



Recreation Advisory Committee Meeting- AGENDA

November 24 , 2025, at 5:30pm, at 172 Ontario St (Council Chambers).

- 1) Call to Order
- 2) Disclosure of Interest
- 3) Adoption of Previous Meeting Minutes: N/A
- 4) Old Business
 - a) Tree Lighting/ Santa Skate- Final Plan
 - b) Business Decorating Contest- Update
 - c) Santa Claus Parade Float
- 5) New Business
 - a) Report REC- 04-2025 - Knight Brother's Park Weekend Event Rental - Camping Request (Trailers/Tents)
 - b) Reinstate Committee Member- Krista Trulsen
- 6) Recommendations to Council
- 7) Date of Next Meeting
- 8) Adjourn



The Municipality of the
VILLAGE OF BURK'S FALLS

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ACTION REPORT: REC-04-2025 KNIGHT BROTHER'S PARK WEEKEND EVENT RENTAL - CAMPING REQUEST (TRAILERS/TENTS)

TO: Village of Burk's Falls Recreation Advisory Committee

FROM: Tara Schaack, Administrative Assistant

SUBJECT: Knight Brother's Park Weekend Event Rental - Camping Request (Trailers/Tents), Report REC-04-2025

DATE: November 19, 2025

PURPOSE:

To provide the Recreation Advisory Committee with information regarding a request from Lucas Leggett to permit camping (personal trailers and tents) on municipal green space at Knight Brother's Park during the rental period of the Puck and Ball Tournaments, and to seek direction and recommendation to Council.

BACKGROUND:

Knight Brother's Park previously had designated camping sites available for public use at no charge. These sites were removed at the end of 2024 due to ongoing concerns, including:

- Clean-up issues following campers
- Damage to municipal property (grass, ruts, garbage)
- Unsupervised campfires and associated safety risks

Historically, camping for events such as the Puck and Ball Tournament occurred without formal requests or permissions. There has never been an established policy or by-law authorizing camping on municipal green space.

The Puck and Ball Tournament has operated in the Village for many years. As part of the event, the group always rents the arena for the corresponding "puck" portion of the tournament.

- Prior to recent years, the group did not pay rental fees for green space as it is a fundraiser for the Fire Department.
- In 2024, they paid \$309.74 for 1 evening and 2 days for the park rental.
- In 2024, they also paid \$1,415.05 in arena rental fees.
- The tentative 2026 arena rental estimate (subject to change) is \$2,625.68.
- The equivalent 2026 park rental would be \$368.44.

The 2026 event is scheduled to take place from October 1 to 3.

A formal request has been submitted by organizer Lucas Leggett to allow camping near the ball diamonds. In 2024, approximately 8–10 trailers and a couple of tents attended. Lucas has noted that not being able to continue the previous practice of on-site camping could present challenges for the event, as camping is a key draw for some teams, who may need to explore alternative options elsewhere.

ANALYSIS:

Allowing temporary camping for the Puck and Ball Tournament presents both benefits and operational considerations. This event has a long history in the Village, consistently draws participants, and contributes positively to both recreation programming and municipal revenue.

Event and Community Benefits

- Enhances event participation: On-site camping is a key draw for teams and contributes to the overall success of the tournament.
- Supports local economy: Participants typically purchase food, fuel, and supplies locally, providing indirect economic benefit.
- Predictable structure: Formalizing a camping option provides clarity for staff and organizers and avoids informal or unauthorized overnight stays.
- Insurance already in place: Weekend rental users already provide event insurance naming the Village as a third party, ensuring base coverage is in place.

Operational Considerations

- Garbage and sanitation: Waste collection, bathroom cleaning, and post-event inspections are already required after tournaments; camping may increase waste volume but does not introduce new responsibilities.
- Washroom access: A clear decision is needed on overnight access. Locking Village washrooms would shift campers to outhouse use; keeping washrooms open increases cleaning needs.
- Ground protection: Trailer placement must be controlled to reduce the risk of ruts or damage. A designated area and damage deposit can help mitigate concerns.
- Fire safety: Clear rules—such as prohibiting open fires—are necessary, as past issues involved unsupervised campfires.

Equity, Policy, and Liability

- Consistency and fairness: A formal policy ensures that all weekend renters have equal access to the same opportunities.
- Liability considerations: Camping introduces risks that need to be clearly defined, but a structured policy, insurance requirements, and damage deposits can effectively manage them.
- Unauthorized camping risk: Without an approved process, there is a higher chance of informal overnight stays, creating liability and enforcement challenges.
- Policy gap: The Village currently lacks a Camping on Municipal Property Policy or By-law, limiting the ability to regulate, set expectations, charge fees, or enforce rules consistently.

FINANCIAL IMPACT:

- Potential increased revenue from green space rentals.
- Staff time for inspection, clean-up, bathroom servicing, and waste removal; camping may slightly increase these requirements.
- Administrative time required to draft a Camping on Municipal Property Policy and associated By-law, including research, consultations, and approvals.
- Potential turf damage not covered by a deposit, which could occur due to weather conditions, high traffic, or incidental use during the event.
- Future policy may require a damage deposit or camping fee to offset risks.

HUMAN RESOURCE IMPACT:

Weekend tournaments already require staff time for:

- Pre-event site preparation
- Bathroom cleaning (potentially multiple times)
- Waste collection
- Post-event grounds inspections

Allowing camping may slightly increase waste volume or inspection needs, but overall these tasks remain consistent with normal event operations.

Additional administrative time will be required to draft a Camping on Municipal Property Policy and associated By-law, issue permits, and ensure compliance with any new rules.

ENVIRONMENTAL IMPACT:

- Risk of ground damage from trailers and tents.
- Increased waste and potential litter.
- Fire risk if campfires are not restricted and controlled.

OPTIONS:

1. Status quo – Continue the practice established in January 2025, with no camping permitted on municipal green space.
2. Approve camping for this event only, subject to conditions such as a designated camping area, damage deposit, prohibition of campfires, waste management responsibilities, and defined washroom access.
3. Approve camping for future weekend rental events in principle, with final approval deferred until a formal Camping on Municipal Property Policy and associated By-law are developed and adopted.
4. Combination approach – Approve camping for this event with conditions, and allow future weekend rental events in principle, pending development and adoption of a formal policy and by-law.

RECOMMENDATION:

THAT the Recreation Advisory Committee receive Report REC-04-2025, dated November 19, 2025, entitled Knight Brother's Park Weekend Event Rental - Camping Request (Trailers/Tents), for information; AND THAT the Committee recommend to Council an option.