

# PRESCOTT EST 1784 THE FORT TOWN

## 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

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#### **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

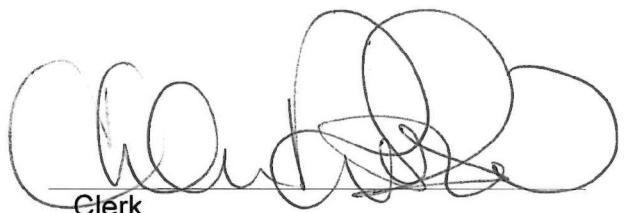
Moved By Kirkby  
Seconded By Burton

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

Carried

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Mayor



Clerk