



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, February 6, 2023**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Jessica Crawford, Deputy Treasurer
Guests	Gary Albers and Steve Gibson, Prescott Curling Club and Caroline Rigutto, Affordable Housing Coordinator - United Counties of Leeds Grenville

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**1. Call to Order**

Mayor Shankar called the meeting to order at 6:10 p.m.

## **2. Approval of Agenda**

Motion 25-2023

Moved By Burton

Seconded By Lockett

That the agenda for the Council meeting of February 6, 2023, be approved as amended.

Carried

The agenda was amended by moving Item 5.1 - Prescott Curling Club Delegation to follow Item 3 - Declarations of Interest.

## **3. Declarations of Interest**

There were no declarations of interest expressed.

## **4. Delegations**

### **4.1 Prescott Curling Club - Gary Albers**

Gary Albers thanked Council for the in-kind and financial assistance for the successful Strathcona Cup event and shared a video. A copy of the video is held on file.

Steve Gibson spoke to the support and involvement from Staff and Council and stated that Prescott was nominated as the #1 stop in the central tour. He recognized the operations staff, corporate sponsors, and the Town's Economic Development Officer, Dana Valentyne.

Gary Albers and Steve Gibson left meeting at 6:22 p.m.

## **5. Presentations**

### **5.1 Affordable Housing in Leeds and Grenville - Caroline Rigutto**

Caroline Rigutto, Affordable Housing Coordinator for United Counties of Leeds & Grenville, spoke to a PowerPoint presentation. A copy of the presentation is held on file.

Caroline Rigutto spoke to the survey area and provided an overview of the affordable housing programs that are available, the income caps, rent geared to income, newest secondary suite program, housing affordability plan and current projects.

Discussion was held regarding sharing contact information on the municipal website, the wait time for individuals to find housing and clarity around the definition of affordable housing.

Further discussion was held regarding the limitations of the word affordable and the suggested use of attainable housing, relationships with not-for-profit groups, and current projects underway.

Caroline Rigutto left the meeting at 6:51 p.m.

## **6. Minutes of the previous Council meetings**

### **6.1 January 16, 2023**

Motion 26-2023

Moved By Young

Seconded By Kirkby

That the Council minutes dated January 16, 2023, be accepted as presented.

Carried

## **7. Communications & Petitions**

### **7.1 Letter from the Honourable Caroline Mulroney, Minister of Transportation**

There was no discussion held regarding Item 7.1.

## **8. Consent Reports**

Motion 27-2023

Moved By Campbell

Seconded By Lockett

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except Item 8.1(5) and 8.1(8).

Carried

## **8.1 Information Package**

1. Award Certificate and Thank You Card from the South Grenville Food Bank for the 2022 Holiday Food Drive Challenge
2. United Counties of Leeds and Grenville Media Release – Celebrating Early Childhood Education – January 19, 2023
3. City of Kitchener resolution of support re: Ontario's Bity City Mayors Bill 23, More Homes Built Faster Act, 2022
4. City of Thunder Bay resolution of support re: Bill 42 - Gender Affirming Healthcare Act
5. Town of Petrolia resolution re: School Board Elections
6. Township of Montague resolution of support re: World Thinking Day Initiative
7. Township of Montague resolution of support re: Renfrew Inquest Recommendations
8. Township of Lanark Highlands resolution of support re: Violence Against Women
9. City of Hamilton resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022
10. Town of Halton Hills resolution of support re: Repeal of Bill 23, More Homes Built Faster Act, 2022

Councillor Young spoke to Item 8.1(8) - Township of Lanark Highlands resolution of support re: Violence Against Women

Councillor Kirkby spoke to Item 8.1(5) - Town of Petrolia resolution re: School Board Elections

Councillor McConnell referenced the number of resolutions received regarding Bill 23, More Homes Built Faster Act, 2022.

## **8.2 Staff Report 09-2023 - Winter Maintenance Operations**

Discussion was held regarding the hard work of the operations staff, the concerns regarding snowbanks on King Street, and the Snow Removal policy.

Further discussion was held regarding fiscal responsibility, the use of crosswalks, businesses assisting by shoveling in front of stores, and the use of public feedback.

## **9. Committee Reports**

### **9.1 PAC Report 01-2023 - SPC 990 Edward Street**

Motion 28-2023

Moved By Kirkby

Seconded By Young

That Council endorse the approved Site Plan application SPC 2021-05 subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That a construction phasing plan that is acceptable to the Town and addresses the parking for staff and contractors throughout the construction project.
3. That the site plan agreement of the lands, shall registered and be submitted to the Town.

Carried

No discussion was held regarding Item 9.1.

**10. Mayor**

Mayor Shankar spoke to his attendance at a recent Joint Service Committee meeting.

**11. Outside Boards, Committees and Commissions**

Councillor Burton stated that members of Council attend many board and committee meetings outside of the regular Council meetings.

**12. Staff**

**12.1 Staff Report 10-2023 - Review of Anti-Noise and Licensing By-Laws**

Motion 29-2023

Moved By Burton

Seconded By McConnell

That Council appoint the following three members of Council to a working group to review with Staff the Anti-Noise and Licensing By-Laws and make recommendations on changes for Council's consideration:

Councillor Young

Councillor Campbell

Councillor Kirkby

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report. He referenced the current noise by-law, which was amended in 1991, the licensing by-law, and the suggested composition of the working group.

**12.2 Staff Report 11-2023 - River Route Transit Service Partnership Agreement Renewal**

Motion 30-2023

Moved By Kirkby  
Seconded By Young

That Council direct Staff to provide written notice to the River Route Transit Service Partners of Prescott's intent to renew the Partnership Agreement for April 1, 2023 until March 31, 2024.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He stated that the agreement was to be reviewed on an annual basis. He highlighted the 2022 data, the amount generated in fares, the partnering municipalities commitment to the route, and the most popular stops.

Discussion was held regarding the ability to add more stops to the route, the flag down system, the contributions from funding and the City of Brockville, and planning for bus replacement in the future.

Further discussion was held regarding the bus route times and shift changes of manufacturing businesses along the route, the use of private advertising, and potential to add a route that heads north.

### **12.3 Staff Report 12-2023 - 2023 Operational Budget - Environmental, Planning, Water and Wastewater**

Matthew Armstrong, CAO/Treasurer, spoke to the report.

Discussion was held regarding waste diversion and recycling, and the 2025 start date for the blue box program transition.

Dana Valentyne, Economic Development Officer, spoke a PowerPoint presentation regarding the Economic Development and Tourism budget. A copy of the presentation is held on file. Ms. Valentyne provided an overview of the action plans for 2023 and the priorities of the Economic Development strategies.

Discussion was held regarding the measurement of results, the required hours for the pop-up shops, sports tourism, and TODS signs.

Further discussion was held regarding the Prescott Welcome packages, and the size of parquets.

Matthew Armstrong, CAO/Treasurer, spoke to the Water and Wastewater budget.

Discussion was held regarding the funding for the construction of the water tower.

**12.4 Staff Report 13-2023 - Marina 2023 Dock Replacement Project Request for Tender Results F and Fuel Dock**

Motion 31-2023

Moved By McConnell

Seconded By Lockett

That Council approve the selection of Kehoe Marine Construction for the replacement of the F dock and the Fuel dock for delivery in early May 2023 at an upset limit of \$225,000 plus applicable taxes.

Carried

Nathan Richard, Director of Operations, spoke to the report. He referenced the Request for Tender issued in January, the current condition of the docks, the ranking of the three bids, and the expected delivery date.

Discussion was held regarding the inability to reuse the old docks and the date of completion.

**13. Resolutions**

**13.1 Prescott Business Improvement Area Board of Management Appointments**

Motion 32-2023

Moved By Burton

Seconded By Young



That Council appoint the following members to the Prescott Business Improvement Area Board of Management for the current term of Council, ending once a new board is appointed:

Kevin Bunce  
Blinda Campbell  
Johanna Freer  
Terry Ghaney  
Nicole Hudson  
Charity Moran  
Nitesh Naidu  
Bonnie Pidgeon-Cougler  
Natalie Sobhie

Carried

#### **14. By-laws**

##### **14.1 Council Remuneration**

Moved By McConnell  
Seconded By Burton

That By-Law 05-2023, being a by-law to set the remuneration rates for Members of Council, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Withdrawn

Discussion was held regarding the original increase as per CPI, alternative amounts for an annual increase, and the municipal by-law that requires a review of Council remuneration once per term.

Further discussion was held comparing current remuneration with other municipalities and leaving Council remuneration as currently outlined in By-Law 40-2016.

Motion 33-2023

Moved By: Burton  
Seconded By: McConnell

That Staff be directed to maintain Council's 2022 remuneration rates.

Carried

Motion 34-2023

Moved By: Young

Seconded By: Campbell

That the meeting be extended. Time (9:12 p.m.)

Carried

#### **14.2 Parking By-Law Amendments**

Motion 35-2023

Moved By Kirkby

Seconded By Lockett

That By-Law 06-2023, being a by-law to amend By-Law 47-2017, being a by-law for the regulation of traffic and parking within the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **15. New Business**

There were no items under New Business.

#### **16. Notices of Motion**

##### **16.1 Request to Amend Section 232 to the Municipal Act**

Councillor McConnell read the following Notice of Motion.

WHEREAS the *Municipal Act, 2001* provides elected officials with the prescribed Declaration of Office; and

WHEREAS Section 232 of the *Municipal Act, 2001* states that a person shall not take a seat on the council of a municipality, including a person appointed to fill a temporary vacancy on an upper-tier council under section 267 but not including a person appointed to act in place of a head of council under section 242, until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose; and

WHEREAS the prescribed Declaration of Office, Item 4 states “I will be faithful and bear true allegiances to His Majesty King Charles the Third.”; and

WHEREAS the current Declaration of Office forces a duly elected official to swear allegiance to the King rather than the country, province, and community from whence elected; and

WHEREAS the province of Quebec recently tabled Bill 4, which would amend the Constitution Act of 1867 and result in abolishing the requirement for elected officials to swear an oath to the King before they can take their seats in the legislature.

THEREFORE the Council of the Town of Prescott requests that the Minister of Municipal Affairs and Housing consider amending the Ontario *Municipal Act* by removing Section 4 from the Declaration of Office or making it optional; and

THAT a copy of the resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Ontario.

## **17. Mayor’s Proclamation**

### **17.1 Wear Red Canada Day**

Mayor Shankar proclaimed February 13, 2023, as Wear Red Canada Day for Heart Disease in the Town of Prescott.

**18. Period for Media Questions**

Ron Zajac, Brockville Recorder & Times, asked for clarification on the motion passed regarding Council remuneration, the requirement to review the remuneration of Council, for confirmation that the 990 Edward Street development was the same development announced by Minister Clark, and when partnering municipalities would be reviewing the River Route Agreement.

**19. Closed Session**

Motion 36-2023

Moved By Burton

Seconded By Campbell

That Council move into Closed Session at 9:20 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (January 3, 2023)

19.2 Purchase & Sale

- Under Section 239(2)(c) of the Municipal Act - a proposed or pending acquisition or disposition of land by the municipality or local board; and

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

Carried

Motion 37-2023

Moved By Lockett

Seconded By Kirkby

That Council reconvene in Open Session. (Time: 10:06 p.m.)

Carried

**20. Rise and Report**

During the Closed Session Council approved the Closed Session minutes dated January 3, received information and provided Staff with direction on Item 19.2 - Purchase & Sale.

**21. Confirming By-Law – 07-2023**

Motion 38-2023

Moved By Campbell

Seconded By Burton

That By-Law 07-2023, being a by-law to confirm the proceedings of the Council meeting held on February 6, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 39-2023

Moved By Kirkby

Seconded By Young

That the meeting be adjourned to Monday, February 27, 2023. (Time: 10:08 p.m.)

Carried

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Mayor



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Clerk

