



PRESCOTT TOWN COUNCIL
AGENDA

October 20, 2025

6:00 pm

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Our Mission:

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

Land Acknowledgement:

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

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

Pages

1. Call to Order

2. Approval of Agenda

RECOMMENDATION

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

3. Declarations of Interest

4. Presentations

5. Delegations

6. Minutes of the previous Council meetings

6.1 October 6, 2025

1

RECOMMENDATION

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

7. Communications & Petitions

8. Consent Reports

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

RECOMMENDATION

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

8.1 Information Package (under separate cover)

9. Committee Reports

10. Mayor

11. Outside Boards, Committees and Commissions

12. Staff

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

14

RECOMMENDATION

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

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

17

RECOMMENDATION

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

12.3	Staff Report 72-2025 Community Grants Program	21
	RECOMMENDATION That Council approve the 2026 Community Grants Program.	
12.4	Staff Report 73-2025 - Leo Boivin Maintenance Recommendations	34
	RECOMMENDATION That Council receive the staff recommendations for long-term maintenance of the Leo Boivin Community Centre based on the Building Condition Assessment completed by EVB Engineering and Architecture 49.	
13.	Resolutions	
14.	By-laws	
14.1	By-Law 42-2025 - Building Official Appointment	49
	RECOMMENDATION That By-Law 42-2025, being a by-law to appoint Building Inspectors for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.	
15.	New Business	
15.1	City of Dryden - Swim to Survive Training Resolution	50
15.2	City of Kitchener - Postage Resolution	51
15.3	SEHU - Board of Health Update September 2025	53
15.4	UCLG - Resolution - Support for the Creation of a St. Lawrence Region Energy Taskforce	55
15.5	Town of Petrolia - Bail Reform Resolution	57
16.	Notices of Motion	
17.	Mayor's Proclamation	
17.1	Local Government Week	58
17.2	Public Library Week	59
17.3	Small Business Week	60

18. Period for Media Questions

19. Closed Session

RECOMMENDATION

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

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

19.2 Potential Sale of Municipal Property - Letter of Intent

19.3 Library Board Applications/Appointments

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

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

19.1 Approval of Minutes - October 6, 2025

19.2 Potential Sale of Municipal Property - Letter of Intent

19.3 Library Board Applications/Appointments

20. Rise and Report

RECOMMENDATION

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

21. Confirming By-Law – 43-2025

RECOMMENDATION

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

22. Adjournment

RECOMMENDATION

That the meeting be adjourned at XX:XXp.m.



PRESCOTT TOWN COUNCIL

MINUTES

Monday, October 6, 2025

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

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

1. Call to Order

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

2. Approval of Agenda

Motion 163-2025

Moved By Kirkby

Seconded By McConnell

That the agenda for the Council meeting of October 6, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

4.1 Alphabet Creative - Updated Prescott Visual Identity

Motion 164-2025

Moved By Kirkby

Seconded By Campbell

THAT Council amend the Agenda of October 6 to move Item 12.1 to immediately after Item 4.1 to allow the accompanying Staff Report to proceed the consult presentation.

Carried

12.1 Staff Report 64-2025 - Prescott Branding and Marketing Strategy - Revised Visual Identity

Motion 165-2025

Moved By Young

Seconded By Ray Young

THAT Council approve the revised visual identity concept for the Town of Prescott, as presented by Alphabet Creative; AND

THAT Council direct Staff, through Alphabet Creative, to proceed with the development of the final Branding & Marketing Strategy for the Town of Prescott.

Carried

Steve Bowker, Alphabet Creative, spoke to the presentation.

Dana Valentyne, Economic Development Officer, spoke to the report.

Discussion was held regarding simplifications and details of the logo.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 September 15, 2025

Motion 166-2025

Moved By Ray Young

Seconded By Campbell

That the Council minutes dated September 15, 2025, be accepted as presented.

Carried

7. Communications & Petitions

7.1 Solicitor General Correspondence

Matthew Armstrong, CAO/Treasurer, spoke to the correspondence.

Discussion was held regarding the percentage increases per municipality.

8. Consent Reports

Motion 167-2025

Moved By McConnell

Seconded By Kirkby

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

Items pulled:

#19 City of Dryden - Swim to Survive

#6 SEHU - Board of Health Update

#14 UCLG - Creation of St Lawrence Region Energy Task Force

#15 Town of Petrolia - Bail Reform

#22 City of Kitchener - Postage

Carried

8.1 Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending the Truth & Reconciliation Flag Raising at Town Hall, the Prescott Fire Department Open House, and the Prescott Legion where they honoured long term members and unveiled their new veteran's sidewalk.

11. Outside Boards, Committees and Commissions

Councillor Kirkby provided an Operations update stating that the annual watermain flushing has started, the water main to the fountain has been fixed, and the splash pad and beach have been winterized. Fencing has been installed at the Seymour Recreation Complex's tennis courts and pickleball courts, and the skateboarding equipment has been refurbished. East St reconstruction is almost complete with road paving starting late this week.

Councillor Campbell spoke to attending an upcoming Fire Administration meeting on October 7th and attended the plaque unveiling of the Lost Village of Prescott Junction presented by The Prescott Historical Society.

Councillor T. Young spoke to the success of Porchfest 2.0 on September 27th, upcoming Small Business Week (Oct 21), Invest Prescott Newsletter has been released for October. Councillor T. Young attended a BIA meeting where they discussed Halloween events to collaborate with Staff. It was also noted the Prescott Heritage Committee is seeking new committee members.

Councillor R. Young spoke to attending the plaque unveiling of the Lost Village Prescott Junction presented by The Prescott Historical Society, the Prescott Fire Department open house, and a St. Lawrence Lodge meeting. Councillor R. Young also attended a Committed to Futures Annual Meeting celebrating 35 years.

Councillor McConnell attended the Truth & Reconciliation Flag Raising at Town Hall, Prescott Porchfest 2.0, and was in the audience at a Prescott Heritage Committee meeting. He spoke to the Cemetery repairs like tree removal and stone repair and attended two burials. St. Lawrence Shakespeare is hosting a fundraising gala at the Prescott Golf Club on October 18th. Councillor McConnell brought up a tourism idea of hosting a car show within the town in the future.

12. Staff

12.2 Staff Report 65-2025 - Rescinding Notices of Intention to Designate

Motion 168-2025

Moved By Ray Young

Seconded By Young

THAT Council direct that the Notice of Intention to Designate issued on June 20, 2025 for the following properties as being of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, R.S.O. be rescinded:

- 388 Centre Street
- 408 East Street

AND THAT Council direct the Heritage Advisory Committee to update the draft by-laws with new formats provided by Heritage Professional Consultants.

Carried

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

Discussion was held regarding timelines, and the appeals previously submitted.

12.3 Staff Report 66-2025 - Request to Remove Heritage Designation - 356 East Street

Motion 169-2025

Moved By Campbell

Seconded By Kirkby

THAT Council direct the Prescott Heritage Advisory Committee to evaluate the request from the property owner of 356 East Street to repeal the municipal heritage designation by-law; AND

THAT Council direct the Prescott Heritage Advisory Committee to provide a recommendation back to Council for consideration.

Carried

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

Discussion was held regarding the history of the property, and the reasoning for the request.

12.4 Staff Report 67-2025 - Stop Up and Close Policy

Motion 170-2025

Moved By McConnell

Seconded By Campbell

THAT By-Law 40-2025, being a by-law to adopt Policies and Procedures for the Closure and Sale of Municipal Highways, be read and passed, signed and sealed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

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

Discussion was held regarding previously closed roads and costs involved.

12.5 Staff Report 68-2025 - 2025 Pumpkin Parade

Motion 171-2025

Moved By Campbell

Seconded By Young

That Council provide direction to staff regarding the scheduling of the 2025 Pumpkin Parade, specifically to hold the event on its traditional date of November 1, 2025.

Carried

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

Discussion was held regarding overtime staff, recouping costs, and clean up.

12.6 Staff Report 69-2025 - Summer Cold Lunch Pilot Program Review

Motion 172-2025

Moved By Kirkby

Seconded By Campbell

THAT Council direct Staff to support the continuation of the Summer Lunch Program by seeking out local service providers to deliver the program in partnership with the Town.

Carried

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

Discussion was held regarding community partners.

13. Resolutions

13.1 South Grenville Food Bank - Food Insecurity

Motion 173-2025

Moved By Young

Seconded By Ray Young

WHEREAS food insecurity is defined as inadequate or insecure access to food due to financial constraints, and is associated with a higher risk of numerous diseases, chronic health conditions and early death; and

WHEREAS Public Health Ontario estimates that 1 in 7 households in Leeds, Grenville and Lanark are food insecure; and

WHEREAS the South Grenville Food Bank reported 562 registered households in 2024 (including 31% visits by or on behalf of children), and projects over 825 registered households in 2025; and

WHEREAS the South East Health Unit, in its 2024 report “Addressing Food Insecurity in Leeds, Grenville & Lanark”, indicated that the living wage for the region is \$21.65 per hour; and

THEREFORE BE IT RESOLVED THAT the Council of the Town of Prescott declare food insecurity an emergency in the Town of Prescott; and

THAT Council request that the Provincial and Federal Governments consider the reduction of food insecurity as a component of all applicable government policies; and

THAT Council request the Provincial and Federal Governments explore the expansion of existing school food programs and/or work to establish a province-wide, universal school food program; and

THAT Council request the Provincial and Federal Governments act to address the causes of food insecurity, including income levels, housing affordability and food costs; **and**

THAT a copy of this motion be circulated to the following individuals and organizations:

- The Right Honorable Mark Carney, Prime Minister of Canada

- The Honorable Doug Ford, Premier of Ontario
- MP Michael Barrett, Leeds-Grenville-Thousand Islands-Rideau Lakes
- MPP Steve Clark, Leeds-Grenville-Thousand Islands-Rideau Lakes
- The Federation of Canadian Municipalities
- The Association of Municipalities of Ontario
- The Rural Ontario Municipal Association
- The Ontario Public School Boards Association
- The Canadian School Boards Association

Carried

Mayor Shankar presented the resolution.

Discussion was held regarding if food insecurity is an issue throughout the whole province and the use of the word "emergency".

14. By-laws

There were no by-laws.

15. New Business

There was no new business.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

17.1 Fire Prevention Week

Mayor Shankar proclaimed October 5-11, 2025, Fire Prevention Week.

18. Period for Media Questions

There was no media present.

19. Closed Session

Motion 174-2025

Moved By Kirkby

Seconded By McConnell

THAT Council move into Closed Session at 7:30 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (September 15, 2025)

19.2 Potential Litigation Matter

19.3 Human Resources Matter

Under Section 239(2)(e) under the Municipal Act - litigation or potential litigation, Under Section 239(2)(f) under the Municipal Act - advice subject to solicitor-client privilege, Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual; AND

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

Carried

19.1 Approval of Minutes - September 15, 2025

19.2 Potential Litigation

19.3 Human Resources Matter

20. Rise and Report

Motion 175-2025

Moved By Ray Young

Seconded By Kirkby

THAT Council return to Open Session;
AND THAT Council direct Staff to proceed as directed in Closed Session.

Carried

21. Confirming By-Law – 41-2025

Motion 176-2025

Moved By McConnell

Seconded By Ray Young

That By-Law 41-2025, being a by-law to confirm the proceedings of the Council meeting held on October 6, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 177-2025

Moved By Kirkby

Seconded By Young

That the meeting be adjourned. (Time: 8:38 p.m.)

Carried

Mayor

Clerk



STAFF REPORT TO COUNCIL

Report No. 70-2025

Date: 10/20/2025

From: Shawn Merriman, Manager of Building & By-law

RE: Building By-law 05-2013 review and update

Recommendation:

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

Background:

The current Building By-law which governs the issuances of permits for construction, demolition, and change of use in the Town of Prescott, has not been updated since it was passed in 2013. The Building By-law has many purposes including but not limited to defining the process of applying for a permit, the issuance of a permit, permit and inspection fees, and the determination of performance deposits. Updating the Building Bylaw would also provide an opportunity to align, where appropriate, with our two neighboring municipalities.

Bill 124, which regulates Building Departments, allows municipalities to operate their Building Departments on a cost recovery basis, however it is not uncommon for smaller municipalities with smaller growth potential to operate in a deficit. While not fully recovering the costs is permissible, it does require that the existing property taxpayers end up shouldering a portion of the costs.

Currently the Building Department operates within a budget in which 50%-75% of the costs are recovered through fees. Increasing fees by \$25,000 - \$50,000 annually would get us closer to achieving on a full cost recovery basis for the Building Department.

Comparisons with both small urban centres and with our two rural neighbouring municipalities, show that Prescott is still at the low end of the fee scale. Building By-laws beside Prescott's that were looked at include E/C, Augusta, and Brockville. Building By-laws for the Town of Gananoque, South Frontenac, and Leeds and 1000's islands were considered, but as their fees were quite a bit higher they were not included in the comparisons.



To illustrate the difference in fees consider the following building permit scenarios.

- A) A single detached Home that is 3-bedroom, 2 bath, unfinished basement Living area 1200 square feet, single car garage attached 600 square feet, rear deck front porch 280 square feet. Total project value \$350,000
- B) An Industrial F2 building, 50,000 square feet project value \$2,500,000
- C) A new rear deck on a house 400 square feet project value \$12,500

Scenario	Prescott	E/C	Augusta	Brockville
A-new house	2,975	5,201	3,140 ++	4,614
B-Industrial F2	21,250	24,095	20,000 ++	67,500
C-Small deck	125	115	140	233

The current permit fee calculation methodology is based on the building of cost per \$1,000. It is recommended to continue to use this methodology due to its' simplicity to calculate and public understanding. We would then look to harmonize a secondary methodology with our neighboring municipalities where a price per square foot can also be compared for projects with an inflationary increase built into the price per square foot calculated yearly.

A proposed fee structure would have a principal premise of an increase in the price per thousand to \$9.00-\$10.00 from \$8.50. A price per square foot could also be implemented that could be used as a cost comparison based on conditioned space (\$1.35 sq ft or \$10.77 sq m), unconditioned space (\$0.90 sq ft or \$9.69 sq m) and uncovered space or no floor (\$0.45 sq ft or \$4.85 sq m).

Staff recommend that the updates be prepared and presented at a public meeting as required by regulations to update the Building Bylaw.

Alternatives:

Council could modify the recommendation or decide not to update the Building Bylaw at this time.

Financial Implications:

If implemented going forward, staff anticipate closing the gap between revenues and expenses which would decreasing the burden to the property tax rate payers. Any years in which a surplus is created in the Building Department, the amount would be put



into a reserve and then used for years in which the department is not fully cost recoverable.

Attachments:

- Prescott Building By-law 05-2013



STAFF REPORT TO COUNCIL

Report No. 71-2025

Date: 10/20/2025

From: Samantha Joudoin-Miller, Manager of Community Services

RE: Jays Care Foundation Field of Dreams Grant

Recommendation:

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

Background:

As plans continue to develop for the outdoor recreation facilities within the Town, the intent for Phase 3 of the outdoor recreation facilities has been to build a baseball diamond in the northeast portion of the land. Phase 3 may also include an additional parking lot and a dedicated dog park area on the grounds.

The Town's Recreation Master Plan outlines recreation facility investment and renewal as one of the goals for recreation in Prescott. As indicated in the Plan, the opportunity exists for a baseball diamond to become a hub for softball and hardball within Prescott, to bring back youth and adult leagues, and provide a venue for tournaments and sport-oriented tourism activities. The plan states that a well-maintained diamond would include fencing, lighting, outfield and infield conditions and bleachers. The plan does not indicate dug outs, but they would be considered an essential element to a new diamond.

At present, the Town of Prescott does not have a single baseball diamond in Town. Within South Grenville, there are an estimated 10-15 diamonds that are owned by the Townships or through other organizations.

The image below provides a visual representation of the outdoor recreation facilities master plan at the Seymour Recreation Centre. The preferred layout for the final phase is subject to change based on the size of the baseball diamond.

PRESCOTT

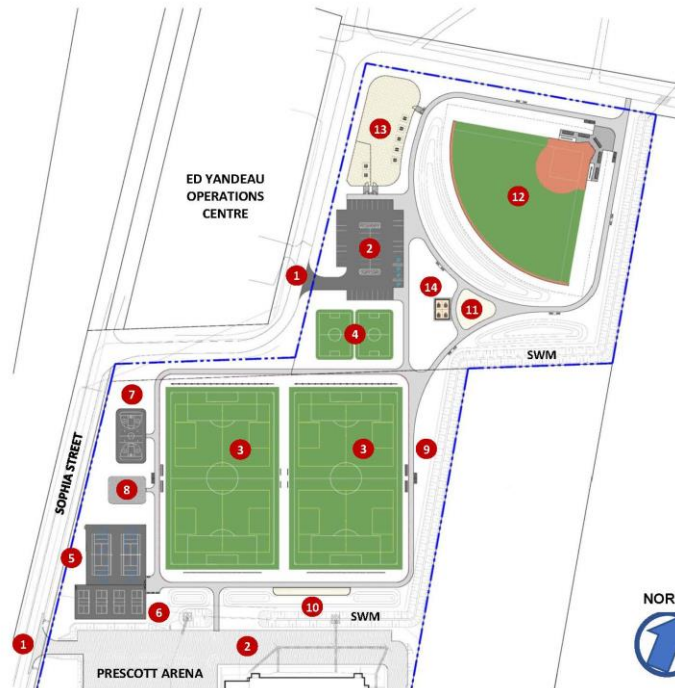
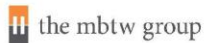
EST 1784

THE FORT TOWN

Prescott Sports Park PREFERRED MASTER PLAN

LEGEND:

1. Vehicular Access / Egress
2. Parking Area
3. Natural Turf Soccer Field (x2)
4. Natural Turf Mini-Soccer Field (x2)
5. Tennis Courts (x2)
6. Pickleball Courts (x4)
7. Multi-Use Court (x1)
8. Skate Park (Prefabricated)
9. Fitness Loop (500m)
10. Outdoor Fitness Area
11. Playground
12. Softball Diamond (x1) – Natural Turf
13. Dogs Off-Leash Area
14. Open Lawn Area (with Shade Structure)



Staff have engaged with community members and local associations who have expressed strong support for new diamond infrastructure. Letters of support are being secured for inclusion with the grant application.

Local associations have also indicated interest in utilizing the facility for youth leagues and tournaments, which would provide both recreational and economic benefits.

The inclusion of lighting would extend usable hours for practices and games, support evening tournaments, and accommodate a broader range of users. This facility would attract participation from neighbouring municipalities, enhancing regional collaboration and economic activity through sport tourism.

The Field of Dreams Grant

Field Of Dreams made possible by TD is the *Jays Care's* granting program that provides funding to design, refurbish and build local baseball diamonds in communities across the country. Field Of Dreams diamonds are created to be safe and inclusive spaces where communities can connect, and kids can grow. *Jays Care* has proudly invested nearly \$20 million into more than 230 Field Of Dreams diamonds across 10 provinces and two territories.



Key program details include:

- Grant applicants must meet the following criteria for eligibility:
 - Must be a charitable organization, nonprofit baseball association, municipality, or First Nation
 - Must be using the grant to build within Canada
 - Must have the project complete within 12-18 months of receiving funding approval
 - Must be dealing with infrastructure that directly supports children and youth facing barriers
 - Must be able to provide audited financial statements from the past year, or most recent
 - Must be able to provide detailed quotes for all aspects of the project (required for the second phase)
 - Must be able to provide all applicable municipality and work permits, where required
- Deadline for Submission: October 31, 2025
- Eligible expenses:
 - Covered dug outs
 - Child-friendly spaces
 - Accessibility improvements and upgrades
 - The supplies, transportation, and labour required to build or refurbish spaces
 - Equipment that is safe and has a long-life span
 - Bleachers that do not exceed these restrictions: 4-5 rows of seats and to a max of 27"L X 30"H X 81"D (height may vary if it's 5 rows). This seats about 72 and holds approx. 500lbs.
- Ineligible expenses:
 - Maintenance fees for the space
 - The purchase of land
 - Scoreboards
 - Large-scale bleachers and grandstands
 - Playgrounds
 - Washrooms/Canteens
 - Sports equipment
 - Batting cages (new builds)

The grant process takes approximately six months. Initial applications are made available in September and due on October 31st. In mid-December, all applicants are notified of preliminary decisions and select applicants are invited to submit a full proposal by January 31st. After review, the Jays Care Foundation Board votes to approve funding in late March and all applicants are notified of final decisions shortly thereafter. Awards are announced publicly in early April. If the grant submission is



successful and funding is approved, the project must be completed within 12-18 months of receiving funding approval.

The Town meets all eligibility requirements for this funding stream. The proposed project would involve the construction of a baseball diamond located at the Seymour Recreation Centre. The facility would include:

- Graded playing surface and backstop & field fencing
- Player dugouts and spectator bleachers
- Accessible pathways and parking
- Lighting
- Equipment that is safe and has a long-life span

Alternatives:

Council could choose not to submit the grant application.

Financial Implications:

The preliminary project costs for the proposed diamond in phase 3 are approximately \$450,000-\$500,000, inclusive of design, construction, and site preparation.

Should the application be successful, the Town's contribution of the project costs would be sourced through donations and sponsorships.

Attachments:

None



STAFF REPORT TO COUNCIL

Report No. 72-2025

Date: 10/20/2025

From: Samantha Joudoin-Miller

RE:2026 Community Grants Program Proposal

Recommendation:

That Council approve the 2026 Community Grants Program.

Background:

The Prescott Community Grant Program is intended to support not-for-profit and/or volunteer-driven organizations serving Town residents through limited financial support, user fee reductions, and/or in-kind support. The Town of Prescott provides these grants in order to:

1. Support inclusive, accessible programming and delivery of services which reduce social, economic, cultural, or physical disadvantage, and/or improve the quality of life to benefit residents.
2. Strengthen volunteer-led and non-profit organizations.
3. Encourage tourism projects that draw visitors and promote Prescott as a destination.

The working group has had meetings to develop proposed adjustments to the Grant Program and its guidelines to streamline the application and evaluation processes. The attached 2026 Community Grant Program Proposal outlines the entirety of the program.

The key changes to the Grant Program include the definition of 3 streams within the program:

1. Youth Programming Stream
2. Strategic Plan Alignment Stream
3. Tourism Initiatives Stream

Other updates to the Grant Program Guidelines include:

- The addition of a formal scoring rubric as outlined in the attached scoring rubric
- Eligibility requirements:



- The addition of a section specific to In-Kind/Fee Waiver grant requests which will allow groups to apply that may not have a board of directors or financial statements.
- The ability to complete the application through an online form
- Receiving project completion reports from all recipients so that an update report can be provided to Council.

The proposed changes have been updated to better align with community needs and provide transparency in decision making. Staff and the working group will continue to monitor outcomes in 2026 with feedback from the applicants. Any potential future adjustments will be noted and reviewed by the working group for consideration.

The first intake for the 2026 Community Grants will open in November and close in December.

Alternatives:

Council could choose not to make the proposed changes to the Community Grant Program.

Financial Implications:

The proposed grant program budget for 2026 will be \$68,220 and is dependent upon Council approval. Submitted applications will be reviewed for completeness, accuracy, and compliance with these guidelines. Incomplete applications will be returned with a list of additional information required.

Applications will be presented by staff to the Community Grants Working Group for consideration and evaluation. Assessing applications against the eligibility and evaluation criteria, the group will prioritize recommendations.

Recommendations will be forwarded to Council for consideration. Community Grant awards may be reduced in value, at the discretion of Council, to support a wider range of applicants.

Attachments:

- 2026 Proposed Community Grant Program Guidelines
- 2026 Community Grant Scoring Rubric

Town of Prescott

Community Grants Program

2026 Grant Package – Intake #1

Program Overview:

- The application for this in-take period is **due December 19, 2025 at 3:00 p.m.**
- It must be received by drop off, online form, email, or mail.
- Applications will be reviewed for completeness, accuracy, and compliance with these guidelines. Incomplete applications will be returned with a list of additional information required.
- Applications will be presented by staff to the Community Grants Working Group for consideration and evaluation. Assessing applications against the eligibility and evaluation criteria, the group will prioritize recommendations.
- Recommendations will be forwarded to Council for consideration. Community Grant awards may be reduced in value, at the discretion of Council, to support a wider range of applicants.
- Notification to every applying organization will follow.
- **Funds for this intake must be spent by December 31, 2026**

Package Contents

2026 Grant Package – Intake #1	1
2026 Community Grant Guidelines	3
PURPOSE OF GRANT	3
FUNDING STREAMS AND PRIORITIES	3
IN-KIND/FEE WAIVER GRANT REQUEST ELIGIBLE APPLICANTS:	2
FINANCIAL GRANT REQUEST ELIGIBLE APPLICANTS	3
ELIGIBLE COSTS & PROJECTS	4
INELIGIBLE EXPENSES	5
ELIGIBLE IN-KIND SUPPORT	5
LIABILITY	6
EVALUATION CONSIDERATIONS.....	6
SCORING RUBRIC.....	7
APPLICATION FORM REQUIREMENTS	9

APPROVAL 9

NOTIFICATION & REPORTING 9

ACKNOWLEDGEMENT OF SUPPORT 10

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT 10

2026 Community Grant Guidelines

PURPOSE OF GRANT

The Prescott Community Grant Program is intended to support not-for-profit and/or volunteer-driven organizations serving Town residents through limited financial support, user fee reductions, and/or in-kind support. The Town of Prescott provides these grants in order to:

1. Support inclusive, accessible programming and delivery of services which reduce social, economic, cultural, or physical disadvantage, and/or improve the quality of life to benefit residents.
2. Strengthen volunteer-led and non-profit organizations.
3. Encourage tourism projects that draw visitors and promote Prescott as a destination.

FUNDING STREAMS AND PRIORITIES

The program supports three funding streams:

A. Youth Programming Stream

- Supports programs or events that engage children and youth.
Examples: sports programs, arts workshops, youth leadership events, recreation opportunities.
Priorities: inclusion, skill-building, mental/physical health, leadership development.

B. Strategic Plan Alignment Stream

- Supports general community-building projects, events, and volunteer initiatives.
Examples: community events, beautification projects, local heritage preservation, volunteer training.
Priorities: community connection, volunteer sustainability, local engagement, enhancing community safety, security, and well-being.

C. Tourism Initiatives Stream

- Supports events or projects that attract visitors and promote Prescott's profile as a destination.
Examples: festivals, waterfront activities, historical or cultural events, promotional partnerships.
Priorities: economic impact, regional marketing, collaboration with local businesses.

FINANCIAL GRANT REQUEST ELIGIBLE APPLICANTS

The organization applying must satisfy the following requirements:

- Your group is a registered charity with the Canada Revenue Agency, an organized, unincorporated, non-profit organization. Examples - service clubs, volunteer groups, educational institutions, sports groups and associations, and community groups providing services to the municipality.
- Your organization:
 - Is governed by a volunteer board or executive committee of 5 or more members
 - Holds an annual general meeting, at which the Board of Directors or executive committee is elected from the general membership through a democratic election process
 - May submit only one application per funding in-take period
- Is based within Town of Prescott and/or provides services to residents of Prescott.
- Has sources of funding other than this grant
- Has a bank account registered in the name of the organization or event.
Cheques will not be issued to individuals acting on behalf of the organization, project or event.
- Applicants in good financial standing with the Town.

An application by an individual may be considered if the request is for an activity that cannot be brought forward by a community organization who meets the application requirements, or when applying for support toward a new, first-time initiative, project, or community event.

IN-KIND/FEE WAIVER GRANT REQUEST ELIGIBLE APPLICANTS:

- Registered non-profit organizations, community associations, or volunteer-led groups operating within Prescott.
- Organizations with a demonstrated benefit to Prescott residents or visitors.
- Applicants in good financial standing with the Town.

ELIGIBLE COSTS & PROJECTS

1. Projects – Organizations can apply for one-time funding related to a specific project of significant benefit to the Town of Prescott. Demonstrated benefit could be cultural, social, humanitarian, environmental, recreational, an economic impact, increase community participation or education, and/or enhance the image of the Town.
2. Enhancement of Organization Effectiveness and Service – This category will assist with start-up funding or provide support/development funding for:
 - a. Internal training programs/personal development opportunities for

- members (i.e. coaching clinics, certification programs, skills and techniques workshops, etc.)
 - b. Equipment needs (training equipment, program equipment)
 - c. Travel to participate in provincial, national, or international activities necessary to the work of the organization
 - d. Expansion of an organization's services
3. Service/Program Delivery – To support the on-going provision of a program or service.
 4. Community Events – This category of funding will assist organizations planning to host events (festivals, concerts, tournaments, conferences, workshops, etc.) open to the Prescott community. The event should be educational, celebratory, or provide an activity that would not otherwise occur in Prescott without the applicant providing it.

INELIGIBLE EXPENSES

The following activities will not be eligible for funding:

1. Flow through funding (where the intent is to redistribute the funding to others)
2. Religious or political activities
3. Activities deemed to be discriminatory
4. Debt retirement, depreciation costs, retroactive or deficit funding
5. Expenses that have already incurred
6. Invitational or discretionary travel
7. Administrative expenses such as wages, office supplies, etc.
8. Building or capital expenses including repairs, maintenance, replacements, etc.

ELIGIBLE IN-KIND SUPPORT

In-kind support refers to non-monetary contributions from the Town of Prescott toward the applicant's project, enhancement, service, program, or community event.

These supports may include:

1. Use of municipal property at reduced or no cost
2. Waiving of permit fees
3. Municipal staff support
4. Use or loan of some Town-owned equipment and/or material and volunteers from your organization may be required to assist staff in providing in-kind support (i.e. picking up materials). Examples could include but are not limited to:
 - Use of stage
 - Use of tables/chairs
 - Use of tablecloths
 - Printing/photocopying

- Advertising efforts

In-kind support contributions may be requested with or without financial contribution requests.

Organizations requesting in-kind support must meet the eligibility requirements and submit the application as set out in this document.

Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged.

User fees for permits and facility use are intended to offset the operating costs of each municipal facility, service, or department. All approved in-kind contributions are funded by taxpayers. As such, the Town of Prescott tracks revenues and expenses associated with all approved requests.

LIABILITY

The Town of Prescott assumes no responsibility for the activities of the organization of group, and takes no responsibility for dealing directly with vendors on behalf of the organization.

All organizations with a successful Community Grants application are required to ensure adequate levels of property and general liability insurance naming the Corporation of the Town of Prescott as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Town of Prescott, either through the CAO's office or by Council resolution.

EVALUATION CONSIDERATIONS

The following criteria will be used to evaluate each application:

1. Demonstrated need for the service, activity, project, program or event in the community
2. Number of local residents served, and duration of activity
3. Ability of the organization to carry out the proposal and achieve desired outcomes (established track record, well developed proposal)
4. Clear goals and expected outcomes
5. Uniqueness of service (no duplication of service; may complement existing service)
6. Number of local volunteers
7. Level of community involvement and/or community partnerships
8. Evidence of financial need for a community grant
9. Addressing barriers to services for Prescott residents at disadvantage
10. Ability to sustain initiative at the end of the funding period

11. Level of community response and ongoing support to the organization, project, enhancement, service, program, or community event

SCORING RUBRIC

Applications will be assessed per stream in the following rubric:

Stream	Category	Description	Weight (%)	Score	Reviewer Notes
Youth Programming					
Youth Programming	Community Impact	Clear benefit to local youth; addresses identified need; inclusive and accessible participation.	30		
Youth Programming	Alignment with Town priorities	Supports recreation, leadership, wellness, and inclusion priorities in the Town's strategic direction.	25		
Youth Programming	Feasibility	Realistic plan, achievable outcomes, clear timeline and budget.	20		
Youth Programming	Capacity	Demonstrated ability to deliver the program; experience, partnerships, and volunteer support.	15		
Youth Programming	Innovation/Collaboration	Encourages creativity, new opportunities for youth engagement, or collaboration with other groups.	10		
TOTAL			100	0	
Strat Plan Alignment					
Strat Plan Alignment	Community Impact	Demonstrated community benefit; increases local	30		

		participation, engagement, or beautification.			
Strat Plan Alignment	Alignment with Town priorities	Supports civic pride, volunteerism, heritage, or community development goals.	25		
Strat Plan Alignment	Feasibility	Clear, practical plan with achievable outcomes and realistic costs.	20		
Strat Plan Alignment	Capacity	Experience with volunteer coordination, project management, and sustainability.	15		
Strat Plan Alignment	Innovation/Collaboration	Builds partnerships, enhances volunteer retention, or introduces creative community approaches.	10		
TOTAL			100	0	
Tourism Initiatives					
Tourism Initiatives	Impact & Alignment (Tourism/Economic)	Project enhances tourism or cultural engagement; measurable visitor/economic benefit.	30		
Tourism Initiatives	Feasibility & Readiness	Realistic plan, timeline, and resources for tourism initiatives.	25		
Tourism Initiatives	Partnerships & Collaboration	Collaboration with local businesses or tourism partners.	20		
Tourism Initiatives	Organizational Capacity	Experience and capacity to deliver tourism projects.	15		
Tourism Initiatives	Budget & Financial Need	Budget clarity, including revenue or in-kind support.	10		

TOTAL	100	0
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APPLICATION FORM REQUIREMENTS

There will be two (2) in-take periods per year. Generally, applicants are encouraged to apply in only one in-take, to cover requests for the year. Application deadlines will be published annually, typically occurring in December and June. At the first in-take, up to 85% of the funding will be allocated, and the remaining 15% at the second in-take.

Failure to meet these requirements will result in the application not being considered:

- Application must be complete and legible
- Submitted prior to the deadline of December 19, 2025 at 3:00 p.m.
 - Mail:

Corporation of the Town of Prescott,
Attn: Samantha Joudoin-Miller
360 Dibble Street West, P.O. Box 160
Prescott, Ontario, KOE 1T0
 - By Email: sjoudoinmiller@prescott.ca
 - Online Form: [INSERT LINK HERE]

APPROVAL

Organizations will be notified by email by the Community Services department or designate; the letter will indicate whether the applicant was successful, or not; and identify the total amount of funds and/or in-kind support awarded.

NOTIFICATION & REPORTING

Notification and acceptance will take place after the annual municipal budget process. The Town of Prescott budget process timelines can vary, and applicants need to take into account that approvals may not be granted in a time that suits the particular needs of the organization, project, or event.

The Town of Prescott may at any time wish to verify the approved funding and therefore a site visit or further information may be required. If the organization has not spent the funds by December 31, 2026 for the specific approved use, the funds are to be returned to the Town of Prescott.

The successful recipient will keep proper books and records of the grant received, project activities and of all expenditures using grant funding. A report identifying how the funds were used is required to be submitted to the Town of Prescott by

December 31, 2026.

Following the completion of the project, enhancement, program or event, the approved applicant must also submit a post-project report which explains all costs and revenues, and outcomes, or how the funds or in-kind supports were used as benefit to the Town of Prescott. Failure to submit this information may result in the refusal of future grants to your organization. Please describe project outcomes, such as number of those benefiting from the project, attendees to an event, economic impact, etc. If your financial report indicates a profit, please describe how these funds will be used.

ACKNOWLEDGEMENT OF SUPPORT

Any contributions made by the Town of Prescott through funding or in-kind support shall be acknowledged on any promotional material, websites, and social media site.(i.e. *"Supported by the Town of Prescott "*)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The applicant acknowledges that any information or documents provided by them to the Town may be released pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.

The applicant should familiarize themselves with all provincial legislation and regulations, Town by-laws, and policies or other matters that may affect their proposal.

Applications will be reviewed in an open, public meeting format of Committee and Council.

Stream	Category	Description	Weight (%)	Score	Reviewer Notes
Youth Programming					
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Youth Programming	Alignment with Town priorities	Supports recreation, leadership, wellness, and inclusion priorities in the Town's strategic direction.	25		
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Youth Programming	Innovation/Collaboration	Encourages creativity, new opportunities for youth engagement, or collaboration with other groups.	10		
TOTAL			100	0	
Strat Plan Alignment					
Strat Plan Alignment	Community Impact	Demonstrated community benefit; increases local participation, engagement, or beautification.	30		
Strat Plan Alignment	Alignment with Town priorities	Supports civic pride, volunteerism, heritage, or community development goals.	25		
Strat Plan Alignment	Feasibility	Clear, practical plan with achievable outcomes and realistic costs.	20		
Strat Plan Alignment	Capacity	Experience with volunteer coordination, project management, and sustainability.	15		
Strat Plan Alignment	Innovation/Collaboration	Builds partnerships, enhances volunteer retention, or introduces creative community approaches.	10		
TOTAL			100	0	
Tourism Initiatives					
Tourism Initiatives	Impact & Alignment (Tourism/Economic)	Project enhances tourism or cultural engagement; measurable visitor/economic benefit.	30		
Tourism Initiatives	Feasibility & Readiness	Realistic plan, timeline, and resources for tourism initiatives.	25		
Tourism Initiatives	Partnerships & Collaboration	Collaboration with local businesses or tourism partners.	20		
Tourism Initiatives	Organizational Capacity	Experience and capacity to deliver tourism projects.	15		
Tourism Initiatives	Budget & Financial Need	Budget clarity, including revenue or in-kind support.	10		
TOTAL			100	0	



STAFF REPORT TO COUNCIL

Report No. 73-2025

Date: 10/20/2025

From: Matt Locke, Director of Operations

RE: Leo Boivin Community Centre – Maintenance Recommendations

Recommendation:

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

Background:

The Town of Prescott hired EVB Engineering and Architecture 49 to complete a Building Condition Assessment of the Leo Boivin Community Centre. The scope was to assess architectural, structural, mechanical and electrical conditions of the building. Further, the report made recommendations on the remaining useful service life of the building and made recommendations as to what repairs could be completed to extend the useful service life of the building. The conclusion of the Building Condition Assessment notes that if high priority deficiencies are addressed the service life remaining in the building is 15 to 25 years. If these high priority deficiencies are not addressed service life remaining expected is 5 to 10 years.

This report provides comments on each building component as assessed by EVB and A49. It makes staff recommendations on which items to consider for repair, which to continue to monitor, and which components to leave in their existing condition.

Below is analysis of each building component identified in the condition assessment and includes staff comments and estimated year for the repair to occur provided by staff. Priority, Budget and Description are provided by EVB and A49. Staff have made recommendations for items to be replaced in 2026, 2027 or in the five year period from 2028-2032 with the intention of addressing concerns flagged in the condition assessment over this seven year time frame.

Alternatives:

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Item	Description	Level	Est Cost	Staff Comments	Est Repair Year	Budget
	1.0 Foundation and Slabs					
1.1	Northwest storage room settlement and step cracking.	High	See 3.1	Room has now been permanently closed	-	-
1.2	Northeast foundation cracking, scaling, and spalling. Crack/scaling repair.	Med	3,000	Requires masonry contractor to make spot repairs to cracked and scaled areas. Combine repair with 3.2.	2028-2032	3,000
1.3	Slab on grade cracking	Low	7,000	No action currently. Will monitor and have it inspected again in 2030	-	-
	Subtotal		10,000			3,000
	2.0 Roof Structure					
2.1	Moderate corrosion noted on unpainted portion of purlins, purlin support clips, and main frame splice plates.	High	100,000	Requires industrial contractors to peel back vapor barrier, remove rust from all structural members, seal and paint supports.	2026	100,000
2.2	Mild spot corrosion noted on underside of frames	Med	See 2.1	To be completed as part of repair for deficiency 2.1	2026	-
2.3	Mild corrosion noted on unpainted frame areas (restricted inspection)	Med	See 2.1	To be completed as part of repair for deficiency 2.1	2026	-
	Subtotal		100,000			100,000

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	3.0 Walls					
3.1	Northwest storage room settlement and step cracking.	High	40,000	Room has now been permanently closed. There could be a potential future cost if demolition is required, but at this time we have closed all access.	-	- (40,000 if req'd)
3.2	Zamboni room step crack and spalled blocks	High	3,000	Requires masonry contractor to make spot repairs to step crack and spalled blocks. Combine repair with 3.2	2028-2032	3,000
3.3	Southeast exit door. Block crack above west side of exit door.	Med	2,000	Monitor to ensure it is not worsening. Review in 5 years. Will require masonry contractor if repair is required.	2028-2032	2,000
3.4	Vertical crack/movement noted at joint between front entry block walls and west end wall block	Med	6,000	Monitor to ensure it is not worsening. Review in 5 years. Will require masonry contractor if repair is required.	2028-2032	7,000
	Subtotal		51,000			12,000 – (52,000 if req'd)

	4.0 Mezzanine / Platforms					
4.1	Corridor south from Norm Fortier Room, design review of wood floor joists recommended. Joist notched at bearing/	High	3,000	Room is being closed permanently. Currently being used for storage. All storage must be removed before the end of the year.	-	-
4.2	Score clock service platform design review recommended	High	2,500	Have EVB complete review of platform	2026	2,500
4.3	Fire Rating of mezzanine floors	High	50,000	Room is being closed permanently at the end of the year.	-	-
	Subtotal		55,500			2,500
	5.0 Exterior					
5.1	North faced repair damaged metal siding and flashing	Med	3,500	Staff to repair to metal siding. Cost to be absorbed in operating budget.	-	-
5.2	Northwest Storage, infill exterior wall.	High	See 3.1	Room now permanently closed	-	-
5.3	North exterior wall, interior wall ongoing	High	-	Room now permanently closed	-	-
5.4	Missing soffit	Low	500	Low priority item. Monitor and plan to repair in future.	2028-2032	500
5.5	Exhaust caps taped	Low	3,000	Low priority item. Monitor and plan to repair in future.	2028-2032	3,000

None

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5.6	Caulking/Sealant to be replaced	Low	8,000	Low priority item. Monitor and plan to repair in future.	2028-2032	8,000
	Subtotal		15,000			11,500
	6.0 Roofing		-	Unable to review	-	-
	7.0 Flooring					
7.1	Anti-slip warning tape and/or tactile indicators at sports entry points and stairs	High	2,000	Staff to install anti-slip tape and entry points to arena floor and stairs to changerooms	2026	2,000
	Subtotal		2,000			2,000
	8.0 Doors and Hardware					
8.1	Replace exterior hollow-metal exit doors, frames and hardware. Provide self-closing devices, panic sets, weather stripping, thresholds, drip edge flashing along headers	High	50,000	Existing doors to remain. Main doors have electronic locks and accessible features. All other exterior doors are for emergency and/or staff use only. Arena floor and changerooms have stair access, so creating additional accessible exterior entrances is not priority for this facility.	-	-
8.2	Exterior doors perimeter sealant requires replacement	Med	2,500	Staff to repair and replace damaged	2027	2,500

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				perimeter sealant		
8.3	Replacement of door hardware, provide latch set and self-closing devices with hold open	Med	8,000	Existing hardware to remain. Will replace individual components if they are damaged moving forward.	-	-
8.4	Barrier-Free Operators	High	15,000	Staff recommending not installing. The arena floor and change rooms are not barrier-free. Main entrance is barrier-free.	-	-
8.5	Mezzanine corridor, replace interior hollow metal egress door, frame & hardware	Med	8,000	Mezzanine to be permanently closed at the end of the year	-	-
	Subtotal		83,500			2,500
	9.0 Windows					
9.1	Exterior windows perimeter sealant requires replacement	Med	1,500	Staff to repair/replace sealant for exterior windows	2027	1,500
9.2	Replace exterior windows	Med	8,000	Staff to reevaluate condition of windows in 5 years, will only replace windows as required	2028-2032	8,000
	Subtotal		9,500			9,500
	10.0 Bleachers/Stands			No current recommendations		
	Subtotal		-			-

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	11.0 Stair/Exist Stairs					
11.1	South exterior stair and platform design review recommended. Corrosion on guard. Height of guard, pickets, and stair risers not code compliant.	High	45,000	Mezzanine closes permanently at end of the year. Staff to work with EVB to decommission and remove exterior stairs.	-	-
11.2	Fuel fired appliance install in stairwell	High	25,000	Move/replace appliance or create enclosure as required to meet code.	2027	25,000
11.3	Stairwell not separated from remainder of building by a fire separation	High	10,000	Repair stairwell as required to meet code	2027	10,000
	Subtotal		80,000			35,000
	12.0 Washrooms					
12.1	Barrier-Free Washroom Accessories & faucet/levers	High	2,000	Staff recommendation to convert existing women's washroom in lobby to two individual accessible washrooms	2026	10,000
	Subtotal		2,000			10,000
	13.0 Dressing Rooms					
13.1	Provide painted steel railings &/or guards for interior stairs at each change room entry/ corridor location	High	20,000	Install anti-slip caution tape at each changeroom stairwell in 2026. Install prefabricated handrail at each changeroom stairwell in 2027.	2027	20,000

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	Subtotal		20,000			20,000
	14.0 Canteen/Kitchen					
14.1	Existing aluminum shutters to be fire rated	High	10,000	Canteen no longer used as a commercial kitchen. Existing deep fryers to be physically removed. Used for minor food preparation only.	-	-
14.2	Misc. Fire separation items	High	10,000	Canteen no longer used as a commercial kitchen. Existing deep fryers to be physically removed. Used for minor food preparation only.	2027	10,000
	Subtotal		20,000			10,000
	15.0 Lobby/ Viewing Area/Offices/Service Rooms					
15.1	Fuel fired appliance and misc. fire separation items	High	6,000	Staff to work with EVB to determine code compliance requirements for office and lobby with canteen no longer in regular operation	2027	6,000
15.2	Duct work penetration with no fire damper	High	2,000	Staff to work with EVB to determine code compliance requirements for office and lobby with canteen no longer in regular operation	2027	2,000

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15.3	Piping penetration with no fire damper	High	2,000	Staff to work with EVB to determine code compliance requirements for office and lobby with canteen no longer in regular operation	2027	2,000
	Subtotal		10,000			10,000
	16.0 Plumbing					
16.1	Replace fixture handles in referee room and dressing room 1. Replace shower drain grate in dressing room 2	Med	400	Staff to replace fixture handles. Drain grate is low priority as changerooms showers no longer in regular use	2026	400
16.2	Install trap seal primers for floor drains	High	5,000	Staff to work with EVB to further clarify this item. Intention is to defer this work unless changerooms begin to be used regularly.	-	- (5000 if req'd)
16.3	Replace urinal and modify urinal plumbing trap in dressing room 2	High	1,500	Replace urinal and plumbing trap	2027	1,500
16.4	Replace men's washroom toilets	Low	1,000	Low priority. Will replace as required. No immediate bulk replacement required	2028-2032	1,000
16.5	Replace men's washroom lavatory faucet	High	100	Replace faucet	2026	100

Financial Implications:

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16.6	Install a trap in the condensate drainage piping service the furnace in the men's washroom	High	500	Install a trap in this condensate drainage	2026	500
16.7	Replace in Zamboni room	Low	300	Room no longer in use, do not replace sink at this time	-	-
16.8	Replace faucet in dressing room 3	Med	100	Replace faucet	2028 - 2032	100
16.9	Install insulation on exposed water distribution piping	Low	5,000	Monitor for now, no immediate action. No known issues with water insulation.	-	-
16.10	Install a backflow preventer downstream of water meter and an expansion tank to serve hot water to mechanical room	High	2,500	Not required at this time as Zamboni room is not in use	-	-
16.11	Reorient tee-wye fitting servicing lavatory in women's washroom	Low	500	Reorient/replace fitting	2028-2032	500
16.12	Repair storm drainage pipe insulation in women's washroom	Low	100	Repair/replace insulation	2028-2032	100
16.13	Repair canteen kitchen sink faucet and pre-rinse sprayer	Med	750	Repair/Replace canteen sink faucet	2028-2032	750
16.14	Install grease interceptor for canteen kitchen drainage system	High	2,500	No action required. Canteen no longer using deep fryers or operating as commercial kitchen	-	-
16.15	Replace first aid room lavatory	Low	500	Replace lavatory	2028-2032	500

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16.1 6	Replace water heaters	Med	10,000	Monitor water heater condition. Have them inspected and tested in 5 years. Will replace if required	2028-2032	10,000
16.1 7	Perform imaging of plumbing below slab	High	5,000	Not completing at this time. No known issues with plumbing backups. Very little plumbing use now compared to pre-2018 use of facility.	-	-
16.1 8	Replace below slab plumbing	Low	400,000	Not completing at this time. No known issues with plumbing backups. Very little plumbing use now compared to pre-2018 use of facility.	-	-
	Subtotal		435,750			14,500 – (19,550 if req'd)
	HVAC Systems					
17.1	Replace gas-fired furnaces	Med	35,000	Monitor the existing furnaces and have them inspected at regular intervals. Building is not heated and cooled year-round, and so expected service life of HVAC	2028-2032	- (35,000 if req'd)

				units is longer than a typical use. Will replace units if required		
17.2	Replace tube heaters	Medium	7,500	No immediate plan to replace tube heaters. Heaters are small and sized to heat bleachers and not the arena floor slab. If building use changes staff would recommend sizing commercial forced air heaters to heat arena floor area.	-	-
17.3	Install fire dampers in duct penetrations through fire-rated walls	High	4,000	HVAC contractor required to install fire dampers. Note that contracted service required for all items in HVAC section.	2027	4,000
17.4	Replace unit heaters in mechanical room and Zamboni room	Med	8,000	No replacement at this time. Staff do not regularly use these spaces as there is no more arena function.	-	-
17.5	Replace all wall mounted exhaust fans and weather hoods. Include occupancy sensors.	High	2,000	Replace fans in changerooms and washrooms only. Mechanical room and referee	2027	2,000

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				room not required.		
17.6	Replace centrifugal exhaust fan above scoreboard	High	1,500	Replace exhaust fan	2027	1,500
17.7	Replace upblast exhaust fan servicing canteen range hood	High	1,500	Canteen not currently used for food service. Replacement not required at this time.	-	-
17.8	Replace ceiling exhaust fans. Include occupancy sensors for women's washroom	High	200	Replace ceiling exhaust fan in washroom. Do not replace in minor hockey kitchen	2027	200
17.9	Replace VAV box and damaged ductwork	High	4,000	Replace/repair duct work and replace VAV box	2027	4,000
17.10	Replace main building motorized intake louver and weather hood	High	750	Replace louver and hood	2027	750
17.11	Replace mechanical room intake louver	Med	250	Mechanical no longer in regular use. Do not replace at this time.	-	-
17.12	Replace air supply fan serving canteen	High	1,500	Replace fan. Recreation Attendants use canteen during ticketed events	2027	1,500
17.13	Indoor Air Quality Assessment	High	5,000	Contractor to install air quality monitors	2026	5,000
	Subtotal		71,200			18,950 – (53,950 if req'd)
	18.0 Fire Suppression Systems					

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18.1	Perform inspection of fire extinguishing systems	High	750	Complete. Inspection done annually.	-	-
	Subtotal		750			-
	19.0 Electrical					
19.1	Replacement of Fire Alarm control panel and initiating devices. Assumes wiring can be re-used.	Low	25,000	Existing panel replaced in recent years along with electronic locks and alarm system. System inspected annually.	-	-
19.2	Replacement of end of service life distribution panels and equipment throughout the building in a like-for-like fashion.	Med	95,000	No planned replacement of panels at this time. Panels are tested in advance of large events and new facility uses (e.g. summer festivals, trade shows, etc.). Additional panels have been added in recent years to south side of building. Will continue to monitor.	-	- (95,000 if req'd)
19.3	Replacement/upgrade of electrical distribution panels, equipment and devices in Zamboni room due to heavy corrosion and end of service life.	High	20,000	Panel and equipment likely to require replacement due to condition in next five years	2028-2032	20,000
19.4	Interior lighting retrofit. All areas except for rink. Replace existing	High	15,000	Staff to prioritize spaces that are regularly used.	2028-2032	15,000

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	fluorescent fixture with modern LED equivalents in like-for-like fashion			Lobby, staff office, changerooms 2 and 4.		
19.5	Replace damaged emergency lighting and exit fixture	Med	500	Replace signage	2026	500
	Subtotal		155,500			35,500 - (130,500 if req'd)
	Total		1,121,700			297,900 - (472,900 if req'd)

The initial total presented in the Building Condition Assessment was \$1,121,700. Review the staff recommendations the items recommended for repair/replacement are a proposed total of \$297,900. There is an additional \$175,000 identified in items not proposed for replacement, but that will be continued to be monitored in case further deterioration occurs. The largest individual item is \$100,000 to repair corrosion to the roof support beams (deficiency 2.1). Staff are recommending proceeding with this repair in 2026 along with some other high priority items. The corrosion repair may take more than one year to complete, but budget will be requested in 2026 in case it can be repaired all at once. Due to this large expense, the proposed budget for repairs in 2026 is the largest budget request to address the items identified in the condition assessment. The proposed budget in 2027 is expected in the range of \$94,450. After that the remaining \$82,450 will be budget over the five-year period of 2028-2032.

Staff will be proposing budget requests as part of the annual budget process to fund the items identified in the condition assessment.

Proposed 2026 Budget Request - \$121,000
Proposed 2027 Budget Request - \$94,450
Proposed 2028-2032 Budget Request - \$82,450
Total - \$297,900

The amounts outlined above could be funded by the Dedicated Infrastructure Reserve.

Attachments:

None

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 42-2025

**A BY-LAW TO APPOINT BUILDING INSPECTORS FOR THE CORPORATION OF
THE TOWN OF PRESCOTT**

Being a by-law to appoint Building Inspectors for the Corporation of the Town of Prescott.

WHEREAS in accordance with Section 3(1)(2) of the *Ontario Building Code Act, 1992* S.O. c. 23, as amended, the Town of Prescott is required to appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act.

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

1. That Brock McPherson is hereby appointed as Building Inspector for the Town of Prescott under the direction and authority of the Chief Building Official and shall perform the duties of the Building Inspector as set out in the *Building Code Act, 1992, S.D. 1992, c. 23*, as amended.
2. This by-law shall take effect and come into force and take effect upon the date of passing.
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 20th DAY OF
OCTOBER 2025.**

Mayor

Clerk

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Klewning

RESOLUTION NO.: 14

Whereas drowning is one of the leading causes of preventable deaths among children in Ontario and research by the Lifesaving Society of Ontario shows that most children who drown never intended to be in the water; and

Whereas evidence demonstrates that even basic swimming and water survival skills significantly reduce the risk of drowning; and

Whereas many children in Ontario do not have equitable access to swimming lessons outside of school due to financial, cultural or geographic barriers; and

Whereas several municipalities across Ontario have expressed strong interest in improving water safety education for children; and

Whereas the Ministry of Education has the authority to incorporate water safety and survival training into the regular elementary school curriculum as a universal, life-saving skill comparable to fire safety and road safety instruction;

Therefore, be it resolved that the Council of The Corporation of The City of Dryden respectfully urges the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario and all Ontario municipalities, with a request for their endorsement.

RECORDED VOTE			DECLARATION UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT	
			Councillors who have declared an interest, abstained from discussion and did not vote on this question.	
Council	Yes	No		
Councillor C. Klewning				
Councillor B. Latham				
Councillor M. MacKinnon				
Councillor R. Noel				
Councillor M. Price				
Councillor B. Tardiff				
Mayor J. Harrison				
TOTALS			Disposition of Resolution (Check One)	
			Carried X	Defeated

MAYOR: Harrison



AMANDA FUSCO

Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.904.1402 Fax: 519.741.2705
amanda.fusco@kitchener.ca
TTY: 519-741-2385

SENT VIA EMAIL

September 26, 2025

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 25, 2025, passed the following resolution regarding postage:

"WHEREAS Postage costs have seen significant increases, including 25% in 2025 alone;

WHEREAS paper billing has a further environmental cost in both materials (trees) and transportation;

WHEREAS paper billing is increasingly being displaced by environmentally friendly and cost-efficient e-billing;

WHEREAS the Municipal Act indicates the right to a paper bill, and cost-recovery fees for paper billing for tax, and utility bills are unclear;

THEREFORE BE IT RESOLVED that Kitchener City Council request the Province of Ontario to amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;

THEREFORE BE IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario for their consideration and possible endorsement."

Yours truly,

A handwritten signature in dark ink, appearing to read "A. Fusco". The signature is fluid and cursive, with a horizontal line drawn underneath it.

A. Fusco
Director of Legislated Services & City Clerk

Cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Association of Municipalities Ontario (AMO)
Sloane Sweazey, Senior Policy Advisor, City of Kitchener
Ontario Municipalities

For immediate release

Kingston/Sept. 24, 2025

The South East Health Unit (SEHU) Board of Health met today in Kingston for their regular monthly meeting. The [agenda package](#) is available online.

Statement on National Day for Truth and Reconciliation

Board Chair Jan O'Neill recognized the importance of National Day for Truth and Reconciliation with the following statement:

I want to take this opportunity to acknowledge National Day for Truth and Reconciliation, which is on September 30. As we honour the survivors of residential schools, their families, and communities, we acknowledge that public health has a vital role to play in addressing the lasting legacies of colonialism. South East Public Health is committed to reconciliation with Indigenous Peoples in what we now call Canada. National Day for Truth and Reconciliation is an opportunity to learn and acknowledge the history of residential schools, intergenerational trauma, and anti-Indigenous racism in the health-care system and beyond. It is also an opportunity to reflect on the work ahead of us as we make a commitment to integrating health equity efforts into our daily work. We recognize that this critical work requires meaningful action, reflection, and dialogue that is not limited to a single day but sustained throughout the year.

Municipal levies

The Board approved a motion to harmonize municipal levies across the SEHU region, using a phased approach over the next five years to achieve a targeted funding ratio of 67.5 per cent provincial and 32.5 percent municipal funding. To offset the impact of the levy harmonization to municipalities in Leeds, Lanark & Grenville, Hastings and Prince Edward Counties, the provincial government has committed to providing approximately \$4.3 million in merger funding over three years. The levy harmonization will allow all legacy agencies to sustain programs and services.

For a detailed analysis, please refer to the Board package.

Merger updates

A progress update on merger activities was provided to the Board. The activities underway include, but are not limited to:

- Work to launch the new Southeast Public Health (SEPH) brand, in phases, with priority materials unveiled on Sept. 29.
- Work to launch of SEPH's minimally viable website on Sept. 29, which will provide the public with a branded landing page, including content that represents the new organization. The website will showcase the new brand identity, while redirecting the public to the legacy websites for region-specific content. Over the next few months, the website project team will be developing the full site with an aim to officially launch in March 2026.
- Work to select a single Electronic Medical Record (EMR) solution for SEHU.
- Drafting a harmonized policy and approach to client service standards.
- Developing harmonized medical directives.
- Harmonizing compensation (wages, benefits, and other terms and conditions of employment) for unionized employees following the Public Sector Labour Relations Transition Act. The next steps are written submissions and a consultation between all parties and the Ontario Labour Relations Board arbitrator in mid-October.

Governance Committee update

The Board passed a motion to hold all meetings at the Kingston office on Portsmouth Avenue going forward. The meetings will have an option for in-person or virtual attendance.

Meetings

The next meeting of the Board is Oct. 22, 2025 in Kingston.

-30-

Media contact:

Maureen Hyland, Communications Specialist

hyland.maureen@hpeph.ca

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The United Counties of Leeds and Grenville

Resolution No. CC- 117 - 2025

Date: September 10, 2025

Moved by

Tory Deschamps

Seconded by

Jeff Shaver

WHEREAS the Province of Ontario, through the *Integrated Energy Plan 2025 – Energy for Generations*, has directed the Independent Electricity System Operator (IESO) and Ontario Energy Board (OEB) to adopt a more integrated, collaborative, and forward-looking approach to electricity system planning; and

WHEREAS the directives call for the establishment of Major Project Identification Committees (MPICs) in electricity planning regions by December 31, 2025, to better anticipate and coordinate major load growth and infrastructure needs; and

WHEREAS the St. Lawrence Region—including municipalities served by Hydro One and Rideau St. Lawrence Power—faces significant electricity infrastructure constraints that are currently limiting investment, job creation, and economic development; and

WHEREAS the 2021 Needs Assessment and 2022 Regional Infrastructure Plan failed to adequately reflect the region's growth potential and infrastructure needs, leaving communities at risk of missed opportunities until the next planning cycle begins in 2026; and

WHEREAS Cornwall Electric, serving the eastern portion of the region, benefits from a unique Power Purchase Agreement with Hydro-Québec, while the rest of the region remains at the furthest end of Ontario's bulk electricity system and faces ongoing limitations; and

WHEREAS municipalities across the region have expressed a shared interest in proactively coordinating energy planning to ensure local priorities are reflected in provincial forecasting and infrastructure development; and

WHEREAS the region is home to strategic energy assets, growing industrial demand, and a strong network of aligned municipal councils, economic development directors, and industry leaders ready to collaborate.

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Leeds and Grenville formally supports the creation of a *St. Lawrence Region Energy Task Force* to serve as a pilot model for proactive, integrated energy planning in Ontario; and

THAT this Task Force be established in partnership with the Ministry of Energy and Mines, the IESO, and other relevant provincial agencies, with a locally driven terms of reference that reflects the unique needs and opportunities of the St. Lawrence Region; and

THAT the Council urges the Honourable Stephen Lecce, Minister of Energy and Mines, to direct the IESO to begin immediate work with regional stakeholders to establish the St. Lawrence Region Energy Task Force ahead of the December 2025 MPIC deadline; and

THAT a copy of this resolution be forwarded to:

- The Honourable Stephen Lecce, Minister of Energy and Mines
- The Honourable Sam Oosterhoff, Associate Minister of Energy – Intensive Industries
- Steve Clark, MPP, Leeds–Grenville–Thousand Islands and Rideau Lakes
- The Independent Electricity System Operator (IESO)
- The Ontario Energy Board (OEB)
- United Counties of Leeds and Grenville
- All municipalities within the St. Lawrence Region

Carried ☒ Defeated ☐ Deferred ☐


Corinna Smith-Gatcke, Warden

September 15, 2025

Chris Gauthier
City Clerk
via email: cgauthier@brantford.ca

Dear Mr. Gauthier,

During the September 8, 2025 regular meeting of Council, the resolution circulated by the City of Brantford was brought forward for discussion and consideration with the following resolution passed.

MOVED: Joel Field SECONDED: Ross O'Hara

WHEREAS similar concerns have been raised by this council in relation to concerns around bail reform, as identified at our local detachment level.

THAT the Council of the Town of Petrolia supports the City of Brantford; and

THAT confirmation of council support be sent to the Attorney General of Ontario Doug Downey, Premier of Ontario, Minister of Justice and Attorney General of Canada Sean Fraser, MP Marilyn Gladu, MPP Bob Bailey, the Lambton Group OPP Detachment Board, AMO, and all Ontario Municipalities.

CARRIED.

Kind regards,

Original Signed

Mandi Pearson
Director of Legislative Services, Clerk | Deputy Operations

cc: Hon. Doug Ford, Premier of Ontario, premier@ontario.ca
Hon. Doug Downey, Attorney General of Ontario Doug.Downey@pc.ola.org
Hon. Sean Fraser Minister of Justice and Attorney General of Canada sean.fraser@parl.gc.ca
MP Marilyn Gladu, Sarnia-Lambton-Bkejwanong Marilyn.gladu@parl.gc.ca
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
The Association of Municipalities of Ontario (AMO) - amo@amo.on.ca , policy@amo.on.ca
Lambton Group OPP Detachment Board lambtongroupodb@gmail.com
All Ontario municipalities

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca

Page 57 of 62





Proclamation Local Government Week October 20-26, 2025

WHEREAS local government is the order of government that is closest to the people, providing essential services that enhance quality of life, promote community well-being, and support economic and environmental sustainability; and

WHEREAS Local Government Week provides an opportunity to increase public awareness of the important role municipal government plays in our daily lives and to encourage civic engagement among residents of all ages; and

WHEREAS municipalities in Ontario are responsible for delivering a wide range of services, including infrastructure maintenance, public safety, recreation, planning, environmental management, and community development; and

WHEREAS the Council of the Town of Prescott is committed to transparent, accountable, and responsive governance that reflects the needs and values of our residents; and

WHEREAS it is important to recognize the dedication of municipal elected officials, staff, and volunteers who work to make our community a better place to live, work, and play;

NOW THEREFORE I, Gauri Shankar, Mayor, do hereby proclaim October 20th to 26th, 2025 as “Local Government Week” in the Town of Prescott and encourage all residents to learn more about their local government and to participate in civic activities that strengthen our community.

Dated this 20th day of October, 2025.

Gauri Shankar, Mayor



Proclamation Public Library Week October 20-26, 2025

WHEREAS public libraries play an essential role in strengthening our communities by providing equitable access to information, fostering literacy and lifelong learning, and supporting people of all ages and backgrounds; and

WHEREAS libraries are more than just buildings with books — they are inclusive community hubs that encourage creativity, innovation, and connection through technology, programs, and services; and

WHEREAS library staff and volunteers work tirelessly to support residents by offering welcoming spaces for discovery, engagement, and personal growth; and

WHEREAS Public Library Week is an opportunity to recognize the vital contributions libraries make to our quality of life, economic development, and civic engagement; and

WHEREAS this year's theme, "*Libraries Build Community*," highlights how libraries bring people together, spark imagination, and strengthen the fabric of our towns and cities;

NOW THEREFORE I, Gauri Shankar, Mayor, do hereby proclaim October 20th to 26th, 2025 as "Public Library Week" in the Town of Prescott and encourage all residents to visit and celebrate the contributions of our local public library to learning, literacy, and community life.

Dated this 20th day of October, 2025.

Gauri Shankar, Mayor



Proclamation Small Business Week October 20-26, 2025

WHEREAS small businesses are the backbone of our local economy, representing the hard work, creativity, and determination of entrepreneurs who invest in our community and its people; and

WHEREAS Small Business Week is a time to celebrate and recognize the entrepreneurs, innovators, and risk-takers who drive economic growth, create employment opportunities, and build the vibrant character of our Town; and

WHEREAS from emerging start-ups to long-standing family enterprises, small businesses play an essential role in shaping the identity and prosperity of Prescott — enriching our downtown, supporting local events and initiatives, and fostering a strong sense of community pride; and

WHEREAS as Canada enters a new era of innovation and transformation, our local businesses continue to demonstrate resilience, adaptability, and vision, contributing to a sustainable and thriving future for all; and

WHEREAS it is important to acknowledge the ongoing efforts of organizations, business associations, and community partners that support small business success and economic development in Prescott.

NOW THEREFORE I, Gauri Shankar, Mayor, do hereby proclaim October 20th to 26th, 2025 as “Small Business Week” in the Town of Prescott and encourage everyone to shop local, show support, and celebrate the small businesses that make our community strong.

Dated this 20th day of October, 2025.

Gauri Shankar, Mayor



Proclamation
25th Annual Child Care Worker and Early Childhood
Educator Appreciation Day
October 21, 2025

WHEREAS years of research confirms the benefits of high-quality early learning and child care for young children’s intellectual, emotional, social, and physical development and later life outcomes; and

WHEREAS child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

WHEREAS trained and knowledgeable educators—including Registered Early Childhood Educators and other qualified professionals—are essential to the quality of early years and child care programs, including licensed child care, EarlyON programs, child life programs, and full-day kindergarten; and

WHEREAS the dedication, compassion, and expertise of all child care professionals will be vital to the success of the Canada-Wide Early Learning and Child Care system.

NOW THEREFORE I, Gauri Shankar, Mayor, do hereby proclaim October 21st, 2025 as “Child Care Worker & Early Childhood Educator Appreciation Day” in the Town of Prescott in recognition of the education, dedication, and commitment of all child care professionals to children, their families, and the quality of life in our communities.

Dated this 20th day of October, 2025.

Gauri Shankar, Mayor

**THE CORPORATION OF THE
TOWN OF PRESCOTT**

BY-LAW NO. 43-2025

**A BY-LAW TO ADOPT THE PROCEEDINGS OF THE
COUNCIL MEETING HELD ON OCTOBER 20, 2025.**

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 20th DAY OF OCTOBER 2025.

Mayor

Clerk