



**THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
December 10, 2025**

The special meeting of Burk's Falls Council was held on Wednesday, December 10, 2025

Present: Mayor Chris Hope, Councillors Ashley Brandt, Ryan Baptiste Staff: CAO - Clerk Denis Duguay, Treasurer Tammy Wylie
Regrets: Deputy Mayor S. Cotton

DECLARATION OF PECUNIARY INTEREST

Deputy Mayor Cotton – ITEMS FOR DISCUSSION a) Personnel Policy
Deputy Mayor Cotton – CLOSED SESSION – Human Resources

ADOPTION OF AGENDA

2025-384 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
That the following items be added to the Council agenda:

ITEMS FOR DISCUSSION

b. Letter of Support – Almaguin News
Carried.

ADOPTION OF AGENDA

2025-385 Moved by A. Brandt - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby approves the amended agenda for the Special Meeting of December 10, 2025.
Carried.

DELEGATIONS TO COUNCIL

None

REPORTS TO COUNCIL

None

ITEMS FOR DISCUSSION

a) Council discussed the new Personnel Policy and requested to amend the policy to reflect 1 pair of work boots for Public Works and one pair for water /wastewater.

b) Council discussed the letter of support requested by the Almaguin News

CONFERENCES AND INVITATIONS

None

COUNCILLORS REPORT

None

CORRESPONDENCE DISCUSSION

None

CLOSED SESSION

2025-386 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
Council for the Village of Burk's Falls now enters into a closed meeting at 4:05 pm, pursuant to the Municipal Act 2001, c. 25,
Item 13 a) Human Resources- 4 events
Pursuant to the Municipal Act 2001, c.25:
Section 239 (2) (b) regarding an identifiable individual, or municipal employee.
Carried.

2025-387 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
Council for the Village of Burk's Falls now reconvenes to regular open session at 5:04 pm.
Carried.



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2025-388 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Council meeting of November 25, 2025, as circulated.

Carried.

2025-389 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls receive the CAO-11 Personnel Policy Update Report.

Carried.

2025-390 Moved by N. Kyte - Seconded by A. Brandt

WHEREAS the Local Journalism Initiative (LJI) has opened applications for the 2026-2027 intake, providing funding to support local journalism that serves the information needs of communities across Canada;

AND WHEREAS The Almaguin News has indicated its intent to apply to the LJI program in order to continue providing dedicated civic reporting for the Almaguin region;

AND WHEREAS high quality, locally focused journalism plays a vital role in ensuring residents are information about municipal governance, community issues, public meetings, and local developments;

AND WHEREAS the continuation of civic reporting enhances transparency, democratic engagement, and access to reliable information for the residents of Almaguin and surrounding municipalities;

AND WHEREAS letters of support from municipalities and community leaders significantly strengthen LJI applications;

NOW THEREFORE BE IT RESOLVED THAT

Council formally supports *The Almaguin News* in its application to the Local Journalism Initiative for 2026-2027, recognizing the essential role the publication plays in providing civic reporting to the Almaguin Regions;

Council authorize the Mayor and/or CAO-Clerk to prepare and send an official letter of support to the editor of The Almaguin News for inclusion in their application package;

A copy of this resolution be provided to *The Almaguin News* and circulated to neighboring municipalities for information.

Carried.

2025-391 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the Township of Perry forward the Memorandum of Understanding (MOU) and comments from their insurance to Russel Christie's Office for their legal opinion and update;

And further that the cost associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference.

Carried.

2025-392 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Non-Union Compensation Review Final Report from Gallagher Benefit Services (Canada) Group Inc.

Carried.



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2025-393 Moved by N. Kyte - Seconded by A. Baptiste

WHEREAS Council previously approved the Corporate Succession Plan on May 1, 2023, which identifies the position of Deputy Clerk as a key role for internal development and continuity of the Village operations; and

WHEREAS the Succession Plan outlines that internal candidates demonstrating the required competencies may be advanced to the Deputy Clerk position when operationally appropriate; and

WHEREAS Camille Barr currently employed as Senior Administrative Assistant, has successfully met the qualifications and demonstrated the skills, knowledge, and performance expected for advancement to the role of Deputy Clerk; and

WHEREAS the CAO/Clerk has recommended that Camille Barr be advanced to the position of Deputy Clerk in accordance with the approved Succession Plan;

NOW THEREFORE BE IT RESOLVED THAT;

Camille Barr be transferred and appointed from the position of Administrative Assistant to the position of Deputy Clerk, effective January 1, 2026, as outlined in the Village's approved Succession Plan; and

The terms and conditions of this appointment including salary and benefits, be established in accordance with the Village's Policies, Pay Grid, and the approved Succession Plan.
Carried.

2025-394 Moved by A. Brandt - Seconded by R. Baptiste

WHEREAS the Village employs an Administrative Assistant to support municipal operations, customer service delivery, and administrative coordination;

AND WHEREAS the current complement of bi-weekly hours allocated to the Administrative Assistant position is 72.5 hours;

AND WHEREAS increased operational demands, legislative requirements, and customer service expectations have resulted in an increased workload for the Administrative Assistant role;

AND WHEREAS Council deems it appropriate to adjust the bi-weekly hours to better meet organizational needs and ensure adequate administrative support across Village departments;

NOW THEREFORE BE IT RESOLVED THAT:

Council approves an increase in the bi-weekly hours for the Administrative Assistant position from 72.5 hours to 75 hours, effective January 1, 2026

The CAO/Clerk is authorized to update the Village Human Resources documentation to reflect this change;

Any resulting wage or benefit adjustments associated with the increased hours be incorporated into the Village operating budget.
Carried.

2025-395 Moved by R. Baptiste - Seconded by A. Brandt
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 44-2025, Being a By-law to approve and adopt a Personnel Policy for the Village of Burk's Falls considered read three times and passed this 10th day of December 2025, as amended. Carried.

2025-396 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 42-2025 Being a By-law to Set the Rates of Pay for Village Employees considered read three times and passed this 10th day of December 2025.
Carried.



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2025-397 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

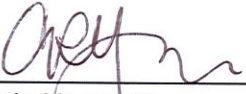

That the Council for the Village of Burk's Falls hereby adopts Bylaw 46-2025 being a By-law to confirm the proceedings of Council at its special meeting December 10, 2025 as presented and considered three times and passed this 10th day of December 2025. Carried.

2025- 398 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 5:34 pm.

Carried.


Chris Hope, Mayor
Denis Duguay, CAO - Clerk