual inspections will be documented.

#### Ditching Schedule:

The Township will incorporate a ditching schedule throughout the township to ensure that all ditches are brought up to municipal standards.

#### Minimum Standards:

The minimum standard to be maintained for ditches is a minimum depth of 0.5 m. from crown of road to bottom of ditch. All ditches to be carried to sufficient outlets.

#### Ditch Cleaning:

Areas found in need of repair or cleaning will be scheduled on a priority basis and work will be performed within the resources available.

Over time ditches have a tendency to fill in, primarily due to natural erosion and vegetation. A regularly scheduled maintenance program of the ditch system usually involves re-trenching the ditch to clear the overgrowth of vegetation and obtain a positive water flow away from problem areas. These problems are most noticeable during the annual spring thaw and depending on the severity of problem areas, emergency maintenance is scheduled on an as required basis.

#### Checklists:

Checklists for pre-maintenance work, mowing, trimming and cleaning ditches, and excavation for ditch maintenance will be developed and used as guides for the Public Works Department.

#### Warning to Property Owners:

Property owners are reminded that the Township of Val Rita-Harty reserves the right to remove or restrict any outlets to ditches that cause operational issues or damage to the drainage system. If a property owner needs to direct water to the Township's roadside ditches, it is recommended that they contact Public Works before proceeding with any work.



# TOWNSHIP OF VAL RITA-HARTY

## PLOWING & SANDING BY PUBLIC WORKS DEPARTMENT

This policy serves to determine the priority order in which the Public Works Team will perform snow removal. The priority will first be given to the locations which are deemed necessary for safety and security of our residents, such as firehalls, the water plant and the municipal office.

Normal snow removal operations shall be performed during regular work hours from Monday to Friday. Snow removal can be performed outside regular work hours when one of the following conditions are met:

1. Accumulation of snow exceeding 10 cm
2. Irregular accumulation of snow due to wind.
3. Highways/streets or sidewalks are covered in ice.

It is the sole discretion of the Public Works Foreman to authorize the snow removal outside work hours when one of the above conditions are met.

The Township is not responsible for damages caused to mailboxes if they do not adhere to the rural mailbox guidelines set by Canada Post.

The snow plowing and sanding of the Township of Val Rita-Harty roadways will be maintained to the standards set out in Ont. Reg. 239/02. The following tables set out the minimum standard for roads. Keep in mind that all Township roads are classed as Class 5 or Class 6.

### Snow Accumulation

<u>Class of Highway</u>	<u>Depth</u>	<u>Time</u>
5	10 cm	24 Hours
6	10 cm	24 Hours

\*\* Attached Minimum Maintenance Standards for Municipal Roads

For the Township of Val Rita-Harty, this table means two things.

- 1) That we must deploy the trucks to clear the snow as soon as practical after becoming aware that the snow has accumulated on the roadway greater than the depth set out in the table; and
- 2) After the snow has ended and after becoming aware that the accumulation is greater than the depths set out in the table, to clear the snow accumulation to a depth less than or equal to that is set out in the table as soon as practicable.

For a Class 5 and Class 6 road, a two-lane roadway must be cleared to a width of at least five metres.

If the snow accumulation is to exceed this amount, the Township will deploy its equipment and personnel in two stages. The first stage is to remove the accumulation from all municipal roads and lots midway through the event.

The second stage will be deployed after the event is over, at which time the balance of the accumulation will be removed. If the amount between stage one and stage two is to exceed the amount set out in the table, then a third stage is to be added to keep the roads relatively open and lessen the work load on the snow removal equipment.

Snowfall accumulation of 2.5 cm or less are not required to be plowed.

Snowfall accumulations of 2.5 cm to 5 cm will be left to the discretion of the plow operator for that event. Consideration will be given to the type of snow (wet, light, etc) as well as to the existing condition of the roads (hard packed, etc) and projected forecast for the next 24 hours (more snow expected or rainfall expected, etc). If any single or combination of these factors leads the operator to believe a liability or serious hazard exists to the township, he will commence plowing duties to the affected roads.

Snowfall accumulations of 5 cm to 9 cm will be plowed as soon as possible, which may or may not meet the 24-hour timeline of a 10 cm event.

The equipment used in the snow removal shall follow the route assigned to them and includes the following equipment: Plow, Grader and Backhoe.

It is important to remember to utilize the blue light at all times when plowing any road or lot. Municipal equipment is required to have blue lights.

If the same snowplow operator is to be utilized for both stages of snow removal, it is essential that the mandatory rest periods between shifts are adhered to. The Highway Traffic Act allows for a total of 15 hours of on-duty time, of which the driving time will not exceed 13 hours. After this limit has been reached, the driver must have a consecutive 8-hour rest period before the next shift is started. The driver is also limited to no more than 60 hours of on-duty time in a 7-day period. The driver's times, including both on-duty and driving periods will be recorded in the Operators Log Book, which is to be always kept in the plow truck to satisfy any MTO inspection.

### **Icy Roadways**

<b><u>Class of Highway</u></b>	<b><u>Time</u></b>
5	16 Hours

For the Township, this table means that we are to deploy our resources as soon as practical after becoming aware that the roads are icy and treat them within the time set out in the table.

It is important to remember to utilize the yellow light located at the rear of the truck at all times when sanding.

### **Roads Schedule**

The order in which the roads are to be plowed/sanded will be left up to the discretion of the operator. The operator will consider the following in mind when deciding which to do first.

Priority should be given to roads that have a higher volume of traffic, roads that are utilized by school buses and any lots that are deemed to be a high priority. High priority roads are given first consideration when commencing operations.

### **Breakdowns**

If the plow truck breaks down or becomes stuck and requires a tow truck for assistance, assistance will be called and if required a private contractor will be dispatched to assist.

**MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL ROADS**

<i>Municipal Highways</i>	<i>REF</i>	<i>Daily traffic</i>	<i>Speed Limit</i>	<i>Classification</i>	<i>Patrol</i>	<i>Snow</i>	<i>Ice</i>	<i>Potholes paved</i>	<i>Potholes gravel</i>	<i>Potholes shoulder</i>	<i>Drop-off shoulder</i>	<i>Cracks</i>	<i>Debris</i>	<i>Luminares</i>	<i>Signs</i>	<i>Bridge deck</i>	<i>Surface discontinuities</i>	<i>Traffic signal</i>
Conc 18-1 est –Highway 11	1,2	81	70	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Conc 14-15	3,4,5,6	96	70	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Conc 12-13	7,8	39	70	6	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chemin Cargill	9,10	84	70	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Chemin Dagenais	11,12	99	50	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Chemin Avery	13	18	70	6*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Conc 18-1 S	14	162	50/70	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Beattie	15	24	----	6*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chemin Harty Pit	16	12	70	6*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chemin des Grondeurs	17	84	50/70	5	1/30 days	10cm/24hrs	16hrs	----	1500cm <sup>2</sup> / 12 cm/ 30days	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Chemin Tremblay	18	----	70	----														
Chemin Parent	19	----	70	----														
Chemin Perras	20	----	70	----														
Chemin Bélanger S	21	----	50	----														
Ave du Parc	1	60	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Deslauriers	2	78	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Ave de la Coupe	3	90	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Payette	4	36	50	6*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ave de l'Église	5	432	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Municipale	6	252	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Deschenaux	7	348	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Ave Grenier	8	42	50	6*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ave des Aulnes	9	168	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue Secord	10	----	50	----														
Ave Couture	1	66	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Rue St Stanislas	2	66	50	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Chemin Bélanger N	3	60	70	5	1/30 days	10cm/24hrs	16hrs	1000cm <sup>2</sup> / 8 cm/ 30days	----	1500cm <sup>2</sup> /12 cm/ 60days	8cm/30 days	5cm/5cm/180 days	ASAP	14 days	30 days	1000 cm <sup>2</sup> /8cm/7days	5cm/21 days	ASAP
Conc 4 & 5	4	----	50	----														

**CONVERSION**

<b>CM</b>	<b>CM<sup>2</sup></b>	<b>METER</b>
5 cm = 1.969"	600 cm <sup>2</sup> = .6458 sqft <sup>2</sup>	1 meter = 39.37 "
8 cm = 3.15 "	800 cm <sup>2</sup> = .8611 sqft <sup>2</sup>	
10 cm = 3.937"	1000 cm <sup>2</sup> = 1.076" sqft <sup>2</sup>	
12 cm = 4.724"	1500 cm <sup>2</sup> = 1.615" sqft <sup>2</sup>	
1000 cm = 393.7"		
1500 cm = 590.6"		

\*Classification 6, regulation does not apply.

Notes: potholes paved = area/depth/time .... potholes gravel = area/depth/time

Note 2: potholes shoulder = area/depth/time

Note 3: cracks = width/depth/time in days

Note 4: bridge deck = area/depth/time

\*MOINS QUE (3) ^PROPRIÉTÉS PAS DE TRAFFIC COUNT

<http://companyweb/general documents/blank forms/minimum maintenance standards for municipal highway.doc>

D:\meetings\valritaharty\_docs\tempDoc\MinimumMaintenanceStandardsforMunicipalHighway\_ca2c11c51d.doc

## **Request for Expressions of Interest (EOI)**

### **Municipal Clerk Professional Services**

The Township of Val Rita-Harty is inviting Expressions of Interest from qualified individuals or firms to provide professional Municipal Clerk services and assist the Township in developing a modern and sustainable service delivery model for the Clerk function.

This opportunity is intended to attract experienced municipal professionals who are interested in supporting a progressive northern municipality that is exploring innovative approaches to governance, public service delivery, and municipal administration.

Council recognizes that the Municipal Clerk plays a critical role in legislative compliance, records management, procedural integrity, Council support, public transparency, and effective local government. As part of its long-term organizational vision, the Township is seeking a service model that combines strong professional expertise with modern technology, virtual administration tools, and responsive customer service.

The Township is open to submissions from either:

- Individual consultants;
- Municipal professionals seeking contract or part-time arrangements; or
- Firms specializing in municipal administration or governance services.

### **Scope of Services**

The successful proponent may be responsible for providing some or all of the following services:

- Acting as Municipal Clerk in accordance with the Municipal Act, 2001;
- Preparing Council and Committee agendas and minutes;
- Providing legislative and procedural advice to Council and staff;
- Managing records, by-laws, policies, and statutory notices;
- Coordinating elections, freedom of information requests, and public meetings as required;
- Supporting accessibility, transparency, and public engagement initiatives;
- Assisting with modernization initiatives, including virtual office systems and technology-enabled service delivery; and

- Providing professional administrative support in a small municipal environment.

Council is open to creative and flexible proposals that demonstrate how services can be delivered effectively, efficiently, and professionally.

### **Ideal Qualifications**

The Township is seeking proponents who demonstrate:

- Experience in Ontario municipal government administration;
- Strong knowledge of the Municipal Act and related legislation;
- Excellent organizational and communication skills;
- Ability to work independently and collaboratively with Council and staff;
- Strong judgment, professionalism, and political acuity;
- Experience supporting electronic meeting management and virtual service delivery; and
- A commitment to professionalism, accountability, and public service.

AMCTO certification or equivalent municipal experience would be considered an asset.

### **Submission Requirements**

Interested proponents are invited to submit:

- A cover letter or statement of interest;
- A summary of relevant municipal experience and qualifications;
- A proposed service delivery approach;
- Availability and proposed start date;
- Proposed fee structure or pricing model; and
- References or examples of similar work, if available.

### **Submission Deadline**

Expressions of Interest will be accepted until **4:00 p.m. July 15, 2026**.

Submissions may be sent electronically to:

**Contact Name**

**Email Address**

### **Additional Information**

This Expression of Interest is intended to gather information and potential service approaches. The Township reserves the right to accept, reject, or negotiate with any proponent and is not obligated to proceed with any specific proposal or procurement process.

The Township thanks all interested proponents for their interest in supporting the future of municipal governance in Val Rita-Harty.

WORKING DOCUMENT

## **Request for Expressions of Interest (EOI)**

### **Municipal Treasurer Professional Services**

The Township of Val Rita-Harty is inviting Expressions of Interest from qualified individuals or firms to provide professional Municipal Treasurer services and assist the Township in strengthening and modernizing its financial administration functions.

This opportunity is intended to attract experienced municipal finance professionals who are interested in supporting a progressive northern municipality focused on sustainability, accountability, innovation, and long-term financial resilience.

Council recognizes that the Municipal Treasurer plays a critical role in municipal operations, financial stewardship, strategic planning, taxation, procurement oversight, and legislative compliance. The Township is seeking a professional service model that combines strong financial expertise with practical municipal experience, strategic thinking, and modern administrative practices.

The Township is open to submissions from:

- Individual consultants;
- Municipal finance professionals seeking contract or part-time arrangements; or
- Firms specializing in municipal financial administration and advisory services.

### **Scope of Services**

The role and responsibilities of the Municipal Treasurer are designated and regulated under Section 286 of the Municipal Act, 2001.

The successful proponent may be responsible for providing some or all of the following services:

- Budget development, including annual and multi-year budgeting to support operational and capital planning;
- Financial forecasting and long-term asset and infrastructure planning;
- Oversight of taxation, revenue collection, and cash flow management;
- Financial reporting and monitoring of municipal expenditures and reserves;
- Designing and overseeing financial workflows and administrative controls to ensure accuracy and accountability;
- Ensuring compliance with purchasing and procurement by-laws and applicable legislation;

- Assisting in the development of financial by-laws, policies, and procedures, including taxation and procurement policies;
- Maintaining financial records and audit readiness for external auditors;
- Supporting grant administration, funding applications, and financial reporting requirements;
- Providing strategic financial advice and recommendations to Council and administration;
- Supporting modernization initiatives, including digital finance systems and virtual service delivery; and
- Assisting with organizational planning and financial sustainability initiatives.

Council is open to innovative and flexible service delivery proposals that demonstrate professionalism, efficiency, and value for the municipality.

### **Qualifications and Requirements**

The successful proponent will demonstrate a professional background that combines technical expertise, strategic thinking, leadership, and strong interpersonal skills.

The ideal candidate or firm will demonstrate:

- Experience in Ontario municipal finance and administration;
- Strong knowledge of municipal budgeting, taxation, procurement, and financial reporting;
- An undergraduate degree in Business Administration, Public Administration, Accounting, Finance, or a related field;
- A professional accounting designation or municipal finance certification as an asset;
- A Master's degree in Public Administration or related field as an asset;
- Project management certification as an asset;
- Strong financial awareness and the ability to support budgets, tenders, and operational financial processes;
- Strategic thinking, innovation, problem-solving, and risk mitigation skills;
- Leadership and team support abilities within a municipal environment;
- Political acuity and an understanding of municipal governance structures and Council relationships;

- Strong written, verbal, negotiation, and presentation skills;
- Proficiency in Microsoft Office applications and municipal financial software systems; and
- Strong organizational, project coordination, and workload management skills.

Applicants should also demonstrate familiarity with applicable federal and provincial legislation, municipal standards, and public sector accountability practices.

### **Submission Requirements**

Interested proponents are invited to submit:

- A cover letter or statement of interest;
- A summary of relevant qualifications and municipal experience;
- A proposed service delivery approach;
- Availability and proposed start date;
- A proposed fee structure or pricing model; and
- References or examples of similar municipal work, if available.

### **Submission Deadline**

Expressions of Interest will be accepted until [insert date and time].

Submissions may be sent electronically to:

Expressions of Interest will be accepted until **4:00 p.m. July 15, 2026**.

Submissions may be sent electronically to:

**Contact Name**

**Email Address**

### **Additional Information**

This Expression of Interest is intended to gather information and potential service approaches. The Township reserves the right to accept, reject, or negotiate with any proponent and is not obligated to proceed with any specific proposal or procurement process.

The Township thanks all interested proponents for their interest in supporting the future financial sustainability and governance of Val Rita-Harty.

WORKING DOCUMENT

## Schedule “A” – Attraction

### **PREAMBLE**

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

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

### **Diversity, Equity, and Inclusion**

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

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

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

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

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

### **Safe Workplace**

### Physical Safety

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

Officers and Employees will:

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

### Psychological Safety

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

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

Further, Council acknowledges that psychologically healthy and safe workplaces:

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

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

### **Compensation & Benefits**

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

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

### Compensation

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

The Pay Grid will be adopted by Bylaw and shall:

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

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

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

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

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

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

### Benefits

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

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

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

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

### **Employee Wellness/Employee Assistance Program**

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

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

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

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

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

#### Voluntary Participation

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

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

#### **Vacation**

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

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

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

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

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

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

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

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

### **Statutory Holidays**

The following are paid statutory holidays:

#### Public Holidays

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

#### Civic Holidays

- Family Day
- First Monday of August
- Remembrance Day

#### Municipal Holidays

- Easter Monday

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

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

### **Leaves of Absence**

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

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

Statutory leaves include:

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

Non-statutory leaves include:

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

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

## **Overtime**

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

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

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

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

## **Flexible Work Arrangements/Remote Work**

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

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

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

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

## Schedule "B" - Recruitment

### **PREAMBLE**

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

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

### **Position Vacancy**

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

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

### **New Position**

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

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

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

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

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

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

### **Position Profile**

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

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

Position Profiles will be attached to the employment contract.

## Hiring and Selection

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

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

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

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

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

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

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

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

- Municipal Clerk;

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

### **Reference and Internet Checks**

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

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

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

### **Criminal Records Check**

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

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

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

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

## **Letter of and Employment Contracts**

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

### Employment Contracts

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

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

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



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

SUBJECT:	Vacation & Allocated Time Off Work Policy
POLICY TYPE:	HUMAN RESOURCES
POLICY NUMBER:	HRD-002
ISSUE DATE:	October 15, 2024
LAST REVISION:	
REVIEW DATE:	October 15, 2025

### **POLICY STATEMENT**

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

### **SUPPORTING LEGISLATION**

The following policy shall conform to the *Employment Standards Act*. Where any section of this policy contradicts the above-mentioned legislation or any other legislation which relates to vacation time of employees, the Act shall prevail and take precedence over this policy.

### **PURPOSE**

The purpose of this policy is to establish vacation time and pay entitlements for employees of the Municipality of Val Rita-Harty.

### **RESPONSIBILITY**

The Chief Administrative Officer or his/her designate will be responsible of ensuring that all employees of the Municipality follow strict adherence to this policy.

### **EXISTING EMPLOYMENT CONTRACTS**

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

## STANDARDS AND PROCEDURES

### Full-Time Employees

The Municipality shall provide vacation time and pay entitlements in accordance with the following schedule:

Years of Service	Vacation Entitlement	Vacation Entitlement
0 – 4 Years	10 Days/2 weeks	4%
5 – 10 Years	15 Days/3 weeks	6%
11 – 15 Years	20 Days/4 weeks	8%
16 – 20 Years	25 Days/5 weeks	10%
21 – 25 Years	30 Days/ 6 weeks	12%
26 Years - retirement	35 Days/ 7 weeks	14%

- Vacation time entitlements for a calendar year shall be advanced to employees and placed in their vacation banks on January 1<sup>st</sup> of that year.
- Vacation entitlements are administered from January 1<sup>st</sup> to December 31<sup>st</sup>. Full-time employees hired after January 1<sup>st</sup> of a calendar year shall receive pro-rated vacated time according to their hire date.
- In addition to the above identified vacation, full-time employees shall be entitled to (4) four floating vacation days per calendar year. These floating vacation days shall be placed in the employees' vacation bank on the date of hire, then on January 1<sup>st</sup> of every year.
- Employees shall submit a "Vacation Request" form to their Supervisor for approval.
- Supervisors must ensure sufficient staff coverage in their department prior to approving any vacation requests.
- Employees are entitled to carry over 5 (five) days of vacation time to the next calendar year. Any vacation time left over and above 5 days at year end shall be paid in full to the employee before the 31<sup>st</sup> of December. To carry over more than 5 (five) days of vacation, a request needs to be approved by the Municipal Council.
- Employees can only take 10 (ten) days of vacation time consecutively. Any consecutive vacation time needed above 10 (ten) days at one time, must be approved by the Chief Administrative Officer.

### Statutory Holidays

The following are paid statutory holidays as defined by the *Employment Standards Act* and Council directives.

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

### Civic Holidays

- First Monday of August

### Municipal Holidays

- |   |                |                |
|---|----------------|----------------|
| -December 24th                              | -December 30th | -Easter Monday |
| - National Day for Truth and Reconciliation |                |                |

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

## **PROCEDURES FOR REQUESTING VACATION TIME**

Employees wishing to take vacation time shall submit a “Vacation Request” form to the Department Supervisor.

The Supervisor shall notify the employee as soon as possible whether their request is granted or denied by submitting to the employee a copy of the granted or denied “Vacation Request” form.

The Supervisor shall remit the form to the Chief Administrative Officer which will in turn, ensure that all forms are kept with payroll records of the employee.

## **SEASONAL AND PART-TIME EMPLOYEES**

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

## **STATUTORY LEAVE**

Employees are entitled to take job-protected leave under the following circumstances and in accordance with the *Employment Standards Act*:

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

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

In accordance with the *Employment Standards Act* the Employee will need to provide reasonable evidence of eligibility for leave. The Department Supervisor and/or the Chief Administrative Officer is/are responsible to ensure that reasonable evidence is received.

All statutory leave will be documented in the Employee’s file.

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

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

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

### **Sick Leave**

Employees who have worked at least two (2) consecutive weeks are entitled to five (5) days of paid sick leave for personal illness, injury, medical emergencies and medical appointments. All sick days must be taken prior to December 31<sup>st</sup> of any fiscal year and are not eligible for carry-over. Where possible, employees are expected to schedule medical appointment outside of work hours. The Chief Administrative Officer may ask for a medical note for absences longer than five (5) days to ensure reasonable circumstances of entitlements of leave and support accommodations at work if required.

### **Bereavement Leave**

Employees who have worked at least two (2) consecutive weeks are entitled up to five (5) days paid leave of absence upon the death and funeral of any of the following family members:

- Spouse, including common-law – 5 days
- Parents, including stepparents and parents of spouse – 5 days
- Children, including stepchildren – 5 days
- Brother, and brother of spouse – 3 days
- Sister, and sister of spouse – 3 days
- Son-in-law – 3 days
- Daughter-in-law – 3 days
- Grandparent, including grandparent of spouse – 3 days
- Grandchild – 3 days
- Mourner's Leave – 1 day

Bereavement leave must be taken between the day of the death and seven (7) calendar days following the funeral. The Chief Administrative Officer may grant an exception if the funeral is to be held at a later date.

Employees may be granted, at the discretion of the Chief Administrative Officer, a special one (1) day with-pay leave for the purpose of travel.

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

### **NON-STATUTORY LEAVE**

Employees may request leave of absence without pay or time away from work to vote in an election. Additionally, Employees may be required to participate on a jury and will need to request a leave of absence from the workplace during the period of jury duty.

### **Voting**

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

The Department supervisor will report the request along with their recommendation to the Chief Administrative Officer within one (1) business days of receiving the request.

The Chief Administrative Officer will review and approve/deny the request for leave to vote with one (1) business days to the Department Supervisor.

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

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

### **Jury Duty**

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

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

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

### **Returning to Work From Extended Leaves**

Employees returning from extended absences such as disability leave and leave without pay will assume their former position.

### **Unauthorized Leave**

Any unauthorized leaves of absence will be subject to non-payment. It is the obligation of the Department supervisor to notify the Chief Administrative Officer and the Clerk/Treasurer of any unauthorized leave.

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

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

Approved by:

**Chief Administrative Officer**

Approval Date:

**October 15, 2024**

DRAFT



CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Hours of Work/Overtime Policy  
**POLICY TYPE:** HUMAN RESOURCES  
**POLICY NUMBER:** HRD-003  
**ISSUE DATE:** October 15, 2024  
**LAST REVISION:** \_\_\_\_\_  
**REVIEW DATE:** December 31, 2025

### **POLICY STATEMENT**

As an employer, the Municipality deems it important to promote and to help staff maintain a healthy work/life balance. To ensure a healthy work/life balance, it is important to set clear boundaries on how many hours each employee may work and to also set internal controls as to how and when employees will be expected or allowed to work in excess of their regular work hours.

### **SUPPORTING LEGISLATION**

The following policy shall conform to the *Employment Standards Act* and the *Occupational Health and Safety Act*. Where any section of this policy contradicts the above-mentioned legislation or any other legislation which relates to hours of work/overtime, the Acts shall prevail and take precedence over this policy.

### **PURPOSE**

The purpose of this policy is to outline the responsibilities, approval and recordkeeping of overtime hours of employees of the Municipality.

### **RESPONSIBILITY**

The Chief Administrative Officer or his/her designate will be responsible of ensuring that all employees of the Municipality follow strict adherence to the hours of work/overtime policy.

### **HOURS OF WORK**

Regular hours of work for any given work week for full time employees shall be as follows:

- Public Works Department: 40 hours per week
- Municipal Administration: 35 hours per week
- Economic Development Corporation: 35 hours per week

Hours of work per week for all part-time employees of the municipality shall be at the discretion of the Chief Administrative Officer, who shall ensure that compensation for all part-time employees does not exceed approved budget for employee salaries, as adopted by Council.

## **PROCEDURES FOR OVERTIME – FULL TIME EMPLOYEES**

### **Senior Management required to attend evening meetings**

Senior management staff who are required to attend council meetings will automatically receive 70 hours time in lieu of pay. Time in lieu hours must be taken within the same fiscal year and is not eligible for carry-over to the following year.

Any new hires in the senior management staff who receive time in lieu of pay will have this time pro-rated based on the start date of employment.

### **Full-time Employees**

Overtime shall be kept to a minimum and shall only be approved by a Supervisor if it is deemed necessary for the essential operation of the municipality or the department.

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

- Any and all overtime shall be approved by the Department Supervisor or his/her designate.
- Any overtime worked by an employee that has not obtained approval will not be compensated for their time unless in extraordinary circumstances deemed reasonable by the Chief Administrative Officer.
- Employees will be allowed to bank up to 10 days of overtime. All banked hours shall be taken prior to November 30<sup>st</sup> of every calendar year and is not eligible for carry-over to the following year.
- Employees will not be compensated for overtime of less than 15 minutes.
- Overtime will be paid at 1.5 times the employee's regular hourly wage and will only be paid once the employee has worked their regular scheduled hours of work per week.
- Any overtime worked while relieving in an acting position for which the employee is being paid a higher rate of pay, all authorized overtime hours worked in the higher rated position will be compensated using the higher rate of pay to calculate the overtime remuneration.
- Any amount of overtime allowed to work by an employee shall not exceed the limits established under any applicable legislation.

### **Part-time employees**

Overtime for part-time employees shall only be accepted under special circumstances and shall be approved by the Chief Administrative Officer by submitting an "Authorization for Overtime" form. The form shall state the date the overtime will occur and the reason the overtime is needed.

Any overtime worked by an employee that has not obtained prior approval will not be compensated for their time unless in extraordinary circumstances deemed reasonable by the Chief Administrative Officer.

Any overtime worked shall be paid at 1.5 times the employee's regular hourly wage and will only be paid once the employee has worked an excess of 44 hours per week.

Any overtime worked in any given week shall be paid on the next scheduled pay period. Part-time employees will not be eligible to bank any overtime worked.

## **CALL-OUT**

Call-outs shall be kept to a strict minimum and shall only be approved by a Supervisor or the Chief Administrative Officer if it is deemed to be an emergency situation or absolutely necessary for the essential operation of the municipality or the department.

For all full-time employees Call Out shall be distributed as follows:

- The same overtime rates will apply except that employees' will be entitled to a minimum of three hours overtime.
- Where overtime is incurred in the conduct of Township business requiring the employee to leave from the employee's main residence, overtime shall not be paid for the time incurred by the employee to travel to and from the workplace.
- Call-outs must be approved by the immediate Supervisor or Chief Administrative Officer. Any call-outs by an employee that has not obtained prior approval will not be compensated for their time unless in extraordinary circumstances deemed reasonable by the Chief Administrative Officer.
- Call-outs shall be documented properly indicating the time the call-out was received, the reason for the call-out, the time the employee left their residence and later returned to their residence.

## **EXISTING EMPLOYMENT CONTRACTS**

Where time off in lieu or overtime has been identified in written employment agreements or contracts, the employment agreement or contract will prevail. This policy is not intended to provide additional time off in lieu over and above the employment agreement or contract.

## **EXCEPTIONS**

Overtime hours is not applicable in the following instances:

- Time spent at educational or training seminars, conferences, or workshops for which the employee, in consultation with the Chief Administrative Officer, has elected to attend. (This does not apply to training seminars, conferences, or workshops for which an employee is obliged to attend during the weekend. For example, Health and Safety courses offered only outside the employee's regular hours of work).
- Time spent on travel to attend educational or training seminars, conferences or workshop for which the employee, in consultation with the Chief Administrative Officer, has elected to attend.
- Employees working in the Roads Department will not be entitled to utilize any banked overtime hours during the months of December and January. This will ensure that sufficient staff is available during harsh winter months where snowplowing operations is essential.

## **NON-COMPLIANCE**

The Chief Administrative Officer is responsible to ensure that all overtime is authorized by a Department Supervisor. The Chief Administrative Officer shall ensure that approved overtime is not a regular occurrence and shall identify departmental workload efficiencies if overtime becomes a regular occurrence to effectively manage and accomplish the department's workload required in any given week.

Where the Chief Administrative Officer determines that an employee is in contravention to this policy, disciplinary action will be taken in according to the municipality's progressive discipline policy.

Approved by:

**Chief Administrative Officer**

Approval Date:           October 15, 2024



## OVERTIME AUTHORIZATION FORM

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DATE OF OVERTIME:** \_\_\_\_\_

**REASON FOR OVERTIME:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LENGTH OF OVERTIME:** \_\_\_\_\_

- I would like to be paid for this overtime
- I would like to bank this overtime

**DATE THE BANKED OVERTIME IS TAKEN (IF APPLICABLE):** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Chief Administrative Officer**

\_\_\_\_\_  
**Date**

Supervisors shall ensure to submit this form with employees' timesheets in order for the employee to be paid for their overtime.

If the employee chooses to bank their overtime, the Supervisor shall still remit this form in order for the administration to keep an accurate record of time banked and taken as time off.



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CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

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SUBJECT:	Inclement Weather Policy
POLICY TYPE:	HUMAN RESOURCES
POLICY NUMBER:	HRD-009
ISSUE DATE:	July 13, 2023
LAST REVISION:	_____
REVIEW DATE:	December 31, 2023

## **POLICY STATEMENT**

As an employer, the Township of Val Rita-Harty has an obligation to continue providing services for the public during Inclement Weather and other Emergency situations.

Accordingly, it is our policy to continue operations and to keep our offices and facilities open to the public every regular working day, unless it is impossible to do so due to a Disaster, severe Inclement Weather or state of Emergency.

The Township of Val Rita-Harty offices and facilities may not be closed due to extreme weather conditions unless approved by the Chief Administrative Officer or designate.

It is recognized that severe weather conditions may prevent employees from reporting to work, cause employees to report late, or require employees at work to depart earlier than scheduled.

It is also recognized that some employees have greater distances to travel than others. In these instances, the Township, the Chief Administrative Officer may take appropriate actions to ensure the safety of those employees by allowing alternate work arrangements.

## **PURPOSE**

The purpose of this policy is to establish processes for employees to follow including a uniform procedure for the treatment of employee's absences from work during periods of inclement weather.

The Township of Val Rita-Harty values the safety of its employees and recognized that some employees have greater distances to travel than others.

## **RESPONSIBILITY**

The Chief Administrative Officer or his/her designate will be responsible of ensuring compliance to this policy by all employees.

The Chief Administrative Officer or his/her designate will be responsible of ensuring the safety of all employees.

## RESPONSIBILITY

For the purposes of this policy, the following definitions will apply:

**Inclement Weather:** means the existence of abnormal conditions (i.e. blizzard, hail, snow, high winds or any combination thereof) by virtue of which it is not reasonable or safe to travel to or from work.

**Emergency:** means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

**Disaster:** means a type of emergency that could include an occurrence such as a tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, epidemic, famine, fire, explosion, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

**Full-time, Contract and Permanent Part-Time Employees:** employees receiving remuneration, whether full-time, contract or permanent part-time, who occupy positions that are part of the ongoing staff complement of the municipality.

**Volunteer:** means a person who performs or offers a service of his or her own free will, without monetary reimbursement, this includes co-op positions and unpaid internships.

## STANDARDS AND PROCEDURES

The following standards and procedures shall apply during inclement weather events:

1. During an inclement weather event, unless otherwise directed by the Chief Administrative Officer, employees shall make every reasonable effort to attend work at the regularly scheduled time and location to ensure that Township facilities and services are open and general operations are functioning. Given the variability of severe weather, staff are expected to take steps to be prepared in advance. This may mean allowing extra time in the morning to clear snow and anticipating traffic delays.
2. If an employee chooses not to travel to work, expects to be late or wishes to leave work early during inclement weather, they shall:
  - Observe standard protocols for reporting absences to their respective department;
  - Staff who miss work for inclement weather may make-up for the lost time missed from work by using allotted floating holidays, vacation, in lieu time, work additional time within the same pay period to make up the lost working hours (overtime does not apply to working extended hours to make-up lost time), or choose to take the time as unpaid.
3. During an inclement weather event, the Chief Administrative Officer may schedule staff in a manner that has regard to safety, travel distance, operational needs and employee concerns. This may include alternative work locations, working from home (if applicable), modified start and end time, etc. The Chief Administrative Officer will communicate directly with staff to arrange work modifications.

4. The decision to close any facility will be made by the Chief Administrative Officer or his/her designate, taking into consideration storm severity, available forecasts, transportation warnings, accessibility of facilities, and the overall safety of employees and the public.
5. If a facility is closed as described above, employees will be paid for the normal working hours of the day following the closure of the facility, at their regular rate of pay. Facility closures will be posted on the Township's website and social media pages. The Chief Administrative Officer or his/her designate is responsible for ensuring all employees and council members are notified of closures via phone, text message or email.
6. Absences due to inclement weather of less than one (1) hour are forgiven and the lost time is not required to be made up.
7. In the event a closure extends beyond the first day, the Emergency Management Plan and policies shall prevail.
8. Under exceptional circumstances, and in accordance with the *Employment Standards Act*, an employer may require an employee to work more than the maximum number of hours permitted under the Act, or to work during a period that is required to be free from performing work only as follows, but only so far as is necessary to avoid serious interference with the ordinary working of the employer's establishments or operations:
  - To deal with an emergency;
  - If something unforeseen occurs, to ensure the continued delivery of essential public services, regardless of who delivers those services;
  - If something unforeseen occurs, to ensure that continuous processes or seasonal operations are not interrupted; or
  - To carry out urgent repair work to the employer's plant or equipment.

**Exclusions**

Essential services like Roads & Drainage, Water & Wastewater and Fire Services will make every attempt to provide service levels as warranted by the situation. This policy does not apply to employees on approved leaves, previously scheduled vacation and/or sick leave.

Approved by:   
**Chief Administrative Officer**

Approval Date: **July 13, 2023**



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Work from Home Policy  
**POLICY TYPE:** HUMAN RESOURCES  
**POLICY NUMBER:** HRD-014  
**ISSUE DATE:** July 13, 2023  
**LAST REVISION:** \_\_\_\_\_  
**REVIEW DATE:** December 31, 2023

### **POLICY PURPOSE**

To provide eligible employees with the opportunity to perform their work away from the traditional work setting on an infrequent or emergency basis. This guideline refers to non-traditional work arrangements where an employee is scheduled to work from home to perform their full or partial duties, which is often accomplished by electronic means.

### **POLICY SCOPE**

This guideline applies to all employees of the Corporation of the Township of Val Rita-Harty.

### **STANDARDS AND PROCEDURES**

#### **Eligibility**

- a) Working from home is not a universal privilege and is not intended to replace an employee's traditional work arrangement.
- b) Employees must obtain the approval from their immediate Supervisors prior to working from home. If no approval is obtained prior, the employee will be expected to report to work at the municipal office as usual.
- c) All working from home decisions shall be made in a fair and equitable manner. Each request will be dealt with on a case-by-case basis, taking into consideration the circumstances, nature of work, and service delivery needs, as well as the employee's demonstrated work habits.
- d) Working from home cannot be implemented for all Township positions. Some areas will have a greater flexibility to facilitate working from home and as such, there will be variation across the Township in the ability to allow work from home.
- e) It is possible that some positions may require a combination of working from home as well as on-site.
- f) Working from home does not alter or replace the employee's conditions of employment.
- g) While working at home, employees remain obligated to comply with all Township policies, guidelines, practices, and instructions.
- h) The employee's compensation, benefits, work status, and general work responsibilities will not change due to working from home.

- i) Work at home arrangements will continue to be subject to operational and other work-related requirements and may be modified or cancelled as necessary. If at any time a work from home arrangement no longer meets the needs of the corporation or productivity goals, the Township reserves the right to cancel the agreement and have the employee return to their regular work location.
- j) The Township will provide as much notice as possible to any employee working at home if the arrangement needs to be modified or cancelled; however, there may be circumstances where arrangements need to be modified or cancelled immediately.

#### **1. General Expectations**

- a) The amount of time an employee is expected to work per day, or per pay period, will not change as a result of working from home.
- b) Hourly employees will not work more than their identified normal work week (35 hours per week) without prior approval from their Supervisor to be eligible for overtime pay for hours worked in excess of 35 hours. If no approval for overtime is requested and approved, no overtime will be remunerated.
- c) Employees are expected to be available by phone and/or email during the working hours.
- d) Employees must be available for meetings and other circumstances deemed necessary by management, whether in-person or remotely.
- e) Any changes to an employee's work schedule must be communicated to their Supervisor as soon as possible.
- f) If an employee cannot be reached while working from home, or if the employee is found to be away from home during working hours, the employee may be subject to progressive corrective measures if such absences have not been communicated to and approved by their Supervisor in advance.
- g) Employees are expected to keep in regular communication with their Supervisor and to provide updates on work projects and efforts. Employees may be asked to document what they have been working on from home and submit it periodically.
- h) Employees working from home are expected to make every effort to be just as productive at home as they are when in the physical workplace.
- i) In the event of a power outage, internet failure, technical issues or other circumstances preventing you from conducting your work off-site, you must advise your Supervisor. You may be required to return to the municipal office in order to complete your work.
- j) Work from home arrangements are not intended to replace ongoing family obligations. Alternative care arrangements for child, elder or other dependent care should be in place during work from home hours. Modification to hours to assist in family care may be made in discussion with your Supervisor and in support of business operations.

## **2. Leaves of absence**

- a) Employees will continue to follow regular protocol for leaves of absence including vacation, lieu and sick time, as it applies to full-time.
- b) Employees should communicate absences to their Supervisor in advance wherever possible to avoid progressive corrective measures.
- c) Employees are expected to use their allotted vacation or lieu time within the regular time periods.
- d) Where employees are unable to complete a full shift at home as scheduled, vacation or lieu time may be used to cover the balance of the day, or the time will need to be made up.

## **3. Use of Township Property**

- a) The use of equipment, phones, computers, software, data, etc. provided by the Township for use at home is limited to authorized persons only, and may only be used for purposes related to corporate business.
- b) Office supplies (paper, pens, etc.) will be provided by the Township as required for the employee to perform their duties.
- c) Employees must take all necessary precautions to protect Township property from theft, damage and misuse.
- d) Employees will be solely responsible for any loss or damage to any Township equipment or property in their possession, including equipment or property being transported to and from their home, whether in the designated work area or otherwise, except for normal wear and tear.
- e) Employees must notify their Supervisor immediately of any loss or damage to Township equipment or property in their possession.
- f) All Township owned electronic devices and equipment will remain subject to provisions of the Mobile Devices Policy.

## **4. Use of Personal Property**

- a) The Township will not be responsible for any operating costs that are associated with the employee using their home as an alternative worksite. This includes home maintenance, insurance, or utilities.
- b) Costs for furniture necessary to work from home such as chairs, desks, filing cabinets, etc. will not be reimbursed by the Township and are the employee's responsibility.
- c) Prior approval must be obtained from the employee's Supervisor in order to be reimbursed for reasonable items, such as long-distance work-related calls that must be placed using the employee's personal phone. Proof of expense must be provided.
- d) The employee is responsible for ensuring adequate home insurance is in place to cover their home work space.
- e) In-person work-related meetings are not permitted to take place in personal homes. They must instead take place on the Township premises.

- f) The Township will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home while the employee is working from home.

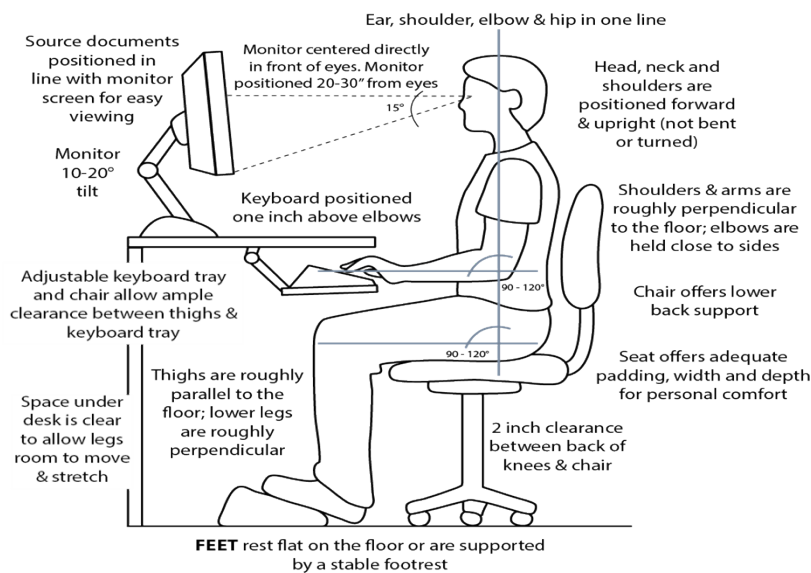
## 5. Health and Safety

- a) Employees who work from home are covered under the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* as an extension of the regular workplace.
- b) The employee is responsible for setting up and maintaining a designated workspace that meets workplace health and safety requirements. This includes ensuring:
  - i. The work area reasonably accommodates the required furniture and equipment.
  - ii. The floor is in good condition and free from slip or trip hazards.
  - iii. Smoke alarms and carbon monoxide detectors are properly installed and maintained.
  - iv. A first aid kit is available.
  - v. Lighting is sufficient for the tasks being performed.
  - vi. Ventilation and room temperature are good and can be controlled.
  - vii. There is a path to an exit that is wide, free of obstructions, and reasonably direct.
  - viii. Fixed electrical components (outlets, switches, etc.) are in good condition.
  - ix. Electrical cords are safely routed or stowed.
  - x. Electrical equipment is free from any obvious external damage.
  - xi. The work area and equipment is cleaned and sanitized on a regular basis.
- c) The employee must report all work-related accidents or injuries to their Supervisor and complete the necessary forms in accordance with Township policies and procedures, as soon as practicable.
- d) Employees who are injured while working from home are eligible to apply for WSIB benefits. While the WSIB assesses each case individually based on its circumstances, generally the injury must have occurred in the course of the regular work hours and/or in the home/workplace, which the Ministry of Labour defines as the actual space where work is conducted during the time when work is being done.
- e) Incidents of workplace violence and harassment must be reported to the employee's Supervisor immediately. (e.g. harassment via email or phone calls by colleagues, members of the public, etc.)
- f) The employee is required to report any work-related hazards which exist at home to their Supervisor. This may include hazards related to workstation set up or domestic violence.
- g) If the home workplace is found to be unsafe and cannot be made safe, the Township may revoke or cancel the employee's work from home arrangement.

## 6. Ergonomics

- a) To support a healthy and safe work environment, employees are expected to create a workspace at home that is as ergonomic as possible.
- b) Sit in a chair with good back and lumbar support. Do not work from a couch or bed.
- c) Maintain good posture. Sit or stand up straight with your shoulders back. Avoid hunching.
- d) Keep feet flat on the floor or lightly elevated on a footrest.
- e) Keyboard and mouse should be at the same working height.
- f) Elbows should be bent at 90 degrees or slightly greater.
- g) Shoulders should be relaxed, wrists should be straight, and forearms should be supported.
- h) Monitors should be about one arm's length away with the top of the monitor placed at eye level.
- i) If using a laptop, use an external mouse and keyboard to help maintain positioning noted above. Elevate the laptop so the top of the screen is at eye level or use an external monitor.
- j) Keep paperwork and any other items you will need within arm's reach.
- k) Avoid cradling phones or headsets between your ear and shoulder. Use the speakerphone option if you need to be hands-free. (ensure information remains confidential and cannot be heard by other parties).
- l) Reduce eye strain by looking at an object in the distance for 20 seconds every 20 minutes.
- m) Change your position throughout the day, e.g., stand and work at your kitchen counter while doing paperwork or walk around while on the phone.
- n) Refer to the diagram below for assistance in setting up an ergonomic workstation.

## THE ERGONOMIC WORKSTATION



## **7. Security, Confidentiality and Privacy**

- a) Employees are responsible for the security of the work that is conducted from home.
- b) All documents (electronic and hardcopy) used by the employee in their work for the Township must be treated as proprietary and confidential. Accordingly, documents must be kept in a secure work area and must not be accessible by others.
- c) Information Technology (IT) equipment provided by the Township must be used in accordance with the Mobile Devices Policy.
- d) Unauthorized individuals are not to be given access to any files, equipment, or documents.
- e) Employees must continue to comply with confidentiality provisions of their employment agreements, and of other Township policies and guidelines.
- f) Employees accessing electronic Township files from home are expected to do so via the virtual private network (VPN). Township documents shall not be saved on personal computers or any other electronic equipment.
- g) Employees shall not use their personal computers or ipads for accomplishing Township business.
- h) Personal information about identifiable individuals must remain protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

## **RESPONSIBILITIES**

### **Supervisors and Managers shall:**

- a) Comply with all provisions of this guideline.
- b) Review and consider requests from employees to work from home, either on a short-term or long-term basis.
- c) Maintain consistent and regular communications with employees working from home, including setting expectations and monitoring progress and performance.
- d) Address any reports of hazards or unsafe conditions as provided by the *Occupational Health and Safety Act*.

### **Employees shall:**

- a) Comply with all provisions of this guideline.

## **TIPS FOR WORKING FROM HOME**

### **Maintain Regular Hours**

Set a schedule and stick to it as much as possible. This helps support work-life balance. Your schedule may be flexible depending on approval by Supervisors, but you need to ensure you know when you are working and when you are done.

Maintaining regular hours also includes scheduling breaks. Do not skip or shorten your lunches because you are not in the office; you still need time away from your workstation.

### **Create a routine**

Creating a routine, especially in the morning, will help you stay consistent with when to start work. It is best to continue to set an alarm to get up and get ready for the day the same as you would if you were working in-office. Maintain your normal morning habits such as making a cup of coffee, eating breakfast, and getting dressed.

End your work day with a routine that signals your day is done. Allow yourself to separate your evening from your regular working day.

### **Set Ground Rules for People at Home**

If you are working from home and have children present, they will benefit from clear rules about what they can and cannot do during your work time. Set ground rules and expectations for others in your household as well. This helps ensure your productivity doesn't suffer and you don't become too overwhelmed balancing work and home demands.

### **Set up a Dedicated Workspace**

Dedicate a desk, table and/or other area to use as your work space. Remember to be as ergonomic as possible.

### **Leave your Workspace**

Try to leave your workspace regularly. Take a moment to step outside to get some fresh air and natural light, or get up to stretch and walk around.

When your day is done, avoid the draw to keep going back to your workstation and logging in. There may be times where it is required to monitor work after hours; however, set boundaries for yourself in this regard to maintain an effective work-life balance.

### **Request what you need**

Speak to your Supervisor if there is something you need in order to perform your work more effectively at home.

### **Socialize with Colleagues**

A common problem that arises when working from home is loneliness, disconnect, and isolation. Maintaining relationships with colleagues is important. Stay in touch with coworkers over the phone, email, or even via text. Attend meetings through conference calls or video conference and participate to make your presence known.

### **Over Communicate**

It is more difficult for people to know what your availability is and what you are working on when you are working from home. Over communicate to keep everyone informed about what is happening.

**Be Positive**

Working remotely can be challenging, so it is important to try to stay positive. It is easy to misinterpret the tone in emails and other documents. Be mindful of this when reading documents from others and when composing them yourself.

**Be Realistic**

It takes a lots focus to work from home in an unconventional space. It may take a bit of time for you to figure out how to best set up your workstation and how to access all of the information of systems you require. Additionally, you may find that you are interrupted or distracted at times. If you find yourself distracted, don't be too hard on yourself. Instead, ask yourself if you would also be dealing with distractions and interruptions at work. If the answer is yes, cut yourself some slack, refocus, then get back to work.

Approved by:   
**Chief Administrative Officer**

Approval Date: **July 13, 2023**

## WORK FROM HOME AGREEMENT

<b>EMPLOYEE NAME</b>		<b>POSITION</b>	
<b>SUPERVISOR</b>		<b>DEPARTMENT</b>	
<b>EFFECTIVE DATE</b>		<b>EXPIRY DATE</b>	

<b>PERSONAL PHONE #</b>		<b>WORK CELL #</b>	
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<b>WORK FROM HOME SCHEDULE</b>		
<b>DAY OF THE WEEK</b>	<b>HOURS OF WORK</b>	<b>NOTES/ADDITONAL INFO</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

<b>ADDITIONAL INFORMATION / PROVISIONS</b>

### EMPLOYEE ACKNOWLEDGEMENT

By placing my signature below, I acknowledge that I have read and understand all contents of this Agreement and HR-014 Work From Home Policy. I acknowledge and agree that it expressly forms part of my employment agreement. I agree to adhere to these provisions and understand that violation of the provisions outlined in HR-014 Work From Home Policy may result in progressive corrective measures, up to and including termination of employment. I further acknowledge that I have an area to work in at home that is safe and where I can be productive.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_



CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Holiday Season Gift Policy  
**POLICY TYPE:** HUMAN RESOURCES  
**POLICY NUMBER:** HRD-017  
**ISSUE DATE:** December 10<sup>th</sup>, 2024  
**REVISION DATE:** \_\_\_\_\_

## POLICY

The purpose of this Policy is to outline the guidelines for providing a Holiday Season Gift to municipal employees.

## DEFINITIONS

**Holiday Season Gift:** A discretionary monetary sum provided to all municipal employees on the occasion of the Holiday Season which occurs annually between the 24<sup>th</sup> of December and 2<sup>nd</sup> of January.

## SCOPE

This Policy applies to all eligible municipal employees.

## RESPONSIBILITY

The municipal administrator/CAO/or equivalent, at his/her discretion, may distribute a Holiday Season Gift to municipal employees to mark the Holiday Season.

## PROCEDURE

### Eligibility:

1. All full-time and part-time municipal employees gainfully employed by the Municipality during the Holiday Season may receive a Holiday Season Gift.
2. Municipal employees on leave (paid or unpaid) during the Holiday Season may receive a contribution at the municipal administrator/CAO/or equivalent's discretion.
3. Contractors employed by the Municipality are not eligible.

### Gift Amount:

1. The municipal administration/CAO/or equivalent may select an amount between \$50 to \$100.
2. The Gift shall be in the form of a gift certificate or cheque.
3. Gift certificates shall be purchased from a registered business operating within municipal boundaries.
4. The Gift shall be subject to applicable Provincial/Federal taxation rules.
5. All municipal employees shall receive the same amount.
6. Under exceptional circumstances only, the Administrator/CAO/or equivalent may submit a recommendation to Council to issue an amount above the Policy threshold. Any change shall be approved by resolution of Council.

Holiday Season Gift Policy  
HRD-017  
Dec 2024

**Distribution Method:**

Gifts will be distributed before the Holiday Season.

**Administration:**

1. The Administrator/CAO/or equivalent shall be responsible for administering this Policy, its Guidelines, and ensure compliance with all applicable laws and regulations.
2. Any dispute regarding eligibility or amount shall be brought, and addressed, and administrated by the Administrator/CAO/or equivalent in accordance with this Policy.

**Review, Amendment or Cancellation:**

1. The Administrator/CAO/or equivalent may review, amend, or cancel this Policy upon the passing of a resolution by the Council of the Municipality of Val Rita-Harty.

## Summary Information

**Policy Name:** Holiday Season Gift Policy

**Issue Date:** December 10<sup>th</sup>, 2024

**Approval Date:** December 10<sup>th</sup>, 2024

**Last Revision Date:** December 10<sup>th</sup>, 2024

**Approval Resolution Number:** 24-138

This document compiles the vacation-related provisions from the municipalities reviewed. Please note that additional details are available within the full information packages provided by each municipality.

Hearst

**The Corporation of the Town of Hearst**

**Annual Paid Vacation & Public Holidays and Overtime**  
for Non-Union Municipal Employees

Vacations for non-unionized employees of the Municipality shall be allocated as follows:

<b><u>Years of Employment</u></b>	<b><u>Employee (inc. part time)</u></b>	<b><u>Head of Department</u></b>
0-1	2 weeks (4%)	3 weeks (6%)
2 to 7	3 weeks (6%)	4 weeks (8%)
8 to 13	4 weeks (8%)	5 weeks (10%)
14 to 18	5 weeks (10%)	6 weeks (12%)
19 to 24	6 weeks (12%)	7 weeks (14%)
25 +	7 weeks (14%)	7 weeks (14%)

Smooth Rock Falls

**4.3 VACATION ENTITLEMENT - CONTINUOUS SERVICE**

Employees with continuous service shall be entitled to vacation with pay in each calendar year in accordance with the grid below:

<b>Years of Continuous Services</b>	<b>Amount of Vacation Time with Pay</b>
4	3
9	4
15	5
23	6

Kapuskasing

**ARTICLE 6.0**

**VACATION**

1. Employees shall receive annual vacation with pay, in accordance with

4



commensurate experience, prior to the beginning of the vacation period as follows:

- a) One (1) year or more - 3 weeks
- b) Eight (8) years or more - 4 weeks
- c) Fifteen (15) years or more - 5 weeks
- d) Twenty-three (23) years or more - 6 weeks

Mattice

I did not receive this information.

VRH

**STANDARDS AND PROCEDURES**

**Full-Time Employees**

The Municipality shall provide vacation time and pay entitlements in accordance with the following schedule:

Years of Service	Vacation Entitlement	Vacation Entitlement
0 – 4 Years	10 Days/ 2 weeks	4%
5 – 10 Years	15 Days/ 3 weeks	6%
11 – 15 Years	20 Days/ 4 weeks	8%
16 – 20 Years	25 Days/ 5 weeks	10%
21 – 25 Years	30 Days/ 6 weeks	12%
26 Years - retirement	35 Days/ 7 weeks	14%

Policy Area	Val Rita-Harty	Hearst	Mattice-Val Côté	Smooth Rock Falls	Kapuskaing
Standard Work Week		Between 36.25 hrs to	Regular full-time	35 hrs/week	Between 35 hrs to 40
Overtime Policy		1.5x, 2x on Sunday (bank allowed max 160 hrs)	unionized employees are paid overtime after 7 or 8 hours of work (depending on the situation). Temporary unionized employees are paid	Full time admin employees: 1.5x banked only, max of 21 hours Department Heads: Granted two weeks (ten days) off with pay in lieu	Managers: 1 week vacation after 100 hrs OT
Floating Days	4	2	2 - All regular employees are entitled to 2 floating	4	Not specified
Sick Days	5 days, no carry over	Not specified	Not specified	6 (non-accumulative)	Employees who are not entitled to bank OT are provided an allowance of 2 Personal Days and up to 10 non-cumulative paid sick/personal Emergency Leave Days. Employees who are entitled to bank OT
Family Day Observed	Yes	Yes	No	Yes	Yes
Remembrance Day Observed	No	Yes	Yes	Yes	No
Vacation Carry Over	5 days max	Limited	No carry over	Up to 5 days (CAO discretion)	Max of 1 weeks vacation, including floaters, may be accumulated and carried
Flexible Day		2 days			
Personal Emergency Day		10 days			See Sick Days above
Annual Statutory Holidays	Stat: 9 days Civic: 1 day Municipal : 4 days	13 days	12 days	14 days	11 days and optional 3.5 hours for Christmas Eve and 3.5 hours for New Year's Eve



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Respectful Workplace Policy  
**POLICY TYPE:** HUMAN RESOURCES  
**POLICY NUMBER:** HRD-012  
**ISSUE DATE:** July 13, 2023  
**LAST REVISION:** \_\_\_\_\_  
**REVIEW DATE:** December 31, 2023

### POLICY STATEMENT

The Township of Val Rita-Harty is committed to ensuring a respectful workplace, free of violence and harassment, for all individuals that work or interact in a Township workplace.

### PURPOSE

Accountability and responsibility for a respectful workplace is shared. The purpose of this Policy is to outline the framework for a respectful workplace and inform employees and other individuals that work or interact in a Township workplace of their right and obligation to work in a respectful environment.

### DEFINITIONS

**Contractor:** means a person, partnership or group of persons who, through a contract, or an agreement with the Township, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of the Township of Val Rita-Harty.

**Employee:** means any person employed by the Township of Val Rita-Harty on a permanent, non-permanent, full-time, part-time, and seasonal basis; this includes all management, and staff engaged through an employment contract.

**Violence:** means the threatened, attempted or actual conduct of a person that could cause physical or psychological injury or harm, including domestic or sexual violence, whether at a workplace or work related setting.

**Workplace:** means a 'work site' as defined by the Occupational Health and Safety Act or a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**Workplace Harassment:** means any incident (single or repeated) of objectionable or unwelcome conduct, comment, bullying, discrimination or action by a person that they know or ought reasonably to

know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety. This includes conduct, comment, bullying, or, action because of a prohibited ground under human rights legislation. Reasonable conduct and feedback by supervisors relating to the management and performance of employees is not workplace harassment.

## **STANDARDS AND PROCEDURES**

All individuals who work or interact at a Township workplace have the right to a respectful environment and one that is free of workplace violence and harassment.

The Township of Val Rita-Harty is committed to realizing a respectful workplace through the following actions:

- Setting, communicating and modeling clear expectations of employee behaviours in relation to other employees, members of the public, elected officials and contractors.
- Setting and communicating expected behaviours of individuals who interact with employees including members of the public, elected officials and contractors.
- Communicating that inappropriate behaviours that are contrary to the intent of this policy will not be tolerated.
- Identifying and eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence and harassment.
- Providing appropriate respectful workplace training, education and awareness information for employees.
- Ensuring a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- Ensuring complaints of workplace violence and harassment are investigated appropriately. The privacy of all parties involved will be respected as much as possible, except where limited disclosure is necessary to address the incident or as required by law.
- Taking corrective action when conduct does not satisfy the established expectations. Any individual who is subjected to workplace violence or harassment may exercise their rights under any other law, including the Ontario Human Rights Code.
- Complaints regarding Elected Official behaviour can be submitted to the Clerk's Department which will then be forwarded to the Municipality's Integrity Commissioner who will process it in accordance with the Integrity Commissioner Inquiry Protocol.

Approved by:



**Chief Administrative Officer**

Approval Date:

**July 13, 2023**



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

SUBJECT:	Workplace Violence and Harassment Policy
POLICY TYPE:	HUMAN RESOURCES
POLICY NUMBER:	HRD-013
ISSUE DATE:	July 10, 2023
LAST REVISION:	_____
REVIEW DATE:	February 5, 2024

### **POLICY STATEMENT**

The Corporation of the Township of Val Rita-Harty has an obligation and responsibility to provide a work environment that is free of discrimination, workplace harassment, workplace sexual harassment and workplace violence as defined under the Ontario Human Rights Code and the *Occupational Health and Safety Act*.

Discrimination, harassment, sexual harassment, and workplace violence are considered to be unacceptable and a form of employment misconduct. The Township of Val Rita-Harty will make every reasonable effort to ensure that no one is subject to it. The Township takes very seriously its responsibility to foster and maintain a positive working environment with mutual respect for all and wishes to make it clear that it will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of any individual or create an intimidating, hostile or offensive workplace. Therefore, individuals who violate this Policy will be subject to disciplinary and/or corrective action up to and including termination of employment.

### **SUPPORTING LEGISLATION**

The following Policy shall conform to the *Occupational Health and Safety Act* and the Ontario Human Rights Code. Where any section of this policy contradicts the above-mentioned legislation or any other legislation, the Act shall prevail and take precedence over this policy.

### **PURPOSE**

The purpose of this Policy is to ensure that the Township of Val Rita-Harty maintains its adherence to the spirit and provisions of the Human Rights Code and the *Occupational Health and Safety Act*, to encourage appropriate behaviour in the workplace and provide a mechanism for persons to bring forward concerns and issues related to harassment, sexual harassment, workplace violence and discrimination, should they arise in the workplace.

## SCOPE OF POLICY

This policy applies to all employees of the Township of Val Rita-Harty, volunteers, members of Council and anyone involved with the business of the Township, to provide assurance that they can undertake their duties in the workplace, free from discrimination, workplace violence, harassment and sexual harassment, as defined under the Human Rights Code and the *Occupational Health and Safety Act*.

## THE WORKPLACE

The workplace is not only confined to the various offices and work locations of the Township. It also includes washrooms, lunchrooms, outside work sites, on-road vehicles, meetings rooms and any other locations where the business of the Township is being conducted.

## RESPONSIBILITIES

### The Township is responsible for:

Ensuring that corporate policy, practices and conduct comply with the provisions of the Human Rights Code and the *Occupational Health and Safety Act*.

- Making sure that all those protected by the policy are fully aware of the policy, their rights and protections under this policy, the Ontario Human Rights Code and the *Occupational Health and Safety Act*.
- Creating an environment that encourages prospective complainants to report all incidents of discrimination and harassment.
- Ensuring that all discrimination and harassment complaints can be and are resolved quickly, fairly and in a sensitive manner.
- Conducting an investigation that is appropriate in the circumstances.

### Management personnel have the responsibility to:

- Protect all employees from discrimination and harassment and prohibit such activity from occurring in the workplace.
- Immediately initiate action upon receipt of, or even prior to, any actual complaint, where discrimination or harassment is known to have taken place.
- Take corrective or disciplinary action where a violation of this policy has been found to have occurred.

### Employee/Council Members/Volunteers/Other:

All Township employees and those persons involved with or undertaking Township business have the responsibility of maintaining a positive and business-like workplace and ensuring that the work environment is free from discrimination and harassment. Every employee is discouraged from and directed to not engage in any activity that may be perceived as constituting discrimination or harassment.

## **DEFINITIONS**

### **Discrimination**

Includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The Code states that *“every person who is an employee has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy, gender identity), sexual orientation, age and record of offences, marital status, family status or handicap”*.

The Township of Val Rita-Harty is obligated to ensure that no discrimination or unequal treatment, based on the prohibited grounds or types of discrimination as outlined above, occurs in the workplace.

Discrimination can be intolerant behaviours towards individuals or groups. The behaviour can be direct (e.g., denying jobs based on colour, race, sex or disability) or systemic (e.g., utilizing job testing that is culturally-biased, height or weight restrictions for particular positions). Discrimination may come from an individual or through systems and attitudes held by an organization. Actions do not have to be intentionally committed to be considered discriminatory or a possible Human Rights Code violation.

### **Elected Official**

Includes any elected individual who is elected to office.

### **Employee**

Includes all full-time, part-time, seasonal, probationary, temporary, casual, contractors, students employed by the Municipality.

### **Harassment**

Is one form of discrimination and it is illegal under the Ontario Human Rights Code.

Section 5(2) of the Code states:

*“Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability”*.

Section 10(1) of the Ontario Human Rights Code defines harassment as meaning:

*“...engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”*.

Harassment can also be defined as any objectionable, unwanted or unwelcome attention to a person based on any of the discriminatory grounds.

Harassment can include, but is not limited to, the following:

- Verbal – comments, jokes, propositions and the like.
- Physical – touching, leering, patting, pinching, cornering, actions up to and including assault of a criminal nature.
- Visual – suggestive gestures, displays of racial/hate or pornographic materials, E-mails and other computer generated materials that are intended to intimidate or embarrass.

### **Member of the Public**

Is any individual who is in a municipal workplace who is not an employee, committee appointee or elected official.

### **Unacceptable Behaviour**

Means physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, pushing, shoving, slapping, pinching grabbing, biting;
- Carrying or brandishing weapons of any sort;
- Throwing objects at an individual with a view to cause physical injury or fear;
- Destruction of workplace or co-worker's property;
- Threats of violence;
- Intimidating behaviour that causes the recipient to be afraid of physical violence;
- Obscene or harassing telephone calls, emails, texts.

### **Workplace**

Means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions, work assignments outside the Municipal work premises, work-related travel, and work-related conferences or training sessions.

### **Workplace Harassment**

Under the *Occupational Health and Safety Act* is defined as:

*Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.*

Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Workplace pranks, vandalism, bullying and hazing
- Gossiping or spreading rumours, regardless of whether they are malicious
- Excluding or ignoring someone, such as persistent exclusion of a particular person from workplace-related social gatherings
- Workplace supervision done in a demeaning or abusive manner

- Humiliating someone
- Sabotaging someone else's work
- Displaying or circulating offensive pictures or materials
- Offensive or intimidating phone calls, emails, texts or social media communications
- A supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- Making false allegations about someone in memos or other work-related documents
- Menacing behaviours including staring, glaring, inappropriate gestures or unwelcome physical closeness
- Taunting and intimidation

### **The Test of Harassment**

It does not matter whether you intended to offend someone. The test of harassment is whether you know or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power of authority over the recipient. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Respect in the workplace is everyone's responsibility. Act that demean, harm or exclude are counter to our culture and should be addressed promptly in accordance with the procedures set out below.

### **Poisoned Work Environment**

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- Displaying offensive and sexual materials such as posters, pictures, calendars, web sites or screen savers.
- Distributing offensive e-mail messages, or attachments such as pictures or video files.
- Practical jokes that embarrass or insult someone; or
- Jokes or insults that is offensive, racist or discriminatory in nature.

### **What is not Harassment?**

The Occupational Health and Safety Act states:

*A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.*

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work functions, including but not limited to:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- Imposing discipline for workplace infractions;
- Requesting medical documents in support of an absence from work;
- Enforcement of workplace rules and policies.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

**Sexual Harassment under the Ontario Human Rights Code and the *Occupational Health and Safety Act*:** Sections 7(2) and 7(3) of the Ontario Human Rights Code, state that sexual harassment is a very specific form of illegal discrimination and that employees have the right to be free from harassment in the workplace because of sex.

The Ontario Human Rights Code clearly defines the following activities and behaviours as sexual harassment:

- a) Sexual Solicitations, Advances and Unwanted Attention – made by a person in a position to confer, grant or deny a benefit or advancement, of a persistent or abusive nature, where the person knows or ought reasonably to know that such attention is unwanted or unwelcome.
- b) Implied or Expressed Promise or Reward – for complying with a sexual request or favour.
- c) Threat Of or Actual Reprisal for Refusal – implied or actual reprisal or denial of opportunity for refusal to comply with a sexually oriented request.
- d) Poison or Hostile Work Environment – remarks, behaviour and activities of a sexual nature, not necessarily directed to any one person, which may be perceived to create a negative, intimidating, uncomfortable or offensive workplace environment. May include a one-time incident as opposed to a “course of” or ongoing harassment, but is of such a severity or weight it taints or poisons the environment.

Examples include: jokes, pin-ups, T-shirts with inappropriate comments, circulation of offensive materials, E-mails, etc. or a one-time comment from a person in authority to the effect “we will never hire a women here for that type of work.”

**Workplace Sexual Harassment** under the *Occupational Health and Safety Act* is defined as:

- I. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- II. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Both men and women can be victims of sexual or gender-based harassment, and someone of the same or opposite sex can harass someone else. Some examples of sexual or gender-based harassment are:

- Sexual advances or demands that the recipient does not welcome or want
- Threats, punishment or denial of a benefit for refusing a sexual advance
- Offering a benefit in exchange for a sexual favour
- Leering (persistent inappropriate staring)
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- Distributing sexually explicit e-mail messages or attachments such as pictures or video files
- Sexually suggestive or obscene comments or gestures
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, clothing or sex
- Persistent, unwanted attention after a consensual relationship ends
- Gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious; and
- Sexual assault

**Workplace Violence** under the *Occupational Health and Safety Act* is defined as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- Verbal or written threats to physically attack a worker
- Leaving threatening notes or sending threatening emails
- Wielding a weapon at work
- Stalking someone; and
- Physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

All of the above activities are considered inappropriate. Therefore, a violation of this policy, the Ontario Human Rights Code and the *Occupational Health and Safety Act* will not be condoned by the Township.

Further, it is also a violation of the Policy for anyone to knowingly make a false complaint of harassment or violence, such as when a complaint is found to be frivolous, vexatious or made in bad faith with fraudulent or malicious intent, or to provide false information about a complaint.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- Strangers or people with no ties to the workplace
- Clients, customers or patients
- Other employees
- Intimate relationships outside of work (such as intimate partners, family, friends)

## **MAKING A COMPLAINT OF DISCRIMINATION OR HARRASSMENT**

Employees or persons involved in the Township business are encouraged to bring forward any incidents of discrimination, workplace violence, harassment or sexual harassment that they may encounter in the workplace and should do so in a timely fashion.

Complaints of discrimination, workplace violence, harassment or sexual harassment may be reported to the Township's highest-ranking officer (Chief Administrative Officer). Where the alleged perpetrator is the Township's highest-ranking officer, all of Council, or a member of Council. Complaints of discrimination, workplace violence, harassment, or sexual harassment towards any member of Council is to be address to Integrity Commissioner. See Appendix A for more information.

Where possible, your complaint should be made in writing and include details of:

- What happened – a description of the events or situation
- When it happened – dates and times of the events or incidents
- Where it happened – the location(s) where the events or incidents occurred
- Who saw it happen – the names of any witnesses, if any

All complaints will be dealt with in a most serious manner and as promptly and discreetly as possible, with due regard for the rights of all parties.

A person always retains the right to file a complaint with the Ontario Human Rights Commission, should they choose to do so.

The provisions of this policy in no way affect the right of any individual to:

- Contact the police or other law enforcement agency on their own initiative;
- Exercise their right(s) under any legislation including their right to refuse unsafe work as provided by the *Occupational Health and Safety Act*; or
- Take any other available legal action.

## **CONFIDENTIALITY**

Confidentiality during the complaint process will be maintained at all times as practicable and appropriate under the circumstances for each case and except where disclosure of names is necessary for purposes of investigating the complaint or taking discipline in relation to the complaint.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the investigation of a complaint maintain confidentiality with respect to the investigation. Breach of confidentiality may result in discipline up to and including dismissal.

## **COMPLAINT RESOLUTION**

Complaints may be dealt with in a number of ways (early dispute resolution, informal, mediation, formal investigation) and as expeditiously as possible. However, if evidence of discrimination, workplace violence, harassment or sexual harassment is found (considered a form of employee misconduct), corrective or disciplinary measures be taken as appropriate.

Discipline could involve reprimands or suspensions and depending on the severity of the situation, may result in more serious actions being taken, including discharge or termination for cause. Steps will also be taken to prevent any further reoccurrence of the discrimination or harassment and provide additional support or assistance to those affected.

If the complaint is not supported or substantiated, no documentation of the complaint will be placed with the file of the person alleged to have done the discriminating or harassing.

## **INVESTIGATION**

If necessary, the Township may employ outside assistance or consult with the Township's legal counsel. When the Township's legal counsel is assisting the Township's Chief Administrative Officer or another worker, their role is to assist the Township and not any particular individual.

In the event of a complaint against an Elected Official, the rules concerning breach of the Township's Code of Conduct or other applicable codes, or procedures and relevant legislation will apply to any investigation and or disciplinary measure under this Policy.

The investigation may include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the incident or complaint, including dates and locations
- Reviewing any related documentation
- Making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. The goal is to complete any investigation and communicate the results to the complainant and respondent within a reasonable time frame after becoming aware of an incident or a complaint is received, where

possible. The timeframe within which an investigation can be completed varies on the circumstances of each investigation.

If it is determined that harassment in any form has occurred, appropriate corrective measures will be taken as soon as possible. Possible measures may include:

- A letter of apology or a performance agreement, if the parties will agree to these.
- Referral for counselling.
- Education and training.
- Verbal or written reprimand.
- Reprimand, suspension (with or without pay), dismissal, transfer or removal.
- Establishing appropriate security measures.
- Any other corrective action deemed appropriate under the circumstances.

## **INTERFERENCE WITH INVESTIGATION**

It is a violation of this Policy to hinder, obstruct, molest or interfere with or attempt to hinder, obstruct, molest or interfere with an investigation. Individuals engaging in such conduct will be subject to disciplinary measures, up to and including termination of employment with the Township.

## **RECORDS**

All records related to meetings, interviews or any part of an investigation will be treated as confidential and shall not be disclosed, except as required by law.

All such records in the custody or control of the Township shall be maintained per the applicable Township policies.

Where outside assistance is employed, all such records in the custody or control of the person(s) so employed, shall be retained by them indefinitely.

## **LIABILITY UNDER THE HUMAN RIGHTS CODE**

Whether committed by a co-worker or a supervisor, acts of harassment and discrimination are not only considered a form of employee misconduct, but are also illegal under the Code. Persons engaging in discriminatory actions or harassment of others may be personally liable under the Code. In addition, those in a position of authority who know about such behaviour or ought to know and by omission or failure to take appropriate action, tolerate it, are also guilty of misconduct and could be named and liable in a complaint filed with the Ontario Human Rights Commission.

## **VIOLATIONS OF THIS POLICY BY THIRD PARTIES**

This Policy covers Workplace Violence and Harassment. It is possible that customers, clients, contractors or their workers and other members of the public invited to the workplace might engage in workplace violence, workplace harassment, or workplace sexual harassment against an employee.

The Township may have limited ability to investigate or control the conduct of these third parties. However, the Township will take reasonable action to stop or reduce the risk to its employees of violations of the Policy by third parties.

Such action may include:

- Posting this policy in a location visible to third parties;
- Removing third party violators;
- Contacting law enforcement; and
- Taking legal action against third party violators.

Where a third party engaged in workplace harassment has been asked to stop and does not, employees are authorized to:

- End telephone conversations;
- Politely decline service;
- Ask the individual to leave the workplace; and
- Seek assistance of a supervisor or law enforcement.

## **NO REPRISAL UNDER THE ONTARIO HUMAN RIGHTS CODE AND ONTARIO HEALTH AND SAFETY ACT**

Section 8 of the Ontario Human Rights Code states:

*Every person has a right to claim and enforce his or her rights under this Act, to institute and participate in proceedings under this Act and to refuse to infringe the rights of another person under this Act, without reprisal or threat of reprisal for so doing.*

Section 50(1) of the *Occupational Health and Safety Act* states:

*“No employer or person acting on behalf of an employer shall,*

- a) Dismiss or threaten to dismiss a worker;*
- b) Discipline or suspend or threaten to discipline or suspend a worker;*
- c) Impose any penalty upon a worker; or*
- d) Intimidate or coerce a worker,*

*because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations...”*

All levels of Management will ensure that no reprisals or retaliation stem from the filing of complaints with respect to the person making the complaint, the accused or any witness. Any form of retaliation or reprisal is considered a serious violation of this policy. Such actions will be subject to disciplinary action.

Persons who make legitimate or “good faith” complaint will not have their employment affected in any way as a result of their complaint.

It is also recognized that false, fabricated or malicious accusations of harassment or discrimination can have serious affect on innocent people. Such accusations or false reporting will not be tolerated and will be regarded as a violation of this policy.

## **REVIEW**

As required by the *Occupational Health and safety Act*, the Township will review this Policy as often as necessary, but at least annually. The Township will post the most current version of this Policy in a conspicuous place in the workplace and/or on its website.

## **POLICY INFORMATION AND TRAINING**

The Township will ensure all employees and officials have read this policy and sign an acknowledgment of same in substantially the form attached to this Policy. Training to enhance understanding of how to prevent and respond to harassment will be conducted by the Township at least annually as part of the Policy review. More frequent training may be requested or directed to individuals or groups as required.



Approved by:

**Acting Chief Administrative Officer, Clerk, Treasurer**

Approval Date: **February 6, 2024**



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

**ACKNOWLEDGMENT FORM**

**WORKPLACE VIOLENCE AND HARASSMENT POLICY**

By signing below, I hereby certify that:

- I have received a copy of the Workplace Violence and Harassment Policy
- I have read and understand, and will comply with the Policy in its entirety
- I agree to ensure that employees working under my direction adhere to the Policy
- I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



### HARASSMENT/DISCRIMINATION COMPLAINT FORM

I, \_\_\_\_\_, an employee of the Corporation of the Township of Val Rita-Harty  
(Name of Complainant)

believe I have reasonable grounds to file a complaint under the Corporation of the Township of Val Rita-Harty's Workplace Violence and Harassment Policy.

This complaint is an:

- Informal Complaint       Formal Complaint

I request that the matter be investigated in accordance with the Corporation of the Township of Val Rita-Harty's Workplace Violence and Harassment Policy.

**Please provide the following details and attach additional information if need be:**

1. Source of harassment or violence (name of alleged offender)

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2. Link between the complainant and the alleged offender (supervisor, colleague, etc.)

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3. Frequency and dates of the incident(s)

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4. Where did the incident(s) happen?

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5. Circumstances that could have led to the incident(s)

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6. Details of the offensive behaviour (the way that harassment or violence occurred)

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7. Name of witnesses, link with the situation, time(s), date(s), locations.

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8. Steps taken to date by the complainant

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9. Impact on the complainant (illness, depression, discomfort)

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(Signature of Complainant)

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(Date and time of filing of the complaint)

*"Information received from a complainant, a person accused or a witness, related to an allegation of harassment or discrimination, including any observation, experience or participation, is collected by the Township of Val Rita-Hartt for the purpose of conducting an investigation into the merits of a complaint and to take the necessary steps to ensure the workplace is free from harassment or discrimination. The information collected can be used in subsequent proceedings arising from incidents that led to the complaint. The collection of such information is authorized by the Municipal Freedom of Information and Protection of Privacy Act. "*

## Appendix A

### Administration Members

TITLE	NAME	TELEPHONE #	EMAIL
Acting CAO	Vickie Boudreau	705-335-6146	clerk@valharty.ca
Clerk/Treasurer	Vickie Boudreau	705-335-6146	clerk@valharty.ca

### Council Members

TITLE	NAME	TELEPHONE #	EMAIL
Mayor	Johanne Baril	705-367-6019	<a href="mailto:mayor@valharty.ca">mayor@valharty.ca</a>
Council	Angèle Beauvais	705-335-0270	
Council	Alain Tremblay	705-332-2369	
Council	Carole Lessard	705-335-0637	
Council	Roger Lachance	705-335-1157	

### Integrity Commissioner

TITLE	NAME	TELEPHONE #	EMAIL
Integrity Commissioner	Colleen Hannigan	705-863-3306	collen@e4m.solutions
Integrity Commissioner	Peggy Young-Lovelace	705-863-3306	peggy@e4m.solutions



## Municipalité de Val Rita-Harty Municipality

**Item #: working group**

**Personnel responsible / staff: Deputy Clerk**

**Date : May 19, 2026**

**pour / for: conseil / Council**

**Subject / Re : Cemetery**

### **Description:**

Council has advised staff to split the terms of reference for the Cemetery Committee from the Parks and Beautification Committee and to provide a recommendation regarding governance. Currently the Committee has not met in a number of years, and it is difficult to recruit/retain volunteers to sit on the Cemetery Board and therefore it is feasible to split the terms of reference.

Cemeteries are governed by the *Funeral, Burial and Cremation Services Act, 2002* (“FBCSA”) and the related regulations. The Bereavement Authority of Ontario (BAO) administers provisions of the FBCSA, which is consumer protection legislation respecting funerals, burials, cremations and related services within the province of Ontario. The core mission of the BAO is to effectively regulate Ontario’s bereavement services, by using risk-based regulatory tools to promote compliance and inspire confidence in the sector.

Municipalities are obligated to assume ownership of and responsibility for abandoned cemeteries pursuant to subsection 101.1(7) of the FBCSA. Neither the *Municipal Act, 2001* nor the *FBCSA* regulate the governance model for a municipal cemetery. It is within Council’s authority to delegate authority to Staff, an Advisory Committee, or a Board of Management to make decisions on Council’s behalf.

Therefore, based on all relevant legislation, the decision rests with Council regarding how the Township of Val Rita-Harty’s Municipally Owned Cemeteries will be taken care of in the future. In the cases of operational default, a municipality may become the default operator – effectively acting as the cemetery board.

In summary, the municipality acts as the responsible body for cemetery operations, but they may delegate and/or manage it directly through municipal staff. This is undertaken in other municipalities—in some instances this is undertaken in entirety by municipal staff and in others Council as a whole is the governing body in terms of setting rates and capital improvements, upon recommendations from municipal staff.

Municipal Staff are currently involved in the day-to-day operations at the Val Rita and Harty cemeteries including managing administration, sales, revenue, maintenance, record-keeping, fiscal responsibilities, rate setting, customer care, capital planning recommendations to Council and general oversight in-house. Staff work in collaboration with the funeral home(s) and staff sell various plots and burial styles. Additionally, staff have detailed records of inventory as to which plots are vacant vs. sold and details regarding to whom the plots belong. All monetary transactions are completed through the Treasury Department, and financial records are maintained regarding such sales. In terms of maintenance, the Public Works Department is responsible for maintaining the grounds and the Municipal staff, predominantly the Public Works Supervisor, has an understanding of the operations at the cemeteries, as he has been working collaboratively with respect to this for years.

The Municipality of Val Rita-Harty Council is requested to give consideration to repealing the establishment of a Cemetery Committee, that Council be the governance body for the municipal cemeteries and that all cemetery operations rest with Staff. Basically, this is what Val Rita-Harty Council is following at this time. This would ensure alignment with legislative requirements.

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

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

**Financial Implications:**

**Rapport soumis par / Respectfully submitted:**

**Barbara Major**

**Deputy Clerk**

**DRAFT 2 - 2026 BUDGET – May 13, 2026**

LEVELS OF SERVICE	2025		2026	
	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>LEVELS OF SERVICE REVENUE</b>				
Taxation				
General Municipal Taxation	1,712,295	1,748,322	0	0
Payment in Lieu	12,705	12,705	0	0
Human Resources				
Summer Student Funding	4,000	0	0	0
General Government Services				
Fees/Permits/Other Revenues	38,665	38,289	26,000	0
OMPF	403,400	403,400	434,400	108,600
Protection to Persons & Property Services				
Fire Service	0	0	0	1,268
Dog Tags	300	240	200	50
Building Permits	8,000	4,898	5,000	630
POA	9,500	928	0	0
Transportation Services				
Aggregate Resources Trust	4,000	5,871	0	0
Environmental Services				
Garbage Cart	0	200	500	1,000
Health Services				
CDSSAB Snow Removal	3,500	1,104	3,500	0
Recreation & Cultural Services				
Events	10,059	5,424	7,500	1,045
Rentals	7,140	6,926	6,140	6,786
Memberships	2,000	3,440	2,500	1,170
Planning & Development Services				
Planning & Development	2,050	3,570	1,550	250
<b>LEVELS OF SERVICE TOTAL REVENUE</b>	<b>2,217,614</b>	<b>2,235,317</b>	<b>487,290</b>	<b>120,798</b>

LEVELS OF SERVICE	2025		2026	
	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>LEVELS OF SERVICE EXPENSE</b>				
Taxation				
MPAC	14,800	14,809	15,250	3,808
Human Resources				
Staff/Council/Outsourced Services	1,177,102	864,462	951,603	239,780
General Government Services				
Office Supplies/Donation/Memberships	27,350	15,577	29,000	1,641
Insurance	5,124	96,955	102,650	102,649
Technology/Software	41,000	43,612	41,000	26,042
Protection to Persons & Property Services				
Fire Department	24,962	12,190	21,920	2,039
MNR Agreement	10,020	0	10,500	0
Policing	132,893	124,499	147,550	36,879

LEVELS OF SERVICE	2025		2026	
	BUDGET	ACTUAL	BUDGET	ACTUAL
Transportation Services				
Town Yard	15,500	10,121	20,000	594
Culvert/Beaver Control	0	100	3,000	0
Winter Control	6,000	11,035	13,000	1,860
Railway Crossing Maintenance	5,500	4,509	5,000	1,116
Misc Small Equipment Maintenance	10,900	12,806	3,000	0
Sentinel Lights	8,200	9,686	8,500	3,000
Environmental Services				
Waste Collection	63,653	57,272	66,900	1,860
Recycling	5,500	6,624	6,000	544
Landfill	7,000	1,690	2,500	0
Health Services				
Northeastern Public Health Unit	39,060	32,221	39,060	12,271
North Centennial Manor	30,100	24,829	30,100	5,016
CDSSAB	172,485	156,679	182,300	45,573
Doctor Recruitment/Retention	10,000	8,283	10,000	3,473
Recreation & Cultural Services				
Overhead	1,350	292	1,350	0
Events	6,200	7,465	6,200	0
Planning & Development Services				
Promotion	7,000	5,718	6,200	0
Planning	5,500	4,181	100,000	0
<b>LEVELS OF SERVICE TOTAL EXPENSE</b>	<b>1,829,224</b>	<b>1,525,615</b>	<b>1,824,609</b>	<b>488,145</b>

ASSET LIFECYCLE COSTS	2025		2026	
	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>ASSET LIFECYCLE EXPENSE</b>				
General Government Services				
Insurance	25,000	0	0	0
Protection to Persons & Property Services				
Harty Fire Hall	3,806	1,994	4,600	0
Val Rita Fire Hall	7,378	2,755	4,400	0
Truck 1	5,695	3,015	4,800	1,938
Truck 2	6,045	1,788	5,800	2,359
Transportation Services				
Town Yard	19,654	7,478	10,250	0
Unpaved Road Maintenance	63,061	62,113	42,100	0
Grader	29,510	8,778	15,000	1,236
Backhoe	21,817	20,223	27,000	16,951
Pick Up	9,600	2,810	8,300	275
Mack Truck	23,031	17,046	32,000	4,332
Steamer	550	1,365	550	0
Kubota	8,185	3,158	6,000	0
Street Lights	4,000	2,155	4,000	629
Environmental Services				
Landfill	15,078	7,657	15,000	3,969
Dozer	14,185	2,111	13,000	638

Recreation & Cultural Services				
Zamboni	1,000	508	2,000	0
Outdoor Rink	6,542	2,851	5,500	0
Harty Playground/Ball Park	90	203	500	0
Val Rita Playground/Ball Park	1,146	1,403	500	0
Community Centre	85,335	32,664	54,000	1,386
<b>ASSET LIFECYCLE TOTAL EXPENSE</b>	<b>350,708</b>	<b>182,076</b>	<b>255,300</b>	<b>33,714</b>

<b>CAPITAL</b>	<b>2025</b>		<b>2026</b>	
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>

**CAPITAL REVENUE**

General Government Services				
ROD Application - Virtual Office	0	0	92,500	0
Protection to Persons & Property Services				
Fire Protection Grant	16,460	16,460	32,000	0
Community Emergency Preparedness				
Grant	0	0	46,500	0
Legion Grant	0	0	9,340	0
Transportation Services				
NORDS	63,424	114,928	0	0
OCIF	0	0	200,000	0
Pothole Repair Program	0	38,000	0	0
Transfer from Capital Reserve	14,267	0	0	0
<b>CAPITAL TOTAL REVENUE</b>	<b>94,151</b>	<b>169,388</b>	<b>380,340</b>	<b>0</b>

**CAPITAL EXPENSE**

General Government Services				
Capital Expenditure	21,000	20,926	0	0
ROD Virtual Office	0	0	185,000	0
Infrastructure Ontario Loans	0	0	45,000	0
Transfer to Reserve re OAHS	0	0	25,000	0
Protection to Persons & Property Services				
Fire Protection Grant	22,130	34,260	32,000	0
Community Emergency Preparedness				
Grant	0	0	65,000	0
Legion Grant	0	0	9,340	0
Transfer to Reserve	0	0	53,500	0
Transportation Services				
Capital Projects	50,000	34,526	0	0
Unpaved Road Capital Projects	0	119,035	60,000	0
Paved Road Capital Projects	0	0	200,000	0
Transfer to Reserve	0	0	68,000	0
Environmental Services				
Storm sewer Debt	43,000	0	0	0
Recreation & Cultural Services				
Val Rita Playground/Ball Park	0	0	15,000	0
Community Centre	0	32,601	9,000	0
<b>CAPITAL TOTAL EXPENSE</b>	<b>138,155</b>	<b>241,348</b>	<b>768,866</b>	<b>0</b>

	2025		2026	
	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>SOLAR PANELS</b>				
Revenue	45,500	43,302	38,000	0
Expense	9,900	0	3,500	1,114
<b>LIBRARY</b>				
Revenue	0	0	0	0
Expense	34,619	20,401	45,500	0
<b>CEMETERY</b>				
Revenue	6,000	4,718	4,000	0
Expense	4,709	2,920	24,100	0
<b>TOTAL REVENUE</b>	<b>2,363,265</b>	<b>2,452,725</b>	<b>909,630</b>	<b>120,798</b>
<b>TOTAL EXPENSE</b>	<b>2,367,315</b>	<b>1,972,359</b>	<b>2,921,875</b>	<b>522,973</b>

	2025		2026		
	BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>HARTY WASTE WATER</b>					
Revenue					
	User Fees	9,910	9,910	25,450	0
	Transfer from Reserve	18,445	1,972	0	0
<b>TOTAL</b>		<b>28,355</b>	<b>11,882</b>	<b>25,450</b>	<b>0</b>
Expense					
	Operations	1,500	5,690	0	0
	Contract	6,855	6,992	7,150	1,783
	Capital	20,000	0	18,300	0
<b>TOTAL</b>		<b>28,355</b>	<b>12,682</b>	<b>25,450</b>	<b>1,783</b>

	2025		2026		
	BUDGET	ACTUAL	BUDGET	ACTUAL	
<b>VAL RITA WATER/WASTE WATER</b>					
Revenue					
	User Fees	244,799	244,799	290,560	0
	ICIP Funding	255,500	159,803	0	0
	Transfer from Reserve	85,348	80,073	0	0
<b>TOTAL</b>		<b>585,647</b>	<b>484,675</b>	<b>290,560</b>	<b>0</b>
Expense					
	Lagoon Operation	24,250	4,169	1,500	0
	Lagoon Contract	22,563	23,014	23,480	5,869
	Lagoon Capital	20,000	0	18,300	0
	Water Operation	39,580	22,437	59,000	0
	Water Contract	129,254	140,908	134,480	33,619
	Water Capital	350,000	248,943	53,800	0
<b>TOTAL</b>		<b>585,647</b>	<b>439,471</b>	<b>290,560</b>	<b>39,487</b>

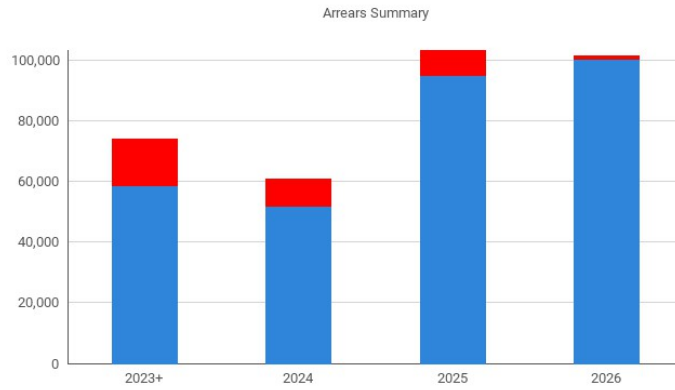
RESERVES

2024 FINANCIAL STATEMENT (JAN 1, 2025 AMOUNTS)				BANK ACCTS			
NAME	01-Jan-25	2025 Budget	01-Jan-26	NAME	01-Jan-25	2025 Budget	01-Jan-26
Recreation Activities	3,883		3,883	Water Sewage Val Rita	126,469	-126,469	0 *
Development of Val Rita	68,948		68,948	Reserve Harty Sewers	19,869	4,730	24,599 *
Development of Harty	22,370		22,370	Reserve Recreational	2,195	2,192	4,387
Landfill Site	58,639		58,639	Reserve Landfill	58,639	5,194	63,833
Columbarium	11,321		11,321	Reserve Columbarium	8,964	2,702	11,666
Kids Christmas Party	17,929		17,929	Reserve Microfit	4,259	377	4,636
Microfits Projects	4,259		4,259	Reserve Capital Exp	434,000	-2,526	431,475 *
Capital Funding	398,908	-14,267	384,641	Spare	8	692	700
Heavy Equipment	20,000		20,000	Reserve - Fete Noel	18,126	1,259	19,386
Light Machinery	20,000		20,000				
		-121,884	-121,884				
	<u>626,257</u>	<u>-136,151</u>	<u>490,106</u>		<u>672,530</u>	<u>-111,848</u>	<u>560,682</u>
Deferred Revenue							
CCBF	134,590	52,152	186,742	Reserve AMO Gas Tax	79,933	106,809	186,742 *
OCIF	124,284	106,542	230,826	Reserve OCIF	52,038	178,788	230,826 *
NORDS	60,806	-60,806	0	NORDS	51,163	-51,163	0 *
	<u>319,680</u>	<u>97,888</u>	<u>417,568</u>		<u>183,134</u>	<u>234,434</u>	<u>417,568</u>
Trust Funds	52,667			Fonds Perpetuel BAO	23,983	-606	23,377
				Fonds Perpetuel 2020	28,936	998	29,935
					<u>52,919</u>	<u>392</u>	<u>53,311</u>

BANK BALANCE AS OF JAN 1, 2026 NOT AS STATED \*

**Municipality of Val Rita-Harty Arrears Summary**

Produced on 2026-05-13



Tax Year	Taxes	Credits	Total Taxes	Interest	Non-Levy Items	Total
2026	127,142.64	-26,643.44	100,499.20	990.94	0.00	101,490.14
2025	95,146.88	0.00	95,146.88	8,225.48		103,372.36
2024	51,922.43	0.00	51,922.43	8,795.40		60,717.83
2023+	58,601.76	0.00	58,601.76	15,339.90		73,941.66
<b>Totals</b>	<b>332,813.71</b>	<b>-26,643.44</b>	<b>306,170.27</b>	<b>33,351.72</b>	<b>0.00</b>	<b>339,521.99</b>

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

**BYLAW NUMBER 1252-26**

**BEING A BYLAW TO AMEND BYLAW 1250-26 WHICH ESTABLISHES THE 2026  
MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE**

---

WHEREAS Bylaw No. 1250-26 as approved by Council for the Municipality of Val Rita-Harty establishes the 2026 Municipal Election Compliance Audit Committee; and

WHEREAS it is deemed expedient to amend Bylaw 1250-26 to include the municipality of Cochrane as part of the Joint Municipal Election Compliance Audit Committee;

NOW THEREFORE BE IT RESOLVED that the Preamble and Schedule "A", being the Terms of Reference be amended to include the Town of Cochrane.

1. Preamble be deleted and replaced with the following:  
WHEREAS the municipalities of Cochrane, Smooth Rock Falls, Fauquier-Strickland, Moonbeam, Kapuskasing, Val Rita - Harty, Opasatika, Mattice - Val Cote and Hearst deems it expedient to establish a Joint Election Compliance Audit Committee.
  
2. Composition, (first paragraph) be deleted and replaced with the following:  
The Committee shall be composed of three (3) members appointed jointly by the participating municipalities from Cochrane to Hearst through a coordinated selection process, and that have:
  - commitment to learn and understand municipal election campaign financing rules,
  - analytical and decision-making skills;
  - experience working on committees;
  - availability and willingness to attend meetings;
  - excellent oral and written communication skills; and
  - the knowledge of both official languages will be considered an asset.
  
3. That this by-law shall come into force on the date of its adoption.

Read and adopted by Resolution 26 - this 19<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Mayor

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

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

## **BYLAW NUMBER 1253-26**

### **BEING A BYLAW TO APPROVE MUNICIPAL POLICIES**

---

#### **Legal Authority**

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

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

##### **Powers of a Natural Person**

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

##### **Powers Exercised by Council**

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

##### **Powers Exercised by By-law**

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

##### **Preamble**

Council for the Corporation of the Municipality of Val Rita Harty ("Council") considers it expedient that municipal operational policies be adopted by means of bylaw. Council further acknowledges that the passing of resolutions are more expedient than adopting bylaws for each policy. Therefore, any new or amended operational municipal policies shall be adopted by means of Council resolution and each policy shall also refer to Bylaw No. 1253-26 as the authorizing bylaw.

##### **Decision**

Council of the Corporation of the Municipality of Val Rita Harty decides it in the best interest of the Corporation to adopt all municipal operational policies by means of bylaw.

**Direction**

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

- 1. The operational policies, as attached and titled as “Ditching Maintenance”, “Culvert Maintenance” and “Plowing & Sanding”, form part of this bylaw and are hereby adopted.
- 2. All operational policies and/or amendments to policies shall be adopted by means of Council resolution and will reference Bylaw No. 1253-26.
- 3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26- this 19<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Mayor

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



## TOWNSHIP OF VAL RITA-HARTY

### DITCHING MAINTENANCE

It is recognized the Township of Val Rita-Harty has a duty of care in maintaining ditches which make up part of its drainage network.

#### Annual Inspections:

The Township Public Works Department will be responsible for conducting annual ditch inspections. Annual inspections will be documented.

#### Ditching Schedule:

The Township will incorporate a ditching schedule throughout the township to ensure that all ditches are brought up to municipal standards.

#### Minimum Standards:

The minimum standard to be maintained for ditches is a minimum depth of 0.5 m. from crown of road to bottom of ditch. All ditches to be carried to sufficient outlets.

#### Ditch Cleaning:

Areas found in need of repair or cleaning will be scheduled on a priority basis and work will be performed within the resources available.

Over time ditches have a tendency to fill in, primarily due to natural erosion and vegetation. A regularly scheduled maintenance program of the ditch system usually involves re-trenching the ditch to clear the overgrowth of vegetation and obtain a positive water flow away from problem areas. These problems are most noticeable during the annual spring thaw and depending on the severity of problem areas, emergency maintenance is scheduled on an as required basis.

#### Checklists:

Checklists for pre-maintenance work, mowing, trimming and cleaning ditches, and excavation for ditch maintenance will be developed and used as guides for the Public Works Department.

#### Warning to Property Owners:

Property owners are reminded that the Township of Val Rita-Harty reserves the right to remove or restrict any outlets to ditches that cause operational issues or damage to the drainage system. If a property owner needs to direct water to the Township's roadside ditches, it is recommended that they contact Public Works before proceeding with any work.

**Bylaw No. 1253-26**



## TOWNSHIP OF VAL RITA-HARTY

### CULVERT MAINTENANCE

The Township of Val Rita-Harty recognizes that the key to effective maintenance is a regular schedule of inspections to determine the maintenance needs and to ensure that required maintenance is done. Inspections are done by the Public Works Department at regular intervals during the service life of the culvert to ensure that satisfactory conditions exist and to evaluate needs for cleanup and repair in advance of the wet season.

Inspections are also made to monitor existing defects that have not been repaired as well as to monitor any defects that had been repaired. Inspections can be divided into the following categories:

**General Inspections:** is a routine and frequent inspection conducted to culverts located in critical areas, i.e. flooding areas and areas adjacent to third party development. The inspections are undertaken at regular/frequent intervals, as and when required to detect for damage structure and blockage of waterway at early stage within a visible range.

**Periodic Inspection:** Is primarily designed to carry out more detail inspection periodically for culverts on foot by accessing the subject as close as possible. These inspections should determine the current serviceability and structural status of the culverts. The frequencies of inspections are undertaken at an interval of once a year. These inspections may require the use of a camera monitoring system.

**Special Inspection:** Is the supplementary inspection in addition to the general inspection and periodic inspection, for example, in occasional cases such as storm and heavy rain.

#### **Elements for Inspection:**

Check for accumulation of debris, siltation or other flow impediments at inlets and outlets; including beaver activity.

Inspect the culvert barrel, if possible, for tree or other vegetation roots, mineral deposits, trash or silt accumulations and other foreign objects obstructing flow paths.

Examine inlet and outlet areas for evidence of soil erosion, which generally leads to scour, undermining and caving of adjacent soil supporting the culvert. Soil erosion quickly leads to reduced structural and hydraulic performance.

Inspect all visible structures such as sumps, headwalls, wingwalls, culverts and aprons for sign of wear and breakage.

Check upstream for evidence of backup or prolonged surface water presence that indicates reduced inflow. Check downstream for evidence of foreign material that indicates reduced filtration of soil or structural degradation of the drainage system itself.

### **Size and Dimensions of Entrance Culverts**

The Municipality will install the first entrance culvert on a property at no charge. Any future replacement entrance culverts are the sole responsibility of the property owner, and all costs will be charged in accordance with the Municipality's equipment and staff fee schedule. An entrance culvert will be replaced at no charge only when the Municipality is undertaking a road project or when the existing culvert is causing damage to the road. All replacement requests must be submitted in writing to the Public Works Supervisor for review and consideration. The maximum culvert length is 40 feet.

### **Inspection of Waterway:**

Hydraulic Capacity -

*To determine any high water marks indicating flood or presence of obstruction causing ponding.*

Siltation and Debris in or near Culvert -

*To check the severity of siltation and debris within the culvert barrel as well as at inlet and outlet of culvert and its depth shall not be greater than  $0.2D$  where  $D$  is diameter of pipe culvert or height of box culvert.*

Vegetation -

*To check the vegetation growth within the waterway both at inlet or outlet of the culvert and coverage shall not be greater than 20% of waterway section.*

Scouring or Undermining -

*To check for scouring and undermining at the ends of culvert or at the edge of apron.*

### **Inspection of Culvert Structures:**

Reinforced Concrete Pipe / Box Culvert / VBC

*To check the culvert barrel for settlement, abrasion of lining cracking/spalling of concrete, and corrosion of reinforcement.*

Corrugated Metal Pipe Culvert (CMP) / High Density Polyethylene (HDPE)

*To check for change of shape of culvert barrel, abrasion of lining, damaged or deterioration to paint or galvanizing, corrosion of metal and loose or corroded bolts.*

Inlet and Outlet Structure for Drainage / RHS and LHS Entrance for VBC

*To check movement (settlement or sideways movement)*

*For concrete structures to check for cracking/spalling of concrete and corrosion of reinforcement*

*For masonry structures to check for cracking, poor printing or deterioration of bricks or stone*

### **Conclusion**

It is vital to ensure the functionality of the culverts is at its optimum condition. Schedule routine maintenance and periodic up-keeping of the condition of the culverts and their surroundings must be programmed and monitored at all times. Any discrepancy in the program will affect the performance of the culvert and as a result more allocations have to be spent in ensuring that the culverts are in good working condition. The Public Works Department will maintain a listing of culvert maintenance/repair and culvert replacement which will be updated by staff to the CGIS system.

The Public Works Department will maintain a schedule to conduct the inspection activity. A culvert inventory and information base of culverts is available and condition updated annually. A culture of maintenance is adhered with to ensure the culvert life is prolonged and secured.

**Bylaw No. 1253-26**



# TOWNSHIP OF VAL RITA-HARTY

## PLOWING & SANDING BY PUBLIC WORKS DEPARTMENT

This policy serves to determine the priority order in which the Public Works Team will perform snow removal. Priority will first be given to the locations which are deemed necessary for safety and security of our residents, such as firehalls, the water plant and the municipal office.

Normal snow removal operations shall be performed during regular work hours from Monday to Friday. Snow removal can be performed outside regular work hours when one of the following conditions is met:

1. Accumulation of snow exceeding 10 cm
2. Irregular accumulation of snow due to wind.
3. Highways/streets or sidewalks are covered in ice.

It is the sole discretion of the Public Works Foreman to authorize the snow removal outside work hours when one of the above conditions are met.

The Township is not responsible for damages caused to mailboxes if they do not adhere to the rural mailbox guidelines set by Canada Post.

The snow plowing and sanding of the Township of Val Rita-Harty roadways will be maintained to the standards set out in Ont. Reg. 239/02. The following tables set out the minimum standard for roads. Keep in mind that all Township roads are classed as Class 5 or Class 6.

### Snow Accumulation

<u>Class of Highway</u>	<u>Depth</u>	<u>Time</u>
5	10 cm	24 Hours
6	10 cm	24 Hours

\*\* Attached Minimum Maintenance Standards for Municipal Roads

For the Township of Val Rita-Harty, this table means two things.

- 1) That we must deploy the trucks to clear the snow as soon as practical after becoming aware that the snow has accumulated on the roadway greater than the depth set out in the table; and
- 2) After the snow has ended and after becoming aware that the accumulation is greater than the depths set out in the table, to clear the snow accumulation to a depth less than or equal to that is set out in the table as soon as practicable.

For a Class 5 and Class 6 road, a two-lane roadway must be cleared to a width of at least five metres.

If the snow accumulation is to exceed this amount, the Township will deploy its equipment and personnel in two stages. The first stage is to remove the accumulation from all municipal roads and lots midway through the event.

The second stage will be deployed after the event is over, at which time the balance of the accumulation will be removed. If the amount between stage one and stage two is to exceed the amount set out in the table, then a third stage is to be added to keep the roads relatively open and lessen the workload on the snow removal equipment.

Snowfall accumulation of 2.5 cm or less is not required to be plowed.

Snowfall accumulations of 2.5 cm to 5 cm will be left to the discretion of the plow operator for that event. Consideration will be given to the type of snow (wet, light, etc) as well as to the existing condition of the roads (hard packed, etc) and projected forecast for the next 24 hours (more snow expected or rainfall expected, etc). If any single or combination of these factors leads the operator to believe a liability or serious hazard exists to the township, he will commence plowing duties to the affected roads.

Snowfall accumulations of 5 cm to 9 cm will be plowed as soon as possible, which may or may not meet the 24-hour timeline of a 10 cm event.

The equipment used in the snow removal shall follow the route assigned to them and includes the following equipment: Plow, Grader and Backhoe.

It is important to remember to utilize the blue light at all times when plowing any road or lot. Municipal equipment is required to have blue lights.

If the same snowplow operator is to be utilized for both stages of snow removal, it is essential that the mandatory rest periods between shifts are adhered to. The Highway Traffic Act allows for a total of 15 hours of on-duty time, of which the driving time will not exceed 13 hours. After this limit has been reached, the driver must have a consecutive 8-hour rest period before the next shift is started. The driver is also limited to no more than 60 hours of on-duty time in a 7-day period. The driver's times, including both on-duty and driving periods will be recorded in the Operators Log Book, which is to be always kept in the plow truck to satisfy any MTO inspection.

### **Icy Roadways**

<b><u>Class of Highway</u></b>	<b><u>Time</u></b>
5	16 Hours

For the Township, this table means that we are to deploy our resources as soon as practical after becoming aware that the roads are icy and treat them within the time set out in the table.

It is important to remember to utilize the yellow light located at the rear of the truck at all times when sanding.

## **Roads Schedule**

The order in which the roads are to be plowed/sanded will be left up to the discretion of the operator. The operator will consider the following in mind when deciding which to do first.

Priority should be given to roads that have a higher volume of traffic, roads that are utilized by school buses and any lots that are deemed to be a high priority. High priority roads are given first consideration when commencing operations.

## **Breakdowns**

If the plow truck breaks down or becomes stuck and requires a tow truck for assistance, assistance will be called and if required a private contractor will be dispatched to assist.

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## *Bylaw Number 1254-26*

### **BEING A BYLAW TO ADOPT A FEEDBACK MANAGEMENT POLICY**

---

#### **Legal Authority**

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

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

##### **Powers of a Natural Person**

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

##### **Powers Exercised by Council**

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

##### **Powers Exercised by By-law**

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

##### **Municipal Administration**

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

#### **Preamble**

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

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

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

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

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

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

### **Decision**

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

### **Direction**

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

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

by the Township that is open to them.

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

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

15. That all Feedback will be retained in accordance with the Township's record retention Bylaw.
16. That those decisions resulting from an investigation carried out in accordance with this Bylaw may be appealed within fifteen (15) days of the decision being issued:
  - a. To the supervisor of the officer, employee or volunteer who completed the investigation and made the decision.
  - b. To the Clerk if the investigation was carried out by a Department Head/Manager.
17. That the following schedules outlining what must be included in the Guidelines attached hereto form part of this bylaw:
  - a. Schedule "A" - Receipt of Feedback
  - b. Schedule "B" - Investigation of Concerns/Complaints
18. That any changes to the Schedules may be adopted by resolution.
19. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
20. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26-120 this 19th day of May, 2026.

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Mayor

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Clerk

## Schedule "A" of Bylaw XXXXX - Receipt of Feedback

The Receipt of Feedback Guidelines shall include the following:

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

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

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

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



## Municipalité de Val Rita-Harty Municipality

**Item #:12**

**Personnel responsable / staff: Deputy Clerk**

**Date : May 19, 2026**

**pour / for: conseil / Council**

**Sujet / Re : Sentinel Lights**

### **Description:**

Update to Council regarding conciliation and recommendation report to Council:

Council is advised that the follow-up letter to residents, who receive funding for reimbursement of Sentinel lights costs, requesting that they email or send to the office their invoices for 2025 was sent last week. Some residents have submitted copies of their invoices however many are outstanding.

Report and recommendation to Council will be presented once all have submitted their invoices.

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

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

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council receive the Sentinel Lights update report.

**Financial Implications:** 2026 Budget

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

Barbara Major  
Deputy Clerk



## Municipalité de Val Rita-Harty Municipality

**Item #: 12**

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

**Date : May 8, 2026**

**pour / for: conseil / Council**

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

### **Description:**

The Municipality advertised in the Bulletin, Website and Municipal Facebook for students to apply for summer employment at the Public Works Department. Application deadline was on May 5, 2026 and eight (8) applications were received. Interviews with three students were undertaken on May 6, 2026. Two students from Val Rita have been selected and offered summer employment to fill the two public works positing for the 2026 season.

Nikolas Montgomery and Tomas Zasinias will be hired as of May 19, 2026.

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

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

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council accept the report from the Public Works Supervisor with respect to hiring of two summer students for the Public Works Department

**Financial Implications:** 2026 Budget Estimated: \$17,600

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

**Stefan Landry**

**Public Works Supervisor**

**Quarterly Report to the Municipality of Val Rita Council**

**TO MARCH 31, 2026**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>STATUS/ADDITIONAL INFORMATION</b>
<b><u>TREASURY/FINANCE</u></b>		
2026 Draft Budget, including water & sewer	Draft 2026 budget	To May 19, 2026 meeting: 2 <sup>nd</sup> draft
2025 Budget	Preparation of information for auditors	Ongoing
2025 Variance Report	Quarterly	To June meeting.
2026 Variance Report	Quarterly	Quarterly following approval of 2026 budget
Reserves	Quarterly	May 19 <sup>th</sup> meeting
Tax Arrears Report	Quarterly	Report to May 19, 2026 Regular Council Meeting
Interim Tax Bills		Completed
Overtime reports	Quarterly	Report to June Regular Council meeting
2026 Water and Wastewater service rates	After approval of budget	
2026 fees and rental rates	After approval of budget	
2026 Tax Ratio and Tax Rates bylaw	Upon approval of budget	
Public Sector Salary Disclosure		Completed
Water Treatment Plant	Council ongoing lobbying to Province for 100% funding of WTP Rehab	Council approval of Financial Capital Letter (minus clear well cleaning) \$70,400 Reassess in fall 2026
Levels of Service Plan	Prepare/facilitate discussions on levels of service; work with staff/council to determine current levels of service	<i>Outstanding</i>
Financial Snapshot	Bi-annual	June Regular meeting of Council.

<b>PUBLIC WORKS</b>		
Road Maintenance & Snow Removal	Challenges & equipment update	Public Works policies for consideration and approval at May 19 <sup>th</sup> regular meeting of Council
Spring road maintenance	To be planned for May	Confirm road tour date at May 19 <sup>th</sup> regular meeting of Council. Post tour report on spring priorities
2026 PW Capital & Development projects	Following May roads tour	Public Works Foreman to present outcome of road tour at June meeting outlining priorities and challenges associated with Capital and seasonal projects.
2025-26 regulatory & administration, and compliance	Quarterly	Nothing to report
OCWA	Attend Council meeting twice/year	March 17, 2026 meeting. Approval given to proceed with \$70,400 in capital repairs.
Landfill & Waste Management	As required	Nothing to report
Facility(ies) maintenance, repair and garage operations	As required	Nothing to report
Fleet Maintenance (routine and unscheduled)	As required	Nothing to report
Upcoming priorities/projects	Quarterly	<p>Projects to be undertaken, dependent upon Budget approvals:</p> <ul style="list-style-type: none"> <li>Removal of wood culvert on Parent rd. Replaced by 2- 48" steel culverts</li> <li>Ditch both sides of Harty Pit Rd. including offtakes.</li> <li>Asphalt overlay on De La Coupe.</li> <li>Work on parking lot at the Harty fire hall</li> <li>Flushing of all storm and sanitary sewers.</li> <li>Section of berm cleaning at lagoon in Val Rita and Harty</li> <li>Remove &amp; replace insulation in attic and gable vents replacement at the water plant</li> <li>AC unit install at office</li> <li>Ventilation unit for community center hallway</li> <li>Landfill management</li> <li>Landfill sampling</li> <li>Solar panel maintenance</li> <li>Equipment maintenance</li> <li>Burials</li> <li>Asphalt sealing in cemeteries and tennis court</li> <li>Beatification tasks</li> </ul>

PW-Summer Student	Approved for 2 students with increase in hourly rate.	Posting for positions extended to May 5 <sup>th</sup> . Anticipated hiring date May 19, 2026. The Municipality was not approved for summer student subsidy funding.
Spring Clean Up Day	Day set aside for residents to place accepted materials at roadside for pick-up	Scheduled for Monday May 25, 2026. Public Awareness with website, Facebook, Bulletin and poster.
Public Works Policies	Various policies never approved by Council, reviewed and updated	Policies updated and at May 19 <sup>th</sup> Working Group for discussion and recommended approval. Additional policies will be forthcoming to Council.
<b>FIRE DEPARTMENT</b>		
Training	Quarterly	January to March training report: May Regular Council meeting
Capital and Development		Preliminary deliberations held with Council with follow-up recommendations and discussion with Treasurer.
Fire Grant	Approved January 2026 for \$32,000	Quotations were submitted for purchase of dryer, thermal imaging camera, bunker gear, helmets, gloves and CO2 detector and these have been received. Outstanding is the smoke removal fan, additional information being acquired.
Legion Grant Submission	For radio communications equipment	Grant submitted
Emergency Preparedness grant	Approved for portable generator, barricades, small equipment such as power tools, emergency lights and chainsaw(s)	Council has approved the TPA application and bylaw to enter into agreement. Cost for the generator is in excess of the funding approved. Fire Chief and Public Works Foreman to prepare joint report with recommendation to Council at its June regular meeting.
Apparatus Status Report	Quarterly	June regular Council meeting
Fires/Significant Events	Quarterly	No fires or significant events to report
<b>ADMINISTRATION/GENERAL GOVERNMENT</b>		
Council (Regular & Special) & Committee meetings	Quarterly statistics	2026: Regular meetings (4); Special Meetings (4); Closed Meetings (5); Public Meeting (1-Planning); C of A (1)
Bylaws	Quarterly statistics	Jan, 2026 to March 31, 2026: 15 bylaws adopted
Bylaws & Policies	Quarterly priorities	<ul style="list-style-type: none"> <li>Interim Procedural: future date</li> <li>Financial Management (includes donation policy)</li> </ul>

		<ul style="list-style-type: none"> <li>• Feedback Management</li> <li>• HR Recruitment &amp; Management (Schedules C and E, good to go. Schedules A &amp; B to go back to Council with amendments)</li> <li>• Council Remuneration: Return to Council with amendments.</li> <li>• Terms of reference for parks, beautification &amp; cemetery: to be repealed and separated.</li> </ul>
Statutory and other bylaws	To be undertaken: Cemetery and examine files for roads agreements	Road (Harty Pit Road) report to be filed at May regular Council meeting.
Retention & Disposition of Records	As required	O/S filing by MSC to be undertaken when in Val Rita-Harty in May, 2026.
Standard Operating Practices including updating file classifications	Reviewed standard operating practices, files set-up and training	Mentoring of MSC undertaken. Mentoring on completing Purchase Orders completed
Bylaw Index	The bylaw index has not been updated since June 2019. This presents an issue as it is a vital research/record tool, particularly for research purposes. It is the statutory duty of a Clerk to keep all bylaws and minutes of the proceedings of Council	March 30 & 31, April 1, 2026: Bylaw index is now up-to-date and was undertaken by a volunteer at no charge to Municipality.
Val Rita-Harty Public Library	MOU	Completed
2026 Municipal Elections	Meeting statutory requirements.	Consulting with Elections Ontario; undertake mentoring/training to MSC. <ul style="list-style-type: none"> <li>• Joint Audit Compliance bylaw approved by Council;</li> <li>• Community bulletin to residents – Notice of Nominations;</li> <li>• Website and Facebook nominations listed;</li> <li>• Nomination packages are completed and nominations have been filed.</li> </ul> Election file is on track. Second bulletin to be released week of May 18 <sup>th</sup> with reminder about nominations
Letters of non-compliance	Quarterly	Approximately 10 letters sent this quarter

Emergency Preparedness & Response/EMO	CEMC and Alternate CEMCs appointed. Emergency Plan to be reviewed	Scheduled meeting with CEMC for May 20 <sup>th</sup> at 5 p.m., Council Chambers for Committee and Control Group. CEMC to review Emergency Plan and table top exercise for compliance.
Website	Website update of information	Website updates ongoing with the addition of Elections 2026, updated bylaws and employment with Summer Student positions. Forthcoming additions include community development: property(ies) for sale and the addition of certain policies/reports and community bulletins sent to public.
MSC mentoring		MSC Election mentoring undertaken. Mentoring related to local government commenced. Priority: to undertaken election and SOP at office for relief staff person
FOI	No FOI requests	Statutory reporting completed. No formal FOI requests received; one enquiry received and form for FOI sent with no response to date.
MPAC	To meet with MPAC regarding Aboriginal Housing matter	Request for Mario Levesque, MPAC to attend Council meeting. Advised matter is premature given that the appeal is currently before the courts.
<b>MUNICIPAL SERVICES COORDINATOR</b>		
Community Engagement	Complaints, enquiries. Quarterly statistics	N/A
Initiatives assumed by MSC	Quarterly	N/A
Coordination of Service Delivery	Proficiency in tasks.	N/A
Translation support		N/A
Community Bulletin	Assisting Deputy Clerk	First bulletin released in April
Files/Record	Incorporate TOMRMS filing with Deputy Clerk	Incomplete
<b>E4M CONSULTANTS &amp; OTHERS</b>		
Strategic Priorities and Council Direction	Quarterly	Presented at March Special Council meeting
Communique draft		E4m scope of deliverables, to be undertaken after approval of Budget
HR: staff & organizational performance	As required	Ongoing
Community Engagement	Schedule public info meetings	Incomplete

Upcoming priorities	Quarterly	
RITA Kiosk	Government grants for “self-serve” features for website along with “RITA” utilizing AI.	Grant request submitted
Major projects/goals	Quarterly	Goals: to finalize bylaws from Working Group for Council approval
Legal Matters	Report to Council as necessary	
Cemetery	Purchases	License renewal completed. Review bylaw and policies and bring recommendation to Council. S. Landry has assisted with cemetery-sale of niche
Policies & organizational bylaws	Quarterly	Ongoing.
La SDEC - Economic Development Corporation	To arrange meeting to determine steps forward and CRA letter	Incomplete
<b>PLANNING</b>		
Community Improvement Plan	Quarterly	Preliminary CIP to be presented at June Regular Council Meeting. Plan to host one additional public Open House, survey to be sent to residents and business, 30 days to receive responses.
Consents	As required	Recently 2 consents approved with conditions. Couple more consents forthcoming to Committee of Adjustment meeting to be held in June.
Land inventory	Quarterly	Establish land inventory bank. Council approved next steps in terms of subdivision design options, servicing cost analysis, website to incorporate community development in terms of propert(ies) for sale and to engage contractors/developers. Expression of interest for purchase of land and multiple zoning applications forthcoming.
Mapping/reference plans	Mapping of plans, etc... for the municipality is limited and work will require to be undertaken to bring property plans, etc... to best standard.	Update on status
Official Plan – flood plain		Request for proposals for flood plan to be sent out.
Building permits		Three additional building permits received by RSM.
Property matters		Various properties issues – being dealt with.

Public Works Foreman	<b>June Meeting:</b> After a scheduled tour with Council of roads in Val Rita & Harty and departmental goals.
Fire Chief	<b>June Meeting:</b> Update on departmental activities and goals.
Deputy Clerk & MSC	<b>August Meeting:</b> After close of nominations, to include status of elections in Val Rita-Harty; update on eVoting in terms of public information/education and on Restricted Acts regulations (if applicable) and Council business to end of current term. Departmental priorities.
E4m – Peggy Young-Lovelace	<b>September Meeting:</b> Update on development initiatives (eg: potential property/land inventory sales) possibly RITA implementation, policies and general progress report.
Treasurer	<b>September Meeting:</b> Financial Snapshot
E4m- Planning	<b>October Meeting:</b> Status of mapping/reference plans, RSM report on building permits/construction



## Municipalité de Val Rita-Harty Municipality

**Item #: 12**

**Personnel responsible / staff: Public Works Supervisor  
& Deputy Clerk**

**Date : May 19, 2026**

**pour / for: conseil / Council**

**Subject / Re : Green First Forest Products**

### **Description:**

A concern was brought to the attention of the Deputy Clerk regarding a forestry checkpoint which was established during winter logging operations on Harty Pit Road which resulted in debris and damage, leaving the area in poor condition and creating an environmental and visual concern. I understand this operation was carried out without the prior approval from the Municipality of Val Rita-Harty.

Contact has been made with Green First Forest Products to seek clarification on what steps will be taken to mitigate and remedy the situation to restore the area to an acceptable condition.

According to the Operations Superintendent for the Kapuskasing office, Darcy Unger, it is too early in the season with ongoing melting to undertake mitigation, eg: applying 2-3 loads of granular "A" gravel to the turnaround and clearing potholes/ruts. Clean-up of the area(s) will be undertaken.

Additionally, the Public Works Supervisor has met with Green First Forest Products on site to share first-hand the municipal concerns. The Municipality is undertaking ditching work this summer in the same area and it is proposed that the company deliver 2-3 loads of granular "A" gravel and municipal equipment will be used to spread the gravel.

Steps will also be taken to improve written communication with the Municipality and to ensure that the Municipality is officially notified in advance of operations, which this year is expected include Cargill Road and Harty Pit Road. The Company is prepared to enter into a formal process/agreement which will speak to roads to be utilized and municipal expectations for site restoration to prevent similar situations in the future.

The Public Works Supervisor can respond to any other questions regarding this matter.

**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 accept the report from the Public Works Supervisor and Deputy Clerk with respect to use of municipal roads by Green First Forest Products.

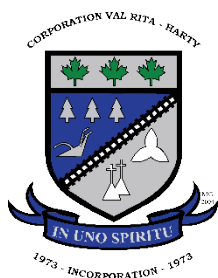
**Financial Implications:**

**Rapport soumis par / Respectfully submitted:**

**Stefan Landry**  
**Public Works Supervisor**

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





## Municipalité de Val Rita-Harty Municipality

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<b>Item #:</b>	<b>Personnel responsible / staff: Public Works Supervisor</b>
<b>Date : May 19, 2026</b>	<b>pour / for: conseil / Council</b>
<b>Subject / Re : Community Center Boilers</b>	

### **Description:**

It has recently been brought to my attention that Triangle Tube no longer exists. (bankrupt). The Company supplied the new boilers which were installed at the community center in 2024. This project was awarded to Piotrowski Consultants Ltd to design and manage. Piotrowski had been working with Triangle Tube on most of their projects over several years.

This information was a surprise to Piotrowski Consultants Ltd. For information of Council, as result, there will be limited parts to repair the boilers in the future. Communication will be ongoing with Piotrowski Consultants Ltd regarding access to parts, as required, from alternative sources.

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

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

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council receive the report from the Public Works Supervisor regarding Community Centre boilers.

### **Financial Implications:**

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

**Stefan Landry**

**Public Works Supervisor**

**Ministry of  
Municipal Affairs  
and Housing**

Municipal Finance Policy Branch

777 Bay Street, 13<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Email: MFPB@ontario.ca

**Ministère des Affaires  
municipales et du Logement**

Direction des politiques relatives  
aux finances municipales

777, rue Bay, 13<sup>e</sup> étage  
Toronto ON M7A 2J3  
Courriel: MFPB@ontario.ca



April 23, 2026

Dear Municipal Treasurer,

I am pleased to enclose a report showing your municipality's 2026 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations. Your 2026 ARL was calculated based on 25 percent of your net own source revenues as reported in your 2024 Financial Information Return (FIR).

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL without the approval of the Ontario Land Tribunal. When a municipality proposes works that would require long-term borrowing (or other long-term financial obligations), the municipal treasurer is responsible for updating the limit provided by the Ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing. Schedule 81 of the FIR may be among the schedules of interest to the treasurer when updating the municipality's ARL.

If you require any further information, please contact the appropriate Municipal Services Office of the Ministry of Municipal Affairs and Housing (list enclosed).

Yours truly,

A rectangular box containing a handwritten signature in black ink that reads "Ruchi Parkash".

Ruchi Parkash  
Director

Enclosures

**Ministry of  
Municipal Affairs  
and Housing**

Municipal Finance Policy Branch

777 Bay Street, 13<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Email: MFPB@ontario.ca

**Ministère des Affaires  
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777, rue Bay, 13<sup>e</sup> étage  
Toronto ON M7A 2J3  
Courriel : MFPB@ontario.ca



23 avril 2026

Bonjour,

J'ai le plaisir de vous faire parvenir un rapport indiquant la limite de remboursement annuelle (LRA) de votre municipalité pour 2026 en ce qui concerne la dette et les obligations financières à long terme. Le calcul de votre LRA pour 2026 est fondé sur un montant représentant 25 % des revenus autonomes que vous avez indiqués dans votre Rapport d'information financière (RIF) de 2024.

Les municipalités de l'Ontario doivent s'assurer de ne pas dépasser leur LRA sans l'approbation du Tribunal ontarien de l'aménagement du territoire. Lorsqu'une municipalité propose des travaux qui nécessiteraient un emprunt à long terme (ou d'autres obligations financières à long terme), il revient à la trésorière ou au trésorier de la municipalité de mettre à jour la limite indiquée par le ministère. La trésorière ou le trésorier doit déterminer si la LRA de la municipalité est suffisante pour aller de l'avant avec l'emprunt prévu. Elle ou il pourrait notamment prendre en considération l'annexe 81 du Rapport d'information financière lorsqu'il met à jour la LRA de la municipalité.

Si vous avez besoin de renseignements supplémentaires, veuillez communiquer avec le bureau des services aux municipalités concerné (voir la liste ci-jointe) du ministère des Affaires municipales et du Logement.

Veuillez agréer l'expression de mes meilleurs sentiments.

La directrice,

A rectangular box containing a handwritten signature in cursive script that reads "Ruchi Parkash".

Ruchi Parkash  
p. j.

## 2026 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

<b>MMAH CODE:</b>	<b>81611</b>		
<b>MUNID:</b>	<b>56070</b>		
<b>MUNICIPALITY:</b>	<b>Val Rita-Harty Tp</b>		
<b>UPPER TIER:</b>			
<b>REPAYMENT LIMIT:</b>		<b>\$</b>	<b>426,628</b>

**FOR ILLUSTRATION PURPOSES ONLY,**

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	5,316,728
(a)	15 years @ 5% p.a.	\$	4,428,253
(a)	10 years @ 5% p.a.	\$	3,294,308
(a)	05 years @ 5% p.a.	\$	1,847,076
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	4,519,703
(a)	15 years @ 7% p.a.	\$	3,885,691
(a)	10 years @ 7% p.a.	\$	2,996,457
(a)	05 years @ 7% p.a.	\$	1,749,259

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Val Rita-Harty Tp

MMAH CODE:

81611

		1
		\$
<b>Debt Charges for the Current Year</b>		
0210	Principal (SLC 74 3099 01)	56,110
0220	Interest (SLC 74 3099 02)	4,750
0299	<b>Subtotal</b>	<b>60,860</b>
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	<b>Total Debt Charges</b>	<b>60,860</b>
<b>Amounts Recovered from Unconsolidated Entities</b>		
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	<b>Subtotal</b>	<b>0</b>
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	<b>Total Debt Charges to be Excluded</b>	<b>0</b>
9920	<b>Net Debt Charges</b>	<b>60,860</b>
		1
		\$
1610	Total Revenue (SLC 10 9910 01)	2,724,881
<b>Excluded Revenue Amounts</b>		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	742,221
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	-18,741
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01)	0
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	51,449
2299	<b>Subtotal</b>	<b>774,929</b>
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	<b>Net Revenues</b>	<b>1,949,952</b>
2620	<b>25% of Net Revenues</b>	<b>487,488</b>
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b>	<b>426,628</b>
		(25% of Net Revenues less Net Debt Charges)

\* SLC denotes Schedule, Line Column.



CANTON  
d'Opasatika  
TOWNSHIP

## TOWNSHIP OF OPASATIKA RESOLUTION

Date: April 15, 2026

No: 2026-103

Moved By: Raymond Sigouin

Seconded By: Reynald Marin

### 18 Item No.: 18.1. **Request a letter of support for the Rest Area Project Plan A**

Description: On April 15, 2026, the Township of Opasatika passed a resolution to support the Township in its selection and appointment of site A for its Rest Area.

---

#### RESOLUTION:

WHEREAS the Township of Opasatika request a letter to support the appointment of Site A for the rest area project.

AND WHEREAS the rest area will provide a public four seasons washroom and public safety in emergencies such as road closures or deteriorating of winter road conditions for all travellers.

AND WHEREAS the rest area will provide transports with a parking lot to rest during road closures or deteriorating winter road conditions or other situations requiring them to stop and rest.

AND WHEREAS a scale will be built at the rest area Site A in order to inspect transports will enhance public safety for our highways and will contribute towards job creation for our community.

AND WHEREAS the rest area will provide extra infrastructure that will meet travellers' needs on the way to their next destination.

FURTHERMORE, be it resolved that a copy of this resolution requesting support for the Township of Opasatika for this project of significance be forwarded to NEOMA, the municipalities on the northern corridor, the Ministry of Northern Economic Development, Job Creation and Trade, Guy Bourgouin MPP-Mushkegowuk-James Bay and Gaétan Mallette MP, be approved, as presented.

Recorded Vote Requested by :		
Names :	YES	NO
Donald Chevrier		
Hélène Jean		
Reynald Marin		
Raymond Sigouin		
Jacques Dorval		

*Melanie Breton*

Clerk/Treasurer

Deferred \_\_\_ Tabled \_\_\_ Lost \_\_\_ Carried x

Declaration of Pecuniary Interest and general nature thereof:

Disclosed hi/her/their interest (s), vacated he/her/their seat (s), abstained from discussion and did not vote

April 1, 2026

Northern Ontario Municipalities

***\*Sent Via Email\****

Re: Special Economic Zone

Dear Northern Ontario Municipalities,

The following resolution was ratified by Council of the City of Greater Sudbury on March 31, 2026:

WHEREAS Canada's economic security and modern defence capabilities depend on resilient supply chains, energy security, and reliable access to critical minerals;

AND WHEREAS Greater Sudbury is one of Canada's most important critical mineral hubs, producing and refining nickel, copper, and other critical minerals essential to national and provincial priorities;

AND WHEREAS these minerals support industries across Canada and among our allies, making Greater Sudbury a strategic centre in the global competition for critical resources;

AND WHEREAS mining activity in Greater Sudbury is rapidly expanding, with the number of mines within municipal boundaries expected to grow from nine to fifteen within five years;

AND WHEREAS the City maintains extensive infrastructure, including more than 3,600 kilometres of roads and major water and wastewater systems across a land mass comparable to Prince Edward Island, supporting both residents and a multi billion dollar industrial ecosystem;

AND WHEREAS the current municipal funding model does not reflect the scale of responsibility borne by Greater Sudbury, resulting in an unsustainable burden on local taxpayers despite the city generating nearly one third of Northern Ontario's GDP;

AND WHEREAS most mining related revenues flow to provincial and federal governments, with only a small portion reinvested in the community that enables this economic activity;

AND WHEREAS a Special Economic Zone designation would ensure that more of the wealth generated in Greater Sudbury is reinvested locally in infrastructure, housing, workforce development, and social services, with significant returns on this investment for both our communities and our government partners;

AND WHEREAS Greater Sudbury has strong partnerships with Atikameksheng Anishnawbek and Wahnapiatae First Nation, and enhanced fiscal capacity would support continued collaboration and shared prosperity;

THEREFORE BE IT RESOLVED that the Council of the City of Greater Sudbury formally request that the Government of Ontario designate Greater Sudbury as a Special Economic Zone;

AND BE IT FURTHER RESOLVED that the Council request the Government of Canada recognize Greater Sudbury as a region of national strategic importance and work with the province of Ontario to implement complementary federal measures;

AND BE IT FURTHER RESOLVED that this resolution be shared with Atikameksheng Anishnawbek, Wahnapiatae First Nation, FONOM, AMO, and all Northern Ontario municipalities for their support.

AND BE IT FURTHER RESOLVED that a letter conveying Council's support for these measures be sent to:

- Gimaa Craig Noochtai, Atikameksheng Anishnawbek
- Chief Larry Roque, Wahnapiatae First Nations
- The Honourable Doug Ford, Premier of Ontario
- The Right Honourable Mark Carney, Prime Minister of Canada
- The Federation of Northern Ontario Municipalities (FONOM)
- Association of Municipalities of Ontario (AMO)
- All Northern Ontario municipalities

Yours truly,

Brigitte Sobush  
Manager of Clerk's Services/Deputy City Clerk

c. Members of City Council



April 15, 2026

Dear Municipal Planning and Building Departments:

## RE: 2026 Sewage System Program Information

As Northeastern Public Health moves through integration of our Land Control department and processes from our legacy health units, we would like to take this opportunity to share with you some important updates and a request.

Some of this information may be new - we look forward to working with you to highlight our programs and services.

### Program Updates:

- *Notice for Public Meetings* concerning consent applications, zoning amendments and minor variances must be emailed to [inspections@neph.ca](mailto:inspections@neph.ca). Written confirmation for sewage disposal requirements will be emailed back for inclusion in the municipality's response regarding the applicant's conditions.
- Prior to the issuance of a building permit for a property not serviced by municipal sewers (residential and commercial), please contact the appropriate Sewage System Inspector\* so that sewage disposal for the property can be established.
- Existing sewage system on the property: Performance level for an existing sewage system can not be adversely affected by an extension, alteration or repair of an existing building or where there is a change of major occupancy, as per the *Ontario Building Code* Part 11 Renovations, section 11.4.2.5.
- Proposed sewage system for the property: An *Occupancy Permit* should not be issued without confirmation from NEPH that the sewage system is inspected and approved.
- A Class 1 sewage system can not be installed alone without the installation of a Class 2 sewage system (greywater pit),

169 Pine Street South  
Postal Bag 2012  
Timmins, ON P4N 8B7

**neph.ca**  
[Information@neph.ca](mailto:Information@neph.ca)  
1-877-442-1212

169, rue Pine Sud  
Sac postale 2012  
Timmins (Ontario) P4N 8B7

- Program applications are available on our website at <https://www.neph.ca/en/programs/environmental-health/sewage-systems-land-development> or by emailing [inspections@neph.ca](mailto:inspections@neph.ca).
- \*Sewage System Inspector Contact Information:
  - North jurisdiction (Cochrane District, including Hornepayne)  
Leanna Bouffard, BCIN 42341  
1-877-442-1212 ext. 4082, [Leanna.Bouffard@neph.ca](mailto:Leanna.Bouffard@neph.ca)
  - South jurisdiction (Temiskaming District)  
John Dickinson, BCIN 109056  
1-877-442-1212, ext. 4225, [John.Dickinson@neph.ca](mailto:John.Dickinson@neph.ca)

General inquiries email: [inspections@neph.ca](mailto:inspections@neph.ca).

**Request:**

Please send an email to [inspections@neph.ca](mailto:inspections@neph.ca) with the following information for our files:

- 1) Restrictions/limitations for land use planning in specific locations, including any requirements on lake capacity information.
- 2) Minimum lot size restrictions included in your Official Plan or other documentation.

For more information or if you have any further questions, please feel free to contact me at 1-877-442-1212 ext. 4118.

Sincerely,



Suzanne Lajoie CPHI (C) | CISP (C)  
Principial Authority Chief Building Official, BCIN 39490  
Manager of Environmental Health





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, April 21, 2026

<b>Resolution # RC26077</b>	<b>Meeting Order: 6</b>
<b>Moved by:</b> 	<b>Seconded by:</b> 

**WHEREAS** the Municipality of Wawa acknowledges that municipal infrastructure—including roads, bridges, water and wastewater systems—underpins public safety, economic vitality, and quality of life in Ontario’s rural and small urban communities; and

**WHEREAS** the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities; and

**WHEREAS** in 2022, the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026; and

**WHEREAS** fixed funding levels, amid rising labour, material, and climate resilience costs, have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities’ ability to deliver and sustain essential services without incurring unsustainable debt; and

**WHEREAS** predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance, and execute long-term asset management plans, reduce emergency repairs, and leverage complementary federal and private infrastructure financing; and

**WHEREAS** the Municipality of Wawa requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability, and equitable access for all small and rural municipalities;

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Council of the Corporation of the Municipality of Wawa calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.

Page 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics, and rural equity considerations.
5. A dedicated contingency reserve equal to five percent (5%) of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs, or project overruns without reallocating core funding.
6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments, and reserve expenditures—in a transparent, publicly accessible online dashboard.

**FURTHER THAT** the Council of the Municipality of Wawa supports the April 15, 2026 resolution of the Township of Shuniah regarding the Ontario Community Infrastructure Fund (OCIF); and

**FURTHER THAT** this resolution be circulated to the Premier of Ontario, the Leader of the Official Opposition, the Minister of Infrastructure, the Minister of Municipal Affairs and Housing, local Members of Provincial Parliament (MPPs), the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE	
<input type="checkbox"/>	CARRIED	<b>MAYOR AND COUNCIL</b>	<b>YES NO</b>
<input type="checkbox"/>	DEFEATED	Mitch Hatfield	
<input type="checkbox"/>	TABLED	Cathy Cannon	
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon	
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann	
<input type="checkbox"/>	WITHDRAWN	Joseph Opato	

**Disclosure of Pecuniary Interest and the general nature thereof.**

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL

This document is available in alternate formats.

# Environmental Incident Report

## Smooth Rock Cluster – Wastewater Treatment Systems



SRF-EIR-01 Revision 4: March 22, 2025

System: Val Rita Lagoon	Org#: 5316	Ministry's Works #: 110002318
Asset ID & Name: Val Rita Lagoon		
Site Location: 8 Deschenaux Street		
Overflow Location: North Cell Overflow Point		
Point of Entry to Receiver: Unnamed Creek		

<b>Start of Event:</b>	Date: April 21, 2026	Time: 12:40	
<input type="checkbox"/> Overflow at SPS <input type="checkbox"/> Overflow at Discharge Point <input type="checkbox"/> Overflow at Influent Bunker <input type="checkbox"/> Bypass <input type="checkbox"/> Spill <input checked="" type="checkbox"/> Overflow at Overflow Piping	Details/Cause of Event:		
	An operator was performing lagoon inspections and found that the North		
	Cell had reached its capacity and began to overflow.		
Level of Treatment	<input checked="" type="checkbox"/> Secondary or Partial Treatment <input type="checkbox"/> Other: <input type="checkbox"/> Raw (or No Treatment)		
Chlorination: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	De-chlorination: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Sample(s) Collected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Downstream Users: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Possible Effects on receiver, downstream users or property:			
None known			
Corrective & Preventative Actions:			
Sampled, reported, and will monitor until the legal discharge period can begin.			
<b>Bypass Events Only</b> – Indicate Treatment Processes Used & Bypassed: N/A			
<b>Verbal Notifications</b>			
MOH called	Date: April 21, 2026	Time: 13:15	Contact: Voicemail
SAC called	Date: April 21, 2026	Time: 13:25	Contact: Cody Wright
Additional calls	Date:	Time:	Contact:
Additional calls	Date:	Time:	Contact:
MECP SAC Event #: 1-QJZCEB		Operator Reporting Event: Michael Case	
<b>At the beginning of the event email:</b>			
<b>SAC, MOH, Environment Canada, Owner, Local MECP, and PCT</b>			
Refer to Contact Information below for a list of phone numbers and email addresses			

# Environmental Incident Report

## Smooth Rock Cluster – Wastewater Treatment Systems



SRF-EIR-01 Revision 4: March 22, 2025

System: Val Rita Lagoon	Org#: 5316	Ministry's Works #: 110002318
Asset ID & Name: Val Rita Lagoon		
Site Location: 8 Deschenaux Street		
Overflow Location: South Cell Overflow Point		
Point of Entry to Receiver: Unnamed Creek		

<b>Start of Event:</b>	Date: April 21, 2026	Time: 12:00
<input type="checkbox"/> Overflow at SPS <input type="checkbox"/> Overflow at Discharge Point <input type="checkbox"/> Overflow at Influent Bunker <input type="checkbox"/> Bypass <input type="checkbox"/> Spill <input checked="" type="checkbox"/> Overflow at Overflow Piping	Details/Cause of Event: An operator was performing lagoon inspections and found that the South Cell had reached its capacity and began to overflow.	
Level of Treatment	<input checked="" type="checkbox"/> Secondary or Partial Treatment <input type="checkbox"/> Other: <input type="checkbox"/> Raw (or No Treatment)	
Chlorination: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	De-chlorination: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sample(s) Collected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Downstream Users: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Possible Effects on receiver, downstream users or property:		
None known		
Corrective & Preventative Actions:		
Sampled, reported, and will monitor until the legal discharge period can begin.		
Bypass Events Only – Indicate Treatment Processes Used & Bypassed: N/A		
<b>Verbal Notifications</b>		
MOH called	Date: April 21, 2026	Time: 13:15    Contact: Voicemail
SAC called	Date: April 21, 2026	Time: 13:25    Contact: Cody Wright
Additional calls	Date:	Time:    Contact:
Additional calls	Date:	Time:    Contact:
MECP SAC Event #: 1-QJZCGO		Operator Reporting Event: Michael Case
<b>At the beginning of the event email:</b> <b>SAC, MOH, Environment Canada, Owner, Local MECP, and PCT</b>		
Refer to Contact Information below for a list of phone numbers and email addresses		

**VAL RITA HARTY FIRE DEPARTMENT**

**MONTHLY REPORT  
April 2026**

**April 1<sup>st</sup> - April 30<sup>th</sup>**

**April 9, 2026 - Regular Meeting and Training**

7 volunteers attended

**April 23, 2026 - Regular Meeting and Training**

8 volunteers attended

**Bert Fillion**

A handwritten signature in black ink, appearing to read 'Bert Fillion', written in a cursive style.

**Fire Chief**

**PUBLIC WORKS EQUIPMENT REPORT**  
for the month of **April 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	5403	19	5422	15	Sweeping
				4	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	150967	599	151566	8612	53	8665	53	Snow removal
<b>COMMENTS: Regular maintenance.</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	6958	65	7023	53	Snow removal
				12	Clean ditch
<b>COMMENTS: Install new throttle valve actuator</b>					

MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	89172	1628	90800		
<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	17457	71	17528	33	Snow removal
				38	Grading
<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	6950	13	6963	13	Push/compact waste
<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	8531	0	8531	0	
<b>COMMENTS:</b>					

**OTHER MONTHLY ACTIVITIES:**

**1. Snow removal**

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**2. Grading**

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**3. Pothole repair**

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**4. Equipment maintenance**

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**5. Fire truck maintenance**

---

**6. Landfill**

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**7. Recycling**

---

**8. Minor community center repairs and maintenance**

---

**9.**

---

**10.**

---

**11.**

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**12.**

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**SIGNATURE: Stefan Landry**

**DATE: May 6, 2026**

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

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Crime Prevention and Community  
Support Bureau  
Bureau de la prévention du crime et du  
soutien communautaire**

777 Memorial Ave.      777, av. Memorial  
Orillia ON L3V 7V3      Orillia ON L3V 7V3

Tel: 705 329-7680      Tél. : 705 329-7680  
Fax: 705 329-7593      Téléc. : 705 329-7593

File Reference: 4000 - GOV

May 05, 2026

Township of Val Rita-Harty  
BOX 100, 2 AVENUE DE L'EGLISE,  
VAL RITA  
P0L 2G0

Dear Chief Administrative Officer:

**Re: 2027 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the Ontario Provincial Police (OPP) by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2025 Assessment Roll data delivered by MPAC to municipalities for the 2026 tax year with adjustments based on the requirements defined in O. Reg. 413/23 of the *Community Safety and Policing Act (CSPA), 2019*. The property counts will be used by the OPP to help determine policing costs in the 2027 Annual Billing Statements.

<b>Municipality</b>	<b>Household</b>	<b>Commercial, Industrial &amp; Aggregate Extraction</b>	<b>Property Count</b>
Township of Val Rita-Harty	392	31	423

The Household count is reflected in your 2025 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Forces Base (CFB) counts and timeshare units. The Commercial, Industrial and Aggregate Extraction counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 413/23, and if you believe there is an error in the classification of properties associated with this number, please contact your local MPAC Account Manager Municipal and Stakeholder Relations

within 60 days from the issue date on this letter. For all other billing enquiries, please contact [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca).

Any error in the 2025 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2027 billing will be adjusted for the applicable changes.

Yours truly,

A handwritten signature in black ink, appearing to be 'Brad McCallum', written in a cursive style.

Brad McCallum  
Chief Superintendent  
Commander  
Crime Prevention and Community Support Bureau

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél.: 416 585-7000



234-2026-1390

April 22, 2026

Dear Head of Council:

I am writing to update you on amendments to Ontario Regulation 584/06 under the *Municipal Act, 2001* (MA) and O. Reg 595/06 of the *City of Toronto Act, 2006* (COTA) that were filed on April 17, 2026. These changes come into force on July 16, 2026.

As you know, since spring 2024 the province has encouraged municipalities designing stormwater fees and charges to ensure that there are no unintended consequences that would disproportionately impact farmers and greenhouse operators.

In the province's 2025 Fall Economic Statement, our government stressed the importance of the agri-food sector and that protecting Ontario's local agriculture and food industry is essential to ensuring a strong, self-sufficient food supply chain.

Agricultural properties generally have invested in their own stormwater-mitigating measures and have large areas of green space that contribute significantly to stormwater runoff management.

In this respect, the province is making changes to remove the authority for municipalities to impose stormwater fees and charges on portions of properties that are classified in the farm or managed forests property class, if they are not connected to a municipal storm sewer.

As we continue to work together to build up our communities, I look forward to our continued collaboration in investing in key infrastructure projects while making life more affordable for members of the agri-food sector and supporting the viability of their operations. Please accept my best wishes.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack". The signature is written in a cursive style and is contained within a rectangular box.

Hon. Robert J. Flack  
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer and/or Treasurer  
Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness  
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing  
Ryan Puviraj, Chief of Staff to the Minister of Agriculture, Food and Agribusiness  
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing  
Laurie Miller, Assistant Deputy Minister, Local Government Division,  
Municipal Affairs and Housing

# SPRING CLEAN-UP



## MUNICIPALITY OF VAL RITA-HARTY

106 GOVERNMENT RD. W. VAL-RITA  
705-335-6146  
www.valharty.ca

### SERVICE ANNOUNCEMENTS

**HOURS OF OPERATION**  
VICTORIA DAY



**Municipal Office**  
Will be **CLOSED** on  
Monday May 18, 2026

## Monday May 25<sup>th</sup> 2026



- Appliances (Refrigerators\*, washers, dryers, etc.)
- Furniture (Sofas, chairs, tables, bed frames, desks, etc.)
- Mattresses
- Carpets
- Tires
- Garbage
- Construction Debris
- Batteries
- Lawn Clippings



- Propane Tanks
- Cement, Stones, Earth, Wood, Stumps, Sand, & Gravel
- Vehicle parts & bodies
- Toxic/Flammable materials

#### NOTE

Deposit Fee: A \$50 fee will be charged when a refrigerator is collected

### SAFETY INSTRUCTIONS

It is **FORBIDDEN** to leave your bulky items on the road.

- Place your items on the border of your property, close to the road **after 8pm, the night before** or **before 8am** on collection day
- **Do not** use your **black garbage bins** for this collection

# NETTOYAGE DU PRINTEMPS

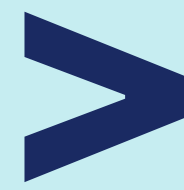


## MUNICIPALITÉ DE VAL RITA-HARTY

106 CH. GOUVERNEMENT W. VAL-RITA  
705-335-6146  
www.valharty.ca

### AVIS DE SERVICE

**HEURES D'OPÉRATION**  
**FÊTE DE LA REINE**



**Bureau Municipal**  
Sera **FERMÉ** le  
**Lundi 18 Mai, 2026**

## Lundi 25 Mai, 2026



- Électroménagers (laveuse, sècheuse, réfrigérateurs\*, etc)
- Meubles (Mobilier de salon, de cuisin, de chambre, de bureau)
- Matelas
- Tapis
- Pneus
- Ordures Ménagères
- Débris de construction
- Piles
- Tontes de pelouse



- Bonbonnes de propane
- Ciment, pierres, terress, bois, souches, sable et gravier
- Pièces et carosseries d'autos
- Produits toxiques et explosifs

**NOTE**  
Frais de dépôt:  
Un frais de \$50  
sera facturé  
pour la  
collection d'un  
rèfrigerataire

### CONSIGNES DE SÉCURITÉ

Il est interdit de déposer des objets encombrants sur la route

- Déposez vos ordures ou objets encombrants en bordure de votre propriété proche de la route après **20h** la veille ou avant **8h** le jour de la collection.
- Ne séposer pas les objets dans votre poubelle noire.



## 2026 Calendar of Meetings

<b>Name</b>	<b>Date</b>	<b>Location</b>
CEMC- Emergency Management Program Committee	May 20, 2026 at 5 p.m.	Council Chambers
CEMC – Emergency Management Control Group & firefighters	May 20, 2026 at 6:30 p.m.	Council Chambers
Val Rita-Harty Clean Up Day	May 25, 2026	
Regular Council Meeting	June 16, 2026	Council Chambers
Regular Council Meeting	July 21, 2026	Council Chambers
AMO	August 16 to 19, 2026	Ottawa
Nomination Day	August 21, 2026. Close at 2 p.m.	

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

## **BYLAW NUMBER 1255-26**

### **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 Special Council meeting of May 5, 2026 and the Regular Council meeting of May 19, 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- this 19<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Mayor

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