



PRESCOTT TOWN COUNCIL
AGENDA

November 17, 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.

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

That the agenda for the Council meeting of November 17, 2025 be approved as presented.

3. Declarations of Interest

4. Presentations

5. Delegations

6.	Minutes of the previous Council meetings	
6.1	Special Council - November 3, 2025	1
	RECOMMENDATION That the Special Council minutes dated November 3, 2025, be accepted as presented.	
6.2	Regular Council - November 3, 2025	5
	RECOMMENDATION That the Regular Council minutes dated November 3, 2025, be accepted as presented.	
7.	Communications & Petitions	
8.	Consent Reports	
	<i>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.</i>	
	RECOMMENDATION That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1	Information Package (under separate cover)	
9.	Committee Reports	
9.1	Staff Report 80-2025 - Prescott Heritage Committee - Recommendation re 356 East Street Application to Remove Heritage Designation	14
	RECOMMENDATION THAT Council deny the Application to remove the Cultural Heritage Designation at the property known as “The Stockades”, 356 East Street, Prescott.	
10.	Mayor	
11.	Outside Boards, Committees and Commissions	
12.	Staff	
12.1	Staff Report 76-2025 - 2026 Council Meeting Schedule	25

RECOMMENDATION

THAT Council approved the 2026 Council Meeting Dates as follows,

- January 12 & 26
- February 9 & 16
- March 2 & 16
- April 7 & 20
- May 4 & 19
- June 1 & 15
- July 13
- August 10
- September 8 & 21
- October 5 & 19
- November 2, 16, & 23
- December 7 & 21

12.2 Staff Report 77-2025 - 2026 Town Hall Closure 27

RECOMMENDATION

THAT Council approve the closure of Town Hall Office from December 24th until January 2nd, with a return to regular hours and services on Monday, January 5th, 2026.

12.3 Staff Report 78-2025 - Plow Blade Replacement 29

RECOMMENDATION

THAT Council approve up to \$20,100 to replace a frontline plow blade for a snowplow funded by the Public Works Equipment Reserve.

12.4 Staff Report 79-2025 - Consideration of Declaration of Surplus Lands - Prince Field Lands 31

RECOMMENDATION

THAT Council hereby declares the Prince Street Field Lands described as PLAN 19 BLK 1 LOTS 190 - 197;RP 15R8031 PART 1 surplus to the needs of the municipality; AND

THAT Council direct Staff to issue a Request for Proposal (RFP) for the purpose of residential development.

13. Resolutions

14. By-laws

15. New Business

16. Notices of Motion

16.1 Indoor Recreation Facility

Notice of Motion submitted by Councillor Mary Campbell

RECOMMENDATION

THAT Council direct staff to investigate the cost of indoor recreation facilities, including but not limited to a dome or warehouse like facility, of similar size and offerings as what is being conducted at the Leo Boivin Community Centre by current user groups and trending users in South Grenville

17. Mayor's Proclamation

18. Period for Media Questions

19. Closed Session

20. Rise and Report

21. Confirming By-Law – 47-2025

RECOMMENDATION

That By-Law 47-2025, being a by-law to confirm the proceedings of the Council meeting held on November 17, 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. (Time: p.m.)



**PRESCOTT TOWN SPECIAL COUNCIL
MINUTES**

Monday, November 3, 2025

5:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner
Guests	Sandra Lawn, Dianne & Darrell Donnelly, Mariette Leeftang, Christina Leeftang, Harry Leeftang, Francine Levere, Debra Currier, JD Van Allen, Anastasios Basil Iadis, Sacha Pritchard, Jim Basil Iadis, Wade Fleming, Craig Worden, and Vicky McColl

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Approval of Agenda

Motion 194-2025

Moved By Burton

Seconded By Kirkby

THAT the Agenda for the Special Council Meeting of November 3, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Public Meeting

Motion 195-2025

Moved By McConnell

Seconded By Campbell

THAT the Public Meeting of the Council of the Corporation of the Town of Prescott regarding the potential declaration of the municipal lands known as Prince Street, legally known as Plan 19 Block 1 Lots 190-197 being Part 1 on Plan 15R-8031, be opened.

Carried

Sandra Lawn - 237 Park St W - Sandra spoke to green space supporting mental health, the land currently being developed behind Town Hall, the land previously known as the Lawn Bowling Club, Prescott's current housing, and the need to preserve green space.

Dianne & Darrell Donnelly - 276 Wood St E - Dianne spoke to the current use of the fields by children, and the importance of the greenspace for the kids.

Marianne Leeflang - 674 Prince St - Marianne spoke to St. Lawrence Academy using the fields for school activities and exercise. It was noted the development going on throughout the town and referenced the space behind Town Hall, Churchill Rd, the James St row houses, and the current housing in Prescott. She also noted the children can make it to the Prince St Fields safely by walking, and it is one of the few remaining greenspaces in town.

Christina Leeflang - 680 Prince St - Christina felt it was short sighted to concentrate all recreational facilities to one area, and that greenspace was more important than housing.

Francine Levere - 772 Florence St - Francine spoke to the importance of development but asking for balance and suggested some development with greenspace included.

JD Van Allen - 672 Dibble St W - JD spoke to the importance of the Seymour Recreation Centre but noted it wasn't accessible for children to walk there, and to keep local parks until the Seymour Recreation Centre is safely accessible. JD also spoke to alternative uses for the land, such as some income geared housing, a community orchard to help with the food crisis, and a walking path with a play space in the center.

Anastasios Basil Iadis - 474 Wood St E - Anastasios spoke to his use of the Prince St Fields 2-3 times daily, and that it is a true community greenspace for dog owners and creates a balance of life in the neighbourhood. The Seymour Recreation Complex is a far distance from this area in town and we should be protecting and expanding green spaces throughout. The Prince St Fields hold history of the Town of Prescott through Tom Carr and Ed Brown.

Wade Fleming - 790 Prince St - Wade spoke to the need to invest in current greenspaces and parks as reducing them limits access to opportunities, quality of life and increases noise/air pollution, and a sedentary lifestyle. Wade noted the use of the fields he witnesses, and suggested fixing the ball diamond that is currently there, or a community garden.

5. Adjournment

Motion 196-2025

Moved By Young

Seconded By Kirkby

THAT the Public Meeting regarding the potential surplus declaration of municipal lands known as Prince Field, legally known as Plan 19 Block 1 Lots 190-197 being Part 1 on Plan 15R-8031, be closed.

Carried

Motion 197-2025

Moved By Burton

Seconded By Kirkby

THAT the Special Council Meeting of November 3, 2025, be adjourned. (Time: 6:00 p.m.)

Carried

Councillor Ray Young inquired what the land was previously.

Mayor

Clerk



PRESCOTT TOWN COUNCIL

MINUTES

Monday, November 3, 2025

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner
Guests	Scott Davis

1. Call to Order

The meeting was called to order at 6:12 p.m.

2. Approval of Agenda

Motion 198-2025

Moved By Campbell

Seconded By Kirkby

That the agenda for the Regular Council meeting of November 3, 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 20, 2025

Motion 199-2025

Moved By Burton

Seconded By Ray Young

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

Carried

7. Communications & Petitions

There were no communications or petitions.

8. Consent Reports

Motion 200-2025

Moved By Young

Seconded By Ray Young

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

Carried

8.1 Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending Halloweentown and the Pumpkin Parade on November 1st.

11. Outside Boards, Committees and Commissions

Councillor Kirkby spoke to attending the Pumpkin Parade and the Edwardsburgh/Cardinal/Prescott staff hockey game. An update from the Operations Department noted the water main break, water main flushing, the Shoppers Drug Mart parking lot has been completed, and the retirement of Bob Dixon.

Councillor Campbell will be attending a Fire Administration meeting on November 4, an Emergency Management meeting on November 7, and attended the Spirit of Giving Event at Your Independent Grocer on November 1.

Councillor Burton attended the Pumpkin Parade, Halloweentown, and the Spirit of Giving Event at Your Independent Grocer. The Prescott Public Library is starting up their dungeons and dragons' night, a silent book club, and are hosting a paint party on November 25. Councillor Burton will be attending a St. Lawrence Shakespeare meeting on November 4.

Councillor McConnell spoke to continuing cemetery maintenance and attended the Spirit of Giving Event at Your Independent Grocer, and the Pumpkin Parade.

Councillor R. Young attended the Spirit of Giving Event at Your Independent Grocer, the Pumpkin Parade, and a St. Lawrence Lodge meeting where the budget is almost ready to present.

Councillor T. Young attended Halloweentown, Bridges to Better Business in Athens, the Downtown Connections Event at the Fire Hall, and spoke to the success of Small Business Week. Prescott's Allan & Associates have accepted the most inclusive employer award. Councillor T. Young will be attending an upcoming Prescott Heritage Committee meeting on November 6.

12. Staff

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

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding provincial funding, and the process for collecting outstanding taxes.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 By-Law 44-2025 - Alternative Voting Methods

Motion 201-2025

Moved By Burton

Seconded By Ray Young

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.

Carried

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

Motion 202-2025

Moved By Kirkby

Seconded By Burton

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.

Carried

15. New Business

15.1 Ontario Community Infrastructure Fund (OCIF) Resolution

Motion 203-2025

Moved By Young

Seconded By Burton

THAT Council support the Township of Edwardsburgh/Cardinal resolution regarding Ontario Community Infrastructure Fund (OCIF);

AND THAT Council direct staff to circulate their support to all recipients of the original resolution and the Township of Edwardsburgh/Cardinal.

Carried

Councillor Tracey Young spoke to the resolution.

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

Motion 204-2025

Moved By Ray Young

Seconded By McConnell

THAT Council defer the decision regarding the declaration of surplus lands - Prince St Field Lands until the next council meeting to review the feedback provided during the Public Meeting.

Carried

Discussion was held regarding the potential outcomes of the land, the need for housing, drainage, accessibility and the length of the deferral.

Scott Davis suggested to let the developer do their own due diligence regarding testing on the property and know what type of development they are looking for through zoning.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no mayor proclamations.

18. Period for Media Questions

Jon Vickers-Marshall from South Grenville Beacon questioned the cost of the watermain break, and if the fee was coming from the 2025 budget. He also questioned how staff plan on informing the public going forward.

19. Closed Session

Motion 205-2025

Moved By Young

Seconded By Campbell

THAT Council move into Closed Session at 7:00 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.

Carried

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

19.2 Heritage Advisory Committee Applications

20. Rise and Report

Motion 206-2025

Moved By Burton

Seconded By Young

THAT Council appoint the following individuals to the Prescott Heritage Committee:

-Aleida Albers

-Susan Marjerrison

Carried

21. Confirming By-Law – 46-2025

Motion 207-2025

Moved By Kirkby

Seconded By Campbell

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.

Carried

22. Adjournment

Motion 208-2025

Moved By Kirkby

Seconded By Burton

That the meeting be adjourned. (Time: 7:21 p.m.)

Carried

Mayor

Clerk



STAFF REPORT TO COUNCIL

Report No. 80-2025

Date: 11/17/2025

From: Chloe Preston, Director of Administration/Clerk

RE: Heritage Advisory Committee Recommendation re 356 East Street – Application to Remove Heritage Designation

Recommendation:

THAT Council deny the Application to remove the Cultural Heritage Designation at the property known as “The Stockades”, 356 East Street, Prescott.

Background:

At the October 6, 2025, Regular Council Meeting, Council received a report regarding an application that was received by the property owner of 356 East Street to remove the heritage designation from the property. At this meeting, Council referred the matter for recommendation to the Prescott Heritage Committee.

The Prescott Heritage Committee at their meeting on November 6, 2025 heard the application and made the following recommendation:

THAT the Prescott Heritage Advisory Committee Recommend to Council

THAT the application to remove the municipal heritage designation for the property known as 356 East Street (“The Stockades”) be denied based on the following reasons:

- *No structural engineering evidence was provided*
- *The property continues to meet the criteria for designation under Part IV of the Ontario Heritage Act for cultural heritage value or interest as stated within the original designation By-Law 1962*
- *There has been no decision by the Province to remove the provincial heritage designation from the property*



An initial staff report was provided for the Committee's review, including the original designation by-law, which outlines the unique cultural heritage value and attributes of the property, copies of which are attached to this report as reference.

During the November 6, 2025 Committee Meeting, the Applicant presented several new positions not previously included in the original written submission. These positions included:

- A general dissatisfaction with the steps taken to protect the heritage property during the Town's reconstruction of East Street
- Concerns specifically around the Town's approach to potential artifacts or archeological resources in the area
- Assertions that the Heritage Committee should have been consulted during the road reconstruction due to the presence of a designated heritage home on the street

Staff addressed each point in detail during the meeting. Clarification was provided as follows:

- The Town and its contractor followed all required provincial standards for road work – including, but not limited to, preconstruction surveys of the interior of residents' homes and vibration monitoring in basements to ensure they did not exceed provincial limits at each stage of movement through the process
- When concerns were raised by the property owner during construction, the Town retained the services of an archaeological firm experienced in road reconstruction projects to provide specialized review, comment, and advice, which was also supplementary provided to the Ministry for comment (none was received back)
- At no time did the reconstruction encroach upon non-municipal lands, including the realignment of the road which placed the road at the previously established sidewalk. Essentially ensuring that no new undisturbed land that could have new artifacts or archeological presence occurred.
- Consultation with the Heritage Committee is not required or common practice, nor within the statutory mandate of the committee, for standard municipal road reconstruction projects, regardless of whether designated properties exist along the road
- The rear of the new curb aligns with the edge of the previous sidewalk. The hydro polls were not relocated on the east side of the road which prohibited the curb being installed further than the sidewalk was in the road right of way

The Applicant further made assertions that the actions by the Town were disingenuous and spoke to the Town's lack of dignity in preserving cultural heritage value. Staff went above the requirements under provincial standard and sought advice from a third-party archaeological expert to ensure that the Town was acting in the



correct fashion. Dissatisfaction with a process does not necessarily equate to incorrect actions.

It is worth noting that the Committee does not have the jurisdiction to comment on the Town's actions in an operations project or weigh in on whether the Town acted accordingly. The Committee's sole jurisdiction in an application to remove a heritage designation from a property is entrenched in the Ontario Heritage Act.

Despite the new concerns raised by the Applicant, no evidence has been provided that demonstrates that the heritage attributes protected under the designation by-law are no longer present, that the property has lost cultural heritage value, that the original designation criteria no longer apply, or that the province has agreed to remove the designation.

The Ontario Heritage Act requires clear and demonstrable evidence that a property no longer meets the designation criteria before a designation may be removed. The original position provided in the application, that the protected foundation had been compromised, was also not supported with any evidence, despite a request from the Province to provide both they and us with a structural engineering report.

Alternatives:

1. Accept the Heritage Committee Recommendation and maintain the designation of 356 East Street
2. Reject the Heritage Committee recommendation and direct staff to initiate the de-designation process under the Ontario Heritage Act
3. Request further information. This is not recommended due to the statutory requirements to deal with the application within 90 days of receipt of the application.

Financial Implications:

There are no direct financial implications associated with this report or the existing designation of the property. Removal of the designation would have associated legal fees and administrative costs.

Attachments:

- *Staff Report to Prescott Heritage Committee 07-2025*
- *Designation By-Law 1977*

STAFF REPORT TO HERITAGE ADVISORY COMMITTEE

Report No. 07-2025

Date: 11/6/2025

From: Chloe Preston, Director of Administration/Clerk

RE: 356 East Street – Application to Remove Heritage Designation “The Stockades”

Recommendation:

THAT the Prescott Heritage Advisory Committee Recommend to Council
THAT the application to remove the municipal heritage designation for the property known as 356 East Street (“The Stockades”) be denied based on the following reasons:

- No structural engineering evidence was provided
- The property continues to meet the criteria for designation under Part IV of the Ontario Heritage Act for cultural heritage value or interest as stated within the original designation By-Law 1962
- There has been no decision by the Province to remove the provincial heritage designation from the property

Background:

On September 12, 2025, the Town received a written request from the owner of 356 East Street stating the following:

“I live at 356 East Street. The Town is widening our street and removing our sidewalk. The road and traffic will now be 8' from our Heritage protected foundation. I have been in contact with the Town and the Heritage Ministry. The consensus is that there is no regard for our heritage protected foundation. Since the curb is installed and the road to follow, I understand that the Town does not respect Prescott's rich historical past. This is very evident by the treatment shown to the 'Stockade Barracks' in which we live.

Please remove the heritage designation on our house. If you have no concern for our protected stone walls and foundation, I see no value in keeping the designation. If I can help in this process, please contact me.”

At the Council Meeting on October 6, 2025, Council heard the initial request and referred the matter to the Heritage Advisory Committee for review and recommendation.

The subject property, known as “The Stockades/Stockade Barracks”, located at 356 East Street is designated both municipally, under Part IV of the Ontario Heritage Act by By-Law 1962, and provincially as a cultural heritage value or interest. A copy of the municipal designation by-law is attached to this report. The property is recognized for its significant historical and architectural characteristics, including the original stone construction, relationship and connection to early military settlement operations, and as a contribution to Prescott’s overall heritage landscape.

The property is located along East Street which underwent reconstruction work in 2025 including removal of deteriorated sidewalk, road reconstruction, drainage improvements, new curb installation, adjustments to configuration to meet current engineering and safety requirements, as well as the construction of a new sidewalk which adheres to all engineering and accessibility requirements. All construction that was undertaken was entirely within the municipal road allowance and did not encroach on private property, including at 356 East Street.

A meeting was held with the property owner in June to discuss the proposed cross-section which eliminates the east sidewalk and widens the road the lanes slightly. The property owners presented the following concerns:

- Increased speeds with wider lane widths;
- Plowed snow will be closer to residential dwelling causing difficulties to access homes
- Proximity of construction to dwelling will cause damage to heritage building foundation at 356 East Street.

During a subsequent construction meeting between the contractor, engineering firm, and the Town the following were confirmed:

- There will be no proposed changes to the cross-section as there will be a marginal increase to the lane widths compared to existing conditions and the overall width of the roadway including sidewalks will remain the same.
- Correspondence was already provided to the resident indicating that pre-construction survey of the property was already completed documenting existing conditions of foundations and will be used for future claims.
- Additional correspondence was provided indicated construction practices which will include seismographic monitoring at each of the existing buildings in proximity to the on-going work to ensure vibration levels are maintained within provincial regulations.
- Consideration will be given when reinstating existing service lines to ensure undermining of foundation does not occur.

On June 24, 2025 the Town received an email from the Ontario Heritage Trust regarding an imminent road widening that may impact the heritage property at 356 East St. known as the Stockade Barracks. The following response was provided.

- East Street is currently being reconstructed from King Street to James Street. The right-of-way of East Street is not changing, however, the sidewalk on the east side of the street is not being reinstated. So, the asphalt surface of the Street will be 1.5m wider on the east side (but still within the Town ROW).
- The owner of the property at 356 East Street has expressed concern with the design, as the road will be closer to his home (the Stockade Barracks property). The property owner has been discussing his concerns with the Town staff and the consulting engineering firm (EVB Engineering) managing this project on behalf of the Town.

A letter was received by the Town on July 9, 2025, from the Ministry of Citizenship and Multiculturalism regarding concerns for the archaeological site located at 356 East Street identified as the Stockade Barracks site. The letter outlined the responsibilities the Town has in relation to working on or adjacent to a Provincial Designated archaeological site.

The Town subsequently engaged the services of an archaeological specialist firm that has experience working with street reconstruction projects near archeological sites. The firm reached out to the Ministry of Citizenship and Multiculturalism with a workplan and requested any specific guidance in relation to 356 East Street. No response was received and the work proceeded based on the recommendations outlined by the archaeological specialist. It is of note that no undisturbed parts of the property at 356 East Street were touched outside the right-of-way.

On September 9, 2025, the Town was copied on an email from the Ministry of Citizenship and Multiculturalism to the property owner at 356 East Street. The representative noted the following in an email to the property owner on September 2, 2025.

- We sent a letter to the engineering firm overseeing the East Street reconstruction project on July 9. On July 28 we received a reply from a licensed consultant archaeologist who had been retained by the engineering firm to address the concerns raised by the ministry in our letter.
- At present time I don't know what precisely was done to mitigate any potential effects on archaeological resources. I'm waiting for information from one of my colleagues about further correspondence with the consultant archaeologist. I know that the road reconstruction did proceed with excavation in front of your property.

- I will send you an update when I know more. I recognize that your specific concerns with the road reconstruction have not directly been addressed by this process.

The property owner responded to the Ministry with the following on September 5, 2025.

- I was speaking to the construction crew yesterday. They are starting to install the curb Monday. The battle to protect our heritage foundation is over and done.
- With the street and traffic only 8 feet from the wall, could you please remove the protected heritage designation from our home? If you cannot protect the stone walls and foundation I see no point in the designation. If you can't remove it from our property, can you provide me with a contact name to start this process?

On September 9, 2025 the Ministry responded to the property owner with the following.

- I'm sorry this situation has not resolved as you had hoped it would. I will be following up with the Town of Prescott to discuss what happened and what the province can do to help avoid similar situations in the future.
- Your property is subject to two layers of protection under the Ontario Heritage Act. The first is the municipal designation by-law, passed in 1977. Only municipal council can repeal the by-law, so if you wish to proceed in that direction, you will need to make a formal request to council through the clerk, Chloe Preston, whose email address is cpreston@prescott.ca.
- The second layer of protection is the heritage conservation easement on the property held by the Ontario Heritage Trust. The easement is a legal agreement between the property owner and the Trust. It would require the consent of both parties to be removed. For more information you may contact the easements coordinator at the Ontario Heritage Trust, Graham Forster, at easements@heritagetrust.on.ca.
- When you initially contacted the province on June 24, you stated your concern for the effect of the road widening on the foundation of your house, however you didn't say whether you had an opinion from a structural engineer about the potential for damage to your foundation. Have you retained a structural engineer to give you advice in this matter?

The crux of the owner's argument has been grounded in concerns about structural integrity. The Ministry requested a structural engineering report that would address whether the heritage attributes have been compromised and whether the reconstruction was the stemming cause of any of the compromise. To date, the Town has not received a copy of any structural engineering report, nor to the Town's knowledge has one been provided to the Ministry.

Without this evidence it is difficult to evaluate whether there is any potential structural impact.

Regardless, however, the Ontario Heritage Act, which governs the process of designating and removing any heritage property, describes specifically in Sections 31 and 32 when a property's designation may be repealed:

1. The property no longer meets the criteria of cultural heritage value or interest;
and
2. In the case of provincially designated properties, the province approves the repeal

Given that this property is designated by both levels of government, both the municipality and the province would need to remove their designations.

Based on staff's assessment initially, there is no evidence that the property no longer meets the criteria of cultural heritage value or interest as there has been no fundamental change to the property.

Removing the designation based on municipal infrastructure improvements and updates, particularly when no evidence of impact exists, could set an undesirable precedent and undermine the heritage conservation efforts across the community.

Alternatives:

1. Recommend Council Deny the Application – Recommended Option
2. Recommend Council Accept the Application – Not Recommended

Financial Implications:

There are no direct financial implications associated with this report or maintaining the municipal heritage designation.

Attachments:

- Designation By-Law 1962



An agency of the Government of Ontario



Un organisme du gouvernement de l'Ontario

This document was retrieved from the Ontario Heritage Act Register, which is accessible through the website of the Ontario Heritage Trust at **www.heritagetrust.on.ca**.

Ce document est tiré du registre aux fins de la *Loi sur le patrimoine de l'Ontario*, accessible à partir du site Web de la Fiducie du patrimoine ontarien sur **www.heritagetrust.on.ca**.

N. W. D. BARBER
CLERK-TREASURER

P.O. BOX 160

MUNICIPAL OFFICES



KOE 110

PRESCOTT, ONTARIO

May 6, 1977

Ontario Heritage Foundation
77 Grenville Street
Queen's Park
Toronto Ontario
M7A 1E8

Dear Sirs:

Enclosed please find a copy of "Notice of Intention to Designate" a certain property in the Town of Prescott under the Ontario Heritage Act 1974. This notice is being published in our local paper "The Prescott Journal" for three successive weeks namely May 11, 18, and 25th, 1977.

For your information please.

Yours truly,

N.W.D. Barber
Clerk-Treasurer

NOTICE OF INTENTION TO DESIGNATE

To: The Corporation of the Town of Prescott
Municipal Building
Dibble Street
Prescott Ontario, K0E 1T0

*Leeds &
Merrill*

LOCAL ARCHITECTURAL CONSERVATION ADVISORY COMMITTEE

Take notice that the Council of the Corporation of Prescott, on the 2nd day of May 1977, decided to designate the land and building, known municipally as 356 East Street (Pt. Lot 199 E/S East Street), in the Town of Prescott, as a property of historical and architectural value or interest under the Ontario Heritage Act 1974, R.S.O. Chapter 122.

REASONS FOR PROPOSED DESIGNATION

Historically, 356 East Street, the home of Mrs. Mona and the late Captain C.W. Fetterly (east side between Dibble and Henry Streets), is one of the most exciting and interesting buildings in the Prescott area. The structure was built circa 1810 by Edward Jessup as a schoolmaster's residence. From June 1812 to 1835 the building was in government hands and saw use as a barrack, military hospital, and store house. The home of stone construction is architecturally little altered from the original structure and still contains its original interior moldings, floors, and pegged beams. The building's rare and elaborate network of chimneys link three fireplaces and a bakeoven. Archaeologically, the adjacent grounds contain remains of a surgery, an embrasured stockade, and other temporary buildings dating from the War of 1812.

Notice of objection to the designation may be served on the Clerk within thirty days of May 11th, 1977.

N.W.D. Barber
Clerk-Treasurer
Box 160
Prescott Ontario



STAFF REPORT TO COUNCIL

Report No. 76-2025

Date: 11/17/2025

From: Chloe Preston, Director of Administration/Clerk

RE: 2026 Council Schedule

Recommendation:

THAT Council approved the 2026 Council Meeting Dates as follows,

- January 12 & 26
- February 9 & 16
- March 2 & 16
- April 7 & 20
- May 4 & 19
- June 1 & 15
- July 13
- August 10
- September 8 & 21
- October 5 & 19
- November 2, 16, & 23
- December 7 & 21

Background:

The Town's Procedure By-Law states that Council Meetings will take place on the first and third Monday of each month and further states that during the months of July and August, one meeting will be held as determined by Council.

For 2026, Staff in consultation with the Mayor are recommending that the January and February meetings be held on the 2nd and 4th Mondays of the month, to accommodate a return from holidays and the Rural Ontario Municipal Association (ROMA) conference attendance. This would help to ensure Staff can prepare Agendas in a timely manner. Staff further recommend holding the Council Meetings in July and August on the 2nd Mondays, July 13th and August 10th, to spread the meetings out evenly throughout the summer months while also avoiding overlap with other municipal conferences.



In 2026, the next Municipal Elections will be held in October. As per the procedure by-law, and in line with elections legislation, an inaugural meeting must be held. Staff have proposed this meeting to be held on November 16th. The meetings following, of November 23, December 7, and December 21 would be for the newly elected Council.

Staff feel the recommended dates are in line with the intent of the Procedure By-Law and represent good planning for 2026.

As always, Council reserves the right to call additional Special Council Meetings at any time if the need should arise throughout the upcoming year.

Alternatives:

Council could choose alternate meeting dates as they see fit.

Financial Implications:

There are no financial implications related to this report.

Attachments:

- Draft 2026 Council Meeting Calendar



STAFF REPORT TO COUNCIL

Report No. 77-2025

Date: 11/17/2025

From: Chloe Preston, Director of Administration/Clerk

RE:2026 Town Hall Office – Holiday Closure

Recommendation:

THAT Council approve the closure of Town Hall Office from December 24th until January 2nd, with a return to regular hours and services on Monday, January 5th, 2026.

Background:

Over the past two years (2023 and 2024), the Town of Prescott has implemented a temporary Town Hall closure during the holiday period, from Christmas Eve through January 2nd inclusive. This approach has proven effective and well-received, with no adverse comments, complaints, or service issues reported during either year. Friday, January 2nd, 2026, directly follows the New Year's Day statutory holiday. Experience has shown that public engagement and service demand on this date is extremely low, with many residents, partner agencies, and suppliers also remaining closed or operating at reduced capacity. Reopening for a single day would create inefficiencies in staffing and operations.

If approved, the 2025–2026 closure would provide a consistent, predictable schedule for both residents and staff. The closure would be communicated in advance through all municipal channels, including the Town's website, social media, and local media, ensuring the public is fully informed.

During this period, essential and emergency services would continue uninterrupted, including public works, water and wastewater operations, and any health and safety–related responses.

Town staff currently receive four statutory holidays during this period: Christmas Day, Boxing Day, and New Year's Day, as well as two half-days on Christmas Eve and New Year's Eve. Any non-statutory closure days would be covered through the use of vacation or lieu time, ensuring there are no additional costs to the municipality.



Implementing a planned closure during the holiday period offers several operational and organizational benefits. Demand for municipal services during this period is historically low, making it an optimal time for reduced operations without disruption to the public. Additionally, providing a predictable and balanced holiday schedule contributes to employee morale, well-being, and retention—key components of maintaining an effective workforce. Early communication ensures residents can plan accordingly, while emergency contact channels remain available for urgent needs.

Overall, this short-term closure provides a practical and balanced approach that maintains essential service delivery while recognizing the reduced demand and increased operational efficiencies during the holiday period.

Alternatives:

Council could decide to modify the recommendation as presented.

Financial Implications:

There are no direct financial impacts associated with the recommended closure. Staff will utilize vacation or lieu time for any non-statutory days, and all essential operations will continue as usual.

Attachments:

None



STAFF REPORT TO COUNCIL

Report No. 78-2025

Date: 11/17/2025

From: Matt Locke, Director of Operations

RE: Plow Blade Replacement

Recommendation:

THAT Council approve up to \$20,100 to replace a frontline plow blade for a snowplow funded by the Public Works Equipment Reserve.

Background:

Town Staff completed snow plowing for the first time this season on November 9. As part of preparing equipment for the snow season, Staff identified structural issues to the polymer moldboard and steel frame of the plow blade typically used for Truck #7. This is one of the two 11-foot snowplows owned by the Town, which are responsible for most of the street plowing that occurs during winter maintenance.

The plow blade was purchased along with the plow truck in 2010. Staff have evaluated options for repair and replacement. Due to the age and condition of the existing plow blade, Staff are recommending replacement.

Staff are recommending replacing the plow blade with an identical Viking trip edge reversible plow as the unit on the other plow truck (Truck #20) which was replaced in 2023. This will ensure that the mounting style function of the units is the same for operators while using either plow truck. The current plow blade is the same make but has a different mounting setup.

Alternatives:

Council could opt to repair the existing unit rather than replace it. Quoted repair cost for a commercial welder to repair the steel frame components is \$8,700. There is also damage to the polymer moldboard and so there would be additional cost to replace or repair this component. Due to the age of the plow blade, Staff are recommending against this option.



Financial Implications:

The quoted cost to replace the unit is \$19,760 + HST, or \$20,100 net HST. The Public Works Equipment Reserve is anticipated to have \$171,400 available as of the end of 2025. Therefore, there is sufficient funding available in reserve to fund this equipment replacement.

Attachments:

None



STAFF REPORT TO COUNCIL

Report No. 79-2025

Date: 11/17/2025

From: Matthew Armstrong, Chief Administrative Officer and Treasurer

RE: Consideration of Declaration of Surplus Lands – Prince Street Field Lands

Recommendation:

THAT Council hereby declares the Prince Street Field Lands described as PLAN 19 BLK 1 LOTS 190 - 197;RP 15R8031 PART 1 surplus to the needs of the municipality;
AND

THAT Council direct Staff to issue a Request for Proposal (RFP) for the purpose of residential development.

Background:

On September 15, 2025, Council directed Staff to commence a notification period regarding an intention to declare lands surplus to the needs of the municipality for no less than thirty (30) days for the property known as the Prince Street Ball Fields, and to facilitate public feedback both in writing and to schedule a Public Meeting on November 3, 2025.

A Public Meeting had 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 intention of this report is to provide additional context and information to Council regarding the feedback received from the public on November 3, 2025.

Analysis:

There were several themes that arose from the public meeting which will be explored in this section.

Theme: There is no housing crisis



The University of Toronto: School of Cities produced a document entitled Ontario's Housing Crisis Explained. The following is a reproduction of the document.

Introduction

Housing in Ontario is in crisis. It's become a commodity, now more than ever before. Fewer people can afford to own or even rent a home – and that's causing all kinds of problems. But what exactly is the crisis, what is causing it, and how can it be solved? To address these questions, the School of Cities undertook research and produced two videos that present the results, one that details the causes of the housing crisis, and a second that focuses on the solutions.

The research that informed the videos was drawn from a wide variety of sources including reports from CMHC, Statistics Canada, CIBC and The National Bank of Canada, as well as media reports and other relevant literature. In some cases, we calculated statistics using these reports, which has been noted in text when relevant. We also spoke in detail with several recognized thought leaders on housing who are affiliated with the School of Cities, including: Alan Walks, Professor and Associate Chair of Geography, Geomatics and Environment at UTM; Susannah Bunce, Associate Professor in Human Geography at UTSC; Prentiss Dantzler, Assistant Professor in Sociology at the St. George campus of the University of Toronto; and Adam Vaughan, MP of Spadina-Fort York from 2014 to 2021 and currently a Principal at Navigator Ltd., who also voiced the video. Karen Chapple, the Director of School of Cities and Professor of Geography and Planning at the University of Toronto, also provided content oversight.

Explaining the housing crisis

There is a growing housing affordability crisis across Ontario. Toronto is now the second most expensive city in Canada to rent and the most expensive to buy a home (CREA, 2022), and recently surpassed Vancouver as the most expensive city in Canada to live (Mercer, 2022). Housing has become more and more unaffordable – meaning that 30% or more of household income is spent on shelter (CMHC, 2018; Toronto.ca, 2022). And this is increasingly impacting people across all income ranges (Canadian Urban Institute, 2019). With a median income in Toronto of just over thirty-five thousand dollars a year (Statistics Canada, 2022), housing costs are wildly out of sync with incomes. Many people are being priced out of buying (Canadian Urban Institute, 2019). Some are even being priced out of housing altogether (Homeless Hub, 2021).



Causes of the housing crisis

So what is causing this crisis? People are competing for the same few homes, driving up costs (Canadian Urban Institute, 2019). This housing supply problem is often emphasized as the main cause of the housing crisis (e.g. Canadian Urban Institute's report released in 2019; Report of the Ontario Housing Affordability Task Force, released in 2022; Scotiabank's 2022 analysis of provincial structural housing deficits, etc.). But supply isn't the only issue, and it may not even be the biggest.

Wages just aren't keeping up with the cost of housing. Houses are about three hundred percent more expensive in Toronto now than in the 90s (CMHC reports, various years; Toronto Regional Real Estate Board, June 2022), while the median income has basically stayed the same. Today it would take a middle-earning household saving 10% per month 24 years to save a down payment for an average house in the city (The National Bank, 2021). In 1992, it would have taken the same family only 2 years to save for the same home. Intergenerational wealth also has a big part to play in who can buy a house. The average parental gift in Toronto for a first-time buyer is now over \$130,000 (CIBC, 2021).

Financialization and speculation in the housing market are also contributing to skyrocketing housing prices (Teranet, 2021). Basically, housing is treated as a commodity to be bought and sold, rather than as a social good or as a human right. When housing is a commodity, rich multi-property owners and international investors battle first-time home buyers. And they win.

The lack of affordable housing units is also a part of the problem. Social housing construction has mostly stalled since the 90s, when the federal government disinvested from social housing projects. That's over a hundred thousand units of social housing that haven't been built (Homeless Hub, 2021)! This crisis might not seem like one if you own your home and its value keeps rising. But a generational wealth gap is opening up. The housing affordability crisis is complex, and there won't be an easy fix.

Solutions to the housing crisis

Our housing affordability crisis is causing a lot of problems. How do we solve such a big and complex issue? First, we need to stop pretending there's an easy fix. The easy fix getting most of the attention recently is to simply build more housing (e.g. see the Report of the Ontario Housing Affordability Task Force, released in 2022). Proponents suggest the government needs to lighten regulations and allow more and faster construction. Basically, the idea is to let



the market fix the issue. Building more housing might have a small corrective impact on housing prices (Li, 2019; Pennington, 2021); but if the housing being built isn't affordable, then it will reproduce the same problem we have now. Housing prices are overvalued, increasingly out of reach for many, and vastly decoupled from average incomes. The market created the problem, and the market alone can't solve it. We need a robust set of policies and regulations to solve the unaffordability crisis. Building more housing supply won't end the housing crisis. But building more—and better—affordable housing will help us get there. It will relieve competition in the rental and homeowner markets to stabilize or even reduce prices. It will also help to ensure stable housing for the homeless and support young adults to save for a down payment on a home. Housing subsidies attached to units and individuals are a short-term solution as we build more social housing units. The fact is that we just don't have enough permanent affordable housing for everyone who needs it.

We also need to address the issue of rich multi-property and international speculators in the housing market. These buyers are betting on a high financial return, so we need to change the equation. There are a few options that can help: taxes on purchases of secondary and vacation homes, disincentives for home flippers, and bans on international buyers (Altstedter, 2022). We need to make it harder for multi-property owners to place bets on our housing.

Canada has declared that housing, like healthcare, is a human right (via the National Housing Strategy Act, enacted in 2019). This means not only relying on the private sector to solve the problem. Multiple levels of government must work together, and on a scale as large as the problem (Clark, 2022).

To solve the housing issue, we need to treat it like what it is: a crisis.

The Province of Ontario has mandated that every municipality is to focus on the Housing Crisis. A myriad of legislation has been passed by the legislature to speed up and develop new housing across Ontario. The Province has declared the following to be Provincial Priorities for municipalities giving Mayors additional powers to meet the mandates outlined below.

- Building 1.5 million new residential units by December 31, 2031.
- **Infrastructure:** Constructing and maintaining infrastructure that is necessary to support new and existing housing developments.
 - **Transit:** Building and improving public transit options.
 - **Roads:** Constructing and maintaining roads to support housing growth.
 - **Utilities and servicing:** Developing and maintaining other essential services and utilities that support housing.



The Town of Prescott is receiving \$24 million as part of a \$32 million project to increase the capacity of the wastewater treatment plant and extend water and sewer services into Augusta Township. This funding is in support of the provision of significant housing developments in Prescott and on our border with Augusta Township.

Theme: A housing crisis does not exist in Prescott

The concept that there is no housing crisis in Prescott came up several times. To justify this statement, the current number of properties that were for sale and the lack of turnover was highlighted. Using realtor.ca the following was found.

- There are 2 condominium units for sale in Prescott between \$219,900 and \$249,900
 - o The Province issues an annual bulletin for Affordable Housing Units by Municipality
 - o Effective August 1, 2025, a condominium unit in Prescott is affordable with a purchase price of \$265,900 or less. The average price of a condominium unit in Prescott is \$450,000.
- There are 14 detached/semi-detached/row/townhomes for sale in Prescott between \$304,900 and \$1,200,000
 - o The Province issues an annual bulletin for Affordable Housing Units by Municipality
 - o Effective August 1, 2025 a detached home in Prescott is affordable with a purchase price of \$265,900 or less. The average purchase price of a detached home is \$370,000 in Prescott.
 - o Effective 2025 a semi-detached home in Prescott is affordable with a purchase price of \$261,000 or less. The average purchase price of a semi-detached home in Prescott is \$290,000.
 - o Effective 2025 a row/townhouse in Prescott is affordable with a purchase price of \$265,900 or less. The average purchase price of a row/townhouse in Prescott is \$410,000.
- The median household income in Prescott is \$61,200. Assuming that the average household does not have any car loans, credit card debt, or other debt/loans they would be able to qualify for a mortgage of \$210,000 with 5% down. It is highly unlikely that a home purchaser does not have other debts or loans which diminishes the potential mortgage they can qualify for. The mortgage amount above is below any of the housing prices that are currently for sale in Prescott and the definition of affordable units.



- The current supply of housing does not meet the demand. This has driven the market prices of homes beyond the reach of many households and most first-time buyers. This is demonstrated by the fact that the time it takes to sell a home is taking longer.
- The average age of a first-time homebuyer in Ontario is 40. A decade ago, it was 34 years old. Not only are home prices higher, but the time it takes to save for a 5% or 10% downpayment takes longer.
- By increasing the supply of houses and incorporating affordability and attainability with a wide range of options including tiny homes, detached, semi-detached, row/townhomes, condominiums and apartments with bachelor, 1-bedroom, 2 bedroom, and 2+ bedroom units the market price and average sale price will decrease thereby putting more housing options within the reach of residents.
- A review was undertaken for rental units in Prescott using realtor.ca. There were 6 units available for rent ranging from \$1,450 per month with utilities not included for a one bedroom to \$3,200 per month for a 2 bedroom. Using a 30% figure of gross income dedicated to housing costs, a household income would need to be \$66,000 to be able to afford the least expensive 1-bedroom apartment in Prescott assuming water/sewer and hydro costs are each \$100 per month. As noted above the median household income in Prescott is \$61,200.

Requests for Proposals from the Town include a requirement to incorporate affordable units within the overall development along with the provision of a broad range of residential dwelling options including but not limited to tiny homes, single-family homes, semi-detached, row/townhouses, apartment/condo with studio, 1-bedroom, 2-bedroom, and 2+ bedroom options.

Theme: There is a lack of park/green/open space in Prescott

Several comments were made that there is a lack of park/green/open space in Prescott. The Town of Prescott is approximately 4.92 sq kilometers or about 1,215 acres.

The Town has developed 37.6 acres as park/green/open space. The Town also operates the Prescott / Sandy Hill Cemetery which is 16.2 acres. This brings the total of Town owned and operated park/green/open space to 53.8 acres or 4.4% of the total.

Parks Canada owns Fort Wellington which is 13 acres and the waterfront pathway lands of 18 acres for a total of 31 or 2.6% of the total.



The School Boards own four properties in Prescott, covering 38.4 acres and the Prescott Golf Course is 77.4 acres within Prescott.

The total park/green/open space in Prescott comes to 200.6 acres or 16.5% of the total area. This does not account for future greenspace that may be added as part of new developments.

The Prince Street Fields do not have any dedicated parking areas and as such it does not support organized sports well when a large number of participants congregate at the same place and time. The Seymour Recreation Complex currently has 254 parking spaces with another 58 to be added on the north side of the facility between the soccer fields and baseball diamond bringing the total to over 300 .

The Ontario Planning Act allows municipalities to require developers to set aside a certain percentage of land for parks or provide "cash-in-lieu" (CILP). For residential developments the rate is not to exceed 5%.

Request for proposals for residential development are measured on the incorporation of public greenspace and/or the investment in public green space and amenities elsewhere in the Town of Prescott.

PRESCOTT

EST 1784

THE FORT TOWN

	Acres
Town Owned	
Fairways Parks (Royal and Duke)	1.0
Sarah Spencer Park	1.1
Faders Park	0.5
Centennial Park	6.0
Marina & Amphitheatre	2.0
Riverwalk Park	2.2
Deep Water Dock Area	1.1
Pop-Up Area	3.7
Seymour Recreation Complex	20.0
	37.6
Town Operated	
Prescott/Sandry Hill Cemetery	16.2
Parks Canada Owned	
Fort Wellington	13.0
Park Canada Water Front	18.0
	31.0
Schools Board Owned	
South Grenville District High School	23.0
St. Marks Catholic School	6.8
Wellington Public School	6.6
TR Leger - Surplus	2.0
	38.4
Prescott Golf Course	77.4
Total	200.6

PRESCOTT

EST 1784

THE FORT TOWN

Golf Course

Parks Canada

School Boards

Town Owned
Property



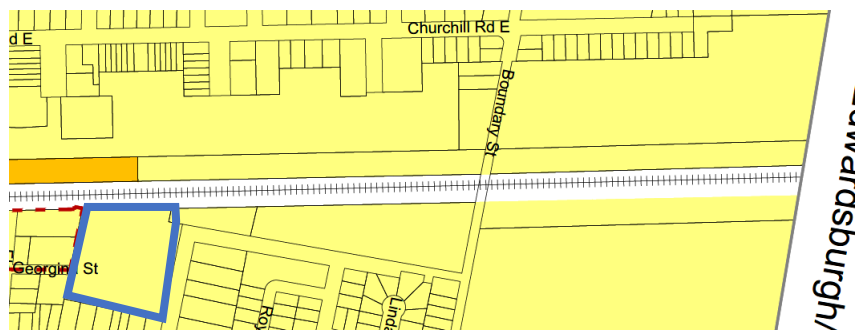
Future Investments in Town Parks/Green/Open Space – Pending Council Approval

Below are some of the future investments that are on the horizon that are pending Council's approval.

- Investment and enhancement in a 1-acre park at Royal and Duke Street that will be paid for by the proceeds from the sale of surplus lands
- Creation of a multi-use pathway from Boundary to Claxton Terrace on the north side of the CN Rail Line – Required as part of residential development paid for by developer
- Creation of a multi-use pathway from Boundary to Prince Street on the South side of the CN Rail Line in the unopened road allowance – Required as part of residential development paid for by developers
- Creation of a multi-use pathway on the Churchill Road West from Edward Street to the Seymour Recreation Complex
- Addition of streetlights on Churchill Road West from Edward Street to the Seymour Recreation Complex
- Creation of a multi-use pathway on Sophia Street from the CN Rail Line to the Seymour Recreation Complex
- Creation of a parkette 0.2 acre at the site of the old water tower once it has been demolished

Theme: Residential Development along the CN Rail Line is not appropriate

The Official Plan was approved by Council in 2022 and by the Province of Ontario in 2024. The area being discussed has an Official Plan Use designation of Residential.



Section 1.5.1 of the Official Plan outlines the Growth Management Strategy. It noted the following.



A Growth Management and Vacant Land Supply Analysis was completed by Hemson Consulting in February 2020, and included as an appendix to the July 2020 Background Report for the Town of Prescott Official Plan Review, prepared by WSP. The analysis considered current demographic and economic trends, and established population, housing, and employment forecasts for the Town from a 2016 base-year to a 2041 Census year planning horizon. By 2041, the Town is anticipated to reach a population of 4,890 persons, 2,340 households, and an employment base of 2,470 jobs, which represent increases of 560 persons, 320 households, and 220 jobs from 2016.

The analysis assessed whether the supply of vacant residential and employment lands within the Town is sufficient to accommodate the forecasted projections. The capacity of the Town to accommodate growth was tested by applying density assumptions based on current Official Plan policies and on-the-ground verification by Town staff of the identified available vacant land supply. An estimated potential for growth of 1,200 housing units and 900 jobs was identified. As such, the results confirmed that the Town has a sufficient amount of urban designated lands to meet the growth forecast for residential and employment growth to the 2041 horizon.

It is important to note that the Growth Management study that is referred to above identified the Prince Street Field Land and Fairway Park to its' east as being Town owned properties that were underused/underdeveloped and were included in the analysis of properties that could support future residential development.

The goal of the Residential Development policy in Section 2.2 of the Official Plan provides a list of 7 goals and policies for residential development in Prescott which are:

- 1. Support a diverse range of housing types that meets the existing and future needs of the community.*
- 2. Encourage a sufficient supply of housing that supports affordability and accessibility in the community.*
- 3. Provide opportunities for small neighbourhood-serving commercial uses (corner stores), schools, and parks.*
- 4. Ensure that new housing opportunities are compatible with surrounding land uses and protect the natural environment.*
- 5. Encourage housing opportunities that are in proximity to work, shopping, and recreation to reduce the need to drive and encourage walking and bicycle use.*
- 6. Encourage residential intensification in areas where existing land uses would not be adversely affected and where development can efficiently utilize existing municipal services and facilities. When taking into consideration the current built*



form and the scarcity of greenfield development sites, the Town is targeting a modest 10% increase in density.

7. *Ensure that new residential development expands into areas that are adjacent to the existing built-up areas and that such expansion areas are appropriate for development based on the availability of municipal services and environmental constraints.*

Section 2.5.2.4 of the Official Plan is on Affordable Housing. Item 1 c. notes that the Town can support affordable housing by

c. Supporting the development of housing forms and densities designed to be affordable, including higher-density multi-unit housing, additional residential units, garden suites, and tiny homes;

Section 3.2 of the Official Plan outlines the Residential Land Use Designation for Prescott. The preamble includes the following sentence.

Higher density housing, such as apartments, is typically focused in the Downtown Core designation and along the Canadian National (CN) Rail line. Residential development in Prescott should reflect a diverse range of housing types that is affordable, safe, accessible, and meets the needs of the entire community.

In 2018 an amendment was made to the Zoning Bylaw to allow up to 100 units per hectare in the Core Commercial (Downtown) area. The Official Plan noted a goal of a 20% increase in density. This would result in 120 units per hectare if the Downtown Core Commercial unit density is used for the area along the CN Rail line. This would be reflected in the new zoning bylaw which is required to be updated as a result of the new Official Plan. For this property 120 units per hectare would equate to 208 units allowable.

The Federation of Canadian Municipalities and the Railway Association of Canada have worked together to create Guidelines for New Development in Proximity to Railway Operations. This is used by municipalities and developers across Canada to define requirements and expectations when building new residential development in proximity to a main line railway as illustrated below the cost of which is adorned by the developer.

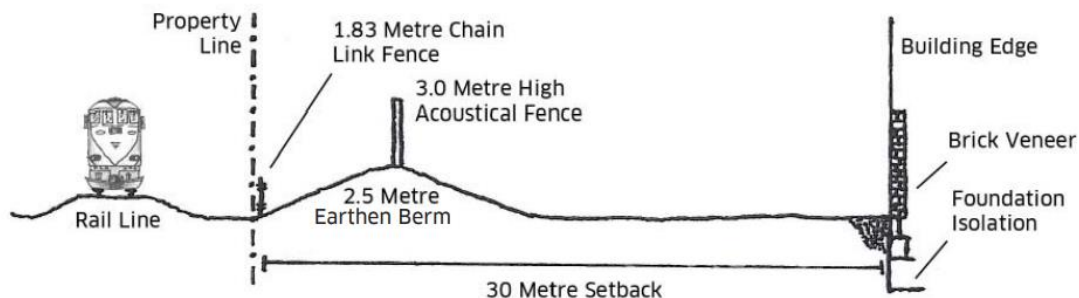


FIGURE 2 // STANDARD MITIGATION FOR NEW RESIDENTIAL DEVELOPMENT IN PROXIMITY TO A MAIN LINE RAILWAY

Theme: The Prince Street Fields are currently used extensively

It was noted by several residents that the Prince Street Fields are currently used regularly for dog walking, St. Lawrence Academy, cricket, and soccer.

In checking with St. Lawrence Academy, they noted that they use it a few times in the spring for longer running events to practice and a track meet and a few times in the fall for soccer games against other schools. Both of these activities could be accommodated at the Seymour Recreation Complex in 2026 going forward.

Some residents mentioned using the fields for dog walking and as a training area. There is only one off-leash dog park in the Town of Prescott at the Seymour Recreation Complex. Dogs are to be on a leash in all other public areas at all times. There are a number of other parks and green spaces along with multi-use paths that are to be developed for on-leash dog walkers to use.

The cricket group currently uses the field on Saturday mornings. We are investigating being able to incorporate cricket into the Seymour Recreation Complex by using the space between the two soccer fields as the pitching area and the soccer fields as the playing area. Prescott and District Soccer Association does not currently use soccer fields on Saturday mornings.

A youth soccer team from Brockville was using the field this spring as a place to practice. Other organized soccer teams indicated that they no longer used the Prince Street Fields when asked in 2024.

Theme: There are no parks/green/open spaces in the neighbourhood to go to



"15-minute communities" in Ontario are part of a sustainable urban planning strategy to create neighbourhoods where residents can access most daily needs—like groceries, schools, parks, and workplaces—within a 15-minute walk or bike ride. The core idea is to ensure amenities and services are close to home, reducing the need for long car trips. A primary goal is to support and prioritize walking, cycling, and public transit over car use. The strategy aims to foster social connections, improve public health through more active lifestyles, and reduce environmental impacts like pollution.

The Town of Prescott is 4.92 sq km in size. It is approximately 2.4 km from the St. Lawrence river to the northern boundary past Development Drive and about 2.1 kms from east to west.

The average person can walk 1 kilometer in 15 minutes. The map below illustrates a 1 km radius from the Prince Street Field location.



Theme: Site may have been previously used as a quarry or waste disposal site

The possibility that the Prince Street Fields may have historically been a quarry or waste disposal site was discussed with an environmental consultant. They recommended using the ERIS platform which is the source of information that is used when completing an Environmental Site Assessment Phase 1.



A Standard report was purchased for the Prince Street Field location which also includes properties within 250 meters of the subject property. There were no entries found in the following databases pertaining to a quarry or waste disposal site for the Prince Street Field property or the properties within 250 meters.

- Abandoned Aggregate Inventory
- Aggregate Inventory
- Abandoned Mine Information System
- Anderson's Waste Disposal Sites
- Landfill Inventory Management Ontario
- Waste Disposal Sites - MOE CA Inventory
- Waste Disposal Sites - MOE 1991 Historical Approval Inventory

A review of available historical arial photography of the area did not suggest that a quarry or waste disposal site was on this site or adjacent to it.

Given the current lack of evidence, there is no indication that the Prince Street Fields Lands were historically used as a quarry or a waste disposal site.

As with any purchase and sale agreement with the Town of Prescott, a due diligence period is standard condition to provide an opportunity for a perspective purchaser to undertake the necessary studies to satisfy themselves that the property is suitable to build on prior to ownership changing. This often includes Environmental Site Assessments Phases 1 and 2, which would identify any potential contamination or site limitations. This cost of these studies is adorned by the Purchaser.

Alternatives:

Council could take one of the following courses of action.

- Take no action at this time
- **Declare the Prince Fields Lands Surplus to the Municipal Needs**
 - o **Issue a Request for Proposals (RFP) *Recommended Action**
 - o Market the Property for sale
 - o Direct Sale or Partnership
- Defer decision until a future date

Financial Implications:

None at this time.



Attachments:

None