



**PRESCOTT TOWN COUNCIL  
AGENDA**

**June 16, 2025**

**6:00 pm**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

***Our Mission:***

***To foster an environment of collaborative leadership to grow a safe, inclusive, and resilient community while preserving the unique character of Prescott.***

***Land Acknowledgement:***

***We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples.***

***In particular, we acknowledge the traditional territory of the Huron-Wendat, Anishinaabeg, Haudenosaunee, Anishinabek, and the Oneida and Haudenosaunee Peoples.***

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**Pages**

**1. Call to Order**

**2. Approval of Agenda**

**RECOMMENDATION**

That the agenda for the Council meeting of June 16, 2025 be approved as presented.

**3. Declarations of Interest**

**4. Presentations**

**4.1 Scroll of Exemplary Action to Dana Fitzgerald**

**5. Delegations**

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

**6.1 June 2, 2025**

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**RECOMMENDATION**

That the Council minutes dated June 2, 2025, be accepted as presented.

**7. Communications & Petitions**

**8. Consent Reports**

*All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.*

**RECOMMENDATION**

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

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

**9. Committee Reports**

**9.1 Removal of Properties from the Heritage Interest & Value Properties Listing**

**RECOMMENDATION**

That Council approve the Prescott Heritage Committee's recommendation to remove the following properties from the Heritage Interest & Value Properties Listing:

- 100-120 King Street E - Revere House
- 692 King Street West - F.J. French House
- 262/270/272 Dibble Street West - Dowsley-Hillyard Terrace

**10. Mayor**

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

**12. Staff**

<b>12.1</b>	<b>Staff Report 41-2025 Heritage Designation of 425 Centre Street and 490 Centre Street</b>	<b>10</b>
	<b>RECOMMENDATION</b>	
	<p>THAT By-Law 29-2025 being a by-law to designate the property known municipally as St. John's Evangelist Anglican Church, 490 Centre Street, as being of cultural heritage value; AND</p> <p>THAT By-Law 30-2025 being a by-law to designate the property known municipally as St. Andrew's Presbyterian Church, 425 Centre Street, as being of cultural heritage value;</p>	
<b>12.2</b>	<b>Staff Report 42-2025 Heritage Designation of 305 Centre Street, 388 Centre Street, and 408 East Street</b>	<b>24</b>
	<b>RECOMMENDATION</b>	
	<p>That Staff be directed to give notice of Council's intent to designate the following properties as being of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, R.S.O:</p> <ul style="list-style-type: none"> <li>• 305 Centre Street</li> <li>• 388 Centre Street</li> <li>• 408 East Street</li> </ul>	
<b>12.3</b>	<b>Staff Report 43-2025 Grenville O.P.P. Detachment Board 2 Renaming</b>	<b>41</b>
	<b>RECOMMENDATION</b>	
	<p>THAT Council endorse renaming of the Grenville O.P.P. Detachment Board 2 renaming to the South Grenville O.P.P. Detachment Board; AND</p> <p>THAT By-Law 31-2025, being a by-law to adopt the name change of the South Grenville O.P.P. Detachment Board, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.</p>	
<b>12.4</b>	<b>Staff Report 44-2025 SGDHS Real World Learning Project</b>	<b>45</b>
	<b>RECOMMENDATION</b>	
	<p>THAT Council endorse and approve the proposed partnership between the South Grenville District High School and the Town of Prescott for the Real-World Learning Project including the installation at the Alaine Chartrand Community Centre in 2025.</p>	
<b>12.5</b>	<b>Staff Report 45-2025 Waste Collection Price Increase</b>	<b>48</b>
	<b>RECOMMENDATION</b>	

THAT Council direct Staff to amend the Waste Collection Agreement with Limerick Environmental Services Ltd. to reflect an increase in the rate per household pickup to \$5.00 effective July 1, 2025; AND

THAT Council approve an increase of \$0.25 per Waste Bag Tag to offset a portion of the increase waste collection cost effective July 1, 2025.

**12.6 Staff Report 46-2025 Wastewater Treatment Plant and Services Expansion - Detailed Design RFP**

51

**RECOMMENDATION**

THAT Council award RFP-04-2025 for the detailed design and contract administration of the Wastewater Treatment Plant and Services Expansion to J.L. Richards and Associates Limited at a total tendered amount of \$2,825,650.00 plus applicable taxes.

**12.7 Staff Report 47-2025 Financial Report - May 2025**

54

**RECOMMENDATION**

For information.

**13. Resolutions**

**14. By-laws**

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Period for Media Questions**

**19. Closed Session**

**RECOMMENDATION**

THAT Council move into Closed Session at \_\_\_\_\_ p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (May 20, 2025)

19.2 Boundary Street Property Sale

- 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.

**20. Rise and Report**

**21. Confirming By-Law – 32-2025**

57

**RECOMMENDATION**

That By-Law 32-2025, being a by-law to confirm the proceedings of the Council meeting held on June 16, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**22. Adjournment**

**RECOMMENDATION**

That the meeting be adjourned at \_\_\_\_\_p.m.



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, June 2, 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, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk
Guests	Ellamae Peters, Madelyn Sloan, Stella Higginson, Jon Clarke, Charlotte Davidson, Ellie Gannon, Kathryn Cassidy, and Angela Hunter

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**1. Call to Order**

The meeting was called to order at 6:04 p.m. Mayor Shankar delivered opening remarks.

**2. Approval of Agenda**

Motion 107-2025

Moved By McConnell

Seconded By T. Young

That the agenda for the Council meeting of June 2, 2025 be approved as presented.

Carried

**3. Presentations**

**3.1 Appointment of Councillor Ray Young**

**a. Staff Report 36-2025 Appointment of Ray Young as Councillor**

Motion 108-2025

Moved By Kirkby

Seconded By Campbell

THAT Council approve and enact By-Law 25-2025 being a By-Law to Appoint Ray Young as Councillor in the Town of Prescott.

Carried

**b. Oath of Office of Councillor Ray Young**

Chloe Preston, Director of Administration/Clerk performed the Oath of Office of Councillor Ray Young.

**4. Declarations of Interest**

There were no declarations of interest.

**5. Delegations**

**5.1 South Grenville District High School - Grade 7/8 French Immersion Class**

South Grenville District Highschool Grade 7/8 French Immersion Class spoke to the provided presentation.

Discussion was held regarding the amount and sizing of potential posters. Council provided additional sports organizations and notable citizens the students could write about.

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

**6.1 May 20, 2025**

Motion 109-2025

Moved By Burton

Seconded By Kirkby

That the Council minutes dated May 20, 2025, be accepted as presented.

Carried

**7. Communications & Petitions**

There were no communications & petitions.

**8. Consent Reports**

Motion 110-2025

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 Steve Clark receiving a King Charles Medallion which he was in attendance for and attended Charter night at the Prescott Legion. Mayor Shankar also spoke to attending an OPP Detachment Board meeting, an upcoming meeting with the Mayor of Ogdensburg, Prescott Porch-fest, and the Prescott Pop-ups.

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

Councillor McConnell attended the Sandy Hill Cemetery Annual General Meeting and spoke to the maintenance and operations at the Cemetery while thanking the Operations Department for their services.

Councillor R. Young attended the Sandy Hill Cemetery Annual General Meeting and spoke to attending an interment at the Blue Church Cemetery for a long time Prescott resident, Shirley Hodgins.

Councillor T. Young attended the Prescott Heritage Committee meeting reviewing potential heritage properties on May 22, BIA had a Summer Events Committee meeting on May 28 where they discussed launching a "Shop Local" summer program, attended Prescott Porch-Fest and the Branding Strategy visual material is underway. The current Prescott Lighthouse season is seeing an increase in tourists, and tourism brochures have been circulated to towns in the United States through the Thousand Island Tourism Exchange Program. Also celebrating Hometown Heating on 33 years in business.

Councillor Burton spoke to the upcoming Prescott Ribfest from June 13-15, Sunday night concerts starting on June 22, and Planning Advisory Committee meeting on June 3.

Councillor Campbell attended Relay 4 Life at South Grenville District Highschool where they raised \$95,763.09 and Chef Donovan received King Charles Medallion. Councillor Campbell will be attending an upcoming Fire Administration meeting on June 3.

Councillor Kirkby attended Prescott Porch-Fest, Relay 4 Life at South Grenville District Highschool, and met with medical students from Queens University with Mayor Wren and MPP Steve Clark where local doctors spoke to working in a smaller community. Reconstruction work on East St has started as well as the work at the Seymour Recreation Complex has continued. Prescott District Soccer Associations season has started, and there is an upcoming The Row Ball Hockey tournament on June 7 at the Leo Boivin Community Centre.

## **12. Staff**

### **12.1 Staff Report 37-2025 Draft Letter to MMAH re Strong Mayor Powers**

Motion 111-2025

Moved By McConnell

Seconded By Kirkby

THAT Council endorse the attached draft letter to the Ministry of Municipal Affairs and Housing expressing the Town of Prescott's position on the Strong Mayor Powers; AND

THAT Council direct staff to send the letter to the Minister of Municipal Affairs and Housing and copy the Premier of Ontario, the Minister of Red Tape Reduction, Member of Provincial Parliament for Leeds, Grenville and Rideau Lakes Steve Clark, the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), and all municipalities across the province.

Carried

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

Mayor Shankar noted that MPP Steve Clark advised this letter is the best way to communicate with the Provincial Government regarding this legislation change to collaborate together.

### **12.2 Staff Report 38-2025 Grant Application - Health and Safety Water Stream Funding**

Motion 112-2025

Moved By R. Young

Seconded By Campbell

THAT Council direct staff to submit an application to the Health and Safety Water Stream funding being administered by the Ontario Ministry of Infrastructure.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding grant timelines and plans for the future.

### **12.3 Staff Report 39-2025 2025 Street Repaving**

Motion 113-2025

Moved By Kirkby

Seconded By T. Young

THAT Council direct staff to proceed with paving and roadwork as outlined in Staff Report 39-2025.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding the cost of the services for the proposed amount, and if all intersections will be replaced.

### **12.4 Staff Report 40-2025 Prescott Family Medical Associates - Cost Sharing Agreement**

Motion 114-2025

Moved By Burton

Seconded By Kirkby

THAT Council approves the Support Agreement for Prescott Family Medical Associates as presented and authorizes the Mayor and Chief Administrative Officer to execute the Agreement.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

**13. Resolutions**

There were no resolutions.

**14. By-laws**

**14.1 By-Law 26-2025**

Motion 115-2025

Moved By R. Young  
Seconded By Campbell

That By-Law 26-2025, being a by-law to appoint the Fire Chief and Deputy Fire Chief for the Prescott Volunteer Fire Department, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**14.2 By-Law 27-2025**

Motion 116-2025

Moved By Kirkby  
Seconded By Burton

That By-Law 27-2025, being a by-law to enter into the Transfer Payment Agreement with the Housing Enabling Water Systems Fund, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the agreement.

Discussion was held regarding where the additional funding is coming from, what work is involved in the agreement and additional pumping stations.



**15. New Business**

There was no new business.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

**17.1 Pride Month**

Mayor Shankar read the pride month proclamation.

**17.2 Seniors' Month**

Mayor Shankar read the Seniors' Month Proclamation.

**18. Period for Media Questions**

The media inquired additionally regarding Mayor Shankars meeting with the Mayor of Ogdensburg.

**19. Confirming By-Law – 28-2025**

Motion 117-2025

Moved By R. Young

Seconded By McConnell

That By-Law 28-2025, being a by-law to confirm the proceedings of the Council meeting held on June 2, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**20. Adjournment**

Motion 118-2025

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned. (Time: 7:00 p.m.)

Carried

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Mayor

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Clerk



## STAFF REPORT TO COUNCIL

Report No. 41-2025

**Date:** 6/16/2025

**From:** Chloe Preston, Director of Administration/Clerk

**RE: Designation of 490 Centre Street (St. John's Anglican Church) and 425 Centre Street (St. Andrew's Presbyterian Church)**

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### **Recommendation:**

THAT By-Law 29-2025 being a by-law to designate the property known municipally as St. John's Evangelist Anglican Church, 490 Centre Street, as being of cultural heritage value; AND

THAT By-Law 30-2025 being a by-law to designate the property known municipally as St. Andrew's Presbyterian Church, 425 Centre Street, as being of cultural heritage value;

### **Background:**

As part of the requirements introduced through Bill 23 – *More Homes Built Faster* – municipalities are required to designate properties listed on their heritage registers within a specified timeframe or remove them from the register, with an associated five-year moratorium on reconsideration. This deadline has been extended to January 1, 2027.

The Town of Prescott originally had twenty-five properties listed on its municipal heritage register. Following a comprehensive review by the Prescott Heritage Committee (PHC), five properties were removed in June 2024. On January 16, 2025, the PHC recommended that two properties—490 Centre Street and 425 Centre Street—proceed to designation under the *Ontario Heritage Act* due to their cultural heritage value and identified attributes.

At the February 3, 2025 Regular Council Meeting, Council directed staff to issue Notices of Intention to Designate (NOIDs), which were published and served in accordance with Section 29 of the Act. The NOIDs were published in the South Grenville Beacon on February 20, 2025. As of the conclusion of the 30-day objection period, no objections were received.



If Council passes the designation by-laws for 490 Centre Street and 425 Centre Street:

1. A copy of each by-law and a notice of the right to appeal must be:
  - Served on the respective property owners;
  - Served on the Ontario Heritage Trust (OHT);
  - Published in a local newspaper.
2. Although no objections were received, if a notice of appeal is submitted within 30 days of publication, the appeal will be referred to the Ontario Land Tribunal (OLT) for resolution.
3. If no appeals are submitted (or after any appeal is resolved), the by-laws will be registered on title and included on the municipal heritage register.

**Alternatives:**

**Financial Implications:**

The financial implications associated with the designation of these two properties are minimal and limited to:

- Staff time and internal resources for coordination and processing;
- Cost of publishing the required notice in a local newspaper; and
- Land registry fees to register the by-laws on title.

These costs can be accommodated within the current operating budget.

**Attachments:**

- *Draft By-Law 29-2025 and related Schedules*
- *Draft By-Law 30-2025 and related Schedules*

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 30 - 2025**

**BEING A BY-LAW TO DESIGNATE THE PROPERTY KNOWN MUNICIPALLY AS ST.  
ANDREW'S PRESBYTERIAN CHURCH, 425 CENTRE STREET AS BEING OF  
CULTURAL HERITAGE VALUE**

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**WHEREAS**, Section 29 of the *Ontario Heritage Act*, RSO 1980, Chapter O.18 authorizes Council of a Municipality to enact by-laws to designate a property to be of cultural heritage value or interest; and

**WHEREAS** Council of the Town of Prescott has received and considered the recommendations of the Prescott Heritage Committee pertaining to this bylaw, arising from the meeting of the Prescott Heritage Committee held on January 16, 2025; and

**WHEREAS** the Council of the Town of Prescott, at its meeting held on February 3, 2025, resolved to direct the Clerk to take appropriate action to designate the Property described as 425 Centre Street, in the Town of Prescott, and more particularly described in Schedule "A" hereto (the "Property"), as property of cultural heritage value or interest; and

**WHEREAS** in accordance with subsection 29(3) of the *Ontario Heritage Act*, the Council of the Town of Prescott has caused to be served on the owner of the Property and upon the Ontario Heritage Trust, a Notice of Intention to Designate the Property as being of cultural heritage value or interest, and has caused a Notice of Intention to Designate to be published in a newspaper having general circulation in the municipality; and

**WHEREAS** no Notice of Objection to the proposed designation under section 29(5) of the *Ontario Heritage Act* has been served upon the Clerk of the municipality; AND

**WHEREAS** Council has decided to designate the Property in accordance with section 29(8) of the *Ontario Heritage Act*;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Prescott enacts as follows:

1. A statement explaining the cultural heritage value or interest of the Property, and a description of the heritage attributes of the Property are set out in Schedule "C" hereto.
2. The Property, together with its heritage attributes listed in Schedule "C" hereto, is hereby designated as property of cultural heritage value or interest.
3. The Clerk is hereby authorized and directed to:
  - a. to cause a copy of this By-law, together with the statement of cultural heritage value or interest and description of heritage attributes of the

Property, to be served on the Ontario Heritage Trust, the owner of the Property, and any person who served an objection to the Notice of Intention to Designate, by a method permitted by the *Ontario Heritage Act*; and

- b. to publish a notice of passing of this By-law in a newspaper having general circulation in the Town of Prescott. Once this By-law comes into force and effect in accordance with the applicable provisions of the *Ontario Heritage Act*, and
- c. to cause a copy of this By-law, together with its Schedules, to be registered against the whole of the Property described in Schedule "A" hereto in the proper registry office.

**READ AND PASSED, SIGNED AND SEALED THIS 2<sup>ND</sup> DAY OF JUNE 2025.**

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**Mayor**

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**Clerk**

By-Law 30-2025  
Schedule "A"

425 Centre Street  
Prescott, Ontario

PIN:

Legal Description:

PLAN 19 PT BLK 2 PT LOTS 14 AND 15: TOWN OF PRESCOTT

By-Law 30-2025  
Schedule "B"

425 Centre Street,  
Prescott, Ontario

Notice of Intention to Designate



## **SCHEULE “C”**

### **BY-LAW 30-2025**

#### **DESIGNATION REPORT FOR 425 CENTRE STREET, PRESCOTT**

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##### **Description of Property:**

425 Centre Street is an institutional property constructed in 1893 following a fire that led to the previous church's destruction in 1892. It is located on the west side of Centre Street, at the intersection of Centre and Dibble.



This property was built by a prominent architect from Ogdensburg, J.P. Johnson, who was hired to design the church that J.P. Wiser, Prescott's most successful industrialist, was associated with.

##### **Statement of Culture Heritage Value or Interest:**

###### Criteria #1

The property has a rare, unique or is representative of an early style, type, expression, material, or construction method

###### Supporting Details

The property's architecture is of a Richardsonian Romanesque style, which was popular for churches and public buildings in North America at the time. This style was used for the Queen's Park Legislature building of the 1880's and Toronto's old City Hall. It was new to Prescott and remains the only example of an Italianate architecture church in town.

### Criteria #2

The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

### Supporting Details

- The stained-glass windows were crafted and installed by Harry Horwood, a famous stained glass artisan who also had installations in the original Canadian Parliament building that burned in 1916. The Horwood windows in St. Andrew's Church are unique for the number of them in a single building, their size, and their quality.

### Criteria #3

The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.

### Supporting Details

Both the pipe organ and the ceiling light were donated by J.P. Wiser. The light has been changed to electric but is still valuable to protect for its style. The organ can be rebuilt if ever necessary.

### **Summary of Heritage Attributes to Protect:**

- Style, Massing, scale or composition – exterior stonework and bell tower
- Pipe Organ
- Ceiling light

## THE CORPORATION OF THE TOWN OF PRESCOTT

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### BY-LAW NO. 29 - 2025

#### BEING A BY-LAW TO DESIGNATE THE PROPERTY KNOWN MUNICIPALLY AS ST. JOHN'S EVANGELIST ANGLICAN CHURCH, 490 CENTRE STREET AS BEING OF CULTURAL HERITAGE VALUE

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**WHEREAS**, Section 29 of the *Ontario Heritage Act*, RSO 1980, Chapter O.18 authorizes Council of a Municipality to enact by-laws to designate a property to be of cultural heritage value or interest; and

**WHEREAS** Council of the Town of Prescott has received and considered the recommendations of the Prescott Heritage Committee pertaining to this bylaw, arising from the meeting of the Prescott Heritage Committee held on January 16, 2025; and

**WHEREAS** the Council of the Town of Prescott, at its meeting held on February 3, 2025, resolved to direct the Clerk to take appropriate action to designate the Property described as 490 Centre Street, in the Town of Prescott, and more particularly described in Schedule "A" hereto (the "Property"), as property of cultural heritage value or interest; and

**WHEREAS** in accordance with subsection 29(3) of the *Ontario Heritage Act*, Council of the Town of Prescott has caused to be served on the owner of the Property and upon the Ontario Heritage Trust, a Notice of Intention to Designate the Property as being of cultural heritage value or interest, and has caused a Notice of Intention to Designate to be published in a newspaper having general circulation in the municipality; and

**WHEREAS** no Notice of Objection to the proposed designation under section 29(5) of the *Ontario Heritage Act* has been served upon the Clerk of the municipality; AND

**WHEREAS** Council has decided to designate the Property in accordance with section 29(8) of the *Ontario Heritage Act*;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Prescott enacts as follows:

1. A statement explaining the cultural heritage value or interest of the Property, and a description of the heritage attributes of the Property are set out in Schedule "C" hereto.
2. The Property, together with its heritage attributes listed in Schedule "C" hereto, is hereby designated as property of cultural heritage value or interest.
3. The Clerk is hereby authorized and directed to:
  - a. to cause a copy of this By-law, together with the statement of cultural heritage value or interest and description of heritage attributes of the

Property, to be served on the Ontario Heritage Trust, the owner of the Property, and any person who served an objection to the Notice of Intention to Designate, by a method permitted by the *Ontario Heritage Act*; and

- b. to publish a notice of passing of this By-law in a newspaper having general circulation in the Town of Prescott. Once this By-law comes into force and effect in accordance with the applicable provisions of the *Ontario Heritage Act*, and
- c. to cause a copy of this By-law, together with its Schedules, to be registered against the whole of the Property described in Schedule “A” hereto in the proper registry office.

**READ AND PASSED, SIGNED AND SEALED THIS 2<sup>nd</sup> DAY OF JUNE 2025.**

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**Mayor**

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**Clerk**

By-Law 29-2025  
Schedule "A"

490 Centre Street  
Prescott, Ontario

PIN:

Legal Description:

PLAN 19 PT BLK 2 PT LOTS 12 AND 13 S JAMES ST N DIBBLE ST RP 15R11730  
PART 1: TOWN OF PRESCOTT

By-Law 29-2025  
Schedule "B"

490 Centre Street,  
Prescott, Ontario

Notice of Intention to Designate

## **SCHEDULE “C”**

### **BY-LAW 29-2025**

#### **DESIGNATION REPORT FOR 490 CENTRE STREET, PRESCOTT**

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##### **Description of Property:**

490 Centre Street, otherwise known as St. John's the Evangelist Anglican Church is an institutional property constructed in 1860. It is located on the east side of Centre Street, at the intersection of Centre and James.



This property was one designed by a prominent architect, T.S. Scott of Montreal, the same architect who designed the Parliamentary Library in Ottawa in 1875/76. The church was constructed by Henry Sims, the son-in-law to Alpheus Jones, an early settler of Prescott. The congregation dates back to 1821 with many of the Town's founding families connected to the church.

It is speculated that the size of the church may indicate a large number of English immigrants during that time period. This speculation, if accurate, contributes to our understanding of the community.

##### **Statement of Culture Heritage Value or Interest:**

###### Criteria #1

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

#### Supporting Details

- The church is an excellent example of Gothic architecture which was popular in ecclesiastical and civic buildings of the 19<sup>th</sup> century.

#### Criteria #2

The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

#### Supporting Details

- There are numerous stained-glass windows.

#### Criteria #6

The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

#### Supporting Details

- T.S. Scott was the architect of the church as well as of the Parliamentary Library in Ottawa
- Nesfield Ward was the stonemason for the church. Mr. Ward is credited with the construction of many buildings in Prescott

#### Criteria #9

The property has contextual value because it is a landmark.

#### Supporting Details

- The top of the tower is listed as a navigational point on navigation charts for the St. Lawrence River

#### **Summary of Heritage Attributes to Protect:**

- Style, Massing, scale or composition – exterior combination of rubble and limestone; the tower.





## **STAFF REPORT TO COUNCIL**

**Report No. 42-2025**

**Date:** 6/16/2025

**From:** Chloe Preston, Director of Administration/Clerk

**RE: Heritage Property Designation – 305 Centre Street, 388 Centre Street, 408 East Street**

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### **Recommendation:**

That Staff be directed to give notice of Council's intent to designate the following properties as being of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, R.S.O:

- 305 Centre Street
- 388 Centre Street
- 408 East Street

### **Background:**

At the February 3, 2025 Council meeting (Report No. 04-2025), Council directed Staff to bring forward further information for the formal designation consideration of the following properties:

- 305 Centre Street
- 388 Centre Street
- 408 East Street

This direction followed the recommendation of the Prescott Heritage Committee (PHC) and an extensive review process that included site visits, heritage assessments, and consultation with the Grenville County Historical Society.

The *Ontario Heritage Act (OHA)* outlines the required criteria and procedures for the designation of heritage properties. For a property to be designated, it must meet at least



two of the prescribed criteria under Ontario Regulation 9/06. Each of the subject properties has been reviewed by the PHC and meets the necessary threshold.

A Statement of Cultural Heritage Value or Interest and a list of identified heritage attributes have been drafted for each property and are included as Schedules "C" to the draft by-laws. These statements form a required component of the designation process and will be included in the Notice of Intention to Designate (NOID) and any subsequent by-law.

Property owners have been engaged throughout the process and have attended PHC meetings to express their views. Some have requested the opportunity to appear before Council; this has been accommodated on this meeting agenda.

- Should Council approve the issuance of NOIDs, Staff will proceed to:
- Serve notice to the property owner(s) and Ontario Heritage Trust,
- Publish the NOID in a newspaper with general circulation in the area,
- Receive and process any objections in accordance with the Ontario Heritage Act.

Property owners or any member of the public may object in writing within 30 days of the NOID being published. Any objections received will be forwarded to the Ontario Land Tribunal (OLT) for resolution. The OLT has a \$400 fee for filing objections.

#### **Alternatives:**

- Council may choose to amend the properties under consideration.
- Council may choose to defer designation pending further consultation.
- Council may choose not to proceed with designation at this time.

#### **Financial Implications:**

Costs associated with designation are limited to:

- Staff time and administrative resources,



- Newspaper publication of the NOID.

These costs are expected to be minimal and absorbed within existing budgets.

**Attachments:**

## **SCHEDULE “C”**

### **BY-LAW xx-2025 DESIGNATION REPORT FOR “THE SURGERY”, 305 CENTRE STREET, PRESCOTT**

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#### **Description of Property:**

305 Centre Street is a residential property constructed in the 1800’s and is located on the west side of Centre Street, at the intersection of Centre Street and Henry Street.



The property known as the “Surgery” was built out of cut limestone and coursed rubble stone. The upper storey has two pairs of over-sized casement windows in an unusual 60/40 split. This property was originally a tailor and clothier, owned by William Dunn and later used as a surgery by Doctor Charles McPherson and Doctor William Taugher.

#### **Statement of Culture Heritage Value or Interest:**

##### Criteria #1

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

##### Supporting Heritage Attributes

- The top storey features large 60/40 split windows. \*
- The top storey had a suicide door located on the north side of the building that has been replaced with French windows according to previous owner, John Harding \*

- Only architectural design of its kind in Prescott ( Architectural Conservancy of Ontario when it awarded the Peter Stokes Award for Restoration, 1912)

\* Note: Previous owner John Harding has speculated that the suicide door may have opened on to an outdoor staircase used when the building belonged to the tailor. None of the town's elderly residents who attended the medical offices have any memory of such a staircase. Mr. Harding further suggested that the large 60/40 split windows served the purpose of allowing maximum light into the tailor's workroom, an essential requirement in the days before electrical light.

#### Criteria #4

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to the community.

#### Supporting Details

- Location for prominent tailor and clothier
- Established family physician's office in 1918, providing health care services for generations in the community, demonstrating a direct association with early forms of medical practices in Town
- Both the tailor, William Dunn, and Dr. Taugher served as Mayor of Prescott
- Dr. McPherson is credited with banning certain water sources and implementing a purifying system to eliminate the threat of typhoid.

#### **Summary of Heritage Attributes to Protect:**

Key attributes that contribute to the cultural heritage value of 305 Centre Street as a good example of unique style and direct associations with an institution significant with the community include its:

- 60/40 split windows on the top storey
- Suicide door opening located on the north side of the building on the top storey
- Mass and composition of the external shell as only architectural design of its kind in Prescott

## **SCHEDULE “C”**

### **BY-LAW xx-2025**

#### **DESIGNATION REPORT FOR 408 EAST STREET, PRESCOTT**

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##### **Description of Property:**

408 East Street is a three-storey stone house built sometime in the 1850's and is located on the east side of East Street, at the intersection of East Street and Dibble Street West.



This property was one of the first houses to be built on the east side of East Street. In 1908 the house was purchased by a wealthy businessman who added to the size and impressiveness of the property with the addition of a dining room, kitchen, porches, and a carriage house. This property is a mixture of the architectural styles of the late Victorian and Edwardian period.

##### **Statement of Culture Heritage Value or Interest:**

###### Criteria #9

The property has contextual value because it is a landmark.

###### Supporting Details

- One of the first houses on the east side of East Street
- Considered a landmark due to its sheer mass and design

**Summary of Heritage Attributes to Protect:**

Key attributes that contribute to the cultural heritage value of 408 Centre Street as a good example of contextual value as a landmark:

- Mass and design of the house and carriage house

## **SCHEDULE “C”**

### **BY-LAW xx-2025**

#### **DESIGNATION REPORT FOR 388 CENTRE STREET, PRESCOTT**

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##### **Description of Property:**

388 Centre Street is a residential property constructed sometime after 1833 and is located on the east side of Centre Street, at the intersection of Centre Street and Dibble Street.



The property is a 2 ½ storey course stone with a long, narrow 1 ½ storey addition on the back and was built by Robert Glasgow, a prominent shipbuilder in the early days of Prescott. This property was rented by the Merchants Bank in 1868 and operated as a bank until 1875. Following its use as a bank, the property was owned by two doctors, Dr. William Justus Jones and Dr. Charles F. McPherson.

##### **Statement of Culture Heritage Value or Interest:**

###### Criteria #4

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to the community.

###### Supporting Details

- Built by prominent shipbuilder, Robert Glasgow
- Association with the Merchants Bank, the first bank in Prescott, as a significant institution featuring the walk-in vault located within the property



### Criteria #7

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

### Supporting Details

- Georgian Style visible in its symmetry, as seen in the number and spacing of windows
- Exterior shell is one of the four properties on the four corners of this intersection, connecting the property with its surroundings

### **Summary of Heritage Attributes to Protect:**

Key attributes that contribute to the cultural heritage value of 388 Centre Street as a good example of unique style and direct associations with an institution significant with the community include its:

- Exterior Georgian style popular during this period. Note: The damaged east end of the building is not included in our recommendation. There is no expectation of repair.
- Walk-in vault, directly associated with the significant institution (first bank in Prescott) within town

### **Additional Notes:**

Due to the condition of the north and east addition wall, this portion of the structure is not included as part of the exterior shell and is not included in preservation should the condition worsen.





## **STAFF REPORT TO PRESCOTT HERITAGE COMMITTEE**

**Report No.**

**Date:** January 16, 2025

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**Re:** Heritage Designation Frequently Asked Questions

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### **Recommendation:**

For information.

### **Background/Analysis:**

This report is intended to provide information regarding Heritage Designations and answer some questions that building owners may have in addition to the Heritage Designation Frequently Asked Questions document from the Town of Prescott (attached).

The following information is provided by the Government of Ontario

#### *Heritage designation*

*The Ontario Heritage Act enables municipalities to designate properties of cultural heritage value or interest through a by-law.*

*Designation is a way for:*

- *owners to express pride in the heritage value of their property*
- *the community to protect and promote awareness of its local history*

*Designation can apply to:*

- *individual properties*
- *a whole neighbourhood or district*

*If a property or district is designated, it gains public recognition as well as protection from demolition or unsympathetic alteration so that its heritage attributes can be conserved.*



### Property insurance premiums

Insurance premiums should **not** go up because of a heritage designation.

Insurance companies may increase premiums for older buildings for a variety of reasons such as outdated wiring, old heating systems, etc.

Some companies do not insure buildings over a certain age, but designation itself does not place additional requirements on the insurer and should not affect premiums.

### Destroyed by fire or accident

The intent of designation is to preserve the historic, physical, contextual or other heritage value of a property.

If a building on a heritage property is completely or partially destroyed, the designation by-law does not require the owner to replicate any lost heritage attributes. A replacement building can be of a different design.

### Replicate damaged heritage features

If you want the original features of your property to be replicated in case of damage, you should ensure you have appropriate insurance.

Coverage depends on the risk the owner and insurance company are prepared to share. The age, quality and condition of the building will affect the premium and available coverage.

As with any insurance plan, it's best to research insurance providers to find the most competitive rate and best service.

For more information, please contact the Insurance Bureau of Canada.

### Replacement cost coverage

"Replacement cost" coverage requires prior insurance appraisal of the building. It generally provides for the property to be repaired or replaced with like kind and quality up to the amount stated in the policy.



*If available, guaranteed replacement cost coverage can provide for replication of original historical detailing and other important features that have been lost or damaged – whether or not a property is designated.*

#### *By-law endorsement coverage*

*Some insurance companies offer a special type of “by-law endorsement” coverage.*

*The ministry advises owners of designated heritage properties to share the designation by-law with their insurer to be certain that heritage attributes are properly covered by their policy.*

#### *Actual cash value*

*An owner can also obtain coverage for actual cash value — the calculated cost of replacing the property with something of like kind after taking depreciation into account.*

*When arranging the insurance, an owner should speak with their insurance representative about the basis of their claims settlement.*

*It is important to understand what to expect if the building were to be completely or partially destroyed by an insured peril.*

#### *Restore a designated property to its original appearance*

*Heritage designation does not require an owner to restore their building to its original appearance.*

*The designation by-law identifies the heritage attributes considered important, and council approval is required for changes that will affect those attributes.*

*If an owner wants to restore any lost or missing features, they should first discuss the project with the Municipal Heritage Committee or appointed municipal staff person for advice on:*

- the proposed work*
- the work’s impact on the property (especially if it involves removing an important feature from a later period)*

#### *General maintenance of a designated heritage property*

*General maintenance work does not usually require heritage approvals. This may include:*



- *repainting exterior trim*
- *replacing or repairing an asphalt roof*
- *altering and repairing property features not covered by the designation by-law*

*An owner may still need a building permit and should check with the local building department.*

#### *Decisions about alterations to designated heritage property*

*Municipal councils are responsible for making decisions about applications for a heritage permit, unless this power has been delegated to municipal staff.*

*Normally, a Municipal Heritage Committee will:*

- *review an application for changes to the property*
- *provide advice to staff and council*

*Staff and committee members can advise on how desired changes can be made without detracting from the property's heritage attributes.*

*In relation to Heritage home insurance the Insurance Bureau of Canada provides the following advice.*

#### *Heritage homes*

*Owning a heritage property is an investment in Canada's history. Your home's replacement cost – what it would cost to rebuild – includes time for planning approvals as well as repairs that may involve speciality contractors and building materials. Be proactive to ensure your heritage property is well protected and keep these tips in mind:*

- *Shop around. Find an insurance representative who understands the specific risks associated with a heritage property*
- *Reduce risks. Protect your property and reduce the chances of making a claim*
- *Maintain detailed records and photos and share them with your insurance representative. Comprehensive property information – such as applicable bylaws, type of historical designation, planning requirements, updates and maintenance records, unique features, etc. – enables your insurer to accurately assess your risk*





- *Buy enough insurance. Guaranteed replacement cost coverage – the full cost to replace your property – may not be available for a heritage property even as a policy add-on. It's your responsibility to purchase sufficient coverage to meet any heritage regulations*

The following information is provided by the City of Toronto in relation to Insuring your Heritage Home.

### Introduction

*Over the years, homeowners in Canada have expressed concern about occasional challenges they face when seeking insurance for their heritage property. In recent times, the City of Toronto has received an increasing number of enquiries from homeowners advising that they are having trouble securing insurance for their heritage property and requesting information or assistance. In order to facilitate information sharing generally and to clarify misconceptions specifically, Heritage Planning has gathered and distilled information obtained from the Insurance Bureau of Canada (IBC) and the Ministry of Heritage, Sport, Tourism and Culture Industries, and created this information sheet, which includes answers to frequently asked questions and a list of tips for homeowners.*

*While insurers are not required to accept your business, we recommend providing a copy of this information sheet to insurance providers as it may help the company to better understand your needs and their responsibilities.*

### Does the Ontario Heritage Act have any property insurance requirements?

*There is no general requirement under the Ontario Heritage Act for property owners to have special insurance beyond what you already need to have covered in the event of loss or damage. Heritage properties (both listed and designated) are not required to be restored or rebuilt to a previous condition. In some special cases, properties subject to a legal agreement (most commonly known as a heritage easement agreement) are required to carry special insurance.*

*In the event of the unpremeditated loss of a building within a Heritage Conservation District, the owner is not required to rebuild or replicate the original building. The new building must comply with the policies for new development within the relevant Heritage Conservation District Plan but this should likewise not require any additional insurance beyond what you would normally carry as a replacement cost.*

*Further, listing or designation in no way impedes a property owner's ability to undertake routine maintenance or to upgrade the mechanical or electrical services. Provided your*



*property is not subject to a heritage easement agreement, heritage designation or listing should have no bearing on a property's insurance requirements or needs, despite what an insurance provider might tell you or believe.*

*Is it more difficult to obtain insurance for heritage properties?*

*While the Ontario Heritage Act should not have bearing on a property's insurance requirements as explained above, sometimes uninformed insurance companies equate designation with increased replacement cost risks as they may be under the false belief that listing or designation under the Ontario Heritage Act requires that a structure, or heritage attributes on a property be replicated in the event they are destroyed.*

*Tips for obtaining insurance for heritage properties*

*The Insurance Bureau of Canada is a useful resource of information to understand property insurance in general. It also offers five tips for all heritage property owners seeking insurance:*

- 1. Shop around*
- 2. Consider claims settlement process and amount of deductible/service options*
- 3. Reduce risk by making key updates: smoke detectors and burglar alarms*
- 4. Keep accurate records*
- 5. Buy enough insurance to meet your needs.*

*Below is a list of tips on what homeowners can do to reduce the property's insurance risk by investing in preventative methods:*

- Ensure your property is compliant with relevant building codes.*
- Consider replacing old-style knob-and-tube wiring*
- Update and/or upgrade your roof, heating system (forced air gas or electric), plumbing (galvanized cast iron to copper and/or PVC), install sewer backflow valves*
- If the property is a row house or semi-detached of any age or designation, proof of an adequate fire-break between the homes may be of interest to insurers*
- Install appropriate smoke detectors and burglar alarm systems to safeguard your home*
- Inspect and maintain oil tanks regularly*

*The IBC also offers a Heritage Property Risk Prospectus to help homeowners gather the information insurers want to know about a property. Having detailed information about the condition of the property that can be presented to prospective insurers when*



*shopping around for insurance will make it easier to find the right insurance for heritage properties and for properties of a certain age generally.*

**Alternatives:**

None

**Financial Implications:**

None

**Environmental Implications:**

None

**Attachments:**

- Town of Prescott – Heritage Designation Frequently Asked Questions
- Insurance Bureau of Canada – Insuring the Living Past
- Insurance Bureau of Canada – Heritage Property Risk Prospectus

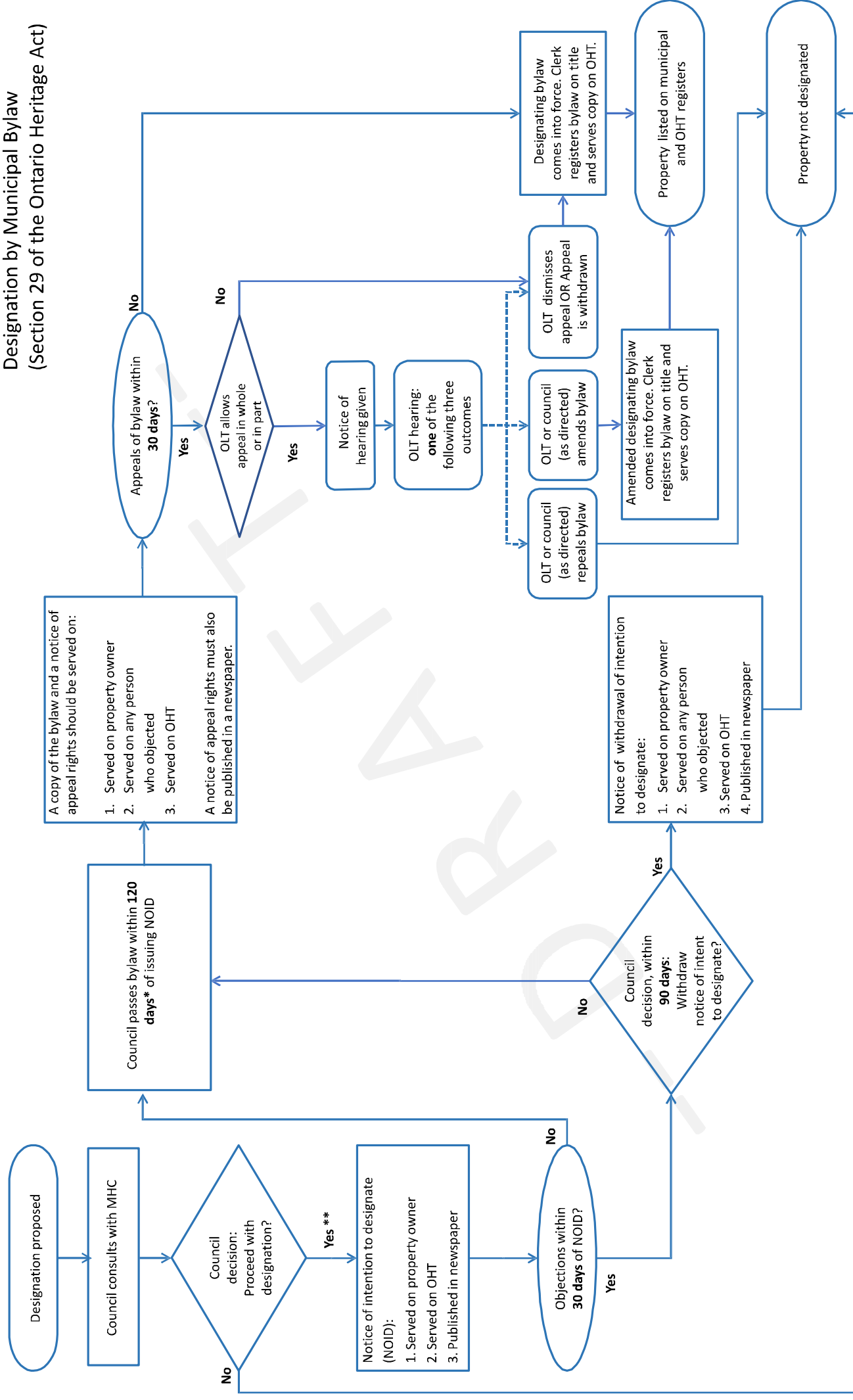
*Submitted by:*

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Matthew Armstrong  
Chief Administrative Officer & Treasurer



# Designation by Municipal Bylaw (Section 29 of the Ontario Heritage Act)



\*If council fails to meet these timelines, the NOID will be deemed withdrawn, and council must issue a notice of withdrawal. For exceptions to the 120-day timelines, please consult the guidance text.

\*\* Council has a limited 90 day period to give its notice of intention to designate a property when the property is subject to an official plan amendment, a zoning bylaw amendment, or plan of subdivision.



## **STAFF REPORT TO COUNCIL**

**Report No. 43-2025**

**Date:** 6/16/2025

**From:** Chloe Preston, Director of Administration/Clerk

**RE:** Grenville O.P.P. Detachment Board Renaming

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### **Recommendation:**

THAT Council endorse renaming of the Grenville O.P.P. Detachment Board 2 renaming to the South Grenville O.P.P. Detachment Board; AND  
THAT By-Law 31-2025, being a by-law to adopt the name change of the South Grenville O.P.P. Detachment Board, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

### **Background:**

In Spring 2024 under O.Reg. 135/24, the Province of Ontario reorganized the O.P.P. Detachment Boards and Municipal Police Service Boards across the province. At that time, the O.Reg. combined the Detachment Boards for Augusta and Prescott, as well as included Edwardsburgh Cardinal who previously did not have a Detachment Board. Similarly, North Grenville and Merrickville-Wolford were combined. These amalgamations created two O.P.P. Detachment Boards in Grenville. The Boards were named respectively as Grenville O.P.P. Detachment Board 1 & 2. This naming schema has caused some confusion for both boards in identification and obtaining insurance. Following discussion with the board representative at the Ministry of the Solicitor General, the board entertained

At the Board Meeting on May 28, 2025, the Board passed a By-Law, 2025-01, to rename the Board to be the South Grenville O.P.P. Detachment Board.

While no formal action of member municipalities is required, the Town of Prescott does have appointments listed on our appointment By-Law for Council. The attached by-law amends reference to the former name and replaces it with the newly approved name.

Staff recommend endorsing and aligning our records to reflect the new name of South Grenville O.P.P. Detachment Board.

### **Alternatives:**



None.

**Financial Implications:**

None.

**Attachments:**

- Draft By-Law 31-2025

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 31-2025**

**A BY-LAW TO ADOPT THE NAME CHANGE OF THE SOUTH GRENVILLE O.P.P.  
DETACHMENT BOARD**

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**WHEREAS**, Section 5(3) of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

**AND WHEREAS** under O.Reg 135/24 the amalgamated O.P.P. Detachment Boards for the Township of Augusta, Township of Edwardsburg Cardinal, and the Town of Prescott were named as Grenville O.P.P. Detachment Board 2;

**AND WHEREAS** O.Reg 135/24 also named the amalgamated O.P.P. Detachment Boards of North Grenville and Merrickville-Wolford as Grenville O.P.P. Detachment Board 1;

**AND WHEREAS** the similar naming schema has presented challenges for both boards in registrations with financial institutions and obtaining insurance policies, as well as general confusion with members of the public;

**AND WHEREAS** the Community Safety and Policing Act, 2019 provides that a board may by by-law govern their name;

**AND WHEREAS** at the May 28, 2025 Regular Board Meeting the Grenville O.P.P. Detachment Board 2 the Board passed By-Law 01-2025 to rename the Board to be the South Grenville O.P.P. Detachment Board;

**AND WHEREAS** the Town of Prescott, under By-Law 46-2024, appointed the Mayor to the Grenville O.P.P. Detachment Board;

**AND WHEREAS** the Town of Prescott deems it expedient to align its references to the O.P.P. Detachment Board to reflect the newly approved re-naming of the South Grenville O.P.P. Detachment Board.

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Prescott enacts as follows:

1. By-Law 46-2025, being a By-Law to Appoint Members of Council to Boards and Commissions, to Appoint Members of Council to the Committees of Council, and the Appointments of Deputy Mayor for the Remainder of the 2024 and the year 2025 is hereby amended as follows:

- a. Replacement of Committee Name "Grenville O.P.P. Detachment Board" with "South Grenville O.P.P. Detachment Board"
2. That all references within the Town's by-laws, agreements, policies, records, and official documentation to the "Grenville O.P.P. Detachment Board," as established through O.Reg. 135/24, be hereby amended to reflect the updated name: "South Grenville O.P.P. Detachment Board."
3. This by-law shall come into force and effect on the date of passing.

**READ AND PASSED, SIGNED AND SEALED THE 16<sup>th</sup> DAY OF JUNE, 2025.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**



## **STAFF REPORT TO COUNCIL**

**Report No. 44-2025**

**Date:** 6/16/2025

**From:** Samantha Joudoin-Miller, Manager of Community Services

**RE:** SGDHS Real-World Learning Project

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### **Recommendation:**

THAT Council endorse and approve the proposed partnership between the South Grenville District High School and the Town of Prescott for the Real-World Learning Project including the installation at the Alaine Chartrand Community Centre in 2025.

### **Background:**

The Grade 7 and 8 French Immersion students at South Grenville District High School (SGDHS) presented a delegation to Council on June 2, 2025. During the delegation, the students presented a Real-World Learning Project and asked Council to become a partner on this project. Staff were directed to work with the students prior to the meeting scheduled for June 16, 2025 and rise a report regarding the request and initiative.

The Upper Canada District School Board is committed to Real-World Learning, an approach that connects classroom knowledge to real-world situations and experiences. It aims to help students develop critical thinking skills, problem-solving abilities, and practical skills that can be applied beyond the classroom. Real-World Learning involves activities, project-based learning and community partnerships.

The students of SGDHS have worked with the Real-World Learning Department and have identified a shared concern: the overuse of screen time in our community. In response, the students have collaboratively developed a project aimed at encouraging reduced screen time. While still in the development phase, the project will result in two new feature activities with the goal of each project being installed at the Alaine Chartrand Community Centre (ACCC).

One feature will be the development of durable poster boards that will promote past and present local athletes and organizations/teams within Prescott. The initial feature will include up to 20 posters. The information displayed on the posters will include both an English and French description. The boards are 42cm x 32cm (16.6" x 12.6") and will be



either landscape or portrait. The poster board series will be installed along the track at the ACCC to encourage visitors to reduce screen time and read the series while they walk, promoting both physical and mental health. This project could be expanded in years to come by the students of SGDHS.

The second feature is the installation of a children's story that the students have written themselves. It is about the friendship between a hockey skate and a figure skate and is in both English and French. The feature will be installed in the children's area (mini-stick area) in the ACCC and is intended to serve as another activity for those who do not have or want to play mini-sticks. This project could be continuous and will have the ability to feature a new story each year as it will be framed, allowing the stories to be displayed on a rotational basis.

If approved, the installation will take place in the fall of 2025 and will be installed by Town Staff. Staff will continue to support the students as they finalize the designs of the project over the coming months.

This youth-led initiative aligns with Priority 3 of the 2024-2027 Town of Prescott Strategic Plan which is to "Expand Recreation, Leisure, and Tourism Opportunities". By working with the students of SGDHS to retain and grow current activities while identifying opportunities for new interests and groups to participate, this project serves to enrich Prescott's Recreational and Leisure Infrastructure while promoting positive mental and physical health.

#### **Alternatives:**

Council could choose not to approve the installation of this project or modify aspects of it.

#### **Financial Implications:**

None

#### **Attachments:**

- A draft version of one of the posters from the board series is attached and features Alaine Chartrand.
- For more information on current UCDSB Real-World learning initiatives, visit: <https://www.facebook.com/realworldlearningUCDSB>

# Alaine Chartrand



Alaine Chartrand was born on March 26, 1996. When Alaine was four years old, she was inspired to start skating after watching it on television. She then started her skating career at the Prescott Figure Skating Club. Alaine was the 2014 Rostelecom Cup bronze medalist, the 2016 Champions series Autumn Classic silver medalist, and a two-time Canadian national champion (2016 and 2019). In 2017, Alaine competed at the National Ice Skating Championships held at the TD Place Arena in Ottawa after spraining her ankle on a triple loop prior to the competition. This competition was her ticket to the Pyeongchang 2018 Olympic Winter Games. Ever since she was ten years old, Alaine's "ultimate goal" was to qualify for the Olympic Winter Games. Unfortunately, she missed qualifying by one place. On May 26, 2021, Alaine decided to retire from competing, but she still remains involved with the sport. Alaine currently lives in New Zealand, and she's studying a master's degree in physical therapy, while coaching at Paradise Ice Skating Arena.

Alaine Chartrand est née le 26 mars 1996. Elle a commencé avec le patinage artistique de Prescott quand elle avait quatre ans, après qu'elle a regardé le patinage artistique à la télévision. Alaine est la médaillée de bronze de la compétition « Rostelecom Cup » en 2014, la médaillée d'argent de la compétition « Autumn Classic » en 2016, et une double championne nationale canadienne en 2016 et 2019. En 2017, Alaine a concouru aux championnats nationaux à l'aréne de TD après avoir entorse de la cheville avec une triple boucle, préalable de la compétition. Cette compétition était son billet d'entrée aux Jeux Olympiques d'hiver à Pyeongchang en 2018. Elle a manqué la qualification d'une place, qui sont son « but ultime, » depuis elle avait 10. Le 26 mai 2021, Alaine a décidé à prendre sa retraite de la concurrence, mais elle reste impliquée avec le sport. Alaine habite en Nouvelle-Zélande et elle étudie une maîtrise en physiothérapie, lors d'un entraînement à patinoire du Paradise.





## **STAFF REPORT TO COUNCIL**

**Report No. 45-2025**

**Date:** 6/16/2025

**From:** Matt Locke, Director of Operations

**RE:** Waste Collection Price Increase

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### **Recommendation:**

THAT Council direct Staff to amend the Waste Collection Agreement with Limerick Environmental Services Ltd. to reflect an increase in the rate per household pickup to \$5.00 effective July 1, 2025; AND

THAT Council approve an increase of \$0.25 per Waste Bag Tag to offset a portion of the increase waste collection cost effective July 1, 2025.

### **Background:**

The Town of Prescott currently contracts Limerick Environmental Services Ltd for curbside waste collection. The agreement was established in February 2021 as a 4-year contract with two optional 1-year extensions. We are currently in the first 1-year extension period.

Limerick Environmental met with Town Staff to propose an increase to the monthly collection rate per household to \$5.00. The 2024 rate was \$3.44 per household which increases to \$3.51 for 2025. Limerick cited that changes to recycling collection, Ontario Regulations 391/21 Blue Box has resulted in the loss of recycling collection contracts and made it difficult to continue at the current rate for solid waste services only.

The 2025 budget for waste collection and disposal is \$242,500. The budget is based on the current rate for waste collection. The Town of Prescott offsets part of the waste collection and disposal budget through the sale of waste bag tags. The budget revenue for 2025 is \$194,565. Currently waste collection and disposal comes at a net cost of \$47,935 funded through property taxes.

Limerick Environmental was the recycling contractor for the Town of Prescott prior to 2025. With the transition to Circular Materials managing recycling collection on behalf of manufacturers, the Town of Prescott no longer contracts the recycling collection as part



of its Town services. The loss of this contract has increased the per unit costs of providing waste collection services as the volume of pickups that Limerick Environmental is responsible for has declined.

Currently, the waste collection contract has a rate of \$3.51 per household charged monthly for 2,262 households. The proposed increase to \$5.00 per household would result in an increase of \$40,445 annually. The proposed rate change would begin on July 1, which would result in an increase of \$20,223 for the remainder of 2025.

Staff is proposing using two methods for addressing the additional \$40,445 in annual waste collection costs:

- Increase the cost of waste tag bags by \$0.25 per tag to increase revenue
- Fund the remaining shortfall using the available amount in the \$39,500 Unallocated Reserve Funding approved in the 2025 budget

The Town of Prescott sells approximately 100,000 garbage tags annually at \$2.00 per tag, and so an increase in price to \$2.25 per bag would be expected to generate approximately \$20,000 to \$25,000 annually. Garbage tags increased in price from \$1.50 to \$2.00 in 2024.

The following table provides a comparison of municipalities' waste fees.

<b>Municipality</b>	<b>Type</b>	<b>Cost</b>
Prescott	Tag	\$2.00
Athens	Tag	\$2.00
Edwardsburgh Cardinal	Bag	\$2.50
Elizabethtown Kitley	Tag	\$1.60
Front of Yonge	Tag	\$2.00
Gananoque	Tag	\$2.50
Leeds and 1000 Islands	Tag	\$2.00
Merrickville – curbside collection	Tag	\$2.50
North Grenville	Tag	\$2.75
Rideau Lakes	Tag	\$2.50
Wolford – no curbside collection	Tag	\$1.00
Westport	Tag	\$2.50

As part of the 2025 budget there was Unallocated Reserve Funding of approximately \$39,500 approved. Staff is recommending using a portion of this Reserve funding to address the additional waste collection costs that exceed the additional revenue collected.



### **Alternatives:**

Limerick Environmental staff noted policies that have been implemented in other municipalities seeking to reduce the total volume of garbage collected and reduce garbage disposal costs. Reducing total garbage volume in Prescott would not impact the increase in garbage collection fees but may reduce the total expenses for garbage disposal.

There are municipalities that set a limit for the number of bags that can be collected from each address each week. Certain locations will charge an extra fee for any bags above the limit, and others have restricted collection to only that number of bags for each address. There are also municipalities that require the use of clear garbage bags. In this case the garbage collectors would not pick up garbage bags containing recyclable materials or hazardous waste and will instead place a sticker on the bag noting that it does not meet the requirements for collection. The aim of both efforts is to reduce garbage volume and encourage compliance with recycling policies.

Staff is not recommending these policies at this time but may in the future.

### **Financial Implications:**

The increase in the garbage collection rate is expected to increase garbage collection costs by \$20,223 in 2025. Staff is recommending options for funding this rate increase which would begin on July 1, 2025. The increase in of \$0.25 per bag tag would result in approximately \$10,000 in additional revenue leaving \$10,223 to be funded by the unallocated reserve amount.

For 2026, there would be an additional \$22,500 in revenue for a full year with the remaining \$17,945 be funded by the Reserve allocation.

### **Attachments:**

None



## STAFF REPORT TO COUNCIL

Report No. 46-2025

**Date:** 6/16/2025

**From:** Matt Locke, Director of Operations

**RE: Wastewater Treatment Plant and Services Expansion – Detailed Design RFP**

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### **Recommendation:**

THAT Council award RFP-04-2025 for the detailed design and contract administration of the Wastewater Treatment Plant and Services Expansion to J.L. Richards and Associates Limited at a total tendered amount of \$2,825,650.00 plus applicable taxes.

### **Background:**

The Town of Prescott in a shared application with Augusta Township and the Township of Edwardsburgh Cardinal received funding through Ontario's Housing Enabling Water Systems Funding (HEWSF) program. This project was approved for \$23,928,200 in grant funding, totalling 73% of the total project budget of \$32,778,358. This project will include the following components:

- Expansion of Prescott Wastewater Treatment Plant capacity from 4,728m<sup>3</sup>/d to 6,304m<sup>3</sup>/d and peak flow from 16,000m<sup>3</sup>/d to 25,608m<sup>3</sup>/d
- Upgrade and expansion of 3 existing sanitary pumping stations to accommodate the increased flow and capacity of the Prescott Wastewater Treatment Plant
- Upsizing approximately 1.5km of sanitary force main that runs from sanitary pump station #5 to the Prescott Wastewater Treatment Plant
- Extension of 2,750m of water main and 3,300m of sanitary sewer into Augusta Township between Merwin Lane and Sophia Street
- Addition of 2 new sanitary pumping stations in Augusta Township for the new sanitary sewer

The first phase of the project is to complete detailed design drawings and a complete tender package for construction. The Town of Prescott administered a Request for Proposal process (RFP-04-2025) which closed on June 9.

The project scope and budget were developed as part of the grant application process in 2024. The total budget for detailed design and contract administration is \$3,028,776.



**Analysis:**

Two tenders were received on June 9, 2025, by the Town of Prescott for the project. The Tender results were as follows:

Request for Tender: **RFP-04-2025 Wastewater Treatment Plant Expansion**

Closing Date: **June 9, 2025**

<b>Tenderer</b>	<b>Total Tender Amount (excluding HST)</b>
<b>J.L Richards &amp; Associates Limited</b>	<b>\$2,825,650</b>
EVB Engineering	\$2,987,101

In addition to total tendered price, qualified firms were required to provide a project schedule, a communication plan for interacting with the three municipalities, background on similar completed projects, identification of key project personnel, along with other requirements.

The HEWSF funding received for this project notes that the project must be completed by March 2028 as identified in the Transfer Payment Agreement with the Town of Prescott. In order to meet this deadline, the Town is requiring that the detailed design phase be completed by February 16, 2026. This is to target construction to begin in Spring 2026, allowing two years for all construction to be completed before the March 2028 deadline. Due to these deadline constraints a project schedule identifying how applicants would meet the February 2026 deadline was required as part of the tender package.

Along with being the lowest qualified bidder, J.L. Richards also identified that they would be completing the detailed design and construction tender package by the February 16, 2026, deadline. The tender package received by EVB Engineering indicated a completion date of June 2026, resulting in a tender award in the summer of 2026 as opposed to the spring.

J.L. Richards has significant experience with municipal wastewater treatment plant expansions and sanitary pumping station installations within Eastern Ontario citing recently completed projects in North Dundas, Quinte West, Brighton, and Kingston.

The results were reviewed with Staff from Augusta and Edwardsburgh Cardinal with all parties agreeing with the recommendation to award the contract for design and contract administration to JL Richards.

**Alternatives:**

Council could decide not to award the tender however this would result in an inability to meet the timelines stipulated as part of the grant funding agreement.

**Financial Implications:**

The tender amount for detailed design including development of construction tender drawings is \$1,446,810 plus applicable taxes. The tender amount for contract administration during the construction phase of the project is \$1,378,840 plus applicable taxes. The total tendered amount of \$2,825,650 plus applicable taxes is within the allocated project budget of \$3,028,776 for this work. The remaining budget amount will be allocated towards the topographical and legal surveying work along with geotechnical testing which will inform the design work.

Staff is recommending proceeding with awarding the detailed design and contract administration work as tendered to J.L. Richards & Associates Limited.

**Attachments:**

None



## STAFF REPORT TO COUNCIL

Report No. 47-2025

**Date:** 6/16/2025

**From:** Matthew Armstrong, Chief Administrative Officer & Treasurer

**RE:** Financial Report – May 2025

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### **Recommendation:**

For information.

### **Background/Analysis:**

The attached income statement for the five months ended May 31, 2024, highlights the financial picture year-to-date.

#### Revenue

The interim property taxes were due March 31<sup>st</sup>, 2025. They are calculated as half the prior year total and are reflected in the report. The amount in the report is the total billed amount and does not reflect any property taxes that were not paid by the due date. The Ontario Municipal Partnership Fund payments are received in January, April, July and October. These two items make up the vast majority of corporate revenue and are the reasons for the better than budget status at this time.

Protective Services revenue tends to increase in the second half of the year, as various grant and user fee payments are received for Fire and Police Services. The majority of the building permit fees are generated in the second half of the year. The majority of the transportation revenue is derived from the Ontario Community Infrastructure Funding which is received throughout the year after the first quarter. Environmental revenue which is made up mostly of bag tag fees is on track. Cemetery revenue which makes up the Health portion of the budget is received mostly in the 2<sup>nd</sup> half of the year. Social Services revenue is received as part of the St. Lawrence Lodge debentures that is supported by the Ministry of Health and Long-Term Care. This variance evens itself out by the end of the year. Recreation and Culture programs generate more revenue in the summer with the marina being open. This is expected to be on track as the year progresses. The Planning & Development revenue is lower than budgeted due to the timing of payments.



The water and wastewater revenue is received 60 days following the due day for the services invoiced by RSL which results in a substantial year-to-date variance however will even itself out throughout the year and after year-end once payments are received.

There are no major variances identified that will affect the year in the revenue budgets at this time.

#### Expenses

From an expense perspective, all areas are below budget apart from Planning & Development. The Planning and Development expenses are higher than budget due to the full-year payment for the Economic Development Corridor occurring in the first part of the year.

The majority of the recreation and culture expenses occur in the summer months. The transportation budget is largely affected by the repaving and sidewalk expenses that occur in the summer and fall months.

There are no significant variances identified that will affect the total expense budgets at this time.

#### **Alternatives:**

None

#### **Financial Implications:**

As outlined above.

#### **Attachments:**

- Financial Report – May 2025



# Income Statement 2025 Operating Budget

May 2025

	Month			Year-to-Date			Total 2025 Budget	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
Revenue								
Corporate	775,540	14,565	(760,975)	3,877,701	5,039,965	1,162,264	9,306,482	
Protective	38,421	4,063	(34,358)	192,103	49,903	(142,201)	461,048	
Transportation	52,339	850	(51,489)	261,693	5,515	(256,178)	628,064	
Environmental	16,214	17,381	1,167	81,069	96,819	15,751	194,565	
Health	3,000	(251)	(3,251)	15,000	113	(14,887)	36,000	
Social	6,767	-	(6,767)	33,833	46,125	12,292	81,200	
Recreation and Cultural	109,388	66,430	(42,958)	546,941	384,020	(163,040)	1,312,659	
Planning & Development	5,833	2,275	(3,558)	29,167	9,175	(19,992)	70,000	
Total	1,007,502	105,314	(902,188)	5,037,508	5,631,636	594,009	12,090,018	
Expenses								
Corporate	148,740	153,935	(4,111)	743,701	737,158	8,230	1,784,882	
Protective	200,871	201,681	(1,744)	1,004,357	967,533	36,888	2,410,457	
Transportation	219,057	145,840	73,221	1,095,284	808,299	286,985	2,628,682	
Environmental	27,767	23,170	4,600	138,833	125,814	13,064	333,200	
Health Services	36,501	39,329	(2,828)	182,504	175,205	7,299	438,010	
Social Services	83,426	44,202	39,224	417,128	385,254	31,875	1,001,108	
Recreation and Cultural	254,682	188,240	66,442	1,273,410	1,036,558	236,852	3,056,183	
Planning & Development	36,458	35,155	1,303	182,290	203,907	(21,617)	437,496	
Total	1,007,502	831,550	176,107	5,037,508	4,439,727	599,575	12,090,018	
Net Operations								
	(0)	(726,236)	(726,236)	(0)	1,191,908	1,191,908	(0)	
Water & Wastewater Revenue	276,688	252,971	(23,717)	1,383,441	511,554	(871,886)	3,320,258	
Water & Wastewater Expense	276,688	186,821	89,867	1,383,441	1,216,774	166,667	3,320,258	
Net Water & Wastewater	0	66,150	66,150	0	(705,220)	(705,220)	0	

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 32-2025**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE  
COUNCIL MEETING HELD ON JUNE 16, 2025.**

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**WHEREAS**, Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that Council's powers shall be exercised by by-law; and

**WHEREAS** certain actions of Council do not require the enactment of a specific by-law;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Prescott enacts as follows:

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

**READ AND PASSED, SIGNED AND SEALED THIS 16<sup>th</sup> DAY OF JUNE 2025.**

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**Mayor**

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**Clerk**