

VILLAGE OF BURK'S FALLS COUNCIL AGENDA

November 17, 2026
6:00 pm at the Young at Heart Seniors Centre

INAUGURAL MEETING OF COUNCIL TERM OF 2026-2030

1. **CLERK TO CALL MEETING TO ORDER**

2. **INDIGENOUS LAND ACKNOWLEDGEMENT**
   Welcome to the Village of Burk's Falls as we gather on the traditional territory of indigenous peoples, dating back countless generations, we wish to honour the ancestral guardians of this land and its waterway and recognize the Robinson-Huron and Williams Treaties, showing respect for the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers."

3. **DECLARATION OF OFFICES**

4. **15 MIN BREAK**

5. **STAFF AND COMMITTEE REPORT**
   - **a.** Public Works Foreman Shop Lighting Report
   - **b.** Arena Manager November Report

6. **ITEMS FOR DISCUSSION**
   - **a.** Deputy Mayor Appointment
   - **b.** Internal Committees and Boards
   - **c.** MMHA Council Orientation December 3rd

7. **RESOLUTIONS TO BE PASSED**
   - **a.** 33-2026 Bylaw Signing Authority
   - **b.** 34-2026 Bylaw to Appoint Deputy Mayor
   - **c.** 35-2026 Bylaw to Establish Speed Limit
   - **d.** Regular Meeting Reschedule to Dec 8th
   - **e.** Accounts Payable

8. **CLOSED SESSION**
   None

9. **CONFIRMING BY-LAW**

10. **ADJOURNMENT**

AGENDA

DECLARATION OF OFFICE

(Section 232 of the *Municipal Act, 2001*)

I_____, having been elected or appointed to the office

(name of person)

of _____

(name of office)

in the municipality of _____

(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to His Majesty King Charles the Third.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the)

at the…….)

……..)

……..)

on …….)

_____)

Commissioner for taking Affidavits

_____

signature of declarant

AGENDA

The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street ● PO Box 160 ● Burk's Falls ON P0A 1C0
P 705-382-3138 ● F 705-382-2273 ● www.burksfalls.net

Report For Public Works for Lighting

Date: November 17, 2026

RECOMMENDATION: approve Stinson Electric to supply and install power, receptacle and lighting in the new garage.

BACKGROUND

The new garage was built a couple of years ago and has no lighting or power installed. It is used more often than planned, which increases the risk of trip and fall injuries with the lack of lighting. Power and lighting were not installed earlier because the thought was the window would give enough lighting. The garage was primarily built for storage; however, the garage is used daily.

ANALYSIS

Public works installed a solar light, but the lighting was not bright enough to make much of a difference. We got a price for the 2027 budget, but there is room in this year's budget. The health and safety aspect of having lighting will reduce the risk in 2026.

FINANCIAL IMPACT

The financial impact will be $3,850 plus HST. This money can come out of the Truck and Shop – Material account which has $9,500 left from the $15,000 budget for the year.

HUMAN RESOURSE IMPACT

The human resource impact is notifying Stinson Electric to perform the work.

ENVIROMENTAL IMPACT

None.

OPTIONS

1. Accept the recommendation.
2. Keep things the way they are.
3. Put in budget next year.

Derek Smith
Village of Burk's Falls, Public works, Foreman

AGENDA

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ARBFMA Manager's Report – November 2026

Date: November 17th, 2026

RECOMMENDATION

Accept this report as information.

BACKGROUND

October 2026 was the busiest October since 2021. Staff serviced 202 ½ hours of ice rentals. This is the first time October has had over 200 hours of ice rentals for the month. November ice rentals are looking positive at 170 ½ hours which is even with those ice rentals received in November 2025

The hall rentals for October & November have remained steady including Seniors exercises, Cadets, Friends, ARBFAS Fall Fair luncheon, Council training, election tabulations, municipal advance polls, Bible Group, Bingo, Kick Boxing 2 birthday parties (October), 4 Birthday parties (November), Halloween party, Christmas Craft Sale, Christmas party, and a gold and silver auction.

MONTHLY ANALYSIS

- Staff have had the TV installed to assist with meetings and training.
- Dressing room #4 had a broken water pipe inside the wall that needed addressed by the plumber
- Staff have installed another outlet to operate 2 large fans in the arena to help with air flow and humidity inside the facility

FINANCIAL IMPACT

N/A

HUMAN RESOURSE IMPACT

N/A

OPTIONS

The Council accepts this report as information and discussion

Graham Smith
Graham Smith RRFA/CIT
ARBFMA Manager

AGENDA

CORPORATE POLICY MANUAL

Policy Name: **Council Vacancy Policy**	**Policy Number:** CP-2025-1
Adopted: January 16th 2025	**Division/Department:** CAO /Clerks
Authority:	**Supersedes:** n/a
Review by Date: As required	**Last Modified:** n/a

1. Purpose

The purpose of this policy is to provide for an accountable and transparent process for the filling of any Council vacancies that occur during a term of office and to set out the procedures to be followed.

2. Policy Statement

In accordance with the *Municipal Act, S.O. 2001, c.25,* as amended, when the seat of a member of Council becomes vacant during the term of office, Council may fill a vacancy by appointing a person (eligible elector) who has consented to accept the office if appointed, or requiring that a By-election be held to fill a vacancy in accordance with the *Municipal Elections Act, S.O., 1996, c.32,* as amended.

The Village Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor amendments to this procedure as may be required from time to time.

3. Definitions

For the purposes of this Policy:

a) **"Act"** means the *Municipal Act, S.O. 2001, c.25*, as amended.
b) **"Appointment"** means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.
c) **"By-election"** means an election held to fill any vacancy in accordance with the provisions of Section 65 of the *Municipal Elections Act,* 1996, as amended.
d) **"Candidate"** means an individual seeking to be appointed to fill a vacancy in the office of Councillor, having met the eligibility requirements and who has completed the requisite documentation as required by this procedure.

e) **"Chair"** means the member of Council presiding at the Council meeting to appoint an individual to fill a Council vacancy.
f) **"Clerk"** means the Clerk or the designate of the Village of Burk's Falls as appointed by Council.
g) **"Council"** means the Council of the Village of Burk's Falls.
h) **"Eligible Elector"** has the same meaning as subsection 17(2) of the *Municipal Elections Act,* namely a person:
   a. Who is a resident of the Village of Burk's Falls, or an owner or tenant of land in the municipality or the spouse of such an owner or tenant;
   b. Who is a Canadian Citizen;
   c. Who is at least 18 years of age; and
   d. Who is not prohibited from voting under any other Act or from holding municipal office.
i) **"Lot"** means a method of determination by placing the names of the Candidates on equal size pieces of paper and placed in a container with one Candidate name being drawn by the Clerk.
j) **"Municipality"** means The Corporation of the Village of Burk's Falls.
k) ***"Municipal Elections Act"*** means the *Municipal Elections Act, S.O., 1996, c. 32, as amended.*
l) **"Nominee"** means an individual seeking to fill a vacancy on Council who meets the eligibility requirements and who has completed the requisite documentation as outlined in this procedure.
m) **"Procedure By-law"** means the By-law adopted by Council for governing the proceedings of its Council, the conduct of its Members and the calling of Meetings.
n) **"Regular Election Year"** means the year established for a regular municipal election in accordance with the *Municipal Elections Act*.
o) **"Term of Office"** means the period of time a Candidate is elected to hold office for which they are elected in accordance with the *Municipal Elections Act*.
p) **"Vacancy"** means when a seat on Council has become vacant in a manner described in section 259 of the Act.

4. General

4.1 Council is required to declare a seat vacant in accordance with the *Act*.

4.2 In accordance with the *Act,* the following rules apply to filling vacancies:

Section 263(5) states:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262 of the *Act*, the municipality shall,
   i. appoint a person to fill the vacancy under subsection (1) or (4), or
   ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).

2. Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.
3. Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001, c. 25, s. 263 (5).

4.3 Section 264 of the *Municipal Act*, 2001, provides that the person appointed or elected to fill a vacancy shall hold the office for the remainder of the term of the person they replaced.

4.4 In making its determination, Council will consider the costs and timelines associated with filling a vacancy by appointment or by by-election.

5.0 Eligibility Requirements:

5.1 Any individual filling a vacancy must meet the eligibility requirements of office as outlined in the Act and the *Municipal Elections Act* and as noted below:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Village of Burk's Falls, or an owner or tenant of land in the Village or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or from holding municipal office.

5.2 If an employee of the Village of Burk's Falls seeks appointment to Council, the employee shall give Council written notice, in advance, of his or her intention to take unpaid leave. If the employee is appointed to office, they will be deemed to have resigned from their position with the Village immediately before making the declaration of office.

6.0 Option #1 Filling a Vacancy by direct Appointment.

6.1 Within 60 days of declaring a seat vacant, Council shall appoint a new member by By-law.

6.2 a) <u>Direct Appointment by Nomination</u>

If the Vacancy is in the office of the Mayor or Deputy Mayor, Council shall choose to fill the vacancy by appointing a current Member of Council who is a qualified individual as outlined in Section 256 of the *Act*.

The appointment of a current member of Council to fill a vacancy in any other office on Council shall take place at a Regular Meeting of Council, or a Special Meeting of Council called for such purposes, within 60 days of declaring a Vacancy.

Only a Member of Council elected for the term in which the Appointment is taking place will be considered eligible for appointment.

At the Regular or Special Meeting of Council, the Chair may call for nominations from the floor. The Chair will request that any Member of Council interested in being nominated to indicate their interest by raising their hand. Anyone being considered for nomination must be present in Council Chambers.

Individuals seeking appointment to the position of Mayor or Deputy Mayor who are current members of Council (nominees) shall declare a pecuniary interest.

Upon receipt of nomination, the Chair will ask if the nominee(s) accept the nomination. Nominations shall be confirmed by Resolution.

If there is only one nominee, the Clerk then shall declare and confirm the nominee to be appointed to the office and a Resolution shall be passed.

If there are multiple nominees, then Council will debate the matter and pass a Resolution to appoint a Member to the vacant office.

The required By-law will then come forward to the next Regular Council meeting for approval.

At that meeting, the Clerk will administer the Declaration of Office required by subsection 232 of the *Act*, at the meeting where the By-law referred to in this section of this procedure is enacted by Council or as directed by Council.

b) Direct appointment of Election Candidate

Council may fill the vacancy by appointing the Candidate who ran for the position that is vacant from the most current Election who received the most votes but was not elected.

The Candidate shall reaffirm that they meet the eligibility requirements of office as outlined in the Act and the *Municipal Elections Act*.

If the individual is no longer qualified to hold office, the appointment shall be to the next Candidate who ran for the position that is vacant from the most current Municipal Election who received the second most votes but was not elected, and so on.

c) Direct Appointment by Application

If the Vacancy is in the office of the Mayor or Deputy Mayor, Council shall choose to fill the vacancy by appointing a current Member of Council who are qualified individuals as outlined in Section 256 of the *Act*.

The appointment of a current member of Council to fill a vacancy in any other office on Council shall take place at a Regular Meeting of Council, or a Special Meeting of Council called for such purposes, within 60 days of declaring a Vacancy.

Any Member of Council or a Candidate in the most current Election wishing to be considered for appointment to the vacancy shall advise the Clerk in writing and complete and sign the Council Vacancy Application form (Appendix 1) by 12:00 noon the Wednesday prior to the meeting.

Individuals seeking appointment to the position of Mayor or Deputy Mayor who are current members of Council (nominees) shall declare a pecuniary interest.

A vote to fill a vacancy of Mayor or Deputy Mayor by appointment shall occur at an Open Council Meeting in accordance with the provisions of this policy.

If the Vacancy is in the office of Councillor, Council may choose to fill the vacancy by appointing any qualified individual as outlined in Section 256 of the *Act.*

6.3 A vote to fill a vacancy on Council by appointment shall occur at an Open Council Meeting.

6.4 The appointment of the Candidate shall be made by By-law. A By-law confirming the appointment shall be enacted by Council at its next meeting.

6.5 The Clerk will administer the Declaration of Office required by subsection 232 of the *Act*, at the meeting where the By-law referred to in section 6.4 of this procedure is enacted by Council or as directed by Council.

7.0 Option #2 - Filling a Vacancy by Appointment by the Call for Nominees

7.1 Within 60 days of declaring a seat vacant, Council shall appoint a new member by By-law.

7.2 The Clerk shall post a Council Vacancy Notice (Appendix 1) on the Village website and social media and other platforms following Council's decision to fill a vacancy by appointment, for a number of weeks as determined by the Clerk. The notice shall indicate Council’s intention to appoint an individual to fill a vacancy and shall outline the application process.

7.3. Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Council Vacancy Application Form (Appendix 2), a Declaration of Qualifications Form (Appendix 3) and Candidate Information Form (Appendix 4) approved by the Clerk and will submit the forms by the deadline

established by the Clerk.

7.4 Candidate(s) may submit to the Clerk a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12-point font size on letter size (8 1/2" by 11") paper and shall not exceed two (2) pages in length and will include the Candidate's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk. The Clerk will advise the Candidate(s) of the deadline for submission of a personal statement and that it will appear on the public agenda for the Open Council Meeting in which the candidate selection occurs.

7.5. Any individual wishing to be considered for appointment to fill the Council vacancy shall be required to provide identification to prove their identity and qualifying address to the satisfaction of the Clerk.

7.6 It is the Applicant's sole responsibility to meet any deadline or otherwise comply with any requirement of this policy, the Act or the *Municipal Elections Act*.

8.0 Council Meeting – Interviews and Selection

8.1 A vote to fill a vacancy on Council by appointment shall occur at an open Council Meeting. The meeting may be a Regular Council Meeting or a Special Council Meeting called for that purpose.

8.2 Notwithstanding the requirement of the Procedure By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a Candidate. The agenda shall include the following:

8.2.1 A certified list of all Candidates listed in alphabetical order by last name.

8.2.2 Any personal statement of qualifications for consideration of Council.

8.3 At the meeting, the following will take place:

8.3.1 The Chair will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.

8.3.2. Individuals seeking appointment to the position of Mayor and/or Deputy Mayor and Councillor who are also current members of Council (nominees) shall declare a pecuniary interest.

8.3.3 The Clerk will provide to the Chair a list of the names of qualified Candidates and the Chair shall call for a motion from Council in the following form:

"THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

8.4 Candidates will be sequestered in an adjacent room until it is their time to answer the questions posed by Council. Once the candidate has answered the questions, they may remain in the Council Chambers. In the event of a virtual meeting, the candidate will be sequestered into the virtual waiting room and will be required, in advance and in writing, to declare the following oath:

"I hereby solemnly swear to uphold the integrity of the Council vacancy appointment process for the vacant seat of Council by declaring that I, or any agent on my behalf, will not view the livestream proceedings of the meeting while the candidate interviews are in progress."

8.5 Each of the Candidates shall be provided the opportunity to address Council. If there are more than five (5) Candidates, they may be afforded up to five (5) minutes to address Council. If there are less than five (5) Candidates, they may be afforded up to ten (10) minutes to address Council. The timing will be at the Clerk's discretion once all applications are received. The order of speaking will be determined by alphabetical order by last name.

8.6 Each member of Council will be permitted one question(1) to each Candidate. Candidates shall be limited to a maximum of two (2) minutes per question.

8.7 Upon hearing all the submissions of the Candidates, Council will proceed to vote as follows:

8.7.1. Members of Council will vote by way of public vote as required by the Act.

8.7.2. Candidate names will be displayed in alphabetical order on a screen or in another appropriate manner to be visible.

8.7.3 Members of Council shall vote for one Candidate only.

8.7.4 The Clerk will place the names of all Members of Council in a container and randomly draw their names to vote.

8.7.5 Members of Council shall verbally and, in writing cast, their vote for one (1) Candidate. Once the written vote is cast, the Council member will reveal their vote to the public and verbally announce it. The written ballot is the official record of the vote. All ballots shall be identical in size, paper quality and colour and shall be pre-printed with the Council Member's name and signature and shall be

returned directly to the Clerk or designate, unless the meeting is held electronically. In that case, Council Members shall deliver their ballots to the municipal office or drop-box as directed by the Clerk.

8.7.6 The Clerk will tabulate the votes.

8.7.7 Candidates receiving zero votes will be automatically eliminated from the voting process.

8.7.8 If the Candidate receiving the greatest number of votes cast does not receive fifty percent plus one of all voting members of Council (five votes), the Candidate or Candidates who received the fewest number of votes shall be excluded from further consideration.

The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the Candidate or Candidates who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council.

The exception to this will be when two Candidates with the lowest votes are tied. In this case, the vote will be taken again by the Clerk to include the tied Candidates. If the results remain the same and the Candidates remain tied, the tie shall be broken by selecting a Candidate by Lot to proceed, as conducted by the Clerk. The vote will be taken again by the Clerk for the remaining Candidates.

8.7.9 Where the votes cast are equal for all the Candidates and if:

1. There are three or more Candidates remaining, the Clerk shall by Lot select one such Candidate to be excluded from the subsequent voting;

2. Only two (2) Candidates remain, the tie shall be broken by selecting the successful candidate by Lot, as conducted by the Clerk.

8.7.10 Upon conclusion of the voting, the Clerk will note the Candidate receiving the votes of fifty percent plus one (five votes) of all voting members of Council or the Candidate selected through the process detailed in section 8.7.8 or 8.7.9 (2).

8.7.11 The appointment of the successful Candidate shall be made by By-law. A By-law confirming the appointment shall be enacted by

Council at its next meeting or Council shall direct the Clerk how to proceed further.

9.0 Option #3 - Filling a Vacancy by a By-election:

9.1 In accordance with Section 263(5) of the *Act*, and within 60 days of declaring a seat vacant, Council shall pass a By-law to fill the vacancy by By-election.

9.2 A By-election shall be held in accordance with the *Municipal Elections Act*.

9.3 The Clerk or designate shall be responsible for conducting any By-election in accordance with the *Municipal Elections Act* and all applicable policies and procedures.

10.0 Responsibilities:

10.1 The Clerk shall be responsible for interpreting and where appropriate administering the Council Vacancy Policy and applicable procedures.

10.2 The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time to ensure compliance with legislation.

RELATED DOCUMENTS:

Appendix 1 - Council Vacancy Public Notice Template
Appendix 2 - Council Vacancy Application Form
Appendix 3 - Council Vacancy Declaration of Qualifications
Appendix 4 – Candidate Information Release Form

AGENDA

Appendix 1

Public Notice Council Vacancy

TAKE NOTICE that a vacancy exists on the Village of Burk's Falls Council for one (1) [*insert position*]. Council has determined to fill this vacancy by appointment through a Call for Nominees in accordance with the Village of Burk's Falls Council Vacancy Policy.

The Term of this position is from the date of Council appointment for the balance of the Council term until November 14, 2026.

A candidate for Municipal office must be a qualified municipal elector as set out in the *Municipal Elections Act, 1996* and fulfill all of the following requirements:

□ Resides in or be the owner or tenant of land in Village of Burk's Falls, or the spouse of such owner or tenant;

□ Is a Canadian citizen;

□ Is at least 18 years old; and,

□ Is not prohibited from voting under Section 17(3) of the *Municipal Elections Act, 1996* or otherwise by law.

Interested Nominees must complete a Council Vacancy Application Form and a Declaration of Qualification Form with the Clerk's Office. Nominations will be accepted by the Clerk's Office during regular business hours until XX at 2:00 p.m.

An appointment must be scheduled with the Clerk or designate for this purpose.

Candidates may also submit to the Clerk, a personal statement of qualification for consideration of Council. Personal statements must be typewritten in a 12-point font on letter size (81/2 x 11") paper, shall not exceed two (2) pages in length and shall include the Candidate's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Certified registered Candidates will be afforded the opportunity to address Council for a period of not more than ten (10) minutes and will be asked questions of Council in an open Public Meeting to be held (Date) at (Time) in a virtual Council meeting.

Prior to submitting an application, interested individuals should refer to the *Municipal Act, 2001* and the *Municipal Elections Act, 1996* for further details relating to the required qualifications.

Any qualified individual may submit with identification, **in person only** to the Clerk or designate a Council Vacancy Application Form and a Declaration of Qualification Form, by 2:00 PM on [*insert date*] at the Municipal Office located at 172 Ontario street, Burk's Falls, Ontario.

Inquiries regarding this matter may be directed to: clerk@burksfalls.ca

Council Vacancy Application Forms and Declaration of Qualification Forms are available from the Office of the Clerk located at the address above or online at www.burksfalls.net.

AGENDA

THE CORPORATION OF THE
VILLAGE OF BURK' FALLS

172 Ontario Street,
ON P0A 1C0 Phone:
705-382-3138
Fax: 705-382-2273
clerk@burksfalls.ca

NOTE • A Council Vacancy Application may only be filed in person; it may not be faxed or e-mailed. • It is the responsibility of the person applying to file a complete and accurate application. • Please print or type information (except signatures)	**Council Vacancy Application Form**

Council Vacancy Application of a person to be a candidate for appointment to the position of _____ for the Village of Burk's Falls

Candidate Full Name:	For the Office of:

Candidate's full **qualifying address** within the municipality

Street Number:	Street Name:	
Municipality	Province	Postal Code

Candidate's full mailing address (if different from qualifying address above)

Street Number:	Street Name:	
Municipality	Province	Postal Code

Declaration of Qualification and Consent

I_____the applicant mentioned in this form, declare that I am presently legally qualified to be appointed to hold the office of _____, and I consent to accept the appointment to that office, if appointed. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the Village of Burk's Falls this___day of_____ , 2025. Signature of Clerk or Commissioner, etc. _____	_____ Signature of Applicant

Date Filed (yyyy/mm/dd)	Time Filed	Candidate or Agent Initial	Signature of Clerk or Designate

Certification by Clerk or Designate

I the undersigned clerk of this municipality do hereby certify that I have examined the application of the aforesaid applicant filed with me and am satisfied that the nominee is qualified to be appointed and that the appointment complies with the *Act*.

Signature	Date Filed (yyyy/mm/dd)

DECLARATION OF QUALIFICATIONS – COUNCIL

Municipal Elections Act, 1996

DECLARATION OF QUALIFICATIONS FOR THE VILLAGE OF BURK'S FALLS - COUNCIL VACANCY CANDIDATES

I, _____, a nominated candidate for the office of:

☐ Mayor

☐ Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office of:

   ☐ Mayor

   ☐ Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Village of Burk's Falls or the owner or tenant of land in the Village of Burk's Falls or the spouse of such owner or tenant.

3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

   - I am not an employee of the Village of Burk's Falls, or if I am an employee of the Village of Burk's Falls, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
   - I am not a judge of any court.
   - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Village of Burk's Falls prior to 2:00 p.m. on (INSERT DATE). I understand that the

Clerk of the Village of Burk's Falls will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
- I am not a Provincial Crown employee within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
- I am not a Federal employee within the meaning of the Public Service Employment Act, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.

6. Without limiting the generality of paragraph 1,

   - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.

7. I am not prohibited because of conviction of a corrupt practice described in s. 90(3) of the *Municipal Elections Act, 1996* from voting in a municipal election.

8. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the Criminal Code (Canada) in connection with an act or omission with respect to a municipal election during the last two regular elections prior to Monday, October 24, 2022.

9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Village of Burk's Falls

This _____ day of _____, 2025 _____

(Signature of candidate)

_____

(Signature of Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act (1996)* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Village of Burk's Falls until the next municipal election. Questions about this collection of personal information should be directed to the Clerk of the Village, 172 Ontario Street, Village of Burk's Falls, Ontario P0A 1C0

AGENDA

Council Vacancy

Candidate Information Release Form

I, _____, having applied for the position of Councillor in the Village of Burk's Falls do hereby consent to the Village of Burk's Falls using the personal information contained in my submission for the purpose of providing information to the public and the posting of the recruitment information.

Dated at the Village of Burk's Falls this ____ day of _____, 2025.

_____
Signature of Candidate

AGENDA



Village of Burk's Falls
Council Appointments to Agencies, Boards and Committees
Term November 17, 2026 to November 16, 2030
Municipal Boards and Committees

Internal Municipal Boards and Committees

	Includes Region	Only BF	BF Public Members	# of Council Members	Only BF	Time	
AH Health Council	x			1		day	first Thursday @ 10 am
Cemetery Board		x		2	x	when required	
Downtown Development		x	3	2	x	evening	2nd week of month
East Parry Sound Vet.	x			1		evening	once a year
HazMat	x			1		evening	4 times a year
Joint Building Committee	x			1		evening	third Thursday of month
Library Board (LM)	Armour/Ryerson		2	1		evening	third Wednesday of month
Personnel Committee		x		Mayor and Deputy	x	when required	
Planning Board	x			1		evening	4th Wednesday of the month
Provincial Offences (JO)	x			1		day	quarterly by zoom
Public Works		x		2	x	when required	
Historical Society	Armour/Ryerson			1		evening	fourth Monday of month
Recreation		x	3	2	x	evening	2nd week of month
Theatre Committee		x	5	2	x	evening	
South Almaguin Regional Fire Services (RFSC)	x			1		evening	Quaterly
General Government		x		2	x	day	2nd week of month
Tri-Council Sub Committee	Armour/Ryerson			1		day	1st week of month

Regional Boards

Parry Sound Emergency Medical Services (EMS) E	(4 municipalities)	1 representative	evening	monthly
DPSSSAB	(4 municipalities)	2 Representatives	evening	monthly
Eastholme, Home for the Aged	(4 municipalities)	1 representative	day	quarterly
North Bay Parry Sound Health Unit	(4 municipalities)	1 representative	evening	monthly
Parry Sound Municipal Association	(6 municipalities)	1 representative	evening	Quaterly
AH OPP Detachment Board	(12 municipalities)	4 representative	evening	monthly
South Almaguin Regional Fire Services (RFSC)	(7 municipalities)	7 representative		

AGENDA

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 33-2026

Being a By-Law to Designate Signing Authority for the Village of Burks Falls

WHEREAS Section 286 (1) of the Municipal Act 2001, S.O. 2001, c.25, states that a municipality shall appoint a Treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including paying all debts of the municipality and other expenditures authorized by the municipality;

AND WHEREAS it is considered appropriate and solid business practice to designate, along with the Treasurer, other persons for the purposes of signing authority;

NOW THEREFORE the Council of the Village of Burks Falls enacts as follows:

1. That the Mayor, Deputy Mayor, Treasurer and Clerk are hereby appointed as signing authority officials on behalf of the Village of Burks Falls.

2. That all cheques must be signed by either the Mayor or Deputy Mayor and the Treasurer or Clerk.

3. That all previous signing authority By-laws and appointments be hereby repealed.

AS READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 17TH DAY OF NOVEMBER 2026.

SEAL

_____

Mayor Jon Hind

_____

CAO-Clerk, Denis Duguay

AGENDA

TTHE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 34-2026

Being a By-Law to appoint a Deputy Mayor for the Village of Burks Falls

WHEREAS by Section 5(3) of the Municipal Act, 2001, as amended, the powers of a municipality shall be exercised by bylaw; and

WHEREAS Bylaw No. 05-2025, section 2.3 states that the Mayor may delegate their authority.

NOW THEREFORE the Council of the Village of Burks Falls enacts as follows:

1. That _____ is hereby appointed as the Deputy Mayor in the event the Mayor is unavailable to Chair a meeting and/or represent the Village
2. That the Deputy Mayor shall have all rights and privileges as provided in the Municipal Act, section 242 the Village Procedural Bylaw 05-2025 for the position for the council term of November 15, 2026, to November 16, 2030.
3. That all previous appointments be hereby repealed.

AS READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 17TH DAY OF NOVEMBER 2026.

SEAL

_____
Mayor Jon Hind

_____
CAO-Clerk, Denis Duguay

AGENDA

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 35-2026

BEING A BYLAW TO ESTABLISH A MAXIMUM SPEED LIMIT OF 40 KILOMETRES PER HOUR ON MUNICIPAL ROADS WITHIN THE MUNICIPALITY

WHEREAS Section 128(2) of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, as amended, authorizes the Council of a municipality to pass by-laws prescribing a rate of speed different from the rate set out in subsection 128(1) for motor vehicles driven on highways or portions of highways under its jurisdiction;

AND WHEREAS Council recognizes the importance of protecting the health, safety and well-being of residents, pedestrians, cyclists, children, seniors and all other road users;

AND WHEREAS Council recognizes that reducing vehicle speeds can improve road safety, reduce the severity of collisions, and create safer and more accessible neighbourhoods;

AND WHEREAS Council considers it desirable to establish a consistent maximum speed limit of 40 kilometres per hour on municipal roads within the Municipality;

NOW THEREFORE the Council of The Corporation of the Village of Burk's falls enacts as follows:

1. DEFINITIONS

1.1 **"Municipality"** means The Corporation of the Village of Burk's Falls.

1.2 **"Municipal Road"** means any public highway, street, road or roadway under the jurisdiction and control of the Municipality.

1.3 **"Vehicle"** means a motor vehicle as defined under the Ontario *Highway Traffic Act*.

2. MAXIMUM SPEED LIMIT

2.1 No person shall operate a motor vehicle at a rate of speed greater than forty (40) kilometres per hour on any municipal road under the jurisdiction of the Municipality, except where a different speed limit is established by another applicable by-law or provincial legislation.

2.2 The 40 km/h maximum speed limit shall apply to all municipal roads identified in Schedule "A" attached to and forming part of this By-law.

2.3 This By-law shall not apply to highways under the jurisdiction of the Province of Ontario or another road authority.

3. SIGNAGE AND IMPLEMENTATION

3.1 The Municipality shall arrange for the installation and maintenance of appropriate speed limit signs indicating a maximum speed of 40 km/h at suitable locations throughout the affected municipal road network.

3.2 The implementation of the reduced speed limit shall be coordinated by the Municipal Public Works Department.

3.3 The speed limit shall become effective on the date established in this By-law, subject to the applicable statutory signage requirements.

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 35-2026

4. **ENFORCEMENT**

4.1 The provisions of this By-law shall be enforced in accordance with the Ontario *Highway Traffic Act* and other applicable legislation.

4.2 Any person who contravenes the applicable speed limit may be subject to the penalties prescribed by law.

5. REPEAL OF CONFLICTING BY-LAWS

5.1 Any previous municipal by-law or provision thereof establishing a speed limit inconsistent with this By-law shall be repealed or amended to the extent of the inconsistency, where applicable.

6. EFFECTIVE DATE

6.1 That this By-law shall come into force and take effect on the date of its final passing.

7. SHORT TITLE

7.1 That this By-law may be referred to as the "Municipal 40 km/h Speed Limit By-law."

READ A FIRST AND SECOND TIME THIS 17th DAY OF NOVEMBER 2026

READ A THIRD TIME AND FINALLY PASSED THIS 17th DAY OF NOVEMBER 2026

_____
Mayor, Jon Hind

SEAL

_____
CAO-Clerk, Denis Duguay

Schedule "A"
MUNICIPAL ROADS SUBJECT TO A 40 KM/H SPEED LIMIT

All public highways and municipal roads under the jurisdiction of The Corporation of the Village of Burk's Falls as identified and confirmed by the Municipality, shall be subject to a maximum speed limit of 40 kilometres per hour.

Provincial highways and roads under the jurisdiction of other road authorities are excluded.