



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, June 5, 2023  
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 Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Kaitlin Mallory, Deputy Clerk
Guests	Veronica Burchell and Dan Davis, Royal Canadian Legion Branch 97, Brent McCallister and Lynn Norton, Laughs at the Leo, and Billie Davidson.

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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 125-2023

Moved By Young

Seconded By Lockett

That the agenda for the Council meeting of Monday, June 5, 2023 be approved as presented.

Carried

**3. Declarations of Interest**

Councillor Young declared a Conflict of Interest under Item 12.4 Staff Report 42-2023 - Liability & Property Insurance Request for Proposal.

**4. Presentations**

**4.1 Laughs at the Leo - Cheque Presentation**

Brent McAllister and Lynn Norton spoke to the successful Laughs at the Leo event and presented the Town of Prescott with a cheque for the construction of the new arena.

**4.2 Lemonade & Toy Stand Sale License - Billie Davidson**

Mayor Shankar presented Billie Davidson with a Mayoral Scroll in recognition of her application to run a used toy and lemonade stand.

**5. Delegations**

**5.1 Royal Canadian Legion, Branch 97 - Veronica Burchell & Dan Davis**

Veronica Burchill, Royal Canadian Legion Branch 97, spoke to the request for financial aid from Council for repairs to the building.

Discussion was held regarding priority items and submitting quotes received for the necessary updates to the Town to review.

Veronica Burchell & Dan Davis left the meeting at 6:18 p.m.

Further discussion was held regarding the criteria for applying to the community grant funding or the CIP program.

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

**6.1 May 15, 2023**

Motion 126-2023

Moved By Burton

Seconded By Kirkby

That the Council minutes dated May 15, 2023, be accepted as presented.

Carried

**6.2 May 25, 2023 - Tri-Council Minutes**

Motion 127-2023

Moved By Campbell

Seconded By Lockett

That the Tri-Council minutes dated May 25, 2023, be accepted as presented.

Carried

**7. Communications & Petitions**

There were no items under Communication & Petitions.

**8. Consent Reports**

Motion 128-2023

Moved By Burton

Seconded By Young

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except Item 8.1(8 & 16).

Carried

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

1. Planning Advisory Committee Minutes - April 24, 2023
2. Prescott Police Services Board Meeting Minutes – February 1, 2023
3. Leeds, Grenville & Lanark District Health Unit Board of Health Summary – May 25, 2023
4. United Counties of Leeds and Grenville Media Release – May 24, 2023
5. Eastern Ontario Wardens' Caucus Media Release – May 24, 2023
6. Town of Lincoln resolution of support re: Municipal Heritage Register
7. Town of Cobourg resolution of support re: Municipal Heritage Register
8. City of Cambridge resolution of support re: Amending the Highway Traffic Act
9. Town of Cobourg resolution of support re: Amending the Highway Traffic Act
10. City of Port Colborne resolution of support re: Amending the Highway Traffic Act
11. Town of Amherstburg resolution of support re: Amending the Highway Traffic Act
12. Town of Fort Erie resolution of support re: Amending the Highway Traffic Act
13. County of Lennox and Addington resolution of support re: Bill 5 Stopping Harassment and Abuse by Local Leaders Act
14. City of Woodstock resolution of support re: Bill 5 Stopping Harassment and Abuse by Local Leaders Act
15. Township Puslinch resolution of support re: Bill 5 Stopping Harassment and Abuse by Local Leaders Act
16. Lanark County resolution of support re: Supporting First Responders from Assaults, Bill C-321

17. Town of Plympton-Wyoming resolution of support re: Bell-Hydro Infrastructure
18. Town of Fort Erie resolution of support re: Urging Province to Pause Proposed New Provincial Planning Statement
19. Township of Limerick resolution of support re: Urging Province to Pause Proposed New Provincial Planning Statement

## **9. Committee Reports**

### **9.1 PAC Report 04-2023 - Site Plan Agreement - Quality Inn Hotel**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the review of the minor variance application by the Committee of Adjustment, the peer review process, and planning and zoning compliance. He referenced the next steps of entering into a Site Plan Agreement.

### **9.2 PAC 05-2023 - Zoning By-Law Amendment - Development Drive**

Motion 129-2023

Moved By Campbell

Seconded By McConnell

That Council adopt a Zoning By-law amendment under Section 34 of the *Planning Act* to change the subject lands discussed from a Highway Commercial C-2 to a General Industrial Zone M-1.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the final steps for the approval of the sale of the property and the terms and conditions of the agreement to re-zone the property to Zone M-1.

Discussion was held regarding the timing of development, site plan applications, and the potential timeline for development in 2024.

**10. Mayor**

Mayor Shankar spoke to an upcoming Joint Services Committee meeting on June 6.

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

Councillor Burton spoke to her attendance at the Planning Advisory Committee meeting held on May 23.

Councillor Campbell spoke to her attendance at the Police Services Board meeting held on May 24, and referenced the upcoming Firefighter Recruitment Information Night to be held on June 20.

Councillor Young spoke to her attendance at the Planning Advisory Committee meeting held on May 23, the Leeds, Grenville and Lanark Health Unit Board of Health meeting held on May 25, the Tri-Council meeting held on May 25, and the Relay for Life event held on June 9.

Councillor McConnell spoke to his attendance at the Tri-Council meeting held on May 25.

Councillor Kirkby spoke to his attendance at the Prescott Family Health Team's application for Expression of Interest session.

**12. Staff**

**12.1 Staff Report 39-2023 - Council Remuneration Working Group Recommendations**

Motion 130-2023

Moved By Burton

Seconded By Lockett

That Council direct Staff to prepare the By-law for Council Remuneration based on the recommendations of the Working Group as outlined in Staff Report 39-2023 and that the By-law come to the Council meeting of June 19, 2023, for final discussion and consideration.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the requirement of reviewing remuneration each term of Council, the composition of the working group, and the comparisons made with other local municipalities with a focus on Gananoque.

Mr. Armstrong referenced the large range of differences between municipalities including services offered, population, and land size, and provided an overview of the four options presented to the working group.

Discussion was held regarding the composition of the board, the responsibilities and expectations of members of Council, the increasing cost of living, and instituting remuneration for the next term of Council.

## **12.2 Staff Report 40-2023 - Tri-Council Joint Recreation Committee**

Motion 131-2023

Moved By Lockett

Seconded By Young

That Council approve the Terms of Reference for the Tri-Council Joint Recreation Committee and direct Staff to put forward the following names as representatives from the Town of Prescott.

- Councillor Leanne Burton – Member of Council
- Samantha Joudoin-Miller, Manager of Community Services – Staff Member
- South Grenville Minor Hockey Association – Community Organization
- Prescott Figure Skating Club – Community Organization
- Prescott and District Minor Soccer – Community Organization

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the discussion held at the Tri-Council meeting to create a terms of reference for the Joint Recreation Committee and the membership suggested from Prescott's larger recreational clubs.

Discussion was held regarding representation from a broad range of recreational groups to meet the needs of all ages and activities, and the need to collaborate with the two neighbouring municipalities.

### **12.3 Staff Report 41-2023 - Short Term Rental Licensing**

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to discussions held at the Tri-Council meeting and Augusta Township's intent to establish a by-law to regulate short term rentals.

He referenced the example by-law from the Municipality of South Dundas and purpose for considering its implementation due to the expressed concerns for health and safety from a building code, fire code, and parking management perspectives.

Discussion was held regarding re-evaluating the licensing by-law in the future dependent on increases in short term rentals in town.

Councillor Young vacated her seat at 7:23 p.m.

### **12.4 Staff Report 42-2023 - Liability & Property Insurance Request for Proposal**

Motion 132-2023

Moved By Kirkby

Seconded By Burton

That Council direct Staff to proceed with the issuance of a Request for Proposal for Liability, Property, and Cyber Insurance Coverage through the Broker of Record for the Town of Prescott.

Carried

Matthew Armstrong, CAO/Treasurer, spoke to the report. He spoke to the large increases in premiums seen in recent years, noted an increased liability limit, and the inclusion of flood, cyber, and earthquake insurance.

He spoke to the recommendation from our current provider to solicit requests for proposal for the renewal of liability and property insurance.



Discussion was held regarding concerns over potentially receiving a low number of responses, earthquake insurance, and the qualification for cyber insurance.

Councillor Young returned to her seat at 7:30 p.m.

### **13. Resolutions**

There were no resolutions.

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

#### **14.1 Noise By-Law**

Motion 133-2023

Moved By Kirkby

Seconded By Campbell

That By-Law 23-2023, being a by-law to prohibit and regulate noise within the Town of Prescott, be read and passed, signed and sealed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer, provided an overview of the current noise by-law, other municipal noise by-laws reviewed, the time frames when considering noise violations, and application for outdoor performances.

Shawn Merriman, Manager of Building & By-Law spoke to enforcement of the by-law and the use of Administrative Monetary Penalty System.

Discussion was held regarding exemptions of community events and Town sanctioned events.

#### **14.2 Refreshment Vehicle By-Law**

Motion 134-2023

Moved By Young  
Seconded By Burton

That By-Law 24-2023, being a by-law to licence, regulate, and govern refreshment vehicles in the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

#### **14.3 By-Law Enforcement Officer Appointments**

Motion 135-2023

Moved By Kirkby  
Seconded By Lockett

That By-Law 25-2023, being a by-law to appoint Municipal By-law Enforcement Officers 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

Discussion was held regarding staff's ability to respond to by-law issues, complaint driven and active by-law enforcement, and the purpose for the naming by-law.

### **15. New Business**

#### **15.1 Regional Municipality of Waterloo Resolution of Support re: Protecting the Privacy of Candidates and Donors**

Motion 136-2023

Moved By Kirkby  
Seconded By Burton

That the Council of the Corporation of the Town of Prescott support the Regional Municipality of Waterloo's resolution regarding Protecting the Privacy of Candidates and Donors; and

That a copy of this resolution be circulated to the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Association of Municipal Clerks and Treasurers of Ontario (AMTCO) and all municipalities in Leeds and Grenville for their support.

Carried

Councillor Kirkby spoke to the resolution received from the Regional Municipality of Waterloo regarding protecting the privacy of candidates and donors in municipal elections.

**15.2 Federation of Northern Ontario Municipalities Resolution of Support re: Bail Reform**

Motion 137-2023

Moved By Kirkby

Seconded By McConnell

That the Council of the Corporation of the Town of Prescott support the Federation of Northern Ontario Municipalities resolution regarding Bail Reform; and

That a copy of this resolution be circulated to the Prime Minister, Federal Justice Minister, Premier of Ontario, the Attorney General, the Solicitor General, Minister of Municipal Affairs and Housing, the MP for Leeds, Grenville, Thousand Islands and Rideau Lakes, the Association of Municipalities of Ontario (AMO), and all municipalities in Leeds and Grenville for their support.

Carried

Councillor Kirkby spoke to the resolution received from the Federation of Northern Ontario Municipalities regarding bail reform.

**15.3 Call2Recycle - Collection Site**

Councillor Young spoke to the Call2Recycle program. She spoke to creating a depot for drop-off of single use batteries and the safe disposal of batteries.

Matthew Armstrong, CAO/Treasurer, spoke to the difference in types of batteries accepted with Call2Recycle program.

Discussion was held regarding possible locations for the depot and directing residents to Augusta Township.

Further discussion was held regarding promoting our current recycling program and any local business drop-off locations.

**16. Notices of Motion**

There were no Notices of Motion.

**17. Mayor's Proclamation**

**17.1 Longest Day of Smiles**

Mayor Shankar proclaimed June 18 as the Longest Day of Smiles in the Town of Prescott.

**17.2 World Ocean Day**

Mayor Shankar proclaimed June 8 as World Ocean Day in the Town of Prescott.

**17.3 Seniors Month**

Mayor Shankar proclaimed the month of June as Seniors Month in the Town of Prescott.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

Motion 138-2023

Moved By Kirkby

Seconded By Burton

That Council move into Closed Session at 8:07 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes ( May 15, 2023)

19.2 Approval of Tri-Council Closed Session Minutes (May 25, 2023)

19.3 Litigation

- Under Section 239(2)(c) of the Municipal Act - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;

And that the CAO/Treasurer, Clerk, Economic Development Officer, and Deputy Clerk remain in the room.

Carried

Moved By Young

Seconded By Kirkby

That Council reconvene in Open Session. (Time: 8:25 p.m.)

Carried

## **20. Rise and Report**

During the Closed Session, Council approved Closed Session minutes dated May 15 under item 19.1, approved Tri-Council Closed Session minutes dated May 25 under item 19.2 and provided Staff direction under item 19.3 - Potential Litigation.

## **21. Confirming By-Law – 26-2023**

Motion 140-2023

Moved By McConnell

Seconded By Lockett

That By-Law 26-2023, being a by-law to confirm the proceedings of the Council meeting held on June 5, 2023, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 141-2023

Moved By Kirkby

Seconded By Young

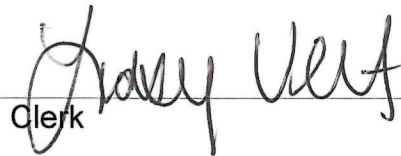
That the meeting be adjourned to Monday, June 19, 2023. (Time: 8:27 p.m.)

Carried

Mayor

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

Clerk

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