



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, January 16, 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, Nathan Richard, Director of Operations, Lindsey Veltkamp, Director of Administration/Clerk, Kaitlin Mallory, Deputy Clerk, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Simon Wu & Hugh George, Rideau St. Lawrence Distribution

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**1. Call to Order**

The meeting was called to order at 6:02 p.m.

Mayor Shankar welcomed guests and Tim Runke of the Recorder and Times.

**2. Approval of Agenda**

Motion 17-2023

Moved By Kirkby

Seconded By Lockett

That the agenda for the Council meeting of January 16, 2023, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

**4.1 Rideau St. Lawrence Distribution - Council Onboarding**

Simon Wu, President & CEO of Rideau St. Lawrence Distribution Inc., presented an overview of the company. He discussed Rideau St. Lawrence Distribution's background, noted their innovative services such as electric vehicles and consulting services, and he provided an overview of their corporate structure.

Discussion was held regarding dividends and the benefits of a locally owned utility company, staff and mutual agreements for resource sharing, and smart meter technology.

Further discussion was held regarding joint use utility poles and Rideau St. Lawrence's relationship with other utility companies.

Simon Wu and Hugh George left the meeting at 6:33 p.m.

**5. Delegations**

There were no delegations.

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

**6.1 January 3, 2023**

Motion 18-2023

Moved By Burton

Seconded By Young

That the Council minutes dated January 3, 2023, be accepted as presented.

Carried

Councillor Young noted a change of name from Gary Cook to Gary Albers under Item 5.3 of the minutes dated January 3, 2023.

**7. Communications & Petitions**

**7.1 Minister Clark Letter re: More Homes Built Faster Act, 2022 - Key Initiatives**

No discussion was held.

**7.2 Food For All Food Bank Event: Sharing Information Session Invitation**

Discussion was held regarding requests for monetary support from local groups and events, the process for approval, and the Community Grant intakes.

Discussion was also held regarding the inclusion of a breakdown of all in-kind costs in future staff reports to Council.

Motion 19-2023

Moved By Kirkby

Seconded By Burton

That Council approve a donation of \$325.00 to the Food For All Foodbank to come out of the Community Grant Budget.

Carried

**8. Consent Reports**

There were no items listed under Consent Reports.

**9. Committee Reports**

Councillor Lockett spoke to her attendance at the Leeds, Grenville and Lanark District Board of Health orientation and stated their appreciation of Prescott's participation.

Councillor Kirkby discussed the Township of Leeds and the Thousand Islands losing their last medical practitioner, the potential for sharing of services, and the next Tri-Council meeting.

**10. Mayor**

Mayor Shankar spoke to his attendance at the Walkerton Clean Water Centre Standard of Care Training Session held on Wednesday, January 11, 2023, and the grand opening of Cuts & Curls on King Street.

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

There were no items discussed.

**12. Staff**

**12.1 2023 Initial Project Ideas - Presentation**

Matthew Armstrong, CAO/Treasurer, spoke to a PowerPoint presentation. A copy of the presentation is held on file. He provided an update on the list of project ideas provided by Council and he asked that each Councillor prioritize a list of items 1 through 7 to narrow down for specific cost estimates.

Discussion was held regarding applying for grant opportunities for special projects, the Canada Community Revitalization Fund, standardizing and public education of crosswalks, and licensing of businesses.

## **12.2 Staff Report 05-2023 - 2023 Operational Budget - Transportation, Parks & Recreation**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided an overview of the budget including staff composition, roads and sidewalk maintenance, the River Route bus service, parks and recreation opportunities.

Samantha Joudoin-Miller, Manager of Community Services, provided an overview of community services and reviewed the Recreation Master Plan goals, including a new online booking portal.

Discussion was held regarding current recreation user data and membership costs for both the Library and Walker House Adult Recreation Centre.

## **12.3 Staff Report 06-2023 - 2023 Community Grant Application Review Working Group**

Motion 20-2023

Moved By Lockett

Seconded By Young

That Council appoint the following three members to the 2023 Community Grant Application Review Working Group to review the applications:

- Justin Kirkby
- Mary Campbell

- Lee McConnell

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the annual budgeted amount, the two annual intakes, and the working group application review process.

Discussion was held regarding a suggestion to have new members of Council and an experienced member of Council as part of the working group.

**12.4 Staff Report 07-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m. - Appeal Guidelines**

Motion 21-2023

Moved By Kirkby

Seconded By Burton

That Council direct Staff to bring forward the Parking By-law with the amendments as outlined in Staff Report 07-2023.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the discretion of the screening officer, and structure for certain extenuating circumstances to review parking infractions.

Discussion was held regarding the discretion of staff to apply or cancel a ticket.

**12.5 Staff Report 08-2023 - Council Remuneration By-Law Review**

Motion 22-2023

Moved By McConnell

Seconded By Lockett

That Council direct Staff to bring the Council Remuneration Rates by-law outlined in Staff Report 08-2023 to the meeting of February 6, 2023 for final discussion and consideration.

Carried

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She provided an overview of past remuneration practices, and compared the Consumer Price Index and the Canadian Union of Public Employees percentage increase amounts.

Discussion was held regarding the standards for other municipalities and expenses incurred by members of Council to carry out their role.

Further discussion was held regarding a non-taxable portion of remuneration which is no longer applicable to members of Council.

**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**

There were no proclamations.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

There was no closed session.

**20. Rise and Report**

There was no rise and report.

**21. Confirming By-Law – 04-2023**

Motion 23-2023

Moved By Young

Seconded By McConnell

That By-Law 04-2023, being a by-law to confirm the proceedings of the Council meeting held on Monday, January 16, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

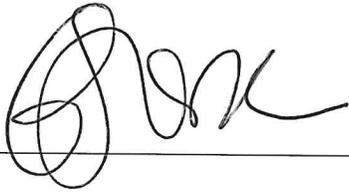
Motion 24-2023

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned to Monday, February 6, 2023. (Time: 8:58 p.m.)

Carried

Mayor 

Clerk 