



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, April 17, 2023**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Kaitlin Mallory, Deputy Clerk, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Jessica Crawford, Deputy Treasurer
Guests	Jane Hess, United Way, George Tierney, Windmill Brewery

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**1. Call to Order**

Mayor Shankar called the meeting to order at 6:00 p.m.

**2. Approval of Agenda**

Motion 81-2023

Moved By Young

Seconded By Lockett

That the agenda for the Council meeting of April 17, 2023, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

**4.1 United Way - Jane Hess**

Jane Hess, of the United Way, spoke to a PowerPoint presentation. A copy of the presentation is held on file. She provided Council with her professional background and spoke to the Community Impact Project proposal.

She referenced previous surveys results, Prescott focused responses, and an upcoming event being held at the Johnstown Community Hall on Wednesday, April 26, 2023, from 2-4 p.m.

Discussion was held regarding United Way funded initiatives in the Town of Prescott Prescott, the Township of Augusta, and the Township of Edwardsburgh Cardinal.

Jane Hess left the meeting at 6:14 p.m.

**5. Delegations**

**5.1 Canada Day Event Proposal - George Tierney**

George Tierney of Windmill Brewery, spoke to the expansion of the Town run Canada Day event in Prescott.

Mr. Tierney spoke to live music, buskers, and other musical events in addition the events at the Leo Boivin Community Centre and utilizing Fort Wellington grounds for re-enactments.

He outlined their request from the Town which included permission to solicit sponsorship on behalf of the Town to increase the municipal fireworks budget.

George Tierney left the meeting at 6:25 p.m.

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

**6.1 April 3, 2023**

Motion 82-2023

Moved By Burton

Seconded By Kirkby

That the Council minutes dated April 3, 2023, be accepted as presented.

Carried

**7. Communications & Petitions**

**7.1 Letter from Minister Clark - Action to Tackle Housing Supply Crisis**

No discussion was held.

**8. Consent Reports**

Motion 83-2023

Moved By McConnell

Seconded By Burton

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

Carried

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

1. BIA Board of Management Minutes – March 13, 2023
2. Wastewater Treatment Plant Board Meeting Minutes – September 28, 2022
3. South Grenville Economic Development Business Summit – May 12, 2023
4. Brockville General Hospital Strategic Plan 2023-2028
5. CN Right-of-Way Vegetation Control Municipal Notice
6. Canadian History Ehx Podcast Sponsorship Letter
7. Courageous K9 Publication Advertising Sponsorship Request
8. Town of Plympton-Wyoming resolution of support re: Retaining Surplus Proceeds from Tax Sales
9. Municipality of Magnetawan resolution of support re: Retaining Surplus Proceeds from Tax Sales

**9. Committee Reports**

There were no items under Committee Reports.

**10. Mayor**

Mayor Shankar stated that Councillor Campbell sent her regrets for this evening's meeting due to her attendance at the Ontario Goods Roads Association Conference.

He spoke to the Kriska Transportation anniversary celebration held on April 10, and the opening of the Prescott Golf Course.

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

Councillor Lockett spoke to her attendance at the BIA meeting held on April 11.

Councillor Young spoke to her attendance at the BIA meeting held on April 11.

Councillor Burton spoke to her attendance at a recent Prescott Public Library Board meeting.

## **12. Staff**

### **12.1 Staff Report 24-2023 - Community Grant Recommendations - Intake #1**

Motion 84-2023

Moved By Burton

Seconded By Young

That Council approve the 2023 Community Grant Allocation Recommendations for Intake #1, totaling \$47,600 in financial support and the in-kind requests as outlined in Staff Report 24-2023. and

That Council direct Staff to work with the Community Grant Working Group to review the Community Grant Program and bring back recommendations for possible changes that could be considered for the 2024 program.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He referenced the applications received in January, an April meeting of the working group, and the newly added section to include reasoning and the in-kind portion of the requests. CAO/Treasurer Armstrong spoke to the returning and new applications received and to the expanding partnership of Upper Canada Folkfest with a Council member joining board.

Discussion was held regarding future arena group grant requests, requests for in-kind grants, and the requests Prescott Figure Skating Club, St. Lawrence Shakespeare Festival and Upper Canada Folkfest.

### **12.2 Staff Report 25-2023 - Election Accessibility**

Lindsey Veltkamp, Director of Administration/Clerk, spoke to the report. She referenced the requirements for election accessibility, the methods used to ensure an accessible election, and the municipal accessibility plan.

Discussion was held regarding a staff report being brought to Council regarding the statistics from the 2022 Municipal Election.

### **12.3 Staff Report 26-2023 - Peddlers License Door-to-Door Sales - Bell Media**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the application received from Bell Media which met all requirements of By-Law 02-1995, including providing public notice.

Discussion was held regarding by-law fees, Bell services along Henry Street, specific times for door-to-door sales, and informing the public via radio and social media.

Further discussion was held regarding the revocation of the peddlers license should there be any reports of pressured sales, and providing feedback to Bell.

### **12.4 Staff Report 27-2023 - Prescott Family Health Team - Letter of Support**

Motion 85-2023

Moved By Young

Seconded By McConnell

That Council approve the issuance of a letter of support for the application from the Prescott Family Health Team under the Your Health: A Plan for Connected and Convenient Care to expand the current team resulting in the ability to serve more residents of South Grenville.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the Prescott Family Health Team's request for a letter of support, their attendance at a past Tri-Council meeting, and expanding their existing and creating new primary health care teams to support more patients.

Discussion was held regarding a well-attended Prescott Family Health Team Wellness Day event, possible contributions from local municipalities for a learn and stay program and increasing home support.

Further discussion was held regarding the Prescott Family Health Team survey.

#### **12.5 Staff Report 28-2023 - Financial Report - March 2023**

Jessica Crawford, Deputy Treasurer, spoke to the report. She spoke to variances for departments and the timing of revenues. She noted and provided reasoning for Operations Repairs and Social Services being higher than expected.

Deputy Treasurer Crawford stated there were no major variances or areas of concern and that the report aligned with the overall budget.

### **13. Resolutions**

There were no resolutions.

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

#### **14.1 2023 Tax Estimates By-Law**

Motion 86-2023

Moved By Kirkby

Seconded By Young

That By-Law 13-2023, being a by-law to adopt the estimates for the sums required during the year 2023 for general purposes of 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

#### **14.2 2023 Tax Ratios By-Law**

Motion 87-2023

Moved By Burton

Seconded By Lockett

That By-Law 14-2023, being a by-law to set the tax ratios for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **14.3 2023 Tax Rates By-Law**

Motion 88-2023

Moved By Kirkby

Seconded By Burton

That By-Law 15-2023, being a by-law to adopt tax rates for municipal purposes for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **14.4 2023 Capping Thresholds By-Law**

Motion 89-2023

Moved By Burton

Seconded By Young

That By-Law 16-2023, being a by-law to adopt optional tools for the purposes of administering limits for the commercial, industrial, and multi-residential property classes for the year 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **14.5 Water and Sewer Rates and Charges**



Moved By McConnell  
Seconded By Kirkby

That By-Law 17-2023, being a by-law to amend By-Law 52-2022 to set the water and sewer rates and charges, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

## **15. New Business**

### **15.1 Future Accuracy of the Permanent Register of Electors**

Motion 91-2023

Moved By Kirkby  
Seconded By Lockett

That Council of the Corporation of the Town of Prescott support the Township of Ashfield-Colborne-Wawanosh resolution regarding future accuracy of the Permanent Register of Electors; and

That a copy of this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, and all municipalities in Leeds and Grenville for their support.

Carried

Discussion was held regarding the inaccuracies in the 2022 Voters' List.

## **16. Notices of Motion**

There were no Notices of Motion.

## **17. Mayor's Proclamation**

### **17.1 Earth Day - April 22, 2023**

Mayor Shankar spoke to the Community Clean Up Day being held on Saturday, April 22, 2023.

The Mayor proclaimed April 22, 2023, as Earth Day throughout the Town of Prescott and encouraged all citizens, businesses, institutions, and organizations to participate in action-oriented activities to protect, to enhance, and to celebrate the environment and our local ecology.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

Motion 92-2023

Moved By Lockett

Seconded By Young

That Council move into Closed Session at 7:15 p.m. to discuss matters pertaining to:

**19.1 Employee Relations**

- Under Section 239(2)(d) of the Municipal Act - labour relations or employee negotiations.

**19.2 Approval of Closed Session minutes (March 6 and April 3, 2023)**

**19.3 Identifiable Individual**

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

That the Fire Chief remain in the room for Item 19.1 and the CAO/Treasurer, Clerk, and Deputy Clerk remain in the room for Items 19.1, 19.2, and 19.3.

Carried

Motion 93-2023

Moved By Lockett

Seconded By McConnell

That Council reconvene in Open Session. (Time: 8:24 p.m.).

Carried

**20. Rise and Report**

During the Closed Session, Council provided Staff with direction under Item 19.1 - Employee Relations, approved the Closed Session minutes dated March 6 and April 3 under Item 19.2, and received information on Item 19.3 - Identifiable Individual.

**21. Confirming By-Law – 18-2023**

Motion 94-2023

Moved By Burton

Seconded By Young

That By-Law 18-2023, being a by-law to confirm the proceedings of the Council meeting held on April 17, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 95-2023

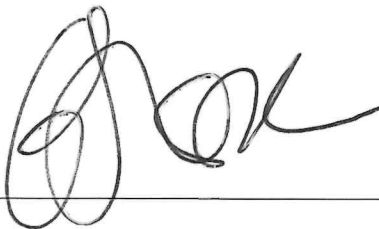
Moved By Kirkby

Seconded By Young

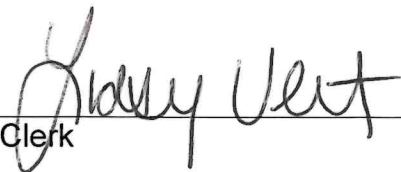
That the meeting be adjourned to Monday, May 1, 2023. (Time: 8:26 p.m.)

Carried

Mayor

A handwritten signature in black ink, appearing to be "Burton", written over a horizontal line.

Clerk

A handwritten signature in black ink, appearing to be "Harry Velt", written over a horizontal line.