



THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
April 21, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, April 21, 2026

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte Staff: CAO - Clerk Denis Duguay, Deputy Clerk Camille Barr, Treasurer Tammy Wylie, Public Works Foreman  
Regrets: None

**DECLARATION OF PECUNIARY INTEREST**

Councillor A. Brandt declared pecuniary interest for item 8. g) Flood waste discussion

**ADOPTION OF AGENDA**

2026-109 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the following items be added to the Council agenda:

Items for Discussion:

f) Yonge St Rehabilitation

g) Flood Waste Management

Carried.

2026-110 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the regular meeting of April 21, 2026.

Carried.

**MINUTES**

2026-111 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Special Meeting of March 12, 2026, Regular Meeting of March 17, 2026, and the amended minutes of the Special Meeting of April 14, 2026.

Carried.

**DELEGATIONS TO COUNCIL**

None

**REPORTS TO COUNCIL**

- A. J. Godfrey, a member of the Rural Youth Group Advisory Committee, attended the meeting to respond to questions from Council regarding the initiative. Council posed several questions and subsequently passed a resolution to proceed with staffing to allow for initial planning and operating. This will include policy development, subject to review by the Village. Council emphasized that the initiative was presented as having no cost to ratepayers, and directed that a formal understanding confirming this be established moving forward.
- B. Treasurer presented an overview of the 2026 Budget, reflecting a 4% increase. Council had the opportunity to ask questions and subsequently passed a resolution directing the Treasurer to prepare the by-law based on the 4% increase.
- C. Public Works Foreman provided an update on the Yonge Street project. Council approved proceeding with Option 5, as presented in March, with any shortfall to be funded from the water reserve. It was noted that the shortfall is allocated for contingency purposes and may not be fully utilized. A by-law will be brought forward at the next Council meeting.
- D. The Public Works Foreman presented a report regarding the replacement of an obsolete confined space retrieval device. Council passed a resolution supporting the purchase.
- E. Council received the Arena Manager's Report for April. Inquiries were made regarding the removal of the stove in the Karl Crozier Room and the associated challenges. The CAO-Clerk will obtain additional information. Council accepted the report.
- F. Council received the Arena Manager's Generator Report and approved the repair, as provided for in the budget.



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- G. Council received the Arena Manager's Floor Finishing Report and passed a resolution accepting the recommendation.
- H. Council received the Theatre Advisory Committee meeting minutes of April 2, 2026. The proposed logo was not approved. Council discussed obtaining community feedback on a new logo design, including the possibility of holding a public contest.
- I. Council received the Recreation Advisory Committee meeting minutes of April 13, 2026. Council approved the continuation of the skating program for the upcoming fall season.

**ITEMS FOR DISCUSSION:**

- A. Council considered a request from Land of Lakes Public School for an in-kind donation of arena use. The request was approved, and the Donation Policy was reshared with the school for future reference.
- B. Council considered a donation request from Almaguin Highlands Secondary School in support of their graduation. A donation was approved, and the Donation Policy was reshared with the school for future requests.
- C. Council received the 2025 Burk's Falls Sewage Lagoon and Collection Systems Report. No questions were raised.
- D. Council received the MLEO invoice for information purposes.
- E. Council discussed the Royal Canadian Legion Military Service Recognition Book and agreed to proceed with participation consistent with the previous year.
- F. This item being Yonge Street rehabilitation was addressed during the Public Works Foreman report.
- G. Council discussed options for those impacted by the flood to dispose of contaminated items. In 2019 the Village did not provide bins and directed residents to use the landfill. Council provided a resolution for staff to explore this matter further.

**RESOLUTIONS PASSED:**

2026-112 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Treasurer's Budget Report; And further directs the Treasurer to prepare the budget bylaw utilizing the following percentage increase:

4%

Carried.

2026-113 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Yonge Street Report;

And further accepts the tender from Kenalex Construction Company Ltd. to complete Yonge Street Rehabilitation Option #5 based on EXP Consultation recommendation presented at the March Council Meeting;

And further authorizes the Treasurer to take the extra from water reserves with repayment schedule to replenish the reserve.

Carried.

2026-114 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Confined Space Report and approves the purchase of equipment from TransCanada Safety in the amount of \$5,622.98.

Carried.



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2026-115 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of March 9, 2026;

And further accepts the following recommendations:

a) Council approve the hiring of a Youth Coordinator based on the previously submitted candidate selection, with the position set at 20 hours per week for an initial six-month term.

b) Council approve the six-month budget as presented in principle, with the option that rent could be reduced in consideration of any renovation costs.

c) Council direct staff to review the Rural Youth Committee policies and procedures provided by the Rural Youth Coordinator regarding operations of the future youth drop in centre.

Carried.

2026-116 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Report for the month of April.

Carried.

2026-117 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Generator Report;

And further accepts the quotation from Total Power for the capital upgrades for the facility generator in the amount of \$6,565.36 plus HST.

Carried.

2026-118 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Floor Finishing Report;

And further that Council accept local company Hunt's Cleaning Services as the preferred vendor for the floor refinishing of the Karl Crozier Room;

And further accept the quotation from Hunt's Cleaning Services in the amount of \$3,000.00 plus HST

Carried.

2026-119 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Theatre Advisory Committee minutes of April 2, 2026;

And further approve the following:

i. Staff be directed to provide more options and possible public input on a logo.

ii. The Committee provide more information regarding the creative direction of a newsletter.

Carried.

2026-120 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Recreation Advisory Committee minutes of April 13, 2026;

And further approves the following recommendation:



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i. That the Learn to Skate Program be approved to run beginning October 2026 for an 8-week Saturday session, utilizing 2 hours of ice time per week to accommodate multiple skill levels, as outlined.

Carried.

2026-121 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Donation Request from Land of Lakes Public School for a one-time in-kind donation for the use of the Arena;

And further it is approved.

Carried.

2026-122 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Donation Request from Almaguin Highlands Secondary School for a contribution towards the Graduation Awards Program;

And further approves a donation in the amount of \$200.00.

Carried.

2026-123 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Burk's Falls Sewage Lagoon & Sewage Collection System 2025 Annual Performance Report.

Carried.

2026-124 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the price list for the Royal Canadian Legion Ontario Command "Military Service Recognition Book" ad;

And further approve the design and ad size of ¼ page in the amount of \$ 650.00.

Carried.

2026-125 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby authorizes administration to research a process and plan to allow residents affected by flooding to dispose of damaged waste items at the landfill with a record kept.

Carried.

2026-126 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby agrees to reschedule the May 19<sup>th</sup> Regular Meeting of Council to May 12<sup>th</sup>, 2026.

Carried.

2026-127 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

Whereas the Village of Burk's Falls has been approved for funding under the Canada Summer Jobs Program in the amount of \$4928.00;

And further authorizes the Treasurer to sign the funding agreement.

Carried.

2026-128 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the Burk's Falls, Armour and Ryerson Union Public Library Draft Budget in the total amount of \$211,477.00, with the Village of Burk's Falls share being \$64,014.00.

Carried.



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2026-129 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves By-law 17-2026, being a By-law to establish a Joint Compliance Committee and Appoint Committee Members for the 2026 Municipal Election period.

Carried.

2026-130 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the revision to the Municipal Volunteer Policy.

Carried.

2026-131 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 391,869.06 for up to and including this date is hereby approved for payment.

Carried.

2026-132 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves By-law 18-2026, being a By-law to authorize the execution of a transfer payment agreement between the Corporation of the Village of Burk's Falls and his Majesty the King in Right of Ontario as represented by the Minister of Emergency Preparedness and Response.

Carried.

2026-133 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the change of the next date of the next Tri-R meeting from May 25, 2026, to June 22, 2026

Carried.

#### **CONFERENCES AND INVITATIONS**

The District of Parry Sound Municipal Association Spring Meeting will be held in the Town of Kearny on May 29, 2026. Mayor Hope and Councillor Kyte will plan to attend.

#### **COUNCILLORS REPORT**

The Deputy Mayor Cotton reported that, at a recent TRI Subcommittee meeting, the scheduling of the upcoming TRI Council meeting was discussed. It was recommended that the meeting be deferred to June to allow sufficient time for the completion and review of two outstanding agreements by participating Councils. Council concurred with the recommendation and approved rescheduling the TRI Council meeting to June.

#### **CORRESPONDENCE DISCUSSION**

None

#### **CLOSED SESSION**

2026-134 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 7:28 pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a)

Section 239 (2) (b) regarding an identifiable individual, or municipal employee.

Carried.

2026-135 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:02 pm.

Carried.



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2026-136 Moved by R. Baptiste - Seconded by S. Cotton  
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 19-2026 being a By-law to confirm the proceedings of Council at its regular meeting of April 21, 2026, as presented and considered read three times and passed this 21<sup>st</sup> day of April 2026.  
Carried.

2026-137 Moved by S. Cotton - Seconded by R. Baptiste  
Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:05 pm.  
Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk