



THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 20, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, January 20, 2026

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

**DECLARATION OF PECUNIARY INTEREST**

Councillor Cotton declared pecuniary interest for item 9.c, bylaw 03-2026, appointing a Deputy Clerk.

**ADDITION TO THE AGENDA**

2026-01 Moved by R. Baptiste - Seconded by N. Kyte  
Be it resolved;  
That the following items be added to the Council agenda:

8. Items For Discussion:

- g) Burk's Falls, Armour and Ryerson Union Public Library request for support Canada Post's free and reduced distribution of library books.

Carried.

**ADOPTION OF AGENDA**

2026-02 Moved by S. Cotton - Seconded by N. Kyte  
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended agenda for the Regular Meeting of January 20, 2026.

Carried.

**MINUTES**

2026-03 Moved by R. Baptiste - Seconded by A. Brandt  
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Regular Meeting of December 15<sup>th</sup>, 2025.

Carried.

**DELEGATIONS TO COUNCIL**

L. Culp provided a delegation to Council expressing concern regarding the spraying of hazardous chemicals by a business within a residential neighbourhood and requested consideration of a by-law to restrict such activity. Concerns related to waterways, wildlife habitat, and human health were raised. Council was provided with the Material Safety Data Sheet (MSDS) for the specific product involved in the incident that brought this matter forward. Council shared these concerns and directed staff to prepare a report and/or draft by-law outlining restricting use to protect residents, while remaining mindful of personal use of a homeowner's property.

**REPORTS TO COUNCIL**

- A. Council received the Arena Manager's Report for the month of January. Rentals have remained at a high level, and increased usage has resulted in increased operating expenses. It was noted that, with the current staffing complement, the Arena has reached its acceptable maximum level of use in order to maintain quality services.

New events are being scheduled at the Arena through bookings. Council inquired whether these events could be promoted on social media to attract spectators.

- B. Council received the Arena Manager's report regarding the need for an external garbage bin and collection services. Due to increased traffic at the facility, maintaining sanitary conditions and minimizing complaints requires that garbage be stored outdoors; however, there is currently no designated outdoor storage area. The Arena Manager presented a plan for contracted garbage collection services. Council inquired about the flexibility of collection frequency and was advised that some flexibility is available. Council approved the request and authorized the Arena Manager to proceed for 2026. The associated costs have already been incorporated into the 2026 budget.



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- C. The Arena Manager received a new quote for a condenser, which is lower than the amount currently incorporated into the 2026 budget. In order to minimize service disruptions and ensure appropriate timing for installation, the condenser must be ordered now and should not wait until final budget approval. Council passed a resolution approving the Arena Manager to proceed with ordering the condenser at the reduced cost.
- D. Council received the Recreation Advisory Committee minutes dated November 24, 2025. Council approved the recommendation for event-based camping and directed that a policy be developed with clear guidelines for future event-based camping. The policy is to support enjoyment of the green space while balancing staff requirements, liability considerations, and protection of the grounds.
- E. Council received the Rural Youth Group Advisory Committee draft minutes dated January 12, 2026. Interviews have commenced for the Youth Coordinator position, with a significant number of applicants. Council inquired about the administrative costs referenced in the minutes and was advised that these costs relate solely to staff attendance at meetings in the role of recording secretary, and not to any day-to-day support being provided. Mayor Hope shared that the committee's wish for this expense to be waived.

**ITEMS FOR DISCUSSION:**

- A. Council received the Draft 2026 Budget, which was prepared with a 4% general tax revenue increase. Council had the opportunity to ask questions. By March, a clearer financial picture will be available, as the three final levies will be known, the cost of the Yonge Street revitalization will be presented, and the audit will be completed.
- B. Councillors shared their perspectives on the new two-year agreement proposed by ACED. A recorded vote was taken, with the majority voting not to enter into the agreement.
- C. Council discussed the X-ray machine at the Almaguin Highlands Health Centre, which is owned and operated by MAHC. As it was previously stated that the machine required replacement, Mayor Hope requested an update from MAHC on the status of the equipment and next steps. In addition, it was noted that the Almaguin Highlands Health Council has established a subcommittee in which CAOs be a part of and will discuss health services and space within the region.
- D. Mayor Hope discussed the function of the Planning Board and, given that few matters are referred to it by the Village of Burk's Falls, questioned whether there may be alternative approaches for the Municipality to address planning matters and its membership on the Board. The CAO was directed to prepare a report outlining options for Council's consideration.
- E. Mayor Hope advised that a promoter has approached the Village with interest in hosting summer music events. Proposed dates included the May long weekend and Labour Day weekend. Council expressed interest in learning more but noted that the Event Policy must be approved prior to entering into any commitments.
- F. Councillor Kyte, in discussion with Deputy Mayor Cotton, expressed interest in serving as the primary representative on the Library Board in addition to the Library Build Committee. Council was in favour of this arrangement, and Deputy Mayor Cotton will serve as the alternate.
- G. Council reviewed a request from the Library and passed a resolution expressing concern regarding the proposed amendment to the Canada Post Corporation Act contained within Bill C-15.

**RESOLUTIONS PASSED:**

2026-04 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls directs staff to prepare a report outlining options to address oil spraying and other similar hazardous materials in residential neighbourhoods that may adversely affect residents' enjoyment of their property.

Carried.



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2026-05 Moved by A. Brandt - Seconded by R. Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby receives the Arena Manager Report for the month of January.  
Carried.

2026-06 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 Garbage Bin Report and further approves an exterior garbage bin and contracted services in the amount of approximately \$2,250.00 in 2026.  
Carried.

2026-07 Moved by A. Brandt - Seconded by S. Cotton  
Be it resolved;  
That Council accepts the quote from Black & McDonald for an evaporative condenser for the Armour, Ryerson & Burk's Falls Memorial Arena in the amount of \$146,323.00 plus HST;

AND FURTHER THAT the Arena Manager be authorized to proceed with the purchase.  
Carried.

2026-08 Moved by N. Kyte - Seconded by S. Cotton  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts the Recreation Advisory Committee minutes of November 24, 2025;

And further accepts the following recommendation:

1. Option 4 from Report REC- 04-2025 - Knight Brother's Park Weekend Event Rental - Camping Request (Trailers/Tents): Approve camping for this event (baseball/hockey tournament) with specific conditions, and allow future weekend rental event camping in principle, pending the development and adoption of a formal policy and by-law governing camping on municipal property  
Carried.

2026-09 Moved by S. Cotton - Seconded by R. Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of January 12, 2026.  
Carried.

2026-10 Moved by N. Kyte - Seconded by R. Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby receives the Treasurer's Draft Budget Report for 2026.  
Carried.

2026-11 Moved by R. Baptiste - Seconded by N. Kyte  
Be it resolved;  
WHEREAS Council previously passed a resolution approving the Municipality's withdrawal from Almaguin Community Economic Development (ACED); and

WHEREAS Council has been presented with a proposed new two-year service agreement with Almaguin Community Economic Development; and

WHEREAS Council has reviewed the proposal agreement and considered the Village's strategic priorities, financial considerations, and local economic development needs;

NOW THEREFORE BE IT RESOLVED that Council does not support entering into the proposed new two-year agreement with Almaguin Community Economic Development; and



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BE IT FURTHER RESOLVED that Council hereby confirms and maintains its previously adopted resolution to withdraw from Almaguin Community Economic Development and declines to rescind that resolution.

Carried

Recorded Vote requested by: Mayor Hope

Ryan Baptiste-For

Ashley Brandt-For

Sean Cotton-Opposed

Chris Hope-For

Nancy Kyte-Opposed

2026-12 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby requests staff to review the Planning Board to determine if it serves the Village's growth strategy, or that it still serves Village needs.

Carried.

2026-13 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

WHEREAS the Village of Burk's Falls appoints representatives to external boards and committees as required; and

WHEREAS the Burk's Falls, Armour, Ryerson Union Public Library Board requires appointment of a Primary and Secondary Council representative;

NOW THEREFORE BE IT RESOLVED THAT Council hereby appoints Councillor Kyte as the Primary Council Representative to the Library Boards; and

THAT Deputy Mayor Cotton be appointed as the Secondary (Alternate) Council Representative to the Library Board; and

THAT these appointments shall take effect immediately and remain in force until amended by further resolution of Council.

Carried.

2026-14 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby expresses its concerns with the amendment to the Canada Post Corporations Act within Bill C-15 that could result in the disappearance of a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan,

AND THAT Interlibrary loans are an essential part of how libraries operate and they provide access to material for the millions of library users in Canada.

AND THAT as a small rural library, the Burk's Falls, Armour, Ryerson Union Public Library depends on loans from other libraries to supplement its collection and relies on Canada Post to deliver those materials at a reduced rate.

AND FURTHER THAT if Canada Post is allowed to increase the postal rate that supports this service without oversight from Parliament or the Government of Canada, there could be a devastating effect, putting a strain on already tight library budgets and threatening the ability of libraries to offer this essential service that ensures access, equity and literacy for all.

NOW THEREFORE, BE IT RESOLVED THAT, The Village of Burk's Falls Council encourages other municipal councils to contact their local MP and the Honourable Joël Lightbound, Minister of Government Transformation, Public Works and Procurement to strongly urge the government to ensure that Canada Post continues to provide a library postal rate so that library services remain accessible for all of Canada through interlibrary loans.  
Carried.



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2026-15 Moved by R. Baptiste - Seconded by S. Cotton  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 01-2026 authorizing temporary borrowing for the year 2026 as presented and considered read three times and passed this 20<sup>th</sup> day of January 2026.  
Carried.

2026-16 Moved by N. Kyte - Seconded by R. Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 02-2026 to being a by-law to set the interim tax levy and interest and penalty as presented and considered read three times and passed this 20<sup>th</sup> day of January 2026.  
Carried.

2026-17 Moved by R. Baptiste - Seconded by N. Kyte  
Deputy Mayor S. Cotton declared pecuniary interest and was not present in the room for this item  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 03-2026 to being a by-law to appoint a Deputy Clerk as presented and considered read three times and passed this 20<sup>th</sup> day of January, 2026.  
Carried.

2026-18 Moved by R. Baptiste - Seconded by A. Brandt  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 04-2026 to being a by-law to regulate and license mobile food vendors, hawkers & peddlers and pawnbrokers as presented and considered read three times and passed this 20<sup>th</sup> day of January 2026.  
Carried.

2026-19 Moved by R. Baptiste - Seconded by S. Cotton  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 05-2026 being a bylaw to enter into a service agreement with the Sundridge and District Medical Centre Committee for property maintenance as presented and considered read three times and passed this 20<sup>th</sup> day of January 2026.  
Carried.

2026-20 Moved by R. Baptiste - Seconded by N. Kyte  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts the Municipal Volunteer Policy as presented and considered read three times and passed this 20<sup>th</sup> day of January, 2026.  
Carried.

2026-21 Moved by R. Baptiste - Seconded by S. Cotton  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby approves the request from the Burk's Falls & District Historical Society host the 2026 Heritage Festival, being held July 11, 2026, on the Fairgrounds, with The Township of Armour naming the Village of Burk's Falls as an additional insured party for the event.  
Carried.

2026-22 Moved by S. Cotton - Seconded by R. Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby accepts the 2026 Municipal Insurance Program Renewal with Intact Public Entities in the total amount of \$ 178,307.00 plus taxes.  
Carried.

2026-23 Moved by N. Kyte - Seconded by A. Brandt  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby accepts the 2026 Cyber Insurance Renewal with Intact Public Entities in the total amount of \$ 7295.00 plus taxes.  
Carried.



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2026-24 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 279,319.67 for up to and including this date is hereby approved for payment.

Carried.

2026-25 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

WHEREAS the Council of the Corporation of the Village of Burk's Falls support the Town of Prescott, Municipality of Tweed's, the Tay Valley Township's, and the Municipality of South Huron's resolutions regarding waste incineration and a more Robust Recycling Program;

AND WHEREAS it is incumbent upon the members of council, MPPs and MPs to make the decisions that will result in the most positive outcomes for now and future generations;

AND WHEREAS continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering is unsuitable;

AND WHEREAS burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction;

AND WHEREAS we continue to destroy our environment jeopardizing our future generations;

AND WHEREAS we have worldwide technology that will allow us to use of clean incineration and also produce much needed electric energy;

BE IT RESOLVED THAT the Council of the Corporation of the Village of Burk's Falls support the Town of Prescott in investigating the possibility of working together with Ontario Municipalities, Provincial and Federal Governments and manufacturing partners to form a working group to ensure that waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices, so that future generations will not suffer from our environmental mismanagement.

Carried.

2026-26 Moved by S. Cotton- Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports The Municipality of Huron Shores resolution #25-29-20 and the Township of Nairn and Hyman resolution # 2025-14-21 regarding improvements to Highway 11/17.

Carried.

2026-27 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

Whereas the Village of Burk's Falls recognizes January as Crime Stoppers Month and direct staff to share the campaign to social media.

Carried.

2026-28 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby support Northwatch regarding concerns of high-level radioactive waste being transported on highways.

Carried.

#### **CONFERENCES AND INVITATIONS**

Council received the Save the Date for the Northern Municipal Council Workshop on January 29, 2026.

#### **COUNCILLORS REPORT**

Councillor Kyte advised that the Historical Society's most recent meeting was cancelled due to weather conditions.

Mayor Hope attended the January BESS meeting, at which the Township of Armour voted against the project proceeding.



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**CORRESPONDENCE DISCUSSION**

Council supported the following resolutions and requests for support:

- e) The Town of Prescott regarding waste disposal issues
- k) Municipality of Huron Shores and the Township of Nairn and Hyman regarding improvements to Highways 11/17
- v) Near North Crime Stoppers, January is Crime Stoppers Month
- w) Northwatch regarding transportation of high-level radioactive waste

**CLOSED SESSION**

2026-29 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 7:40pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Health Centre

Pursuant to the Municipal Act 2001, c. 25:

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

Carried.

2026-30 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 8:05pm.

Carried.

2026-31 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts Bylaw 06-2026 being a By-law to confirm the proceedings of Council at its regular meeting of January 20, 2026, as presented and considered read three times and passed this 20<sup>th</sup> day of January 2026.

Carried.

2026-32 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:10pm.

Carried.

  
Chris Hope, Mayor

  
Denis Duguay, CAO - Clerk

