

The Corporation of the Township of North Kawartha

Minutes of the Regular Meeting held on June 16, 2026

**Hybrid Meeting held in the North Kawartha Council Chambers,
280 Burleigh Street, Apsley**

Regular Session 2026 – 06 – 16

Members Present: Mayor Carolyn Amyotte, Deputy Mayor Jim Whelan,
Councillors: Ruth Anne McIlmoyl, Colin McLellan

Members Absent: Jim O'Shea

Staff Present: Alana Solman, Chief Administrative Officer
Shannon Hunter, Chief Administrative Officer
Kelly Picken, Clerk
Keely-Anne Johnson, Deputy Clerk
Matt Aldom, Chief Building Official / By-law Enforcement Officer
Bree Martin, Building and Planning Assistant
Jesse Lambe, Fire Chief
Judy Everett, Treasurer
Jason Post, Deputy Chief Administrative Officer
Gary Geraldi, Director of Parks and Recreation / Waste Management
Edward Hilton, Economic Development Officer
Laura Stone, Planning Consultant, One Community Planning (electronic)
(all attendees participated in-person unless noted electronic)

Others Present:

Call to Order and Welcome

Mayor Amyotte called the meeting to order at 9:40 a.m., welcomed everyone and informed those in attendance that the meeting will be recorded and uploaded to the Township YouTube Channel for public viewing.

Land Acknowledgement

Mayor Amyotte recited the Land Acknowledgement.

Disclosure of Pecuniary Interest and the General Nature Thereof

No declarations.

Adoption of the Agenda

26 - 177

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That the agenda be adopted, as amended to include the staff report regarding Support for Bill 119 – Administrative Monetary Penalties for Zoning By-law Enforcement. Carried.

Retirement Certificate

Mayor Amyotte presented Alana Solman, Chief Administrative Officer with her retirement certificate at the end of the meeting.

Introduction of New Staff / New Positions

Mayor Amyotte introduced the following promotions and new staff.

Kyle White, Public Works Foreperson

Mackenzie Sykes, Financial Analyst, IT Supervisor

Colin Jones, IT Support Technician

Sarah McConnel, Interim CEO/Librarian North Kawartha Public Library

Julie Walsh, Contract Library Clerk, North Kawartha Public Library

Shannon Hunter, Interim Chief Administrative Officer

Statutory Public Meetings

The Statutory Public meeting was declared open to hear applications to purchase Municipal Road Allowances.

The public was informed that this was their opportunity to provide written or verbal submissions with respect to the applications.

Applications to Purchase Municipal Road Allowances

Road Allowance Designated as Rdal between Concessions 8 & 9, Geographic Township of Burleigh being Part 1 on Plan 45R-17576, being part of PIN 28297-0153 (LT)

Bree Martin, Building and Planning Assistant, identified the lands and explained the purpose and effect of the application.

Submissions

None received.

26 - 178

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McIlmoyl

That Council pass a by-law at the end of the meeting to stop up, to close and sell to the abutting landowners or their respective nominees those lands and premises described as Rdal between Concessions 8 & 9, Geographic Township of Burleigh. Carried.

Road Allowance Designated as Pt Rdal in front of Lot 7, Concession 7, Township of Chandos being Part 1 on Plan 45R-17918, being part of PIN 28270-0391 (LT)

Bree Martin, Building and Planning Assistant, identified the lands and explained the purpose and effect of the application.

Submissions

Two email submissions were received and provided to Council.

26 - 179

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That Council pass a by-law at the end of the meeting to stop up, to close and sell to the abutting landowners or their respective nominees those lands and premises described as Pt Rdal in front of Lot 7, Concession 7, Township of Chandos. Carried.

Closed Session

26 - 180

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That the next portion of the meeting be closed to the public at 9:50 a.m. as the subject matter being considered is pursuant to the Municipal Act, 2001, S.O. 2001, c.25, S. 239 (2)

Pursuant to Section 239 (2) of the Municipal Act

This part of the meeting is closed to the public as the subject matter being considered is:(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; **(Procurement)**

26 - 181

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That Council arise and come out of closed session at 10:08 a.m. Carried.

26 - 182

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McIlmoyl

Report Out of Closed Session

Mayor Amyotte reported out of closed session for Council to approve the purchase of a 2026 Front Line Pumper for North Kawartha Emergency Services as tendered from Cityview Specialty Vehicles based on the results of the tender process. Carried.

Presentations / Deputations / Petitions

County of Peterborough Report

26 - 183

Moved by – Councillor McIlmoyl

Seconded by – Councillor McLellan

That the verbal County Report from Mayor Amyotte and Deputy Mayor Whelan be received. Carried.

Crowe Valley Conservation Authority Report

None

Adoption of Minutes of Previous Meeting(s) of Council:

Regular Minutes

26 - 184

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McIlmoyl

That the minutes of the regular meeting of Council held on June 2, be adopted, as presented. Carried.

Business Arising from Previous Minutes

None

Consent Agenda

26 - 185

Moved by – Councillor McIlmoyl

Seconded by – Councillor McLellan

That Council receives the following consent agenda items:

Monthly Activity Reports

a) Building/By-Law Department

- b) Emergency Services Department
- c) Parks and Recreation / Waste Department
- d) Public Works Department
- 2. Town of Grimsby, May 29, 2026, Municipal Heritage Register Extension
- 3. Township of Brudenell, Lyndoch and Raglan, June 3, 2026
 - Resolution regarding Community Safety and Well-Being Plan
 - Resolution regarding Ontario Regulation 391/21: Blue Box
- 4. Peterborough County Public Feasibility Study, June 10, 2026, Edward Hilton, Economic Development Officer. Carried.

Staff Reports

Consent Application B-18-26 (Kahler/Laing)

26 - 186

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That Council recommends that the County of Peterborough approves Consent Application B-18-26 for the purposes of a Lot Addition with the condition of rezoning the parcel of land being transferred to Shoreline Residential. Carried.

Hydro One Community Partnership Grant

26 - 187

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McLellan

That Council endorse Township staff to apply for the Hydro One Community Partnership Grant for funding towards Emergency, Equipment, Power and Generator Improvements and further that the Mayor writes a letter of support. Carried.

Clean Up Peterborough Recycling Participation

26 - 188

Moved by - Councillor McIlmoyl

Seconded by – Councillor McLellan

That Council declare that the Township of North Kawartha become a Clean Up Peterborough Community Partner, to consider participation in future Clean Up Peterborough recycling initiatives, provided they align with Township budgetary considerations, strategic priorities, and operational objectives. Carried.

North Kawartha Veteran Pole Banner Program – 2026 Funding Request

26 - 189

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McLellan

That Council approve funding in 2026 for the Veteran Banner Program in the amount of \$3,240.00 plus HST for the production of additional banners, and an estimated \$1,250.00 plus HST for mounting hardware and scissor lift rental and further that the funds come from general reserves. Carried.

Memorial Bench Donation for Chandos Beach

26 - 190

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That the Township of North Kawartha hereby approves the acceptance of a donated memorial bench to be installed on the Chandos Beach property by the Parks and Recreation Department. Carried.

Draft Procurement Policy

26 - 191

Moved by – Councillor McIlmoyl

Seconded by – Deputy Mayor Whelan

That Council deferred the approval of the Draft Procurement Policy to allow for some further edits and updates. Carried.

Recess

Mayor Amyotte declared at recess at 11:05 a.m. Council reconvened at 11:14 a.m.

Short Term Rental Advisory Committee Final Recommendations

26 - 192

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McLellan

That Council receive this report regarding public feedback on the Short-Term Rental Advisory Committee (STRAC) Final Recommendations; and further that Council direct staff to continue to monitor short term rentals and report back to Council in the Fall if any changes or updates are required. Carried.

Electric Vehicle (EV) Charging Infrastructure Survey Results

26 - 193

Moved by – Councillor McLellan

Seconded by - Councillor McIlmoyl

That Council receive the Electric Vehicle (EV) Charging Survey results for information; and further, that Council direct staff to proceed with a feasibility assessment for a potential pilot EV charging project, including site analysis, and review of partnership and alternative delivery

models. Carried.

Council and Staff Use of Artificial Intelligence (AI) Policy

26 - 194

Moved by - Councillor McIlmoyl

Seconded by – Councillor McLellan

That Council adopt the draft by-law entitled “Being a By-law to Adopt a Council and Staff Use of Artificial Intelligence (AI) Policy”; and further that Council approve the Council and Staff Use of Artificial Intelligence (AI) Policy attached as Schedule “A” to the by-law; and further that Council authorize the Chief Administrative Officer, or designate, to establish and amend associated administrative documents and related implementation procedures, provided such documents remain consistent with the by-law and policy. Carried.

By-Law Amendment to Replace the Road Supervisor Title with Public Works Manager

26 - 195

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McLellan

That Council adopt a by-law to amend the Road Supervisor title and replace it with the title of Public Works Manager in applicable Township by-laws and policies. Carried.

Purchase and Installation of Backup Generator at Wilson Park Community Centre

26 - 196

Moved by – Deputy Mayor Whelan

Seconded by – Councillor McIlmoyl

That Council approve the purchase and installation of a new 28 kW Generac generator to service the Wilson Park Community Centre portion of the Fire Station 1/WPCC building complex, including an automatic start and transfer switch, at a total cost of \$34,240.00; And further that the identified funding shortfall of \$8,842.63 be financed through reallocation of surplus funds from the Self-Contained Breathing Apparatus (SCBA) capital project, which was completed under budget and funded through the 2026 OMPF (Ontario Municipal Partnership Fund). Carried.

Appointment of Interim Chief Administrative Officer

26 - 197

Moved by – Councillor McIlmoyl

Seconded by – Councillor McLellan

That a by-law be passed at the end of the meeting to appoint Shannon Hunter as Chief Administrative Officer for the Corporation of the Township of North Kawartha effective June 17, 2026. Carried.

Reports from Boards and Committees

None

New Business and Unfinished Business

None

Announcements

None

Support for Bill 119 – Administrative Monetary Penalties for Zoning By-law Enforcement

26 - 198

Moved by - Councillor McIlmoyl

Seconded by – Councillor McLellan

That Council receive this report; and that Council endorse the attached staff submission in support of Bill 119; and that Council direct that the submission be forwarded to the Province of Ontario, including the Minister of Municipal Affairs and Housing and local Members of Provincial Parliament. Carried.

Retirement Presentation

Alana Solman, Chief Administrative Officer
Retirement Certificate, presented by Mayor Amyotte

By-Laws

Moved by – Councillor McLellan

Seconded by – Deputy Mayor Whelan

That By-Law 2026-0039 being a by-law to stop up, to close and sell to the abutting landowners or their respective nominees those lands and premises more particularly described in Schedule “A” annexed hereto (RDAL between Concessions 8 & 9, Geographic Township of Burleigh, Township of North Kawartha) and that;

By-Law 2026-0040 being a by-law to stop up, to close and sell to the abutting landowners or their respective nominees those lands and premises more particularly described in Schedule “A” annexed hereto (Pt RDAL in front of Lot 8, Concession 7, Geographic Township of Chandos, Township of North Kawartha) and that;

By-Law 2026-0041 being a by-law to adopt a Council and Staff use of Artificial Intelligence (AI) Policy and that;

By-law 2026-0042 being a by-law to amend the Road Supervisor title and interchange it with

the current title of Public Works Manager and that;

By-Law 2026-0043 being a by-law to appoint a Chief Administrative Officer

By-Laws 2026-0039, 2026-0040 , 2026-0041 , 2026-0042 and 2026-0043 be read and adopted in open Council on the 16th day of June, 2026. Carried.

Confirmatory By-Law 2026-0044

Moved by – Councillor McLellan

Seconded by – Councillor McIlmoyl

That By-law 2026-0044

being a by-law to confirm the proceedings of a regular meeting of the Township of North Kawartha held on the 16th day of June, 2026 be read and adopted in open Council on the 16th day of June, 2026. Carried.

Adjournment

26 - 199

Moved by – Councillor McLellan

Seconded by – Deputy Mayor Whelan

That Council adjourn proceedings. Carried.

Council adjourned at 12:10 p.m.

Carolyn Amyotte, Mayor

Kelly Picken, Clerk