



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
April 14, 2026

The special meeting of Burk's Falls Council was held on Tuesday, April 14, 2026

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ryan Baptiste, Nancy Kyte
Staff: CAO - Clerk Denis Duguay, Deputy Clerk Camille Barr
Regrets: Councillor Ashley Brandt

DECLARATION OF PECUNIARY INTEREST

None

ADDITIONS TO THE AGENDA

2026-93 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the following items be added to the Council agenda:

COMMITTEE OF ADJUSTMENT APPOINTMENT

a) Bylaw 15-2026 to appoint Council

ITEMS FOR DISCUSSION

a) Theatre Paint Code

b) Theatre HVAC Fan repair

CORRESPONDENCE

b) Strategic Plan – Monopoly Night May 11, 2026

CLOSED SESSION

Item B) Development Option

Pursuant to the Municipal Act 2001, c. 25:

Section 239 (2) (g) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Carried.

ADOPTION OF AGENDA

2026- 94 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the special meeting of April 14th, 2026.

Carried.

BY-LAW 15-2026 APPOINT COUNCIL AS COMMITTEE OF ADJUSTMENT

2026- 95 Moved by N. Kyte - Seconded by S. Cotton

That the Council for the Village of Burk's Falls hereby adopts By-law 15-2026 being a by-law to appoint council as the committee of adjustment as presented and considered read three times and passed this 14th day of April 2026.

Carried.

PUBLIC MEETING

2026-96 Moved by S. Cotton - Seconded by R. Baptiste

WHEREAS Section 17 of the *Planning Act*, R.S.O.1990, c.P.13, as amended, requires that a statutory public meeting be held to present and receive public input on the proposed Minor Variance application no: 01-2026 an;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Burk's Falls does now enter into a Statutory Public Meeting for the purpose of presenting and receiving comments on the proposed Minor Variance in accordance with the requirements of the *Planning Act*.

Carried.

Committee of Adjustment- Minor Variance and Part Lot Control Exemption (Witty)

April 14, 2025, at 6:05 pm at 22 Centre Street Ontario Street

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ryan Baptiste, Nancy Kyte, CAO-Clerk Denis Duguay, Deputy Clerk Camille Barr

Guests: Jarvis Osborne, Laurie Osborne, Tom Rheubottom, Jeanette Dunker, Emilio Foffano, Brian Darnbrough, Ariel Baptiste



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Regrets: Councillor Ashley Brandt

a. EcoVue Minor Variance Report:

The Committee of Adjustment considered a Minor Variance application for Part of Lot 7, Concession 8, in the geographic Township of Armour, Village of Burk's Falls. EcoVue recommended approval of the application. Council was given the opportunity to ask questions.

2026-97 Moved by N. Kyte - Seconded by S. Cotton

That Council for the Village of Burk's Falls hereby receives EcoVue Minor Variance report, dated April 8, 2026.

Carried.

b. Public Meeting- Minor Variance Report:

Public notice was provided for a complete application seeking a Minor Variance to General Standards By-law 2012-01, in accordance with Section 45 of the Planning Act, as amended. The application requests relief from the front yard setback requirement for townhouses within the Residential Zone of the Village of Burk's Falls General Standards By-law. The subject lands are described as Part of Lot 6, Concession 8, in the geographic Township of Armour, Village of Burk's Falls. The requested relief would permit a reduction in the front yard setback from 6 metres to 3 metres for the proposed townhouse development.

Council was given the opportunity to ask questions.

The floor was then opened to the public. While no objections were raised specifically regarding the Minor Variance, concerned parties noted that the subject lands have swamp-like characteristics and include a watercourse. T. Rheubottom emphasized that a comprehensive drainage and mitigation plan should be in place prior to final approval to protect neighbouring properties. Residents also noted that the area is known to experience annual flooding.

Resident J. Osborne shared additional concerns regarding the anticipated increase in traffic along John Street as a result of the proposed development, as well as existing road conditions. Residents referenced earlier development concepts that included a connection between John Street and Queen Street, which they indicated would have supported improved traffic flow and winter maintenance. The current proposal does not include this connection.

2026-98 Moved by N. Kyte - Seconded by R. Baptiste

Subject: Minor Variance Application No. 2026-01

Property Address: Part Lot 6, concession 8, geographic Township of Armour, Village of Burk's Falls

Owner/Applicant: Stephen Witty

WHEREAS the Committee of Adjustment has received Application No. 2026-01 requesting relief from the provisions of general standards-law No. 2012-01, as amended, for the property municipally known as the Witty Subdivision;

AND WHEREAS the requested variance is to permit reduced setback from 6 m to 3 m;

AND WHEREAS the Committee has considered the application in accordance with Section 45 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS the Committee is satisfied that the requested variance:

1. Maintains the general intent and purpose of the Official Plan;
2. Maintains the general intent and purpose of the Zoning By-law;
3. Is desirable for the appropriate development or use of the land, building, or structure;
4. Is minor in nature;

NOW THEREFORE BE IT RESOLVED THAT Application No. 2026-01 is hereby approved, subject to the following conditions:

1. That the development shall proceed in substantial conformity with the plans and drawings submitted with the application;



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2. That all other applicable municipal by-laws and regulations shall be complied with;
3. That this decision shall lapse if a building permit is not issued within 2 years.

Carried.

2026-99 Moved by N. Kyte – Seconded by S. Cotton
Council for the Village of Burk's Falls now ends the Public Meeting and reconvenes its regular meeting at 6:20pm.
Carried.

ITEMS FOR DISCUSSION

Council reviewed colour options for the theatre walls and selected a scheme that coordinates with the flooring samples. The CAO-Clerk provided feedback, as requested by Council, regarding the marble-look versus full flake flooring finish, noting that the marble-look option is not recommended due to its potentially slippery surface and associated health and safety concerns. By resolution, Council approved the paint selection and also confirmed "Night fall" as the full flake flooring colour.

Council considered the payout of existing staff banked sick time in accordance with the new HR Policy, which eliminates this practice. A motion was passed to authorize the payout.

The CAO-Clerk advised that one of the theatre fans is non-functioning and requires replacement to ensure proper heat exchange and cooling. A quote has been obtained for estimating purposes. Council passed a motion to fund the replacement from the Capital Reserve.

RESOLUTIONS PASSED:

2026-100 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
THAT Council approves the use of colour code C12-6-0510 for the painting of the municipal theatre, and authorizes staff to proceed accordingly.
Carried.

2026-101 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
THAT Council approves the repair of the HVAC fan at the municipal theatre, with funding to be drawn from the Capital Reserve (Community Improvement), which has a current balance of \$114,477, in lieu of increasing the 2026 budget, and authorizes staff to proceed accordingly.
Carried.

2026-102 Moved by S. Cotton - Seconded by N. Kyte
That the Council for the Village of Burk's Falls hereby receives EcoVue Part Lot exemption report, dated April 8, 2026
Carried.

2026-103 Moved by S. Cotton - Seconded by R. Baptiste
That the Council for the Village of Burk's Falls hereby adopts By-law 15-2026 being a by-law to exempt certain lands from Part Lot Control as presented and considered read three times and passed this 14th day of April 2026.
Carried.

2026-104 Moved by N. Kyte - Seconded by R. Baptiste
Regarding banked Sick Leave
WHEREAS Council has completed a review of the Village' s Personnel Policies;

AND WHEREAS Council has determined that the continued accumulation of banked sick leave is no longer aligned with current financial management practices;

NOW THEREFORE BE IT RESOLVED THAT:

Discontinuation of Banked Sick Leave Effective December 31, 2025, employees shall no longer be permitted to accumulate (bank) unused sick leave credits, AND



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Council hereby authorizes the Treasurer to calculate and issue one-time payout of all eligible accumulated banked sick leave credits to current employees, in accordance with applicable employment agreements, policies, AND

The Treasurer, in consultation with the Chief Administrative Officer/ Clerk, is authorized to take all necessary steps to implement this resolution, including determining eligibility, calculating entitlements, and ensuring appropriate payroll deductions and reporting.
Carried.

CORRESPONDENCE DISCUSSION

Council members were reminded to bring their budget binders to the Regular Meeting of Council scheduled for April 21, 2026.

Council was advised that the Strategic Plan Public Open House will be held on May 11, 2026, from 6:00 p.m. to 8:00 p.m., and members were encouraged to attend.

CLOSED SESSION

2026-105 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls now enters into closed session 6:44 pm pursuant to the Municipal Act 2001, c. 25,

Item 13a: Power Bank OLT 26-000137

Pursuant to the Municipal Act 2001, c.25:

Section 239(2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Item 13b: Development Option

Pursuant to the Municipal Act 2001, c.25:

Section 239(2) (g) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Carried.

2026-106 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls now reconvenes to regular open session at 7:31 pm.

Carried.

2026-107 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts Bylaw16-2026 being a By-law to confirm the proceedings of Council at its special meeting of April 14, 2026, as presented and considered read three times and passed this 14th day of April 2026.


Carried.

2026-108 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 7:33 pm.

Carried.


Chris Hope, Mayor


Denis Duguay, CAO - Clerk