



**Municipalité de / Municipality of Val Rita-Harty**  
**June 16, 2026 - Regular Meeting of Council - 06:00 PM**

- 1 **Appel à l'ordre/Called To Order**
- 2 **Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement**
- 3 **Récit de la mission et de la vision de la municipalité/Recital of the Municipal Mission and Vision Statement**
- 4 **Adoption de l'ordre du jour/Approval of Agenda**  
THAT the agenda be adopted as circulated.
- 5 **Déclarations d'intérêts divergents (pécuniaires)/Declarations of Disqualifying Interest (Pecuniary)**
- 6 **Discours du maire/Mayor's Address**
- 7 **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 May 19, 2026, Special Council meeting of May 27, 2026 and Special Council Meeting (roads tour) of May 28, 2026 be adopted as circulated.
  - 📎 Regular Council meeting of May 19, 2026
  - 📎 Special Council Meeting of May 27, 2026
  - 📎 Special Meeting of Council (Road Tour) of May 28, 2026
- 8 **Délégations/présentations/Delegations/Presentations**  
Kevin Anderson presentation on The Corridor Voice La Voix Du Corridor
  - 📎 The Corridor Voice presentation
- 9 **Session de travail du Comité plénier/Committee of the Whole Working Session**
  - 9.1 **Amendments to Cemetery Bylaw Recommendation Report**
    - 📎 Amendments to Cemetery Bylaw Recommendation Report
  - 9.2 **Procedure Bylaw Update**
    - 📎 Interim Procedure Bylaw - Mayor Baril Feedback
    - 📎 Electronic Meeting Participation - Draft Bylaw
- 10 **Orientations du Conseil pour la réunion précédente/Council Direction From the Previous Meeting**
  - 10.1 **Procedural bylaw**
  - 10.2 **Financial Management Bylaw**

- 10.3 Human Resources Bylaw Schedules A & B
- 10.4 Community Improvement Plan
- 10.5 Council Remuneration

**11 Affaires législatives/Legislative Matters**

- 11.1 Adopt the 2026 Budget

THAT Council adopt the 2026 Municipal Budget in the amount of \$2,821,930.

 To adopt the 2026 Budget

- 11.2 Adopt 2026 water & wastewater budget

THAT Council adopt the 2026 water and wastewater budget for Val Rita and Harty, as presented.


 Adopt 2026 water & wastewater budget

- 11.3 Bylaws

- 11.3.1 Bylaw 1256-26 - To Establish an Emergency Management Program and Emergency Response Plan


THAT Bylaw No. 1256-26, Being a bylaw to Establish an Emergency Management Plan and Emergency Response Plan be read and adopted this 16th day of June, 2026.

 2026 Emergency Plan

 Bylaw 1256-26 - To Establish an Emergency Management Program and Emergency Response Plan 1

- 11.3.2 Bylaw 1257-26, To amend Cemetery Bylaw

THAT Bylaw No. 1257-26, Being a bylaw to amend Bylaw No. 947-13, as amended, being the Bylaw to Regulate the Cemeteries of Val Rita and Harty be read and adopted this 16th day of June, 2026.

 Bylaw 1257-26, To amend Cemetery Bylaw

- 11.3.3 1258-26 To establish tax ratios for 2026

THAT Bylaw No. 1258-26, Being a bylaw to Establish Tax Ratios for 2026 be read and adopted this 16th day of June, 2026.

 1258-26 Bylaw to Establish Tax Ratios for 2026

- 11.3.4 1259-26 To strike tax rates for 2026

THAT Bylaw No. 1259-26, Being a bylaw to strike Tax Rates for 2026 be read and adopted this 16th day of June, 2026.

 1259-26 Bylaw to Strike Tax Rates for 2026

- 11.3.5 To establish water and wastewater service rates

THAT Bylaw No. 1260-26, Being a bylaw to Establish water and wastewater service rates for 2026 be read and adopted this 16th day of June, 2026.

 Bylaw 1260-26: To establish water & wastewater rates

**12 Affaires administratives/Administrative Matters**

- 12.1 Parks and Beautification Terms of Reference

THAT Council approve the Parks and Beautification Terms of Reference.

📎 Parks and Beautification Terms of Reference Recommendation Report

📎 Parks and Beautification Terms of Reference

## 12.2 Policies for Adoption

THAT in accordance with Bylaw No. 1253-26, the Municipality of Val Rita-Harty Council adopt the following policies: Feedback Management Policy Administrative Guidelines, Complaint Form, Complaint Registry, Pre-Authorized Payment Policy, Pre-Authorized Payment Application Form, Cemetery Policies and Phone Call/Voicemail Messages.

📎 Policies for Adoption Recommendation Report

📎 Guidelines for Feedback Management Bylaw

📎 Complaint Form

📎 Complaint Registry

📎 Pre-Authorized Payment Policy

📎 Pre-Authorized Payment Plan Form

📎 Cemetery Policies

📎 Phone Calls and Voicemail messages

## 12.3 Committee appointments

THAT Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Grant Submission Committee and \_\_\_\_\_ and \_\_\_\_\_ to the Special Water Rate Review Committee.

📎 Committee appointments

## 12.4 Consent Agenda (includes items of correspondence not requiring administration 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 June 16, 2026 Regular meeting of Council.

📎 Ministry of Municipal Affairs and Housing Bill 119

📎 TC Energy Inspections

📎 FONOM Interministerial meetings

📎 Larder Lake - Resolution to establish a Northern Ontario Policing Grant

## 12.5 Public Works Foreman May report

THAT Council receive the Public Works Foreman report for May, 2026.

📎 Public Works Foreman May report

## 12.6 Fire Chief May Report

THAT Council receive the Fire Chief's report for May, 2026.

📎 Fire Chief May Report

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

## 14 Huis clos/Closed Session

THAT Council moved to Closed Session meeting at \_\_\_\_\_. pursuant to Section

239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees regarding administrative staffing and hours of operation.

**15 Report from Closed Meeting Session**

THAT Council return to public session at \_\_\_\_\_p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees regarding administrative staffing and hours of operation. Council directed staff as follows: \_\_\_\_\_

**16 Calendrier/Calendar**

 Calendrier/Calendar

**17 Confirmation des procédures/Confirmation of Proceedings**

THAT Bylaw No. 12-26, Being a bylaw to confirm the proceedings of Council, be read and adopted this 16th day of June, 2026.

**18 Ajournement/Adjournment**

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



**Municipalité de / Municipality of Val Rita-Harty**  
**Meeting Minutes**  
**Regular Meeting of Council May 19, 2026 - 06:00 PM**

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

Regrets: Johanne Baril - Maire/Mayor

Employees: Barbara Major - Deputy Clerk - Virtual  
Leanne Crozier - Treasurer - Virtual  
Stefan Landry- Public Works Foreman  
Bert Filion, Fire Chief

Others: Peggy Young Lovelace – E4m - Virtual  
Josh Young - E4m – Virtual (8:33 p.m.)

Public: 2

**1 Appel à l'ordre/Called To Order**

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

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

None

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

None

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

**Res. # 26-116**

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

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

THAT the agenda be adopted as circulated and amended with Consent item requests from Opatatika and Wawa being dealt with separately.

**CARRIED**

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

None declared.

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

None

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

**Res. # 26-117**

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

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

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.

**CARRIED**

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

No delegations.

**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 - Working Group item**

**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**

Council reviewed Public Works policies and recommended that the ditch maintenance and culvert replacement policies be amended to state that damage costs associated with ditching or culvert replacement, due to erosion or snow removal from private land, be covered by the private property owner.

### **10.2 Expression of Interest Clerk & Treasurer Working Document**

Council reviewed the Expression of Interest- Clerk and Treasurer Working document. Committee recommended that the requirements be amended to include bilingualism for both positions. In the event submissions for qualified professional services lack bilingualism, Council will reconsider the matter. Committee was informed that the Request for Expressions of Interest will be rolled out as soon as possible.

### **10.3 HR Bylaw Schedule A & B**

Council reviewed the Human Resources Schedules A and B and previous policies. Council was requested to provide feedback on the Schedules at the earliest opportunity. Staff was directed to review the current and proposed policies and recommend best practices for consideration.

### **10.4 Workplace Harassment Policy**

Council was informed that the Workplace Harassment policy requires it to be annually reviewed. The Respectful Workplace Policy and Workplace Violence and Harassment Policy will be updated to reflect current legislation, incorporate a section on training and return to the next regular meeting for adoption.

### **10.5 Cemetery governance**

Council reviewed the Cemetery governance report. Amendments to the bylaw and to the Parks, Beautification and Cemetery Committee will be brought forward at the next regular meeting for adoption.

### **10.6 Financial Reports from Treasurer**

Treasurer's reports:

1. 2026 Draft Budget Draft #2
2. Reserve Report
3. Tax Arrears Report

#### **10.6.1 2026 Draft Budget #2**

Council reviewed the draft 2026 Budget #2. The draft budget represents an approximate 15.8% increase and includes no transfer from reserves. Council requested that staff further review the budget with the goal of reaching a 5-8% tax increase range. Council also reviewed the water/wastewater budgets for Harty and Val Rita draft budget. Council was informed that the Financial Management

bylaw will be presented at the June regular meeting and a Special Council meeting will be held on May 27 at 6 p.m. for further budget deliberation.

### **10.6.2 Reserve Report**

Council reviewed the Reserve Report and concurred that the reserve account be revamped to reflect the bank account.

### **10.6.3 Tax arrears**

Council reviewed the tax arrears account, which previously also included water/sewer accounts. It was noted that some property owners are on extension agreements, and these require analysis. Council directed staff to send reminder notices regarding outstanding accounts (taxes, water and sewer) and that changes be communicated to residents regarding separate billing for taxes and the water/sewer charges.

## **11 Affairs administratives/Administrative 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**

**Res. # 26-118**

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

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

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.

**CARRIED**

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

**Res. # 26-119**

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

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

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

**CARRIED**

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

**Res. # 26-120**

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

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

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

**CARRIED**

**11.2 Township of Opatatika Resolution Support**

**Res. # 26-121**

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

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

WHEREAS the Township of Opatatika has adopted resolution requesting support for the appointment of Site A for its proposed Rest Area Project; and  
WHEREAS the proposed rest area will provide a four-season facility, including public washrooms, a safe location for travellers during emergencies and infrastructure to support highway safety and regional transportation; and  
WHEREAS Council recognizes the importance of supporting regional initiatives that benefit northern communities and transportation networks;  
NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Val Rita-Harty hereby supports the Township of Opatatika in its request for the appointment of Site A for the Rest Area Project;  
AND FURTHERMORE that a copy of this resolution be sent to NEOMA, Ministry of Economic Development, Job Creation and Trade, Guy Bourguin, MPP for Mushkegowuk-James Bay and Gaetan Malette, MP.

**CARRIED**

**11.3 Township of Wawa Resolution Support**

**Res. # 26-122**

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

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

THAT Council for the Municipality of Val Rita-Harty hereby support the resolution from the Municipality of Wawa to extend and enhance the annual OCIF envelope beyond its current five-year term ending in 2026, ensuring infrastructure resilience, sustainability and equitable access for all small and rural municipalities.

**CARRIED**

**11.4 Call of Special Meeting**

**Res. # 26-123**

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

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

THAT a Special Meeting of Council be held on May 27, 2026 at 6 p.m..

**CARRIED**

**12 Affaires administratives/Administrative Matters**

**12.1 Sentinel Lights**

**Res. # 26-124**

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

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

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

**CARRIED**

**12.2 Summer Student Recommendation Report**

**Res. # 26-125**

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

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

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.

**CARRIED**

**12.3 Quarterly Operational Reports**

**Res. # 26-126**

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

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

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

**CARRIED**

**12.4 Green First Forest Products**

**Res. # 26-127**

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

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

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.

**CARRIED**

**12.5 Public Works Supervisor : Community Centre boilers**

**Res. # 26-128**

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

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

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

**CARRIED**

**12.6 Public Works Supervisor - annual road tour**

**Res. # 26-129**

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

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

THAT Council schedule a road tour combined with property standards tour on Thursday May 28, 2026 at 5:30 p.m.

Public Works Supervisor informed Council that a van has been rented at a cost of \$400.

**CARRIED**

- 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).**

Res. # 26-130

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

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

THAT Council receive the Consent Agenda items as listed on the agenda for the May 19, 2026 Regular meeting of Council, with the Township of Opasatika and Municipality of Wawa requests having been pulled and dealt with separately.

**CARRIED**

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

Nil

- 14 Huis clos/Closed Session**

Res. # 26-131

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

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

THAT Council moved to Closed Session meeting at 8:37 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.

Council recessed the meeting for five (5) minutes prior to commencing with Closed Meeting Session.

**CARRIED**

- 15 Report from Closed Meeting Session**

Res. # 26-132

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

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

THAT Council returned to public session at 8:58 p.m. Council met in Closed session 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. Council directed staff to communicate with individual to advise that the property is not for sale as it is intended as a road allowance.

**CARRIED**

**16 Calendrier/Calendar**

**17 Confirmation des procédures/Confirmation of Proceedings**

**Res. # 26-133**

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

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

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.

**CARRIED**

**18 Ajournement/Adjournment**

**Res. # 26-134**

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

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

THAT this meeting be adjourned at 9:02 p.m.

**CARRIED**

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Deputy Mayor

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Deputy Clerk



**Municipalité de / Municipality of Val Rita-Harty**  
**Meeting Minutes**  
**Special Meeting of Council May 27, 2026 - 06:00 PM**

Membres/Members            Steven Lambert - Deputy Mayor  
   Roger Lachance – Conseillère/Councillor  
   Angele Beauvais – Conseillère/Councillor  
   Alain Tremblay – Conseiller/Councillor  
   Johanne Baril - Maire/Mayor - Virtual

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

Others:                            Josh Young – E4m - Virtual

Public:                             3

**1            Call To Order**

The meeting is called to order at 6:02 p.m.  
*Mayor Baril participated virtually and requested Deputy Mayor Lambert to Chair the meeting.*

**CARRIED**

**2            Adoption of the Agenda**

**Res. # 26-135**

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

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

THAT the agenda be adopted as circulated.

**CARRIED**

### **3 Declaration of Pecuniary and General Conflict of Interest**

No declarations.

### **4 Special Business**

#### **4.1 Hon. George Pirie, Minister of Northern Economic Development and Growth**

#### **4.2 NEOMA meeting in Hearst**

Deputy Mayor Lambert advised that he would be attending the NEOMA meeting in Hearst on June 26, 2026.

#### **4.3 2026 Draft budget**

Council considered the draft 2026 budget and the following was noted:

- Remuneration for Council be increased by 5% for budget finalization purposes. Remuneration bylaw to be brought forward at next meeting;
- Flood Plain Study costs reduced to \$30,000. J. Young spoke to discussions with Tulloch Engineering and work to be undertaken, thus reducing the cost.
- The Capital ROD project reduced to 75% of proposed costs for 2026;
- Community Emergency Preparedness funding to remain as originally proposed with shortcoming to be achieved by means of potential grants or taxation;
- Transportation Services cost associated with culverts and ditching of (\$20,000 Parent Road culvert and \$40,000 Harty Pit Road ditching) to be offset by NORDS funding and \$200,00 associated with paving of de la Coupe avenue with funding offset by OCIF funding;
- Recreation and Culture amended to \$10,500 for seal and paint lines on tennis court (Val Rita Park) and remainder for electrical upgrades to outside at community centre, to come from CCBF. The Public Works Supervisor was directed to obtain quotes/estimates to get the project ready for granting opportunities;
- Community Centre air conditioning in office and air ventilation to be considered by means of grant opportunities or taxation;
- Library budget be reduced to \$38,000. Council recommended meeting be held with Library Board to examine consolidation of services in one location with independent operations (Library and Municipal Office);
- Cemetery level of service remains as proposed.

Council also recommended the following:

1. Committee be established comprised of two (2) Council members and staff to examine a short listing of projects for grant submission purposes and to get the project submission ready for submission, with recommendation to go to Council.

2. Committee be established comprised of two (2) Council members and staff for purposes of reviewing/considering special rates for water consumption with recommendation to go to Council.
3. WTP project tender be released for bid. The Treasurer will confirm that the tender package is ready and will request that it be posted.
4. Staff were directed to schedule a meeting with the Library Board to discuss merging services while maintaining independent operations.

**4.3.1 Public Works - Pre-budget approval**

**Res. # 26-136**

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

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

THAT the Municipality of Val Rita-Harty Council approve the expenses for culvert purchase amounting to \$10,000 and advance for water plant repairs in the amount of \$15,000.

**CARRIED**

**4.3.2 Ontario Community Infrastructure Fund (OCIF)**

**Res. # 26-137**

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

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

THAT Council authorize the use of \$200,000 from the OCIF funding for the paving of de la Coupe Avenue.

**CARRIED**

**4.3.3 Canada Community Building Fund (CCBF)**

**Res. # 26-138**

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

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

THAT Council authorize the use of \$ 15,000 from the CCBF funding for improvements to the Val Rita Park and to support improvements for tourism initiatives.

**CARRIED**

**4.3.4 Northern Ontario Resource Development Support (NORDS) Fund**

**Res. # 26-139**

**PROPOSÉE PAR / MOVED BY:** Mayor Johanne Baril

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

THAT Council authorize the use of \$60,000 from the NORDS funding for the ditching on Harty Pit Road (\$40,000) and the replacement of culvert(s) on Parent Road (\$20,000).

**CARRIED**

**4.3.5 Val Rita-Harty Library request**

**Res. # 26-140**

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

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

THAT Council approves an advance of \$ 10,000 to the Val Rita-Harty Public Library.

**CARRIED**

**5 Closed Business**

**Res. # 26-141**

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

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

THAT Council moved to Closed Session meeting at 8:10 p.m. pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees; and (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to property matter(s).

*Deputy Clerk departed at meeting at 8:39 p.m. and returned at 8:50 p.m.  
Treasurer L. Crozier assumed responsibility for recording of minutes during the Deputy Clerk's absence.*

**CARRIED**

**6 Report from Closed Session**

**Res. # 26-142**

**PROPOSÉE PAR / MOVED BY:** Mayor Johanne Baril

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

THAT Council return to Public Session at 8:49 p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees; and (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with respect to property matter(s). Council recommended that the Procurement bylaw be set aside and directed staff to have the flood plain study undertaken by Tulloch

Engineering and furthermore directed that the Public Works Supervisor communicate directly with a Harty resident regarding a property matter.

**CARRIED**

**7 Adjournment**

**Res. # 26-143**

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

**APPUYÉE PAR / SECONDED BY:** Mayor Johanne Baril

THAT this meeting be adjourned at 8:52 p.m.

**CARRIED**

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DEPUTY MAYOR

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DEPUTY CLERK



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

Road Tour - Special Meeting May 28, 2026 - 05:30 PM

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

Employees: Stefan Landry - Public Works Foreman  
Genevieve Couture - Municipal Services Coordinator

### 1 Call To Order

This Road Tour/Property Standards Tour by Council is called to order at 5:30 p.m. For the purposes of recorded notes and report preparation, the Deputy Clerk designated authority for this special meeting (road tour) to Genevieve Couture, Acting Municipal Services Coordinator.

### 2 Adoption of the Agenda

Res. # 26-144

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

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

THAT the agenda be adopted as circulated.

**CARRIED**

### 3 Declaration of Pecuniary and General Conflict of Interest

None declared.

### 4 Special Business

Road tour of Val Rita and Harty communities with Public Works Supervisor S. Landry and Municipal Services Coordinator G. Couture. The road tour also

included inspection associated with standards for the maintenance and occupancy of property in Val Rita and Harty.

**5 Adjournment**

**Res. # 26-145**

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

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

THAT this Roads tour adjourn at 8:43 p.m.

**CARRIED**

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Deputy Mayor

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Deputy Clerk

**From:** The Corridor Voice La Voix Du Corridor <[corvoiceditorial@gmail.com](mailto:corvoiceditorial@gmail.com)>

**Sent:** Tuesday, May 5, 2026 8:18 AM

**To:** Services <[services@valharty.ca](mailto:services@valharty.ca)>

**Subject:** Demande de présentation de La Voix du Corridor / The Corridor Voice au conseil municipal

Madame, Monsieur,

J'espère que vous allez bien.

Je vous écris afin de solliciter officiellement l'opportunité de présenter *La Voix du Corridor / The Corridor Voice* à votre conseil municipal, au moment qui vous conviendra le plus rapidement possible.

La Voix du Corridor est une initiative émergente d'information locale visant à desservir les communautés le long du corridor de la route 11 dans le Nord de l'Ontario. Depuis plusieurs années, la région fait face à un manque de couverture médiatique locale constante et dédiée. En l'absence d'une source d'information fiable et ancrée dans la communauté, les rumeurs, les suppositions et l'information fragmentée peuvent facilement prendre le dessus.

Ce projet vise à combler ce vide en mettant sur pied une source d'information bilingue (anglais et français), crédible et enracinée dans les communautés qu'elle dessert. La Voix du Corridor / The Corridor Voice se développe comme une plateforme durable, appuyée par la communauté, qui met de l'avant une information juste, des histoires locales et un accès simple à l'information pour les citoyens, les entreprises et les partenaires municipaux.

Mon objectif en présentant au Conseil est de :

- Présenter un aperçu du projet, de sa mission et de son impact dans la communauté
- Expliquer comment l'initiative desservira le corridor de la route 11
- Explorer des possibilités de collaboration et d'engagement communautaire
- Demander l'appui du Conseil sous forme de résolution ou de lettre de soutien reconnaissant La Voix du Corridor comme une infrastructure communautaire importante

Je crois que cette initiative s'inscrit directement dans l'objectif commun de bâtir des communautés informées, connectées et résilientes dans le Nord de l'Ontario.

Je suis disponible pour m'adapter à votre horaire et je peux fournir toute information supplémentaire au besoin avant la présentation.

Je vous remercie de votre temps et de votre considération. Au plaisir d'avoir l'occasion de m'adresser au Conseil.

Cordialement,

**Kevin Anderson**

*Managing Editor / Rédacteur en chef*

[corvoiceditorial@gmail.com](mailto:corvoiceditorial@gmail.com)

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Kapuskasing, ON. P5N 3A7

T. 705.367.5183







## Municipalité de Val Rita-Harty Municipality

**Item #: Working Group**

**Personnel responsible / staff: Deputy Clerk**

**Date : June 16, 2026**

**pour / for: conseil / Council**

**Subject / Re : Administrative amendments to Cemetery bylaw**

### **Description:**

The bylaw to amend the Cemetery Bylaw is on the agenda for adoption by Council.

In accordance with the Bereavement Authority of Ontario, the amendments at this time are considered administrative and minor adjustments in nature and therefore may not require a full bylaw approval by the BAO. To ensure compliance, a notice has been posted on the website and facebook. A copy of the amendments will be sent to the BAO.

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

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

### **Recommandation / Recommendation:**

THAT Council for the Township of Val Rita-Harty approve by means of bylaw, the administrative amendments to Bylaw No. 947-13, as amended.

### **Financial Implications:**

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

**Barbara Major**

**Deputy Clerk**

THE CORPORATION OF THE MUNICIPALITY OF VAL RITA-HARTY

BYLAW NUMBER 2022-062

Commented [JB1]: 2024-XXX

**BEING A BYLAW TO ESTABLISH RULES GOVERNING THE PROCEEDINGS OF COUNCIL, THE CALLING OF MEETINGS, AND THE CONDUCT OF MEMBERS, STAFF AND THE PUBLIC**

**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.

**Procedure By-laws**

Section 238(2) of the *Municipal Act* requires municipalities to adopt a procedure by-law for governing the calling, place and proceedings of meetings.

**Preamble**

Council for the Corporation of the Municipality of Val Rita Harty ("Council") adopted By-law 2008-08 Being a bylaw to govern and regulate the meetings and proceedings of council and committees of the Corporation of the Municipality of Val Rita Harty and commonly called "~~The~~ Procedural Bylaw" in accordance with section 238 of the *Municipal Act*.

A Municipality is a level of government and requires formality and procedures in meetings so that clear, informed, written decisions, direction, resolutions, and bylaws can be both adopted and implemented.

Council must adopt by bylaw, the procedures which addresses the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

**Decision**

Council of the Corporation of the Municipality of Val Rita Harty decides it is in the best interest of the Corporation to adopt an Interim Procedural Bylaw.

**Direction**

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

1. That this Bylaw may be cited as the “Interim Procedural Bylaw”.
2. ~~2.~~ That in addition to this Bylaw, Members of Council are governed by the following documents and legislation:
  - a) ~~a)~~ Municipal Act, 2001
  - b) ~~b)~~ Municipal Conflict of Interest Act
  - c) ~~c)~~ Municipal Code of Conduct
  - d) ~~d)~~ Municipal Elections Act
  - e) ~~e)~~ Municipal Freedom of Information and Protection of Privacy Act
  - f) ~~f)~~ Accessibility for Ontarians with Disabilities Act
  - g) ~~g)~~ Occupational Health and Safety Act
  - h) ~~h)~~ Workplace Harassment/Workplace Violence Policy
  - i) ~~i)~~ Staff Council Relations Policy
  - j) ~~j)~~ Planning Act
  - k) ~~k)~~ Accountability and Transparency By-Law.
3. Members of Council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.
4. That Schedule “A” attached hereto forms part of this ~~B~~ylaw.
5. That any changes to Schedule “A” may be adopted by resolution.
6. That this Bylaw repeals **Bylaw 2016-XXX**.
7. That this Bylaw be reviewed in **November 2024**.
8. ~~8.~~ This Bylaw takes effect on July 25, 2024.

**Commented [JB2]:** May I suggest Q4 2024 so as not to lock ourselves up, if we decide to do it in Oct or Dec for ex.

Read and adopted by Resolution No. XX

\_\_\_\_\_  
Mayor

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

**Schedule "A"**  
**To Bylaw 2022-062**  
**Interim Procedure Bylaw**

**Commented [JB3]:** 2024-XXX

**Commented [JB4]:** Procedure or Procedural... By law above states procedural...

**Preamble**

This Interim Procedure Bylaw is based on the Draft Bylaw prepared by Wishart Law who maintains the copyright and has authorized the changes contained herein.

**Commented [JB5]:** Same as above

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

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

Council further acknowledges that E4m has given license to the Township to print, copy, save, or post on its official website for its own use only and the Township may not repurpose or resell this Bylaw in any way.

# Contents

1. Definitions ..... 4

4

1.1 Ad-Hoc Committee..... 4

1.2 Agenda. .... 4

1.3 Chair. .... 4

1.4 Clerk. .... 4

1.5 Committee of the Whole. .... 4

1.6 Consent Agenda. .... 4

1.7 Council..... 4

1.8 Council Package. .... 4

1.9 Closed Meeting. .... 4

1.10 Deputy Mayor. .... 5

1.11 Electronic Meeting. .... 5

1.12 Emergency Meeting. .... 5

1.13 Ex Officio. .... 5

1.14 Head of Council. .... 5

1.15 Hybrid Meeting ..... 5

1.16 Local Board. .... 5

1.17 Meeting. .... 5

1.18 Member. .... 6

1.19 Motion..... 6

1.20 Motion to Amend. .... 6

1.21 Municipal Act. .... 6

1.22 Municipality. .... 6

**Commented [JB6]:** Utilize Table of Contents tool in the References Tab in Word, with Decimal Leader, ensuring consistency and correct page number reference throughout.

1.23 Municipal Administrator ..... 6

1.24 Notice of Motion ..... 6

1.25 Officers. .... 6

1.26 Order of Business. .... 6

1.27 Point of Procedure. .... 6

1.28 Presentation. .... 7

1.29 Quorum. .... 7

1.30 Recorded Vote. .... 7

1.31 Regular Meeting. .... 7

1.32 Report. .... 7

1.33 Resolution. .... 7

1.34 Special Meeting. .... 7

1.35 Standing Committee. .... 7

1.36 Unfinished Business. .... 7

1.37 Urgent. .... 8

**2. General Meeting Rules**

..... 8

2.1 Rules – to be observed at all times ..... 8

2.2 Suspending Procedural By-Law ..... 8

2.3 Mayor ..... 8

2.4 Absence of Mayor ..... 8

2.5 Absence of Deputy Mayor ..... 8

2.6 Meeting Location ..... 8

2.7 Clerk ..... 9

2.8 Quorum ..... 9

2.9 Minutes ..... 9

2.10 Arriving Late/Leaving Early ..... 9

2.11 Staff Attendance ..... 9

2.12 Declarations of Conflicts of Interest ..... 10

2.13 Rules of Debate ..... 10

2.14 Conduct ..... 12

2.15 Questions during Debate ..... 13

2.16 Points of Procedure..... 13

2.17 Voting - General .....	14
2.18 Corrections .....	15
2.20 Amendments .....	15
2.21 Voting - Reconsideration .....	15
3. Roles and Responsibilities	
.....	16
3.1 Head of Council. ( <i>Municipal Act</i> , s.225) .....	16
3.2 Chair .....	17
3.3 Deputy Head of Council. ( <i>Municipal Act</i> s.242) .....	17
3.4 Council. ( <i>Municipal Act</i> , s.224) .....	18

3.5 Clerk. ( <i>Municipal Act</i> , s. 228) .....	18
3.6 Staff. ( <i>Municipal Act</i> , s. 227) .....	18
3.7 Municipal Administrator .....	19
3.8 Members of the Public. ....	19
4. Meetings	
.....	19
4.1 First Meeting .....	19
4.2 Regular Meetings .....	19
4.2.1 .....	19
4.3 Special Meetings .....	20
4.4 Emergency Meetings .....	20
4.5 Closed Meetings .....	21
4.6 Cancelled Meetings .....	22
5. Notice of Meetings	
.....	23
5.1 Annual Schedule of Meetings .....	23
6. Agenda .....	24
6.1 Agenda .....	24
6.2 Closed Meeting Agenda .....	25
6.3 Adjournment .....	25
6.4 Curfew .....	25
6.5 Committees/Appointments .....	26
6.6. Amendment .....	26
6.7. Mandatory Review .....	26
Appendix A – Agenda and Consent Agenda .....	27
Appendix B – Reports .....	28

Commented [JB7]: ?

Commented [JB8]: ?

Appendix C – Member Request for Item to be Added to the Agenda (Standard Forms) ..... 29

Appendix D – List of Committees/Appointments ..... 30

## 1. Definitions

In this By-Law:

**Commented [JB9]:** By-Law, Bylaw, or By-law? Differences throughout doc.

### 1.1 Ad-Hoc Committee.

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

### 1.2 Agenda.

“Agenda” means the list of business to be conducted at a Meeting.

### 1.3 Chair.

“Chair” means the person presiding at a Meeting.

### 1.4 Clerk.

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

### 1.5 Committee of the Whole.

“Committee of the Whole” means a Committee of all Members of Council.

### 1.6 Council.

“Council” means the elected Members of the Municipal Council.

### 1.7 Council Package.

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

### 1.8 Closed Meeting.

“Closed Meeting” means a Meeting of Council, ~~or Committee, or Board~~ that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

**Commented [JB10]:** Amend throughout doc.

### 1.9 Deputy Mayor.

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

### 1.10 Electronic Meeting.

“Electronic Meeting” means any Meeting where any Member is not physically present but participates via approved Electronic Platform and/or Device, means of communication.  
~~Such Member counts for Quor~~

umA Member of a Council, Local Board and/or Committee can participate in an Electronic Meeting that is Open and/or Closed and shall be counted in determining whether or not a Quorum of Members is present at any point in time; and

Such Member can participate electronically in a meeting that is open or closed to the public. 2020, c. 18, Sched. 12, s. 1 (3).

~~.-The Member participating electronically can vote.-~~The Member participating electronically may participate in a Closed Meeting.

### 1.11 Emergency Meeting.

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

### 1.12 Ex Officio.

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

### 1.13 Head of Council.

“Head of Council” means the Mayor or, in the absence of the ~~M~~Mayor, the Deputy Mayor.

### 1.14 Hybrid Meeting.

“Hybrid Meeting” means a meeting where participants, including member of the public, are a combination of in-person and electronic.

### 1.15 Local Board.

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

### 1.16 Meeting.

“Meeting” means any ~~R~~regular, ~~S~~special, Emergency, or other Meeting of Council, ~~a~~-Local Board or ~~a~~-Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

**Commented [JB11]:** Can a Member participate during a Closed Meeting, count for Quorum, and vote? Thought one could not vote unless an Emergency has been declared by the Federal, Provincial, and/or Municipal Government?

**Commented [JB12]:** “local board” means a municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

**Commented [JB13]:** “with respect to the affairs or purposes of one or more municipalities” NEOMA, NeCN, Sensenbrenner Hospital, CDSSAB, North Centennial Manor, Local Citizens Committee. Maybe we should just have a list of all standing boards and committees listed?

| 1.17 ~~1.17~~ Member.

**1.18**

“Member” means a Member of Council, Local Board or Committee.

**1.18 Motion.**

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk or Secretary, subject to debate and voteing by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

**Commented [JB14]:** Board as well throughout doc.

**1.19 Motion to Amend.**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1.20 Municipal Act.**

“Municipal Act” means the *Municipal Act, 2001*, S.O. c.25. as amended.

**1.21 Municipality.**

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

**1.22 Chief Administrative Officer / Municipal Administrator.**

“Chief Administrative Officer (CAO) or Municipal Administrator” means the person appointed by the Municipality pursuant to the Municipal Act to be the senior most manager of municipal staff reporting directly to Council.

**1.23 Notice of Motion.**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

**1.24 Officers.**

“Officer(s)” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.25 Order of Business.**

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

**1.26 Point of Procedure.**

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law which may include among other things a departure from the rules or if the Member believes that they are being insulted, misquoted or deliberately misinterpreted or that their right of access to information is being impeded.

**1.27 Presentation.**

“Presentation” means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

**1.28 Quorum.**

“Quorum” means a majority of Members of Council or Committee.

**1.29 Recorded Vote.**

“Recorded Vote” means a vote in Council or Committee Meeting where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

### **1.30 Regular Meeting.**

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with Section 4.2 herein.~~the approved schedule of Meetings.~~

### **1.31 Report.**

“Report” means a written or verbal ~~other~~ Report from the Municipal Administrator, Clerk, Department Heads, Staff or Committee which is approved by the Municipal Administrator or Clerk.

### **1.32 Resolution.**

“Resolution” means a Motion that has been approved by Council.

### **1.33 Special Meeting.**

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

### **1.34 Standing Committee.**

“Standing Committee” means a Committee comprised solely of Members of Council.

### **1.35 Unfinished Business.**

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

### **1.36 Urgent.**

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- Danger to life, health or safety of individuals;
- Damage to property;
- An interruption of the essential services provided by/to the Municipality;
- Immediate and/or significant loss of revenue by the Municipality;
- Legal Issue; and/or
- Prejudice to the Municipality.

## **2. General Meeting Rules**

### **2.1 Rules – Tto be observed at all times**

The Rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

### **2.2 Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

### **2.3 Mayor**

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting or portion thereof.

#### 2.4 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act, or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

#### 2.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

#### 2.6 Meeting Location

Unless otherwise authorized by Council, all in person Meetings of Council shall be held in the Council Chambers, at the Val Rita Harty Community Centre, located at 106 Government Road, Val Rita Ontario. (2.6.1)

Electronic Meetings are permitted using an approved electronic platform and/or device. (2.6.2)

Meetings may be livestreamed or video records of meetings simply saved for future reference, at Council's discretion using an approved electronic platform and/or device. (2.6.3)

**Commented [JB15]:** Move to section XXX  
Clerk shall take written minutes...

**Commented [JB16]:** Recording of meeting -  
section moved to Clerk duties

#### 2.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means using an approved electronic platform and/or device.

#### 2.8 Quorum

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the fixed time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

#### 2.9 Minutes

Minutes of all Meetings will be recorded in writing without note or comment. (2.9.1)

After approval, Minutes of all Meetings, except Closed Meetings, will be posted publicly in accordance with the applicable Municipal Policies. (2.9.2)

**Commented [JB17]:** Do we have one? If so,  
we should insert the reference.

## 2.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the ~~end of the Meeting is adjourned~~, the Clerk will record in the ~~M~~minutes the time of arrival/departure. If a Member needs to leave before the ~~end of a Meeting is adjourned~~, they must inform the Chair ~~and be excused before leaving the Meeting~~. The best practice is to advise the Chair at the beginning of ~~a~~ Meeting that the Member needs to leave before the ~~end of the Meeting is adjourned~~.

## 2.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff, ~~Officers, and Department Heads and Officers~~ shall attend Meetings of Council when ~~required directed~~ by the CAO / Municipal Administrator or as directed by Council.

## 2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

- a) Provide a ~~written statement~~ of the interest and its general nature to the Clerk;
- b) Will leave the Council ~~Table~~ while the issue is considered ~~and/or will leave Council Chambers while the issue is considered during a Closed Meeting~~; and,
- c) Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

**Commented [JB18]:** Should add form for this purpose in the annex portion of the bylaw.

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

## 2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be ~~struck from the Agenda~~ and will not be subject to debate. (2.13.3)

**Commented [JB19]:** I didn't know this. Ok.

~~The Chair or the Clerk will read the Motion or question.~~ (2.13.4)

The mover has the first right of speaking on that Motion, **after the Chair**. (2.13.5)  
The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully **acknowledge the Chair** before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- With permission of Council,
- If questioned by another Member;
- To explain comments which the Member believes have been misunderstood; or,
- In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for **longer than five (5) minutes**. (2.13.10)

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- to refer the matter to a certain body;
- to amend the Motion;
- to defer the Motion;
- to adjourn the Meeting;
- that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

**Commented [JB20]:** Yeah, we don't do that... Got them to raise their hands after you were hired... One continues to just speak up. How do I request this without offending anyone? I don't want to feel like I'm all high and mighty Madam Mayor, or Your Worship...

## **2.14 Conduct**

Members are required to follow the Municipality's Code of Conduct during all Meetings.

Members are expected to:

a) prepare for meetings including reviewing the agenda and background information prior to the meeting; and

b) attend Standing Committee, Advisory Committee and AD-Hoc Committee meetings to which the member has been appointed by Council;

No Member shall:

Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;

Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;

Speak on any subject other than the subject in debate;

Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;

Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and

Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

Allow another person to overhear, voice record or otherwise record Closed Session meetings. (4.5)

At a Meeting, no person shall:

Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;

Use offensive words;

Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;

Leave his or her seat while a vote is being taken and until the results of the vote are declared;

Make any disruptive noise or disturbance;

Enter the Meeting while a vote is being taken;

Walk between a Member who is speaking and the Chair; and

Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:

Consent is given by a majority of Council; and

The Member(s) of the Public are speaking to an item on the Agenda. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

### **2.15 Questions during Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

### **2.16 Points of Procedure**

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change their ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

## **2.17 Voting - General**

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and

require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

### **2.18 Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder if meetings are in person and resolutions are printed.

When using an electronic meeting platform, minor or typographic errors may be corrected by the Clerk prior to the passing of the Motion.

### **2.20 Amendments**

The following rules shall apply to amendments to Motions:

A "Motion Amendment" is a change to the question asked in the Motion;

an "amendment to an amendment" is a change to the proposed Motion Amendment;

only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;

when an amendment has been decided upon, another may be introduced;

the order of voting shall be: an amendment to an amendment shall be voted upon;

A Motion Amendment shall be voted upon next, and the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

### **2.21 Voting - Reconsideration**

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;

The Chair shall ask the Member to affirm that they voted with the majority;

The Chair shall hold a vote whereby the Members shall vote on whether to allow the motion to Reconsider to be added to the Agenda;

When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.

Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.

Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.

No Motion shall be reconsidered more than twice in the same calendar year.

A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.

Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.

No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

## 3. Roles and Responsibilities

### 3.1 Head of Council. (*Municipal Act, s.225*)

It is the role of the Head of Council to:

- Act as Chief Executive Officer (“CEO”) of the Municipality;
- Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- Provide leadership to Council;
- Provide information and recommendations to Council with respect to the role of Council;
- Represent the Municipality at official functions;
- Uphold and promote the purposes of the Municipality;
- Promote public involvement in the Municipality’s activities;
- Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- Carry out duties prescribed by the *Municipal Act*.<sup>23</sup>

### 3.2 Chair

It is the role of the Chair to:

- Open Meetings by calling the Meeting to order;
- Address the business listed on the Agenda;
- Receive, ~~read or -and~~ have read to Council, all Motions presented by Members;
- Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- Decline to put Motions to a vote which breach the Procedural By-Law or other ~~!L~~egislation;
- Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- When, in the Chair's opinion, the words or conduct of any ~~person~~, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule ~~such~~the person ~~is~~ -out of order and require ~~such the~~ person to cease the activity ~~and~~/or vacate the Meeting;
- Provide information to Members on any matter relating to the business of the Municipality;
- Authenticate by signature all By-Laws, Resolutions and Minutes;
- Rule on any ~~P~~oints of ~~O~~rder raised by Members;
- Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- Call for the adjournment of the Meeting when business is concluded.

**Commented [JB21]:** Would this include a member of staff?

### 3.3 Deputy Head of Council. (*Municipal Act s.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

### 3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

Represent the public and to consider the well-being and interests of the Municipality; Develop and evaluate the policies and programs of the Municipality;

Determine which services the Municipality provides;

Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;

Maintain the financial integrity of the Municipality; and,

Carry out duties of council prescribed by the *Municipal Act*.

### **3.5 Clerk. (*Municipal Act, s. 228*)**

It is the duty of the Clerk to:

Record, in writing, without note or comment, all Resolutions, decisions and other proceedings of Council;

If required, record the Meeting using an approved Electronic Platform and/or device for future reference. Open and/or Closed Meeting

If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;

Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;

Perform other duties required under the *Municipal Act* or any other *Act*; and

Prepare and circulate Council Packages to all Members.

Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

### **3.6 Staff. (*Municipal Act, s. 227*)**

It is the duty of Staff to:

Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;

Undertake research and provide advice to Council on the policies and programs of the Municipality; and,

Carry out other duties required under the *Act* and other duties assigned by the Municipality.

### **3.7 Chief Administrative Officer (or Municipal Administrator).**

It is the duty of the CAO/Municipal Administrator to:

Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and Perform such other duties as are assigned by the Municipality.

### **3.8 Members of the Public.**

It is the role of Members of the Public to:

Attend Meetings which are open to the public;

Follow the rules of order, polite conduct and decorum;

Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

## **4. Meetings**

### **4.1 First Meeting**

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the fifteenth (15<sup>th</sup>) of November at the prescribed meeting time unless the fifteenth (15<sup>th</sup>) day of November falls on a Saturday or a Sunday in which the First Meeting will be held the following Monday. (4.1.1)

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

### **4.2 Regular Meetings**

**4.2.1 Time and Place.** Regular Meetings shall be held on the prescribed weekday and time as established by Council Resolution at their First Meeting.

**4.2.2 Election Year.** Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

### **4.3 Special Meetings**

**4.3.1** A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**4.3.2 The Head of Council.** The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

**4.3.3** Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

**4.3.4** The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

**4.3.5** Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

### **4.4 Emergency Meetings**

- 4.4.1** An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.
- 4.4.3** The Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.
- 4.4.4.** Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.
- 4.4.5** Quorum is still required at an Emergency Meeting.
- 4.4.6** These provisions shall apply, with necessary modifications, to Committees and Local Boards.

**4.5 Closed Meetings**

- 4.5.1** A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.
- 4.5.2.** No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.
- 4.5.3** After the Closed Meeting is adjourned the Chair shall report to the public:
  - a. That the Meeting has resumed open session; and,
  - b. The general nature of the matters dealt with in the Closed Meeting.

- 4.5.4 Permissive Closed Meetings.** A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:
- The security of the property of the Municipality or Local Board;
  - Personal matters about an identifiable individual, including municipal or Local Board employees;
  - A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
  - Labour relations or employee negotiations;
  - Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
  - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
  - Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
  - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or

A position, plan, procedure, criteria or instruction to be applied of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

**4.5.5 Mandatory Closed Meeting.** A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act;

An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

#### **4.6 Cancelled Meetings**

**4.6.1** A Meeting may be cancelled by the Head of Council, in consultation with the Clerk, in the following instances:

- Quorum cannot be achieved;
- By Council Resolution;
- In the event of an unforeseen, significant event; or
- the Meeting is no longer required.

**4.6.2** For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway); Loss of heat/electricity or water; Clerk/Deputy Clerk's inability to attend; A state of emergency; The inability of a required participant to attend; and/or the Meeting becomes redundant.

**4.6.3** The Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## **5. Notice of Meetings**

### **5.1 Annual Schedule of Meetings**

**5.1.1** The Clerk shall, by January 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

**5.1.2.** The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

**5.1.3** Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

**5.1.4** The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

**5.1.5** The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

**5.1.6** Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

**5.1.7** Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

**5.1.8** Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

## **6. Agenda**

### **6.1 Agenda**

**6.1.1** It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, **the Clerk's decision shall be final.**

**6.1.2** All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule A.**

**6.1.3** The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

**6.1.4** Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Council Direction From Previous Meeting" unless set to a subsequent Meeting by Resolution of the Members present.

**6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall **require a two-thirds majority vote to have the item considered.**

**6.1.6** All items to be included on the Agenda will be provided to the Clerk by Members, Staff, or the Public no later than **ten (10) calendar days before the Meeting.** Reports for a Meeting will be finalized and filed with the Clerk no later **than seven (7) calendar days** before the Meeting.

**6.1.7** Reports to Council shall be in the standard form set out in **Schedule B.**

**6.1.8** Members wishing to have a matter placed on the Agenda will request their matter in writing. After the Agenda has been set will provide the Clerk with the required information in the standard form provided hereto at **Schedule C.**

**6.1.9** Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their request in writing.

**6.1.10** The Clerk and Mayor may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- More time is required to prepare Staff Reports for Council
- A Delegation Request Form was not submitted by the deadline
- A Delegation Request Form is incomplete
- The subject matter of the Delegation is outside of the jurisdiction of Council;
- The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- The Meeting Agenda is already too lengthy;
- The subject matter is set to be discussed on another Agenda;
- The issue is frivolous or vexatious;
- The issue has been or is to be considered by the Committee of Adjustment;
- Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- Council previously indicated that it will not hear further from this Delegation; or
- The issue should be referred to staff for action.

Council Packages will be provided to Council no later than **five (5) calendar days** before the Meeting.

## **6.2 Closed Meeting Agenda Items**

**6.2.1** In the event the Clerk receives items for a Closed Meeting review, they shall be provided to Council in a separate confidential Council Package.

### **6.3 Adjournment**

**6.3.1** A Motion to adjourn does not need a seconding Member.

**6.3.2** A Motion to adjourn a Meeting will be considered at any time except the following:  
When another Member has been recognized by the Chair and is speaking on a matter, or During the taking of a vote.

**6.3.3** If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

### **6.4 Curfew**

Meetings shall be automatically adjourned at **11:00 p.m.** unless otherwise determined by Resolution passed by **a majority of the Members** present.

### **6.5 Committees/Appointments**

**6.5.1** Committees and Appointments will be governed as per **Schedule D**.

### **6.6. Amendment**

**6.6.1.** Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

### **6.7. Mandatory Review**

**6.7.1** This By-Law shall have a mandatory review in one year following the date of approval and thereafter, once per term of Council.

### **Schedules to the By-Law**

## Appendix A – Agendas

### Council Agendas – Composition – prepared by Clerk

The Clerk shall prepare the Council Agendas with the Orders of the Day for Regular Council Meetings consisting of the following:

1. APPEL À L'ORDRE, MOT D'OUVERTURE ET PRÉSENCES / CALL TO ORDER, OPENING WORDS AND PRESENCE
  2. AMENDEMENT ET ADOPTION DE L'ORDRE DU JOUR / AMENDMENT AND ADOPTION OF THE AGENDA
  3. DÉCLARATION DE CONFLIT D'INTÉRÊT PÉCUNIAIRE ET GÉNÉRAL / DECLARATION OF PECUNIARY AND GENERAL CONFLICT OF INTEREST
  4. ADOPTION DES PROCÈS-VERBAUX / ADOPTION OF PREVIOUS MINUTES
  5. DÉPUTATION, PRÉSENTATION, PÉTITION / DEPUTATION, PRESENTATION, PETITION
  6. AFFAIRES DÉCOULANT DES PROCÈS-VERBAUX / BUSINESS ARISING FROM PREVIOUS MINUTES
  7. CORRESPONDANCE / CORRESPONDENCE
  8. RAPPORTS DES OFFICIERS MUNICIPAUX / REPORTS FROM MUNICIPAL OFFICERS
  9. RAPPORTS DES COMITÉS ET ASSOCIATIONS / REPORTS FROM COMMITTEES AND ASSOCIATIONS
  10. AFFAIRES REMISES / UNFINISHED BUSINESS
  11. RÈGLEMENTS MUNICIPAUX / MUNICIPAL BY-LAWS
  12. AUTRES AFFAIRES / OTHER BUSINESS
  13. SESSION HUIS CLOS / IN-CAMERA SESSION
  14. CALENDRIER / CALENDAR
  15. CONFIRMATORY BYLAW
  16. ADJOURNMENT
- Subject to necessary modifications for Special and Emergency meeting(s) -

## Appendix B – Staff Reports

### Staff Reports to Council

Staff reports must be submitted on all matters in which Council is required to decide and as may be required to provide information to Council.

Staff reports submitted to Council in which the matter requires Council to make a decision shall contain the following headings:

**Date**

**Author of the Report**

**Recipient** (Council or Committee)

**Title** – High level summary explaining the reason the report is being drafted.

**Link to Strategic Plan** – include a reference to what strategic goal or aspect of the strategic plan is supported by the staff report

**Financial Impact:** Outline the cost implications and whether the item was part of an operating or capital budget or is new and unbudgeted. If applicable, refer to a specific account number(s)

**Description / Analysis** – Provide a detailed analysis of the information as may be required and outline options considered.

**Recommendation** – Based on the professional advice of the author after considering all the facts. Includes the recommended motion for Council to pass (if/when applicable)

### Information Reports shall include:

- The Topic
- The Information
- The Relevance of the Information for Council

## **Appendix C – Member Request for Item to be Added to the Agenda (Standard Forms)**

From time to time a Member may request an item be added to the Agenda. The standard acceptable form is:

1. Name of Member
2. Date of Meeting the Member wishes the item to be added
3. Topic/Title to appear on the Agenda
4. Purpose of bringing the matter before Council
5. Proposed Resolution

Items shall be submitted in writing or email to the Clerk by the appointed time established for such submissions.

## Appendix D – List of Committees/Appointments

### List of Committees

Will be updated soon...

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

**BYLAW NUMBER DRAFT**

**BEING A BYLAW TO REQUIRE VIDEO CAMERA USE BY MEMBERS  
ATTENDING MUNICIPAL MEETINGS ELECTRONICALLY**

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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.

**Powers to Participate in Meetings Electronically**

Section 238 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, permits members of Council, local boards, and committees to participate in meetings electronically.

**Preamble**

Council of the Municipality of Val-Rita Harty recognizes the importance of transparency, accountability, and effective communication during meetings conducted by electronic means;

AND FURTHERMORE, Council recognizes that the use of video during electronic participation assists in confirming the identity of participants and maintaining a level of engagement comparable to in-person attendance;

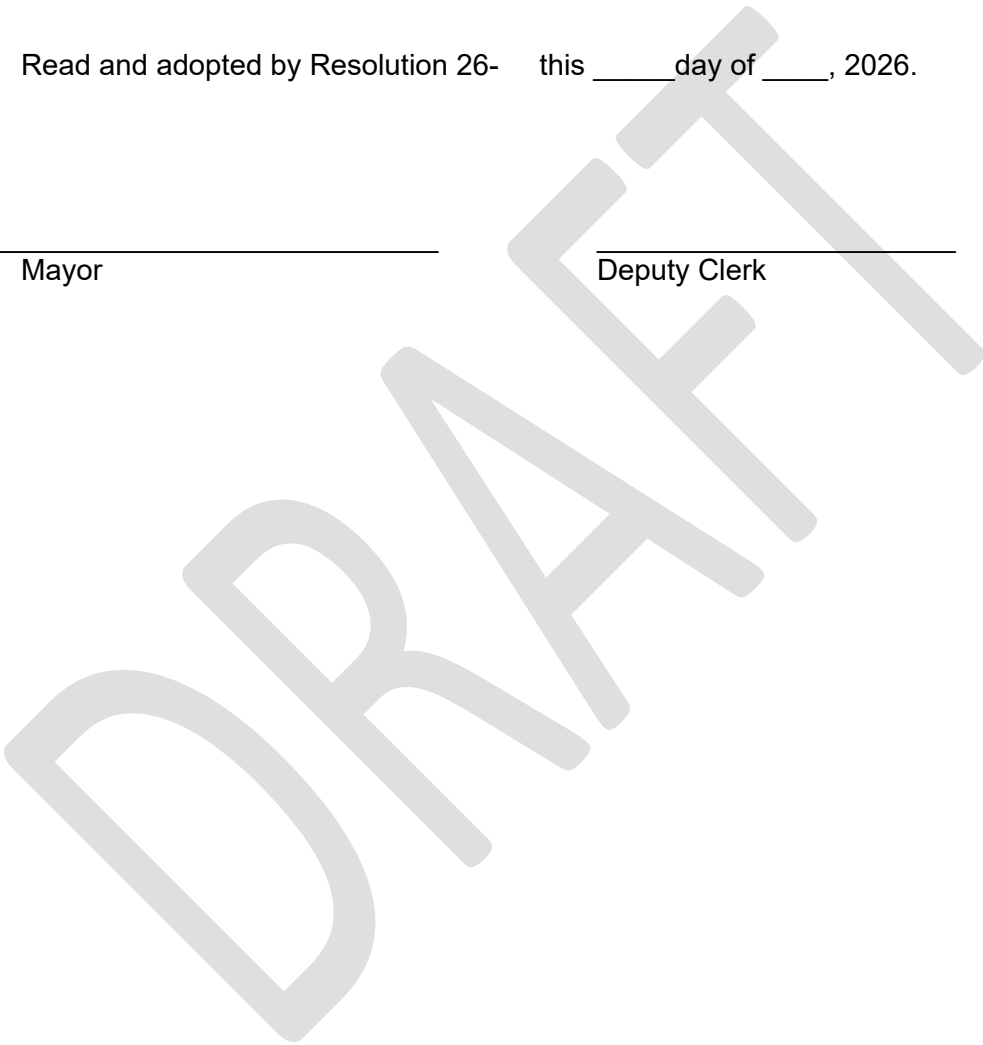
**NOW THEREFORE** the Council for the Municipality of Val Rita Harty directs as follows:

- 1. THAT this Bylaw shall be called the **Electronic Meeting Video Participation Bylaw**.
- 2. THAT the attached Schedule “A”, forms part of this Bylaw.
- 3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26- this \_\_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
Mayor

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



## Schedule “A” to Bylaw No. Draft

### 1. Title

1.1 This By-law may be cited as the “**Electronic Meeting Video Participation By-law.**”

### 2. Definitions

2.1 In this By-law:

- a) “**Council**” means the Council of the Corporation of the Municipality of Val-Rita Harty.
- b) “**Electronic Meeting**” means a meeting where one or more participants attend by electronic means, including video conferencing platforms.
- c) “**Member**” means a member of Council, committee, local board, or advisory body established by Council.
- d) “**Chair**” means the presiding officer of a meeting, including the Mayor or committee chair.

### 3. Application

3.1 This By-law applies to all Members attending any meeting of Council, committees of Council, or local boards by electronic means.

3.2 This By-law applies to regular meetings, special meetings, and committee meetings where electronic participation is permitted.

### 4. Video Requirement

4.1 Any Member attending a meeting electronically shall activate their video camera upon joining the meeting.

4.2 The Member’s camera shall remain activated and the Member shall remain visibly present on screen for the duration of the meeting.

4.3 Members shall ensure that:

- a) their face is reasonably visible;
- b) lighting and positioning allow identification of the Member; and
- c) the environment is appropriate for a public meeting.

### 5. Temporary Deactivation of Video

5.1 A Member may temporarily deactivate their camera in the following circumstances:

- a) due to technical or connectivity issues;
- b) when briefly leaving their seat;
- c) where directed or approved by the Chair; or
- d) where necessary for accessibility or accommodation reasons.

5.2 Where possible, a Member shall notify the Chair or the Municipal Clerk before temporarily turning off their camera.

## **6. Verification of Attendance**

6.1 The Municipal Clerk or designate may confirm the visual presence of Members attending electronically.

6.2 If a Member's camera remains off for a prolonged period without explanation, the Chair may determine that the Member is not present for the purposes of quorum or voting.

## **7. Enforcement**

7.1 The Chair may remind any Member who fails to comply with this Bylaw to activate their video camera.

7.2 Continued non-compliance may result in the Member being recorded as absent for the applicable portion of the meeting.

## **8. Administration**

8.1 The Municipal Clerk shall administer this Bylaw and provide guidance regarding electronic meeting procedures.

## **9. Severability**

9.1 If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in force.

DRAFT

**FINAL - 2026 BUDGET**

	<b>REVENUE</b>	<b>EXPENSE</b>
<b>LEVELS OF SERVICE</b>		
Taxation		
General Municipal Taxation	1,846,335	0
Payment in Lieu	13,595	0
MPAC	0	15,250
Human Resources		
Summer Student Funding	0	0
Staff/Council/Outsourced Services	0	954,460
General Government Services		
Fees/Permits/Other Revenues	26,500	0
OMPF	434,400	0
Office Supplies/Donations/Memberships	0	29,000
Insurance	0	102,650
Technology/Software	0	41,000
Protection to Persons & Property Services		
Fire Department	0	21,920
MNR Agreement	0	10,500
Dog Tags	200	0
Building Permits	5,000	0
Policing	0	147,550
Transportation Services		
Town Yard	0	20,000
Culvert/Beaver Control	0	3,000
Winter Control	0	13,000
Railway Crossing Maintenance	0	5,000
Misc Small Equipment Maintenance	0	3,000
Sentinel Lights	0	8,500
Environmental Services		
Garbage Cart	500	1,900
Waste Collection	0	65,000
Recycling	0	6,000
Landfill	0	2,500

**FINAL - 2026 BUDGET**

	<b>REVENUE</b>	<b>EXPENSE</b>
<b>LEVELS OF SERVICE continued</b>		
Health Services		
CDSSAB Snow Removal	3,500	0
Northeastern Public Health Unit	0	39,060
North Centennial Manor	0	30,100
CDSSAB	0	182,300
Doctor Recruitment/Retention	0	10,000
Recreation & Cultural Services		
Events	7,500	6,200
Rentals	6,140	0
Memberships	2,500	0
Overhead	0	1,350
Planning & Development Services		
Planning & Development	1,550	55,000
Promotion	0	6,200
<b>LEVELS OF SERVICE TOTALS</b>	<b>2,347,720</b>	<b>1,780,440</b>

**ASSET LIFECYCLE**

Protection to Persons & Property Services		
Harty Fire Hall	0	4,600
Val Rita Fire Hall	0	4,400
Truck 1	0	4,800
Truck 2	0	5,800
Transportation Services		
Town Yard	0	10,250
Unpaved Road Maintenance	0	42,100
Grader	0	15,000
Backhoe	0	27,000
Pick Up	0	8,300
Mack Truck	0	32,000
Steamer	0	550
Kubota	0	6,000
Street Lights	0	4,000
Environmental Services		
Landfill	0	15,000
Dozer	0	13,000

**FINAL - 2026 BUDGET**

	<b>REVENUE</b>	<b>EXPENSE</b>
<b>ASSET LIFECYCLE continued</b>		
Recreation & Cultural Services		
Zamboni	0	2,000
Outdoor Rink	0	5,500
Harty Playground/Ball Park	0	500
Val Rita Playground/Ball Park	0	500
Community Centre	0	54,000
<b>ASSET LIFECYCLE TOTAL EXPENSE</b>	<b>0</b>	<b>255,300</b>
 <b>CAPITAL</b>		
General Government Services		
ROD Application - Virtual Office	69,370	138,750
Infrastructure Ontario Loans	0	45,000
Transfer to Reserves re OAHS	0	25,000
Protection to Persons & Property Services		
Fire Protection Grant	32,000	32,000
Community Emergency Preparedness Grant	46,500	65,000
Legion Grant	9,340	9,340
Transfer to Fire Reserve	0	53,500
Transportation Services		
NORDS - Unpaved Rds	60,000	60,000
OCIF - Paved Rds	200,000	200,000
Transfer to Roads Reserve	0	68,000
Recreation & Cultural Services		
CCBF - Recreational	15,000	15,000
Community Centre	0	9,000
<b>CAPITAL TOTAL</b>	<b>432,210</b>	<b>720,590</b>
<b>SOLAR PANELS</b>	<b>38,000</b>	<b>3,500</b>
<b>LIBRARY</b>	<b>0</b>	<b>38,000</b>
<b>CEMETERY</b>	<b>4,000</b>	<b>24,100</b>
<b>TOTAL BUDGET</b>	<b>2,821,930</b>	<b>2,821,930</b>

**FINAL - 2026 BUDGET**

	<b>REVENUE</b>	<b>EXPENSE</b>
<b>HARTY WASTE WATER</b>		
User Fees	25,450	0
Contract	0	7,150
Capital	0	18,300
<b>TOTAL</b>	<b>25,450</b>	<b>25,450</b>

**VAL RITA WATER/WASTE WATER**

User Fees	273,160	0
Lagoon Operation	0	6,600
Lagoon Contract	0	23,480
Lagoon Capital	0	18,300
Water Operation	0	36,500
Water Contract	0	134,480
Water Capital	0	53,800
<b>TOTAL</b>	<b>273,160</b>	<b>273,160</b>

Township of Val Rita - Harty

# Emergency Response Plan



The township of Val Rita-Harty Emergency Response Plan is a controlled document. All copies of this document and revisions thereof are controlled by Council and administered by the Clerk.

May 20<sup>th</sup> 2026

Contents

1.0 INTRODUCTION..... 4

    1.1 Purpose of Plan ..... 4

    1.2 Plan Limitations..... 4

    1.3 Planning Assumptions..... 4

2.0 Initial Response ..... 4

    2.1 Site ..... 4

    2.2 Notification of Community Control Group Members ..... 5

    2.3 Activation of the Emergency Operations Center ..... 6

    2.4 Operations Cycle ..... 6

    2.5 Chair of CCG Meeting..... 7

    2.6 CCG Meeting ..... 7

3.0 EMERGENCY COMMUNITY CONTROL GROUP ..... 7

    3.1 Emergency Community Control Group Membership ..... 7

    3.2 Additional Supporting Members..... 8

    3.3 Purpose of the Community Control Group ..... 8

    3.4 Responsibilities of the Community Control Group ..... 8

    3.5 Log Protocols..... 9

4.0 EMERGENCY DECLARATIONS ..... 10

    4.1 Declaration of Emergency ..... 10

    4.2 Notification of Declaration..... 10

5.0 INDIVIDUAL ROLES AND RESPONSIBILITIES ..... 10

    5.1 Mayor ..... 10

    5.2 Clerk ..... 11

    5.3 The Community Emergency Management Coordinator ..... 11

    5.5 Fire Chief ..... 12

6.0 Requests for Assistance ..... 12

    Military assistance ..... 13

7.0 Termination of Emergency Declarations ..... 13

8.0 Recovery ..... 14

    8.1 Critical Infrastructure ..... 14

    8.2 Social Services ..... 14

    8.3 Landfill and Recycling..... 14

8.4 Municipal Disaster Recovery Assistance Program ..... 15

8.5 Disaster Recovery Assistance for Ontarians ..... 16

8.6 Donations Management ..... 16

8.7 Debriefing and After Action Report ..... 17

8.8 Critical Incident Stress Management ..... 17

9.0 INFORMATION AND COMMUNICATION ..... 17

    9.1 Purpose ..... 17

    9.2 Communications with the Public ..... 17

    9.3 Documentation ..... 18

    9.4 Emergency Information Officer ..... 18

    9.5 Emergency Information Centre ..... 18

    9.6 Public Inquiries ..... 18

10.0 CONTINUITY OF MUNICIPAL OPERATIONS ..... 19

    10.1 Purpose ..... 19

    10.2 Reduction or Suspension of Municipal Services ..... 19

    10.3 Alternate Work Locations ..... 19

Appendix A – Community Control Group Contact List ..... **Error! Bookmark not defined.**

Appendix B – CCG Notification Message Format/Script ..... **Error! Bookmark not defined.**

Appendix C - Activity Log IMS 214 ..... **Error! Bookmark not defined.**

Appendix D - Checklist in Consideration of a Declaration of Emergency ..... **Error! Bookmark not defined.**

Appendix E Declaration of Emergency Form ..... **Error! Bookmark not defined.**

Appendix F – Outside Organizations Contact List ..... **Error! Bookmark not defined.**

Appendix G Termination of Emergency Form ..... **Error! Bookmark not defined.**

Appendix H Legal Authority & Plan Administration ..... **Error! Bookmark not defined.**

    Legal Authority ..... **Error! Bookmark not defined.**

    Plan Approval ..... **Error! Bookmark not defined.**

    Plan Maintenance and Revisions ..... **Error! Bookmark not defined.**

    Distribution ..... **Error! Bookmark not defined.**

    Training and Validation ..... **Error! Bookmark not defined.**

Appendix I – Definitions ..... **Error! Bookmark not defined.**

Appendix J – By-law ..... **Error! Bookmark not defined.**

## 1.0 INTRODUCTION

### 1.1 Purpose of Plan

The Township of Val Rita-Harty Emergency Response Plan has been prepared to provide overall guiding principles to Township staff in planning for, responding to and recovering from a potential or actual emergency or disaster. The objective is to limit the impact on people, property and the environment.

The broad scope of this document allows a flexible response to any emergency situation while at the same time providing some specific information such as how to activate the Community Control Group or how to declare a local state of emergency. The plan can also be used as a tool to communicate how Val Rita-Harty will respond before, during and after a disaster and will be provided to external organizations that are required to understand the Township's actions and the methodologies during these events.

### 1.2 Plan Limitations

The Township of Val Rita-Harty Emergency Response Plan does not address detailed or specific response procedures normally handled by the appropriate responding department(s), emergency site management or comprehensive departmental emergency plan contents.

### 1.3 Planning Assumptions

The following assumptions are made within the Plan:

- All response efforts are made to protect life safety, property and the environment;
- Departmental emergency plans and hazard specific plans will be developed as required and are integral and supplemental to this plan;
- During emergencies, normal municipal operations may cease or be altered in an effort to minimize negative consequences from the event and allow resources to be prioritized towards emergency operations;
- This plan provides structures and guidelines which, depending on the emergency or disaster, may need to be modified to ensure the most effective and efficient response possible; and,
- This plan is considered a dynamic 'living' document

## 2.0 Initial Response

### 2.1 Site

An [emergency](#) may or may not be bounded by a defined site. A chemical spill or fire, for example, will have a defined site. A pandemic or power outage may not have a defined site.

At the site, the agency which is the [authority having jurisdiction](#) for the site will generally be the [Incident Commander](#) (IC). First responding agencies will determine who the IC will be. For an emergency that has an undefined site, such as a flood, the [Community Control Group](#) (CCG) will determine the IC. Some emergencies, such as a long-term power outage, there may be no need for a site IC.

During the course of an emergency, it is not unusual for the IC to change from one agency to another. The outgoing IC will notify the CCG (if activated) of changes in IC. The CCG can also direct a change in IC if the CCG believes another agency to be better able to manage the site.

The IC will be responsible for managing the response at the site including establishing an inner and outer perimeter, notifying the CCG if required, communicating with the CCG (if activated), and requesting additional support and resources as required. If activated, the CCG will support the site with resources, advice and assistance; as well as managing any response required beyond the outer perimeter.

The IC should notify the CCG of the possibility of an emergency if any of the following criteria are met:

- resources assigned to the site are inadequate;
- resources available locally are inadequate;
- repercussions outside the site will have to be managed by municipal officials;
- response at the site will be long term and will cause disruptions or delays in municipal services or affect other critical infrastructure;
- other support or resources will be required by the site.

If there is no defined site, the CCG should be notified of the severity of the situation as soon as possible by any responding agencies.

## 2.2 Notification of Community Control Group Members

The Township of Val Rita-Harty Emergency Response Plan and notification of community control group members can be activated by:

- Any member of the Community Control Group; or,
- The most senior on scene official (Police, Fire, EMS, Public Works) of the agency most directly involved in the response and/or mitigation of an emergency. The request for activation will be based on the size, seriousness, or complexity of the emergency and the response capability of that agency.

Note: Activating the Emergency Response Plan or assembling the Community Control Group does not automatically require an emergency declaration be made.

Upon notification by the IC of the need to activate the Community Control Group (CCG), the CCG shall be notified immediately and shall meet as soon as possible (may meet by telecommunication where travel is impractical).

The first Community Control Group member to be alerted to the activation of the CCG shall be responsible for ensuring that all other members are contacted without delay and shall record the results of his/her attempts to contact the Community Control Group members.

The clerk of the municipality shall maintain and distribute an up to date list of contact list for the Community Control Group and other key personnel. A copy of the most current contact list is attached as [Appendix A](#).

A script to be used when calling the other members of the CCG can be found in [Appendix B](#)

Where a threat of an impending emergency exists, the CCG will be notified and placed on [standby](#).

### 2.3 Activation of the Emergency Operations Center

The Clerk, as Emergency Operations Centre (EOC) Commander, should begin to set-up the EOC. Set-up of the EOC will involve the following general steps:

- Unlock either the EOC or alternate EOC
- Ensure there are enough table and chairs for CCG members
- Ensure materials for CCG members are available such as personal logs, emergency response plans, pens, paper, etc.
- Set-up a sign in/sign out log
- Ensure maps of the municipality are displayed
- Computers are operating
- Informational display boards are available

Set-up of the OWL teleconferencing system through Microsoft Teams may need to be completed if agencies are attending the CCG meetings virtually.

The primary EOC will be located in council chambers at 106 Government Road W.

In the event that the primary EOC cannot be used, the alternate EOC will be used.

The alternate Emergency Operations Centre shall be the Val Rita Fire Hall located at 36 Municipale Street.

Upon arrival at the EOC, each CCG member will:

- a. Sign In;
- b. Check telephone/communications devices;
- c. Open personal log using Activity Log IMS 214 – attached as [Annex C](#);
- d. Contact their own agency and obtain a status report;
- e. Participate in the [Operations Cycle](#);
- f. Participate in determining priorities and tasks;
- g. Pass CCG decisions on to member's agencies/areas of responsibility;
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will:

- a. Conduct a hand over with the person relieving them;
- b. Sign their personal log and give it to the EOC Commander for retention;
- c. Sign out in EOC log.

The EOC is to remain a restricted room with access to only CCG members and support staff.

### 2.4 Operations Cycle

At the beginning of an emergency the [Operations Cycle](#) (OC) may be only one hour long. Therefore the OC would be set-up in this manner:

- 1<sup>st</sup> 5 minutes – communicating with staff and colleagues to get latest information on the emergency;
- Next 15 minutes – Community Control Group (CCG) Meeting – discussing with the CCG members the latest information, setting priorities, and assigning tasks;

- Next 5 minutes – communicating with staff decisions made and task assigned;
- Next 35 minutes – staff begin tasks.

If the EOC Commander determines the operations cycle should be longer than 1 hour, all times mentioned above remain the same, except for the time staff have to complete tasks. For example, if it is a 4 hour operations cycle, staff will have 3 hours and 35 minutes to perform tasks. It is important to keep the CCG meeting to only 15 minutes, regardless of how long the operations cycle is.

### 2.5 Chair of CCG Meeting

The [EOC Commander](#) will Chair the CCG meeting and will:

- Set time allotments for CCG members and ensure each CCG member keeps to their allotted time;
- Ensure all tasks are assigned and prioritized;
- Status of last meeting tasks are provided by each agency responsible;
- Ensure notes of meetings are recorded and relevant information is displayed in the EOC;
- Ensure cell phones are not answered during the meeting.

### 2.6 CCG Meeting

During the CCG meeting the following must be accomplished:

- Each CCG member must provide latest information or update from their agency;
- Determine as a group the tasks that must be accomplished and assign a priority to each task;
- Determine who the tasks will be assigned to.

When providing an update, CCG members must:

- Keep information concise and accurate;
- Request assistance from other agencies, if required;
- Request any resources needed to complete task;
- Provide an update on previous tasks assigned.

When holding meetings the option of teleconferencing should be made available for those who can't make it to the EOC. Emergency Management Ontario can assist in setting up teleconference options for the municipality.

If virtual meetings are required, CEMC has Zoom Meeting capabilities, if there is power and internet.

## 3.0 EMERGENCY COMMUNITY CONTROL GROUP

### 3.1 Emergency Community Control Group Membership

The Township of Val Rita-Harty Emergency [Community Control Group](#) (CG) consists of the following members:

- The Mayor;
- The Clerk;

- Fire Chief or alternate;
- The Community Emergency Management Coordinator;
- Public Works Foreman or alternate;

The control group may function with only a limited number of persons depending upon the emergency. While the CG may not require the presence of all the people listed as members of the control group, all members of the CG must be notified.

### 3.2 Additional Supporting Members

Depending on the nature of the emergency, other persons not normally part of the Community Control Group may be asked to join the Community Control Group. This may include representatives of, but is not limited to:

- Municipal Clerk and other municipal departments • Provincial Ministries • Ontario Provincial Police
- Cochrane District Services Board EMS • Sensenbrenner Hospital • Northeast Public Health
- Cochrane District Services Board • Canadian Red Cross • Hydro One • Enbridge Gas Inc.
- Trans-Canada Pipeline • Ontario Northland Railway • Val Rita-Harty Fire Department • Ontario Clean Water Agency

### 3.3 Purpose of the Community Control Group

The purpose of the Community Control Group is to direct the municipality's response in an emergency, including the implementation of the Emergency Response Plan. The Community Control Group's priorities include:

- Protecting the health and safety of emergency responders and the public;
- Supporting emergency operations at the site(s);
- Issuing public warnings, orders, and instructions;
- Establishing information centres for the public and news media;
- Coordinating evacuations as required;
- Assessing risks to the community outside of the emergency area;
- Assessing the municipality's capacity to provide a sustained emergency response;
- Requesting emergency assistance from community partners and other levels of government;
- Ensuring municipal/emergency services are provided to the unaffected areas of the municipality;
- Advising the Mayor as to whether the declaration, or termination, or an emergency is recommended; and,
- Directing community recovery initiatives.

### 3.4 Responsibilities of the Community Control Group

The members of the CCG are likely to be responsible for the following actions or decisions:

- Determining the need to declare an emergency;
- Calling out and mobilizing their emergency service, agency and equipment;

- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Appoint the Emergency Information Officer (EIO) other than the Mayor and Councillors;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Community Emergency Management Program Committee within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for the Ontario's Disaster Recovery Programs

### 3.5 Log Protocols

- All members of the CCG must maintain a log.
- All members are to record all activities that they perform in the EOC in the log (ie. Phone calls, emails, decisions made, arrival and departure times etc.)
- [IMS Form 214 – Activity Log](#) (Annex C) will be used as a log.
- Each person is to have their own log.
- At the end of the day/shift each person will sign their log and give it to the EOC Commander for safe keeping.
- Do not use white-out or scratch anything out in a log.
- If a mistake is made, simply put one line through it, initial it, and then include proper information.
- If a full page is not used, put a line through the unused portion
- Include name, position, date, time, emergency, and page # of ? on each page
- Date shall be written as YY/MM/DD
- Time shall be written in the 24 hour clock format

- Keep comments factual and without sentiments
- Never use pencil, only pen.

## 4.0 EMERGENCY DECLARATIONS

### 4.1 Declaration of Emergency

This plan may be activated without having a formal state of emergency declared.

The head of council may declare a state of emergency exists, this allows extraordinary actions to be taken, facilitates access to provincial resources, provide WSIB coverage for volunteers, may reduce liability, and increases public awareness of the situation. The Emergency Management and Civil Protection Act states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [EMCPA Section 4(1)]

If the Mayor is not available to be a member of the CCG, the Deputy Mayor may declare on the municipality’s behalf.

If the Deputy Mayor, is not available, then the succession of council members who will act as Mayor are as follows: Councillor Angele Beauvais, Councillor Roger Lachance and Councillor Alain Tremblay.

Any declaration made by the Mayor should be based on the advice of all CCG members responding to the emergency, and not a decision made alone.

### 4.2 Notification of Declaration

Upon a declaration of Community Emergency, the Mayor will notify Council, the public, neighboring community official, as required, a local member of the Provincial Parliament (MPP) and a local Member of Parliament (MP).

The head of council is required to notify the Provincial Emergency Operations Centre (PEOC) forthwith of a declaration of an emergency. A declaration form that can be used for this purpose is attached as [Appendix E](#). However, in the event fax and email facilities are unavailable the initial notification can be done via telephone by calling the [PEOC](#) in Annex F.

## 5.0 INDIVIDUAL ROLES AND RESPONSIBILITIES

### 5.1 Mayor

The Mayor shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Declare an emergency to exist;
- Chair or designate a chair for a meeting of the Community Control Group;
- Add to the composition of the Community Control Group to formulate an appropriate response to the emergency;

- Provide overall leadership in responding to an emergency;
- Maintain a [personal log](#) of all actions taken;
- Ensure that the members of Council are kept informed of the emergency situation; and,
- Act as the official spokesperson for the Community Control Group.

## 5.2 Clerk

The Clerk shall sit as a member of the Community Control Group as the EOC Commander and may be required to perform any or all of the following responsibilities:

- Organize and Supervise the Emergency Operations Center;
- Schedule regular meetings of the Community Control Group during the course of the emergency, as necessary;
- Provide advice to the Mayor and Community Control Group on administrative matters;
- Provide financial authorizations; and,
- Call out additional staff to provide assistance, as required;
- Maintain a [personal log](#) of all actions taken;

## 5.3 The Community Emergency Management Coordinator

The CEMC shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Provide advice to the Mayor and the Community Control Group on matters of emergency planning, the Emergency Response Plan, and fire response matters;
- Establish ongoing communications with the senior fire official at the scene of the emergency;
- Liaising with supporting agencies; and,
- Ensure that the Emergency Operations Center is made operational when activated and that the Community Control Group members are equipped with all necessary resources.
- Maintain a [personal log](#) of all actions taken;

## 5.4 Public Works Foreman

The Public Works Foreman shall sit as a member of the Community Control Group, and may be required to perform any or all of the following responsibilities:

- Provide advice to the Mayor and the Community Control Group on public works matters;
- Establish ongoing communications with the public works employees at the scene of the emergency;
- Liaising with the public works representatives of neighboring communities;
- Providing an Incident Commander if required;
- Liaising with other utility providers (water, hydro, gas, etc.);
- Ensuring that municipal services (roads, water, sewer, etc.) are maintained to the extent possible; and,
- Coordinating the provision of public works vehicles, equipment and resources.

- Maintain a [personal log](#) of all actions taken;

### 5.5 Fire Chief

- Provide advice to the Mayor and the Community Control Group on Fire Department matters;
- Notifying staff of the emergency and of any actions that need to be taken;
- Providing an Incident Commander (IC), if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and or to arrange for the provision of alternate services or functions;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintain a [personal log](#) of all actions taken.

### 5.6 External Agencies

The municipality does not have the authority to control external agencies, as such the Emergency Response Plan does not specify their specific roles and duties; however the municipality expects that external agencies will fulfill their legislated and mandated roles during an emergency, and that they will work cooperatively with the municipality.

## 6.0 Requests for Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be done by contacting the Provincial Emergency Operations Centre (PEOC) 24/7/365 – [Annex F](#).

Assistance from neighbouring municipalities or industry may be made by direct contact.

When making any request for assistance the following information should be relayed to the agency providing assistance:

- Exactly what type of assistance is needed, i.e.;
  - Generators – what type, size, gas or diesel etc.;
  - Personnel – what certification or licensing is required;
  - Sandbags – how many;
- How soon is the assistance required;
- How long the assistance is required for;
- What quantities of resources will be needed;
- Who will transport resources to emergency;
- Where resources will be delivered;
- Who is responsible for feeding/sheltering personnel resources;

- Who is responsible for care and maintenance of resources.

**Military assistance** - All requests for military assistance must be made via the PEOC. Do not contact the military directly for assistance.

## 7.0 Termination of Emergency Declarations

The head of council of a municipality may at any time declare that an emergency has been terminated.

The head of council is required to notify Council, the public, neighboring community officials, the local member of the Provincial Parliament (MPP) and the local Member of Parliament (MP).

The head of council is required to notify the PEOC forthwith of that the declaration of emergency has been terminated, a form that can be used for this purpose is attached as [Appendix G](#).

When deciding to terminate a declaration, the following should be considered:

- Have all evacuees returned home;
- Have all outside resources returned;
- Does the municipality need any further outside assistance;
- Has a semblance of normalcy returned to the municipality;
- Have all outstanding invoices been paid;
- Has all damage been repaired;
- Is all critical infrastructure in place and working properly;
- Has all money donated/promised by other levels of government been received;
- Do other municipalities or levels of government still have declarations in place;
- Are any special instructions directed to the public still in place;
- Are there any benefits to keeping the emergency declaration in place?

Council may also terminate the emergency if quorum is reached and all applicable by-laws and council meeting procedures are met.

## 8.0 Recovery

Recovery is the process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Recovery can occur simultaneously with response and will likely last long after the emergency is over.

What needs to be recovered will depend on who, what, and how people and things were affected by the emergency.

### 8.1 Critical Infrastructure

Identify the essentials services that will be needed to ensure the health, safety and well-being of the public. If any of these services were compromised during the emergency steps will need to be taken to restore these services as soon as possible.

Basic services required would be – water, electricity, shelter (permanent or temporary), food supply, and basic health services (EMS).

In an evacuation, any essential services lost will need to be re-established before people can return to the municipality and their homes.

Other services to be considered when restoring services are fuel (for vehicles and homes), building and home supplies (especially if homes have been damaged), telephone, and internet.

### 8.2 Social Services

[Cochrane District Services Board](#) should be contacted to assist with the provision of social services after an emergency.

Services that may need to be started or expanded include:

- Ontario Works (for those that lost employment, homes etc.);
- Employment Insurance (for those that lost employment);
- Mental health services for victims;
- Personal support services.

### 8.3 Landfill and Recycling

If the emergency has caused a great amount of damage to homes and personal belongings the landfill site may be filled quickly, with years taken off its life expectancy. Proper steps need to be taken to ensure:

- minimal waste is sent to the landfill;
- debris and waste is not left in homes or yards for long periods promoting rodents and other infestations;
- as much material as possible is recycled or repurposed.

Tipping fees at landfills could be waived for a limited time after the emergency along with extended landfill hours.

Collection of hazard materials will need to be managed including building materials that may contain asbestos.

Debris from trees and other plant material can be diverted to another location where it can be shredded and used as mulch or cut into firewood for use by the public.

Steel and other metal material should be separated and recycled.

Concrete, cement and blocks can be separated and crushed to be used later as road base or fill.

If power has been out for multiple days, fridges and freezers will need to be discarded properly ensuring Freon is captured. Food waste will need to be discarded properly according to public health guidelines.

#### 8.4 Municipal Disaster Recovery Assistance Program

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster conditions, and operating costs over and above regular budgets that are necessary to protect public health, safety, or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

##### **Program activation and delivery**

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

##### **Eligibility Requirements**

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected, and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

##### **How to Apply**

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

More information can be found at [www.ontario.ca/disasterassistance](http://www.ontario.ca/disasterassistance) (must have internet connection for link to work).

### 8.5 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

#### How to Apply

Applicants are strongly encouraged to read the “Disaster Recovery Assistance for Ontarians” program guidelines. The guidelines contain important eligibility information and include easy-to-follow checklists that may help you with completing your application.

More information can be found at [www.ontario.ca/disasterassistance](http://www.ontario.ca/disasterassistance) (must have internet connection for link to work).

### 8.6 Donations Management

People from across the municipality, province or country may want to donate goods, services or money. It is important early on in the recovery phase to establish with the public what exactly is needed. It is **strongly recommended** that if a message for donations is sent to the public, that **only financial donations are requested**. Financial donations are much easier to manage logistically, and donations can be made from around the world. The money can then be used to purchase exactly what is needed or given to victims in the form of gift cards. It is also recommended that a third party non-government organization be utilized to manage financial donations such as Red Cross or the Salvation Army. Any remaining funds when the emergency is over can be donated to local volunteer charity.

If material goods must be requested please ensure the following:

- be very specific about goods requested;
  - for example if asking for clothes include information such as size, gender, age and season;
- Food donations must be professionally packaged with security seals intact and prior to expiration dates;
- **Absolutely no personally prepared food donations accepted;**
- Food donations from restaurants, caterers, church groups, etc. must have been prepared in facilities pre-approved by the public health unit;
- Proper refrigeration will be required for food donations;
- Warehousing and security of all donations must be considered;

Distribution of goods will need to be planned in advance. Some items can be boxed as packages for each person and/or family. Other goods can be arranged so that people can choose what they need. The distribution centre will need to be readily accessible and large enough to contain all donated goods. Also a distribution system for those who are not mobile will need to be considered. Local volunteer groups such as Meals on Wheels may be able to provide this service.

### 8.7 Debriefing and After Action Report

A [debriefing](#) should take place with all stakeholders as soon as possible after the emergency. The idea of the debriefing is to identify what went well during the emergency and what the challenges were. The debriefing is not to place blame or to voice opinions regarding actions taken or not taken.

The debriefing will be chaired by the EOC Commander and follow a structured format where each phase of the response and recovery is discussed, and participants are allowed to provide input on what they did or did not do.

Input from participants must be based on facts and void of speculation, presumptions and hearsay.

Minutes and notes from the debriefing will be gathered by the EOC Commander's Assistant. The information will then be written into an [After Action Report](#) (AAR) that will detail changes that need to be made to the emergency response plan or the municipality's emergency management program. The AAR will feature who is responsible for implementing changes and timelines for those changes. Once complete, the AAR will be presented to the emergency management committee and/or council who will then decide on any changes requiring budget approvals, by-law amendments, etc.

### 8.8 Critical Incident Stress Management

[Critical Incident Stress Management](#) should be considered for the public and for staff whenever there is a traumatic event. It will help with the personal recovery process and help prevent post-traumatic stress.

## 9.0 INFORMATION AND COMMUNICATION

### 9.1 Purpose

Accurate information and effective communications are important for successful operations during and after an emergency or disaster.

### 9.2 Communications with the Public

Whenever possible the public should be provided information on the emergency and the services that are available to them. A variety of methods can be used to communicate with the public, including:

- Social media
- Radio
- Municipal website
- Public meetings
- Printed notices
- Telecommunications
- Door-to-door messaging

Messaging with the public should be clear and consistent, for that reason it is important to ensure that messages from the Community Control Group will not conflict with messages given by other agencies (ex. OPP, hydro, etc.). Public messages should be developed in coordination with all applicable agencies, and should not be released unless approved by the Community Control Group and the Incident Commander at the emergency site (when applicable). The Community Control Group should appoint an official spokesperson, this role is typically filled by the Mayor or Clerk.

### 9.3 Documentation

All decisions made, and activities conducted, during an emergency must be documented. Proper records management is the responsibility of all individuals involved in a response. Every individual should maintain a personal activity log for the duration of the emergency. These records shall be kept in accordance with the municipality's record keeping policies.

### 9.4 Emergency Information Officer

As required by the Emergency Management and Civil Protection Act, the municipality has appointed an Emergency Information Officer. This position is responsible for:

- Acting as the primary media and public contact for the municipality during an emergency;
- Collecting and disseminating accurate and timely emergency information;
- Activating and staffing an Emergency Information Centre (when required);
- Drafting information releases;
- Managing the municipality's social media accounts; and,
- Coordinating media conferences and briefings.

Note: The Emergency Information Officer is not a spokesperson for the municipality (unless appointed as such by the Community Control Group). The release of information is subject to approval by the Clerk.

### 9.5 Emergency Information Centre

When required, an Emergency Information Centre (EIC) may be established as a facility to conduct media briefings and for public meetings. For confidentiality and security reasons, this facility should be separate from the Emergency Operations Centre. The EIC is located in the part of the municipal office that can be locked and separated from the EOC.

### 9.6 Public Inquiries

In addition to other means of communicating information to the public such as social media, the municipality may establish a public inquiry line. The purpose of the public inquiry line is to provide an avenue for the public to contact the municipality to exchange essential emergency information. The Emergency Information Officer will oversee the Public Inquiry line and may also use social media as a method to exchange information with the public.

Only information approved for release by the appropriate authority shall be released to the public via the public inquiries line and social media.

## 10.0 CONTINUITY OF MUNICIPAL OPERATIONS

### 10.1 Purpose

Municipal government must have the ability to continue providing leadership and essential services throughout an emergency or disaster. The municipality must be prepared to continue or reintroduce all other municipal services as quickly and efficiently as possible. Essential services include:

- Governance
- Water/Sewer
- Fire Department
- Garbage Collection
- Roads

### 10.2 Reduction or Suspension of Municipal Services

During an emergency the Clerk may reduce or suspend certain municipal services to allow resources to be directed to the emergency situation or for the protection of the public. Examples include:

- Closing or reducing business hours at municipal buildings
- Altering, reducing or suspending municipal services
- Extending the deadline to pay taxes and other fees without penalty
- Closing roads, parks and other public spaces

### 10.3 Alternate Work Locations

Where conditions during an emergency make it difficult for staff to report to their normal work location, the Clerk may authorize staff to work from alternate locations including from home where possible.

In the event of damage to or inaccessibility of a municipal building, limited operations may be resumed at an alternate location either within the community or at a neighboring community. Where possible, the municipality should make preparations to allow for continued operations off-site, including:

- Backing up electronic databases off-site;
- Ensuring that essential forms and records can be made available off-site;
- Utilizing equipment that can be made mobile (laptop computers, cell phones, etc.);
- Ensuring alternate sites have telecommunications capability (phone, internet, etc.)

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## *Bylaw Number 1256 -26*

### **BEING A BYLAW TO ESTABLISH AN EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN**

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**WHEREAS** the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990 which requires the formulation and implementation of an emergency plan by the council of the community.

**AND WHEREAS** Section 3. (1) of the act states that " every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan."

**AND WHEREAS** this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

**AND WHEREAS** the Act provides for the designation of a member of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

**AND WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

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

1. **That** an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. **That** the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan.
3. **That** in the absence of the Head of Council, the Deputy will act, and in the absence of the Deputy, it will go to the Councillor with the most votes in the previous election.
4. **That** the Clerk will act as the Chair of the Emergency Management Program Committee.
5. **That** the Clerk's Assistant and/or Municipal Services Coordinator will act as the Emergency Information Officer.
6. **That** certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group and community employees to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.

The Municipal Emergency Control Group consists of the following:

- Clerk
- CEMC
- Mayor
- Fire Chief
- Public Works Supervisor

Advisors to the Municipal Emergency Control Group are:

- OPP representative
- EMS representative
- Public Health representative
- Other agency representatives as required [i.e. MNRF, EMO]

7. **That** the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.

The Emergency Management Program Committee consists of the following:

- Clerk
- CEMC
- Mayor
- Fire Chief
- Public Works Manager

Advisors to the Emergency Management Program Committee are:

- OPP representative
- EMS representative
- Public Health representative

8. **That** the emergency response plan dated June 17, 2026 attached hereto as Schedule "A" to this by-law is hereby approved and adopted;
9. **That** updates and/or corrections be made to the appendices by staff as required.
10. **That** this by-law hereby repeals Bylaw No. 1139-22 in its entirety and any other previous applicable bylaws;
11. **That** this by-law comes into force and takes effect upon final reading.

Read and adopted by Resolution 26- this 16th day of June, 2026.

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Mayor

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Deputy Clerk

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## *Bylaw Number 1257-26*

### BEING A BYLAW TO AMEND BYLAW 947-13, AS AMENDED, WHICH REGULATES THE CEMETERIES OF VAL RITA AND HARTY

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#### **Legal Authority**

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

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

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

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

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

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

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

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

Section 150 of *Ontario Regulation 30/11* made under the *Funerals, Burial and Cremation Services Act, 2002*, provides that the operator of every cemetery may pass bylaws affecting the operations of the cemetery.

##### **Preamble**

Council for the Corporation of the Township of Val Rita-Harty (the "Township") deems it expedient to amend Bylaw No. 947-13 related to the operation and delegation of authority for the Val Rita and Harty Cemeteries.

##### **Decision**

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to have full control over the cemetery operations and management authority. This is necessary because the Cemetery Committee has not met in numerous years to continue with the responsibility of operations and management.

Council further considers it in the best interest of the Municipality that the administration is assigned to the Clerk and the Public Works Operator.

## Direction

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

1. That Schedule "A" of Bylaw 947-13, as amended, be further amended to include and read as follows:

**Bylaws:** The rules and regulations under which the Cemetery operates, as approved by Council of the Corporation of the Township of Val Rita-Harty.

**Care and Maintenance Fund:** Is the requirement under the FBCSA and O. Reg. 30/11 and 184/12 which provides that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment and scattering rights sold, transferred, assigned or permitted; and prescribed amounts for monuments and markers, is contributed into the care and maintenance fund. If no scattering rights are sold but scattering is permitted, a prescribed amount must be contributed to the fund when the scattering is conducted. Interest earned from this fund is used to provide care and maintenance of the cemetery(ies).

**Cemetery Operator:** Means the Township of Val Rita-Harty which reserves full control over the cemetery operations and management of land within the cemetery ground(s) or a delegated authority by the Township.

**Columbarium:** Is a structure designed for the interment of cremated human remains in sealed compartments.

**Fees and Charges:** Means the list of cemetery fees and charges approved by Council.

**Non-Resident:** Non-residents of the Township of Val Rita-Harty must pay non-resident fees with the exception of a resident who was a former resident and/or who was paying taxes to the Township of Val Rita-Harty within the last two years.

**Resident:** Means a current resident of the Township of Val Rita-Harty and/or an individual who pays property taxes to the Township of Val Rita-Harty.

2. That the administration of the Cemetery Bylaw be assigned to the Clerk and Public Works Foreman, as per practice, and who are delegated authority to:
  - a) Perform all administrative functions and incidental to and necessary for the due administration of this bylaw.
  - b) To establish and amend from time to time, such forms and other documents and such protocols and procedures as determined are required to implement and administer this bylaw.
3. That the Clerk and Public Works Foreman shall administer the Cemeteries in compliance with the Act and this Bylaw and without limiting the generality of the foregoing, shall:
  - a) Attend to the regular and proper maintenance of the Val Rita and Harty cemeteries;
  - b) Address concerns and complaints about the operation and maintenance of any Cemetery raised by members of the public in accordance with Bylaw 1254-26,

the Feedback Management Policy.

- c) Carry out any duties assigned under this Act, including without limitation, keeping a Public Register, and collecting and maintaining funds for the Care and Maintenance Fund.

4. That any changes to the Schedules may be adopted by resolution.

5. This Bylaw takes effect on the day of its final passing.

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

\_\_\_\_\_  
Mayor

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

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

1258-26

## **BEING A BY-LAW TO ESTABLISH TAX RATIOS FOR THE 2026 TAXATION YEAR**

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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.

#### **Establishment of Tax Ratios**

Section 308 of the *Municipal Act* provides that a municipality shall pass a bylaw in each year to establish the tax ratios for that year for the municipality.

Tax ratios are defined as the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1.

#### **Property Classes**

In accordance with section 7 of the *Assessment Act*, R.S.O. 1990, c. A. 31 as amended, the Minister of Finance has prescribed certain property classes.

**Preamble**

For the Municipality to prepare tax rates for the 2026 taxation year tax ratios must first be established.

**Decision**

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to establish tax ratios for the 2026 taxation year.

**Direction**

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

- 1. That for the taxation year 2026, the tax ratios for all property classes shall be:

		<b>Tax Ratio</b>
Residential	Occupied	1.000000
Multi-Residential	Occupied	1.100000
Commercial	Occupied	1.035400
Industrial	Occupied	1.198800
Aggregate Extraction	Occupied	0.975471
Landfills	Occupied	1.180543
Pipelines	Occupied	0.700000
Farm	Occupied	0.250000
Managed Forests	Occupied	0.250000

- 2. That tax reduction for:
  - a. Vacant land and excess land subclasses in the commercial property class is 30% (Municipal Portion ONLY)
  - b. Vacant land and excess land subclasses in the industrial property class is 35% (Municipal Portion ONLY)
- 3. That this by-law shall come into force and effect force on the date of its final passing.

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

\_\_\_\_\_  
Mayor

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

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

1259-26

## BEING A BY-LAW TO STRIKE TAX RATES FOR 2026

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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.

#### **Yearly Budget**

Section 290 of the *Municipal Act* provides that for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality.

#### **Local Municipality Levies**

Section 312(2) of the *Municipal Act* provides that for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a bylaw levying a separate tax rate, as specified in the bylaw, on the assessment in each property class in the local municipality rateable for local municipality purposes.

Section 312(6) of the *Municipal Act* requires that the tax rates on the different classes of properties must be in the same proportion to each other as the tax ratios

established under section 308 for the property classes are to each other.

**Prescribed Subclass Reductions**

Section 313 of the *Municipal Act* requires the tax rates that would be otherwise levied for municipal purposes for the subclasses under subsection 8(1) of the *Assessment Act* shall be reduced.

This applies to vacant land and excess land subclasses in the commercial and industrial property classes.

**Preamble**

Council adopted the estimates for the 2026 operating year in the amount of \$2,821,930 and established tax ratios as set out in Bylaw 1258-26.

Municipal tax rates are to be set for each tax class based on the amount of the municipal levy. For the 2026 operating year the municipal levy has been calculated to be \$1,859,930.

Education tax rates have been established by the Province of Ontario and the 2026 education levy is \$366,600.

**Decision**

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the Corporation to strike tax rates and to provide for the collection of property taxation for the 2026 operating year.

**Direction**

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

1. That \$2,226,530 be levied therefore in the manner as set out hereinafter;
2. That the tax rates for the year 2026 for municipal purposes and for education purposes as set by the Province shall be as follows:

		Municipal Tax Rate	Education Tax Rate	Total Tax Rate
Residential	Occupied	0.02989383	0.00153000	0.03142383
Multi-Residential	Occupied	0.03288321	0.00153000	0.03441321
Commercial	Occupied	0.03095207	0.00880000	0.03975207
Commercial	Excess Land	0.02166645	0.00880000	0.03046645
Commercial	Vacant Land	0.02166645	0.00880000	0.03046645
Industrial	Occupied	0.03583672	0.00880000	0.04463672
Industrial	Excess Land	0.02329387	0.00880000	0.03209387
Industrial	Vacant Land	0.02329387	0.00880000	0.03209387
Aggregate Extraction	Occupied	0.02916056	0.00511000	0.03427056
Landfills	Occupied	0.03529095	0.00880000	0.04409095
Pipelines	Occupied	0.02092568	0.00690763	0.02783331
Farm	Occupied	0.00747346	0.00038250	0.00785596
Managed Forests	Occupied	0.00747346	0.00038250	0.00785596

3. That the levy provided for in this Bylaw shall be reduced by the amount of the interim levy for 2026;
4. That for payments-in-lieu of taxes due to the Corporation of the Township of Val Rita-Harty, the actual amount due shall be based on the assessment roll and tax rates for the year 2026;
5. That for the railway right of way, taxes due to the Corporation of the Township of Val Rita-Harty, the actual amount due shall be based on the assessment roll and tax rates for the year 2026;
6. That the taxes shall become due and payable in two installments on or before;

**Final Tax Bill Due Date:      July 31, 2026; and  
September 30, 2026**

7. That the Treasurer, no later than twenty-one (21) days prior to the date that the first installment is due, is hereby authorized to mail or cause to be mailed the notice of taxes due to the last known address of the residence or place of business of the persons to whom such notice is required to be given;
8. That all taxes are due and payable to the Township of Val Rita-Harty at the Val Rita-Harty Municipal Office located at 106 Government Road, Val Rita, Ontario, P0L 2G0;
9. That non-payment of the amount, as noted on the date stated in accordance with this Bylaw constitutes a default, a penalty of 1.25% per month shall be added to all taxes on the levy which are in default until December 31, 2026;
10. That on all 2026 taxes unpaid as of December 31, 2026, interest shall be added at the rate of 1.25% per month, for each month or fraction thereof in which the arrears continue; and
11. That this by-law shall come into force and effect force on the date of its final passing.

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

\_\_\_\_\_  
Mayor

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

# THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

**1260-26**

## **BEING A BY-LAW TO ESTABLISH WATER AND WASTEWATER SERVICE RATES**

### **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.

#### **Fees and Charges**

Section 391 of the *Municipal Act* authorizes municipalities to pass by-laws imposing fees or charges for services or activities to recover the cost of providing those services or activities.

#### **Preamble**

Council recognizes the importance of a sustainable, transparent, and fair system for water and wastewater (sewer) services.

Council recognizes that water and wastewater systems must be operated water systems on a user-pay basis, ensuring fees are sufficient to cover full costs and encourage responsible user consumption to be compliant with Ontario Regulation 170/03.

## **Decision**

Council of the Corporation of the Township of Val Rita-Harty decides it in the best interest of the municipality to establish user fees for water and wastewater services provided by the Township, and to provide for the collection thereof.

## **Direction**

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

### Service Area

1. That water and wastewater services under this bylaw apply only to properties that are physically connected to, and able to receive, municipal water and/or sewer services within the designated service areas of Val Rita and Harty;
2. That only properties connected to the municipal water and/or wastewater systems are subject to the service fees in this bylaw;

### User-Pay System

3. That charges for water and wastewater services shall follow a user-pay system, consistent with provincial requirements for full cost recovery, and aligned with environmental and financial sustainability goals;
4. That each year, the Treasurer shall calculate and present to Council rates that recover all direct and indirect costs of operating, maintaining, and renewing the water and wastewater systems;

### Schedule of Fees

5. That the Schedule of Fees for water and wastewater services is attached to this bylaw as Schedule "A" and forms part of the bylaw;
6. That the Schedule of Fees shall be reviewed every year and amended as required;
7. That Council may amend, replace, or update Schedule "A" by resolution, without repealing or re-enacting the full bylaw;

### Fee Collection and Penalty Provisions

8. That all water and wastewater fees and charges shall be collected by the Treasurer as amounts owing to the Township;
9. That all fees are payable to the Township of Val Rita-Harty at the Municipal Office, 106 Government Road, Val Rita, Ontario, P0L 2G0;
10. That fees must be paid within the year the service is provided. A one-time late payment charge of 1.25% will be added to any unpaid amount after the due date.

11. That In addition to the one-time late charge, interest will accrue on all unpaid balances at a rate of 1.25% per month, compounded monthly, until paid in full;

12. That the Treasurer shall set clear guidelines for billing and collecting water and wastewater fees; And

Effective Date

13. That bylaw shall come into force and effect on the date of its final passing by Council.

Read and adopted by Resolution 26- this 16<sup>th</sup> Day of June, 2026.

\_\_\_\_\_  
Mayor

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

# Schedule “A” to Bylaw 1260-26

## Water and Wastewater Rates

Schedule A forms part of the Water and Wastewater Service Rates By-law for the Township of Val Rita-Harty. The following rates are established on a user-pay basis to ensure fairness, full-cost recovery, and the long-term sustainability of the municipal water and wastewater systems. These rates are effective upon the passing of the by-law and are subject to annual review by Council.

The following Water and Wastewater Rates apply to all properties connected to the municipal water and/or wastewater systems, including those assessed under special categories for non-residential use. Any new connections to the system will be charged these rates on a prorated basis, calculated from the date of connection to December 31, 2026.

### Flat Fees (Annual)

#### Val Rita

##### Water Service:

Single Residential Unit	\$1,242.46
Multiple Dwelling Units	\$1,242.46 per dwelling unit
Special Uses	Pro-rated based on previous years

##### Wastewater Service:

Single Residential Unit	\$270.90
Multiple Dwelling Units	\$270.90 per dwelling unit
Special Uses	Pro-rated based on previous years

##### Special Use Rates Water and Wastewater Services

Special use rates apply to lands which are used for purposes other than domestic purposes.

#### Harty

##### Wastewater Service:

Single Residential Unit	\$771.21
Multiple Dwelling Units	\$771.21 per dwelling unit



## Municipalité de Val Rita-Harty Municipality

**Item #: 12.2**

**Date : June 16, 2026**

**Subject / Re : Parks and Beautification Committee**

**Personnel responsible / staff: Deputy Clerk  
pour / for: conseil / Council**

### **Description:**

At a previous meeting, Council directed staff to amend the terms of reference for the Val Rita-Harty Parks, Beautification and Cemetery Committee to be called the Parks and Beautification Committee.

The attached Terms of Reference outlines the composition of the Committee to be comprised of five (5) members of which two (2) may be Council members.

The Committee is to meet a minimum of twice per year.

Staff request direction from Council whether volunteer recruitment advertising is to be undertaken and to appoint two members from Council to the Committee.

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

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

### **Recommandation / Recommendation:**

THAT the Municipality of Val Rita-Harty Council approve the Terms of Reference for the Val Rita-Harty Parks and Beautification Committee and directs staff to -----.

### **Financial Implications:**

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

**Barbara Major**

**Deputy Clerk**



# CORPORATION DE LA MUNICIPALITÉ / OF THE TOWNSHIP OF VAL RITA - HARTY

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## THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY PARKS AND BEAUTIFICATION COMMITTEE

### TERMS OF REFERENCE AND MANDATE

#### 1. Val Rita-Harty Parks and Beautification Committee

1.1 A municipal Committee to be known as the “Val Rita-Harty Parks and Beautification Committee” hereinafter referred to as “the Committee” is established as a Municipal Committee in accordance with the *Municipal Act*.

1.2 The Committee shall abide by and be subject to all Municipal Policies, rules and regulations.

1.3 The purposes of the Committee are:

1.3.1 To advise Council on matters of parks and green space within the Township of Val Rita-Harty;

1.3.2 To assist Council in enhancing and beautifying the Township of Val Rita-Harty by recommending implementation of community-based beautification projects;

1.3.3 To advise and inform Council on issues related to parks and public green spaces as they arise;

1.3.4 To set out clear goals for the committee for the term.

#### 2. Composition

2.1 The Committee shall consist of a minimum of five (5), members recommended by the Committee and appointed by Council resolution;

2.2 At the discretion of Council, up to two (2) members may be Council members;

2.3 Each member of the Committee must be a resident of Val Rita-Harty;

2.4 Each member of this Committee shall have the right to vote;

2.5 The Chair shall be appointed by the Committee members at their first meeting of the year;

2.6 The Municipal Services Coordinator shall act as the Committee Secretary;

2.7 The Public Works Foreman will act as Resource Staff.

2.8 The Mayor shall automatically be an ex-officio member of this Committee with voting rights.

**3. Term of Office**

**3.1** The Council member(s) shall have a term subject to the Municipal Procedural Bylaw but in any event shall not extend past the end of the term of office of Council;

**3.2** For the purposes of continuity, the non-council members will have a term equal to the term of the appointing Council, unless the Committee rules otherwise on a case-by-case basis. If the Committee rules otherwise, it may extend the non-council members by one year.

**4. Number of Meetings each year**

**4.1** The Committee shall meet at least two (2) times every calendar year and, in addition, at any time at the request of a majority of the members of the Committee or at the call of the Chair, or the Mayor.

**5. Vacancies: Removal**

**5.1** A member of the Committee who is a member of Council ceases to be a member of the Committee if he or she ceases to be a member of Council;

**5.1.1** The member can stay a member of the Parks & Beautification with a nomination from the committee and an approved resolution from Council confirming the re-appointment;

**5.2** A member of the Committee may resign from office by providing notice in writing to the Committee;

**5.3** If the seat of a member of the Committee becomes vacant, the Committee shall;

**5.3.1** Declare the seat to be vacant at its next meeting; and

**5.3.2** Immediately nominate another possible appointee and forward a copy of its declaration to Council for consideration and appointment at the earliest opportunity. If the Committee doesn't have the minimum required members to function, the Committee and Council will expeditiously appoint a new member to the Committee, in accordance with these terms of reference.

**5.4** In the case of a vacancy for any cause, the person appointed to fill the vacancy shall be qualified to be appointed and shall hold office for the balance of the term for which his or her predecessor was appointed;

**5.5** Any member of the Committee who fails to attend three (3) successive scheduled meetings of the Committee, with no just cause, shall be subject to forfeiting his or her appointed seat at the discretion of the Committee, and if such is the case, the Committee and Council shall appoint a person to fill the vacancy.

**6. Reappointment**

**6.1** A member is eligible for reappointment on the expiration of his or her term.

**7. Open Meetings: Quorum**

**7.1** All meetings of the Committee shall be open to the public except where a meeting may be closed to the public in accordance with the *Municipal Act*, or applicable legislation;

**7.2** A person may be expelled from a meeting for improper conduct at a meeting;

**7.3** A majority of the members of the Committee constitutes a quorum;

**7.4** The Committee proceeding shall be as outlined and in accordance with Council's Procedural Bylaw;

**7.5** All Committee members shall adhere to Council's Code of Conduct.

**8. Minutes; Records and Meetings**

**8.1** The Committee shall keep minutes of its meetings and shall forward copies of the minutes and proceedings to every member of the Committee and to Council;

**8.2** The Municipal Services Coordinator shall act as the Committee Secretary who shall retain and preserve the records of the Committee including resolutions, minutes, and proceedings of regular or special meetings;

**8.3** The Chair of the Committee, with the assistance of the Municipal Services Coordinator shall be responsible to prepare the agenda;

**8.4** The agenda will be sent to all Committee members at least 24 hours before the scheduled meeting.

**9 Powers and Duties; Limitations on Delegation**

**9.1** The members, while carrying out their mandate shall have regard for the organizational structure of the municipality and shall not provide specific direction to the Township staff.

**9.2** The Committee, acting in accordance with the *Municipal Act*, and in accordance with this mandate, will propose how finances are expended and how revenues are generated, in consultation with the Township.

**9.2.1** All Committee members must act in the best interest of the community as a whole;

**9.2.2** Committee decisions, once adopted and approved as required, shall be communication as decisions of the Committee;

**9.2.3** Submit operating and capital plans and budgets to be provided by no later than February 1 annually, for budgetary consideration by Council.

**9.2.4** The Committee shall, at the times and in the form requested, promptly provide the Council of the Township of Val Rita-Harty with information requested by the Township relating to its purposes.

**9.3** The Committee Chair will meet regularly with the Township Clerk and provide the following:

**9.3.1** Any updates or discussions required for the Committee and Council to implement this mandate;

**9.3.2** Any requests for staffing assistance and involvement in implementing this mandate.

**10 Role of the Chair**

**10.1** The Chair is responsible for ensuring the smooth and effective operation of the Committee. This will include responsibility for:

**10.1.1** Calling the meetings to order;

**10.1.2** Encouraging an informal atmosphere to encourage the exchange of ideas;

**10.1.3** Creating an agenda in conjunction with the Clerk;

**10.1.4** Chairing the meetings to ensure business is carried out efficiently and effectively;

**10.1.5** Acting as spokesperson;

**10.1.6** Representing the Committee on other committees when necessary;

**10.1.7** The Chair shall conduct meetings in accordance with the Township's Procedural By-Law;

**10.1.8** In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

**11 Role of the Secretary (Municipal Services Coordinator)**

**11.1** The Secretary is responsible for ensuring a complete up-to-date record for the Committee. The Secretary will be the staff liaison for the Committee.

**11.1.1** In liaison with the Chair, arrange a date, time and venue for meetings;

**11.1.2** In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting;

**11.1.3** Circulate minutes to the members;

**11.1.4** Keep a complete up-to-date record of the Committee minutes.

**12 Role of Members**

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

**12.1** Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting;

- 12.2** Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings than their seat on the Committee shall be declared vacant;
- 12.3** Review all information supplied to them;
- 12.4** Prepare information for use in the development of materials for the Committee;
- 12.5** Promote the role of the Committee and its' decisions made;
- 12.6** Offer input to committee reports to Council;
- 12.7** Attend training as required to effectively perform their role as a committee member;
- 12.8** Committee Members are subject to the Municipal Conflict of Interest Act R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

**13 Budget**

- 13.1** The Committee shall submit its annual capital budget in the form, and by no later than February 1<sup>st</sup>, annually, to Council.

**14 Review**

- 14.1** The Municipal Council of the Corporation of the Township of Val Rita-Harty shall, by December 31st of each calendar year, conduct a review of the committee Terms of Reference and Mandate.



## Municipalité de Val Rita-Harty Municipality

**Item #: 12.3**

**Date : June 16, 2026**

**Subject / Re : Policies for adoption**

**Personnel responsible / staff: Deputy Clerk  
pour / for: conseil / Council**

### **Description:**

Bylaw No. 1253-26 provides for approval of municipal policies by Council.

It is recommended that the attached policies be approved:

- Clerk' guidelines associated with the Feedback Management Policy which includes the Administrative Guidelines, the Complaint Form and Complaint Registry;
- Pre-Authorized Payment Policy and Application Form;
- Cemetery Policies; and
- Phone Call/Voicemail messages.

### **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 in accordance with Bylaw No. 1253-26, the Municipality of Val Rita-Harty Council adopt the following policies: Feedback Management Policy Administrative Guidelines, Complaint Form, Complaint Registry, Pre-Authorized Payment Policy and Application Form, Cemetery Policies and Phone Call/Voicemail Messages.

### **Financial Implications:**

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

**Barbara Major  
Deputy Clerk**



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

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**SUBJECT:** Feedback Management Policy (Bylaw 1257-26)  
**POLICY TYPE:** ADMINISTRATIVE  
**POLICY NUMBER:**  
**ISSUE DATE:** June 16, 2026  
**APPROVED:** June 16, 2026  
**RESOLUTION #**  
**BYLAW NO.** 1253-26 (adopt policies bylaw)  
**REVIEW:** Review to be undertaken June 2027

# Clerk's Guidelines for Feedback Management

*(Adopted pursuant to Bylaw No. 1254-26 – Township of Val Rita-Harty)*

## Purpose

These Guidelines establish administrative practices and procedures for receiving, documenting, investigating, and reporting on public feedback in a consistent, transparent, and efficient manner, in accordance with Bylaw No. 1254-26.

## Policy Statement

Section 270(1) of the *Municipal Act, 2001, as amended* require a municipality to be accountable to the public for its actions. The policy supports the municipality's commitment to accountability and transparency of the operations of the Municipality.

## Scope

These Guidelines apply to feedback submitted by individuals or groups who:

- Reside, own land, or operate a business within the Township; or
- Access Township services.

These Guidelines do not apply to matters excluded under the Bylaw, including but not limited to:

- Routine service or information requests;
- Decisions of Council;
- Matters under the jurisdiction of the Integrity Commissioner;
- Employee or labour relations matters;
- Legal proceedings or matters before a tribunal;

- Decisions made by External Boards, Local Boards and Committees of Council;
- Complaints about members of Council;
- Civil disputes between property owners; or
- Other exclusions identified in the Bylaw.

## Definitions

**Feedback** - Opinions, comments, compliments, concerns, complaints, or suggestions intended to improve Township services, programs, operations, or interactions

**Informal Feedback** - Feedback that can reasonably be addressed or resolved without a formal investigation. All employees are responsible to resolve concerns by dealing with issues or concerns before they become complaints.

**Formal Feedback** - Feedback requiring formal review, investigation, documentation, or administrative determination.

**Frivolous, Vexatious, or Unreasonably Persistent** - As defined in the Bylaw, submissions determined to be abusive, repetitive, made in bad faith, or lacking a reasonable basis may be refused or restricted.

Anonymous complaints will not be addressed except in circumstances where the subject matter of the complaint creates a health and safety situation or other serious effect.

## General Principles

- Public feedback is encouraged as part of the Township's commitment to continuous improvement and accountable service delivery.
- All feedback processes shall be administered fairly, respectfully, consistently, and confidentially.
- Anonymous submissions will not normally be accepted unless the matter involves an identified health or safety concern.
- All records relating to feedback shall be retained in accordance with the Township's Records Retention Bylaw and applicable legislation.

## Receipt of Feedback (Pursuant to Schedule “A” of Bylaw 1257-26)

### Informal Feedback Process

#### Submission

Informal feedback may be submitted:

- In person;
- By telephone;
- By email or written correspondence; or
- Through an approved Township form or communication channel.

#### Minimum Information Required

The following information should be provided where possible:

- Name of the individual, group, or business;
- Contact information; and
- Description of the feedback or concern.

#### Acknowledgement

- Informal feedback should be acknowledged within two (2) business days under normal operating circumstances.
- Exceptions may apply during emergencies, office closures, operational disruptions, or staff absences.

Acknowledgement may occur:

- Verbally, by telephone, or in person (with written confirmation where appropriate); or
- Through email, written correspondence, or official Township communication channels.

#### Response

The appropriate staff member or department shall attempt to address the matter directly.

Responses should provide clarification, resolution details, or next steps where applicable.

Matters that cannot be resolved informally may be escalated to the formal feedback process.

#### Documentation

The staff member receiving the feedback, or their designate, shall ensure the matter is documented and filed with the Clerk. Documentation will include:

- Type of feedback;
- Responsible department;

- Date received;
- Date responded to; and
- Resolution status.

Records shall be maintained for administrative and statistical reporting purposes. Documentation shall be provided to the Clerk within five (5) business days of resolving the matter.

## **Formal Feedback Process**

### **Submission**

Formal feedback must be submitted using the Township's approved feedback form and should include:

- Name and contact information of the individual/group providing the feedback;
- Detailed description of the concern or issue that they are providing feedback on;
- Relevant dates, locations, and individuals involved; and
- Any supporting documentation or evidence available.

Note: The feedback form may be completed by an officer or employee of the Township or an elected official if the individual is unable to complete the form themselves or does not want to provide documentation. To be clear, if someone is aware of a concern or issue raised by a resident or ratepayer, they are obligated to complete the appropriate documentation and advise the Clerk.

### **Acknowledgement**

- Formal feedback shall be acknowledged within two (2) business days under normal circumstances.
- Communication standards applicable to informal feedback shall also apply to formal submissions.

### **Assignment**

The Clerk or designate shall assign the matter to:

- The appropriate Department Head or ~~Manager~~; or
- Another qualified individual authorized to conduct the investigation.
- The Clerk shall oversee administrative consistency and process integrity.

### **Documentation**

All formal feedback shall be:

- Recorded by the Municipal Services Coordinator;
- Categorized for statistical and trend reporting purposes; and
- Retained in accordance with Township policies and applicable legislation.

## **Investigation of Concerns and Complaints**

**(Pursuant to Schedule “B” of Bylaw 1257-26)**

### **Preliminary Review**

Upon receipt of formal feedback, the assigned investigator shall:

- Confirm the submission is complete;
- Request clarification or additional information where necessary;
- Determine whether the matter falls within the scope of the Bylaw; and
- Assess whether the matter may be considered frivolous, vexatious, or unreasonably persistent.

### **Investigation Strategy**

The investigator shall establish an investigation plan that may include:

- A summary of the issue;
- Applicable legislation, policies, procedures, or standards;
- Investigation steps and methodology; and
- Estimated timelines.

Investigations should normally be completed within ninety (90) days unless extenuating circumstances require additional time.

### **Investigation Process**

#### **Interviews**

Where appropriate, interviews may include:

- The complainant;
- The respondent (staff member, volunteer, or representative); and
- Any relevant witnesses.

### **Evidence Collection**

The investigation may include review of:

- Documents and records;
- Correspondence;
- Electronic communications;
- Policies or procedures; and
- Any other relevant physical or electronic evidence.

### **Interview Planning**

The investigator may prepare:

- An interview schedule;
- Key questions or discussion topics; and
- Notes or summaries arising from interviews.

## **Confidentiality**

All investigations shall be conducted in a confidential manner to the extent permitted by law. Participants are expected to maintain confidentiality throughout the process.

Failure to maintain confidentiality may result in:

- Dismissal of the complaint process; or
- Administrative or disciplinary action for staff or volunteers, where applicable.

## **Standard of Review**

Investigations shall be assessed using the civil standard of proof, being the balance of probabilities.

## **Final Report**

Upon completion of the investigation, the investigator shall prepare a written summary that may include:

- Summary of the complaint;
- Findings of fact;
- Conclusions;
- Determination or outcome; and
- Any recommendations or corrective actions, where appropriate.

The final response should normally be issued within thirty (30) days following completion of the investigation.

## **Appeals Process**

Appeals must be submitted in writing to the Clerk within fifteen (15) days of the decision being issued.

Appeals shall be reviewed by:

- The supervisor of the investigator; or
- The Clerk, where the investigator is a Department Head or Manager.
- Council, where the investigator is the Clerk.

The appeal review shall determine whether the process was followed appropriately and whether the decision was reasonable based on the information available.

## **Managing Unacceptable Feedback**

The Township may refuse to process or may limit communication relating to feedback determined to be:

- Frivolous;
- Vexatious;
- Abusive;
- Harassing; or
- Unreasonably persistent.

Administrative measures may include:

- Restricting methods or frequency of communication;
- Requiring communication through a single point of contact; or
- Declining to respond to repetitive submissions that have already been addressed.

Any restrictions imposed shall be documented and applied consistently and fairly.

## **Reporting Requirements**

### **Annual Reporting**

The Clerk, in consultation with the Treasurer and applicable departments, shall prepare an annual report to Council, typically in August, summarizing:

- Number of feedback submissions received;
- Categories and trends;
- Average response timelines; and
- Recommendations for operational or service improvements.

### **Additional Reporting**

Additional reports may be prepared for Council as required, including:

- Multi-year trend analysis;
- Department-specific summaries; or
- Other reporting requested by Council or senior administration.

## **Review and Updates**

These Guidelines shall be reviewed:

- One (1) year following adoption; and
- Every four (4) years thereafter, generally following a municipal election.
- The Clerk shall advise Council of any proposed administrative amendments or significant procedural changes prior to implementation.

## **Roles and Responsibilities**

### **Clerk**

The Clerk shall:

- Maintain and administer these Guidelines;
- Ensure compliance with the Bylaw and applicable legislation;
- Oversee administrative consistency and investigations; and
- Report to Council as required.

### **Department Heads and Managers**

Department Heads and Managers shall:

- Conduct or oversee investigations assigned to their department;
- Ensure appropriate documentation and records management; and
- Support timely and respectful resolution of feedback matters.

### **All Staff**

All Township staff shall:

- Receive and document feedback appropriately;
- Treat members of the public respectfully and professionally; and
- Provide timely responses or referrals in accordance with these Guidelines.





Complaint Number	Date Received	Method of Receipt	Category	Brief Description (one sentence)	Location	Department / Service Involved	Status	Date Resolved	Internal Notes	Physical /Digital File (Yes/No)



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

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**SUBJECT:** Pre-Authorized Payment Policy  
**POLICY TYPE:** ADMINISTRATIVE  
**POLICY NUMBER:**  
**ISSUE DATE:** June 16, 2026  
**APPROVED:** June 16, 2026  
**RESOLUTION #**  
**BYLAW NO.** 1253-26 (adopt policies bylaw)  
**REVIEW:**

# PRE-AUTHORIZED PAYMENT PLAN

## PURPOSE

The Township of Val Rita-Harty establishes this policy to set clear terms and conditions for property owners who choose to enroll in a pre-authorized payment plan.

The Pre-Authorized Payment Policy is the Township's only approved plan and does not apply to property owners remitting monthly or periodic tax and/or water payments.

## POLICY DETAILS

1. To enroll in the pre-authorized payment plan, property owners must submit a completed enrollment form and a void cheque to the Township of Val Rita-Harty at least fifteen (15) business days before the first withdrawal.
2. To qualify for the pre-authorized payment plan, property taxes must be paid in full and up to date at the time of application.
3. Property owners are responsible for ensuring their payments cover the total amount owing. Any outstanding balance will be automatically withdrawn and included in the December pre-authorized payment. Interest will be charged on overdue balances at the rate set annually during the budget process.
4. No interest will be paid on credit balances held on the account.

5. To update banking information, property owners must provide a new void Canadian cheque at least fifteen (15) business days before the next monthly payment.
6. Any pre-authorized payment rejected by the financial institution will be subject to service charges set by the Township of Val Rita-Harty, in addition to any fees charged by the financial institution.
7. If two payments are rejected within the fiscal year, the Township of Val Rita-Harty may remove the property owner from the plan by written notice.
8. To cancel the pre-authorized payment plan, the Township of Val Rita-Harty must receive notice at least fifteen (15) business days before the next scheduled debit.
9. Each December, the Township of Val Rita-Harty will review accounts enrolled in the pre-authorized payment plan to confirm they are current and to collect any remaining balance based on the current year's tax rate. If a balance remains outstanding after December 15, the Township may remove the property owner from the plan by written notice.
10. Property owners enrolled in the Pre-Authorized Payment Plan will not be charged interest, provided no payments are rejected by the financial institution.



# MUNICIPALITY OF VAL RITA-HARTY

## Pre-Authorized Payment Plan Form

Mail the Pre-Authorized Payment Enrollment / Authorization Form to: Municipality of Val Rita-Harty, 106 Government Road, Val Rita, ON P0L 2G0 Attn: Treasurer or by email to [treasurer@valharty.ca](mailto:treasurer@valharty.ca)

### How Do I Join?

1. Complete and sign the Enrollment/Authorization Form below.
2. Attach your personal cheque marked "Void" or a "Pre-Authorized Debit/Payment form" from your banking institution (forms printed from on-line banking applications are acceptable).
3. Email the form and void cheque to [treasurer@valharty.ca](mailto:treasurer@valharty.ca) or mail/bring the form and the void cheque to the Municipal Office at 106 Government Road, Val Rita, P0L 2G0. This authorization will not be required each year. In December you will be notified of the new monthly payment for the following year.

Property Owner Name(s):

SURNAME	GIVEN NAME	INITIAL
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Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Roll: # 5670

Water & Sewer Account #:

**PAYMENT OPTION:** please check (✓) one for tax and one for water and sewer:

**Taxes Water**

**OPTION #1 : monthly payments on the 15th of the month**

I (we) authorize the Municipality of Val Rita-Harty to withdraw funds from my (our) bank account on the 15th day of each month.

**OPTION #2: amount due withdrawn on the due date**

I (we) authorize the Municipality of Val Rita-Harty to withdraw funds equivalent to the "Amount Due" on my (our) bank account on the due date approved by Council.

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# MUNICIPALITE DE VAL RITA-HARTY

## Programme des paiements pré-autorisé

Envoyez le formulaire d'inscription / d'autorisation à: Municipalité de Val Rita-Harty,  
106 Government Road, Val Rita, ON P0L 2G0 Attn: Treasurer  
ou par courriel à [treasurer@valharty.ca](mailto:treasurer@valharty.ca)

### Comment puis-je m'inscrire au programme?

1. Remplissez et signez le formulaire d'inscription/d'autorisation ci-dessous.
  2. Annexez un chèque personnel portant la mention "NUL".
  3. Envoyez le formulaire et le chèque annulé par courriel à [treasurer@valharty.ca](mailto:treasurer@valharty.ca) ou envoyer/apportez-le à **Bureau de Administration, Municipalité de Val Rita-Harty, 106 Government Road, Val Rita P0L 2G0.**
- Il ne sera pas nécessaire de répéter le processus d'autorisation chaque année. Il y aura un débit inscrit à votre compte pour chaque numéro de rôle.

### SVP indiqué quel compte(s) vous aimeriez mettre en place pour les paiements pré-autorisés:

NOM DE FAMILLE                      PRÉNOM(S)    INITIALE

Téléphone \_\_\_\_\_

Adresse de la propriété: \_\_\_\_\_

Numéro du rôle/compte: #5670 \_\_\_\_\_

Adresse courriel: \_\_\_\_\_

Numéro du compte d'eau et de l'égout: \_\_\_\_\_

### MODALITÉS DE PAIEMENT: veuillez cocher (✓) un choix chaque pour impôts et l'eau:

Impôts    Eau

**CHOIX N°1:** paiements mensuels effectués le 15 du mois

J'autorise (nous autorisons) la Municipalité à retirer les fonds de mon (notre) compte le 15<sup>e</sup> jour de le dernier chaque mois. Annexez un chèque personnel portant la mention "NUL".

**CHOIX N°2:** paiements de la somme totale effectués à la date d'échéance

J'autorise (nous autorisons) la Municipalité de Val Rita-Harty à retirer la somme totale à payer de mon (notre) compte à la date d'échéance adoptée par le Conseil municipal. Annexez un chèque personnel portant la mention "NUL".

Signature du propriétaire: \_\_\_\_\_ Date: \_\_\_\_\_

Signature du propriétaire: \_\_\_\_\_ Date: \_\_\_\_\_

CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

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## Cemetery Policies

### Contents

Child Interment Cost Policy .....	1
Funeral Day Policy .....	1
Interment Limit Policy .....	1
Interment of Ashes Policy .....	1
Resident/Non Resident Lot Policy .....	2
Tombstone Exception Policy .....	2
Tombstone/Stele Emplacement Policy .....	2
Rules for Visitors .....	2



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Cemetery Policies  
**POLICY TYPE:** Cemetery  
**POLICY NUMBER:**  
**RESOLUTION #**  
**BYLAW NO.** 1253-26 (adopt policies bylaw)  
**REVIEW:**

### Child Interment Cost Policy

That the cost for a lot be waived for any resident children under the age of 18 years.

### Funeral Day Policy

That the Township employees will leave the cemetery once the preparations have been made and will do so before the family and/or friends arrive for the funeral.

The Township employees will only proceed with the burial once all the family members and/or friends have left the cemetery.

### Interment Limit Policy

That a maximum of 1 coffin is allowed to be placed in one lot.

That a maximum of 4 urns be placed in one lot. The urns can be placed upon a lot with an existing coffin, subject to the maximum limit of 4 urns, but in no instances shall a coffin be placed upon existing urns.

That a maximum of 2 urns be placed in a columbarium niche.

### Interment of Ashes Policy

That in the event an urn is placed upon a lot with an existing coffin or urn(s), that it is prohibited from placing an additional tombstone. The name can be added to the existing tombstone, the tombstone can be removed and replaced, or a stele can be placed, subject to a maximum of 1 stele per lot.

### Resident/Non-Resident Lot Policy

That the following conditions determine if an individual is eligible for the resident rate:

- 1- Currently a resident of the Township of Val Rita-Harty.
- 2- Currently pays taxes to the Township of Val Rita-Harty.
- 3- Was a former resident and/or was paying taxes to the Township of Val Rita-Harty within the last two years.

### Tombstone Exception Policy

That an exception be made to the lots located on row LL and NN to permit the installation of the tombstone to the north of the lot.

### Tombstone/Stele Emplacement Policy

That a sketch of the emplacement and dimensions of the tombstone or stele be provided to the administrative team for approval before the installation of the tombstone or stele.

### Rules for Visitors

- Visitors are always welcome at the Cemetery during the open hours, from 8:00 a.m. until sundown.
- No parades other than funeral processions shall be admitted to or be organized within the Cemetery.
- Children under the age of twelve years are welcome in the Cemetery grounds when accompanied by an adult, who shall be responsible for their good conduct and shall see that they do not run over the Lots or climb upon the Monuments.
- No pleasure ATVs. (All terrain vehicles), snowmobiles or skateboards are allowed in the Cemetery.
- Discharging of firearms, other than in regular volleys at burials services, is prohibited in and around the Cemetery.
- All pets must be leashed while on Cemetery property and should be kept on roads. Pet owners must clean up after their animals.
- No picnic party shall be permitted in the Cemetery grounds.
- Any person who, in the Cemetery, damages or moves any tree, plant, marker, fence, structure or other thing usually erected, planted or placed in a cemetery is liable to the Cemetery and any Interment Rights Holder, who, as a result, incurs damage. The amount of damages shall be the amount required to restore the Cemetery to the state that it was in before anything was damaged or moved by the person liable.
- Anyone who disrupts the peace and good order of the Cemetery through noise or other improper conduct may be removed from the grounds.



## CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

**SUBJECT:** Phone calls and voicemail messages  
**POLICY TYPE:** ADMINISTRATIVE  
**POLICY NUMBER:**  
**ISSUE DATE:**  
**LAST REVISION:** \_\_\_\_\_  
**REVIEW DATE:** June 16, 2026

### Purpose

This policy establishes standards for answering and handling telephone calls professionally, courteously, and efficiently to ensure excellent service and accurate communication.

### Scope

This policy applies to all employees who answer or manage incoming calls on behalf of the Township of Val Rita – Harty.

### General Requirements

Employees answering calls must:

- Always represent the company professionally.
- Answer calls promptly and courteously.
- Maintain confidentiality of Township and information provided by caller.
- Provide accurate information or direct callers to the appropriate person or department.
- Document important messages and follow-up actions when required.

### Call Answering Standards

#### Response Time

Calls should be answered within 3 rings whenever possible.

#### Standard Greeting

Employees must use a professional greeting that includes:

“Good morning / afternoon Municipalité Val Rita-Harty bonjour!”

#### Professional Conduct

Employees must:

- Speak clearly and politely.
- Use respectful and professional language.

- Listen actively without interrupting.
- Remain calm during difficult conversations.

Employees must not:

- Use slang, rude language, or unprofessional expressions.
- Eat, chew gum, or engage in distracting activities while on calls.
- Place callers on speakerphone without permission.

## Call Handling Procedures

### Identifying the Caller

Employees should politely obtain:

- Caller's name
- Company name (if applicable)
- Purpose of call
- Call back number

### Transferring Calls

Before transferring:

- Inform the caller of the transfer.
- Provide the name or department being transferred to.
- Ensure the transfer is made correctly.

### Placing Calls on Hold

Employees must:

- Ask permission before placing callers on hold.
- Return to the caller periodically if delay occurs.

### Taking Messages

Message must include:

- Caller's full name
- Contact number
- Date and time
- Reason for the call
- Urgency level (if applicable)

## Confidentiality

Employees must not disclose:

- Caller's information
- Financial details
- Internal Township matters

- Confidential business information

Unauthorized disclosure may result in disciplinary action.

## Handling Difficult Calls

Employees should:

- Remain calm and professional
- Avoid arguments.
- Attempt to resolve concerns politely.
- Escalate calls to a supervisor when necessary.

## Ending Calls

Before ending the call:

- Confirm whether additional assistance is required.
- Summarize next steps if applicable.

## Voicemail Messages

Voicemail messages should be listened to every morning. To access mailbox:

1. Pick up receiver and press 9 to get a line.
2. Dial number 705-335-6969 to call the mailbox.
3. When prompted, dial 705-335-6146 for the mailbox you wish to access.
4. When prompted to provide a password dial 197399.

## Taking Messages

Message must include:

- Caller's full name
- Contact number
- Date and time
- Reason for the call
- Urgency level (if applicable)

Approval Date: **Bylaw No. 1253-26**  
**Resolution No.**



## Municipalité de Val Rita-Harty Municipality

**Item #: 12**

**Date : June 16, 2026**

**Subject / Re : Committees of Council**

**Personnel responsible / staff: Deputy Clerk  
pour / for: conseil / Council**

### **Description:**

At the May 27, 2026 Special Meeting of Council, it was recommended that two Committees be established comprised of two members of Council and staff, with recommendations to go to Council. The Committees are as follows:

- Grant submission Committee; and
- Special water rates review Committee.

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

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

### **Recommandation / Recommendation:**

THAT \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Grant Submission Committee and \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Special Water Rates Review Committee.

### **Financial Implications:**

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

**Barbara Major  
Deputy Clerk**

**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



234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed [Protecting Ontario's Streets and Communities Act, 2026](#) (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting [026-0558](#) Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026* ) from May 26, 2026, to June 25, 2026. The government invites you to review the [Environmental Registry of Ontario and Regulatory Registry of Ontario](#) links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at [tanner.zelenko@ontario.ca](mailto:tanner.zelenko@ontario.ca).

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack

Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing

Robert Dodd, Chief of Staff Minister's Office

Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing

Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing

Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing

Martha Greenberg, Deputy Minister, Municipal Affairs and Housing

David McLean, Assistant Deputy Minister, Municipal Affairs and Housing

Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing

Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Municipal Chief Administrative Officers



May 20, 2026

Sent via Regular Mail (Canada Post)

RECEIVED

JUN 02 2026

Re: Annual Inspection Programs

Dear Landowner:

At TC Energy, we are committed to the safety of the public, our employees, and the environment. As part of this commitment, we engage our contractors to carry out various types of routine inspections on our rights of way to ensure TC Energy meets its safety standards and complies with all applicable regulations. In your area, TC Energy's rights of way and facilities are federally regulated and subject to the jurisdiction, decisions, and orders of the Canada Energy Regulator (the "CER") as well as federal legislation, including the **Canadian Energy Regulator Act** (the "CER Act") and the regulations made thereunder, including the Canadian Energy Regulator Pipeline Damage Prevention Regulations – Authorizations.

The attached fact sheet provides you with more detail as to the specific types of surveys and activities TC Energy carries out on its rights of way on an annual and ongoing basis and we hope it gives you a better understanding of why these activities are so important. Generally speaking, the activities involve a TC Energy contractor walking along or within the right of way, taking measurements and readings of the pipeline and/or the above-ground facilities, or conducting brushing activities. These activities generally take place between May and November, do not require heavy equipment, and are typically completed the same day.

As we may visit our right(s) of way on your property many times throughout the year to complete the types of annual and ongoing inspection programs described in the fact sheet included, and because we value your time and communication preferences, we also wanted to let you know about changes we are making with respect to notifications.

Each year we will send you a letter like this one, notifying you of the anticipated inspections and surveys TC Energy is planning to carry out on its rights of way during the upcoming year. If you would like to be notified each time a crew is scheduled to access TC Energy's right of way on your property, please contact Mike Guillemette at [mguillemette@canacre.com](mailto:mguillemette@canacre.com) or 289-206-5490 or the Landowner Helpline at 1-866-372-1601 or email: [CDN\\_landowner\\_help@tcenergy.com](mailto:CDN_landowner_help@tcenergy.com) to provide your preferred method of communication and current contact information.

If we don't hear from you, we will assume you do not require separate notification prior to a crew entering the right of way and that this letter will suffice as notification of our planned surveys and inspections.

Respectfully,

Curtis McLauchlin  
Land Representative



# ANNUAL INSPECTION PROGRAMS ON OUR RIGHTS OF WAY

TC Energy is committed to building and maintaining our pipeline systems safely. The safety of the public and our employees is a top priority. To ensure our pipeline systems continue to meet the highest safety standards, we monitor and inspect our pipelines through our various Right of Way Inspection Programs. Below is information on some of the types of programs we perform.

## Cathodic Protection Annual & Technical Survey, External Corrosion Engineering Assessment (ECEA) Indirect Inspection (IDI)

Contractors walk along the length of TCE's pipeline ROW with a line locator, voltmeter, and push-button pogo stick and take pipe-to-soil measurements at fixed intervals to assess the effectiveness of the corrosion prevention system protecting pipelines and assets.

## AC Interference Study

AC Interference occurs when TCE's assets and high voltage powerlines are co-located in a common utility corridor. To prevent AC Interference, TCE performs soil resistivity testing, ie. measuring a volume of soil to determine the conductivity of the soil, at specified locations to evaluate potential integrity risks created by the operation of the powerlines in proximity to TCE's assets.

## Depth of Cover Program

TCE contractors walk the pipeline right of way with a hand-held line locator and probe to measure the depth of the pipeline to ensure there is sufficient coverage. We may also return to conduct a more detailed survey to confirm our findings. If the depth of cover is a concern we will contact you directly to discuss restoration.

## Water Crossing Survey/Slope Monitoring Program

The water crossing survey program determines the depth of cover of our pipelines within water crossings as well as collects information about the water crossing itself. The slope monitoring program measures ground movement on our ROW where instrumentation is installed. TCE contractors access the site and collect the data to be further analyzed in the office for the purposes of making pipeline integrity decisions.

[Click here to learn more about how to live and work safely near our pipelines](#)



## Emissions /Leak Detection and Repair (LDAR) program

TCE contractors use an Optical Gas Imaging camera and a high flow sampler to detect leaks at TCE's compressor stations, meter stations, valve sites and riser sites. For compressor stations and meter stations, we are required to take readings three times a year as per Environment and Climate Change Canada (ECCC) Regulations. For valve sites we take readings once a year.

## Post Construction Monitoring

The PCM program inspects previous construction sites to ensure compliance with all project permits, approvals, regulations, easements and lease agreements. Our Environmental Inspectors assess the success of environmental mitigation measures implemented during construction. This monitoring also determines if there is any additional remediation required.

## REGULATORY COMMENT

Depending on jurisdiction, TC Energy facilities are regulated by the Alberta Energy Regulator (AER), the Canada Energy Regulator (CER) or the BC Energy Regulator (BCER). The regulators work with TC Energy to ensure our pipelines are constructed, tested and operated safely. The regulators have employees available for inquiries and to assist or advise landowners and occupants regarding pipeline problems.

If you have questions or concerns, please contact TC Energy first.

## GENERAL INQUIRIES

(weekdays 7:30 a.m. to 5 p.m. MST)

1-866-372-1601

[CDN\\_landowner\\_help@tcenergy.com](mailto:CDN_landowner_help@tcenergy.com)



450 – 1 Street S.W. Calgary, AB Canada, T2P 5H1

In case of a pipeline emergency, call:1-888-982-7222

**From:** FONOM Office/ Bureau de FONOM <[fonom.info@gmail.com](mailto:fonom.info@gmail.com)>

**Sent:** June 1, 2026 7:25 AM

**Subject:** FONOM Advocacy Day at Queen's Park

Good morning

Today, FONOM representatives are at Queen's Park meeting with Ministers, Premier Ford's staff, Opposition Leaders, and Critics to advance the priorities identified by our members during the 2026 FONOM Conference and Annual General Meeting in Timmins.

Throughout 14 meetings, we are discussing issues that matter most to Northern Ontario municipalities, including:

- Highway 11 and 17 safety and modernization
- A Northern Ontario Policing Grant
- Mental health and addictions supports and crisis response
- Housing and infrastructure funding
- Workforce challenges and economic development
- Energy and resource development opportunities
- Extended Producer Responsibility and landfill diversion initiatives

These meetings provide an important opportunity to ensure the voices of Northern Ontario municipalities are heard and considered as provincial policies and programs are developed.

We appreciate the time and attention provided by provincial leaders and look forward to continuing to work collaboratively to improve the economic and social quality of life for all Northerners and help ensure a strong future for our communities and youth.

We will be sharing updates and photos from Queen's Park throughout the day on FONOM's social media channels.

Thank you for your continued support and engagement.

Sincerely,

Dave Plourde

President

Talk soon, Mac.

Mac Bain

Executive Director

The Federation of Northern Ontario Municipalities

665 Oak Street East, Unit 306

North Bay, ON, P1B 9E5

705-498-9510



**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**  
**69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0**  
**PH: 705-643-2158 FAX: 705-643-2311**  
**LARDERLAKE.CA**

May 28, 2026

To whom it May Concern:

**RE: Resolution – support Federation of Northern Ontario Municipalities (FONOM) Resolution No.2026-02 - Establishment of a Northern Ontario Policing Grant**

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Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, May 26<sup>th</sup>, 2026, the following resolution of support was adopted:

Resolution #15, May 26<sup>th</sup>, 2026  
Moved by: Councillor Hull  
Seconded by: Councillor Kelly

**Carried**

BE IT RESOLVED THAT the Council of the Corporation of the Township of Larder Lake supports the resolution from the Federation of Northern Ontario Municipalities (FONOM) regarding the Establishment of a Northern Ontario Policing Grant

WHEREAS Municipalities across Northern Ontario face disproportionately high policing costs due to low population densities, geographic isolation, and limited municipal tax bases;

AND WHEREAS many Northern communities rely on the Ontario Provincial Police (OPP) for policing services, while others operate municipal police services that are also experiencing significant cost pressures;

AND WHEREAS recent increases in policing costs have placed unsustainable pressure on municipal budgets, forcing communities to make difficult decisions between maintaining public safety and funding essential municipal services such as infrastructure, roads, water systems, and recreation facilities;

AND WHEREAS Northern Ontario municipalities provide essential services across a vast geographic region while supporting key sectors of Ontario's economy, including mining, forestry, transportation, and energy;

AND WHEREAS municipalities require predictable and equitable provincial support to ensure policing costs remain sustainable and communities remain safe;

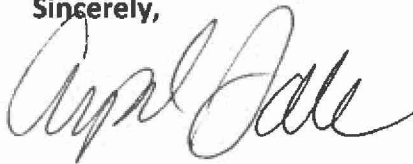
NOW THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities call on the Government of Ontario to establish a \$100 million Northern Ontario Policing Grant, phased in over three years, to support the 157 municipalities across Northern Ontario served by both the Ontario Provincial Police and municipal police services;

AND THAT the grant include a base funding allocation for all municipalities, with additional funding distributed based on population to ensure equitable support across communities of varying sizes;

AND THAT the Province work collaboratively with Northern municipal leaders, including FONOM and NOMA, to design and implement a sustainable funding framework that recognizes the unique economic and geographic realities of Northern Ontario.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Finance, the Minister of Northern Economic Development and Growth, the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), and all Northern Ontario Municipalities.

Sincerely,



**Crystal Labbe**  
**CAO/ Clerk Treasurer**

**Encl.**

**cc:** Doug Ford, Premier of Ontario  
Michael Kerzner, Minister of the Solicitor General  
Peter Bethlenfalvy, Minister of Finance  
George Pirie, Minister of Northern Economic Development and Growth  
Association of Municipalities of Ontario  
Northwestern Ontario Municipal Association (NOMA)



MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	90800	1136	91936		
<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	17528	33	17561	33	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	6963	14	6977	14	Push and 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. Spring clean up**

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**2. Grading**

---

**3. sweeping**

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**4. grass cutting**

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**5. recycle**

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**6. minor community center repairs**

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**7. equipment maintenance**

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**8. landfill**

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**9. Fire truck #2 maintenance (water gauge)**

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**10. Locates/ Job preparation**

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**11. Burials.**

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**12. Traffic control training (Stefan)**

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**13. Student training**

**14. Site visit with Green First, Council meetings, emergency response training, Road tour.**

**SIGNATURE: Stefan Landry**

**DATE: June 5, 2026**

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

# **VAL RITA HARTY FIRE DEPARTMENT**

## **MONTHLY REPORT May 2026**

**May 1<sup>st</sup> -May 31<sup>st</sup>**

**May 7<sup>th</sup> 2026-** Meeting and Training

7 firefighters attended

**May 13<sup>th</sup> 2026-** Mutual Aid Meeting hosted by Richard Vallee (Timmins)

Bert, Roger and Jessica attended

**May 15<sup>th</sup> 2026-** Grass fire in Harty (MNR contacted and responded as per agreement)

11 Firefighters responded

**May 17<sup>th</sup> 2026-** Pump training at the Harty pond for newer firefighters

4 firefighters attended

**May 20<sup>th</sup> 2026-** Transport truck smoking on Hwy 11 near Dagenais Road (False alarm)

7 Firefighters responded

**May 20<sup>th</sup> 2026-** CEMC Meeting

9 firefighters attended

**Fire Chief**

**Bert Fillion**

**VAL RITA HARTY FIRE DEPARTMENT**

**Bert Filion**

**Fire Chief**

## 2026 Calendar of Meetings

Name	Date	Location
NEOMA meeting	June 26, 2026	Heritage Sawmill Marketplace
Regular Council Meeting	July 21, 2026	Council Chambers
AMO	August 16 to 19, 2026	Ottawa
Nomination Day	August 21, 2026. Nominations close at 2 p.m.	
Regular Council Meeting	August 25, 2026	Council Chambers
Regular Council Meeting	September 15, 2026	Council Chambers
Regular Council Meeting	October 20, 2026	Council Chambers
E-Voting Commences at 10 a.m.	October 15 2026	Internet/Telephone voting
Election Day	October 26, 2026	