



**PRESCOTT TOWN SPECIAL COUNCIL
MINUTES**

Tuesday, February 18, 2025

5:30 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Ruth Lockett, Councillor Lee McConnell, Councillor Tracey Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Shawn Merriman, Manager of Building and Bylaw Services, Samantha Joudoin-Miller, Manager of Community Services, Matt Locke, Director of Operations, Chelsea Conklin, Deputy Clerk
Guests	John & Nancy McFarland, Madison Mulder, Sandra Lawn, and Craig Worden

1. Call to Order

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

2. Approval of Agenda

Motion 34-2025

Moved By Burton

Seconded By Campbell

That the agenda for the Special Council Meeting of February 18, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Staff

4.1 PAC Report 01 -2025 - Zoning By-Law Amendment 235 James Street West (ZBA-2024-001)

Motion 35-2025

Moved By Burton

Seconded By Kirkby

That Council approves the application for a zoning by-law amendment (File Number ZBA-2024-001) submitted by Madison Mulder, for the property municipally known as 235 James Street West, be approved; and

That By-Law Number 09-2009, as amended, be further amended, as per Exhibit A (Draft By-Law, to Amend Zoning By-Law Number 09-2009) to Staff Report 01-2025; and

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

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

Carried

Tim Fisher, Municipal Planner, spoke to the report. He provided an overview of the zoning bylaw amendment application, the property, and the request to convert the existing two story dwelling to a total of five units. Mr. Fisher spoke to the zoning bylaw amendment meeting the requirements of the Provincial Policy Statement and the Town's Official Plan. He stated that no concerns were submitted by staff and outlined the concerns from residents at the previous Planning Advisory Committee meeting and staff responses.

Discussion was held regarding fencing between properties, parking options and front step materials. Potential sale of the property was a concern for the designated affordable units and it was confirmed the affordable units are locked in for 10 years.

4.2 PAC Report 02-2025 - Zoning By-Law Amendment - 360 Dibble Street West (ZBA-2025-001)

Motion 36-2025

Moved By Burton

Seconded By Lockett

That Council approves the application for a zoning by-law amendment (File Number ZBA-2025-001) submitted by the Town of Prescott, for the property municipally known as 360 Dibble Street West, be approved; and

That By-Law Number 09-2009, as amended, be further amended, as per Exhibit A (Draft By-Law and Zone Schedules (mapping), to Amend Zoning By-Law Number 09-2009) to Staff Report 02-2025; and

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

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

Carried

Tim Fisher, Municipal Planner spoke to the report. He provided an overview of the zoning bylaw amendment application, the property, and the request to change the zoning for the rear portion of the subject lot from Institutional zone to a Site-Specific Low Density Residential and to create four lots for future development on the property. Mr. Fisher spoke to the

zoning bylaw amendment meeting the requirements of the Provincial Policy Statement and the Town's Official Plan. He stated that no concerns were submitted by staff, and outlined the concerns from residents at the Planning Advisory Committee and staff responses.

Discussion was held regarding the number of units Council had reviewed in the proposal for affordable housing and what the planned number of affordable housing units that are being planned for.

5. By-laws

5.1 Zoning By-law Amendment - 235 James St

Motion 37-2025

Moved By Burton

Seconded By Young

That By-Law 09-2025, being a by-law to amend zoning By-Law NO. 09-2009, as amended, being a by-law to regulate the use of land, buildings and structures within the Town of Prescott.

Carried

5.2 Zoning By-law Amendment - 360 Dibble St W

Motion 38-2025

Moved By Kirkby

Seconded By Lockett

That By-Law 10-2025, being a by-law to amend zoning By-Law NO. 09-2009, as amended, being a by-law to regulate the use of land, buildings and structures within the Town of Prescott.

Carried

6. Period of Media Questions

There was no questions from the media.

7. Confirming By-Law – 11-2025

Motion 39-2025

Moved By Kirkby

Seconded By Campbell

That By-Law 11-2025, being a by-law to confirm the proceedings of the Special Council meeting held on February 18, 2025, be read and passed, signed by the Mayor and Deputy Clerk, and sealed by the seal of the Corporation.

Carried

8. Adjournment


Motion 40-2025

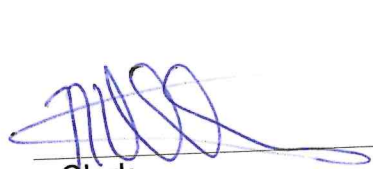
Moved By Kirkby

Seconded By Burton

That the Special Council meeting be adjourned. (Time: 6:23 p.m.)

Carried


Mayor


Clerk