



Municipalité de / Municipality of Val Rita-Harty
October 15, 2026 - Special Council Meeting - 06:00 PM

1 Call To Order

This Special Meeting of Council is called to order at ____p.m.

2 Land Acknowledgement

3 Recital of the Municipal Mission and Vision Statements

4 Adoption of the Agenda

THAT the agenda be adopted as circulated.

5 Declaration of Pecuniary and General Conflict of Interest

6 Working Group Session

6.1 Working Alone Policy

🔗 Working Alone Policy

6.2 Closed Session Protocol - Cell Phone Use during Closed Session meeting

🔗 Closed Session Protocol Policy

7 Legislative matters

7.1 BYLAWS

7.1.1 Bylaw No. 1272-26 - To enter into agreement Re: NORDS funding

THAT Bylaw No. 1272-26, Being a bylaw to enter into agreement with respect to NORDS funding be read and adopted this 15th day of October, 2026.

🔗 Bylaw No. 1272-26 - To enter into agreement Re: Northern Ontario Resource Development Support Grant

7.1.2 Bylaw 1273-26 - Being a Bylaw to adopt a Working Alone Policy

THAT Bylaw No. 1273-26, Being a bylaw to adopt a Working Alone Policy be read and adopted this 15th day of October, 2026.

8 Administrative Matters

8.1 Joint Audit Compliance Audit Committee appointments

THAT the Municipality of Val Rita-Harty Council hereby appoint Chantal Chabot, Stéphane Lapointe and Linda Semczyszyn to the 2026 Joint Election Compliance Audit Committee for the 2026-2030 term.

8.2 Standard Operating Procedure: Personal Use of Municipal Property - Municipal Email, Electronic Communication and Online Purchasing

THAT Council approve the Standard Operating Procedure for Personal Use of

Municipal Property (Municipal Email, Electronic Communication and Online Purchasing Policy.

🔗 Personal Use of Municipal Property - Municipal Email, Electronic Communication and Online Purchasing 1

9 Huis Closed/Closed Session

THAT Council move to Closed Session meeting at ____ p.m. pursuant to Section 239(2) of the *Municipal Act* to consider: (a) security of property of the municipality or local board, (b) personal matters about an identifiable individual, including municipal or local board employees, (d) Labour relations or employee negotiations, (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to a financial matter and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the municipality or local board regarding the following:

1. Confidential Report to Council from E4m.
2. Cyber security matter.

10 Report from Closed Meeting Session

THAT Council return to public session at ____p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act* to consider: (a) security of property of the municipality or local board, (b) personal matters about an identifiable individual, including municipal or local board employees; (d) Labour relations or employee negotiations; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose pertaining to a financial matter and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the municipality or local board. Council directed staff -----.

11 Calling of Special Council Meeting

THAT a Special Council meeting be held on November ----, 2026.

12 Adjournment

THAT this Special Meeting of Council adjourn at _____p.m.

The Corporation of the Township of Val Rita-Harty

BYLAW NUMBER 1273-26

BEING A BYLAW TO ESTABLISH A WORKING ALONE POLICY

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Employment Standards & Workplace Safety

Municipalities must comply with the *Employment Standards Act* R.S.O 1990 (the "*Employment Standards Act*"), as amended and the *Occupational Health and Safety Act* R.S.O. 1990 (the "*OHSA*") as amended.

The OHSA, imposes general duties on employers and supervisors, including the duty to take every precaution reasonable in the circumstances for the protection of a worker, to provide information, instruction and supervision to a worker, and to establish and maintain measures and procedures for protecting workers, including with respect to workplace violence and harassment;

Preamble

Council for the Corporation of the Township of Val Rita-Harty ("Council") acknowledges that the Municipality has employees who may be required to work alone in the course of their duties.

Council is committed to meeting its obligations under the Occupational Health and Safety Act and to protecting the health and safety of employees who work alone.

Decision

Council of the Corporation of the Township of Val Rita-Harty deems it in the best interest of the Corporation to adopt a working alone 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. The Municipal Administrator or designate is authorized and directed to administer, implement, and enforce the Policy, and to establish such procedures, guidelines, and forms as may be necessary for that purpose.
3. That all previous bylaws, or parts thereof, that are inconsistent with the provisions of this bylaw are hereby repealed and replaced.
4. This bylaw shall take effect on the final day of passing.

Read and adopted by Resolution 2026- this 15th day of October, 2026.

Mayor

Deputy Clerk

Schedule A to Bylaw XXXXXXXX

Township of Val Rita-Harty Working Alone Policy

1. Commitment

The Township of Val Rita-Harty is committed to providing a safe work environment for all employees, including situations where work must be performed independently or in isolation. We recognize that working alone presents unique risks, particularly in a rural environment, and we are committed to identifying and implementing practical measures that support employee safety.

2. Purpose

The purpose of this policy is to:

- Define working alone within the Township context;
- Establish a framework for identifying, assessing, and controlling risks associated with working alone;
- Clarify roles and responsibilities related to working alone activities;
- Ensure appropriate communication and emergency response procedures are established;
- Support the development of Working Alone Safety Plans where required; and
- Ensure accommodation requirements are considered when assessing employee safety while working alone.

3. Application

This policy applies to all Township employees, including full-time, part-time, temporary, seasonal, casual, and contract staff, who may be required to perform work:

- Alone;
- In isolation; or
- Without immediate access to assistance in the event of an injury, illness, or emergency.

4. Definitions

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

Risk means the likelihood that a hazard will cause injury, illness, damage, or loss and the severity of the potential outcome.

Working Alone means an employee working at a location where assistance is not readily available in the event of injury, illness, emergency, or other unforeseen circumstances.

Working Alone Safety Plan means a documented plan developed to identify hazards, establish communication requirements, identify emergency procedures, and implement control measures for employees performing work alone.

Accommodation means reasonable measures implemented by the Township to enable an employee to safely perform their duties while meeting obligations under applicable legislation.

High-Risk Activity means a task or activity where the risk of serious injury or harm cannot be adequately controlled through reasonable precautions and controls.

5. Principles

The Township adopts the following principles in managing working alone activities:

- Safety is a shared responsibility between employees, supervisors, and the Township.
- Risk management should focus on prevention.
- Communication is critical to employee safety.
- Controls should be practical and reflect the realities of municipal operations.
- Safety planning should be collaborative.
- Accommodation and inclusion shall be considered when assessing working alone assignments.
- Working alone activities shall be regularly reviewed to ensure controls remain effective.

6. Identification of Working Alone Situations

Each department shall identify situations where employees may be required to work alone, including:

- Administrative offices;
- Municipal facilities;
- Public works operations;
- Remote or isolated work locations;
- Inspections and site visits;
- After-hours call-outs;
- Emergency response situations; and
- Any other circumstance where assistance is not readily available.

Employees are expected to identify and report working alone situations and any associated concerns to their supervisor.

7. Risk Assessment

All identified working alone activities shall be assessed and categorized as:

Low Risk - Activities where hazards are minimal and routine controls are sufficient.

Medium Risk - Activities where hazards are present and a documented Working Alone Safety Plan is required.

High Risk - Activities where significant hazards exist, and additional controls are necessary before work may proceed.

Risk assessments shall consider:

- The nature of the task;
- Environmental conditions;
- Access to communication;
- Proximity to assistance;
- Potential severity of harm;
- The capabilities of the individual performing the work;
- The level of assistance that may be required in the event of an emergency; and
- Any identified accommodation requirements or support measures necessary to safely perform the work.

Where accommodation requirements have been identified, the risk assessment shall consider any additional communication, supervision, equipment, monitoring, emergency response, or support measures necessary to ensure the employee can safely perform the work.

Medical information shall remain confidential and shall only be collected, used, or disclosed where necessary to support workplace safety and accommodation requirements in accordance with applicable legislation.

High-risk assessments shall be reviewed whenever there is a significant change in:

-
- The work environment;
- The task being performed;
- Workplace conditions; or
- The employee's accommodation requirements or functional abilities relevant to the work.

Additional controls identified through the assessment process may include:

- Enhanced communication procedures;
- Emergency alert devices;
- GPS-enabled communication equipment;
- Modified duties;
- Restrictions on specific working alone activities;
- Direct supervision;
- Paired work assignments; or
- Other reasonable controls identified through the risk assessment.

8. Working Alone Safety Plans

A Working Alone Safety Plan shall be developed for medium-risk and high-risk activities where appropriate.

The plan shall include:

- Work location;
- Expected duration of work;
- Identified hazards;
- Required personal protective equipment;
- Required communication methods;
- Check-in frequency;
- Emergency contact procedures;
- Required accommodation measures;
- Emergency response requirements; and
- Additional control measures identified through the risk assessment process.

Where accommodation requirements have been identified, an individualized Working Alone Safety Plan may be developed in consultation with the employee.

9. Communication and Check-In Requirements

Employees working alone shall maintain an appropriate means of communication throughout the duration of the work.

Communication methods may include:

- Telephone;
- Text messaging;
- Municipal radio systems;
- Emergency communication devices; or
- Other approved communication methods.

Communication frequency shall be appropriate to the level of risk and may be increased based on accommodation requirements, work conditions, or identified hazards.

Employees shall:

- Complete required check-ins;
- Report safety concerns;
- Report changes in work conditions;
- Request assistance where required; and
- Immediately report emergencies or incidents whenever possible.

Individuals responsible for monitoring check-ins shall be aware of the applicable communication procedures and emergency response requirements.

10. Prohibited Activities

The following activities shall not be performed while working alone unless specific control measures have been approved through a risk assessment:

- High-risk activities requiring immediate assistance in the event of an emergency;
- Activities where communication cannot be maintained;
- Activities where appropriate emergency response measures cannot be implemented; and
- Any work where adequate safety controls cannot reasonably be established.

11. Roles and Responsibilities

a. Employees

Employees shall:

- Participate in risk assessments;
- Follow Working Alone Safety Plans;
- Follow communication procedures;
- Use required safety equipment;
- Report hazards, incidents, and concerns;
- Advise their supervisor of accommodation requirements, temporary restrictions, or functional limitations that may impact employee safety while working alone;
- Participate in the development of individualized safety measures where required; and Use all communication and emergency response equipment identified in their Working Alone Safety Plan.

b. Supervisors

Supervisors shall:

- Ensure risk assessments are completed;
- Ensure Working Alone Safety Plans are developed where required;
- Monitor compliance with this policy;
- Provide guidance and support to employees working alone;
- Ensure employees receive appropriate training;
- Consider accommodation requirements and workplace safety needs when assigning work alone activities;
- Review Working Alone Safety Plans when workplace conditions or employee requirements change;
- Implement controls identified through risk assessments; and
- Ensure employees have access to required equipment and resources.

c. The Township

The Township shall:

- Foster a culture of safety and shared accountability;
- Provide training and education related to working alone activities;
- Provide and maintain required safety equipment;

- Support employee communication and emergency response systems;
- Provide reasonable accommodation measures where required;
- Ensure compliance with applicable legislation; and
- Review this policy on a regular basis.

12. Emergency Response

Where an employee fails to complete a required check-in:

- Reasonable attempts shall be made to contact the employee;
- The supervisor shall be notified;
- Escalation procedures shall be initiated; and
- Emergency services may be contacted where circumstances warrant.

All employees working alone shall be familiar with applicable emergency response procedures.

13. Failure to Comply

Failure to comply with established communication requirements or Working Alone Safety Plans may be treated as a safety violation and may result in corrective action in accordance with Township policies.

Employees shall report any communication barriers, including equipment failure or loss of service, as soon as reasonably practicable so that alternative safety measures can be implemented.

14. Review

This policy shall be reviewed every five (5) years, or more frequently as required by legislative, operational, or organizational changes.

CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY



By-law 1176-24: Closed Meeting Protocol Policy

BEING A BY-LAW TO ESTABLISH A CLOSED MEETING PROTOCOL POLICY

Legal Authority

Scope of Powers

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

Powers of a Natural Person

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

Powers Exercised by Council

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

Powers Exercised by By-law

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

Meetings Open to the Public

Section 239 (1) of the *Municipal Act* provides that all meetings of Council and its Committees shall be open to the public except as related to the exceptions included in Section 239 of *Municipal Act*.

Preamble

The Municipality of Val Rita Harty established By-Law 1033-16 being a by-law to establish rules governing the proceedings of Council, calling of meetings and the conduct of members, staff and the public and Subsection 2.3 f this By-Law of the Procedural By-Law outlines rules with respect to Closed Meetings.

Decision

Council of the Corporation of the Municipality of Val Rita Harty deems it expedient to establish a Closed Meeting Protocol Policy to ensure compliance with the *Municipal Act* and to provide guidance to the Corporation of the Municipality of Val Rita Harty Council and staff as it relates to Closed Meetings.

Direction

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

1. That Schedule "**A**", as attached, being the Closed Meeting Protocol Policy forms part of this by-law.
2. This By-law takes effect on the day of its final passing.

Read and adopted this 11th Day of July 2024.

Mayor

Clerk

MUNICIPALITY OF VAL RITA HARTY

COUNCIL - CLOSED MEETING PROTOCOL POLICY

1. Purpose

The Corporation of the Municipality of Val Rita Harty acknowledges that all meetings of Council and its Committee shall be open to the public except as related to the exceptions included in Section 239 of the *Municipal Act*.

The purpose of this policy is to ensure compliance with Section 239 (2) and (3) of the *Municipal Act* as well as to provide guidance to the Corporation of the Municipality of Val Rita Harty Council and staff as it relates to Closed Meetings.

2. Definitions

"Closed Meeting" means a meeting of Council/Committee or part of a meeting which is closed to the public pursuant to Section 239 (2) and (3) of the *Municipal Act*.

"Open Meeting" means a meeting of Council/Committee that is open to the public.

3. Should the Meeting be Closed?

In the interest of accountability and transparency, and when possible, Municipality of Val Rita Harty Council endeavours to conduct its decision making in public. It is recognized, however, that there are items which should be considered by Council in a Closed Meeting in accordance with the *Municipal Act*.

When determining whether a matter should be considered in a Closed Meeting staff should consider the following questions when determining whether a matter should be considered in a Closed Meeting:

Question 1: Does the matter meet the criteria noted in Section 239 of the *Municipal Act* (Section **** of the Procedural By-Law as amended).

Question 2: If so, just because the meeting can be discussed in Closed Meeting, is there a compelling reason that it should be?

The determination of whether a matter should be dealt with in a Closed Meeting is the responsibility of the Clerk, in consultation with the Mayor.

4. *Municipal Act* Rules for Closed Meetings

Topic/M.A. Exception	Discussion Can Include	Voting Permissions
Security of Municipal Property	• Municipal property • Municipal facilities • Municipal assets • Management issues identified by auditors	• Procedural matters • Giving Directions or instructions to staff
Personal Matters about Identifiable Individuals	• Municipal employees • Members on various boards and committees	• Procedural matters • Giving Directions or instructions to staff
Proposed or Pending Acquisition or Disposition of Land	• Land purchases • Land sales • Land leases • Expropriation of land	• Procedural matters • Giving Directions or instructions to staff
Labour Relations or Employee Negotiations	• Union or employee negotiations	• Procedural matters • Giving Directions or instructions to staff
Litigation or Potential Litigation	• Current or pending litigation	• Procedural matters • Giving Directions or instructions to staff • Giving Directions or instructions to Legal Counsel
Advice subject to Solicitor-Client Privilege	• Legal opinions, advice • status reports/briefings	• Procedural matters • Giving Directions or instructions to staff • Giving Directions or instructions to Legal Counsel
Matters under other Legislation	• <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) • <i>Emergency Management and Civil Protection Act</i> • <i>Occupational Health and Safety Act</i>	• Procedural matters • Giving Directions or instructions to staff
Information supplied in Confidence by the federal government, provincial government or Crown agency	• Information explicitly provided in confidence and in writing by the Government of Canada, a province or Crown Agency	• Procedural matters • Giving Directions or instructions to staff

Trade secret or scientific, technical, commercial, financial, or labour relations information supplied in confidence which, if disclosed, could interfere with contractual or other negotiations	Information explicitly provided in confidence that, upon review by the Clerk, is a trade secret or scientific, technical, commercial, financial or labour relations information that could interfere with negotiations	- Procedural matters - Giving Directions or instructions to staff
Trade secret or scientific, technical, commercial or financial information belonging to the municipality which has a monetary value	Information explicitly provided in confidence that, upon review by senior municipal staff or the municipal solicitor, is a trade secret or scientific, technical, commercial or financial information that has monetary value or could be sold or exchanged for cash or something of value	- Procedural matters - Giving Directions or instructions to staff
Position, plan, procedure, criteria or instruction to be applied to negotiations carried out by the municipality	A position, plan, procedure, criteria or instruction directly related to negotiations carried out by the Municipality	- Procedural matters - Giving Directions or instructions to staff
Education and Training	- Council orientation - Team building exercises - Professional development	No discussion or decisions that materially advance the business or decision-making of Council/Committee
An ongoing investigation respecting the Municipality by an Ombudsman	Ongoing investigation by Ombudsman appointed under the Ombudsman Act or Ombudsman appointed by the Municipality	- Procedural matters - Giving Directions or instructions to staff

5. Statutory Requirements for Closed Meetings

Pursuant to Section 239 of the *Municipal Act*:

- Public Notice of the Closed Meeting must be given;
- Before holding a Closed Meeting, Council must state, by resolution, the fact of the holding of the Closed Meeting and the general nature of the matter(s) to be considered at the Closed Meeting.
- All resolutions, decisions, and other proceedings at Closed Meetings are to be recorded without note or comment by the Clerk or designate.
- Any person can request an investigation of whether the Municipality has complied with the *Municipal Act* or the Procedural By-Law in respect of a meeting or part of a meeting that was closed to the public.
- The Ontario Ombudsman is the Val Rita Harty Closed Meeting Investigator to investigate any such complaints.
- Any and all investigative reports\correspondence from the Ombudsman are to be made available to the public.

6. Access Requests for Closed Meeting Reports and Materials

Reports and materials prepared for consideration at Closed Meetings are records that may be subject to Freedom of Information requests under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). While it would be desirable to protect the confidentiality of records that are considered at Closed Meetings, in the event of an appeal, the Municipality might be ordered to release such records.

7. Closed Meeting Reports and Recommendations

7.1 Reports

Whenever possible, written Closed Meeting reports are preferred over verbal reports as the former provides for a more detailed account of the confidential record. Written reports also ensure that Council and/or Committee is prepared for any decisions they may need to consider in relation to a Closed Meeting discussion. It is also important to ensure that information which can be made available to the public is disclosed appropriately.

7.2 Report Titles

The following standard format is to be used for Closed Meeting report titles and included on Open Meeting agendas for notice purposes:

Confidential Report of the (Department Head) - reference to Topic/Municipal Act Exception>with respect to <reference to subject matter, property location>

7.3 Recommendations

Under the *Municipal Act*, Council or Committee in a Closed Meeting is permitted to vote on procedural motions or to direct or instruct officers, agents or employees. No other decisions or approvals are permitted in a Closed Meeting. Some items conform to this requirement and may be discussed and voted on in Closed Meetings. Other items, however, can and should be voted on in an Open Meeting.

Motions emanating from the Closed Meeting may be read as one all-encompassing motion or may be read and voted upon separately. The following provides examples of procedural motions to be used to rise from the Closed Meeting:

Examples of Procedural Motions

Confidential Report be received for Information: That Council for the Corporation of the Municipality of Val Rita Harty arise from Closed Meeting at (state time) and report as follows: That Council met in Closed Meeting to consider matters under Section 239.2 (specify) and/or 239.3 (specify) of the *Municipal Act 2001* and the following resolution emanated:

Moved by:

Seconded by:

That Council for the Corporation of the Municipality of Val Rita Harty receive the Confidential Report #1 for information.

Confidential Report Recommendations be Adopted: That Council for the Corporation of the Municipality of Val Rita Harty arise from Closed Meeting at (state time) and report as follows: That Council met in Closed Meeting to consider matters under Section 239.2 (specify) and/or 239.3 (specify) of the *Municipal Act 2001* and the following resolution emanated:

Moved by:

Seconded by:

That Council for the Corporation of the Municipality of Val Rita Harty adopt the recommendations contained in Confidential Report #1.

Staff Direction: That Council for the Corporation of the Municipality of Val Rita Harty arise from Closed Meeting at (state time) and report as follows: That Council met in Closed Meeting to consider matters under Section 239.2 (specify) and/or 239.3 (specify) of the *Municipal Act 2001* and the following resolution emanated:

Moved by:

Seconded by:

That staff be directed to report back at a subsequent meeting of Council in relation to

confidential report XXX.

No Action from Closed Meeting: That Council for the Corporation of the Municipality of Val Rita Harty arise from Closed Meeting at (state time) and report as follows: That Council met in Closed Meeting to consider matters under Section 239.2 (specify) and/or 239.3 (specify) of the *Municipal Act 2001* and no resolution(s) emanated.

8. Public Disclosure

8.1 Disclosing Closed Meeting Information

Members of Council and Staff shall not disclose or release information considered in a Closed Meeting. This is a standard practice established to protect the interests of both Council and the Municipality.

However, if Council deems it desirable and appropriate to release the final recommendations, the following clause may be included as part of the motion to adopt the recommendations in the confidential report, to authorize staff to release/publish the recommendations adopted by Council:

- a) That staff be directed to release the recommendations adopted by Council as it pertains to Confidential Report <report #1>;

8.2 Disclosing Closed Meeting Agenda Items

Although information contained in Closed Meeting reports shall not be disclosed, *the Municipal Act* requires that public notice of meetings be provided in a Procedural By-law. The Municipality of Val Rita Harty Procedural By-law requires that there be public notice of meetings and that the agenda, including a list of items to be considered at each meeting, to be posted on the website and made available prior to the meeting.

In order to be accountable and transparent and inform all present in public of matters dealt with in closed session, Council and its committees shall open all meetings in open session and pass a motion to move into closed session. Once matters in the Closed Meeting have been dealt with, Council shall reconvene in open session to disclose, in a general manner, how the agenda items were dealt with in the Closed Meeting. A sample script is attached as Appendix A to the Closed Meeting Protocol.

9. Addition of a Closed Meeting Item Not on the Agenda

In the event an item not appearing on an agenda must be considered at the meeting due to exceptional circumstances involving urgent or time sensitive issues, which require a Council resolution prior to the next regularly scheduled meeting or in advance of the time required to convene a special meeting, the item may be added to the agenda by way of an addition in accordance with the Procedural By-law.

In order for a 'time sensitive' matter to be added to an agenda, as soon as practical the Clerk shall be advised of the matter and provided an explanation as to its urgency.

10. Attendance at a Closed Meeting

Unless otherwise directed by Council/Committee, attendance at Closed Meetings is limited to the CAO, Clerk/Treasurer and/or his/her designate, and other Staff as deemed necessary. With the exception of the Clerk, staff are to remain outside the Closed Meeting room until called upon to speak to their specific matter(s). Staff should vacate the meeting once their matter has been dealt with by Council/Committee.

11. Closed Meeting Prelude

In order to remind the Members of Council/Committee of their obligations in Closed session, the Chair shall read a script at the beginning of the closed session detailing the Closed Meeting rules of the Municipality of Val Rita Harty (Appendix B) to the Closed Meeting Protocol.

12. Closed Meeting Record Retention and Access by Council

Agendas, Reports, Closed Meeting Minutes and notes taken by members of Council are all part of the Closed Meeting record. Closed Meeting records are to be maintained in confidence by the Clerk. A member of Council may request to see a Closed Meeting record by petitioning the Clerk in writing. The Clerk will set a date and time for the member of Council to review the Closed Meeting record. The member of Council may not take notes, photograph or otherwise copy Closed Meeting records.

Paper records made available for Closed Meetings will be given to the Clerk after the meeting. Electronic records made available for Closed Meetings will be available for the meeting and access will be removed immediately after the meeting. Members of Council may request access to the electronic records in the manner set out above.

Appendix "A"

Chair's Sample Script when rising from the Closed Meeting

****Please note that this is not the motion, only an overview by Chair****

Council met in Closed Session to consider matters it is permitted to do so under the Municipal Act, and as listed on today's Council/Committee agenda.

The following items were considered during the Closed Session:

List of Items Considered in Closed Session

(insert items shown on Open Meeting agenda)

In the continuing interest of transparency and open government, I am reporting in public session any outcomes from today's closed meeting.

As a result of our closed meeting today, I wish to report the following:

Examples:

Citizen Appointments: Council voted to bring forward a motion to be considered at today's open meeting. That motion will be voted on later in this meeting.

Litigation Matter: Direction was given to staff with respect to litigation related to XXX

Solicitor-Client Privilege - Council received legal advice related to XXX

Union or Staff Negotiations: There was direction given to staff regarding this item.

Appendix "B"

Chair's Script at the Beginning of Closed Meetings

Kindly be informed that we are meeting in a closed meeting as permitted in subsections 239 (2) and/or 239(3) of the *Municipal Act* to discuss :

- (a) security of municipal property;
- (b) personal matters about an identifiable individual;
- (c) proposed or pending acquisition or disposition of land;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation;
- (f) advice that is subject to solicitor-client privilege;
- (g) a matter in respect of which Council may hold a closed meeting under another Act
- (h) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Subsection 239(3.1) Education and Training of members

Note: Only reference the section of the *Municipal Act* that pertains to the matters to be considered in Closed Meeting, along with the subject matter. Any other matters not mentioned in the motion to move into Closed Meeting cannot be discussed.

Be informed only those matters pertaining to the sections of the *Municipal Act* already mentioned may be discussed. Any other matters related to the subject at hand that do not relate to these open meeting exceptions cannot be discussed.

I will verbally report out in a general sense on items considered in the Closed Meeting once we rise from the meeting and move back to open session. Please note that Closed meeting matters shall not be discussed either before or after the closed meeting with any person not related to the subject matter. I will be verbally reporting out in a general sense on all items in this closed agenda when we move into open session.

Please turn off any electronic devices while attending this meeting

THE CORPORATION OF THE TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1272-26

BEING A BYLAW TO ENTER INTO AGREEMENT WITH HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF NORTHERN ECONOMIC DEVELOPMENT AND GROWTH

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

WHEREAS Council for the Township of Val Rita-Harty deems it expedient to enter into an agreement with His Majesty the King in right of Ontario, as represented by the Minister of Economic Development and Growth (hereinafter referred to as Province of Ontario) for the Northern Ontario Resource Development Support grant, as per the attached agreement.

Decision/Direction

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

1. THAT the Treasurer is hereby designated as signing officer and authorized to execute the Northern Ontario Resource Development Support (NORDS) grant Agreement between the Corporation of the Township of Val Rita-Harty and the Province of Ontario.

2. THAT the attached Agreement identified as Schedule “A”, forms part of this bylaw.
3. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 26- this 15TH day of October, 2026.

Mayor

Deputy Clerk

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.