



**PRESCOTT TOWN COUNCIL  
AGENDA**

**October 6, 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 October 6, 2025 be approved as presented.

- 3. Declarations of Interest**
- 4. Presentations**
  - 4.1 Alphabet Creative - Updated Prescott Visual Identity**

5.	<b>Delegations</b>	
6.	<b>Minutes of the previous Council meetings</b>	
6.1	<b>September 15, 2025</b>	6
	<b>RECOMMENDATION</b>	
	That the Council minutes dated September 15, 2025, be accepted as presented.	
7.	<b>Communications &amp; Petitions</b>	
7.1	<b>Solicitor General Correspondence</b>	15
8.	<b>Consent Reports</b>	
	<i>All matters listed under Consent Reports are to be considered routine and will be enacted by one motion. Should a member wish an alternative action from the proposed recommendation, the member shall request that the item be moved to the applicable section of the agenda.</i>	
	<b>RECOMMENDATION</b>	
	That all items listed under the Consent Reports section of the agenda be accepted as presented.	
8.1	<b>Information Package (under separate cover)</b>	
9.	<b>Committee Reports</b>	
10.	<b>Mayor</b>	
11.	<b>Outside Boards, Committees and Commissions</b>	
12.	<b>Staff</b>	
12.1	<b>Staff Report 64-2025 - Prescott Branding and Marketing Strategy - Revised Visual Identity</b>	17
	<b>RECOMMENDATION</b>	
	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.	
<b>12.2 Staff Report 65-2025 - Rescinding Notices of Intention to Designate</b>	<b>19</b>
<b>RECOMMENDATION</b>	
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:	
<ul style="list-style-type: none"> <li>• 388 Centre Street</li> <li>• 408 East Street</li> </ul>	
AND THAT Council direct the Heritage Advisory Committee to update the draft by-laws with new formats provided by Heritage Professional Consultants.	
<b>12.3 Staff Report 66-2025 - Request to Remove Heritage Designation - 356 East Street</b>	<b>21</b>
<b>RECOMMENDATION</b>	
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.	
<b>12.4 Staff Report 67-2025 - Stop Up and Close Policy</b>	<b>30</b>
<b>RECOMMENDATION</b>	
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.	
<b>12.5 Staff Report 68-2025 - 2025 Pumpkin Parade</b>	<b>42</b>
<b>RECOMMENDATION</b>	
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.	
<b>12.6 Staff Report 69-2025 - Summer Cold Lunch Pilot Program Review</b>	<b>45</b>
<b>RECOMMENDATION</b>	

**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.

## 13. Resolutions

### 13.1 South Grenville Food Bank - Food Insecurity

**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

**14. By-laws**

**15. New Business**

**16. Notices of Motion**

**17. Mayor's Proclamation**

**17.1 Fire Prevention Week**

51

**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 (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.

- 19.1 Approval of Minutes - September 15, 2025
- 19.2 Potential Litigation
- 19.3 Human Resources Matter

20. Rise and Report

21. Confirming By-Law – 41-2025 52

**RECOMMENDATION**

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.

22. Adjournment

**RECOMMENDATION**

That the meeting be adjourned to xxx, xxx xx, 20xx. (Time: p.m.)

# Prescott visual identity design concepts – Revised

October 2025





PRES

COTT

1784





full lockup when size permits

**PRES**COTT  
1784

**PRES**COTT  
DOWNTOWN

simplified wordmark for smaller applications and sub brands



full lockup when size permits



icon for very small applications [social media avatars, etc]

# Thank you!



## **PRESCOTT TOWN COUNCIL**

### **MINUTES**

**Monday, September 15, 2025**

**6:00 p.m.**

**Council Chambers**

**360 Dibble St. W.**

**Prescott, Ontario**

**Present** Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young

**Staff** Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Renny Rayner, Fire Chief, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration, Tim Fisher, Municipal Planner

**Guests** Bonnie Pidgeon, South Grenville Foodbank

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

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

## **2. Approval of Agenda**

Motion 153-2025

Moved By McConnell  
Seconded By Young

That the agenda for the Council meeting of September 15, 2025, be approved as presented.

Carried

## **3. Declarations of Interest**

There were no declarations of interest.

## **4. Presentations**

There were no presentations.

## **5. Delegations**

### **5.1 South Grenville Food Bank - Food Insecurity Report**

Bonnie Pidgeon, Executive Director of South Grenville Foodbank spoke to the presentation.

Discussion was held regarding the potential funding of the traveling foodbank, the delivery services, and the need for volunteers.

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

**6.1 September 2, 2025**

Motion 154-2025

Moved By Burton  
Seconded By Kirkby

That the Council minutes dated September 2, 2025, be accepted as presented.

Carried

**7. Communications & Petitions**

There were no communications and petitions.

**8. Consent Reports**

Motion 155-2025

Moved By Campbell  
Seconded By Ray Young

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

Carried

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

Discussion was held regarding the Board of Health Update for the South East Health Unit.

## **9. Committee Reports**

There were no committee reports.

## **10. Mayor**

Mayor Shankar spoke to attending the Spencerville Fair Opening Ceremonies, the Terry Fox Run and the Wellington House expansion groundbreaking where the Minister of Long Term Care, Natalia Kusendova-Bashta was in attendance.

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

Councillor Kirkby spoke to attending the Spencerville Fair and the Wellington House expansion groundbreaking. Operations staff completed an emergency replacement of sanitary leads on Fort Town Drive, winter maintenance preparation is underway and street sweeping is an ongoing task.

Councillor Campbell spoke to attending the Wellington House expansion groundbreaking and spoke to the most recent Fire Administration meeting. The Prescott Fire Department participated in both Cardinal and North Augusta Labour Day parades, "Touch a Truck" as well as the parade at the Spencerville Fair. There will be an open house at the Fire Department on October 4, Fire Prevention week is October 5-11, and potentially two new recruitments.

Councillor Burton attended the Wellington House expansion groundbreaking and a Library Board Meeting.

Councillor T. Young spoke to attending a Planning Advisory Committee meeting, a Business Improvement Area meeting and actively recruiting new members. Councillor T. Young also attended the South Grenville Chamber Boat Cruise, and Wellington House for the Long-Term Care Community Engagement Day on September 12 where they hosted a rubber duck race fundraiser. There is an upcoming Medieval Fair at St. Johns Church on September 20.

Councillor R. Young attended the Wellington House expansion groundbreaking, and the Annual General Meeting for Rideau St. Lawrence Utilities in Westport.

Councillor McConnell spoke to attending the Acadian Festival in PEI, an upcoming Prescott Cemetery Board meeting on October 2 and spoke to the vegetation at the Cemetery.

## **12. Staff**

### **12.1 Staff Report 60-2025 - Key Infrastructure Projects Update For Information.**

Carried

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

Discussion was held regarding the stone removed in the East St reconstruction, the playing surface at the Seymour Recreation Centre play structure, the Wastewater Treatment Plant Expansion amounts and what the Town of Prescott is expected to pay, and the construction timeline. There was additional discussion regarding signage at the Seymour Recreation Centre.

### **12.2 Staff Report 61-2025 - Fire Protection Grant 2025-26**

Motion 156-2025

Moved By Burton  
Seconded By Campbell

THAT Council direct Staff to submit an application under the Fire Protection Grant 2025-26.

Carried

Renny Rayner, Fire Chief, spoke to the report.

Discussion was held regarding training on electric vehicle fires, grant timelines, and overall firefighter training.

**12.3 Staff Report 62-2025 - Financial Report - July 2025 Update**

For information.

Carried

Matthew Armstrong, CAO/Treasurer spoke to the report.

There was no discussion was held.

**12.4 Staff Report 63-2025 - License Agreement - King St Street Lights at Coast Guard Base**

Motion 157-2025

Moved By Burton

Seconded By Kirkby

THAT Council approve and enact By-Law 38-2025 being a By-Law to approve the License Agreement between His Majesty the King in Right of Canada, as represented by the Minister of Fisheries.

Carried

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

There was no discussion held.

**13. Resolutions**

There were no resolutions.

**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 Breast Cancer Awareness Month**

Mayor Shankar made a proclamation that October will be Breast Cancer Awareness Month.

**18. Period for Media Questions**

There were no questions from the media.

**19. Closed Session**

Motion 158-2025

Moved By Burton

Seconded By Ray Young

THAT Council move into Closed Session at 7:05 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (September 2, 2025)

19.2 Proposed Sale of Municipal Lands

19.3 Potential Litigation

19.4 Potential Leasing of Private Lands

19.5 Potential Purchase of Private Lands

19.6 Negotiation of Agreement of Purchase and Sale Terms

Under Section 239(2)(c) under the Municipal Act - acquisition or disposition of land, Under Section 239(2)(e) under the Municipal Act - potential litigation AND Under Section 239(2)(k) under the Municipal Act - plans and instructions for negotiations; AND

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

Carried

**20. Rise and Report**

Motion 159-2025

Moved By McConnell

Seconded By Campbell

THAT Council resume Open Session; AND

THAT Council direct staff to proceed as directed in Closed Session

Carried

Motion 160-2025

Moved By Kirkby

Seconded By Ray Young

THAT Council direct Staff to commence a notification period regarding an intention to declare lands surplus to the needs of the municipality for no less than thirty (30) days for the property known as the Prince Street Ball Fields, and that Staff be directed to facilitate public feedback both in writing and to schedule a Public Meeting on November 3, 2025 followed by a related staff report to consider the surplus declaration.

Carried

**21. Confirming By-Law – 39-2025**

Motion 161-2025

Moved By Young  
Seconded By Campbell

That By-Law 39-2025, being a by-law to confirm the proceedings of the Council meeting held on September 15, 2025, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

**22. Adjournment**

Motion 162-2025

Moved By Kirkby  
Seconded By Burton

That the meeting be adjourned at 8:29 p.m.

Carried

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Mayor

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Clerk

**Solicitor General**

Office of the Solicitor General  
25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
Minister.SOLGEN@ontario.ca

**Solliciteur général**

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25, rue Grosvenor, 18<sup>e</sup> étage  
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Sans frais : 1 866 517-0571  
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132-2025-3641  
**By email**

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

.../2

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Should you have any questions about the regulatory updates, please reach out to [solgeninput@ontario.ca](mailto:solgeninput@ontario.ca).

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca).

Thank you again for your partnership.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

Thomas Carrique, C.O.M.  
Commissioner, Ontario Provincial Police



## STAFF REPORT TO COUNCIL

Report No. 64-2025

**Date:** 10/6/2025

**From:** Dana Valntyne, Economic Development Officer

**RE:** Prescott Branding & Marketing Strategy – Revised Visual Identity

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### **Recommendation:**

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.

### **Background:**

On September 2, 2025, Council endorsed Prescott's new Branding & Marketing Strategy and Messaging Framework, developed by Alphabet Creative, while directing Staff to work with Alphabet to prepare a revised visual identity that incorporated a less abstract depiction of a lighthouse.

Following this direction, and through continued collaboration with staff, Alphabet Creative has produced a redesigned visual identity concept for Council consideration. The adjustments reflect both best practice and stakeholder feedback received during the rollout preparation phase, ensuring Prescott's visual identity maintains consistency with the adopted brand pillars of support, service, success, shore, sport, spirit, and scene.

### Key strengths include:

- This new responsive logo system provides a cohesive suite of applications, including a primary logo & wordmark, simplified wordmark variations, and a flexible icon for digital and small-scale use.
- The new design establishes a contemporary aesthetic that reflects Prescott's riverside identity and forward-looking brand positioning.
- The system was created with practical use in mind, ensuring consistency across print, digital, signage, merchandise, and departmental/partner sub-brands.
- The redesigned typography and iconography ensure high legibility, adaptability, and alignment with accessibility standards



Alphabet Creative's redesigned visual identity provides Prescott with a modern, flexible, and operationally practical brand system that fully aligns with the adopted Branding & Marketing Strategy. It captures the Town's heritage and waterfront identity while delivering a contemporary image that supports investment attraction, tourism promotion, and community engagement.

Staff are excited to move forward with the refined visual identity concept and recommends Council proceed with the revised visual identity as the visual expression of Prescott's brand.

Approval of this redesigned concept will allow the Town to move forward with confidence, ensuring a consistent and compelling brand presence across all platforms while retaining the municipal crest for ceremonial use.

**Alternatives:**

Council may choose not to accept the revised visual identity or choose to modify it further. However, delays in the acceptance of a visual identity may result in additional costs not encompassed in the original scope of the project nor the budget.

**Financial Implications:**

There are no direct financial implications of this report or decision as this project is identified within the 2025 Budget. Implementation of the visual identity and the eventual Branding & Marketing Strategy will have implications on future budgets.

**Attachments:**

*None*



## STAFF REPORT TO COUNCIL

Report No. 65-2025

**Date:** 10/6/2025

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

**RE:** Rescind Notice of Intention to Designate

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### **Recommendation:**

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.

### **Background:**

Section 29 of the Ontario Heritage Act provides that where a property is considered by Council to be of cultural value and interest, Council may serve a Notice of Intention to Designate on the property owner, the Ontario Heritage Trust, and publish notice of same in a local newspaper.

On June 20, 2025, following direction from Council, the Town of Prescott issued Notices of Intention to Designate the following properties:

- 388 Centre Street
- 408 East Street

Subsequent to the issuance, the Town received written objections submitted by the property owners in accordance with Section 29(5) of the Act. These submissions were received within the 30-day period.

Following receipt of the objections, staff sought legal advice and advice on procedure and best practice from heritage professional consultants. These reviews determined that while the documents are supportable, the formal and articulation of the attributes would benefit from refinement to ensure alignment with the current professional standards.



Council retains the authority under Section 29 of the Ontario Heritage Act to rescind a Notice of Intention to Designate prior to passing a designation by-law.

Rescission of the Notices will not remove the properties from the Town's Heritage Register, nor will it extinguish their identified heritage value. Rather, it will terminate the current process and permit the Heritage Advisory Committee to:

- Update and reformat the draft designation by-laws in accordance with templates and guidance provided by heritage consultants; and
- Re-submit the revised by-laws to Council for future consideration of re-issuance under Section 29 of the Act.

This approach ensures that the Town's designation process is procedurally sound, consistent with legislative requirements, and reflects best practices in the identification and protection of cultural heritage resources.

**Alternatives:**

Council could choose to maintain the Notices issued on June 20<sup>th</sup> and proceed to consideration of the draft by-laws in their current format. This is not a recommended option following advice from consultants.

Alternatively, Council could choose to withdraw the properties from consideration for designation. This is not a recommended option.

**Financial Implications:**

There are no direct financial implications arising from rescission of the Notices, apart from staff and committee resources required to undertake the revisions with consultant support as necessary.

**Attachments:**

*None*



## STAFF REPORT TO COUNCIL

Report No. 66-2025

**Date:** 10/6/2025

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

**RE:** Request to Remove Heritage Designation – 356 East Street, Prescott

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### **Recommendation:**

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.

### **Background:**

The Town has received correspondence from the property owner of 356 East Street requesting that the heritage designation on his residence be repealed.

The request rationale is based on concerns related to the ongoing street and sidewalk reconstruction on East Street. It has been detailed that the proximity of the newly constructed roadway and curb to the property's heritage foundation demonstrates a lack of protection or consideration for the building's heritage attributes.

The residence at 356 East Street, known as the "Stockade Barracks", is a designated heritage property under Part IV of the *Ontario Heritage Act* (OHA). The property is designated both municipally (by By-Law 1962) and provincially under the OHA.

Council's jurisdiction is limited to the municipal designation, the provincial designation is administered by the Province of Ontario which would require a separate application to remove.

Under Section 30.1 of the OHA, an owner of a property municipally designated may apply to the municipality to repeal the designation by-law in whole or in part.

Upon receipt of such a request, Council is required to consider the application and consult with its municipal heritage committee (where established) before making a decision.



If Council passes a by-law to repeal the municipal designation, notice must be given to the Ontario Heritage Trust and published in a local newspaper. If Council refuses the application, or if it passes a by-law to repeal, the decision is subject to an appeal to the Ontario Land Tribunal (OLT) within 30 days of notice.

The provincial designation remains in place regardless of Council's decision and must be addressed separately through provincial processes.

The Heritage Advisory Committee serves as the advisory body to Council on heritage matters and is mandated under the OHA to provide advice on applications to alter, demolish, or repeal designations. Referring this request to the Committee ensures that Council fulfills its legislative obligations while benefiting from heritage expertise and public input.

**Alternatives:**

1. Direct the Heritage Advisory Committee to review the request and bring forward a recommendation to Council – **Recommended**
2. Proceed without the Committee – Not Recommended
3. Do Nothing – Not Recommended and against the OHA as Council is required to consider the Application

**Financial Implications:**

There are no direct financial implications associated with referring this request to the Heritage Advisory Committee.

**Attachments:**

- Request from property owner
- Designation By-Law 1962

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW Number 1962

A BY-LAW TO DESIGNATE THE PROPERTY AT  
356 East Street

WHEREAS the Ontario Heritage Act, 1974 authorizes the Council of a municipality to enact by-laws to designate real property, including the buildings and structures thereon, to be of historic or architectural value or interest;

AND WHEREAS the Council of The Corporation of the Town of Prescott has caused to be served upon the owner of the lands and premises known as 356 East Street and upon the Ontario Heritage Foundation notice of intention to so designate the aforesaid real property and has caused such notice of intention to be published in a newspaper having general circulation in the municipality once for each of three consecutive weeks;

AND WHEREAS the reasons for designation are set out in Schedule "B" hereto;

AND WHEREAS no notice of objection to the said proposed designation has been served upon the Clerk of the municipality;

THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT, ENACTS AS FOLLOWS:

1. THAT the real property known municipally as 356 East Street, more particularly described in Schedule "A" attached hereto is designated as being of historical and architectural interest.

2. THAT the Town Solicitor be authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" hereto in the proper land registry office.

3. THAT the Town Clerk be authorized to cause a copy of this by-law to be served upon the owner of the aforesaid property and upon the Ontario Heritage Foundation and to cause notice of this by-law to be published in a newspaper having general circulation in the Town of Prescott.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED IN COUNCIL  
this 21st day of November A.D., 1977.

Sandra L. Lown MAYOR  
Fre Barber Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW Number 1962

A. BY-LAW TO DESIGNATE THE PROPERTY AT  
356 East Street

WHEREAS the Ontario Heritage Act, 1974 authorizes the Council of a municipality to enact by-laws to designate real property, including the buildings and structures thereon, to be of historic or architectural value or interest;

AND WHEREAS the Council of The Corporation of the Town of Prescott has caused to be served upon the owner of the lands and premises known as 356 East Street and upon the Ontario Heritage Foundation notice of intention to so designate the aforesaid real property and has caused such notice of intention to be published in a newspaper having general circulation in the municipality once for each of three consecutive weeks;

AND WHEREAS the reasons for designation are set out in Schedule "B" hereto;

AND WHEREAS no notice of objection to the said proposed designation has been served upon the Clerk of the municipality;

THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT, ENACTS AS FOLLOWS:

1. THAT the real property known municipally as 356 East Street, more particularly described in Schedule "A" attached hereto is designated as being of historical and architectural interest.
2. THAT the Town Solicitor be authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" hereto in the proper land registry office.
3. THAT the Town Clerk be authorized to cause a copy of this by-law to be served upon the owner of the aforesaid property and upon the Ontario Heritage Foundation and to cause notice of this by-law to be published in a newspaper having general circulation in the Town of Prescott.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED IN COUNCIL  
this 21st day of November A.D., 1977.

Linda L. Brown MAYOR  
Joe Barber Clerk

THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW Number 1962

A BY-LAW TO DESIGNATE THE PROPERTY AT  
356 East Street

WHEREAS the Ontario Heritage Act, 1974 authorizes the Council of a municipality to enact by-laws to designate real property, including the buildings and structures thereon, to be of historic or architectural value or interest;

AND WHEREAS the Council of The Corporation of the Town of Prescott has caused to be served upon the owner of the lands and premises known as 356 East Street and upon the Ontario Heritage Foundation notice of intention to so designate the aforesaid real property and has caused such notice of intention to be published in a newspaper having general circulation in the municipality once for each of three consecutive weeks;

AND WHEREAS the reasons for designation are set out in Schedule "B" hereto;

AND WHEREAS no notice of objection to the said proposed designation has been served upon the Clerk of the municipality;

THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF PRESCOTT, ENACTS AS FOLLOWS:

1. THAT the real property known municipally as 356 East Street, more particularly described in Schedule "A" attached hereto is designated as being of historical and architectural interest.

2. THAT the Town Solicitor be authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" hereto in the proper land registry office.

3. THAT the Town Clerk be authorized to cause a copy of this by-law to be served upon the owner of the aforesaid property and upon the Ontario Heritage Foundation and to cause notice of this by-law to be published in a newspaper having general circulation in the Town of Prescott.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED IN COUNCIL  
this 21st day of November A.D., 1977.

Sandra L. Brown  
MAYOR  
Fre Barber  
Clerk

S C H E D U L E "A"

TO BY-LAW NUMBER 1962

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Town of Prescott, in the County of Grenville and being composed of part of Lot No. 199 on the south side of Dibble Street and on the east side of East Street in Block 1 of the said Town of Prescott according to Chipmen's Plan No. 19 of the said Town more particularly described as follows:

COMMENCING at a point on the Westerly limit of said Lot 199 a distance of 86' Southerly from the North West angle of said lot.

THENCE Southerly along the said Westerly limit of Lot 199 a distance of 90' more or less to a point.

THENCE Easterly and parallel with the Southerly limit of said lot a distance of 150'2" to the Easterly limit of said lot.

THENCE Northerly along the said Easterly limit a distance of 90' more or less to a point.

THENCE Westerly and parallel with the Northerly limit of Lot 199 a distance of 150'2" to the point of commencement.

S C H E D U L E " B "

TO BY-LAW NUMBER 1962

Reasons for the designation of the property at 356 East Street

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

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**Fwd: Re: Re: FW: Municipal road widening affecting your designated heritage property**

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**From** [REDACTED] <[REDACTED]@[REDACTED].ca>  
**Date** Fri 9/12/2025 1:11 PM  
**To** Chloe Preston <cpreston@prescott.ca>; [REDACTED] <[REDACTED]@[REDACTED].ca>

Hello Chloe,

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

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

Thank you,  
[REDACTED]

356 East Street

Prescott

[REDACTED]



## STAFF REPORT TO COUNCIL

Report No. 67-2025

**Date:** 10/6/2025

**From:** Tim Fisher, Municipal Land Use Planner

**RE:** Policy and Procedures Governing the Closure and Sale of Municipal Highways

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### **Recommendation:**

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.

### **Background:**

The Town of Prescott received a request to stop-up and close a portion of a Town road allowance. Upon review of our current policies and by-laws, it was determined that the Town does not have a policy to stop-up and close town roads / municipal road allowances.

Staff prepared a draft a policy and procedure governing the closure and sale of municipal highways which provides the necessary procedures for the municipality to stop-up and close a municipal road allowance and when required or requested, by the municipality or the public, to sale and transfer such land as a whole or in portions.

The policy provides details regarding:

- a. application process;
- b. application fee (if required);
- c. submission requirements;
- d. notice of closure, signage and other advertising;
- e. expiry of application; and
- f. costs.

Passing such a by-law to enact this policy, will ensure that all future closure and sale of municipal road allowances will follow the same policies and procedures and are in compliance with the Municipal Act.

### **Alternatives:**



None

**Financial Implications:**

All costs associated with a request to stop-up, close and sale of a portion of a municipal road allowance are to be borne by the applicant.

**Attachments:**

- Draft By-Law & Draft Policy and Procedures Governing the Closure and Sale of Municipal Highways

## **SCHEDULE “A” to BY-LAW 40-2025**

### **POLICIES AND PROCEDURES GOVERNING THE CLOSURE AND SALE OF MUNICIPAL HIGHWAYS**

#### **1. DEFINITIONS:**

In this policy, the following definitions shall apply:

"Applicant" means the person or collectively the people applying for the stopping up, closure, and/or sale of Municipality Highways, but shall not include the Municipality.

"Application" means the application for closure and sale of a Highway.

"Clerk" means the Clerk of the Municipality.

"Council" means Council for the Municipality.

"Highway" includes the following over which the Municipality owns and has jurisdiction:

- (i) a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway, and except as otherwise provided, includes a portion of a highway;
- (ii) a road allowance laid out in the original Crown surveyors that are located in the Municipality;
- (iii) road allowances, highways, streets, lanes, walks, and promenades shown on a registered plan of subdivision;
- (iv) all highways transferred to the Municipality under the Public Transportation and Highway Improvement Act;
- (v) all highways established by by-law of the Municipality on or after January 1, 2003; and
- (vi) all highways that existed on December 31, 2002.

"Municipality" means the Corporation of the Town of Prescott.

"Notice of Closing" means the notice of closing of a Highway as attached to this policy or as may be amended from time to time.

## **2. GENERAL POLICIES:**

The following general policies apply to the closure and sale of Municipality Highways:

- (a) Council will generally entertain written applications requesting the stopping up, closure, and/or sale of Highways;
- (b) Council may approve, approve with conditions or not approve, at its sole discretion, an Application requesting the stopping up, closure, and sale of Highways;
- (c) Factors against the stopping up, closure, and sale of Highways include, without limitation:
  - (i) Conflict with existing, proposed, or planned public infrastructure;
  - (ii) Conflict with existing or proposed public use of the Highway lands;
  - (iii) The Highway is required for public access to surface water;
  - (iv) Conflict with legislation;
  - (v) Potential negative impact on natural heritage features;
  - (vi) The Highway closure may result in a person having no motor vehicle access to and from a person's land over any Highway, and the person has not agreed, in writing, to this loss of access;
- (d) Factors in favour of the stopping up, closure, and sale of Highways include, without limitation:
  - (i) The Highway is deemed to be not required for current or future use by the Municipality;
  - (ii) The Highway is not required for public access to water;
  - (iii) The stopping up, closure, and sale of a Municipality Highway supports development, and without limitation, closures that create full buildable lots

will be given preference over splitting of a highway amongst abutting property owners;

- (e) When the stopping up, closure and/or sale of a Municipality Highway is initiated by an Applicant, the Municipality shall not be responsible for any costs arising from the stopping up, closure and/or sale. All costs pertaining to the processing of the Application are to be borne by the Applicant, such costs to include, without limitation, administrative costs, legal and other consulting costs, disbursement costs, advertising costs, survey costs, court costs, land purchase costs, and taxes. These costs remain the responsibility of the Applicant whether or not Council decides to stop up, close, and/or sell the Highway.
- (f) An application to close a Highway may be deemed by the Municipality to be expired if it has been inactive for a period of one (1) year.
- (g) Council may initiate and conclude, if desired, the process of stopping up, closure, and/or sale of a Highway.
- (h) Council will determine whether an application to close and convey a Highway will proceed by way of by-law or when the Highway is shown on a registered plan, by way of by-law or by way of an order from the Superior Court of Justice.
- (i) On the sale of a Highway that has been stopped up and closed:
  - (i) If the resulting parcel is non-buildable, the Municipality favours its sale to abutting property owners, and when practicable, the merger of the stopped up and closed portion of the Highway with the abutting parcel.
  - (ii) If the resulting parcel is buildable, the Municipality favours its sale as a discrete buildable parcel.
- (j) Council approval for the stopping up, closure and/or sale of a Highway does not imply a promise, warranty, guarantee or support for future development or redevelopment applications that may be submitted for lands including the stopped up, closed, and sold Highway.

### **3. SUBMISSION REQUIREMENTS:**

- (a) Prior to submission of an Application, the Applicant must pre-consult with the Municipality to canvass possible issues which may arise and to gain an understanding of the time and costs involved. For this discussion, a comprehensive sketch should be provided by the Applicant.
- (b) The Applicant shall submit the following information as part of the Application process:
  - (i) a signed Application;
  - (ii) an up-to-date copy of the Parcel Register and copies of the Transfers/Deeds of Land abutting the parts of the Highway showing the names and interests of the current owners, and where deemed advisable by the Municipality, a sub-search of title for the Highway and/or abutting landowners.
  - (iii) a sketch indicating with reasonable accuracy the highway to be stopped up and closed including an identification of adjacent lands and the location of buildings on the lands;
  - (iv) an Application processing fee or retainer fee if required by the municipality through the fee's schedule.

### **4. PROCESSING PROCEDURE:**

- (a) Receiving of Application: When the Municipality receives an Application and the processing fee (if required), the municipality shall review the application and deem the application complete if all required information has been submitted. Municipal Staff will issue an application number and file the application accordingly.
- (b) Notification to Internal and External Agencies: Municipal staff shall circulate the Application to all internal departments and any external agencies which may have an interest, and provide a minimum of 14 days to provide comments to determine the following:
  - i. whether the Highway is surplus land;

- ii. whether there are services or utilities located within the lands or which will be affected by the closure and sale of the Highway; and
- iii. whether there are any objections or concerns relating to the closure and sale of the lands.
- iv. No response will be considered that the agency has no objections or comments.

The following external agencies may require notice:

- Ontario Power Generation,
- Hydro One Networks Inc.,
- Bell Canada,
- Union Gas, and
- any other utilities as applicable,
- United Counties of Leeds and Grenville,
- any abutting Municipality,
- Ministry of Transportation,
- Ministry of Natural Resources,
- Government of Canada (a municipality permanently closing a highway requires the consent of the Government of Canada if the highway abuts on land, including land covered by water, owned by the Crown in right of Canada or leads to or abuts a bridge, wharf, dock, quay or other work owned by the Crown in right of Canada).

- (c) **Public Hearing Date:** A public hearing date must be assigned by Municipal staff which corresponds with the required notification requirements, to allow the public to attend the meeting and voice their concerns or support for the closure and sale of the municipal highway.
- (d) **Notice of Public Hearing:** Municipal staff will prepare a Notice of Hearing which shall provide the description and location of the subject lands with key map, the date and location of the public meeting, the intent of the application, instructions on when, where and to whom to submit written comments or to contact, how to make

a delegation at the public meeting, how to be notified of a final decision and under which Act and by-law number the application is processed.

- (e) **Notification Process:** Municipal staff must ensure that public notice complies with the following:
  - i. Notice must be sent by regular mail and posted on-site a minimum of 20 days prior to the public hearing date;
  - ii. Notice must be mailed to all landowners (as per MPAC data) within a 60 metre radius of the subject land;
  - iii. Notice in the form of signage (min. size 11'x17') must be posted at all access points, in a visible location.
  - iv. Notice shall be advertised on the town website
  - v. Where applicable, the notice may be published in a local newspaper serving the municipality. If publication of the notice is not possible then Municipal staff may consider posting the notice on the Towns social media platforms.
- (f) **Staff Report for Public Hearing:** At the expiry of fourteen (14) day internal and external agency notification period, staff shall prepare a report to be presented during the Public Hearing outlining the merits of the Application and compliance with policies and by-laws and address technical matters.
- (g) **Public Hearing:** The public meeting agenda and related documents and reports shall be made available on the Town's website and paper copies made available upon request of the public at the public hearing. Members of the public or any interested party should contact the Clerks office to obtain a copy of the agenda or specific application and report.
- (h) **Compensation:** In the event that affected landowners require compensation for

lands adversely affected by the Application, Council shall consider whether the affected landowners should be compensated and how staff is to determine the appropriate quantum of compensation.

- (i) Council Meeting Council will consider all information prior to passing a by-law to stop up, close and/or sell all or part of the Highway on whatever terms or conditions it deems desirable, including any third party consents that may be required.
- (j) Council Decision: Council may:
  - i. dismiss the application;
  - ii. grant the application with or without conditions;
  - iii. adjourn the hearing in the event that further information is required for Council to make a decision.
- (k) Final Decision Notice: Staff shall mail by regular mail or by email, a copy of Council's decision to the applicant, internal departments, any interested external agency and to all persons who submitted written comments, signed the public hearing sign in sheets and provided their contact information, or to anyone who requested in writing to be notified of the decision.
- (l) Decision to Approve: If the Application is approved, Council shall direct staff to obtain an updated survey showing the Highway or the portions of the Highway to be stopped up, closed and/or sold. The Municipality will have the Ontario Land Surveyor deposit the Reference Plan.
- (m) Cost Recovery: Staff shall track all costs associated with processing the application, the survey and its registration and legal fees Staff will provide a summary of fees to the Applicant which must be paid to the Municipality to cover some or all of the associated costs to transfer the lands.
- (n) Final Passing of By-Law: Once the Ontario Land Surveyor has deposited the Reference Plan and all conditions have been satisfied, Council shall pass a By-Law permanently closing the Highway and shall direct staff to register a certified copy at

the Land Registry Office.

(o) Certificate of Compliance: The Clerk will prepare a Certificate of Compliance verifying the procedures taken.

**5. COSTS:**

(a) Without limiting the general policies on costs as set out above, all costs shall be borne by the Applicant, including but not limited to the following:

- (i) All costs of Municipality staff and Council in processing the Application;
- (ii) All legal, engineering, planning, and survey costs;
- (iii) the costs of surveying the parcel to be closed;
- (iv) preparation and deposit of the Reference Plan;
- (v) the cost of an appraisal;
- (vi) advertising costs and other costs incurred in giving notice;
- (vii) disbursements such as sub-searches at the Land Registry Office, registered mailings or courier, photocopies, registration fees, Land Transfer Taxes, land purchase price including applicable taxes; and
- (viii) costs related to retaining various easements for utilities.
- (ix) any costs associated with compensating affected landowners, if applicable.

(b) All outstanding remaining costs must be paid within thirty (30) days of being invoiced. If there is an unspent balance from the deposit, it will be returned to the Applicant.

THE CORPORATION OF THE  
TOWN OF PRESCOTT

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**BY-LAW NO. 40-2025**

**BY-LAW TO ADOPT POLICIES AND PROCEDURES GOVERNING THE CLOSURE  
AND SALE OF MUNICIPAL HIGHWAYS FOR THE CORPORATION OF THE TOWN  
OF PRESCOTT.**

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**Being a by-law to Adopt Policies and Procedures Governing the Closure and Sale  
of Municipal Highways for The Corporation of the Town of Prescott.**

**WHEREAS** Section 27(1) of the *Municipal Act, 2001* , S.O. 2001 , c. 25, as amended, empowers a municipality to pass by-laws in respect of a highway over which it has jurisdiction; and

**WHEREAS** Section 34(1) of the *Municipal Act, 2001* , S.O. 2001 , c.25, as amended, provides that a by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office; and

**WHEREAS** Section 35 of the *Municipal Act, 2001* , S.O. 2001 , c.25, as amended, provides that a municipality may pass bylaws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway within the boundaries of the municipality;

**WHEREAS**, the Council of the Corporation of the Town of Prescott deems it expedient to enter into the agreement as supplied by the Rideau St. Lawrence Holdings Inc.;

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

1. That the Policies and Procedures Governing the Closure and Sale of Municipal Highways, as outlined in Schedule "A" attached hereto, shall form part of the draft bylaw.
2. The Clerk of the Town of Prescott is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.

3. This by-law shall come into force and take effect upon final passage.
4. 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 6<sup>th</sup> DAY OF OCTOBER, 2025.**

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**Mayor**

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**Clerk**



## STAFF REPORT TO COUNCIL

Report No. 68-2025

**Date:** 10/6/2025

**From:** Samantha Joudoin-Miller - Manager of Community Services;  
Matt Locke – Director of Operations

**RE:2025 Pumpkin Parade**

---

### **Recommendation:**

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.

### **Background**

The Town of Prescott, through the Community Services Department, has traditionally hosted the Annual Pumpkin Parade on November 1, immediately following Halloween. This popular community event allows residents to display their carved pumpkins for one final evening before proper disposal and composting.

The event requires significant support from the Operations Department, including:

- Collection and transportation of pumpkins throughout the day
- Assistance with Site setup and takedown

Historically, the event has been held on a weekday evening, allowing Town crews to provide support within their regular schedules with minimal disruption to other municipal services. Event set up takes place from 8:30AM-5PM and the event runs from 6-8PM

In 2025, November 1st falls on a Saturday, creating new challenges for staffing and operations. Hosting the event on a weekend would require adjustments such as:

- Overtime costs for Operations staff,
- Additional scheduling considerations to ensure adequate coverage
- Volunteer recruitment efforts

The 2025 Pumpkin Parade presents a unique scheduling challenge due to November 1 falling on a Saturday. Council direction is required to balance community tradition with operational efficiency and budgetary considerations.

### **Analysis**



Staff have identified two potential options for the 2025 Pumpkin Parade:

Option	Date	Advantages	Considerations / Challenges
<b>1. Traditional Date</b>	Saturday, Nov. 1	<ul style="list-style-type: none"><li>- Maintains tradition and consistency for residents.</li><li>- Immediate post-Halloween community event.</li><li>- Possible increase in attendance due to it being a weekend</li><li>- Possible Activation of the Pop-Ups through EcDev/Tourism to complement the event</li><li>- Possibly extend event hours</li></ul>	<ul style="list-style-type: none"><li>- Requires weekend staffing support from Operations at the overtime rate of time and a half</li></ul>
<b>2. Adjusted Date</b>	Monday, Nov. 3	<ul style="list-style-type: none"><li>- Reduces overtime and operational costs.</li><li>- Easier scheduling and coordination.</li><li>- Conflicts with Council meeting scheduled on Nov. 3</li></ul>	<ul style="list-style-type: none"><li>- Breaks with tradition.</li><li>- Pumpkins may not be as fresh after two days.</li><li>- Possible lower attendance due to weekday scheduling.</li></ul>

### Financial Impact

Hosting the event on Saturday, November 1<sup>st</sup> will result in additional overtime staffing costs of the Operations staff, estimated at **\$719.76**.

Community Services and Recreation Programming staff will be scheduled as per usual for this event.

In 2024, 8 part-time staff were scheduled on the day of the event for an estimated total of 43 hours.

Additionally, the Manager of Community Services as well as the Marina and Recreation Supervisor dedicated 12 hours on the day of the event.

The amount of time and support of Operational staff in 2024 was estimated to be 30 hours of regular budgeted hours (no extra cost incurred) and 6 hours of overtime pay equating to \$269.91.



Holding the event on Monday, November 3<sup>rd</sup> would keep staffing costs within the regular budgeted hours, with minimal overtime required. It would however take Operations staff away from regular daily duties on that date as it is a weekday. This date also conflicts with the Council schedule as there is a regular scheduled Council meeting on the evening of November 3<sup>rd</sup>, which would reduce the amount of Council involvement for this event.

### **Next Steps**

Pending Council's direction, staff will:

- Finalize event logistics and confirm date with communications and community partners,
- Prepare and release promotional materials, and
- Adjust staffing schedules accordingly.

Should Council choose to move forward with the traditional date of November 1<sup>st</sup>, messaging to the community will include a call for support. This will involve promoting residents to bring their own pumpkins down to the park throughout the day in an effort to reduce pick-up requirements throughout Town. Staff will also work to connect with local community service organizations to garner event preparation and implementation support throughout the day.

### **Alternatives:**

Noted above



## STAFF REPORT TO COUNCIL

Report No. 69-2025

**Date:** 10/6/2025

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

**RE: Summer Cold Lunch Pilot Program Review**

---

### **Recommendation:**

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.

### **Overview:**

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 Pilot Program was designed in response to regular roundtable community meetings, where it was determined that there is a significant food insecurity gap affecting youth in the Town of Prescott. Operating Monday-Friday from July 7, 2025 to August 29, 2025, the Summer Cold Lunch Pilot Program was aimed to address food insecurity, particularly in the summer months when several other community groups take a break from their regular programming. The program supported healthy development and engagement through consistent meal access in an inclusive and stigma-free environment.

### **Program Goals**

- Nourishment: Provide 25 free cold lunches per day, Monday through Friday, over an 8-week period.
- Accessibility: Ensure meals are free, allergy friendly, and designed to accommodate dietary needs.
- Community Engagement: Strengthen support for families through accessible nutrition, garner volunteer support and foster community partnerships/sponsorships
- Evaluation: Collect data and feedback to assess viability for future expansion.



## Program Details

- Dates:
  - July 7, 2025 to August 29th
- Location Prep:
  - ACCC Canteen
- Time:
  - Meals distributed between 11:00 a.m. – 2:00 p.m.
- Staffing & Volunteers:
  - 1 Summer Student and 1 volunteer per day
- Delivery Format:
  - Cold, individually packed lunches prepared and distributed daily from the “Snack Shack” at Centennial Park
- Registration Process:
  - Per family, limited to 25 meals per day, online through Jotform
  - July registration form was released in June; August registration form was released in July

## Data & Metrics

	July	August	Grand Total
<b>Total Meals Served</b>	583	239	822
<b># Families Registered</b>	19	10	29
<b># Children Supported</b>	40	35	75
<b>% of Prescott Residents</b>	74%	70%	--
<b># Days maxed out (25 meals)</b>	21	1 (ranged from 6-18 meals/day this month)	22
<b># Volunteer Hours</b>	40	30	70

## Financial Summary

The total cost of the Summer Cold Lunch Program was designed to be sustainably covered through a combination of grants, community support, and municipal resources. Staffing expenses are covered by funding received through the Canada Summer Jobs Grant for other summer positions, while the cost of weekly meals—estimated at \$625 per week for eight weeks—was secured through local business sponsorships and in-kind support from local partners and donations from members of the community. Other expenses included supplies, marketing material and incidentals, which were covered



through additional sponsors and the operational budget, ensuring no additional burden on taxpayers or municipal reserves. As designed, this program operated at breakeven with no net financial impact on the Town of Prescott.

- A sponsorship campaign was initiated in June with a goal of \$5,000 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>

## Community Impact

- Anonymous Testimonials from Participants:
  - *"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."*
- Observations from staff:
  - The Summer Lunch Program in combination with the implementation of the River Rec Room and its programming, Centennial Park became an even stronger cornerstone of our community this past summer.
  - *"For us as staff, the Rec Room and the initiatives this summer were a place of growth. We made meaningful connections with local families, visitors and each other."*

## Challenges & Lessons Learned



- Utilizing the ACCC Canteen was ideal for this program as the canteen wasn't otherwise used throughout the summer months. Therefore, the program helped to maximize use of Town facilities.
- Limited cooler space for fresh food meals (solution: additional equipment next year, or consider an alternative distribution location instead of the Snack Shack)
- Consider just one registration form for both months that is sent out in June, during the school year when students and families still have lines of communication with the schools. The August registration form was sent out in July when schools were closed, which could be a factor in why the registration totals were lower in August than in July.
- The distribution of excess meals should be considered when establishing a long-term summer lunch program. Organizers should have a plan in place on where excess meals are needed and how/when they can be dropped off.
- Senior staff played a key role in the Summer Lunch Program, contributing a considerable amount of time, approximately 15-20% of time dedicated to this program per week, over the 8-week program. The time allocated by the Manager of Community Services included planning, obtaining sponsorships, staff scheduling, coordinating with local service providers, marketing & communications, buying groceries on a weekly basis and managing program operations, ensuring the program ran smoothly and met its objectives. Having a dedicated student to the program was a benefit for consistency and organization of the program, however, the investment of senior staff time also needs to be considered when establishing a sustainable model for future summer food security initiatives.

## **Acknowledgments**

This Pilot initiative would not have been possible without the outpouring of support from our community. From our business and community organization sponsors to individual donors and dedicated volunteers to devoted staff and Council support, this initiative served to make an impactful difference in the Town of Prescott.

## **Looking Ahead**

At the Council meeting on September 15, 2025, the SG Food Bank came as a delegation to provide statistics on the status of food insecurity within South Grenville.

Food insecurity remains a known and ongoing concern within the community, particularly during the summer months and periods of school closure when access to school-based nutrition programs is limited. To address this need, it is within the priorities



of both the Strategic Plan and the Community Safety and Well-being Action Plan that the Town continues to dedicate resources toward supporting food distribution initiatives.

Moving forward, the Town could consider acting as a community partner by:

- Allocating a portion of the annual budget to directly support food distribution programming, including the Summer Lunch Program.
- Leveraging the Community Grant Program to partner with local organizations that specialize in food distribution, ensuring that the Summer Lunch Program and similar initiatives can continue and grow sustainably.

By taking a collaborative approach that meets goals within, the Town can continue to help build a stronger, coordinated network of service providers, ensuring that children and families have consistent access to healthy meals during times of need.

**Alternatives:**

Council could choose not to continue the Summer Lunch Program beyond the pilot program initiative.

**Financial Implications:**

As designed and implemented, this program operated at breakeven with no net financial impact on the Town of Prescott.

**Attachments:**

- 2025 Sponsor Poster



THANK YOU TO OUR GENEROUS  
SPONSORS & CONTRIBUTORS!

# Summer Lunch Program

## 2-WEEK SPONSORS



Branch 97  
Prescott



## 1-WEEK SPONSORS



IRVING H MILLER  
INSURANCE BROKERS



 BEATTIE DUKELOW ELECTRICAL INC.

## DONORS AND SUPPORTORS





## Proclamation

### Fire Prevention Week

### October 5 – 11, 2025

**WHEREAS** the Town of Prescott is committed to ensuring the safety and security of all those living in and visiting Prescott; and

**WHEREAS** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas residents should identify places in their home where fires can start and eliminate those hazards; and

**WHEREAS** residents should install working smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**WHEREAS** residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

**WHEREAS** residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS** our first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS** the 2025 Fire Prevention Week theme is “Charge into Fire Safety: Lithium-Ion Batteries in Your Home” and it aims to educate everyone about using these batteries safely and stresses how important it is to buy, charge, and recycle safely when it comes to lithium-ion batteries.

**NOW THEREFORE** I, Gauri Shankar, Mayor, do hereby proclaim October 5<sup>th</sup> to 11<sup>th</sup>, 2025 as “Fire Prevention Week” in the Town of Prescott and urge all residents and visitors to buy only listed products, charge devices safely, and dispose of/recycle batteries responsibly, and support the many public safety activities of the Prescott Fire Department during Fire Prevention Week and all year long.

Dated this 6<sup>th</sup> day of October, 2025.

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Gauri Shankar, Mayor

# THE CORPORATION OF THE TOWN OF PRESCOTT

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## BY-LAW NO. 41-2025

### A BY-LAW TO ADOPT THE PROCEEDINGS OF THE COUNCIL MEETING HELD ON OCTOBER 6, 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 6<sup>th</sup> DAY OF OCTOBER 2025.**

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**Mayor**

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**Clerk**