



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
March 17, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, March 17, 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, Public Works Foreman Derek Smith
Regrets: None

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2026- 68 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the following items be added to the Council agenda:

DELEGATION TO COUNCIL

b) RYG Chair will not be in attendance

ITEMS FOR DISCUSSION

d) Manulife Annual Insurance Benefit renewal

CLOSED SESSION

Pursuant to the Municipal Act 2001, c.25: Health Centre

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

Carried.

2026-69 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the regular meeting of March 17th, 2026.

Carried.

MINUTES

2026-70 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the minutes of the Regular Meeting of February 17th, 2026.

Carried.

DELEGATIONS TO COUNCIL

C. Love of the Mag River Nature Hub addressed Council to request permission to tap maple trees along the River Walk Trail for educational purposes, including programming for students at Land of Lakes School. Council approved the request and asked that C. Love provide an update on the program feedback by way of sharing the report submitted to the TD Foundation.

C. Love also expressed the Hub's interest in entering into a renewed agreement with the Village to dock the educational vessel, known as the *River Hub*, at the municipal docks. Council supported the request and thanked Colin and the Mag River Nature Hub for their contributions to the community.

REPORTS TO COUNCIL

- A. Council received the Public Foreman's report for the month of March. Overall, the spring thaw has not caused any significant issues, and those that have arisen have been effectively managed by staff.
- B. Council received the Public Works Foreman's Street Sweeping Report and approved the recommendation to proceed with Glen's Street Sweeping for the 2026 season.
- C. The Arena Manager provided a report for the month of March. It was noted that a recent power outage damaged a compressor motor, which has since been replaced. A spare motor will be included in the 2027 budget. The Arena also anticipates a busy March Break period.



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- D. The Arena Manager provided Council with a fee comparison, as discussed at the most recent TRI Council meeting. While fees were the primary focus, consideration was also given to in-kind and discounted rentals, as well as associated hidden costs. It was suggested that further analysis be completed regarding in-kind and reduced-rate rentals of the Karl Crozier Community Room, to be revisited. Council passed a motion in accordance with the report's recommendations, and the report will be shared with the TRI Council partners.
- E. The Deputy Clerk provided a report regarding the Municipal Strategic Plan RFP. Staff recommended entering into an agreement with Town Hall Consulting to complete the strategic plan based on several factors, and Council passed a resolution supporting the recommendation.
- F. Council approved the Rural Youth Group Advisory Committee Minutes for March 9, 2026. While the group continues to search for a suitable space, they are eager to begin programming. Council inquired about the previously requested budget, as well as the contingency plan should they not attain funding beyond the initial donations. These items will be brought forward for discussion at the next RYG meeting.
- G. Council approved the minutes of the Theatre Advisory Committee. Recommendations were adopted regarding non-profit and for-profit rental rates, the introduction of new matinee rates, and the use of the theatre as part of the Downtown Celebration. In addition, as upgrades to the theatre proceed, the mirror will be offered to The Space Upstairs, should they be able to make use of it.

ITEMS FOR DISCUSSION:

- A. Council reviewed the resolutions received to date regarding Health Centre deficit contributions. The CAO-Clerk will circulate a spreadsheet to partner municipalities outlining contributions over the years.
- B. Council received a request from Branch 405 of the Royal Canadian Legion to remove the two concrete planters surrounding the Cenotaph due to deterioration. Council passed a resolution to investigate ownership and obtain a quote prior to proceeding.
- C. Council received a message of thanks from the Recreation Coordinator for the Township of Armour for the use of the fairgrounds to host the Heritage Festival. It was noted that portions of the grounds will no longer be required, with the event refocusing on the Watt Century Farmhouse and Wiseman's Corner Schoolhouse locations.
- D. Council was provided with a summary of the proposed increase to Manulife benefits. Mosey and Mosey were able to secure a reduced rate. The update was provided for information purposes.

RESOLUTIONS PASSED:

2026-71 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the request from the Mag River Nature Hub to tap sugar maple trees along the Heritage River Walk, facilitating environmental educational opportunities to community members and students of Land of Lakes Public School.
Carried.

2026-72 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the request from Mag River Nature Hub to renew the agreement for the 2026–2027 term to dock an educational vessel at the Burk's Falls Public Docks.
Carried.

2026-73 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 March.
Carried.



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2026-74 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman's Report regarding street sweeping and approves the re-engagement of Glen's Sweeping for the 2026 season at a cost of \$24,617.06 plus HST and applicable Consumer Price Index increase. Carried.

2026-75 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 March.

Carried.

2026-76 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's Report regarding arena rates and approves the continuation of the current fee schedule, with the Manager to report back annually should increases be required beyond the standard 2–3%.

Carried.

2026-77 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Deputy Clerk's Report regarding the Strategic Plan RFP;

And that Council approves the proposal submitted by Town Hall Consulting and directs staff to enter into an agreement for services in the amount of \$18,900.00 to complete the Municipal Strategic Plan.

Carried.

2026-78 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of March 9, 2026.

Carried.

2026-79 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Theatre Advisory Committee minutes of March 3, 2026;

And further accepts the following recommendations:

- Accept Information Report 2026-01: Bluebird Theatre – Financial & Programming Analysis and approve the rental fee structure outlined in the report as follows:

Non-Profit Rentals

1 Staff, 1 Volunteer: \$185.00 + HST per 3-hour booking (\$46.00 + HST per additional hour)

2 Staff: \$260.00 + HST per 3-hour booking (\$65.00+ HST per additional hour)

For-Profit Rentals

\$450.00 + HST per 3-hour booking (\$150.00 + HST per additional hour)

The Committee further recommends the following programming and fee adjustments: Sunday Matinee pricing be adjusted to match the Thursday–Saturday admission fee structure.

Wednesday Matinee be designated as "Kids Day." Admission will be set at a flat rate of \$8.00, which includes a small popcorn and a juice or water.

- Accept Information Report 2026-02: Takeaways from N.I.C.E. Zoom Meeting – February 19, 2026.



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- Approve the use of the theatre during the Downtown Celebration:
Two 30-minute music performances
The announcement of the Business of the Year Award
The theatre washrooms be opened to the public during the event with Committee members present to supervise.
Carried.

2026-80 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 Sergeant Daniel Wilson of the Royal Canadian Legion Branch 405 for the Village to remove the planters surrounding the Cenotaph within the Village;

And further that Council directs staff to determine the ownership of the planters surrounding the Cenotaph;

And further that, should it be determined that the planters are owned by the Village, staff be directed to obtain a quote for their removal.
Carried.

2026-81 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the request for in-kind and financial support from the Almaguin Minor Softball Association for the 2026 season, as well as the corresponding background report from Councillor Ryan Baptiste;

And further that Council:

a) Declines the request and directs the organization to follow the Village of Burk's Falls Municipal Donation Policy;

b) Amends the request as follows: _____;

c) Approves the full request from the Almaguin Minor Softball Association for the 2026 season
Deferred.

2026-82 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;

That the Council for the Village of Burk's Falls approves the 2026 net Armour, Ryerson, Burk's Falls Memorial Arena budget in the amount of \$550,141.00, with Burk's Falls share to be \$183,380.00.

Carried.

2026-83 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;

That the Council for the Village of Burk's Falls approves the 2026 net Tri-R Waste Management budget in the amount of \$285,322.00 with Burk's Falls share being \$50,195.00.

Carried.

2026-84 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;

That the Council for the Village of Burk's Falls approves the 2026 net Fire Department budget in the amount of \$649,876.00 with Burk's Falls share being \$185,865.00.

Carried.

2026-85 Moved by R. Baptiste - Seconded by S. Cotton
Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the Draft 2026 RTO budget in the amount of \$85,408.00 with Burk's Falls share being \$4,885.00.

Carried.



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2026-86 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the 2026 Almaguin Highlands OPP Detachment Board draft budget in the amount of \$14,872.15 with Burk's Falls share being \$1,140.10.

Carried.

2026-87 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council of the Village of Burk's Falls hereby appoints Mayor Chris Hope and Deputy Mayor Sean Cotton to represent Council as a member of the TRI-R Landfill & Recycling Advisory Waste Committee.

Carried.

2026-88 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 229,474.37 for up to and including this date is hereby approved for payment.

Carried.

CONFERENCES AND INVITATIONS

Council reviewed invitations and conferences hosted by the Almaguin Highlands Chamber of Commerce, DSSAB, and OSUM. Mayor Hope, Deputy Mayor Cotton, and Councillors Brandt and Kyte requested to be registered for OSUM being held April 29-May 1, 2026.

COUNCILLORS REPORT

None

CORRESPONDENCE DISCUSSION

Council inquired about the Eastholme levy and how it is calculated. The CAO-Clerk will consult with the Treasurer.

CLOSED SESSION

2026-89 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

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

Item 13 a) Human Resources

Pursuant to the Municipal Act 2001, c. 25:

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

Item 13 b) Health Centre

Pursuant to the Municipal Act 2001, c. 25:

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

Carried.

2026-90 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 7:30 pm.

Carried.

2026-91 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

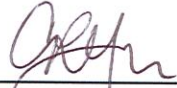
That Council for the Village of Burk's Falls hereby adopts Bylaw 13-2026 being a By-law to confirm the proceedings of Council at its regular meeting of March 17, 2026, as presented and considered read three times and passed this 17th day of March 2026.

Carried.




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2026-92 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby adjourns at 7:31 pm.
Carried.



Chris Hope, Mayor



Denis Duguay, CAO - Clerk