



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, November 25, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte
Staff: CAO - Clerk Denis Duguay
Regrets: None

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025- 351 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the following items be added to the Council agenda:

STAFF AND COMMITTEE REPORT

i. Theatre Committee minutes of September 30, October 30 and Revitalization Report for 2026
Carried.

2025-352 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the regular meeting of November 25, 2025. Carried.

MINUTES

2025-353 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the minutes of the regular meeting of October 21, 2025. Carried.

DELEGATIONS TO COUNCIL

J. Kleinhuis of Grant Thornton provided Council with a presentation on the draft 2024 Audited Financial Statements.

Ms. Kleinhuis began by outlining the auditor's responsibilities in conducting an independent audit and explaining the criteria required to issue a clean audit opinion. She then reviewed the consolidated financial statements, including the net debt position and the Statement of Operations.

Ms. Kleinhuis also described a change in accounting policy related to PS 3400 and its impact on the 2024 audit, specifically regarding the recognition and reporting of revenue. She further reviewed the Arena financial statements, noting that partner contributions had decreased due to an increase in rental revenues. Ms. Kleinhuis additionally advised Council of a delay in receiving the Manor's audited statements.

Ms. Kleinhuis concluded by noting that the financial statements presented remain in draft form pending receipt of additional information required to complete the 2024 audit. Council had no questions for Ms. Kleinhuis and thanked her for her presentation.

C. Metcalf, D. Gray, V. Roeder-Martin, and S. Norman of ACED provided Council with a presentation.

The Director of Economic Development, Dave Gray, reviewed the attached reports and highlighted the significant cost reduction reflected in the revised two-year agreement for the Village of Burk's Falls. He further outlined the substantial investments received from local businesses, participating municipalities, and federal and provincial funding partners in support of economic development initiatives across the Almaguin region.

Mr. Gray provided clarification regarding a misunderstanding related to the organizational chart and that ACED operated under an administering municipality. He also discussed the historical and current scope of services provided by ACED.

Mr. Gray invited questions from Council. Councillor Brandt inquired about the roles and qualifications of ACED staff. In response, Courtney Metcalf provided a summary of staff qualifications, educational backgrounds, and relevant experience in economic development.

Ms. Norman addressed Council to share how ACED's promotional efforts were instrumental in her decision to locate in Burk's Falls and open a local business. Board Member Ms. Roeder-Martin spoke to the importance of regional collaboration within Almaguin, emphasizing the



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

interconnectedness of its municipalities and the role ACED plays in supporting business grants and strengthening community ties.

Mr. Gray concluded his presentation with a historical overview of ACED's development and comments regarding the future of economic development in the region, before opening the floor to further questions. Councillor Brandt raised concerns about year-over-year cost increases and asked how the Village directly benefits from ACED. Mr. Gray explained that while ACED's focus had historically been regional, this year's work plan prioritizes enhanced local support, increased communication with municipalities, and the development of a business retention plan.

Councillor Baptiste asked for clarification on the withdrawal of five municipalities from ACED over the past eight years. Mr. Gray advised that these withdrawals were primarily for budgetary reasons. Councillor Brandt also inquired about regional transit needs; Mayor Hope provided an update, noting the financial challenges associated with a project of that scale.

Council thanked ACED for their presentation.

REPORTS TO COUNCIL

- A. Council received the Planner's Report regarding the Official Plan and expressed support for proceeding with the development of the updated Official Plan, noting the benefits of undertaking this work.
- B. Council received the Arena Manager's Report for November
- C. Council received the Public Work's Foreman Report for the month of November, councilor Kyte questioned the start time of the snow removal during the first snowstorm and the reasoning to its delay.
- D. Council received Report CAO-10 regarding Non-Eligibles, CAO/Clerk explained that the report was brought back for reconsideration due to new information received concerning regulations and the practice of combining eligible and non-eligible recycling materials in a single collection truck. Under circular materials regulations, the two material streams cannot be combined; separate trucks are required, resulting in increased costs.
- E. Council received the Recreation Advisory Committee Draft Minutes of November 3, 2025
- F. Council received the Rural Youth Advisory Committee Draft Minutes of November 4, 2025
- G. Council received the Tri-Council Informal Sub-Committee Draft Minutes of November 4, 2025 and discussed its benefit.
- H. Council received the Senior Administrative Assistant Cemetery Report for 2025, council questioned the buy-back option and its procedure.
- I. Council received the Theatre Committee Minutes of September 30, October 30, and the Revitalization Report of 2026 and discussed the report and recommendations by the theatre committee.

ITEMS FOR DISCUSSION:

- A. Council discussed the library lease evaluation request, CAO-CLERK was directed to prepare a building summary report for the February Tri-Council meeting.
- B. Council reviewed the 2026 conference schedule and potential participation by Council members and staff. Mayor Hope, councilor Brandt and Kyte showed interest in attending the Ontario Small Urban Municipalities conference in April.
- C. Councillor Kyte presented the concept of establishing a community garden. Council discussed the potential benefits to the community, possible locations, and the opportunity for involvement by the Recreation Committee.
- D. Council discussed the request from the Santa Claus Parade for a financial donation, and inquired as to what are the funds utilized.
- E. Council discussed the request from Burk's Falls Firefighter Association for a Christmas donation and approved a family pack theatre ticket to the movies with refreshments.
- F. Council discussed correspondence received from the Village of Sundridge regarding the Joint Building Committee (JBC) reserves and recommended that the matter be referred back to the JBC for further consideration.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

RESOLUTIONS PASSED:

2025-354 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the planners report for the Village of Burk's Falls Official Plan adoption.
Carried.

2025-355 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Arena Manager's Report for the month of November.
Carried.

2025-356 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 Report for the month of November.
Carried.

2025-357 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the CAO-10 Report regarding non-eligible recycling;

And further accepts to maintain the current service level for both eligible and non-eligible materials, requiring that tonnage be collected separately.
Carried.

2025-358 Moved by N. Kyte - Seconded by Ryan Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Recreation Advisory Committee minutes of November 3, 2025 and;

Further that Council accepts the recommendation:

- The Village Staff apply for the additional portion of the 2026 Canada Day Grant, which includes a requirement for a soccer-themed component.

Carried.

2025-359 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Rural Youth Advisory Committee minutes of November 6, 2025.
Carried.

2025-360 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Ad-hoc Tri-Council Informal Sub-Committee Draft minutes of November 4, 2025.
Carried.

2025-361 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Senior Administrative Assistant Cemetery Report for 2025.
Carried.

2025-362 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Theatre Committee minutes of September 30, October 30, 2025 and;
Further receives the Revitalization Report for 2026.
Carried.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

2025-363 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves in principle the recommendations from the Theatre Committee for 2026.

Carried.

2025-364 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs staff to prepare a cost summary breakdown of the Library building.

Carried.

2025-365 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the following municipal officials to attend the municipally significant annual conferences for 2026 as outlined below:

Conferences	Dates	Location	Attendee
Rural Ontario Municipality Association	Jan 18-20	Toronto	
Ontario Good Roads Association	Mar 29-Apr 1	Toronto	
Ontario Business Improvement Assoc.	Apr 19-Apr 22	St. Catherines	
Ontario Small Urban Municipalities	Apr 29-May 1	Parry Sound	Brandt, Cotton, Kyte
FONOM	May 11-13	Timmins	
Association of Municipalities Ontario	Aug 16-19	Ottawa	
AMCTO Annual	June 7-10	Deerhurst	CAO-Clerk
MFOA			Treasurer
OMTRA			Staff
AMCTO ZONE 7			CAO/Senior Admin

Carried.

2025-366 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves a donation of \$250.00 to the Santa Claus Parade Committee; and

Further Council requests a description of what expenses this covers.

Carried.

2025-367 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves a donation of 4 movie passes and refreshment to the Burk's Falls Fire Fighter Association.

Carried.

2025-368 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the correspondence dated October 18, 2025 regarding Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs; and

Further hereby defer this correspondence to the Joint Building Committee.

Carried.

2025-369 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-Law 40-2025 to adopt an official plan for The Corporation of the Village of Burk's Falls as presented and considered read three times and passed this 25th day of November 2025.

Carried.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

2025-370 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 41-2025 to adopt a site plan for The Corporation of the Village of Burk's Falls as presented and considered read three times and passed this 25th day of November 2025.

Carried.

2025-371 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts by-law 42-2025 to regulate and permit encroachments onto municipal property and to authorize the Village of Burk's Falls to enter into Encroachment Agreements with Fell Homes Retirement Homes.

Carried.

2025-372 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs the CAO-Clerk to bring forward the Agricultural Society Agreement for discussion at the next meeting of the informal Ad-Hoc Tri-Council Committee.

Carried.

2025-373 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs the CAO-Clerk to bring forward the Water Wastewater agreement for discussion at the next meeting of the information Ad-Hoc Tri-Council Committee.

Carried.

2025-374 Moved by A. Brandt - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts and adopts the Draft 2024 Audited Financial Statements as presented by Grant Thornton.

Carried.

2025-375 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

Whereas the Village of Burk's Falls has adopted a community Safety & Well Being Plan in 2022, as required by legislation;

And Whereas the plan requires a review of the document within the first five years;

And Whereas Staff have completed the review regionally with the updates as outlined;

Now therefore be it resolved that the Council for the Village of Burk's Falls approves the updates to the Community Safety and Wellbeing Plan to be reviewed again prior to the end of 2030.

Carried.

2025-376 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$346,399.56 for up to and including this date is hereby approved for payment.

Carried.

CONFERENCES AND INVITATIONS

Red Gal December 9th

Santa Claus Parade December 6th

COUNCILLORS REPORT

Mayor Hope, Councillor Brandt, and Councillor Kyte attended the Township of Armour Public Meeting regarding the Solar Bank proposal. Councillor Brandt noted that the meeting was emotionally charged. Mayor Hope represented the Village of Burk's Falls and clearly communicated the Village's position regarding the proposed location of the battery storage facility.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

Deputy Mayor Cotton attended the health council committee meeting and informed council of a new development in establishing a sub-committee to address the current health centre issues located at 150 Huston street in the Village of Burk's Falls.

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2025-377 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 8:05pm, 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.

Carried.

2025-378 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:35pm.

Carried.

2025-379 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby supports the Joint Building Committee's recommendation to place the DCBO at Step 2 of the pay grid effective January 1, 2026.

Carried.

2025-380 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby authorizes staff to remain closed on January 2, 2026.

Carried.

2025-381 Moved by R. Baptiste – Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby approves rescheduling the Regular Meeting of Council from December 16th to December 15th.

Carried.

2025-382 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 43-2025 being a By-law to confirm the proceedings of Council at its regular meeting November 25, 2025 as presented and considered read three times and passed this 25th day of November 2025.

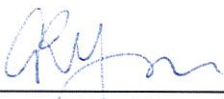
Carried.


2025-383 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:37pm.

Carried.


Chris Hope, Mayor


Denis Duguay, CAO - Clerk