



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

The regular meeting of Burk's Falls Council was held on Tuesday, February 17, 2026

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt (in person and via Zoom) , Ryan Baptiste, Nancy Kyte Staff: CAO - Clerk Denis Duguay, Deputy Clerk Camille Barr, Arena Manager Graham Smith

Council recessed from 6:22 pm - 6:31 pm

Councillor A. Brant rejoined via Zoom at 6:53 pm.

Regrets: None

**DECLARATION OF PECUNIARY INTEREST**

Councillor R. Baptiste declared pecuniary interest for item 8.h, Canteen Agreement, Burk's Falls Lions Club

**ADOPTION OF AGENDA**

2026-33 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the agenda for the regular meeting of February 17<sup>th</sup>, 2026.

Carried.

**MINUTES**

2026-34 Moved by N. Kyte - 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 January 20<sup>th</sup>, 2026.

Carried.

**DELEGATIONS TO COUNCIL**

None

**REPORTS TO COUNCIL**

- A. The Arena Manager presented the Arena Report for February. Highlights included hosting the 55+ Games, which saw strong attendance, and the Arena received very positive feedback on both the facility and service.

Items requiring attention this month included two pieces of equipment that were red-tagged: a propane stove and a hot water heater. The hot water heater issue has been addressed through the rental company. The propane stove will be capped off, and staff are exploring the option of installing an electric range in consultation with the Fire Department.

- B. The Arena Manager presented the 2025 Budget Actuals, the Capital Budget Review, and the 2026 Budget Report. It was noted that hydro rates spiked in 2025 due to the Global Adjustment Rate however, overall Arena operations came in under budget.

For 2026, the Arena anticipates an average of 650 hours of ice time usage per season. Council had the opportunity to ask questions and suggest minor revisions to the report, and approved the Arena Manager to present the reports to TRI Council at the next meeting.

- C. Council reviewed the 2025 Council Remuneration Report. Councillor A. Brandt inquired as to the differences in benefit figures for Councillors. The Clerk-CAO will inquire with the Treasurer and provide further clarification.
- D. Council received the Almaguin Highlands Health Centre Basement Repair Report. Council was pleased with the overall outcome.
- E. Council received the Draft Theatre Advisory Committee minutes dated January 28, 2026. Council discussed possible ways to recognize the designer who has offered to create the new logo. No final decision was made, and the matter will be considered further.



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F. Council received the Draft Recreation Advisory Committee Minutes of February 2, 2026. Council discussed the vendor fee for the Downtown Celebration and determined that for 2026, a fee of \$20.00 would be approved.

G. Council reviewed the Draft Rural Youth Group minutes dated February 9, 2026. Mayor Hope shared that the committee had conducted a successful round of interviews for the Youth Coordinator position. With respect to the recommendation for the Youth Group to host a student in March, Council did not make a decision on approval.

Council also discussed that policy development must be undertaken with professional guidance.

H. Council received the TRI-Council Informal Committee Minutes of February 3, 2026. There were no comments or concerns. It was reported that the committee is progressing very well. At its next meeting, the group will discuss the Arena agreement.

**ITEMS FOR DISCUSSION:**

- A. The digital sign at the Township of Armour municipal office is aging. As a shared resource, CAO of Armour inquired if Council would prefer to replace parts or consider full replacement. Council requires more information to make this decision. CAO-Clerk will ask the Township of Armour for cost comparisons as it relates to the options.
- B. Mayor Hope inquired about the AHHC partnership initiative, noting the importance of keeping the discussion active. Deputy Mayor Cotton responded that he continues to advance the matter and that members of the Health Council are supportive. He added that a subcommittee has been established to address these issues not only for Burk's Falls, but also for other facilities in the area, such as the Sundridge centre, moving away from an ad-hoc approach. He added the Family Health Team is a key stakeholder in the efforts. Mayor Hope expressed that he would like to see the Province step in to provide funding for an administrator for the region.
- C. Big Brothers, Big Sisters submitted a donation request for their Bowl for Kids' Sake event. The organization was provided the donation policy and application for future use.
- D. Land of Lakes Public School submitted a donation request and an invitation for Council to attend their Valentines Tea. The event has passed and the school was provided the donation policy and application.
- E. Council received the TRI-Council Shared Services Sub-Committee Draft Terms of Reference. Council was satisfied with the terms as presented.
- F. SolarBank has appealed the Township of Armour's decision regarding the proposed BESS project. The CAO-Clerk inquired whether Council wished to seek legal representation as the application is presented to the Ontario Land Tribunal. At this time, Council decided to defer the matter until more information is available on what that process would entail.
- G. Council was asked if they had any specific items to address at the TRI-Council meeting on February 23, 2026. It was stated that the library report was presented to the subcommittee as well with the TRI Councils.
- H. Council received a request from the Burk's Falls Lions to operate the Knight Brothers Park canteen for summer 2026. The Lions proposed paying a fee while retaining the proceeds for their charitable activities. Council directed staff to investigate what an appropriate rate would be.  
Councillor R. Baptiste declared pecuniary interest for this matter.
- I. Council received Draft By-law 10-2026 regarding the Transfer of Part Lot 5, Concession 7 of the new fire hall property. Council provided a resolution to proceed with the Village purchasing its portion of the land at the rate as stated.
- J. At the January TRI-Council subcommittee meeting CAO-Clerk inquired if partners had interest in supporting a water system improvement study. The Township of Armour responded, resharing their 2021 resolution supporting the initiative. This item will go back to the subcommittee for further discussion.



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- K. Mayor Hope shared that Council may begin to hear more about AI Data Centre installations as there is interest in the area. It is said these facilities consume a significant amount of water for cooling. This item was shared as information.
- L. The Almaguin Minor Softball Association submitted a letter to Council requesting a donation of cash and in-kind support. Council deferred a decision until more information is received.  
Councillor A. Brandt rejoined the meeting via Zoom for part of this item

**RESOLUTIONS PASSED:**

2026-35 Moved by N. Kyte - 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 February.

Carried.

2026-36 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Budget Report, the Arena Budget Review Actuals, and the Arena Capital Budget Review;

AND FUTHERMORE approves the Arena Manager present the 2026 Armour, Ryerson and Burk's Falls Memorial Arena budget at the Tri-Council meeting on February 23, 2026.

Carried.

2026-37 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the 2025 Council Remuneration and Expenses Report.

Carried.

2026-38 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Almaguin Highlands Heath Centre Basement Repair Report.

Carried.

2026-39 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives Theatre Advisory Committee Draft Minutes of January 28, 2026;

AND FUTHUR approve the following recommendations:

- 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.

Carried.

2026-40 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives Recreation Advisory Committee Draft Minutes of February 2, 2026;

AND FURTHER approve the following recommendations:

- Approve the Downtown Celebration vendor fee being set at \$20, as permitted under the Hawkers & Peddlers By-Law 30-2024, Section 4.1(d).
- Approve the use of the popcorn machine and cotton candy machine from the Theatre for the Downtown Celebration event.

Carried.



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2026-41 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the TRI Council Informal Committee Minutes of February 3, 2026.

Carried.

2026-42 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives and approves the Tri-Council Sub-Committee Draft Terms of Reference.

Carried.

2026-43 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the appeal of the PowerBank Corporation to the Ontario Land Tribunal regarding the BESS project in the Township of Armour.

Carried.

2026-44 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls approves the request from the Burk's Falls Lion's Club to operate Knight Brothers Park Canteen this summer;

AND FUTHER authorizes staff to prepare and execute an agreement for the 2026 summer season.

Carried.

2026-45 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls receives Township of Armour draft By-law 10-2026, Transfer Part of Lot 5, Concession 7- Fire Hall;

AND FUTHER direct staff to issue payment as prescribed.

Carried.

2026-46 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Ontario Clean Water Agency 2025 Annual Summary Report for the Drinking Water System.

Carried.

2026-47 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 07-2026 being a by-law to Regulate the Erection, Location, Class, and Type of Signs and Advertising Devices as presented and considered read three times and passed this 17<sup>th</sup> day of February 2026.

Carried.

2026-48 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 08-2026 to being a by-law for the Appointment of Screening Officers and Hearing Officers to Adjudicate Reviews and Appeals of Administrative Penalties as presented and considered read three times and passed this 17<sup>th</sup> day of February 2026.

Carried.

2025-49 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 09-2026 being a by-law to implement an Administrative Monetary Penalty System as presented and considered read three times and passed this 17<sup>th</sup> day of February 2026.

Carried.



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2026-50 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby

That the Council for the Village of Burk's Falls hereby adopts the Events and Festival Policy as presented and considered read three times and passed this 17<sup>th</sup> day of February 2026.

Carried.

2026-51 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Joint Building Committee recommendation to adopt the 2026 budget as presented;

AND That council approves of the 2026 budget in the amount of \$365,700.00.

Carried.

2026-52 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 496,060.61 for up to and including this date is hereby approved for payment.

Carried.

2026-53 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the Town of Parry Sound, The Town of Plympton-Wyoming, and the Municipality of North Grenville, Merrickville-Woldfold Village OPP Detachment Board regarding support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm cameras and other child-safety technologies.

Carried.

2026-54 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports The County of Prince Edward's resolution 2026-32, regarding support for Bill 21, Protect Our Food Act, 2025.

Carried.

#### **CONFERENCES AND INVITATIONS**

Council received an invitation to the Almaguin Highlands Chamber of Commerce Networking Event on February 19, 2026 and to the Burk's Falls and District Historical Society AGM on March 16, 2026.

#### **COUNCILLORS REPORT**

Councillor N. Kyte attended the last Burk's Falls and District Historical Society meeting where Heritage Festival was discussed, and a new model is being presented. Additionally the Society is exploring options to fund a heating system for the new red building.

Councillor N. Kyte reported that she attended the last Library Board meeting where the pay equity study was the subject of discussion and concern. The Board has been provided with a copy of the independent study.

Deputy Mayor S. Cotton requested an update from MAHC about the life of the x-ray machine at the Almaguin Highlands Health Centre. It was said that the machine continues to perform due to low use, and that parts are still available as they had not be utilized to date.

#### **CORRESPONDENCE DISCUSSION**

Council moved to support the Town of Parry Sound, The Town of Plympton-Wyoming, and the Municipality of North Grenville, Merrickville-Woldfold Village OPP Detachment Board regarding support for enhanced school bus safety measures as well as The County of Prince Edward's resolution 2026-32, regarding support for Bill 21, Protect Our Food Act, 2025.

#### **CLOSED SESSION**

2026-55 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;



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That Council for the Village of Burk's Falls now enters into closed session 7:26pm pursuant to the Municipal Act 2001, c. 25,

Item 13a: Human Resources (Rural Youth Group)

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) Village property (Reference Plan)

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board

Carried.

2026-56 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 8:06 pm.

Carried.

2026-57 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts Bylaw 10-2026 being a By-law to confirm the proceedings of Council at its regular meeting of February 17, 2026, as presented and considered read three times and passed this 17<sup>th</sup> day of February 2026.


Carried.


2026-58 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:07pm

Carried.

  
Chris Hope, Mayor

  
Denis Duguay, CAO - Clerk