



## PREScott TOWN COUNCIL

### MINUTES

**Monday, January 13, 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 Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young

**Staff** Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Matt Locke, Director of Operations, Renny Rayner, Fire Chief, Dana Valentyne, Economic Development Officer, Samantha Joudoin-Miller, Manager of Community Services, Kaitlin Mallory, Deputy Clerk

**Guests** Susan Leonard Vallom, Walker House Program Director

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#### **1. Call to Order**

Mayor Shankar called the meeting to order at 6:00 p.m. He welcomed guests and the media.

**2. Approval of Agenda**

Motion 01-2025

Moved By Burton  
Seconded By Kirkby

That the agenda for the Council meeting of January 13, 2025, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest expressed.

**4. Presentations**

There were no presentations.

**5. Delegations**

**5.1 St. Lawrence Academy - Lynda Joanisse**

Representatives from St. Lawrence Academy were not in attendance to speak to the delegation.

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

**6.1 December 9, 2024**

Motion 02-2025

Moved By Young  
Seconded By Lockett

That the Council minutes dated December 9, 2024, be accepted as presented.

Carried

**7. Communications & Petitions**

- 7.1 Office of the Associate Minister of Emergency Preparedness and Response Letter re: Emergency Management Modernization Act**
- 7.2 MMAH Letter re: COHB and Homeless Prevention Program**

There was no discussion held on either item.

**8. Consent Reports**

Motion 03-2025

Moved By Burton  
Seconded By Campbell

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except #4 and #6.

Carried

**8.1 Council Information Package (under separate cover)**

- 1 PCBM Sept. 26, 2024 Meeting Minutes
- 2 UCDSB Dec. 9, 2024 BCI 'RAMbassador Program' Success
- 3 Raisin-South Nation Source Protection Region Dec. 10, 2024  
Source Protection Plan – Public Consultation
- 4 MMAH Dec. 12, 2024 Municipal Accountability Act, 2024
- 5 Elizabethtown-Kitley Dec. 17, 2024 Media Release – Dan Downey  
Appointed as Councillor
- 6 UCDSB Jan. 7, 2025 Media Release – Pilot Expanded Sports  
League
- 7 Elizabethtown-Kitley Dec. 9, 2024 Ontario Rural Road Safety  
Program
- 8 Town of Deep River Dec. 10, 2024 Blue Box Amendment

## Resolution

- 9 Municipality of Kincardine Dec. 11, 2024 Property Taxation Implications for Nuclear Generation Facilities 10 NOW Caucus Dec. 11, 2024 Northern Ontario Women's Caucus
- 11 Twp of Puslinch Dec. 13, 2024 TAPMO Pre Budget Announcement TAPMO Docs
- 12 Whitchurch-Stouffville Dec. 18, 2024 Redistribution of Land Transfer Tax & GST
- 13 Town of Kearney Dec. 19, 2024 ARU & Rural Communities
- 14 City of Markham Dec. 20, 2024 SolvetheCrisis.ca Campaign
- 15 City of Toronto Dec. 20, 2024 Plasma Free Zone
- 16 City of Woodstock Jan. 8, 2025 Support for Children's Aid Society

Councillor Lockett spoke to Item 4 - MMAH Municipal Accountability Act, and Item 6 - UCDSB Media Release - Pilot Expanded Sports League.

## 9. Committee Reports

There were no committee reports.

## 10. Mayor

Mayor Shankar spoke to his attendance at the Royal Canadian Legion's New Year's Levy, a Joint Services Committee meeting last week, and the Mid-Term Council training with Rick O'Connor held on January 11.

## 11. Outside Boards, Committees and Commissions

Councillor Lockett spoke to her attendance at the final meeting of Leeds, Grenville, and Lanark District Health Unit Board of Health in December, and the first meeting of the South East Health Unit on January 1, and the Mid-Term Council training held on January 11.

Councillor McConnell wished everyone a Happy New Year.

Councillor Young provided an Economic Development update, and spoke to an upcoming meeting for South Grenville Chamber on January 30, and the availability of Valley Eats delivery service in Prescott.

Councillor Burton spoke to her attendance at a St. Lawrence Shakespeare Festival meeting, and an upcoming Library Board meeting.

Councillor Campbell spoke to her attendance at a Fire Administration meeting held on January 7, and the retirement announcement of Deputy Chief, Robert Gilmour.

Councillor Kirkby provided an Operations update and spoke to the increase in ridership of the River Route transit.

## 12. Staff

### **12.1 Staff Report 01-2025 - Seniors Community Grant (SCG) Program 2025-2026**

Motion 04-2025

Moved By Burton  
Seconded By Campbell

That Council direct Staff to submit an application to the Seniors Community Grant (SCG) Program for up to \$25,000 on behalf of Walker House to offer and deliver theatre and performance-based arts programming.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report. She referenced the scope of the grant, the associated deadlines, and the intended and past uses of the Seniors Community Grant at Walker House.

Discussion was held regarding the subsidy of programs to make them accessible.

Susan Leonard Vallom, Walker House Program Director, spoke to the Links2Wellbeing program for covering the cost of participation in situations with potential barriers.

Further discussion was held regarding the grant timelines, current membership requirements at Walker House, and the numbers of participants anticipated at the workshops.

## **12.2 Staff Report 02-2025 - Emergency Management Program Annual Report**

Renny Rayner, Fire Chief, spoke to the report. He spoke to the provincial requirement to have an Emergency Management Committee, the annual compliance report, frequency of meetings, ongoing training, and the annual tabletop exercise with stakeholders.

Discussion was held regarding the provincial Field Officer.

## **12.3 2025 Project Initial List Presentation**

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He spoke to the vehicle and equipment fleet, the projects previously approved or in-progress, the non-selected projects, the health and safety projects and new ideas for 2025.

Matt Locke, Director of Operations, spoke to the existing assessment of the current fleet, industry practices for service life, and the 10-year Capital Plan.

Discussion was held regarding contingency for inflation, user-centric format of the report, the current process for selling assets, and utilizing provincial programs for purchasing locally.

Further discussion was held regarding hosting a hazardous waste day, creating a paved path on Sophia Street and Churchill Road, and pedestrian crossings at the railroad tracks.

CAO Armstrong spoke to the ranking of projects and the process for identifying top priorities of members of Council to come back to a future meeting for review.

## **12.4 2025 Administration & Protective Services Budget**

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He spoke to the budgetary timelines and the administrative and protective services expenses. He also provided an overview of the budget expenses reviewed to-date, the percentage changes to the budget from 2024, and the Parks and Recreation and Transportation coming to the Council meeting of January 27.

## **13. Resolutions**

### **13.1 Board & Committee Appointments 2025**

Motion 05-2025

Moved By Burton  
Seconded By Lockett

That Council approve the following appointments to boards and committees for 2025:

#### **Committee of Adjustment:**

Laurie Bonsall  
Jim Hutton  
Daniel Slunder  
Craig Worden  
Luis Zelayeta

#### **Planning Advisory Committee:**

Leanne Burton (Council Rep.)  
James Hutchinson (Citizen Member)  
Susan Marjerrison (Citizen Member)  
Mayor Gauri Shankar (Council Rep.)  
Tracey Young (Council Rep.)

#### **Prescott Cemetery Board of Management:**

Trevor Baril  
Donald Gibson

Lee McConnell (Council Rep.)  
Elaine McCurdie  
Ray Young

**Prescott Heritage Committee:**

Karen Hume  
Trevor Baril  
Debbie Davis  
Scott Hubbard  
Dan Stashick  
Anthony Vachon  
Tracey Young (Council Rep.)

**Prescott Public Library Board:**

Terry Annas  
Peggy Arcand  
Leanne Burton (Council Rep.)  
Pat Lemaire  
Elaine McCurdie  
Anthony Vachon

**Grenville O.P.P Board:**

Mayor Gauri Shankar (Council Rep.)  
Rob Samojlo (Municipal Appointee)

**Walker House:**

Tracey Young (Council Rep.)  
Sharon Flood  
Pat Marshall  
Maria McKibbin  
Irene Mueller  
Jo Anne Savage  
Sharon Stein

Sue Waddell  
Tom VanDusen

Carried

**14. By-laws**

**14.1 Interim Tax Levy By-Law**

Motion 06-2025

Moved By Kirkby  
Seconded By Young

That By-Law 01-2025, being a by-law to provide for an interim tax levy for 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.2 2025 Temporary Borrowing By-Law**

Motion 07-2025

Moved By Burton  
Seconded By Kirkby

That By-Law 02-2025, being a by-law to authorize temporary borrowing for the year 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.3 By-Law Enforcement Officer Appointments**

Motion 08-2025

Moved By Young  
Seconded By Lockett

That By-Law 03-2025, being a by-law to appoint Municipal By-law Enforcement Officers for 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 was no new business.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

There were no proclamations.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

Motion 09-2025

Moved By Kirkby  
Seconded By Campbell

That Council move into Closed Session at 7:12 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (December 9, 2024)

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, Director of Administration/Clerk, Economic Development Officer, and Deputy Clerk remain in the room.

Carried

Council recessed at 7:12 p.m.

Council resumed in Closed Session at 7:21 p.m.

Motion: 10-2025

Lockett, Campbell.

That Council reconvene in Open Session. (Time: 8:19 p.m.)

Carried

**20. Rise and Report**

During the Closed Session, Council approved the Closed Session minutes dated December 9, 2024, under Item 19.1, and received information and provided Staff direction under 19.2 Purchase and Sale.

**21. Confirming By-Law – 04-2025**

Motion 11-2025

Moved By Burton

Seconded By Campbell

That By-Law 04-2025, being a by-law to confirm the proceedings of the Council meeting held on January 13, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 12-2025

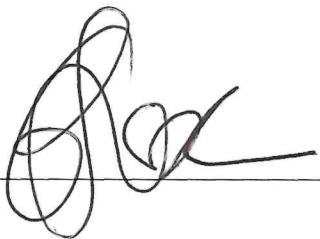
Moved By Kirkby  
Seconded By McConnell

That the meeting be adjourned to January 27, 2025. (Time: 8:20 p.m.)

Carried

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Mayor



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Clerk

