



## **Report to Council**

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

---

### **Recommendation:**

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

### **Background:**

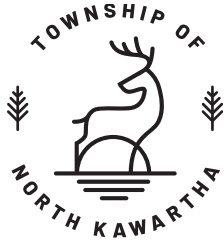
The current Clerk, Connie Parent is retiring effective May 31, 2026. Kelly Picken accepted a promotion to the Clerk position and will assume the duties on June 1, 2026.

### **Analysis:**

Subsection 228(1) of the Municipal Act, 2001, as amended provides that a municipality shall appoint a clerk whose duty it is,

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- (d) to perform the other duties required under this Act or under any other Act; and
- (e) to perform such other duties as are assigned by the municipality. 2001, c. 25, s. 228 (1).

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.



**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](http://www.northkawartha.ca)

It is deemed expedient that the Lottery Licencing 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 appointment Lottery Licensing Officer with all the duties and responsibilities as prescribed by the appointment by-law, Provincial and Federal Legislation.

**Financial Implications:**

Wages and benefits are included in the 2026 Budget.

**Strategic and/or Other Plans:**

3. Governance – Maintain a Strong, Accountable Municipal Government

**Attachment:**

Appointment By-Law and Declaration of Appointed Office