

# PRESCOTT EST 1784 THE FORT TOWN

## PRESCOTT TOWN COUNCIL

### MINUTES

**Monday, December 1, 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, Manager of Economic Development & Tourism, Renny Rayner, Fire Chief, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk

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#### 1. Call to Order

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

## **2. Approval of Agenda**

Motion 223-2025

Moved By Burton

Seconded By Ray Young

That the agenda for the Regular Council meeting of December 1, 2025, be approved as amended:

Move Item 12.3 to immediately follow Item 4.1

Carried

## **3. Declarations of Interest**

There were no declarations of interest.

## **4. Presentations**

### **4.1 Alphabet Creative**

Marley Kirkpatrick spoke to the presentation.

Discussion was held regarding the community pillars, where the "Prescott Surprises you" is suggested being used, and who would sit on the "Branding Stewardship Committee".

### **12.3 Staff Report 83-2025 - Adoption of Final Brand Guidelines and Marketing Strategy**

Motion 224-2025

Moved By Young

Seconded By Kirkby

That Council approve the Town of Prescott Brand Implementation & Marketing Strategy, as prepared by Alphabet Creative.

Carried

Dana Valentyne, Manager of Economic Development and Tourism, spoke to the report.

Discussion was held regarding the current contract with Alphabet Creative, grants and funding, implementation timelines, the intent of the pillars, and the future use of our scenery in photos.

## **5. Delegations**

There were no delegations.

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

### **6.1 November 17, 2025**

Motion 225-2025

Moved By Burton

Seconded By Ray Young

That the Council minutes dated November 17, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications and petitions.

## **8. Consent Reports**

Motion 226-2025

Moved By Kirkby

Seconded By Burton

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

Items pulled: #2 MMAH - Building Faster Bill - Bill 60

Carried

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

#### **9. Committee Reports**

There were no committee reports.

#### **10. Mayor**

Mayor Shankar spoke to attending a Wastewater Treatment Facility Board of Management meeting on November 26, and will be attending an upcoming Town of Prescott Christmas Luncheon on December 4. Santa and Mrs. Claus were at Town Hall on November 29.

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

Councillor McConnell spoke to attending the Light Up the Night Christmas Parade, Heritage training held at Town Hall, a Wastewater Treatment Facility Board of Management meeting, and Grand Openings at Tim Hortons on Edward St, and Mane Three Nineteen. Councillor McConnell welcomed Special Olympics Curling teams to Prescott.

Councillor R. Young spoke to attending the Grand Openings of Tim Hortons on Edward St and Mane Three Nineteen, the Wastewater Treatment Facility Board of Management meeting, and provided an update to the St. Lawrence Lodge budget for 2026.

Councillor T. Young spoke to the Riverwalk Wonderland Pop-ups, Christmas tree lighting, and attending the United Counties of Leeds and Grenville Economic Development Summit. Explore Prescott has developed a Downtown Dining and Celebration Guide. The Province of Ontario has accelerated the Planning

process to meet the power demands for affordable and reliable power and an investment of \$18.4 million dollars in support of the Eastern Ontario Regional Network for Broadband Expansion and \$12.1 million will go directly to Leeds and Grenville.

Councillor Burton spoke to attending an upcoming St. Lawrence Shakespeare meeting on December 2 getting ready for their 2026 season. Spoke to the success of the Holiday Train bus trip, photos with Santa & Mrs. Claus, and the Christmas cookie decorating at Town Hall. Councillor Burton spoke to the upcoming paint party at the Alaine Chartrand Community Centre, Riverwalk Wonderland and tree lighting, the U9 Hockey Tournament, and the Christmas Market at the Leo Boivin Community Centre. Pilates with Sarah will be held at Town Hall on December 13.

Councillor Campbell spoke to attending the Heritage training, the success of the Light Up the Night Christmas Parade, and attending an upcoming Fire Administration meeting December 2.

Councillor Kirkby spoke to attending the Wastewater Treatment Facility Board of Management meeting and Library board interviews. An Operations update was provided regarding the continuing of street sweeping, play structure parts have arrived with some repairs being completed, and some will wait until the spring. Seasonal garbage cans have been removed, and Truck 13 had a to its wiring harness. The internal promotions of Ryan Sobhie, Ben Bowden and Scott Stephenson were noted.

## 12. Staff

### **12.1 Staff Report 81-2025 - Draft Water and Wastewater Agreement - Town of Prescott - Township of Augusta**

Motion 227-2025

Moved By Burton

Seconded By Ray Young

THAT Council endorse the Draft Water and Wastewater Agreement between the Town of Prescott and Township of Augusta to sell wastewater treatment capacity to Augusta Township as a result of the expansion of the wastewater treatment plant made possible by the successful application of the Housing Enabling Water System Funding (HEWSF), subject to a

financing agreement for the capital local share component of the HEWSF funding project.

Carried

Matthew Armstrong, Chief Administrative Officer/Treasurer spoke to the report.

Discussion was held regarding the funding, the timeline on expansion completion, the repayment of the loan, and the size of the pipe down King St.

## **12.2 Staff Report 82-2025 - 2026 Operational and Project Budget Process**

For information.

Matthew Armstrong, Chief Administrative Officer/Treasurer spoke to the report.

Discussion was held regarding the operational budget, and the project budget process.

## **13. Resolutions**

### **13.1 Indoor Recreation Facility**

Moved By                    Campbell

Seconded By                McConnell

THAT Council direct staff to investigate the cost of indoor recreation facilities, including but not limited to a dome or warehouse like facility, of similar size and offerings as what is being conducted at the Leo Boivin Community Centre by current user groups and trending users in South Grenville.

Withdrawn

Councillor Campbell spoke to the Leo Boivin Community Centre and its life expectancy.

Discussion was held regarding the potential budget and location of the new facility, expected timelines, and the potential at bringing this motion to the next Council term.

The motion was withdrawn by the mover.

## **14. By-laws**

### **14.1 By-Law 48-2025 - Debenture By-Law**

Motion 228-2025

Moved By                    McConnell

Seconded By                Ray Young

That By-Law 48-2025, being a by-law to authorize long-term borrowing pursuant to the issue of debentures to Ontario Infrastructure and Lands Corporation, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

## **15. New Business**

### **15.1 Resolution of Municipality of South Huron re Collaborative Action on Sustainable Waste Management**

Councillor Kirkby and Councillor McConnell spoke to the resolution. There was a consensus to come back with a motion for council to consider at the next council meeting.

## **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**

There were no questions from the media.

**19. Closed Session**

Moved By Ray Young

Seconded By Kirkby

THAT Council move into Closed Session at 7:55 p.m. to discuss matters pertaining to:

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

19.2 Prescott Library Board Applications/Appointments

Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Library Board;  
AND

That the Director of Administration/Clerk and Deputy Clerk remain in the room.

Carried

**19.1 Approval of Closed Minutes - November 3, 2025**

**19.2 Prescott Library Board Applications/Appointments**

**20. Rise and Report**

Motion 230-2025

Moved By Kirkby  
Seconded By Ray Young

THAT Council appoint Karen Roussy to the Prescott Library Board for the remainder of the 2022-2026 term.

Carried

**21. Confirming By-Law – 49-2025**

Motion 231-2025

Moved By McConnell  
Seconded By Campbell

That By-Law 49-2025, being a by-law to confirm the proceedings of the Council meeting held on December 1, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

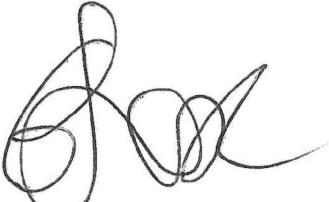
**22. Adjournment**

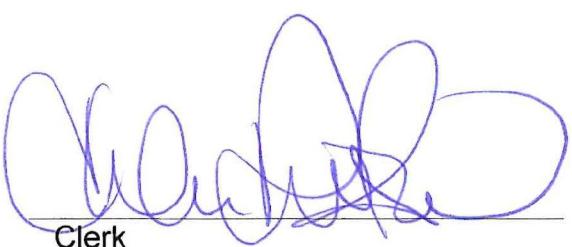
Motion 232-2025

Moved By Kirkby  
Seconded By Burton

That the meeting be adjourned. (Time: 8:14 p.m.)

Carried

  
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Mayor

  
\_\_\_\_\_  
Clerk

