



**PRESCOTT TOWN COUNCIL
AGENDA**

June 2, 2025

6:00 pm

**Council Chambers
360 Dibble St. W.
Prescott, Ontario**

Our Mission:

To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.

Land Acknowledgement:

We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.

In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of June 2, 2025 be approved as presented.

3. Presentations

3.1 Appointment of Councillor Ray Young

a. Staff Report 36-2025 Appointment of Ray Young as Councillor

RECOMMENDATION

THAT Council approve and enact By-Law 25-2025 being a By-Law to Appoint Ray Young as Councillor in the Town of Prescott.

b. Oath of Office of Councillor Ray Young

5

4. Declarations of Interest

5. Delegations

5.1 South Grenville District High School - Grade 7/8 French Immersion Class

6

SGHS Students: Ellamae Peters, Madelyn Sloan, Stella Higginson, Jon Clarke, Charlotte Davidson, Ellie Gannon

6. Minutes of the previous Council meetings

6.1 May 20, 2025

15

RECOMMENDATION

That the Council minutes dated May 20, 2025, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.

RECOMMENDATION

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

8.1 Council Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1	Staff Report 37-2025 Draft Letter to MMAH re Strong Mayor Powers	24
	RECOMMENDATION	
	THAT Council endorse the attached draft letter to the Ministry of Municipal Affairs and Housing expressing the Town of Prescott's position on the Strong Mayor Powers; AND	
	THAT Council direct staff to send the letter to the Minister of Municipal Affairs and Housing and copy the Premier of Ontario, the Ministry of Red Tape Reduction, Member of Provincial Parliament for Leeds, Grenville and Rideau Lakes Steve Clark, the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), and all municipalities across the province.	
12.2	Staff Report 38-2025 Grant Application - Health and Safety Water Stream Funding	28
	RECOMMENDATION	
	THAT Council direct staff to submit an application to the Health and Safety Water Stream funding being administered by the Ontario Ministry of Infrastructure.	
12.3	Staff Report 39-2025 2025 Street Repaving	31
	RECOMMENDATION	
	THAT Council direct staff to proceed with paving and roadwork as outlined in Staff Report 39-2025.	
12.4	Staff Report 40-2025 Prescott Family Medical Associates - Cost Sharing Agreement	35
	RECOMMENDATION	
	THAT Council approves the Support Agreement for Prescott Family Medical Associates as presented and authorizes the Mayor and Chief Administrative Officer to execute the Agreement.	
13.	Resolutions	
14.	By-laws	
14.1	By-Law 26-2025	43
	Being a By-Law to Appoint the Fire Chief and Deputy Fire Chief for the	

Prescott Volunteer Fire Department

14.2	By-Law 27-2025	45
Being a By-Law to enter into the Transfer Payment Agreement with the Housing Enabling Water Systems Fund		
15.	New Business	
16.	Notices of Motion	
17.	Mayor's Proclamation	
17.1	Pride Month	47
17.2	Seniors' Month	48
18.	Period for Media Questions	
19.	Closed Session	
20.	Rise and Report	
21.	Confirming By-Law – 28-2025	49

RECOMMENDATION

That By-Law 28-2025, being a by-law to confirm the proceedings of the Council meeting held on June 2, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22.	Adjournment
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RECOMMENDATION

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



STAFF REPORT TO COUNCIL

Report No. 36-2025

Date: 6/2/2025

From: Chloe Preston, Director of Administration/Clerk

RE: Appointment By-Law for Ray Young to Town Council

Recommendation:

THAT Council approve and enact By-Law 25-2025 being a By-Law to Appoint Ray Young as Councillor in the Town of Prescott.

Background:

At the Regular Council Meeting on May 20, 2025, Council passed the following motion to fill the vacant council seat in accordance with Section 263(5) of the *Municipal Act*:

"THAT Council selects Option 1A as the method to Fill a Vacancy for the Office of Town Councillor; AND

THAT Council direct Staff to prepare an appointment by-law for Ray Young as the next highest vote receiver in the 2022 Election, if they remain eligible and are willing to serve the remainder of the term of Council."

Following the direction of Council, staff confirmed that Ray Young—the next highest vote recipient in the 2022 Municipal Election—remains eligible to hold office under the criteria set out in the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*, and has confirmed his willingness to serve the remainder of the Council term.

The attached draft by-law authorizes the formal appointment of Ray Young to serve as Town Councillor for the remainder of the 2022–2026 term.

Alternatives:

None.

Financial Implications:



There are no significant financial implications. The appointment avoids the costs of a by-election and carries only the standard remuneration for Council members.

Attachments:

- Draft By-Law 25-2025

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 25-2025

A BY-LAW TO APPOINT RAY YOUNG AS COUNCILLOR IN THE TOWN OF PRESCOTT

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

AND WHEREAS at the April 22, 2025 Regular Council Meeting, the Council of the Corporation of the Town of Prescott declared the Council seat of Ruth Lockett vacant in accordance with Section 262 of the *Municipal Act*;

AND WHEREAS at the May 20, 2025 Regular Council Meeting, the Council of the Corporation of the Town of Prescott passed a resolution in accordance with Section 263(5) of the *Municipal Act* to decide how to fill the vacant seat;

AND WHEREAS the Council of the Corporation of the Town of Prescott has directed that the seat of Councillor be filled via the candidate with the next highest votes in the 2022 Municipal Election;

AND WHEREAS Ray Young was the next highest candidate in the 2022 Municipal Election;

AND WHEREAS the Clerk of the Town of Prescott has confirmed the candidate's eligibility under Section 256 of the *Municipal Act*;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Ray Young is hereby appointed to the seat of Town Councillor for the remainder of the 2022-2026 Term of Council to fill the vacancy of Ruth Lockett.
2. By-Law 46-2025 being a By-Law to Appoint Members of Council to Boards and Commissions, to Appoint Members of Council to the Committees of Council, and the Appointments of Deputy Mayor for the Remainder of the 2024 and the year 2025 is hereby amended as follows:
 - a. Replacement of Councillor Ruth Lockett with Councillor Ray Young on the following appointments:
 - i. Leeds, Grenville & Lanark Dist. Health Unit
 - ii. St. Lawrence Lodge Committee of Mgmt
 - iii. Prescott Waswater Board of Mgt.
 - iv. Physician Recruitment

- v. Prescott Business Improvement Area Board of Management
- vi. Policy Working Group
- b. Replacement of Councillor Ruth Lockett with Councillor Ray Young as the Finance & Corporate Services Portfolio Chair.

3. This by-law shall come into force and effect on the date of passing.

READ AND PASSED, SIGNED AND SEALED THE 2nd DAY OF JUNE, 2025.

Mayor

Clerk



DECLARATION OF OFFICE

(Section 232 of the *Municipal Act, 2001*)

I, RAY YOUNG, having been elected or appointed to the office of COUNCILLOR in the municipality of THE TOWN OF PRESCOTT do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to His Majesty King Charles the Third.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)

At the **TOWN OF PRESCOTT**)

IN THE COUNTY OF GRENVILLE)

on **JUNE 2nd, 2025**)

Chloe Preston, Clerk
Commissioner for taking Affidavits



Real World Learning Project

By: 7/8 Intermediate French Immersion



The Goal

We have partnered up with the Real World Learning department of UCDSSB to help us reduce screen time in our community. We are hoping that you will partner with us to help make this positively impacting goal a reality.



The Posters

The plan is to make a multitude of informational signs and posters to be put up around the Alaine Chartrand Community Centre. These posters will have information of past and present sports stars, organizations and teams from Prescott and the surrounding area. We are making these posters to be bilingual so any visitors whose first language is French will still be comfortable here in Prescott.

Examples

- Leo Boivin
- PDSA
- Alaine Chartrand
- Old Coach/ Ron Baker
- Ben Hutton
- PFSC
- Prescott Piranhas
- History of the SGR
- History of the Prescott Golf Club





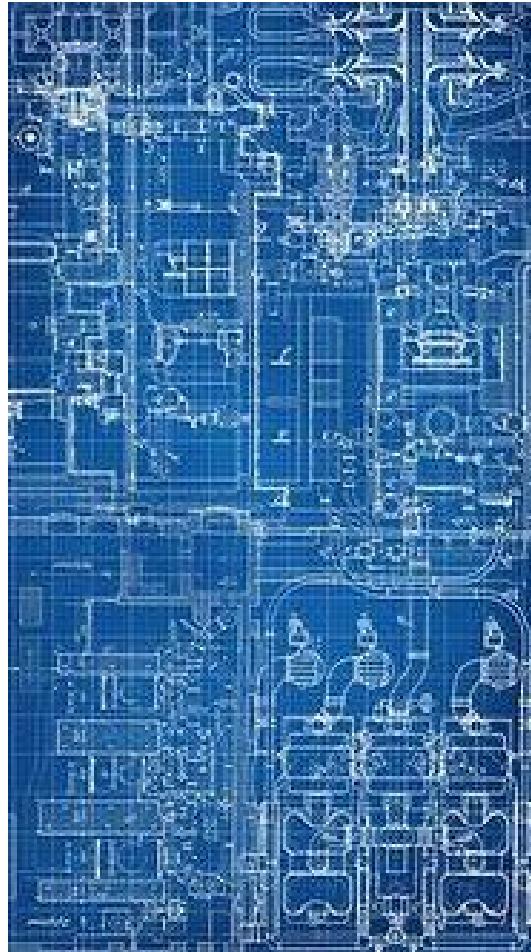
Students are writing and illustrating a story for children to read with their parents around the ACCC. This story will go in the general area of the mini sticks arena, as the entire story may be too big to fit on the play area alone. This will give kids a thing to do while their siblings and or parents are on the ice. This is also being written for the children's entertainment if they do not have a mini stick.

This story will be as inclusive as the informational posters because they will be in both French and English.

The Children's Story

The Preparation

In our preparation, our class has diligently been researching historic and monumental athletes, organizations and teams. We have put together a number of informational pieces to put around the Alaine Chartrand Community Centre.



Our Proposal

We believe that this project will have an extremely positive impact on this community, but we can't do it alone. We are asking for your permission to use the ACCC to display our work. We would be looking to install durable posters around the arena.

The Final Product

At the end of this project, the ACCC will have more inclusive activities for both children and adults that will positively impact their learning, informing them about sports from Prescott and most importantly, keep them off their devices. These signs will be inclusive to both French and English speakers.



Thank You For
Your Time And
Attentiveness

Thank You



PRESCOTT TOWN COUNCIL

MINUTES

Tuesday, May 20, 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

Staff Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk

Guests Brandi Donovan, Audrey Henry, Kaleigh Caron, and Teaghan Lavergne

1. Call to Order

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

2. Approval of Agenda

Motion 96-2025

Moved By Young
Seconded By McConnell

That the agenda for the Council meeting of May 20, 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 Relay 4 Life Challenge

Brandi Donovan, Audrey Henry, Kaleigh Caron, and Teaghan Lavergne spoke to the Relay 4 Life fundraiser hosted by South Grenville District High School.

Discussion was held regarding the luminary lap, memorial circle, and hope celebration. Brandi Donovan is being presented with the King's Coronation Medal at the event.

6. Minutes of the previous Council meetings

6.1 May 5, 2025

Motion 97-2025

Moved By Burton
Seconded By Kirkby

That the Council minutes dated May 5, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications & petitions.

8. Consent Reports

Motion 98-2025

Moved By Campbell
Seconded By Kirkby

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

Carried

8.1 Council Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending a St. Lawrence Corridor meeting, the multicultural festival in Brockville, the Slater's 55th wedding anniversary, Prescott Pop-ups opening, and Michael Barrett's swearing in ceremony at Parliament Hill.

11. Outside Boards, Committees and Commissions

Councillor Kirkby attended the Prescott Pop-up grand opening. He spoke to King St and the railway overpass being washed, and the ice is being removed at the Alaine Chartrand Community Centre for the summer.

Councillor Campbell spoke to the Prescott Fire Recruitment Information Session on May 20th from 6-8 p.m. Some of their bunker gear has been sent out for repairs and scuba bottles have been sent for inspection.

Councillor Burton spoke to the Shakespeare upcoming season and received a booklet for tourism specifically in the South Grenville area.

Councillor Young attended a BIA meeting on May 12th where they formed a "Summer Events Committee", the BIA will be a sponsor of the Trollies weekend, and the pop-up vendors are now associate members of the BIA. Participated in the First walk for Alzheimer's at the Alaine Chartrand Community Centre on the walking track. Our Town of Prescott Lighthouse has opened and had over 50 visitors this weekend, the downtown business reported a significant traffic increase, and the dining patios have been installed in front of Wing House and Renegadz.

Councillor McConnell attended the Prescott Pop-ups grand opening, visited the cemetery and was very pleased with our contractors services and is attending a Cemetery board meeting on May 22nd.

12. Staff

12.1 Staff Report 30-2025 - 2023 Year End Report

Motion 99-2025

Moved By Burton
Seconded By McConnell

That Council accept the Financial Statements for the Corporation of the Town of Prescott for the year ended December 31, 2023, as presented.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the costs of Investment in Capital Assets less amortization, and what debts we are retiring.

Laurie Huber from KPMG spoke to the presentation.

Additional discussion was held regarding the 2024 audit reports and when to expect them.

12.2 Staff Report 31-2025 - Filling Council Vacancy

Motion 100-2025

Moved By Kirkby
Seconded By Young

THAT Council selects Option 1A as the method to Fill a Vacancy for the Office of Town Councillor, AND

THAT Council direct Staff to prepare an appointment by-law for Ray Young as the next highest vote receiver in the 2022 Election if they remain eligible and are willing to serve the remainder of the term of Council.

Carried

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

Discussion was held regarding eligibility, the selection process and other options provided.

12.3 Staff Report 32-2025 - Strong Mayor Powers Update

Motion 101-2025

Moved By McConnell
Seconded By Young

THAT Council direct staff to draft a letter to the Ministry of Municipal Affairs and Housing expressing the Council of the Corporation of the Town of Prescott's position on the Strong Mayor Powers and return same to the next Council meeting for endorsement.

Carried

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

Discussion was held regarding opting out of powers, drafting a letter of dissatisfaction, and what the Town of Gananoque passed previously regarding this topic.

There was additional discussion regarding the mayor's place on staff interviews.

12.4 Staff Report 33-2025 - HR Policy Updates

Motion 102-2025

Moved By Burton
Seconded By Campbell

THAT Council approve Finance Policy FIN-100-01 Council and Employee Travel and Expenses and Human Resources Policies HR 400-03 Inclement Weather, HR 700-04 Statutory Paid Holidays, and HR 500-05 Bereavement Leave as amended; AND THAT Council approve Human Resources Policy HR-200-14 Scheduling and Cancelling Shifts.

Carried

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

12.5 Staff Report 34-2025 - Marina Dock Electrical Upgrade Required

Motion 103-2025

Moved By Kirkby
Seconded By Campbell

That Council approve an additional \$70,000 to complete the required marina dock electrical upgrade work as part of the Project Budget to replace Docks B, C, and D.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding additional costs, electrical upgrades, and servicing, expected timeframes, and potential metering.

12.6 Staff Report 35-2025 - Prescott Family Medical Associates - Support Request Update

For information.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding contract stipulations, the need to hold organizations accountable, and potentially removing specific stipulations

of the proposed contract. There was additional discussion surrounding Section 106 of the Municipal Act, recruitment, and partnerships with tri-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 was no proclamation.

18. Period for Media Questions

There were no questions from the media.

19. Closed Session

Motion 104-2025

Moved By Kirkby
Seconded By Burton

THAT Council move into Closed Session at 8:17 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (April 22, 2025)

19.2 Agreement of Purchase and Sale Condition Negotiation Update

- Under Section 239(2)(c) under the *Municipal Act* - acquisition or disposition of land AND Under Section 239(2)(k) under the *Municipal Act* - plans and instructions for negotiations; and

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

Carried

Motion:

THAT Council reconvenes in Open Session. (Time: 8:45 p.m.)

Moved By McConnell

Seconded By Campbell

20. Rise and Report

During the Closed Session Council approved the Closed Session minutes under Item 19.1 and received information under 19.2.

21. Confirming By-Law – 24-2025

Motion 105-2025

Moved By McConnell

Seconded By Campbell

That By-Law 24-2025, being a by-law to confirm the proceedings of the Council meeting held on May 20, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 106-2025

Moved By Kirkby
Seconded By Burton

That the meeting be adjourned at 8:46 p.m.

Carried

Mayor

Clerk



STAFF REPORT TO COUNCIL

Report No. 37-2025

Date: 6/2/2025

From: Chloe Preston, Director of Administration/Clerk

RE: Draft Letter to MMAH re Strong Mayor Powers

Recommendation:

THAT Council endorse the attached draft letter to the Ministry of Municipal Affairs and Housing expressing the Town of Prescott's position on the Strong Mayor Powers; AND

THAT Council direct staff to send the letter to the Minister of Municipal Affairs and Housing and copy the Premier of Ontario, the Ministry of Red Tape Reduction, Member of Provincial Parliament for Leeds, Grenville and Rideau Lakes Steve Clark, the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), and all municipalities across the province.

Background:

At the May 20, 2025 Regular Council Meeting, Council passed the following resolution:

"THAT Council direct staff to draft a letter to the Ministry of Municipal Affairs and Housing expressing the Council of the Corporation of the Town of Prescott's position on the Strong Mayor Powers and return same to the next Council meeting for endorsement"

This report responds to the direction provided and provides the draft correspondence for Council consideration and endorsement.

The draft letter (attached) articulates Council's position regarding the recent expansion of Strong Mayor Powers, as discussed at the May 20 Council Meeting. It emphasizes the following key concerns and recommendations:

- The lack of relevance of Strong Mayor Powers in small municipalities;
- The sidelining of collaborative governance
- A recommendation that the Province address delays within their authority to eliminate at the provincial level
- An invitation for continued dialogue and solutions that align provincial and municipal realities to address the housing crisis together



If endorsed, the letter will be forwarded to the Minister of Municipal Affairs and Housing with copies to key stakeholders and all Ontario municipalities to promote shared advocacy.

Alternatives:

Council could choose to amend the letter OR Council could choose not to endorse the letter.

Financial Implications:

N/A

Attachments:

- Draft letter to the Minister of Municipal Affairs and Housing re Strong Mayor Powers

June 3, 2025

Ministry of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, ON
M7A 2J3
Att: Minister Rob Flack

RE: Strong Mayor Powers – Town of Prescott Position

On behalf of the Council of the Corporation of the Town of Prescott, we are writing regarding the Province's recent decision to expand Strong Mayor Powers to an additional 169 municipalities, including our own.

While we recognize the Province's stated intent to accelerate housing development across Ontario, Council remains unclear on how these powers—especially in the context of smaller municipalities—provide a practical or effective mechanism to build more homes, faster. We have identified some alternatives to the centralization of authority in the office of the Mayor to the complex housing challenges we face that would have a direct result in getting housing and infrastructure completed.

We would like to see the province and municipalities be fully aligned and develop a strong working relationship that addresses the barriers to housing development. These barriers are often beyond a municipalities control but are well within the provincial authority to reduce red tape and delays. Whether it be in planning approvals, environmental assessments, or infrastructure coordination, municipalities often face significant holdups not of their own making, but as a result of slow or opaque bureaucratic processes.

We would like to see the same concept of Strong Mayors be used at the provincial level to veto or override provincial-level bottlenecks that stall housing progress. By having conduit, through which municipalities can identify the issues they are facing on specific projects to the province, we would be able to get shovels in the ground quicker and projects completed within months and not years.

This Council remains firmly committed to addressing the housing crisis and to doing our part to enable more homes and more opportunity in Prescott and beyond our borders in neighbouring communities. We believe the path forward must be grounded in bi-lateral efforts, shared accountability, and a commitment to strengthening local governments to make decisions for their communities.

We appreciate your attention to this matter and would welcome further dialogue with the Province to develop housing solutions that are truly effective and locally appropriate by removing unnecessary and non-valued added steps to the process.

Kindly,

Mayor Gauri Shankar on behalf of the Council of the Corporation of the Town of Prescott



STAFF REPORT TO COUNCIL

Report No. 38-2025

Date: 6/2/2025

From: Matt Locke, Director of Operations

RE: Grant Application – Health and Safety Water Stream Funding

Recommendation:

THAT Council direct staff to submit an application to the Health and Safety Water Stream funding being administered by the Ontario Ministry of Infrastructure.

Background:

The Health and Safety Water Stream is a \$175 million funding program open to Ontario municipalities to build, expand or rehabilitate aging water, wastewater, stormwater, flood and erosion infrastructure. Grant applications close on June 26, 2025.

To be eligible for funding, projects must:

- protect or maintain housing units that are otherwise compromised by health and safety risks
- demonstrate that they will create climate resiliency and adaptation
- be new construction, rehabilitation or expansion
- have not started construction
- have a clear start and end date
- start no later than June 30, 2026, and must be completed by March 31, 2029
- include a capital component and may also include pre-construction planning and design work
- be in the process of, or completed, the design and planning phase
- meet all relevant provincial regulatory requirements and policy direction, as applicable

Water management, flood and erosion infrastructure, including shoreline protection works, are eligible.

Projects will be cost shared between applicants and the province. The province would fund a maximum of 73% (up to \$30 million) of eligible project costs, and the applicant would be required to fund all remaining (a minimum of 27%) project costs.

Staff are recommending that two capital projects related to water treatment infrastructure be included in an application to this fund. Both projects meet the eligibility



criteria and are both “shovel-ready” and able to start before the June 30, 2026, date as required.

Water Treatment Plant – Flood Protection

Budget: \$390,000

This project is to rebuild the shoreline protection in front of the Water Treatment Plant. It is currently a concrete wall at the end of its service life (significant erosion has occurred). The proposed breakwall will provide greater flood protection for the Water Treatment Plant, as high-water levels a few years ago saw water flowing over the existing wall and ponding on the grass south of the foundation wall of the building. The proposed wall will be similar in style to the shoreline protection built around the marina and Riverwalk Park with riprap extending into the water.

This project was approved as part of the 2025 budget. Staff have not yet issued a Request for Tender (RFT) to contractors for this project. Staff recommend delaying the issuance of the RFT until hearing back from this grant application.

Water Treatment Plant – Generator Replacement

Budget: \$130,000

This project has been identified by Ontario Clean Water Association (OCWA) as part of their 10-year capital requirements for the Water Treatment Plant, but the Town has not yet approved the project for a specific budget year. The generator was installed in 1984 and is at the end of its useful service life. OCWA staff have been attempting to complete rehabilitation work on this generator, but sourcing parts for this unit has been difficult. Replacement of the generator and controller are approximately \$100,000, with an additional \$30,000 proposed for installation, programming, and on-site modification of the unit for water cooling.

Alternatives:

Council could decide to modify or decline the recommendation.

Financial Implications:

The intent is to apply for a maximum project cost of \$520,000 of which the Health and Safety Water Stream funding would cover a maximum of 73% (\$379,600). If successful in receiving the full funding amount the Town contribution to these two projects would be \$140,400.

A project budget of \$390,000 was approved for the Water Treatment Plant – Flood Protection project in the 2025 budget. Successfully receiving this grant funding would reduce the Town contribution required to complete this project. The Water Treatment



Plant – Generator Replacement project has not yet been approved by Council. If the funding application is successful, staff would recommend using the available budget from the Flood Protection project to fund the Town contribution of the Generator Replacement project.

Attachments:

None



STAFF REPORT TO COUNCIL

Report No. 39-2025

Date: June 2, 2025

From: Matt Locke, Director of Operations

Re: 2025 Street Repaving

Recommendation:

THAT Council direct staff to proceed with paving and roadwork as outlined in Staff Report 39-2025.

Background / Analysis:

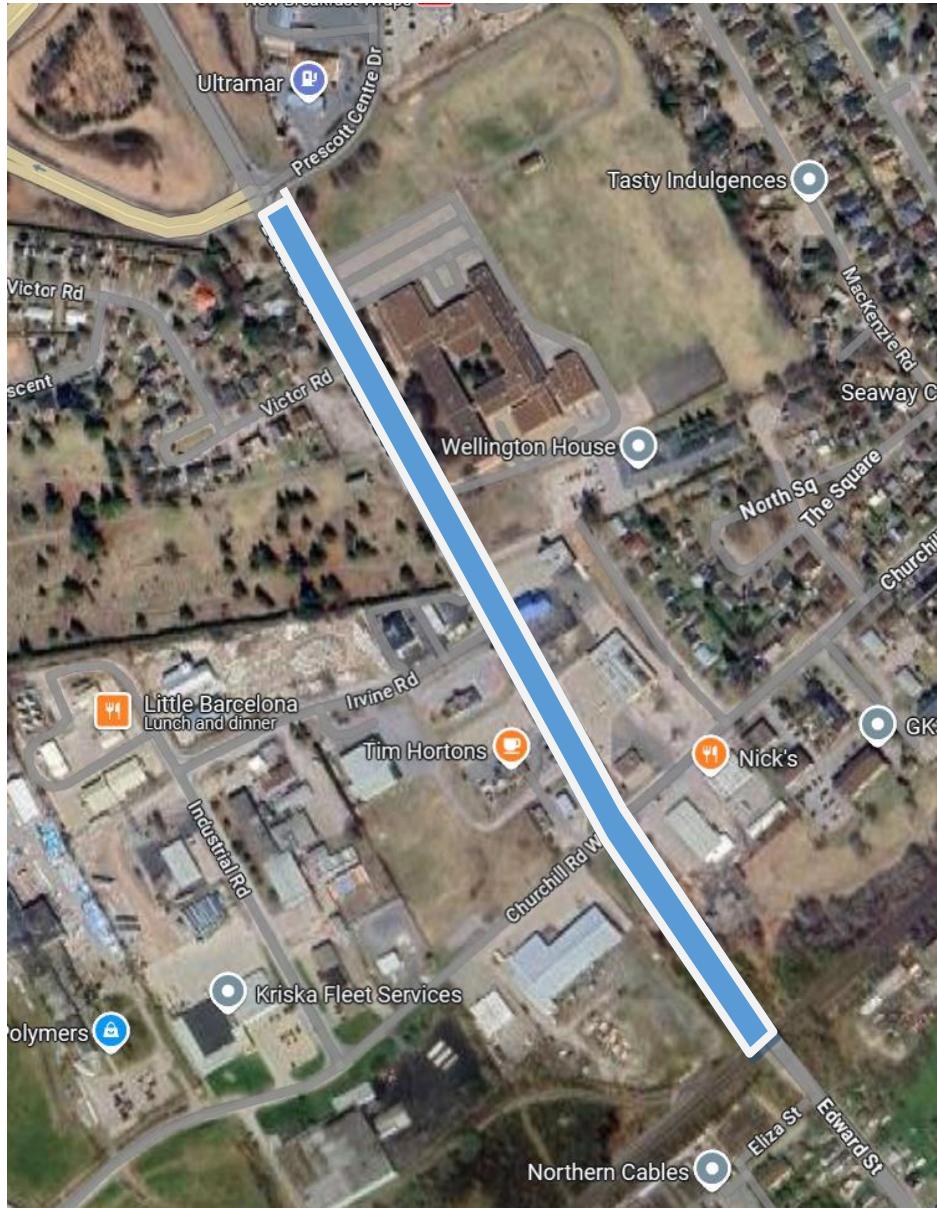
Over the last several years revenue from the Ontario Community Infrastructure Funding (OCIF) has been utilized to address repaving needs in Prescott. This included funding the repaving and expansion of Prescott Centre Drive, repaving a portion of Churchill Road, and repaving a portion of Boundary Street in 2024. It is recommended to continue using the OCIF funding to address repaving needs as outlined below. The revenue from OCIF in 2025 is \$472,943.

The asphalt in the north segment of Edward Street is in poor condition, particularly along the curb lanes both northbound and southbound. Staff is proposing to mill and pave Edward Street from the intersection of Prescott Centre Drive to the north expansion joint of the Edward Street overpass, 175m south of Churchill Road. The proposed total work area is 10,090m².

PRESCOTT

EST 1784

THE FORT TOWN



Edward Street is one of the highest volume roadways and the main route for North-South traffic. There is major construction occurring in this segment of road with the redevelopment of Wellington House. New sanitary sewer and gas connections on Edward Street for Wellington House are slated to be completed in Summer 2025. There is another large construction project slated with Food Basics expected to begin construction in this segment of Edward Street however will not require utility



connections on Edward Street. As such, milling and paving of Edward Street is slated for Fall 2025 to be completed after the Wellington House connections are completed, which will allow to work to be completed without interfering with the adjacent construction projects.

Along with milling and paving the asphalt there is additional servicing work recommended as part of the project. There is a water valve in poor condition that requires replacement in the next five years. There are also four catch basin lead segments slated for replacement in the next five years due to poor condition. This work is recommended to be completed as part of the 2025 Street Repaving project, to avoid having to excavate newly paved asphalt in the next few years when this infrastructure fails. Making these upgrades now prior to the repaving will help maintain the newly paved surfaces in good condition for as long as possible.

Additionally, the intersections of King Street & Ann Street and King Street & West Street are to be included as provisional items in the Request for Quote (RFQ) document. These items would be included if the project budget permits. The scope of work for both intersections would be to mill out the asphalt and interlocking stone crosswalks as these intersections and then repave the entire intersection as asphalt. The interlocking stone segments have required annual maintenance work in recent years and are in poor shape. The recommendation is to replace these crosswalks with traditional painted asphalt crosswalks. The intersection at King and St. Lawrence Street which has interlock was rebuilt in 2017 and is in good condition defining the western border for the downtown area. The intersection at Edward and King has interlock in reasonably good condition and will be rebuilt in a future year.

Alternatives:

Council could decide to modify or decline to approve the recommendation at this time.

Financial Implications:

The total OCIF revenue for 2025 is \$472,943. Staff is recommending using this revenue to fund the 2025 Street Repaving. Any remaining budget will be used to undertake all or a portion of the provisional milling and paving areas.

Environmental Implications:

None



Attachments:

None



STAFF REPORT TO COUNCIL

Report No. 40-2025

Date: 6/2/2025

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Prescott Family Medical Associates – Cost Sharing Agreement

Recommendation:

THAT Council approves the Support Agreement for Prescott Family Medical Associates as presented and authorizes the Mayor and Chief Administrative Officer to execute the Agreement.

Background/Analysis:

The Councils of Augusta and Edwardsburg Cardinal contemplated the Prescott Family Medical Associates – Cost Sharing Agreement at their most recent meetings. Both municipalities approved the agreement without changes or modifications.

Augusta led this project and retained Warren Leroy from Ault & Ault to draft the agreement that is attached to this report.

As this request is outside of the mandate of a municipality, two clauses were inserted into the Agreement to protect the municipality and show transparency with use of public funds. Both clauses were topics of discussions at the last Council meeting.

Clause 2.3 refers to a concern that multiple requests for support could come forward that were outside the original agreed amount. This protects the municipality from multiple requests for funding. This is especially important as this agreement will be in effect for the first year of a new council term.

Clause 4.1 refers to reasonable efforts for recruitment. As the request was to lower rental costs for the PFMA, the hiring of a new doctor is critical. The legal opinion was that if this clause was not included it could be considered bonusing, which would be in violation of Section 106 of the Ontario Municipal Act.



The removal of clauses 2.3 and 4.1 could be considered as bonusing, which is in violation of Section 106 of the Ontario *Municipal Act*.

Alternatives:

Council could decide to enter into a separate agreement outside of the Tri-Council initiative, however removing the clauses 2.3 and 4.1 is likely to result in violation of Section 106 of the Municipal Act and as such Staff can neither recommend this course of action nor can sign such an agreement.

Financial Implications:

This amount was included in the 2025 Project Budget and is being supported by the contribution to the reserve that resulted from a lowering of the St. Lawrence Lodge levy increase in 2024 in the amount of \$102,136.

Attachments:

None

COST SHARING AGREEMENT

BETWEEN:

PRESCOTT FAMILY HEALTH ORGANIZATION

(“PFHO”)

-and-

PRESCOTT FAMILY MEDICAL ASSOCIATES

(“PFMA”)

-and-

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

(“Augusta”)

-and-

THE CORPORATION OF THE TOWN OF PRESCOTT

(“Prescott”)

-and-

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL

(“Edwardsburgh/Cardinal”)

WHEREAS PFMA has requested financial assistance from Augusta, Prescott, and Edwardsburgh/Cardinal to help cover the costs associated with operating the clinic located at 555 King Street West, P.O. Box 729, Prescott, ON K0E 1T0 (“the Clinic”).

AND WHEREAS the owner and landlord of the Clinic has increased PFMA’s annual base rent by \$32,516.16.

AND WHEREAS PFMA has stated that it may be unable to operate the Clinic without financial assistance from August, Prescott and Edwardsburgh/Cardinal.

AND WHEREAS PFMA is affiliated with the Prescott Family Health Organization (“PFHO”) which is composed of three (3) physicians being Dr. Bhatt, Dr. Cooke, and Dr. Felemegeos.

AND WHEREAS The residents of Augusta, Prescott and Edwardsburgh/Cardinal benefit from the primary care programs offered by PFHO.

NOW THEREFORE in exchange for the mutual promises contained herein and the sum of \$1.00 and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

1. TERM:

- 1.1 The term of this Agreement shall commence on April 1, 2025, and shall expire on April 1, 2028 ("the Term") unless otherwise terminated in accordance with the terms herein.
- 1.2 The Term may not be extended by any of the parties hereto.

2. GRANT:

- 2.1 For the duration of the Term, each of Augusta, Prescott and Edwardsburgh/Cardinal shall make a single, annual payment in the amount of **\$7,226.00** to PFMA ("the Grant") on April 1st of each year during the Term with the first payment due on April 1, 2025, and the last due on April 1, 2027.
- 2.2 PFMA shall utilize the Grant for the sole purpose of subsidizing the increased rental costs associated with the Clinic.
- 2.3 During the Term, the PFHO/PFMA, shall not be entitled to receive any other grants, funds, or subsidies from any of Augusta, Prescott and Edwardsburgh/Cardinal for any purpose whatsoever including but not limited to funds for community programming or special events.

3. FINANCIAL REPORTING:

- 3.1 On or before February 28th of each year during the Term commencing on February 28, 2026, PFMA shall provide each of Augusta, Prescott and Edwardsburgh/Cardinal with a copy of its annual financial reports prepared in accordance with generally accepted accounting principles, together with a copy of a ledger tracking the use of the Grant for the most recent year of the Term.

4. RECRUITMENT OBLIGATIONS:

- 4.1 The PFHT shall make reasonable efforts during the Term to recruit a fourth physician to provide primary care services at the Clinic. In addition to the financial reporting required by section 3 of this Agreement, the PFHT shall, on or before February 28th of each year during the Term, provide Augusta, Prescott and Edwardsburgh/Cardinal with a detailed description of all steps taken to recruit a fourth physician which description shall include a list of all candidates contacted by PFHT or PFHO, interviews conducted, and incentives offered.
- 4.2 In the event that PFHT recruits a fourth physician, PFHT shall immediately provide written notice to Augusta, Prescott, and Edwardsburgh/Cardinal.

5. PATIENT PRIORITY:

- 5.1 During the Term, PFHT will ensure that any primary care provider availability is allocated to residents of Augusta, Prescott, and Edwardsburgh/Cardinal.
- 5.2 All advertisements for new patients must state that priority will be given to residents of Augusta, Prescott, and Edwardsburgh/Cardinal.

6. TERMINATION:

- 6.1 Either party shall be entitled to terminate this Agreement upon giving the other party no less than sixty (60) days written notice prior to April 1st of each year of the Term.
- 6.2 This Agreement shall automatically terminate in the event that the PFHO recruits a fourth physician to work at the Clinic at any point during the Term.
- 6.3 Subject to clause 6.4 of this Agreement, the PFMA will not be required to pay any amounts back to any of Augusta, Prescott and Edwardsburgh/Cardinal already disbursed during any given year of the Term. For example, if this Agreement is terminated prior to April 2026, the PFMA will not be required to pay any portion of the 2025 Grant back to Augusta, Prescott and Edwardsburgh/Cardinal. However, PFMA would not be entitled to the Grant monies otherwise payable pursuant to this Agreement on April 1, 2026.
- 6.4 This Agreement shall automatically terminate in the event that PFMA utilizes any portion of the Grant for any purpose other than rental costs at the Clinic. In the event that any portion of the Grant is spent elsewhere, PFMA shall be obligated to repay to Augusta, Prescott, and Edwardsburgh/Cardinal any amount applied to other costs with such repayment to be made within thirty (30) days of the termination of this Agreement.

7. NOTICE:

- 7.1 Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours, emailed or mailed to the following addresses of the parties respectively:

To Prescott Family Medical Associates:

555 King Street West
Prescott, ON K0E 1T0
F: (613) 925-1238

To the Corporation of the Township of Augusta:

3560 County Road 26
Prescott, ON K0E 1T0
F: (613) 925-4231

To the Corporation of the Town of Prescott:

360 Dibble Street West
Prescott, ON K0E 1T0
F: (613) 925-4381

To the Corporation of the Township of Edwardsburgh/Cardinal

18 Centre Street
Spencerville, ON K0E 1X0
F: (613) 658-3055

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the eighth business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Any party may at any time give notice in writing to the other parties of the change of its address for the purpose of this section.

8. GENERAL:

- 8.1 The effective date of this Agreement is the date on which the latter party signs it.
- 8.2 The interpretation of this Agreement shall be governed by the laws of Ontario or Canada applicable thereto.
- 8.3 There are no representations, collateral agreements, warranties, or conditions affecting this agreement. There are no implied agreements arising from the terms herein, and this agreement constitutes the entire agreement between the parties.
- 8.4 Any amendments to this agreement must be in writing, signed by both parties, dated, and witnessed.
- 8.5 Both parties shall execute any such further and other documents as may be necessary to give effect to the terms contained in this agreement.
- 8.6 Nothing herein shall be construed to constitute the parties as employer/employee, partner, joint venturers, co-owners or otherwise as participants in a joint or common undertaking. None of the parties, nor any of their employees, agents, or representatives shall have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of any other.
- 8.7 The headings as to the contents of particular paragraphs herein are intended only for convenience and are in no way to be construed as a part of this Agreement or as a limitation of the scope of the particular paragraphs to which they refer.
- 8.8 The terms and conditions of this Agreement shall be binding upon the parties and shall extend to and bind the heirs, personal representatives, successors and assigns as applicable.
- 8.9 If any provision of this Agreement is held to be illegal, invalid, or unenforceable at law it shall be deemed to be severed from this Agreement and the remaining provisions hereto shall continue to be in full force and effect.
- 8.10 This Agreement may be executed and delivered as follows:
 - (a) this Agreement may be signed in one more counterparts, as may be convenient or required. All counterparts of this Agreement will collectively constitute one document.

(b) This Agreement or any counterparts may be signed by electronic means and will bind any such party the same way as the party's handwritten signature would.

(c) Delivery of a signed Agreement or any signed counterparts by facsimile and/or electronic mail or other electronic means will be sufficient, and an electronic copy will have the same effect as an original executed Agreement.

8.11 The effective date of this Agreement shall be the date of which the last party hereto executes this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above by their respective officers thereunto duly authorized.

On behalf of Prescott Family Health Organization/Prescott Family Medical Associates

By: _____
Name: _____
Title: _____

Date: _____

On behalf of Prescott Family Health Organization/Prescott Family Medical Associates

By: _____
Name: _____
Title: _____

Date: _____

The Corporation of the Township of Augusta

By: _____
Name: Jeff Shaver
Title: Mayor

Date: _____

By: _____
Name: Shannon Geraghty
Title: Chief Administrative Officer

Date: _____

The Corporation of the Town of Prescott

By: _____
Name: Gauri Shankar
Title: Mayor

Date: _____

By: _____
Name: Matthew Armstrong
Title: Chief Administrative Officer/Treasurer

Date: _____

The Corporation of the Township of Edwardsburgh/Cardinal

By: _____
Name: Tory Deschamps
Title: Mayor

Date: _____

By: _____
Name: Sean Nicholson
Title: Chief Administrative Officer

Date: _____

-----END OF AGREEMENT-----

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 26-2025 A BY-LAW TO APPOINT A FIRE CHIEF AND DEPUTY FIRE CHIEF

Being a by-law to appoint a Fire Chief and Deputy Fire Chief

WHEREAS Section 10(2) of the Municipal Act., R.S.O. 2001 and the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, Section 6 authorizes a municipality to pass a by-law appointing a Fire Chief.

AND WHEREAS By-Law 31-79, as amended, provides that the Deputy Fire Chief shall be appointed by by-law and shall hold office until such by-law is rescinded;

AND WHEREAS By-Law 03-2011 appointed Robert Gilmour to the position of Deputy Fire Chief and Barry Moorhouse to the position of Fire Chief;

AND WHEREAS By-Law 12-2021 appointed Renny Rayner to the position of Fire Chief by amending By-Law 03-2011;

AND WHEREAS Robert Gilmour has provided notice of retirement from the Prescott Volunteer Fire Department effective July 1, 2025;

AND WHEREAS it is recommended that Paul Arcand be appointed to the position of Deputy Fire Chief effective July 1, 2025;

AND WHEREAS the Corporation of the Town of Prescott deems it expedient to update and consolidate its records by enacting a new appointment by-law to clearly reflect current appointments and repeal outdated or redundant provisions and appointments;

NOW THEREFORE the Council of the Corporation of the Town of Prescott enacts as follows:

1. That Renny Rayner is hereby appointed as Fire Chief of the Prescott Volunteer Fire Department for the Town of Prescott effective April 1, 2021, with such responsibilities, duties, and authority as set out in By-Law 31-79, as amended.
2. That Paul Arcand is hereby appointed as Deputy Fire Chief of the Prescott Volunteer Fire Department for the Town of Prescott effective July 1, 2025 with

such responsibilities, duties and authority as set out in By-Law 31-79, as amended.

3. That By-Law 03-2011 is hereby repealed.
2. That By-Law 12-2021 is hereby repealed.
3. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

READ AND PASSED, SIGNED AND SEALED THE 2nd DAY OF JUNE, 2025.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 27-2025

BY-LAW TO ENTER INTO A TRANSFER PAYMENT AGREEMENT WITH THE HOUSING-ENABLING WATER SYSTEMS FUND AND THE CORPORATION OF THE TOWN OF PRESCOTT.

Being a by-law to enter into a Transfer Payment Agreement with the Housing-Enabling Water Systems Fund and The Corporation of the Town of Prescott.

WHEREAS, Section 9 of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS, Section 11(2) 3. Of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, permits that municipalities may pass by-laws regarding the financial management of the municipality and its local boards; and

WHEREAS, the Council of the Corporation of the Town of Prescott deems it expedient to enter into the agreement as supplied by Ministry of Infrastructure for the Province of Ontario (IO);

NOW THEREFORE IT BE RESOLVED THAT the Council of the Corporation of the Town of Prescott enacts as follows:

1. That the Mayor and Clerk are hereby authorized to sign the Transfer Payment Agreement, attached hereto as Schedule A, between His Majesty the King in right of Ontario as represented by the Minister of Infrastructure and the Corporation of the Town of Prescott.
2. That Schedule A, (the Transfer Payment Agreement), forms part of this by-law.
3. This by-law shall come into force and take effect upon final passage.
4. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED THE 2nd DAY OF JUNE,
2025.**

Mayor

Clerk



**Proclamation
June 2025
Pride Month**

WHEREAS the Town of Prescott is a welcoming and inclusive community that values diversity, respect, and equality for all residents and visitors; and

WHEREAS Pride Month is celebrated each June to honour the history, achievements, and ongoing struggles of the Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and other sexual and gender diverse (2SLGBTQIA+) communities; and

WHEREAS Pride Month originated from the Stonewall Uprising in June 1969, a pivotal moment in the ongoing movement for 2SLGBTQIA+ rights and recognition; and

WHEREAS celebrating Pride fosters awareness, education, and deeper understanding of the rich diversity within our community and affirms that everyone deserves to live free from discrimination and prejudice; and

WHEREAS the Town of Prescott is committed to creating an environment where everyone—regardless of sexual orientation, gender identity, or gender expression—is valued, respected, and able to live with dignity;

THEREFORE, the Council of the Corporation of the Town of Prescott does hereby proclaim the month of June as Pride Month in the Town of Prescott and encourages all residents to recognize and celebrate the contributions of the 2SLGBTQIA+ community and to continue working toward a more inclusive and equitable society for all.

Dated this 2nd day of June 2025.

Gauri Shankar, Mayor



**Proclamation
June 2025
Seniors' Month**

WHEREAS Seniors' Month is an annual province-wide celebration; and

WHEREAS seniors' have contributed and continue to contribute immensely to the life and vibrancy of this community; and

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all.

THEREFORE, the Council of the Corporation of the Town of Prescott does hereby proclaim the month of June as Seniors' Month in the Town of Prescott and encourages all citizens to recognize and celebrate the accomplishments of our seniors.

Dated this 2nd day of June 2025.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 28-2025

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE
COUNCIL MEETING HELD ON JUNE 2, 2025.**

WHEREAS, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

WHEREAS certain actions of Council do not require the enactment of a specific by-law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

READ AND PASSED, SIGNED AND SEALED THIS 2ND DAY OF JUNE 2025.

Mayor

Clerk