



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, August 19, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Nancy Kyte,
Staff: Treasurer-Deputy Clerk Tammy Wylie, Senior Administrative Assistant Camille Barr, Arena
Manager Graham Smith

Regrets: Councillor Ryan Baptiste, CAO - Clerk Denis Duguay

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025-260 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the agenda for the meeting of August 19, 2025. Carried.

MINUTES

2025-261 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the regular meeting of July 15, 2025, as circulated. Carried.

DELEGATIONS TO COUNCIL

Holly Bennett of the Mag Nature Hub provided an update to Council on the group's initiative to date, which has included public meetings, a survey, and engagement with both visitors and residents at the docks. Feedback received so far has been positive.

Council was asked to endorse a Community Group Agreement, led by the group, as part of an application to the Ontario Trillium Foundation in support of the dock project. Holly agreed to share a copy of the application with Council.

Council resolved to sign the agreement.

REPORTS TO COUNCIL

- A. Council received the Public Works Foreman Winter Sand Tender Report. Council had no further questions and awarded the tender to A. Miron Topsoil.
- B. Council received the Public Works Foreman Kabota Tender Report. Council has no further questions and awarded the tender to Kabota North.
- C. Council received the Arena Manager's report for August. The Arena remains active, with staff projecting continued increases in rentals throughout the remainder of the month and September. It was noted that a Bible Camp utilized the facility during the summer, and that Winning Techniques will be opening a private skate school offering figure skating programming at the Arena.

The Arena Manager also reported that a quote has been received for a new condenser, estimated at approximately \$155,000.00. The unit will need to be ordered in January 2026 to avoid any disruption in service.

- D. Council received the ACED Economic Development report regarding the concept of a percentage-based tax levy funding rate. It was noted that further information will be provided following next month's meeting.
- E. Council received the ACED ED Report of June 24, 2025.
- F. Council received the Health Centre and Municipal Office Project Update Report.
- G. Council received the report on the Light Up Blue Campaign and passed a resolution in support of the initiative. Council also directed staff to ensure that the replacement of the front office light bulbs with blue bulbs maintains adequate illumination to ensure safety.
- H. Council received the Accessibility Committee Minutes of July 24, 2025.



**THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025**

- I. Council received the draft minutes of the Community Recycling Committee meeting held on July 29, 2025. The committee's recommendation was not approved. Council directed staff to obtain additional quotes/retendering and bring the information back for further consideration and comparison.
- J. Council received the draft minutes of the Rural Youth Group meeting held on August 7, 2025. Recommendations were approved with amendments. It was noted that establishing an advisory group would help maintain momentum and support the committee in addressing detailed programming recommendations that are difficult to work through during monthly meetings.
- K. Council received the draft minutes of the Theatre Advisory Committee meeting held on August 11, 2025. The recommendations were approved. It was noted that the Highland Players are generously donating funds to help offset the cost of the Halloween programming. Additionally, a NICE membership was donated to the Theatre, which will help increase its exposure to a broader audience. A partnership with the Library is being explored as well.
- L. Council received the JBC Permit Summary.

ITEMS FOR DISCUSSION:

- A. Council discussed the Draft Library Agreement and expressed general support for its contents. It was noted that further discussions may occur regarding the term of board member appointments.
- B. Council reviewed the DSSAB partnership request and expressed support for the services being offered in the community. A resolution was passed endorsing the partnership and approving the use of the Karl Crozier Room at the Arena.
- C. Council was reminded of the upcoming TRI Council meeting scheduled for August 25, 2025. The meeting will be held at the Katrine Community Centre.
- D. Council reviewed the resolution passed by the Township of Larder Lake regarding the request for the NORDS pilot project to be made permanent and endorsed this resolution.

RESOLUTIONS PASSED:

2025-262 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby receives the delegation from Holly Bennett of the Mag Nature Hub and approves the Village's participation in a Community Group Agreement.
Carried.

2025-263 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts the Public Works Manager's Winter Sand Tender Report, receiving the following submissions:

Bidder	Amount
Derrick Johnstone Construction	\$ 20,000 plus hst
A. Miron Topsoil	\$ 22,900 plus hst

And further, that Council approves the submission from A. Miron Topsoil.
Carried.

2025-264 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts the Public Works Manager's Kubota Tender Report and receives submissions Kubota North and Tracks and Wheels;

And further, that Council awards the tender to Kubota North for a new Kubota LX3520 in the amount of \$62, 398.00, to be financed over 6 years.
Carried.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

2025-265 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Arena Manager report for the month of August.
Carried.

2025-266 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls hereby acknowledges receipt of the Staff Report dated June 12, 2025, from the Director of the Economic Department at Almaguin Community Economic Development (ACED), regarding the concept of percentage-based tax levy funding.
Carried.

2025-267 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;
That Council for the Village of Burk's Falls receives the ACED ED Report of July 24, 2025.
Carried.

2025-268 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls receives the Health Centre and Municipal Office Project Update Report.
Carried.

2025-269 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls receives the Light Up Blue Campaign Report and;
And further Council approves the following recommendations:

1. Change the two exterior light bulbs at the municipal office to blue for the month of September as part of the Light Up Blue Campaign.
 2. Promote World Alzheimer's Month on all municipal social media platforms.
 3. Encourage all staff to wear blue on September 21, 2025, in support of World Alzheimer's Day.
 4. Staff to ensure the change of bulbs does not affect safety.
- Carried.

2025-270 Moved by S. Cotton - Seconded by A. Brandt
Be it resolved;
That Council for the Village of Burk's Falls hereby adopts the minutes of the Accessibility Committee of July 24, 2025.
Carried.

2025-271 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Community Recycling Project of July 29, 2025;

And further that Council accepts the recommendation and directs the CAO-Clerk to prepare a three-year agreement with Emterra for full curbside collection across the community, including non-eligible sources;

And conduct a review and report back to council regarding possible retendering.
Carried.

2025-272 Moved by S. Cotton - Seconded by A. Brandt
Be it resolved;
That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Rural Youth Advisory Committee of August 7, 2025;



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

And further that Council accepts the following recommendations;

1. That the Rural Youth Group host up to two youth-focused workshops per month until such time as the permanent Youth Centre is operational, subject to available resources and space;

And further that the workshops may include mentoring sessions, skill development, arts and culture, guest speakers, and other programming aligned with the committee's mandate.

2. The Term of Reference for the Advisor Group are developed by the Committee and submitted to Council for approval.

3. Members of the Advisor Group are appointed by Council

4. Agendas and minutes for all meetings are required.
Carried.

2025-273 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Theatre Committee of August 11, 2025;

And further that Council accepts the following recommendations;

a) Allow the Theatre Committee and/or staff to utilize the membership, networking with other cinemas and sharing resources

b) Recording Secretary to prepare a report for Council in regard to initiatives including community awareness, marketing, lobby upgrades, and sponsorship opportunities

c) Advertisement be posted to the community seeking two additional members

d) Hosting a Halloween Community Event on the evening of October 24th, and matinee on October 25th
Carried.

2025-274 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council of the Village of Burk's Falls hereby approves the request from the District of Parry Sound Social Services Administration Board (DSSAB) to utilize the Karl Crozier Room for the purpose of hosting community clinics, at no charge, when the space is not otherwise booked.
Carried.

2025-275 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

Whereas the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario Municipalities address infrastructure pressures resulting from natural resource sector activities;

And whereas the funding provided through the NORDS pilot was very well received by the municipal sector, as it delivered timely and much-needed financial support to many communities across the North;

And whereas the program has allowed municipalities, such as the City of North Bay, to strategically stack multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

And whereas the NORDS pilot program has clearly demonstrated its value and effectiveness in helping Northern municipalities address the infrastructure challenges tied to resource development and extraction;

And whereas rural and northern municipalities are also facing infrastructure degradation resulting from the increasing size and frequency of agricultural machinery and activity, which is currently outside the scope of the pilot;



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

Therefore be it resolved that the Council of the Village of Burk's Falls strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

And further that the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

And further that municipalities be encouraged to continue utilizing the ability to stack NORDS allocations over multiple years to support the planning and delivery of major infrastructure projects;

And further that a copy of this resolution be forwarded to the Minister of Northern Economic Development and Growth, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, local MPP, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association, Rural Ontario Municipalities Association and all Northern Ontario municipalities for their awareness and support.
Carried.

2025-276 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That the Accounts Payable listing as presented in the amount of \$313,268.63 for up to and including this date is hereby approved for payment.
Carried.

2025-277 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby adopts Bylaw 33-2025 being a By-law to Authorize Fees for Services at the Armour, Ryerson, Burk's Falls Memorial Arena and Karl Crozier Community Centre for the Years 2025-2029.
Carried.

2025-278 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls receives the request from ACED and supports in principal the ACED Brand Alignment and Regional Signage Project.
Carried.

2025-279 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
Whereas Rail Safety Week is to be held across Canada from September 15 to 21, 2025;
Whereas, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

Whereas, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens;

And whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

Whereas CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

Therefore be it resolved that Council for the Village of Burk's Falls hereby supports national Rail Safety Week to be held from September 15 to 21, 2025.
Carried.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

2025-280 Moved by A. Brandt - Seconded by S. Cotton

Be it resolved;

That the Council of the Village of Burk's Falls hereby reviews the proposed mock-up designs for the highway signage;

And further that Council directs staff to engage Graphics and Wraps to proceed with Design # 1.
Carried.

2025-281 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby defer the Municipal Commissioning Policy as presented for clarification regarding scope of documents.

Carried.

2025-282 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

Whereas the District of Parry Sound Social Services Board Area 4 Representative has forfeited their position;

And whereas there is a need for a new Area 4 representative on the board;

Now therefore be it resolved that the Council for the Village of Burk's Falls wishes to nominate Councillor Sean Cotton to represent Area 4 on the District of Parry Sound Social Services Board.
Carried

2025-283 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby endorses:

d) North Glengarry and Strathroy-Caradoc – Full Producer Responsibility

e) Huron Shores – Fire Fighter Certification

j) Southgate – Income Support for Veterans

l) St. Catharines – Elect Respect Pledge

Carried.

CONFERENCES AND INVITATIONS

Council received information regarding the upcoming 2025 Northeastern Municipal Council workshop being held October 21, 2025. Currently Council has not registered any members to attend.

COUNCILLORS REPORT

Deputy Mayor Cotton shared that Hazmat Day will occur on August 23rd from 10AM - 2PM at the Strong Landfill.

CORRESPONDENCE DISCUSSION

Council brought forward four letters of support for endorsement (see 'resolutions passed').

CLOSED SESSION

2025-284 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

Council for the Village of Burk's Falls now enters into a closed meeting at 8:13 pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Committee Member

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2) (b) personal matters about an identifiable individual, including municipal or local board employee

Item 13 b) Bikefest

Pursuant to the Municipal Act 2001, c. 25:



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 19, 2025

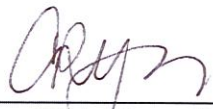
Section 239(2)(e) litigation or potential litigation
Carried.

2025-285 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls now reconvenes to regular open session at 10:17 pm.
Carried.

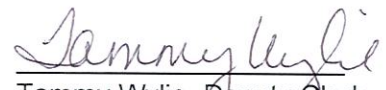
2025-286 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
The Village withholds approval of the Fallen Riders event due to incomplete legal requirements and short timelines. Council urges discussion with the group to discuss pre-planning for a possible event next year.
Recorded vote requested by A. Brandt
Ryan Baptiste: absent
Ashley Brandt: opposed
Sean Cotton: for
Chris Hope: for
Nancy Kyte: for
Carried.

2025-287 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts By-law 34-2025 being a By-law to confirm the proceedings of Council at its regular meeting of August 19, 2025 as presented and considered read three times and passed this 19th day of August 2025
Carried.

2025-288 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls hereby adjourns at 10:50 pm.
Carried.



Chris Hope, Mayor



Tammy Wylie, Deputy Clerk