



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, March 17, 2025

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young

Staff Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk

Regrets Councillor Justin Kirkby sends his regrets.

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Approval of Agenda

Motion 58-2025

Moved By Lockett

Seconded By Burton

That the agenda for the Council meeting of March 17, 2025 be approved as presented. There has been a request to defer Section 12.2 & 12.3 to the next meeting of April 7, 2025.

Carried

Discussion was held regarding the reasoning for deferring the two items.

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There was no delegations.

6. Minutes of the previous Council meetings

6.1 Council Minutes - March 3, 2025

Motion 59-2025

Moved By Campbell

Seconded By Young

That the Council minutes dated March 3, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications & petitions.

8. Consent Reports

Motion 60-2025

Moved By Young
Seconded By Lockett

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Carried

8.1 Council Information Package (under separate cover)

9. Committee Reports

There was no committee reports.

10. Mayor

Mayor Shankar spoke to attending a Joint Services Committee meeting, and a St. Lawrence Lodge Committee meeting where they discussed updating the current agreement. He was also in attendance at a Emergency Management meeting, and the Prescott Fire Department held a food drive at O'Riellys Independent Grocer.

11. Outside Boards, Committees and Commissions

Councillor Campbell attended a Fire Administration meeting on March 4 where EMS services were present for additional training. The Prescott Fire Department also completed water rescue training on March 1 & 2, held a food drive at O'Rielly's Independent Grocer and attended Wellington Public School for a presentation on March 17. The Fire Department will continue training on our new fire truck.

Councillor Burton has nothing to report.

Councillor McConnell has nothing to report.

Councillor Young attended a Walker House meeting on March 11, the new Quality Inn Hotel is opening on March 18, the Lightworks Spa is opening on March 22 and the Business Improvement Area AGM is being held on March 25. The Town of Prescott Lighthouse Request For Proposals closes on March 31 and the new Wayfinding signs installation has been completed.

Councillor Lockett has nothing to report.

12. Staff

12.1 Staff Report 13-2025 - Docks B, C, & D Replacement Tender Results

Motion 61-2025

Moved By Lockett
Seconded By Campbell

That Council approve the selection of Kehoe Marine Construction Ltd. For the replacement of B, C, & D docks for delivery in May 2025 in the amount of \$493,090 plus applicable taxes.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding electrical upgrades and GFI controls, and life expectancy of the new docks. Discussion was also held regarding the actions previously taken to extend the life of the current docks at the marina.

12.2 Staff Report 14-2025 - 2025 Operational Budget

That Council approve the 2025 Operational Budget with total revenues and expenditures of \$12,050,526.

Carried

This agenda item was deferred to the next Council meeting on April 7, 2025.

12.3 Staff Report 15-2025 - 2025 Capital and Operating Projects Budget

That Council approves the 2025 Capital and Operating Projects as outlined in Staff Report 15-2025.

Carried

This agenda item was deferred to the next Council meeting on April 7, 2025.

12.4 Staff Report 16-2025 - 2024 Prescott Drinking Water System and Wastewater System Annual Reports

Motion 62-2025

Moved By Burton
Seconded By Young

That Council accepts the 2024 Prescott Drinking Water System and Wastewater System Annual Reports.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding informing the public on what is not to be flushed into our wastewater system.

12.5 Staff Report 17-2025 - Prescott Beer Fest Council Endorsement

Motion 63-2025

Moved By Burton
Seconded By McConnell

That Council approves the establishment of the Prescott Beer Fest and designates it as Municipally Significant.

Carried

Dana Valentyne, Economic Development Officer spoke to the report.

Discussion was held regarding differing festivals that Prescott has hosted in the past, the price of admission, parking options and the donation the food bank will receive. There was also discussion regarding the food vendor rotation, and the excitement for new festivals coming to Prescott.

12.6 Staff Report 18-2025 - 2025 Community Awards

Motion 64-2025

Moved By Burton
Seconded By Lockett

That Council direct Staff to proceed with the 2025 Community Awards as outlined in Staff Report 11-2025 Business, Citizen & Volunteer Awards recognition program; and

That Council appoint Councillors Kirkby, Lockett, and Young to the Business, Citizen, and Volunteer of the Year Awards Selection Panel for 2025.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding nominations numbers.

12.7 Staff Report 19-2025 - Statement of Remuneration and Expenses - Council Members 2024

Motion 65-2025

Moved By Campbell
Seconded By Young

That Council receive this report for information as the annual disclosure of 2024 remuneration and expenses paid to members of Council, as per Section 284 of the Municipal Act.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

No discussion was held.

13. Resolutions

There were no resolutions.

14. By-laws

There were no new by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There was no Mayor's Proclamation.

18. Period for Media Questions

Media inquired further about the new business brought up by Councillor Young.

19. Closed Session

Motion 66-2025

Moved By Lockett

Seconded By Campbell

That Council move into Closed Session at 6:53 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (February 3, 2025)

19.2 Potential Litigation

- Under Section 239(2)(e) under the *Municipal Act* - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

That the CAO/Treasurer, and Deputy Clerk remain in the room.

Carried

Council recessed at 6:54 p.m.

Council resumed in closed session at 7:03 p.m.

Motion: 67-2025

Campbell, Lockett.

That Council reconvene in Open Session. (Time: 7:22 p.m.)

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes under Item 19.1, received information and provided Staff direction on Item 19.2 - Potential Litigation.

21. Confirming By-Law – 15-2025

Motion 68-2025

Moved By Lockett

Seconded By Young

That By-Law 15-2025, being a by-law to confirm the proceedings of the Council meeting held on March 17, 2025, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 69-2025

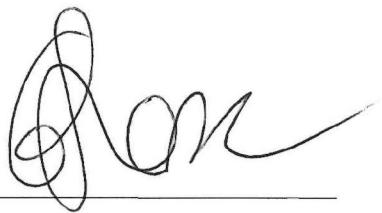
Moved By Burton

Seconded By McConnell

That the meeting be adjourned to Monday, April 7, 2025. (Time: 7:25 p.m.)

Carried

Mayor



Clerk

