



**PRESCOTT TOWN COUNCIL  
AGENDA**

August 11, 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 August 11, 2025 be approved as presented.

3. Declarations of Interest
4. Presentations
5. Delegations

6. Minutes of the previous Council meetings

6.1 July 14, 2025

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**RECOMMENDATION**

That the Council minutes dated July 14, 2025, be accepted as presented.

7. Communications & Petitions

8. Consent Reports

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

**RECOMMENDATION**

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

8.1 Information Package (under separate cover)

9. Committee Reports

9.1 PAC Report 09-2025 - Zoning By-Law Amendment - Churchill Road, East - ZBA2025-003

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**RECOMMENDATION**

THAT By-Law 35-2025, being a by-law to amend By-Law No. 09-2009, as amended, a By-law to regulate the use of land, buildings and structures within the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation; AND

THAT Council determines that in accordance with Section 34(17) of the *Planning Act*, no further notice is required prior to the passage of the by-law.

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

12.1 Staff Report 51-2025 - Bill 5 Analysis

53

*Report to be Circulated Once Available*

12.2	<b>Staff Report 52-2025 - Summer Lunch Program - July Update</b>	55
	<b>RECOMMENDATION</b>	
	For Information	
12.3	<b>Staff Report 53-2025 - Senior Support Services - CPHC (SSS) Community Room Request</b>	59
	<b>RECOMMENDATION</b>	
	THAT Council approve the request from Senior Support Services - CPHC (SSS) for the regular usage of Community Rooms at Town Hall at a reduced rate of \$100/day for the remainder of 2025 and until the 2026 Intake #1 Community Grants have been decided upon by Council.	
12.4	<b>Staff Report 54-2025 - 2025 Street Repaving - Update</b>	62
	<b>RECOMMENDATION</b>	
	That Council direct staff to proceed with the planned changes to the paving and roadwork plans for 2025 as outlined in Staff Report 54-2025.	
12.5	<b>Staff Report 55-2025 - Alternative Voting Methods for 2026 Municipal Election</b>	64
	<b>RECOMMENDATION</b>	
	THAT Council authorizes the alternative voting method of internet and telephone voting for the 2026 Municipal Elections; AND	
	THAT Council further direct the Clerk to bring forward the necessary by-law to set out the voting methods for the 2026 Municipal Election.	
12.6	<b>Staff Report 56-2025 - Financial Report - June 2025</b>	71
	<b>RECOMMENDATION</b>	
	For information.	
13.	<b>Resolutions</b>	
14.	<b>By-laws</b>	
15.	<b>New Business</b>	
16.	<b>Notices of Motion</b>	
17.	<b>Mayor's Proclamation</b>	

17.1	Prostate Cancer Awareness Month	74
18.	Period for Media Questions	
19.	Closed Session	
20.	Rise and Report	
21.	Confirming By-Law – 36-2025	75

**RECOMMENDATION**

That By-Law 36-2025, being a by-law to confirm the proceedings of the Council meeting held on August 11, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

22.	Adjournment
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**RECOMMENDATION**

That the meeting be adjourned at        p.m.



## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Monday, July 14, 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

**Staff** Matthew Armstrong, CAO/Treasurer, Shawn Merriman, Manager of Building and Bylaw Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk

**Regrets** Councillor Ray Young

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

The meeting was called to order at 6:00 p.m. Councillor Ray Young sends his regrets.

**2. Approval of Agenda**

Motion 133-2025

Moved By McConnell  
Seconded By Young

That the agenda for the Council meeting of July 14, 2025 be approved as presented.

Carried

**3. Declarations of Interest**

Councillor Campbell expressed a declaration of interest on item 12.1 - Staff Report 48-2025 - 2025 Community Grants Intake 2.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

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

**6.1 June 16, 2025**

Motion 134-2025

Moved By Kirkby  
Seconded By Campbell

That the Council minutes dated June 16, 2025, be accepted as presented.

Carried

## **7. Communications & Petitions**

There were no communications or petitions.

## **8. Consent Reports**

Motion 135-2025

Moved By Kirkby

Seconded By Campbell

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

Carried

Councillor Kirkby noted that Chef Donovan, a teacher from South Grenville District High School and Bonnie Pidgeon from the South Grenville Food Bank were awarded the King Charles III Coronation Award and Jacob Froggatt from Prescott Skate Night was awarded an Asset Builder Award from Every Kid in Our Community. The Township of Amaranth sent a letter of support to the Town of Prescott regarding a previous letter sent to all municipalities in Ontario regarding Council's position on Strong Mayor Powers.

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

## **9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to attending the Mayfield Breakfast Senior Awards, a Chamber event at Arbu Brewery, Iroquois Coast Guard Auxiliary new boat unveiling, Prescott Beer Fest, the St. Lawrence Shakespeare Garden party, Sunday Night Concerts, and the South Grenville District High School Graduation Ceremony where Councillor Kirkby was inducted into their Hall of Fame. Mayor Shankar also attended the Fire Service Awards Ceremony, the Lockett Place

groundbreaking with Habitat for Humanity, a Joint Services meeting, and has spent time at the Dive Bench.

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

Councillor McConnell spoke to attending the St. Lawrence Shakespeare Garden Party, Prescott Beer Fest and provided updates on the Sandy Hill Cemetery.

Councillor T. Young attended the St. Lawrence Shakespeare Garden Party, Canada Day festivities, and will be attending a BIA working group on July 15. Upcoming events are the Sunday Night Concerts, Prescott Pop-Up summer live sessions, and the King St Promenade on August 2.

Councillor Burton attended the St. Lawrence Shakespeare Garden Party, Prescott Beer Fest, the Lockett Place Habitat for Humanity groundbreaking, and the Fire Services Awards Night and celebrating Deputy Chief Robert Gilmour's retirement and dedication to our community. Councillor Burton spoke to the upcoming Shakespeare season featuring *Much Ado About Nothing, Sherlock Holmes, and Play On*.

Councillor Campbell attended the Fire Services Awards night with Michael Barrett, Steve Clark, and Shannon Armitage in attendance on July 8 celebrating Deputy Chief Robert Gilmour's 40 years of service and retirement, Fire Chief Renny Rayner's 35 years of service and John Houston's 30 years of service. Robert Dixon will receive recognition for his 30 years of service at a later date, and Ed Baynum has dedicated one year of service. Councillor Campbell also attended the Iroquois Coast Guard Auxiliary boat unveiling.

Councillor Kirkby attended the Canada Day festivities and the Lockett Place Habitat for Humanity groundbreaking. Operations staff have started line painting, brush removal from River Walk trail, and added nonslip flooring to the pool change rooms to improve on safety. He attended a walk-through of the Seymour Recreation Complex to see the progress being made and showed his appreciation for the new paint activities at Centennial Park and on the River Walk Trail.

## 12. Staff

### 12.1 Staff Report 48-2025 - 2025 Community Grants Intake 2

Motion 136-2025

Moved By Kirkby  
Seconded By Burton

THAT Council approves the 2025 Community Grant allocation recommendations for Intake #2, totaling \$2000 in financial support and the in-kind request as outlined in Staff Report 48-2025 for Prescott Skate Night and South Grenville District High School.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the evolution of Prescott Skate Night and the growth the program has had within the community, the positive impact on supporting South Grenville District High School and if any neighbouring municipalities have provided funding.

Motion 137-2025

Moved By McConnell  
Seconded By Burton

THAT Council approves financial support to the Prescott Curling Club application under the 2025 Community Grant Intake #2 in the amount of \$4,300 as outlined in Staff Report 48-2025.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the separate motion. Councillor Campbell moved to the gallery due to the declaration of interest.

Discussion was held regarding the potential of an Intake #3, and changes to the program with specific streams through the application process. The Prescott Curling Club has been active within the community and actively expanding their club.

## **12.2 Staff Report 49-2025 Leo Boivin Community Centre - Condition Study**

Motion 138-2025

Moved By Burton

Seconded By Kirkby

THAT Council receive the Building Condition Assessment report for the Leo Boivin Community Centre as prepared by EVB Engineering and Architecture 49 (A49) for information.

Carried

Matt Locke, Director of Operations spoke to the report.

Discussion was held regarding the condition of the building, the previous studies completed, the long-term plan for the facility and advertisements at the Seymour Recreation Complex.

## **12.3 Staff Report 50-2025 - Projects Update July 2025**

For Information.

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding the Summer Lunch Program and different ways to support the town.

## **13. Resolutions**

There were no resolutions.

## **14. By-laws**

### **14.1 By-Law 33-2025**

Motion 139-2025

Moved By Burton

Seconded By Kirkby

That By-Law 33-2025, being a by-law to appoint Municipal By-Law Officers for the Corporation of the Town of Prescott be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the By-Law and recruiting a By-law Enforcement Officer.

Discussion was held regarding unfamiliar names included in the By-Law.

## **15. New Business**

### **15.1 Municipality of North Grenville - Bill 5: Protecting Ontario By Unleashing Our Economy Act, 2005**

Councillor Campbell spoke to the letter.

Matthew Armstrong, CAO/Treasurer spoke to the changes in Bill 5.

Discussion was held regarding a potential Staff Report outlining the changes to legislation and how it affects Prescott.

## **16. Notices of Motion**

There were no notices of motion.

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

There was no mayor's proclamation.

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

There was no media present.

## **19. Closed Session**

There was no closed session.

**20. Rise and Report**

There was no rise and report.

**21. Confirming By-Law – 34-2025**

Motion 140-2025

Moved By Burton  
Seconded By McConnell

That By-Law 34-2025, being a by-law to confirm the proceedings of the Council meeting held on July 14, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 141-2025

Moved By Kirkby  
Seconded By Campbell

That the meeting be adjourned. (Time: 7:11 p.m.)

Carried

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Mayor

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Clerk

# STAFF REPORT TO PLANNING ADVISORY COMMITTEE

Report No. 09-2025

**Meeting Date:** July 23, 2025

**Prepared By:** Tim Fisher, Municipal Land Use Planner

**Subject:** Zoning By-Law Amendment, Churchill Road, East (ZBA2025-003)

## Background/Analysis:

A Zoning By-Law amendment application and supporting documents was submitted by Fotenn Consultants Inc. on behalf of the owner 2841483 Ontario Inc. for an undeveloped parcel of property along Churchill Road, East being part of Part 1, Parcel 1 on Plan 36 and further described as the severed parcel of land subject to consent application SEV2025-002.

The subject 7,251 square metre parcel of land is proposed to be rezoned from R2-h1 and R3 to a site-specific High Density Residential (R3-XX) Zone to accommodate a proposed development consisting of two, three-storey apartment buildings, each containing 18 residential units, approximately 48 parking spaces and outdoor amenity space. Details pertaining to the design of the development will be subject to the Site Plan Control Application process. A concept plan has been submitted with this application for reference (Exhibit B).

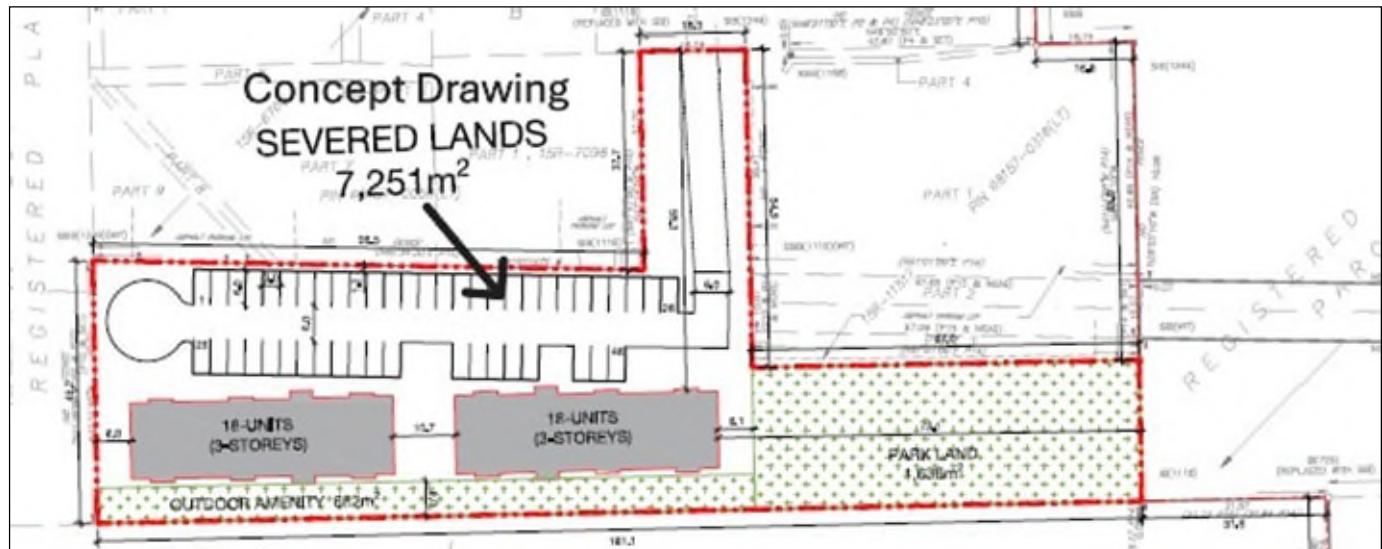


Figure 1: Concept Drawing

In support of the application, the applicant has submitted the following:

- Concept Plan, (Exhibit B);
- Civil Drawing Set;
- Geotechnical Investigation;
- Noise Control Study;
- Planning Justification Report;
- Servicing and Storm Water Management Report;
- Stage 1 and 2 Archaeological Assessment;
- Environmental Impact Study; and
- Transportation Impact Assessment

#### **Site Characteristics:**

The site is located south of Churchill Road, between the existing development along Churchill Road and north of the CN rail line. The site has a total area of approximately +/- 6.9 hectares, with approximately 113 metres of frontage on Boundary Street, approximately 26 metres of frontage on Howe Terrace and approximately 18 metres of frontage on Claxton Terrace. The property is irregular in shape, and currently undeveloped and treed.

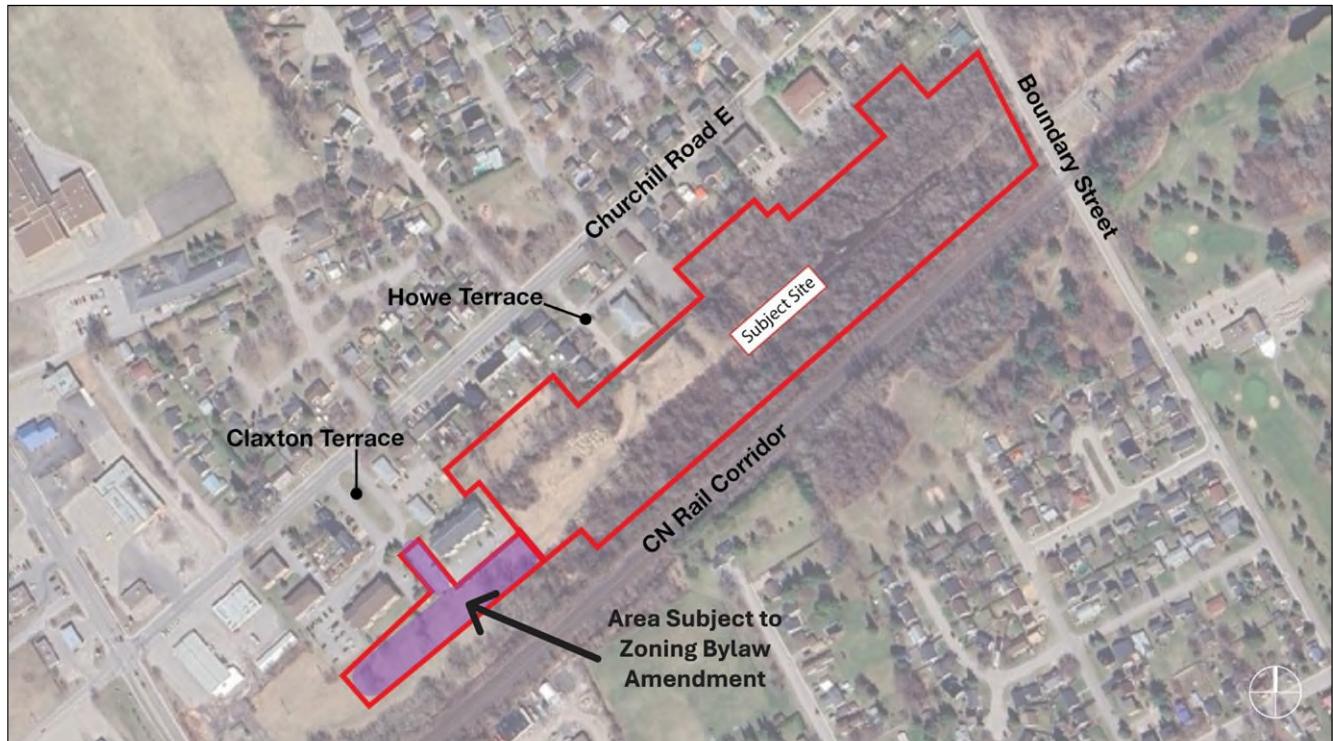


Figure 2: Location Map

The surrounding area contains predominantly residential uses. A mix of residential uses are present north of the site, along Churchill Road. The residential uses reflect a mix of densities and built forms, including one- to two-storey single detached dwellings and three-storey multi-unit buildings. A community use, in the form of a church, is also located north of the site along Churchill Road. Commercial uses are concentrated northwest of the site along Churchill Road and Edward Street North. A CN railway track runs east-west through the Town of Prescott and is immediately south of the site.

The following uses are located immediately adjacent to the subject site:

- North: Residential (low rise apartments)
- East: Residential (low rise apartments), Vacant
- South: CN Rail
- West: Commercial, Vacant

### **Policy Considerations:**

#### **Provincial Planning Statement**

The Provincial Planning Statement (2024) provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by local policies addressing local interests.

The PPS, 2024 recognizes Ontario as a vast, fast-growing province and the need to increase the supply and mix of housing options to support a diverse population and workforce. It prioritizes compact and transit-supportive design and optimizing investments in infrastructure and public services facilities to support convenient access to housing, quality environment, services, and recreation. Cultural heritage and archaeology are to provide people with a sense of place. Through specific policies related to building homes, sustaining strong and competitive communities, infrastructure and facilities, wise use and management of resources and protecting public health and safety, the PPS, 2024 lays the framework for fundamental land use planning in Ontario.

Section 2.3 indicates that settlement areas shall be the focus of growth and development. It supports intensification in settlement areas with the aim to achieve complete communities. This includes planning for a range and mix of housing options. Section 2.3.1.2 stipulates that land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure and public services facilities, support active transportation, are transit-supportive (as appropriate) and are freight-supportive.

Based on the above, the proposed Zoning By-Law amendment is consistent with the Provincial Planning Statement.

## Official Plan Considerations:

When a Zoning By-law amendment is considered the proposed zoning change is evaluated to determine if it circumvents or undermines the Town's Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law to reflect the Official Plan.

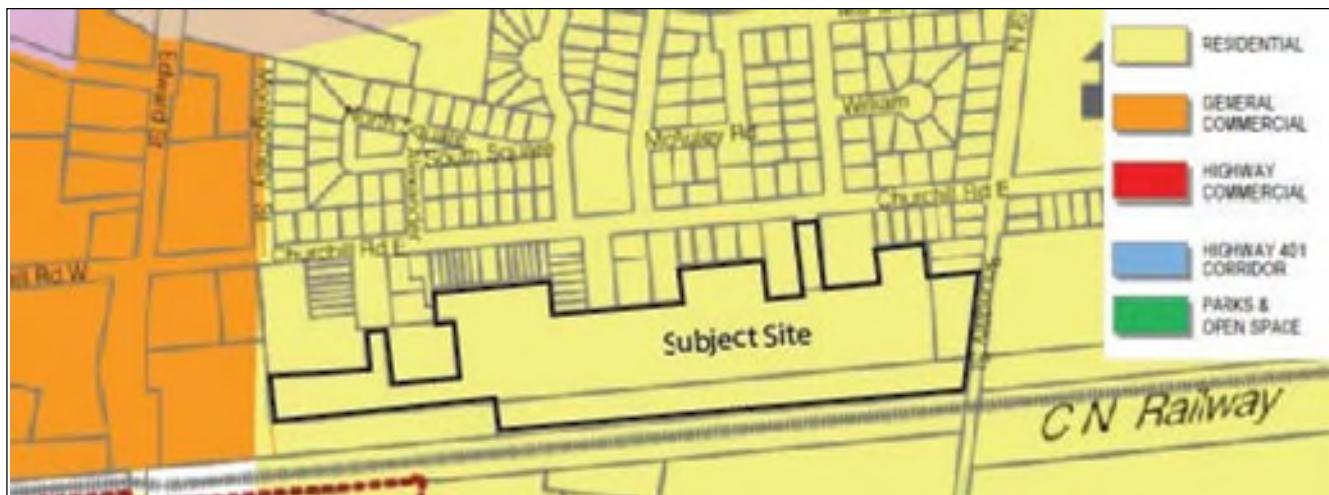


Figure 3: Official Plan, Land Use (not to scale)

The subject property is designated Residential and is subject to Section 2.2 in the Official Plan, as amend.

The Town of Prescott's goal is to support and encourage creating complete neighbourhoods with a mix of housing types that are affordable, accessible, and safe. Residential growth will mainly occur through subdivisions with larger scale residential developments undergoing the site plan control process, and through limited consents.

The key goals include promoting housing diversity, supporting small-scale local services, encouraging development near amenities, protecting the environment, and targeting a 10% increase in residential density through appropriate intensification and expansion near existing built-up areas.

The policies for residential development include:

- i. Low-Density Housing: Maintain existing neighbourhoods primarily for low-density residential use (up to 36 units/hectare), including single-detached, semi-detached, and duplex dwellings.
- ii. Residential Intensification: Allow moderate intensification (up to 50 units/hectare) in existing neighbourhoods, such as townhomes or ground-oriented multiples, if compatible with surrounding character. High-density projects are directed to the Downtown Core.
- iii. Diverse Housing Types: Support a mix of low, medium, and high-density residential uses in new areas, respecting traditional neighbourhood patterns.

- iv. Inclusive Housing Options: Permit assisted living, seniors housing, special needs housing, and nursing homes to meet community needs.
- v. Compatible Mixed Uses: Allow small-scale commercial, institutional, and home-based uses in residential areas if they complement and are compatible with the neighbourhood.
- vi. Parking: Ensure all residential development includes adequate off-street parking with safe and pedestrian-friendly access.
- vii. Connectivity: Require new developments to connect to existing neighbourhoods via streets, sidewalks, trails, or open spaces to promote walkability and integration.
- viii. Land Use Compatibility: Protect residential areas near major roads or railways (e.g., Highway 401, CN Rail) through appropriate buffering, screening, and compliance with provincial guidelines.
- ix. Community Amenities: Provide high-quality public services and amenities (parks, libraries, etc.) close to residential areas to enhance neighbourhoods.
- x. Stormwater Management: Require stormwater management plans in line with provincial guidelines for subdivision applications.
- xi. Zoning Compliance: All residential uses must be zoned appropriately under the Town's Zoning By-law.

### **Review of Proposed Development and Official Plan Policies:**

Council, Committees and town staff must review and consider all policies in the Official Plan. The proposed high density residential development conforms with the general intent of the Residential policies in Section 2.2 stated above, however, details of the development are required to comply with the following policies:

#### **Section 2.0 Land Use Policies:**

The proposed residential development conforms with the general intent the residential as it is compatible with the surrounding land uses, is feasible from a functional servicing perspective, and will provide sufficient functional amenity space and off-street parking for future users.

The proposed two, three storey apartments containing 18 residential units in each apartment complex will provide a mixture of unit types and will add to the supply of housing that supports affordability and accessibility in the community.

Intensification in existing residential neighbourhoods is supported by the Ministry of Municipal Affairs and Housing through many amendments to the *Planning Act* though initiatives such as the 'More Homes Built Faster' which is intended to increase the housing supply to address the housing crisis in Ontario.

The proposed density on the subject property of 51 units per net hectare is in keeping with the high density residential target within the Residential Policy (Section 2.1.2) of up to 100 dwelling units per net hectare. The development and the number of residential units will also be in keeping with the Housing Supply Policies of Section 3.5.2 of the Official Plan.

The proposed development makes use of existing municipal services and will not result in any added costs or extension of municipal services. The development will make use of existing undeveloped land in the serviced urban area and will maintain road access on Claxton Terrace.

Traffic:

Community Services such as traffic and circulation, public services and utilities and waste management are addressed through policies in Section 4.0 in the Official Plan.

Road access to the site will be from the southern end of Claxton Terrace. Through the consent application process and during the Committee of Adjustment public meeting, the public provided concerns regarding traffic, parking, and access and its impacts on the existing development along with their continued access and parking.

The applicant submitted a Transport Impact Assessment, prepared by CGH Transportation, dated October 2024. The assessment notes that

- 1) No significant planned changes to the area transportation network are anticipated within the study horizons, no active development applications are known to be anticipated to impact area traffic.
- 2) No capacity issues or high delays were noted in the 2024 existing conditions and the 2028 and 2033 future background traffic volumes, including the background growth are anticipated to operate similarly to the existing conditions with no capacity issues or high delays forecast.
- 3) The study found that the proposed Phase 1 development is projected to generate a total of 23 AM and 27 PM new peak hour two-way vehicle trips during weekdays.
- 4) Signal warrants and turn lane warrants were not met at the study area unsignalized intersections or the site access intersections at any horizon. Therefore, with the addition of site traffic volumes to the study area intersections, negligible impacts on intersection capacities and delays are expected, with operations being forecasted to remain similar to the background conditions.
- 5) The study concludes that the proposed development will have a negligible impact on the study area road network. Any upgrades to the design of Claxton Terrace, entrance to the site and vehicle movement on and off the site will be addressed through the site plan control application process.

Town staff considered the concerns raised by the public and reviewed the Transport Impact Assessment and is considering converting Claxton Terrace as a one-way street southbound on the west leg and northbound on the east leg to improve site access and traffic flow to the subject property and maintain safe access to the existing development along Claxton Terrace. This will be addressed further through the site plan control application process.

Services and Stormwater Management:

The applicant submitted a Servicing and Stormwater Management Report prepared by Kollaard Associates, dated November 1, 2024. The report evaluates the existing municipal storm, sanitary sewer, and water systems' ability to support the proposed development of two apartment buildings.

**Key Findings:**

**i. Stormwater Management (SWM):**

- Quantity Control: Post-development flow will be restricted to pre-development levels during storm events (2-year to 100-year).
- Quality Control: A hydrodynamic separator (e.g., Stormceptor EFO4) will be used to remove 80% of total suspended solids.

**ii. Sanitary Sewer:**

- The system can handle the development's peak sewage flow of 1.16 L/sec.

**iii. Water Supply:**

- The existing watermain can supply adequate domestic and fire flow.
- Pressure on the third floor will meet health standards (above 138 kPa), but a booster pump is needed to meet preferred pressure (above 276 kPa).

**iv. Construction Controls:**

- Erosion and sedimentation must be managed during construction

Town staff reviewed the report and determined that the above finding can be addressed through the site plan control application process. The proposal appears to have no negative impacts regarding services and water run-off on the abutting property and its development.

During the technical review process, it was noted that there is an existing fire hydrant, water valve and bike rack located within the proposed site entrance area. These structures may have to be relocated through the site plan control application process.

The proposed development will make use of existing municipal services and will not result in any added costs or extension of municipal services.

**Natural Heritage and Hazards:**

The applicant submitted an Environmental Impact Study (EIS), prepared by Kilgour & Associates Ltd., dated April 16, 2025. The purpose of the study was to identify natural heritage features on or adjacent to the site, assess the potential impacts of the proposed development on these features, and recommend appropriate mitigation measures to minimize or eliminate identified impacts.

The EIS addresses only the Phase 1 component (severed lands) of the broader development proposal. Future phases on the retained lands will be addressed through subsequent studies.

The study includes findings from required fieldwork and a supporting desktop review. While the site and surrounding Churchill Development lands were determined not to contain natural heritage features, the study reviewed the presence of protected Species at Risk. Three species—Butternut, Hoary Bat, and Silver-haired Bat—were observed in the broader Churchill Development area and in proximity to the Phase 1 site. These species were identified as having a high potential to interact with future Phase 1 development.

To address potential interactions, the study outlines specific mitigation measures to be implemented during construction to protect wildlife and minimize potential impacts. These measures are designed to ensure that no negative impacts occur to ecological functions or natural features as a result of the development.

The EIS concludes that the proposed development is not anticipated to result in negative impacts, provided that the recommended mitigation measures are implemented. These measures will be incorporated through the site plan control application process and secured via clauses in the development agreement, which will be registered on title.

**Noise Study:**

The applicant submitted a Noise Study, prepared by Paterson Group, dated October 13, 2023. The objective of the noise study is to determine the primary noise sources impacting the site and compare the projected sound level to guidelines set out by the Ministry of Environment and Climate Change.

The study equally seeks to review the projected noise levels and offer recommendations regarding warning classes, construction materials or alternative sound barriers. The study has been conducted according to the Guidelines for New Development in Proximity to Railway Operations prepared for the Federation of Canadian Municipalities and the Railway Association of Canada, dated September 2018, and the Ontario Ministry of the Environment Guideline NPC-300.

The study identifies a single major source of surface transportation noise to the proposed development, being the Canadian National Rail Line. Several reception points were selected for the noise analysis, consisting of pane of glass reception points on both the first and top level of the proposed development.

The report provides various mitigation measures for noise and vibration, including the installation of central air conditioning units, warning clauses, brick or concrete panel exterior cladding, and double pane glass windows. Mitigation is particularly encouraged for units on the western, southern, and eastern elevations of the proposed dwellings. This will be addressed through the site plan control application process and clauses within the agreement which will be registered on title of the property.

**Built Form and Function:**

Through the Zoning By-law and other means such as site plan control, the Town has the ability to control development in Prescott. These controls provide the regulatory framework necessary to implement the Official Plan.

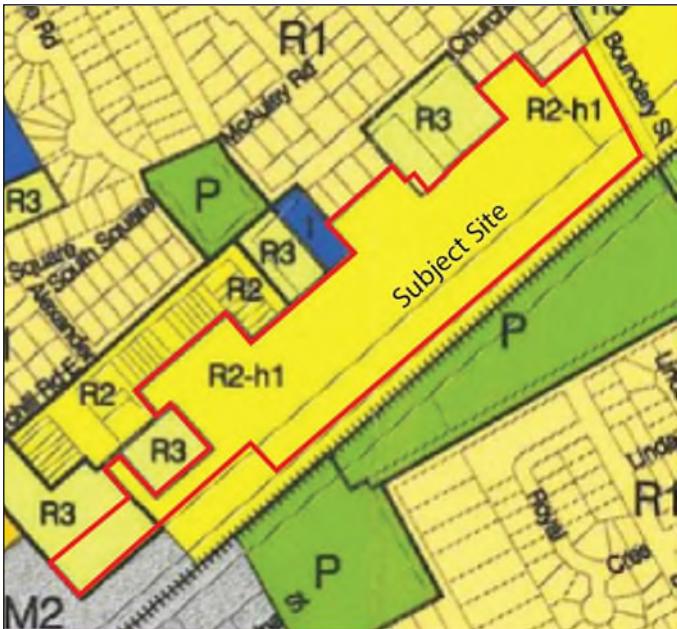
The proposed three storey apartment buildings are located closer to the southern lot line keeping the units away from the existing residential development to the north. Outdoor amenity space is provided in the form of landscaping for the tenants outdoor enjoyment.

Off street parking is located between the proposed apartment buildings and the northern lot line. The proposed driveway will provide road access from Claxton Terrace to the internal parking area. A total of 48 parking spaces are provided to service tenants.

The proposed development is therefore in keeping with the intent of the Official Plan and is anticipated to have no negative impacts on the adjacent land uses or traffic in the neighbourhood.

### Zoning By-Law:

The subject property is currently zoned Medium Density Residential (R2) with a Servicing and Staging Holding Symbol (h1) and is also partially zoned High Density Residential (R3) in the Town of Prescott Zoning By-Law Number 09-2009.



The proposed site-specific zone will address the zoning deficiencies or additional zoning regulations associated with the proposed development.

The applicant is requesting a site specific High Density Residential (R3-xx) zone which will recognize the existing reduced road frontage, a reduced rear yard setback, reduced driveway width, reduced landscape strip between a parking area, permit the parking lot to be located in the front yard and the abutting lands and removal of the holding symbol.

The highlighted items in blue are subject to the proposed site-specific zoning.

All other provisions are complied with.

Figure 4: Zoning By-Law (not to scale)

Severed Lot High Density Residential (R3) – Town of Prescott Zoning By-law 09-2009			
Provision	Required	Proposed	Amendment Required?
Permitted Uses	Dwelling- Apartment (greater than 2.5 storeys)	Apartment	No
Lot Area (min)	-	7,241 m <sup>2</sup>	No
<b>Lot Frontage (min)</b>	30.5 m	18.2 m	<b>Yes</b>
Front Yard (min)	6 m	20.2 m	No
Side Yard (min)	3 m For each full or partial storey above first storey + 1.5 m (6m total)	6m	No
<b>Rear Yard (min)</b>	9m	6 m	<b>Yes</b>
Building Height (max)	18m	< 18 m	No
Lot Coverage (max)	35%	18%	No
Maximum Density	65 units/ha	51 units/ha	No
Landscaped Open Space (min)	35%	57%	No

Amenity Area Requirements	10% when 15 dwellings or more	32%	No
5.6.3 a) Buffering	Where R3 abuts a R1 or R2 zones, and is not separated by a street, 3 m of land adjacent to the subject lot line shall be used for no other purpose than a planting strip in accordance with Section 4.25. Where a R3 abuts an R1 or R2 zone, and is not separated by a street, the minimum yard shall be 10.5m.	Complies	No
5.6.3 f) Location of Parking Spaces	Notwithstanding any provision of Sections 5.6.2 to the contrary, no parking spaces shall be located in the front yard of any apartment building.	Front yard parking area	Yes
<b>General Provisions</b>			
Parking Requirement	Apartment dwelling: 1.25 parking spaces per dwelling unit, 15% of which shall be reserved for visitors (45 spaces required, 7 of which are for visitors)	48 spaces	No
Parking Space Dimensions	Standard= 2.7m x 6m Barrier Free= 3.7m x 6m	Complies	No
Barrier Free Parking Space Requirements	2 barrier free spaces required	2 spaces	No
<b>Minimum Driveway Width</b>	6.5m	6.0m	<b>Yes</b>
<b>Parking Areas for more than 4 vehicles</b>	Where the parking area abuts a street or a lot line, a continuous 3 m strip of landscaped open space shall be provided between the parking area and the adjacent lot or street except for entrance	1.2m	<b>Yes</b>

	and exit laneways.		
Bicycle Parking Requirements	1 space per 8 dwelling units (5 spaces)	5 spaces	No. Location of bike parking spaces to be determined through Site Plan Control.
<b>Servicing and Staging Holding Zones “h1”</b>			
<b>H symbol removal</b>	In order to remove the “h1” holding symbol, Council shall be satisfied	Servicing plan and report has been provided.	<b>Lift holding provision.</b>

Figure 5: Zoning Compliance Review Chart

### Explanation of Changes to Provisions:

#### Lot Frontage

The minimum lot frontage is proposed to be reduced from 30.5 metres to 18 metres. The proposed reduction reflects the existing lot frontage on Claxton Terrace. The configuration of the severed lot, including shape and frontage, has been informed by the existing irregular lot fabric. The reduction in lot frontage will not impact the functionality of the lot. There is an existing entrance to the lot from Claxton Terrace.

No Concerns: staff has no concerns with the proposed reduction in lot frontage as it will recognize the existing frontage on Claxton Terrace..

#### Rear Yard

The minimum rear yard setback is proposed to be reduced from 9 metres to 6 metres. The intention of the rear yard setback is to ensure sufficient provision of landscaped open space and amenity area, as well as contributing to compatibility with adjacent uses.

The proposed development provides a surplus of landscaped open space and amenity area to the east of the proposed severed lot. The servicing and stormwater management brief confirms that the proposed stormwater management facility will sufficiently manage post-development flows from a quantity and quality control perspective.

There is a narrow light industrial parcel to the south of the proposed severed lot, followed by the CN rail corridor. The proposed development has been strategically designed to ensure there is no negative impact as a result of the adjacent industrial uses.

The proposed reduced rear yard is not anticipated to impact the functionality or compatibility of the proposed development and adjacent land uses.

No Concerns: staff is satisfied that the proposed 6 metre rear yard setback will provide sufficient separation from the CN rail corridor and will not impact the continued use of the

corridor or on abutting lands, subject to the recommendations in the noise and storm water management report.

#### Parking Area Location

Relief is requested to amend the provisions regulating the location of the parking area. The parking area is proposed to be located in the front yard of the apartment building.

Due to the irregular shape of the severed lot and technical definitions of a front yard, the parking area will be in the front yard, despite being approximately 20 metres from a travelled road.

The proposed site layout has been thoughtfully designed to efficiently utilize the proposed severed lot and maximize functionality of the site. Fencing is proposed to ensure visual buffering for adjacent residential uses, and additional screening can be considered through the site plan control process if desired by the town.

The proposed reduction is not anticipated to negatively impact adjacent residential lots, nor impact the enjoyability of the proposed residential uses.

**No Concerns:** staff has no concerns with the parking area to be located within the front yard due to the unique shape of the lot and its actual road frontage. The parking area will not have any visual or traffic impacts on Claxton Terrace and will be in keeping with existing residential development on the abutting lands.

#### Minimum Driveway Width

The minimum driveway width is proposed to be reduced from 6.5 metres to 6.0 metres to reflect the existing driveway on the site. An existing driveway provides access to the proposed severed lot from Claxton Terrace which will be extended to serve the proposed development.

The existing driveway has a width of approximately 6.0 metres. The Transportation Impact Assessment prepared in support of the proposed development does not flag the proposed driveway width as a concern for traffic flow or safety to, and around, the site.

The proposed reduction in driveway width is not anticipated to impact the functionality of the site.

**Not Supported:** Town staff reviewed the proposed driveway and the requested reduction in width from 6.5 metres to 6 metres and determined that the development may require a wider entrance to accommodate emergency access vehicles along with some minor alterations to the parking layout and curbing.

Town staff does not support the proposed reduction in the minimum width of the driveway due to safety and access concerns. Details regarding the required driveway width and internal parking lot design will be addressed through the site plan control application process.

#### Parking Area Buffer

The minimum landscaped buffer between the parking area and the lot line is proposed to be reduced from 3 metres in width to 1.2 metres. The strip of landscaped open space

between the parking area and lot lines is intended to ensure compatibility with adjacent uses or the street. Due to the unique shape of the lot, the parking area is adjacent to an internal lot line which primarily abuts a parking area to the north. The reduced landscaping strip is still sufficiently sized to accommodate plantings for screening. Additional fencing may be contemplated at the site plan control stage. The proposed reduction is not anticipated to impact the adjacent residential uses, nor is it anticipated to impact the functionality of the proposed parking area.

**No Concerns:** staff is satisfied that the reduction of the landscaping strip will not have negative impact on the abutting properties. Details regarding buffering and landscaping will be addressed through the site plan control application process.

**Servicing and Staging Hold**

The holding symbol is proposed to be lifted on the proposed severed lot as a servicing report has been prepared in support of the proposed development. The proposed residential development will positively contribute to the housing availability in the Town of Prescott, which is an identified need for current and future residents.

The proposed development is desired and appropriate as it reflects residential intensification in an existing residential neighbourhood within the urban boundary which is full serviced by municipal infrastructure.

**No Concerns:** staff is satisfied with the servicing report for the proposed development and minor adjustment and details will be resolved through the site plan control application process.

The proposed site-specific zone will address the zoning deficiencies or additional zoning regulations associated with the proposed development while maintaining the remaining R3 zone requirements which is in keeping with the built form and any future development in the neighbourhood.

**Technical Comments:**

The application was circulated to all Town departments. The applicant has been made aware of comments raised by staff regarding the driveway isle width, emergency services turning radius, the use and design of Claxton Terrace and relocation of items located in the area of the proposed entrance.

These matters will be addressed through the Site Plan Control Application process and does not impact the proposed zoning by-law amendment.

**Public Notice:**

Pursuant to the requirements of the *Planning Act*, notice of the statutory public meeting was provided 20 days in advance of the public meeting to all landowners (as per the latest MPAC assessment) within a 120 metre radius of the subject property (Exhibit C).

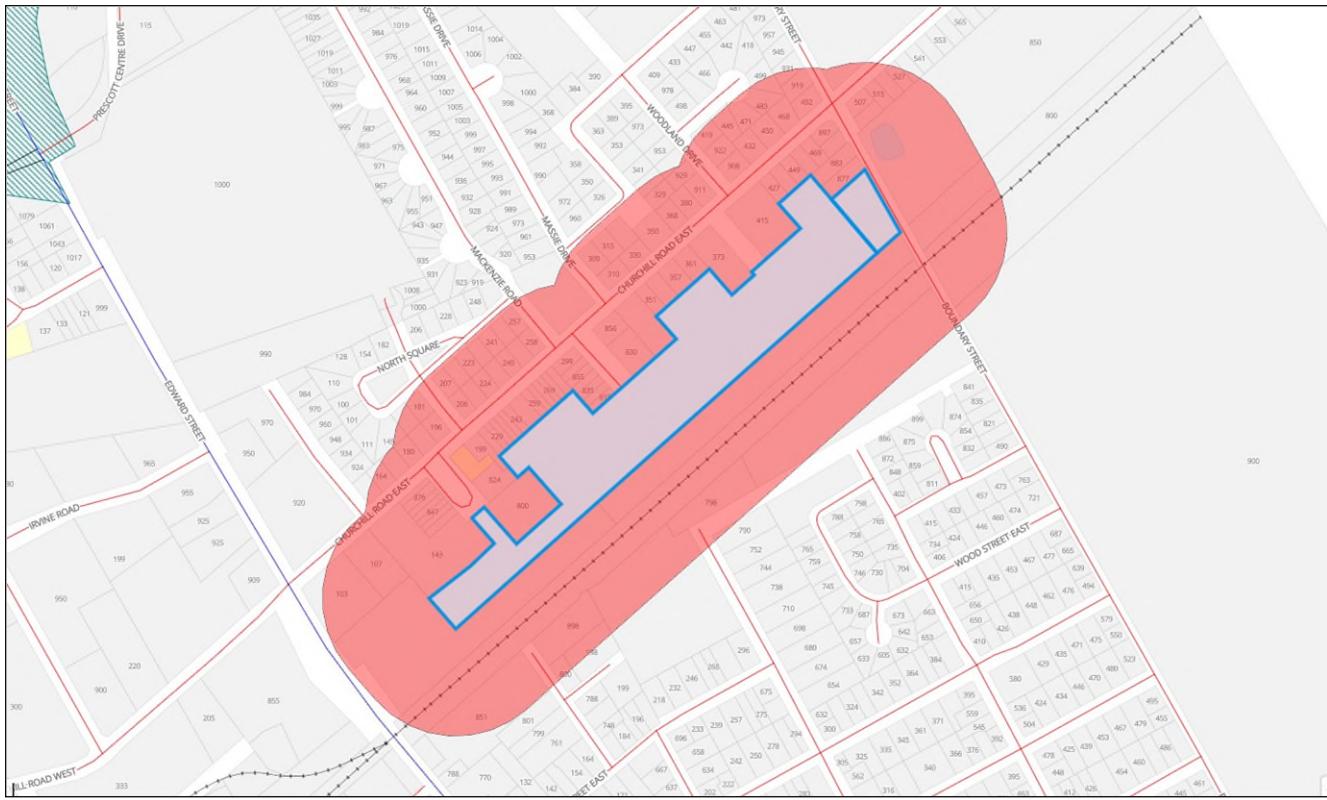


Figure 6: 120 metre Radius of Property

**Posted Signage:**

Additional notice in the form of signage was posted on the subject property along Churchill Road, East and on Boundary Road.



**Future or Additional Notice:**

If the application is approved, a Notice of Passing will be circulated in accordance with the provisions of the *Planning Act*.

**Public Comments:**

Staff have not received any written comments or concerns from the public regarding this application prior to the preparation of this report. Public concerns were raised during the Committee of Adjustment public meeting through consent application SEV2025-002. The concerns have been addressed in this report.

**Financial Implications:**

None.

**Environmental Implications:**

None.

**Alternatives:**

The Planning Advisory Committee could deny the applicants request for a Zoning By-law amendment which would thereby leave the zoning on the subject property in the R2-h1 and R3 zones.

**Recommendation:**

THAT the Planning Advisory Committee recommend to Council:

THAT the application for a zoning by-law amendment (File Number ZBA-2025-003) submitted by Fotenn Consultants Inc, on behalf of the owner 2841483 Ontario Inc., for the undeveloped property on Churchill Road, East and being the severed parcel of consent application SEV2025-002, be approved as amended by staff to deny the request to reduce the minimum driveway width; AND

THAT By-Law Number 09-2009, as amended, be further amended, as per Exhibit A (Draft By-Law, to Amend Zoning By-Law Number 09-2009) to Staff Report 009-2025; AND

THAT Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the by-law; AND

THAT the amending by-law be presented to Council for approval.

**Exhibits:**

- A. Draft By-Law
- B. Concept Drawing
- C. Public Notice

## **SUPPLEMENTARY REPORT TO PLANNING ADVISORY COMMITTEE**

**Report No. 009-2025**

**Meeting Date:** July 23, 2025

**Prepared By:** Tim Fisher, Municipal Land Use Planner

**Subject:** Zoning By-Law Amendment, Churchill Road, East (ZBA2025-003)

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### **Background/Analysis:**

This supplementary report is to address comments and information received after the preparation of the planner's report and prior to PAC meeting. Copies of the public correspondence were provided to the owner/applicant and their agent, to the Committee and to staff prior to tonight's meeting.

### **Public Comments Received:**

Staff received two letters from the owner and operator of 800 Claxton Terrace. Their concerns predominantly focus on the continued road access to rear yard parking, maintaining the seven (7) parking spaces on the west side of their building and compensation for their structures which were erected on the subject property.

Staff were on-site with the owner and operator of 800 Claxton Terrace to discuss their concerns. The items below were discussed.

- a) Compensation: the town or the developer will not compensate for structures that an abutting landowner built or placed on abutting lands. The structures are required to be removed from the subject property, unless the applicant permits the structures to be located and obtains any municipal approvals for the location and use of the structures.
- b) Continued Access: staff and the owner spoke regarding any existing easements or rights-of-ways over the subject property which may benefit 800 Claxton Terrace. Staff and the owner are unaware of any registered agreements, easements or right-of-way which speaks to their road access from Claxton Terrace to their rear and side yard parking.

Staff spoke with the applicant and the owner of 800 Claxton Terrace to establish easements through Consent Application SEV-2025-002, which will address continued access over a portion of the existing driveway to access their rear yard parking and to permit seven (7) parking spaces, west of their building to be located partially on the subject property. The establishment of the easement will recognize the existing situation while providing legal access from Claxton Terrace to the rear yard parking and the continued use of a portion of the subject property for parking.

Staff will work with the applicant to obtain the necessary easements through the consent application process.

A petition was received which was signed by approximately 66 residents in the neighbourhood and tenants of the abutting apartments. Their concerns are increased traffic and noise, safety concerns for children and persons with disabilities and requests that alternate access to Boundary Road be considered.

Staff have reviewed and considered the comments raised and has the following response:

1. **Traffic Impacts:** The owner/applicant submitted a Transportation Impact Assessment, prepared by CGH Transportation, dated October 2024 which reviewed the existing traffic and any potential impacts on traffic along Claxton Terrace and on Churchill Road, East for the future development of the subject lot (severed) and the remainder of the lot (retained).

Phase 1 of the proposed developed is located on the subject property (severed lot) which is subject to this application for zoning by-law amendment. The remainder of the lot (retained lot) will be addressed through future development applications and approval processes.

The subject property has road frontage on Claxton Terrace and proposes using the existing road access and driveway (with minor modifications) for the proposed development. Access to any frontage on the retained lands is not proposed and not required as it is a separate parcel of land.

The assessment looked at the collision history at the intersection of Claxton Terrace and Churchill Road, East for the past four (4) years and determined that there were no property damage or personal injury reported at this intersection.

The assessment reviewed and concluded that a left turning lane or signal at the intersections of Claxton Terrace and Churchill Road, East is not warranted based on existing conditions and the proposed development.

Phase 1 development is projected to generate a total of 23 am and 27 pm peak hour, two-way vehicle trips, which is anticipated to have no negative impacts on traffic on Claxton Terrace.

2. **Safety and Sidewalks:** Sidewalks are not provided along Claxton Terrace and the Town does not require the applicant to provide sidewalks. Staff will review if the installation of sidewalks is warranted when the road is to be upgraded and/or redesigned in the future.

The safety concerns raised by the residences regarding the development will be addressed through the site plan control application process. Staff will work with the developer to address safety and pedestrian movement on the subject property.

3. **Noise:** The applicant submitted an Environmental Noise Control Study, prepared by Paterson Group, dated October 13, 2023, which reviewed the entire proposed development on the severed and retained lands.

Surface roadway noise was assessed based on the development of the severed lands. The study concluded that traffic noise generated on Claxton Terrace will be within the regulatory levels and anticipated to have no negative impacts on the existing surrounding development.

Other noise mitigation measures recommended in the study for the design of the new development will be applied through the site plan control application process and implemented through the issuance of a building permit.

Town staff are assessing the function and traffic movement on Claxton Terrace and are considering making the street a one-way which will result in the western portion of Claxton Terrace to be a one-way in, and the eastern portion to be a one-way out. It is anticipated that this change will address traffic and safety concerns raised by the public.

#### **Driveway Width and Aisle:**

The initial planning report to PAC recommended a denial of the driveway width from 6.5 metres to 6 meters as requested by the applicant. The denial was based on comments received by Emergency Services and Public Works regarding access and turning radius of emergency vehicles within the site.

Staff worked with the applicant to resolve these issues and made revisions to the concept plan. The revised concept plan dated July 21, 2025 (Exhibit A) provides a redesigned fire route which satisfies the Town's concerns and relocates two parking spaces. The plan also indicates where the proposed easement to benefit 800 Claxton Terrace would be located. Details pertaining to a turnaround or hammer head design at the end of the parking lot will be addressed through the site plan control application process.

The applicant's intent was to reduce the aisleway within the parking lot to keep the parking spaces away from the two proposed apartment buildings and they have no concerns in maintaining the 6.5 metre setback for the driveway access.

The Zoning By-Law defines "Driveway Width" as being inclusive of the driveway, access and aisle. Staff recommends that the proposed site specific zone include a definition of "Driveway Access Width" and its minimum width of 6.5 metres and "Aisleway (Parking Lot)" and its reduction to a minimum of 6 metres be added to the draft by-law. A copy of the revised draft by-law is attached (Exhibit B).

#### **Conclusion:**

Staff are satisfied that the revised proposal and proposed zoning by-law amendment is consistent with the policies of the Provincial Planning Statement and the direction of the Government of Ontario to build more housing in Ontario. The proposal complies with the policies of the Towns Official Plan, and in keeping with the intent of the zoning by-law.

Staff is also satisfied that the public concerns have been addressed and that design and functionality of the proposal and site can be addressed through the site plan control application process.

**Recommendation:**

That the Planning Advisory Committee recommend to Council:

That the application for a zoning by-law amendment (File Number ZBA-2025-003) submitted by Fotenn Consultants Inc, on behalf of the owner 2841483 Ontario Inc. for the undeveloped property on Churchill Road, East and being the severed parcel of consent application SEV2025-002, be approved as amended; and

That By-Law Number 09-2009, as amended, be further amended, as per Exhibit A (Draft By-Law, to Amend Zoning By-Law Number 09-2009) to the Supplementary Report 009-2025; and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the by-law; and

That the amending by-law be presented to Council for approval.

**Exhibits:**

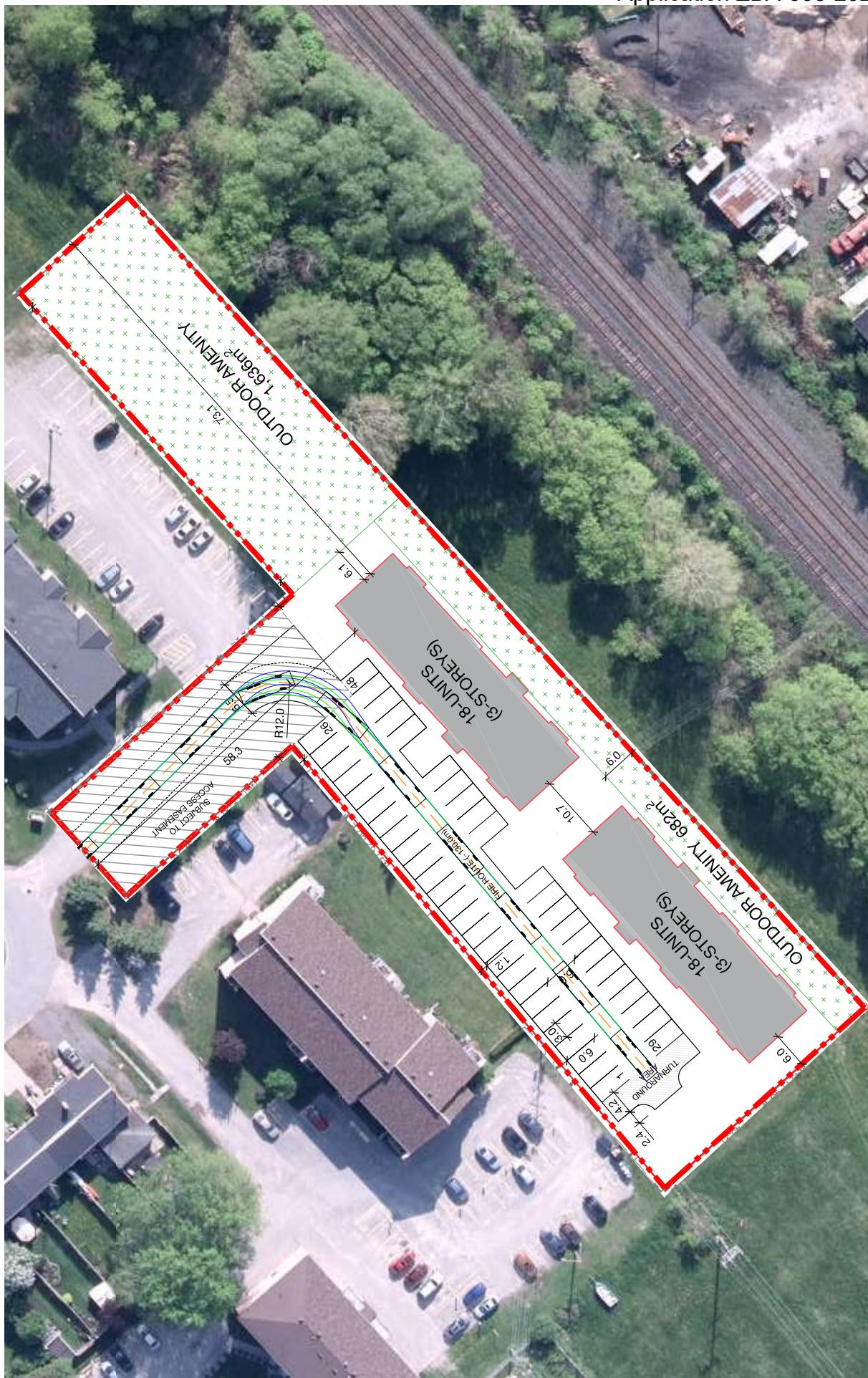
- A. Revised Concept Plan
- B. Revised Draft By-Law, Schedule 'A'

**Prepared by:**



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Tim Fisher,  
Municipal Land Use Planner



## THE CORPORATION OF THE TOWN OF PRESCOTT

### BY-LAW NO. xx-2025

#### BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 09-2009, AS AMENDED, BEING A BY-LAW TO REGULATE THE USE OF LAND, BUILDINGS AND STRUCTURES WITHIN THE TOWN OF PRESCOTT

*Being a by-law to amend By-Law No. 09-2009, as amended, being a By-law to regulate the use of land, buildings and structures within the Town of Prescott.*

**WHEREAS** pursuant to the provisions of the *Planning Act*, Section 34, the Council of a municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

**WHEREAS** the Council of the Corporation of the Town of Prescott deems it advisable to amend Zoning By-Law 09-2009, as amended, as hereinafter set forth:

**NOW THEREFORE** the Council of the Corporation of the Town of Prescott enacts as follows:

1. Zoning By-law No. 09-2009, as amended, is hereby further amended as follows:
  - 1.1. Schedule A – Zoning Map is amended by removing the 'R2-h1' and 'R3' symbols on the subject property and by adding the 'R3-xx' symbol.
  - 1.2. By adding the following Special Exception Zone 'R3-xx' in Section 5.6.4, which reads:

"(s) R3-xx; Churchill Road, East

Notwithstanding any provisions of Section 4 and Section 5.6 of this By-law to the contrary, development shall be subject to the following provisions:

- a) For the purposes of this site-specific zone, the following definitions shall be applied:

**Aisleway (Parking Lot):** means the traveled portion of the parking lot by which cars enter and depart parking spaces.

**Driveway Access Width:** means the traveled portion of the driveway or access to the roadway leading to a parking lot.

- b) Minimum Lot Frontage.....18.2 m
- c) Minimum Rear Yard .....6 m

d) Parking Areas for more than 4 vehicles:

Where the parking area abuts a street or a lot line, a continuous 1.2 m strip of landscaped open space shall be provided between the parking area and the adjacent lot or street except for entrance and exit laneways.

e) Parking Space Location:

Parking spaces are permitted within the front yard area.

f) Minimum Aisleway (Parking Lot) Width.....6 m

g) Minimum Driveway Access Width .....6.5 m "

1. All other applicable provisions of By-law 09-2009 shall continue to apply.
2. That this by-law shall come into force and take effect upon being passed by Council.
3. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED, THE xx DAY OF AUGUST, 2025.**

---

**Mayor**

---

**Clerk**

**THE CORPORATION OF THE  
TOWN OF PRESCOTT**

**SCHEDULE 'A'  
TO BY-LAW NUMBER xx-2025**

**Application: ZBA-003-2025  
Address: Churchill Road, East**

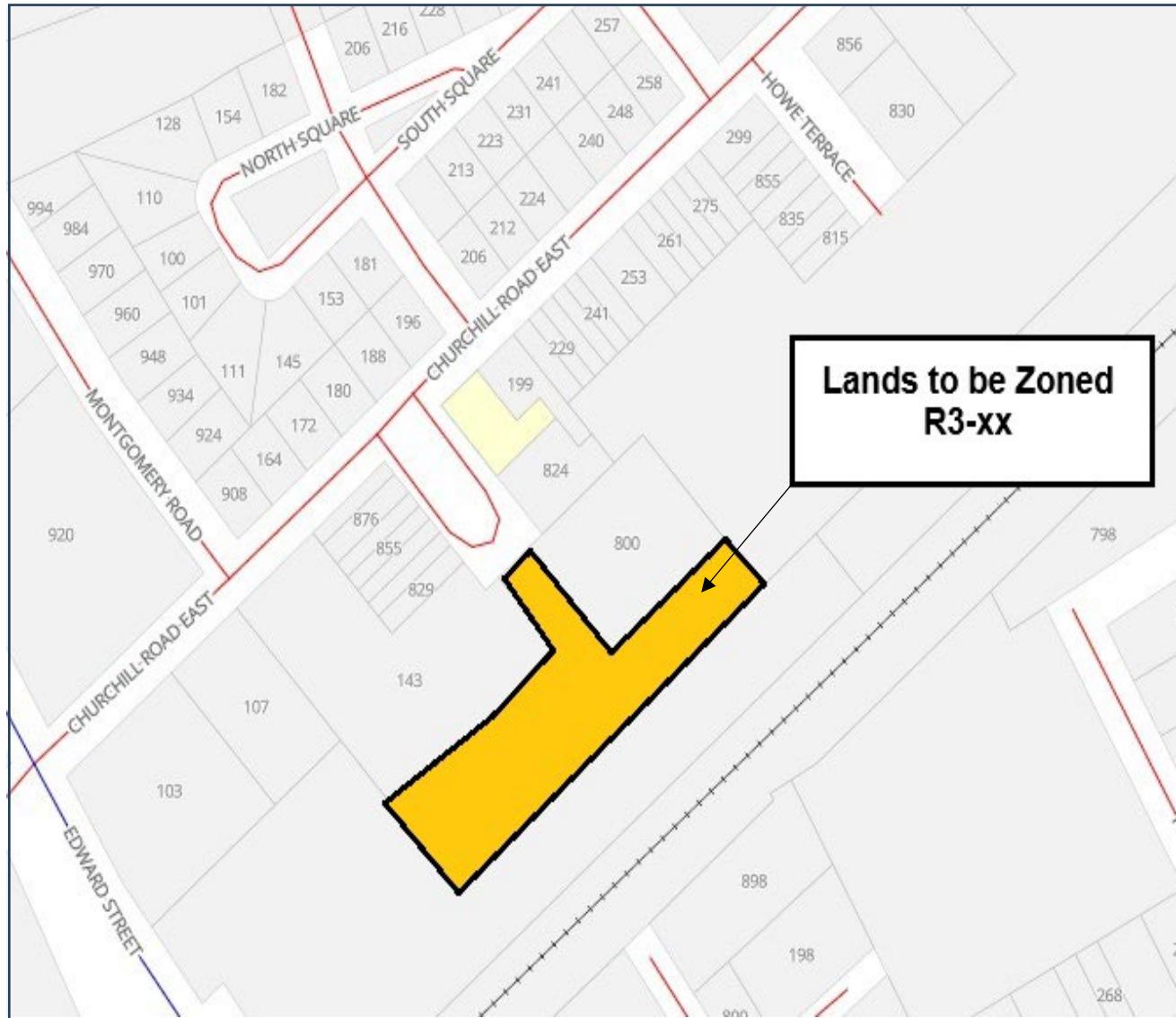
**Town of Prescott, Zoning By-Law 09-2009  
Schedule A – Zoning Map**

**Certificate of Authentication:**

This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**Mayor**

**Clerk**



# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 35-2025

### BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 09-2009, AS AMENDED, BEING A BY-LAW TO REGULATE THE USE OF LAND, BUILDINGS AND STRUCTURES WITHIN THE TOWN OF PRESCOTT

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*Being a by-law to amend By-Law No. 09-2009, as amended, being a By-law to regulate the use of land, buildings and structures within the Town of Prescott.*

**WHEREAS** pursuant to the provisions of the *Planning Act*, Section 34, the Council of a municipality may enact by-laws to regulate the use of land, buildings or structures for any purpose set out therein that is otherwise prohibited; and

**WHEREAS** the Council of the Corporation of the Town of Prescott deems it advisable to amend Zoning By-Law 09-2009, as amended, as hereinafter set forth:

**NOW THEREFORE** the Council of the Corporation of the Town of Prescott enacts as follows:

1. Zoning By-law No. 09-2009, as amended, is hereby further amended as follows:
  - 1.1. Schedule A – Zoning Map is amended by removing the ‘R2-h1’ and ‘R3’ symbols on the subject property and by adding the ‘R3-3’ symbol.
  - 1.2. By adding the following Special Exception Zone ‘R3-3’ in Section 5.6.4, which reads:

“(s) R3-3; Churchill Road, East

Notwithstanding any provisions of Section 4 and Section 5.6 of this By-law to the contrary, development shall be subject to the following provisions:

- a) For the purposes of this site-specific zone, the following definitions shall be applied:

**Aisleway (Parking Lot):** means the traveled portion of the parking lot by which cars enter and depart parking spaces.

**Driveway Access Width:** means the traveled portion of the driveway or access to the roadway leading to a parking lot.

- b) Minimum Lot Frontage.....18.2 m
- c) Minimum Rear Yard .....6 m

d) Parking Areas for more than 4 vehicles:

Where the parking area abuts a street or a lot line, a continuous 1.2 m strip of landscaped open space shall be provided between the parking area and the adjacent lot or street except for entrance and exit laneways.

e) Parking Space Location:

Parking spaces are permitted within the required front yard area.

f) Minimum Aisleway (Parking Lot) Width.....6 m

g) Minimum Driveway Access Width .....6.5 m "

1. All other applicable provisions of By-law 09-2009 shall continue to apply.
2. That this by-law shall come into force and take effect upon being passed by Council.
3. That any other By-Laws, resolutions or actions of the Council of the Corporation of the Town of Prescott that are inconsistent with the provisions of this By-Law are hereby rescinded.

**READ AND PASSED, SIGNED AND SEALED, THE 11th DAY OF AUGUST, 2025.**

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**Mayor**

---

**Clerk**

THE CORPORATION OF THE  
TOWN OF PRESCOTT

SCHEDULE 'A'  
TO BY-LAW NUMBER 35-2025

Application: ZBA-003-2025  
Address: Churchill Road, East

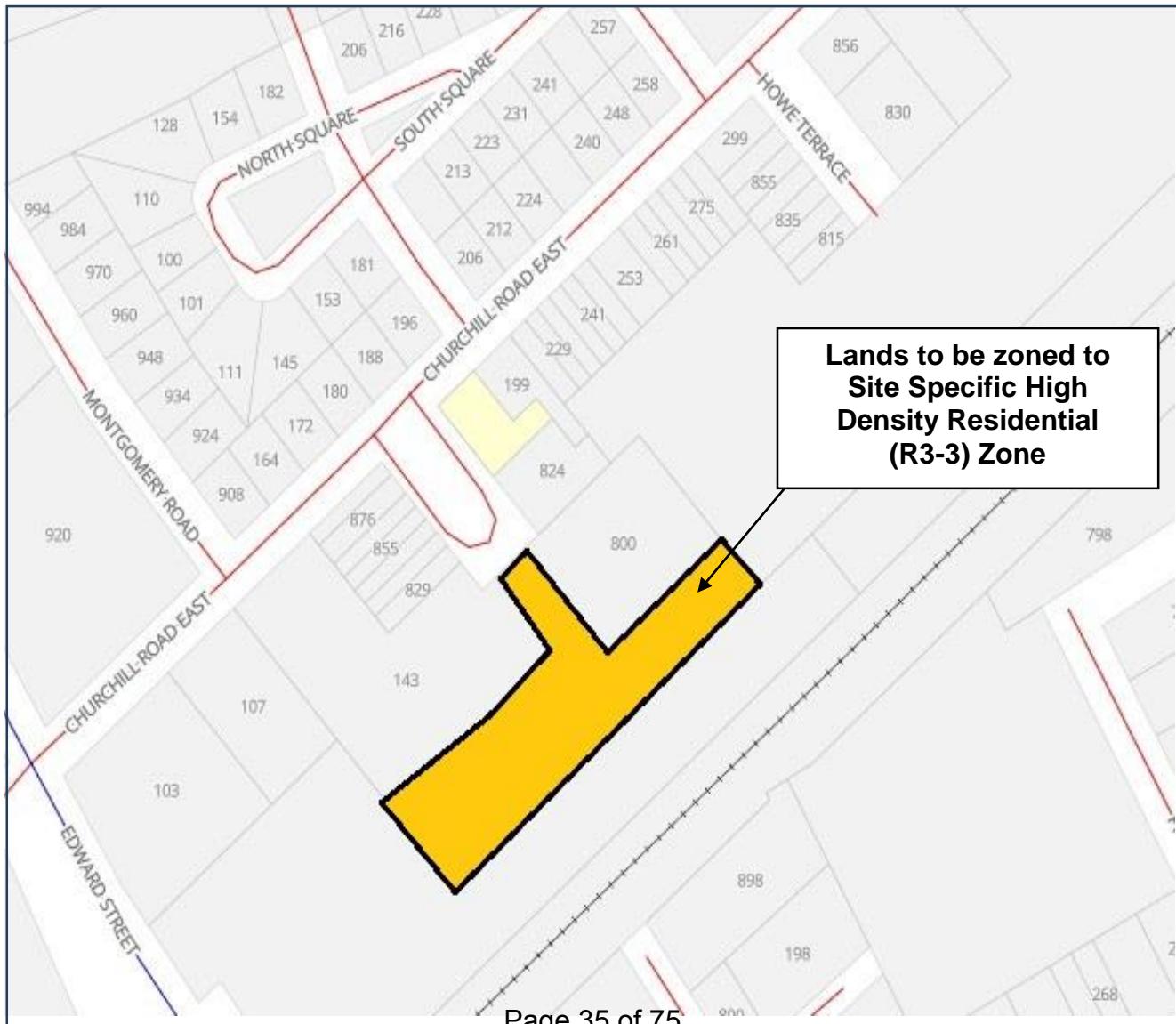
Town of Prescott, Zoning By-Law 09-2009  
Schedule A – Zoning Map

Certificate of Authentication:

This is Schedule 'A' to By-Law 35-2025, passed this 11<sup>th</sup> day of August 2025.

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

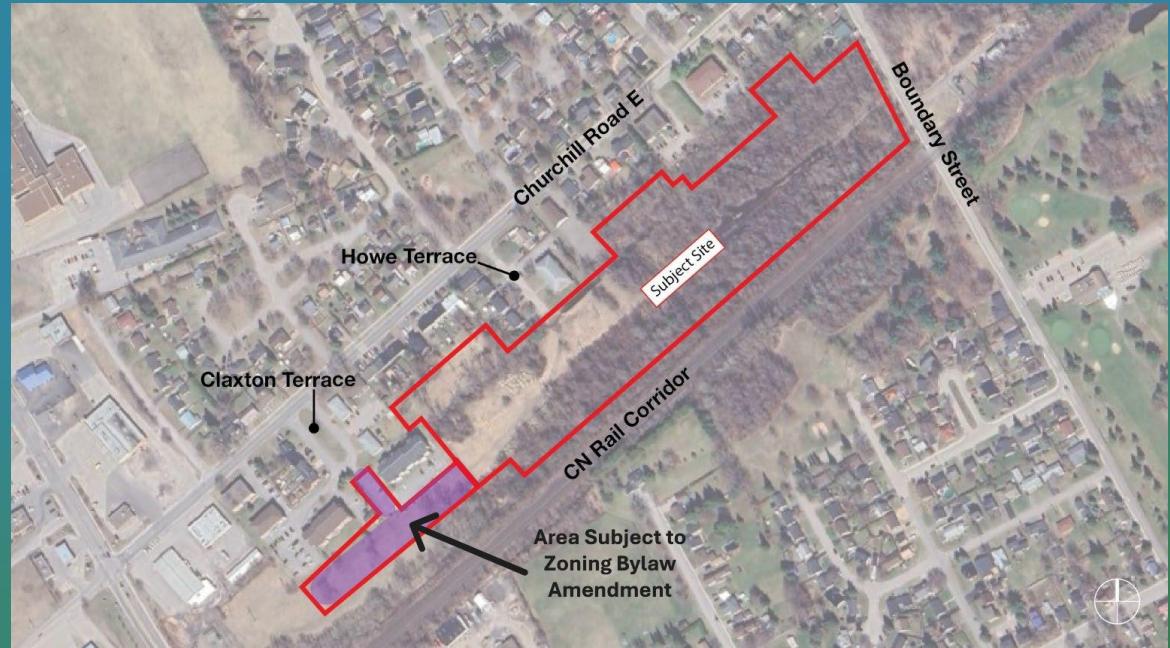
\_\_\_\_\_  
**Clerk**



# Zoning By-Law Amendment

ZBA-2025-003

Council Meeting  
August 11, 2025  
PAC Report No. 09-2025



**PREScott**  
EST 1784  
THE FORT TOWN

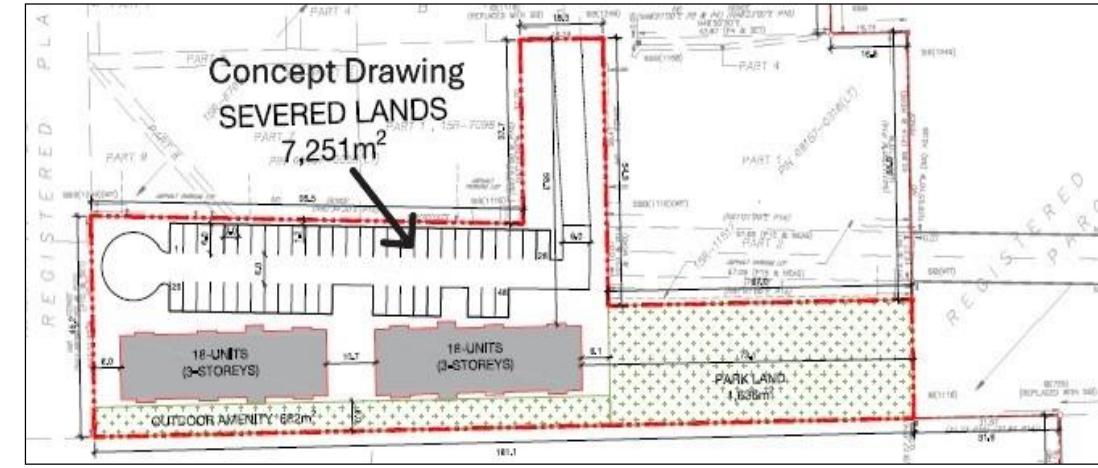
# Purpose and Intent

## Application for Zoning By-law Amendment

To rezone the subject parcel to a site-specific High Density Residential (R3-3) Zone.

The amendment will recognize a proposed residential development on a severed parcel of land through (Consent Application SEV-2025-002), consisting of :

- a) Two, three-storey apartment buildings;
- b) Total of 36 Residential Units;
- c) 48 parking spaces;
- d) Outdoor amenity space/ Parkland;
- e) Road access from Claxton Terrace; and
- f) Easements to recognize
  - Existing shared access to rear parking at 800 Claxton Terrance;
  - 7 parking spaces with 800 Claxton



Original Concept Plan

**PREScott**  
EST 1784  
THE FORT TOWN

Council Meeting  
August 11, 2025

ZBA-2025-003

PAC Report No. 09-2025

# Notification

## Public Notice

Notice of the PAC statutory public meeting was

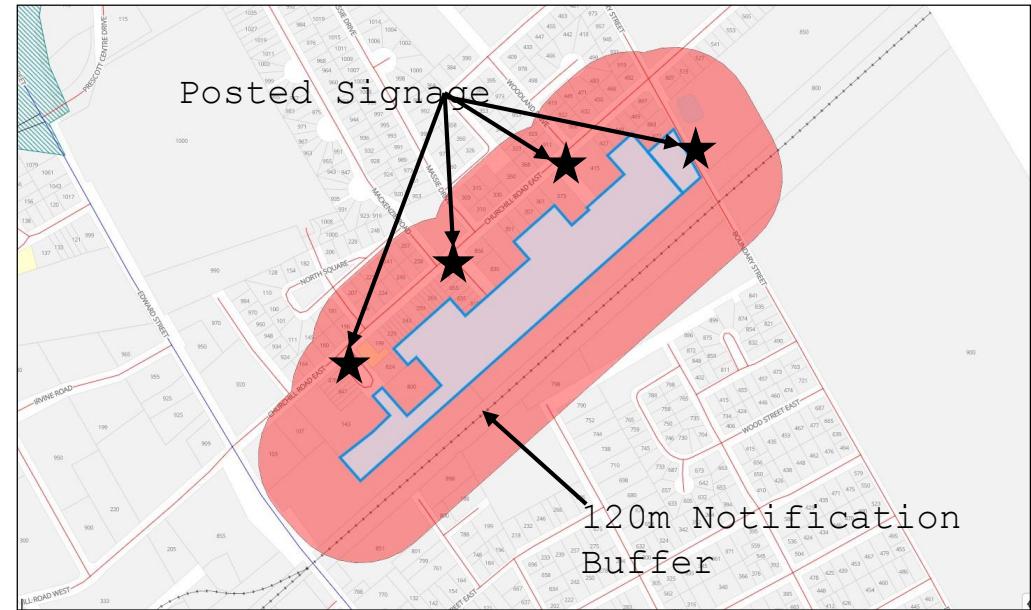
A total of 126 landowners (as per the latest MPAC  
the subject property.

## Posted Signage

A total of 4 signs were posted on the subject  
property along Churchill Road, East and on  
Boundary Road.

## Future Notice

A Notice of Passing will be circulated to the  
applicant/agent and to anyone who requested to be  
notified of its decision in writing, or who signed  
the sign-in sheet during the PAC meeting and  
todays Council meeting.



**PREScott**  
EST 1784  
THE FORT TOWN

Council Meeting  
August 11, 2025

ZBA-2025-003

PAC Report No. 09-  
2025

# Public Comments

Staff received two (2) letters from the abutting landowner located at 800 Claxton Terrace and a petition signed by approximately 66 tenants and owners from the neighbourhood.

~~Summary of concerns~~ concerning parking at rear of 800 Claxton Terrace;

2. Loss of parking spaces on west side of 800 Claxton Terrace;
3. Relocation of sheds and other structures (compensation);
4. Increased traffic and disruptions;
5. Safety concerns (children seniors and disabled persons)
6. Why not use Boundary Road as access.



800 Claxton  
Terrace

**PREScott**  
THE FORT TOWN  
EST 1784

Council Meeting  
August 11, 2025

ZBA-2025-003

PAC Report No. 09-  
2025

# Policy Review

## Provincial Planning Statement (2024)

Provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by local policies addressing local interests.



**PREScott**  
EST 1784  
THE FORT TOWN

Council Meeting  
August 11, 2025

ZBA-2025-003

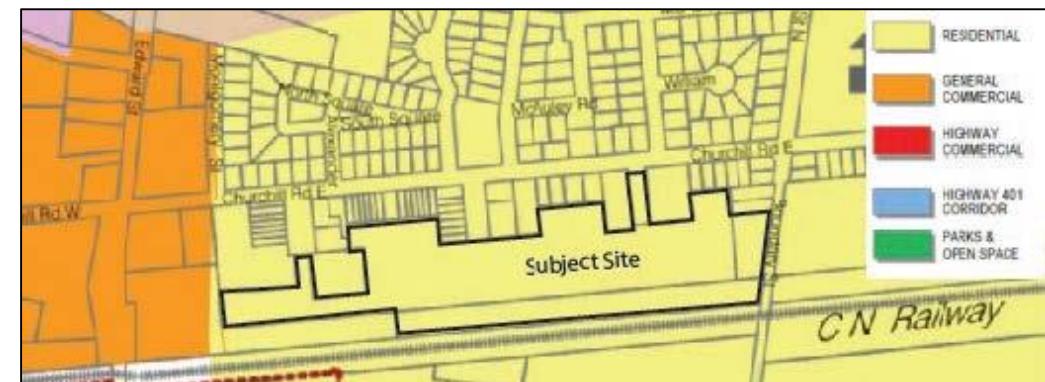
PAC Report No. 09-  
2025

# Policy Review

## Provincial Planning Statement (2024)

Provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by the **Official Plan** in addressing local interests.

The subject property is designated Residential and is subject to Section 2.2 in the Official Plan, as amended. The Town's goal is to support and encourage the creation of complete neighbourhoods with a mix of housing types that are affordable, accessible, and safe. Residential growth will mainly occur through subdivisions with larger scale residential developments undergoing the site plan control process, and through limited consents.



**PREScott**  
EST 1784  
THE FORT TOWN

Council Meeting  
August 11, 2025

ZBA-2025-003

PAC Report No. 09-  
2025

# Policy Review

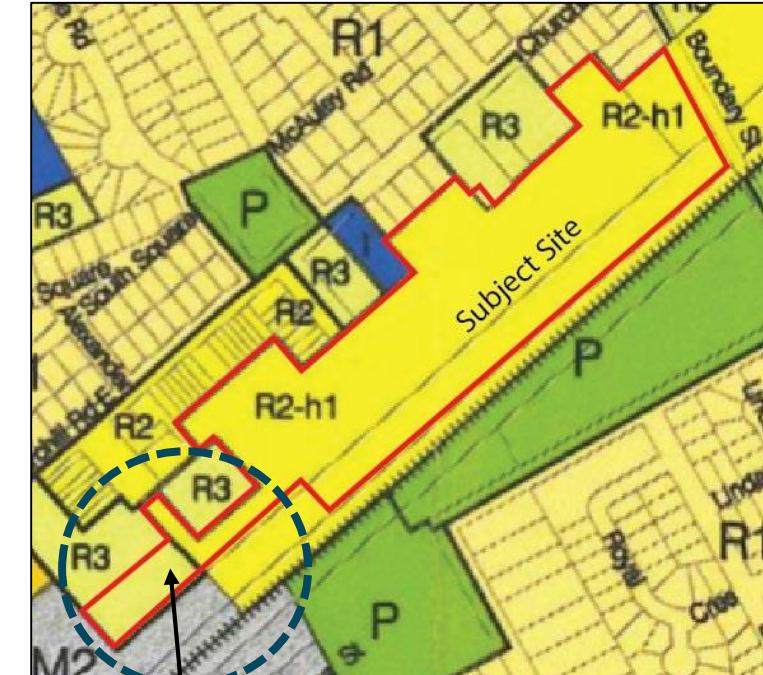
## Provincial Planning Statement (2024)

Provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by the Official Plan in addressing local interests.

The subject property is designated Residential and is subject to Section 2.2 in the Official Plan, as amended. The Town's goal is to support and encourage the creation of complete neighbourhoods with a mix of housing types that are affordable, accessible, and safe. Residential growth will mainly occur through subdivisions with larger scale residential developments undergoing the site plan control process, and through limited consents.

## Zoning By-Law 09-2009

The subject property is currently zoned Medium Density Residential (R2) with a Servicing and Staging Holding Symbol (h1) and is also partially zoned High Density Residential (R3) in the Town of Prescott Zoning By-Law Number 09-2009. Page 42 of 75



Area Subject to Zoning By-Law Amendment

**PREScott**  
EST 1784  
THE FORT TOWN

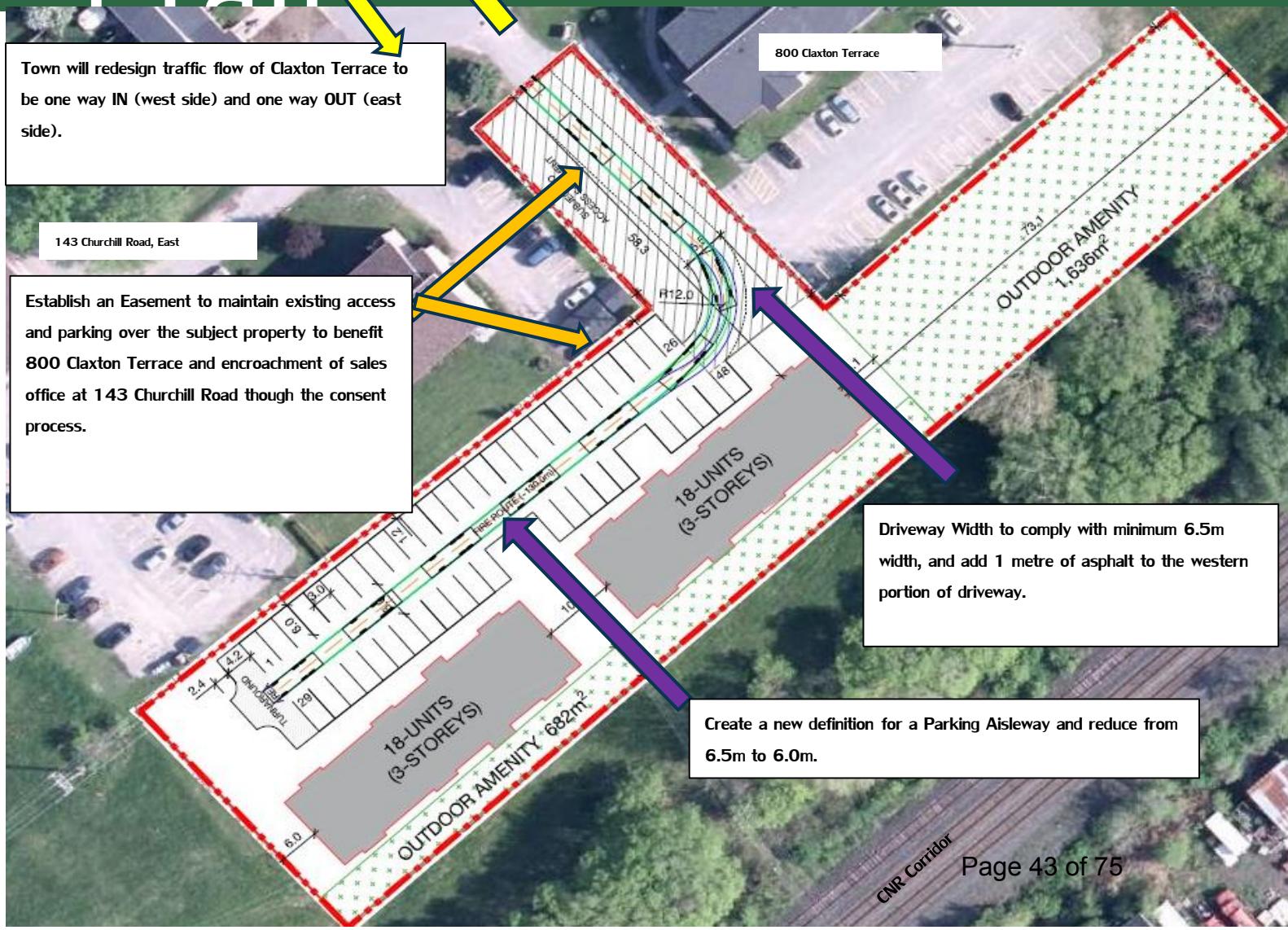
Council Meeting  
August 11, 2025

ZBA-2025-003

PAC Report No. 09-  
2025

# Revised Concept

## Plan



SUBJECT LOT (Severed Lot)			
High Density Residential (R3) - Town of Prescott Zoning By-law 09-2009			
Provision	Required	Proposed	ZBA Required?
Permitted Uses	Dwelling- Apartment (greater than 2.5 storeys)	Apartment	No
<b>Lot Frontage (min)</b>	<b>30.5 m</b>	<b>18.2 m</b>	<b>Yes</b>
Front Yard (min)	6 m	20.2 m	No
Side Yard (min)	3 m, for each full or partial storey above first storey + 1.5 m	6m	No
<b>Rear Yard (min)</b>	<b>9m</b>	<b>6 m</b>	<b>Yes</b>
Building Height (max)	18m	< 18 m	No
Lot Coverage (max)	35%	18%	No
Maximum Density	65 units/ha	51 units/ha	No
Landscaped Open Space (min)	35%	57%	No
Amenity Area Requirements	10% when 15 dwellings or more	32%	No
<b>5.6.3 f) Location of Parking Spaces</b>	Notwithstanding any provision of Sections 5.6.2 to the contrary, no parking spaces shall be located in the front yard of any apartment building.		Front yard parking area
General Provisions			
Parking Requirement	Apartment dwelling: 1.25 parking spaces per dwelling unit, 15% of which shall be reserved for visitors.	48 spaces	No
Parking Space Dimensions	Standard= 2.7m x 6m Barrier Free= 3.7m x 6m	Complies	No
Barrier Free Parking Space	2 barrier free spaces required	2 spaces	No
<b>Minimum Driveway Width</b>	<b>6.5m</b>	<b>6.0m for the parking lot aisle only</b>	<b>Yes</b>
Parking Areas for more than 4 vehicles	Where the parking area abuts a street or a lot line, a continuous 3 m strip of landscaped open space shall be provided between the parking area and the adjacent lot or street except for entrance and exit laneways.	1.2m	Yes
Bicycle Parking	1 space per 8 dwelling units	5 spaces	
<b>Servicing and Staging Holding Zones "h1"</b>			
H symbol removal	In order to remove the "h1" holding symbol, Council shall be satisfied	Servicing plan and report has been provided.	Lift holding provision.

# Recommendation

## Staff Recommends to Council:

That application for Zoning By-law Amendment (File Number ZBA-2025-003) submitted by **Fotenn Consultants Inc**, on behalf of the owner **2841483 Ontario Inc.**; for a proposed multi-unit residential development on the lands described as the severed parcel of consent application SEV2025-002, **be approved**; and

That Zoning By-Law Number 09-2009 and its mapping, be further amended, as per By-Law Number 35-2025 and Schedule 'A' (Exhibit A, to PAC Staff Report 009-2025); and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the by-law.

THE CORPORATION OF THE  
TOWN OF PRESCOTT

### SCHEDULE 'A' TO BY-LAW NUMBER 35-2025

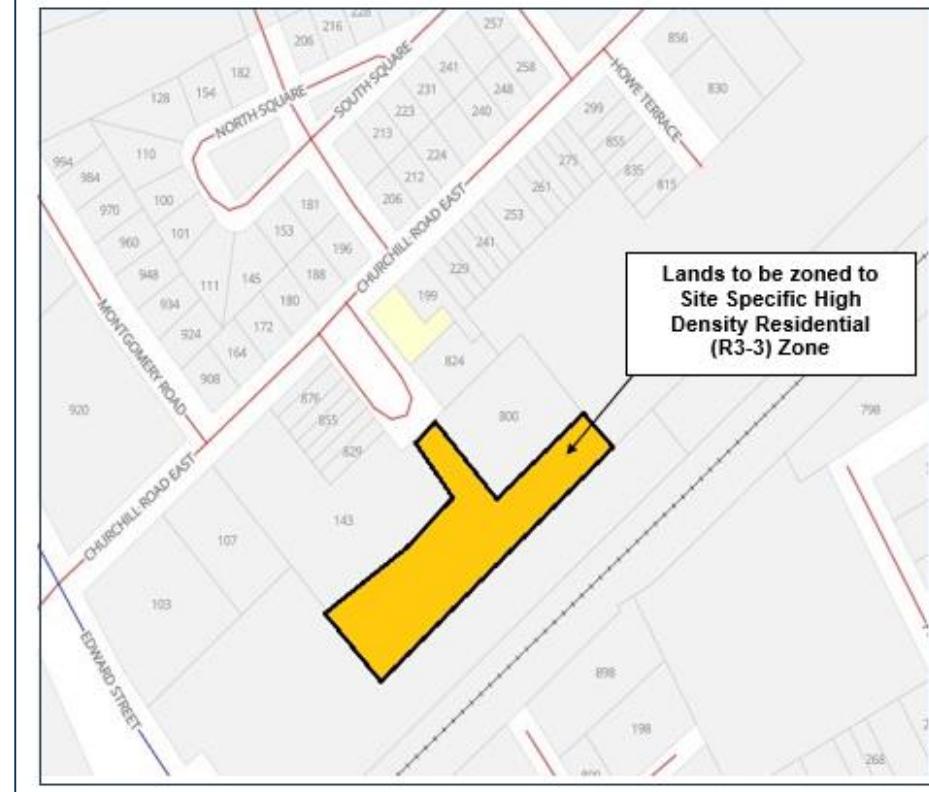
Application: ZBA-003-2025  
Address: Churchill Road, East

Town of Prescott, Zoning By-Law 09-2009  
Schedule A – Zoning Map

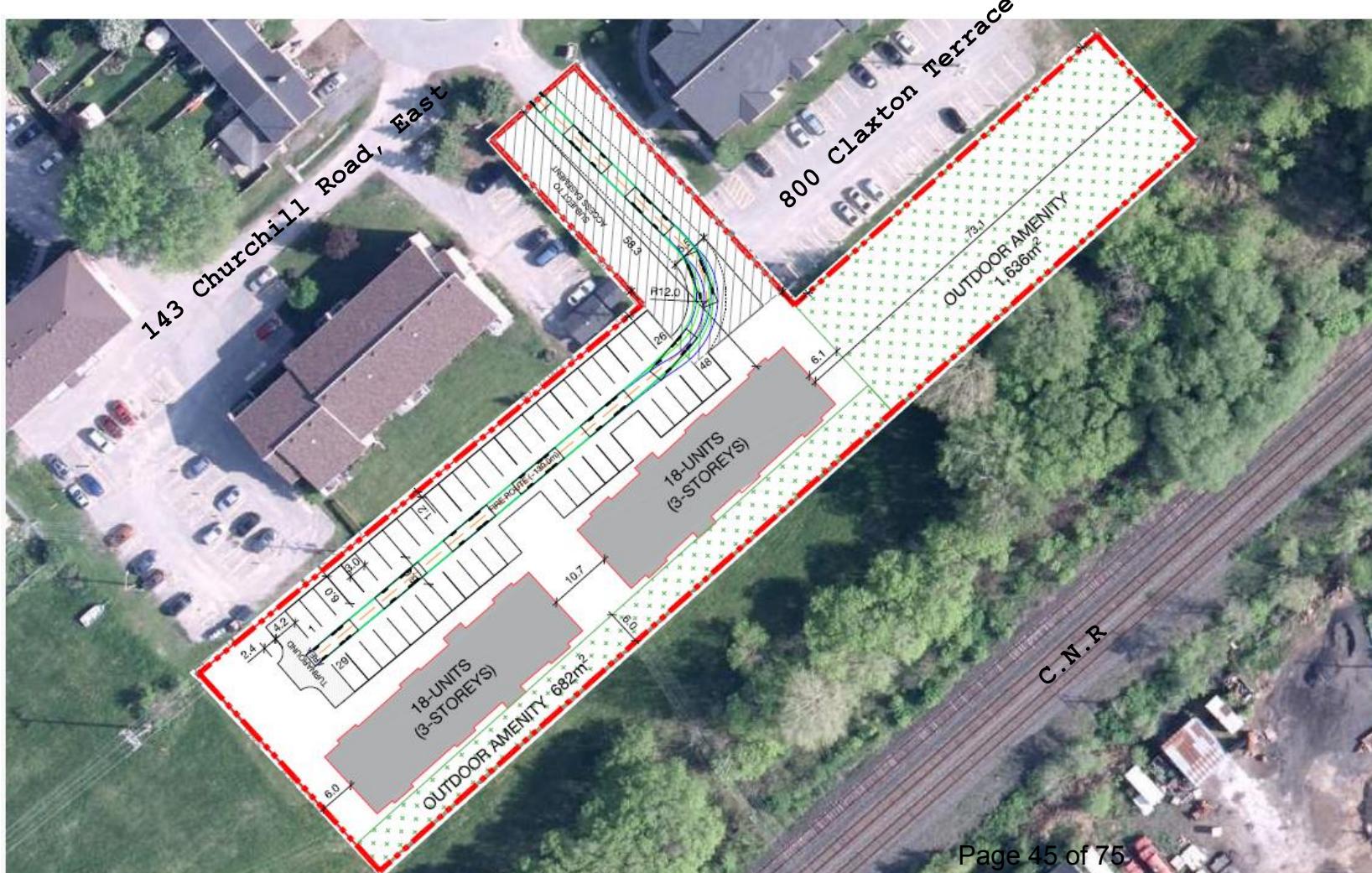
Certificate of Authentication:  
This is Schedule 'A' to By-Law 35-2025, passed this 11<sup>th</sup> day of August 2025.

Mayor

Clerk



# Questions or Comments



PRESCOTT  
EST 1784  
THE FORT TOWN

## Council Meeting August 11, 2025

ZBA-2025-003

PAC Report No. 09-  
2025

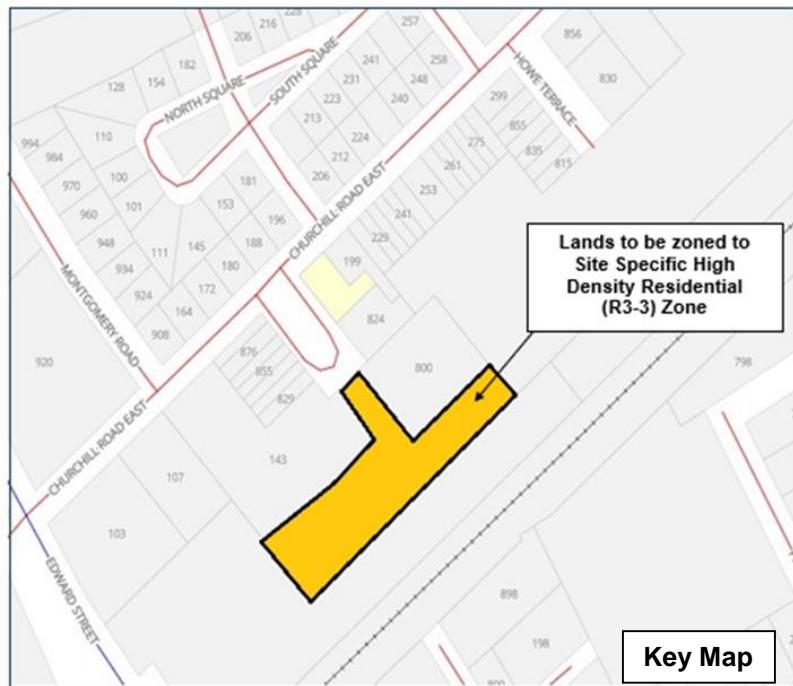
**NOTICE OF PASSING  
THE CORPORATION OF THE TOWN OF PREScott**

**ZONING BY-LAW AMENDMENT  
BY-LAW NUMBER 35-2025**

**TAKE NOTICE:** that the Council of the Corporation of the Town of Prescott passed the above By-law under Section 34 of the *Planning Act* on the **11<sup>th</sup>, day of August, 2025**, to amend Zoning By-Law 09-2009.

The purpose and intent of this by-law is to amend Zoning By-Law No. 09-2009, to create a Site Specific High Density Residential (R3-3) Zone with exemptions to the minimum lot frontage, the minimum rear yard setback, the minimum driveway width, to permit parking within the front yard, to create definitions for Driveway Access Width and Aisleway Width (Parking Lot), the minimum Aisleway Width (Parking Lot), and to remove the 'h1' Holding Symbol, as per staffs Report Number 009-2025 and Supplementary Report to the Planning Advisory Committee meeting on July 23, 2025.

The amendment is to facilitate a residential development containing two, 3-storey apartment buildings containing a total of 36 residential units with off street parking and amenity space/ parkland with road access on Claxton Terrace an a 7,251 square metre parcel of undeveloped land with 18 metres of road frontage on Claxton Terrace which is described as the severed parcel of land, subject to consent application SEV-2025-002.



**PUBLIC COMMENTS RECEIVED:** The Town received three written submissions and received oral submissions during the Planning Advisory Committee, Public Meeting that did not affect the passing of the by-law.

**ASSOCIATED APPLICATIONS:** The subject property is subject to consent application SEV-2025-002 to sever the subject lot from the remaining lands. Provisional approval was granted by the Committee of Adjustment and the owner is currently satisfying conditions of consent.

There are no other applications under the *Planning Act*, currently being processed by the Town.

**NOTICE REQUIREMENTS:** As per Section 34(18) of the *Planning Act*, the council shall ensure that written notice of the passing of the by-law is given in the prescribed manner, no later than 15 days after the day the by-law is passed to:

- a) to the person or public body that made the application, if any;
- b) to each person and public body that filed a written request to be notified of the decision; and
- c) to any prescribed person or public body.

**WHO CAN APPEAL:** That as per Section 34(19) of the *Planning Act*, any of the following may appeal to the Tribunal by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee charged by the Tribunal:

- a) the applicant;
- b) a specified person who, before the by-law was passed, made oral submissions at a public meeting or written submissions to the council;
- c) A public body that, before the by-law was passed, made oral submissions at a public meeting or written submissions to the council;
- d) The registered owner of any land to which the by-law would apply, if, before the by-law was passed, the owner made oral submissions at a public meeting or written submissions to the council; and
- e) The Minister.

**HOW TO SUBMIT AN APPEAL:** An appeal to the Ontario Land Tribunal (OLT) in respect to all or part of this Zoning By-law Amendment, may be made by filing a notice of appeal with the Town Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Town of Prescott as the Approval Authority or by mail to P.O Box 160, Prescott ON K0E 1T0. If the e-file portal is down, you can submit your appeal to [clerk@prescott.ca](mailto:clerk@prescott.ca)

**LAST DATE TO SUBMIT AN APPEAL:** The last day to file an appeal is 20 days from the issuing date of this notice, no later than 4:30 p.m. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day.

**WHAT IF NO APPEALS ARE RECEIVED:** When no notice of appeal is filed under subsection (19) of the *Planning Act*, the by-law shall be deemed to have come into force on the day it was passed except that where the by-law is passed under circumstances mentioned in subsection 24 (2) the by-law shall not be deemed to have come into force on the day it was passed until the amendment to the official plan comes into effect.

Dated at the Town of Prescott this **12<sup>th</sup> day of August, 2025**

[Redacted]  
Clerk  
Town of Prescott  
PO Box 160 | 360 Dibble Street West  
Prescott ON, K0E 1T0  
Tel: 613-925-2812



**825 Claxton Terrace, Rental Office  
Prescott, Ontario, K0E 1T0  
Phone: (613) 802-8680**

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July 31, 2025

Planning Department  
Town of Prescott  
360 Dibble Street West  
Prescott, Ontario K0E 1T0

**RE: Discussion with Developer Maddison Moulder Regarding New 18-Unit Apartment Development**

To Whom It May Concern,

I am writing to formally document a recent meeting I had with Mr. Maddison Moulder, the developer of the upcoming 18-unit apartment building behind our apartment buildings. During our conversation, we discussed several important matters regarding the development and its impact on our surrounding properties, particularly 800 and 825 Claxton Terrace.

Mr. Moulder addressed each of the following concerns in a cooperative and accommodating manner:

**1. Visitor and Handicap Parking at 800 Claxton Terrace and access to south parking.**

I expressed the importance of maintaining our existing visitor and handicap parking on the side of 800 Claxton Terrace. Mr. Moulder confirmed that there is no issue with preserving this parking area and suggested that the opposite side of the access area can be paved. He also assured us that there is sufficient room remaining to meet emergency vehicle access standards. I respectfully request that this be documented in writing as part of a formal easement, ensuring the continued use of the existing handicap and visitor parking approximately 28 feet wide and 177 feet length.

We discussed the new road that Mr. Moulder will be constructing as part of his development. I have requested, and Mr. Moulder agreed, that an easement be established in writing to grant continued access through this road to the parking lot located at the rear of 800 Claxton Terrace.

**2. Rental Office Encroachment**

It was acknowledged that the existing rental office encroaches approximately 24 inches onto Mr. Moulder's property. We would like to have an easement of 36 inches by 50 feet to ensure we can keep the existing rental office as is. He indicated that this encroachment is not an issue and confirmed there is still adequate space for his planned parking lot. Mr. Moulder also noted that, if needed, he is willing to shift the parking lot back slightly to accommodate space requirements. I request that this mutual understanding also be formalized in writing as part of the easement or other appropriate agreement.

**3. Light Mitigation from New Parking Lot at 825 Claxton Terrace**

I raised the concern that headlights from vehicles in the new parking lot may shine into tenants' windows at 825 Claxton Terrace. Mr. Moulder stated that he intends to install either fencing or hedges to effectively mitigate this issue. I appreciate this commitment and would like to see this solution included as part of the site plan approval or development agreement.

I want to express my appreciation for Mr. Moulder's cooperative attitude and his willingness to work through these concerns. He has demonstrated a commitment to quality in his past developments within Prescott, and I am confident he will deliver a well-built and thoughtfully planned apartment building.

Assuming these concerns are addressed formally as outlined above, I fully support Mr. Moulder's new development. Adding more rental units to the Town of Prescott is an important step in addressing our housing shortage, and I believe this project will contribute positively to the community. I have also assured Mr. Moulder of my willingness to be a good neighbour and to assist in any way I can to help ensure the success of this project.

Please see attached lot plan diagram for dimensions and location of the proposed easements mentioned above.

Thank you for your attention to this matter. Please do not hesitate to contact me should further clarification be needed.

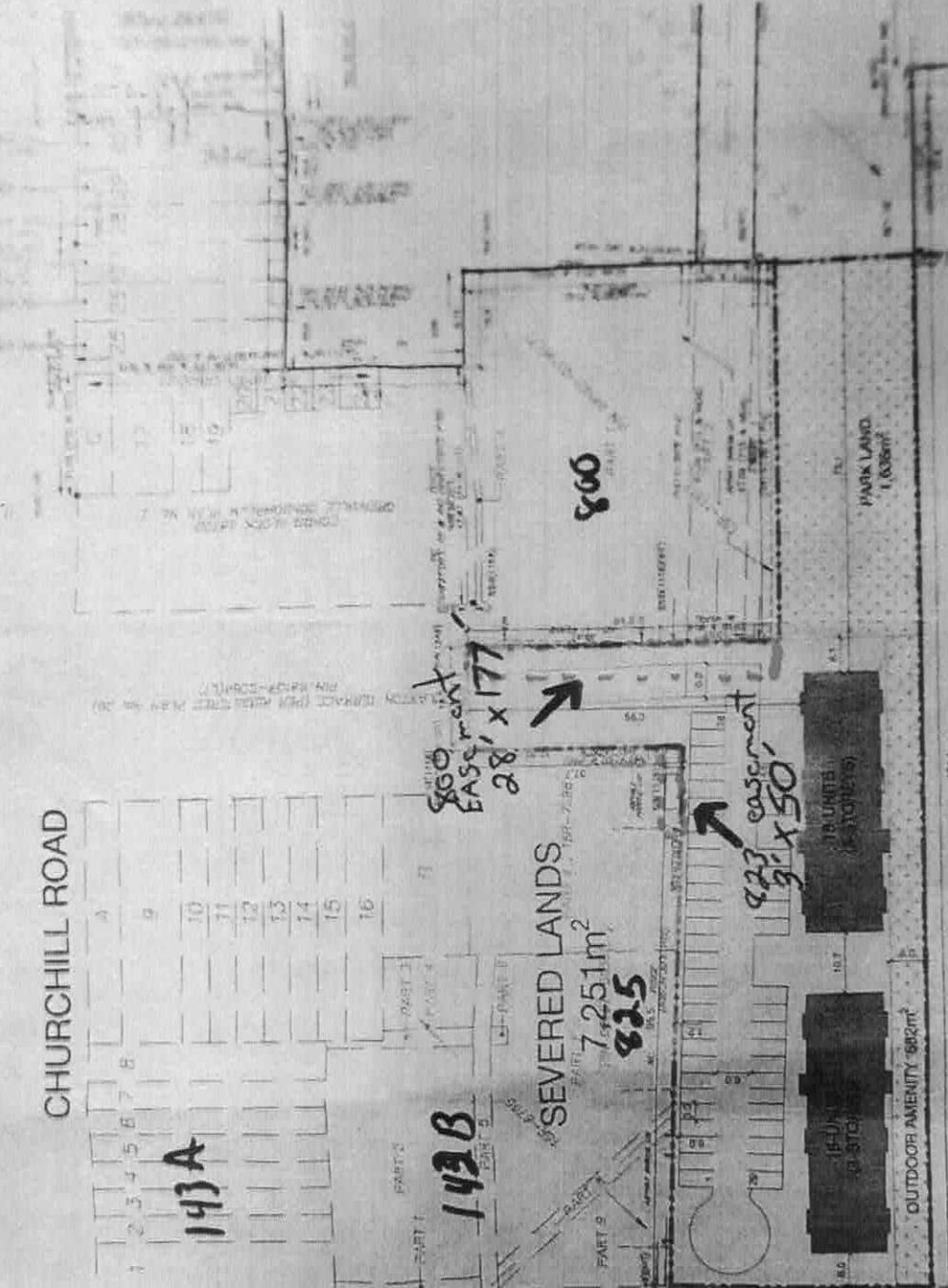


Dhar Gill  
Property Manager  
825 Claxton Terrace  
Prescott, ON  
K0E 1T0  
613-802-8680

CHURCHILL ROAD

193A

REGISTRED PLAN NO. 193  
LOT D  
PHI 68167-00894(1)



June 4, 2025

Please be advised that, at their regular meeting on June 3, 2025, Council of the Municipality of North Grenville adopted the following resolution:

**Title:** Bill 5: Protecting Ontario By Unleashing Our Economy Act, 2025

**Date:** June 3, 2025

WHEREAS the Government of Ontario has introduced *Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025*, which proposes substantial changes to environmental planning policies, including replacing the Endangered Species Act with a new framework that reduces protections for at-risk species, and enabling the creation of Special Economic Zones that may override local planning authority and environmental oversight;

AND WHEREAS the Municipality of North Grenville supports increasing housing supply and economic growth, but believes this must be done in a way that upholds environmental responsibility and maintains the integrity of local planning processes;

AND WHEREAS Bill 5, as proposed, weakens safeguards for natural heritage systems, threatening biodiversity, and diminishing the authority of municipalities to manage growth in accordance with local needs and official plans;

AND WHEREAS the Municipality of North Grenville urges the Government of Ontario to recommit to upholding the rights of Indigenous Peoples as affirmed in Canadian law through the United Nations Declaration on the Rights of Indigenous Peoples Act and engage in transparent inclusive consultations with Indigenous Nations and civil society before tabling new development legislation;

AND WHEREAS Special Economic Zones would allow the Province to unilaterally override municipal decision-making by exempting Special Economic Zones from Municipal By-laws;

AND WHEREAS the use of Special Economic Zones to bypass local deliberation on proposed projects may not deliver on the promise of supporting economic growth;

MUNICIPALITY OF NORTH GRENVILLE

285 COUNTY ROAD 44, PO BOX 130, KEMPTVILLE, ON K0G 1J0 T(613)258-9569 EXT 219 F(613)258-9620  
[clerk@northgrenville.on.ca](mailto:clerk@northgrenville.on.ca)

THEREFORE BE IT RESOLVED THAT Council of the Municipality of North Grenville:

1. Opposes all provisions in Bill 5 that reduce environmental protections and Ontario's proud legacy of protections of endangered species, that override the rule of law and that nullify Municipal planning authority;
2. Urges the Province of Ontario to support housing and infrastructure development in ways that align with sound environmental planning and wildlife protection and empower municipalities with appropriate planning tools;
3. Urges the Province of Ontario to conduct robust consultation on Bill 5: Protecting Ontario By Unleashing Our Economy Act, 2025;
4. Urges the Province of Ontario not to use Special Economic Zones to exempt projects from By-laws that impacts revenue including development charge By-laws, property tax By-laws, or fees and charges By-law;
5. Requests the Province of Ontario consider the feedback submitted for Bill 5 by the Associations for Municipalities in Ontario (AMO) which highlights protecting Municipal autonomy and fiscal sustainability and Ontario's Environment and Indigenous Cultural Heritage; and,
6. Directs that a copy of this resolution be sent to:
  - o The Minister of Energy and Mines;
  - o The Minister of Municipal Affairs and Housing;
  - o The Minister of the Environment, Conservation and Parks;
  - o The Minister of Citizenship and Multiculturalism;
  - o The Premier of Ontario;
  - o The Association of Municipalities of Ontario (AMO); and,
  - o All Ontario Municipalities.

The above resolution, adopted by the Municipal Council, is forward for your information and action as required.

Thank you,

A handwritten signature in blue ink, appearing to read "MR", with a large, flowing cursive line extending from the "R" towards the right. A small "G." is written above the line to the right of the "R".

Mary Remmig  
Acting Clerk

MUNICIPALITY OF NORTH GRENVILLE

285 COUNTY ROAD 44, PO BOX 130, KEMPTVILLE, ON K0G 1J0 T(613)258-9569 EXT 219 F(613)258-9620  
clerk@northgrenville.on.ca



## STAFF REPORT TO COUNCIL

Report No. 52-2025

**Date:** 8/11/2025

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

**RE: Summer Lunch Pilot Program – July 2025 Review and Update**

---

**Recommendation:**

For Information

**Background:**

In June 2025, Council approved the launch of the Summer Lunch Pilot Program, a community-based initiative designed to provide free, nutritious and ready to eat lunches to children and youth ages 4-18. The program was developed to be in alignment with the Community Safety and Wellbeing Action Plan and was an effort to help fill a gap in relation to youth food insecurity in the summer months, when many other community organizations take a service break.

The information provided below is a mid-program report intended to provide Council with an update on statistics from the month of July, including: Participation and impact, volunteer contributions, community support, program operations, feedback/comments and future considerations:

**1. Participation & Impact**

- Total number of meals served in July: 583
  - Week 1: 174
  - Week 2: 137
  - Week 3: 135
  - Week 4: 137
- Average number of meals served per day: ranged from 25-29 (except for week 1, range was 32-37)
- Number of families and/or children registered: 18 families registered in July, for a total of 40 children registered.
  - Ages ranged from 3-18
  - Ages 4,9,10, 12 and 13 made up 56% of the children
  - 74% of children registered are within the Town of Prescott (14 families)
  - 21% of children registered were from outside of Town (4 families)


  
**PREScott**  
 EST 1784  
**THE FORT TOWN**

- Any days that hit the 25-meal cap
  - 25-30 every day in July

**2. Volunteer Contribution:**

- Total number of volunteer hours: approx. 40 hours in July
  - Daily from 8:30-10:30AM Monday through Friday
- Number of volunteers who helped regularly
  - 10+
- Highlight a special volunteer story or thank-you
  - Volunteers of this pilot program have included dedicated individuals, a student earning volunteer hours for high school, families (parents with their children who have helped stock bags), as well as Developmental Services of Leeds and Grenville who volunteer weekly.

**3. Community Support:**

- A sponsorship campaign was initiated in June with a goal of \$5000 in sponsorship support.
- List of business sponsors or donors

<b>Sponsors</b>		
Royal Canadian Legion Branch 97	2 Weeks	\$1250
Ken Miller Excavating	2 Weeks	\$1250
Irving H Miller Insurance Brokers	1 Week	\$625
Kinsmen Club of Prescott	1 Week	\$625
Beattie Dukelow Electrical	1 Week	\$625
<b>Sponsor Total</b>		<b>\$4375</b>
<b>Donors</b>		
Anonymous	2+ Weeks	\$1475
South Grenville Guild of Fine Arts		\$100
Anonymous		\$100
<b>Donor Total</b>		<b>\$1675</b>
<b>GRAND TOTAL</b>		<b>\$6050</b>

- Social media (Facebook) engagement or community feedback received:

Date Posted	Post Type	Views	Reach	Reactions/Comments/Shares
June 10th	Launch Post to register	5175	2350	146
June 11th	Call for Volunteers	803	409	13
June 17th	Reg Promo	603	386	14

**PREScott**  
EST 1784  
**THE FORT TOWN**

July 4th	Sponsor Thank You	4691	1951	72
July 7th	Volunteer Shout Out (Shared Post)	1081	653	43
July 11th	August Reg Promo	2544	1161	49

**4. Program Operations:**

- Though the intention was to utilize the Walker House kitchen to prepare the lunches, staff found it was more efficient to utilize the ACCC kitchen daily as stock could be stored on site, there was more space for prep, and the space was available every day, serving as a consistent location for volunteers. This also served to maximize this facility as it wouldn't have otherwise been used throughout the summer.
- Staff utilized a new online registration system and experienced some minor glitches as we learned how to use the new system. This meant that the program exceeded 30 meals/day in the first week, but staff were able to fix it for the remaining weeks and did not exceed the planned 30 meals per day.
- The program experienced one day of inclement weather, so staff adjusted the pickup location to the Leo Boivin Community Centre. Staff provided advanced notification to registrants, and pickup proved to be a smooth transition on that day.
- Staff have been making weekly purchases at O'Reilly's for fresh produce and milk. They have been an excellent community partner to work with for this pilot program and their staff have been so supportive.
- Having a summer student dedicated to this program has been ideal and the appointed student has gone above and beyond in organizing the meal prep processes, working with volunteers and ensuring that meals are ready to go and on schedule.
- Pick up from the Snack Shack has proved to be positive so far. Staff did receive one note from a registrant who was unable to get down to that location because it was too far to walk on the days that the weather was very hot.
- There were days when there were excess meals, as some were not picked up, or people decided to cancel at the last minute. On these occasions, staff connected with the Food Bank to drop off meals, the Library, who was able to give them away at their youth programming, and an "extra" bin was initiated at the Rec Room so that kids could grab something there if they were hungry throughout the day. There was interest to purchase lunches at the Snack Shack as well. In the month of July, 11 lunches were sold at \$5/lunch.

**5. July Feedback/Comments:**

- An anonymous feedback form was issued to participants on July 30th. No submissions were received, but the following comments were received throughout the month:
  - *"It has been great to be able to come down to the park, pick up a lunch and not worry about what to feed the kids."*
  - *"Absolutely loved the program. I just wish since I didn't drive that maybe it was at the library or somewhere a tad closer. Unfortunately, with the heat and"*



*having 3 kids I couldn't always walk or convince the kids to walk and get our lunches. But we loved the program."*

#### 6. Looking Ahead/Future Considerations:

- At this time, there are less families and total children registered for the month of August (Currently, 4 families are registered for August which is a total of 14 children). Staff will continue to post registration links to try to increase registrant participation. There are also other initiatives by providers in Town that are taking place to address the youth food insecurity gap throughout the summer.
- Goals for August (e.g., increasing awareness, maintaining consistency)
  - July was a month of learning what worked and what we could improve. For August, the intention is to streamline processes such as bulk purchasing for the month, continuing to work out of the ACCC and store all food/beverage in the canteen space to minimize multiple trips to different locations and providing more regular communications to registrants.
- Reminder of remaining registration spots
  - Based on feedback, weekly reminders will be sent to registrants regarding their lunch pick up for the week
- Future Considerations:
  - Even with a summer student dedicated to the program, the program requires dedicated time from a staffing standpoint. The Town could consider partnering with a local service organization who could continue to offer this program next summer in Prescott
  - Consider a shared location for youth programming and food prep/pick up which would minimize travel and increase efficiency

The Pilot Program runs until August 29<sup>th</sup>, 2025. Staff will return to Council with a full program overview in the fall of 2025.

**Alternatives: NA**

**Financial Implications: NA**

**Attachments: NA**



## STAFF REPORT TO COUNCIL

Report No. 53-2025

**Date:** 8/11/2025

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

**RE: Senior Support Services – CPHC (SSS) Community Room Usage Request**

---

### **Recommendation:**

THAT Council approve the request from Senior Support Services - CPHC (SSS) for the regular usage of Community Rooms at Town Hall at a reduced rate of \$100/day for the remainder of 2025 and until the 2026 Intake #1 Community Grants have been decided upon by Council.

### **Background:**

In November 2024, Council approved the regular usage of the Community Rooms at Town Hall at a reduced rental rate of \$100/day for Senior Support Services – CPHC and encouraged the organization to apply for a 2025 community grant to request in-kind support for the rental fee reduction. SSS-CPHC was informed of this decision in November 2024, however the organization ultimately decided to remain at the current programming location as the venue agreed to make updates to accommodate programming needs.

Despite best efforts to make improvements, the current facility being used for the SSS-CPHC Adult Day Program still does not meet the needs of the program. The current venue is still being used for Seniors Exercise and Diners Club programming, but a more suitable environment is required for the Adult Day clients.

The Adult Day Program is designed for individuals 18 years and older who have diminished physical capabilities, cognitive impairment, or are socially isolated. The program offers activities and programming and meals during the day. The Adult Day Program in Prescott runs every Tuesday and Thursday between 9 am and 3 pm with program staff requiring 45m to 1-hour on either side for set-up and cleanup.

As per SSS's website, the Adult Day Program is designed for individuals 18 years and older who have diminished physical capabilities, cognitive impairment, or are socially isolated. The program offers 6 hours of structured programs/activities lead by Activity



Care Partners (ACPs) and Recreational Therapists (RTs) within a friendly and secure environment. This service also provides caregivers respite and support in managing the changing needs of their loved ones. Page 26 of 57 The ACPs and RTs facilitate activities that stimulate brain function, encourage socialization, and support the health and well-being of the participants. Clients may participate in group activities such as crafts, trivia games, and pet therapy, or they may choose to engage in individual activities such as puzzles, watching movies/TV, or playing music.

SSS confirmed in November that 90-95% of participants of the Prescott program are local residents.

**The Benefits:**

1. Opportunity for socially isolated individuals to participate in activities and socialization;
2. Opportunity for individuals to reach their real potential with dignity, respect, and compassion in a supportive environment.
3. Opportunity for Caregivers to attend to other needs/interests, or to enjoy some relaxation.

**Requested Frequency of Use:** Tuesdays and Thursdays from 8:00 AM – 3:30 PM

**Requested Rate:** \$100/day as this is their rate at their current facility.

**Requested Location:** Ruth Evanson Room, with access to the kitchen and washrooms on the second floor

As indicated in November 2024, SSS would like to bring in 1 or 2 chairs to remain in the Ruth Evanson Room should it be permitted.

The Ruth Evanson Room is currently available as there are not currently any bookings that would be impacted by this request.

**Alternatives:**

1. Council could choose not to approve the reduced rental rate request.

**Financial Implications:**



The hourly rate for “Service Clubs, Non-Profit Organizations, Associations with Prescott Participants” the Ruth Evanson Room is outlined below:

- Ruth Evanson Room: \$26.25/hour

#### Weekly Rental Revenue Impact

	Current Rate	Requested Rate	Difference
SSS – CPHC	$26.25 \times 7.5 \times 2 =$ \$393.75	\$200	\$193.75

Approving the request from CPHC would result in an annual forgone revenue of \$10,075 but would still generate \$10,400 in revenue at the reduced rate. As these activities would fit within the normal operating hours of Town Hall no additional Staff would need to be in attendance, keeping the incremental costs low. Regular cleaning of the space may increase based on the additional usage. However, despite any additional costs in cleaning and loss of rental revenue, the initiative brought forward by CPHC is in line with the Town of Prescott's Strategic Plan to strengthen community health, safety, and wellbeing.

While Staff feel that cleaning and maintenance of the facility at the current service level will not result in any additional cost, as the facilities on the 2<sup>nd</sup> floor of Town Hall become more frequented or as bookings increase, additional maintenance will be required. The Town will work with SSS-CPHC to ensure that additional cleaning after each use will be minimized.

Further, it is Staff's intention to work with representatives from SSS-CPHC to make an application to the first intake of the 2026 Community Grants for funding opportunities in 2026, beyond the approval of the request presented to Council at this time.

#### Attachments:

None



## STAFF REPORT TO COUNCIL

Report No.54-2025

**Date:** August 11, 2025

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

**Re:** 2025 Street Repaving – Update

---

### **Recommendation:**

That Council direct staff to proceed with the planned changes to the paving and roadwork plans for 2025 as outlined in Staff Report 54-2025.

### **Background / Analysis:**

In June Council directed staff to proceed with a budget of \$472,943 for 2025 street repaving. The plan was to complete milling and paving of Edward Street from the intersection of Prescott Centre Drive to the north expansion joint of the Edward Street overpass. The intention was to complete this work between September 1 and October 31. The proposed schedule was targeted to limit disruption to large ongoing construction projects.

Staff has been working with the contractors responsible for the two large projects, Wellington House expansion and 199 Irvine Road (former Beach's Home Hardware site). Due to the status of these two projects, staff is recommending delaying the road rehabilitation of Edward Street until 2026. Wellington House construction has not yet completed gas or storm connections to Edward Street yet. Milling and paving before these are completed would require large road cuts in the new asphalt, reducing the service life of the road. 199 Irvine Road work has started sooner than anticipated by staff, with demolition beginning in late July. As such, staff is recommending that milling and paving be delayed until 2026 to ensure that all underground connections are completed by both sites, and that the Town is not disrupting access to these two large sites while construction is active.

Staff is recommending completing the following smaller scale road rehabilitation projects, expected to be approximately \$200,000 for 2025. The remaining OCIF funding for 2025 would be saved for the Edward Street milling and paving project to take place in 2026.

### 2025 Proposed Projects:



- Edward Street NB - Small asphalt overlay in front of South Grenville District High School. The curb lane here is in poor condition. Staff are proposing an asphalt overlay as a temporary repair until the milling and paving in 2026
- King Street & St Lawrence Street Intersection – Mill and pave the entirety of the intersection and remove the existing interlocking stone crosswalks. The intersection would be repaved, including new asphalt crosswalks.
- King Street & Ann Street Intersection – Mill and pave the entirety of the intersection and remove the existing interlocking stone crosswalks. The intersection would be repaved, including new asphalt crosswalks.
- Shoppers Parking Lot (King Street) – Rehabilitation of north side of lot. Recommending repair to north drive aisle and adjacent parking spots only. Repair would include full asphalt remove, replacement and regrading of granular base, and new asphalt pavement. The main store access, south side of the parking lot, along with two site entrances would remain open during construction.

**Alternatives:**

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

**Financial Implications:**

The total OCIF revenue for 2025 is \$472,943. Staff is recommending using this revenue to fund the 2025 Street Repaving. Staff is intending to use approximately \$200,000 of the available funds in 2025 and bank the remainder for use in 2026. OCIF funding can be saved for use in future years.

**Environmental Implications:**

None

**Attachments:**

None



## STAFF REPORT TO COUNCIL 2025

Report No. XX-XXXX55-

**Date:** 8/11/2025

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

**RE: Alternative Voting Methods for the 2026 Municipal and School Board Election**

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### **Recommendation:**

THAT Council authorizes the alternative voting method of internet and telephone voting for the 2026 Municipal Elections; AND

THAT Council further direct the Clerk to bring forward the necessary by-law to set out the voting methods for the 2026 Municipal Election.

### **Background:**

The *Municipal Elections Act, 1996*, Section 42 (1) authorizes Council to pass a by-law to (a) authorize the use of voting and vote-counting equipment and (b) authorizes electors to use an alternative voting method such as voting by mail or by telephone that does not require electors to attend at a voting place.

The Town utilized the vote by internet and/or telephone for the 2022 Election with paper ballots on Election Day.

There are three main voting methods used in Ontario Municipal Elections

- Electronic Voting (Internet and/or Telephone)
- Paper Ballot (with or without Tabulators)
- Vote by Mail

Leeds and Grenville County Clerks plan to move forward jointly to engage a supplier for internet / telephone voting for the 2026 Municipal Election and traditionally have worked together to develop election policies for consistency.

Staff are recommending that Council approve a combined internet / telephone voting alternative method for the 2026 Municipal Election.



When reviewing the different voting methods, attention should be paid to how each of the voting methods contributes to the following election principles:

- Efficient vote counting – how easily will ballots be able to be counted and reported on election night.
- Accurate, fair and non-biased vote counting – ensuring that determination of voter intent and what is counted is consistent.
- Secrecy and confidentiality – ensuring ballots and voters cannot be connected.
- Accessibility – allowing for independent marking of ballots.
- Convenience – how easily will all residents, permanent and seasonal be able to participate in the Municipal Election.
- Certainty and Integrity – ensuring the results reflect the votes cast.

Below is a high-level synopsis of each of the three voting methods with considerations for each method.

### **Electronic Voting**

With Electronic Voting, electors receive their voter information letter in the mail providing the date of the voting period, voting website/telephone number and their personal, unique voting PIN. Electors can visit the website or call the telephone number, anywhere or anytime, and enter their PIN and birthdate information, as an additional security feature, to cast their vote. At the close of voting on Election Day, the electronic voting system will produce cumulative totals of all votes cast and the totals will be compiled to produce the final election results.

### ***Considerations***

Electronic Voting, including the use of internet and/or telephone voting, has been increasingly implemented across Ontario municipalities. Electronic voting modernizes the election experience for voters. It offers a convenient, accessible and secure way to cast a vote without the need to attend a physical voting location and inherently offers flexible voting times. In addition to the ease of casting a vote, it is also easy, quick and secure for election administration staff to issue new PIN letters should voters not receive or misplace their original.

Electronic Voting offers benefits such as the integration of accessible technology and enables the voter to verify their selections prior to casting a ballot. This voting method also allows for automated election processes like online ballot processing, striking names off the voters' list, and an effective and rapid count of the votes at the close of voting. Prescott voters are familiar with the voting method as it was used in the 2018 and 2022 Municipal Elections.



For voters that still prefer to attend a physical location to vote during the voting period, the Town will continue to set up a Help Centre at the Municipal Office during the advance voting period and on Voting Day with iPads and telephones for voters to electronically cast their vote and to assist voters that are unfamiliar with the technology.

There are cyber security risks with electronic voting that need to be mitigated. When choosing a vendor for electronic voting, it is an important part of the process to get information on the voting system's security features and to perform testing in advance of the Municipal Election. There were no known issues regarding cyber security in the 2022 Municipal Elections.

Electronic voting benefits voters by offering increased accessibility, transparency and accountability. Municipalities have seen a significant increase in electronic participation in a variety of other municipal activities, including the viewing and participation in electronic Council meetings and other electronic interactions with staff.

The 2022 election was impacted by the COVID-19 pandemic and a key element of planning for a safe election that could continue despite COVID-19 restrictions was the use of electronic voting and not requiring voters to physically attend a polling station to vote. Electronic voting provides assurance that a safe and effective election can be planned with as little interruption as possible.

Electronic voting has been used by all lower tier and single tier municipalities in Leeds and Grenville for the last two elections and it is anticipated that all will continue to use electronic voting, potentially in combination with other forms of voting, for the 2026 Municipal Election.

The Town will benefit by being able to participate in a joint procurement for the voting system, shared advertisements leading up to and during the voting period, and support from colleagues on policy creation and throughout the election.

Staff recommend electronic voting as it would be the most cost effective and inclusive option for the Town. Electronic voting effectively serves a variety of voters, including persons with disabilities, business travelers, snowbirds, and students away at school, in addition to our permanent residents.

### **Paper Ballots**

Paper Ballots (with or without Tabulators) is an in-person voting method that requires the voter to attend the voting station to vote. Ballots are marked by indicating the voters' choices and the ballot is then inserted into the tabulator or the ballot box. In the past, the Town has used paper ballots on Election Day as a means of in-person voting. At the close of voting on Election Day, the ballot box is opened and all votes cast are counted



by elections staff to be combined with the electronic results to produce the final election results.

### ***Considerations***

The use of paper ballots is generally an accepted form of voting, however, is most practical and efficient when conducted with a tabulator to ensure accurate results. The cost associated with leasing and/or outright purchase of a tabulator makes this an unreasonable and unachievable option for the Town.

As a voting method, paper ballots require significant election staff resources. There is significant staff time dedicated to training and ultimately the final count.

The use of paper ballots does not allow the voter to vote anywhere at their leisure and therefore convenience is an issue with this voting method. Additionally, paper ballots do not provide the same level of accessibility as voters with visual and/or physical disabilities may find it difficult to vote if required to vote in-person with paper ballots.

### ***Vote by Mail***

Vote by Mail is a voting method that allows voters to receive instructions and their ballots by mail, which are then completed without attending a physical voting location and returned by mail. There are deadlines to provide the ballots by mail to ensure they can be counted by the time of the election. After the deadline, voters would be required to attend a Help Centre or Polling Station in person to drop off their ballot. This voting method would be combined with the use of a tabulator in order to avoid the manual counting of votes.

### ***Considerations***

Although this option would be similar with electronic voting insofar as voters may be able to vote without attending a physical location, mail processing times may impact when voters receive their vote by mail packages and when election administrators get the returned ballots to be counted. This voting method relies heavily on the postal service. There is the potential for marked ballots to get lost in the mail or for ballots to be returned missing the appropriate signatures or for a postal strike.

There may be more opportunities for errors in ballot marking as voters do not have the assistance of election staff readily available like they would at a polling station for in-person paper ballots. The paper ballots provided in vote by mail do not provide the same level of accessibility as voters with visual and/or physical disabilities may find it difficult to vote if required to return a paper ballot by mail or vote in-person with paper ballots after the vote by mail period closes.



Updating the existing procedures to include procedures for vote by mail will require considerable staff time.

The use of the Vote by Mail method would be combined with the use of a tabulator and may require electors to vote in-person when the vote by mail period has closed. Many of the considerations outlined in the Paper Ballots with Tabulators section will also need to be accounted for with the Vote by Mail method.

There would be increased costs associated with the Vote by Mail option as the voting instructions and ballots are mailed, along with a prepaid return envelope. Additional staff resources are required with calls from residents calling to confirm their ballot has been received. Using the Vote by Mail option in combination with Electronic Voting may pose additional issues related to crossing voters off the list resulting in a security gap between the time the mail-in ballot is received and the issuance of an electronic ballot.

### **Summary**

Staff are recommending the use of Electronic Voting (internet/telephone) as the sole voting method for the 2026 Municipal Election. Although there are benefits and drawbacks to all the Alternative Voting Methods outlined, Electronic Voting balances providing the best accessibility and flexibility to Prescott voters, while also being the most effective and efficient method for the Town.

The other methods outlined have been used by election staff in the past, but have not proven to improve voter turnout and significantly increases administrative and staff time and overall cost to administer the election.

Electronic Voting has proven to be a safe and effective way to hold an election and is a widely used method across Ontario. Staff are meticulous in reviewing specifications and perform due diligence from the procurement process, to ensure the security requirements are met when choosing a vendor, through to logistic and accuracy testing leading up to the Municipal Election. Staff will continue to provide on-site services to assist voters in person or over the phone with casting their ballot electronically.

### **Alternatives:**

#### **1. Electronic Voting (Internet/Telephone Voting Only) - Recommended Option**

This method provides the highest level of accessibility, convenience, and efficiency. It allows electors to vote from anywhere at any time during the voting period using a secure PIN-based system. It eliminates the need for physical polling locations (outside of the Help Centre) and significantly reduces administrative burden, materials, and manual processes. Electronic voting has been successfully used in the 2018 and 2022 elections and is increasingly becoming the standard across Ontario municipalities,



including all lower-tier municipalities in Leeds and Grenville. The Town also benefits from cost-sharing and collaboration opportunities through the joint acquisition of software with neighbouring municipalities.

## 2. Hybrid Model – Electronic Voting with Limited In-Person Paper Ballots (No Tabulators)

This model would continue to offer internet/telephone voting as the primary method while maintaining a paper ballot option on Election Day without the use of tabulators. While this supports voter preference for in-person voting, the costs associated with printing, manual counting, and increased staffing requirements are high compared to the low usage—fewer than 600 voters used paper ballots in 2022. Manual counting introduces the potential for human error, security concerns, and delays in reporting results. This method represents a high per-voter cost and does not offer meaningful improvements to turnout or accessibility.

## 3. Electronic Voting with Paper Ballots Counted by Tabulators – Not Recommended

This option would include the use of tabulators to process any paper ballots cast during in-person voting. While this improves efficiency and accuracy over manual counts, it requires the rental or purchase of tabulation equipment and supporting software, which places an unsustainable financial burden on the Town. The cost to procure and operate tabulators is significant, particularly in proportion to the relatively low number of voters who choose to vote by paper ballot.

### **Financial Implications:**

The cost of administering an election using paper ballots carries notable financial implications. The cost of printing paper ballots alone is estimated at over \$1,400. This figure does not include staffing costs or additional materials such as ballot boxes, security seals, or signage. It also excludes logistical expenses related to secure transportation, storage, and the setup of polling locations.

The total cost to run the town's election is approximately \$20,000, not including staff wages or overtime associated with training, voter support, and ballot counting. Importantly, fewer than 600 voters used paper ballots in the last election, out of a total of approximately 4,100 eligible voters. This means a significant portion of the election-related costs are dedicated to a method used by a small fraction of the electorate. Without the use of tabulators, additional costs would be incurred to support a manual vote count, including more staff and extended hours for verification and result tabulation. These added demands increase the financial burden on the municipality while also introducing greater risk of human error and potential delays in reporting election results.



Given the high per-voter cost of paper balloting, especially when not supported by tabulation technology, and the relatively low voter usage, this method is not financially sustainable as a primary voting option in future elections.

Providing paper ballots with the secure and recommended mechanism of a vote tabulator is not a feasible cost for the Town of Prescott due to the high rental cost associated with Tabulators. The most recent quote received for a single tabulator was approximately \$20,000. This single rental would amount to the entire planned administration budget for the election.

**Attachments:**

*None*



## STAFF REPORT TO COUNCIL

Report No. 56-2025

**Date:** 8/11/2025

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

**RE:** Financial Report – June 2025

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### **Recommendation:**

For information.

### **Background:**

The attached income statement for the six months ending June 30, 2024, highlights the financial picture year-to-date.

#### Revenue

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

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



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

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

#### Expenses

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

Recreation and culture expenses are heavier in the summer months. The transportation budget is largely affected by the repaving and sidewalk expenses that occur in late summer and fall.

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

#### **Alternatives:**

None

#### **Financial Implications:**

Outlined above.

#### **Attachments:**

Financial Report – June 2025

Income Statement  
2025 Operating Budget

June 2025

	Month			Year-to-Date			Total 2025 Budget	Notes
	Budget	Actual	Variance B (W)	Budget	Actual	Variance B (W)		
<b>Revenue</b>								
Corporate	775,540	19,770	(755,770)	4,653,241	5,064,702	411,461	9,306,482	
Protective	38,421	10,409	(28,011)	230,524	60,462	(170,062)	461,048	
Transportation	52,339	153,373	105,759	314,032	169,009	(150,399)	628,064	
Environmental	16,214	24,555	8,341	97,283	121,354	24,072	194,565	
Health	3,000	1,299	(1,701)	18,000	1,412	(16,588)	36,000	
Social	6,767	-	(6,767)	40,600	46,125	5,525	81,200	
Recreation and Cultural	109,388	279,002	169,613	656,330	684,280	27,808	1,312,659	
Planning & Development	5,833	12,716	2,433	35,000	21,891	(17,559)	70,000	
<b>Total</b>	<b>1,007,502</b>	<b>501,125</b>	<b>(506,102)</b>	<b>6,045,009</b>	<b>6,169,234</b>	<b>114,258</b>	<b>12,090,018</b>	
<b>Expenses</b>								
Corporate	148,740	150,655	(1,915)	892,441	890,323	3,805	1,784,882	
Protective	200,871	184,683	15,249	1,205,229	1,147,186	58,109	2,410,457	
Transportation	219,057	149,992	69,065	1,314,341	966,761	347,580	2,628,682	
Environmental	27,767	24,178	3,600	166,600	163,752	2,903	333,200	
Health Services	36,501	39,653	(3,152)	219,005	216,591	3,547	438,010	
Social Services	83,426	115,569	(32,143)	500,554	500,823	(269)	1,001,108	
Recreation and Cultural	254,682	219,026	35,656	1,528,091	1,282,243	245,848	3,056,183	
Planning & Development	36,458	46,547	(10,089)	218,748	251,279	(32,531)	437,496	
<b>Total</b>	<b>1,007,502</b>	<b>930,303</b>	<b>76,270</b>	<b>6,045,009</b>	<b>5,418,958</b>	<b>628,992</b>	<b>12,090,018</b>	
<b>Net Operations</b>	<b>(0)</b>	<b>(429,178)</b>	<b>(429,178)</b>	<b>(0)</b>	<b>750,277</b>	<b>750,277</b>	<b>(0)</b>	
Water & Wastewater Revenue	276,688	293,680	16,992	1,660,129	896,113	(764,016)	3,320,258	
Water & Wastewater Expense	276,688	178,844	97,844	1,660,129	1,407,455	252,674	3,320,258	
<b>Net Water &amp; Wastewater</b>	<b>0</b>	<b>114,835</b>	<b>114,835</b>	<b>0</b>	<b>(511,342)</b>	<b>(511,342)</b>	<b>0</b>	



## Proclamation September 2025 Prostate Cancer Awareness Month

**WHEREAS** Prostate Cancer is the most diagnosed and prevalent cancer among Canadian men, accounting for 1 in 5 of new cancer cases in men; and

**WHEREAS** it is expected that 1 in 8 men will be diagnosed with Prostate Cancer in their lifetime; and

**WHEREAS** the majority of Prostate Cancer cases are in men over the age of 50; and

**WHEREAS** Prostate Cancer is the third leading cause of cancer death in males; and

**WHEREAS** almost all Prostate Cancer is treatable and, in many cases can be eliminated, when diagnosed early; and

**WHEREAS** Prostate Cancer Foundation Canada is asking municipalities across Canada to help raise awareness by lighting up recognizable monuments in towns and cities, in blue.

**THEREFORE**, Council of the Corporation of the Town of Prescott does hereby proclaim September 2025, as Prostate Cancer Awareness Month in the Town of Prescott and supports lighting up the Clock Tower in blue for the month of September to help raise awareness for Prostate Cancer.

Dated this 11<sup>th</sup> day of August, 2025.

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Gauri Shankar, Mayor

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 36-2025

### A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON AUGUST 11, 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 11<sup>th</sup> DAY OF AUGUST 2025.**

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**Mayor**

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**Clerk**