Township of North Kawartha
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Report to Council

To: Mayor and Council Members

From: Keely-Anne Johnson, Clerks Department

Date: November 4, 2026

Subject: 2027 Council Meeting Schedule

Recommendation:

That Council approve the 2027 Council Meeting Schedule as presented by the Deputy Clerk, incorporating a reduced summer meeting schedule consisting of one regular Council meeting in July and one regular Council meeting in August.

Background:

Section 4.3 of Procedural By-law 2025-0050 establishes the Township's regular meeting schedule, with Council meetings held on the first and third Tuesday of each month commencing at 9:30 a.m. The annual meeting schedule is presented to Council for approval to establish the dates of regular Council meetings for the upcoming year.

Establishing the meeting schedule in advance supports organizational planning and assists Council, staff, residents, consultants, and other stakeholders when scheduling municipal business throughout the year.

Historically, Council has adopted a reduced summer meeting schedule consisting of one regular meeting in July and one regular meeting in August.

The Procedural By-law further provides that where a regular meeting falls on a statutory holiday, the meeting shall be held on the following day. The Mayor may also, in consultation with the Chief Administrative Officer and Clerk, alter the time, day, or place of a meeting, provided notice is given in accordance with the by-law.

Analysis:

In preparing the proposed schedules, staff reviewed statutory holidays, known municipal conferences, historical meeting practices, and recent planning application activity. Based on a preliminary review, no statutory holidays are anticipated to interfere with regular Council meeting dates in 2027. Staff also considered conferences commonly

attended by Council, such as the Rural Ontario Municipal Association (ROMA) Conference and the Association of Municipalities of Ontario (AMO) Conference.

Due to the Township's 2026/2027 Christmas closure and the proximity of the first regularly scheduled Council meeting following the holiday period, the first regular Council meeting in January has been removed from the proposed schedule options.

Similarly, the regular Council meeting scheduled for December 21, 2027, has been removed from all proposed schedule options due to its proximity to the Christmas holiday period.

A review of the planning application activity during the 2026 summer months was also conducted as part of the preparation of the proposed meeting schedules. The following applications were considered by Council during the summer months of 2026:

Month	**Planning Applications Considered**
July 2026	1 County Official Plan Amendment and Zoning By-law Amendment 3 Zoning By-law Amendments 1 Minor Variance Application (COA Meeting)
August 2026	2 Zoning By-law Amendments 2 Minor Variance Applications (COA Meeting)
Total	**9 Planning Applications**

Planning application volumes may vary from year to year, however, the information above has been provided for Council's consideration when reviewing the proposed reduced summer meeting schedule.

Consistent with Council's historical practice, the proposed 2027 Council Meeting Schedule incorporates a reduced summer meeting schedule through the cancellation of the second regularly scheduled Council meeting in July and the second regularly scheduled Council meeting in August. Staff are recommending this approach following a review of historical meeting practices and planning application activity.

The reduced summer meeting schedule has been used by Council historically and continues to provide regular opportunities for Council to conduct business while retaining the ability to convene special meetings, where required, in accordance with the Township's Procedural By-law.

Council may also wish to consider future special meetings for purposes such as lake tours, facility tours, road tours, budget deliberations, strategic planning discussions, training opportunities, or other Council business. Should Council wish to establish tentative dates for these activities, direction may be provided or scheduled throughout the year, as required.

The proposed schedule can be accommodated administratively. Council also retains the ability to call special meetings throughout the year where matters require consideration outside of the approved regular meeting schedule.

Financial Implications:

There are no direct financial implications associated with approving the 2027 Council meeting schedule.

Strategic and/or Other Plans:

Strategic Plan 2023-2026: 3.1 – Governance – Maintain Policies and Processes that enable effective governance

Strategic Plan 2023-2026: 3.1 – Governance – Provide effective, clear and transparent Township communication

In Consultation With:

Shannon Hunter, CAO

Kelly Picken, Clerk

Attachments:

2027 North Kawartha Council Meeting Schedule