



Municipalité de / Municipality of Val Rita-Harty
September 22, 2026 - Regular Meeting of Council - 06:00 PM

1 Appel à l'ordre/Called To Order

This Regular Meeting of Council is called to order at _____ 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

Vision Statement

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

Mission Statement

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

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

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

6 Discours du maire/Mayor's Address

7 Délégations/présentations/Delegations/Presentations

8 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 meeting minutes of August 25, 20026 and minutes of the Special Council meeting minutes of September 1 and September 8, 2026 be

adopted as circulated.

📎 Regular Council Meeting of August 25, 2026

📎 Special Council meeting of September 1, 2026

📎 Special Council Meeting of September 8, 2026

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

9.1 Procedural Bylaw DRAFT

📎 Bylaw No. 1267-26

9.2 Volunteer Policy

📎 Bylaw No. 1268-26

9.3 Working Alone Policy DRAFT - Further Discussion

📎 Working Alone Policy DRAFT

9.4 Personal Use of Municipal Property - Municipal Email, Electronic Communications and Online Purchasing DRAFT

📎 Personal Use of Municipal Property - Municipal Email, Electronic Communications and Online Purchasing DRAFT 1

9.5 Culvert Maintenance Policy

📎 Culvert Maintenance Policy Draft

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

11 Affaires législatives/Legislative Matters

11.1 BYLAWS

11.1.1 Procedural Bylaw No. 1267-26

THAT Bylaw No. 1267-26, Being a bylaw to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members, Staff and the Public be read and adopted this 22nd day of September, 2026.

11.1.2 Volunteer Policy Bylaw No. 1268-26

THAT Bylaw No. 1268-26, Being a bylaw to establish a Volunteer Policy be read and adopted this 22nd day of September, 2026.

11.1.3 Bylaw No. 1270-26 - Delegation of Authority

THAT Bylaw No. 1270-26, Being a bylaw to delegate authority regarding administrative and legislative matters be read and adopted this 22nd day of September, 2026.

📎 Delegation of Authority Bylaw No. 1270-26 1

12 Affaires administratives/Administrative Matters

12.1 Annual Municipal Beautification Project

THAT Council establish as a policy a budgetary line for the "Annual Municipal Beautification Project", with the budget for each following year to be presented at the November Council meeting for consideration and approval, that the Procurement Bylaw be set aside for the long-term locally sourced project.

12.2 Culvert Maintenance Policy

- 12.3 THAT Council adopt the Public Works Culvert Maintenance Policy.
Generator Fuel Tank
- THAT the Municipality of Val Rita-Harty Council recommend proceeding with Option #4 for the (generator) fuel tank, a turnkey ready and fully certified from the same manufacturer, Sommers Generator Systems at a cost of \$12,156 plus freight.
- 📎 Generator Fuel Tank Recommendation Report
- 12.4 August 30, 2026 Staff Report to Council
- THAT Council receive the August 30, 2026 Departmental Report to Council.
- 12.5 Culvert Installation on Grenier Avenue
- THAT the Municipality of Val Rita-Harty Council deny the request from Mr. Lamontagne for the purchase and installation of a culvert at municipal cost, as it is contrary to municipal policy; and FURTHERMORE that Council authorize the installation of a culvert at 11 Grenier Street (owner's expense) in order to not restrict additional water flow on Municipal Street.
- 📎 Culvert Installation on Grenier Avenue Recommendation Report
- 12.6 Administration Office Operational Changes
- 13 **Questions relatives à l'encadrement/Leadership Issues**
- 14 **Huis clos/Closed Session**
- 15 **Report from Closed Session Meeting**
- 16 **Calendrier/Calendar**
- 📎 Calendrier/Calendar
- 17 **Confirmation des procédures/Confirmation of Proceedings**
- THAT Bylaw No. 1271-26, being a bylaw to confirm the proceedings of Council for Special Council Meetings of Council held on September 1 and 8, 2026 and the Regular Council meeting of September 22, 2026 be read and adopted this 22nd day of September 2026.
- 📎 Bylaw 1271-26 - Confirmatory Bylaw
- 18 **Ajournement/Adjournment**



Municipalité de / Municipality of Val Rita-Harty

Meeting Minutes

Regular Meeting of Council August 25, 2026 - 06:00 PM

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
Bert Filion – Fire Chief

Others: Josh Young - Planner- E4m - Virtual
Peggy Young-Lovelace – E4m - Virtual
Bradly Legault - EXP - Virtual
Nolan Dombroski, EXP - Virtual

Public: 5

1 Appel à l'ordre/Called To Order

THAT this Regular Meeting of Council be called to order at 6:04 p.m.

2 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement

Nil

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

Nil

4 Adoption de l'ordre du jour/Approval of Agenda**Res. # 26-190****PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay**APPUYÉE PAR / SECONDED BY:** Councillor Roger Lachance

THAT the agenda be adopted as circulated and amended.

*Removal of Agenda Item 9.1 and additions to Closed Meeting Session.***CARRIED****5 Déclarations d'intérêts divergents (pécuniaires)/Declarations of Disqualifying Interest (Pecuniary)**

None

6 Discours du maire/Mayor's Address

Nil

7 Approbation du procès-verbal de la (des) dernière(s) réunion(s)/Approval of the Minutes of the Most Recent Meeting (s)**Res. # 26-191****PROPOSÉE PAR / MOVED BY:** Councillor Angèle Beauvais**APPUYÉE PAR / SECONDED BY:** Councillor Alain Tremblay

THAT the minutes of the Regular Council meeting of July 27, 2026 be adopted as circulated.

CARRIED**8 Délégations/présentations/Delegations/Presentations****8.1 Gaetan Gaudreault - Demolition Permit****Res. # 26-192****PROPOSÉE PAR / MOVED BY:** Councillor Roger Lachance**APPUYÉE PAR / SECONDED BY:** Councillor Alain Tremblay

Council received presentation on behalf of Mr. G. Gaudreault requesting that Council consider reducing cost of demolition permit to the rates (2015) shown on the municipal website at \$262 (\$100 x 2, \$62 for a total of \$262) pertaining to 46 Highway 11 West property. The current municipal fee for the demolition as per 2025 fees is \$908. Staff provided Council with the fee description.

THAT Council approve payment by Mr. G. Gaudreault of \$262 for the required demolition permits.

Name	Yes	No	Abstained	Absent
Johanne Baril				✓
Angèle Beauvais		✓		
Roger Lachance	✓			
Steven Lambert	✓			

Alain Tremblay

✓

DEFEATED**8.1.1 Demolition permit fees****Res. # 26-193****PROPOSÉE PAR / MOVED BY:** Councillor Alain Tremblay**APPUYÉE PAR / SECONDED BY:** Councillor Angèle Beauvais

THAT Council approve splitting the current demolition permit fees and April, 2015 fees with Mr. Gaudreault, as follows: \$908-\$262=\$646. Fee to be paid by Mr. Gaudreault would be \$262 plus \$323 (spllt difference) totally \$585.

CARRIED**9 Session de travail du Comité plénier/Committee of the Whole Working Session****9.1 RFP for WTP update**

Council received update from Bradly Legault and Nolan Dombroski, EXP, regarding the water treatment plant project and Council gave consideration to phasing options and use of existing skid. Council agreed to examine options as the cost of the WTP upgrade is beyond the ability to fund itself and to minimize the cost to ratepayers receiving the service. Mayor Baril and Council have made numerous presentations to seek additional senior government level funding for the project. B. Legault will discuss with OCWA and stakeholders' significant concerns, if any, and preferred options. It was agreed to arrange a strategy session with the new Council with a deadline for the end of October, 2026. P. Young-Lovelace will schedule strategy session.

9.2 Rita-Bot Update and Telephone Service

Peggy Young-Lovelace provided update to Council regarding the Rita-Bot and telephone service. It is projected that the Rita-Bot will be installed in September on site for seamless transition and the VOIP telephone service delivery was delayed due to delivery, with the service to be operational in September.

9.3 RFP for contracted municipal support positions update

Council was advised that RFP for contracted services is in progress with additional information forthcoming to Council.

9.4 Volunteer Policy

Council gave consideration to the Volunteer Policy and found the policy to be in order. Council directed it be presented at the next Regular Council meeting for approval.

9.5 Working Alone Policy

Council reviewed the Work Alone Policy and directed staff to examine ways for communication and check-in measures for weekend or when supervisors are not available. Deputy Mayor Lambert offered to seek examples. Updated draft will return to a future Council meeting.

9.6 Appointment of Library Board Members

Council reviewed the draft Appointment of Library Board Members SOP and directed staff to bring the bylaw forth to the next Regular meeting of Council for approval.

9.7 Personal Use of Municipal Property

Council reviewed the draft document for Municipal Email, Electronic Communications and Online Purchase policy. Staff will examine two-factor authentication and management of passwords and return the document to the Working Group for consideration.

9.8 Delegation of Authority Draft Bylaw

Council reviewed the draft Delegation of Authority Bylaw and directed staff to bring the bylaw forth to the next Regular meeting of Council for approval.

9.9 Annual Municipal Beautification Project - Discussion Only

Council was requested to consider incorporating a budget line item for Annual Municipal Beautification Project which would be brought before Council annually in November for approval of the long-term project and budgetary costs. The beautification project supports local business, sets aside the procurement policy and permits the project to move forward seamlessly. Council concurred with the recommendation and direct staff to bring the matter forward at the next regular meeting of Council.

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**

Res. # 26-194

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council receive the verbal report from the Clerk regarding 2026 Municipal Elections and Restricted Acts.

CARRIED

12.2 Budget Variance Report

Res. # 26-195

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council receives the Treasurer's 2026 Budget Variance Report.

CARRIED

12.3 Sentinel Lights

Res. # 26-196

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council pay, beyond the initial \$200 paid in 2026, the difference in costs incurred for Hydro One Sentinel lights, to those individuals who have submitted their invoices for the full year and staff proceed with steps to have all sentinel lighting invoices remitted directly to the Municipality by Hydro One.

Council directed to staff to send correspondence to affected customers advising of Council's decision.

CARRIED

12.4 Fire Department Funding Application

Res. # 26-197

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

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

CARRIED

12.5 Generator Evaluation Report

Res. # 26-198

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT a Special meeting of Council be held on September 1, 2026 at 6 p.m. to review quotations for the purchase of a generator for the Community Centre under the Community Emergency Preparedness Grant.

12.6 Calling of Special Meeting

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council schedule a Special Meeting of Council for Tuesday September 1, 2026 to consider quotations for purchase of generator.

CARRIED

12.7 Public Works Foreman July Report

Res. # 26-199

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council receive the Public Works Supervisor July Equipment report.

CARRIED

12.8 Fire Chief July Report

Res. # 26-200

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council receive the Fire Chief Report for July.

Council directed the Fire Chief to send photograph for the wildfire skid donated by GlobalMedic to the Deputy Clerk for uploading on the website and to The Corridor Voice.

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. # 26-201

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council receive the Consent Agenda Items as listed on the agenda for the August 25, 2026 meeting.

CARRIED

13 Questions relatives à l'encadrement/Leadership Issues

14 Huis Closed/Closed Session

Res. # 26-202

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

Council took a five minute recess prior to commencement of the Closed Meeting Session.

THAT Council moved to Closed Session meeting at 8:02 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.

CARRIED

15 Report from Closed Session

Res. # 26-203

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council return to Public Session at 9:29 p.m. 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 gave directions to staff pertaining to legal matters and delegation.

CARRIED

16 Calendrier/Calendar

17 Confirmatory Bylaw

Res. # 26-204

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT bylaw No.1266-26, 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.

CARRIED

18 Adjournment

Res. # 26-205

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT this meeting be adjourned at 9:30 p.m.

CARRIED

Deputy Mayor

Deputy Clerk



Municipalité de / Municipality of Val Rita-Harty Meeting Minutes

Special Meeting of Council September 1, 2026 - 06:00 PM

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
Stefan Landry - Public Works Foreman
Bert Fillion – Fire Chief

Others: Peggy Young-Lovelace - E4m (Virtual-6:15 p.m.)
Josh Young - Planner- E4m - Virtual

Public: 7

1 Call To Order

THAT this Special Meeting of Council be called to order at 6:02 p.m.

2 Land Acknowledgement

Nil

3 Recital of the Municipal Mission and Vision Statements

Nil

4 Adoption of the Agenda

Res. # 26-206

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the agenda be adopted as amended and circulated (*Additional item to Closed Meeting Session*)

CARRIED

5 Declaration of Pecuniary and General Conflict of Interest

None declared.

6 Special Business

Council reviewed quotations associated with the purchase of the generator under the Community Emergency Preparedness Grant. Council is aware that it is currently in a Restricted Acts position and the Treasurer has been delegated authority to take action, where necessary, on certain restrictions and as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000. Council recommended authorization to the Treasurer to proceed with purchase of the Sommers (diesel) 100Kw generator, that staff seek quotation estimates from local sources to manufacture fuel tank and required components and freight costs be obtained. Funding to come from reserves with repayment to reserves in 2027.

6.1 Generator purchase recommendation

Res. # 206-207

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council recommend approval of the purchase of the Sommers 100 Kw generator for the Community Emergency Preparedness Grant with staff to prepare report regarding local sourcing for manufacture of fuel tank and freight costs.

CARRIED

7 Working Group

7.1 Procedural Bylaw

Working Group reviewed the amended draft Procedural Bylaw. The following recommendations were requested to be included in the bylaw: #4.3 to include monthly financial reports; rules for #5.3 and #5.4 outlining participation in Closed Meeting Session in circumstances where there is no video camera and circumstances where permission to utilize only audio may be granted. The bylaw will be circulated prior to the Council meeting with intent of Council to approve the bylaw.

8 Huis Closed/Closed Session

Res. # 26-208

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council move to Closed Session meeting at 6:27 p.m. pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (a) security of the property of the municipality or local board regarding relocation of server, (b) personal matters about an identifiable individual, including municipal or local board employees regarding administrative staff, contracted services and meeting absence; (c) proposed or pending acquisition or disposition of land by the Municipality or local board regarding disposition of surplus land, and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal matter.

CARRIED

9 Report from Closed Meeting Session

Res. # 26-209

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council return to public session at 8:02 p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* to consider (a) security of the property of the municipality or local board, (b) personal matters about an identifiable individual, including municipal or local board employees, (c) proposed or pending acquisition or disposition of land by the Municipality or local board regarding and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal matter. Council directed staff as follows: to undertake steps regarding administration staff, hours of operation, human resources recruitment and legal matters as outlined by Council.

CARRIED

10 Date change for September Council meeting

Res. # 26-210

PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council amend the date for the September Council meeting to Tuesday September 22, 2026 at 6 p.m.

CARRIED

11 Adjournment

Res. # 26-211

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT this Special Meeting of Council be adjourned at 8:05 p.m.

CARRIED

Deputy Mayor

Deputy Clerk



Municipalité de / Municipality of Val Rita-Harty

Meeting Minutes

Special Meeting of Council September 8, 2026 - 06:00 PM

Membres/Members	Steven Lambert - Deputy Mayor Roger Lachance – Conseillere/Councillor Angele Beauvais – Conseillere/Councillor Alain Tremblay – Conseiller/Councillor Johanne Baril - Mayor - Virtual
Employees:	Barbara Major - Deputy Clerk - Virtual Leanne Crozier – Treasurer - Virtual
Others:	Peggy Young-Lovelace – E4m - Virtual Josh Young - E4M - Virtual Paul Cassan - Wishart LLP - Virtual Mary Marziano - SFC Paralegal Services Prof. Corp.-Virtual
Public:	1

1 Call To Order

This Special Meeting of Council is called to order at 6:02 p.m.

2 Land Acknowledgement

Nil

3 Recital of the Municipal Mission and Vision Statements

Nil

4 Adoption of the Agenda

Res. # 26-212

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the agenda be adopted as circulated.

CARRIED

5 Declaration of Pecuniary and General Conflict of Interest

None declared.

6 Closed Meeting Session

Res. # 26-213

PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council move to Closed Session meeting at 6:02 p.m., pursuant to Section 239(2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal and staff matters.

CARRIED

7 Report from Closed Meeting Session

Res. # 26-214

PROPOSÉE PAR / MOVED BY: Mayor Johanne Baril

APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council return to Public Session meeting at 7:15 p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* 239 (2) to consider: (b) personal matters about an identifiable individual, including municipal or local board employees and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to legal and staff matters. Council provided direction and delegated authority regarding a staffing matter.

CARRIED

8 Adjournment

Res. # 26-215

PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay

APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT this meeting be adjourned at 7:17 p.m.

CARRIED

Mayor

Deputy Clerk

THE CORPORATION OF THE MUNICIPALITY OF VAL RITA-HARTY

BY-LAW NUMBER 1267-26

BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Procedure Bylaw

Section 238(2) of the *Municipal Act* provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

Further, section 238(2.1) requires that the procedure by-law must provide for public notice of meetings.

Meeting Rules

Section 238 also permits a municipality to establish rules for electronic participation by members of Council and committees, including participation in meetings that are open or closed to the public and the counting of electronically participating members toward quorum.

Section 239 establishes the circumstances in which Council and committees may meet in closed session.

Sections 240 to 246 establish requirements relating to the calling of meetings, the head of Council, voting, tie votes and recorded votes.

Other Legislation

Council and the Municipality shall comply with all legislation applicable to municipal meetings, governance, records, privacy, accessibility and conflicts of interest. This includes, but is not limited to:

- *Municipal Conflict of Interest Act*;
- *Municipal Freedom of Information and Protection of Privacy Act*;
- *Accessibility for Ontarians with Disabilities Act, 2005*; and
- any other applicable legislation, as amended from time to time.

Preamble

Council understands that clear meeting procedures are necessary for Council to conduct its business in a fair and orderly manner.

Council also understands that meeting procedures should be practical and easy for Council, staff and the public to follow.

Council is committed to meetings that are open, respectful and accessible. The procedures set out in this By-law are intended to support effective decision-making and provide appropriate opportunities for public participation.

Decision

Council for the Corporation of the Township of Val Rita-Harty considers it in the best interest of the Municipality to establish clear and practical rules for Council and Committee meetings.

Direction

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

1. That This bylaw shall be read together with applicable municipal policies, including:
 - Council Code of Conduct;
 - Employee Code of Conduct;
 - Records Management Policy;
 - Accessibility Policy;
 - Council and Staff Communication Policy; and
 - other policies adopted by Council that relate to municipal governance and meetings.
2. That the following schedules attached hereto form part of this bylaw:
 - a. Schedule "A" – Meeting Procedures
 - b. Schedule "B" – Calling, Notice and Administration of Meetings

- c. Schedule “C” – Meeting Conduct and Decision-Making
 - d. Schedule “D” – Closed Session Procedures
 - e. Schedule “E” – Working Group Discussion and Public Participation
 - f. Schedule “F” – Committees, Boards and Appointments
3. That administrative forms and procedures may be developed and approved by Council resolution to support the implementation of this bylaw including meeting agenda formats, public participation forms and committee appointment lists.
 4. That the Clerk shall monitor legislative changes affecting this bylaw.
 5. That Council shall review this bylaw during each term of Council or at any other time Council considers appropriate.
 6. That administrative changes may be made by resolution of Council.
 7. That a Schedule or provision that establishes a legal requirement of this bylaw shall be amended by bylaw.
 8. That this bylaw repeals bylaw **xxxxxx**.
 9. That this bylaw takes effect upon its passing

Read and adopted by Resolution # 26-214 this 22nd day of September 2026.

MAYOR

DEPUTY CLERK

Schedule A to Bylaw XXXXX

Meeting Procedures

1. General

1.1 Application

These procedures applies to meetings of:

- a) Council;
- b) Committees of Council;
- c) advisory committees established by Council;
- d) task forces and other Council-appointed bodies where Council directs that this By-law apply; and
- e) local boards where Council is required to establish meeting procedures.

1.2 Legislation

Where this By-law conflicts with applicable legislation, the legislation shall prevail.

1.3 Parliamentary Rules

Council does not adopt Robert's Rules of Order or any other parliamentary rule book.

Council meetings shall be governed by this By-law and applicable legislation.

1.4 Procedural Advice

The Clerk shall provide procedural advice to Council and the Chair.

The Chair shall make procedural rulings during a meeting.

1.5 Principles

Council shall conduct its meetings in a manner that supports:

- a) accountability;
- b) transparency;
- c) accessibility;
- d) respectful discussion;
- e) informed decision-making;

- f) responsible use of municipal resources; and
- g) the public interest.

2. Council and Staff Roles

2.1 Council

Council shall:

- a) establish municipal policy;
- b) establish priorities and strategic direction;
- c) approve the municipal budget;
- d) make decisions within its legal authority; and
- e) provide oversight of municipal affairs.

2.2 Municipal Staff

Municipal staff shall:

- a) carry out Council's decisions;
- b) manage the day-to-day operations of the Municipality;
- c) provide professional and administrative advice to Council; and
- d) administer municipal programs and services within the authority assigned to them.

2.3 Individual Members of Council

An individual member of Council, including the Mayor, shall not direct municipal staff or commit the Municipality unless that authority has been provided by Council, delegated by law or otherwise authorized.

2.4 Council Direction to Staff

Council direction to municipal staff shall normally be provided by resolution or through the authority assigned to the appropriate municipal officer.

Council shall not use meeting procedures to take over routine administrative responsibilities assigned to municipal staff.

3. Meetings

3.1 Meeting Types

Council and its Committees may hold:

- a) Regular Meetings;
- b) Special Meetings;
- c) Emergency Meetings;
- d) Closed Meetings or closed portions of meetings;
- e) Committee Meetings; and
- f) Working Group Discussions.

3.2 Definition of Meeting

For the purposes of this Bylaw "meeting" has the meaning set out in the *Municipal Act, 2001*.

A discussion shall not be classified as a Working Group Discussion, information session or other type of gathering for the purpose of avoiding the requirements that apply to a statutory meeting.

3.3 Regular Meetings

Council shall establish its Regular Meeting schedule by resolution.

The Clerk shall make the schedule available to the public.

3.4 Special Meetings

A Special Meeting may be called by the Mayor or in accordance with the *Municipal Act, 2001*.

Notice shall be provided in accordance with Schedule "A".

3.5 Emergency Meetings

An Emergency Meeting may be called where immediate action is required.

The normal notice requirements may be waived where the circumstances make them impractical.

The Clerk shall make reasonable efforts to notify Council members and the public as soon as possible.

3.6 Cancellation

A meeting may be cancelled where:

- a) Council directs the cancellation;

- b) the Mayor or Chair determines that circumstances make the meeting unsafe or impractical; or
- c) another circumstance requires cancellation.

The Clerk shall provide notice of cancellation as soon as reasonably possible.

4. Notice and Council Packages

4.1 Public Notice

The Municipality shall provide public notice of Council and Committee meetings in accordance with Schedule "A".

4.2 Council Package

The Council Package for a Regular Meeting shall be distributed to Council members not less than seven (7) calendar days before the meeting.

4.3 Contents

The Council Package should include:

- a) the Agenda;
- b) staff reports;
- c) correspondence;
- d) draft by-laws;
- e) recommendations; and
- f) other information intended to assist Council in considering the business before it.

4.4 Late Information

Information received after the Council Package has been distributed may be provided to Council where:

- a) the information is time-sensitive;
- b) the information was not reasonably available earlier;
- c) waiting until another meeting could negatively affect the Municipality; or
- d) the Clerk determines that Council should receive the information.

Late information should be identified as such where practical.

5. Electronic Participation

5.1 Electronic Participation Permitted

A member of Council or a Committee may participate electronically in a meeting in accordance with this By-law and the *Municipal Act, 2001*.

Electronic participation may occur in meetings that are open or closed to the public.

5.2 Quorum

A Council or Committee member participating electronically may be counted in determining quorum.

5.3 Participation

A member participating electronically shall be able to:

- a) hear the meeting;
- b) be heard by the other participants;
- c) participate in discussion;
- d) vote where entitled to vote; and
- e) otherwise participate in the meeting in the same manner as reasonably possible for a member attending in person.

5.4 Camera Requirement

A person participating in a meeting by video shall have their camera on and remain visible to the other participants while participating.

This requirement applies to:

- a) members of Council;
- b) Committee members;
- c) municipal staff;
- d) presenters;
- e) delegates;
- f) invited speakers; and
- g) any other person participating by video.

5.5 Permission to Turn Off Camera

A person may turn off their camera only with the permission of the Chair.

The Chair may permit a camera to be turned off where:

- a) there is a technical problem;
- b) the person needs to attend to an urgent matter;
- c) privacy or confidentiality requires it;
- d) the person is experiencing a circumstance that makes continued camera use unreasonable; or
- e) the Chair considers it reasonable in the circumstances.

5.6 Council Members

A Council or Committee member participating electronically is expected to keep their camera on for the duration of their participation unless the Chair gives permission otherwise.

A member who turns off their camera without permission may be directed by the Chair to turn it back on.

5.7 Presenters and Delegates

A presenter, delegate, staff member, invited speaker or other participant participating by video shall keep their camera on while participating unless the Chair gives permission otherwise.

5.8 Location

A person participating electronically shall make reasonable efforts to participate from a location that:

- a) allows the person to hear and be heard;
- b) limits unnecessary interruptions; and
- c) is appropriate for the meeting.

5.9 Closed Meetings

A member participating electronically in a closed meeting shall take reasonable steps to ensure that:

- a) the meeting cannot be overheard by an unauthorized person;
- b) confidential documents cannot be viewed by an unauthorized person; and
- c) the member participates from a location where the confidentiality of the meeting can be maintained.

The Chair may require a member participating electronically in a closed meeting to confirm that no unauthorized person is present or able to hear the meeting.

5.10 Technical Difficulties

Where technical difficulties prevent effective participation, the Chair may recess the meeting.

Where quorum remains, the meeting may continue.

If quorum is lost, the Chair shall deal with the matter in accordance with this By-law.

6. Quorum

6.1 Quorum

A majority of the members of Council or a Committee constitutes quorum unless legislation provides otherwise.

6.2 Quorum at Start of Meeting

If quorum is not present within fifteen (15) minutes after the scheduled start time, the meeting shall be adjourned.

6.3 Loss of Quorum

If quorum is lost during a meeting, the Chair shall recess or adjourn the meeting.

No decision shall be made while quorum is not present.

7. Council Agenda and Business

7.1 Agenda

The Clerk shall prepare the Agenda in accordance with the Agenda Format approved by Council.

7.2 Agenda Format

The standard Agenda Format shall be approved by Council by resolution.

The Agenda Format may be changed by resolution.

The current Agenda Format shall be maintained as an administrative Appendix to Schedule "A".

7.3 Business Before Council

Council should make decisions on matters properly placed before it.

Council may refer a matter to staff where additional information is required.

7.4 Staff Reports

Staff reports should provide enough information for Council to understand the matter and make an informed decision.

Where applicable, a staff report should identify:

- a) the issue;
- b) background information;
- c) applicable legislation or policy;
- d) financial implications;
- e) risks or other considerations;
- f) options; and
- g) the staff recommendation.

8. Chair

8.1 Mayor as Chair

The Mayor shall preside over Council meetings.

8.2 Absence of Mayor

Where the Mayor is absent or unable to act, Council shall appoint a member to preside in accordance with the *Municipal Act, 2001*.

8.3 Authority of Chair

The Chair shall:

- a) open and close the meeting;
- b) recognize speakers;
- c) keep discussion focused;
- d) rule on procedural questions;
- e) call votes;
- f) announce the results of votes; and
- g) take reasonable steps to maintain order.

8.4 Direction of Chair

Participants shall follow the direction of the Chair unless Council determines otherwise in accordance with this By-law.

9. Motions and Voting

9.1 Motions

A matter requiring a Council decision shall be brought forward by a motion or resolution.

9.2 Stating the Motion

The Chair shall clearly state the motion before the vote is taken.

9.3 Discussion

A member shall be recognized by the Chair before speaking.

Discussion shall relate to the matter before Council.

9.4 Amendments

A motion may be amended where the amendment relates to the original motion and is permitted by law.

9.5 Voting

Each member shall have one vote unless legislation provides otherwise.

9.6 Open Vote

Voting shall be open.

A secret ballot shall not be used unless specifically permitted by legislation.

9.7 Recorded Vote

A member may request a recorded vote before the vote is taken.

The Clerk shall record the name and vote of each member.

9.8 Tie Vote

A tie vote is lost unless legislation provides otherwise.

9.9 Reconsideration

Council may reconsider a previous decision where permitted by law.

A request for reconsideration should identify the decision and the reason reconsideration is being requested.

10. Open and Closed Meetings

10.1 Open Meetings

Council and Committee meetings shall be open to the public unless a meeting or part of a meeting is permitted or required to be closed by law.

10.2 Closed Meetings

Council may meet in closed session only where permitted or required by the *Municipal Act, 2001* or another applicable Act.

10.3 Resolution to Close Meeting

Before holding a closed meeting or closed portion of a meeting, Council shall pass a resolution stating:

- a) the fact that a closed meeting will be held; and
- b) the general nature of the matter to be considered.

The resolution shall identify the applicable statutory authority for the closed meeting.

10.4 No Unauthorized Closed Discussion

Council members shall not discuss municipal business privately in a manner that circumvents the open meeting requirements of the *Municipal Act, 2001*.

10.5 Closed Meeting Confidentiality

Members, staff and other authorized participants shall keep information discussed in closed session confidential where required by law or by Council.

10.6 Decisions

Council shall not make a decision in closed session except where permitted by law.

Council may provide direction to staff or take other procedural steps in closed session where permitted by law.

11. Public Participation

11.1 Public Access

The Municipality shall provide reasonable public access to open meetings.

11.2 Participation Opportunities

Council may provide opportunities for members of the public to:

- a) make a delegation;
- b) make a presentation;

- c) participate in a Working Group Discussion;
- d) provide written information; or
- e) provide other information for Council's consideration.

11.3 Public Participation Is Not Debate

A person participating in a public participation opportunity does not have a right to debate with Council.

Council members may ask questions through the Chair.

11.4 Participation Procedures

The Clerk may establish reasonable procedures for:

- a) registration;
- b) speaking order;
- c) speaking time;
- d) written submissions; and
- e) electronic participation.

12. Meeting Conduct

12.1 Respectful Conduct

Members of Council, staff, presenters, delegates and members of the public shall conduct themselves respectfully.

12.2 Prohibited Conduct

A person participating in a meeting shall not:

- a) make personal attacks;
- b) use threatening, abusive or discriminatory language;
- c) deliberately disrupt the meeting;
- d) repeatedly interrupt another speaker;
- e) refuse to follow the direction of the Chair; or
- f) otherwise interfere with the orderly conduct of the meeting.

12.3 Removal

The Chair may direct a person to leave a meeting where the person is engaging in improper or disruptive conduct.

Where necessary, the Chair may request assistance from the appropriate authorities.

13. Declarations of Pecuniary Interest

13.1 Legislative Requirement

Members shall comply with the *Municipal Conflict of Interest Act*.

13.2 Declaration

A member who has a pecuniary interest in a matter shall:

- a) declare the interest;
- b) disclose the general nature of the interest; and
- c) comply with the requirements of the *Municipal Conflict of Interest Act*.

13.3 Minutes

The Clerk shall record declarations of pecuniary interest as required by law.

14. Committees and Other Council Bodies

14.1 Establishment

Council may establish Committees, advisory committees, task forces, Working Groups and other Council bodies by by-law or resolution where permitted by law.

14.2 Terms of Reference

Each Committee shall operate under Terms of Reference approved by Council.

14.3 Committee Authority

A Committee shall not:

- a) spend municipal funds unless authorized;
- b) direct municipal staff;
- c) make decisions on behalf of Council unless authority has been delegated; or
- d) exercise authority that has not been given to it.

14.4 Appointments

Council shall appoint members to Committees and other Council-appointed bodies by resolution unless legislation provides otherwise.

14.5 Mayor's Recommendations

The Mayor shall recommend appointments for Council's consideration.

The Mayor's recommendation does not become an appointment until Council approves it.

14.6 Mayor as Ex Officio Member

The Mayor shall be an ex officio member of Council Committees unless legislation or the Committee's Terms of Reference provides otherwise.

14.7 Committee Reports

Committee recommendations shall be reported to Council where Council approval is required.

14.8 Committee Review

Council may review the purpose, membership, work and continued need for any Committee.

Council may dissolve a Committee where permitted by law.

15. Working Group Discussions

15.1 Purpose

Council may use a Working Group Discussion to:

- a) explore an issue;
- b) develop policy;
- c) undertake strategic planning;
- d) gather information;
- e) review options;
- f) engage the community; or
- g) develop possible recommendations for Council.

15.2 No Decision-Making Authority

A Working Group Discussion does not have authority to make a decision on behalf of Council.

A matter requiring Council approval shall be brought before Council.

15.3 No Circumvention

A Working Group Discussion shall not be used to avoid the open meeting requirements of the *Municipal Act, 2001*.

Where a Working Group Discussion meets the statutory definition of a meeting, the requirements that apply to meetings shall apply.

15.4 Participants

Council may invite:

- a) municipal staff;
- b) consultants;
- c) technical experts;
- d) community organizations;
- e) members of the public; and
- f) other persons with relevant information.

15.5 Facilitator

The Mayor, Chair or person appointed by Council shall lead the discussion.

The facilitator may establish reasonable procedures for:

- a) speaking order;
- b) speaking time;
- c) presentations;
- d) questions; and
- e) maintaining an orderly discussion.

15.6 Working Materials

Materials reviewed during a Working Group Discussion are provided for the purpose of the discussion and exploration of the matter.

A draft, presentation, background document, discussion paper or other working material does not become a Council decision, recommendation or official municipal position simply because it is reviewed during a Working Group Discussion.

Participants shall not represent working material as having been approved or adopted by Council unless Council has actually approved or adopted it.

15.7 Working Materials and MFIPPA

A document does not become a municipal record solely because it is shown, discussed or reviewed during a Working Group Discussion.

Where a document is provided solely for discussion or working purposes and is not otherwise in the custody or control of the Municipality, it shall not be treated as a municipal record solely because it was used during the discussion.

Whether a document is a record in the custody or control of the Municipality shall be determined in accordance with MFIPPA and other applicable law.

Nothing in this section authorizes the destruction, alteration, concealment, disposal or withholding of a record where the Municipality is required by law to keep, preserve or disclose it.

Where working material is subsequently used to prepare a Council report, bylaw policy, resolution or other municipal document, the resulting document shall be managed as a municipal record in accordance with applicable legislation and the Municipality's records management requirements.

15.8 Confidential Working Materials

Participants shall not disclose confidential information provided during a Working Group Discussion where confidentiality is required by law or by direction of Council.

15.9 Record of Discussion

The Clerk or designate may maintain a record of a Working Group Discussion.

The record does not need to be a word-for-word transcript unless Council directs otherwise.

16. Minutes and Municipal Records

16.1 Minutes

The Clerk shall record the proceedings of Council and Committees without note or comment as required by law.

16.2 Content

Minutes shall identify:

- a) the date and location of the meeting;
- b) the members present;
- c) declarations of pecuniary interest;
- d) the matters considered;

- e) resolutions and decisions; and
- f) other information required by law.

16.3 Closed Meeting Records

The Clerk shall maintain records of closed meetings as required by law.

16.4 Municipal Records

Municipal records shall be managed in accordance with applicable legislation and the Municipality's Records Retention Bylaw.

16.5 Confirmatory Bylaw

Council may pass a Confirmatory Bylaw at the conclusion of a Meeting to confirm the proceedings and decisions made during the meeting.

Schedule B to Bylaw XXXXX

Calling, Notice and Administration of Meetings

1. Regular Meeting Schedule

Council shall establish its Regular Meeting schedule by resolution.

The Clerk shall make the schedule available to the public.

2. Notice of Meetings

The Clerk shall provide public notice of Council and Committee meetings in accordance with this By-law.

Notice shall identify:

- a) the date;
- b) the time;
- c) the location or electronic access information; and
- d) the general business to be considered where appropriate.

3. Special Meeting Notice

Notice of a Special Meeting shall be provided at least twenty-four (24) hours before the meeting unless the meeting is an Emergency Meeting.

The notice shall identify:

- a) the date;
- b) the time;
- c) the location or electronic access information;
- d) the purpose of the meeting; and
- e) the business to be considered.

4. Emergency Meetings

An Emergency Meeting may be called where immediate action is required.

Where circumstances make the normal notice period impractical, notice shall be provided as soon as reasonably possible.

5. Council Package

The Council Package for a Regular Meeting shall be provided to Council members not less than seven (7) calendar days before the meeting.

6. Late Information

Information received after the Council Package has been distributed may be provided to Council where appropriate.

The Clerk should identify late information where practical.

7. Cancellation

Where a meeting is cancelled, the Clerk shall provide notice as soon as reasonably possible.

8. Electronic Meetings

Where a meeting is held electronically, reasonable public access shall be provided for open meetings.

Members participating electronically shall comply with the requirements in Part 5 of this By-law.

9. Agenda Format

The standard Council Agenda Format shall be approved by resolution.

The Agenda Format may be amended by resolution at any time.

Schedule C to Bylaw XXXXX

Meeting Conduct and Decision-Making

1. Purpose

Council meetings are working meetings.

The procedures in this Schedule are intended to help Council discuss matters, consider information and make decisions in an orderly manner.

2. Speaking

A member must be recognized by the Chair before speaking.

Members shall speak through the Chair.

3. Discussion

Discussion shall relate to the matter before Council.

The Chair may ask a member to return to the matter being considered.

4. Point of Order

A member may raise a point of order where the member believes that the meeting is not following legislation or this By-law.

The Chair shall rule on the point of order.

5. Motions

The Chair shall clearly state the motion before the vote is taken.

6. Amendments

A motion may be amended where the amendment relates to the original motion and is permitted by law.

7. Voting

Each member shall have one vote unless legislation provides otherwise.

8. Recorded Vote

A recorded vote shall be taken where requested in accordance with this By-law.

9. Public Conduct

The Chair may direct a person to stop disruptive conduct or leave the meeting.

10. Electronic Participation

The electronic participation requirements in Part 5 apply to all electronic participation in meetings governed by this Schedule.

DRAFT

Schedule D to Bylaw XXXXX

Closed Meeting Procedures

Insert existing procedures

DRAFT

Schedule E to Bylaw XXXXX

Working Group Discussions and Public Participation

1. Purpose

Working Group Discussions provide an opportunity to explore an issue before Council is asked to make a formal decision.

2. No Decision-Making

A Working Group Discussion does not make decisions on behalf of Council.

3. Participants

Council may invite staff, consultants, experts, community organizations, members of the public and other persons with relevant information.

4. Facilitation

The Chair or person appointed by Council shall lead the discussion.

5. Public Participation

Where public participation is offered, the Clerk may establish reasonable registration and speaking procedures.

6. Speaking Time

Reasonable speaking limits may be established to provide participants with a fair opportunity to speak.

7. Working Materials

Working materials are provided for discussion and exploration.

A working document does not become a Council decision or official Council position simply because it is discussed.

8. Records

Working materials shall be handled in accordance with Part 15 of this By-law.

Nothing in this Schedule overrides MFIPPA, records retention requirements or any other applicable legislation.

9. Record of Discussion

A record of the discussion may be maintained.

Where the discussion meets the statutory definition of a meeting, all applicable legislative requirements apply.

DRAFT

Schedule F to Bylaw XXXXX

Committees, Boards and Appointments

1. Establishment

Council may establish Committees and other Council-appointed bodies by by-law or resolution where permitted by law.

2. Terms of Reference

Each Committee shall operate under Terms of Reference approved by Council.

3. Appointments

Council shall appoint Committee members by resolution unless legislation provides otherwise.

4. Mayor's Recommendation

The Mayor shall recommend appointments for Council's consideration.

The recommendation does not become an appointment until Council approves it.

5. Mayor as Ex Officio Member

The Mayor shall be an ex officio member of Council Committees unless legislation or the applicable Terms of Reference provides otherwise.

6. Length of Appointment

Appointments shall normally continue for the term of Council unless Council determines otherwise.

A member shall continue to serve until:

- a) a successor is appointed;
- b) the member resigns;
- c) the member is removed where permitted by law; or
- d) the Committee is dissolved.

7. Vacancies

Council shall fill Committee vacancies by resolution.

8. Committee Authority

A Committee shall work within the authority given to it by Council.

A Committee shall not:

- a) commit municipal funds unless authorized;
- b) direct municipal staff;
- c) make decisions for Council unless authority has been delegated; or
- d) exercise authority that has not been given to it.

9. Committee Recommendations

A Committee recommendation requiring Council approval shall be brought forward to Council.

A Committee recommendation does not become a decision of the Municipality until Council approves it where Council approval is required.

10. Committee Review

Council may review the purpose, membership, work and continued need for a Committee at any time.

THE CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

BYLAW NUMBER 1268-26

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 26-218 this 22nd day of September 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). All costs incurred will be reimbursed.
- 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.

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

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.



Municipalité de Val Rita-Harty Municipality

Item #: 9-Working Group Personnel responsable / staff: Public Works Supervisor

Date : September 22, 2026

pour / for: conseil / Council

Sujet / Re : Culvert Maintenance

Description:

Council has requested an amendment to the Culvert Maintenance Policy to remove the provision that the first entrance culvert be installed at no charge when municipal land is sold. This practice has proven difficult to administer because municipal land sales do not always result in a building permit or development on the property, and some properties are subsequently resold by private owners. The cost of culverts is significant, and annual budgeting for this provision is difficult to predict.

The amended policy is attached.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT in accordance with Bylaw No. 1253-26, the Municipality of Val Rita-Harty Council amend and adopt the culvert maintenance policy.

Financial Implications: Culvert cost and installation: approximately \$3,500.

Rapport soumis par / Respectfully submitted:

Stefan Landry
Public Works Supervisor



CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

SUBJECT: Culvert Maintenance
POLICY TYPE: PUBLIC WORKS
POLICY NUMBER:
ISSUE DATE:
LAST REVISION: _____
REVIEW DATE: September 22, 2026

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

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

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

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

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

Elements for Inspection:

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

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

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

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

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

Size and Dimensions of Entrance Culverts

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

Inspection of Waterway:

Hydraulic Capacity -

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

Siltation and Debris in or near Culvert -

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

Vegetation -

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

Scouring or Undermining –

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

Inspection of Culvert Structures:

Reinforced Concrete Pipe / Box Culvert / VBC

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

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

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

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

To check movement (settlement or sideways movement)

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

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

Conclusion

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

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

CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

BYLAW NUMBER 1270-26

BEING A BYLAW TO DELEGATE AUTHORITY REGARDING ADMINISTRATIVE AND LEGISLATIVE FUNCTIONS

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 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 22nd day of September, 2026.

MAYOR

DEPUTY CLERK

Schedule 'A' to Bylaw #1270-26

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.

Appendix “A1” to Bylaw #1270-26 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 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	Treasurer	Funding for expenditure shall be included in the approved budget and

municipal budget, debt and reserves as generally understood and approved by Council.		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 undertake Council direction related to municipal legal and employee matters	Municipal Solicitor Paralegal	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		Authority of the Highway

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	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)



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Public Works Supervisor

Date : September 22, 2026

pour / for: conseil / Council

Sujet / Re : Local sourced fuel tank manufacturing

Description:

Council has requested that quotations be obtained from local sources for the manufacturing of a fuel tank for the generator authorized to be purchased.

The following outlines quotation costs:

Option #1

Generator mounted on fuel tank. Built by local manufacture NOT ULC certified. Installed by others. Plumbing by others.

Cost \$11,000.

Option #2

Generator mounted on a skid built to accommodate both Generator and fuel tank. (side by side) This tank would not be built from a local manufacture but would be ULC certified. Skid only would be built locally. Mounting of generator and plumbing to be done by others.

Cost \$7,000.

Option #3

Generator separate from the fuel tank. Two separate units to be connected every time it is put in service. Fuel tank would not be built locally. Would be ULC certified. Fork pockets to be added by local manufacturer. Plumbing done by others.

Cost \$5,300.

Option #4

Purchase generator already mounted and connected by generator manufacturer. Ready to run. This option is ULC certified. Fork pockets would have to be added and this can be undertaken by Public Works.

Cost \$12,156.

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 recommend proceeding with Option #4 for the (generator) fuel tank, a turnkey ready and fully certified from the same manufacturer, Sommers Generator Systems at a cost of \$12,156 plus freight.

Financial Implications: 2026 borrow from reserves with repayment to reserves in 2027.

Rapport soumis par / Respectfully submitted:

Stefan Landry
Public Works Supervisor



Municipalité de Val Rita-Harty Municipality

Item #: 12

Personnel responsable / staff: Public Works Supervisor

Date : September 22, 2026

pour / for: conseil / Council

Sujet / Re : Culvert Installation On Grenier Avenue

Description:

Mr. Jean Guy Lamontagne has requested the installation of a culvert (at municipal cost) at his property at 11 Grenier where he intends to construct a home. To date no building permit has been issued and this is contrary to municipal policy.

The placement of a culvert at the location has been examined and a site visit has been undertaken by the Public Works Supervisor. It is important that the said property culvert be installed at the proper location in order that it does not further restrict additional flow on Municipal Street, as the water flows from the Community Centre property and drains towards Grenier Avenue through a ditch on Municipal Street. When the Municipal Street ditch is obstructed, the water from the community center area flows over the ditch directly onto 7 Grenier Avenue.

Mr. Lamontagne has also requested a second culvert (at municipal cost) to be able to access the property from both sides of the property (located on corner of Grenier and Municipal) which is not recommended. The culvert should be installed at 11 Grenier because the property address is actually on Grenier Avenue.

For Council information, earlier this year a property owner installed a culvert at their own personal expense, a practice which is recommended.

Direction from Council is requested as this is not a 2026 budgeted item.

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 deny the request from Mr. Lamontagne for the purchase and installation of a culvert at municipal cost, as it is contrary to municipal policy; and FURTHERMORE that Council authorize the installation of a culvert at 11 Grenier Street (owner's expense) in order to not restrict additional water flow on Municipal Street.

Financial Implications: Culvert & installation approximate cost- \$3,500.

Rapport soumis par / Respectfully submitted:

Stefan Landry
Public Works Supervisor

2026 Calendar of Meetings

Name	Date	Location
Regular Council Meeting	September 22, 2026	Council Chambers
E-Voting Commences at 10 a.m.	October 15 2026	Internet/Telephone voting
Voter Help Centre (kiosk)	October 16, 2026 (10 am to 4 pm)	Council Chambers
Voter Help Centre (kiosk)	October 20, 2026 (10 am to 4 pm)	Council Chambers
Regular Council Meeting	October 20, 2026	Council Chambers
Voter Help Centre (kiosk)	October 22, 2026 (1 pm to 4 pm)	Council Chambers
Voter Help Centre (kiosk)	October 23, 2026 (10 am to 4 pm)	Council Chambers
Election Day	October 26, 2026 (10 am to 8 pm)	Voting Closes at 8 p.m.
Inaugural Meeting of Council	November 16, 2026	Council Chambers

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1271-26

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 Special Council Meetings of September 1 and September 8, 2026 and the Regular Council meeting of September 22, 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 22nd day of September, 2026.

Mayor

Deputy Clerk