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 Boards and Committees

Recommendation:

Motion 1:

That staff be directed to prepare a by-law to be brought forward at the December 1st regular meeting of Council to set out the Terms of Reference for the Emergency Management Program Committee and to appoint the following members: Deputy CAO (CEMC), Mayor, Deputy Mayor, Director of Parks and Recreation, Fire Chief, Deputy Fire Chief and Public Works Manager (or designates) for a four year ter; and further that the Deputy Clerk be appointed as Secretary to the Committee.

Motion 2:

That Council approves the following Council appointments for the 2026-2030 term of Council:

Library Board:
Community Improvement Plan Review Committee:
Crowe Valley Conservation Authority:

and further directs staff to advertise for public members for the North Kawartha Library Board and Community Improvement Plan Committee.

Motion 3: That Council provide direction to staff for any new Committees.

Background

Emergency Management Program Committee:

- Current Appointees: Deputy CAO (CEMC), Mayor, Deputy Mayor, Deputy Clerk (Secretary to Committee), Director of Parks and Recreation, Fire Chief, Deputy Fire Chief and Public Works Manager (or designates)
- Four-Year Term to coincide with Council term

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O.Reg. 380/04 Standards, Section 11 (1) provides that every municipality shall have an emergency management program committee. Section 11 (2) to (4) provides for the composition of the committee and Section (5) and (6) provides that the committee shall advise the council on the development and implementation of the municipality's emergency management program and conduct an annual review of the municipality's emergency program.

Library Board:

- Two Council members and three public members
- Current appointments: Councillor at Large and Councillor Ward 1, Cathie Leard (Chair), Sue Leeson (Vice Chair) and Sharon Sidaros
- Advertise for three Public Members

Sections 9 and 10 of the Public Libraries Act sets out that a public library board shall be composed of at least five members appointed by the municipal council and a board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. Appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting."

Committees of Council

The 2022-2026 Term included 2 Committees of Council: Community Improvement Plan Review Committee and the Short-Term Rental Advisory Committee. The Short-Term Rental Advisory Committee Terms of Reference state: "the term of the Committee shall be until the completion of its mission or for the term of current Council." At the June 16, 2026, regular meeting of council the committee presented its final recommendations to council.

Community Improvement Plan Review Committee

The Committee reviews applications made to the Community Improvement Fund and makes recommendations to Council for annual programs.

Composition: The Committee shall be composed of one (1) member of Council, and one (1) member of Staff, (1) member of the Public, three (3) in total. The Secretary for the Committee shall be a member of the Committee elected to be Secretary. Municipal Staff Resource for the Committee shall include the Chief Administrative Officer and other County or Municipal Staff as may be required.

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Term: The term of the Committee shall be the term of this Council.

Council Representation on CVCA and Other Committees

Ontario is consolidating its 36 conservation authorities into 9 regional conservation authorities by February 1, 2027.

Committees may be established, revised, disbanded and replaced by Council.

The Mayor, as Head of Council, is an ex-officio member of all Township committees where not prohibited by law and has full voting privileges when in attendance at any meeting.

Analysis:

This report provides information to new Council in accordance with legislation and policies to assist Council with determining Council and Public Member appointments to Boards and Committees for the 2026-2030 term of Council. Staff are seeking direction from Council with respect to the establishment of any other Committees that Council may desire and direction for advertising for public members. Council appointments are required to ensure quorums on Boards and Committees.

Financial Implications:

According to By-Law 2026-0003, the honorarium for Council Members covers all meetings including Boards and Committees, public members on any local board or committee of Council are paid a per diem rate of $80.00 per meeting, including attendance at conferences, up to a maximum of $800.00 annually.

Strategic and/or Other Plans:

3. Governance – Maintain a Strong, Accountable Municipal Government

Consultant(s) Sourced:

Shannon Hunter, CAO

Attachment:

By-Law 2010-028 North Kawartha Policy for Public Appointments to Boards and Committees

By-Law 2015-0146 Terms of Reference for Emergency Management Program Committee as amended by By-Law 2016-037 to include the Deputy Fire Chief and further amended by By-Law 2018-0128

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Library Policy 1.4 to 1.7