



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
August 18, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, August 18, 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, Public Works Foreman Derek Smith
Regrets: None

DECLARATION OF PECUNIARY INTEREST

Councillor S. Cotton declared pecuniary interest for item 8.h.

ADOPTION OF AGENDA

2026-211 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the following items be added to the Council agenda:

Conferences and Invitations:

District of Parry Sound Municipal Association's Fall Meeting, September 25, 2026

Carried.

2026-212 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the Regular and Public Meetings of August 18, 2026.

Carried.

MINUTES

2026-213 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the minutes of the Regular Meeting of July 21, 2026.

Carried.

Public meeting concluded at 6:55pm.

*See Committee of Adjustment minutes for attendees and commentary.

DELEGATIONS TO COUNCIL

None

REPORTS TO COUNCIL

- A. Council received the Arena Manager's Report for the month of August.
- B. Council received the Public Works Foreman Ontario Street Asphalt Report and approved the recommendation to repair the section, as quoted.
- C. Council received the Public Works Foreman's Backhoe Report and, after considering the cost-benefit analysis, approved a resolution to proceed with the purchase of a backhoe, subject to the tender process.
- D. Council received the Public Works Foreman Asphalt on Elm Street Report and approved the recommendation to resurface the street in 2027.
- E. Council received the Public Works Foreman Winter Sand Tender Report and approved the recommendation to accept the quotation from Miron Topsoil.
- F. Council received the Public Works Foreman Speed Limit Report and approved the recommendation to reduce the speed limit to 40 km/h throughout the Village.
- G. Council received the Deputy Clerk's Energy Audit Report and approved the recommendation to proceed with the Energy Modeling and Optimization Assessment and Report, as well as the Large Building Airtightness Test and Report for the Almaguin Highlands Health Centre, as presented.



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- H. Council received the Deputy Clerk's Death Registration Report and approved the recommendation to waive the administration fee for the registration of persons aged 18 years and under.
- I. Council received the CAO-Clerk's Artificial Intelligence Report and approved the proposed policy.
- J. Council received the CAO-Clerk's Arena Live Streaming Report and approved the recommendation not to proceed with live-streaming technology at this time.

ITEMS FOR DISCUSSION:

- A. Council discussed the request for support from the Burk's Falls and District Food Bank. Staff reported they were provided with the application. Council approved the donation of \$500.00.
- B. Council received a request from the Armour, Ryerson and Burk's Falls Agricultural Society for reimbursement of expenses related to work completed on Village property at the Fairgrounds. Council discussed the importance of obtaining prior approval before any work is undertaken on Village property, as well as the need to clarify the Society's permitted use of the property to help prevent similar situations in the future. A recorded vote was requested. Council passed a motion to reimburse the full amount requested, establish a process for future requests for work on Village property, and clarify the legal use and authorization of the Fairgrounds.
- C. Council discussed the reimbursement request received from C. Clark for drywall repairs reported to have been required as a result of work completed on Elm Street. Council agreed to reimburse the expense.
- D. Council was informed that the Ministry has approved the Village Official Plan.
- E. Council received the request from the Mag River Nature Hub to install a fishing line disposal tube at the public docks to help reduce waste in and around the water. Council approved the request.
- F. Council was informed of the date of the annual Christmas Party.

RESOLUTIONS PASSED:

2026-215 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Committee of Adjustment for the Village of Burk's Falls hereby receives EcoVue Zoning amendment report, dated August 6, 2026.

Carried.

2026-216 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

WHEREAS Committee of Adjustment has considered an application to amend General Standards By-law No. 2012-01 for the lands municipally known as *Part of Lot 7, Concession 8, geographic Township of Armour*.

to permit an apartment building on the subject lands and increase the maximum building height;

NOW THEREFORE BE IT RESOLVED THAT:

- THAT Council supports the proposed zoning amendment to permit an apartment building on the subject lands and increase the maximum building height;
- THAT staff be directed to bring forward the corresponding zoning by-law amendment for Council's consideration and enactment.

Carried.

2026-217 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

Council for the Village of Burk's Falls now ends the Public Meeting and reconvenes its regular meeting at 6:55 pm.

Carried.



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2026-218 Moved by R. Baptiste - 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.

2026-219 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

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

AND FURTHER accepts the quote of \$6,250.00 for the asphalt installation at 120 Ontario Street;

AND FURTHER instructs staff to engage with Derrick Johnstone Construction to complete the work.

Carried.

2026-220 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

THAT the Council for the Village of Burk's Falls hereby receives the Public Works Foreman's Backhoe Report;

AND FURTHER THAT Council approves the purchase of a backhoe;

AND FURTHER THAT the purchase be funded through the utilization of the Roads Construction Reserve in the amount of \$25,000.00, with the remaining balance to be financed.

Carried.

2026-221 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

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

AND FURTHER accepts the recommendation to complete the resurfacing in 2027.

Carried.

2026-222 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Winter sand report;

AND further, that Council approves:

Carried.

2026-223 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 Speed Limit Report;

AND FURTHER accepts the recommendation, directing staff to draft a by-law implementing a consistent speed limit of 40 km/hour throughout the Village.

Carried.

2026-224 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the letter from the Armour, Ryerson and Burk's Falls Agricultural Society dated August 3, 2026, regarding work completed by Carl Martin at the Fair Grounds to mitigate drainage issues;

AND FURTHER THAT Council agrees to reimburse the Agricultural Society in the amount of \$450.00 for the services and associated supplies;



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AND FURTHER that the Village discusses with the Agricultural Society future process, pending a formal legal understanding.

Recorded vote requested by R. Baptiste

Ryan Baptiste- Opposed

Ashley Brandt- For

Sean Cotton- For

Chris Hope- For

Nancy Kyte- For

Carried.

2026-225 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Deputy Clerk Energy Audit Report;

AND FURTHER directs staff to engage the services of All Season Inspection for an Energy Modeling and Optimization Assessment and Report and a Large Building Airtightness Test and Report for the Almaguin Highlands Health Centre in the amount of \$12,200.00 plus hst.
Carried.

2026-226 Moved by N. Kyte - Seconded by R. Baptiste

Councillor S. Cotton declared pecuniary interest for this item and left the room for the discussion and vote.

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Deputy Clerk Death Registration Report;

AND FURTHER approves waiving the fee for the registration of deaths for individuals age 18 and under, effective immediately.
Carried.

2026-227 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the CAO 07-2026 Artificial Intelligence Report;

AND FURTHER adopts Policy 2026-03 - Artificial Intelligence Policy.
Carried.

2026-228 Moved by - Seconded by

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the CAO 08-2026 Arena Live Streaming Report;

AND FURTHER support Administration's recommendation not to implement live streaming of arena sports activities at this time due to operational, staffing, cybersecurity, legal, privacy, liability, third-party software;

AND THAT should Council wish to revisit the matter in the future, Administration be directed to prepare a comprehensive business case, cybersecurity assessment, legal review, privacy impact assessment, and policy framework prior to any implementation.
Carried.

2026-229 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 the Burk's Falls and District Foodbank;

AND FURTHER approves a donation of \$ 500.00.
Carried.



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2026-230 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the request from Chris Clark for reimbursement or payment for damages to drywall said to have been caused by Elm Street repairs;

AND FURTHER THAT Council agrees to reimbursement in the amount of \$484.95.

Recorded vote requested by R. Baptiste

Ryan Baptiste- Opposed

Ashley Brandt- Opposed

Sean Cotton- For

Chris Hope- For

Nancy Kyte- For

Carried.

2026-231 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

WHEREAS the Mag River Nature Hub (MRNH) and the River Hub initiative have proposed the installation of a fishing line disposal tube at the public docks in Burk's Falls to help reduce fishing-related waste in and around the water;

AND WHEREAS discarded fishing line can pose a significant risk to wildlife, become entangled in debris and shoreline vegetation, and contribute to plastic pollution in waterways;

AND WHEREAS the proposed disposal tube would provide a convenient and accessible location for members of the public to properly dispose of unwanted fishing line, helping to keep the public docks, shoreline, and surrounding waterways clean;

AND WHEREAS MRNH and the River Hub initiative have offered to provide and install an approximately 24-inch PVC fishing line disposal tube on a post at an appropriate location on the public docks, at no cost to the Village;

NOW THEREFORE BE IT RESOLVED THAT Council for the Village of Burk's Falls supports the installation of a fishing line disposal tube at the public docks, subject to approval of the proposed location by the Village;

AND FURTHER THAT the Village supports the collaborative initiative between the Village of Burk's Falls, Mag River Nature Hub, and the River Hub initiative to promote responsible fishing practices and protect the local waterways and shoreline;

AND FURTHER THAT MRNH and the River Hub initiative be permitted to include their logo and QR code on the disposal tube, along with reference to Burk's Falls, to acknowledge the collaborative nature of the initiative.

Carried.

2026-232 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council of the Village hereby receives the proposed revisions to the Volunteer Policy-Service Waiver Release of Liability Agreement Waiver of Claims, and Assumption of Risk and Indemnity Agreement;

AND FURTHER, that Council approves the proposed amendments.

Carried.

2026-233 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 27-2026 being a by-law to amend the Village General Standards By-law No. 2012-01, as amended, with respect to lands described as Part of Lot 7 Concession 8, geographic Township of Armour.

Deferred.



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2026-234 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the closure of the Municipal Office from 11:00 a.m. to 1:00 p.m. on September 23, 2026, for a staff year end bbq.

Carried.

2026-235 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

THAT the Council for the Village of Burk's Falls approves the quotation submitted by EcoVue Consulting Serial Inc to provide a Comprehensive Zoning By-law for the Village in the amount of \$16,200, plus applicable taxes;

AND FURTHER THAT EcoVue Consulting Services Inc. be authorized to proceed with the preparation of the Comprehensive Zoning By-law in accordance with the approved quotation.
Carried.

2026-236 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$737,509.90 for up to and including this date is hereby approved for payment.

Carried.

2026-237 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the following attendees for the District of Parry Sound Municipal Association fall meeting being held September 25, 2026, at the Carling Community Centre:

1. Mayor Hope	YES
2. Councillor Brandt	YES
3. Councillor Cotton	YES
4. Councillor Kyte	YES
5. Councillor Baptiste	NO

Carried.

CONFERENCES AND INVITATIONS

Council was informed of the District of Parry Sound Municipal Association Fall meeting. Members expressed interest in attending.

COUNCILLORS REPORT

None

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2026-238 Moved by R. Baptiste - Seconded by N. Kyte

That Council for the Village of Burk's Falls now enters into closed session at 8:10pm pursuant to the Municipal Act 2001, c. 25, as amended to discuss:

Item 13a: Human Resources

Pursuant to the Municipal Act 2001, c. 25:

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

Item 13b: Municipal Property

Pursuant to the Municipal Act 2001, c. 25:

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

Carried.

2026-239 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That Council for the Village of Burk's Falls now reconvenes to regular open session at 8:43 pm

Carried.



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2026-240 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council of the Village hereby receives the Deputy Clerk Report regarding meter separation between the AHHC and the Medical Building;

AND FUTHER directs staff to proceed with authorizing the signing of the agreement with Lakeland as quoted and engage the services of Stinson Electrical Inc.;

And that the project is allocated to the health centre reserve.

Carried.

2026-241 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 28-2026 being a By-law to confirm the proceedings of Council at its regular meeting of August 18, 2026, as presented and considered read three times and passed this 18th day of August 2026.

Carried.

2026-242 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:45 pm

Carried.



Chris Hope, Mayor



Denis Duguay, CAO - Clerk



Committee of Adjustment Meeting

August 18, 2026, at 5:00 pm

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ryan Baptiste, Ashley Brandt, Nancy Kyte, CAO-Clerk Denis Duguay, Deputy Clerk Camille Barr, Public Works Foreman Derek Smith
Guests: Lisa Farnsworth, Karen Botham, Cheryl Botham, Faith Pink, Hap Pink, Erica Kellogg, Jarvis Osborne, Laurie Osborne, Tom Rheubottom, Jeanette Dunker, Brian Darnbrough, Susan Darnbrough, Jordan Ross, Larry Ross, Carol McIntyre, Dave McIntyre, Lynn Humenick, Chris Buchanan, Debbie Jones, Irwin Russel, Leanne Crozier, Dave Hayward, Rod Blakelock, Brian Gerard

2026- Moved by: S. Cotton – Seconded by R. Baptiste

Be it resolved;

WHEREAS an application has been submitted to the Village of Burk's Falls for an amendment to the General Standards By-law No.2012-01 affecting the lands municipally describes as Part of Lot 7, Concession 8, geographic Township of Armour, Village of Burk's Falls;

AND WHEREAS the purpose and effect of the proposed General Standards By-law Amendment is to permit the development of an apartment building on the subject lands and to increase the maximum permitted building height;

AND WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, requires that at least one public meeting be held in respect of a proposed zoning by-law to provide the public with an opportunity to make representations;

NOW THEREFORE BE IT RESOLVED THAT Council hereby enters into a public meeting pursuant to Section 34 of the *Planning Act* to consider the proposed General Standards By-law Amendment application for the lands municipally known as: Part of Lot 7, Concession 8, geographic;

AND THAT the public be provided an opportunity to make oral and written submissions regarding the proposed Zoning By-law Amendment, including the proposal to permit an apartment building on the subject lands and increase the maximum permitted building height;

AND THAT following the public meeting, Council receive and consider all submissions and information presented respecting the proposed Zoning By-law Amendment prior to making any decision on the application.

Carried.

a. Public Meeting- Zoning By-law Amendment:

Public notice was provided for a complete application seeking Zoning By-law Amendment to the General Standards By-law 2012-01. The purpose of the proposed amendment is to rezone the subject lands known Part of Lot 7, Concession 8, in the geographic Township of Armour, Village of Burk's Falls to permit the development of multiple apartment units.

The floor was then opened to the public.

The Applicant L. Ross explained that the proposal is being presented based on the maximum potential number of units on the property to provide potential developers with options. It was noted that the maximum number of units may be lower, depending on the proposal brought forward by a future developer.

L. Ross discussed potential uses for the main floor units, including a library and medical facilities, as examples, as well as the possibility of residential units being intended for seniors. He indicated an openness to meeting with members of the public to receive input and feedback prior to presenting the property to potential developers.

It was stated that the public meeting represents the beginning of what could be a lengthy process should the proposed Zoning By-law Amendment be approved.

L. Farnsworth expressed concerns regarding the potential impact of the development on property taxes, the current capacity of the municipal water and wastewater systems, and responsibility for the cost of any new infrastructure required to support the development.

J. Osborne raised concerns regarding the suitability of the existing road network, the current dead-end configuration, and the potential increase in traffic resulting from this proposal in conjunction with two other developments that have been proposed within the Village. Concerns were also raised regarding the current size of the water lines and whether they would be sufficient to support the proposed intensification. J. Osborne asked how the existing dead end would be addressed and whether the road would eventually continue through to Queen Street.

T. Rheubottom expressed similar concerns regarding the capacity and size of the existing water lines.

In response to the concerns raised regarding municipal infrastructure, it was noted that Council has approved the completion of a comprehensive water capacity study to assess the current needs of the Village and anticipated future needs. It was also stated that John Street would need to be upgraded to a paved road. The Applicant indicated that the developer would be responsible for required infrastructure additions associated with the development.

Discussion took place regarding the potential extension of the road, including the existing road allowance, municipal property, and the possibility that access may be dependent upon other proposed developments proceeding. It was further noted that matters related to access and infrastructure would be addressed through the site plan approval process and a site plan agreement.

B. Darnbrough expressed concerns regarding the size and capacity of the existing water lines in relation to fire protection requirements and the requirements associated with the new pumper truck.

The Applicant L. Ross explained the purpose of the Holding (H) provision associated with the proposed zoning. It was explained that the Holding provision would remain in place and would not be removed by Council until the requirements established through the Holding provision had been satisfied.

J. Osborne also expressed concerns regarding existing physician waitlists and the potential impact of a significant increase in population on access to medical services within the community.

D. Jones raised concerns regarding the timing of infrastructure and services in relation to the proposed development. Questions were raised regarding whether appropriate services would be in place prior to development proceeding, how appropriate density is determined, the level of public input available throughout the process, the potential inclusion of a library, access to medical services, and potential environmental impacts.

The Applicant explained that detailed studies would not be initiated until there is interest from a developer and greater certainty regarding what is being proposed for the site. The Applicant again expressed a willingness to meet with a group of residents to discuss the proposal and receive public input.

B. Darnbrough identified another parcel of land that they felt may be more suitable for the proposed development.

L. Farnsworth asked who would have control over the proposed development. It was explained that Council retains authority through the Holding (H) provision and that the Holding provision would not be removed until the required conditions had been satisfied.

C. Buchanan expressed concerns regarding the ability of a developer to fill the proposed number of units and whether an inability to sell or lease the units could result in reduced prices and potentially affect the future tenancy and nature of the development.

E. Kellogg (requested to be notified of the decision) expressed confusion regarding the purpose and scope of the meeting, noting that the proposal had been advertised as four apartment buildings, while discussion at the meeting had also included potential commercial uses. Questions were raised regarding when water capacity studies are required, as well as concerns about water connections and the agreement associated with it, including who would have control over water connections in such circumstances.

Additional concerns were raised regarding the frontage and suitability of John Street to accommodate a future road extension and whether the developer of the adjacent property would be required to open the road.

The Applicant clarified that site plan approval would be required and that all proposed uses would be required to comply with the applicable zoning provisions.

It was also questioned whether the municipality would lose control over the future development of the property once ownership is transferred to a developer.

Concerns were also raised regarding the municipality's future responsibility for infrastructure maintenance, including winter maintenance and repairs, once the development is completed.

E. Kellogg requested that Council defer its decision or deny the proposed Zoning By-law Amendment.

L. Humenick expressed concerns that the discussion had not sufficiently addressed the need for housing for families and younger residents within the community.

B. Darnbrough raised concerns regarding the proposed location of the new fire hall and its accessibility in relation to the Village's future needs and the ability to respond to emergencies.

Planner A. Srinivas from EcoVue clarified that there is no maximum number of buildings established for the property. It was explained that any required technical studies would be subject to peer review and that the development would be subject to site plan control.

Regarding the ownership and status of the property that may provide access to the development, the Planner indicated that it appears to be a road allowance and that further clarification would be sought. The Applicant stated that their lawyer had conducted a title search and confirmed that the property is municipally owned.

L. Crozier expressed further concerns regarding the overall scale of the proposed development and requested that Council defer its decision to allow for further discussion at a future Council meeting.

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

That the Committee of Adjustment for the Village of Burk's Falls hereby receives EcoVue Zoning amendment report, dated August 6, 2026.

Carried.

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

Be it resolved;

WHEREAS Committee of Adjustment has considered an application to amend General Standards By-law No. 2012-01 for the lands municipally known as *Part of Lot 7, Concession 8, geographic Township of Armour*.

to permit an apartment building on the subject lands and increase the maximum building height;

NOW THEREFORE BE IT RESOLVED THAT:

- THAT Council supports the proposed zoning amendment to permit an apartment building on the subject lands and increase the maximum building height;
- THAT staff be directed to bring forward the corresponding zoning by-law amendment for Council's consideration and enactment.

Deferred

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

Be it resolved;

Council for the Village of Burk’s Falls now ends the Public Meeting and reconvenes its regular meeting at 6:55 pm.

A handwritten signature in dark ink, appearing to be "N. Kyte", is written over a horizontal line. The signature is stylized with a large loop and a long horizontal stroke.

Signature of Chair