



PRESCOTT TOWN COUNCIL

MINUTES

Monday, September 15, 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, Councillor Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration, Tim Fisher, Municipal Planner

Guests Bonnie Pidgeon, South Grenville Foodbank

1. Call to Order

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

2. Approval of Agenda

Motion 153-2025

Moved By McConnell
Seconded By Young

That the agenda for the Council meeting of September 15, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

5.1 South Grenville Food Bank - Food Insecurity Report

Bonnie Pidgeon, Executive Director of South Grenville Foodbank spoke to the presentation.

Discussion was held regarding the potential funding of the traveling foodbank, the delivery services, and the need for volunteers.

6. Minutes of the previous Council meetings

6.1 September 2, 2025

Motion 154-2025

Moved By Burton

Seconded By Kirkby

That the Council minutes dated September 2, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications and petitions.

8. Consent Reports

Motion 155-2025

Moved By Campbell

Seconded By Ray Young

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

Carried

8.1 Information Package (under separate cover)

Discussion was held regarding the Board of Health Update for the South East Health Unit.

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending the Spencerville Fair Opening Ceremonies, the Terry Fox Run and the Wellington House expansion groundbreaking where the Minister of Long-Term Care, Natalia Kusendova-Bashta was in attendance.

11. Outside Boards, Committees and Commissions

Councillor Kirkby spoke to attending the Spencerville Fair and the Wellington House expansion groundbreaking. Operations staff completed an emergency replacement of sanitary leads on Fort Town Drive, winter maintenance preparation is underway and street sweeping is an ongoing task.

Councillor Campbell spoke to attending the Wellington House expansion groundbreaking and spoke to the most recent Fire Administration meeting. The Prescott Fire Department participated in both Cardinal and North Augusta Labour Day parades, "Touch a Truck" as well as the parade at the Spencerville Fair. There will be an open house at the Fire Department on October 4, Fire Prevention week is October 5-11, and potentially two new recruitments.

Councillor Burton attended the Wellington House expansion groundbreaking and a Library Board Meeting.

Councillor T. Young spoke to attending a Planning Advisory Committee meeting, a Business Improvement Area meeting and actively recruiting new members. Councillor T. Young also attended the South Grenville Chamber Boat Cruise, and Wellington House for the Long-Term Care Community Engagement Day on September 12 where they hosted a rubber duck race fundraiser. There is an upcoming Medieval Fair at St. Johns Church on September 20.

Councillor R. Young attended the Wellington House expansion groundbreaking, and the Annual General Meeting for Rideau St. Lawrence Utilities in Westport.

Councillor McConnell spoke to attending the Acadian Festival in PEI, an upcoming Prescott Cemetery Board meeting on October 2 and spoke to the vegetation at the Cemetery.

12. Staff

12.1 Staff Report 60-2025 - Key Infrastructure Projects Update For Information.

Carried

Matt Locke, Director of Operations, spoke to the report.

Discussion was held regarding the stone removed in the East St reconstruction, the playing surface at the Seymour Recreation Centre play structure, the Wastewater Treatment Plant Expansion amounts and what the Town of Prescott is expected to pay, and the construction timeline. There was additional discussion regarding signage at the Seymour Recreation Centre.

12.2 Staff Report 61-2025 - Fire Protection Grant 2025-26

Motion 156-2025

Moved By Burton
Seconded By Campbell

THAT Council direct Staff to submit an application under the Fire Protection Grant 2025-26.

Carried

Renny Rayner, Fire Chief, spoke to the report.

Discussion was held regarding training on electric vehicle fires, grant timelines, and overall firefighter training.

12.3 Staff Report 62-2025 - Financial Report - July 2025 Update

For information.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

There was no discussion was held.

12.4 Staff Report 63-2025 - License Agreement - King St Street Lights at Coast Guard Base

Motion 157-2025

Moved By Burton

Seconded By Kirkby

THAT Council approve and enact By-Law 38-2025 being a By-Law to approve the License Agreement between His Majesty the King in Right of Canada, as represented by the Minister of Fisheries.

Carried

Chloe Preston, Director of Administration/Clerk spoke to the report.

There was no discussion held.

13. Resolutions

There were no resolutions.

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 Breast Cancer Awareness Month**

Mayor Shankar made a proclamation that October will be Breast Cancer Awareness Month.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 158-2025

Moved By Burton
Seconded By Ray Young

THAT Council move into Closed Session at 7:05 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (September 2, 2025)

19.2 Proposed Sale of Municipal Lands

19.3 Potential Litigation

19.4 Potential Leasing of Private Lands

19.5 Potential Purchase of Private Lands

19.6 Negotiation of Agreement of Purchase and Sale Terms

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, Director of Operations, Economic Development Officer, Municipal Planner and Deputy Clerk remain in the room.

Carried

20. Rise and Report

Motion 159-2025

Moved By McConnell

Seconded By Campbell

THAT Council resume Open Session; AND

THAT Council direct staff to proceed as directed in Closed Session

Carried

Motion 160-2025

Moved By Kirkby

Seconded By Ray Young

THAT Council direct Staff to commence a notification period regarding an intention to declare lands surplus to the needs of the municipality for no less than thirty (30) days for the property known as the Prince Street Ball Fields, and that Staff be directed to facilitate public feedback both in writing and to schedule a Public Meeting on November 3, 2025 followed by a related staff report to consider the surplus declaration.

Carried

21. Confirming By-Law – 39-2025

Motion 161-2025

Moved By Young
Seconded By Campbell

That By-Law 39-2025, being a by-law to confirm the proceedings of the Council meeting held on September 15, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

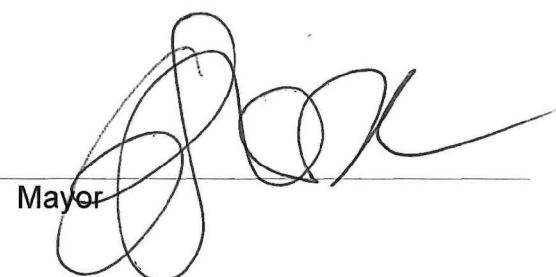
22. Adjournment

Motion 162-2025

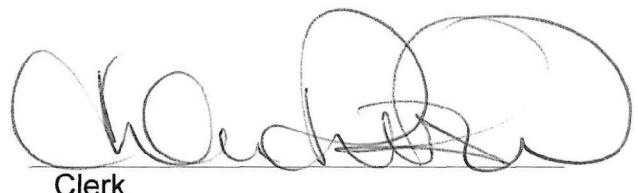
Moved By Kirkby
Seconded By Burton

That the meeting be adjourned at 8:29 p.m.

Carried



Mayor



Clerk