

AGENDA

Public Meeting: Proposed Amendments to Council's Procedure By-Law

Council Chambers / Electronic Participation

Tuesday, September 16, 2025 at 4:40 PM

Council Chambers - 3 Kirkland St. W.

Please visit the [TKL YouTube Channel](#) to watch the live-stream of this meeting.

1. Call to Order

2. Declaration of Pecuniary Interest

3. Summary of Reports

3.1. Supplemental: Proposed Amendments to Council Procedure By-Law
Jennifer Montreuil, Municipal Clerk

4. Confirmation of Notice

5. Correspondence Received

6. Comments/Questions from Members of the Public

7. Proposed Direction

***THAT** Council receive the survey results and comments/questions from members of the public;*

***AND FINALLY THAT** the proposed by-law, as updated, be presented for three readings at the September 16, 2025 Regular Meeting of Council.*

8. Adjournment

REPORT TO COUNCIL

Meeting Date: 16/09/2025

Report Number: 2025-ADM-012

Presented by: Jennifer Montreuil

Department: Administration

REPORT TITLE

Supplemental: Amendments to Council Procedure By-Law

RECOMMENDATION

BE IT RESOLVED THAT Report Number 2025-ADM-012 entitled “**Supplemental: Amendments to Council Procedure By-Law**” be received;

AND THAT Council support the changes outlined in this Report and as identified in the Procedure By-Law, as presented;

AND FINALLY THAT the Procedure By-Law, as presented, be brought forward for three readings on September 16, 2025.

INTRODUCTION

Supplemental information to complement Report [2025-ADM-011](#) is being presented to identify the recommendations from the Committee of the Whole Meeting held on August 26, 2025, and to present the statistical data from the public engagement survey that circulated between August 29, 2025 and September 12, 2025.

DISCUSSION

Update: Step 1 Committee of the Whole

At its meeting held on August 26, 2025, Committee of the Whole were presented with short summaries of modifications for each section of the proposed Council Procedure By-Law, and general amendments that have been made since the initial draft presented on July 22, 2025 and provided the following direction:

DISCUSSION (CONTINUED)

“COMMITTEE RECOMMEND THAT Administration be directed to make the necessary changes to the proposed Council Procedural By-Law, as amended by Committee;

AND THAT Administration conduct a survey available to the public between August 29, 2025 and September 12, 2025 on the proposed by-law, as updated;

AND THAT a Public Meeting be held on Tuesday, September 16, 2025 at 4:40 PM to allow for the public to comment on the proposed by-law, as updated;

AND FINALLY THAT the proposed by-law, as updated, and the results of the survey be presented for three readings at the September 16, 2025 Regular Meeting of Council.”

Based on Administration’s [presentation](#) on the proposed material changes of the draft procedure by-law, and further to the comments from Committee, Administration has presented a Procedure By-Law on the September 16, 2025 Regular Council Agenda incorporating these housekeeping items. Worth noting, the Notice section is being presented as a Schedule to the said by-law for ease of reference, and to allow future Councils’ to consider its incorporation into the Town’s Notice Policy.

Update: Step 2 – Community Consultation (Survey & Public Meeting)

Administration circulated a public survey on certain elements of Council and its Committees’ proposed Procedure By-Law between August 29 and September 12, 2025.

38 digital and 3 physical surveys were received.

The platform used to create and administer the survey was Survey Monkey.

13 questions were posed focusing on public interaction with council, ease of meetings, timing, location, notice and proposed changes to meetings and the creation of Town Hall Meetings.

All questions were mandatory (on the digital side) and offered the respondents the ability to provide their rationale (explain) for why they answered “unsure” “no” or “other”.

Clerk’s Office staff canvassed interest in the survey in person at the Food Market held on Tuesday, September 9, 2025.

A Report (Attachment 1) was created for the purpose of the analysis of the digital survey response.

DISCUSSION (CONTINUED)

Analysis of Survey Results

Key takeaways from the public engagement survey are as follows:

- All respondents were over the age of 18. Administration did not put limits on who could take the survey and wanted to ensure the youth in the community were also permitted to voice their opinions on the subject.
- Almost all respondents (-2 +-1) were residents within the jurisdiction of the Town.
- Although no students participated in the survey, there was representations from all the other the categories.
- Most had no issue with the date and time of the Council meetings or were indifferent. To note, 18 respondents identified having no issue with the change of time of Council Meetings from 4:40 PM to 4:50 PM.
- The large majority of respondents were satisfied or indifferent with the location of Council and Committees of Council meetings being held a Town Hall.
- A majority were satisfied or indifferent with the current practice of meeting being held in-person or hybrid with electronic participation.
- All participants were in support or indifferent on the creation of Town Hall meetings, however, 2 participants identified that 3 minutes was not enough time for a delegation.
- The majority of respondents were in agreement with a 10 minute delegation, however, a close minority of respondents were in agreement with 5 minute delegations. Worth noting, there was a smaller minority that identified that delegates should have no cap of time to speak with Council.
- All respondents but one (1) identified that 14 days notice for a public meeting was sufficient. Administration understands the rationale for the comment supplied, however, despite shift work, everyone gets downtime from work and has the ability to write to Council in order to have their public opinion captured in the public record. That ability is available to anyone in the 14 day period - 24 hours a day 7 days a week. There is also the ability to schedule a delegation at any regular meeting of Council when those persons are available.

DISCUSSION (CONTINUED)

Analysis of Survey Results (continued)

- Almost all (-2) respondents identified that public notice reaches them. From the comments made, Administration would like to point out to the public that notices are not just published on the Town's website or part of radio broadcasts, they are also published on Facebook, in many instances in the newspaper, posted in other municipal facilities, in some instances, circulated as part of tax and water bill inserts, and through various other means. There was a great suggestion to include the notice as part of the "flyers" that are circulated with the local newspaper and Administration will consider this for compelling public meetings for service delivery changes or items of greater public interest such as the Official Plan Review, Zoning By-Law Amendments, Waster Service Level Changes, etc.
- We received a suggestion to allow for the livestream of Council Meetings on Facebook. Administration will investigate placing the Town's livestream YouTube link on the night of Council Meetings on its official Facebook page.

Update: Step 3 – Approval of By-Law and Implementation of Changes

Should it be the will of Council to proceed with the passage of its and its Committees' updated procedure by-law, there will be internal communication of the changes. Clerk's Office staff will work with Staff Liaisons of the Committees of Council to ensure the modifications to the routine order of business are completed. It will be a good time to commence the transition of Council's Committees in using the same Agenda Management software as Council. This will allow for uniformity in corporate meeting records and allow for digitization and workflows for staff and for greater information banks for the public.

Administration have engaged with the Town's project team for the Agenda Management company to ensure a smooth roll out of these changes.

Although changes take effect immediately for certain things like Members' Motions, visible changes to the routine order of business will take effect immediately at the first meetings of Council and its Committees.

Of course, through the current review of Council's Committees, Council can expect to receive requests from its Committees, or the Clerk, to update their Terms of Reference. This will be forthcoming before year's end to allow for a clear program prior to the 2026 Municipal Elections and the transition into a new Council term.

OTHER ALTERNATIVES CONSIDERED

Given that the Committee of the Whole's proposed revisions will be presented at the same time as the results of the public survey and on the same night at the Public Meeting, if Council feels there is a need to revisit the proposed by-law, Council would need to either: defer the passage of the by-law to another Council meeting date and identifying specifically any proposed changes to the by-law; or refer the proposed by-law back to Committee of the Whole to discuss those changes or others that are clearly identified by Council.

FINANCIAL CONSIDERATIONS

As the contract with the Agenda Management Software company allows for support to change templates and create as many committee profiles as the Corporation requires, there is no financial considerations in effecting a change to the Town's Procedure By-Law. Based on comments stemming from the Survey, in the future, Departments may budget for greater advertising dollars moving forward in an attempt to reach a larger audience for topics of greater public interest as identified in this Report.

ALIGNMENT TO CORPORATE STRATEGIC PLAN

Priority:

- ☒ Sustainable Core Services
- ☒ Current Council's Operational Aims



Action:

Sustainable Core Services

- Provide clear, fair, and consistent regulations and policies governing municipal operations.

Council Operational Aim:

Sustainable Core Services

Governance

- Clear, fair, and consistent regulations and policies governing municipal operations.
- Training programs and resources for municipal staff and officials to enhance governance competencies.
- Timely reports from staff to Council on all significant projects and initiatives.
- Regular communication with residents to explain governance structures, processes, and decisions.

ACCESSIBILITY CONSIDERATIONS

Not Applicable.

CONCLUSION

This supplemental report was provided to provide updates on the evolution of the proposed procedure by-law and the public engagement that has transpired since it was initially presented on July 22, 2025, including a presentation and suggestions made at the Committee of the Whole meeting, and a public survey.

Administration is confident that the modernization of the proposed Council procedure by-law as presented on the Regular Council Agenda will itself be an evolutionary document, however, at this time, well-serving and modernized to suit the needs of the existing governing body.

CONSULTATIONS

Municipal Act, S.O. 2001, c.25,

Robert's Rules of Order

Bourinot's Rules of Order

Ministry of Municipal Affairs and Housing (MMAH) - Municipal Representative

Procedural By-Laws of various municipalities in Ontario

ATTACHMENTS

Attachment 1 – Council Procedure By-Law Survey Results Report



KIRKLAND LAKE

THE RIGHT ENVIRONMENT

ATTACHMENT 1



COUNCIL PROCEDURE BY-LAW SURVEY RESULTS

Campaign: August 29, 2025 to September 12, 2025

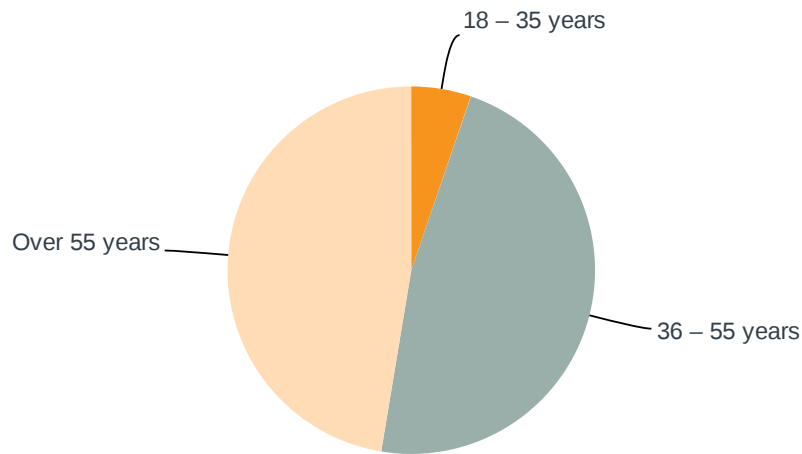
Platform: Survey Monkey

September 16, 2025

Survey Questions - Overview

Q1 What is your Age ?

Answered: 38 Skipped: 0

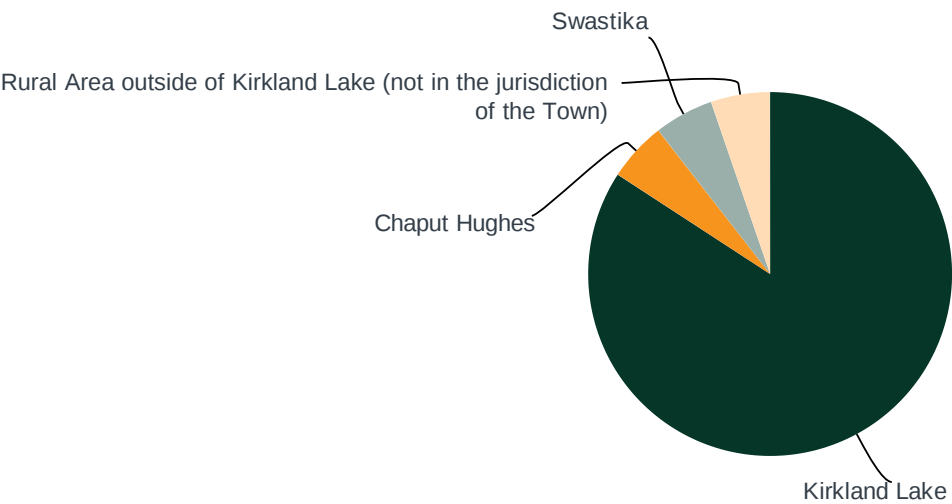


ANSWER CHOICES	RESPONSES
Below 17 years	0
18 – 35 years	2
36 – 55 years	18
Over 55 years	18
Prefer not to say	0
TOTAL	38

Question Type: Mandatory Radio Button Question

Q2 Where is your Primary Residence located?

Answered: 38 Skipped: 0

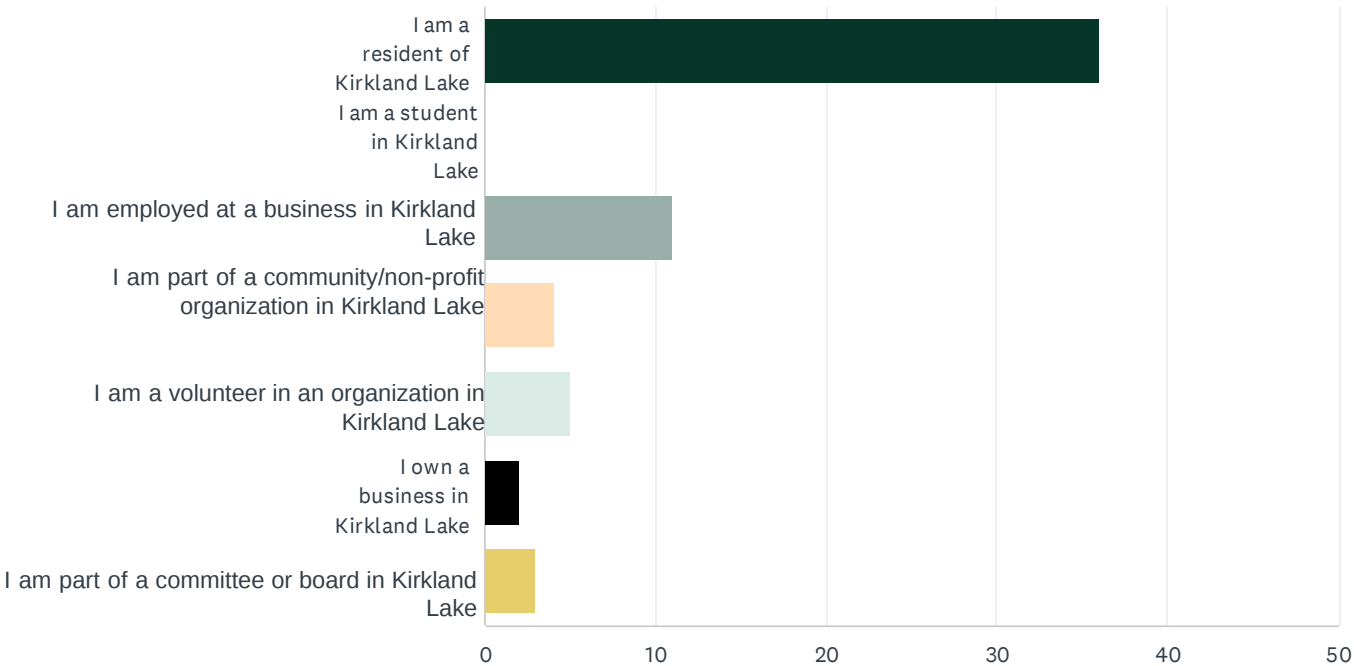


ANSWER CHOICES	RESPONSES
Kirkland Lake	32
Chaput Hughes	2
Swastika	2
Rural Area outside of Kirkland Lake (not in the jurisdiction of the Town)	2
Other (please specify)	0
TOTAL	38

Question Type: Mandatory Radio Button Question

Q3 How would you best describe your relationship with the Town of Kirkland Lake? (Select all that apply)

Answered: 38 Skipped: 0

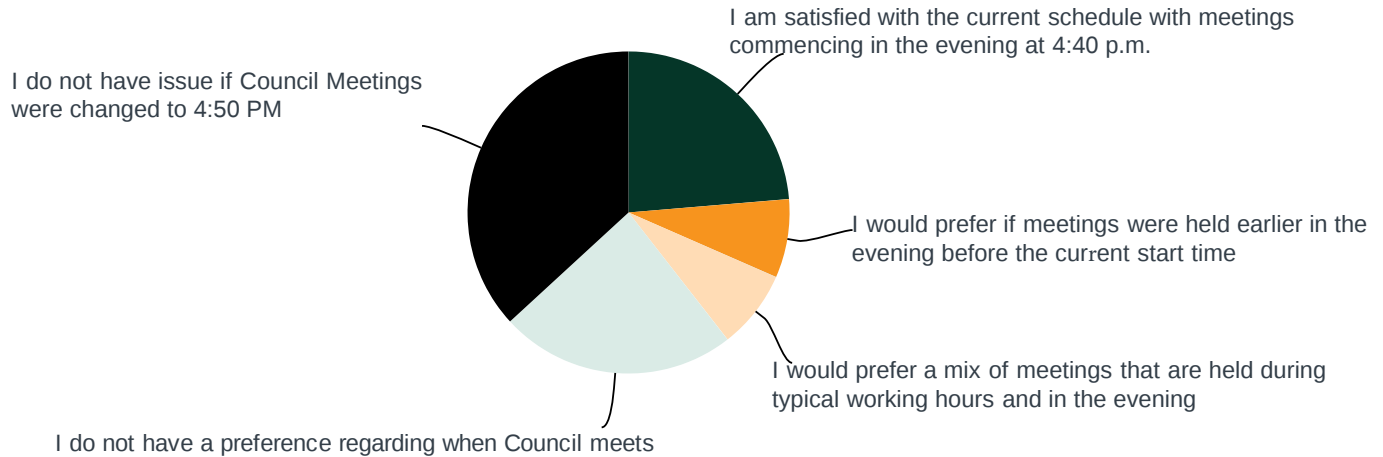


ANSWER CHOICES	RESPONSES
I am a resident of Kirkland Lake	36
I am a student in Kirkland Lake	0
I am employed at a business in Kirkland Lake	11
I am part of a community/non-profit organization in Kirkland Lake	4
I am a volunteer in an organization in Kirkland Lake	5
I own a business in Kirkland Lake	2
I am part of a committee or board in Kirkland Lake	3
Total Respondents: 38	

Question Type: Mandatory Radio Button Question

Q4 Please select which of the following best describes your personal preference for Council meeting times:

Answered: 38 Skipped: 0

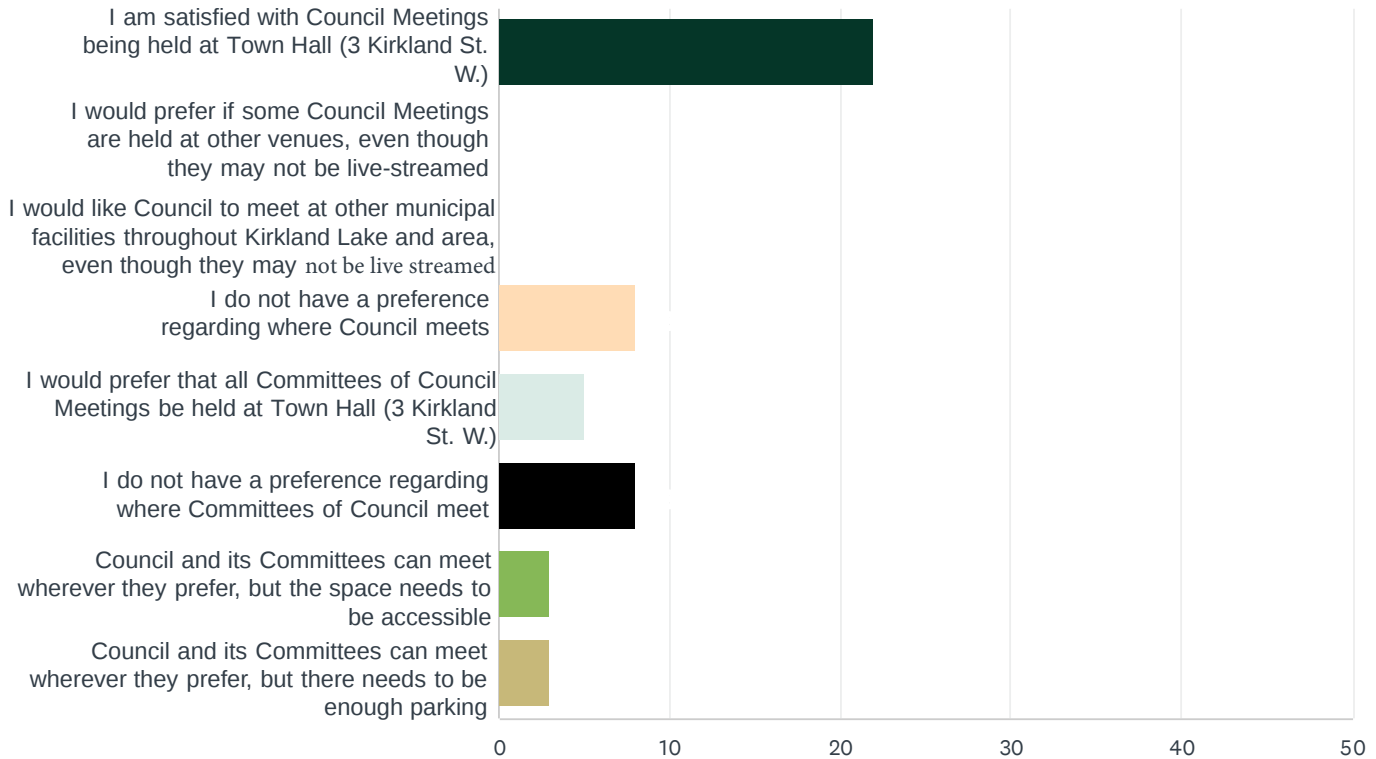


ANSWER CHOICES	RESPONSES
I am satisfied with the current schedule with meetings commencing in the evening at 4:40 p.m.	9
I would prefer if meetings were held earlier in the evening before the current start time	3
I would prefer if meetings were held during typical working hours (e.g. 9:00 a.m. – 5:00 p.m.)	0
I would prefer a mix of meetings that are held during typical working hours and in the evening	3
I do not have a preference regarding when Council meets	9
I do not have issue if Council Meetings were changed to 4:50 PM	14
TOTAL	38

Question Type: Mandatory Radio Button Question

Q5 Please select which of the following best describes your personal preference for meeting locations (select all that apply):

Answered: 38 Skipped: 0

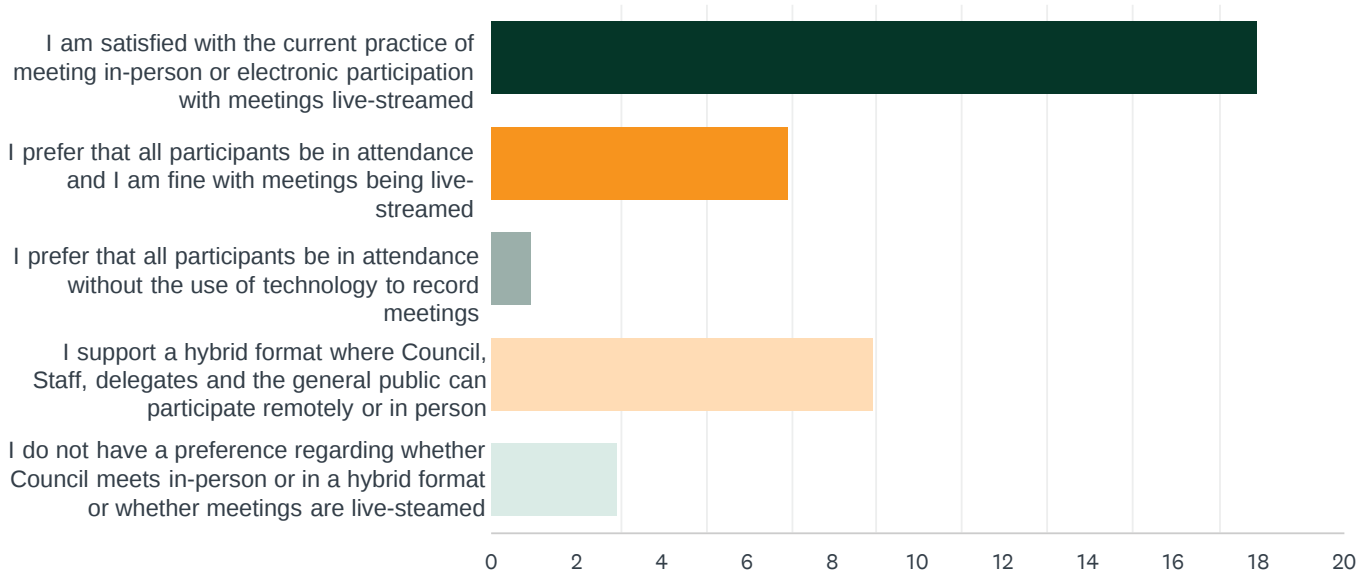


ANSWER CHOICES	RESPONSES
I am satisfied with Council Meetings being held at Town Hall (3 Kirkland St. W.)	22
I would prefer if some Council Meetings are held at other venues, even though they may not be live-streamed	0
I would like Council to meet at other municipal facilities throughout Kirkland Lake and area, even though they may not be live-streamed	0
I do not have a preference regarding where Council meets	8
I would prefer that all Committees of Council Meetings be held at Town Hall (3 Kirkland St. W.)	5
I do not have a preference regarding where Committees of Council meet	8
Council and its Committees can meet wherever they prefer, but the space needs to be accessible	3
Council and its Committees can meet wherever they prefer, but there needs to be enough parking	3
Total Respondents: 38	

Question Type: Mandatory Radio Button Question

Q6 Hybrid Meetings allows participants to attend a meeting remotely. Please select which of the following best describes your preference.

Answered: 38 Skipped: 0

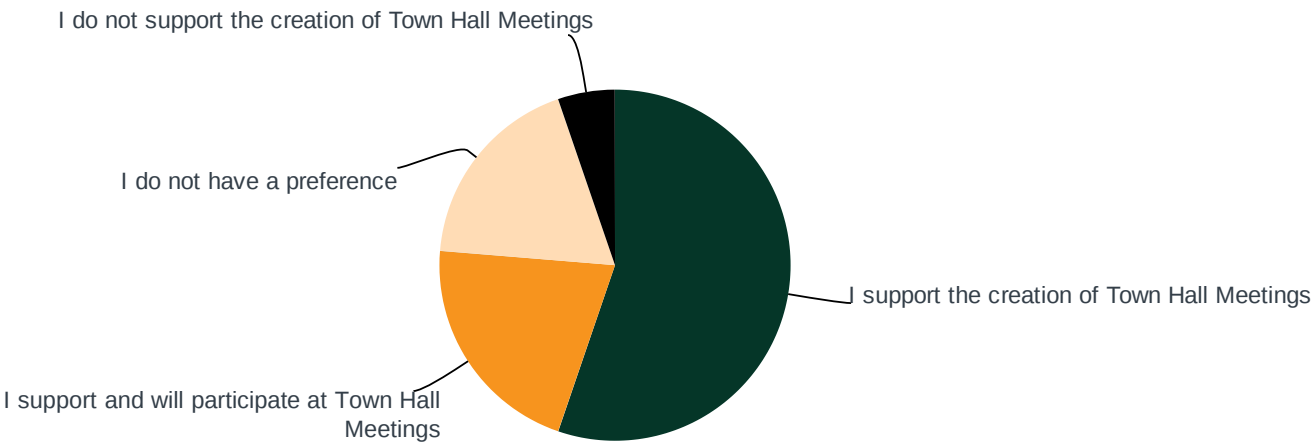


ANSWER CHOICES	RESPONSES
I am satisfied with the current practice of meeting in-person or electronic participation with meetings live-streamed	18
I prefer that all participants be in attendance and I am fine with meetings being live-streamed	7
I prefer that all participants be in attendance without the use of technology to record meetings	1
I support a hybrid format where Council, Staff, delegates and the general public can participate remotely or in person	9
I do not have a preference regarding whether Council meets in-person or in a hybrid format or whether meetings are live-streamed	3
TOTAL	38

Question Type: Mandatory Radio Button Question

Q7 Please select which of the following best describes your preference on the creation of Town Hall Meetings (3 minutes to speak to Council on a topic of your choice up to 4 times a year):

Answered: 38 Skipped: 0



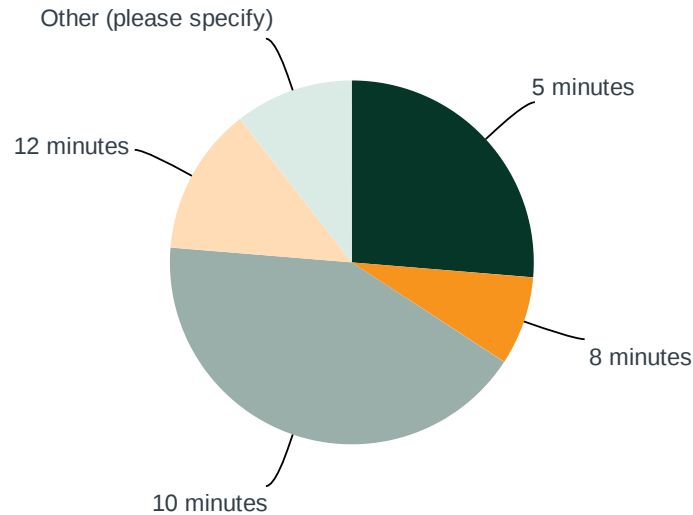
ANSWER CHOICES	RESPONSES
I support the creation of Town Hall Meetings	21
I support and will participate at Town Hall Meetings	8
I do not support the creation of Town Hall Meetings	0
I do not have a preference	7
Other (please specify) (if they select this – can you put a mandatory please specify, please?)	0
I do not support the creation of Town Hall Meetings. Please Explain:	2
TOTAL	38

#	I DO NOT SUPPORT THE CREATION OF TOWN HALL MEETINGS. PLEASE EXPLAIN:	DATE
1	Do not support parameters of three minute duration and only up to four times per year. Should be as needed	9/2/2025 10:28 PM
2	3 Minutes??? Not enough time	9/2/2025 11:42 AM

Question Type: Mandatory Radio Button Question

Q8 What is an appropriate time limit for public delegations and presentations?

Answered: 38 Skipped: 0



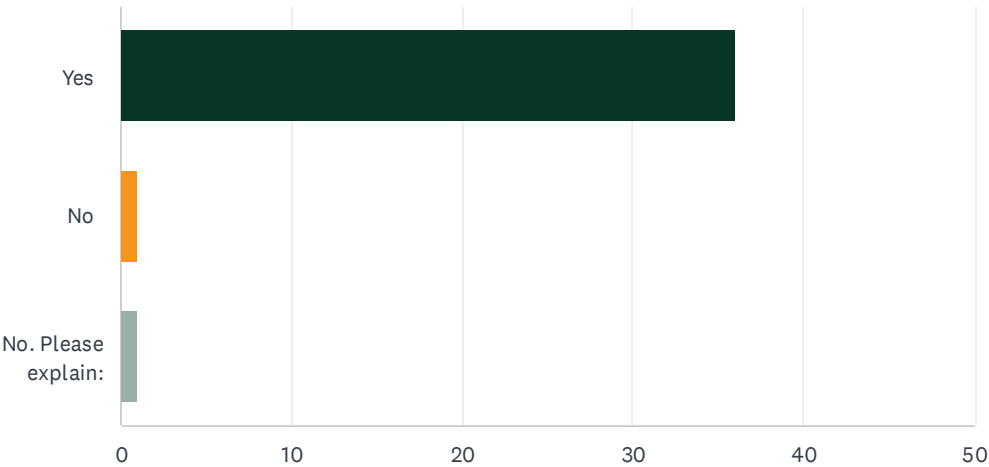
ANSWER CHOICES	RESPONSES
5 minutes	10
8 minutes	3
10 minutes	16
12 minutes	5
Other (please specify)	4
TOTAL	38

#	OTHER (PLEASE SPECIFY)	DATE
1	As long as it takes to explain the matter in hand we pay enough taxes.	9/4/2025 1:19 PM
2	As required	9/2/2025 10:28 PM
3	as needed, with a decent max time put in place. 12 minutes may not always be enough.	9/2/2025 2:04 PM
4	15 minutes	9/2/2025 11:57 AM

Question Type: Mandatory Radio Button Question

Q9 Do you think 14 days is enough time to be notified that a Public Meeting is being held or a By-Law is being read on a specific topic?

Answered: 38 Skipped: 0



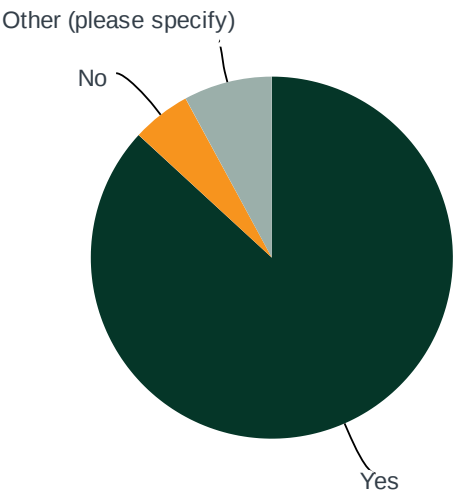
ANSWER CHOICES		RESPONSES
Yes		36
No		1
No. Please explain:		1
TOTAL		38

#	NO. PLEASE EXPLAIN:	DATE
1	Some people work a different schedule (14 in, 14 out). In some cases 21. KL is a mining town and should understand the reasoning to accommodate those schedules.	9/2/2025 12:25 PM

Question Type: Mandatory Radio Button Question

Q10 Do you think that the notice will reach you if we publish the Notice of the Public Meeting in daily CJKL radio broadcasts, on the Town’s website, on the Town’s Facebook page, and in the Town’s monthly Municipal Update publication?

Answered: 38 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	33
No	2
Other (please specify)	3
TOTAL	38

#	OTHER (PLEASE SPECIFY)	DATE
1	If a resident is wanting to know about these things they should be watching for them so yes using these means to notify is sufficient.	9/4/2025 7:52 AM
2	Sometimes.	9/2/2025 2:04 PM
3	Should also have it in the weekly flyers we get	9/2/2025 11:45 AM

Question Type: Optional Radio Button Question

Q11 If you don't think that the notice will reach you, please explain.

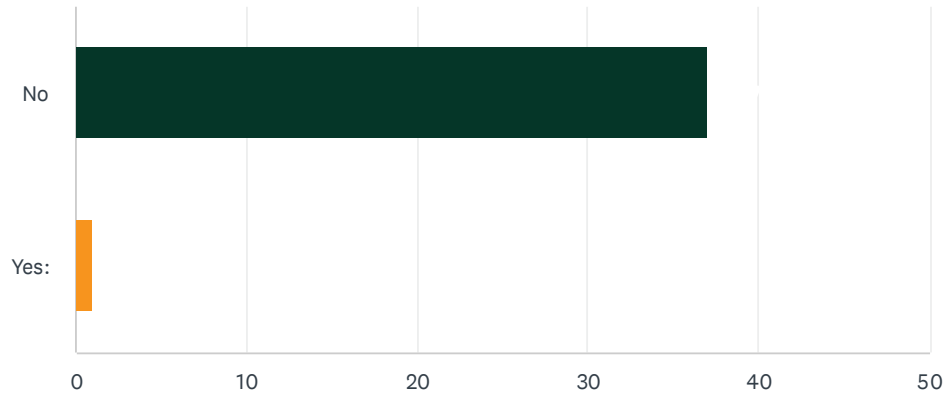
Answered: 3 Skipped: 35

#	RESPONSES	DATE
1	Not everyone has internet and elderly might not hear or listen to cjkl	9/2/2025 10:28 PM
2	Other times I miss it by way of algorithm. Either way, that is not on the town, people need to make themselves aware if they are interested.	9/2/2025 2:04 PM
3	Not everyone listens to cjkl. And not everyone has Facebook or computer access	9/2/2025 11:45 AM

Question Type: Optional Radio Button Question

Q12 Do you have any other comments regarding the Procedure By-law Review?

Answered: 38 Skipped: 0



ANSWER CHOICES		RESPONSES
No		37
Yes:		1
TOTAL		38

#	YES:	DATE
1	Meetings should be on FB live to reach more people	9/2/2025 2:48 PM

Question Type: Mandatory Radio Button Question

Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

We value your feedback and want to hear from you!

The Town of Kirkland Lake is currently conducting a review of the Procedure By-Law, the document that guides how you, as a resident, student, tenant or business owner, can interact with Council and its Committees through formal meetings.

You are invited to be a part of the process!

Please take about 5 minutes to complete this survey.

All data collected will be:

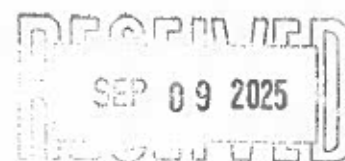
- Shared with Council, Town Staff, and Local Boards, if applicable
- Shared publicly on the Town's Website and Facebook Page
- Considered by the Town of Kirkland Lake Council in the drafting of their new Procedure By-Law.

Thank you in advance for your participation!

Survey

1. What is your Age?

- ☐ Below 17 years
- ☐ 18-35 years
- ☐ 36-55 years
- ☐ Over 55 years
- ☒ Prefer not to say



2. Where is your Primary Residence located?

- ☒ Kirkland Lake
- ☐ Chaput Hughes
- ☐ Swastika
- ☐ Rural Area outside of Kirkland Lake (not in jurisdiction of the Town)
- ☐ Other

3. How would you best describe your relationship with the Town of Kirkland Lake?

(select all that apply)

- ☒ I am a resident of Kirkland Lake
- ☐ I am a student in Kirkland Lake
- ☐ I am employed at a business in Kirkland Lake
- ☐ I am part of a community/non-profit organization in Kirkland Lake
- ☐ I am a volunteer in an organization in Kirkland Lake
- ☐ I own a business in Kirkland Lake
- ☐ I am part of a committee or board in Kirkland Lake

4. How do you prefer to get information on your local government?

- | | |
|---|--|
| <p>☒ I am satisfied with the current schedule with meetings commencing in the evening at 4:40 PM</p> <p>☐ I would prefer if meetings were held earlier in the evening before the current start time</p> <p>☐ I would prefer if meetings were held during typical working hours (e.g. 9:00 AM – 5:00 PM)</p> | <p>☐ I would prefer a mix of meetings that are held during typical working hours and in the evening</p> <p>☐ I do not have a preference regarding when Council meets</p> <p>☐ I do not have issue if Council Meetings were changed to 4:50 PM</p> |
|---|--|

5. Please select which of the following best describes your personal preference for meeting locations?

(select all that apply)

- | | |
|--|---|
| <p>☒ I am satisfied with Council Meetings being held at Town Hall (3 Kirkland St. W.)</p> <p>☐ I would prefer if some Council Meetings are held at other venues, even though they may not be live-streamed</p> <p>☐ I would like Council to meet at other municipal facilities throughout Kirkland Lake and area, even though they may not be live-streamed</p> <p>☐ I do not have a preference regarding where Council meets</p> | <p>☐ I would prefer that all Committees of Council Meetings be held at Town Hall (3 Kirkland St. W.)</p> <p>☐ I do not have a preference regarding where Committees of Council meet</p> <p>☐ Council and its Committees can meet wherever they prefer, but the space needs to be accessible</p> <p>☐ Council and its Committees can meet wherever they prefer, but there needs to be enough parking</p> |
|--|---|

Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

6. Hybrid Meetings allows participants to attend a meeting remotely. Please select which of the following best describes your preference.

- ☐ I am satisfied with the current practice of meeting in-person or electronic participation with meetings live-streamed
- ☐ I prefer that all participants be in attendance and I am fine with meetings being live-streamed
- ☐ I prefer that all participants be in attendance without the use of technology to record meetings
- ☒ I support a hybrid format where Council, Staff, delegates and the general public can participate remotely or in person
- ☐ I do not have a preference regarding whether Council meets in-person or in a hybrid format or whether meetings are live-streamed

7. Please select which of the following best describes your preference on the creation of Town Hall Meetings (3 minutes to speak to Council on a topic of your choice up to 4 times a year):

- ☐ I support the creation of Town Hall Meetings
- ☒ I support and will participate at Town Hall Meetings
- ☐ I do not have a preference
- ☐ I do not support the creation of Town Hall Meetings. Please explain:

8. What is an appropriate time limit for public delegations and presentations?

☐ 5 minutes

☒ 8 minutes

☐ 10 minutes

☐ 12 minutes

☐ Other. Please specify:

9. Do you think 14 days is enough time to be notified that a Public Meeting is being held or a By-Law is being read on a specific topic?

☒ Yes

☐ No. Please explain:

10. Do you think that the notice will reach you if we publish the Notice of the Public Meeting in daily CJKL radio broadcasts, on the Town's website, on the Town's Facebook page, and in the Town's monthly Municipal Update publication?

☒ Yes

☐ No

☐ Other. Please specify:

11. If you don't think that the notice will reach you, please explain:

12. Do you have any other comments regarding the Procedure By-Law Review?

☒ No

☐ Yes:

MFIPPA Acknowledgment - Notice of Collection

- ☒ I hereby acknowledge that personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will be used for the purposes of managing data compiled related to municipal service delivery, etc. Questions about this collection or personal information should be directed to the Municipal Clerk, 3 Kirkland St. W., Kirkland Lake, ON P2N3P4, by telephone at 705-567-9361, Ext. 238, or by email to clerk@tkl.ca.

13. Do you have any concerns on the distribution of any part of your answers noted above?

☐ Yes

☐ Maybe/Unsure

☒ No

If Yes or Maybe/Unsure, please state your concerns with the distribution:

Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

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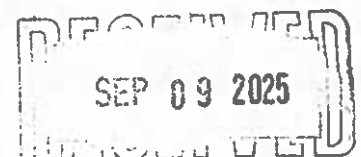
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- ☒ 36-55 years
- ☐ Over 55 years
- ☐ Prefer not to say



2. Where is your Primary Residence located?

- ☒ Kirkland Lake
- ☐ Chaput Hughes
- ☐ Swastika
- ☐ Rural Area outside of Kirkland Lake (not in jurisdiction of the Town)
- ☐ Other

3. How would you best describe your relationship with the Town of Kirkland Lake?

(select all that apply)

- ☒ I am a resident of Kirkland Lake
- ☐ I am a student in Kirkland Lake
- ☐ I am employed at a business in Kirkland Lake
- ☐ I am part of a community/non-profit organization in Kirkland Lake
- ☐ I am a volunteer in an organization in Kirkland Lake
- ☐ I own a business in Kirkland Lake
- ☐ I am part of a committee or board in Kirkland Lake

4. How do you prefer to get information on your local government?

- | | |
|--|---|
| ☐ I am satisfied with the current schedule with meetings commencing in the evening at 4:40 PM | ☐ I would prefer a mix of meetings that are held during typical working hours and in the evening |
| ☐ I would prefer if meetings were held earlier in the evening before the current start time | ☒ I do not have a preference regarding when Council meets |
| ☐ I would prefer if meetings were held during typical working hours (e.g. 9:00 AM – 5:00 PM) | ☐ I do not have issue if Council Meetings were changed to 4:50 PM |

5. Please select which of the following best describes your personal preference for meeting locations?

(select all that apply)

- | | |
|--|--|
| ☒ I am satisfied with Council Meetings being held at Town Hall (3 Kirkland St. W.) | ☐ I would prefer that all Committees of Council Meetings be held at Town Hall (3 Kirkland St. W.) |
| ☐ I would prefer if some Council Meetings are held at other venues, even though they may not be live-streamed | ☐ I do not have a preference regarding where Committees of Council meet |
| ☐ I would like Council to meet at other municipal facilities throughout Kirkland Lake and area, even though they may not be live-streamed | ☐ Council and its Committees can meet wherever they prefer, but the space needs to be accessible |
| ☐ I do not have a preference regarding where Council meets | ☐ Council and its Committees can meet wherever they prefer, but there needs to be enough parking |

Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

6. Hybrid Meetings allows participants to attend a meeting remotely. Please select which of the following best describes your preference.

- ☒ I am satisfied with the current practice of meeting in-person or electronic participation with meetings live-streamed
- ☐ I prefer that all participants be in attendance and I am fine with meetings being live-streamed
- ☐ I prefer that all participants be in attendance without the use of technology to record meetings
- ☐ I support a hybrid format where Council, Staff, delegates and the general public can participate remotely or in person
- ☐ I do not have a preference regarding whether Council meets in-person or in a hybrid format or whether meetings are live-streamed

7. Please select which of the following best describes your preference on the creation of Town Hall Meetings (3 minutes to speak to Council on a topic of your choice up to 4 times a year):

- ☐ I support the creation of Town Hall Meetings
- ☒ I support and will participate at Town Hall Meetings
- ☐ I do not have a preference
- ☐ I do not support the creation of Town Hall Meetings. Please explain:

8. What is an appropriate time limit for public delegations and presentations?

☒ 5 minutes

☐ 8 minutes

☐ 10 minutes

☐ 12 minutes

☐ Other. Please specify:

9. Do you think 14 days is enough time to be notified that a Public Meeting is being held or a By-Law is being read on a specific topic?

☒ Yes

☐ No. Please explain:

10. Do you think that the notice will reach you if we publish the Notice of the Public Meeting in daily CJKL radio broadcasts, on the Town's website, on the Town's Facebook page, and in the Town's monthly Municipal Update publication?

☒ Yes

☐ No

☐ Other. Please specify:

11. If you don't think that the notice will reach you, please explain:

12. Do you have any other comments regarding the Procedure By-Law Review?

☒ No

☐ Yes:

MFIPPA Acknowledgment - Notice of Collection

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13. Do you have any concerns on the distribution of any part of your answers noted above?

☐ Yes

☐ Maybe/Unsure

☒ No

If Yes or Maybe/Unsure, please state your concerns with the distribution:

Rec. at market (Sept 9/25)



KIRKLAND LAKE

THE RIGHT ENVIRONMENT

Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

We value your feedback and want to hear from you!

The Town of Kirkland Lake is currently conducting a review of the Procedure By-Law, the document that guides how you, as a resident, student, tenant or business owner, can interact with Council and its Committees through formal meetings.

You are invited to be a part of the process!

Please take about 5 minutes to complete this survey.

All data collected will be:

- Shared with Council, Town Staff, and Local Boards, if applicable
- Shared publicly on the Town's Website and Facebook Page
- Considered by the Town of Kirkland Lake Council in the drafting of their new Procedure By-Law.

Thank you in advance for your participation!

Survey

1. What is your Age?

☐ Below 17 years

☐ 18-35 years

☐ 36-55 years

☒ Over 55 years

☐ Prefer not to say

2. Where is your Primary Residence located?

- ☒ Kirkland Lake
- ☐ Chaput Hughes
- ☐ Swastika
- ☐ Rural Area outside of Kirkland Lake (not in jurisdiction of the Town)
- ☐ Other

3. How would you best describe your relationship with the Town of Kirkland Lake?

(select all that apply)

- ☒ I am a resident of Kirkland Lake
- ☐ I am a student in Kirkland Lake
- ☐ I am employed at a business in Kirkland Lake
- ☐ I am part of a community/non-profit organization in Kirkland Lake
- ☐ I am a volunteer in an organization in Kirkland Lake
- ☐ I own a business in Kirkland Lake
- ☐ I am part of a committee or board in Kirkland Lake

4. How do you prefer to get information on your local government?

- | | |
|--|--|
| ☐ I am satisfied with the current schedule with meetings commencing in the evening at 4:40 PM | ☒ I would prefer a mix of meetings that are held during typical working hours and in the evening |
| ☐ I would prefer if meetings were held earlier in the evening before the current start time | ☐ I do not have a preference regarding when Council meets |
| ☐ I would prefer if meetings were held during typical working hours (e.g. 9:00 AM – 5:00 PM) | ☐ I do not have issue if Council Meetings were changed to 4:50 PM |

5. Please select which of the following best describes your personal preference for meeting locations?

(select all that apply)

- | | |
|--|--|
| ☒ I am satisfied with Council Meetings being held at Town Hall (3 Kirkland St. W.) | ☐ I would prefer that all Committees of Council Meetings be held at Town Hall (3 Kirkland St. W.) |
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Council Procedure By-Law Review Survey

(Campaign: August 29 to September 12, 2025)

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☐ No

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