

# **The Corporation of the Township of North Kawartha**

## **Minutes of the Special Meeting for the purpose of Strategic Planning Review held on September 24, 2025**

**Hybrid Meeting held electronically and in-person in the North Kawartha Council Chambers, 280 Burleigh Street, Apsley**

---

### **Regular Session 2025 – 09 – 24**

**Members Present:** Mayor Carolyn Amyotte, Deputy Mayor Jim Whelan,  
Councillors: Colin McLellan, RuthAnne McIlmoyl, Jim O'Shea

**Staff Present:** Alana Solman, Chief Administrative Officer  
Kelly Picken, Deputy Clerk  
Keely-Anne Johnson, Secretary  
Matt Aldom Chief Building Official / By-law Enforcement Officer  
Jesse Lambe, Fire Chief  
Judy Everett, Treasurer  
Jason Post, Public Works Manager  
Gary Gerald, Director of Parks and Recreation / Waste (electronic) Management  
Edward Hilton, Economic Development Officer

(all attendees participated in-person unless indicated electronic)

**Others Present:**

### **Call to Order and Welcome**

Mayor Amyotte called the meeting to order at 9:32 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**

25 - 274

Moved by – Councillor McIlmoyl

Seconded by – Councillor O'Shea

That the agenda be amended to include the addendum item of a staff report regarding Propane RFP Results and to include a business item to schedule a future meeting for remaining properties from Properties/Facilities tour and be adopted. Carried.

## **Presentations / Deputations / Petitions**

### **Staff Reports**

### **Finance**

#### **Propane RFP Results**

25- - 275

Moved by – Deputy Mayor Whelan

Seconded by – Councillor O'Shea

That Council direct staff to sign the agreement with Superior Propane to provide propane to the Township for a one-year period at the fixed price of \$.549/litre plus HST. Carried.

#### **Scheduling Future Meeting for Remaining Properties missed on the previous Properties Tour held on September 19, 2025**

25 - 276

Moved by – Councillor McIlmoyl

Seconded by – Councillor McLellan

That Council will schedule a Special meeting for the purpose of visiting the remaining properties from the previous Properties/Facilities tour held on September 19, 2025 which includes Municipal Property on Highway 28 South – Con 11, Pt Lot 10, Municipal Property behind North Kawartha Health Centre – Con 1, Pt Lot 35 RP 45R13082, Parts 1, 2, 4, and 5, RP 45R4179 Part 1 and Municipal Property on Balmer Road – Con 2, Pt Lot 36 and McFadden Road Con 16 Pt Lot 25 PM 68 BLK 16 on Friday, October 10, 2025 at 9:00 a.m. Carried.

### **New Business**

#### **Strategic Plan Progress Accomplishments from 2023 to 2025**

Alana Solman, CAO reviewed the Progress Report 2023-2025

There was discussion on the following:

#### **Infrastructure**

##### **Section 1.1 Ensuring that existing infrastructure is sustained prior to expanding**

**and/or investing in new infrastructure, reflective of the Asset Management Plan (AMP)**

Anticipated completion for long-term financial plan in Q1 2026

Adopted Minimum Maintenance Standards in 2023 and limits and stop signs covered by 2017 by-law in 2017. Some speed signs still require posting.

Tallan Lake Road culvert is awaiting an agreement for replacement.

Data is being collected with Peterborough County and low season vs. high season traffic counts will be studied to determine if road classifications are appropriate.

The Minimum Maintenance Standard By-law was updated. The updated MMS was implemented within the internal PDS Citywide Route Patrol software program.

RFP for 135 Burleigh Street is scheduled to be released in Q4 2025.

Mt. Julian/Viamede Road project was completed in November 2022

NK Health Centre – the project was broken down to minimize the size of the project. The addition portion of the project is in the drawing stage – once complete the RFP will be released anticipated in Q4 2025.

The expansion is anticipated to increase the size of the waiting room and reduce the size of the vestibule.

The Roads tours was completed in 2023

Five-year road surface treatment/paving plan includes Big Cedar Lake Road, Fire Route 10 and Haultain Road. Glen Alda, Winters Bay and Lakeview will be completed next year.

Meet with the County of Peterborough to discuss the transfer of Balmer Rd. and the County's portion of Jack Lake Rd. to the Township, after the County brings the road(s) to an acceptable standard. A Draft Road Transfer Rationalization Policy was presented at the September 17, 2024 Council meeting. County Council adopted the Policy.

Follow up on speed recommendations suggested from the Road Needs Study.

**1.2 Plan Infrastructure development with demographic needs**

Councillor McLellan discussed consideration of 135 Burleigh Street updated prior to finding a tenant for this location. Discussion regarding the basic renovations RFP that was previously approved by Council prior to advertising for a tenant. The RFP should be released in Q4 2025.

Council Facility/Property tours were held in 2024 and 2025.

Downtown master plan for Apsley is captured in the Economic Development Strategic Plan

Discussion regarding the development of vacant lot at 143 Burleigh Street into a municipal parking lot. The lot has been surveyed. Discussion regarding picnic benches vs. tables in the lot design. Reports will be coming forward for discussion in Capital Budget.

### **2025 Additional achievements**

Council approval was received to obtain quotes in Q3 for hydrogeological study for Balmer Road.

Gary Geraldini stated pickleball and beach volleyball new program deliveries were implemented

### **1.3 Facilitate the creation of more housing including new builds, multi-residential, and secondary dwelling units for the following markets; seniors families, affordable housing options, and rental units.**

A separate reserve was not approved by council. General reserves would be utilized for this project. This may be an item for budget deliberation.

Scheduling a meeting with local builders, contractors, and developers is on the planning horizon for staff. Council would like this to move forward in 2025. This meeting would facilitate constructive feedback from builders and contractors – for both building and planning processes.

**Utilize social media to attract developers** – No initiatives have occurred to date. A collaboration with the County to meet this objective is an option.

### **Additional Operational Achievements 2025**

An overview of the achievements was provided.

A request to reword CMHC Funding to read the township applied and was not successful. Removing the “impacting the ability to accelerate housing development and infrastructure support”.

### **1.4 Explore Complete communities**

Edward Hilton indicated surveys completed in summer 2025 and updated visitor information was provided by RTO8. Survey results will be provided during a future public consultation

### **Develop a downtown master plan**

Public consultation planned for Q4, 2025 and Q1, 2026 using new platform (Engagement HQ).

### **Recess**

Mayor Amyotte called for a recess at 10:27 a.m. Council reconvened at 10:40 a.m.

## **ECONOMY**

### **2.1 Refresh and promote the Community Improvement Plan (CIP)**

An overview of the CIP plan as listed.

Marketing for this program was discussed. Edward Hilton has met with a couple of organizations. Changes to the CIP were discussed to improve the attractiveness of the program to applicants. Discussion regarding improving the amount for budget deliberation was discussed. Using general reserves instead of a separate fund was discussed.

### **2.2 Implement the Strategic Economic Development Plan, which includes initiatives under the areas of development, economic diversification, infrastructure, labour , and tourism**

Evaluate the Municipal property/surplus property list with regards to development opportunities and property usages – looking at Balmer Road.

## **GOVERNANCE**

### **3.1 Maintain policies and processes that enable effective governance**

Implement the recommendations in the Service Delivery Review and provide a status update – report will be in Q4 of 2025.

Organizational review was completed, and implementation plan is intended for Q4 – 2025.

Review Policies regarding employee retention, recruitment, and succession planning; amend policies as necessary. The municipality continues to receive ongoing assistance from HarbrHR. for these reviews. Also, these topics are included in the Compensation review and Pay Equity Plan project to be presented to Council in October, 2025. Policy updates may be required also.

**Foster relationships with local First Nations** – future meeting date is set for October 30, 2025 at Curve Lake First Nations.

**Establish an Advisory Committee of Council for the purpose of the revision of the Comprehensive Zoning By-law** – in response to the County OP changes and discussion on a joint RFP there may be changes.

**Short Term Rental Advisory Committee** – has been meeting regularly and are preparing a work plan and recommendations to council

**Investigate options to bring Fibre internet to the Municipal Office** – anticipating

Winter/Spring improvements.

Business Continuity RFP was unsuccessful. An internal policy is being considered.

### **3.2 Provide quality community programs and services**

\$1500 for donation budget has been included. The school has requested the municipality sponsor an Academic Excellence award at the Apsley Central Public School -- \$100.00 for two students. Add to budget deliberations. Mayor Amyotte will circulate sponsorship award opportunities.

### **Finalize the Riverview Park Plan, and implement the components**

Considerable cleanup following the 2025 March ice storm. Cleanup continued until July. Washrooms were boarded up to prevent further use. Parking lot sign installed. Buffer zone trees were planted and the final step to put out an RFQ for the final park development to be completed in 2025/2026.

Deputy Mayor Whelan is not in favour of any additional funds directed to access Eels creek. Mayor Amyotte cited the historical importance reference to Eels Creek and advocates for canoe access. Mayor Amyotte and Councillor McLellan discussed the formation of “Friends of Eels Creek” possibility in the future.

Councillor McLellan urged to advocate for inclusion in Peterborough County tour maps which currently end at Stoney Lake.

Budget considerations were discussed regarding donations, etc.

The installation of a plaque for MTO Canoe/Kayak parking area was discussed.

**MOU Apsley and District Lions Club** – Scheduled for Q4 2025 and a report will be coming regarding a future 2026 event.

**Consider the Community Safety and Well-Being plan implementation steps in future decision making** – no new updated information available.

**Implement the Virtual City Hall portal to enable property owners to have direct access to their accounts** – promotion to Virtual Town Hall has taken place and was well received.

The implementation of Citywide was promoted.

### **3.2 Provide quality community programs and services**

Cloudpermit Planning Module Software – was never fully launched and will not be moving forward. Planning applications require commissioning and not meeting current needs the Cloudpermit program is not feasible for this purpose.

**Explore options to expand the municipal grant program for boat cleaning stations, to include grants for environmental purposes in regard to local lake**

**health**

The Environmental Initiative Grant was approved by Council in Q2 2024.

**Continue to work on a safer Highway 28, including with KHPP, OPP, and MTO**

Initial meetings have been conducted between KHPP, Council and municipal staff

A letter of support has been requested. The Mayors Coalition was formed and a presentation to ROMA occurred. A response letter received from the MTO. MTO agreed to do an operational safety review and will then bring forward a report to the mayors coalition in the Fall. A citizens stakeholder group may form and will work with the mayors coalition.

Discussion regarding a fatal collision review committee to review trends and causes.

**Additional operational achievements 2025**

Redesigned and new recreation programs were highlighted.

A new Foodcycler program will go live this weekend.

**3.3 Provide effective, clear and transparent Township communication**

Hybrid meetings in the Council chambers have been expanded to the NKCC by utilizing an additional Meeting Owl.

Mayors videos and communications are integrated in marketing and communication plans.

Discussion regarding providing clear written correspondence on behalf of residents, to Emterra and CM, addressing ongoing missed curbside recycling collection issues.

(Ongoing)

the County will be providing further information for residents .Non-eligible source materials solution is in progress with County municipalities as the current agreement expires December 31, 2025.

Gary Geraldini stressed the importance to providing a response to questions from ratepayers.

**ENVIRONMENT****4.1 Promote responsible environmental stewardship**

Partnership with the County re: ineligible recycling sources was discussed.

Gary Geraldini stressed the importance of continuing Free Scrap Metal collection at our transfer stations. Continuing to collect scrap metal for free will also ensure environmental incidents due to freon do not occur as the freon is removed by the

Township.

#### **4.2 Protect the human environment**

Participate within the creation of a County-wide Diversity, Equity and Inclusion Plan. Consideration to develop our own plan is an option.

**Create a Recreation Master Plan, to include an Open Space Master Plan including beaches, parks and future trail considerations** - on schedule for Q3 2026 and inclusion in the 2026 budget. Previous consideration of a consultant for this project is considered.

**Explore options for accessible community gardens** – no further action on this program

#### **4.3 Consider Climate change in decision making**

EV stations to be installed in the NKCC parking lot.

Mayor Amyotte noted the drought of summer 2025 and the importance of recognizing the importance of our resources.

An EV conduit will be available in the planned 143 Burleigh Street parking lot.

A discussion regarding time constraints on staff and will be identified in the Organizational Review. Middle management could free up time from Managerial staff.

### **ECONOMIC DEVELOPMENT**

#### **Strategic Economic Development Plan Updates 2025**

Edward Hilton, Economic Development officer reviewed the Strategic Economic Development Plan Progress Report.

There was discussion on the following:

Discussion regarding the EV Chargers at NKCC – the cost and alternate locations were reviewed. Conduit infrastructure in the 143 Burleigh Street parking lot design is planned for consideration of installation of EV chargers in the future at that location.

25 - 277

Moved by – Councillor McLellan

Seconded by – Councillor McIlmoyl

To receive the updated progress report and direct staff to update the progress reports and provide to Council and provide on the website. Carried.

**Confirmatory By-Law 2025 - 0060**



Moved by – Deputy Mayor Whelan  
Seconded by – Councillor McLellan

Being a by-law to confirm the proceedings of a regular meeting of the Township of North Kawartha held on the 24<sup>th</sup> day of September 2025. Read and adopted in open Council on the 24<sup>th</sup> day of September 2025. Carried.

### **Adjournment**

25 - 278  
Moved by – Councillor McIlmoyl  
Seconded by – Councillor McLellan

That Council adjourn proceedings. Carried.

Council adjourned at 12:07 p.m.

---

Carolyn Amyotte, Mayor

---

Kelly Picken, Deputy Clerk