



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 staff be directed to provide public notice that it is the intention of Council to consider the adoption of housekeeping amendments to the procedure by-Law at the regular meeting of Council scheduled for July 15, 2025.

Background:

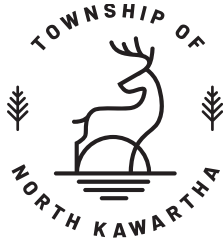
[Section 238](#) (2) of the Municipal Act requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

The Township of North Kawartha is governed by Procedure By-Law 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** and **Section 6.18 Addendum (Revised Agenda)** have been added. **Section 1.7 Electronic Participation** has been updated to provide a well-defined clarification. In addition, **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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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