



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
October 21, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, October 21, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte Staff: CAO - Clerk Denis Duguay, Public Works Manager Derek Smith, Arena Manager Graham Smith, Arena Assistant Manager Christina Merrick
Planner EcoVue: Aditya Srinivas

Regrets: None

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025-319 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the following items be added to the Council agenda:

Public Meeting

A. EcoVue Report Official Plan Update

Correspondence

E. DSSAB October CAO Report

Carried.

2025-320 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the meeting of October 21, 2025.

Carried.

PUBLIC MEETING

2025-321 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

WHEREAS Section 17 of the *Planning Act*, R.S.O.1990, c.P.13, as amended, requires that a statutory public meeting be held to present and receive public input on the proposed Official Plan;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Burk's Falls does now enter into a Statutory Public Meeting for the purpose of presenting and receiving comments on the proposed Official Plan in accordance with the requirements of the *Planning Act*.

Carried.

Council opened the public at 4:00pm, minutes for the public meeting provided by EcoVue planner are included.

2025-322 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

Council for the Village of Burk's Falls now ends the Public Meeting and reconvenes its regular meeting at 5:04 p.m.

Carried.

MINUTES

2025-323 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended minutes of the special meeting of September 9, 2025, and regular meeting of September 16, 2025.

Carried.



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DELEGATIONS TO COUNCIL

None

REPORTS TO COUNCIL

- A. Council received the Public Works Foreman's report for the month of October. Public works Foreman informed Council that staff are preparing for the upcoming winter season and that the blower attachment for the new tractor is expected to arrive shortly. Public works Foreman also advised Council that the washrooms at the baseball diamond have been closed for the season.
- B. Council received the Public Works Foreman's Winter Maintenance Extension Report. Public works Foreman requested that Council extend the existing contractor's agreement for the current season, with a new tender to be issued in the following year.
- C. Council received the Arena Manager's report for the month of October. Arena manager provided a summary of the events held during the month and reported that the Karl Crozier Room has experienced an increase in rentals this year. The Arena Manager further informed Council that the facility has been experiencing intermittent hydro outages and also advised that the Assistant Manager is attending training this week.
- D. Council received the Arena Manager's 2026 Budget Report. The Arena manager provided a summary of the budget, highlighting variations related to staff wages and the new Health and Safety needs for the arena. The Assistant Manager also addressed Council regarding the capital expenditures outlined in the budget.
- E. Council received the CAO-06 Report concerning non-eligible recycling. The CAO presented and explained the quote provided by Emterra to manage non-eligible recycling materials for the year 2026.
- F. Council received the CAO-07 Report regarding additional bag tags for waste. The CAO summarized the report and outlined the recommendations to either maintain the current allocation or reduce the annual distribution. Council inquired about the rationale for providing 50 bag tags per year instead of 52, which would allow for one tag per week.
- G. Council received the CAO-08 Report regarding dog park fencing. The CAO advised Council that the tender for the installation of the donated dog park fence in the Village did not receive any submissions. Staff subsequently contacted the contractor currently renovating the municipal office washrooms to provide a quote. The contractor submitted a quote exceeding the current allocated budget. The CAO further advised in an effort to reduce the financial impact, Public Works staff would demolish the existing fence, while the contractor would install the new fence in the same location.
- H. Council received the CAO-09 Report regarding the John Street subdivision. The CAO advised Council that the contractor responsible for the development has inquired about modifying a few lots to change from single detach homes to rows of townhomes.
- I. Council received the Recreation Advisory Committee's draft minutes from the October 9, 2025 meeting and reviewed the recommendations presented by the committee.
- J. Council received the Rural Youth Group Committee's draft minutes and recommendations from the October 2, 2025 meeting. Council discussed the committee's proposed direction and next steps, including options for renting space and hiring staff to manage the centre. Concerns were raised regarding associated costs, and Council considered using the Karl Crozier Room or the Senior Centre as potential starting locations.
- K. Council received the General Government 2024 Housing Market Study.

ITEMS FOR DISCUSSION:

- A. Council reviewed and discussed the Village's ACED membership and acknowledged receipt of the information package.
- B. Council discussed formally nominating Councillor N. Kyte as an alternate to Deputy Mayor S. Cotton on the Library Board, and a motion was passed to confirm the appointment.
- C. Council discussed the upcoming Remembrance Day ceremony, and it was confirmed that Mayor Hope will lay the Village wreath.
- D. Council approved rescheduling the November regular meeting of Council from the 18th to the 25th.
- E. Council discussed the upcoming Munisoft upgrade and noted that payment processing and access to resident accounts will be unavailable on October 27th. The office will also be closed on October 28th for staff training related to the upgrade.



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- F. Council agreed to provide insurance coverage for the 2025 Santa Claus Parade and requested that the Administrative Assistant participate as a member of the organizing committee.
- G. Council discussed the intention to formalize the ad-hoc Tri-Council Committee, with further discussion to occur at the upcoming Tri-Council meeting.

RESOLUTIONS PASSED:

2025-324 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman report for the month of October.
Carried.

2025-325 Moved by S. Cotton - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Winter Maintenance Extension report;

AND further, that Council approves:

The extension of the contract with Derrick Johnstone Construction for the 2025/2026 winter season to perform the snow removal and sanding operation for The Village of Burk's Falls.
Carried.

2025-326 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 October.
Carried.

2025-327 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 2026 Budget Report;

AND further that Council accepts the following recommendation;

Give permission to the Arena Manager to present and discuss the 2026 budget to the Tri-Council
Carried.

2025-328 Moved by R. Baptiste - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-06 report on non-eligible recycling;

AND further that Council accepts the following recommendation;

Accept Emterra's quote to maintain the same level of service for both eligible and non-eligible recycling materials.
Carried.

2025-329 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-07 report regarding additional bag tags;

AND further that Council directs the following recommendation;

Maintain the status quo.
Carried



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2025-330 Moved by R. Baptiste - Seconded by N. Kyle
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-08 report regarding the dog park fence;

AND further that Council accepts the following recommendation;

Access \$2,270.00 from the General Reserve to complete the installation of the new dog park.
Carried.

2025-331 Moved by A. Brandt - Seconded by N. Kyle
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-09 report regarding the John Street subdivision;

AND further that Council accepts the following recommendation;

Approve the creation of the new lots and the requested change from single detached dwellings to 4 rows of 5 unit townhouses on lots 15 to 17.
Carried.

2025-332 Moved by N. Kyle - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls receives the draft minutes of the Recreation Advisory Committee;

AND further that Council accepts the following recommendations;

- a) That the Youth and Adult Pickleball and Learn to Skate programs be approved as additions to the annual recreation program line up.
- b) That the suggested fee structure for programming as outlined in Report 2025-05- Proposed 8-Week Program Registration Fees, be approved.
- c) That November 28, 2025 be approved as the date for the Tree Lighting Ceremony/Santa Skate event.
- d) That any remaining funds from the \$300 allocated to the Tree Lighting event be used towards the Santa Claus Parade Float.

e) That a Business Window Decorating Contest be approved as part of the 2025 holiday celebrations.
Carried.

2025-333 Moved by A. Brandt - Seconded by N. Kyle
Be it resolved;
That Council for the Village of Burk's Falls receives the draft minutes of the Rural Youth Group Committee;

AND further that Council accepts the following recommendations;

- a) Approve the amended job description for a 6 month contract position of Youth Coordinator.
- b) Council negotiate in principle into a month by month rental agreement at the proposed location;

AND prepare the six month projected budget for the start up and operation of the Rural Youth Group Centre.

d) Approve the recruitment of a committee member to fill the current vacancy and that it is posted publicly on the Village website, Facebook page, and the Rural Youth Group Facebook page;

AND that the ad highlights fundraising skills and experience as an asset.
Carried.



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2025-334 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That Council for the Village of Burk's Falls receives the 2024 Housing Market Study for informational purposes.

Carried.

2025-335 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls receives the ACED information package for informational purposes.

Carried.

2025-336 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That Council for the Village of Burk's Falls nominate Nancy Kyte to act as Library Board member substitute for the Burk's Falls, Armour & Ryerson Union Public Library Board.

Carried.

2025-337 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls approves rescheduling the Regular Meeting of Council from November 18th to November 25th.

Carried.

2025-338 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That Council for the Village of Burk's Falls approves the use of the municipal insurance coverage for the Santa Claus Parade taking place on December 6, 2025.

Carried.

2025-339 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved

That the Council for the Village of Burk's Falls is in support of the Sub-Committee meetings for shared services.

Carried.

2025-340 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$379,411.34 for up to and including this date is hereby approved for payment.

Carried.

2025-341 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 38-2025 being a By-law to authorize a service agreement between the Sundridge and District Medical Centre Committee and the Village of Burk's Falls considered read three times and passed this 21st day of October 2025.

Carried.

2025-342 Moved by R. - Seconded by

Be it resolved;

That Council for the Village of Burk's Falls supports the Municipality of South Huron and the Municipality of Bluewater's resolutions regarding the closure of before and after school programs.

Carried.

2025-343 Moved by - Seconded by

Be it resolved;

That Council for the Village of Burk's Falls supports the Town of Goderich and the City of Dryden's resolutions regarding Swim-to-Survive training.

Carried.



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2025-344 Moved by - Seconded by

Be it resolved;

That Council for the Village of Burk's Falls supports the Town of Parry Sound's resolution regarding municipal codes of conduct.

Carried.

2025-345 Moved by - Seconded by

Be it resolved;

That Council for the Village of Burk's Falls supports the Niagara Region's resolution regarding a state of emergency on mental health, homelessness and addiction.

Carried.

2025-346 Moved by - Seconded by

Be it resolved;

That Council for the Village of Burk's Falls supports the Township of Armour and the City of West Lincoln's resolution regarding the future of natural gas expansion.

Carried.

CONFERENCES AND INVITATIONS

None

COUNCILLORS REPORT

Councilor Kyte attended the District of Parry Sound Municipal Association Fall meeting.

Deputy Mayor Cotton informed Council that the health council's survey had been received, and the committee continued its discussions on the ongoing need for additional health-care services.

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2025-347 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 7:55 pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a)

Pursuant to the Municipal Act 2001, c. 25:

Section 239 (2) (a) security of property of the municipality or local board

Item 13 b)

Pursuant to the Municipal Act 2001, c. 25:

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

Carried.

2025-348 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:22 p.m.

Carried.

2025-349 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts Bylaw 39-2025 being a By-law to confirm the proceedings of Council at its regular meeting of October 21, 2025 as presented and considered read three times and passed this 21st day of October 2025.

Carried.

2025-350 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:23 p.m.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk

The Village of Burk's Falls Statutory Public Meeting Minutes

Project: Village of Burk's Falls Official Plan Update

File: EcoVue Project No: 25-1461-02

Date/Time: October 21, 2025, 4:00 p.m. – 5:00 p.m.

Location: Young At Heart Senior Citizen's Club, 136 Yonge St., Burk's Falls

Prepared by: EcoVue Consulting Services Ltd.

PURPOSE

The Statutory Public Meeting was held in accordance with the *Planning Act* to present the Draft Village of Burk's Falls Official Plan, outline key updates made to align with the Provincial Planning Statement, 2024 and recent legislative changes, and receive comments and questions from Council and the public.

ATTENDANCE

Municipality:	Denis Duguay, CAO–Clerk
Consultant Team:	Aditya Srinivas, Planner, EcoVue Consulting Services
Council Members:	Chris Hope, Mayor Sean Cotton, Deputy Mayor Ryan Baptiste, Councillor Ashley Brandt, Councillor Nancy Kyte, Councillor
Public:	No members of the public attended.

NOTICE

Notice of the Public Meeting was posted on the Village’s website, Facebook page, and at the municipal office, and emailed to relevant agencies on October 1, 2025, in accordance with the notification requirements of the *Planning Act*.

COMMENTS AND RESPONSES

Topic	Comments	Response Provided	Follow-up Required
Tiny Homes	Councillor Brandt asked whether the Official Plan	The Planner noted that if Council wishes, a policy section could be added. However, it is important to	No further action required.

	should include policies specific to tiny homes.	first define what constitutes a 'tiny home.' The Planner also explained that existing provisions for Additional Residential Units (ARUs) already allow for similar forms of small-scale housing, which may address most needs.	
Parking Requirements for Apartments	Councillor Brandt asked why parking requirements for apartments are expressed as fractions (e.g., 1.5 spaces per unit).	The Planner explained that apartment developments typically include a mix of residents such as seniors, students, and people with disabilities who may require fewer parking spaces. Therefore, a reduced rate such as 1.5 spaces per unit is used. For example, 1.5×20 units = 30 spaces, and fractional totals are rounded up.	No further action required.
Legislative Updates (Bill 17 and PPS 2024)	Councillor Brandt asked if the proposed changes to the Official Plan reflect new Provincial legislation and policy updates such as Bill 17.	The Planner confirmed that the updates align with the Provincial Planning Statement 2024 and recent legislative changes, including policies for Additional Residential Units (ARUs) and the removal of Site Plan Approval requirements for developments of fewer than ten (10) residential units.	No further action required.

Floodplain Assessment in Technical Studies	Councillor Brandt asked about the addition of a floodplain assessment requirement under the Technical Studies section, expressing concern about potential costs to applicants.	The Planner explained that a floodplain assessment would only be required for properties near creeks, rivers, or other waterbodies where flooding is a potential concern. It would not apply to all developments. The assessment ensures that flood hazards are properly identified and managed. The Planner also noted that such studies may be used to reassess or refine existing Floodway Zone boundaries where appropriate.	No further action required.
Septic System Failures	Mayor Hope asked what happens in situations where septic systems fail or do not function properly.	The Planner advised that these matters are typically handled by municipal staff. However, if the Municipality does not have staff available, the Conservation Authority will undertake or review the required assessment.	No further action required.
The Armour, Ryerson and Burk's Falls Memorial Arena Designation	Deputy Mayor Cotton asked about a public comment raised at the Open House regarding the designation of the the Armour, Ryerson and	The Planner explained that the individual was seeking clarification on whether residential development would be permitted in that area. It was clarified to the individual that residential development will not be	No further action required.

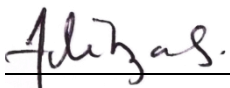
	Burk's Falls Memorial Arena.	permitted within this area and that the Zoning By-law will further the regulate land use within the area.	
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KEY THEMES DISCUSSED

- Clarification on the need and definition of policies for tiny homes.
- Explanation of the rationale for fractional parking standards for apartment developments.
- Confirmation that Official Plan updates incorporate recent Provincial and legislative changes.
- Discussion on when floodplain assessments would be required and their purpose.
- Clarification of responsibilities in septic system reviews.
- Follow-up on the Armour, Ryerson and Burk's Falls Memorial Arena land use designation.

Yours sincerely,

ECOVUE CONSULTING SERVICES INC.



Aditya Srinivas, B.Sc., PGDip, PMP
Planner