



## PRESCOTT TOWN COUNCIL

### MINUTES

**Monday, June 16, 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, R. Young
Staff	Matthew Armstrong, CAO/Treasurer, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk,
Guests	Dana Fitzgerald, Debra Lynn Currier, Kay Kutt

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#### **1. Call to Order**

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

**2. Approval of Agenda**

Motion 119-2025

Moved By Kirkby

Seconded By Campbell

That the agenda for the Council meeting of June 16, 2025 be approved as presented.

Carried

**3. Declarations of Interest**

Councillor T. Young expressed a declaration of interest on Item 9.1 - Removal of Properties from Heritage Interest & Value Property Listing.

**4. Presentations**

**4.1 Scroll of Exemplary Action to Dana Fitzgerald**

Mayor Shankar and Council presented Dana Fitzgerald with a scroll for her heroic act during the multi-unit fire on James St in February.

**5. Delegations**

There were no delegations.

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

**6.1 June 2, 2025**

Motion 120-2025

Moved By R. Young  
Seconded By Burton

That the Council minutes dated June 2, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications or petitions.

## **8. Consent Reports**

Motion 121-2025

Moved By Burton  
Seconded By Young

That all items listed under the Consent Reports section of the agenda, save and accept Item #10, be accepted as presented.

Carried

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

## **9. Committee Reports**

### **9.1 Removal of Properties from the Heritage Interest & Value Properties Listing**

Motion 122-2025

Moved By Kirkby  
Seconded By Campbell

That Council approve the Prescott Heritage Committee's recommendation

to remove the following properties from the Heritage Interest & Value Properties Listing:

- 100-120 King Street E - Revere House
- 692 King Street West - F.J. French House
- 262/270/272 Dibble Street West - Dowsley-Hillyard Terrace

Carried

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

There was no discussion surrounding this report.

#### **10. Mayor**

Mayor Shankar spoke to attending a Joint Services Committee meeting, Planning Advisory Committee meeting, and his meeting with Mayor Tooley from Ogdensburg. Mayor Shankar also attended a Cadets open house at South Grenville District High School and attended a Celebration of Life for Nilu Bhatt. The Row ball hockey tournament was well attended, and the Prescott Fire Association participated in the Fire Fighter Games where they placed second. The first Prescott Ribfest was a success and was featured on CTV news. Mayor Shankar also wished Councillor Kirkby a Happy Birthday.

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

Councillor Kirkby spoke to attending The Row ball hockey tournament that included almost 100 children from the area, Prescott Ribfest and the appropriate signage for the event. Operations staff reopened Sarah Spencer Park after a repair was completed, cleaned King St, and completed Traffic Book #7 training. The pool and splash pad passed annual inspections. Councillor Kirkby also spoke to Mayfield Retirement Residence hosting a celebration for Senior's Month on June 19.

Councillor Campbell spoke to attending Prescott Ribfest, and a Fire Administration meeting on June 3. The Fire Department completed truck training on June 9, are planning hose handling training in July, and continuously inspect

new builds within the town. The Fire Department attended career day at South Grenville District Highschool, will be attending Wellington Public School on June 26, and will be participating in Prescott's Canada Day Parade.

Councillor Burton attended Prescott Ribfest and spoke to the Trolley being a success. The Sandra Lawn Marina has started marketing online through social media and has two new Toodle bikes to be rented by residents or visitors. Councillor Burton spoke to the pool schedule being released for the summer, summer movie nights, the River Recreation Room, and our Recreation Summer Programming brochure has been distributed through town. The summer lunch program has launched and all weeks throughout the summer have been sponsored. Prescott Canada Day Parade will start at Centennial Park and end at Fort Wellington. South Grenville District Highschool visual arts students are painting cement barriers at Kelly's Beach.

Councillor T. Young attended a Walker House meeting, and residents are gearing up for a bus trip to Serengeti Bush Camp in Toronto. Walker House received a special grant which they plan to use the funds to plan more bus trips. Residents are excited for aquafit and pool opening. Walker House continues to host many workshops for residents and members. Councillor Young attended a Planning Advisory Committee meeting where the committee awarded two grants under the Heritage Conservation Area, and one approved an applicant for River Walk Footcare in Prescott Place. She also attended Prescott Ribfest.

Councillor R. Young spoke to attending Prescott Ribfest and speaking with staff regarding upcoming projects. He is looking forward to attending the opening of Sunday night concerts.

Councillor McConnell attended a luncheon held by the Prescott Family Medical Practice to speak with student doctors about potentially coming to Prescott and attended two internments at Sandy Hill Cemetery. There were some damaged monuments that have been reported to Police.

## 12. Staff

### 12.1 Staff Report 41-2025 Heritage Designation of 425 Centre Street and 490 Centre Street

Motion 123-2025

Moved By Kirkby  
Seconded By Burton

THAT By-Law 29-2025 being a by-law to designate the property known municipally as St. John's Evangelist Anglican Church, 490 Centre Street, as being of cultural heritage value; AND

THAT By-Law 30-2025 being a by-law to designate the property known municipally as St. Andrew's Presbyterian Church, 425 Centre Street, as being of cultural heritage value;

Carried

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

Discussion was held regarding the church's representatives being in favour of the designation.

**12.2 Staff Report 42-2025 Heritage Designation of 305 Centre Street, 388 Centre Street, and 408 East Street**

Motion 124-2025

Moved By Burton  
Seconded By McConnell

That Staff be directed to give notice of Council's intent to designate the following properties as being of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, R.S.O:

- 305 Centre Street
- 388 Centre Street
- 408 East Street

Carried

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

Discussion was held regarding feedback from current owners, where the list of Heritage Properties of Interest came from and clarifying some myths regarding owning heritage properties. There was also discussion regarding the appeal process.

*408 East St*

Kay Kutt, owner of 408 East St, and Debra-Lynn Currier, representative of 408 East St spoke to requesting this property being deferred to a later date, limitations and expenses they believe come with Heritage Designation. Discussion was held how long this property has been in discussion, and if the Colonel's Inn is still functioning as a business.

There was further discussion regarding pride in ownership, the purpose of designating properties and maintaining attributes deemed as heritage.

**12.3 Staff Report 43-2025 Grenville O.P.P. Detachment Board 2 Renaming**

Motion 125-2025

Moved By Kirkby  
Seconded By Burton

THAT Council endorse renaming of the Grenville O.P.P. Detachment Board 2 renaming to the South Grenville O.P.P. Detachment Board; AND

THAT By-Law 31-2025, being a by-law to adopt the name change of the South Grenville O.P.P. Detachment Board, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

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

There was no discussion held.

**12.4 Staff Report 44-2025 SGDHS Real World Learning Project**

Motion 126-2025

Moved By Kirkby  
Seconded By Campbell

THAT Council endorse and approve the proposed partnership between the South Grenville District High School and the Town of Prescott for the Real-World Learning Project including the installation at the Alaine Chartrand Community Centre in 2025.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

There was no discussion held.

**12.5 Staff Report 45-2025 Waste Collection Price Increase**

Motion 127-2025

Moved By Young

Seconded By Burton

THAT Council direct Staff to amend the Waste Collection Agreement with Limerick Environmental Services Ltd. to reflect an increase in the rate per household pickup to \$5.00 effective July 1, 2025; AND

THAT Council approve an increase of \$0.25 per Waste Bag Tag to offset a portion of the increase waste collection cost effective July 1, 2025.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding the math provided in the report, the recycling tender, and the amount per garbage tag.

**12.6 Staff Report 46-2025 Wastewater Treatment Plant and Services Expansion - Detailed Design RFP**

Motion 128-2025

Moved By Kirkby

Seconded By Campbell

THAT Council award RFP-04-2025 for the detailed design and contract administration of the Wastewater Treatment Plant and Services Expansion to J.L. Richards and Associates Limited at a total tendered amount of \$2,825,650.00 plus applicable taxes.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding where the company is based out of, contract administration, if additional funding may be required, and critical deadlines.

#### **12.7 Staff Report 47-2025 Financial Report - May 2025**

For information.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

There was no discussion was held.

#### **13. Resolutions**

There were no resolutions.

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

There are no by-laws.

#### **15. New Business**

There was discussion held regarding new business. Clarification will be obtained from legal counsel.

#### **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 was no media present.

**19. Closed Session**

Motion 129-2025

Moved By Burton

Seconded By R. Young

THAT Council move into Closed Session at 7:45 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (May 20, 2025)

19.2 Boundary Street Property Sale

- 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

**20. Rise and Report**

Motion 130-2025

Moved By Kirkby

Seconded By Campbell

THAT Council direct staff to proceed as directed in Closed Session.

Carried

**21. Confirming By-Law – 32-2025**

Motion 131-2025

Moved By Young

Seconded By R. Young

That By-Law 32-2025, being a by-law to confirm the proceedings of the Council meeting held on June 16, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

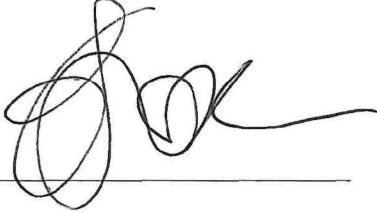
**22. Adjournment**

Motion 132-2025

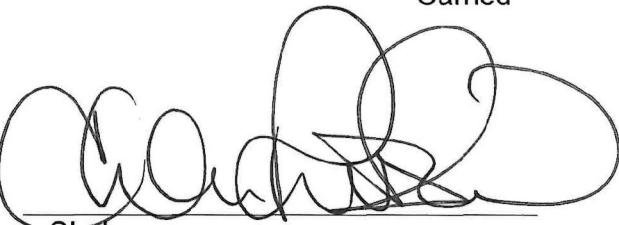
Moved By Kirkby  
Seconded By McConnell

That the meeting be adjourned at 8:10 p.m.

Carried



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Mayor



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Clerk