

Cornwall, Prince Edward Island

Regular Meeting of Council

Wednesday, November 20, 2019 at 4:30 PM

Present: Mayor Minerva McCourt presiding
Deputy Mayor Cory Stevenson
Councillor Jill MacIsaac
Councillor Elaine Barnes
Councillor Corey Frizzell
Councillor Shane McGuigan
Councillor Peter Meggs

Also: Kevin Coady – Chief Administrative Officer
Lori Bingley – Finance Assistant

CALL TO ORDER

Mayor McCourt called the meeting to order at 4:30pm
There were six members of the public present.

APPROVAL OF THE AGENDA

There were two items added to the agenda:
Councillor Barnes asked to include Resolution F/A 30-2019 under Committee of Council
Councillor Meggs asked to include information items under Correspondence

Councillor Barnes moved, seconded by Deputy Mayor Stevenson, that the agenda be approved as amended.

Motion Carried.

DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST

Nil

APPROVAL OF THE MINUTES

It was moved by Councillor Meggs, seconded by Deputy Mayor Stevenson, that the Minutes of October 16, 2019 be approved as circulated.

Motion Carried

BUSINESS ARISING

Nil

PRESENTATIONS

- a) A resident from Sunrise Cove, on behalf of area residents, spoke to Council regarding a proposed park in the Town's recently adopted Parks and Recreation Master Plan which abuts their property in Sunrise Cove.

- b) A representative from the Cornwall and Area Watershed Group was invited to speak on the above matter as well. The representative gave the Watershed groups thoughts on the environmental effect should trees be removed from the area in question.

Mayor McCourt thanked both parties for speaking with Council and stated there would have to be more information gathered before any decision would be made regarding the area.

REPORTS OF COMMITTEES / RESOLUTIONS:

INFRASTRUCTURE COMMITTEE UPDATE – Councillor Elaine Barnes

The Report was included in the package.

Councillor Barnes stated the committee is planning to look at purchasing an app for VUEWORKS that will help employees access service calls while out on the road. This will be put in the 2020/2021 budget.

The Town has received numerous complaints regarding poor lighting on the new Trans-Canada Highway. These concerns have been passed along to the Province.

I-21-2019 ~ Cornwall Wastewater Upgrades Phase II – Outflow & Flow

Monitoring Upgrades

**Moved by Councillor
Seconded by Councillor**

**Elaine Barnes
Shane McGuigan**

RESOLVED:

Whereas: The Town of Cornwall Water and Sewer Utility issued a tender for the Cornwall Wastewater System Upgrades Phase II Project (Outflow & Flow Monitoring Upgrades),

And Whereas: Two bids were received for the project, with the lowest being received from Duffy Construction Ltd.,

And Whereas: The Town engineers, WSP Inc., have reviewed the bids and recommend the lowest bid be accepted,

Therefore, be it Resolved: That the Town of Cornwall award the Cornwall Wastewater System Upgrades Phase II Project (Outflow & Flow Monitoring Upgrades) to Duffy Construction Ltd. in the amount of \$286,465 inclusive of HST.

Motion Carried

PLANNING COMMITTEE – Councillor Jill MacIsaac

The report was included in the package.

Councillor MacIsaac noted Planning Board is still waiting for information regarding the secondary access for West River Estates.

COMMITTEE OF COUNCIL – Deputy Mayor Cory Stevenson

- i) FINANCE/ADMINISTRATION DEPARTMENT – Councillor Corey Frizzell**
The comparative income statements were included in the package.

F/A-27-2019 CADC Membership

Moved by Councillor Jill MacIsaac
Seconded by Councillor Cory Stevenson

Whereas: The Province of PEI, the City of Charlottetown and the Town of Stratford have invited the Town of Cornwall to join a revamped Capital Area Development Corporation (formerly the Charlottetown Area Development Corporation),

And Whereas: The Town of Cornwall is interested in furthering economic development in the Capital Region in general and the Town of Cornwall in particular,

And Whereas: The Town will be able to withdraw from the corporation within two years of joining and receive the Town investment back from the province should the Town so choose,

Therefore, be it Resolved: That the Town of Cornwall, subject to obtaining terms and conditions of membership agreeable to the Town, join the Capital Area Development Corporation

Motion Carried

F/A-28-2019 Organization Structure

Moved by Councillor Elaine Barnes
Seconded by Councillor Jill MacIsaac

Whereas: The Town of Cornwall commissioned the Ramsay Management Group Inc. to conduct an organizational review of the Town's operations and staffing,

And Whereas: The organizational review recommended there be certain changes made to the current staffing structure of the Town,

And Whereas: Council has deliberated and agree certain changes are required to the Town organizational structure,

Therefore, be it Resolved: That the Town of Cornwall adopt the organizational structure (chart attached) considered at the Committee of Council meeting held on November 13, 2019, with a full implementation date for the new structure of April 1, 2020.

Motion Carried

F/A-29-2019 Human Resources Contract

Moved by Councillor Elaine Barnes
Seconded by Councillor Cory Stevenson

Whereas: The Town of Cornwall commissioned the Ramsay Management Group Inc. to conduct an organizational review of the Town's operations and staffing,

And Whereas: The organizational review identified a lack of Human Resources capacity within the existing structure,

And Whereas: The Town is not of sufficient size to require full time staffing in the Human Resources field,

Therefore, be it Resolved: That the Town of Cornwall enter into an As and When needed services agreement with resolveHR to provide Human Resources services to the Town of Cornwall per the agreement which was considered at the Committee of Council meeting held on November 13, 2019.

Motion Carried

F/A-30-2019 Loan (TFSC/Civic Centre) & Line of Credit Renewal

Moved by Councillor Corey Frizzell

Seconded by Councillor Elaine Barnes

Whereas: The Town of Cornwall obtained a loan from the National Bank of Canada in 2012 for \$1,500,000 to finance the Town share of renovations at the Cornwall Civic Centre and the completion of facilities at the Terry Fox Sports Centre,

And Whereas: This loan is now due for renewal and the National Bank has offered to renew the loan, with a remaining balance of \$1,091,392, at an annual interest rate of 3.23% over a five-year term on a remaining amortization of 13 years,

And Whereas: The Town of Cornwall Finance and Administration Department has surveyed other options regarding interest rates on similar loan products from similar lenders and are satisfied with this credit arrangement as proposed,

Therefore, be it Resolved: That the Town of Cornwall renew the current loan on a five-year term with the National Bank of Canada at 3.23%, and

Be it further Resolved: That the Town of Cornwall confirm approval for the Town \$1,000,000 operating Line of Credit, and the \$550,000 Town of Cornwall Utility operating Line of Credit at the reduced interest rate of Prime less 0.75% (Previous rate being Prime less 0.50%).

Motion Carried

- ii) MUNICIPAL SERVICES DEPARTMENT – Councillor Peter Meggs
Reports were included in the package.**

Councillor Meggs stated the Senior’s Tea and Talk has been a successful event every Tuesday and thanked staff member Greg Lucas for organizing them.

Councillor Meggs noted Trius Transit ridership is up 70%.

MS-05-2019 Transit Tender Award

Moved by Councillor **Peter Meggs**
Seconded by Councillor **Elaine Barnes**

Whereas: The Town of Cornwall is a member of the Capital Area Transit Authority in conjunction with the City of Charlottetown and the Town of Stratford, and a joint application was submitted and approved for transit fleet renewal funding under the Investing in Canada Infrastructure Program,

And Whereas: An RFP was issued that included three options for bids – six, 35-foot buses; six, 40-foot buses; and a combination of 2, 40-foot buses and 4, 35-foot buses,

And Whereas: After reviewing both the short-term and long-term operational needs of the transit system, as well as recognizing the rapidly growing demand for the service, the CATCC is recommending proceeding with option 3; two, 40-foot buses and four, 35-foot buses

And Whereas: Only one bid was received for option 3 from New Flyer; this bid meets all the required specifications and comes in under the approved project budget of \$4,554,000, the total bid was \$3,759,435.10 including HST and delivery (bid sheet attached),

And Whereas: The Town of Cornwall contribution to this project spread over the two years of the project (2020/21, 2021/22) is \$116,754, with such amount approved in the 5 year capital plan of the Town of Cornwall,

Therefore: Be it Resolved: That the Town of Cornwall approve the proposal from New Flyer for two 40 foot buses and four 35 foot buses totaling \$3,759,431.10 inclusive of HST and delivery.

Motion Carried

MS-06-2019 Diversity Committee

Moved by Councillor **Peter Meggs**
Seconded by Councillor **Cory Stevenson**

Whereas: The Town of Cornwall is an open and welcoming community and the population of the Town and the Province of Prince Edward Island is becoming more diverse,

And Whereas: The Town of Cornwall has previously had a Diversity Committee to assist newcomers with the transition to a new community,

And Whereas: The Town of Cornwall desires to re-establish a Diversity Committee with representation from community residents,

Therefore, be it Resolved: That the Council of the Town of Cornwall re-establish a Diversity Committee which may include community resident members, the composition and Terms of Reference for this special committee shall be as established by the Council.

Motion Carried

iii) PARKS & RECREATION DEPARTMENT – Councillor Shane McGuigan

The report was included in the Committee of Council package.

PR-11-2019 Ballfield Lights Re-Tender

Moved by Councillor **Shane McGuigan**
Seconded by Councillor **Elaine Barnes**

Whereas: The Town of Cornwall issued a tender for the lighting of the upper ballfield at the Terry Fox Sports Centre,

And Whereas: Several bids were received in response to this call for tenders with all proposals substantially over the budgeted amount for the project,

And Whereas: The Town, through its engineers, in order to bring the project in on budget removed certain items from the specifications for the project and invited the low bidder to submit a revised price for the project,

And Whereas: The low bidder submitted a revised price which was still over the original budget,

Therefore, be it Resolved: That the Town of Cornwall publicly re-tender this project with the scaled back project specifications.

Motion Carried

PR-12-2019 Parks Recreation Master Plan

Moved by Councillor **Jill MacIsaac**
Seconded by Councillor **Elaine Barnes**

Whereas: The Town of Cornwall is well known for its Parks and Recreation Programming and engaged Ekistics Planning and Design to develop an overall Recreation Master Plan,

And Whereas: Ekistics engaged the community through public engagement sessions, interviewed Town staff and Councillors, stakeholders, and other interested parties,

And Whereas: Ekistics has presented a completed Plan that has been reviewed by Council and staff,

Therefore, be it Resolved: That the Town of Cornwall adopt, in principle, the Recreation Master Plan as developed by Ekistics Planning and Design.

Motion Carried

Council discussed holding the “Chill on the Hill” event again in 2020. It was noted by several Councillors that the short lead time affected the attendance, but they also complimented staff for how well organized it was and noted that the entertainment was great.

Councillor Frizzell expressed concerns regarding the purpose behind the event and stated that the expenses incurred were not worth trying to organize this event again.

It was noted that with extra time to get headliners and sponsors and having the Parks and Recreation Manager reach out to other organizers for ideas, the majority of Council decided to try the event again.

PR-13-2019 Chill on the Hill

Moved by Councillor **Elaine Barnes**

Seconded by Councillor **Jill MacIsaac**

Whereas: The Town of Cornwall Parks and Recreation Department organized an inaugural event in 2019 known as the “Chill on the Hill” with a lineup of entertainment for all ages,

And Whereas: The event, while sparsely attended for a variety of reasons was well organized and received positive feedback from those in attendance,

And Whereas: The Town of Cornwall Council desires to hold this event again with a greater window of time for organization of the event,

Therefore, be it Resolved: That the Town of Cornwall hold the second annual “Chill on the Hill” in summer 2020, subject to all required licenses, permits and proper insurance coverage being in place for the event; costs for the event will be similar to the inaugural event and are to be approved in the 2020/21 operating budget, Council may at its discretion increase the funding available for performers at the event.

Motion Carried

AFFORDABLE HOUSING SPECIAL COMMITTEE

AH-02-2019

Moved by Councillor **Jill MacIsaac**

Seconded by Councillor **Elaine Barnes**

Whereas: The Governments of Canada and Prince Edward Island have established affordable housing programs and the Town of Cornwall has established an Affordable Housing Incentive Program and an Affordable Housing Special Committee to administer the municipal incentive program as applications may be received on affordable housing initiatives,

And Whereas: The Town received, and the Affordable Housing Committee has considered, an affordable housing proposal regarding two, twenty four unit apartment buildings to be constructed on Lot 40 in the Harvest Hills sub-division; this proposal is considered under CMHC criteria as affordable and CMHC is involved in the funding of the project,

And Whereas: The Affordable Housing Special Committee recommends that this proposal be granted a rebate of twenty five percent of the development fees applicable to the project and a rebate of twenty five percent of the municipal portion of the property tax levy on the forty eight

affordable units for a ten year period,

Therefore, be it Resolved: That the Town of Cornwall rebate twenty five percent of the applicable development fees for the project to the developer and provide a rebate to the property owner of twenty five percent of the municipal portion of the property tax levy on the forty eight affordable units in the development upon presentation of the annual property tax statement.

Motion Carried

CORRESPONDENCE

Nothing to report

OTHER BUSINESS

Mayor McCourt shared the notice regarding Manager of Infrastructure, Matt Duffy, becoming a member of Island Technology Professionals of Prince Edward Island as a Certified Engineering Technologist.

Councillor Frizzell stated he would like to see the Town place a float in the Charlottetown Christmas Parade on Saturday, November 30th, 2019. Due to short notice it was decided to have staff drive the Town truck with decorations on it and have the youth centre kids walk while handing out candy canes.

F/A-31-2019 Christmas Parade Float

It was moved by Councillor Frizzell and seconded by Deputy Mayor Stevenson that the Town enter a float in the 2019 Christmas parade.

Motion Carried

IN CAMERA

MGA Section 119 (1)(d)

6:02pm - At this time it was moved by Councillor Barnes and seconded by Deputy Mayor Stevenson that the meeting go in camera, motion carried. All members of the public were asked to leave.

The meeting resumed in open session at 6:25pm.

ADJOURNMENT

The meeting was adjourned at 6:27pm.

MINERVA MCCOURT
MAYOR

KEVIN COADY
CHIEF ADMINISTRATIVE OFFICER