

PRESCOTT EST 1784 THE FORT TOWN

PRESCOTT TOWN COUNCIL

MINUTES

Monday, October 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, Ray Young

Staff Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk

1. Call to Order

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

2. Approval of Agenda

Motion 178-2025

Moved By McConnell

Seconded By Kirkby

That the agenda for the Council meeting of October 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

There were no delegations.

6. Minutes of the previous Council meetings

6.1 October 6, 2025

Motion 179-2025

Moved By Ray Young

Seconded By Campbell

That the Council minutes dated October 6, 2025, be accepted as presented.

Carried

Councillor Campbell spoke to the title of Deputy Mayor.

7. Communications & Petitions

There were no communications or petitions.

8. Consent Reports

Motion 180-2025

Moved By Burton

Seconded By Young

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

Items pulled:

#13 - Edwardsburgh/Cardinal - OCIF Funding

Carried

8.1 Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending a Joint Services Committee meeting and Prescott hosting a Leeds & Grenville starter program. It was noted that Prescott was mentioned in Provincial Parliament regarding Small Business Week.

11. Outside Boards, Committees and Commissions

Councillor McConnell spoke to attending the St. Lawrence Shakespeare Gala at the Prescott Golf Club.

Councillor R. Young had nothing to speak to.

Councillor T. Young spoke to attending the Champions for Girls Breakfast held by Girls Inc, a Poverty Roundtable for the South Grenville area, and spoke to the Downtown Mural being scheduled for installation. Business anniversaries were mentioned.

Councillor Burton spoke to Library Week, Halloweentown and the Pumpkin Parade being held on November 1, and the Art Porch Project being held at the Alaine Chartrand Community Centre. Fitness classes through Walker House have started as well as pickleball at the Leo Boivin Community Centre. Councillor Burton also attended the St. Lawrence Shakespeare Gala which was well attended.

Councillor Campbell attended a Fire Administration meeting on October 7, the Fire Department is continuing October training with hydrant procedures, the new truck and ariel procedures, and three members have completed the provincial mandatory Fire Fighter II training. Full evacuations at Wellington House and Mayfield Retirement Home. The Fire Department has two new recruitments and volunteer anniversaries were noted. The Fire Department submitted an application for grant funding in hopes of purchasing more protective equipment. The Light Up the Night Christmas Parade hosted by the Prescott Volunteer Fire Department will be held on November 21.

Councillor Kirkby spoke to the skate park and tennis and pickleball courts are now open for use at the Seymour Recreation Complex. Garbage cans and park benches are added along the walking path, and basketball and ball hockey pads have been painted. King St intersections and the parking lot at Shoppers Drug Mart have been repaved, and the gas main installation is continuing on Edward St for Wellington Manor. The business anniversaries and Fire Department years of service were mentioned.

12. Staff

12.1 Staff Report 70-2025 - Review of Building By-Law

Motion 181-2025

Moved By Kirkby

Seconded By Burton

That Council direct Staff to undertake the process to review and update the Building Bylaw.

Carried

Shawn Merriman, CBO/Manager of Building & By-law spoke to the report.

There was no discussion held.

12.2 Staff Report 71-2025 - Jays Care Foundation Field of Dreams Grant Application

Motion 182-2025

Moved By Burton

Seconded By Campbell

That Council endorse the submission of a grant application to the Jays Care Foundation Field of Dreams to support the development of a new baseball diamond as part of the Phase 3 development at the Seymour Recreation Complex by the deadline date of October 31, 2025.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report.

Discussion was held regarding the dimensions of a baseball field, the base of the infield, and who owns property surrounding the area proposed for the field.

12.3 Staff Report 72-2025 Community Grants Program

Motion 183-2025

Moved By Ray Young

Seconded By Young

That Council approve the 2026 Community Grants Program.

Carried

Samantha Joudoin-Miller, Manager of Community Services, spoke to the report.

Discussion was held regarding the new approach and the potential of having feedback from users.

12.4 Staff Report 73-2025 - Leo Boivin Maintenance Recommendations

Motion 184-2025

Moved By Kirkby

Seconded By McConnell

That Council receive the staff recommendations for long-term maintenance of the Leo Boivin Community Centre based on the Building Condition Assessment completed by EVB Engineering and Architecture 49.

Carried

Matt Locke, Director of Operations, spoke to the report.

Discussion was held regarding the current state of the facility, the life extension of the facility, and the potential replacement of the facility. There was additional discussion about buying a lift instead of renting one and the possibility of grant funding.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 By-Law 42-2025 - Building Official Appointment

Motion 185-2025

Moved By Burton

Seconded By Young

That By-Law 42-2025, being a by-law to appoint Building Inspectors for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

15.1 City of Dryden - Swim to Survive Training Resolution

Motion 186-2025

Moved By Young

Seconded By Burton

THAT Council request Staff to explore opportunities to enhance water safety education, and prevention efforts.

Carried

Motion 187-2025

Moved By Young

Seconded By Kirkby

THAT Council support the City of Dryden Resolution regarding Swim to Survive.

Carried

Councillor Young spoke to the resolution.

15.2 City of Kitchener - Postage Resolution

Councillor Kirkby spoke to his findings regarding postage.

15.3 SEHU - Board of Health Update September 2025

Councillor McConnell spoke to his concerns of the update, and requested Council and Staff to keep informed regarding funds.

15.4 UCLG - Resolution - Support for the Creation of a St. Lawrence Region Energy Taskforce

Motion 188-2025

Moved By Kirkby

Seconded By Ray Young

THAT Council endorse the United Counties of Leeds & Grenville regarding the Support for the Creation of a St. Lawrence Region Energy Taskforce.

Carried

Councillor Kirkby spoke to the resolution.

15.5 Town of Petrolia - Bail Reform Resolution

Motion 189-2025

Moved By Kirkby

Seconded By Burton

THAT Council endorse the Support Resolution by the Town of Petrolia regarding the City of Brantford Bail Reform resolution.

Carried

Councillor Kirkby spoke to the resolution.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 Local Government Week

Mayor Shankar proclaimed October 20-26 as Local Government Week.

17.2 Public Library Week

Mayor Shankar proclaimed October 20-26 as Public Library Week.

17.3 Small Business Week

Mayor Shankar proclaimed October 20-26 as Small Business Week.

17.4 25th Annual Child Care Worker and Early Childhood Educator Appreciation Day

Mayor Shankar proclaimed October 21, 2025, as the 25th Annual Child Care Worker and Early Childhood Educator Appreciation Day.

18. Period for Media Questions

There was no media present.

19. Closed Session

Motion 190-2025

Moved By Burton

Seconded By Kirkby

THAT Council move into Closed Session at 7:10 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (October 6, 2025)

19.2 Potential Sale of Municipal Property - Letter of Intent

19.3 Library Board Applications/Appointments

Under Section 239(2)(c) under the Municipal Act - acquisition or disposition of land - specifically the potential sale of municipal property as per letter of intent
AND Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Library Board;
AND

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

Carried

19.1 Approval of Minutes - October 6, 2025

19.2 Potential Sale of Municipal Property - Letter of Intent

19.3 Library Board Applications/Appointments

20. Rise and Report

Motion 191-2025

Moved By McConnell

Seconded By Burton

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

Carried

21. Confirming By-Law – 43-2025

Motion 192-2025

Moved By Campbell

Seconded By Young

That By-Law 43-2025, being a by-law to confirm the proceedings of the Council meeting held on October 20, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 193-2025

Moved By Kirkby

Seconded By Ray Young

That the meeting be adjourned at 8:20 p.m.

Carried

Mayor

Clerk