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, Clerk

Date: November 17, 2026

Subject: Appointments to the Committee of Adjustment

Recommendation:

Motion 1:

That a by-law be passed at the end of the meeting to appoint all five members of Council to the North Kawartha Committee of Adjustment for a one-year term commencing December 1, 2026.

Alternately, Motion 1B: That council direct staff to advertise for public members of the Committee of Adjustment and to appoint members of council to form a part of the committee.

Background:

The Planning Act, R.S.O. 1990 c. P.13, Section 44 (3) provides that “the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually”. The previous appointment of the Committee of Adjustment’s dates were December 6, 2023 to December 31, 2024.

Analysis:

Currently, the Committee of Adjustment is comprised of all five members of council with the Mayor as Chair. Section 44 of the Planning Act provides that the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as council considers advisable. Members of Council shall be appointed annually and members of the Committee shall elect one of themselves as chair, in the absence of the chair, the Committee may appoint another member as Acting Chair. The Committee shall appoint a Secretary-Treasurer.

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(Traditionally, the Clerk is the Secretary-Treasurer to Committee with the Deputy Clerk acting in her absence).

Previously, Council has appointed all five members of Council to the North Kawartha Committee of Adjustment, but, Council may consider an alternate composition which includes a member of the public. This would require council to direct staff to advertise for public members and to appoint an applicant.

Financial Implications:

Included in Council remuneration.

Strategic and/or Other Plans:

3. Governance – Maintain a Strong, Accountable Municipal Government

Consultant(s) Sourced:

Connie Parent, Clerk

Attachment:

Draft By-Law Appoint Committee of Adjustment Appointment