



**PRESCOTT TOWN COUNCIL  
AGENDA**

**February 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 Council meeting of February 3, 2025, be approved as presented.

- 3. Declarations of Interest**
- 4. Presentations**
- 5. Delegations**

5.1	St. Lawrence Academy - Lynda Joanisse and Annika Squires	1
5.2	Every Kid in Our Communities Leeds & Grenville - Jane Hess	3
6.	Minutes of the previous Council meetings	

6.1	January 27, 2025	5
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**Recommendation**

That the Council minutes dated January 27, 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 Council Information Package (under separate cover)**

**8.2 Staff Report 04-2025 - Heritage Property Designation - Council Consideration**

14

**RECOMMENDATION**

That Council direct Staff to bring the following properties to a Council in March 2025, for further consideration for designation:

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

**9. Committee Reports**

**10. Mayor**

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

<b>12. Staff</b>		
12.1	2025 Budget - Transportation and Recreation Services	40
12.2	Staff Report 05-2025 - Heritage Property Designation - 490 Centre St and 425 Centre St	49
<b>RECOMMENDATION</b>		
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 <i>Ontario Heritage Act</i> , R.S.O:		
<ul style="list-style-type: none"> <li>• 490 Centre Street</li> <li>• 425 Centre Street</li> </ul>		
12.3	Staff Report 06-2025 - Joint Party Agreement for Healthcare Recruitment	57
<b>RECOMMENDATION</b>		
That Council direct the Mayor to sign and execute the Joint Party Agreement for Healthcare Recruitment as outlined in Staff Report 06-2025.		
12.4	Staff Report 07-2025 - Rooftop HVAC Heating & Cooling Replacement - Town Hall 2nd Floor	66
<b>RECOMMENDATION</b>		
That Council approve up to \$16,700 from the Building Reserve Fund to be used to replace the existing unit for the Town Hall 2 <sup>nd</sup> Floor Grand Room.		
<b>13. Resolutions</b>		
<b>14. By-laws</b>		
<b>15. New Business</b>		
<b>16. Notices of Motion</b>		
<b>17. Mayor's Proclamation</b>		
<b>18. Period for Media Questions</b>		

**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 (January 27, 2025)

19.2 Purchase & Sale

- Under Section 239(2)(c) under the *Municipal Act* - a proposed or pending acquisition or disposition of land by the municipality or local board; 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 – 08-2025**

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**RECOMMENDATION**

That By-Law 08-2025, being a by-law to confirm the proceedings of the Council meeting held on February 3, 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 to Tuesday, February 18, 2025. (Time: p.m.)

# Delegation Request Form

Please complete the following form. Delegations must register with the Clerk by 12:00 p.m. on the Wednesday preceding the Council meeting.

Each delegation is allowed ONE spokesperson and have a maximum of 10 minutes to address Council.

Inclusion on the Council agenda shall be determined on a first-come basis and be limited to two delegations per meeting. The Clerk shall consider the length of the agenda when reducing or eliminating the delegations at that meeting.

**Today's Date \***

11/29/2024

**Requested Meeting Date \***

1/10/2024

**First and Last Name \***

Lynda Joanisse

**Street Address \***

560 Edward Street

**Town/City \***

Prescott

**Province \***

Ontario

**Postal Code \***

K0E 1T0

**E-mail Address \***

ljoanisse@slacademy.ca

**Phone Number \***

613-803-8040

**Name of Organization \***

The St. Lawrence Academy

**Statement of issue or purpose of deputation: \***

I would be honoured to be given a chance to speak to the Council in regards to our school, The St. Lawrence Academy and specifically in regard to our Bursary Fund and school vision and mission

Please note that all correspondence submitted will form part of the public record and will be published when this matter is before Council or a Committee of Council.

*The Town is committed to protecting the privacy of any personal information you may provide on this form. The Town will not use or share any personal information provided on this form except with the consent of the individual to whom the information relates or as otherwise authorized by the Municipal Freedom of Information and Protection of Privacy Act. In addition, your personal information will be shared with other Town departments ONLY if your inquiry relates to those departments. Our practices have been designed to comply with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.*

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**Today's Date \***

12/17/2024



**Requested Meeting Date \***

2/3/2025



**First and Last Name \***

Jane Hess

**Street Address \***

[REDACTED]

**Town/City \***

Elizabethtown

**Province \***

Ontario

**Postal Code \***

[REDACTED]

**E-mail Address \***

admin@everykid.on.ca

**Phone Number \***

[REDACTED]

**Name of Organization \***

Every Kid in Our Communities Leeds and Grenville

**Statement of issue or purpose of deputation: \***

I would like to present to your council the work of EKIOC and how Developmental Assets can assist municipalities to meet their obligations toward children, youth and families in their communities and how our "Start with Hello" can be used by many in your municipalities to increase the sense of belonging for children and youth in your community.

Please note that all correspondence submitted will form part of the public record and will be published when this matter is before Council or a Committee of Council.

*The Town is committed to protecting the privacy of any personal information you may provide on this form. The Town will not use or share any personal information provided on this form except with the consent of the individual to whom the information relates or as otherwise authorized by the Municipal Freedom of Information and Protection of Privacy Act. In addition, your personal information will be shared with other Town departments ONLY if your inquiry relates to those departments. Our practices have been designed to comply with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.*



## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Monday, January 27, 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 Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young

**Staff** Lindsey Veltkamp, Director of Administration/Clerk, Dana Valentyne, Economic Development Officer, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk

**Guests** Simon Wu and Hugh George from Rideau St. Lawrence Utilities, & Kris Fournier and Johnathan Sylvester from Community Paramedics Program

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#### **1. Call to Order**

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

Mayor Shankar received regrets from Matthew Armstrong, CAO/Treasurer.

## **2. Approval of Agenda**

Motion 13-2025

Moved By Burton

Seconded By Kirkby

That the agenda for the Council meeting of January 27, 2025, be approved as amended.

Carried

The agenda was amended by removing Item 12.2 - 2025 Budget - Transportation and Parks and Recreation and Item 19.3 - Purchase & Sale.

## **3. Declarations of Interest**

There were no declarations of interest.

## **4. Presentations**

### **4.1 Community Paramedic Program - Jonathan Sylvester and Kris Fournier**

Johnathan Sylvester and Kris Fournier of the Community Paramedics Program spoke to the presentation. A copy of the presentation is on file. They spoke to the creation of the program, its adaptations, partnerships, clinics, the statistics from 2024, and goals for the future.

Discussion was had regarding certifications of the paramedics of the program, the challenges the program faces regarding funding and how municipalities can help.

### **4.2 Rideau St. Lawrence Utilities - Simon Wu, President & CEO**

Simon Wu from Rideau St. Lawrence Holdings Inc. spoke to the Unanimous Shareholders' Agreement, the services Rideau St. Lawrence Utilities provides, and the growth in services for the future. He also spoke to shareholders consulting with legal counsel to review the new draft agreement presented to Council.

Discussion was held regarding the expansion of services, services that are not profitable, and steps moving forward.

## **5. Delegations**

There were no delegations.

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

### **6.1 January 13, 2025**

Motion 14-2025

Moved By Kirkby  
Seconded By Campbell

That the Council minutes dated January 13, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

### **7.1 Enabling Opportunity: Ontario's Rural Economic Development Strategy**

No discussion was held on the item.

## **8. Consent Reports**

Motion 15-2025

Moved By Burton  
Seconded By Young

That all items listed under the Consent Reports section of the agenda be accepted as presented, save and except Item #4 - South Huron - Heritage Advisory Committee.

Carried

## **8.1 Council Information Package (Under Separate Cover)**

- 1 Prescott Heritage Committee Nov. 7, 2024 Meeting Minutes
- 2 Children's Mental Health L&G Dec. 19, 2024 Recreation Programming Support
- 3 UCDSB Jan. 22, 2025 Cyber Attack Update
- 4 South Huron Oct. 15, 2024 Heritage Advisory Committee
- 5 Town of Aylmer Jan. 10, 2025 Provincial Legislation on Cycling Lanes
- 6 Township of Brudenell, Lyndoch and Raglan Jan. 8, 2025 Child Welfare Funding
- 7 Town of Woolwich Jan. 17, 2025 Election Advocacy and Preparation
- 8 City of Peterborough Jan. 21, 2025 Safer Municipalities Act, Bill 242

Councillor Young spoke to Item 4 - South Heron Heritage Advisory Committee.

Councillor McConnell suggested the resolution be sent to the Prescott Heritage Committee for comment.

## **9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to his attendance at the ROMA Conference and the delegations he attended. He also spoke to a meeting with the Mayors and CAO's of the City of Brockville, the Town of Gananoque and the Town of Prescott.

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

Councillor Lockett spoke to her attendance at the Knights of Columbus fundraiser for the Special Olympics on January 18, the breakfast for MP Michael Barrett at the Brockville Country Club on January 20, and a St. Lawrence Lodge meeting to be held on January 28.

Councillor Young spoke to her attendance at a BIA meeting on January 14 and their upcoming AGM on March 25, and provided an Economic Development update.

Councillor Burton spoke to the Library board membership, and the Chief Librarian, Anne Gillard, obtaining her master's degree.

Councillor Kirkby spoke to his attendance at the Knights of Columbus fundraiser for the Special Olympics on January 18 and provided an update on Operations. He also spoke

to an upcoming South Grenville Minor Hockey Association tournament on February 8 and 9 called the "Mullet Cup."

Discussion was held regarding the upcoming Special Olympics campaign with dates to be determined.

## **12. Staff**

### **12.1 Staff Report 03-2025 - 2025 River Route Update**

Motion 16-2025

Moved By Lockett

Seconded By Young

That Council direct Staff to renew the River Route Transit Service Partnership Agreement for the period of April 1, 2025, to March 31, 2026; and

That Staff be directed to explore funding options that could support the purchase of a new bus, shelters and expanded hours of service and return with details for consideration.

Carried

Matt Locke, Director of Operations, spoke to the report. He spoke to the ridership for 2024, the agreement and the agreement renewal process. He spoke to tracking ridership, the 2024 expenses, the projected costs for 2025, and applying for the Rural Transit Solutions Fund for the purchase of a new bus

Discussion was held regarding the current routes, the possibility of including a bike rack for the bus, and the new technology that is being installed on the bus to track ridership.

Further discussion was held regarding potential sponsorships through Brockville manufacturers, advertising opportunities, and online ticket options.

## **13. Resolutions**

There were no resolutions.

## **14. By-laws**

### **14.1 Deputy Clerk Appointment**

Motion 17-2025

Moved By Burton  
Seconded By Lockett

That By-Law 05-2025, being a by-law to authorize the appointment of Chelsea Conklin as Deputy Clerk 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

### **14.2 Acting Clerk By-Law**

Motion 18-2025

Moved By Kirkby  
Seconded By Lockett

That By-Law 06-2025, being a by-law to appoint Matthew Armstrong as Acting Clerk for the Town of Prescott, be read and passed, signed by the Mayor and Clerk and sealed by the seal of the Corporation.

Carried

Discussion was held regarding the timeline of the Acting Clerk role, and the replacement of the Director Administration/Clerk.

## **15. New Business**

### **15.1 UCDSB Expanded Sports League for Students Pilot**

Councillor Lockett spoke to the information provided by the Upper Canada District School Board.

### **15.2 Proposed Municipal Accountability Act, 2024**

Councillor Lockett spoke to receiving the information.

## **16. Notices of Motion**

There were no notices of motion.

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

There were no proclamations.

## **18. Period for Media Questions**

There were no questions from the media.

## **19. Closed Session**

Motion 19-2025

Moved By Kirkby  
Seconded By Campbell

That Council move into Closed Session at 7:16 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (January 13, 2025)

19.2 Identifiable Individual - Board Appointments

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

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

Carried

Council recessed at 7:16 p.m.

Council resumed in Closed Session at 7:21 p.m.

Motion: 20-2025

Young, Lockett.

That Council reconvene in Open Session. (Time: 7:32 p.m.)

## **20. Rise and Report**

Council approved the Closed Session minutes under Item 19.1 and received information on item 19.2 Identifiable Individual - Board Appointments.

Motion: 21-2025

Kirkby, Campbell.

That Council appoint the following members to the BIA Board of Management:

- Ashton Mayes

- Kashyap Patel

Carried

## **21. Confirming By-Law – 07-2025**

Motion 22-2025

Moved By Campbell

Seconded By Lockett

That By-Law 07-2025, being a by-law to confirm the proceedings of the Council meeting held on January 27, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 23-2025

Moved By Kirkby  
Seconded By Lockett

That the meeting be adjourned to February 3, 2025. (Time: 7:34 p.m.)

Carried

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Mayor

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Clerk



## STAFF REPORT TO COUNCIL

Report No. 04-2025

**Date:** February 3, 2025

**From:** Lindsey Veltkamp, Director of Administration/Clerk

**Re:** Heritage Property Designation – Council Consideration

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### **Recommendation:**

That Council direct Staff to bring the following properties to a Council in March 2025, for further consideration for designation:

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

### **Background:**

Bill 23 – More Homes Built Fast, introduced changes in 2022 to the *Ontario Heritage Act* (OHA), requiring municipalities to actively designate properties on heritage registers, within two years. This final due date has been extended to January 1, 2027. Properties that were not designated were required to be removed from the register and unable to be considered for designation for a term of five years. The purpose behind this was to expedite potential development projects.

The Town of Prescott had twenty-five properties considered to be of heritage interest on its heritage register. The Prescott Heritage Committee (PHC) began the review processes in 2023. Of the twenty-five properties, the PHC recommended that Council remove five properties from the list, which Council approved on June 3, 2024.

At the January 16, 2025, meeting of the PHC, the Committee recommended that Council begin the designation process for the properties located at 388 Centre Street, 305 Centre Street, and 408 East Street.

### **Analysis:**

The current process for the PHC to review each property includes visiting the property to get an understanding of the exterior either by driving or walking by, receiving the original designation reports provided to the PHC in 2013 to understand the reasoning



for designating the properties at the time as having interest or heritage value, and reviewing an updated background report on the property provided by the Grenville County Historical Society. The Committee then discusses and considers the findings and details of the properties, ensuring that each property meets two of the required criteria as outlined in the OHA, and identifies the heritage attributes to match up with the criteria.

Based on the criteria and heritage attributes identified, a statement of cultural heritage value or interest is created, and can be found attached to this report as Schedule "C"s. This statement is required by the OHA to be included in the designation by-law. Under the Ontario Heritage Act, Council is required to consult with its Heritage Committee prior to providing a Notice of Intention to Designate (NOID).

If Council decides to proceed with the designations, a NOID will be sent to the property owner, the Ontario Heritage Trust, and published in a local newspaper. The OHA outlines the required provisions for the NOID including a description of the property, a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property, and a statement that notice of objection to the notice of NOID to designate the property may be served within 30 days after the date of publication of the NOID in the newspaper. An outline of the process for designating a property by municipal by-law is attached to this report.

Objections to a notice of designation can be submitted through the Ontario Land Tribunal (OLT). Objections are required to be submitted in writing to the municipal clerk, within 30 days of publication of the NOID and is then referred to the OLT for a formal hearing process. The fee associated with the submission of an objection is \$400 as set by the OLT.

Property owners from the listed properties have been invited and attended two meetings of the Prescott Heritage Committee to provide feedback. These property owners have requested an opportunity to appear before Council to speak to the designation of their properties.

The Prescott Heritage Committee received a Staff Report on Heritage Designation Frequently Asked Questions. A copy of that report is attached to this report to provide Council Members with the same information which may be useful.

#### **Alternatives:**

Council could amend or decline the recommendation.



**Financial Implications:**

None

**Environmental Implications:**

None

**Attachments:**

- 305 Centre Street – Draft Schedule “C”
- 388 Centre Street – Draft Schedule “C”
- 408 East Street – Draft Schedule “C”
- Ontario Heritage Tool Kit – Designation By Municipal By-law – Flowchart
- Prescott Heritage Committee Staff Report – Heritage Designation Frequently Asked Questions with attachments

*Submitted by:*

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Lindsey Veltkamp,  
Director of Administration/Clerk

## **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 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

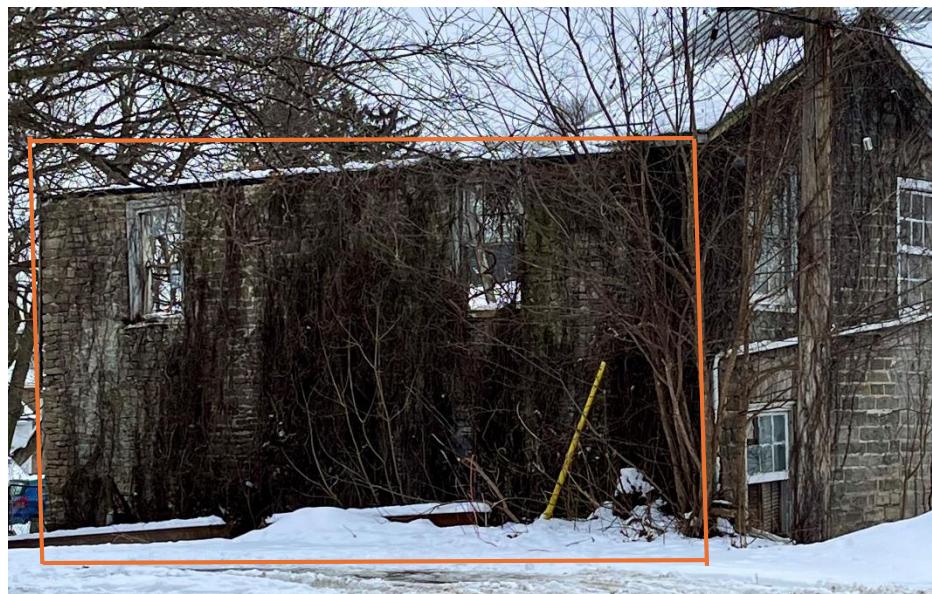
### **Summary of Heritage Attributes to Protect:**

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.



**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**

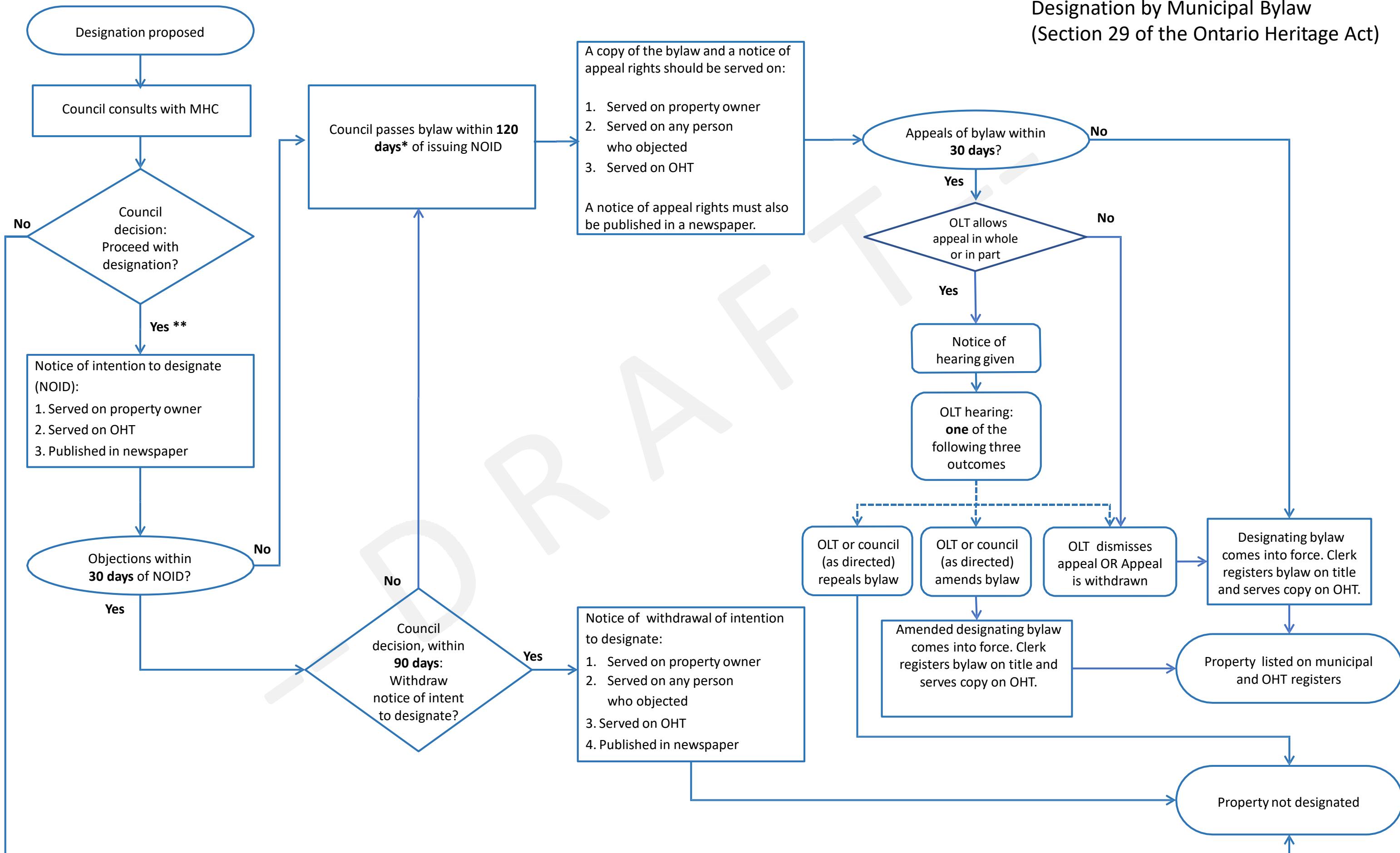
- One of the first houses on the east side of East Street
- Considered a landmark due to its sheer mass and design

### **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

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.



## 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



## Heritage Designation Frequently Asked Questions

### What does heritage designation mean?

Designation under Section 29 of the *Ontario Heritage Act* gives a property special legal status. Designation applies to real property and helps to protect and recognize the heritage features of that property. A designation is registered on title for the subject property, but the owner still retains control of the property.

### What does “listing” mean?

Listing is an important tool used in the conservation of non-designated heritage properties. Enshrined under the *Ontario Heritage Act*, listing allows for the protection of a culturally significant building or structure from unnecessary demolition. If a property is listed and the owner wishes to demolish or alter the structure, they must give 60 days' notice to Council, who will make a decision on whether or not to issue a permit.

### Can a designated property be demolished?

The alteration process under Section 33 of the *Ontario Heritage Act* helps ensure that the heritage features of a designated property remain intact. If the owner of a designated property wishes to alter or demolish the heritage features of the property, they will need to obtain written consent from Council.

Council has the power to approve or deny an application for a demolition permit. Council may also consent to the application subject to "such terms and conditions as may be specified." The owner may appeal Council's decision to the Ontario Land Tribunal.

### Does designation restrict changes to a property?

Designation does not restrict the property owner from making alterations or repairs to their property; however, approval from Council will be needed if the proposed alterations or repairs affect the designated features of the property.

Before designation occurs, "Reasons for Designation" are discussed with the owner to ensure full understanding. Architectural features mentioned in the "Reasons for Designation" may not be altered without consultation with The Prescott Heritage Committee.

While restoration of the building to original appearance is not required, it is encouraged; existing non-original additions may remain; addition of undocumented details is to be avoided.

Any plan to alter the exterior of a property must be discussed with the Building Department well in advance of obtaining building permits and making contractual commitments.

The Prescott Heritage Committee recommendations will be directed to Council for decision. Designation applies to the entire site, not just the main building.

### **Does designation affect the sale of a property?**

Designation does not prohibit or detrimentally affect the sale of a property, although the by-law protecting the property remains. It does not affect the use to which the property may be put or its assessed value. Some studies have shown that designation actually has a positive impact on the re-sale of a property.

### **What are the legal implications of designation?**

Ownership of the property does not change once it is designated, nor does designation permit the public or Town staff access a designated property without permission from the owner. Designation does not require the property owner to do any additional maintenance outside of ordinary property standards by-laws.

### **What does “designation” not do?**

- It does not prohibit or negatively affect the sale of a designated property. Some studies have even shown that designation actually positively affects resale value.
- It does not oblige the owner to restore and maintain the building beyond what is expected of any property owner.
- It does not affect the permitted uses of the property (under zoning).
- It does not prohibit the development or alteration of the property, but approval from the Prescott Heritage Committee is required if exterior changes to the property are contemplated.
- It does not permit public access to your property.

## What are the benefits of Owning a Designated Property?

- Enhanced public experience and protection of local identity that are fostered by heritage designations
- Furthermore, studies on Ontario's heritage designated properties have revealed above-average performance in terms of property value changes, as well as resistance to market downturns.

## Misconceptions About Heritage Designations

*"Heritage designations are put in place to prevent change."*

The purpose of a heritage designation is to guide alterations to the property, not to prohibit them. This is to ensure that they complement, rather than compromise, the integrity of its cultural heritage value. As such, when thoughtfully designed, modern features such as new additions and landscape changes can certainly be added to heritage properties.

*"All changes to heritage properties must be approved by Council."*

Most designations apply only to the exterior of the property, and most commonly the area which can be seen by the general public. Any changes discussed with building . Property owners should speak with the Building Department prior to any restoration projects in order to determine if approval from Council is required.

A heritage designation does not restrict the owner's right to sell the property, or its particular use as that is addressed through requirements contained in the applicable planning documents, such as the zoning by-law.

*"Heritage designation places a financial burden on the property owner."*

The owner of a heritage property is not required to restore or maintain the property beyond what is expected of any property owner. The Town provides an opportunity for grant funding through the Community Improvement Plan (CIP) which offers incentives for Heritage Conservation and provides an opportunity to stimulate the preservation of existing historical and cultural assets to facilitate, where warranted, the rehabilitation of these assets to ensure their long-term viability. To promote the restoration of heritage features via engineering studies and/or architectural plans, building façade and structural improvements. Below is a summary of the Incentives for Heritage Conservation funding:

### Area 3 – Heritage Conservation (CIP Page 20)

Incentive Program	Description	Maximum Incentive Amount Per Eligible Property Unit
Property Improvement Grant	A non-repayable grant, not exceeding 50% of eligible costs; available to assist heritage property owners or tenants to complete studies/plans, improve building façade, accessibility, and interior portions.	\$9,000
Permit & Application Fees	Reimbursement to a maximum amount of the building and/or sign permit and application fees, for work that is approved for the CIP program.	\$1,000 or 10% of building permit fee whichever is higher
Interest Free Loan	An interest free loan not to exceed 50% of the total project value, to a maximum amount, amortized over 5-10 years, to make exterior façade, interior improvements and/or improve barrier free accessibility.	\$100,000

For more information regarding the design criteria and eligibility please see our Community Improvement Plan.

*“Insurance premiums are higher for designated properties.”*

Although older properties may involve greater risk due to outdated features, a heritage designation does not prevent these features from being updated and therefore should not affect insurance premiums. Furthermore, since it is not a requirement for destroyed features to be replicated, there should be no added cost to insurance companies or owners in that regard.

*“Heritage designation negatively impacts property values.”*

Studies have found that heritage designated properties most often perform at or above the average property in terms of changes in economic value, thus allaying the financial worries of prospective heritage property owners.

Heritage properties are compelling connections to the past. As older, historic buildings, it's important to have them adequately insured.



Heritage homeowners typically spend considerable time to maintain and/or upgrade their properties. A **detailed document** that includes appraisals, photos and other information will go a long way to address insurers' concerns about insuring an older home.

## Questions about insurance? Call us.

**Insurance Bureau of Canada**

Toll-free: 1-844-2ask-IBC  
(1-844-227-5422)

[ibc.ca](http://ibc.ca)

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Insurance Bureau of Canada is the national trade association for Canada's private home, car and business insurers.

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The information provided in this brochure is intended for educational and informational purposes only. Please consult the appropriate qualified professional to determine if this information is applicable to your circumstances.

This information is accurate as of July 2022.

Page 35 of 68

# Heritage Properties: Insuring the Living Past



**IBC**  
Insurance Bureau  
of Canada

## Tips for Insuring a Heritage Property

**1. Shop around.** Take the time to find an insurance company that understands heritage properties. When shopping around, consider the deductible amount and the claims settlement process in your decision.

**2. Reduce your risk.** Take the necessary steps to protect your home and reduce the chances of having to make a claim – whether it's to update wiring, install smoke detectors or replace an old roof. It will not only make your home safer but will help reduce your premium.

**3. Keep records.** Heritage properties often have unique features such as antique chandeliers and plaster mouldings. A record of your home's distinct details will help your insurance company accurately assess the cost of replacing these items.

**4. Choose the right coverage.** Avoid the temptation of reducing your coverage to save a few dollars – it's simply not worth it. Not having adequate coverage to repair or replace your home or personal property can be a financial hardship. The meagre savings will provide cold comfort in the event of a claim.

## What To Consider

Insurers look for well-maintained homes with low levels of risk and good claims records. Keep records on all updates to your home. You may want to consider:

- **Replacing knob-and-tube wiring** (this can increase the chance of a fire if deteriorated or damaged)
- **Updating the roof** (if upgrade needed)
- **Upgrading the plumbing** to copper or plastic (if needed)
- **Upgrading the heat source** (for example, forced air gas or electric)
- If the property is a row house or semi-detached of any age or designation, your insurer may request **proof of an adequate fire-break** between the homes.

## Why Your Heritage Property May Be More Expensive to Replace

With heritage properties, replacing after a loss isn't quite as easy as with regular properties. Here's why:

- **Planning approvals.** There are often more layers of bureaucracy involved in repairing or rebuilding a heritage property. This can increase the time period that insurers pay for your living arrangements while repairs are done.
- **Insurer expertise.** In order to adequately assess your home, most insurers have appraisals by qualified professionals with expertise in evaluating heritage properties.
- **By-laws.** It is generally a requirement that heritage properties be rebuilt on the original site, to the original occupancy, using materials similar to the ones used at the time it was built.
- **Claims settlement costs.** Extra time for approvals and repairs can also mean a lengthier claims process.





# Heritage Property Risk Prospectus

Owner occupied: YES  NO

Owner name(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Lender/mortgagee (if applicable): \_\_\_\_\_

Heritage designation/bylaw: \_\_\_\_\_

## PROPERTY DETAILS

Item	Description	Additional comments
Property type		
Year of construction		
Dwelling History: Please describe the historical significance, if known. (Attach a separate document if more space is required).		
Construction type (wood-frame, brick, other) or style		
Occupancy (e.g. single family, duplex, triplex, etc.)		
Services (water/sewer)		
Detached structures on the property		
Foundation type		
Private Protection	Fire detection: Yes <input type="radio"/> No <input type="radio"/> Monitored off site: Yes <input type="radio"/> No <input type="radio"/> Service provider Burglar detection: Yes <input type="radio"/> No <input type="radio"/> Monitored off site: Yes <input type="radio"/> No <input type="radio"/>	
Public Protection:	Distance to responding fire hall: _____ Distance to nearest fire hydrant: _____	

## EXTERIOR PROPERTY FEATURES OR UPGRADES

Item	Feature	Year upgraded/updated (Attach invoices/contractor name)
Roofing (metal, slate, cedar, asphalt, other)		
Exterior cladding		
Windows (style)		
Distinctive architectural details and other unique exterior features		

## INTERIOR FINISHES AND MECHANICAL DETAILS

Item	Description	Year upgraded/updated (Attach invoices/contractor name)
Electrical		
Heating/ventilation		
Plumbing		
Appliances		
Other unique features (mantle, lighting fixtures, millwork)		
Wood-burning units/fireplace		
Fire/smoke & CO detectors		

## OTHER INFORMATION

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### Include recent property photos:

- Exterior front, sides and back, outbuildings, general exterior of property, and close-ups of any distinctive architectural details
- Neighbourhood, if a heritage district
- Interiors of all rooms, basement, oil tank, furnace, fireplace(s), electrical panel, hot water tanks and other infrastructure

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### Include documentation (if available):

- Heritage bylaw for property and/or conservation district, noting any restrictions or requirements
- Recent provincial tax assessment
- Lot survey
- Old photos of exterior
- Other relevant documentation
- Contractor invoices
- Recent Replacement Cost appraisal by qualified appraiser (AACI or CRA)
- WETT Survey on Wood-burning units/fireplaces

Notes:

**Disclaimer:** This document is meant for illustration purposes only and is not a definitive list of items needed to qualify for insurance coverage. Individual insurance representatives may have restrictions on binding authority that may or may not include heritage properties.



2025 Budget  
Transportation and Recreation Services  
February 3, 2025

- Timelines
- Transportation Services
- Recreation Services

# Timelines



- Operations
- Roads - Paved
- Bridges and Culverts
- Roads – Traffic
- Sidewalks
- Roads – Winter
- Sidewalks – Winter
- Parking Lots
- Street Lighting
- River Route

# Transportation Services Expenses

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
<b>Operations</b>	910,263	898,169	955,096	44,833		-
<b>Roads - Paved</b>	542,763	552,051	520,443	(22,320)	Decrease in OCIF funding	-
<b>Bridges</b>	-	-	16,465	16,465	Bi-annual inspection & insurance	-
<b>Roads - Traffic</b>	517,728	545,468	546,909	29,181		103,105
<b>Sidewalks</b>	74,000	42,500	74,000	-		12,500
<b>Roads - Winter</b>	138,400	105,754	146,750	8,350		-
<b>Sidewalks - Winter</b>	21,000	38,937	37,398	16,398	Sidewalk plow debt repayment 5 years instead of 7	-
<b>Parking Lots</b>	1,900	1,496	1,700	(200)		-
<b>Street Lighting</b>	163,498	148,000	153,300	5,300		-
<b>River Route</b>	185,991	185,991	195,219	9,228	Offset by additional revenue	-
<b>Total</b>	<b>2,540,045</b>	<b>2,533,863</b>	<b>2,647,352</b>	<b>107,307</b>		<b>115,605</b>

- Recreation - Culture
- Parks
- Recreation - Programs
- Walker House
- Marina
- Pool
- Library
- Leo Boivin Community Centre
- Seymour Recreation Complex
- Museum

# Recreational Services Expenses

	2024 Budget	2024 Projection	2025 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
<b>Rec - Culture</b>	274,019	277,489	308,587	34,568	Increases Cemetery \$6k, Comm. Grants \$7k, Library \$19k	25,000
<b>Parks</b>	563,820	546,564	603,034	39,214		24,200
<b>Rec - Programs</b>	209,814	194,608	216,077	6,263		-
<b>Walker House</b>	114,374	114,127	133,192	18,818	Special Grant Revenue \$14,000	1,750
<b>Marina</b>	370,667	356,924	367,611	(3,056)	Breakeven with transfer to reserve	79,435
<b>Pool</b>	82,805	83,001	87,745	4,940		2,100
<b>LBCC</b>	60,593	63,220	63,615	3,022		-
<b>SRC-ACCC</b>	858,453	953,131	987,999	129,546	Offset additional \$125k revenue	300,000
<b>Library</b>	197,645	214,258	213,908	16,263		-
<b>Museum</b>	63,539	60,366	66,915	3,376		-
<b>Total</b>	<b>2,795,729</b>	<b>2,864,063</b>	<b>3,048,683</b>	<b>252,954</b>	<b>Offset \$139k additional revenue</b>	<b>432,485</b>

# Budget Expenses Reviewed to Date

	2024 Budget	2024 Projection	2024 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
<b>Health</b>	415,623	418,756	460,186	44,563		-
<b>Social</b>	961,959	964,237	996,203	34,244		5,132
<b>Administrative</b>	1,599,453	1,596,498	1,685,142	85,689		456,202
<b>Protective</b>	2,313,708	2,283,392	2,445,207	131,499		30,000
<b>Transportation</b>	2,540,045	2,533,863	2,647,352	107,307		115,605
<b>Recreation</b>	2,795,729	2,864,063	3,048,683	252,954	Offset \$139k additional revenue	432,485
<b>Total</b>	<b>10,626,517</b>	<b>10,667,497</b>	<b>11,282,773</b>	<b>656,256</b>		<b>1,039,424</b>
<b>% Change</b>				<b>+6.18%</b>		

- Expenses Budgets
  - Environmental
  - Water and Wastewater
  - Planning & Development



## STAFF REPORT TO COUNCIL

Report No. 05-2025

**Date:** February 3, 2025

**From:** Lindsey Veltkamp, Director of Administration/Clerk

**Re:** Heritage Property Designation – 490 Centre Street & 425 Centre 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:

- 490 Centre Street
- 425 Centre Street

### **Background:**

Bill 23 – More Homes Built Fast, introduced changes in 2022 to the *Ontario Heritage Act* (OHA), requiring municipalities to actively designate properties on heritage registers, within two years. This final due date has been extended to January 1, 2027. Properties that were not designated were required to be removed from the register and unable to be considered for designation for a term of five years. The purpose behind this was to expedite potential development projects.

The Town of Prescott had twenty-five properties considered to be of heritage interest on its heritage register. The Prescott Heritage Committee (PHC) began the review processes in 2023. Of the twenty-five properties, the PHC recommended that Council remove five properties from the list, which Council approved on June 3, 2024.

At the January 16, 2025, meeting of the PHC, the Committee recommended that Council begin the designation process for the properties located at 490 Centre Street and 425 Centre Street, commonly known as St. John's Anglican Church and St. Andrew's Presbyterian Church.

### **Analysis:**

The current process for the PHC to review each property includes visiting the property to get an understanding of the exterior either by driving or walking by, receiving the



original designation reports provided to the PHC in 2013 to understand the reasoning for designating the properties at the time as having interest or heritage value, and reviewing an updated background report on the property provided by the Grenville County Historical Society. The Committee then discusses and considers the findings and details of the properties, ensuring that each property meets two of the required criteria as outlined in the OHA, and identifies the heritage attributes to match up with the criteria.

Based on the criteria and heritage attributes identified, a statement of cultural heritage value or interest is created, and can be found attached to this report as Schedule "C"s. This statement is required by the OHA to be included in the designation by-law. Under the Ontario Heritage Act, Council is required to consult with its Heritage Committee prior to providing a Notice of Intention to Designate (NOID).

If Council decides to proceed with the designations, a NOID will be sent to the property owner, the Ontario Heritage Trust, and published in a local newspaper. The OHA outlines the required provisions for the NOID including a description of the property, a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property, and a statement that notice of objection to the notice of NOID to designate the property may be served within 30 days after the date of publication of the NOID in the newspaper. An outline of the process for designating a property by municipal by-law is attached to this report.

Objections to a notice of designation can be submitted through the Ontario Land Tribunal (OLT). Objections are required to be submitted in writing to the municipal clerk, within 30 days of publication of the NOID and is then referred to the OLT for a formal hearing process. The fee associated with the submission of an objection is \$400 as set by the OLT.

Property owners from the listed properties have been invited and attended two meetings of the Prescott Heritage Committee to provide feedback. These property owners have provided the Committee with feedback and endorsement of the designation of the properties.

### **Alternatives:**

Council could decide not to proceed with the consideration of designating the properties or amend the recommendation.



**Financial Implications:**

None

**Environmental Implications:**

None

**Attachments:**

- 490 Centre Street – Draft Schedule “C”
- 425 Centre Street – Draft Schedule “C”
- Ontario Heritage Tool Kit – Designation By Municipal By-law – Flowchart

*Submitted by:*

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Lindsey Veltkamp,  
Director of Administration/Clerk

## SCHEDULE “C”

### BY-LAW xx-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.

## SCHEULE "C"

### BY-LAW xx-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.

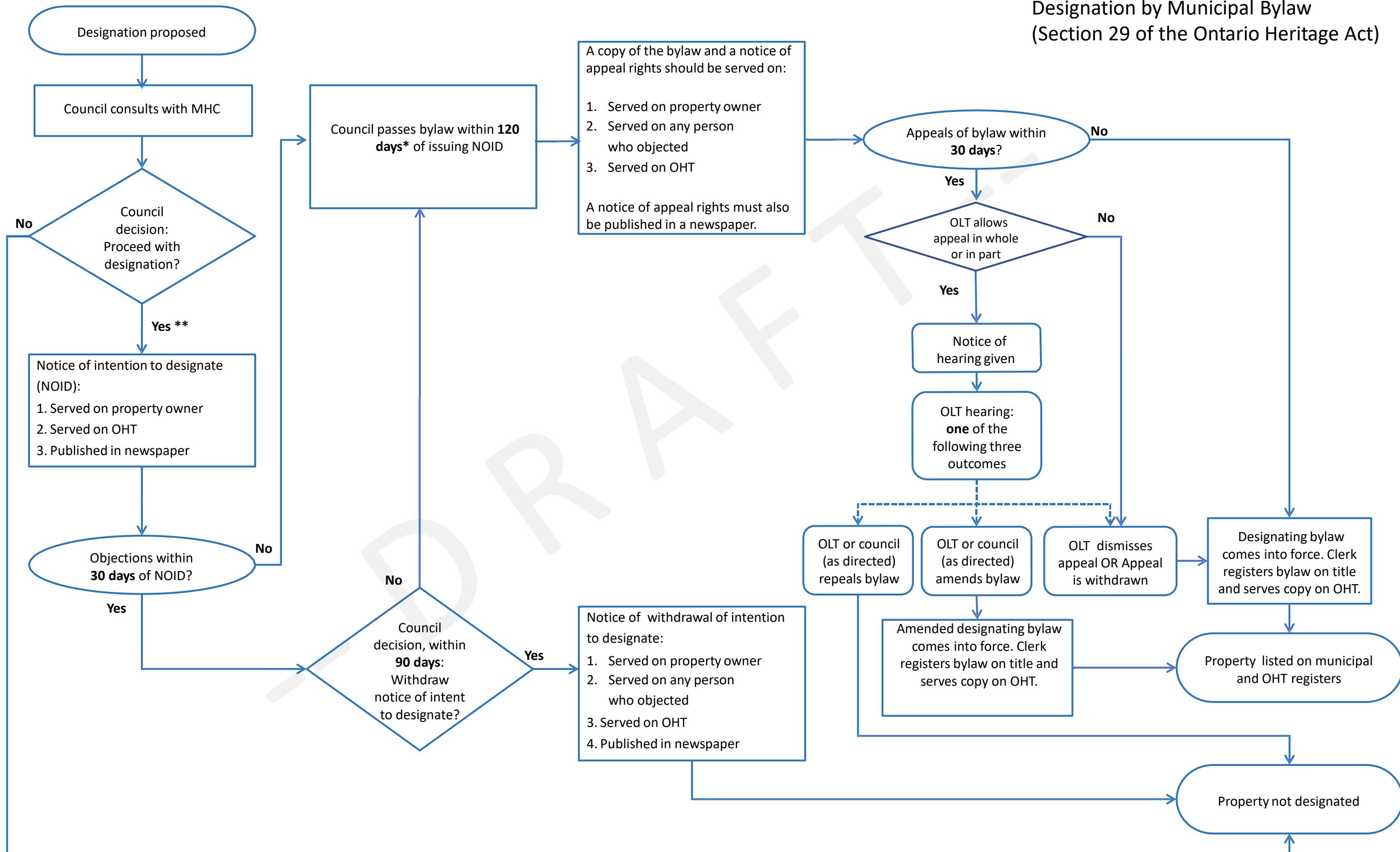
#### Supporting Details

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

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.



## STAFF REPORT TO COUNCIL

Report No. 06-2025

**Date:** February 3, 2024

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

**RE:** Joint Party Agreement for Healthcare Recruitment

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### **Recommendation:**

That Council direct the Mayor to sign and execute the Joint Party Agreement for Healthcare Recruitment as outlined in Staff Report 06-2025.

### **Background/Analysis:**

Work has continued on the healthcare recruitment initiative presented by Health Workforce Innovations Inc. to Council in the fall of 2024.

The United Counties of Leeds and Grenville has recently indicated their commitment to enter into an agreement with Health Workforce Innovations Inc. to support Physician Recruitment, along with Health Human Resource Strategy Development and Execution. The initial term of the agreement will run to January 31, 2026, which may be extended. The deliverables are as follows:

#### Main Deliverables

- Recruit 10 Family Doctors for Practice in Leeds and Grenville
- Support and leverage REDI program to fill Health Human Resources vacancies in Leeds and Grenville

#### Supporting Deliverables

- Develop Practice Ready Assessment capability for Leeds and Grenville
- Develop Primary Care Practice Model for Leeds and Grenville
- Develop All - Community Approach to Health Human Resources Recruitment and Retention.



Separately a Joint Party Agreement for Healthcare Recruitment between the United Counties of Leeds and Grenville, City of Brockville, Town of Gananoque, and the Town of Prescott has been created to establish the cost sharing arrangement in support of the work being undertaken to support by Health Workforce Innovations Inc for Physician Recruitment, along with Heath Human Resource Strategy Development and Execution. The details of this agreement are outlined in the Financial Implications section below.

This initiative aligns well with the Town of Prescott 2024-2027 Strategic Plan priority 2: Strengthen Community Health, Safety, and Wellbeing. One of the strategies identified under this priority is to advocate for the recruitment of additional medica, mental, addictions, and health practitioners.

This also helps to address the request from the Prescott Family Health Team and Prescott Family Medical Associates to assist in the recruitment of physicians. They have indicated they have the physical capacity for an additional two doctors.

## **Alternatives**

Council could decide to modify or decline the recommendation at this time.

## **Financial Implications**

Below is a breakdown of the costs related to the agreement between the United Counties of Leeds and Grenville and Health Workforce Innovations Inc. to support Physician Recruitment, along with Heath Human Resource Strategy Development and Execution.

- The agreement has a base compensation of \$14,000 per month.
- Additional compensation is earned in the amount of \$25,000 per full-time Family Doctor that establishes a practice. If the practice is less than full-time then the fee will be adjusted proportionately.
- A payment of 15% of the first year of gross compensation is payable for any other non-physician health professional, allied health professional, or Personal Support Worker successfully placed
- Locally or domestically incurred expenses up to \$500 per month
- Additional Expenses in year 1 of the contract are forecast to be \$11,000

The Joint Party Agreement for Healthcare Recruitment between the United Counties of Leeds and Grenville, City of Brockville, Town of Gananoque, and the Town of Prescott



allocates the above costs outlined above between the partners of the agreement proportionally according to Canadian Census population data.

Assuming all four partners sign onto the agreement the proportional cost for the Town of Prescott would be 3.92%. In the first year of the agreement, the Town of Prescott allocation would range between approximately \$7,380 if no Physician are recruited and up to \$17,920 if 10 Physicians are recruited. If the City of Brockville and or the Town of Gananoque do not wish to enter into the Joint Agreement, the proportional allocation for the Town of Prescott would increase accordingly.

Any settlement-related costs must be agreed upon in advance and would be allocated between the partners of the agreement proportionally according to Canadian Census population data. These amounts are unknown at this time and therefore not included in the range outlined above.

Partner	Census Population 2021	%
City of Brockville	22,116	21.25
Town of Gananoque	5,383	5.17
Town of Prescott	4,078	3.92
United Counties of Leeds and Grenville	72,493	69.66
Total	104,070	100.00

This project will be supported by the reserve created in 2024 in the amount of \$102,136 which resulted from the revised St. Lawrence Lodge Levy.

### **Environmental Implications**

None

### **Attachments:**

- Joint Party Agreement for Healthcare Recruitment – Draft

*Submitted by*

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Matthew Armstrong  
Chief Administrative Officer and Treasurer

**JOINT PARTY AGREEMENT FOR HEALTHCARE RECRUITMENT**

**THIS AGREEMENT MADE IN QUADRUPLECPATE**

**BETWEEN**

**The Corporation of the United Counties of Leeds and Grenville  
("Counties")**

OF THE FIRST PART

**AND**

**The City of Brockville  
("Brockville")**

OF THE SECOND PART

**AND**

**The Town of Gananoque  
("Gananoque")**

OF THE THIRD PART

**AND**

**The Town of Prescott  
("Prescott")**

OF THE FOURTH PART

**This Agreement made effective the first (1<sup>st</sup>) day of February, 2025**

**WHEREAS** the United Counties of Leeds and Grenville lack a sufficient number of healthcare professionals to provide services within Leeds and Grenville;

**AND WHEREAS** it is in the public's interest and of benefit to the community to ensure that the Counties and its separated municipalities, Brockville, Gananoque and Prescott, have a sufficient number of physicians and other healthcare professionals to serve the public;

**AND WHEREAS** the Counties, Brockville, Gananoque and Prescott wish to support the development of a strategy and the recruitment of healthcare human resources in Leeds and Grenville;

**NOW THEREFORE** in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

**1. INTERPRETATION**

- a. "Agreement" means this Agreement, as may be amended from time to time.
- b. "Brockville" means the City of Brockville.
- c. "Counties" means The Corporation of the United Counties of Leeds and Grenville.
- d. "Gananoque" means the Town of Gananoque.
- e. "Prescott" means the Town of Prescott.

f. "PIPEDA" means the Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5.

g. "MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act.

h. "Settlement-related fees" may include items related to accommodation, transportation, or other essential items as deemed necessary by the four parties to this Agreement.

i. **Miscellaneous**

ii) Whenever used in this Agreement, the word "shall" shall be construed as mandatory and the word "may" shall be construed as permissive.

iii) The titles in this Agreement have been inserted for convenience and for reference only and in no way define, limit or enlarge the scope or meaning of any provision of this Agreement.

iv) All information that is provided to, collected or maintained by the parties is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, (MFIPPA).

**2. PARTICIPATION**

a. All parties agree that the healthcare resource recruitment services be contracted by the four parties of this Agreement.

b. All parties agree to the financial provisions as stated in Section 3 – Financial Obligations, and shall ensure all payments are forwarded upon receipt of invoice from the Counties.

c. No party will disclose any information regarding this agreement without the written agreement of all parties, for the term of this agreement or at any time thereafter.

**3. FINANCIAL OBLIGATIONS**

a. The parties agree that any general fees incurred that are not specific to an individual healthcare resource recruit will be shared by all parties based upon the according to Canadian Census population data for the receptive municipal boundaries of the four parties in this Agreement.

b. Recruitment-based fees specific to an individual being secured by a contracted third party will be cost shared by all parties based upon the according to Canadian Census population data for the receptive municipal boundaries of the four parties in this Agreement.

c. Settlement-related fees that may be incurred relating to a specific individual that has been secured by a third-party contractor will be cost shared by all parties based upon the according to Canadian Census population data for the receptive municipal boundaries of the four parties in this Agreement.

d. Settlement-related fees must be agreed upon in advance between the third-party contractor and the four parties to this Agreement.

- e. Any costs incurred by the work of a third-party contracted service provider outside of this Agreement, will require the unanimous agreement, in writing, by all four parties, to be distributed according to the Canadian Census population data approach.
- f. The Accounting Services Department of the Counties shall invoice Brockville, Gananoque and Prescott for their respective share, based on the Canadian Census population data.
- g. Invoices received by the three separated municipalities from the Counties are payable within 15 days of receipt.

**4. INDEMNIFICATION**

- a. All parties shall be solely responsible for their acts, and will, both during and following the terms of this Agreement, indemnify and save harmless the other parties from all liability, all manner of actions, causes of action, suits, claims, demands, loss, expense, judgment, damages, interest and costs whatsoever incurred by the parties resulting from injury to persons or property including death, in any way caused by the acts, omissions, negligence, wrong doing or attributed to anything done or omitted to be done by the parties in connection with this Agreement, purported to be provided, or required to be provided by the parties pursuant to this Agreement.

**5. TERM AND TERMINATION**

- a. The term of this Agreement is from **February 1, 2025** up to and including **January 31, 2028**.
- b. The parties agree that there shall be no liability for any cost or loss to the parties in the event of termination of this Agreement by any one party.
- c. In the event of any incapacity of which results in the inability of any party to fulfill the terms of this Agreement, the Agreement shall forthwith terminate.
- d. In the event of any incapacity of which results in the inability of a contracted provider to fulfill the terms of this Agreement, the Agreement shall forthwith terminate.
- e. This Agreement may be terminated by any party on the giving of written notice of six (6) months.
- e. Termination, by any party, under the terms of this Agreement, will prohibit any other party from taking any legal action against for breach of contract or any other reason.

**GENERAL**

a. **Notice**

Any notice required or permitted to be given under this Agreement to either party shall be sufficiently given if it is in writing and delivered by hand, mailed, faxed or emailed to the parties at the following addresses:

**Service Provider**

**City of Brockville**

**Attention: Mayor Matt Wren**

1 King Street West  
Brockville, Ontario, K6V 7A5  
Telephone: 613-342-8772  
Facsimile: 613-342-8780  
Email: themayor@rockville.com

**Town of Gananoque**

**Attention: Mayor John Beddows**

30 King Street East  
Gananoque, Ontario, K7G 1E9  
Telephone: 613-382-2149  
Facsimile: 613-382-8587  
Email: jbeddows@gananoque.ca

**Town of Prescott**

**Attention: Mayor Gauri Shankar**

360 Dibble Street  
Prescott, Ontario, K0E 1T0  
Telephone: 613-925-2812  
Facsimile: 613-925-4381  
Email: gshankar@prescott.ca

**United Counties of Leeds and Grenville**

**Attention: Alison Tutak, Interim Chief Administrative Officer**

The United Counties of Leeds and Grenville  
200 – 25 Central Avenue West  
Brockville, Ontario K6V 4N6  
Telephone: 613-342-3840, ext. 2301  
Fax: 613-342-2101  
Email: alison.tutak@uclg.on.ca

If any notice so given, it shall be deemed to have been received on the date of delivery if delivered by hand, fax, or email, or on the fifth business day following the date of mailing. Any party may from time to time by notice given as provided above, change its contact information for the purposes of this section. In the event of an actual or threatened postal disruption, notice hereunder shall not be given by mail but shall be given by fax, email or personal delivery. Notice with respect to matters dealing with PIPEDA protected information may not be given by fax or email.

**b. Amendments**

No modification or amendment to this agreement shall be made unless agreed to by all parties in writing.

**c. Invalidity**

If any part of this agreement is held or rendered invalid or illegal by a court of competent jurisdiction, the remainder of this agreement continues to apply.

**d. Time**

Time shall be of the essence of this agreement.

**IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.**

**For: The Corporation of the United Counties of Leeds and Grenville**

**Alison Tutak,**

Interim Chief Administrative Officer

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Name and Title of Authorized Signing Officer (**Please Print**)

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Signature of Authorized Signing Officer

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Date

**SIGNED, SEALED AND DELIVERED**

in the presence of:

---

Name of Witness (**Please Print**)

---

Signature of Witness

---

Date

**For: The City of Brockville**

**Matt Wren,**

Mayor

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Name and Title of Authorized Signing Officer (**Please Print**)

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Signature of Authorized Signing Officer

---

Date

**SIGNED, SEALED AND DELIVERED**

in the presence of:

---

Name of Witness (**Please Print**)

---

Signature of Witness

---

Date

**For: The Town of Gananoque**

**John Beddows,**

Mayor

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Name and Title of Authorized Signing Officer (**Please Print**)

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Signature of Authorized Signing Officer

---

Date

**SIGNED, SEALED AND DELIVERED**

in the presence of:

---

Name of Witness (**Please Print**)

---

Signature of Witness

---

Date

Joint Party Agreement

**The Corporation of the United Counties of Leeds and Grenville, the City of Brockville, Town of Gananoque and the Town of Prescott**

February 1, 2025

Page 6

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**For: The Town of Prescott**

**Gauri Shankar,**

Mayor

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Name and Title of Authorized Signing Officer (**Please Print**)

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Signature of Authorized Signing Officer

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Date

**SIGNED, SEALED AND DELIVERED**

in the presence of:

---

Name of Witness (**Please Print**)

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Signature of Witness

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Date



## STAFF REPORT TO COUNCIL

Report No. 07-2025

**Date:** February 3, 2025

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

**Re:** Rooftop HVAC Heating & Cooling Replacement – Town Hall 2<sup>nd</sup> Floor

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### **Recommendation:**

That Council approve up to \$16,700 from the Building Reserve Fund to be used to replace the existing unit for the Town Hall 2<sup>nd</sup> Floor Grand Room.

### **Background/Analysis:**

On January 20<sup>th</sup> Staff noticed a gas smell on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of Town Hall. A service call was made to a local mechanical contractor to determine the source of the issue. A leak was found in the rooftop heating & cooling unit for the 2<sup>nd</sup> floor Grand Room. The unit was turned off and tagged out of use until repair or replacement is completed. This unit provides heating and cooling for the Grand Room and adjoining kitchen space. Precautions were taken to ensure that gas levels were within acceptable ranges in all parts of Town Hall.

The current unit is a Carrier 5-ton Rooftop Package Unit (gas heating & electric cooling). This unit was installed in 2003 and is in poor overall condition. This unit has been largely out of service since 2018 as this part of the building was being remediated and then renovated. Due to age, condition, and cost of sourcing parts for old equipment staff are recommending replacing the unit rather than attempting a repair. The contractor responsible for the service call has given a quote of \$16,400 + HST to supply and install a replacement unit.

### **Alternatives:**

Council could opt to repair the existing unit rather than replacing. Replacement is recommended due to the age and condition of the existing unit.



**Financial Implications:**

The quoted cost to replace the unit is \$16,400 + HST, or \$16,700 net HST. Staff will seek additional quotes from other qualified mechanical contractors for the supply and replacement of this unit.

This replacement was not planned for 2025. As such, staff are seeking to fund the replacement using the Building Reserve Fund. The estimated reserve balance at the end of 2024 was \$99,200. Staff are seeking approval to spend up to \$16,700 to replace this unit. The proposed 2025 budget includes a contribution of \$24,550 to the building reserve fund.

**Environmental Implications:**

None

**Attachments:**

None

*Submitted by:*

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Matt Locke,  
Director of Operations

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 08-2025

### A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON FEBRUARY 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 FEBRUARY 2025.**

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**Mayor**

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**Clerk**