Municipalité de / Municipality of Val Rita-Harty
October 29, 2026 - Special Meeting of Council - 06:00 PM

1 Appel à l'ordre/Called To Order

THAT this Special Meeting of Council be called to order at __p.m.

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

THAT the agenda be adopted as circulated.

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

4 Délégations/présentations/Delegations/Presentations

Nil

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

5.1 Closed Meeting Protocol

- Amendment to Closed Meeting Protocol re Cell Phones etc.

5.2 Levels of Service - Performance Measures

- Working Document LOS Bylaw

5.3 HR Bylaw Schedule A & B

- HR Bylaw
- Analysis of Difference between HR Bylaw and Current Policy for Discussion

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

THAT Council adopt the Special Council minutes of October 1, 2026 and the Regular Council minutes of Octobe 20, 2026.

- Special Council meeting minutes of October 15, 2026
- Regular Council meeting minutes of October 20, 2026

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

7.1 Tax Arrears Report and Outstanding Utility Billings

8 Affaires législatives/Legislative Matters

8.1 Approval of recommendations from Committee of Adjustment meeting

THAT Council for the Municipality of Val Rita approve the recommendations from the Committee of Adjustment pertaining to amendments to Consent applications VRH-02 and VRH-03, as follows:

9 Affaires administratives/Administrative Matters

9.1 Remembrance Day Purchase of Wreath

THAT Council for the Municipality of Val Rita-Harty purchase a ----------wreath from Branch 85 of the Royal Canadian Legion and ----------attend at the Kapuskasing cenotaph for purposes of laying the wreath on November 11, 2026.

- Remembrance Day Purchase of Wreath Recommendation Report
- Royal Canadian Legion Remembrance Day Purchase of Wreath

9.2 OPP 2027 statement letter and billing

THAT Council for the Municipality of Val Rita-Harty receive the 2027 OPP billing letter and statement.

- OPP 2027 Statement letter Recommendation Report
- OPP 2027 Annual Billing Letter
- Val Rita-Harty 2027 OPP costs

9.3 Consent Agenda (includes items of correspondence not requiring administration reports/action, Committee reports not requiring any action by Council -- matters that are for information purposes only)

THAT Council receive the information items as per the Consent Agenda of the October 29, 2026 meeting.

- Cochrane DSSAB minutes of September 2026 meeting
- Emergency Compliance Report
- OCWA September Water/Wastewater report

10 Questions relatives à l'encadrement/Leadership Issues

11 Huis clos/Closed Session

THAT Council move to Closed Session meeting at _____ p.m. pursuant to Section 239(2) of the *Municipal Act* to consider: (a) the security of he property of the municipality or local board, (b) personal matters about an identifiable individual, including municipal or local board employees regarding a confidential employment matter and (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 of local board regarding a Succession & transition pan, OT policy and cybersecurity matters.

12 Confirmation des procédures/Confirmation of Proceedings

THAT Bylaw No. 1275-26, Being a bylaw to confirm the proceedings of Council at its Special Meeting of October 29, 2026 be read and adopted this 29th day of October, 2026.

- Bylaw No. 1275-26

13 Ajournement/Adjournment

10.1 Electronic Devices and Cellular Telephones

To protect the confidentiality of matters considered during a Closed Meeting, no cellular telephones, smart phones, tablets, smart watches, recording devices, personal computers, or other personal electronic communication devices shall be permitted within the Closed Meeting room or Council Chambers during a Closed Meeting unless specifically authorized for municipal business.

Prior to the commencement of a Closed Meeting:

1. All Members of Council, staff, consultants, guests, and any other persons authorized to attend the Closed Meeting shall surrender all personal electronic devices to the Clerk for secure safekeeping.
2. Where the Clerk is attending the Closed Meeting virtually, devices shall be surrendered to a designated staff member who is participating in the open meeting in person or the Mayor in the absence of a staff person.
3. The Clerk, Mayor, or designated staff member receiving the devices shall maintain custody of the devices until the Closed Meeting has concluded.
4. Municipal-issued devices required for the conduct of business may be permitted with the approval of the Clerk, provided that all recording, photography, video, audio capture, communication, wireless transmission, and internet connectivity functions are disabled before the commencement of the Closed Meeting.
5. No person attending a Closed Meeting shall record, photograph, transmit, livestream, copy, or otherwise capture any portion of the Closed Meeting proceedings.

Failure to comply with this section may result in the attendee being required to leave the Closed Meeting and may be reported to Council for further action under the Municipality's applicable by-laws, policies, procedures, or Code of Conduct.

SCHEDULE A

GENERAL GOVERNMENT

Services

The Municipality provides the following general government services:

- Council and Council support
- Legislative services
- Clerk's services
- By-law preparation and administration
- Records management
- Municipal elections
- Accessibility and accessibility planning
- Customer service
- Communications and public information
- Financial administration
- Budget preparation and monitoring
- Tax billing and collection
- Accounts payable and receivable
- Payroll administration
- Information technology
- Municipal facilities used for general government
- Insurance and risk management
- Municipal administration and corporate support

Service Standards

Service	Standard
Telephone message	Response within 1 business day
Email inquiry	Response within 2 business days

WORKING DOCUMENT ONLY

Service	Standard
General inquiry	Response within 5 business days
Service request	Acknowledgement within 2 business days
Tax certificate	Within 10 business days
Tax account inquiry	Response within 5 business days
Records request	In accordance with applicable legislation
Council agenda	Published in accordance with the Procedural By-law
Council minutes	Prepared and made available in accordance with municipal requirements

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SCHEDULE B

PROTECTION SERVICES

Services

The Municipality provides or supports:

- Fire protection
- Fire prevention
- Emergency management
- Building services
- By-law enforcement
- Animal control, where applicable
- Civic addressing
- Other protective services established by Council

Fire Services

Service	Standard
Emergency response	Through 911 and Fire Department emergency response procedures

WORKING DOCUMENT ONLY

Service	Standard
Fire prevention inquiry	Response within 5 business days
Burning permit	Process within 3 business days where requirements are met

Building Services

Service	Standard
Building permit review	Legislated timelines
Building inquiry	Response within 5 business days
Inspection requests	In accordance with applicable legislation and established procedures

By-law Enforcement

Service	Standard
Complaint acknowledgement	Within 2 business days
Initial review	Within 5 business days

The time required to resolve a by-law matter will depend on the nature of the complaint, the evidence available and the requirements of the applicable legislation and by-law.

SCHEDULE C

TRANSPORTATION SERVICES

Services

The Municipality provides:

- Roads
- Winter maintenance
- Gravel road maintenance
- Bridges

WORKING DOCUMENT ONLY

- Culverts
- Drainage
- Roadside maintenance
- Signs
- Traffic control devices
- Other transportation infrastructure

Service Standards

Service	Standard
Road patrols	In accordance with the Minimum Maintenance Standards By-law
Winter patrols	In accordance with the Minimum Maintenance Standards By-law
Snow and ice control	In accordance with the Minimum Maintenance Standards By-law
Culvert inspections	At least annually, where applicable
Bridge inspections	As required by legislation
Gravel road grading	Based on road condition and need
Dust suppression	As approved by Council
Vegetation control	As required to maintain safe and functional roads

Response Standards

Concern	Standard
Missing or damaged stop sign	Priority assessment
Hazardous road condition	Same-day assessment where reported during operating hours
Flooding affecting a roadway	Immediate assessment
Damaged road sign	Within 48 hours where practicable

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Concern	Standard
General road concern	Review within 5 business days
Drainage concern	Review within 10 business days

The response standard is the time to assess or respond to a concern. It does not mean the repair will be completed within that timeframe.

SCHEDULE D

ENVIRONMENTAL SERVICES

Services

The Municipality provides:

- Garbage and waste disposal
- Landfill operations
- Recycling
- Waste diversion
- Environmental monitoring and compliance
- Other environmental services approved by Council

Service Standards

Service	Standard
Landfill operations	During Council-approved operating hours
Landfill inquiry	Response within 5 business days
Illegal dumping report	Review within 5 business days
Environmental concern	Review within 3 business days

SCHEDULE E

HEALTH SERVICES

WORKING DOCUMENT ONLY

The Municipality does not directly provide most health services.

Services available to HCM residents may include services provided by other levels of government, boards, agencies or service providers.

These may include:

- Public health
- Ambulance services
- Other health-related programs

The Municipality may participate in agreements, provide financial support or advocate for services affecting the community.

The Municipality does not establish the operational service standards for services that it does not control.

SCHEDULE F

SOCIAL AND FAMILY SERVICES

The Municipality does not directly provide most social and family services.

Services available to HCM residents may include:

- Ontario Works
- Child care
- Housing
- Social housing
- Seniors' services
- Other social and family programs

The Municipality may participate in agreements, provide financial support or advocate for services affecting the community.

The Municipality does not establish the operational service standards for services controlled by another organization.

SCHEDULE G

RECREATION AND CULTURAL SERVICES

WORKING DOCUMENT ONLY

Services

The Municipality provides:

- Community halls
- Community centres
- Parks
- Trails
- Boat launches
- Public open spaces
- Recreation programs
- Community events
- Cultural and community activities

Service Standards

Service	Standard
Facility inspections	At least annually, where applicable
Boat launch inspections	At least annually, where applicable
Trail inspections	Seasonally
Facility concern	Review within 5 business days
Rental request	Response within 3 business days

Maintenance and inspection frequency may vary based on the facility, its condition, use, season and available resources.

SCHEDULE H

PLANNING AND DEVELOPMENT

Services

The Municipality provides or coordinates:

- Planning administration

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- Zoning administration
- Development applications
- Development review
- Property information
- Economic development
- Community improvement initiatives, where approved by Council

Service Standards

Service	Standard
Planning inquiry	Response within 5 business days
Zoning information request	Response within 5 business days
Completeness review	Within applicable legislated timeline
Pre-consultation request	Response within 15 business days

Where legislation establishes a different timeline, the legislated timeline applies.

SCHEDULE I

OTHER MUNICIPAL FUNCTIONS AND SERVICES

The Municipality may provide or support services that do not fall within the primary service categories above.

These may include:

- Economic development
- Municipal property
- Cemetery services
- Street lighting
- Drainage and flood control
- Accessibility
- Community development

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- Tourism
- Other services approved by Council

Service standards for these services shall be established where appropriate based on the nature of the service.

SCHEDULE J

MUNICIPAL ASSETS AND INFRASTRUCTURE

Municipal assets support the delivery of the services identified in the Schedules to this By-law.

Assets include, but are not limited to:

- Roads
- Bridges
- Culverts
- Drainage infrastructure
- Buildings
- Parks and recreational facilities
- Landfill infrastructure
- Vehicles and equipment
- Information technology
- Other municipal infrastructure

The Municipality will manage these assets in accordance with its Asset Management Plan and applicable asset management requirements.

Asset management decisions will consider:

- the service supported by the asset;
- the condition of the asset;
- the risk associated with failure;
- maintenance requirements;
- renewal and replacement requirements;

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- available funding; and
- the service level established by Council.

SCHEDULE K

SERVICE PERFORMANCE

The Municipality will monitor service delivery using measures appropriate to each service.

Measures may include:

- response times;
- number of service requests;
- number of unresolved requests;
- inspections completed;
- maintenance activities completed;
- service interruptions;
- complaints and other feedback;
- asset condition;
- operating costs;
- staffing requirements; and
- capital requirements.

Performance information will be used to support:

- annual budgeting;
- work planning;
- asset management planning;
- strategic planning;
- capital planning; and
- Council's review of service levels.

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Where a service level cannot be maintained within the approved budget or available resources, the matter should be brought to Council with information about the issue and the resources or service level changes that may be required.

SCHEDULE L

ANNUAL SERVICE REVIEW

Administration shall provide Council with an annual review of municipal service delivery.

The review shall, where practical, identify:

- the services provided;
- the service standards established by Council;
- the measures used to monitor performance;
- whether service standards were achieved;
- significant service issues;
- significant service disruptions;
- recurring service concerns;
- asset issues affecting service delivery;
- changes in operating costs;
- capital requirements; and
- matters requiring Council direction.

The annual review will support preparation of the Municipality's:

- annual budget;
- work plan;
- Asset Management Plan;
- strategic plan; and
- long-term financial plans.

Council may review and change service levels through the budget process or by resolution or by-law, as appropriate.

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THE CORPORATION OF THE NAME

BYLAW NUMBER 2022-XX

BEING A BYLAW TO CODIFY HUMAN RESOURCE RECRUITMENT AND MANAGEMENT POLICIES

Legal Authority

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

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

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

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

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

Adoption of Policies
Section 270 of the *Municipal Act* requires the council of a municipality to adopt and maintain policies with respect to, among other things, its hiring of employees and the relationship between members of Council and the officers and employees of the municipality.

Health Benefits
Section 281 and 282 of the *Municipal Act* provide that the council of a municipality may establish a sick leave and benefit program for the municipality.

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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.

Related Municipal Policy

Council and Staff Communication Policy/Guidelines
Workplace Anti-Violence, Harassment & Sexual harassment Policy

Preamble

Council for the Corporation of The NAME has adopted the following vision and mission statement for the Municipality.

INSERT VISION

INSERT MIDDION

Council has adopted an organizational structure in which all officers and employees of the NAME report to the (INSERT TITLE), and it is the responsibility of this position to ensure that all officers and employees of the NAME perform their work in a manner that exhibits the fundamental values or principles established by Council and facilitates the achievement of Council's Vision and Mission.

Council is committed to building a workplace in which employees can feel safe, engaged and productive.

Council will do this by adopting policies that relate to all aspects of the Employee Life Cycle.

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

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

Council acknowledges that E4m has given license to the Township to print,

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copy, save, or post on its official website for its own use only and the Township may not repurpose or resell this Bylaw in any way.

Decision

Council of the Corporation of the NAME decides it in the best interest of the Corporation to establish certain policies related to the recruitment and management of Officers and Employees of the Municipality.

Direction

NOW THEREFORE the Council of the Corporation of the NAME directs as follows:

1. That the (INSERT TITLE) adopt administrative practices and procedures that are compliant with the *ESA,* the *OHSA,* case law and any other applicable Act or Regulation or such successor Acts or Regulations to carry out the direction of Council as expressed in this Bylaw (hereinafter referred to as guidelines).

2. That these guidelines be submitted to Council for information within ninety (90) days from the passing of this Bylaw.

3. That the (INSERT TITLE) cannot unilaterally amend, change, or fail to follow the established guidelines without notification to Council prior to any amendment, change or decision not to follow an established guideline.

4. That the guidelines be reviewed on a bi-annual basis and a report be delivered to Council by June 30, of any given year in which a report is required, regarding adequacy of each of the Schedules attached to this Bylaw and if there are any recommended changes.

5. That (INSERT TITLE) be responsible to keep up to date on changes in law affecting the guidelines and that changes in law which require amendments to the guidelines and/or this Bylaw be delivered to Council in a report within thirty (30) days of the (INSERT TITLE) becoming aware of the changes.

6. That the direction outlined in the schedules attached to this Bylaw applies to all fulltime and part-time officers and employees of the Municipality (“Officers and Employees”; “Officers or Employees”). It does not apply to the (INSERT TITLE) (CAO/Senior Administrator), volunteers, volunteer firefighters or short-term contract positions.

7. That the following schedules attached hereto form part of this bylaw:
    a. Schedule “A” - Attraction
    b. Schedule “B” - Recruitment

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c. Schedule “C” - Onboarding
d. Schedule “D” - Development
e. Schedule “E” - Retention
f. Schedule “F” - Separation
g. Schedule “G” - Officer & Employee Code of Expected Behavior

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

9. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.

10. That this Bylaw repeals the following Bylaws/Policy:
    a. 2012 HR Policy (as amended)

11. This by-law takes effect on the day of its final passing.

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Schedule “A” – Attraction

PREAMBLE

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

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

Diversity, Equity, and Inclusion

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

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

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

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

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

Safe Workplace

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Physical Safety

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

Officers and Employees will:

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

Psychological Safety

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

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

Further, Council acknowledges that psychologically healthy and safe workplaces:

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

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

Compensation & Benefits

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

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

Compensation

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

The Pay Grid will be adopted by Bylaw and shall:

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

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

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

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

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

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

Benefits

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

i. Regular, Full-Time Employees (under 70 years):

- Extended health coverage
- Dental coverage
- Long-term disability
- Life insurance
- Accidental death and dismemberment insurance

ii. Regular, Full-Time Employee (70) years or older):

- Health Care Spending Account
- Upon reaching age 70, eligible employees enrolled in a Group Extended Health and Dental plans will be transitioned into a Health Care Spending Account.
- Flat amount of life insurance

iii. Full-Time, Contract Employees:

- Health Care Spending Account

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

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

Employee Wellness/Employee Assistance Program

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

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

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

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

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

Voluntary Participation

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

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

Vacation

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

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

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

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

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

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

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

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

Statutory Holidays

The following are paid statutory holidays:

Public Holidays

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

Civic Holidays

- Family Day
- First Monday of August
- Remembrance Day

Municipal Holidays

- Easter Monday

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

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

Leaves of Absence

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

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

Statutory leaves include:

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

Non-statutory leaves include:

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

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

Overtime

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

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

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

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

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Flexible Work Arrangements/Remote Work

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

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

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

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

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Schedule “B” - Recruitment

PREAMBLE

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

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

Position Vacancy

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

a) The job profile/job description to determine if it is adequate and still meets the needs of the municipal corporation;

b) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;

c) If there is still a need for the position or if the position needs to be modified or realigned or changed completely; and

d) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the workplace.

New Position

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

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

a) the position is being created to comply with law;

b) the position has not been included in the salaries/wages established by the budget;

c) the payroll grid needs to be modified to accommodate the new position;

d) the position is being created by external funding; and/or

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

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

a) The name of the position and the expected duties;

b) The value of the position and need for the position to the municipal operation/the level of service defined by Council;

c) The communication and other internal relationships impacted by the position within the organizational structure and propose changes to the overall organizational structure if necessary;

d) The qualifications and personality type/communication style necessary to be successful in the position; and

e) The most appropriate recruitment strategy to fill the position expediently and with an individual that is the best fit for the position, the department and the overall workplace if the position is not being filled from within.

Position Profile

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

a) The title of the position;

b) The requirement for professional designations or certifications;

c) The preferred education, skills and professional attributes required to successfully fulfill the obligations of the position;

d) How the position fits within the operating structure of the Municipality;

e) Who the position reports to within the municipal operating structure;

f) The permitted channels of communication (i.e. interdepartmental, committees, external stakeholders etc.;

g) The internal and external relationships that directly affect the position;

h) General performance expectations for the position;

i) Day to day duties and responsibilities; and

j) Hours of work/work schedule.

Position Profiles will be attached to the employment contract.

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Hiring and Selection

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

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

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

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

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

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

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

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

- Municipal Clerk;

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

Reference and Internet Checks

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

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

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

Criminal Records Check

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

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

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

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

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Letter of and Employment Contracts

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

Employment Contracts

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

a) Identifies the position;

b) The performance requirements of the position;

c) Initial wage rate, any increase after successful completion of the probationary period, benefit entitlements and vacation entitlements as may be negotiated/prorated;

d) The length of the probation period;

e) The requirement to adhere to Council polices as may be amended from time to time;

f) Identifies how the employment relationship may be terminated;

g) Progressive discipline guidelines;

h) Circumstances in which may result in layoff; and

i) An acknowledgement that they receive legal advice related to the contract.

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

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Schedule “C” - Onboarding

PREAMBLE

The NAME is an exciting place to work and offers numerous opportunities to grow and develop future careers. Orientation for new Officers and Employees begins with onboarding. Officer and Employee onboarding is critical to learning job responsibilities, becoming familiar with performance expectations, and building positive working relationships. As such the NAME will provide an Officer and Employee onboarding program.

Definitions

Onboarding**:** Onboarding is a one-year process focusing on integrating a new employee into the organization to facilitate the acquisition of skills, knowledge, and behaviors necessary to be successful in their position. Onboarding begins the moment a candidate is interviewed and ends when a new employee is fully integrated and performing as expected.

Orientation**:** Orientation is a stage of onboarding where a new employee learns about the NAME and their job responsibilities. This typically occurs on their first day but could span over their first week.

Onboarding Program

The Onboarding Program will provide key information needed by Officers and Employees when commencing employment with the Municipality. The Onboarding Program will set out roles and responsibilities to ensure all new employees feel welcome at the NAME.

It will include the provision of key information Officers and employees will need immediately on topics such as:

- Pay
- Pensions and Benefits
- Occupational Health and Safety
- Municipal Policies
- Standards of Conduct
- Learning and Development Opportunities

It will also include:

- Orientation; and
- An “onboarding buddy” for the first (3) months. An Onboarding Buddy is a peer coach who assists the new hire to navigate the NAME’s systems. An Onboarding Buddy partners with a new Officer or Employee for the first few months of their employment to assist them by:
    - Offering encouragement and resources to help introduce

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them to the NAME's culture;
- Explaining basic operational issues;
- Supporting their immediate productivity on the job;
- Helping them build confidence; and
- Exemplifying the NAME's values.

The (INSERT TITLE) is responsible to establish an onboarding program and guidelines that will support the success of any new Officer and Employee.

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Schedule “D” - Development

PREAMBLE

Officers and Employees of the NAME are our most important asset. They are responsible to deliver the programs and services of the NAME which often requires them to have a professional designation, a special licence, and/or specific technical knowledge all of which require continuous learning. Additionally, it requires Officers and Employees who are committed to their work and professional improvement.

- Learning & Professional Development
- Performance Management
- Succession Planning

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Learning and Professional Development

Council is committed to supporting a continuous learning workplace by investing in Officer and Employee professional development opportunities that improve the performance of both the individual and the NAME. Moreover, Council will:

a) Invest in Officer and Employee development to ensure that employees maintain their acquired skills and job qualifications;

b) Provide opportunities for Officers and Employees to add to and improve their skills to support future advancement with the NAME;

c) Promote shared accountability between the Officers and Employees and the NAME for the Officer’s and Employee’s professional development; and

d) Ensure fairness and equity in the application of employee professional development opportunities.

Council will commit a minimum of (5% of the total annual wage amount, a minimum of X amount per person etc.) in the NAME’s budget for Officer and Employee professional development. Additionally, a reserve fund and applicable reserve fund policy shall be established for any portion of the budgeted amount not spent during the fiscal year to be used in the future. To be clear, any amount in the reserve fund is for future professional development opportunities over and above annual budget allocations.

Annually Council will adopt an Officer and Employee Professional Development Plan prior to the adoption of the NAME’s budget.

The (INSERT TITLE) will provide Council with a report by July 31st of any given year that outlines:

- All Mandatory professional development required to be budgeted for in the next fiscal year;
- All professional development identified as necessary during the performance evaluation process that will need to be part of the Officer and Employee Professional Development Plan for the next fiscal year including expected outcomes (i.e. improved performance, increased knowledge etc.);
- A proposal for any additional professional development which must include:
    - The nature of the professional development and how the investment will benefit the individual and the NAME;
    - Measurable expected outcomes;
    - Timeframe for completion (can be multi-year); and
    - Cost
- Planned internal development opportunities:
    - Mentoring/Coaching
    - Knowledge sharing
    - Special or temporary work assignments
    - Cross training
- How the Officer and Employee Professional Development Plan fits within the NAME's Succession Plan.

The (INSERT TITLE) will provide Council with a report by November 30th of any given year that outlines:

- The success of the Officer and Employee Professional Development Plan which at a minimum will include:
    - What were the expected outcomes of the planned opportunities;
    - Who participated in each of the opportunities;
    - An analysis of whether the expected outcomes were achieved.
    - What was the total investment in professional development opportunities to date and if there is a projected surplus that should be reallocated to the reserve fund; and

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- A report of how the training developed knowledge, skill and/or job proficiency as well as how what has been learned impacts the NAME.

Performance Management

The work of Officers and Employees is critical to the NAME being able to provide the desired levels of service and to the achievement of Council's Vision. Council is committed to effective and efficient service delivery which requires the appropriate alignment of human capital, resources, and workplace systems. The most effective way to achieve this is through appropriate human capital management practices.

The (INSERT TITLE) will adopt a practice of Officer and Employee performance management that includes:

a) Officer and Employee engagement;
b) On-going feedback related to work performance;
    - Informal – ongoing communication between supervisor and worker which is not documented
    - Formal – communication between supervisor and worker that is documented i.e. annual performance evaluation, progressive discipline
c) Learning and professional development opportunities;

<u>Officer and Employee Engagement</u>

Key to a healthy and resilient workplace culture is having engaged employees. Engaged employees care about the work that they do, their workplace generally and the success of their employer. Most importantly, employees who feel engaged also feel that their efforts make a difference. Council is committed to a workplace where Officers and Employees are engaged.

On an annual basis, the (INSERT TITLE) will carry out a workplace satisfaction survey for all Officers and Employees to complete. The survey will provide feedback on how satisfied the Officers and Employees are with the workplace. The survey will be anonymous, and each Officer and Employee will be required to confirm that they did complete the survey. A report on the findings will be submitted to Council by August 31 of any given year. The report will contain at a minimum:

- The questions asked;
- The response summaries;
- Analysis of the results; and
- Recommendations for policy changes, if any.

Once per term of Council, the workplace satisfaction survey will be conducted by a qualified external party.

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Work Performance Feedback

Foundational to Officer and Employee success is work performance feedback. Feedback, whether formal or informal, must be respectful and constructive and for the purpose of improving the individual's ability to be successful in the workplace.

Feedback Principles:

- The supervisor and the employee work together to plan, monitor and review an employee's work objectives. This includes clear deliverables, deadlines, and feedback
- Employee feedback is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting
- Employees are encouraged to actively participate in the planning, evaluating, and improving their performance
- Honesty and openness, with effective two-way communication are essential elements of the supervisor/employee relationship

Informal Feedback refers to routine communication and may be noted but not documented.

Formal Feedback refers to any feedback that is documented and placed in the personnel file.

Performance Evaluation

Council recognizes the importance of providing job performance related feedback to municipal employees in a clear and respectful manner. The Municipality is committed to providing an environment wherein performance is measured in a fair and equitable manner and further that Officers and Employees are aware of why, how, and when their performance will be evaluated.

Performance management is both a system and a process. It requires a consistent method of implementation [system] as well as a clear set of action steps [process]. It provides the necessary framework for each Officer and Employee to be successful in their position and for the overall success of the Municipality. This is accomplished by aligning the performance expectations of each employee with the overall goals of Council/the Municipality. Performance management itself is a continuous process.

The (INSERT TITLE) will ensure that all Officers and Employees receive a formal annual performance evaluation using a standardized process which includes:

- Establishing clear objective performance measures and performance

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expectations - actual tasks to be completed.

- Setting subjective performance measures – feedback on task performance (competency) based on preset standards and will include a 360 evaluation for all managers/supervisors. At no time will the subjective measures account for more than thirty-five percent (35%) of the overall performance score.
- Self-assessment conducted by the Officer or Employee
- An Annual Performance Assessment report that outlines how performance was evaluated (including an overall performance score/rating) and reviewed with the individual. The Annual Performance Assessment Report will become part of the individual's personnel record.
- A Success Plan with key learning objectives.
- Semi annually progress review meetings to go over the established performance expectations and consider performance to date.

From time to time, work improvement plans, and progressive discipline may be required to support an employee in achieving satisfactory performance.

Performance management information shall be used for decisions related to:

- Selection (promotion or transfer)
- Organizational goal setting and budgeting
- Salary adjustments
- Succession planning
- Training and development requirements
- Restructuring
- Recognition

The (INSERT TITLE) will adopt guidelines for when work improvement plans or progressive discipline may be required.

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Schedule “E” – Retention

PREAMBLE

The NAME relies on the individuals they employ to deliver programs and services as adopted by Council. Officer and Employee retention is important to the effectiveness and efficiency of the municipal operation. It is the responsibility of Council and the (INSERT TITLE) to create a working environment where Officers and Employees feel valued and remain committed to their position/role in the municipal corporation.

To do so, requires a workplace:

- Where Officers and Employees are hired for competency and cultural fit;
- Where the Employer ends the work relationship with Officers and Employees that do not fit the workplace culture;
- That considers the personal wellbeing of Officers and Employees;
- That is open to providing flexible work options;
- Where good performance is rewarded and opportunities for improvement/success are offered to those Officers or Employees whose performance does not meet the expected level;
- Where communication is open and transparent; and
- Where those in a position of leadership actively listen.

Officer and Employee Retention

Council recognizes that to retain Officers and Employees a commitment to a healthy and resilient workplace culture is required. In addition, an innovative retention strategy needs to be adopted. Council acknowledges that this strategy needs to:

- Be based on the overall vision and mission of the NAME;
- Respect the professionalism and loyalty of Officers and Employees;
- Recognize that Officers and Employees are required to provide their professional opinion, and not what Council wants to hear;
- Ensures that Officers and Employees are actively engaged;
- Prioritize Officer and Employee wellbeing; and
- Provide opportunities for professional growth and development.

The (INSERT TITLE) will adopt guidelines and processes that:

a) Ensures new hires fit the workplace culture;

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b) Continuously monitors workplace culture as well as Officer and Employee job satisfaction/fit;

c) Fosters inclusivity and professional growth;

d) Looks at succession planning and internal advancement; and

e) Allows for continued workplace flexibility and innovation.

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Schedule “F” - Separation

PREAMBLE

Council is committed to the retention of valued Officers and Employees until their retirement. However, Council recognizes that from time-to-time Officers and Employees choose to leave the workplace or may be involuntarily required to leave. Of utmost importance is that any time there is a departure of an Officer or Employee from the workplace that the focus should be on helping the exiting Officer or Employee to depart with as much grace, pride, and confidence as possible. This is of the utmost importance when the individual is not an optimal fit for the position or within the workplace culture.

Voluntary Departure

Any Officer or Employee will be considered to have voluntarily left the employment of the NAME if they:

1. Have given notice two (2) weeks (unless more notice is required in their employment contract) that they are leaving their employment with the NAME;
2. Have given notice eight (8) weeks (unless more or less notice is provided for in their employment contract) that they are retiring from their employment with the NAME;
3. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days (with legal advice); and
4. Have failed to attend work without notice or approved leave for a period of more than three (3) consecutive days after a statutory or non-statutory leave (with legal advice).

The (INSERT TITLE) will adopt guidelines related to who an Officer or Employee is required to provide notice to in event that they plan to voluntarily leave the employment of the NAME. Additionally, the guidelines will include circumstances when an Officer or Employee may be excused from the full notice provision required.

Involuntary Departure

<u>Temporary Layoffs</u>

The NAME may need to layoff some or all Officers or Employees without notice. The (INSERT TITLE) will give as much notice as possible or practical that such a layoff will occur and will advise the potential length of the layoff and the reasons for the layoff.

<u>Terminations</u>

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The NAME may need to end the employment relationship with an Officer or Employee with or without cause. Every effort will be made to alleviate the negative experience of such an action by helping the individual take the next steps of their employment career. The (INSERT TITLE) will notify Council prior to any Officer or Employee termination. The (INSERT TITLE) will adopt procedures for with cause and without cause terminations which at a minimum will include that:

- Letters of termination will be given to the Officer or Employee in person and generally not on a Friday;
- The individual will be treated with respect when they are advised of the ending of the employment relationship;
- Upon termination of employment, an Officer or Employee shall promptly deliver to the NAME any and all property, technology, data, manuals, notes, records, plans, or other documents, including any such documents stored on any video or software related medium, held by the Officer or Employee concerning the Municipality's/Township's/Town's services and programs, developments, and equipment. This includes intellectual or other property made or prepared by the Officer or Employee. An Officer or Employee may with written permission, retain samples of their work if such work is already in the public domain; and
- These considerations may be included in all employment contracts if agreed to by the Employment Lawyer drafting or reviewing the Employment Contract.

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Schedule “G” - Officer & Employee Code of Expected Behaviour

PREAMBLE

The NAME is a responsible level of government. Improving the quality of municipal governance and administration can best be achieved by encouraging high standards of conduct on the part of all Officers and Employees. In particular, the public is entitled to expect the highest standards of conduct from the Officers and Employees of its local government.

Officers and Employees are expected to:

- Perform their duties in a manner that maintains public confidence and trust;
- Not engage in actions which would result in personal gain as a result of their employment with the NAME;
- Not engage in actions that would be in conflict with their duties and obligations as an employee with the NAME; and
- Use good judgment regarding personal and professional conduct.

Officers and Employees shall comply with Federal, Provincial legislation and all law/rules/policies adopted by Council including but not limited to:

- Bylaw 2014-1410 – Purchasing/Procurement
- Council and Staff Communication Policy/Guidelines (Resolution 2014/06/173)
- Workplace Anti-Violence, Harassment & Sexual harassment Policy
- Bylaw 2019-1630 – Council Procedures

Definitions

<u>Confidential Information</u>
Confidential information includes information an Officer or Employee may have access to through their position with the NAME that is not available to the public. This includes but is not limited to:

- Documents, records or other information concerning the Municipality’s/Township’s/Town’s operation, finances, plans or strategies;
- Documents, records or other information concerning taxpayers, employees, vendors and contractors of the NAME including personal information, employment status, vendor status, contractor status, personnel records, performance information, information related to rates of pay and job history;
- Privileged information including advice received from legal counsel and other advisors; and
- All work related information that is not generally available to the public.

Confidential information also includes but is not limited to information in the possession

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of the NAME that the NAME is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act, Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered in a "closed session" meeting under section 239 of the *Municipal Act, 2001.*

Conflict of Interest

A "Conflict of Interest" refers to a situation in which an Officer or Employee has personal or private interests that may compete with the public interests of the NAME and make to fulfill one's duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the NAME generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.

Apparent Conflict

An apparent conflict exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists, even if, in reality, it may not.

Real Conflict

A real conflict exists where a personal interest exists and that interest:

a) Is known to the Officer or Employee; and
b) Has a connection to the Officer's or Employee's duties that is sufficient to influence or interfere with the performance of those duties

Dishonesty or Deceit

Dishonesty or deceit includes any array of acts characterized by intentional deception. Dishonest, illegal or fraudulent activities include, but are not limited to:

- forgery or alteration of documents (cheques, time sheets, independent contractor agreements, purchase orders, etc.);
- misrepresentation of information by an individual;
- misrepresentation of information on documents;
- misappropriation of funds, securities, supplies or any other asset;
- unauthorized use, disappearance, or destruction of Municipal/Township/Town property, equipment, materials or records;
- improper handling or reporting of money transactions;
- authorization or receipt of payments for goods not received or services not performed;
- authorization or receipt of payments for hours not worked;
- any inappropriate expense claim made, which is unrelated or related to the business of the NAME or the Officer's or Employee's job responsibilities; and
- any apparent violation of Federal, Provincial or local laws.

Interests

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Direct Interests: Direct interests are those interests in which the Officer or Employee, by virtue of a significant social or financial relationship, is likely to gain benefits or losses, advantages, or disadvantages.

Indirect Interests: Indirect interests are those interests in which the Officer or Employee, by virtue of a significant social relationship or a financial relationship, may reasonably appear to gain benefits or losses, advantages, or disadvantages, even though the employee may never have a direct interest.

Personal Information:
As defined in s. 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, ("*MFIPPA*"), is recorded information about an identifiable individual, and includes,

a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
c) any identifying number, symbol or other particular assigned to the individual;
d) the address, telephone number, fingerprints or blood type of the individual;
e) the personal opinions or views of the individual except if they relate to another individual;
f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
g) the views or opinions of another individual about the individual; and
h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Expectations

Professionalism
All Officers and Employees are representatives of the Municipality and at all times expected to reflect a professional image. To be clear, Officers and Employees are expected to appear professional and act in a professional, courteous and objective manner when interacting with the public who they serve, and with all external stakeholders who may include:

- Provincial and Federal government representatives;
- Agencies and organizations;
- Contractors, suppliers, etc.
- Officers and Employees of other municipal corporations

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Officers and Employees must also be professional and courteous with members of Council and their co-workers. They must comply with the Council Staff Relations Policy and the Respect in the Workplace Policy.

Personal Interests
Officers and Employees shall not seek to advance a personal interest, directly or indirectly, during the course of their duties.

Examples of advancing a personal interest include but are not limited to:

a) Influencing or attempting to influence the NAME to contract with a person, partnership or corporation for any purpose in which the Officer or Employee has a personal interest, or for which the Officer or Employee has received or reasonably anticipates receiving some profit, payment, or compensation.
b) Soliciting or accepting from any person or corporation any profit, commissions or other payments or favours in the way of price or other advantages, such as loans or services, when:
    i. the person or corporation has had, or may reasonably be expected to have, any business, commerce or trade dealings with the NAME; or
    ii. the person or corporation is seeking any decision, act, advice, comment, endorsement or anything whatsoever from the NAME.

Financial Integrity
Officers and Employees who maintain the NAME's financial and accounting records shall do so with the utmost integrity. They must show accurately and punctually all transactions, assets and liabilities of the NAME. All financial records, expense accounts, invoices, vouchers, bills, payroll and employee records and other reports are to be prepared with care and honesty. False or misleading entries, other false or misleading information, or omissions of entries in the financial records or reports of the NAME, or any unrecorded bank accounts, are strictly prohibited.

No Officer or Employee shall undertake any fraudulent activities. This includes misrepresenting information on documents, authorizing payment for goods and services not received, unauthorized use, destruction, or disappearance of municipal assets and information, and forgery or alteration of documents.

No employee shall establish or maintain secret or unrecorded cash funds or other assets of the NAME for any purpose or conceal any transaction from the auditors.

No employee shall use the NAME's funds for any personal use at any time.

Public Criticism of Council and/or the NAME
Officers and Employees are expected to respect and support all decisions of

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Council and not publicly criticize the NAME or Council as a body or individual members of Council such that the public's perception is adversely affected.

Officers and Employees have a general right to freely express opinions on matters of public policy; however, this right is limited by their employment relationship with the NAME.

Public criticism may include but is not limited to:

- letters to the editor;
- interviews with the media;
- negative statements to the public; and
- posts on social media sites.

Public Speaking/Appearances & Media Relations

No Officer or Employee will speak as a representative of the NAME unless expressly authorized to do so by Council, by the (INSERT TITLE), or by policy. To be clear, Officers of Employees may not:

- speak to members of the press
- post on social media
- cause to have an article/letter to the Editor published related to the NAME

Officers or Employees asked to speak at a professional conference or meeting and are not representing the NAME must clearly state so in their presentation. Additionally, they must inform the (INSERT TITLE) prior to the event.

External Activities:

Officers and Employees by the nature of their employment relationship with the NAME may be seen to represent their employer even when participating in activities separate from the workplace. Officers and Employees are required to take steps to ensure their participation in these activities does not negatively affect the NAME.

a) Additional Employment
   Officers and Employees may not engage in outside work or business activity which:
   - requires the use of knowledge or information uniquely related to their employment with the NAME resulting in a conflict of interest;
   - may negatively influence or affect them in carrying out duties related to their employment with the NAME;
   - takes place while on duty with the NAME;
   - is performed in a way as to appear to be representative of NAME;
   - interferes with the delivery of the NAME's duties;
   - involves the use of NAME resources; or

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- conflicts or competes with services provided by the NAME.

An Officer or Employee who is considering becoming involved in additional employment, must notify the (INSERT TITLE) in writing, outlining the nature of such work and be approved prior to the accepting of the additional employment.

b) Political Activity
   - Officers and Employees may exercise their civic right to run for public office, in accordance with legislative requirements. Should an Officer or Employee wish to run for a political office, they must first seek a leave of absence for the period between the day of nomination and ending on voting day, pursuant to the Municipal Elections Act. If the employee is elected, they must resign their employment with the NAME prior to assuming their new duties.
   -
   - Officers and Employees are entitled to support or be involved in the political campaign of a Municipal, Provincial or Federal candidate or party, provided they do so on personal time and do not present themselves as a representative of the NAME.
   -
   - At all times while conducting their employment duties, Officers and Employees must appear to be politically neutral and are to avoid expressing personal views on matters of public controversy, Municipal policy, or the Municipal administration if the comment will negatively affect public opinion of the NAME.
   -
   - Where an Officer or Employee is uncertain whether their actions or comments are appropriate, they should seek guidance from their immediate supervisor and if that individual is unavailable, the (INSERT TITLE).

c) Memberships on Boards or Committees
   Officers and Employees may be allowed to participate on an external board, commission, or agency if such participation does not interfere with their employment duties and otherwise complies with the Expected Behaviour set out herein. Should an Officer or Employee consider such participation, they shall seek approval from the (INSERT TITLE).

Use of Municipal Resources

No Officer or Employee shall use, or permit the use of, Municipal equipment, land, facilities, supplies, services, staff, or other resource, including any municipally owned information, website, or municipal funds for any purpose or activity other than the lawful business of the municipal corporation.

No Officer or Employee shall seek or acquire any personal financial gain from the use or

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sale of Confidential Information, or of any municipally owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, for which property remains exclusively that of the NAME.

Municipal Vehicles and Equipment

Municipal vehicles and equipment are valuable assets. Every operator of municipal vehicles or mobile equipment shall do so safely, responsibility and within the parameters set by legislation and workplace procedures.

Operators' responsibilities

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment and put the keys in their designated location.

Use of municipal vehicles and mobile equipment

1. Municipal vehicles and mobile equipment are not available for personal use.
2. Municipal vehicles are not available for use by non-profit organizations.
3. Municipal equipment may be used to assist local non-profit organizations by authorization of the Supervisor, Manager or other most senior member of the municipality responsible for such equipment. All such use shall be recorded and reported in the operational reports given to Council.
4. Those employees who require municipal vehicles to carry out their duties and who are called upon to work outside of their scheduled hours of work as part of their normal workplace responsibilities, may park their municipal vehicle at their residence outside of working hours.

Disclosure of Confidential or Personal Information

No Officer or Employee shall disclose, release, sell or publish by any means directly or indirectly, to any person or to the public generally, any Confidential Information acquired during their employment with the NAME, in any form including, but not limited to, written notes, reports, oral and video recording, pictures, electronic correspondence, and any form of social media except when required or authorized by Council or otherwise by law to do so.

No Officer or Employee shall use Confidential Information for personal or private gain or benefit, or to disadvantage any other person or body.

Unless required by law, no Officer or Employee shall disclose the substance of deliberations of meetings held *in-camera* and that are authorized to be held *in-camera* under the *Municipal Act, 2001* or any other legislation unless or until Council discloses such information at a meeting that is open to the public or otherwise releases such information to the public.

An Officer or Employee will not disclose or make personal use of any of the following types of Confidential Information unless required by law:

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a) Information concerning litigation, negotiation or personnel or labour matters;
b) Information the publication of which may infringe on the rights of any person (e.g. source of a complaint where the identity of a complainant is given in confidence);
c) Price schedules in any contract, tender or proposal document while such remains Confidential Information;
d) Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*; and
e) Any other information or statistical data required by law not to be released.

Receipt/Acceptance of Gifts, Hospitality or Other Benefits

Officers and Employees shall not accept Gifts, Benefits and Hospitality connected directly or indirectly with the performance of their employment duties, unless permitted under one or more of the exceptions listed below:

a) compensation authorized by law;
b) Gifts, Benefits and Hospitality of the kind that normally is received as a token of appreciation, has a nominal financial value (less than $100) and is provided as a common courtesy;
c) for volunteer work that is normally not otherwise compensated;
d) a suitable memento of a function honouring the Member;
e) food and beverage consumed at a banquet reception or similar event, if:
    i. attendance is for a legitimate municipal purpose;
    ii. the Person extending the invitation, or a representative of the organization holding the event, is in attendance; and
    iii. the value is reasonable; and
f) a sponsorship or donation for a community event organized that has been authorized by Council or any applicable municipal policy.

Gifts, Benefits and Hospitality provided, with an Officer's or Employee's knowledge, to their spouse, child or parent, that is connected directly or indirectly to the performance of their duties, are considered the same as Gifts, Benefits and Hospitality provided directly to that Officer or Employee.

No Officer or Employee shall accept a gift from an anonymous sender. Where an Officer or Employee receives a gift from an anonymous sender, they will turn the gift in to the Clerk who will donate the gift to a charity/organization on the Municipality's approved donation list.

Reporting and Compliance

Officers and Employees aware of any action not compliant with the Officer and Employee Code of Expected Behaviour shall report their concern promptly. Any violation may result in disciplinary action up to and including termination of employment.

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The (INSERT TITLE) shall adopt guidelines related to:

- how to report a non-compliant act;
- how and by whom an investigation into the matter will be carried out;
- the responsibilities of Officers and Employees during an investigation;
- the requirement of confidentiality during and after the investigation;
- how and when the parties will be given notice of the outcome; and
- when Council will be advised of the matter.

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Current Benefits Potentially Lost

Not included in the HR Bylaw

- Four Floating Holidays
- Enhanced Bereavement Leave
  Current policy contains:
  - 5-day entitlement.
  - 3-day entitlement.
  - 1-day mourner leave.
- Jury Duty Compensation
  Current policy provides:
  - Regular pay for jury selection.
  - Regular pay for first ten days.
  - Partial compensation beyond ten days.

  This is above statutory minimum requirements.
- Five Paid Sick Days
  The current policy provides: Five paid sick days after two weeks employment.
- Training Reimbursements
  Current policy contains:
  - Up to $4,000 annually.
  - Tuition reimbursement.
  - Travel reimbursement.
  - Accommodation reimbursement.
  - Professional development funding.
- Professional Membership Reimbursements
  The Training Policy specifically addresses reimbursement of professional memberships. This could affect:
  - AMO
  - Clerks' associations
  - OBOA
  - OPWA
  - Water/Wastewater licensing organizations

  We typically have these included in an employment contract depending on the position.

- Probation Extensions
  Current hiring policy provides:
  - Three-month probation.
  - Additional three-month extension process.
- Internal Posting Protections
  Current hiring policy includes:
  - Five-day internal posting process.
  - Internal candidate opportunities before external recruitment.
- Career Feedback for Internal Applicants
  Current hiring policy requires feedback/career counselling for unsuccessful internal candidates.

- Work From Home Arrangements
  Current policy contains:
  - Work-from-home agreements.
  - Remote work approval framework.
  - Expense treatment.
  - Flexible arrangements.
- Inclement Weather Compensation
  Current policy provides:
  - Full pay when municipal facilities are officially closed.
  - Alternate work arrangements.
  - Weather-related leave options.
- Five-Day Carryover
  Current policy permits:
  - Carryover of up to five vacation days.
  - Council approval for additional carryover.
  - Vacation Banking on January 1

  Current policy advances vacation credits at the beginning of the year.

Municipalité de / Municipality of Val Rita-Harty

Meeting Minutes

Special Council Meeting October 15, 2026 - 06:00 PM

Membres/Members	Johanne Baril - Mayor
	Steven Lambert - Deputy Mayor
	Roger Lachance – Conseillere/Councillor
	Angele Beauvais – Conseillere/Councillor
	Alain Tremblay – Conseiller/Councillor
Employees:	Barbara Major - Deputy Clerk
Others:	Peggy Young-Lovelace - E4m
Public:	1

1 Call To Order

This Special Meeting of Council is called to order at 6:01 p.m.

2 Land Acknowledgement

Mayor Baril acknowledged the Treaty 9 territory and the importance of taking the land into consideration.

3 Recital of the Municipal Mission and Vision Statements

Nil

4 Adoption of the Agenda
Res. # 26-234
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the agenda be adopted as circulated.

CARRIED

5 Declaration of Pecuniary and General Conflict of Interest

None

6 Working Group Session

6.1 Working Alone Policy

Council was informed that the terminology has been amended. The human resources assessment will be a SOP and will be shared as information with Council. Council recommended the bylaw be adopted.

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

Council provided directions to have the Closed Session Protocol policy amended to incorporate cell phone use during Closed Meeting Sessions. The policy is to include staff/persons attending Closed Meeting Sessions virtually, collection of cell phones during closed sessions, address the ability to hear discussions outside the Council Chambers during closed sessions and to institute restrictions on laptops/tablets when attending virtual closed session meetings and download of apps for such purpose.

7 Legislative matters

7.1 BYLAWS

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

Res. # 26-235
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Mayor Johanne Baril

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.

CARRIED

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

Res. # 26-236
PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

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

CARRIED

8 Administrative Matters

8.1 Joint Audit Compliance Audit Committee appointments

Res. # 26-237
PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

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.

CARRIED

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

Res. # 26-238
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council approve the Standard Operating Procedure for Personal Use of Municipal Property (Municipal Email, Electronic Communication and Online Purchasing Policy.

CARRIED

9 Huis Closed/Closed Session

Res. # 26-239
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Angèle Beauvais

THAT Council move to Closed Session meeting at 6:20 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.

CARRIED

10 Report from Closed Meeting Session

Res. # 26-240
PROPOSÉE PAR / MOVED BY: Councillor Angèle Beauvais
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council returns to public session at 8:09 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 provided direction to staff and the following: That E4m prepares status report for public release at October 20, 2026 meeting; That Councillors S. Lambert and R. Lachance sit on the litigation committee; and That Treasurer and Clerk services RFP be posted with authorization to post on AMCTO and MFOA.

CARRIED

11 Calling of Special Council Meeting

Res. # 26-240
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT a Committee of Adjustment, followed by a Special Council meeting be scheduled for October 29th and a Special Council meeting be held November 10th with possible continuation of meeting on November 12th, 2026.

CARRIED

12 Adjournment

Res. # 26-241
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT this Special Meeting of Council adjourns at 8:14 p.m.

CARRIED

_____ _____

Mayor Deputy Clerk

Municipalité de / Municipality of Val Rita-Harty

Meeting Minutes

Regular meeting of Council October 20, 2026 - 06:00 PM

Membres/Members	Johanne Baril - Mayor Steven Lambert - Deputy Mayor Roger Lachance – Conseillere/Councillor Alain Tremblay – Conseiller/Councillor
Regrets:	Angele Beauvais – Conseillere/Councillor
Employees:	Barbara Major - Deputy Clerk - Virtual
Others:	Josh Young – E4m - Virtual
Public:	6

1 Appel à l'ordre/Called To Order

THAT this regular meeting of Council be called to order at 6:03 p.m.

2 Reconnaissance des terres traditionnelles/Traditional Land Acknowledgement

Mayor Baril reminded that the Municipality of Val Rita-Harty is incorporated on Treaty 9 Territory and the importance of being considerate of the land use and land use responsibility.

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
Res. # 26-241
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT the agenda be adopted as circulated and amended.
Addition of E4m public report as item #12.10.

CARRIED

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

None declared.

6 Discours du maire/Mayor's Address

Mayor Baril recognized the meeting as the last regular meeting of the Council. She spoke to the municipal challenges of Council and the number of terms many on Council have served on behalf of the community. She extended congratulations to Deputy Mayor Lambert as the incoming Acclaimed Mayor.

7 Délégations/présentations/Delegations/Presentations

Nil

8 Approbation du procès-verbal de la (des) dernière(s) réunion(s)/Approval of the Minutes of the Most Recent Meeting (s)
Res. # 26-242
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the minutes of the Regular Council meeting of September 22, 2026 and Special Council meeting of October 7, 2026 be adopted as circulated.

CARRIED

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

Nil

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

10.1 Generator Fuel Tank

Fuel Tank for generator - Additional information will be presented at a forthcoming meeting.

10.2 OK Tire - Update

Council was informed that a meeting was held with Mayor Baril, Councillor Lachance, Legal and OK Tire representatives regarding Consent VRH-02 and VRH-03. A Public and Special meeting of Council will be held October 29, 2026 at 6 p.m. to consider amendments to the deliverables for the Certificate of Completion. Notices have been mailed.

11 Affaires législatives/Legislative Matters

Nil

12 Affaires administratives/Administrative Matters

12.1 Administration Quarterly Report

Res. # 26-243
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the Administration quarterly report to the end of August, 2026 be received.

CARRIED

12.2 Tax Arrears Report

Res. # 26-244
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the tax arrears report be received.
Council noted that utility bill arrears are high and questioned the credit showing on the report. Council requested the matter be returned to the next agenda and the Treasurer report on the credit and arrears with consideration that an instalment plan be considered.

CARRIED

12.3 2027 Canada Summer Jobs 2027
Res. # 26-245
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT the Public Works Supervisor and Treasurer submit an application for funding for three (3) students under the Canada Summer Jobs 2027 funding program.

CARRIED

12.4 Solid Waste Collection Services
Res. # 26-246
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT the report informing Council of the 3% increase in solid waste collection services by the Municipality of Moonbeam be received and bylaw authorizing execution of the agreement be presented at the December regular meeting of Council for adoption and FURTHERMORE that the agreement be evaluated after a year of recycling services by Circular Materials.

CARRIED

12.5 Fire Chief Report
Res. # 26-247
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT the Fire Chief's August and September report be received.
Mayor Baril expressed appreciation, on behalf of Council, for the fire services provided by the Department.

CARRIED

12.6 Public Works Foreman August and September report
Res. # 26-248
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT the August and September Public Works Foreman reports be received.

CARRIED

12.7 Circular Materials - Recycled material
Res. # 26-249
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council for the Township of Val Rita-Harty receive the Circular Materials and verbal report regarding the service provided at no cost to the Municipality.

Council directed staff to prepare a bulletin to be distributed to Val Rita-Harty residents providing information about the services.

CARRIED

12.8 Road Use/Maintenance Agreement - GreenFirst Forest Products
Res. # 26-250

THAT Council authorize the Deputy Clerk to enter into a Road Use and Maintenance Agreement with GreenFirst Forest Products, Columbia Forest Products and further that the agreements be forwarded to the Local Citizens Committee (LCC).

CARRIED

12.9 Consent Agenda (includes items of correspondence not requiring administrative reports/action, Committee reports not requiring any action by Council -- matters that are for information purposes only).
Res. # 26-251
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT the letter from La Caisse Populaire be lifted from the Consent Agenda and be dealt with separately.

CARRIED

12.10 La Caisse Populaire Banking Services
Res. # 26-252
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council send letter to La Caisse Populaire outlining disagreement with closure of the branch in Val Rita, requesting details on methodology, time period studied, cost savings associated with the closure and request to meet with the incoming Council..

CARRIED

12.11 E4m Report
Res. # 26-253
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Roger Lachance

THAT Council receive the public report from E4M.

CARRIED

13 Questions relatives à l'encadrement/Leadership Issues

14 Calendrier/Calendar

The Deputy Clerk explained to Council that on October 26, 2026 the public awaiting results will be requested to wait in the lobby of the Administration office and will be invited to join in the Council Chambers upon completion of Val Rita-Harty Election 2026 results at which time Unofficial Results will be announced.

15 Huis clos/Closed Session
Res. # 26-254
PROPOSÉE PAR / MOVED BY: Councillor Steven Lambert
APPUYÉE PAR / SECONDED BY: Councillor Alain Tremblay

THAT Council move to Closed Session meeting at 7:04 p.m. pursuant to Section 239(2) of the *Municipal Act* to consider:(c) proposed or pending acquisition or disposition of land by the Municipality or local board and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

1. Proposed sale/disposition of land update and
2. Legal matter re: Solar

CARRIED

16 Report from Closed Meeting Session
Res. # 26-255
PROPOSÉE PAR / MOVED BY: Councillor Roger Lachance
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Council return to public session at 7:15 p.m. Council met in Closed Session pursuant to Section 239(2) of the *Municipal Act to* consider: (c) proposed or pending acquisition or disposition of land by the Municipality or local board and (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 of local board. No resolutions emanated from the meeting.

CARRIED

17 Confirmation des procédures/Confirmation of Proceedings
Res. # 26-256
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT Bylaw No. 1274-26, Being a bylaw to confirm the proceedings of Council at its Special Meeting of October 7, 2026 and Regular Council meeting of October 20, 2026 be read and adopted this 20th day of October, 2026.

CARRIED

18 Ajournement/Adjournment

Res. # 26-256
PROPOSÉE PAR / MOVED BY: Councillor Alain Tremblay
APPUYÉE PAR / SECONDED BY: Councillor Steven Lambert

THAT this Regular Council Meeting of October 20, 2026 is adjourned at 7:16 p.m.

CARRIED

_____ _____

Mayor Deputy Clerk

Municipalité de Val Rita-Harty Municipality

Item #: 12	**Personnel responsable / staff: Deputy Clerk**
Date : October 29, 2026	**pour / for: conseil / Council**

Sujet / Re : Purchase of Remembrance Day wreath

Description:

The Royal Canadian Legion Branch 85 has sent request for the Municipality to purchase a wreath for the November 11, 2026 Remembrance Day services at the Kapuskasing cenotaph. Direction from Council on the purchase/size of the wreath is requested with deadline to order being October 30, 2026. In 2026 the Municipality purchased a large wreath.

The form is also requesting the municipal representative to be at the cenotaph at 9:45 on November 11th for purposes of laying the wreath.

Lien avec plan stratégique / Link to Strategic Plan:

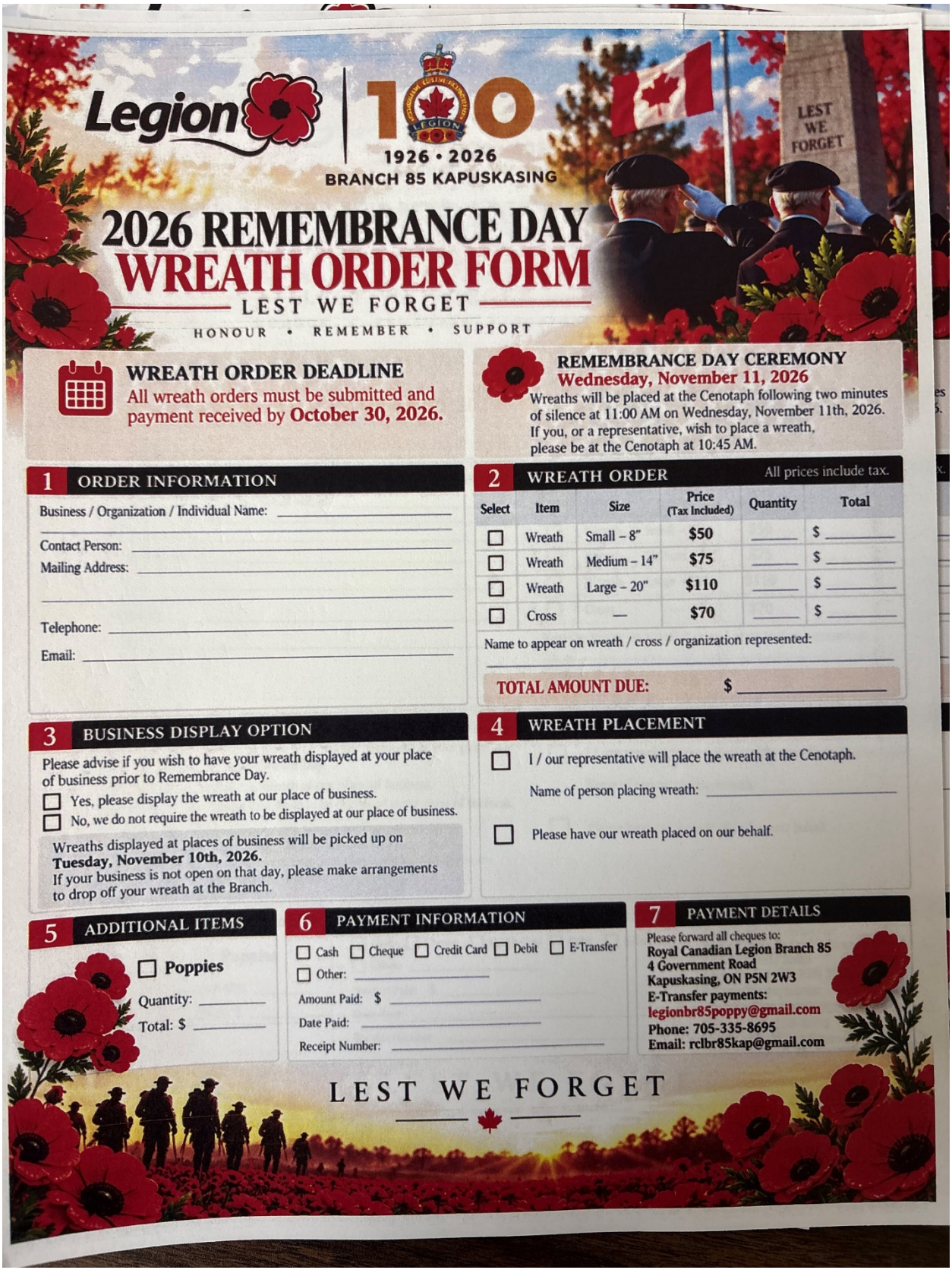
The report aligns with the Municipal Strategic Plan by ensuring transparency, communication and accountability.

Recommandation / Recommendation:

THAT Council for the Municipality of Val Rita-Harty purchase a ----------wreath from Branch 85 of the Royal Canadian Legion and ----------attend at the Kapuskasing cenotaph for purposes of laying the wreath on November 11, 2026.

Financial Implications: $50-$110 (taxes inclusive)

Rapport soumis par / Respectfully submitted:
Barbara Major
Deputy Clerk


Legion
100
1926 • 2026
BRANCH 85 KAPUSKASING
LEST WE FORGET
2026 REMEMBRANCE DAY
WREATH ORDER FORM
LEST WE FORGET
HONOUR • REMEMBER • SUPPORT
WREATH ORDER DEADLINE
All wreath orders must be submitted and payment received by October 30, 2026.
REMEMBRANCE DAY CEREMONY
Wednesday, November 11, 2026
Wreaths will be placed at the Cenotaph following two minutes of silence at 11:00 AM on Wednesday, November 11th, 2026. If you, or a representative, wish to place a wreath, please be at the Cenotaph at 10:45 AM.
1 ORDER INFORMATION
Business / Organization / Individual Name:
Contact Person:
Mailing Address:
Telephone:
Email:
2 WREATH ORDER
All prices include tax.
Select | Item | Size | Price (Tax Included) | Quantity | Total
☐ | Wreath | Small – 8" | $50 | | $
☐ | Wreath | Medium – 14" | $75 | | $
☐ | Wreath | Large – 20" | $110 | | $
☐ | Cross | — | $70 | | $
Name to appear on wreath / cross / organization represented:
TOTAL AMOUNT DUE: $
3 BUSINESS DISPLAY OPTION
Please advise if you wish to have your wreath displayed at your place of business prior to Remembrance Day.
☐ Yes, please display the wreath at our place of business.
☐ No, we do not require the wreath to be displayed at our place of business.
Wreaths displayed at places of business will be picked up on Tuesday, November 10th, 2026.
If your business is not open on that day, please make arrangements to drop off your wreath at the Branch.
4 WREATH PLACEMENT
☐ I / our representative will place the wreath at the Cenotaph.
Name of person placing wreath:
☐ Please have our wreath placed on our behalf.
5 ADDITIONAL ITEMS
☐ Poppies
Quantity:
Total: $
6 PAYMENT INFORMATION
☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit ☐ E-Transfer
☐ Other:
Amount Paid: $
Date Paid:
Receipt Number:
7 PAYMENT DETAILS
Please forward all cheques to:
Royal Canadian Legion Branch 85
4 Government Road
Kapuskasing, ON P5N 2W3
E-Transfer payments:
legionbr85poppy@gmail.com
Phone: 705-335-8695
Email: rclbr85kap@gmail.com
LEST WE FORGET

Municipalité de Val Rita-Harty Municipality

Item #: 12	**Personnel responsable / staff: Deputy Clerk**
Date : October 29, 2026	**pour / for: conseil / Council**
Sujet / Re : OPP 2027 billing costs	

Description:

The annual 2027 OPP billing letter and statement is attached and outlines costs for next year.

Lien avec plan stratégique / Link to Strategic Plan:

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

Recommandation / Recommendation:

THAT Council for the Municipality of Val Rita-Harty receive the 2027 OPP billing letter and statement.

Financial Implications: $163,738

Rapport soumis par / Respectfully submitted:
Barbara Major
Deputy Clerk

Ontario Provincial Police
Police provinciale de l'Ontario

Crime Prevention and Community Support Bureau
Bureau de la prévention du crime et du soutien communautaire

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File Reference:

October 23, 2026

Dear Mayor/Reeve/CAO/Treasurer:

Re: 2027 Annual Billing Statements

Please find attached your Ontario Provincial Police (OPP) Annual Billing Statement package including 2027 estimated costs and a statement for the 2025 year-end reconciliation. The final cost adjustment resulting from the 2025 reconciliation process, including the discount applied to 2025 estimated costs, has been applied to the calculated billing amount for the 2027 calendar year.

As noted in the letter sent to you by the Solicitor General dated August 14, 2026, any increase in total policing costs for calendar year 2027, including the 2025 year-end adjustment, has been capped at 11% over the final amount billed in 2026 (lesser of calculated billing or capped payable).

To provide clarity and transparency, your statement includes:

- The actual calculated billing amount for 2027.
- A capped amount, based on the final 2026 payable amount plus 11%.

The municipality will be billed the lower of these two amounts during the 2027 calendar year.

The final reconciliation of your 2027 annual costs will appear in your 2029 Annual Billing Statement. The reconciled 2027 costs will reflect the 11% cap over 2026 payable.

For more detailed information on the 2027 Annual Billing Statement package, please refer to the resource material available on the internet, www.opp.ca/billingmodel. Further, OPP Municipal Policing will host webinar information sessions to review 2027 cost recovery. An email invitation, including the webinar dates and additional details, will be forwarded to municipalities once the session dates have been finalized.

If you have questions about the Annual Billing Statement, please e-mail OPP.MunicipalPolicing@opp.ca.

Yours truly,

Brad McCallum
Chief Superintendent
Commander
Crime Prevention & Community Support Bureau

OPP 2027 Annual Billing Statement

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2027

Please refer to www.opp.ca for 2027 Municipal Policing Billing General Information summary for further details.

			Cost per Property $	Total Cost $
Base Service	**Property Counts**			
	Household	392		
	Commercial and Industrial	31		
	Total Properties	423	219.04	92,654
Calls for Service	(see summaries)			
	Total all municipalities	227,806,961		
	Municipal portion	0.0259%	139.70	59,092
Overtime	(see notes)		19.20	8,120
Prisoner Transportation	(per property cost)		1.63	689
Accommodation/Cleaning Services	(per property cost)		6.61	2,796
Total 2027 Estimated Cost			**386.17**	**163,351**
2025 Year-End Adjustment	(see summary)			1,477
Calculated Billing for 2027				**164,828**
Capped Payable for 2027				**163,738**
Total Billing for 2027 (Lesser of Calculated Billing or Capped payable)				**163,738**
2027 Monthly Billing Amount				**13,645**

Notes

Cost increases for the Total 2027 Billing amount have been capped at 11% over the Total 2026 Billing amount.

2026 Grand Total Billing Amount	147,511
11% of 2026 Grand Total Billing	16,226
Capped Payable for 2027	163,738

The capped payable for 2027 is lower than the calculated billing amount by $1,090.

Eligibility for the Regulatory Discount requires a minimum standard deviation of 3.0. Your Municipality's standard deviation value is -0.2.

OPP 2027 Annual Billing Statement

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2027

Notes to Annual Billing Statement

1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2027 billing purposes the allocation of the municipal workload in detachments has been calculated to be 52.9 % Base Services and 47.1 % Calls for Service. The total 2027 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.

2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of $219.04 estimated for 2027. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.

3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.

4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2022, 2023, 2024 and 2025 has been analyzed and averaged to estimate the 2027 costs. The costs incorporate the 2027 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2027 hours and salary rates and included in the 2029 Annual Billing Statement.

5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2027 costs have been estimated based on the 2025 activity levels. These costs will be reconciled to the actual cost of service required in 2027.

   There was no information available about the status of 2027 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

6) Year-end Adjustment - The 2025 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The original 10% Discount amount applied to the 2025 Estimated Costs has also been applied to the 2025 Reconciled Costs. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, additional service agreements and court security.

7) Regulatory Discount - The discounts table provides relief to municipalities with unusually high policing demands and costs. The model uses calls for service activity per property to identify municipalities whose service demands are significantly above the provincial average. Municipalities whose ratio is three standard deviations or more above the provincial average are considered outliers and are eligible for a discount on their Calls for Service and Overtime costs.

OPP 2027 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1 to December 31, 2027

Salaries and Benefits	Positions FTE	Base %	$/FTE	Total Base Services and Calls for Service $	Base Services $	Calls for Service $
Uniform Members Note 1						
Superintendent	0.18	100.0	*223,923*	40,306	40,306	-
Inspector	28.03	100.0	*198,916*	5,575,623	5,575,623	-
Staff Sergeant-Detachment Commander	7.88	100.0	*181,915*	1,433,489	1,433,489	-
Staff Sergeant	42.54	100.0	*166,045*	7,063,573	7,063,573	-
Sergeant	245.82	52.9	*152,351*	37,451,016	19,817,867	17,633,149
Constable	1,682.31	52.9	*127,617*	214,692,126	113,605,061	101,087,065
Part-Time Constable	16.88	52.9	*101,516*	1,713,583	906,534	807,049
Total Uniform Salaries	2,023.64		-	267,969,717	148,442,455	119,527,262
Contractual Payouts			*6,669*	13,382,116	7,326,901	6,055,215
Shift Premiums & Second-In-Command Premiums			*1,200*	2,334,490.87	1,235,305	1,099,185
Uniform Benefits - Inspector			*29.48%*	1,655,576	1,655,576	-
Uniform Benefits - Full-Time Salaries			*38.56%*	100,502,863	54,724,349	45,778,514
Uniform Benefits - Part-Time Salaries			*19.35%*	331,578	175,414	156,164
Total Uniform Salaries & Benefits			-	**386,176,341**	**213,560,000**	**172,616,341**
Detachment Civilian Members						
Detachment Administrative Clerk	154.46	52.9	*79,741*	12,316,736	6,517,201	5,799,535
Detachment Operations Clerk	12.68	52.9	*71,757*	909,876	481,488	428,388
Detachment Clerk - Typist	3.72	52.9	*69,076*	256,962	136,080	120,883
Court Officer - Administration	49.38	52.9	*96,870*	4,783,432	2,531,208	2,252,223
Crimestoppers Co-ordinator	1.07	52.9	*77,849*	83,298	44,374	38,924
Cadet	12.23	52.9	*54,206*	662,944	350,715	312,229
Total Detachment Civilian Salaries	233.54			19,013,248	10,061,066	8,952,183
Civilian Benefits - Full-Time Salaries			*37.29%*	7,090,040	3,751,771	3,338,269
Total Detachment Civilian Salaries & Benefits				**26,103,289**	**13,812,837**	**12,290,451**
Support Costs - Salaries and Benefits						
Communication Operators			*7,893*	15,972,591	8,742,760	7,229,830
Prisoner Guards			*2,696*	5,455,733	2,986,251	2,469,482
Operational Support			*7,575*	15,329,073	8,390,525	6,938,549
RHQ Municipal Support			*3,159*	6,392,679	3,499,098	2,893,581
Telephone Support			*174*	352,113	192,733	159,381
Office Automation Support			*951*	1,924,482	1,053,385	871,097
Mobile and Portable Radio Support			*372*	759,073.44	415,371	343,702
Total Support Staff Salaries and Benefits Costs				**46,185,744**	**25,280,123**	**20,905,621**
Total Salaries & Benefits				**458,465,374**	**252,652,961**	**205,812,413**
Other Direct Operating Expenses Note 2						
Communication Centre			*161*	325,806	178,333	147,473
Operational Support			*1,499*	3,033,436	1,660,382	1,373,054
RHQ Municipal Support			*310*	627,328	343,375	283,954
Telephone			*1,005*	2,033,758	1,113,198	920,560
Mobile Radio Equipment Repairs & Maintenance			*195*	397,901	217,735	180,166
Office Automation - Uniform			*4,895*	9,905,718	5,421,996	4,483,722
Office Automation - Civilian			*1,199*	280,014	148,172	131,842
Vehicle Usage			*11,640*	23,555,170	12,893,162	10,662,007
Detachment Supplies & Equipment			*780*	1,578,439	863,975	714,464
Uniform & Equipment			*3,323*	6,780,648	3,710,429	3,070,219
Uniform & Equipment - Court Officer			*1,165*	57,528	30,441	27,086
Total Other Direct Operating Expenses				**48,575,747**	**26,581,199**	**21,994,548**
Total 2027 Municipal Base Services and Calls for Service Cost				**$ 507,041,121**	**$ 279,234,159**	**$ 227,806,961**
Total OPP-Policed Municipal Properties					**1,274,814**	
Base Services Cost per Property					**$ 219.04**	

OPP 2027 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1 to December 31, 2027

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2022 through 2025. Additional service agreements, court security, prisoner transportation and cleaning staff are excluded.

   The equivalent of 84.29 FTEs with a cost of $18,740,635 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

   Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2027 salaries were estimated based on the 2026 rates set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of 3.0% for 2027 applied. The 2027 salaries also incorporate a 3% Frontline Patrol Premium.

   The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2026-27). Contractual Payouts, Shift Premiums & Second-in-Command Premiums, and Benefit costs are subject to reconciliation.

   FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 52.9% Base Services : 47.1% Calls for Service.

2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2026 Municipal Policing Cost-Recovery Formula.

OPP 2027 Calls for Service Billing Summary

Val Rita-Harty Tp

Estimated costs for the period January 1 to December 31, 2027

Calls for Service Billing Workgroups	Calls for Service Count					2027 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2027 Estimated Calls for Service Cost
	2022	2023	2024	2025	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	0	1	0	1	1	4.3	2	0.0001%	259
Drugs	0	1	0	1	1	105.9	53	0.0028%	6,373
Operational	41	51	38	33	41	4.0	163	0.0086%	19,618
Operational 2	8	8	4	5	6	1.8	11	0.0006%	1,354
Other Criminal Code Violations	2	4	6	1	3	6.6	21	0.0011%	2,582
Property Crime Violations	8	10	11	9	10	5.8	55	0.0029%	6,632
Statutes & Acts	6	7	8	3	6	3.6	22	0.0011%	2,600
Traffic	2	8	1	4	4	3.7	14	0.0007%	1,670
Violent Criminal Code	14	10	12	8	11	13.6	150	0.0079%	18,005
Municipal Totals	**81**	**100**	**80**	**65**	**82**		**491**	**0.0259%**	**$59,092**

Provincial Totals **(Note 4)**

Calls for Service Billing Workgroups	Calls for Service Count					2027 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2027 Estimated Calls for Service Cost
	2022	2023	2024	2025	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	2,525	2,404	2,569	2,169	2,417	4.3	10,392	0.5490%	1,250,700
Drugs	820	940	944	877	895	105.9	94,798	5.0084%	11,409,528
Operational	178,423	182,555	198,566	188,472	187,004	4.0	748,016	39.5195%	90,028,184
Operational 2	46,759	47,507	47,196	46,311	46,943	1.8	84,498	4.4642%	10,169,824
Other Criminal Code Violations	12,435	13,135	14,776	15,013	13,840	6.6	91,343	4.8259%	10,993,667
Property Crime Violations	49,195	49,802	48,800	44,486	48,071	5.8	278,811	14.7303%	33,556,561
Statutes & Acts	33,229	34,566	37,180	37,654	35,657	3.6	128,366	6.7819%	15,449,668
Traffic	38,981	32,888	34,394	38,348	36,153	3.7	133,765	7.0672%	16,099,480
Violent Criminal Code	21,780	22,924	24,689	25,544	23,734	13.6	322,787	17.0536%	38,849,349
Provincial Totals	**384,148**	**386,721**	**409,114**	**398,874**	**394,714**		**1,892,776**	**100%**	**$227,806,961**

Notes to Calls for Service Billing Summary

1) Displayed without decimal places, exact numbers used in calculations
2) Displayed to four decimal places, nine decimal places used in calculations
3) Total costs rounded to zero decimals
4) Provincial Totals exclude data for dissolutions and post-2023 municipal police force amalgamations.

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OPP 2027 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2022 to 2025

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2022	2023	2024	2025	
Grand Total	**81**	**100**	**80**	**65**	**81.50**
Drug Possession	0	1	0	1	0.50
DRUG related occurrence	0	1	0	1	0.50
Drugs	0	1	0	1	0.50
Possession of cannabis for purpose of distributing	0	1	0	0	0.25
Trafficking - Other Controlled Drugs and Substances Act	0	0	0	1	0.25
Operational	41	51	38	33	40.75
Animal - Bear Complaint	0	0	0	2	0.50
Animal - Dog Owners Liability Act	0	0	0	1	0.25
Animal Stray	1	0	2	2	1.25
Assist Public	3	4	8	2	4.25
By-Law-Master code	0	1	0	0	0.25
Distressed / Overdue Motorist	1	0	0	1	0.50
FAMILY DISPUTE	3	8	8	3	5.50
Fire - Building	1	0	1	1	0.75
Fire - Vehicle	0	0	1	0	0.25
Found Property - Master Code	1	0	0	0	0.25
Insecure Condition - Master Code	0	1	0	0	0.25
Intimate Partner Violence	9	14	3	7	8.25
Medical Assistance - Other	0	1	0	0	0.25
Missing Person 12 & older	0	0	0	1	0.25
Missing Person Located 12 & older	0	0	1	0	0.25
Neighbour Dispute	12	11	1	6	7.50
Noise By-Law	0	1	0	0	0.25
Noise Complaint - Animal	1	0	0	0	0.25
Noise Complaint - Master Code	2	0	3	1	1.50
Noise Complaint - Residence	0	3	0	0	0.75
Phone - Other - No Charges Laid	0	0	0	1	0.25
Phone - Threatening - No Charges Laid	1	0	0	0	0.25
Sudden Death - Accidental	0	0	1	0	0.25
Sudden Death - Natural Causes	0	1	2	0	0.75
Sudden Death - Others	0	1	2	0	0.75
Suspicious Person	1	0	3	1	1.25
Suspicious vehicle	3	1	0	1	1.25
Trouble with Youth	1	2	1	2	1.50
Unwanted Persons	1	1	1	1	1.00
Vehicle Recovered - All Terrain Veh	0	1	0	0	0.25
Operational 2	8	8	4	5	6.25
911 call - Dropped Cell	2	1	0	2	1.25
911 call / 911 hang up	1	4	0	0	1.25
False Holdup Alarm - Accidental Trip	0	0	1	0	0.25
Keep the Peace	5	3	3	3	3.50
Other Criminal Code Violations	2	4	6	1	3.25
Bail Violations - Fail To Comply	1	2	3	0	1.50
Bail Violations - Master Code	0	1	0	0	0.25

OPP 2027 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2022 to 2025

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2022	2023	2024	2025	
Breach of Probation	0	0	1	1	0.50
Breach of Probation - In relation to children	0	0	1	0	0.25
Child Sexual abuse and exploitation material - Print/publish	0	0	1	0	0.25
Indecent acts - Other	0	1	0	0	0.25
Libel - Defamatory	1	0	0	0	0.25
Property Crime Violations	8	10	11	9	9.50
Break & Enter	3	0	0	0	0.75
Fraud - False Pretence Under $5,000	0	2	0	0	0.50
Fraud - Money/property/security Over $5,000	0	0	0	2	0.50
Fraud - Money/property/security Under $5,000	1	0	0	0	0.25
Fraud - Other	0	1	1	1	0.75
Fraud - Welfare benefits	0	1	0	0	0.25
Identity Fraud	0	0	0	1	0.25
Mischief	3	2	3	1	2.25
Mischief - Interfere with lawful use, enjoyment of property	0	0	0	1	0.25
Personation with Intent (fraud)	0	0	1	0	0.25
Property Damage	0	1	1	0	0.50
Theft Over - Master Code	0	0	1	0	0.25
Theft Under $5,000 - Building	0	0	0	1	0.25
Theft Under $5,000 - Master Code	1	1	0	2	1.00
Theft Under $5,000 - Other Theft	0	2	4	0	1.50
Statutes & Acts	6	7	8	3	6.00
Landlord / Tenant	2	0	1	0	0.75
Mental Health Act	1	4	3	2	2.50
Mental Health Act - Apprehension	0	2	1	0	0.75
Mental Health Act - Attempt Suicide	0	0	1	0	0.25
Mental Health Act - Threat of Suicide	1	0	0	0	0.25
Trespass To Property Act	2	1	2	1	1.50
Traffic	2	8	1	4	3.75
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION]	1	2	0	0	0.75
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION]	0	4	1	2	1.75
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION]	1	1	0	2	1.00
MVC (MOTOR VEHICLE COLLISION) - Master Code	0	1	0	0	0.25
Violent Criminal Code	14	10	12	8	11.00
Aggravated Assault - Level 3	1	0	0	0	0.25
Assault - Level 1	4	5	3	4	4.00
Assault With Weapon or Causing Bodily Harm - Level 2	3	0	2	2	1.75
Criminal Harassment	1	1	1	0	0.75
Extortion	0	0	1	0	0.25
Indecent/Harassing Communications	1	1	1	0	0.75
Sexual Assault	2	0	1	2	1.25
Sexual Assault With a Weapon	0	0	1	0	0.25
Sexual Interference	1	0	1	0	0.50
Utter Threats to Person	0	3	1	0	1.00

OPP 2027 Calls for Service Details

Val Rita-Harty Tp

For the calendar years 2022 to 2025

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2022	2023	2024	2025	
Utter Threats-Master code	1	0	0	0	0.25

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OPP 2025 Reconciled Year-End Summary

Val Rita-Harty Tp

Reconciled cost for the period January 1 to December 31, 2025

			Cost per Property $	Reconciled Cost $	Estimated Cost $	Reconciliation Variance $
Base Service	**Property Counts**					
	Household	391				
	Commercial and Industrial	33				
	Total Properties	424	191.15	81,046	80,321	725
Calls for Service						
	Total all municipalities	211,865,714				
	Municipal portion	0.0272%	136.09	57,701	57,054	647
Overtime			13.69	5,804	5,751	53
Prisoner Transportation	(per property cost)		1.55	657	708	(51)
Accommodation/Cleaning Services	(per property cost)		5.93	2,514	2,417	98
Total 2025 Costs			**348.40**	**147,722**	**146,250**	
10% Discount on 2025 Estimated Costs				(14,625)	(14,625)	
Total 2025 Costs After Discount				**133,097**	**131,625**	
2025 Billed Amount				**131,620**		
2025 Year-End-Adjustment				**1,477**		

Notes

The Year-End Adjustment above is included as an adjustment on the 2027 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2027.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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OPP 2025 Reconciled Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2025

Salaries and Benefits	Positions FTE	Base %	$/FTE	Total Base Services and Calls for Service $	Base Services $	Calls for Service $
Uniform Members Note 1						
Inspector	26.56	100.0	*187,318*	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander	8.60	100.0	*168,905*	1,452,587	1,452,587	-
Staff Sergeant	38.53	100.0	*156,979*	6,048,392	6,048,392	-
Sergeant	226.23	50.7	*143,004*	32,351,895	16,405,469	15,946,425
Constable	1,618.15	50.7	*120,760*	195,407,228	99,085,708	96,321,520
Part-Time Constable	11.97	50.7	*91,572*	1,096,112	555,839	540,272
Total Uniform Salaries	1,930.04			241,331,390	128,523,173	112,808,217
Statutory Holiday Payout			*6,127*	11,751,182	6,181,276	5,569,906
Shift Premiums			*1,197*	2,221,358.97	1,126,397	1,094,962
Uniform Benefits - Inspector			*29.48%*	1,466,682	1,466,682	-
Uniform Benefits - Full-Time Salaries			*38.56%*	90,716,295	47,425,776	43,290,520
Uniform Benefits - Part-Time Salaries			*19.35%*	212,098	107,555	104,543
Total Uniform Salaries & Benefits				**347,699,006**	**184,830,859**	**162,868,147**
Detachment Civilian Members Note 1						
Detachment Administrative Clerk	164.29	50.7	*75,342*	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk	3.41	50.7	*69,798*	238,011	120,750	117,260
Detachment Clerk - Typist	1.74	50.7	*62,349*	108,488	54,867	53,620
Court Officer - Administration	28.73	50.7	*92,124*	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator	0.89	50.7	*73,240*	65,184	32,958	32,226
Cadet	1.62	50.7	*51,219*	82,974	41,999	40,975
Total Detachment Civilian Salaries	200.68			15,519,324	7,869,568	7,649,757
Civilian Benefits - Full-Time Salaries			*37.29%*	5,787,156	2,934,562	2,852,594
Total Detachment Civilian Salaries & Benefits				**21,306,481**	**10,804,130**	**10,502,351**
Support Costs - Salaries and Benefits Note 2						
Communication Operators			*6,682*	12,896,527	6,782,230	6,114,297
Prisoner Guards			*2,061*	3,977,812	2,091,915	1,885,897
Operational Support			*7,119*	13,739,955	7,225,785	6,514,170
RHQ Municipal Support			*3,208*	6,191,568	3,256,120	2,935,448
Telephone Support			*157*	303,016	159,355	143,661
Office Automation Support			*938*	1,810,378	952,070	858,308
Mobile and Portable Radio Support			*357*	693,297.57	364,522	328,776
Total Support Staff Salaries and Benefits Costs				**39,612,554**	**20,831,997**	**18,780,557**
Total Salaries & Benefits				**408,618,041**	**216,466,986**	**192,151,055**
Other Direct Operating Expenses Note 2						
Communication Centre			*150*	289,506	152,250	137,256
Operational Support			*1,112*	2,146,204	1,128,680	1,017,524
RHQ Municipal Support			*360*	694,814	365,400	329,414
Telephone			*1,458*	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance			*168*	326,258	171,540	154,718
Office Automation - Uniform			*4,487*	8,660,089	4,554,305	4,105,784
Office Automation - Civilian			*1,154*	231,585	116,485	115,100
Vehicle Usage			*10,219*	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment			*1,073*	2,070,933	1,089,095	981,838
Uniform & Equipment			*2,360*	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer			*1,037*	29,793	15,109	14,684
Total Other Direct Operating Expenses				**41,569,403**	**21,854,744**	**19,714,660**
Total 2025 Municipal Base Services and Calls for Service Cost				**$ 450,187,444**	**$ 238,321,730**	**$ 211,865,714**
Total OPP-Policed Municipal Properties					**1,246,809**	
Base Services Cost per Property					**$ 191.15**	

OPP 2025 Reconciled Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Additional service agreements, court security, prisoner transportation and cleaning staff are excluded.

   The equivalent of 85.71 FTEs with a cost of $17,966,693 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

   Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025). The 2027 salaries also incorporate a 3% Frontline Patrol Premium. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2025-26). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

   FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

District of Cochrane Social Services Administration Board
MINUTES OF THE REGULAR MEETING OF THE BOARD
HELD ON Thursday, September 17, 2026 at 04:30 PM
HELD AT LEGION 88 and VIA TEAMS

Present

Michelle Boileau – Chair
David Plourde – Vice Chair
Sylvie Belanger
Patrick Roberts
Tory Delaurier
Peter Politis
Lorne Feldman
Steve Black
Andrew Marks
Dave Dyment

Regrets

Roger Sigouin
Kristin Murray
John Curley

Staff

Brian Marks, Chief Administration Officer
Angela Delaurier, Director of Finance
Linday Cumming, Director of Housing Services
Christine Heavens, Director of Community Development and Services
Marc Renaud, Chief of Paramedic Services
Kaileigh Russell, Communications Manager
Daniella Troscsak, Administrative Assistant to CAO

1. Land Acknowledgement

   The Chair read the Land Acknowledgement.

2. Approval of Agenda - Resolution #26-091

   Moved By Tory Delaurier
   Seconded By Andrew Marks
   THAT the agenda for the September 17, 2026 CDSB meeting be approved.

   Carried

2.1 Board Member Absences

   Roger Sigouin, Kristin Murray and John Curley were absent.

2.2 Disclosure of Pecuniary/Conflict of Interest

   No disclosures were made.

3. In-Camera Portion of the Meeting - Resolution #26-092

   Moved By Andrew Marks
   Seconded By Dave Dyment
   THAT the CDSB hereby move into the in-camera portion of the meeting.

   Carried

4. Approval of In Camera Resolutions - Resolution #26-097

   Moved By Andrew Marks
   Seconded By Sylvie Belanger
   THAT the CDSB approve the following in-camera resolutions:
   #26-093 – Approval of September 17, 2026 in-camera meeting agenda
   #26-094 – Approval of August 5, 2026 in-camera minutes
   #26-095 – CDLHC – 37 Montgomery Avenue Project
   #26-096 – Return to regular portion of the meeting

   Carried

5. Approval of Minutes - August 5, 2026 - Resolution #26-098

   Moved By Tory Delaurier
   Seconded By David Plourde
   THAT the minutes of the August 5, 2026 CDSB meeting be approved.

   Carried

6. Correspondence

6.1 Ministry of Health - Land Ambulance Services Grant (LASG)
For information.

7. Finance

7.1 1800 Riverside Drive Updated Financial Report
For information.

8. Community Development and Services

8.1 HIFIS and By-Name Data Reporting Update

Administration reported that work is underway to transition from the Excel-based By-Name List to the Homelessness Individuals and Families Information System (HIFIS). Data clean-up and validation are required before accurate By-Name data can be reported through HIFIS. During this transition period, monthly homelessness data updates will continue to be provided using the By-Name List; however, the public dashboard will be temporarily removed until the data validation process is complete.

8.2 Homelessness Prevention Program (HPP) 2026-2027 Allocation - Resolution #26-099

The Ministry of Municipal Affairs and Housing confirmed a 2026-27 Homelessness Prevention Program (HPP) allocation of $6.061 million for CDSB and required the submission of an Investment Plan for approval. Agency funding requests totaled approximately $10.7 million, creating an unfunded pressure of approximately $4.7 million. An independent evaluation group reviewed the submissions and provided advisory feedback to support Administration's funding recommendations. Public announcement of the funding allocations will occur following the execution of individual HPP funding agreements.

Moved By David Plourde
Seconded By Andrew Marks
BE IT RESOLVED THAT the Board receives the Homelessness Prevention Program (HPP) 2026-2027 Allocation Investment Plan.

Carried

9. Children's Services

9.1 EarlyON Summer Program Update

Administration reported strong participation in EarlyON programs across the District during July and August 2026, with more than 6,000 visits recorded. High engagement was seen at the Spruce Hill Lodge site in South Porcupine, while the EarlyON Mobile program continued to improve access by bringing services directly into communities and neighborhoods. Administration also reported the successful transition of the Cochrane and Matheson sites to direct CDSB delivery and welcomed the reopening of the Timmins Native Friendship Centre for Indigenous-led EarlyON programming.

9.2 Investing in Families - Community Reinvestment Funds - Resolution #26-100

The Board approved the distribution of $102,000 in Community Reinvestment Funds, a legacy program of the National Child Benefit Supplement, to agencies across the District. The funding will support programs and services that directly or indirectly promote healthy early childhood development and provide supports for children and families..

Moved By Sylvie Belanger
Seconded By Lorne Feldman
BE IT RESOLVED that the Board approve the Community Reinvestment Fund allocations as presented.

Carried

10. Paramedic Services

10.1 REACH – Response to Increasing No Patient Contact Calls

The REACH (Response, Engagement, Assistance & Community Health) pilot program was launched in response to the increasing number of ambulance calls involving individuals lying or sleeping in public spaces who do not require emergency medical care. The program pairs a paramedic with outreach workers and other community professionals to proactively engage individuals, assess immediate needs, provide basic assistance, and facilitate connections to community supports. Early results have been encouraging, and the pilot will continue until November 30, 2026, with an evaluation to be completed at its conclusion.

11. Housing Services

11.1 Market Rent Increase for 2027 - Resolution #26-101

The CDSB has been charging and collecting rent for its 1200 plus Rent Geared to Income (RGI) units since downloaded from the Province. CDSB follows the Residential Tenancy Act guidelines for annual rent increases.

The Province announced the rent increase for 2027 to be capped at 1.9 percent. The Board approved Administration to execute the 1.9 percent increase as recommended effective Jan. 1/2027.

Moved By Steve Black
Seconded By Lorne Feldman
BE IT RESOLVED THAT the Board of Directors approve the 1.9% rent increase for January 1st, 2027 for all Cochrane District Local Housing Corporation units.

Carried

11.2 Development on Capital Project Updates

Administration provided the Board with an update on the status of three active capital projects currently underway.

12. Reports

12.1 Staffing

For information.

13. Next Meeting Date - October 15, 2026

14. Adjournment - Resolution #26-102

Moved By Andrew Marks
Seconded By Dave Dyment
THAT the September 17, 2026 CDSB Special meeting be adjourned at 6:37 p.m.

Carried

_____

Michelle Boileau, Chair

_____

Brian Marks, CAO

Emergency Management Ontario

Municipal Compliance Report 2026

Val Rita-Harty, Township of

If you require any support, or if you have any questions about the development of your emergency management programs at any time throughout the year, please contact your assigned Field Officer.

The Provincial Emergency Operations Centre (PEOC) may be reached 24 hours a Day, 7 days a week. Contact: **1-416-314-0472** or toll free at **1-866-314-0472**.

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Municipal profile

Municipal information

Location code	5670
Region/County	Cochrane
Municipality:	Val Rita-Harty, Township of
Sector number:	13
Sector name	Albany Sector

Field Officer

First Name	Faye
Last Name	Konopelky
Phone	Not available
Mobile	705-992-3150
Email address	faye.konopelky@ontario.ca; isabel.chicoine@ontario.ca

Emergency contact

Name	Jeff Edwards
Email address	edwardsjeff2003@yahoo.ca
Phone	705-849-7226

Contact information

Primary CEMC

Personnel details

First Name	Jeff
Last Name	Edwards
Job position	CEMC (full time)
Date of appointment	15/01/2026

Emergency contact

Emergency phone	705-849-7226
Emergency email	edwardsjeff2003@yahoo.ca

Contact numbers

Mobile	705-849-7226

Email address

Email Address 1	info@phoenixemergencymanagement.com

Address

Address not entered - optional

Alternate CEMC

Personnel details

First Name	Bert
Last Name	Filion
Job position	Fire Chief
Date of appointment	01/01/2026

Emergency contact

Emergency phone	705-367-0611
Emergency email	firechief@valharty.ca

Contact numbers

24/7	705-335-0734

Email address

Additional email addresses not entered - optional

Address

Address 1	106 Government Rd
City	Val Rita
Postal code	P0L2G0

Alternate CEMC

Personnel details

First Name	Roger
Last Name	Lachance
Job position	Deputy Fire Chief
Date of appointment	01/01/2026

Emergency contact

Emergency phone	705-335-1157
Emergency email	rlachance@lachanceconstruction.ca

Contact numbers

Additional contact numbers not entered - optional

Email address

Additional email addresses not entered - optional

Address

Address not entered - optional

Training Record

Current training record

Jeff Edwards - Primary CEMC

Verified email address edwardsjeff2003@yahoo.ca

Training details

IMS 100	IMS 200	EM 200	EM 300
2011-07-20	2009-01-19	2004-03-03	2004-03-03

**Mandatory - The designated (Primary) CEMC is required to complete the identified training courses, within one year of designation as CEMC.*

Emergency Information Officer

Has your municipality designated an Emergency Information Officer?

Yes

Is your Emergency Information Officer an employee of the municipality?

Yes

Notes

Not Answered

Emergency Information Officer

Personnel details

First Name	Barbara
Last Name	Major
Job position	Deputy Clerk
Date of appointment	01/01/2024

Emergency contact

Emergency phone	249-360-2270
Emergency email	deputyclerk@valharty.ca

Contact numbers

Additional contact numbers not entered - optional

Email address

Email address 3	administration@valharty.ca

Address

Address 2	106 Government Rod
City	Val Rita

Emergency Management Program Committee

Are all members of the Emergency Management Program Committee appointed by council?

Yes

Is the chair of the program committee appointed by council?

Yes

Is the CEMC a member of the program committee?

Yes

Is a Senior Municipal Official a member of the program committee?

Yes

Notes

Not Answered

Hazard Identification Risk Assessment (HIRA)

Has your municipality completed a HIRA?

Yes

Does your HIRA answer the following questions?

Does your HIRA identify hazards that exist in municipality that could result in an emergency?

Yes

How frequently they occur?

Yes

How severe their impact could be on the population at risk, infrastructure, property, and the environment?

Yes

Which hazards pose the greatest threat to the municipality?

Yes

Notes

Not Answered

Hazard Ranking

***Note: The Hazard Ranking is not required under the EMCPA and is optional for municipalities to complete.**

Hazard rank 1
Materials in Transit
Hazard rank 2
Wildland Fire
Hazard rank 3
Materials in Transit - Road
Hazard rank 4
Winter Weather
Hazard rank 5
Water Quality
Hazard rank 6
Not entered - optional
Hazard rank 7
Not entered - optional
Hazard rank 8
Not entered - optional
Hazard rank 9
Not entered - optional
Hazard rank 10
Not entered - optional

Critical Infrastructure

Has the municipality identified facilities and other infrastructure that is at risk of being impacted by emergencies?

Yes

Notes

Not Answered

Municipal Emergency Plan

Does the municipality have an emergency plan?

Yes

What is the date of the current emergency plan?

Not Answered

Has the current version of the plan been adopted by by-law?

Yes

What is the By-Law Number?

1256-26

Authorizes municipal employees to take action under the emergency plan where an emergency exists, but has not yet been declared to exist?

Yes

Specifies procedures to be taken for the safety or evacuation of persons in an emergency area?

Yes

Designates one or more members of council to exercise the powers of the head of council in their absence?

Yes

Establishes committees and designates municipal employees to be responsible for reviewing the plan, training employees in their functions and implementing the plan during an emergency?

Yes

Provides for obtaining and distributing materials, equipment and supplies during an emergency

Yes

Provides for other matters considered necessary or advisable for the implementations of the emergency plan?

Yes

Assigns responsibilities to municipal employees, by position, respecting the implementation of the emergency response plan?

Yes

Sets out procedures to notify the members of the municipal emergency control group about an emergency?

Yes

Does the plan do the following?

Conformity with the plan of an upper-tier municipality (if applicable)?

Not applicable

Notes

Not Answered

Municipal Emergency Control Group

Has the municipality established a Municipal Emergency Control Group?

Yes

Have all members been appointed by council?

Yes

Have all members of the MECG completed an adequate level of training in the five areas required by Guidance Note 2018-01-01 issued by the Chief, Emergency Management?

Yes

Please describe the type of training or add an attachment with a description.

CEMC trained the MECG on the new ERP, changes made to it, how to use, when to use it, roles and responsibilities, and notification procedures

Did all MECG members participate in an exercise this year?

Yes

Are you asking for an exercise exemption?

No

What was the type of exercise?

Tabletop

What was the hazard exercised?

Wildland Fire

What was the hazard exercised?

Wildland Fire

What was the aim of exercise?

To determine if the new ERP met the needs of the municipality, ensured the ERP was easy to use, and if there were any gaps or missing information.

Notes

Not Answered

Emergency Operations Centre

Does the municipality have an EOC?

Yes

Does the Municipality have an Alternate EOC?

Yes

Does the EOC have appropriate technological and telecommunications systems to ensure effective communications in an emergency?

Yes

Notes

Not Answered

Emergency Operations Centre

***Note: The Secondary and Tertiary EOC is not required under the EMCPA and is optional for municipalities to complete.**

Primary Emergency Operations Centre

Name	Municipal Council Chambers
Phone	705-335-6146
Email address	deputyclerk@valhardy.ca
Address	106 Government Rd W
Postal code	P0L2G0
City	Val Rita

Secondary Emergency Operations Centre

Name	Val Rita Fire Hall
Phone	Not entered - optional
Email address	Not entered - optional
Address	36 Municipale Street
Postal code	Not entered - optional
City	Val Rita

Tertiary Emergency Operations Centre

Name	Not entered - optional
Phone	Not entered - optional
Email address	Not entered - optional
Address	Not entered - optional
Postal code	Not entered - optional
City	Not entered - optional

Public Education

Did the emergency management public education conducted this year contain:

General preparedness information (e.g. 72 hour kit)

Yes

Information on risks to public safety (e.g. what to do before, during and after a flood or another risk in the HIRA)?

Yes

Provide a brief description of Public Education completed by the municipality this year.

See Notes below

Notes

In addition to the information on the twp's website there was: - in June we had on Facebook a link to our website with a slider for Emergency Preparedness (French and English) to draw attention for seniors and pets. - in July, both on Facebook and website Notices of fire ban and the subsequent lifting of the fire ban. https://valharty.ca/municipality/emergency-preparedness/ Plus there is printed material available at the twp municipal office.

EM Program Annual Review

Were the following items confirmed by the Emergency Management Program Committee during the annual review of the EM Program?

The municipal emergency plan;

Yes

The Municipal Emergency Control Group (MECG) training

Yes

The exercise conducted by the municipality;

Yes

The public education program;

Yes

The municipal Hazard Identification and Risk Assessment (HIRA); and

Yes

The municipal Critical Infrastructure (CI) list

Yes

Notes

Not Answered

Program By-Law

Has council passed a by-law adopting the emergency management program?

Yes

Is it the same as the plan by-law?

Yes

Notes

Not Answered

Statement of completion

Verification

Declaration

I, the undersigned, declare that the information contained in this report regarding the compliance of **Val Rita-Harty, Township of** with the requirements of the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 is true and complete, to the best of my knowledge.

Name
Title
Signature X
Date (yyyy/mm/dd)

Appendix A - Submission details

Submission information

Location code	5670
Date created	02/10/2026 07:17 p.m.
Last saved date	02/10/2026 07:17 p.m.
Author	edwardsjeff2003@yahoo.ca
Submitted date	02/10/2026 07:17 p.m.
Submission ID	EMC-5670-2026-10021917

Supporting material

Section/document name	Attachment name	Submitted
Emergency Management Program Committee	1256-26 Val Rita-Harty Emergency Plan bylaaw.pdf	Yes
Hazard Identification Risk Assessment (HIRA)	HIRA 2026.xlsx	Yes
Critical Infrastructure (CI)	CI Listing 2026.docx	Yes
Municipal Emergency Control Group	Emergency Response Plan 2026.pdf	Yes
Municipal Emergency Control Group	Forest Fire Exercise VRH 2026.docx	Yes
Municipal Emergency Control Group	VRH MECG 2026.pdf	Yes
EM Program Annual Review	EMPC Meeting Minutes 2026.docx	Yes
Final .emdat (data file)	EMC-5670-2026-10021917.emdat	Yes
Final .PDF	EMC-5670-2026-10021917.pdf	Yes

***Note: It is required that a copy of the most current version of your Municipal Emergency Plan(s) is submitted to EMO. If you have previously submitted your plan or would like to make other arrangements, please contact your Field Officer.**

TOWNSHIP OF VAL RITA - HARTY

WATER AND WASTEWATER SYSTEMS OPERATIONS REPORT

OPERATIONAL OVERVIEW **SEPTEMBER 2026**

SYSTEM HIGHLIGHTS

Operational highlights in the DWS include:

- There have been no significant operational issues during September
- There was a community complaint related to odour on September 1
  - See the *Incidents and Complaints* section for details
- The Town completed the annual emergency generator maintenance
- Fire Pump testing occurred to ensure pump performance and reliability
- Generator testing continues to ensure proper functionality
- Call-outs (September 1): Power Outage Alarms
  - The on-call operator went onsite and verified that the emergency generator started and there were no issues that occurred during the power transfers
  - See *Appendix B: Call-out/Callback Details* for additional information
- Ongoing issues:
  - The Point of Entry turbidity analyzer auto-clean module has failed due to corrosion
  - The Point of Entry chlorine analyzer is currently a loaner and will need replacement

And in the wastewater system:

- Alarms and station checks continue to verify proper operation and function
- Val Rita Lagoon
  - Pre-discharge samples were taken on September 15, 16, and 17
  - The lagoon is scheduled to begin discharging on October 15
- There was a brief power outage on September 1, however, there were no issues that arose
- Ongoing issues:
  - Auberge Inn SPS pump #1 requires a new hour meter
- Harty Lagoon
  - Lagoon inspections continued throughout September
    - Cell #1 has been isolated since the Spring discharge & has not reached capacity
  - Pre-discharge samples were taken on September 22, 23, and 24, however, due to the fact that Cell #2 and #3 have remained almost empty, there may not be a required fall discharge. Operators will be making a final assessment in October to decide.

MAJOR MAINTENANCE

Refer to Appendix A for a complete list capital expenditures and progress

OCWA received the list of approved capital expenditures for 2026 on April 23.

- Approved items are in the planning stages.

INCIDENTS AND COMPLAINTS

The non-compliances, community complaints, bypasses/spills and AWQIs are summarized below:

SEPTEMBER 1 Community Complaint – 24 Deschenaux

Customer complaint of a rotten egg smell in the water.

To address this complaint, an operator went onsite and took a sample from the outside hose tap before and after flushing. The water quality was good, and no odour was present in either sample. Rotten egg smell is usually due to hydrogen sulfide gas. The resident was provided information about how this can occur in groundwater systems due to naturally occurring sulfur and/or sulfur-reducing bacteria that may be present in the plumbing. The resident has a Culligan filter system that removes chlorine which may be contributing to the issue. There have been no other recent complaints in this drinking water system, and the issue has only been noted from this building. The resident was satisfied with the information provided and mentioned the odour was not currently present and only occurs occasionally.

CALL-OUT SUMMARY

SYSTEM	PREVIOUS TOTAL	CALL-OUTS THIS MONTH	TOTAL TO DATE
VAL RITA DWS	7	1	8
VAL RITA LAGOON	2	0	2
HARTY LAGOON	0	0	0
CALL-OUT TOTALS (CAP 4)	9	1	10

September 2026

Date	Callback Reason	Work Order	Count	Billing Comments
September 1	Power Outage Alarms	5405047	1	Q3

Refer to Appendix B for details of call-outs.

REGULATORY INSPECTION FINDINGS

There were no inspections during the reporting period.

HEALTH AND SAFETY

The Health and Safety Meeting topics that were covered were site-specific concerns throughout the coverage area of the Smooth Rock Falls Group. This month operators participated in the monthly H&S training for the Occupational Health and Safety (OHS) Reporting Requirements.

STAFF TRAINING

The operators have continued to participate in weekly Operations Meetings to discuss any and all operational challenges, upcoming work, sampling, staff absences, etc. This month operators received training on Failure Reporting within the Work Management System and Reporting Adverse Water Quality Incidents (AWQIs).

DRINKING WATER TREATMENT MONITORING SUMMARY

The table below provides a summary of usage, treatment and compliance data for the water treatment plant

WATER USAGE	SEPTEMBER
Total monthly raw flow – Well 1 (m^3)	2,065
Total monthly raw flow – Well 2 (m^3)	2,181
Total monthly raw flow – Well 1 and 2 Combined (m^3)	4,246
Total monthly treated flow (m^3)	3,440

Note: Backwash flows are not accounted for in this summary

Refer to Appendix C for a graph of the total usage for past months.

WATER TREATMENT MONITORING	SEPTEMBER	COMPLIANCE
Well 1 – maximum daily water taking (m^3/d)	134	Max 432
Well 2 – maximum daily water taking (m^3/d)	140	Max 432
Maximum treated flow rate (m^3/d)	144	Max 432
Free chlorine residual from analyzer (mg/L)	0.71 – 2.21	0.05 - 4.0
Distribution free chlorine residual (mg/L)	0.77 – 1.69	Min 0.05

Refer to Appendix D for a daily summary of chemical usage, flows, treated free chlorine residuals, treated iron concentrations and treated manganese concentrations

HARTY WASTEWATER LAGOON MONITORING

The required monthly raw influent sample was collected on September 8. Pre-discharge samples were collected on September 22, 23, and 24.

VAL RITA WASTEWATER LAGOON MONITORING

The required monthly raw influent sample was collected on September 8. Pre-discharge samples were collected on September 15, 16, and 17.

Refer to Appendix E for pump hour readings

APPENDIX A: MAJOR MAINTENANCE PROGRESS (FROM CAPITAL TRACKING SPREADSHEET 2026 MAINTAINED BY VICTOR LEGAULT)

Project Number	Project Name	Client PO#	Maximo WO#	Capital Letter	Estimated Completion	Billing Date	Quotation	Billed Revenue
valrin7202-25ZZ	Misc Capital Drum Pump		4909368	Yes	17-Jul-05	Jan 12 2026		$1,060
valrin7202-26ZZ	chemical pump and analyzer parts		4969451	yes		Apr 13 2026	$6,000	$2,794
valrin7202-26ZZ	confined space equipment certification		5019647	yes		Apr 13 2026	$1,000	$813
valrin7202-26ZZ	Emergency work	Stefan Landry	1236.15	no		May 14 2026	$1,200	
	Extra Chemical cost budgeted			no			$3,000	
	Raw water valves, replace faulty actuator			yes			$5,500	
	MDWL Licence renewal application 5Y			yes			$1,800	
	backflow preventer Purchase and install			yes			$5,000	
	DWQMS third party audit			yes			$1,000	
	Fire Hydrant winterizing			yes			$500	
	High Lift corroded disconnects (Ins. Recommended)			yes			$10,000	
	CLI Significant Drinking water threat			yes			$1,100	
	CLI Wet weather Flow Assessment			yes			$3,000	
	CLI Sanitary System O&M Manual			yes			$7,500	
	CLI Stormwater O&M Manual			yes			$5,000	

APPENDIX B: CALL-OUT / CALLBACK DETAILS

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Work Order Call Back Details Report

5405047: 7202 - Power outage - Unplanned

Asset:
Location: 7202-WTVR-F-PG 7202, Val Rita & Harty WTP & DS, Facility, Power Generation

Page Time:	09/01/2026 12:42 AM
Arrive time:	09/01/2026 02:02 AM
Leave time:	09/01/2026 02:50 AM
Finish Time:	09/08/2026 10:54 AM
Report Date:	9/8/26
Reported By:	Dylan Gagnon
Supervisor:	

Site:	OCWASITE
Priority:	5
Work Type:	CALL
Status:	COMP
Classification	COMPLIANCE
GL Account:	VALRIY7202-21OM

Actual Labor

Task ID	Craft	Labor	Regular Hours	Premium Hours
	SUPER	Dylan Gagnon	00:00	04:00

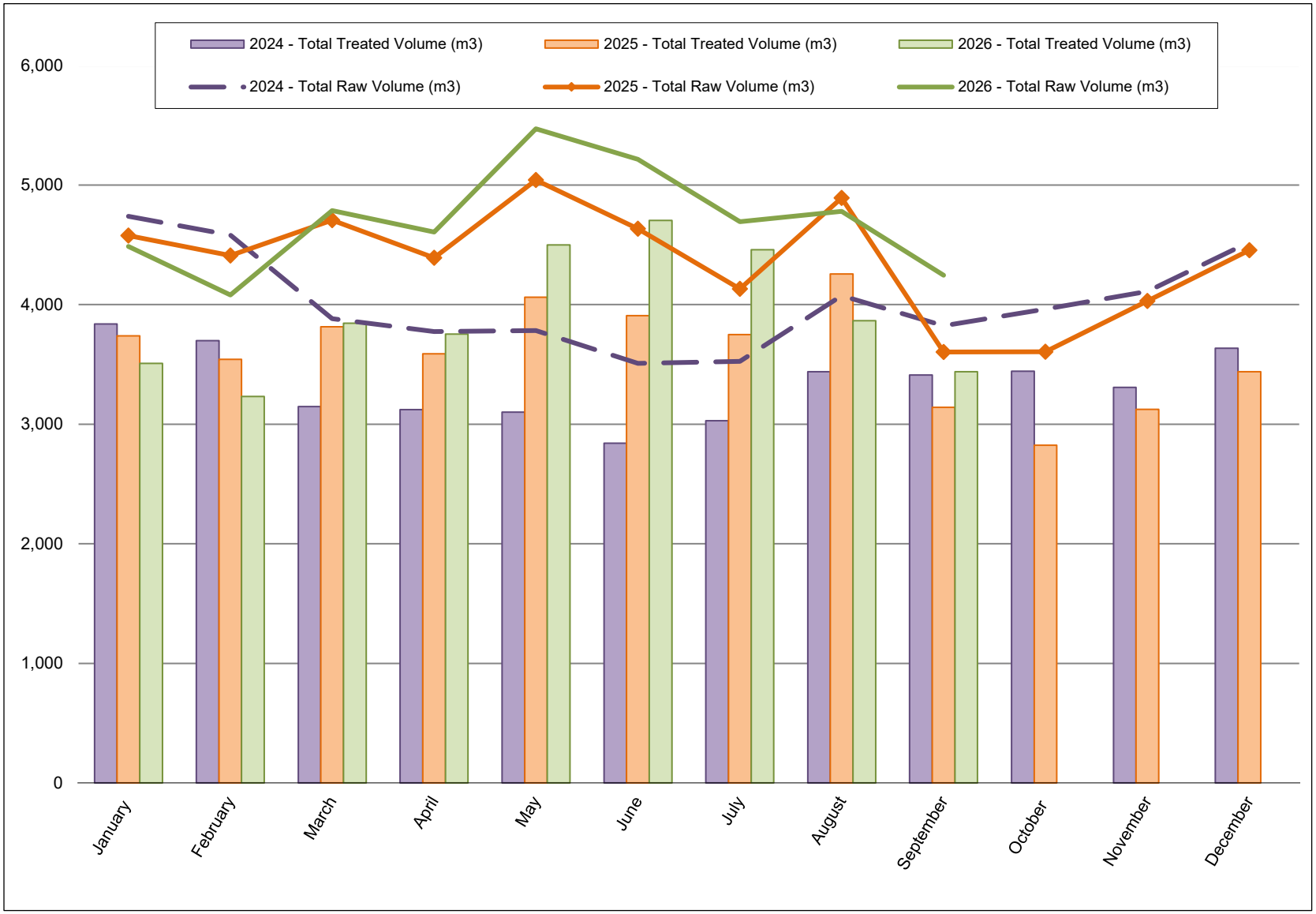
Log

Date	Created By	Description
9/8/26	Dylan Gagnon	7202 - Power outage - Unplanned

WTP
00:42 Generator running alarm
02:02 Checked on water plant, generator running, and everything running as intended
02:44 Checked on water plant, generator off, on grid power , and everything running as intended

SPS
00:42 Power Outage
02:13 - Checked on both sps, levels in both okay
02:50 - checked on both sps, Auberge in sps, pump #1 didn't run on manual, pump #2 did, trailer park sps ran as intended

APPENDIX C: WATER USAGE FOR PAST MONTHS



APPENDIX D: DAILY PROCESS READINGS

VAL RITA DRINKING WATER SYSTEM - DAILY PROCESS READINGS

	Aluminum Sulphate Volume (L)	Polymer Volume (L)	Sodium Hypochlorite Volume (L)	Treated Free Chlorine Residual (mg/L)	Treated Flow (m^3/d)	Treated Iron (mg/L)	Treated Manganese (mg/L)	Well 1 Flow (m^3/d)	Well 2 (New Well) Flow (m^3/d)
09/01/2026	6.3	26.7	11.4		109			65	90
09/02/2026	6.3	26.7	11.4		113			52	81
09/03/2026	6.3	26.7	11.4	1.56	119	0.42	0.107	37	80
09/04/2026	7.5	26.3	12.2		115			98	69
09/05/2026	7.5	26.3	12.2		119			110	41
09/06/2026	7.5	26.3	12.2		124			33	113
09/07/2026	7.5	26.3	12.2	1.47	130	0.51	0.101	5	115
09/08/2026	6.3	26.0	12.9		125			64	47
09/09/2026	6.3	26.0	12.9		117			131	24
09/10/2026	6.3	26.0	12.9	1.56	117	0.35	0.084	12	115
09/11/2026	8.8	30.0	13.2		111			37	104
09/12/2026	8.8	30.0	13.2		130			96	98
09/13/2026	8.8	30.0	13.2		144			122	52
09/14/2026	8.8	30.0	13.2	1.38	111	0.38	0.098	101	7
09/15/2026	8.1	23.3	12.2		118			20	108
09/16/2026	8.1	23.3	12.2		112			110	41
09/17/2026	8.1	23.3	12.2	1.58	107	0.36	0.170	27	90
09/18/2026	8.1	28.0	13.0		102			71	81
09/19/2026	8.1	28.0	13.0		118			34	109
09/20/2026	8.1	28.0	13.0		140			126	55
09/21/2026	8.1	28.0	13.0		112			75	78
09/22/2026	8.1	28.0	13.0	1.62	110	0.34	0.218	7	96
09/23/2026	8.1	27.5	12.2		102			134	0
09/24/2026	8.1	27.5	12.2	1.56	107	0.35	0.160	36	121
09/25/2026	8.1	25.0	12.6		100			111	0
09/26/2026	8.1	25.0	12.6		101			0	140
09/27/2026	8.1	25.0	12.6		106			101	47
09/28/2026	8.1	25.0	12.6		103			70	83
09/29/2026	8.1	25.0	12.6	1.28	105	0.36	0.240	82	24
09/30/2026	7.3	25.0	13.5		113			98	72
Total	232	798	376	-	3,440	-	-	2,065	2,181
Avg	7.7	26.6	12.5	1.50	114.7	0.38	0.147	68.8	72.7
Max	8.8	30.0	13.5	1.62	144	0.51	0.240	134	140
Min	6.3	23.3	11.4	1.28	100	0.34	0.084	0	0

APPENDIX E: PUMP HOUR READINGS

VAL RITA WASTEWATER TREATMENT LAGOON - PUMP HOUR READINGS

	Restaurant PS Pump 1 Run Time (hours)	Restaurant PS Pump 2 Run Time (hours)	Trailer Park PS Pump 1 Run Time (hours)	Trailer Park PS Pump 2 Run Time (hours)
09/01/2025	15355.0	12992.5	1830.8	1871.1
09/02/2025				
09/03/2025				
09/04/2025				
09/05/2025				
09/06/2025				
09/07/2025				
09/08/2025				
09/09/2025				
09/10/2025	15355.0	12993.3	1853.0	1894.5
09/11/2025				
09/12/2025				
09/13/2025				
09/14/2025				
09/15/2025				
09/16/2025				
09/17/2025				
09/18/2025				
09/19/2025				
09/20/2025				
09/21/2025				
09/22/2025				
09/23/2025	15355.0	12994.4	1878.3	1919.7
09/24/2025				
09/25/2025				
09/26/2025				
09/27/2025				
09/28/2025				
09/29/2025	15355.0	12994.8	1886.8	1928.3
09/30/2025				
Hours Ran	0.0	2.3	56.0	57.2

THE CORPORATION OF THE
TOWNSHIP OF VAL RITA HARTY

BYLAW NUMBER 1275-26

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 Meeting of October 29, 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 29th day of October, 2026.

_____ _____

Mayor Deputy Clerk