



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: August 18, 2025
Subject: Procedure By-Law 2025-0050 Amendment

Recommendation:

That staff be directed to provide public notice that it is the intention of Council to consider the adoption of an amendment to Procedure By-law 2025-0050 at the regular meeting of Council scheduled for September 16, 2025.

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 2025-0050

Analysis:

At the July 15, 2025 Regular meeting of Council Procedure By-law 2025-0050 was approved by Council. Since that time recommendations available in a Ministry document: Continuity of Decision-Making; a Toolkit for Municipalities, Version 2.0 includes Emergency Meeting Provisions and recommends updating municipal procedural by-laws to include a provision that allows for the head of council (or designate) to call an emergency meeting without giving the standard public notice that usually applies to council meetings. It is proposed to update Section 10 Notice by adding the following Section 10.6 Notice – Emergency Meetings.

Section 10. 6 Notice -Emergency Meetings

- 1) No public notice is required for an Emergency Meeting



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

For the purposes of this section, an Emergency meeting refers to an emergency within the meaning of the Emergency Response Plan.

This amendment will provide an opportunity to correct Section 11.5 Repeal, which inadvertently stated: By-law 2022-0016 and any previous procedure by-laws of the Township of North Kawartha or former Townships of Burleigh-Anstruther and Chandos be repealed. This section should read By-Law 2023-0075 and any previous procedure by-laws of the Township of North Kawartha or former Townships of Burleigh-Anstruther and Chandos be repealed.

Financial Implications:

Not applicable.

Strategic and/or Other Plans:

Governance

1. Maintain policies and processes that enable effective governance
2. Provide quality community programs and services

In Consultation With:

Connie Parent, Clerk

Attachment:

By-law 2025-0050

Draft Amending By-Law