



Municipalité de / Municipality of Val Rita-Harty
August 25, 2026 - Regular Meeting of Council - 06:00 PM

1 Appel à l'ordre/Called To Order

THAT this Regular Meeting of Council be called to order at ____p.m.

2 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement

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

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

THAT the agenda be adopted as circulated.

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 July 27, 2026 be adopted as circulated.

📎 July 27, 2026 Regular Meeting Minutes

8 Délégations/présentations/Delegations/Presentations

8.1 Gaetan Gaudreault - Demolition Permit

Presentation by Mr. G. Gaudreault for Council consideration to reduce cost of demolition permit.

📎 G. Gaudreault email

📎 2015 building bylaw image

📎 2015 fees

📎 2026 Kapuskasing fees

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

9.1 Procedural Bylaw

9.2 Rita-Bot Update and Telephone Service

9.3 RFP for WTP update

9.4 RFP for contracted municipal support positions update

9.5 Volunteer Policy

📎 Bylaw to adopt a Volunteer Policy - Working Document

- 9.6 Working Alone Policy
 Working Alone Policy - Working Document
- 9.7 Appointment of Library Board Members
 Appointment of Library Board Members SOP -Working Document
- 9.8 Personal Use of Municipal Property
 Working Document - Municipal Email, Electronic Communications and Online Purchasing
- 9.9 Delegation of Authority Draft Bylaw
 Delegation of Authority Working Draft
- 9.10 Annual Municipal Beautification Project - Discussion Only
- 10 **Orientations du Conseil pour la réunion précédente/Council Direction From the Previous Meeting**
- 11 **Affaires législatives/Legislative Matters**
- 12 **Affaires administratives/Administrative Matters**
- 12.1 Verbal Report from Deputy Clerk - 2026 Elections and Restricted Acts
 THAT Council receive the verbal report from the Clerk regarding 2026 Municipal Elections and Restricted Acts.
- 12.2 Budget Variance Report
 THAT Council receive the 2026 Budget Variance Report.
 Budget Variance Report
- 12.3 Sentinel Lights
 THAT Council direct staff as follows: _____
 Sentinel Lights Recommendation Report
- 12.4 Fire Department Funding Application
 THAT the Municipality of Val Rita-Harty Council approve the 2026-2027 Fire Grant project to be submitted by the Treasurer.
 Fire Protection Grant Application Recommendation Report
 Application Grant target items
- 12.5 Generator Evaluation Report
 THAT Council direct staff to _____.
 Generator Evaluation Recommendation Report
 Hydro One letter
 CEPG Original Grant Submission
 Generator Evaluation Report
 Generator Quotation
 Generator Mobile Generator Camlock Box Quotation
- 12.6 Public Works Foreman July Report
 THAT Council receive the Public Works Supervisor July Equipment report.
 Public Works Foreman July Report

12.7 Fire Chief July Report

THAT Council receive the Fire Chief Report for July.

🔗 Fire Chief July Report

12.8 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 August 25, 2026 meeting.

🔗 Wawa-Traffic and Speeding Funding

🔗 FONOM Media Release- Municipal Workforce Challenges

🔗 FONOM - Workforce Development and Job Vacancies

🔗 Merrickville -Sustainable Fire Service Funding

🔗 Solicitor General - OPP Costing

🔗 ROD Letter

🔗 Joint Election Compliance Committee recruitment-ENG

🔗 Joint Election Compliance Committee recruitment - FR

13 Questions relatives à l'encadrement/Leadership Issues

14 Huis Closed/Closed Session

THAT Council moved to Closed Session meeting at ____ p.m.. pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees regarding administrative staffing; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal matter.

15 Report from Closed 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; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal matter.
Council directed staff as follows:_____

16 Calendrier/Calendar

🔗 Calendrier/Calendar

17 Confirmatory Bylaw

THAT bylaw No. , Being a bylaw to confirm the proceedings of Council at its Regular Meeting of August 25, 2026 be read and adopted this 25th day of August, 2026.

🔗 Confirmatory Bylaw

18 Adjournment

THAT this meeting be adjoured at _____ p.m.



Municipalité de / Municipality of Val Rita-Harty

Meeting Minutes

Regular Meeting of Council July 27, 2026 - 06:00 PM (Commences after Committee of Adjustment Public Meeting)

Present:	Steven Lambert - Deputy Mayor Roger Lachance – Conseillere/Councillor Angele Beauvais – Conseillere/Councillor Alain Tremblay – Conseiller/Councillor
Regrets:	Johanne Baril - Maire
Employees:	Barbara Major - Deputy Clerk - Virtual Leanne Crozier – Treasurer – Virtual Stefan Landry - Public Works Foreman
Others:	Josh Young - Planner- E4m
Public:	3

1 Appel à l'ordre/Called To Order

THAT this regular meeting of Council be called to order at 6:21 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. # 26-167

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT the agenda be adopted as circulated.

CARRIED

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

None Declared

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)

Res. # 26-168

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the minutes of the Regular Council meeting of June 16, 2026 be adopted as circulated.

CARRIED

8 Délégations/présentations/Delegations/Presentations

No delegations.

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

9.1 Remuneration and Expense Bylaw

Council Working Group reviewed the Remuneration and Expense Bylaw and recommended that Schedule "A" #6 be amended to pay per diem for actual conference attendance and costs associated with travel; Schedule "C" - Statement of the Treasurer- incorporate a listing of total meeting attendance by Council; and extend expense claims reports no later than 21 days. The Working Group recommended the Bylaw be approved.

9.2 Travel Policy

Working Group reviewed the Travel Policy and recommended submission of expense claims be established at 21 days.

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

10.1 Financial Management Bylaw

10.2 Procedural bylaw

10.3 Human Resources Bylaw Schedules A & B

11 Affaires législatives/Legislative Matters

11.1 BYLAWS

11.1.1 To adopt Bylaw No. 1262-26

Res. # 26-169

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Bylaw No. 1262-26, Being a bylaw to appoint a Deputy Chief Building Official for the Municipality of Val Rita-Harty be read and adopted this 27th day of July, 2026.

CARRIED

11.1.2 To Adopt Bylaw No. 1263-26

Res. # 26-170

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Bylaw No. 1263-26, Being a bylaw to designate certain lots on a Plan of Subdivision that has been registered for eight years or more as deemed not to be lots on a Registered Plan of Subdivision for the purposes of Section 50(3) of *The Planning Act*, R.S.O. 1990, c.P.13(**PCL 11269 SEC CC; BLK B PL M315C Owens, Val Rita-Harty**) be read and adopted this 27th day of July, 2026.

CARRIED

11.1.3 Bylaw 1264-26 - To adopt Council remuneration and Expense Bylaw

Res. # 26-171

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Bylaw No. 1264-26, Being a bylaw to establish Remuneration to Members of the Township of Val Rita-Harty Council and to provide for payment of travel expenses be read and adopted as amended this 27th day of July, 2026.

CARRIED

11.2 Committee of Adjustment Meeting Recommendations

Council reviewed the recommendations from the Committee of Adjustment meeting.

11.2.1 Consent Application - VRH-004

Res. # 26-172

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council approve Consent Application File VRH-004 pursuant to Section 53 of the *Planning Act*, subject to the following conditions:

1. The Certificate of Consent pursuant to Section 53(42) of the *Planning Act* shall be issued within two years of the notice of decision. Any request for the Certificate of Consent must include a written submission demonstrating that all conditions of the consent have been satisfied.
2. That all applicable fees for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges Bylaw.
3. That a Rezoning application be completed to convert the Zone from A1 to RR.
4. That a draft reference plan, prepared by an Ontario Land Surveyor and illustrating the lands subject to Consent File VRH-004, be submitted to the Municipality for Review and approval prior to registration in the applicable Land Registry Office.
5. That any outstanding property taxes applicable to both the severed and retained parcels be paid in full.

CARRIED

11.2.2 Consent Application - VRH005

Res. # 26-173

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council approve Consent Application File VRH-005 pursuant to Section 53 of the *Planning Act*, subject to the following conditions:

1. The Certificate of Consent pursuant to Section 53(42) of the *Planning Act* shall be issued within two years of the notice of decision. Any request for the Certificate of Consent must include a written submission demonstrating that all conditions of the consent have been satisfied.
2. That all applicable fees for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges Bylaw.
3. That a Rezoning application be completed to convert the Zone from A1 to RR.
4. That a draft reference plan, prepared by an Ontario Land Surveyor and illustrating the lands subject to Consent File VRH-005, be submitted to the

Municipality for Review and approval prior to registration in the applicable Land Registry Office.

5. That any outstanding property taxes applicable to both the severed and retained parcels be paid in full.

CARRIED

11.2.3 Consent Application - VRH-006

Res. # 26-174

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council approve Consent Application File VRH-006 pursuant to Section 53 of the *Planning Act*, subject to the following conditions:

1. The Certificate of Consent pursuant to Section 53(42) of the *Planning Act* shall be issued within two years of the notice of decision. Any request for the Certificate of Consent must include a written submission demonstrating that all conditions of the consent have been satisfied.
2. That all applicable fees for the Certificate of Consent be paid in accordance with the Municipality's Fees and Charges Bylaw.
3. That a Rezoning application be completed to convert the Zone from A1 to RR.
4. That a draft reference plan, prepared by an Ontario Land Surveyor and illustrating the lands subject to Consent File VRH-006, be submitted to the Municipality for Review and approval prior to registration in the applicable Land Registry Office.
5. That any outstanding property taxes applicable to both the severed and retained parcels be paid in full.

CARRIED

11.3 Community Improvement Plan

Res. # 26-175

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council receive and review the Community Improvement Plan as presented.

CARRIED

12 Affaires administratives/Administrative Matters

12.1 Hydro One Community Partnership - Generator

Res. # 26-176

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council for the Municipality of Val Rita-Harty receive the report regarding the back-up generator application under the Hydro One Community Partnership

Grant program; AND THAT Council wait for receipt of the assessment report to confirm the generator size required to operate the community centre; AND THAT, upon notice of a successful grant application, staff proceed with procurement for the acquisition of the generator in accordance with the Municipality's procurement policy; AND THAT Council amend the 2026 budget to reflect the costs associated with the project.

Tabled to Special Council meeting.

TABLED

12.2 Floodplain Proposal

Res. # 26-177

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

That the Municipality of Val Rita-Harty Council receive the Tulloch proposal and authorize expenditures of \$3,500 (plus HST) for the floodplain study.

CARRIED

12.3 Public Works Foreman June Report and Verbal Capital Projects Update

Res. # 26-178

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council receive the Public Works Foreman June Report and verbal update report from the Public Works Supervisor pertaining to capital projects.

CARRIED

12.4 Fire Chief June Report

Res. # 26-179

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council receive the Fire Chief June report.

CARRIED

12.5 Wildfire Ski Donation

Res. # 26-180

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council receive the report and MOU from the Fire Chief regarding donation from GlobalMedic of a wildfire skid and upon receipt of equipment forward thank you letter and photo/video of the goods at the department or in use.

CARRIED

12.6 NOHFC - Close of File - For Information

Res. # 26-181

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council receive the letter from NOHFC regarding closure of Project File No. 7402497 pertaining to hiring of a NOHFC Youth Intern.

CARRIED

12.7 To adopt Municipal Travel Policy

Res. # 26-182

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT in accordance with Bylaw No. 1253-26, the Municipality of Val Rita-Harty Council adopt the Municipal Travel Policy.

CARRIED

12.8 Ontario North Consulting

Res. # 26-183

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council authorize a \$1,000 increase to the website budget, with funds to be allocated from the Administration Budget.

CARRIED

12.9 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)

Res. # 26-184

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council receive the Consent Agenda items as listed on the agenda for the July 27, 2026 Regular meeting of Council.

CARRIED

13 Questions relatives à l'encadrement/Leadership Issues

Nil

14 Huis clos/Closed Session

Res. # 26-185

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council moved to Closed Session meeting at 7:20 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 regarding administrative staffing and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Municipality or local board regarding roadwork contract negotiation.

CARRIED

15 Report from Closed Meeting Session

Res. # 26-186

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council returns to public session at 8:10 p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* to consider: (b) personal matters about an identifiable individual, including municipal or local board employees regarding administrative staffing and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Municipality or local board regarding roadwork contract negotiation. Council directed staff as follows: To continue to post administrative office hours of operation and to remit payment as per the quoted price for paving project.

16 Calendrier/Calendar

Res. # 26-187

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

That Council authorize scheduling a Special Meeting of Council for August 13, 2026.

CARRIED

17 Confirmation des procédures/Confirmation of Proceedings

Res. # 26-188

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Bylaw No. 1265-26, Being a bylaw to confirm the proceedings of Council at its Regular Council Meeting of July 27, 2026 be read and adopted this 27th day of July, 2026.

CARRIED

18 Ajournement/Adjournment

Res. # 26-189

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT this Regular meeting of Council be adjourned at 8:13 p.m.

CARRIED

Mayor

Deputy Clerk

Deputy Clerk

From: Gaetan Gaudreault <gaetangaudreault1999@gmail.com>
Sent: Friday, July 31, 2026 9:12 PM
To: Deputy Clerk
Subject: Re: Telephone Call

Good day,

as per our phone conversation today at 10:27am, Please add the demolition permit issue to the next meeting (13 of august 2026) at 6PM as per we discussed. i personally wont be able to attend (at work) but M. Jocelyn Gaudreault will attend on my behalf. Could you kindly send me a confirmation to make sure the demolition issue of Gaetan Gaudreault (ME) is on the list and will not be missed. thank you and have a wonderful weekend.

On Sat, 18 Jul 2026 at 10:56, Deputy Clerk < > wrote:

Hello again

Thank you for advising

Barbara Major

Deputy Clerk

Municipality of Val Rita-Harty

From: Gaetan Gaudreault < >
Sent: Saturday, July 18, 2026 10:47 AM
To: Deputy Clerk < >
Subject: Re: Telephone Call

Good day,

Sadly im not in town that week but the information i have provided here & the statement i have given is what i would say in person.

Thank you

On Sat, Jul 18, 2026 at 10:17 AM Deputy Clerk <

> wrote:

Good morning Mr. Gaudreault.

Thank you for sending the information. Is it your intent to make presentation to Council at the July 27th meeting about the fees for demolition and construction?

I appreciate hearing back from you.

Barbara Major

Deputy Clerk

Municipality of Val Rita-Harty

From: Gaetan Gaudreault <

>

Sent: Sunday, July 05, 2026 8:50 PM

To: Deputy Clerk <

>

Cc: Josh <

>

Subject: Re: Telephone Call

Good day,

Sorry took so long to reply, heres the information as we talk about that you requested for my concern about demo permit price.

Theres the price you guys providing with the exact link online, my reason explaining in details why its expensive, my contact with kapuskasing to provide the prices.

Thank you

Good morning Mr. Gaudreault:

Thank you for taking my telephone call this morning.

As indicated, this confirms that you are not on the agenda for the June 16th Council meeting. Additionally, as discussed, you will provide to me, via email, a written a copy of your presentation to Council outlining your concerns with respect planning and building fees. I am attaching for your information the 2025 building and planning fees in order that you have the correct amounts. Schedule "A" is the building fees and Schedule "B" are the Planning fees.

The next regular meeting of Val Rita-Harty Council is July 21, 2026 at 6 p.m. and I anticipate that the 2026 Planning and Building fees will be considered by Council at that time. If you still wish to make presentation to Council at that time, it would be appreciated if you would kindly confirm with me.

I believe the following information was provided to you regarding CBO services, contracted services and fees. To provide clarity and transparency, the following provides information on below the total fee for your application has been calculated.

As you may be aware, the Town of Kapuskasing is no longer providing Chief Building Official (CBO) services to the Township. Building services are now being provided by RSM Building Consultants. As part of this transition, Council reviewed and updated the Building Permit Fee Schedule. The revised fees were established to help recover the costs associated with administering building services, including application review, inspections, permit issuance, and professional services provided by RSM on behalf of the Township.

The fees applicable to your application have been calculated in accordance with the current approved fee schedule as follows:

Description	Amount
Administrative Fee (application processing and file administration)	\$35.00
Virtual Inspection Fee (1 inspection @ \$178.00)	\$178.00
Part 9 Building / Demolition Permit (under 400 ft ² , no BCIN designer required)	\$495.00
Zoning Compliance Review	\$200.00
Total Amount Due	\$908.00

Total Amount Payable: \$908.00

The Administrative Fee covers the costs associated with processing and managing the application file. The Zoning Compliance Review ensures that the proposed development complies with the Township's Zoning By-law and applicable planning requirements. The permit and inspection fees contribute to the costs incurred by the Township for professional building review and inspection services provided through RSM Building Consultants, ensuring compliance with the Ontario Building Code and all applicable regulations.

Please note that these fees are established by Council and are applied consistently to all applications of this nature. The fee structure is intended to ensure that the costs of providing building services are recovered through the permitting process rather than being subsidized by the general tax base.

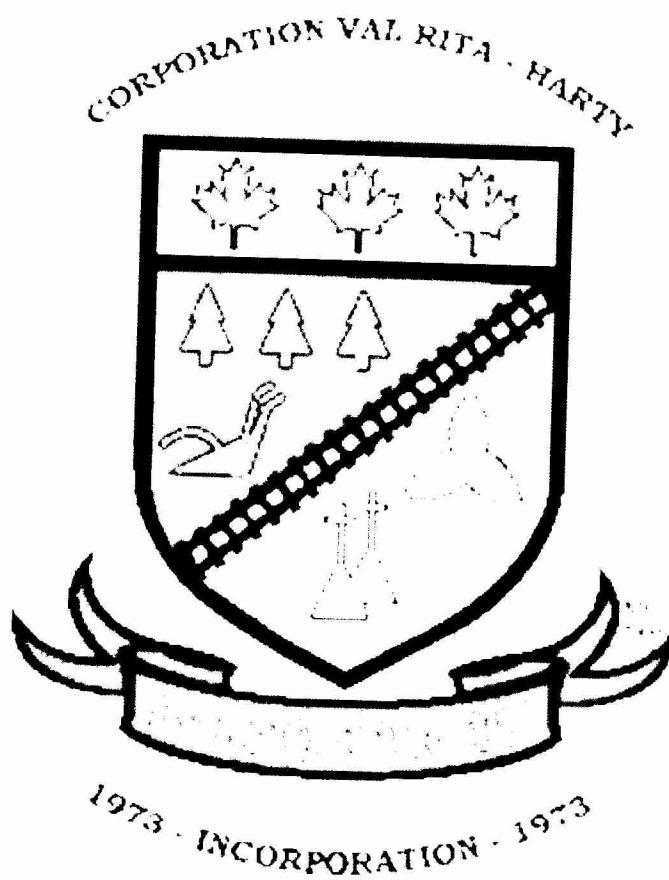
I trust this information is of benefit to you.

Regards,

Barbara Major

Deputy Clerk,

Municipality of Val Rita-Harty



<https://valharty.ca/wp-content/uploads/2022/06/by-law-1010-15-Building-By-Law.pdf>

RESIDENTIAL

Alterations and New Construction Flat Fee			Code	2015 Fee
1	Siding		RS	\$ 63.00
	Minor Siding 400 ft ² or less		MRS	\$ 50.00
	Window / Door alterations	2 windows and under	RWIN	\$ 50.00
		3 to 5 windows	RWIN2+	\$ 63.00
		6 + windows	RWIN6+	\$ 104.00
	Re-roofing		RR	\$ 63.00
	Minor re-roofing 400 ft.2 or less		SR	\$ 50.00
		Any two of the above combined	COM2	\$ 99.00
	Any three combined	COM3	\$ 127.00	
2	Residential brick and stone veneer		RBV	\$ 120.00
3	New residential roof (includes trusses, sheathing and insulation)		NRR	\$ 209.00
4	Minor foundation repairs, weeping tiles, damp-proofing		RMFR	\$ 94.00
	Sewer / Water connection		SC	\$ 72.00
	Weeping tile and Sewer / Water connection		WSW	\$ 113.00
5	Structural repairs and alterations to existing deck / balcony or new construction under 64 m ² in size		SDECK	\$ 63.00
6	New decks / balconies larger than 64 ft ²		LDECKS	\$ 123.00
7	Residential sheds/garages 400 ft ² and under and gazebos		SHEDS	\$ 100.00
8	Garage slab replacement / repair		GSR	\$ 100.00
9	Interior alterations (moving doors, holes , replacing beams, adding walls)		MINT	\$ 115.00
	Insulation / Vapour Barrier		IV	\$ 77.00
	Water Damage (Sub-floor, 2' drywall)		SWDR	\$ 87.00
	Water Damage (Full Height drywall, subfloor, insulation)		LWDR	\$ 99.00
10	New masonry chimney		MFP	\$ 141.00
11	Masonry chimney repairs / removal		CHIMR	\$ 63.00
12	HVAC (HWT and Furnace replacement exempt)		HVAC	\$ 62.00
13	Minor plumbing Modifications (combined with other renovation permits)		PLUMM	\$ 32.00
	Plumbing Modification		PLUMR	\$ 63.00
14	Demolition permit - Residential		DEMOR	\$ 100.00
15	Demolition permit - Garages and sheds	Less than 200 m ²	DEMOS	\$ 48.00
		More than 200 ft ²	DEMOG	\$ 62.00

Hello, my name is Gaetan Gaudreault of 58 Highway 11, Val-Rita. I have recently bought a property at 46 Highway 11, Val-Rita and I am trying to build a prefab home on this land next year. As someone who wants to stay local and invest in our small community this project is of the utmost importance to me.

My concern today is the price of permits in the town of Val-Rita. When I began looking into building a home in this township, I did my research and consulted the website for the township to prepare myself for the costs of permits and everything else I would need. I've attached the information publicly advertised on the town's website that people rely on. I have now spent an exhaustive amount of time going back and forth between the township and the company RSM trying to get a demolition permit. As the town is now contracting out permits to RSM, the cost is three times higher than advertised on your website. Therefore your website is giving false information and setting up people in your town to struggle to acquire permits. I've attached the original prices advertised on your website, and highlighted it for you to see. I've also gone as far as getting a quote from the Chief of Building and Director of Planning of the town of Kapuskasing as per your request to compare the pricing for their permits.

Here is the information on the permits and the costs.

Demolition

As per previous email conversation: **\$908** is the price Val-Rita is charging me for a demolition permit. However if I calculate the cost based on the website (PAGE 14, SCHEDULE "A" TO BY-LAW NO. 1010-15 RESPECTING CLASSES OF PERMITS AND PERMIT FEES, 14 Demolition permit - Residential DEMOR \$ 100.00 & 15 Demolition permit - Garages and sheds More than 200 ft2 DEMOG \$ 62.00).

The total should be $\$100 + \$100 + \$62 = \262 plus Minimum Fee of \$58.00 for all permits except for row No. 1, 13 and 15 that is a grand total of **\$320**. This is an over charge of \$588.

THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

BYLAW NUMBER 2026-XX

BEING A BYLAW TO ESTABLISH A VOLUNTEER POLICY

Legal Authority

Scope of Powers

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

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

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Preamble

Council for the Corporation of the Township of Val Rita-Harty ("Council") acknowledges the important role volunteers play in supporting the Municipality.

Clear expectations help ensure volunteers are supported and municipal interests are protected.

Decision

Council of the Township of Val Rita-Harty deems it in the best interest of the Corporation to adopt a volunteer policy for the Township.

Direction

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

1. That Schedule A attached hereto forms part of this bylaw.
2. That the SENIOR ADMINISTRATOR or designate is hereby authorized to approve volunteers in accordance with this policy.
3. That the Clerk or designate shall:
 - maintain a register of approved volunteers;
 - develop and maintain the forms required to administer this policy;
 - provide volunteer information to the Municipality's insurer or insurance provider as required; and
 - retain volunteer records in accordance with the Municipality's records retention by-law.
4. That all previous bylaws, or parts thereof, that are inconsistent with the provisions of this bylaw are hereby repealed and replaced.
5. This bylaw shall take effect on the final day of passing.

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

Mayor

Clerk

Schedule A to Bylaw 2026-XX

Municipal Volunteer Engagement Policy

Council Direction to Staff

This policy provides Council's direction for the engagement and oversight of volunteers participating in municipal programs, services, and initiatives. It authorizes staff to manage volunteer involvement in a manner that is:

- Transparent and inclusive
- Compliant with applicable legislation and municipal policies
- Respectful of volunteer contributions
- Protective of municipal interests and public safety

This policy may be augmented or superseded by Council-approved exceptions, agreements, or memorandums of understanding (MOUs), including those pertaining to strategic partnerships, special projects, or unique volunteer arrangements.

Council retains the authority to approve such exceptions and to amend this policy as required to reflect evolving community needs or legislative changes.

1. Volunteer Eligibility

Staff may approve volunteer participation for individuals or groups provided:

- The volunteer is 14 years or older (parental consent required under 18).
- The volunteer role is safe, lawful, and aligned with municipal interests.
- Volunteers working with vulnerable populations must pass screening requirements.
- Council members volunteering must report to designated municipal staff and not act independently.

Council may restrict or revoke volunteer roles if municipal priorities or risks warrant such action.

High school students completing their 40-hour community involvement requirement under the Ontario Secondary School Diploma (OSSD) may be exempt from standard volunteer application procedures, provided:

- i. The activity is pre-approved by the student's school principal or designate.
- ii. The student submits a signed Community Involvement Record form.
- iii. The activity is supervised by municipal staff and aligns with safe, lawful, and appropriate volunteer roles.
- iv. The student is not assigned duties requiring specialized training or exposure to hazardous materials or equipment.

2. Volunteer Requirements

All volunteers must:

- Complete a Volunteer Application and Agreement.

- Provide any required documentation (e.g., criminal record check, references).
- Attend orientation and training sessions as directed.
- Sign a Code of Conduct and Confidentiality Agreement.
- Comply with all municipal policies, including health and safety protocols.

Council members who volunteer must:

- Declare any potential conflicts of interest.
- Report to the staff member responsible for the work for supervision and coordination.
- When participating in collaborative governance activities approved by Council or requested by staff, Council members are not required to complete a Volunteer Application or other forms. These activities are considered part of their official duties and are protected under Section 448 of the Municipal Act.
- Ensure their volunteer activities do not overlap with their elected duties.

3. Supervision & Volunteer Management

Employees/Statutory Officers shall:

- i. Assign volunteers to defined roles with clear responsibilities.
- ii. Designate a Supervisor for each volunteer or group.
- iii. Maintain volunteer records and monitor performance.
- iv. Ensure Council volunteers are supervised like any other volunteer.
- v. Volunteers shall not represent themselves as municipal employees.

4. Insurance and Liability

Volunteers are covered under the Municipality's general liability insurance when acting within the scope of their approved role.

The Municipality is not responsible for:

- Personal injury or property loss outside of approved activities.
- Actions taken by volunteers outside of assigned duties.

Volunteers shall indemnify and hold harmless the Municipality from claims arising from unauthorized conduct.

5. Conduct and Confidentiality

Volunteers must:

- Treat staff, Council, other volunteers, and the public with respect.
- Maintain confidentiality of municipal information.
- Avoid any behavior that may harm the reputation or operations of the Municipality.

Breaches may result in dismissal from the volunteer program.

6. Recognition and Reporting

Staff shall:

- i. Recognize volunteer contributions through formal and informal means.
- ii. Submit an Annual Volunteer Engagement Report to Council including:
 - a. Number of volunteers and hours contributed
 - b. Types of volunteer roles and activities
 - c. Summary of incidents or concerns
 - d. Recommendations for program improvements

7. Review and Updates

Council shall review this policy every five years, or sooner if required by legislation, operational needs, or community feedback.

8. Community-Led Volunteer Initiatives

Community members and volunteer groups are encouraged to initiate and lead community activities, events, or projects that contribute to the social, cultural, recreational, or environmental well-being of the Municipality.

Individuals or groups wishing to organize such activities may apply to the Municipality to act as the **Volunteer Lead** for their initiative. When approved, the Municipality may provide administrative support, coordination assistance, and insurance coverage for the event or activity.

Staff may approve community-led initiatives provided that:

A Volunteer Lead is identified who will serve as the primary point of contact with municipal staff.

ii. The proposed activity aligns with municipal values, priorities, and public safety requirements.

iii. A brief event or activity plan is submitted outlining the purpose, location, anticipated number of participants, and any equipment or resources required.

iv. The activity complies with municipal policies, by-laws, and health and safety standards.

v. Volunteers participating in the activity complete any required forms or waivers as determined by staff.

Once approved:

The Volunteer Lead will coordinate participating volunteers and work with the designated municipal staff supervisor.

The activity will be considered an approved municipal volunteer initiative for the purposes of liability insurance, provided all conditions and guidelines are followed.

The Municipality may provide reasonable logistical support where available, such as promotion, space coordination, or basic resources.

The Municipality reserves the right to modify, suspend, or decline proposed initiatives where operational capacity, safety concerns, or municipal priorities require.

WORKING DOCUMENT ONLY

Township of Val Rita-Harty

Working Alone Policy

Policy Statement

The Township of Val Rita-Harty (“the Township”) is committed to protecting the health and safety of its employees. Given the Township’s rural and operational environment, employees may be required to work alone or without immediate access to assistance.

This policy establishes a practical framework for identifying, assessing, and managing the risks associated with working alone. It supports the Township’s obligations under the Occupational Health and Safety Act (Ontario) and its commitment to taking every reasonable precaution to protect workers.

Purpose

The purpose of this policy is to:

- Establish the Township’s general duty to take every precaution reasonable in the circumstances for the protection of workers, in accordance with the Occupational Health and Safety Act (Ontario), including Section 25(2)(h).
- Define “working alone” within the Township’s operational context.
- Establish shared responsibilities for identifying and managing the risks associated with working alone.
- Provide a practical and flexible framework for identifying, assessing, and controlling risks associated with working alone.
- Establish appropriate communication, check-in, and emergency response measures.
- Ensure appropriate protections are in place for employees who, as part of their regular duties or due to circumstances that arise during work, are required to work alone or without immediate access to assistance.

Scope

This policy applies to all Township employees, including full-time, part-time, seasonal, and casual employees, and to volunteers where they are performing work on behalf of the Township and may be required to work:

- Alone.
- In isolation.
- Without immediate access to assistance in the event of an emergency.

Definitions

Hazard means any situation, thing, or condition that may expose a person to a risk of injury or occupational disease.

Prohibited Activities means activities where there is a significant hazard associated with the activity or work environment and the risk cannot be adequately minimized through appropriate control measures.

Risk means the chance or probability of a person being harmed or experiencing an adverse health effect as a result of exposure to a hazard.

Working Alone means an employee working at a site who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, illness, or emergency.

Guiding Principles

The Township applies the following principles in managing the risks associated with working alone:

Shared Responsibility: The Township, supervisors, and employees share responsibility for identifying and managing risks associated with working alone.

Collaboration: Supervisors and employees will work together to identify practical safety measures that reflect the work being performed and the circumstances in which it is performed.

Rural Adaptability: Safety measures will take into account the Township's rural environment, remote work locations, limited staffing, and positions with multiple operational responsibilities.

Open Communication: Employees are encouraged to communicate concerns, changing conditions, and identified hazards to their supervisor so that appropriate measures can be implemented.

Prevention-Focused: The Township will emphasize proactive risk assessment, planning, and controls to reduce the likelihood and severity of incidents involving employees who work alone.

Identification of Working Alone Situations

Each department, in consultation with employees, shall identify and document situations where employees may be required to work alone. This assessment shall consider:

Tasks and duties that may be performed alone.

Locations where working alone may occur, including municipal facilities, roads, worksites, and remote locations.

Work schedules and timing, including evenings, weekends, early mornings, and seasonal work.

Circumstances that may result in an employee working alone unexpectedly.

Employees are responsible for bringing working-alone situations, changes in working conditions, and safety concerns to the attention of their supervisor.

Risk Assessment

All identified working-alone activities shall be assessed to determine the level of risk and the appropriate controls. The assessment shall consider the circumstances of the work and may include:

- **Low Risk:** The work presents limited hazards and can be performed safely using routine workplace procedures and appropriate communication measures.
- **Medium Risk:** The work presents increased hazards and requires documented controls, including appropriate communication and check-in measures.
- **High Risk:** The work presents a significant risk that cannot be adequately controlled through reasonable measures. High-risk work shall not be performed alone.

Risk assessments shall consider, as applicable:

- The nature of the task and associated hazards.

- Environmental and site conditions.
- Availability and reliability of communication.
- Proximity and access to assistance.
- The potential severity of harm if an incident occurs.
- The employee's level of training, experience, and ability to respond to an emergency.

Employees shall participate in identifying and assessing the level of risk associated with working-alone situations. Supervisors shall review the assessment and ensure that appropriate controls are established before the work is performed alone.

Working Alone Safety Plans

For all medium-risk working-alone activities, a Working Alone Safety Plan shall be developed collaboratively by the employee and supervisor before the work begins.

The plan shall identify the specific work requirements and controls necessary to manage the identified risks, including:

- Work location and expected duration.
- Identified hazards and required control measures.
- Required personal protective equipment (PPE) and safety equipment.
- Communication method and required check-in frequency.
- Emergency contact and response procedures.

The Working Alone Safety Plan shall be reviewed and updated when there is a change in the work, location, conditions, or level of risk.

A Working Alone Safety Plan template is included as an appendix to this policy.

Communication and Check-In Requirements

Employees working alone shall use an appropriate communication and check-in method based on the nature and level of risk associated with the work.

Communication and check-in measures may include:

- Scheduled check-ins by telephone, text message, radio, or other available communication method.
- Providing the supervisor with the employee's work location, expected activities, and anticipated duration of the work.
- Designating a contact person who is aware of the employee's expected completion or return time and is responsible for initiating follow-up if the employee does not check in as required.
- Establishing clear procedures for responding to a missed check-in or failure to communicate.

Communication and check-in requirements shall be appropriate to the level of risk and the circumstances of the work.

A Working Alone Communication and Check-In Procedure is included as an appendix to this policy.

Prohibited Activities

The following activities shall not be performed while working alone:

- Activities identified as high risk through the applicable risk assessment.
- Operation of equipment or performance of tasks where immediate assistance may be required.
- Work where the identified risks cannot be adequately controlled through reasonable safety measures.
- Any other activity that the supervisor determines should not be performed alone based on the nature of the work, the conditions, or the level of risk.

Where an activity cannot safely be performed alone, appropriate staffing or assistance shall be arranged before the work begins.

Roles and Responsibilities

Employees

Employees are responsible for:

- Participating in the identification and assessment of risks associated with working alone.
- Following established safety plans, communication procedures, and other applicable safety requirements.
- Reporting hazards, incidents, changes in working conditions, and safety concerns to their supervisor.
- Using the required PPE, safety equipment, and other controls identified in the Working Alone Safety Plan.
- Not proceeding with work where required safety equipment or controls are unavailable, inadequate, or not functioning properly.
- Participating in required training and applying the knowledge and procedures provided.
- Exercising the right to refuse unsafe work in accordance with applicable legislation.

Supervisors

Supervisors are responsible for:

- Supporting employees in identifying and assessing risks associated with working alone.
- Ensuring Working Alone Safety Plans are developed and implemented where required.
- Reviewing working-alone arrangements and ensuring appropriate controls are in place.
- Providing employees with appropriate direction, guidance, and support when working alone.
- Ensuring employees have received the training and education necessary to safely perform assigned duties while working alone.
- Ensuring required PPE, safety equipment, and other controls are identified and available before work begins.
- Monitoring compliance with this policy and addressing identified deficiencies.
- Considering relevant information that may affect an employee's ability to safely perform work alone, while respecting employee privacy and applicable confidentiality requirements.

The Township

The Township is responsible for:

- Promoting a workplace culture that supports shared responsibility, accountability, and open communication regarding worker safety.

- Ensuring employees receive appropriate training and education to safely perform assigned duties while working alone.
- Identifying and providing appropriate PPE, safety equipment, and other safety controls required for working-alone activities.
- Ensuring required PPE and safety equipment are readily available, maintained in good working order, and that employees are trained in their proper use.
- Providing appropriate resources and support to implement the requirements of this policy.
- Ensuring the policy and related procedures are consistent with applicable legislation and recognized occupational health and safety practices.

Accommodation and Individualized Safety Planning

The Township recognizes that an employee's ability to safely work alone may be affected by a disability, temporary limitation, restriction, or other functional consideration. Working-alone arrangements shall be assessed on an individual basis where accommodation may be required.

The Township shall consider accommodation requirements in accordance with applicable legislation, including the Accessibility for Ontarians with Disabilities Act, 2005, the Ontario Human Rights Code, and the Occupational Health and Safety Act.

Where accommodation may affect an employee's ability to safely perform work alone:

- An individual assessment shall be completed in consultation with the employee, as appropriate.
- The assessment shall consider the requirements and hazards of the work, the employee's functional abilities and restrictions relevant to the work, the level of assistance required, and available safety controls.
- An individualized Working Alone Safety Plan shall be developed where necessary to address identified safety or accommodation requirements.
- The plan may include additional or modified controls, such as:
 - More frequent check-ins.
 - Alternative communication methods or devices.
 - Working with a partner or modified paired duties.
 - Modified duties or work arrangements.
 - Restrictions on specified working-alone activities.
 - Emergency alert or communication devices.
 - Other reasonable measures appropriate to the circumstances.
- Where the level of risk cannot be adequately controlled through reasonable measures, the employee shall not be assigned to perform the work alone.

Individualized safety plans shall be reviewed when there is a significant change in the work, work environment, applicable restrictions, functional abilities, or other circumstances that may affect the employee's ability to safely work alone.

Information relating to an employee's disability, medical condition, or accommodation shall be kept confidential and shall only be collected, used, and shared to the extent necessary to administer the accommodation and workplace safety requirements. Supervisors and other

personnel responsible for implementing safety measures shall be provided only with the information necessary to fulfill their responsibilities.

Additional Risk Assessment Considerations

In addition to the factors identified in the Risk Assessment section of this policy, where accommodation or individual safety considerations apply, the assessment shall consider:

- The functional requirements of the work.
- Any relevant restrictions or limitations affecting the employee's ability to safely perform the work alone.
- The level and type of assistance that may be required.
- The employee's ability to communicate or obtain assistance in an emergency.
- Available accommodation and safety measures.

A risk assessment shall be reviewed where there is a significant change in the work, work environment, or circumstances affecting the employee's ability to safely perform the work. Where a high-risk activity cannot otherwise be safely performed alone, a second person or supervisor may be assigned as a safety watch where appropriate. A safety watch shall remain sufficiently available to provide or obtain assistance as required.

Accommodation and Communication

Where an individualized safety assessment identifies a need for additional communication or monitoring, the frequency and method of check-ins shall be established based on the level of risk and the circumstances of the work.

Employees shall communicate safety concerns, changes in working conditions, difficulties performing assigned tasks safely, or any need for additional assistance or accommodation to their supervisor as soon as practicable.

Communication and check-in arrangements shall be reviewed where they are no longer adequate to address the identified level of risk.

Employee Responsibilities – Accommodation

Employees are responsible for:

- Participating in the assessment of working-alone risks and the development of individualized safety measures where accommodation is required.
- Providing information about functional limitations, restrictions, or accommodation requirements that are relevant to safely performing assigned work, where such information is necessary to establish appropriate workplace measures.
- Following established individualized safety plans and using required adaptive or safety equipment.
- Advising their supervisor of changes that may affect their ability to safely perform assigned work alone.
- Reporting any concerns regarding the adequacy of established safety measures or communication procedures.

Employees are not required to disclose a diagnosis or other medical information that is not necessary to address workplace accommodation or safety requirements.

Supervisor Responsibilities – Accommodation

Supervisors are responsible for:

- Assessing working-alone assignments based on the hazards and requirements of the work and any relevant functional limitations or restrictions identified through the accommodation process.
- Consulting with the employee when developing or reviewing an individualized Working Alone Safety Plan.
- Ensuring appropriate safety and accommodation measures are implemented.
- Ensuring that required adaptive equipment, communication methods, or other safety controls are available and properly used.
- Reviewing the working-alone arrangement when circumstances change or existing controls are no longer adequate.
- Maintaining the confidentiality of information relating to an employee's accommodation and sharing such information only where necessary to implement the required safety measures.

Township Responsibilities – Accommodation

The Township is responsible for:

- Ensuring working-alone arrangements are administered in accordance with applicable occupational health and safety, accessibility, and human rights legislation.
- Providing reasonable accommodation where required by law, subject to the applicable accommodation process.
- Ensuring appropriate safety and accommodation measures are identified and implemented.
- Ensuring employees and supervisors receive appropriate training regarding individualized safety plans and applicable accommodation measures.
- Maintaining the confidentiality of employee accommodation and medical information in accordance with applicable legislation and Township practices.

Missed Check-In and Emergency Response

Where an employee fails to make a required check-in within the established timeframe:

1. The designated contact person or supervisor shall make reasonable attempts to contact the employee using the available communication methods.
2. The employee's last known location, work activity, expected completion time, and other relevant information shall be reviewed.
3. Where the employee cannot be contacted, the supervisor shall be notified and the situation assessed to determine the appropriate response.
4. Where there is reason to believe the employee may be injured, ill, in distress, or otherwise unable to obtain assistance, appropriate emergency or other assistance shall be contacted without undue delay.
5. All incidents involving a missed check-in that require escalation shall be reported to the supervisor and reviewed to determine whether changes to the Working Alone Safety Plan or communication procedures are required.

The response to a missed check-in shall be proportionate to the level of risk, the circumstances of the work, and the information available at the time.

Failure to Comply with Communication Requirements

Required check-ins and communication are an important component of the Township's working-alone safety procedures. Employees are expected to comply with established start-of-shift, scheduled, and end-of-shift communication requirements.

Where an employee does not complete a required check-in without reasonable justification, the supervisor shall follow up with the employee to determine the circumstances and address any identified safety or operational concerns.

Repeated or intentional failure to comply with established communication requirements may be addressed through the Township's applicable performance management or progressive discipline processes.

Employees shall report any circumstances that prevent or interfere with required communication, including loss of cellular or radio service, equipment failure, or other communication barriers, as soon as practicable so that alternative arrangements can be made.

Policy Review

This policy shall be reviewed every five (5) years, or as required, to ensure continued effectiveness and compliance with legislative requirements.

Appendices

Appendix A – Working Alone Safety Plan

Appendix B – Working Alone Communication and Check-In Procedure

Val Rita Harty

Standard Operating Procedure

Public Library Board Recruitment and Appointments

Procedure Number: XX#

Effective Date: DD/MM/YYYY

Review Date:

1. Recruitment

The Clerk shall begin the recruitment process as soon as it is known that a vacancy will occur on the Public Library Board.

Recruitment may begin before the effective date of a vacancy to support timely appointments by Council.

The Clerk shall:

- confirm the number of vacancies
- review eligibility requirements under the *Public Libraries Act*
- confirm any appointment criteria established by Council
- coordinate the recruitment process with the Library CEO (or Librarian) and the Board Chair and
- establish the application timeline.

2. Public Notice

In accordance with the *Public Libraries Act*, the Clerk shall advertise vacancies by publishing a notice in a newspaper of general circulation within the municipality.

The notice should also be posted:

- on the municipal website
- on the library website, where applicable
- at the municipal office and
- at the library.

The notice shall include:

- the number of vacancies
- the term of appointment
- eligibility requirements
- application deadline
- application submission instructions and
- contact information for inquiries.

3. Applications

The Clerk shall:

- receive and acknowledge applications
- maintain a record of all applications received
- ensure applications are managed in accordance with applicable privacy legislation
- apply any screening criteria approved by Council and
- prepare a summary of applicants for Council.

Where directed by Council, interviews and reference checks may be completed.

4. Council Appointments

The Clerk shall schedule Public Library Board appointments for consideration by Council as soon as practical following the inaugural meeting of a new Council or when a vacancy occurs during the Council term.

Where a vacancy exists, Council shall make an appointment within the time prescribed by the *Public Libraries Act*. The statutory appointment period begins on the effective date of the vacancy, not on the date the Clerk becomes aware that the vacancy will occur.

The report to Council shall include:

- a list of applicants
- any screening or evaluation results approved by Council and
- any additional information requested by Council.

Following Council's appointment, the Clerk shall:

- prepare and issue appointment letters
- confirm acceptance of appointments and
- provide trustee contact information to the Library CEO to facilitate orientation and the first Board meeting.

5. Mid-Term Vacancies

When the Clerk becomes aware that a Board member will resign or otherwise vacate their position, recruitment may begin immediately.

Where a vacancy occurs during the Council term, the Clerk shall:

- advertise the vacancy in accordance with the *Public Libraries Act*
- receive applications
- prepare a report to Council and
- complete the appointment process in accordance with this procedure.

6. Election Compliance

The Clerk shall ensure all recruitment activities:

- comply with municipal election policies
- comply with any applicable library election policies and
- remain non-partisan.

7. Records

The Clerk shall retain all records related to the recruitment and appointment process in accordance with the Municipality's Records Retention By-law and applicable privacy legislation.

Records include, but are not limited to:

- public notices
- applications
- applicant summaries
- Council reports
- appointment resolutions and
- appointment letters.

Appendix A

Public Library Board Recruitment Checklist

Recruitment

- ☐ Confirm the number of vacancies.
- ☐ Review eligibility requirements.
- ☐ Confirm Council's appointment criteria.
- ☐ Meet with the Library CEO and Board Chair.
- ☐ Establish recruitment timelines.

Public Notice

- ☐ Prepare the public notice.
- ☐ Publish the notice in a newspaper of general circulation.
- ☐ Post the notice on the municipal website.
- ☐ Post the notice at the municipal office.
- ☐ Post the notice at the library.

Applications

- ☐ Receive and acknowledge applications.
- ☐ Maintain an application log.
- ☐ Apply Council-approved screening criteria.
- ☐ Complete interviews or reference checks, if directed.
- ☐ Prepare the applicant summary.

Council Appointments

- ☐ Prepare the Council report.
- ☐ Schedule appointments on the Council agenda.
- ☐ Confirm the appointment is made within the statutory timeframe following the effective date of the vacancy.
- ☐ Issue appointment letters.
- ☐ Confirm acceptance.
- ☐ Provide trustee contact information to the Library CEO.

Records

- ☐ File Council resolutions.
- ☐ File recruitment and appointment records.
- ☐ Retain records in accordance with the Records Retention By-law.

TOWNSHIP OF VAL RITA-HARTY

Standard Operating Procedure

Municipal Email, Electronic Communications, Municipal Accounts and Online Purchasing

SOP Number: [INSERT]

Approved By: [INSERT]

Effective Date: [INSERT]

Review Date: [INSERT]

Purpose

This Standard Operating Procedure establishes the required practices for the use of municipal email, electronic communications, municipal information systems, online accounts and online purchasing platforms.

The purpose of this SOP is to:

- ensure municipal business is conducted through approved municipal systems;
- protect municipal information and records;
- support compliance with applicable legislation, including records retention, access to information and privacy requirements;
- protect municipal systems from cybersecurity and fraud risks;
- maintain appropriate financial and procurement controls;
- ensure municipal accounts, subscriptions and vendor relationships remain under the control of the municipality; and
- establish consistent expectations for employees and other authorized users.

Scope

This SOP applies to all persons authorized to use municipal systems or conduct business on behalf of the municipality, including:

- employees;
- contract employees;
- consultants;
- volunteers;
- students and other temporary staff;
- elected officials, where applicable; and
- other persons authorized to access municipal systems or accounts.

This SOP applies to:

- municipal email accounts;
- municipal computers, tablets and mobile devices;
- municipal networks and internet access;
- municipal file storage and cloud-based systems;
- collaboration and communication platforms;
- municipal social media accounts;
- online purchasing platforms;
- municipal vendor accounts;
- software subscriptions and licences;
- municipal payment and procurement accounts; and
- other electronic systems provided or authorized by the municipality.

Municipal Email

Municipal email accounts shall be used for municipal business.

Employees shall:

- use their municipal email account when communicating on behalf of the municipality;
- use the municipal email account associated with their position when dealing with suppliers, contractors, government agencies, residents and other organizations;
- maintain municipal correspondence in the municipality's approved systems;
- use appropriate subject lines and identify the municipal purpose of the correspondence where appropriate;
- exercise appropriate care when sending confidential, personal or sensitive information; and
- promptly report suspected phishing, fraud, unauthorized access or other cybersecurity concerns.

Municipal email accounts shall not be used for:

- personal commercial activities;
- outside employment or business activities;
- personal financial transactions;
- activities that could reasonably bring the municipality into disrepute; or
- activities that are unlawful or inconsistent with municipal policies or procedures.

Limited incidental personal use may be permitted where it does not interfere with work, create a cost to the municipality, compromise municipal systems or otherwise conflict with this SOP or another municipal policy.

Personal Email and Messaging Applications

Municipal business shall not normally be conducted through personal email accounts or personal messaging applications.

This includes, but is not limited to:

- personal email;
- text messaging;
- Facebook Messenger;
- WhatsApp;
- Signal;
- Instagram messaging; and
- other personal messaging applications.

Personal communication platforms shall only be used for municipal business where specifically authorized or where necessary in an emergency or approved business continuity situation.

Where municipal business is received or conducted through a personal account or device, the information shall be transferred to an approved municipal system as soon as reasonably practicable.

The use of a personal device or account does not make municipal business a personal matter. Information relating to municipal business may constitute a municipal record regardless of the device or account through which it was created or received.

Municipal Records

Employees shall recognize that records created, received or maintained in the course of municipal business may constitute municipal records.

This includes, where applicable:

- emails;
- attachments;
- electronic documents;
- text messages;
- photographs;

- electronic forms;
- social media communications;
- meeting records;
- instant messages;
- voice messages; and
- other recorded information relating to municipal business.

Municipal records shall be maintained, retained and disposed of in accordance with the municipality's records management practices and applicable legislation.

Employees shall not:

- intentionally delete municipal records to avoid a records retention requirement;
- remove municipal records from municipal systems without authorization;
- store municipal records exclusively in personal accounts; or
- disclose municipal records except as authorized.

Where there is a request for records, legal matter, investigation, audit or other circumstance requiring preservation of records, employees shall follow any direction issued by the Clerk or other authorized official.

Use of Municipal Devices and Systems

Municipal-issued computers, mobile phones, tablets and other electronic equipment shall be used for municipal business.

Employees shall:

- protect municipal devices from unauthorized access;
- use passwords and other security measures as required;
- report lost or stolen municipal equipment immediately;
- install software only where authorized;
- use approved cloud storage and file-sharing systems; and
- follow municipal cybersecurity requirements.

Employees shall not permit another person to use their municipal account or credentials. Municipal information shall not be transferred to personal cloud storage, personal email accounts or other unapproved systems unless specifically authorized.

Personal Devices

Personal devices should not be used as the normal means of conducting municipal business.

Where a personal device is authorized for municipal business, the employee shall:

- use only approved municipal applications and systems;
- protect municipal information from unauthorized access;
- not store municipal information locally where an approved municipal system is available;
- comply with municipal cybersecurity requirements; and
- transfer municipal records to the appropriate municipal system where required.

The municipality may restrict or withdraw access to municipal systems from personal devices where appropriate.

Municipal Online Accounts

Municipal accounts shall be established using municipal information and municipal email addresses wherever reasonably possible.

This includes:

- software licences;
- online subscriptions;

- vendor accounts;
- warranties;
- online ordering accounts;
- cloud-based services;
- municipal social media accounts; and
- other accounts established for municipal purposes.

Municipal accounts shall be established in the name of the municipality or, where appropriate/required, the applicable municipal department or position.

Employees shall not establish a municipal account solely in their personal name where an organizational account can reasonably be established.

All municipal accounts remain the property and responsibility of the municipality regardless of which employee established or administers the account.

Online Purchasing

Municipal purchases shall be made through approved municipal procurement processes and authorized purchasing accounts.

Employees shall not use personal purchasing accounts for municipal purchases, including personal accounts with:

- Amazon;
- eBay;
- Walmart;
- Staples;
- Costco;
- Home Depot; or
- other online retailers.

Municipal purchases shall not be linked to an employee's personal payment method, digital wallet or personal purchasing profile unless specifically authorized under an approved municipal process.

Where an online vendor requires an account, the account shall be established using an appropriate municipal email address and municipal information.

Loyalty Programs and Personal Benefits

Employees shall not personally collect points, rewards, rebates or other benefits from municipal purchases.

This includes, but is not limited to:

- PC Optimum;
- AIR MILES;
- Canadian Tire Triangle Rewards;
- Scene+;
- Aeroplan; and
- other loyalty or rewards programs.

Employees shall not use municipal purchases to obtain personal discounts, rewards, points or other benefits unless specifically authorized by the municipality and the benefit is retained solely for municipal purposes.

Where a municipal purchasing account has access to a legitimate organizational discount or benefit, the account and benefit shall remain under the control of the municipality.

Subscriptions, Software and Vendor Accounts

Municipal subscriptions, software licences and vendor accounts shall be established using municipal contact information.

Employees shall not register a municipal subscription or software licence using a personal email address where a municipal account can reasonably be established.

Employees shall ensure that:

- renewal information is accessible to the municipality;
- administrative credentials are retained by the municipality;
- invoices are directed to the appropriate municipal location or email address;
- licences are assigned appropriately; and
- the municipality can continue to access the account if the employee leaves employment or changes positions.

Municipal Social Media Accounts

Municipal social media accounts are municipal communication resources.

Access shall be limited to persons authorized by the municipality.

Employees administering municipal social media accounts shall:

- use municipal accounts only for authorized municipal purposes;
- protect account credentials;
- not use municipal accounts for personal activities;
- follow the municipality's communications and social media policies; and
- ensure municipal records are retained where required.

Personal social media accounts shall not be represented as official municipal accounts unless expressly authorized.

Cybersecurity and Suspected Fraud

Employees shall exercise reasonable care when using municipal email, systems and online accounts.

Employees shall immediately report:

- suspected phishing emails;
- suspicious links or attachments;
- requests for changes to vendor banking information;
- suspected fraudulent invoices;
- unauthorized transactions;
- compromised passwords;
- lost or stolen municipal devices;
- unauthorized access; or
- other suspected cybersecurity or financial security incidents.

Requests involving changes to payment instructions or vendor banking information shall be verified through the municipality's established financial controls before payment information is changed.

Separation of Duties

Use of electronic purchasing and payment systems does not replace the municipality's financial controls or segregation-of-duties requirements.

Where applicable:

- the person initiating a purchase shall not have sole authority to approve the purchase;
- the person entering or preparing a payment shall not have sole authority to release the payment;

- payment authorization shall be completed in accordance with the municipality's financial procedures and delegated authority; and
- electronic approvals shall be subject to the same financial controls as other forms of approval.

Departure or Change in Position

When an employee leaves the municipality or changes positions, municipal accounts and information shall remain under municipal control.

The municipality shall ensure, as appropriate, that:

- access is removed or amended;
- passwords and administrative credentials are transferred;
- vendor and subscription accounts remain accessible;
- municipal records are retained;
- municipal devices and equipment are returned; and
- any municipal information stored outside approved systems is transferred to the municipality.

Employees shall not retain exclusive access to municipal accounts after their employment or authorization ends.

Personal Use

Limited incidental personal use of municipal systems may be permitted provided that it:

- is infrequent and reasonable;
- does not interfere with municipal duties;
- does not create a material cost to the municipality;
- does not involve unlawful or inappropriate activity;
- does not compromise municipal information or systems;
- does not involve personal commercial activity; and
- does not otherwise conflict with municipal policies or procedures.

The municipality may restrict or prohibit personal use where operational, security or other legitimate concerns require it.

Monitoring and Access to Municipal Systems

Municipal systems and accounts are provided for municipal purposes.

The municipality may access, retrieve or review information within municipal systems where authorized and necessary for legitimate municipal purposes, including:

- administration of municipal systems;
- cybersecurity;
- records management;
- financial control;
- investigation of suspected misuse;
- legal or regulatory requirements;
- access to information obligations; and
- business continuity.

Any monitoring, access or disclosure shall be carried out in accordance with applicable legislation, including privacy and access to information requirements.

Responsibilities

Employees and Authorized Users

Employees and other authorized users are responsible for:

- following this SOP;

- using municipal systems appropriately;
- protecting municipal information;
- using approved communication and purchasing systems;
- maintaining municipal records appropriately;
- protecting municipal credentials;
- reporting suspected misuse, fraud or cybersecurity incidents; and
- seeking direction where they are uncertain about the appropriate system or process.

Managers and Supervisors

Managers and supervisors are responsible for:

- communicating this SOP to employees;
- ensuring employees have access to appropriate municipal systems;
- addressing non-compliance;
- ensuring appropriate municipal accounts are established; and
- referring significant or recurring concerns to the appropriate senior municipal official.

Clerk / Records Management

The Clerk or designated records management official is responsible for providing direction regarding municipal records, retention and access to information requirements.

Treasurer / Finance

The Treasurer or designated finance official is responsible for providing direction regarding purchasing accounts, payment systems, financial controls and procurement requirements.

Municipal Administrator / CAO

The Municipal Administrator, CAO or equivalent senior official is responsible for the overall administration and enforcement of this SOP, subject to the authority of Council.

Definitions

Municipal Record

Recorded information relating to the business of the municipality that is created, received or maintained by or on behalf of the municipality, regardless of format or storage location.

Municipal System

A computer system, network, application, cloud service, email system or other technology approved or provided by the municipality.

Municipal Account

An online account, subscription, vendor profile, software account or other account established for municipal purposes and controlled by the municipality.

Personal Account

An account established for an individual's personal use that is not owned or controlled by the municipality.

Municipal Device

A computer, mobile phone, tablet or other electronic device owned, leased or provided by the municipality.

Authorized User

An employee, elected official, contractor, consultant, volunteer or other person authorized to access municipal systems or resources.

Municipal Business

Any activity, communication, transaction or information relating to the administration, operation or affairs of the municipality.

Related Policies and Legislation

This SOP shall be read in conjunction with applicable municipal policies and procedures, including:

- Records Management Policy;
- Procurement Policy;
- Purchasing and Payment Procedures;
- Information Technology and Cybersecurity Policy;
- Social Media Policy;
- Code of Conduct;
- Employee Code of Conduct, where applicable;
- Privacy and Access to Information procedures; and
- applicable legislation.

Where there is a conflict between this SOP and applicable legislation, the legislation prevails.

Review

This SOP shall be reviewed periodically and amended as required to reflect changes in legislation, technology, municipal systems, financial controls and operational requirements.

CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

BYLAW NUMBER 12??-26

BEING A BYLAW TO DELEGATE AUTHORITY REGARDING ADMINISTRATIVE MATTERS TO MUNICIPAL STAFF

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 Bylaw

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.

Adoption of Policies

Section 270 (1) 6 of the *Municipal Act* requires that a Municipality shall adopt and maintain policies with respect to the delegation of its powers and duties.

Section 23 (1) of the *Municipal Act*, 2001, S. O. 2001, c.25, as amended, without limiting sections, 9, 10 and 11, authorize a municipality to delegate its powers and duties under this or any other *Act* to a person or body subject to the restrictions set out.

Preamble

The Council for the Corporation of the Township of Val Rita-Harty has identified certain routine functions that should be delegated to staff to improve daily business efficiencies.

The purpose of this policy is to set out the scope of the powers and duties that Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the *Act*

and applies to all committees of Council, departments and staff.

In accordance with the *Municipal Act 2001*, the Delegation Policy is intended to formalize the manner in which the Council of the Township of Val Rita-Harty authorizes Municipal staff to exercise Council's authority for minor and/or day-to-day administrative purposes while also providing clarity on what is and is not appropriate and with whom the said authority is vested and in what circumstance.

Direction

Council of the Corporation of the Township of Val Rita-Harty deems it in the best interest of the Corporation to establish and adopt a Delegation of Authority policy with respect to the delegation of Council's legislative and administrative authority.

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

1. That the Delegation of Authority Policy, attached as Schedule 'A' and 'A-1', forms part of this Bylaw.
2. This bylaw shall come into force and take effect on the date of its final passing.

Read and adopted by Resolution # 26- this ____ day of ____, 2026.

MAYOR

DEPUTY CLERK

Schedule 'A' to Bylaw # DRAFT

I. Purpose/Application

The purpose of this policy is to set out the scope of the powers and duties that Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act and this policy applies to all committees of Council, departments and staff.

II. Definitions(s)

Legislative & Quasi-Judicial Powers - includes all matters where council acts in a legislative or quasi-judicial function including enacting bylaws, setting policies, and exercising decision-making authority.

Administrative Powers - includes all matters for the management of the corporation that do not involve discretionary decision-making.

III. Policy Statement

The Council of the Municipality, as a duly elected municipal government is directly accountable to its constituents for its legislative decision-making, policies, and administrative functions. Council's decisions are generally expressed by bylaw or resolution of Council carried by a majority vote.

The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions.

Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act in accordance with Section 23.1 of the *Municipal Act* – Delegation of Powers and Duties.

IV. Policy Requirements

1. All delegations of Council powers, duties or functions shall be effected by bylaw or resolution.
2. Unless a power, duty, or function of Council has been expressly delegated by bylaw, all of the powers, duties and functions of Council remain with Council.
3. A delegation of a power, duty or function under any bylaw to any member of staff

includes a delegation to a person who is appointed by the Clerk or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.

4. Subject to Section III, a person to whom a power, duty or function has been delegated by bylaw has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised and must take into account the limitations set out in the Act.
6. Administrative matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy and must take into account the limitations set out in the Act.
7. Council has authorized those specific legislative and administrative matters listed in Appendix "A1" to be delegated to the individual positions designed subject to the terms set out therein.
8. All relevant bylaws and resolutions of the Municipality shall apply to the exercise of delegated authority authorized by this Bylaw/policy.
9. In exercising any delegated power, the delegate shall ensure the following:
 - Any expenditure related to the matter shall have been provided for in the current year's budget (or authorized by the procurement bylaw).
 - The scope of the delegated authority shall not be exceeded by the delegate.
 - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy.
 - All policies regarding insurance and risk management shall be complied with.
 - Delegates shall ensure the consistent and equitable application of Council policies and guidelines.
10. Council is not authorizing any delegate to:
 - Appoint or remove Statutory Officers of the Municipality unless specifically provided for by Bylaw;
 - Exercise Council's ability to impose taxation or collection;
 - Adopt or amend the Official Plan under the Planning Act or/and a site plan under the Planning Act;
 - Adopt or amend the Zoning Bylaw;
 - Adopt or amend a Community Improvement Plan;
 - Adopt or amend a duly enacted Bylaw;
 - Adopt or amend the municipal budget.

11. This Bylaw/Policy will be reviewed by Council in 2028 and from time-to-time by the Clerk.

WORKING DOCUMENT ONLY

**Appendix “A1” to ByLaw #DRAFT
Delegation of Powers and Duties**

The following is a list of delegations of authority made by this ByLaw:

Delegated Powers & Authority	Delegate	Condition/Criteria
Hiring and procurement of goods and services shall be authorized within limits established by the hiring and procurement policies adopted by Council	Clerk	Comply with Hiring and Procurement policies. Report to Council
Authority to conduct, execute and undertake contracts, transactions and duties falling within the responsibility of the Clerk and/or involving day-to-day administration of the Municipality and the formal and informal directives of Council, including funding submissions for grant applications for Council approved Programs	Clerk Treasurer	Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed. Grant applications may be submitted by the Treasurer or the Clerk. A report and financial report must be submitted to Council.
Approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements	Clerk	Report to Council
Signing authority for agreements under Bylaw and/or pursuant to tender awards	Mayor Clerk	All agreements authorized by municipal bylaw; affix corporate seal; two signatures required Note: Deputy Mayor in absence of Mayor; Deputy Clerk in absence of Clerk
Authority to undertake all statutory responsibilities assigned to the Clerk.	Clerk	
Execute/submit non-financial reporting requirements associated with the receipt of grant funds	Clerk Treasurer	In consultation with Treasurer Report to Council

Authority to bind the Municipality on all matters that are sufficiently minor in nature so as to be viewed as day-to-day administrative matters required for the efficient and timely functioning of the Municipality	Clerk	Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed.
Authority to execute/amend or terminate software and office equipment licensing, purchase or service agreements	Clerk	Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed. Agreements must be administrative and minor in nature. Report to Council
Signing authority to execute the agreement of purchase and sale, pertaining to the disposition of municipal surplus land	Clerk	Upon approval of sale of municipal surplus land by Council Report to Council
"Head" for the purposes of the Municipal Freedom of Information and Protection of Privacy Act	Clerk	Respond to Request(s). Annual reporting to the Information and Privacy Commissioner (effective date appointed) Annual report to Council
Authority to authorize the Integrity Commissioner to investigate complaints reported to the Clerk	Clerk	Annual report to Council
Execution of planning development applications for consideration by Council and/or the Committee of Adjustment	Clerk	Authority to sign applications, notices for public meetings, notices and decisions of Council and/or the Committee of Adjustment. Reports to Council must include a report from the Planner.
To schedule and convene public meetings in accordance with the Planning Act, RSO 1990, as amended	Clerk	Copy of public meeting notice to Council and Committee of Adjustment

Returning Officer responsible for administration of all municipal general elections and by-elections	Clerk	Prepare and update forms and written procedures for all components of conducting an election
Issuance of "Letters of No Objection" for temporary liquor licence extensions	Clerk	Consultation with appropriate Departments
Records Management Oversight	Clerk	Compliance with Municipal Records Management bylaw and associated policies
Signing of Contracts associated with the purchase of budgeted items or service	Clerk Treasurer	Execution of contracts to be undertaken by means of Resolution/Bylaw for services. Report to Council
Authority to issue animal control tags, zoning compliance forms, business licenses and fire permits.	Clerk	Annual statistics report to Council Zoning compliance forms issued in consultation with the Planner
Appointment of Commissioner of Oaths	Clerk Deputy Clerk	By virtue of the position
Authority to amend Emergency Response Plan and Emergency Management Plan	Clerk Community Emergency Management Coordinator	Minor revisions and amendments that are relevant to the operation of the Plan or that are required by the Ministry. Copies to Emergency Control Group. Report to Council
Approval of all emergency expenditures deemed essential to mitigate an emergency incident	Clerk	Consultation with Community Emergency Management Coordinator and Treasurer
Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Act.	Clerk	Report to Council
Pay equity adjustments, grid movement approvals	Clerk Treasurer	Consultation with Treasurer and in accordance with Pay Adjustment Grid approved by Council
Processing of Livestock Valuation Claims	Clerk	Follow recommendation of report of livestock evaluator

		and OMAFRA approval
Authority to bind the Municipality and/or enact agreements relating to the day-to-day administration of the municipal budget, debt and reserves as generally understood and approved by Council.	Treasurer	Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed.
Authority to enact agreements or commitments relating to audit services required by the Municipality.	Treasurer	Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed.
Authority to undertake all statutory responsibilities assigned to the Treasurer	Treasurer	
Execute/submit any financial reporting requirements associated with the receipt of grant funds	Treasurer	In consultation with the appropriate department head. Funding for expenditure shall be included in the approved budget and requirements of procurement policy shall be followed.
Sign and administer all payments issued by the Municipality either by manual or by electronic signature	Treasurer	Quarterly report to Council by means of budget variance report
Mediate and settle proceedings at the Assessment Review Board and Executive minutes of settlement of the ARB	Treasurer	Review and sign-off settlements and participate in hearing process where appropriate, implementation of decisions by ARB Minutes of Settlement must be in best interest of the Township, in opinion of Treasurer. Quarterly report to Council
Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information	Treasurer	Treasurer may consult with legal counsel if required

Authority to approve tax write-offs and increases under Section 357, 358 and 359 of The Municipal Act	Treasurer	Authority to write-off taxes or increase taxes based on assessment changes approved by MPAC resulting from assessment classification changes, value changes and/or errors. Quarterly report to Council
Authority to write-off penalty/interest	Treasurer	Authority to write-off minor penalty/interest only when gross error occurred. Quarterly Report to Council
Authority to make changes to Letters of Credit or Performance Bonds	Treasurer	
Authority to write off interest	Treasurer	In accordance with Council approved annual operating budget Quarterly Report to Council
Authority to issue tax certificates	Treasurer	In accordance with Fee Schedule
Authority to undertake statutory duties assigned to the Fire Chief.	Fire Chief	
Authority to take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and exercise powers mandated by the FPPA and Fire Department Bylaws	Fire Chief	Annual statistical report to Council
Authority to close municipal parks due to seasonal restrictions, inclement weather and emergencies which could affect the health and well-being of the community	Public Works Foreman	Consultation with Municipal Clerk. Report to Council
Authority for management, perform maintenance, removals and planting of trees within the Municipality's right-of-way properties	Public Works Foreman	Consultation with Clerk
Authority to execute applications for entrance permits and culvert installations; provide written confirmation to applicant of diameter of culvert required	Public Works Foreman	Consultation with Clerk and Treasurer. Require completed application and payment of fees, where applicable. Quarterly report to Council

Authority to temporarily close any highway or portion of highway for construction, repair or improvement of the highway or portion thereof, or construction or repair of any works under, over, along, across or upon the highway or portion of highway; for any request under emergency services; for construction purposes when public safety may be impacted	Public Works Foreman	Authority of the Highway Traffic Act, R.S.O. 1990, c.H.8 Notice to Public
Authority to erect intersection traffic control signing	Public Works Foreman	Report to Council
Authority to designate construction zones where municipal permit involves construction or repair of a highway or works, including to designate a lower rate of speed for vehicles travelling in construction zone	Public Works Foreman	Authority of the Highway Traffic Act, R.S.O. 1990, c.H.8
Authority to implement a temporary reduction or lifting of road limits on highways, including designation of alternative routes, where applicable.	Public Works Foreman	Consult with Clerk Quarterly report to Council
Authority to declare a significant weather event in order to extend the response time to achieve Minimum Maintenance Standards	Public Works Foreman	Ontario Regulation 239/02 minimum Maintenance Standards for Municipal Highways Clerk Inform Council and Public

* Delegation of Powers and Duties may be delegated by the Clerk or the Treasurer to another municipal staff person from time to time to act in capacity of the delegate in the delegate's absence. (IV - Policy Requirement #3)

2026 BUDGET VARIANCE - To Council August 25, 2026

LEVELS OF SERVICE	2026 BUDGET	2026 Actual
LEVELS OF SERVICE REVENUE		
Taxation		
General Municipal Taxation	1,846,335	1,846,335.00
Payment in Lieu	13,595	13,595.00
Human Resources		
Summer Student Funding	0	0.00
General Government Services		
Fees/Permits/Other Revenues	26,500	10,777.87
OMPF	434,400	325,800.00
Protection to Persons & Property Services		
Fire Service	0	0.00
Dog Tags	200	50.00
Building Permits	5,000	630.00
POA	0	3,344.33
Transportation Services		
Aggregate Resources Trust	0	0.00
Snow Removal		387.50
Environmental Services		
Garbage Cart	500	1,200.00
Recycling		2,214.42
Health Services		
CDSSAB Snow Removal	3,500	0.00
Recreation & Cultural Services		
Events	7,500	0.00
Rentals	6,140	8,075.50
Memberships	2,500	2,060.00
Planning & Development Services		
Planning & Development	1,550	2,300.00
LEVELS OF SERVICE TOTAL REVENUE	2,347,720	2,216,769.62

LEVELS OF SERVICE	2026 BUDGET	2026 Actual
LEVELS OF SERVICE EXPENSE		
Taxation		
MPAC	15,250	3,913.09
Human Resources		
Staff/Council/Outsourced Services	954,460	441,696.89
General Government Services		
Office Supplies/Donation/Memberships	29,000	13,563.20
Insurance	102,650	102,649.00
Technology/Software	41,000	38,590.26
Protection to Persons & Property Services		
Fire Department	21,920	10,947.69
MNR Agreement	10,500	0.00
Policing	147,550	49,172.00
Transportation Services		
Town Yard	20,000	4,173.52
Culvert/Beaver Control	3,000	0.00
Winter Control	13,000	8,377.41
Railway Crossing Maintenance	5,000	2,231.60
Misc Small Equipment Maintenance	3,000	814.05
Sentinel Lights	8,500	3,000.00
Environmental Services		
Waste Collection	66,900	13,290.23
Recycling	6,000	562.00
Landfill	2,500	0.00
Health Services		
Northeastern Public Health Unit	39,060	29,289.33
North Centennial Manor	30,100	14,745.90
CDSSAB	182,300	106,337.56
Doctor Recruitment/Retention	10,000	3,473.02
Recreation & Cultural Services		
Overhead	1,350	3,235.70
Events	6,200	0.00

LEVELS OF SERVICE	2026 BUDGET	2026 Actual
Planning & Development Services		
Promotion	6,200	0.00
Planning	55,000	0.00

LEVELS OF SERVICE TOTAL EXPENSE	1,780,440	850,062.45
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ASSET LIFECYCLE COSTS	2026 BUDGET	2026 Actual
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ASSET LIFECYCLE EXPENSE

Protection to Persons & Property Services		
Harty Fire Hall	4,600	1,717.74
Val Rita Fire Hall	4,400	1,914.85
Truck 1	4,800	2,145.76
Truck 2	5,800	2,171.71

Transportation Services		
Town Yard	10,250	4,497.00
Unpaved Road Maintenance	42,100	0.00
Paved Road Maintenance	0	553.32
Grader	15,000	4,321.55
Backhoe	27,000	24,270.52
Pick Up	8,300	5,181.87
Mack Truck	32,000	8,733.60
Steamer	550	0.00
Kubota	6,000	128.03
Fuel	0	39,085.59
Street Lights	4,000	1,825.44

Environmental Services		
Landfill	15,000	6,614.42
Dozer	13,000	2,047.07
Recycling Trailer Parts/Repairs	0	352.80

Recreation & Cultural Services		
Zamboni	2,000	0.00
Outdoor Rink	5,500	294.07
Harty Playground/Ball Park	500	0.00
Val Rita Playground/Ball Park	500	0.00
Community Centre	54,000	11,144.01
ASSET LIFECYCLE TOTAL EXPENSE	255,300	116,999.35

CAPITAL	2026 BUDGET	2026 Actual
CAPITAL REVENUE		
General Government Services		
ROD Application - Virtual Office	69,370	0.00
Protection to Persons & Property Services		
Fire Protection Grant	32,000	0.00
Community Emergency Preparedness Grant	46,500	46,500.00
Legion Grant	9,340	0.00
Transportation Services		
NORDS	60,000	0.00
OCIF	200,000	125,000.00
Pothole Repair Program	0	0.00
Transfer from Capital Reserve	0	0.00
Recreation & Cultural Services		
CCBF	15,000	15,000.00
CAPITAL TOTAL REVENUE	432,210	186,500.00
CAPITAL EXPENSE		
General Government Services		
Capital Expenditure	0	0.00
ROD Virtual Office	138,750	0.00
Infrastructure Ontario Loans	45,000	21,437.82
Transfer to Reserve re OAHS	25,000	0.00
Protection to Persons & Property Services		
Fire Protection Grant	32,000	30,640.35
Community Emergency Preparedness Grant	65,000	0.00
Legion Grant	9,340	0.00
Transfer to Reserve	53,500	0.00
Transportation Services		
Capital Projects	0	0.00
Unpaved Road Capital Projects	60,000	14,622.98
Paved Road Capital Projects	200,000	236.98
Transfer to Reserve	68,000	0.00

CAPITAL	2026 BUDGET	2026 Actual
Recreation & Cultural Services		
Val Rita Playground/Ball Park	15,000	0.00
Community Centre	9,000	0.00
CAPITAL TOTAL EXPENSE	720,590	66,938.13
 SOLAR PANELS		
Revenue	38,000	22,863.61
Expense	3,500	1,114.14
 LIBRARY		
Revenue	0	0.00
Expense	38,000	11,000.00
 CEMETERY		
Revenue	4,000	0.00
Expense	24,100	0.00
 TOTAL REVENUE	2,821,930	2,426,133.23
TOTAL EXPENSE	2,821,930	1,046,114.07

**2026
BUDGET**

HARTY WASTE WATER

Revenue

User Fees	25,450	25,450.00
Transfer from Reserve	0	0.00
TOTAL	25,450	25,450.00

Expense

Operations	0	0.00
Contract	7,150	4,160.10
Capital	18,300	0.00
TOTAL	25,450	4,160.10

**2026
BUDGET**

VAL RITA WATER/WASTE WATER

Revenue

User Fees	273,160	273,160.00
ICIP Funding	0	0.00
Transfer from Reserve	0	0.00
TOTAL	273,160	273,160.00

Expense

Lagoon Operation	6,600	359.58
Lagoon Contract	23,480	13,693.47
Lagoon Capital	18,300	0.00
Water Operation	36,500	9,408.88
Water Contract	134,480	78,443.75
Water Capital	53,800	4,842.41
TOTAL	273,160	106,748.09



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Deputy Clerk

Date : August 25, 2026

pour / for: conseil / Council

Sujet / Re : Sentinel Lights

Description:

This report updates Council on the reimbursement of Sentinel light costs and requests direction on next steps. At its May 2026 meeting, Council recommended that staff report back once affected residents submitted copies of their Sentinel light invoices. Staff subsequently sent two written requests and also asked residents who contacted the office by telephone to provide their invoices. Of the 15 affected residents, five have submitted full or partial invoices for 2025.

Council is requested to consider one of the following options or provide alternative direction:

- The \$200 payment remain as payment in 2026 and property owners paying for Sentinel lights be required to submit their 2026 invoices and reimbursement of costs consideration be undertaken in February 2027, upon receipt of invoices; and
- Council direct staff to contact Hydro One to have all sentinel invoices submitted to the Municipality eliminating reimbursements and associated staff hours associated with reimbursement of costs and telephone enquiries;
- Any other direction from Council.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council receive the Sentinel Lights update report and direct staff to _____.

Financial Implications: 2026 Budget

Rapport soumis par / Respectfully submitted:

Barbara Major
Deputy Clerk



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Fire Chief

Date : August 25, 2026

pour / for: conseil / Council

Sujet / Re : Fire Protection Grant

Description:

Council is requested to approve submission of the 2026–2027 Fire Protection Grant application, with a total project value of \$33,551.48 plus applicable taxes, before the September 1, 2026 deadline; eligible-item information is attached.

The following are the items that the fire department has prioritized for the 2026-2027 grant. This is just a rough approximation based on today's prices and availability.

- *Bunker suits x 3 incl. delivery.....\$11286.00 + tax (QUO-120186-D4J1Y A.J. STONE)
- *911 Series Extrication cotton coveralls x 5.....\$2375.00 + tax (EXCV16-RED-XL A.J. STONE)
- *2216/30 Drager cylinder carbon cylinder x 8.....\$11,480.48 + tax (TC-4058990 TransCanada Safety page 1)
- *Tan nomex blend certified hood (balaclava) x 10....\$850.00 + tax (TC-NBTAN/W TransCanada Safety page 2)
- *NFPA Structural firefighter gloves x 5.....\$795.00+ tax (TC-8180-XL TransCanada Safety page 1)
- *LEADER STOP 48m2 car fire blanket for electric vehicle....\$3765.00 (TC-MISC TransCanada Safety page 1)
- *We also allocated approx. \$3000.00 for communication (wifi) at Firehall 1 & 2, and a laptop

Total project submission: \$33,551.48 + tax

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT the Municipality of Val Rita-Harty Council approve the 2026-2027 Fire Grant project to be submitted by the Treasurer.

Financial Implications: 2027 Budget

Rapport soumis par / Respectfully submitted: Bert Fillion, Fire Chief



COMMUNIQUE

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

July 14, 2026

No. 2026-03

Fire Protection Grant 2026-27 - Call for Applications

Ontario's Solicitor General, the Honourable Michael Kerzner, has opened applications for the third round of the province's Fire Protection Grant.

Beginning July 16, 2026, applications for the 2026-27 Fire Protection Grant will be accepted through the [Transfer Payment Ontario \(TPON\)](#) system. Applications will be accepted until 5:00PM on September 1, 2026. Please access the TPON link above to review the Fire Protection Grant application (a fillable PDF) and an information package which provides important details about this year's grant process.

As announced in the government's 2024 Budget, the initial \$30M grant was to be administered over three years, with \$10M being allocated each year. In Year 2, total funding was increased to \$20M. As part of the 2026 Budget, the government has committed an additional \$10M to support the Fire Protection Grant, bringing the total funding envelope for the 2026/27 fiscal year to \$20M.

Eligibility for the 2026-27 Fire Protection Grant remains consistent with previous years, with funding available to municipalities that have established a fire department under section 2(2)(b) of the [Fire Protection and Prevention Act, 1997 \(FPPA\)](#).

This year's grant will continue to target cancer prevention, minor infrastructure modernization and lithium-ion incident response initiatives, such as:

- **Cancer Prevention:**
 - Equipment and Supplies
 - Personal Protective Equipment
 - Minor Infrastructure
- **Minor Infrastructure Modernization:**
 - Enhanced broadband and internet connectivity
- **Lithium-Ion Incident Response:**
 - Equipment and Supplies

The grant will be allocated proportionate to the number of active fire stations in a municipality. Allocations will be based on the projects being undertaken at the local level, ensuring a fair, transparent, and consistent disbursement of funds. Municipalities can expect to receive approximately \$16,000 per active fire station, with final allocations dependent on the total number of approved applications.

To be consistent with other grants offered through the Ministry of the Solicitor General, applicants are required to develop proposals with supporting information to demonstrate need, return on investment, and benefit to public safety.

I am confident that the Fire Protection Grant will continue to assist departments in addressing critical needs regarding cancer prevention, minor infrastructure and lithium-ion incident response at the local level and I look forward to the positive impact it will have on your front-line members.

If you require any assistance or have general questions about the grant application, please contact your local Fire Protection Adviser.



Municipalité de Val Rita-Harty Municipality

Item #: 12.

Personnel responsible / staff:

Date : August 25, 2026

Deputy Clerk, Treasurer

pour / for: conseil / Council

Subject: Update: Hydro One Community Partnership Grant -Back-Up Generator Project

Executive Summary: This report provides Council with update pertaining to the generator load test report, as per the attached information. Staff require direction from Council pertaining to the project as the Hydro One Community Partnership Grant funding application was unsuccessful.

Attached is also the original project submission. Funding under the Emergency Preparedness Grant is \$46,500 and budget was approved for \$65,000.

Description:

Electrical Power Solutions has provided the load test report, a quote for a 140 kW diesel generator and costing for the mobile generator camlock box which would be required. The Public Works Supervisor has requested a second quotation for the same size generator. The final generator size will depend on the assessment to ensure the Municipality purchases equipment that meets operational needs without exceeding requirements.

Lien avec plan stratégique / Link to Strategic Plan:

The report aligns with the Municipal Strategic Plan by supporting transparency and accountability in decision-making, strengthening emergency preparedness, improving infrastructure resilience, and contributing to community well-being by helping maintain essential municipal services during emergencies.

Recommandation / Recommendation:

THAT Council for the Municipality of Val Rita-Harty receive the update report regarding the back-up generator and direct staff -----

Financial Implications: 2026 approved budget \$65,000

Rapport soumis par / Respectfully submitted:

Barbara Major

Deputy Clerk

Deputy Clerk

From: noreply.grants@benevity.com
Sent: Saturday, August 15, 2026 10:15 AM
To: Deputy Clerk
Subject: Status of your request (Ref#2026060199)

Please do not respond to this email. It was sent from a server that cannot receive replies.

Dear Barbara Major,

Thank you for applying to the new Hydro One Community Partnership Grant Program and for sharing your important work with us.

After careful review of all submissions, your application was not selected for funding during this round.

This year, we received an exceptionally high number of strong applications from organizations and municipalities across Ontario, making the selection process very competitive. While we are unable to support every deserving project, we sincerely appreciate the time and effort invested in your application and the positive impact your organization is making in the community.

Due to the high demand, we're excited to share that we will launch another funding cycle next year, and we encourage you to apply. More information will be available on our website in Spring 2027.

We wish you continued success and hope to have the opportunity to review a future application from your community.

Kind regards,

The Community Partnership Grant team





Saved: 10/28/2025 11:36

Expand

Validate

Instructions	A - Organization Information	B - Grant Payment Information
C - Organization Contact Information	D - Mandatory Eligibility Requirements	E - Project Information
F - Performance Evaluation	G - Budget	H - Declaration / Signing

Instructions

Before filling out the application, review the entire **Community Emergency Preparedness Grant Application Guidelines** in full. It may be useful to print a copy to refer to while completing the application.

Required Information when Completing the Application

Your application must be complete and meet the program's eligibility requirements to be considered for funding by the Province.

Only one application will be accepted per organization. **The submission deadline to be eligible is October 28, 2025, 5:00pm Eastern Standard Time.**

All fields marked with a red asterisk (*) are mandatory. Your form will not validate if a mandatory field is not completed. Answer each question fully or indicate "Not Applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Provide reasons and supporting data where applicable to support your application. Demonstrate how your project addresses the grant program priorities. If you are providing any supporting materials, please ensure the attachment(s) are a format that is compatible with Transfer Payment Ontario (PDF, Excel).

Applications will be assessed based on the information provided by the applicant within the completed application forms and on their ability to achieve the objectives of the program. All applications will be reviewed on an individual basis; only complete and eligible applications will be considered. Additional/follow up questions may be asked to complete the application.

The Province cannot guarantee funding to all applicants, nor can the Province ensure that the total amount requested by successful applicants will be granted. The Province reserves the right, in its sole discretion, to fund or not fund any project or program for which an application is submitted. The decision to fund all or part of an applicant request will depend on alignment to the program priorities, application assessment criteria and the overall demand for funds for the program.

If your application is selected to receive funding by the Province, you will receive a Transfer Payment Agreement that sets out relevant terms and conditions for your review and signature.

Technical Considerations

You can save your work on the application and return to it later in the Transfer Payment Ontario (TPON) system; however, we strongly recommend that you download and save your application to your computer as a backup.

WARNING: Do not cut and paste the text into the application form. You must type your responses directly into the form to avoid technical issues later when you upload your form to the TPON system.

The TPON system will not allow you to submit your application until you upload the required attachments and validate your application. Your application must be in the required PDF format.

IMPORTANT: Please contact TPON if you haven't received notification within 24 hours of submitting your application. Your application is not considered submitted until you have been notified by the TPON system by email.

Contact Details

Monday to Friday, 8:30 a.m. to 5:00 p.m. Eastern time, excluding holidays.

Local: 416-325-6691

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

A - Organization Information

This section requires that you submit new, additional information and verify general information about your organization that was already submitted during the Transfer Payment Ontario (TPON) enrolment process. In order to update your TPON account information, you will need to access the [Transfer Payment Ontario](#) system to make the changes.

For more information, please visit the [Get Help](#) section on the [Ontario.ca](#) website.

Name:	Legal Name:
Township of Val Rita-Harty	Corporation of the Township of Val Rita-Harty
Type of Organization: *	
Municipality	

B - Grant Payment Information

Should your application be successful, this information will be used to make payments.

Payment Address		
Organization Name (maximum 100 characters) *		
Township of Val Rita-Harty		
Street Address 1 *	Street Address 2	City/Town *
106 government rd		Val Rita
Province *	Postal Code *	
ON	P0P1B0	
Method of Payment *		
Electronic Fund Transfer		

C - Organization Contact Information

Please provide all applicable contacts for this project. The individuals listed are the contacts for this application and may be contacted by the Province for further information. A minimum of two contacts must be provided.

Identify the primary contact and all signing authorities by checking the appropriate boxes. A contact may be both the primary contact and a signing authority.

The “Primary” box should be checked if the contact is considered the main contact for the project. All email communication will be directed to this person(s).

The “Signing Authority” box should be checked if the contact has the authority to bind the organization for the purposes of a CEPG Transfer Payment Agreement. More than one person can be a Signing Authority. Supporting documentation will be requested to confirm that the contacts identified have signing authority to bind the organization.

<https://www.app.grants.gov.on.ca/gr/tpcr/%23/externalLogin>

IMPORTANT: Please ensure that your designated signing authority is registered in the Transfer Payment Ontario TPON System as an Organization User so that they can access, review, and approve the contract electronically in TPON.

Please use the “Add” button to provide additional contacts if needed.

			Add	Remove
Salutation:	First Name: *	Last Name: *		
	Leanne	Crozier		
Primary: ☒	Role: *	Email Address: *		
	Applicant	leanne@e4m.solutions		

Title: *	Department:	Phone Number (Work): *
Treasurer	finance/admin	(705) 335-6146
Phone Number (Mobile):	Signing Authority	
	☒	

D - Mandatory Eligibility Requirements

To be considered for funding, all applicants must meet the mandatory eligibility requirements outlined in the program guidelines. These requirements are non-negotiable. Organizations that do not meet the mandatory criteria are ineligible.

Does your organization have a mandate or responsibility to provide emergency management services aligned with the project being proposed? Organizations that do not have a mandate or responsibility to provide emergency management services are ineligible for this year's grant funding. *

Yes

Did your organization receive funding from the Community Emergency Preparedness Grant in previous years? Organizations that received CEPG funding in previous years are ineligible for this year's grant funding. *

No

Is your municipality's population under 100,000 based on the 2021 Statistics Canada data? Municipalities with a population over 100,000 will not be eligible for this year's grant funding *

Yes

E - Project Information

Please complete as many of the following questions as you can, noting mandatory fields (*). Responses will be assessed and scored to determine the merit of the proposed project.

Project Summary *(Max 300 Characters*)

Please provide a brief overview of your project, specifying the type of emergency the project addresses and how grant funding will be utilized. *

Portable backup generator (75 kw - on a trailer) and equipment for power outages and ice storms, hwy / road closures, winter emergencies and wildland fire responses. The generator could also serve as power for alternate EOCs when needed.

Emergency Mandate

Describe your organization's emergency management mandate or responsibility. Please detail the emergency preparedness and response components to your mandate or responsibility. (Max 2000 characters) *

Val Rita-Harty (VRH) has a responsibility as a municipal corporation under the Emergency Management and Civic Protection Act to ensure a plan is in place to deal with emergencies in the community, test and train on the plan to remain vigilant and ready when an emergency occurs. VRH has a plan in place but is quite small as a management staff team unit (6 FT employees and a 5 member Council) serving a population of 757 people.

The hwy 11 corridor and rail line transects as well as a natural gas pipeline.

Emergency Type

Select one Emergency Type from the list below that your project best addresses:

Electrical Energy Failure: A disruption of electrical power generation, transmission, or disruption leading to a range of potential impacts.

☐

Explosion: A hazardous materials explosion refers to the sudden and violent release of energy due to the combustion or reaction of dangerous substances

☐

Flooding: An overflow or inundation of water from a river or other body of water over land, which causes or threatens damage.

☐

Infectious Disease: An infectious disease is a disorder caused by pathogenic microorganisms. These illnesses have the potential to spread through contact from one person to another or the environment causing illness within the community.

☐

Road or Highway Incident: An incident or situation that occurs on roadways or highways, disrupting the flow of traffic and posing risks to public safety.

☐

Tornado: A violently rotating column of air that results in the formation of a funnel cloud that extends fully or partially from the cloud to the surface.

☐

Wildland Fire: Any fire that is ignited, natural or planned, that burns in wildland areas and consumes natural fuels (trees, brush, grass, etc.). Forest fires, grassland fires, cultural burns and prescribed burns are all considered wildland fires.

☐

Wind Event: A wind event refers to any atmospheric disturbance characterized by high wind speeds, which can cause significant damage to property, infrastructure, and the natural environment.

☐

Winter Weather: Winter weather includes hazards like snowstorms, ice storms, snow squalls, flash freezes, and blowing snow, which can disrupt transportation and pose safety risks.

☒

Emergency Frequency

How often has this type of emergency occurred in your community?

Unlikely (Occurs every 20+ years) ☐	Low (Occurs every 6-19 years) ☐
Medium (Occurs every 2-5 years) ☐	High (Likely to occur at least annually) ☒

Emergency Impact Assessment

Please rate the level of impact for the following categories. An emergency involving mass fatalities or injuries is considered a mass impact incident when it exceeds the capacity of local emergency response resources.

Fatalities: Is the identified emergency type:

None: Not likely to result in fatalities ☐	Low: Causes loss of life within the scope of normal operational ☐
Medium: Causes loss of life requiring extra emergency operations support ☒	High: Loss of life severe enough for mass fatality procedures to be activated ☐

Injuries: Is the identified emergency type:

None: Not likely to result in injuries ☐	Low: Causes injury within the scope of normal operational capacity ☐
Medium: Causes injury requiring extra emergency operations support ☒	High: Injury requiring mass-casualty or other highly specialized plans and supports ☐

Evacuation: Is the identified emergency type:

None: Not likely to result in an evacuation shelter-in-place orders, or people stranded ☐	Low: A small or localized portion of the population is evacuated, sheltered-in-place, or stranded ☐
Medium: A moderate and generally localized portion of the population evacuated, sheltered-in-place, or stranded ☐	High: A large or widespread portion of the population is evacuated, sheltered-in-place, or stranded ☐

Consequence to Critical Infrastructure: Is the identified emergency type:

None: Not likely to disrupt assets or services ☐	Low: Could cause minor disruption of assets or services ☐
Medium: Could cause major but localized or short-term disruptions to critical infrastructure services ☐	High: Injury/illness requiring mass-casualty or other highly specialized plans and supports ☐

Project Description

1. Please describe your organization's emergency preparedness project. **(Max 2000 characters)**

Please be sure to include:

- A. The type of emergency the project will address.
- B. How will the grant funding help your organization achieve its emergency preparedness objectives?
- C. Why is the project necessary? *

VRH is a small municipality struggling with the rising costs of all municipal operations. The municipality cannot afford to take away from other resources and services to fund this important emergency infrastructure. VRH was declined for funding the past 2 years. More specifically: the portable generator and small equipment reserve (barricades, hand and power tools, emergency lights, chainsaws etc) will greatly assist with emergency response to a wide range of emergencies summarized below. Hwy 11, a rail line and a natural gas pipeline all transect the municipality. There have been numerous recent instances of the following emergencies that would be supported by the portable generator:

- highway traffic emergencies and closures, detours and heavy traffic being rerouted on rural concessions
- winter ice storms and blowing snow causing highway closures
- power outages (that could require a community wide response whereas the main EOC does not have backup power)
- evacuations from northern First Nations straining resources locally

Project Location

Please describe your project location and detail any challenges with the location in the event of an emergency. **(Max 2000 characters)** *

As mentioned above, the municipality is transected by the hwy 11 and a rail line carrying hazardous material, several creeks and rivers and a natural gas pipeline. There are several farms and vast tracts of Crown land. The main EOC (municipal office) is located a mere 15 metres from hwy 11 and does not have back-up power. Alternate sites (two fire halls) also do not have backup power. The portable generator will greatly assist the PWs dept and/or firefighters with a wide range of emergencies requiring backup power, road closures and redicrteiotns, cutting nbranches and removing debris etc. It can also power EOCs in various locations.

Does the community you are based in, or deliver services to, have year-round road access? *

Yes

Does the community you are based in, or deliver services to, have single road access? *

No

Project Timelines

Assume the earliest start date of March 2, 2026. Project completion must be on or before August 28, 2026.

Anticipated Project Start Date (mm/dd/yyyy) *

03/30/2026

Anticipated Project End Date: (mm/dd/yyyy) *

06/30/2026

Project Sustainability

Briefly describe how the organization will maintain the supplies, equipment, or services beyond the timeframe of the grant funding (based on manufacturer's guidance). **(Max 1000 characters)** *

The VRH Public Works dept and Fire Dept will maintain the generator and other equipment as per the manufacturer's specs and store and test the equipment regularly (as part of training exercises by the Fire dept and due diligence maintenance practices by the Public Works dept).

Project Collaboration

Does your organization have a mutual aid agreement in place with other communities? *

Yes

If Yes, please describe. **(Max 300 characters)**

Kapuskasing fire for vehicle extrication hwy traffic emergencies

Project Expense Categories

Please select any of the following expense categories that are applicable to your project:

Emergency Supplies

Emergency/survival kits ☐	Emergency lighting ☐	Emergency Operations Center supplies ☐
Emergency Reception Center supplies ☐	Personal Protective Equipment (PPE) for emergency response ☐	Promotional and communication materials ☐
Sandbags ☐	Self-Contained Breathing Apparatus (SCBA) & Accessories ☐	Signage ☐
Spill kits ☐	Other, Please Specify	

Capital Equipment

Aerial surveillance and remote sensing equipment ☐	Air purification systems ☐	Detection and monitoring equipment ☐
Digital communications systems or equipment ☐	Flood protection equipment ☐	Flood mitigation equipment ☐
Ice/Water rescue equipment ☐	Power source equipment ☒	Radio equipment ☐
Traffic control and safety equipment ☒	Transportation equipment ☐	Water purification systems ☐
Water supply/suppression equipment ☐	Wildfire prevention equipment ☐	Wildfire rescue equipment ☐
Other, Please Specify		

Services

Emergency plan development ☐	Emergency preparedness promotional strategy ☐	Emergency Preparedness website ☐
Exercise planning and coordination ☐	Installation services ☐	Risk Assessment ☐
Other, Please Specify		

Training

Crisis management and response training ☐	Emergency evacuation procedures ☐	Emergency management training ☐
First aid training ☐	Incident Management System (IMS) training and/or licensing ☐	Specialized equipment training ☐
Training exercises ☐	Other, Please Specify	

F - Performance Evaluation

The outcomes of the proposed project should identify how the grant funding will increase emergency preparedness in the community and promote a safe, practiced, and prepared Ontario.

Expected Outcomes

The outcomes of the proposed project should identify how the purchases, products and/or activities will increase community resiliency and/or community volunteerism for emergency preparedness.

1. What outcomes are applicable to the project proposed: *

C. Both A and B

What is the expected outcome of the project, and how will it enhance the community's preparedness and response capabilities? *

- improved ability to quickly react to road closures and power outages
- improved ability to clear debris from ice storms and close roads as needed
- ability to provide back-up power to an alternate(s) EOC (currently this is not possible)
- ability to provide required power in flexible hard to reach locations if other power issues persist (i.e. Water Treatment Plant or emergency lagoon pumping or flood mitigation)

Describe how the key performance indicators (KPI) will be measured. *

The generator and equipment will be purchased through a competitive tender process and all reports submitted to the funder. VRH staff will track and monitor usage of the generator and can report as needed to the funder.

Pillar 1: Program Coverage

Outcome Statement Program is delivering services in the quantity planned.	Metric Name # of services/activities delivered
Unit Of Measure Number	Description Number of volunteers recruited because of this project

Data Source *	Data Collection frequency	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *
	Annually	03/02/2026	0		

Outcome Statement Program is delivering services in the quantity planned.	Metric Name # of services or activities delivered
--	--

Unit Of Measure Number	Description Number of people trained in emergency preparedness and/or response
---------------------------	---

Data Source *	Data Collection frequency	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *
VRH staff	Annually	03/02/2026	2	10/30/2026	2

Pillar 3: Program Impact

Outcome Statement Program is delivering services in the quantity planned.	Metric Name Emergency Preparedness Rating
--	--

Unit Of Measure Number	Description Change in emergency preparedness for the identified emergency type because of this project using a standardized scale: 1 (not prepared), 2 (minimally prepared), 3 (partially prepared), 4 (mostly prepared), 5 (fully prepared)
---------------------------	---

Data Source *	Data Collection frequency	Baseline Date *	Baseline Value *	Target (Goal) Date *	Target (Goal) Value *
VRH staff	Annually	03/02/2026	2	08/31/2026	4

Client Provided Performance Metrics	Add	Remove
--	------------	---------------

Outcome Statement Vastly improved preparedness for wide range of emergencies requiring backup power and road / traffic control	Metric Name back-up power availability
---	---

Unit of Measure generator in use and available for emergencies	Description generator in use and available for emergencies
---	---

Data Source	Data Collection frequency	Baseline Date	Baseline Value	Target (Goal) Date	Target (Goal) Value
VRH staff	Annually	04/01/2026	2	08/31/2026	4

G - Budget

Provide an overall budget describing project costs by completing the table below.

Note, if your application is accepted, the budget as described in this section will be considered the Budget within the Transfer Payment Agreement.

Please refer to the Application Guidelines for descriptions of Eligible and Ineligible Expenditures.

- Application must include a budget with the breakdown of eligible expenses and itemize the specific supplies.
- Total funding requested must be from **\$5,000 to a maximum of \$50,000**.
- For each applicable expense category, list out the item(s) and quantity to be purchased and provide the planned spending amount total for the expense category

Note: The Items field has a limit of 250 characters.

Any proposed travel, meals and hospitality expenses must comply with the [OPS Travel, Meals and Hospitality Expense Directive](#).

- Requested funds cannot be a duplication for expenses paid by another government program.

If your application is approved, the Province may, in its sole discretion, provide funding:

- in one instalment of 100% of the funding amount approved; or
- in two instalments that together total 100% of the funding amount approved.

Applications that include ineligible items within the Budget may result in disqualification.

Expense Category	Description of Items	Total Planned Spending
* Supplies		
* Capital Equipment	- portable approx 75 KW generator with wheels for trailering to sites - barricades for road closures - hand tools and power tools for erecting barricades removing debris from trees etc	\$46,500.00
* Services		
* Training		
Total Funding Request		\$46,500.00

H - Declaration / Signing

Declaration

The Applicant hereby certifies as follows:

1. The Applicant has read and understands the information contained in the Application Form and Application Guidelines;
2. The information provided in this application and the accompanying attachments is true, correct and complete in every respect;
3. The Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
4. The Applicant understands that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information that may be made available to the public;
5. The Applicant understands that any funding commitment will be provided by way of a transfer payment agreement signed by a senior government official which sets out terms and conditions applicable to the project, the provision of funding and other matters; and
6. The Applicant understands that:
 - (a) if selected for funding, it will be expected to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds or both, including the Accessibility for Ontarians with Disabilities Act, 2005 (Ontario) and the Human Rights Code (Ontario); and
 - (b) the information contained in this application or submitted to the Province in connection with the Program may be subject to disclosure under the Freedom of Information and Protection of Privacy Act (Ontario).

I am an authorized signing officer for the Applicant.

IMPORTANT REMINDER: Please contact [Transfer Payment Ontario](#) if you haven't received notification within 24 hours of submitting your application. Your application is not considered submitted until you have been notified by the Transfer Payment Ontario (TPON) system.

Applicant

Leanne Crozier
Treasurer
(w): (705) 335-6146
Email: leanne@e4m.solutions

Sign Document

Signature _____ Date/Time _____

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.



1001159316 ONTARIO INC. o/a

Electrical Power Solutions

Residential – Industrial – Commercial – Generator – Solar System
P.O. Box 233 – 304 George Street – Hearst, ON P0L 1N0
Tel. 705-362-4014 electricalpowersolutions@outlook.com

Municipal Office (Ecole Sainte-Rita)
106 Government Rd
Val-Rita, ON
P0L 2G0

August 5, 2026

GENERATOR LOAD TEST REPORT

SECTION 1 – PURPOSE

This load test was conducted to determine the actual electrical demand of the Val Rita School under progressive, real-world operating conditions. The objective of this assessment is three-fold:

1. To establish the measured peak electrical load of the facility under full operating conditions.
2. To confirm the adequacy of the existing or proposed standby generator relative to the observed demand.
3. To provide a definitive generator sizing recommendation based on empirical data, incorporating appropriate design safety margins for ongoing and future facility operation.

This report is intended for submission to the facility owner and/or the relevant engineering authority. All findings and recommendations contained herein are based solely on measurements recorded during the on-site load test and are governed by standard electrical engineering practice applicable to standby power system design.

SECTION 2 – METHODOLOGY

Load testing was conducted using a staged, incremental energization methodology. Building electrical loads were brought online sequentially, from baseline building systems through to full facility operation, in order to capture the cumulative electrical demand at each discrete stage of operation. This approach provides a structured and reproducible demand profile for the facility.

Measurements were recorded using a calibrated clamp meter and portable power analyzer connected at the main electrical distribution panel. All recorded values represent real power demand (kW) as observed at the point of common coupling. Apparent power (kVA) and power factor were noted where applicable to inform generator sizing calculations.

Testing was performed under normal day-to-day operating conditions representative of typical building occupancy and seasonal use. The staged sequence was designed to capture cumulative load build-up beginning from the baseline building systems (lighting, plug loads, and controls) through to peak demand including heating, kitchen equipment, and air conditioning.

Measurement Note

All measurements reflect observed real power (kW) at the time of recording. Load cycling and operational variation inherent to building systems may cause minor fluctuations between successive stages. Readings should be interpreted as representative demand values, not absolute instantaneous maximums.

SECTION 3 – STAGED LOAD TEST RESULTS

The following table presents the recorded electrical demand at each stage of the load test. Readings were captured sequentially following the energization of each load group. The cumulative measured load represents the total facility demand as observed at the main panel at each test stage.

Stage	Load Description	Cumulative Measured Load (kW)	Incremental Load Added (kW)
1	Baseline (lighting, plug loads, controls)	23.0	23.0
2	Dryer added	26.0	+3.0
3	Heating system energized	61.5	+35.5
4	Kitchen appliances added	71.5	+10.0
5	Dishwasher added	74.0	+2.5
6	Full load – Air Conditioning energized	93.0	+19.0

Stage 1 – Baseline Notation

The Stage 1 baseline of 23.0 kW represents building systems at rest including lighting, plug loads, and controls. Cumulative load values are additive from Stage 1 onward.

SECTION 4 – MAXIMUM OBSERVED LOAD

The maximum electrical demand recorded during the load test was observed at Stage 6, during simultaneous operation of all building systems inclusive of air conditioning. At this stage, the facility was operating at its full measured capacity under the tested conditions.

93.0 kW Maximum Observed Facility Demand

Stage 6 Test Stage Peak Demand (All Systems On)

The 93.0 kW peak demand represents the facility's full operational electrical load under the conditions observed during testing. This figure serves as the baseline measured demand upon which all generator sizing calculations and recommendations in Section 5 are predicated. It is noted that this value reflects *running load* only; motor starting transient demands, particularly associated with HVAC compressor equipment, may temporarily exceed running values and are addressed separately in the sizing recommendation.

SECTION 5 – GENERATOR SIZING RECOMMENDATION

Based on the measured peak demand of 93.0 kW, the following generator sizing recommendation is provided in accordance with standard electrical engineering practice for standby power system design. A design margin of 20–25% above the observed peak load is applied to account for measurement tolerances, load growth, and operational safety factor.

Measured Peak Load (Running)	
Design Safety Margin Applied	20–25% above measured peak (industry standard)
Minimum Recommended Generator	125 kVA / 100 kW (Standby Rating)
Preferred Recommendation	175 kVA / 140 kW (Prime Power Rating) provides operational safety margin and capacity for future load growth
Generator Type	Prime power diesel generator
Power Factor Assumption	0.8 pf (standard for generator sizing per IEEE and CSA guidelines)
Motor Starting Consideration	Generator sizing must account for motor starting kVA (inrush) of HVAC compressors and other inductive loads, which may transiently exceed running load values

Recommendation Summary

Electrical Power Solutions recommends the procurement and installation of a **175 kVA / 140 kW diesel gas generator** for the Val Rita School facility. This unit provides the required safety margin above the 93.0 kW measured peak, accommodates motor starting transients, and positions the facility with meaningful capacity reserve for future load additions.

SECTION 6 – CONCLUSION

The staged load test conducted at Val Rita School successfully captured the full electrical demand profile of the facility, progressing from the baseline building systems through to peak simultaneous operation of all major electrical loads including lighting, plug loads, controls, heating systems, kitchen equipment, dishwasher, and air conditioning.

The measured peak demand of **93.0 kW**, recorded at Stage 6 with all systems operating concurrently, establishes the empirical basis for the generator selection. Applying the required 20–25% engineering design margin, a minimum standby generator rating of **125 kVA / 100 kW** is confirmed as the absolute minimum requirement to support the facility during utility supply interruptions.

It is the professional recommendation of Electrical Power Solutions that the facility proceed with the installation of a **175 kVA / 140 kW prime power generator**. This selection provides the necessary safety margin above the observed peak running load, accommodates transient motor starting demands from HVAC equipment, and ensures the facility retains adequate reserve capacity to support reasonable future load growth without requiring generator replacement or supplementation.

Stéphane Néron
Master Electrician
Electrical Power Solutions
304 George St.
Hearst, ON
P0L 1N0



1001159316 ONTARIO INC. o/a

Electrical Power Solutions

Residential – Industrial – Commercial – Generator – Solar System

P.O. Box 233 – 304 George Street – Hearst, ON P0L 1N0

Tel. 705-362-4014 – electricalpowersolutions@outlook.com

Quote

To : Municipal Office
106 Government Rd
Val-Rita, ON
P0L 2G0

Date : August 6, 2026

RE : 140 kW Generac Diesel Generator

Att : Stephen Landry

Electrical Power Solutions o/b 1001159316 Ontario Inc., the Vendor, hereby offers to supply the Purchaser with goods and services in accordance with the specifications and prices below, and subject to the terms and conditions stated on the reverse side of this document.

To supply the following :

1 (one) Generac MDG175, 140kW, V-FlexV, 3ph, Standby Rated Outdoor Sound Attenuated Diesel Generator Set with the following factory features:

- Skidded Unit
- 175KVA Rating, 60Hz
- 3-Position Voltage Selector Switch, 347/600V Three Phase, 120/208V Three Phase, 120/240V Single Phase
- Prime Duty Rating
- V Flex Alternator
- Variable Speed Cooling Fan
- 24 Hr Double Wall Tank
- 10 Amp Battery Charger
- Battery Heater
- Extreme Cold Weather Pkg
- Block Heater
- CCV Heater
- Fuel Filter Heaters
- Oil Pan Heater
- 60 Ethylene Glycol/40 Water
- Permanent Magnet Excitation
- Fuel and Fluid Containment
- Buck Transformer
- Connection Lugs
- Convenience Receptacles
- DVR2400 Voltage Regulator

FOR THE TOTAL SUM OF 221 132\$

H.S.T. Extra

F.O.B. Job

Note :

- The unit also comes with a 2-year basic limited warranty for added peace of mind.
- A 50% deposit is required to secure and begin the order.

Per : *Stéphane Néron*

Electrical Power Solutions o/b 1001159316 ONTARIO INC

The Purchaser hereby accepts the terms and pricing outlined in this quotation

Signature: _____ Date: _____

TERMS AND CONDITIONS

1. **Payment Terms:** Net 30 days for approved accounts, unless otherwise stated.
2. **Interest Charges:** A 2% monthly interest fee will be applied to accounts past 30 days.
3. **Acceptance:** Any order arising from this quotation is subject to approval by an authorized representative of 1001159316 Ontario Inc. o/a Electrical Power Solutions. All quotations are valid for 30 days unless otherwise stated.
4. **Title:** Ownership of the goods shall remain with the Seller until the purchase price has been paid in full. In the event of default, the Seller is entitled to immediate possession of the goods and may resell them. The Buyer shall remain liable for any deficiency remaining after the proceeds of such resale are applied to the outstanding purchase price.
5. **Prices:** The prices listed do not include sales tax, customs charges, excise tax, or any other government-imposed taxes or duties. If any of these apply, the Buyer is responsible for paying them unless a valid tax-exemption certificate is provided to the Seller.
6. **Delays:** The Seller shall not be liable for any default or delay caused by conditions beyond the Seller's control, including but not limited to acts of God, strikes, lockouts, boycotts or other labour disputes, war, riots, fire, flood, governmental regulations, or delays by the Seller's subcontractors or suppliers. If delivery, or any portion of it, is postponed at the Buyer's request, the Seller shall be entitled to payment as though the goods had been delivered as originally scheduled. In such cases, the goods shall be stored at the Buyer's risk and expense.
7. **Cancellations and Returns:** Confirmed orders for standard equipment are subject to a 25% cancellation fee. Orders for special or custom equipment are not eligible for cancellation.
8. **Insurance:** This quotation is subject to and limited by the insurance coverage currently maintained by 1001159316 Ontario Inc. o/a Electrical Power Solutions, including general liability coverage in the amount of \$5,000,000. Proof of insurance is available upon request.



1001159316 ONTARIO INC. o/a

Electrical Power Solutions

Residential – Industrial – Commercial – Generator – Solar System

P.O. Box 233 – 304 George Street – Hearst, ON P0L 1N0

Tel. 705-362-4014 – electricalpowersolutions@outlook.com

Quote

To : Municipal Office
106 Government Rd
Val-Rita, ON
P0L 2G0

Date : August 10, 2026

RE : Mobile Generator Camlock Box
Att : Stephen Landry

Electrical Power Solutions o/b 1001159316 Ontario Inc., the Vendor, hereby offers to supply the Purchaser with goods and services in accordance with the specifications and prices below, and subject to the terms and conditions stated on the reverse side of this document.

All tools, materials and equipment to supply and install the following :

- Modification of the existing manual transfer switch for cam lock generator connection.

FOR THE TOTAL SUM OF 12 060 \$

H.S.T. Extra

F.O.B. Job

Note :

Per : *Stéphane Néron*

Electrical Power Solutions o/b 1001159316 ONTARIO INC

The Purchaser hereby accepts the terms and pricing outlined in this quotation

Signature: _____ Date: _____

TERMS AND CONDITIONS

1. **Payment Terms:** Net 30 days for approved accounts, unless otherwise stated.
2. **Interest Charges:** A 2% monthly interest fee will be applied to accounts past 30 days.
3. **Acceptance:** Any order arising from this quotation is subject to approval by an authorized representative of 1001159316 Ontario Inc. o/a Electrical Power Solutions. All quotations are valid for 30 days unless otherwise stated.
4. **Title:** Ownership of the goods shall remain with the Seller until the purchase price has been paid in full. In the event of default, the Seller is entitled to immediate possession of the goods and may resell them. The Buyer shall remain liable for any deficiency remaining after the proceeds of such resale are applied to the outstanding purchase price.
5. **Prices:** The prices listed do not include sales tax, customs charges, excise tax, or any other government-imposed taxes or duties. If any of these apply, the Buyer is responsible for paying them unless a valid tax-exemption certificate is provided to the Seller.
6. **Delays:** The Seller shall not be liable for any default or delay caused by conditions beyond the Seller's control, including but not limited to acts of God, strikes, lockouts, boycotts or other labour disputes, war, riots, fire, flood, governmental regulations, or delays by the Seller's subcontractors or suppliers. If delivery, or any portion of it, is postponed at the Buyer's request, the Seller shall be entitled to payment as though the goods had been delivered as originally scheduled. In such cases, the goods shall be stored at the Buyer's risk and expense.
7. **Cancellations and Returns:** Confirmed orders for standard equipment are subject to a 25% cancellation fee. Orders for special or custom equipment are not eligible for cancellation.
8. **Insurance:** This quotation is subject to and limited by the insurance coverage currently maintained by 1001159316 Ontario Inc. o/a Electrical Power Solutions, including general liability coverage in the amount of \$5,000,000. Proof of insurance is available upon request.

PUBLIC WORKS EQUIPMENT REPORT
for the month of **July 2026**

MAKE	Meter hrs beginning of month	Meter hrs this month	Total meter hrs end of month	Hours worked this month	Work done
Kubota 2004	5442	9	5451	9	Beautification
COMMENTS: Regular maintenance.					

MAKE	Km beginning of month	Km this month	Total km end of month	Meter hrs beginning of month	Hrs this month	Total meter hrs end of month	Hours worked this month	Work done
2007 Mack 700 Truck/ S.P./ Sander	152543	1230	153773	8718	78	8796	4	Edge asphalt
							13	Culverts
							61	Ditching Harty Pit
COMMENTS: Regular maintenance.								

MAKE	Meter hrs beginning of month	Meter hrs this month	Total meter hrs end of month	Hours worked this month	Work done
2014 John Deere Backhoe/loader	7104	44	7148	18	Culverts
				15	Edge Asphalt
				11	Ditching
COMMENTS: Regular maintenance.					

MAKE	Km beginning of month	Km this month	Total km end of month	Hours worked this month	Work done
2018 Chevrolet 1 Ton	93250	2025	95300		
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
1998 Champion Grader	17578	37	17615	37	Grading
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
CAT D-5 DOZER	6991	11	7002	11	Push/Compact landfill
COMMENTS: Regular maintenance.					

MAKE	Meter hrs beginning of month	Meter hrs this month	Total hrs end of month	Hours worked this month	Work done
Zamboni	8531	0	8531		
COMMENTS:					

OTHER MONTHLY ACTIVITIES:

1. Ditching Harty Pit including 3 culvert installations (complete)

2. Val Rita and Harty Lagoon berms cleaned. (complete)

3. Asphalt edging De La Coupe (complete)

4. Recycle

5. Landfill site

6. Equipment maintenance

7. Beautification

8.

9.

10.

11.

12.

SIGNATURE: Stefan Landry

DATE: August 11, 2026

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

VAL RITA HARTY FIRE DEPARTMENT

MONTHLY REPORT

July 1st – July 31 2026

July 5, 2026- Fire Call Concession 4&5 Harty
Forest fire required contacting MNR

9 firefighters responded

July 7, 2026- Pump tests for fire trucks (Iron Trade Works INC.)

July 8, 2026- Meeting with Fire Marshal at firehall (Bert and Roger)

July 9, 2025- Meeting and Training

6 firefighters attended

July 11, 2026- Fire Call for tractor trailer damaged and leaking fuel

8 firefighters responded

July 16, 2026- Fire Ban issued by Fire Chief for Val Rita Harty

July 19, 2026- Fire Call (recreational fire during a fire ban)

9 firefighters responded

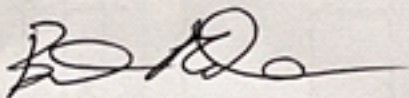
July 23, 2026- Meeting and training

7 Firefighters attended

July 24, 2025- Fire Chief lifted local Fire Ban for Val Rita-Harty

July 31, 2026- Fire Chief and one firefighter travelled from Harty to Cochrane to pick up
1000 litre wildfire skid donated by GlobalMedic.

Bert Fillion



Fire Chief

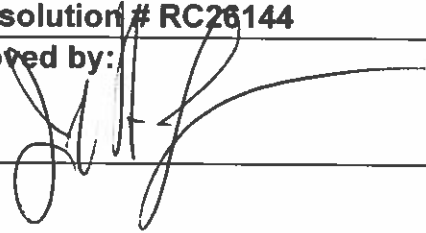
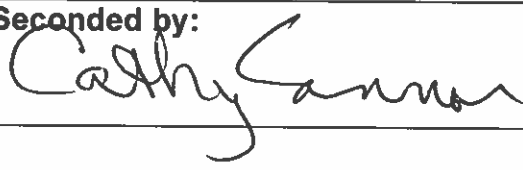


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 14, 2026

Resolution # RC26144	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS the Council of the Municipality of Wawa recognizes that excessive speeding and unsafe driving behaviours continue to pose significant risks to public safety in municipalities across Ontario, including rural and northern communities;

AND WHEREAS protecting pedestrians, cyclists, school-aged children, seniors, and all road users is a priority for municipalities and requires effective traffic calming and speed mitigation measures;

AND WHEREAS the Province of Ontario has demonstrated its commitment to improving road safety by providing funding opportunities to municipalities utilizing Automated Speed Enforcement (ASE) and other photo radar initiatives;

AND WHEREAS many small, rural, northern and remote municipalities do not have the population base, financial capacity, or legislative authority to implement Automated Speed Enforcement programs, yet continue to experience speeding and road safety concerns requiring effective mitigation;

AND WHEREAS equitable provincial funding should be made available to all municipalities to support alternative traffic calming and speed mitigation measures appropriate to local circumstances, including but not limited to roadway design improvements, traffic calming infrastructure, enhanced signage, speed feedback devices, pedestrian safety improvements, and other proven traffic safety initiatives;

AND WHEREAS the North Grenville, Merrickville-Wolford Village OPP Detachment Board has requested municipalities across Ontario support advocacy to the Province of Ontario for expanded funding opportunities applicable to all municipalities.

Page 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa endorses and supports the resolution of the North Grenville, Merrickville-Wolford Village OPP Detachment Board requesting that the Province of Ontario expand its financial commitment for traffic calming and speeding mitigation initiatives to include all municipalities across Ontario, regardless of whether they utilize Automated Speed Enforcement or photo radar programs;

AND FURTHER THAT the Province establish a dedicated, province-wide funding program to assist municipalities in implementing locally appropriate traffic calming and road safety measures that improve public safety;

AND FURTHER THAT a copy of this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario;
- The Honourable Prabmeet Sarkaria, Minister of Transportation;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- Michael Mantha, MPP, Algoma–Manitoulin;
- The Association of Municipalities of Ontario (AMO);
- The Rural Ontario Municipal Association (ROMA);
- The North Grenville, Merrickville-Wolford Village OPP Detachment Board;
- All Ontario OPP Detachment Boards and Police Service Boards; and
- All Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE		
☒	CARRIED	MAYOR AND COUNCIL	YES	NO
☐	DEFEATED	Mitch Hatfield		
☐	TABLED	Cathy Cannon		
☐	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL

This document is available in alternate formats.

FOR IMMEDIATE RELEASE

August 12, 2026

**FONOM AND WORKFORCE PLANNING BOARDS IDENTIFY
MUNICIPAL WORKFORCE CHALLENGES ACROSS NORTHEASTERN ONTARIO**

Machar Township - The Federation of Northern Ontario Municipalities (FONOM), in partnership with the four Northeastern Ontario Workforce Planning Boards, has released a new report examining the recruitment, retention and workforce development challenges facing municipalities across the region.

The Municipal Workforce Development and Job Vacancies Survey was launched at the 2026 FONOM Conference in Timmins. It gathered 61 responses from municipal representatives across the districts of Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Sudbury and Timiskaming.

The findings demonstrate that workforce pressures are affecting municipalities of every size. Ninety-four per cent of respondents reported difficulty attracting qualified candidates, either generally or for specific positions. The positions most frequently identified as difficult to fill were senior management, public works and finance, followed by administrative, by-law enforcement and water and wastewater positions.

“Municipal employees deliver the essential services that residents and businesses rely on every day. When a community cannot recruit a treasurer, public works employee, building official or senior administrator, the impacts are felt throughout the municipality,” **said FONOM President Dave Plourde**. “Northern Ontario continues to be an economic engine for the province, but our communities need a strong and sustainable municipal workforce to support that growth. FONOM looks forward to working with the Province and our workforce planning partners on practical solutions.”

Smaller municipalities reported particularly difficult circumstances due to limited financial resources, smaller candidate pools, geographic isolation and a lack of dedicated human resources capacity. Municipalities also face increasing competition from mining operations, other public-sector employers and larger communities for skilled and experienced employees.

Three-quarters of respondents indicated that their municipality had increased salaries or adjusted pay scales to remain competitive. However, the report concludes that compensation alone will not resolve the challenge. Municipalities identified salary benchmarking, centralized recruitment resources, shared human resources support, improved training opportunities and assistance with succession planning as important regional priorities.

“This survey gives us valuable, on-the-ground information directly from municipal leaders and staff,” **said Stacie Fiddler, Executive Director of the Labour Market Group**. “The results confirm that

recruitment and retention pressures are widespread, but they also point us toward practical areas for collaboration. Better labour market information, expanded access to training and certification, and stronger workforce planning tools can help municipalities prepare for both their immediate and long-term staffing needs.”

The report also found that leadership and management abilities, regulatory and technical knowledge, and skilled trades certifications are among the most evident skills gaps. Respondents highlighted the need for more accessible training, including opportunities outside the largest Northern centres, streamlined certification pathways and increased support for succession planning.

“Northeastern Ontario municipalities are competing for workers in a challenging labour market, often with fewer resources and fewer qualified candidates available locally,” said **Julie Joncas, Executive Director of the Far Northeast Training Board**. “This partnership provides a stronger regional understanding of those pressures. By working together, we can develop solutions that reflect the realities of Northern communities and help build the workforce needed to support municipal services and future economic growth.”

FONOM and the four Workforce Planning Boards will use the findings to support continued regional collaboration and discussions with the Ontario government. The partners will explore opportunities to improve municipal recruitment, retention, training, succession planning and workforce development across Northeastern Ontario.

“Municipalities are doing everything they can to adapt, but this is a regional and provincial challenge that requires a coordinated response,” added Plourde. “Supporting the municipal workforce is an investment in strong communities, reliable public services and the continued economic success of Northern Ontario.”

The four participating Workforce Planning Boards are:

The Labour Market Group;
Algoma Workforce Investment Corporation;
Far Northeast Training Board; and
Workforce Planning for Sudbury & Manitoulin.

-30-

Media Contact:

Dave Plourde, President,
Federation of Northern Ontario Municipalities
705-335-1615 | fonom.info@gmail.com

Workforce Development and Job Vacancies

FEDERATION OF NORTHERN ONTARIO MUNICIPALITIES
STACIE FIDDLER

FEDERATION OF NORTHERN MUNICIPALITIES – WORKFORCE DEVELOPMENT AND JOB VACANCIES

Introduction

Small Northern municipalities face unique workforce development challenges that can affect their ability to deliver essential services, support economic growth, and remain resilient in the face of demographic and labour market changes. Limited populations, geographic isolation, competition for skilled workers, and constrained organizational capacity often make it more difficult to recruit, retain, and develop employees than in larger urban centres.

Better understanding these challenges is important to provide evidence-based insights that can inform targeted strategies, strengthen local workforce capacity, and help ensure Northern communities are well positioned to meet current and future service and economic development needs.

Methodology

In the spring of 2026, the Federation of Northern Ontario municipalities (FONOM) partnered with the four Northeastern Ontario Workforce Planning Boards on a new initiative focused on better understanding the workforce challenges facing municipalities across Northeastern Ontario.

A survey tool was developed to gather real, on-the-ground information related to recruitment and retention, hard-to-fill positions, succession planning, skills shortages, and the broader pressures communities are facing in attracting and keeping skilled workers.

The survey was launched at the Spring FONOM conference in Timmins from May 11-13, 2026. The survey was open for a total of 3 weeks and garnered 61 responses from FONOM’s 109 member municipalities.

The responses were received from the following regions:

District of Sudbury:	5 out of 10 members	50%
District of Manitoulin:	1 out of 9 members	1%
District of Temiskaming:	5 out of 23 members	22%
District of Nipissing:	6 out of 11 members	54%
District of Algoma:	10 out of 21 members	47%
District of Parry Sound:	12 out of 22 members	55%
District of Cochrane:	4 out of 13 members	30%

Overview

In total, 61 responses to the survey were received. These included seven instances where two individuals replied from the same municipality, and one instance where three individuals replied from the same municipality.

In a perfect world, one would eliminate the duplicate responses, so as not to give additional weight to those municipalities that contributed more than one response. But survey respondents can sometimes provide inaccurate responses. It is not possible to determine which of the multiple responses is accurate. The value of collecting more responses is that the overall average is more likely to reflect the accurate result. For this reason, all responses, including multiple responses, have been relied upon in this analysis.

Profile of respondents

The 61 respondents primarily represented small municipalities with populations under 5,000 residents (Table 1).

Table 1: Survey respondents by municipality population

Municipal population	Number
Under 1,000	22
1,000-5,000	28
5,000-10,000	6
10,000-50,000	1
50,000 plus	4

Number and type of employees

Respondents were asked to provide their staffing numbers by different categories of employees. Table 2 provides the responses, by different sizes of municipalities.

Table 2: Average number of employees by employment type and by size of municipality

	Full-time	Part-time	Contract	Seasonal
Under 1,000	7	2	1	3
1,000-5,000	18	5	1	5
5,000-10,000	91	14	8	13
10,000-50,000	95	52	1	20
50,000 plus	887	443	240	136

Not surprisingly, the larger the municipality, the greater the number of employees. Some other patterns are apparent as well:

- Larger municipalities have a proportionately higher number of part-time employees; among municipalities with 10,000 or more residents, the part-time workforce is approximately 50% to

55% as large as the full -time workforce, while among the smaller municipalities, that proportion of between 15% and 29%

- The largest municipalities (50,000 or more residents) have a proportionately higher number of contract workers compared to the size of their full-time workforce, but municipalities with under 1,000 residents come second in terms of the proportion comparison of their contract workers to full-time workers
- These small municipalities also hire a proportionately larger number of seasonal employees compared to their number of full-time employees

Presence of HR staff

Respondents were asked whether they had a designated HR department or a dedicated staff position whose primary focus is HR (hiring, firing and so on). Table 3 presents the results by size of municipality.

Table 3: Presence of HR department or dedicated staff position

	HR presence			Comment
	Yes	No	Other	
Under 1,000	32%	68%	0%	
1,000-5,000	14%	79%	7%	We have an HR Committee comprised of the clerk and 2 members of council; CAO/Clerk
5,000-10,000	83%	0%	17%	Payroll person has partial HR duties while our CAO also shares a big portion of HR duties
10,000-50,000	100%	0%	0%	Dedicated staff position that assists with HR and payroll
50,000 plus	75%	25%	0%	

In general, larger municipalities are more likely than smaller municipalities to have an HR department or dedicated HR staff position.

Table 4: Presence of union

	Union presence		
	Yes	No	Other
Under 1,000	41%	59%	0%
1,000-5,000	43%	57%	0%
5,000-10,000	50%	33%	17%
10,000-50,000	100%	0%	0%
50,000 plus	100%	0%	0%

The likelihood of a unionized workplace increases with the size of the municipality. Indeed, municipalities with over 10,000 residents all had a unionized workplace, whereas in the case of those with less than 10,000 residents half or less had a unionized workplace. The one instance of an “Other” response was because the workplace represented a mix of unionized and non-unionized workers.

Job vacancies and job candidate recruitment

Respondents were asked how many municipal staff positions were vacant at the time the survey was being completed, as well as the nature of the position. The average responses are presented in Table 5.

Table 5: Average number of job vacancies, by type of position and by size of municipality

	Union Positions	Non-Union Positions	Skilled Trades	Permanent	Temporary	Professional
Under 1,000	0.4	0.3	0.1	0.2	0.2	0.1
1,000-5,000	0.7	0.7	0.7	0.8	0.6	0.7
5,000-10,000	0.5	0.5	0.3	0.5	0.0	0.0
10,000-50,000	1.0	1.0	0.0	0.0	1.0	0.0
50,000 plus	1.0	1.0	1.0	1.0	0.8	1.0

While there were more vacancies among larger municipalities than among smaller ones, the magnitude of the difference was not nearly as much as one might expect. For example, municipalities with 50,000 or more residents have more than 100 times the number of full-time employees as municipalities with 1,000 or less employees, yet they only have at most 10 times the number of job vacancies in any given category.

Duration of job vacancies

Respondents were asked how long job vacancies remained unfilled. The responses by size of municipality are shown in Table 6.

Table 6: Duration of job postings by size of municipality

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Less than 1 month	29%	29%	32%	20%	0%	25%
1-3 months	19%	10%	18%	40%	100%	25%
3-6 months	7%	10%	7%	0%	0%	0%
More than 6 months	5%	5%	4%	20%	0%	0%
More than 1 year	3%	10%	0%	0%	0%	0%
None of the above	22%	29%	25%	0%	0%	0%
Other	15%	10%	14%	20%	0%	50%

By and large. Job postings last from zero to three months. What is more difficult to interpret is what respondents may have meant by selecting “none of the above,” as the time frames offered would seemed to have covered all the options. Their comments submitted under the “Other” category may shed some light here. In most instances, respondents indicated that the answer to this question varied by the type of occupation. Also, some positions are permanently posted (the example given was lifeguards and temporary front desk clerks).

One can compare those answers that selected a specific time frame to the available data on duration of job vacancies, available through the Job Vacancy and Wage Survey. Table 7 compares the results. The Job Vacancy and Wage Survey data represents the average duration over the last five reported quarters for all Ontario. It is striking that the values are virtually identical.

Table 7: Reported duration of job postings, FONOM survey and Ontario data

	FONOM	ONTARIO
Less than 1 month	46%	49%
1-3 months	30%	29%
3-6 months	24%	22%

Ontario data from Statistics Canada, Table 14-10-0443-01

Hardest to fill positions

Respondents were asked which positions were hardest to fill by selecting from a set of occupational categories. Table 8 shows the results by size of municipality and is ordered from the most to least difficult among all municipalities.

Table 8: Hardest to fill positions by size of municipality

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Senior Management	38%	36%	39%	50%	0%	25%
Public Works	31%	45%	21%	33%	0%	25%
Finance	31%	14%	39%	50%	0%	50%
Administrative/Clerical	25%	27%	25%	33%	0%	0%
By-Law Enforcement	20%	14%	18%	50%	0%	25%
Water/Wastewater	18%	5%	18%	33%	0%	75%
Fire Services	8%	5%	11%	17%	0%	0%
Recreation	5%	0%	7%	17%	0%	0%
None of the above	5%	5%	7%	0%	0%	0%
Other	26%	27%	21%	17%	100%	50%

The positions most often cited as most difficult are senior management, public works and finance.

A medium number of municipalities expressed high recruitment difficulty with positions relating to administrative/clerical, by-law enforcement and water/wastewater.

Few municipalities expressed high levels of difficulty recruiting for positions in fire services and recreation.

Under the “Other” category, seven municipalities named Chief Building Official, Building Inspector, Building Official or Building Department, three mentioned Planners or Planning, and two mentioned IT. A few mentioned employment categories such as part-time, casual or seasonal, and then there were half a dozen individual positions mentioned, each by one respondent, from Transfer Station Attendant to Chief Administrative Officer.

Identifying and assessing recruitment methods

The next two questions asked about recruitment methods, firstly, about which methods were used, then about which worked best. In asking about recruitment methods, respondents were provided with a list of the typical recruitment activities. The survey was set up in such a way that only one method could be selected. The method with the largest number of responses (one out of three respondents) was “Other,” where they were allowed to write in their response. In almost all instances, the answer was that they used some multiple of these options, and quite a few indicated that they used a majority or all of them. For this reason, Table 9 illustrating the responses has labelled the “Other” selection as “Multiple/All.” The table is ordered from the method with the most responses to the least, followed by none of above.

Table 9: Recruitment methods by size of municipality

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Multiple/All	33%	23%	36%	17%	100%	75%
Municipal website	20%	18%	29%	0%	0%	0%
Social Media	18%	18%	18%	33%	0%	0%
Other online job boards	18%	23%	11%	50%	0%	0%
Local newspapers	3%	9%	0%	0%	0%	0%
Indeed	3%	5%	4%	0%	0%	0%
Word of mouth/ community networks	3%	0%	4%	0%	0%	25%
Colleges/Universities	0%	0%	0%	0%	0%	0%
LinkedIn	0%	0%	0%	0%	0%	0%
None of the above	2%	5%	0%	0%	0%	0%

Some respondents did specify which multiple methods they used. Among those which received many mentions were social media, job boards and the municipal website. Methods which were mentioned that were not part of the survey list included professional associations, Municipal World for management positions and local employment services offices.

Respondents were next asked which of these recruitment methods worked best. The survey asked that they write in their response. In some cases, the respondents entered two responses or provided a comment. Several respondents noted that a different method was used depending on the occupation. To reflect all the input, where a response has two entries it was treated as two responses and all the answers were aggregated for all sizes of municipalities. In total, there were 74 entries, counting the multiple responses mentioned earlier.

By far, social media received the most mentions with 20, followed by on-line job boards (11) and the municipal website (8). Seven respondents specifically mentioned Indeed, although only four cited it as the best method, while three commented that it attracted many applicants but also many more unqualified candidates. Six respondents mentioned professional associations or industry associations (AMCOT, OBOA). Another six cited a variety of local resources (local advertising, local job boards, local media, and local employment services).

In cases where a comment was provided, it is usually explained that the best method depended on the position, requiring a more targeted approach for a professional position, whereas social media, the municipal website or local media was relied upon for other positions.

Challenges relating to job recruitment

With regard to recruitment challenges, respondents were first asked whether they had difficulty attracting qualified candidates. In the closed-ended question, respondents were provided with several possible responses to choose from:

- Yes
- Yes, for some positions
- No
- None of the above
- Other (please specify)

No respondent chose “none of the above” or “other.” Table 10 shows the remaining responses.

Table 10: Difficulty in attracting qualified candidates

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Yes	51%	68%	50%	17%	0%	25%
Yes, for some positions	43%	27%	43%	67%	100%	75%
No	7%	5%	7%	17%	0%	0%

Very few respondents expressed no difficulty in attracting qualified candidates – only 7% (four of 61 responses). Half said they experienced difficulty, while slightly over four in ten qualified the difficulty, saying it was present for some positions. It appears that smaller municipalities were more likely to experience difficulty overall, while larger municipalities were much more likely to limit the difficulty to some positions.

Respondents were next asked the extent to which competition with other industry sectors impacted their ability to recruit job candidates. The answers (measured in percentages) are shown in Table 11.

Table 11: Extent to which competition with other industry sectors impacts ability to recruit

ALL	< 1,000	1,000-5,000	5,000-10,000	10,000-50,000	> 50,000
54%	49%	53%	70%	---	59%

There were no replies from municipalities with 10,000 to 50,000 residents

Perhaps the best way to express the result is that municipalities face a moderate degree of competition with other industry sectors in attracting job candidates. It is worth diving deeper into the responses, however. Among municipalities with 5,000 or fewer residents, where the overall rating around 50% (49% and 53%), the actual answers fall into three distinct categories: approximately one-third express a high level of competition (a score of 65% or more); around one-third score it as medium (41% to 63%) and one-third score it as low (30% or less). In short, municipalities experience the recruitment competition to significantly different degrees, from high through moderate to low, where the average rating is moderate.

Respondents were further asked which industries they felt they were competing against for employees. Respondents were required to write in their responses, and the results are presented in Table 12, divided by the degree of competition respondents felt from other industry sectors for job applicants.

Table 12: Industries that provide competition for employees

High level of competition from other employers		Moderate level of competition from other employers		Low level of competition from other employers	
Industry	#	Industry	#	Industry	#
Mining	12	Mining	5	Mining	2
Other public sector	7	Other public sector	7	Other public sector	6
All industries	4	All industries		All industries	
Other	5	Other	8	Other	4
Don't know	1	Don't know	4	Don't know	4

The two sectors most likely to be named as competitors for employees were other public sector (usually expressed as other municipalities, but also included other public services or agencies, provincial parks, and First Nations governments) and mining. Mining was by far most often cited among municipalities that experienced a high level of competition from other employers (who also were the only category to feel that the competition came from all industries). Otherwise, other public sectors were more often named by those municipalities who experienced a moderate or low degree of competition from other industries. These latter municipalities were also more likely to say they did not know which industries were providing recruitment competition or they did not provide an answer.

Respondents were next specifically asked which positions were most affected by salary competition with mining operations. In total, 49 respondents provided an answer:

- One-third (35%) said there was no impact or that it was not applicable (several indicating there was no mining operation close by)
- Over four in ten (43%) named public works primarily, or equipment operators or labourers
- The larger municipalities (over 10,000 residents) specifically cited mechanics, engineers and other skilled trades positions

Questions relating to wages, pension and benefits as part of the attraction package

The next set of questions inquired about strategies relating to wages, as well as how pension and benefits may influence recruitment outcomes.

The first question asked whether the municipality had increased salaries or adjusted pay scales to remain competitive. In most cases (75% of all respondents), said they had (Table 13). As shown in Table 13, approximately one in eight (12%) indicated it was not possible within their budget (all were municipalities with fewer than 10,000 residents), while one in ten (10%) said no.

Table 13: Increasing salaries or adjusting pay scales to remain competitive

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Yes	75%	67%	79%	83%	0%	100%
Not possible within budget	12%	14%	11%	17%	0%	0%
No	10%	10%	11%	0%	100%	0%
Considering it	3%	10%	0%	0%	0%	0%

Those municipalities that answered yes were asked to indicate what adjustments were made. The 45 responses fell into numerous categories:

- Cost of living increased
- Added benefit (s) (e.g. vacation time)
- Offered a bonus
- Increased starting rates of positions
- Increased wage for specific positions to remain competitive or retain staff
- Pay increased to attract candidates with experience or with desired educational credentials
- Some increased for certain positions based on comparisons with neighbouring municipalities or market levels
- Increased the wage grid
- Increased wages through collective agreement negotiations
- Pay equity increased
- Review of all positions together with a labour market survey
- Periodic salary reviews
- Compensation review by outside consultant

Next, all respondents were asked whether they believed job candidates understood the value of the OMERS or municipal pension plan. The responses are provided in Table 14.

Table 14: Job candidates' understanding of value of municipal pension plan

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Yes	33%	38%	21%	67%	0%	50%
No	27%	10%	46%	0%	0%	25%
Not certain	28%	33%	21%	33%	100%	25%
Other	12%	19%	11%	0%	0%	0%

While there are large variations in the responses by size of municipality, there is no obvious pattern of response by size. The overall results for all respondents better reflect reality; one-third (33%) say that job candidates do understand, just under one-third (27%) say they do not, and a similar proportion (28%) are uncertain. Those municipalities that answered “Other” as a response usually had no pension plan or only had it for certain positions. In a few other instances, the “Other” response was used to express the view that young people are less concerned about preparing for their retirement.

Further on the topic of pensions as part of the compensation package, respondents were asked what challenges they faced in promoting pension value to younger or mid-career applicants. The answer relied on respondents writing in their reply.

Of the 50 comments entered, almost half (24, or 48%) said some variant of “younger workers are more interested in the immediate pay cheque.” This included such observations as “the future is too far away for younger workers,” “younger workers have immediate cash needs, such as saving for a house, as opposed to saving for retirement,” or “they feel it represents a large cut into their pay cheque (every dollar counts).” Most suggest this immediate-term attitude is particularly prevalent among this generation of youth, although a couple of respondents said that it has always been this way.

Eight respondents (16%) said they had no challenges in communicating about the benefits, while another five (10%) said the question was not applicable. A further five (10%) said that current workers are less interested in or committed to employment for the long-term. Another three (6%) felt that the workers did not understand the mechanics of how a pension worked.

Respondents were asked how they communicated pension and benefit information to applicants. Table 15 provides the results.

Table 15: How pension and benefit information is provided to applicants

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Job posting	35%	29%	39%	50%	0%	25%
Interview stage	25%	29%	25%	33%	0%	0%
Offer letter	12%	19%	11%	0%	0%	0%
Website	2%	0%	0%	0%	0%	25%
None of the above	3%	10%	0%	0%	0%	0%
Other	23%	14%	25%	17%	100%	50%

A little over one third (35%) of all respondents provide this information in the job posting and another quarter (25%) convey it during the interview stage. Almost a quarter (23%) chose “Other,” which when asked to specify, meant all of the above options or some mix of most of the options. In one instance, a respondent indicated that they communicated this information during onboarding.

Finally, respondents were asked whether tools or benefits from FONOM would help better communicate about these benefits. Only one-quarter (27%) said yes, while two-thirds were uncertain; that high level of uncertainty was consistent across all sizes of municipalities (Table 16). One possible reason for the uncertainty might be that it is unclear what that support from FONOM could look like.

Table 16: Would communication tools from FONOM help?

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Yes	27%	40%	18%	33%	0%	25%
No	7%	0%	14%	0%	0%	0%
Uncertain	66%	60%	68%	67%	100%	75%

Skill gaps and addressing workforce and recruitment challenges

Respondents were asked to identify the most evident skills gap by selecting from a list of options. Table 17 presents the answers. They are listed from highest to lowest percentage response among all responses.

Table 17: Most evident skills gaps

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Leadership/management	21%	15%	25%	33%	0%	0%
Regulatory/technical knowledge	17%	15%	18%	33%	0%	0%
Skilled trades certifications	16%	15%	11%	0%	0%	100%
Soft skills (communication, reliability)	12%	15%	14%	0%	0%	0%
Heavy equipment operation	10%	10%	7%	33%	0%	0%
Digital/IT skills	2%	5%	0%	0%	0%	0%
Other	17%	20%	18%	0%	100%	0%
None of the above	5%	5%	7%	0%	0%	0%

Three skills top the list (between one in five and one in six of respondents): leadership/management; regulatory/technical knowledge; and skilled trades certifications. Two other skills attracted around one in ten respondents: soft skills (communication, reliability) and heavy equipment operation. Digital/IT skills received a small number of responses and only among municipalities with under 1,000 residents.

Among those who selected “Other,” four in ten indicated that all of the listed options represented skills gaps, while two others selected two options from the list.

Additional comments were:

- Many municipal staff obtain training once hired as opposed to coming with a municipal education
- There is a lack of skills for any municipal management positions: i.e. Clerk, Treasurer, CBO, Fire Chief. As these people retire, it is getting harder to find replacements. Often "stealing" from other municipalities.

Respondents were next asked what specific supports or policy changes would help their municipality address workforce challenges. The question invited respondents to write in their response. Of the 40 comments offered, 15 were either “don’t know,” “unsure” or “unknown.” The largest substantive cluster of responses involved six comments supporting training, notably soft skills training at the high school and post-secondary levels, more funding to support training (in relation to DZ or AZ license, or heavy equipment certification), including more classrooms beyond the five biggest cities in the North to improve access, and streamlined qualification and certification pathways. Two other comments specifically targeted more promotion of skilled trades, another two desired more support with succession planning, and two sought policies encouraging migration to the North or expanding housing options for people wishing to work in the North.

More specifically, respondents were next asked what they saw as the primary barrier to successful recruitment in their municipality. The 55 respondents often cited more than one barrier; the three most common issues (each mentioned by around a third of respondents) were:

- Salary: the inability to offer a competitive wage, in relation to other municipalities, other employers and the fact that the job sometimes involves multiple hats; some noted that either their council was skeptical about the need for higher wages or their tax base precluded higher wages
- Lack of candidates: This was often expressed as a lack of qualified or skilled/educated candidates, often related to their smaller population base and remote location, and the consequent competition for qualified staff with other employers (often combined with the issue of a less than competitive salary)
- Location: A more remote location not only limited the job candidate pool, but it could also be less attractive as a draw for people to relocate for a position; several simply stated theirs was a rural location less enticing to younger staff, others noticed the limited availability of public services, retailers, restaurants and other amenities available in larger urban settings

Several respondents also mentioned either the cost or limited availability of suitable housing, combining this with the remote location and/or less competitive salary barrier.

A couple of respondents noted the challenge of competing for qualified bilingual staff or the difficulties of working in an environment that attracts more public scrutiny. Only two respondents said they were not facing recruitment difficulties.

The next question asked respondents which supports from FONOM would be most helpful when recruiting qualified individuals for municipal positions. The survey offered a set of possible responses, with the results shown in Table 18, in order of the highest to lowest scores among all respondents.

Table 18: Preferred supports from FONOM for recruiting qualified job candidates

	ALL	Under 1,000	1,000-5,000	5,000-10,000	10,000-50,000	Over 50,000
Salary benchmarking data	31%	24%	32%	33%	100%	50%
Centralized job posting platform	19%	33%	11%	17%	0%	0%
Shared HR resources	7%	10%	7%	0%	0%	0%
Recruitment best practices guide	5%	0%	11%	0%	0%	0%
Pension/benefits communication toolkit	3%	0%	0%	33%	0%	0%
Template job descriptions	2%	5%	0%	0%	0%	0%
Other	24%	24%	29%	17%	0%	0%
None of the above	9%	5%	11%	0%	0%	50%

The support which was clearly the most preferred was salary benchmarking data, which increased in preference the larger the municipality. Second was a centralized job posting platform, but mainly of interest to municipalities with fewer than 10,000 residents. The remaining options received limited support. Nearly one-quarter of respondents selected “Other” with most indicated that they would have chosen all of the available options.

Finally, respondents were asked if they wished to provide any further comments relating to the workforce development challenges they are facing. Of the fourteen comments made, only one topic was referenced by three respondents, that is, the challenge of managing with a small staff team. In their view, it meant individuals taking on multiple roles, which can pose availability, scheduling and workload management challenges (especially with respect to seasonal demands or emergencies), create difficulties for training and succession planning, cause disruptions due to staff leaves or retirements, and make it difficult to find job candidates with the necessary skills, experience and versatility. It also generates compounded pressures arising from increased administrative and regulatory requirements.

The other comments were:

- Rising transportation costs for employees
- Use FONOM to host sessions to train new councillors or to develop a roster of consultants for staff training
- Sharing with others that succession planning was very useful to them
- Cannot always guarantee enough hours for part-time staff
- Retention is an issue too; younger staff come to build their resumes, but then some move on

- Council sometimes goes beyond their role and gets too involved in operational issues
- Sometimes a toxic dynamic may develop with some members of council or the public
- Firefighter training is a big burden for small municipalities
- Have had hires who turned out to have been less qualified than they stated, resulting in people being let go soon after they are hired

In closing, respondents were asked if they would be willing to participate in a follow-up interview or discussion about workforce development challenges. Three in ten said yes, another three in ten said no, and four in ten said maybe.

Conclusion

The survey findings demonstrate that workforce recruitment and retention remain significant challenges for municipalities across Northeastern Ontario, regardless of community size. While the nature and scale of these challenges vary, respondents consistently identified difficulty attracting qualified candidates, competition from other employers, succession planning pressures, and limited organizational capacity as key barriers to building and sustaining a stable municipal workforce.

Smaller municipalities face particularly complex challenges. Limited financial resources, smaller candidate pools, geographic isolation, and fewer dedicated human resources supports often make it more difficult to compete for skilled workers. At the same time, respondents highlighted increasing competition from mining, other public sector employers and larger municipalities, particularly for technical, skilled trades, public works, finance and senior management positions.

The findings also demonstrate that municipalities are actively adapting their recruitment strategies through salary adjustments, broader advertising approaches, and enhanced benefits. However, many respondents indicated that compensation alone is insufficient to address long-term workforce shortages. Sustainable solutions will require continued investment in workforce development, skills training, succession planning and strategies that improve the attractiveness of municipal careers.

Respondents identified several areas where regional collaboration could strengthen municipal workforce capacity. Salary benchmarking information, centralized recruitment resources, shared human resource supports, and improved access to training and certification opportunities were among the most frequently identified priorities. These findings suggest that coordinated regional approaches, supported by organizations such as FONOM and workforce planning partners, can help municipalities respond more effectively to shared labour market challenges.

Overall, the survey provides valuable evidence of the workforce realities facing Northern Ontario municipalities. The findings establish a foundation for future workforce planning initiatives and highlight opportunities to strengthen recruitment, retention and workforce development strategies that support resilient municipal services and sustainable community growth across the region.

Village of Merrickville Wolford

317 Brock Street W PO Box 340
Merrickville, ON K0G 1N0
T: 613-269-4791
W: Merrickville-wolford.ca

August 4, 2026

Re: Resolution of Support - Sustainable Provincial Fire Services Funding

Please be advised that the Council of the Corporation of the Village of Merrickville-Wolford, at its Regular Meeting on July 27, 2026, passed the following motion regarding the Resolution of Support - Sustainable Provincial Fire Services Funding:

Resolution #: R-17-07-27-26

Moved by: Councillor Maitland

Seconded by: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the resolutions from the Township of Terrace Bay and the Town of Smiths Falls regarding the request for sustainable provincial grant funding for fire services;

AND FURTHER THAT Council does hereby endorse and support the request as presented and directs staff to circulate the resolution of support to the identified parties within the resolutions.

Carried.

If you have any questions regarding the above resolution, please do not hesitate to contact me by email at clerk@merrickville-wolford.ca.

Thank you.



Julia McCaugherty-Jansman
Clerk



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 **Fax:** (807) 825-9576

June 17, 2026

Premier Doug Ford
premier@ontario.ca

Dear Mr. Ford,

At the Township of Terrace Bay's Regular Council Meeting held Monday June 15, 2026, the following resolution of support was passed:

RE: Resolution of Support – Sustainable Provincial Grant Funding For Fire Service

Resolution: CR142–2026

Moved by: Councillor Webb

Seconded by: Councillor Dube

WHEREAS Municipal fire services in Ontario operate under legislative authority established by the province through statutes, regulations, codes and prescribed standards governing training, equipment, certification, inspection, and operation requirements.

AND WHEREAS municipalities are responsible for implementing and maintaining compliance with these provincially mandated requirements primarily through local property taxation;

AND WHEREAS current provincial fire service grant programs are available to both full-time and volunteer fire departments across Ontario and are distributed through competitive application processes that may not fully reflect the differing financial and administrative capacities of urban and rural municipalities, highlighting the need for a more balanced approach to funding that supports all fire services equitably;

AND WHEREAS volunteer firefighters represent approximately 70-75% of firefighters in Ontario protecting the majority of communities across the province and, particularly in rural areas, are frequently the first emergency responders to arrive on scene ahead of other emergency services;

AND WHEREAS other provincially regulated emergency services, including policing and paramedic services, receive stable and predictable provincial funding contributions or cost-sharing arrangements;



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
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AND WHEREAS the absence of a comparable and stable funding model for fire services creates a structural imbalance between provincial regulatory authority and municipal financial responsibility;

AND WHEREAS reliance on competitive funding creates budget uncertainty, limits long-term financial planning, and may not reflect the actual operational needs of fire services, contributing to instability, reduced preparedness and the reduction of services within a critical emergency response sector;

AND WHEREAS stable and predictable funding is essential to maintain emergency preparedness, firefighter safety, service sustainability, and equitable protection for residents regardless of municipal size or tax base;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Terrace Bay respectfully calls upon the Province of Ontario to transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program that supports municipalities in meeting provincially legislated fire protection requirements;

AND FURTHER THAT this funding be structured to provide equitable and predictable annual support for operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario;

AND FURTHER THAT the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

AND FURTHER THAT this resolution be circulated for endorsement to:

- All municipalities
- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighter Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association

AND FURTHER THAT, upon endorsement, this resolution be submitted to:

- Lise Vaugeois, MPP Thunder Bay Superior North
- The Honourable Michael Kerzner, Minister of the Solicitor General
- The Honourable Kinga Surma, Minister of Infrastructure
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0

Phone: (807) 825-3315 Fax: (807) 825-9576

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

MPP Thunder Bay Superior North, Lise Vaugeois – lvaugeois-co@ndp.on.ca

Minister of the Solicitor General – Michael.kerzner@pc.ola.org

Minister of Infrastructure – kinga.surma@pc.ola.org

Minister of Municipal Affairs and Housing – rob.flack@pc.ola.org

AMO – resolutions@amo.on.ca

NOMA – admin@noma.on.ca

ROMA – roma@roma.on.ca

OAFC – info@oafc.on.ca

OPFFA – admin@ontariofirefighters.org

OVFFA – president@ffao.on.ca

All Northern Ontario Municipalities



SMITHS FALLS

RISE AT THE FALLS

June 17th, 2026

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Support for Sustainable Provincial Grant Funding for Fire Services in Ontario

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their June 15th, 2026 Council meeting:

The Council of the Town of Smiths Falls respectfully calls upon the Province of Ontario to transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program that supports municipalities in meeting provincially legislated fire protection requirements;

AND FURTHER THAT this funding be structured to provide equitable and predictable annual support for operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario;

AND FURTHER THAT the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

AND FURTHER THAT this resolution be circulated to:

- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association
- Scott Reid, M.P. Lanark-Frontenac
- John Jordan, M.P.P. Lanark-Frontenac-Kingston
- Minister of the Solicitor General



SMITHS FALLS

RISE AT THE FALLS

- *Minister of Infrastructure*
- *Minister of Municipal Affairs and Housing*
- *All Ontario Municipalities*

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello
Town Clerk

cc: Ontario Association of Fire Chiefs
Ontario Professional Fire Fighters Association
Ontario Volunteer Fire Fighters Association
Association of Municipalities of Ontario
Rural Ontario Municipal Association
Scott Reid, M.P. Lanark-Frontenac
John Jordan, M.P.P. Lanark-Frontenac-Kingston
Minister of the Solicitor General
Minister of Infrastructure
Minister of Municipal Affairs and Housing
All Ontario Municipalities

Solicitor General

Office of the Solicitor General

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Minister.SOLGEN@ontario.ca

Solliciteur général

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132-2026-3665

By email

August 14, 2026

Dear Heads of Council, Chief Administrative Officers and Clerks of OPP-Policed Municipalities:

I am writing to provide you with an update on OPP municipal policing costs for 2027.

Our government recognizes the importance of providing municipalities with predictability as you plan your budgets, while ensuring the OPP has the resources it requires to continue delivering high-quality policing services and keeping communities safe.

With that in mind, we are taking action to limit increases in OPP policing costs for municipalities in 2027.

For the 2027 calendar year, no OPP-policed municipality will see its total amount owed for OPP policing increase by more than 11 per cent compared to 2026, excluding costs associated with any additional policing services a municipality has chosen to receive through a separate agreement with the OPP.

This is a time-limited measure for the 2027 OPP billing cycle, intended to provide municipalities with cost certainty to support local budget planning.

To implement this change, an amendment has been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police, made under the *Community Safety and Policing Act, 2019* (CSPA). The amendment is being filed with the Registrar of Regulations and will be publicly available through the [e-Laws](#) page in the coming days.

The OPP is currently preparing 2027 annual billing statements, which are expected to be provided to municipalities this fall.

We value the important partnership between the province, municipalities and the OPP in keeping Ontario communities safe. We also recognize the importance of ensuring policing costs are sustainable and predictable for municipalities, and we will continue working with our municipal partners on these shared priorities.

.../2

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca. Questions regarding your municipality's annual OPP billing statement can be directed to OPP Municipal Policing at opp.municipalpolicing@opp.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael S. Kerzner", with a long horizontal flourish extending to the right.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

**Ministry of
Rural Affairs**

Rural Policy and Economic
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Courriel: [RODprogram@
ontario.ca](mailto:RODprogram@ontario.ca)



August 12, 2026

File Number ROD-CD-000501

Leanne Crozier, Treasurer
Township of Val Rita-Harty
106 GOVERNMENT RD CP 100
Val Rita, ON P0L 2G0

Email: treasurer@valharty.ca

Dear Leanne Crozier

Thank you for submitting your application entitled VRH Services Modernization with Ask RITA AI Bo to the Rural Ontario Development (ROD) Program – Community Development Stream.

Funding decisions are based on the merits of each individual application using the program assessment criteria. Only those projects with the highest alignment to the ROD Program outcomes are approved for funding.

We regret to advise that your application to the ROD Program – Community Development Stream will not be funded by the ROD Program. Should you have any questions or require additional information, please do not hesitate to contact Matthew Ross at Matthew.Ross@ontario.ca. You can contact us at RODprogram@ontario.ca or 1-877-424-1300.

We encourage you to monitor the program website at www.ontario.ca/RODprogram for Rural Ontario Development Program information and updates.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Stack".

Original Signed By
Chris Stack
Director, Rural Policy and Economic Development Branch

CALL FOR APPLICATIONS

2026 Joint Election Compliance Audit Committee

The municipalities of Cochrane, Smooth Rock Falls, Fauquier-Strickland, Moonbeam, Kapuskasing, Val Rita-Harty, Opasatika, Mattice-Val Côté and Hearst are seeking qualified individuals to serve on the 2026 Joint Election Compliance Audit Committee.



COMMITTEE COMPOSITION

Three (3) members will be appointed jointly by the participating municipalities.



PROFESSIONAL EXPERIENCE

We are seeking applicants with professional experience in:

- ✓ Accounting
- ✓ Law
- ✓ Verification / audit
- ✓ Municipal administration



ROLE OF THE COMMITTEE

Committee members play an important role in maintaining transparency and accountability by reviewing requests for compliance audits related to the 2026 municipal election, by appointing auditors as needed and by reviewing audit findings.



ELIGIBILITY

Elected municipal officials, school board members and employees, candidates in the 2026 municipal election, and anyone working for or advising a candidate for office are not eligible to sit on the committee.



TERM OF APPOINTMENT

From the date of appointment in 2026 until November 14, 2030, or until all matters related to the 2026 Municipal Election have been resolved.



REMUNERATION

\$225 per day, plus mileage reimbursement.



APPEL DE CÂNDIDATURES

Comité de vérification de la conformité électorale 2026

Les municipalités de Cochrane, Smooth Rock Falls, Fauquier-Strickland, Moonbeam, Kapuskasing, Val Rita-Harty, Opasatika, Mattice-Val Côté et Hearst sont à la recherche de personnes qualifiées pour siéger au Comité de vérification de la conformité électorale 2026.



COMPOSITION DU COMITÉ

Trois (3) membres seront nommés conjointement par les municipalités participantes.



EXPÉRIENCE PROFESSIONNELLE

Nous recherchons des personnes ayant une expérience professionnelle en :

- ✓ Comptabilité
- ✓ Droit
- ✓ Vérification / audit
- ✓ Administration municipale



RÔLE DU COMITÉ

Les membres du comité jouent un rôle important dans le maintien de la transparence et de la responsabilisation en examinant les demandes de vérification de conformité liées à l'élection municipale de 2026, en nommant des vérificateurs au besoin et en examinant les conclusions des vérifications.



ADMISSIBILITÉ

Les élus municipaux, les membres et employés des conseils scolaires, les candidats aux élections municipales de 2026, ainsi que toute personne travaillant pour un-e candidat-e ou un-e conseiller-ère, ne sont pas admissibles à siéger au comité.



DURÉE DU MANDAT

À compter de la nomination en 2026 jusqu'au 14 novembre 2030, ou jusqu'à ce que toutes les questions découlant de l'élection municipale de 2026 aient été réglées.



RÉMUNÉRATION

225 \$ par jour, plus le remboursement des frais de déplacement.



COMMENT POSTULER

Si vous êtes intéressé-e, soumettez une demande décrivant votre expérience.



2026 Calendar of Meetings

Name	Date	Location
Regular Council Meeting	August 25, 2026	Council Chambers
Regular Council Meeting	September 15, 2026	Council Chambers
E-Voting Commences at 10 a.m.	October 15 2026	Internet/Telephone voting
Regular Council Meeting	October 20, 2026	Council Chambers
Election Day	October 26, 2026	Voting Stops at 8 p.m.
Inaugural Meeting of Council	November 16, 2026	Council Chambers

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1266-26

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Preamble

Council for the Corporation of the Municipality of Val Rita Harty ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

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

Decision

Council of the Corporation of the Municipality of Val Rita Harty decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

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

1. The Confirmatory Period of this Bylaw shall be for the Regular Council meeting of August 25, 2026.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Val Rita Harty during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26- this 25th day of August, 2026.

Mayor

Deputy Clerk