



Theatre Committee Meeting

September 9th, 2025, at 12:00pm, at 136 Yonge St., Young at Heart Senior Centre

Present: Chair Councillor Sean Cotton, Mayor Chris Hope, Wanda Hill, Jillian Peever, Colin Love (zoom) left 1:05pm, Recording Secretary

Regrets: None

- 1. Call to Order:** The meeting was called to order at 12:03pm by Chair Councillor S. Cotton
- 2. Disclosure of Interest:** None
- 3. Adoption of Previous Meeting Minutes:** August 11, 2025 Moved by W. Hill - Seconded J. Peever
THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Theatre Committee approves the minutes of August 11, 2025. Carried.
- 4. Old Business:**
 - a) Update on Recommendations**

The Committee reviewed the Council Resolution regarding the recommendations submitted from the August 11, 2025 meeting. No concerns were raised.
 - b) Theatre/Municipal Washrooms – Layout**

The Committee reviewed the final layout for the washroom renovation. No concerns were raised.
 - c) Halloween Event – Movie Choices – Posters**

The Committee discussed the upcoming Halloween Event to be held at the Theatre on October 24 and 25, 2025. Ideas were shared regarding cross-promotion with other downtown businesses. The Committee also discussed engaging the community in the movie selection process. A survey will be created on Survey Monkey with three movie choices for each of the two time slots. The survey will remain open for two weeks, after which the movies will be selected and marketing/promotion can begin.

The Recording Secretary is to contact Hunters Bay Radio – Community Events to explore promotion of the survey. Discussions were held regarding the approach and channels for marketing. The Committee recommends to Council:

 - 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 or piggyback events.
 - That the Recording Secretary create a sandwich board to promote the Halloween Event.

Moved by C. Hope – Seconded by J. Peever
Carried.

d) Regent Theatre

The discussion regarding the Regent Theatre had been deferred from the previous meeting, as C. Hope had left early and this was his topic. He requested that other Committee members take the time to review the Pickton, ON – Regent Theatre webpage. As another Ontario municipally owned theatre, it may provide valuable insight for the Committee's own theatre operations.

e) Theatre Report – Plans and Notes

The Committee discussed the upcoming report to be prepared by the Recording Secretary regarding lobby upgrades, community awareness, marketing, and sponsorship opportunities. Ideas were shared and discussed, and the Recording Secretary now has a clear outline of the Committee's input for inclusion in the report. The Committee decided that the report would be better presented as two separate reports, with the Lobby Upgrade as its own report. Both reports are to be submitted at the next meeting.

f) Additional Members Advertisement

Council approved the recommendation to post an advertisement to the public for two Community Committee Volunteers to join the Theatre Committee. The Recording Secretary shared the advertisement with the Committee. Candidate submissions will be forwarded to Council at the September 16, 2025 meeting with a recommendation to appoint.

New Business:

a) Friends of the Library - Partnership

Chair S. Cotton shared a conversation with a Friends of the Library member, who expressed interest in a potential partnership with the Theatre Committee for future events, as well as interest in utilizing the Theatre space themselves. The Committee discussed several considerations, including how such a partnership would operate, how it could be managed without internal costs, and how it might support the Committee financially for the future of the Theatre. Ideas regarding possible club or non-profit use of the Theatre were also discussed. The Committee decided to reflect on these considerations and revisit the topic at the next meeting.

b) Community Member Email – Themed Theatre Nights

The Recording Secretary shared an email received from a community member suggesting the possibility of hosting themed movie nights. This item was for information only.

c) Theatre – End of Year Report

The Recording Secretary provided the Committee with the End of Season Report for the Theatre. The report was reviewed and discussed, and the Committee was pleased with the suggestions for the upcoming season. The report included a recommendation to conclude the season on the Thursday night before Labour Day weekend, due to school starting that week in the U.S.A. and in some Southern Ontario school boards, which has resulted in lower attendance. The Committee supports this recommendation and forwards it to Council. The report will be included as an attachment to the minutes.

Moved by J. Peever – Seconded by S. Cotton
Carried.

5. Recommendations to Council

The Theatre Committee recommends that Council approve:

THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Theatre Committee recommend to Council

- 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.
- That the Recording Secretary create a sandwich board to promote the Halloween Event.
- That two new Community Committee Volunteers be appointed to the Theatre Committee.
- That the Theatre end the summer season after the Thursday night viewing before Labour Day weekend.

Attachments

- Candidate Submissions
- Report: End of Season – Burk's Falls Old Towne Cinema

6. **Date of Next Meeting:** September 30th, 2025, at 9am. Location to be determined.

7. **Meeting Adjourned:** 2:04pm



Chair Signature