



Township of North Kawartha
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Kelly Picken, Deputy Clerk
Date: June 4, 2025
Subject: Review of Procedure By-Law 2023-0075

Recommendation:

That Council adopt the by-law at the end of the meeting pending any revisions Council may have.

Background:

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

The Township of North Kawartha is governed by Procedure By-Law 2023-0075.

For any matters of procedure that are not included in the in-effect by-law, the Township follows *Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century* by James Lochrie.

Analysis:

To ensure the Procedure By-Law is effective and compliant the following amendments are being proposed. The definitions of Electronic Participation and In-Person Participation have been revised. **Section 1.6 Electronic Devices, Section 1.7 Electronic Participation** have been updated to provide a well-defined clarification. **In addition, Section 1.8 Supporting Materials and Section 6.18 Addendum (Revised Agenda)** have been added. **Section 9.3 1) Committee of Adjustment** has been revised to amend the start time of Committee of Adjustment meetings from 8:30 a.m. to 9:00 a.m. The start time for Council meetings will remain at 9:30 a.m.



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Following the feedback provided to Council at the June 17, 2025 meeting the order of business has been amended to include “announcements” following the Adoption of the Agenda”. The Order of Business of the agenda is structured to allow for the rearrangement of business to group like business articles together. Section 6.1, Item 3 states “ Council shall transact the business of Council in the order by which it is presented in the meeting agenda, except Council may by consent change the order of business.”

Regarding screen sharing during council or committee electronic meetings, research with AMCTO, municipal colleagues and Fred Dean, Municipal Professional has resulted in the following recommendations to ensure a secure and efficient meeting.

1) Section 6.7 Deputations

Deputations may make PowerPoint presentations at meetings provided that an electronic copy of the presentation is provided to the Clerk, no later than 3:00 p.m. on the business day prior to the meeting day. The Clerk shall use their discretion on whether the Clerk's office will run the presentation during the meeting or allow the Deputation to control the presentation. For security only the meeting host may share their screen, unless alternate arrangements are made prior to the meeting.

2) 1.8 Supporting Materials

- i. The Clerk shall use their discretion on whether the Clerk's office will run any presentation during the meeting or allow the deputation to share their screen and control preapproved content. As a safety consideration deputations are not permitted to bring their presentation on a usb unless a previous arrangement has been made. The host will share their screen for preapproved presentation materials, images, reports, etc.
- ii. To be included on the agenda, any presentation deputation materials must be provided to the Clerk no later than 16:30 h (4:30 p.m.) five business days prior to the regularly scheduled Council or Committee Meeting.



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- iii. Any presentation materials (not linked on the agenda) to be shared on the screen at meeting must be provided electronically to the Clerk, no later than 3:00 p.m. on the business day prior to the meeting day.

A copy of the Procedure By-law 2023-0075 is included with this report with the changes highlighted in yellow.

Financial Implications:

n/a

Strategic and/or Other Plans:

Governance 1. Maintain policies and processes that enable effective governance.

Consultant(s) Sourced:

Connie Parent, Clerk

Attachment:

Draft By-law Amendment to By-Law 2023-0075