



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, October 6, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present	Mayor Gauri Shankar, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk
Regrets	Councillor Leanne Burton
Guests	Steve Bowker, Alphabet Creative

**1. Call to Order**

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

**2. Approval of Agenda**

Motion 163-2025

Moved By                Kirkby

Seconded By            McConnell

That the agenda for the Council meeting of October 6, 2025, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

**4.1 Alphabet Creative - Updated Prescott Visual Identity**

Motion 164-2025

Moved By                Kirkby

Seconded By            Campbell

THAT Council amend the Agenda of October 6 to move Item 12.1 to immediately after Item 4.1 to allow the accompanying Staff Report to proceed the consult presentation.

Carried

**12.1 Staff Report 64-2025 - Prescott Branding and Marketing Strategy - Revised Visual Identity**

Motion 165-2025

Moved By                Young

Seconded By           Ray Young

THAT Council approve the revised visual identity concept for the Town of Prescott, as presented by Alphabet Creative; AND

THAT Council direct Staff, through Alphabet Creative, to proceed with the development of the final Branding & Marketing Strategy for the Town of Prescott.

Carried

Steve Bowker, Alphabet Creative, spoke to the presentation.

Dana Valentyne, Economic Development Officer, spoke to the report.

Discussion was held regarding simplifications and details of the logo.

**5. Delegations**

There were no delegations.

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

**6.1 September 15, 2025**

Motion 166-2025

Moved By                Ray Young

Seconded By           Campbell

That the Council minutes dated September 15, 2025, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Solicitor General Correspondence**

Matthew Armstrong, CAO/Treasurer, spoke to the correspondence.

Discussion was held regarding the percentage increases per municipality.

**8. Consent Reports**

Motion 167-2025

Moved By                McConnell

Seconded By           Kirkby

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

Items pulled:

#19 City of Dryden - Swim to Survive

#6 SEHU - Board of Health Update

#14 UCLG - Creation of St Lawrence Region Energy Task Force

#15 Town of Petrolia - Bail Reform

#22 City of Kitchener - Postage

Carried

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

**9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to attending the Truth & Reconciliation Flag Raising at Town Hall, the Prescott Fire Department Open House, and the Prescott Legion where they honoured long term members and unveiled their new veteran's sidewalk.

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

Councillor Kirkby provided an Operations update stating that the annual watermain flushing has started, the water main to the fountain has been fixed, and the splash pad and beach have been winterized. Fencing has been installed at the Seymour Recreation Complex's tennis courts and pickleball courts, and the skateboarding equipment has been refurbished. East St reconstruction is almost complete with road paving starting late this week.

Councillor Campbell spoke to attending an upcoming Fire Administration meeting on October 7th and attended the plaque unveiling of the Lost Village of Prescott Junction presented by The Prescott Historical Society.

Councillor T. Young spoke to the success of Porchfest 2.0 on September 27th, upcoming Small Business Week (Oct 21), Invest Prescott Newsletter has been released for October. Councillor T. Young attended a BIA meeting where they discussed Halloween events to collaborate with Staff. It was also noted the Prescott Heritage Committee is seeking new committee members.

Councillor R. Young spoke to attending the plaque unveiling of the Lost Village Prescott Junction presented by The Prescott Historical Society, the Prescott Fire Department open house, and a St. Lawrence Lodge meeting. Councillor R. Young also attended a Committed to Futures Annual Meeting celebrating 35 years.

Councillor McConnell attended the Truth & Reconciliation Flag Raising at Town Hall, Prescott Porchfest 2.0, and was in the audience at a Prescott Heritage Committee meeting. He spoke to the Cemetery repairs like tree removal and stone repair and attended two burials. St. Lawrence Shakespeare is hosting a fundraising gala at the Prescott Golf Club on October 18th. Councillor McConnell brought up a tourism idea of hosting a car show within the town in the future.

## **12. Staff**

### **12.2 Staff Report 65-2025 - Rescinding Notices of Intention to Designate**

Motion 168-2025

Moved By Ray Young

Seconded By Young

THAT Council direct that the Notice of Intention to Designate issued on June 20, 2025 for the following properties as being of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, R.S.O. be rescinded:

- 388 Centre Street
- 408 East Street

AND THAT Council direct the Heritage Advisory Committee to update the draft by-laws with new formats provided by Heritage Professional Consultants.

Carried

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

Discussion was held regarding timelines, and the appeals previously submitted.

### **12.3 Staff Report 66-2025 - Request to Remove Heritage Designation - 356 East Street**

Motion 169-2025

Moved By Campbell

Seconded By Kirkby

THAT Council direct the Prescott Heritage Advisory Committee to evaluate the request from the property owner of 356 East Street to repeal the municipal heritage designation by-law; AND

THAT Council direct the Prescott Heritage Advisory Committee to provide a recommendation back to Council for consideration.

Carried

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

Discussion was held regarding the history of the property, and the reasoning for the request.

#### **12.4 Staff Report 67-2025 - Stop Up and Close Policy**

Motion 170-2025

Moved By                      McConnell

Seconded By                  Campbell

THAT By-Law 40-2025, being a by-law to adopt Policies and Procedures for the Closure and Sale of Municipal Highways, be read and passed, signed and sealed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

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

Discussion was held regarding previously closed roads and costs involved.

#### **12.5 Staff Report 68-2025 - 2025 Pumpkin Parade**

Motion 171-2025

Moved By                      Campbell

Seconded By                  Young

That Council provide direction to staff regarding the scheduling of the 2025 Pumpkin Parade, specifically to hold the event on its traditional date of November 1, 2025.

Carried

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

Discussion was held regarding overtime staff, recouping costs, and clean up.

#### **12.6 Staff Report 69-2025 - Summer Cold Lunch Pilot Program Review**

Motion 172-2025

Moved By                      Kirkby

Seconded By                  Campbell

THAT Council direct Staff to support the continuation of the Summer Lunch Program by seeking out local service providers to deliver the program in partnership with the Town.

Carried

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

Discussion was held regarding community partners.

### **13. Resolutions**

#### **13.1 South Grenville Food Bank - Food Insecurity**

Motion 173-2025

Moved By                      Young

Seconded By                  Ray Young

**WHEREAS** food insecurity is defined as inadequate or insecure access to food due to financial constraints, and is associated with a higher risk of numerous diseases, chronic health conditions and early death; and



**WHEREAS** Public Health Ontario estimates that 1 in 7 households in Leeds, Grenville and Lanark are food insecure; and

**WHEREAS** the South Grenville Food Bank reported 562 registered households in 2024 (including 31% visits by or on behalf of children), and projects over 825 registered households in 2025; and

**WHEREAS** the South East Health Unit, in its 2024 report “Addressing Food Insecurity in Leeds, Grenville & Lanark”, indicated that the living wage for the region is \$21.65 per hour; and

**THEREFORE BE IT RESOLVED THAT** the Council of the Town of Prescott declare food insecurity an emergency in the Town of Prescott; and

**THAT** Council request that the Provincial and Federal Governments consider the reduction of food insecurity as a component of all applicable government policies; and

**THAT** Council request the Provincial and Federal Governments explore the expansion of existing school food programs and/or work to establish a province-wide, universal school food program; and

**THAT** Council request the Provincial and Federal Governments act to address the causes of food insecurity, including income levels, housing affordability and food costs; **and**

**THAT** a copy of this motion be circulated to the following individuals and organizations:

- The Right Honorable Mark Carney, Prime Minister of Canada

- The Honorable Doug Ford, Premier of Ontario
- MP Michael Barrett, Leeds-Grenville-Thousand Islands-Rideau Lakes
- MPP Steve Clark, Leeds-Grenville-Thousand Islands-Rideau Lakes
- The Federation of Canadian Municipalities
- The Association of Municipalities of Ontario
- The Rural Ontario Municipal Association
- The Ontario Public School Boards Association
- The Canadian School Boards Association

Carried

Mayor Shankar presented the resolution.

Discussion was held regarding if food insecurity is an issue throughout the whole province and the use of the word "emergency".

#### **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**

**17.1 Fire Prevention Week**

Mayor Shankar proclaimed October 5-11, 2025, Fire Prevention Week.

**18. Period for Media Questions**

There was no media present.

**19. Closed Session**

Motion 174-2025

Moved By                      Kirkby

Seconded By                McConnell

THAT Council move into Closed Session at 7:30 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (September 15, 2025)

19.2 Potential Litigation Matter

19.3 Human Resources Matter

Under Section 239(2)(e) under the Municipal Act - litigation or potential litigation,  
Under Section 239(2)(f) under the Municipal Act - advice subject to solicitor-client  
privilege, Under Section 239(2)(b) under the Municipal Act - personal matters  
about an identifiable individual; AND

THAT the CAO/Treasurer, Director of Administration/Clerk, and Deputy Clerk  
remain in the room.

Carried

**19.1 Approval of Minutes - September 15, 2025**

**19.2 Potential Litigation**

### **19.3 Human Resources Matter**

#### **20. Rise and Report**

Motion 175-2025

Moved By Ray Young

Seconded By Kirkby

THAT Council return to Open Session;  
AND THAT Council direct Staff to proceed as directed in Closed Session.

Carried

#### **21. Confirming By-Law – 41-2025**

Motion 176-2025

Moved By McConnell

Seconded By Ray Young

That By-Law 41-2025, being a by-law to confirm the proceedings of the Council meeting held on October 6, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **22. Adjournment**

Motion 177-2025

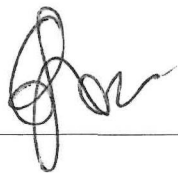
Moved By Kirkby

Seconded By Young

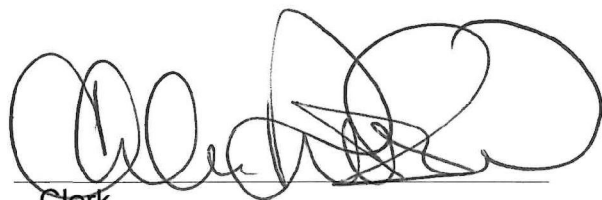
That the meeting be adjourned. (Time: 8:38 p.m.)

Carried

Mayor

A handwritten signature in black ink, consisting of a large loop followed by a series of smaller, connected loops and a final flourish.

Clerk

A handwritten signature in black ink, featuring a large, stylized 'O' or 'Q' shape at the beginning, followed by several loops and a final large, sweeping flourish.

