



## Theatre Advisory Committee Meeting

January 28, 2026, at 11:00am, at 136 Yonge St., Young at Heart Senior Centre

**Present:** Chair Councillor Sean Cotton, Mayor Chris Hope, Wanda Hill, Jillian Peever, Colin Love, Carrie Schiffler, Recording Secretary

**Regrets:** None

1. **Call to Order:** The meeting was called to order at 11:04am by Chair Councillor S. Cotton
2. **Disclosure of Interest:** None
3. **Adoption of Previous Meeting Minutes:** September 30, 2025 & October 30, 2025 Moved by C. Hope – Seconded by W. Hill. Carried.  
**THEREFORE BE IT RESOLVED THAT** The Village of Burk's Falls Theatre Advisory Committee approves the minutes of September 30, 2025 and October 30, 2025. Carried

#### 4. Old Business:

##### a) Programs/ Partnerships/ Non-Profit Cost

The Committee discussed opportunities to expand Theatre use through programs, partnerships, and non-profit involvement in order to increase utilization and build a strong theatre culture. It was noted that additional financial information is required before pursuing these opportunities to ensure they are cost-neutral to the Municipality.

The Committee is recommending to Council for Village staff to research and prepare a detailed cost analysis report outlining operational costs associated with various types of Theatre use throughout the year, to support informed decision-making regarding future programs and partnerships.

Moved by C. Hope – Seconded by C. Love. Carried.

##### b) 2026 Plan of Events

The Committee discussed potential event ideas for 2026 but noted that feasibility cannot be determined until a detailed cost analysis is completed. Members agreed to continue brainstorming ideas via email.

Chair, Councillor S. Cotton, requested that all proposed ideas consider full cost coverage in order to remain cost-neutral to the Municipality. This item will be included on the agenda for the next Committee meeting.

##### c) 2026 Budget

The Committee was advised that the 2026 Budget has not yet been approved; however, the Theatre lobby upgrade has received pre-budget approval. This item will remain on the Committee's agenda until the 2026 Budget is formally approved.

#### 5. New Business:

##### a) Member Resignation- Justin O'Brian

The committee has accepted resignation from Justin O'Brian for personal reasons. The committee is recommending to Council posting to fill the position.

Moved by C. Hope – Seconded by J. Peever. Carried

**b) Logo**

The Committee reviewed logo concept samples provided by the Recording Secretary. It was noted that these designs were intended solely for discussion purposes and assisted the Committee in identifying preferred elements and design considerations.

The Committee was advised that pro bono graphic design services have been offered by Andrew McCracken, with the request for non-pecuniary recognition at a later date.

The Committee is recommending to Council to approve the use of Andrew McCracken's services.

Moved by- J. Peever – Seconded by C. Schiffler. Carried.

**c) Lobby- Update**

Chair, Councillor S. Cotton, requested an update from the Recording Secretary regarding the theatre lobby upgrade, which has received pre-budget approval. It was reported that two separate tenders for flooring and painting are currently open and are scheduled to close on February 12, 2026, at 2:00 p.m.

The Committee requested that the Recording Secretary confirm the anticipated project completion date to determine whether partnering with the Library for National Canadian Film Day is feasible this year.

**6. Recommendations to Council**

**THEREFORE BE IT RESOLVED THAT** The Village of Burk's Falls Theatre Advisory Committee recommend to Council

- To direct Village staff to research and prepare a detailed cost analysis report.
- Post a call for volunteer to fill the open seat on the Theatre Advisory Committee.
- The use of pro bono graphic design services provided by Andrew McCracken to develop the new Theatre logo.

**7. Attachments:** None

**8. Date of Next Meeting:** To be determined.

**9. Meeting Adjourned:** 12:55pm Moved by W. Hill – Seconded by C. Schiffler. Carried.



Chair-Signature