



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, March 20, 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, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Susan Vallom, Walker House Director

---

**1. Call to Order**

Mayor Shankar called the meeting to order at 6:00 p.m.

**2. Approval of Agenda**

Motion 61-2023

Moved By Lockett

Seconded By McConnell

That the agenda for the Council meeting of March 20, 2023, be approved as presented.

Carried

**3. Declarations of Interest**

There were no Declarations of Interest expressed.

**4. Presentations**

**4.1 United Way - Community Impact Project - Jane Hess**

Jane Hess sent her regrets.

**4.2 Service Line Warranties Program - Adam Moede**

Adam Moede, of Service Line Warranties, joined the meeting at 6:00 p.m. He spoke to a PowerPoint presentation. A copy of the presentation is held on file.

He provided background of the company, the voluntary program, and the partnerships with other municipalities. Mr. Moede provided Council with the benefits of the program, and an overview of Prescott's program statistics.

Ron Zajac, Recorder and Times, joined meeting at 6:05 p.m.

Discussion was held regarding the number of claims submitted, the average cost of the service, the cost of a claim without coverage, and the royalty payments that the municipality receives.

Adam Moede left meeting at 6:15 p.m.

**5. Delegations**

**5.1 Riverwalk Creative Center - Maggie Jordan and Marilyn Lylyk**

Maggie Jordan and Marilyn Lylyk spoke to the Riverwalk Creative Center proposal.

They referenced the local need for creative outlet programs and stated that St. Lawrence College was gifting contents of pottery studio.

They provided Council with the benefits of an affordable program, the potential partnership with the Town, the potential grant funding opportunities, and they ideal location.

Discussion was held regarding the Town's ability to receive, store and place equipment in a sizeable, dedicated space, provide financial resources, and the special requirements for electricity, plumbing and ventilation for the pottery studio.

Further discussion was held regarding the beginning stages of the business plan and approaching S.G.D.H.S. as a potential partner.

Maggie Jordan and Marilyn Lylyk left the meeting at 6:50 p.m.

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

**6.1 March 6, 2023**

Motion 62-2023

Moved By Burton

Seconded By Young

That the Council minutes dated March 6, 2023, be accepted as presented.

Carried

**7. Communications & Petitions**

There were no items under Communications & Petitions.

**8. Consent Reports**

Motion 63-2023

Moved By McConnell

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(8).

Carried

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

1. Business Improvement Area Minutes – November 8, 2022
2. Township of Augusta Mayor's Breakfast – March 31, 2023
3. Leeds, Grenville & Lanark District Health Unit Board of Health Meeting Summary – March 2, 2023
4. Township of Elizabethtown-Kitley resolution of support re: Staycation Tax Credit
5. Town of Cobourg resolution of support re: Homeless and Unsheltered Persons
6. Municipality of North Perth resolution of support re: School Bus Stop Arm Cameras
7. Township of Moonbeam resolution of support re: Moratorium End Date
8. Municipality of Chatham-Kent resolution of support re: Reducing Municipal Insurance Costs
9. Municipality of Chatham-Kent resolution of support re: Stopping Harassment and Abuse by Local Leaders Act

#### **8.2 Prescott Cemetery Board - 2022 Annual Report**

Discussion was held regarding the partial refund for HST, contracting Fraser Laschinger as a consultant, and the on-going recruitment of a chair for the Prescott Cemetery Board.

**8.3 Staff Report 17-2023 - Statement of Remuneration and Expenses - Members of Council 2022**

Recommendation

That Council receive this report for information as the annual disclosure of 2022 remuneration and expenses paid to members of Council, as per Section 284 of the *Municipal Act*.

Carried

**9. Committee Reports**

There were no items under Committee Reports.

**10. Mayor**

Mayor Shankar discussed his participation in a fundraiser for the Spencerville Business Association with neighbouring Township of Edwardsburgh-Cardinal.

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

Councillor Burton referenced the upcoming announcement of St. Lawrence Shakespeare Festival's shows and noted that the Prescott Public Library has had 43 new members sign up since January 2023.

Councillor Campbell referenced her attendance at the Fire Administration meeting which took place on March 7, 2023. She spoke to the recent training, food drive for the Leeds and Grenville foodbank, Early Years' Centre visit to the Fire Hall on March 15, and a thank you letter addressed to the Prescott Fire Department from the Curling Club.

Councillor Young referenced her attendance at the Business Improvement Area's first meeting with the newly elected executive, and the downtown lighting project.

## **12. Staff**

### **12.1 Staff Report 18-2023 -2023 Capital and Operational Projects Budget**

Motion 64-2023

Moved By Burton

Seconded By Campbell

That Council direct Staff to bring the projects that have an estimate and funding source outlined in Report 18-2023 to the Council meeting of April 3, 2023 for final review and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the projects slated for 2023, their prioritization, the estimated costs and funding sources. He also provided an overview of reserves, net reserve inflow and outflow.

Discussion was held regarding the cost of the comprehensive review by a third-party consultant, oversight of the Prescott Public Library Board, and the amenities for divers including outdoor portable washrooms and changerooms.

Discussion was also held regarding paving the pathway from the pool to the parking lot.

Further discussion was held regarding repaving the pathway from the pool to the parking lot, the estimated cost for the FoodCycler pilot program, the costs associated with curbside pick-up of compost, and the potential for fundraising for playground improvements.

### **12.2 Staff Report 19-2023 - Food Cycler - Pilot Project**

Motion 65-2023

Moved By Burton  
Seconded By Young

That Council direct Staff to enter into a partnership agreement with Food Cyclers Science for a municipal food waste diversion pilot project; and

That Council commit \$10,750 from the Fiscal Policy Reserve to the purchase of 100 FoodCyclers units to be sold to residents during the pilot project.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the timeline to qualify for federal funding and the fiscal policy reserve being able to support the project. He referenced purchasing 100 units for the pilot, 25 units being the larger model, and 75 units being the smaller model.

Discussion was held regarding reducing waste, the shipping costs, and the Town's subsidization of the units.

Further discussion was held regarding the appropriate size of units relative to households, the add-ons required for the units, and the limitation to sell within Prescott.

### **12.3 Staff Report 20-2023 Operational Budget**

Motion 66-2023

Moved By McConnell  
Seconded By Burton

That the motion be amended by removing the following:

"That Council approve the 2023 Water and Wastewater Budget with total revenues and expenditures of \$3,014,288."

Carried

Motion 67-2023

Moved By Kirkby  
Seconded By Young

That Council approve the 2023 Operational Budget with total revenues and expenditures of \$10,526,252, and

That Council approve that the final property tax payment for 2023 shall be split into two equal payments due August 31, 2023 and October 31, 2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report and provided a PowerPoint presentation to Council. A copy of the presentation is held on file.

Discussion was held regarding the timing of the Wastewater Treatment Facility Management Board meeting at the end of March, and concerns over finalizing their budget prior to the board approval.

Susan Vallom, Walker House Director, provided an overview of Walker House functions. She referenced the history of the centre and the purposes of providing older adult recreation. She provided a schedule overview with a wide variety of programming, referenced their Board of Management, the membership costs and number of active members. She also referenced funding sources including an operating grant from Ministry for Seniors and Accessibility, the classification of the centre as a Senior Active Living Centre and provided an overview of expenses and revenues.

Discussion was held regarding the flood which occurred at Walker House and grant funding received for the remodeling of the kitchen.

Further discussion was held regarding the age requirement to become a member and the accessibility of the second floor.

Susan Vallom left meeting at 7:51 p.m.

Matthew Armstrong, CAO Treasurer, spoke to the budget overview and updates. He referenced the 3.68% property tax increase and the increases in other local municipalities and the United Counties of Leeds and Grenville. He also spoke to single tier municipalities and participation in Joint Services, interest earnings, CPI pressures, budget alignment with strategic plans, and the approved property tax increase in 2022.



**13. Resolutions**

There were no Resolutions.

**14. By-laws**

There were no By-Laws.

**15. New Business**

**15.1 Town of Grimsby Resolution of Support re: Barriers for Women in Politics**

Motion 68-2023

Moved By Burton

Seconded By Kirkby

That Council of the Town of Prescott support the Town of Grimsby Resolution of Support regarding Barriers for Women in Politics; and

That a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the MP for Leeds, Grenville, Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario, and all municipalities in Leeds and Grenville.

Carried

Councillor Burton spoke to the resolution from the Town of Grimsby.

Discussion was held regarding supporting the resolution and surrounding areas.

**15.2 Municipality of Trent Lakes Resolution of Support re: Oath of Office - Indigenous**

Councillor McConnell spoke to the resolution from the Municipality of Trent Lakes.

Discussion was held regarding the resolution and opportunity for Reconciliation Education.

## **16. Notices of Motion**

### **16.1 Homelessness Resolution - A Call to the Provincial government to End Homelessness in Ontario**

Councillor Young read the following Notice of Motion.

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT the Town of Prescott calls on the Provincial Government to urgently:

1. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
2. Commit to ending homelessness in Ontario;
3. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; and to the Association of Municipalities of Ontario.

**17. Mayor's Proclamation**

There were no Proclamations.

**18. Period for Media Questions**

Ron Zajac, the Recorder and Times, requested clarification on the tax rate increase and inquired about the water and wastewater pending budget. Further clarification was requested regarding the median household impact of the tax rate increase and the motion from item 12.2 Staff Report 19-2023 - Food Cycler Pilot Project.

Matthew Armstrong, CAO/Treasurer, provided information regarding the separate accounting methods for the water and wastewater management and stated that it could not be funded by property taxes.

**19. Closed Session**

There was no Closed Session.

**20. Rise and Report**

There was no Rise and Report.

**21. Confirming By-Law – 11-2023**

Motion 69-2023

Moved By Burton

Seconded By Lockett

That By-Law 11-2023, being a by-law to confirm the proceedings of the Council meeting held on March 20, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 70-2023

Moved By Kirkby

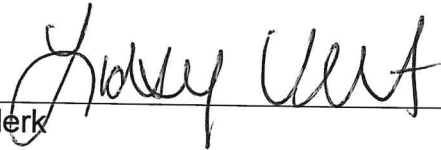
Seconded By Lockett

That the meeting be adjourned to Monday, April 3, 2023. (Time: 8:26 p.m.)

Carried



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Clerk