



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
September 16, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, September 16, 2025

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

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025-296 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the following items be added to the Council agenda:

Items for discussion:

e. Funding model for new Library build

f. Service level committee discussion

Carried.

2025-297 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the meeting of September 16, 2025.

Carried.

MINUTES

2025-289 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the regular meeting of August 19, 2025 and special meeting of September 9, 2025.

Carried.

DELEGATIONS TO COUNCIL

Jen Hesslegrave appeared before Council as a delegation to express concern regarding the annual allocation of garbage tags provided to households. She stated that the current allotment of 50 tags per year is insufficient for a family of four, noting that her household typically exhausts their supply by the summer months.

Mrs. Hesslegrave further explained that the allocation does not equate to one bag tag per week, which she believes would be a more reasonable provision. In response, Council discussed potential measures to address the issue, including the possibility of offering bag tags at half price or increasing the annual allocation to 52 tags to better align with weekly waste disposal needs. Council advised the inquiry would be taken back to the committee to discuss avenues and possibility of change for 2026.

Mr. Taylor, representing The Pulled Smoke House, appeared before Council as a delegation to discuss the future of the restaurant's presence within the Welcome Centre. He began by thanking Council for the opportunity to speak and provided background on how The Pulled Smoke House came to be established at the location.

Mr. Taylor noted that the current lease is set to expire in December 2025 and expressed interest in continuing operations at the Welcome Centre beyond that date. He acknowledged that some amendments to the existing lease would be necessary, specifically proposing that utilities be transferred into the restaurant's name and that a modest rent be established as part of the revised agreement. Council thanked Mr. Taylor and advised staff would be in touch in the near future.

Mrs. Robert, representing the Armour, Ryerson and Burk's Falls Agricultural Society, appeared before Council as a delegation to provide an update on the Fall Fair held from August 30 to September 1. She reported that overall attendance was lower this year compared to previous years; however, the horse shows remained well attended.

Mrs. Robert also raised concerns regarding the availability of the ice rink, noting that it had been rented out for a hockey game and was not made available for the Agricultural Society's event.



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In addition, Mr. Blakelock addressed Council to express appreciation to the Public Works staff for replacing the culvert at the fairgrounds.

REPORTS TO COUNCIL

- A. Council received the Arena Manager's report for the month of September. The Arena Manager provided a summary of recent activities, highlighting an increase in rented ice hours in comparison to previous years, which has resulted in higher revenues. The Manager also reported on utility costs, noting an increase in hydro expenses, and by a credit related to natural gas. Additionally, informed Council of recent issues with the Zamboni, which have since been resolved.
- B. Council received the General Government Report regarding dog tag fees and discussed potential increases. The concept of a lifetime tag and its possible benefits was also considered. The CAO explained that any fee increases could be allocated toward maintenance or future asset replacement, making it a user-funded asset rather than increasing the financial burden on ratepayers.
- C. Council received the CAO-Clerk Report regarding fencing options for the Dog Park, along with related correspondence. The CAO-Clerk informed Council that Danielle, owner of the local business *Savour This*, has offered to donate a gate and fencing for the Village of Burk's Falls Dog Park. It was noted that the installation of the fence would need to go through the tendering process, and funds from the Dog Park reserve could be used to complete the installation in 2025. Council thanked Danielle and suggested installing a plaque at the park donated by *Savour This*.
- D. Council received the JBC Annual Permit Summary and Monthly Permit Summary and discussed the development happening in Burk's Falls.
- E. Council received the draft minutes of the Rural Youth Group Committee meeting held on September 4, 2025, and discussed the recommendations put forward by the committee. Council expressed concerns regarding the recommendations and requested additional time to review the supporting documentation. Specific concerns were raised about the proposed use of media advertising, as committees do not have allocated budgets for advertising. However, Council agreed to support the committee in hosting an event.
- F. Council received the Theatre Committee Draft Minutes of September 9, 2025 and discussed avenues to generate community and volunteer interests. Discussion extended to promotion of the Halloween event and the feasibility of creating a sandwich board to direct customers to the theatre entrance.
- G. Council received the draft minutes of the Recreation Advisory Committee meeting held on September 5, 2025, and discussed matters related to the baseball travel team and the rental costs associated with the baseball diamond. The discussion further included the possibility of incorporating a canteen fee into the baseball diamond rental agreement.

ITEMS FOR DISCUSSION:

- A. Council received the request from the adult baseball league for tournament sponsorship and discussed the adopted process for donation request. Councillor Baptiste advised he would be advising the group on the process for future requests.
- B. Council discussed the MAOHT request to renew the HHR Recruiter funding and were in support of the 3-year funding.
- C. Council discussed the amended library agreement and draft bylaw. The CAO-Clerk explained that a concern was raised at the sub-committee regarding the wording in Section 5(a). The committee approved a change from "*may*" to "*shall*," and the agreement was amended accordingly. However, this amendment was not reflected in the version of the agreement attached to the agenda.
- D. Before the discussion on the Municipal Commissioning Policy began, Councillor Brandt offered an apology for comments made during a previous Council meeting on the matter. Council then proceeded to discuss the policy and subsequently adopted it.



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- E. Council discussed the funding model for the new library build, including whether it should follow a similar approach to the fire hall project and whether that model would be effective. The value of the dedicated land for the new library at 150 Huston Street was also considered. Staff provided clarification on how the land for the fire hall was accounted for in its agreement. Additionally, Council discussed the Library Board's involvement in fundraising efforts and next steps for the partners.
- F. Council reviewed a request from the newly created Tri Council Informal Sub-Committee to consider re-establishing the Service Level Committee. Council discussed the communication benefits observed through the Committee and considered the possibility of maintaining the Tri Council Informal Sub-Committee as an ongoing forum for the service level.

RESOLUTIONS PASSED:

2025-299 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager report for the month of September.

Carried.

2025-300 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the General Government Report on dog tag procedures and fees;

AND further, that Council approves:

- a) An increase in annual dog tag fees to bring the Village in line with surrounding municipalities
- c) Allocate additional revenue generated to the potential dog park reserve and ongoing infrastructure maintenance

d) Continue tracking sales and reserve growth to ensure sustainable funding for long-term recreational asset management

Carried.

2025-301 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the CAO Report on Fencing Solutions for the Dog Park;

AND further, that Council approves the following recommendations:

- a) Accept the donation from *Savour This* to replace the existing fencing and further purchase a gate and proceed with contracted installation and that the installation is funded through the capital budget allocated for the Dog Park in 2025

Carried.

2025-302 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Rural Youth Advisory Committee of September 4, 2025;

AND further that Council accepts the following recommendations;

- f) The approval to host an open house event

Carried.

2025-303 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Theatre Committee of September 9, 2025;



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AND further that Council accepts the following recommendations;

- a) That the recording secretary reach out to businesses on Ontario Street to create a shared contact list for event notifications, allowing downtown businesses to potentially coordinate events
- b) That the Recording Secretary create a sandwich board to promote the Halloween Event
- c) That two new Community Committee Volunteers be appointed to the Theatre Committee
- d) That the Theatre end the summer season after the Thursday night viewing before Labour Day weekend
Carried.

2025-304 Moved by R. Baptiste - Seconded by S. Cotton
Be it resolved;

That the Council for the Village of Burk's Falls hereby 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 Travel Baseball General Ledger Account be charged for chalk used by the travel team, and for four (4) games totalling four (4) hours in rental fees;
- b) That, should the monies in the Travel Baseball General Ledger Account be withdrawn from the Village in 2026, an additional ten (10) hours rental fees be charged in advance for the use of the diamond;
- c) Option 2 from the information sheet regarding the use of the Canteen, and accompanying draft Rental Agreement
- d) Option 4 for Ball Diamond Rental Fees and Option 2 for Recreation Programming as outlined in the report Review of Rental Fees and Recreation Fees- By-law 26-2024
Carried.

2025-305 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;

That Council for the Village of Burk's Falls receives the AHHC Minutes of July 3, 2025, the MAOHT presentation regarding the HHR Recruiter funding renewal request;

AND further Council supports the extension of the Health Human Resources Recruiter funding to the Muskoka Almaguin Ontario Health Team in the amount of \$1000.00 per year for a further three-year term, covering the years 2026, 2027, and 2028.
Carried.

2025-306 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended By-law 36-2025, being a By-law to enter into a library agreement with the Township of Armour and the Township of Ryerson, considered read three times and passed this 16 day of September 2025.
Carried.

2025-307 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopt the Municipal Commissioning Policy as presented.
Carried.

2025-308 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;

That the Accounts Payable listing as presented in the amount of \$231,557.66 for up to and including this date is hereby approved for payment.
Carried.

2025-309 Moved by R. Baptiste - Seconded by A. Brandt



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Be it resolved;

That the following Council members will attend the District of Parry Sound Municipal Association Fall meeting being held on September 26, 2025;

Mayor Hope

Councillor Kyte

Councillor Brandt

Carried.

2025-310 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the motion put forward by the Township of West Lincoln regarding the development of a Code of Conduct for the prevention of human trafficking within the Niagara Region.

Carried.

2025-311 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the Township of Black River Matheson motion 2024-214 exemption to proposed mandatory firefighter certification requirements O.Reg. 343/22.

Carried.

2025-312 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls supports the Municipality of West Nipissing motion 2025-263 requesting a moratorium on Aerial spraying of Glyphosate.

Carried.

2025-313 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls Council endorses the Town of Aurora's motion regarding opposition to Bill 5.

Carried.

CONFERENCES AND INVITATIONS

Mayor Hope, and Councillor Brandt and Councillor Kyte will attend the District of Parry Sound Municipal Association Fall meeting being held on September 26, 2025.

COUNCILLORS REPORT

Councillor Kyte spoke about Historical Society, commending them on an outstanding and successful season this year.

Mayor Hope informed Council that a test of the programmable lights on the bridge was conducted last week and noted how impressive the results were. Mayor Hope added that the programmable lights could be adjusted or rotated based on specific requests.

Deputy Mayor shared details of a conversation with entrepreneur Colin Love regarding a proposed boat tour plan. They discussed the possibility of using the parking lot in front of the Village Office as the tour's starting point. A tour guide would escort customers from the parking lot through the Village shops, with the walk concluding at the docks where the boat would be waiting.

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2025-314 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

Council for the Village of Burk's Falls now enters into a closed meeting at 8:15pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Lease Negotiation

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2) (b) personal matters about an identifiable individual, or municipal or local board employee



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Item 13 b)

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.

2025-315 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 9:04pm.

Carried.

2025-316 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby confirm their intent to renew the leases agreement with the Young at Heart Senior Citizen Club for 3 years starting January 1, 2026 to December 31, 2027

Carried.

2025-317 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved

That Council for the Village of Burk's Falls hereby adopts Bylaw 36-2025 being a By-law to confirm the proceedings of Council at its regular meeting of September 16, 2025 as presented and considered read three times and passed this 16th day of September 2025.

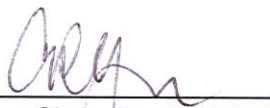
Carried.

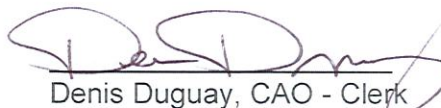
2025- 318 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 9:05pm.

Carried.


Chris Hope, Mayor


Denis Duguay, CAO - Clerk