



**THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
December 15, 2025**

The regular meeting of Burk's Falls Council was held on Tuesday, December 15, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte  
Staff: CAO - Clerk Denis Duguay  
Regrets: None

**DECLARATION OF PECUNIARY INTEREST**

**ADOPTION OF AGENDA**

2025-399 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the agenda for the regular meeting of December 15, 2025.

Carried.

**MINUTES**

2025-400 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the minutes of the Special Meeting of December 10, 2025.

Carried.

**DELEGATIONS TO COUNCIL**

None

**REPORTS TO COUNCIL**

- A. Council received the Public Works Foreman's December report, and the foreman provided a summary of activities completed during the month.
- B. Council received the Public Works Foreman's report on winter snow removal issues and thanked him for his efforts implementing a new snowbank removal process on Ontario Street.
- C. Council received the Arena Manager Report for the month of December.
- D. Council received the General Government and Finance Advisory Committee meeting minutes from November 26, 2025, and December 8, 2025, and supported the recommendations contained therein.
- E. Council received the Rural Youth Group Advisory Committee Draft Minutes of December 1, 2025, and supported the recommendations contained therein.

**ITEMS FOR DISCUSSION:**

- A. Council discussed Resolution 2025-272 as it relates to the Rural Youth Group workshops, including the intent and the possibility of holding two workshops on a monthly basis. The discussion noted that, as a pilot project, this approach may not be the most effective avenue, and Council agreed to allow the committee to determine whether a workshop would be beneficial prior to opening the program.
- B. Council discussed the Villages' use of media and social media platforms, including the feasibility of future budget allocations for committees, and supported the use of media and social media by committee groups.
- C. Council was presented with a request from the CAO/Clerk for budget pre-approval for theatre upgrades. Council discussed the recently upgraded washrooms, the outdated colour scheme, and other possible improvements to the theatre, and indicated its support for the proposed changes.
- D. Council discussed the draft Volunteer Policy, including a request from the CAO/Clerk to proceed with a legal review of the policy, Council approved the request.
- E. Council reviewed the proposed two-year agreement from ACED. Some members raised concerns about potential impacts to the Village, while others did not foresee any effects. The resolution was deferred for discussion at the January meeting.



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F. Council discussed the Magnetawan Lions Club's request for financial support for its swimming program, including the benefits of the program to the community.

G. Council discussed a cost-of-living increase for all staff and approved a 1.8% increase, in accordance with the CRA October-to-October rate.

**RESOLUTIONS PASSED:**

2025-401 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Report for the month of December.

Carried.

2025-402 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 Summary Report regarding winter snow removal issues.

Carried.

2025-403 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

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

Carried.

2025-404 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the General Government and Finance Advisory Committee Minutes of November 26, 2025, and December 8, 2025;

And further accepts the following recommendations:

1. That Council review the Draft 2026 Budget at its regular meeting in January

2. That Council approve the 2025-2030 Fees By-law as presented

Carried.

2025-405 Moved by R. Baptiste - 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 December 1, 2025;

And further accepts the following recommendations:

1. Council permit members of the Rural Youth Group (M. Thompson, J. Godfrey, C. Penstone, Councillor A. Brandt, Recording Secretary) to post 10-15 preapproved posts to the RYG Facebook page to keep it active. Posts will be inspirational and motivational in nature as well share local youth related events.

Carried.

2025-406 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

WHEREAS the Village of Burk's Falls Theatre is a municipally owned facility that serves as an important cultural and community asset; and

WHEREAS certain capital works and/or capital asset acquisitions are required prior to the adoption of the annual municipal budget in order to maintain the safety, functionality, and long-term viability of the Village Theatre; and

WHEREAS Council has the authority under the *Municipal Act, 2001* to authorize expenditures in advance of the adoption of the annual budget; and

WHEREAS Council deems it appropriate and in the public interest to approve a pre-budget capital expenditure for the Village Theatre;





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NOW THEREFORE BE IT RESOLVED that Council approves a pre-budget capital expenditure in an amount not to exceed \$10,000.00 for the Village Theatre for Lobby Painting and floor replacement.  
Carried.

2025-407 Moved by A. Brandt - Seconded by S. Cotton

Be it resolved;

WHEREAS the Village of Burk's Falls engages volunteers to support various municipal programs, services, and facilities; and

WHEREAS Council recognizes the importance of having a clear, legally sound Volunteer Policy to guide the engagement, management, and responsibilities of volunteers; and

WHEREAS Council wishes to ensure that the Village's Volunteer Policy complies with applicable legislation, municipal by-laws, and risk management best practices; and

WHEREAS Council has the authority under the *Municipal Act, 2001* to obtain professional legal services in support of municipal governance and operations;

NOW THEREFORE BE IT RESOLVED that Council hereby authorizes the CAO-CLERK to obtain independent legal advice with respect to the development, review, or revision of the Village's Volunteer Policy.  
Carried.

2025-408 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby defers discussion regarding ACED 2-year proposal to January 2026.

Carried.

2025-409 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

WHEREAS Council recognizes the importance of providing fair and equitable compensation for Village staff; and

WHEREAS Council has reviewed the annual change in the Consumer Price Index (CPI) from October to October, which indicates an increase of 1.8%; and

WHEREAS Council wishes to apply a Cost-of-Living Adjustment (COLA) to Village staff compensation based on the CPI increase, while maintaining the integrity of the approved pay grid;

NOW THEREFORE BE IT RESOLVED that Council hereby approves a Cost-of-Living Adjustment of 1.8%, based on the Consumer Price Index change from October to October, to the salaries and wages of eligible Village staff, effective January 1, 2026; and

BE IT FURTHER RESOLVED that eligible Village staff shall also receive pay grid step progression, where applicable, in accordance with the approved pay grid, applicable employment agreements, and municipal human resources policies; and

BE IT FURTHER RESOLVED that the treasurer be authorized to implement the approved compensation adjustments and ensure compliance with all applicable legislative and policy requirements; and

BE IT FURTHER RESOLVED that the financial impact of this adjustment be provided for within the approved 2026 operating budget or through appropriate budgetary allocations.  
Carried.

2025-410 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 47-2025 to being a by-law to set the fees of the municipality as presented and considered read three times and passed this 15<sup>th</sup> day of December 2025.

Carried.



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2025-411 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the schedule of Regular Meetings for 2026, as presented.

Carried.

2025-412 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved:

That Council for the Village of Burk's Falls hereby receives the 2026 Municipal Donation requests and approves the following:

Land of Lakes Public School	3 x 1 hour skating sessions
Almaguin Highlands Secondary School	\$200.00 Bursary
Almaguin Pride	\$500.00
Royal Canadian Army Cadets	Use of Krozier Hall and Sea Can
Agricultural Society	\$3000.00
Historical Society	\$5000.00
Santa Claus Parade	\$250.00
Almaguin Highlands Special Olympics	
TOPS	Use of AHHC Boardroom 1 x week
Magnetawan Lions Swimming Programme	500.00

Carried.

2025-413 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$487,348.27 for up to and including this date is hereby approved for payment.

Carried.

#### CONFERENCES AND INVITATIONS

None

#### COUNCILLORS REPORT

Deputy Mayor Cotton shared highlights from the Health Council sub-committee meeting, including discussions on health services and the committee's goal to transition toward a regional/district focus.

#### CORRESPONDENCE DISCUSSION

#### CLOSED SESSION

Council did not enter into Closed Session

2025-414 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 48-2025 being a By-law to confirm the proceedings of Council at its regular meeting of December 15, 2025, as presented and considered read three times and passed this 15<sup>th</sup> day of December 2025.

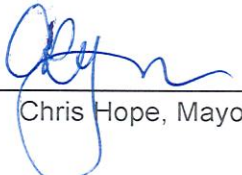
Carried.


2025-415 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 6:40 pm.

Carried.

  
Chris Hope, Mayor

  
Denis Duguay, CAO - Clerk