



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Tuesday, January 3, 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, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Jessica Crawford, Deputy Treasurer
Guests	Dan Cook, Prescott Curling Club, George Tierney, Upper Canada Folk Fest

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**1. Call to Order**

Mayor Shankar called the meeting to order at 6:02 p.m.

A moment of silence was observed in honour of the passing of past employee and Prescott resident, Donna Landon.

**2. Approval of Agenda**

Motion 01-2023

Moved By Kirkby

Seconded By Burton

That the agenda for the Council meeting of January 3, 2023, be approved as amended.

Carried

The agenda was amended by moving Item 12.4 - Staff Report 04-2023 - Prescott Curling Club Strathcona Cup Tournament - January 28, 2023, to follow Item 5.2 - Prescott Curling Club - Strathcona Cup.

**3. Declarations of Interest**

Councillor Young declared a Conflict of Interest on Item 12.3 - Staff Report 03-2023 - 2023 Operational Budget - Administration and Protective Services.

**4. Presentations**

There were no presentations.

**5. Delegations**

**5.1 Upper Canada Folkfest**

Mayor Shankar introduced George Tierney of the Upper Canada Folkfest. Mr. Tierney provided a background on the organization, the founding members, and ticket sales to date. He spoke to long-term goals of the event and the potential creation of a multi-day event.

Mr. Tierney spoke to the requested support from Council by means of donations, assistance with advertising, and use of social media.

Discussion was held regarding individual ticket costs and the profitability of the event.

George Tierney left the meeting at 6:17 p.m.

## **5.2 Prescott Curling Club - Strathcona Cup**

Mayor Shankar introduced Dan Cook of the Prescott Curling Club.

Mr. Cook spoke to the upcoming Strathcona Cup. He provided background information on the event taking place on January 28, referenced past discussions with municipal staff, and the upcoming staff report outlining the event details.

Mr. Cook spoke to the costs associated with the event, the potential to hold an outdoor friendly game, requested give away items donated by the Town, and the costs associated with the event.

Discussion was held regarding the number of curlers coming from Scotland, current sponsorship levels offered, and the limitation of members only for the event due to size of the facility.

Further discussion was held regarding accommodations for the curlers and the tourism opportunity for the Town of Prescott.

## **5.3 Staff Report 04-2023 - Prescott Curling Club Strathcona Cup Tournament - January 28, 2023**

Dana Valentyne, Economic Development Officer, spoke to the report. She referenced the event, the tourism opportunity for the town, the potential for an outdoor event, and provided an overview of the request by the Curling Club of the Town.

Nathan Richard, Director of Operations, spoke to the financial impact from a staffing perspective.

Discussion was held regarding snow removal on the outdoor ice surface, the current financial position of the Club, the timing of the games, and past financial support from the Town.

Further discussion was held regarding outside fundraising tournaments, the financial request from the Club, and the cost of the request outlined in Staff Report 04-2023.

Motion 02-2023

Moved By Burton

Seconded By McConnell

That Council approve a request from the Prescott Curling Club for Council event participation and provisions included in Staff Report 04-2023 up to the amount of \$1,000, for the Strathcona Cup Curling Tournament.

Carried

Dan Cook, Steve Gibson, and Gary Albers left the meeting at 6:52 p.m.

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

### **6.1 December 12, 2022**

Motion 03-2023

Moved By Young

Seconded By Lockett

That the Council minutes dated December 12, 2022, be accepted as presented.

Carried

## **7. Communications & Petitions**

### **7.1 Minister Clark Letter re: Bill 109, the More Homes for Everyone Act, 2022 Legislative and Regulatory Changes**

Mayor Shankar spoke to the Item.

## **8. Consent Reports**

Motion 04-2023

Moved By Burton

Seconded By Campbell

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

Carried

### **8.1 Information Package**

1. Committee of Adjustment Meeting Minutes – September 8, 2022
2. Making Play Possible Donation Campaign

Councillors Burton, McConnell, and Kirkby spoke to Item 2 - Making Play Possible Donation Campaign.

Matthew Armstrong, CAO/Treasurer, spoke to the timing of the Community Grant program and stated that the program would come before Council at the next meeting of Council.

## **9. Committee Reports**

### **9.1 Committee of Adjustment Staff Report - 05-2022 - Consent Application Report - Vacant Land Churchill Road West**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He provided background on the application and the process associated with its approval.

**9.2 Committee of Adjustment Staff Report - 06-2022 - Minor Variance Application - South Side of Prescott Centre Drive between McDonalds and Dollarama**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the minor variance application, the appeal process, the provision of maintaining some green space, and site plan control approval.

Discussion was held regarding the timeline provision for site plan approval, the expected start date for the project, the reduction of loading spaces for the development, and conditions for exterior lighting.

Further discussion was held regarding the continued multiuse path along the south side of Prescott Centre Drive, the suggested location for a pedestrian crosswalk, and an extension of the sidewalk to connect to the multiuse path from Fischl Drive to Prescott Centre Drive.

**10. Mayor**

Mayor Shankar spoke to his attendance at the Royal Canadian Legion's Annual President's Levee which took place on January 1, 2023.

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

Councillor Campbell spoke to her attendance at the Prescott Fire Association meeting held on January 3, 2023.

Councillor Burton spoke to her attendance at a meeting of the St. Lawrence Shakespeare Festival meeting held on January 3, 2023.

Councillor Young spoke to the BIA nomination period which is scheduled to close on January 4, 2023.

## **12. Staff**

### **12.1 Staff Report 01-2023 - Winter Parking Restrictions 12:00 a.m. to 7:00 a.m.**

Motion 05-2023

Moved By Burton

Seconded By Kirkby

That Staff be directed to explore an appeal process to address overnight parking tickets issued during Winter Parking Restrictions under a specific set of criteria;

and that a Staff Report be brought back to the Council meeting of January 16 for further discussion and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the winter parking restrictions, the locations where parking is available, and potential situations for exemptions.

Shawn Merriman, Manager of Building and Bylaw, spoke to the report. He referenced concerns received and concerns surrounding exemptions.

Discussion was held regarding issuing exemptions, and situations that could require the consideration of offering exemptions.

Further discussion was held regarding issuing tickets during days where there is no snowfall and removal days.

### **12.2 Staff Report - 02-2023 - 2023 Edward Street Bridge Project - Request for Proposal**

Motion 06-2023

Moved By Kirkby

Seconded By Lockett

That Council direct Staff to release a Request for Proposal for the Edward Street Bridge Project as outlined in Staff Report 02-2023.

Nathan Richard, Director of Operations, spoke to the report. He provided background on the project, the grant funding received, the expected price projection, and next steps for the RFT.

Discussion was held regarding the differentiation between the bearings, concerns surrounding traffic light safety, and the CN Rail accident.

Further discussion was held regarding the timeline for completion of the project.

### **12.3 Staff Report 03-2023 - 2023 Operational Budget - Administration and Protective Services**

Councillor Young vacated her seat at 8:01 p.m.

Matthew Armstrong, CAO/Treasurer, spoke to the PowerPoint Presentation. A copy of the presentation is held on file.

Mr. Armstrong provided background on Council Remuneration, and savings in travel and conference expenses.

Discussion was held regarding the past review of Council remuneration, the suggested 6.4% increase compared to a 2% increase and the process of amending the by-law.

Mr. Armstrong spoke to the Administrative Budget. He provided an overview of the expenses and the increase to the budget. He then spoke to the taxation budget, the CIP reserve, and the dedicated infrastructure reserve.

Discussion was held regarding upcoming developments and the projected increase of taxes from the developments.

Mr. Armstrong spoke to the Protective Services budget. He provided an overview of the budget for the Fire Department, Police Services, Bylaw Department, the Building Department, and the Emergency Measures budget.

Discussion was held regarding the summary to date, the Joint Services expected increase, the review of the recreation budget, the



reimbursements to the Fire Department when responding to mutual aid calls.

Councillor Young returned to her seat at 8:31 p.m.

### **13. Resolutions**

There were no resolutions.

### **14. By-laws**

#### **14.1 Interim Tax Levy By-Law**

Motion 07-2023

Moved By McConnell

Seconded By Young

That By-Law 01-2023, being a by-law to provide for an interim tax levy for 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **14.2 2023 Temporary Borrowing By-Law**

Motion 08-2023

Moved By Burton

Seconded By Young

That By-Law 02-2023, being a by-law to authorize temporary borrowing for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

### **15. New Business**

#### **15.1 Extension of Staycation Tax Credit**

Motion 09-2023

Moved By Young  
Seconded By Kirkby

Whereas the temporary Ontario Staycation Tax Credit was introduced in 2022 for leisure stays between January 1, 2022 and December 31, 2022; and

Whereas the Ontario Staycation Tax Credit encourages Ontario families to explore the province, while helping the tourism and hospitality sectors recover from the financial impacts of the COVID-19 pandemic; and

Whereas the Tourism Industry Association of Ontario (TIAO) has found that the Ontario Staycation Tax Credit has encouraged visitors to stay in Ontario, book trips where they had never visited before, and spend more on a visit than normal thus supporting local economies; and

Whereas the Ontario Staycation Tax Credit has had a positive impact and showcases the breadth of local tourism experiences and incentivizes visitor spending; and

Whereas the domestic spending supports our local industries and keeps dollars earned in Ontario, in Ontario; and

Whereas the Tourism Industry Association of Ontario (TIAO) supports the extension of the Ontario Staycation Tax Credit through 2023 and that the credit be expanded to include transient boating in order to encourage Ontarians to visit waterfront communities.

Now therefore, The Corporation of the Town of Prescott supports the Tourism Industry Association of Ontario (TIAO) request to the Minister of Finance to extend the Ontario Staycation Tax Credit until at least December 31, 2023.

That a copy of this resolution be sent to the Honourable Peter Bethlenfalvy, MPP, Minister of Finance, the Honourable Steve Clark, MPP for Leeds-Grenville-Thousand Islands and Rideau Lakes, Chris Bloore, President & CEO of Tourism Industry Association of Ontario (TIAO), Dr. Jessica Ng, Director, Policy and Government Relations, Tourism Industry Association of Ontario, and all Leeds and Grenville municipalities.

Carried

**15.2 Resolution - Removal of Councillors Ability for the Office of the Integrity Commissioner**

Motion 10-2023

Moved By Kirkby

Seconded By Burton

That Council of the Town of Prescott support the Corporation of the Township of McGarry resolution regarding the Removal of Councillors Ability for the Office of the Integrity Commissioner.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the resolutions received from the Township of McGarry and the Township of Petrolia.

**15.3 Resolution - Federal Cannabis Act Review**

Motion 11-2023

Moved By Kirkby

Seconded By McConnell

That Council of the Town of Prescott support the Township of Malahide's resolution regarding the *Federal Cannabis Act* Review.

Carried

Councillor Kirkby spoke to the resolution and the comments provided by AMO regarding the legislation review.

**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**

Motion 12-2023

Moved By Burton

Seconded By Lockett

:That Council move into Closed Session at 8:42 p.m. to discuss matters pertaining to:

19.1 Approval of the Closed Session Minutes  
(November 19, 2022 & November 21, 2022)

19.2 Identifiable Individual

- Under Section 239(2)(b) of the *Municipal Act* - personal matters about an identifiable individual, including municipal or local board employees;

19.3 Purchase & Sale

- Under Section 239(2)(c) of the *Municipal Act* - a proposed of pending acquisition or disposition of land by the municipality or local board; and

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

Carried

Motion 13-2023

Moved By Lockett

Seconded By Burton

That the meeting be extended. (Time: 8:53 p.m.)

Carried

Motion 14-2023

Moved By Kirkby  
Seconded By Lockett

That Council reconvene in open session.

Carried

**20. Rise and Report**

During the Closed Session Council approved the Closed Session minutes dated November 19, 2022 and November 21, 2022 and received information on Item 19.2 - Identifiable Individual, and Item 19.3 - Purchase & Sale.

**21. Confirming By-Law – 03-2023**

Motion 15-2023

Moved By McConnell  
Seconded By Young

That By-Law 03-2023, being a by-law to confirm the proceedings of the Council meeting held on Tuesday, January 3, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 16-2023

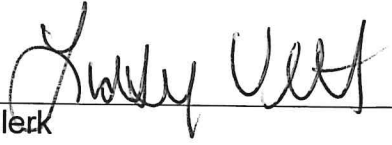
Moved By Kirkby  
Seconded By Campbell

That the meeting be adjourned to Monday, January 16, 2023. (Time: 9:43 p.m.)

Carried



Mayor



Clerk