



**PRESCOTT TOWN COUNCIL
MINUTES**

**Tuesday, September 2, 2025
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 Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Shawn Merriman, Manager of Building and Bylaw Services, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner
Guests	Marley Kirkpatrick and Steve Bowker

1. Call to Order

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

Councillor Ray Young sends his regrets.

2. Approval of Agenda

Motion 142-2025

Moved By Kirkby

Seconded By Young

That the agenda for the Council meeting of September 2, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There was no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 August 11, 2025

Motion 143-2025

Moved By Campbell

Seconded By Burton

That the Council minutes dated August 11, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 144-2025

Moved By Burton

Seconded By Kirkby

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

Carried

8.1 Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending a Walker House Luncheon, the Association of Municipalities of Ontario Conference, and the Leo Boivin Showcase Documentary. Sunday Night Concerts and the St Lawrence Shakespeare festival have wrapped up for the season. It was noted an Associate Minister of Small Business, Nina Tangri visited Prescott.

11. Outside Boards, Committees and Commissions

Councillor Tracey Young spoke to the Invest Prescott newsletter, attended the final Sunday Night Concert, a South Grenville Chamber event at the Village Suites in Spencerville, and the Leeds & Grenville Greatest Entrepreneur Competition closes on September 6. The Business Improvement Area Committee has collaborated with Economic Development with the planning of

Halloweentown at the Pop-Ups on October 25, and the Lighthouse Visitor Centre will stay open on Saturdays until the end of September. She was also in attendance at the grand opening of Riverwalk Footcare on August 27, noted PlayItStar has relocated, and Polished by Paige is a new business in Glitz Spa. Will attend the Historical Society Prescott Junction Heritage plaque unveiling on September 20, Prescott Porchfest 2.0 will be held on September 27, and Small Business Week will be from October 19-25.

Councillor Burton spoke to the Invest Prescott Newsletter noting business anniversaries, the wrapping up of the St Lawrence Shakespeare Festival, and will be attending a Library Board meeting.

Councillor Campbell spoke to the fire ban being lifted, a Fire Administration meeting being held on September 2, and three firefighters are taking the Firefighter II training. The Prescott Fire Department participated in Labour Day parades in Cardinal and North Augusta.

Councillor Kirkby spoke to attending the Leo Boivin Showcase Documentary and the progress on the East Street reconstruction where the water and sewer connections have been completed and curb and sidewalk reconstruction will commence next week. Seymour Recreation Complex concrete has been poured.

12. Staff

12.1 Staff Report 57-2025 - Prescott Branding and Marketing Strategy

Motion 145-2025

Moved By Burton

Seconded By Young

THAT Council endorse the Branding & Marketing Strategy and Messaging Framework produced by Alphabet Creative and direct staff to implement the recommendations.

Defeated

Motion 146-2025

Moved By Burton

Seconded By Young

THAT Council endorse the Branding & Marketing strategy and Messaging Framework produced by Alphabet Creative, including feedback comments;

AND THAT Council direct staff to work with Alphabet Creative to incorporate the lighthouse to the Visual Identity (Logo).

Carried

Dana Valentyne, Economic Development Officer spoke to the report.

Marley Kirkpatrick and Steve Bowker from Alphabet Creative spoke to the presentation.

Discussion was held regarding core themes, the simplicity of the logo, using local photography and advertising, and external funding. Additional discussion was held regarding separating different departments.

12.2 Staff Report 58-2025 - Building and By-Law Q1 and Q2 Update

For information.

Shawn Merriman, Chief Building Official, spoke to the report.

Discussion was held regarding service requests, positive feedback regarding the By-law Enforcement Officer, and an update on the James St fire.

12.3 Staff Report 59-2025 - Analysis of Bill 5 Protecting Ontario by Unleashing our Economy Act, 2025

Motion 147-2025

Moved By Campbell

Seconded By McConnell

THAT Council direct staff to draft a letter encompassing Council's comments and feedback on Bill 5 with special consideration for the verbiage used by the Municipality of North Grenville and specific concentration on consultation processes.

Defeated

Tim Fisher, Municipal Planner spoke to the report.

Discussion was held regarding the environmental assessment process we are currently involved in for a development on Churchill Rd E, confirmation on what specifically is changing with Bill 5 with a focus on Northern Ontario, the need for consultation and the Planning Act procedures.

13. Resolutions

13.1 Administrative Changes to By-Law 41-2024 and 42-2024

Motion 148-2025

Moved By Burton

Seconded By Kirkby

THAT Council direct the Clerk to make administrative amendments to By-Law 41-2024 to correct the Legal Name of the Corporation of the Town of Prescott and revised the Loan Number;

AND THAT Council direct the Clerk to make administrative Amendments to By-Law 42-2024 to correct the Legal Name of the Corporation of the Town of Prescott, the revised Loan Number, and disbursement figures.

Carried

Discussion was held confirming what we are changing on the By-Law.

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 Rail Safety Week

Mayor Shankar made a proclamation that Rail Safety Week will be September 15-21, 2025.

17.2 National Legion Week

Mayor Shankar made a proclamation that National Legion Week will be September 21-27, 2025.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 149-2025

Moved By Young

Seconded By Campbell

THAT Council move into Closed Session at 7:46 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (June 16, 2025)

19.2 Letters of Intent for Municipal Property

19.3 Potential Litigation

Under Section 239(2)(c) under the Municipal Act - acquisition or disposition of land, Under Section 239(2)(e) under the Municipal Act - potential litigation AND Under Section 239(2)(k) under the Municipal Act - plans and instructions for negotiations; AND

That the CAO/Treasurer, Director of Administration/Clerk, Economic Development Officer, Municipal Planner and Deputy Clerk remain in the room.

Carried

20. Rise and Report

Motion 150-2025

Moved By Kirkby

Seconded By Campbell

THAT Council resume Open Session; AND

THAT Council direct staff to proceed as directed in Closed Session.

Carried

During the Closed Session Council approved the Closed Session minutes under Item 19.1 and received information under Item 19.2 and 19.3. Staff received direction in closed session on same.

21. Confirming By-Law – 37-2025

Motion 151-2025

Moved By Campbell

Seconded By McConnell

That By-Law 37-2025, being a by-law to confirm the proceedings of the Council meeting held on September 2, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 152-2025

Moved By Kirkby

Seconded By Young

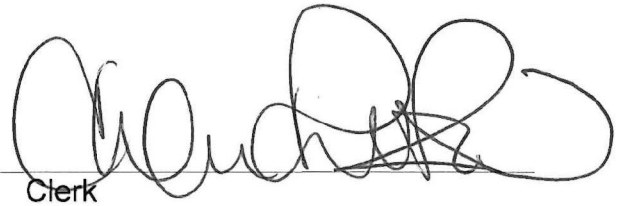
That the meeting be adjourned at 8:40 p.m.

Carried

Mayor

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by a series of loops and a final 'n' shape.

Clerk

A handwritten signature in black ink, featuring a large, stylized 'A' followed by a series of loops and a final 'e' shape.