



Report to Council

To: Mayor and Council Members
From: Connie Parent, Clerk
Date: April 22, 2026
Subject: Appointment of Deputy Clerk and alternate Lottery Licensing Officer

Recommendation:

That a by-law be passed at the end of the meeting to appoint Keely-Anne Johnson as Deputy Clerk for the Corporation of the Township of North Kawartha effective June 1, 2026 and further that the Deputy Clerk be hereby appointed as alternate Lottery Licensing Officer for the Corporation of the Township of North Kawartha.

Background:

The current Clerk, Connie Parent is retiring effective May 31, 2026. Kelly Picken, Deputy Clerk will be promoted to Clerk effective June 1, 2026. Keely-Anne Johnson accepted a promotion to the Deputy Clerk position and will assume the duties on June 1, 2026.

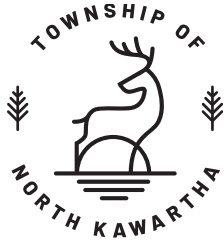
Analysis:

Subsection 228(2) of the Municipal Act, 2001, as amended provides that a municipality may appoint deputy clerks who have all of the powers and duties of the clerk under this and any other Act.

It is important to have a Deputy Clerk that has all the powers and duties of the Clerk and it is preferred to appoint the Deputy Clerk by By-Law as a formal process.

In addition, Order-in-Council 1413/08 as amended and the Gaming Control Act, 1992 and its Regulations gives municipal councils the authority to issue licences

It is deemed expedient that the Lottery Licensing Officer carry out the requirements in respect of granting lottery licences on behalf of the municipality for charitable or religious purposes. It is recommended that the Clerk be appointed Lottery Licensing Officer with all the duties and responsibilities as prescribed by the appointment by-law, Provincial and Federal Legislation.



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

Financial Implications:

Wages and Benefits included in the budget

Strategic and/or Other Plans:

3. Governance – Maintain a Strong, Accountable Municipal Government

Attachment:

Appointment By-Law and Declaration of Appointed Office