



PRESCOTT TOWN COUNCIL  
AGENDA

November 3, 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 Regular Council meeting of November 3, 2025 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

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

**6.1 October 20, 2025**

1

**RECOMMENDATION**

That the Council minutes dated October 20, 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**

**10. Mayor**

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

**12. Staff**

**12.1 Staff Report 74-2025 - Financial Report - September 2025**

12

**RECOMMENDATION**

For information.

**13. Resolutions**

**14. By-laws**

**14.1 By-Law 44-2025 - Alternative Voting Methods**

16

**RECOMMENDATION**

That By-Law 44-2025, being a by-law to authorize the use of telephone and internet voting as an alternative voting method for municipal elections 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.

**14.2 By-Law 45-2025 - Heritage Designation - 305 Centre Street**

17

**RECOMMENDATION**

That By-Law 45-2025, being a by-law to designate the property known municipally as The Surgery, 305 Centre Street as being of Cultural Heritage Value, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

**15. New Business**

**15.1 Ontario Community Infrastructure Fund (OCIF) Resolution**

**15.2 Staff Report 75-2025 - Surplus Land Declaration - Prince Street Field**

23

**RECOMMENDATION**

For Information.

**16. Notices of Motion**

**17. Mayor's Proclamation**

**18. Period for Media Questions**

**19. Closed Session**

**RECOMMENDATION**

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

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

19.2 Heritage Advisory Committee Applications/Appointments

Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Heritage Advisory Committee; AND

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

**19.1 Approval of Closed Session Minutes (October 20, 2025)**

**19.2 Heritage Advisory Committee Applications**

**20. Rise and Report**

**RECOMMENDATION**

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

**21. Confirming By-Law – 46-2025**

26

**RECOMMENDATION**

That By-Law 46-2025, being a by-law to confirm the proceedings of the Council meeting held on November 3rd, 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. (Time: p.m.)



**PRESCOTT TOWN COUNCIL  
MINUTES**

**Monday, October 20, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

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

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**1. Call to Order**

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

**2. Approval of Agenda**

Motion 178-2025

Moved By                McConnell

Seconded By            Kirkby

That the agenda for the Council meeting of October 20, 2025, be approved as presented.

Carried

**3. Declarations of Interest**

There were no declarations of interest.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

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

**6.1 October 6, 2025**

Motion 179-2025

Moved By                Ray Young

Seconded By            Campbell

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

Carried

Councillor Campbell spoke to the title of Deputy Mayor.

**7. Communications & Petitions**

There were no communications or petitions.

**8. Consent Reports**

Motion 180-2025

Moved By                Burton

Seconded By          Young

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

Items pulled:

#13 - Edwardsburgh/Cardinal - OCIF Funding

Carried

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

**9. Committee Reports**

There were no committee reports.

**10. Mayor**

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

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

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

Councillor R. Young had nothing to speak to.

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

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

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

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

## **12. Staff**

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

Motion 181-2025



Moved By                      Kirkby

Seconded By                Burton

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

Carried

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

There was no discussion held.

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

Motion 182-2025

Moved By                      Burton

Seconded By                Campbell

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

Carried

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

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

## **12.3 Staff Report 72-2025 Community Grants Program**

Motion 183-2025

Moved By Ray Young

Seconded By Young

That Council approve the 2026 Community Grants Program.

Carried

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

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

#### **12.4 Staff Report 73-2025 - Leo Boivin Maintenance Recommendations**

Motion 184-2025

Moved By Kirkby

Seconded By McConnell

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

Carried

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

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

### **13. Resolutions**

There were no resolutions.

**14. By-laws**

**14.1 By-Law 42-2025 - Building Official Appointment**

Motion 185-2025

Moved By                 Burton

Seconded By             Young

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

Carried

**15. New Business**

**15.1 City of Dryden - Swim to Survive Training Resolution**

Motion 186-2025

Moved By                 Young

Seconded By             Burton

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

Carried

Motion 187-2025

Moved By                 Young

Seconded By             Kirkby

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

Carried

Councillor Young spoke to the resolution.

**15.2 City of Kitchener - Postage Resolution**

Councillor Kirkby spoke to his findings regarding postage.

**15.3 SEHU - Board of Health Update September 2025**

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

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

Motion 188-2025

Moved By Kirkby

Seconded By Ray Young

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

Carried

Councillor Kirkby spoke to the resolution.

**15.5 Town of Petrolia - Bail Reform Resolution**

Motion 189-2025

Moved By Kirkby

Seconded By Burton

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

Carried

Councillor Kirkby spoke to the resolution.

**16. Notices of Motion**

There were no notices of motion.

**17. Mayor's Proclamation**

**17.1 Local Government Week**

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

**17.2 Public Library Week**

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

**17.3 Small Business Week**

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

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

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

**18. Period for Media Questions**

There was no media present.

**19. Closed Session**

Motion 190-2025

Moved By                      Burton

Seconded By                Kirkby

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

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

19.2 Potential Sale of Municipal Property - Letter of Intent

19.3 Library Board Applications/Appointments

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

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

Carried

**19.1 Approval of Minutes - October 6, 2025**

**19.2 Potential Sale of Municipal Property - Letter of Intent**

**19.3 Library Board Applications/Appointments**

**20. Rise and Report**

Motion 191-2025

Moved By McConnell

Seconded By Burton

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

Carried

**21. Confirming By-Law – 43-2025**

Motion 192-2025

Moved By Campbell

Seconded By Young

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

Carried

## **22. Adjournment**

Motion 193-2025

Moved By Kirkby

Seconded By Ray Young

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

Carried

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Mayor

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Clerk



## **STAFF REPORT TO COUNCIL**

**Report No. 74-2025**

**Date:** 11/3/2025

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

**RE: Financial Report – September 2025**

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### **Recommendation:**

For information.

### **Background:**

The attached income statement for the nine months ending September 30, 2025, highlights the financial picture year-to-date.

#### Revenue

The interim property taxes were due on March 31st, 2025, with the final property tax payment being due August 31, 2025. The property tax amount in the report is the total billed for the year and does not reflect property taxes that were not paid by the due dates. Property taxes outstanding are higher than in prior years, which has resulted in interest on outstanding property taxes being \$28,000 higher than budget at the end of September.

The timing of payments from the province for the ACCC \$970k and the Water Tower \$2.0 million has put a substantial strain on the cash position. The approval process for the loan for the Fire Truck of \$980k has also put pressure on the cash balance. It is anticipated that the interest earned for 2025 will not meet the budget of \$100,000. There are other areas of the budget that will help to offset this variance including the increase in interest on property taxes outstanding as explained above.

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. September has demonstrated this pattern with Protective Services generating \$42,000 more than budgeted for in the month.





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 2nd half of the year and is largely affected by the timing of the \$20,000 transfer of funds from the Town to the Cemetery.

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 which is reflected in the July results but is offset by the reduction in ice fee rentals.

Planning & Development revenue is relatively on track.

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.

### Expenses

From an expense perspective, all areas are on or below budget apart from Social Services and Planning & Development.

The heavy spending on social services in September was due to the 3<sup>rd</sup> quarter payment of the St. Lawrence Lodge Levy and the 2nd debt payment for St. Lawrence Lodge which was due in September.

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 and the event expenses that largely occur in summer months.

The transportation budget is largely affected by the repaving and sidewalk expenses that occur in late summer and fall. Paving was completed in October with a large portion of the budget being deferred to 2026 for the repaving of Edward Street.

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



**Alternatives:**

None

**Financial Implications:**

Outlined above.

**Attachments:**

Financial Report – September 2025

# Income Statement 2025 Operating Budget

	<div>Month</div>			<div>Year-to-Date</div>			<div>Total 2025 Budget</div>	<div>Notes</div>
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
Revenue								
Corporate	775,540	516,987	(258,553)	6,979,862	8,633,761	1,653,900	9,306,482	
Protective	38,421	80,656	42,236	345,786	327,085	(18,701)	461,048	
Transportation	52,339	80,289	27,950	471,048	412,330	(58,718)	628,064	
Environmental	16,214	18,195	1,981	145,924	163,363	17,439	194,565	
Health	3,000	1,176	(1,824)	27,000	5,677	(21,323)	36,000	
Social	6,767	45,281	38,514	60,900	91,406	30,506	81,200	
Recreation and Cultural	109,388	66,669	(42,719)	984,494	1,021,442	36,948	1,312,659	
Planning & Development	5,833	1,015	(4,818)	52,500	48,068	(4,432)	70,000	
Total	1,007,502	810,268	(197,233)	9,067,514	10,703,132	1,635,618	12,090,018	
Expenses								
Corporate	148,740	128,884	19,857	1,338,662	1,310,209	28,452	1,784,882	
Protective	200,871	181,889	18,040	1,807,843	1,712,328	95,514	2,410,457	
Transportation	219,057	119,177	99,880	1,971,512	1,404,521	566,990	2,628,682	
Environmental	27,767	27,865	(88)	249,900	233,569	16,331	333,200	
Health Services	36,501	38,803	(2,302)	328,508	332,605	(4,098)	438,010	
Social Services	83,426	207,906	(124,481)	750,831	797,132	(46,301)	1,001,108	
Recreation and Cultural	254,682	225,733	28,949	2,292,137	2,132,231	159,907	3,056,183	
Planning & Development	36,458	25,953	10,505	328,122	379,102	(50,980)	437,496	
Total	1,007,502	956,211	50,360	9,067,514	8,301,698	765,816	12,090,018	
Net Operations	(0)	(145,943)	(145,943)	(0)	2,401,434	2,401,434	(0)	
Water & Wastewater Revenue	276,688	295,718	19,030	2,490,193	1,759,445	(730,748)	3,320,258	
Water & Wastewater Expense	276,688	350,201	(73,512)	2,490,193	2,225,189	265,004	3,320,258	
Net Water & Wastewater	0	(54,483)	(54,483)	0	(465,744)	(465,744)	0	

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 44-2025**

**A BY-LAW TO AUTHORIZE THE USE OF TELEPHONE AND INTERNET VOTING AS  
AN ALTERNATE VOTING METHOD FOR MUNICIPAL ELECTIONS.**

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**WHEREAS**, Section 42(1)(b) of the *Municipal Elections Act, 1996, S.O. c32*, provides that the Council may, by By-Law, authorize electors to use an alternate voting method, that does not require electors to attend at a voting place in order to vote;

**AND WHEREAS** the Council of the Corporation of the Town of Prescott deems it desirable to pass a By-Law to authorize the use of an alternative voting method;

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

1. THAT the use of telephone and internet voting as alternative voting methods for the purposes of Municipal Elections and By-Elections, including School Board Elections in the Town of Prescott is hereby authorized as per Section 42 of the Municipal Elections Act, 1996, S.O.c32.
2. THAT all previous By-Laws, Resolutions, Motions or Actions of Council that are in contravention of this By-Law are hereby repealed.

**READ AND PASSED, SIGNED AND SEALED THIS 3<sup>rd</sup> DAY OF NOVEMBER 2025.**

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**Mayor**

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**Clerk**

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 45 - 2025

### BEING A BY-LAW TO DESIGNATE THE PROPERTY KNOWN MUNICIPALLY AS THE SURGERY, 305 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 June 16, 2025; and

**WHEREAS** the Council of the Town of Prescott, at its meeting held on June 16, 2025, resolved to direct the Clerk to take appropriate action to designate the Property described as 305 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 3<sup>rd</sup> DAY OF NOVEMBER 2025.**

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**Mayor**

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**Clerk**

By-Law 45-2025  
Schedule "A"

305 Centre Street  
Prescott, Ontario

PIN:

Legal Description:

PLAN 19 BLK 2 PT LOT13: TOWN OF PRESCOTT

By-Law 45-2025  
Schedule "B"

305 Centre Street,  
Prescott, Ontario

Notice of Intention to Designate



## **SCHEDULE “C”**

### **BY-LAW 45-2025**

#### **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



## **STAFF REPORT TO COUNCIL**

**Report No. 75-2025**

**Date:** 11/3/2025

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

**RE:** Declaration of Surplus Lands – Prince Field Lands

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### **Recommendation:**

For Information.

### **Background:**

The purpose of this report is to provide Council with information regarding the potential declaration of the Prince Field Lands as surplus to municipal needs, and to outline possible next steps and procedural options under By-Law 16-95: To Establish a Procedure Governing the Sale of Real Property.

At the direction of Council, a Public Meeting has been scheduled for November 3rd, 2025, prior to the Regular Council Meeting, to provide residents and stakeholders with the opportunity to share feedback on the potential surplus land declaration. Notice of this meeting was provided on the subject site, on the Town's website and social media platforms, and in the local newspaper, in accordance with municipal communication practices.

The Prince Field Lands have historically served as community soccer fields, while prior to that serving as a baseball diamond. However, with the completion of the new soccer fields at the Seymour Recreation Complex, which will be usable for the 2026 season, the need for the Prince Street site for active recreation has diminished.

The Prince Field location also presents several challenges, including limited parking, a mix of residential and commercial uses surrounding the property, and lack of dedicated access routes, making it unsuitable for accommodating high levels of vehicle and pedestrian traffic associated with organized sports activities.

Council's Strategic Plan identifies the need to increase the availability of residential lands within the community as a key pillar of sustainable growth. Exploring the potential declaration of the Prince Field Lands as surplus aligns with this direction, as it provides an opportunity to consider redevelopment options that could support housing,



community facilities, or mixed-use development in alignment with Council's long-term objectives.

Declaring the property surplus does not commit Council to a sale or redevelopment at this time. Instead, it begins a process that allows for careful consideration of potential uses, consistent with legislative and policy requirements.

Under By-Law 16-95: To Establish a Procedure Governing the Sale of Real Property, the Town must declare land surplus to its needs by resolution of Council before it can be sold or otherwise disposed of.

While By-Law 16-95 outlines the procedures governing the sale of real property, it does not specifically describe the process for declaring property surplus.

In adherence to previous practices, and in the interest of public input, Council directed staff to provide notification to the public of Council's intention to declare the land surplus. This notification period exceeded the recommended one-month period.

Council had the opportunity to hear public feedback at the Public Meeting.

Should Council decide to formally declare the land surplus, it must be appraised for fair market value through an "Opinion of Value" provided by a licensed realtor. Alternatively, Council could direct in writing that a third-party appraisal be undertaken.

Following this, Council retains full discretion over the method of sale or disposition, including whether to issue a Request for Proposals (RFP), market the property for sale, proceed with a direct sale, or enter into partnership discussions.

#### **Options:**

1. Take no Action at this time
2. Declare the Prince Fields Lands Surplus to the Municipal Needs
  - a. Issue a Request for Proposals (RFP)
  - b. Market the Property for sale
  - c. Direct Sale or Partnership
3. Defer Decision Pending Review of Public Feedback

#### **Financial Implications:**

There are no financial implications related specifically to this report. Depending on the course of action Council wishes to take, could impact revenue for any potential sale.



**Attachments:**

None

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

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**BY-LAW NO. 46-2025**

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE  
COUNCIL MEETING HELD ON NOVEMBER 3, 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 3<sup>rd</sup> DAY OF NOVEMBER 2025.**

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**Mayor**

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**Clerk**